



Report to County Council

From: Michele Harris, Director of Homes and Seniors Services

Date: February 25, 2025

Subject: Homes – Emergency Plans – Elgin County and Thames Valley District School Board (MOU)

Recommendation(s):

THAT the report titled “Homes-Emergency Plans-Elgin County and Thames Valley District School Board (MOU)” from the Director of Homes and Seniors Services dated February 25, 2025 be received and filed; and,

THAT Council authorize the Director of Homes and Seniors Services to execute the Memorandum of Understanding (MOU) for emergency planning with Corporation of the County of Elgin and Thames Valley District School Board (TVDSB).

Introduction:

The purpose of this report is to seek Council approval for execution of an agreement with Corporation of the County of Elgin (Elgin Manor) and TVDSB (Southwold Public School) for the use of each other’s facilities in the event that a temporary evacuation is required.

Background and Discussion:

The Fixing Long-Term Care Act, 2021 (FLTCA) and Ontario Regulation 246/22 require long-term care homes in the Province of Ontario to have emergency plans in place that comply with regulatory requirements. Under the FLTCA, a long-term care home emergency plan must include the identification of a safe evacuation location, the use of which the licensee has arranged in advance of an emergency.

Similarly, the Ministry of Education requires licensed schools to identify a safe evacuation location and provide confirmation that the licensee has permission to use such safe location in the event of a temporary emergency.

County of Elgin Homes and TVDSB staff toured both Elgin Manor and Southwold Public School to determine the feasibility and suitability of temporary evacuation for both the long-term care home and the school.

In consultation with the County Solicitor, the Director of Homes and Seniors Services has reached consensus with TVDSB representatives for a draft memorandum of understanding (included in this report) to support temporary evacuation and emergency plans for both facilities.

Financial Implications:

The draft MOU provides language requiring both Elgin County and TVDSB to cover the costs of supplies (including food and drink), or provide the same; and, to reimburse the other party the cost incurred as a direct result of the use of the facility, if any.

Alignment with Strategic Priorities:

Serving Elgin	Growing Elgin	Investing in Elgin
<ul style="list-style-type: none"> <input type="checkbox"/> Ensuring alignment of current programs and services with community need. <input checked="" type="checkbox"/> Exploring different ways of addressing community need. <input checked="" type="checkbox"/> Engaging with our community and other stakeholders. 	<ul style="list-style-type: none"> <input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input checked="" type="checkbox"/> Fostering a healthy environment. <input checked="" type="checkbox"/> Enhancing quality of place. 	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

Local Municipal Partner Impact:

The draft MOU supports both Elgin Manor and Southwold Public School in meeting the legislative requirements for an arranged, temporary, safe, evacuation location should it be required as part of emergency planning.

Communication Requirements:

Once approved, County of Elgin and Southwold Public School staff will ensure that the details of the MOU are communicated as required, and, that the emergency plans are updated.

Conclusion:

Staff recommend that Council authorize execution of the Memorandum of Understanding to support emergency planning requirements for both Elgin Manor and Southwold Public School.

All of which is Respectfully Submitted

Approved for Submission

Michele Harris
Director of Homes and Seniors Services

Blaine Parkin
Chief Administrative Officer/Clerk