



DEVELOPMENT AND PROPERTY COMMITTEE

Tuesday, April 13, 2021 1:00 p.m.

AGENDA

1. Call to order.
2. Roll call.
3. Disclosure of pecuniary interest and general nature thereof.
4. Adoption of minutes of previous meeting held on March 16, 2021 (attached).
5. Delegations:
 - (a) 1:00 p.m. Paul Blais, Canadian Nuclear Laboratories
6. Development and Property Page
 - (a) Department Report 3
 - (b) Economic Development Division Report 11
 - (c) Ottawa Valley Tourist Association Report 20
 - (d) Enterprise Renfrew County Report 26
 - (e) Forestry and GIS Division Report 28
 - (f) Real Property Assets Division Report 32
7. New Business.
8. Closed Meeting None at time of mailing.
9. Date of next meeting (Tuesday, May 11, 2021) and adjournment.

NOTE: (a) County Council: Wednesday, April 28, 2021.

(b) Submissions received from the public, either orally or in writing may become part of the public record.

Strategic Plan

Strategic Plan Goal # 1: To inform the Federal and Provincial government on our unique needs so that Renfrew County residents get their “fair share”.

Initiatives:

- (a) Create a strategic communications plan
- (b) Identify and advocate for issues important to the County of Renfrew.

Strategic Plan Goal # 2: Fiscal sustainability for the Corporation of the County of Renfrew and its ratepayers.

Initiatives:

- (a) Commitment from Council supporting principles within the Long-Term Financial Plan
- (b) Establish Contingency Plan to respond to provincial and federal financial pressures and opportunities beyond the Long-Term Financial Plan.

Strategic Plan Goal # 3: Find cost savings that demonstrate our leadership while still meeting community needs.

Initiatives:

- (a) Complete community needs assessment
- (b) With identified partners implement plan to optimize service delivery to the benefit of our residents.

Strategic Plan Goal # 4: Position the County of Renfrew so that residents benefit from advances in technology, to ensure that residents and staff have fair, affordable and reasonable access to technology.

Initiatives:

- (a) Ensure that the County of Renfrew is top of the list for Eastern Ontario Regional Network funding for mobile broadband
- (b) Lobby for secure and consistent radio systems for first responders and government
- (c) Put a County of Renfrew technology strategy in place.

COUNTY OF RENFREW

DEVELOPMENT AND PROPERTY DEPARTMENT REPORT

TO: Development and Property Committee

FROM: Craig Kelley, Director of Development and Property

DATE: April 13, 2021

SUBJECT: Department Report

INFORMATION

1. **2020 Unaudited Financial Statements [Strategic Plan No. 2]**

Attached as Appendix I is a copy of the 2020 Unaudited Financial Statement for the Development and Property Department as at December 31, 2020. Mr. Jeffrey Foss, Director of Corporate Services will provide an overview at Committee.

2. **Economic Development Division**

Attached as Appendix II is the Economic Development Division Report, prepared by Mr. Alastair Baird, Manager of Economic Development, providing an update on activities.

3. **Ottawa Valley Tourist Association**

Attached as Appendix III is the Ottawa Valley Tourist Association Report, prepared by Mr. Alastair Baird, Manager of Economic Development, providing an update on activities.

4. **Enterprise Renfrew County**

Attached as Appendix IV is the Enterprise Renfrew County Report, prepared by Mr. Alastair Baird, Manager of Economic Development, providing an update on activities.

5. **Forestry and GIS Division**

Attached as Appendix V is the Forestry and GIS Division Report, prepared by Mr. Jason Davis, Manager of Forestry and GIS, providing an update on activities.

6. **Real Property Assets Division**

Attached as Appendix VI is the Real Property Assets Division Report, prepared by Mr. Kevin Valiquette, Manager of Real Property Assets, providing an update on activities.

COUNTY OF RENFREW
TREASURER'S REPORT - Development & Property Committee
December 2020

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>PROPERTY - Pembroke Admin</u>	<u>297,636</u>	<u>464,053</u>	<u>(166,417)</u>	<u>464,053</u>
Advertising	0	1,000	(1,000)	1,000
Capital - under threshold	29,177	0	29,177	0
COVID	14,032	0	14,032	0
Depreciation	227,580	242,000	(14,420)	242,000
Elevator Maintenance	6,219	7,529	(1,310)	7,529
Employee Benefits	59,917	64,673	(4,756)	64,673
Garbage Disposal	6,188	5,067	1,121	5,067
Groundskeeping	3,291	5,652	(2,361)	5,652
Insurance	32,594	32,128	466	32,128
Janitorial Contract	103,185	110,000	(6,815)	110,000
Legal	1,877	1,000	877	1,000
Lights, Heat & Power	94,577	123,000	(28,423)	123,000
Mechanical	19,222	19,500	(278)	19,500
Memberships/Subscriptions	850	2,500	(1,650)	2,500
Miscellaneous	2,359	2,800	(441)	2,800
Office Supplies	16,266	26,300	(10,034)	26,300
Professional Development	100	5,000	(4,900)	5,000
Recoveries - County	(951,836)	(28,052)	(923,784)	(28,052)
Recoveries - Other	(68,642)	0	(68,642)	0
Revenue - Provincial - One Time	(14,032)	0	(14,032)	0
Recruitment	577	750	(173)	750
Repairs & Maintenance	43,438	58,220	(14,782)	58,220
Revenue - Lease	(252,147)	(216,754)	(35,393)	(216,754)
Salaries	214,363	227,940	(13,577)	227,940
Security & Monitoring	3,714	6,000	(2,286)	6,000
Special Projects	0	0	0	0
Surplus Adjustment - Capital	2,521,020	3,900,000	(1,378,980)	3,900,000
Surplus Adjustment - Depreciation	(227,580)	(242,000)	14,420	(242,000)
Surplus Adjustment - TRF from Reserves	(2,521,020)	(3,900,000)	1,378,980	(3,900,000)
Surplus Adjustment - TRF to Reserves	924,323	0	924,323	0
Telephone	3,188	1,500	1,688	1,500
Travel	1,639	4,800	(3,161)	4,800
Vehicle Expenses	3,197	3,500	(303)	3,500
<u>PROPERTY - Renfrew County Place</u>	<u>(234,273)</u>	<u>(234,273)</u>	<u>(0)</u>	<u>(234,273)</u>
Bad Debts Expense	0	0	0	0
Capital - Under Threshold	634	18,450	(17,816)	18,450
Depreciation	181,113	179,000	2,113	179,000
COVID	42,684	0	42,684	0
Elevator Maintenance	6,663	6,746	(84)	6,746
Garbage Removal	2,366	3,790	(1,424)	3,790
Groundskeeping	18,352	21,501	(3,149)	21,501
Insurance	15,423	15,496	(73)	15,496
Insurance Claim Costs	0	0	0	0
Janitorial Contract	81,850	93,350	(11,500)	93,350
Lease Revenue- Outside	(336,386)	(336,552)	166	(336,552)
Lights, Heat & Power	84,365	95,000	(10,635)	95,000
Mechanical	13,292	16,320	(3,028)	16,320
Miscellaneous	18,295	4,972	13,323	4,972
Municipal Taxes	16,672	16,000	672	16,000
Office Supplies / Admin Costs	6,463	7,000	(537)	7,000
Recoveries - County	(333,047)	(345,085)	12,038	(345,085)

COUNTY OF RENFREW
TREASURER'S REPORT - Development & Property Committee
December 2020

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
Revenue - Provincial - One Time	(42,684)	0	(42,684)	0
Recoveries - Outside	(33,489)	(12,000)	(21,489)	(12,000)
Repairs & Maintenance	15,874	20,922	(5,048)	20,922
Salaries	74,244	90,754	(16,510)	90,754
Security & Monitoring	6,462	5,767	695	5,767
Surplus Adjustment - Capital	80,705	60,000	20,705	60,000
Surplus Adjustment - Depreciation	(181,113)	(179,000)	(2,113)	(179,000)
Surplus Adjustment - TRF from Reserves	(80,705)	(60,000)	(20,705)	(60,000)
Surplus Adjustment - TRF to Reserves	107,693	43,296	64,397	43,296
Special Projects	0	0	0	0
<u>PROPERTY - Base Stations</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
BLDG - Repairs & Maint	35,689	32,964	2,725	32,964
Capital Under Threshold	19,843	0	19,843	0
Depreciation	61,895	61,750	145	61,750
Groundskeeping	31,455	44,245	(12,790)	44,245
Internal Charges	2,904	0	2,904	0
Janitorial Contract	10,393	31,416	(21,023)	31,416
Lights, Heat & Power	24,611	36,300	(11,689)	36,300
Mechanical	3,794	10,416	(6,622)	10,416
Misc - Building Expenses	5,153	6,160	(1,007)	6,160
Recoveries - County	(323,558)	(323,556)	(2)	(323,556)
Recoveries - Outside	(92)	0	(92)	0
Surplus Adjustment - Capital	0	12,000	(12,000)	12,000
Surplus Adjustment - Depreciation	(61,895)	(61,750)	(145)	(61,750)
Surplus Adjustment - TRF from Reserves	0	(12,000)	12,000	(12,000)
Surplus Adjustment - TRF to Reserves	189,808	162,055	27,753	162,055
Special Projects	0	0	0	0
<u>PROPERTY - Arnprior Office</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Bldg - Repairs & Maintenance	1,707	5,500	(3,793)	5,500
Capital Under Threshold	9,290	0	9,290	0
Depreciation	38,551	38,000	551	38,000
COVID	1,215	0	1,215	0
Groundskeeping	3,474	4,023	(549)	4,023
Insurance	2,633	2,678	(45)	2,678
Janitorial Contract	29,909	27,000	2,909	27,000
Legal	0	0	0	0
Lights, Heat & Power	9,794	13,249	(3,455)	13,249
Mechanical	2,087	2,000	87	2,000
Misc Bldg Other	170	500	(330)	500
Purchased Service	0	0	0	0
Recoverable County	(134,169)	(139,825)	5,656	(139,825)
Recoverable Outside	(21)	0	(21)	0
Revenue - Provincial - One Time	(1,215)	0	(1,215)	0
Security	777	1,500	(723)	1,500
Telephone	0	0	0	0
Surplus Adjustment - TRF to Reserves	74,350	83,375	(9,026)	83,375
Surplus Adjustment - Depreciation	(38,551)	(38,000)	(551)	(38,000)
Surplus Adjustment - Capital	0	16,000	(16,000)	16,000
Surplus Adjustment - TRF from Reserves	0	(16,000)	16,000	(16,000)
<u>PROPERTY - Renfrew OPP</u>	<u>(0)</u>	<u>0</u>	<u>(0)</u>	<u>0</u>
Salaries / Benefits	27,484	18,759	8,725	18,759

COUNTY OF RENFREW
TREASURER'S REPORT - Development & Property Committee
December 2020

	over / (under)			FULL YEAR
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>BUDGET</u>
Capital Under Threshold	0	0	0	0
Expenses Recoverable from Others	2,961	0	2,961	0
Garbage Removal	1,221	2,100	(879)	2,100
Groundskeeping	20,489	29,520	(9,031)	29,520
Heat, Light & Power	0	0	0	0
Insurance	11,890	12,078	(188)	12,078
Interest Expense	117,901	121,314	(3,413)	121,314
Internal Charges	18,054	11,752	6,302	11,752
Janitorial Contract	0	0	0	0
Depreciation	116,075	115,500	575	115,500
Mechanical	7,607	0	7,607	0
Municipal Taxes	43,070	40,656	2,414	40,656
Office Expenses	3,634	0	3,634	0
Repairs & Maint	19,644	31,510	(11,866)	31,510
Revenue - Lease - Base Rent	(461,158)	(461,158)	0	(461,158)
Revenue - Lease - Expense Recoveries	(140,262)	(146,375)	6,113	(146,375)
Security/Monitoring	3,366	0	3,366	0
Surplus Adjustment - Capital	0	0	0	0
Surplus Adjustment - Depreciation	(116,075)	(115,500)	(575)	(115,500)
Surplus Adjustment - From Reserves	0	0	0	0
Surplus Adjustment - Debt Principal Payments	274,539	274,539	(0)	274,539
Surplus Adjustment - TRF To Reserves	49,560	65,305	(15,745)	65,305
<u>FORESTRY DEPT.</u>	<u>27,444</u>	<u>27,444</u>	<u>(0)</u>	<u>27,444</u>
Advertising	655	300	355	300
Benefits	41,656	0	41,656	0
Conventions	110	1,800	(1,690)	1,800
COVID	21	0	21	0
Depreciation	23,013	18,000	5,013	18,000
Legal	2,245	900	1,345	900
Maintenance Operations	0	0	0	0
Memberships/Subscriptions	8,129	8,900	(771)	8,900
Miscellaneous	1,849	1,000	849	1,000
Office Supplies	1,491	2,900	(1,409)	2,900
Professional Development	0	1,500	(1,500)	1,500
Revenue - Provincial - One Time	(21)	0	(21)	0
Recoveries - Other	0	(2,000)	2,000	(2,000)
Revenues - Timber Sales	(203,740)	(180,000)	(23,740)	(180,000)
Salaries	117,404	161,950	(44,546)	161,950
Small Tools / Supplies	183	1,000	(817)	1,000
Special Project - Well Remediation	3,180	5,000	(1,820)	5,000
Special Project	340	2,000	(1,660)	2,000
Surplus Adjustment - Capital	0	0	0	0
Surplus Adjustment - Depreciation	(23,013)	(18,000)	(5,013)	(18,000)
Surplus Adjustment - TRF to Reserves	45,053	14,694	30,359	14,694
Surplus Adjustment - TRF from Reserves	(6,299)	(12,400)	6,101	(12,400)
Travel	4,424	5,000	(576)	5,000
Tree Marking	2,779	5,400	(2,621)	5,400
Tree Planting	0	2,000	(2,000)	2,000
Vehicle Expenses	7,985	7,500	485	7,500
Weed Inspection	0	0	0	0
<u>TRAILS DEPT.</u>	<u>280,704</u>	<u>304,500</u>	<u>(23,796)</u>	<u>304,500</u>
Salaries / Benefits	10,479	16,500	(6,021)	16,500
Salary Allocations	48,000	48,000	0	48,000
Algonquin - Rental Recoveries	(38,329)	(25,000)	(13,329)	(25,000)

COUNTY OF RENFREW
TREASURER'S REPORT - Development & Property Committee
December 2020

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
Algonquin Trail Development	239,000	242,000	(3,000)	242,000
Algonquin Trail Federal Recoveries	0	0	0	0
Algonquin Trail Municipal Recoveries	0	0	0	0
Algonquin Trail Donations	(611,101)	(6,703,190)	6,092,089	(6,703,190)
Algonquin Trail Other Recoveries	(5,980)	0	(5,980)	0
Algonquin Trail Prov Recoveries	0	0	0	0
CN Rail Development	0	0	0	0
K&P Rail Line Development	27,534	21,500	6,034	21,500
K&P Rail Recoveries Municipal	0	0	0	0
Office Expense	0	500	(500)	500
Recruitment	0	1,000	(1,000)	1,000
Surplus Adj - Capital	659,617	6,771,612	(6,111,995)	6,771,612
Surplus Adj - Trf From Reserve	(48,516)	(68,422)	19,906	(68,422)
Travel	0	0	0	0
<u>GIS</u>	<u>235,332</u>	<u>241,997</u>	<u>(6,665)</u>	<u>241,997</u>
Salaries	172,638	173,292	(654)	173,292
Benefits	42,888	44,205	(1,317)	44,205
Conventions	142	500	(358)	500
Professional Development	200	500	(300)	500
Travel	293	500	(207)	500
Office Supplies	146	2,000	(1,854)	2,000
Computer Supply/Maintenance	17,815	25,500	(7,685)	25,500
Cell Telephone/Pagers	288	0	288	0
Membership	300	0	300	0
Special Project	0	0	0	0
Recoverable Outside	(606)	(3,500)	2,894	(3,500)
Recoverable Federal	0	0	0	0
Recoveries - Municipal	0	(3,000)	3,000	(3,000)
Weed Inspection	1,226	2,000	(774)	2,000
<u>ECONOMIC DEVELOPMENT</u>	<u>398,228</u>	<u>428,057</u>	<u>(29,829)</u>	<u>428,057</u>
Benefits	61,536	65,782	(4,246)	65,782
Business Directory	0	0	0	0
Computer Maintenance	8,039	4,200	3,839	4,200
Conventions	73	3,500	(3,427)	3,500
Depreciation	0	0	0	0
COVID	21,304	0	21,304	0
Hospitality	420	1,500	(1,080)	1,500
Expenses Recovered from Others	3,396	0	3,396	0
Legal	0	0	0	0
Marketing Program	96,668	66,500	30,168	66,500
Memberships/Subscriptions	4,761	2,500	2,261	2,500
Miscellaneous	0	0	0	0
Office Expense	4,252	4,000	252	4,000
Ottawa River Waterway Project	0	0	0	0
Professional Development/Staff Training	850	1,000	(150)	1,000
Recoveries - Federal	(49,923)	0	(49,923)	0
Recoveries-Other	(5,798)	(10,000)	4,202	(10,000)
Recoveries-Provincial	0	(31,715)	31,715	(31,715)
Recoveries - Provincial - One Time	(21,304)	0	(21,304)	0
Salaries	251,146	250,605	541	250,605
Special Projects- Ride Share	0	22,260	(22,260)	22,260
Special Projects - RED	0	14,455	(14,455)	14,455
Special Projects - Agriculture	22,470	22,470	0	22,470
Special Projects - Renfrewshire	0	5,000	(5,000)	5,000

COUNTY OF RENFREW
TREASURER'S REPORT - Development & Property Committee
December 2020

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
Surplus Adjustment - Capital	0	0	0	0
Surplus Adjustment - Depreciation	0	0	0	0
Surplus Adjustment - Transfer From Reserves	0	0	0	0
Travel	339	6,000	(5,661)	6,000
<u>ENTERPRISE CENTRE</u>	<u>28,055</u>	<u>28,055</u>	<u>0</u>	<u>28,055</u>
Benefits	33,145	34,261	(1,116)	34,261
Marketing	3,111	7,500	(4,389)	7,500
Miscellaneous	0	0	0	0
Office Expenses	12,879	4,500	8,379	4,500
COVID	252,398	0	252,398	0
Professional Development	326	1,000	(674)	1,000
Purchased Service	6,143	6,143	0	6,143
Recoveries - Federal	(250)	0	(250)	0
Recoveries - Municipalities	(56,000)	(6,000)	(50,000)	(6,000)
Recoveries - Other	0	(5,000)	5,000	(5,000)
Recoveries - Provincial	(165,477)	(164,200)	(1,277)	(164,200)
Recoveries - Provincial - One Time	(202,398)	0	(202,398)	0
Salaries	138,139	137,351	788	137,351
Special Projects	2,748	5,000	(2,252)	5,000
Special Projects - Summer Company	18,525	21,000	(2,475)	21,000
Summer Company - Provincial Revenue	(18,525)	(21,000)	2,475	(21,000)
Starter Company - Provincial Revenue	(96,982)	(55,000)	(41,982)	(55,000)
Starter Company - Other Revenue	0	0	0	0
Starter Company - Special Projects	96,982	55,000	41,982	55,000
Telephone/Internet Access	2,789	3,500	(712)	3,500
Travel	503	4,000	(3,497)	4,000
<u>OTTAWA VALLEY TOURIST ASSOCIATION</u>	<u>269,549</u>	<u>269,549</u>	<u>0</u>	<u>269,549</u>
Salaries	129,795	184,228	(54,433)	184,228
Benefits	34,262	55,448	(21,186)	55,448
Direct Contribution to OVTA	105,492	29,873	75,619	29,873
Recoveries	0	0	0	0
<u>PLANNING DEPARTMENT</u>	<u>654,935</u>	<u>684,320</u>	<u>(29,385)</u>	<u>684,320</u>
Computer Supplies / Maintenance	23,260	12,000	11,260	12,000
Conventions	2,975	3,000	(25)	3,000
County Official Plan	0	3,000	(3,000)	3,000
COVID	10,528	0	10,528	0
Depreciation	0	0	0	0
Employee Benefits	166,555	172,854	(6,299)	172,854
Land Division Advertisement Costs	0	0	0	0
Legal Fees	2,568	1,000	1,568	1,000
Memberships	2,871	3,500	(629)	3,500
Miscellaneous	1,794	0	1,794	0
Office Expense	16,135	16,500	(365)	16,500
Professional Development	1,844	3,000	(1,156)	3,000
Recruitment	0	2,000	(2,000)	2,000
Revenues - Municipal Projects	0	(20,000)	20,000	(20,000)
Revenues - Other	(200)	(2,000)	1,800	(2,000)
Revenues - Service Charges	(42,235)	(35,000)	(7,235)	(35,000)
Revenues - Severance Applications	(118,250)	(137,500)	19,250	(137,500)
Recoveries - Provincial - One Time	(10,528)	0	(10,528)	0
Revenues - Subdivision Applications	(36,950)	(25,000)	(11,950)	(25,000)
Salaries	632,002	674,466	(42,464)	674,466
Special Projects	0	0	0	0
Special Projects - Algonquin Land Claim	76	0	76	0

COUNTY OF RENFREW
TREASURER'S REPORT - Development & Property Committee
December 2020

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
Surplus Adjustment - Capital	0	0	0	0
Surplus Adjustment - Depreciation	0	0	0	0
Surplus Adjustment - TRF from Reserves	0	0	0	0
Travel	2,492	12,500	(10,008)	12,500
Total Development & Property	1,957,610	2,213,702	(256,092)	2,213,702

ECONOMIC DEVELOPMENT DIVISION REPORT

Prepared by: Alastair Baird, Manager of Economic Development

Prepared for: Development and Property Committee

April 13, 2021

INFORMATION

1. CENGN Funding Application Unsuccessful

Canada's Centre of Excellence in Next Generation Networks (CENGN) drives technology innovation and industry growth through our test bed, technical expertise, talent development, and partner ecosystem. CENGN's ecosystem includes members Bell Canada, Cisco, EXFO, Juniper Networks, Mitel, Nokia, Ribbon Communications, TELUS, and Wind River. The company also partners with the federal government through the Networks of Centres of Excellence (NCE) and the Ontario government through the Ontario Centres of Innovation (OCI).

Through our projects, CENGN enables small and medium Canadian Enterprises to test and validate promising technologies, removing barriers to product commercialization and accelerating market growth. Recent projects have been focused on communications gaps in northern and rural Ontario.

Economic Development Services was unsuccessful with our application for funding to support the demonstration of an innovative solution to the broadband service challenges faced in Renfrew County. CENGN had limited funding and was seeking only a few demonstration projects. Attached as Appendix ED-I is a letter from Tolu Olutade, Broadband Innovation Specialist with CENGN.

2. CNL/CRL Socio/Economic/Environmental Impact Report

Mr. Paul Blais of MDB Insights, the firm that conducted this study on behalf of the County of Renfrew, will present a summary of the report to Committee as a delegation. A copy of the final draft of the Social, Economic

and Environmental Impact Analysis of Canadian Nuclear Laboratories (CNL)/Chalk River Laboratories (CRL) will be circulated prior to Committee.

3. **Agri-business/Agri-tourism Virtual Workshop**

In partnership with Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA), Business Development Officer Mr. David Wybou, coordinated and co-hosted this year's North and Eastern Ontario Local Food Conference with the Northern Ontario Farm Innovation Alliance. An annual event, this is the first time the local food conference has partnered with another region outside of Eastern Ontario and the first time that the conference was held virtually. The conference is a tool to educate, promote and celebrate local food, typically attracting around 200 participants from agriculture, agri-food, local food business associations, related organizations and various levels of government business development professionals, for a one day workshop. This year's virtual conference took place over four consecutive Wednesday mornings and attracted **535 participants** for some or all of the sessions. Post-event survey results yielded a 95.5% overall satisfaction level.

4. **Ontario Winter Games Update**

Ms. Cindy Burwell, a past resident of Renfrew County and now returning to live here, has been engaged as the Ontario Winter Games 2022 Renfrew County Games Coordinator. Her professional experience managing major events in Canada and Europe will be invaluable to the delivery by Renfrew County of a spectacular Ontario Winter Games 2022 for competitors, their families, and spectators from across Ontario. Games Chair Emon has now put in place the 16 sub-committee chairs to coordinate the many aspects of delivering this complex and major event.

5. **Funding Programs**

Ontario:

The Ontario governments COVID-19 relief funding, the **Ontario Small Business Support Grant**, to help businesses recover costs for personal protective equipment and providing extra support for businesses required to close or significantly restrict services as a result of provincial public

health measures, closed for applications April 7, 2021 and Ontario's Main Street Relief Grant closed March 31, 2021.

There is still provincial funding for property tax and energy cost rebates.

Coming Soon:

Ontario Tourism and Hospitality Small Business Support Grant: The government is introducing the new Ontario Tourism and Hospitality Small Business Support Grant, which will provide an estimated \$100 million in one-time payments of \$10,000 to \$20,000 to eligible small businesses in the tourism and hospitality sector.

Examples of eligible businesses include:

- Hotels
- Motels
- Travel agencies
- Amusement and water parks
- Hunting and fishing camps
- Recreational and vacation camps (for example, children's overnight summer camps)

Application details will be available soon. Any small businesses that received the Ontario Small Business Support Grant will not be eligible for this new grant.

<https://www.ontario.ca/page/businesses-get-help-covid-19-costs>

Canada:

Canada Emergency Wage Subsidy (CEWS): Up to 75% of an employee's wages for qualifying eligible employers to keep and re-hire employees and avoid layoffs, with current rates extended until June 5, 2021.

Extending the Work-Sharing Program: The maximum duration of the [Work-Sharing Program](#) has been extended from 38 weeks to 76 weeks for employers affected by COVID-19. This measure will provide income support to employees eligible for Employment Insurance who agree to reduce their

normal working hours because of developments beyond the control of their employers.

Various loan programs are still in effect and offered through major financial institutions, including locally the Rural Relief and Recovery Fund, through Renfrew County Community Futures Development Corporation.

Links:

Canada: https://www.canada.ca/en/department-finance/economic-response-plan.html?mc_cid=73c6b2fda8&mc_eid=74dbec672c#businesses

Renfrew County Community Futures Development Corporation/FedDev Ontario, RRRF: <https://www.rccfdc.org/blog/>

There are also various sector support programs:

https://www.canada.ca/en/department-finance/economic-response-plan.html?mc_cid=73c6b2fda8&mc_eid=74dbec672c#industry

6. Ottawa River Waterway

Attached as Appendix ED-II is a letter from Warden Jane Toller that was received subsequent to the February 8, 2021 delegation of Development and Property Committee by Mayor Gagnon and Warden Toller. In this letter Warden Toller outlines the plans for the re-establishment of operations and marketing of the Ottawa River Waterway. This system utilizes a truck and trailer to lift pleasure craft around hydro electric generating stations on the Ottawa River on a fee for service basis. Warden Toller is requesting a contribution from the County of Renfrew for \$5,000.

7. Ontario Recreation Facilities Association Inc. (ORFA)

Attached as Appendix ED-III is a letter dated March 9, 2021 from Cathy Seguin, President of the Ontario Recreation Facilities Association Inc.. This letter highlights the importance of community recreation facilities and provides links to facilities management tools which may be of interest to community recreation facilities managers and operators and elected leaders.

From: Tolulope Olutade
Sent: March 24, 2021 5:41 PM
To: Alastair Baird < >
Cc: Kirby Koster >
Subject: Re: EOI CountyofRenfrewCENGNFeb18 - CENG Rural Ontario Residential Broadband Project #4
- Call for Community EOI Update
Good evening Alastair,

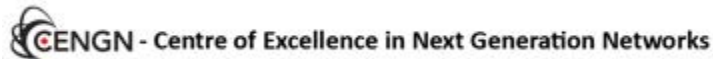
This to inform you that the evaluation of applications submitted in response to the CENG Rural Ontario Residential Broadband Project #4 Call for Community Expression of Interests (EOI) has been completed.

It was a very competitive process. The External Review Panel evaluated all proposals in accordance with the evaluation criteria set forth in the CENG "Call for Community Expression of Interest - Rural Ontario Residential Broadband Project #4" document and the CENG "EOI and RFS Process Document" Project #4. Despite a strong submission, we regret to inform you that your community, Renfrew County, was not selected as the host community for this project.

We want to thank you for the work you put into preparing your response to the EOI and your interest in our Rural Ontario Residential Broadband program. We will be sure to let you know should there be any future CENG rural broadband projects in your area.

Regards

Tolu Olutade
Broadband Innovation Specialist



555 Legget Drive Tower A Suite 600 Ottawa ON K2K 2X3
Cell (613) 323-3997
www.cengn.ca Follow us @CENGCanada



County of Renfrew
Development and Property Committee
9 International Drive
Pembroke ON K8A 6W5

Attention: Robert Sweet, Chair

Dear Mayor Sweet,

Thank you very much for welcoming Mayor Donald Gagnon of Chichester and myself to discuss the recent initiatives for the Ottawa River Waterway on February 9, 2021.

Some important points that were presented include:

- The relaunch of the promotion for the Ottawa River Waterway service in 2020;
- The launch of an Ottawa River Waterway website;
- Promotional video and photo campaigns on social media, radio campaigns, promotional brochures throughout region;
- The boat lift and transport service between Ottawa and Mattawa;
- Overview of upgraded infrastructure.

In partnering with Pontiac County to promote this valuable asset, there are many benefits to be realized by the County of Renfrew, and specifically by the municipalities that are located along the waterway. Some of these include:

- Increased visitor traffic at the Jubilee Lodge Marina and the Deep River Marina;
- Increased sales and services such as fuel sales, boat slip rentals, golf courses, etc.;
- Increased visitor traffic to businesses and services within walking distance of the various marinas and waterfront communities;
- Renfrew County's riverside communities would naturally become some of the most popular destinations between Ottawa and Mattawa long the Ottawa River.

As a follow-up to this presentation, which was well received by all, we ask you to please accept our formal request for a financial contribution in the amount of \$5,000 for the current year, which will contribute directly to the project as outlined above.

Should you require further details about the project, please do not hesitate to contact me directly.

Sincerely,

A handwritten signature in blue ink that reads "Jane Toller".

Jane Toller
Warden, Pontiac County

From: Ontario Recreation Facilities Association Inc. <[orfa_orfa.com](http://orfa.orfa.com)>

Sent: March 19, 2021 12:48 PM

To: Paul Moreau <

Subject: Open Letter to ORFA Members and Industry Employers



Dear Paul Moreau, County of Renfrew

On behalf of Cathy Seguin, President of the Ontario Recreation Facilities Association (ORFA), I would respectfully request consideration for the following "Open Letter" to be added as correspondence to the next Mayor and Council agenda for awareness.

As we are all aware, the COVID-19 pandemic has created unprecedented challenges for all communities and has required a flexible and responsive approach. Over the past year, we have witnessed the vital role that recreation facility professionals, and recreation infrastructure (indoor and outdoor), play in our communities. While following public health guidance, providing even limited access to recreation has allowed our community residents to stay connected, support their physical and mental health, and hopefully encourages them to view a more positive, post-pandemic future.

Thank you for your consideration of this request.

Best wishes,

A handwritten signature in black ink, appearing to read "John Milton", with a long horizontal flourish extending to the right.

John Milton

Chief Administrative Officer

OPEN Letter to ORFA Members and Industry Employers

Dear Colleagues,

As we are aware, the pandemic has created unprecedented challenges for all communities and has required a flexible and responsive approach. Over the past year, we have witnessed the vital role that recreation facility professionals, and recreation infrastructure (indoor and outdoor), play in our communities. While following public health guidance, providing even limited access to recreation has allowed our community residents to stay connected, support their physical and mental health, and hopefully encourages them to view a more positive, post-pandemic future.

You, and your team members, are the reason why great community recreation exists. I hope you will join me in recognizing the recreation facility professionals within your organization and thank them for their commitment and resilience to ensuring safe and enjoyable recreational activities and spaces.

As a member of the Ontario Recreation Facilities Association (ORFA), we continue to support you in your operation and management of your community assets. Since last summer, ORFA has provided its members with timely, current and relevant pandemic-related information. In addition to ORFA's weekly e-news sent to all members, we encourage you to visit www.orfa.com to access other membership benefits, including:

- COVID-19 Updates and Toolbox including Recreation Facility COVID-19 Re-entering and Reopening Guiding Principles and Best Practices*
- Events: online self-study and virtual*
- Professional designations*
- Facility Forum magazine (print and digital)*
- Resource Centre (podcasts, webinars, best practice guidelines, discussion board)*
- Careers (job postings)*

Recreation facility professionals, through education, workplace-specific training, and professional certification, have the requisite skills, enhanced knowledge and empowered attitude to better operate and manage infrastructure in support of

safe facilities. Your ORFA membership allows you to invest in yourself, your staff, and your profession.

I wish to close by thanking our 7,000-plus members for providing critically important frontline and management services to our communities and for their support of corporate, municipal, provincial and federal directives that align in keeping your communities as safe as possible.

The ORFA is here to help. Please reach out to us at anytime!

Sincerely,

A handwritten signature in black ink that reads "Cathy Seguin". The script is fluid and cursive, with the first letters of each word being capitalized and prominent.

*Cathy Seguin, President
Ontario Recreation Facilities Association Inc.*

orfa.com

Ontario Recreation Facilities Association Inc.
1 Concorde Gate, Suite 102, Toronto Ontario, Canada M3C 3N6
Tel.416-426-7062 [Email ORFA](#)

[UNSUBSCRIBE](#)

OTTAWA VALLEY TOURIST ASSOCIATION REPORT

Prepared by: Alastair Baird, Manager of Economic Development

Prepared for: Development and Property Committee

April 13, 2021

INFORMATION

1. Ottawa Valley Road and Cycling Maps

Advertising orders for the Ottawa Valley Road Map and Cycling Map are still being accepted. A 15% discount is being offered to Ottawa Valley Tourist Association (OVTA) members advertising in both the Road and Cycling Maps. The advertising order form is attached as Appendix OVTA-I which can be submitted to info@ottawavalley.travel.

2. OVTA Website

Information can still be submitted for the OVTA's new consumer facing website. All members are required to submit their business listings for inclusion in the online directory.

Members have two options for directory listings:

- **Basic Business Listing** – includes business name, physical address, telephone (local and toll-free), website link and logo.
- First basic listing is FREE.
- Additional basic listings are \$25 each/year.
- **Enhanced Business Listing** – includes all basic listing information, plus email link, social links (facebook, Instagram, twitter, youtube, trip advisor), google map location, 200-word description and 4 images.
- Upgrade any basic listing to an Enhanced listing for \$100 each/year.
- Basic listing fee of \$25 is waived if upgraded to an Enhanced listing.

Information must be submitted online (including the free listing) by clicking [here](#).

ADVERTISER INFORMATION (complete all fields)					
Business Name:					
Address:					
Mailing Address: (if different from above)					
City:		Province:		Postal Code:	
Telephone:		Website:			
Advertising Contact:					
Email:					

☐ Yes, I am interested in advertising in the **2021 Ottawa Valley Road Map**.

☐ Free Business Listing (insert business name & select category listing):

Business Name	Category Listing
	Antiques, Artists & Galleries

☐ Additional Business Listings - \$75/each (insert business name & select category listing):

Additional Listings	Business Name	Category Listing
Listing 1		Antiques, Artists & Galleries
Listing 2		Antiques, Artists & Galleries
Listing 3		Antiques, Artists & Galleries
Listing 4		Antiques, Artists & Galleries
Listing 5		Antiques, Artists & Galleries

To order more than 5 additional road map listings, please include the additional listings in your email when submitting the advertising order form.

☐ (A) Small Horizontal Display Ad (\$250)

- ☐ I would like the OVTA to design my ad.
- Ad materials required: 1 photo, 1 logo, 40 words with website or 30 words with street address & website
- ☐ I will supply print-ready artwork by April 9, 2021

☐ (B) Medium Vertical Double Display Ad (\$475)

- ☐ I would like the OVTA to design my ad.
- Ad materials required: 1 photo, 1 logo, 50 words with website or 40 words with street address & website
- ☐ I will supply print-ready artwork by April 9, 2021.

☐ (C) Large Horizontal Double Display Ad (\$650)

- ☐ I would like the OVTA to design my ad.
- Ad materials required: 1 photo, 1 logo, 60 words with website or 40 words with street address & website
- ☐ I will supply print-ready artwork by April 9, 2021.

☐ (D) Large Horizontal Double Display Ad (\$725)

- ☐ I would like the OVTA to design my ad.
- Ad materials required: 4 photos, 1 logo, 60 words with website or 50 words with street address & website
- ☐ I will supply print-ready artwork by April 9, 2021.

Advertising Opportunities:

2021 Ottawa Valley Road Map & Cycling Map



☐ Yes, I am interested in advertising in the **Ottawa Valley Cycling Map**.

☐ **Business Listing - \$50/each** (insert business name & select category listing):

	Business Name	Category Listing
Listing 1		Antiques, Artists & Galleries
Listing 2		Antiques, Artists & Galleries
Listing 3		Antiques, Artists & Galleries
Listing 4		Antiques, Artists & Galleries
Listing 5		Antiques, Artists & Galleries

☐ **(B) Small Horizontal Display Ad (\$175)**

- ☐ I would like the OVTA to design my ad.
- Ad materials required: 1 photo, 1 logo, 40 words with website or 30 words with street address & website
- ☐ I will supply print-ready artwork by April 9, 2021.

☐ **(C) Medium Vertical Double Display Ad (\$300)**

- ☐ I would like the OVTA to design my ad.
- Ad materials required: 1 photo, 1 logo, 40 words with website or 30 words with street address & website
- ☐ I will supply print-ready artwork by April 9, 2021.

PA MENT INFORMATION

2021 Road Map Advertising:

Additional Listings _____ x \$ 75/each = \$ _____

(A) Small Horizontal Display Ad _____ x \$250/each = \$ _____

(B) Medium Vertical Display Ad _____ x \$475/each = \$ _____

(C) Large Horiztonal Display Ad _____ x \$650/each = \$ _____

(D) Large Horizontal Display Ad _____ x \$725/each = \$ _____

Ottawa Valley Cycling Map:

Listings _____ x \$ 50/each = \$ _____

(B) Small Horizontal Display Ad _____ x \$175/each = \$ _____

(C) Medium Vertical Display Ad _____ x \$300/each = \$ _____

**Advertise in both maps and
receive a 15% discount!**

Sub- Total = \$ _____

-15% discount = \$ _____

Sub-Total = \$ _____

+ HST (13%) = \$ _____

TOTAL = \$ _____

- ☐ Please Invoice
- ☐ Pay by credit card (visa / mastercard)

Credit Card #			
Expiry Date		CSV #	
Name on Card			
Signature			

SUBMIT COMPLETED FORM AND AD MATERIALS BY APRIL 9, 2021 TO:

info@ottawavalley.travel

2021 Road & Cycling Map Advertising Rates

Road Map Advertising (75,000 copies)	2021
Additional Directory Listing (1 st listing FREE)	\$ 75
(A) Small Horizontal Display Ad 7.25" W x 1.565" H <ul style="list-style-type: none"> • 1 photo • 1 logo • Option (select one): <ul style="list-style-type: none"> ○ 40 words with website ○ 30 words with street address & website 	\$ 250
(B) Medium Vertical Display Ad 2.25" W x 3.5" H <ul style="list-style-type: none"> • 1 photo • 1 logo • Option (select one): <ul style="list-style-type: none"> ○ 50 words with website ○ 40 words with street address & website 	\$ 475
(C) Large Horizontal Display Ad 7.25" W x 4.432" H <ul style="list-style-type: none"> • 1 photo • 1 logo • Option (select one): <ul style="list-style-type: none"> ○ 60 words with website ○ 50 words with street address & website 	\$ 650
(D) Large Horizontal Display Ad 7.25" W x 5.344" H <ul style="list-style-type: none"> • 4 photos • 1 logo • Option (select one): <ul style="list-style-type: none"> ○ 60 words with website ○ 50 words with street address & website 	\$ 725

Cycling Map Advertising (20,000 copies)	2021
Directory Listing	\$ 50
(B) Small Horizontal Display Ad 3.25" W x 1.75" H <ul style="list-style-type: none"> • 1 photo • 1 logo • Option (select one): <ul style="list-style-type: none"> ○ 40 words with website ○ 30 words with street address & website 	\$ 175
(C) Medium Vertical Display Ad 3.25" W x 3.75" H <ul style="list-style-type: none"> • 1 photo • 1 logo • Option (select one): <ul style="list-style-type: none"> ○ 50 words with website ○ 40 words with street address & website 	\$ 300



Shoppers, swimmers, cross-country skiers, boaters, and trailblazers we want you to go to town—The Town of Arnprior. Sightsee as you meander the Gillies Trail which takes you along the Madawaska River, through Robert Simpson Park and into one of the oldest growth forests in Canada—Gillies Grove.



ARNPRIOR.CA



Waba Cottage Museum & Gardens

Picturesque oasis on the shores of White Lake. Visit our heritage buildings, artifacts and gardens situated on an 8-acre park. Open Thursday through Sunday or by group appointment only.

24 Museum Road, White Lake, Ontario, KOA 3L0 613.623.8853



MCNABBRAESIDE.COM



We are the largest county in Ontario with direct access to North American markets. We have skilled labour with an excellent work-ethic and 600 hectares of adaptable and fully serviced industrial land readily available at rates well below the provincial average. For your business, this means lower-than-average construction, service, equipment and training costs.



INVESTRENFREWCOUNTY.COM



Whitewater Region is named after the stretch of world-famous Whitewater on the Ottawa River. It is known for incredible rafting, kayaking, and paddling. The former municipalities of Beachburg, Cobden, Ross, and Westmeath are found in this township. You will also discover unique shops, farmers' markets, and wide-open spaces for hiking, cycling, motorcycling, and snowmobiling.



Westmeath Lookout

Muskrat Lake

Ottawa River

WHITEWATERREGION.CA

ENTERPRISE RENFREW COUNTY REPORT

Prepared by: Alastair Baird, Manager of Economic Development

Prepared for: Development and Property Committee

April 13, 2021

INFORMATION

1. Small Business Centres Ontario [Strategic Plan Goal No. 1 (b)]

[Small Business Centres](#) (SBC) Ontario is pleased to announce the launch of their new website in February 2021 which serves as a hub for 54 existing Small Business and Entrepreneurship Centres (SBECs), including Enterprise Renfrew County. Through funding from the Ontario Government under the Ontario Together Fund initiative, the site has been created to increase access and awareness of Small Business COVID Recovery services available to small businesses.

By coming together as a formalized network, SBC Ontario can showcase services, events, locations and e-learning in one web portal to increase awareness and access to supports available for small businesses as they recover from the economic impact of COVID-19.

2. Virtual Business Advisory Program [Strategic Plan Goal No. 1 (b)]

Local businesses are now able to take advantage of local expertise thanks to the new Virtual Business Advisory Program offered through Enterprise Renfrew County. This program is part of our efforts to enhance services at Ontario's Business Enterprise Centres through the creation of a [COVID-19 Economic Recovery Network](#). Funding from the Ontario Together Fund will enable Enterprise Renfrew County to provide businesses with advisory assistance that they need in order to recover from the effects of COVID-19.

Local business owners are matched with professional advisors who will provide FREE one-on-one specialized, confidential advice (limited to three hours per business owner's application.)

After their specific business needs are assessed, a one-on-one virtual advisory session will be set up with a qualified advisor. Business owners may choose to arrange and pay for additional services with an advisor outside of the Virtual Business Advisory Program offered by Enterprise Renfrew County.

To participate in the program, businesses:

- Must be located and operate in the County of Renfrew or City of Pembroke.
- Be a registered business.
- Have 0 – 50 employees.
- Currently operating and earning some revenue.

Home based businesses are eligible. Businesses wishing to apply must fill out an application form with Enterprise Renfrew County.

FORESTRY AND GIS DIVISION REPORT

Prepared by: Jason Davis, Manager of Forestry and GIS

Prepared for: Development and Property Committee

April 13, 2021

INFORMATION

1. Forestry Activities

(a) 2021 operations are paused for the spring melt period and below is an update of the 2021 revenues.

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	115,445.00	This contract is from July 2, 2019-December 31, 2021 . Harvest and hauling underway. Started May 2020, \$76,960.29 revenue in 2020. Work is continuing in 2021.	42,036.39	36
Germanicus	19-20	Red Pine Thinning	12	22,068.00	Complete. Additional \$21,148.20 revenue generated in 2020.	5,513.16	25
Byer's Creek	01-21	Red Pine Thinning	21	82,520.00	Harvest and haul underway	47,331.98	57
Brudenell	02-21	Red Pine Thinning	26	70,900.00			
TOTAL				250,933.00		94,881.53	38

* 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.

In Progress

Complete

2. GIS

The County received the DRAPE III product and staff has prepared a presentation to review the latest air photography.

3. K & P Trail – Mississippi Valley Conservation Authority (MVCA) [Strategic Plan Goal No. 3(b)]

Attached as Appendix FORGIS-I is information received from Mississippi Valley Conservation Authority (MVCA), Lanark County and Frontenac County regarding ownership and use of the K & P Trail on their individual sections. General Manager of the Mississippi Valley Conservation Authority, Sally McIntyre, has informed the County of Renfrew through correspondence that the MVCA is in a position to open discussion with Renfrew and Lanark Counties regarding the sale of their portion of the K & P Trail from south of Calabogie Lake to the Lanark County/Frontenac

County border. The following resolution was passed by the K & P Management Advisory Committee.

“THAT the K & P Management Advisory Committee direct staff to contact Lanark and Frontenac Counties and the Township of Greater Madawaska to open discussions of ownership of the K & P Trail and bring a report back to Committee for review;

AND FURTHER THAT staff engage directly in discussions with Mississippi Valley Conservation Authority (MVCA) to understand their expectation for the transfer;

AND FURTHER THAT the Development and Property Committee be so advised.”

March 19, 2021

I-03

By e-mail

Paul Moreau, CAO/Clerk
County of Renfrew
9 International Drive
Pembroke, Ontario
K8A 6W5

Dear Mr. Moreau,

RE: K&P Trail

The Board of Mississippi Valley Conservation Authority (MVCA) has determined that it is no longer in the Authority's interest to own its 35.4 km section of the K&P Trail. When the land was acquired in 1990, there was no overall plan for trails in Eastern Ontario. Today, there is a shared vision and drive for expansion and enhancement of the trail system. MVCA would like to pursue discussions with the counties of Renfrew, Lanark, and Frontenac regarding the sale of the property so that it can be developed, operated, and maintained as part of the larger network.

In preparation for sale, the condition of the Clyde River Bridge was assessed in fall 2020 with results presented to the Board in December and the guard rails replaced that same month. More work is still required on the bridge and the Authority has applied for funding to complete rehabilitation work under the Canada Healthy Communities Initiative (CHCI) of the Community Foundation of Canada. We are to be informed by April 30 regarding the success of the application. In the meantime, MVCA will be reviewing the results of recent public consultations regarding use of the bridge; and carrying out a market assessment for the entire property.

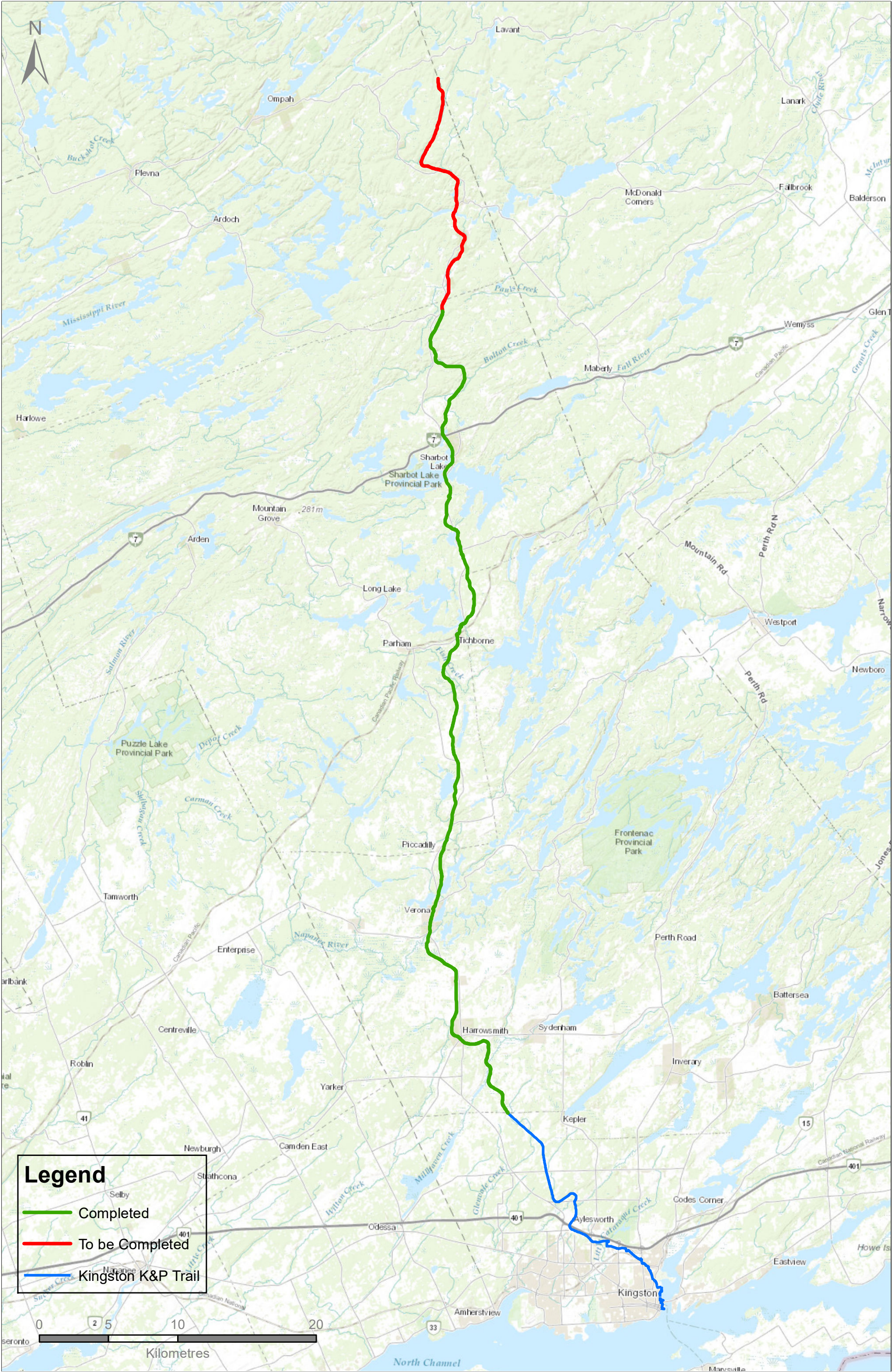
Given progress made in recent months, the Authority is now in a position to open discussions with the counties regarding the sale of this asset. Please let me know whether the County of Renfrew is interested in entering into discussions regarding the purchase of all or a segment of MVCA's trail (6.8 km lies within the County of Renfrew.)

Sincerely yours,



Sally McIntyre, R.P.P.
General Manager

c. Ross Ferguson; Jason Davis



REAL PROPERTY ASSETS DIVISION REPORT

Prepared by: Kevin Valiquette, Manager of Real Property Assets

Prepared for: Development and Property Committee

April 13, 2021

INFORMATION

1. Service Delivery Improvement Project (SDIP) [Strategic Plan No. 3]

Project Status as of April 1, 2021

a) Front Reception Area

- Occupancy is expected in mid-April.

b) Phase 1B (Courtroom, Entrance and Waiting Area)

- Occupancy permit was received March 24, 2021 and the area has been turned over to the County.

c) Phase 2 (Boardrooms, Collaborative Area)

- Scheduled for occupancy early May.

d) Phase 3 (Community Services and Paramedic Area)

- Occupancy Permit is expected week of April 5, 2021.
- Community Services move date scheduled for May 5 and 6, 2021.
- Paramedic move has been rescheduled to a later date. This area has been allocated as swing space for Administration and Corporate Services Department currently located on Second Floor. The entire west wing area on will be relocated to allow for construction in that phase. This move is scheduled for April 14-16, 2021.

e) Phase 4 (Corporate Services)

- Scheduled for construction April 19, 2021. The area will be vacated of staff with construction estimated to be six to eight weeks.

f) Council Chambers

- Occupancy is planned for May 2021.

g) Facility Entrance and Access

- The facility entrance has been relocated from the Shipping and Receiving area to the Courtroom Entrance on the east side of the building with access from the driveway at 7 International Drive. The entrance is still locked but is the access point for mail, visitor access and sign-in as per protocols.

Financials

Approved Construction Contract:	\$3,417,307	
Approved Council Chambers Reno:	\$300,000	
Change Order Contingency:	\$175,000	(part of \$3,417,307 cost)
Change Orders to Date:	\$331,893	
Contingency Overage:	\$156,893	

Several scope changes have been requested and added for the overall improvement of the project. These include addition of showers for the facility, upgrade of phone/data wiring in Phase 4, millwork changes and increased floor area for ceramic tile replacement in the reception area.

Staff will be bringing a full financial report to May Committee.