

# COUNTY OF RENFREW



## MINUTES OF THE PROCEEDINGS of the COUNCIL OF THE CORPORATION of the COUNTY OF RENFREW

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- Ordinary Session -

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County Council  
Pembroke, Ontario  
May 25, 2022

### GENERAL SESSION

The General Session of the Council of the Corporation of the County of Renfrew met at 10:00 a.m. on Wednesday, May 25, 2022.

The Warden, Debbie Robinson, presided.

Warden Robinson cited the Land Acknowledgement, identifying that the meeting was being held on the traditional territory of the Algonquin People.

The meeting opened with a moment of silent reflection and the singing of the National Anthem.

The roll was called and all members were found to be present except Councillor Doncaster. No pecuniary interest was disclosed.

Moved by Councillor Emon

Seconded by Councillor Murphy

THAT the agenda be amended to hold the closed session following the Correspondence. CARRIED.

Moved by Councillor Emon

Seconded by Councillor Murphy

THAT the minutes of April 20, 2022 be adopted. CARRIED.

Moved by Councillor Peckett  
Seconded by Councillor Bennett  
THAT the minutes of April 27, 2022 be adopted. CARRIED.

Warden Robinson addressed Council as follows:

Members of County Council:

During the month of May, I attended 18 meetings on County business.

On May 4, I attended the final delegation meeting with the Township of Brudenell, Lyndoch and Raglan. Thank you to all municipalities for allowing us to make our presentation and thank you to staff CAO Paul Moreau, Director of Development & Property Department Craig Kelley, Director of Corporate Services Jeff Foss and Human Resources Manager Greg Belmore for assisting with our presentations.

On May 12 and 13, we hosted a meeting of the Eastern Ontario Wardens' Caucus. On the Thursday evening, following our afternoon golf game at the Pembroke Golf Club, we hosted a dinner at Garrison Petawawa. We were fortunate to have with us Colonel John Vass, Commander 4 Canadian Division Support Group; Chief Warrant Officer Jack Durnford, Formation Sergeant Major, 4 Canadian Division Support Group and Lieutenant Colonel Enno Kerckhoff, Commanding Officer Royal Canadian Dragoons. They graciously spent time chatting with individual members prior to and after the dinner on May 12, which was held at the Petawawa Golf Club with its million-dollar view. The EOWC members were captivated by the officers' presentations and the promise for a more in-depth tour of the Garrison should the EOWC meet here again.

During the EOWC meeting, the following day, Mayor Robin Jones, Chair of the Rural Ontario Municipal Association (ROMA) made a presentation on Affordable and Attainable Housing. Housing is a priority across this province and lobbying by AMO, ROMA, the WOWC and EOWC is continuing in earnest in preparation for the delegation meetings at the AMO conference this August.

While the EOWC has three priorities, the Caucus is focusing its work on Housing. We are preparing to offer insight to the newly elected provincial government regarding the housing needs of Eastern Ontario as well as potential solutions.

As requested by this council, I shared our concerns regarding the regulations requiring council members to have criminal reference checks to be eligible to sit on LTC boards, provided them with the condensed Community Paramedic Chiefs report, and received support to send a letter to the Ministry of transportation requesting a seat on its transportation task force.

At the meeting, we also confirmed the EOWC's nominees to the Eastern Ontario Leadership Council. It is my pleasure to congratulate Councillor Jennifer Murphy and Warden Roger Haley, from the County of Leeds and Grenville on their appointments.

We are all aware that this past weekend a severe storm devastated parts of Eastern Ontario particularly in Greater Madawaska. On Sunday, Mayor Brian Hunt declared his municipality to be in a state of emergency. The storm caused two deaths and on behalf of County Council, I offer my condolences to the families. The hardest hit areas were Matawatchan, Centennial Lake and Black Donald Lake. I know that Mr. Moreau has been monitoring the situation to ensure that the County is available to offer any assistance it can. I want to thank our public works staff, our Paramedic Service and our Media Relations Coordinator Tina Peplinskie for all the work they did this weekend and continue to do in the aftermath of the storm.

Once again, we witnessed the contributions of our Paramedics who are always at the ready when our community needs them most. This week is Paramedic Services Week and it is my pleasure to publicly thank our Paramedic Service members for the incredible work they do day in and day out to assist our residents in so many ways.

Renfrew County Paramedics are leaders amongst their peers and we will hear more about that during the Health Committee report. However, just take a moment to think about their contributions to our County: RC VTAC would not be the same without the Community Paramedic component; Clinical assessment centres could not function without paramedics. Imagine living through the pandemic without paramedics, the flood of 2019 or when a disaster occurs as it did this past weekend.

We are acutely aware of the lifesaving contributions of the Sierra Team; the value of Community Paramedics who support individuals to remain safely at home as they wait for Long-term Care admission; and simply the knowledge that when you call 9-1-1 for help a Paramedic will respond.

To all our Paramedics I extend my sincerest thanks and gratitude to each one of you.

Finally, I will remind those assembled here of the following - the County of Renfrew, 'Experience our history, Share our future'.

This concludes my address for this session of County Council. Debbie Robinson, Warden

Delegations were heard as follows:

- a) 10:10 a.m. – Dr Declan Rowan, Co-chair and Dr Richard Johnson, Clinical Lead, Ottawa Valley Ontario Health Team.
- b) 10:30 a.m. – Mr. Jim Pine, Indigenous Lead and Ms. Lisa Severson, Communications Director, Eastern Ontario Regional Network; and Mr. Kyle McHenry, Sr Programs Manager Service Expansion, Rogers Communications Inc. to provide an update on activities.

Moved by Councillor Hunt

Seconded by Councillor Lynch

BE IT RESOLVED THAT Council move into a closed meeting pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reason(s): a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization. Time 11:31 a.m. CARRIED.

Moved by Councillor Sweet

Seconded by Councillor Peckett

THAT this resume as an open session of County Council. Time: 11:47 a.m. CARRIED.

Council recessed at 12:00 p.m. Council reconvened at 12:50 p.m. with the same persons present.

Moved by Councillor Grills

Seconded by Councillor Peckett

BE IT RESOLVED THAT Council move into a closed meeting pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reason(s): personal matters about an identifiable individual, including municipal or local board employees (Staff Salary Report) 12:50 p.m. CARRIED.

Moved by Councillor Tiedje

Seconded by Councillor Reinwald

THAT this resume as an open session of County Council. Time: 1:42 p.m.

CARRIED.

**RESOLUTION NO. FA-CC-22-05-48**

Moved by Councillor Bennett

Seconded by Councillor Grills

THAT County Council approve that staff include the following changes to our Non-Union Staff Salary Grid effective the first pay period after July 1, 2022;

1. Reclassify the following positions from Group 16 to Group 17:

- a. Director, Development & Property;
- b. Director, Emergency Service/Chief Paramedic Services;
- c. Director, Public Works & Engineering; and
- d. Director, Community Services.

2. Creation of the following positions:

- a. Administrative Assistant I in Group 2;
- b. Administrative Assistant II in Group 3; and
- c. Administrative Assistant III in Group 5.

And removal of the following positions

- a. Secretary I and Receptionist in Group 2;
- b. Secretary II in Group 3; and
- c. Administrative Assistant in Group 4.

3. Reclassification of the Manager, Planning Services from Group 9 to Group 11.

4. Reclassification of the Accounting Clerk I-Finance from Group 4 to Group 5.

5. Move the following positions from Schedule "B" and integrate these positions into Schedule 'A':

- a. Mechanic;
- b. Truck/Equipment Operator;
- c. Sign Shop Fabricator; and
- d. Labourer.

AND FURTHER THAT the following positions have harmonized hourly rates within each pay band (1820 vs. 2080 hours):

- a. Mechanic;
- b. Truck/Equipment Operator;
- c. Sign Shop Fabricator;
- d. Labourer;

- e. Patrol Supervisor;
- f. Maintenance Person; and
- g. Commander.

AND FURTHER THAT Employment By-law #1 be amended to reflect the wage rate changes to the P55 chart as prepared by the Gallagher Benefits Services (Canada) Group Inc. effective the first pay period after July 1, 2022. NOT VOTED ON.

Moved by Councillor Emon

Seconded by Councillor Hunt

THAT the effective date on the above resolution be amended from the first pay period after July 1, 22 to August 1, 2022.

A recorded vote was taken as follows:

A recorded vote was taken as follows:			For	Against
MUNICIPALITY	COUNCILLOR	# Votes	Wtd	Wtd
Township of Horton	Bennett, D.	7		7
Township of North Algona Wilberforce	Brose, J.	9		9
Town of Deep River	Doncaster, G.	8	--	--
Township of Admaston/Bromley	Donohue, M.	8		8
Town of Renfrew	Emon, P.	14	14	
Township of Head, Clara & Maria	Grills, D.	2		2
Township of Greater Madawaska	Hunt, B.	15	15	
Township of Brudenell, Lyndoch & Raglan	Keller, S.	7		7
Township of Madawaska Valley	Love, K.	14		14
Town of Arnprior	Lynch, D.	16		16
Township of Bonnechere Valley	Murphy, J.	11	11	
Township of McNab/Braeside	Peckett, T.	15	15	
Township of Whitewater Region	Regier, C.	16		16
Town of Laurentian Hills	Reinwald, J.	6	6	
Township of Laurentian Valley	Robinson, D.	18	18	
Town of Petawawa	Sweet, B.	33	33	
Township of Killaloe, Hagarty & Richards	Tiedje, J.	8		8
<b>TOTAL</b>		<b>207</b>	<b>112</b>	<b>87</b>

**MOTION CARRIED.**

## **RESOLUTION NO. FA-CC-22-05-48**

Moved by Councillor Bennett

Seconded by Councillor Grills

THAT County Council approve that staff include the following changes to our Non-Union Staff Salary Grid effective the first pay period after August 1, 2022;

6. Reclassify the following positions from Group 16 to Group 17:

- a. Director, Development & Property;
- b. Director, Emergency Service/Chief Paramedic Services;
- c. Director, Public Works & Engineering; and
- d. Director, Community Services.

7. Creation of the following positions:

- a. Administrative Assistant I in Group 2;
- b. Administrative Assistant II in Group 3; and
- c. Administrative Assistant III in Group 5.

And removal of the following positions

- a. Secretary I and Receptionist in Group 2;
- b. Secretary II in Group 3; and
- c. Administrative Assistant in Group 4.

8. Reclassification of the Manager, Planning Services from Group 9 to Group 11.

9. Reclassification of the Accounting Clerk I-Finance from Group 4 to Group 5.

10. Move the following positions from Schedule "B" and integrate these positions into Schedule 'A':

- a. Mechanic;
- b. Truck/Equipment Operator;
- c. Sign Shop Fabricator; and
- d. Labourer.

AND FURTHER THAT the following positions have harmonized hourly rates within each pay band (1820 vs. 2080 hours):

- a. Mechanic;
- b. Truck/Equipment Operator;
- c. Sign Shop Fabricator;
- d. Labourer;
- e. Patrol Supervisor;
- f. Maintenance Person; and
- g. Commander.

AND FURTHER THAT Employment By-law #1 be amended to reflect the wage rate changes to the P55 chart as prepared by the Gallagher Benefits Services (Canada) Group Inc. effective the first pay period after August 1, 2022.

A recorded vote was taken as follows:

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MUNICIPALITY	COUNCILLOR	# Votes	Wtd	Wtd
Township of Horton	Bennett, D.	7	7	
Township of North Algona Wilberforce	Brose, J.	9	9	
Town of Deep River	Doncaster, G.	8	--	--
Township of Admaston/Bromley	Donohue, M.	8		8
Town of Renfrew	Emon, P.	14	14	
Township of Head, Clara & Maria	Grills, D.	2	2	
Township of Greater Madawaska	Hunt, B.	15	15	
Township of Brudenell, Lyndoch & Raglan	Keller, S.	7		7
Township of Madawaska Valley	Love, K.	14		14
Town of Arnprior	Lynch, D.	16	16	
Township of Bonnechere Valley	Murphy, J.	11	11	
Township of McNab/Braeside	Peckett, T.	15	15	
Township of Whitewater Region	Regier, C.	16		16
Town of Laurentian Hills	Reinwald, J.	6	6	
Township of Laurentian Valley	Robinson, D.	18	18	
Town of Petawawa	Sweet, B.	33	33	
Township of Killaloe, Hagarty & Richards	Tiedje, J.	8		8
<b>TOTAL</b>		<b>207</b>	<b>146</b>	<b>53</b>

**MOTION CARRIED.**

Councillor Emon recommended that Mr. Foss, Director of Corporate Services and the Human Resources Division meet with the CAOs of the Local municipalities to overview the changes to the Non-Union Staff Salary Grid, provide background information and advise them on the impact of the resolution above.

Council recessed at 1:55 p.m. Council reconvened at 2:05 p.m. with the same persons present except Councillor Tiedje.



Councillor Jennifer Murphy, Chair of the Finance & Administration Committee brought in and read the resolutions of the following report:

May 25, 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. **Treasurer's Report – March 31, 2022** [Strategic Plan Goal #2]

As directed by County Council, the Treasurer's Report is to be provided on a quarterly basis from January to September. Accordingly, attached as Appendix I is the March 31, 2022 monthly one-page financial summary, along with the Treasurer's Report for the General Revenue Fund, Bonnechere Manor, Miramichi Lodge, Public Works and Renfrew County Housing Corporation.

2. **Employee and Family Assistance Program (EFAP) – Request for Proposal** [Strategic Plan Goal #3]

The County of Renfrew will be distributing a Request for Proposal (RFP) in June to appropriate service providers for EFAP services. The last time an RFP was done for this service was in August 2016. There are currently no concerns with the services that are being provided by our current provider, LifeWorks (formerly known as Morneau Shepell), however our current contract completion date is January 1, 2023 and this would be a good time to allow other providers to present to us what they have to offer. This Request for Proposal (RFP) is open to any municipalities who are interested in partnering with the County of Renfrew on providing an Employee and Family Assistance Program (EFAP) before we begin this process and take advantage of shared purchasing power. Therefore, Mr. Belmore, Manager of Human Resources will be reaching out to all local municipalities to determine their interest in participating in this opportunity.

3. **Municipal Finance Officers' Association of Ontario (MFOA) 2022 Provincial Budget Summary** [Strategic Plan Goal #2]

Attached as Appendix II is a Municipal Finance Officers' Association of Ontario (MFOA) Summary of the 2022 Provincial Budget document dated April 28, 2022.

4. **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 2022	# 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
January	6	2	494	124	279	897	37	12.5
Feb	5	3	460	62	422	944	39	13
March	4	4	456	60	403	919	39	13
April	5	2	451	112	304	867	36	12

**RESOLUTIONS**

5. **Association of Municipalities of Ontario (AMO) Delegation Requests** [Strategic Plan Goal #1(b)]

**RESOLUTION NO. FA-CC-22-05-51**

Moved by Chair

Seconded by Committee

THAT County Council approve the submission of delegation requests for the AMO Conference with the appropriate Ministers as follows:

1. Minister of Municipal Affairs and Housing - Affordable/Attainable Housing - Capital Project Funding;
2. Minister of Health - Public Health.
3. Minister of Health - VTAC;
4. Minister of Infrastructure – Infrastructure Funding; and
5. Minister of Transportation – Infrastructure Funding.

### **Background**

The Association of Municipalities of Ontario (AMO) 2022 Annual General Meeting and Conference is scheduled for August 14 to 17, 2022 in person and in Ottawa. Municipalities across the province have an opportunity to meet with Provincial Ministers and Parliamentary Assistants at the conference to discuss specific issues. The deadline for submissions is June 24, 2022.

6. **Association of Municipalities of Ontario (AMO) Representation** [Strategic Plan Goal #1(b)]

### **RESOLUTION NO. FA-CC-22-05-52**

Moved by Chair

Seconded by Committee

WHEREAS the Association of Municipalities of Ontario (AMO) represents the interests of municipalities on policy and program matters that fall within provincial jurisdiction; THEREFORE BE IT RESOLVED that the Council of the Corporation of the County of Renfrew supports that Councillor Emon run for re-election to the Rural Caucus, and AMO Board of Directors and by extension to the ROMA Board of Directors; AND BE IT FURTHER RESOLVED that County Council approves that the funds be included in the budget (2023 and 2024) for the term of the position for Councillor Emon's attendance at the AMO Board meetings for the period from August 2022 to August 2024.

### **Background**

Councillor Emon has been a member of the AMO Board of Directors since 2016. It is important to have representatives from rural communities on the AMO Board to ensure that we have a voice. Councillor Emon has an interest in running in the next election to the Rural Caucus which also appoints him to the ROMA Board of Directors and the AMO Board of Directors.

7. **Council Remuneration – Convention Expenses** [Strategic Plan Goal #2]

### **RESOLUTION NO. FA-CC-22-05-54**

Moved by Chair

Seconded by Committee

THAT County Council approve that Convention Expenses for Elected Officials be reinstated to \$3,900 per member; AND FURTHER THAT these funds be taken from surplus or reserve funds.

### **Background**

Attached as Appendix III is the Treasurer's Statement of Remuneration and Expenses paid to County Council as at March 31, 2022. Council will note that the Remuneration for Members of Council By-law makes references to 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.

Our Committee noted that the \$1,875 conference amount was adequate when established at the 2022 Budget Workshop amidst COVID, but conferences such as the AMO Annual Conference in August are now opening up to in-person, therefore the \$3,900 should be reinstated. Council is reminded that any unused funds are not transferrable to another member but remain County of Renfrew Funds as per the Remuneration By-law.

### **8. Digital Strategy Review [Strategic Plan Goal #2]**

#### **RESOLUTION NO. FA-CC-22-05-55**

Moved by Chair

Seconded by Committee

THAT County Council approve the use of funding received from the Municipal Modernization Program (Intake 2 and Intake 3) on the projects identified by the Perry Group and recommended by the Senior Leadership Team; AND FURTHER THAT staff make every effort possible to utilize this funding by the Provincial Program deadlines of September 30, 2022 and February 28, 2023; AND FURTHER THAT staff utilize the Provision for Unallocated Funds account budget for our 35% share of the total project cost.

### **Background**

Within our Strategic Plan 2019 – 2022, Council established four Strategic priorities: Strong Engagement and Relations with Federal and Provincial Government; Fiscal Sustainability; Service Delivery Review and Technology Acceleration. The Technology Acceleration priority required the development of a technology strategy in 2021 to highlight efficiencies through technology.

Accordingly, at our February 24, 2021 session of County Council, Resolution No. FA-CC-21-02-20 was adopted approving of an application under the Municipal Modernization Program Intake 2 to obtain two streams of funding; review stream and implementation stream. The County was approved for \$75,000 (100%) for the digital review application. We were also successful in our digital implementation application and signed an agreement to obtain \$312,000 (65%) funding. The County will have to contribute \$168,000 (35%) against a total project cost of \$480,000 (100%). These funds are to be spent by September 30, 2022.

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 signed an 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%). These funds are to be spent by February 28, 2023.

The County proposed that we use the \$75,000 digital review funding towards a consultant to determine areas of focus and an action plan that would compare our processes against critical success indicators of broadband, workforce, innovation, digital equality, sustainability, digital advancement, and communication. The County of Renfrew Information Technology Digital Strategy Request for Proposal (RFP) was issued in early July with a closing date of noon on Friday, July 30, 2021. The intent of the RFP and resulting contract was to establish an agreement for professional services for the development of a digital strategy. The successful bidder was required to have substantial experience in developing digital strategies in a municipal government environment.

Perry Group Consulting was chosen as the top candidate from 10 proposals and at the August 2021 meeting of Council they were awarded the service contract for the onetime amount of \$59,675.00 excluding HST.

During the fall of 2021, the Perry Group held a number of workshops with each member of the Senior Leadership Team and their management staff to conduct a baseline assessment on digital services (i.e. software, hardware, personnel, online services). They explored our use of digital business tools through a general staff survey to facilitate stakeholder

consultation. In addition, the Perry Group organized meetings with all interested Council members on November 3 and November 11, 2021 to evaluate the current use of digital business tools and applications to meet stakeholder needs, including current strengths and areas needing improvement from both internal business processes and citizen facing service aspects. These discovery exercises yielded 42 potential projects for consideration.

On January 26, 2022 the Perry Group appeared before Council as a delegation to present the key issues identified during their discovery review process, specifically:

1. IT staff are focused on infrastructure acquisition, implementation and maintenance. They have excellent skills and resources but are limited to this current mandate.
2. County core processes are not all digitized and there are gaps in corporate Business Solutions.
3. There is no central, coordinated approach to project intake and delivery methodology.
4. Business units are too busy operating day to day to focus on digital improvement.
5. There is a corporate need to align business solutions with corporate priorities.

The Perry Group advised Council that the final report on IT Strategy would contain recommendations to create an IT Governance Committee and also elevate the role of the Information Technology Division to closely partner with each business unit to help identify, plan and deliver significant business transformation initiatives plus be a trusted supplier of the services currently provided. This transformation would require an increased investment in staffing for the department. In addition, the Senior Leadership Team participated in a workshop with the Perry Group on March 3, 2022 to evaluate, score and prioritize the IT projects from the list created during the discovery phase of this project.

On March 30, 2022 the Perry Group again appeared before Council as a delegation to present the Digital Strategy Final Report (full report attached as Appendix IV in email). The Senior Leadership Team met on April 21, 2022 to consider the recommendations contained in this final report and to

identify the projects we believed could reasonably be achieved over the next number of months to ensure that we utilized the funding opportunities available from the Municipal Modernization Program (Intake 2 and 3).

Therefore, it is the recommendation of our Senior Leadership Team that the following IT projects be applied against the Municipal Modernization Program funds received:

Project Name	MMP Intake #2 Category	MMP Intake #3 Category	County	Total Cost
Cost Share %	65%	65%	35%	100%
VOIP Phone System	48,750		26,250	75,000
Land and Property Management (e-Permit)	195,000		105,000	300,000
HRIS, Scheduling, Payroll Enhancements		162,500	87,500	250,000
Hardware - Servers / SAN /Wireless / Firewalls	65,000		35,000	100,000
Hardware - Servers / SAN /Wireless / Firewalls		32,500	17,500	50,000
GIS Services		130,000	70,000	200,000
<b>Totals</b>	<b>308,750</b>	<b>325,000</b>	<b>341,250</b>	<b>975,000</b>
Maximum Subsidy Available	312,000	317,491		

## BY-LAWS

- Human Resources - Corporate Policies and Procedures** [Strategic Plan Goal #2]

### RESOLUTION NO. FA-CC-22-05-56

Moved by Chair

Seconded by Committee

THAT County Council approve that Corporate Policy E-12 Disconnect from Work be approved; AND FURTHER THAT a By-law to amend By-law 63-03, being a By-law to Establish Human Resources Corporate Policies and Procedures for the County of Renfrew be adopted.

### Background

The Employment Standards Act, 2000 (ESA) was amended and Ontario received royal assent on December 2, 2021 which required all employers with 25 employees or more to have a disconnect from work policy. That

policy needs to be in place by June 2, 2022 (the law states that the deadline for a policy is six months after the law receives royal assent).

Employers that employ 25 or more employees are required to have a written policy on disconnecting from work in place for all employees. They are also required to provide a copy of the written policy to all employees.

The term “disconnecting from work” is defined in the ESA to mean not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work.

It’s important for employers and employees to understand that the policies will not create a ‘right to disconnect’ for employees, even though a lot of people have been using that term. That’s a very important difference from the popular understanding of the Bill 27 changes to the Employment Standards Act, which many people believe will fully protect all employees from having to engage with employers after hours in any circumstances. The provision requires an employer to make a policy that addresses the issue of reasonably disconnecting but it does not actually prohibit an employer from communicating with employees outside of work hours.

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

Moved by Councillor Donohue

Seconded by Councillor Emon

THAT Item # 7 Council Remuneration – Convention Expenses Resolution No. FA-CC-22-05-54 be severed from the report. CARRIED.

The Report was adopted as presented and including Item No. 7, Resolution No. FA-CC-22-05-54 of the report entitled ‘Council Remuneration – Convention Expenses’.



Councillor Michael Donohue, Chair of the Health Committee brought in and read the resolutions of the following report:

May 25, 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. COVID-19 Pandemic Update – Long-Term Care (Strategic Plan Goal #3)**

**Home Outbreak Status:** On April 8, 2022, the Renfrew County and District Health Unit (RCDHU) declared three Resident Home Areas at Bonnechere Manor in a confirmed COVID outbreak.

On April 22, 2022, the RCDHU declared Resident Home Area 3A in a confirmed COVID Outbreak.

**Occupancy Funding:** The Ministry of Long-Term Care (LTC) announced an extension of the occupancy funding protection cap provided under Section 7 of the COVID-19 Funding Policy, up to and including September 30, 2022. For the period of February 1, 2022, to September 30, 2022, LTC homes that do not achieve target resident days (9% occupancy for long-stay beds, 90% for interim short-stay beds) will not receive less than 90% of their Level-of-Care per diem funding on beds subject to occupancy. LTC homes experiencing outbreaks continue to receive funding for eligible beds unable to be filled due to outbreak requirements and restrictions.

The COVID-19 Guidance Document for Long-Term Care Homes in Ontario effective April 11, 2022 contains the following:

- Residents who leave the home on day and overnight absences do not need to isolate upon return, however when returning from an absence (either day or overnight), residents must undergo a PCR test on day 5 of their return.

- In non-outbreak situations only, separating residents and staff into cohorts is no longer required.
- The definition of fully vaccinated has been changed to; ‘staying up-to-date’ with vaccines.

**Ministry Supplemental Stockpile Access Program (SSAP):** The SSAP was no longer available after April 22, 2022. However, long-term care homes can continue to request personal protective equipment (PPE) from the provincial pandemic emergency stockpile on an emergency basis, in addition to their existing PPE supply chains. 3M 1870+ N95 respirators continue to be available free of charge to long-term care homes and are readily available for distribution.

## 2. **Provincial Funding Announcements** (Strategic Plan Goal #2)

**2022-23 Personal Protective Equipment (PPE) and COVID-19 Prevention and Containment Funding:** The Ministry of Long-Term Care will be flowing additional one-time funding directly to long-term care homes:

- Up to \$244 million to continue supporting incremental costs and measures required to prevent and contain transmission of COVID-19.
- Up to \$34 million to support homes with acquired additional personal protective equipment (PPE) to meet obligations under the new Fixing Long-Term Care Act, 2021.

**1.75% Level of Care Increases for 2022-23:** The Ministry of Long-Term Care is providing a 1.75% increase in the level-of-care global base funding in the 2022-23 funding year of up to \$96,397,100.

Impact of this funding announcement:

Home	1.75% LOC Increase CMI Adjusted	Global Per Diem Shortfall	Net Benefit vs 2022 Budget
Bonnechere Manor	175,297	(125,955)	49,342
Miramichi Lodge	183,749	(116,158)	67,591
Total			\$116,933

**2022-23 Funding for Infection Prevention and Control Minor Capital, Long-Term Care Minor Capital, Clinical Decision Support Tools & Infection Prevention and Control Professionals:** The Ministry of Long-Term Care

announced up to \$91,692,300 in new funding in 2022-23 directly to long-term care homes to support the following initiatives. Including previously announced commitments for the initiatives below, the Ministry will be providing up to \$114,490,500 in 2022-23.

- Up to \$61,428,600 in Infection Prevention and Control (IPAC) Minor Capital funds for minor capital improvements linked to improved IPAC practices. This one-time funding is a continuation of the IPAC Minor Capital Fund announced on October 9, 2022.
- Up to \$4,123,700 in additional Long-Term Care (LTC) Minor Capital funding to maintain and extend the life of long-term care homes. The third year of this phased-in program will provide \$22,798,200 in previously announced base funding and a one-time additional \$4,123,700 million for the 2022-23 fiscal year, for a total of \$26,921,900.
- Up to \$20,000,000 in one-time funding to support infection prevention and control capacity in long-term care homes to retain and hire IPAC professionals.
- Up to \$6,140,000 in Clinical Decision Support Tools funding to support the continued use of clinical decision support tools and other similar technologies to improve the quality of care for residents.

In addition, prior to the tabling of the budget, Lisa Levin, AdvantAge Ontario Chief Executive Officer received an update on the funding allocations listed below, most of which are not in the Budget document. Funding for these items are expected to flow in May including:

- \$6M in clinical support tools funding.
- Over \$3M for Medical Director education and training, so that all Medical Directors will take the long-term care clinicians course.
- \$10M for Ministry of Long-Term Care to support the design and implementation of the resident survey.
- \$19M to support the phasing out of ward rooms in all homes over the next four years.
- Funding for social workers to provide 30 minutes of mental health support and services every four weeks to impacted residents.

**Resident Food Funding Increase:** a 15% increase in the long-term care nutritional allowance funding has been announced, increasing the food per diem to approximately \$11.00 from the current \$9.54 per resident per day.

3. **Annual Volunteer Recognition** (Strategic Plan Goal #1)

In recognition of the tremendous value volunteers bring to the quality of life in our long-term care homes, we plan to recognize these invaluable, generous groups of volunteers with garden parties at each Home on June 8, 2022. Greetings from Committee and Council will be arranged.

4. **Community Paramedic Program Visits** [Strategic Plan Goal #3]

Following the expansion of Community Paramedicine for Long-Term Care throughout the Province of Ontario, the County of Renfrew, recognized as a leader in Community Paramedicine, has received requests for visits from surrounding services. In March, paramedics from Lennox and Addington, and in April, paramedics from Peterborough and Quebec City spent time with our Community Paramedics on the road, and with Commander-Community Paramedic Operations, Amber Hultink, and Deputy Chief-Clinical, Mathieu Grenier, to learn more about our program.

A letter of thanks from Ms. Trina McGarvey, (Interim) Director, Emergency Services, Lennox & Addington Paramedic Service, is attached as Appendix I.

5. **Clinical Assessment Centres** [Strategic Plan Goal # 3]

Assessment Centres at Pembroke/Laurentian Valley (Shady Nook) and Arnprior have now been in operation for more than one month. The centres have been welcomed to the communities as operations and services expand to full potential.

COVID 19 testing for eligible persons scheduled through RCVTAC, is providing opportunities to identify vulnerable members of the community to receive anti-viral treatment daily. Additionally, operations at the centres have taken on a role of supporting health care facilities in the testing of their staff by providing rapid molecular testing. This ensures test results are determined in a quick and accurate manner, allowing staff to return to work as soon as possible.

The expansion of services at the clinics has provided opportunities to individuals experiencing other medical issues impacted by COVID 19 to be assessed by Paramedics, and through consultation with RCVTAC physicians, receive timely, effective treatment.

The former Grove Nursing Home and Shady Nook Recreation Centre are currently serving as the Clinical Assessment Centres under the Renfrew County Virtual Triage and Assessment Centre (RC VTAC) service. We are exploring other options in Laurentian Valley / Pembroke and areas in the Western end of the county as Shady Nook returns to its primary purpose as a recreational centre.

Each Clinical Assessment Centre will require approximately 600 square feet with three to four assessment rooms, washroom facilities and two entrances to the outside of the building. Further requirements include the capacity for vehicles to drive through using a separate entrance and exit plus parking for up to 10 vehicles for staff and patients as there are some wait times due to patients waiting for results, consultations with physicians and paramedics. A backup power source is required for a medical fridge on site and to provide uninterrupted service to patients.

RC VTAC is also exploring expansion opportunities in Cobden, Eganville, Killaloe, Barry's Bay and Deep River to establish more permanent Clinical Assessment Centres.

## **6. MacLean's Magazine Article**

Provided below is a link to an article from MacLean's Magazine entitled "Canadian paramedics are in crisis, PTSD, burnout, and a pandemic. How COVID pushed the country's overworked first responders into emergency territory." By Christina Frangou, April 20, 2022. [Canadian Paramedics are in Crisis.](#)

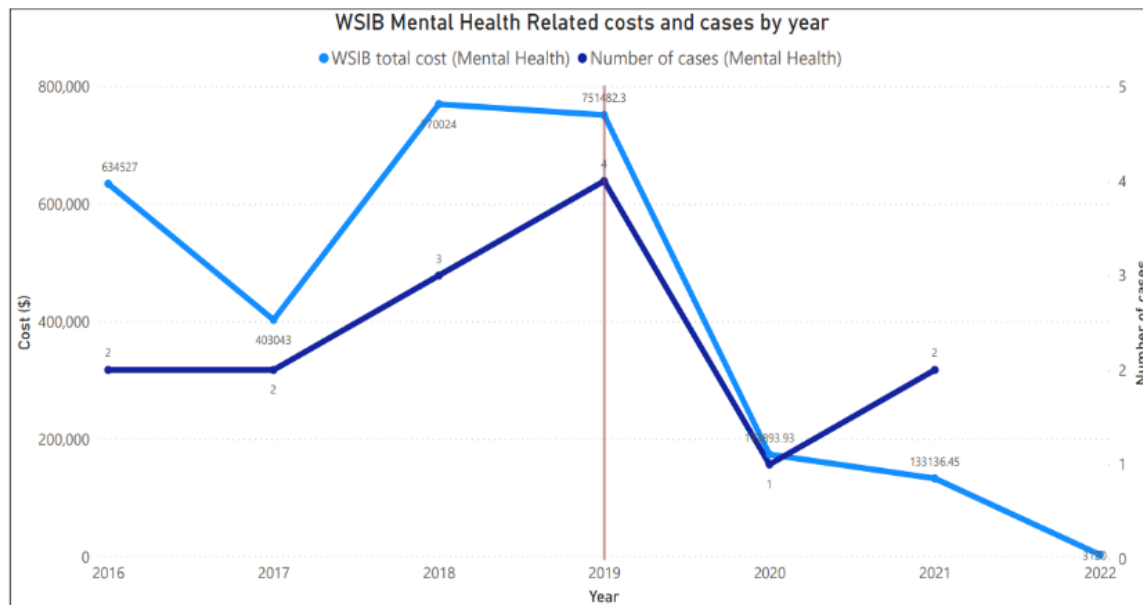
These statements from the Canadian Centre for Suicide Prevention illustrate the debilitating effects of post traumatic stress:

First responders—paramedics, firefighters, police, corrections officers—are considered to be at greater risk for Acute Stress Disorder (ASD) and Post Traumatic Stress Disorder (PTSD) than most other occupations. This is because their everyday duties routinely encounter "traumatic stressors" (Haugen, 2012, p.370).

Some researchers believe that experiencing PTSD is also a high- risk factor for subsequent suicidal behaviours (Sareen, et al., 2007).

- 9.2% of Canadians will experience PTSD in their lifetime (Van Amerigen, 2008).
- First responders experience PTSD 2 times the rate of the average population.
- An estimated 22% of all paramedics will develop PTSD (Drewitz-Chesney, 2012).
- 16 active and 15 retired RCMP officers died by suicide between 2006 and 2014 • Between April and December 2014, 27 first responders died by suicide • In January 2015, 4 first responders died by suicide (Tema Conter, 2015).

To address the mental wellness of our employees and in recognition of the costs of these claims to the ratepayers, the Service contracted Dr. Lori Gray in 2019 and facilitated a Mental Wellness action plan for the Paramedic Service.



Nature of Injury	Total cost	Average cost per claim
Mental disorders or syndromes	\$2,709,594	
Sprains and strains	\$176,865	
Rotator cuff tear or syndrome	\$42,928	
Fractures	\$7,744	
Tendonitis	\$4,532	
Traumatic injuries, disorders, complications, unspecified, NEC	\$3,366	
Bruises, contusions	\$2,446	
Multiple traumatic injuries	\$1,693	
Sciatica	\$1,602	
COVID-19 novel coronavirus	\$983	
Back pain, hurt back	\$675	
Not coded	\$590	
Freezing effects including frostbite	\$549	
Signs and symptoms including contacts/carriers of disease	\$399	
Poisonings, systemic	\$334	

Compass - Generated Report for THE CORPORATION OF THE COUNTY OF RENFREW (1642601)  
 Data Source: Workplace Safety and Insurance Board  
 Data Maturity: As of January 31, 2022  
 Data Notation: includes data from 01/01/2015 to 01/31/2022  
 Data downloaded from WSIB Compass tool.  
 Report Downloaded On 2022-02-28 9:51:31

One of the key elements to successful management of a Paramedics Service is a comprehensive staff wellness strategy. This includes a robust and informative Peer Support Program developed with the guidance of trained mental health practitioners.

A Peer Support Program allows trained Paramedics to provide mental health support to their co-workers. With similar backgrounds and experiences, these trained paramedics can offer emotional, social, and/or practical support to their fellow paramedics. Peer support can exist in several forms including: mentoring, listening, advocating, and/or assisting when seeking professional help.

Ongoing Peer Support training will include quarterly workshops to promote ongoing self-care and provide opportunities to attain new skills. These enhancements to our current program include:

- Pre-employment evaluation
- Collaborative care and navigation
- Incident identification and notification
- Early Intervention Process
- Re-exposure Program
- Clear Clinician outcomes.

The Mental Wellness Program has had a clear cost benefit to ratepayers and has successfully assisted Paramedics during the increased demands of the pandemic to receive timely, high-quality early intervention that has reduced long absences and assisted staff to return to work earlier and remain at work.

## **7. Palliative Care Research**

Commander Amber Hultink is a Co-Author on a manuscript entitled "Palliative Paramedicine: Comparing Clinical Practice through Guideline Quality Appraisal and Qualitative Content Analysis" that has been successfully submitted online to be presented at the World Cancer Congress in Geneva Switzerland, October 2022. It is further being considered for publication in the Journal of Palliative Medicine.



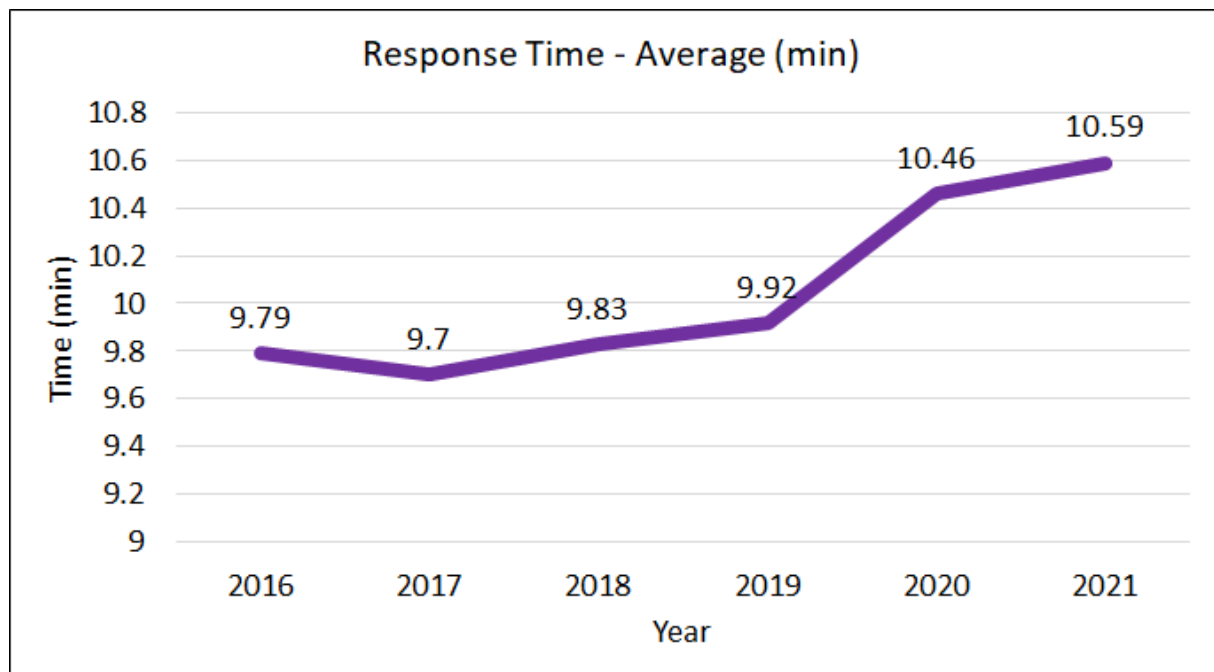
## 8. **Ontario Association of Paramedic Chiefs – Patients First**

Attached as Appendix II is a document authored by the Ontario Association of Paramedic Chiefs entitled Patients First: Leveraging Paramedic Services to do more for Ontario's healthcare system – 5 Election Priorities.

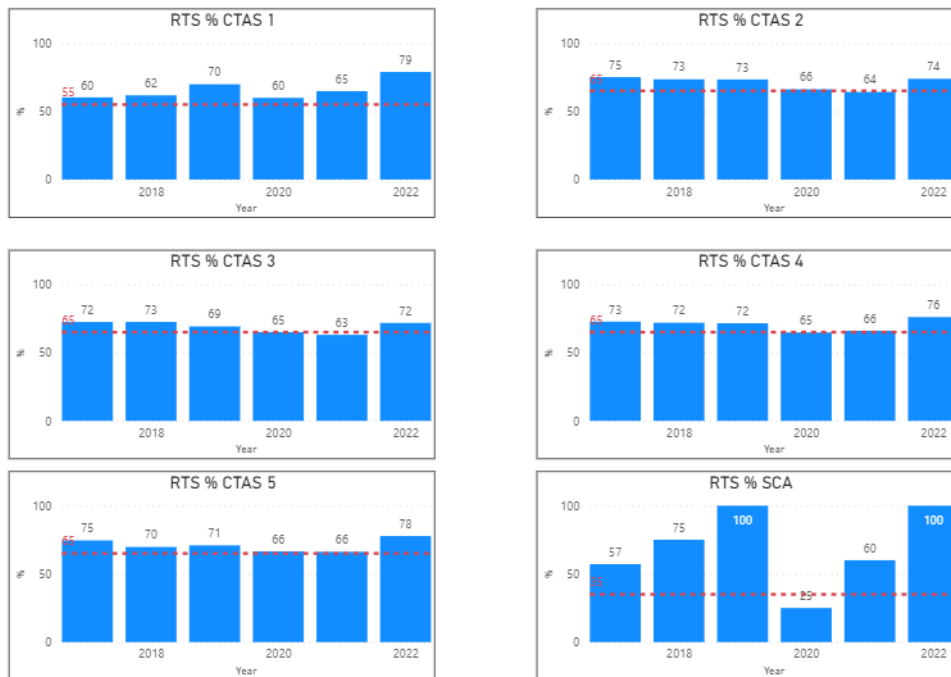
## 9. **Response Time Standards**

The Regulation 257/00, section Part VIII under the Ambulance Act stipulates: All Upper Tier Municipalities and Designated Delivery Agents (UTMs/DDAs) are responsible for the establishment, monitoring, reporting and evaluation of response time performance plans and performance achieved for patients categorized as Canadian Triage Acuity Scale (CTAS) 1 to 5 and sudden cardiac arrest (SCA) patients, which are submitted to the ministry on an annual basis.

To achieve this requirement, several significant changes have been made to service delivery and deployment, including adjusting shift starts to accommodate out-of-county transfers, and increasing the Minimum Emergency Coverage. Over the year we have been able to innovate and find creative solutions to ensure the community receives quality delivery of care in a timely manner.



### Response Time Standard



With changing demographics, a growing demand for service and higher levels of acuity, the Service has seen an increase of approximately 24,000 patient calls in a 5-year period reflective of activities of 911 and Community Paramedic response. During this timeframe, the pandemic increased response time delays with the necessity of donning and doffing personal protective equipment before and after each call, staff absences from fatigue and covid-related illness.

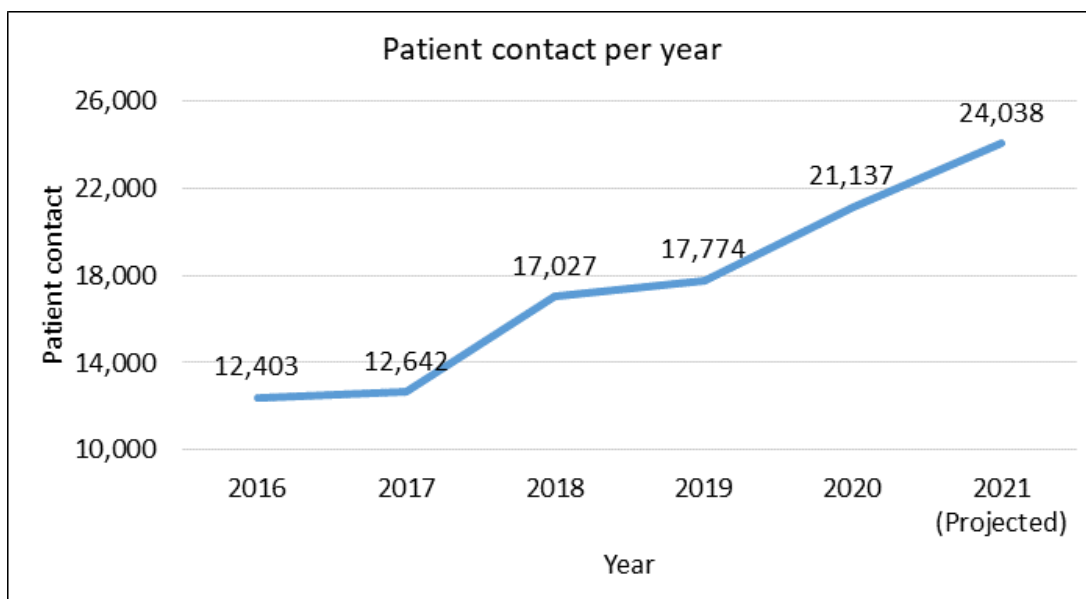


Figure 2. Total patient contacts in 2016 and 2021 timeframe. The number represents the sum of 9-1-1 and Community Paramedic patient contacts with codes 1, 2, 3 and 4.

## RESOLUTIONS

### 10. **Fixing Long Term Care Act** (Strategic Plan Goal #1)

#### **RESOLUTION NO. H-CC-22-05-48**

Moved by Chair

Seconded by Committee

THAT the Warden be requested to send a letter to the Minister of Long-Term Care asking that the Fixing Long Term Care Act, 2021, new regulation contained within article 256 pertaining to screening measure requirements, be held in abeyance or re-examined with broad consultation with the municipal sector and particular attention be given to the Municipal Act.

#### **Background**

Committee will recall that the Fixing Long-Term Care Act, 2021 came into force on April 11, 2022, which repeals and replaces the existing Long-Term Care Homes Act, 2007 and revokes Ontario Regulation 79/10. Further to the overview given at the April report a new regulation of particular significance to the elected is contained within article 256 pertaining to screening measure requirements.

256 (1) Every licensee of a long-term care home shall ensure that screening measures are conducted before permitting any person to be a member of the licensee's board of directors, its board of management or committee of management or other governing structure.

(2) The screening measures shall include police record checks.

(3) The police record check must be,

(a) conducted by a police record check provider within the meaning of the Police Record Checks Reform Act, 2015; and

(b) subject to subsection (4), conducted within six months before the person becomes a member of the licensee's board of directors, its board of management or committee of management or other governing structure.

(4) Where a person will become a member of the licensee's board of directors, its board of management or committee of management or other governing structure as a result of their election under the Municipal Elections Act, 1996, the person must provide a police record check in accordance with this section that was conducted no earlier than six months prior to the date their term of office begins and no later than one month

after their term of office begins. This section of the Act comes into force for councillors elected / re-elected November 2022.

11. **Long-Term Care Homes Policies and Procedures – Vaccination Policy**  
(Strategic Plan Goal #2)

**RESOLUTION NO. H-CC-22-05-49**

Moved by Chair

Seconded by Committee

THAT County Council approve that Policy G-010 Vaccination Policy for the Long-Term Care Homes remain applicable.

**Background**

At the Special Health Committee meeting held on March 28, 2022 it was stated that the Long-Term Care Homes Vaccination Policy was to be reviewed as a result of the April 27, 2022 lifting of Ontario Chief Medical Officer of Health (CMOH) COVID-19 Directives.

Upon considering the prevalence of the Omicron variant and the need to protect vulnerable populations, it was decided that Ontario Chief Medical Officer of Health (CMOH) COVID-19 Directives would continue for at least another 45 days beyond the April 27, 2022 easing of restrictions date. Two revisions were made to the Directives; one specific to surveillance testing frequency and the other placing the requirement for outdoor masking at the discretion of the Homes. In consideration of the current outbreak status, County of Renfrew Homes continue to require the use of masks for outdoor visits as is recommended by the Renfrew County & District Health Unit. Staff is also recommending that rapid antigen testing continue on a daily basis for all persons entering the building.

Staff is recommending that the Long-Term Care Homes Vaccination Policy, attached as Appendix III, remain valid for at least another 45 days in consideration of the prevalence of the Omicron variant and the risk posed to vulnerable populations.

12. **ConnectWell Request - Letter of Support** [Strategic Plan Goal # 4]

**RESOLUTION NO. H-CC-22-05-51**

Moved by Chair

Seconded by Committee

THAT the Warden be requested to send a letter in support of a proposal by ConnectWell Community Health in Renfrew County for a capital project to develop a Health Hub in Cobden.

**Background**

ConnectWell Community Health in Renfrew County (previously known as the Whitewater Bromley Community Health Centre) is one of 100+ Community Health Centres (CHCs) and Aboriginal Health Access Centres (AHAC) in the province today. As you know, CHCs stand out from other models of primary care because they deliver an integrated suite of primary health care services by salaried health professionals alongside health promotion and community-based programs tailored to meet the unique needs of people in the communities they serve. Ontario's CHCs are mandated to serve populations who are made more vulnerable because of their income and social status, education and literacy, physical and social environment, gender, biology and genetic endowment, personal coping skills and health practices, or family and social support networks and inclusion, among others. Specific to Renfrew County our additional risk factors include geography, high incidence of chronic health conditions, falls specific to seniors, and mental health and addictions.

**Current Status:**

ConnectWell submitted a request for a Capital Project for a Health Hub in June 2021 to address the lack of space and services in Cobden and surrounding area. We have received a letter of endorsement for Stage 1 from Ontario Health East on December 23, 2021. Currently, we are investigating options with local health care and related providers and community leaders to discuss the Health Hub concept, to ensure we can leverage all opportunities so that residents of Renfrew County are provided with optimal care. We continue to research and investigate best practices options to ensure our Community Hub provides enhanced health, social and recreational services for all residents. This project nicely aligns with the goals of the Ottawa Valley Ontario Health Team in providing a full suite of

services through partnerships that allow teams to deliver the entire continuum of care for their patient populations.

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

The Report was adopted as presented.

Councillor James Brose, Chair of the Community Services Committee brought in and read the resolutions of the following report:

May 25, 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. **2022 First Quarter Community Housing Registry Waitlist Statistics**  
[Strategic Plan Goals #1, #2 & #3]

	<b>New Eligible Applications</b>	<b>Total Eligible Applications</b>	<b>Total # of Active Applicants</b>	<b>Eligible Transfer Applicants</b>	<b>Eligible Special Priority Applicants</b>
<b>Senior</b>	5	74	89	16	0
<b>Adult</b>	100	651	735	39	9
<b>Family</b>	53	392	604	40	36
<b>TOTALS</b>	<b>158</b>	<b>1117*</b>	<b>1428**</b>	<b>95</b>	<b>45</b>

\*1117 eligible applications as of March 31, 2022

<b>Bedroom Size</b>	<b>Senior</b>	<b>Adult</b>	<b>Family</b>
1	70	607	0
2	4	41	176
3	0	2	127
4	0	1	60
5	0	0	29
<b>TOTALS</b>	<b>74</b>	<b>651</b>	<b>392</b>

**\*\*1428 active applicants as of March 31, 2022**

<b>Bedroom Size</b>	<b>Senior</b>	<b>Adult</b>	<b>Family</b>	<b>Dependents</b>
1	85	696	0	0
2	4	39	255	158
3	0	0	194	253
4	0	0	96	178
5	0	0	59	126
<b>TOTALS</b>	<b>89</b>	<b>735</b>	<b>604</b>	<b>715</b>

**2. Move Ins, Move Outs, and Internal Transfers Comparison (First Quarter 2022) [Strategic Plan Goal #1]**

	<b>Move Outs First Quarter 2022</b>	<b>Move Ins First Quarter 2022</b>	<b>Internal Transfers First Quarter 2022</b>
Pembroke & Area	10	10	1
Renfrew	7	1	3
Arnprior	4	8	4

**3. Landlord and Tenant Board Notices and Applications (First Quarter 2022) [Strategic Plan Goals #1 & #2]**

<b>First Quarter 2022</b>	<b>Arnprior</b>	<b>Renfrew</b>	<b>Pembroke &amp; Area</b>
N4's Issued	97	121	333
N5's Issued	5	5	18
N6's Issued	0	1	1
N7's Issued	0	0	1
L1's Issued	3	5	10
L2's Issued	0	2	2

N4 Notice to Terminate a Tenancy Early for Non-Payment of Rent

N5 Notice to Terminate a Tenancy Early

N6 Notice to Terminate a Tenancy Early for Illegal Acts

N7 10-Day Notice to Terminate a Tenancy Early



- L1 Application to Evict a Tenant for Non-payment of Rent and to Collect Rent the Tenant Owes
- L2 Application to End a Tenancy and Evict a Tenant or Collect Money

4. **Consolidated Homelessness Prevention Initiative (CHPI) 2022 First Quarter Update** [Strategic Plan Goals #1, #2 & #3]

Originally implemented in January 2013, the Community Homelessness Prevention Initiative (CHPI) is a 100 per cent provincially funded outcomes-based program that aims to prevent and end homelessness by improving access to adequate, suitable, and affordable housing and homelessness services for people experiencing homelessness and for people at-risk of homelessness.

The County of Renfrew's CHPI allocation for 2021-2022 is \$1,447,608. This funding is used to deliver local programs that help with housing security: Homelessness Prevention Program (HPP), Rent Allowance, and Emergency Minor Home Repairs.

**Homelessness Prevention Program (HPP)**

This is an emergency program that helps people to keep their current housing or secure new housing. Details about approved expenses and eligibility requirements can be found on the County's website on the [Homelessness Prevention Program](#) webpage.

Number of Approved Applications First Quarter	First Quarter HPP Expenditure
332	\$242,240.77

**Rent Allowance**

The CHPI Rental Allowance Program is a monthly supplement paid to the landlord on behalf of a household in need of rental assistance; \$275/month for single people or couples with no dependents or \$375/month for families or sole support parents with children. This supplement is meant to bridge the gap between affordable rent and the actual market rent charged by the landlord. Households can remain eligible for up to three years and eligibility is verified annually.

## Households Assisted – 2022 First Quarter

Month	Single	Family	First Quarter Expenditure
January	81	34	\$35,025
February	78	31	\$33,075
March	75	31	\$32,250
Total First Quarter Expenditure			\$101,350

### Emergency Minor Home Repairs

This program helps low-income homeowners stay safely housed within their home by covering essential minor home repairs up to \$5000.

Number of Approved Applications 2022 First Quarter	First Quarter HPP Expenditure
1	\$4,972.00

## 5. Investment in Affordable Housing – Revolving Loan Fund [Strategic Plan Goals #1b & #3b]

The Investment in Affordable Housing (IAH) was an initiative where the province cost-matched federal funding to help service managers (municipalities) in deploying affordable housing strategies. Funding was provided from 2011 to 2019 and through this the County of Renfrew was able to offer 2 programs: Affordable Homeownership and Ontario Renovates. Funding was provided to eligible homeowners through a forgivable loan. Service managers were required to establish revolving loan funds. When loans were recovered the balances in the revolving loan funds grew.

The County of Renfrew last offered the Affordable Homeownership and Ontario Renovates Programs during 2019. Intake to these programs was paused during 2020 and 2021 due to limited amounts within the revolving loan funds. Fund balances are now sufficient to launch the programs again.

The current balances of the revolving loan funds:

- Affordable Homeownership \$331,365.05
- Ontario Renovates \$259,789.07

Approved Ontario Renovates Applications	314
Ontario Renovates Loans Recovered to Date	51
Ontario Renovates Funding Issued to Date	\$3,105,000.16
Approved Affordable Homeownership Applications	53
Affordable Homeownership Loans Recovered to Date	27
Affordable Homeownership Funding Issued to Date	\$694,163.00

Within the IAH Guidelines it is specified that the revolving loan funds must be used for their initial intended purpose; meaning that proceeds from one fund cannot be transferred to the other (the homeownership balance cannot be transferred into the renovates balance and vice versa).

Loan amounts, maximum property values, and maximum household incomes are prescribed by the Ministry of Municipal Affairs and Housing through the 2021 Provincial Policy Statement tables. The data is sourced from the Canada Mortgage and Housing Corporation and Canada Revenue Agency. The maximum household income indicated for Renfrew County is \$90,400. The maximum home value (not exceeding the average resale house prices) is \$331,412.

The Affordable Homeownership and Ontario Renovates programs will be offered to eligible homeowners starting June 6, 2022.

## 6. **Retirement- Manager, Child Care and Early Years**

Judy Mulvihill, Manager of the Child Care and Early Years Division will retire effective June 30<sup>th</sup> after more than 16 years with the County of Renfrew, leading the Child Care and Early Years Department through significant growth and changes. We extend our thanks for her leadership and the many contributions Judy has made to the County of Renfrew and the child care sector in this area, and we wish her health and happiness as she moves on to this next chapter in life.

## 7. Ontario Works Caseload Statistics [Strategic Plan Goal #1 (b)]

Month	2022 Total Caseload	2021 Total Caseload
January	1,052	1,062
February	1,083	1,052
March	1,118	1,076
April		1,048
May		1,037
June		1,014
July		1,002
August		985
September		946
October		974
November		977
December		1,017

## 8. Inclusion Services Statistics [Strategic Plan Goal # 1 (a)]

The following chart indicates Inclusion Services monthly statistics from January to March 2022.

[illegible]

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

The following chart indicates the County of Renfrew Licensed Home Child Care program monthly statistics from January to March 2022.

[illegible]

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

The following chart indicates monthly statistics for licensed child care in Renfrew County from January to March 2022.

Month and Year	Jan 22	Feb 22	Mar 22	Apr 22	May 22	Jun 22	Jul 22	Aug 22	Sep 22	Oct 22	Nov 22	Dec 22
Licensed capacity	1764	1764	1764									
Operating capacity	1261	1276	1360									
Children served	1118	1101	1150									
Children served, receiving Fee Subsidy	316	317	315									

11. **Canada-Wide Early Learning and Child Care (CWELCC) System** [Strategic Plan Goal # 2 (a)]

On April 13, 2022, the Ministry of Education released an [addendum to the Ontario Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline \(2022\)](#), for the Canada-Wide Early Learning and Child Care System (CWELCC). A synopsis of information included in this addendum is provided below.

**Licensee Eligibility:**

All Licensees with programs serving children under the age of 6 (or turning 6 before June 30, 2022) in Ontario are eligible to apply to participate in the CWELCC System through the County of Renfrew. Participation in the CWELCC System is optional and Licensees will be able to choose to participate in the CWELCC System, or not participate and operate outside the CWELCC System. The County of Renfrew may deny an application for enrolment in limited circumstances outlined in O.Reg.137/15. Licensees that wish to participate in the CWELCC System must indicate their intent to do so to the County of Renfrew by September 1, 2022.

Licensees participating in the CWELCC System must have a Purchase of Service Agreement with the County of Renfrew in the areas they provide care and operate under the criteria outlined in the guidelines.

**Funding:**

The Ministry of Education has advised that the identified 2022 allocation of \$2,881,622 is for the period of April to December 2022. Further information regarding funding allocations for January to March 2023 and April 2023 to March 2024 have yet to be defined, although initial conversations with the province of Ontario indicate that the funding will be equivalent to or more than the presently allocated funding.

The breakdown of the funding from April to December 2022 will include funding for 10 months, including January 2023, which will require a higher level of funding to cover the next fee reduction starting December 31, 2022, is as follows:

- Fee Reduction \$2,550,655.
- Workforce Compensation \$208,024.
- Administration \$122,943.

**Next Steps:**

To accomplish the objectives outlined in the CWELCC addendum, the County of Renfrew Child Care and Early Years Division will be submitting for Committee and Council the following later in 2022:

- A new CWELCC Service Agreement template for approval.
- A list of Licensees recommended for a CWELCC Service Agreement.
- New County of Renfrew Child Care and Early Years policies that relate to the implementation of the CWELCC.

To meet these objectives, the CWELCC Service Agreement will be reviewed by independent legal council, applications for Licensees for the CWELCC program will be disseminated and reviewed for approval once submitted and policies will be developed.

12. **EarlyON Centre Addition at St. Joseph's Catholic School** [Strategic Plan Goal # 2 (a)]

Attached as Appendix I is an approval letter from the Ministry of Education, April 28, 2022, to Renfrew County Catholic District School Board's request for an Approval to Proceed (ATP) in the amount of \$23,490,782 for a 434 pupil place, four-room child care centre, and a one-room EarlyON centre addition at the St. Joseph's Catholic Secondary School including additional funding and approval to demolish the existing St. Thomas Apostle Catholic Elementary School (SFIS#4513), under s. 194(4) of the Education Act. The child care space will accommodate an existing licensed child care centre with the addition of a dedicated EarlyON space within a school setting.

13. **Emergency Assistance for Ukrainian Migrants** [Strategic Plan Goal #3 (b)]

The federal government has created a new immigration stream for Ukrainian individuals and families fleeing the conflict in Ukraine called the Canada-Ukraine Authorization for Emergency Travel (CUAET). To provide support and assistance to individuals who have come to Canada through CUAET, the Ministry of Children Community and Social Services (MCCSS) has expanded access to the Ontario Works Emergency Assistance program to enable individuals to receive emergency financial support for up to 6 months.

The federal government has also recently announced that they will be offering short term financial assistance for CUAET migrants. The federal program will cover a 2-week motel stay and financial assistance in the amount of \$500/week for up to 6 weeks. Once this application process is up and running, staff will help newcomers in our community with accessing the financial assistance programs and other community supports.

## **RESOLUTIONS**

14. **National Housing Strategy 2022-23 Allocations** [Strategic Plan Goal #3 (b)]

**RESOLUTION NO. CS-CC-22-05-39**

Moved by Chair

Seconded by Committee

THAT County Council approve the renewed Action Plan under the National Housing Strategy for 2022-23; AND FURTHER THAT County Council

authorize the Warden and Clerk to execute the amended Transfer Payment Agreement for the Canada-Ontario Community Housing Initiative (COCHI) and the Ontario Priorities Housing Initiative (OPHI) between the County of Renfrew and the Ministry of Municipal Affairs and Housing.

### **Background**

Attached as Appendix II is correspondence dated April 27, 2022 from the Honourable Steve Clark, Minister of Municipal Affairs and Housing regarding funding available to the County of Renfrew through the renewed Action Plan under the National Housing Strategy for 2022-23 in the amounts of:

<b>Program</b>	<b>2022-23 Confirmed Allocations</b>
Canada-Ontario Community Housing Initiative (COCHI)	\$574,180
Ontario Priorities Housing Initiative (OPHI)	\$601,100
Canada-Ontario Housing Benefit (COHB)	\$331,900

The signed Transfer Payment Agreement and Investment Plan must be returned to the Ministry no later than May 31, 2022.

Attached as Appendix III is the Transfer Payment Agreement.

Attached as Appendix IV is the COCHI-OPHI Investment Plan 2022-23.

### **BY-LAWS**

15. **Amendment to By-law 50-17- County of Renfrew New License Home Agreement** [Strategic Plan Goal # 3 (b)]

#### **RESOLUTION NO. CS-CC-22-05-40**

Moved by Chair

Seconded by Committee

THAT County Council approve that By-law No. 50-17 authorizing the County of Renfrew to enter into an agreement with Licensed Home Child Care service providers, be amended to enter into an agreement with Brittany Weiland (located in Pembroke); AND FURTHER THAT the providers that are no longer operating under the County of Renfrew Licensed Home Child Care Agency be removed.



**Background**

Since 2018, the County of Renfrew has been licensed by the Ministry of Education to operate a Licensed Home Child Care Agency. At this time, there are four homes operating at full capacity with 20 full time children. One home resides in Arnprior, two homes are located in Pembroke, and the fourth home is located in Eganville.

The following Licensed Home Child Care Providers no longer operating under Licensed Home Child Care Agency are as follows:

- Constance Leahy – Sweet Porridge, closed September 30, 2020;
- Jessica Nelson – Pine Valley Daycare, closed October 27, 2020;
- Kim Lair – Smiles for Miles, closed April 30, 2021; and
- Amanda Nash – Amanda's Home Daycare, approved but did not become operational.

All of which is respectfully submitted.

James Brose, Chair

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

The Report was adopted as presented.

Councillor Thomas Peckett, Chair of the Operations Committee brought in and read the resolutions in the following report:

May 25, 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. **Monthly Status Report** [Strategic Plan Goal No. 3]

Attached as Appendix I is the Monthly Project Status Report for the information of Council.

2. **Capital Program Variance Report** [Strategic Plan Goal No. 3]

Attached as Appendix II is the Capital Program Variance Report. As Council will notice from the 2022 Capital Variance Report, staff are seeing a number of overages in the project tenders. Significant increases in asphalt pricing and bridge rehabilitation have contributed to an overall excess of \$2.0 million in pricing. With several project tenders still to come, staff are advising Council that the use of the Working Capital Reserve account may be necessary later in the season to complete planned projects. If deemed necessary, a select number of projects may be pushed into the 2023 season which would affect the Asset Management Plan and future work plans.

3. **County Road 512 (Foymount Road) Update** [Strategic Plan Goal No. 2]

As per a request at the previous meeting of County Council, correspondence was sent to Bell Canada and Hydro One requesting that their works along County Road 512 (Foymount Road) be expedited and that staff from each agency coordinate with County staff in order to ensure a portion of the road may be reconstructed in 2022. A response has been received from both Bell and Hydro agreeing to a meeting with County staff to establish the scope of works and anticipated timelines.

4. **Spring Load Restrictions** [Strategic Plan Goal No. 2]

The removal of spring load restrictions commenced on May 16, 2022. A notice has been sent to the local newspapers, local municipalities, and is posted on the County of Renfrew website.

5. **Summer Operations** [Strategic Plan Goal No. 3]

a) Street Sweeping – Urban Areas

The awarded Contractor, 535276 Ontario Inc., Hughson Fencing & Guiderail, Glenburnie, Ontario commenced work on May 12, 2022. It is anticipated the work will be completed by the end of May.

b) Street Sweeping – Intersections

Staff is proceeding with the sweeping operations throughout the County to ensure that all debris remaining from the winter season is removed from pavement surfaces as weather conditions allow.

c) Manhole and Catch Basin Cleaning

The awarded Contractor, Clean Water Works Inc., Ottawa, Ontario is anticipated to commence work prior to the end of May and have the work complete by June 24, 2022.

6. **PWC-2021-56 – Amendment for B203 (Petawawa River Bridge) Contract Administration Services** [Strategic Plan Goal No. 2]

WSP Canada completed the design for the rehabilitation of County Structure B203 (Petawawa River Bridge) and the construction contract has been awarded Bonnechere Excavating Inc., Renfrew, Ontario.

The original RFP, PWC-2021-66 – Engineering Services for Rehabilitation of B203 (Petawawa River Bridge), which was awarded to WSP Canada, identified potential for additional Contract Administration and Supervision services. WSP Canada has provided a proposal for these services, in the amount of \$124,309.67, plus HST. This pricing is considered competitive and, as they are the Design Consultant and would be beneficial to the overall project, our Committee approved an amendment of Contract PWC-2021-56 for Engineering Services of County Structure B203 (Petawawa River Bridge) awarding the Contract Administration and Supervision services to WSP Canada.

7. **PWC-2022-62 Rehabilitation of County Road 62 (John Street/Combermere Road)** [Strategic Plan Goal No. 2]

Tenders were requested and received for the rehabilitation of County Road 62 (John Street/Combermere Road) from the start of the urban section to the end of the urban section, a distance of 0.26 km in the Township of Madawaska Valley as follows:

1. Greenwood Paving (Pembroke) Ltd., Pembroke ON \$116,949
  2. Miller Paving Limited, Arnprior ON \$142,975
- All amounts exclude HST

**Financial Implications**

The current 2022 Capital Works budget includes funds in the amount of \$62,953 for the rehabilitation of County Road 62 (John Street/Combermere Road). A comparison of the 2022 budget and projected costs is provided in the following table:

County Road 62 (Combermere Road) Rehabilitation			
	2022 Budget	Low Tender Projected	Variance Over/(Under)
Construction	40,866.36	120,027.90	79,161.54
Engineering - Design/Tendering	5,000.00	5,000.00	
Project Administration & Construction Supervision	10,000.00	10,000.00	
Material Testing (Allowance)	3,000.00	3,000.00	
Contingency	4,086.64	6,001.40	1,914.76
<b>Total</b>	<b>62,953.00</b>	<b>144,029.30</b>	<b>81,076.30</b>
* All costs are net HST			
* Projected costs are based on Tender results			

Our Committee approved the award of Contract PWC-2022-62 as submitted by Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario for the rehabilitation of County Road 62 (John Street/Combermere Road) in the amount of \$116,949 plus HST.

8. **PWO-2022-12 Tractor and Attachment** [Strategic Plan Goal No. 3]

Tenders were requested and received for the purchase of one tractor and attachment as follows:

1. Cecil C. Elliott Farm Equipment Ltd., Pembroke, ON	\$117,294
2. Huckabone's Garage Ltd., Cobden, ON	\$129,900
3. Huckabone's Garage Ltd., Cobden, ON	\$132,700
4. Greentech Carp, Carp, ON	\$164,500
5. Delta Power Equipment Ltd., Renfrew, ON	Rejected
All amounts exclude applicable taxes	

**Financial Implications**

The tender issued included the purchase of one tractor and two attachments as options. In consideration of the approved budget, staff recommended that we do not proceed with one of the options, the front mount power take-off (PTO) and three-point hitch, reducing the purchase price by \$15,850. The purchase of one tractor and attachment is not subject to HST as it is considered "Zero-Rated Farm Equipment" by the Canada Revenue Agency (GST/HST Memorandum 4.4, Agriculture and Fishing). Our Committee approved the award of Contract PWO-2022-12 as submitted by Cecil C. Elliott Farm Equipment Ltd., Pembroke, Ontario for the purchase of one tractor and attachment in the amount of \$101,444 excluding applicable taxes.

**BY-LAWS**

9. **County Road 1 (Madawaska Boulevard) – Review of Speed Limit between Connifer Lane and Edward Levesque Gate** [Strategic Plan Goal No. 2]

**RESOLUTION NO. OP-CC-22-05-58**

Moved by Chair

Seconded by Committee

THAT County Council update the speed limit By-law to change the posted speed limit along County Road 1 (Madawaska Boulevard) between Connifer Lane (Renfrew County Boundary) and 600 metres north of the Renfrew County Boundary to 60km/hr.

## **Background**

The current posted speed limit on County Road 1 (Madawaska Boulevard) between Connifer Lane (Renfrew County Boundary) and 600 metres north of Connifer Lane is 80km/hr. Fronting on this section of Madawaska Boulevard is a 5 Phase subdivision which is approaching Phase 4 of development. The total number of residential units within the subdivision will be in excess of 500 upon completion.

During a recent review of subdivision design plans, the Developer requested that the posted speed limit for Madawaska Boulevard be reviewed. Due to the urbanization of the area and its close proximity to the core of the Town of Arnprior, staff conducted a review using the Transportation Association of Canada (TAC) Guidelines. The results, which have been included as Appendix III, indicate that a posted speed limit of 60km/hr would be appropriate. Staff are therefore supportive of a reduction in the posted speed limit to 60km/hr.

As is the County of Renfrew Public Works and Engineering best practice, a letter was sent to the Town of Arnprior, seeking Town Council support for a change to the posted speed limit. A copy of the letter and Town Resolution in support of the speed reduction are attached as Appendix IV. A map is attached as Appendix V to display the location.

### **10. Request for Tenders [Strategic Plan Goal No. 2]**

The following Request for Tenders were issued during the month of April for the Public Works and Engineering Department.

#### **a) PWC-2022-22 Rehabilitation of County Structure B022 (Indian River Bridge)**

##### **RESOLUTION NO. OP-CC-22-05-60**

Moved by Chair

Seconded by Committee

THAT County Council approve Contract PWC-2022-22 as submitted by DW Building Restoration Services Incorporated, Ottawa, Ontario for the rehabilitation of County Structure B022 (Indian River Bridge) in the amount of \$1,145,953.30 plus HST; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract.

## Background

Tenders were requested and received for the rehabilitation of B022 (Indian River Bridge) which is located on Sandy Beach Road, 0.5 km west of Highway 41, in the geographic Township of Alice, in the Township of Laurentian Valley as follows:

	Original Amount	Addendum Amount
1. DW Building Restoration Services Inc. Ottawa, ON	\$1,215,721.00	\$1,145,953.30
2. Bonnechere Excavating Inc. Renfrew, ON	1,194,274.90	1,153,954.90
3. UrbanLink Civil Ltd., Grimsby, ON	1,189,898.00	1,189,898.00

Upon closure of the tender bidding, it was discovered that clarity was required on two items in the tender which could alter the pricing substantially. In discussions with the Consultant, it was recommended that an Addendum be issued to each of the Contractors who made a submission to provide an opportunity to submit updated unit rates for the two affected items. Following submission of the revised Addendum pricing, the Design Consultant recommended that the contract be awarded to DW Building Restoration Services Inc., Ottawa, Ontario.

The current 2022 Capital Works budget includes funds in the amount of \$1,200,000 for the rehabilitation of County Structure B022. A comparison of the 2022 budget and projected costs is provided in the following table:

B022 (Indian River Bridge)			
	2022 Budget	Low Tender	
		Projected	Variance Over/(Under)
Construction	975,000.00	1,166,122.08	191,122.08
Engineering - Design/Tendering	20,000.00	20,000.00	-
Project Administration & Construction Supervision	100,000.00	100,000.00	-
Material Testing (Allowance)	10,000.00	10,000.00	-
Contingency	95,000.00	58,306.10	(36,693.90)
<b>Total</b>	<b>1,200,000.00</b>	<b>1,354,428.18</b>	<b>154,428.18</b>
* All costs are net HST			
* Projected costs are based on Tender results			

**b) PWC-2022-12 Rehabilitation of County Road 508 (Calabogie Road)**

**RESOLUTION NO. OP-CC-22-05-63**

Moved by Chair

Seconded by Committee

THAT County Council approve Contract PWC-2022-12 as submitted by Thomas Cavanagh Construction Limited, Ashton, Ontario for the rehabilitation of County Road 508 (Calabogie Road) in the amount of \$678,400 plus HST; AND FURTHER THAT a By-law to Authorize Execution of the Contract be passed.

**Background**

Tenders were requested and received for the rehabilitation of County Road 508 (Calabogie Road) from Mill Street to County Road 511 (Lanark Road), a distance of 2.04 km in the Township of Greater Madawaska as follows:

1. Thomas Cavanagh Construction Limited, Ashton, ON	\$678,400.00
2. Greenwood Paving (Pembroke) Ltd., Pembroke, ON	\$712,111.10
3. H&H Construction Inc., Petawawa, ON	\$715,303.36
4. Aecon Construction Ontario East Limited, Carp, ON	\$784,460.00
5. Bonnechere Excavating Inc., Renfrew, ON	\$811,445.00

The current 2022 Capital Works budget includes funds in the amount of \$636,320 for the rehabilitation of County Road 508 (Calabogie Road). A comparison of the 2022 budget and projected costs is provided in the following table:

County Road 508 (Calabogie Road) Rehabilitation			
	2022 Budget	Low Tender Projected	Variance Over/(Under)
Construction - Contractor	463,018.18	692,375.04	229,356.86
Construction - Day labour	111,000.00	111,000.00	
Engineering - Design/Tendering	6,000.00	6,000.00	
Project Administration & Construction Supervision	7,000.00	7,000.00	
Material Testing (Allowance)	3,000.00	3,000.00	
Contingency	46,301.82	34,618.75	(11,683.07)
<b>Total</b>	<b>636,320.00</b>	<b>853,993.79</b>	<b>217,673.79</b>
* All costs are net HST			
* Projected costs are based on Tender results			



c) **PWC-2022-67 Rehabilitation of County Road 67 (Simpson Pit Road)**

**RESOLUTION NO. OP-CC-22-05-64**

Moved by Chair

Seconded by Committee

THAT County Council approve Contract PWC-2022-67 as submitted by R.G.T. Clouthier Construction Limited, Pembroke, Ontario for the rehabilitation of County Road 67 (Simpson Pit Road) in the amount of \$788,500 plus HST; AND FURTHER THAT a By-law to Authorize Execution of the Contract be passed.

**Background**

Tenders were requested and received for the rehabilitation of County Road 67 (Simpson Pit Road) from 250 metres north of Buckhill Road to County Road 58 (Round Lake Road), a distance of 1.32 km in the Township of Killaloe, Hagarty and Richards as follows:

1. R.G.T. Clouthier Construction Limited, Pembroke, ON	\$788,500.00
2. Greenwood Paving (Pembroke) Ltd., Pembroke, ON	\$824,138.18
3. H&H Construction Inc., Petawawa, ON	\$949,696.60
4. Bonnechere Excavating Inc., Renfrew, ON	\$969,055.40

The current 2022 Capital Works budget includes funds in the amount of \$781,000 for the rehabilitation of County Road 67 (Simpson Pit Road). A comparison of the 2022 budget and projected costs is provided in the following table:

County Road 67 (Simpson Pit Road) Rehabilitation			
	2022 Budget	Low Tender Projected	Variance Over/(Under)
Construction	686,363.64	803,904.00	117,540.36
Engineering - Design/Tendering	6,000.00	6,000.00	
Project Administration & Construction Supervision	17,000.00	17,000.00	
Material Testing (Allowance)	3,000.00	3,000.00	
Contingency	68,636.36	40,195.20	(28,441.16)
<b>Total</b>	<b>781,000.00</b>	<b>870,099.20</b>	<b>89,099.20</b>
* All costs are net HST			
* Projected costs are based on Tender results			

d) **PWC-2022-02 Rehabilitation of County Road 2 (White Lake Road) and County Road 23 (Highland Road)**

**RESOLUTION NO. OP-CC-22-05-65**

Moved by Chair

Seconded by Committee

THAT County Council approve Contract PWC-2022-02 as submitted by Thomas Cavanagh Construction Ltd., Ashton, Ontario for the rehabilitation of County Roads 2 (White Lake Road) and 23 (Highland Road) in the amount of \$1,623,208.43 plus HST; AND FURTHER THAT a By-law to Authorize Execution of the Contract be passed.

**Background**

Tenders were requested and received for the rehabilitation of County Road 2 (White Lake Road) from Mountain View Road to Waba Creek Bridge, a distance of 5.44 km and County Road 23 (Highland Road) from Robertson Line to Sawmill Road, a distance of 1.51 km in the Township of McNab/Braeside as follows:

1. Thomas Cavanagh Construction Limited, Ashton, ON	\$1,623,208.43
2. Aecon Construction Ontario East Limited, Ottawa, ON	\$1,664,000.00
3. Greenwood Paving (Pembroke) Ltd., Pembroke, ON	\$1,780,579.92
4. H&H Construction Inc., Petawawa, ON	\$2,127,082.83
5. R.W. Tomlinson Limited, Ottawa, ON	\$2,199,441.00

The current 2022 Capital Works budget includes funds in the amount of \$1,088,684 for the rehabilitation of County Road 2 (White Lake Road) and \$324,650 for the rehabilitation of County Road 23 (Highland Road). A comparison of the 2022 budgets and projected costs is provided in the following table:

County Road 2 (White Lake Road) & County Road 23 (Highland Road) Rehabilitation			
	2022 Budget	Projected	Low Tender Variance Over/(Under)
Construction	1,243,030.91	1,655,847.30	412,816.39
Engineering - Design/Tendering	15,000.00	15,000.00	
Project Administration & Construction Supervision	25,000.00	25,000.00	
Material Testing (Allowance)	6,000.00	6,000.00	
Contingency	124,303.09	82,792.37	(41,510.73)
<b>Total</b>	<b>1,413,334.00</b>	<b>1,784,639.67</b>	<b>371,305.67</b>
* All costs are net HST			
* Projected costs are based on Tender results			

e) **PWC-2022-13 Rehabilitation of County Road 13 (Mountain Road)**

**RESOLUTION NO. OP-CC-22-05-66**

Moved by Chair

Seconded by Committee

THAT County Council approve Contract PWC-2022-13 as submitted by H&H Construction Inc., Petawawa, Ontario for the rehabilitation of County Road 13 (Mountain Road) in the amount of \$595,746.50 plus HST; AND FURTHER THAT a By-law to Authorize Execution of the Contract be passed.

**Background**

Tenders were requested and received for the rehabilitation of County Road 13 (Mountain Road) from Micksburg Road to Stafford Third Line, a distance of 2.78 km in the Township of Laurentian Valley as follows:

1. H&H Construction Inc., Petawawa, ON	\$595,746.50
2. Greenwood Paving (Pembroke) Ltd., Pembroke, ON	\$615,668.70
3. R.G.T. Clouthier Construction Ltd., Pembroke, ON	\$678,800.00
4. Bonnechere Excavating Inc., Renfrew, ON	\$710,536.01

The current 2022 Capital Works budget includes funds in the amount of \$597,700 for the rehabilitation of County Road 13 (Mountain Road). A comparison of the 2022 budget and projected costs is provided in the following table:

<b>County Road 13 (Mountain Road) Rehabilitation</b>			
	<b>2022 Budget</b>	<b>Projected</b>	<b>Low Tender Variance Over/(Under)</b>
<b>Construction</b>	524,272.73	608,266.84	83,994.11
<b>Engineering - Design/Tendering</b>	6,000.00	6,000.00	
<b>Project Administration &amp; Construction Supervision</b>	12,000.00	12,000.00	
<b>Material Testing (Allowance)</b>	3,000.00	3,000.00	
<b>Contingency</b>	52,427.27	30,413.34	(22,013.93)
<b>Total</b>	<b>597,700.00</b>	<b>659,680.18</b>	<b>61,980.18</b>
* All costs are net HST			
* Projected costs are based on Tender results			

f) **PWC-2022-06 Asphalt Patching and Scratch Coat Paving**

**RESOLUTION NO. OP-CC-22-05-67**

Moved by Chair

Seconded by Committee

THAT the Operations Committee recommend that County Council approve Contract PWC-2022-06 as submitted by Bonnechere Excavating Inc., Renfrew, Ontario for Asphalt Patching and Scratch Coat Paving in the amount of \$690,530.44 plus HST; AND FURTHER THAT a By-law to Authorize Execution of the Contract be passed.

**Background**

Tenders were requested and received for Asphalt Patching and Scratch Coat Paving (various locations) as follows:

- |   |              |
|---|--------------|
| 1. Bonnechere Excavating Inc., Renfrew, ON        | \$690,530.44 |
| 2. Greenwood Paving (Pembroke) Ltd., Pembroke, ON | \$731,230.00 |
| 3. H&H Construction Inc., Petawawa, ON            | \$807,768.43 |

The current 2022 Capital Works budget includes funds in the amount of \$737,924 for the Asphalt Patching and Scratch Coat Paving. A comparison of the 2022 budget and projected costs is provided in the following table:

Asphalt Patching & Scratch Coat Paving			
	2022 Budget	Low Tender Projected	Variance Over/(Under)
Construction	667,203.64	704,718.98	37,515.34
Engineering - Design/Tendering			-
Project Administration & Construction Supervision	1,000.00	1,000.00	-
Material Testing (Allowance)	3,000.00	3,000.00	-
Contingency	66,720.36	29,205.02	(37,515.34)
<b>Total</b>	<b>737,924.00</b>	<b>737,924.00</b>	
* All costs are net HST			
* Projected costs are based on Tender results			

Staff have reviewed the projected costs for all the above contracts and note that there are significant overages in the tenders compared with the budgets. As costs for these projects are not anticipated to be reduced

should the project be postponed, and the works tendered are necessary to ensure more significant works are not needed in the near future, it is recommended the contracts be awarded. All Tenders were processed in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services. All amounts exclude applicable taxes.

All of which is respectfully submitted.

T. Peckett, Chair

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

The Report was adopted as presented.

Councillor Robert Sweet, Chair of the Development & Property Committee brought in and read the resolutions of the following report:

May 25, 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. Staffing Updates**

#### **a) Retirement – Manager of Economic Development**

Alastair Baird, Manager of Economic Development Services, Ottawa Valley Tourist Association (OVTA) and Enterprise Renfrew County (ERC) has provided notice of his intent to retire from the County of Renfrew effective June 30, 2022. Alastair has been with the County for 20 years and is recognized throughout the region for providing businesses with very professional, educated, and sage economic development advice. His passion for the tourism sector, for micro and macro business propositions, and his general knowledge and business acumen across our pillars of economic development will be missed by both staff and the network of business colleagues he has built over the years.

#### **b) Small Business Advisor – Enterprise Renfrew County**

We are pleased to announce that Heather Inwood-Montrose, of the Township of Bonnechere Valley, has been engaged as our Small Business Advisor. Ms. Inwood-Montrose comes to the County with a background in the skilled trades, training, banking and small business advisor, college instruction, organization management and career coaching. Ms. Inwood-Montrose commenced her employment with the County of Renfrew on May 24, 2022.

c) Supervisor – Technical Services – Real Estate

We are pleased to announce that Dennis Lazary has been engaged as our Supervisor – Technical Services. Mr. Lazary comes to us with experience in project management, contract preparation, and knowledge of Municipal and Provincial regulations. Dennis will be working on housing and real estate projects within the County of Renfrew portfolio. Mr. Lazary commenced his employment with the County on May 24, 2022.

2. **Connecting the East: A Draft Transportation Plan for Eastern Ontario**

The Province of Ontario has released its plan to build a better transportation system in eastern Ontario, the “[Connecting the East: A draft transportation plan for eastern Ontario](#)” which gives the details of the current governments’ accomplishments and plans for expansion to all forms of transportation, trails, transit and cycling. This plan includes infrastructure, service improvements and policies organized under five goals:

- Connecting people and places
- Supporting a competitive and open for business environment
- Providing more choice and convenience
- Improving safety and inclusion
- Preparing for the future.

Unfortunately, no new funding opportunities have been identified, but the document will make an additional reference when applying for transportation initiatives within the County of Renfrew.

3. **Intervention Submission to Canadian Nuclear Safety Commission**

[Strategic Plan Goal No. 1]

Economic Development Services, per County Council direction, prepared and submitted an intervention document in support of the Near Surface Disposal Facility (NSDF) being proposed for Chalk River Laboratories (CRL). Nearby host communities and Canadian Nuclear Laboratories (CNL) leadership team had requested County of Renfrew and municipal support with this project which will facilitate continued site renewal at CRL and long-term management of low-level nuclear waste materials. In this

written intervention County Council also requested to participate in the public hearings on this matter and is scheduled to present on June 3, 2022 at the Best Western Pembroke Inn and Conference Centre.

4. **Eastern Ontario Business Journal** [Strategic Plan Goal No. 1]

Continuing our 2022 marketing program with Ottawa Business Journal (OBJ) and Great River Media, staff has provided content for the broadly distributed [Eastern Ontario Business Journal](#) Spring issue. Staff continues to highlight career opportunities, lifestyle amenities and examples of local entrepreneurs, manufacturers, business leaders and investment opportunities.

A new [advertisement](#) was also placed in the OBJ and EOBJ monthly e-newsletter promoting the business and investment opportunities on their website-a listing of County of Renfrew Investment and Business Opportunities (CORIBO).

OBJ has also provided some data highlights of print and social media distribution from Q1 of our 2022 campaign.

Renfrew County full page ad in print issues have been delivered as follows:

- [January OBJ link to issue](#) (25,000 readers print and digital)
- [March OBJ link to issue](#) (25,000 readers print and digital)
- [April EOBJ link to issue](#) (43,000 readers print and digital)

Renfrew ad on monthly e-newsletters has been sent:

- January 7,500 sends (6,000 Ottawa 1,500 Eastern Ontario)
- February 7,500 sends (6,000 Ottawa 1,500 Eastern Ontario)
- March 7,500 sends (6,000 Ottawa 1,500 Eastern Ontario)

Renfrew County advertisement on [obj.ca](#) website:

- January 1 to April 1 – 13,423 impressions

5. **Ontario Connects Broadband Presentation** [Strategic Plan Goal No. 1]

Attached as Appendix I is a presentation from the Ministry of Infrastructure (MOI) from Ontario Connects on “Bringing High-Speed Internet to Every Community”. A list of the successful communities benefiting from this initiative is available on the [Province of Ontario](#) website.



6. **Taste of the Valley 2022 Locations and Dates** [Strategic Plan Goal No. 1]

Attached as Appendix II is a promotional flyer for the 2022 Taste of the Valley events. Confirmed dates are for Taste of the Valley are Barry's Bay on Friday, August 19; Eganville on Friday, August 26; Renfrew on Saturday, September 24; Deep River on Saturday, October 1; Arnprior on Sunday, October 2; and in Cobden on October 15. Previous and new vendors have been notified and are now invited to apply for a booth at the various Taste of the Valley events for 2022.

7. **Annual General Meeting Recap** [Strategic Plan Goal No. 1]

On Tuesday, April 26, 2022 members of the Ottawa Valley Tourist Association (OVTA) gathered for the virtual Annual General Meeting (AGM) to take care of official business, learn about sustainable tourism and announce the winners of the Ottawa Valley tourism awards.

Three new and one returning director were appointed to the Board for the 2022-23 term:

Marc Bru, Square Timber Brewing	Victoria Charbonneau, Town of Renfrew
Meghan James, Somewhere Inn <b>(Vice-President)</b>	Beth Kennedy, Placemaking Design <b>(new)</b>
Chris Melmoth, Algonquin College Pembroke <b>(President)</b>	Angela Siebarth, Champlain Trail Museum
Tom Sidney, Maple Ridge Inn B&B <b>(new)</b>	Stefani Van Wijk, Madawaska Kanu Centre
Rachel Worth-Cappell, Braiding River <b>(new)</b>	Chris Hinsperger Bonnechere Caves (Past President)
Mayor David Bennett, Horton Township	Mayor Brian Hunt, Greater Madawaska Township
Elijah McKeown, City of Pembroke	

**Winners of the 2022 Ottawa Valley Tourism Awards**

During the AGM, Tourism Award Co-Chairs, Chris Hinsperger and Meghan James, announced the winners of the 2022 awards:

- Marilyn Alexander Tourism Champion Award – Cindy Jamieson, The Whitewater Inn and Valley Cycle Tours
- Business of Distinction – Braiding Rivers
- Special Event of the Year – Tour de Bonnechere

8. **Tourism Relief Funding Announced** [Strategic Plan Goal No. 1]

On April 13, Ontario's Highlands Tourism Ontario (OHTO) officially announced the investment of \$3 million to the Ontario's Highlands region through the [Tourism Relief Fund](#) being delivered by the Federal Economic Development Agency of Southern Ontario (FedDev Ontario).

This fund will provide local incorporated tourism businesses, organizations and communities up to \$100,000 in non-repayable contributions. The fund is open to incorporated businesses, not-for-profit incorporated organizations, destination marketing organizations, municipalities and Indigenous First Nation, Métis and Inuit-owned businesses, communities and organizations.

This application-based program will help facilitate the recovery and long-term growth of the tourism economy in the region, supporting tourism stakeholder investment in creating new or enhanced tourism experiences.

The Tourism Relief Fund will support eligible projects that align with the program objectives and take place between April 19, 2021 and December 31, 2022. All projects must be completed by, and all project expenses incurred no later than, December 31, 2022. The first intake for applications closes on May 15, 2022.

9. **Planning Workshop** [Strategic Plan Goal Nos. 3 and 4]

Following several requests from local municipalities, staff scheduled a planning workshop for Wednesday, May 18, 2022, and an invitation was circulated to all local municipalities. The intent of the workshop was for the beginner to the expert who deal with planning files and for those who wished to learn more about the planning process. As many local municipalities have employees who are new to planning, a "Planning 101" was provided to give a broad overview. There have been recent changes to the Planning Act which provides an opportunity to discuss Bill 109 as well and the next steps for the County and local municipalities. The following topics were included in the workshop: Planning 101, GIS Services, Bill 109, and a Roundtable Discussion.

10. **Bill 109 “Ontario’s More Homes for Everyone Act, 2022”** [Strategic Plan Goal No. 1]

The Province gave Royal Assent to Bill 109 “Ontario’s More Homes for Everyone Act, 2022” on April 14, 2022 less than halfway through the consultation period provided through Environmental Registry of Ontario (ERO) platform. On April 20, 2022, Planning staff attended a Bill 109 Question and Answer session hosted by the Province and attached as Appendix III is the provincial response to several of the questions raised at that meeting.

As directed by County Council on April 29, 2022, the Warden submitted a response on behalf of the County of Renfrew to the provincial request for comments on Bill 109. County staff continue to review this new legislation and will be discussing implications and next steps with our local municipal partners.

11. **Planning Service Agreements** [Strategic Plan Goal No. 2]

As directed by Council, Planning staff sent a reminder to the local municipalities for which the County provides support for local planning approvals that a Planning Service Agreement is required. These agreements are intended to provide formality, stability, and predictability so that the County can manage our resources effectively and efficiently. To date the County has received agreements from two municipalities.

12. **White Lake Road Official Plan Amendment – Appeal**

The Town of Arnprior adopted Official Plan Amendment No. 3 (OPA No. 3) to the Town’s Official Plan. The County of Renfrew approved the amendment which proposed to re-designate lands from a commercial/employment designation to a “Low/Medium Density Residential Area”. The re-designation would facilitate the development of a future plan of subdivision on the property which is located off of White Lake Road and abuts the Arnprior airport and the Antrim Truck Stop. The County received an appeal to the amendment from a private resident. The Ontario Land Tribunal has scheduled a case management conference for May 30, 2022.

### 13. Request for Proposal – Community Housing Units

The County of Renfrew issued a Request for Proposals (RFP) from qualified firms to provide architectural and construction administration services for the construction of the community housing units at Lea Street/Douglas Street in the City of Pembroke. The scope of work to be completed by the Proponent includes: site plan and site servicing design, schematic and detailed building design, interior design, preparation of tender specifications and contract documents, part-time construction supervision and administration, and building commissioning and post-construction services.

The proposals were evaluated against the following criteria:

- 1) Overall cost
- 2) Previous experience on similar projects
- 3) Company profile and history
- 4) Overall quality of submission in terms of meeting RFP deliverables
- 5) Contract management service provided

The RFP identified that the project would be delivered in two phases:

- Phase 1: Preliminary design and consultation
- Phase 2: Tender and contract management

The following Requests for Proposals were received and evaluated by the Selection Committee:

Firm	Phase 1 Bid Price	Phase 2 Bid Price
Bell + Associates Architecture (Pembroke)	\$10, 800, plus additional charges for estimates, additional meeting requirements	6.5%
CSV Architects (Ottawa)	\$21,450	15.3%
+VG Architects, the Ventin Group (Ottawa)	\$24,738	4.24%

The selection committee consisting of Craig Kelley, Director of Development and Property; Laura LePine, Director of Community Services; Kevin Raddatz, Manager of Real Estate; Jeffrey Foss, Director of Corporate Services; and Paul Moreau, Chief Administrative Officer assessed each submission against the criteria. The selected proponent is proposing to bring an innovative approach to this development, having worked with such groups as Habitat for Humanity in the past to deliver affordable housing units to communities in need. The County of Renfrew has worked with the proponent before, on the design and contract management administration of the building of the Renfrew OPP station and on the redevelopment of the County Administration Building. The selection committee will work with the proponent to ensure local labour and materials be sourced whenever possible and readily available.

### **Financial Implications**

The total budget for this project has been estimated between \$1,500,000 and \$2,250,000. Through the Social Services Relief Fund (SSRF) Phase 4 funding program, the County of Renfrew and Renfrew County Housing Corporation (RCHC) has been approved to receive \$1,500,000 to assist with the cost of the construction of new community housing units. The requirement is to build at least 12 new “bedrooms.” The County/RCHC intends to finance the remaining balance estimated from funds received from SSRF 5 and other revenue sources.

As previously presented to Council, it has been approved that vacant lands at the RCHC complex of housing units at Lea Street/Douglas Street in the City of Pembroke will be the site of these new units. At its meeting of December 13, 2021, Council designated this land for the new housing development. Following construction, the new buildings will become part of the social housing portfolio owned by the Renfrew County Housing Corporation.

A joint meeting of the Development and Property Committee and the Community Services Committee was held on May 25, 202, and recommended the award of the Request for Proposal to +VG Architects, Ottawa, Ontario at a bid at a bid price of \$24,738 for Phase 1 and at a rate of 4.24% for future phases, plus HST as being the best Proposal meeting the specifications.

## **RESOLUTIONS**

### **14. Business Case – Capital Projects Administrator**

#### **RESOLUTION NO. DP-CC-22-05-51**

Moved by Chair

Seconded by Committee

THAT County Council approve the 1-year contract position of a Capital Projects Administrator; AND FURTHER THAT funds from the Social Services Relief Fund Phase 4/5 be used to fund the position.

#### **Background**

Attached is Appendix IV is a Business Case that provides background information on the request to hire a contract position to assist the Housing and Real Estate Division. As indicated, the Renfrew County Housing portfolio is currently dealing with a large number of capital works projects, along with an impending capital build of new housing units in Pembroke. More recently, staff has had to adjust to accommodate staff shortages at the supervisory level without delaying contracts. The Renfrew County Housing Corporation (RCHC) planned capital budget tops \$4 million this year, and staff are working with several contractors to ensure that we meet our planned project end dates. With the varied projects in different communities throughout the region, staff is expected to be on-site more often creating pressure on the administration of contracts, payables, proposal writing, etc.

The proposed Capital Projects Administrator position would work with the Manager of Real Estate, the Supervisor of Technical Services, and the Operations Coordinator to:

- Coordinate/undertake infrastructure projects and studies using in house and outsourced technical and engineering resources.
- Coordinate/undertake the preparation of engineering designs, contract documents and engineering studies for capital works projects.
- Coordinate/undertake contract administration and inspection duties on Capital Works projects.
- Coordinate consultants retained by the Department to undertake studies, prepare designs, tender contracts and supervise construction activities for assigned projects.

- Prepare various draft reports and program summaries to document the progress of the assigned projects.
- Assist and coordinate the contracting and tendering process for all non-recurring projects and for major recurring contracts, such as preventative maintenance contracts; ensure contractors are notified of upcoming tender calls and requests for proposals or quotations; respond to contractor enquiries regarding scopes of work and/or the contracting process.

The Capital Projects Administrator should be familiar with procurement processes and building techniques. Funding for the position will be covered by the Social Services Relief Fund.

## 15. **Reconciliation Garden**

### **RESOLUTION NO. DP-CC-22-05-52**

Moved by Chair

Seconded by Committee

THAT County Council award the Request for Proposal DP-2021-03 County of Renfrew Reconciliation Garden to William Sons, Petawawa, Ontario with a budget of \$100,000.

### **Background**

County of Renfrew staff along with the Warden, have been presented with a design of the proposed Reconciliation Garden at the County Administration Building, Pembroke, attached as Appendix V. The proponent is engaged with a member of the Algonquins of Pikwakanagan First Nation on the design and has shown his desire to obtain and engage local supplies, labour, and artists wherever possible. There will be a consistent mix of stone, rock, wood, trees, and indigenous plantings, accompanied by artistic representations and interpretative signage. County staff is encouraged by the discussions with the proponent and the level of detail that will be afforded to the project to ensure that our recognition of our relationship with the Algonquins is represented in an appropriate fashion. It is anticipated that the project can start immediately and will be completed by the end of September 2022.

16. **Detailed 2022 OVTA Draft Budget** [Strategic Plan Goal No. 1]

**RESOLUTION NO. DP-CC-22-05-53**

Moved by Chair

Seconded by Committee

THAT County Council approve the Ottawa Valley Tourist Association 2022 Budget as presented.

**Background**

The Ottawa Valley Tourist Association (OVTA), the City of Pembroke and the County of Renfrew are partners in the delivery of tourism marketing and tourism business development for the City of Pembroke, Renfrew County, and the Ottawa Valley. This marketing relationship and the financial support provided by the County of Renfrew and the City of Pembroke is guided by a five-year Agreement that came into force February 20, 2018. In that Agreement, annual budget approval is obtained first, with approval by the OVTA Board of Directors, secondly by approval of City of Pembroke Council and thirdly, by approval of County of Renfrew Council. The OVTA Board and City of Pembroke Council have now both reviewed and approved the 2022 OVTA budget which is attached as Appendix VI.

17. **All-Terrain Vehicle Trail Pass – County of Renfrew Trails**

**RESOLUTION NO. DP-CC-22-05-56**

Moved by Chair

Seconded by Committee

THAT County Council approve the trail pass requirement for All-Terrain Vehicles (ATVs) on the Algonquin and K & P Recreational Trails, in principle, pending a successful negotiation; AND FURTHER THAT staff be directed to negotiate the existing agreement with the Renfrew County ATV Club to include an annual contribution to the County of Renfrew Trails; AND FURTHER THAT the K & P Recreational Management Advisory Committee be informed of this direction.

**Background**

At the direction of the Algonquin Trail Advisory Committee, staff reviewed the trail pass requirement for ATV use on the Algonquin and K & P Recreational Trails. Approximately 130 kms of trails are currently being maintained by the County of Renfrew with limited staff and budget along



with the need to open the remaining 100 kms of the Algonquin Trail towards the Township of Papineau-Cameron. The Renfrew County ATV Club (RCATV) signed a lease agreement in June 2020 for use of the Algonquin Trail. The Renfrew County ATV Club has provided the following benefits for a trail pass, which this Committee received as information on March 7, 2022:

- It is RCATV's vision to have sustained trails across the entire trail system. As trail permits are RCATV's only funding resource, having consistency in permit requirements will enable RCATV as a trail partner to continue to make financial investment toward the Algonquin Trail.
- RCATV has been an Algonquin Trail partner in good faith, contributed hundreds of volunteer hours, an estimated \$75,000 to support the Algonquin Trail and most recently donated \$40,000 towards the Algonquin Trail. At no cost to the County, RCATV has and continues to:
  - a) provide general trail maintenance including grading, metal removal and access points;
  - b) market and promote at events and trade shows;
  - c) respond to enquiries and inform riders of by-laws;
  - d) provide signage;
  - e) have trail wardens and trail presence, and OPP liaison;
  - f) advocate for municipal by-laws for routes connected to the Algonquin Trail including Deep River; and,
  - g) work with the County to address landowner concerns.
- Trail permit requirements generally bring with it greater rider responsibility and pride in the trail system, increased compliance with insurance, licence and overall better trail safety. Riders who belong to a club and purchase permits are typically more informed, responsible and accountable for their actions and behaviours, potentially reducing instances of nuisance and unsafe behaviour.
- It is more supportive to trail tourism and rider experience for trail users to have consistency in the regulations for where a permit is and is not required across the entire Ottawa Valley.
- Enforcement by OPP is more efficient when there is consistency across the connected trail system. This will also reduce unintentional trespassing when riders move from unpermitted to permitted areas.
- The culture that supports trails and purchases permits has changed, with over 3,200 permits sold in RCATV and over 13,000 in the Ontario Federation of ATV Clubs (OFATV) in just four years. When the Algonquin

Trail was first purchased in 2016, trail permit support was still early within Renfrew County with a membership of 72.

County staff is not aware of any municipal multi-use trail (motorized and non-motorized) that does not require an ATV trail pass in Eastern Ontario.

The Renfrew County ATV is willing to continue with the maintenance and financial support (when available), and also have other trail organizations (i.e., Eastern Ontario Trails Alliance (EOTA)) to enter into agreements with the County as long as there are reciprocal agreements with the differing trail organizations.

## 18. **Request for Proposals**

The following Request for Proposals were issued during the month of April:

### a) **Contract Approval – RFP 22-01 Envelope Repairs at 9 International Drive, Pembroke, Ontario** [Strategic Plan Goal No. 2]

#### **RESOLUTION NO. DP-CC-22-05-58**

Moved by Chair

Seconded by Committee

THAT County Council approve the proposal submitted by Lair's Construction, Pembroke, Ontario for the building envelope repairs in the amount of \$99,400 plus HST; AND FURTHER THAT additional funds in the amount of \$39,400 be allocated from the Building Reserve Fund to finance the project above the original budget allocation; AND FURTHER THAT a contract be executed.

#### **Background**

The County of Renfrew issued a request for proposal for building envelope repairs at 9 International Drive in Pembroke, Ontario.

The exterior foundation insulation, membrane sealing and flashings are showing signs of poor repair. Maintaining the building envelope is a priority to ensure a longevity of the building. Three companies requested the tender document and one company was in attendance of the mandatory site meeting. The only company in attendance submitted a proposal as follows:

- |                                     |          |
|-------------------------------------|----------|
| 1. Lair's Construction, Pembroke ON | \$99,400 |
| All amounts exclude 13% HST.        |          |

The cost for this project is covered in our capital plan at \$60,000. This project will require additional funds in the amount of \$39,400 over and above what was approved for this project in the 2022 Departmental Budget.

**b) Security System Upgrade – County Administration Building**

**RESOLUTION NO. DP-CC-22-05-59**

Moved by Chair

Seconded by Committee

THAT County Council approve the quotation received from The Security Company for security system upgrades to supply and install Video Surveillance Cameras in the amount of \$25,740 plus HST; AND FURTHER THAT funding for this project be allocated from the Building Reserve Fund.

**Background**

In 2021 a budget of \$40,000 to upgrade the security system was approved. The project did not proceed as scheduled due to the late issuing of a request for quotations for the supply and installation of Video Surveillance Cameras at the County Administration Building (CAB). The \$40,000 for the upgrade of the security system was inadvertently omitted as a carry-over item to the 2022 Budget. Two firms were contacted to request quotations and only one response was received from The Security Company at \$25,740. The Security Company is currently contracted for Security and Fire Alarm Monitoring Services at the County Administration Building. Staff are looking to cover the costs of the security system upgrade by utilizing the Building Reserve Fund.

**c) Contract Approval – RFP 22-02 Window Sealant Replacement for 450 O’Brien Road, Renfrew, Ontario [Strategic Plan Goal No. 2]**

**RESOLUTION NO. DP-CC-22-05-60**

Moved by Chair

Seconded by Committee

THAT County Council approve the proposal submitted by 1000187812 Ontario Inc., Petawawa, Ontario for the window sealant replacement in the amount of \$75,788 plus HST; AND FURTHER THAT additional funds in the amount of \$29,933 be allocated from the Building Reserve Fund to finance the project above the original budget allocation; AND FURTHER THAT a contract be executed.

### **Background**

The County of Renfrew issued a request for proposal for window sealant replacement at 450 O'Brien Road in Renfrew, Ontario.

The existing sealant is deteriorating and causing water infiltration in some windows during excessive rainfall. Four companies requested the tender documents, and two proponents were in attendance of the mandatory site meeting. Two of the companies in attendance at the meeting submitted proposals. The results are as follows:

- |   |          |
|---|----------|
| 1. 1000187812 Ontario Inc., Petawawa ON | \$75,788 |
| 2. Lair's Construction, Pembroke ON     | \$81,400 |
- All amounts exclude 13% HST

The cost for this contract was projected in the Real Estate capital plan at \$45,855. This project will require additional funds in the amount of \$29,933 over and above the budgeted funds for this project in the 2022 Departmental Budget.

Procurement of the services for all the above proposals, followed the requirements set out in Corporate Policy GA-01 – Procurement of Goods and Services.

### **BY-LAWS**

19. **Transfer Payment Agreement (TPA) Ontario – Enterprise Renfrew County**  
[Strategic Plan Goal No. 1]

#### **RESOLUTION NO. DP-CC-22-05-54**

Moved by Chair

Seconded by Committee

THAT County Council pass a By-law to Execute a Transfer Payment Agreement for the provision of financial support for Enterprise Renfrew County from the Province of Ontario for a two-year period from April 1, 2022 to March 31, 2024; AND FURTHER THAT By-law 27-22 be repealed.

### **Background**

The 2022 to 2024 Enterprise Renfrew County business plan and budget has been approved by the Ministry of Economic Development, Job Creation and

Trade (MEDJCT). This success will provide the Enterprise Renfrew County Core funding, Starter Company Plus program funding and Summer Company student entrepreneur program funding to March 31, 2024. In March 2022, County Council approved By-law 27-22 to execute a Transfer Payment Agreement for the fiscal period from April 1, 2022 to March 31, 2023. Staff has received the Transfer Payment Agreement and the agreement is for a two-year period ending on March 31, 2024.

20. **Policy GA-13 – Land Use Agreement – County of Renfrew Owned Trails**

**RESOLUTION NO. DP-CC-22-05-57**

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-law to amend By-Law 59-02 Corporate Policies and Procedures for the County of Renfrew to enact Policy GA-13 – Land Use Agreement – County of Renfrew Owned Trails.

**Background**

Attached as Appendix VII is Policy GA-13 – Land Use Agreement – County of Renfrew Owned Trails which was written in response to the Algonquin Trail Advisory Committee’s direction to prepare a policy for the Algonquin Trail to facilitate future requests for use of the Algonquin Trail and K & P Recreational Trail surplus lands. The purpose of this policy is to provide guidelines for staff when dealing with land use requests from abutting landowners on County trail properties and if warranted, the processing of applications to recognize existing uses upon trail property owned by the County of Renfrew. The title of the policy was revised from Encroachment Policy to reflect the comments received from the K & P Recreational Management Advisory Committee. The Ottawa Valley Recreational Trail Partners have reviewed the document with no comments received. The County of Renfrew’s Public Works and Engineering Department has also reviewed the Policy and requested that this Policy apply to trail lands only.

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

Moved by Councillor Donohue

Seconded by Councillor Murphy

THAT Item # 19 Policy GA-13 – Land Use Agreement – County of Renfrew Owned Trails be severed from the report. CARRIED.

Moved by Councillor Donohue

Seconded by Councillor Murphy

THAT Item # 19 be deferred until a legal opinion can be obtained with respect to encroachments. CARRIED.

The Report was adopted as presented except Item # 19 Policy GA-13 – Land Use Agreement – County of Renfrew Owned Trails.

Councillor Peter Emon, Chair of the Ontario Winter Games presented the following report:

**Ontario Winter Games Report to County of Renfrew Council**

May 26, 2022

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As noted previously our games will be held:

**February 2 – 5, 2023                      Thursday to Sunday**

**February 9 -12, 2023                      Thursday to Sunday**

A hybrid Games Organizing Committee meeting was scheduled and held on May 04, 2022. It was well attended with most Chairs attending.

- Gary Churchill. A resident of Arnprior has joined us as a Chair of Volunteers. He has experience with Ontario Senior Games and Curling Tournaments.

We are seeking a Marketing Chair. We have three candidates and it will most likely have one of them assume the chair and the other two will assume significant committee roles.

We are still seeking an Accommodation Chair. With one potential candidate being interviewed.

An updated organizational chart with bios will be coming soon to you and to our website.

In the next month(s) we will be undertaking:

- Our next Games Organizing Committee meeting is scheduled for June 01, 2022. All of the Volunteer Chairs and Sarah Smith of the province are expected to attend.
- We are organizing an information session to be held by an IntLive expert who organized volunteers for Canada150 to assist our chairs in manipulating the online sign up and scheduling system. All opportunities are still being listed for volunteers and the system should be ready very soon. Opportunities are the specific requests and list the duties, event, venue and time frame in February 2023.
- The venues are nearly confirmed and we are in the process of scheduling visits with the individual Provincial Sport Organizers. A change may occur in Judo due to hotel issues but we are trying to work those out.
- As noted our venue sites remain:

Dundonald Hall, Mateway Park, Merivale Bowling, Renfrew Curling Club, Pembroke Curling Club, Mackenzie High School, Algonquin College, Nick Smith Centre, Bell Sensplex, Calabogie Peaks, Valour High School, Opeongo High School, Fellowes High School, Petawawa Civic Centre, MVDHS, ADHS and a couple of others are up in the air as we are tying the venue to accommodations in some instances.

- The sports that have confirmed are: Artistic swimming (218), Biathlon (67), Bowling (119), Curling (fours) (66), Curling (Mixed) (24), Judo (118), Kick Boxing (195), Ringette (183), Speed Skating (113), Men's Hockey (205), Futsal (196), Alpine Skiing (141), XC Skiing (165), Fencing (121), Karate (167), Sledge Hockey (126), Squash (82), Weight lifting (57), Wrestling (226), Wushu (163), Target Shooting (23), Field Hockey (78).
- We have had some conversations and we have some alpine events returning with more details in the next few months about which events and how many participants.
- **Still working out details but Snowboarding likely to return with about 100 participants.**
- Presently we can report twenty-three (23) sports featuring approximately 3,000 participants.

#### **Completed to Date:**

No changes to report

Form Games Organizing Committee

Provide Certificate of Insurance

Hire General Manager

Secure office space for General Manager, **another place required**

Submit budget for Ministry approval

Conduct sport venue tours with Provincial and Multi-Sport Organizations, **will do again**

Create a French language service plan

Create sponsorship package with target sponsor list, **will be adding to it**

Conduct orientations with all GOC Chairs, **will conduct a focused reset**

Launch volunteer registration system, **will examine to get better results**

Secure sport venue contract, **ongoing**

Launch website, **re-working it a bit, commerce, social media etc.**

Secure accommodation contracts, **ongoing**



Identify accommodation allocation by sport, **first draft completed, ongoing**  
Secure Sport Managers, **evolving throughout year**  
Conduct first one-on-one meeting with Provincial and Multi-Sport Organizations, **repeat.**

#### **Next Steps:**

Progress is still being made on the following expectations  
Create medical plan, **completed and being reviewed**  
Secure Games headquarters location and create plan, **started**  
Create security plan, **completed and being updated**  
Secure Games warehouse/storage location, **started and being updated**  
Conduct second one-on-one meetings with Provincial and Multi-Sport Organizations  
Create accessibility plan, **initiated**  
Create meal schedule, **lots of conversations**  
Create transportation schedule, **initiated and early days**  
Secure required sport equipment, **initiated and early days**  
Secure transportation provider, **reviewing with previous contractors(s)**  
Secure food service contracts, **collecting information**  
Conduct third one-on-one meetings with Provincial and Multi-Sport Organizations  
Create food menus, **later in year**  
Establish run-of-show for Opening Ceremony, **late fall – December**  
Launch participant registration system, **late fall**  
Create volunteer training and operational plans, **late fall**  
Create participant handbook development schedule, **late fall a lot of work completed**  
Signage deployment/retrieval plan, **not started, late fall, early January**  
Create logistics plan, **lots of notes, late fall**  
Conduct fourth and final one-on-one meetings with Provincial and Multi-Sport Organizations  
Complete post-Games Economic Impact Assessment, **not in sight yet**  
Create and implement legacy plan, **will start talking in October**  
Conduct post-Games debriefs with Provincial and Multi-Sport Organizations, **not in sight**  
Complete financial reporting requirements, **organizing how we store numbers**  
Submit satisfactory final report, **a lot of loose notes**

### **Immediate Local initiatives**

Our merchandising sub committee met and as noted previously we will be initiate three merchandise lines. As noted a Summer/fall logoed clothing line – release June 01. Our Winter logoed clothing line released September 30/October 01 and a keep sake items to go on sale October 15.

We are in process of introducing some new brands with font changes for consistency. Buffalo plaid will be retained for clothing and our marketing materials will be different with colours from OWG logo utilized.

A new slogan will be appearing and used in all marketing and communication

**“Come out & Play”**

We are now expanding our social media presence and have a strategy attached to our launches.

- i. LinkedIn page launched – focus is volunteering & sponsors
- ii. Twitter @ Renfrew County 2023 Ontario Winter Games
- iii. New Facebook created @renfrewcounty2023 – focus on community events and pictures.
- iv. New Instagram created – focus on sports and athlete linkage.

Our Website is being updated to ensure a consistent look and feel.

InttLive is updated with the new logo. Athletes can register on or about November 1.

We are very close to finalizing a web-based sales presence with a company specializing in web sales and examining the possibility of point of sale in community locations. A concern remains about the inventory needed to establish and supply those.

### **Community Outreach**

We will be sending out two communications to our municipal partners. The first offering an in-person presentation to them at council meetings during the month of July and August.

The second email will be to request names from your community, two people, we can approach to assist us in our sponsorship program. We want to ensure any and all businesses regardless of size have the opportunity to have a presence at the Games.

We have revised the sponsorship package and we will be bringing it to the next Council meeting to share it with you. We will also be engaging with local service

clubs Chambers and BIA's as well and will be dependent on you to assist us in identifying contacts.

A little more refinement of our sponsorship program has been developed with two types of sponsors:

- Business-focused sponsors (Rogers)
- Community-focused sponsors can choose an area
  - Athlete focus
  - Volunteer experience
  - Legacy (\$100k provincial funding set aside).

Legacy projects were and are being discussed and we have narrowed it down for further discussion to:

- Cross-country trails at Mateway could become a permanent fixture after the games. Could also expand to other communities like Forest Lea, perhaps a club house.
- **Petawawa Running Track:** Petawawa Coureur Du Bois (CDB) running club. Support our runners by providing a proper rubberized, 8-lane running track. Would make a significant training &
- **Accessibility Grant:** Granting program to make sport facilities accessible for players 'Sport Foundation of Renfrew County.'
- **App:** App to consolidate all local activity apps.
- **Youth Sport Grant:** Grants for sport for youth in Renfrew County who cannot don't have funds for registration fees, travel costs, equipment.
- **High School Bursaries:** Bursary project for all high schools in the county. Could run for 10 years. A good way to recognize the athletes.

Some of these have been discarded as they do not meet the goal of serving equally all communities in the County. We are still refining the concept which we will be revealing soon.

#### **Quick Look Budget:**

	<b><u>REVENUE</u></b>	
Hosting Grant	\$900,000	
Hosting Grant - Additional Funds		\$400,000*
Participant Registration Fees	\$225,000	
Municipal Contributions	\$ 75,000	
Admission Fees	\$ 0	

Sponsorship/Fundraising	\$170,000**	
Merchandise	\$ 20,000***	
Legacy Funds	\$100,000	
<b>Total Revenue (a)</b>	<b>\$1,490,000</b>	<b>\$400,000</b>

An early scan of our estimated costs indicates increases in food, travel and accommodations.

I suspect \*\* will see us insert a figure of \$520,000

I suspect \*\*\* will see us insert a figure of \$70,000

<b>Total Revenue (b)</b>	<b>\$1,890,000</b>	<b>\$400,000</b>
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Not to induce panic as we will continue to bargain hard and at the same time work hard to increase our sponsorships and merchandise sales.

Respectfully Submitted by: Peter Emon, Chair, 2023 OWG Organizing Committee.

Moved by Councillor Peckett

Seconded by Councillor Hunt

THAT the following By-laws be enacted and passed:

- a) By-law 61-22 – A By-law to amend By-law 63-03, being a By-law to Establish Human Resources Corporate Policies and Procedures for the County of Renfrew.
- b) By-law 62-22 - A By-Law to Execute a Transfer Payment Agreement for the Provision of Financial Support for Enterprise Renfrew County from the Province of Ontario.
- c) By-law 64-22 - A By-Law to Authorize Speed Limits.
- d) By-law 65-22 - A By-Law for the Execution of Contract PWC-2022-22 Rehabilitation of County Structure B022 (Indian River Bridge).
- e) By-law 66-22 - A By-Law for the Execution of Contract PWC-2022-12 Rehabilitation of County Road 508 (Calabogie Road).
- f) By-law 67-22 - A By-Law for the Execution of Contract PWC-2022-67 Rehabilitation of County Road 67 (Simpson Pit Road).
- g) By-law 68-22 - A By-Law for the Execution of Contract PWC-2022-02 Rehabilitation of County Roads 2 (White Lake Road) and 23 (Highland Road).
- h) By-law 69-22 - A By-Law for the Execution of Contract PWC-2022-13 Rehabilitation of County Road 13 (Mountain Road).
- i) By-law 70-22 - A By-Law for the Execution of Contract PWC-2022-06 Asphalt Patching and Scratch Coat Paving at various locations.

j) By-Law 71-22 - A By-Law to amend By-Law 50-17 - to authorize the County of Renfrew to enter into an Agreement with Licensed Home Child Care Service Providers. CARRIED.

13. There were no Reports from Representatives Appointed to the following External Boards

- a) Association of Municipalities Ontario (AMO)
- b) Eastern Ontario Regional Network (EORN)
- c) Federation of Canadian Municipalities (FCM)
- d) Rural Ontario Municipal Association (ROMA).

Moved by Councillor Emon

Seconded by Councillor Lynch

WHEREAS on May 26, 2021, County Council amended Section 6.1 of the Procedural By-law 85-10, as amended, to allow for the continuation of electronic participation of members of council in Standing Committee and Ad Hoc Committee meetings;

AND WHEREAS Councillors are currently permitted to participate in a meeting remotely via electronic video conferencing means in the event;

- i. the County of Renfrew is in a declared emergency as defined by the Emergency Management and Civil Protection Act, R.S.O. 1990;
- ii. the County of Renfrew has a significant weather event (across the entire County of Renfrew or within its local municipalities) has been declared;
- iii. a member is ill or injured;
- iv. a member has been duly appointed to an external advisory role such as AMO, ROMA, FCM or EORN, etc.;

AND WHEREAS there is the potential for efficiencies by permitting members of Council to attend Standing Committees and Ad Hoc Committees virtually;

AND WHEREAS Section 238 (3.1) of the Municipal Act provides for the ability of a member of council, local board, or committee to participate electronically in a meeting to the extent and in the manner set out in the appropriate procedural by-law;

NOW THEREFORE BE IT RESOLVED THAT County Council direct staff to prepare a report for the June meeting of County Council outlining the impacts of a hybrid model for participation in Standing Committees, Sub-Committees of Council and Ad-Hoc Committee meetings, for the remainder of this term of Council. AND FURTHER THAT the report include proposed revisions to the Procedural by-law

permitting hybrid attendance at Standing Committees, Sub-Committees of Council and Ad-Hoc Committee meetings. CARRIED.

Moved by Councillor Donohue

Seconded by Councillor Peckett

THAT By-law 72-22, being a By-law to Confirm the Proceedings of the Council of the County of Renfrew at the meeting held on May 25, 2022 be now numbered, deemed read three times and passed. CARRIED.

Moved by Councillor Murphy

Seconded by Councillor Lynch

THAT County Council adjourn. Time – 4:07 p.m. CARRIED.