



## COUNTY COUNCIL

9:00 A.M., WEDNESDAY, OCTOBER 28, 2020

### AGENDA

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1. Call to Order.
2. Moment of Silent Reflection.
3. National Anthem.
4. Roll Call.
5. Disclosure of Pecuniary Interest and General Nature Thereof.
6. Adoption of the Minutes of September 30, 2020.
7. Warden's Address.
8. Delegations:
  - (a) Mr. Doug Carr, Ontario's Chief Negotiator; Ms. C.B. Pappin, spokesperson for the Ontario Aboriginal Affairs Secretariat; Ms. Jennifer Griffin, Senior Negotiator, Ontario Ministry of Natural Resource and Forestry; Ms. Cara Hernould and Mr. Norm Lemke, Co-Chair, Municipal Advisory Committee, Municipal Focus Group to provide an update on negotiations on the Algonquin Land Claim.
9. Correspondence.
10. Committee Reports:

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(a) Development and Property Committee	3
(b) Social Services Committee	33
(c) Health Committee	64
(d) Operations Committee	85
(e) Finance and Administration Committee	110
11. By-laws:
  - (a) By-law 99-20 - A By-Law to Purchase Land on County Road 52 (Burnstown Road).

(b) By-law 100-20 - A By-Law to Establish Corporate Policies and Procedures for Ontario Works Services for the County of Renfrew.

12. Notice of Motions.
13. Members' Written Motions.
14. New Business.
15. Closed Meeting – none at time of mailing.
16. Confirmatory By-law 101-20 - A By-law to confirm the Proceedings of the Council of the County of Renfrew at the Meeting held on October 28, 2020.
17. Adjournment.

**NOTE:** Any submissions received from the public, either orally or in writing may become part of the public record/package.

October 28, 2020

To the Council of the Corporation  
of the County of Renfrew

Members of County Council:

We, your **Development and Property Committee**, wish to report and recommend as follows:

## **INFORMATION**

### **1. Planning Division Activity Tracker**

Tabled is the Activity Tracker for September 2020. In September, the Planning Division opened 10 new severance applications and prepared 20 planning checklists for general inquiries (pre-consultations).

For the period January – September 2020, the County of Renfrew opened 74 severance applications compared to 78 over the same period in 2019. With respect to decisions, 52 decisions were rendered from January – September 2020 compared to 107 rendered over the same period in 2019.

### **2. 5G Cell Towers**

Tabled is a resolution received from the Township of North Algona Wilberforce forwarding correspondence from Ms. Kathryn Stuart along with a petition to stop 5G from coming into the County of Renfrew. Also tabled is a draft 5G Resources Overview from the Eastern Ontario Regional Network that outlines established industry standards and safety guidelines that are set out by Health Canada on federally regulated 5G towers.

### **3. Algonquin Land Claim Update**

Tabled is an update from Ontario's Chief Negotiator on the ongoing treaty negotiations with the Algonquins of Ontario. An invitation has been extended to Mr. Norm Lemke, Municipal Liaison for the Province of Ontario to attend an upcoming meeting of County Council.

#### 4. **Renfrewshire Agreement, Renfrewshire Scotland**

County Council in June approved a Partnership Agreement between the County of Renfrew and Renfrewshire, Scotland. Staff has received confirmation from the Renfrewshire Council that a steering group has been established. Our Committee directed staff to develop a community team of engaged businesses, citizens and cultural representatives that will report to the Development and Property Committee. The community team would communicate with the Renfrewshire steering group to determine what areas to focus on to celebrate similarities and differences between the two Counties.

#### 5. **Business Closures in Non-Metro Ontario**

Tabled is a fact sheet from Rural Ontario Institute (ROI) highlighting active businesses, business openings and business closures as of April 2020. The COVID-19 pandemic has disrupted the 'normal' business dynamics and the fact sheet documents recent changes in non-metro Ontario.

#### 6. **Renfrew County Employment Data**

Below is a data set compiled by Business Development Officer Mr. David Wybou providing information on employment levels in Renfrew County and the City of Pembroke.

2019 Jobs:	43,723	Job Posting from July to <b>September 2019:</b>	1,829	Median salary from advertised positions:	\$43,648
2020 Jobs:	43,910	Job Posting from July to <b>September 2020:</b>	2,620	Median salary from advertised positions:	\$43,392
Jobs Increase:	187	Increase in job posting for this period:	791	Decreased advertised Salary:	-\$256
% Increase:	0.4%	% Increase in job postings:	43.25%	Percentage salary decline from 2019 – 2020:	-0.59%

County of Renfrew Employment Stats (Source: EMSI courtesy of the Labour Market Group of Renfrew and Lanark)

#### 7. **Ottawa Valley Tourism Awards**

Nominations are now open for the 2020 Ottawa Valley Tourism Awards. Each year, the Ottawa Valley Tourist Association (OVTA) recognizes the

efforts of tourism leaders, businesses and events who put their best foot forward in delivering outstanding tourism products and initiatives. Nominations will be accepted until Monday, November 16, 2020 in the following categories and based on activities and initiatives that took place in 2019:

- Marilyn Alexander Tourism Champion of the Year
- Business of Distinction
- Special Event of the Year

The awards will be presented in a virtual holiday-themed ceremony in early December.

#### **8. Winter Intake Starter Company Plus**

The next intake of entrepreneurs to the Starter Company Plus Program opened on October 15, 2020. Operators of new businesses seeking assistance to grow and develop their business, and entrepreneurs planning to launch a new business are invited to apply to this free and invaluable program. Participants benefit tremendously from coaching and mentoring from business, legal, insurance and accounting professionals and will have the opportunity to compete for funding at the conclusion of the training programs.

#### **9. County Forester Video**

The County Forester continues to promote forestry within the County of Renfrew and beyond and has been a part of “Volvo Penta – Mighty Jobs – The mighty people behind the mighty machines on the side”. The following video clip highlights Ms. Lacey Rose and her adventures over the past few years with Volvo Penta.

<https://www.youtube.com/watch?v=j3T8PQTlxAc&feature=youtu.be>

#### **10. 2020 Harvest Update on County Forests**

Cutting and hauling is complete at Elliot and Beachburg Tracts and operations continue at Opeongo Tract. An update on 2020 harvest progress is included below.

- Opeongo Line is a multiple year contract, due to the size of the harvest area. It is expected that this work and revenue will continue into 2021.
- Simpson's Pit Tract volume was significantly lower than expected. Areas of this plantation have a number of issues including poor growth rate, deformed stems and heavy removal in the past. These factors contributed to the reduced volume compared to the estimate. Note that the bid prices received are estimates only, and actual revenue reflected actual volume harvested and weighed. Similar factors contributed to a lower than estimated revenue for Beachburg Tract as well. Estimates are calculated by staff based on field observations and historical data, but can vary from what results from harvest.

Tract	Sale #	Harvest Type	Allocated Area (ha)	Total Bid Received (\$)*	Status	Invoiced** Revenue to Date (\$)	% of bid price
Opeongo Line	11-19	Poplar /Mixedwood Clearcut, shelterwood	162	\$115,445	This contract is from <b>July 2, 2019-December 31, 2021</b> . Harvest and hauling underway. Started May 2020. It is expected this work will continue into 2021.	\$30,840.52	27%
Shrine Hill/Yantha	17-19	Spruce/Red Pine Thinning	19	\$7,525	This contract is from <b>July 2, 2019-December 31, 2020</b> . Not started.	--	--
Simpson's Pit	17-20	Red Pine Thinning	48	\$95,868	Harvest and haul complete	\$60,155.39	63%
Beachburg	18-20	Red Pine Thinning	15	\$28,118	Harvest and haul complete	\$23,051.92	82%
Germanicus	19-20	Red Pine Thinning	12	\$22,068	Not started	--	--
Elliott	20-20	Red Pine Thinning	9	\$11,000	Harvest and haul complete	\$14,465.79	132%
<b>TOTAL</b>				<b>\$240,024</b>		<b>\$128,513.62</b>	<b>54%</b>

\*Actual invoiced amount will depend on actual, weighed volume (m3) harvested. Bid is based on estimated volume.

\*\*Invoicing can occur as long as 30 days post-haul. Mills must send in weigh slips before invoicing can occur.

## 11. Service Delivery Improvement Project (SDIP)

- Phase 1 (Development and Property and Public Works area, 2nd floor and the Front Reception Area) is scheduled for turnover on November 9, 2020.
- Phase 1B (Court Room and Waiting Area) is scheduled for turnover on December 15, 2020.
- Exterior work is underway including the new front entrance, new sidewalks for the Court, Social Services and Courtyard areas as well as the new entrance for the Justice of the Peace.

- New furniture for Phase 1 interior areas is scheduled for installation the week of October 26, 2020.
- The Renfrew County and District Health Unit (RCDHU) has indicated they will be able to meet the October 31, 2020 lease expiry date.
- Phase 3 (Social Services area) and Phase 2 (Boardrooms and Collaborative Space) in the previous Public Works area will be undertaken at the same time with the RCDHU area vacated. This will positively impact the construction schedule and these phases will be started early November.

## 12. **Community Benefits Charge Regulation under Planning Act**

Tabled is correspondence from the Honourable Steve Clark, Minister of Municipal Affairs and Housing advising that the new Community Benefits Charge (CBC) regulation under the Planning Act was filed and came into force on September 18, 2020. A backgrounder from the Association of Municipalities Ontario (AMO) is also tabled. The County of Renfrew does not have a Development Charges By-law or a Community Benefits Charge. This information item is being included as it may be useful to your local municipalities.

All of which is respectfully submitted.

Robert Sweet, Chair

And Committee Members: P. Emon, B. Hunt, S. Keller, D. Lynch, J. Reinwald, D. Robinson, J. Tiedje



# DEVELOPMENT AND PROPERTY DEPARTMENT PLANNING DIVISION ACTIVITY TRACKER

TIME PERIOD - September 2020

	Arnprior	Deep River	Laurentian Hills	Petawawa	Renfrew	Admaston/Bromley	Bonnechere Valley	Brudenell, Lyndoch & Raglan	Greater Madawaska	Head, Clara & Maria	Horton	Killaloe, Hagarty & Richards	Laurentian Valley	Madawaska Valley	McNab / Braeside	North Algonia Wilberforce	Whitewater Region	County-wide	MONTHLY TOTAL	2019 YEAR-END TOTAL
<b>APPROVALS</b>																				
Local Official Plan																			0	0
Local Official Plan Amend.																			0	3
Subdivision Draft Approval																			0	3
No. of Draft Approved Units																			0	26
Subdivision Final Approval																			0	2
No. of Final Approved Units																			0	26
Part Lot Control By-laws																			0	7
No. of Part Lot Control Units																			0	81
Severances																1			1	156
<b>TOTAL FINAL &amp; DRAFT APPROVED LOTS</b>																			1	289
<b>APPLICATIONS (Review &amp; Preparation of Documents)</b>																				
Official Plans																			0	0
OPAs																			0	0
Comprehensive Zoning By-law																			0	0
Zoning By-law Amend.				1										1					2	44
New Severance Apps (Cty)						2		5	1					1			1		10	110
Severance Rpts to Mun.															2				2	17
Minor Variance Rpts to Mun.															2				2	7
Plan of Subdivision Apps.																			0	5
No. of Subd Units																			0	263
Site Plans/Agreements																			0	6
LPAT Hearings																			0	0
<b>PRELIMINARY REVIEW</b>																				
Planning Checklists				1		4	2	1	4				1	1	4	2			20	179
Other Inquiries	2	3	1		1	2	8	3	7	1	1	5	3	7	16	7	6		73	187
<b>TOTAL ACTIVITY</b>	2	3	1	2	1	8	10	9	12	1	1	5	4	10	24	10	7	0	110	
<b>2019 YEAR END ACTIVITY</b>	6	10	10	38	1	32	51	21	68	7	68	63	47	96	88	43	77	0		726

74 severances received January-September 2020 versus 78 severances received January-September 2019

52 severance decisions January-September 2020 versus 107 severance decisions January-September 2019



**NORTH ALGONA WILBERFORCE TOWNSHIP**  
**AUGUST 18, 2020**

**MOVED BY**

- ☐ Mayor Brose
- ☐ Councillor Buckwald,
- ☐ Councillor Berndt
- ☒ Councillor Reiche-Schoenfeldt
- ☐ Councillor Robinson

**SECONDED BY**

- ☐ Mayor Brose
- ☐ Councillor Buckwald,
- ☐ Councillor Berndt
- ☒ Councillor Reiche-Schoenfeldt
- ☒ Councillor Robinson



**9.2.4**


That Council acknowledges the correspondence from Kathryn Stuart to Mayor Brose regarding a petition to stop 5G technology and will forward the petition to the County of Renfrew.

BE IT FURTHER RESOLVED THAT a copy of this resolution be sent to Ms. Stuart and the County of Renfrew.

Carried: <input checked="" type="checkbox"/>	Defeated: <input type="checkbox"/>	Withdrawn: <input type="checkbox"/>
Declaration of Interest: _____	Recorded Vote: _____	

YES	Voting	NO
	Councillor Doug Buckwald	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Councillor Melvin Berndt	
<input checked="" type="checkbox"/>	Councillor Janet Reiche-Schoenfeldt	
<input checked="" type="checkbox"/>	Councillor Maria Robinson	
<input checked="" type="checkbox"/>	Mayor James Brose	

Mayor: 
Clerk: 

**CERTIFIED TRUE COPY  
OF AN ORIGINAL DOCUMENT**  
SIGNED   
DATE 8-18-2020  
North Algona Wilberforce Township

RECEIVED JUN 02 2020  
RECEIVED JUN 02 2020

Dear Mr. James Brose, North Algona Wilberforce Mayor,

May 31<sup>st</sup> 2020

I contacted you via email in March 2020 regarding wireless technology – with concern over our Countys current investment and way of moving forward with delivering internet and cell service to its residents.

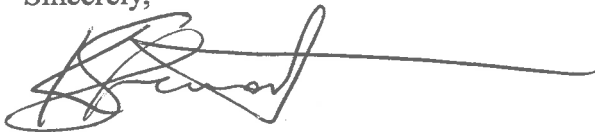
As Frank Clegg (CEO of Canadians for Safe Technology and former President of Microsoft Canada) said “its not about denying people fast internet or reliable cell service. All of that can be done with 3G and 4G.” As well, homes can be wired using safe and fast fiber optic cabling to the home - which does not pose a health risk and is more secure.

If you are not informed on this subject and want to know more, you can visit:  
<https://rcr4st.constantcontactsites.com/> - a site created to inform Renfrew County residents of this issue. There, you will find lots of links that will lead to scientific and mainstream publications with further details.

The group Renfrew County Residents for Safe Technology’s mandate is to educate the residents of Renfrew County on this issue in a friendly and professional manner. If we can be of any help – please contact us.

As well – a petition to halt the futher installation of cell towers near places of residence and work, and opposing the rollout of 5G, was started just prior to the Covid-19 lockdown. Attached you will find those signatures of Renfrew County residents who signed the petition, for your consideration.

Sincerely,



Kathryn Stuart  
Renfrew County Residents for Safe Technology

AUG 18 2020  
9.2.4

# Petition to Stop 5G

Petition to stop cell tower installation in Renfrew County, Ontario, Canada

## Petition Summary and Background:

4<sup>th</sup> and 5<sup>th</sup> generation wireless networks (4G and 5G) will exponentially increase exposure to radio frequency (RF) radiation on top of the 3G, and LTE networks for telecommunications already in place.

Scientists and doctors throughout the world have warned of the serious health risks of RF radiation such as cancer, heart disease, diabetes, infertility, memory problems, sleep-disorders and birth defects. Our children, pregnant women, the elderly and the immune compromised are most at risk. **The County of Renfrew is allowing private companies to install cellular antennas, on private land and in public spaces without any public consultation.**

## Action Petitioned For:

*We, the residents of Renfrew County, demand:*

- the immediate end to the installation of cellular antennas and the removal of cellular antennas that have been installed on/or near our property without our approval and with no warning, whatsoever;
- that the County of Renfrew uphold its duty to protect its residents and put the needs of its residents, not the telecommunication companies, first, by refusing further wireless infrastructure until it is proven safe.

Email: [RC5GAG@protonmail.com](mailto:RC5GAG@protonmail.com)

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# EORN

EASTERN ONTARIO  
REGIONAL NETWORK

## 5G Resources Overview

October 1, 2020

By Marco Smits

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The Eastern Ontario Regional Network (EORN) is committed to making eastern Ontario one of the best connected regions in the world. We understand that connectivity plays a critical role in ensuring a community's development and prosperity.

EORN has secured funding for a project designed to improve cell phone coverage and capacity in the region (the Cell Gap Project). Construction associated with the Cell Gap Project will begin in 2021. Part of the project will include construction by telecommunications service providers (TSPs) of cell phone towers and antennas.

TSPs make their investments with an eye on the future. TSP don't want their technology to be outdated in only a few years or to be left behind in the race for the fastest and best network. All equipment (such as antennas, radios and routing electronics) that is currently being installed across the region is designed to support 5G.

5G (or fifth generation) refers to the next generation of mobile wireless standards and technologies. 5G will provide significant improvements over the current 4G. 5G is about much more than boosting speeds on your mobile phone. It is ultimately about enabling faster internet connectivity everywhere and for everyone.

TSPs are actively advertising their 5G networks. And while most of those networks are not fully developed and only available in highly densely populated areas, their commitment to a fully integrated 5G network is obvious.

As a result, local municipalities and elected officials are receiving questions about 5G. And while it appears that most people are realizing the benefits of advanced technology there is a small but vocal and often well organized minority that feels different. They don't see the need for 5G and point to perceived negative effects, including "technology pollution" and health implications. In some cases, 5G technology is linked to conspiracy theories and in even more radical cases this has led to vandalism of telecommunications infrastructure. This phenomenon is not unique to Canada.

In an effort to assist municipalities, elected officials and staff in preparing for questions about 5G, EORN has developed this resource. It is an overview of what the government and some other well respected organizations such as the Federation of Canadian Municipalities (FCM) and the American Cancer Society are saying about 5G.

## EORN's position

5G is a new technology and we understand that some people will have questions and concerns, in particular about health and safety. All Canadian telecom service providers must build their mobile networks based on established industry standards and safety guidelines set out by Health Canada. This applies to all generations of equipment including emerging technologies such as 5G.

According to Health Canada and the World Health Organization (WHO), cell phone towers are not a health risk and exposure to radiofrequency (RF) is well below Health Canada limits. Current Canadian health and safety limits also cover the frequency ranges that would be used by 5G devices and installations.

## Resources

While EORN doesn't conduct its own research on health and safety concerns, we do keep up with rules and regulations. Below is a list of resources we reference. For each, we have highlighted some documents and links that might be particularly useful for municipalities in eastern Ontario as you prepare for expansion of telecommunications networks and the arrival additional cell towers.

### **Federation of Canadian Municipalities (FCM)**

FCM is a national voice of municipal government. Its membership includes more than 2,000 municipalities of all sizes, from Canada's cities and rural communities, to northern communities and 20 provincial and territorial municipal associations. Part of the FCM mandate is to conduct research on behalf of Canadian municipalities and publish its findings. One such publication is called "Getting it right: Preparing for 5G deployment in your municipality".

#### **Getting it right: preparing for 5G deployment in your municipality**

<https://fcm.ca/en/resources/preparing-5g-deployment-in-your-community>

This document is written specifically for municipalities. It describes technology related to 5G and how it works in layman's terms. It also addresses the current legislative backdrop and explains the differences between the Telecommunications Act, the Radio Communication Act and the Broadcasting Act. It also includes case studies.

Quotes from the FCM document:

"Health Canada ensures that 5G installations comply with all existing safety regulations, including Safety Code 6 (SC6), which determines exposure limits for wireless devices and their associated infrastructure. Canada's limits are consistent with the science-based standards used in other countries. Large safety margins have been incorporated into these limits to provide a



significant level of protection for the general public and personnel working near radio frequency sources.

ISED requires that all wireless equipment sold in Canada, including consumer devices such as cell phones, tablets and Wi-Fi routers comply with SC6. Carriers are obligated to comply with these regulations.”

### **Telecommunications and rights-of-way: a handbook for municipalities**

<https://fcm.ca/en/resources/telecommunications-and-rights-way-handbook>

Another useful FCM document while preparing for 5G and additional cell towers is “Telecommunications and rights-of-way. A handbook for municipalities”. Amongst other things, the document includes a model Municipal Access Agreement (MAA) which was the result of a collaboration between the municipal sector and the telecommunications industry and was sponsored by the Canadian Radio-television and Telecommunications Commission (CRTC).

Quotes from FCM document:

“Depending on your municipality’s circumstances, you might decide to deal with the occasional request from a carrier through ad hoc or individual permits. Alternatively, if you receive a number of requests, you might decide to negotiate long-term, MAAs with carriers.”

“If a municipality has not yet put in place any process by which carriers must first obtain approval before undertaking work within the municipality, experience has repeatedly demonstrated that every time a carrier breaks open a right-of-way, it invariably transfers costs to municipal taxpayers.”

### **Canadian government**

#### **Safety Code 6: Health Canada's Radiofrequency Exposure Guidelines**

<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/radiation/safety-code-6-health-canada-radiofrequency-exposure-guidelines-environmental-workplace-health-health-canada.html>

The Government of Canada is committed to protecting the health and safety of Canadians from environmental risks, including those posed by exposure to radiofrequency (RF) electromagnetic fields - the kind of energy given off by various electronic devices such as cell phones and Wi-Fi, as well as broadcasting antennae and cell phone towers.

The purpose of Safety Code 6 is to establish safety limits for human exposure to RF fields in the frequency range from 3 kHz to 300 GHz. The safety limits in this code apply to all individuals working at, or visiting, federally regulated sites. The limits established in Safety Code 6 incorporate large safety margins to provide a significant level of protection for all Canadians, including those working near RF sources.

### **Innovation, Science and Economic Development Canada: Radiofrequency Energy and Safety**

<http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf11467.html>

Everything you need to know about radiofrequency, non-ionizing and ionizing energy and the limits for wireless devices and antenna installations.

### **World Health Organization (WHO)**

- Electromagnetic fields and public health <https://www.who.int/peh-emf/publications/facts/fs304/en/>
- 5G mobile networks and health <https://www.who.int/westernpacific/news/q-a-detail/5g-mobile-networks-and-health>

#### **Quotes from the World Health Organization**

“A common concern about base station and local wireless network antennas relates to the possible long-term health effects that whole-body exposure to the RF signals may have. To date, the only health effect from RF fields identified in scientific reviews has been related to an increase in body temperature ( $> 1\text{ }^{\circ}\text{C}$ ) from exposure at very high field intensity found only in certain industrial facilities, such as RF heaters. The levels of RF exposure from base stations and wireless networks are so low that the temperature increases are insignificant and do not affect human health.”

“Some people perceive risks from RF exposure as likely and even possibly severe. Several reasons for public fear include media announcements of new and unconfirmed scientific studies, leading to a feeling of uncertainty and a perception that there may be unknown or undiscovered hazards. Other factors are aesthetic concerns and a feeling of a lack of control or input to the process of determining the location of new base stations. Experience shows that education programmes as well as effective communications and involvement of the public and other stakeholders at appropriate stages of the decision process before installing RF sources can enhance public confidence and acceptability.”

“Considering the very low exposure levels and research results collected to date, there is no convincing scientific evidence that the weak RF signals from base stations and wireless networks cause adverse health effects.”

### **American Cancer Society**

The American Cancer Society (ACS) is on a mission to free the world from cancer. It is funding and conducting research, sharing expert information, supporting patients, and spreading the word about prevention. While the American Cancer Society does not have any official position or statement on whether or not radiofrequency radiation from cell phones, cell phone towers, or other sources is a cause of cancer, it does have extensive and current resources on its website.

- ACS on cell phone towers: <https://www.cancer.org/cancer/cancer-causes/radiation-exposure/cellular-phone-towers.html>
- ACS on cell phones: <https://www.cancer.org/cancer/cancer-causes/radiation-exposure/cellular-phones.html>

Quotes from the American Cancer Society:

“Cell phones communicate with nearby cell towers mainly through RF waves, a form of energy in the electromagnetic spectrum between FM radio waves and microwaves. Like FM radio waves, microwaves, visible light, and heat, they are forms of non-ionizing radiation. This means they do not directly damage the DNA inside cells, which is how stronger (ionizing) types of radiation such as x-rays, gamma rays, and ultraviolet (UV) rays are thought to be able to cause cancer”

“The US Food and Drug Administration (FDA) issued a technical report based on studies published between 2008 and 2018, as well as national trends in cancer rates. The report concluded: “Based on the studies that are described in detail in this report, there is insufficient evidence to support a causal association between radiofrequency radiation (RFR) exposure and [tumor formation]”

### **Canadian Wireless Telecommunications Association (CWTA)**

CWTA represents companies that provide services and products across the wireless sector and promotes the industry with the goal of ensuring continued growth of the wireless sector in Canada.

In April of 2020, CWTA published a short summary labelled "Setting the record straight on 5G wireless and radio frequency safety".

<https://www.5gcc.ca/wp-content/uploads/2020/04/Setting-the-Record-Straight-on-5G-Wireless-RF-Safety-April-28-2020.pdf>

At times, the CWTA collaborates with a consulting firm called Accenture Strategy. They have published several documents on 5G. Two such documents are “Accelerating 5G in Canada. Benefits for cities and rural communities” and “Fuel for innovation. Canada’s path in the race to 5G”.

- Accelerating 5G in Canada. Benefits for cities and rural communities  
<https://www.accenture.com/acnmedia/PDF-112/Accenture-Accelerating-5G-in-Canada-PoV-2019.pdf>
- Fuel for innovation. Canada’s path in the race to 5G  
<https://www.5gcc.ca/wp-content/uploads/2018/06/CWTA-Accenture-Whitepaper-5G-Economic-Impact-Updates-WEB-06-19-2018.pdf>

The following is an excerpt from Accelerating 5G in Canada. Benefits for cities and rural communities:

The advanced connectivity features of 5G, such as ultra-low latency (time to connect to a network), high bandwidth and massive machine-to-machine communication, can play a significant role in enabling a wide range of applications, including:

- Transportation: traffic management, autonomous vehicles, rail/transit maintenance
- Healthcare: connected ambulance, remote care, wearables
- Agriculture: crop and soil management, autonomous vehicles
- Energy management: smart grid, smart street lighting
- Water and waste management: smart metering
- Municipal services: smart parking meters, garbage collection, snow removal
- Public safety: smart policing, disaster management
- Rural connectivity: fixed wireless access

### **5G Canada Council**

Mandated and governed by the CWTA board of directors, the 5G Canada Council (5GCC) is operated by CWTA senior staff. Their website offers an extensive resource section at [www.5gcc.ca/resources/](http://www.5gcc.ca/resources/) as well as an opportunity to sign up for a regular newsletter. The resources section is divided in four parts: 5G explainers, 5G in Canada, Radiofrequency energy and safety, and 5G reports.

## Frequently asked questions

This section of the EORN 5G Resources Overview is a quick reference to some of the most frequently asked questions surrounding 5G. The answers presented below are gathered directly from the resources mentioned in this document and presented to you as a summary.

### **How does the Government of Canada ensure your safety?**

Canada's approach to RF safety is among the most stringent in the world. Health Canada has established guidelines for safe exposure to RF energy, known as Safety Code 6, which utilizes very conservative limits set at least 50 times below the threshold of any potential adverse health effects. Innovation, Science and Economic Development Canada (ISED) uses Safety Code 6 in setting its standards and regulations for RF exposure limits for wireless devices and associated infrastructure, such as antennas. All wireless devices must meet ISED's requirements and be certified before being sold in Canada. Antenna installations must also meet ISED's requirements at all times as a condition of a carrier's license.

Note: There are baseless myths and conspiracy theories about Safety Code 6. Health Canada has a Safety Code 6 myth busting section on its website. <https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/radiation/fact-sheet-what-safety-code-6.html>

### **What is the internet of things (IoT)?**

At the moment, most of the data that circulates on the internet comes from human beings. In order for a news story, a research article, or a photo to find its way onto the web, someone has to create that content and upload it. To make a piece of data available on the internet, by and large a person has to collect that data, then enter it into a computer. The IoT would allow countless devices, objects and even living beings—people, plants and animals—to be connected and provide accessible data in real time without the need for a human intermediary.

### **What are small cells and how do they relate to 5G?**

Rather than traditional tall communications towers, 5G relies on small cells: small low-powered antennas. Each small cell must be hard-wired into the carrier's network and have its own power source. These small cells need to be close together, as close as 250 metres.

### **What is radiofrequency (RF) energy?**

RF energy, also referred to as "RF emission," "RF wave" or "RF field," is one form of electromagnetic energy that is part of the electromagnetic spectrum. There are both natural and human-made sources of electromagnetic energy. An example of natural electromagnetic energy is lightning. An example of human-made electromagnetic energy is AM/FM radio signals.

### **What is electromagnetic spectrum?**

Electromagnetic spectrum is the range of frequencies produced by all sources of electromagnetic energy. The diagram illustrates where common equipment operates in a specific frequency range starting from a powerline, moving through radiofrequency spectrum to phones and ending with X-rays and gamma rays.

### **What is the difference between non-ionizing energy and ionizing energy?**

Non-ionizing energy is electromagnetic energy that does not break down the bonds between atoms and molecules, which means it does not break down chemical bonds within cells and tissues. Examples of non-ionizing energy include visible light and RF energy used in wireless communication.

Ionizing energy is electromagnetic energy that may have enough energy to break down the bonds between atoms and molecules. Examples of ionizing energy include X-rays and gamma rays, which are both used in some medical treatments under medical supervision.

Information Centre  
Algonquin Land Claim

31 Riverside Drive  
Pembroke, ON K8A 8R6

Tel: (613) 732-8081  
Toll Free: 1-855-690-7070

website: [Ontario.ca/algonquinlandclaim](https://www.ontario.ca/algonquinlandclaim)

Centre d'information  
Revendication territoriale

31 rue Riverside  
Pembroke, ON K8A 8R6

Tél: (613) 732-8081  
Numéro vert: 1-855-690-7070



October 1, 2020

## Memo to: Municipal Elected Representatives

This letter is to update you on current developments in the ongoing treaty negotiations involving Canada, Ontario and the Algonquins of Ontario. We continue to make progress in a number of areas that are relevant to municipalities, and I thank you for the ongoing input and support Ontario has received from the municipal sector.

### Public Consultation

Following the public consultation period on Ontario's 2017 publication of a Draft Environmental Evaluation Report, Ontario and the Algonquins of Ontario (AOO) engaged in further negotiations. The objective was to refine the package of provincial lands proposed for future transfer to the AOO as part of the land claim settlement. Changes were based on input received through the consultations Ontario conducted as well as enhanced information about the Algonquins' intended uses for the lands.

On July 10, 2020, Ontario sent letters to people who own property within 120 metres of the Crown lands where changes have been negotiated, as well as to anyone who holds an existing legal interest such as a permit or license on those lands. Letters were also sent to interested Indigenous communities and municipalities.

We are now preparing for the next stage of broader public consultation on the updated proposed lands package. This will include an expanded mail-out to all those with known or potential interests in the Crown lands proposed for transfer, and updates to the Algonquin Land Claim webpages posted on the Ontario.ca website ([www.ontario.ca/algonquinlandclaim](https://www.ontario.ca/algonquinlandclaim)). This stage of consultation will also include information about provincial park boundary regulation amendments for the recommended addition to Lake St. Peter Provincial Park and the recommended new Whiteduck Provincial Park in Frontenac County.

Input received will be reflected in a Final Environmental Evaluation Report related to the proposed settlement lands and the EA Summary Report related to the provincial park and conservation reserve boundary amendments that we expect to publish before the end of this calendar year.

## **Municipal Jurisdiction**

Once settlement lands are transferred, the lands will be privately owned in fee simple by the Algonquins of Ontario, and subject to municipal planning and development approvals. Ontario staff have been working with municipal staff for a number of years to develop initial official plan designations and zoning that will be applied to the settlement land parcels at the time of transfer. This is being done to minimize the time and costs for municipalities as the lands transfer from Crown control into municipal jurisdiction. We will continue to work with municipalities until time of transfer to ensure the proposed land use designations and zoning are compatible with current local planning documents.

Regional maps are available for review online at: [www.tanakiwin.com/our-treaty-negotiations/treaty-negotiations-update/](http://www.tanakiwin.com/our-treaty-negotiations/treaty-negotiations-update/)

## **Proposed Treaty Provisions for the Crown Duty to Consult**

While lands are an important element for the settlement of a land claim, there are many other areas to be covered in a modern treaty. Our current work includes drafting treaty provisions that will establish a process for federal and provincial consultation with the AOO once the treaty is in place. This includes draft provisions addressing the province's duty to consult and accommodate where appropriate with respect to certain land use planning matters and municipal boundary changes. Municipal engagement with the AOO on official plans and restructuring proposals facilitates their review and approval. The proposed treaty provisions will provide a mechanism for municipalities to engage with the AOO on these types of decisions.

Under section 1.2.2 of the 2020 Provincial Policy Statement (PPS), planning authorities shall engage with Indigenous communities and coordinate on land use planning matters. The 2020 PPS does not set out specific subject matters for which engagement might be appropriate. Ontario's intent with the draft provisions, by contrast, is to identify and limit requirements for municipal engagement to the following matters affecting settlement lands and identified as priorities by the AOO:

- new municipal official plans, revisions to official plans including 5 year updates and secondary plans amending or forming part of an official plan
- restructuring proposals that municipalities may put forward that result in boundary changes or amalgamations.

This would mean that other planning approvals, such as applications by a private person or corporation for a site specific official plan amendment, zoning by-laws or zoning by-law amendments, applications for a minor variance or plans of subdivision would not trigger engagement under the proposed treaty provisions, and would continue to be addressed under *Planning Act* processes.



It is the negotiation parties' shared expectation and intent that the proposed treaty provisions will provide a focus on matters of priority and significantly reduce the workload of both the municipal sector and the AOO. The proposed consultation framework under the treaty will not impose roles on municipalities that go beyond engagement on provincial decisions that would trigger a duty to consult.

The AOO "door" will be open for other engagement activities outside of the treaty provisions, such as those that could focus on developing partnerships and economic opportunities between the AOO and municipalities. Culture and heritage are also important matters for the AOO. We understand they will be seeking opportunities to work with municipalities to recognize and protect these significant resources.

Ontario's approach to the drafting of the treaty provisions has been informed by informal discussions with representatives of senior municipal staff within the AOO Settlement Area, and by the Association of Municipalities of Ontario's (AMO) April 10, 2019 publication 'Municipal Governments and the Crown's Duty to Consult – Towards a Process that Works for Local Communities'.

We note that in that document AMO recommends that the Crown work with municipal and Indigenous leadership to:

1. Clarify Responsibility for the Duty to Consult and the Duty to Accommodate, where appropriate.
2. Establish a Practical Process with Municipalities and Indigenous Governments to address the requirements for consultation.
3. Provide Necessary Funding, Resources and Supports in Duty to Consult Proceedings.
4. Promote Municipal-Indigenous Relationship-building and Local Cooperation; and
5. Involve Municipal Governments in Land Claim and Treaty Implementation Scenarios Affecting Municipal Jurisdiction.

These principles have helped to guide Ontario's approach to drafting of the municipal engagement provisions. We are providing this preliminary information in light of the final AMO recommendation.

## **Next Steps**

Should representatives of your municipality require further information or wish to arrange a time to discuss this, please contact the Ontario negotiation team via the Ontario Information Centre letterhead on this memo. We would be happy to arrange such a discussion, subject to relevant public health restrictions and best practices.

Should your municipality receive questions from ratepayers regarding Ontario's consultation on the lands proposed for transfer to the AOO we encourage you to direct them to the Ontario Information Centre.

Thank you for your ongoing interest in the AOO treaty negotiations. We look forward to continuing to work with the municipal sector to develop arrangements that will work in a practical way in eastern Ontario.

Sincerely,

A handwritten signature in blue ink, appearing to read "Doug Carr", with a stylized flourish at the end.

Doug Carr  
Ontario Chief Negotiator



## Business closures in non-metro Ontario to April, 2020

Special Issue, August 18, 2020

### Highlights

- In non-metro Ontario, the number of active business in April, 2020 was 12% lower than in January.
- This decline was due to 18% fewer businesses that opened and 243% more business that closed.

### Why look at business closures?

In 'normal' times, there is an on-going dynamic of business openings and business closures. New "experimental" data from Statistics Canada<sup>1</sup> provides monthly data on active businesses, business openings and business closures (as defined in Box 1). The COVID-19 pandemic has disrupted the 'normal' business dynamics.

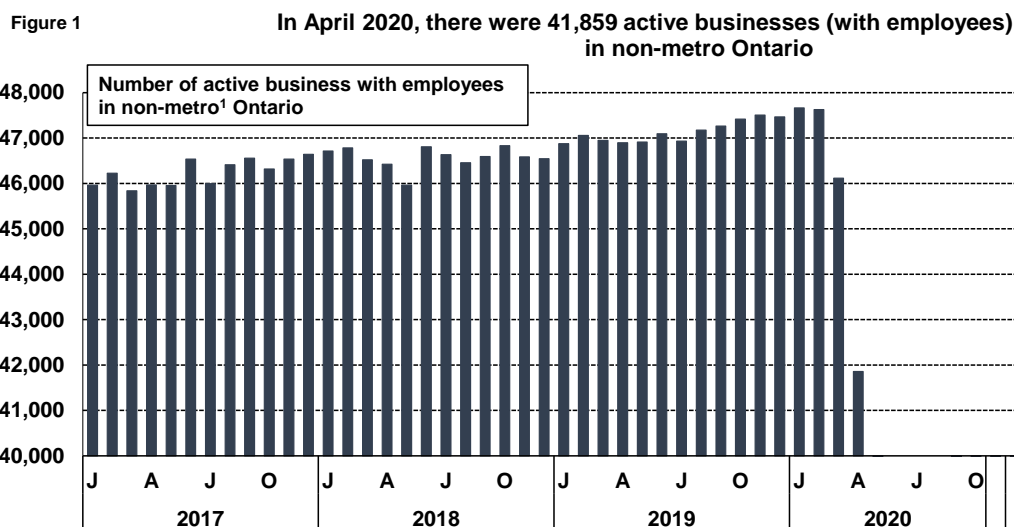
The objective of this factsheet is document recent changes in business closures in non-metro<sup>2</sup> Ontario.

### Findings

Up to February, 2020, there was a slow but steady increase in the number of active businesses (defined in Box 1) in non-metro<sup>2</sup> Ontario (Figure 1).

However, the number of active businesses fell somewhat in March, 2020 and then fell substantively in April, 2020.

When looking at the trend compared to January, 2020, the number of active businesses in non-metro Ontario fell by 12% by April, 2020 (Figure 2). Note that the trend line up to January, 2020 is essentially the same for both metro and non-metro active businesses and the decline from January to April, 2020 is essentially the same in metro and non-metro areas (See lines 2 and 3 in Table 1).



1. **Non-metro** refers to locations outside a Census Metropolitan Area (CMA). A CMA has a total population of 100,000 or more (with at least 50,000 in the urban core) and includes all neighbouring towns and municipalities where 50+% of employed residents commute to the CMA. In this chart, the non-metro (non-CMA) business closures are calculated as the difference between the Ontario total and the sum across CMAs in Ontario. The published data provide only the total for the Ottawa-Gatineau CMA and thus the sum across CMAs would be an overstatement of the situation in metro Ontario. In the 2016 census, 25% of the Ottawa-Gatineau population resided in Quebec. To adjust for this situation, we have assigned 75% of the published data on business closures to the Ontario part of the Ottawa-Gatineau CMA.

Sources:

Lafrance-Cooke, Amelie, Ryan Macdonald and Michael Willox. (2020) **Monthly Business Openings and Closures: Experimental Series for Canada, the Provinces and Territories, and Census Metropolitan Areas** (Ottawa: Statistics Canada, Economic Insights, Catalogue no. 11-626-X — 2020014 - No. 116). (<https://www150.statcan.gc.ca/n1/en/catalogue/11-626-X2020014>)  
Statistics Canada, Table 33-10-0270-01.

Chart by  
RayD. Bollman@sasktel.net

<sup>1</sup> See Amelie Lafrance-Cooke, Ryan Macdonald and Michael Willox. (2020) **Monthly Business Openings and Closures: Experimental Series for Canada, the Provinces and Territories, and Census Metropolitan Areas** (Ottawa: Statistics Canada, Economic Insights, Catalogue no. 11-626-X — 2020014 - No. 116). (<https://www150.statcan.gc.ca/n1/en/catalogue/11-626-X2020014>).

<sup>2</sup> Non-metro refers to the population outside the commuting zones of a Census Metropolitan Area (CMA). See "[Overview of Ontario's rural geography](#)" (June, 2013).

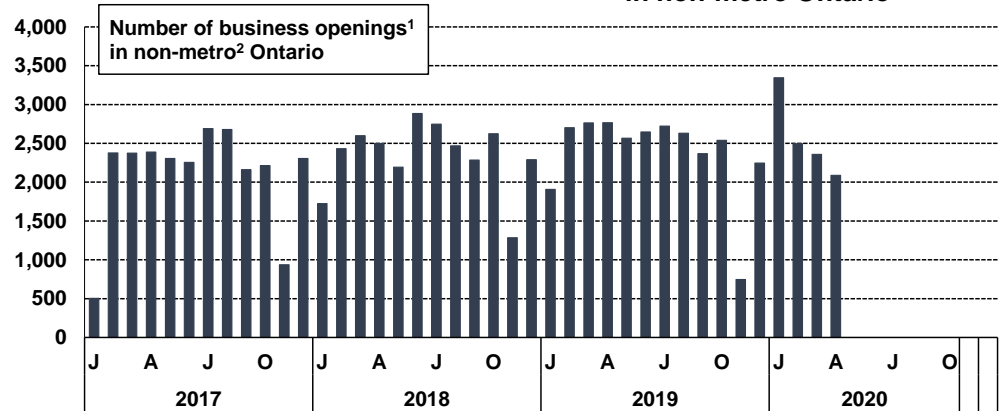
Part of the decline is due to the opening of fewer businesses in April. In April, 2020, there were 2,089 businesses that “opened” which was 18% lower than the average for April in 2017-2018-2019 (2,550 businesses). As noted in Box 1, an opening business includes any business that had no employees in March but some employees in April (including the re-opening of seasonal businesses). However, the major contributor to the decline in the number of active business was closing of 6,197 business in April, 2020. This level of closures is almost 2 ½ times more than usual – specifically it was 243% greater than the average for April in 2017-2018-2019 (2,554 businesses). This increase in business closures was slightly less than the 263% increase in metro areas (data not shown).

At the Ontario level, the sectors with the largest decline in active businesses were

- 21% : accommodation and food;
- 19% : other (personal) services;
- 17% : transportation and warehousing;
- 15% : retail trade; and
- 15% : arts, entertainment and recreation (Table 1).

Figure 2

In April 2020, there were 2,089 business openings<sup>1</sup> in non-metro Ontario



1. A **business opening** is defined as an enterprise that no paid employees in the previous month but some paid employees in the current month. The opening may be temporary or permanent. These instances occur when a new, small firm begins, when a large firm opens a new establishment or when a seasonal firm re-opens.

2. **Non-metro** refers to locations outside a Census Metropolitan Area (CMA). A CMA has a total population of 100,000 or more (with at least 50,000 in the urban core) and includes all neighbouring towns and municipalities where 50+ % of employed residents commute to the CMA. In this chart, the non-metro (non-CMA) business closures are calculated as the difference between the Ontario total and the sum across CMAs in Ontario. The published data provide only the total for the Ottawa-Gatineau CMA and thus the sum across CMAs would be an overstatement of the situation in metro Ontario. In the 2016 census, 25% of the Ottawa-Gatineau population resided in Quebec. To adjust for this situation, we have assigned 75% of the published data on business closures to the Ontario part of the Ottawa-Gatineau CMA.

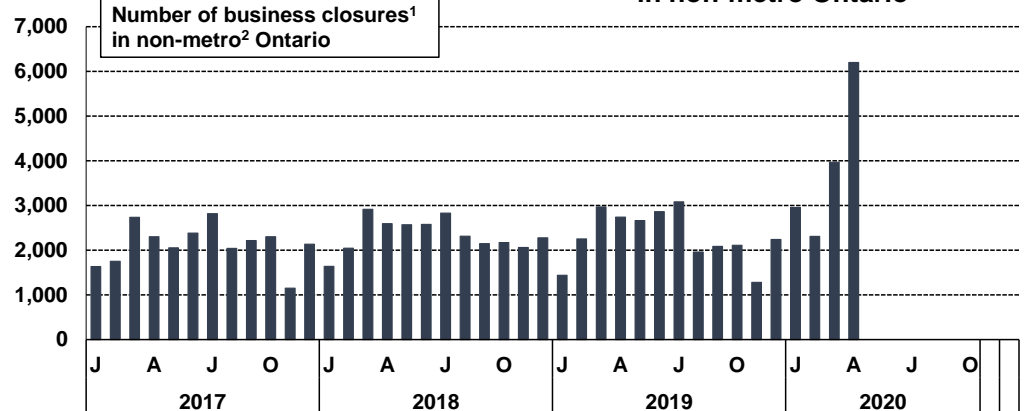
Sources:

Lafrance-Cooke, Amelie, Ryan Macdonald and Michael Willox. (2020) **Monthly Business Openings and Closures: Experimental Series for Canada, the Provinces and Territories, and Census Metropolitan Areas** (Ottawa: Statistics Canada, Economic Insights, Catalogue no. 11-626-X — 2020014 - No. 116). (<https://www150.statcan.gc.ca/n1/en/catalogue/11-626-X2020014>)

Chart by  
RayD. Bollman@sasktel.net

Figure 3

In April 2020, there were 6,197 business closures<sup>1</sup> in non-metro Ontario



1. A **business closure** is defined as an enterprise that had paid employees in the previous month but no paid employees in the current month. The closure may be temporary or permanent. These instances occur when a small firm goes out of business, when a large firm closes an establishment temporarily or permanently, and when a seasonal firm ceases business activity for the year.

2. **Non-metro** refers to locations outside a Census Metropolitan Area (CMA). A CMA has a total population of 100,000 or more (with at least 50,000 in the urban core) and includes all neighbouring towns and municipalities where 50+ % of employed residents commute to the CMA. In this chart, the non-metro (non-CMA) business closures are calculated as the difference between the Ontario total and the sum across CMAs in Ontario. The published data provide only the total for the Ottawa-Gatineau CMA and thus the sum across CMAs would be an overstatement of the situation in metro Ontario. In the 2016 census, 25% of the Ottawa-Gatineau population resided in Quebec. To adjust for this situation, we have assigned 75% of the published data on business closures to the Ontario part of the Ottawa-Gatineau CMA.

Sources:

Lafrance-Cooke, Amelie, Ryan Macdonald and Michael Willox. (2020) **Monthly Business Openings and Closures: Experimental Series for Canada, the Provinces and Territories, and Census Metropolitan Areas** (Ottawa: Statistics Canada, Economic Insights, Catalogue no. 11-626-X — 2020014 - No. 116). (<https://www150.statcan.gc.ca/n1/en/catalogue/11-626-X2020014>)

Chart by  
RayD. Bollman@sasktel.net

## Summary

The COVID-19 pandemic has caused a major impact on the number of businesses in both metro and non-metro areas in Ontario.

In April, 2020, the number of business openings was 18% lower than the usual April number and the number of business closures were 243% greater than the usual number for April. The data does not necessarily indicate that all business closures are permanent.

### Box 1: Definitions

**Active businesses** are those businesses that reported having one or more employees in a given month.

**Opening businesses** are businesses that transition from having no employees in the previous month to having at least one employee in the current month. These instances occur when a new, small firm begins, when a large firm opens a new establishment or when a seasonal firm re-opens.

**Continuing businesses** are businesses that have at least one employee in the previous month and at least one employee in the current month.

**Closing businesses** are businesses that transition from having at least one employee in the previous month to having no employees in the current month. These instances occur when a small firm goes out of business, when a large firm closes an establishment temporarily or permanently, and when a seasonal firm ceases business activity for the year.

In these data, a “business” is a business establishment, which represents a unit of production, such as a factory, store, or head office. By comparison, an enterprise may have many establishments that operate in multiple regions or industries. The business counts used for this table are based on establishments within firms to which payroll/employment can be associated in Statistics Canada’s Survey of Employment Payroll and Hours (SEPH).

**Table 1. Number of active businesses (with employees), Ontario**

Industry sector	Jan 2020	Apr 2020	Percent change
All "business-sector" enterprises (i.e., excl. education, health & social assistance & public administration)	310,394	270,178	-13
... Metro (CMA) areas	262,728	228,319	-13
... Non-metro (non-CMA) areas	47,666	41,859	-12
Agriculture	..	..	..
Forestry, fishing and hunting	593	544	-8
Mining, quarrying, & oil & gas extraction [NAICS 21]	436	424	-3
Utilities [NAICS 22]	302	274	-9
Construction [NAICS 23]	40,546	34,811	-14
Manufacturing [NAICS 31-33]	17,403	15,779	-9
Wholesale trade [NAICS 41]	16,877	15,443	-8
Retail trade [NAICS 44-45]	31,321	26,772	-15
Transportation & warehousing [NAICS 48-49]	23,248	19,364	-17
Information & cultural industries [NAICS 51]	4,454	4,051	-9
Finance & insurance & management of companies & enterprises [NAICS 52 & 55]	11,715	11,103	-5
Real estate & rental & leasing [NAICS 53]	15,210	13,541	-11
Professional, scientific & technical services [NAICS 54]	50,710	47,595	-6
Administrative & support, waste management & remediation services [NAICS 56]	15,628	13,687	-12
Educational services [NAICS 61]	..	..	..
Health care and social assistance [NAICS 62]	..	..	..
Arts, entertainment & recreation [NAICS 71]	4,844	4,111	-15
Accommodation & food services [NAICS 72]	22,740	17,910	-21
Other (personal) services (except public administration) [NAICS 81]	25,525	20,735	-19
Public administration	..	..	..

Source: Statistics Canada, Table 33-10-0270-01

Rural Ontario Institute gratefully acknowledges the work of Ray Bollman in preparing this edition of [Focus on Rural Ontario](#). Questions on data sources can be directed to RayD.Bollman@sasktel.net. Any comments or discussions can be directed to [NRagette@RuralOntarioInstitute.ca](mailto:NRagette@RuralOntarioInstitute.ca)

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2020-4019

September 18, 2020

**RE: Parkland Dedication, Development Charges and the Community Benefits  
Charges Authority**

Dear Head of Council,

As you know, our government introduced the Housing Supply Action Plan last year with the goal of increasing the supply of housing across Ontario. As part of this effort, our Government introduced the community benefits charge (CBC) authority along with changes to the *Development Charges Act* and parkland dedication under the *Planning Act*.

Over the past year, the Ministry of Municipal Affairs and Housing consulted for over 300 days with municipalities, the development industry and the public on the implementation of the framework, including several aspects of the legislation and a regulatory approach. I value the input of our municipal partners.

I am writing to inform you that on September 18<sup>th</sup>, our government proclaimed the remaining amendments that were made to the *Development Charges Act* and the *Planning Act* by Bill 108, the *More Homes, More Choice Act*, and, Bill 197, the *COVID-19 Economic Recovery Act*. In addition, we have made a new regulation under the *Planning Act* and technical changes to regulations under the *Planning Act*, *Development Charges Act* and *Building Code Act* in order to finalize the framework for development charges, community benefits and parkland.

As of September 18, 2020, municipalities will have two years to transition to the new regimes. This will enable both the municipalities and builders to adjust to these changes in light of the pressures of COVID-19.

We listened to the feedback received during consultations, and that is why we are proposing to prescribe a percentage of 4% for the CBC authority that will be applied to land values to determine the maximum CBC for any particular residential development. The CBC could be used by local governments to fund capital costs of services that are needed due to higher density development and are not being recovered through other tools.

These amendments will enable growth to pay for growth, while also providing greater predictability of development costs in order to increase the supply of housing so that it is more attainable for Ontarians.

I thank you for your continued collaboration throughout the implementation of this new and enhanced framework.

Sincerely,



Steve Clark  
Minister of Municipal Affairs and Housing

c: Chief Administrative Officers  
Chief Planners  
Municipal Treasurers  
Kate Manson-Smith, Deputy Minister, Municipal Affairs and Housing  
Alex Beduz, Chief of Staff to Minister Clark, Municipal Affairs and Housing  
Jonathan Lebi, Assistant Deputy Minister, Local Government and Planning Policy Division  
Caspar Hall, Director, Municipal Finance Policy Branch

# DEVELOPMENT CHARGES REFORM AND COMMUNITY BENEFIT CHARGE

August 2020

## BACKGROUND

### Municipal Implications

Bill 197, *The COVID-19 Economic Recovery Act, 2020* received Royal Assent in July 2020. This omnibus bill made changes to the *Development Charges Act, 1997* and *Planning Act, 1990* by introducing a new “all in one” regime for Development Charges (DCs) and the Community Benefit Charge (CBCs). Amendments will further expand the list of eligible services funded and allows for blended use with CBCs. These services include:

- libraries
- long-term Care
- park development (excluding parkland acquisition)
- public housing
- recreation
- child care
- housing services (e.g. affordable housing & shelters)
- by-law enforcement and court services
- emergency preparedness
- airports (specific to Waterloo Region)

AMO is pleased that 10% discounting for the above services will be eliminated. In addition, existing parkland provisions will be maintained and can now be used in conjunction with community benefit charges for the same development. With added services to DCs, the CBC is now a flexible tool for use by single and lower-tier municipalities. It can fund any municipal service that is not being recovered another way, so long as it is applied to higher-density residential developments of buildings with at least 10 units and five storeys or greater.

AMO and municipal partners advocated for many of the improvements in Bill 197. However, AMO is monitoring to ensure that “growth pays for growth” and that the changes achieve intended policy objectives and maintain municipal revenues. Further, the percentage of land value cap for the CBC will be set by a future regulation. AMO and other municipal stakeholders are keen to provide analysis and feedback to the government on the development of this regulation.

### Background

Development charges are a municipal revenue tool used to recover the costs of new municipal infrastructure needed to serve new neighbourhoods or developments. Provincial rules determine how these charges are calculated. Municipalities have sought provincial rules which serve the principle of “growth paying for growth” to recognize the service demands of new development on the existing property tax base.



October 28, 2020

To the Council of the Corporation  
Of the County of Renfrew

Members of County Council:

We, your **Social Services Committee**, wish to report and recommend as follows:

## **INFORMATION**

### **1. RENTCafé Community Housing**

Eligible Applicants on Waitlist as of August 31, 2020

2020 Community Housing Registry Waitlist Statistics as of August 31, 2020

<b>Applicant</b>	<b>New Eligible Applications</b>	<b>Total Eligible Applications</b>	<b>Total # of Applicants</b>	<b>Eligible Transfer Applicants</b>	<b>Eligible SP Applicants</b>
<b>Senior</b>	4	111	127	10	2
<b>Adult</b>	43	275	291	29	8
<b>Family</b>	38	193	199	23	27
<b>TOTALS</b>	<b>85</b>	<b>579</b>	<b>617</b>	<b>62</b>	<b>37</b>

Total Number of Applications as of August 31, 2020

<b>Bedroom Size</b>	<b>Senior</b>	<b>Adult</b>	<b>Family</b>
1	107	258	0
2	4	17	86
3	0	0	64
4	0	0	33
5	0	0	10
<b>TOTALS</b>	<b>111</b>	<b>275</b>	<b>193</b>

### Total Number of Applicants as of August 31, 2020

<b>Bedroom Size</b>	<b>Senior</b>	<b>Adult</b>	<b>Family</b>	<b>Dependants</b>
1	119	265	0	0
2	8	26	93	63
3	0	0	65	87
4	0	0	28	63
5	0	0	13	30
<b>TOTAL</b>	<b>127</b>	<b>291</b>	<b>199</b>	<b>243</b>

### 2. Ontario Works Caseload Statistics

<b>Month</b>	<b>2019 Total Caseload</b>	<b>2020 Total Caseload</b>
January	1,331	1,273
February	1,302	1,287
March	1,319	1,327
April	1,331	1,344
May	1,341	1,268
June	1,299	1,199
July	1,246	1,160
August	1,227	1,125
September	1,175	n/a
October	1,214	n/a
November	1,231	n/a
December	1,230	n/a

Average caseload in 2020: 1,248

### 3. Canada Ontario Housing Benefit

The Canada-Ontario Housing Benefit (COHB) is a new funding program as of April 2020 that provides a portable housing benefit which is tied to the household and assists low-income households with rental costs anywhere in Ontario. This provincially funded benefit is available to eligible priority groups who are on the housing centralized waiting list or eligible to be on the housing centralized wait list. The program is administered by the

Province of Ontario and the benefit amount will be reviewed every year by the Ministry of Finance.

4. **Renfrew County Housing Corporation - Annual Maximum Percentage Increase**

The Renfrew County Housing Corporation Board of Directors, at their meeting on October 14, 2020, approved the moratorium of Resolution RCHC-C-18-09-37 for a one-year period resulting in a freeze of the \$10/month rental increase over and above the maximum rent increase for the outlying area (excluding Pembroke, Renfrew and Arnprior) as a result of Bill 204.

The Ontario Government has passed Bill 204, *Helping Tenants and Small Businesses Act, 2020* which includes an unprecedented rent freeze set to begin January 1, 2021 and includes rent-geared-to income housing. The 2021 guideline will be 0% and no rent increase will come into effect in 2021.

5. **2021 Ontario Works Funding Allocation**

Tabled is correspondence dated September 8, 2020 from Patti Redmond, Director, Social Assistance Service Delivery Branch, Ministry of Children, Community and Social Services (MCCSS) regarding the 2021 Ontario Works Program Delivery Funding planning allocations from the MCCSS in the amount of \$2,406,500.

6. **Improving Supportive Housing in Ontario**

Tabled is correspondence dated September 25, 2020 from Joshua Paul, Assistant Deputy Minister, Housing Division, Ministry of Municipal Affairs and Housing regarding Improving Supportive Housing in Ontario: A Survey Invitation from the Ministry of Municipal Affairs and Housing.

7. **Social Assistance Recovery and Renewal Update**

In support of economic recovery and employment, the Ministry of Children, Community and Social Services have announced a new recovery and renewal plan for social assistance. A key component of this transformation is the Provincial-Municipal Risk-based Centralized Intake Pilot. The County

of Renfrew Ontario Works Program will be one of seven Consolidated Municipal Service Managers participating in this initiative set to launch on October 30, 2020. This pilot program will help the Ministry test a risk-based framework for automated eligibility determination and refine the digital application prior to province-wide implementation targeted for spring 2021.

**8. Child Care and EarlyON Agreement Extension**

Tabled is Schedule B that was attached in a memo dated October 2, 2020 from the Early Years and Child Care Programs and Service Integration Branch, an update to the Federal Safe Restart Funding. The County of Renfrew will now have the flexibility to spend Safe Restart Funding provided up to March 31, 2021 instead of the original December 31, 2020 deadline.

The County of Renfrew's allocation for the period from September 1 to December 31, 2020 (now March 31, 2021) is \$978,947. In the September 2020, Social Services Committee Report, Committee was advised that the County of Renfrew will flow funding to operators for additional personal protective equipment, enhanced cleaning, additional staff to meet health and safety requirements, support for short term vacancies and small capital requirements identified as necessary.

In October, licensed Child Care operators were advanced a General Operating allocation, based on a percentage of the regular General Operating formula totaling \$551,632. The residual funding will be utilized to stabilize the licensed child care system and provide support to the EarlyON programs as required.

**9. 2020 Licensed Child Care Data Profiles**

Tabled is a memo from Becky Doyle, Director, Financial Accountability and Data Analysis Branch, Ministry of Education Financial Accountability and Data Analysis Branch, regarding the 2020 Licensed Child Care Data Profiles.

Tabled is the Licensed Data Profile for the County of Renfrew. This data indicates the tremendous growth that has occurred in Renfrew County in the past ten years.

## **RESOLUTIONS**

### **10. 2020 Contract – CUPE Local 4425**

#### **RESOLUTION NO. SS-CC-20-10-43**

Moved by Chair

Seconded by Committee

THAT County Council approve a one-year (January 1, 2020 to December 31, 2020) Collective Agreement between CUPE Local 4425 and Renfrew County Housing Corporation, which was ratified by the CUPE Membership on September 29, 2020.

#### **Background**

Contract negotiations with CUPE Local 4425 began in July 2020. The last agreement was a three-year contract beginning on January 1, 2016 and expired on December 31, 2019. Bargaining between the Renfrew County Housing Corporation and representatives of CUPE Local 4425 was held on September 22, 2020 and was completed on the same day. The new contract was ratified by CUPE Local 4425 on September 29, 2020.

### **11. Business Case, Ontario Works Supervisor**

#### **RESOLUTION NO. SS-CC-20-10-44**

Moved by Chair

Seconded by Committee

THAT County Council approve the Business Case for a five-month contract Ontario Works Supervisor position in Group 8 (\$74,172-\$87,260) of Employment By-law #1, Non-Union Staff Salary Grid.

#### **Background**

Tabled is a Business Case – Staffing Report for a 5-month contract position for an Ontario Works Supervisor reporting to the Manager of Ontario Works during the period of November 2, 2020 – March 31, 2021.

To modernize and improve supports for vulnerable residents, the Social Services Department has been working towards a consolidated service delivery approach called Human Services Integration (HSI). In December

2019, HSI was launched at Renfrew County Place where residents can now access Ontario Works, Housing, and Child Care Services at a single counter. The second phase of the Social Services Department's HSI initiative will take place in early 2021 when renovations at the County Administration Building have been completed.

An existing Ontario Works Supervisor will be assigned the role of Human Services Integration Lead from November 2020 – March 2021 to oversee the transition of the Pembroke Social Services into the County Administration Building and to support the Service Delivery Improvement Project team. Due to this, an additional Ontario Works Supervisor is required as a temporary backfill to ensure stability and continuity of staff and operational supervision.

## **BY-LAWS**

### **12. County of Renfrew Ontario Works Policies and Procedures**

#### **RESOLUTION NO. SS-CC-20-10-45**

Moved by Chair

Seconded by Committee

THAT Ontario Works Policy OW-1 - Internal Control Measures and Process for Ontario Works Payments and Policy OW-2 - Funerals be approved; AND THAT a By-law to establish Corporate Policies and Procedures for Ontario Works Services for the County of Renfrew be passed at this session of County Council.

#### **Background**

Policy OW-1 - Internal Control Measures and Process for Ontario Works Payments is intended to provide direction to staff regarding the process to print, review and validate Ontario Works cheques and direct deposit payments. There are a number of safeguards built into the Social Assistance Management System (SAMS) as well as within the CheqMaster cheque printing software that governs the production of payments and ensure payments of higher value are subject to additional safety mechanisms. The policy outlines the system controls and the local procedures that staff must adhere to.

Policy OW-2 - Funerals is to provide a transparent process for low-income individuals to apply for assistance with funeral expenses. Funerals are a discretionary benefit within Ontario Works legislation and therefore some municipal discretion exists regarding process and benefit level. The policy outlines how eligibility for Funeral benefits will be determined in the County of Renfrew.

All of which is respectfully submitted.

James Brose, Chair

And Committee Members: D. Grills, K. Love, C. Regier, J. Reinwald, D. Robinson

September 8, 2020

Laura LePine  
Ontario Works Administrator  
COUNTY OF RENFREW  
RR #5  
Pembroke, ON K8A 6W5

Dear Laura,

I am writing to let you know that your 2021 Ontario Works Program Delivery Funding (PDF) planning allocations from the Ministry of Children, Community and Social Services (MCCSS) will be in the amount of \$2,406,500. The details are provided in Appendix A (attached) and will become applicable as of January 2021.

We are pleased to note that 2021 Ontario Works planning allocations are being kept at the 2020 baselines to provide stability for Ontario Works delivery partners during the COVID-19 recovery period. Ontario Works delivery partners will be able to re-invest in additional capacity resulting from recent modernization investments and policy initiatives, to respond to local priorities and enhance outcomes for clients. Please note that adjustments will be made for Employment Services Transformation (EST) transfers as applicable.

We recognize that the current public health and economic context continues to create significant uncertainty around service planning and delivery for Ontario Works delivery partners. We would draw your attention to enhanced provincial investments in the Social Services Relief Fund to help address additional service delivery needs. We are committed to working collaboratively with you to understand and address specific capacity challenges, based on local circumstances.

If you have any questions or need more information, please do not hesitate to contact your Program Supervisor/MCCSS contact.

We recognise the vital role you play as a human services organization, in supporting the most vulnerable people in the province as we work together to recover from COVID-19. We appreciate your patience as we have worked to confirm your 2021 planning allocations and recognize the critical need for timely information to support effective service planning. We thank you for your continued leadership and support in this priority area.

Sincerely,



Patti Redmond,  
Director, Social Assistance Service Delivery Branch



cc: Jeff Bowen, Director Social Assistance Performance & Accountability Branch  
Laura Belfie, Director Social Assistance Program Policy Branch  
Sophie Dwivedi  
Lindsay Jones, Director, Social Assistance Reform Branch

**From:** Quadros, Alison (MMAH) on behalf of Paul, Joshua (MMA)  
**Sent:** Friday, September 25, 2020 5:21 PM  
**Cc:** Housing Policy (MMAH)  
**Subject:** Improving Supportive Housing in Ontario: A Survey Invitation from the Ministry of Municipal Affairs and Housing

September 25, 2020

Dear Partner:

Recognizing the critical role that supportive housing plays in the broader housing system and in helping vulnerable people, the 2019 Ontario Budget committed to undertaking a review of the province's supportive housing programs to improve services for people and drive greater system efficiency.

In January 2020, the Minister of Municipal Affairs and Housing announced that the Ministry, in collaboration with the Ministry of Health and the Ministry of Children, Community and Social Services, would be undertaking regional stakeholder and partner engagement in spring 2020 to seek feedback on improving Ontario's supportive housing system.

As a result of COVID-19, and recognizing the importance of physical distancing, this engagement was placed on hold.

I am pleased to let you know that we will be restarting our engagement process in September 2020.

As part of this engagement process, I am writing to you today to invite you to complete an online survey about supportive housing. This survey is being sent to a broad spectrum of supportive housing stakeholders, including Service Managers (including District Social Services Administration Boards), sector/umbrella organizations, and service providers to seek feedback from a broad array of organizations working directly in or alongside the supportive housing sector.

This survey will open on Friday, September 25, 2020 and close on Friday, October 30, 2020. You can access this survey in either English or French by [clicking here](#) or by pasting the address below into your browser:

<https://form.simplesurvey.com/f/s.aspx?s=d9156837-9592-4909-afae-c5b68b36c620>

Supportive housing is a shared priority across the ministries of Municipal Affairs and Housing, Health, and Children, Community and Social Services, and we are committed

to working together to improve supportive housing. Collectively, we invest over \$2 billion every year in supportive housing. We want to make sure this money is spent in the most effective and efficient way possible.

This new engagement approach will continue to focus on several key areas:

1. How can we protect, grow and improve the supply of supportive housing and community housing?
2. How can we make it easier for people to be matched to the right housing and supports?
3. How can we use our current resources more efficiently to maximize their positive impact for people?
4. How can we better support people with needs that require supports from multiple service systems?

We would also like to use this opportunity to better understand the impact of COVID-19 on supportive housing and how we can work together to build greater resiliency in the system.

We look forward to working with you on this initiative. If you have any immediate questions or wish to submit further comments following your completion of the survey, please contact us at [housingpolicy@ontario.ca](mailto:housingpolicy@ontario.ca)

Thank you.

Joshua Paul  
Assistant Deputy Minister  
Housing Division  
Ministry of Municipal Affairs and Housing

cc: Karen Glass, Assistant Deputy Minister, Strategic Policy Division, Ministry of Children, Community and Social Services  
Rupert Gordon, Assistant Deputy Minister, Community Services Division, Ministry of Children, Community and Social Services  
Melanie Kohn, Acting Assistant Deputy Minister, Mental Health and Addictions, Ministry of Health  
MSO Housing Team Leads, Ministry of Municipal Affairs and Housing

**SCHEDULE “B”**  
**PROGRAM SPECIFIC INFORMATION AND ADDITIONAL**  
**PROVISIONS**

Maximum Funds	2018	2019	2020
	\$10,410,338	\$10,552,608	\$1F,FGF,GFH
	<b>Total funds: \$3&amp;\$, ( ,%) -</b>		
<b>Effective Date</b>	January 1, 2020		
<b>Expiry Date</b>	December 31, 2022		
<b>Amount for the purposes of section A5.2 (Disposal) of Schedule “A”</b>	\$ 1,500,000		
<b>Insurance</b>	\$ 2,000,000		
<b>Contact information for the purposes of Notice to the Province</b>	<p><b>Position:</b> Director Early Years Child Care Programs and Service Integration Branch Early Years and Child Care Division Ministry of Education</p> <p><b>Address:</b> 11th floor, 315 Front Street West Toronto, Ontario M7A 0B8</p> <p><b>Fax:</b> 416-314-7836 <b>Email:</b> Jill.Dubrick@ontario.ca</p>		
<b>Contact information for the purposes of Notice to the Recipient</b>	<p><b>Position:</b> Director of Social Services The County of Renfrew</p> <p><b>Address:</b> 9 International Drive Pembroke, ON K8A 6W5</p> <p><b>Fax:</b> 613-735-2081 <b>Email:</b> llepine@countyofrenfrew.on.ca</p>		
<b>Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement</b>	<p><b>Position:</b> Chief Administrative Officer/Clerk The County of Renfrew</p> <p><b>Address:</b> 9 International Drive Pembroke, ON K8A 6W5</p> <p><b>Fax:</b> 613-735-2081 <b>Email:</b> pmoreau@countyofrenfrew.on.ca</p>		

**Additional Provisions:**

The Recipient will provide services in accordance with the policies, guidelines and requirements of the Province, as communicated to it.

## MEMORANDUM

**TO:** Children's Service Managers, Consolidated Municipal Service Managers and District Social Services Administration Boards

First Nations Administrators of Child Care and Child and Family Programs

**FROM:** Becky Doyle  
Director, Financial Accountability and Data Analysis Branch

**DATE:** October 2, 2020

**SUBJECT:** 2020 Licensed Child Care Data Profiles

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Thank you for your ongoing partnership and efforts during this past year. Further to the October 2, 2020 memo from Shannon Fuller regarding Ontario's Early Years and Child Care Annual Report, I am pleased to share with you the 2020 Licensed Child Care Data Profiles.

The data profiles provide detailed information at the provincial, service system manager, and First Nations community level as captured through the Child Care Licensing System as of March 31, 2020. While the data is as of March 31, the numbers reflect the period immediately prior to the emergency closure of child care centres that resulted from the COVID-19 pandemic.

As of September 30, 2020, 5,158 licensed child care centres and 131 licensed home child care agencies have reopened following the emergency closures resulting from the COVID-19 outbreak. This represents 93% of the 5,565 child care centres and 131 home child care agencies that were licensed as of March 31, 2020.

Thank you for your support and cooperation as we work together to reopen child care programs. The ministry remains committed to continuing to support the safe reopening of child care across the province.

I trust you will find the 2020 Licensed Child Care Data Profiles useful in your system service planning. Should you have any questions about the profiles, please feel free to contact me at [Becky.Doyle@ontario.ca](mailto:Becky.Doyle@ontario.ca)

Sincerely,

Becky Doyle

c: Jill Dubrick, Director, Early Years and Child Care Programs and Service Integration Branch  
Carol Strachan, Director, Child Care Quality Assurance and Licensing Branch  
Maxx-Phillippe Hollott, Manager, Financial Accountability and Data Analysis Branch

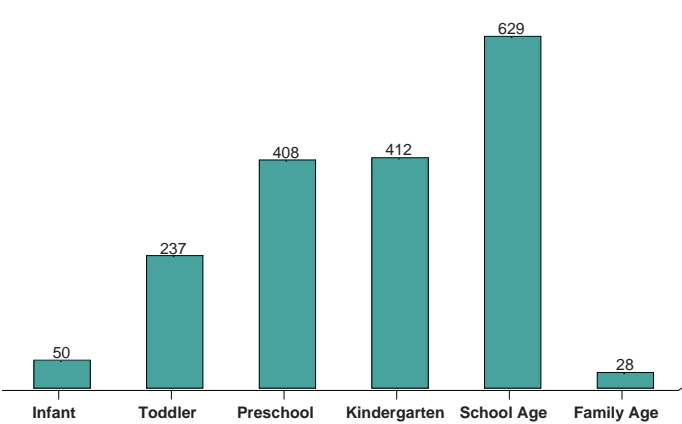
Table 1: Licensed Child Care Centres and Spaces 2019-20, County of Renfrew

Characteristics	Number of Centres	Infant	Toddler	Preschool	Kindergarten	School Age	Family Age	Total Spaces 2019-20	Total Spaces 2010-11	% Increase in Spaces 2010-11 vs 2019-20
Profit Status										
Not-for-profit	26	41	222	384	394	599	28	1,668	923	81%
For-profit	1	9	15	24	18	30	0	96	280	(66%)
Proportion of Not-for-profit	96%	82%	94%	94%	96%	95%	100%	95%	77%	n.a.
Service Language										
English	25	40	212	364	373	539	28	1,556	1,203	29%
Bilingual	0	0	0	0	0	0	0	0	n.a.	n.a.
French	2	10	25	44	39	90	0	208	0	n.a.
Proportion in French Only	7%	20%	11%	11%	9%	14%	0%	12%	0%	n.a.
Location										
Communities	12	22	92	192	67	125	28	526	781	(33%)
Publicly Funded Schools	15	28	145	216	345	504	0	1,238	422	193%
Proportion in Publicly Funded Schools	56%	56%	61%	53%	84%	80%	0%	70%	35%	n.a.
Proportion by Age Group		3%	13%	23%	23%	36%	2%	100%	100%	n.a.
Total	27	50	237	408	412	629	28	1,764	1,203	47%

Figure 1: Child Care Spaces by Age Group 2019-20 County of Renfrew

Table 2: Home Child Care Agencies and Approved Homes 2019-20, County of Renfrew

Characteristics	Number of Agencies 2010-11	Number of Homes 2010-11	Number of Agencies 2019-20	Number of Homes 2019-20	% Increase in Agencies 2010-11 vs 2019-20	% Increase in Homes 2010-11 vs 2019-20
Not-for-profit	2	45	2	65	0%	44%
For-profit	0	0	0	0	n.a.	n.a.
Proportion of Not-for-profit	100%	100%	100%	100%	n.a.	n.a.
Total	2	45	2	65	0%	44%



Data source: Table 1 Licensed Child Care Centres and Spaces 2019-20



## BUSINESS CASE - STAFFING REPORT

**Date:** October 14, 2020

**Department:** Social Services  
Ontario Works

**Report Prepared by:** Andrea Patrick  
Ontario Works Manger

<b>PROPOSAL</b>	That an additional Ontario Works Supervisor position be added on a temporary contract basis for the period of November 2, 2020 to March 31, 2021.
<b>POSITIONS</b>  Union <input type="checkbox"/>  Non-Union <input checked="" type="checkbox"/>	Ontario Works Supervisor – Temporary Contract Group 8, Step 1, \$74,172 annually, \$40.71 per hour
<b>SUMMARY</b> <ul style="list-style-type: none"> <li>• Background</li> <li>• Discussion</li> </ul>	Renfrew County's Service Delivery Improvement Project (SDIP) is well underway with construction ongoing at the County Administration Building. Concurrently, the modernization of social services has necessitated a consolidated approach to service delivery called Human Services Integration (HSI). In December 2019, HSI was launched at Renfrew County Place creating an efficient, client-focused service delivery approach for Ontario Works, Housing, and Child Care and providing County residents with a single point of access for these services. The second phase of the Social Services Department's HSI initiative will take place at the County Administration Building in early 2021 when renovations are complete. To facilitate phase two implementation and oversee the transition of the Pembroke offices into the County Administration Building, an existing Ontario Works Supervisor will be assigned the role of HSI Lead. Consequently, an additional Ontario Works Supervisor is required to backfill the daily responsibilities of staff and operational supervision during this temporary period.
<b>RECOMMENDATION</b>	THAT the Social Services Committee recommend to County Council the hiring of an Ontario Works Supervisor – Temporary Contract for the period of November 2, 2020 to March 31, 2021.
<b>FINANCIAL CONSIDERATIONS</b>	5 Month Contract - \$30,905 plus benefits @ 30% = \$40,176 *Funds can be covered through staffing savings due to some position vacancies which were not backfilled during COVID.



**COUNTY OF RENFREW**  
**BY-LAW NUMBER 100-20**  
**A BY-LAW TO ESTABLISH CORPORATE POLICIES AND PROCEDURES**  
**FOR ONTARIO WORKS SERVICES FOR THE COUNTY OF RENFREW**

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WHEREAS the County of Renfrew is the Consolidated Municipal Service Manager for Social Services Programs and is responsible for Ontario Works in the County of Renfrew;

AND WHEREAS the Council of the Corporation of the County of Renfrew deems it necessary to establish Ontario Works Policies and Procedures;

NOW THEREFORE the Council of the Corporation of the County of Renfrew hereby enacts as follows:

1. That all policies attached to and made part of this By-law shall form part of the Corporate Policies and Procedures of the Corporation of the County of Renfrew.
  - OW-1 - Internal Control Measures and Process for Ontario Works Payments
  - OW-2 - Funerals
2. That in conjunction with the provisions of the Chief Administrative Officer's By-law, the C.A.O. shall be responsible for the administration of this by-law and will be accountable to Council for its enforcement.
3. That all policies shall be in accordance with the Ontario Works Act, 1997 and associated Regulations of the Ministry of Children, Community and Social Services.
4. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 28<sup>th</sup> day of October, 2020.

READ a second time this 28<sup>th</sup> day of October, 2020.

READ a third time and finally passed this 28<sup>th</sup> day of October, 2020.

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DEBBIE ROBINSON, WARDEN

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PAUL MOREAU, CLERK

<b>Social Services Policies and Procedures</b>			
<b>SECTION:</b> Ontario Works			<b>Policy #:</b> OW-1
<b>POLICY:</b> Internal Control Measures and Process for Ontario Works Payments			
<b>DATE:</b> October 2020	<b>REV. DATE:</b>	<b>COVERAGE:</b> Ontario Works Staff	<b>PAGE #:</b> 1 of 9

## **POLICY STATEMENT**

This policy identifies the internal Authority and Approval process and procedures for printing and issuing Ontario Works payments; Cheques and Direct Bank Deposits.

## **PROCEDURE**

Ontario Works produces two types of payments – Cheques and Direct Bank Deposits (DBDs). Cheque and DBD payments are created based on the information that is input into the Ministry of Children, Community and Social Services software system – Social Assistance Management System (SAMS). Information entered into SAMS must meet the eligibility requirements and rules that are built into SAMS. All payments are directly connected to a client who exists in SAMS. Once deemed eligible for a payment, SAMS creates a payment file that is encrypted and then downloaded to a secure computer at Pembroke site. The payment file is automatically transferred to the CheqMaster system which is coded to ‘read’ the encrypted data and convert it into printable payments – cheques and DBD statements. Once the pay files have been downloaded from the Ministry of Children, Community and Social Services (MCCSS), the information on them cannot be altered. Pembroke Site is the only office that is authorized to operate the CheqMaster system.

Payments are issued overnight unless the user selects a ‘real time’ cheque payment – a payment option in SAMS. ‘Real time’ cheque information quickly downloads to a payment file and the payment file information is sent to CheqMaster within 15-20 minutes; allowing ‘real time’ cheques to be printed on the same day they were created in SAMS.

All DBD payment files are downloaded overnight and sent by MCCSS to the Bank of Montreal each business morning at approximately 7:00 am for daily DBD processing. DBDs can only be issued once per day.

## **Software/Vendor Support Information**

Software: CheqMaster

Vendor Support: VisionCraft Development Corporation

Purpose: Payment file data from SAMS is converted into a printable format for cheque and DBD statements.

Social Services Policies and Procedures			
<b>SECTION:</b> Ontario Works			<b>Policy #:</b> OW-1
<b>POLICY:</b> Internal Control Measures and Process for Ontario Works Payments			
<b>DATE:</b> October 2020	<b>REV. DATE:</b>	<b>COVERAGE:</b> Ontario Works Staff	<b>PAGE #:</b> 2 of 9

Software: DirectLine

Vendor Support: Bank of Montreal

Purpose: The Bank of Montreal receives our daily DBD pay files and ensures that funds are transferred to eligible recipients. This software tracks the issuance of funds and there is functionality to recall payments within certain timeframes.

## Authority and Approval for Payments

The CheqMaster software system is pre-programmed using a secure process for logging in and authorizing the 'print' of the cheques and DBD statements. Each user must be authorized to use the system and each user is issued a username and code specific to them as all transactions in the CheqMaster system are traceable.

In addition to the pre-programmed user requirements in CheqMaster, the following internal controls are also applied to payment processing:

There are three (3) user authority levels – Operators, Supervisor, and Management. Each level is password protected. Each staff person authorized will have his or her own password to access the CheqMaster print program. Passwords will not be shared and will be changed on a regular basis.

- **Operators – Level 1** – Pembroke Site Customer Service Representative or designate will be limited to standard regular cheque printing of cheques.  
Level 1 will input the data for a manual cheque, only.
- **Supervisor – Level 2** – The Pembroke Site Supervisor or designate will be responsible for reprints or voids and controls cheque reprints.  
Level 2 will be notified of all entries in the cheque stock log.  
Level 2 will be responsible for the printing of all Ontario Works manual cheques. Level 2 will sign off on all manual cheques.
- **Manager/Director/Finance - Level 3** – The Manager or designate oversees all cheque re-prints; account selection overrides, manages system resources, signatures, and authorizes user ID's and authority levels.  
Level 3 will sign-off on all manual cheques.  
Level 3 will sign-off on all cheques over \$5,000

Social Services Policies and Procedures			
<b>SECTION:</b> Ontario Works			<b>Policy #:</b> OW-1
<b>POLICY:</b> Internal Control Measures and Process for Ontario Works Payments			
<b>DATE:</b> October 2020	<b>REV. DATE:</b>	<b>COVERAGE:</b> Ontario Works Staff	<b>PAGE #:</b> 3 of 9

In addition to the controls within CheqMaster, the following also applies to payments that are printed:

- All manual cheques will require two sign-off signatures – Level 2 and Level 3 authority. Level 1 inputs the information, Level 2 prints the manual cheque, Level 2 and Level 3 both sign-off on the cheque.
- All cheques and DBD statements for payments between \$2,000 - \$2,999 will require Level 2 approval (supervisor review of payment and initial the cheque/statement).
- All cheques and DBD statements for payments between \$3,000 - \$4,999 will require Level 2 and Level 3 approval (supervisor and manager review of payment and both initial the cheque/statement).
- A Cheque and DBD Management Approval Form is to be completed by the staff member requesting a payment of \$5,000 or more and this form must be signed by Level 2 and Level 3 (supervisor and manager).
- SAMS internal controls will not release a payment of \$5000 or more to a 'print file' without the supervisor authorizing it in SAMS. Once the supervisor authorizes the payment to be issued in SAMS, it will be downloaded to a 'print file'.
- CheqMaster will not print the signature line on any cheque that is over \$5000 and will be sent by courier to the Director of Finance for authorization and sign off.

## Cheque Printing

Cheques are printed as Daily Cheques, Monthly Pay Run Cheques or Manual Cheques and are all subject to the **Authority and Approval for Payments** listed above.

1. **Daily Cheque Payments:** Ontario Works cheque payments can be produced several times a day as a result of the data input into SAMS. Although downloaded throughout the day, these cheque payments will only print when the authorized user logs into the CheqMaster system and authorizes the system to print the payments that are available. Daily cheques will be printed at either Pembroke site, Renfrew site or Arnprior site and will be pre-selected for the location in which to print by programming within the CheqMaster system. The process for this is known as '**distribution/remote**' printing. The printing is authorized in Pembroke as the only authorized user of the CheqMaster system. At various times in the day – preset on a cheque printing schedule, the

Social Services Policies and Procedures			
<b>SECTION:</b> Ontario Works			<b>Policy #:</b> OW-1
<b>POLICY:</b> Internal Control Measures and Process for Ontario Works Payments			
<b>DATE:</b> October 2020	<b>REV. DATE:</b>	<b>COVERAGE:</b> Ontario Works Staff	<b>PAGE #:</b> 4 of 9

authorized CheqMaster system user at Pembroke site will authorize the printing of cheques that are waiting to be printed.

- a. The cheque printers located at Renfrew site and Arnprior site will only print once authorized via the CheqMaster system located in Pembroke.
  - b. At the end of each 'printing event' the Customer Service Representative or designate at Renfrew and Arnprior site will send notification to Pembroke site identifying the number of cheques that printed and that there were no errors in the printing.
  - c. At Renfrew and Arnprior site, at the end of each day, the cheque stock will be removed from the cheque printers and locked in a secure location overnight.
  - d. All of the **Authority and Approval for Payments** are to be adhered to at all 3 sites where cheques will print. It is the responsibility of the Customer Service Representative (CSR) and Ontario Works Agent (OWA) to ensure that the proper approvals have been obtained before the cheque can be picked up or mailed.
2. **Manual Cheque:** Very infrequently, a user may require the production of a manual cheque outside of SAMS and the downloaded payment file. This would only happen when SAMS has technical issues in the client case and cannot issue the payment. Manual cheques must be requested on the *Manual Cheque Request Form* (see attached) and **must be signed off by 2 individuals with signing authority**. Manual cheques can only be created and printed at the Pembroke site. For Renfrew, Arnprior and Killaloe sites, this form must be sent to the Pembroke site CSR. Unless noted on the *Manual Cheque Request Form*, the manual cheque, once created, will be mailed from the Pembroke site. The Ontario Works Agent must include the reason for the manual cheque request. Once approved, the authorized user for the CheqMaster system will input the data into the CheqMaster system in order to print a manual cheque. As soon as SAMS is able to receive the information on the manual cheque, the manual cheque information must be entered into SAMS. The cheque stock number and the SAMS cheque number must be entered into the Cheque Stock Verification Form logbook.  
\*Note, manual cheques cannot be issued via DBD (only by cheque).
3. **Monthly 'Pay Run' Payment:** This type of payment is issued once per month on a Ministry scheduled date. These payments represent the following month's benefit payment for Ontario Works clients, and it is a large payment file. These payments are

<b>Social Services Policies and Procedures</b>			
<b>SECTION:</b> Ontario Works			<b>Policy #:</b> OW-1
<b>POLICY:</b> Internal Control Measures and Process for Ontario Works Payments			
<b>DATE:</b> October 2020	<b>REV. DATE:</b>	<b>COVERAGE:</b> Ontario Works Staff	<b>PAGE #:</b> 5 of 9

downloaded overnight in a single batch known as 'pay run'. These payments consist of cheques and DBDs. These payments will print at the Pembroke site.

## **Procedures for Payment Printing**

- All cheque stock will have serial numbering on the back and be stored in a locked cabinet. There will be a cheque stock logbook at each of the sites that tracks all cheque stock that is used, ordered, and received. The Site Supervisor and the Manager will monitor this logbook.
- The CSR/designate at Renfrew and Arnprior site will be responsible for loading the cheque stock into the cheque printer every morning and removing it at the end of each day. Cheque stock is to be locked in the secure location overnight. The CSR/designate will also be responsible for notifying the Pembroke site supervisor when additional cheque stock is required.
- When cheque stock is ordered it will be delivered and stored at Pembroke site. When cheque stock is requested for Renfrew and Arnprior site, the stock is recorded in the cheque stock logbook. This logbook will record when and how much stock has been sent to the other offices. The receiving office will also record the received cheque stock in their cheque stock logbook. The cheque stock logbook will be reconciled monthly by the CSR/designate to ensure all cheque stock is accounted for.
- All cheques that are issued are numbered and documented by the Cheque Register. Finance receives monthly cheque register reports.
- Finance will retain the Cheque Registers and Form 5's.
- All voided and or cancelled cheques will be sent to Finance.
- The CheqMaster system prints cheques and DBD statements on Cheque Stock (tray 3 of the cheque printer) and the Statement of Income/Changes Report on plain white paper (tray 2 of the cheque printer).
- Each morning the SAMS daily pay list is downloaded and saved on the shared drive for all staff. Staff are required to review the daily pay list (which lists all payments issued by cheque and DBD). If there are any payment errors, the OWA will pull the cheque before it is mailed and if the payment was issued via DBD they will request a payment recall.

Social Services Policies and Procedures			
<b>SECTION:</b> Ontario Works			<b>Policy #:</b> OW-1
<b>POLICY:</b> Internal Control Measures and Process for Ontario Works Payments			
<b>DATE:</b> October 2020	<b>REV. DATE:</b>	<b>COVERAGE:</b> Ontario Works Staff	<b>PAGE #:</b> 6 of 9

### Trace/Recall of DBD Payments

- All Direct Bank Deposit information is sent to the Bank of Montreal through the Ministry overnight. Daily DBD throughout the day is not available.
- Authorized users for DBD will be assigned a User ID and password to access DirectLine through the Bank of Montreal. This is arranged through the County of Renfrew finance department. At all times there will be an authorized user for DBD supervisor and 3 staff users who can perform the trace and recall function.
- The authorized staff for DBD will go online using DirectLine to trace/recall payments when required.
- A DBD trace can take place at any point within the month and will provide details about the DBD deposit.
- Once the payment has been recalled or traced, the authorized staff for DBD will notify the staff member the status of the trace or recall. When an OWA receives notification that a DBD payment has been recalled in DirectLine, the OWA will go into SAMS and cancel the payment.

Social Services Policies and Procedures			
<b>SECTION:</b> Ontario Works			<b>Policy #:</b> OW-1
<b>POLICY:</b> Internal Control Measures and Process for Ontario Works Payments			
<b>DATE:</b> October 2020	<b>REV. DATE:</b>	<b>COVERAGE:</b> Ontario Works Staff	<b>PAGE #:</b> 7 of 9

### Attachments

<b><u>Cheque and Direct Banking Deposit (DBD) Management Approval Form</u></b>
<p>When a cheque or DBD payment exceeds \$5,000, management approval is required.</p> <p>Client Name: _____</p> <p>Member ID: _____</p> <p>Payment Amount: _____</p> <p>Payment Due Date: _____</p> <p>Payment Details:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Comments:</p> <p>_____</p> <p>_____</p> <p>Date of Approval Request: _____</p> <p>Supervisor Approval: _____</p> <p>Manager Approval: _____</p> <p><b>(Note form must be retained for auditing purposes)</b></p>



Social Services Policies and Procedures			
<b>SECTION:</b> Ontario Works			<b>Policy #:</b> OW-1
<b>POLICY:</b> Internal Control Measures and Process for Ontario Works Payments			
<b>DATE:</b> October 2020	<b>REV. DATE:</b>	<b>COVERAGE:</b> Ontario Works Staff	<b>PAGE #:</b> 8 of 9

## MANUAL CHEQUE REQUEST

Manual Cheque Number:	Agent:
Date on Manual Cheque: _____	

### Cheque Information

Start Date: _____	End Date: _____
Applicant's Name: _____	Member ID #: _____
Name on the Cheque (i.e. - payee): _____	
Address on Cheque: _____	
_____	
_____	
_____	

Cheque Total: \_\_\_\_\_

### Cheque Breakdown

Benefits		Deductions	
Type	Amount	Type	Amount

Reason for Requesting Manual: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Staff Member

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
OW Manager

Social Services Policies and Procedures			
<b>SECTION:</b> Ontario Works			<b>Policy #:</b> OW-1
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<b>DATE:</b> October 2020	<b>REV. DATE:</b>	<b>COVERAGE:</b> Ontario Works Staff	<b>PAGE #:</b> 9 of 9

TYPE OF PAYMENT BEING TRACED/RECALLED:	
Daily DBD <input type="checkbox"/>	
Monthly at Pay Run <input type="checkbox"/> Monthly DBD after Pay Run <input type="checkbox"/> Date issued _____	
Forward to Jenny Sicilia, Arnprior site	
TRACE <input type="checkbox"/> RECALL <input type="checkbox"/> the following payment:	
MEMBER ID: _____	
PAYEE NAME: _____	
PAYMENT AMOUNT: _____	
DBD PAYMENT NUMBER: _____ (8 digits)	
NEGOTIABLE/DUE DATE: _____	
BANK/INSTITUTION NUMBER: _____	
BRANCH NUMBER: _____	
ACCOUNT NUMBER: _____	
TRACE/RECALL REQUESTED BY: _____	
REASON FOR TRACE/RECALL:	
_____	
TRACE/RECALL SUCCESSFUL? <input type="checkbox"/> YES <input type="checkbox"/> NO	
STAFF COMPLETING TRACE/RECALL: _____	
DATE: _____	
METHOD OF NOTIFICATION TO STAFF MEMBER:	
_____	
_____	

Social Services Policies and Procedures			
<b>SECTION:</b> Ontario Works			<b>Policy #:</b> OW-2
<b>POLICY:</b> Funerals			
<b>DATE:</b> October 2020	<b>REV. DATE:</b>	<b>COVERAGE:</b> Ontario Works Staff	<b>PAGE #:</b> 1 of 5

## POLICY STATEMENT

Applicants who may be eligible for assistance with the cost of a funeral include Social Assistance Recipients (SAR) in receipt of Ontario Works (OW) or Ontario Disability Support Program (ODSP), and non-SAR who would have otherwise qualified to receive ongoing Ontario Works at the time of death.

## PROCEDURE

The Funeral Director or a family member must contact the Ontario Works office for funeral approval prior to proceeding with the application for any funeral. Contact must be within 10 business days of the death. Management must approve taking an application after the 10-day time limit.

The payment for the funeral benefit will be issued directly to the funeral home. Under no circumstance will a family be reimbursed if they have paid for the funeral in advance. In order to qualify for the funeral benefit, the next of kin must authorize the County of Renfrew to apply for the Canada Pension Plan Death Benefit on behalf of the deceased.

## Application for Funeral Assistance

The next of kin who is identified on the death certificate will be the one responsible to sign all documents for the application for a funeral benefit.

1. To complete the funeral application and determine eligibility for the benefit, the OWA will need to request or obtain the following documentation on the deceased person:
  - ☐ Birth Certificate (certified true copy needed for file)
  - ☐ Social Insurance Number (certified true copy needed for file)
  - ☐ Health Card (certified true copy needed for file)
  - ☐ Original Statement of Death (from the funeral home)
  - ☐ Invoice for funeral costs (from the funeral home)

Social Services Policies and Procedures			
<b>SECTION:</b> Ontario Works			<b>Policy #:</b> OW-2
<b>POLICY:</b> Funerals			
<b>DATE:</b> October 2020	<b>REV. DATE:</b>	<b>COVERAGE:</b> Ontario Works Staff	<b>PAGE #:</b> 2 of 5

- ☐ Life Insurance policy (photocopy needed for file)
- ☐ Prepaid Funeral (photocopy needed for file)
- ☐ Will (photocopy needed for file)

**The following additional documents are required for NON-SAR ONLY**

- ☐ Updated bank book or current bank statement (photocopy needed for file)
  - ☐ Proof of income (photocopy needed for file)
  - ☐ Management approval (signature on Burial Approval Sheet)
2. The designated OWA schedules an appointment with the next of kin and/or trustee in the appropriate Ontario Works Office, based on next of kin preference.
  3. The following forms are required for the funeral benefit application:
    - ☐ Consent to Disclose and Verify Information (Form 0985)
    - ☐ Authorization to Communicate Information Canada Pension Plan  
(SC-ISP 1606 (2011-11-15 E))
    - ☐ Application for Canada Pension Death Benefit (ISP-1200-09-07 E)
    - ☐ Burial Approval Sheet (only required for non-social assistance recipients)

Once paperwork has been completed and signed by next of kin, the OWA will scan the information into the Funeral File Archive in the shared drive (X/OW/S/S04).

Social Services Policies and Procedures			
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## Funeral Approval

Actual funeral costs are approved for eligible recipients **up to a maximum of \$4000.00**. If the OWA does not approve the funeral, a letter will be forwarded to the next of kin/trustee to advise them of the ineligibility decision.

## Payments

There are two scenarios for setting up payments in SAMS: 1) payments for OW/ODSP recipients (OW Discretionary), 2) payments for Non-Social Assistance Recipients (Non-Shareable).

### Scenario 1: Payments for OW/ODSP recipients

1. Navigate to the recipient's Integrated Case
2. Issue the OW Discretionary "Funeral and Burials" (for assistance see SAMS User Guide: "Issuing, Denying and Cancelling Benefits") \*Be sure to enter the funeral payment using the month prior to the date of death to ensure that the full benefit amount will be issued
3. Navigate to the Registered Person Case for the deceased and Edit their person details to indicate their date of death (Edit is located at the top right of the person page within the Actions button).
4. Navigate to the Contact tab at the left side of the Registered Person Case and create a new record, noting the Next of Kin's name and contact information.

### Scenario 2: Payments for Non-Social Assistance Recipients (Non-Shareable)

1. Search for the deceased person in SAMS using their name and/or unique identifiers such as SIN or date of birth.
2. If the deceased person was not in receipt of OW/ODSP at the time of their death, and if there is no Registered Person Case, then a Registered Person Case and Integrated Case will need to be created.

Social Services Policies and Procedures			
<b>SECTION:</b> Ontario Works			<b>Policy #:</b> OW-2
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- Please refer to page 71 of the SAMS User Guide for instructions on how to register Person and Integrated Cases and how to issue the Non-Shareable Funeral and Burial Benefit.

## Correspondence

The following documentation shall be prepared for mail out:

**Letter 1 to the Funeral Home** – Notification sent to funeral home that funeral cheque is enclosed. Request a receipt from the funeral home and indicate office address and contact name.

**Letter 2 to Next Kin** – Notification sent to next of kin that funeral benefit has been approved, the amount the benefit was approved for and where the payment was sent.

**Letter 3 to CPP** – Application package and letter sent to CPP to apply for the CPP Death Benefit requesting any eligible monies be forwarded to the County of Renfrew Ontario Works. The application to CPP along with the signed Authorization to Communicate Information form for CPP, and all other documentation as required for the CPP application.

These include:

- ☐ **Original** Death Certificate
- ☐ Copy of Estimate of funeral expenses (must be stamped certified true copy)
- ☐ Copy of funeral cheque payable from Ontario Works to the applicable funeral home (must be stamped certified true copy)
- ☐ Copy of Birth Certificate, Social Insurance Number, and Health Card (must all be stamped certified true copies)

Social Services Policies and Procedures			
<b>SECTION:</b> Ontario Works			<b>Policy #:</b> OW-2
<b>POLICY:</b> Funerals			
<b>DATE:</b> October 2020	<b>REV. DATE:</b>	<b>COVERAGE:</b> Ontario Works Staff	<b>PAGE #:</b> 5 of 5

### **Warrant to Dispose of an Unclaimed Body**

If a next of kin or other individual does not enter into a contract with a funeral home to take responsibility for a deceased person, the body may be considered “unclaimed”. A Warrant to Dispose of an Unclaimed Body could be issued to the County of Renfrew by the Coroner’s office. If such warrant is received the County of Renfrew must proceed with an application to cover the cost of this individual’s cremation, etc. The OWA will complete as much paperwork as possible and try to obtain any identification for the deceased. The County of Renfrew can still recover any monies that are available such as the CPP-Death Benefit, monies through a Public Guardian & Trustee estate, etc.

### **Repayments**

Once the County of Renfrew issues funds for a funeral, we may receive monies back from Canada Pension Plan Death Benefit, or other sources. The Customer Service Representative prepares a receipt for the reimbursement cheque and forwards the original cheque to the Finance Technician at the County Administration building.

The OWA is responsible to post the payment in SAMS. Effective July 2018 SAMS has been updated to simplify posting reimbursements to funeral benefits.

For instructions on how to post a repayment to a funeral benefit go to see: [73-18 Reimbursements for Funeral and Burials](#).

### **Funeral Statistics**

Funeral Statistics are provided monthly to the OW Manager, Supervisors, and OW County Finance Technician regarding funeral payments issued and repayments/reimbursements received. Funeral statistics are pulled from the monthly COGNOS reports.

October 28, 2020

To the Council of the Corporation  
of the County of Renfrew

Members of County Council:

We, your **Health Committee**, wish to report and recommend as follows:

## **INFORMATION**

### **1. Resident Population**

We wish to advise that our resident population as of the date of our last meeting is as follows:

HOME	July 31, 2020	August 31, 2020	Sept 30, 2020
Bonnechere Manor	169	169	170
Miramichi Lodge	155	157	155
TOTALS	324	326	325

### **2. Champlain Local Health Integration Network (CLHIN) Client Waitlist Information**

We wish to advise that the number of clients on the waitlist for Renfrew County long-term care homes for the following months are as follows:

Renfrew County Long-Term Care Homes	Jun 2020	July 2020	Aug 2020
Bonnechere Manor	210	213	201
Caressant Care Cobden	102	100	103
Deep River & District Hospital – The Four Seasons Lodge	53	53	64
Grove (The) Arnprior & District Nursing Home	137	139	125
Groves Park Lodge	164	157	144
Marianhill Inc.	207	203	176
Miramichi Lodge	340	343	321



Renfrew County Long-Term Care Homes	Jun 2020	July 2020	Aug 2020
North Renfrew Long-Term Care Services Inc.	89	88	92
Valley Manor Inc.	73	73	73
Totals	<b>1375</b>	<b>1369</b>	<b>1299</b>

### 3. **Emergency Services - Influenza 2020 Response**

The Service has coordinated a county-wide table to strategically plan for influenza 2020, which will include influenza vaccination clinics with our partners in healthcare throughout the county. The community paramedics are also receiving refresher education for influenza season to prepare for the anticipated surge.

### 4. **Community Paramedics – Sharing of Knowledge**

The Service has hosted the entire Community Paramedic Team and most of the leadership team from Northumberland Paramedic Service. Northumberland has recently launched their first Community Paramedic Program and has engaged the County of Renfrew Paramedic Service Community Paramedic program to ride-out with our team and learn more about our program.

### 5. **Sierra Team Update**

The Sierra Team has handled multiple calls this month, including several in Algonquin Park. These were calls dispatched for a variety of injuries, that in some cases, required Sierra team or ORNGE/Joint Rescue Coordination Team helicopter extrication. In one instance due to the weather, a patient required assessment and pain medication and could not be extricated because of weather conditions. Sierra Team members remained sheltering in place and the patient was extricated by helicopter the following morning.

### 6. **COVID-19 Pandemic Update – Long-Term Care**

- The Homes continue to test residents if symptomatic. Staff are surveillance tested every two weeks with isolation at their home if symptomatic. There are significant delays in getting results for both

symptomatic residents and staff with current turn-around time for testing ranging from four to eight days.

- On September 29, 2020, the Ontario government announced they are investing close to \$540 million to protect residents, caregivers, and staff, in long-term care homes from future surges and waves of COVID-19. The funding is part of the Province's COVID-19 fall preparedness plan, Keeping Ontarians Safe: Preparing for Future Waves of COVID-19. The known details are as follows:
  - \$405M in additional emergency prevention and containment (refer to emergency funding details for each of Bonnechere Manor and Miramichi Lodge below:

Based on Outbreak Data as of August 31, 2020 and September 20, 2020

<b>Home Name</b>	<b>Bonnechere Manor</b>	<b>Miramichi Lodge</b>
<b>Total Beds</b>	180	166
<b>Home with B, C and/or D Beds<sup>1</sup></b>	No	No
<b>Outbreak Status<sup>2</sup></b>	Resolved	Resolved
<b>Baseline Funding</b>	\$12,000	\$12,000
<b>Additional Baseline Funding for Small Homes with 96 or Fewer Beds (with B, C and/or D Beds)</b>	\$0	\$0
<b>Additional Baseline Funding for Homes with 97 or More Beds (with B, C and/or D Beds)</b>	\$0	\$0
<b>Additional Baseline Funding for Homes with Outbreak</b>	\$10,000	\$10,000
<b>Per Bed Allocation</b>	\$36,000	\$33,200
<b>Additional Per Bed Allocation for Homes with Outbreak</b>	\$54,000	\$49,800
<b>Total Funding</b>	<b>\$112,000</b>	<b>\$105,000</b>

- \$61.4M in Provincial Infection Prevention and Control (IP&C) capital support for minor capital repairs and renovations in long-term care homes to improve IPAC (i.e., replacing carpets, isolation pods, updating HVAC, etc.).

- \$40M to support occupancy reduction to stop admissions to three and four bedrooms (not applicable for Bonnechere Manor or Miramichi Lodge).
- \$30M in Provincial Infection Prevention and Control IPAC resources. This includes \$20M for additional personnel and \$10M to fund training for new and existing staff. This new funding is intended to enable homes to hire over 150 new staff and includes the cost of eight (8) weeks of personal protection equipment for each home to stockpile in readiness for any future outbreaks.
- \$2.8M to extend the High Wage Transition Fund (HWTF) till March 31, 2021. Committee will recall that initially the HWTF was supposed to end March 31, 2020 and then reinstated until December 31, 2020 while the government developed a long-term care staffing strategy; and
- \$52.5M for Recruitment and Retention of Health Care Workers. The breakdown is as follows:
  - Additional \$26.3M to support Personal Support Workers (PSWs) and supportive care workers with the following initiatives:
    - \$14M for the PSW Training Funds to continue training PSWs in the home and community care and long-term care sectors.
    - \$10.3M for the new PSW Return of Service Program, to recruit and retain recent graduates to work in long-term care homes and in the home and community care sectors. This program will provide a \$5,000 incentive to 2,000 recent graduates for a six (6) month commitment to work in these settings. This program was announced on September 28, 2020 with a deadline for application on October 5, 2020,
    - \$1.3M to train 160 supportive care workers to provide basic home support services; and
    - \$700,000 in accelerated PSW training for 220 students with prior health experience to practice in Ontario.
  - Additional \$26M to support nurses in the following ways:
    - \$18M for Ontario's Nursing Graduate Guarantee Program, which provides full-time salary and benefits for

over 600 nurses with a focus on recruiting in areas of need such as long-term care homes and acute care settings, and

- Up to \$8M to add over 800 nurses to the health system in areas of need across the province.
- **Influenza Vaccines**  
The long-term care homes have received their annual supply of influenza vaccine for residents and staff and will encourage a strong uptake as in previous years.
- **Temporary Enhancement of Person Support Worker Wages**  
On October 1, 2020, the government announced that funding would be provided to long-term care homes to **temporarily** enhance personal supporter workers (PSWs) wages effective October 1, 2020 of \$3 per hour for eligible workers in long-term care. The government advised that this temporary wage enhancement will be reviewed on a regular basis and could extend through to March 31, 2021 in connection with regulations made under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020.

7. **Acting Medical Officer of Health Directives Regarding Visitors to Long-Term Care Homes**

Dr. Robert Cushman, Acting Medical Officer of Health, Renfrew County and District Health Unit issued the directives to Renfrew County Long-Term Care Homes on October 8, 2020. This letter is attached as information.

Following direction from the Health Committee, the Warden issued correspondence to the Chair of the Board of Health and Dr. Cushman to express concern regarding impact to long-term care resources.

8. **Critical Funding Priorities – Fall Pre-Budget Submission**

Tabled is AdvantAge Ontario's fall 2020 pre-budget submission, 'Rising to the Challenge: Strengthening Ontario's Long-Term Care System'. Noted is the devastating impact of COVID-19 on seniors' care, in particular the long-term care system. The recommendations clearly set out the steps the government needs to take immediately to prevent the outcomes

experienced in long-term care during the first wave, as well as how to address decades long issues – such as understaffing and underfunding – in order to stabilize and strengthen the system for the long term. AdvantAge Ontario has urged long-term care homes to share concerns with our MPP; to that end, the Renfrew County Administrators met with the Honourable John Yakabuski, MPP, Minister of Natural Resources & Forestry on October 16, 2020.

**9. Fundraising**

- a) The Butterfly Garden Fundraiser continues with glass butterflies still available, representing project donors of \$100.
- b) The date of the Virtual Coffee House has been rescheduled to Friday November 20, 2020 related to a conflict with a similar event in Pembroke on the October date.
- c) The Miramichi Lodge Foundation was notified of a \$1,000 donation on behalf of the Bruce and Lucie Wolfgram Foundation.

**RESOLUTIONS**

**10. Emergency Services Advanced Care Paramedic Tuition Loan**

**RESOLUTION NO. H-CC-20-10-71**

Moved by Chair

Seconded by Committee

THAT County Council approve that the Advanced Care Paramedic Tuition Loan Program be continued through the 2020-22 school year.

**Background**

In April 2008, and again August 2016, the County of Renfrew Paramedic Service, and the Canadian Union of Public Employees (CUPE) Local 4698 agreed to terms related to an Advanced Care Paramedic Tuition Loan for primary care paramedics. Only those Primary Care Paramedics accepted into an approved Advanced Care Paramedic Education program would be considered. The previous agreement expired with the expiration of the current Collective Agreement December 31, 2019.

Council is requested to approve up to six (6) Paramedics per year who have been accepted into an accredited institution to receive this funding. The maximum of any loan shall be based upon the applicable tuition charged by the educational institution to a maximum of \$15,000. Loan repayment in full shall be by payroll deduction of a fixed bi-weekly repayment amount over a term so specified within an agreement between the employer and the employee with such terms of repayment not to exceed two years upon completion of the program.

Council is advised that there are more paramedics than in the past inquiring about this opportunity. Not all applicants ask for the loan, and admittance is no longer on a first-come, first-served basis. The employer reserves the right to determine who should receive this funding based on the number of applicants. Of note, Council was previously advised that legislation has changed and graduates are no longer permitted to work as an Advanced Care Paramedic until the successful completion of a provincial exam, and have completed a 14 shift mentoring period with an Advanced Care Paramedic. Current employees with the Service wishing to attend schooling are required to request an educational leave of absence, however, are available to work on a part-time basis. This does not start the repayment obligation until the course is completed. This system has worked well to demonstrate the employer's interest in the advancement of staff education. The advanced scope of practice these Paramedics bring to our communities assist the County of Renfrew Paramedic Service to develop services to ensure the continued health and wellness of residents now and in the future.

**11. Reallocating Capital Budget – Bonnechere Manor**

**RESOLUTION NO. H-CC-20-10-72**

Moved by Chair

Seconded by Committee

THAT Council approve that the approximately \$50,000 in savings in the parking lot repairs capital budget at Bonnechere Manor be used to replace the required but unbudgeted cook line kitchen equipment replacement of six (6) burner stove and oven, two (2) burner flat top grill oven and deep fryer, estimated at \$40,000.

### **Background**

The kitchen cook line that consist of six (6) burner stove and oven, two (2) burner flat top grill oven and deep fryer has been recently removed from service for safety reasons by a licenced gas fitter. The equipment is beyond 25 years old and is no longer serviceable. Replacement estimate is \$40,000. Committee and Council approved up to \$100,000 through the 2020 budget process to repair the parking lot at Bonnechere Manor. The tendered cost was approved at \$50,850. Staff recommend that the savings in the parking lot repairs capital budget be used to replace the required but unbudgeted kitchen equipment replacement.

## **12. Additional Full-Time Personal Support Worker Positions**

### **RESOLUTION NO. H-CC-20 10-74**

Moved by Chair

Seconded by Committee

THAT County Council approve that the Full-Time Personal Support Worker (PSW) complement is increased by three (3) positions at Bonnechere Manor and eight (8) positions at Miramichi Lodge and implemented as soon as possible at an annual estimated cost of \$8,570 for Bonnechere Manor and \$30,799 for Miramichi Lodge.

### **Background**

Personal Support Workers are integral to long-term care (LTC), providing nursing and personal care to residents. Increased full-time positions allow for increased resident care continuity, more stable working conditions, and reduce the number of staff who work multiple part-time jobs. Since the Pandemic was declared, health care experts have reiterated the risk of part-time (PT) staff working for more than one employer. The County of Renfrew proactively heeded this direction by limiting long-term care staff to one employer on April 1, 2020; followed by a Provincial emergency order limiting LTC staff to a single LTC Home. While this measure has undoubtedly enhanced infection prevention and control; it has the unintended consequence of preventing applicants who work elsewhere from applying to our Homes, resulting in vacant positions, and consequently incurring increased overtime and/or working short-staffed.

Creating increased full-time (FT) positions will enhance recruitment and assist in retaining current PSW staff by providing more stable working

conditions. The current provincial personal support worker full-time to part-time average is 41% FT/59% PT. Bonnechere Manor current split is 30% FT/70% PT and Miramichi Lodge's is 17% FT/83% PT.

It is necessary to consider an increase in the FT complement versus deferring to the 2021 budget process related to the immediate impact of working short on direct resident care and staff. In addition, part of the pressure to seek approval for these new FT positions now, is directly related to the procedural and process steps within our collective agreements that prevent the immediate filling of vacant FT position(s), job postings and new schedule development. This delay is factored into the timing of our recommendation if the new FT positions were to be approved.

All of which is respectfully submitted.

Michael Donohue, Chair

And Committee Members: D. Bennett, G. Doncaster, D. Grills, K. Love, J. Murphy, C. Regier, D. Robinson





# Renfrew County and District Health Unit

*"Optimal Health for All in Renfrew County and District"*

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October 8, 2020

To Long-Term Care and Retirement Homes,

The COVID-19 situation in Ontario's Long-Term Care Homes and Retirement Homes has taken a dramatic turn for the worse in the past week, and we must prepare ourselves for further challenges in Renfrew County and District. The second wave is now clearly more dangerous than the initial one. We must take serious steps to stop the virus in its tracks in order to protect our loved ones, and to reduce the chance of returning to another total lockdown.

Today I am directing Long-Term Care Homes and Retirement Homes to immediately implement the following measures:

1. Short stay absences, as defined in Directive #3, for long-term care and retirement home residents will be restricted only to what is absolutely necessary, for example health care related appointments, and will need to be approved by the home for timelines and oversight.
2. Visits will be limited to two designated general visitors per resident and preferably only one at a time. The listing of the two designated general visitors can be changed every month. Essential visitors are considered separate from general visitors and do not count towards the limit of two. Exceptions to allow more visitors can be made in the case of a palliative care resident and is at the discretion of the home.
3. For Long-Term Care Homes only, it is the home's responsibility to assist visitors to find their test result, if required for an indoor visit. Renfrew County and District Health Unit will only focus on positive COVID-19 tests and will not assist with finding negative test results for visitors. If a result cannot be found, LTCHs should refer to their own policy on whether to allow the visit or not. Homes may consider completing testing for visitors themselves or accepting an attestation of a negative result.

Thank you in advance for your understanding and cooperation in these challenging times.

Sincerely,

A handwritten signature in blue ink, appearing to read 'RAG', with a horizontal line extending from the end of the signature.

Dr. Robert Cushman  
Acting Medical Officer of Health  
Renfrew County and District Health Unit



Advant**Age**  
Ontario

Advancing Senior Care

# Rising to the Challenge: Strengthening Ontario's Long-Term Care System to Protect Seniors

Fall 2020 Pre-Budget Submission

# Rising to the Challenge: Strengthening Ontario's Long-Term Care System to Protect Seniors

## Fall 2020 Pre-Budget Submission

### Introduction

Long-term care (LTC) has been the hardest hit sector by the COVID-19 pandemic in Ontario, across Canada, and around the world. Of the over 2,800 total deaths in Ontario as of mid-August, more than 1,800 (64.3%) were living or working in LTC homes.

Despite the heroic efforts of care staff in homes across the province, several significant and long-standing issues -- most notably underfunding and understaffing -- severely challenged the ability of homes to prevent, identify, contain and manage COVID-19 outbreaks. This, combined with the operational challenges regarding access to personal protective equipment (PPE) in the early days of the pandemic, led to the tragic outcomes in the sector that we sadly know all too well: 1,848 residents and 8 staff dead; 5,937 residents infected; and 334 homes that experienced an outbreak.

While the government responded with additional funding and policy changes to assist LTC homes with the increased costs and staffing need during the first wave, the reality is that we have seen much of this dry up and homes are once again struggling to maintain even their basic staffing levels. Some homes have even been forced to lay off staff because extra pandemic costs have decimated their budgets.

The human resources crisis that already existed has only worsened during the COVID-19 pandemic. The bottom line is that without additional resources, the LTC sector will not be ready for a second wave. The lack of adequate staff, the impact of older homes' infrastructure, the introduction of recent policies that have once again opened homes to visitors, and the resumption of day trips by residents may result in more illnesses and deaths than was experienced in the first wave.

AdvantAge Ontario members -- community-based charitable, municipal, and not-for-profit LTC homes, seniors' housing, and community service agencies -- are committed to working with this government as the province emerges from the first wave to improve the LTC system. To do so, government must heed its lessons and make the necessary investments in the upcoming budget to both prepare for a potential second wave as well as address the issues that allowed COVID-19 to spread in the first place. These immediate investments are critical both to protect our residents and staff and to ensure we can continue to provide the high-quality care that our seniors deserve, where and when they need it.

The government has clearly stated its commitment to do everything it can to protect seniors, and our Association stands ready to work in partnership with government to do so.

LTC settings are *home* for residents where they should feel safe, comfortable and well cared for. The recommendations that we have put forward in this submission are, first and foremost, aimed at achieving these ends.

They are grouped under four key priorities:

1. More Staff, More Hours of Care for Residents
2. Protecting LTC Residents
3. Investing in a Modern LTC System
4. Investing in Other Models of Care that Support Seniors

## 1. More Staff, More Hours of Care for Residents

### i) Increase Staffing Levels in LTC Homes

High-quality care starts with attracting, recruiting, training and retaining qualified staff. The critical shortage of appropriately trained staff is challenging in urban areas and desperate in rural and remote Ontario. Residents coming into homes today are older, frailer and have more complex care needs than ever before. Existing funding for LTC staff is insufficient to address growing resident acuity. This became glaringly apparent during the first wave of the pandemic when residents who got sick needed more intense supports. Yet, sadly, most homes were already understaffed before COVID-19 and unable to replace staff who left. As a result, homes were severely challenged in their ability to prevent, identify, contain and manage COVID-19 outbreaks.

Understaffing in LTC homes was one of the largest risk factors related to COVID-19, particularly for homes that went into outbreak. In many of these cases, homes had to cope on their own to try and find staff to fill roles at a time when many workers were leaving the sector. While the pandemic pay that was provided to front-line health care staff during the first wave did help to retain staff, homes still had to rely in large part on various groups that rallied in support of our sector to help provide staff, such as placement students, agency staff, hospital workers, as well as the Registered Nurses' Association of Ontario (RNAO) who deployed nursing students and nurses to work in homes.

As we have moved into the fall season, many of the stopgaps that helped to temporarily address longstanding staffing shortages during the first wave are no longer available. Pandemic pay has ended, external groups are no longer able to provide staff, the Canadian Armed Forces have pulled out, many colleges and universities are not permitting student placements in the LTC sector, and staff redeployed from other areas such as school boards have returned to their jobs. Combined with the fact that homes have once again opened to visitors, we fear this may further devastate LTC homes.

We must also consider future human resource needs. The government has committed to adding 15,000 new LTC beds over the next five years; however, we cannot successfully open these new beds without the necessary staff to care for the people in them. We were encouraged to see many of our Association's recommendations included in the staffing study report recently released by the Ministry of Long-Term Care (MOLTC), including the need to attract and prepare the right people for employment in LTC and provide opportunities for learning and growth.

Now is the time for government to turn these words into action and develop a strategy to recruit and retain care staff to meet the immediate challenges facing the sector today as well as develop a strategy to ensure the right number of staff as the system continues to grow. This will ensure that residents get the high-quality and timely care they deserve.

**Recommendation #1:** That the government put in place strategies to immediately recruit staff and place them in LTC. These strategies should include measures such as working with the Canadian Red Cross to recruit PSWs and nurses, put in place incentives for recent PSW and nursing graduates to work in LTC, and allow for on-the-job training of PSWs and other professions.

**Recommendation #2:** That the province commit to implementing a comprehensive health human resources (HHR) strategy that takes into account education, recruitment, retention and technology needs in the sector over the medium- and long-term. This strategy must consider the unique challenges of northern and rural areas and be developed in close collaboration with representatives from across the continuum of seniors' care, including AdvantAge Ontario.

## **ii) Increase Funding to Support More Hours of Resident Care**

The level of acuity of today's residents is increasing and their care needs are intensifying. The current average of 3.45 hours of daily care is simply not enough, and we have strongly urged successive governments for over 10 years to increase funding to support a minimum provincial average of four hours of care per resident per day to meet this increased acuity.

This increase in hours of care will mean 15 million more hours of care daily by registered nurses, registered practical nurses, PSWs, and other direct care positions as part of the Nursing and Personal Care (NPC) and Program and Support Services (PSS) funding envelopes. This will ensure timely access to high-quality care for residents in LTC homes.

Most importantly, this will mean more hours of care for each resident, more highly trained care staff to deliver it, and more time for those staff to truly get to know residents and provide the personalized support that each resident needs.

It is critical that funding to support increased staffing in LTC must go hand in hand with a provincial HHR strategy to recruit and retain health care workers.

**Recommendation #3:** That the province invest an additional \$550 million annually in new LTC funding to increase the provincial average of care to four hours per resident per day to provide an additional 15 million hours of care for residents across the province.

## **iii) Increase Wages for All Staff Working in Seniors' Care Settings to Help Recruit and Retain LTC Staff**

In Ontario, LTC homes were chronically understaffed long before the COVID-19 pandemic. One of the leading reasons for this is that staff working in LTC are paid considerably less than their counterparts working in acute care settings. This disparity was exacerbated when LTC homes started to quickly lose staff, particularly to hospitals, when the single site restriction came into force to prevent the spread of COVID-19 between care settings. Such policies did not cause the historic understaffing seen in the LTC system, but they certainly reinforce the need for remuneration to be at par with the acute care sector.

The government must ensure care staff in LTC are paid at parity with those same occupations in the acute care sector. We saw the positive impact on staff retention from the introduction of the \$4.00 an hour pandemic pay that closed this gap and provided staff with an incentive to continue their important and meaningful work in the LTC sector.

Government must permanently increase wages in LTC to match acute care settings and ensure that it includes all LTC staff, including supervisory staff. All those who work in LTC are integral to the functioning of homes and should have been included in the pandemic pay premium eligibility in recognition of their efforts and contributions toward resident care.

**Recommendation #4:** That the province permanently increase wages in LTC to match those same occupations in the acute care sector, including supervisory roles, to ensure that LTC homes can continue to attract and retain highly trained and qualified staff.

## 2. Protecting Long-Term Care Home Residents

### i) **Provide Funding to Implement IPAC Measures in Every LTC Home to Keep Residents and Staff Safe**

During the initial wave of the COVID-19 pandemic, the importance of dedicated infection prevention and control (IPAC) support for LTC homes was critical in preventing outbreaks and keeping residents safe.

Unfortunately, some LTC homes did not have the resources to implement the necessary measures to effectively enact IPAC protocols. As such, many homes relied on IPAC nurses and experts deployed from other health care settings to provide this support and training to staff. This expertise proved critical to containing and preventing the spread of COVID-19, preventing unnecessary hospitalizations and emergency room visits, and reducing the risk of death among residents. Although this support was much appreciated, these IPAC experts from other settings lacked LTC expertise given that they did not normally work in our sector. As a result, the care provided was acute-centric rather than the resident-centered care that is delivered in LTC settings.

In addition to many homes lacking a dedicated staff member with specialized IPAC knowledge to lead training, some homes were not provided with additional funding for staff to attend training. Although Public Health Ontario provided education in many cases and provided an IPAC checklist to LTC homes,<sup>i</sup> it was difficult for homes to implement this; as a result, other organizations, such as our Association, provided one-on-one support to a number of homes to help them implement the available tools and resources.

Going forward, provincial support is critical to enable LTC homes to acquire desperately needed in-house, dedicated IPAC expertise and resources. A critical first step in building up IPAC capabilities in homes is to ensure that there is an IPAC nurse in every LTC home in the province. The IPAC nurse will take the lead on the home's IPAC program and response, ensure appropriate protocols and practices are in place, and support education for colleagues. Having dedicated IPAC nurses in these homes will ensure the measures in place reflect the unique needs of LTC homes and will support staff and keep residents safe not only in the event of a second wave but also any future outbreaks.

**Recommendation #5:** That the province invest \$71.6 million annually to support having an IPAC nurse in every LTC home.

## **ii) Increase Investment to Address the Financial Impact of COVID-19**

Since March 2020, this government has allocated \$183 million in emergency funding for the LTC sector to prevent and contain COVID-19 and \$129 million in additional capacity funding. This financial assistance has been key to supporting the safety of residents in the home, screening of essential visitors, isolating of residents (either due to a positive test or to protect them from the virus), and preventing community transmission to and within a LTC home.

Unfortunately, this funding has been insufficient. As at June 30, 2020, it is estimated that LTC homes need \$64 million to reconcile actual eligible expenses (compared to the \$138 million provided at that point in emergency funding) and a further \$57 million per month (\$24 per resident per day) until at least March 31, 2021, to ensure resident safety while the pandemic continues during the winter months. Otherwise, there is a very real concern that the outcomes from a second wave will be much worse than those experienced in the first as homes will not have the financial flexibility to pay for additional staffing and other COVID-19 expenses.

Many homes have had to draw money from their investments and reserves and/or use lines of credit to pay salaries and bills. In some cases, homes have had to lay off staff. We are deeply concerned some homes will not be able to financially survive a second wave of COVID without significant increases in funding to offset pandemic costs.

**Recommendation#6:** That the province provide additional emergency COVID-19 funding to reconcile actual eligible expenses and the cost of on-going emergency measures that need to be in place until at least March 31, 2021, to ensure resident safety and LTC home viability while the pandemic continues during the winter months.

## **3. Investing in a Modern LTC System**

### **i) Increase Operational Funding**

The pre-pandemic 1.5% level of care increase (April 2020) follows the same woefully insufficient funding pattern for LTC over the last 10 or more years as it does not keep pace with inflation. (The Consumer Price Index (CPI) for Ontario was 1.9% for 2019).<sup>ii</sup>

The resulting effect, among many things, is that wage increases for staff have also not kept pace with inflation. Consequently, over the years, staff have become less and less motivated to work in LTC. Homes have had to rely on agency staff who come at a premium. As a result, homes have been unable to acquire the staff that they need, which impacts the time spent with residents and which inevitably impacts quality of care.

As a direct result of the pandemic, the LTC sector has faced additional challenges such as the cost of living further increasing by 2-4% due to the global recession.<sup>iii</sup> Notwithstanding additional emergency funding needed as a result of COVID-19, there needs to be an additional funding increase to the LTC sector of 2.4% in 2020/21 to counteract these emerging costs (retroactive to April 1, 2020).

**Recommendation #7:** That the province provide a second incremental increase in 2020/21 of 2.4% (an additional \$110 million) to the LTC sector to account for the increased costs experienced in 2020. This increase should be retroactive to April 2020.



## **ii) Increase Funding for a Capital (Re)Development Program that Considers IPAC**

Before the pandemic, the LTC sector was challenged to meet new bed development and redevelopment requirements: specifically, to develop 15,000 new and redevelop 15,000 existing beds by 2025 as committed to by the government.

Given the current experience from the pandemic, any potential (re)development must now consider how design standards and physical infrastructure can mitigate the impact of the pandemic in LTC homes and ensure that homes incorporate necessary IPAC requirements to protect residents and enhance resident care. At the same time, it must take into consideration the design of staff spaces, such as kitchens, laundry and other service areas, to ensure proper social distancing in the event of future outbreaks.

The COVID-19 pandemic also underscored the need to redevelop these beds to remove three- and four-bed wards, to which the government implemented a policy to prevent any new admissions to these shared spaces as they were responsible for the worst outbreaks. Doing so, however, means 4,300 new beds must be built to replace these wards. Therefore, in the long-term, there will need to be a strategy in place to fund the development of new beds to replace the loss as a result of the new policy.

**Recommendation #8:** That the province provide additional capital funding to support the (re)development of all beds needing design changes to meet current IPAC standards.

## **iii) Implement Needed Changes to the Minor Capital Funding Program**

The Structural Compliance Premium (SCP) 1999 program, which ended March 31, 2020,<sup>1</sup> supported almost 60% of LTC homes in the province with additional funding to remain structurally compliant (at an average of \$1.61 per bed per day). The same funding (\$22.7 million per annum) has now been allocated to the new minor capital funding program (April 1, 2020), and is now spread over more homes (providing \$1.17 per bed per day in its first year of operation).

Like the modernized capital development funding program, there is also no new funding for the new minor capital funding program; thus, in allowing more beds to access the same pot of funding that had been provided for SCP, there is a smaller amount of funding for each bed.

In addition, the current policy for the new minor capital funding program does not allow LTC homes the ability to manage capital projects throughout the year or over time as:

- Payments are monthly rather than annual.
- Unused funding is recoverable, meaning LTC homes cannot manage their capital development over the longer term (e.g., put unused money from one year towards a larger expense in another year).

In addition, dedicated IPAC resources at each LTC home will require supplementary funding to implement the required improvements at a home. While the Federal Investing in Canada Infrastructure Program may support some of these capital changes, this is unlikely to support all of the changes required.

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<sup>1</sup> The SCP 2009 program remains in effect

**Recommendation #9:** That the province double the funding for minor capital funding program to \$45.4 million to support ongoing structural compliance requirements, and IPAC changes to allow LTC homes to manage their minor capital program more flexibly.

## 4. Investing in Other Models of Care that Support Seniors

### i) **Provide Funding to Support Other Seniors' Settings Such as Assisted Living in Supportive Housing**

Much of the government's attention during the first wave was focused on the acute care, LTC and retirement home sectors. Unfortunately, that meant that vulnerable seniors in Assisted Living in Supportive Housing were mostly ignored, despite the fact that they are living in a congregate care setting and have similar frailty and vulnerability to seniors in retirement homes.

These providers did not receive emergency pandemic funding provided to LTC and retirement homes despite their costs being similar.

While the Ministry of Health has recently started to include supportive housing providers for prioritized access to the government's stock of PPE – a welcome development – it is essential that they also be provided the pandemic funding required to compensate for the increased costs incurred during the first wave to make sure they get through the second wave.

**Recommendation #10:** That the province identify and provide funding to support seniors in other settings outside of LTC such as Assisted Living in Supportive Housing.

## Conclusion

COVID-19 has changed almost every aspect of life for residents living in Ontario's LTC homes. The familiar faces, routines and rhythms of their day have been dramatically altered, but even more, they have had to live through the fear and tragedy of witnessing the mass illness and death brought on by this crisis.

It is very likely that much of this could have been avoided if our LTC system was not already in such a weakened state of disrepair when the pandemic hit. Too many years of underfunding and understaffing meant that many homes did not have a fighting chance to manage an outbreak, let alone prevent it.

We have the opportunity – and obligation – to act on the tragic lessons learned over the past six months and do everything possible to prevent them from happening again.

Implementing the recommendations in this submission will help put the government's promised "iron ring" around LTC and not only prevent the devastating impact of a second wave, but also stabilize and strengthen the sector for the long term.

Now is the time to act. Our seniors deserve nothing less.

## Summary of Recommendations

- > **Recommendation #1:** That the government put in place strategies to immediately recruit staff and place them in LTC. These strategies should include measures such as working with the Canadian Red Cross to recruit PSWs and nurses, put in place incentives for recent PSW and nursing graduates to work in LTC, and allow for on-the-job training for PSWs and other professions.
- > **Recommendation #2:** That the province commit to implementing a comprehensive health human resources (HHR) strategy that takes into account education, recruitment, retention and technology needs in the sector over the medium- and long-term. This strategy must consider the unique challenges of northern and rural areas and be developed in close collaboration with representatives from across the continuum of seniors' care, including AdvantAge Ontario.
- > **Recommendation #3:** That the province invest an additional \$550 million annually in new LTC funding to increase the provincial average of care to four hours per resident per day to provide an additional 15 million hours of care for residents across the province.
- > **Recommendation #4:** That the province increase wages in LTC to match those same occupations in the acute care sector, including supervisory roles, to ensure that LTC homes can continue to attract and retain highly trained and qualified staff.
- > **Recommendation #5:** That the province invest \$71.6 million annually to support having an IPAC nurse in every LTC home.
- > **Recommendation #6:** That the province provide additional emergency COVID-19 funding to reconcile actual eligible expenses and the cost of on-going emergency measures that need to be in place until at least March 31, 2021, to ensure resident safety while the pandemic continues during the winter months.
- > **Recommendation #7:** That the province provide a second incremental increase in 2020/21 of 2.4% (an additional \$110 million) to the LTC sector to account for the increased costs experienced in 2020.
- > **Recommendation #8:** That the province provide additional capital funding to support the (re)development of all beds needing design changes to meet current IPAC standards.
- > **Recommendation #9:** That the province double the funding for minor capital funding program to \$45.4 million to support ongoing structural compliance requirements, and IPAC changes to allow LTC homes to manage their minor capital program more flexibly.
- > **Recommendation #10:** That the province identify and provide funding to support seniors in other settings outside of LTC such as Assisted Living in Supportive Housing.

## References

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<sup>i</sup> Public Health Ontario. (April 2020). COVID-19: IPAC Checklist for LTC and RHs. Available at <https://www.publichealthontario.ca/-/media/documents/ncov/ipac/covid-19-ipack-checklist-ltcrh.pdf?la=en>

<sup>ii</sup> [Statistics Canada: Consumer Price Index, annual average, not seasonally adjusted](#)

<sup>iii</sup> Dalhousie University & University of Guelph (2020). Canada's Food Price Report – 10<sup>th</sup> Edition.



AdvantAge Ontario has been the trusted voice for senior care for 100 years and is the only provincial association representing the full spectrum of the senior care continuum. Our more than 400 members are located across the province and include not-for-profit, charitable, and municipal long-term care homes, seniors' housing, assisted living in supportive housing and community service agencies.

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October 28, 2020

To the Council of the Corporation  
Of the County of Renfrew

Members of County Council:

We, your **Operations Committee**, wish to report and recommend as follows:

## **INFORMATION**

### **1. Monthly Status Report**

Tabled is the Monthly Project Status Report for the information of Council.

### **2. Capital Program Variance Report**

Tabled is the Capital Program Variance Report for the information of Council.

### **3. Ontario Provincial Police Role in County of Renfrew**

Ontario Provincial Police (OPP) Staff Sergeant DiSaverio, Killaloe Detachment and Inspector Neufeld, Upper Ottawa Valley Detachment attended our October Operations Committee as a delegation and provided an overview on concerns that have been raised within the County of Renfrew. The concerns addressed included speeding, driving under influence (DUI)/impaired driving due to drugs, alcohol or a combination of both of them, and excessive noise due to mufflers.

The OPP advised that the following campaigns occur annually within the County: spring seatbelt campaign, distracted driving, May 24 traffic long weekend, speeding, County Road safety and holiday long-weekend blitzes. In addition to this the OPP completed an excessive noise campaign in August.

The OPP Snow-Vehicle, All Terrain Vehicle and Vessel Enforcement (SAVE) team focuses on the trails and water. The OPP advised that Section 10 of the Police Services Act refers to municipal agreements with the OPP and

there may be opportunities to request enhancement services. The County of Renfrew currently does not have enhancement programs with the OPP and this may be an opportunity for County Council to take an active role with ensuring that there is an OPP presence on the trails. Our Committee requested the OPP to provide information on possible roles for County Council to advocate for additional resources.

Municipalities have opportunities to assist the OPP by using speed signage/photo radar on roads where community members have concerns and share this data with the OPP. The information collected typically includes the number of cars that travel at certain speeds, the day of the week and time of day. The OPP wish to be proactive and stop speeding before it occurs through prevention, education and community engagement.

#### **4. Hwy 148 and County Road 40 Traffic Report**

A request from the Township of Laurentian Valley was submitted for the County to complete a traffic study at the intersection of Highway 148 and County Road 40 (Greenwood Road). The tabled completed count indicates, as per the Ontario Traffic Manual, that a traffic signal is not warranted. The results have been forwarded to the Township of Laurentian Valley and the Ministry of Transportation Ontario (MTO). The current plan has the MTO redesigning the slip lanes, but will continue to use a stop sign with a tee intersection. This intersection is the sole responsibility of the MTO.

#### **5. Summer Operations**

Summer operations are in the process of winding down as preparations are made for the coming winter season. As weather conditions permit, staff will continue with a variety of operations including roadside brushing, ditch and culvert cleanouts, sign replacements and routine surface maintenance and repairs.

## 6. **Winter Operations**

### a) Operational Status and Winter Readiness

Staff is making preparations for the coming winter season. In this regard the Department is required to be 50% operational by November 1 and 100% operational by November 15, 2020. Night Patrol shifts are scheduled to commence on November 15, 2020 and will continue until April 2, 2021.

### b) Winter Sand

The supply, delivery and stockpiling of winter sand at the various patrol locations is ongoing at this time. It is anticipated that this work will be completed in early October.

### c) Winter Maintenance Agreements

The following is the current list of winter maintenance agreements that have been completed for the 2020/2021 winter season:

- Winter Maintenance Services for a portion of County Road 517 (Dafoe Road) provided by the Township of Carlow/Mayo.
- Winter Maintenance Services for County Road 635 (Swisha Road) provided by Pat Stewart Trucking Inc.

The following is the current Municipal multi-year agreement partner for winter maintenance:

- Town of Renfrew – Term 2019 - 2029

The following is the current list of Municipal year-to-year partners that are reviewing the proposed multi-year contract for winter maintenance:

- Town of Arnprior – Proposed term – 2020 - 2030
- Town of Deep River – Proposed term – 2020 - 2030

The following is the current multi-year facility rental agreements for the County of Renfrew winter operations equipment:

- Rental agreement with the Township of Bonnechere Valley for the use of one bay at the Foymount Patrol.
- Rental agreement with the Algonquins of Pikwakanagan for the use of one bay at the Golden Lake Patrol.

## 7. **Fleet Management – Disposal of Surplus Items**

The Department is continuing with the cycle of disposals for the current inventory of surplus assets with the following item offered to the local Municipalities during the last round of Municipal circulations and the Town of Deep River was the successful bidder for the bid amount shown. No other bids were received.

<b>Description</b>	<b>Bid Amount</b>
Asphalt Hot Box	\$2,700

The following item was offered to the local Municipalities during the last round of Municipal circulations for the starting bid amount. No bids were received, therefore the item will now proceed to public auction as soon as practicable.

<b>Description</b>	<b>Starting Bid Amount</b>
Dodge Ram 1500 p/u Truck 4x4	\$500

## 8. **Quotation - PWO-2020-25 – 2-Man Door Replacement – Goshen Patrol**

Quotations were requested and received for the Goshen Patrol 2-Man Door Replacement as follows:

<b>Submissions</b>	<b>Submitted Amount</b>
1. R.G.T. Clouthier Construction Limited, Pembroke, ON	\$10,464.00
2. JPL Construction Services, Pembroke, ON	\$12,562.00
All amounts exclude applicable taxes	



This quotation has been awarded to R.G.T. Clouthier Construction Limited under the authorization of the Director of Public Works and Engineering. Procurement followed the process set out in Corporate Policy GA-01 Procurement of Goods and Services.

## **RESOLUTIONS**

### **9. Tourism Signage Fees**

#### **RESOLUTION NO. OP-CC-20-10-63**

Moved by Chair

Seconded by Committee

THAT County Council approve waiving the Tourism Signage fees on County Roads for the remainder of 2020 and for 2021; AND FURTHER THAT the Tourism Signage fees be reinstated in January 2022.

#### **Background**

During the month of April at the height of the COVID-19 pandemic, billing for tourism signage was postponed. The total loss of revenue to the County will be \$50,000 for 2020. Signage fees are based on a five-year cycle with a small sign costing a business \$300 and a large sign costing \$425. With the COVID-19 pandemic it is believed tourism operators will have a number of financial difficulties and by waving these fees until January 2022 this will help reduce fiduciary concerns for these operators. Staff has confirmed there are savings available in the Operations Budget to accommodate this request on a one time basis.

### **10. Calvary Baptist Church Retaining Wall**

#### **RESOLUTION NO. OP-CC-20-10-66**

Moved by Chair

Seconded by Committee

That County Council direct staff to advise the Township of Killaloe, Hagarty and Richards that the County intends to remove the existing retaining wall within the County to Renfrew's right of way and landscape, grade and reseed the area at the Calvary Baptist Church, 148 Queen Street in Killaloe, Ontario; AND FURTHER THAT staff confirm the Township's plan for the remaining portion of the retaining wall on Coll Street.

**Background**

Tabled is a legal opinion received from Borden Ladner Gervais (BLG) of Ottawa. Staff also received the tabled survey from Adam Kasprzak Surveying Ltd. which indicates that the current wall on County Road 512 (Queen Street) is within the County of Renfrew's right-of-way. A remaining section of the wall is on Coll Street and would be the responsibility of the Township of Killaloe, Hagarty, and Richards. Thus, before proceeding with any work the Township would need to be consulted as to their intentions with regards to the wall repair on Coll Street. With regards to the legal opinion as when and by whom the existing wall was built, there is no definitive proof that this is the original wall installed by the Ministry of Transportation (MTO). The retaining wall that remains on Coll Street is a contiguous structure as well as the retaining wall installed on the opposite side of County Road 512 for the St. Andrews Catholic Church, which was the applicable style that MTO installed, throughout the County.

**11. Surplus 1980 Champion Grader****RESOLUTION NO. OP-CC-20-10-67**

Moved by Chair

Seconded by Committee

THAT County Council recommend that the 1980 Champion Grader that was declared surplus be disposed of to the Renfrew County ATV Club for the purposes of trail maintenance in the amount of \$1.00; AND FURTHER THAT staff be directed to negotiate the terms of disposal that will meet the needs of the Algonquin Trail Advisory Committee.

**Background**

The 1980 Champion Grader was declared surplus for disposal in accordance with Corporate Policy GA-02 Disposal of Corporate Assets, Section 5.0. The Renfrew County ATV Club is a non-profit organization and has offered to purchase the grader in the amount of \$1.00 and in return will provide grading services of 79 linear kilometres of the Algonquin Trail which amounts to approximately \$10,000. Grading and brushing of the Algonquin Trail remains one of the key maintenance items. With several kilometres yet to complete, this relationship will be beneficial to both organizations.

## **BY-LAWS**

### **12. County Road 52 (Burnstown Road) Transfer of Land**

#### **RESOLUTION NO. OP-CC-20-10-68**

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-law to acquire Parts 6-11 on Registered Plan 49R-11071 from Marlene Freitag and Mary Melcher for the sum of One Dollar (\$1.00); AND FURTHER THAT Parts 6-11 on Registered Plan 49R-11071 be dedicated as part of the public highway upon registration of the transfer documents.

#### **Background**

In July of this year, Marlene Freitag and Mary Melcher submitted an application for a severance of property along a portion of County Road 52 (Burnstown Road) within Part of Lot 25, Concession 2, in the geographic Township of McNab, Township of McNab/Braeside. Upon review of the survey plans it was found that road widening was surveyed as Parts 6-11 on Registered Plan 49R-11071. An Option to Purchase was signed by the owners at the time and payment was made. However, the transfer documents were never registered. It is now necessary to clean up the title of the lands by completing the legal transfer. The property to be transferred to the County is identified as Parts 6-11 on the tabled Registered Plan 49R-11071. The County of Renfrew will cover the expenses associated with the transfer.

All of which is respectfully submitted.

T. Peckett, Chair

And Committee Members: D. Bennett, P. Emon, S. Keller, D. Lynch, D. Robinson, J. Tiedje

Department of Public Works & Engineering  
Capital Monthly Project Status Report - September 2020

Project Name/Municipality		Location		Lengths	Description	Status/Schedule								Comments
		From	To			Env. Assess	Survey	Design	Tender/RFP	Const. Award	Const. Start	Const. End		
ROAD RECONSTRUCTION/REHABILITATION														
1	River Road	Toner Road	Mast Road	2.06	Reconstruction/Rehabilitation	100%	100%	100%	2019	2019	May	June	Carry over from 2019	
	McNab/Braeside													
1	River Road	Mullins Road	County Road 4 (Storyland Road)	3.57	Rehabilitation	100%	100%	100%	March	April	June	June		
	Horton													
5	Stone Road	Reid Road	Berlanquet Road	2.57	Rehabilitation	100%	100%	100%	April	May	September	October		
	Admaston/Bromley													
7	Foresters Falls Road	Marjorie Road	County Road 4 (Queens Line)	4.13	Rehabilitation	100%	100%	100%	March	April	July	September		
	Whitewater Region													
52	Burnstown Road	1.8km N of Fraser	Graham Avenue	3.12	Rehabilitation	100%	100%	100%	March	April	June	August		
	Horton													
52	Burnstown Road/Raglan St. S	Graham Avenue	Hwy 60 (Combes Street)	1.20	Rehabilitation						September	2021	MOU with Town of Renfrew. The Town will be doing underground work in 2020. Asphalt and curb work to be completed in 2021.	
	Horton & Renfrew												Tendered with Road 508 (Calabogie Road)	
65	Centennial Lake Road	Chimo Road North	Black Donald Road	4.01	Rehabilitation	100%	100%	100%	April	April	July	August		
	Greater Madawaska													
67	Simpson Pit Road	Mask Road	Byers Creek Road	2.06	Rehabilitation	100%	100%	100%	April	May	September	October		
	Killaloe, Hagarty and Richards													
508	Black Donald Road	County Road 65	County Road 508 (Calabogie Road)	0.75	Rehabilitation	100%	100%	100%	March	April	July	August	Tendered with Road 65 (Centennial Lake Road)	
	Greater Madawaska													
512	Foymount Road	Miller Road	Silver Lake Road	4.39	Rehabilitation	100%	100%	100%	July	July	August	October		
	Bonnechere Valley													
515	Palmer Road	Latchford Bridge N Exp Jnt	Guiney Road	2.33	Rehabilitation	100%	100%	100%	April	May	August	October	Tendered with Road 515 (Quadeville Road)	
	Brudenell, Lyndoch & Raglan													
515	Quadeville Road	Kargus Road	1400 Quadeville Road	5.58	Rehabilitation	100%	100%	100%	April	May	August	October	Tendered with Road 515 (Palmer Road)	
	Brudenell, Lyndoch & Raglan													
25	Laurentian Drive	Emergency Culvert Repair			Replacement						May	May	Completed by County Day Labour Crew	
	Town of Petawawa													
	Scratch Coat Paving - Various Locations				Rehabilitation	100%	100%	100%	July	July	September	October		
	Active Transportation - Various Locations				Rehabilitation	100%	100%	100%						
	Traffic Signals - CR51 and CR26				Upgrades	N/A	N/A	100%	July	July	September	September		
	Traffic Signals - CR51 and CR16				Upgrades	N/A	N/A	100%	July	July	September	September		
	Traffic Signals - CR51 and CR55				Upgrades	N/A	N/A	100%	July	July	September	September		
BRIDGE/CULVERT RECONSTRUCTION/REHABILITATION														
B008	Sylvester Power's Bridge	Admaston/Bromley (Kennelly Road)			Rehabilitation	100%	100%	100%	March	April	July	September		
B026	Old Highway 62 Bridge	Laurentian Valley (Borne Road)			Rehabilitation/Replacement	100%	100%	100%	January	April	July	August		
B101	Bonnchere River Bridge	Killaloe, Hagarty and Richards (CR 58, Round Lake Road)			Rehabilitation	100%	100%	100%	February	April	May	October		
B202	Cameron Street Bridge	Killaloe, Hagarty and Richards (Cameron Street)			Deck Replacement	100%	100%	100%	March	April	September	November		
B203	Petawawa River Bridge	Petawawa (Petawawa Blvd)			Flood Repairs	100%	100%	100%	2019	2019	January	February		
B234	Coles Creek Bridge	Killaloe, Hagarty and Richards (CR 512, Foymount Road)			Replacement	100%	100%	100%	February	April	June	November		
B258	Madawaska River Bridge	Arnprior (CR 1, Madawaska Blvd)			Rehabilitation	100%	100%	100%	2019	2019	April	November		
C003	Moore's Creek Culvert	Admaston/Bromley (CR 5, Stone Road)			Foundation Repairs	50%	100%	100%	April	May	October	November		
C013	Bromley Culvert	Admaston/Bromley (Foy Road)			Replacement	100%	100%	100%	February	March	September	October		
C036	Halliday Creek Culvert	Greater Madawaska (Halliday Creek Road)			Replacement	100%	100%	100%	February	March	August	September		
C041	Osceola Culvert	Admaston/Bromley (Micksburg Road)			Rehabilitation	100%	100%	100%	2019	2019	July	October		
C046	O'Neil Culvert (South Fork)	Admaston/Bromley (Pine Valley Road)			Replacement	100%	100%	100%	February	March	July	August		
C048	Egan Culvert	Admaston/Bromley (Egan Line Road)			Replacement	100%	100%	100%	February	March	August	August		
C159	Gutz Culvert	Whitewater (CR 7, Foresters Falls Road)			Replacement	100%	100%	100%	March	April	July	September		
C222	Pleasant Valley Steel Arch	Whitewater (Pleasant Valley Road)			Replacement	90%	100%	90%					Postponed until 2021, Design requires Eng review	
C300	Wolfe Road Twin Pipes	Bonnechere Valley (Wolfe Road)			Replacement	100%	100%	90%					Postponed until 2021, Design requires Eng review	
FUTURE ENGINEERING														
512	Foymount Road	Bonnechere Valley - Lake Clear Road to Verch Road			Design for Reconstruction	100%	100%	50%						
B002	Bonnechere River Bridge	Admaston/Bromley (Bonnechere Road)			Design for Rehab./Replace	50%	0%	0%						
B095	Hyland Creek Bridge	Greater Madawaska (Hyland Creek Road)			Design for Rehab./Replace	50%	0%	0%						
B240	Fourth Chute Bridge	Bonnechere Valley (Fourth Chute Road)			Design for Rehab./Replace	50%	0%	0%						
B319	Bucholtz Bridge	Laurentian Valley (CR 58, Round Lake Road)			Design for Rehab./Replace	50%	0%	0%						
C058	Constant Creek Culverts	Greater Madawaska (Ferguson Lake Road)			Design for Rehab./Replace	90%	10%	10%					Internal Design	
C099	Colton Creek Bridge	Greater Madawaska (Matawatchan Road)			Design for Rehab./Replace	50%	0%	0%						
C116	Dunlop Crescent Culvert	Head, Clara & Maria (Dunlop Crescent)			Design for Rehab./Replace	50%	0%	0%						
C142	Quade Creek Culvert	North Algona Wilberforce (Burchat Road)			Design for Rehab./Replace	100%	10%	20%					Internal Design	
C197	Etmanskie Swamp Culvert	Madawaska Valley (CR 62, John Street)			Design for Rehab./Replace	90%	10%	10%					Internal Design	
C201	Broomes Creek Culvert	Whitewater (CR7, Foresters Falls Road)			Design for Rehab./Replace	50%	100%	30%						
C252	Vanerploegs Culvert	McNab/Braeside (Russett Drive)			Design for Rehab./Replace	90%	10%	10%					Internal Design	

Department of Public Works & Engineering  
Operations Monthly Project Status Report - September 2020

OPERATIONS TENDERS										
Type	Description	Term (Years)	Type	Specification	Tender	Award	Start	Complete	Status/Comments	
1	Pavement Marking	Paint/Glass Beads/Lines/Symbols	3+(*1+1+1)	Equipment/Material	March	April	May	November	Ongoing for Operational Maintenance & Capital Projects	
2	Street Sweeping	Winter/Debris Removal	1	Equipment	March	April	April	May	June	Complete
3	Catch Basin/MH Hole Cleaning	Winter/Debris Removal	1	Equipment	March	April	April	May	June	Complete
4	Roadside Brushing	Tree/Brush Removal	1	Equipment	February	June	June	July	November	Ongoing
5	Sign Post Tender	Sign Installation Hardware	1	Material	March	July	July	August	August	Complete
6	Weed Control	Wild Parsnip/Poison Ivy	5	Equipment/Material	Complete	2019	2019	July	July	Complete
7	Signs &Traffic Control Equipment	Road Signage	1	Material	May	June	June	July	July	Awarded - Awaiting delivery
8	Winter Sand	Winter Abrasives	1	Supply/Delivery/Process	May	June	July	August	October	Awarded - Deliveries in progress
9	Loader Rental	Winter Operations	1	Equipment	July	August	August	November	April	Complete
12	Culverts	Drainage	1	CSP/HDPE	February	March	April	May	November	Complete
13	Equipment Rental	Construction Equipment	1	Various	March	March	March	March	November	Complete
14	Fuel	Diesel/Gas/Coloured Diesel	1	Materials	Contract	Renewal	August	August	August	Cpcomplete
15	AVL Service Renewal	Automatic Vehicle Location	1	Application/Network/Data	May	May	June	June	June	Complete
16	Shouldering	Granular/Sealing	1	Material/Installation	June	July	August	September	September	Complete
17	Calcium Chloride	Winter Operations	1	Material	July	July	July	August	April	Cpcomplete
EQUIPMENT TENDERS										
Tender	Description	Quantity	Type	Specification	Tender	Award	Delivery	Status/Comments		
1	HDT (Heavy Duty Truck)	Combination Plow/Spreader	2	Replace	February	Feb - Mar	April	October		Awaiting delivery
2	LDT (Light Duty Truck(s))	(2-4x4)(1-4x2)	3	Replace	May	June	June	November		Re-tendered COVID19 - Awaiting delivery
3	Asphalt Hot Box	Diesel	1	Replace	March	June	June	September		Complete
4	Line Painting Machine	Manual	1	Replace	March	May	June	July		Complete
5	Sweeper - Attachment	Tractor Mounted	1	Replace	March	June	June	July		Awaiting delivery
6	Mowers - Attachments	Tractor Mounted	2	Replace	March	June	June	July		Complete
7	Equipment Refurbishment(s)	As per Spring Inspection	Varies	Existing	Inspection	February	February	October		Complete
8	AVL (Automatic Vehicle Location)	AVL/Telematics	Varies	New	May	June	May	October		Installations ongoing
HOUSING										
Tender	Location	Type	Type	Design	Tender	Award	Start	Complete	Status/Comments	
1	Roof & Building Repairs - Truck Bays	Cobden Patrol	Construct	Rehabilitation	April	July	August	September	November	Ongoing
2	Foundation Repairs - Sand/Salt Domes	Cobden Patrol	Construct	Rehabilitation	Complete	May	June	June	July	Complete
3	Roof Structure/Membrane- Sand Dome	White Water Road Patrol	Construct	Rehabilitation	Complete	April	June	June	August	Complete
4	Roof Structure/Membrane- Sand Dome	Southwest Patrol	Design	Rehabilitation	N/A	March	April	April	November	Ongoing
5	Roof Structure/Membrane- Salt Dome	Southwest Patrol	Design	Rehabilitation	N/A	March	April	April	November	Ongoing
ROAD MAINTENANCE AGREEMENTS/FACILITY AGREEMENTS										
Service Provider	Location	Status	Type	Complete	Term	Status/Comments				
1	Town of Arnprior	County Road 1, County Road 2	2020	Winter Road Maintenance	October	10				Town of Arnprior Review
2	Town of Deep River	County Road 72, County Road 73	2020	Winter Road Maintenance	October	10				Town of Deep River Review
3	Township of Carlo Mayo	County Road 517	2019	Winter Road Maintenance	August	Annual				Complete
4	Contractor	County Road 635	2019	Winter Road Maintenance	July	Annual				Complete

**2020 CAPITAL PROGRAM - ROADS/BRIDGES**

**Road Reconstruction/Rehabilitation**

**Note: Limits and Length of projects are approximate and subject to revision based on final design and budgets**

Road #	Location	From	To	Length (km)	2020 BUDGET	April Projected	May Projected	June Projected	July Projected	August Projected	September Projected	Variance
1	River Road <i>McNab/Braeside</i>	Toner Road	Mast Road	2.06	500,000	500,000	500,000	500,000	500,000	500,000	500,000	0
1	River Road <i>Horton</i>	Mullins Road	County Road 4 (Storyland Road)	3.57	945,617	810,000	810,000	810,000	810,000	810,000	810,000	-135,617
5	Stone Road <i>Admaston/Bromley</i>	Reid Road	Berlanquet Road	2.57	841,976	841,976	710,463	710,463	710,463	710,463	710,463	-131,513
7	Foresters Falls Road <i>Whitewater Region</i>	Marjorie Road	County Road 4 (Queens Line)	4.13	1,364,316	1,208,279	1,208,279	1,208,279	1,208,279	1,208,279	1,208,279	-156,037
52	Burnstown Road <i>Horton</i>	1.8km N of Fraser	Graham Avenue	3.12	758,200	758,200	758,200	758,200	758,200	758,200	860,000	101,800
52	Burnstown Road/Raglan St. S <i>Horton/Renfrew</i>	Graham Avenue	Hwy 60 (Combes Street)	1.20	557,217	557,217	557,217	557,217	557,217	0	0	-557,217
65	Centennial Lake Road <i>Greater Madawaska</i>	Chimo Road North	Black Donald Road	4.01	890,930	890,930	915,226	915,226	915,226	915,226	915,226	24,296
67	Simpson Pit Road <i>Killaloe, Hagarty and Richards</i>	Mask Road	Byers Creek Road	2.06	675,680	675,680	491,444	491,444	491,444	491,444	491,444	-184,236
508	Black Donald Road <i>Greater Madawaska</i>	County Road 65	County Road 508 (Calabogie Rd)	0.75	326,250	326,250	183,863	183,863	183,863	183,863	183,863	-142,387
512	Foymount Road <i>Bonnechere Valley</i>	Miller Road	Silver Lake Road	4.39	1,650,640	1,650,640	1,650,640	1,650,640	1,800,000	1,800,000	1,800,000	149,360
515	Palmer Road <i>Brudenell, Lyndoch &amp; Raglan</i>	Latchford Bridge N Exp Int	Guiney Road	2.33	630,298	630,298	830,262	830,262	830,262	830,262	830,262	199,964
515	Quadeville Road <i>Brudenell, Lyndoch &amp; Raglan</i>	Kargus Road	1400 Quadeville Road	5.58	1,199,700	1,199,700	1,024,319	1,024,319	1,024,319	1,024,319	1,024,319	-175,381
	Scratch Coat Paving	Various Locations			695,564	695,564	695,564	695,564	620,221	620,221	620,221	-75,343
	Active Transportation	Various Locations			150,000	150,000	150,000	150,000	150,000	150,000	150,000	0
25	Town of Petawawa	Emergency Culvert Replacement			0	0	53,000	53,000	53,000	53,000	53,000	53,000
<b>ROAD RECONSTRUCTION/REHABILITATION TOTALS</b>				<b>35.77</b>	<b>11,186,388</b>	<b>10,894,734</b>	<b>10,538,477</b>	<b>10,538,477</b>	<b>10,612,494</b>	<b>10,055,277</b>	<b>10,157,077</b>	<b>-1,029,311</b>
<b>Bridge/Culvert Reconstruction/Rehabilitation</b>												
Structure #	Structure Name	Location			2020 BUDGET	April Projected	May Projected	June Projected	July Projected	August Projected	September Projected	Variance
B008	Sylvester Power's Bridge	Admaston/Bromley (Kennelly Road)			600,000	600,000	600,000	600,000	600,000	600,000	600,000	0
B026	Old Highway 62 Bridge	Laurentian Valley (Borne Road)			700,000	682,447	682,447	682,447	682,447	682,447	682,447	-17,553
B101	Bonnechere River Bridge	Killaloe, Hagarty and Richards (CR 58, Round Lake Road)			950,000	1,683,388	1,683,388	1,683,388	1,683,388	1,683,388	1,683,388	733,388
B202	Cameron Street Bridge	Killaloe, Hagarty and Richards (Cameron Street)			800,000	800,000	1,179,977	1,179,977	1,179,977	1,179,977	1,179,977	379,977
B203	Petawawa River Bridge	Petawawa (Petawawa Blvd)			700,000	700,000	700,000	700,000	700,000	700,000	700,000	0
B234	Coles Creek Bridge	Killaloe, Hagarty and Richards (CR 512, Queen Street)			1,600,000	2,171,038	2,171,038	2,171,038	2,171,038	2,171,038	2,171,038	571,038
B258	Madawaska River Bridge	Arnprior (CR 1, Madawaska Blvd)			2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	2,750,000	0
C003	Moore's Creek Culvert	Admaston/Bromley (CR5, Stone Road)			50,000	50,000	50,000	50,000	50,000	50,000	50,000	0
C013	Halliday Culvert	Admaston/Bromley (Foy Road)			252,000	252,000	252,000	252,000	252,000	252,000	252,000	0
C036	Hallday Creek Culvert	Greater Madawaska (Hallday Creek Road)			234,000	234,000	234,000	234,000	234,000	234,000	234,000	0
C041	Osceola Culvert	Admaston/Bromley (Micksburg Road)			350,000	350,000	350,000	350,000	350,000	350,000	350,000	0
C046	O'Neil Culvert (South Fork)	Admaston/Bromley (Pine Valley Road)			342,000	342,000	342,000	342,000	342,000	342,000	342,000	0
C048	Egan Culvert	Admaston/Bromley (Egan Line Road)			235,000	235,000	235,000	235,000	235,000	235,000	235,000	0
C159	Gutz Culvert	Whitewater (CR 7, Foresters Falls Road)			300,000	300,000	300,000	300,000	300,000	300,000	300,000	0
C222	Pleasant Valley Steel Arch	Whitewater (Pleasant Valley Road)			200,000	0	0	0	0	0	0	-200,000
C300	Wolfe Road Twin Pipes	Bonnechere Valley (Wolfe Road)			200,000	0	0	0	0	0	0	-200,000
	General Bridge Repairs	20-LAND	20-NOPROJ		200,000	120,144	120,144	120,144	120,144	120,144	120,144	-79,856
C124	Cameron Culvert Emergency Repairs	McNab/Braeside (Usborne Street)			0	0	0	0	50,000	50,000	50,000	50,000
<b>BRIDGE/CULVERT RECONSTRUCTION/REHABILITATION TOTALS</b>					<b>10,463,000</b>	<b>11,270,017</b>	<b>11,649,993</b>	<b>11,649,993</b>	<b>11,699,993</b>	<b>11,699,993</b>	<b>11,699,993</b>	<b>1,236,993</b>
<b>Roads/Bridge/Culvert Future Engineering</b>												
Structure #	Structure Name	Location			2020 BUDGET	April Projected	May Projected	June Projected	July Projected	August Projected	August Projected	Variance
512	Foymount Road <i>Bonnechere Valley</i>	Lake Clear Road to Verch Road			0							0
B002	Bonnechere River Bridge	Admaston/Bromley (Bonnechere Road)			40,000	40,000	40,000	40,000	40,000	40,000	40,000	0
B095	Hyland Creek Bridge	Greater Madawaska (Hyland Creek Road)			20,000	20,000	20,000	20,000	20,000	20,000	20,000	0
B240	Fourth Chute Bridge	Bonnechere Valley (Fourth Chute Road)			40,000	40,000	40,000	40,000	40,000	40,000	40,000	0
B319	Bucholtz Bridge	Laurentian Valley (CR 58, Round Lake Road)			48,000	48,000	48,000	48,000	48,000	48,000	48,000	0
C058	Constant Creek Culverts	Greater Madawaska (Ferguson Lake Road)			60,000	25,000	25,000	25,000	25,000	25,000	25,000	-35,000
C099	Colton Creek Bridge	Greater Madawaska (Matawatchan Road)			28,000	28,000	28,000	28,000	28,000	28,000	28,000	0
C116	Dunlop Crescent Culvert	Head, Clara & Maria (Dunlop Crescent)			40,000	40,000	40,000	40,000	40,000	40,000	40,000	0
C142	Quade Creek Culvert	North Algona Wilberforce (Burchat Road)			22,500	15,000	15,000	15,000	15,000	15,000	15,000	-7,500
C197	Etmanskie Swamp Culvert	Madawaska Valley (CR62, John Street)			30,000	17,000	17,000	17,000	17,000	17,000	17,000	-13,000
C201	Broomes Creek Culvert	Whitewater (CR7, Foresters Falls Road)			200,000	216,754	216,754	216,754	216,754	216,754	216,754	16,754
C252	Vanderploegs Culvert	McNab/Braeside (Russett Drive)			20,000	15,000	15,000	15,000	15,000	15,000	15,000	-5,000
<b>FUTURE ENGINEERING TOTALS</b>					<b>548,500</b>	<b>504,754</b>	<b>504,754</b>	<b>504,754</b>	<b>504,754</b>	<b>504,754</b>	<b>504,754</b>	<b>-43,746</b>
<b>Safety Devices</b>												
	CR51 & CR26 (Petawawa)	Traffic Signal Upgrades			67,000	67,000	67,000	67,000	67,000	67,000	67,000	0
	CR51 & CR16 (Petawawa)	Traffic Signal Upgrades			67,000	67,000	67,000	67,000	67,000	67,000	67,000	0
	CR51 & CR55 (Petawawa)	Traffic Signal Upgrades			67,000	67,000	67,000	67,000	67,000	67,000	67,000	0
<b>SAFETY DEVICES TOTALS</b>					<b>201,000</b>	<b>201,000</b>	<b>201,000</b>	<b>201,000</b>	<b>201,000</b>	<b>201,000</b>	<b>201,000</b>	<b>0</b>
<b>CAPITAL PROGRAM TOTAL:</b>					<b>22,398,888</b>	<b>22,870,505</b>	<b>22,894,224</b>	<b>22,894,224</b>	<b>23,018,241</b>	<b>22,461,024</b>	<b>22,562,824</b>	<b>163,936</b>

## Input Data Sheet

[Analysis Sheet](#)
[Results Sheet](#)
[Proposed Collision](#)
[GO TO Justification:](#)

What are the intersecting roadways?

Greenwood Road @ Hwy 148

What is the direction of the Main Road street?

North-South

When was the data collected?

August 26, 2020

### Justification 1 - 4: Volume Warrants

a.- Number of lanes on the Main Road?

1

 Intersection Type (Major x Minor)  
1 x 1

b.- Number of lanes on the Minor Road?

1

c.- How many approaches?

3

d.- What is the operating environment?

Rural

Population &lt; 10,000

AND

Speed &gt;= 70 km/hr

e.- What is the eight hour vehicle volume at the intersection? (Please fill in table below)

Hour Ending	Main Northbound Approach			Minor Eastbound Approach			Main Southbound Approach			Minor Westbound Approach			Pedestrians Crossing Main Road
	LT	TH	RT	LT	TH	RT	LT	TH	RT	LT	TH	RT	
7:00		274					93	149		55			0
8:00		284					104	201		46			0
9:00		321					157	311		42			0
12:00		293					202	328		58			0
13:00		295					220	364		54			0
16:00		303					248	396		48			0
17:00		270					311	466		47			0
18:00		244					260	382		37			0
<b>Total</b>	<b>0</b>	<b>2,284</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,595</b>	<b>2,597</b>	<b>0</b>	<b>387</b>	<b>0</b>	<b>0</b>	<b>0</b>

### Justification 5: Collision Experience

Preceding Months	Number of Collisions*
1-12	0
13-24	0
25-36	0

\* Include only collisions that are susceptible to correction through the installation of traffic signal control

### Justification 6: Pedestrian Volume

a.- Please fill in table below summarizing total pedestrians crossing major roadway at the intersection or in proximity to the intersection (zones). Please reference Section 4.8 of the Manual for further explanation and graphical representation.

	Zone 1		Zone 2		Zone 3 (if needed)		Zone 4 (if needed)		Total
	Assisted	Unassisted	Assisted	Unassisted	Assisted	Unassisted	Assisted	Unassisted	
<b>Total 8 hour pedestrian volume</b>	0	0	0	0	0	0	0	0	
<b>Factored 8 hour pedestrian volume</b>	0		0		0		0		
<b>% Assigned to crossing rate</b>	0%		0%		0%		0%		
<b>Net 8 Hour Pedestrian Volume at Crossing</b>									0
<b>Net 8 Hour Vehicular Volume on Street Being Crossed</b>									0

b.- Please fill in table below summarizing delay to pedestrians crossing major roadway at the intersection or in proximity to the intersection (zones). Please reference Section 4.8 of the Manual for further explanation and graphical representation.

	Zone 1		Zone 2		Zone 3 (if needed)		Zone 4 (if needed)		Total
	Assisted	Unassisted	Assisted	Unassisted	Assisted	Unassisted	Assisted	Unassisted	
<b>Total 8 hour pedestrian volume</b>	0	0	0	0	0	0	0	0	
<b>Total 8 hour pedestrians delayed greater than 10 seconds</b>	0	0	0	0	0	0	0	0	
<b>Factored volume of total pedestrians</b>	0		0		0		0		
<b>Factored volume of delayed pedestrians</b>	0		0		0		0		
<b>% Assigned to Crossing Rate</b>	0%		0%		0%		0%		
<b>Net 8 Hour Volume of Total Pedestrians</b>									0
<b>Net 8 Hour Volume of Delayed Pedestrians</b>									0

County of Renfrew  
 HWY 148/Pembroke Street/Greenwood Road  
 August 26, 2020 Intersection Count  
 Site Code : 00000234  
 Start Date : 2026-08-20  
 Page No : 1

Groups Printed- Unshifted - Bank 1 - Bank 2

	Pembroke Street East From North			HWY 148 From East			Greenwood Road From South			
Start Time	Thru	Left	Peds	Right	Left	Peds	Right	Thru	Peds	Int. Total
Factor	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	1.0	
7:00:00 AM	128	72	0	215	53	0	16	264	0	748
8:00:00 AM	149	93	0	205	55	0	34	274	0	810
9:00:00 AM	201	104	0	176	46	0	41	284	0	852
10:00:00 AM	0	0	0	0	0	0	0	0	0	0
11:00:00 AM	311	157	0	212	42	0	77	321	1	1121
12:00:00 PM	328	202	0	205	58	0	56	293	1	1143
1:00:00 PM	0	0	0	0	0	0	0	0	0	0
2:00:00 PM	364	220	0	185	54	0	62	295	1	1181
3:00:00 PM	396	248	0	185	48	0	82	303	0	1262
4:00:00 PM	466	311	0	153	47	0	110	270	0	1357
5:00:00 PM	382	260	0	153	37	0	107	244	0	1183
Grand Total	2725	1667	0	1689	440	0	585	2548	3	9657
Apprch %	62.0	38.0	0.0	79.3	20.7	0.0	18.7	81.3	0.1	
Total %	28.2	17.3	0.0	17.5	4.6	0.0	6.1	26.4	0.0	



## Memorandum

Date: September 10, 2020

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To: The County of Renfrew

From: Borden Ladner Gervais LLP

Client/Matter No: 337402-000037

Subject: Retaining Wall Issue with the Calvary Baptist Church in the Township of Killaloe

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### **I. Introduction**

Calvary Baptist Church (the “Church”) owns the property municipally known as 148 Queen Street, Killaloe, ON and legally described in Schedule “A” (the “Church Property”). The Church Property is adjacent to two public highways: Queen Street and Coll Street, both of which are also legally described in Schedule “A”. The Church Property sits at a higher elevation than the bordering roadways and to provide shoring support due to the elevation change, a retaining wall was constructed along the Church Property’s boundary (the “Retaining Wall”). The Retaining Wall is constructed out of different materials in two separate segments: 1) interlaid stone brick; and 2) poured concrete. Photos of the two segments are attached hereto at Schedule “B”. We understand the original construction of the Retaining Wall was done solely with poured concrete, and that the remaining segment of poured concrete today is the portion of the Retaining Wall which was not replaced by the recent construction of the interlaid stone brick segment.

The interlaid brick segment of the Retaining Wall has now begun to deteriorate, causing a hazard to pedestrians and drivers using the adjacent roadway. The Retaining Wall requires repairs to correct the issue, however, there is uncertainty over who owns the Retaining Wall, and both the Church and the County of Renfrew (the “County”) have taken the position that the other party is responsible for the wall. In this regard, the County has requested our opinion to determine the ownership of the Retaining Wall and the responsibility for its maintenance and repair. To this end, we have examined legal title to the Church Property, Queen Street, and Coll Street, and considered and applied the relevant legal principles possible as set out below.

For the purposes of this analysis we are addressing the interlaid brick portion of the Retaining Wall which fronts upon Queen Street. We understand the poured concrete portion of the Retaining Wall is not at issue. That being said, the legal principles below can be applied generally, and in resolving the present concerns related to the interlaid brick portion, we would recommend a written exchange to document future expectations.

## II. The Law

We will superficially review a number of principles of law which may be applicable to the present circumstances.

### A. Affixation

A key factor in determining responsibility for the Retaining Wall will be determining the ownership of the real property upon which it resides. It is a principle of law that when personal property (i.e. the materials comprising the Retaining Wall) become affixed or physically attached to real property, the personal property becomes a part of the real property, and ownership aligns upon the real property.<sup>1</sup> This presumption can be rebutted by a written agreement to the contrary.<sup>2</sup> For example, in many circumstances the construction of a retaining wall on the property of another would be documented by an easement agreement reserving ownership (and responsibility) for the retaining wall.

### B. Trespass

The tort of trespass occurs when a person enters upon the land of another, or places, throws, or erects some material object upon the land of another, without the legal justification or legal right to do so. To constitute trespass, the infringing party must directly interfere with the land that is owned by another.<sup>3</sup> This interference does not require actual damage to the other's land, but the violation must be direct; indirect actions will not be enough to cause the tort.<sup>4</sup> There are some defences to the tort of trespass, including necessity, justification, and consent, which will protect against any liability.<sup>5</sup>

The courts have found property owners guilty of trespass a number of times where the trespass stems from a retaining wall or other wall being built on a neighbouring property. In the case of *Chua v. Jassal*, the plaintiff replaced the fence between their property and their neighbour's property. The plaintiff mistakenly believed that the old fence was the dividing line between the two properties and constructed the new fence in the same location. It was later determined via survey that the new fence was in fact located entirely on the Jassal's property, and the court accordingly declared that the new fence constituted a trespass.<sup>6</sup> A similar outcome occurred in *Bellini Custom Cabinetry Ltd. v. Delight Textiles Ltd.*, where a predecessor of the defendant had installed a retaining wall that encroached upon the plaintiff's property. The predecessors of the both defendant and the plaintiff had settled the issue and the plaintiff's predecessor had provided their consent which was conditional upon the encroachment not increasing. When the defendant purchased the property, their actions caused the encroachment to expand, and the

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<sup>1</sup> Diana Ginn, *Anger & Honsberger Law of Real Property, Third Edition* (Toronto: Thompson Reuters) at §20:20.

<sup>2</sup> *Ibid.*

<sup>3</sup> Gerald Fridman, *The Law of Torts* (Toronto: Carswell) at 29.

<sup>4</sup> *Ibid.*, at 32.

<sup>5</sup> *Ibid.*, at 46-56.

<sup>6</sup> *Chua v Jassal*, 2019 BCSC 1686, at para 20.

court found that while the plaintiff was bound by their predecessor's consent, that consent was vitiated as soon as the encroachment increased, and the defendant was guilty of trespass.<sup>7</sup>

C. Adverse Possession

In factual circumstances where trespass might be asserted, the conditions for a person to assert a claim for adverse possession may also exist. Title may be obtained by, and be dispossessed from another, by adverse possession of land.

In respect of private owned land, a claim for adverse possession arises when a person exercises possession of the property of another in a manner that is "actual", "continuous", "open", "visible", "notorious" and "exclusive" for not less than ten years.<sup>8</sup> Adverse possession is classically exemplified in the construction of a fence on a neighbor's property, and that neighbor objects and does not consent, but does nothing to end the circumstances.

Adverse possession cannot accrue under the land titles system of land registration. The present lands were converted to land titles on May 10, 1999 and consequently, any such rights must have accrued prior to that time.

Claims for adverse possession as against the crown and municipalities require the longer period of sixty years to accrue.<sup>9</sup>

D. Nuisance

The tort of nuisance, unlike trespass, can occur through a person's indirect actions. A nuisance is created through the substantial interference with an owner or occupier's right to the use and enjoyment of land, provided that the interference is unreasonable in the circumstances.<sup>10</sup> The bar for proving a nuisance is higher than proving a trespass and requires more than the act itself; there must be either substantial interference or unreasonable damage. If this cannot be proven, the interference does not constitute a nuisance.

Case law on the creation of a nuisance via the construction of a retaining wall is rarer than in trespassing cases. This stems from the difference between the two, as the erection of a wall is often a direct intentional act, while nuisances are often indirect interferences. In the case of *Mann v Saulnier* for instance, the defendant erected a wooden fence along the property line. At the time of the construction the fence was neither trespassing nor causing a nuisance. However, over time the snow and wind caused the fence to lean, such that it now encroached upon the plaintiff's property. The court held that this encroachment was a nuisance, as it was not the defendant's direct actions which caused the encroachment, but it was their indirect actions of

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<sup>7</sup> *Bellini Custom Cabinetry Ltd. v. Delight Textiles Ltd.*, [2005] O.J. No. 3687 at para 129.

<sup>8</sup> Ginn, *supra*, note 1, at §29:60.60.

<sup>9</sup> *Real Property Limitations Act*, R.S.O. 1990, c. L.15, s. 3(1).

<sup>10</sup> Linden, Feldthusen, Hall, Knutsen, Young, *Canadian Tort Law* (Toronto: LexisNexis) at §12.1.

not maintaining and repairing the fence as it began to lean, and the interference was therefore a nuisance.<sup>11</sup>

We note however, that the standard for nuisance will be more difficult to prove than trespass, as nuisance requires damage or substantial interference. The courts have found previously that a few rocks falling from a neighbour's gabion wall is not enough to constitute damage or substantial interference.<sup>12</sup> Proving the deterioration of the Retaining Wall constituted a nuisance must involve a substantial interference with the use of the roadway or actual damage.

### **III. Review of Title Documents and Retaining Wall Location**

Based upon its proximity to property lines, the Retaining Wall may be located on three properties: 1) the Church Property, highlighted in green in the drawing attached hereto at Schedule "C"; and 2) Queen Street, owned by the County and highlighted in red in the drawing attached hereto at Schedule "C"; and 3) Coll Street, owned by the Township of Killaloe (the "Township") and highlighted in yellow in the drawing attached hereto at Schedule "C".

We have reviewed the titles to the Church Property, Coll Street, and Queen Street, and there are no references to, or depictions of the Retaining Wall which would assist in ascertaining which side of the property boundaries the Retaining Wall lies upon.

The only item which depicts the Retaining Wall is a recent sketch conducted by Adam Kasprzak Surveying Ltd., attached hereto at Schedule "D". The sketch shows that the interlaid brick portion of the Retaining Wall, highlighted in orange, has been built mostly upon Queen Street, while the remaining poured concrete portion of the Retaining Wall and a small segment of the interlaid brick portion have been constructed on Coll Street. We note that said sketch has not been certified by a surveyor, and will assume for our discussion of outcomes below that location of the Retaining Wall as indicated on the sketch is correct.

### **IV. Outcomes for Maintenance Responsibility**

On the basis of the information you have provided, we have assumed that the Ministry of Transportation (and by succession, the County) constructed the original poured concrete Retaining Wall, and that part of this was later replaced by interlaid brick in the early 2000's by the Church.

As the sketch attached hereto at Schedule "D" indicates that the interlaid brick portion of the Retaining Wall is mostly located on Queen Street and based upon our assumption above, it is presumed that Church trespassed onto the County's property at Queen Street, and constructed the Retaining Wall without the required permission, before later abandoning the Retaining Wall on Queen Street. As a result of this construction and abandonment, as well as the principle of affixation described above, the Retaining Wall will be owned by, and be the responsibility of, the County. To rebut this presumption of ownership, evidence will need to be provided that the

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<sup>11</sup> *Mann v Saulnier*, [1959] N.B.J. No. 12, at para 12.

<sup>12</sup> *Bellini*, *supra*, note 7 at 126.

Retaining Wall was constructed by another party (e.g. the Church) and that it was the intention of the constructing party and the County that the ownership of the Retaining Wall was always intended to remain with the constructing party. In the current circumstances, we have been provided with some documentation, but none proves conclusively that the Retaining Wall was constructed by another party and that the intention was to retain ownership, and as observed above, nothing was registered on title in this regard.

If the above is correct, the County could assert a claim for trespass and demand the forced removal of the Retaining Wall. However, this may be an impractical position for the County to take for two reasons: 1) the Retaining Wall protects the operation of Queen Street; and 2) given the passage of time since the Retaining Wall was constructed, the assertion of a trespass could also support a claim by the Church for adverse possession, which would implicate the fundamental ownership and responsibility of the Retaining Wall being the Church's, but would also shift the property boundaries of the County at Queen Street. We do note however, that there has not been any evidence provided which points towards the Church meeting the 60 year requirement for adverse possession against a municipality, and as such, a claim for adverse possession if made by the Church, would not be worth much consideration without further evidence.

As an alternative to the above, it may be possible to argue there was an implicit agreement between the Church and the County at the time of the construction of the interlaid brick portion Retaining Wall, wherein the County agreed to let the Church onto the Queen Street property and construct the Retaining Wall on the implicit (or explicit if it can be proven) agreement that the Church would continue to be responsible for the maintenance and repair of said wall. Proving this argument, however, would require additional evidence beyond what we have been provided, and even if such evidence is provided, if it not possible to predict how a court would evaluate these uncertain facts.

Whomever is found to be responsible for the maintenance of the Retaining Wall, if damage or injury is suffered on the property of another, as a consequence, the principles of nuisance would be applied making that person responsible for the same.

Notwithstanding all of the above, if the MTO as predecessor in title to Queen Street, or another party on behalf of the County, was responsible for the replacement and reconstruction of the Retaining Wall with the interlaid brick portion, the principle of affixation, trespass, and adverse possession are irrelevant, and the County would be the owner of the Retaining Wall with the accompanying maintenance and repair obligations.

## **V. Conclusion**

We trust that the foregoing review is assistive in understanding the relevant legal principles and how they might be applied to the Retaining Wall. Without evidence proving who was responsible for the construction of the Retaining Wall, a certain answer for who is responsible for its maintenance cannot be given. However, given the location of the Retaining Wall on Queen Street and the principle of affixation, the County could be found to be the owner of the Retaining Wall and would therefore be responsible for its maintenance and repair, as well as,

all claims for nuisance that result from its failure to do so. It could also alternatively be found that there was an agreement between the Church and the County, wherein the Church was responsible for the Retaining Wall, however, evidence would need to be adduced that indicates the Church was only authorized to enter onto Queen Street and build the Retaining Wall on the implicit (or explicit if it can be proven) condition and agreement between the Church and County that the Church would nonetheless continue to be responsible for the Retaining Wall's maintenance and repair. If no additional evidence beyond what has been provided can be adduced in support of this argument it is unlikely to succeed.

**Schedule "A"**

**Legal Description**

**Church Property:**

PIN 57521-0102 (LT)

PT LT 6 CON 5 HAGARTY AS IN HA490 & KI654 ; VILLAGE OF KILLALOE

**Queen Street:**

57522-0249 (LT)

RDAL BTN LT 5&6 HAGARTY AKA CAMERON ST; PT LT 5 CON 6 HAGARTY; PT LT 6 CON 6 HAGARTY; PT LT 6 CON 5 HAGARTY; PT LT 26 PL 127 HAGARTY; PT LT 27 PL 127 HAGARTY; QUEEN ST PL 127 HAGARTY; QUEEN ST PL 138 HAGARTY; PT LAND UNDER THE WATERS OF BRENNAN'S CREEK HAGARTY; RDAL BTN CON 4&5 HAGARTY AS IN R46380, PT 2-13, 49R585, PT 1, 49R1200, PT 1-3, 49R1283, PT 1, 49R1007, PT 1, R148394, PT 1, R145666 LYING S OF PT 3, 49R6950 AKA SECONDARY HWY #512; S/T UNREGISTERED HYDRO EASEMENT ; HAGARTY & RICHARDS

**Coll Street:**

PIN 57521-0114 (LT)

COLL ST PL 140 HAGARTY; COLL ST PL 138 HAGARTY LYING W OF QUEEN ST N; VILLAGE OF KILLALOE



**Schedule “B”**

**The Retaining Wall**



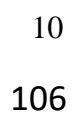


Schedule “C”

Properties



## Survey of the Properties





**COUNTY OF RENFREW**

**BY-LAW NUMBER 99-20**

**A BY-LAW TO PURCHASE LAND ON COUNTY ROAD 52 (BURNSTOWN ROAD)**

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WHEREAS under Section 6(1) and Section 8 of the Municipal Act, S.O. 2001, c.25, as amended, a municipality may pass by-laws to acquire land;

AND WHEREAS under Section 5(3) of the Act, the County of Renfrew's capacity, rights, powers and privileges must be exercised by By-law;

AND WHEREAS under Section 31(6) of the Act, if a municipality acquires land for the purpose of widening a highway, the land acquired forms part of the highway to the extent of the designated widening;

AND WHEREAS the County Operations Committee has reviewed and approved the purchase of the land described, for the purpose of structure rehabilitation.

THEREFORE the Council of the Municipal Corporation of the County of Renfrew hereby enacts as follows:

1. That the lands located on Burnstown Road (County Road 52) described as Part of Lot 25, Concession 2, being Parts 6-11 on Reference Plan 49R-11071, in the geographic Township of McNab, Township of McNab/Braeside, be purchased from Marlene Freitag and Mary Melcher for the sum of One Dollar (\$1.00).
2. That the lands are hereby dedicated as part of the highway immediately upon registration of the transfer documents.
3. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 28th day of October, 2020.

READ a second time this 28th day of October, 2020.

READ a third time and finally passed this 28th day of October, 2020.

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DEBBIE ROBINSON, WARDEN

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PAUL V. MOREAU, CLERK



October 28, 2020

To the Council of the Corporation  
Of the County of Renfrew

Members of County Council:

We, your **Finance and Administration Committee**, wish to report and recommend as follows:

## **INFORMATION**

### **1. Communications and Messaging – COVID-19 and RC VTAC**

The following communications and messaging have been created recently:

- (a) A “Vigilance Campaign” firmly reminding the community, as we move into the second wave of COVID-19, that we cannot let our guards down. These messages strongly promote the advice of the Ministry of Health, Renfrew County Virtual Triage and Assessment Centre (RC VTAC) and the local Medical Officer of Health. The campaign began with the COVID Briefing, and social media posting on September 21, 2020 and newspaper and radio launching on October 5, 2020 for a minimum of 4 weeks.
- (b) An audio composition is being put together from recordings from Renfrew County Physicians to carry a message of vigilance to the community, which will be used across social media, radio and print to add to the reach of the Vigilance Campaign.
- (c) A series of key messages and HashTags have also been created for elected officials to utilize on their own social media channels if they wish.
- (d) Warden Robinson will be participating in a series of morning show interviews that will air across 4 local radio stations to speak about RC VTAC.
- (e) On September 21, 2020, Warden Robinson hosted an online, live streamed, COVID-19 briefing along with six other panel members – MPP John Yakabuski, Minister of Natural Resources and Forestry; Dr. Robert Cushman, Acting Medical Officer of Health, Renfrew County and District Health Unit; Mayor Michael LeMay, City of Pembroke;

Dr. Jonathan Fitzsimon (RC VTAC); Chief Michael Nolan, Director of Emergency Services; and Brittney Martin, Community Health Nurse and Pandemic Advisor for the Pikwakanagan First Nation. The purpose of the briefing was to deliver a united message of Vigilance to the community as we entered into the second wave of COVID-19. The link is available at:

<https://www.youtube.com/watch?v=1YJ6LUjAg1o&feature=em-lsb-owner>.

- (f) Messaging to promote the importance of RC VTAC to our community, asking community members to share their positive experiences with RC VTAC by writing letters of support to the Premier regarding the positive impact it has had in our community.

## **2. Diploma in Municipal Administration**

Congratulations to Craig Kelley, Director of Development and Property Department on the successful completion of the Diploma in Municipal Administration. Mr. Kelley's name has been inducted into AMCTO's Academic Honour Role which means he has received a final cumulative grade of higher than 85%.

## **3. 2021 Budget Schedule**

Following the approval of the 2021 Budget guidelines and schedule at the September session of County Council, Finance Department staff have now initiated the 2021 Budget process and have established meeting dates with each department throughout the months of October and November to develop their 2021 budgets by using Zoom. Each Committee will review the detailed budget in January prior to the Consolidated Budget Workshop.

At our November 2019 meeting, the Treasurer recommended we approach the City of Pembroke with a proposal to "freeze" the municipal cost sharing agreement between the parties for a 2 year period to avoid the potential for significant changes in cost for both municipalities. Confirmation was then received advising that the City of Pembroke had considered the proposal at their December 17, 2019 Parks and Recreation Committee meeting and the Committee had recommended the following:

"Freeze the City of Pembroke's percentage share of (long-term care) costs at the 2019 rate of 30.63% with the stipulation that the December 31<sup>st</sup>

resident population (census) data still be provided to the City of Pembroke by March 31 of the following year.”

Both, City of Pembroke and County of Renfrew Council’s agreed that in an effort to maintain stability, and in order to allow for better financial predictability, the City percentage of 30.63 would be used for Budget 2020 and Budget 2021. The City of Pembroke noted that although the annual census would not be used for the cost sharing arrangement under this short-term revised arrangement, it would still provide valuable information to develop a medium-term trend under the new census methodology as they look to possible renegotiations in 2021.

#### **4. Safe Restart Agreement Funding Guidelines**

On August 12, 2020, the Ontario government, in partnership with the federal government announced that it would provide up to \$4 billion in one-time assistance to Ontario's 444 municipalities. Municipalities will be provided with up to \$1.6 billion as part of the first round of emergency funding under the Safe Restart Agreement. This funding will help municipalities protect the health and well-being of the people of Ontario, while continuing to deliver critical public services, such as public transit and shelters, as the province continues down the path of renewal, growth and economic recovery.

Following the announcement, municipalities were informed that these funds could only be used for operational purposes. The letters municipalities received from the Province allocating the much-needed funding in response to COVID-19 indicated that the funding will be allocated on a per household basis and is intended to support COVID-19 operating costs and pressures. Each municipality is accountable for using this funding for the purpose of addressing priority COVID-19 operating costs and pressures. Unfortunately many municipalities are in a position where they need to make capital expenditures to respond to the challenges of COVID-19 (i.e. purchase of audio/video equipment for electronic meetings, Council Chambers upgrades to allow for social distancing, and the purchase of equipment to allow staff to work remotely). This restriction will tie the hands of many municipalities that had to make capital purchases in their response to the challenges of COVID-19.



This issue was recently acknowledged by the Eastern Ontario Wardens' Caucus in the resolution attached as Appendix I.

Attached as Appendix II is a letter dated October 1, 2020 from the Honourable Steve Clark, Minister of Municipal Affairs and Housing regarding Phase 2 of the Safe Restart Funding providing information on applying for the additional funding by the deadline of October 30, 2020.

Our Committee discussed the issue and the draft letter identifies that municipalities cannot operate without capital funding, therefore we are looking for clarification and flexibility to use the funding. During recent discussions, Minister Yakabuski indicated that he would take this request to Minister Clark. Our Committee adopted the following resolution directing the Warden to send the letter which is attached as Appendix III:

**"RESOLUTION NO. FA-C-20-10-90**

THAT the Finance and Administration Committee direct the Warden to send a letter to the Minister of Municipal Affairs supporting the resolution of the Eastern Ontario Wardens' Caucus (EOWC), identifying the need for flexibility in the funding guidelines for the Safe Restart Program; AND FURTHER THAT the Premier, MPP Yakabuski and the EOWC be copied on the correspondence."

Our Committee reviewed the letter dated October 1, 2020 from Minister Clark, noting the deadline to apply for Phase 2 funding is October 30, 2020, but municipalities may request an extension to November 6, 2020. After discussion, our Committee noted that one of the requirements is a council resolution requesting financial assistance under Phase 2, along with a reporting template that must be completed by the municipal treasurer. This report is designed to provide an overall picture of the municipality's 2020 financial position and information about service adjustments, use of reserves and other measures being taken to manage 2020 COVID-19 operating impacts. Phase 2 funding will only be allocated to those municipalities that need additional financial assistance. This letter advises that councils are responsible for assessing the financial situation of their municipalities and proceeding with an application under Phase 2 only if further financial assistance is needed to address COVID-19 pressures in 2020. The County of Renfrew received \$2.78 million in Phase 1 Safe Restart Funding and it would be very difficult for us to make a case that we require

additional funding. Our Committee discussed the Phase 2 funding but no recommendation was made to apply.

## **5. Finance Manager**

As Committee will recall, a Finance Manager position was approved as part of the 2020 Budget process with a projected start date of April 2020. The County of Renfrew advertised for the Finance Manager position in early 2020, with interviews to be held in March. Unfortunately due to COVID-19, the resulting government direction to stay home and the closure of the Administration building to the public, these interviews were temporarily put on hold.

The Finance Department is very pleased to announce that Mr. Daniel Burke, CPA, CA has accepted the position of Finance Manager and started on October 1, 2020. Daniel's varied financial background with both private sector and local municipal government, is a welcome addition to the County of Renfrew's Finance Department. Congratulations Daniel and welcome to the County of Renfrew!

## **RESOLUTIONS**

### **6. Electronic Meetings**

#### **RESOLUTION NO. FA-CC-20-10-89**

Moved by Chair

Seconded by Committee

THAT staff continue to evaluate electronic meetings and the provisions outlined in the Procedural By-Law to determine their effectiveness; AND FURTHER THAT staff be directed to survey members of Council for any concerns they may have with respect to electronic meetings; AND FURTHER THAT staff provide the results of this survey to the March 2021 meeting of the Finance and Administration Committee; AND FURTHER THAT staff undertake a cost benefit analysis of the various electronic meeting platforms (i.e. ZOOM, MS Teams).

#### **Background:**

At the September 30, 2020 meeting of County Council, staff were directed to bring forward a recommendation on the merits of the creation of an Ad Hoc Committee to examine the electronic meeting provisions included in

the Procedural By-law to the October 2020 meeting of Finance and Administration. At the September 30, 2020 meeting of County Council, Council approved amendments to the Procedural By-law to allow for participation of members of Council in electronic meetings until June of 2021, at which time the provision of the Procedural By-law will no longer be in effect. The proposed amendments to the Procedural By-law were intended to permit Council participation in electronic meetings on a more permanent basis. However, the resolution obligates Council to review the electronic meeting provisions prior to the June 2021 meeting of County Council at which time the provision regarding electronic meetings will sunset. Council will then need to determine if the provisions relating to council participation in electronic meetings require amendments.

The County of Renfrew continues to respond to the challenges resulting from the pandemic, and it is essential that meetings continue in a manner that protects public health and safety by allowing for proper physical distancing and other safety measures. Once this is achieved we will be better able to re-examine the effectiveness of the electronic meeting provisions.

As the County of Renfrew transitions into a more modernized era of meetings, it will be important for the County to keep the fundamental principles that have underpinned the rules of meetings for nearly a century at the forefront of mind; namely, the principles of accountability, transparency and integrity in local decision-making. The danger in moving too quickly is that these changes could result in outcomes that are counter to the principles of good governance. The changes to the Procedural By-law adopted in September provide the tools necessary to allow the County to continue to conduct business while ensuring that Council governs with the aim of increasing accountability, transparency and integrity in local decision-making.

All of which is respectfully submitted.

Jennifer Murphy, Chair

And Committee Members: J. Brose, G. Doncaster, M. Donohue, B. Hunt, T. Peckett, D. Robinson, R. Sweet



**Resolution:** COVID-19 Funding for Capital Purchases  
**Date:** EOWC Wardens Meeting of September 18, 2020

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**MOVED BY:** Warden Debbie Robinson (County of Renfrew)  
**SECONDED BY:** Warden Frances Smith (County of Frontenac)

BE IT RESOLVED THAT the EOWC Inc. request that the Province of Ontario provide municipalities with as much flexibility as possible in developing the guidelines for the utilization of funds provided through the Safe Restart Agreement;

BE IT FURTHER RESOLVED THAT municipalities be permitted to use these funds for capital purchases in response to COVID-19.

**CARRIED**

A handwritten signature in black ink, appearing to read "A Letham", is written over a light blue horizontal line.

Signed on September 18, 2020  
by Andy Letham, EOWC Chair

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



234-2020-4339

October 1, 2020

Dear Head of Council:

Under the federal-provincial Safe Restart Agreement, the Ontario government is providing up to \$4 billion in emergency assistance so that municipalities are supported as they respond to COVID-19. Funding for municipalities under the Safe Restart Agreement is being provided through four streams: the Social Services Relief Fund and Municipal Operating Funding that are being implemented by my ministry, as well as funding streams for public health and transit being administered by the Ministry of Health and Ministry of Transportation respectively. On August 12, 2020, I wrote to advise of your municipality's allocation under Phase 1 of the Municipal Operating Funding stream. The ministry is currently in the process of making those payments. Today, I am writing to provide information on applying for additional funding under Phase 2 of the Municipal Operating Funding stream.

Our government recognizes that municipalities play a key role in delivering the services that Ontarians rely on and are at the frontlines of safely reopening our economy. Through Phase 2, we are committed to providing further financial support to those municipalities that require additional funds to address extraordinary operating expenditures and revenue losses arising from COVID-19 in 2020, over and above the allocation provided under Phase 1.

Our government chose to distribute a very significant level of funding to municipalities under Phase 1 – \$695 million in total – because we wanted to ensure all municipalities across our province could continue to deliver the important services their residents and businesses rely on while supporting the safe reopening of our economy. For a majority of municipalities, I anticipate this Phase 1 funding, together with the actions you have taken to find efficiencies and address shortfalls, will be sufficient to manage 2020 financial pressures arising from COVID-19. However, for the group of municipalities that has been hardest hit financially by COVID-19, additional funding may be needed.

Requests for Phase 2 funding are due on October 30, 2020 and detailed information about how to apply is now available to municipalities through the Transfer Payment Ontario (TPON) system.

One of the requirements is a council resolution requesting financial assistance under Phase 2. I want to emphasize that councils are responsible for assessing the financial situation of their municipalities and proceeding with an application under Phase 2 only if further assistance is needed to address COVID-19 pressures in 2020. Municipalities that cannot demonstrate 2020 COVID-19 financial pressures in excess of their Phase 1 funding allocation will not be considered for additional funding under Phase 2.

In addition to a resolution of your municipal council, a reporting template must be completed by the municipal treasurer as part of a municipality's Phase 2 application package. This report is designed to provide an overall picture of the municipality's 2020 financial position and information about service adjustments, use of reserves, and other measures being taken to manage 2020 COVID-19 operating impacts. Our government will allocate Phase 2 funds to only those municipalities that need additional financial assistance. The report also asks for information about your municipality's strategies for finding efficiencies and modernizing services. I look forward to learning about the transformative work that I know is happening across Ontario's municipal sector and your efforts to keep taxes low for families in your communities.

We are not requiring municipalities to submit information about COVID-related costs and revenue losses on a line-by-line basis, and as such the program will not offer a direct line-by-line reimbursement for all COVID-related operating expenditures and revenue losses reported. The federal government has stepped up. Our government is providing an unprecedented level of provincial funding to support municipalities. And we recognize that municipalities also have a critical role to play in finding efficiencies and taking all available measures to address the financial challenges brought by COVID-19 so that they can continue to invest in infrastructure and deliver the services their communities rely on during this extraordinary time.

As noted above, detailed information about how to apply for Phase 2 funding is now available on Transfer Payment Ontario. The ministry will also offer webinars to support treasurers and other municipal officials in understanding Phase 2 application requirements and how to complete the required reporting template. **Please note that the deadline to submit applications is October 30, 2020.** Municipalities may request an extension November 6, 2020, but as noted in my letter of August 12, 2020, we will be unable to consider applications received after this date. I understand this timeline is tight, but it is necessary to allow us to allocate funds to municipalities prior to the end of the municipal fiscal year and meet our commitment to municipalities that need additional help to manage 2020 financial impacts arising from COVID-19. Municipalities who are eligible and approved to receive funding under Phase 2 will be informed before the end of the calendar year and can expect to receive a payment in early 2021.

I will continue to be a strong champion for municipalities as our government charts a path to a safe, strong economic recovery. I extend my thanks to all 444 municipal heads of council for your continued efforts to keep all of our communities across this province safe and to deliver the services your residents and businesses need. Working together, we will get Ontario back on track.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is fluid and cursive, with the first letters of "Steve" and "Clark" being capitalized and prominent.

Steve Clark  
Minister of Municipal Affairs and Housing

c. Chief Administrative Officers and Treasurers

Office of the  
County Warden



October 15, 2020

The Honourable Steve Clark  
Minister of Municipal Affairs and Housing  
7th Floor, 777 Bay St.  
Toronto, ON M5G 2E5  
Via email: [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca)

Minister Clarke:

**Re: Safe Restart Program**

Your government's announcement in August 2020 of the Safe Restart Program provided to municipalities was greatly appreciated. The partnership Premier Doug Ford brokered with the Federal Government was a testament to his dedication to the people of Ontario and reflects his thorough understanding of the challenges of municipal governments.

The County of Renfrew was allotted \$2.78 million to address our operational needs in order to ensure the health and well-being of our County while we continue to offer the critical services required to move towards renewal and recovery. The flexibility in how these funds are spent is valued, however I am asking for further leeway in the definition of operational needs.

We are in the position where we need to make capital expenditures so that we can be operational and respond to the challenges of COVID-19. Live streaming of our council meetings, now occurring via ZOOM, has been an extraordinary advancement into our commitment to transparency and accountability. When we are safely able to resume our council meetings in person, it is our intention to continue to offer public access electronically. In order to do that we must purchase audio/video equipment for electronic meetings, the cost of which we would like to expense under the Safe Restart Program. It may be capital in definition but is operational in need. The same holds true for our Council Chambers which will require significant upgrades to allow for physical distancing.

We have spoken with Minister John Yakabuski about our needs and he acknowledged that he is in support of our request for some flexibility in the use of our \$2.78 million. While we are in receipt of your letter dated October 1, 2020 announcing Phase 2 of the Safe Restart Funding, we are hopeful that additional flexibility in the guidelines allowing municipalities to utilize Phase 1 funding for capital expenditures related to COVID-19 will address our needs.



The present restriction on the use of the Safe Restart Funds will impede many municipalities such as ours from resuming our council meetings unless we can be allowed to use these funds for capital purchases in response to the challenges of COVID-19.

Thank you for your consideration of our request.

Respectfully,



Debbie Robinson  
Warden, County of Renfrew  
[warden@countyofrenfrew.on.ca](mailto:warden@countyofrenfrew.on.ca)

c: Premier Doug Ford  
MPP John Yakabuski, Minister of Natural Resources and Forestry  
Eastern Ontario Wardens' Caucus  
Renfrew County Municipalities

**COUNTY OF RENFREW**

**BY-LAW NUMBER 101-20**

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL  
OF THE COUNTY OF RENFREW AT THE MEETING HELD  
ON OCTOBER 28, 2020**

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WHEREAS Subsection 5(1) of the *Municipal Act, 2001, S.O. 2001, Chapter 25*, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Subsection 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the County of Renfrew at this meeting be confirmed and adopted by by-law;

THEREFORE the Council of the County of Renfrew enacts as follows:

1. The action of the Council of the County of Renfrew in respect of each motion and resolution passed and other action taken by the Council of the County of Renfrew at this meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Warden and the appropriate officials of the County of Renfrew are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the County of Renfrew referred to in the preceding section.
3. The Warden, and the Clerk, or in the absence of the Clerk the Deputy Clerk, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the County of Renfrew.
4. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 28<sup>th</sup> day of October 2020.

READ a second time this 28<sup>th</sup> day of October 2020.

READ a third time and finally passed this 28<sup>th</sup> day of October 2020.

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DEBBIE ROBINSON, WARDEN

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PAUL V. MOREAU, CLERK