



COUNTY COUNCIL

9:00 A.M., WEDNESDAY, JANUARY 26, 2022

AGENDA

1. Call to Order.
2. Land Acknowledgment.
3. Moment of Silent Reflection.
4. National Anthem.
5. Roll Call.
6. Disclosure of Pecuniary Interest and General Nature Thereof.
7. Adoption of the Minutes of November 24, 2021 and December 14, 2021.
8. Warden's Address.
9. Delegations:
 - a) 9:10 a.m. - Mr. Joe McBrearty, President and Chief Executive Officer, Canadian Nuclear Laboratories Chalk River to provide an update on Advanced Nuclear Materials and Research Centre and Health Research (Actinium 225).
 - b) 9:50 a.m. - Ms. Susan Chase, Specialist in Digital, IT Strategy, Smart City and Innovation, Perry Group Consulting Ltd. to overview the Digital Strategy Discovery Review prepared for the County of Renfrew.
10. Correspondence.
11. Committee Reports:

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11:00 a.m. – 11:30 a.m.	a) Finance & Administration Committee	3
11:30 a.m. – 11:45 a.m.	b) Development & Property Committee	69
11:45 a.m. – 12:00 p.m.	c) Health Committee	81
12:45 p.m. – 1:00 p.m.	d) Operations Committee	103
1:00 p.m. – 1:15 p.m.	e) Community Services Committee	110

12. Closed Meeting - pursuant to Section 239 of the Municipal Act, 2001, as amended to discuss (a) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them (Algonquin Trail); and (b) for the purpose of litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Renfrew County Place – Lease(s)).
13. By-laws:
 - a) By-law 7-22 – A By-law to Amend By-law Number 142-21 to Acquire Land - County Road 512 (Foymount Road).
 - b) By-law 8-22 - A By-Law to Execute a Contribution Agreement between the County of Renfrew and the Algonquins of Pikwakanagan First Nation.
 - c) By-law 9-22 – A By-law to Enter into an Agreement with MediSystem Pharmacy for the provision of providing pharmacy services to Bonnechere Manor.
 - d) By-law 10-22 - A By-law to Enter into an Agreement with MediSystem Pharmacy for the provision of providing pharmacy services to Miramichi Lodge.
14. Written Reports from Representatives Appointed to External Boards
 - a) Association of Municipalities Ontario (AMO)
 - b) Eastern Ontario Regional Network (EORN)
 - c) Federation of Canadian Municipalities (FCM) (written report attached)
 - d) Rural Ontario Municipal Association (ROMA).
15. Notice of Motions.
16. Members' Written Motions.
17. New Business – Overview of CAOs 2022 goals and objectives.
18. Confirmatory By-law 11-22 - A By-law to Confirm the Proceedings of the Council of the County of Renfrew at the Meeting held on January 26, 2022.
19. Adjournment.

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

January 26, 2022

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. CRA Mileage Rates – [Strategic Plan Goal #2]

In June 2018, Council adopted Resolution No. FA-CC-18-06-76 directing that effective January 1, 2019 the mileage rates for the County of Renfrew will be increased yearly as per the Canada Revenue Agency (CRA) mileage per kilometer rate. Staff have reviewed the Canada Revenue Agency Automobile Allowance rates for 2022 and noted that there is an increase to 61 cents per kilometer for the first 5,000 kilometers and 55 cents over 5,000 kilometers.

2. Provincial Offences Administration Backlog [Strategic Plan Goal #3]

The following chart highlights the ongoing backlog of court matters due to the COVID-19 shutdown:

Month 2021	# of Courts Originally Scheduled	# of Courts Cancelled	# Part I Charges in Backlog	Part III New Charges	# Part III Charges in Backlog	Total Backlog Charges	Number of Court Days Required for Backlog	Months to Clear Backlog at Current Rate
March	4	4	456	60	403	919	39	13
April	3	2	540	53	646	1239	52	17
May	6	2	514	75	355	944	39	13
June	6	2	527	90	595	1212	50	16
July	5	2	512	95	277	884	37	12.5
August	6	2	432	77	549	1058	44	15
Sept.	6	3	439	88	449	956	40	13.5
Oct.	5	2	499	125	377	1001	42	14

Month 2021	# of Courts Originally Scheduled	# of Courts Cancelled	# Part I Charges in Backlog	Part III New Charges	# Part III Charges in Backlog	Total Backlog Charges	Number of Court Days Required for Backlog	Months to Clear Backlog at Current Rate
Nov.	7	2	560	86	540	1186	50	16.5
Dec.	6	3	534	57	555	1146	48	16

3. **2022 Municipal Election**

As everyone is aware, the Municipal Election will be held on October 24, 2022 and the new Council takes office on November 15, 2022. Local municipalities can hold their inaugural meeting anytime after November 15, but would have to revise their Procedural By-law to affect a change. The Inaugural meeting of County Council will be scheduled after the local municipalities advise when their inaugural meeting will be held to swear in their Councillors.

An email was sent to the local municipalities in December with little response.

4. **Request for Donation to Festival Hall**

Attached as Appendix I is a letter from Mayor Mike LeMay, City of Pembroke, Mayor Bob Sweet, Town of Petawawa and Mayor Steve Bennett, Township of Laurentian Valley, advising that Festival Hall is planning a renovation of the theatre in 2022 which includes the replacement of seats. A Festival Hall Seat Campaign is being launched to replace the seats and partners are being offered diamond, platinum or gold partnership levels and to receive recognition on the Festival Hall Seat Campaign Wall of Honour within the theatre.

Resolution No. FA-CC-01-04-87 was adopted on April 30, 2001 as follows: "THAT County Council discontinue the practice of awarding grants."

5. **Continuity of Operations**

Background

With the rise in the Omicron variant and renewed restriction from the Province of Ontario, the County of Renfrew has had to take a step back from in-person meetings and for the months of January and February.

Committees and County Council will continue to meet virtually. Staff will continue to monitor what is happening locally and provincially, and will provide ongoing reports to Committee and County Council in order to reassess our position on in-person meetings at the end of February. Our priority at the County of Renfrew is to keep staff and residents safe as we continue to adapt to the ever-changing landscape of the COVID-19 pandemic. As you will read in the reports from each department that follow the County of Renfrew faces a real challenge with the continuity of operations in the months to come. Continuing to staff our facilities and provide services to our community will be our top priority in the weeks and months ahead.

LONG TERM CARE

Homes are currently tracking 21 staff at Miramichi Lodge and 12 staff at Bonnechere Manor. Staff are now starting to come off the 10-day isolation period following a surge of high-risk contacts and PCR positive cases over the holidays. Staffing pressures have remained constant at Bonnechere Manor averaging 3-4 PSW absences on a given shift. Miramichi Lodge experienced a spike in absences January 3 with 5 PSW absences. Staffing contingencies in place for both Homes include:

- Pre-holiday season up staffing of PSW schedule utilizing recent staffing fund enhancements.
- Utilization of newly created resident aide position to support PSW staff.
- All hands-on deck approach i.e. shift of duty focus to meeting basic care requirements vs program functions/ MDS / BSO, etc.
- Continuation of PSW/ RPN & RN student placements including living classroom at Bonnechere Manor to commence in the coming weeks.
- Engage childcare / early years workers to support screener staffing schedule.
- Engagement of Essential Care Giver role for basic care/feeding assistance as required.

In the event either Home reaches crisis staffing status such that provision of basic care is in jeopardy, Homes are now permitted to engage in test-to-work option. Several critical conditions must be adhered to engage the test-to-work approach. This measure allows for return to work as early as 7 days after last date of high-risk contact or resolve of symptoms for those staff testing positive, versus the typical 10 days required for staff working in Long-Term Care.

To date neither Home has had a COVID positive resident case, and neither Home has been declared in outbreak. Significant Directive changes intended to bolster infection prevention and control measures to reduce COVID exposure and mitigate effects include:

- Mandatory third dose boosters for all staff, volunteers, students & essential caregivers by January 28, 2022. Both Homes have run multiple clinics for staff and ECGs, on track to meet this target and with over 100 staff vaccinated in each home. Essential Care giver vaccine clinics run at each home.
- Resident social and overnight absences suspended.
- Twice-weekly Rapid Antigen Test (RAT). As an extra precautionary measure both Homes continue to test **daily** all persons permitted to enter the Home.

EMERGENCY SERVICE DEPARTMENT

The Service has responded to the needs of community members and advanced the profession of paramedicine by:

1. Increasing staffing to manage the increase in call volume, local hospital transfers, transfers outside of the County, and Community Paramedic interventions.
2. Increasing training, building relationships, and improving the ability to access patients in remote areas.
3. Strengthening professional practices to implement solutions to help relieve system pressures such as supporting triage and emergency department functions critical to a seamless transfer of care and patient flow throughout the healthcare system. These roles also reduce the impact of off-load delay, thus liberating 911 Paramedic resources to be available to the community.
4. Administrating the continued operation of the Renfrew County Virtual Triage and Assessment Centre (RC VTAC) as a primary care access point for episodic care assessment as well as registration and testing for COVID-19 and other respiratory illnesses.
5. Collaborating with partner agencies to provide a rapid response for testing and vaccination at mobile and static sites as well as in-home care.
6. Supporting the Renfrew County and District Health Unit (RCDHU) through vaccination clinics and response to outbreak testing in the community.

7. Expanding Remote Patient Monitoring for patients with acute or chronic conditions to provide 24/7 support of complex care needs and avoiding 911 or Emergency Department utilization.
8. Implement the COVID-19 Auxiliary Medical Directive to treat patients to remain in their own home.
9. Integrate the use of RC VTAC as a regional consultative medical service for Emergency Department Physicians, Paramedics, and their patients to provide definitive care, prescribing and referral.
10. Implement the Special Event Medical Directive to treat patients to remain in their own home under limited circumstances.
11. The Paramedic Service deployment plan has been amended with our partners at the Renfrew Central Ambulance Communications Centre to reduce the urgency of inter-facility transfers and to protect our 911 Paramedic resources to be available for response in the County of Renfrew.
12. Delivering the Community Paramedicine for Long-Term Care Program for at risk populations.
13. Expanding the Community Paramedicine Program through innovations (such as point of care testing, diagnostics, and interpretation) and to function as a surge capacity for community 911 response as needed.
14. Amend departmental policies to reflect a requirement for 2 COVID-19 vaccinations as a minimum for all new hires.
15. Amend departmental policies to direct all staff to don N-95 respirators for all patient contacts.
16. Amend workplace isolation protocols developed in consultation with corporate occupational health and the health unit.
17. Logistics has sourced additional N-95 masks in anticipation of further workplace safety measures. An order has been placed and a date of receipt is yet to be confirmed by the supplier.
18. N95 fit testing has been reinvigorated to meet the changing availability of mask models available for distribution to staff.
19. Logistics has sourced additional COVID-19 rapid tests in anticipation of increased demand. An order has been placed and a date of receipt is yet to be confirmed by the supplier.
20. PAPR respirator availability has been increased to accommodate new hires and in anticipation of an increase in demand for use.
21. All in-person meetings have been cancelled and only essential movements of staff within our facilities are approved.

22. All administrative in-person attendance requires pre-approval by the Chief.

Pressures

Paramedics are collaborators who offer concrete, practical solutions to many of the broad healthcare challenges that the County is facing. The Service is unique in its ability to offer care on scene, in the community and as extensions to primary care. Because of this, the Service has experienced an increased demand for service which has resulted in an increased call volume and transfers for 911 operations coupled with an increase in patient interventions from the Community Paramedicine Program. These system pressures have created recruitment and retention challenges, which are impacting response times and creating logistical and administrative pressures felt in every area of the Service.

Recommendations to Support the Service Moving Forward

In order to continue to respond to community needs and identified healthcare gaps, the Service needs to keep responding to a new level of sophistication, and innovative solutions to address the healthcare needs of the people it serves.

Addressing Demand for Service

We will continue to explore innovative solutions to increase our response capacity, and ensure that we meet our community needs such as modifications to our deployment plan and collaborating with other services and the regional base hospital program to implement strategies to keep the worried well and those not requiring a hospital at home.

We are working with local hospitals to implement an offload strategy to free up 911 resources. This includes

- paramedic resources in hospital and offloading directly to the waiting room when warranted.
- includes working with local hospitals to ensure a bed is ready at the receiving facility prior to a transfer being initiated so that a patient can be offloaded directly.
- includes delaying interfacility transfers in favour of retaining emergency response capacity.

We will continue to work with the Renfrew Central Ambulance Communications Centre to seek solutions such as providing clinical consultation, more robust transfer triaging and prioritization of requests and resources.

Supporting staff

Omicron and provincial policies related to quarantine and isolation have created unprecedented pressures on Paramedic staffing levels. We are now routinely down staffing swabbing, vaccinating, 911 and Community Paramedic units due to short- and long-term employee absence from the workplace despite an open-call hiring process.

A recruitment drive is underway to expand our available staff complement. WSIB case management has been identified as an area of significant concern as it is seemingly difficult to collaboratively support staff and encourage return to work activities. This process needs significant review going forward.

We will be continuing to focus on communicating change with staff, encouraging and empowering staff to utilize the resources available to them to positively affect their day and the care of their patients. These are difficult times for all Paramedic Service Staff. We need to make extraordinary efforts to support their day to day needs and be appreciative of the work that they do to support our communities.

COMMUNITY SERVICES DEPARTMENT

The Pembroke, Renfrew and Arnprior offices are open to the public. Killaloe site remains closed to the public but all services are offered remotely. Walk-in traffic has remained relatively light as the majority of recipients are continuing to use virtual methods to receive services. Staff continue to encourage virtual service wherever possible and, when necessary, staff will meet with clients in a secure interview room which is sanitized regularly and contains a full plexiglass partition. All staff are wearing appropriate masks when interacting with clients. Staff in-office has been greatly reduced with the majority of staff working from home. All three divisions have minimal staff working in office ensuring a sufficient staff complement in office to serve individuals coming in. Child care staff are working on Emergency Child Care services and communication to parents; Ontario Works staff are working with an increase in applications for assistance due to the Province moving back into stage 2 and many service workers impacted and laid off; and Housing continues to serve tenants and new applicants for housing and housing programs. Maintenance and custodial staff continue to provide on-site emergency services only at this time to all Renfrew County Housing Corporation buildings.

PUBLIC WORKS DEPARTMENT

Currently, the majority of office staff are working from home. Staff have been advised to remain at home as much as possible for work purposes. If staff enter the building they have been instructed to be masked at all times. Double masking has been recommended. All work continues to be completed i.e. tender preparations, invoicing, capital project preparation and related works.

The Public Works Operations staff continue to be available twenty-four hours a day, seven days a week while based at home. The Patrol Supervisors are operating the facilities and handling day-to-day operations, and all regulatory requirements are currently being met or exceeded.

CORPORATE SERVICES DEPARTMENT

Finance

The Finance Division continues to ensure the continuity of all financial services with several staff on-site and available during regular working hours to answer questions and provide the same quality of service delivered prior to COVID-19. Our remaining staff began working remotely in response to the guidance provided by the CAO. Staff continue to meet all performance standards for payroll, accounts payable, accounts receivable, reporting, banking and benefits administration. Reception duties for the County Administration building are the responsibility of the Finance Division and staff continue to ensure that walk in and telephone enquiries are answered in person during our regular office hours of Monday to Friday, 8:00 a.m. to 4:00 p.m.

Human Resources

The Human Resources Division also ensures the continuity of service with at least two staff on-site and available during regular working hours. The rest of the division will work remotely as much as possible, with office visits as required. Our Employee Health Coordinators are available during our regular office hours of Monday to Friday, 8:00 a.m. to 4:00 p.m. to provide assistance and guidance to all staff related to public health direction on COVID reporting, isolation and health concerns.

Information Technology

IT staff are still providing all the same service and support that was previously delivered before COVID-19 by using a variety of remote management tools, virtual private networks (VPN) and network/security monitoring. The division will utilize a staff rotation model with 50% of

staff in the office each day during regular business hours. IT staff are able to provide remote troubleshooting support to approximately 500 County computers by using our Desktop Central Management suite, which even allows us connectivity to staff who are using County computers while working remotely. IT staff are also continually monitoring the complex county network of servers and security applications to ensure our networks stay protected and safe. Server backup systems are monitored daily for completion, and random file restores are performed weekly to ensure our data is fully recoverable if the need arises. VPN access is monitored in real time to alert IT staff if there are any attempted breaches to our secured file system and networks. Updates and revisions to the County website continue to be posted as quickly as possible to help keep our residents informed with the latest news and alerts being issued by the County. County staff are able to request IT support by either emailing the IT helpdesk or by calling the helpdesk hotline which all IT staff can respond to no matter if they are working remotely or from the office. IT staff are still providing onsite support to the various county offices in situations where remote management is not feasible and are following all health protocols for entering those facilities.

Provincial Offences

The POA Court continues to offer Audio/Remote Video Court by Zoom.

POA staff transitioned to the new POA reception/service counter on May 24, 2021 and the public entrance door was opened on June 7, 2021. The Ministry of the Attorney General requires that POA court services be available to the public during regular office hours (8:00 a.m. to 4:00 p.m.) Monday through Friday.

The next step for the POA Court is planning for reopening court locations for in-person appearances. The Recovery Secretariat provided the planning toolkit and resources to assist municipalities in ensuring that appropriate precautionary measures are in place prior to re-opening courts to in-person appearances. The plexiglass and COVID-19 signage have been installed at the County of Renfrew Administration Building courtroom in order to meet the guidelines in preparation for the in-person court appearances.

The first Trial in Absentia court (where we are required to have the courtroom open) is set for March 21, 2022.

DEVELOPMENT AND PROPERTY DEPARTMENT

All staff are being encouraged to transition to a work-from-home environment for the next few weeks. We have allowed some flexibility for some staff to work in the County Administration Building if and when required. The doors to the building remain open to the public, but meetings with the public are to be held virtually or by appointment only and then, only if absolutely necessary in person. We continue with virtual meetings when possible. There are new staff joining this Division, requiring them to be on-site more regularly to get familiar with people and process.

Staff in Forestry/Trails have the option to working remotely in the field when weather and situation permits.

The Real Estate/Property Division remains on-site and will be reviewing building operations (filters, cleaning schedule, etc.) to ensure that the buildings are operating in an effective manner with the new variant. RCHC maintenance and custodial staff have transitioned to emergency repairs only, and pausing regular maintenance duties that require greater interaction with tenants.

We continue to monitor staff absences and respond accordingly.

6. Insurance Rates – 2022 [Strategic Plan Goal #3]

An email dated December 24, 2021 was received from MIS Municipal Insurance Services advising that our annual renewal premium for the County of Renfrew for 2022 is \$703,467, which is an increase of 11% or \$70,908 more than 2021. MIS has kept their annual premiums as stable as possible, over the past six years but insurance companies are experiencing the effects of the hard insurance market and the impacts of COVID. On average, insurance companies are seeing a premium increase in the 15-20% range this renewal season, depending on claims. Fortunately for the County of Renfrew, MIS has negotiated an 11% increase. The driving factors behind our premium increases are a 10% increase in our liability rates, 4% increase in auto rates and a 12% increase in property insurance rates. Cyber insurance has also increased significantly over the past year due to the increase in the number and size of claims therefore, our premium is up 45% or \$12,800 over 2021. This increase is a result of insurers working to adjust premiums to align with the new and growing exposure.

7. **County of Hastings – Increasing Cost of Insurance Premiums [Strategic Plan Goal #3]**

Attached as Appendix II is a letter dated December 2, 2021 sent to the Honourable Doug Downey, Attorney General, Ministry of the Attorney General and the Honourable Peter Bethlenfalvy, Minister of Finance from Warden Rick Phillips, County of Hastings expressing concern over the dramatic increases in the cost of insurance premiums, as a result of joint and several liability and protecting our municipalities against cyber attacks.

8. **Municipal Property Assessment Corporation (MPAC) [Strategic Plan Goal #3]**

Attached as Appendix III is a letter dated December 15, 2021 from Ms. Nicole McNeil, President and Chief Administrative Officer, MPAC providing details of the 2022 funding requirements of a province-wide municipal levy increase of 0%. Based on preliminary assessment data, the charge for the County of Renfrew will be approximately \$1,541,699.83 compared to the 2021 funding requirement for the County of Renfrew of \$1,546,566.24 representing a decrease of 0.31% for the County.

Attached as Appendix IV is the MPAC-InTouch Newsletter dated December 21, 2021 providing an update on new construction and renovations in 2021, the 2021 Municipal Partnerships Report, MPAC launches 2021-2025 Strategic Plan, upcoming webinars and partnerships in action.

9. **Board of Health [Strategic Plan Goal #3]**

Attached as Appendix V is a letter dated December 14, 2021 from Ms. Heather Daly, Acting CEO/Director, Corporate Services, Renfrew County and District Health Unit giving notice to the County of Renfrew that pursuant to Section 72 (5) of the Health Protection and Promotion Act (H.P.P.A.) the amount that the Board of Health estimates will be required to defray its expenses under Section 72(1) for the year 2022 is \$1,733,289, which is unchanged from 2021. These payments are to be made in 12 equal installments due the 1st day of each month. The Board of Health has also provided the following additional information:

- 2022 Municipal Levy Report with Assumptions and Considerations;
- Breakdown by Obligated Municipalities; and
- History of the Municipal Levy from 1987 – 2022.

10. 2022 Municipal Employer Pension Centre of Ontario (MEPCO) [Strategic Plan Goal #3]

The Municipal Employer Pension Centre of Ontario (MEPCO) is a non-profit corporation created by the Association of Municipalities of Ontario (AMO) to provide pension expertise and resources to AMO's employer representatives on the OMERS Sponsors Corporation (SC) and Administration Corporation (AC) Boards. The board structure was established through legislation to provide sponsors (employers and employees) with the responsibility for the Plan, devolving it from the Province. The legislation names AMO as the sponsor for OMERS municipal governments, the largest sponsor of the municipal employers. The MEPCO board meets quarterly and members include pension experts, as well as municipal government representatives that provide well thought out, actuarially sound perspectives on OMERS issues that reflect the interests of municipal employers and the overall sustainability of the OMERS Pension Plan.

The 2022 Budget includes a provision for this continued payment to MEPCO. Our Committee approved the Treasurer to continue to pay the Municipal Employer Pension Centre of Ontario (MEPCO) the 2022 Employer Municipal Contribution in the amount of \$3,428.99 (578 OMERS Employees x \$5.25/per employee) including HST. The 2021 Employer Municipal contribution for the County of Renfrew was \$3,357.80 including HST (566 OMERS Employees x \$5.25/per employee).

11. Scott Rosien Black and Locke – Audit Planning Letter 2022 [Strategic Plan Goal #2]

Attached as Appendix VI is a letter dated December 17, 2021 that was received from Ms. Karen Black, CPA, CA, Scott Rosien Black and Locke to our Chair, Councillor Jennifer Murphy, advising that in their role as auditors they wish to provide a letter that addresses their responsibilities as an independent auditor, provide information about the planned scope and timing of their audit and request a response to some audit questions and any additional information that may be relevant to their audit. Also referenced as Appendix 1 within the letter to Chair Murphy, is a letter to Mr. Paul Moreau, Chief Administrative Officer/Clerk confirming their acceptance and understanding of the audits will be conducted with the objective of expressing an opinion on the financial statements. Attached as

Appendix VII is the letter approved by our Committee in response to the above letter sent by Scott Rosien Black and Locke in order to help them identify and respond to the risks of fraud.

BY-LAWS

12. 2022 Membership of the Association of Municipalities of Ontario (AMO) [Strategic Plan Goal #3]

RESOLUTION NO. FA-CC-22-01-04

Moved by Chair

Seconded by Committee

THAT County Council approve the 2022 membership fee to the Association of Municipalities of Ontario (AMO) in the amount of \$9,564.56 including HST.

Background

The County of Renfrew is presently a member of the Association of Municipalities of Ontario (AMO). The membership fee for 2021 was \$9,373.14 including HST. The membership fee for 2022 is \$9,564.56 including HST which is a 2.04% increase over 2021. Attached as Appendix VIII is a letter dated December 16, 2021 from Jamie McGarvey, President, AMO providing details of the value of our AMO membership and representing municipal employer interests in OMERS as our sponsor representative through the Municipal Employer Pension Centre of Ontario (MEPCO).

13. 2022 Federation of Canadian Municipalities (FCM) Membership Dues [Strategic Plan Goal #3]

RESOLUTION NO. FA-CC-22-01-06

Moved by Chair

Seconded by Committee

THAT County Council approve the 2022 membership fee to the Federation of Canadian Municipalities (FCM) in the amount of \$21,521.42 including HST.

Background

The County of Renfrew, along with its lower-tier municipalities are members of the Federation of Canadian Municipalities (FCM).

- The membership fee for 2018 was \$15,165.82 including HST, plus an additional \$2,289 to support the FCM legal defense fund, which the County opted not to participate in.
- The membership fee for 2019 was \$15,585.15 including HST, plus a new and voluntary fund of \$7,458.00 to support the FCM Special Advocacy Fund, which the County opted not to participate in.
- The 2020 membership was \$20,088.82 which was an increase of 29% over 2019.
- The 2021 membership of \$20,800.81 was a 3.54% increase from 2020.
- The 2022 membership of \$21,521.42 is a 3.46% increase from 2021.

14. Call to Action - Joint and Several Liability [Strategic Plan Goal #2]

RESOLUTION NO. FA-CC-22-01-07

Moved by Chair

Seconded by Committee

WHEREAS in 2018, Premier Ford committed to reviewing the matter of municipal joint and several liability;

AND WHEREAS this review was conducted in 2019 with the Association of Municipalities of Ontario (AMO) and municipalities fully participating;

AND WHEREAS the results of this provincial review have not been released and municipalities are still awaiting news of how the Attorney General will address this important matter;

AND WHEREAS liability and risks are one major driver of exponentially increasing insurance costs;

AND WHEREAS the Association of Municipalities of Ontario (AMO) submitted “Towards a Reasonable Balance – Addressing Growing Municipal Liability and Insurance Costs” in October 2019 that provides a refresh on the municipal argument to find a balance to the issues and challenges presented by joint and several liability, including implementing full proportionate liability and a cap on economic loss awards;

NOW THEREFORE BE IT RESOLVED that County Council support the following seven recommendations contained within the Association of Municipalities of Ontario (AMO) submission:

1. The provincial government adopt a model of full proportionate liability to replace joint and several liability;
2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10-day rule on slip and fall

- cases given recent judicial interpretations, and whether a 1-year limitation period may be beneficial;
3. Implement a cap for economic loss awards;
 4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third-party liability coverage to \$2 million in government regulated automobile insurance plans;
 5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as non-profit insurance reciprocals;
 6. Compel the insurance industry to supply all necessary financial evidence including premiums, claims, and deductible limit changes which support its, and municipal arguments as to the fiscal impact of joint and several liability;
 7. Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General;
- AND FURTHER THAT a copy of this resolution be sent to the Honourable Doug Downey, Attorney General; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; and Jamie McGarvey, AMO President.

Background

Attached as Appendix IX is a copy of an email from the Association of Municipalities of Ontario (AMO) dated January 5, 2022 entitled “Call to Action – Joint & Several Liability”. AMO is asking municipal councils to lend their support to the seven recommendations contained within the AMO submission from October 2019 entitled “Towards a Reasonable Balance: Addressing growing municipal liability and insurance costs” which is also attached as Appendix X.

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



Dear Warden Robinson,

Festival Hall Centre for the Performing Arts has stood proudly in our community for 42 years as the hub to bring us all together through cultural programming and events. Countless concerts, plays, musicals, dance recitals, debates, educational programs, and more have been held in this remarkable theatre.

Now, we are turning to this community to help us enhance Festival Hall. We are presently planning a renovation of the theatre in 2022, including the replacement of the seats. The current seats have been in place for the entire 42-year history of Festival Hall and we look forward to improvements being implemented. The new seats and seating plan will improve the comfort of everyone in attendance at Festival Hall performances while also enhancing safety and accessibility in the theatre.

With your help, we hope to make this project a reality and give everyone in the Ottawa Valley an opportunity to continue to enjoy arts and culture within our own community for generations to come.

As a sponsor of the Festival Hall Seat Campaign, you will receive recognition on the Festival Hall Seat Campaign Wall of Honour within the theatre, an invitation to the Festival Hall Seat Campaign reception, where you will be able to see the seats before the reopening while enjoying entertainment and refreshments, and a charitable tax receipt.

For sponsors selecting the diamond, platinum, or gold sponsorship levels, a commemorative LP record highlighting your sponsorship and featuring the County of Renfrew name and logo will also be spotlighted on the campaign's Wall of Honour.

If you wish to further discuss or explore any other potential sponsorship opportunities, please reach out to me at mrutz@petawawa.ca or 613-602-0964. To make your donation, please fill out the form on the back page and return it to Pembroke's City Hall, Petawawa's Town Hall, or Laurentian Valley's township offices.

We look forward to relaunching a renovated Festival Hall in 2022 to showcase a more modern, safe, and accessible theatre which allows for everyone, regardless of their age, background, income level, or interests to experience the arts together again and with the help of the County of Renfrew, we can accomplish that.

Sincerely,

Councillor Murray Rutz
Town of Petawawa
Chair, Festival Hall Committee

Name: _____

Business or Org.
Name: _____

Address: _____

Postal Code: _____

City: _____

Province: _____

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receipts out to: _____

Name to appear
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Diamond (\$10,000+): _____	Silver (\$1,000+): _____
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Please make cheque payable to the Town of Petawawa. Your donation can be dropped off in person at Town Hall or mailed to Town of Petawawa, 1111 Victoria Street, Petawawa, ON, K8H 2E6. Online donations via credit card are also accepted. Please visit pembroke.ca for more details.

This campaign is in partnership with the City of Pembroke and the Township of Laurentian Valley. All funds donated will go towards the renovation of Festival Hall Centre for the Performing Arts.

OFFICE OF THE WARDEN
AND C.A.O. – CLERK
Tel: 613-966-1319
Fax: 613-966-2574



COUNTY ADMINISTRATION
BUILDINGS
235 PINNACLE ST.
POSTAL BAG 4400
BELLEVILLE – ONTARIO
K8N 3A9

www.hastingscounty.com

December 2, 2021

Honourable Doug Downey
Attorney General
Ministry of the Attorney General
11th Floor, 720 Bay Street
Toronto, Ontario
M7A 2S9

Honourable Peter Bethlenfalvy
Ministry of Finance
Frost Building South
7th Floor
7 Queens Park Cres.
Toronto, Ontario
M7A 1Y7

Dear Ministers,

I am writing to you both today on behalf of Hastings County Council regarding the dramatic increases in the cost of insurance premiums we are facing.

As we begin our financial deliberations for next year's operating budgets, the cost of insurance is affecting the stability of our budgets. Annual increases of twenty and thirty per cent are simply not sustainable, especially as pandemic financial relief programs are scaled back by the government.

We are not alone in this. Municipalities across Ontario are facing similar increases. If this were a one-time phenomenon it might be manageable, but as you know this problem has been gathering momentum for many years. It simply cannot be allowed to continue.

The Association of Municipalities of Ontario (AMO), the Eastern and Western Wardens' Caucuses and others have raised the alarm over the years about the financial burden insurance premiums have placed on municipalities across the province and certainly here in Hastings County. Ten years ago, in 2011, AMO released a study that highlighted the exponential increase in premium costs from 2007 to 2011. At that time

premiums were rising at a rate, on average, of between 25.1% and 30.9%. Today we are facing the same kind of increases.

One of the drivers of higher premiums continues to be joint and several liability. It encourages plaintiffs to target “deep pocket” municipal defendants who are generally insured. If a municipality is found a minimum of 1% liable, it may be exposed to pay the full amount of damages awarded to the plaintiff, should there be no other available insurance or if the at-fault party does not carry sufficient limits. It is common for a municipality to be named in an action even though there is no apparent liability on the part of the municipality. This can effectively cripple risk-exposed defendants, such as municipalities.

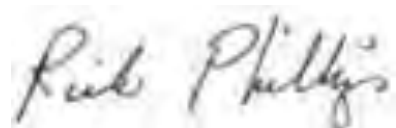
Even if lawsuits are ultimately dismissed, the cost of defending against them puts an enormous burden on our budgets and ultimately the taxpayers. As one example of this, a suit was brought against our County a few years ago related to road design issues. The suit asked for \$10 million in compensation and while the County was ultimately removed from the lawsuit, it cost \$458,149 to defend the County.

Another more current factor is protecting our municipalities against cyber attacks. Both finding cyber insurance coverage and being able to afford the cost of premiums is adding to the financial burden in our budgets.

We cannot continue on a path of ever-increasing insurance costs because it is simply not financially sustainable. Any assistance senior governments can provide through new technologies or financial support would be most welcome.

We look forward to hearing back from you. Time is of the essence.

Yours truly,

A handwritten signature in cursive script, appearing to read "Rick Phillips".

Warden Rick Phillips

cc. Daryl Kramp, M.P.P. Hastings-Lennox & Addington
Todd Smith, M.P.P. Bay of Quinte
Association of Municipalities of Ontario
Eastern Ontario Wardens' Caucus



December 15, 2021

Jeff Foss

Treasurer

County of Renfrew

Subject: 2022 Municipal Levy

In recognition of the ongoing challenges of the pandemic, MPAC's Board of Directors approved the 2022 operating budget with a total municipal levy increase of 0%. This is the second year in a row with no increase in the levy.

MPAC has been working hard to control expenses. Despite increases to collectively bargained labour costs, we have managed costs in other areas, and have been able to apply savings from 2021 to maintain the budget at the current level for 2022.

The annual 2022 levy amount for your municipality will be \$1,541,699.83 or a 0.31% decrease.

Under the *Municipal Property Assessment Corporation Act*, funding requirements are distributed to each municipal billing partner based on their total assessed values and property counts, as compared to all of Ontario. An explanation of how each municipality's levy is calculated is available here

<https://www.mpac.ca/sites/default/files/docs/pdf/MPACMunicipalLevyInfographic2022.pdf>.

Additional information about your specific 2022 levy calculation is available here

<https://workdrive.mpac.ca/external/2ed85b1da87ab1507d62b1de0b34f5a80adf32167a885f2a092930d77c36bbd9>.

Your first bill will be mailed in early January 2022, followed by equal quarterly installments. You will receive your Assessment Change Summary, which provides a high-level summary of the assessment changes within your own municipality, from your local MPAC account management team shortly.

I also encourage you to read our 2021 Municipal Partnerships Report <https://news.mpac.ca/2021-municipal-partnerships-report> to see the highlights of our work together this year.

If you have any questions about:

MPAC's funding requirements, please contact:

Mary Meffe, Vice-President, Corporate and Information Services and Chief Financial Officer

289.539.0306

Mary.Meffe@mpac.ca

Assessment services provided to your municipality, please contact:

Carmelo Lipsi, Vice-President, Valuation and Customer Relations and Chief Operating Officer

289.317.0881

Carmelo.Lipsi@mpac.ca

Yours Truly,

Nicole McNeill, President and Chief Administrative Officer

Copy MPAC Board of Directors

Executive Management Group, MPAC

Director and Regional Managers, Municipal and Stakeholder Relations, MPAC

From: MPAC - InTouch <intouch@mpac.ca>
Sent: December 21, 2021 1:26 PM
Subject: December 2021 - InTouch



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December 2021

Ontario saw more than \$38 billion in new construction and renovations in 2021



This year, MPAC valued more than 86,680 new properties and improvements to existing properties totaling \$38 billion. The assessed value of Ontario's 5.5 million properties is now estimated to be more than \$3.04 trillion.

These changes are summarized in the annual assessment rolls delivered to municipalities last week. To learn more about how Ontario's property landscape changed this year, check out [property insights from our 2022 Roll Return](#).

Last week, our municipal billing partners also received notice of their required 2022 levy payment to MPAC. MPAC's Board of Directors approved a 2022 budget with no change to the total municipal levy, for the second year in a row. [Learn more about how the levy is calculated](#).

Celebrating municipal partnerships

Our 2021 **Municipal Partnerships Report**, delivered to municipalities last week, showcases the ways we worked together to support the municipal sector during another extraordinary year.

This year's digital report provides an overview of how we remained focused on delivering the services Ontario municipalities rely on, while also looking toward the future. [Read it online.](#)



MPAC launches 2021-2025 Strategic Plan



As with every organization, the last 20 months have brought many challenges for MPAC. But the pandemic also presented an opportunity to build on our 20 years of evolution and success, and reflect on our two greatest assets: a unique dataset that covers all properties in Ontario, and a skilled, dedicated workforce.

MPAC's strategic plan features [four pillars](#) that guide us in delivering on our commitments of accountability, transparency and customer focus. The strategic plan explores how we can make the most of our assets, for the benefit of Ontarians and the communities they live in. [Learn more.](#)

Upcoming webinar

Overview of MPAC's New Strategic Plan and our 2022 Municipal Priorities

Join Carmelo Lipsi, MPAC's Vice-President and COO, and Chris Rickett, Director – Municipal and Stakeholder Relations, for an overview of MPAC's 2021-2025 Strategic Plan, including how we will leverage it to continue elevating the property owner and municipal experience. Following the webinar a survey will be provided to obtain your feedback about our municipal areas of focus.

As always there will be time for your questions.



Date: Thursday, January 13
Time: 1 to 2 p.m. EST

[REGISTER NOW](#)

View the schedule of upcoming municipal webinars on mpac.ca and view recordings of all past webinars on our [YouTube channel](#).

Possible IT Security Risk - Apache Log4j

MPAC IT began assessing the impact of the Log4j vulnerability earlier this month and took all steps necessary to protect MPAC's systems beginning December 10th. MPAC systems are secured by a "defense in depth" approach and follow ISO/IEC 27001/17 code of practice for information security controls, including monitoring and change management.

Log4j is very broadly used in a variety of consumer and enterprise services, websites, and applications, as well as in operational technology products, to log security and performance information. There is a current vulnerability in the software. To learn more [click here](#).

This situation is still evolving and MPAC will continue to monitor and ensure that our systems remain safe. We encourage municipalities to consider their risk as well.

MPAC again named a top employer



With headquarters in Durham Region, we are proud to be named one of [Greater Toronto's Top Employers](#) for the third year in a row! Our story includes personal reflections from Isabel Lee, a Property Inspector who joined MPAC during the pandemic. She discusses the unique experience new employees have in joining an organization remotely, and touches on how MPAC adapted throughout the pandemic to support its employees and their work. [Learn more](#).

Best wishes this holiday season

We wish you a safe and restful holiday season this year. Please note MPAC will close at noon on Friday, December 24, 2021 and will reopen on Tuesday, January 4, 2022.



Partnerships in action



Earlier this year, led by Family Services Windsor Essex, the City of Windsor and interested organizations approached MPAC for help with a [Housing Supply Challenge](#) project. We are honoured to be working with a dedicated team on developing data solutions to bring more, and alternative, housing supply to the City.

The project group is one of 21 across Canada who were awarded \$200,000 through a competitive process to develop a data-driven solution for the

federal Housing Supply Challenge and to assist addressing data gaps in housing and help create better informed policy.

"The work of our project has been to build a proof of concept with two goals in mind," says Sarah Cipkar, lead researcher for the project. "The first was to identify the feasibility of developing detached Additional Dwelling Units (ADUs) from the legal and financial perspective of a homeowner, and second, to assist municipal planning to identify areas within the city where this type of development could have the greatest impact."

MPAC's contribution included valuation expertise with respect to the assessment and classification of the proposed ADUs. Assessment data was then combined with open data, including zoning details, setbacks and road allowances, and analyzed with a GIS mapping tool, incorporating neighbourhood demographics, socio-economic data and specific requirements.

"Affordable, available housing is a clear challenge across the country and one that we are uniquely positioned to support in Ontario," says Tracy Pringle, Account Manager, MPAC. "The innovative thinking happening as part of this project is a great example of how MPAC's property data and valuation expertise can contribute to solutions to societal challenges like affordable housing."

Late in November, the team learned that its prototype was one of 14 selected for additional funding and will share a pool of \$22.5 million to implement their data-driven solution!

Do you have a great story about our partnerships in action? [Share it with us.](#)

As COVID-19 continues to impact communities across Ontario, our offices remain closed to the public and we have paused property inspections at this time. We continue to be available to take your calls and assist you online – please [contact us](#).



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[mpac.ca](#)

Municipal Property Assessment Corporation | 1340 Pickering Parkway, Pickering, ON L1V 0C4
Canada

[Unsubscribe cwilson@countyofrenfrew.on.ca](mailto:Unsubscribe:cwilson@countyofrenfrew.on.ca)

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Renfrew County and District Health Unit

"Optimal health for all in Renfrew County and District"

December 14, 2021

County of Renfrew
9 International Drive
Pembroke, ON K8A 6W5

Attention: Mr. Paul Moreau, CAO

RE: 2022 Estimated Funding Requirement

Dear Paul,

The Renfrew County and District Health Unit (RCDHU) Board of Health held a special meeting on December 10, 2021 to review the anticipated funding requirement for 2022.

On behalf of the Board of Health and pursuant to Section 72 (5) of the Health Protection and Promotion Act (HPPA), written notice is being provided for the estimated amount that will be required to defray RCDHU's 2022 expenses under Section 72 (1).

The estimated amount required for 2022 is \$1,733,289 payable in 12 equal installments due the 1st of each month. This amount is unchanged from 2021.

To provide additional information for your review, you will find the following enclosures:

- 2022 Municipal Levy Report with Assumptions and Considerations
- Breakdown by Obligated Municipalities
- History of the Municipal Levy from 1987 - 2022

Thank you for your council's continued interest in and support of the Renfrew County and District Health Unit's programs and services.

Sincerely,

Heather G. Daly, CPA, CMA
CEO(A)/Director, Corporate Services

Cc: Jeff Foss, Director of Finance/Treasurer

Encl. (1)

2022 Municipal Levy Report

2022 Assumptions and considerations for Municipal Funding Requirement

The recommendation for the Municipal Funding Requirement for 2022 is status quo with no increase to the amount. Projecting 2022 is very challenging as all indications point to COVID-19 response continuing to be a main priority of focus for Public Health in Ontario. After the full response, Public Health Units will then move to the recovery phase which could take up to 1-2 years. The Ministry has confirmed in the letter received on November 2, 2021 that funding for the Covid-19 pressures will continue and be sent to Public Health Units in Ontario to support the pressures from this ongoing response. At this time, funding for the recovery phase is not known.

Base Funding:

The Ministry of Health base funding is anticipated to be status quo for 2022 for the base programs. As well, there has been no organizational review completed for non-Covid program requirements and until this is done, the assumption is for program staff to remain at status quo. There has been no indication from the Ministry of any increase to base budget programs. However, should Covid-19 response become a permanent part of the mandatory program budget the Ministry will need to increase base funding in recognition of this additional financial burden to health units.

Mitigation Funding:

The Ministry has confirmed continuation of mitigation funding in the amount of \$908K to be issued in 2022. This funding is to mitigate the impact of the change to the funding formula announced in 2019 moving to a 70%/30% cost sharing of Mandatory Programs between the province and the municipal partners.

Other Programs:

The Ministry will fund OSDCP (Seniors' Dental program) and Unorganized Territories (Algonquin Park) at 100%. As well, they have announced possible additional Capital Funding opportunities for the OSDCP in 2022.

Staffing Considerations:

Payroll and benefits accounted for 78.2% of costs in 2020. Therefore, this is the largest factor that impacts the budget each year. The Collective agreements for both OPSEU and ONA continue to the end of 2022. Therefore, wage increments per collective agreements (and board motion for non-union staff) is known at 1.5%.

Costs for the agreement with Ottawa Public Health for the services of a backup Medical Officer of Health/Physician Services will be funded through the Covid initiative as this requirement is driven by the additional burden from the pandemic response.

Additional 2022 funding has also been confirmed by the Ministry for School Focused Nurses initiative to July 2022. This funding includes up to 6 FTE nurse positions working on school focused Covid response.

Renfrew County and District Health Unit:

**2022 Estimated Funding Requirement
Obligated Municipalities**

	Proportion %	2021 Funding Requirement (\$)	Total 2022 Funding Requirement (\$) No Increase
Township of South Algonquin	1.15%	23,060	23,060
City of Pembroke	12.41%	248,844	248,844
County of Renfrew	86.44%	1,733,289	1,733,289
	100.00%	2,005,193	\$ 2,005,193

Based on population per 2018 MPAC population statistics: 88,289

Total Estimated Funding Requirement: \$2,005,193

Renfrew County and District Health Unit - Municipal Levy History

Year	Population	Municipal Levy \$	% Increase (Decrease)	Cost Per Capita	Cost Sharing Prov.%/Mun.%
2022	88,289	2,005,193	0	\$ 22.71	70/30 with mitigation
2021	88,289	2,005,193	8.46%	22.71	70/30 with mitigation
2020	88,289	1,848,733	10.00%	20.94	70/30 with mitigation
2019	88,289	1,680,666	1.83%	19.04	75%/25%
2018	90,398	1,650,516	0%	18.26	75%/25%
2017	90,398	1,650,516	0.00%	18.26	75%/25%
2016	90,398	1,650,516	-2.62%	18.26	75%/25%
2015	90,398	1,694,966	2.00%	18.75	75%/25%
2014	90,578	1,661,731	0.00%	18.35	75%/25%
2013	90,578	1,661,731	0.00%	18.35	75%/25%
2012	90,578	1,661,731	3.00%	18.35	75%/25%
2011	90,578	1,613,331	3.00%	17.81	75%/25%
2010	92,322	1,566,341	9.93%	16.97	75%/25%
2009	92,322	1,424,916	0.00%	15.43	75%/25%
2008	92,322	1,424,916	0.00%	15.43	75%/25%
2007	92,322	1,424,916	-28.12%	15.43	75%/25%
2006	93,741	1,982,275	0.00%	21.15	65%/35%
2005	93,741	1,982,275	0.00%	21.15	55%/45%
2004	93,741	1,982,275	7.39%	21.15	50%/50%
2003	93,191	1,845,925	0.00%	19.81	50%/50%
2002	93,191	1,845,925	0.00%	19.81	50%/50%
2001	93,191	1,845,926	0.00%	19.81	50%/50%
2000	93,191	1,845,926	0.00%	19.81	50%/50%
1999	93,317	1,845,926	-50.17%	19.78	50%/50%
1998	91,277	3,704,366	307.21%	40.58	0%/100%
1997	91,277	909,697	0.00%	9.97	75%/25%
1996	91,277	909,697	0.00%	9.97	75%/25%
1995	91,277	909,697	0.00%	9.97	75%/25%
1994	88,159	909,697	0.00%	10.32	75%/25%
1993	88,159	909,697	1.97%	10.32	75%/25%
1992	88,159	892,119	7.45%	10.12	75%/25%
1991	86,773	830,290	6.97%	9.57	75%/25%
1990	86,773	776,190	7.90%	8.95	75%/25%
1989	86,773	719,360	11.62%	8.29	75%/25%
1988	87,851	644,486	4.99%	7.34	75%/25%
1987	87,851	613,859		6.99	75%/25%

**Note: an environmental scan of other Public Health Units was completed with an average Cost Per Capita of \$36.59. The highest was \$58.28 (Temiskaming) and the lowest was \$22.00 (Hastings Prince Edward) with RCDHU at \$22.71



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 Karen I. Black, CPA, CA
 Roger A. Locke, CPA, CA
 Ryan B. McGauley, CPA, CA
 David M. Scott, CPA, CA - Retired
 scottrosienblacklockeaccountants.com

Finance & Administration Committee
 The Corporation of the County of Renfrew
 9 International Drive
 Pembroke, Ontario K8A 6W5

December 17, 2021

Dear Councillor Jennifer Murphy:

Re: Audit Planning

We are writing this letter in connection with our audit of the consolidated financial statements for the period ending December 31, 2021.

Our purpose in writing is to ensure effective two-way communication between us in our role as auditors and yourselves with the role of overseeing the financial reporting process. In this letter we will:

- a) Address our responsibilities as independent auditors and provide information about the planned scope and timing of our audit.
- b) Request a response to some audit questions and any additional information you may have that could be relevant to our audit.

Auditor Responsibilities

The respective responsibilities of ourselves and of management in relation to the audit of consolidated financial statements are set out in the engagement letter dated December 15, 2021. This engagement letter is attached as an appendix to this letter.

Planned Scope and Timing of Our Audit

Our objective as auditors is to express an opinion on whether the consolidated financial statements are prepared, in all material respects, in accordance with Canadian public sector accounting standards.

In developing our audit plan, we worked with management to understand the nature of the entity and to identify and assess the risks of material misstatement in the consolidated financial statements, whether due to fraud or error. Our audit plan has been designed to focus on the identified areas of risk.

Materiality

For the current period, we have determined an overall materiality amount of \$650,000. We have also considered misstatements that could be material in qualitative financial statement disclosures. Materiality will be used to:

- a) plan and perform the audit; and,
- b) evaluate the effects of identified and uncorrected misstatements on the audit procedures performed as well as on the consolidated financial statements.

The materiality amount will be reassessed at period end to ensure it remains appropriate.

December 17, 2021

Page 2

Internal Control

To help identify and assess the risks of material misstatement in the consolidated financial statements, we obtain an understanding of internal control relevant to the audit. This understanding is used in the design of appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control. Should we identify any significant deficiencies in the internal control and accounting systems, we will communicate them to you in our audit findings letter.

Significant Risks

In planning our audit, we identify significant financial reporting risks that, by their nature, require special audit consideration. The significant risks we have identified, and our proposed audit response is outlined below:

Significant Risks	Proposed Audit Response
<i>Revenue recognition and completeness</i>	<i>Analytical procedures Substantive testing of revenues, including the consistent application of accounting policies Review of cut-off procedures</i>
<i>Management override</i>	<i>Inquiries of management Review of journal entries Review of related-party transactions and management estimates</i>
<i>Accounts payable - completeness</i>	<i>Analytical procedures Substantive testing or tests of control</i>
<i>Inventory - valuation</i>	<i>Inquiries of management Analysis of inventory movements, condition and obsolescence Testing of inventory amounts</i>
<i>Accounts receivable - existence</i>	<i>Confirmation of receivable balances Tests of controls over revenues</i>
<i>Trust accounts</i>	<i>Confirmation of individual trust balances</i>

If there are specific areas that warrant our particular attention during the audit or where you would like us to undertake some additional procedures, please let us know.

Uncorrected Misstatements

Where we identify uncorrected misstatements during our audit, we will communicate them to management and request that they be corrected. If not corrected by management, we will then request that you correct them. If not corrected by you, we will also communicate the effect that they may have individually, or in aggregate, on our audit opinion.

SCOTT ROSIEN BLACK & LOCKE

Finance & Administration Committee
The Corporation of the County of Renfrew

December 17, 2021

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Timing

The proposed timing of our audit (as discussed with management) is as follows:

Action	Planned Date
Start of audit field work	<i>Beginning of March, 2022</i>
End of audit field work	<i>End of March 31, 2022</i>
Present audit findings letter to Jeff Foss	<i>June 2022</i>
Approval of consolidated financial statements by the Finance & Administration Committee and County Council	<i>Late June 2022</i>
Provide the audit opinion on consolidated financial statements	<i>Late June 2022</i>

Engagement Team

Our engagement team for this audit will be led by Karen Black, CPA, CA (partner) and Brian Mueller, CPA, CA (audit senior). If you wish to contact the team please call our office at 613-735-3981 or by email at kblack@srblaccountants.com/bmueller@srblaccountants.com.

Audit Findings

At the conclusion of our audit, we will prepare an audit findings letter to assist you with your review of the consolidated financial statements. This letter will include our views and comments on matters such as:

- significant matters, if any, arising from the audit that were discussed with management;
- significant difficulties, if any, encountered during the audit;
- qualitative aspects of the entity's accounting practices, including accounting policies, accounting estimates and financial statement disclosures;
- uncorrected misstatements; and
- any other audit matters of governance interest.

Audit Questions and Requests

Fraud

To help us in identifying and responding to the risks of fraud within the entity, we would appreciate your responses to the following questions:

1. What oversight, if any, do you provide over management's processes for identifying and responding to fraud risks? Management's processes could include policies, procedures, programs or controls that serve to prevent, detect and deter fraud.
2. Do you have any knowledge of any actual, suspected or alleged fraud, including misappropriation of assets or manipulation of the financial statements, affecting the entity? If so, please provide details and how the fraud or allegations of fraud were addressed.

SCOTT ROSIEN BLACK & LOCKE

Finance & Administration Committee
The Corporation of the County of Renfrew

December 17, 2021

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Other Matters

Would you please bring to our attention any significant matters or financial reporting risks, of which you are aware, that may not have been specifically addressed in our proposed audit plan. This could include such matters as future plans, contingencies, events, decisions, non-compliance with laws and regulations, potential litigation, specific transactions (such as with related parties or outside of the normal course of business) and any additional sources of audit evidence that might be available.

We recognize your significant role in the oversight of the audit and would welcome any observations on our audit plan.

This letter was prepared for the sole use of those charged with governance of The Corporation of the County of Renfrew to carry out and discharge their responsibilities. The content should not be disclosed to any third party without our prior written consent, and we assume no responsibility to any other person.

Yours very truly,

SCOTT ROSIEN BLACK & LOCKE



Karen Black CPA, CA



December 15, 2021

Mr. Paul Moreau, Chief Administrative Officer/Clerk
The Corporation of the County of Renfrew
9 International Drive
Pembroke, Ontario K8A 6W5

Dear Mr. Paul Moreau:

The Objective and Scope of the Audit

You have requested that we audit the consolidated financial statements of The Corporation of the County of Renfrew, which comprise the consolidated statement of financial position as at December 31, 2021, and the consolidated statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements (including a summary of significant accounting policies).

We are pleased to confirm our acceptance and our understanding of the nature, scope and terms of this audit engagement, and all services related thereto, by means of this letter (the "Engagement").

The objectives of our audit are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement (whether due to fraud or error) and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- a. Identify and assess the risks of material misstatement of the consolidated financial statements (whether due to fraud or error), design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control.
- b. Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the consolidated financial statements that we have identified during the audit.
- c. Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

Mr. Paul Moreau, Chief Administrative Officer/Clerk
The Corporation of the County of Renfrew

December 15, 2021

Page 2

- d. Conclude on the appropriateness of management's use of the going-concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the entity to cease to continue as a going concern.
- e. Evaluate the overall presentation, structure and content of the consolidated financial statements (including the disclosures) and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Canadian generally accepted auditing standards.

The Responsibilities of Management

Our audit will be conducted on the basis that management and those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards.
- b. For the design and implementation of such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.
- c. To provide us with timely:
 - i. Access to all information of which management is aware that is relevant to the preparation of the consolidated financial statements (such as records, documentation and other matters);
 - ii. Information about all known or suspected fraud, any allegations of fraud or suspected fraud and any known or probable instances of non-compliance with legislative or regulatory requirements;
 - iii. Additional information that we may request from management for the purpose of the audit; and
 - iv. Unrestricted access to persons within The Corporation of the County of Renfrew from whom we determine it necessary to obtain audit evidence.

As part of our audit process:

- a. We will make inquiries of management about the representations contained in the consolidated financial statements. At the conclusion of the audit, we will request from management and those charged with governance written confirmation concerning those representations. If such representations are not provided in writing, management acknowledges and understands that we would be required to disclaim an audit opinion.
- b. We will communicate any misstatements identified during the audit other than those that are clearly trivial.

We request that management correct all the misstatements communicated.

Mr. Paul Moreau, Chief Administrative Officer/Clerk
The Corporation of the County of Renfrew

December 15, 2021

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Form and Content of Audit Opinion

Unless unanticipated difficulties are encountered, our report will be substantially in the following form:

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of The Corporation of the County of Renfrew

Opinion

We have audited the consolidated financial statements of The Corporation of the County of Renfrew (the Corporation), which comprise the consolidated statement of financial position as at December 31, 2021, and the consolidated statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Corporation as at December 31, 2021 and the results of its operations, change in net financial assets and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Corporation in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Corporation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Corporation or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Corporation's financial reporting process.

Mr. Paul Moreau, Chief Administrative Officer/Clerk
The Corporation of the County of Renfrew

December 15, 2021

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Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Corporation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Corporation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Corporation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Mr. Paul Moreau, Chief Administrative Officer/Clerk
The Corporation of the County of Renfrew

December 15, 2021

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We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

If we conclude that a modification to our opinion on the consolidated financial statements is necessary, we will discuss the reasons with you in advance.

Confidentiality

One of the underlying principles of the profession is a duty of confidentiality with respect to client affairs. Each professional accountant must preserve the secrecy of all confidential information that becomes known during the practice of the profession. Accordingly, we will not provide any third party with confidential information concerning the affairs of The Corporation of the County of Renfrew unless:

- a. We have been specifically authorized with prior consent;
- b. We have been ordered or expressly required by law or by the provincial Code of Professional Conduct/Code of Ethics; or
- c. The information requested is (or enters into) public domain.

Communications

In performing our services, we will send messages and documents electronically. As such communications can be intercepted, misdirected, infected by a virus, or otherwise used or communicated by an unintended third party, we cannot guarantee or warrant that communications from us will be properly delivered only to the addressee. Therefore, we specifically disclaim, and you release us from, any liability or responsibility whatsoever for interception or unintentional disclosure of communications transmitted by us in connection with the performance of this Engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from such communications, including any that are consequential, incidental, direct, indirect, punitive, exemplary or special damages (such as loss of data, revenues or anticipated profits).

If you do not consent to our use of electronic communications, please notify us in writing.

Use of Information

It is acknowledged that we will have access to all information about identified individuals ("personal information") in your custody that we require to complete our Engagement. Our services are provided on the basis that:

- a. You represent to us that management has obtained any required consents for our collection, use, disclosure, storage, transfer and process of personal information required under applicable privacy legislation and professional regulation; and
- b. We will hold all personal information in compliance with our Privacy Statement.

Use and Distribution of Our Report

The examination of the consolidated financial statements and the issuance of our audit report are solely for the use of The Corporation of the County of Renfrew and those to whom our report is specifically addressed by us. We make no representations or warranties of any kind to any third party in respect of these consolidated financial statements or our audit report, and we accept no responsibility for their use by any third party or any liability to anyone other than The Corporation of the County of Renfrew.

Mr. Paul Moreau, Chief Administrative Officer/Clerk
The Corporation of the County of Renfrew

December 15, 2021

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For greater clarity, our audit will not be planned or conducted for any third party or for any specific transaction. Accordingly, items of possible interest to a third party may not be addressed and matters may exist that would be assessed differently by a third party, including, without limitation, in connection with a specific transaction. Our audit report should not be circulated (beyond The Corporation of the County of Renfrew) or relied upon by any third party for any purpose, without our prior written consent.

You agree that our name may be used only with our prior written consent and that any information to which we have attached a communication be issued with that communication, unless otherwise agreed to by us in writing.

Reproduction of Auditor's Report

If reproduction or publication of our audit report (or reference to our report) is planned in an annual report or other document, including electronic filings or posting of the report on a website, a copy of the entire document should be submitted to us in sufficient time for our review and approval in writing before the publication or posting process begins.

Management is responsible for the accurate reproduction of the consolidated financial statements, the auditor's report and other related information contained in an annual report or other public document (electronic or paper-based). This includes any incorporation by reference to either full or summarized consolidated financial statements that we have audited.

We are not required to read the information contained in your website or to consider the consistency of other information on the electronic site with the original document.

Ownership

The working papers, files, other materials, reports and work created, developed or performed by us during the course of the Engagement are the property of our firm, constitute our confidential information and will be retained by us in accordance with our firm's policies and procedures.

During the course of our work, we may provide, for your own use, certain software, spreadsheets and other intellectual property to assist with the provision of our services. Such software, spreadsheets and other intellectual property must not be copied, distributed or used for any other purpose. We also do not provide any warranties in relation to these items and will not be liable for any lost or corrupted data or other damage or loss suffered or incurred by you in connection with your use of them.

We retain the copyright and all intellectual property rights in any original materials provided to you.

File Inspections

In accordance with professional regulations (and by our firm's policy), our client files may periodically be reviewed by practice inspectors and by other engagement file reviewers to ensure that we are adhering to our professional and firm's standards. File reviewers are required to maintain confidentiality of client information.

Mr. Paul Moreau, Chief Administrative Officer/Clerk
The Corporation of the County of Renfrew

December 15, 2021

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Accounting Advice

Except as outlined in this letter, the Engagement does not contemplate the provision of specific accounting advice or opinions or the issuance of a written report on the application of accounting standards to specific transactions and to the facts and circumstances of the entity. Such services, if requested, would be provided under a separate engagement letter.

Other Services

In addition to the audit services referred to above, we will, as allowed by the Rules of Professional Conduct/Code of Ethics, prepare any other special reports as required. Management will provide the information necessary to complete these reports and will file them with the appropriate authorities on a timely basis.

Unless expressly agreed in a separate engagement letter, we will have no involvement with or responsibility for the preparation or filing of HST returns or any other (including foreign) tax returns, source deductions, information returns, slips, elections, designations, certificates or reports.

Governing Legislation

This engagement letter is subject to, and governed by, the laws of the Province of Ontario. The Province of Ontario will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum or to claim that those courts do not have jurisdiction.

Dispute Resolution

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this Engagement will, prior to resorting to litigation, be submitted to mediation.

Indemnity

The Corporation of the County of Renfrew hereby agrees to indemnify, defend (by counsel retained and instructed by us) and hold harmless our firm (and its partners, agents and employees) from and against any and all losses, costs (including solicitors' fees), damages, expenses, claims, demands and liabilities arising out of (or in consequence of):

- a. The breach by The Corporation of the County of Renfrew, or its directors, officers, agents, or employees, of any of the covenants or obligations of The Corporation of the County of Renfrew herein, including, without restricting the generality of the foregoing, the misuse of, or the unauthorized dissemination of, our engagement report or the consolidated financial statements in reference to which the engagement report is issued, or any other work product made available to you by our firm.
- b. A misrepresentation by a member of your management or committee members.

SCOTT ROSIEN BLACK & LOCKE

Mr. Paul Moreau, Chief Administrative Officer/Clerk
The Corporation of the County of Renfrew

December 15, 2021

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Time Frames

We will use all reasonable efforts to complete the Engagement as described in this letter within the agreed upon time frames.

However, we shall not be liable for failures or delays in performance that arise from causes beyond our reasonable control, including any delays in the performance by The Corporation of the County of Renfrew of its obligations.

Fees

Our fees will be in accordance with the terms of By-Law Number 64-17 dated June 28, 2017, plus harmonized sales tax. Each billing is due for payment when received. Our fee takes into account that the County will provide clerical assistance to the extent practicable, including the preparation of various schedules in advance of the year-end audit. If for any reason management is unable to provide such schedules, information and help, Scott Rosien Black & Locke and management will mutually revise the fee to reflect additional services, if any, required of us to achieve these objectives.

Billing

Our fees and costs will be billed monthly and are payable upon receipt. Invoices unpaid 60 days past the billing date may be deemed delinquent and are subject to an interest charge of 1.5% per month. We reserve the right to suspend our services or to withdraw from this Engagement in the event that any of our invoices are deemed delinquent. In the event that any collection action is required to collect unpaid balances due to us, you agree to reimburse us for our costs of collection, including lawyers' fees.

Costs of Responding to Government or Legal Processes

In the event we are required to respond to a subpoena, court order, government agency or other legal process for the production of documents and/or testimony relative to information we obtained and/or prepared during the course of this Engagement, you agree to compensate us at our normal hourly rates for the time we expend in connection with such response and to reimburse us for all of our out-of-pocket costs (including applicable HST) incurred.

Termination

Management acknowledges and understands that failure to fulfill its obligations as set out in this engagement letter will result, upon written notice, in the termination of the Engagement.

Either party may terminate this agreement for any reason upon providing written notice to the other party [*not less than 30 calendar days before the effective date of termination*]. If early termination takes place, The Corporation of the County of Renfrew shall be responsible for all time and expenses incurred up to the termination.

If we are unable to complete the audit or are unable to form, or have not formed, an opinion on the consolidated financial statements, we may withdraw from the audit before issuing an auditor's report, or we may disclaim an opinion on the consolidated financial statements. If this occurs, we will communicate the reasons and provide details.

SCOTT ROSIEN BLACK & LOCKE

Mr. Paul Moreau, Chief Administrative Officer/Clerk
The Corporation of the County of Renfrew

December 15, 2021

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Survival of Terms

This engagement letter will continue in force for subsequent audits unless terminated by either party by written notice prior to the commencement of the subsequent audit.

Conclusion

This engagement letter includes the relevant terms that will govern the Engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this letter, signed by all of the parties.

If you have any questions about the contents of this letter, please raise them with us. If the services outlined are in accordance with your requirements, and if the above terms are acceptable to you, please sign the copy of this letter in the space provided and return it to us.

We appreciate the opportunity of continuing to be of service to your corporation.

Yours truly,

SCOTT ROSIEN BLACK & LOCKE

Karen Black
Karen Black, CPA, CA

Acknowledged and agreed on behalf of The Corporation of the County of Renfrew by:

Paul Moreau
Mr. Paul Moreau, Chief Administrative Officer/Clerk

December 17, 2021
Date

Department of
Corporate Services



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
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FAX: 613-735-2081
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January 13, 2022

Ms. Karen Black, CPA, CA
Scott Rosien Black & Locke
545 Pembroke Street West
Pembroke, ON K8A 5P2

Dear Ms. Black:

RE: Audit Planning

I wish to advise that your letter dated December 17, 2021 addressed to the Finance and Administration Committee of the Corporation of the County of Renfrew was overviewed by the Committee at its last meeting on January 13, 2022.

The Finance and Administration Committee understands that this letter from you concerning Audit Planning is a new requirement under the Canadian Auditing Standards.

With respect to the questions posed in your letter to assist your firm in identifying and responding to the risks of fraud within the entity, we wish to respond to each question as follows:

1. The oversight provided by the Finance and Administration Committee over management's processes for identifying and responding to fraud risks include, but are not limited to the following:
 - a. Appropriate internal control procedures, such as segregation of duties, have been implemented to ensure that the risk of fraud is non-existent except for staff collusion which is more difficult to discover.
 - b. Complete reliance on the integrity of the Treasurer of the Corporation of the County of Renfrew who, as a Chartered Professional Accountant, must adhere to the Rules of Professional Conduct adopted under the authority of the Chartered Accountants Act, 2010 and the By-laws of the Institute of Chartered Professional Accountants of Ontario.
 - c. Reliance on the audit opinion of your firm, Scott Rosien Black & Locke expressed on the annual financial statements of the Corporation of the County of Renfrew. The Finance and Administration Committee relies on the testing by your firm of the financial internal control procedures developed and carried out by management and their staff. Our Committee also reviewed the annual Management Letter issued by your auditing firm and is committed to implementing corrective action immediately.

2. With respect to Question 2, the Finance and Administration Committee wishes to advise that we have no knowledge of any actual, suspected or alleged fraud, including misappropriation of assets or manipulation of the financial statements affecting the Corporation of the County of Renfrew.

Should anything come to the attention of the Finance and Administration Committee with respect to risks of fraud within the entity, we endeavor to contact your office immediately.

Yours sincerely,

Jennifer Murphy

Councillor Jennifer Murphy, Chair
Finance and Administration Committee

JF/clw

c: Jeffrey Foss, Director of Corporate Services
Paul Moreau, Chief Administrative Officer



December 16, 2021

Re: Value of AMO Membership and MEPCO Support in 2022

[AMO](#) is your organization.

In 2021, we worked hard to make a difficult year a little easier for you. We built on our experience of 2020 and the first year of the COVID pandemic to advance important municipal interests and to shore up the integral role of municipalities in Ontario's future. Municipalities remain on the front-line of the pandemic.

Building on the \$4 billion in Safe restart funding for Ontario in 2020, we continued to advocate for financial assistance and other investments in municipal government. The result was more than \$900 million in the 2021 provincial Budget for operations, public health and social services relief funding (SSRF), plus an additional \$2.8 billion for Broadband to bring Ontario's investment up to \$4 billion by 2025. Additional SSRF investment of \$255 million was announced at the AMO Conference. The provincial Fall Economic Statement included an additional \$1 billion in OCIF funding over 5 years plus \$345 million to assist with COVID-related transit losses.

We did our job so you could do yours. That's what AMO does year-in and year-out, and never more so than in 2020 and again in 2021. Your membership makes all the difference; we simply cannot do it without your support.

We held our AMO Conference virtually again in 2021, building on our ground-breaking experience in 2020, and the positive feedback from those who participated in our 2021 Conference was incredible. In 2022, we are planning to have an in-person conference hosted by the City of Ottawa and will keep members apprised of developments as planning progresses. Thank you for supporting AMO through your conference attendance in 2021 and please join us again in 2022.

AMO is a highly influential policy and advocacy organization, but it's also much more. Through our [Local Authority Services \(LAS\)](#) – AMO's Business Services organization, there are many programs and services designed to support municipalities. In 2021, AMO's Membership Centre delivered approximately \$1.3 billion of [Canada Community-Building](#) Funding (double the usual amount) on behalf of the Government of Canada allowing you to put that money to work without delay.

We also advance municipal employer interests in OMERS as your sponsor representative through the [Municipal Employer Pension Centre of Ontario](#) (MEPCO). Through MEPCO, we ensure that your voice influences the governance and the administration of the \$114 billion OMERS plan. We know that OMERS is important to you and to your employees. Making sure it's affordable, sustainable, and meaningful,

is MEPCO's top priority. Now, in the face of global markets rocked by a pandemic, the governance and administration of the OMERS fund is more important than ever. In the first half of 2021, OMERS turned around its poor 2020 performance with a net return of 8.8% in the first six months of this year. Over the twelve months ending June 30, 2021, the Plan earned a net investment return of 18.2%. Your ongoing support of MEPCO is essential to the success of the OMERS plan.

You have my commitment that we will continue our hard work on your behalf in 2022. To do that, we need your membership in AMO and MEPCO. The related membership invoices have been mailed to your treasury department for payment. Municipal governments are the frontline of governments. Let us work together in 2022 to ensure the collective voice of municipal government in Ontario is heard loud and clear. Best wishes to you, your friends and family, and your community for a happy, safe and festive holiday season.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. McGarvey', with a large, stylized flourish extending from the end of the signature.

Jamie McGarvey
AMO President
Mayor of the Town of Parry Sound



POLICY UPDATE

January 5, 2022

AMO Policy Update – New Year Calls to Action and other issues of municipal concern

Call to Action – Joint and Several Liability

In 2018, Premier Ford committed to reviewing the matter of municipal joint and several liability. This review was conducted in 2019 with AMO and municipalities fully participating. Unfortunately, the results of this provincial review have not been released and municipalities are still awaiting news of how the Attorney General will address this important matter.

As municipal leaders are aware, liability and risks are one major driver of exponentially increasing insurance costs. However, managing risk and liability also has environmental impacts such as road salt application affecting wetlands and water quality in our lakes and streams.

To help drive the policy discussion, AMO submitted [*“Towards a Reasonable Balance – Addressing Growing Municipal Liability and Insurance Costs”*](#) in October 2019 that provides a refresh on the municipal argument to find a balance to the issues and challenges presented by joint and several liability, including implementing full proportionate liability and a cap on economic loss awards. It provided seven straightforward recommendations for actions to deal with this problem.

AMO is now asking for municipal councils to lend their support to the 7 recommendations contained in the AMO submission to re-establish the priority for provincial action on this issue. Councils are encouraged to pass a resolution when you next meet to ask the government to work with us to on a plan for resolution before the end of its current mandate.

Please send your supportive resolutions to the Attorney General, the Honourable Doug Downey at attorneygeneral@ontario.ca and copy the Minister of Municipal Affairs and Housing, the Honourable Steve Clark at minister.mah@ontario.ca as well as the AMO President, Jamie McGarvey, at amopresident@amo.on.ca.

Call to Action – CN Rail and Drainage

AMO has prepared a [template letter](#) (also available for download in [.docx](#) format) for municipal Councils that are experiencing issues with drainage maintenance work,

construction of new drains, and the collection of assessed costs to Railways for the *Drainage Act*. The template letter, which can be modified by each municipal Council, is intended to amplify support of the Ontario Minister of Agriculture, Food and Rural Affairs (OMAFRA)'s [letter](#) dated December 23, 2021. As the Minister states in her letter, "Given that federally regulated railways are indeed subject to the *Drainage Act*, we expect CN Rail to pay its costs as assessed under the *Drainage Act* and not to hinder the progress of these projects or others in the future."

Municipal Councils are encouraged to send the letter to each of the recipients copied in the letter and forward a copy to policy@amo.on.ca.

Providing More Care, Protecting Seniors and Building More Beds Act Receives Royal Assent

On December 9th, the *Providing More Care, Protecting Seniors, and Building More Beds Act, 2021*, received [Royal Assent](#). The legislation will repeal the *Long-Term Care Homes Act, 2007* and replace it with the *Fixing Long-Term Care Act, 2021*. This new Act establishes in law the commitment to provide an average of four hours of direct care per resident per day by March 31, 2025, with increasing interim goals to increase care; establish new compliance and enforcement tools, including doubling the fines on the conviction of an offence; and align the Residents' Bill of Rights with the Ontario *Human Rights Code* and recognize the role caregivers play in resident health and well-being. The legislation also makes changes to the *Retirement Homes Act, 2021*.

AMO provided both a [written submission](#) to the Standing Committee on the Legislative Assembly and presented to the Committee our feedback on the Bill. The legislature made a revision to include emotional needs in the preamble of the Act, but not as a fundamental principle as was advocated for by AMO and other organizations. The government is set to propose and publicly consult on regulations for the two Acts in the coming months. AMO will continue to provide input and advocate for increased funding for municipal homes to implement emotion-focused models of care.

Call for Ideas: Housing Accelerator Fund and Rent-to-Own Program

The federal Minister of Housing and Diversity has launched a Call for Ideas for two of the federal government's priorities outlined in the Speech for the Throne. The Housing Accelerator Fund would aim to remove barriers and help municipalities build housing more quickly in an ambitious and innovative manner, while the Rent-to-Own program would aim to help make it easier for renters to work towards home ownership. Municipalities, provinces and territories, Indigenous governments, organizations and communities, private and non-profit housing sectors, and Canadians are invited to share their ideas on how these programs could be most effective.

Ideas can be submitted until January 31, 2022 at <https://www.placetocallhome.ca/callforideas>.

AMO Submission to the Ministry of Health on Municipal-OHT Engagement

AMO has submitted [recommendations](#) to the Minister of Health that will improve and standardize the relationship between Ontario Health Teams (OHTs), municipal governments, and District Social Service Administration Boards (DSSABs). Currently 50 OHTs have been established in the province; however, of the 42 OHTs that were approved prior to September 17th, 2021, only 40% have listed a municipality as a partner or member.

The integration of municipal governments and District Social Service Administration Boards into Ontario Health Teams' (OHTs) decision-making across the province has been inconsistent and inappropriate for an order of government. AMO has long called upon the province to mandate a municipal voice into health care service planning and decision making. AMO's submission calls on the Ministry to implement these recommendations and ensure that municipal knowledge is integrated into local system planning and management of the health care system.

Municipal Cannabis Resources Available

AMO has assembled resources and key messages for municipalities to consider when addressing personal and designated medical cannabis grows in their communities and in their provincial and federal cannabis advocacy. [The Municipal Resources](#) have been assembled to provide examples of how Ontario communities have addressed issues related to medical cannabis grows. They do not reflect any requirements but offer examples of possible tools for municipal governments to consider.

The [Key Messages for Municipalities](#) offer messaging that municipal governments may choose to consider in their provincial and federal cannabis advocacy. Both resources have been compiled based on the input and contributions of AMO's Personal and Designated Medical Cannabis Grows Staff Working Group.

AMO's [COVID-19 Resources](#) page is being updated continually so you can find critical information in one place. Please send any of your municipally related pandemic questions to covid19@amo.on.ca.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



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before printing this.

Association of Municipalities of Ontario
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6
To unsubscribe, please [click here](#)



Towards a Reasonable Balance:

Addressing growing municipal liability and insurance costs

Submission to the Attorney General of Ontario

October 1, 2019

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Sent via email to: doug.downeyco@pc.ola.org
magpolicy@ontario.ca

October 1, 2019

The Honourable Doug Downey
Attorney General of Ontario
McMurtry-Scott Building, 11th Floor
720 Bay Street
Toronto, Ontario
M7A 2S9

Dear Attorney General Downey,

Municipal governments accept the responsibility to pay their fair share of a loss. Always. Making it right and paying a fair share are the cornerstones of our legal system. Citizens expect nothing less of their local governments.

But what is a challenge for municipalities and property taxpayers alike, is being asked to assume someone else's responsibility for someone else's mistake. Municipal governments should not be the insurer of last resort. For municipalities in Ontario, however, the principle of joint and several liability ensures that they are just that.

Joint and several liability means higher insurance costs. It diverts property tax dollars from delivering public services. It has transformed municipalities into litigation targets while others escape responsibility. It forces municipal government to settle out-of-court for excessive amounts when responsibility is as low as 1%.

There must be a better way. There must be a better way to help ensure those who suffer losses are made whole again without asking municipalities to bear that burden alone. There must be a better way to be fair, reasonable, and responsible.

AMO welcomes the government's commitment to review joint and several liability. It is a complex issue that has many dimensions. Issues of fairness, legal principles, "liability chill", insurance failures and high insurance costs are all intertwined. Many other jurisdictions have offered additional protection for municipalities and AMO calls on the Ontario government to do the same.

What follows is a starting point for that discussion. Our paper reasserts key issues from AMO's 2010 paper, AMO's 2011 insurance cost survey, provides more recent examples, and details some possible solutions of which there are many options.

Municipalities are in the business of delivering public services. Municipal governments exist to connect people and to advance the development of a community. It is time to find a reasonable balance to prevent the further scaling back of public services owing to joint and several liability, "liability chill", or excessive insurance costs.



Together with the provincial government, I am confident we can find a better way.

Sincerely,

A handwritten signature in black ink, appearing to read 'J. McGarvey', is positioned below the word 'Sincerely,'. The signature is stylized with a large, sweeping loop and a horizontal line extending to the right.

Jamie McGarvey
AMO President

Executive Summary

AMO's advocacy efforts on joint and several liability in no way intends for aggrieved parties to be denied justice or damages through the courts. Rather, municipal governments seek to highlight the inequity of how much "deep pocket" defendants like municipalities are forced to pay, for both in and out of court settlements.

It is entirely unfair to ask property taxpayers to carry the lion's share of a damage award when a municipality is found at minimal fault or to assume responsibility for someone else's mistake.

Municipal governments cannot afford to be the insurer of last resort. The principle of joint and several liability is costing municipalities and taxpayers dearly, in the form of rising insurance premiums, service reductions and fewer choices. The *Negligence Act* was never intended to place the burden of insurer of last resort on municipalities.

As public organizations with taxation power and "deep pockets," municipalities have become focal points for litigation when other defendants do not have the means to pay. At the same time, catastrophic claim awards in Ontario have increased considerably. In part, joint and several liability is fueling exorbitant increases in municipal insurance premiums.

The heavy insurance burden and legal environment is unsustainable for Ontario's communities. Despite enormous improvements to safety, including new standards for playgrounds, pool safety, and better risk management practices, municipal insurance premiums and liability claims continue to increase. All municipalities have risk management policies to one degree or another and most large municipalities now employ risk managers precisely to increase health and safety and limit liability exposure in the design of facilities, programs, and insurance coverage. Liability is a top of mind consideration for all municipal councils.

Joint and several liability is problematic not only because of the disproportioned burden on municipalities that are awarded by courts. It is also the immeasurable impact of propelling municipalities to settle out of court to avoid protracted and expensive litigation for amounts that may be excessive, or certainly represent a greater percentage than their degree of fault.

Various forms of proportionate liability have now been enacted by all of Ontario's competing Great Lakes states. In total, 38 other states south of the border have adopted proportionate liability in specific circumstances to the benefit of municipalities. Many common law jurisdictions around the world have adopted legal reforms to limit the exposure and restore balance. With other Commonwealth jurisdictions and the majority of state governments in the United States having modified the rule of joint and several liability in favour of some form of proportionate liability, it is time for Ontario to consider various options.

There is precedence in Ontario for joint and several liability reform. The car leasing lobby highlighted a particularly expensive court award made in November of 2004 against a car leasing company by the victim of a drunk driver. The August 1997 accident occurred when the car skidded off a county road near Peterborough, Ontario. It exposed the inequity of joint and several liability for car leasing companies. The leasing companies argued to the government that the settlement had put them at a competitive disadvantage to lenders. They also warned that such liability conditions would likely drive some leasing and rental companies to reduce their business in Ontario. As a result, Bill 18 amended the *Compulsory Automobile Insurance Act*, the *Highway Traffic*

Act and the Ontario *Insurance Act* to make renters and lessees vicariously liable for the negligence of automobile drivers and capped the maximum liability of owners of rental and leased cars at \$1 million. While Bill 18 has eliminated the owners of leased and rented cars as “deep pocket” defendants, no such restrictions have been enacted to assist municipalities.

A 2011 survey conducted by AMO reveals that since 2007, liability premiums have increased by 22.2% and are among the fastest growing municipal costs. Total 2011 Ontario municipal insurance costs were \$155.2 million. Liability premiums made up the majority of these expenses at \$85.5 million. Property taxpayers are paying this price.

These trends are continuing. In August of 2019, it was reported the Town of Bradford West Gwillimbury faces a 59% insurance cost increase for 2019. This is just one example. AMO encourages the municipal insurance industry to provide the government with more recent data and trends to support the industry’s own arguments regarding the impact joint and several has on premiums.

Insurance costs disproportionately affect small municipalities. For 2011, the per capita insurance costs for communities with populations under 10,000 were \$37.56. By comparison, per capita costs in large communities with populations over 75,000 were \$7.71. Property taxpayers in one northern community are spending more on insurance than their library. In one southern county, for every \$2 spent on snowplowing roads, another \$1 is spent on insurance.

In 2016, the Ontario Municipal Insurance Exchange (OMEX), a not-for-profit insurer, announced that it was suspending reciprocal underwriting operations. The organization cited, a “low pricing environment, combined with the impact of joint and several liability on municipal claim settlements” as reasons for the decision. Fewer choices fuels premium increases.

Learning from other jurisdictions is important for Ontario. The Province of Saskatchewan has implemented liability reforms to support its municipalities. As a municipal lawyer at the time, Neil Robertson, QC was instrumental in laying out the arguments in support of these changes. Now a Justice of the Court of Queen’s Bench for Saskatchewan, AMO was pleased to have Neil Robertson prepare a paper and address AMO conference delegates in 2013. Much of the Saskatchewan municipal experience (which led to reforms) is applicable to the Ontario and the Canadian municipal context. Summarised below and throughout this paper are some of Robertson’s key findings.

Robertson found that, regardless of the cause, over the years municipalities in Canada have experienced an accelerating rate of litigation and an increase in amounts of damage awards. He noted these developments challenge municipalities and raise financial, operational and policy issues in the provision of public services.

Robertson describes the current Canadian legal climate as having placed municipalities in the role of involuntary insurer. Courts have assigned municipal liability where liability was traditionally denied and apportioned fault to municipal defendants out of proportion to municipal involvement in the actual wrong.

This increased exposure to liability has had serious ramifications for municipalities, both as a deterrent to providing public services which may give rise to claims and in raising the cost and reducing the availability of insurance. The cost of claims has caused insurers to reconsider not only

what to charge for premiums, but whether to continue offering insurance coverage to municipal clients.

Robertson also makes the key point that it is reasonable for municipal leaders to seek appropriate statutory protections. He wrote:

“Since municipalities exist to improve the quality of life for their citizens, the possibility of causing harm to those same citizens is contrary to its fundamental mission. Careful management and wise stewardship of public resources by municipal leaders will reduce the likelihood of such harm, including adherence to good risk management practices in municipal operations. But wise stewardship also involves avoiding the risk of unwarranted costs arising from inevitable claims.”

And, of course, a key consideration is the reality that insurance premiums, self-insurance costs, and legal fees divert municipal funds from other essential municipal services and responsibilities.

It is in this context that AMO appreciated the commitments made by the Premier and the Attorney General to review the principle of joint and several liability, the impact it has on insurance costs, and the influence “liability chill” has on the delivery of public services. Now is the time to deliver provincial public policy solutions which address these issues.

Recommendations

AMO recommends the following measures to address these issues:

1. The provincial government adopt a model of full proportionate liability to replace joint and several liability.
2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10-day rule on slip and fall cases given recent judicial interpretations, and whether a 1-year limitation period may be beneficial.
3. Implement a cap for economic loss awards.
4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third-party liability coverage to \$2 million in government regulated automobile insurance plans.
5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as non-profit insurance reciprocals.
6. Compel the insurance industry to supply all necessary financial evidence including premiums, claims, and deductible limit changes which support its, and municipal arguments as to the fiscal impact of joint and several liability.
7. Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General.

Insurance Cost Examples

The government has requested detailed information from municipalities regarding their insurance costs, coverage, deductibles, claims history, and out-of-court settlements. Municipalities have been busy responding to a long list of provincial consultations on a wide range of topics. Some of the information being sought is more easily supplied by the insurance industry. AMO's 2011 survey of insurance costs produced a sample size of 122 municipalities and assessed insurance cost increases over a five-year period. The survey revealed an average premium increase which exceeded 20% over that period.

All of the same forces remain at play in 2019 just as they were in 2011. Below are some key examples.

Ear Falls - The Township of Ear Falls reports that its insurance premiums have increased 30% over five years to \$81,686. With a population of only 995 residents (2016), this represents a per capita cost of \$82.09. This amount is a significant increase from AMO's 2011 Insurance Survey result. At that time, the average per capita insurance cost for a community with a population under 10,000 was \$37.56. While the Township has not been the subject of a liability claim, a claim in a community of this size could have significant and long-lasting financial and service implications. The Township has also had to impose stricter insurance requirements on groups that rent municipal facilities. This has had a negative impact on the clubs and volunteers' groups and as a consequence, many have cut back on the service these groups provide to the community.

Central Huron – For many years the municipality of Central Huron had a deductible of \$5,000. In 2014, the deductible was increased to \$15,000 to help reduce insurance costs. The municipality also increased its liability coverage in 2014 and added cyber security coverage in 2018. The combined impact of these changes represents a premium cost of \$224,774 in 2019, up from \$141,331 in 2010. Per capita costs for insurance alone are now \$29.67.

Huntsville – Since 2010, the Town of Huntsville reports an insurance premium increase of 67%. In 2019 this represented about 3.75% of the town's property tax levy. At the same time, Huntsville's deductible has increased from \$10,000 to \$25,000. The town also reports a reluctance to hold its own events for fear of any claims which may affect its main policy. Additional coverage is purchased for these events and these costs are not included above.

Ottawa - In August 2018, the City began working with its insurance broker, Aon Risk Solutions ("Aon"), to prepare for the anticipated renewal of the Integrated Insurance Program in April 2019. As the cost of the City's insurance premiums had risen by approximately 25% between 2017 and 2018, this early work was intended to ensure that any further increase could be properly accounted for through the 2019 budget process. Early indications of a possible further 10% premium increase prompted the City and Aon in late 2018 to explore options for a revised Program, and to approach alternative markets for the supply of insurance.

On January 11, 2019, an OC Transpo bus collided with a section of the Westboro Station transit shelter, resulting in three fatalities and numerous serious injuries. This was the second major incident involving the City's bus fleet, following approximately five years after the OC Transpo – VIA train collision in September 2013.

The January 2019 incident prompted insurance providers to re-evaluate their willingness to participate in the City Program. Despite Aon's work to secure an alternative provider, only Frank Cowan Company ("Cowan"), the City's existing insurer, was prepared to offer the City an Integrated Insurance Program. Cowan's offer to renew the City's Program was conditional on revised terms and limits and at a significant premium increase of approximately 84%, or nearly \$2.1 million per year. According to Cowan, these changes and increases were attributable to seven principle factors, including Joint and Several Liability:

1. Escalating Costs of Natural Global Disasters;
2. Joint and Several Liability;
3. Claims Trends (in the municipal sector);
4. Increasing Damage Awards;
5. Class Action Lawsuits;
6. New and/or Adverse Claims Development; and,
7. Transit Exposure.

Cowan also indicated that the primary policy limits for the 2019-2020 renewal would be lowered from \$25 million to \$10 million per occurrence, thereby raising the likelihood of increased costs for the City's excess liability policies.

Joint and Several in Action - Recent Examples

The following examples highlight joint and several in action. The following examples have occurred in recent years.

GTA Municipality – A homeowner rented out three separate apartments in a home despite being zoned as a single-family dwelling. After a complaint was received, bylaw inspectors and Fire Prevention Officers visited the property. The landlord was cautioned to undertake renovations to restore the building into a single-family dwelling. After several months of non-compliance, charges under the fire code were laid. The owner was convicted and fined. A subsequent visit by Fire Prevention Officers noted that the required renovations had not taken place. Tragically, a fire occurred which resulted in three fatalities. Despite having undertaken corrective action against the homeowner, joint and several liability loomed large. It compelled the municipality to make a payment of \$504,000 given the 1% rule.

City of Ottawa - A serious motor vehicle accident occurred between one of the City's buses and an SUV. The collision occurred at an intersection when the inebriated driver of the SUV failed to stop at a red light and was struck by the City bus. This collision resulted in the deaths of the SUV driver and two other occupants, and also seriously injured the primary Plaintiff, the third passenger in the SUV. The secondary action was brought by the family of one of the deceased passengers.

The Court ultimately concluded that the City was 20% liable for the collision, while the SUV driver was 80% at fault. Despite the 80/20 allocation of fault, the City was required to pay all of the approximately \$2.1 million in damages awarded in the primary case and the \$200,000 awarded in the secondary case, bringing the amount paid by the City to a total that was not proportionate to its actual liability. This was due to the application of the principle of joint and several liability, as well as the interplay between the various automobile insurance policies held by the SUV owner and

passengers, which is further explained below. Although the City appealed this case, the Ontario Court of Appeal agreed with the findings of the trial judge and dismissed it.

This case was notable for the implications of various factors on the insurance policies held by the respective parties. While most automobile insurance policies in Ontario provide for \$1 million in third party liability coverage, the insurance for the SUV was reduced to the statutory minimum of \$200,000 by virtue of the fact that the driver at the time of the collision had a blood alcohol level nearly three times the legal limit for a fully licensed driver. This was contrary to the requirements of his G2 license, which prohibit driving after the consumption of any alcohol. Further, while the Plaintiff passengers' own respective insurance provided \$1 million in coverage for underinsured motorists (as the SUV driver was at the time), this type of coverage is triggered only where no other party is in any way liable for the accident. As a result, the primary Plaintiff could only effectively recover the full \$2.1 million in damages if the Court attributed even a small measure of fault to another party with sufficient resources to pay the claim.

In determining that the City was at least partially responsible for the collision, the Court held that the speed of the bus – which according to GPS recordings was approximately 6.5 km/h over the posted limit of 60 kilometres an hour – and momentary inattention were contributing factors to the collision.

To shorten the length of the trial by approximately one week and accordingly reduce the legal costs involved, the parties had earlier reached an agreement on damages and that the findings regarding the primary Plaintiff would apply equally to the other. The amount of the agreement-upon damages took into account any contributory negligence on the part of the respective Plaintiffs, attributable to such things as not wearing a seat belt.

City of Ottawa, 2nd example – A Plaintiff was catastrophically injured when, after disembarking a City bus, he was struck by a third-party motor vehicle. The Plaintiff's injuries included a brain injury while his impairments included incomplete quadriplegia.

As a result of his accident, the Plaintiff brought a claim for damages for an amount in excess of \$7 million against the City and against the owner and driver of the third-party vehicle that struck him. Against the City, the Plaintiff alleged that the roadway was not properly designed and that the bus stop was placed at an unsafe location as it required passengers to cross the road mid-block and not at a controlled intersection.

Following the completion of examinations for discovery, the Plaintiff's claim against the Co-Defendant (the driver of the vehicle which struck the plaintiff) was resolved for \$1,120,000 comprising \$970,000 for damages and \$120,000 for costs. The Co-Defendant's policy limit was \$1 million. The claim against the City was in effect, a "1% rule" case where the City had been added to the case largely because the Co-Defendant's insurance was capped at \$1 million, which was well below the value of the Plaintiff's claim.

On the issue of liability, the pre-trial judge was of the view that the City was exposed to a finding of some liability against it on the theory that, because of the proximity of the bus stop to a home for adults with mental health issues, the City knew or should have known that bus passengers with cognitive and/or physical disabilities would be crossing mid-block at an unmarked crossing. This, according to the judge, could have resulted in a finding being made at trial that the City should

either have removed the bus stop or alternatively, should have installed a pedestrian crossing at this location.

The judge assessed the Plaintiff's damages at \$7,241,000 exclusive of costs and disbursements which he then reduced to \$4,602,930 exclusive of costs and disbursements after applying a reduction of 27.5% for contributory negligence and subtracting the \$970,000 payment made by the Co-Defendant's insurer.

Settlement discussions took place and the judge recommended that the matter be resolved for \$3,825,000 plus costs of \$554,750 plus HST plus disbursements.

Joint and Several Liability in Action - Other notable cases

Deering v Scugog - A 19-year-old driver was driving at night in a hurry to make the start time of a movie. She was travelling on a Class 4 rural road that had no centerline markings. The Ontario Traffic Manual does not require this type of road to have such a marking. The driver thought that a vehicle travelling in the opposite direction was headed directly at her. She swerved, over-corrected and ended up in a rock culvert. The Court found the Township of Scugog 66.7% liable. The at-fault driver only carried a \$1M auto insurance policy.

Ferguson v County of Brant - An inexperienced 17-year-old male driver was speeding on a road when he failed to navigate a curve which resulted in him crossing the lane into oncoming traffic, leaving the roadway, and striking a tree. The municipality was found to have posted a winding road sign rather than a sharp curve sign. The municipality was found 55% liable.

Safranyos et al v City of Hamilton - The plaintiff was leaving a drive-in movie theatre with four children in her vehicle at approximately 1 AM. She approached a stop sign with the intention of turning right onto a highway. Although she saw oncoming headlights she entered the intersection where she was struck by a vehicle driven 15 km/h over the posted speed limit by a man who had just left a party and was determined by toxicologists to be impaired. The children in the plaintiff's vehicle suffered significant injuries. The City was determined to be 25% liable because a stop line had not been painted on the road at the intersection.

Mortimer v Cameron - Two men were engaged in horseplay on a stairway and one of them fell backward through an open door at the bottom of a landing. The other man attempted to break the first man's fall and together they fell into an exterior wall that gave way. Both men fell 10 feet onto the ground below, one of whom was left quadriplegic. The trial judge determined both men were negligent, but that their conduct did not correspond to the extent of the plaintiff's injuries. No liability was attached to either man. The building owner was determined to be 20% and the City of London was found to be 80% liable. The Court awarded the plaintiff \$5 M in damages. On appeal, the City's liability was reduced to 40% and building owner was determined to be 60% liable. The City still ended up paying 80% of the overall claim.

2011 Review of Joint and Several Liability – Law Commission of Ontario

In February 2011 the Law Commission of Ontario released a report entitled, *"Joint and Several Liability Under the Ontario Business Corporations Act"*. This review examined the application of

joint and several liability to corporate law and more specifically the relationship between the corporation and its directors, officers, shareholders and stakeholders.

Prior to the report's release, AMO made a submission to the Law Commission of Ontario to seek to expand its review to include municipal implications. The Law Commission did not proceed with a broader review at that time, but the context of its narrower scope remains applicable to municipalities. In fact, many of the same arguments which support reform in the realm of the *Business Corporations Act*, are the same arguments which apply to municipal governments.

Of note, the Law Commission's¹ report highlighted the following in favour of reforms:

Fairness: "it is argued that it is unfair for a defendant, whose degree of fault is minor when compared to that of other defendants, to have to fully compensate a plaintiff should the other defendants be insolvent or unavailable."

Deep Pocket Syndrome: "Joint and several liability encourages plaintiffs to unfairly target defendants who are known or perceived to be insured or solvent."

Rising Costs of Litigation, Insurance, and Damage Awards: "Opponents of the joint and several liability regime are concerned about the rising costs of litigation, insurance, and damage awards."

Provision of Services: "The Association of Municipalities of Ontario identifies another negative externality of joint and several liability: municipalities are having to delay or otherwise cut back services to limit exposure to liability."

The Law Commission found that the principle of joint and several liability should remain in place although it did not explicitly review the municipal situation.

2014 Resolution by the Ontario Legislature and Review by the Attorney General

Over 200 municipalities supported a motion introduced by Randy Pettapiece, MPP for Perth-Wellington which called for the implementation a comprehensive, long-term solution in 2014. That year, MPPs from all parties supported the Pettapiece motion calling for a reform joint and several liability.

Later that year the Ministry of the Attorney General consulted on three options of possible reform:

1. The Saskatchewan Model of Modified Proportionate Liability

Saskatchewan has adopted a modified version of proportionate liability that applies in cases where a plaintiff is contributorily negligent. Under the Saskatchewan rule, where a plaintiff is contributorily negligent and there is an unfunded liability, the cost of the unfunded liability is split among the remaining defendants and the plaintiff in proportion to their fault.

¹ Law Commission of Ontario. "Joint and Several Liability Under the Ontario *Business Corporations Act*." Final Report, February 2011 Pages 22-25.

2. Peripheral Wrongdoer Rule for Road Authorities

Under this rule, a municipality would never be liable for more than two times its proportion of damages, even if it results in the plaintiff being unable to recover full damages.

3. A combination of both of the above

Ultimately, the government decided not to pursue any of the incremental policy options ostensibly because of uncertainty that insurance cost reductions would result. This was a disappointing result for municipalities.

While these reviews did not produce results in Ontario, many other common law jurisdictions have enacted protections for municipalities. What follows are some of the options for a different legal framework.

Options for Reform – The Legal Framework

To gain a full appreciation of the various liability frameworks that could be considered, for comparison, below is a description of the current joint and several liability framework here in Ontario. This description will help to reader to understand the further options which follow.

This description and the alternatives that follow are taken from the Law Commission of Ontario's February 2011 Report entitled, *"Joint and Several Liability Under the Ontario Business Corporations Act"* as referenced above.²

Understanding the Status Quo and Comparing it to the Alternatives

Where three different defendants are found to have caused a plaintiff's loss, the plaintiff is entitled to seek full payment (100%) from any one of the defendants. The defendant who fully satisfies the judgment has a right of contribution from the other liable parties based on the extent of their responsibility for the plaintiff's loss.

For example, a court may find defendants 1 (D1), 2 (D2) and 3 (D3) responsible for 70%, 20%, and 10% of the plaintiff's \$100,000 loss, respectively. The plaintiff may seek to recover 100% of the loss from D2, who may then seek contribution from D1 and D3 for their 70% and 10% shares of the loss. If D1 and/or D3 is unable to compensate D2 for the amount each owes for whatever reason, such as insolvency or unavailability, D2 will bear the full \$100,000 loss. The plaintiff will be fully compensated for \$100,000, and it is the responsibility of the defendants to apportion the loss fairly between them.

The descriptions that follow are abridged from pages 9-11 of the Law Commission of Ontario's report. These are some of the key alternatives to the status quo.

² Ibid. Page 7.

1. Proportionate Liability

a) Full Proportionate Liability

A system of full proportionate liability limits the liability of each co-defendant to the proportion of the loss for which he or she was found to be responsible. Per the above example, (in which Defendant 1 (D1) is responsible for 70% of loss, Defendant 2 (D2) for 20% and Defendant 3 (D3) for 10%), under this system, D2 will only be responsible for \$20,000 of the \$100,000 total judgement: equal to 20% of their share of the liability. Likewise, D1 and D3 will be responsible for \$70,000 and \$10,000. If D1 and D3 are unable to pay, the plaintiff will only recover \$20,000 from D2.

b) Proportionate Liability where Plaintiff is Contributorily Negligent

This option retains joint and several liability when a blameless plaintiff is involved. This option would cancel or adjust the rule where the plaintiff contributed to their loss. As in the first example, suppose the plaintiff (P) contributed to 20% of their \$100,000 loss. D1, D2 and D3 were responsible for 50%, 20% and 10% of the \$100,000. If D1 and D3 are unavailable, P and D2 will each be responsible for their \$20,000 shares. The plaintiff will remain responsible for the \$60,000 shortfall as a result of the absent co-defendants' non-payment (D1 and D3).

c) Proportionate Liability where Plaintiff is Contributorily Negligent with a Proportionate Reallocation of an Insolvent, Financially Limited or Unavailable Defendant's Share

In this option of proportionate liability, the plaintiff and remaining co-defendants share the risk of a defendant's non-payment. The plaintiff (P) and co-defendants are responsible for any shortfall in proportion to their respective degrees of fault.

Using the above example of the \$100,000 total judgement, with a shortfall payment of \$50,000 from D1 and a shortfall payment \$10,000 from D3, P and D2 must pay for the missing \$60,000. P and D2 have equally-apportioned liability, which causes them to be responsible for half of each shortfall - \$25,000 and \$5,000 from each non-paying defendant. The burden is shared between the plaintiff (if determined to be responsible) and the remaining defendants.

d) Proportionate Liability with a Peripheral Wrongdoer

Under this option, a defendant will be proportionately liable only if their share of the liability falls below a specified percentage, meaning that liability would be joint and several. Using the above example, if the threshold amount of liability is set at 25%, D2 and D3 would only be responsible for 20% and 10%, regardless of whether they are the only available or named defendants. However, D1 may be liable for 100% if it is the only available or named defendant. This system tends to favour defendants responsible for a small portion of the loss, but the determination of the threshold amount between joint and several liability and proportionate liability is arbitrary.

e) Proportionate Liability with a Reallocation of Some or All of an Insolvent or Unavailable Defendant's Share

This option reallocates the liability of a non-paying defendant among the remaining defendants in proportion to their respective degrees of fault. The plaintiff's contributory negligence does not

impact the application of this reallocation. Joint and several liability would continue to apply in cases of fraud or where laws were knowingly violated.

f) Court Discretion

Similar to the fraud exception in the option above, this option includes giving the courts discretion to apply different forms of liability depending on the case.

For example, if a particular co-defendant's share of the fault was relatively minor the court would have discretion to limit that defendant's liability to an appropriate portion.

2. Legislative Cap on Liability

Liability concerns could be addressed by introducing a cap on the amount of damages available for claims for economic loss.

3. Hybrid

A number of jurisdictions provide a hybrid system of proportionate liability and caps on damages. Co-defendants are liable for their portion of the damages, but the maximum total amount payable by each co-defendant is capped to a certain limit.

The Saskatchewan Experience

As referenced earlier in this paper, the Province of Saskatchewan responded with a variety of legislative actions to assist municipalities in the early 2000s. Some of those key developments are listed below which are abridged from *"A Question of Balance: Legislative Responses to Judicial Expansion of Municipal Liability – the Saskatchewan Experience."* The paper was written by Neil Robertson, QC and was presented to the annual conference of the Association of Municipalities of Ontario in 2013. Two key reforms are noted below.

1. Reforming joint and several liability by introducing modified proportionate liability: "The Contributory Negligence Act" amendments

The *Contributory Negligence Act* retained joint and several liability, but made adjustments in cases where one or more of the defendants is unable to pay its share of the total amount (judgement). Each of the parties at fault, including the plaintiff if contributorily negligent, will still have to pay a share of the judgement based on their degree of fault. However, if one of the defendants is unable to pay, the other defendants who are able to pay are required to pay only their original share and an additional equivalent share of the defaulting party's share.

The change in law allows municipalities to reach out-of-court settlements, based on an estimate of their degree of fault. This allows municipalities to avoid the cost of protracted litigation.

Neil Robertson provided the following example to illustrate how this works in practise:

"...If the owner of a house sues the builder for negligent construction and the municipality, as building authority, for negligent inspection, and all three are found equally at fault, they would each be apportioned 1/3 or 33.3%. Assume the damages are \$100,000. If the builder has no funds, then the municipality would pay only its share (\$33,333) and a 1/3 share of the builder's defaulting share

(1/3 of \$33,333 or \$11,111) for a total of \$44,444 (\$33,333 + \$11,111), instead of the \$66,666 (\$33,333 + \$33,333) it would pay under pure joint and several liability.”

This model will be familiar to municipal leaders in Ontario. In 2014, Ontario’s Attorney General presented this option (called the Saskatchewan Model of Modified Proportionate Liability) for consideration. At the time, over 200 municipal councils supported the adoption of this option along with the “Peripheral Wrongdoer Rule for Road Authorities” which would have seen a municipality never be liable for more than two times its proportion of damages, even if it results in the plaintiff being unable to recover full damages. These two measures, if enacted, would have represented a significant incremental step to address the impact of joint and several to Ontario municipalities.

2. Providing for uniform limitation periods while maintaining a separate limitation period for municipalities: “The Limitations Act”

This act established uniform limitation periods replacing many of the pre-existing limitation periods that had different time periods. The Municipal Acts in Saskatchewan provide a uniform one-year limitation period “from time when the damages were sustained” in absolute terms without a discovery principle which can prolong this period. This helps municipalities to resist “legacy” claims from many years beforehand. This act exempts municipalities from the uniform two-year discoverability limitation period.

Limitation periods set deadlines after which claims cannot be brought as lawsuits in the courts. The legislation intends to balance the opportunity for potential claimants to identify their claims and, if possible, negotiate a settlement out of court before starting legal action with the need for potential defendants to “close the books” on claims from the past.

The reasoning behind these limitations is that public authorities, including municipalities, should not to be punished by the passage of time. Timely notice will promote the timely investigation and disposition of claims in the public interest. After the expiry of a limitation period, municipalities can consider themselves free of the threat of legal action, and continue with financial planning without hurting “the public taxpayer purse”. Municipalities are mandated to balance their budgets and must be able to plan accordingly. Thus, legacy claims can have a very adverse affect on municipal operations.

Here in Ontario, there is a uniform limitations period of two years. Municipalities also benefit from a 10-day notice period which is required for slip and fall cases. More recently, the applicability of this limitation deadline has become variable and subject to judicial discretion. Robertson’s paper notes that in Saskatchewan, courts have accepted the one-year limitations period. A further examination of limitations in Ontario may yield additional benefits and could include the one-year example in Saskatchewan and/or the applicability of the 10-day notice period for slip and fall cases.

Other Saskatchewan reforms

Saskatchewan has also implemented other reforms which include greater protections for building inspections, good faith immunity, duty of repair, no fault insurance, permitting class actions, and limiting nuisance actions. Some of these reforms are specific to Saskatchewan and some of these currently apply in Ontario.

Insurance Related Reforms

Government Regulated Insurance Limits

The April 2019 provincial budget included a commitment to increase the catastrophic impairment default benefit limit to \$2 million. Public consultations were led by the Ministry of Finance in September 2019. AMO wrote to the Ministry in support of increasing the limit to \$2 million to ensure more adequate support those who suffer catastrophic impairment.

In 2016, the government lowered this limit as well as third-party liability coverage to \$200,000 from \$1 million. This minimum should also be increased to \$2 million to reflect current actual costs. This significant deficiency needs to be addressed.

Insurance Industry Changes

In 1989 the Ontario Municipal Insurance Exchange (OMEX) was established as a non-profit reciprocal insurance provider for Ontario's municipalities. It ceased operations in 2016 citing, "[a] low pricing environment, combined with the impact of joint & several liability on municipal claim settlements has made it difficult to offer sustainable pricing while still addressing the municipalities' concern about retro assessments."³ (Retro assessments meant paying additional premiums for retroactive coverage for "long-tail claims" which made municipal budgeting more challenging.)

The demise of OMEX has changed the municipal insurance landscape in Ontario. That joint and several liability is one of the key reasons listed for the collapse of a key municipal insurer should be a cause for significant concern. Fewer choices fuels cost. While there are other successful municipal insurance pools in Ontario, the bulk of the insurance market is dominated by for-profit insurance companies.

Reciprocal non-profit insurers are well represented in other areas across Canada. Municipalities in Saskatchewan, Alberta, British Columbia are all insured by non-profit reciprocals.

The questions for policy makers in Ontario:

Are there any provincial requirements or regulations which could better support the non-profit reciprocal municipal insurance market?

What actions could be taken to better protect municipalities in Ontario in sourcing their insurance needs?

How can we drive down insurance costs to better serve the needs of municipal property taxpayers?

³ Canadian Underwriter, August 11, 2016 <https://www.canadianunderwriter.ca/insurance/ontario-municipal-insurance-exchange-suspends-underwriting-operations-1004098148/>

Conclusion

This AMO paper has endeavoured to refresh municipal arguments on the need to find a balance to the issues and challenges presented by joint and several liability. It has endeavoured to illustrate that options exist and offer the reassurance that they can be successfully implemented as other jurisdictions have done.

Finding solutions that work will require provincial and municipal commitment. Working together, we can find a better way that is fair, reasonable, and responsible. It is time to find a reasonable balance.

January 26, 2022

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. Development and Property Staffing Update

(a) Junior Planner – Planning Division

We are pleased to announce that Laura Jamieson is the successful applicant for the Junior Planner competition. Laura started her employment with the County on January 4 and has already started working on general inquiry responses and the comprehensive zoning by-law update projects.

(b) Supervisor – Technical Services – Real Estate

We are pleased to advise that Erica Etmanskie joins our team effective January 31, 2022 and will fill the position left vacant by Janet Porter who submitted her resignation effective December 21, 2021. Erica comes to us with experience in project management, real estate, contract preparation and knowledge of Municipal and Provincial regulations. We look forward to working with Erica as we proceed with multiple new projects.

2. Planning Division Activity Tracker [Strategic Plan Goal No. 3]

Attached as Appendix I is the Activity Tracker Summary along with an overview of the major planning files for 2021.

For the period January – December 2021, the County of Renfrew opened 200 severance applications compared to 106 applications in 2020. In total 783 new lots received draft or final approval compared to 391 in 2020. Two

new subdivision applications have been received that propose to create an additional 322 lots.

The County of Renfrew received a total of 254 formal requests for general inquiries (planning checklists). In addition, staff responded to 229 other inquiries.

Special projects completed include Official Plan Amendment 31, Town of Petawawa Zoning By-law update, and the Cannabis Study.

3. **2022 Harvest Timber Sale Results [Strategic Plan Goal No. 2]**

Harvest Timber Sales for 2022 were advertised and opened on December 2, 2021 and are summarized below. DPF 05-22 (Ruby Tract) was not awarded because the bid received was significantly below market value according to prices received for similar forest types on Renfrew County Forests over the last five years. Awarded bids are highlighted in green. The total estimated revenue based on volume estimates included in the tender for 2022 is \$306,419.80. Actual revenue is calculated based on weighed actual volume harvested. It is worth noting that the harvest at Beachburg Tract will inevitably impact recreation activities in the well-used trail system. Outreach and communication has been ongoing with Beachburg Off Road Cycling Association (BORCA), Whitewater Sno-Goers and Snow Country Snowmobile Region Ontario Federation of Snowmobile Clubs (OFSC) District 6 since February 2021 when tree marking began.

	Bid Submission Amount				
	DPF 01-22: Lorwall Lake Tract	DPF 02-22: Brudenell Tract	DPF 03-22: Beachburg Tract	DPF 04-22: Round Lake Tract	DPF 05-22: Ruby Tract
Lavern Heideman & Sons	\$78,440.00		\$117,400.00		
A.J Nagora Logging	\$36,320.00		\$31,915.00	\$16,992.00	\$26,750.00
Ott Family Logging	\$56,792.00			\$35,489.80	
1706217 Ontario Inc.	\$125,000.00	28,530.00			

4. **Comprehensive Zoning By-law Update Schedules [Strategic Plan Goal No. 3]**

Nine municipalities have requested that the County prepare the update to their local comprehensive zoning by-laws. Updates are required under the Planning Act within three years of the passing of the County Official Plan update. Three projects would be scheduled per cohort (estimated one year time frame) in accordance with a work plan that was circulated to the municipalities. Staff have already started working with the first cohort to update the by-laws.

Cohort 1

- Bonnechere Valley
- Killaloe, Hagarty and Richards
- North Algona Wilberforce

Cohort 3

- Horton
- Brudenell, Lyndoch and Raglan
- McNab/Braeside

Cohort 2

- Madawaska Valley
- Laurentian Hills
- Admaston/Bromley

RESOLUTIONS

5. **Pembroke and Area Airport**

RESOLUTION NO. DP-CC-22-01-02

Moved by Chair

Seconded by Committee

THAT County Council authorize the Warden to send a formal letter of support for the Pembroke and Area Airport and the Arnprior Airport.

Background

Attached as Appendix II is an email that was received from Allan Wren, Councillor, Laurentian Valley Township and Chair of the Pembroke and Area Airport Commission on November 19, 2021.

6. **Canadian Association of Nuclear Host Communities [Strategic Plan Goal No. 4]**

RESOLUTION NO. DP-CC-22-01-03

Moved by Chair

Seconded by Committee

THAT County Council approve the membership of the County of Renfrew in the Canadian Association of Nuclear Host Communities (CANHC); AND FURTHER THAT this membership will support and inform the economic and business development efforts of the County of Renfrew and member municipalities in the area of nuclear science and the many other fields of science and technology research and development being carried out at Chalk River Laboratories.

Background

Municipalities, regions and counties across Canada that host nuclear sites, nuclear power generation stations, nuclear science and technology research laboratories, nuclear reactors and uranium mining and processing operations are members of the CANHC. The association represents the interests of nuclear host communities in interactions with upper tier governments and with the owners and operators of nuclear facilities and the broader nuclear industry. The CANHC unites the voices of municipalities and is the national representative of the wishes and interests of municipalities in this very mature, complex, expanding and diversifying scientific and business sector.

Green house gas (GHG) emission reductions and mitigation are a national and global imperative that is leading to a resurgence of the deployment of non-green house gas emitting nuclear power electricity generating stations globally. This presents business and economic development opportunities for Chalk River Laboratories (CRL) and Canadian Nuclear Laboratories Inc. (CNL). Further, the research and development of hydrogen technology at CNL has placed Renfrew County in the forefront of that field of energy technology development.

Our Committee directed staff and the Warden to determine who will be the representative from the County of Renfrew.

BY-LAWS

7. Investing in Canada Infrastructure Program (ICIP) Consultation Process

RESOLUTION NO. DP-CC-22-01-09

Moved by Chair

Seconded by Committee

THAT County Council pass a By-law to enter into a Contribution Agreement between the County of Renfrew and the Algonquins of Pikwakanagan First Nation for their review as a condition of the successful Investing in Canada Infrastructure Program (ICIP) grant for the rehabilitation of the Algonquin Trail.

Background

On November 4, 2021, the Algonquin Trail Advisory Committee directed staff to continue with the consultation process as a condition of the successful application for a grant to the Investing in Canada Infrastructure Program (ICIP). It is a requirement to have a consultation process completed with the Algonquins of Pikwakanagan First Nation, with financial implications of approximately \$20,000. The Contribution Agreement has been reviewed by the County's legal counsel of Borden Ladner Gervais of Ottawa, Ontario.

All of which is respectfully submitted.

Robert Sweet, Chair

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



DEVELOPMENT AND PROPERTY DEPARTMENT PLANNING DIVISION ACTIVITY TRACKER

TIME PERIOD - 2021 YEAR END up to and including December 16th)

	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	2021 YEAR-END TOTAL	2020 YEAR-END TOTAL
APPROVALS																				
County Official Plan Amd.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	2	0
Local Official Plan Amd.	0	0	0	0	1	0	0	0	0	0	0	0	3	0	0	0	0	0	4	2
Subdivision Draft Approval	1	0	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	0	3	0
No. of Draft Approved Units	88	0	0	0	0	0	0	0	8	0	0	0	0	1	0	0	0	0	97	0
Subdivision Final Approval	3	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	0	0	5	6
No. of Final Approved Units	431	0	0	63	0	0	0	0	0	0	0	0	0	1	0	0	0	0	495	140
Part Lot Control By-laws	12	0	0	2	2	0	0	0	0	0	0	0	0	1	0	0	4	0	21	8
No. of Part Lot Control Units	108	0	0	10	9	0	0	0	0	0	0	0	0	44	0	0	20	0	191	163
Severances	0	1	2	5	0	11	15	12	16	2	7	7	6	9	0	11	13	0	117	88
TOTAL FINAL & DRAFT APPROVED LOTS	627	0	0	73	9	0	0	0	8	0	0	0	0	46	0	0	20	0	783	391
APPLICATIONS (Review & Preparation of Documents)																				
Official Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OPAs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0
Comprehensive Zoning By-laws	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Zoning By-law Amend.	0	0	2	6	0	1	6	0	0	0	3	0	0	14	9	1	0	0	42	49
New Severance Apps (Cty)	0	1	5	23	0	19	16	13	28	3	33	8	17	16	0	12	6	0	200	106
Severance Rpts to Mun.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	26	0	0	0	26	22
Minor Variance Rpts to Mun.	0	1	0	0	0	1	0	0	0	0	0	0	0	0	6	0	0	0	8	6
Plan of Subdivision Apps.	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2	4
No. of Subd Units	272	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	50	0	322	80
Site Plans/Agreements	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1	0	0	2	5
LPAT Hearings	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
PRELIMINARY REVIEW																				
Planning Checklists	1	2	3	16	0	30	25	6	19	8	17	14	6	34	52	14	7	0	254	215
Other Inquiries	1	1	3	16	0	27	22	5	16	8	17	14	6	28	46	12	7	0	229	768
TOTAL ACTIVITY	18	6	15	70	3	90	84	36	80	21	77	43	38	104	141	51	38	1	917	
2020 YEAR END ACTIVITY	30	16	26	59	14	80	110	43	134	14	71	83	63	118	244	73	100	1		1279

200 severances received January-December 2021 versus 106 severances received January-December 2020

117 severance decisions January-December 2021 versus 88 severance decisions January-December 2020

MEMORANDUM

TO: Development and Property Committee

FROM: Bruce Howarth, MCIP, RPP, Manager of Planning Services

DATE: January 11, 2022

SUBJECT: Overview of Major Planning Files – January to December 16, 2021

File Type	Municipality	Activity
Official Plan Approvals		None
Official Plan Reviews		None
Local Official Plan Amendment Approvals	Laurentian Valley	OPA 14 (RCT Phillips Pit) Approved by County February 25, 2021
		OPA 15 (Schimmens) Approved by County February 25, 2021
		OPA 16 (Bimm) Approved by County May 17, 2021
	Renfrew	OPA 12 (Stewart Street RVH) Approved by County April 26, 2021
County Official Plan Amendments	County of Renfrew	Official Plan Amendment 31 (County Update) Adopted and Approved by County August 19, 2021
	McNab/Braeside	OPA 31 (Draper) Adopted and Approved by County July 13, 2021
	Whitewater Region	OPA 11 (Whitewater Region policies)

File Type	Municipality	Activity
		Awaiting final approval by Ministry of Municipal Affairs and Housing (MMAH)
Comprehensive Zoning By-laws	Petawawa	Approved November 1, 2021
Subdivision/Condominium New Applications	Arnprior	White Lake Road-Tartan (47T21001) 138 single detached lots 22 semi-detached units <u>112 multiple attached units</u> 272 units
	Whitewater Region	Bennett Meadows (47T21002) 11 blocks for rowhouse units (44) 3 blocks for semi detached (6) <u>1 road</u> 50 units
	Total Units	322 units
Subdivisions-Draft Approval	Arnprior	Baskin Drive (47T19004) 1 block for apartment dwellings 4 blocks for multiple attached 1 block for parkland 1 block for stormwater management <u>3 blocks for 0.3 m reserves</u> 88 units
	Greater Madawaska	Madawaska Cottages (47T20001) <u>8 lots for single detached dwellings</u> 8 units
	Madawaska Valley	Chippawa (47T18001 / 47CD18002) 1 block for future lots <u>1 block for road access</u> 1 unit (future PLC)
	Total Units	97 units
Subdivisions-Final Approval	Arnprior	Marshalls Bay-Phase 1 (47T14002) 28 single detached lots 20 semi-detached units

File Type	Municipality	Activity
		25 multiple attached units <u>2 apartment blocks-120 units</u> 193 units
		Marshall's Bay-Phase 2 (47T14002) 20 single detached lots 9 multiple attached units <u>1 apartment blocks-60 units</u> 89 units
		Fairgrounds (47T18003) 39 single detached lots 82 semi-detached units <u>28 multiple attached units</u> 149 units
	Madawaska Valley	Chippawa Shores (47T18001) <u>1 block</u> 1 unit
	Petawawa	Laurentian Highlands – Phase 2C (47T14004) 63 single detached lots 2 blocks 0.3 metre reserves <u>3 Roads</u> 63 units
	Total Units	495 units
Part Lot Control Exemption By-law Approval	Arnprior	12 PLC By-laws 108 units
	Madawaska Valley	1 PLC By-law 44 units
	Petawawa	2 PLC By-law 10 units
	Renfrew	2 PLC By-laws 9 units
	Whitewater Region	4 PLC By-laws 20 units
	Total Units	191 units

Severances – New Applications: 200

Severance Decisions: 117

Zoning By-law Amendments: 42

General Inquiries

Month

Received	J	F	M	A	M	J	J	A	S	O	N	D
	20	24	46	25	13	24	14	18	18	18	26	19

Total Received: 256

Total Outstanding: 78

2016-2020	2016	2017	2018	2019	2020
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Total received each year	158	154	173	179	215
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On Nov 19, 2021, at 4:24 PM, Allan Wren <awren@lvtownship.ca> wrote:

This is how the County of Renfrew could help the airport:

1. Provide a formal letter of support for the airport. (That would include the following;)
 - We are Renfrew County's only certified airport with a 5,000 foot runway which supports commercial and military aircraft.
 - The airport is part of the emergency plans for local hospitals and supports the County of Renfrew and City of Pembroke emergency services.
 - Several provincial services that are important to our region - forest firefighting, wildlife management, search and rescue, police surveillance, etc. - use the Pembroke & Area Airport to the benefit of all residents of the County of Renfrew.
 - The County of Renfrew encourages provincial and federal financial support to ensure the airport improvements necessary to sustain this important asset in the region.
 - A statement indicating that the County of Renfrew recognizes the airport as a crucial piece of infrastructure in the region and supports efforts to attract funding from provincial and federal government agencies. (This echoes what MPP Yakabuski said.)
2. County of Renfrew Lobbying Efforts
 - Although we have hired a lobbying firm to help raise awareness of the airport, we would like the County of Renfrew to bring the airport up at meetings that representatives have with various levels of government and related agencies. They can refer the people they speak with directly to myself and we will follow-up on those referrals. This isn't asking for financial support, but we are asking to use their professional resources to support what we have already invested in and have in motion with Grassroots.

We can draft a letter of support they can edit or approve if you would like?

Allan Wren

Councillor

Township of Laurentian Valley

[460 Witt Road, Pembroke, ON K8A 6W5](https://www.lvtownship.ca)

Phone: 613-638-3324

www.lvtownship.ca

This e-mail is privileged & confidential. If it is not addressed to or intended for you, and you receive it, kindly delete it and all copies and advise the sender right away. Thank you.

COUNTY OF RENFREW

BY-LAW NUMBER 8-22

A BY-LAW TO EXECUTE A CONTRIBUTION AGREEMENT BETWEEN THE COUNTY OF RENFREW AND THE ALGONQUINS OF PIKWAKANAGAN FIRST NATION

WHEREAS Section 8, 9 and 11 of the Municipal Act, 2001, S.O. 2001, as amended, authorizes Council to enter into agreements;

AND WHEREAS the County of Renfrew deems it desirable to enter into a contribution agreement between the County of Renfrew and the Algonquins of Pikwakanagan First Nation as a condition of the successful application of a grant to the Investing in Canada Infrastructure Program (ICIP) for the rehabilitation of the Algonquin Trail.

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

1. That the contribution agreement marked as Schedule "I" attached to and made part of this By-law shall constitute an agreement between the Municipal Corporation of the County of Renfrew and the Algonquins of Pikwakanagan First Nation.
2. That the Warden and Clerk for the Corporation of the County of Renfrew are hereby authorized to sign and seal all things, papers and documents necessary to the execution of this By-law.
3. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 26th day of January, 2022.

READ a second time this 26th day of January, 2022.

READ a third time and finally passed this 26th day of January, 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CAO/CLERK

January 26, 2022

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. Deployment Strategy – Diversion of Non-Acute Patients- [Strategic Plan Goal #3]

The Paramedic Service is facing staffing challenges at a time when our Service is most urgently needed. We have developed an alternative care path for the diversion of non-acute patients from emergency rooms to be cared for in their own homes. The patient would be cared for by Community Paramedics whenever possible, acting as an extension to primary care. Paramedics can identify and bridge gaps in the healthcare system to be accessible, proactive, and responsive to community needs.

For paramedics in Eastern Ontario, the Regional Paramedic Program of Eastern Ontario (RPPEO)'s Medical Director, associate medical directors and base hospital physicians provide medical oversight. Working with the RPPEO and Paramedic partners, we will develop a plan to develop safe, alternative pathways to care, including in person or virtual wellness checks and the RCVTAC with primary care physicians able to advise Paramedics.

2. COVID-19 Testing Update [Strategic Plan Goal # 3]

The Paramedic Service saw unprecedented demand for Covid-19 testing throughout the month of December. In response to community demand the schedule was amended to create more capacity for testing. The provincial revisions to testing eligibility in late December has subsequently decreased demand. Resources will be realigned to provide the optimal level of service where and when it is required.

3. Vaccine Update [Strategic Plan Goal # 3]

Midway through December with Omicron cases climbing, age eligibility was increased and waiting period between doses was decreased. All partners collaborated to increase capacity for delivery of vaccine. In December, Paramedics assisted 6,929 eligible adults and 1,381 children to receive first, second and third doses.

Vaccines are currently being delivered to the in-home vulnerable population. The Vaccine Team will continue to assist with pediatric and adult mass clinics and are preparing for fourth doses for long-term care.

4. Hospital/Paramedic Service Partnership

Omicron has further weakened an already fragile health care system. Several pressure points including staffing shortages, particularly in hospital ERs have affected the Service with off-load delays which has in turn effected coverage to the community. RCVTAC has been a welcome addition to serve our rural communities, but Paramedics have more to offer. Community Hospitals are now turning to Paramedics, with their increased knowledge and scope of practice to assist with overburdened emergency departments, recognizing the unique perspective that can be added to patient care. Paramedics can assist to alleviate off-load delays, ensure continuity of care, and keep patients from falling into the cracks of an over-taxed system.

A rotating roster of Paramedics have been working in the Arnprior Regional Health Emergency Department since late December. The program has been well received by both Paramedics who are happy to provide support to a partner agency and emergency staff, for assistance to relieve emergency department pressures during surge periods.

A Service Agreement between Arnprior Regional Health and the County of Renfrew Paramedic Service has been signed.

5. College Ontario Premier's Award for Health Sciences– Chief Michael Nolan

We are pleased to report that Chief Michael Nolan has been awarded the Colleges Ontario Premier's Award on behalf of Algonquin College.

The Premier's Award was presented to Chief Nolan on November 18th during a virtual ceremony to recognize the outstanding contributions made by Ontario college graduates who are working to make important social and economic contributions to Ontario and abroad.

6. COVID-19 Pandemic Update – Long-Term Care (Strategic Plan Goal #3)

- Effective January 28, 2022, third dose boosters will be mandatory for all staff, volunteers, students and essential caregivers (ECGs). Both Homes are making good progress having held vaccine clinics for staff and ECGs prior to Christmas continuing into January.
- Residents will be offered a fourth dose booster of vaccine in the upcoming weeks upon reaching three months post third dose date. Consent collections are well underway.
- Testing and Staff Isolation Requirements: As per Ministry of Long Term Care directive all staff, students, volunteers and caregivers who are COVID positive or a high-risk close contact with someone who is COVID positive or have symptoms of COVID-19 are required to:
 - Be PCR tested and where delays in PCR testing also be rapid antigen tested (RAT).
 - Isolate and do not return to the home for 10 days from time of symptom onset or last high risk contact.
 - Where a negative PCR result is obtained, staff may return to work if asymptomatic. If symptomatic may return 24 hours after symptom improvement (48 hours if gastrointestinal).In circumstances of critical staffing shortages homes may recall fully vaccinated staff early under the following circumstances:

Positive Cases

- may be cleared to return on day 7 if negative PCR test on day 6 or negative RAT day 6 and 7 (both negative to attend work on day 7).

Close Contacts: Test to Work

- PCR test as soon as possible and if negative can return to work.
- Daily RAT and can continue working if negative.
- Negative PCR on day 6 or negative RAT day 6 & 7 allows for conclusion of testing.

In order to implement Test-to-Work protocol, additional work place isolation and enhanced personal protective equipment for worker and

co-workers must be adhered to. Neither Home is implementing Test-to-Work at this time

- Testing in Suspect or Confirmed Outbreaks:

The new testing guidance prioritizing groups including long-term care, retirement housing and seniors' congregate care settings, it is anticipated that we will have easier access to rapid tests, and expedited turn around times on PCR testing – which have been unacceptably long to date. Due to the long PCR testing result times, the Chief Medical Officer of Health has put in place measures to assist with identifying outbreaks more quickly.

Where there is a high-risk of exposure, homes are called upon to PCR test and rapid antigen test (RAT) concurrently.

While waiting for the PCR results, a PHU may use its existing authority to declare an outbreak when the following occurs:

- One (1) positive RAT in a resident may be classified as a suspect outbreak.
- Two (2) positive RATs in staff or residents may be classified as a confirmed outbreak.
- Chief Medical Officer of Health (CMOH) Directives were revised with interim recommendations for additional requirements regarding personal protective equipment in particular regarding required use of fit tested N95 masks, eye protection, gown and gloves for contact with suspect or confirmed COVID cases. As fit testing and procurement of certain limited types /sizes of masks continues, the majority of staff at both Homes are fitted to N95 masks currently in stock.
 - **Directive #1** for Health Care Providers and Health Care Entities
 - **Directive #5** for Hospitals and Long-Term Care Homes
- Dr. Cushman, Acting Medical Officer of Health, Renfrew County & District Health Unit issued a Class Order effective December 22, 2021, which was followed by an announcement by Minister Phillips effective December 30, 2021 that included the following measures:
 - Social absences and overnight stays are prohibited.
 - General visitation is prohibited, however the Homes are accommodating these visits virtually and as well via window visits.
 - Visitors are restricted to essential caregivers and where possible to one person at a time and will be required to complete rapid antigen tests 2 times per week. As supply permits, both County Homes

continue to rapid test all persons permitted to enter the Home on a daily basis.

- Homes must conduct Infection prevention and control (IPAC) audits every two weeks at minimum when the home is not in an outbreak, and once weekly at minimum during an outbreak.

7. Community Accountability Planning Submission (CAPS) Managed Funding (Strategic Plan Goal #2)

To facilitate negotiation of the next Multi-Sector Accountability Agreement (M-SAA) between Ontario Health and the County of Renfrew, Bonnechere Manor Senior/Adult Day Program, Bonnechere Manor is required to submit a planning document known as the Community Accountability Planning Submission (CAPS) for 2022-23. The CAPS will be submitted by the deadline of January 31, 2022. This program is 100% funded by Ontario Health. The CAPS document encompasses the service planning, measurement and evaluation of health services as well as the organizational performance.

BY-LAWS

8. Pharmacy Services Provider Request for Proposal (Strategic Plan Goal #3)

RESOLUTION NO. H-CC-22-01-05

Moved by Chair

Seconded by Committee

THAT the Health Committee recommend that County Council adopt By-laws to enter into agreements with MediSystem Pharmacy for the provision of Pharmacy Services to Bonnechere Manor and Miramichi Lodge for the period of April 1, 2022 to March 31, 2027.

Background

The County of Renfrew Long-Term Care Homes, Bonnechere Manor and Miramichi Lodge recently advertised for Pharmacy Services through a Request for Proposal (RFP) process. The RFP submission deadline was November 30, 2021 with four applications received. The results of the proposals submitted are as follows:

Bidder	Evaluation Points out of 100
MediSystem Pharmacy	95
CareRx	91
Hogan Pharmacy Partners Ltd.	88
National Pharmacy	53

Based on the evaluation process staff is recommending that the RFP be awarded to MediSystem Pharmacy as a new pharmacy provider to Bonnechere Manor and for the continuation of pharmacy services to Miramichi Lodge.

We would like to thank Aikenhead's PharmaChoice Pharmacy for their service to Bonnechere Manor, which is scheduled to end March 31, 2022.

The new Pharmacy Services Agreements individually for each County of Renfrew Long-Term Care Home: Bonnechere Manor and MediSystem Pharmacy; Miramichi Lodge and MediSystem Pharmacy; would be for the term commencing April 1, 2022 to March 31, 2027.

The termination clause within the agreement states that either party may terminate the agreements upon either sixty (60) days written notice to the other or without notice in the event of breach of the terms of this Agreement.

All of which is respectfully submitted.

Michael Donohue, Chair

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

COUNTY OF RENFREW

BY-LAW NUMBER 9-22

**A BY-LAW TO ENTER INTO AN AGREEMENT WITH MEDISYSTEM PHARMACY FOR
THE PROVISION OF PROVIDING PHARMACY SERVICES TO BONNECHERE MANOR**

WHEREAS Sections 8, 9 and 11 of the Municipal Act, 2001, S.O. 2001, as amended, authorizes Council to enter into agreements;

AND WHEREAS the Agreement outlines the responsibilities and expectations of both the Corporation of the County of Renfrew (Bonnechere Manor) and the MediSystem Pharmacy regarding the services offered to the residents of the Home;

AND WHEREAS the Corporation of the County of Renfrew deems it desirable to enter into an agreement with MediSystem Pharmacy.

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

1. The Agreement marked as Schedule 'I' attached to and made part of this by-law shall constitute an agreement between the Corporation of the County of Renfrew (Bonnechere Manor) and MediSystem Pharmacy;
2. That the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this by-law.
3. That this by-law shall come into force and take effect upon the passing thereof.
4. That By-law 84-13 adopted on September 25, 2013 be hereby repealed.

READ a first time this 26th day of January, 2022.

READ a second time this 26th day of January, 2022.

READ a third time and finally passed this 26th day of January, 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

Schedule A – Pharmacy Services Agreement

BETWEEN:

The Municipal Corporation of the County of Renfrew carrying on
business as

County of Renfrew Long-Term Care Home:

Bonnechere Manor

(herein after referred to as 'the Home')

-and-

MediSystem Pharmacy

(herein after referred to as the 'Pharmacy Service Provider')

WHEREAS the Pharmacy Service Provider wishes to provide pharmacy services to the residents of the Home on a fee for service basis;

AND WHEREAS the Home agrees to allow the Pharmacy Service Provider to enter the Home for the purposes of offering its services to the Home's residents as provided herein;

THE PARTIES AGREE AS FOLLOWS:

DESCRIPTION OF SERVICES

1. The Pharmacy Service Provider (hereinafter sometimes referred to as the "PSP") shall provide the pharmacy services (hereinafter referred to as the 'the services') set forth in Appendix A, Schedule A, attached - as may be required by the Home's residents, on a fee for service basis. Appendix A shall not be amended in any manner except with the consent in writing of the Administrator/Designate of the Home.

RESPRESENTATIONS AND WARRANTIES

2. The PSP warrants that it shall provide services as required by residents and/or substitute decision makers in a diligent and competent fashion.
3. The PSP represents that it shall ensure that all of its employees are qualified to perform services as requested by residents and/or substitute decision makers in a diligent and competent fashion.

4. The PSP shall provide services on a predetermined schedule to meet the needs of the Home's residents.
5. The PSP agrees to maintain a professional and cooperative relationship with the Homes' residents, visitors, employees and contractors. It is further agreed by the PSP that it will take a lead role in ensuring that the Home policies, procedures, and organizational practices are in compliance with O. Reg. 79/10 s. 114 through to s. 137 Appendix D attached, and adhere at all times to the Resident's Bill of Rights set out in Appendix B, attached.
6. The Home requires a single Pharmacy Service Provider as set out in O. Reg. 79/10, ss. 119 and 122 of the *Long-Term Care Homes Act, 2007*:

PHARMACY SERVICE PROVIDER

Retaining of Pharmacy Service Provider

119. (1) Every licensee of a long-term care home shall retain a Pharmacy Service Provider for the Home.

OBTAINING AND KEEPING DRUGS

Purchasing and handling of drugs

122. (1) Every licensee of a long-term care home shall ensure that no drug is acquired, received or stored by or in the Home or kept by a resident under subsection 131 (7) unless the drug,

- a. has been prescribed for a resident or obtained for the purposes of the emergency drug supply referred to in section 123; and
- b. has been provided by, or through an arrangement made by the Pharmacy Service Provider or the Government of Ontario

(2) Subsection (1) does not apply where exceptional circumstances exist such that a drug prescribed for a resident cannot be provided by or through an arrangement made by the Pharmacy Service Provider.

TERM

7. The PSP shall perform the services for the term commencing **April 1, 2022** to **March 31, 2027**.

NATURE OF THE RELATIONSHIP

8. The parties acknowledge and agree as follows:
- (a)
 - i. The PSP is in an independent contractor relationship with the Home; and
 - ii. Neither the PSP nor any persons he/she/it contracts with to provide services pursuant to this Agreement are agents, employees, partners or joint ventures of the Home, the Municipal Corporation of the County of Renfrew or the Corporation of the City of Pembroke and neither the PSP nor the Home or the Municipal Corporation of the County of Renfrew shall make representations otherwise; and
 - (b) Nothing herein shall be construed so as
 - i. To make the PSP **or** its agents or employees the employees of the Home, the Municipal Corporation of the County of Renfrew or the Corporation of the City of Pembroke; or
 - ii. To impose any liability this may arise between employer and employee as the case may be.

CONSIDERATION

9. Payment for pharmaceutical services for all Home residents will be made directly to the pharmacy by the Ministry of Health – Drug Plan Branch on all prescriptions covered by drug benefits.
10. Prior to providing services, the PSP shall obtain approval for payment from the Home's residents and/or substitute decision makers.

EQUIPMENT

11. The PSP shall supply at its own expense all equipment, labour, supplies, materials, licenses and all regulatory approvals necessary to provide the services.
12. All equipment must be C.S.A. approved and passed by the Home's Maintenance Department prior to use. The Home is not responsible for loss or damage.

PROOF OF REGISTRATION

13. The PSP shall provide proof of registration with its licensing body on an annual basis. The Pharmacy shall be accredited by the Ontario College of Pharmacists and provide a copy of same to the Home. The Pharmacy shall ~~be~~

directed by a Pharmacist licensed to practice in the Province of Ontario, with support staff to provide the services defined in this contract and provide annual copy(ies) of registration with the Ontario College of Pharmacists for each Pharmacist that provides clinical services to the Home.

CRIMINAL REFERENCE CHECK/ VULNERABLE SECTOR SCREENING

14. The PSP agrees to provide a satisfactory Criminal Reference Check / Vulnerable Sector Screening from the police force detachment responsible for the jurisdiction of the PSP's place of residence for any servant, agent or employee of the PSP.

POLICIES

15. The PSP agrees to comply with all policies, rules, regulations and instructions of the Ministry of Health and Ministry of Long-Term Care and the Home now in force or which hereafter may be amended, revised or adopted in the sole discretion of the Home from time to time.
16. The PSP further agrees to execute and comply with Appendix C - the Confidentiality Agreement, as well as to provide proof, acceptable to the County of Renfrew, of annual immunization for influenza, proof of full COVID-19 vaccination status and an initial negative 2-step TB test, or Chest X-ray for its servants, agents and employees providing services to the Home.
17. The PSP agrees to comply at all times with the prevailing laws, including any regulations, which may apply to the services being performed.

WORKPLACE SAFETY AND INSURANCE BOARD

18. The PSP, if it is eligible, shall register with the Workplace Safety and Insurance Board (WSIB). The PSP further agrees to indemnify and save harmless the Home from any workplace safety and insurance or workers' compensation claims made by the PSP or its servants, agents or employees. The PSP agrees to provide a 'clearance certificate' as proof of its registration with WSIB prior to entering the Home to provide services pursuant to this Agreement. The PSP further agrees to renew the WSIB 'clearance certificate' every sixty (60) days for the term of this Agreement.

SAFETY POLICIES AND PROCEDURES AND RELATED DOCUMENTATION

The PSP may be requested to submit one (1) copy of each of the following items:

19. Their written health and safety policy and program where required under

Section 25 (2) (j) of the Occupational Health and Safety Act. Where not required under 25(4), the PSP is asked to provide procedures or a written description of safety practices applicable to the work to be performed under the contract.

20. Proof that personnel have received training in accordance with requirements of the Ontario Workplace Hazardous Materials Information System Regulation where applicable.
21. Ensure all supplied syringes are safety-engineered design and licensed as a medical device by Health Canada.
22. Provide notification to the Director of Care or designate the names and schedule of residents receiving cytotoxic medication.
23. Maintain and keep the list of residents taking cytotoxic medication current and up to date.
24. Where necessary provide direction to registered staff administering medication.
25. The PSP will supply the Home with Sharps containers, cytotoxic containers and a system to dispose of the containers and associated biohazardous waste at no cost to the Home.

ACCESIBILITY FOR ONTARIANS WITH DISABILITIES ACT 2005

26. The PSP shall ensure that all its employees and agents receive training regarding accessibility as outlined in the Accessible Customer Service Standard (Ontario Regulation 429/07) and the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11). The PSP is responsible to ensure that all of its employees, volunteers, and others for which the PSP is responsible are adequately trained.

INSURANCE

27. The PSP shall obtain at least five (5) million dollars in liability insurance coverage. The Municipal Corporation of the County of Renfrew and the Home shall be added as an additional named insured under the policy, including for pharmacy services under the policy, and the policy shall provide that the Home will be given sixty (60) days written notice by the insurer in the event that the insurer intends to cancel the policy or change it in any manner. A copy of all insurance policies shall be provided by the PSP to the Home.

INDEMNIFICATION

28. The PSP acknowledges that the Home, the Municipal Corporation of the County of Renfrew and the Corporation of the City of Pembroke are not responsible for any damages and/or loss related to the goods and services provided pursuant to this Agreement. The PSP agrees to save harmless and indemnify the Municipal Corporation of the County of Renfrew, the Home and the Corporation of the City of Pembroke from all claims made against it as a result of the PSP's goods and services.

TERMINATION

29. Either the Home or the PSP may terminate this Agreement upon either:
- (a) Ninety (90) days written notice to the other; or
 - (b) Without notice in the event of breach of the terms of this Agreement.

NOTICES

30. All notices sent pursuant to this Agreement by the Pharmacy Service Provider to the Home, including notice of termination of this Agreement, shall be hand delivered or sent by prepaid registered mail to the following address or any new address specified by the Home in a written notice:

Mike Blackmore, Director of Long-Term Care
County of Renfrew Long-Term Care Homes
Bonnechere Manor / Miramichi Lodge
725 Pembroke Street West
Pembroke ON K8A 8S6

All notices sent pursuant to this Agreement by the Home to the Pharmacy Service Provider, including the notice of termination of this Agreement, shall be hand delivered or sent by prepaid registered mail to the following address or any new address specified by the Pharmacy Service Provider in a written notice.

MediSystem Pharmacy
75 Lesmill Road, Unit 3
Toronto, ON M3B 2T8

INDEPENDENT LEGAL ADVICE

31. The Pharmacy Service Provider acknowledges and agrees that it has been given an opportunity to seek independent legal advice in connection with this agreement and has either waived such right or has received such advice. In either case, the Pharmacy Service Provider hereby confirms that it fully appreciates and understands the terms of this Agreement.

ASSIGNMENT

32. The Pharmacy Service Provider may not assign this Agreement without the written authorization of the Municipal Corporation of the County of Renfrew.

SEVERABILITY

33. The parties agree that if any of the provisions or a part of a provision of this Agreement are deemed illegal or unenforceable, such provisions shall be considered separate and severable from this Agreement and the remaining provisions or part of a provision of the Agreement shall continue in force and be binding upon the parties as though such provision or part of a provision had never been included.

ENTIRE AGREEMENT

34. It is agreed that this Agreement embodies the entire agreement of the parties and that no understandings or agreements, verbal or otherwise, exist between the parties except as expressly set out in this Agreement. This Agreement shall not be amended, altered or qualified except by a memorandum in writing signed by all the parties hereto.

GOVERNING LAW

35. This Agreement shall be governed by and construed and interpreted in accordance with the laws of the Province of Ontario and the parties hereby irrevocably attorn to the jurisdiction of the courts of such province.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed this _____ day of _____, 2022.

Signed on behalf of the Pharmacy
Service Provider

Witness

Signed on behalf of the Home:

Debbie Robinson, Warden

Witness

Paul V. Moreau, CAO/Clerk

Witness

COUNTY OF RENFREW
BY-LAW NUMBER 10-22

**A BY-LAW TO ENTER INTO AN AGREEMENT WITH MEDISYSTEM PHARMACY FOR
THE PROVISION OF PROVIDING PHARMACY SERVICES TO MIRAMICHI LODGE**

WHEREAS Sections 8, 9 and 11 of the Municipal Act, 2001, S.O. 2001, as amended, authorizes Council to enter into agreements;

AND WHEREAS the Agreement outlines the responsibilities and expectations of both the Corporation of the County of Renfrew (Miramichi Lodge) and the MediSystem Pharmacy regarding the services offered to the residents of the Home;

AND WHEREAS the Corporation of the County of Renfrew deems it desirable to enter into an agreement with MediSystem Pharmacy.

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

1. The Agreement marked as Schedule 'I' attached to and made part of this by-law shall constitute an agreement between the Corporation of the County of Renfrew (Miramichi Lodge) and MediSystem Pharmacy;
2. That the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this by-law.
3. That this by-law shall come into force and take effect upon the passing thereof.
4. That By-law 111-16 adopted on November 30, 2016 be hereby repealed.

READ a first time this 26th day of January, 2022.

READ a second time this 26th day of January, 2022.

READ a third time and finally passed this 26th day of January, 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

Schedule A – Pharmacy Services Agreement

BETWEEN:

The Municipal Corporation of the County of Renfrew carrying on
business as

County of Renfrew Long-Term Care Home:

Miramichi Lodge

(herein after referred to as ‘the Home’)

-and-

MediSystem Pharmacy

(herein after referred to as the ‘Pharmacy Service Provider’)

WHEREAS the Pharmacy Service Provider wishes to provide pharmacy services to the residents of the Home on a fee for service basis;

AND WHEREAS the Home agrees to allow the Pharmacy Service Provider to enter the Home for the purposes of offering its services to the Home’s residents as provided herein;

THE PARTIES AGREE AS FOLLOWS:

DESCRIPTION OF SERVICES

1. The Pharmacy Service Provider (hereinafter sometimes referred to as the “PSP”) shall provide the pharmacy services (hereinafter referred to as the ‘the services’) set forth in Appendix A, Schedule A, attached - as may be required by the Home’s residents, on a fee for service basis. Appendix A shall not be amended in any manner except with the consent in writing of the Administrator/Designate of the Home.

RESPRESENTATIONS AND WARRANTIES

2. The PSP warrants that it shall provide services as required by residents and/or substitute decision makers in a diligent and competent fashion.
3. The PSP represents that it shall ensure that all of its employees are qualified to perform services as requested by residents and/or substitute decision makers in a diligent and competent fashion.

4. The PSP shall provide services on a predetermined schedule to meet the needs of the Home's residents.
5. The PSP agrees to maintain a professional and cooperative relationship with the Home's residents, visitors, employees and contractors. It is further agreed by the PSP that it will take a lead role in ensuring that the Home policies, procedures, and organizational practices are in compliance with O. Reg. 79/10 s. 114 through to s. 137 Appendix D attached, and adhere at all times to the Resident's Bill of Rights set out in Appendix B, attached.
6. The Home requires a single Pharmacy Service Provider as set out in O. Reg. 79/10, ss. 119 and 122 of the *Long-Term Care Homes Act, 2007*:

PHARMACY SERVICE PROVIDER

Retaining of Pharmacy Service Provider

119. (1) Every licensee of a long-term care home shall retain a Pharmacy Service Provider for the Home.

OBTAINING AND KEEPING DRUGS

Purchasing and handling of drugs

122. (1) Every licensee of a long-term care home shall ensure that no drug is acquired, received or stored by or in the Home or kept by a resident under subsection 131 (7) unless the drug,

- a. has been prescribed for a resident or obtained for the purposes of the emergency drug supply referred to in section 123; and
- b. has been provided by, or through an arrangement made by the Pharmacy Service Provider or the Government of Ontario

(2) Subsection (1) does not apply where exceptional circumstances exist such that a drug prescribed for a resident cannot be provided by or through an arrangement made by the Pharmacy Service Provider.

TERM

7. The PSP shall perform the services for the term commencing **April 1, 2022** to **March 31, 2027**.

NATURE OF THE RELATIONSHIP

8. The parties acknowledge and agree as follows:
- (a)
 - i. The PSP is in an independent contractor relationship with the Home; and
 - ii. Neither the PSP nor any persons he/she/it contracts with to provide services pursuant to this Agreement are agents, employees, partners or joint ventures of the Home, the Municipal Corporation of the County of Renfrew or the Corporation of the City of Pembroke and neither the PSP nor the Home or the Municipal Corporation of the County of Renfrew shall make representations otherwise; and
 - (b) Nothing herein shall be construed so as
 - i. To make the PSP or its agents or employees the employees of the Home, the Municipal Corporation of the County of Renfrew or the Corporation of the City of Pembroke; or
 - ii. To impose any liability this may arise between employer and employee as the case may be.

CONSIDERATION

- 9. Payment for pharmaceutical services for all Home residents will be made directly to the pharmacy by the Ministry of Health – Drug Plan Branch on all prescriptions covered by drug benefits.
- 10. Prior to providing services, the PSP shall obtain approval for payment from the Home's residents and/or substitute decision makers.

EQUIPMENT

- 11. The PSP shall supply at its own expense all equipment, labour, supplies, materials, licenses and all regulatory approvals necessary to provide the services.
- 12. All equipment must be C.S.A. approved and passed by the Home's Maintenance Department prior to use. The Home is not responsible for loss or damage.

PROOF OF REGISTRATION

- 13. The PSP shall provide proof of registration with its licensing body on an annual basis. The Pharmacy shall be accredited by the Ontario College of Pharmacists and provide a copy of same to the Home. The Pharmacy shall ~~be~~

directed by a Pharmacist licensed to practice in the Province of Ontario, with support staff to provide the services defined in this contract and provide annual copy(ies) of registration with the Ontario College of Pharmacists for each Pharmacist that provides clinical services to the Home.

CRIMINAL REFERENCE CHECK/ VULNERABLE SECTOR SCREENING

14. The PSP agrees to provide a satisfactory Criminal Reference Check / Vulnerable Sector Screening from the police force detachment responsible for the jurisdiction of the PSP's place of residence for any servant, agent or employee of the PSP.

POLICIES

15. The PSP agrees to comply with all policies, rules, regulations and instructions of the Ministry of Health and Ministry of Long-Term Care and the Home now in force or which hereafter may be amended, revised or adopted in the sole discretion of the Home from time to time.
16. The PSP further agrees to execute and comply with Appendix C - the Confidentiality Agreement, as well as to provide proof, acceptable to the County of Renfrew, of annual immunization for influenza, proof of full COVID-19 vaccination status and an initial negative 2-step TB test, or Chest X-ray for its servants, agents and employees providing services to the Home.
17. The PSP agrees to comply at all times with the prevailing laws, including any regulations, which may apply to the services being performed.

WORKPLACE SAFETY AND INSURANCE BOARD

18. The PSP, if it is eligible, shall register with the Workplace Safety and Insurance Board (WSIB). The PSP further agrees to indemnify and save harmless the Home from any workplace safety and insurance or workers' compensation claims made by the PSP or its servants, agents or employees. The PSP agrees to provide a 'clearance certificate' as proof of its registration with WSIB prior to entering the Home to provide services pursuant to this Agreement. The PSP further agrees to renew the WSIB 'clearance certificate' every sixty (60) days for the term of this Agreement.

SAFETY POLICIES AND PROCEDURES AND RELATED DOCUMENTATION

The PSP may be requested to submit one (1) copy of each of the following items:

19. Their written health and safety policy and program where required under

Section 25 (2) (j) of the Occupational Health and Safety Act. Where not required under 25(4), the PSP is asked to provide procedures or a written description of safety practices applicable to the work to be performed under the contract.

20. Proof that personnel have received training in accordance with requirements of the Ontario Workplace Hazardous Materials Information System Regulation where applicable.
21. Ensure all supplied syringes are safety-engineered design and licensed as a medical device by Health Canada.
22. Provide notification to the Director of Care or designate the names and schedule of residents receiving cytotoxic medication.
23. Maintain and keep the list of residents taking cytotoxic medication current and up to date.
24. Where necessary provide direction to registered staff administering medication.
25. The PSP will supply the Home with Sharps containers, cytotoxic containers and a system to dispose of the containers and associated biohazardous waste at no cost to the Home.

ACCESSIBILITY FOR ONTARIANS WITH DISABILITIES ACT 2005

26. The PSP shall ensure that all its employees and agents receive training regarding accessibility as outlined in the Accessible Customer Service Standard (Ontario Regulation 429/07) and the Integrated Accessibility Standards Regulation (Ontario Regulation 191/11). The PSP is responsible to ensure that all of its employees, volunteers, and others for which the PSP is responsible are adequately trained.

INSURANCE

27. The PSP shall obtain at least five (5) million dollars in liability insurance coverage. The Municipal Corporation of the County of Renfrew and the Home (and in the case of Miramichi Lodge, the Corporation of the City of Pembroke) shall be added as an additional named insured under the policy, including for pharmacy services under the policy, and the policy shall provide that the Home will be given sixty (60) days written notice by the insurer in the event that the insurer intends to cancel the policy or change it in any manner. A copy of all insurance policies shall be provided by the PSP to the

Home.

INDEMNIFICATION

28. The PSP acknowledges that the Home, the Municipal Corporation of the County of Renfrew and the Corporation of the City of Pembroke are not responsible for any damages and/or loss related to the goods and services provided pursuant to this Agreement. The PSP agrees to save harmless and indemnify the Municipal Corporation of the County of Renfrew, the Home and the Corporation of the City of Pembroke from all claims made against it as a result of the PSP's goods and services.

TERMINATION

29. Either the Home or the PSP may terminate this Agreement upon either:
- (a) Ninety (90) days written notice to the other; or
 - (b) Without notice in the event of breach of the terms of this Agreement.

NOTICES

30. All notices sent pursuant to this Agreement by the Pharmacy Service Provider to the Home, including notice of termination of this Agreement, shall be hand delivered or sent by prepaid registered mail to the following address or any new address specified by the Home in a written notice:

Mike Blackmore, Director of Long-Term Care
County of Renfrew Long-Term Care Homes
Bonnechere Manor / Miramichi Lodge
725 Pembroke Street West
Pembroke ON K8A 8S6

All notices sent pursuant to this Agreement by the Home to the Pharmacy Service Provider, including the notice of termination of this Agreement, shall be hand delivered or sent by prepaid registered mail to the following address or any new address specified by the Pharmacy Service Provider in a written notice.

MediSystem Pharmacy
75 Lesmill Road, Unit 3
Toronto, ON M3B 2T8

INDEPENDENT LEGAL ADVICE

31. The Pharmacy Service Provider acknowledges and agrees that it has been given an opportunity to seek independent legal advice in connection with this agreement and has either waived such right or has received such advice.

either case, the Pharmacy Service Provider hereby confirms that it fully appreciates and understands the terms of this Agreement.

ASSIGNMENT

32. The Pharmacy Service Provider may not assign this Agreement without the written authorization of the Municipal Corporation of the County of Renfrew.

SEVERABILITY

33. The parties agree that if any of the provisions or a part of a provision of this Agreement are deemed illegal or unenforceable, such provisions shall be considered separate and severable from this Agreement and the remaining provisions or part of a provision of the Agreement shall continue in force and be binding upon the parties as though such provision or part of a provision had never been included.

ENTIRE AGREEMENT

34. It is agreed that this Agreement embodies the entire agreement of the parties and that no understandings or agreements, verbal or otherwise, exist between the parties except as expressly set out in this Agreement. This Agreement shall not be amended, altered or qualified except by a memorandum in writing signed by all the parties hereto.

GOVERNING LAW

35. This Agreement shall be governed by and construed and interpreted in accordance with the laws of the Province of Ontario and the parties hereby irrevocably attorn to the jurisdiction of the courts of such province.

IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed this _____ day of _____, 2022.

Signed on behalf of the Pharmacy
Service Provider

Witness

Signed on behalf of the Home:

Debbie Robinson, Warden

Witness

Paul V. Moreau, CAO/Clerk

Witness

January 26, 2022

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. B022 (Indian River Bridge) Design Update [Strategic Plan Goal No. 2]

WSP Canada is undertaking the design for rehabilitation of B022 (Indian River Bridge). The investigations and preliminary design for the bridge have been completed. The Preliminary Design Report has recommended closure of the bridge for the duration of construction for the rehabilitation project.

A number of benefits listed below have been identified for closure of the bridge:

- Estimated \$200,000 cost savings;
- 16 weeks or less construction (verses 22 weeks if staged);
- Paving in proper temperatures (September or October);
- Improved safety during construction; and
- Better overall rehabilitated bridge – closure allows for replacement of bearings, construction of wing-wall tie-backs, no construction joints in the deck, and more.

The shortest viable detour is approximately 9.2 km (or 8 minutes) long from one end of the bridge to the other. The Township of Laurentian Valley has been contacted regarding the use of local roads in the detour. The local bussing company has also been contacted regarding the impact closures will have on bussing and turnarounds are being coordinated to ensure bus pickups are not significantly impacted. The use of Ontario Ministry of Transportation (MTO) roads for the detour will also be undertaken.

Based on the overall project benefits, staff have directed WSP Canada to proceed with detailed design under a road closed scenario.

2. **B057 (Mount St. Patrick Bridge) Design Update [Strategic Plan Goal No. 2]**

Rehabilitation in the form of superstructure replacement is proceeding for B057 (Mount St. Patrick Bridge). A Cultural Heritage Assessment has been completed for the bridge which has identified that the bridge does have heritage significance to the cultural heritage landscape of Mount St. Patrick.

As the heritage significance has been established for the bridge, the superstructure replacement must be sympathetic to the existing structure. As such, the replaced superstructure will have similar looks and dimensions to the existing bridge while still meeting modern code requirements. HP Engineering, the Design Consultant for the bridge, has been directed by staff to continue with detailed design under these requirements.

3. **C124 (Cameron Culvert) Agreement [Strategic Plan Goal No. 2]**

The County of Renfrew replaced Cameron Culvert in 2019. In the spring of 2020, the Design Consultant inspected the structure and immediately notified the County that the majority of the large riverstone had been washed out of the culvert and, without this protection, the culvert footings had begun to undermine.

The original replacement alternative recommended by the Design Consultant was a closed bottom precast concrete box culvert due to changing bedrock elevations and high velocity of spring flows. However, the Department of Fisheries and Oceans (DFO) required that a natural bottom be instated, using large rounded riverstone, for the replaced culvert due to the drop in elevation at the outlet and backflow from the Ottawa River. As such, design and replacement proceeded under these requirements and very large riverstone was placed along the interior of the culvert.

The Design Consultant and County staff undertook emergency repairs to add a layer of tremie concrete along the entirety of the bottom of the culvert to enclose it and infill the undermined footings. The total cost of construction for the emergency repairs was \$49,030.24.

In December of 2020, a formal letter was sent to the Design Consultant identifying that the County of Renfrew wished to recover costs associated with this emergency repair. In November 2021, a letter was received from the Design Consultant identifying that although they did not feel fully

responsible for the emergency repairs being required, as they had identified risks associated with DFO's requirements, they advised they were willing to contribute \$25,000 in recoveries for the repairs for the purposes of making full and final compromise and resolve this matter amicably. As such, our Committee authorized the Chief Administrative Officer to execute a full and final release for recoveries for emergency repairs required on C124 (Cameron Culvert) on behalf of the County of Renfrew.

RESOLUTIONS

4. Winter Control Reserve

RESOLUTION NO. OP-CC-22-01-09

Moved by Chair

Seconded by Committee

THAT County Council recommend that \$250,000 be allocated to the Winter Control Reserve.

Background

In 2021 County Council created a Winter Control Reserve to be funded from within any County of Renfrew surplus in 2020 up to a maximum of \$250,000. Our Committee is proposing that once again \$250,000 be allocated to the Winter Control Reserve from 2021 surplus.

5. Growth Strategy and Development Charges

RESOLUTION NO. OP-CC-22-01-10

Moved by Chair

Seconded by Committee

THAT County Council direct staff to facilitate a delegation of a consultant to attend the March meeting of County Council to provide an overview on development charges for the County of Renfrew.

Background

The Public Works and Engineering Department is currently preparing a report with respect to growth strategy and development charges that is to be presented to County Council in February. Our Committee has proposed that at the March meeting of County Council a consultant be invited to attend as a delegation to discuss development charges and what the implications of having them in the County of Renfrew.

BY-LAWS

6. County Road 512 (Foymount Road) Road Widening [Strategic Plan Goal No. 2]

RESOLUTION NO. OP-CC-22-01-06

Moved by Chair

Seconded by Committee

THAT County Council pass a By-law to amend By-law 142-21 to include the acquisition of Part 10 on Plan 49R-19917 from Krzys Chmiel and Lina Farias in the amount of \$976.08; AND FURTHER THAT Parts 3, 4, 6, 7, 8, 9, **and 10** on Plan 49R-19917 be dedicated as part of the public highway upon registration of the transfer documents.

Background

By-law 142-21 was passed at the November 8, 2021 meeting of Council approving the purchase of property from Krzys Chmiel and Lina Farias. Staff were made aware that Part 10 of 49R-19917 was inadvertently omitted from the By-law for the purchase and dedication as part of public highway.

The property to be transferred to the County is identified as Parts 3, 4, 6, 7, 8, 9, and 10 on Plan 49R-19917. The total area of the land to be transferred is 0.195 acres. An appraisal was completed, and fair market value has been determined to be \$976.08, which includes the additional lands. A copy of a map showing the applicants' lands and a copy of Plan 49R-19917 are attached as Appendix I.

All of which is respectfully submitted.

T. Peckett, Chair

And Committee Members: D. Bennett, B. Hunt, S. Keller, D. Lynch, D. Robinson, J. Tiedje

COUNTY OF RENFREW

BY-LAW NUMBER 7-22

**A BY-LAW TO AMEND BY-LAW NUMBER 142-21 TO ACQUIRE LAND
COUNTY ROAD 512 (FOYMOUNT ROAD)**

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 of Renfrew adopted By-law 142-21 on November 24, 2021 to acquire the lands located on Part of Lot 18, Concession 13 in the geographic Township of Sebastopol in the Township of Bonnechere Valley, described as Parts 3, 4, 6, 7, 8, and 9 on Plan 49R-19917 from Krzys Chmiel and Lina Farias for the sum of Nine Hundred and Seventy-six Dollars and Eight Cents (\$976.08) for the purpose of road reconstruction;

AND WHEREAS it is now necessary to include additional lands to this purchase.

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

1. THAT By-law 142-21 be amended to include the acquisition of Part 10 on Plan 49R-19917 located in Part of Lot 18, Concession 13 in the geographic Township of Sepastopol in the Township of Bonnechere Valley from Krzys Chmiel and Lina Farias for no additional cost.
2. THAT the additional lands are hereby dedicated as part of the highway namely County Road 512 (Foymount Road) immediately upon registration of the transfer documents.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

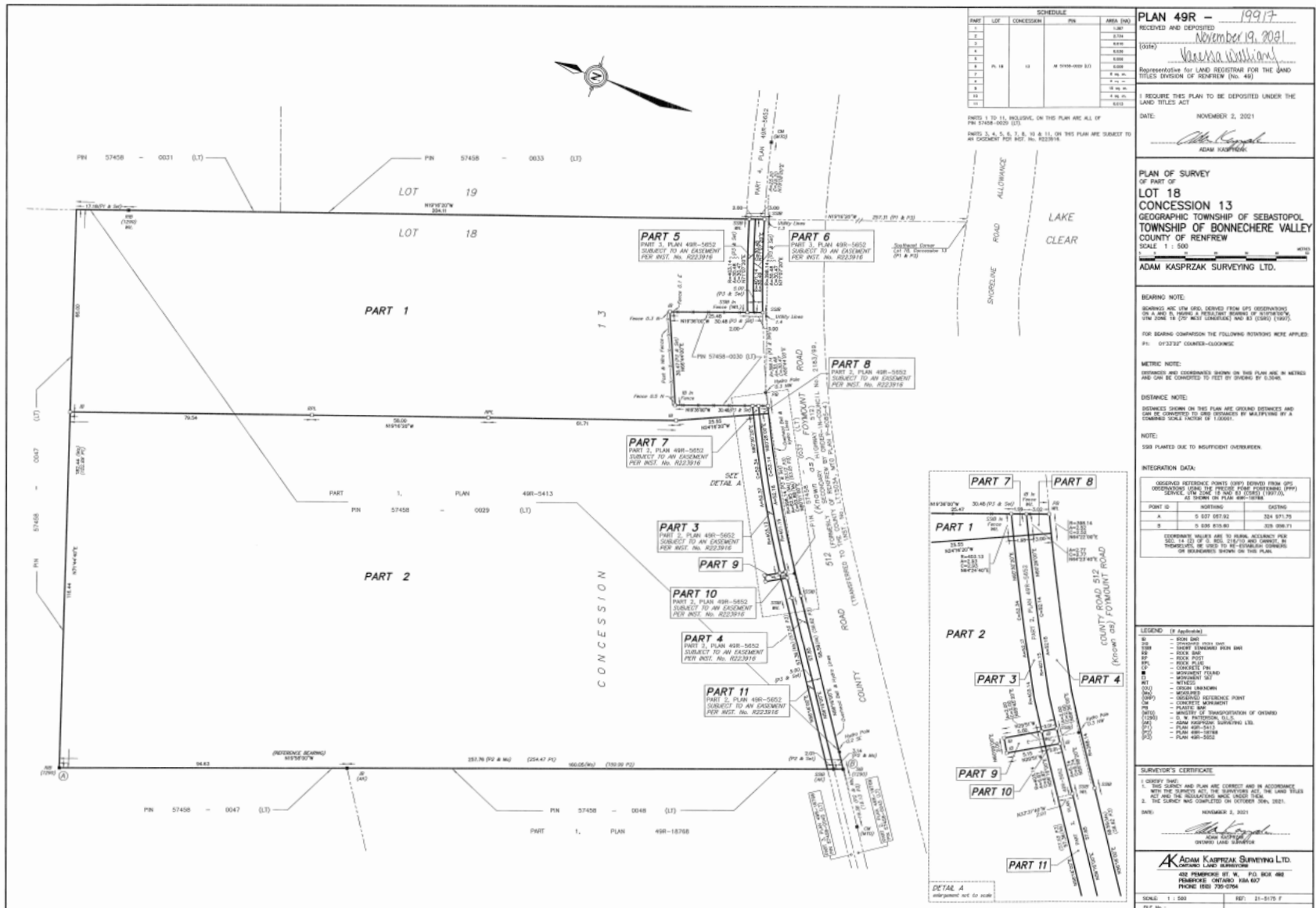
READ a first time this 26th day of January 2022.

READ a second time this 26th day of January 2022.

READ a third time and finally passed this 26th day of January 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK



County Road 512 - Foymount Road
Lot 18, Concession 13
Geographic Township of Sebastopol



January 26, 2022

To the Council of the Corporation
Of the County of Renfrew

Members of County Council:

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

INFORMATION

1. **Multi-Ministry Supportive Housing Initiative – “What We Heard”
[Strategic Goal #3]**

Attached as Appendix I is a memo from the Ministry of Municipal Affairs and Housing regarding the Multi-Ministry Supportive Housing Initiative which is part of the review of the province’s supportive housing programs to improve services for people and drive greater system efficiency.

2. **Surge in Ontario Works Applications [Strategic Plan Goal #3 (b)]**

Since the termination of the federal financial benefits on October 23, 2021, there has been a province-wide surge in social assistance applications. The Ministry of Children, Community and Social Services (MCCSS) has been in the process of transitioning new Ontario Works applications to a centralized intake process; however, due to the high volume they have had to divert a significant number of applications back to municipal offices to ensure that financial supports are delivered in a timely manner.

3. **2022 Early Years and Child Care Funding Approach [Strategic Plan Goal # 3 (b)]**

Attached as Appendix II is a memorandum dated December 2, 2021, from Assistant Deputy Minister, Ministry of Education, Holly Moran, regarding the 2022 Early Years and Child Care Funding Approach.

4. Emergency Child Care [Strategic Plan Goal # 3 (b)]

Attached as Appendix-III is a memorandum dated January 4, 2022, from Assistant Deputy Minister, Ministry of Education, Holly Moran, outlining the fourth round of Emergency Child Care for school age children starting January 10, 2022.

All of which is respectfully submitted.

James Brose, Chair

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

**Ministry of Municipal
Affairs and Housing**

Assistant Deputy Minister's
Office
Housing Division
777 Bay Street, 14th Floor
Toronto ON M7A 2J3
Telephone: 416-585-6738

**Ministère des Affaires
Municipales et du Logement**

Bureau du sous-ministre
adjoint
Division du logement
777, rue Bay, 14^e étage
Toronto ON M7A 2J3
Téléphone : 416 585-6738



November 22, 2021

MEMORANDUM

TO: Multi-Ministry Supportive Housing Initiative (MMSHI) Engagement Session
Participants and Stakeholders

FROM: Joshua Paul
Assistant Deputy Minister, Ministry of Municipal Affairs and Housing

SUBJECT: MMSHI "What We Heard" Document

Hello,

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.

As you may recall, the Ministry of Municipal Affairs and Housing, Ministry of Health, and Ministry of Children, Community and Social Services carried-out engagement sessions with stakeholders between October 2020 and February 2021.

On behalf of all the ministries involved, I would like to thank all the individuals and organizations who participated in this engagement process. Whether by completing the online survey or taking part in virtual engagement sessions, your feedback is very much appreciated.

I am happy to share the attached "What We Heard" document with you, which provides a summary of the feedback received, and introduces next steps.

.../2

I look forward to continuing to our work together to strengthen Ontario's supportive housing system.

Sincerely,

A handwritten signature in blue ink, consisting of a large, stylized 'J' followed by a series of loops and a final flourish.

Joshua Paul
Assistant Deputy Minister

Cc: Melanie Kohn, Assistant Deputy Minister, Mental Health and Addictions, Ministry of Health
Amy Olmstead, Executive Lead, Ontario Health Teams, Ministry of Health
Rupert Gordon, Assistant Deputy Minister, Community Services Division, Ministry of Children, Community and Social Services
Karen Glass, Assistant Deputy Minister, Strategic Policy Division, Ministry of Children, Community and Social Services
David Mitchell, Assistant Deputy Minister, Youth Justice Division, Ministry of Children, Community and Social Services
Nelson Loureiro, Executive Director, Social Assistance Transformation, Ministry of Children, Community and Social Services
David Remington, Assistant Deputy Minister, Child Welfare and Protection Division, Ministry of Children, Community and Social Services
Jean-Claude Camus, Assistant Deputy Minister, Ministry of Francophone Affairs
Jacqueline Cureton, Assistant Deputy Minister, Policy, Programs and Strategic Partnerships, Ministry of Seniors and Accessibility
Alison Drummond, Assistant Deputy Minister, Accessibility for Ontarians with Disabilities Division, Ministry of Seniors and Accessibility
Rebecca Ramsarran, Assistant Deputy Minister, Strategic Policy and Planning Division, Ministry of Indigenous Affairs
Susan Kyle, Assistant Deputy Attorney General, Criminal Law Division, Ministry of the Attorney General
Todd Robertson, Assistant Deputy Minister, Community Services, Ministry of the Solicitor General
Erin Hannah, Assistant Deputy Minister, Long-Term Care Policy Division, Ministry of Long-Term Care

Enclosure: "What We Heard" Document

What We Heard:

**Improving Ontario's Supportive Housing
Programs
2020 – 2021**

Introduction

Ontario's supportive housing system is a complex network of almost 20 individual programs across three provincial ministries – the Ministry of Municipal Affairs and Housing, the Ministry of Health and the Ministry of Children, Community and Social Services.

Each of these ministries' programs has different areas of focus and is largely administered by local service providers such as service managers, Ontario Health Regions and Health Service Providers, Indigenous program administrators and other local agencies.

In the 2019 Ontario Budget, the government committed to review Ontario's supportive housing programs to identify ways to streamline and improve co-ordination between ministries, so people can get the help they need. This is an important step to ensure that the province provides quality supportive housing with a focus on the needs and outcomes of clients, which can also help reduce cost pressures on other services.

The three ministries developed a virtual engagement process to seek targeted input and feedback on how the government can improve the supportive housing system.

The engagement asked for input on five key areas within Ontario's supportive housing system:

1. **Supply:** Protect, grow, and improve the supply of supportive housing, including physical units as well as the availability of financial assistance and support services
2. **Access:** Better match people to the right housing and supports based on their needs
3. **Efficiency:** Use current resources more efficiently to maximize impact for people
4. **People with complex needs:** Better support people with needs who require support from multiple systems
5. **COVID-19:** Help Ontario's supportive housing system become more resilient to COVID-19 or future pandemics

The virtual engagement occurred between October 2020 and February 2021 and included:

- An online survey that garnered more than 200 responses
- Two sessions with provincial sector associations
- Eleven regional sessions across Ontario
- Thirteen population-specific sessions (including seniors, Francophones, Indigenous partners, people with disabilities, landlords, justice sector partners, child welfare and youth organizations, and people who live in supportive housing)

The following is a high-level summary of what we heard.

Supply

Protect, grow and improve the supply of supportive housing, including physical units as well as the availability of financial assistance and support services.

What We Heard:

- Increase the supply of all types of supportive housing (e.g., dedicated new builds, rent supplements and transitional housing), including culturally appropriate and safe housing and supports for Indigenous people, and give greater consideration to the accessibility of physical design.
- Examine opportunities and impacts on people who are living in other forms of housing (e.g., long-term care and long-term emergency shelter users) who could be more appropriately housed in supportive housing.
- Improve access to financing and funding opportunities (including flexible and predictable funding for programs).
- Develop a cross-ministry strategic approach to support the sector with asset management and identify potential opportunities to expand supply through access to land, etc.
- Continue engaging with Indigenous organizations and partners on the development of housing strategies, programs and policies that support Indigenous individuals and are developed with gender and equity lenses in mind.

Access

Better match people to the right housing and supports based on their needs.

What We Heard:

- Make it easier for people to find the right housing and supports regardless of where or how they access the supportive housing system.
- Improve connections between the supportive housing system and related service systems (e.g., hospitals and correctional facilities) when people are discharged and may need supportive housing.
- Improve access to language-specific, culturally appropriate and trauma-informed services.
- Apply a Francophone lens throughout service design, planning and delivery phases to ensure that services are linguistically appropriate.
- Some communities have found that by-name lists of people experiencing homelessness and movement toward co-ordinated access have helped them better link people to the housing and support they need.
- Moving towards more standardized approaches to assessing client needs across different programs and systems would be helpful, but it is important to recognize that different populations may require specialized approaches (e.g., culturally appropriate and safe approaches that recognize the unique needs of Indigenous people).
- Improve data collection mechanisms and data sharing across sectors while respecting confidentiality, cultural sensitivities, and minimizing impacts on people.
- There's a need for better awareness at the local level of supportive housing resources available across sectors to assist clients, agencies and other partners.

Efficiency

Use current resources more efficiently to maximize positive impacts on people.

What We Heard:

- Reduce administrative and reporting burdens within and across programs.
- Create a strategic systems approach to supportive housing, including expanding cross-ministry partnerships to support greater co-ordination across systems and programs (e.g. case management) that serve different populations (e.g. seniors, Indigenous communities, people with disabilities and youth).
- Provide greater flexibility within supportive housing programs to address both capital and operating funding needs.
- Capital investments should be supported with stable ongoing operating funding to ensure long-term sustainability of projects.
- Increase capacity to support the diverse needs of people, recognizing that some individuals may require high intensity supports, as well as linguistically and culturally appropriate service delivery models.

Complex Needs

Better support people with complex needs who require support from multiple service systems.

What We Heard:

- Establish/require more effective cross-sector planning at the local level to improve co-ordination for people whose needs span multiple service systems.
- Improve mechanisms to enable client information to be safely and confidentially shared across sectors and providers so that people can receive the full range of services they need.
- There is a need for more integrated care models that holistically respond to people's complex needs.
- The planning and physical design of supportive housing should respond to the diverse and changing needs of people (e.g. physical accessibility of units/buildings and making congregate care settings safer).
- Funding models should support new and innovative approaches to helping people with complex needs.

COVID-19

Help Ontario's supportive housing system become more resilient to COVID-19 or future pandemics.

What We Heard:

- There were initial challenges with accessing personal protective equipment, finding additional qualified staff, and meeting physical distancing and isolation requirements.
- Consider creating local housing emergency co-ordination/situation tables.
- Better-designed physical spaces could reduce the risk of disease transmission.
- Consider transitioning away from congregate settings to self-contained supportive housing units to reduce transmission risks, while recognizing the social benefits of congregate spaces/models.
- Identify ways to maintain good mental health and social interaction in the event of public health emergencies.

Keeping People Safe During COVID-19

COVID-19 has had a significant impact on supportive housing, especially congregate models of supportive housing. Providers have had to adapt the way they deliver services to meet new public health requirements and monitor ongoing impacts of the pandemic.

Since the onset of the pandemic, our government has worked to prevent and address the spread of COVID-19 in congregate settings through work on the Vulnerable Persons Action Plan. Actions taken have included:

- Investing over \$1 billion through the Social Services Relief Fund to help municipalities and Indigenous program partners protect the health and safety of vulnerable people in their communities during COVID-19, including those experiencing and or at risk of homelessness.

- Sharing Infection Prevention and Control resources related to congregate care settings and providing funding for municipal isolation centres for people awaiting test results or needing to self-isolate
- Supporting the proper use and procurement of personal protective equipment and rapid antigen testing kits
- Assisting with outbreak management planning, and monitoring outbreaks and health and safety practices in congregate settings

Next Steps

The input received through these engagement sessions highlights that improving supportive housing in Ontario is a complex, long-term initiative that will require dedicated support and engagement across all ministries involved with supportive housing as well as with municipal governments, Ontario Health and its Regions, community agencies and Indigenous partners.

However, there are realizable and achievable actions that can be taken and milestones that can be accomplished in the short term that will make concrete improvements for people who rely on the supportive housing system.

The Ministries of Municipal Affairs and Housing; Health; and Children, Community and Social Services are exploring opportunities to work together to:

- better co-ordinate supportive housing intake processes
- find ways to make the system work better and more efficiently for those who work and live in supportive housing
- improve how people access the system so that they get the right housing and supports, in the environment that is right for them

Specifically, ministries are working together to make progress on the following initiatives:

1. Develop a common pre-screening approach that can be utilized across sectors to navigate people towards the correct housing and supports across the housing, health and community services sectors more quickly and appropriately.
2. Establish local integrated supportive housing planning requirements to coordinate local service planning and delivery of supportive housing across the housing, health and community services sectors. This would support improved cross-sector collaboration and planning, and better respond to clients' complex needs.
3. Conduct a cost avoidance review of supportive housing to better understand how supportive housing can avoid unnecessary use of high-cost provincial systems by helping people achieve housing stability.

Moving forward, ministries will continue to engage a variety of stakeholders and experts across sectors during the development and implementation of this work.

Building on current work and the suggestions and input received through this engagement, the three ministries will continue to work together to identify potential areas for future, longer term action across the supportive housing system, so that people can get the help they need, where they need it, in a safe and healthy way.

Thank you to the hundreds of people and the many organizations who provided their invaluable feedback, and shared first-hand experiences and recommendations for how to work together and improve supportive housing.

Ministry of Education
Early Years and Child Care Division

315 Front Street West, 11th floor
Toronto ON M5V 3A4

Ministère de l'Éducation
Division de la petite enfance et de
la garde d'enfants

315, rue Front Ouest, 11^e étage
Toronto ON M5V 3A4



TO: Consolidated Municipal Service Managers and District Social Services Administration Boards (CMSMs and DSSABs)

FROM: Holly Moran
Assistant Deputy Minister
Early Years and Child Care Division

DATE: December 2, 2021

SUBJECT: 2022 Early Years and Child Care Funding Approach

Thank you for your continued partnership and commitment toward a stable and accessible early years and child care system across Ontario. In addition to supporting the well-being and healthy development of children, we know that a strong early years and child care sector is also a critical support for families and the broader efforts to reopen Ontario's economy. That is why the province is investing up to \$1 billion in the creation of up to 30,000 new licensed child care spaces over five years. To date, nearly 24,000 new spaces have been approved, which will support families and ensure a strong and accessible child care system. In addition, as part of its efforts to support working families, the province is providing a 20 per cent enhancement of the Childcare Access and Relief from Expenses (CARE) tax credit for 2021. For parents, this means an increase in support from \$1,250 to \$1,500 per family, on average.

The Ministry of Education recognizes the continued importance of a stable funding approach in 2022 for early years and child care, particularly as the child care system works through our reopening process in response to the COVID-19 pandemic. In support of that, I am pleased to provide you with information in advance of the municipal funding year on the 2022 allocations for early years and child care.

2022 Early Years and Child Care Funding Approach

We have heard and acknowledge the concerns expressed by our CMSM and DSSAB partners regarding service system management capacity to prepare for the third of three planned funding changes, and the additional administrative burden municipalities continue to take on as they respond to the evolving COVID-19 pandemic. We also recognize the need for municipalities to have time to plan in advance of the 2022 funding year.

To this end, I am pleased to inform you that details on the 2022 funding allocations for Consolidated Municipal Service Managers (CMSMs) and District Social Services

Administration Boards (DSSABs) are being made available to you shortly. This funding is intended to continue to support high quality, accessible, safe and affordable child care and early years services and programs.

The funding methodology and associated data elements used to determine allocations will continue to remain unchanged from 2021. This decision is based on sector feedback, including consultation with the Provincial-Municipal Technical Working Group on Early Years and Child Care. The ministry will continue to work with the sector to develop and implement a new Child Care Funding Formula in the future.

In 2022, the Ministry of Education will be investing more than \$2 billion in child care and early years programs. This investment includes \$113.3M in new funding from the Canada-Ontario Early Childhood Workforce Agreement, for the retention and recruitment of high-quality child care and early years workforce. Also included is an additional \$36.4M from the renewed Canada-Ontario Early Learning and Child Care (ELCC) Agreement, to support child care and early years program delivery.

We are also pleased to let you know that in 2022, the ministry will provide a one-time transitional grant of \$85.5M to help offset and assist with the new 5% administration threshold, set to take effect on January 1, 2022, and to continue to help offset a portion of the 50/50 administration cost share that was introduced in 2021. This one-time grant may also be used to assist with the provision of child care programs and services as well as other COVID-19 related operating costs such as, but not limited to support for reduced capacity, enhanced cleaning and personal protective equipment (PPE).

This one-time transitional grant will help to mitigate the impact of the previously communicated funding changes and allow our partners additional time to transition and plan for the upcoming funding changes so they can effectively serve their communities with the critical services they need during and beyond the pandemic. The ministry has worked to eliminate redundant or duplicate reporting requirements and will continue to engage with the sector on ways to reduce administration burden, where possible.

As a reminder, CMSMs and DSSABs will continue to cost share Expansion Plan operating funding at a rate of 80/20 provincial/municipal. The Expansion Plan cost share remains voluntary and is not required. CMSMs and DSSABs are encouraged to continue finding opportunities to reduce administrative costs through process improvements and other means.

Please note that due to the continuing impacts on the child care and early years sector related to COVID-19 in 2021, the ministry will not levy any penalties related to underachieved contractual service targets for the 2021 calendar year.

Canada-Ontario Early Learning and Child Care Agreement (ELCC)

The 2022 budget schedule includes ELCC funding for the entire 2022 calendar year. The ELCC funding has been allocated in two parts:

- The first reflects funds from January 1, 2022 to December 31, 2022, and
- The second reflects the additional investment above 2021 ELCC funding from

April 1, 2022 to December 31, 2022. This stems from the renewed ELCC Agreement with the federal government, for four additional years, from April 1, 2021 until March 31, 2025. The increased funding associated with the 2022 calendar year is \$36.4M for child care and EarlyON Child and Family Centres.

Federal Early Childhood Workforce Agreement

The Child Care and Early Years Workforce Funding supports the retention and recruitment of a high-quality child care and early years workforce with the objectives of sustaining the workforce, enhancing access to professional development, growing the number of qualified staff, and attracting an increasingly diverse workforce. In 2022, CMSMs and DSSABs will be receiving \$113.3M in one-time Child Care and Early Years Workforce Funding. This funding has been provided through the Canada-Ontario Early Childhood Workforce Agreement with the federal government and will also be provided to CMSMs/DSSABs in 2023.

With the one-time transitional grant, the additional federal funding through the Ontario-Canada Early Learning and Child Care Agreement and the Federal Early Childhood Workforce Agreement, CMSMs' and DSSABs' total 2022 annual allocation will increase by \$149.7M for the 2022 funding year for both Child Care and EarlyON programs and services. (Please see Appendix A Funding Allocations Chart).

Next Steps

The ministry remains committed to providing the 2022 Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline shortly, as we understand that these documents are instrumental in the planning process. The Agreements will be made available on the Transfer Payment Ontario (TPON) online platform, which provides one-window access to funding information.

Thank you for your ongoing collaboration and partnership as we work to support the child care sector in 2022. I look forward to working together to continue to strengthen the early years and child care system throughout Ontario.

Thank you,

Holly Moran

APPENDIX A – 2022 ALLOCATIONS

2022 Child Care Allocations

CMSM/DSSAB	General & Expansion Plan	Base Funding for LHCC	ELCC	ELCC Increased Investment (Apr - Dec)	Wage Enhancement/ HCCEG Allocation	Wage Enhancement/ HCCEG Administration	One-Time Transitional Grant	2022 Total Funding
Corporation of the City of Brantford	9,126,763	276,000	814,224	211,206	1,693,976	37,715	646,567	12,806,451
City of Cornwall	8,708,005	82,800	774,265	200,840	923,745	28,688	597,915	11,316,258
City of Greater Sudbury	17,273,496	82,800	1,272,900	330,184	2,453,982	74,227	1,198,090	22,685,679
The City of Hamilton	52,846,466	1,062,600	4,532,030	1,175,585	8,043,346	173,244	3,663,993	71,497,264
Corporation of the City of Kawartha Lakes	5,592,631	0	508,148	131,811	782,322	12,787	374,924	7,402,623
Corporation of the City of Kingston	9,796,154	124,200	862,094	223,623	2,051,745	48,969	691,338	13,798,123
Corporation of the City of London	36,333,311	503,700	3,045,232	789,917	7,433,193	138,538	2,523,827	50,767,718
City of Ottawa	89,056,946	5,637,300	6,978,626	1,810,219	17,315,818	427,663	6,559,356	127,785,928
Corporation of the City of Peterborough	9,413,247	420,900	792,960	205,689	1,617,246	35,467	672,252	13,157,761
Corporation of the City of St. Thomas	6,813,722	124,200	612,468	158,871	1,039,792	23,484	472,731	9,245,268
Corporation of the City of Stratford	4,801,979	55,200	403,390	104,637	574,255	16,300	330,814	6,286,575
City of Toronto	352,916,564	5,927,100	28,671,036	7,437,116	42,629,943	1,026,399	24,262,441	462,870,599
Corporation of the City of Windsor	33,057,378	255,300	2,898,295	751,803	5,132,145	120,513	2,277,593	44,493,027
Corporation of the County of Bruce	4,521,375	165,600	367,754	95,394	813,338	19,882	323,374	6,306,717
Corporation of the County of Dufferin	3,759,359	69,000	312,808	81,141	793,783	15,082	262,978	5,294,151
Corporation of the County of Grey	6,137,923	262,200	524,127	135,955	1,241,082	26,853	441,277	8,769,417
Corporation of the County of Hastings	9,448,337	289,800	850,081	220,506	1,457,072	30,635	661,204	12,957,635
Corporation of the County of Huron	3,935,532	103,500	331,673	86,035	639,342	14,097	275,634	5,385,813
Corporation of the County of Lambton	13,158,792	262,200	785,434	203,737	1,596,663	39,848	908,892	16,955,566
County of Lanark	4,644,761	269,100	415,906	107,884	825,900	19,385	337,569	6,620,505
County of Lennox & Addington	4,100,333	138,000	356,493	92,473	481,237	12,413	286,856	5,467,805
County of Northumberland	4,965,276	62,100	413,322	107,214	821,020	16,098	341,633	6,726,663
County of Oxford	6,513,824	110,400	583,299	151,304	683,980	25,458	454,393	8,522,658
County of Renfrew	6,511,697	110,400	553,768	143,644	946,049	20,157	448,954	8,734,669
County of Simcoe	29,210,741	434,700	2,516,655	652,807	5,737,618	129,548	2,049,165	40,731,234
County of Wellington	15,095,994	262,200	1,144,194	296,798	2,269,753	47,707	1,042,190	20,158,836
District Municipality of Muskoka	4,032,912	103,500	364,130	94,454	487,107	12,932	280,774	5,375,809

CMSM/DSSAB	General & Expansion Plan	Base Funding for LHCC	ELCC	ELCC Increased Investment (Apr - Dec)	Wage Enhancement/ HCCEG Allocation	Wage Enhancement/ HCCEG Administration	One-Time Transitional Grant	2022 Total Funding
Corporation of the Municipality of Chatham-Kent	12,633,111	0	753,654	195,494	1,272,777	27,809	845,834	15,728,679
The Corporation of Norfolk County	6,582,196	103,500	595,908	154,575	813,007	14,523	447,439	8,711,148
Regional Municipality of Durham	45,688,270	565,800	3,557,033	922,676	11,384,624	206,003	3,201,072	65,525,478
Regional Municipality of Halton	34,588,450	552,000	2,696,403	699,433	11,771,714	264,648	2,540,081	53,112,729
Regional Municipality of Niagara	31,963,872	476,100	2,526,240	655,293	4,648,461	125,170	2,225,742	42,620,878
Regional Municipality of Peel	127,844,409	2,277,000	10,816,011	2,805,616	18,953,608	358,473	8,784,165	171,839,282
Regional Municipality of Waterloo	38,613,750	2,566,800	3,058,723	793,417	6,625,142	168,830	2,835,376	54,662,038
Regional Municipality of York	95,807,207	662,400	7,766,486	2,014,585	23,694,245	477,074	6,723,726	137,145,723
United Counties of Leeds & Grenville	5,842,227	75,900	521,362	135,239	1,241,599	27,590	410,803	8,254,720
United Counties of Prescott & Russell	6,726,103	186,300	593,348	153,911	1,439,107	33,790	481,386	9,613,945
Algoma District Services Administration Board	4,515,682	0	353,961	91,816	383,196	14,300	300,595	5,659,550
District of Cochrane Social Service Administration Board	8,972,668	117,300	746,570	193,656	905,394	24,432	592,711	11,552,731
District of Nipissing Social Services Administration Board	8,668,803	248,400	727,364	188,674	1,444,375	31,692	605,748	11,915,056
District of Parry Sound Social Services Administration Board	4,854,482	165,600	407,842	105,792	220,112	10,358	332,469	6,096,655
District of Sault Ste Marie Social Services Administration Board	6,436,864	165,600	527,757	136,897	869,126	20,671	438,449	8,595,364
District of Timiskaming Social Services Administration Board	6,229,165	131,100	441,638	114,559	604,506	12,679	421,811	7,955,458
Kenora District Services Board	6,697,964	0	494,973	128,393	192,051	14,935	432,293	7,960,609
Manitoulin-Sudbury District Social Services Administration Board	6,378,476	27,600	420,859	109,169	341,882	6,767	414,902	7,699,655
Rainy River District Social Services Administration Board	3,497,313	0	262,983	68,216	182,358	3,058	228,702	4,242,630
District of Thunder Bay Social Services Administration Board	12,699,898	82,800	1,045,572	271,216	1,218,236	34,705	849,964	16,202,391
PROVINCIAL TOTAL	1,227,014,428	25,599,000	100,000,000	25,939,474	198,690,972	4,471,596	85,500,000	1,667,215,471

2022 EarlyON Allocations

CMSM/DSSAB	EarlyON (Provincial)	EarlyON ELCC	ELCC Increased Investment (Apr - Dec)	2022 Total Funding
Corporation of the City of Brantford	1,432,827	570,356	147,947	2,151,130
City of Cornwall	1,163,873	463,295	120,176	1,747,344
City of Greater Sudbury	2,334,900	929,437	241,091	3,505,428
The City of Hamilton	4,164,475	1,657,723	430,005	6,252,203
Corporation of the City of Kawartha Lakes	779,879	310,441	80,527	1,170,847
Corporation of the City of Kingston	2,002,192	796,999	206,737	3,005,928
Corporation of the City of London	2,736,837	1,089,433	282,593	4,108,863
City of Ottawa	6,984,799	2,780,389	721,218	10,486,406
Corporation of the City of Peterborough	903,198	359,529	93,260	1,355,987
Corporation of the City of St. Thomas	792,933	315,637	81,875	1,190,445
Corporation of the City of Stratford	645,691	257,025	66,671	969,387
City of Toronto	19,211,462	7,647,369	1,983,687	28,842,518
Corporation of the City of Windsor	2,520,651	1,003,377	260,271	3,784,299
Corporation of the County of Bruce	658,488	262,120	67,992	988,600
Corporation of the County of Dufferin	556,069	221,351	57,417	834,837
Corporation of the County of Grey	748,878	298,100	77,326	1,124,304
Corporation of the County of Hastings	1,023,529	407,429	105,685	1,536,643
Corporation of the County of Huron	594,068	236,476	61,341	891,885
Corporation of the County of Lambton	1,610,950	641,260	166,339	2,418,549
County of Lanark	657,601	261,767	67,901	987,269
County of Lennox & Addington	596,599	237,484	61,602	895,685
County of Northumberland	606,732	241,517	62,648	910,897
County of Oxford	765,754	304,819	79,068	1,149,641
County of Renfrew	957,858	381,288	98,904	1,438,050
County of Simcoe	2,727,528	1,085,728	281,632	4,094,888
County of Wellington	1,429,141	568,888	147,567	2,145,596
District Municipality of Muskoka	593,558	236,273	61,288	891,119
Corporation of the Municipality of Chatham-Kent	931,366	370,743	96,169	1,398,278
The Corporation of Norfolk County	759,467	302,316	78,419	1,140,202
Regional Municipality of Durham	3,215,086	1,279,807	331,975	4,826,868

CMSM/DSSAB	EarlyON (Provincial)	EarlyON ELCC	ELCC Increased Investment (Apr - Dec)	2022 Total Funding
Regional Municipality of Halton	2,986,367	1,188,761	308,359	4,483,487
Regional Municipality of Niagara	2,872,468	1,143,423	296,598	4,312,489
Regional Municipality of Peel	8,541,154	3,399,916	881,920	12,822,990
Regional Municipality of Waterloo	2,968,255	1,181,552	306,488	4,456,295
Regional Municipality of York	6,661,019	2,651,504	687,786	10,000,309
United Counties of Leeds & Grenville	718,874	286,157	74,228	1,079,259
United Counties of Prescott & Russell	1,314,350	523,195	135,714	1,973,259
Algoma District Services Administration Board	805,037	320,455	83,124	1,208,616
District of Cochrane Social Service Administration Board	1,464,873	583,112	151,256	2,199,241
District of Nipissing Social Services Administration Board	1,480,481	589,324	152,868	2,222,673
District of Parry Sound Social Services Administration Board	799,262	318,156	82,528	1,199,946
District of Sault Ste Marie Social Services Administration Board	1,120,716	446,115	115,720	1,682,551
District of Timiskaming Social Services Administration Board	753,552	299,961	77,808	1,131,321
Kenora District Services Board	1,130,027	449,821	116,681	1,696,529
Manitoulin-Sudbury District Social Services Administration Board	1,058,489	421,345	109,295	1,589,129
Rainy River District Social Services Administration Board	778,552	309,913	80,390	1,168,855
District of Thunder Bay Social Services Administration Board	1,665,104	662,816	171,931	2,499,851
PROVINCIAL TOTAL	101,224,969	40,293,902	10,452,025	151,970,896

2022 Child Care and Early Years Workforce Allocations

CMSM/DSSAB	Allocation Jan to Mar 2022	Allocation Apr to Dec 2022	Total 2022 Allocation
Corporation of the City of Brantford	579,905	347,943	927,848
City of Cornwall	506,184	303,710	809,894
City of Greater Sudbury	1,017,717	610,630	1,628,347
The City of Hamilton	3,024,723	1,814,834	4,839,557
Corporation of the City of Kawartha Lakes	332,136	199,281	531,417
Corporation of the City of Kingston	650,425	390,255	1,040,680
Corporation of the City of London	2,137,301	1,282,381	3,419,682
City of Ottawa	5,392,142	3,235,285	8,627,427
Corporation of the City of Peterborough	564,666	338,799	903,465
Corporation of the City of St. Thomas	404,983	242,990	647,973
Corporation of the City of Stratford	281,429	168,858	450,287
City of Toronto	19,158,476	11,495,085	30,653,561
Corporation of the City of Windsor	1,877,555	1,126,533	3,004,088
Corporation of the County of Bruce	283,307	169,984	453,291
Corporation of the County of Dufferin	237,963	142,778	380,741
Corporation of the County of Grey	384,544	230,726	615,270
Corporation of the County of Hastings	562,810	337,686	900,496
Corporation of the County of Huron	243,520	146,112	389,632
Corporation of the County of Lambton	754,912	452,947	1,207,859
County of Lanark	295,227	177,136	472,363
County of Lennox & Addington	246,661	147,997	394,658
County of Northumberland	296,645	177,987	474,632
County of Oxford	375,069	225,041	600,110
County of Renfrew	394,464	236,678	631,142
County of Simcoe	1,743,544	1,046,126	2,789,670
County of Wellington	868,365	521,019	1,389,384
District Municipality of Muskoka	242,759	145,656	388,415
Corporation of the Municipality of Chatham-Kent	668,762	401,257	1,070,019
The Corporation of Norfolk County	382,077	229,246	611,323
Regional Municipality of Durham	2,744,822	1,646,893	4,391,715
Regional Municipality of Halton	2,247,906	1,348,744	3,596,650
Regional Municipality of Niagara	1,826,558	1,095,935	2,922,493
Regional Municipality of Peel	7,189,001	4,313,401	11,502,402
Regional Municipality of Waterloo	2,304,712	1,382,827	3,687,539
Regional Municipality of York	5,737,849	3,442,709	9,180,558
United Counties of Leeds & Grenville	362,460	217,476	579,936
United Counties of Prescott & Russell	448,783	269,270	718,053
Algoma District Services Administration Board	265,880	159,528	425,408
District of Cochrane Social Service Administration Board	532,579	319,547	852,126
District of Nipissing Social Services Administration Board	548,037	328,822	876,859
District of Parry Sound Social Services Administration Board	282,368	169,421	451,789

CMSM/DSSAB	Allocation Jan to Mar 2022	Allocation Apr to Dec 2022	Total 2022 Allocation
District of Sault Ste Marie Social Services Administration Board	398,243	238,946	637,189
District of Timiskaming Social Services Administration Board	353,320	211,992	565,312
Kenora District Services Board	373,883	224,330	598,213
Manitoulin-Sudbury District Social Services Administration Board	360,307	216,184	576,491
Rainy River District Social Services Administration Board	209,061	125,437	334,498
District of Thunder Bay Social Services Administration Board	725,320	435,192	1,160,512
Provincial Total	70,819,360	42,491,614	113,310,974

Ministry of Education
Early Years and Child Care Division

315 Front Street West, 11th floor
Toronto ON M5V 3A4

Ministère de l'Éducation
Division de la petite enfance et de
la garde d'enfants

315, rue Front Ouest, 11^e étage
Toronto ON M5V 3A4



TO: Consolidated Municipal Service Managers and District Social Service Administration Boards (CMSMs and DSSABs)

FROM: Holly Moran
Assistant Deputy Minister
Early Years and Child Care Division

DATE: January 4, 2022

SUBJECT: Time-Limited Public Health Actions – Emergency Child Care

Thank you for your continued efforts in keeping children, families, and child care staff safe. We appreciate your partnership, flexibility and patience as the province continues to deal with the impacts of the COVID-19 pandemic. The efforts of child care leaders, supervisors, Early Childhood Educators, program staff and others on your teams have been instrumental in helping to keep children safe and families supported.

On January 3, 2022 the Province announced a range of time-limited public health actions to help curb the spread of COVID-19. As part of this announcement, starting January 5, all elementary schools, publicly funded and private, will be closed for in-person learning. Students enrolled in publicly funded schools will move to virtual learning.

Recognizing the foundational nature of child care in providing a trusted and safe environment for children so that parents can work, we will be re-instituting the targeted Emergency Child Care (ECC) program for school-aged children on January 10, 2022. The government will continue to rely on the advice of public health experts, with remote learning in effect until at least January 17. An update will be provided once a return to in-person learning is recommended.

Impact on Child Care Operations

Similar to the approach in 2021 the following is being implemented:

- Child care for non-school aged children (i.e. children aged 0-4) will remain open for the duration of this time-limited public health action. This includes child care offered in licensed child care centres and in home-based settings.
- During the period when elementary schools are operating virtually, licensed child care centres, authorized recreation and skill-building providers and district school boards will be prohibited from serving school-aged children*.

- Before and after school programs are not permitted to operate during this period. These programs may resume operation when elementary schools return to in-person learning. Operators of before and after school programs that are required to close during this period will **be prohibited from charging fees or otherwise penalizing parents during this time period** (e.g. parents must not lose their respective child care spaces).
 - To support the parents of school-aged children who may not be able to support their child's learning or care at home, the Ministry of Education will once again be working with partners to implement an Emergency Child Care (ECC) program for school-aged children of eligible front-line workers, at no cost to eligible parents, during the period when schools are operating remotely. Please see below for further details.
- * There may be some children who despite being school-aged (i.e. Junior/Senior Kindergarten) are not registered in school and are currently enrolled in full day licensed child care. Operators with Junior/Senior Kindergarten-aged children who are not registered in school, may continue to serve these children throughout the duration of this time-limited public health action, including the period when elementary schools have moved to a virtual learning model.

Health and Safety

In order to support the safe and healthy operation of ECC programs for school-aged children, all established ECC programs must adhere to the following requirements:

- All requirements set out in the *Child Care and Early Years Act, 2014* (CCEYA) as well as all current ministry [policies and guidelines](#) must continue to be followed.
- All health measures put in place by your local Public Health Unit.
- Your local Medical Officer of Health must be advised of all settings established.

The health and safety of children and child care staff and operators has been our primary concern throughout this pandemic. It is of the utmost importance that all child care settings continue to adhere to these measures to be able to remain open to serve families.

Targeted Emergency Child Care (ECC) for School-Aged Children

Eligibility

The government is re-instituting the same eligibility list that was in place for the Spring 2021 ECC program (mid-April to June 2021), including health care workers, child care workers, grocery store and pharmacy workers, and those working directly in the COVID-19 vaccination effort. Please see Appendix A for the eligibility list.

ECC Locations

All established ECC settings must be located within existing licensed child care settings and board operated extended day programs in order to support expedited implementation. It is suggested that existing, licensed before and after school program locations transitioned to full day programs could be the best option, however CMSMs/DSSABs, working with operators and school board partners, have the discretion and oversight to plan all ECC locations.

School boards are being requested to make school buildings accessible to allow for the continued operation of both regular child care and emergency child care for school-aged children while in-person learning in elementary schools is unavailable. Please continue to work with your school board partners to ensure collaboration and the smooth operation of child care programs.

Please note that child care staff/providers implementing ECC for school-aged children are asked to create conditions that support students' engagement in remote learning (e.g. provide a suitable space and time in the ECC; support log-in to remote learning, if required), but are not responsible for managing the requirements of each child's individual virtual learning environment.

Funding

Consistent with the approach during the time-limited public health actions of 2021, the Province will provide funding support for ECC. Costs for ECC will be covered during the period elementary schools are closed for in-person learning province-wide and/or in regions identified by Ontario's Chief Medical Officer of Health.

CMSMs and DSSABs are being asked to keep track of funding associated with managing and operating ECC sites and will be asked to provide a rationale for the incurred costs. For ease of completion and to ensure consistency, a sample budget template has been provided (see Appendix B) and includes additional clarity on funding parameters in the instruction sections. CMSMs/DSSABs will be asked to report funding for both child care centres and home child care providers providing ECC in the budget template.

CMSMs and DSSABs are required to complete and submit this template to the ministry. The ministry will follow-up with further information on the submission due date for this specific ECC period. However, for planning purposes, you can anticipate that this template will be due to the ministry within 6-8 weeks following the end of provincially-directed ECC in your region.

As a reminder, where eligible, operators should continue to access federal support programs under the [Canada Economic Response Plan](#).

Next Steps

Planning Templates

Attached you will again find the planning template (see Appendix C). We are asking you to return it to the ministry at tpa.edu.earlylearning@ontario.ca (copying your Early Years Advisor), on January 6, 2022. This plan will provide the ministry with the information necessary to support the approval and oversight of the child care centres providing ECC programs for school-aged children within your communities. It will be reviewed as quickly as possible and you will be notified when it is approved.

Although home child care settings do not require ministry approval to operate as they are not subject to closure, in order to get a fulsome picture of their plans, the ministry is asking CMSMs and DSSABs to also list licensed home child care agencies that will be providing ECC in their planning template.

Reminder when filling in the template:

- Only child care centres included in local plans reviewed and approved by the ministry will be permitted to provide ECC to school-aged children. You will receive a notification from the ministry when your planned centres have been approved.
- Proposed ECC sites should be prepared to meet all requirements under the CCEYA for school-aged children.
- Proposed ECC sites must have a general operating and/or fee subsidy purchase of service agreement, otherwise one will need to be entered into between the operator and the CMSM/DSSAB.
- The ministry understands that not every CMSM/DSSAB will require emergency child care programs however, please take the time to indicate so on the planning template (i.e. check “yes” or “no” and provide a rationale if no emergency care settings are required).

Reporting

Attached is an attendance and waitlist reporting template to be filled in where ECC is operational. The reporting template should be submitted to tpa.edu.earlylearning@ontario.ca (copying your Early Years Advisor) **every Monday by noon**, reporting on utilization for the previous week.

The Chief Medical Officer of Health is confident our schools and childcare centers continue to be as safe as possible with strong health and safety protocols in place. Owner/operators of these facilities and parents must follow the outlined protocols.

The ministry continues to put the health and safety of Ontario’s children and families at the forefront. We also continue to depend on the authority and discretion that service system managers hold in order to make decisions that best support the early years and

child care sector in your communities. Please continue to let us know how we can support your efforts during this challenging time.

Thank you,

Holly Moran

Appendix A: Eligibility List – Emergency Child Care

Appendix B: Budget Template – Emergency Child Care

Appendix C: Planning Template – Emergency Child Care

Appendix D: Reporting Template – Emergency Child Care

COUNTY OF RENFREW

BY-LAW NUMBER 11-22

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL
OF THE COUNTY OF RENFREW AT THE MEETING HELD
ON JANUARY 26, 2022**

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 26th day of January 2022.

READ a second time this 26th day of January 2022.

READ a third time and finally passed this 26th day of January 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK