



COUNTY COUNCIL

9:00 A.M., WEDNESDAY, FEBRUARY 23, 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 January 7, 2022 (Special Meeting), January 17, 2022 (Budget Workshop) and January 26, 2022 (Regular Meeting).
8. Warden's Address.
9. Delegations:
 - a) Video – Launch of partnership with Renfrewshire Scotland (Provost Lorraine Cameron).
 - b) Video - Miramichi Lodge staff supporting Bonnechere Manor staff.
10. Correspondence.
11. Committee Reports:

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9:45 a.m. – 9:55 a.m.	a) Community Services Committee	3
9:55 a.m. – 10:15 a.m.	b) Operations Committee	11
10:15 a.m. – 10:30 a.m.	c) Health Committee	168
10:30 a.m. – 11:00 a.m.	d) Development & Property Committee	187
11:00 a.m. – 11:30 p.m.	e) Finance & Administration Committee	241
12. Closed Meeting – none at time of mailing.
13. By-laws:
 - a) By-law 12-22 – A By-law to Provide for the Remuneration of Members of the Council of the County of Renfrew.

- b) By-law 13-22 - A By-law to Execute an Agreement with Her Majesty the Queen in the Right of the Province of Ontario as Represented by the Minister of Municipal Affairs and Housing Municipal Modernization Program Intake 3.
 - c) By-law 14-22 – A By-law to Amend By-law 59-02 Corporate Policies and Procedures for the County of Renfrew.
 - d) By-law 15-22 - Employment By-law #1 for County Officers and Staff.
 - e) By-law 16-22 - A By-Law to Execute an Agreement between the County of Renfrew and the Ontario Trillium Foundation.
 - f) By-law 17-22 - A Tariff of Fees By-Law for Applications made in Respect of Planning Matters.
 - g) By-law 18-22 - A By-Law to acquire land County Road 1 (River Road).
 - h) By-law 19-22 - A By-Law to acquire land County Road 52 (Burnstown Road).
 - i) By-law 20-22 - A By-Law to authorize Speed Limits.
 - j) By-law 21-22 - A By-Law to Establish Policy PW-17 – Enhanced Traffic Warning Devices for the Municipal Road System within the Jurisdiction of the Corporation of the County of Renfrew.
 - k) By-law 22-22 - A By-Law authorizing the Warden and Clerk to approve an Agreement between the County of Renfrew and Arnprior Regional Health for a partnership to include Paramedics in the Emergency Department.
14. Written Reports from Representatives Appointed to External Boards
- i. Association of Municipalities Ontario (AMO)
 - ii. Eastern Ontario Regional Network (EORN)
 - iii. Federation of Canadian Municipalities (FCM)
 - iv. Rural Ontario Municipal Association (ROMA).
15. Notice of Motions.
16. Members’ Written Motions.
17. New Business
18. Confirmatory By-law 23-22 - A By-law to Confirm the Proceedings of the Council of the County of Renfrew at the meeting held on February 23, 2022.
19. Adjournment.

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

February 23, 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. **Ontario Works Caseload Statistics [Strategic Plan Goal #1 (b)]**

Month	2021 Total Caseload	2020 Total Caseload
January	1,062	1,273
February	1,052	1,287
March	1,076	1,327
April	1,048	1,344
May	1,037	1,268
June	1,014	1,199
July	1,002	1,160
August	985	1,125
September	946	1,074
October	974	1,083
November	977	1,080
December	1,017	1,073

2. **Licensed Home Child Care Statistics [Strategic Plan Goal # 1 (a)]**

The following chart indicates the County of Renfrew Licensed Home Child Care program statistics for February 2020, before the COVID-19 pandemic as a comparison against the monthly statistics for 2021.

Month and Year	Feb 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21
Children served	30	19	18	19	20	15	15	15	14	18	15	15	15
Open homes	7	4	4	4	4	3	3	3	3	3	3	3	3
Children on waitlist	39	64	66	71	78	59	66	67	77	77	82	86	91

3. Licensed Child Care Statistics [Strategic Plan Goal # 1 (a)]

The following chart indicates statistics for licensed child care in Renfrew County for February 2020, before the COVID-19 pandemic as a comparison against the monthly statistics for 2021.

Month and Year	Feb 20	Jan 21	Feb 21	Mar 21	Apr 21	May 21	Jun 21	Jul 21	Aug 21	Sep 21	Oct 21	Nov 21	Dec 21
Licensed capacity	1762	1764	1764	1764	1764	1764	1764	1764	1764	1764	1764	1764	1764
Operating capacity	1390	1117	1109	1143	1208	581	577	1056	1062	1246	1265	1269	1364
Children served	1558	828	851	898	900	491	483	810	844	1105	1099	1142	1219
Children served, receiving Fee Subsidy	471	328	331	331	322	317	314	321	323	343	326	327	327

*Emergency Child Care not included in the above statistics. Emergency Child Care operated from January 4, 2021, to January 22, 2021, and again from April 19, 2021, to June 30, 2021.

4. 2021 Fourth Quarter Community Housing Registry Waitlist Statistics [Strategic Plan Goals #1, #2 & #3]

	New Eligible Applications	Total Eligible Applications	Total # of Active Applicants	Eligible Transfer Applicants	Eligible SP Applicants
Senior	4	75	90	16	0
Adult	73	598	658	38	1
Family	65	348	547	40	37
TOTALS	142	1021*	1295**	94	38

*1021 eligible applications as of December 31, 2021

Bedroom Size	Senior	Adult	Family
1	70	559	0
2	5	39	157
3	0	0	112
4	0	0	55
5	0	0	24
TOTALS	75	598	348

**1295 active applicants as of December 31, 2021

Bedroom Size	Senior	Adult	Family	Dependents
1	85	622	0	0
2	5	36	236	145
3			168	224
4			91	172
5			52	113
TOTALS	90	658	547	651

5. **Move Ins, Move Outs, and Internal Transfers Comparison (Fourth Quarter 2021) [Strategic Plan Goal #1]**

	Move Outs Fourth Quarter 2021	Move Ins Fourth Quarter 2021	Internal Transfers Fourth Quarter 2021
Pembroke & Area	13	11	2
Renfrew	8	8	0
Arnprior	7	4	3

6. **eSignature is expanding in Ontario Works in 2022 [Strategic Plan Goal #3 (b)]**

MCCSS has introduced an eSignature option for social assistance recipients. Between February and June of this year, the new signature solution will be rolled out across the province in five phases. The County of Renfrew is one of ten municipalities going live in the first phase. Two staff members have been identified as leads on this project to help coordinate the roll-out and

to champion this new initiative. The new technology will enable consent forms as well as the rights and responsibilities form to be signed digitally to reduce the need for in-person visits. This initiative will be expanded over time to offer the eSignature option for additional forms.

This technology was successfully piloted in two Ontario Works (OW) and two Ontario Disability Support Program (ODSP) offices in the fall which led to the province-wide implementation plan.

RESOLUTIONS

7. Investing in Inclusive and Accessible Communities [Strategic Plan Goal #3]

RESOLUTION NO. CS-CC-22-02-07

Moved by Chair

Seconded by Committee

THAT County Council approve that the County of Renfrew apply to the Inclusive Community Grants funding program for the development of a County of Renfrew Housing Action Plan.

Background

Attached as Appendix I is information relating to the Province's call for applications for the next round of Inclusive Community Grants. These grants provide successful municipalities, non-profit community organizations, and Indigenous communities with up to \$60,000 for a local project that will help older residents and people with disabilities participate in community life. This year, Ontario will prioritize projects that support under-served communities and those that address COVID-19-related challenges.

Over the past couple of years, the County of Renfrew has identified that there is a need for various levels of government to further address the affordable housing situation in the region. The strategies also suggested that partnerships amongst governmental organizations, private developers, and non-profit entities would prove advantageous as a path forward to seeing housing needs being met. To reach a true understanding of what role both tiers of local government can assist, it is prudent for the County to consult with the local municipalities on the entire inventory of municipally-owned property assets to determine what possibilities exist for affordable

housing developments, a mixed-housing development, aspirational/attainable housing developments, etc.

To that end staff are recommending that an application be pursued to create a new Housing Action Plan. It is proposed, based on final confirmation of eligible expenses and outcomes, that the funding will go towards a consultant who will assist with taking the information gleaned from the County's Housing and Homelessness Strategy and the County's Senior's Housing Strategy, along with extensive consultation with the local municipalities and come up with a housing action plan that would collect and review all municipal assets and provide a best practice approach for disposal and/or conversion of those assets.

The deadline for applications is March 3, 2022.

8. **Hourly Rate for Resource Teachers [Strategic Plan Goal # 2 (a)]**

RESOLUTION NO. CS-CC-22-02-08

Moved by Chair

Seconded by Committee

THAT County Council approve an increase to Resource Teachers capped rate of \$16.00 per hour plus mandatory benefits, to \$18.00 per hour plus mandatory benefits, effective January 1, 2022.

Background

The County of Renfrew, Child Care and Early Years Division, provides funding to licensed child care centers to pay for Resource Teachers. This funding provides enhanced supports for children who require enhanced inclusion support. The Resource Teachers are hired and trained by each child care agency, and monitored by the Inclusion Services staff.

Effective January 1, 2022, minimum wage rates increased from \$14.35 to \$15.00 an hour. The additional hourly rate will support recruitment and retention of qualified staff. The last pay increase was March 2018. It is expected that this pay increase will impact the Inclusion Services budget by approximately \$60,000, which will be mitigated with 100% provincial and federal funding.

9. **Professional Development Training [Strategic Plan Goal # 3 (b)]**

RESOLUTION NO. CS-CC-22-02-09

Moved by Chair

Seconded by Committee

THAT County Council approve that Shelley Moore, George Couchie, Lorrie Baird, and Anne Marie Coughlin, provide professional development training to EarlyON and Licensed Child Care Providers throughout 2022, utilizing capacity funding.

Background

Due to the cost associated with these training modules approval is being sought. The training proposal for 2022 will cost up to \$43,000. Funding will be paid for with 100% provincial Capacity Funding which is to be utilized for staff training and development.

The following chart provides the training topics and cost analysis:

Presenter	Topic	Date	Total Cost
Shelley Moore	The Infrastructure of Inclusion (Three-part series being offered twice)	February to April	\$15,000
Shelley Moore	Coaching Session	February to April	\$1,000
George Couchie	Cultural Mindfulness (half day sessions)	April 5 and 6, 2022	\$5,000
Lorrie Baird	Deepening our Role as Leaders in the Classroom (Four- part evening series)	May to June	\$7,000
Lorrie Baird and Anne Marie Coughlin	Creating a Culture of Reflective Practice – The Role of the Pedagogical Leader (Five-part evening series)	October to November	\$15,000
Total			\$43,000

All of which is respectfully submitted.

James Brose, Chair

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

Ontario Investing in Inclusive and Accessible Communities

Applications are now open for 2022-23 Inclusive Community Grants

January 25, 2022

[Seniors and Accessibility](#)

TORONTO — Ontario is investing \$750,000 to help communities across the province become more inclusive and accessible for people of all ages and abilities.

Applications for the next round of Inclusive Community Grants opened today. These grants provide successful municipalities, non-profit community organizations, and Indigenous communities with up to \$60,000 for a local project that will help older residents and people with disabilities participate in community life. This year, Ontario will prioritize projects that support under-served communities and those that address COVID-19-related challenges.

“Our communities are made stronger when we ensure everyone is included in community life,” said Raymond Cho, Minister for Seniors and Accessibility. “That’s why I’m proud to announce the launch of the latest round of funding for Inclusive Community Grants, which will help communities across the province design and implement community-based projects to meet the needs of seniors and people with disabilities.”

The Inclusive Community Grants program was created in November 2020 and funding from the first round went towards projects such as:

- Making public buildings and outdoor spaces more accessible in 13 rural communities across the Haliburton and Kawartha Lakes region
- Developing culturally appropriate age-friendly community resources for Haudenosaunee Elders at Six Nations Health Services
- Addressing the emerging needs of older adults in light of the COVID-19 pandemic by the Lakehead Social Planning Council in a partnership with Centre Francophone de Thunder Bay and Pride Thunder Bay.

Applications for Inclusive Community Grants are now open and available at [Ontario.ca/GetFunding](https://ontario.ca/GetFunding). Eligible organizations will have until March 3, 2022, to submit their applications.

Quick Facts

- Ontario is investing \$750,000 to support community-based projects as part of the 2022-23 cycle of the Inclusive Community Grants program.
 - Inclusive and Age-Friendly Communities work to promote accessibility, safety and active living for people of all ages and abilities.
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Additional Resources

- [Creating a more inclusive Ontario: age-friendly community planning guide for municipalities and community organizations](#)
 - [Accessibility in Ontario](#)
 - [Programs and services to support Ontario’s seniors](#)
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Related Topics

Home and Community

Information for families on major life events and care options, including marriage, births and child care. Also includes planning resources for municipalities. [Learn more](#)

Media Contacts

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[Accessibility](#)

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February 23, 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. Growth Related Projects

In April of 2021, our Committee directed staff to research policies for funding growth related issues along county roads. Attached as Appendix I are the comments that have been received from our municipal partners in response to the email request sent out in November 2021 (attached as Appendix II) requesting feedback on the proposed growth financing options. Gary Scandlan of Watson & Associates Economists Ltd. is scheduled to appear at the March meeting of County Council as per the approved Resolution No. OP-CC-22-01-10 to discuss Development Charges. Staff will provide a more fulsome report to Council once further understanding on how the proposed growth funding policies may affect the County of Renfrew.

Municipalities who have provided input are listed as follows:

- Town of Arnprior
- Town of Petawawa
- Town of Renfrew
- Township of Bonnechere Valley
- Township of Greater Madawaska
- United Townships of Head, Clara and Maria
- Township of Horton
- Township of Killaloe, Hagarty and Richards
- Township of McNab/Braeside

2. **Ottawa Valley Cycling and Active Transportation Alliance [Strategic Plan Goal No. 1]**

Attached as Appendix III is a letter received from the Ottawa Valley Cycling and Active Transportation Alliance (OVCATA) raising concerns on safety for pedestrians and cyclists crossing at the intersection of Highway 148 and County Road 29 (Drive-In Road).

In 2012 a presentation was made to the Ontario Ministry of Transportation (MTO) by the County of Renfrew to initiate the installation of traffic control signals (and associated intersection improvements, if necessary) at the County Road 29 (Drive-In Road) – Highway 148 intersection and staff continue to lobby for this.

On June 22, 2021, a meeting was held with MTO and staff from the County of Renfrew, the Township of Laurentian Valley and the City of Pembroke, along with Parsons Corporation, to discuss construction staging at the intersection of Hwy 148 and County Road 40 (Greenwood Road). Discussion included the installation of a traffic signal at this intersection. As part of the meeting discussion the following was noted, “The Township of Laurentian Valley confirmed they own only one luminaire at the intersection of Highway 148 and Drive-In Road. Parsons noted that the Township of Laurentian Valley’s luminaire will be removed and replaced by luminaires to be mounted on the traffic signal poles. New luminaires will be owned, operated and maintained by MTO.”

Our Committee directed staff to prepare a response to the Ottawa Valley Cycling and Active Transportation Alliance on behalf of the Warden advising of the ongoing discussions with the MTO for traffic signals at the intersection of Highway 148 and County Road 29 (Drive-In Road) and to send a letter to the MTO asking for an update on the rehabilitation plans including an anticipated timeline for signals to be installed.

3. **2022 Project Update**

a) **Design of B203 (Petawawa River Bridge) [Strategic Plan Goal No. 2]**

Design for rehabilitation of County Structure B203 (Petawawa River Bridge) is underway by WSP Canada. Preliminary design has been completed and given the high traffic volumes over the bridge, WSP

met with County staff to discuss traffic management during the upcoming construction project on the bridge. Staff from Partham Engineering also attended the meeting to provide input on the temporary signal installation and overall traffic management plans.

The rehabilitation project will be undertaken in two stages in order to maintain one alternating lane of traffic over the bridge. Stage 1 of the project will require closure of the west (southbound) lane of the bridge with pedestrian traffic maintained on the east sidewalk. Stage 2 of the project will require closure of the east (northbound) lane and east sidewalk of the bridge. As only a single sidewalk is present, pedestrian access over the bridge will be maintained using a temporary walkway on the west side of the bridge and paths to the nearest intersection on each approach to the bridge. Coordination of pedestrian traffic and traffic management has commenced with the Town of Petawawa and the Garrison in order to ensure early input on this important aspect of the project.

b) B319 (Bucholtz Bridge) Detour [Strategic Plan Goal No. 2]

Discussions with the Township of Laurentian Valley staff have been ongoing regarding the use of Borne Road as a detour for full closure of B319 (Bucholtz Bridge) during construction in 2022.

Staff of the County of Renfrew and Laurentian Valley have concluded that the use of Borne Road as a detour route for County Road 58 (Round Lake Road) traffic would incur significant damage to Borne Road and require such significant traffic control that the benefits of closing Bucholtz Bridge during construction are outweighed by the negative impacts which could be incurred by the traffic, especially truck traffic, using Borne Road. Construction staging will proceed as originally designed with a single lane closure and traffic signals in place.

4. Winter Operations [Strategic Plan Goal No. 3]

Table 1 provides a summary of winter events, material usage and precipitation amount for the months of November and December and Table 2 outlines the Significant Weather Events declared to date for the

2021/2022 winter season. Staff continues to be ready to respond to winter events as they occur.

Table 1

Month	No. of Event Days		Type of Event (days)			Material Used (tonnes)		Precipitation	
	Weekday	Weekend	Snow	Blowing Snow	Freezing Rain	Salt	Sand	Weather Station	Amount (mm)
Nov	7	2	7	0	7	665.6	588.7	Petawawa	41.0
								Bancroft	62.2
Dec	18	8	19	1	8	5,565.4	1,679.9	Petawawa	55.0
								Bancroft	78.9
Totals	25	10	26	1	15	6,231.0	2,268.6	Petawawa	96.0
								Bancroft	141.1

Table 2

Declaration Start			Declaration End			Reason
Month	Day	Time	Month	Day	Time	
Dec	5	3:00 PM	Dec	7	8:00 AM	Snow/Ice
Dec	10	10:30 PM	Dec	12	6:46 AM	Ice
Dec	15	7:00 AM	Dec	16	8:00 AM	Ice
Dec	24	3:27 PM	Dec	26	7:14 AM	Ice
Jan	16	6:30 PM	Jan	19	1:30 PM	Snow

BY-LAWS

5. County Road 1 (River Road) Road Widening – Kohlsmith [Strategic Plan Goal No. 2]

RESOLUTION NO. OP-CC-22-02-20

Moved by Chair

Seconded by Committee

THAT County Council pass a By-law to acquire lands located within part of Lots 23 and 24, Concession A in the geographic Township of McNab in the Township of McNab/Braeside, described as Parts 2, 3, 4 and 5 on Plan 49R-19902 from Valerie Kohlsmith and Lorinda Kohlsmith for the sum of Seven Thousand and Fifty Dollars (\$7,050); AND FURTHER THAT Parts 2, 3, 4 and 5 on Plan 49R-19902 be dedicated as part of the public highway upon registration of the transfer documents.

Background

The applicants, Valerie Kohlsmith and Lorinda Kohlsmith, submitted an application for consent for a property along County Road 1 (River Road) within part of Lots 23 and 24, Concession A, in the geographic Township of McNab in the Township of McNab/Braeside.

During the review it was determined that a portion of land was required for the future road widening and maintenance of River Road in accordance with Corporate Policy PW-12 Right of Way Protection. The road widening lands to be transferred to the County are identified as Parts 2, 4 and 5 on Plan 49R-19902.

In addition, in order to consolidate some of the subject lands in the application, the Township of McNab/Braeside has included a condition of consent that the applicants convey a one-foot square piece of property to the adjacent road authority. Since River Road is a County Road (County Road 1), the one-foot square is to be conveyed to the County of Renfrew. The one-foot square is identified as Part 3 on Plan 49R-19902. A copy of Plan 49R-19902 and a map showing the location are attached as Appendix-IV.

6. **County Road 52 (Burnstown Road) Road Widening – Arbuthnot [Strategic Plan Goal No. 2]**

RESOLUTION NO. OP-CC-22-02-21

Moved by Chair

Seconded by Committee

THAT County Council pass a By-law to acquire Part 2 in the geographic Township of McNab in the Township of McNab/Braeside on Plan 49R-19982 from Ryan Arbuthnot and Krystyn Arbuthnot for the sum of \$1.00; AND FURTHER THAT Part 2 on Plan 49R-19982 be dedicated as part of the public highway upon registration of the transfer documents.

Background

The applicants, Ryan Arbuthnot and Krystyn Arbuthnot, submitted an application for consent for a property along County Road 52 (Burnstown Road) within part of Lot 24, Concession 2, in the geographic Township of McNab in the Township of McNab/Braeside.

In order to consolidate the lands, the Township of McNab/Braeside has included a condition of consent that the applicants convey a one-foot square piece of property to the adjacent road authority. Since Burnstown Road is a County Road (County Road 52), the one-foot square is to be conveyed to the County of Renfrew. All costs associated with the transfer will be the responsibility of the applicants. The property to be transferred to the County is identified as Part 2 on Plan 49R-19982, which is attached as Appendix V.

7. **County Road 511 (Lanark Road) – Review of Speed Limit from Calabogie Road to 12517 Lanark Road [Strategic Plan Goal No. 2]**

RESOLUTION NO. OP-CC-22-02-22

Moved by Chair

Seconded by Committee

THAT County Council update the speed limit By-law to change the posted speed limit along County Road 511 (Lanark Road) between County Road 508 (Calabogie Road) and 12517 Lanark Road to 40km/hr; AND FURTHER THAT By-law 138-21 is hereby repealed.

Background

The County of Renfrew Public Works and Engineering Department has received a request from the Township of Greater Madawaska through a Council Resolution, attached as Appendix VI, that a section of Lanark Road (County Road 511) be reduced from the existing posted speed limit of 50km/hr to 40km/hr. A map is attached as Appendix VII to display the location.

The County of Renfrew utilizes the Transportation Association of Canada (TAC) guidelines in establishing posted speed limits along County Roads. The data collected is input into a standardized TAC spreadsheet, which establishes a score and outputs a recommended posted speed limit. The recommendation is further reviewed to confirm compliance with the Ontario Traffic Manuals and Highway Traffic Act.

The results of the TAC speed limit guidelines are attached as Appendix VIII. The results indicate a risk score of 36 for this section of County Road 511 (Lanark Road), which alone would meet the warrants for a posted speed limit of 50km/hr. However, within the requested zone, the County and Township have identified two horizontal curves which have been posted with warning signs of 30km/hr due to their radii. Furthermore, an elementary school is situated at the northeast quadrant of the Lanark Road/Mill Street intersection.

Many of the connecting roadways within the Village of Calabogie have already been posted at 40km/hr. A reduction in the posted speed limit along the subject section of Lanark Road would be keeping consistent with the fabric of the Village already established. In view of the foregoing, staff is in support of the requested change.

8. Policy for Enhanced Traffic Warning Devices [Strategic Plan Goal No. 3]

RESOLUTION NO. OP-CC-22-02-23

Moved by Chair

Seconded by Committee

THAT County Council pass a By-law approving Corporate Policy PW-17 – Enhanced Traffic Warning Devices which outlines the procedure for the request and approval of the installation of enhanced traffic warning devices.

Background

County staff have received a request from the Township of Greater Madawaska to implement flashing beacons atop two intersection warning signs along County Road 508 (Calabogie Road), near Norway Lake Road. The beacons are requested to draw greater attention to the upcoming intersection so that oncoming traffic proceeds with greater caution.

As the installation of beacons atop warning signs is over and above the requirements of Ontario Traffic Manual (OTM) Book 6, they would not be required if not for the request from the local municipality. Additionally, the beacons provide similar value to both the local municipality requesting them and the County. As such, staff recommend equally cost sharing the supply of the beacons, and similar requests going forward. Corporate Policy PW-17 for Enhanced Traffic Warning Signs outlines the procedure for requesting items over and above the OTM Book 6 requirements and the sharing the costs.

All of which is respectfully submitted.

T. Peckett, Chair

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

RE: Community Growth within the County of Renfrew December 14, 2021

Good afternoon Lee,

Thank you for your email below and for making efforts to consult with lower tier municipalities on the topic of growth impacts to the County's transportation network and other County owned infrastructure.

As we have previously discussed at the recent Municipal Public Works Meeting on November 25th, 2021, the Town of Arnprior is not in a position to provide a complete list of projects required on County infrastructure as a result of growth within our municipality over the next 15 years. The Town of Arnprior has advocated for the County to undertake a Transportation Master Plan (TMP) to determine the extent of growth-related upgrades that will be required to the County's infrastructure as growth continues to rapidly increase throughout the County. Undertaking a TMP is a critical next step for the County to complete in their efforts to determine the extent and impact of growth on the County's transportation network. The completion of a TMP can then be used to help guide the County in its discussions with respect to how they plan to fund the necessary growth related infrastructure upgrades. Having said this, the Town was very pleased to learn that the County has recently released a Request for Proposal (RFP) to undertake a county-wide TMP and we appreciate the invitation from the County to potentially integrate the Town's upcoming proposed 2022 TMP within the same assignment.

Understanding that the County's TMP is projected to take nearly two years to complete, we would recommend that the County review the attached existing documents and consider the recommendations outlined within as part of your efforts to begin populating a preliminary list of growth-related projects.

1. 2006 Arnprior/McNab Braeside Area Transportation Planning Study
[available upon request]
2. 2009 Arnprior Transportation Master Plan (includes review of County roads within Arnprior) *[available upon request]*
3. 2021 Arnprior Delegation to County Ops Committee – Daniel and Edey Intersection

Once again, we appreciate the County making efforts to consult with lower tier municipalities on this very important topic and we encourage the County to continue to involve lower tier municipalities throughout the development of the County's TMP.

Regards,
John Steckly, A.Sc.T.
General Manager, Operations
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Town of Arnprior Staff Report

Subject: County of Renfrew Infrastructure Growth Management and Funding

Report Number: 22-01-10-02

Report Author and Position Title: John Steckly, General Manager Operations

Department: Operations

Meeting Date: January 10, 2022

Recommendations:

That Council receive this report as information as it relates to the ongoing review of funding options for growth related projects on County of Renfrew infrastructure;

That Council request that the County of Renfrew undertake a more thorough review of the option of Development Charges at the County level with assistance from a consulting firm that specializes in development charges;

That Council direct staff to forward this report to the County of Renfrew as the Town's comments in response to their request for feedback dated November 1st, 2021;

Background:

On March 16th, 2021, staff presented a delegation (Document #1) to the County of Renfrew's Operations Committee requesting that the County partner with the Town of Arnprior on the proposed Daniel/Edey/Galvin Streets intersection realignment project. Included within this presentation, staff highlighted a number of other growth-related upgrades to County roads within the Town of Arnprior which staff believe the County has failed to address to date, and staff stressed the need for the County to begin planning and budgeting for these types of necessary infrastructure projects. Staff ultimately recommended that the County undertake a Transportation Master Plan (TMP) to determine the extent of the upgrades required on their road network and made a request for the County to partner with the Town of Arnprior in our proposed 2022 TMP.

The Town's delegation included additional suggestions for the County to consider implementation of Development Charges (DCs) at the County level to help fund these necessary projects, or at a minimum, adopt a Local Service Policy in accordance with the *Development Charges Act* to provide additional clarity on the potential funding responsibilities of the development industry in the future.

Staff's delegation further highlighted that the Arnprior tax dollars going to the County annually have continued to rise with the growth that Arnprior experiences. Understanding that tax dollars fund numerous services at the County level, if DC's ultimately prove to be undesirable at the County level, a portion of the increased taxes from Arnprior should be coming back to the town by way of making these essential growth related improvements. Opting out of DCs does not exempt a municipality (upper tier or lower tier) from their obligations to manage growth accordingly and plan for necessary expansion of infrastructure and services to accommodate growth. Staff stressed that this should not be a discussion of precedent setting, but rather recognizing the need to appropriately manage growth and provide the required levels of service to the County's residents and ratepayers.

As a result of staff's delegation presentation, Renfrew County Operations Committee passed a resolution at the April 13th Operations Committee meeting directing County staff to research and develop draft policies related to growth management issues.

At the October 12th, 2021 Renfrew County Operations Committee meeting, County staff brought a preliminary report forward to committee with four options to consider as it relates to funding of growth related County infrastructure projects and attempted to seek committee endorsement of a Cost Sharing Agreement option with lower tier municipalities. The Renfrew County Operations Committee passed the following resolution:

RESOLUTION NO. OP-C-21-10-124

THAT staff be directed to develop and finalize the cost sharing policy; AND FURTHER THAT the revised policy be brought back to Committee in February 2022 for review.

At the October 14th, 2021 Renfrew County Finance and Administration Committee meeting, the County's Director of Public Works and Engineering provided the same presentation for information however this committee raised a number of concerns with respect to the proposed cost sharing agreement and requested that further consultation with lower tier municipalities take place, with a more thorough review of the option of DCs.

As a result of the Committee's request, on November 1, 2021, the Director of Public Works and Engineering for the County of Renfrew circulated a memo including draft policies (Document #2) to all lower tier CAO/Clerks regarding Growth Related Projects for the County.

The memo indicates that the County of Renfrew's current Asset Management Plan only maintains the current infrastructure assets as constructed and has no provision for the growth or infrastructure expansion that will be required within several areas of the County.

The memo indicates that County staff in conjunction with their Operations Committee have been reviewing options and policies with respect to growth and how to address the potential shortfall in funding. The options the County presented for consideration are:

- (a) Status Quo;
- (b) Development Charges;
- (c) Increase County Levy;
- (d) Policy for Cost Sharing for Local Municipalities.

The memo requests that any comments with respect to the memo and its contents be provided to the Director of Public Works by January 14, 2022.

In addition to the memo sent to CAOs and Clerks, the County's Public Works Department also circulated a request to the local Public Works Departments seeking details regarding new growth-related projects and cost estimates for infrastructure upgrades to be made on County Roads (Document #3). A response was requested by December 15th, 2021. Staff subsequently provided a response (Document #4), advising the County that the Town of Arnprior is not in a position to provide a complete list of projects required on County infrastructure as a result of growth within our municipality. While staff appreciate that consultation with lower tier municipalities is warranted, staff do not believe that it is the responsibility of lower tier municipalities to plan for growth on County infrastructure. Instead, staff once again, advocated for the County to undertake a Transportation Master Plan (TMP) to determine the extent of growth-related upgrades that will be required to the County's infrastructure as growth continues to rapidly increase throughout the County, and specifically in Arnprior. Understanding that the County's TMP is projected to take nearly two years to complete, staff recommended that the County review existing transportation studies that were previously completed for the Arnprior area and consider the recommendations outlined within as part of their efforts to begin populating a preliminary list of growth-related projects.

Discussion:

Staff have reviewed the four options for funding growth related infrastructure projects as presented by the County and provide the following preliminary comments:

(a) Status Quo - *i) Continue to deal with growth related items on an individual basis.*

Staff do not support this option as it is clear that the status quo has not been effective for the County when it comes to planning, funding, and constructing necessary growth projects. Further, this option places all of the responsibility on the lower tier municipalities to plan, manage, and construct improvements to County owned infrastructure.

(b) Development Charges - *i) Currently the County of Renfrew has no development charges. Research indicates that five of the Eastern Ontario upper tier municipalities have a development charges by-law. A draft County of Renfrew Development Charges Policy is attached as Appendix I. It is important to note that should Council want to proceed with this option the use of an external consultant is recommended.*

Staff recommend that the County of Renfrew undertake a further and more detailed review of this option. The Town of Arnprior along with several other lower tier municipalities in the County of Renfrew have successfully implemented development charge bylaws in our communities and most, if not all, would argue that DCs have not deterred growth, but rather helped support and accommodate increased growth. A brief submission from the Association of Municipalities of Ontario (AMO) titled *The Importance of Development Charges*, dated January 31st, 2019 (Document 5) provides a good summary of the importance of development charges as a financial underpinning of municipalities, and especially high growth communities.

In accordance with the Development Charges Act, before passing a development charges bylaw a development charges background study is required which must satisfy the requirements of the Act and be subject to a public meeting and review period. The draft Development Charges in Urban Areas policy presented by the County indicates that it encompasses five different County run services which would all need to be reviewed and incorporated into the background study. It is the staff's understanding that the County has not yet undertaken the process of developing a background study or local service policy.

On November 29th, 2021 staff further consulted with Watson and Associates Economists Ltd. (Watsons) regarding the County's proposed options for funding growth related projects to County infrastructure, specifically the option of DCs and the Cost Sharing Agreement. Generally speaking, Watsons recommend municipalities consider implementation of DCs whenever possible.

Staff took the opportunity to also consult with Watsons on a fifth potential option being the inclusion of County infrastructure upgrades in lower tier municipalities' DC bylaws. Watsons have provided some additional preliminary thoughts to staff on this specific topic which included the following points:

- This option is very rare to see implemented in Ontario and has a number of complications that will need to be reviewed and considered further.
- The County will need to determine whether it is within their sphere of jurisdiction to potentially include County projects within lower tier municipalities' DC bylaws.
- If the Town were to consider including County DC projects in Town bylaw, the eligible DC % of projects would likely be less due to manner in which the County roads would be viewed (ie. Inter vs. intra system road network). This could result in a higher cost to existing rate payers, and would need to be considered in more detail.

Watsons have also advised that they would be willing to make a presentation to County Council and Staff providing an overview of the *Development Charges Act* and the County's options for funding growth related infrastructure projects. This was in response to Staff's comment that at the November 25th, 2021 - Municipal Public Works Meeting at Renfrew County Office, the County's CAO advised that he is planning to invite Watsons as a delegation to County Council to discuss development charges.

(c) Increase County Levy - *i) Identify a percentage of the County levy that would be held in a reserve fund for growth along County Roads. This requires further research in consultation with the Corporate Services Department in respect to parameters referring to qualifications, what would be funded, the amount needed, and what constitutes growth that is not development driven.*

Staff do not feel as though the County has provided enough information for the Town of Arnprior to provide an opinion on this option. However, if the County ultimately decides that they do not wish to implement DCs at the County level, staff would recommend that this is the only other real option for the County to consider. This option is the only other option which acknowledges that the planning, budgeting and construction of growth-related projects on County infrastructure is in fact a County of Renfrew responsibility. The County would need to undertake the necessary financial analysis to determine if their current tax levy can accommodate the necessary growth-related projects throughout the County and whether or not some of the County's existing reserves could be used to help fund some of these projects. If County Council ultimately decides to proceed with this option, the Town of Arnprior recommends that the County still undertake the process of developing a Local Service Policy in accordance with the Development Charges Act. The development of such a policy is crucial for the County to determine which projects are a developer direct responsibility and which are the responsibility of the County or Renfrew.

(d) Policy for Cost Sharing for Local Municipalities - *i) Attached as Appendix II (included as part of Document 2) is a Draft County of Renfrew Cost Sharing for Local Municipalities Policy. This policy clearly outlines the County's responsibilities and financial contributions that would be required for expansion of infrastructure.*

Staff have a number of concerns with this proposed option and strongly object to the County attempting to implement such a policy. While the County has identified examples of other upper tiers municipalities implementing similar policies, staff would challenge the County's authority to implement this type of policy which essentially downloads a portion of the cost to upgrade County infrastructure onto lower tier municipalities.

The County's proposed cost sharing policy includes clauses that would place 50% of the cost to urbanize a County Road on the nearby lower tier municipality. This is based on a principle mindset at the County that they should only be responsible for a cost equivalent to a typical rural cross section (raised road, shoulders and ditches), which staff argue is completely inaccurate and without basis. Further, the County's proposed cost sharing policy fails to speak to a number of other types of growth-related infrastructure upgrades such as signalization and intersection improvements.

As part of Staff's consultation with Watsons, section 2. (1) of Ontario Regulation 584/06 Fees and Charges was highlighted for staff's consideration. This section states as follows:

Capital costs

2. (1) A municipality and a local board do not have power under the Act to impose fees or charges to obtain revenue to pay capital costs, if as a result of development charges by-laws or front-ending agreements under the Development Charges Act, 1997 or a predecessor of that Act that was passed or entered into before the imposition of the fees or charges, payments have been, will be or could be made to the municipality or local board to pay those costs. O. Reg. 584/06, s. 2 (1).

Watsons have suggested that this clause within the regulation could potentially be relied upon to challenge the County's proposed option to impose a fee to lower tier municipalities to help fund the County's infrastructure upgrades due to the fact that payments for these growth-related projects could be made to the County of Renfrew under the Development Charges Act.

It should also be noted that within the cost sharing policy option presented by the County, the County has attempted to include a brief section (Part C) titled "Maintenance" which is for operating expenditures, not capital and attempts to make some past practices in the County of Renfrew now policy. Staff raise concerns with the following paragraphs specifically:

10. The local municipality shall be responsible for the maintenance of:

a) Sidewalks, including snow removal.

b) The loading and removal of snow from parking lanes (after the County plowing), as required.

Staff have had numerous discussions with County staff over the past two years with respect to responsibilities for cost of snow removal on County roads. Historically lower tier municipalities in Renfrew County have been forced to bear 100% of these costs, however staff have been recently researching the topic and found examples in eastern Ontario whereby the upper tier municipality funds a portion of these significant costs. Staff strongly urge the County to remove the maintenance section (Part C) within this proposed policy until further consultation is undertaken with lower tier municipalities (particularly in urban centers). Maintenance responsibilities is a significant topic that deserves due consideration and further time to work through, and staff are of the opinion that this is a separate policy matter which further complicates the primary discussion of managing and funding growth-related projects on County infrastructure by including it in the same policy.

Taking a step back from the funding options currently proposed by the County, it is important to note that the County has recently requested and received proposals from engineering firms to undertake a County-wide TMP. This is a major step for the County of Renfrew and staff fully support this initiative. This TMP should integrate existing and future land-use planning and the planning of transportation infrastructure to define the long-term transportation objectives on the County's road network. The development of the TMP is anticipated to take two years to complete.

Given that the County is just commencing the master planning process for their transportation assets, it appears premature for the County to be determining the preferred funding model when the existing deficiencies, projected growth/traffic demands and infrastructure needs are not yet clearly known. That said, Staff are concerned that with the TMP projected to take two years to complete and potentially another year to undertake a DC Background Study, the County will need to develop an interim plan to fund growth projects over the next three years. Some projects will need to be completed in a more expedited manner.

Options:

Council could choose to provide comments in support or against any of the options tabled by the County of Renfrew at this time, which include:

- (a) Status Quo;
- (b) Development Charges;
- (c) Increase County Levy;
- (d) Policy for Cost Sharing for Local Municipalities.

Policy Considerations:

The development of an updated County wide Transportation Master Plan (TMP) and implementation of required infrastructure upgrades and expansion is critical to the successful growth of the Town of Arnprior and supports the following visions identified in the Town of Arnprior's 2020-2023 Strategic Plan:

- A vibrant healthy economy with robust, sustainable growth and good jobs and opportunities in all sectors
- Built infrastructure to support future development and protect the environment with increased access to transportation options
- Be known for open, exceptional and highly effective customer service delivery where our residents feel included in the process and decisions being made

Financial Considerations:

Financial implications have not been costed out at this time however it should be noted that should the County's proposed Cost Sharing Policy option be approved by the County, the Town would either have to incur significant extra capital and maintenance costs to maintain the existing level of service on County roads or the service level on the County's road network will continually decrease and begin to fail in high traffic areas as growth progresses.

Meeting Dates:

1. March 16th, 2021 - 2021 Arnprior Delegation to County Operations Committee – Daniel and Edey Intersection (included request for County to undertake Transportation Master Plan and start planning for growth).
2. November 25th, 2021 - Municipal Public Works Meeting at Renfrew County Office - staff attended and included discussion on need for County to undertake a Transportation Master Plan.

Consultation:

- Watson and Associates
- County of Renfrew
- Various County of Renfrew Lower Tier Municipalities (Renfrew, Petawawa, McNab Braeside, Whitewater Region, Greater Madawaska)

Documents:

1. Arnprior Delegation to County Operations Committee - Daniel St at Edey/Galvin St Intersection Improvements (and Need to Plan for Growth), Dated March 16th, 2021.
2. Renfrew County Memo - Growth Related Projects, Dated November 1, 2021.
3. Renfrew County Email - Community Growth within the County of Renfrew, Dated November 15th, 2021.
4. Town of Arnprior Response to Renfrew County Email - RE: Community Growth within the County of Renfrew, Dated December 14th, 2021.
5. The Importance of Development Charges, AMO, Dated January 31st, 2019

Signatures

Reviewed by Department Head: John Steckly, General Manager, Operations

Reviewed by General Manager, Client Services/Treasurer: Jennifer Morawiec

CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Maureen Spratt



Daniel St at Edey/Galvin St Intersection Improvements

John Steckly, GM, Operations
Town of Arnprior Delegation

Meeting Date: March 16th, 2021
Renfrew County Operations Committee

Background

June 2018:

- Town initiated discussions with County regarding proposed Fairgrounds plan of subdivision, recognizing challenges with primary access road to development being Galvin St from Daniel St.
- County initially required Galvin St be restricted to right-in-right-out turning movements.

Background

July 2018:

- Public comments received from residents in advance of subdivision public meeting expressed concern with increased traffic along adjacent Thomas Street.
- This initiated a review of potential staggered/offset signalized intersection at Daniel St. and Galvin St.
- Town requested that developer's engineers review the viability of a staggered/offset, signalized intersection along with realignment with Edey Street and the right-in, right-out option.

Area Map



Background

August 2018:

- County and Town staff discussed the proposed intersection and opportunity for a signalized, staggered/offset intersection.
- Town drafted condition in consultation with County, proposing signalized intersection.
- Town corresponded with applicant on proposed condition and works to be “front ended”.

Background

September 10, 2018:

- Public meeting for Fairgrounds Subdivision well attended by residents in community.
- Public concerns raised included:
 1. Increasing volumes of traffic on Daniel St and at nearby intersections with Michael, Havey, William, Edey and Galvin Streets.
 2. Requests for additional signalization on Daniel Street.
 3. Increased flow of cut-through traffic from Fairgrounds through nearby residential neighbourhoods (Thomas St) and resulting safety concerns for pedestrians/ children.

Background

October 9, 2018:

- Arnprior Council provided with summary of concerns raised by residents.
- As a result, developer conditions revised to include requirement for:
 1. Recommendations for traffic calming to manage possible cut-through traffic along Thomas Street.
 2. Recommendations for signals at Daniel St/James St along with warrants, timing, and cost estimates.
 3. Requirement to design and front-end capital construction cost of staggered/offset intersection at Daniel St/Edey St.

Background

September 2019:

- Developer's updated TIS concluded:
 1. Speed hump recommended on Thomas Street.
 2. Need for signalization at Daniel St and James St not warranted at full build-out of subdivision.
 3. Safety concerns with staggered/offset intersection due to spacing of Edey St and Galvin St:
 - a) Programming extended green signal on Daniel St could cause angle-type collisions (amber trap).
 - b) Not programming extended green signal on Daniel St can cause rear-end collisions as some motorists will stop at amber signal while others try to clear intersection.

Background

March 2020:

- Town met with County Public Works to discuss safety concerns with staggered/offset signalization approach.
- County staff concurred with findings. Agreed that it was not ideal to further pursue staggered/offset intersection.
- Town stressed concern that right-in-right-out only at Galvin St would not satisfy public concerns as it will force traffic from Fairgrounds through neighbouring local streets (Thomas St, James St, Michael St).
- County committed to further review of Daniel St traffic flows and consideration for traffic signal control system, while Town offered to initiate further intersection review.

Background

June 2020:

- Town engaged Stantec to further review intersection options.
- Assignment objectives included:
 - Develop realigned signalized intersection option
 - Consider and discuss other intersection options
 - Identify and discuss constraints and impacts of options
 - Determine Class Environmental Assessment (EA) requirements

Intersection Options

September 2020:

- Stantec delivered a report which identified four Options for this intersection:
 1. Realigned signalized intersection.
 2. Right-in-right-out access from Galvin St.
 - a) No signals at Daniel St \ James St.
 - b) New signals added at Daniel St \ James St.
 3. Staggered/offset signalized intersection at Edey St \ Galvin St \ Daniel St.
 4. Roundabout at Edey St \ Galvin St \ Daniel St.



Evaluation Criteria

Review of options included six criteria:

1. Safety Improvements
2. Traffic Operations
3. Site Access
4. Utility Impacts
5. Land Requirements
6. Cost/Implementation

Comparative Review

TABLE 2 – Comparative Review of Intersection Design Options

CRITERIA	OPTION 1 REALIGNED SIGNALIZED INTERSECTION	OPTION 2A RIGHT-IN \ RIGHT-OUT	OPTION 2B RIGHT-IN \ RIGHT-OUT, SIGNALS AT DANIEL \ JAMES	OPTION 3 OFFSET SIGNALIZED INTERSECTION	OPTION 4 ROUNDBABOUT
SAFETY IMPROVEMENTS	● Improved safety on Edey St and Galvin St	● Reduces conflicts at intersection	● Reduces conflicts at intersection	○ Safety concerns due to increased conflicts associated with offset intersection.	● Improved safety at intersection. Number of conflict points reduced. Reduced speeds at all entry approaches
TRAFFIC OPERATIONS	● Intersection to operate acceptably under projected future conditions	● Intersection operate acceptably under future conditions with concentration of traffic to Fairground development at Daniel \ James intersection	● Intersection operate acceptably under future conditions with concentration of traffic to Fairground development at Daniel \ James intersection	● Intersection to operate acceptably under projected future conditions	● Intersection to operate acceptably under projected future conditions
SITE ACCESS	● Site access maintained. Recommend closing on access to Arnprior Motor Inn.	● Limits access to Fairground development at Galvin St	● Limits access to Fairground development at Galvin St	● Limits access to properties	● Garage access to be impacted to potentially one (1) point of access.
UTILITY IMPACTS	○ Significant impacts to existing utilities. Will require relocation of a number of utility poles	● No impacts to utilities	● No impacts to utilities anticipated	● Minor impacts to utilities	○ Significant impacts to existing utilities. Will require relocation of a number of utility poles
LAND REQUIREMENTS	○ Larger Property requirements	● Potential for property acquisition \ easements	● Potential for property acquisition \ easements	● No Property requirements	○ Significantly larger property requirements
COSTS / IMPLEMENTATION	● Additional Traffic Signal infrastructure costs. Higher roadway construction and property costs. Higher maintenance and operating costs	● Low cost.	● Mid -low cost.	● Additional Traffic Signal infrastructure costs. Higher maintenance and operating costs. Low roadway construction costs	○ No Traffic Signal infrastructure costs. Higher roadway construction and property costs.



Performs Poorly Against Criteria



Performs Adequately Against Criteria



Performs Well Against Criteria

Financial Considerations

Table 1 - "Class C" Cost Estimates

Section	Description	Option 1 Realigned Intersection	Option 2A Right-in \ Right- Out	Option 2B Right-in \ Right- Out w New Intersection at Daniel \ James	Option 3 Offset Intersection	Option 4 Roundabout
A	General	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 8,000.00	\$ 20,000.00
B	Removals	\$ 95,000.00				\$ 115,000.00
C	Storm	\$ 80,000.00	\$ -	\$ -		\$ 135,000.00
D	Road ¹	\$ 313,000.00	\$ 25,000.00	\$ 100,000.00	\$ 30,000.00	\$ 555,000.00
E	Landscaping	\$ 16,000.00	\$ -	\$ 5,000.00	\$ 4,000.00	\$ 35,000.00
F	Traffic Signals ²	\$ 185,000.00	\$ -	\$ 195,000.00	\$ 120,000.00	
G	Streetlighting ³	\$ 35,000.00	\$ -	\$ 40,000.00	\$ 30,000.00	\$ 140,000.00
Estimated Construction Tender Total		\$ 734,000.00	\$ 30,000.00	\$ 345,000.00	\$ 192,000.00	\$ 1,000,000.00
Engineering Services (20% of Construction Total)		\$ 146,800.00	\$ 6,000.00	\$ 69,000.00	\$ 38,400.00	\$ 200,000.00
Utilities		\$ 22,000.00	\$ -	\$ 20,000.00	\$ -	\$ 38,000.00
Property ⁴		TBD	\$ -	\$ -	\$ -	TBD
Town Internal Costs (5% of Construction Total)		\$ 36,700.00	\$ 1,500.00	\$ 17,250.00	\$ 9,600.00	\$ 50,000.00
Miscellaneous (5% of Construction Total)		\$ 36,700.00	\$ 1,500.00	\$ 17,250.00	\$ 9,600.00	\$ 50,000.00
Sub-Total		\$ 976,200.00	\$ 39,000.00	\$ 468,500.00	\$ 249,600.00	\$ 1,338,000.00
Contingency (20%)		\$ 195,240.00	\$ 7,800.00	\$ 93,700.00	\$ 49,920.00	\$ 267,600.00
Total		\$ 1,171,440.00	\$ 46,800.00	\$ 562,200.00	\$ 299,520.00	\$ 1,605,600.00

¹ Assume 2 lifts 60 mm SuperPave, 150mm Granular A, 400mm Granular B, Type II

² Does not include cost for PXO at roundabout

³ Assume that streetlighting will entail of 400W equivalent LED luminaires in all splitter islands within the intersection and with a spacing of 35m to 50m on each of the approaches

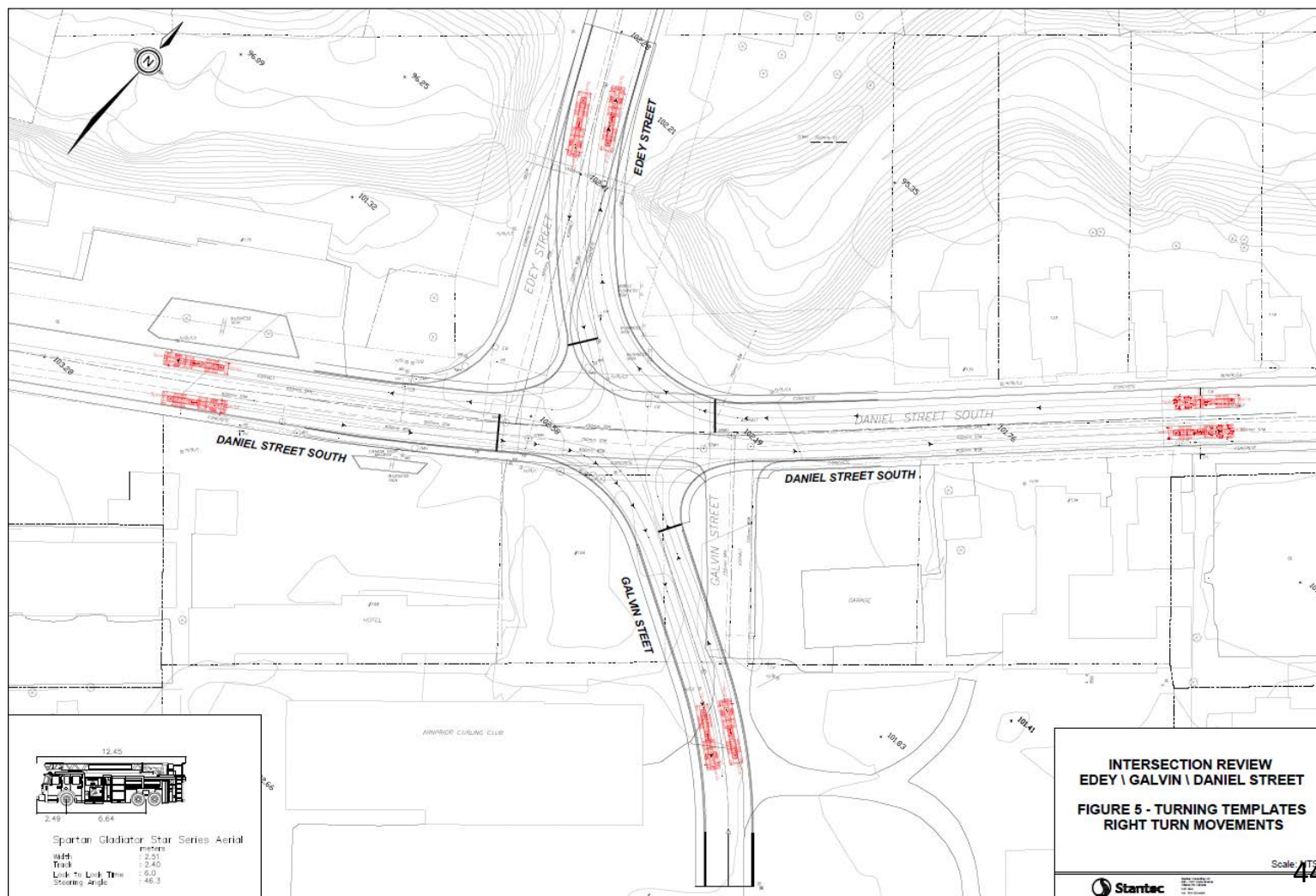
⁴ Property costs unknown for Option 1 and Option 4

Report Findings

- Stantec report suggests that Option #1 – Realigned Signalized Intersection provides best solution for the three main long-term operational criteria being:
 1. Safety improvements
 2. Traffic operations
 3. Site access
- Unfortunately, cost impacted criteria being utility impacts, land requirements and other costs to implement works all come at fairly significant cost totaling an estimated \$1,171,440.

Option #1

Realigned Intersection



County Comment

October 2020:

- Town circulated Stantec's technical memo to County for comment and received the following response:

“Option 1 is the preferred proposal to avoid any future liabilities for the County of Renfrew. It has been the past practice of the County of Renfrew that situations such as these are not a County responsibility and that it is the sole obligation of the Town and the developer. With that said, should the Town of Arnprior wish to submit a proposal to the Operations Committee and County Council, approved by Resolution from the Arnprior Town Council outlining any cost sharing agreement, will be required.”

Financial Considerations

November 2020:

- Arnprior reviewed Option #1 against its Local Service Policy in the DC Bylaw, noting the following applicable sections:
 - Section 3.1 states “Traffic signalization within or external to development - include in D.C. calculation to the extent permitted under s.5(1) of the D.C.A.”
 - Section 4.3 states “Intersection improvements with County roads and provincial highways - Include in D.C. calculation to the extent that they are a Town responsibility”
- Intersection steadily getting busier due to overall growth.
- Arnprior consulted Watson and Associates who advised that Option #1 project could be funded up to 50% through Town’s DC bylaw (provision for roads), with remaining percentage of project considered “benefit to existing”.

Financial Considerations

“Benefit to Existing”

- Intersection has always had poor alignment.
- Pre-existing access and turning movement challenges at Daniel St and Galvin St due to close proximity to Edey St signals.
- Recent public concerns in media (red light runners, crosswalks, etc.) in part due to geometry of intersection.
- Town proposing equal split with County for “benefit to existing” as County owns intersection, but portion of proposed work is on adjacent Arnprior streets.

Financial Considerations

- While the Town's DC Bylaw and Local Service Policy indicate that this project is not a direct developer responsibility, Arnprior advised developer of expectation to contribute towards project on basis that original draft condition required them to construct right-in-right-out and revised condition required them to undertake functional design of offset intersection.
 - Previous draft conditions valued in range of \$50,000.
 - \$50k deemed reasonable amount to require as developer contribution.
 - Developer will also be contributing towards project through cost of development charges on nearly 150 future building permits.

Financial Considerations

Projected Funding Source	Percent of Total Cost	Estimated Total Contribution Amount
Arnprior Development Charge Reserve Fund (Provision for Roads)	50%	\$635,720
Arnprior Capital Expenditure Reserve Fund	23%	\$292,860
County of Renfrew contribution	23%	\$292,860
Developer contribution (design)	4%	\$50,000
Estimated Total	100%	\$1,271,440

Note: For purposes of estimate, additional \$100,000 has been added as estimated cost to acquire required land on south-east quadrant (vacant lot 79)



County Taxes from Arnprior

For 2020, Property Taxes:

- \$9,569,138 Municipal Taxes
- \$4,060,269 County Taxes
- \$2,544,106 Education Taxes

Percentage of residential tax revenue = 82%



County Taxes from Fairgrounds Subdivision

	Avg. Value (MPAC)	Avg. County Taxes Per Dwelling	Estimated Dwellings for Fairgrounds	Estimated County Taxes
Singles	\$257,763	\$943.42	39	\$36,793.19
Semis	\$205,439	\$751.91	80	\$60,152.70
Towns	\$225,228	\$824.34	28	\$23,081.43
Total (annual)			147	\$120,027.32



Arnprior Resolution

November 23, 2020:

Arnprior Council considered report from staff and passed following resolution (No. 324-20):

1. That Council support Option #1 Realigned Signalized Intersection as outlined in the Edey Street \ Galvin Street \ Daniel Street Intersection Review, prepared by Stantec, dated September 9th, 2020 as the preferred option for the future of the intersection; and
2. That Council direct staff to amend draft conditions 2. v) for the Arnprior Fairgrounds Subdivision File No: 47-T-18004, as follows: The Owner shall contribute a portion of the cost of the Realigned Signalized Intersection (Option #1) as outlined in the Edey Street \ Galvin Street \ Daniel Street Intersection Review, prepared by Stantec, dated September 9th, 2020, in the amount of \$50,000; and

Arnprior Resolution

3. That Council direct staff to submit a written request to the County of Renfrew Operations Committee and County Council, requesting that the County of Renfrew contribute a portion of the cost of the Realigned Signalized Intersection (Option #1), in the amount of 23% of the total project cost, to a maximum upset limit of \$292,860; and
4. That Council direct staff to include the estimated cost to undertake the design in the 2021 draft capital budget and include the Town's portion of the estimated costs required to undertake the project in the 2021 draft Long Range Capital Forecast.
5. That Council direct staff to provide a copy of this report and approved recommendation to any residents who provided comments at the Public Meeting dated September 10, 2018 in regard to the Draft Plan of Subdivision.

Public Consultation

December 2020:

- A copy of staff report from November 23rd, 2020 Council meeting, contemplating intersection design options, has been provided to residents who provided comments at September 10th, 2018 Public Meeting.
- No comments have been received from public in response to this circulation.
- Future implementation of Option #1 Realigned Signalized Intersection would help to address public concerns.

Revised Conditions

March 12, 2021:

- County Planning Department issued letter of revised draft conditions to developer:
 - The owner will not be required to design and construct an off-set signalized intersection at Galvin/Edey/Daniel Street. The revised condition will require that the owner contribute financially to future intersection improvements.
 - The owner will be required to design and construct a right-in right-out intersection improvements at Galvin and Daniel St (County Road 2).
- A notice will also be mailed out by County to everyone who requested notice as part of public process.

Future Considerations Development Charges

- The *Development Charges Act, 1997* lays out Ontario's regulatory and legislative framework which municipalities must follow to levy development charges. This legislation resulted from negotiations with municipalities and developers and is based on the core principle that development charges are a primary tool in ensuring that "growth pays for growth".
- That said, opting out of Development Charges does not exempt a municipality (upper tier or lower tier) from their obligations to manage growth accordingly and plan for necessary expansion of infrastructure and services to accommodate growth.

Future Considerations Development Charges

Development Charges Act, 1997

Planning Act, ss. 51, 53

“59 (1) A municipality shall not, by way of a condition or agreement under section 51 or 53 of the Planning Act, impose directly or indirectly a charge related to a development or a requirement to construct a service related to development except as allowed in subsection (2). 1997, c. 27, s. 59 (1).”

Exception for local services

- (2) A condition or agreement referred to in subsection (1) may provide for,
 - a) local services, related to a plan of subdivision or within the area to which the plan relates, to be installed or paid for by the owner as a condition of approval under section 51 of the Planning Act;
 - b) local services to be installed or paid for by the owner as a condition of approval under section 53 of the Planning Act. 1997, c. 27, s. 59 (2).

Future Considerations Development Charges

- County's ability to require developers to undertake works or pay for improvements to County infrastructure may be challenging without Local Service Policy in accordance with DCA.
- County may wish to consider developing and implementing a Local Service Policy.
- County may also wish to consider developing and implementing an area specific development charge bylaw for higher growth areas throughout the County to help fund future upgrades and minimize burden on tax payers across County.

Future Considerations

Master Transportation Study

- County's 2006 Arnprior/ McNab Braeside Area Transportation Planning Study "aimed at identifying growth- related needs and the infrastructure improvements required upgrades required to support such growth."
- Recent review of this document reveals numerous recommended improvements to County roads which have not yet been undertaken or considered in the County's long range financial planning documents.

Future Considerations

Master Transportation Study

- Recommended projects include:
 - Upgrade White Lake Rd (Hwy 417 to Vanjumar Drive) from rural collector to urban arterial **(2015)**.
 - Upgrade Vanjumar Dr (White Lake Rd to Campbell Dr) from rural collector to urban arterial **(2015)**.
 - Consider widening Daniel St north of Baskin Dr from 2 lanes to 4 lanes **(2015)**.
 - Extend left-turn lanes on Daniel St (between Baskin Dr and Staye Court Dr) to maximize storage length **(2015)**.
 - Installation of signals at White Lake Rd and Vanjumar Dr/Bev Shaw Parkway **(2015)**.

Future Considerations

Master Transportation Study

- Recommended projects include:
 - Upgrade Baskin Dr (Daniel St to Division St) from rural collector to urban arterial **(2025)**.
 - Upgrade Division St from rural/urban collector to urban arterial **(2025)**.
 - Widen Daniel St (Hwy 417 to Baskin Dr) to include 3 northbound and 3 southbound thru lanes **(2025)**.
 - Restrict access to Daniel St (Baskin Dr to Staye Court Dr) to right-in-right-out only.



Future Considerations

Master Transportation Study

- Growth in the Town of Arnprior continues to progress at a significant rate.
- Town of Arnprior's Long Range Capital Forecast currently includes an updated Transportation Master Plan in the year 2022, however the majority of growth related traffic concerns are on County roads, being the major arterial roads in Town.
- Town of Arnprior has requested that County Public Works propose funding to County Council in 2022 to undertake a joint Master Transportation Study with the Town of Arnprior.

Final Thoughts

- Arnprior tax dollars going to the County annually have continued to rise with the growth that Arnprior experiences. Understanding that tax dollars fund numerous services at the County level, if DC's are not desirable, a portion of the increased taxes should be coming back to the town by way of making these essential growth related improvements. This should not be a discussion of precedent setting, but rather recognizing the need to appropriately manage growth.

Recommendation

- The Town of Arnprior requests that the County of Renfrew contribute a portion of the cost of the Realigned Signalized Intersection (Option #1), in the amount of 23% of the total project cost, to a maximum upset limit of \$292,860.
- The 2021 Town Capital Budget includes the design of the re-alignment, while the construction was added to 2023 of the Long Range Capital Forecast.

Questions?



• WHERE THE RIVERS MEET •



TOWN OF PETAWAWA

1111 Victoria Street, Petawawa, Ontario K8H 2E6 • Telephone: 613-687-5536 / Fax: 613-687-5973
www.petawawa.ca

OFFICE OF THE MAYOR

January 14, 2022

Mr Lee Perkins, Director
Department of Public Works and Engineering
County of Renfrew
9 International Drive
Pembroke, ON K8A 6W5

Mr Perkins:

RE: Growth-Related Projects

At the Committee meeting of December 13, 2021, Town Council reviewed the County's options for managing growth-related expansion of upper tier infrastructure as outlined in your memorandum of November 1, 2021. Council acknowledges the initiative demonstrated by the Operations Committee and Public Works and Engineering staff in bringing this matter forward as the status quo approach no longer appears feasible. The proposed solution, however, to implement a cost-sharing policy under which lower tiers would contribute to expanded County assets does not have the Town's backing.

Council recognizes that the County Asset Management Plan (AMP) references the maintenance of existing infrastructure with no provision for growth-related expansion. Council suggests this limitation be addressed and supports the undertaking of an upper tier transportation master plan study as a logical starting point. This initiative would provide a foundation for decision making by identifying the existing road network, correct any current AMP deficiencies, highlight future areas of growth, determine associated costs and set out construction schedules. The process would be supported by various stakeholders, including the Development and Property Department through which proposed development in the County would be identified, and the lower tier municipalities for an outline of planned local capital projects, highlighting those that are also of benefit to the upper tier.

Complementary to the transportation master plan would be the commencement of a development charges background study. Such a study would provide a legislative framework for determining the costs of construction attributable to growth. Levels of service would be considered, the benefits to existing ratepayers would be measured and the building of additional capacity by developers examined. This financial tool has been used by Petawawa for over 25 years, supporting significant roads projects, waterworks, sanitary and storm sewer upgrades, vehicle and equipment acquisition, facility enhancements and planning studies. Council advocates for growth paying for growth and recommends that the development charges option be thoroughly explored by the County.

All levels of government are struggling to find the funds to finance their respective infrastructure priorities, both current and future. Exploring all revenue sources available, supported by comprehensive planning studies, has Town Council's endorsement. Introducing a policy that financially burdens lower tier municipalities beyond their own infrastructure responsibilities does not.

The opportunity to provide comment on this critical asset management matter is greatly appreciated. Town Council and staff look forward to ongoing collaboration with the County as the management of growth-related infrastructure expansion is further analyzed.

Sincerely,

A handwritten signature in black ink that reads "R. Sweet". The signature is written in a cursive style with a horizontal line underneath the name.

Bob Sweet
Mayor

cc: Councillor Tom Peckett, Chair, Operations Committee tpeckett@mcnabbraeside.com
Mr Paul Moreau, CAO/Clerk pmoreau@countyofrenfrew.on.ca
Mr Taylor Hanrath, Manager of Infrastructure thanrath@countyofrenfrew.on.ca
Mr Daniel Scissons, CAO, Town of Petawawa dscissons@petawawa.ca
Mr David Unrau, Director of Public Works, Town of Petawawa dunrau@petawawa.ca
Ms Annette Mantifel, Treasurer, Town of Petawawa, amantifel@petawawa.ca



December 7, 2021

County of Renfrew
9 International Drive
Pembroke On
K8A 6W5

Attention: Mayor Tom Peckett, Chair
Operations Committee

Reference: Growth Related Projects

Dear Mayor Peckett:

Please accept this communication as the Town of Renfrew's formal response to Director Perkins memorandum dated November 1, 2021, requesting municipal feedback on **Growth Related Projects** and presenting the options that the County of Renfrew is considering to identify and recover costs of county infrastructure improvements.

This matter was discussed by Council at a Special Meeting held on November 30, 2021 that resulted in the attached resolution.

It is understood that the County of Renfrew has jurisdiction to plan, design, construct and maintain county roads and intersections that abut roads of the lower tier.

The County has identified that it has an Asset Management Plan (AMP) that documents the existing road network and plans for replacement. This document does not identify future needs or growth related infrastructure improvements. There is a benefit in understanding these needs in advance of the development occurring as the improvements may take a year or more to plan, design, approve and construct.

In order to anticipate what improvements are needed on county infrastructure, we suggest the following would need to be understood:

- Projected growth in different areas of the county.
- Project increased demand for traffic, drainage and turning movements.
- Capacity of county networks and identify constraints.
- Forecast needs (improvement projects) to address constraints.
- Assess cost of the projects needed to address constraints.
- Compare Local Service Policies (statement of who pays for what).
- Identify benefitting areas.
- Identify cost recovery and cost sharing mechanisms supported by legislation (like DCs).

The Town has worked closely with Watson and Associates on local development charges matters and it would be beneficial to have County and Municipal Staff meet with Watson to better understand the Development Charges process as it related to Upper Tier and Lower Tier coordination.

In order to move forward, Council suggested that the County consider the following:

1. Coordinate and participate with the County Planning Department to identify growth and impacts of development (subdivisions) on County Infrastructure.
2. Recommend that County prepare a Transportation Master Plan and/or participate in lower tier plans to establish needs (scope and cost of improvements).
3. Develop local service policies of who pays for what (County or Developer)
4. Prepare a DC background study as a mechanism to recover cost for growth related improvements from developers and or County rate payers.
5. Meet with Local Municipalities to integrate/coordinate projects/development.
6. Encourage local municipalities to consult with the County when they are undertaking their own studies.

We look forward to working with the County of Renfrew on this matter.

Sincerely,



Mayor Don Eady

Attachment

- c. *Peter Emon, Reeve*
Mike Asselin, Director of Development & Works
Lee Perkins, Director of Public Works & Engineering



CORPORATION OF THE TOWN OF RENFREW
RESOLUTION NO. 2021 - 11 - 53

Moved By: Councillor Heins
Seconded By: Councillor Evans

THAT Renfrew Town Council direct staff to provide a response to the County of Renfrew regarding Growth Related Projects, based on the following recommendations presented and discussed at its Special Meeting held November 30, 2021:

- Coordinate and participate with County Planning Department to identify growth and impacts of development (subdivisions) on County Infrastructure
- Recommend that County prepare a Master Plan or participate in lower tier plans to establish needs
- Develop local service policies of who pays for what (County or Developer)
- Prepare a DC background study as a mechanism to recover cost for growth related improvements from developers and or County rate payers
- Meet with Local Municipalities to integrate/coordinate projects/development
- Encourage local municipalities to consult with the County when they are undertaking their own studies.

I, Kim R. Bulmer, Clerk of the Corporation of the Town of Renfrew, do hereby certify this to be a true and complete copy of Resolution No. 2021 - 1 - 53, passed by the Council of the Corporation of the Town of Renfrew at its meeting held the 30th day of November 2021.

*DATED at Renfrew, Ontario
this 7th day of December 2021.*

Kim R. Bulmer,
Town Clerk

The Corporation of the Township of Bonnechere Valley

49 Bonnechere Street East
P.O. Box 100
Eganville, Ontario K0J 1T0



Phone (613) 628-3101
Fax (613) 628-1336
jenniferm@eganville.com

November 19, 2021

By Email

County of Renfrew Operations Committee

Attention: Mr. Lee Perkins, Director of Public Works & Engineering

RE: Community Growth within the County of Renfrew and associated proposed policies

Council discussed the community growth projects and their impact on County infrastructure as well as reviewed the proposed policy document at the November 16th meeting.

The Senior Leadership Team also met on November 18th to discuss the proposed policy and growth projections and the following represents the Township of Bonnechere Valley's concerns and comments regarding the growth projections, impacts on County infrastructure and the proposed policies to assist in the funding of the County's growing infrastructure needs.

The Township of Bonnechere Valley does not foresee any impact to County infrastructure due to growth within the Township. The current County infrastructure can support the growth projections over the next 15 years with regular maintenance already funded and projected in the County of Renfrew's Asset Management Plan.

Regarding the proposed policies for development or growth charges, the Township has the following concerns and comments:

1. We recently completed a quick facts promotion package which states no development charges as one of the reasons to invest in Bonnechere Valley. This will change how we promote and attract investment.
2. The reason stated for this policy is to support growth as the long term financial plan only supports current assets according to the County report. The County is using assessment growth to fund the asset management plan to 2029 at a rate of 1.48% as the estimated growth. This is reasonable as the past 16 years have demonstrated an average of 1.46%. The Surplus is also allocated to reserves and 1.5% interest is earned on these cashable assets. The annual surplus and the interest on these reserves could be allocated to fund growth instead of introducing an additional revenue stream which may negatively impact development and investment and will add another financial pressure in a time when the economy is still in recovery mode.

3. The municipalities listed on the spreadsheet of growth projections already have development charges. Should they wish to increase them and share revenues with the County of Renfrew I would support that however the smaller more rural remote communities without the growth, assessment or development charges revenue should not be included in these policies until such time as we choose to implement development charges. Should the County require all local tiers to have development charges, the County should engage a consultant and provide a study to support this decision and also make recommendations to the local tiers regarding implementation of such charges and the sharing of these revenues etc.
4. Will these charges be added to building permits? These are issued by the Local Tiers who will spend staff time explaining the additional charges, calculating, collecting and remitting them to the County. Why would the County charge a 7% Admin fee if it is the local tiers collecting and remitting the revenue dollars?
5. Although I understand the need for investment from the local tiers for growth across the County I would like to point out that the local tiers perform many tasks such as application of cold patch, weed control, winter control, beaver control and other regular maintenance regarding County Structures. We do not invoice the County for these services. These are assisting the Upper Tier as we have staff and resources in the area and sometimes the local need is urgent. Further, the Local Tiers act as Tax Collector for the County holding onto any outstanding amounts which reduce the Township's cash flow. We currently pay the County the total billed regardless of the total paid. In Bonnechere Valley we have \$239,419 in unpaid County Levy which we have remitted to the County. This is 6.8% of our levy. If we reduced the amount paid to the County by this unpaid amount we could afford to fund more of our asset management plans which are extremely underfunded in the rural remote municipalities or if we charged a 7% admin fee on our levy to provide this service we would at least cover this loss.

We support a strong partnership between the local and upper tier municipalities and working together to find efficiencies and support ongoing growth throughout the County however we do not support the proposed policies and would ask the County to review other options for funding growth related projects.

Thank you for taking our concerns and comments into consideration, and we look forward to working with you to find a more reasonable solution.

Sincerely,

Annette Gilchrist

Annette Gilchrist, CAO

c.c. Paul Moreau, CAO, County of Renfrew

From: [Township of Greater Madawaska](#)
To: [Lee Perkins](#)
Cc: [Paul Moreau](#)
Subject: RE: Growth Related Policies
Date: November 9, 2021 12:54:57 PM
Attachments: [image002.png](#)

[CAUTION -- EXTERNAL E-MAIL - Do not click links or open attachments unless you recognize the sender.]

Good Afternoon Lee,

Thank for the opportunity to provide some input feedback.

As mentioned in previous discussions Greater Madawaska encourages the County to proceed with a growth plan that will provide a realistic outlook of growth and the associated costs.

We do not see status quo as the fiscally responsible manner to manage growth and could be to the detriment of smaller municipalities that are currently struggling to survive.

Greater Madawaska supports a cost sharing model. Greater Madawaska already has development charges in place, and view development charges as a reasonable solution to fund growth projects. As you are aware, not every municipality has development charges therefore the funding model may need to be specific to each municipality. I agree with County Councillor Lynch, he suggested that Watson & Associates make a presentation to Council for educational purposes that will address any questions/fears that members of County Council may have surrounding development fees.

To clarify, what we are in support of is specific development charges for specific municipalities, meaning that development charges would not be pooled together for county wide projects. For example, development charges collected for Arnprior would only be spent in Arnprior and the development charges for other municipalities will be different. There may be some municipalities that would not have a development charge as the growth is minimal or is such that would not cause any increase in demand on capital assets, example Head Clara Maria.

If you have any further questions or would like to discuss this matter further please let me know.

Thanks,
Allison

Allison Holtzhauer, CPA, CA
CAO/Clerk-Treasurer
Township of Greater Madawaska
19 Parnell Street
P.O. Box 180
Calabogie, ON

K0J 1HO
Telephone: 613-752-2222 ext 207
Fax: 613-752-2617

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From: Lee Perkins <LPerkins@countyofrenfrew.on.ca>
Sent: November 4, 2021 7:18 AM
To: Renfrew County Municipalities <CoR_Municipalities@countyofrenfrew.on.ca>; County Council <County_Council@countyofrenfrew.on.ca>
Cc: Paul Moreau <PMoreau@countyofrenfrew.on.ca>; Tom Peckett <tpeckett@mcnabbraeside.com>; Tom Peckett28 <tpeckett28@gmail.com>; Tom Peckett <tpeckett@mcnabbraeside.com>; Evelyn Vanstarkenburg <EVanstarkenburg@countyofrenfrew.on.ca>; Taylor Hanrath <THanrath@countyofrenfrew.on.ca>
Subject: Growth Related Policies

Good Morning,

Attached you will find a complete package, including research, as it pertains to growth related infrastructure and upper tier municipalities responsibilities.

Staff are requesting that you review and provide comments to myself (lperkins@countyofrenfrew.on.ca) by **January 14, 2022**.

Thank you.

Regards,
Lee

Lee Perkins
Director of Public Works & Engineering
County of Renfrew
9 International Drive
Pembroke, ON
K8A 6W5
Phone (613) 732-4353



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From: [HCM Clerk-Treasurer](#)
To: [Lee Perkins](#)
Subject: RE: Growth Related Policies
Date: November 26, 2021 11:17:15 AM
Attachments: [image002.png](#)

Good morning,

Thank you for the information and clarification. I will leave it as is for now, and wait to see if the Cost Sharing Policy is adopted. If the growth and resulting expansions lead to an overall increase in County levy as outlined in option c in the Memorandum, Council may want to discuss and comment. Otherwise, as you said the other options would not have affect on HCM.

Sincerely,

Crystal Fischer, Dipl.M.A.
Clerk-Treasurer
United Townships of Head, Clara & Maria
www.headclaramaria.ca
p: 613-586-2526
e: clerk@headclaramaria.ca

From: [Adam Knapp](#)
To: [Lee Perkins](#)
Cc: [Township of Horton](#)
Subject: RE: Draft Cost Sharing Policy
Date: November 15, 2021 3:13:28 PM
Attachments:

Hi Lee

In regard to the draft sharing policy and development fees proposed the following comments and concerns were posed by Council and committee members

- Mayor Bennett expressed his concerns with how this will affect municipality's growth, roads, and maintenance standards. Committee was concerned that the Development Charges and Cost Sharing Policy was grouped together and shall speak further to his concerns at County Council.
- Councillor Cleroux sought clarification to whether the Cost Sharing and Development Charges were connected or being proposed as sole options, one or the other.
- Staff support Mayor Bennett's concerns that cost sharing shall negatively affect our ability to future forecast capital works effectively thus forcing the Township to rework there current plans entirely and two tiered development fees may turn developers to look outside of Renfrew County for more viable options.
- Council, Staff and Committee are in agreeance that the status quo is the favoured option to ensure sustainability for our rate payers.

From: [Janice Visneskie Home](#)
To: [Lee Perkins](#)
Date: June 30, 2021 11:14:07 AM

Regarding comments by September 1,2021 for how we pay for road infrastructure. I believe it is (d) put it on the county levy. Thank you Janice

Mayor Janice Tiedje
Township of Killaloe Hagarty and Richards



THE TOWNSHIP OF McNAB/BRAESIDE

2473 Russett Drive, R.R. #2 Arnprior, Ontario K7S 3G8

Date: January 12, 2022

To: Lee Perkins, C.E.T., MBA
Director of Public Works and Engineering
County of Renfrew

From: Ryan Frew, M.Eng, P.Eng.
Director of Public Works
Township of McNab/Braeside

RE: Growth Related Projects – County of Renfrew

Dear Mr. Perkins,

Staff and Council of the Township of McNab/Braeside thank you for the opportunity to review and comment on the memorandum dated November 1, 2021 regarding Growth Related Projects in the County of Renfrew. This information along with the provided draft policies titled (a) Development Charges in Urban Areas and (b) Cost Sharing with Local Municipalities were brought before the Township Council on December 21, 2021 where Council recommended that the comments brought forward by staff be forwarded to your attention. The Staff report presented to Council has been attached to this letter.

In general, the Township recognizes that the County should be taking steps to address growth related infrastructure upgrades when it comes to urban roadways however given that the County is just commencing the process to update the Transportation Master Plan it is difficult to provide meaningful feedback on potential funding models when the existing deficiencies, projected growth/traffic demands, and the infrastructure needs are not clearly known.

As the County's Public Works and Planning departments develop their Transportation Master Plan and identify the projected growth areas within the County, infrastructure upgrades and associated costs the local municipalities will be better positioned to provide feedback on potential funding strategies.

With regards to the draft policies provided as proposed funding options we provide the following comments:

Development Charges: In accordance with the Development Charges Act, before passing a development charges bylaw a development charges background study is required which must satisfy the requirements of the Act and be subject to a public meeting and review period. The draft Development

Charges in Urban Areas policy presented by the County indicates that it encompasses 5 different County run services which would all need to be reviewed and incorporated into the background study.

It is our understanding that a background study has yet to be completed and is a requirement prior to implementing Development Charges.

Policy for Sharing Costs for Local Municipalities: The Municipal Act, 2001,(as amended) currently defines the jurisdiction of a roadway and how that jurisdiction is allocated between the upper-tier and lower-tier municipality.

Three (3) sections within the Act would generally apply to the proposed policy which are:

Section 52 (3): Jurisdiction

If a highway forms part of the upper-tier highway system, the upper-tier municipality has jurisdiction over the highway. 2001, c. 25, s. 52 (3).

Section 55 (1): Upper-tier sidewalks

An upper-tier municipality is not responsible for the construction and maintenance of sidewalks on its highways and the lower-tier municipality in which the highways are located is responsible for the construction and maintenance of the sidewalks and has jurisdiction over that part of the highway, unless the municipalities agree otherwise. 2001, c. 25, s. 55 (1).

Section 55 (3): Improvements on upper-tier highways

A lower-tier municipality may, with the agreement of the upper-tier municipality, construct a sidewalk or other improvement or service on an upper-tier highway and the lower-tier municipality is liable for any injury or damage arising from the construction or presence of the sidewalk, improvement or service. 2001, c. 25, s. 55 (3).

The items that are included in the draft cost sharing policy that will have direct financial impact to the Township are:

(a) Construction of paved boulevard between curb and sidewalk to a maximum of 0.5m width.

There are several locations within the Township where there is a paved boulevard between the curb and the sidewalk that is greater than 0.5m. The Geometric Design Guide for Canadian Roads indicates that the typical boulevard width ranges from 2.0m to 3.0m and among other factors provides an area for snow storage. Given that the County has also including in this policy that they will not be responsible for snow pickup the proposed limit of 0.5m seems arbitrary.

It is recommended that the County remains responsible for all existing paved boulevards.

(b) Construction of that portion of storm sewers over and above that required for County road drainage. In several locations Township roads have historically drained into the storm sewer system located on County Roads. The Township is not aware of any location where the current storm sewer in which the Township roads would drain into are undersized.

It is recommended that the County remains responsible for replacing existing storm sewers to at minimum the existing size to accommodate the existing drainage of County and Township roads.

(c) 100% of the construction of paved shoulders whether behind curbs and/or gutters or not. It is not clear the extent in which the County will apply this responsibility on the local municipalities as the County currently includes paved shoulders as part of their Active Transportation Strategy. The County should not be passing their responsibility to provide a safe and functioning highway system onto the local municipalities. Good highway design also dictates that shoulders are to be provided for pedestrians and/or disabled vehicles. When curbs have been constructed on a roadway this will typically require a paved shoulder for maintenance requirements instead of a gravel shoulder.

It is recommended that the County continue to implement paved shoulders as part of their active transportation strategy and maintain existing paved shoulders on County Roads.

As indicated in the Municipal Act, when it comes to upper-tier municipalities it is clear that the lower-tier municipalities are responsible for sidewalks however outside of this the roadway remains under the jurisdiction of the upper-tier municipality. The proposed policy when it comes to surface assets (boulevards, paved shoulders, etc) which have maintenance requirements as dictated by the Minimum Maintenance Standards for Municipal Highways we believe that it will create jurisdictional issues as to who is legally responsible for what and will create detrimental impacts on the level of service provided to the residents living in the Township of McNab/Braeside.

Attach:

Growth Related Policies – County of Renfrew, Township of McNab/Braeside Council Report dated December 16, 2021.



To: Council
From: Ryan Frew, Director of Public Works and Property Manager
Date: December 16, 2021
Subject: Growth Related Policies - County of Renfrew

Recommendation

THAT Council for the Township of McNab/Braeside accept this report as information as submitted and circulated AND THAT Staff is directed to respond to the County based on the concerns raised in this report AND FURTHER THAT Council provide any additional comments to the CAO/Clerk.

Background

On November 1, 2021 Lee Perkins the Director of Public Works and Engineering for the County of Renfrew circulated a memo including draft policies (attached to this report) to all lower tier CAO/Clerks regarding Growth Related Projects for the County.

The memo indicates that the County of Renfrew's current Asset Management Plan only maintains the current infrastructure assets as constructed and has no provision for the growth or infrastructure expansion that will be required within several areas of the County.

The memo indicates that County staff in conjunction with their Operations Committee have been reviewing options and policies with respect to growth and how to address the potential shortfall in funding. The options the County presented for consideration are:

- (a) Status Quo;
- (b) Development Charges;
- (c) Increase County Levy;
- (d) Policy for Cost Sharing for Local Municipalities.

The memo requests that any comments with regards to the memo and its contents be provided to Mr. Perkins by January 14, 2022.

In addition to the memo sent to CAO's/Clerks the County's Public Works Department also circulated a request to the local Public Works Departments seeking details regarding new growth related projects and cost estimates for infrastructure upgrades to be made on County Roads.

December 21, 2021

Discussion

Township staff has reviewed the information provided by the County and in general recognise that the County should be taking steps to address growth related infrastructure upgrades when it comes to their urban roadways.

As highlighted in documentation provided to the Township the anticipated growth related projects to be undertaken on County infrastructure is localised in two communities over the short-term being Arnprior and Petawawa.

The County has also recently sent out a request for proposal to undertake a Transportation Master Plan. A Transportation Master Plan typically integrates existing and future land-use planning and the planning of transportation infrastructure to define the long-term transportation objectives.

Given that the County is just commencing/updating the master planning process for their transportation assets it appears premature to be providing feedback on potential funding models when the existing deficiencies, projected growth/traffic demands and the infrastructure needs are not clearly known.

As the County's Public Works and Planning departments develop their Transportation Master Plan and identify the projected growth areas within the county, infrastructure upgrades and associated costs the local municipalities will be better positioned to provide feedback on potential funding strategies.

With regards to some of the proposed funding options presented:

Development Charges: In accordance with the Development Charges Act, before passing a development charges bylaw a development charges background study is required which must satisfy the requirements of the Act and be subject to a public meeting and review period. The draft Development Charges in Urban Areas policy presented by the County indicates that it encompasses 5 different County run services which would all need to be reviewed and incorporated into the background study.

It is our understanding that a background study has yet to be completed.

Policy for Sharing Costs for Local Municipalities: The Municipal Act, 2001,(as amended) currently defines the jurisdiction of a roadway and how that jurisdiction is allocated between the upper-tier and lower-tier municipality.

Three (3) sections within the Act would generally apply to the proposed policy presented by the County are:

Section 52 (3): Jurisdiction

If a highway forms part of the upper-tier highway system, the upper-tier municipality has jurisdiction over the highway. 2001, c. 25, s. 52 (3).

December 21, 2021

Section 55 (1): Upper-tier sidewalks

An upper-tier municipality is not responsible for the construction and maintenance of sidewalks on its highways and the lower-tier municipality in which the highways are located is responsible for the construction and maintenance of the sidewalks and has jurisdiction over that part of the highway, unless the municipalities agree otherwise. 2001, c. 25, s. 55 (1).

Section 55 (3): Improvements on upper-tier highways

A lower-tier municipality may, with the agreement of the upper-tier municipality, construct a sidewalk or other improvement or service on an upper-tier highway and the lower-tier municipality is liable for any injury or damage arising from the construction or presence of the sidewalk, improvement or service. 2001, c. 25, s. 55 (3).

The items that are included in the draft cost sharing policy that will have direct financial impact to the Township are:

(a) *Construction of paved boulevard between curb and sidewalk to a maximum of 0.5m width.* There are several locations within the Township where there is a paved boulevard between the curb and the sidewalk that is greater than 0.5m. The Geometric Design Guide for Canadian Roads indicates that the typical boulevard width ranges from 2.0m to 3.0m and among other factors provides an area for snow storage. Given that the County has also including in this policy that they will not be responsible for snow pickup the proposed limit of 0.5m seems arbitrary. It is recommended that the County remains responsible for all existing paved boulevards.

(b) *Construction of that portion of storm sewers over and above that required for County road drainage.* In several locations Township roads have historically drained into the storm sewer system located on County Roads. The Township is not aware of any location where the current storm sewer in which the Township roads would drain into are undersized. It is recommended that the County remains responsible for replacing existing storm sewers to at minimum the existing size to accommodate the existing drainage of County and Township roads.

(c) *100% of the construction of paved shoulders whether behind curbs and/or gutters or not.* It is not clear the extent in which the County will apply this responsibility on the local municipalities as the County currently includes paved shoulders as part of their Active Transportation Strategy. The County should not be passing their responsibility to provide a safe and functioning highway system onto the local municipalities. Good highway design also dictates that shoulders are to be provided for pedestrians and/or disabled vehicles. When curbs have been constructed on a roadway this will typically require a paved shoulder for maintenance requirements instead of a gravel shoulder. It is recommended that the County continue to implement paved shoulders as part of their active transportation strategy and maintain existing paved shoulders on County Roads.

As indicated in the Municipal Act, when it comes to upper-tier municipalities it is clear that the lower-tier municipalities are responsible for sidewalks however outside of this the roadway remains under the jurisdiction of the upper-tier municipality. The proposed policy when it comes to surface assets (boulevards, paved shoulders, etc) which have maintenance requirements as dictated by the Minimum Maintenance Standards for Municipal Highways it will create a jurisdictional nightmare as to who is legally responsible for what and will create detrimental impacts on the level of service provided to the Township's residents.

December 21, 2021

People Consulted

Lindsey Lee, CAO/Clerk

Financial Implications

Financial implications have not been costed out however based on the draft Cost Sharing Policy provided the Township may see significant extra capital and maintenance costs to maintain the existing level of service on County roads.

Respectfully Submitted,

Ryan Frew, Director of Public Works and Property Manager

December 21, 2021

Department of Public
Works & Engineering



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MEMORANDUM

TO: County Council
Chief Administrative Officers/Clerks

FROM: Lee Perkins, C.E.T., MBA
Director of Public Works and Engineering

RE: **Growth Related Projects**

DATE: November 1, 2021

Dear Members of County Council and Chief Administrative Officers,

The County of Renfrew's current Asset Management Plan only maintains our current assets and has no provisions for the growth or infrastructure expansion that will be required within several areas of the County.

At the May Operations Committee meeting, staff were directed to review the policy positions of other upper tier municipalities with respect to growth and the upper and lower tier responsibilities for this growth management and provide a draft policy for review. Staff researched policy positions of other upper tier municipalities with respect to growth, specifically, upper and lower tier responsibilities for growth related infrastructure and proposed the following potential options for consideration:

(a) Status Quo.

- i) Continue to deal with growth related items on an individual basis.

(b) Draft Development Charges Policy.

- i) Currently the County of Renfrew has no development charges. Research indicates that five of the Eastern Ontario upper tier municipalities have a development charges by-law. A draft County of Renfrew Development Charges

Policy is attached as Appendix I. It is important to note that should Council want to proceed with this option the use of an external consultant is recommended.

(c) Increase County Levy.

- i) Identify a percentage of the County levy that would be held in a reserve fund for growth along County Roads. This requires further research in consultation with the Corporate Services Department in respect to parameters referring to qualifications, what would be funded, the amount needed, and what constitutes growth that is not development driven.

(d) Draft Cost Sharing for Local Municipalities.

- i) Attached as Appendix II is a Draft County of Renfrew Cost Sharing for Local Municipalities Policy. This policy clearly outlines the County's responsibilities and financial contributions that would be required for expansion of infrastructure.

Attached as Appendix III is a detailed summary of the research and options required for the County of Renfrew to deal with growth related projects that are occurring throughout the County.

On October 12, 2021, Operations Committee passed the following resolution:

RESOLUTION NO. OP-C-21-10-124

THAT staff be directed to develop and finalize the cost sharing policy; AND FURTHER THAT the revised policy be brought back to Committee in February 2022 for review.

Staff are requesting that you review and provide comments to myself (lperkins@countyofrenfrew.on.ca) by **January 14, 2022**.

Staff will review all comments and incorporate them into the attached County of Renfrew draft policies (Appendices I and II).

Staff are recommending that a Cost Sharing Policy be adopted and implemented with all comments and suggestions incorporated in the draft to be brought forward to Operations Committee in February 2022.

Attach.

CORPORATE POLICIES AND PROCEDURES			
SECTION: Public Works and Engineering Department			POLICY #: PW-XX
POLICY: Development Charges in Urban Areas			
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POLICY STATEMENT

The Development Charges Act, 1997, as amended (hereinafter called “the Act” enables the Council of a municipality to pass policies for the imposition of development charges against land located in the municipality for increased capital costs required for the reason of the increased need for services arising from development in the area to which the policy applies.

1. Definitions:

- a) **The terms County or the County** are defined as pertaining to ‘The Corporation of the County of Renfrew’ as it relates to all definitions. All Policy statements refer to ‘the County of Renfrew’, and may be used interchangeably with ‘The Corporation of the County of Renfrew.’ In procedure statements, the terms ‘the County’ or ‘County’ refer to, and may be used interchangeably with, ‘The Corporation of the County of Renfrew.’
- b) **“Act”** means the Development Charges Act, S.O. 1997, c 27, as amended.
- c) **Agricultural use** is defined as lands, buildings or structures, excluding any portion thereof used as a dwelling unit or for commercial use, used or designed or intended for use for the purpose of a bona fide farming operation including, but not limited to, animal husbandry, dairying, livestock, fallow, field crops, removal of sod, forestry, fruit farming, greenhouses, horticulture, market gardening, pasturage, poultry keeping and equestrian facilities.

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- d) **Apartment dwelling** is defined as a dwelling consisting of four or more dwelling units, which units have a common entrance from street level and common halls and/or stairs, elevators and yards.
- e) **Bedroom** is defined as any room used or designated or intended for use as sleeping quarters including but not limited to, a den, a study, a family room or other similar use.
- f) **Commercial** is defined as any non-residential development not defined as “industrial” in this Policy.
- g) **Council** is defined as the council of the County.
- h) **County** is defined as the “Corporation of the County of Renfrew”.
- i) **Dwelling** is defined as a house, apartment, or other place of residence.
- j) **Detached dwelling** is defined as a dwelling containing only a dwelling unit or a dwelling unit and an accessory apartment.
- k) **Development** is defined as a process that creates growth, progress, positive change or the addition of physical, economic, environmental, social and demographic components. Development also includes redevelopment.
- l) **Development charge** is defined as a charge imposed pursuant to this policy adjusted in accordance with Section 13.

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- m) **Dwelling unit** is defined as a room or group of rooms in a dwelling used or intended to be used as a single independent and separate housekeeping unit containing a kitchen or sanitary facilities, and has a private entrance from outside or from a common hallway or stairway inside the dwelling, but does not include a room or suite of rooms in a hotel or motel.
- n) **Grade** is defined as the average level of finished ground adjoining a building or exterior walls.
- o) **Gross floor area** is defined as the total floor area, measured between the outside exterior walls or between the outside walls and the centre line of party walls dividing the building from another building, of all floors above the average level of finished ground adjoining the building at its exterior walls.
- p) **Hospital** is defined as land, buildings or structures used, or designed or intended for use as defined in the Public Hospitals Act, R.S.O. 1990, c. P. 40, as amended.
- q) **Industrial** is defined as any building used for or in connection with,
- manufacturing, producing, processing, storing or distributing something or processing something.
 - research or development in connection with manufacturing, producing or processing something.
 - retail sales by a manufacturer, producer or processor of something manufactured, produced or processed, if the retail sales are at the site where the manufacturing, production or processing takes place.

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- office for administrative purposes, if carried out with respect to manufacturing, producing, processing, storage or distribution and in or attached to the building or structure used for that manufacturing, producing, storage or distribution.
- r) **Non-residential use** is defined as land, buildings or structures or portions thereof used, or designed or intended for a use other than a residential use.
- s) **Other dwelling** is defined as any residential dwelling which is not a detached dwelling, a semi-detached dwelling, or an apartment dwelling.
- t) **Place of worship** is defined as that part of a building or structure used for worship and that is exempt from taxation as a place of worship under the Assessment Act, R.S.O. 1990, c. A.31, as amended.
- u) **Residential use** is defined as land or buildings or structures or part thereof any kind at all used, designed or intended to be used as a residence for one or more individuals but does not include a hotel or motel.
- v) **Semi-detached dwelling** is defined as the whole of a dwelling divided vertically both above grade and below grade into two separate dwelling units.

2. Schedule of Development Charges:

- 1) Subject to the provisions of this policy, development charges against land shall be calculated and collected in accordance to the related services set out in Schedule A, with the phased-in rates set out in Schedule B.

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- 2) The development charge with respect to the use of any land, buildings or structures shall be calculated as follow:
 - a) in the case of residential development, or residential portion of a mixed-use development, based upon the number and type of dwelling units, in accordance with Schedule B;
 - b) in the case of non-residential development, or the non-residential portion of a mixed-use development, based upon the number of square metres of gross floor area of such development, in accordance with Schedule B.
- 3) Council hereby determines that the development of land, buildings or structures for residential and non-residential uses have required or will require the provision, enlargement, expansion or improvement of the services referenced in Schedule A.

3. Applicable Lands:

- 1) Subject to subsections 2), 3), 4) and 7), this policy applies to all lands in the County, whether or not the land or use is exempt from taxation under Section 3 of the Assessment Act, 1990, c.A. 31, as amended.
- 2) This policy shall not apply to the following:
 - a) Land that is owned by and used for the purposes of:
 - a board as defined in subsection 1(1) of the Education Act;
 - the County, or any local board thereof;
 - an area municipality, or any local board thereof in the County;
 - b) The development of a non-residential farm building used for bona fide agricultural use;

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- c) A place of worship and land used in connection therewith;
- d) A hospital;
- e) An industrial building.

- 3) Notwithstanding exemptions contained in subsection 2), this policy shall not apply to development that would be exempt from the payment of development charges by the applicable lower-tier area municipal development charges policy.
- 4) This policy shall not apply to:
 - a) a temporary use permitted under the zoning by-law amendment enacted under section 39 of the Planning Act.
 - b) temporary erection of a building without foundation as defined in the Building Code Act for a period not exceeding (6) consecutive months and not more than six (6) months in any one year on a site;
 - c) development where, by comparison with the land at any time within five years previous to the imposition of the charge:
 - no additional dwelling units are being created;
 - no additional non-residential gross floor area is being added.
- 5) Section 2 of this policy shall not apply to that category of exempt development described in subsection 2(3) of the Act, namely:
 - a) the enlargement of an existing dwelling unit or the creation of one or two additional dwelling units in an existing detached dwelling; or
 - b) the creation of one additional dwelling unit in any other existing residential building.

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- 6) Notwithstanding subsection 5)a), development charges shall be calculated and collected in accordance with Schedule B where the total residential gross floor area of the additional one or two dwelling units is greater than the total gross floor area of the existing dwelling unit.
- 7) Notwithstanding subsection 5)b), development charges shall be calculated and collected in accordance with Schedule B, where the additional dwelling unit has a residential gross floor area greater than,
 - a) in the case of a semi-detached house, the gross floor area of the existing smallest dwelling unit, and
 - b) in the case of any other residential building, the residential gross floor area of the smallest dwelling unit contained in the residential building.
- 8) Section 2 of this policy shall not apply to that category of exempt development described in Section 4 of the Act, and section 1 of the Ontario Regulation 82/89, namely:
 - a) For the purpose of b), the terms “gross floor area” and “existing industrial building” shall have the same definition as those terms have in Ontario Regulation 89/98 under the Act.
 - b) The enlargement of the gross floor area of an existing industrial building, if the gross floor area is enlarged by fifty (50) percent or less;
 - c) Notwithstanding subsection b), if the gross floor area is enlarged by more the fifty (50) percent, development charges shall be payable and collected and the amount payable shall be calculated in accordance with Section 4.(3) of the Act.
- 9) There where a conflict exists between the provisions of this policy and any other agreement between the County and the owner, with respect to land to

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be charged under this Policy, the provisions of such agreement prevail to the extent of the conflict.

4. Application of Charges

- 1) Subject to subsection 2), development charges shall apply to, and shall be calculated, paid and collected in accordance with the provisions of this policy in respect of land to be developed for residential and non-residential uses within the geographical limits of the County, where,
 - a) The development requires,
 - the passing of a zoning by-law or an amendment thereto under Section 34 of the Planning Act, R.S.O. 1990, cP.13, as amended (the “Planning Act”);
 - a conveyance of land to which a by-law passed under subsection 50(7) of the Planning Act applies;
 - the approval of a plan of subdivision under Section 51 of the Planning Act;
 - a consent under Section 53 of the Planning Act;
 - the approval of a description under Section 9 of the Condominium Act, 1998 S.O. c.19, as amended; or
 - the issuing of a permit under the Building Code Act, 1992 S.O. c. 23, as amended, in relation to a building or structure.
- 2) Subsection 1) shall not apply in respect of local services as described in s.s.59(2) (a) and (b) of the Act;

5. Local Service Installation

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Nothing in this policy prevents Council from requiring, as a condition of any approval under Section 41, 51 or 53 of the Planning Act, that the owner, at his/her own expense, shall install or pay for such local services, as Council may require, or that the owner pay for the local connection to a water, sanitary sewer or storm drainage facility related to the approval or within the area to which the approval relates.

6. Multiple Charges

- 1) Where two or more of the actions described in Section 4.1) of this policy are required before land to which a development charge applies can be developed, only one development charge shall be calculated, paid and collected in accordance with the provisions of this policy.
- 2) Notwithstanding subsection 1), if two or more actions described in Section 4.1) of this policy occur at different times, and if the subsequent action has the effect of increasing the need for municipal services as set out in Schedule A, an additional development charge shall be calculated and collected in accordance with the provisions of this policy.
- 3) If development does not require a building permit but does require one or more of the actions described in Subsection 4.1) of this policy, then the development charge shall nonetheless be payable in respect of any increased or additional development permitted by such action.

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7. Services in Lieu

Council may authorize an owner, through an agreement under Section 38 of the Act, to substitute such part of the development charge applicable to the owner's development as may be specified in the agreement, by the provision at the sole expense of the owner, of services in lieu. Such agreement shall further specify that where the owner provides services in lieu in accordance with the agreement, Council shall give the owner credit, without interest, against the development charge in accordance with the agreement provisions and the provisions of Section 39 of the Act, equal to the reasonable cost to the owner of providing services in lieu, as determined by the County. In no case shall the agreement provide for a credit which exceeds the total development charge payable by an owner to the County in respect of the development to which the agreement relates.

8. Development Charge Redevelopment Credits

- 1) Where residential space is being converted to non-residential space, the development charge equivalent that would have been payable on the residential space shall be deducted from the charge calculated on the non-residential space being added.
- 2) Where non-residential space is being converted to residential space, the development charge equivalent that would have been payable on the non-residential space shall be deducted from the charge calculated on the residential units being added.

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- 3) An owner who has obtained a demolition permit and demolished existing dwelling units or a non-residential building or structure in accordance with the provisions of the Building Code Act shall not be subject to the development charge with respect to the development being replaced, provided that the building permit for the replacement residential units or non-residential building or structure is issued not more than five (5) years after the date of issuance of the demolition permit and provided that any dwelling units or non-residential floor area created in excess of what was demolished shall be subject to the development charge imposed under Section 2.
- 4) Notwithstanding subsection 8.2) where the lower-tier area municipal Development Charge Policy provides for a longer redevelopment period, the lower-tier area municipal Development Charge Policy provisions will apply.
- 5) No redevelopment credit shall be made in excess of the development charge payable for a development.

9. Timing and Calculation and Payment

- 1) Development charges shall be calculated and payable in full in money or by provision of services as well as agreed upon, or by credit granted by the Act, on the date the first building permit is issued in relation to a building or structure on land to which the development charge applies.
- 2) Where development charges apply to land in relation to which a building permit is required, the building permit shall not be issued until the development charge has been paid in full to the County.

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- 3) Notwithstanding subsections 1) and 2), an owner and the County of Renfrew may enter into an agreement to provide for the payment in full of a development charge before a building permit issuance or later than the issuing of a building permit.
- 4) If a development does not require a building permit, the development charge shall be calculated and paid in full at the rate in effect at the time the approval is granted as a condition of the earliest of any of the approvals required for the development and enumerated in Section 4 of this policy.

10. Policy Registration

This Policy or a certified copy of the policy may be registered against the title to any land to which this policy applies.

11. Reserve Funds

- 1) Monies received from payment of development charges shall be maintained in a separate reserve fund for each service designated in Schedule "A", plus interest earned thereon.
- 2) Monies received for the payment of development charges shall be used only in accordance with the provisions of s. 35 of the Development Charges Act.
- 3) Where any development charge, or part thereof, remains unpaid after due date, the amount unpaid shall be added to the tax roll and shall be collected as taxes.

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- 4) Where any unpaid development charges are collected as taxes under subsection 3), the monies so collected shall be credited to the development charge reserve fund or funds referred to in subsection 1).
- 5) The Director of Corporate Services shall, commencing in 2022 annually, furnish to Council a statement in respect of the reserve funds established hereunder for the prior year, containing the information set out in Sections 12 and 13 of Ontario Regulation 82/89, or amending regulation.

12. Policy Amendment or Repeal

- 1) Where this policy or any development charge prescribed thereunder is amended or repealed by order of the Ontario Municipal Board or by resolution of the Council, the Director of Corporate Services shall calculate forthwith the amount of any overpayment to be refunded as a result of said amendment or repeal.
- 2) Refunds that are required to be funded under subsection 1) shall be paid to the registered owner of the land on the date on which the refund is paid.
- 3) Refunds that are required to be paid under subsection 1) shall be paid with interest to be calculated as follows:
 - a) interest shall be calculated from the date on which the overpayment was collected to the day on which the refund is paid;
 - b) interest shall be paid using the Bank of Canada rate in effect on the date of enactment of this policy.

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13. Development Charge Schedule Indexing

The development charges referred to in Schedule “B” may be adjusted annually, without amendment to this policy, commencing on January 1, 2022, and annually thereafter on January 1, while this policy is in force, in accordance with the most recent twelve (12) month change in the Statistics Canada Quarterly, “Construction Price Statistics”.

14. Policy Administration

This Policy shall be administered by the Director of Corporate Services.

15. Schedules to the Policy

The following schedules to this policy form and integral part of this policy:

- Schedule A – Designated Municipal Services under this Policy
- Schedule B – Schedule of Development Charges

16. Date Policy Effective

This policy shall come into force on January 1, 2022.

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17. Severability

If, for any reason, any provision, section, subsection or paragraph of this by-law is held to be invalid, it is hereby declared to be the intention of Council that all of the reminder of this policy shall continue in full force and effect until repealed, re-enacted or amended, in whole or in part or dealt with in any other way.

18. Short Title

This policy may be cited as the “County of Renfrew Development Charge Policy”.

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SCHEDULE "A"
DESIGNATED MUNICIPAL SERVICES UNDER THIS POLICY

1. Transportation
2. Administration (Studies)
3. Long-Term Care
4. Community Services
5. Paramedic Services

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SCHEDULE "B"
SCHEDULE OF DEVELOPMENT CHARGES

Service	Residential				Non-Residential
	Single and Semi-Detached Dwelling	Apartment s – 2 Bedrooms +	Apartments – Bachelor and 1 Bedroom	Other Multiples	(per sq. m of gross floor area)
Municipal Wide Services					
Transportation	\$XXX.XX	\$XXX.XX	\$XXX.XX	\$XXX.XX	\$XXX.XX
Administration	\$X.XX	\$X.XX	\$X.XX	\$X.XX	\$X.XX
Long-Term Care	\$X.XX	\$X.XX	\$X.XX	\$X.XX	\$X.XX
Community Services	\$X.XX	\$X.XX	\$X.XX	\$X.XX	\$X.XX
Paramedic Services	\$XX.XX	\$XX.XX	\$XX.XX	\$XX.XX	\$XX.XX
Total Municipal Wide Services	\$XXX.XX	\$XXX.XX	\$XXX.XX	\$XXX.XX	\$XXX.XX

CORPORATE POLICIES AND PROCEDURES			
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POLICY STATEMENT

County roads provide a road network for traffic other than local trips and provide a level of service somewhat lower than the King's highway system but significantly higher than local roads. Therefore, the local municipality shall share in the cost of work items, other than those that are elements of through roads.

PROCEDURE

PART A: Where works are required on County Roads identified as deficient now

1. The County shall be responsible for:
 - a) The construction of an urban cross-section up to the minimum "Geometric Design Standards for Undivided Urban Roads in Ontario" (i.e. two driving and one parking lane), but in no case less than the centre 7.0 m of any County road in an urban area.
 - b) The construction of curbs and gutters.
 - c) The construction of the paved boulevard between curb and sidewalk to a maximum of 0.5 m width.
 - d) The construction of catchbasins and the portion of storm sewers required to drain the County road. (In no case will the County drain land more than 25 m from the centreline of the road.)
 - e) The construction of a full rural section within any urban area.
 - f) The remaining costs of those works covered by Section 5, requested by the local municipality, and deemed feasible and economical by the Director of Public Works and Engineering, or designate.
2. Land acquisition when land is required to accommodate the road section specified in 1a) shall be the responsibility of the County.

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3. The County shall furnish the engineering plans, specifications, construction measurements, supervision and inspection as required in proportion to its own share of the cost of the works.
4. The County shall be responsible for utility relocation costs as outlined in the Public Service Works on Highways Act, R.S.O. 1990, c. P.49, as amended.
5. The local municipality shall be responsible for:
 - g) 100% of the construction of all sidewalks (Section 55 of the Municipal Act, 2001, as amended).
 - h) The construction of that portion of storm sewers over and above that required for County road drainage, based on the following:

$$\text{Local share \%} = 100\% \text{ less County's Share \%}$$

$$\text{County Share} = \frac{(\text{Theoretical pipe diameter to accommodate CRD})}{\text{Actual pipe diameter to accommodate full drainage area}} \times 100\%$$

CRD – County Road Drainage

- i) 100% of the cost of all local services, such as water or sanitary sewerage works.
- j) 100% of that portion of the paved boulevard between curb and sidewalk beyond 0.5 m.
- k) Land acquisition when required to accommodate road elements beyond that specified in Section 1).
- l) 50% of the construction of additional parking lanes.
- m) 100% of the construction of paved shoulders whether behind curbs and/or gutters or not.
- n) Engineering in proportion with the cost of its share of the project.

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o) There will be a 7% administration charge on County "in-house" (but not contracted) work.

6. The County shall enter into an agreement for any proposed reconstruction (under the auspices of Section 20(1) of the Municipal Act, 2001, as amended). Costs shall be borne according to this policy.

PART B: Where works are requested on County Roads with no identified critical structural deficiencies

7. After reconstruction with a rural cross section (raised road, shoulders and ditches) some County roads have suffered ribbon development. The owners in the ribbon from time to time demand urban type services. An urban cross section costs 300% of a rural cross section to build, and 175% to maintain. Often, "urbanizing" a rural cross section is difficult (sufficient outlet depth for proper storm sewers, sufficient grade to accommodate drainage along the road, an elevation of the road above the surrounding lands, etc.).
8. Should "urbanizing" be requested and deemed possible by the Director of Public Works and Engineering, or designate, the project will be designed, the design approved by the County and an estimate prepared. An agreement (under the auspices of Section 20(1) of the Municipal Act, 2001, as amended) will be prepared and the information forwarded to the affected local municipality.

With the exception of sidewalks which are fully a local responsibility, costs to "urbanize" will be shared equally between the County and the Municipality.

CORPORATE POLICIES AND PROCEDURES			
SECTION: Public Works and Engineering Department			POLICY #: PW-XX
POLICY: Cost Sharing with Local Municipalities			
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The works shall be scheduled for construction when approved by Council and accommodated in the County Budget.

Contract administration and construction supervision shall be the responsibility of the County.

PART C: Maintenance

9. The County shall be responsible for the maintenance of:
 - a) The road between the curbs, including snow plowing, salting and sanding, (but not snow pickup and removal) as required.
 - b) Curbs and gutters, storm sewers and catchbasins.
 - c) Spring sweeping in urban areas.
 - d) Rural sections (including a minimum of 0.5 m of shouldering) in urban areas.
 - e) Upon 60 days notice to the local municipality, 50% of the cost of maintenance re-setting sanitary manholes and watermain chambers when work is performed by the County.
 - f) 100% of the cost of re-setting all manholes and watermain chambers in conjunction with resurfacing.
 - g) With exception to current agreements in place for maintenance along County Roads in Urban Areas.
10. The local municipality shall be responsible for the maintenance of:
 - a) Sidewalks, including snow removal.
 - b) The loading and removal of snow from parking lanes (after the County plowing), as required.

CORPORATE POLICIES AND PROCEDURES			
SECTION: Public Works and Engineering Department			POLICY #: PW-XX
POLICY: Cost Sharing with Local Municipalities			
DATE: October 2021	REV. DATE: -----	COVERAGE: All Areas of the County	PAGE #: 5 of 5

- c) Sanitary sewers and water works including full restoration of road cuts to County standards and the resetting of manholes when not covered by Section 9e).
 - d) Paved shoulders beyond curbs and/or gutters.
11. County Council may, if deemed advisable, make exceptions to this policy, provided the exemptions do not alter the County-wide application of the policy.

Research from other local Counties.

County	Development Charges			Cost Sharing	Comments	Attachment
	Yes	No	Pending/Under Consideration			
Hastings Highlands		X			Single Tier	E-mail Attached
Leeds Greenville		X			E-mail sent	
Lanark County	X			X	No Policy. Past Practice	E-mail Attached
Northumberland County	X				E-mail sent	
County of Lennox & Addington		X			E-mail sent	
County of Haliburton			X		E-mail Sent	
South Frontenac			X		E-mail sent	
Kawartha Lakes	X				Single Tier	E-mail Attached
United Counties of Prescott & Russell			X	X	Policy # TP-001	Attached
Prince Edward County	X				Single Tier	
County of Peterborough	X			X	NO SOP. Past Practice	E-mail Attached
The Counties of SDG		X		X	Policy	Attached
Middlesex County		X		X	Policy	Attached

Hastings Highlands:

We have a couple of different ways that we share maintenance or costs on boundary roads. All scenarios involve a road agreement between both parties.

Most times both parties will split the boundary roads up equally (per kms) with no costs involved.

If splitting maintenance on boundary roads isn't an option, then we come up with some mutual cost for maintenance.

I have used \$100.00/lane km and found that it is fair. This seems to cover time, material, wear and tear.

Lanark County:

1. Does Lanark have development charges?
 - a. yes
2. Are there any identified monies "set aside" for growth related issues?
 - a. There is development charge bylaw which states what that money can be used for
3. Is there a mechanism to "download" a County Road to a lower tier municipality?
 - a. We have a policy for Lower Tiers to ask to upload roads but I will have to check if there is a mechanism in that policy for us to download, the Municipal Act I believe allows us to download roads

Kawartha Lakes:

CKL is a single tier municipality (since 2001 amalgamation). Only cost sharing required is with boundary roads. Typically for capital improvement works that is 50/50 per the boundary road agreements. For operations, we try to split road maintenance responsibility (full road

segments) to avoid fiscal transactions or if needed, we will pay/charge a share of agreed costs identified in the agreement.

Prescott – Russell:

We have a cost sharing agreement. I've done many updates in the past years and it's now very extensive. See attached. Ben you can share with the group (I don't know who's in or out anymore).

As for growth, we've been doing "Community Traffic Impact studies" which identifies triggers for different improvements with costs and we've been inserting wording in the subdivision agreements or site plans agreements that each developers pay their share as per the study. We've been doing that with one of our booming Township but we're now up to the point that there are just too many developers and it's very difficult to get everyone on board fairly. I just presented a report to council to proceed with a DC study and I believe it will be approved during our regular council meeting at the end of the month.

If you need anything let me know.

Prescott-Russell Policy of Shared Service Arrangements on County Roads Policy No. TP-001 is attached.

County of Peterborough:

The County of Peterborough does not have a similar cost sharing policy. However, with respect to Part A of the draft policy, the following cost sharing criteria is typically applied to the urban design construction/reconstruction projects on a County roadways within a settlement/built up area.

County share:

- 100% of paved road surface and granular road structure
- 100% of base storm sewer system and appurtenances required for drainage of surface water within the County right of way
- Share of oversizing of downstream storm sewer outlet based on drainage (land) area basis of County ROW
- 100% of curb and gutter required for surface water drainage and/or traffic management
- 100% of 0.5 m paved boulevard for snow storage purposes
- 100% of topsoil and seed/sod
- 100% of utility relocations less utility cost covered by Public Service Works on Highways Act or other applicable agreement (ie. Enbridge)

- 100% of traffic control signals & and associated street lights less cost of pedestrian related facilities (ie. ped. heads, electrical, etc.)
- 100% of base pavement markings
- 100% of property/easement acquisition for County facilities

Local municipal share:

- 100% of potable water/sanitary sewage systems
- 100% of granular for backfilling of trench for water/sanitary sewer system
- 100% of oversizing storm sewer system within County ROW if required
- 100% of sidewalks
- 100% of pedestrian related facilities associated with traffic control signals
- 100% of crossovers
- 100% of street lights
- 100% of beautification and community improvement plans

Cost of consultant services for engineering, environmental assessment and detailed design – 50/50 cost share unless otherwise negotiated

Cost of consultant services for CA and Inspection – costs shared on the basis of value of owned infrastructure

Stormont, Dundas and Glengarry United Counties:

No DC's here at the County. According to previous Council, "they stifle growth" (quotations represent my disagreement with this conclusion).

The Stormont, Dundas and Glengarry United Counties Cost Sharing in Urban Areas Policy No. 2-3 is attached.

Middlesex County:

The local municipality pays the upgrade cost (curbs, sidewalks, elevation changes, etc.) and we would contribute our estimated cost to rebuild the road to a rural cross section.

The Middlesex County Policy is attached.

Title:

Policy of Shared Service Arrangements on County Roads

Policy No.:

TP-001

Revisions:

March 2021

February 2020

February 2019

October 2015

Previous version: February 11, 2015

Effective Date:

April 27, 2016

Applies To:

The Corporation of the United Counties of Prescott and Russell and all Municipalities within the United Counties of Prescott and Russell.

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1. Purpose of the Policy

The purpose of this policy is to set out guidelines for the Corporation of the United Counties of Prescott & Russell and the Municipalities within the United Counties of Prescott & Russell involved in providing services on County Roads.

2. Definitions

The following definitions apply to this Policy:

“County” or **“Counties”** also referred to as, and means, the Corporation of the United Counties of Prescott and Russell.

“County Road” means a road that is part of the County Road system and is under the Corporation of the United Counties of Prescott and Russell jurisdiction.

“Municipality” means a local municipality or lower-tier municipality that forms part of the upper-tier municipality known to be as the Corporation of the United Counties of Prescott and Russell for municipal purposes.

“Sanitary Sewer” means a sewer and any appurtenances for the collection and transmission of residential, commercial, institutional or industrial sewage, or any combination thereof.

“Settlement Area” means urban areas and rural settlement areas within municipalities (such as cities, towns, villages and hamlets) that are:

- a) Built up areas where development is concentrated and which have a mix of land uses; or
- b) Lands, which have been designated in an official plan for development over the long-term planning horizon.

“Storm Sewer” means a sewer and any appurtenances for the collection and transmission of storm water drainage.

“Watermain” means any system of pipes and appurtenances used for the transmission or distribution of potable water.

3. Storm Sewers

3.1 Responsibilities

- 3.1.1 The Municipality is responsible for all Storm Sewer maintenance activities within the County Road allowance and are accountable for preserving proper Storm Sewer conditions.
- 3.1.2 The Municipality is responsible for the management of any Storm Sewer replacement, construction, reinstatement, maintenance project or any other applicable duties unless pre-negotiated and agreed upon between the Municipality and the Counties prior to the commencement of any work.
- 3.1.3 Where a Storm Sewer was installed by the Counties for specific duties in a rural setting for road drainage purposes only (ex: drainage pipe to reduce erosion on sloped roads or other existing systems such as found on County Road 17), when part of the County Road system, the Counties are responsible for the construction, rehabilitation or maintenance of the specific Storm Sewer or drainage system. However, in no case the Counties will be responsible for front yard ditch filling as identified in By-law 2013-25, as amended.
- 3.1.4 Where a new or existing Storm Sewer is or was installed and doesn't provide any drainage benefit for the County Road, the Storm Sewer shall be the responsibility of the Municipality.

Ex: Storm Sewer draining the storm water management pond in Casselman for the residential subdivision between Montée Lafontaine Road and Sarah Street crosses the road towards Du Boisé Street in order to drain the subdivision stormwater management pond. This Storm Sewer crossing shall be the entire responsibility of the Municipality.

3.2 Cost Sharing

- 3.2.1 The cost of the construction, maintenance, reinstatement caused by the construction or maintenance of Storm Sewers or any related costs of construction or maintenance for Storm Sewers or their appurtenances on any road in its County Road system, is to be borne 50 percent by the Counties and 50 percent by the Municipality.
- 3.2.2 Where a Storm Sewer outlet is not on the County Road system or is on a County Road system however drains other areas not part of the County Road system, a reasonable cost sharing must be agreed upon prior to any Storm Sewer outlet work. The agreement shall be based on a reasonable ratio agreed between involved parties.

Policy of Shared Service Arrangements on County Roads

Ex: The Storm sewer on Craig Street (County Road 3) continues on Mill Street (municipal road) and drains a small portion of Mill Street. The Storm Sewer eventually drains in the river therefore the cost for the portion of Mill Street is to be borne by the Municipality however the outlet from the last structure on Mill Street to the river is a crucial element for both parties. This scenario including the headwall, if any, would be shared as per an agreed upon ratio. In this case the reasonable ratio would be 50/50 for the simple fact that the portion of Mill Street is considered minimal and would not impact the size of the outlet.

- 3.2.3 The cost of the construction, maintenance, reinstatement caused by the construction or maintenance of Storm Sewers or any related costs of construction or maintenance for Storm Sewers or their appurtenances on a Boundary road in its County Road system which is concerning two adjacent Municipalities is to be borne 50 percent by the Counties and 25 percent for each adjacent Municipality.
- 3.2.4 In the case where the costs for maintenance or construction for the Storm Sewers or their appurtenances are equal or less than three thousand (\$3,000), more precisely less than one thousand five hundred (\$1,500) for the County share, the Municipality shall proceed without approval, with the repairs, maintenance or construction and invoice the Counties 50 percent of the costs. Please note that the Counties will only pay catch basin and manhole cleaning at a frequency of once for every two years or more. More precisely, the Counties will not pay if the same catch basin or manhole is cleaned yearly.
- 3.2.5 In the case where the costs for maintenance or construction for the Storm Sewers or their appurtenances are greater than three thousand (\$3,000), more precisely greater than one thousand five hundred (\$1,500) for the County share, the Municipality shall get approval from the Counties before commencing work and invoice the Counties 50 percent of the costs.
 - a) This municipal request shall be made in form of council resolution from the Municipality before August 31st of the preceding year in order to budget the necessary monies and get County Council approval.
- 3.2.6 In the case where extra capacity in Storm Sewers is required for drainage from land other than land within the right-of-way of the road in its County Road system, the cost of construction, maintenance reinstatement caused by the construction or maintenance of the Storm Sewers or their appurtenances, is to be borne in its entirety by the Municipality, land owner or land developer whichever is applicable.

Policy of Shared Service Arrangements on County Roads

- 3.2.7 When subsection 3.1.3 applies, the cost of the construction, maintenance or reinstatement shall be borne by the Counties in its totality.
- 3.2.8 Where a new or existing Storm Sewer is or was installed and connects to an existing County Road culvert that wasn't replaced at the same time and confirmed and agreed by both parties, the cost to replace the culvert shall be borne in its entirety by the Counties. Once replaced, the culvert would become part of the of the storm sewer and would fall under the responsibility of the Municipality and future replacement cost would be shared equally between the Municipality and the Counties.
- 3.2.9 Where a new or existing Storm Sewer is or was installed and doesn't provide any drainage benefit for the County Road, all cost associated with the replacement or maintenance of the Storm Sewer shall be borne in it's entirety by the Municipality.

4. Sanitary Sewers**4.1 Responsibilities**

- 4.1.1 The Municipality is responsible for all Sanitary Sewers activities within the County Road allowance.

4.2 Cost Sharing

- 4.2.1 The cost of the construction, maintenance, reinstatement caused by the construction or maintenance of Sanitary Sewers or any related costs of construction or maintenance for Sanitary Sewers or their appurtenances on any road in its County Road system shall be borne by the Municipality in its totality.

5. Watermain**5.1 Responsibilities**

- 5.1.1 The Municipality is responsible for all Watermain activities within the County Road allowance.

5.2 Cost Sharing

- 5.2.1 The cost of the construction, maintenance, reinstatement caused by the construction or maintenance of Watermain or any related costs of construction or maintenance for Watermain or their appurtenances on any road in its County Road system shall be borne by the Municipality in its totality.

6. Roads

6.1 Responsibilities

- 6.1.1 Unless stated otherwise in this policy, the Counties are responsible for the maintenance, reinstatement or any other applicable duties for roads when part of the County Road system.
- 6.1.2 The Municipality is responsible for the repair of pot holes adjacent to any types of structures, such as manholes, catch basins, valves being part of a sanitary sewer, storm sewer or water distribution system on any road in its County Road system.
- 6.1.3 The Counties are responsible for all roadside maintenance activities when part of the County Road system, such as hay mowing, roadside litter cleaning, weed spraying or tree trimming/cutting. Note that hay mowing does not include grass cutting with a regular lawn mower or manual weed trimmer in Settlement Areas or rural areas. The Municipality is responsible for the grass cutting when desired.
- 6.1.4 Except for snow clearing, salting or snow removal (winter maintenance) of the roadside street parking area (outside the 6.7 meters of roadway, usually outside the white edge lines), where a road in a Settlement area, is part of the County Road System, the Counties shall be responsible for any maintenance, including pot holes repairs for the entire road width, including road side street parking and/or, shoulder. More precisely, the Counties are responsible from sidewalk to sidewalk, curb to curb or end of shoulder to end of shoulder.
- 6.1.5 The Counties are responsible to issue all permits (ex: entrance, ditch fill, road cuts, etc) or municipal consents (MC) for all roads when part of the County Road system, however, the Municipality is responsible to issue permits in respect to sidewalks and curb cuts, if they wish to do so. Within Settlement areas, the Counties will make every effort to share the road cut or MC information with the Municipality in order for the Municipality to take all necessary action in respect to the associated request for work with the applicant.

6.2 Cost Sharing

- 6.2.1 Unless stated otherwise in this policy, the cost of the maintenance, reinstatement, construction or any other applicable duties for roads in its County Road system shall be borne by the Counties in its totality.
- 6.2.2 The cost for the repair of pot holes adjacent to any types of structures, such as manholes, catch basins, valves being part of a sanitary sewer, storm sewer or

Policy of Shared Service Arrangements on County Roads

water distribution system on any road in its County Road system shall be borne by the Municipality in its totality.

- 6.2.3 The cost for all roadside maintenance activities as mentioned in subsection 6.1.3 for roads in its County Road system shall be borne by the Counties in its totality.
- 6.2.4 Except for snow clearing, salting or snow removal (winter maintenance) of the roadside street parking area (outside the 6.7 meters of roadway, usually outside the white edge lines), where a road in a Settlement area is part of the County Road system, the Counties shall pay the total of maintenance, including pot holes repairs, for the entire road width as mentioned in subsection 6.1.4, however, when a significant patch is required to repair multiple potholes in the same area, outside the 6.7 meters of roadway (usually outside the white edge lines), the cost of repair and patch shall be borne by the Counties up to a maximum of \$2,000 excluding HST and the balance shall be paid by the Municipality in its totality..

7. Paving

7.1 Responsibilities

- 7.1.1 Except as per subsection 7.1.2, the Counties are responsible for the management of any construction, paving, reinstatement project or any other applicable duties concerning a County Road.
- 7.1.2 When and where a road construction or road rehabilitation occurs in a Settlement area and is part of the County Road system, the Counties will be responsible for the management of pavement work. Should the Municipality desire to widen it. However the Counties will not be responsible for the management of any other work being coordinated at the same time of the paving work (ex: curbs, granular, sidewalk, grading, gutters or surveying) but at all times the Counties will make reasonable effort to coordinate the work with the Municipality.
- 7.1.3 Unless stated otherwise in this policy, where a road construction or road rehabilitation occurs in a Settlement area and is part of the County Road System, the Municipality will be obligated to coordinate the construction or rehabilitation of the roadway portion wider than 9.3 meters, if any, at the same time as the Counties road construction or rehabilitation. The intent of this subsection is to avoid drainage issues after a road construction or road rehabilitation work. (Ex: If there's a roadside parking area within a Settlement area and the Counties are completing a road rehabilitation project the Municipality will be in the obligation to do the same in the roadside parking area)

7.2 Cost Sharing

- 7.2.1 Where a road construction or road rehabilitation occurs in a Settlement area and is part of the County Road system, the Counties shall pay the total cost of such construction of pavement of 9.3 meters or less in width.
- 7.2.2 In the case where a road construction or road rehabilitation occurs and the Municipality desires to widen it, the cost of extra pavement or any other works wider than the respected 9.3 meters, shall be borne by the Municipality in its totality.
- a) The Counties shall notify the Municipality before August 31st of the preceding year when road construction will occur in a Settlement area or Built-up Area and is part of the County Road system. This will provide enough time in order to budget the necessary monies and get municipal Council approval.
- 7.2.3 The total cost mentioned in subsection 7.2.1 includes the cost of any necessary grading, pavement, grinding, pulverising, under drainage or base construction, but does not include the cost of the construction of curbs, shouldering, gutters, catch basins, sanitary or Storm Sewers, concrete curbs, granular, watermain or drains or any other special work, all of which cost shall be borne by the Municipality.

8. **Sweeping**

8.1 Responsibilities

- 8.1.1 Where a road is located in a Settlement area and is part of the County Road system, the Counties are responsible for the spring street sweeping activities of the full roadway width, including paved shoulders. Sweeping will only be performed once a year during spring season.

8.2 Cost Sharing

- 8.2.1 The cost of County Roads spring sweeping activities shall be borne by the Counties in its totality.

9. **Traffic Signal Lights**

9.1 Responsibilities

- 9.1.1 Where a traffic signal light is installed at an intersection and where all three (3) or all four (4) intersecting roads are part of the County Road system, the Counties

Policy of Shared Service Arrangements on County Roads

are entirely responsible for the operation and functionality of the traffic light system.

- 9.1.2 In the case where a traffic signal light is installed at an intersection and where one (1) of the intersecting roads is part of the County Road system, the Municipality is entirely responsible for the operation and functionality of the traffic light system.
- 9.1.3 In the case where a traffic signal light is installed at an intersection and where two (2) of the intersecting roads are part of the County Road system, the Counties are entirely responsible for the operation and functionality of the traffic light system.
- 9.1.4 In the case where a traffic signal light is installed at a four-way intersection and where three (3) of the intersecting roads are part of the County Road system, the Counties are entirely responsible for the operation and functionality of the traffic light system.

9.2 Cost Sharing

- 9.2.1 Where a traffic signal light is warranted at an intersection and where all three (3) or all four (4) intersecting roads are part of the County Road system, the Counties shall pay the total cost of such construction of the traffic signal lights installation and future maintenance cost.
- 9.2.2 In the case where a traffic signal light is warranted at an intersection and where one (1) of the intersecting roads is part of the County Road system, the cost for the study and construction of the traffic signal lights installation is to be borne 33.3 percent (1/3) or 25 percent (1/4) (depending if it's a 3-way intersection or a 4-way intersection) by the Counties and 66.6 percent (2/3) or 75 percent (3/4) consequently by the Municipality.
- 9.2.3 In the case where a traffic signal light is warranted at an intersection and where two (2) of the intersecting roads are part of the County Road system, the cost for the study and construction of the traffic signal lights installation is to be borne 66.6 percent (2/3) or 50 percent (1/2) (depending if it's a 3-way or a 4-way intersection) by the Counties and 33.3 percent (1/3) or 50 percent (1/2) consequently by the Municipality.
- 9.2.4 In the case where a traffic signal light is warranted at a four-way intersection and where three (3) of the intersecting roads are part of the County Road system, the

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cost for the study and construction of the traffic signal lights installation is to be borne 75 percent by the Counties and 25 percent consequently by the Municipality.

- 9.2.5 Subsections 9.2.1, 9.2.2, 9.2.3 and 9.2.4 do not apply when the requirement of the traffic signal light is caused by development, and that the costs could have been covered either by subdivision agreements, development charges or site plan agreements.
- 9.2.6 Where a traffic signal light is installed at an intersection and where only one (1) of the intersecting roads is part of the County Road system, the cost for the maintenance and upkeep of the traffic light system shall be borne by the Municipality in its totality.
- 9.2.7 Where a traffic signal light is installed at an intersection and where at least two (2) of the intersecting roads are part of the County Road system, the cost for the maintenance and upkeep of the traffic light system shall be borne by the Counties in its totality.
- 9.2.8 All municipal requests for the installation of traffic signal lights shall be forwarded before August 31st of the preceding year in order to budget the necessary monies and get County Council approval.
- 9.2.9 The Counties shall notify the Municipality before August 31st of the preceding year when a new traffic signal installation or improvement will occur at an intersection part of the County Road system which has a budget impact for the Municipality due to the cost sharing as mentioned in the above subsections. This will provide enough time in order to budget the necessary monies and get Municipal Council approval.

10. Sidewalks

10.1 Responsibilities

- 10.1.1 As per the *Municipal Act, 2001*, the Municipality is responsible for the construction, maintenance and winter operations of sidewalks, if applicable, and has jurisdiction over that part of the road.
- 10.1.2 Where an existing sidewalk is a structural element of a bridge which is under the jurisdiction and control of the Counties, the Counties are responsible for the sidewalk construction where a bridge rehabilitation occurs and only where the

Policy of Shared Service Arrangements on County Roads

sidewalk is adversely affected by the bridge rehabilitation. The Municipality is responsible for maintenance and winter operation of the sidewalks. Any type of maintenance completed by the Municipality must not adversely affect the structural integrity of the structure.

10.2 Cost Sharing

10.2.1 Except as per subsection 10.2.2, the cost of the construction, maintenance, reinstatement caused by the construction or maintenance of sidewalks or any related costs of construction or maintenance for sidewalks or their appurtenances on any road in its County Road system shall be borne by the Municipality in its totality.

10.2.2 In the case of a construction or maintenance of a bridge and where an existing sidewalk is a structural element of the bridge which is under the jurisdiction and control of the Counties, the costs that are incurred to provide for sidewalks, shall be borne 50 percent by the Counties and 50 percent by the Municipality.

11. Ditches

11.1 Responsibilities

11.1.1 Except as per subsection 11.1.2, the Counties are responsible for the construction, maintenance, reinstatement or any other applicable duties for ditches when part of the County Road system within the road allowance, unless the ditch is considered to be a municipal drain as defined under the *Drainage Act*.

11.2 Where a ditch is located in a Settlement area and is part of the County Road system, the Counties are responsible for the construction, maintenance, reinstatement or any other applicable duties for ditches when part of the County Road system.

11.3 Cost Sharing

11.3.1 The cost of the construction, maintenance, reinstatement caused by the construction or maintenance of ditches or any related costs of construction or maintenance for ditches or their appurtenances on any road in its County Road system shall be borne by the Counties in its totality.

12. Curbs

12.1 Responsibilities

12.1.1 Except as per section 12.1.2, the Municipality is responsible for the construction, maintenance and reinstatement of curbs and has jurisdiction over that part of the road.

12.1.2 Where the curb is part of a center road median, a roundabout or was installed by the Counties for specific duties (ex: roundabout, drainage curbs for sloped roadways in rural settings) when part of the County Road system, the Counties are responsible for the construction, rehabilitation or maintenance of that specific curb.

12.1.3 Where curbs are installed to delineate the roadside parking area and the roadway (ex: curbs along Concession Street in the Village of Russell between roadside parking and roadway) shall be the responsibility of the Municipality under subsection 12.1.1.

12.2 Cost Sharing

12.2.1 Except as per section 12.2.2, the cost of the construction, maintenance, reinstatement caused by the construction or maintenance of curbs or any related costs of construction or maintenance for curbs or their appurtenances on any road in its County Road system shall be borne by the Municipality in its totality.

12.2.2 In the case where subsection 12.1.2 is applicable, the cost of the construction, maintenance and reinstatement or any related costs for curbs or their appurtenances on any road in its County Road system shall be borne by the Counties in its totality.

13. Signs

13.1 Responsibilities

13.1.1 The Counties are responsible for the production, installation or maintenance of any signs as specified in the Ontario Traffic Manual guidelines within the road allowance of any road in its County Road system.

13.1.2 Where a municipal road intersects a County Road, the Counties are responsible for the production, installation or maintenance of the stop ahead sign (Wb-1) when applicable as per OTM, the traffic signals ahead sign (Wb-2) when

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applicable as per OTM or the yield ahead sign (Wb-1A) when applicable as per OTM located on that intersecting municipal road.

- 13.1.3 The Municipality is responsible for the production, installation or maintenance of any signs not mentioned in subsections 13.1.1 and 13.1.2 and including road name signs. Please note that road name signs are not permitted to be installed on any signs mentioned in subsection 13.1.1, such as stop signs. For any new sign installation by the Municipality within the road allowance of any road in its County Road system the Municipality shall comply with By-law 2014-02 as amended.
- 13.1.4 The Counties are responsible for the production, installation and maintenance of Prescott & Russell welcome signs, including welcome signs located on Municipal roads. The Prescott & Russell welcome signs are usually located at the County boundaries.
- 13.1.5 The Municipality is responsible for the production, installation or maintenance of municipal welcome signs, including welcome signs located on County roads. The municipal welcome signs are usually located at the municipal boundary or to identify a Settlement Area within the Municipality.
- 13.1.6 The Counties and the Municipality are responsible to acknowledge the Regional Tourism Signage Policy which is administered by the “UCPR Economic Development and Tourism Department”. This policy identifies the Counties and Municipalities responsibilities for the installation of tourism signs.
- 13.1.7 The Counties are responsible to enact by-laws for regulating parking on any road in its County Road system. The Counties are responsible to install the proper parking regulation sign as per the enacted by-laws and the Municipality is responsible to enforce the applicable parking regulation by-laws enacted by the Counties. This process will be completed by mutual arrangement between the Counties and the Municipality.
- 13.1.8 All requests for speed limit changes or installation of stops signs shall be made in form of council resolution from the Municipality in order to be presented to County Council for approval or rejection. The Counties will not accept any requests from the Public unless a specific resolution from the Municipality is provided to the Counties, however, the Counties Public works Department can make a recommendation to County Council without a resolution or the approval from the Municipality if deemed necessary.

13.2 Cost Sharing

13.2.1 The cost of the production, installation or maintenance of any signs as specified in subsection 13.1.1, 13.1.2, 13.1.4, 13.1.6 and 13.1.7 (when applicable) within the road allowance of any road in its County Road system shall be borne by the Counties in its totality. Any other costs of production, installation or maintenance of signs, including road name signs shall be borne by the Municipality in its totality.

13.2.2 The cost of enforcement for regulating parking by-laws shall be borne by the Municipality in its totality.

14. Gravel Shoulder Maintenance

14.1 Responsibilities

14.1.1 Except as per subsection 14.1.2, the Counties shall be responsible for the gravel shoulder maintenance of any road in its County Road system.

14.1.2 Where a road in a Settlement area is part of the County Road system, the Counties shall be responsible for the maintenance of gravel shoulders within the road allowance.

14.2 Cost Sharing

14.2.1 Except as per subsection 14.2.2, the cost of gravel shoulder maintenance on any road in its County Road system shall be borne by the Counties in its totality.

14.2.2 Where a road in a Settlement area is part of the County Road system, the Counties shall pay the total cost of gravel shoulder maintenance within the road allowance.

15. Paved Shoulder

15.1 Responsibilities

15.1.1 Except as per subsection 15.1.2 and subsection 15.1.3, the Counties shall be responsible for the paved shoulder maintenance of any road in its County Road system.

Policy of Shared Service Arrangements on County Roads

- 15.1.2 Where a road in a Settlement area, is part of the County Road system, the Counties shall be responsible for any paved shoulder maintenance up to the curb, sidewalk or shoulder
- 15.1.3 Where the Municipality constructs sidewalks or curbs, not part of a County Road paving project and not as per section 7 of this policy, the Municipality will be in the obligation to pave the gravel shoulder from the existing edge of pavement to the new sidewalk or curb. The Municipality will be responsible for the management of any applicable duties concerning the paved shoulder works.

15.2 Cost Sharing

- 15.2.1 Except as per subsection 15.2.2 and Subsection 15.2.3, the cost of paved shoulder maintenance on any road in its County Road system shall be borne by the Counties in its totality.
- 15.2.2 Where a road in a Settlement area is part of the County Road system, the Counties shall pay the total cost of paved shoulder maintenance up to the curb, sidewalk or gravel shoulder rounding, however, when a significant patch is required to repair multiple potholes in the same area, outside the 6.7 meters of roadway (usually outside the white edge lines), in an amount estimated greater than \$2,000, the cost of repair and patch shall be borne by the Municipality in its totality.
- 15.2.3 Where the Municipality constructs sidewalks or curbs, not part of a County Road paving project, the Municipality will be in the obligation to pave the gravel shoulder, from the existing edge of pavement to the new sidewalk or curb. All associated cost will be borne in its totality by the Municipality.

16. Street Lights

16.1 Responsibilities

- 16.1.1 Except as per subsection 16.1.2, the Municipality shall be responsible for the construction, maintenance or any other related duties regarding street lights.
- 16.1.2 Where the street lights are part of a traffic control signal under the Counties responsibility or was installed by the Counties for specific duties (ex: roundabout lighting) when part of the County Road system, the Counties are responsible for the construction, rehabilitation or maintenance of the specific street lights.

16.2 Cost Sharing

16.2.1 Except as per subsection 16.2.2, the cost of the construction, maintenance, reinstatement caused by the construction or maintenance of street lights on any road in its County Road system shall be borne by the Municipality in its totality.

16.2.2 The cost of the construction, maintenance or reinstatement where the street lights are part of a traffic control signal under the Counties responsibility or was installed by the Counties for specific duties (ex: roundabout lighting) when part of the County Road system shall be borne by the Counties in its totality.

17. **Flashing Beacons**

17.1 Responsibilities

17.1.1 Except as per subsection 17.1.2, the Counties shall be responsible for the construction, maintenance or any other related duties regarding flashing beacons.

17.1.2 Where a flashing beacon was installed by the Municipality for specific duties and not endorsed by the Counties (ex: flashing beacon for crosswalk), when part of the County Road system, the Municipality shall be responsible for the rehabilitation or maintenance of the specific flashing beacon.

17.2 Cost Sharing

17.2.1 Except as per subsection 17.2.2, the cost of the construction, maintenance, reinstatement caused by the construction or maintenance of flashing beacons on any road in its County Road system shall be borne by the Counties in its totality.

17.2.2 The cost of the construction, maintenance or reinstatement where a flashing beacon was installed by the Municipality for specific duties and not endorsed by the Counties (ex: flashing beacon for crosswalk), when part of the County Road system shall be borne by the Municipality in its totality.

18. **Bridges**

18.1 Responsibilities

18.1.1 Unless stated otherwise in this policy, the Counties are responsible for the maintenance, reinstatement, inspections or any other applicable duties for bridges when part of the County Road system.

18.1.2 Where a bridge is not located on a County Road and is forming or crossing a boundary line between two Municipalities, the surface of the bridge shall be deemed to be under the jurisdiction and control of the authority that has jurisdiction and control over the remainder of the boundary road and the Counties shall not be liable for maintenance and repair of the surface of the bridge. Counties shall be responsible for the inspections, rehabilitation, or replacement or any other applicable duties in respect to the boundary bridge. Note that maintenance does not include winter operations for the maintenance of the surface of the bridge therefore the Municipality shall be responsible for the winter maintenance, if applicable.

18.2 Cost Sharing

18.2.1 Unless stated otherwise in this policy, the cost of maintenance, inspections rehabilitation, or replacement or any other applicable duties for bridges in its County Road system and as per subsection 18.1.2 shall be borne by the Counties in its totality.

18.2.2 All Cost associated with the maintenance of the surface of a boundary bridge as mentioned in subsection 18.1.2 shall be borne by the authority that has jurisdiction and control over the remainder of the boundary road. All other associated costs shall be borne by the Counties in its totality.

19. **Project Coordination**

19.1 Responsibilities

19.1.1 In the case where the Municipality plans on completing any significant work on a County Road, such as infrastructure work, sidewalk work, curb work or any other work that could result in disturbing, constructing, repaving or reinstating a major section of a County Road, the local Municipality shall notify the Counties before August 31st of the preceding year or as practical as possible before commencing any work.

- a) The objective for this notification is a common strategy to coordinate capital spending across multiple assets. This notification will provide the opportunity for investment scheduling and avoid improper expenditure.
- b) The Counties will encourage local Municipality to share their infrastructure management plan, if any, to save resources by coordinating projects. The

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Counties will periodically make reasonable effort to share with Municipalities their proposed future projects schedule.

20. Emergency Detour Route (EDR)

20.1 Responsibilities

20.1.1 The Counties are responsible for the production and supply of any sign used for the County Road 17 emergency detour route (EDR) within the Counties and Municipalities. This includes signs that are required to be replaced.

20.1.2 The Counties are responsible for the production, installation or maintenance of any sign used for the County Road 17 emergency detour route (EDR) within the road allowance of any road in its County Road system.

20.1.3 The Municipality is responsible for the installation and/or maintenance of any signs used for the County Road 17 emergency detour route (EDR) within the road allowance of the prescribed municipal road. Note that Municipalities will need to supply post and/or hardware to install the specified EDR signs.

20.1.4 In the case where the County Road 17 EDR is part of a Municipal road and the designated road is being reconstructed, closed or maintained which would result that the road would not permit the proper circulation of traffic, the Municipality shall give appropriate notice to the Counties in order to produce and supply the EDR temporary condition signs and designate a temporary EDR in collaboration with the Municipality. The Municipality would be responsible to install the temporary EDR signs and remove existing signs which would cause confusion (bags or other alternatives over existing signs would be accepted in this case).

20.1.5 In the case where the County Road 17 EDR is triggered it's the Counties responsibility to close County Road 17 and ensure that the EDR is fully functional as per designated route. It's also the Counties responsibility to deploy the flip down sign if necessary. This applies to County roads and Municipal roads.

20.2 Cost Sharing

20.2.1 The cost of the production and supply of County Road 17 EDR signs as specified in subsection 20.1.1 shall be borne by the Counties in its totality. This includes signs that are required to be replaced and temporary condition signs as specified in subsection 20.1.4.

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20.2.2 The cost of installation and maintenance of County Road 17 EDR signs as specified in subsection 20.1.2 shall be borne by the Counties in its totality.

20.2.3 The cost of installation, maintenance, posts and hardware for County Road 17 EDR signs as specified in subsection 20.1.3 and 20.1.4 shall be borne by the Municipality in its totality.

21. Pavement Markings (Line Painting)

21.1 Responsibilities

21.1.1 Except as per subsection 21.1.3, the Counties are responsible for pavement markings as specified in the Ontario Traffic Manual (OTM) guidelines within the road allowance of any road in its County Road system.

21.1.2 Where a municipal road intersects a County Road, the Counties are responsible for the pavement marking of the stop bar with tail, as per OTM, on that intersecting municipal road.

21.1.3 Where a municipal multi-lane road intersects a County Road, the Municipality is responsible for the pavement marking of arrows in turning lanes and through lanes.

21.1.4 The Municipality is responsible for on street designated or non-designated parking space line painting such as “T” bar line painting or hatching. Note that hatching to direct traffic in turning lane and at medians on County Road are still under the responsibility of the Counties.

21.2 Cost Sharing

21.2.1 The cost of pavement marking as specified in subsection 21.1.1 and 21.1.2 (when applicable) within the road allowance of any road in its County Road system shall be borne by the Counties in its totality.

21.2.2 The cost of pavement marking as specified in subsection 21.1.3 and 21.1.4 (when applicable) shall be borne by the Municipality in its totality.

22. Trees**22.1 Responsibilities**

22.1.1 Except as per subsection 22.1.2, the Counties shall be responsible for maintenance or removal of trees located within the road allowance of any road in its County Road system.

22.1.2 Where a road in a Settlement area is part of the County Road system, the Municipality shall be responsible for the maintenance or removal of trees.

22.2 Cost Sharing

22.2.1 Except as per subsection 22.2.2, the cost of tree maintenance or removal on any road in its County Road system shall be borne by the Counties in its totality.

22.2.2 Where a road in a Settlement area is part of the County Road system, the total cost of tree maintenance and removal shall be borne in its entirety by the Municipality.

23. Pedestrian Crossing Treatment**23.1 Responsibilities**

23.2 Where a pedestrian crossing treatment is installed on a County Road, the Counties are entirely responsible for the operation and functionality of the pedestrian crossing treatment, including pavement markings, however sidewalks are still the responsibility of the Municipality as specified in this policy.

23.3 Cost Sharing

23.3.1 Except when part of a traffic signal at an intersection, where a pedestrian crossing treatment is desired by the Counties or where the Municipality deems it necessary to install a pedestrian crossing treatment on a County Road, the cost for the engineering and construction of the pedestrian crossing treatment installation is to be borne 50 percent (1/2) by the Counties and 50 percent (1/2) consequently by the Municipality however all cost related to sidewalks modifications and construction shall be borne by the Municipality.

23.3.2 Where a pedestrian crossing treatment is installed on a County Road, the cost for the maintenance and upkeep, including pavement markings, of the pedestrian crossing treatment shall be borne by the Counties in its totality.

23.3.3 All municipal requests for the installation of pedestrian crossing treatment shall be forwarded before August 31st of the preceding year in order to budget the necessary monies and get County Council approval.

24. Traffic Calming Device

24.1 Responsibilities

24.1.1 The Counties are responsible for the installation and maintenance of speed radar signs acting as traffic calming devices on County roads when cost shared with a Municipality.

24.1.2 Any temporary installation of speed radar signs, by the Municipality, on County roads requires written approval ("email") from the Counties. If the temporary installation is approved by the Counties, the Municipality will be responsible for the installation, removal and maintenance, at the satisfaction of the Counties, of the temporary speed radar signs owned by the Municipality.

24.1.3 Except as specified in subsection 24.1.1 and 24.1.2, the Municipality is responsible for the purchase, installation, maintenance or removal of any permanent, seasonal or temporary installation of traffic calming devices (ex: In-street centerline sign with edge line delineators). All municipal requests for the installation of traffic calming devices shall be made in form of council resolution from the Municipality in order to be presented to County Council for approval or rejection. Please note that traffic calming devices that interferes with County winter maintenance operation shall only be installed from May 1st to October 15th.

24.1.4 When a Municipality desires to install a permanent speed radar sign acting as a traffic calming device on a County road without participating in the cost shared program, the Municipality shall be responsible for the purchase, installation, maintenance, operation and/or removal of the device. All municipal requests for the installation of speed radar signs acting as a traffic calming device on a County road operated by a Municipality shall be made in form of council resolution from the Municipality in order to be presented to County Council for approval or rejection. If approved, the Municipality shall consult with the Counties Public Works Department to determine the appropriate location and method of installation. Once approved by the Counties Public Works Department the Municipality shall be responsible for the installation.

24.2 Cost Sharing

24.2.1 The cost of purchase, of speed radar signs installed on County roads should the Municipality make the request shall be shared equally between the Municipality

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and the Counties. The Counties will budget the necessary amounts for a maximum of six (6) speed radar signs per year shared 50/50 with the Municipality. Please note that municipalities who have participated in this program will not be eligible for a future purchase until all municipalities have had the opportunity to participate in this program. However, a Municipality can participate over again if no other Municipality wish to participate in the program for a certain year.

24.2.2 The cost of installation or maintenance of speed radar signs specified in subsection 24.1.1 shall be borne by the Counties in its totality.

24.2.3 The cost of purchase, installation, maintenance and/or removal of speed radar signs specified in subsection 24.1.2 or 24.1.4 shall be borne by the Municipality in its totality.

24.2.4 The cost of purchase, installation, maintenance or removal of temporary or permanent traffic calming devices specified in subsection 24.1.3 shall be borne by the Municipality in its totality.

25. Needs Caused by Development or the Municipality

25.1 Responsibilities

25.1.1 The Municipality and/or the developer/promoter shall be responsible for the management, construction, reinstatement or any other applicable duties of any needs/improvements, on a County Road, caused by any type of development.

25.1.2 The Municipality shall be responsible for the management, construction, reinstatement or any other applicable duties of a new road being done by the Municipality, that intersect a County Road which will be creating a new intersection. This subsection also includes any appurtenances being part of the new road intersection such as traffic signals, signs, turning lanes, street lights, etc. This subsection also applies to the Counties if the opposite scenario would occur.

25.1.3 Where a new road, traffic signal, turning lane or any other type of improvements installed or built by the Municipality or a developer on a County Road the Counties are entirely responsible, as specified in this policy, for the maintenance and operation of the improvement once fully accepted by the Counties.

25.2 Cost Sharing

25.2.1 The cost of maintenance and operation of any improvements as specified in subsection 25.1.3 (when applicable) within the road allowance of any road in its County Road system shall be borne by the Counties in its totality.

25.2.2 The Municipality and/or the developer/promoter shall be responsible for any capital costs associated with any needs/improvements, on a County Road, caused by any type of development. All needs/improvement caused by development shall be covered either by a subdivision agreement, development charges, site plan agreement or an off-site work agreement.

25.2.3 The Municipality shall be responsible for any capital costs associated with a new road construction, being done by the Municipality, that intersect a County Road which will be creating a new intersection. This subsection also includes any appurtenances being part of the new road intersection such as traffic signals, signs, turning lanes, street lights, etc. This subsection also applies to the Counties if the opposite scenario would occur.

25.2.4 The Municipality shall be responsible for any capital costs associated with a new turning lane construction, on a County Road, that benefits a municipal road. More precisely, any new turning lane on a County Road for turning onto a municipal road shall be paid by the Municipality in its totality.

26. **Roundabouts**

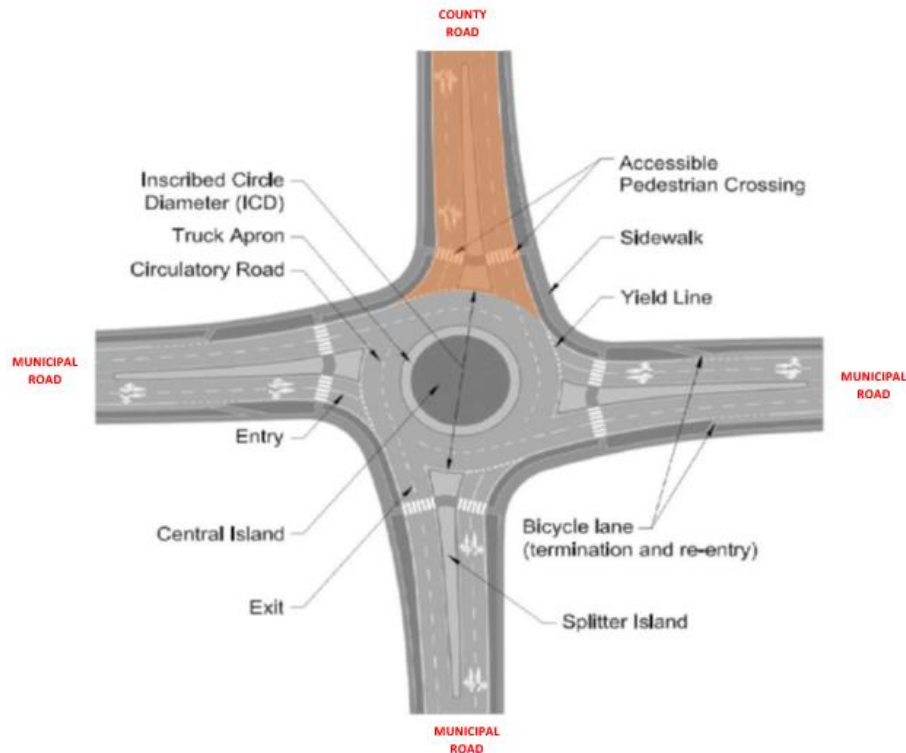
26.1 Responsibilities

26.1.1 Where a roundabout is installed at an intersection and where all three (3) or all four (4) intersecting roads are part of the County Road system, the Counties are entirely responsible for the operation and functionality of the roundabout.

26.1.2 In the case where a roundabout is installed at an intersection and where one (1) of the intersecting roads is part of the County Road system, the Counties are responsible for the maintenance, operation and functionality of it's intersecting road up to the roundabout "inscribed circle". More precisely, the maintenance, operation and functionality of the entry and exit, including the splitter island, of the intersecting county road shall be completed by the Counties. The Municipality is responsible for the operation and functionality of all other intersecting municipal roads and the "inscribed circle".

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Scenario 1: One county road & three municipal roads



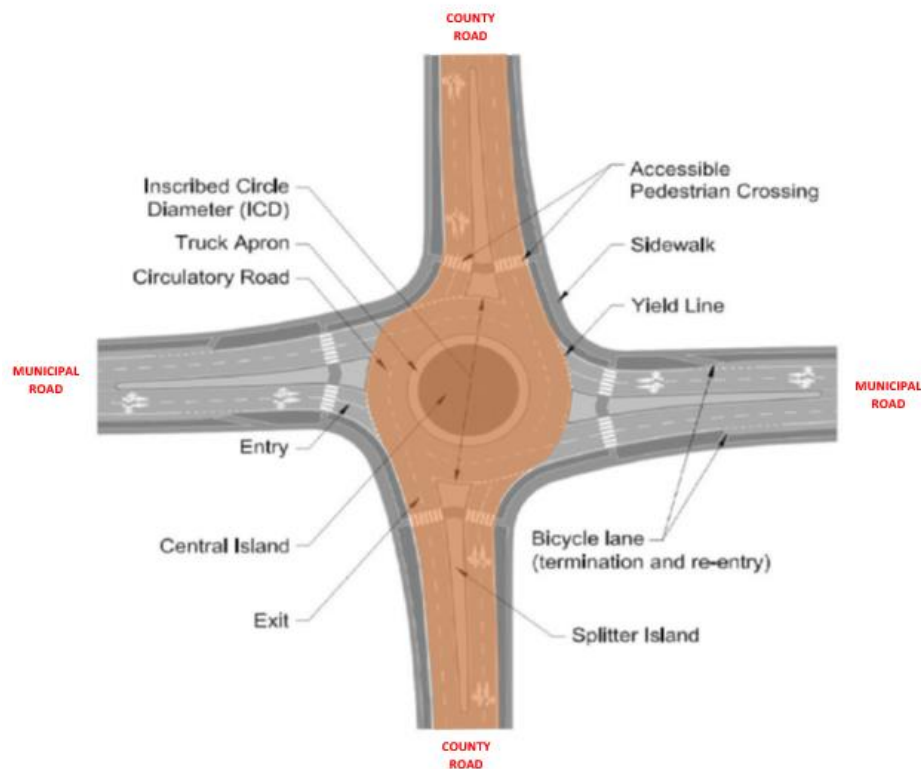
Inscribed Circle Diameter (ICD) – While not a geometric design or traffic control feature, the ICD is a critical design dimension that influences the operational and safety performance of a roundabout. The ICD is defined as the diameter of the largest circle that can fit into the intersection outline.

Extract from: Transportation Association of Canada (TAC), Primer on Roundabouts in Canada, dated January 2017.

26.1.3 In the case where a roundabout is installed at an intersection and where two (2) of the intersecting roads are municipal roads, the Municipality is responsible for the maintenance, operation and functionality of its intersecting roads up to the roundabout “inscribed circle”. More precisely, the maintenance, operation and functionality of the entry and exit, including the splitter island, of the intersecting municipal roads shall be completed by the Municipality. The Counties are responsible for the operation and functionality of all other intersecting county roads and the “inscribed circle”.

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Scenario 2: Two county roads & two municipal roads



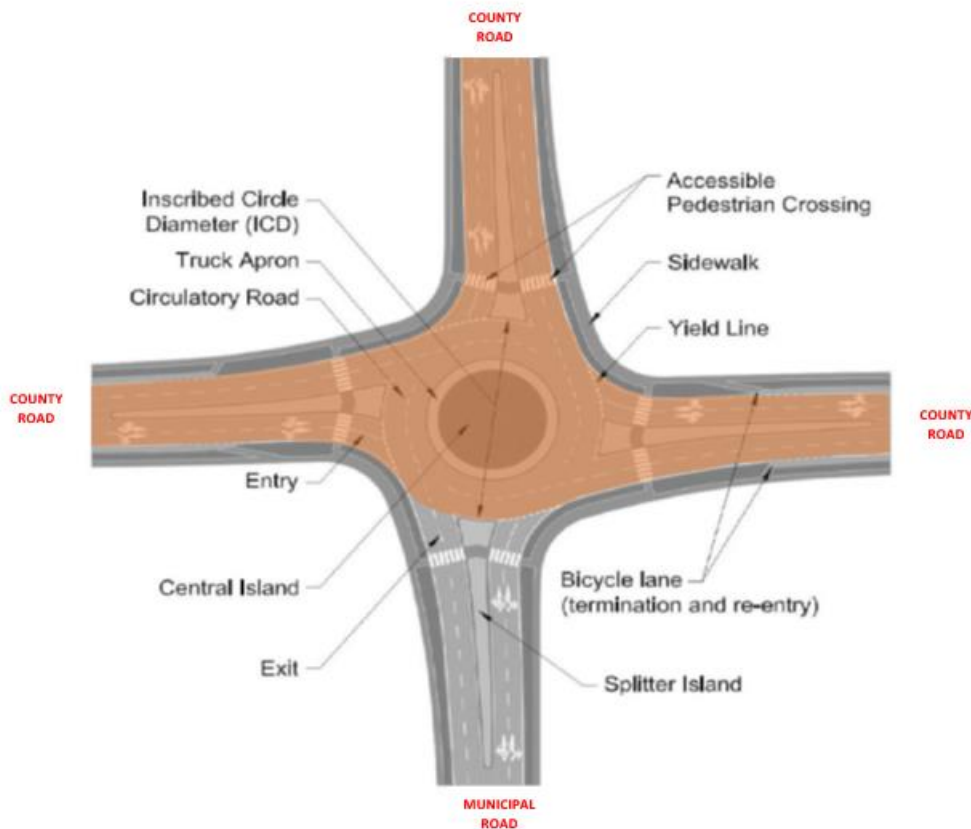
Inscribed Circle Diameter (ICD) – While not a geometric design or traffic control feature, the ICD is a critical design dimension that influences the operational and safety performance of a roundabout. The ICD is defined as the diameter of the largest circle that can fit into the intersection outline.

Extract from: Transportation Association of Canada (TAC), Primer on Roundabouts in Canada, dated January 2017.

26.1.4 In the case where a roundabout is installed at an intersection and where one (1) of the intersecting roads is a municipal road, the Municipality is responsible for the maintenance, operation and functionality of it's intersecting road up to the roundabout "inscribed circle". More precisely, the maintenance, operation and functionality of the entry and exit, including the splitter island, of the intersecting municipal road shall be completed by the Municipality. The Counties are responsible for the operation and functionality of all other intersecting county roads and the "inscribed circle".

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Scenario 3: Three county road & one municipal road



Inscribed Circle Diameter (ICD) – While not a geometric design or traffic control feature, the ICD is a critical design dimension that influences the operational and safety performance of a roundabout. The ICD is defined as the diameter of the largest circle that can fit into the intersection outline.

Extract from: Transportation Association of Canada (TAC), Primer on Roundabouts in Canada, dated January 2017.

26.2 Cost Sharing

26.2.1 Where a roundabout is warranted at an intersection and where all three (3) or all four (4) intersecting roads are part of the County Road system, the Counties shall pay the total cost of such construction of the roundabout and future maintenance cost.

26.2.2 In the case where a roundabout is warranted at an intersection and where one (1) of the intersecting roads is part of the County Road system, the cost for the study and construction of the roundabout is to be borne 33.3 percent (1/3) or 25 percent (1/4) (depending if it's a 3-way intersection or a 4-way intersection) by the

Policy of Shared Service Arrangements on County Roads

Counties and 66.6 percent (2/3) or 75 percent (3/4) consequently by the Municipality.

26.2.3 In the case where a roundabout is warranted at an intersection and where two (2) of the intersecting roads are part of the County Road system, the cost for the study and construction of the roundabout is to be borne 66.6 percent (2/3) or 50 percent (1/2) (depending if it's a 3-way or a 4-way intersection) by the Counties and 33.3 percent (1/3) or 50 percent (1/2) consequently by the Municipality.

26.2.4 In the case where a roundabout is warranted at a four-way intersection and where three (3) of the intersecting roads are part of the County Road system, the cost for the study and construction of the roundabout is to be borne 75 percent by the Counties and 25 percent consequently by the Municipality.

26.2.5 Subsections 26.2.1, 26.2.2, 26.2.3 and 26.2.4 do not apply when the requirement of the roundabout is caused by development, and that the costs could have been covered either by subdivision agreements, development charges or site plan agreements.

26.2.6 Where a roundabout is installed at an intersection and where one (1) of the intersecting roads is part of the County Road system, the cost for the maintenance, upkeep and repairs of it's intersecting road up to the roundabout "inscribed circle" shall be borne by the Counties. More precisely, the cost for the maintenance, upkeep and repairs of the entry and exit, including the splitter island, of the intersecting county road shall be borne by the Counties. The Municipality is responsible for the cost of all other intersecting municipal roads and the "inscribed circle".

26.2.7 Where a roundabout is installed at an intersection and where two (2) of the intersecting roads are municipal roads, the cost for the maintenance, upkeep and repairs of it's intersecting roads up to the roundabout "inscribed circle" shall be borne by the Municipality. More precisely the cost for the maintenance, upkeep and repairs of the entry and exit, including the splitter island, of the intersecting municipal roads shall be borne by the Municipality. The Counties are responsible for the cost of all other intersecting County roads and the "inscribed circle".

26.2.8 Where a roundabout is installed at an intersection and where one (1) of the intersecting roads is a municipal road, the cost for the maintenance, upkeep and repairs of it's intersecting road up to the roundabout "inscribed circle" shall be borne by the Municipality. More precisely the cost for the maintenance, upkeep and repairs of the entry and exit, including the splitter, of the intersecting

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municipal road shall be borne by the Municipality. The Counties are responsible for the cost of all other intersecting County roads and the “inscribed circle”.

26.2.9 All municipal requests for the installation of roundabouts shall be forwarded before August 31st of the preceding year in order to budget the necessary monies and get County Council approval.

26.2.10 The Counties shall notify the Municipality before August 31st of the preceding year when a new roundabout or improvement will occur at an intersection part of the County Road system which has a budget impact for the Municipality due to the cost sharing as mentioned in the above subsections. This will provide enough time in order to budget the necessary monies and get Municipal Council approval.

27. Process to submit claim

Section Reserved

28. Gender

In this document, the masculine gender has been used to facilitate its composition. Where required, the feminine gender shall be substituted.

29. Waiver

A waiver form must be prepared by the employee and approved by the Chief Administrative Officer for any dispensation of this policy.

Stéphane P. Parisien
Chief Administrative Officer

POLICY MANUAL	Policy No. 2-3
For the United Counties of Stormont, Dundas & Glengarry	Effective Date: October 2003
Subject: Cost Sharing in Urban Areas	Department: Roads

- (1) County roads provide a road network for traffic other than local trips and provide a level of service somewhat lower than the King's highway system but significantly higher than local roads. Therefore, the local municipality shall share in the cost of work items, other than those that are through road elements.

PART A: Where works are required on County Roads identified as Deficient Now

- (2) Land acquisition when land is required to accommodate the road section specified in (5) a) shall be the responsibility of the Counties.
- (3) The Counties shall furnish the engineering plans, specifications, construction measurements, supervision and inspection as required in proportion to its own share of the cost of the works.
- (4) The Counties shall be responsible for utility relocation costs as outlined in the Public Service Works on Highways Act, RSO 1990, Chap. P.49.
- (5) The Counties shall be responsible for:
- The construction of an urban cross-section up to the minimum "Geometric Design Standards for Undivided Urban Roads in Ontario" (ie. two driving and one parking lane), but in no case less than the centre 7.0 m of any County road in an urban area.
 - The construction of curbs and gutters.
 - The construction of the paved boulevard between curb and sidewalk to a maximum of 0.5 m width.
 - The construction of catchbasins and that portion of storm sewers required to drain the County road. (In no case will the Counties drain land more than 25 m from the centreline of the road.)
 - The construction of a full rural section within any urban area.
 - The remaining costs of those works covered by Section (6), requested by the local municipality, and deemed feasible and economical by the County Engineer.
- (6) The local municipality shall be responsible for:
- 100% of the construction of all sidewalks (Sect. 55 of the Municipal Act 2001).
 - The construction of that portion of storm sewers over and above that required for County road drainage, based on the following:

Local share % = 100% - Counties' Share %

Counties' Share

= Theoretical pipe dia to accommodate 5 c x 100%
Actual pipe dia to accommodate full drainage area

- c) 100% of the cost of all local services, such as water or sanitary sewerage works.
 - d) 100% of that portion of the paved boulevard between curb and sidewalk beyond 0.5 m.
 - e) Land acquisition when required to accommodate road elements beyond that specified in (5) a)
 - f) 50% of the construction of additional parking lanes.
 - g) 100% of the construction of paved shoulders whether behind curbs and/or gutters or not.
 - h) Engineering in proportion with the cost of its share of the project.
 - i) There will be a 7% administration charge on County "in-house" (but not contracted) work.
- (7) The Counties shall enter into an agreement for any proposed reconstruction (Under the auspices of Sect. 20(1) of the Municipal Act 2001). Costs shall be borne according to this policy.

PART B: Where works are requested on County Roads with no identified critical structural deficiencies

- (8) After reconstruction with a rural cross section (raised road, shoulders and ditches) some County roads have suffered ribbon development. The owners in the ribbon from time to time demand urban type services.
An urban cross section costs 300% of a rural cross section to build, and 175% to maintain. Often, "urbanizing" a rural cross section is difficult (sufficient outlet depth for proper storm sewers, sufficient grade to accommodate drainage along the road, an elevation of the road above the surrounding lands, etc.).
- (9) Should "urbanizing" be requested and deemed possible by the County Engineer, the project will be designed, the design approved by the County and an estimate prepared. An agreement (under the auspices of Sect. 20(1) of the Municipal Act 2001) will be prepared and the information forwarded to the affected local municipality.

With the exception of sidewalks which are fully a local responsibility, costs to "urbanize" will be shared equally between the County and the Township.

The works shall be scheduled for construction when approved by Council and accommodated in the County Budget.

The construction shall be supervised by the Counties

PART C: Maintenance

- (10) The Counties shall be responsible for the maintenance of:
- a) The road between the curbs, including snow plowing, salting and sanding, (but not snow pickup and removal) as required.
 - b) Curbs and gutters, storm sewers and catchbasins.
 - c) Spring sweeping in urban areas.
 - d) Rural sections (including a minimum of 0.5 m of shouldering) in urban

areas.

- e) Upon 60 days notice to the local municipality, 50% of the cost of maintenance re-setting sanitary manholes and watermain chambers when work is performed by the Counties.
 - f) 100% of the cost of re-setting all manholes and watermain chambers in conjunction with resurfacing.
- (11) The local municipality shall be responsible for the maintenance of:
- a) Sidewalks, including snow removal.
 - b) The loading and removal of snow from parking lanes (after the Counties' plowing), as required.
 - c) Sanitary sewers and water works including full restoration of road cuts to County standards and the resetting of manholes when not covered by (9) e).
 - d) Paved shoulders beyond curbs and/or gutters.
- (12) County Council may, if deemed advisable, make exceptions to this policy, provided the exceptions do not alter the County-wide application of the policy.

D. J. McDonald, P. Eng.
County Engineer

COUNTY VS LOCAL RESPONSIBILITIES IN URBANIZED AREAS ON COUNTY ROADS

The following policy for the delineation of responsibilities of County and Local Municipalities in urban areas was included in the Report of the County Road and Bridge Designation Study as reviewed by all local municipalities and approved by Middlesex County Council in May of 1998 reads as follows:

County Involvement in Urban Areas

The Committee identified the components of maintenance and construction that should be a local responsibility and the components which should be a County responsibility.

It is recommended that those maintenance activities which provide for the safety of through traffic would remain the responsibility of the County. These responsibilities would include: snow plowing, sanding and salting; removal of dead or diseased trees which may be a hazard to road users; bridge and culvert maintenance; removal of debris which could be a hazard to vehicles; patching; winter clean-up; shoulder maintenance; pavement markings; warning and regulator signs, railway protection, traffic signals; and maintenance of storm sewers which directly provide drainage to the County road allowance, including catch basin maintenance.

Local Municipalities would be responsible for looking after those elements on the roadway which have a local use, such as pedestrian facilities, parking, drainage of areas outside of the road allowance, and utilities. Local municipalities' responsibilities would then include: street lighting, curb and gutter maintenance, sidewalk maintenance; parking and removing snow to provide for parking; maintenance of pedestrian cross walks; routine street sweeping; and roadside beautification.

The County's responsibilities for construction would include: base construction to provide for a structurally sound roadway; gravel or partially paved shoulders, drainage facilities to drain the roadway for road purposes; traffic signal installation; and pavement.

Local Municipalities responsibilities would include: the cost of any work required to reconstruct the road to urban standards, including lowering the elevation of the road if required due to adjacent urban development, curbs and gutters where required by the local municipality; drainage of areas adjacent to the road allowance; utility relocation resulting from these urban construction activities; sidewalk construction; boulevard construction; installation of opticom devices for emergency vehicles; street lighting; and pedestrian cross walks.



8 Ridge Drive - Pembroke, ON K8A 6W2 613 631 1005 - Rmossy6@gmail.com

County of Renfrew

January 10, 2022

9 International Drive

Pembroke ON K8A 6W5

sent via email

Attention: Warden Debbie Robinson

Re: MTO Hwy 148 GWP 214 00 00 City of Pembroke to Greenwood Road Renfrew County

Dear Warden Robinson;

Many Laurentian Valley Township residents including this writer, have expressed concerns over the years in regards to the number of motor vehicle accidents and the poor vehicular turning movements at the unsignalized intersection of Hwy 148 at Drive Inn (Renfrew County Rd 24)

The recent surfacing of the Algonquin Trail, that runs parallel and closely to Hwy 148, thru Laurentian Valley and the City of Pembroke has many Ottawa Valley Cycling and Active Transportation (OVCATA) members and local residential walkers, runners, cyclists and those with mobility devices excited and anxious to be active on this great trail. Local residents can travel directly from their homes in Laurentian Valley and Pembroke to the trail at municipal access points such as:

1. Rankin St
2. Drive Inn Rd.

1. Rankin at Hwy 148 is an existing signalized crossing at a very busy intersection that provides safe crossings for pedestrians, cyclists and those with mobility devices and connection to Rankin St for Algonquin Trail access.

2. Drive Inn Rd at Hwy 148 is an existing unsignalized crossing, also a very busy intersection, that connects to Drive Inn Rd for Algonquin Trail access.

Over the years Drive Inn Rd has seen many local residents and families walking, running and cycling along this road and is also a popular active transportation circuit route connecting to MacKay and Pembroke Streets.



8 Ridge Drive - Pembroke, ON K8A 6W2 613 631 1005 - Rmossy6@gmail.com

This busy intersection has certainly seen its share of vehicular collisions and is very difficult and unsafe for pedestrians and cyclists to cross. OVCATA is aware that there have also been accidents involving active transportation users with vehicles which is totally unacceptable. OVCATA feels that there is an *immediate* need for a safe signalized crossing for pedestrians, cyclists and those on mobility devices at this intersection.

OVCATA suggests that walkers, runners, cyclists and those with mobility devices, crossing Drive Inn Rd/Hwy 148 seeking access to Algonquin Trail via Drive Inn Rd, will increase with the recent Algonquin Trail surfacing (Nov 2021) and continue to increase with its undoubted popularity.

OVCATA understands that MTO is presently in the design stage for Hwy 148 reconstruction including Drive Inn Rd turning movements.

On behalf of area residents in Laurentian Valley and the Ottawa Valley Cycling and Active Transportation Alliance, a request is hereby submitted for the County of Renfrew to lobby the Ministry of Transportation of Ontario for the immediate installation of a controlled crossing at Drive Inn Rd and Hwy 148.

Sincerely,

Ronald Moss, Co-Chair

Ottawa Valley Cycling and Active Transportation Alliance

cc: MPP John Yakabuski,

MPP Caroline Mulroney,

Township of Laurentian Valley Council

COUNTY OF RENFREW

BY-LAW NUMBER 18-22

A BY-LAW TO ACQUIRE LAND COUNTY ROAD 1 (RIVER 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 Operations Committee has reviewed and approved the transfer of the land described, for the purpose of road reconstruction.

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

1. THAT the Corporation of the County of Renfrew acquire the lands located in Part of Lots 23 and 24, Concession A in the geographic Township of McNab in the Township of McNab/Braeside, described as Parts 2, 3, 4 and 5 on Plan 49R-19902 from Valerie Kohlsmith and Lorinda Kohlsmith for the sum of Seven Thousand, Fifty Dollars (\$7,050).
2. THAT the lands are hereby dedicated as part of the highway namely County Road 1 (River 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 23rd day of February, 2022.

READ a second time this 23rd day of February, 2022.

READ a third time and finally passed this 23rd day of February, 2022.

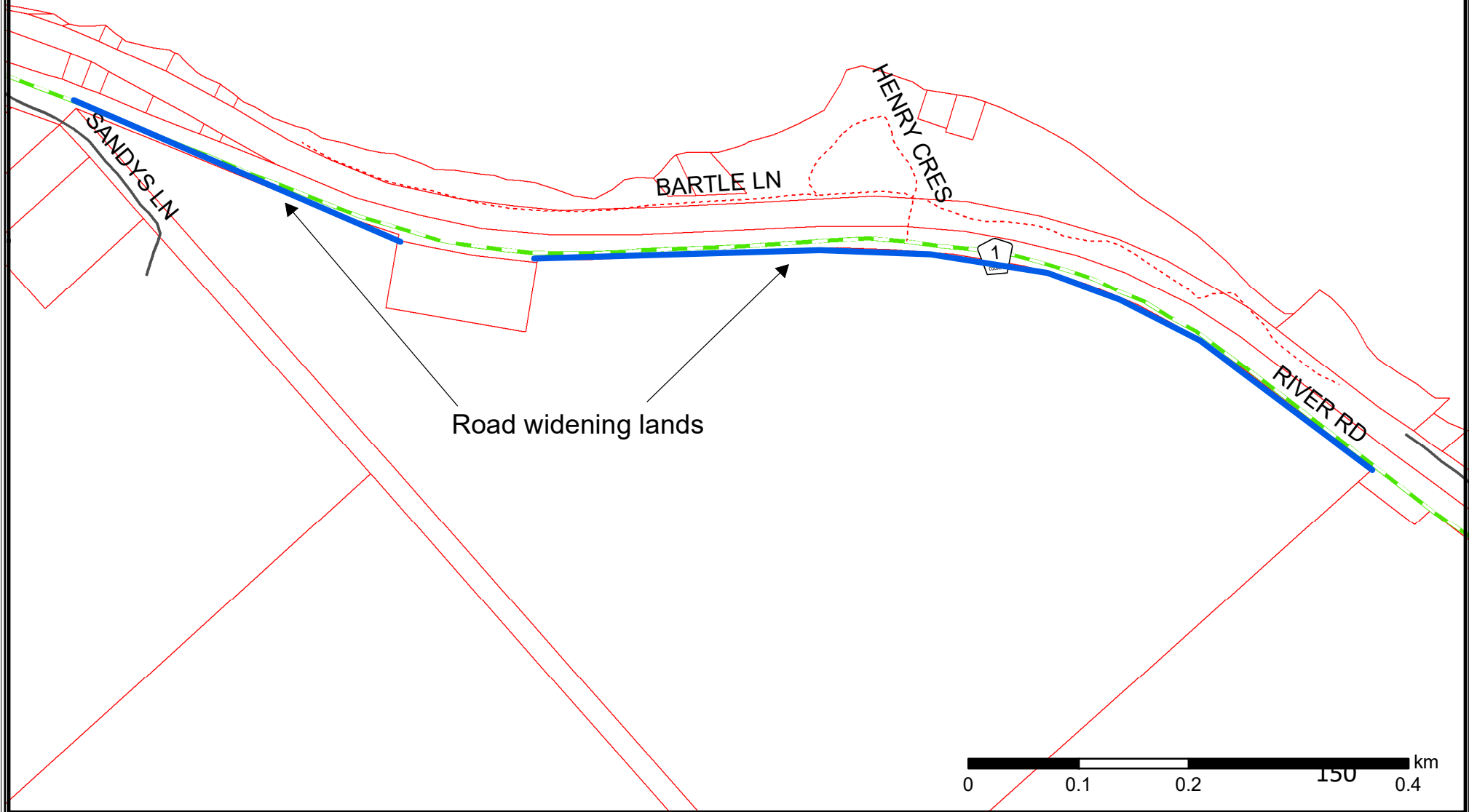
DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

149



County Road 1 - River Road
Acquisition of Lands for Road Widening



COUNTY OF RENFREW

BY-LAW NUMBER 19-22

A BY-LAW TO ACQUIRE LAND COUNTY ROAD 52 (BURNSTOWN 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 Operations Committee has reviewed and approved the transfer of the land described, for the purpose of road reconstruction.

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

1. THAT the Corporation of the County of Renfrew acquire the lands located in Part of Lot 24, Concession 2 in the geographic Township of McNab in the Township of McNab/Braeside, described as Part 2 on Plan 49R-19982 from Ryan Arbuthnot and Krystyn Arbuthnot for the sum of One Dollar (\$1.00).
2. THAT the lands are hereby dedicated as part of the highway namely County Road 52 (Burnstown 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 23rd day of February, 2022.

READ a second time this 23rd day of February, 2022.

READ a third time and finally passed this 23rd day of February, 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

SCHEDULE			
PART	LOT	CONCESSION	AREA (M ²)
1		PL 124	PL 1244-1245 5.11
2			PL 1244-1245 5.11
3			5.000 m ² sq. ft.

PLAN 49R -
RECEIVED AND DEPOSITED
January 12, 2022
Adam Kasprzak
Representative for LAND REGISTRAR for the LAND
DIVISION OF RENFEW (No. 48)

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE
LAND TITLES ACT

DATE: JANUARY 10, 2022

Adam Kasprzak
ADAM KASPRZAK

PLAN OF SURVEY
OF PART OF
LOT 24
CONCESSION 2
GEOGRAPHIC TOWNSHIP OF McNAB
TOWNSHIP OF McNAB/BRAESIDE
COUNTY OF RENFEW

SCALE: 1" = 750'

ADAM KASPRZAK SURVEYING LTD.

BEARING NOTE:
BEARINGS ARE UTN OBS. DERIVED FROM GPS OBSERVATIONS AND ARE REFERENCED TO PART OF THE SHOWN LIMIT OF PLOT 2, AS SHOWN ON PLAN 48R-1702R, HAVING A GRID BEARING OF N49°00'00"E AND A DISTANCE OF 100.00' M. DERIVED FROM THE CENTRAL MERIDIAN OF UTN ZONE 18, 73° WEST.

METRIC NOTE:
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METERS AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

DISTANCE NOTE:
DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY A CORRECTION SCALE FACTOR OF 0.99977.

NOTE:
SSB PLANTED DUE TO INSUFFICIENT OVERBURDEN.

INTEGRATION DATA:

POINT ID	NORTHING	EASTING
A	5 030 537.05	373 581.41
B	5 030 892.08	373 721.56

COORDINATE VALUES ARE TO BE USED FOR ACCURACY FOR THIS PLAN AND FOR THE TYPED AND PRINTED COPIES. IN THE EVENT OF A DISCREPANCY BETWEEN THE COORDINATE VALUES AND THE BOUNDARIES SHOWN ON THIS PLAN, THE COORDINATE VALUES SHALL PREVAIL.

LEGEND (if Applicable)

- B - BENCH MARK
- SSB - STAKE STANDARD BENCH MARK
- HP - HOLE PILE
- PS - PILE
- CP - CONCRETE PILE
- M - MARGINAL FOUND
- MT - METERS
- US - US BENCH MARK
- MS - METERS
- MSB - METERS BENCH MARK
- (1507) - SURVEY TOWNE & KASPRZAK LTD.
- ADAM KASPRZAK SURVEYING LTD.
- (91) - PLAN 48R-1702S

SURVEYOR'S CERTIFICATE

I, CERTIFY THAT:

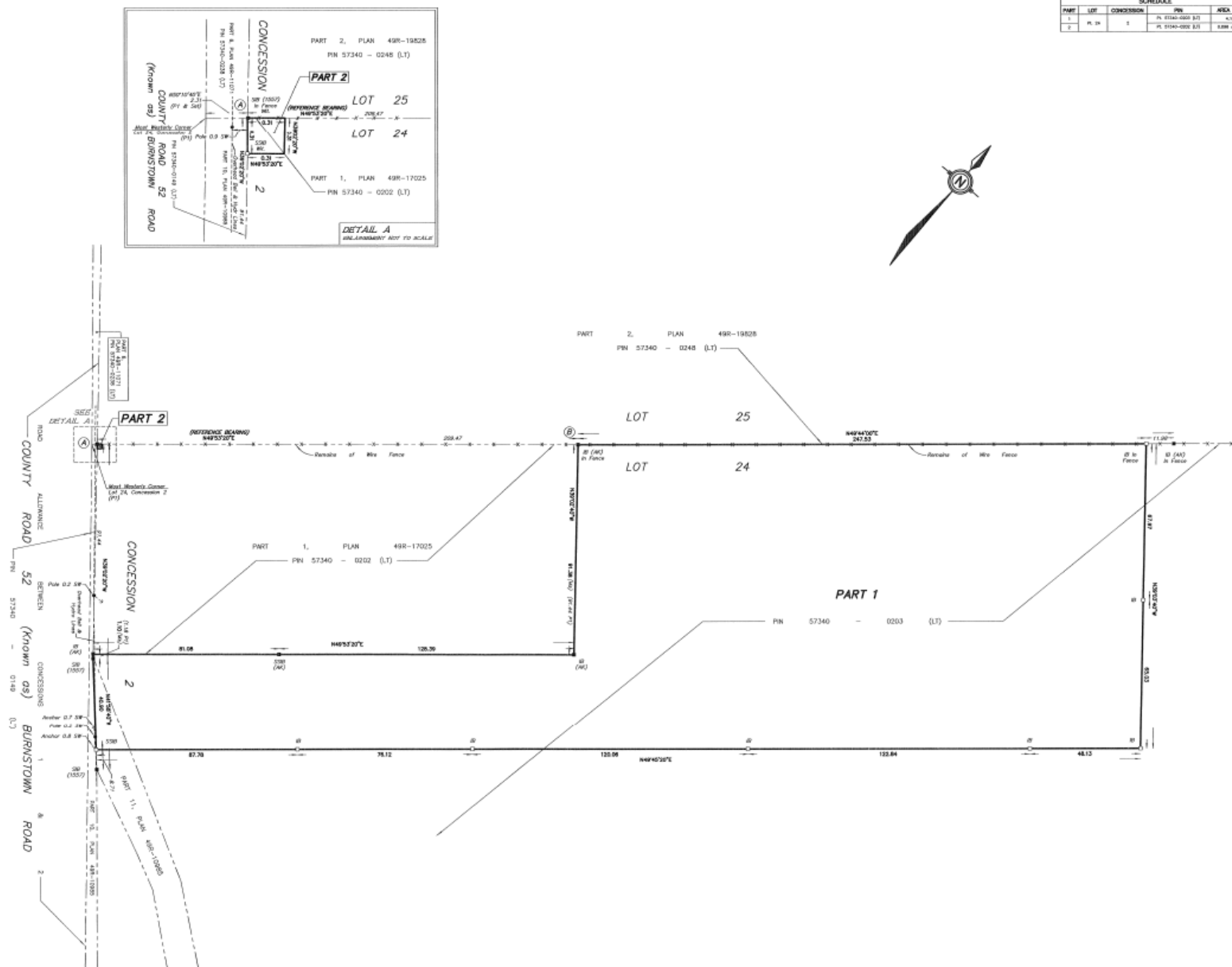
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON NOVEMBER 24th, 2021.

DATE: JANUARY 10, 2022

Adam Kasprzak
DEPUTY LAND SURVEYOR

ADAM KASPRZAK SURVEYING LTD.
ONTARIO LAND SURVEYORS

28 BREXER ST. P.O. BOX 683
BURLINGTON, ONTARIO L7R 6E7
PHONE: (905) 432-5048



COUNTY OF RENFREW

BY-LAW NUMBER 20-22

A BY-LAW TO AUTHORIZE SPEED LIMITS

WHEREAS Subsection (2) of Section 128 of the Highway Traffic Act, R.S.O. 1990, Chapter H.8, as amended, authorizes the Council of a Municipality by By-law, to prescribe a rate of speed of 40, 50, 60, 70, 80, 90 or 100 kilometres per hour, for motor vehicles driven on a highway or portion of highway under its jurisdiction;

AND WHEREAS it is deemed expedient that the speed limit for motor vehicles on certain highways in the County of Renfrew be decreased, increased or both.

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

1. Notwithstanding any other By-law to the contrary, when the roads as set out on the attached schedule, are marked in compliance with the regulations under the Highway Traffic Act, the maximum rate of speed thereon shall be as outlined in Schedule 'A' attached hereto.
2. THAT the maximum rate of speed for all roads other than those outlined in Schedule 'A', shall be 80 km/h.
3. THAT the reduced rate of speed in the school safety zones designated in Schedule 'A', be in effect at the times therein specified and on the days during which school is regularly held.
4. THAT the penalties provided in Subsection (14) of Section 128 of the Highway Traffic Act, shall apply to offences against this By-law.
5. THAT this By-law shall have full force and effect from the date the portion of Highway is marked out in accordance with the regulations under the Highway Traffic Act.
6. THAT By-law 138-21 is hereby repealed.

READ a first time this 23rd day of February, 2022.

READ a second time this 23rd day of February, 2022.

READ a third time and finally passed this 23rd day of February, 2022.

SCHEDULE A

COUNTY ROAD	FROM	TO	RATE OF SPEED
1	350m North of the Renfrew County Boundary	600m North of the Renfrew County Boundary	60
1	600m North of County Boundary	Daniel Street North	50
1	Daniel Street North	Division Street	40
1	Division Street	Usborne Street (Southern End)	50
1	Usborne Street (Southern End)	900m North of Usborne Street (Southern End)	60
1	500m South of Dochart Street	Dochart Street	60
1	Dochart Street	700m North of Usborne Street (North End)	50
1	700m North of Usborne Street (North End)	700m North of Toner Road	60
1	700m North of Toner Road	850m East of Mast Road	50
1	850m East of Mast Road	200m West of Mast Road	60
1	Thacker Lane	Grantham Road	60
2	Madawaska Street	Baskin Drive East & West	40
2	Baskin Drive East & West	Campbell Drive	50
2	Campbell Drive	Melanson Road	60
2	Highland Road	Eastern End of Waba Creek Bridge	60
2	Eastern End of Waba Creek Bridge	Burnstown Road	50
3	River Road	400m West of River Road	50
3	400m West of River Road	1.1km West of River Road	60
5	Highway 132	400m East of Riddell Road	60

COUNTY ROAD	FROM	TO	RATE OF SPEED
5	650m South of Highway 60	400m South of Highway 60	60
5	400m South of Highway 60	Highway 60	50
6	Highway 60	Renfrew Town Limit	50
6	Renfrew Town Limit	Highway 17	60
6	Highway 17	Goshen Road	60
7	450m West of Summerfield Drive	500m East of Cedar Haven Road	60
7	350m West of Government Road	50m East of Government Road	60
7	50m East of Government Road	Foresters Falls Southern Limit	50
7	Foresters Falls Southern Limit	250m South of the Foresters Falls Southern Limit	60
8	Highway 17	Behm Line/Snake River Line	50
8	Behm Line/Snake River Line	250m West of Behm Line/Snake River Line	60
10	Baskin Drive West	Elgin Street West/River Road	50
10	Division Street	County Road 2 (Daniel Street)	50
10 - School Safety Zone	500m North of County Road 2 (Daniel Street)	850m North of County Road 2 (Daniel Street)	40 When Flashing
12	Lookout Road	600m South of the Gore Line	60
12	600m South of the Gore Line	Gore Line	50
16	Laurentian Drive	Petawawa Boulevard	50
19	600m North of Robinson Road	Pembroke City Limit	60
20	Highway 60	400m East of Highway 60	50
20	400m East of Highway 60	1.8km East of Highway 60	60
21	1.2km South of Pappin Road	700m South of Watchhorn Drive	70

COUNTY ROAD	FROM	TO	RATE OF SPEED
21	700m South of Watchhorn Drive	500m North of Lapasse Road	50
21	500m North of Lapasse Road	750m North of Lapasse Road	60
22	550m West of Scotch Bush Road	300m West of Scotch Bush Road	60
22	300m West of Scotch Bush Road	500m East of Scotch Bush Road	50
22	500m East of Scotch Bush Road	750m East of Scotch Bush Road	60
23	350m South of Waba Creek Bridge	100m South of Waba Creek Bridge	60
23	100m South of Waba Creek Bridge	Frank Street	50
23	Frank Street	250m North of Frank Street	60
25	Petawawa Boulevard	Victoria Street	50
26	Black Bay Road	Murphy Road	60
26	Murphy Road	Petawawa Boulevard	50
29	Pembroke City Limit	Stoneyfield Drive	60
29	Stoneyfield Drive	Highway 148	50
30	Highway 60	900m East of Highway 60	50
30	900m East of Highway 60	1.0km East of Highway 60	60
34	Calabogie Road	1.3km North of Calabogie Road	60
35	TV Tower Road	Forced Road/Boundary Road East	60
35	Jean Avenue/Forced Road	Trafalgar Road	50
37	400m West of Doran Road	650m West of Doran Road	60
37	Petawawa Boulevard	400m West of Doran Road	50
42	600m West of B Line Road	Pembroke Street West	70
45	White Lake Road	Lenser Drive	60
48	1.7km West of Blind Line	175m East of Blind Line	60
49	Beachburg Road	500m East of Beachburg Road	50

COUNTY ROAD	FROM	TO	RATE OF SPEED
49	500m East of Beachburg Road	750m East of Beachburg Road	60
49	450m South of Gore Line	200m South of Gore Line	60
49	200m South of Gore Line	Gore Line	50
50	Westmeath Road	Phoebe Street	50
50	Phoebe Street	Wright Road	60
50	250m West of Lapasse Road	Lapasse Road	60
51	Pembroke City Limit	1.6km North of the Pembroke City Limit	60
51	Silke Drive	Paquette Road	50
52	White Lake Road	Museum Road	50
52	Museum Road	2.2km North of White Lake Road	60
52	1.65km South of Calabogie Road	1.9km South of Calabogie Road	60
52	1.65km South of Calabogie Road	1.2km North of Calabogie Road	50
52	1.2km North of Calabogie Road	1.45km North of Calabogie Road	60
52	2.7km South of Highway 60	1.2km South of Highway 60	60
52	1.2km South of Highway 60	Highway 60	40
55	Petawawa Boulevard	250m West of Petawawa Boulevard	60
58	1.4 km East of Simpson Pit Road	500m East of Simpson Pit Road	60
58	500m East of Simpson Pit Road	Division Road	50
58	Division Road	1.4km West of Division Road	60
58	150m West of B Line Road	100m West of TV Tower Road	70
58	100m West of TV Tower Road	Boundary Road East	50
59	700m East of Highway 17	Madawaska Boulevard	70
61	300m South of Godfrey Road	250m East of Haley Road	60
62	250m West of Ohio Road	White Pine Crescent	60

COUNTY ROAD	FROM	TO	RATE OF SPEED
62	White Pine Crescent	350m South of Palmer Road	50
62	350m South of Palmer Road	100m North of Old Barry's Bay Road	60
62	500m south of Blueberry Point Lane	Lakeshore Drive	70
62	Lakeshore Drive	Highway 60	50
63	Watts Line	Stewartville Road	50
63	Flat Rapids Road	2.1 km North of Flat Rapids Road	60
63	2.1 km North of Flat Rapids Road	Calabogie Road	50
65	Matawatchan Road	500m East of Centennial Drive	60
66	Brudenell Road	500m West of Brudenell Road	60
66	Highway 60	1.35km South of Highway 60	60
67	2.4 km South of Round Lake Road	700m South of Round Lake Road	60
67	700m South of Round Lake Road	Round Lake Road	50
68	450m East of John Watson Road	200m East of John Watson Road	60
68	200m East of John Watson Road	200m West of Guiney Road	50
68	200m West of Guiney Road	450m West of Guiney Road	60
69	Kartuzy Road	150m West of St. Francis Memorial Drive	60
69	150m West of St. Francis Memorial Drive	300m East of St. Francis Memorial Drive	40
69	300m East of St. Francis Memorial Drive	Highway 60	50
70	250m West of Hoffman Road	Hoffman Road	60
70	Hoffman Road	Western Reserve Limit	50
70	Eastern Reserve Limit	Highway 60	50
71	Highway 41	2.5km East of Highway 41	60
72	Highway 17	County Road 73 (Deep River Road)	40
73	Highway 17	County Road 72 (Ridge Road)	40

COUNTY ROAD	FROM	TO	RATE OF SPEED
508	Calabogie Road/Hydro Dam Road	Centennial Lake Road	60
508	500m West of Norton Road	500m East of Lanark Road	60
508	500m West of Burnstown Road	500m East of Burnstown Road	60
511	Grassy Bay Road	Bluff Point Drive	60
511	Bluff Point Drive	12517 Lanark Road	50
511	12517 Lanark Road	Calabogie Road	40
512	Highway 60	350m North of Ruby Road	40
512	350m North of Ruby Road	100m South of Mountain View Road	60
512	700m North of Foymount Road	Foymount Road	60
512	Brudenell Road	500m East of Brudenell Road	60
512	Sand Road	450m West of Highway 41	60
512	Civic address 3467 Foymount Road	Miller Road	60
512	450m West of Highway 41	Highway 41	50
514	4.2km North of Highway 28	4.5km North of Highway 28	60
514	4.5km North of Highway 28	5.1km North of Highway 28	50
514	5.1km North of Highway 28	5.4km North of Highway 38	60
515	200m North of River Road	250m North of Burnt Bridge Road	60
515	250m North of Burnt Bridge Road	650m South of Burnt Bridge Road	50
515	650m South of Burnt Bridge Road	900m South of Burnt Bridge Road	60
515	450m West of Letterkenny Road	200m West of Letterkenny Road	60
515	200m West of Letterkenny Road	1.1km East of Letterkenny Road	50
515	1.1km East of Letterkenny Road	1.4km East of Letterkenny Road	60
517	0.4km North of Micks Road	2.2km South of Combermere Road	60
517	2.2km South of Combermere Road	Combermere Road	50

COUNTY ROAD	FROM	TO	RATE OF SPEED
653	800m East of County Road 4	400m West of boundary with Province of Quebec	70
653	400m West of boundary with Province of Quebec	Boundary with Province of Quebec (Center of Chenaux Interprovincial Bridge)	50

Council Resolution Form

Date: 20 Dec 2021 No: Resolution No.294-21
 Moved By: Councillor Rigelhof, Seconded by Disposition: CARRIED.
Councillor Frost
 Item No: 5.12.2

Description: Lowering Speed Limit on Lanark Road

RESOLUTION:

That Council requests the County of Renfrew reduce the speed limit from 50 km/hr to 40 km/hr on Highway 511 (Lanark Road) between Highway 508 (Calabogie Road) and Heritage Point (12517 Lanark Road).

Recorded Vote Requested by:		
.....		
	Yea	Nay
B. Hunt	_____	_____
L. Perrier	_____	_____
C. Rigelhof	_____	_____
J. Frost	_____	_____
G. MacPherson	_____	_____



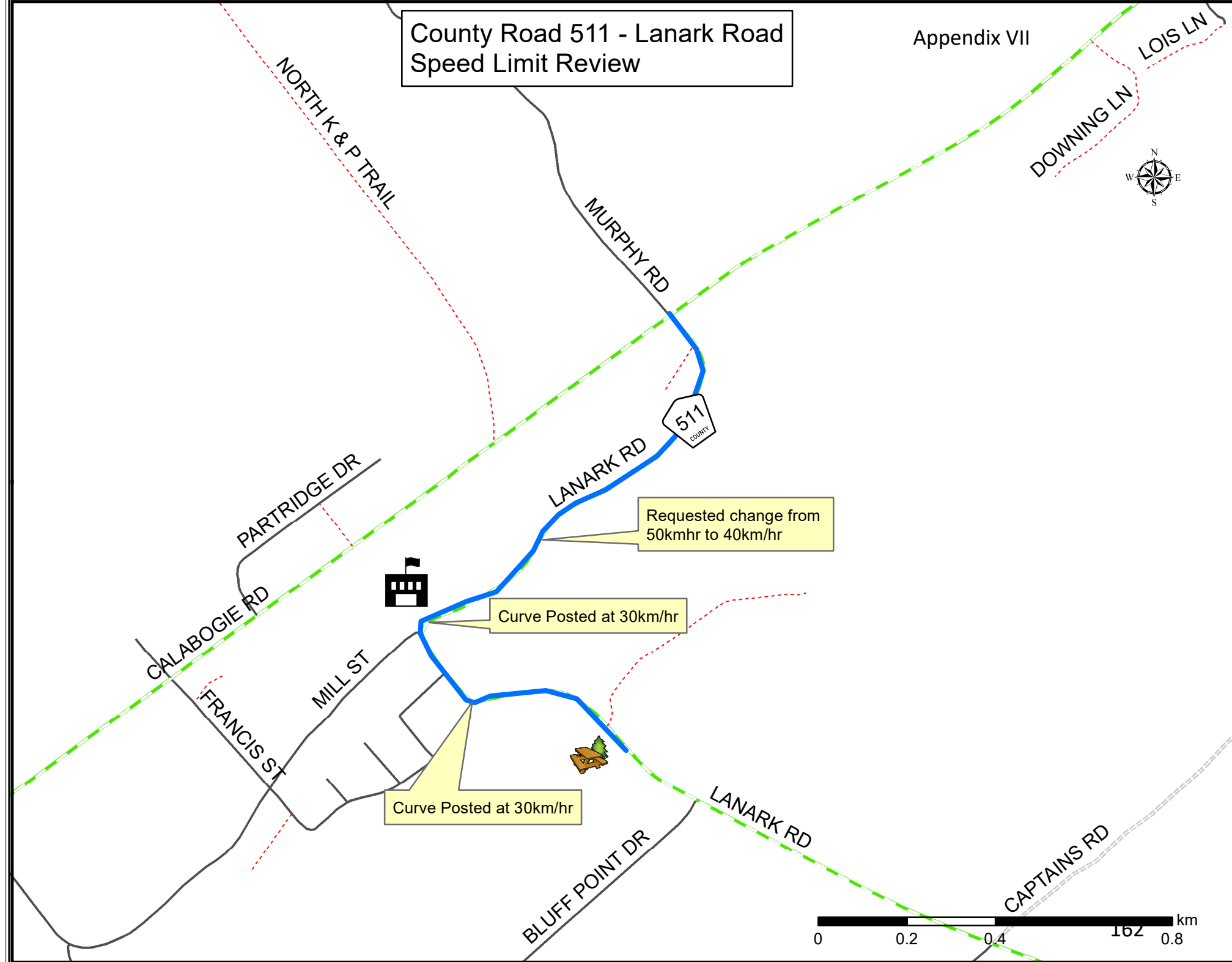
MAYOR

Declaration of Pecuniary Interest:

.....
 Disclosed his/her/their interest(s), vacated he/her/their seat(s),
 abstained from discussion and did not vote

County Road 511 - Lanark Road Speed Limit Review

Appendix VII





Automated Speed Limit Guidelines

FORM A - Automated Speed Limit Guidelines Spreadsheet

Version:
10-Apr-09

Name of Corridor:	County Road 511 (Lanark Road)			
Segment Evaluated:	Calabogie Road	to	12517 Lanark Road	
Geographic Region:	Greater Madawaska			
Road Agency:	County of Renfrew			
Road Classification:	Collector	Length of Corridor:	1,600	m
Urban / Rural:	Urban	Design Speed: (Required for Freeway, Expressway, Highway)	50	km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)	50	km/h
Major / Minor:	Minor	Prevailing Speed: (85th Percentile - for information only)		km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)	No policy	

RISK Score

A1	GEOMETRY (Horizontal)	Higher	3
A2	GEOMETRY (Vertical)	Medium	2
A3	AVERAGE LANE WIDTH	Medium	4
B	ROADSIDE HAZARDS	Medium	2
C1	PEDESTRIAN EXPOSURE	Medium	6
C2	CYCLIST EXPOSURE	Medium	6
D	PAVEMENT SURFACE	Lower	1
E1	NUMBER OF INTERSECTIONS WITH PUBLIC ROADS	<i>Number of Occurrences</i>	1
	STOP controlled intersection	0	
	Signalized intersection	0	
	Roundabout or traffic circle	0	
	Crosswalk	0	
	Active, at-grade railroad crossing	0	
	Sidestreet STOP-controlled or lane	3	
E2	NUMBER OF INTERSECTIONS WITH PRIVATE ACCESS DRIVEWAYS	<i>Number of Occurrences</i>	8
	Left turn movements permitted	25	
	Right-in / Right-out only	0	
E3	NUMBER OF INTERCHANGES	<i>Number of Occurrences</i>	0
	Number of interchanges along corridor	0	
F	ON-STREET PARKING	Lower	3

Total Risk Score:

36

Recommended Posted Speed Limit (km/h):

As determined by road characteristics

50

As determined by policy

No policy

The recommended posted speed limit may be checked against the prevailing speeds of the roadway and the road's safety performance.

Comments:

In 2021 a parking restriction was implemented between Mill Street and Madawaska Street.

COUNTY OF RENFREW

BY-LAW NUMBER 21-22

**A BY-LAW TO ESTABLISH POLICY PW-17 – ENHANCED TRAFFIC WARNING
DEVICES FOR THE MUNICIPAL ROAD SYSTEM WITHIN THE JURISDICTION OF THE
CORPORATION OF THE COUNTY OF RENFREW**

WHEREAS Section 11(3) the Municipal Act, S.O. 2001, as amended, authorizes Council to pass by-laws regarding highways under the jurisdiction of the Corporation;

AND WHEREAS the Corporation desires to implement a Policy regarding the Renaming of County Roads within the jurisdiction of the Corporation.

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

1. THAT Public Works and Engineering Department Policy PW-17 Enhanced Traffic Warning Devices, as outlined in Schedule 'A' attached to and made part of this By-law, shall form part of the Public Works and Engineering Department Policies and Procedures of the Corporation of the County of Renfrew.
2. THAT this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
3. THAT this By-law shall come into force and take effect immediately upon the passing thereof.

READ a first time this 23rd day of February, 2022.

READ a second time this 23rd day of February, 2022.

READ a third time and finally passed this 23rd day of February, 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

Corporate Policies & Procedures					
SECTION: Operations		AUTHOR: Director of Public Works and Engineering		POLICY #: PW-17	
POLICY: Enhanced Traffic Warning Devices					APPROVED:
DATE: February 2022		REV. DATE:	COVERAGE: Public Works and Engineering Department		PAGE #: Page 1 of 3

POLICY STATEMENT

The County of Renfrew as a road authority, has a need to ensure that warning signage on County Roads is in compliance with the requirements of the Highway Traffic Act and is consistent with the Department's primary objective of providing and maintaining a safe road system.

BACKGROUND

The County of Renfrew, as the road authority having jurisdiction over County Roads, may make and enforce by-laws and policies pertaining to those items that may be placed within the road allowance.

1. The Municipal Act, S.O. 2001, as amended, in Section 11 permits a municipality to pass by-laws pertaining to the public assets of the Municipality for the purpose of exercising its authority under the Act, and to pass by-laws pertaining to highways.
2. Local municipalities, as well as the County of Renfrew, have an extensive network of roads, travelled at a high rate of speed, by a high volume of traffic, and must be able to do so safely.

DEFINITIONS

For the purposes of this policy the following definitions shall apply:

"Highway" has the same meaning as provided in the Municipal Act, S.O. 2001, Section 1 and pertains only to those highways that fall under the control and jurisdiction of the County of Renfrew.

"Road Allowance" means the land occupied by the highway.

Corporate Policies & Procedures			
SECTION: Operations		AUTHOR: Director of Public Works and Engineering	
POLICY: Enhanced Traffic Warning Devices		POLICY #: PW-17	
DATE: February 2022		REV. DATE:	APPROVED:
		COVERAGE: Public Works and Engineering Department	PAGE #: Page 2 of 3

“Enhanced Traffic Warning Device” means a device which draws greater attention to an existing warning sign over and above the requirements of the Ontario Traffic Manual (OTM) Book 6 Warning Signs.

PROCEDURES

The County of Renfrew may permit the installation of enhanced traffic warning devices on County Roads, subject to the following terms and conditions:

1. Requests for the installation of the enhanced traffic warning device(s) shall be submitted by the local municipality in which the device is requested in writing.
2. Upon receipt of a request from a local municipality for the installation of enhanced warning device(s), the County of Renfrew shall meet with staff from the municipality and review the location to determine its suitability for device(s).
3. The County of Renfrew shall review background information and reasoning for the request of the enhanced warning device(s) in the identified locations.
4. All warning signage shall meet or exceed the requirements of the Ontario Traffic Manual Book 6 Warning Signs, as may be applicable at the time of request and installation. If additional signage is identified to be required to meet minimum requirements of OTM Book 6 along the County Road as a result of this process, it shall be installed by the County of Renfrew prior to approval of the enhanced warning devices.
5. The local municipality requesting the enhanced warning device(s) shall be responsible for fifty percent (50%) of all costs associated with the initial installation of the enhanced warning devices. The local municipality in

Corporate Policies & Procedures			
SECTION: Operations	AUTHOR: Director of Public Works and Engineering		POLICY #: PW-17
POLICY: Enhanced Traffic Warning Devices			APPROVED:
DATE: February 2022	REV. DATE:	COVERAGE: Public Works and Engineering Department	PAGE #: Page 3 of 3

which the enhanced warning device(s) is requested to submit a resolution of the local municipal Council agreeing to pay 50% of the costs of the installation.

6. The County of Renfrew shall be responsible for the costs associated with the annual operation and maintenance of the enhanced warning devices, including troubleshooting equipment issues and repair or replacement of damaged signage.

APPROVALS

The installation of new enhanced warning devices on County Roads shall be approved by the appropriate County of Renfrew authority, based on total overall cost of purchased services and materials, as per requirements of County Corporate Policy GA-01 Procurement of Goods and Services.

February 23, 2022

To the Council of the Corporation
of the County of Renfrew

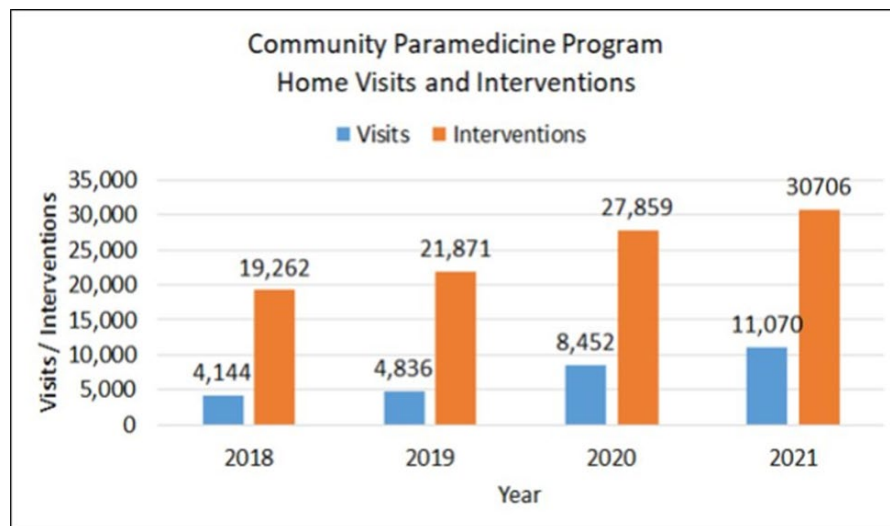
Members of County Council:

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

INFORMATION

1. **Community Paramedic Program Update [Strategic Plan Goal #3]**

Community Paramedics continue to support vulnerable populations including those remaining in their homes while COVID positive, reducing transports to hospital, emergency visits and potential admissions. The Remote Patient Monitoring program has 140 patients enrolled, including several that are COVID positive. This technology has measurement tools including weight, blood pressure, oxygen levels and glucose measurement that is remotely monitored by a Community Paramedic and used to determine where early intervention is most needed.



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

Recent provincial testing guidelines have decreased public demand for COVID testing, however the Service is working in conjunction with Ontario

Health to augment the VTAC offering to add expanded in-person physical assessment options by Paramedics for COVID and other primary care needs. Importantly, Paramedics and VTAC physicians will determine patient eligibility for anti-viral therapy. This change supports the priorities of Ontario Health and meets the requirements necessary to function as a Clinical Assessment Centre (CAC).

ID NOW™ Rapid Analyzer - The County of Renfrew is taking the next step in COVID 19 detection with soon-to be implemented rapid analyzers known as ID Now. The ID NOW™ COVID-19 rapid test delivers high-quality molecular positive results in as little as fifteen minutes, targeting the coronavirus, but can detect other viruses including, among others, Influenza.

The units will be used in conjunction with the current swabbing process of swab samples collected for PCR and will eventually become the primary method of testing, providing near-immediate results.

3. Vaccine Update [Strategic Plan Goal #3]

Vaccine clinic attendance has declined resulting in the cancellation of several clinic dates. Clinics in Pembroke, Renfrew and Arnprior will be reduced to one each week in February, freeing resources to complete vaccines in homes, retirement homes, congregate care settings and schools over the next few weeks. Once these groups have been completed, pop-up clinics will be established in various municipalities.

The Service is waiting for the 12-17-year-old cohort to be announced. Demographics for this group will be analyzed and vaccine team resources deployed to best serve the population.

4. Public Access Defibrillator Program Update [Strategic Plan Goal #3]

There are currently 368 active and registered, automatic external defibrillators within the County of Renfrew, with 29 of these units stored in heated cabinets to remain accessible for outdoor activities and community use during the winter months.

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

On December 28, 2021, the Ministry introduced additional temporary enhanced measures for long-term care homes (LTCHs), specifically pausing general visitors and social day absences (initial measures were put in place earlier in December including keeping the number of caregivers visiting a resident at one time to a maximum of two).

The Ministry has worked with the Office of the Chief Medical Officer of Health (OCMOH) to plan for the gradual easing of temporary enhanced measures currently in place. This plan is in the context of the broader reopening Ontario approach announced by the province in January and is also contingent on the absence of concerning trends in public health and health care indicators over the coming weeks. It is within this context of a cautious and phased approach that the Ministry plans:

On February 7, 2022:

- Increasing the maximum number of designated caregivers per resident from 2 to 4 (unless designated before December 15th). Continue with limit of 2 visitors (currently only caregivers) at a time per resident.
- Resuming social day absences for residents who have had at least three COVID-19 vaccine doses, while supporting these residents with information about the benefits of limiting contact with others, including avoiding large social gatherings, following masking and physical distancing as much as possible, and only being in close contact with people who have had three COVID-19 vaccine doses.

Targeting February 21, 2022 to:

- Resume all general visitors 5 years and older who have had at least two COVID-19 vaccine doses.
- Children under 5 years of age would continue to be restricted from entering a long-term care home, except for infants 12 months or younger.
- Increase limits on the number of visitors (including caregivers) that may visit a resident at one time to 3.
- Caregivers must have at least one dose of a COVID-19 vaccine to enter the home and be fully vaccinated as of February 21, 2022. Proof of a third dose is required by March 14, 2022 (only if eligible on or after March 14).

- Residents who have had at least three COVID-19 vaccine doses may resume social day absences. However, homes should encourage residents to:
 - limit their contact with others, including avoiding large social gatherings, and
 - physically distance and only be in close contact with people who have had three doses of a COVID-19 vaccine, especially when eating.

With the resumption of general visitors into the homes, this will also allow for the resumption of adult day programs, entertainers and personal care services (where the person is not a staff member) in the homes. Social group activities should remain as small groups (i.e., up to 10).

Targeting March 14, 2022 to:

- Resume visits by general visitors under 5 years old. No vaccination requirement for those under the age of 5.
- Increase limit on the number of visitors (including caregivers) at a time per resident to 4.
- Allow social overnight absences for all residents regardless of vaccination status. Surveillance testing requirements per the most recent testing directive dated December 17, 2021 for all staff, caregivers and visitors continue to be in place.

Updates to the Ministry of Health's COVID-19 Guidance: Long-Term Care Homes (LTCHs) and Retirement Homes (RHs) for Public Health Units are summarized as follows:

- Updated confirmed outbreak definition
 - Two or more tested and confirmed (staff/resident/other visitor) cases in a home with reasonable evidence they were acquired within the home in a 10-day period; and
 - There is a risk of transmission to residents within the home.
- Updates to the Management of Contacts section:
 - Definition of higher risk contacts and lower risk contacts
 - Details for how to identify and manage contacts
- Additional guidance provided on cohorting during outbreaks
- Clarity on admissions and transfers, particularly for admitting/transferring residents to a home with an outbreak

- Algorithms included for admissions, transfers, and managing contacts in LTCHs and RHs.

Dr. Cushman, Acting Medical Officer of Health, Renfrew County and District Health Unit rescinded the Class Order made pursuant to Section 22 (5.0.1) of the Health Protection and Promotion Act, R.S.O. 1990, Chapter H.7 made December 22, 2021. However, Bonnechere Manor remains in outbreak status and will follow the following directives from RCDHU:

- 1) General visitors are not permitted when a home is in outbreak or to visit an isolating resident ([COVID-19 Guidance Document - Required Visitor Policy](#)).
- 2) Volunteers are permitted in the facility provided they are vaccinated x3 (if eligible), have been trained and are able to wear PPE, complete surveillance testing and screening prior to entry and are aware of the risk of entering a facility in an ongoing outbreak.
- 3) Essential Caregivers (ECGs) are limited to 2 per resident at a time, unless the resident is isolating or symptomatic. An ECG should not visit any other home after visiting a home in outbreak or a resident who is isolating.
- 4) Social outings and absences are limited to only essential absences such as medical absences and compassionate and palliative absences, while the home is in outbreak. As the outbreak comes under control and units are able to be withdrawn from outbreak, residents of those units can resume other social outings and absences. Returning as per the isolation and testing requirements for residents returning from absences ([COVID-19 Guidance Document - Absences](#))

6. **Additional COVID-19 Prevention and Containment Funding for 2021-22**

The Ministry of Long-Term Care announced \$328.7 million in additional COVID-19 prevention and containment funding for the remainder of the 2021-22 fiscal year. The funding includes up to \$277 million to support additional costs associated with enhanced measures required to prevent and contain outbreaks in 2021-22 and up to \$51.7 million to homes with outstanding funding shortfalls incurred in 2020-21.

The \$277 million of the total funding will flow to eligible long-term care (LTC) homes as follows:

- \$201,982,800 will be provided to every eligible licensee of a LTC home with baseline funding of \$20,000 per month and an additional \$700 per bed per month over January to March 2022.
- \$45 million will be provided to homes with outstanding funding shortfalls for 2020-21. The allocation reflects the difference between the total prevention and containment funding provided for 2020-21 and the updated total expenditures reported in the Supplemental Reporting for 2020-21 COVID-19 Prevention and Containment Expenditures.
- The remaining funding will be provided after the Ministry receives additional financial reporting from the sector as outlined below.
- Homes are required to complete the 2021-22 Q1-Q3 COVID-19 Prevention and Containment Expenditures Report as well as review and restate their 2020-21 COVID-19 Prevention and Containment Expenditures by February 18, 2022.
- Funding allocated for the 2021-22 fiscal year is intended to support eligible prevention and containment expenses incurred from April 1, 2021 to March 31, 2022. If the funding provided during 2021-22 is not spent by March 31, 2022, it will be recovered based on interim reporting on prevention and containment expenditures and/or at the time of the 2022 annual reconciliation.

7. Long-Term Care Home Occupancy Targets Reinstated

The Ministry announced the reinstatement of Long-Term Care Home (LTCH) Occupancy Targets effective February 1, 2022.

- Beds set aside for isolation purposes (10 beds at each Bonnechere Manor and Miramichi Lodge) in accordance with Directive 3 will be excluded from the occupancy target requirement, and homes will receive full Level of Care (LOC) per diem funding, including global per diem for these beds.
- If homes experience outbreaks, they will continue to receive funding for eligible beds that they are unable to fill during an outbreak.
- As per the COVID-19 Funding Policy, from February 1 to March 31, 2022, LTCHs that do not achieve their target resident days will not receive less than 90% of their LOC per diem funding.
- Homes will be required to report data through the weekly LTCH Occupancy Data and Summary Report to determine resident days to be

excluded from occupancy targets for isolation beds for reconciliation purposes.

8. 2021/22 Community Funding for Operating Pressures

Ontario Health, through Ontario Health (East), confirmed that Bonnechere Manor Senior Adult Day Program will receive base funding up to \$6,976 in 2021/2022 for Operating Pressures. A key priority is to support the continued delivery of services and to protect and prevent admissions of clients to acute settings as a result of de-stabilization in mental and/or physical health status.

9. New Minister of Long-Term Care

On January 14, 2022, Premier Doug Ford announced the appointment of Paul Calandra as Ontario's next Minister of Long-Term Care, replacing Rod Phillips. Minister Calandra will maintain his existing responsibilities as Minister of Legislative Affairs and Government House Leader.

RESOLUTIONS

10. Long-Term Care Service Accountability Agreement and Schedule E – Form of Compliance Declaration

RESOLUTION NO. H-CC-22-02-16

Moved by Chair

Seconded by Committee

THAT County Council authorize the Warden and Chief Administrative Officer/Clerk to sign the annual Schedule E – Form of Compliance Declaration issued pursuant to the Long-Term Care Service Accountability Agreement for each of Bonnechere Manor and Miramichi Lodge.

Background

Ontario Health advised on January 24, 2022 that due to the Pandemic the Service Accountability Agreements (SAAs) for the fiscal year 2022/23 and associated timelines and activities will be revised as follows:

- The completion of the Annual Planning Submissions for Long-Term Care Homes (LAPS) will not be required for 2022/23;

- SAAs with all HSPs will be extended for one (1) year from April 1, 2022 to March 31, 2023;
- Minor changes to the template agreement to update references from the Local Health Integration Networks (LHINs) to Ontario Health and relevant legislation from the Local Health System Integration Act, 2006 to the Connecting Care Act, 2019 will be deferred until 2023/24.

Ontario Health (formerly Champlain LHIN) requires Schedule E-Form of Compliance Declaration to be signed for declaration of compliance and returned by the March 1, 2022 deadline as attached as Appendix I.

BY-LAWS

11. Hospital/Paramedic Service Partnership [Strategic Plan Goal #3]

RESOLUTION NO. H-CC-22-02-13

Moved by Chair

Seconded by Committee

THAT County Council pass a By-law authorizing the approval of the Agreement between the County of Renfrew Paramedic Service and Arnprior Regional Health to place Paramedics in the Emergency Department.

Background

Paramedics have been working in the Arnprior Regional Health Emergency Department to relieve pressures during surge periods.

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

Schedule E – Form of Compliance Declaration

DECLARATION OF COMPLIANCE

Issued pursuant to the Long-Term Care Service Accountability Agreement

To: The Board of Directors of Ontario Health Attn: Board Chair.
From: The Board of Directors (the “Board”) of the County of Renfrew Council (the “HSP”)
For: Bonnechere Manor (the “Home”)
Date: February 23, 2022
Re: January 1, 2021 – December 31, 2021 (the “Applicable Period”)

The Board has authorized me, by resolution dated February 23, 2022 to declare to you as follows:

After making inquiries of the Director of Long-Term Care, Mike Blackmore and other appropriate officers of the Health Service Provider (the “HSP”) and subject to any exceptions identified on Appendix 1 to this Declaration of Compliance, to the best of the Board’s knowledge and belief, the HSP has fulfilled, its obligations under the long-term care service accountability agreement (the “Agreement”) in effect during the Applicable Period.

Without limiting the generality of the foregoing, the HSP confirms that

- (i) it has complied with the provisions of:
 - a. the *Local Health System Integration Act, 2006*, for the period of January 1, 2021 to March 31, 2021;
 - b. the *Connecting Care Act, 2019*, for the period of April 1, 2021 to December 31, 2021; and
 - c. any compensation restraint legislation which applies to the HSP; and
- (ii) every Report submitted by the HSP is accurate in all respects and in full compliance with the terms of the Agreement.

Unless otherwise defined in this declaration, capitalized terms have the same meaning as set out in the Agreement between the Ontario Health and the HSP effective April 1, 2021.

Paul V. Moreau
Chief Administrative Officer/Clerk

Debbie Robinson
Warden County of Renfrew

Schedule E – Form of Compliance Declaration Cont'd.

Appendix 1 - Exceptions

[Please identify each obligation under the LSAA that the HSP did not meet during the Applicable Period, together with an explanation as to why the obligation was not met and an estimated date by which the HSP expects to be in compliance.]

Schedule E – Form of Compliance Declaration

DECLARATION OF COMPLIANCE

Issued pursuant to the Long-Term Care Service Accountability Agreement

To: The Board of Directors of Ontario Health Attn: Board Chair.
From: The Board of Directors (the “Board”) of the County of Renfrew Council (the “HSP”)
For: Miramichi Lodge (the “Home”)
Date: February 23, 2022
Re: January 1, 2021 – December 31, 2021 (the “Applicable Period”)

The Board has authorized me, by resolution dated February 23, 2022 to declare to you as follows:

After making inquiries of the Director of Long-Term Care, Mike Blackmore and other appropriate officers of the Health Service Provider (the “HSP”) and subject to any exceptions identified on Appendix 1 to this Declaration of Compliance, to the best of the Board’s knowledge and belief, the HSP has fulfilled, its obligations under the long-term care service accountability agreement (the “Agreement”) in effect during the Applicable Period.

Without limiting the generality of the foregoing, the HSP confirms that

- (i) it has complied with the provisions of:
 - a. the *Local Health System Integration Act, 2006*, for the period of January 1, 2021 to March 31, 2021;
 - b. the *Connecting Care Act, 2019*, for the period of April 1, 2021 to December 31, 2021; and
 - c. any compensation restraint legislation which applies to the HSP; and
- (ii) every Report submitted by the HSP is accurate in all respects and in full compliance with the terms of the Agreement.

Unless otherwise defined in this declaration, capitalized terms have the same meaning as set out in the Agreement between the Ontario Health and the HSP effective April 1, 2021.

Paul V. Moreau
Chief Administrative Officer/Clerk

Debbie Robinson
Warden County of Renfrew

Schedule E – Form of Compliance Declaration Cont'd.

Appendix 1 - Exceptions

[Please identify each obligation under the LSAA that the HSP did not meet during the Applicable Period, together with an explanation as to why the obligation was not met and an estimated date by which the HSP expects to be in compliance.]

COUNTY OF RENFREW

BY-LAW NUMBER 22-22

**A BY-LAW AUTHORIZING THE WARDEN AND CLERK TO APPROVE AN AGREEMENT BETWEEN THE
COUNTY OF RENFREW AND ARNPRIOR REGIONAL HEALTH FOR A PARTNERSHIP TO INCLUDE
PARAMEDICS IN THE EMERGENCY DEPARTMENT**

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

WHEREAS the County of Renfrew deems it desirable to enter into an agreement with Arnprior Regional Health for a partnership with the County of Renfrew Paramedic Service to include Paramedics in the Emergency Department.

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

1. The agreement attached to and made part of this by-law shall constitute an agreement between the Corporation of the County of Renfrew and Arnprior Regional Health.
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.

READ a first time this 23rd day of February 2022.

READ a second time this 23rd day of February 2022.

READ a third time and finally passed this 23rd day of February 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

HOSPITAL/PARAMEDIC SERVICE PARTNERSHIP AGREEMENT

THIS AGREEMENT BETWEEN:

THE COUNTY OF RENFREW PARAMEDIC SERVICES, a public agency incorporated under the laws of the province of Ontario,

(hereinafter referred to as the "Service Provider") OF THE FIRST PART

-and-

ARNPRIOR REGIONAL HEALTH, a public Hospital incorporated under the Canada Not-for-Profit Corporations Act,

(hereinafter referred to as the "ARH") OF THE SECOND PART

WHEREAS the Service Provider operates in the County of Renfrew in the Province of Ontario,

AND WHEREAS the ARH operates a public Hospital in the City of Arnprior in the Province of Ontario,

AND WHEREAS the ARH wishes to retain the Service Provider to provide contracted Primary Care Paramedic Services in accordance with the terms and conditions set forth in this agreement,

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual covenants herein contained and other good and valuable consideration, the parties hereto covenant and agree as follows:

ARTICLE 1 – TERMS OF APPOINTMENT AND DUTIES

- 1.1 The Service Provider hereby covenants to provide the services of Primary or Advanced Care Paramedics (PCP/ACP) to deliver triage services in the Emergency Department of the ARH, in accordance with the terms and conditions contained in this agreement.
- 1.2 Under this service delivery model, the PCP/ACP shall not be considered an employee of ARH for any purpose. The PCP/ACP shall remain an employee of the Service Provider and shall retain all rights and privileges of the CUPE 4698 Collective Agreement for the duration of this agreement.
- 1.3 The Service Provider will provide Primary or Advanced Care Paramedics based on a schedule, in accordance with CUPE Local 4698 Collective Agreement, which has been agreed upon by both the Service Provider and the ARH. Hours and services are subject to modification upon mutual written consent by the ARH and the Service Provider.

- 1.4 All Paramedic hours are to be provided on-site at the ARH (Emergency Department), on an established schedule as coordinated with the Paramedic's Deputy Chief of Clinical Services and ARH Management. Deviations from the established schedule, based on the operational or patient/resident care needs of the Service Provider or ARH, are to be granted upon mutual written consent.
- 1.5 The Paramedic will be selected in accordance with the CUPE 4698 Collective Agreement, where appointment shall be made of the senior applicant able to meet the normal requirements of the position. For the purposes of this agreement, the successful applicant must successfully complete the Internal Orientation Training expectations of the Arnprior Regional Health.
- 1.6 The Paramedic shall maintain strict confidentiality regarding the individual care of patients and residents, abiding by ARH confidentiality policies. The ARH shall provide a copy of their confidentiality policy and agreement to the Paramedic at the commencement of the contract. The Paramedic will also adhere to the County of Renfrew's Confidentiality Agreement.

ARTICLE 2 – REMUNERATION AND BILLING

- 2.1 In consideration for providing PCP/ACP services on an on-going basis in accordance with the terms of this agreement, the ARH hereby agrees to pay to the Service Provider a fee equal to the hourly wage, as established by the CUPE 4698 Collective Agreement, plus appropriate percentage benefit, PT vacation pay, and any applicable shift premium the Paramedic is entitled to under said Collective Agreement.
- 2.2 The Service Provider reserves the right to change the price at which it is prepared to provide Paramedic services at the conclusion of the Contract.
- 2.3 The Service Provider shall bill the ARH monthly and shall enclose copies of the workload tracking of all Paramedic hours provided to the ARH during the month. Payment shall be made to the County of Renfrew by the ARH within thirty (30) days of receiving such bill and statement.

ARTICLE 3-TERM AND TERMINATION

- 3.1 The term of this agreement shall be for ~~six (6)~~ ^{twelve (12)} months commencing on December 22, 2021 and ending on December 31, 2022..
- 3.2 Notwithstanding Section 3.1 above and subject to Section 3.3 below, either party may terminate this agreement at any time upon ten (10) days prior written notice to the other party (the "Termination Notice").
- 3.3 The Service Provider may terminate the participation of any particular employee, at any time for any reason upon twenty-four (24) hours prior written notice to ARH.
- 3.4 If either party terminates this agreement prior to the expiry of its term, any operational or personal information related to the ARH's patients or residents in possession of the Paramedic it shall be returned to the ARH.

ARTICLE 4 – INSURANCE

- 4.1 The Service Provider and ARH shall each arrange for and maintain in force and effect at its own cost all such insurance as would be maintained by a prudent operator of a similar organization, including but not limited to:
- a) comprehensive commercial general liability insurance (including products and completed operations, personal injury, cross liability, and contractual liability) for a limit of not less than 5 million dollars per occurrence with no applicable annual aggregate,
 - b) professional liability/medical malpractice insurance for a limit of not less than 5 million dollars per any one occurrence with no applicable annual aggregate,
 - c) directors' and officers' coverage, cyber insurance coverage, environmental impairment-liability coverage in an amount appropriate for a prudent person in the position of the organization; and
 - d) WSIB insurance applicable to all employees performing services for the organization.
 - e) Real property and business interruption coverage in an amount appropriate for a prudent operator of a similar organization; and Cross-liability provisions.
- 4.2 Proof of liability insurance shall be provided at the beginning of the contract and annually thereafter.
- 4.3 The ARH shall ensure that the Service Provider and its directors, officers, employees and agents are named as additional insureds under its insurance policies but only with respect to this agreement. Such insurance shall include thirty (30) days' prior written notice to additional insureds of material change to, cancellation of, or non-renewal of such policy. A certificate of insurance shall be provided by the ARH to the Service Provider upon request.

ARTICLE 5 - INDEMNITY

- 5.1 The ARH covenants and agrees to indemnify and forever save the Service Provider and each of its directors, officers and employees harmless from and against any and all liabilities, costs, damages and expenses (including legal fees on a solicitor and its own client basis and court costs) which the Service Provider and/or any one or more of its directors, officers and employees may suffer or incur resulting from any omission, negligent act or deliberate act on the part of ARH or any of its representatives, agents, employees or independent contractors, in connection with the execution of the terms of this agreement, or as a result of a breach of or the untruth of any of the covenants, representations or warranties of the ARH set forth in this agreement, including, but not limited to any damages of resulting from Paramedic Services provided to the ARH in accordance with the terms of this agreement.

ARTICLE 6 - GENERAL CONTRACT PROVISIONS

- 6.1 Nothing in this agreement shall constitute or be construed to create a partnership, joint venture, or employment relationship as between the ARH and the Service Provider.
- 6.2 All notices, requests, demands or other communications by the terms hereof required or permitted to be given by one party to the other shall be given in writing by personal delivery or by registered mail, postage pre-paid, addressed to the other party or delivered to the other party as follows:

- a) to the ARH at:

Arnprior Regional Health
350 John St N,
Arnprior, ON K7S 2P6

- b) to the Service Provider at:

Department of Emergency Services
9 International Drive
Pembroke ON, K8A 6W5

or at such other addresses as may be given by either of them to the other in writing from time to time, and such notices, requests, demands, or other communications shall be deemed to have been received when delivered, or if mailed, on the second business day after the mailing thereof; provided that if any such notice, request, demand, or other communication shall have been mailed and if regular mail service shall be interrupted by strikes or other irregularities before the second business day after the mailing thereof, such notice, request, demand, or other communication shall be deemed not to have been received unless the same has been personally delivered and served on the party to whom the same is addressed.

- 6.3 This agreement constitutes the entire agreement between the parties with respect to all matters herein and shall not be amended, altered, or qualified except by a memorandum in writing signed by both the parties hereto.
- 6.4 This agreement shall be construed in accordance with the laws of the Province of Ontario.
- 6.5 This agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed this agreement this **22 day of December 2021**.

SIGNED, SEALED AND DELIVERED

In the presence of:

ARNPRIOR REGIONAL HEALTH

Per: _____

Per: _____

Musar Leach VP Patient Care
CNE

COUNTY OF RENFREW PARAMEDIC SERVICE

Per: _____

Chief Michael Nolan

Per: _____

Warden Debbie Robinson

WE have Authority to bind the Corporation

Per: _____

Paul V. Moreau, CAO/Clerk



4011 N. 10th Ave., Suite 1000
Toronto, ON M2N 6L7
Tel: 416.593.2929
800.663.7329
Fax: 416.593.7488
800.663.2275

2200 Highway 7 West
Richmond Hill, ON L4B 1H7
Tel: 905.883.6732
800.663.7329
Fax: 905.883.7943

Healthcare Insurance Reciprocal of Canada

Memorandum of Insurance

To: The County of Renfrew Paramedic Services
Department of Emergency Services
9 International Drive, Pembroke, Ontario K8A 6W5

Re: Hospital/Paramedic Service Partnership Agreement

INSURANCE AS DESCRIBED HEREIN HAS BEEN ARRANGED ON BEHALF OF THE INSURED NAMED HEREIN UNDER MASTER POLICY NO. 2021/1, AND AS MORE FULLY DESCRIBED IN SAID POLICY AND CERTIFICATES ISSUED THEREUNDER AND ANY ENDORSEMENTS ATTACHED THERETO.

INSURED: Arnprior Regional Health

	Certificate Number	Date		Limit of Liability
		Effective	Expiration	
Composite Healthcare Insurance Policy, including: Bodily Injury Personal Injury Third Party Property Damage Cross-Liability Tenant's Legal Liability Non-Owned Automobile Products and Completed Operations Liability Contractual Liability Healthcare Professional Liability Errors & Omissions/Directors & Officers Liability Cyber Liability Environmental Impairment Liability	107000579	Jan. 1/21	Until cancelled	\$5,000,000 Any one occurrence
The Additional Insured shown hereon is added to this policy but only with respect to liability arising out of the actions of Arnprior Regional Health in connection with the Hospital/Paramedic Service Partnership Agreement for the provision of Primary Care Paramedic Services, effective during the period of December 22, 2021 to December 31, 2022, and only to the extent of the insurance provided under coverage Section A - Bodily Injury and Section B - Third Party Property Damage inclusive of this policy. Thirty (30) days' written notice of material change to, cancellation or termination of this policy shall be provided to the Additional Insured.				

Additional Insured: Only with respect to the above and arising out of the Named Insured's operations is the following name added to the policy as an Additional Insured. The policy limits are not increased by the addition of such Insured beyond those stated in this Memorandum.

Additional Insured: The County of Renfrew Paramedics Services and its directors, officers, employees and agents

THIS MEMORANDUM CONSTITUTES A STATEMENT OF THE FACTS AS OF THE DATE OF ISSUANCE AND ARE SO REPRESENTED ONLY TO THE ADDRESSEE.

December 23, 2021

Date

Attorney

dept/ie/arr/csl/107000579-43

February 23, 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. County of Renfrew Business Update Survey COVID-19 Effects and County Business Environment [Strategic Plan Goal No. 1]

Economic Development Services has concluded a survey of county businesses to measure the effects on the business community of the on-going COVID-19 Pandemic and the challenges created for operations, sales, employees and business owners. The survey was emailed to our extensive retail, service, manufacturing, forestry, and tourism business contacts and to partner organizations. It was also promoted in the print and radio news media and on social media. A total of 115 business leaders completed the survey. Responses have come in from almost all of the municipalities within the County, and from virtually all industry sectors. The results of the survey speak to the resilience and tenacity of our local businesses, but also attest to the challenges and hardship that they have been enduring for the past two years. The survey results overwhelmingly speak to the need for continued support for the local business community. A copy of the survey results to date is attached as Appendix I for your information.

2. Agriculture Committees Discuss Merging to Enhance Efficiencies and Effectiveness [Strategic Plan Goal No. 3]

In January, Business Development Officer David Wybou coordinated two County of Renfrew Agriculture-related committee meetings: the Renfrew County Agricultural Economic Development Committee meeting on January 13; and the Renfrew County Agricultural Leadership Advisory Committee meeting on January 17. Both committees discussed the merits of merging and both voted to merge as soon as feasible. These committees share

many common members and goals and both advise staff on agri-business and agricultural community issues, challenges and opportunities. A draft version of a unified and merged vision and terms of reference will be developed by staff and then reviewed and discussed by both committees.

3. **Staycation Tax Credit [Strategic Plan Goal No. 2]**

The Ottawa Valley Tourist Association (OVTA) staff has been engaged in a campaign of regular information sharing with tourism businesses and to the public on the opportunities and benefits the Ontario Staycation Tax Credit can provide. The OVTA is very excited about this opportunity to attract more visitors and to provide greater value to clients who can apply for the tax credit and have been advising tourism operators and municipal staff who have questions about some aspects of the tax credit and its application.

Local media were very responsive and supportive of the local tourism sector. Cogeco developed a feature news story on the Staycation Tax Credit with Tourism Business Development Officer Melissa Marquardt. With interview footage shot at the Best Western Inn and Conference Centre, the story featured additional video footage from a number of accommodators across the Ottawa Valley. MYFM and Oldies Arnprior also featured an interview with OVTA on the benefits to both tourists and business operators of the Ontario Staycation Tax Credit.

4. **2022 Ottawa Valley Road Map [Strategic Plan Goal No. 3]**

Production of the 2022 Ottawa Valley Road map is now complete. Originally planned as an 11"x 17" sized map, the print size had to be increased to 17"x 22" due to overwhelming advertising demand.

Eighty thousand copies of the map have been printed with distribution beginning mid-February. Approximately 46,000 copies will be distributed via Canada Post direct mail drop to every household in Renfrew County, City of Pembroke, South Algonquin Township and some nearby municipalities. Remaining copies will be distributed as tear-off map pads to local businesses and visitor information centres, as well as Ontario and Québec regional visitor information centres and key accommodators, attractions and retailers across Ontario.

5. Forestry Activities

- a) The end of 2021 marked the mid-way point for the 2017-2026 Renfrew County Forest Management Plan. Attached as Appendix II is a report of last year's activities. A summary of the first five years of the Plan is included in this year's Annual Report. The final revenues for 2021 are below.

Tract	Sale #	Harvest Type	Allocated Area (ha)	Total Bid Received (\$)*	Status	Invoiced** Revenue to Date for 2021 (\$)	Total revenue for Sale	% of bid price
Opeongo Line	11-19	Poplar/Mixedwood Clearcut, shelterwood	162	\$ 115,445.00	This contract is from July 2, 2019-December 31, 2021. Harvest and hauling underway. Started May 2020, \$76,960.29 revenue in 2020. Harvest and haul complete.	\$ 71,502.06	\$ 148,462.35	129%
Germanicus	19-20	Red Pine Thinning	12	\$ 22,068.00	Complete. Additional \$21,148.20 revenue generated in 2020.	\$ 5,513.16	\$ 26,661.36	121%
Byer's Creek	01-21	Red Pine Thinning	21	\$ 82,520.00	Complete	\$ 81,575.42	\$ 81,575.42	99%
Brudenell	02-21	Red Pine Thinning	26	\$ 70,900.00	Harvest and haul ongoing. Will carry over into 2022.	\$ 66,305.56	\$ 66,305.56	94%
TOTAL				290,933.00		\$ 224,896.20	\$ 323,004.69	

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

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

In Progress

Complete

- b) In preparation for upcoming forest management activities in 2022 at Beachburg Tract, outreach has been taking place with the Township of Whitewater Region, 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. Attached as Appendix III is information that will be used for public outreach and staff will continue to share information as it becomes available. Thirty-six hectares of the harvest area are at the seeding stage of shelterwood management, after which action must be taken to ensure the area is regenerated back to pine forest. Although the bid price for this area was \$117,400, it is estimated that regeneration activities will cost more than \$65,000 for site preparation, seedlings, tree planting, and tending between 2023-2027. This demonstrates the importance of the Forestry Renewal Reserve.
- c) Attached as Appendix IV is the Renfrew County Forest Health Update for 2021 which coincides with the information presented to County Council in October 2021. This information will be posted on the County website as public information.

6. **Amendments to the Species at Risk in Ontario List**

Attached as Appendix V is an order released on January 25, 2022, by the Minister of the Environment, Conservation and Parks regulation (O. Reg. 23/22) that Endangered Species Act (ESA) protections for Black Ash be temporarily suspended for a two-year period as soon as it is listed on the Species at Risk in Ontario (SARO) List. A notice has been posted on the Environmental Registry [019-4278](#) to advise the public of this decision. The Ministry needs this time to determine the best way to protect and recover Black Ash, including how to balance protections for Black Ash with managing invasive Emerald Ash Borer and the social and economic realities within Ontario. This notice aligns with the County of Renfrew's response sent to the Ministry supporting the temporary suspension of the ESA protection for Black Ash.

7. **Algonquin Trail – Rural Economic Development (RED) Fund**

Attached as Appendix VI is the announcement from the Province of Ontario for the new intake of the Rural Economic Development (RED) Program. Ontario's RED program provides cost-share funding to support activities that create strong rural communities in Ontario, and opens doors to rural economic development through:

- funding assistance to address barriers to economic development, better position rural communities to attract and retain jobs and investment, and enhance economic growth
- funding to build community capacity and support for economic development in Ontario's rural communities
- investments in rural communities to help diversify and grow local economies – making economic growth more inclusive so Rural Ontario continues to share in the Province's economic prosperity

The Strategic Economic Infrastructure Stream supports strategic economic infrastructure projects advance economic development and investment opportunities in Rural Ontario, such as:

- rehabilitation of cultural, heritage or tourism attractions
- redevelopment of vacant or under-used properties
- main street minor capital improvements

Applications for strategic economic infrastructure projects should include previously completed work (for example, plans, strategies, research and data) that identifies the project as an economic development priority.

Staff will review the application guidelines and if applicable apply for work on the Algonquin Trail before the March 7, 2022 deadline. Application for funding opportunities is consistent with the March 2021 County Council direction provided to staff under RESOLUTION NO. DP-CC-21-03-37 which included the statement “AND FURTHER THAT staff be directed to continue to seek any grant opportunities, revenue streams and/or partnerships to offset funding requirements.”

8. GIS Services

County of Renfrew staff held a virtual meeting on February 16, 2022 with local municipalities to review GIS services and capabilities along with the review of ESRI’s Small Local Government Enterprise License Agreement (SG-EA). The benefits of the ESRI SG-EA include:

- Ability to expand and capitalize your GIS investment
- Lower software cost per unit
- Current maintenance
- Removes uncertainty over access to software and fluctuating budgets
- Ensures access to current software, support, training and consulting
- Architectural flexibility
- Predictable spend/budgeting ... no surprises
- Discounts on other ESRI software if required (non-royalty bearing offerings)
- Minimize time - consuming and restrictive procurements
- Reduced administrative costs

This aligns with the County of Renfrew’s Service Delivery Review and the most recent Perry Group Consulting Digital Strategy Project.

9. RFP-DP-2022-01 Design Build of Multi-Residential Update [Strategic Plan Goal No. 2]

A mandatory site meeting for the new Multi-Residential Housing Project was held January 25, 2022 at the site located at Lea Street and Douglas

Street in Pembroke. There were six contractors that attended, Becc Construction, Buttcon East Limited, Quasar Consulting Group, Rossman Architecture, R.G.T. Clouthier Construction Ltd. and William Sons. The details for the Request for Proposal (RFP) were reviewed and opportunity given for preliminary questions and site inspection. The closing date for the RFP is February 25, 2022.

10. **Changes to the Ontario Planning Act [Strategic Plan Goal No. 3]**

Attached as Appendix VII is notification that Ontario Government's Bill 13 Supporting People and Businesses Act, 2021 and Bill 276 Supporting Recovery and Competitiveness Act, 2021 which contain amendments to many different Ontario statutes came into effect on January 1, 2022. The focus for this report is to highlight some of the more significant changes related to how the Planning Act changes impact the County of Renfrew Planning Division.

Amendments

- a) The interpretation section has been updated to provide a definition of retained lands to be "the whole of a parcel of land that abuts land that is the subject of a certificate given under subsection 53 (42) allowing the conveyance by way of a deed or transfer with a consent that was given on or after March 31, 1979 and that did not stipulate that subsection (3) or (5) applies to any subsequent conveyance or other transaction."
- b) You no longer need Consent to convey a parcel of land if:
 - the property is the whole parcel of land, or abutted lands previously owned by joint tenants that would have merged on the death of joint tenant;
 - the property abuts a property that was previously conveyed with consent (the retained lands).
- c) A certificate can be issued for the retained lands along with a certificate for the severed lands. However, it must be requested at the time of application, a legal description must be provided and the applicant must not own abutting lands. It does not require a lot of additional work on the part of staff, but an administration fee to provide the second certificate would be appropriate.

- d) Subsection 53 (49) allows the retained lands to be conveyed or otherwise dealt with before the severed lands are, but it must be done before the consent lapses.
- e) The Act now allows for part of a property that is not within a building to be dealt with, without contravening the Act. For example, a consent for a long-term lease for a restaurant in part of the building can now also convey an exclusive permission for the restaurant to set up an outdoor patio.
- f) Validation applications correct or make effective prior registered instruments that contravened the Planning Act. The land involved is usually already recognized as a separate parcel of land. Validations of title involve legal ownership and title and usually are not a planning issue. However, now the land described in the Certificate of Validation must conform with the same criteria that apply to the granting of consents under section 53.
- g) A purchaser can now make an application for consent before they own the lands they intend to purchase. However, they must be specifically authorized in the agreement of purchase and sale.
- h) An applicant now has two years to fulfill the conditions of a provisional consent or the consent shall be deemed to be refused. This does not apply to decisions which lapsed before January 1, 2022; but does appear to apply to decisions rendered in 2021 with conditions that do not lapse until 2022.
- i) An owner can request that a previous consent be cancelled for the purposes of merging lots. This is useful when an applicant wants to merge two whole abutting lots or part of two abutting lots. There are no planning issues at play and since the owner receives the benefit of any consent that may exist, it is the owner's right to give up that benefit. An application is required to be made to the consent granting authority for the cancellation of a consent.
- j) Bill 13 contains changes to the Planning Act related to delegation of decision authority to a staff member for minor zoning amendments such as removal of holding symbols and temporary use by-laws.

These amendments may impact local applications, but not County of Renfrew approvals or processes.

11. Planning Tariff of Fees By-law [Strategic Plan Goal No. 3]

Our Committee debated the following resolution that was contained in our Committee report:

“THAT the Development and Property Committee recommend that County Council pass the new Tariff of Fees By-law for Applications Made in Respect of Planning Matters; AND FURTHER THAT By-law Number 8-19 is hereby repealed.”

Several members of our Committee noted they have concerns with the establishment of a fee for General Inquiries, as growth for the smaller local municipalities is dependent on severances and not subdivisions. It was also noted that 11 municipalities of the 17 within the County of Renfrew rely on their Clerk or the County of Renfrew for assistance in planning matters.

Our Committee directed that this By-law be forwarded to County Council without changes for a more fulsome discussion prior to passing the By-law.

The authority to pass a Tariff of Fees By-law is provided for under section 69 (1) of the Planning Act, which requires the By-law to be designed to meet only the anticipated costs to the municipality of processing the different types of applications. Staff is recommending increases in some of the fees, which are highlighted in bold and strike-out in Appendix VIII. Attached as Appendix IX is a chart illustrating the current County of Renfrew fee structure for Planning Act applications compared to fees in other counties in Ontario.

In addition to increased fees for certain applications, there are several new fees that are required as a result of changes to the Planning Act and the County of Renfrew receiving delegated approval authority for Official Plan Amendments. In addition, staff are proposing a fee for general inquiries/pre-consultation.

The basic premise is that the general taxpayer should not be subsidizing individual applicants. The County of Renfrew has been increasing these fees over the past few years to better cover our costs and to reflect the fee

structure of other municipalities across the Province, although many of our fees are still lower than other jurisdictions. It is important to note that a straight comparison of fees between municipalities is not always possible because different jurisdictions may have different responsibilities and costs associated with a given Planning Act application.

Not all the fees are proposed to be increased, such as those for plan of subdivision/condominium. The current fee structure for these applications is consistent with fees in other counties that were surveyed.

On average, it takes approximately 300 minutes of staff time to process a general inquiry which averages to \$300 of staff time. Following the recommendations of the Planning Service Delivery review, staff are recommending that the County implement a fee/deposit for general inquiries. Anyone who submits a general inquiry would be required to pay a fee, if the general inquiry becomes an application where fees are due, the inquiry fee is credited. Looking at the comparison fee chart, many municipalities have chosen not to implement a charge for general inquiries, but for those that do implement a charge, the average is around \$300. It is proposed that the County implement a fee of \$200 for general inquiries, but that the fee be offset by a reduction of \$200 in planning application fees if the inquiry results in an application within 12 months of receiving a response.

The key proposed fee changes include:

- Consent applications increased by \$100 to \$1,200
- New fee for cancellation certificate - \$300
- New fee for additional certificate - \$100
- Validation of Title - increase of \$550 to \$1,200
- New fee for Amendments to County of Renfrew Official Plan - \$2,000
- New fee for the approval of an adopted Local Official Plan Amendment - \$500
- Local Planning Approvals:
 - Increase Official Plan Amendment by \$400 to \$1,500
 - Increase zoning by-law review by \$100 to \$850
 - New fee for processing minor variance application - \$750
 - New fee for processing local consent applications - \$1,400

- New fee for site plan applications review (previously by the hour) - \$500
- New fee for site plan review for lots implementing the requirements of a plan of subdivision application - \$50
- Minor Variance (planning report only) increase by \$25 to \$400
- Consent (planning report only) increase by \$25 to \$400
- General inquiries (pre-consultations) - new fees
 - For application where County is approval authority - \$200
 - Additional consultation within twelve-month period post response - \$50
 - Planning fee for application submitted within twelve months of receiving a response be reduced by \$200
 - For applications where local municipality is the approval authority - \$200
 - Additional consultation within 12-month period post response - \$50
 - Planning fee to local municipality for processing an application within 12 months of receiving a response be reduced by - \$200
 - For applications where there are joint approvals at the County and local municipality - \$200
 - Additional consultation within 12-month period post response - \$50
 - Planning fee to local municipality for processing an application within 12 months of receiving a response be reduced by - \$200
- Hourly fees have been updated to align with the County of Renfrew schedule of fees:
 - Director - \$130
 - Manager - \$100
 - County Planner - \$75
 - Junior Planner - \$60
 - Clerical - \$55

RESOLUTIONS

12. Canadian Nuclear Laboratories – Canadian Nuclear Safety Commission Application

RESOLUTION NO. DP-CC-22-02-12

Moved by Chair

Seconded by Committee

THAT County Council supports through written intervention and in-person participation, the Canadian Nuclear Laboratories (CNL) application to the Canadian Nuclear Safety Commission (CNSC), Canada's nuclear regulator, to amend its existing site licence in order to construct a Near Surface Disposal Facility (NSDF).

Background

Attached as Appendix X is a letter from the Canadian Nuclear Laboratories (CNL) requesting support for their application to the Canadian Nuclear Safety Commission (CNSC) either through comments submitted to the CNSC in the form of a written intervention or by participating as an in-person delegation in support of a written submission.

Our Committee also directed staff work with Canadian Nuclear Laboratories (CNL) to communicate the content for a letter of support from the County of Renfrew and to provide information to the local municipalities that outlines the process, steps and timelines.

BY-LAWS

13. Ontario Trillium Foundation – Community Building Fund

RESOLUTION NO. DP-CC-22-02-16

Moved by Chair

Seconded by Committee

THAT County Council pass a By-law to execute an agreement with the Ontario Trillium Foundation in the amount of \$62,800; AND FURTHER THAT funds up to \$15,700 be taken from the 2022 Provision for Unallocated Funds for the County of Renfrew's 20% contribution of the grant; AND FURTHER THAT the funds be used for improvements to the K & P Recreational Trail.

Background

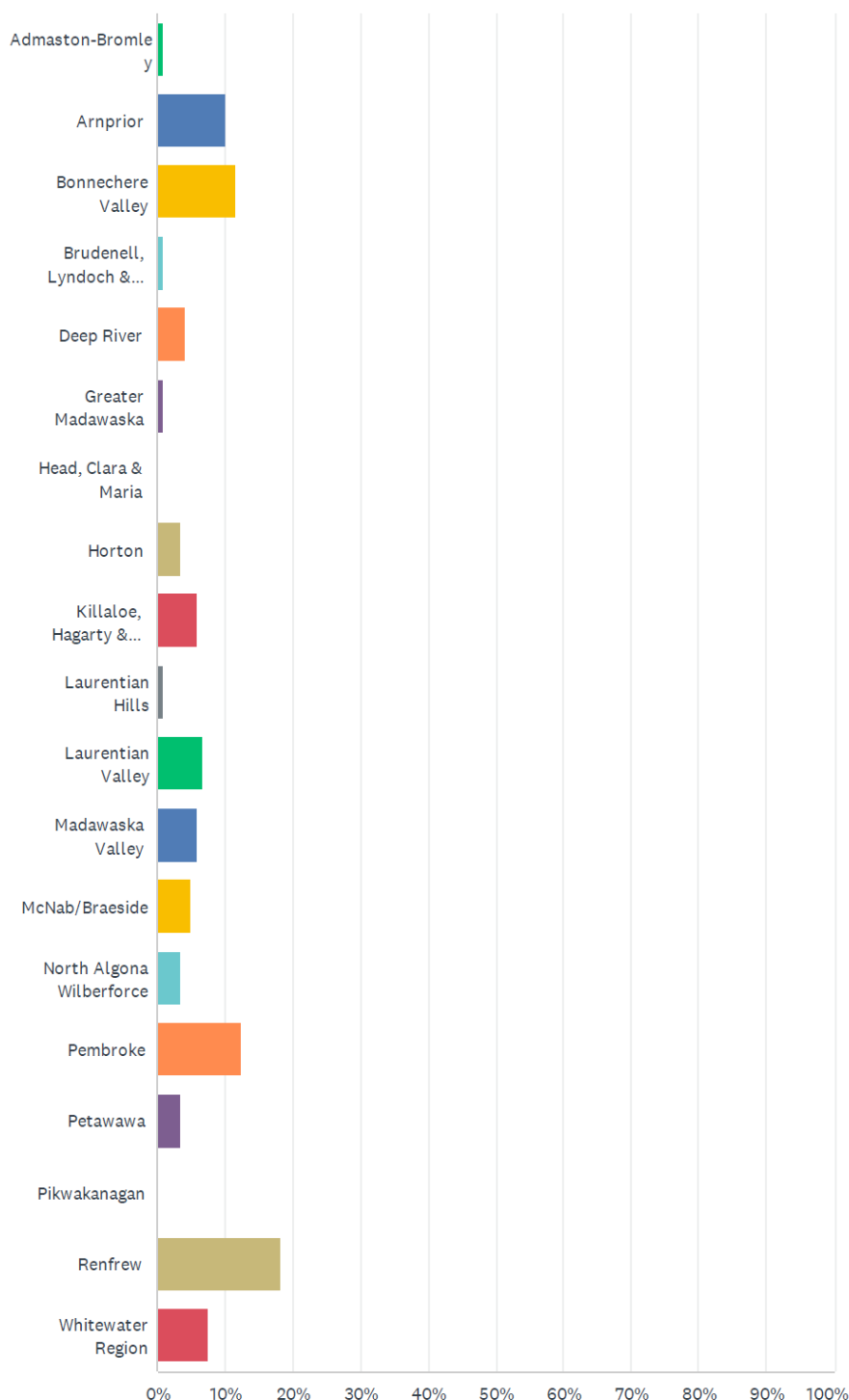
The County of Renfrew was successful in their funding application to the Ontario Trillium Foundation – Community Building Fund. The \$78,500 application, of which \$62,800 will be the Ontario Trillium Foundation amount and \$15,700 will be taken from the 2022 Provision for Unallocated Funds, will address a community need by the improvements to 3.5 km on the K & P Recreational Trail which includes the brushing, ditching, pre-grading, and application of aggregate. Attached as Appendix XI is a map that outlines the proposed location where the funding will be utilized.

All of which is respectfully submitted.

Robert Sweet, Chair

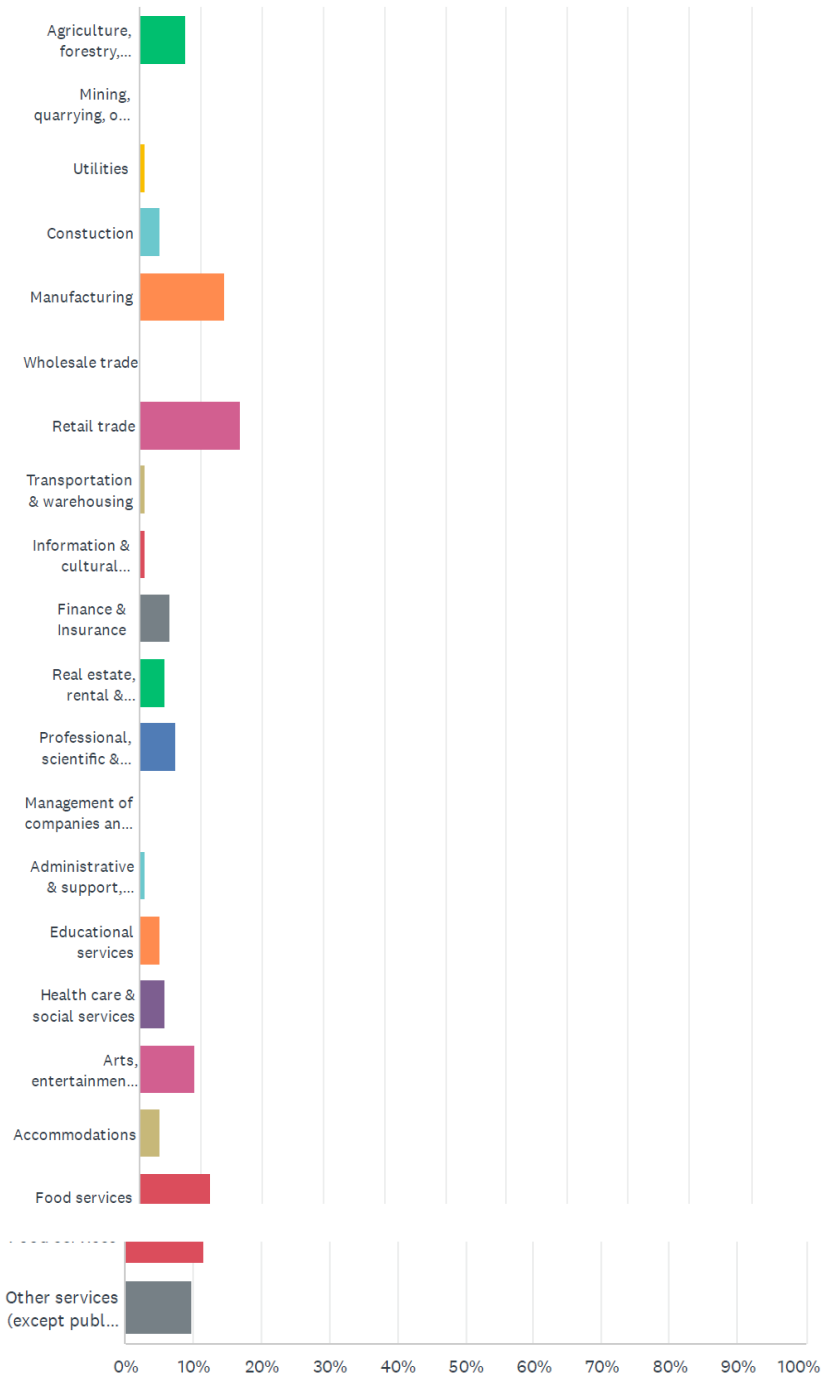
And Committee Members: P. Emon, S. Keller, D. Lynch, C. Regier, J. Reinwald, D. Robinson, J. Tiedje

Q1 Which specific municipality is your business located in?(If you operate more than one business, or business location, Please complete this survey for each business/location separately)



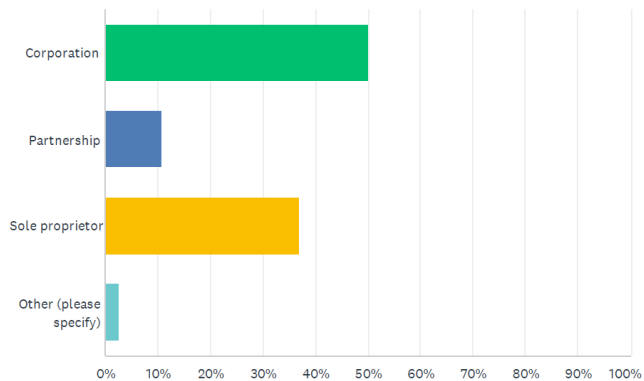
ANSWER CHOICES	RESPONSES	
Admaston-Bromley	0.83%	1
Arnprior	9.92%	12
Bonnechere Valley	11.57%	14
Brudenell, Lyndoch & Raglan	0.83%	1
Deep River	4.13%	5
Greater Madawaska	0.83%	1
Head, Clara & Maria	0.00%	0
Horton	3.31%	4
Killaloe, Hagarty & Richards	5.79%	7
Laurentian Hills	0.83%	1
Laurentian Valley	6.61%	8
Madawaska Valley	5.79%	7
McNab/Braeside	4.96%	6
North Algona Wilberforce	3.31%	4
Pembroke	12.40%	15
Petawawa	3.31%	4
Pikwakanagan	0.00%	0
Renfrew	18.18%	22
Whitewater Region	7.44%	9
TOTAL		121

Q2 Which sector below best describes your business?



ANSWER CHOICES	RESPONSES	
Agriculture, forestry, fishing	7.38%	9
Mining, quarrying, oil & gas extraction	0.00%	0
Utilities	0.82%	1
Construction	3.28%	4
Manufacturing	13.93%	17
Wholesale trade	0.00%	0
Retail trade	16.39%	20
Transportation & warehousing	0.82%	1
Information & cultural industries	0.82%	1
Finance & Insurance	4.92%	6
Real estate, rental & leasing	4.10%	5
Professional, scientific & technical services	5.74%	7
Management of companies and enterprises	0.00%	0
Administrative & support, waste management & remediation services	0.82%	1
Educational services	3.28%	4
Health care & social services	4.10%	5
Arts, entertainment & recreation	9.02%	11
Accommodations	3.28%	4
Food services	11.48%	14
Other services (except public administration), includes personal & personal care services	9.84%	12
TOTAL		122

Q3 What is your business structure?

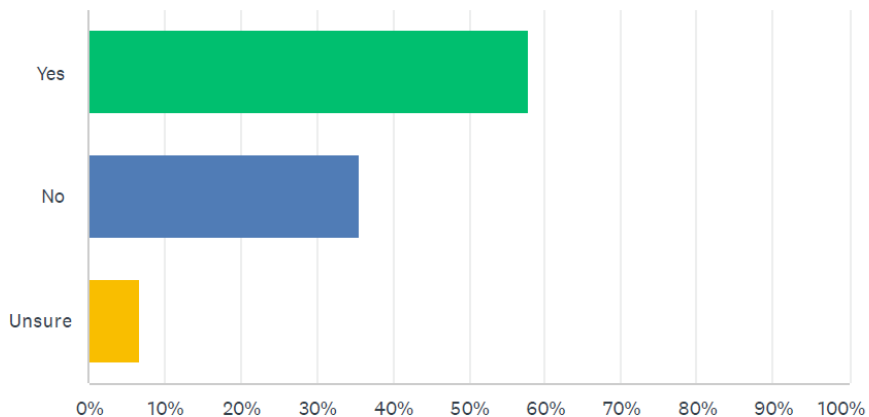


ANSWER CHOICES	RESPONSES	
Corporation	50.00%	61
Partnership	10.66%	13
Sole proprietor	36.89%	45
Other (please specify)	2.46%	3
TOTAL		122

Q4 What was your business start date?

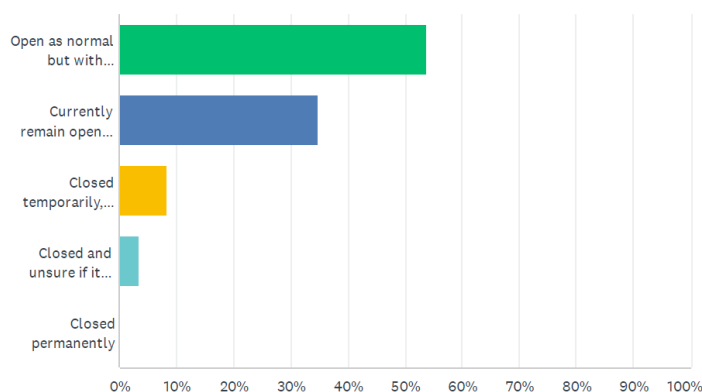
ANSWER CHOICES	RESPONSES	
Business start date:	100%	117

Q5 Is your business considered an essential service?



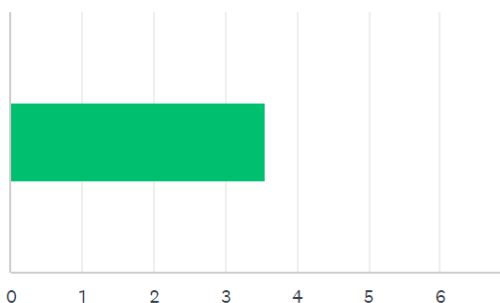
ANSWER CHOICES	RESPONSES	
Yes	57.85%	70
No	35.54%	43
Unsure	6.61%	8
TOTAL		121

Q6 What is the current operating status of your business?



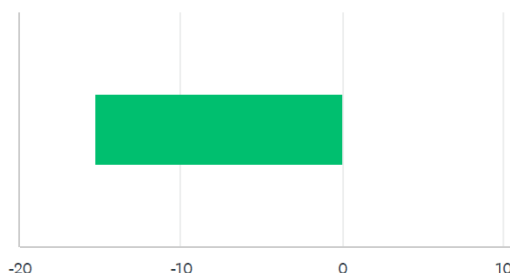
ANSWER CHOICES	RESPONSES	
Open as normal but with physical distancing and masking requirements	53.72%	65
Currently remain open under alternative operating model (i.e. reduced capacity, curbside pickup, delivery and/or online sales)	34.71%	42
Closed temporarily, but planning to reopen	8.26%	10
Closed and unsure if it will be financially feasible to reopen	3.31%	4
Closed permanently	0.00%	0
TOTAL		121

Q7 Since March of 2020 (the past 21 months), if your business had to close, approximately how many months was your business closed for?



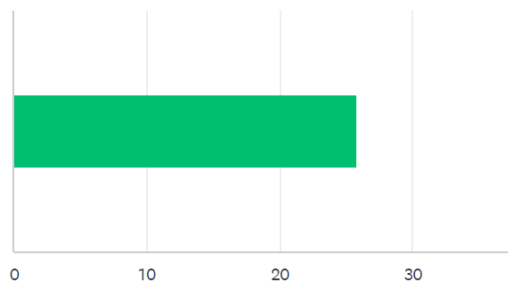
ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	4	381	107
Total Respondents: 107			

Q8 How has COVID-19 impacted your business revenue since March of 2020? (slide to the centre for no impact)



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	-15	-1,810	119
Total Respondents: 119			

Q9 How likely is your business at risk of permanently closing due to the impacts of COVID-19?



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
	26	2,863	111

Total Respondents: 111

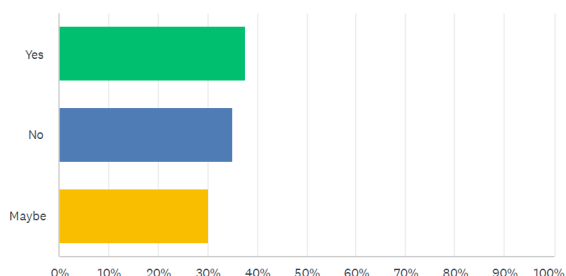
Q10 Currently, approximately how many employees do you have, including yourself? (enter a single number, not a range)

Answered: 121 Skipped: 1

Q11 How has the COVID-19 outbreak effected your net employment numbers? Enter the approximate number of employees up or down since March 2020. (Enter a single number, i.e. if you have lost 10 employees, enter -10, if you have increased employment overall by 10 employees, enter +10, if no change, enter 0.

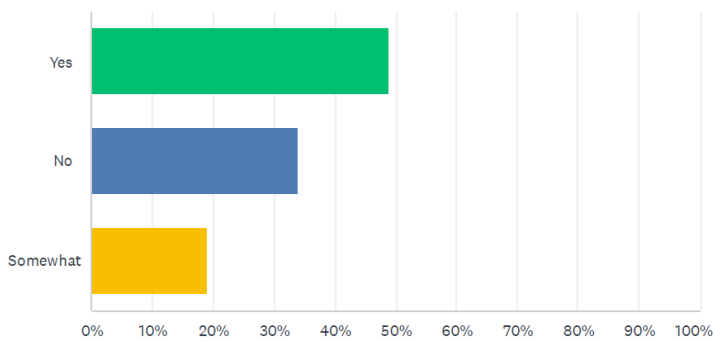
Answered: 118 Skipped: 4

Q12 Currently, or in the near future, will you be looking to hire any new employees?



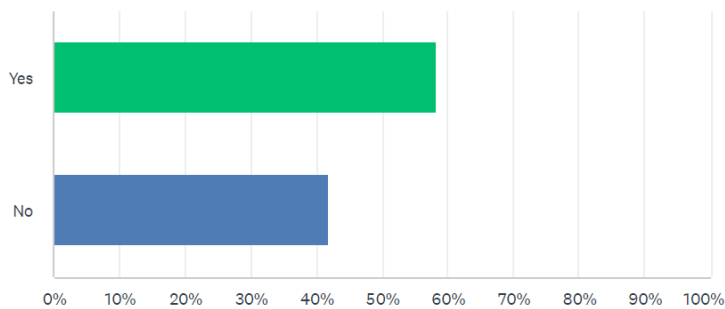
ANSWER CHOICES	RESPONSES	
Yes	37.50%	45
No	35.00%	42
Maybe	30.00%	36
Total Respondents: 120		

Q13 Are you finding it challenging to find new employees to work?



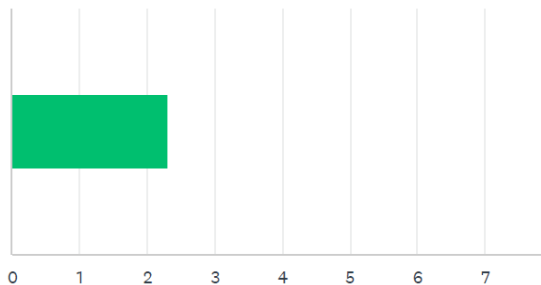
ANSWER CHOICES	RESPONSES	
Yes	48.76%	59
No	33.88%	41
Somewhat	19.01%	23
Total Respondents: 121		

Q14 Have you accessed any government support programs?



ANSWER CHOICES	RESPONSES	
Yes	58.20%	71
No	41.80%	51
Total Respondents: 122		

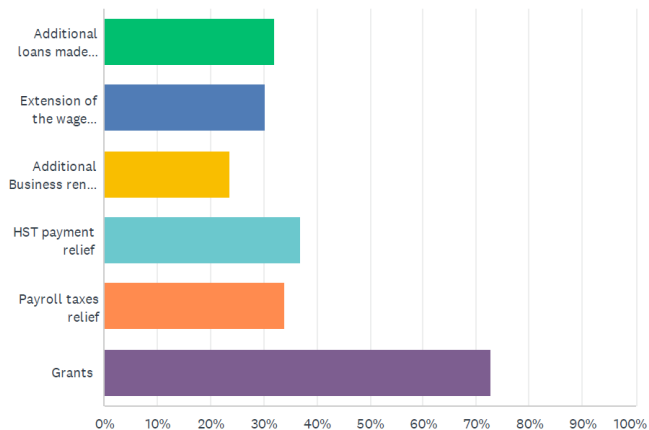
Q15 How badly do you need additional government support?(0 - Not at all 5 - Extremely)



ANSWER CHOICES	AVERAGE NUMBER	TOTAL NUMBER	RESPONSES
0 - Not at all	2	275	119

Total Respondents: 119

Q16 What kind of additional supports would you like to see?



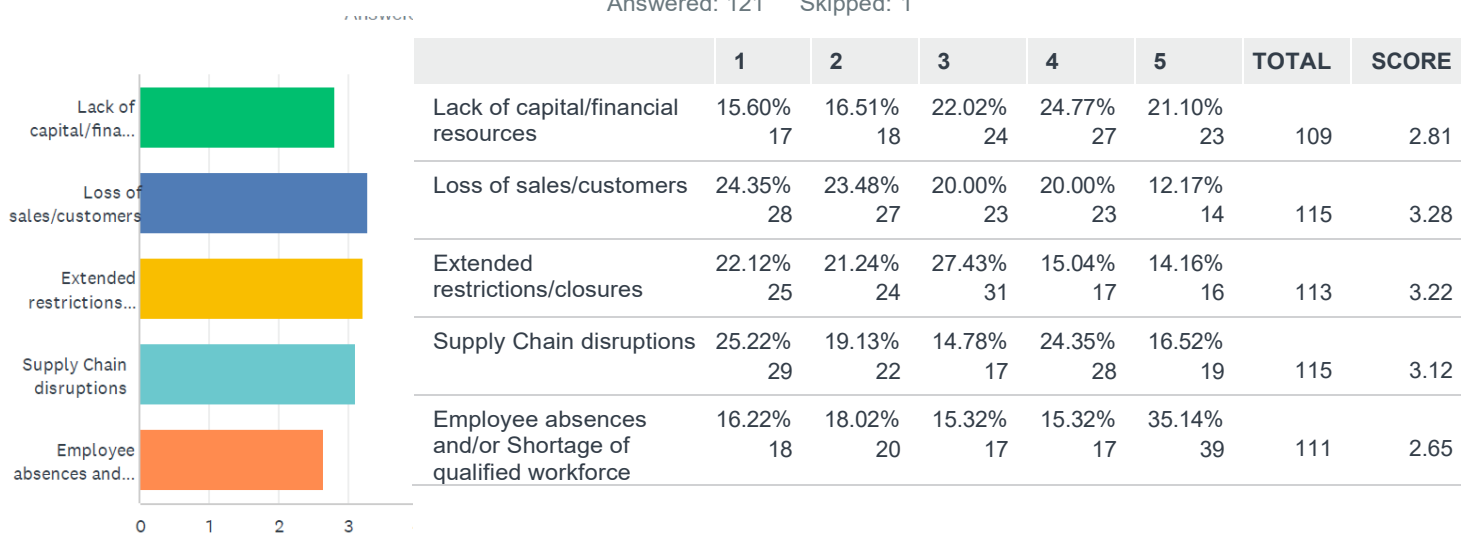
ANSWER CHOICES	RESPONSES	
Additional loans made available	32.08%	34
Extension of the wage subsidy	30.19%	32
Additional Business rent payment supports	23.58%	25
HST payment relief	36.79%	39
Payroll taxes relief	33.96%	36
Grants	72.64%	77
Total Respondents: 106		

Q17 Optional - Please briefly tell us about your challenges or comments about what you have been going through and how you have been dealing with COVID-19 in your business.

Answered: 81 Skipped: 41

Q18 Rank your concerns/challenges for your business looking forward? (move selections to the appropriate positions with the top of the list being your biggest and the bottom, your least concern)

Answered: 121 Skipped: 1



Q19 Please enter your contact information below:

ANSWER CHOICES	RESPONSES	
Name	100.00%	109
Company	99.08%	108
Address	95.41%	104
Address 2	0.00%	0
City/Town	98.17%	107
State/Province	0.00%	0
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address	99.08%	108
Phone Number	94.50%	103

2021 ANNUAL REPORT FOR ACTIVITIES IN RENFREW COUNTY FOREST

AND SUMMARY OF THE FIRST 5-YEAR TERM OF THE 2017-2026 FOREST MANAGEMENT PLAN

PREPARED BY L. ROSE, R.P.F., ON JANUARY 11, 2022

HARVEST

Timber sales for 2021 harvest activities were advertised in November 2020. Successful bids were received for two out of four sales. Bids were not received for Round Lake (red pine), or Ruby (natural mixedwood). In addition, a multi-year contract awarded in 2019 was finished in 2021 (Opeongo). Some revenue from Germanicus was applied to 2021, from a short-term extension provided in 2020 due to extenuating circumstances. A summary is provided in Table 1.

Harvesting activities took place in almost all seasons of 2021, with the exception of spring melt, species at risk and recreational timing restrictions. No major operational issues occurred, but because of a number of complexities, one block required an extension into 2022 to complete harvest and hauling. As a result, some revenue for Brudenell Tract will apply to 2022.

Approximately 12 local residents were employed on the Renfrew County Forest (RCF) in 2021¹, on tendered harvest operations, cutting and skidding or forwarding wood, building roads, processing timber on site, supervising operations, and hauling logs to mills.

Two County of Renfrew staff completed all planning (timber cruising, analysis, prescription writing), layout, tree marking, tendering, wood measurement and operations monitoring activities.



Figure 1. Plantation Thinning at Byer's Creek Tract

Table 1. Summary of 2021 Harvest Activities in RCF

Tract	Harvest Type	Area (ha)	Volume (m3)	Revenue (\$)
Opeongo (11-19)	Poplar/Mixedwood Clearcut, shelterwood; Multiple year harvest finished in 2021 ²	82 ³	6,888	71,502.06
Germanicus (19-20)	Red Pine Thinning; small extension into 2021 ⁴	12	171	5,513.16
Byer's Creek (01-21)	Red Pine Thinning	21	1,457	81,575.42
Brudenell (02-21)	Red Pine Thinning	21 ⁵	1,298	66,305.56
Total for 2021		136	9,814	224,896.20

RENEWAL

Tending occurred on 16 hectares of red and white pine, planted in 2017-18 at Crooked Fence, Byer's Creek and Sernoskie Tracts. Tending was prescribed based on the competition level of faster-growing species growing overtop of planted trees. Tending was carried out by contractor workers with brush saws to ensure the success of the investment already made to grow pine back on the sites, with site preparation and tree planting. The cost of this tending treatment was \$10,848.

¹ During active operations, employed by successful bidders.

² \$76,960.29 of revenue was generated in 2020 in the first year of operations, 2020.

³ Approximate. About half of total allocated area (162ha) was harvested in 2020.

⁴ \$21,148.20 was generated in 2020.

⁵ Approximate. The total area for this tender is 26ha, the remainder will be cut in 2022.

EDUCATION & OUTREACH

Although in-person outreach was limited due to COVID-19 restrictions, education and outreach activities continued as we adapted to a more virtual format. Opportunities were taken to positively promote sustainable forest management that occurs on RCF, as well as in Renfrew County as a whole, when staff time permits.

- Staff presented virtually to Fleming College's Forestry Technician program about Renfrew County Forests and plantation management and an online visit to "The Global Classroom" to talk about forest management.
- The Forest Products Association of Canada (FPAC) visited Renfrew County Forests with a film crew to create a [virtual media tour](#) for dissemination in conjunction with their [Forestry for the Future](#) campaign.
- Staff hosted a forest operations tour for participants in three iterations of Algonquin College's [Job Seekers - Pembroke Campus \(algonquincollege.com\)](#) 4-week program.
- The County Forester participated for the second year on a "Dream Maker Panel", a virtual Career Discovery Expo. The event is for young women (grades 7-12) and their parents in Renfrew County to explore career pathways in skilled trades, Science, technology, engineering, and mathematics (STEM), emergency response, entrepreneurship, and advancing women in society.

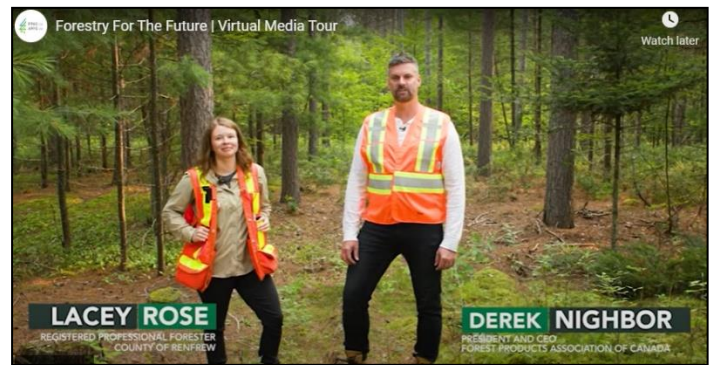


Figure 2. Virtual Media Tour of Renfrew County Forest with FPAC

OTHER

Forest health and invasive species continue to be major topics in Renfrew County forests in 2021. *Lymantria dispar dispar* (LDD) moth was the main concern and resulted in numerous public and municipal inquiries. The spread of Emerald Ash Borer (EAB) continues, with more positive traps outside the mapped infestation area. Staff assisted Natural Resources Canada researchers with a biocontrol trial for EAB by releasing parasitic wasps in the selected area. Control of invasive garlic mustard (manual pulling) by staff at the Centennial Lake Tract occurred for a second year. This will be an ongoing project. A small, lightning-origin fire occurred at Opeongo Line Tract, originated by lightning strike on adjacent private land. The fire was contained and extinguished by municipal fire crews and less than 1 acre on County land was burned. A forest health report was prepared by County staff to summarize the major events of the year. The report will be made available to the public on the [County of Renfrew Website](#).

County staff, on behalf of the County, submitted comments on three postings on the Environmental Registry of Ontario: two related to protection of Black Ash under the Endangered Species Act and comments in support of Ontario's Draft Forest Biomass Action Plan.

With more people on the landscape in the current pandemic climate we are in, there was an increase in access complaints, dumping, trespass concerns and other issues.



Figure 3. LDD Moth Egg Masses, Sperberg



Figure 4. EAB Parasitoid Release



Figure 5. Forest Fire at Opeongo

SUMMARY OF THE FIRST 5-YEAR TERM OF THE 2017-2026 FOREST MANAGEMENT PLAN

The end of 2021 marks the midpoint in the 2017-2026 Forest Management Plan (FMP) for the Renfrew County Forest. Progress has been made toward planned goals for harvest levels, revenue and renewal activities. Harvest volume, area, revenue and renewal area and expenditures for the first five years of the plan are summarized in Table 2.

2017-2021 HARVEST

Less area was harvested over the 2017-2021 term than planned. 583 hectares were harvested, whereas the FMP forecasts 801 hectares. The main reason for this difference is the inability to market low-end material (e.g. areas with a high component of pulpwood), making the tendering of natural mixedwood stands a challenge. In most cases, the natural mixedwood areas that were harvested took several attempts to sell. Another contributing factor was the updating of the forest inventory in conjunction with field work to prepare Forest Operation Prescriptions (FOP). This in-depth work usually leads to the exclusion of area from harvest plans, either because it is not yet ready for harvest, is inaccessible due to terrain or water, or is reserved for the protection of other forest values.

Although harvest area and volume was less than planned, revenue from timber on RCF was higher than planned for the 5-year term. Forecast revenue in the FMP is \$180,000/year, whereas actual revenue has been an average of \$197,524/year. Red pine plantations continue to be the main revenue generator for the RCF, and are generally successfully tendered. Bid prices for red pine have been on the rise over the past two years, which has increased the revenue per hectare of plantation area.

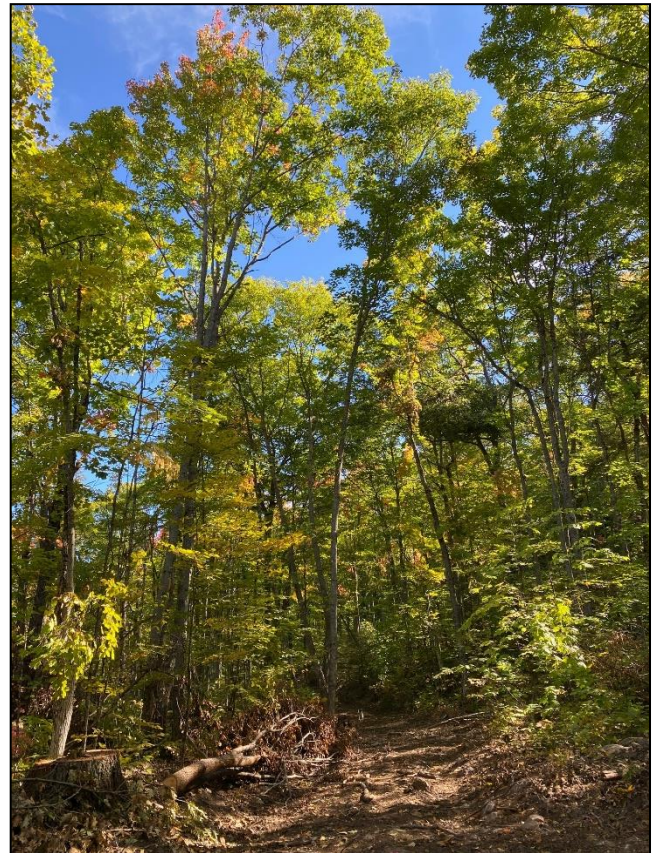


Figure 6. Post-harvest condition of an oak stand at Opeongo Tract. A bumper crop of acorns coincided with the harvest.

2017-2021 RENEWAL

The area eligible for artificial regeneration treatment is directly related to the area and forest type where forest management occurs. Since 2017, no area has been harvested that would benefit from artificial regeneration treatments (e.g. tree planting): all area harvested was either a commercial thinning treatment in a plantation area, a naturally-regenerating forest type (e.g. poplar clearcut), or a shelterwood area limited by size (<3 hectares) or accessibility. Area where renewal activities occurred in the 5-year plan term were harvested prior to 2017. There will be an increase in the amount of renewal activity in the next 5-year term, as harvest is planned for area that will require tree planting.

Table 2. Summary of Activities in the RCF, 2017-2021

Year	Total volume (m3)	Total Harvest Area (ha)	Total Revenue (\$)	Renewal Area (ha)	Renewal Expenditure (\$)
2017	6,049	76	205,932	21.5	17,029
2018	11,189	125	255,293	4.4	5,980
2019	5,081	74	97,758	0.5	702
2020	12,517	172	203,740	0	-
2021	9,814	136	224,896	16.0	10,848
Actual 5-Year Total	44,650	583	987,619	42.4	34,559
Actual Average per year	8,930	117	197,524	8.5	6,912
Planned in FMP per year	13,052	160	180,000	13	26,000

Upcoming Forest Management at Beachburg Tract of the Renfrew County Forest

Frequenterers of the Beachburg Tract may have noticed paint on trees in some of the white pine forest. This is in preparation for a harvest planned for 2022. The tree marking was carried out by a certified tree marker, in accordance with a Forest Operation Prescription prepared by a Registered Professional Forester. The goal of the prescription is to create conditions that will help regenerate the future forest, while protecting wildlife and recreational values.

Some may be surprised to note that much of the area scheduled for management was partially harvested in 1993. At that time, the area was left to naturally regenerate and unfortunately very little red or white pine has established in the understory. The area marked “Area B” on the map now will receive a do-over “Seeding Cut”, where the canopy is re-opened to allow 40-60% light through. This amount of light is where white pine thrives, and has the best chance of winning against competing species that require full sun, like poplar. Most of the trees retained will be pine, along with other scattered species for wildlife and diversity value. This site is very well suited to pine, and we want to make sure that this forest type is maintained on the landscape. Historically, pine is a fire-dependant species. This means it regenerates best after a fire disturbance kills off its competitors and creates an optimal seed bed. However, in an environment with human settlement and fire suppression, forest management attempts to emulate natural disturbance caused by fire.

In the years following harvest, the County of Renfrew will invest in artificial regeneration treatments in Area B to ensure pine grows back by completing:

- Mechanical and/or chemical site preparation to create more plantable spaces, encourage natural regeneration of pine by exposing mineral soil, and control completing species that quickly establish after a disturbance, like red maple, poplar and raspberry;
- Planting white and red pine to make sure, even if cone crops are unreliable, that the future forest will continue to be dominated by pine, and;
- Follow-up tending (mechanical and/or chemical), if necessary, to ensure pine are not overtopped by competing species.

Area A will receive a “Preparatory Cut”, with the goal of giving the best overstory pine trees more room to grow big, healthy crowns to “prepare” to be seed producers at the next stage of harvest, the “Seeding Cut”. No regeneration treatments will occur in this area until after the next stage of harvest.

Once the pine understory has been successfully established and is well on its way to success (>6m tall), most of the overstory will be removed to make room for the next generation. Veterans will be retained, but as we have seen with recent mortality and blowdown – trees don’t live forever.



Figure 1. Trees are marked orange for harvest.



Figure 2. Trees are marked blue for wildlife value.



Figure 3. Example of a Seeding Cut, after mechanical site preparation.

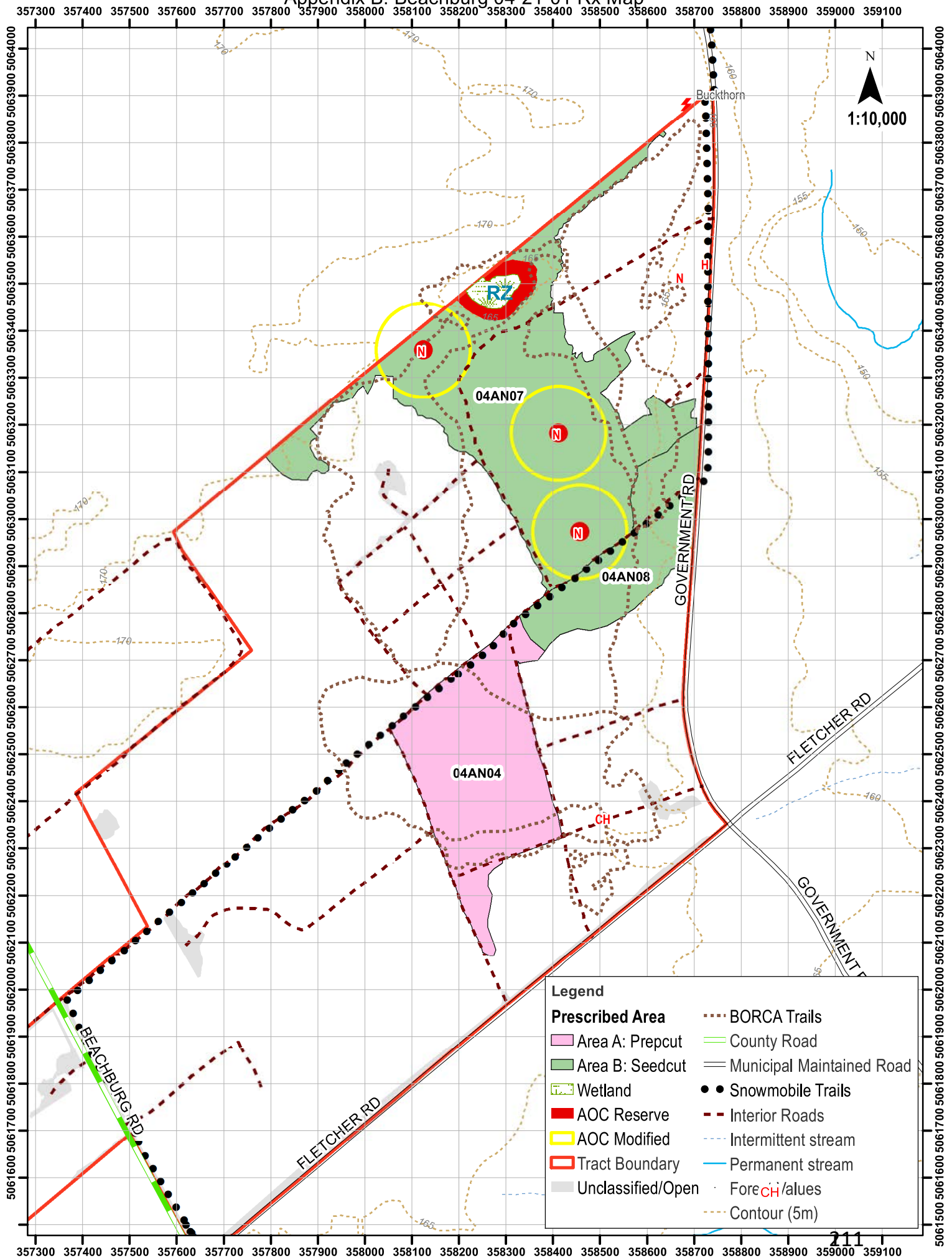
Of course, there will be temporary disruption to trail use during harvest and regeneration treatments. This work is necessary to ensure that future forest users – human and wild! – will be able to enjoy a beautiful pine forest like we do today. As we have in the past, we will work with the wonderful folks at BORCA and Snow Country to ensure the disruption is as minimal as possible. We hope you will enjoy seeing the future forest develop as we complete our work!

Please direct any questions to County Forester, Lacey Rose, at rose@countyofrenfrew.on.ca.

Find out more about sustainable forest management in Renfrew County Forests here:

<https://www.countyofrenfrew.on.ca/en/living-here/forests.aspx>

Appendix B: Beachburg 04-21-01 Rx Map



1:10,000

Renfrew County Forest Health Update 2021

Prepared by L. Rose, R.P.F., County Forester

2021 was another challenging year for the forests of Renfrew County. *Lymantria dispar dispar*, previously known as “Gypsy moth” dominated headlines and inconvenienced many residents across the County. Other invasive species continue to spread and impact the natural biodiversity of the areas’ forests.

Lymantria dispar dispar (LDD) Moth

It was a record year in Ontario and Renfrew County for LDD moth, a non-native, invasive pest. LDD moth has over 300 known host plants, but prefers poplar, oak, maple, birch, willow, white pine and white spruce. The visual impacts during a severe defoliation year can be quite startling – a single LDD caterpillar can eat one square metre of leaves in a season.

In Ontario, LDD moth defoliation increased from 586,385 hectares in 2020 to almost 1.8 million in 2021¹. Defoliation in Renfrew County increased more than tenfold between 2020 and 2021 (See Figure 2)². The mild winter and dry spring in 2021 provided perfect conditions for LDD to thrive.

Many concerned residents contacted their municipalities and the County with concerns about their trees and forests, and with inquiries about spray programs and funding. The County does not have jurisdiction to manage forest that the County does not own, and therefore control of forest pests on private land does not fall under the County forestry program. The County did not implement a spray program in 2021, after evaluating the risk on Renfrew County Forests (forests owned by the County). Information provided by forest health experts indicate that natural checks and balances (e.g. disease and fungus that kill LDD moth once the population has reached a high point) should kick in, because although the moth is an invasive species, it has become somewhat naturalized with naturally occurring predators since its arrival in the 1980s. County staff observed some evidence of these controls starting to kick in late summer, with dying caterpillars, less egg masses and smaller egg masses in areas in their second year of defoliation. Of course, some tree death is likely to occur in areas with other stressors like shallow soils, drought and other pests. The cost associated with spraying is significant (\$150-400/ha), planning is logistically challenging, and services by providers in Ontario have limited capacity.

It is likely that LDD moth will impact some areas of Renfrew County in 2022, again or for the first time in this outbreak cycle. There are measures that home or landowners can take to reduce the impact until the local population crashes such as scraping and destroying egg masses, burlap banding trees to trap caterpillars, picking pupas, or applying pesticides during caterpillar feeding.



Figure 1. LDD egg masses at Sperberg Tract, Fall 2021

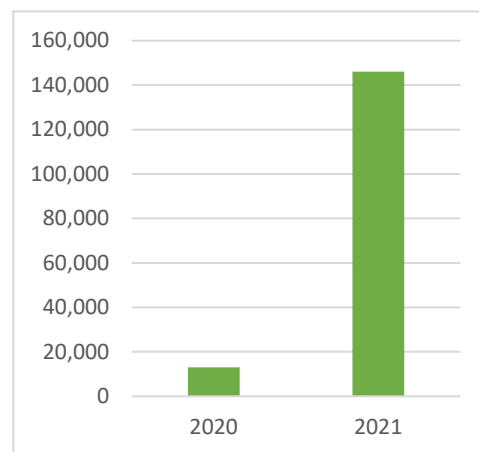


Figure 2. Defoliation area (hectares) by LDD moth in Renfrew County in 2020 and 2021



Figure 3. Nuclear polyhedrosis virus is reducing LDD success in some areas of the County

¹ Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNRF), 2021. [Published Online](#).

² Personal Communication, Forest Health Technician, MNDMNRF, 2021.

Emerald Ash Borer

Emerald Ash Borer (EAB) is an invasive, wood-eating beetle that is threatening Ontario's ash trees. The impacts of EAB is evident in cities and towns where street and park tree loss has been significant. Trees typically die within 2-3 years of EAB infestation, and can become hazardous quickly. Ash also exists as a minor component in hardwood and mixedwood forests in Renfrew County, is common along roadsides and farm fields, and is the dominant species in black ash swale ecosystems.

EAB was first discovered in North America in 2002 and Renfrew County in 2013. Arnprior and Renfrew have already seen significant mortality and the beetle has been steadily spreading along Highways 17 and 60. County staff have been setting EAB traps since 2016 in locations outside the area mapped as infested by the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNDMNR), to check for presence. This year, two of four EAB traps had at least one EAB present. The locations of these positive traps were Opeongo Tract and Deacon Tract of the Renfrew County Forest. Informal visual observations in areas known to have presence of EAB indicate a significant decline of ash tree health. It is suspected that EAB is present, at least at low levels, throughout much of the County at this point. Staff will no longer monitor for presence with the use of traps.

This year, staff assisted Natural Resources Canada/Canadian Forest Service researchers in a field trial involving the release of parasitic wasps as a biocontrol against EAB. Study of this biocontrol has been ongoing in Canada since 2013, but has not yet reached a point of approval for wider use in the fight against EAB³.

The Province of Ontario listed black ash as an Endangered Species in 2021. This decision has potential detrimental implications for forestry, trails, public works and development in Ontario. Feedback was provided to the Province on numerous occasions through the Environmental Registry of Ontario.

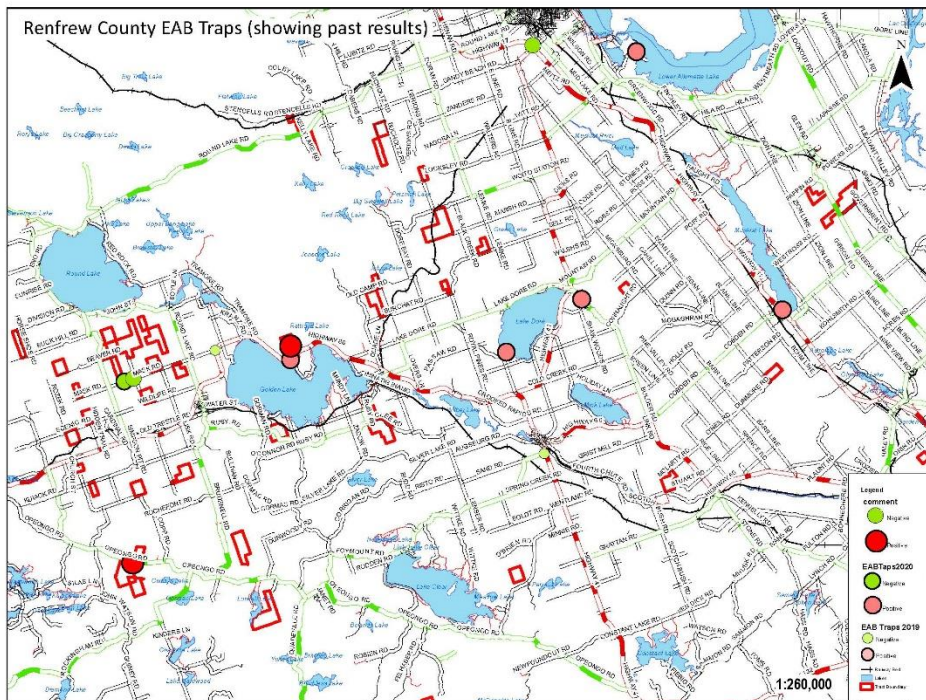


Figure 5. CoR EAB Trap Results, 2021 and previous years



Figure 4. Parasitic Wasps Released

Residents of Renfrew County can help slow the spread of EAB and other invasive insects by not moving firewood – it is likely that is how most of the infestations arrived here. If you have ash trees on your lawn, you may consider planting another species now to maintain tree cover once EAB arrives in your area. Treatment options are available for high-value specimens, but are not practical on a large scale. Pre-emptive removal of ash on your property is not recommended.

³ [Release of parasitic wasps for biological control of the emerald ash borer in Canada](#). 2017. Ryall, K. Natural Resources Canada, Canadian Forest Service. Great Lakes Forestry Centre, Sault Ste. Marie, Ontario. Frontline Express 82. 2p.

Beech Bark Disease

Beech Bark Disease (BBD) was first identified in Renfrew County in 2013. It is the result of an invasive scale insect infestation (*Cryptococcus fagisuga*) followed by a fungal invasion known as *Neonectria*. Typically, the scale insect infests the tree, causes little noticeable impact, but is followed within a few years by *Neonectria* fungus, and enters the trees through the feeding holes of the scale insect. The fungus kills the inner bark and cambium of the tree, eventually girdling it and preventing the flow of water and nutrients from ground to crown. Tree death usually occurs within 2-5 years of fungal infestation. In addition, trees with BBD are more susceptible to other decay fungi and insects often are prone to snapping during wind events.

Unfortunately, this disease has been present in Atlantic Canada for more than a century and has been extensively researched, with no solution in sight. Although a very small percentage of beech trees are resistant to the disease and can survive, most infected trees die. Beech nuts are an important food source for many species of wildlife, as evidenced by bear claw marks on many trees. Dead topped trees can present hazardous conditions in parks, towns and around trails and houses. Perhaps almost as problematic as the death of the tree itself is the vigorous sprouting of beech regeneration that occurs after (the “aftermath forest”) that impedes other species from growing. These new trees will, of course, die as well and repeat the cycle.

BBD is widespread in Renfrew County at this point. County forestry staff observe it in most tracts where beech is present. Prior to the introduction of BBD, most beech was retained during a harvest to provide wildlife value. This was the approach at Opeongo Tract, where little scale was observed in 2018 during tree marking. By the time harvesting finished in 2021, almost all beech were heavily infested with BBD, and if they had not already died, were in a state of significant decline. The sad reality is once the disease arrives, there is little that can be done to protect beech in forests. This is another case where limiting the movement of firewood helps slow the spread of invasive species.

Woodlot owners may wish to learn to identify BBD and target removal of infected trees for firewood or wood products in winter – moving logs around in summer and fall may spread the spores faster. Because of the high value for wildlife, retaining the healthiest beech is a good practice, and pre-emptive removal of all healthy beech is not advised. However, when managing your forest, you may choose to preferentially harvest beech over other species without imminent health concerns (e.g. retain basswood over beech in a selective harvest). Controlling regeneration sprouts will help other species succeed.



Figure 6. Declining beech, infected with BBD, Opeongo Tract



Figure 7. Scale insect and fungus increased dramatically from 2018 when this tree was marked

Climate, Weather and Other Impacts

A number of weather patterns and events impacted local forests in 2021. Early warm temperatures followed by a late frost defoliated ash and alder in low areas in some areas of the County. Although the trees reflushed, this stress likely lessened resilience against EAB.

Near-drought conditions in May and June stressed trees and created perfect conditions for LDD moth caterpillars to thrive. Rain finally arrived in July, which helped create better conditions for natural controls to kick in against LDD.

Low spring moisture levels (approximately 70mm in April/May, primarily associated with major rain events) also increased risk of forest fire. A forest fire ignited by lightning strike on private land adjacent to Opeongo Tract on June 8, 2021. Less than 1 hectare of recently harvested forest area burned on the County side before the fire was extinguished by municipal fire crews. From a forest management perspective, the fire created excellent conditions for the regeneration of red oak and pine. The rate of spread of the fire was likely reduced due to the harvest activity that occurred less than 6 months before.

There was a tornado near Beachburg on July 13, 2021. Beachburg Tract was not affected by the tornado but a number of trees did blow down throughout the year. A number of high-wind events in late fall and early winter led to scattered incidents of snapping and blowing down of susceptible trees.

Every year, more occurrences of invasive plants are noted on RCF. This year, a number of locations were sprayed for wild parsnip, on tract landings and trails. This treatment will likely have to be repeated until the seed banks are depleted since the populations have been present at these locations for some time. 2021 was the second year of hand-pulling a garlic mustard patch at Centennial Lake Tract. This will also need to be repeated until the seed banks are depleted. The success of these invasive plants in this area is a relatively new trend, exasperated by increased human activity on the landscape.



Figure 8. Lightning-origin forest fire at Opeongo Tract



Figure 9. Invasive Garlic Mustard at Centennial Lake Tract

For Additional Information

LDD Moth

[Lymantria dispar dispar \(LDD\) moth | ontario.ca](#) – For information on life cycle, control and state of LDD moth in Ontario.

[Experiences with the LDD Moth in Ontario, Canada, 2021 - YouTube](#) – A webinar put on by the Ontario Woodlot Association in December, 2021 with topics including an overview of LDD moth, 2022 outlook, management for LDD in woodlots, LDD in an urban environment and aerial spraying to combat LDD.

[LDD Moth | Ontario's Invading Species Awareness Program](#) – For a general overview, plus links to a fact sheet and FAQs.

Emerald Ash Borer

[Preparing-for-EAB.pdf \(eomf.on.ca\)](#) – A Landowner's Guide to Managing Ash Forests, OMNRF, 2012.

[YouTube Video](#): Emerald Ash Borer: For Woodlot & Forest Managers.

[Emerald Ash Borer - Profile | Invasive Species Centre](#) – Signs, symptoms and fact sheets.

Beech Bark Disease

[Beech bark disease | ontario.ca](#) – Overview, identification and basic information.

[Beech Bark Disease in Ontario: A Primer and Management Recommendations](#) – McLaughlin and Greifenhagen, 2012.

From: ESAREg (MECP) <ESAREg@ontario.ca>

Sent: Thursday, January 27, 2022 11:00:02 AM

To: ESAREg (MECP) <ESAREg@ontario.ca>

Subject: Amendments to the Species at Risk in Ontario List regulation made under the Endangered Species Act, 2007 and the temporary suspension of protections for Black Ash

*** This email is being sent on behalf of Susan Ecclestone, Director of the Species at Risk Branch at the Ministry of the Environment, Conservation and Parks ***

**Ministry of the
Environment,
Conservation and Parks**

**Ministère de
l'Environnement, de la
Protection de la nature et
des Parcs**



I am writing to share information regarding changes to the Species at Risk in Ontario (SARO) List regulation (Ontario Regulation 230/08) made under the *Endangered Species Act, 2007* (ESA), including the decision of the Minister of the Environment, Conservation and Parks to temporarily suspend protections for Black Ash as soon as it is listed on the SARO List. Ontario is committed to providing protections for species at risk.

Updates to the SARO List Regulation

The Committee on the Status of Species at Risk in Ontario (COSSARO) is an independent committee that is responsible for classifying species at risk in the province based on established criteria. In accordance with the ESA, COSSARO submits an annual report that sets out new species classifications that require amendments to the SARO List. The SARO List must be amended accordingly within twelve months of the receipt of the report by the Minister.

On January 27, 2021 the Minister received COSSARO's 2019-2020 Annual Report, which included information about the 35 species assessments they completed in 2019 and 2020. The report classified 15 species as newly at-risk and re-classified three species that were already included on the SARO List. In addition, COSSARO determined that amendments to the common and/or scientific name of 8 species was required to be consistent with recent nomenclature or taxonomic changes.

In response to the determinations set out in COSSARO's report, the Ministry of the Environment, Conservation and Parks made the necessary amendments to the SARO List on January 26, 2022. See the Appendix for the amendments to the SARO List made in accordance with the determinations set out in COSSARO's 2019-2020 Annual Report.

In accordance with the provisions of the ESA, once the SARO List regulation is amended, the species protections set out in section 9(1) of the ESA immediately apply to extirpated, endangered or threatened species, and the habitat protections set out in section (10)(1) apply to endangered or threatened species. These protections apply, unless they are temporarily suspended through a Minister's order in regulation.

Changes to species names do not impact the species' classification on the SARO List or the protections afforded to the species under the ESA.

An Information Bulletin has been posted to the Environmental Registry (notice number [019-4852](#)) to advise the public of the changes made to O. Reg. 230/08.

COSSARO's 2019-2020 Annual Report to the Minister is available at <https://www.ontario.ca/page/2019-2020-annual-report-committee-status-species-risk-ontario-cossaro>.

COSSARO's species-specific assessment reports and further information about the committee are available on COSSARO's website at www.cossaroagency.ca.

Temporary Suspension of ESA Protections for Black Ash

Ontario recognizes that Black Ash trees are found throughout Ontario and that its protection would have social and economic implications for Ontarians. We also recognize, as identified by COSSARO, that the primary threat to Black Ash is the invasive Emerald Ash Borer, and there are significant challenges associated with managing this threat. In the case of some species at risk, an approach that balances the species' recovery with the social and economic realities of Ontarians may be needed.

Recognizing this need, and in response to early input received related to this species, a notice indicating the government was proposing to temporarily suspend ESA protections for Black Ash as soon as it is listed on the SARO List was posted on the Environmental Registry of Ontario on September 23, 2021 for 45 days. The ministry received valuable information in response.

Input received emphasized the cultural importance and significance of Black Ash to Indigenous communities and that Ontario has an important role to play in the conservation of this species. The ministry also received information that confirmed protection of Black Ash is likely to have significant socioeconomic impacts and that protection and recovery of Black Ash is likely to be complex due to challenges with managing the threat of Emerald Ash Borer.

The ministry carefully considered information received from stakeholders, other ministries, Indigenous communities, and the public as part of its decision. In addition, the ministry took the following into account:

- Options to scope the application of the pause of the ESA protections for Black Ash.
- The primary threat to the species is the invasive Emerald Ash Borer, and there is a need to preserve the ability to take timely action to address the threat Emerald Ash Borer poses to all Ontario ash trees.
- Projected declines are expected to occur over a 100-year period.
- Black Ash trees and habitat are prevalent on Crown lands and other lands managed for conservation, and Black Ash and its habitat currently receive some level of protection via provincial and municipal legislation and policies.

On January 25, 2022, the Minister of the Environment, Conservation and Parks ordered, by regulation (O. Reg. 23/22) that ESA protections for Black Ash be temporarily suspended for a two-year period as soon as it is listed on the SARO List. A notice has been posted on the Environmental Registry (notice number [019-4278](#)) to advise the public of this decision. The ministry needs this time to determine the best way to protect and recover Black Ash, including how to balance protections for Black Ash with managing invasive Emerald Ash Borer and the social and economic realities within Ontario.

On January 26, 2022, Black Ash was added to the SARO List regulation for the first time. The government has already taken action to initiate development of the recovery strategy required under the ESA which will contain science advice to government on how to best protect and recover the Black Ash. The ministry is currently working with a third-party expert to develop the recovery strategy and will seek input from the public and Indigenous communities to allow consideration of the best scientific information available, including information from Indigenous knowledge, in finalizing the recovery strategy for the species. Completion of the recovery strategy is being targeted by January 2023.

Once the recovery strategy is finalized, the ministry is required to develop species-specific policy direction within 9 months, known as the government response statement, as to what should be done to recover the species. The government will seek input from Indigenous peoples, stakeholders, and the public in developing this policy for Black Ash.

Thank you for your interest in protecting and recovering Ontario's species at risk.

Sincerely,

Susan Ecclestone
Director, Species at Risk Branch
Ministry of the Environment, Conservation and Parks

APPENDIX

The table below summarizes the amendments to the SARO List made in accordance with the determinations set out in COSSARO's 2019-2020 Annual Report.

Common Name	Scientific Name	Previous Status on SARO List	New COSSARO Classification
Black Ash	<i>Fraxinus nigra</i>	N/A	Endangered
Carolina Mantleslug	<i>Philomycus carolinianus</i>	N/A	Threatened
Downy Yellow False Foxglove	<i>Aureolaria virginica</i>	N/A	Endangered
False-foxglove Sun Moth	<i>Pyrrhia aurantiago</i>	N/A	Endangered
Fern-leaved Yellow False Foxglove	<i>Aureolaria pedicularia</i>	N/A	Threatened
Gillman's Goldenrod	<i>Solidago gillmanii</i>	N/A	Endangered
Goldenseal	<i>Hydrastis canadensis</i>	Threatened	Special Concern
Hairy Valerian	<i>Valeriana edulis ssp. ciliata</i>	N/A	Threatened
Hudsonian Godwit	<i>Limosa haemastica</i>	N/A	Threatened
Lake Whitefish (Opeongo Lake large-bodied populations)	<i>Coregonus clupeaformis</i>	N/A	Threatened
Lake Whitefish (Opeongo Lake small-bodied populations)	<i>Coregonus clupeaformis</i>	N/A	Threatened
Red-headed Woodpecker	<i>Melanerpes erythrocephalus</i>	Special Concern	Endangered
Red-tailed Leafhopper	<i>Aflexia rubranura</i>	N/A	Special Concern
Shagreen	<i>Inflectarius inflectus</i>	N/A	Endangered
Smooth Yellow False Foxglove	<i>Aureolaria flava</i>	N/A	Threatened
Spoon-leaved Moss	<i>Bryoandersonia illecebra</i>	Endangered	Threatened
Toothed Globe	<i>Mesodon zaletus</i>	N/A	Endangered
White-rimmed Shingle Lichen	<i>Fuscopannaria leucosticta</i>	N/A	Endangered

Nomenclature/taxonomic changes

The following changes to the common and/or scientific name of species listed on the SARO List were accepted by COSSARO:

- Eastern Prickly Pear Cactus (*Opuntia humifusa*) to Eastern Prickly-pear Cactus (*Opuntia cespitosa*).
- Ogden's Pondweed (*Potamogeton ogdenii*) to Ogden's Pondweed (*Potamogeton x ogdenii*)
- Showy Goldenrod (Great Lakes Plains population) (*Solidago speciosa*) to Stiff-leaved Showy Goldenrod (*Solidago rigidiuscula*)
- Virginia Mallow (*Sida hermaphrodita*) to Virginia Mallow (*Ripariosida hermaphrodita*)
- False Rue-anemone (*Enemion biternatum*) to Eastern False Rue-anemone (*Enemion biternatum*)
- Showy Goldenrod (Boreal population) (*Solidago speciosa*) to Pale Showy Goldenrod (*Solidago pallida*)
- Small-flowered Lipocarpa (*Lipocarpa micrantha*) to Small-flowered Lipocarpa (*Cyperus subsquarrosus*)
- Karner Blue (*Lycaeides melissa samuelis*) to Karner Blue (*Plebejus samuelis*)

Ontario Launches New Intake to Support Economic Opportunities in Rural Ontario

New targeted intake will spur growth in rural communities affected by COVID-19

January 25, 2022

[Agriculture, Food and Rural Affairs](#)

TORONTO—The Ontario government is launching a new intake of the Rural Economic Development (RED) program on February 7, 2022 to help build rural Ontario by investing in projects that boost economic opportunities in rural and Indigenous communities, create jobs and strengthen the labour force.

Details of the intake were announced today by Lisa Thompson, Minister of Agriculture, Food and Rural Affairs, at the 2022 Rural Ontario Municipal Association virtual annual conference.

“Our government understands rural communities have been affected by COVID-19,” said Lisa Thompson, Minister of Agriculture, Food and Rural Affairs. “This targeted RED intake focuses on initiatives that will attract new residents and workers to rural communities across the province, while also creating opportunities for youth, workers and job seekers, and supporting innovative initiatives that position local businesses on a successful path forward.”

This funding will support initiatives that address barriers to economic development and position rural communities for economic growth and job creation, such as:

- Marketing and outreach campaigns to grow rural Ontario's workforce.
- Connecting youth and apprentices to job opportunities and placements.
- Creating dedicated spaces such as innovation hubs and youth centres to develop partnerships and foster innovation.

Minister Thompson also announced up to \$3,847,999 in funding for 61 projects that have been selected through the previous RED intake. Funding from this intake is being used to help diversify local economies, retain skilled workers, and attract opportunities, workers, and investment to rural communities.

Ontario's Rural Economic Development (RED) program continues to support rural communities as they respond to the local economic impacts of the pandemic by supporting actions that will address barriers to economic development, and better position rural communities for economic growth and job creation.

Quick Facts

- Applications for the new targeted RED intake will be accepted from February 7, 2022 to March 7, 2022.
 - The Government of Ontario has committed more than \$15.2 million to fund more than 287 economic development projects through the RED program since 2019.
 - Projects in the Economic Diversification and Competitiveness stream are eligible for up to 70 per cent cost share, up to a maximum of \$150,000 per approved project.
 - Projects in the Strategic Economic Infrastructure Stream are eligible for up to 50 per cent cost share, up to a maximum of \$250,000 per approved project.
 - The RED program supports projects with tangible benefits to rural and indigenous communities that help to attract business, investment, and create jobs, while also providing greater value for taxpayer dollars.
-

Additional Resources

[Rural Economic Development program](#)

Related Topics

Rural and North

Information about the province's Far North and rural communities. Get connected to business improvement organizations and learn more about funding and programs that support rural, northern and Indigenous communities. [Learn more](#)

Media Contacts

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Minister's Office

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**Ministry of
Municipal Affairs
and Housing**

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
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234-2022-61

Dear Head of Council:

The supply of housing in Ontario has not kept up with demand over the past decade and everyone has a role to play in fixing Ontario's housing crisis. More than ever, we need municipalities, non-profits and private industry to work with us to encourage the building of different kinds of housing – so that Ontario families have more affordable options.

To help support this important priority, I am pleased to provide you with an update on recent changes our government has made to help streamline and simplify Ontario's planning system.

Bill 13, the *Supporting People and Businesses Act, 2021*

Schedule 19 of Bill 13, the *Supporting People and Businesses Act, 2021* came into force December 2, 2021 upon royal assent.

Changes have been made to help streamline the planning system and, in some cases, help shorten approval timelines by providing municipal councils broader authority to allow more planning decisions to be made by committees of council or staff. Municipalities can now, subject to having appropriate official plan policies, delegate decisions dealing with minor amendments to zoning by-laws, such as temporary use by-laws and the lifting of holding symbols, should they choose to.

You can find more information about these changes on the Environmental Registry of Ontario ([019-4419](https://www.ontario.ca/environmental-registry)) and the Regulatory Registry ([21-MMAH025](https://www.ontario.ca/regulatory-registry)) and some frequently asked questions are provided below.

At this time, I encourage you to review and update your existing delegation policies and consider exercising this new authority to help streamline your decision-making processes, and free up council's valuable time to focus on other more strategic matters.

Bill 276, the *Supporting Recovery and Competitiveness Act, 2021*

As you know, we also recently made *Planning Act* changes related to control of the division of land, including subdivision control, plans of subdivision, consents and validations through Bill 276, the *Supporting Recovery and Competitiveness Act, 2021*, which received Royal Assent on June 3, 2021. I am writing to confirm that Schedule 24 of Bill 276 and associated regulations came into force on January 1, 2022.

We are proud to make these changes, which will help save time and money for those involved in the land division approval process, including municipalities, landowners, purchasers and some lease holders. Our changes will continue to protect Ontarians when they buy and sell property, while making the rules of subdivision control clearer and simpler.

Your municipality may wish to consider whether adjustments to your land division application and review processes to align with the changes would be beneficial.

More information about these changes and the feedback we received during our consultation can be found on the Environmental Registry of Ontario ([019-3495 and 019-3958](#)) and Regulatory Registry ([Proposal 21-MMAH008 and Proposal 21-MMAH015](#)). Some frequently asked questions are provided below. Any further questions about the changes to the *Planning Act* and related regulations can be directed to ProvincialPlanning@ontario.ca.

Sincerely,



Steve Clark
Minister

c: Chief Administrative Officer

FAQs

Schedule 19 (Planning Act) to Bill 13, the Supporting People and Businesses Act, 2021

What changes have been made to the Planning Act?

- Changes to the Planning Act, Municipal Act, 2001 and City of Toronto Act, 2006 provide municipalities with discretionary authority to delegate additional decisions to committees of council or municipal staff for minor amendments to zoning by-laws like:
 - Temporary use by-laws
 - Lifting of holding provisions
- Before matters may be delegated, official plan policies will need to be developed to establish the type of minor zoning by-law amendments that may be delegated, such as authorization of temporary uses, the lifting of a holding symbol, and other minor zoning by-law amendments.

What types of “minor” amendments to a zoning by-law may be delegated?

- If a municipality would like to use this authority, official plan policies will need to be established to scope and define the types of “minor” zoning amendments that may be delegated. This could include matters like temporary use by-laws and by-laws lifting holding provisions.
- This approach is intended to allow for a locally tailored approach that reflects input from the public.

What types of conditions could council apply when delegating its authority?

- Council will have the ability to apply conditions on the delegation of its decision(s). These conditions would be determined locally when the official plan policies and implementing by-law for the delegation are being developed.

Will this new delegation authority alter the public meeting or appeal rights of the matters delegated?

- The delegation of additional planning matters would not alter any notice or public meeting requirements or limit appeal rights.

What other planning decisions can be delegated?

- Under the Planning Act, municipal council can delegate the following decisions to a committee of council, staff, or, in some cases, a committee of adjustment:
 - Community planning permit system permits
 - Approval of adopted lower-tier official plan amendments
 - Plans of subdivision and condominiums
 - Consents
 - Site plan
 - Validations
- Other planning matters, such as administrative functions related to by-laws, may be delegated by council based on the delegation provisions in the Municipal Act, 2001 (or City of Toronto Act, 2006).

Schedule 24 (Planning Act) to Bill 276, the Supporting Recovery and Competitiveness Act, 2021

What changes will be made to the Planning Act?

- The changes include technical, administrative and policy changes to provisions in sections 50, 51, 53, 54, 55 and 57 of the Planning Act related to control of the division of land, as well as other housekeeping or consequential changes.
- Upon proclamation, the changes will:
 - provide new exceptions to subdivision control and part lot control (i.e., exceptions from the need for land division approval) – for example, by preventing parcels from merging with other lands in certain circumstances
 - change the plan of subdivision process – for example, by aligning the requirements for public notice, information, and public meetings with other instruments under the Act
 - change the consent application process – for example, by requiring a municipality or the Minister, where requested, to issue a certificate for the retained land in addition to providing a certificate for the lands that are subject to the consent application, and
 - make other changes regarding subdivision control and its related processes – for example, by requiring that a decision on a validation conform with the same criteria which are applicable to consents.

What changes will be made with respect to “lot mergers”?

- Changes will be made to the subdivision control provisions to prevent lots from merging where lands were previously owned by, or abutted land previously owned by, joint tenants and where the ownership would have otherwise merged as a result of the death of one of the joint tenants.
- Outside of a “death of a joint tenant” scenario, lot mergers will continue to occur.

What changes will be made to the consent application process?

- Changes will be made to the consent application process to, for example:
 - permit a purchaser of land or the purchaser’s agent to apply for a consent
 - establish a new certificate of cancellation
 - provide for certificates to be issued in respect of retained land in addition to the lands that are subject to the consent application
 - provide for a standard two-year period during which the conditions of a consent must be satisfied, and
 - permit a consent application to be amended by an applicant prior to a decision about the consent being made by the consent-granting authority.
- Municipalities may need to modify or update certain administrative processes as a result of some of these changes.

What is a certificate for retained land?

- Changes to the Planning Act will provide for a consent-granting authority to issue a certificate for the retained land (the other part of the parcel approved through the land division process) resulting from certain consents.
- This certificate will show that the retained land has “consent” status.
- An applicant will need to specify in their application whether they are requesting a retained land certificate, and if so, require that a statement from a solicitor

confirming the extend of the owner's retained land be included as part of that application.

What is a certificate of cancellation?

- In some situations, the original consent granted for a parcel of land may no longer be wanted or needed. This could occur, for example, where a parcel created by consent may need to be widened to accommodate a driveway. In these cases, the original consent may need to be cancelled to ensure the revised parcel will function as a single unit.
- Changes to the Planning Act will allow owners to apply to the consent-granting authority for a certificate of cancellation for a parcel that was previously severed with a consent. The consent-granting authority may also require the owner to apply as a condition of approval.
- Once a certificate of cancellation is issued, the parcel would be treated as though the previous consent had not been given. This could mean that the parcel would merge with neighbouring lands that are owned by the same person.

What considerations need to be applied to validation requests?

- A validation can be used in place of obtaining a consent to the contravening transaction (transfer or other transaction that was made in breach of the Planning Act requirements) in certain situations; for example, where the landowners at the time of the contravention are not available to sign the new transfer documents.
- The validation allows the validation authority to consider each situation on its merits and decide whether a request to validate title should be supported. The validation authority may, as a condition to issuing the validation, impose conditions as it considers appropriate.
- Bill 276 will make changes to require that a decision regarding a validation must conform with the same criteria which are applicable to consents, for example:
 - having regard to provincial interests and the land division criteria set out in the Planning Act
 - ensuring the validation is consistent with the Provincial Policy Statement and conforms, or does not conflict, with provincial plans, and
 - ensuring the validation conforms with all applicable official plans.

COUNTY OF RENFREW

BY-LAW NUMBER 17-22

**A TARIFF OF FEES BY-LAW FOR APPLICATIONS MADE
IN RESPECT OF PLANNING MATTERS**

WHEREAS Section 69(1) of the Planning Act, R.S.O. 1990, c. P.13, as amended, provides that the Council of a Municipality, may by by-law, prescribe a Tariff of Fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated costs to the Municipality in respect of the processing of each type of application provided for in the tariff.

AND WHEREAS it is deemed desirable to prescribe a Tariff of Fees establishing a fee for the processing of applications to the Approval Authority (County of Renfrew) outlined below;

AND WHEREAS it is deemed desirable to prescribe a Tariff of Fees establishing fees for the processing of applications made in respect of planning matters to the local municipalities of the County of Renfrew.

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

1. CONSENTS

- a) That a fee of \$~~1,100.00~~ **1,200.00** for each new lot created is hereby established for consent applications ~~to~~ **by** the Approval Authority.
- b) That a fee of \$~~1,100.00~~ **1,200.00** for each consent application that does not create a new lot (i.e., lot addition, right-of-way, easement, etc.) is hereby established by the Approval Authority.
- c) **That a fee of \$300.00 for each application for a cancelation of consent certificate is hereby established by the Approval Authority.**
- d) **That a fee be established for the issuance of a final certificate by the Approval Authority:**
 - (i) **For the first final certificate** **\$0.00**
 - (ii) **For each additional final certificate** **\$100.00**
- ~~e)~~ That a fee of \$550.00 is hereby established for a major revision to a consent application (i.e., recirculation to any reviewing agency and local

municipalities) and \$325.00 for a minor revision to a consent application, as determined by the Manager of Planning Services.

- d)f) Upon determination by the Manager of Planning Services (or by the Land Division Committee, as the case may be) that a peer review of a technical study is required to justify a proposed consent application, the applicant shall be required to pay to the County, as a deposit, an amount equal to the estimated professional fees for the peer review of such study. Further, the applicant shall be required to reimburse the County for the actual fees and expenses of the County's peer review professional which are beyond the review of the applicant's study (i.e., pre-consultation, dispute resolution, municipal board hearings).

2. **VALIDATION OF TITLE**

- a) That a fee of \$~~650.00~~**1,200.00** in addition to all legal costs incurred by the County is hereby established for processing Validation of Title applications by the Approval Authority.

3. **SUBDIVISION/CONDOMINIUM/PART LOT CONTROL BY-LAWS**

a) **Subdivisions**

i) Initial Application Fee

- For any proposed plan of subdivision submitted to the County of Renfrew for approval:
 - up to 10 developable lots/blocks \$4,000.00
 - more than 10 developable lots/blocks \$8,500.00

*Note: If a block in a plan of subdivision is to be further subdivided into lots, the application fee will be based on the final number of lots to be created.

ii) Notice of Application

- Department advertises notice of subdivision application in accordance with the Planning Act.

- iii) Major Plan Revision (Re-circulation) 50% of the Initial Application Fee as indicated in 3.a)i) above

<ul style="list-style-type: none"> For major revisions to the draft plan, draft approved plan and/or conditions of draft approval which require major recirculation. 	
iv) Minor Revision or Emergency Extension	\$650.00
<ul style="list-style-type: none"> For minor revisions to the draft plan, draft approved plan and/or draft conditions which do <u>not</u> require major recirculation and for each emergency extension to draft approval of not more than three (3) months. 	
v) Draft Approval Extension (Annual)	\$1,000.00
<ul style="list-style-type: none"> For each extension of draft approval of not more than twelve (12) months beyond the usual three (3) years draft approval granted by the County. 	
b) Condominiums	
i) Initial Application Fee	
<ul style="list-style-type: none"> For any proposed plan of condominium submitted to the Corporation of the County of Renfrew: 	
– Up to 10 units/common elements/blocks	\$4,000.00
– more than 10 units/common elements/blocks	\$8,500.00
ii) Exemption	
<ul style="list-style-type: none"> For any plan of condominium submitted to the Corporation of the County of Renfrew for exemption under section 50 of the Condominium Act, as amended. 	\$1,500.00
iii) Major Plan Revision (Re-circulation)	50% of the Initial Application Fee as indicated in 3.b)i) above
<ul style="list-style-type: none"> For major revisions to the draft plan, draft approved plan and/or conditions of draft approval which require major recirculation. 	
iv) Minor Revision or Emergency Extension	\$650.00

- For minor revisions to the draft plan and/or draft conditions, which do not require major recirculation and for each emergency extension to draft approval of not more than three (3) month(s).

v) Draft Approval Extension (Annual) \$1,000.00

- For each extension of draft approval of not more than twelve (12) months beyond the usual three (3) years draft approval granted by the County.

c) **Part Lot Control Exemption By-law**

i) Final Approval \$600.00

- Payable prior to the By-law being given final approval by the County.

d) **Peer Review Deposit**

i) Plan of Subdivision and Plan of Condominium

A deposit of \$15,000.00 shall be paid to the County at the time of application or, if required at pre-consultation, to cover the cost of undertaking a peer review of any technical study or studies submitted in support of an application (or pre-consultation) for a plan of subdivision or plan of condominium. The deposit shall be applied to the cost of the peer review with any surplus refunded to the applicant. If the costs of peer review exceed the deposit, the applicant will be charged any additional costs incurred.

Further, the applicant shall be required to reimburse the County for the fees and expenses of the County's peer review professionals which are beyond the review of the applicant's technical studies (i.e., dispute resolution, municipal board hearings). Technical studies include, but are not limited to hydrogeology studies, environmental impact studies, servicing options study, traffic studies, soil studies and noise assessment studies.

4. **OFFICIAL PLAN ~~AND ZONING BY-LAW~~ AMENDMENTS**

a) **Application to amend the County of Renfrew Official Plan** \$2,000.00

a)b) **Approval of an adopted Local Official Plan Amendment** \$500.00

5. PROCESSING OF LOCAL PLANNING ACT APPROVALS

- a) Where an application is submitted by an applicant to a municipality:
- i) For each site specific application pursuant to section 21 of the Planning Act (Official Plan Amendment) - review of Application to amend Official Plan, and preparation and processing of amendment.
\$~~900.00~~1,500.00
 - ii) For each site specific application pursuant to section 34 of the Planning Act (Zoning By-law Amendments) - review of Application to amend Zoning By-laws and preparation and processing of amendment.
\$~~750.00~~850.00
 - iii) Where a combination of requests for site-specific amendments pursuant to sections 17, 21 and 34 of the Planning Act are submitted the fee charged for each additional request above the first submitted for the same site shall be reduced by \$100.00
 - iv) To remove a holding symbol pursuant to section 36 of the Planning Act. \$200.00
 - v) For each site specific application pursuant to section 45 of the Planning Act (minor variance application) – review of application for a minor variance, preparation and processing of the application. \$750.00
 - vi) For each site specific application pursuant to section 53 of the Planning Act (consent application) – review of application for a consent application, preparation and processing of the application. \$1,400.00
 - vii) For each site specific application pursuant to section 41 of the Planning Act (site plan control) – review of the application. \$500.00
- For site plan applications implementing requirements of a plan of subdivision. \$50.00

5-6. GENERAL INQUIRIES (ALSO KNOWN AS PRE-CONSULTATIONS)

- a) Submission of a general inquiry for a Planning Act application where the County is the Approval Authority (i.e., subdivision, condominium, consent, County Official Plan Amendment, Local Official Plan Amendment). \$200.00

- b) Resubmission or a revised submission of a general inquiry for a Planning Act application where the County is the approval authority that is submitted within 12 months from when a response was received and a fee under section 6.a) was paid. \$50.00
- c) Notwithstanding the fees listed in the By-law, where the County is the Approval Authority and the applicant has submitted and paid a general inquiry fee under section 6.a), if the associated planning application is submitted within 12 months of the inquiry response, the fee shall be reduced by \$200.00
- d) Submission of a general inquiry for a Planning Act application where the local municipality is the approval authority (i.e., zoning amendment, site plan, minor variance). \$200.00
- e) Resubmission or a revised submission of a general inquiry for a Planning Act application where the local municipality is the approval authority that is submitted within 12 months from when a response was received and a fee under section 6.d) was paid. \$50.00
- f) Notwithstanding the fees listed in this By-law, where the local municipality is the Approval Authority and the applicant has submitted and paid a general inquiry fee under section 6.d), if the associated planning application is submitted within 12 months of the inquiry response, the associated planning fee charged to the local municipality will be reduced by \$200.00
- g) Submission of a general inquiry where there may be multiple Planning Act approvals at either the County or local municipality (i.e., subdivision and zoning amendment). \$200.00
- h) Resubmission or a revised submission of a general inquiry where there may be multiple Planning Act approvals at either the County or local municipality that is submitted within 12 months from when a response was received and a fee under section 6.g) was paid. \$50.00
- ~~6-i)~~ i) Notwithstanding the fees listed in this By-law, where there are multiple Planning Act approvals at either the County or local level and the applicant has submitted and paid a general inquiry fee under section 6.g), if the associated planning application is submitted within 12 months of the inquiry response, the associated planning fee charged to the local municipality will be reduced by \$200.00

7. OTHER

a) Where applicable, the following hourly rates apply:

i) Director	\$80.00 130.00
ii) Manager -of Planning Services	\$70.00 100.00
iii) Senior County Planner	\$60.00 75.00
iv) Junior Planner, -GIS Technician	\$50.00 60.00
v) Secretary/ Clerical	\$45.00 55.00

b) Minor Variance Reports for local municipalities ~~\$375.00~~400.00

c) Consent Reports for lower tier committees of adjustment
~~\$375.00~~400.00

8. That By-law 8-19 is hereby repealed.

9. This By-law shall come into force and take effect on the 23rd day of February 2022.

READ a first time this 23rd day of February 2022.

READ a second time this 23rd day of February 2022.

READ a third time and finally passed this 23rd day of February 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

2021 FEE COMPARISON CHART – Planning Application Fees

County	Consents	ZBA	OPA	Plan of Subdivision	General Inquiries
Renfrew	\$1,100	No Fee* There is a \$750 processing fee	No fee* There is a \$900 processing fee for local	- up to 10 lots \$4,000 - more than 10 lots \$8,800	
Bruce	\$2,590	\$3,140	\$3,490	Up to 20 lots \$5,890 21 to 50 lots \$7,360	\$200
Elgin	\$1,250			\$4,000	
Grey			\$1,750	Up to 20 lots \$3,450 21 to 75 lots \$3,450 + \$115.50 per lot	
Haldimand	\$2,277	\$35,885	\$4,622	\$5,090 Minimum Fee + each Additional Lot \$65.50	\$324
Haliburton	\$1,300		\$3,000 to amend County Plan & \$1,500 to amend Local OP	Initial Fee - \$3,000 + \$150 per lot	\$200
Hastings	\$900		\$1,000	Up to 20 lots \$3,000 Up to 50 lots \$4,000 Over 50 lots \$6,000	
Huron County	\$2,208	\$1,986	\$3,864	1 to 10 lots \$6,623	
Kawartha Lakes	\$1,143	\$22,086	\$3,991	\$6,590 + \$25 per lot	\$300
Lanark	\$1,000		\$1,200	1 to 19 lots \$2,500 20 to 49 lots \$4,500	
Leeds & Grenville	\$800		\$1,500	up to 20 lots \$2,000 21 to 50 lots \$4,000 more than 50 lots \$6,000	
Middlesex	\$1,750	\$2,500	\$5,000	1 to 20 lots \$4,000 21 to 50 lots \$5,000 51 + lots \$6,000	
Muskoka			\$2,800	up to 10 lots \$3,000	
Norfolk	\$2,816	\$3,802	\$3,972	\$6,985 + \$75 per lot	\$446
Oxford County	\$2,065		\$2,735	\$3,630	
Peterborough	\$1,150	\$1,500	\$1,975	up to 20 lots \$4,500 up to 50 lots \$6,500 more than 50 lots \$8,500	
Prescott & Russell	\$1,250		\$3,700	up to 20 lots \$3,200 21 to 50 lots \$5,800 more than 50 lots \$7,300	
Prince Edward County	\$1,900	\$2,350	\$4,825	up to 20 lots \$8,670 up to 50 lots \$9,690 over 50 lots \$7,140	\$500 for subdivision/OPA \$0 for Consent
Stormont, Dundas & Glengarry	\$880		\$3,290	up to 20 lots \$2,200 21 to 50 lots \$4,400 more than 50 lots \$6,595	
Wellington	\$4,630		\$3,170	\$3,540	
AVERAGE	\$1,723	\$9,156	\$3,243	\$5,836.31	\$318



UNRESTRICTED

2022 February 01

File #: 145-CNXX-22-0002-L

Warden Debbie Robinson and County of Renfrew Council
County of Renfrew,
9 International Drive,
Pembroke ON K8A 6W5
(warden@countyofrenfrew.on.ca)

Dear Warden Robinson:

On behalf of Canadian Nuclear Laboratories, I want to thank you for the opportunity to appear before the council on 2022 January 26. We always look forward to updating council members on CNL's activities, and I appreciate the interest that council places on CNL's ongoing operations.

As discussed during our meeting, CNL has submitted an application to the Canadian Nuclear Safety Commission (CNSC), Canada's nuclear regulator, to amend its existing site licence in order to construct a Near Surface Disposal Facility (NSDF), which will be a new Class 1 nuclear facility at the Chalk River Laboratories. If approved, the NSDF project will enable the remediation of historically contaminated lands, legacy waste management areas, and outdated infrastructure, reducing risk and offering enhanced protection of the local environment and the Ottawa River.

The proposed NSDF project is also subject to a federal assessment under the *Canadian Environmental Assessment Act* 2012, and has been under a rigorous review by the CNSC since 2017. As part of this process, the CNSC has scheduled a two-part public hearing to consider CNL's application. Part 1 of the public hearing is scheduled for 2022 February 22, and will hear submissions from CNL and CNSC staff on the licensing application and environmental assessment. Following Part 1, a comment period will be opened where Indigenous communities and members of the public will be invited to submit feedback on the project. During [Part 2 of the hearing](#), scheduled to begin on 2022 May 31, interested parties will have the opportunity to present their comments to the CNSC commissioners.

During our meeting, I was very pleased to hear support for the NSDF project. I am writing as a follow-up to the request made during our update, which is to ask that county council and council members strongly consider participating in this hearing process through the submission of a positive intervention. As an elected official who represents the best interests of residents within our local communities, I believe that your show of support would be very meaningful to this regulatory review process.

Anyone who is interested in participating in this process can do so in two ways. First, comments can be submitted to the CNSC in the form of a written intervention. Second, if you wish to speak at the hearing, you

Canadian Nuclear Laboratories

Chalk River Laboratories
286 Plant Road
Chalk River, Ontario
Canada K0J 1J0
Telephone: 613-584-8282
Toll Free: 1-866-513-2325

Laboratoires Nucléaires Canadiens

Laboratoires de Chalk River
286, rue Plant
Chalk River (Ontario)
Canada K0J 1J0
Téléphone: 613-584-8282
Sans frais: 1-866-513-2325

can also request to participate as an in-person delegation in support of a written submission. While CNL welcomes any support on the project, I believe that an in-person intervention would have a much greater impact on the process, if you are comfortable and willing to participate.

Both written submissions and requests for in-person delegation requests must be made to the CNSC by **2022 April 11**. Details on how to submit an intervention can be found on the CNSC's website ([Request to Intervene](#)), but please do not hesitate to reach out to CNL if you require further support to engage in this process.

At CNL, we are confident that the NSDF is the right thing to do to safely clean-up and dispose of low-level waste at the Chalk River Laboratories. I believe this is reflected in our application to the CNSC, but also in the socio-economic impact study that was developed by the county. We appreciate your support as we work towards that goal, and protecting the pristine lands and waterways that we all care so much about here in the Ottawa Valley.

Sincerely,



Joe McBrearty
President and Chief Executive Officer

cc: Paul Moreau
Craig Kelly
Meggan Vickard
Lou Riccoboni
Patrick Quinn
Mitch Mackay

COUNTY OF RENFREW

BY-LAW NUMBER 16-22

**A BY-LAW TO EXECUTE AN AGREEMENT BETWEEN THE COUNTY OF RENFREW
AND THE ONTARIO TRILLIUM FOUNDATION**

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 County of Renfrew deems it desirable to enter into an agreement between the County of Renfrew and the Ontario Trillium Foundation for a grant for the rehabilitation of the K & P Recreational 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 "A" attached to and made part of this By-law shall constitute an agreement between the Municipal Corporation of the County of Renfrew and the Ontario Trillium Foundation.
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 23rd day of February, 2022.

READ a second time this 23rd day of February, 2022.

READ a third time and finally passed this 23rd day of February, 2022.

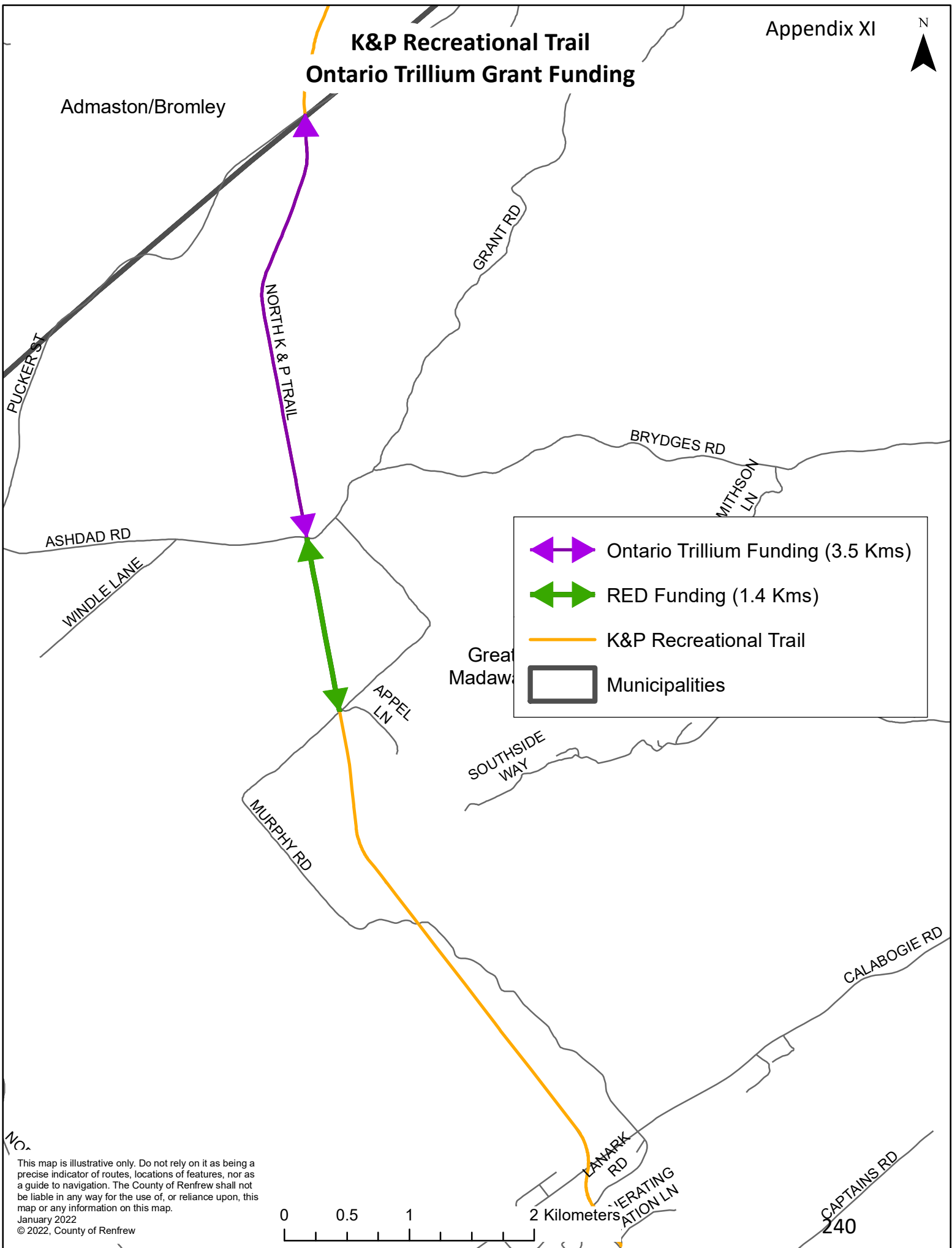
DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

K&P Recreational Trail

Ontario Trillium Grant Funding

Admaston/Bromley



February 23, 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. March Meeting of County Council

Staff continue to monitor the Provincial guidelines for COVID -19 and it is anticipated that the March County Council meeting will be a hybrid in person and virtual. Further details will be provided closer to the meeting.

2. Council Remuneration [Strategic Plan Goal #2]

Attached as Appendix I is the Treasurer's Statement of Remuneration and Expenses paid to County Council as at December 31, 2021. Council will note that the Remuneration for Members of Council By-law references an allocation of \$3,900 per year to attend any conference(s), convention(s) or education session of choice, however, during the 2021 Budget Workshop and once again at the 2022 Budget Workshop, a reduced allocation of $\$30,000 \div 16 \text{ Elected Officials} = \$1,875$ was approved. Therefore, the column entitled "Convention Expenses" in the Statement of Remuneration and Expenses was changed to \$1,875.

3. AMO 2021 Statement of Remuneration [Strategic Plan Goal #2]

Attached as Appendix II is a letter dated January 19, 2022 from the Association of Municipalities of Ontario (AMO) providing details of Council remuneration and expenses paid to Warden Robinson, AMO Board of Directors, County Caucus, EOWC Chair. AMO only reimburses for mileage and all meetings in 2021 were held virtually.

4. **Board of Health 2021 Statement of Remuneration [Strategic Plan Goal #2]**

Attached as Appendix III is a letter dated January 4, 2022 from the Renfrew County and District Health Unit providing an itemized statement of remuneration and expenses paid for 2021 for the members of County Council appointed to the Board of Health.

5. **Rural Ontario Municipal Association (ROMA) Delegations [Strategic Plan Goal #3]**

The County of Renfrew was successful in obtaining four delegations at the Rural Ontario Municipal Association (ROMA) Conference in January. Attached as Appendix IV are the position papers and corresponding thank you letters to each Minister for the following delegations:

- 1) Minister of Municipal Affairs and Housing, the Honourable Steve Clark
To overview how the Social Services Relief Fund 4 will be utilized within the County of Renfrew to start construction on a capital project to build six new affordable supportive housing units, and to discuss innovative approaches to community housing and new purpose built housing in Renfrew County.
- 2) Minister of Transportation, the Honourable Caroline Mulroney – To discuss innovative options and future collaborations for completion of the Algonquin Trail.
- 3) Minister of Infrastructure, the Honourable Kinga Surma – To discuss potential funding opportunities for growth related projects.
- 4) Minister of Health, the Honourable Christine Elliott, Deputy Premier – To discuss the municipal role and funding in Public Health, specifically the impact any future increases to the provincial/municipal cost-sharing model will have on the municipal tax burden. This is particularly challenging for rural communities with aging populations and limited resources, such as the County of Renfrew.

6. **2022 Final Budget [Strategic Plan Goal #3]**

At the January 17, 2022 Budget Workshop, the budget document was revised to incorporate all the approved changes. This final budget document has been posted on the Elected Official's and Staff Intranet area. A copy is available upon request.

7. **Municipal Benefits Committee (MBC) Financial Management - Contribution Holiday [Strategic Plan Goal #3]**

Extended Health Care and Dental Care benefits are underwritten under a refund accounting basis. This type of financing option is generally available to larger employers since insurers generally do not offer this option to employers with less than 75 employees.

Premiums paid for these benefits are allocated and tracked separately in an account in the name of the County of Renfrew and participating municipalities. Claims incurred under the plan, along with the insurer's expenses, are charged to the account. If, at the end of the contract year, there is a surplus, it is the property of the County of Renfrew and participating municipalities, and all, or a portion thereof, is refunded or transferred to an unrestricted deposit account. If a deficit develops at the end of the contract year, it is carried forward with interest and the rates at the renewal are adjusted to recover a portion of the deficit. The plan has not been in a deficit position.

In order to establish the renewal rates, the insurer projects the plan experience (paid claims) into the future and then applies factors for inflation, benefit utilization, changing prices for services and supplies and cost shifting from provincial plans. The overall factor is known as the annual trend factor.

The MBC is in a surplus and the County of Renfrew will be exercising a premium holiday for one month beginning on February 1, 2022.

Appendix V provides information on the surplus allocation for a premium holiday for the County of Renfrew and participating municipalities.

8. Financial Indicator Review [Strategic Plan Goal #2]

Attached as Appendix VI is an email dated January 21, 2022 that includes the Financial Indicator Review – 2020 for the County of Renfrew from Meredith Staveley-Watson, Municipal Advisor, Ministry of Municipal Affairs and Housing. The Ministry reviews the indicators from time-to-time, to make sure they provide useful information and this year they have not made any changes to the indicators.

The indicator for Asset Consumption Ratio has been flagged as “moderate risk”, which is unchanged from the 2018 report.

9. 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	# 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
2021								
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
Nov.	7	2	560	86	540	1186	50	16.5
Dec.	6	3	534	57	555	1146	48	16
2022								
January	6	2	494	124	279	897	37	12.5

BY-LAWS

10. Council Remuneration By-law

RESOLUTION NO. FA-CC-22-02-16

Moved by Chair

Seconded by Committee

THAT County Council adopt the revised By-law for the Remuneration of Members of the Council of the County of Renfrew effective January 1, 2022; AND FURTHER THAT By-law 22-21 be repealed.

Background

The Remuneration By-law states that “All future council remuneration increases will be consistent with percentage increases as per Employment By-law #1, except where noted”. A 1.75% increase was approved at the budget workshop.

A Special Electronic Meeting of County Council will be held at 9:00 a.m. on Wednesday, March 23, 2022 to deal with the Council Compensation Review and Non-Union Compensation Review (Gallagher Benefit Services (Canada) Group Inc.) and the Information Technology Digital Strategy (Perry Group Consulting).

11. Municipal Modernization Fund – Intake 3 [Strategic Plan Goal #3]

RESOLUTION NO. FA-CC-22-02-17

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-law to authorize the Warden and Clerk to enter into a Transfer Payment Agreement in the amount of \$317,491 with Her Majesty the Queen in Right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Fund-Intake 3.

Background

In September 2021, the Finance and Administration Committee directed staff to complete an application under the Municipal Modernization Program Intake 3 by the October 19, 2021 deadline.

The County of Renfrew was successful in this application and it is now necessary to authorize a By-law allowing the Warden and Clerk to sign this agreement to obtain \$317,491 (65%) funding. The County will have to contribute \$170,956 (35%) against a total project cost of \$488,447 (100%).

12. Policy GA-01 – Procurement of Goods and Services Policy [Strategic Plan Goal #2]

RESOLUTION NO. FA-CC-22-02-19

Moved by Chair

Seconded by Committee

THAT County Council approve the revised Policy GA-01 Procurement of Goods and Services; AND FURTHER THAT a By-law to Amend By-law 59-02 Corporate Policies and Procedures for the County of Renfrew be adopted.

Background

With a continued movement towards electronic means of conducting business, County of Renfrew staff have updated the procurement policy to include electronic tendering which includes the use of an electronic bidding system such as “Bids&Tenders” for a digital procurement platform. The changes also include an extensive clean up of items since the last policy update was in 2015. County of Renfrew Solicitor, Mr. James L. MacGillivray, Rasmussen Starr Ruddy LLP reviewed these additions and changes.

13. Employment By-law #1

RESOLUTION NO. FA-CC-22-02-20

Moved by Chair

Seconded by Committee

THAT County Council approve the following changes to Employment By-law #1 effective January 1, 2022:

- a) Article 4 - Rates of Pay: A 1.75% wage increase for all non-union staff (except students) as outlined in Schedules “A” and “B”;
- b) Removal of the Clerk/Cashier (Disclosure), Courtroom Clerk/Monitor and General Clerk/Cashier from Schedule “A” at Group 3 in the salary grid, removal of the Collections Clerk from Schedule “A” at Group 4 in

- the salary grid and addition of Court Service Specialist in Schedule “A” at Group 3 in the salary grid;
- c) Removal of the Asset Management Coordinator from Schedule “A” at Group 7 in the salary grid; and
 - d) Change to the Student Wage from \$13.40 to \$14.10 (for students under 18) and from \$14.25 to \$15.00 (for students 18 and over) as outlined in Schedule “B”.
- AND FURTHER THAT the revised Employment By-law # 1 be adopted.

Background

Below is a summary of the changes to Employment By-law #1:

- a) Article 4 – Rates of Pay
 - A 1.75% non-union wage increase consistent with the 2022 approved annual budget for employees that are part of the following Schedules effective January 1, 2022:
 - Schedule “A” – Non-Union Salary Grid and Classifications; and
 - Schedule “B” – Roads Operational Classifications and Rates.
- b) Provincial Offences Administrative Changes
 - After a review of the job descriptions of the Clerk/Cashier (Disclosure), Courtroom Clerk/Monitor, General Clerk/Cashier and Collections Clerk, and with subsequent job evaluations completed for each position, staff recommends that these positions be given the title Court Services Specialist in Group 3 of the salary grid.
- c) Asset Management Coordinator
 - The Asset Management Coordinator was responsible for assisting the Manager of Real Estate. However, with changes in Finance with the hiring of a Finance Manager and inclusion of other staff, there is an option and greater synergy to roll in Asset Management as an ongoing task for finance staff, supported by the appropriate staff in Renfrew County Housing Corporation (RCHC), Development and Property, Public Works and Engineering, etc.
- d) Student Wages
 - On January 1, 2022, the Ontario minimum wage increased from \$14.25 to \$15.00 per hour. The County of Renfrew student wages are calculated as follows:

- Students over the age of 18 are paid at the Province of Ontario general minimum wage, equalling \$15.00; and
- Students under the age of 18 are paid at 94% of the general minimum wage, equalling \$14.10.

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

DECEMBER 2021 - YEAR-TO-DATE

To the Warden and Members of the Renfrew County Council:

The following is an itemized statement of remuneration and expenses paid to, and on behalf of each member of Renfrew County Council.

Name	Payroll				Payroll & Accounts Payable	Payroll & Accounts Payable	Accounts Payable		TOTAL
	Salary	ADHOC Per Diem	Mileage	Expenses	FCM AMO Advocacy / Delegations	CONVENTION Expenses (\$1,875 max)	ADHOC Expenses	OTHER Expenses	
Bennett, David	14,283.00	972.00	0.00	0.00	0.00	0.00	0.00	0.00	15,255.00
Brose, James	16,425.00	1,215.00	391.14	0.00	0.00	1,503.60	0.00	0.00	19,534.74
Doncaster, Glenn	14,283.00	1,215.00	118.00	0.00	6,461.50	943.92	0.00	0.00	23,021.42
Donohue, Michael	16,425.00	3,159.00	933.97	0.00	486.00	1,618.65	0.00	0.00	22,622.62
Emon, Peter	14,982.96	7,776.00	212.40	0.00	972.00	1,386.00	0.00	0.00	25,329.36
Grills, Deborah	14,283.00	243.00	0.00	0.00	0.00	407.04	0.00	0.00	14,933.04
Hunt, Brian	15,410.96	4,860.00	325.68	0.00	0.00	1,503.60	0.00	0.00	22,100.24
Keller, Sheldon	14,283.00	972.00	285.56	0.00	0.00	0.00	0.00	0.00	15,540.56
Love, Kim	14,283.00	0.00	0.00	0.00	0.00	1,339.56	0.00	0.00	15,622.56
Lynch, Daniel	14,283.00	2,430.00	281.43	0.00	0.00	407.04	0.00	0.00	17,401.47
Murphy, Jennifer	16,425.00	486.00	113.28	0.00	0.00	1,339.56	0.00	0.00	18,363.84
Peckett, Tom	16,949.97	972.00	548.70	0.00	0.00	1,592.10	0.00	0.00	20,062.77
Regier, Cathy	14,497.00	243.00	54.28	0.00	0.00	1,339.56	0.00	0.00	16,133.84
Reinwald, John	14,283.00	486.00	0.00	0.00	0.00	0.00	0.00	0.00	14,769.00
Robinson, Debbie	65,223.96	19,926.00	378.08	0.00	0.00	1,017.60	0.00	1,000.97	87,546.61
Sweet, Robert	17,124.96	7,290.00	77.88	0.00	0.00	700.92	0.00	0.00	25,193.76
Tiedje, Janice	14,283.00	243.00	552.24	0.00	0.00	1,339.56	0.00	0.00	16,417.80
TOTAL	\$ 307,728.81	\$ 52,488.00	\$ 4,272.64	\$ -	\$ 7,919.50	\$ 16,438.71	\$ -	\$ 1,000.97	\$ 389,848.63



January 19, 2022

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

Attention: Director of Finance/Treasurer

Re: Remuneration and expenses of council appointees (elected officials)
to the AMO, ROMA, MEPCO, LAS, ONE Investment Board of Directors for year ended December
31, 2021.

Dear: Jeffrey Foss

Please find attached a statement of remuneration and expense of council appointees (elected officials)
to the AMO, ROMA, MEPCO, LAS, and ONE Investment Board of Directors for the year ended December
31, 2021. This statement is prepared in accordance with section 284 (1) of The Municipal Act (S.O. 2001,
c25).

Please contact the undersigned if you have any questions or concerns regarding this statement.

Yours truly,

Suma Mullangi, CPA, CA
Accounting Manager
Association of Municipalities of Ontario

Tel: 416-971-9856 #314
Fax: 416-971-6191
Smullangi@amo.on.ca

Enclosure

200 University Ave. Suite 801	www.amo.on.ca	Tel 416.971.9856	Toll Free in Ontario
Toronto, ON, M5H 3C6	amo@amo.on.ca	Fax 416.971.6191	877.426.6527



REMUNERATION AND EXPENSES FOR THE YEAR 2021

Name	Position	Period Served on Board	Elected Officials	Municipality	Official Title	Total Amount Paid	Honorarium	Expenses Only
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A. Councillors

1. Debbie Robinson	AMO Director - County Causus, EOWC Chair	Feb-Dec 2021	Y	Renfrew, County of	Warden	\$0.00	\$0.00	\$0.00
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B. Other Appointees

CERTIFIED CORRECT

Suma Mullangi

Name (Please PRINT)

Signature

Accounting Manager

Title

(416) 971-9856 x 314

Telephone No.

Association of Municipalities of Ontario:

Name of Board

200 University Avenue, Suite 801, Toronto, Ontario, M5H 3C6

Address



Renfrew County and District Health Unit

"Optimal health for all in Renfrew County and District"

January 4, 2022

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

Attention: Mr. Paul Moreau, CAO

RE: 2021 Statement of Remuneration – Board of Health

Please find below an itemized statement of remuneration and expenses paid for the year 2021, pursuant to the Municipal Act, 2001, S.O. 2001, c.25 Statement 284. (3):

Name	Honoraria	Mileage (kms)
Mayor Michael Donohue	\$2100.00	\$221.40
Reeve Peter Emon	\$2450.00	-
Councillor Jennifer Murphy	\$2975.00	-
Reeve Cathy Regier	\$2275.00	-

Kind regards,

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

HD/mz

Affordable and Attainable Housing Capital Project Funding

Minister of Municipal Affairs and Housing

Thank you!

We are very pleased to be the recipient of \$1.5 million through the Social Services Relief Fund 4 to start construction in 2022 on a capital project that will allow us to build six new affordable and supportive housing units in Renfrew County. This program has come at a crucial time as affordable and attainable housing continues to be a significant issue in our area.

Background:

The Ministry of Municipal Affairs and Housing has shown its flexibility in supporting municipalities to find ways of increasing affordable housing stock, and while these tools can be very effective in some areas, rural communities are having difficulty adapting them to their various situations.

The last affordable housing development in the County of Renfrew was designated for seniors and that was six years ago in the Town of Arnprior. Two years prior, a non-profit housing group in the Town of Petawawa also built affordable seniors housing. In both those cases, the developments each received in excess of \$2 million in provincial funding.

In our research, we have not been able to find a single non-profit housing development built in the County of Renfrew that did not receive a financial incentive from the province.

Our solution:

The County of Renfrew wants to build on the success of our partnership with MMAH, where we used our \$750,000 in modernization funding to become more efficient in the way in which we serve our residents, while obtaining considerable long-term financial savings.



The County of Renfrew would welcome the opportunity to work with the province, perhaps in a pilot project capacity, to find more efficient and innovative ways of addressing the critical shortage of attainable and affordable housing across rural Ontario.

We continue to react to the needs in our community without having the benefit of time or money, both of which are required if we hope to plan for now and into the future. Together, we have the ability to collaborate on an in-depth study to identify among other things the needs of residents in rural Ontario, innovative community housing successes nationally and internationally potentially leading to a more modern approach to future housing solutions to reflect a more efficient use of provincial/federal/municipal dollars.

The County of Renfrew is proposing this new approach to Community Housing begin in our region. The County prides itself on its exceptional aptitude for innovative approaches and practices to challenging situations. The Renfrew County Virtual Triage Assessment Centre (RCVTAC), Long-term Care Community Paramedic Program, and the modernization of our administrative delivery model, are three excellent examples of the forward thinking approach of our staff and council.

In closing, the County of Renfrew would welcome the opportunity to have further discussion with MMAH to explore, in greater detail, the potential of working together for the betterment of all Ontarians.

Office of the
County Warden



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
613-735-7288
FAX: 613-735-2081
www.countyofrenfrew.on.ca

January 31, 2022

The Honorable Steve Clark
Minister of Municipal Affairs and Housing
17th Floor, 777 Bay Street
Toronto, Ontario M7A 2J3
minister.mah@ontario.ca

Dear Minister Clark:

Thank you very much for meeting with us at ROMA on Monday, January 24, 2022 to discuss innovative approaches to community housing and new purpose built homes in Renfrew County. We are invigorated by your announcement that your government is taking steps to assist further modernization and efficiency programs amongst municipalities like our own, through Phase 3 of the Municipal Modernization Program.

The County of Renfrew is like many other municipalities; working with our communities and community leaders to determine the best type of housing mix to help bridge the gap in affordable housing and encourage homeownership. The solutions lie in collaboration between many partners, including the private and public sectors, and we're working on an innovative approach to determine how Renfrew County moves on our next projects. We are encouraged by your-interest in partnering with us to meet the housing needs of our residents now and into the future.

To that end, we would like to reiterate our desire to work within one of your funding envelopes. Our plan is to develop an approach to reevaluate our housing strategy, catalogue County and other public assets, and garner input from the public on what partnerships could be leveraged to create an innovative approach to providing housing in communities across the region, including the Algonquins of Pikwakanagan. We will establish new relationships with the goal of creating a where, when and how solution, in order to identify a range of housing opportunities that truly meet the needs of residents.

In closing, the County of Renfrew looks forward to working with your Ministry to determine our best next steps so we can achieve these goals together.

Sincerely,

Debbie Robinson, Warden
County of Renfrew
warden@countyofrenfrew.on.ca

c: Honourable Doug Ford, Premier of Ontario
John Yakabuski, MPP, Renfrew-Nipissing-Pembroke and Parliamentary Assistant to the Premier

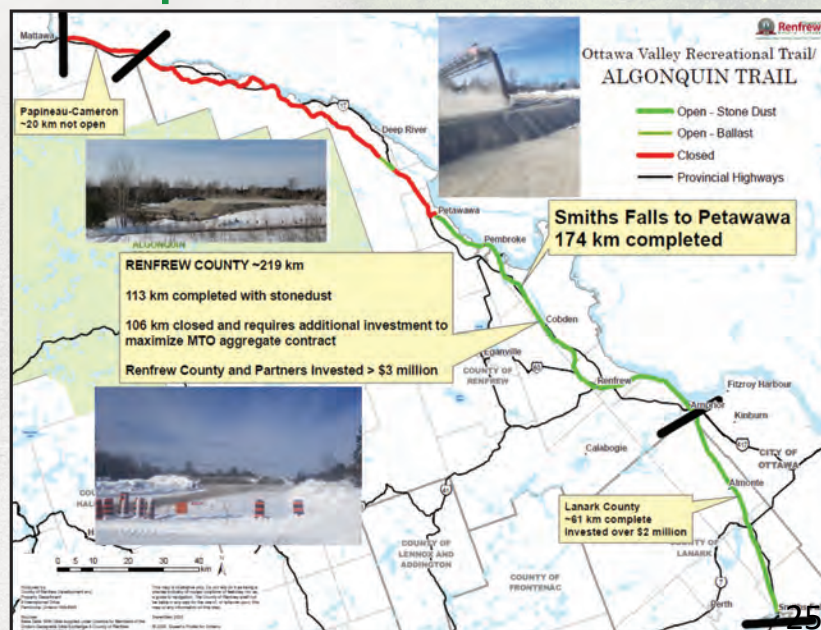
Thank you to the Province of Ontario and the Ministry of Transportation for assistance on our multi-use and active transportation project to date.

- Investing in Canada Infrastructure (ICIP) grant
- Rural Economic Development Funds (RED)
- The completed Ministry of Transportation delivery of over 110,000 tonnes of aggregate to the Village of Chalk River and Deux-Rivieres to be used on the Trail

Challenges

- Using/applying the MTO supplied aggregate
- Thank you and the Ministry staff for their work to try and find a solution to the CPR bridge @ Mattawa and the trail connectivity into the Town of Mattawa
- Receive final acceptance from the Province (Registry staff) to use compiled plans, instead of very costly surveys, to transfer the remaining lands running through Crown Land to the County of Renfrew and the Township of Papineau-Cameron
- Accessing an appropriate funding grant opportunity to aid in the costs for completion

Work Completed - over 175kms!





This 296 km four-season multi-use trail, (218 kms within Renfrew County), that parallels Highway 17 and the Heritage Ottawa River, was a major investment by the three partners (Renfrew and Lanark Counties and the Township of Papineau-Cameron) and supported by many stakeholders.

The Renfrew County section is referred to as the Algonquin Trail, in recognition to the importance of the Algonquin First Nation to our region.

When we presented our plans to Minister Mulroney, the MTO was incorporating active transportation into several new highway designs and there were plans to do so when Highway 17 received upgrades in this region of Ontario. As mentioned, the proposed route along the trail would provide incredible savings to the Province. We estimated a cost of \$24 million for MTO to complete 135 kms of hardened shoulders along our portion of Highway 17.

Benefits and Recognition Summary

- Keeps cyclists off the highway and onto the safer Algonquin Trail route attracting many more cyclists to this Southern Ontario/ Northern Ontario cycling and active transportation route.
- Cost savings of approximately \$21 million to MTO.
- Links our neighbours at the Northern Ontario Discovery Routes group with southern Ontario and Ottawa, and Quebec.
- Provides a safe option to Highway 17 for the Voyageur Cycling Route, part of Ontario's Province-wide Cycling Network.
- This plan and Trail will support the Ontario Trails Strategy of 2010.
- Algonquin Trail/Ottawa Valley Recreational Trail was the Ontario Trail of Distinction as recognized by Trails Ontario.
- Ottawa Valley Recreational Trail (OVRT) received two 2018 Awards of Excellence; the Lieutenant Governor's Award for Economic Development Excellence and the Regional and Cross-Border Collaboration & Partnership Award for populations of 50,000-250,000 Economic Developers Council of Ontario (EDCO).
- A trail connecting our region to Northern Ontario will provide a potential link to the Great Trail.
- Recent economic impact study showed that users of the Trail contribute a minimum of \$5.7million to the region in economic benefit

Request

The County of Renfrew requests that the Province of Ontario considers future County funding applications for the completion of this trail as a multi-use, active transportation trail.

Office of the
Warden



9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA
K8A 6W5
613-735-7288
FAX: 613-735-2081
www.countyofrenfrew.on.ca

January 31, 2022

The Honourable Caroline Mulroney
Minister of Transportation
5th Floor, 777 Bay St.
Toronto, ON M7A 1Z8
email: minister.mto@ontario.ca

RE: Active Transportation – Algonquin Trail/Ottawa Valley Recreational Trail

Dear Minister Mulroney:

We would like to thank you for our successful meeting at ROMA to discuss innovative options for completion of the County of Renfrew's pride asset, the Algonquin Trail, as a four-season, multi-use and active transportation route. We continue to be very appreciative of the relationship we have enjoyed with your Ministry and staff with past projects, and look forward to greater collaboration in the future as we look to 2022 and 2023 as the years we complete the trail in its entirety for the benefit of all Ontarians.

The Algonquin Trail/Ottawa Valley Recreational Trail is a 296 km multi-use trail, of which 218 kms lies within Renfrew County and parallels Highway 17 and the Heritage Ottawa River. This was a milestone achievement by municipal leaders, and a major investment by the three partners (Renfrew and Lanark Counties and the Township of Papineau-Cameron) and supported by many stakeholders.

In the days since our delegation, your colleagues within the Ministry of Agriculture, Food and Rural Affairs announced new funding under the Rural Economic Development (RED) program. In the past, we have worked with OMAFRA quite successfully on similar funding opportunities and are proposing that we make an application to do so again. In keeping with our funding solution as presented to you at ROMA, we would appreciate your full support of an application to the RED program, for rehabilitation of up to 40 km of the Algonquin Trail. This project would complement our previous collaborative efforts with your Ministry to create a safe alternative to cycling and active transportation along Highway 17 in the northern section of our County. Upgrading our trail with stone dust and safety measures will undoubtedly create one of Ontario's most wonderful four-season, multi-use trails that we can both celebrate at its completion. This funding, coupled with our plans in place in 2022 and 2023 using our own funds, will allow for the final kilometres to be completed, ahead of schedule and ready for use this fall or early next Summer. The opportunity will create unparalleled economic development potential in an area that is in dire need of support for jobs, investment attraction, and rural development.

There are several benefits for a multi-use and active transportation system through the County of Renfrew:

- Keeps cyclists off the Trans Canada Highway and onto the safer Algonquin Trail route attracting many more cyclists to this Southern Ontario / Northern Ontario cycling and active transportation route.
- Links our neighbours at the Northern Ontario Discovery Routes group with Southern Ontario, Ottawa, and Quebec.

- Provides a safe option to Highway 17 for the Voyageur Cycling Route, part of Ontario's Province-wide Cycling Network.
- Supports the Ontario Trails Strategy of 2010.
- Algonquin Trail/Ottawa Valley Recreational Trail was the Ontario Trail of Distinction as recognized by Trails Ontario. Ottawa Valley Recreational Trail (OVRT) received two 2018 Awards of Excellence; the Lieutenant Governor's Award for Economic Development Excellence and the Regional and Cross-Border Collaboration & Partnership Award for populations of 50,000-250,000 Economic Developers Council of Ontario (EDCO).
- Connecting our region to Northern Ontario will provide a potential link to the Great Trail.
- Recent economic impact study shows that users of the Trail contribute a minimum of \$5.7million to the region in economic benefit.

The solutions for successful projects that link communities together lie in collaboration between many partners, including the private and public sectors. We are encouraged by your openness to work with us to determine how we partner to get there, and are hopeful that you will assist us with your Ministry colleagues. We look forward to working with your Ministry to determine our best next steps to determine how we can achieve these goals together.

Unfortunately, a scheduling conflict did not allow me to attend our delegation meeting with you at ROMA, however the next time you are in the County of Renfrew, I would be happy to provide you a tour of the completed sections of the Algonquin Trail.

Sincerely,



Debbie Robinson
Warden, County of Renfrew
warden@countyofrenfrew.on.ca

- c. Honourable Doug Ford, Premier of Ontario
Hon. Lisa MacLeod, Minister of Heritage, Sport, Tourism and Culture Industries
Hon. Lisa Thompson, Minister of Agriculture, Food and Rural Affairs
MPP John Yakabuski, Renfrew-Nipissing-Pembroke

County Road Growth Pressures

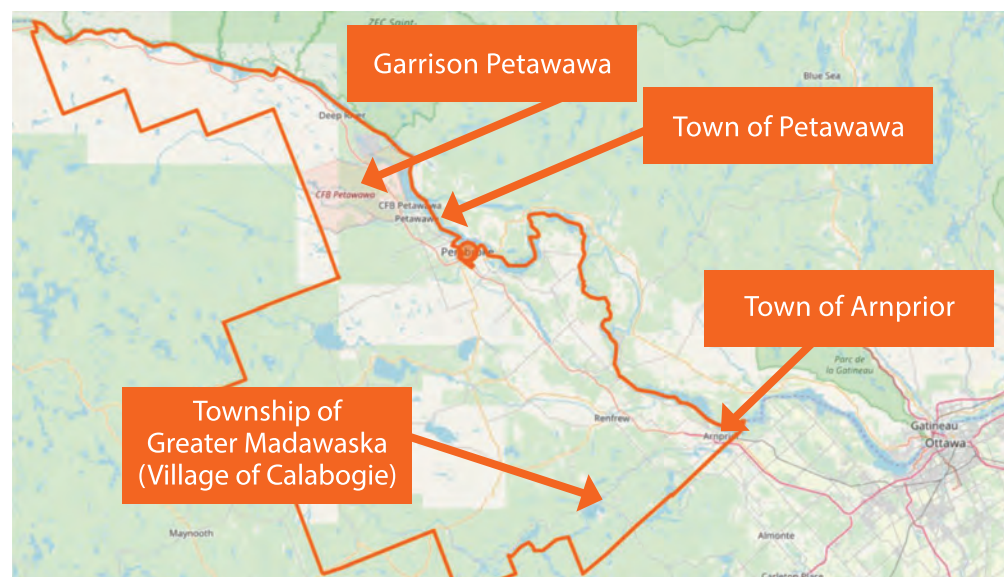
Thank you!

- Your Ministry's commitment to bring access to high-speed internet to all communities in Ontario by the end of 2025 will further assist us attracting residents to our region.
- Funding through the Ontario Community Infrastructure Fund (OCIF)
- The expansion of Highway 17 from Schell Drive near Arnprior to Bruce Street, 3km west of Renfrew is an integral part of the County's growth strategy

The County of Renfrew

The County of Renfrew stretches west from Ottawa to the northern tip of historic Algonquin Park. Founded in 1861, Renfrew County is the largest county in Ontario and is made up of 17 communities. The City of Pembroke and the Algonquins of Pikwakanagan are separate communities within our geographic region, and are reliant on our services and transportation network.

The residents of the County of Renfrew rely on roads as their primary means of transit because the population and transportation patterns are too dispersed to make transit economical in all or part of their communities.



County Road Growth Pressures

Growth in County of Renfrew

Like many parts of Ontario the County of Renfrew is experiencing significant growth.

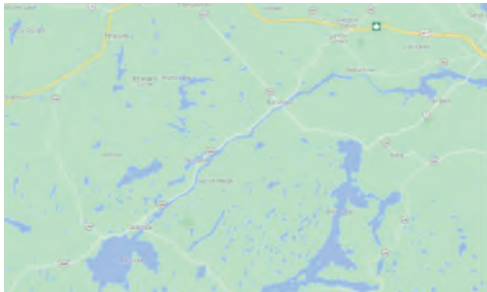
South-Eastern Boundary of the County of Renfrew (Town of Arnprior) is experiencing significant growth as the 417 corridor is expanded West; it was recently reported that Arnprior is the 10th fastest growing community in Canada. County Road 2 (Daniel Street) and County Road 10 (Baskin Drive W) within the Town of Arnprior are the Arterial and Collectors for the community and will require expansion to handle this unexpected boom in residential and commercial activity.



In our County's largest community, the Town of Petawawa, County Road 51 (Petawawa Boulevard) has seen substantial increased traffic with the growth of one of the largest employers in the Ottawa Valley, Garrison Petawawa. The County has engaged a Consultant to design a Roundabout but funding is required for implementation. Upgrading this route is imperative for the flow of personnel and goods that are otherwise mired in congestion and bottlenecks.



Similarly, the village of Calabogie is fast becoming a recreational area of choice for many Ontarians. With a ski-hill, golf course many hiking trails and ATV/snowmobile trails this is a full four-season resort area that is now seeing transition to year-round living with new rural subdivisions appearing in various stages of planning. County Road 508 (Calabogie Road), County Road 52 (Burnstown Road) and County Road 2 (White Lake Road (section)) are seeing increasing traffic.



County Road Growth Pressures

Challenges

- County Roads within these partner communities are at or near capacity and will require significant infrastructure improvements in the coming years. A conservative estimate places the cost of upgrading the current County Roads across all of our 17 municipalities at \$40 million over the next 10 years.
- The County of Renfrew is not eligible for Provincial Gas Tax funding. Estimates suggest that the County of Renfrew contributes approximately \$4 million annually to the Provincial Gas Tax funding program.
- Existing funding programs like OCIF or ICIP either have funding caps or criteria that have limited the County of Renfrew's success.
- The Investing in Canada Infrastructure Program is an application-based program and, to date, the County of Renfrew has been unsuccessful in its application for its most important projects due to factors made unclear to the County.

Solutions:

The County of Renfrew has clearly demonstrated that it has continued to work with the Province to reduce costs and increase efficiency in public services. We ask that the Province consider:

- Expanding the eligibility and access to the Provincial Gas Tax fund for those municipalities who rely on roads as their primary means of transit because of traditional difficulties associated with a population and transportation patterns that are too dispersed to make transit economical in all or part of their communities.
- Providing greater flexibility in the guidelines for municipalities for the ICIP program. Including clear criteria and scoring methodology, backed up with appropriate data measures, so we can articulate the need for the funded project, further that the scoring criteria prioritize municipal partnership.
- Continue to increase funding through the Ontario Community Infrastructure Fund (OCIF) that provides funding for small, rural and northern communities to develop and renew their infrastructure. The County of Renfrew believes this fund could be improved by removing the restriction that limits funding to only core infrastructure.

Office of the
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January 31, 2022

Honourable Kinga Surma
Minister of Infrastructure
College Park, 5th Floor, Room 5E200
777 Bay Street
Toronto, ON M7A 2J3

RE: ROMA County Road Growth

Dear Minister Surma:

Thank you for taking the time to meet with my colleagues from the County of Renfrew on January 24, 2022 during the Virtual Rural Ontario Municipal Association conference to discuss growth along a number of County roads within the County of Renfrew. Also, I wish to thank you and your government, for the continued funding opportunities that have been provided to rural Ontario.

As was expressed in the meeting, the County of Renfrew is experiencing significant growth in several partner municipalities, in particular, within the Town of Arnprior and the Town of Petawawa. As the expansion of Highway 417 continues, the growth-related demands on County roads are becoming issues within these developing municipalities. With this in mind, we will look to the Province of Ontario to allocate funding for these critical infrastructure improvements, in conjunction with the County of Renfrew and partner municipalities.

On behalf of my colleagues and thousands of County of Renfrew citizens that will benefit from the upgrading of these critical infrastructure projects, I want to once again thank you for taking the time out of your busy schedule to discuss this important matter. I look forward to continuing discussions with you and your staff regarding the enhancements to the County of Renfrew's infrastructure.

If you have any further questions or require additional information for now, please do not hesitate to contact me.

Sincerely,

Debbie Robinson, Warden
County of Renfrew
warden@countyofrenfrew.on.ca

c: Honourable Doug Ford, Premier of Ontario
John Yakabuski, MPP, Renfrew-Nipissing-Pembroke and Parliamentary Assistant to the Premier

Municipal Role in PUBLIC HEALTH

Background

In Ontario, local health units are responsible for the delivery of public health services. Municipalities in Ontario continue to play an important funding and oversight role in this policy area (Hancock 2002; Siegel 2009). Some health units are integrated into municipal structures, but others operate completely separate from their municipal overseers. In 2016, there were 36 public health units in Ontario. Governance structures vary, but in general, they can be divided into two categories: autonomous and integrated. Twenty-two are autonomous, meaning that they operate as distinct local governments, separate from any municipality. The remaining 14 are integrated, meaning that they operate within the administrative structure of a municipality. The boards of autonomous health units are composed of both municipal and provincial appointees, whereas single-tier or regional councils serve as the Board of Health for most integrated health units (four of them – Chatham-Kent, Huron, Lambton and Toronto – have provincial appointees on their boards as well. But the health unit staff are municipal employees, and provincial appointees cannot outnumber municipal appointees) (see Pasut 2007: 16). A medical officer of health (MOH), who is a specialist physician in public health, leads each health unit. In integrated health units, the MOH is a municipal employee and reports to the city manager regarding certain administrative functions, whereas the MOH in an autonomous health unit reports solely to the Board of Health.

Executive Summary

The current situation of public health cost escalation without remedy for the obligated municipalities is unmanageable. The Council for the County of Renfrew has established budgetary constraints for all departments at a maximum annual increase of 2.5%. The increase demanded from our local public health unit has been 400% and 340% higher than this maximum for 2020 and 2021 respectively.

We see only two possible solutions to the pending fiscal crisis.

BRIEF

Municipal Role in PUBLIC HEALTH

1. The Province must continue to fund programs under the current (pre-April 18, 2019 announcement) Public Health Funding and Accountability Agreement -100 percent of the MCCSS programs and a 75/25 split of current cost shared programs.
2. The Province of Ontario must dissolve the autonomous organization known as the Renfrew County District Health Unit and transfer this function to the Municipal Corporation of the County of Renfrew to be integrated into our governance and administrative structure.

This transfer will eliminate the need for duplicate governance and administration of public health offices by integrating the Boards of Health (BoH) governance into our municipal council. As elected municipal officials are closest to the people, there are local synergies to take on the responsibilities of the BoH. In addition, by integrating local public health functions such as administration, finance, human resources and information technology with already existing municipal corporate functions, there is a further opportunity to achieve cost savings. Modernization of public health is important, but not at the expense of local governance and oversight that has a deep understanding of the needs of our people.

Public Health Funding

The province and member municipalities share the costs of delivering public health programs. Under the Health Protection and Promotion Act (HPPA), the enabling legislation for Ontario's health units, contributing member municipalities are obligated to pay what the Board of Health deems necessary to defray the costs of delivering mandatory public health programs. These were known as the Mandatory Health Program and Service Guidelines until 2008, when they were updated as the Ontario Public Health Standards. But the provincial contribution to public health spending, which is based on what the minister considers appropriate, has varied considerably in recent years (Pasut 2007). Before 1997, the province funded 75% of the mandatory program budgets for most boards of health and municipalities funded the remaining 25%. In 1996, the Social Services Sub-Panel of the Ontario Who Does What? panel concluded that the province has the primary interest in public health and that public health services should be delivered by provincially appointed and funded boards of health (Crombie and Hopcroft 1996). However, this recommendation was never implemented. Instead, public health and many social services were downloaded to municipalities in 1997, with the province assuming more responsibility for education (see Graham and Phillips 1998). This total download of public health lasted until 1999, when the province moved

BRIEF

Municipal Role in PUBLIC HEALTH

to a 50/50 funding formula (Campbell 2004). The 50/50 formula stayed in place until 2004. In 2005, the province began to phase in a return to its previous mandatory program contribution level of 75%. This increase in provincial funding was in response to the fallout from two public health emergencies – the Escherichia coli outbreak in Walkerton in 2000 and the Severe Acute Respiratory Syndrome (SARS) epidemic in 2003 – and was intended to increase the capacity of the public health system. The province's original plan was to reach the 75/25 funding split within three years, but it has since capped its annual increases. By 2011, for example, only 17 health units (out of 36) had reached the 75/25 funding split for mandatory programs (Lyon 2016).

Province Announces a Change

In April 2019, the Ontario Government announced that public health units would be reduced from 35 to 10 and that a new municipal cost sharing relationship would be implemented immediately. The cost sharing model in effect since 2005 would change from a 75/25 provincial/municipal split to a 70/30 provincial/municipal split. Further, some 100% provincially funded programs would no longer be fully funded, and these programs would be rolled into the cost-shared budget. In Renfrew County, there are only the two remaining 100% funded programs. The provincial government anticipates that “these measures are expected to achieve the \$200 million in savings the provincial government is hoping to realize” (Papadopoulos, 2019). However, it is important to note that these anticipated savings are an illusion. They are from the province's bottom line, and not that of the public health system or the taxpayer; as there is only one taxpayer. This plan will significantly increase the municipal tax burden and be particularly challenging in rural communities with aging populations and limited resources, such as Renfrew County.

The Province is fully aware of the impact to each obligated municipality because of this decision. In fact, the Renfrew County and District Health Unit (RCDHU) has received \$908,400 from the Province in temporary ‘mitigation funding’ in each of 2020 and 2021. The original Ministry base funding for RCDHU's programs is \$6,180,600 and is anticipated to be reduced to \$5,272,200 in 2022 when mitigation is no longer received. Therefore, the anticipated impact to the obligated municipalities is an increase of \$908,400 (Daly 2021). In Renfrew County, there are three obligated municipalities sharing the municipal cost of public health based on population; the County of Renfrew (86.44%), the City of Pembroke (12.41%) and the Township of South Algonquin (1.15%) .

BRIEF

Municipal Role in PUBLIC HEALTH

Once this mitigation funding is removed, the County of Renfrew anticipates an increase in our subsidy for public health to increase by \$785,221 (86.44% of \$908,400). This future increase is in addition to a demand from RCDHU for a 10% funding increase in 2020 (\$145,273) and an 8.5% increase in 2021 (\$135,286). The cumulative impact to the County of Renfrew since 2019 will be an increase in the property tax burden of \$1,065,780.

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January 31, 2022

Honourable Christine Elliott
Deputy Premier - Minister of Health
Ministry of Health
5th Floor, 777 Bay St.
Toronto, ON M7A 2J3

Dear Minister Elliott,

On behalf of the residents of the County of Renfrew, I would like to extend our sincere gratitude for the thoughtful engagement afforded our delegation at the recent ROMA conference. We very much appreciated your approach and willingness to listen to our concerns.

In April 2019, the Ontario Government announced that the number of public health units would be reduced from 35 to 10 and that a new municipal cost-sharing relationship would be implemented immediately. The cost-sharing model in effect since 2005 would change from a 75/25 provincial/municipal split to a 70/30 provincial/municipal split. Further, some 100% provincially funded programs would no longer be fully funded, and these programs would be rolled into the cost-shared budget.

The provincial government anticipates that "... these measures are expected to achieve the \$200 million in savings the provincial government is hoping to realize". However, it is important to note that these anticipated savings are an illusion. They are from the province's bottom line, and not that of the public health system or the taxpayer; as there is only one taxpayer. This plan will significantly increase the municipal tax burden and be particularly challenging in rural communities with aging populations and limited resources, such as Renfrew County.

The Province should be aware of the impact to each obligated municipality because of this decision. In fact, the Renfrew County and District Health Unit (RCDHU) has received \$908,400 from the Province in temporary 'mitigation funding' in each of 2020 and 2021. In the RCDHU catchment area there are three obligated municipalities sharing the municipal cost of public health based on population; the County of Renfrew (86.44%), the City of Pembroke (12.41%) and the Township of South Algonquin (1.15%). Should the mitigation funding be removed, the County of Renfrew anticipates an increase in our subsidy for public health to increase by \$785,221.

This future increase is in addition to a requirement from RCDHU for a 10% funding increase in 2020 (\$145,273) and an 8.5% increase in 2021 (\$135,286). The cumulative impact to the County of Renfrew since 2019 will be an increase in the property tax burden of \$1,065,780.

We were buoyed by our conversation with you and your positive response to consider municipal impacts to any future changes to the provincial/municipal cost-sharing arrangement for Public Health units.

Our Renfrew County and District Health Unit will continue to provide much needed services to the residents of the County of Renfrew post pandemic. To that end, we welcome further discussion with you and Ministry staff at your convenience.

Sincerely,



Debbie Robinson, Warden

County of Renfrew

warden@countyofrenfrew.on.ca

c: The Honourable Doug Ford, Premier of Ontario

John Yakabuski, MPP, Renfrew-Nipissing-Pembroke and Parliamentary Assistant to the Premier

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

Summary of Surplus Accounts

CFR #836

- Has a balance of **\$362,170.66**
- The Claims Fluctuation Reserve is fully funded at 10% of the health and dental premium

UDA #2042

- Opened this UDA Account September 1, 2007 and is now frozen
- Has a surplus balance of **\$113,755.82**
- The Town of Deep River, Ontario Highlands Tourism Organization and The Township of Laurentian Valley are excluded from this UDA

UDA #2560

- Opened this UDA Account March 1, 2013
- Has a surplus balance of **\$771,833.25**
- All municipalities are included within this UDA Account

Subject: FW: 2021 Financial Indicators - Renfrew County
Attachments: FITC21_Renfrew Co.pdf

From: Staveley-Watson, Meredith (MMAH)
Sent: Friday, January 21, 2022 3:53:09 PM
To: Jeff Foss
Subject: 2021 Financial Indicators - Renfrew County

Good afternoon Municipal Treasurer,

The Ministry of Municipal Affairs and Housing reviews each municipality's financial health through the use of key financial indicators in relation to established provincial thresholds. Please find attached the financial indicator template that has been calculated using your 2020 Financial Information Return data.

The Ministry reviews the indicators from time-to-time, to make sure they provide useful information. This year we have not made any changes to the indicators.

The formulas (SLC references and calculations) are included in the report for all indicators to provide you with the FIR schedule, line and column that we have drawn the data from.

For each Financial Indicator, medians and averages have been calculated for comparator groupings relevant to the municipality.

Although Financial Indicators may provide important information about a municipality's fiscal health, it is important to remember that they only provide a financial snapshot at a particular moment in time and should never be used in isolation but should be supported with other information and local knowledge.

Also enclosed with the FITs template is the Municipal Financial Profile for your Municipality.

The profile spreadsheet contains data points from the Financial Information Returns (FIR), as well as a variety of calculations based on the FIR information. Other information comes from sources such as, the Municipal Property Assessment Corporation (MPAC), Statistics Canada and the On-Line Property Tax Analysis (OPTA) system. Municipalities are required on an annual basis to complete a Financial Information Return (FIR) based mainly on the information from their audited financial statements.

For 2020, the County of Renfrew had one indicator that was within the "moderate" level of risk including Closing Amortization Balance as a % of Total Cost of Capital Assets.

Please advise if you would like to book a meeting to review your indicators.

Sincerely,

Meredith Staveley-Watson

(she/her/elle)

Municipal Advisor / Conseillère en gestion municipale

Ministry of Municipal Affairs and Housing / Ministère des Affaires municipales et du Logement

FINANCIAL INDICATOR REVIEW

(Based on 2020 Financial Information Return)

Renfrew Co

Date Prepared:	02-Nov-21	2020 Households:	48,220	Median Household Income:	70,106
MSO Office:	Eastern	2020 Population	76,315	Taxable Residential Assessment as a	
Prepared By:	Meredith Staveley-Watson	2021 MFCI Index	n/a	% of Total Taxable Assessment:	82.8%
Tier	UT			Own Purpose Taxation:	43,632,648

SUSTAINABILITY INDICATORS

Indicator	Ranges		Actuals	South - UT - Counties		Level of Risk
				Median	Average	
Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied	Low: < 10% Mod: 10% to 15% High: > 15%	2016	0.0%	0.0%	0.0%	LOW
		2017	0.0%	0.0%	0.0%	LOW
		2018	0.0%	0.0%	0.0%	LOW
		2019	0.0%	0.0%	0.0%	LOW
		2020	0.0%	0.0%	0.0%	LOW
Net Financial Assets or Net Debt as % of Own Source Revenues	Low: > -50% Mod: -50% to -100% High: < -100%	2016	22.1%	25.7%	21.6%	LOW
		2017	24.6%	26.1%	25.8%	LOW
		2018	27.4%	30.6%	29.2%	LOW
		2019	36.5%	37.5%	36.1%	LOW
		2020	43.0%	50.6%	48.9%	LOW
Total Reserves and Discretionary Reserve Funds as a % of Municipal Expenses	Low: > 20% Mod: 10% to 20% High: < 10%	2016	29.1%	29.7%	35.9%	LOW
		2017	30.7%	31.3%	37.8%	LOW
		2018	32.4%	34.0%	39.4%	LOW
		2019	40.2%	38.8%	42.6%	LOW
		2020	43.9%	45.4%	50.2%	LOW
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	Low: > 0.5:1 Mod: 0.5:1 to 0.25:1 High: < 0.25:1	2016	1.97:1	2.57:1	2.8:1	LOW
		2017	2.29:1	2.8:1	2.83:1	LOW
		2018	2.53:1	2.42:1	2.79:1	LOW
		2019	3.8:1	2.82:1	3.52:1	LOW
		2020	2.65:1	2.57:1	3.42:1	LOW

FLEXIBILITY INDICATORS

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	Low: < 5% Mod: 5% to 10% High: >10%	2016	0.8%	1.8%	1.8%	LOW
		2017	0.9%	1.7%	2.0%	LOW
		2018	1.2%	1.7%	1.9%	LOW
		2019	1.3%	1.5%	1.6%	LOW
		2020	1.2%	1.2%	1.9%	LOW
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	Low: < 50% Mod: 50% to 75% High: > 75%	2016	55.6%	46.5%	49.2%	MODERATE
		2017	55.7%	46.9%	49.8%	MODERATE
		2018	56.6%	47.9%	50.1%	MODERATE
		2019	57.5%	48.3%	50.7%	MODERATE
		2020	58.1%	49.0%	51.9%	MODERATE
Annual Surplus / (Deficit) as a % of Own Source Revenues	Low: > -1% Mod: -1% to -30% High: < -30%	2016	10.1%	10.0%	9.5%	LOW
		2017	12.9%	12.2%	11.5%	LOW
		2018	9.9%	11.4%	13.0%	LOW
		2019	14.9%	14.7%	14.7%	LOW
		2020	25.6%	23.0%	24.6%	LOW

The data and information contained in this document is for informational purposes only. It is not an opinion about a municipality and is not intended to be used on its own - it should be used in conjunction with other financial information and resources available. It may be used, for example, to support a variety of strategic and policy discussions.

FINANCIAL INDICATOR REVIEW

(Based on 2020 Financial Information Return)

Renfrew Co

NOTES

Financial Information Returns ("FIRs") are a standard set of year-end reports submitted by municipalities to the Province which capture certain financial information. On an annual basis, Ministry staff prepare certain financial indicators for each municipality, based on the information contained in the FIRs. It is important to remember that these financial indicators provide a snapshot at a particular moment in time and should not be considered in isolation, but supported with other relevant information sources. In keeping with our Financial Information Return review process and follow-up, Ministry staff may routinely contact and discuss this information with municipal officials.

Supplementary Indicators of Sustainability and Flexibility

The following is a summary, adapted from the Chartered Professional Accountants of Canada Statement of Recommended Practice (SORP) 4.

- A government (including a municipality) may choose to report supplementary information on financial condition, to expand on and help explain the government's financial statements.
- Supplementary assessment of a government's financial condition needs to consider the elements of sustainability and flexibility.
- Sustainability in this context may be seen as the degree to which a municipality can maintain its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others without inappropriately increasing the debt or tax burden relative to the economy within which it operates.
- Sustainability is an important element to include in an assessment of financial condition because it may help to describe a government's ability to manage its financial and service commitments and debt burden. It may also help to describe the impact that the level of debt could have on service provision.
- Flexibility is the degree to which a government can change its debt or tax level on the economy within which it operates to meet its existing financial obligations both in respect of its service commitments to the public and financial commitments to creditors, employees and others.
- Flexibility provides insights into how a government manages its finances. Increasing taxation or user fees may reduce a municipality's flexibility to respond when adverse circumstances develop if the municipality approaches the limit that citizens and businesses are willing to bear.
A municipality may temporarily use current borrowing, subject to the requirements set out in the Municipal Act to meet expenses and certain other amounts required in the year, until taxes are collected and other revenues are received. Municipal current borrowing cannot be carried over the long term or converted to long term borrowing except in very limited circumstances.
- For each element of financial condition, the report on indicators of financial condition should include municipality-specific indicators and municipality-related indicators. It may be useful to also include economy-wide information when discussing financial condition.

Additional Notes on what Financial Indicators may indicate:

Total Taxes Receivable less Allowance for Uncollectibles as a % of Total Taxes Levied - *Shows how much of the taxes billed are not collected.*

Net Financial Assets or Net Debt as % of Own Source Revenues - *Indicates how much property tax and user fee revenue is servicing debt.*

Reserves and Reserve Funds as a % of Municipal Expenses - *Indicates how much money is set aside for future needs and contingencies.*

Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities) - *Indicates how much cash and liquid investments could be available to cover current obligations.*

Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs) - *Indicates how much of each dollar raised in revenue is spent on paying down existing debt.*

Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio) - *Indicates how much of the assets' life expectancy has been consumed.*

Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues - *Indicates the municipality's ability to cover its operational costs and have funds available for other purposes (e.g. reserves, debt repayment, etc.)*

The Northern and Rural Municipal Fiscal Circumstances Index (MFCl) is used by the Ministry of Finance to calculate the "Northern and Rural Fiscal Circumstances Grant" aimed at northern as well as single and lower-tier rural municipalities. The index measures a municipality's fiscal circumstances. The MFCl is determined by six indicators: Weighted Assessment per Household, Median Household Income, Average Annual Change in Assessment (New Construction), Employment Rate, Ratio of Working Age to Dependent Population, and Per Cent of Population Above Low-Income Threshold. A lower MFCl corresponds to relatively positive fiscal circumstances, whereas a higher MFCl corresponds to more challenging fiscal circumstances. (Note: the MFCl index is only available for northern and rural municipalities)

FINANCIAL INDICATOR REVIEW

(Based on 2020 Financial Information Return)

Renfrew Co

CALCULATIONS

Total Taxes Rec. less Allowance for Uncollectibles as % of Total Taxes Levied	SLC 70 0699 01 / (SLC 26 9199 03 - SLC 72 2899 09)
Net Financial Assets or Net Debt as % of Own Source Revenues	SLC 70 9945 01 / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)
Total Reserves and Reserve Funds as a % of Municipal Expenses	(SLC 60 2099 02+SLC 60 2099 03)/(SLC 40 9910 11-SLC 12 9910 03-SLC 12 9910 07)
Cash Ratio (Total Cash and Cash Equivalents as a % of Current Liabilities)	SLC 70 0299 01 / (SLC 70 2099 01 + SLC 70 2299 01)
Debt Servicing Cost as a % of Total Revenues (Less Donated TCAs)	(SLC 74 3099 01 + SLC 74 3099 02) / (SLC 10 9910 01 - SLC 10 1831 01)
Closing Amortization Balance as a % of Total Cost of Capital Assets (Asset Consumption Ratio)	SLC 51 9910 10 / SLC 51 9910 06
Annual Surplus / (Deficit) (Less Donated TCAs) as a % of Own Source Revenues	(SLC 10 2099 01 - SLC 10 1831 01) / (SLC 10 9910 01 - SLC 10 0699 01 - SLC 10 0899 01 - SLC 10 1098 01 - SLC 10 1099 01 - SLC 10 1811 01 - SLC 10 1812 01 - SLC 10 1813 01 - SLC 10 1814 01 - SLC 10 1830 01 - SLC 10 1831 01 - SLC 12 1850 04)

COUNTY OF RENFREW

BY-LAW NUMBER 12-22

A BY-LAW TO PROVIDE FOR THE REMUNERATION OF MEMBERS OF THE COUNCIL OF THE COUNTY OF RENFREW

WHEREAS Section 283 of the *Municipal Act, 2001, S.O. 2001*, as amended, provides that the Council may establish by by-law the remuneration and expenses for members of Council for attendance at meetings of Council or for attendance at Committee meetings of Council and that such remuneration and expenses may be determined in any manner that Council considers advisable;

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

Council, Committee, Sub-Committee and Travel

1. That the Treasurer of the Corporation of the County of Renfrew shall pay to the Warden of the County:
 - (a) Effective January 1, 2022 an annual honorarium of \$66,365 paid in monthly installments during his/her term of office. The per diem allowance for meeting attendance and ceremonial functions/events is discontinued. All future remuneration increases for the Warden will be consistent with percentage increases as per Employment By-law #1.
 - (b) In addition to the honorarium outlined in part (a), the per diem as outlined for members of Council under part 2 (e, f) below shall be paid to the Warden for attendance at meetings as outlined.
2. That the Treasurer of the Corporation of the County of Renfrew shall pay other members of County Council:
 - (a) Effective January 1, 2022, each Councillor will receive a base salary of \$14,533 per year. The per diem allowance for meetings of the Standing Committees is discontinued.
 - (b) Effective January 1, 2022 the Standing Committee Chairs will receive an additional \$2,179 each per year, and Chairs of Ad Hoc Committees will receive an additional \$712 per year (when the Ad Hoc Committee is created by and remunerated by the County.
 - (c) Effective January 1, 2022 the Standing Committee Vice-Chairs will receive a per diem of \$218 for each meeting chaired.
 - (d) When requested by the Warden to attend a ceremonial function/event, the

Deputy Warden will be reimbursed at the per diem rate for ad hoc committee meetings as outlined in section 2 (e).

- (e) The per diem rate for out of County travel is established at \$243 and applies to the Warden and Council members for each day they are attending an event outside of the County of Renfrew, including time spent travelling to and from an event outside the County.
 - (f) The per diem rate for ad hoc committee meetings, provincial committee appointment meetings, other special meetings (eg. legal, recruitment, etc.) and out of County meetings will be \$243 and applies to the Warden and Council members for each day that is approved by the Warden and Chief Administrative Officer, and will be set for the four-year term (ending 2021).
 - (g) Membership on Standing Committees, Ad Hoc Committees and other Committees shall be in accordance with the Striking Committee By-law.
 - (h) The per diem rate will be paid for member(s) attending advocacy meetings with external agencies (i.e. FONOM, NOMA, AMO, ROMA etc.), and the Provincial, and Federal Government. Attendance at meetings for the purpose of advocacy, will be authorized by the standing committee that has carriage of the respective issue for which the member is advocating. When the member(s) are already attending the conference, either on behalf of the County or their local municipality and the advocacy has been authorized by the appropriate standing committee, the per diem will be paid at the discretion of the Warden and the CAO.
 - (i) All future council remuneration increases will be consistent with percentage increases as per Employment By-law #1, except where noted above.
 - (j) Coordinate a third-party review of Council Remuneration by June 2021.
3. That the Treasurer of the Corporation of the County of Renfrew shall pay to the Warden and each member of County Council, in addition to the aforesaid compensation for attendance at meetings, a travel allowance established at the maximum automobile allowance rate approved by the Canada Revenue Agency. Travel allowance shall be paid to attend meetings of County Council or to attend a Committee meeting, and including Sub-Committee meetings, or business meetings outside of the County, provided however that with respect to sessions of County Council, no allowance shall be made for Committee meetings held during the session and only one travel allowance shall be paid on coming and returning from each session.
4. That a \$100,000 Life Benefit be provided to each member of County Council, and the premium will be paid 100% by the County of Renfrew. The life benefit plan will

cease in the event an elected official no longer holds public office as a direct representative to County Council.

5. That members of County Council have the opportunity to participate in the County of Renfrew Health and Dental Benefit Plan. Participation is voluntary and 100% employer paid. All participation in the benefit plan ceases in the event that an elected official no longer holds public office as a direct representative to County Council.
6. The members of County Council shall not participate in the OMERS pension plan and shall not be entitled to a severance on leaving office.

Conferences, Conventions/Educational Sessions

7. Councillors may attend conferences, conventions and educational sessions, including but not limited to, the following:
 - AMO (Association of Municipalities of Ontario) Annual Conference/Convention
 - EDCO (Economic Developers Council of Canada) Conference
 - OEMC (Ontario East Municipal Conference)
 - FCM (Federation of Canadian Municipalities) Conference
 - AdvantAge Ontario Annual Convention
 - ROMA (Rural Ontario Municipal Association) Conference
 - OGRA (Ontario Good Roads Association) Conference.
8. (a) That the conference, convention and education rate of expenses for Elected Officials, for meals, gratuities and incidental expenses supported by receipts shall be up to \$95.00 per day, plus registration fee and travel allowance at a rate specified in Section 2, or economy air fare, whichever means of transportation is most practical.

(b) All Elected Officials, except the Warden, shall receive a total allocation of \$3,900 per year to attend any conference(s), convention(s) or education sessions of his/her choice. Any unused funds are not transferable to another member and remain County of Renfrew funds. Any expenses over the \$3,900 will be paid by the Elected Official. The \$3,900 will include the \$243 per diem for each day attending the event as recommended in Item 2(e) above, if the event is held outside the County of Renfrew.

Subject to receipt of the member's claim outlining eligible expenses and supported by receipt(s) for attending the conference, a member's claim shall first pay per diem(s). Registration, accommodation, travel and meals shall be paid out of any remaining allocation.

- (c) The Warden may attend any conferences, conventions or education sessions and receive reimbursement of all expenses as noted above, but will not exceed the budgeted expenses for the year and shall include the

per diem rate of \$243 for each day attending the convention as recommended in item # 2(e).

That By-law Number 22-21 is hereby repealed.

That this By-law shall come into force and take effect January 1, 2022.

READ a first time this 23rd day of February 2022.

READ a second time this 23rd day of February 2022.

READ a third time and finally passed this 23rd day of February 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 13-22

**A BY-LAW TO EXECUTE AN AGREEMENT WITH HER MAJESTY THE QUEEN IN
RIGHT OF THE PROVINCE OF ONTARIO AS REPRESENTED BY THE MINISTER OF
MUNICIPAL AFFAIRS AND HOUSING
MUNICIPAL MODERNIZATION PROGRAM INTAKE 3**

WHEREAS the County of Renfrew applied for funding under the Municipal Modernization Program – Intake 3;

AND WHEREAS it is deemed necessary and desirable that the Council of the Municipal Corporation of the County of Renfrew enacts a By-law authorizing the Corporation to enter into an agreement with Her Majesty the Queen in Right of the Province of Ontario as represented by the Minister of Municipal Affairs and Housing in order to participate in the program.

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

1. That the Warden and Clerk are hereby authorized to sign and seal all things, papers and documents necessary for the attached Transfer Payment Agreements identified as Schedule “I” with Her Majesty the Queen in Right of the Province of Ontario as represented by the Minister of Municipal Affairs and Housing for the approved funding under the Municipal Modernization Program – Intake 3.
2. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 23rd day of February 2022.

READ a second time this 23rd day of February 2022.

READ a third time and finally passed this 23rd day of February 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

ONTARIO TRANSFER PAYMENT AGREEMENT

THE AGREEMENT is effective as of the _____ day of _____, 20____

B E T W E E N :

**Her Majesty the Queen in right of Ontario
as represented by the Minister of Municipal Affairs and
Housing**

(the "Province")

- and -

Corporation of the County of Renfrew

(the "Recipient")

CONSIDERATION

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 Schedules to the Agreement. The following schedules form part of the Agreement:

Schedule "A" -	General Terms and Conditions
Schedule "B" -	Project Specific Information and Additional Provisions
Schedule "C" -	Project
Schedule "D" -	Budget
Schedule "E" -	Payment Plan
Schedule "F" -	Reports.

1.2 Entire Agreement. The Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule “A”, the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule “A”; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule “A”, the Additional Provisions will prevail over the provisions in Schedule “A” to the extent of the inconsistency.

3.0 COUNTERPARTS

3.1 **One and the Same Agreement.** The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

4.0 AMENDING THE AGREEMENT

4.1 **Amending the Agreement.** The Agreement may only be amended by a written agreement duly executed by the Parties.

5.0 ACKNOWLEDGEMENT

5.1 **Acknowledgement.** The Recipient acknowledges that:

- (a) the Funds are to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
- (b) the Province is not responsible for carrying out the Project; and
- (c) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

- SIGNATURE PAGE FOLLOWS -

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF
ONTARIO as represented by the Minister of
Municipal Affairs and Housing**

Date

Name: The Honourable Steve Clark
Title: Minister of Municipal Affairs and Housing

Corporation of the County of Renfrew

Date

Name: Debbie Robinson
Title: Warden

I have authority to bind the Recipient.

Date

Name: Paul V. Moreau
Title: Chief Administrative Officer/Clerk

I have authority to bind the Recipient.

**SCHEDULE “A”
GENERAL TERMS AND CONDITIONS**

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

A1.2 Definitions. In the Agreement, the following terms will have the following meanings:

“Additional Provisions” means the terms and conditions set out in Schedule “B”.

“Agreement” means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1.

“Budget” means the budget attached to the Agreement as Schedule “D”.

“Business Day” means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

“Effective Date” means the date set out at the top of the Agreement.

“Event of Default” has the meaning ascribed to it in section A12.1.

“Expiry Date” means the expiry date set out in Schedule “B”.

“Funding Year” means:

- (a) in the case of the first Funding Year, the period commencing on the

Effective Date and ending on the following March 31; and

- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiry Date, whichever is first.

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means Her Majesty the Queen in right of Ontario, and includes Her ministers, agents, appointees, and employees.

“Loss” means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any other part of the Agreement.

“Maximum Funds” means the maximum set out in Schedule “B”.

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default pursuant to section A12.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A12.4.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Proceeding” means any action, claim, demand, lawsuit, or other proceeding that anyone makes, brings or prosecutes as a result of or in connection with the Project or with any other part of the Agreement.

“Project” means the undertaking described in Schedule “C”.

“Records Review” means any assessment the Province conducts pursuant to section A7.4.

“Reports” means the reports described in Schedule “F”.

A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A2.1 General. The Recipient represents, warrants, and covenants that:

- (a) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (b) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the Project, the Funds, or both; and
- (c) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement, including passing a municipal by-law authorizing the Recipient to enter into the Agreement.

A2.3 Governance. The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) procedures to enable the Recipient to manage Funds prudently and effectively;
- (b) procedures to enable the Recipient to complete the Project successfully;
- (c) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (d) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (e) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A2.4 Supporting Proof. Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

A3.0 TERM OF THE AGREEMENT

A3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 or Article A12.0.

A4.0 FUNDS AND CARRYING OUT THE PROJECT

A4.1 **Funds Provided.** The Province will:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the payment plan attached to the Agreement as Schedule “E”; and
- (c) deposit the Funds into an account the Recipient designates provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 **Limitation on Payment of Funds.** Despite section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides evidence satisfactory to the Province that the Recipient’s council has authorized the execution of this Agreement by the Recipient by municipal by-law;
- (b) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to section A10.2;
- (c) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Project; and
- (d) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A7.2.

A4.3 **Use of Funds and Carry Out the Project.** The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;

- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

A4.4 **Interest Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

A4.5 **Interest.** If the Recipient earns any interest on the Funds, the Province may do either or both of the following:

- (a) deduct an amount equal to the interest from any further instalments of Funds;
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.6 **Rebates, Credits, and Refunds.** The Province will calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS

A5.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will do so through a process that promotes the best value for money.

A5.2 **Disposal.** The Recipient will not, without the Province's prior consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as provided for in Schedule "B" at the time of purchase.

A6.0 CONFLICT OF INTEREST

A6.1 **Conflict of Interest Includes.** For the purposes of Article A6.0, a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions,

has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the Project, the use of the Funds, or both.

A6.2 **No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

- (a) the Recipient:
 - (i) provides Notice to the Province disclosing the details of the actual, potential, or perceived conflict of interest;
 - (ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;
- (b) the Province provides its consent to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 **Province Includes.** For the purposes of sections A7.4, A7.5 and A7.6, “**Province**” includes any auditor or representative the Province may identify.

A7.2 **Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address referred to in section A17.1:
 - (i) all Reports in accordance with the timelines and content requirements as provided for in Schedule “F”;
 - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time;
- (b) ensure that all Reports and other reports are:
 - (i) completed to the satisfaction of the Province; and
 - (i) signed by an authorized signing officer of the Recipient.

A7.3 **Record Maintenance.** The Recipient will keep and maintain for a period of seven years from their creation:

- (a) all financial records (including invoices and evidence of payment) relating to the Funds or otherwise to the Project in a manner consistent with either international financial reporting standards or generally accepted accounting principles or any other accounting principles that apply to the Recipient; and
- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

A7.4 **Records Review.** The Province may, at its own expense, upon twenty-four hours' Notice to the Recipient and during normal business hours enter upon the Recipient's premises to conduct an audit or investigation of the Recipient regarding the Recipient's compliance with the Agreement, including assessing any of the following:

- (a) the truth of any of the Recipient's representations and warranties;
- (b) the progress of the Project;
- (c) the Recipient's allocation and expenditure of the Funds.

A7.5 **Inspection and Removal.** For the purposes of any Records Review, the Province may take one or more of the following actions:

- (a) inspect and copy any records and documents referred to in section A7.3; and
- (b) remove any copies the Province makes pursuant to section A7.5(a).

A7.6 **Cooperation.** To assist the Province in respect of its rights provided for in section A7.5, the Recipient will cooperate with the Province by:

- (a) ensuring that the Province has access to the records and documents wherever they are located;
- (b) assisting the Province to copy records and documents;
- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

A7.7 **No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.8 **Auditor General.** The Province's rights under Article A7.0 are in addition to

any rights provided to the Auditor General pursuant to section 9.2 of the *Auditor General Act* (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 Acknowledge Support. Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its Project-related publications, whether written, oral, or visual:

- (a) acknowledge the support of the Province for the Project;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs; and
- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A9.0 INDEMNITY

A9.1 Indemnification. The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

A10.0 INSURANCE

A10.1 Recipient's Insurance. The Recipient represents, warrants, and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence, which commercial general liability insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30-day written notice of cancellation.

A10.2 Proof of Insurance. The Recipient will:

- (a) provide to the Province, either:
 - (i) certificates of insurance that confirm the insurance coverage as provided for in section A10.1; or
 - (ii) other proof that confirms the insurance coverage as provided for in section A10.1; and
- (b) in the event of a Proceeding, and upon the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement, or both.

A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving 30 days' Notice to the Recipient.

A11.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the Project, and do either or both of the following:
 - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to section A11.2(b); and
 - (ii) subject to section A4.1(a), provide Funds to the Recipient to cover such costs.

A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A12.1 Events of Default. It will constitute an Event of Default if, in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:

- (i) carry out the Project;

- (ii) use or spend Funds; or
- (iii) provide, in accordance with section A7.2, Reports or such other reports as the Province may have requested pursuant to section A7.2(a)(ii).

A12.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (i) demand from the Recipient an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Record Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (j) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A12.3 Opportunity to Remedy. If, in accordance with section A12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

- (a) the particulars of the Event of Default; and

(b) the Notice Period.

A12.4 **Recipient not Remedying.** If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to section A12.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections A12.2(a), (c), (d), (e), (f), (g), (h), and (i).

A12.5 **When Termination Effective.** Termination under Article A12.0 will take effect as provided for in the Notice.

A13.0 FUNDS AT THE END OF A FUNDING YEAR

A13.1 **Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A12.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

A14.0 FUNDS UPON EXPIRY

A14.1 **Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession, under its control, or both.

A15.0 DEBT DUE AND PAYMENT

A15.1 **Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the

excess Funds.

A15.2 **Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

A15.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then current interest rate charged by the Province of Ontario on accounts receivable.

A15.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the Province as provided for in Schedule "B".

A15.5 **Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

A16.0 NOTICE

A16.1 **Notice in Writing and Addressed.** Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, courier or fax; and
- (c) addressed to the Province or the Recipient as set out in Schedule "B", or as either Party later designates to the other by Notice.

A16.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of fax, one Business Day after the Notice is delivered; and

- (c) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

A16.3 **Postal Disruption.** Despite section A16.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will give Notice by email, personal delivery, courier or fax.

A17.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A17.1 **Consent.** When the Province provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

A18.0 SEVERABILITY OF PROVISIONS

A18.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

A19.0 WAIVER

A19.1 **Waiver Request.** Either Party may, by Notice, ask the other Party to waive an obligation under the Agreement.

A19.2 **Waiver Applies.** If in response to a request made pursuant to section A19.1 a Party consents to a waiver, the waiver will:

- (a) be valid only if the Party that consents to the waiver provides the consent by Notice; and
- (b) apply only to the specific obligation referred to in the waiver.

A20.0 INDEPENDENT PARTIES

A20.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any

actions that could establish or imply such a relationship.

A21.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A21.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A21.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's successors, and permitted assigns; and
- (b) the successors to Her Majesty the Queen in right of Ontario.

A22.0 GOVERNING LAW

A22.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A23.0 FURTHER ASSURANCES

A23.1 **Agreement into Effect.** The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A24.0 JOINT AND SEVERAL LIABILITY

A24.1 **Joint and Several Liability.** Where the Recipient comprises of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A25.0 RIGHTS AND REMEDIES CUMULATIVE

A25.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A26.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A26.1 Other Agreements. If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a **"Failure"**);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A27.0 SURVIVAL

A27.1 Survival. The following Articles and sections, and all applicable cross-referenced Articles, sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 2.0, Article A1.0 and any other applicable definitions, section A2.1(a), sections A4.4, A4.5, A4.6, section A5.2, section A7.1, A7.2 (to the extent that the Recipient has not provided the Reports or other reports as the Province may have requested and to the satisfaction of the Province), sections A7.3, A7.4, A7.5, A7.6, A7.7, A7.8, Article A8.0, Article A9.0, section A11.2, sections A12.1, sections A12.2(d), (e), (f), (g), (h), (i), and (j), Article A13.0, Article A14.0, Article A15.0, Article A16.0, Article A18.0, , section A21.2, Article A22.0, Article A24.0, Article A25.0 and Article A27.0.

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE “B”
PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

Maximum Funds	Up to \$317,491
Expiry Date	March 31, 2024
Amount for the purposes of section A5.2 (Disposal) of Schedule “A”	\$5000.00
Insurance	\$ 2,000,000
Contact information for the purposes of Notice to the Province	<p>Position: Brenda Vloet</p> <p>Address: Manager, Municipal Programs and Outreach Unit</p> <p>Fax: 777 Bay Street, Toronto, Ontario M7A 2J3, 16th Floor</p> <p>Email: Brenda.Vloet@ontario.ca</p>
Contact information for the purposes of Notice to the Recipient	<p>Position: Chief Administrative Officer/Clerk</p> <p>Address: 9 International Drive, Pembroke, ON K8A 6W5</p> <p>Fax: 613-735-2081</p> <p>Email: Pmoreau@countyofrenfrew.on.ca</p>
Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement	<p>Position: Director of Corporate Services/Treasurer</p> <p>Address: 9 International Drive, Pembroke, ON K8A 6W5</p> <p>Fax: 613-735-2081</p> <p>Email: Jfoss@countyofrenfrew.on.ca</p>

Additional Provisions:

B1 Section 4.2 of Schedule “A” is amended by adding the following subsection:

- (e) The Province is not obligated to provide any Funds to the Recipient that exceed 65% of the incurred project costs.

B2 Section 4.3 of schedule “A” is amended by adding the following subsection:

- (e) not use the Funds for the purpose of paying the Recipient’s regular salary costs.
- (f) not use Funds for the purpose of purchasing land, buildings or vehicles

**SCHEDULE “C”
PROJECT**

Project Title
County of Renfrew Digital Modernization
Objectives
The objective of the Recipient’s Project is to implement IT hardware and software enhancements with the goal of modernizing service delivery and realizing cost savings and/or efficiencies.
Description
<p>The Recipient will purchase and implement hardware, software and services that include the following:</p> <ul style="list-style-type: none">• Hardware and software for video streaming;• Upgrades of digital equipment;• Web-based agenda/minute software platform;• Electronic document management;• migration and software module;• Establish a notification system for emergency notices and Resident engagement;• Planning application workflow enchantments;• Online permitting software;• Enhanced geographic information system (GIS) services; and• Improve online workflow processes.

SCHEDULE "D"
BUDGET

Item	Amount
Reimbursement of up to 65% of Project costs incurred between August 16, 2021 to the earlier of February 28, 2023 or the submission of the Final Report Back.	Up to \$317,491

**SCHEDULE “E”
PAYMENT PLAN**

Milestone	Scheduled Payment
<ul style="list-style-type: none">• Execution of Agreement	Initial payment of \$222,244 made to Recipient no more than thirty (30) days after the execution of the Agreement.
<ul style="list-style-type: none">• Submission of one (1) Interim Report Back	Interim payment made to the Recipient no more than thirty (30) days after the Province’s approval of the Interim Report Back for costs incurred and submitted as part of the First Interim Report Back that exceed the initial payment.
<ul style="list-style-type: none">• Submission of Final Report Back to the Province	Final payment of up to \$95,247 less any amount paid as part of the interim payment made to the Recipient no more than thirty (30) days after the Province’s approval of the Final Report Back.

SCHEDULE “F” REPORTS

Name of Report	Reporting Due Date
1. Interim Report Back	May 30, 2022
2. Final Report Back	February 28, 2023
3. Annual Report Back	February 28, 2024

Report Details

1. Interim Report Back

The Recipient will submit one (1) Interim Report Back to the Province by May 30, 2022, using the reporting template provided by the Province. The Interim Report Backs will include:

- A written description of what the Recipient has completed for the Project to date and what will be completed by the Final Report Back,
- A list of actual costs to carry out the Project paid by the Recipient, with supporting documentation, such as invoices or receipts, showing actual costs incurred.

2. Final Report Back

The Recipient will submit a Final Report Back to the Province once the Project is completed and by February 28, 2023 using the reporting template provided by the Province. The Final Report Back will include:

- A 250-word abstract of the Project and its findings
- A written description of the Project and the forecasted annual savings and other efficiency outcomes for the Recipient,
- The actual costs to carry out the Project that have not been included as part of the Interim Report Back paid by the Recipient with supporting documentation, such as invoices or receipts, showing actual costs incurred.
- A statement indicating an updated estimate of annual cost savings realized through the Project, which will be the performance measure.

3. Annual Report Back

The Recipient will submit an Annual Report Back to the Province using the reporting template provided by the Province. The Annual Report Back will include:

- A statement indicating the actual cost savings and efficiency outcomes from the Project over the course of the year.

COUNTY OF RENFREW

BY-LAW NUMBER 14-22

**A BY-LAW TO AMEND BY-LAW 59-02 CORPORATE POLICIES AND
PROCEDURES FOR THE COUNTY OF RENFREW**

WHEREAS on November 27, 2002 the Corporation of the County of Renfrew enacted By-law No. 59-02, a By-law to establish Corporate Policies and Procedures for the County of Renfrew;

AND WHEREAS it is deemed desirable and expedient to amend the said By-law for the purpose of establishing a new policy and/or amending an existing policy and/or removing an existing policy;

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

1. That the following new or revised Policy attached to this By-law be hereby enacted as an amendment to the said By-law 59-02:
 - Policy GA-01 – Procurement of Goods and Services.
2. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 23rd day of February, 2022.

READ a second time this 23rd day of February, 2022.

READ a third time and finally passed this 23rd day of February, 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

CORPORATE POLICIES AND PROCEDURES			
SECTION: General Administration			POLICY #: GA-01
POLICY: Procurement of Goods and Services			
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POLICY STATEMENT

The County of Renfrew will purchase goods and services for its operations as outlined in this policy.

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1.0 PURPOSE

- a. This policy is intended to set out how the County will seek to ensure that all materials, supplies and services provided to it are purchased on an open and fair basis, with a view that the County obtain the best value while treating all Bidders and Vendors equitably.
- b. Section headings are for ease of reference only.

2.0 DEFINITIONS

- 2.1 “Award” means authorization to proceed with the purchase of goods, services or construction (when “services” are hereinafter referred to, that term includes “construction) from a chosen Vendor.

“Best Value” means the optimal balance of performance and cost determined in accordance with a pre-defined evaluation plan.

“Bid” means an offer or submission from a Vendor in response to a Bid Solicitation.

“Bid Bond” means the form of security as required in the Bid Solicitation documentation to guarantee that the successful Bidder enters into a contract with the County.

“Bidder” means an individual, partnership, corporation or any other entity who responds to a Bid Solicitation from the County for the supply of goods and services to the County.

“Bid Deposit” means currency, certified cheque, bank draft, bond surety issued by a surety company or other form of negotiable instrument acceptable to the County submitted by a Bidder as evidence of their commitment to enter into a Formal Agreement to do the work outlined in the Bid Solicitation.

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“Bid Solicitation” means a formal request for bids that may be in the form of a Request for Quotation, Request for Qualifications, Request for Tender, Request for Proposal or Request for Standing Offer.

“Bidding System” means an electronic tendering program such as “Bids&Tenders” to use as a digital platform for procurement.

“Bidding System Vendor Account” means the account that each Bidder shall be required to have within the Bidding System in order to register as a Plan Taker for an opportunity to bid on Requests for Proposal, Quotation, or Tender issued by the County of Renfrew through the Bidding System.

“Chief Administrative Officer” (“CAO”) means the County’s employee with that title or person acting in that capacity as designated by By-law.

“Construction” means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials and the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional services related to the construction contract unless they are included in the procurement.

“Contract” means a legally binding agreement between two or more parties by way of a Purchase Order or a Formal Agreement or otherwise that is in writing, for the exchange of goods and/or services for money or other consideration.

“Contract Extension or Follow-On Contract” means an amendment to a Contract which can include either an increase in the value of the Contract, an increase in scope of work or an extension of the time in which the goods

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and/or services referred to in the Contract are to be supplied and/or performed.

“Corporate Credit Card” means a credit card issued to users as a system of payment.

“Council” means the Council of the Municipal Corporation of the County of Renfrew.

“Council Approved Estimates” means Council approved departmental budgets, including authorized revisions.

“County” means the Municipal Corporation of the County of Renfrew.

“Delegated Authority” means the person who has the right to conduct the tasks set out in this policy and authorized to procure goods and services up to a defined purchase amount and in accordance to this Policy.

“Director” means the County employee with administrative responsibilities for the operation of a County Department, including the CAO.

“Disposal” means the removal of material/equipment from the County by sale, trade-in, alternative use or destruction.

“Electronic Tendering” means the use of an electronic program such as a Bidding System such as “Bids&Tenders” for a digital procurement platform.

“Employee-Employer Relationship” means a relationship that exists where persons for pay or other consideration, enter into the service of others and devote their personal labour for any given period and the other person has the power or right to control or direct the person in the material details of how the work is to be performed.

“Fair Market Value” means the price that would be agreed to in an open and unrestricted market between knowledgeable and willing parties

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dealing at arm's length, who are fully informed and not under any compulsion to transact.

"Formal Agreement" means an agreement developed for the purposes of entering into a contractual agreement for the provision of goods or services. The agreement shall specify the terms of reference, terms of payment, respective responsibilities, etc.

"Goods" means moveable property including the costs of installing, operating, maintaining or manufacturing such moveable property and raw materials, products, equipment and other physical objects of every kind and description whether in solid, liquid, gaseous or electronic form, unless they are procured as part of a construction contract.

"Highest Technical Bid" means the bid that would provide the County with the best product or service, as measured by the evaluation criteria.

"Holdback" means an amount withheld under the terms of the Contract other than the "Statutory Holdback" to ensure the complete performance of the Contract and to avoid overpayment in relation to progress of work.

"Lowest Responsive Bid" means the bid that would provide the County with the desired goods and/or services at the lowest cost, meets all the specifications and criteria and contains no major irregularity or qualifications.

"Opening Committee" means a committee consisting of a minimum of two County employees and comprised of at least one representative from the Department requesting the procurement and the Finance Division.

"Owner" means the Municipal Corporation of the County of Renfrew.

"Payment Bond" means a form of security purchased from an insurance company, which provides a guarantee that the Contractor will pay the complete costs of labour, materials, and other services related to the

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project for which the Contractor is responsible under the Contract for construction.

“Performance Bond” means the type of security furnished to the Owner to guarantee completion of the work in accordance with the Contract and to the extent provided in the bond.

“Petty Cash” means a small amount of discretionary funds in the form of cash used for expenditures where it is not feasible to make the disbursement by any other means.

“Plan Taker” means a Bidder who has registered as a Plan Taker for a solicitation with a Bidding System and who has paid either the “Bids&Tenders” Annual Subscription Fee or the Pay-Per-Use Fee, in addition to any additional fee that may be charged by a Bidding System, or has contacted the Corporation requesting a Tender or Quotation.

“Professional Services” means services requiring the skills of professionals for a defined service requirement including, architects, engineers, designers, management, auditors and financial consultants and firms or individuals having specialized competence in environmental, planning or other disciplines.

“Progress Payment” means a payment made under the terms of a Contract after the performance of the part of the Contract in respect of which payment is made but before the performance of the whole Contract.

“Proposal” means a bid submitted in response to a Request for Proposal.

“Purchase” means to acquire goods and/or services by purchase, rental, lease or trade.

“Purchase Order” (“PO”) means a written offer to a Vendor formally stating all terms and conditions for the purchase of goods and/or services or a written acceptance of an offer received in accordance with this Policy.

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“Quote” means a bid submitted in response to a Request for Quotation.

“Request for Proposal” (“RFP”) means a Bid Solicitation based on relevant specifications and where Vendors are invited to propose a solution. Award will be based on an evaluation process, not just cost.

“Request for Quotation” (“RFQ”) means a Bid Solicitation where written quotes are received from Vendors without formal advertising or receipt of sealed bids.

“Request for Tender” (“RFT”) means a Bid Solicitation based on relevant specifications, terms and conditions where the recommendation to award the Contract is intended to be the Lowest Responsive Bidder.

“Request for Standing Offer” (“RFSO”) means a process used to solicit standing offers to provide goods and services on an as-and-when required basis, at firm prices, as per established terms and conditions. It must clearly state the requirement, the evaluation method and selection criteria, the call-up procedures, the ranking methodologies, whenever applicable, to be used for making call-ups against the authorized Standing Offer(s), and all terms and conditions applicable to the Contract that is brought into effect, as a result of any call-up.

“Security Deposit” means a deposit of securities by a Vendor that the County may convert under defined conditions to complete the Vendor’s contractual obligation.

“Selection Committee” means a committee comprised of at least three (3) staff members who are knowledgeable about a project under review and charged with the responsibility of evaluation of proposal submissions. The Director shall appoint the committee members.

“Special Circumstance” means:

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- a. an event that is exceptional or could not be foreseen and is a threat to the health, safety or welfare of the public;
- b. an event that could cause loss or damage to public or other property, or
- c. an event that has disrupted essential services that need to be re-established without delay.

“Standing Committee” means an approved Standing Committee of Council.

“Standing Offer” means an offer from a Vendor that allows the County to purchase frequently ordered goods and/or services from Vendors at prearranged prices, under set terms and conditions, when and if these are requested but no Contract exists until the County places an order against the Standing Offer.

“Statutory Holdback” means the amount retained by the County in accordance with the requirements of the Construction Act R.S.O. 1990, C.30 as amended (the “Construction Act”).

“Substantive Objection” means a written objection provided to the Director or the CAO, by an interested party giving specific reasons for the objection and subject to the proviso that the objection is not precluded by legislation or applicable trade agreements.

“Tender” means a written detailed offer where the estimated value exceeds \$50,000 from a Vendor to supply goods and/or services.

“Terms of Reference” means an identification of the specific requirements that a Bidder must undertake in the execution of a Contract awarded to it.

“Total Amended Value” means the sum of the value of the original Contract and all subsequent amendments to the Contract.

“Treasurer” means the County’s employee with that title or acting in that capacity.

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“Vendor” means an individual, partnership, corporation or any other entity who has been selected by the County to supply goods and/or services to the County.

“Web Clock” means the official time set by the National Research Council of Canada: <https://nrc.canada.ca/en/web-clock/> Eastern Standard Time.

To establish the definition of any other procurement term not herein included, reference shall be made to the latest edition of the NIGP – the Institute for Public Procurement’s Dictionary of Procurement Terms.

3.0 GENERAL PROCUREMENT POLICY APPLICATION

- 3.1 The procedures prescribed in this Policy will be followed to make a Contract Award or to make a recommendation of a Contract Award to Council.
- 3.2 The following Schedules attached hereto, form part of this Policy:
 - a. Schedule “A” – Levels of Contract Approval Authority (provided for ease of reference purposes only and subject to specific wording of the Corporate Policies and Procedures document);
 - b. Schedule “B” – Irregularities Contained in Bids; and
 - c. Schedule “C” – Minimum Standards and Requirements for Tenders.

4.0 RESPONSIBILITIES AND AUTHORITIES

- 4.1 Directors have responsibility for procurement activities within their departments and are accountable for achieving the specific objectives of the procurement project.
- 4.2 Directors and the CAO have authority to award contracts in the circumstances specified in this Policy, provided the delegated power is exercised within the limits prescribed in this Policy and the requirements of this Policy are met.

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- 4.3 The CAO has the authority to instruct Directors not to award contracts but to submit recommendations to Council for approval. The CAO may provide additional restrictions concerning procurement, where such action is considered necessary and in the best interest of the County.
- 4.4 In accordance with the Tangible Capital Asset Policies adopted by Council, Directors are responsible for ensuring that notice of acquisition, betterment, etc. of any tangible capital asset purchased in accordance with this Policy be reported to the Finance Division.

5.0 REQUIREMENT FOR FUNDING APPROVAL

- 5.1 The exercise of authority to award a Contract is subject to the identification and availability of sufficient funds in appropriate accounts, within Council approved estimates.
- 5.2 Where goods and services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a Contract is subject to:
- a. the identification and availability of sufficient funds in appropriate accounts for the current year within Council approved estimates;
 - b. the requirement for the goods or services will continue to exist in subsequent years and in the opinion of the Treasurer, the required funding can reasonably be expected to be made available; and,
 - c. the Contract has a provision in it that the supply of goods or services in subsequent years is subject to the approval by Council of the department estimates to meet the proposed expenditures.

6.0 RESTRICTIONS

- 6.1 No requirement may be divided into two or more parts to avoid the application of the provisions of this Policy.
- 6.2 Purchase requisitions for services, where the services could result in the establishment of an employee - employer relationship, are not permitted.

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6.3 Where this Policy identifies Delegated Authority limits for Contract awards, the value of a Contract shall be the sum of:

- a. all costs to be paid to the Vendor under the Contract; and
- b. less any rebates.

7.0 PRESCRIBED COUNCIL APPROVAL

7.1 Despite any other provision of this Policy, the following Contracts are subject to Council approval:

- a. any Contract requiring approval from the Local Planning Appeal Tribunal;
- b. any Contract prescribed by Statute to be made by Council;
- c. where the cost amount proposed for acceptance is higher than the Council approved departmental estimates and the necessary adjustments cannot be made within the Departmental budget;
- d. where the revenue amount proposed for acceptance is lower than the Council approved departmental estimates;
- e. where a Substantive Objection emanating from the Bid Solicitation has been filed with the Director or with the CAO,
- f. where a major irregularity precludes the award of a tender to the Vendor submitting the Lowest Responsive Bid; and
- g. where authority to approve has not been expressly delegated.

8.0 TRADE AGREEMENTS

8.1 Procurements by the County may be subject to the provisions of trade agreements.

8.2 Where an applicable trade agreement is in conflict with this Policy, the trade agreement shall take precedence.

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9.0 NOTIFICATION REQUIREMENTS

- 9.1 Advertising for RFQs is at the discretion of the Manager/Director. A notice is not required on the website. A notice shall be sent directly via email to Vendors with experience undertaking works for the County and known to undertake the general scope of work anticipated to be required under the Contract included in the notice.
- 9.2 RFQs require the receipt of at least two (2) written quotations where cost is estimated to be up to \$50,000. Where only one (1) written Quotation is received, approval is required as outlined under Sections 15.0, 16.0 and 17.0.
- 9.3 RFTs require a notice on the County's website. A notice shall also be sent directly via email to a minimum of six (6) Vendors with experience undertaking works for the County, and known to undertake the general scope of work anticipated to be required under the contract included in the notice. Should less than six (6) Vendors be notified, the notice must be placed as an advertisement in at least one local newspaper that is circulated to all or a major section of the County.

Notwithstanding the above, a Director may, at their discretion, require a notice be placed as an advertisement in a local paper regardless of the number of available Vendors. If a Bidding System is to be utilized, notifications must advise that an electronic "Bids&Tenders" program is used and provide the site link.

If the required expertise for undertaking the works for the County, as described in the Tender, is outside of the County, the Director may advertise in the Daily Commercial News, a daily newspaper or in a trade publication.

- 9.4 Responses to RFPs with an estimated cost up to \$100,000 are to be invited from a minimum of three (3) qualified firms.

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RFPs require a notice on the County’s website. A notice shall be sent directly via email to a minimum of three (3) Vendors with experience undertaking works for the County and known to undertake the general scope of work anticipated to be required under the Contract included in the notice. Should less than three (3) Vendors be notified, the notice must be placed as an advertisement in at least one local newspaper that is circulated to all or a major section of the County.

Notwithstanding the above, a Director may, at their discretion, require a notice be placed as an advertisement in a local paper regardless of the number of available Proponents. If a Bidding System is to be utilized, notifications must advise that an electronic “Bids&Tenders” program is used and provide the site link.

A Director may elect to use this process for projects valued less than \$100,000.

If the required expertise is outside of the County, a Director may, in consultation with the CAO, advertise in the Daily Commercial News, a daily newspaper or in a trade publication.

- 9.5 RFSOs require a notice on the County’s website. A notice shall be sent directly via email to a minimum of six (6) Vendors with experience undertaking works for the County and known to undertake the general scope of work anticipated to be required under the contract included in the notice. Should less than six (6) Vendors be notified, the notice must be placed as an advertisement in at least one local newspaper that is circulated to all or a major section of the County.

Notwithstanding the above, a Director may, at their discretion, require a notice be placed as an advertisement in a local paper regardless of the number of available Proponents. If a Bidding System is to be utilized, notifications must advise that an electronic “Bids&Tenders” program is used and provide the site link.

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9.6 At the discretion of a Director, and in consultation with the CAO, other means of notification, such as MERX, may be used in connection with the notices under Sections 9.2 and 9.3.

10.0 PROCUREMENT DOCUMENTATION

10.1 Procurement documentation shall avoid use of specific products or brand names and shall not contain wording which has the effect of calling for the use of specific products or brand names.

10.2 The use of standards in procurement documentation that have been certified, evaluated, qualified, registered or verified by independent nationally recognized and industry-supported organizations, such as the Standards Council of Canada, shall be preferred.

10.3 Notwithstanding Section 10.1, a Director may, with the approval of the CAO, specify a specific product or brand name for essential functionality purposes, to avoid unacceptable risk or for some other valid purpose. The Director shall manage the procurement process in such a manner as to achieve as competitive a situation as possible in these circumstances.

10.4 Directors shall:

- a. give consideration to the need for value analysis comparisons of options or choices; and
- b. ensure that adequate value analyses comparisons are conducted to provide assurance that the specification will provide best value.

11.0 LEGAL SERVICES

11.1 The CAO shall be advised whenever legal services are estimated to be in excess of \$5,000 per occurrence.

11.2 A Director may approve legal services with an estimated cost less than \$15,000 per occurrence.

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11.3 For legal services with an estimated cost between \$15,000 and \$100,000 per occurrence, the approval of the CAO is required.

11.4 For legal services with an estimated cost in excess of \$100,000, the CAO shall obtain the approval of County Council. The CAO's report to Council shall remain confidential unless otherwise directed by County Council.

12.0 AUDITING SERVICES

12.1 The County shall appoint an auditor licensed under the Public Accounting Act, 2004, as amended who is responsible for:

- a. annually auditing the accounts and transactions of the County and its local boards and expressing an opinion on the financial statements of these bodies based on the audits; and
- b. performing duties required by the municipality or local board.

12.2 An auditor of the County shall not be appointed for a term exceeding five (5) years.

12.3 Prior to or upon the expiry of the current term of appointment, the CAO has the authority to seek and obtain a Proposal from the auditing firm for continued service.

12.4 Notwithstanding any other provision of this Policy, if the Proposal received under Section 12.3 is considered reasonable and appropriate by the CAO, the CAO shall obtain the approval of County Council to reappoint the auditing firm for a term not to exceed five (5) years from the date of the expiry of the current appointment.

12.5 Should the Proposal received under Section 12.3 not be considered reasonable and appropriate by the CAO, or if the CAO does not exercise their authority under Section 12.3 above, the provisions of this Policy shall be followed to procure an auditing firm for the County of Renfrew.

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13.0 CANCELLATION OF A BID SOLICITATION

- 13.1 A Director may cancel a Bid Solicitation at any time.
- 13.2 A Director shall ensure that the confidentiality of any bid submitted is maintained in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, as amended.

14.0 GENERAL PROCUREMENT PROCEDURES

- 14.1 The following are authorized procedures and project cost limits for the procurement of goods and/or services:

This chart is provided for ease of reference purposes only and is subject to the specific wording of the Corporate Policies and Procedures document.

Procedure	Project Cost	Reference Sections
Petty Cash	\$500 or less	15.0
Credit Card	\$5,000 or less	16.0
Purchase Order	\$15,000 or less	17.0
Request for Quotation	\$50,000 or less	9.1/14.3/18.0
Request for Tender	Any Value	9.2/14.3/18.1/19.0
Request for Proposal	Any Value	9.3/14.4/14.5/18.1/20.0
Request for Standing Offer	\$100,000 or less	9.4/18.1/21.0

- 14.2 The above procedures are fully described in Sections 14 to 23 inclusive. Schedule "A" hereto provides a summary in tabular form of the levels of Contract approval to the limitations expressed therein.
- 14.3 RFQ and RFT procedures, shall be used where a requirement can be fully defined and best value for the County can be achieved, by an award selection made on the basis of the Lowest Responsive Bid.

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- 14.4 The RFP procedure shall be used, where, to achieve best value, the award selection will be made on a formal evaluation. Criteria will be established, involving a combination of mandatory and desirable requirements, where the requirement is best described in a general performance specification and where innovative solutions are sought.
- 14.5 RFPs will normally be evaluated and scored according to a combination of the following criteria:
- a. understanding of the assignment;
 - b. capabilities of firm or project team;
 - c. previous experience on assignments of a similar nature;
 - d. past performance in the provision of services to the County or local municipalities in the County of Renfrew;
 - e. quality of submission;
 - f. cost savings and/or process improvements for the County;
 - g. project schedule;
 - h. cost; and
 - i. other criteria as may be appropriate for the services being sought.
- 14.6 The RFP document issued by the County will identify the criteria being evaluated and the weight given to each criterion.
- 14.7 A Director shall provide specific Terms of Reference for services for contracts of an estimated value greater than \$20,000.
- 14.8 A general scope established by a Director that describes requirements in less detail than for a Terms of Reference, is sufficient for contracts of an estimated value of \$20,000 or less.
- 14.9 Where a requirement has corporate-wide application or applies to two or more departments, one Director shall manage the procurement, keeping other affected Directors informed and be accountable for the authorization of the procurement.

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15.0 PURCHASES OF \$500 OR LESS

- 15.1 A Director shall have authority to establish a Petty Cash fund in such an amount to meet the requirements of the Department for the acquisition of goods and/or services having a value of \$500 or less.
- 15.2 Expenditures not exceeding \$500 including purchases of goods and/or services may be made from Petty Cash in any one instance. Petty Cash should only be used when it is not feasible to use a properly authorized credit card.
- 15.3 Purchases made pursuant to Section 15.1 shall be made from the competitive marketplace wherever possible.
- 15.4 The dollar limit referred to in Section 15.1 shall not apply to registration or search fees and land transfer tax payable in real estate transactions.
- 15.5 All petty cash disbursements shall be evidenced by receipts which shall be submitted to the Finance Division when the Petty Cash fund is being replenished.

16.0 PURCHASES NOT EXCEEDING \$5,000

- 16.1 Payment for purchases of goods and/or services not exceeding \$5,000 in value, incurred in the general administration of a department, may be made using a properly authorized credit card.
- 16.2 The dollar limit referred to in Section 16.1 shall not apply to registration or search fees and land transfer tax payable in real estate transactions.
- 16.3 All credit card purchases shall be evidenced by receipts which shall be submitted to the Finance Division when credit card is reconciled.
- 16.4 The procedure used to purchase the goods and/or services shall demonstrate that Fair Market Value was achieved.

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17.0 PURCHASES NOT EXCEEDING \$15,000

- 17.1 The procedure used to make purchases exceeding \$15,000 shall include evidence that a Director obtained a minimum of two (2) verbal or written quotes.
- 17.2 For purchases not exceeding \$15,000 in value, a Director may delegate their authority to a designate, provided the designate follow the requirements of this Policy.
- 17.3 The procedure used to purchase the goods and/or, services shall demonstrate that Fair Market Value was achieved.
- 17.4 The purchase of goods and/or services referred to in Section 17.1, shall be made through the issue of a PO or Supplier Invoice.

18.0 PURCHASES GREATER THAN \$15,000 BUT NOT EXCEEDING \$50,000

- 18.1 Subject to Section 18.2, requirements estimated at \$50,000 or less, should be handled by the RFQ procedure; however, there may be requirements estimated at \$50,000 or less where it will be more appropriate to solicit bids using an RFT, an RFP or an RFSO.
- 18.2 In advance of a solicitation, a Director shall be responsible for the development of specifications, terms and conditions for the purchase of goods and/or services.
- 18.3 Directors may award contracts emanating from an RFQ not exceeding \$50,000 provided that:
 - a. sufficient funds are available and identified in appropriate accounts within Council approved departmental estimates, including authorized revisions; and,
 - b. the award is to the Lowest Responsive Bidder, provided the provisions of this Policy are followed.

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18.4 Where the authority referred to in Section 18.3 is exercised, written documentation respecting the Award of Contract is to be kept on a procurement file.

18.5 The purchase of goods and/or services referred to in Section 18.1, shall be made through the issue of a PO or Supplier Invoice.

19.0 PURCHASES EXCEEDING \$50,000 – RFT

19.1 An RFT shall be used for purchases exceeding \$50,000 where all of the following criteria apply:

- a. two (2) or more sources are considered capable of supplying the requirement;
- b. the requirement is adequately defined to permit the evaluation of tenders against clearly stated criteria;
- c. the market conditions are such that tenders can be submitted on a common pricing basis; and,
- d. it is intended to accept the Lowest Responsive bidder.

19.2 In advance of a solicitation, a Director or their designate, shall develop the relevant specifications, terms and conditions for the acquisition of goods and/or services.

19.3 A Director shall recommend the Award of Contract to the Lowest Responsive Bidder.

19.4 A Director shall follow the provisions of Section 31.0 regarding Award of Contract using a Formal Agreement or PO.

19.5 The CAO may award contracts up to \$100,000 emanating from an RFT provided that:

- a. the award is to the lowest responsive Bidder; and,

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- b. sufficient funds are available and identified in appropriate accounts within Council approved departmental estimates, including authorized revisions.

- 19.6 Where the authority referred to in Section 19.4 is exercised, written notification respecting the Award of Contract is to be kept on a procurement file.
- 19.7 Awards emanating from an RFT that are greater than \$100,000 and less than \$150,000 require approval from the appropriate Standing Committee. Awards emanating from an RFT that exceed \$150,000 require the approval of County Council.

20.0 PURCHASES EXCEEDING \$50,000 – RFP

- 20.1 An RFP should be used where one or more of the criteria for issuing a Request for Tender cannot be met, such as:
- a. owing to the nature of the requirement, Bidders are invited to propose a solution to a problem, requirement or objective and the selection of the Bidder is based on the effectiveness of the proposed solution rather than on price alone; or
 - b. it is expected that negotiations with one or more Bidders may be required with respect to any aspect of the requirement.
- 20.2 In advance of a solicitation, a Director or their designate, shall develop terms of reference and evaluation criteria to be applied in assessing the Proposals submitted.
- 20.3 Where the requirement is not straightforward or an excessive workload would be required to evaluate Proposals, either due to their complexity, length, number or any combination thereof, a multi-step procedure may be used that would include a pre-qualification stage, to ensure the workload is at a manageable level.

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- 20.4 A Selection Committee shall be established to review all Proposals against pre-established criteria and reach consensus on the final rating results. The final rating results with supporting documents are to be kept on a procurement file.
- 20.5 The CAO may award a contract of \$100,000 or less, emanating from an RFP provided that:
- a. sufficient funds are available and identified in appropriate accounts within Council approved departmental estimates, including authorized revisions;
 - b. the Award is made to the Bidder meeting all mandatory requirements and providing best value, as stipulated in the RFP; and,
 - c. the provisions of this Policy are followed.
- 20.6 Where the authority referred to in Section 20.5 is exercised, written notification respecting the Award of Contract is to be kept on a procurement file.
- 20.7 Awards emanating from an RFP that are greater than \$100,000 and less than \$150,000 require approval from the appropriate Standing Committee. Awards emanating from an RFP that exceed \$150,000 require the approval of County Council.
- 20.8 A Director shall follow the provisions of Section 31.0, regarding the Award of Contract using a Formal Agreement or PO.

21.0 STANDING OFFER PURCHASES

- 21.1 An RFSO may be used where:
- a. one or more Departments repetitively order the same goods or services and the actual demand is not known in advance; or,

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- b. a need is anticipated for a range of goods and/or services for a specific purpose, but the actual demand is not known at the outset and delivery is to be made when a requirement arises.
- 21.2 Each Department shall establish and maintain Standing Offers that define source and price with selected Bidders for all frequently used goods and/or services.
- 21.3 To establish prices and select sources, a Department shall employ the provisions contained in this Policy for the acquisition of goods and/or services.
- 21.4 More than one (1) Bidder may be selected, where it is in the best interest of the County and the Bid Solicitation allows for more than one.
- 21.5 Where a purchasing action is initiated by a Department for frequently used goods or services, for which a Standing Offer is in place and the value of the purchasing action exceeds \$2,000, it is to be made with the Vendors or Vendors listed in the Standing Offer.
- 21.6 In a RSFO, the expected quantity of the specified goods or services to be purchased over the time-period of the Formal Agreement, will be as accurate an estimate as practical and be based, to the extent possible, on previous usage adjusted for any known factors that may change usage.
- 21.7 A call-up against a Standing Offer is considered to be an individual Contract and the normal Contract Award prescribed limits apply, unless otherwise stated in the original approval document.
- 21.8 A Director, with the approval of the CAO, may select a Vendor to provide professional services through the Standing Offer where:
 - a. the estimated total cost does not exceed \$100,000 per occurrence;
 - b. the cost of preparing a detailed proposal would deter Bidders from submitting proposals; and,

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- c. the provided services are clearly defined by terms of reference or Formal Agreement.

21.9 Purchases invited under a Standing Offer process shall not exceed \$100,000 per occurrence.

21.10 RFSOs require that a notice be posted on the County's website. A notice shall be sent directly via email to a minimum of six (6) Proponents with experience undertaking works for the County and known to undertake the general scope of work anticipated to be required under the contract included in the notice. Should less than six (6) Proponents be notified, the notice must be placed as an advertisement in at least one (1) local newspaper that is circulated to all or a major section of the County.

Notwithstanding the above, a Director may, at their discretion, require a notice be placed as an advertisement in a local paper regardless of the number of available Proponents. If a Bidding System is to be utilized, notifications must advise that an electronic "Bids&Tenders" program is used and provide the site link.

22.0 NON-COMPETITIVE PURCHASES

22.1 The requirement for competitive Bid Solicitation for goods and/or services may be waived under joint authority of the appropriate Director and the CAO, under one or more of the following circumstances:

- a. where competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, technical secrets or controls of raw material or involves the relocation/modification of infrastructure under the direct responsibility of a regulated agency (e.g. Bell, Hydro, Gas);
- b. where due to abnormal market conditions, the goods and/or services required are in short supply;

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- c. where only one source of supply would be acceptable and/or cost effective due to compatibility, or safety and liability concerns;
 - d. where there is an absence of competition for technical or other reasons and the goods and/or services can only be supplied by a particular supplier and no alternative exists;
 - e. where the nature of the requirement is such that it would not be in the public interest to solicit competitive bids as in the case of security or confidentiality matters;
 - f. where in the event of a Special Circumstance as defined by this Policy, a requirement exists;
 - g. where the possibility of a Contract Extension/Follow-On Contract was identified in the original bid solicitation;
 - h. where the requirement is for a utility for which there exists a monopoly; or,
 - i. where purchases are being made from a vendor of record that is available to the Corporation.
- 22.2 When a Director intends to select a Vendor to provide goods and/or services, pursuant to Section 22.1, the CAO is to be advised in writing of the compelling rationale that warrants a non-competitive selection for approval.
- 22.3 A Director shall follow the provisions of Section 31.0 regarding the use of a Formal Agreement or PO.
- 22.4 Any non-competitive contract that does not satisfy the provisions of Section 22.1 is subject to the CAO's approval.
- 22.5 Routine Departmental requirements for paper products, office supplies may be purchased without formal competition provided it can be demonstrated that Fair Market Value is attained.

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- 22.6 A Director and/or CAO may directly select a Vendor to provide professional services without obtaining quotes where the total cost of the professional services does not exceed \$20,000.

23.0 SPECIAL CIRCUMSTANCE PURCHASES

- 23.1 When a Director is of the opinion that a Special Circumstance warrants a non-competitive purchase pursuant to Section 22.1, f), the Director may authorize the purchase of such goods and/or services as is considered necessary to remedy the situation without regard to the requirement for a bid solicitation and may award the necessary Contract provided that the Contract does not exceed \$75,000.
- 23.2 Where the extent or the severity of the Special Circumstance to warrant a sole source purchase pursuant to Section 22.1, f), is such that the expenditure is likely to be between \$75,000 and \$250,000, the CAO may award the necessary Contract for the purchase of such goods and/or services, as is considered necessary to remedy the situation without regard to the requirement for a Bid Solicitation, provided that adequate funds have been appropriated from accounts within the Council approved estimates. All purchases made under provisions in Sections 23.1 and 23.2 shall be reported to County Council at the first possible opportunity.
- 23.3 The relevant details surrounding the application of Sections 23.1 and 23.2 shall be included in the report submitted to Council pursuant to Section 37.0.

24.0 CONTRACT EXTENSIONS/FOLLOW-ON CONTRACTS

- 24.1 Where a reasonable likelihood exists that on completion of a Contract, it will be necessary to award a non-competitive Contract for Follow-On goods or services, the Director shall ensure that the possibility of a Contract Extension/Follow-On Contract will be identified in the original Bid Solicitation.

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24.2 Directors may authorize Contract Extensions/Follow-On goods or services provided total amended value of the Contract is within approval authority of a Director.

24.3 The CAO may authorize Contract Extensions/Follow-On goods or services provided the total amended value of the Contract is within the CAO's approval authority.

24.4 Standing Committees can authorize Contract Extensions/Follow-On goods or services provided the total amended value is within the Committees' approval authority. Contract Extension/Follow-On Contracts that exceed Standing Committee's approval limits must be approved by Council.

25.0 CONTRACT AMENDMENTS AND REVISIONS (SCOPE CHANGE)

25.1 No amendment that changes the price of a Contract shall be agreed to without a corresponding change in requirement or scope of work.

25.2 Amendments to Contracts are subject to the identification and availability of sufficient funds in the appropriate accounts within Council approved divisional estimates, including authorized revisions.

25.3 A Director may authorize amendments to Contracts provided that the total amended value of the contract is within the approval authority of the Director.

25.4 The CAO's approval is required for amendments to Contracts where the total amended value of the procurement reaches the CAO's approval threshold.

25.5 Standing Committee approval is required for amendments to Contracts where the total amended value reaches the Standing Committee's approval threshold, otherwise Council approval is required.

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26.0 CONTRACT RENEWALS

26.1 Where the original Contract contains an option to renew or a renewal clause stipulating the provisions of what is acceptable for a renewal, a Director may authorize the renewal without Council approval by By-law provided that:

- a. the supplier's performance in supplying the goods and/or services is considered to have met the requirements of the Contract;
- b. a Director agrees that the renewal option is in the best interest of the County; and,
- c. funds are available in appropriate accounts within the Council approved estimates, including authorized revisions, to meet the proposed expenditure.

The renewal information shall be sent to the appropriate Standing Committee and Council for information.

26.2 Where a Contract contains an option for renewal, the authorization from the Director shall include a written explanation to the CAO as to why the renewal is in the best interest of the County, which shall include comment on the market situation and trend.

27.0 CONTRACT WITHOUT BUDGETARY APPROPRIATION

27.1 Where a requirement exists to initiate a project for which goods and/or services are required and funds are not contained in appropriate accounts within the Council approved departmental estimates to meet the proposed expenditure, the Director shall, prior to the commencement of the purchasing process, submit a report through the appropriate Standing Committee to Council containing:

- a. information surrounding the requirement to Contract;
- b. the terms of reference to be provided in the Contract; and,

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- c. information on the availability of the funds within existing estimates, which were originally approved by Council for other purposes or on the requirement for additional funds.

28.0 BID AND CONTRACT ADMINISTRATION SUBMISSION OF BIDS

- 28.1 Bids will be accepted in electronic format either through the Bidding System, via email, or by way of sealed paper form. This will ensure confidentiality and security, including maintaining the “sealed” nature of bids. NO ACCEPTABLE BID OR EQUAL BIDS RECEIVED
- 28.2 Where bids are received in response to a Bid Solicitation but exceed budget, are not responsive to the requirement or do not represent Fair Market Value, a revised solicitation shall be issued in an effort to obtain an acceptable bid unless Section 29.2 applies.
- 28.3 A Director may waive the need for a revised Bid Solicitation and enter negotiations with the Lowest Responsive Bidder or the highest responsive bidder for a revenue-driven bid selection, emanating from a Bid Solicitation under the following circumstances:
 - a. the total cost of the Lowest Responsive Bid is in excess of the funds appropriated by Council for the project; or,
 - b. the total revenue of the highest response bidder is less than that anticipated by Council; or,
 - c. a Director and the CAO agree that the changes required to achieve an acceptable bid will not change the general nature of the requirement described in the Bid Solicitation.
- 28.4 In the case of building construction contracts, where the total cost of the Lowest Responsive Bid is in excess of the appropriation made by Council, negotiations shall be made in accordance with the guidelines established by the most current Canadian Construction Documents Committee.

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28.5 If two (2) equal bids are received, the following process shall be employed as a means of breaking the tie:

- a. The names of the tied Bidders shall be placed in a container and the bid to be recommended to Council for award, shall be drawn by the CAO or their designate, in the presence of the Director or their designate and the Treasurer or their designate.

29.0 GUARANTEES OF CONTRACT EXECUTION AND PERFORMANCE

- 29.1 The Director may require that a bid be accompanied by a Bid Deposit or other similar security, to guarantee entry into a contract.
- 29.2 In addition to the security referred to in Section 30.1, the successful Bidder may be required to provide a Performance Bond to guarantee the faithful performance of the Contract and a Payment Bond to guarantee the payment for labour and materials to be supplied in connection with the Contract.
- 29.3 The Director shall select the appropriate means to guarantee execution and performance of the Contract. Means may include one or more of, but are not limited to, financial bonds or other forms of security deposits, provisions for liquidated damages, progress payments, and holdbacks.
- 29.4 At the discretion of a Director, prior to the commencement of work, evidence of liability insurance coverage may be obtained (by the Director), ensuring indemnification of the County of Renfrew from any and all claims, demands, losses, costs or damages resulting from the performance of a supplier's obligations under the contract. When evidence of Liability Insurance Coverage is obtained, it shall satisfy the requirements of the Treasurer.
- 29.5 Prior to payment to a Vendor, an Independent Operator Status or Certificate of Clearance from the Workplace Safety and Insurance Board

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shall be required by the Director, ensuring all premiums or levies have been paid to the Board to date.

29.6 A Director shall ensure that the guarantee means selected will:

- a. not be excessive but sufficient to cover financial risks to the County;
- b. provide flexibility in applying leverage on a Vendor so that the penalty is proportional to the deficiencies; and,
- c. comply with Provincial Statutes and Regulations.

29.7 Financial security for Contract performance shall only be required where the County will be exposed to costs if the Contractor does not complete the requirements of the Contract.

29.8 The Treasurer may release the holdback funds on construction contracts upon:

- a. the Contractor submitting a Statutory Declaration that all accounts have been paid and that all documents have been received for all damage claims;
- b. receipt of clearance from the Workplace Safety and Insurance Board for any arrears of Workplace Safety and Insurance Board assessment;
- c. all the requirements of the Construction Act being satisfied;
- d. where applicable, staff may conduct a title search without the assistance of the County Solicitor to ensure that liens have not been registered; and,
- e. certification from the Director, under whom the work has been performed, that the conditions of the Contract have been satisfied.

30.0 IRREGULARITIES CONTAINED IN BIDS

30.1 The process for administering irregularities contained in bids pertaining to all Contracts, are set out in Schedule "B".

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30.2 For an irregularity listed in the first column of Schedule “B”, the applicable response is identified in the second column of Schedule “B”.

31.0 CONTRACTUAL AGREEMENT

31.1 The Award of Contract may be made by way of a Formal Agreement, Supplier Invoice and/or a PO.

31.2 A PO is to be used when the resulting Contract is straightforward and will contain the County's standard terms and conditions.

31.3 A Formal Agreement is to be used when the resulting Contract is complex and will contain terms and conditions other than the County's standard terms and conditions.

31.4 It shall be the responsibility of a Director and/or the County Solicitor, to determine if it is in the best interest of the County to establish a Formal Agreement with the Vendor.

31.5 Where it is determined that Section 31.4 is to apply, the Formal Agreement may be reviewed and approved for execution by the County’s Solicitor. Where a Formal Agreement is required as part of the Award of a Contract, it should be executed in accordance with the Delegated Authority on purchasing limits as outlined in this Policy.

31.6 Where a Formal Agreement is not required, a PO incorporating the terms and conditions relevant to the Award of Contract, shall be issued.

32.0 EXECUTION AND CUSTODY OF DOCUMENTS

32.1 Directors are authorized to execute Formal Agreements in the name of the County of Renfrew for which the award was made by Delegated Authority. Where a Formal Agreement is required as part of the Award of Contract, it should be executed in accordance with the Delegated Authority on purchasing limits as outlined this Policy.

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32.2 A Director shall have the authority to execute POs issued in accordance with these provisions.

32.3 A Director shall be responsible for the safeguarding of original purchasing and contract documentation, for the contracting of goods and/or services, for which the award is made by Delegated Authority.

33.0 TERM OF COUNCIL

33.1 Where a Contract may extend beyond the term of the Council, the Contract shall contain provisions to minimize the financial liability of the County, should the subsequent Council not approve sufficient funds to complete the Contract and the Contract must be terminated by the County.

34.0 COOPERATIVE PURCHASING

34.1 The County may participate with other government agencies or public authorities in Cooperative Purchasing, where it is in the best interests of the County to do so.

34.2 The procurement policies of the County or government agencies or public authorities calling the cooperative tender are to be the accepted policies for that particular tender.

35.0 SUPPLIER PERFORMANCE

35.1 A Director shall document evidence and advise the CAO and Treasurer in writing, where the performance of a Vendor has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or for Health and Safety violations.

35.2 The CAO may, in consultation with the Director and the County Solicitor, prohibit an unsatisfactory Vendor from participating in future Bid Solicitations.

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36.0 RECEIPT OF GOODS

- 36.1 A Director or their designate, shall arrange for the prompt inspection of goods on receipt to confirm conformance with the terms of the contract and inform the Treasurer of discrepancies immediately.
- 36.2 A Director shall coordinate an appropriate course of action with the Treasurer, for any non-performance or discrepancies.

37.0 REPORTING TO COUNCIL

- 37.1 Each Director shall submit to their appropriate Standing Committee, a monthly information report containing the details relevant to the exercise of Delegated Authority, for all Contracts, including amendments and renewals.

38.0 ACCESS TO INFORMATION

- 38.1 The disclosure of information received relevant to the issue of Bid Solicitations or the Award of Contracts emanating from Bid Solicitations, shall be made by the appropriate officers in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, as amended.

SCHEDULE A - LEVELS OF CONTRACT APPROVAL AUTHORITY

For ease of reference purposes only and subject to the specific wording of the Corporate Policies and Procedures.

Goods / Materials / Services / Construction				
Transaction Type	Value (K=\$thousands)	Procurement Process	Payment Mechanism	Approval Required
Competitive (ref 19.0, 21.0)	<15K	Standing Offer or 2 Quotes Below 5K written quotes not needed and not obliged to use RFSO vender	Credit Card / PO/ Supplier Invoice	Director / Designate
	15K – 50K	RFSO, RFQ, RFT or RFP	PO/Agreement/ Supplier Invoice	Director
	>50K – 100K	RFT, RFP, RFSO	PO/Agreement	CAO
	>100K – 150K	RFT or RFP	PO/Agreement	Standing Committee
	>150K	RFT or RFP	PO/Agreement	County Council
Non-Competitive (ref 15.0, 16.0, 17.0, 22.0)	<1K	Solicit Quotation(s)	Credit Card Petty Cash, Invoice	Manager / Designate
	<25K	Rationalize selection of supplier Negotiation – demonstrate Fair Market Value (price support)	Credit Card / PO/ Supplier Invoice	Director / Designate

Special Circumstances				
Transaction Type	Value (K=\$thousands)	Procurement Process	Payment Mechanism	Approval Required
(ref 23.0)	<75K	Negotiation – demonstrate Fair Market Value (price support)	PO	Director
	>75K – 250K	Negotiation – demonstrate Fair Market Value (price support)	PO	CAO

Consultants / professional services				
Transaction Type	Value (K=\$thousands)	Procurement Process	Payment Mechanism	Approval Required
Competitive (ref,17.0,18.0, 19.0, 20.0, 21.0)	<15K (ref 17.0)	RFSO – demonstrate Fair Market Value (price support)	PO/Agreement	Director / Designate
	15K – 50K (ref 18.0, 21.0)	RFP/RFQ/RFSO	PO/Agreement	Director
	>50K – 100K	RFP/RFSO	PO/Agreement	CAO
	>100K – 150K	RFP	PO/Agreement	Standing Committee
	>150K	RFP	PO/Agreement	County Council
Non-Competitive (ref 22.6)	<15K	Direct Appointment – negotiation – demonstrate Fair Market Value (price support)	PO/Agreement	Director / Designate
	15K – 50K	Direct Appointment - demonstrate Fair Market Value (price support)	PO/Agreement	CAO

Amendments to Contracts				
Transaction Type	Value (K=\$thousands)	Procurement Process	Payment Mechanism	Approval Required
(ref 25.0)	<15K	Negotiation	Contract Letter/ Agreement	Director / Designate
	15K – 100K	Negotiation – demonstrate Fair Market Value (price support)	Contract Letter/Agreement	CAO
	>100K	Negotiation – demonstrate Fair Market Value (price support)	Contract Letter/Agreement	Standing Committee

“Follow-On” Contracts				
Transaction Type	Value (K=\$thousands)	Procurement Process	Payment Mechanism	Approval Required
(ref 24.0)	<50K	Where contracts contain such option, service is satisfactory and funds available	Contract Letter/Agreement	Director
	>50K – 100K	Where contracts contain such option, service is satisfactory and funds available	Contract Letter/Agreement	CAO
	>100K	Where contracts contain such option, service is satisfactory and funds available	Contract Letter/Agreement	Standing Committee

SCHEDULE B – IRREGULARITIES CONTAINED IN BIDS

#	IRREGULARITY	RESPONSE
1.	Late Bids	Automatic Rejection, not read publicly, returned unopened to the bidder.
2.	Unsealed envelopes	Automatic Rejection, not read publicly, returned unopened to the bidder.
3.	Financial Security – Execution (a) No bid deposit, cheque not certified or not an original financial security (e.g. a photocopy or a facsimile of a financial security)	Automatic Rejection
	(b) Insufficient financial security	Automatic Rejection, unless in the opinion of Director the insufficiency in the financial security is trivial or insignificant.
	(c) Signature and/or Corporate Seal of Contractor or of bonding company or both are missing from bid bond.	A Bid bond must be executed (signed) by both the Principal (Contractor) and Surety (Bonding Company) to be valid. If either signature is missing, the response is Automatic Rejection. If one or both Corporate Seals is missing, the bond is still considered to be valid and no additional action is required.
4.	Bid Document – Execution (a) Bids not executed in non-erasable medium and signed in ink.	Automatic Rejection
	(b) Bid document missing signature of authorized representative, whether corporate seal affixed or not.	Automatic Rejection

#	IRREGULARITY	RESPONSE
	(c) Bid documents in which all Addenda issued have not been acknowledged.	Automatic Rejection, unless in the opinion of the CAO, the Addenda do not significantly impact the bid, in which case the Bidder will be given 48 hours to formally acknowledge the Addenda, with no change permitted to the original financial bid.
5.	Incomplete Bids <ul style="list-style-type: none"> partial bids, all required items not bid 	Automatic Rejection
6.	Qualified Bids <ul style="list-style-type: none"> bids qualified or restricted by a written statement, whether within the form of tender or included as an attachment 	Automatic Rejection
7.	Bids received on documents other than those provided by the County.	Automatic Rejection, unless in the opinion of the CAO, the intention of the Bidder is clear, and the bid submission details do not deviate in any material manner from those provided by the County.
8.	Bids Containing Clerical or Mathematical Errors	
	(a) Uninitialled changes to the bid document, which are in the opinion of Director trivial in nature.	After official notification from the Director, the Bidder has 48 hours to rectify the situation and initial any changes.
	(b) Uninitialled changes to the unit prices in the price schedule and the contract totals are consistent with the price as amended.	After official notification from the Director, the Bidder has 48 hours to initial the changes.

#	IRREGULARITY	RESPONSE
	(c) Extension error, based on quantity provided in bid document and unit rate provided by Bidder.	Mathematical error corrected by the Department, using the unit price.
9.	Mistakes in Tendering <ul style="list-style-type: none"> on the application of the Bidder and the clear demonstration of an error in the tender or in the Bidder's calculation sheets 	Following consultation with the Bidder, the Department may allow the Bidder to withdraw the bid, in writing, without financial penalty. In some instances, the Director may elect to retain the bid deposit.
10.	Other Irregularities	The CAO and the Director shall have authority to waive irregularities, which are considered to be trivial or insignificant.
11.	Any Irregularity	Despite any provisions herein contained, County of Renfrew Council may waive any irregularity, where Council, in its' sole discretion, considers it to be in the best interests of the County of Renfrew.

SCHEDULE C – MINIMUM STANDARDS AND REQUIREMENTS FOR TENDERS

The following are minimum procedures and apply to the acquisition of Commodities (except Consultant's services) by Tender.

1.0 ADVERTISING

In order to attract as many competitive bidders as possible, RFTs must be published on the County's website. A notice shall be sent directly via email to a minimum of six (6) Proponents with experience undertaking works for the County, and known to undertake the general scope of work anticipated to be required under the contract included in the notice. Should less than six (6) Proponents be notified, the notice must be placed as an advertisement in at least one local newspaper that is circulated to all or a major section of the County.

Notwithstanding the above, the Director may, at their discretion, require a notice be placed as an advertisement in a local paper regardless of the number of available Proponents. If a bidding system is to be utilized, notifications must advise that an electronic "Bids&Tenders" program is used and provide the site link.

Where possible, at least fifteen days' notice shall be given between the date of the advertisement/notice and the closing time of the Tender, in accordance with the Ontario/Quebec Trade Agreement.

2.0 TENDER DOCUMENTS

- (a) **Tender Document Statement:** All Tender documents shall contain the following statement "The lowest or any Tender will not necessarily be accepted and the County reserves the right to award any portion of this Tender" or words to that effect.
- (b) **Bond Agreement:** Where a performance and/or maintenance bond and/or labour and material payment bond is required, the Tender document must contain an "Agreement to Bond" to be executed by the Bidder and returned with the Bid.
- (c) **Bid Surety Requirements:** Bid deposits are guarantees that a Bidder will enter into a Contract with the County.

Where deemed necessary by the Director or where labour (or services) and material are involved, a bid deposit is required in the amount specified in the tender documents.

Bid deposits must be in the form of a bid bond, certified cheque, bank draft, money order, or irrevocable letter of credit.

Any tender received without the required bid deposit shall be disqualified.

- (d) **Performance and Maintenance Bonds:** Performance bonds guarantee performance of the terms of a Contract. This bond protects the County from financial loss should the Vendor fail to perform the Contract in accordance with its terms and conditions. Maintenance bonds provide upkeep of a project for a specified period of time after the project is completed. This bond guarantees against defective workmanship or materials.

Where deemed necessary by the Director or where the County could experience significant financial loss should a Vendor's failure to perform the Contract within the terms and conditions of the Contract, a performance bond is required.

Where deemed necessary by the Director or where the County could experience significant financial loss or other harm as a result of defective workmanship or materials, a maintenance bond is required.

Performance and/or maintenance bonds must be in the amount of one hundred (100%) percent of the total Contract price.

- (e) **Labour and Material Payment Bonds:** Labour and material payment bonds are guarantees that the Vendor will make payment for obligations under the Contract for subcontractors, labourers, and materials suppliers associated with the project.

Where deemed necessary by the Director or where the County could experience significant financial loss should a Vendor fail to pay its obligations under the Contract for subcontractors, labourers, and materials suppliers associated with the Contract, a labour and material payment bond shall be required.

Labour and Material Payment Bonds shall be in the amount of fifty (50%) percent of the Total Award Price.

- (f) **Insurance:** Where deemed necessary by the Director or where the County could experience significant financial loss, the Tender shall require that an insurance certificate be provided. The insurance coverage must be a minimum of Two Million (\$2,000,000) Dollars for liability, bodily injury and property.

The policy will require that the County be added as an additional named insured (for the project in question) and that the County be notified in advance in the event the insurance policy is cancelled or changed in any manner.

- (g) **Occupational Health and Safety:** All Tender document forms and Contracts shall require that the Occupational Health and Safety Act must be complied with.
- (h) **Workplace Safety and Insurance Board Certificate (WSIB):** All Tender document forms and Contracts involving a labour component shall require a WSIB Certificate of Clearance from the Vendor.

3.0 RECEIPT AND OPENING OF BID DOCUMENTS

- (a) **Electronic Bid Receipt:** Timing of Electronic bids submitted through “Bids&Tenders” is based on when the bid is RECEIVED by the Bidding System and not when a bid is submitted as bid transmission can be delayed due to file transfer size, transmission speed. Confirmation of receipt is provided through the Bidding System advising that the bid is submitted successfully. Electronic bids are based on the Web Clock.
- (b) **Paper Bids Timed and Dated:** Paper bid submissions when received shall be time and date stamped and initialled by the person receiving the Bid and placed in a secure location until the Tender opening.
- (c) **Number of Bids and Bidder Name Not to be Divulged:** The number of Bids received and the names of Bidders is confidential, and shall not be divulged prior to the Tender opening.
- (d) **Tender Envelopes:**

Paper bids shall be submitted in sealed envelopes which clearly indicate the following information:

- Contract Number
- Contract/Project Name
- Bid Closing Day, Date and Time
- Bidder's Name, Business Address and Phone Number
- County of Renfrew
- Department to which the Bid is directed including the address of the location to which Bids are to be submitted

Submissions which do not comply with the foregoing requirements shall be rejected. When this occurs, the Department will make every reasonable attempt to notify the Bidder.

(e) **Tenders Received After Closing Time and Date:**

- Electronic Tenders received after the closing time are not permitted and automatically rejected through the Bidding System.
- Paper Tenders received after the closing time shall be noted and returned unopened to the Bidder, as soon as possible. If a late Tender is received without a return address on the envelope it shall be opened, the address obtained, and then returned. The covering letter will advise why the envelope could not be returned unopened.

(f) **Alternative Bids:** Unsolicited alternative Bids shall not be considered.

(g) **Two Bids for Same Contract:** If two bids for the same Contract are received simultaneously (i.e. Vendor's copy included), the signed copy, or if both are properly executed and prices differ, the lower price copy, shall be considered the intended Bid, which shall be processed in the normal manner.

(h) **Two Bids Same Contract:** If two Bids for the same contract are received the latest date received shall be considered the intended Bid.

(i) **Bids Received By:** Bids shall be received by the Department requiring the service or commodity unless otherwise provided for.

- (j) **Tender Opening:** Tenders shall be opened in public and in the presence of the Opening Committee. The names of those individuals in attendance, the time and date of the opening, the names of the firms submitting a Bid, an opening statement for the purpose of the meeting, and the total Bid price of each Bid shall be recorded at the opening.

4.0 RETURN OF DEPOSIT CHEQUES

- (a) **Return of Bid Deposit Cheques:** Immediately following the Tender opening, all Bid deposit cheques (other than those of the two lowest Bidders) shall be returned to the applicable Bidders by courier, registered mail, or pick-up by the Bidder. In the case of a pick-up, the person picking up the Bid deposit shall execute a receipt.

Upon receipt of the executed Contract (and all other required documents, such as bonds etc.) in a format acceptable to the County, the deposit cheques of the Vendor and the second and third low Bidders shall be returned by courier, registered mail or pick-up by the Bidders.

- (b) **Deposit Cheque Not to be Cashed Unless:** The Bid Deposit cheques that are retained in accordance with Section 4.0(a) of this Schedule, shall not be cashed unless the deposit is forfeited as set out in Section 5.0 of this Schedule.

5.0 ACTION WHEN SUCCESSFUL BIDDER DOES NOT FINALIZE CONTRACT

If a Contract has been awarded and the successful Bidder fails to sign the Contract or provide any required documents (i.e. bonds) within the specified time, the Department may grant additional time to fulfill the necessary requirements or may recommend that either:

- (a) the Contract be awarded to the next higher Bidder; or
- (b) the Contract be cancelled.

In either case, the deposit of the originally awarded Bidder is forfeited to the County.

COUNTY OF RENFREW

BY-LAW NUMBER 15-22

EMPLOYMENT BY-LAW # 1 FOR COUNTY OFFICERS AND STAFF

WHEREAS the Council of the Corporation of the County of Renfrew deems it advisable to employ County Officers and Staff under and subject to the provisions of a By-law;

AND WHEREAS the Ontario Municipal Act empowers Council to pass such a By-law regulating the appointment, duties and remuneration of such Officers and Staff;

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

ARTICLE 1 - INSURANCE AND HEALTH BENEFITS

PART A - Full-Time Employees

1. Pension

The Ontario Municipal Employees Retirement System Pension Plan shall apply as per the OMERS Agreement.

2. Life Insurance

The Employer shall pay 100% of the premiums for Basic Group Life Insurance coverage and Accidental Death or Dismemberment. From age 71 to 75, "life coverage" will be at a rate of 50% of the coverage provided in the original plan for non-union employees.

3. Extended Health Care

The Employer shall pay 100% of the premiums for the Extended Health Care Plan. There is a drug dispensing fee cap of \$8.50.

4. Dental Plan

The employer shall pay 100% of the standard dental plan (prior year ODA schedule).

In additional, major restorative coverage is provided at 50% co-insurance to a maximum of \$2,000 per year per insured. Orthodontic coverage is provided at 50% co-insurance to a lifetime maximum of \$2,000 per insured.

5. Health Care Spending Account

In addition to the Extended Health and the Dental Plan, full-time employees have access to an annual Health Care Spending Account. The Health Care Spending Account is set at \$850.00 annually. This is prorated for new employees.

6. Optional Life Insurance/Optional Accidental Death & Dismemberment Insurance

Employees may participate in an Optional Life Insurance Program and an Optional Accidental Death & Dismemberment Program within the terms and conditions of the policy, provided the employee assumes full responsibility for the premiums.

7. Early Retiree Benefit

The employer shall pay 100% of the premiums for employees who qualify under OMERS for an Early Retirement Plan for full-time employees as follows:

- For all employees who retired prior to January 30, 2013 a lifetime maximum of \$25,000 for claims.
- For all employees who retire after January 29, 2013 a lifetime maximum of \$50,000 for claims.
- For all employees who retire after March 1, 2015 a lifetime maximum of \$75,000 for claims.
- For all employees who retire after February 1, 2016 a lifetime maximum of \$100,000 for all claims.
- For all employees who retire after March 1, 2021 there is no lifetime maximum cap for all health and dental claims.

ARTICLE 2 - PAID HOLIDAYS

Thirteen paid holidays shall be provided. Specific days are outlined in the Corporate Policies and Procedures Manual.

ARTICLE 3 - OTHER ALLOWANCES

1. Mileage Allowance

For the use of vehicles authorized by the employee's supervisor, the employee shall receive a mileage allowance established at the maximum automobile allowance rate approved by the Canada Revenue Agency (CRA).

2. Meals, Gratuities and Incidental Expenses

While attending conferences, conventions, seminars, workshops or business meetings, employees will receive actual expenses supported by receipts of up to \$95.00 per day.

3. Safety Footwear Allowance

- (a) Employees who are required by nature of their job to wear safety footwear on a regular daily basis shall be provided the following annual allowance:
Effective January 1, 2017: Full-time - \$275.00 per annum
Part-time - \$137.50 per annum
- (b) Employees who are required by nature of their job to wear safety footwear on an occasional basis will be provided with the above allowance once every three years.

ARTICLE 4 - RATES OF PAY

Schedule "A" - Non-Union Salary Grid and Classifications

Schedule "B" - Non-Union Additional Classifications and Rates

ARTICLE 5 - ADJUSTMENT DATE

The next adjustment date shall be January 1, 2023 or earlier as deemed appropriate by Council.

ARTICLE 6 - ENFORCEMENT AND GENERAL

1. Matters pertaining to working conditions and employment are also set out in the Corporate Policies and Procedures Manual. The manual should be referred to for additional information about the employment conditions contained in this by-law.
2. Any other amendments to this By-law shall be recommended by the Finance & Administration Committee to County Council in the form of a replacement By-law.
3. This By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
4. By-law 91-21 is hereby repealed.
5. This By-law shall come into force and be effective January 1, 2022 except where otherwise noted.

READ a first time this 23rd day of February, 2022

READ a second time this 23rd day of February, 2022

READ a third time and finally passed this 23rd day of February, 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

County of Renfrew Non-Union Staff Salary Grid

Schedule "A"

Effective: January 1, 2022

Group		Step 1	Step 2	Step 3	Step 4	Step 5 Job Rate	Merit
1		\$35,382	\$36,627	\$37,876	\$39,127	\$40,375	\$41,624
	hr. 1820	19.44	20.12	20.81	21.50	22.18	1,249.00
	hr. 2080	17.01	17.61	18.21	18.81	19.41	
2		\$41,223	\$42,675	\$44,131	\$45,585	\$47,041	\$48,495
	hr. 1820	22.65	23.45	24.25	25.05	25.85	1,454.00
	hr. 2080	19.82	20.52	21.22	21.92	22.62	
3		\$47,173	\$48,836	\$50,504	\$52,169	\$53,832	\$55,499
	hr. 1820	25.92	26.83	27.75	28.66	29.58	1,667.00
	hr. 2080	22.68	23.48	24.28	25.08	25.88	
4		\$53,053	\$54,919	\$56,781	\$58,645	\$60,507	\$62,370
	hr. 1820	29.15	30.18	31.20	32.22	33.25	1,863.00
	hr. 2080	25.51	26.40	27.30	28.19	29.09	
5		\$58,967	\$61,048	\$63,129	\$65,210	\$67,292	\$69,372
	hr. 1820	32.40	33.54	34.69	35.83	36.97	2,080.00
	hr. 2080	28.35	29.35	30.35	31.35	32.35	
6		\$64,809	\$67,094	\$69,381	\$71,669	\$73,958	\$76,245
	hr. 1820	35.61	36.86	38.12	39.38	40.64	2,287.00
	hr. 2080	31.16	32.26	33.36	34.46	35.56	
7		\$70,758	\$73,258	\$75,753	\$78,252	\$80,748	\$83,247
	hr. 1820	38.88	40.25	41.62	43.00	44.37	2,499.00
	hr. 2080	34.02	35.22	36.42	37.62	38.82	
8		\$76,602	\$79,304	\$82,006	\$84,711	\$87,414	\$90,119
	hr. 1820	42.09	43.57	45.06	46.54	48.03	2,705.00
	hr. 2080	36.83	38.13	39.43	40.73	42.03	
9		\$83,985	\$86,950	\$89,914	\$92,877	\$95,841	\$98,806
	hr. 1820	46.15	47.77	49.40	51.03	52.66	2,965.00
	hr. 2080	40.38	41.80	43.23	44.65	46.08	
10		\$91,370	\$94,595	\$97,819	\$101,046	\$104,267	\$107,493
	hr. 1820	50.20	51.98	53.75	55.52	57.29	3,226.00
	hr. 2080	43.93	45.48	47.03	48.58	50.13	
11		\$98,754	\$102,241	\$105,724	\$109,209	\$112,694	\$116,181
	hr. 1820	54.26	56.18	58.09	60.00	61.92	3,487.00
	hr. 2080	47.48	49.15	50.83	52.50	54.18	
12		\$106,138	\$109,884	\$113,629	\$117,380	\$121,123	\$124,872
	hr. 1820	58.32	60.38	62.43	64.49	66.55	3,749.00
	hr. 2080	51.03	52.83	54.63	56.43	58.23	
13		\$113,414	\$117,414	\$121,419	\$125,422	\$129,424	\$133,426
	hr. 1820	62.32	64.51	66.71	68.91	71.11	4,002.00
	hr. 2080	54.53	56.45	58.37	60.30	62.22	
14		\$120,797	\$125,062	\$129,323	\$133,588	\$137,851	\$142,115
	hr. 1820	66.37	68.72	71.06	73.40	75.74	4,264.00
	hr. 2080	58.08	60.13	62.17	64.23	66.27	
15		\$128,183	\$132,707	\$137,229	\$141,754	\$146,277	\$150,804
	hr. 1820	70.43	72.92	75.40	77.89	80.37	4,527.00
	hr. 2080	61.63	63.80	65.98	68.15	70.33	
16		\$134,134	\$138,868	\$143,602	\$148,336	\$153,070	\$157,804
	hr. 1820	73.70	76.30	78.90	81.50	84.10	4,734.00
	hr. 2080	64.49	66.76	69.04	71.32	73.59	
17		\$140,086	\$145,030	\$149,971	\$154,916	\$159,862	\$164,808
	hr. 1820	76.97	79.69	82.40	85.12	87.84	4,946.00
	hr. 2080	67.35	69.73	72.10	74.48	76.86	

Revised: February 2022

County of Renfrew Staff Classifications and Salary Ranges

GROUP	SALARY (\$)	POSITION	
1	35,382 – 40,375	<ul style="list-style-type: none"> Administration Clerk COVID-19 Screener & Visit Facilitator 	<ul style="list-style-type: none"> Data Entry Clerk Labourer
2	41,223 – 47,041	<ul style="list-style-type: none"> Fundraising Coordinator Logistics Clerk Maintenance Person 	<ul style="list-style-type: none"> Receptionist Secretary I
3	47,173 – 53,832	<ul style="list-style-type: none"> Accounting Clerk I Administrative Assistant Administrative and Business Support Assistant Court Service Specialist COVID-19 Screener Coordinator 	<ul style="list-style-type: none"> Customer Service Representative Intake Coordinator Program Officer Scheduling Clerk Secretary II Trails Coordinator
4	53,053 – 60,507	<ul style="list-style-type: none"> Accounting Clerk I - Finance Administrative Assistant Administrative Assistant - Finance Best Start Planner Community Relations Coordinator Contract Integration Coordinator Data Analysis Coordinator Early Years Literacy Specialist 	<ul style="list-style-type: none"> Economic Development Coordinator Healthy Kids Community Challenge Project Coordinator Integration Coordinator Licensed Home Visitor Tourism Industry Relations & Digital Marketing Coordinator
5	58,967 – 67,292	<ul style="list-style-type: none"> Eligibility Coordinator Junior Planner/Land Division Secretary-Treasurer 	<ul style="list-style-type: none"> Media Relations/Grants Coordinator Tourism Development Officer
6	64,809 – 73,958	<ul style="list-style-type: none"> Accounting Technician Assistant Food Services Supervisor Engineering Technician Forestry & Trails Technician GIS Technician Infrastructure Coordinator 	<ul style="list-style-type: none"> IT Technician IT Technician/Webmaster Junior Planner Ontario Works Agent Payroll Administrator
7	70,758 – 80,748	<ul style="list-style-type: none"> Business Consultant Capital Projects Coordinator Client Programs Supervisor Construction Supervisor County Planner Early Years Supervisor Executive Assistant/Deputy Clerk 	<ul style="list-style-type: none"> Human Resources Coordinator Infrastructure Technician Operations Coordinator Patrol Supervisor RCHC Site Supervisor Systems Analyst
8	76,602 – 87,414	<ul style="list-style-type: none"> Administration Supervisor Business Development Officer County Forester Dietitian Environmental Services Supervisor Food Services Supervisor 	<ul style="list-style-type: none"> Network Administrator Prosecutor Prosecutor (Bilingual) Senior Planner Supervisor, Ontario Works Supervisor, Technical Services
9	83,985 – 95,841	<ul style="list-style-type: none"> Employee Health Coordinator Manager, Economic Development Services Manager, Forestry & GIS 	<ul style="list-style-type: none"> Manager, Planning Services Physiotherapist POA Manager

GROUP	SALARY (\$)	POSITION	
10	91,370 – 104,267	<ul style="list-style-type: none"> • Commander • Manager, Child Care Services • Manager, Finance • Manager, Housing and Homelessness 	<ul style="list-style-type: none"> • Manager, Human Resources • Manager, Information Technology • Manager, Ontario Works • Manager, Real Estate • Resident Care Coordinator
11	98,754 – 112,694	<ul style="list-style-type: none"> • Manager, Infrastructure 	<ul style="list-style-type: none"> • Manager, Operations
12	106,138 – 121,123	<ul style="list-style-type: none"> • Deputy Chief Clinical Programs • Deputy Chief Operations 	<ul style="list-style-type: none"> • Director of Care
13	113,414 – 129,424	<ul style="list-style-type: none"> • Nurse Practitioner 	
14	120,797 – 137,851	<ul style="list-style-type: none"> • Administrator, Miramichi Lodge 	
15	128,183 – 146,277		
16	134,134 – 153,070	<ul style="list-style-type: none"> • Director, Development & Property • Director, Emergency Services/Chief Paramedic Services 	<ul style="list-style-type: none"> • Director, Public Works & Engineering • Director, Community Services
17	140,086 – 159,862	<ul style="list-style-type: none"> • Director, Corporate Services 	<ul style="list-style-type: none"> • Director, Long Term Care

Revised: February 2022

SCHEDULE "B"

NON-UNION ADDITIONAL CLASSIFICATIONS AND RATES

Effective: January 1, 2022

Classification	Department	Probationary Rate	Permanent Rate
Mechanic	Public Works	\$ 32.58	\$ 33.71
Truck/Equipment Operator	Public Works	\$ 25.92	\$ 26.77
Sign Shop Fabricator	Public Works	\$ 25.08	\$ 26.14
Labourer	Public Works	\$ 19.86	\$ 20.78
Student (under 18)	All		\$ 14.10
Student (18 and over)	All		\$ 15.00
Lead Hand Premium	All		\$2.00
Grader Operator Premium	Public Works		\$1.25
Shift Premium	All		\$0.85
Weekend Premium	All		\$0.50
Commander Shift Premium	Emergency Services		\$0.75

Revised: February 2022

COUNTY OF RENFREW

BY-LAW NUMBER 23-22

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL
OF THE COUNTY OF RENFREW AT THE MEETING HELD
ON FEBRUARY 23, 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 23rd day of February 2022.

READ a second time this 23rd day of February 2022.

READ a third time and finally passed this 23rd day of February 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK