



COUNTY COUNCIL

10:00 A.M., WEDNESDAY, June 29, 2022

AGENDA

1. Call to Order.
2. Land Acknowledgment.
3. Moment of Silent Reflection.
4. National Anthem.
5. Roll Call.
6. Disclosure of Pecuniary Interest and General Nature Thereof.
7. Adoption of the Minutes of May 25, 2022.
8. Warden's Address.
9. Delegations:
 - a) 10:05 a.m. – Ms. Bonnie Schryer, Family Peer Support, Parents Lifeline of Eastern Ontario (PLEO).
 - b) 10:20 a.m. - Mr Steve Boland, Director at Large, Shaw Woods Outdoor Education Centre to provide an update on activities.
 - c) 10:40 a.m. - Ms. Karen Black, CPA, CA, Partner, Scott Rosien Black and Locke, Chartered Accountants to present the 2021 Auditor's Report for the County of Renfrew.
10. Correspondence.
11. Closed Meeting – pursuant to Section 239 of the Municipal Act, 2001, as amended, for the purpose of personal matters about an identifiable individual, including municipal or local board employees (CAO Recruitment).
12. Committee Reports:

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11:15 a.m. – 11:25 a.m.	a) CAO Appointment Report (on desks)	
11:25 a.m. – 12:00 p.m.	b) Finance and Administration Committee	5
1:00 p.m. – 1:30 p.m.	b) Operations Committee	76
1:30 p.m. – 1:45 p.m.	c) Health Committee	110
1:45 p.m. – 2:00 p.m.	d) Development & Property Committee	139
2:00 p.m. – 2:15 p.m.	e) Community Services Committee	157

13. By-laws:

- a) By-law 74-22 - A By-Law to Delegate Authority for decisions to the Chief Administrative Officer/Clerk in the event that Council is subject to Section 275 of the Municipal Act, 2001 regarding “Restricted Acts After Nomination Day”.
- b) By-law 75-22 - Employment By-law #1 for County Officers and Staff.
- c) By-law 76-22 - A By-Law to Authorize the Designation of a Community Safety Zone along County Road 9 – Bulger Road.
- d) By-law 77-22 - A By-Law for the Execution of Contract PWC-2022-05 Rehabilitation of County Structure B005 (Scollard Bridge).
- e) By-law 78-22 - A By-Law for the Execution of Contract PWC-2022-21 Rehabilitation of County Road 21 (Beachburg Road).
- f) By-law 79-22 - A By-Law for the Execution of Contract PWC-2022-48 Manufacture, Supply, and Delivery of Concrete Box Culvert for County Structure C037 (Bagot Creek Culvert).
- g) By-law 80-22 - A By-Law for the Execution of Contract PWC-2022-01 Rehabilitation of County Road 1 (Madawaska Street).
- h) By-law 81-22- A By-Law for the Execution of Contract PWC-2022-03 Rehabilitation of County Road 512 (Foymount Road).
- i) By-law 82-22 - A By-Law for the Execution of Contract PWC-2022-11 Rehabilitation of County Road 1 (River Road).
- j) By-law 83-22 - A By-Law for the Execution of Contract PWC-2022-24 Rehabilitation of County Road 24 (White Water Road).
- k) By-law 84-22 - A By-Law for the Execution of Contract PWC-2022-29 Rehabilitation of County Road 29 (Drive-In Road).
- l) By-law 85-22 - A By-Law for the Execution of Contract PWO-2022-16 Hot Mix Asphalt – Cobden Patrol Yard.
- m) By-law 86-22 - A By-Law for the Execution of Contract PWO-2022-17 Supply and Delivery of One Tandem Truck and Plow Unit.
- n) By-law 87-22 - A By-Law for the Execution of Contract PWO-2022-18 Supply and Delivery of One Backhoe Loader and Attachments
- o) By-law 88-22 – 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.
- p) By-law 89-22 - A By-Law to Amend By-Law 14-15 to Authorize Entering into Agreements with Child Care Agencies and Recreation Programs for Special Needs Resourcing Funding.
- q) By-law 90-22 – A By-Law to Amend By-Law 13-15 to Authorize the Warden and Clerk to enter into a Contract/Agreement with Licensed

Child Care Providers for the Purpose of Child Care Services within the County of Renfrew.

- r) By-law 91-22 - A By-Law Authorizing the Warden and Clerk to Execute an Agreement between the County of Renfrew and ConnectWell Community Health to locate the RCVTAC Clinical Assessment Centre in Cobden to expand Services in the eastern and western ends of the County of Renfrew.
 - s) By-law 92-22 – A By-Law Authorizing the Warden and Clerk to Execute an Agreement between the County of Renfrew and the Pembroke Regional Hospital for a Partnership to include an Advanced Care Paramedic in the Emergency Department.
 - t) By-law 93-22 - A By-law for the Execution of Contract PWC-2022-07 Rehabilitation of County Road 7 (Foresters Falls Road).
 - u) By-law 94-22 – A By-Law to Appoint a Chief Administrative Officer and to Define the Duties Thereof.
 - v) By-law 95-22 – A By-law to Appoint a Clerk.
14. Written Reports from Representatives Appointed to External Boards
- a) Association of Municipalities Ontario (AMO)
 - b) Eastern Ontario Regional Network (EORN)
 - c) Federation of Canadian Municipalities (FCM)
 - d) Rural Ontario Municipal Association (ROMA).
15. Notice of Motions.
16. Members' Written Motions.
17. New Business
18. Confirmatory By-law 96-22 - A By-law to Confirm the Proceedings of the Council of the County of Renfrew at the meeting held on June 29, 2022.
19. Adjournment.

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

Strategic Plan

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

Initiatives:

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

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

Initiatives:

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

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

Initiatives:

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

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

Initiatives

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

June 29, 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. Retirement – Information Technology Division – Systems Analyst

Mr. Andy Cowan has provided notice of his retirement effective July 29, 2022. Andy joined the County of Renfrew on December 17, 2001 and has over 21 years of service. We would like to extend our thanks for the many contributions Andy has made to the County of Renfrew and we wish him health and happiness as he moves on to this next chapter in life.

2. Retirement – Finance Division – Payroll Administrator

Ms. Debbie Nash has provided notice of her retirement effective September 30, 2022. Debbie joined the County of Renfrew on May 15, 2000 and has over 22 years of service. We would like to extend our thanks to Debbie for all her hard work over the years in ensuring that staff are paid accurately and on schedule, and we wish her health and happiness as she moves on to this next chapter in life.

3. Eastern Ontario Wardens' Caucus (EOWC) Treasurers Meeting

As Chair of the Eastern Ontario Wardens' Caucus Treasurers Group, Mr. Foss held an in-person meeting on Friday, June 2, 2022 at the Hastings County Office in Belleville. Discussion items amongst the Treasurers included COVID funding costs, revenues and reporting requirements; delay of assessment by Municipal Property Assessment Corporation (MPAC); Long Term Financial Plans and the impact of increasing tender prices; Asset Management Plan – O.Reg 588/17 July 1st deadline; WSIB – Schedule 2 Employers mitigation strategies; Insurance Renewal premium increases; Municipal Election – Lame Duck; IT Roadmap/Strategy; Non-Union

Compensation Review and POA Court backlog due to shortage of Justices of the Peace. The County of Renfrew will also be hosting a Fall EOWC Treasurers' Meeting.

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	7	3	454	59	430	943	39	13
April	5	2	451	112	304	867	36	12
May	6	2	384	125	925	1434*	60	20

*The increase in the Part III backlog number, represents the total number of backlog of files both within the month of May, as well as matters scheduled to future court days. Prior to May 2022, the backlog of Part III's only included matters listed in court each month that were not completed. Going forward, the report will now include the total number of Part III's that are actively before the court.

5. **Health Unit Funding Newspaper Article [Strategic Plan Goal #2]**

Attached as Appendix I is a newspaper article dated May 5, 2022 entitled "Municipalities, Health Unit Concerned about Rising Costs". Our Committee noted that the County of Renfrew has requested a delegation at the upcoming Association of Municipalities of Ontario (AMO) Annual Conference in August to continue to advocate for Public Health funding support from the Province.

6. **County of Renfrew – WSIB Actuarial Report [Strategic Plan Goal #2]**

At the April 2022 Finance and Administration Committee meeting, Committee discussed the financial impact of the WSIB Actuarial Review, noting the increase in liabilities for Paramedic staff from \$4.1 million at December 31, 2018 to \$8.8 million at December 31, 2021. The Treasurer advised that under the Public Sector Accounting Board recommendations

for local government, an actuarial review occurs every three years. The review in 2018 recommended an increase in the payroll burden factor to 9% for Paramedic employees for 2019, 2020 and 2021 to ensure there was sufficient funds in our account to pay for all future WSIB claims expenses. Unfortunately, the number of staff receiving benefits during this period rose by 75% and as a result, actual WSIB expenses exceeded our provision.

Committee recommended that staff complete an actuarial review annually. The Treasurer then advised that he would need to consult with our external auditors to confirm if they would be required to rely on this updated information to express an opinion on our Audited Financial statements, or if the County could simply use the annual review as a management tool to ensure that budget provisions are better aligned annually. The Treasurer has now confirmed that our external auditors will rely on the most recent WSIB actuarial liability estimate to express an opinion on our 2022 financial statements.

Given that our engagement with the actuary will have a direct result on our 2022 financial position, either positive or negative, staff want to advise this Committee that, as of April 30, 2022, our payments to WSIB for claims expenses for the Paramedic employee group have increased by 24% or \$75,000 over the same period in 2021. There are still 14 in force lost time WSIB claims in 2022, the same number of claims present in 2021 when the actuary reviewed our claims status. In addition, the actuarial target for WSIB liability provision at December 31, 2022 should be \$9,249,316 which represents a \$404,487 increase in this liability provision over the December 31, 2021 valuation. If our monthly actual WSIB claims expenses remain as high as they are currently, our 9% payroll burden factor will not allow us to meet this new WSIB target of \$9,249,316.

Staff will continue to monitor the number of cases managed in 2022 and our monthly expenses and bring this information back in the Fall, prior to engaging with the actuary for another review.

7. **Inaugural Meeting of County Council**

The County of Renfrew Procedural By-law states that “The Inaugural Council meeting will be held annually not later than the third Tuesday in December at 10:00 a.m. or at such other time as Council may determine by resolution.”

Following the Municipal election on October 24, the new Council will take office on November 15, 2022 and lower-tier municipalities will need to swear in their council prior to our Inaugural meeting. Also, in a municipal election year, nominations for the office of the Warden must be filed with the Clerk 14 days prior to the Inaugural session.

Attached as Appendix II is an email from Mr. Tony Fleming, Legal Counsel, Cunningham Swan, Carty, Little & Bonham advising the County that delaying the swearing in process would create a conflict and risk having a gap in governance.

Section 230 of the *Municipal Act* allows a municipality to hold the inaugural meeting of Council any time within the first 31 days after its term commences. This year, that term commences on November 15 so a lower tier municipality has until December 16 to hold its first meeting. Because the upper tier municipality cannot be organized until all lower tier members have been sworn in, this could lead to a timing issue for the County. The County also must hold its first meeting on or before the 16th of December, so having lower tiers delay their inaugural meetings may risk the County not being able to meet its obligation under section 230 of the *Municipal Act*. Mr. Fleming recommends that the lower tiers have their inaugural meetings as soon after the election as possible to ensure that all levels of government can comply with section 230.

The attached email from Mr. Tony Fleming will be provided to all local municipalities. Once the date for the inaugural meeting is determined, staff will provide council with a recommendation on a revised nomination period for the office of the Warden.

RESOLUTIONS

8. 2022 Calendar of Committee and Council Meetings

RESOLUTION NO. FA-CC-22-06-60

Moved by Chair

Seconded by Committee

THAT County Council approve the revised 2022 schedule of Committee and Council meetings for the month of October.

Background

Attached as Appendix III is a revised Calendar of Committee and County Council meetings recommending a change in the dates for the months of September and October (highlighted in yellow).

Our Committee is recommending that the meeting dates for October be changed so that our outgoing Councillors can be recognized following the municipal election on October 24.

When the calendar was developed in December 2021, the dates for the Ontario East Municipal Conference had not been set, and this conference is usually well attended by both elected and staff. Staff are also recommending that the meeting dates for the standing committees in September be amended as follows to allow for attendance at the conference:

9:30 a.m., Monday, September 12 – Operations Committee

1:00 p.m., Monday, September 12 – Development and Property Committee

9:30 a.m., Tuesday, September 13 – Health Committee

1:00 p.m., Tuesday, September 13 – Community Services Committee

9:30 a.m., Monday, September 19 – Finance and Administration Committee.

9. **Hybrid Meetings**

RESOLUTION NO. FA-CC-22-06-61

Moved by Chair

Seconded by Committee

THAT County Council approve that Section 6.1 a) of the Procedural By-law be suspended to the end of this term of Council allowing hybrid meetings for participation in Standing Committees, Sub-Committees of Council and Ad-Hoc Committee meetings; AND FURTHER THAT the provisions of Section 6.1 continue to apply for meetings of County Council.

Background

It is extremely important for Councillors to inform the Clerk and/or Deputy Clerk should they wish to participate in electronic meetings or they are unable to attend a meeting. There are times when there are not enough members present for quorum and it helps if staff are aware of absences in advance.

At the May 25, 2022 meeting, Council directed 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. The report was also to include proposed revisions to the Procedural by-law permitting hybrid attendance at Standing Committees, Sub-Committees of Council and Ad-Hoc Committee meetings.

In discussion with legal counsel, the County has been advised that it is not necessary to update our current Procedural By-law as this is a temporary change to the end of this term of Council.

A calculation on the cost of mileage for standing committee meetings is approximately \$18,483 per year. Some members of council sit on committees that are held on the same day. Our furthest Councillor travels 242 kilometres to the County Administration building and return for meetings. A review of the length of meetings from January to May of this year indicate that some meetings were as short as 45 minutes and some meetings as long as 3.5 hours. As an example, the May meeting of the Operations Committee was 45 minutes with 3 members waiting until 1:00 p.m. to start their next meeting which is lost time and productivity for our elected. Special meetings of Standing Committee prior to County

Council could also be held electronically and do not have to be held on the morning of County Council.

The cost of a typical lunch is approximately \$18.00 with a monthly cost of \$720.

Costs to use an application such as Zoom for electronic meetings will always be required as staff meetings held electronically will likely continue on an ongoing basis, such applications are also required for our livestream, and there will be a need for some Councillors to participate in meetings remotely via electronic video conferencing means for the reasons set out in the procedural by-law adopted in May 2021 noted below:

- 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.

Councillors have expressed the benefits of the need for collaboration amongst Councillors, and attending electronic meetings does not allow for that communication. Members being physically in attendance at meetings can reduce or eliminate distractions allowing members to be more present in the meeting.

10. Delegation of Authority – Appointment/Contract Awards [Strategic Plan Goal #2]

RESOLUTION NO. FA-CC-22-06-63

Moved by Chair

Seconded by Committee

THAT County Council approve that the Chief Administrative Officer be given delegated authority for the month of July to approve consultant appointments and contract awards that would normally require Committee and/or Council approval. This approval is contingent on the appointments/contract awards being within approved funding allocations and that there are no irregularities associated with the procurement process.

Background

In past years, County Council has approved delegated authority to the Chief Administrative Officer to award contracts, consulting appointments, etc. for the month of July where there are no regularly scheduled Committee and Council meetings. This delegated authority has proven beneficial in terms of ensuring that there are no significant time delays incurred in enabling critical project work to proceed.

The delegated authority is given on the understanding that consultant appointments and contract awards are within approved funding authority and are not subject to any irregularities. Departments will make every effort possible to direct required consultant appointments and contract awards to regularly scheduled meetings; however, where this is not possible, staff will utilize the delegated authority process if approved.

11. Growth Related Project [Strategic Plan Goal #3]

RESOLUTION NO. FA-CC-22-06-65

Moved by Chair

Seconded by Committee

THAT County Council approve that Watson & Associates Economists Ltd. be engaged to provide a Development Charges Background Study for the County of Renfrew at an approximate cost of \$40,000; FURTHER THAT this includes the additional optional meetings to review the Development Charges process with County Council, local municipalities, and the development community; AND FURTHER THAT the Development Charges Background Study also include the additional cost of \$10,000 to complete an analysis to include development charges for eligible services (i.e. ambulance, municipal housing and long-term care services).

Background

A Special Session of County Council was held on April 20, 2022 for Watson & Associates, Economists Ltd. to provide County Council with an overview of the basics of Development Charges. At this session of County Council, the following resolution was adopted:

“THAT County Council direct staff to continue to investigate opportunities associated with Development Charges and cost recovery alternatives to address growth issues in the County of Renfrew including an outline of

the process moving forward; AND FURTHER THAT this information be provided through the Finance and Administration Committee.”

Our Committee overviewed the proposal letter from Watson & Associates to undertake a Development Charges Background Study for the County of Renfrew. This proposal letter is attached as Appendix IV, as well as a summary of the best estimates of the length of time required to move from the acceptance of a proposal, through each phase of the project, ending in the implementation process (i.e. public meetings and by-law passage). This timeline indicates that it will take roughly 10 months from the time we engage Watson & Associates to have a by-law drafted for consideration.

12. 2021 Auditors’ Report [Strategic Plan Goal #3]

RESOLUTION NO. FA-CC-22-06-66

Moved by Chair

Seconded by Committee

THAT County Council approve the 2021 Financial Report for the Corporation of the County of Renfrew for the year ended December 31, 2021.

Background

Once again for 2021, there were no audit adjustments to the unaudited financial statements for the year ended December 31, 2021 as provided to the Standing Committee’s and to County Council earlier this year.

Attached as Appendix V is the 2021 Financial Report. A copy of the 2021 Financial Report will be posted on the County of Renfrew website after our June session of County Council.

In accordance with the rules and regulations of the Institute of Chartered Professional Accountants of Canada, the Auditors’ Report must be approved by the governing body for the Corporation.

Ms. Karen Black, CPA, CA, Partner, Scott Rosien Black and Locke has provided us with the following:

- a) Attached as Appendix VI is a letter addressed to Ms. Jennifer Murphy, Chair of the Finance and Administration Committee confirming their independence with respect to the relationship between the County of

Renfrew and their firm in order for them to express an objective opinion on the financial statements of the Corporation of the County of Renfrew. They have advised that the total fees charged to the County of Renfrew for audit services were \$55,033 and \$1,699 for other services during the period from January 1, 2021 to December 31, 2021.

- b) Attached as Appendix VII is a letter addressed to the County of Renfrew from Ms. Karen Black, CPA, CA, Partner, Scott Rosien Black and Locke advising that as part of the audit process they are to bring to our attention any matters encountered and to offer comments and recommendations. Accordingly, as a result of their audit examination and after reviewing and testing the Corporation's financial systems and related internal control they have no specific recommendations that need to be considered by Council at this time.
- c) Attached as Appendix VIII is a letter addressed to Councillor Jennifer Murphy, Finance & Administration Committee from Ms. Karen Black, CPA, CA, Partner, Scott Rosien Black and Locke providing their audit findings for the Corporation of the County of Renfrew.

Ms. Karen Black, Partner, Scott Rosien Black & Locke, Chartered Accountants has advised the County of Renfrew that their firm will not be in a position to renew their agreement to provide auditing services for the County of Renfrew beyond the 2021 fiscal year. Staff have been very pleased with the auditing services provided by Scott Rosien Black & Locke, Chartered Accountants and we have been very fortunate to enjoy a long-standing relationship with their office dating back more than 40 years. Finance staff will now begin the process of developing a Request for Proposal (RFP) for auditing services for the 2022 fiscal period and beyond.

BY-LAWS

13. Section 275 of the Municipal Act – Lame Duck Period

RESOLUTION NO. FA-CC-22-06-62

Moved by Chair

Seconded by Committee

THAT County Council pass a by-law to delegate to the Chief Administrative Officer, in the event of a “lame duck” period, the powers to appoint or remove from office any officer of the municipality; to hire or dismiss any employee of the municipality; to dispose of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal and to make any expenditure or incur any other liability which exceeds \$50,000 for the period from August 19, 2022 to November 15, 2022 or until the new Council is sworn in.

Background

Section 275 of the Municipal Act, 2001, (commonly referred to as the Lame Duck Council Section) restricts the actions of municipal councils, if it is determined that the new council will include less than three-quarters of the members of the outgoing council.

After nomination day but before voting day, the determination shall be based on the nominations to the new council that have been certified and any acclamations. After voting day, the determination shall be based on the declaration of the results of the election.

The restrictions of the Act are as follows (275(3)):

- (a) The appointment or removal from office of any officer of the municipality;
- (b) The hiring or dismissal of any employee of the municipality;
- (c) The disposition of any real or personal property of the municipality, which has a value exceeding \$50,000 at the time of disposal; and
- (d) Making any expenditure or incurring any other liability which exceeds \$50,000.

Clauses 3(c) and (d) do not apply if the matter was included in the most recent budget approved by council before nomination day. Section 275(6) indicates that nothing in Section 275 prevents any person or body

exercising any authority of a municipality that is delegated to the person or body prior to nomination day for the election of the new council.

The Ministry of Municipal Affairs and Housing is cautioning municipalities to consider the delegated authority to staff during this “lame duck” period to enable decisions falling under the restrictions.

A by-law was passed by County Council in 2018 with similar provisions as outlined in the recommendation above.

14. Employment By-law #1 [Strategic Plan Goal #3]

RESOLUTION NO. FA-CC-22-06-67

Moved by Chair

Seconded by Committee

THAT County Council approve the amended Employment By-law #1 effective the first pay period after August 1, 2022 to implement the changes adopted at the May 25, 2022 session of County Council regarding the Gallagher Benefits Services (Canada) Group Inc. Non-Union Compensation Review as per Resolution No.: FA-CC-22-05-48.

Background

At the May 25, 2022 session of County Council, the following resolution was adopted and it is now necessary to update Employment By-law #1:

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

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;

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 August 1, 2022.

The amendments to Employment By-law #1 also include some housekeeping changes previously approved by County Council.

At the May 25, 2022 Session of County Council, staff were directed to organize a meeting with our local municipalities to provide an overview of the changes to the County of Renfrew’s salary grid. Accordingly, a Zoom meeting with local municipalities has been scheduled for June 30th at 11:00 a.m.

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

Municipalities, Health Unit Concerned by Rising Costs

Author of the article: [Luke Hendry](#)

Publishing date: May 05, 2022

Hastings and Prince Edward Public Health's corporate services director and associate CEO, Valerie Dunham, briefs the board about the impact of the increased municipal share in health unit funding Wednesday in Belleville. Rising costs could cause municipalities to raise taxes and also cause reductions in public health services, she said.

Municipalities are about to start paying significantly more for public health services, possibly leading to tax hikes and service reductions, local health unit officials say.

Prior to 2019, Ontario municipalities had a 25 per cent share in the funding of health units. The provincial health ministry covered the remaining 75 per cent and also paid all costs for certain other programs.

But in that year, the Progressive Conservative government increased the municipal share to 30 per cent for all programs, withdrawing its full funding of those other programs.

Some health units, based on past spending, have since received mitigation funding. That has meant \$1.12 million for the Belleville-based health unit in each of the last three years.

That is scheduled to end Dec. 31.

"It's a big hit," said Valerie Dunham, the corporate services director and associate chief executive officer of Hastings Prince Edward Public Health. She estimated the average cost increase to be 22 per cent.

In a telephone interview Thursday, she said the Belleville-based unit "could have handled" the cost-sharing increase of five per cent of past cost-shared programs.

"I'm not saying it's easy, but would have been much more manageable."

Having to pay for 30 per cent of all costs is far more difficult.

Ontario had previously covered the full cost of 11 other local programs ranging in cost from \$25,000 to \$550,000, Dunham said.

The dental program for low-income people, Healthy Smiles Ontario, costs \$550,000 a year, the Smoke-Free Ontario program \$418,000.

"That is a lot of money to absorb," Dunham said.

In total, it's expected area municipalities to pay an additional \$752,93 starting Jan. 1.

Including building-related expenses, Belleville's share is to increase by 24 per cent, or \$245,478 – a total cost of almost \$1.4 million.

Quinte West faces an increase of 22 per cent. Hastings County is comprised of 14 municipalities and does not include the two cities; it will pay a further 20 per cent. The increase for Prince Edward County is to be 19 per cent.

“This is not looking at a balanced budget. This is simply looking at the lost mitigation funding,” Dunham said.

She said she has spoken with the treasurers of the four municipal partners.

“They have expressed concerns, understandably,” said Dunham. She added municipalities may have to raise taxes to fund the increase.

“It’s going to hit us pretty hard,” Quinte West Coun. Terry Cassidy said during Wednesday’s health board meeting. He added other Ontario municipalities face a similar problem.

Dunham’s written report also warned of “a significant potential service impact” in addition to the rising municipal costs.

Some funds once routed into reserves have been used lately to balance deficit budgets.

In recent years, said Dunham, “The municipalities have been providing about \$355,000 which has gone directly toward programs.”

That will instead have to be directed to paying for the municipalities’ increased portion of the cost-sharing plan.

“That’s troubling ... and, frankly, we have to start planning now,” Dunham said.

“We do have concerns about our next year’s budget.”

Not all health units received mitigation funding. Dunham said it depended upon their size and past negotiations between health boards and their municipalities.

Because Hastings-Prince Edward is “an economically-challenged area,” its municipal levy increases have been about one or 1.5 per cent annually in years in which other boards may have had increases of three per cent, for example.

Those increases have been due to ongoing increases in costs, Dunham said.

The board voted Wednesday to send two letters to the Ontario Ministry of Health: one to inform the ministry of the expected impact of the levy increase and another to be sent after the June 2 provincial election to the new health minister. The current minister, Christine Elliott, is not seeking re-election.

Dunham said the hope is to obtain further mitigation funding.

Municipal members of the board are to discuss the matter with their own councils during municipal budget talks for 2023.

Separate from the mitigation funding issue, the board as of March 31 had a first-quarter deficit of \$54,000.

“We have a small deficit. It’s a little unusual, but it’s not alarming,” said Belleville Coun. Bill Sandison, who chairs the board’s finance committee.

Dunham said the deficit is due to pandemic response – case and contact management and vaccination. She said it’s hoped the ministry will provide one-time funding to close that gap.

“We expect the one-time funding, so we’re not too concerned.”

First-quarter figures also show cost of running the dental program for seniors exceeds the base budget.

“Services will need to be discontinued in the fall if additional funds are not secured,” Dunham wrote in a report to the board.

From: Tony Fleming
Sent: June 22, 2022 11:01 AM
To: Paul Moreau
Subject: Inaugural Meeting
 Paul,

Further to our conversation this morning I thought I would draft an opinion quickly so that you can distribute to the lower tier municipalities in a timely fashion if you feel this might be of assistance to them.

As you are aware, the *Municipal Elections Act* provides that for the current term of Council the term ends on November 14, 2022 (s. 6(1.1)). The new term of Council begins on November 15, 2022 (s. 6(1)).

This has the potential to lead to a gap in Council. If the term of the existing Council ends on the 14th and the new Council is sworn in on the 15th there is no gap and governance is virtually seamless.

I understand from our conversation that some lower tier municipalities are planning to delay the swearing in of their Councils, which leads to your concern that County Council will be non-existent until sufficient numbers of lower tier Council members are sworn in to constitute a quorum of County Council. As you are also aware, the *Municipal Act* provides that no member of an upper tier council can take a seat on the County Council until the Clerk of the lower tier certifies the names of the members appointed to the County Council (s. 232(4)) and the upper tier members take the oath of office (s. 232(5)).

Section 230 of the *Municipal Act* allows a municipality to hold the inaugural meeting of Council any time within the first 31 days after its term commences. In this case, that term commences on November 15 so a lower tier municipality has until December 16 to hold its first meeting. Because the upper tier municipality cannot be organized until all lower tier members have been sworn in, this could lead to a timing issue for the County. The County also must hold its first meeting on or before the 16th of December, so having lower tiers delay their inaugural meetings may risk the County not being able to meet its obligation under section 230 of the *Municipal Act*. my recommendation is that the lower tiers have their inaugural meetings as soon after the election as possible to ensure that all levels of government can comply with section 230.

In the period of time between November 14, when the Council term is deemed to end, and the date of the inaugural meeting of the County Council section 6(3) of the *Municipal Elections Act* provides that all holders of office continue to hold office until their successors are elected and the newly elected Council is organized. "Organized" has a special meaning in the legislation – a Council is not "organized" until its members take the oath of office at the inaugural meeting. Therefore, even though the terms of the lower tier and upper tier councils end on November 14, both Councils are still "organized" and constitute the government of the municipality until the successor council is sworn in – in this way the continuity of local government (upper and lower tier) is assured.

That does not mean that the swearing in can be delayed past the 16th of December as that would create a conflict and risk having a gap in governance.

I hope that this provides some clarity. Should you have additional questions please let me know.



Tony Fleming C.S.

Certified Specialist in Municipal Law (Local Government/Land Use Planning & Development)

Practicing as a Professional Corporation

Cunningham, Swan, Carty, Little & Bonham LLP

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2022 CALENDAR OF COMMITTEES & COUNTY COUNCIL MEETINGS

Revised June 2022

All meetings will be held in the **Council Chambers** of the County Administration Building, 9 International Drive, Pembroke, unless otherwise indicated. Anomalies to the schedule are in **bold**, conferences are in ***bold italics*** and holidays are in **blue**. In person meetings of County Council will commence at 10:00 a.m. and zoom meetings of County Council will commence at 9:00 a.m.

DATE	TIME	
Tuesday, January 11, 2022	9:30 a.m.	Operations Committee
Tuesday, January 11, 2022	1:00 p.m.	Development & Property Committee
Wednesday, January 12, 2022	9:30 a.m.	Health Committee
Wednesday, January 12, 2022	1:00 p.m.	RCHC and Community Services Committee
Thursday, January 13, 2022	9:30 a.m.	Finance & Administration Committee
Monday, January 17, 2022	9:00 a.m.	Budget Workshop
Tuesday, January 18, 2022	9:00 a.m.	Budget Workshop (if required)
January 23 – 25, 2022	Virtual	<i>ROMA Annual Conference</i>
Wednesday, January 26, 2022	9:00 a.m. via zoom or 10:00 a.m. in person	County Council
Tuesday, February 8, 2022	9:30 a.m.	Operations Committee
Tuesday, February 8, 2022	1:00 p.m.	Development & Property Committee
Wednesday, February 9, 2022	9:30 a.m.	Health Committee
Wednesday, February 9, 2022	1:00 p.m.	RCHC and Community Services Committee
Thursday, February 10, 2022	9:30 a.m.	Finance & Administration Committee
Monday, February 21, 2022		Family Day Holiday
Wednesday, February 23, 2022	9:00 a.m. via zoom or 10:00 a.m. in person	County Council
February 24 – February 28, 2022		ONTARIO WINTER GAMES
March 3 – 6, 2022		ONTARIO WINTER GAMES
Tuesday, March 8, 2022	9:30 a.m.	Operations Committee
Tuesday, March 8, 2022	1:00 p.m.	Development & Property Committee
Wednesday, March 9, 2022	9:30 a.m.	Health Committee
Wednesday, March 9, 2022	1:00 p.m.	RCHC and Community Services Committee
Thursday, March 10, 2022	9:30 a.m.	Finance & Administration Committee
March 14 – 18, 2022		March Break
Wednesday, March 30, 2022	9:00 a.m. via zoom or 10:00 a.m. in person	County Council
Tuesday, April 12, 2022	9:30 a.m.	Operations Committee
Tuesday, April 12, 2022	1:00 p.m.	Development & Property Committee
Wednesday, April 13, 2022	9:30 a.m.	Health Committee
Wednesday, April 13, 2022	1:00 p.m.	RCHC and Community Services Committee
Thursday, April 14, 2022	9:30 a.m.	Finance & Administration Committee
Friday, April 15, 2022		Good Friday
Monday, April 18, 2022		Easter Monday
Wednesday, April 27, 2022	9:00 a.m. via zoom or 10:00 a.m. in person	County Council
Tuesday, May 10, 2022	9:30 a.m.	Operations Committee
Tuesday, May 10, 2022	1:00 p.m.	Development & Property Committee
Wednesday, May 11, 2022	9:30 a.m.	Health Committee
Wednesday, May 11, 2022	1:00 p.m.	RCHC and Community Services Committee
Thursday, May 12, 2022	9:30 a.m.	Finance & Administration Committee
Monday, May 23, 2022		Victoria Day
Wednesday, May 25, 2022	9:00 a.m. via zoom or 10:00 a.m. in person	County Council
June 2 - 5, 2022		<i>FCM Annual Conference – Regina, SK</i>
Tuesday, June 14, 2022	9:30 a.m.	Operations Committee

DATE	TIME	
Tuesday, June 14, 2022	1:00 p.m.	Development & Property Committee
Wednesday, June 15, 2022	9:30 a.m.	Health Committee
Wednesday, June 15, 2022	1:00 p.m.	RCHC and Community Services Committee
Thursday, June 16, 2022	9:30 a.m.	Finance & Administration Committee
Wednesday, June 29, 2022	10:00 a.m. in person	County Council
July 1, 2022		Canada Day
Monday, August 1, 2022		Civic Holiday
Tuesday, August 9, 2022	9:30 a.m.	Operations Committee
Tuesday, August 9, 2022	1:00 p.m.	Development & Property Committee
Wednesday, August 10, 2022	9:30 a.m.	Health Committee
Wednesday, August 10, 2022	1:00 p.m.	RCHC and Community Services Committee
Thursday, August 11, 2022	9:30 a.m.	Finance & Administration Committee
August 14 – 17, 2022		AMO Annual Conference – Ottawa, ON
Wednesday, August 31, 2022	10:00 a.m. in person	County Council
Monday, September 5, 2022		Labour Day
Monday, September 12, 2022	9:30 a.m.	Operations Committee
Monday, September 12, 2022	1:00 p.m.	Development & Property Committee
Tuesday, September 13, 2022	9:30 a.m.	Health Committee
Tuesday, September 13, 2022	1:00 p.m.	RCHC and Community Services Committee
September 14 – 16, 2022		Ontario East Municipal Conference-Cornwall
Monday, September 19, 2022	9:30 a.m.	Finance & Administration Committee
Wednesday, September 28, 2022	10:00 a.m. in person	County Council
September 30, 2022		National Day of Truth and Reconciliation
Monday, October 10, 2022		Thanksgiving Holiday
Tuesday, October 11, 2022	9:30 a.m.	Operations Committee
Tuesday, October 11, 2022	1:00 p.m.	Development & Property Committee
Wednesday, October 12, 2022	9:30 a.m.	Health Committee
Wednesday, October 12, 2022	1:00 p.m.	RCHC and Community Services Committee
Thursday, October 13, 2022	9:30 a.m.	Finance & Administration Committee
Monday, October 24, 2022		2022 Municipal Election Day
Wednesday, October 26, 2022	10:00 a.m. in person	County Council
Thursday, November 11, 2022		Remembrance Day
Tuesday, November 15, 2022		New Councillors Take Office
Wednesday, December 7, 2022 (tentative Date) 10:00 a.m.		County Council (Inaugural Meeting)



May 25, 2022

Lee Perkins
County of Renfrew
9 International Drive
Pembroke ON
K8A 6W5

Dear Mr. Perkins:

Re: County of Renfrew Development Charges Background Study Consideration

Further to your request, Watson & Associates Economists Ltd. (Watson) is pleased to provide a proposal letter concerning the potential undertaking of the County's first Development Charges (D.C.) Background Study.

As we understand, the County is experiencing increased pressures to undertake upgrades and expansions to its road network as a result of new development. County staff have examined the potential capital program and have identified the following preliminary observations:

- The capital projects will occur in the following municipalities:
 - Arnprior
 - McNab/Braeside
 - Laurentian Valley
 - Petawawa
 - Renfrew
 - Horton
- The estimated total length of the road works is 13.9 km
- The estimated costs of these works are \$49.6 million

The County has consulted with the lower-tier municipalities to provide potential funding options for the road's capital program. The options were:

- a) Status Quo (continue to deal with projects on an individual basis);
- b) Draft a D.C. Policy;
- c) Increase the County Levy; or
- d) Draft a Cost sharing agreement with the local municipalities.

Through discussions with staff, the County would like to examine the possibility of undertaking a D.C. study to help recover the growth-related costs associated with the road's infrastructure. However, concerns were raised by some of the lower-tier municipalities on the imposition of D.C.s when the road projects are not located in their



community. To address this issue, we propose that the potential County D.C.s for roads be calculated using two different methods:

- 1) County-wide D.C. – new development across all local municipalities contributes towards the County's Road network
- 2) Area-Specific D.C. – The costs of the road's capital projects are to be recovered from the growth areas that will benefit from the new infrastructure.

In addition to the proposed calculation methods, the D.C. workplan will also consist of:

- 3-4 meetings with County staff (start-up meeting, staff interviews, review meetings, etc.);
- Review of the background information (roads engineering reports, official plans, planning documents, etc.);
- Growth forecast development (both on a County-wide and area-specific basis);
- Developing D.C. policies (timing of payment, exemptions, credits, phase-ins, interest rates, local service policy, etc.);
- Optional meetings to review the D.C. process with Council, local municipalities, and the development community;
- Preparation of the background study and draft by-law; and
- Undertaking the mandatory implementation process (public meeting and by-law passage).

Based on the information provided, we would estimate that the D.C. background study process will cost approximately \$35,000 - \$40,000 (based on the workplan identified above and excludes any optional items/meetings).

If the County would like to include additional D.C.-eligible services (e.g. ambulance, municipal housing, long-term care services, etc.) as part of the D.C. process, then we could accommodate the additional analysis for a budget of approximately \$10,000.

We trust that this letter provides the County with the information it requires to undertake a D.C. background study. If you have any questions regarding this proposal, please do not hesitate to contact us.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Gary Scandlan
Managing Partner

County of Renfrew
Development Charges Study and By-law
Detailed Estimate For Each Major Study Component

Development Charges Study	2022						2023				
	July	August	September	October	November	December	January	February	March	April	May
1 Study Start-Up / Initiation Meeting - (1)*	ST										
2 Data Collection and Review of Background Material											
3 Growth Projection Development											
4 Service Standard and Capital Needs Analysis											
5 Staff Interviews/Meetings - (3)*			SM	SM	SM						
6 Council Workshop - (1)* - OPTIONAL						CW					
7 Local Area Municipality Engagement - (1)* - OPTIONAL							LW				
8 Development Community Engagement - (1)* - OPTIONAL							DW				
9 Local Service Policy Development											
10 Development Charge Calculation and Rules											
11 Examination of Long-Term Capital / Operating Costs											
12 Asset Management Plan											
13 Draft D.C. Background Study							DR				
14 Final D.C. Background Study								FR			
15 D.C. Public Meeting - (1)*									PM		
16 By-law Passage - (1)*											BL
17 Implementation Process											
PROJECT MANAGEMENT											
18 Project Management											

(#)* indicate meetings which are virtual and includes preparation time.

Optional Meetings

ST - Study Start-up Meeting

SM - Staff Meeting

LW - Local Municipalities Workshop

CW - Council Workshop

DW - Development Community Workshop

DR - Draft Report

FR - Final Report

PM - Public Meeting

BL - By-law Passage

2021 Financial Report

**THE CORPORATION OF THE
COUNTY OF RENFREW**

THE CORPORATION OF THE COUNTY OF RENFREW

2021 FINANCIAL REPORT

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MANAGEMENT REPORT

Management's Responsibility for the Consolidated Financial Statements

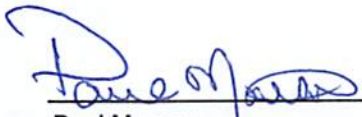
The accompanying consolidated financial statements for The Corporation of the County of Renfrew are the responsibility of the County's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of the consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

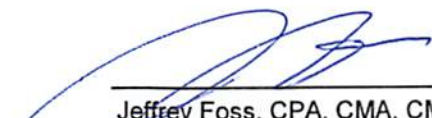
The Corporation of the County of Renfrew's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

The Finance & Administration Committee meets with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by Scott Rosien Black & Locke, independent external auditors appointed by The Corporation of the County of Renfrew. The accompanying Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on The Corporation of the County of Renfrew's consolidated financial statements.



Paul Moreau
Chief Administrative Officer
June 29, 2022



Jeffrey Foss, CPA, CMA, CMO
Director of Finance/Treasurer
June 29, 2022

INDEPENDENT AUDITORS' REPORT

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

Opinion

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

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

Basis for Opinion

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

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

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

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

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

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

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

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

We also:

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

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

Scott Rosien Black + Locke

Chartered Professional Accountants
Licensed Public Accountants

Pembroke, Ontario
June 29, 2022

THE CORPORATION OF THE COUNTY OF RENFREW

Consolidated Statement of Financial Position

December 31, 2021, with comparative figures for 2020

	2021	2020
Financial Assets		
Cash	\$ 71,501,241	\$ 62,609,752
Investments (note 4)	7,371,394	8,375,898
Accounts receivable		
Federal Government	1,078,475	946,278
Municipalities	283,243	-
Other	805,228	1,492,781
	<hr/> 81,039,581	<hr/> 73,424,709
Financial Liabilities		
Accounts payable and accrued liabilities	17,961,404	18,825,068
Temporary construction loan (note 5)	-	4,684,900
Deferred revenue – obligatory reserve fund (note 6)	4,642,157	1,873,577
Deferred revenue	301,512	221,222
Long-term liabilities (note 7)	13,483,799	10,519,791
Accrued interest on long-term liabilities	91,046	102,517
Post-employment benefits (note 8)	12,008,567	7,418,646
	<hr/> 48,488,485	<hr/> 43,645,721
Net Financial Assets	<hr/> \$ 32,551,096	<hr/> \$ 29,778,988
Non-Financial Assets		
Tangible capital assets - net (note 9)	\$ 214,532,484	\$ 210,219,128
Tangible capital assets - construction in progress (note 9)	85,972,772	83,457,809
Inventory	740,594	677,026
Prepaid expenses	422,048	349,104
	<hr/> 301,667,898	<hr/> 294,703,067
Accumulated Surplus (note 10)	<hr/> \$ 334,218,994	<hr/> \$ 324,482,055

Commitments (note 11)

Contingencies (note 12)

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE COUNTY OF RENFREW

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2021, with comparative figures for 2020

	2021 Budget (note 13)	2021 Actual	2020 Actual
REVENUES:			
Levies on area municipalities	\$ 45,260,096	\$ 45,356,144	\$ 43,632,648
Payments-in-lieu of taxation	4,434,607	4,443,955	4,393,373
Other municipal revenue	3,663,318	3,928,517	3,563,729
User fees and service charges	16,521,342	17,528,838	18,619,591
Government grants	65,827,831	71,514,211	71,501,651
Investment income	937,000	814,343	884,752
Gain on disposal of tangible capital assets	-	12,298	-
Donation, fines and other	5,011,500	1,622,283	1,522,204
Total revenues	141,655,694	145,220,589	144,117,948
EXPENDITURES:			
General government	8,712,155	7,953,414	8,070,582
Protection services	1,160,855	880,241	903,158
Transportation services	18,712,110	18,437,951	18,413,044
Health services	23,993,987	29,201,352	24,023,177
Social and family services	59,243,960	59,002,857	56,297,084
Social housing	15,564,324	16,033,163	15,789,023
Recreation and cultural services	343,613	1,566,870	325,013
Planning and development	2,632,051	2,407,802	2,635,014
Loss on disposal of tangible capital assets	-	-	107,865
Total expenditures	130,363,055	135,483,650	126,563,960
Surplus before undernoted	11,292,639	9,736,939	17,553,988
Gain on restructuring of Opeongo Non-Profit Community Residential Development Inc. (note 15)	-	-	790,657
Annual surplus	11,292,639	9,736,939	18,344,645
Accumulated surplus, beginning of year	324,482,055	324,482,055	306,137,410
Accumulated surplus, end of year	\$ 335,774,694	\$ 334,218,994	\$ 324,482,055

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE COUNTY OF RENFREW

Consolidated Statement of Change in Net Financial Assets

Year ended December 31, 2021, with comparative figures for 2020

	2021 Budget (note 13)	2021 Actual	2020 Actual
Annual surplus	\$ 11,292,639	\$ 9,736,939	\$ 18,344,645
Amortization of tangible capital assets	14,196,312	14,180,261	13,869,952
Acquisition of tangible capital assets	(31,507,212)	(18,183,070)	(15,005,594)
Transfer of tangible capital assets related to restructuring	-	-	(428,237)
Donated tangible capital assets under construction	-	(364,900)	(611,101)
Loss (gain) on disposal of tangible capital assets	-	(12,298)	107,865
Proceeds on sale of tangible capital assets	-	66,651	10,563
Acquisition of tangible capital assets under construction	-	(2,514,963)	(11,235,846)
Increase in inventory	-	(63,568)	(4,050)
Decrease (increase) in prepaid expenses	-	(72,944)	510,222
Increase (decrease) in net financial assets	(6,018,261)	2,772,108	5,558,419
Net financial assets, beginning of year	29,778,988	29,778,988	24,220,569
Net financial assets, end of year	\$ 23,760,727	\$ 32,551,096	29,778,988

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE COUNTY OF RENFREW

Consolidated Statement of Cash Flows

Year ended December 31, 2021, with comparative figures for 2020

	2021	2020
OPERATIONS		
Annual surplus	\$ 9,736,939	\$ 18,344,645
Non-cash charges to operations:		
Amortization of tangible capital assets	14,180,261	13,869,952
Loss (gain) on disposal of tangible capital assets	(12,298)	107,865
Donated tangible capital assets	(364,900)	(611,101)
Uses:		
Increase in other accounts receivable	-	(912,523)
Increase in recoverable from Federal Government	(132,197)	(281,200)
Increase in recoverable from Municipalities	(283,243)	-
Increase in inventory	(63,568)	(4,050)
Increase in prepaid expenses	(72,944)	-
Decrease in accounts payable and accrued liabilities	(863,664)	-
Decrease in accrued interest on long-term debt	(11,471)	(11,791)
Decrease in deferred revenue – obligatory reserve fund	-	(1,479,467)
Total Uses	(1,427,087)	(2,689,031)
Sources:		
Decrease in other accounts receivable	687,553	-
Decrease in prepaid expenses	-	510,222
Increase in accounts payable and accrued liabilities	-	8,382,326
Increase in deferred revenue – obligatory reserve fund	2,768,580	-
Increase in deferred revenue	80,290	34,766
Increase in post-employment liabilities	4,589,921	684,297
Total Sources	8,126,344	9,611,611
Increase in Cash from Operations	30,239,259	38,633,941
CAPITAL		
Acquisition of tangible capital assets	(18,183,070)	(15,433,831)
Proceeds on disposal of tangible capital assets	66,651	10,563
Additions to tangible capital assets under construction	(2,514,963)	(11,235,846)
Total Capital	(20,631,382)	(26,659,114)
INVESTING		
Decrease in investments	1,004,504	5,691
Total Investing	1,004,504	5,691
FINANCING		
Advances (repayments) on temporary construction loan	(4,684,900)	2,284,900
Long-term liabilities paid	(1,720,892)	(1,340,936)
Long-term liability issued	4,684,900	-
Long-term liabilities received on restructuring	-	424,863
Total Financing	(1,720,892)	1,368,827
Increase in cash	8,891,489	13,349,345
Cash, beginning of year	62,609,752	49,260,407
Cash, end of year	\$ 71,501,241	\$ 62,609,752

The accompanying notes are an integral part of these consolidated financial statements.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements

Year ended December 31, 2021

The Corporation of the County of Renfrew is an upper tier municipality in the Province of Ontario, Canada. The provisions of provincial statutes such as the Municipal Act and related legislation guide its operations.

1. Accounting Policies

The consolidated financial statements of The Corporation of the County of Renfrew are the representation of management and are prepared in accordance with Canadian Public Sector accounting standards for local governments as recommended by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant aspects of the accounting policies adopted by the Corporation are as follows:

(a) (i) Basis of Consolidation

These consolidated financial statements reflect the assets, liabilities, operating revenues and expenditures, reserves, and changes in investment in tangible capital assets and include the activities of all committees of Council.

The Renfrew County Housing Corporation has been consolidated.

All inter-fund assets and liabilities and sources of revenues and expenditures have been eliminated.

(ii) Trust Funds

Trust funds and their related operations administered by The Corporation of the County of Renfrew are not consolidated, but are reported separately on the "Trust Fund Statements of Financial Position, Financial Activities and Changes in Fund Balance".

(b) Basis of Accounting

(i) Accrual Basis of Accounting

Revenue and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they are earned and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(ii) Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year, and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the change in net financial assets for the year.

(iii) Cash

Cash is defined as cash on hand and cash on deposit, net of outstanding cheques at the reporting date.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements, continued

Year ended December 31, 2021

1. Accounting Policies (continued)

(b) Basis of Accounting (continued)

(iv) Tangible Capital Assets

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

	Estimated useful life
Land improvements	20 to 25 years
Buildings	25 to 60 years
Machinery and equipment	5 to 25 years
Vehicles	4 to 20 years
Linear assets	15 to 99 years

Leasehold improvements are amortized on a straight-line basis over the current lease term plus one subsequent lease term.

Construction in progress comprises capital assets under construction, not yet placed into service and pre-construction activities related to specific projects expected to be constructed. Amortization is not recorded on assets under construction.

The Corporation of the County of Renfrew has a capitalization threshold so that individual capital assets of lesser value are expensed.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of the transfer.

(v) Accounts Receivable

Accounts receivable are reported net of any allowance for doubtful accounts.

(vi) Inventory and prepaid expenses

Inventory and prepaid expenses held for consumption are recorded at the lower of cost or replacement value.

(vii) Deferred Revenue – Obligatory Reserve Fund

The Corporation receives restricted contributions under the authority of federal and provincial legislation. These funds by their nature are restricted in their use and until applied to applicable costs are recorded as deferred revenue. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements, continued

Year ended December 31, 2021

1. Accounting Policies (continued)

(b) Basis of Accounting (continued)

(viii) Deferred Revenue

Deferred revenues represent user charges and fees which have been collected but for which the related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the related expenditures are incurred or services performed.

(ix) Employee Benefit Plan

The contributions to a multi-employer, defined benefit pension plan are expensed when contributions are due.

The costs of post-employment benefits are recognized when the event that obligates the Corporation occurs. Costs include projected future income payments, health care continuation costs and fees paid to independent administrators of these plans, calculated on a present value basis.

(x) Use of Estimates

The preparation of these consolidated financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions which affect the reported amounts of assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenditures for the year. These estimates and assumptions, including such areas as post-employment benefits and useful lives of tangible capital assets, are based on the Corporation's best information and judgement and may differ significantly based on actual results.

(xi) Financial Instruments

The Corporation has classified its cash and investments as held for trading and they are stated at fair value. Accounts receivable are classified as loans and receivables, which are measured at amortized cost. Accounts payable and accrued liabilities, deferred revenue, long-term liabilities, accrued interest on long-term liabilities and post-employment benefit liabilities are classified as other liabilities which are measured at cost.

(xii) Government Transfers

Government transfers are recognized in the consolidated financial statements in the period in which the events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met and reasonable estimates of the amounts can be made.

(xiii) Liabilities for Contaminated Sites

The liability for remediation of contaminated sites will be recognized when an environmental standard exists, the contamination exceeds the environmental standard, the Corporation is directly responsible for remediation of the contaminated site, and a reasonable estimate of the amount can be made.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements, continued

Year ended December 31, 2021

1. Accounting Policies (continued)

(b) Basis of Accounting (continued)

(xiv) Restructuring:

PS 3430 defines a restructuring transaction and establishes standards for recognizing and measuring assets and liabilities transferred in a restructuring transaction. The main features of PS 3430 are as follows:

- A restructuring transaction is a transfer of an integrated set of assets and/or liabilities, together with related program or operating responsibilities without consideration based primarily on the fair value of the individual assets and individual liabilities transferred;
- The net effect of a restructuring transaction should be presented as a separate revenue or an expense item in the consolidated statement of operations;
- A recipient should recognize individual assets and liabilities received in a restructuring transaction at their carrying amount with applicable adjustments at the restructuring date;
- A transferor and a recipient should not restate their financial position or results of operations; and
- A transferor and a recipient should disclose sufficient information to enable users to assess the nature and financial effects of a restructuring transaction on their financial position and operations.

2. Trust Funds

Trust funds administered by The Corporation of the County of Renfrew amounting to \$160,628 (2020 - \$143,798) have not been included in the "Consolidated Statement of Financial Position" nor have their operations been included in the "Consolidated Statement of Operations".

3. Pension Agreement

The Corporation of the County of Renfrew, on behalf of its eligible employees, is a participant in the Ontario Municipal Employees Retirement System (OMERS). OMERS is a defined benefit pension plan, fully funded by equal contributions from participating employers and employees, and by the investment earnings of the OMERS Fund. OMERS pensions are calculated using a defined benefit formula, taking into account length of service and average annual wage that is designed to integrate with the pension payable from the Canada Pension Plan.

Because OMERS is a multi-employer plan, the County of Renfrew does not recognize any share of the plan deficit of \$69 million (2020 - \$7.655 billion) based on the total fair market value of the plan's assets, as this is a joint responsibility of all Ontario municipalities and their employees.

The amount contributed to OMERS for 2021 was \$3,409,791 (2020 - \$3,323,909) for current service and is included as an expenditure on the Consolidated Statement of Operations. At December 31, 2021 there is no liability for past service under this agreement.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements, continued

Year ended December 31, 2021

4. Investments

Investments are stated at cost plus accrued interest and are comprised of the following:

	2021	2020
B2B Bank GIC (December 5/22 - 2.87%)	\$ 100,213	\$ 100,213
Bank of Montreal GIC (September 20/21 - 1.75%)	-	502,469
Bank of Montreal GIC (November 6/23 - 3.51%)	1,005,385	1,005,385
Bank of Montreal GIC (May 8/24 - 2.63%)	1,017,149	1,017,149
Bank of Montreal GIC (October 15/24 - 2.31%)	1,004,936	1,004,936
Bank of Montreal GIC (May 7/25 - 2.11%)	1,013,816	1,013,816
BMO Trust GIC (September 22/21 - 0.81%)	-	902,017
Canadian Tire Bank GIC (December 5/22 - 2.91%)	100,215	100,215
CDN Western Bank GIC (May 8/24 - 2.9%)	1,018,910	1,018,910
Concentra Bank GIC (December 5/22 - 2.9%)	100,215	100,215
Equitable Bank GIC (September 20/21 - 1.85%)	-	100,522
Equitable Bank GIC (November 24/22 - 1.45%)	100,147	-
Equitable Bank GIC (September 23/26 - 2.15%)	100,589	-
Equitable Trust GIC (November 24/22 - 1.45%)	100,147	-
Equitable Trust GIC (September 23/26 - 2.15%)	100,589	-
Home Equity Bank GIC (September 23/26 - 2.15%)	100,589	-
Home Trust GIC (September 22/21 - 1.05%)	-	100,292
Home Trust GIC (November 24/21 - 1.06%)	-	100,107
Home Trust GIC (September 23/26 - 2.15%)	100,589	-
Laurentian Bank GIC (September 20/21 - 1.86%)	-	100,525
Laurentian Bank GIC (November 24/21 - 1.05%)	-	100,107
LBC Trust GIC (December 5/22 - 2.87%)	100,212	100,212
Manulife Bank GIC (September 19/22 - 2.65%)	503,775	503,775
Manulife Bank GIC (September 23/26 - 1.75%)	602,877	-
Montreal Trust GIC (June 8/21 - 2.00%)	-	404,537
President's Choice Bank GIC (September 20/21 - 1.76%)	-	100,496
President's Choice Bank GIC (September 23/26 - 1.95%)	100,534	-
RFA Bank of Canada GIC (September 23/26 - 1.85%)	100,507	-
	\$ 7,371,394	\$ 8,375,898

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements, continued

Year ended December 31, 2021

5. Temporary Construction Loan

During 2018 the Corporation established a temporary construction loan from Ontario Infrastructure and Lands Corporation (OILC) to finance the rehabilitation of Madawaska River Bridge. The construction loan has been authorized to a maximum of \$6 million with a floating interest rate throughout the term of the loan until it is replaced by a debenture.

On May 26, 2021, the Corporation converted the temporary construction loan to a 2.08% Amortizing Debenture in the amount of \$4,684,900 with a maturity date of June 15, 2031 and semi-annual payments of \$260,662, including interest.

6. Deferred Revenue – Obligatory Reserve Fund

A requirement of the public sector accounting standards of the Chartered Professional Accountants of Canada is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as federal and provincial legislation restricts how these funds may be used. The balance in the obligatory reserve fund is summarized below:

	2021	2020
Balance, beginning of year	\$ 1,873,577	\$ 3,353,044
Revenue		
Canada Community-Building Fund/Federal gasoline tax	5,478,416	2,671,773
Safe restart funding	713,334	2,780,100
Interest	10,629	-
Utilization		
Transfer for capital	(2,892,224)	(6,024,817)
Transfer for operations	(541,575)	(906,523)
Balance, end of year	\$ 4,642,157	\$ 1,873,577
Obligatory Reserve Fund balance:		
Canada Community-Building Fund	\$ 2,695,828	\$ -
Safe restart funding	1,946,329	1,873,577
Balance, end of year	\$ 4,642,157	\$ 1,873,577

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements, continued

Year ended December 31, 2021

7. Long-Term Liabilities

The balance of the long-term liabilities reported on the Consolidated Statement of Financial Position is made up of long-term liabilities incurred by the Corporation and are outstanding at the end of the year:

	2021	2020
Long-term debt issued by the Corporation bearing interest at 5.656%, payable \$313,405 on April 4 th and October 4 th of each year, including principal and interest. Maturing October 4, 2024	\$ 1,707,496	\$ 2,216,056
3.01% Debenture, payable \$197,926 semi-annually, including principal and interest, maturing February 1, 2032	3,541,084	3,823,949
3.08% Debenture, payable \$219,284 semi-annually, including principal and interest, maturing April 16, 2028	2,565,662	2,917,069
1.96% Mortgage, payable \$4,480 monthly, including principal and interest, matured March 1, 2021	-	13,404
2.61% Mortgage, payable \$8,274 monthly, including principal and interest, maturing November 1, 2023	185,445	278,606
2.60% Mortgage, payable \$10,349 monthly, including principal and interest, maturing June 1, 2028	742,306	845,844
2.52% Mortgage, payable \$13,740 monthly, including principal and interest, maturing August 1, 2023	268,845	424,863
2.08% Debenture, payable \$260,662 semi-annually, including principal and interest, maturing June 15, 2031	4,472,961	-
	<u>\$ 13,483,799</u>	<u>\$ 10,519,791</u>

Principal repayments relating to the long-term liabilities of \$13,483,799 outstanding as at December 31, 2021 are due as follows:

2022	\$ 1,983,822
2023	1,989,667
2024	1,856,303
2025	1,288,770
2026	1,323,341
Thereafter	<u>5,041,896</u>
	<u>\$ 13,483,799</u>

The 2.61% mortgage is secured by a first charge on the land and building located at 200 Caruso Street, Arnprior with a carrying value of \$835,345.

The 2.60% mortgage is secured by a first charge on the land and building located at 26 Spruce Street, Arnprior with a carrying value of \$1,198,389.

The 2.52% mortgage is secured by a first charge on the land and building located at 224 Vimy Blvd, Renfrew with a carrying value of \$416,471.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements, continued

Year ended December 31, 2021

8. Post-Employment Benefits

	2021	2020
Post-employment benefits are summarized as follows:		
Sick leave benefits	\$ 935,291	\$ 918,794
Workplace Safety and Insurance Board obligations	11,073,276	6,499,852
	<u>\$ 12,008,567</u>	<u>\$ 7,418,646</u>

- (a) Under the sick leave benefit plan, unused sick leave can accumulate and employees may become entitled to a cash payment when they leave the municipality's employment.

The liability for these accumulated days, to the extent that they have vested and could be taken in cash by an employee on termination, amounted to \$935,291 (2020 – \$918,794) at the end of the year.

- (b) The County of Renfrew is a Schedule 2 employer under the Workplace Safety and Insurance Board Act and, as such, has assumed the liability for any costs awarded under the Workplace Safety and Insurance Board Act. An independent actuarial evaluation undertaken in 2021 determined that the liability for present and future awards is \$ 11,073,276 as at December 31, 2021.

Actuarial gains and losses are expensed immediately in the fiscal year that they arise.

The significant actuarial assumptions adopted in estimating the Corporation's accrued benefit obligation for WSIB claims include a discount rate of 2.75% and an inflation rate of 2.5%.

Information with respect to the Corporation's Workplace Safety and Insurance Board future payments is as follow:

	2021	2020
Accrued benefit liability, beginning of year	\$ 6,499,852	\$ 5,760,667
Expense recognized for the period	2,267,079	2,190,317
Benefits paid for the period	(1,487,175)	(1,451,132)
Actuarial loss recognized	3,793,520	-
Accrued benefit liability, end of year	<u>\$ 11,073,276</u>	<u>\$ 6,499,852</u>

CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements, continued

Year ended December 31, 2021

9. Tangible Capital Assets

(a) Tangible capital assets by functional classification:

	General Government	Protection Services	Transportation Services	Health Services	Social and Family Services	Social Housing	Planning and Development	2021	2020
Cost									
Balance, beginning of year	\$ 29,885,395	\$ 289,190	\$ 361,992,326	\$ 7,189,670	\$ 61,163,734	\$ 40,241,654	\$ 1,225,340	\$ 501,987,309	\$ 491,350,256
Additions during the year	5,127,399	-	9,717,764	1,353,358	1,078,169	1,242,860	28,420	18,547,970	15,433,831
Disposals during the year	(82,539)	(178,114)	(2,513,666)	-	(324,294)	(81,372)	-	(3,179,985)	(4,796,778)
Balance, end of year	\$ 34,930,255	\$ 111,076	\$ 369,196,424	\$ 8,543,028	\$ 61,917,609	\$ 41,403,142	\$ 1,253,760	\$ 517,355,294	\$ 501,987,309
Accumulated amortization									
Balance, beginning of year	\$ (9,327,248)	\$ (277,952)	\$ (227,487,741)	\$ (4,586,933)	\$ (24,593,684)	\$ (24,819,871)	\$ (674,752)	\$ (291,768,181)	\$ (282,576,578)
Amortization during the year	(668,052)	(6,000)	(9,688,279)	(1,132,300)	(1,477,489)	(1,184,025)	(24,116)	(14,180,261)	(13,869,952)
Accumulated amortization on disposals	65,959	178,114	2,501,449	-	324,294	55,816	-	3,125,632	4,678,349
Balance, end of year	\$ (9,929,341)	\$ (105,838)	\$ (234,674,571)	\$ (5,719,233)	\$ (25,746,879)	\$ (25,948,080)	\$ (698,868)	\$ (302,822,810)	\$ (291,768,181)
Net book value of tangible capital assets	\$ 25,000,914	\$ 5,238	\$ 134,521,853	\$ 2,823,795	\$ 36,170,730	\$ 15,455,062	\$ 554,892	\$ 214,532,484	\$ 210,219,128
Construction in progress	\$ 15,506	\$ -	\$ 34,909,627	\$ -	\$ 24,041	\$ 815,699	\$ 50,207,899	\$ 85,972,772	\$ 83,457,809

CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements, continued

Year ended December 31, 2021

9. Tangible Capital Assets (continued)

(b) Tangible capital assets by asset class:

		Land	Land Improvements	Buildings	Machinery and Equipment	Leasehold Improvements	Vehicles	Linear Assets	2021	2020
Cost										
Balance, beginning of year	\$	6,312,883	\$ 5,511,008	\$ 113,853,034	\$ 11,839,586	\$ 543,901	\$ 15,944,152	\$ 347,982,745	\$ 501,987,309	\$ 491,350,256
Additions during the year		31,326	301,154	6,474,398	1,157,263	249,120	1,339,431	8,995,278	18,547,970	15,433,831
Disposals during the year		-	-	(140,558)	(219,539)	(333,748)	(633,779)	(1,852,361)	(3,179,985)	(4,796,778)
Balance, end of year	\$	6,344,209	\$ 5,812,162	\$ 120,186,874	\$ 12,777,310	\$ 459,273	\$ 16,649,804	\$ 355,125,662	\$ 517,355,294	\$ 501,987,309
Accumulated amortization										
Balance, beginning of year	\$	-	\$ (2,825,787)	\$ (51,109,994)	\$ (8,427,289)	\$ (433,754)	\$ (9,577,415)	\$ (219,393,942)	\$ (291,768,181)	\$ (282,576,578)
Amortization during the year		-	(184,330)	(2,715,906)	(615,490)	(5,448)	(1,733,744)	(8,925,343)	(14,180,261)	(13,869,952)
Accumulated amortization on disposals		-	-	136,348	171,601	333,748	631,574	1,852,361	3,125,632	4,678,349
Balance, end of year	\$	-	\$ (3,010,117)	\$ (53,689,552)	\$ (8,871,178)	\$ (105,454)	\$ (10,679,585)	\$ (226,466,924)	\$ (302,822,810)	\$ (291,768,181)
Net book value of tangible capital assets										
	\$	6,344,209	\$ 2,802,045	\$ 66,497,322	\$ 3,906,132	\$ 353,819	\$ 5,970,219	\$ 128,658,738	\$ 214,532,484	\$ 210,219,128
Construction in progress	\$	-	\$ 15,506	\$ 839,740	\$ -	\$ 12,211	\$ -	\$ 85,105,315	\$ 85,972,772	\$ 83,457,809

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements, continued

Year ended December 31, 2021

10. Accumulated Surplus

	2021	2020
Accumulated surplus comprised of:		
Reserves - current	\$ 7,143,027	\$ 6,892,869
Reserves - capital	52,281,145	47,089,985
Invested in tangible capital assets	300,505,256	293,676,937
Unfunded		
Capital	(218,068)	(5,239,299)
Post-employment benefits	(12,008,567)	(7,418,646)
Long-term liabilities	(13,483,799)	(10,519,791)
Accumulated Surplus	\$ 334,218,994	\$ 324,482,055

11. Commitments

- (a) Under the terms of various operating lease agreements, future minimum payments over the next four years are as follows:

2022	57,246
2023	57,751
2024	58,266
2025	<u>24,000</u>
	<u>\$ 197,263</u>

- (b) The Renfrew County Housing Corporation has entered into a long-term service agreement with the Ontario Clean Water Agency that ends February 2025.

Future minimum payments are as follows:

2022	48,306
2023	48,306
2024	48,306
2025	<u>8,051</u>
	<u>\$ 152,969</u>

- (c) On April 28, 2016 County Council passed a By-Law to enter into a significant Asset Donation Agreement with Canadian Pacific Railway Company. The County of Renfrew and its partners, the County of Lanark and Township of Papineau-Cameron will be acquiring 296 km of the CP Rail Corridor over a three year period beginning in October 2016. The County of Renfrew will be responsible for a cash payment of \$360,300 and a donation tax receipt for \$55,624,583. Furthermore, it is anticipated that this transaction will cost a further \$164,000 in legal, survey and closing costs.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements, continued

Year ended December 31, 2021

11. Commitments (continued)

This acquisition is recorded as a tangible capital asset - construction in progress on the consolidated statement of financial position. It is anticipated that the remaining amount under this commitment will be transferred in 2022.

12. Contingencies

At December 31, 2021 the Corporation of the County of Renfrew is defending itself with respect to legal actions for damages.

The impact of these actions on the consolidated financial statements is not determinable as at the date of the auditors' report. Neither the possible outcome nor the amount of possible settlement, if any, can be foreseen. Therefore, no provision has been made in the consolidated financial statements.

In the event that any amount is payable, it will be recorded as an expenditure in the year it is disbursed.

13. Budget Figures

The operating budget approved by County Council for 2021 is reflected on the consolidated statement of operations. Budget figures have not been audited and are presented for information purposes only. The budgets established for capital investment in tangible capital assets are on a project-oriented basis, the costs of which may be carried out over one or more years and, therefore, may not be comparable with current year's actual expenditure amounts. Budget figures have been reclassified for the purposes of these consolidated financial statements to comply with Public Sector Accounting Board (PSAB) reporting requirements.

14. Uncertainty due to COVID-19

In March 2020 the World Health Organization declared a global pandemic due to the novel coronavirus (COVID-19). The situation is constantly evolving, and the measures put in place are having multiple impacts on local, provincial, national and global economies. The overall effect of these events on the Corporation of the County of Renfrew and its operations is too uncertain to be estimated at this time. The impacts will be accounted for when they are known and may be assessed.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements, continued

Year ended December 31, 2021

15. Restructuring of Opeongo Non-Profit Community Residential Development Inc.:

The Renfrew County Housing Corporation (RCHC) and Opeongo Non-Profit Community Residential Development Inc. (Opeongo) underwent a restructuring transaction on December 31, 2020. Opeongo ceased to provide low-income housing under the Housing Services Act, 2011, and transferred all assets, liabilities, and tenants to RCHC. As a result of the restructuring the Corporation of the County of Renfrew has recognized in its Consolidated Statement of Financial Position at December 31, 2020 a receivable from Opeongo of \$975,433; land with a carrying value of \$110,357; buildings with a carrying value of \$317,880; accrued liabilities of \$11,000; and long-term liability of \$424,863.

Following is a reconciliation of the assets and liabilities transferred on December 31, 2020 that resulted in the restructuring gain of \$790,657 on the Consolidated Statement of Operations and Accumulated Surplus:

Accounts receivable from Opeongo being cash and investments	\$ 975,433
Tangible capital assets	428,237
Accounts payable and accrued liabilities	(11,000)
Long-term debt	(424,863)
Payable to Renfrew County Housing Corporation	(177,150)
Restructuring gain	\$ 790,657

The County of Renfrew is the sole shareholder of Renfrew County Housing Corporation and the service manager designated for both Opeongo and RCHC under the Housing Services Act 2011.

16. Financial instruments

(a) Fair value:

The carrying values of cash, investments, accounts receivable, accounts payable and accrued liabilities, temporary construction loans, deferred revenue and accrued interest on long-term liabilities approximate the fair value due to their short-term nature.

The carrying value of the long-term liabilities is considered to be its fair value because the interest rate approximates the market rate that would be available to the Corporation for the same or similar instruments at December 31, 2021.

(b) Interest rate risk:

The long-term liabilities bear interest at fixed interest rates. Consequently, the long-term debt risk exposure is minimal.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements, continued

Year ended December 31, 2021

16. Financial instruments (continued)

(c) Credit risk:

The Corporation provides credit to other agencies and to its tenants during the normal course of operations. The Corporation determines on a continuing basis, the probable losses and records a provision for losses based upon the stated realizable value. Concentration of credit risk with respect to accounts receivable is limited due to the number of other agencies and tenants involved. The Corporation does not run any significant risk with respect to a single account receivable.

It is the Management's opinion that the Corporation is not exposed to significant interest, currency or credit risks arising from its financial instruments.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements, continued

Year ended December 31, 2021

17. Segmented Information

The Corporation of the County of Renfrew is a municipal government organization that provides a range of services to its residents. County services are reported by function and their activities are separately disclosed in the segmented information.

For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. Certain allocation methodologies are employed in the preparation of segmented financial information. Taxation, payments-in-lieu of taxes and certain unconditional government transfers are apportioned based on each segment's net requirements.

The accounting policies used in these segments are consistent with those followed in the preparation of the consolidated financial statements as disclosed in Note 1.

General Government

General government consists of the activities of Council and general financial and administrative management of The Corporation of the County of Renfrew and its programs and services.

Protection Services

Protection services include emergency measures and provincial offences operation for The Corporation of the County of Renfrew.

Transportation Services

The activities of the transportation function include construction and maintenance of The Corporation of the County of Renfrew's roads and bridges.

Health Services

The health services function consists of land ambulance services and contributions to the local Health Unit.

Social and Family Services

The social and family services consist of general assistance to inhabitants, homes of the aged and child care services.

Social Housing

The social housing services provides affordable housing to qualified inhabitants of The Corporation of the County of Renfrew.

Recreation and cultural services

Recreation services includes the trail development activities for The Corporation of the County of Renfrew.

Planning and Development

The planning and development services function manages commercial, industrial and residential development within The Corporation of the County of Renfrew.

CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements, continued

Year ended December 31, 2021

17. Segmented Information (continued)

For the Year Ended December 31, 2021

	General Government	Protection Services	Transportation Services	Health Services	Social and Family Services	Social Housing	Recreation & Cultural	Planning and Development	Consolidated
Revenues									
Levies on area municipalities	\$17,671,993	\$ (457,580)	\$ 8,419,449	\$ 12,911,899	\$ 4,294,579	\$ 4,944,870	\$ 290,656	\$ 1,724,233	\$ 49,800,099
Other municipal revenue	4,133	113,893	21,334	1,587,609	1,631,298	554,930	-	15,320	3,928,517
User fees and service charges	986,876	-	288,796	1,600,468	9,209,002	4,834,354	40,376	568,966	17,528,838
Government grants	280,240	226,746	4,229,094	14,283,143	44,869,693	6,786,013	511,114	328,168	71,514,211
Investment income	653,476	-	-	113,499	-	47,368	-	-	814,343
Gain (loss) on disposal of tangible capital assets	37,854	-	-	-	-	(25,556)	-	-	12,298
Donation, fines and other	1,623	1,192,131	364,900	16,034	7,595	-	40,000	-	1,622,283
	19,636,195	1,075,190	13,323,573	30,512,652	60,012,167	17,141,979	882,146	2,636,687	145,220,589
Expenditures									
Salaries, wages and benefits	3,702,083	403,996	3,627,380	22,415,533	30,793,273	2,190,215	68,122	1,856,618	65,057,220
Interest on long-term debt	247,410	-	-	-	111,295	34,746	-	-	393,451
Materials	1,020,365	279,448	4,059,810	3,116,237	7,407,911	10,046,004	1,437,068	484,348	27,851,191
Contracted services	1,955,403	190,797	998,477	726,307	9,700,913	1,717,869	61,680	42,720	15,394,166
Rents and financial expense	360,101	-	64,005	77,686	54,136	860,304	-	-	1,416,232
Transfer payments	-	-	-	1,733,289	9,457,840	-	-	-	11,191,129
Amortization of tangible capital assets	668,052	6,000	9,688,279	1,132,300	1,477,489	1,184,025	-	24,116	14,180,261
	7,953,414	880,241	18,437,951	29,201,352	59,002,857	16,033,163	1,566,870	2,407,802	135,483,650
Annual surplus	\$11,682,781	\$ 194,949	\$ (5,114,378)	\$ 1,311,300	\$ 1,009,310	\$ 1,108,816	\$ (684,724)	\$ 228,885	\$ 9,736,939

CORPORATION OF THE COUNTY OF RENFREW

Notes to the Consolidated Financial Statements, continued

Year ended December 31, 2021

18. Segmented Information (continued)

For the Year Ended December 31, 2020

	General Government	Protection Services	Transportation Services	Health Services	Social and Family Services	Social Housing	Recreation & Cultural	Planning and Development	Consolidated
Revenues									
Levies on area municipalities	\$12,296,171	\$ (466,267)	\$ 15,617,614	\$ 9,596,062	\$ 4,272,133	\$ 4,801,896	\$ 280,704	\$ 1,627,708	\$ 48,026,021
Other municipal revenue	-	105,585	-	1,148,852	1,640,307	612,985	-	56,000	3,563,729
User fees and service charges	1,312,376	-	710,039	1,696,080	9,435,351	5,013,659	44,309	407,777	18,619,591
Government grants	308,079	462,459	7,454,335	12,977,105	43,427,326	6,306,939	-	565,408	71,501,651
Investment income	732,750	-	-	39,317	62,895	49,790	-	-	884,752
Donation, fines and other	2,504	889,899	-	18,700	-	-	-	611,101	1,522,204
Gain on restructuring (note 15)	-	-	-	-	-	790,657	-	-	790,657
	14,651,880	991,676	23,781,988	25,476,116	58,838,012	17,575,926	325,013	3,267,994	144,908,605
Expenditures									
Salaries, wages and benefits	3,271,833	353,574	3,992,719	17,910,244	30,081,676	2,221,908	58,479	1,821,170	59,711,603
Interest on long-term debt	213,536	-	-	-	139,261	45,754	-	-	398,551
Materials	1,575,461	263,822	4,129,577	2,600,533	6,847,704	9,621,745	266,534	766,567	26,071,943
Contracted services	2,122,979	175,420	690,811	721,307	6,426,693	1,626,807	-	24,264	11,788,281
Rents and financial expense	222,481	103,925	92,115	50,421	151,972	1,173,893	-	-	1,794,807
Transfer payments	-	-	-	1,598,003	11,222,955	-	-	-	12,820,958
Loss (gain) on disposal of tangible capital assets	-	-	129,396	(13,967)	-	(7,564)	-	-	107,865
Amortization of tangible capital assets	664,292	6,417	9,507,822	1,142,669	1,426,823	1,098,916	-	23,013	13,869,952
	8,070,582	903,158	18,542,440	24,009,210	56,297,084	15,781,459	325,013	2,635,014	126,563,960
Annual surplus	\$ 6,581,298	\$ 88,518	\$ 5,239,548	\$ 1,466,906	\$ 2,540,928	\$ 1,794,467	\$ -	\$ 632,980	\$ 18,344,645

INDEPENDENT AUDITORS' REPORT

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

Opinion

We have audited the trust fund financial statements of The Corporation of the County of Renfrew (the Corporation), which comprise the statement of financial position as at December 31, 2021, and the statement of financial activities and change in fund balance for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying trust fund financial statements present fairly, in all material respects, the financial position of the trust fund of The Corporation of the County of Renfrew as at December 31, 2021, and the results of its financial activities and change in fund balances for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Trust Fund Financial Statements

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

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

We also:

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

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

Scott Rusien Black + Locke

Chartered Professional Accountants
Licensed Public Accountants

Pembroke, Ontario
June 29, 2022

THE CORPORATION OF THE COUNTY OF RENFREW

Trust Fund Statement of Financial Position

December 31, 2021, with comparative figures for 2020

	2021	2020
Financial Assets		
Cash	\$ 160,628	\$ 143,798
	\$ 160,628	\$ 143,798
Fund Balance		
Residents' equity	\$ 160,628	\$ 143,798
	\$ 160,628	\$ 143,798

Trust Fund Statement of Financial Activities And Change in Fund Balance

Year ended December 31, 2021, with comparative figures for 2020

	2021	2020
Revenue:		
Deposits from residents	\$ 629,560	\$ 575,033
Expenditure:		
Payment for maintenance, withdrawals by residents and estate payments	612,730	559,058
Change in Financial Assets	16,830	15,975
Fund Balance at The Beginning of The Year	143,798	127,823
Fund Balance at The End of The Year	\$ 160,628	\$ 143,798

The accompanying note is an integral part of these financial statements.

THE CORPORATION OF THE COUNTY OF RENFREW

Trust Fund

Note to Financial Statements

Year ended December 31, 2021

These financial statements reflect the financial activity and financial position of funds held in trust by The Corporation of the County of Renfrew for residents of Bonnechere Manor and Miramichi Lodge.

1. Significant accounting policies:

(a) Financial instruments:

The Corporation of the County of Renfrew adopted the accounting standards that were issued by the Chartered Professional Accountants of Canada, particularly Section 3855, Financial Instruments – Recognition and Measurement. This section establishes standards for recognizing and measuring financial assets and financial liabilities. All financial instruments must be classified as held for trading, available-for-sale, held to maturity, loans and receivables, or other financial liabilities. The Corporation has classified its cash as held for trading and is stated at fair value.

It is management's opinion that the Corporation is not exposed to significant interest, currency or credit risks arising from its financial instruments.

Mrs. Jennifer Murphy, Chair
Finance and Administration Committee
9 International Drive
Pembroke, Ontario
K8A 6W5

June 16, 2022

Dear Finance and Administration Committee Members:

We have been engaged to audit the consolidated financial statements of The Corporation of The County of Renfrew (the "Municipality") for the year ending December 31, 2021.

Canadian generally accepted auditing standards required that we communicate at least annually with you regarding all relationships between the Municipality and Scott Rosien Black & Locke, in our professional judgement, may reasonably be thought to bear on our independence. These standards also require that we communicate to you the total fees charged to the Municipality for non-audit services during the last year.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the appropriate provincial institute and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships or immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters arising since June 17, 2021, the date of our last letter regarding independence.

The Corporation of the County of Renfrew Child Care Services Department rented space at 545 Pembroke Street West, Pembroke, Ontario until May 2021. This building is owned by the spouses of some of the partners of Scott Rosien Black & Locke.

SCOTT ROSIEN BLACK & LOCKE

Mrs. Jennifer Murphy, Chair
Finance and Administration Committee

June 16, 2022

Page 2

We are not aware of any other relationships between the Municipality and us that, in our professional judgement, may reasonably be thought to bear on our independence, that have occurred from June 17, 2021 to June 16, 2022.

The total fees charged to the Corporation of the County of Renfrew for audit services were \$55,033.00 and for other services were \$1,699.00 during the period from January 1, 2021 to December 31, 2021. The appendix provides an analysis of these services according to the types of services and dollar ranges agreed with you.

GAAS requires that we confirm our independence to the audit committee. However, since the Rules of Professional Conduct of the Chartered Professional Accountants of Ontario deal with the concept of independence in terms of objectivity, our confirmation is to be made in that context. Accordingly, we hereby confirm that we are objective with respect to the Municipality within the meaning of the Rules of Professional Conduct of the Chartered Professional Accountants of Ontario as of June 16, 2022.

This report is intended solely for the use of the finance and administration committee, the executive committee, management, and others within the Municipality and should not be used for any other purposes.

Yours truly,

SCOTT ROSIEN BLACK & LOCKE

A handwritten signature in black ink that reads "Karen Black". The signature is written in a cursive, flowing style.

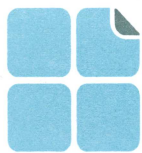
Karen Black, CPA, CA

AUDIT SERVICES

1) Corporation of the County of Renfrew		
General Fund	\$ 30,658.00	
Bonnechere Manor	7,696.00	
Miramichi Lodge	<u>7,696.00</u>	\$ 46,050.00
2) Renfrew County Housing Corporation		<u>8,983.00</u>
Subtotal		55,033.00

OTHER SERVICES

Review Engagemnt Report for Early On Program for December 31, 2019 and 2020	518.00	
Review Engagemnt Report for Child Care Service Program for December 31, 2019 and 2020	518.00	
Auditor's Report on Statement of Operating Costs for the OPP building at 410 O'Brien Road for December 31, 2020	400.00	
2020 Auditors' Report as required by the Ministry of Community and Social Services Ontario Works Program	<u>263.00</u>	1,699.00
		<u><u>\$ 56,732.00</u></u>



Scott Rosien
Black & Locke
CHARTERED PROFESSIONAL ACCOUNTANTS

T: 613-735-3981
F: 613-732-3829
E: info@srblaccountants.com
545 Pembroke Street West
Pembroke ON K8A 5P2

Appendix VII

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

The Corporation of the County of Renfrew
9 International Drive
Pembroke, Ontario
K8A 6W5

June 7, 2022

Dear Sirs:

We have recently completed our audit examination of the consolidated financial statements of The Corporation of the County of Renfrew for the year ended December 31, 2021. The purpose of this letter is to bring to your attention certain matters that we encountered in the course of our work and to offer our comments and recommendations. These comments, by their nature, are critical and do not address the many strong features and controls within the Corporation's systems.

The primary purpose of our examination was to enable us to form an opinion on the consolidated financial statements of The Corporation of the County of Renfrew for the year ended December 31, 2021. We reviewed and tested the Corporation's financial systems and related internal controls to the extent we considered necessary to evaluate the systems as required by generally accepted auditing standards. Our study and evaluation with respect to these financial systems was not designed for the purpose of expressing an opinion on the internal controls. It would not necessarily disclose all weaknesses in the system.

As a result of our audit examination, we have no specific recommendations that should be considered by Council at this time.

Yours very truly,

SCOTT ROSIEN BLACK & LOCKE

Karen Black, CPA, CA

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

June 16, 2022

Dear Councillor Jennifer Murphy:

Re: Audit Findings

This letter has been prepared to assist you with your review of the consolidated financial statements of The Corporation of the County of Renfrew for the period ending December 31, 2021. We look forward to meeting with you and discussing the matters outlined below.

Audit Status

We have completed the audit of the consolidated financial statements, with the exception of the following items:

1. Receipt of a signed representation letter by management;
2. Completing our discussions with County Council;
3. Obtaining evidence of the Council's approval of the financial statements;

Once these items have been completed, we will date and sign our auditor's report.

Significant Matters Arising

Changes to Audit Plan

There were no changes to the audit plan as previously presented to you in our audit planning letter dated December 17, 2021.

Significant Difficulties Encountered

There were no significant difficulties encountered during our audit.

Comments on Accounting Practices

Accounting Policies

The significant accounting policies used by the entity are outlined in Note 1 to the consolidated financial statements.

- There were no significant changes in accounting policies
- We did not identify any alternative accounting policies that would have been more appropriate in the circumstances
- We did not identify any significant accounting policies in controversial or emerging areas.

Finance & Administration Committee
The Corporation of the County of Renfrew

June 16, 2022

Page 2

Significant Accounting Estimates

The following significant estimates/judgments are contained in the consolidated financial statements:

- *Allowance for doubtful accounts;*
- *Book value of capital assets;*

Based on audit work performed, we are satisfied with the estimates made by management.

Significant Financial Statement Disclosures

We did not identify any financial statement disclosures that are particularly significant, sensitive or require significant judgments, that we believe should be specifically drawn to your attention.

Uncorrected Misstatements

We accumulated uncorrected misstatements that we identified during our audit and communicated them to management. The uncorrected misstatements for the current period have been included in Appendix A.

Significant Deficiencies in Internal Control

A deficiency in internal control exists when a control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial statements on a timely basis, or when a control necessary to prevent, or detect and correct, misstatements in the consolidated financial statements on a timely basis is missing.

A significant deficiency in internal control is defined as a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgment, is of sufficient importance to merit the attention of those charged with governance.

To identify and assess the risks of material misstatement in the consolidated financial statements, we are required to obtain an understanding of internal control relevant to the audit. This understanding is used for the limited purpose of designing appropriate audit procedures. It is not used for the purpose of expressing an opinion on the effectiveness of internal control and, as a result, we do not express any such opinion. The limited purpose also means that there can be no assurance that all significant deficiencies in internal control, or any other control deficiencies, will be identified during our audit.

We did not identify any control deficiencies that, in our judgment, would be considered significant deficiencies.

Written Representations

In a separate communication we have requested a number of written representations from management in respect to their responsibility for the preparation of the consolidated financial statements in accordance with Canadian Public Sector Accounting Standards.

Other Audit Matters of Governance Interest

We did not identify any other matters to bring to your attention at this time.

SCOTT ROSIEN BLACK & LOCKE

Finance & Administration Committee
The Corporation of the County of Renfrew

June 16, 2022

Page 3

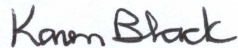
We would like to thank management and staff for the assistance they provided to us during the audit.

We hope the information in this audit findings letter will be useful. We would be pleased to discuss them with you and respond to any questions you may have.

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

Yours truly,

SCOTT ROSIEN BLACK & LOCKE

A handwritten signature in black ink that reads "Karen Black". The signature is written in a cursive, flowing style.

Karen Black, CPA, CA

Client:	County of Renfrew General Fund	WP Ref
Year end:	31-Dec-21	Signature
SUMMARY OF AUDIT DIFFERENCES		Date

WP Ref	Accounts affected and description of audit difference	Known error		Most likely error		Difference affects working capital
		Balance sheet DR (CR)	Income statement DR (CR)	Balance sheet DR (CR)	Income statement DR (CR)	
BA-8/6	City of Pembroke childcare funding		26,749		26,749	
	Due from Province	263,564		263,564		
	Child care provincial subsidy		(263,564)		(263,564)	
	Payable to city of Pembroke	(26,749)		(26,749)		
	Clarification received from Ministry of Education on admin cost sharing calculation while preparing 2020 Child Care Reconciliation.					
C-10/2	Prepaid Expenses	44,922		44,922		
	Fire expense		(44,922)		(44,922)	
	Record 2022 admin fee on fire contract as prepaid					
C-10/2	Deferred revenue	(44,922)		(44,922)		
	Emergency Mgmt Revenue		44,922		44,922	
	Record 2022 fire administration fee invoiced to participating municipalities at year end as deferred revenue					
C-42	Accrued Liabilities	(28,648)		(28,648)		
	Wages		28,648		28,648	
	To record under accrual of wages payable at year end.					
Sub	Accrued Liabilities	(46,622)		(46,622)		
	PS LTC Patient care equipment		46,622		46,622	
	To accrue 2021 expenses					
	Total pre-tax error before client corrections					
	Less client corrections					
	Net amount to SAD	161,545	(161,545)	161,545	(161,545)	

Date _____

³ Audit SPECs © (94/7)

Date _____

[illegible]

COUNTY OF RENFREW
BY-LAW NUMBER 74-22

**A BY-LAW TO DELEGATE AUTHORITY FOR DECISIONS TO THE CHIEF ADMINISTRATIVE OFFICER
IN THE EVENT THAT COUNCIL FINDS ITSELF, SUBJECT TO SECTION 275 OF THE MUNICIPAL
ACT, 2001, AS AMENDED, REGARDING “RESTRICTED ACTS AFTER NOMINATION DAY”**

WHEREAS Subsection 275 of the *Municipal Act, 2001, S.O. 2001, Chapter 25*, as amended, limits the authority of a council during an election year should it be determined that the new council will include less than three-quarters of the members of the outgoing council;

AND WHEREAS Section 23(1) of the said Municipal Act authorizes a municipality to delegate its powers and duties by by-law;

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

1. That in accordance with Section 23(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, Council delegates authority for the following decisions to the Chief Administrative Officer in the event that Council finds itself subject to Section 275 of the Municipal Act, regarding “Restricted Acts After Nomination Day”:
 - a) The appointment or removal from office of any officer of the municipality;
 - b) The hiring or dismissal of any employee of the municipality;
 - c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
 - d) Making any expenditures or incurring any other liability which exceeds \$50,000.
2. Despite the delegation, Council is authorized to dispose of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal if it was included in the most recent budget adopted by the council before nomination day in the election.
3. Despite the delegation, Council is authorized to make any expenditures or incur any other liability which exceeds \$50,000 if it was included in the most recent budget adopted by the council before nomination day in the election.
4. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 75-22

EMPLOYMENT BY-LAW # 1 FOR COUNTY OFFICERS AND STAFF

WHEREAS the Council of the Corporation of the County of Renfrew deems it advisable to employ County Officers and Staff under and subject to the provisions of a By-law;

AND WHEREAS the Ontario Municipal Act empowers Council to pass such a By-law regulating the appointment, duties and remuneration of such Officers and Staff;

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

ARTICLE 1 - INSURANCE AND HEALTH BENEFITS

PART A - Full-Time Employees

1. Pension

The Ontario Municipal Employees Retirement System Pension Plan shall apply as per the OMERS Agreement.

2. Life Insurance

The Employer shall pay 100% of the premiums for Basic Group Life Insurance coverage and Accidental Death or Dismemberment. From age 71 to 75, "life coverage" will be at a rate of 50% of the coverage provided in the original plan for non-union employees.

3. Extended Health Care

The Employer shall pay 100% of the premiums for the Extended Health Care Plan. There is a drug dispensing fee cap of \$8.50.

4. Dental Plan

The employer shall pay 100% of the standard dental plan (prior year ODA schedule).

In additional, major restorative coverage is provided at 50% co-insurance to a maximum of \$2,000 per year per insured. Orthodontic coverage is provided at 50% co-insurance to a lifetime maximum of \$2,000 per insured.

5. Health Care Spending Account

In addition to the Extended Health and the Dental Plan, full-time employees have access to an annual Health Care Spending Account. The Health Care Spending Account is set at \$850.00 annually. This is prorated for new employees.

6. Optional Life Insurance/Optional Accidental Death & Dismemberment Insurance

Employees may participate in an Optional Life Insurance Program and an Optional Accidental Death & Dismemberment Program within the terms and conditions of the policy, provided the employee assumes full responsibility for the premiums.

7. Early Retiree Benefit

The employer shall pay 100% of the premiums for employees who qualify under OMERS for an Early Retirement Plan for full-time employees as follows:

- For all employees who retired prior to January 30, 2013 a lifetime maximum of \$25,000 for claims.
- For all employees who retire after January 29, 2013 a lifetime maximum of \$50,000 for claims.
- For all employees who retire after March 1, 2015 a lifetime maximum of \$75,000 for claims.
- For all employees who retire after February 1, 2016 a lifetime maximum of \$100,000 for all claims.
- For all employees who retire after March 1, 2021 there is no lifetime maximum cap for all health and dental claims.

ARTICLE 2 - PAID HOLIDAYS

Thirteen paid holidays shall be provided. Specific days are outlined in the Corporate Policies and Procedures Manual.

ARTICLE 3 - OTHER ALLOWANCES

1. Mileage Allowance

For the use of vehicles authorized by the employee's supervisor, the employee shall receive a mileage allowance established at the maximum automobile allowance rate approved by the Canada Revenue Agency (CRA).

2. Meals, Gratuities and Incidental Expenses

While attending conferences, conventions, seminars, workshops or business meetings, employees will receive actual expenses supported by receipts of up to \$95.00 per day.

3. Safety Footwear Allowance

- (a) Employees who are required by nature of their job to wear safety footwear on a regular daily basis shall be provided the following annual allowance:

Effective January 1, 2017: Full-time - \$275.00 per annum

Part-time - \$137.50 per annum

- (b) Employees who are required by nature of their job to wear safety footwear on an occasional basis will be provided with the above allowance once every three years.

ARTICLE 4 - RATES OF PAY

Schedule "A" - Non-Union Salary Grid and Classifications

ARTICLE 5 - ADJUSTMENT DATE

The next adjustment date shall be January 1, 2023 or earlier as deemed appropriate by Council.

ARTICLE 6 - ENFORCEMENT AND GENERAL

1. Matters pertaining to working conditions and employment are also set out in the Corporate Policies and Procedures Manual. The manual should be referred to for additional information about the employment conditions contained in this by-law.
2. Any other amendments to this By-law shall be recommended by the Finance & Administration Committee to County Council in the form of a replacement By-law.
3. This By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
4. By-law 15-22 is hereby repealed.
5. This By-law shall come into force and be effective August 1, 2022 except where otherwise noted.

READ a first time this 29th day of June, 2022

READ a second time this 29th day of June, 2022

READ a third time and finally passed this 29th day of June, 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

County of Renfrew Non-Union Staff Salary Grid**Schedule "A"****Effective: August 1, 2022**

Group	Step A	Step 1	Step 2	Step 3	Step 4	Step 5 Job Rate	Merit
1		22.90	23.60	24.31	25.04	25.79	1249.00
2		24.06	24.79	25.53	26.29	27.09	1454.00
3	27.65	28.48	29.33	30.22	31.13	32.06	1667.00
4	29.09	29.97	30.86	31.79	32.74	33.73	1863.00
5		32.84	33.83	34.85	35.90	36.98	2080.00
6	35.06	36.11	37.19	38.31	39.46	40.64	2287.00
7		39.42	40.60	41.82	43.07	44.37	2499.00
8		43.86	45.18	46.53	47.92	49.36	2705.00
9		49.97	51.47	53.01	54.60	56.24	2965.00
10		52.30	53.87	55.48	57.15	58.87	3226.00
11		55.79	57.46	59.18	60.95	62.78	3487.00
12		59.21	60.99	62.82	64.70	66.65	3749.00
13		63.18	65.07	67.02	69.04	71.11	4002.00
14		67.51	69.54	71.62	73.77	75.99	4264.00
15		71.84	73.99	76.21	78.50	80.85	4527.00
16		74.95	77.20	79.52	81.90	84.35	4734.00
17		78.05	80.39	82.80	85.29	87.84	4946.00

Classification	Permanent Rate
Student (under 18)	14.10
Student (18 and over)	15.00
Lead Hand Premium	2.00
Grader Operator Premium	1.25
Shift Premium	0.85
Weekend	0.50
Commander Shift Premium	0.75

Revised: June 2022

County of Renfrew Staff Classifications and Salary Ranges

GROUP	HOURLY (\$)	POSITION	
1	22.90 – 25.79	<ul style="list-style-type: none"> • Administration Clerk • COVID-19 Screener & Visit Facilitator 	<ul style="list-style-type: none"> • Data Entry Clerk • Labourer
2	24.06 – 27.09	<ul style="list-style-type: none"> • Administrative Assistant I • Fundraising Coordinator 	<ul style="list-style-type: none"> • Logistics Clerk • Maintenance Person
3	27.65 – 32.06	<ul style="list-style-type: none"> • Accounting Clerk I • Administrative Assistant II • Administrative and Business Support Assistant • Court Service Specialist • COVID-19 Screener Coordinator 	<ul style="list-style-type: none"> • Customer Service Representative • Economic Development Specialist • Intake Coordinator • Scheduling Clerk • Sign Shop Fabricator • Trails Coordinator
4	29.09 – 33.73	<ul style="list-style-type: none"> • Administrative Assistant - Finance • Data Analysis Coordinator • Economic Development & Entrepreneurship Coordinator 	<ul style="list-style-type: none"> • Inclusion Coordinator • Licensed Home Visitor • Tourism Industry Relations & Digital Marketing Coordinator • Truck/Equipment Operator
5	32.84 – 36.98	<ul style="list-style-type: none"> • Accounting Clerk I – Finance • Administrative Assistant III • Eligibility Coordinator • Junior Planner/Land Division Secretary-Treasurer 	<ul style="list-style-type: none"> • Media Relations and Social Media Coordinator • Tourism Development Officer
6	35.06 - 40.64	<ul style="list-style-type: none"> • Accounting Technician • Assistant Food Services Supervisor • Capital Projects Administrator • Engineering Technician • Forestry & Trails Technician 	<ul style="list-style-type: none"> • GIS Technician • Infrastructure Coordinator • IT Technician • Junior Planner • Mechanic • Ontario Works Agent • Payroll Administrator

GROUP	HOURLY (\$)	POSITION	
7	39.42 – 44.37	<ul style="list-style-type: none"> • Capital Projects Coordinator • Child Care & Early Years Supervisor • Client Programs Supervisor • Community Housing Supervisor • Construction Supervisor • County Planner • Early Years Supervisor 	<ul style="list-style-type: none"> • Executive Assistant/Deputy Clerk • Human Resources Coordinator • Infrastructure Technician • Operations Coordinator • Patrol Supervisor • Small Business Advisor • Social Worker • Systems Analyst
8	43.86 – 49.36	<ul style="list-style-type: none"> • Administration Supervisor • Business Development Officer • County Forester • Dietitian • Environmental Services Supervisor • Food Services Supervisor 	<ul style="list-style-type: none"> • Network Administrator • Prosecutor • Prosecutor (Bilingual) • Senior Planner • Supervisor, Ontario Works • Supervisor, Technical Services
9	49.97 – 56.24	<ul style="list-style-type: none"> • Employee Health Coordinator • Manager, Economic Development Services 	<ul style="list-style-type: none"> • Manager, Forestry & GIS • Physiotherapist • Manager, Provincial Offences
10	52.30 - 58.87	<ul style="list-style-type: none"> • Commander • Manager, Child Care Services • Manager, Finance • Manager, Housing and Homelessness 	<ul style="list-style-type: none"> • Manager, Human Resources • Manager, Information Technology • Manager, Ontario Works • Manager, Real Estate • Resident Care Coordinator
11	55.79 - 62.78	<ul style="list-style-type: none"> • Manager, Infrastructure • Manager, Operations 	<ul style="list-style-type: none"> • Manager, Planning Services
12	59.21 - 66.65	<ul style="list-style-type: none"> • Deputy Chief Clinical Programs 	<ul style="list-style-type: none"> • Deputy Chief Operations • Director of Care
13	63.18 – 71.11	<ul style="list-style-type: none"> • Nurse Practitioner 	
14	67.51 - 75.99		
15	71.84 – 80.85	<ul style="list-style-type: none"> • Administrator, Bonnechere Manor 	
16	74.95 - 84.35		

GROUP	HOURLY (\$)	POSITION	
17	78.05 - 87.84	<ul style="list-style-type: none"> • Director, Corporate Services • Director, Development & Property • Director, Emergency Services/Chief Paramedic Services 	<ul style="list-style-type: none"> • Director, Long Term Care • Director, Public Works & Engineering • Director, Community Services

Revised: June 2022

June 29, 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 Project 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 for the information of Council.

3. **County Structures C012 (Farquharson's Creek Culvert) and C134 (Campbell Drive Culvert) [Strategic Plan Goal No. 2]**

County Structures C012 (Farquharson's Creek Culvert) located on South McNaughton Road in the Township of Admaston/Bromley and C134 (Campbell Drive Culvert) located on Campbell Drive in the Township of McNab/Braeside had been scheduled for rehabilitation in 2022. The Design Consultant for both structure rehabilitation projects has advised staff that due to the culverts being in better condition than originally anticipated, rehabilitation may be postponed for one to three years. Given this information and the high tender prices received in 2022, staff deferred the rehabilitation of the culverts until 2024.

RESOLUTIONS

4. Capital Program Overages [Strategic Plan Goal No. 2]

RESOLUTION NO. OP-CC-22-06-76

Moved by Chair

Seconded by Committee

THAT County Council approve that the planned 2022 construction for County Structures B064 (Pilgrim Road Bridge), C012 (Farquharson's Creek Culvert), C040 (Snake River Culvert), C134 (Campbell Drive Culvert), C137 (Hanson Creek Culverts), and C197 (Etmanskies Swamp Culvert) be deferred to a later year.

Background

Staff are currently reviewing the economic climate and its impact on the benchmark costs used to develop our Asset Management Plan (and subsequently our Long-Term Financial Plan) going forward. Due to the overages being realized over most Capital Projects in 2022, it is recommended that several projects be deferred until future years.

County staff have initiated conversations with Finance and Public Works staff from other municipalities and confirmed that significant cost increases are being realized on all projects in other areas as well.

The projects listed below will have design completed in 2022, but it is recommended that construction be postponed to 2023 or later in order to reduce overages on our overall 2022 Capital Budget:

- B064 (Pilgrim Road Bridge) – \$139,308 carried over;
- C012 (Farquharson's Creek Culvert) – \$97,000 carried over;
- C040 (Snake River Culvert) – \$68,000 carried over;
- C134 (Campbell Drive Culvert) – \$547,000 carried over;
- C137 (Hanson Creek Culverts) – \$82,000 carried over; and
- C197 (Etmanskies Swamp Culvert) – \$350,000 carried over.

With the exception of C197, all structures listed above can have construction postponed for one to three years without significant risk to the overall structure. It is recommended that any works which may be completed for C197, such as design, approvals, and supply of liner material,

be completed in 2022 so that the project may proceed early in the 2023 construction season.

In total, this budget deferral of \$1,283,308 will provide some relief against the cost overages the Capital Program has experienced already in 2022.

BY-LAWS

5. County Road 9 (Bulger Road) Community Safety Zone [Strategic Plan Goal No. 2]

RESOLUTION NO. OP-CC-22-06-73

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-law authorizing the approval of a Community Safety Zone on County Road 9 (Bulger Road) between 500 metres north of civic address 2065 and 500 metres south of civic address 2065 for a total distance of 1.0 kilometre.

Background

In response to a request made by the Shaw Woods Outdoor Education Centre, the Township of North Algona Wilberforce has submitted a resolution, which is attached as Appendix III, in support of a change to the posted speed limit of County Road 9 (Bulger Road) between Highway 41 and Stone Hedges Road and that a Community Safety Zone be enacted between Highway 41 and Basswood Road.

County staff reviewed the request and wish to provide the following information. County Road 9 (Bulger Road) is a local rural roadway with an Average Annual Daily Traffic (AADT) volume of approximately 800 vehicles. The Public Works and Engineering Department are in the process of updating traffic counts and conducting a radar speed study to determine average operating speeds along this section of road. Staff will share the information with the local detachment of the Ontario Provincial Police (OPP) for their consideration.

The roadway features of Bulger Road include a 7.0 metre surface treated road surface with a gravel shoulder. Utilizing a ball-bank indicator mounted in a County Public Works truck, staff have verified that all horizontal curves

meet the requirements for an 80km/hr design speed. All vertical curves in the subject area also meet the requirements for an 80km/hr design speed.

A top priority for Shaw Woods Outdoor Education Centre is with the safe crossing of the roadway for large student groups that attend the facility on field trips. In 2016, the County of Renfrew partnered with Shaw Woods to install an enhanced pedestrian crossing facility that includes advanced warning beacons located 350 metres up and downstream of the crossing in addition to beacons located at the crossing. The beacons are push button activated and the timing has been set to allow groups to cross within the flashing cycle. In view of the foregoing, County staff is not in favour of a reduction in the posted speed limit at this location.

County staff further reviewed the request for a Community Safety Zone (CSZ) in accordance with the guidelines set out in the Ontario Traffic Manual – Book 5 – Regulatory Signs. The general location does meet the warrants for a CSZ as it is located within an area of a park/school. The effectiveness of the warning beacon system is directly impacted by the operational speed of vehicles as they enter the warning system zone, and therefore it is important that vehicles are travelling within a reasonable range of 80km/hr. To amplify this importance, staff is in favour of a Community Safety Zone extending 500 metres on either side of Shaw Woods Outdoor Education Centre for a total distance of 1.0 kilometre.

6. Request for Tenders – Bridge and Road Rehabilitations [Strategic Plan Goal No. 2]

The following Request for Tenders were issued during the month of May for the Public Works and Engineering Department. Staff reviewed the tender results and note there are overages in several of the tenders compared with the budget. However, as costs for these projects are not anticipated to be reduced should the projects be postponed, and the works tendered are necessary in order to ensure more significant works are not needed in the near future, it is recommended the contracts be awarded. Tenders were processed in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services.

a) PWC-2022-05 – Rehabilitation of B005 (Scollard Bridge)

RESOLUTION NO. OP-CC-22-06-77

Moved by Chair

Seconded by Committee

THAT Contract PWC-2022-05 as submitted by Bonnechere Excavating Incorporated, Renfrew, Ontario for the rehabilitation of County Structure B005 (Scollard Bridge) in the amount of \$588,465 plus HST be approved; AND FURTHER THAT County Council adopt a By-law to Authorize Execution of the Contract.

Background

Tenders for the rehabilitation of County Structure B005 (Scollard Bridge), located on Pucker Street, in the geographic Township of Bagot, Township of Greater Madawaska, were requested and received as follows:

1. Bonnechere Excavating Inc., Renfrew, ON	\$588,465.00
2. Dalcon Constructors Limited, Ottawa, ON	\$633,000.00
3. Willis Kerr Contracting Limited, Mountain, ON	\$760,800.00
4. DW Building Restoration Services Inc., Ottawa, ON	\$769,244.50
5. 2274084 Ontario Ltd. (GMP Contracting) Markham, ON	\$810,452.25
6. Merol Power Corporation, Barry's Bay, ON	\$815,649.25
7. Clearwater Structures Inc., Ajax, ON	Incomplete
All amounts exclude applicable taxes	

Financial Implications

The current 2022 Capital Works budget includes funds in the amount of \$600,000 for the rehabilitation of County Structure B005. A comparison of the 2022 budget and projected costs is provided in the following table:

County Structure B005 (Scollard Bridge)			
	2022 Budget	Low Tender	
		Projected	Variance Over/(Under)
Construction	495,000.00	588,465.00	93,465.00
Engineering - Design/Tendering	10,000.00	10,000.00	-
Project Administration & Construction Supervision	45,000.00	41,000.00	(4,000.00)
Material Testing (Allowance)	10,000.00	10,000.00	-
Contingency	30,485.00	29,423.25	(1,061.75)
Applicable Taxes	9,515.00	11,062.74	1,547.74
Total	600,000.00	689,950.99	89,950.99
* Projected costs are based on tender results, internal costs, and line painting			

b) PWC-2022-21 – Rehabilitation of County Road 21 (Beachburg Road)

RESOLUTION NO. OP-CC-22-06-79

Moved by Chair

Seconded by Committee

THAT Contract PWC-2022-21 as submitted by H&H Construction Incorporated, Petawawa, Ontario for the rehabilitation of County Road 21 (Beachburg Road) from civic address 1046 to the urban cross section in the amount of \$1,216,714.25 plus HST be approved; AND FURTHER THAT County Council adopt a By-law to Authorize Execution of the Contract.

Background

Tenders for the rehabilitation of County Road 21 (Beachburg Road) from civic address 1046 to the urban cross section at the hamlet of Beachburg, a distance of 2.56 km, located in the geographic Township of Westmeath, in the Township of Whitewater Region were requested and received as follows:

1. H&H Construction Inc, Petawawa, ON \$1,216,714.25
2. Greenwood Paving (Pembroke) Ltd., Pembroke, ON \$1,251,966.61
3. Bonnechere Excavating Inc., Renfrew, ON \$1,345,793.26

4. Thomas Cavanagh Construction Ltd., Ashton, ON \$1,500,000.00
All amounts exclude applicable taxes

Financial Implications

The current 2022 Capital Works budget includes funds in the amount of \$870,707 for the rehabilitation of County Road 21. A comparison of the 2022 budget and projected costs is provided in the following table:

County Road 21 (Beachburg Road)			
	2022 Budget	Low Tender	
		Projected	Variance Over/(Under)
Construction	779,000.00	1,216,714.25	437,714.25
Engineering - Design/Tendering	15,000.00	77,535.96	62,535.96
Project Administration & Construction Supervision	10,200.00	10,200.00	-
Material Testing (Allowance)	3,000.00	3,000.00	-
Contingency	49,532.60	60,835.71	11,303.11
Applicable Taxes	13,974.40	22,778.80	8,804.40
Total	870,707.00	1,391,064.72	520,357.72
* Projected costs are based on tender results, internal costs, and line painting			

- c) PWC-2022-48 – C037 (Bagot Creek Culvert) Supply of Concrete Box Culvert

RESOLUTION NO. OP-CC-22-06-80

Moved by Chair

Seconded by Committee

THAT Contract PWC-2022-48 as submitted by Power Precast Limited, Ottawa, Ontario for the manufacture, supply and delivery of a concrete box culvert for County Structure C037 (Bagot Creek Culvert) in the amount of \$172,270.25 plus HST be approved; AND FURTHER THAT County Council adopt a By-law to Authorize Execution of the Contract.

Background

Proposals for the manufacture, supply and delivery of a concrete box culvert for County Structure C037 (Bagot Creek Culvert) located on Lower Spruce Hedge Road, in the geographic Township of Bagot, in the

Township of Greater Madawaska were requested and received as follows:

1. Power Precast Limited, Ottawa, ON \$172,270.25
 2. Con Cast Pipe, Puslinch, ON \$172,759.69
- All amounts exclude applicable taxes

Proposals were evaluated on a range of criteria including schedule, availability of technical assistance, and cost. The submission by Power Precast Limited was evaluated as the best combination of all criteria considered.

Financial Implications

The current 2022 Capital Works budget includes funds in the amount of \$342,000 for the replacement of County Structure C037. A comparison of the 2022 budget and projected costs is provided in the following table:

C037 (Bagot Creek Culvert)			
	2022 Budget	Low Tender	
		Projected	Variance Over/(Under)
Construction	100,000.00	80,000.00	(20,000.00)
Culvert Supply	150,000.00	172,270.25	22,270.25
Engineering - Design/Tendering	30,000.00	30,000.00	-
Project Administration & Construction Supervision	25,000.00	15,000.00	(10,000.00)
Material Testing (Allowance)	5,000.00	5,000.00	-
Contingency	26,632.00	12,613.51	(14,018.49)
Applicable Taxes	5,368.00	3,823.96	(1,544.04)
Total	342,000.00	318,707.72	(23,292.28)
* Projected costs are based on Tender results, internal costs, and line painting			

d) PWC-2022-01 – Rehabilitation of County Road 1 (Madawaska Street)

RESOLUTION NO. OP-CC-22-06-81

Moved by Chair

Seconded by Committee

THAT Contract PWC-2022-01 as submitted by Thomas Cavanagh Construction Limited, Ashton, Ontario for the rehabilitation of County Road 1 (Madawaska Street) from Elgin Street West to John Street in the amount of \$403,625.74 plus HST be approved; AND FURTHER THAT County Council adopt a By-law to Authorize Execution of the Contract.

Background

Tenders for the rehabilitation of County Road 1 (Madawaska Street) from Elgin Street West to John Street, a distance of 0.3 kilometres, located in the Town of Arnprior were requested and received as follows:

1. Thomas Cavanagh Construction Limited, Ashton, ON \$403,625.74
All amounts exclude applicable taxes

Financial Implications

Sidewalk work for the Town of Arnprior is included in this tender in the approximate amount of \$186,880.90 plus HST. The County portion included in this tender is approximately \$216,744.84. The current 2022 Capital Works budget includes funds in the amount of \$159,824 for the rehabilitation of County Road 1 (Madawaska Street). A comparison of the 2022 budget and projected costs is provided in the following table:

County Road 1 (Madawaska Street) Rehabilitation			
	2022 Budget	Low Tender	
		Projected	Variance Over/(Under)
Construction - County Portion	119,742.30	218,244.84	98,502.54
Engineering - Design/Tendering	9,000.00	9,000.00	-
Project Administration & Construction Supervision	15,000.00	15,000.00	-
Material Testing (Allowance)	2,000.00	2,000.00	-
Contingency	11,974.23	10,912.24	(1,061.99)
Applicable Taxes	2,107.46	3,841.11	1,733.64
Total	159,824.00	258,998.19	99,174.19
* Projected costs are based on tender results, internal costs and line painting			

e) PWC-2022-03 – Rehabilitation of County Road 512 (Foymount Road)

RESOLUTION NO. OP-CC-22-06-82

Moved by Chair

Seconded by Committee

THAT Contract PWC-2022-03 as submitted by R.G.T. Clouthier Construction Limited, Pembroke, Ontario for the rehabilitation of County Road 512 (Foymount Road) from Brudenell Limit to Hubers Road in the amount of \$1,381,415.93 plus HST be approved; AND FURTHER THAT County Council adopt a By-law to Authorize Execution of the Contract.

Background

Tenders for the rehabilitation of County Road 512 (Foymount Road) from Brudenell Limit to Hubers Road, a distance of 4.09 kilometres, in the Township of Brudenell, Lyndoch and Raglan were requested and received as follows:

- | | |
|---|----------------|
| 1. R.G.T. Clouthier Construction Ltd., Pembroke, ON | \$1,381,415.93 |
| 2. Bonnechere Excavating Inc., Renfrew, ON | \$1,405,534.25 |
| 3. Thomas Cavanagh Construction Ltd., Ashton, ON | \$1,429,203.54 |
| 4. Greenwood Paving (Pembroke) Ltd., Pembroke, ON | \$1,436,554.62 |
| 5. Walsh Contracting & Equipment Rentals Ltd.,
Barry's Bay, ON | \$1,540,743.25 |

All amounts exclude applicable taxes

Financial Implications

The current 2022 Capital Works budget includes funds in the amount of \$846,400 for the rehabilitation of County Road 512 (Foymount Road). A comparison of the 2022 budget and projected costs is provided in the following table:

County Road 512 (Foymount Road) Rehabilitation			
	2022 Budget	Low Tender	
		Projected	Variance Over/(Under)
Construction	726,914.82	1,384,415.93	657,501.11
Engineering - Design/Tendering	6,000.00	6,000.00	-
Project Administration & Construction Supervision	25,000.00	25,000.00	-
Material Testing (Allowance)	3,000.00	3,000.00	-
Contingency	72,691.48	69,220.80	(3,470.69)
Applicable Taxes	12,793.70	24,365.72	11,572.02
Total	846,400.00	1,512,002.45	665,602.45
* Projected costs are based on tender results, internal costs and line painting			

f) PWC-2022-11 – Rehabilitation of County Road 1 (River Road)

RESOLUTION NO. OP-CC-22-06-83

Moved by Chair

Seconded by Committee

THAT Contract PWC-2022-11 as submitted by B.R. Fulton Construction Limited, Renfrew, Ontario for the rehabilitation of County Road 1 (River Road) from 1.1 km west of Henry Crescent to 600m east of Storie Road in the amount of \$849,937.80 plus HST be approved; AND FURTHER THAT County Council adopt a By-law to Authorize Execution of the Contract.

Background

Tenders for the rehabilitation of County Road 1 (River Road) from 1.1 km west of Henry Crescent to 600m east of Storie Road, a distance of 1.8 km, in the Township of McNab/Braeside were requested and received as follows:

1. B.R. Fulton Construction Ltd., Renfrew, ON \$849,937.80
 2. Thomas Cavanagh Construction Limited, Ashton, ON \$898,958.14
 3. Greenwood Paving (Pembroke) Ltd., Pembroke, ON \$930,969.27
- All amounts exclude applicable taxes

Financial Implications

The current 2022 Capital Works budget includes funds in the amount of \$774,080 for the rehabilitation of County Road 1 (River Road). A

comparison of the 2022 budget and projected costs is provided in the following table:

County Road 1 (River Road) Rehabilitation			
	2022 Budget	Low Tender	
		Projected	Variance Over/(Under)
Construction	672,047.24	851,437.80	179,390.56
Engineering - Design/Tendering	9,000.00	9,000.00	-
Project Administration & Construction Supervision	11,000.00	11,000.00	-
Material Testing (Allowance)	3,000.00	3,000.00	-
Contingency	67,204.72	42,571.89	(24,632.83)
Applicable Taxes	11,828.03	14,985.31	3,157.27
Total	774,080.00	931,995.00	157,915.00
* Projected costs are based on tender results, internal costs and line painting			

g) PWC-2022-24 – Rehabilitation of County Road 24 (White Water Road)

RESOLUTION NO. OP-CC-22-06-84

Moved by Chair

Seconded by Committee

THAT Contract PWC-2022-24 as submitted by H&H Construction Incorporated, Petawawa, Ontario for the rehabilitation of County Road 24 (White Water Road) from Highway 17 to Greenwood Road in the amount of \$857,625.64 plus HST be approved; AND FURTHER THAT County Council adopt a By-law to Authorize Execution of the Contract.

Background

Tenders for the rehabilitation of County Road 24 (White Water Road) from Highway 17 to Greenwood Road, a distance of 2.4 km, in the Township of Laurentian Valley were requested and received as follows:

1. H&H Construction Inc., Petawawa, ON \$857,625.64
 2. Greenwood Paving (Pembroke) Ltd., Pembroke, ON \$1,041,022.60
 3. Bonnechere Excavating Inc., Renfrew, ON \$1,170,943.60
- All amounts exclude applicable taxes

Financial Implications

The current 2022 Capital Works budget includes funds in the amount of \$826,560 for the rehabilitation of County Road 24 (White Water Road). A comparison of the 2022 budget and projected costs is provided in the following table:

County Road 24 (White Water Road) Rehabilitation			
	2022 Budget	Low Tender	
		Projected	Variance Over/(Under)
Construction	718,110.24	859,625.64	141,515.40
Engineering - Design/Tendering	6,000.00	6,000.00	-
Project Administration & Construction Supervision	15,000.00	15,000.00	-
Material Testing (Allowance)	3,000.00	3,000.00	-
Contingency	71,811.02	42,981.28	(28,829.74)
Applicable Taxes	12,638.74	15,129.41	2,490.67
Total	826,560.00	941,736.33	115,176.33
* Projected costs are based on tender results, internal costs and line painting			

h) PWC-2022-29 – Rehabilitation of County Road 29 (Drive-In Road)

RESOLUTION NO. OP-CC-22-06-85

Moved by Chair

Seconded by Committee

THAT Contract PWC-2022-29 as submitted by Greenwood Paving (Pembroke) Limited, Pembroke, Ontario for the rehabilitation of County Road 29 (Drive-In Road) from Pembroke City limits to Clearview Crescent in the amount of \$752,674.70 plus HST be approved; AND FURTHER THAT County Council adopt a By-law to Authorize Execution of the Contract.

Background

Tenders for the rehabilitation of County Road 29 (Drive-In Road) from Pembroke City limits to Clearview Crescent, a distance of 2.25 km in the Township of Laurentian Valley were requested and received as follows:

1. Greenwood Paving (Pembroke) Ltd., Pembroke, ON \$752,674.70
 2. R.G.T. Clouthier Construction Ltd., Pembroke, ON \$838,708.00
 3. Bonnechere Excavating Inc., Renfrew, ON \$1,044,075.69
- All amounts exclude applicable taxes

Financial Implications

The current 2022 Capital Works budget includes funds in the amount of \$382,700 for the rehabilitation of County Road 29 (Drive-In Road). A comparison of the 2022 budget and projected costs is provided in the following table:

County Road 29 (Drive-In Road) Rehabilitation			
	2022 Budget	Low Tender	
		Projected	Variance Over/(Under)
Construction	320,955.62	754,674.70	433,719.08
Engineering - Design/Tendering	6,000.00	6,000.00	-
Project Administration & Construction Supervision	15,000.00	15,000.00	-
Material Testing (Allowance)	3,000.00	3,000.00	-
Contingency	32,095.56	37,733.74	5,638.17
Applicable Taxes	5,648.82	13,282.27	7,633.46
Total	382,700.00	829,690.71	446,990.71
* Projected costs are based on tender results, internal costs and line painting			

7. **PWO-2022-16 – Hot Mix Asphalt – Cobden Patrol Yard [Strategic Plan Goal No. 2]**

RESOLUTION NO. OP-CC-22-06-86

Moved by Chair

Seconded by Committee

THAT Contract PWO-2022-16 as submitted by Greenwood Paving (Pembroke) Limited, Pembroke, Ontario for Hot Mix Asphalt – Cobden Patrol Yard in the amount of \$169,631.75 plus HST be approved; AND FURTHER THAT County Council adopt a By-law to Authorize Execution of the Contract.

Background

Quotations for Hot Mix Asphalt – Cobden Patrol Yard located at 81 Main Street in the Township of Whitewater Region were requested and received as follows:

- | | |
|--|--------------|
| 1. Greenwood Paving (Pembroke) Ltd., Pembroke ON | \$169,631.75 |
| 2. Miller Paving Limited, Arnprior ON | \$174,431.25 |
| 3. Bonnechere Excavating Inc., Renfrew ON | \$192,408.70 |
- All amounts exclude applicable taxes

Financial Implications

The current 2022 Capital Works budget includes funds in the amount of \$180,000 for the rehabilitation of the Cobden Patrol Yard. The rehabilitation of the patrol yard includes excavating the subbase, base and asphalt and replacing it with new granular materials. The Director has previously approved the granular and geotextile and grid quotations. The Public Works and Engineering Day Labour Crew will be completing all the work for this project except for the paving. A comparison of the 2022 budget and projected costs is provided in the following table:

Cobden Patrol Yard Rehabilitation			
	2022 Budget	Low Tender	
		Projected	Variance Over/(Under)
Construction - Hot Mix Asphalt	91,255.34	169,631.75	78,376.41
Construction - Granulars	35,000.00	37,694.00	2,694.00
Construction - Geotextile & Grid	10,500.00	10,500.00	-
Construction - Day labour	32,000.00	32,000.00	-
Engineering - Design/Tendering	1,000.00	1,000.00	-
Project Administration & Construction Supervision	-	-	-
Material Testing (Allowance)	1,000.00	1,000.00	-
Contingency	6,837.77	10,891.29	4,053.52
Applicable Taxes	2,406.89	3,833.73	1,426.84
Total	180,000.00	266,550.77	86,550.77
* Projected costs are based on tender results, internal costs and line painting			

8. PWO-2022-17 – Tandem Truck and Plow Unit [Strategic Plan Goal No. 2]

RESOLUTION NO. OP-CC-22-06-87

Moved by Chair

Seconded by Committee

THAT County Council exercise their authority to waive irregularities contained in the bid submitted by Winslow-Gerolamy Motors, Peterborough, Ontario for Contract PWO-2022-17 in accordance to the County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services; AND FURTHER THAT Contract PWO-2022-17 as submitted by Winslow-Gerolamy Motors, Peterborough, Ontario for the supply and delivery of one Tandem Truck and Plow Unit in the amount of \$384,749 plus HST be approved; AND FURTHER THAT County Council adopt a By-law to Authorize Execution of the Contract.

Background

Tenders for the purchase of a Tandem Truck and Plow Unit were requested and received as follows:

- | | |
|--|-----------|
| 1. Winslow-Gerolamy Motors, Peterborough, ON | \$384,749 |
| All amounts exclude applicable taxes | |

Staff reviewed the tender results and discovered irregularities. In light of the global supply issues, it is in the best interest of the County that the irregularities be waived by Council in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services.

Financial Implications

The current 2022 Department Budget includes funds in the amount of \$355,000 for a tandem truck and plow unit. Staff reviewed the tender results and recommend that the balance of required funds be obtained from any savings within the approved 2022 Capital Equipment Budget. This tender was processed in accordance with the County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services.

9. PWO-2022-18 Backhoe Loader and Attachments [Strategic Plan Goal No. 2]

RESOLUTION NO. OP-CC-22-06-88

Moved by Chair

Seconded by Committee

THAT Contract PWO-2022-18 as submitted by J.R. Brisson Equipment Limited, Vars, Ontario for the supply and delivery of one Backhoe Loader and attachments in the amount of \$183,694 plus HST be approved; AND FURTHER THAT County Council adopt a By-law to Authorize Execution of the Contract.

Background

Tenders for the purchase of one backhoe loader and three attachments were requested and received as follows:

- | | |
|--|-----------|
| 1. J.R. Brisson Equipment Ltd., Vars, ON | \$183,694 |
| 2. Brandt Tractor Ltd., Ottawa, ON | \$212,714 |
| All amounts exclude applicable taxes | |

Financial Implications

The cost of the base backhoe loader is \$168,280, with the cost of the three attachments being \$15,414 bringing the total cost for this contract to \$183,694 plus HST.

The current 2022 Departmental Budget includes funds in the amount of \$185,000 for a backhoe loader and attachments. Staff have reviewed the tender results and recommend that the balance of required funds be obtained from any savings within the approved 2022 Capital Equipment Budget. This tender was processed in accordance with the County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services.

All of which is respectfully submitted.

T. Peckett, Chair

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

Department of Public Works & Engineering
Capital Monthly Project Status Report - May 2022

Appendix I

Project Name/Municipality		Location		Lengths	Description	Status/Schedule							Comments
		From	To			Env. Assess	Survey	Design	Tender/RFP	Award	Const. Start	Const. End	
21	Beachburg Road	Buchannan's Pit Entance	Urban Beginning	2.49	Rehabilitation	100%	100%	100%	May	June	July	October	Design by Stantec;
	Whitewater Region												
512	Foymount Road	B257	Verch Road	4.70	Reconstruction	100%	100%	95%	August	August	September	November	Design by BTE; Coordinating Utilities; CCC underway in May
	Bonnechere Valley												
B002	Bonnechere River Bridge	Admaston/Bromley (Bonnechere Road)			Rehabilitation	100%	100%	100%	2021	2021	May	August	Design by Stantec; Construction by Clearwater
B005	Scollard Bridge	Admaston/Bromley (Pucker Street)			Superstructure Replacement	100%	100%	100%	May	June	July	September	Design by HP Engineering; Tender Closes May 26th
B022	Indian River Bridge	Laurentian Valley (Sandy Beach Road)			Rehabilitation	100%	100%	100%	March	May	June	November	Design by WSP; Tender Closed April 19th
B056	Colterman Bridge	Greater Madawaska (Colterman Road)			Clean and Paint	90%	100%	80%	May	June	September	September	Day Labour Project
B057	Mount St. Patrick Bridge	Greater Madawaska (Mount St. Patrick Road)			Superstructure Replacement	100%	100%	100%	March	April	May	September	Design by HP Engineering; Construction by Coco Paving
B064	Pilgrim Road Bridge	Brudenell, Lyndoch & Raglan (Pilgrim Road)			Rehabilitation	100%	100%	100%	May	June	July	August	Design by JL Richards
B068	Schimmins Creek Bridge	Brudenell, Lyndoch & Raglan (Welk Road)			Clean and Paint	90%	100%	80%	May	June	September	September	Day Labour Project
B150	Dam Lake Bridge	Madawaska Valley (Stanley Olsheski Road)			Clean and Paint	90%	100%	80%	May	June	September	October	Day Labour Project
B203	Petawawa River Bridge	Petawawa (CR51 Petawawa Boulevard)			Rehabilitation	100%	100%	100%	March	April	May	November	Design by WSP; Construction by BEI
B257	Harrington Creek Bridge	Bonnechere Valley (CR512 Foymount Road)			Replace w/ Culvert	100%	100%	90%	July	August	September	November	Design by BTE; Part of 512 Reconstruction
B319	Bucholtz Bridge	Laurentian Valley (CR58 Round Lake Road)			Rehabilitation	100%	100%	100%	February	April	June	October	Design by McIntosh Perry; Construction by GMP;
C012	Farquharson's Culvert	Admaston/Bromley (S. McNaughton Road)			Rehabilitation	100%	100%	90%	May	2024	2024	2024	Design by HP Engineering
C037	Bagot Creek Culvert	Greater Madwaska (Lower Spruce Hedge Road)			Replace	100%	100%	100%	May	June	August	September	Design by HP Engineering
C040	Snake River Culvert	Admaston/Bromley (CR8 Cobden Road/Main Street)			Rehabilitation	90%	90%	90%			September	September	Day Labour Project
C134	Campbell Drive Culvert	McNab/Braeside (Campbell Drive)			Rehabilitation	100%	100%	90%	May	2024	2024	2024	Design by HP Engineering
C137	Hanson Creek Culverts	McNab/Braeside (Robertson Line)			Lining w/ Road Works	90%	100%	60%	May	June	August	September	Design by WSP; Construction by Day Labour
C152	Wadsworth Lake Culvert	Madawaska Valley (Old Barry's Bay Road)			Replace	100%	100%	100%	May	June	July	September	Design by HP Engineering
C197	Etmanskie Swamp Culvert	Madawaska Valley (CR62 John Street)			Rehab or Replace	90%	100%	60%	April	August	2023	2023	Design by JL Richards; Construction by Day Labour
C269	Jacks Lake Culverts	Killaloe, Hagarty & Richards (CR58, Round Lake Road)			Replace	100%	100%	100%	April	May	July	July	Design by HP Engineering; Construction by Day Labour
C302	Wingle Creek Twin Culverts	Killaloe, Hagarty & Richards (Rochfort Road)			Replace	100%	100%	60%	May	June	August	August	Design Internal; Construction by Day Labour
B007	Butler Bridge	Admaston/Bromley (Butler Road)			Design for Rehabilitation	30%	10%	10%	May	June	2023	2023	Design by Stantec, Construction in 2023
B044	Douglas Bridge	Admaston/Bromley (CR5 Stone Road)			Design for Rehabilitation	30%	60%	25%	July	August	2023	2023	RFP for design needed; DCS done in 2021
B102	Brennans Creek Bridge	Killaloe, Hagarty & Richards (CR512 Queen Street)			Design for Rehabilitation	30%	10%	0%	May	June	2023	2023	RFP for design needed
B108	Tramore Bridge	Killaloe, Hagarty & Richards (Tramore Road)			Design for Rehabilitation	30%	10%	0%	August	August	2023	2023	RFP for design needed
B156	Burnt Bridge	Brudenell, Lyndoch & Raglan (Burnt Bridge Road)			Design for Rehabilitation	30%	10%	0%	June	June	2023	2023	RFP for design needed
B232	Cochrane Creek Bridge	North Algona Wilberforce (Cement Bridge Road)			Design for Rehabilitation	30%	10%	0%	June	July	2023	2023	RFP for design needed
B310	Ski Hill Bridge	Laurentian Valley (CR58 Round Lake Road)			Design for Rehabilitation	30%	60%	25%	July	August	2023	2023	RFP for design needed; DCS done in 2021
C001	Berlanquet Creek Culvert	Admaston/Bromley (CR5 Stone Road)			Design for Replacement	30%	10%	0%	July	August	2023	2023	RFP for design needed
C025	Borne Road Culvert	Laurentian Valley (CR58 Round Lake Road)			Design for Rehabilitation	100%	100%	90%	2023	2023	2023	2023	Design by WSP; Construction in 2023
C051	Harris Creek Culvert	Admaston/Bromley (Proven Line)			Design for Replacement	30%	10%	0%	June	July	2023	2023	Internal Design; Geotech needed
C130	Lochiel Creek Culvert North	McNab/Braeside (CR63			Design for Replacement	30%	10%	0%	June	July	2023	2023	RFP for design needed
C191	Dicks Road Culvert	Laurentian Valley (Dicks Road)			Design for Replacement	30%	10%	0%	June	July	2023	2023	RFP for design needed
C201	Broomes Creek Culvert	Whitewater Region (CR7 Foresters Falls Road)			Detailed Design w/ Dam	90%	80%	50%	April	May	2023	2023	RFP for detailed design of dam & culvert needed. MCEA done
C204	Bellowes Creek Culvert	Whitewater Region (CR12 Westmeath Road)			Design for Rehabilitation	30%	10%	0%	May	June	2023	2023	RFP for design needed
C268	St. Columbkille's Culvert	Laurentian Valley (CR58 Round Lake Road)			Design for Replacement	30%	10%	0%	May	June	2023	2023	RFP for design needed
C325	Neilson Creek Culvert	Bonnechere Valley (Clear Lake Road)			Design for Replacement	30%	10%	0%	May	June	2023	2023	RFP for design needed
30	Lake Dore Road	North Algona Wilberforce (From Highway 60 to Sperberg)			Design for Rehabilitation	50%	100%	20%	February	March	2023	2023	Design by Tatham; Construction in 2023

Operations Division - Capital Monthly Project Status Report - June 2022
Department of Public Works & Engineering

Project Name/Municipality		Location		Lengths	Description	RFP/Tender	Const. Award	Const. Start	Const. End	Comments
		From	To							
ROAD RECONSTRUCTION/REHABILITATION										
1	River Road	B258 W Exp Jnt	Elgin Street	0.51	Rehabilitation	May	June	August	September	
	Arnprior & McNab/Braeside									
1	River Road	County Road 10 (Division Street)	Usborne Street	0.50	Rehabilitation	2021	2021	June	July	
	McNab/Braeside									
1	River Road	1.1 km west of Henry Crescent	Storie Road	2.36	Rehabilitation	April	June	August	September	
	McNab/Braeside									
2	White Lake Road	Mountain View Road	Waba Creek Bridge E Exp Jnt	5.44	Rehabilitation	April	May	July	August	Thomas Cavanagh Construction Ltd., Ashton
	McNab/Braeside									
7	Foresters Falls Road	Harriet Street (urban begins)	Beginning of semi-urban	0.65	Rehabilitation	May	June	August	October	
	Whitewater Region									
13	Mountain Road	Micksburg Road	Stafford Third Line	2.78	Rehabilitation	April	May	August	September	H&H Construction Inc., Petawawa
	Laurentian Valley									
23	Highland Road	Renfrew/Lanark County Line	Sawmill Road	1.51	Rehabilitation	April	May	July	August	
	McNab/Braeside									
24	White Water Road	Highway 17	County Road 40 (Greenwood Road)	2.45	Rehabilitation	May	June	September	October	
	Laurentian Valley									
29	Drive-In Road	City of Pembroke (South Limits)	Clearview Crescent	2.15	Rehabilitation	May	June	July	August	
	Laurentian Valley									
62	Combermere Road	Combermere South Urbam Limit	County Road 515 (Palmer Road)	1.01	Rehabilitation	March	May	July	July	
	Madawaska Valley									
65	Centennial Lake Road	Black Donald Access Point	Deer Mountain Road	4.29	Rehabilitation	March	April	July	August	Greenwood Paving (Pembroke) Ltd., Pembroke
	Greater Madawaska									
67	Simpson Pit Road	Buckhill Road	County Road 58 (Round Lake Road)	1.42	Rehabilitation	March	May	June	July	R.G.T. Clouthier Construction Limited, Pembroke
	Killaloe, Hagarty and Richards									
508	Calabogie Road	Mill Street	County Road 511 (Lanark Road)	1.94	Rehabilitation	March	May	June	June	Thomas Cavanagh Construction Limited, Ashton
	Greater Madawaska									
512	Foymount Road	County Road 66 (Opeongo Road)	Hubers Road	3.68	Rehabilitation	May	June	August	September	
	Brudenell Lyndoch & Raglan									
517	Dafoe Road	Serran Road	County Road 62 (Combermere Road)	3.22	Rehabilitation	March	April	September	October	Greenwood Paving (Pembroke) Ltd., Pembroke
	Madawaska Valley									
Various	Scratchcoat	Various Locations	Various Locations		Scratch Coat Paving	April	May	June	July	Bonnechere Excavating Inc., Renfrew
	Various Locations									

OPERATIONS TENDERS										
Type	Description	Term (Years)	Type	Specification	Tender	Award	Start	Complete	Status/Comments	
1	Pavement Marking	Paint/Glass Beads/Lines/Symbols	1+(+1+1+1+1)	Equipment/Material	March	March	April	June	November	Ongoing
2	Street Sweeping	Winter/Debris Removal	1	Equipment	March	April	April	May	June	Complete
3	Manhole and Catch Basin Cleaning	Winter/Debris Removal	1	Equipment	March	April	April	June	June	Ongoing
4	Roadside Brushing	Tree/Brush Removal	1	Equipment	May	June	June	July	November	Ongoing
5	Steel Sign Post Quotation	Sign Installation Hardware	1	Material	March	April	April	May	June	Ongoing
6	Weed Control	Wild Parsnip/Poison Ivy	5	Equipment/Material	Complete	2019	2019	June	July	Ongoing
7	Signs & Traffic Control Equipment	Road Signage	1	Material	March	April	April	May	June	Ongoing
8	Winter Sand	Winter Abrasives	1	Supply/Delivery/Process	June	July	August	August	October	Ongoing
9	Loader Rental	Winter Operations	1	Equipment	July	September	October	November	April	Ongoing
10	AVL Service Renewal	Automatic Vehicle Location	10	Application/Network/Data	May	2020	2020	June	2030	Ongoing
11	Shouldering	Granular/Sealing	1	Material/Installation	June	July	August	September	September	Ongoing
12	Calcium Chloride	Winter Operations	1	Material	September	September	October	October	October	Ongoing
13	Crack Sealing	Pavement Preservation	1	Material/Installation	May	May	June	July	September	Ongoing
14	Curb Repair	Preservation	1	Material/Repair	May	May	June	July	September	Ongoing
EQUIPMENT TENDERS										
Tender	Description	Quantity	Type	Specification	Tender	Award	Delivery	Status/Comments		
1	HDT (Heavy Duty Truck)	Combination Plow/Spreader	1	Replace	February	May	June	2023		Ongoing
2	LDT (Light Duty Truck(s))	(7-1/2 ton & 1-3/4 ton 4WD)	8	Replace	February	March	April	December		Awaiting Delivery
3	Service Vehicle	PW Operations	1	Replace	February	June	August	December		Ongoing
4	Tractor	Tractor and Attachments	1	Replace	February	April	June	June		Ongoing
5	Backhoe	Backhoe Loader and Attachments	1	Replace	February	May	June	December		Ongoing
6	Enclosed Trailer	Construction Section	1	Replace	March	June	June	August		Ongoing
7	Tag Along Float	16 ft	1	Replace	May	June	June	August		Ongoing
8	Line Paint Machine	PW Operations	1	Replace	February	July	July	August		Ongoing
9	U-Body Water Tank	PW Operations - SWP	1	Replace	May	June	June	August		Ongoing
10	Sweeper Attachment	Tractor Mount - GP	1	Replace	May	June	June	July		Ongoing
11	Offset Roller	Shoulder Compaction	1	New	March	June	June	July		Ongoing
12	Road Widener	Shouldering Machine	1	New	May	June	June	July		Ongoing
13	Service Vehicle	PW Operations	1	New	March	2021	2021	June		Awaiting Delivery
14	Service Vehicle	PW - ES	1	New	March	2021	2021	June		Complete
15	Equipment Refurbishment(s)	As per Spring Inspection	Varies	Existing	May	May	June	October		Ongoing
16	AVL (Automatic Vehicle Location)	AVL/Telematics	Varies	New	April	May	June	September		Ongoing
HOUSING										
Tender	Location	Type	Type	Design	Tender	Award	Start	Complete	Status/Comments	
1	Repair - Salt Storage Shed	Calabogie Garage	Construct	Rehabilitation	2022	March	April	June	November	Ongoing
2	Repair - Sand Storage Dome/Salt Storage Shed	Calabogie Garage	Construct	Rehabilitation	2022	March	April	June	July	Ongoing
3	Repair - General Site	Cobden Patrol	Construct	Rehabilitation	2022	Internal	N/A	June	June	Ongoing
ROAD MAINTENANCE AGREEMENTS/FACILITY AGREEMENTS										
Service Provider	Location	Year	Type	Start	Complete	Term	Status/Comments			
1	Town of Arnprior	County Road 1, County Road 2	2022	Winter Road Maintenance	2022	2032	10			Ongoing
2	Town of Deep River	County Road 72, County Road 73	2020	Winter Road Maintenance	2020	2030	10			Complete
3	Town of Renfrew	County Road 20, County Road 52	2019	Winter Road Maintenance	2019	2029	10			Complete
4	Township of Carlo Mayo	County Road 517	2022	Winter Road Maintenance	2022	2023	Annual			Ongoing
5	Contractor	County Road 635	2022	Winter Road Maintenance	2022	2023	Annual			Ongoing
6	Algonquins of Pikwakanagan	Golden Lake	2022	Use of facilities and materials	2022	2027	5			Ongoing
7	Bonnechere Valley	Foymount	2022	Use of facilities and materials	2022	2027	5			Ongoing

2022 CAPITAL PROGRAM - ROADS/BRIDGES										Appendix II
	Road #	Location	From	To	Length (km)	2022 BUDGET	May Projected	June Projected	Variance	Carry Over
Road Reconstruction/Rehabilitation										
Note: Limits and Length of projects are approximate and subject to revision based on final design and budgets										
	1	Madawaska Street	B258 W Exp Jnt	Elgin Street	0.51	159,824	159,824	259,000	99,176	0
		Arnprior								
	1	River Road	County Road 10 (Division Street)	Usburne Street	0.50	520,000	520,000	520,000	0	0
		McNab/Braeside								
	1	River Road	1.1km West of Henry Crescent	Storie Road	2.36	774,080	774,080	932,000	157,920	0
		McNab/Braeside								
	2	White Lake Road	Mountain View Road	Waba Creek Bridge E Exp Jnt	5.44	1,088,684	1,471,684	1,472,000	383,316	0
		McNab/Braeside								
	7	Foresters Falls Road	Harriet Street (urban begins)	Beginning of semi-urban	0.65	357,500	357,500	357,500	0	0
		Whitewater Region								
	13	Mountain Road	Micksburg Road	Stafford Third Line	2.78	597,700	659,700	660,000	62,300	0
		Laurentian Valley								
	21	Beachburg Road	Buchannan's Pit Entance (1046)	Urban Beginning	2.49	870,707	870,707	1,369,000	498,293	0
		Whitewater Region								
	23	Highland Road	Renfrew/Lanark Line	Sawmill Road	1.51	324,650	334,650	314,000	-10,650	0
		McNab/Braeside								
	24	White Water Road	Highway 17	County Road 40 (Greenwood Road)	2.45	826,560	826,560	942,000	115,440	0
		Laurentian Valley								
	29	Drive-In Road	City of Pembroke (South Limits)	Clearview Crescent	2.15	382,700	382,700	830,000	447,300	0
		Laurentian Valley								
	62	Combermere Road	Combermere S Urban Lt	County Road 515 (Palmer Road)	1.01	62,953	144,953	145,000	82,047	0
		Madawaska Valley								
	65	Centennial Lake Road	Black Donald Access Point	Deer Mountain Road	4.29	1,128,270	1,260,000	1,256,000	127,730	0
		Greater Madawaska								
	67	Simpson Pit Road	Buck Hill Road	County Road 58 (Round Lake Road)	1.42	781,000	871,000	871,000	90,000	0
		Killaloe, Hagarty and Richards								
	508	Calabogie Road	Mill Street	County Road 511 (Lanark Road)	1.94	636,320	854,320	855,000	218,680	0
		Greater Madawaska								
	512	Foymount Road	County Road 66 (Opeongo Road)	Hubers Road	3.68	846,400	846,400	1,509,000	662,600	0
		Brudenell Lyndoch & Raglan								
	512	Foymount Road	B257	Verch Road	4.70	2,336,180	2,336,180	1,800,000	-536,180	0
		Bonnechere Valley								
	517	Dafoe Road	Serran Road	County Road 62 (Combermere Road)	3.22	1,134,484	1,040,000	1,040,000	-94,484	0
		Madawaska Valley								
		Scratch Coat Paving	Various Locations			737,924	737,924	737,924	0	0
		Active Transportation	Various Locations			150,000	150,000	150,000	0	0
ROAD RECONSTRUCTION/REHABILITATION TOTALS					41.10	13,715,936	14,598,182	16,019,424	2,303,488	0
Bridge/Culvert Reconstruction/Rehabilitation										
	Structure No.	Structure Name	Location			2022 BUDGET	May Projected	June Projected	Variance	Carry Over
	B002	Bonnechere River Bridge	Admaston/Bromley (Bonnechere Road)			350,000	350,000	350,000	0	0
	B005	Scollard Bridge	Admaston/Bromley (Pucker Street)			600,000	700,000	690,000	90,000	0
	B022	Indian River Bridge	Laurentian Valley (Sandy Beach Road)			1,200,000	1,355,000	1,355,000	155,000	0
	B056	Colterman Bridge	Greater Madawaska (Colterman Road)			100,000	100,000	100,000	0	0
	B057	Mount St. Patrick Bridge	Greater Madawaska (Mount St. Patrick Road)			800,000	880,000	867,000	67,000	0
	B064	Pilgrim Road Bridge	Brudenell, Lyndoch & Raglan (Pilgrim Road)			180,000	180,000	40,692	-139,308	139,308
	B068	Schimmins Creek Bridge	Brudenell, Lyndoch & Raglan (Welk Road)			100,000	100,000	100,000	0	0
	B150	Dam Lake Bridge	Madawaska Valley (Stanley Olsheski Road)			100,000	100,000	100,000	0	0
	B203	Petawawa River Bridge	Petawawa (CR51 Petawawa Boulevard)			1,300,000	2,070,000	2,070,000	770,000	0
	B257	Harrington Creek Bridge	Bonnechere Valley (CR512 Foymount Road)			800,000	800,000	800,000	0	0
	B319	Bucholtz Bridge	Laurentian Valley (CR58 Round Lake Road)			950,000	1,000,000	1,000,000	50,000	0
	C012	Farquharson's Culvert	Admaston/Bromley (S. McNaughton Road)			135,000	135,000	38,000	-97,000	97,000
	C037	Bagot Creek Culvert	Greater Madwaska (Lower Spruce Hedge Road)			342,000	342,000	315,000	-27,000	0
	C040	Snake River Culvert	Admaston/Bromley (CR8 Cobden Road/Main Street)			108,000	108,000	40,000	-68,000	68,000
	C134	Campbell Drive Culvert	McNab/Braeside (Campbell Drive)			585,000	585,000	38,000	-547,000	547,000
	C137	Hanson Creek Culverts	McNab/Braeside (Robertson Line)			162,000	162,000	80,000	-82,000	82,000
	C152	Wadsworth Lake Culvert	Madawaska Valley (Old Barry's Bay Road)			252,000	252,000	252,000	0	0
	C197	Etmanskie Swamp Culvert	Madawaska Valley (CR62 John Street)			1,100,000	1,100,000	750,000	-350,000	350,000
	C269	Jacks Lake Culverts	Killaloe, Hagarty & Richards (CR58, Round Lake Road)			180,000	180,000	180,000	0	0
	C302	Wingle Creek Twin Culverts	Killaloe, Hagarty & Richards (Rochfort Road)			180,000	180,000	180,000	0	0
		General Bridge Repairs	Various Locations			200,000	200,000	200,000	0	0
BRIDGE/CULVERT RECONSTRUCTION/REHABILITATION TOTALS						9,724,000	10,879,000	9,545,692	-178,308	1,283,308
Future Engineering										
	ID	Name	Location			2022 BUDGET	May Projected	June Projected	Variance	Carry Over
	B007	Butler Bridge	Admaston/Bromley (Butler Road)			100,000	100,000	53,000	-47,000	0
	B044	Douglas Bridge	Admaston/Bromley (CR5 Stone Road)			45,000	45,000	45,000	0	0
	B102	Brennans Creek Bridge	Killaloe, Hagarty & Richards (CR512 Queen Street)			54,000	54,000	54,000	0	0
	B108	Tramore Bridge	Killaloe, Hagarty & Richards (Tramore Road)			40,000	40,000	40,000	0	0
	B156	Burnt Bridge	Brudenell, Lyndoch & Raglan (Burnt Bridge Road)			25,000	25,000	25,000	0	0
	B232	Cochrane Creek Bridge	North Algona Wilberforce (Cement Bridge Road)			50,000	50,000	50,000	0	0
	B310	Ski Hill Bridge	Laurentian Valley (CR58 Round Lake Road)			30,000	30,000	30,000	0	0
	C001	Berlanquet Creek Culvert	Admaston/Bromley (CR5 Stone Road)			38,500	38,500	38,500	0	0
	C025	Borne Road Culvert	Laurentian Valley (CR58 Round Lake Road)			30,000	30,000	30,000	0	0
	C051	Harris Creek Culvert	Admaston/Bromley (Proven Line)			20,000	20,000	20,000	0	0
	C130	Lochiel Creek Culvert North	McNab/Braeside (CR63			33,500	33,500	33,500	0	0
	C191	Dicks Road Culvert	Laurentian Valley (Dicks Road)			20,000	20,000	20,000	0	0
	C201	Broomes Creek Culvert	Whitewater Region (CR7 Foresters Falls Road)			100,000	100,000	100,000	0	0
	C204	Bellowes Creek Culvert	Whitewater Region (CR12 Westmeath Road)			30,000	30,000	30,000	0	0
	C268	St. Columbkille's Culvert	Laurentian Valley (CR58 Round Lake Road)			75,000	75,000	75,000	0	0
	C325	Neilson Creek Culvert	Bonnechere Valley (Clear Lake Road)			50,000	50,000	50,000	0	0
	30	Lake Dore Road	North Algona Wilberforce (From Highway 60 to Sperberg)			100,000	140,000	140,000	40,000	0
FUTURE ENGINEERING TOTALS						841,000	881,000	834,000	-7,000	0
Traffic Signals - Upgrades		Various Locations				0	0	0	0	0
SAFETY DEVICES TOTALS						0	0	0	0	0
CAPITAL PROGRAM TOTAL:						24,280,936	26,358,182	26,399,116	2,118,180	1,283,308

COUNTY OF RENFREW

BY-LAW NUMBER 76-22

**A BY-LAW TO AUTHORIZE THE DESIGNATION OF A COMMUNITY SAFETY ZONE
ALONG COUNTY ROAD 9 – BULGER ROAD**

WHEREAS pursuant to Section 214.1(1) of the Highway Traffic Act, R.S.O. 1990, Chapter H.8, as amended, the Council of a municipality may by by-law designate a part of a highway under its jurisdiction as a community safety zone, if in the opinion of Council, public safety is of special concern on that part of the highway.

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

1. THAT the following portion of a highway in the geographic Township of Wilberforce in the Township of North Algona Wilberforce, be designated as a Community Safety Zone:

Designated Highway Name	Between	Time Period
County Road 9 Bulger Road	500m north of civic address 2065 and 500m south of civic address 2065	January 1 through December 31 – 00:01 am to 12:00 am (mid-night) daily

2. THAT the penalties provided in the Highway Traffic Act shall apply to offences against this By-law.
3. THAT this By-law shall come into force and take effect on the date of final passage hereof and the installation of Community Safety Zone signage.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK



Regular Council Meeting Resolution Form

Date: May 3, 2022 No: RESOLUTION - 179-2022


Moved by Deputy Mayor Brian Armsden Disposition: CARRIED

Seconded by Councillor Heather Lang Item No: 11.2

Description: Transfer of Campbell Drive to the County of Renfrew

RESOLUTION:

THAT Council request the transfer of Campbell Drive from Usborne Street to Highway 417 to the County of Renfrew.


MAYOR

Recorded Vote Requested by:

Declaration of Pecuniary Interest:

	Yea	Nay
T. Peckett	_____	_____
B. Armsden	_____	_____
H. Lang	_____	_____
S. Brum	_____	_____
O. Jacob	_____	_____

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

COUNTY OF RENFREW

BY-LAW NUMBER 77-22

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2022-05
REHABILITATION OF COUNTY STRUCTURE B005 (SCOLLARD BRIDGE)**

WHEREAS under Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the Municipal Corporation of the County of Renfrew has the authority to pass by-laws to enter into contracts to construct and maintain County Roads and Bridges;

AND WHEREAS public tenders were requested for the rehabilitation of County Structure B005 (Scollard Bridge) under Contract PWC-2022-05 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by Bonnechere Excavating Incorporated, Renfrew, Ontario was reviewed and accepted by the Operations Committee.

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

1. THAT the Council of the County of Renfrew approve of the awarding of Contract PWC-2022-05 for the rehabilitation of County Structure B005 (Scollard Bridge) as submitted by Bonnechere Excavating Incorporated, Renfrew, Ontario in the amount of \$588,465 plus HST.
2. THAT the Warden and Clerk be empowered to do and execute all things, papers and documents necessary to the execution of the said contract.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 78-22

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2022-21
REHABILITATION OF COUNTY ROAD 21 (BEACHBURG ROAD)**

WHEREAS under Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the Municipal Corporation of the County of Renfrew has the authority to pass by-laws to enter into contracts to construct and maintain County Roads and Bridges;

AND WHEREAS public tenders were requested for the rehabilitation of County Road 21 (Beachburg Road) under Contract PWC-2022-21 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by H&H Construction Incorporated, Petawawa, Ontario was reviewed and accepted by the Operations Committee.

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

1. THAT the Council of the County of Renfrew approve of the awarding of Contract PWC-2022-21 for the rehabilitation of County Road 21 (Beachburg Road) from Civic Address 1046 to the Urban Cross Section as submitted by H&H Construction Incorporated, Petawawa, Ontario in the amount of \$1,216,714.25 plus HST.
2. THAT the Warden and Clerk be empowered to do and execute all things, papers and documents necessary to the execution of the said contract.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 79-22

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2022-48
MANUFACTURE, SUPPLY, AND DELIVERY OF CONCRETE BOX CULVERT
FOR COUNTY STRUCTURE C037 (BAGOT CREEK CULVERT)**

WHEREAS under Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the Municipal Corporation of the County of Renfrew has the authority to pass by-laws to enter into contracts to construct and maintain County Roads and Bridges;

AND WHEREAS public tenders were requested for the manufacture, supply and delivery of a concrete box culvert for County Structure C037 (Bagot Creek Culvert) under Contract PWC-2022-48 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by Power Precast Limited, Ottawa, Ontario was reviewed and accepted by the Operations Committee.

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

1. THAT the Council of the County of Renfrew approve of the awarding of Contract PWC-2022-48 for the manufacture, supply and delivery of a concrete box culvert for County Structure C037 (Bagot Creek Culvert) as submitted by Power Precast Limited, Ottawa, Ontario in the amount of \$172,270.25 plus HST.
2. THAT the Warden and Clerk be empowered to do and execute all things, papers and documents necessary to the execution of the said contract.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

COUNTY OF RENFREW

BY-LAW NUMBER 80-22

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2022-01
REHABILITATION OF COUNTY ROAD 1 (MADAWASKA STREET)**

WHEREAS under Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the Municipal Corporation of the County of Renfrew has the authority to pass by-laws to enter into contracts to construct and maintain County Roads and Bridges;

AND WHEREAS public tenders were requested for the rehabilitation of County Road 1 (Madawaska Street) under Contract PWC-2022-01 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by Thomas Cavanagh Construction Limited, Ashton, Ontario was reviewed and accepted by the Operations Committee.

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

1. THAT the Council of the County of Renfrew approve of the awarding of Contract PWC-2022-01 for the rehabilitation of County Road 1 (Madawaska Street) from Elgin Street West to John Street as submitted by Thomas Cavanagh Construction Limited, Ashton, Ontario in the amount of \$403,625.74 plus HST.
2. THAT the Warden and Clerk be empowered to do and execute all things, papers and documents necessary to the execution of the said contract.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 81-22

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2022-03
REHABILITATION OF COUNTY ROAD 512 (FOYMOUNT ROAD)**

WHEREAS under Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the Municipal Corporation of the County of Renfrew has the authority to pass by-laws to enter into contracts to construct and maintain County Roads and Bridges;

AND WHEREAS public tenders were requested for the rehabilitation of County Road 512 (Foymount Road) under Contract PWC-2022-03 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by R.G.T. Clouthier Construction Limited, Pembroke, Ontario was reviewed and accepted by the Operations Committee.

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

1. THAT the Council of the County of Renfrew approve of the awarding of Contract PWC-2022-03 for the rehabilitation of County Road 512 (Foymount Road) from Brudenell Limit to Hubers Road as submitted by R.G.T. Clouthier Construction Limited, Pembroke, Ontario in the amount of \$1,381,415.93 plus HST.
2. THAT the Warden and Clerk be empowered to do and execute all things, papers and documents necessary to the execution of the said contract.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 82-22

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2022-11
REHABILITATION OF COUNTY ROAD 1 (RIVER ROAD)**

WHEREAS under Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the Municipal Corporation of the County of Renfrew has the authority to pass by-laws to enter into contracts to construct and maintain County Roads and Bridges;

AND WHEREAS public tenders were requested for the rehabilitation of County Road 1 (River Road) under Contract PWC-2022-11 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by B.R. Fulton Construction Limited, Renfrew, Ontario was reviewed and accepted by the Operations Committee.

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

1. THAT the Council of the County of Renfrew approve of the awarding of Contract PWC-2022-11 for the rehabilitation of County Road 1 (River Road) from 1.1 km west of Henry Crescent to 600m east of Storie Road as submitted by B.R. Fulton Construction Limited, Renfrew, Ontario in the amount of \$849,937.80 plus HST.
2. THAT the Warden and Clerk be empowered to do and execute all things, papers and documents necessary to the execution of the said contract.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 83-22

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2022-24
REHABILITATION OF COUNTY ROAD 24 (WHITE WATER ROAD)**

WHEREAS under Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the Municipal Corporation of the County of Renfrew has the authority to pass by-laws to enter into contracts to construct and maintain County Roads and Bridges;

AND WHEREAS public tenders were requested for the rehabilitation of County Road 24 (White Water Road) under Contract PWC-2022-24 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by H&H Construction Incorporated, Petawawa, Ontario was reviewed and accepted by the Operations Committee.

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

1. THAT the Council of the County of Renfrew approve of the awarding of Contract PWC-2022-24 for the rehabilitation of County Road 24 (White Water Road) from Highway 17 to Greenwood Road as submitted by H&H Construction Incorporated, Petawawa, Ontario in the amount of \$857,625.64 plus HST.
2. THAT the Warden and Clerk be empowered to do and execute all things, papers and documents necessary to the execution of the said contract.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 84-22

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2022-29
REHABILITATION OF COUNTY ROAD 29 (DRIVE-IN ROAD)**

WHEREAS under Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the Municipal Corporation of the County of Renfrew has the authority to pass by-laws to enter into contracts to construct and maintain County Roads and Bridges;

AND WHEREAS public tenders were requested for the rehabilitation of County Road 29 (Drive-In Road) under Contract PWC-2022-29 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by Greenwood Paving (Pembroke) Limited, Pembroke, Ontario was reviewed and accepted by the Operations Committee.

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

1. THAT the Council of the County of Renfrew approve of the awarding of Contract PWC-2022-29 for the rehabilitation of County Road 29 (Drive-In Road) from Pembroke City limits to Clearview Crescent as submitted by Greenwood Paving (Pembroke) Limited, Pembroke, Ontario in the amount of \$752,674.70 plus HST.
2. THAT the Warden and Clerk be empowered to do and execute all things, papers and documents necessary to the execution of the said contract.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 85-22

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWO-2022-16
HOT MIX ASPHALT – COBDEN PATROL YARD**

WHEREAS Sections 8, 9 and 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes Council to pass by-laws to enter into agreements for the purpose of renovations of County of Renfrew property;

AND WHEREAS it is necessary for rehabilitation within the Cobden Patrol Yard in Cobden, Ontario;

AND WHEREAS public tenders were requested for the hot mix asphalt at the Cobden Patrol Yard under Contract PWO-2022-16 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by Greenwood Paving (Pembroke) Limited, Pembroke, Ontario was reviewed and accepted by the Operations Committee.

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

1. That the Council of the Corporation of the County of Renfrew approve of the awarding of Contract PWO-2022-16 for the hot mix asphalt at the Cobden Patrol Yard to Greenwood Paving (Pembroke) Limited, Pembroke, Ontario in the amount of \$169,631.75 plus HST.
2. That the Warden and Clerk be empowered to do and execute all things, papers and documents necessary to the execution of the said Contract.
3. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2021.

READ a second time this 29th day of June 2021.

READ a third time and finally passed this 29th day of June 2021.

COUNTY OF RENFREW

BY-LAW NUMBER 86-22

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWO-2022-17
SUPPLY AND DELIVERY OF ONE TANDEM TRUCK AND PLOW UNIT**

WHEREAS The Municipal Act, 2001, S.O. 2001, c.25, as amended, requires a municipality to adopt policies with respect to the procurement of goods and services;

AND WHEREAS public tenders were requested for the supply and delivery of one Tandem Truck and Plow Unit, under Contract PWO-2022-17 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by Winslow-Gerolamy Motors, Peterborough, Ontario was reviewed and accepted by the Operations Committee.

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

1. That the Council of the County of Renfrew approve the awarding of Contract PWO-2022-17 for the supply and delivery of one Tandem Truck and Plow Unit as submitted by Winslow-Gerolamy Motors, Peterborough, Ontario in the amount of \$384,749 plus HST.
2. That the Warden and Clerk be empowered to do and execute all things, papers and documents necessary for the execution of the said contract.
3. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 87-22

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWO-2022-18
SUPPLY AND DELIVERY OF ONE BACKHOE LOADER AND ATTACHMENTS**

WHEREAS The Municipal Act, 2001, S.O. 2001, c.25, as amended, requires a municipality to adopt policies with respect to the procurement of goods and services;

AND WHEREAS public tenders were requested for the supply and delivery of one Backhoe Loader and attachments, under Contract PWO-2022-18 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by J.R. Brisson Equipment Limited., Vars, Ontario was reviewed and accepted by the Operations Committee.

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

1. That the Council of the County of Renfrew approve the awarding of Contract PWO-2022-18 for the supply and delivery of one Backhoe Loader and attachments as submitted by J.R. Brisson Equipment Limited, Vars, Ontario in the amount of \$183,694 plus HST.
2. That the Warden and Clerk be empowered to do and execute all things, papers and documents necessary for the execution of the said contract.
3. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

June 29, 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]

We are pleased to advise that both Homes remain clear of outbreak status since early May. In accordance to the resolution passed by Council last month, Homes continue to require staff, volunteers, students and essential care givers to have three doses of COVID-19 vaccine to enter the Home with general visitors requiring two doses. As was supported by Council, County of Renfrew Homes are included as one of forty-two signatories to the recently posted AdvantAge Ontario Member Mandatory Vaccination Coalition.

At present both Bonnechere Manor and Miramichi Lodge continue to exceed the minimum requirement for twice weekly rapid antigen testing, electing to test daily in an effort to identify COVID positive cases at the door on day one versus potentially days later.

While the current COVID-19 response measures require indoor masking and only recommend masking for outdoor visits, County of Renfrew Homes require outdoor masking for visitors given there is no requirement for vaccination for outdoor visits.

Dr. Kieran Moore, Chief Medical Officer of Health, announced on June 8, 2022 that provincial masking requirements, including on public transit, will expire as of 12:00 a.m. on June 11, 2022, but that masks will still be required in Long-Term Care and retirement homes.

RESOLUTIONS

2. Bonnechere Manor Roofing [Strategic Plan Goal # 3]

RESOLUTION NO. H-CC-22-06-63

Moved by Chair

Seconded by Committee

THAT County Council award the Request for Tender BM-2022-02 Flat Roof Replacement project as per the County of Renfrew GA-01 Procurement of Goods and Services Policy, Section 19.7 for a section of roofing at Bonnechere Manor to Perth Roofing from Perth, Ontario, for Roof C, No Taper, at the quoted price of \$276,159.26 inclusive of HST, with \$222,000 approved in the Bonnechere Manor 2022 Capital Budget; AND FURTHER THAT the shortfall in the amount of \$54,159.26 be utilized from the Bonnechere Manor Unallocated Reserves to finance the project above the original budget allocation.

Background

Bonnechere Manor issued a Request for Tender (RFT) for a section of flat roof replacement. A mandatory site meeting was held on April 26, 2022 at 11:00 a.m., and proposals were received until 11:00 a.m. on May 10, 2022. Three proposals received meeting all requirements.

Company	No Taper	1% Taper	2% Taper
Irvcon, Pembroke, ON	Roof C&D: \$558,021.12 Roof C: \$276,520.04 Roof D: \$285,541.96	Roof C&D: \$617,529.18 Roof C: \$305,043.50 Roof D: \$316,526.56	Roof C&D \$613,255.29 Roof C \$310,856.22 Roof D \$324,439.95
Perth Roofing, Perth, ON	Roof C&D: \$495,576.82 Roof C: \$276,159.26 Roof D: \$278,011.51	Roof C&D: \$593,729.41 Roof C: \$306,533.66 Roof D: \$308,999.38	Roof C&D \$615,775.93 Roof C \$318,012.03 Roof D \$329,068.13
Simluc Contractors, Ottawa, ON	Roof C&D: \$546,787.00 Roof C: \$276,857.00 Roof D: \$282,478.00	Roof C&D: \$594,039.00 Roof C: \$300,746.00 Roof D: \$321,561.00	Roof C&D \$609,651.00 Roof C \$306,436.00 Roof D \$319,781.00

This project will require additional funds in the amount of \$54,159.26, over and above, the budgeted funds for this project in the approved 2022 Bonnechere Manor Capital Budget. Procurement of the services included in this tender, followed the requirements set out in Corporate Policy GA-01– Procurement of Goods and Services Policy, Section 19.7: Awards emanating

from a Request for Tender (RFT) that exceed \$150,000 require the approval of County Council.

3. **Bonnechere Manor Courtyard Improvements [Strategic Plan Goal # 3]**

RESOLUTION NO. H-CC-22-06-64

Moved by Chair

Seconded by Committee

THAT the Health Committee recommend that County Council award the Request for Proposal (RFP) to Country Caretakers, Renfrew, ON as per the County of Renfrew GA-01 Procurement of Goods and Services Policy, Section 19.7, for the Pinnacle South courtyard completed, inclusive of turf replacement and concrete work, and HM1-North, HM1-South and Pinnacle North courtyards turf replacement only for a total price of \$360,114.00 inclusive of HST which was approved through the Bonnechere Manor 2022 Capital Budget.

Background

Bonnechere Manor issued a Request for Proposal (RFP) for courtyard improvements, seeking quotes as a lump sum cost including HST and as well priced individually by courtyard; and by turf replacement only. A mandatory site visit was held on May 19, 2022 at 11:00 a.m. and proposals were received until 2:00 p.m. on June 1, 2022.

One RFP was received meeting all requirements from Country Caretakers, Renfrew, Ontario, listing a complete price of \$634,608.00 including HST. Country Caretakers provide a fee breakdown as requested within the RFP as follows:

Courtyard	Complete Courtyard Price	Turf Replacement Only
HM1-North	\$184,190.00	\$86,000.00
HM1-South	\$184,190.00	\$86,000.00
Pinnacle-North	\$133,114.00	\$55,000.00
Pinnacle- South	\$133,114.00	N/A

With the complete project fee submitted being over the budgeted amount, Staff is requesting Pinnacle South courtyard to be completed inclusive of turf replacement and concrete work necessary for courtyard refurbishment and that only turf replacement be completed for the three remaining courtyards, allowing for further funding of this project in future years.

Procurement of the services included in this tender, followed the requirements set out in Corporate Policy GA-01–Procurement of Goods and Services Policy, Section 19.7: Awards emanating from an Request for Tender (RFT) that exceed \$150,000 require the approval of County Council.

4. **Long-Term Care Homes Policies and Procedures – Vaccination Policy [Strategic Plan Goal #2]**

RESOLUTION NO. H-CC-22-06-65

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

A presentation of the Long-Term Care Homes Vaccination Policy was given at the Special Health Committee meeting held on March 28, 2022, and an update was also provided at the May 25, 2022 County Council meeting.

Staff is recommending that the Long-Term Care Homes Vaccination Policy, attached as Appendix I, remain valid until Committee reconvenes in August 2022, in consideration of the prevalence of the Omicron variant and the risk posed to vulnerable populations.

BY-LAWS

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

RESOLUTION NO. H-CC-22-06-57

Moved by Chair

Seconded by Committee

THAT County Council pass a By-law authorizing the Warden and CAO to sign the Lease Agreement between the County of Renfrew and ConnectWell Community Health to locate an RCVTAC Clinical Assessment Centre in

Cobden to expand services in the eastern and western ends of the County of Renfrew.

Background

The proposed lease with ConnectWell Community Health in Cobden will expand services currently available through existing Assessment Centres to the communities in the eastern and western ends of the County of Renfrew by providing a central location to access testing and treatment of COVID-19, vaccinations, and other health and wellness services.

RCVTAC has seen an expansion in the variety of calls received for medical services. The ability of RCVTAC to support physicians by providing physical assessments from a simple height/weight evaluation for proper medication prescription, to diagnostic tests for Streptococcus A, to latent health issues that are discovered during routine clinical assessments all contribute to improving patient health and the effectiveness of RCVTAC.

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

RESOLUTION NO. H-CC-22-06-58

Moved by Chair

Seconded by Committee

THAT County Council pass a By-law authorizing the Warden and CAO to sign the Agreement between the County of Renfrew and Pembroke Regional Hospital for a partnership with the County of Renfrew Paramedic Service to include an Advanced Care Paramedic in the Emergency Department.

Background

This agreement was brought forward in January 2021. It has been revised to request Advanced Care Paramedics only.

Several pressure points including staffing shortages, particularly in hospital ERs have had detrimental effects to service delivery by increasing off-load delays and ability to provide coverage to our community.

For the past 10 years, Paramedics have increased knowledge, scope of practice and ability to the point that hospitals look to the Paramedic Service for solutions to assist with patient care.

The benefits of including Advanced Care Paramedics in the Emergency Department care team, working with our health care partners to alleviate off-load delays, ensure continuity of care, and keep patients from falling into the cracks of an over-taxed system.

The opportunity exists to have a Paramedic placed in the Emergency Department, at no cost to the County of Renfrew, to assist our hospital partners while increasing the level of knowledge clinically and at a system level.

From an Ontario Health integration perspective, this partnership of care for our patients is an opportunity to collaborate and break the systemic health care silo that currently exists – this is a model of the future.

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

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BACKGROUND

The County of Renfrew Department of Long-Term Care wishes to establish a policy that accurately reflects its duty to protect the health and safety of both our vulnerable Long-Term Care residents and the workforce without sacrificing its duty to comply with laws related to Human Rights and Privacy.

We continue to strive to achieve a balance between protecting residents from the evolving level of COVID-19 risk, and supporting overall quality of life and health and wellbeing of residents and their valued team members. We also remain conscious of the need to mitigate staffing pressures to ensure that we continue to provide high quality of care, while seeking to enhance staff satisfaction and experience.

In accordance with Ministry of Health (MOH) guidance, the *County of Renfrew Long-Term Care Home COVID-19 Vaccination Policy* is developed based on science, current best practices, regulatory review, and public health expertise in the context of the evolving global COVID-19 pandemic.

Vaccination remains the best defense against COVID-19, and, combined with other preventative measures, high vaccination rates help limit and prevent the spread of this virus in Long-Term Care homes. Vaccination against COVID-19 helps reduce the number of new cases, and, most importantly, reduces severe outcomes including hospitalizations and death due to COVID-19 in both residents and others who may be present in the long-term care environment.

Frontline healthcare workers can be at risk for occupational exposure and can potentially transmit infection to vulnerable populations. Healthcare workers are essential to the provision of healthcare, and their absence due to illness could compromise health system capacity.

Optimizing the protection of healthcare workers can help to balance any disproportionate burden of those taking on additional risks to protect the public, thereby upholding the ethical principle of reciprocity. Maintaining health system capacity is crucial to minimize serious illness and overall deaths while minimizing societal disruption as a result of the COVID-19 pandemic.

While the primary 2-dose COVID-19 vaccine series provided heroic efficacy against COVID-19, emerging evidence has now demonstrated a considerable decrease in COVID-19 vaccine

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protection against COVID-19 infection over time, and reduced efficacy against the variants of concern (VoC's) including the now predominant Delta and Omicron variants and sub-variants.

“Booster Doses” are COVID-19 vaccines administered after the primary 2-dose series. The intent of a booster dose is to restore the protection that may have decreased to a level that is no longer sufficient for prevention or protection against COVID-19 and/or VoC's. Studies have evidenced improved vaccine efficacy with the booster dose against both the Delta and Omicron variants.

In high-risk settings like long-term care homes, vaccines have proven to be very effective against severe illness and outcomes, especially with a third or fourth dose. Evidence shows that boosters are highly effective against severe outcomes, including hospitalizations and death, with a third dose restoring protection from hospitalization to 95%.

This means people who received a third dose are less likely to become infected and then pass the virus to others.

With less people infected within long-term care homes, residents can enjoy the freedoms that support theirs and their family's overall health and wellbeing. Additionally, with less COVID-19 infections, there is a decreased risk for workers and lessened impact on the workforce as a whole, resulting in reduced staffing challenges and an overall improved experience for workers.

POLICY STATEMENT

This policy is intended to proactively protect those who are at greatest risk of both exposure and serious harms due to COVID-19, prior to severe outcomes being observed.

The County of Renfrew will take every reasonable precaution in the circumstances for the protection of both vulnerable long-term Care residents in accordance with the Long-Term Care Homes Act, 2007, and workers from the hazards of COVID-19 per *Occupational Health and Safety Act, 1990* (“OHSA”), O. Reg. 79/10, and any other applicable legislation or Directives. The County endeavors to encourage, support and maximize COVID-19 vaccination in its workplaces, and recognizes it as a critical preventative and control measure.

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Towards this effort, a transparent and evidenced based risk analysis framework will be applied to guide the determination of appropriate infection prevention and control and health and safety measures.

The National Advisory Committee on Immunization (NACI) has outlined key considerations in determining risk, inclusive of immunization status and requirements for booster dose(s) of the COVID-19 vaccine. This risk analysis will guide decision-making, and support re-evaluation at appropriate intervals. **This policy will be re-evaluated in August 2022.**

	Assessment of:	Considerations:
Jurisdictional	Local epidemiology	<ul style="list-style-type: none"> • Circulation of virus, including VoC • Evidence of decreasing protection against severe disease, infection, transmission
	Health system capacity and access	<ul style="list-style-type: none"> • Limited health system capacity to withstand a surge in cases • Reduced access to health care
	Vaccine coverage of primary series in the population	<ul style="list-style-type: none"> • Lower vaccine coverage at a regional population level leads to lower indirect protection and higher risk of breakthrough infection
Individual	Risk of increased waning of protection and/or less protection	<ul style="list-style-type: none"> • Shorter interval between doses in the primary series • Longer time since completion of primary series • Moderately to severely immunocompromised individuals • Vaccination with only viral vector vaccines
	Risk of severe illness from COVID-19	<ul style="list-style-type: none"> • Older age • Underlying medical condition (including those who are immunocompromised and who received a three-dose primary series) • Racialized and marginalized populations who have been disproportionately affected due to a number of intersecting equity factors
	Risk of transmission to individuals at increased risk of severe illness from COVID-19	<ul style="list-style-type: none"> • Close contact with those at risk for severe disease (e.g., healthcare provider, primary caregiver) • Decreased ability to physically distance (e.g., congregate living settings) • Decreased access to infection prevention and control measures

(Source: Public Health Agency of Canada (December 2021). *An Advisory Statement (ACS) National Advisory Committee on Immunization (NACI) Guidance on booster COVID-19 vaccine doses in Canada – Update December 3, 2021*. Retrieved electronically March 10, 2022.)

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Based on risk analysis, the precautionary principle supports mandatory vaccination of all County of Renfrew Long-Term Care employees, students, volunteers, support workers, essential caregivers, and general visitors against COVID-19 in accordance with the highest level of protection medically recommended for the Long-Term Care Sector.

Vaccination Requirements for all County of Renfrew Long-Term Care employees, students, volunteers, support workers, and essential caregivers include:

- all required doses of a COVID-19 vaccine to be fully vaccinated against COVID-19
- booster dose(s) of a COVID-19 vaccine authorized by Health Canada in accordance with the highest level protection medically recommended for the long-term care sector.
- with 14 days passing after receiving last vaccine (*This 14 days will need to be considered in the context of staffing, and onboarding for new employees*)

General visitors, contract workers and children aged 5-11 are required to provide proof of vaccination including a minimum of the primary 2-doses of a COVID-19 vaccine approved by Health Canada with 14-days passing after receiving their last vaccine.

Visitors of any kind who are not fully vaccinated as outlined above are restricted to outdoor visits, based on the ability of the home to reasonably accommodate.

Exceptions:

- A General Visitor or caregiver attending the home to visit or attend to a resident receiving palliative end-of-life care
- Children/Infants under the age of five (5) provided no vaccine has been approved for this demographic.
- A support worker who is attending the home for emergency or palliative situations, to provide timely medical care, or for the sole purpose of making a delivery

Booster doses following COVID-19 infection confirmed via Rapid Antigen Test (RAT), and/or PCR:

- Individuals who have tested positive for COVID-19 after their primary 2-dose vaccine series, but before receiving the booster dose may be recommended to wait to receive

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their booster dose until 90 days after testing positive, however, they may receive their booster once they are asymptomatic and isolation completed (with informed consent).

In this event, the individual is required to provide the home with the date of positive RAT/PCR test, and must provide proof of receiving their booster dose no more than 90 days from date of positive test.

POLICY SCOPE

This policy applies to all County of Renfrew Department of Long-Term Care employees, students, volunteers, support workers, essential caregivers, and general visitors. This policy covers the following content:

- Proof of vaccination
- Non-vaccinated parties
- Accommodations
- Encouraging vaccination
- Enforcement
- Roles and responsibilities
- Privacy and confidentiality
- Amendments

Consult the appropriate Collective Agreement for any deviations to this policy.

POLICY DEFINITIONS

Covered individuals includes any staff member, student/trainee, volunteer, or other designated essential caregiver currently working in-person in a health care organization, including workers and general visitors that are not providing direct patient care and are frequently in the patient environment (i.e. cleaning staff, research staff, or other administrative staff).

COVID-19 is the infectious disease caused by SARS-CoV-2, a highly contagious virus.

Vaccine(s) refers to a vaccine approved by Health Canada for use in Canada in relation to COVID-19.

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Vaccination refers to the administration of a vaccine to protect individuals from COVID-19. It may include the administration of one or more doses of a vaccine.

Vaccinated refers to an individual who has received all recommended doses of a vaccine that is recommended or required **with 14 days passing after receiving last vaccine.**

POLICY CONTENT

1. Proof of Vaccination

Covered individuals who receive COVID-19 vaccinations are required to submit proof of vaccination using the Ontario Ministry of Health receipt or equivalent with 14 days passing after receiving last vaccine to be permitted access to the Home. **Any covered individuals that begins to work at the County of Renfrew Department of Long-Term Care are required to submit proof of vaccination as a condition of employment.**

Vaccination status information, including vaccine type and the date, time, and location for each vaccine dosage, will be collected, used and disclosed pursuant to The County's Privacy policy, the terms of this policy, and all applicable privacy legislation. Vaccination status information will only be collected, used and disclosed as required for the reasonable purpose of:

- Health and safety planning and as a reasonable precaution to ensure the health and safety of the workforce amidst a pandemic;
- Limited disclosure to County clients as required by the terms of the service relationship or when determined to be necessary and lawful by the County; and
- Administering this policy.
- A receipt of vaccination can be obtained by logging into the Ontario COVID-19 portal at <https://covid19.ontariohealth.ca/>. An acceptable Ontario receipt will look like this:

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Ministry of Health

Ministère de la Santé

Name/Nom: [REDACTED]
 Health Card Number/Numéro de la carte Santé: #####1032
 Date of Birth/Date de naissance: [REDACTED]
 Date/Date: 2021-05-29, 1:43 p.m.
 Agent/Agent: COVID-19_mRNA
 Product Name/Nom du produit: PFIZER-BIONTECH COVID-19 VACCINE mRNA
 Diluent Product: PFIZER Diluent 0.9% Sodium Chloride
 Lot/Lot: EW0216
 Dosage/Dosage: 0.3
 Route/Voie: Intramuscular / intramusculaire
 Site/Site: Left deltoid / deltoïde gauche
 You have received 1 valid dose(s) / Vous avez reçu 1 dose(s) valide(s)
 Vaccine Administered By/Vaccin Administré par: [REDACTED] L.H.
 Registered Nurse
 Authorized Organization/Organisme agréé:
 Note: Only valid doses are counted / Remarque: Seules les doses valides sont comptées
 Please remain on the premises for the next 15 minutes for observation. You are free to leave the vaccination clinic at 1:58 PM / Veuillez rester sur place pendant les 15 prochaines minutes aux fins d'observation. Vous pouvez quitter la séance de vaccination à 1:58 PM

2. Non-vaccinated Parties

Covered individuals who do not submit proof of vaccination will be deemed non-vaccinated and will be denied access to the home. Staff will remain on or be placed on an unpaid leave of absence.

3. Accommodation

The County is committed to a workplace free from discrimination and harassment in accordance with the *Ontario Human Rights Code, 1990*. The County will provide reasonable accommodation for covered individuals belonging to a prohibited ground under the *Code*, short of undue hardship. Covered individuals who refuse vaccination due to personal preference do not qualify for accommodation under the *Code*.

Covered individuals seeking accommodation must identify the specific prohibited ground they believe exempts them from vaccination. Those who request accommodation must reasonably participate in the accommodation process by providing information related to the relevant prohibited ground, any limitations or restrictions that exist, and any remedies that may enable accommodation. To discuss possible exemptions related to a prohibited ground, covered individuals should contact their immediate Supervisor and Human Resources. If an exemption is medical in nature, covered individuals should contact an Employee Health Coordinator directly.

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Medical Exemptions:

Individuals must provide proof of a valid medical exemption in the form of an enhanced vaccination certificate that:

- confirms that the individual cannot be vaccinated against COVID-19 or cannot receive a subsequent dose of a COVID-19 vaccine for a medical reason
- is issued in accordance with Ministry of Health's guidance on Medical Exemptions to COVID-19 vaccination (as amended)
- specifies the effective time-period for the medical exemption

If the medical exemption is time-limited, the covered individual is required to provide proof of vaccination within 30 days of the medical exemption expiring.

4. Encouraging Vaccination

To maximize vaccination rates for its workforce, the County will, to the extent possible:

- Assist covered individuals by providing information on COVID-19 vaccination and locations where COVID-19 vaccinations may be administered; and
- Approve reasonable time off requests for covered individuals to access vaccination during work hours with no loss of wages, wherever possible.
- Endeavor to provide on-site access to COVID-19 Vaccination during working hours to facilitate accessibility to the vaccine.

Education: County of Renfrew Long-Term Care Homes shall make available to staff, support workers, student placements, volunteers and caregivers education and/or resources that includes the following information:

- how COVID-19 vaccines work
- vaccine safety related to the development of the COVID-19 vaccines
- the benefits of vaccination against COVID-19
- risks of not being vaccinated against COVID-19
- possible side effects of COVID-19 vaccination

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5. Enforcement

Employees placed on a general non-statutory unpaid leave of absence are subject to Policy E-08 General and Unpaid Leaves of Absences, which outlines the impacts to employee benefit entitlements.

If misleading or false information has been provided with respect to vaccination status, test results or accommodation the County of Renfrew may issue discipline in accordance with Policy H-02 Discipline and Dismissal where necessary.

Vaccination reduces the chance that you will get sick or infected if you are exposed to COVID-19. A layered approach to workplace infection prevention and control measures reduce the chance of being exposed to the virus. COVID-19 vaccines do not replace the need for strict adherence to established COVID-19 public health measures.

Communication: The County of Renfrew shall ensure that information on the proof of vaccination requirements, is communicated to all covered individuals and to residents and their substitute decision makers.

Communication will include the consequences for individuals who do not provide proof of vaccination, (or approved accommodation) including that they cannot attend the home for the purpose of working, undertaking a student placement, volunteering, or visiting or attending to a resident within the Long-Term Care Home.

Any additional consequences shall be in accordance with the licensees applicable human resource policies, collective agreements, and any applicable legislation, directives and policies.
(Source: [Ministers Directive: Long-Term care Home COVID-19 Immunization Policy](#))

6. Roles and Responsibilities

The County of Renfrew recognizes that we all play a role in upholding this policy. The following outlines the various roles and responsibilities placed on all parties in the workplace.

The Employer is responsible for the following:

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- Compliance with this policy, and all applicable legal obligations with respect to occupational health and safety, human rights, privacy and other relevant legislation;
- Ensure protection of all covered individuals and take all reasonable precautions to this end;
- Establish, and review as required, all personal protective equipment requirements and preventive measures needed to reasonably protect its workforce from COVID-19;
- Maintain the dignity, privacy and respect of all covered individuals on matters related to this policy; and

Supervisors are responsible for the following:

- Comply with this policy and fulfil all responsibilities assigned to Supervisors;
- Ensure protection of all covered individuals and take all reasonable precautions to this end;
- Ensure covered individuals are using personal protective equipment and following preventive and control measures set by the County;
- Work with management to collectively administer this policy.

Covered individuals are responsible for the following:

- Comply with all aspects of this policy;
- Use all personal protective equipment required under this policy; and
- Follow all preventive and control measures set by the County with respect to COVID-19.

7. Privacy and Confidentiality

- Information pertaining to medical contraindication, and/or confirmation with respect to any other exemption granted will be collected and stored by the Occupational Health Department.
- Supporting documentation related to any non-medical request for an exemption will be collected and maintained by Human Resources.
- This information will be used internally by the County for the purpose of administration of the policy, outbreak planning and management, workforce management, scheduling

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and as otherwise permitted or required by law. It will be held in confidence, securely stored and shared only as required to achieve these purposes.

- Staff should note that the County may be required to collect and maintain statistical information and, on request of the Office of the Chief Medical Officer of Health, may need to disclose the statistical information to the Ministry of Health.
- Any other disclosure in accordance with this policy will be de-identified and/or aggregated, unless permitted or required by law (e.g., occupational health or public health reporting etc.).
- Any questions about the collection, use or disclosure of this information should be directed to Human Resources.

8. Amendments

The County will review this policy and update it reasonably as required to mirror the evolving evidence, and nature of the pandemic.

Reference Documents:

- Government of Canada. *COVID-19 vaccine: Canadian Immunization Guide*. Retrieved electronically March 11, 2022)
- Government of Ontario. (February 10, 2022) *Ministers Directive: Long-term care home COVID-19 immunization policy*. Retrieved electronically March 11, 2022)
- Occupational Health and Safety Act, R.S.O. 1990, c. O.1. Retrieved electronically March 10, 2022.
- Ontario Human Rights Commission. (September 2021) *Policy Statement on COVID-19 vaccine mandates and proof of vaccine certificates*. Retrieved electronically March 10, 2022.
- Ontario Ministry of Health (February 2022). *COVID-19 Vaccine Third Dose Recommendations*. Retrieved electronically March 10, 2022.

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- Ontario Ministry of Health (February 2022). RESOURCE GUIDE: MINISTERS DIRECTIVE LONG-TERM CARE HOME COVID-19 IMMUNIZATION POLICY. Retrieved electronically March 22, 2022.
- Long-Term Care Homes Act, 2007, S.O. 2007, c. 8. Retrieved electronically March 11, 2022.
- O. Reg. 79/10: GENERAL under Long-Term Care Homes Act, 2007, S.O. 2007, c. 8. Retrieved electronically March 11, 2022.
- Public Health Agency of Canada (December 2021). An Advisory Statement (ACS) National Advisory Committee on Immunization (NACI) Guidance on booster COVID-19 vaccine doses in Canada – Update December 3, 2021. Retrieved electronically March 10, 2022.

COUNTY OF RENFREW

BY-LAW NUMBER 91-22

**A BY-LAW AUTHORIZING THE WARDEN AND CLERK TO EXECUTE AN AGREEMENT BETWEEN THE
COUNTY OF RENFREW AND CONNECTWELL COMMUNITY HEALTH TO LOCATE THE RCVTAC
CLINICAL ASSESSMENT CENTRE IN COBDEN TO EXPAND SERVICES IN THE EASTERN AND WESTERN
ENDS OF THE COUNTY OF RENFREW.**

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

WHEREAS the County of Renfrew deems it desirable to enter into an agreement with ConnectWell Community Health to locate the RCVTAC Clinical Assessment Centre in Cobden to expand services in the eastern and western ends of the County of Renfrew.

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

1. The agreement attached to and made part of this by-law shall constitute an agreement between the Corporation of the County of Renfrew and ConnectWell Community Health.
2. That the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this by-law.
3. That this by-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

LEASE

Pursuant to the Short Form of Leases Act

Effective the 1st day of June 2022

Between

**ConnectWell Community Health
(The “Landlord”)**

And

**County of Renfrew Clinical Assessment Centre
(The “Tenant”)**

WHEREAS the Tenant leases a portion of the premises at ConnectWell Cobden Site, 70 Main Street, Cobden, Ontario, K0J 1K0 from ConnectWell Community Health the following terms and conditions are set forth.

NOW THEREFORE in consideration of the rent hereby paid and the terms and conditions hereinafter set forth, the Parties hereto agree as follows:

1. The Tenant agrees with the Landlord as follows:

- (a) To pay rent of \$1,761.42 per month, effective June 1, 2022 payable on the first day of each month;

Note: Cheques are to be made payable to ConnectWell Community Health and forwarded to Director of Corporate Services, 207 Robertson Drive, Lanark, Ontario, K0G 1K0
- (b) To provide own computer system, and any related charges;
- (c) To provide liability insurance for the operation, staff, participants and visitors to your service;
- (d) To maintain your own client chart system, ensuring the full privacy and protection of such information as legislated;
- (e) To inform and collaborate with the Landlord for approval regarding all renovations/changes to the leased space;
- (f) To provide your own program supplies and furnishings, (unless otherwise negotiated) in order to offer your specific program.

2. The Landlord agrees with the Tenant as follows:

- (a) To provide access to the premises seven (7) days a week by providing the Tenant with an entry code to the building. The entry code is not to be shared, and will be disabled at the termination of the lease;
- (b) To provide access to the staff kitchen area for a lunch break as available on off times from ConnectWell staff;
- (c) To provide access to a washroom including the handicap washroom facilities;
- (d) To provide access to the outdoor property;
- (e) To provide internet access;
- (f) To hold property and general liability insurance in the name of ConnectWell Community Health.

TERMS

An initial term of one (1) years commencing on June 1, 2022. An optional renewal term of one year can be negotiated within a minimum of 60 days of expiry of the initial term.

RENT

One thousand seven hundred and sixty one dollars and forty-two cents per month for the one year agreement. The monthly rental shall be an amount agreed to by the parties as the fair market for comparable premises in a comparable location or set by an arbitrator if the parties are unable to agree on rent. Inclusive of HST?

MAINTENANCE

From and after the date the Tenant is required to commence paying rent, the Landlord shall pay costs incurred in maintaining and operating the exterior common areas of the Centre (Including repair and maintenance of the parking areas, sidewalks,) cleaning the interior, taxes – I'm assuming property taxes? and insurance premiums.

TAXES

The Landlord shall pay property taxes assessed against the Leased Premises. Any rebate for taxes for non-profit organizations to be the property of ConnectWell Community Health.

REPAIRS

Landlord to maintain and repair the parking lot, sidewalks, and the exterior of the Leased Premises, the heating unit, plumbing and electrical panel of the Leased Premises, the exterior walls, roof and structural portions of the Leased Premises that require repairs or replacement of a capital nature will be the responsibility of the Landlord.

SIGNS

The Tenant may, at its expense, erect signs on the exterior of the Leased Premises subject to consultation and agreement with ConnectWell.

USE

The Leased Premises may be used for Community Paramedic Services and other services as agreed by ConnectWell.

TITLE

The Landlord covenants with the Tenant and represents to the Tenant that it has valid ownership of the Centre.

PARKING

The Landlord shall furnish and maintain grade level parking facilities. At no additional cost to the tenant.

ASSIGNMENT

The Tenant shall not have the right to assign this offer, or to sublet all or any part of the Leased Premises at any time without the consent of the Landlord.

LANDLORD COVENANT'S

- (a) Landlord covenants with Tenant for quiet enjoyment
- (b) Landlord shall make available and maintain throughout the year, proper and fit access for patients and clients of the Tenant to the Leased Premises. In the event of damage by catastrophe, including but not limited to fire, lightning, tempest, flood or explosion, rent shall cease until the premises are rebuilt and the Frustrated Contracts Act shall apply to this Lease.

AUTHORIZATION

The Landlord and Tenant Covenant that each of them has all requisite power and possesses all licenses, franchises, permits, consents and other rights necessary to enable each of them to enter into this offer. All work performed by either party shall comply with the requirements of all municipal, provincial, federal and other applicable governmental authorities.

ACCEPTANCE

The execution of this agreement by the Tenant shall constitute an offer of acceptance by the Landlord. If the Landlord fails to execute and deliver this agreement on or before the 1st day of June 2022 this agreement shall be null and void and neither party shall be responsible to the other for any loss, cost, expenses or damage.

In witness of the foregoing covenants, the Landlord and the Tenant have executed this Lease.

Debbie Robinson, Warden

Date: _____

Paul V. Moreau, Clerk

Date: _____

Sarah Sark, CEO
ConnectWell Community Health

Date: _____

COUNTY OF RENFREW

BY-LAW NUMBER 92-22

**A BY-LAW AUTHORIZING THE WARDEN AND CLERK TO EXECUTE AN AGREEMENT BETWEEN THE
COUNTY OF RENFREW AND THE PEMBROKE REGIONAL HOSPITAL FOR A PARTNERSHIP TO
INCLUDE AN ADVANCED CARE PARAMEDIC IN THE EMERGENCY DEPARTMENT**

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

WHEREAS the County of Renfrew deems it desirable to enter into an agreement with The Pembroke Regional Hospital for a partnership with the County of Renfrew Paramedic Service to include an Advanced Care Paramedic in the Emergency Department.

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

1. The agreement attached to and made part of this by-law shall constitute an agreement between the Corporation of the County of Renfrew and the Pembroke Regional Hospital.
2. That the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this by-law.
3. That this by-law shall come into force and take effect upon the passing thereof.
4. That By-law 14-21 adopted on January 27, 2021, be hereby repealed.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

ADVANCED CARE PARAMEDIC SERVICES AGREEMENT

THIS AGREEMENT BETWEEN:

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

(hereinafter referred to as the “Service Provider”) OF THE FIRST PART;

-and-

PEMBROKE REGIONAL HOSPITAL, a public Hospital incorporated under the Canada Not-for-Profit Corporations Act,

(hereinafter referred to as the “PRH”) OF THE SECOND PART

WHEREAS the Service Provider operates in the County of Renfrew in the Province of Ontario,
AND WHEREAS the PRH operates a public Hospital in the City of Pembroke in the Province of Ontario,

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

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

ARTICLE 1 – TERMS OF APPOINTMENT AND DUTIES

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

- 1.4 All ACP hours are to be provided on-site at the PRH (Emergency Department), on an established schedule as coordinated with the Paramedic's Deputy Chief of Clinical Services and PRH Management. Deviations from the established schedule, based on the operational or patient/resident care needs of the Service Provider or PRH, are to be granted upon mutual written consent.
- 1.5 The ACP will be selected in accordance with the CUPE 4698 Collective Agreement, where appointment shall be made of the senior applicant able to meet the normal requirements of the position. For the purposes of this agreement, the normal qualifications of the position are as follows:
- a) Greater than 5 years' experience as an ACP,
 - b) Successful completion of PRH Internal Orientation Training,
 - c) Positive historical working relationship with the PRH,
 - d) Clear HR File, no disciplines,
 - e) High level of computer literacy,
 - f) Exceptional communication skills,
 - g) Exceptional interpersonal skills,
 - h) High level of multitasking abilities.
- 1.6 The ACP, through the Service Provider, shall provide proof of their license at the beginning of the contract, and annually thereafter to the PRH.
- 1.7 The ACP shall maintain strict confidentiality regarding the individual care of patients and residents, abiding by PRH confidentiality policies. The PRH shall provide a copy of their confidentiality policy and agreement to the ACP at the commencement of the contract. The ACP will also adhere to the County of Renfrew's Confidentiality Agreement.

ARTICLE 2 – REMUNERATION AND BILLING

- 2.1 In consideration for providing ACP services on an on-going basis in accordance with the terms of this agreement, the PRH hereby agrees to pay to the Service Provider a fee equal to the hourly wage, as established by the CUPE 4698 Collective Agreement, plus a 24% benefit, and any applicable shift premium the ACP is entitled to under said Collective Agreement. The hours of work will include 11.25 shifts covering the hours of 0700-1900 and 1900-0700.
- 2.2 The Service Provider reserves the right to change the price at which it is prepared to provide ACP services at the conclusion of the Contract.
- 2.3 The Service Provider shall bill the PRH monthly and shall enclose copies of the workload tracking of all ACP hours provided to the PRH during the month. Payment shall be made to the County of Renfrew by the PRH within thirty (30) days of receiving such bill and statement.

ARTICLE 3–TERM AND TERMINATION

- 3.1 The term of this agreement shall be for six (6) months commencing June 27, 2022, ending December 31, 2022.
- 3.2 Notwithstanding Section 3.1 above and subject to Section 3.3 below, either party may terminate this agreement at any time upon 7 days prior written notice to the other party (the "Termination Notice").
- 3.3 The Service Provider may terminate the participation of any particular employee at any time for any reason upon twenty-four (24) hours prior written notice to PRH.
- 3.4 If either party terminates this agreement prior to the expiry of its term, any operational or personal information related to the PRH's patients or residents in possession of the ACP it shall be returned to the PRH.

ARTICLE 4 – INSURANCE

- 4.1 The Service Provider and PRH shall each arrange for and maintain in force and effect at its own cost all such insurance as would be maintained by a prudent operator of a similar organization, including but not limited to:
- a) comprehensive commercial general liability insurance (including products and completed operations, personal injury, cross liability, and contractual liability) for a limit of not less than 10 million dollars per occurrence with no applicable annual aggregate,
 - b) professional liability/medical malpractice insurance for a limit of not less than 10 million dollars per any one occurrence with no applicable annual aggregate,
 - c) directors' and officers' coverage, cyber insurance coverage, environmental impairment liability coverage in an amount appropriate for a prudent person in the position of the organization; and
 - d) WSIB insurance applicable to all employees performing services for the organization,
 - e) Real property and business interruption coverage in an amount appropriate for a prudent operator of a similar organization; and Cross-liability provisions.
- 4.2 Proof of liability insurance shall be provided at the beginning of the contract and annually thereafter.
- 4.3 The PRH shall ensure that the Service Provider and its directors, officers, employees, and agents are named as additional insureds under its insurance policies but only with respect to this agreement. Such insurance shall include thirty (30) days' prior written notice to additional insureds of material change to, cancellation of, or non-renewal of such policy. A certificate of insurance shall be provided by the PRH to the Service Provider upon request.

ARTICLE 5 - INDEMNITY

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

- 5.2 The Service Provider covenants and agrees to indemnify and forever save the PRH and each of its directors, officers and employees harmless from and against any and all liabilities, costs, damages and expenses (including legal fees on a solicitor and his own client basis and court costs) which the PRH and/or any one or more of its directors, officers and employees may suffer or incur resulting from any omission, negligent act or deliberate act on the part of the Service Provider or any of its representatives, agents, employees or independent contractors in connection with the execution of the terms of this agreement, or as a result of a breach of or the untruth of any of the covenants, representations or warranties of the Service Provider set forth in this agreement.

ARTICLE 6 - GENERAL CONTRACT PROVISIONS

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

- a) to the PRH at:

Pembroke Regional Hospital
705 MacKay Street
Pembroke ON, K8A 1G8

- b) to the Service Provider at:

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

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

- 6.3 This agreement constitutes the entire agreement between the parties with respect to all of matters herein and shall not be amended, altered, or qualified except by a memorandum in writing signed by both the parties hereto.

6.4 This agreement shall be construed in accordance with the laws of the Province of Ontario.

6.5 This agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed this agreement this __day of _____2022.

SIGNED, SEALED AND DELIVERED

In the presence of:

PEMBROKE REGIONAL HOSPITAL

Per: _____

Per: _____

COUNTY OF RENFREW

Per: _____

Per: _____

WE have Authority to bind the Corporation

June 29, 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. Manager of Economic Development Services

We are pleased to announce that Melissa Marquardt has accepted the position of Manager of Economic Development Services, which encompasses the Economic Development Division, Ottawa Valley Tourist Association, and Enterprise Renfrew County. Melissa has worked with the County for 17 years in the tourism industry alongside the former Manager of Economic Development, Alastair Baird.

2. Climate Action Plan [Strategic Plan Goal No. 2]

County of Renfrew staff issued a Request for Proposal (RFP) twice in 2022, with proposal submission deadlines of April 14 and May 20 respectively. Unfortunately, neither of these calls resulted in a single response that could be evaluated and/or awarded. In an effort to move this action item forward, staff will consult with known climate action plan consultants to determine if new criteria needs to be established along with a change to the budget required to complete this plan. A report will be brought to Council for future consideration.

3. County Intervention to Canadian Nuclear Safety Commission (CNSC) [Strategic Plan Goal No. 1]

County Councillor Peter Emon, representing Warden Debbie Robinson and County Council, submitted a verbal intervention to the CNSC Public Hearing on June 3, 2022 in support of Canadian Nuclear Laboratories' (CNL) application to amend its Chalk River Laboratories (CRL) site licence to authorize construction of a Near Surface Disposal Facility (NSDF). The CNSC

Public Hearings were held in Pembroke from May 29 to June 3, 2022. The Town of Deep River also provided a verbal intervention supporting the CNL application for a site licence amendment for Chalk River Laboratories to authorize the construction of a NSDF. Attached as Appendix I are the notes from Councillor Emon's verbal intervention to the CNSC.

4. International Travel Trade Familiarization Tour [Strategic Plan Goal No. 1]

The Ottawa Valley Tourist Association (OVTA), Ontario's Highlands Tourism Organization (OHTO) and various tourism operators recently hosted the first international travel trade Familiarization (FAM) tour to the region since 2019 from May 19 to 24, 2022, welcoming tour operators from France, Mexico, Japan, United Kingdom, Netherlands, South Korea and Canada.

Supported by Destination Ontario, this tour was one of the official pre-tours of Rendez-vous Canada, Canada's largest tourism marketplace that brings together international tour operators with sellers of Canadian tourism products and destinations for one-on-one appointments and networking.

Due to the storms that ripped through Eastern Ontario while the tour was taking place, last minute changes had to be made to the itinerary due to severe damage in the Peterborough and Bon Echo areas which resulted in the group spending an extra night in the Ottawa Valley and having the opportunity to visit additional locations in the region.

Locations on the FAM tour included:

- Rafting with Madawaska Kanu Centre
- 2 nights at Spectacle Lake Lodge, including canoeing and hiking
- Tour of Barry's Bay
- Visit to the Bonnechere Caves and tour of Eganville
- Tour of Killaloe and treats at Beavertails

5. Giant Screen Marketing in Greater Toronto Area (GTA) – OVTA and Economic Development Services Collaboration (Strategic Plan Goal No. 1)

OVTA and Economic Development Services collaborated on a marketing program in the GTA utilizing 18 giant video screens located at strategic sites along the major four hundred series highways running through Canada's most populated region. Showcased were 160,000 impressions of 8-second-

long video messages, one promoting tourism and one promoting county lifestyle and career opportunities. The campaign ran from June 6 to June 19, 2022. These giant screens measure 14' X 48' and are situated prominently along Highways 401, 403, and 407.

This is a first trial of this marketing channel and, if successful, staff will consider future use of these giant screens to reach the large and nearby GTA audience of tourists, investors, workforce and retirees.

Staff will utilize Google Analytics to measure any pattern changes to our tourism related inquiries and social media traffic through OVTA. Staff will also utilize Google Analytics to measure changes in our economic development social media and communications traffic. The other aspect of measuring results will be by anecdotal evidence. Staff will tabulate and evaluate any increases in direct comment or communications received by tourism and economic staff by any persons who saw the videos, local or GTA residents.

Attached as Appendix II are the two marketing images that are appearing on the 18 giant video screens in the GTA.

6. Starter Company Plus/Summer Company [Strategic Plan Goal No. 1]

The first intake for Starter Company Plus 2022/2023 program year has 14 participants. These new entrepreneurs will undergo three months of business training, coaching and mentoring from Enterprise Renfrew County staff, business coaching professionals, local business professionals and local volunteer entrepreneurs. At the end of the training sessions, those clients who wish to continue may compete in our business plan pitch contest where they may be awarded up to \$4,000 funding to utilize towards their business operations.

Summer Company recruitment has yielded five applicants and staff is reviewing and updating the business plans from these student entrepreneurs. Once the reviews are complete, the business plans will be evaluated and successful young entrepreneurs will join our 2022 Summer Company program.

7. **Cedar Leafminer Insect Update**

There have been multiple public inquiries about browning cedar trees in the County. This is caused by a native insect called cedar leafminer. Cedar leafminer has not been known to cause widespread death of cedar trees, but the insect “mines” out the inside of cedar leaves, starting at the branch tips and moving inwards, causing the trees to look quite brown in the spring. Most trees are still green closer to the bole and are able to regrow new leaves. More information is available here: [Cedar Leafminer Fact Sheet \(lrconline.com\)](http://lrconline.com). Defoliation is particularly visible along Highway 41 from Pembroke to Dacre, and towards Renfrew.

8. **Windstorm Destruction – Renfrew County Forests (RCF)**

The May 21, 2022 windstorm impacted some tracts of the RCF. Staff are still mapping and evaluating damage in 10 potentially affected tracts, which is a time-consuming activity on the ground. It is likely that salvage operations will be necessary. There is only a window of two months to salvage pine once it is on the ground, or it stains and is no longer merchantable. Destructive wind events are becoming a near-annual event, and monitoring for this type of damage is difficult with the current capacity of the Division. Staff are investigating the purchase of a drone for mapping and monitoring purposes. Staff have been communicating with other land managers and colleagues in the County to gather as much information as possible, and have requested any available information about damage location or mapping resources from paramedic services.

The 2017-2026 Forest Management Plan does encourage salvage, as indicated in the excerpts below:

“Section 3.5.8, point 6: Salvage merchantable timber where possible. In the event of unexpected natural events, such as wind, fire or drought, efforts will be made to make use of merchantable material. Artificial regeneration efforts will be considered, where appropriate. An amendment to the Forest Management Plan will not be required.

Section 5.3.1.2: Salvage operations, such as recovering wind-thrown, burned, flooded, diseased or insect-damaged timber may be made at the discretion of County staff without a public tender process.”

9. **World Forestry Congress**

In January 2021 County Council approved the appointment of County Forester, Lacey Rose to the Inaugural Board of the Global Network for Young Professionals in Forestry. Lacey attended the World Forestry Congress in Seoul, South Korea from May 2-6, 2022 and delivered a presentation during the session titled "[The Future is Now: Investing in Young Forestry Professionals and Career Development](#)."

A media release titled "[County Forester presents at World Forestry Congress in South Korea](#)" providing further information on Lacey's experience is posted on the County website.

10. **DP Trails–2022-01 – Quarry Limestone Crusher Dust Supply and Delivery to K & P Recreational Trail [Strategic Plan Goal No. 2]**

Tenders were requested and received for the trail rehabilitation on the K & P Recreational Trail from Murphy Road to Pucker Street (Greater Madawaska), a distance of approximately 4.9 km in the Township of Greater Madawaska as follows:

1. Goldie Mohr Ltd., Ottawa ON	\$102,654.87
2. McCrea Excavating Ltd., Pembroke ON	\$139,995.00
3. G.P. Splinter Forest Products and Construction, Pembroke ON	\$189,615.00
All amounts exclude applicable taxes	

This project area, which encompasses two sections, is part of the County's successful Rural Economic Development (RED) and the Ontario Trillium Foundation grant applications. Our Committee approved the award of the contract to Goldie Mohr Ltd., Ottawa, Ontario under Section 19.0 Purchases Exceeding \$50,000 – RFT, subclause 19.7 of the County of Renfrew Corporate Policy GA-01 – Procurement of Goods and Services.

The K & P Recreational Management Advisory Committee reviewed the results on May 20, 2022 and support the project.

**11. Small Local Government Enterprise License Agreement (SG-EA) Esri
[Strategic Plan Goal No. 4]**

Since 1998, the County of Renfrew GIS Division has provided support to all departments, municipalities and the public with mapping/GIS mapping products and data analysis. GIS staff maintains all the corporate GIS data (property parcels, road centerline, etc.) and ensures that provincial, federal and agency datasets are current. In 2002, the County transitioned to using Esri mapping software with single use licenses as a model for staff use.

Currently, the County of Renfrew has 15 Esri licenses along with 110 online users for the corporate GIS mapping site with an annual cost of \$39,420 (including approximately \$800 in Esri credits). Six local municipalities and the Algonquins of Pikwakanagan also have individual Esri licenses with an annual cost of \$13,865. Total annual Esri costs, not including the costs for VertiGIS hosting of the County's GIS web application, for the County of Renfrew and local municipalities is \$53,285.

The SG-EA will provide unlimited access to the entire Esri mapping products for County and local municipal staff for a fee of \$67,600 in 2022, \$68,990 in 2023 and \$70,410 in 2024. Currently, the County and local municipalities, and the Algonquins of Pikwakanagan, spend over \$53,285 annually for 27 individual Esri licenses and 137 online licenses.

Our Committee approved that the County of Renfrew enter into a three year contract with Esri for the Small Local Government Enterprise License Agreement with the three year costs to be taken from the Municipal Modernization Program (Intake 2 and Intake 3) and County funds as allocated at the May 25, 2022 Council meeting on the projects identified by the Perry Group Consulting Ltd. and recommended by the Senior Leadership Team.

Staff have also been requested to advise the local municipalities of this contract and to request confirmation that they are willing to enter into an agreement with Esri to participate in the Small Local Government Enterprise License Agreement under the County of Renfrew's umbrella license.

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

Attached as Appendix III is a summary of the Planning Activities for January to May 2022.

During this period, the Planning Division opened 112 new severance applications and finalized approval of 65 applications. In 2021, the County received a total of 200 applications and approvals for 117 applications.

The County has received 21 zoning by-law amendment applications on behalf of local municipalities, which is on pace with the 42 applications received last year. The County has prepared and is working with three municipalities on new comprehensive zoning by-laws. In addition, the County is working on preparing zoning amendments for local municipalities to update by-laws to allow secondary dwellings so that property owners across the County will be in a position to participate in the Secondary Suite Program.

To date, the County has draft approved one subdivision, and provided final approval to three subdivisions. While the County has not received any subdivision applications to date, the County has responded to many general inquiries and several future subdivision applications are undergoing “advance peer review” ahead of submission. The spring is usually the time when the fieldwork is completed, keeping consultants busy and out of the office. Over the summer/fall, reports are completed, and staff anticipate the submission of applications by late fall/early winter.

There have been two appeals to the Ontario Land Tribunal this year: one related to a local Official Plan Amendment in the Town of Arnprior, and the other a right-of-way application in the Township of Greater Madawaska.

Before the COVID-19 pandemic, the County on average would process between 150-175 general inquiries. In 2021 that number increased to 254, and to date we have received 114 in 2022. We have provided 102 responses this year and there are 62 requests for pre-consultation outstanding.

13. Bill 109 “Ontario’s More Homes for Everyone Act, 2022” Working Group [Strategic Plan Goal No. 3]

An amendment to the County of Renfrew Official Plan will be required for the implementation of the newly legislated Bill 109. The amendment will need to update the Official Plan regarding complete application requirements for Site Plans, Plans of Subdivision, and applications to amend Official Plans and Zoning By-laws. Our Committee directed County Planning Division staff to reach out to the 12 local municipalities and coordinate a working group from some of the local municipalities that utilize the County Official Plan with the objective to draft and prepare an Official Plan Amendment for the implementation of Bill 109 “Ontario’s More Homes for Everyone Act, 2022.” The Official Plan Amendment is required to be in place by January 1, 2023. Staff will also include the municipalities who have their own official plans as part of their working group discussions.

RESOLUTIONS

14. Emergency Structural Repairs – 63 Russell Street, Arnprior [Strategic Plan Goal No. 2]

RESOLUTION NO. DP-CC-22-06-67

Moved by Chair

Seconded by Committee

THAT County Council approve the emergency structural repairs as specified by NMR-Engineering at 63 Russell Street, Arnprior, Ontario in the amount of \$210,300; AND FURTHER THAT the costs to complete these emergency structural repairs be funded from the Renfrew County Housing Corporation Building Reserve Fund.

Background

The County of Renfrew contacted NMR-Engineering to undertake an emergency structural inspection and condition assessment for localized deficiencies of roof balconies at 63 Russell Street, Arnprior, Ontario.

On April 14, 2022 a site visit and visual inspection was conducted of the defected balconies by a professional engineer and the initial finding was an actual visible balcony deflection. The structural engineer recommended

emergency shoring and safety mitigation measures (including restricted access to balconies) to be undertaken before a further detailed inspection.

On April 20, 2022 a subsequent site visit was conducted along with the contractor Demers Masonry, to remove the gravel, insulation and waterproofing of the balcony joint with roof slab. By accessing the top deck concrete, a wide crack on the top roof cantilever was observed. The Crack Depth Measuring machine indicated a 91mm to 104mm deep crack. NMR-Engineering recommended applying the same precautions to all the other roof balconies due to the same nature and age of construction. The Contractor responded immediately and implemented all safety precautions as per the structural engineer's recommendation. The structural engineer has since provided a detailed structural report that defines the mitigation measures. As of June 8, 2022, each balcony is temporarily supported by shoring from the ground to the cantilevered roof. The tenants do not have access to their balconies, and the grounds in the immediate vicinity are isolated by construction fencing.

Financial Implications

The estimated cost to finish the repairs as per the structural engineer report is approximately \$150,000. The quote received from Demers Masonry of \$150,900 is a fair market. A breakdown of the estimate as per invoices and quotations is as follows:

NMR Engineering:

Emergency response (completed to date)	\$6,400
Estimated cost for inspection on remaining work.....	\$6,400
Total Engineering Services.....	\$12,800

Demers Masonry:

Emergency response (completed to date)	\$46,600
Estimated cost to complete the work	\$150,900
Total Construction Costs	\$197,500

Total Cost for the Emergency Structural Repairs \$210,300

All amounts exclude applicable taxes

The cost of this emergency work is not covered under any budget. Due to the immediate response by the structural engineer and contractor and the

urgent attention to complete the permanent repairs as quickly as possible, staff is seeking \$210,300 from the Building Reserve Fund.

The Renfrew County Housing Corporation Board approved this recommendation at their meeting on June 15, 2022 and the Community Services Committee has been advised.

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

County of Renfrew Intervention, Friday, June 3, 2022
Canadian Nuclear Safety Commission (CNSC)
In Support of:
Canadian Nuclear Laboratories (CNL)
Application to Amend the
Chalk River Laboratories (CRL) Site Licence to Authorize Construction
Of a Near Surface Disposal Facility (NSDF)

Good Morning President Velshi and Commissioners

The Intervener

I am County Councilor Peter Emon, speaking on behalf of Warden Debbie Robinson, and representing County of Renfrew Council and our seventeen municipalities with a population of 107,855. The County of Renfrew has submitted a written intervention and my presence here is to support that intervention. We represent the majority of residents living in close proximity to Chalk River Laboratories.

Introductory Expression of Support

We support the application by Canadian Nuclear Laboratories for a site licence amendment to authorize the construction of a Near Surface Disposal Facility. We recognize that an appropriate disposal facility is required to responsibly manage the low-level nuclear legacy materials present on the CRL site. We also understand and accept that the most efficient, safe and long-term management of low level nuclear waste materials from CRL operations is to dispose of it at the large, secure and expertly staffed Chalk River Laboratories, a site owned by the Government of Canada.

We are in agreement with CNL that the NSDF solution is the correct solution for the management of these materials. We recognize the professional, scientific, design, planning, geo-technical and engineering work undertaken by Canadian Nuclear Laboratories, overseen by Atomic Energy of Canada, Limited, that has resulted in the plan for the NSDF and the safe and secure long-term disposal of low-level nuclear wastes.

Why Renfrew County Council Supports the NSDF Solution

The NSDF is essential to manage the low-level waste materials being collected from across the Chalk River Laboratories site, resulting from the site cleanup of legacy waste, and from the on-going site renewal program of removing redundant and aged buildings.

We want and expect CRL and AECL to maintain the Chalk River Laboratories and the environment safely and securely. We want the site renewal projects to proceed. We want the waste materials to be stored safely and securely and we want this to happen as soon as possible. We have heard from all quarters a desire for environmental protection, and we share that desire. That is why we desire a safe and secure disposal solution to be deployed now.

Why would we hesitate any longer?

Over 2020 and 2021, the County of Renfrew engaged MDB Insights, Metro Economics and Independent Environmental Consultants (IEC) to study the Social, Economic and Environmental Impact of Chalk River Laboratories and Canadian Nuclear Laboratories. The analysis clearly demonstrated the critical role of Chalk River Laboratories in supporting the people and economy of Renfrew County. Canadian Nuclear Laboratories employs approximately 2,700 employees at Chalk River Laboratories paying \$380 million in salaries and benefits annually. The economic impact of those salary dollars and operational expenses are the foundation of our county economy, especially in the northwestern sector, where we are meeting today.

This nuclear legacy remediation work, site renewal and development of new laboratories requires that an appropriate disposal facility be available to accommodate the nuclear waste materials resulting from this important work. This is the reason and the need for a NSDF.

It is not all about the money and financial benefits the people and businesses of Renfrew County receive from CRL operations, though that is vitally important and significant to the future and sustainability of our communities. It's about the continuation of the world-leading scientific research and development that has been carried out at CRL for 77 years. This is Canada's single largest science and technology centre. The work that has been done there, and is planned for the

future, enables Canada to address scientific and technical challenges in many aspects of life and commerce, far beyond solely nuclear.

That legacy of R&D, including two Nobel Prizes, must be built upon and continue for future generations. We are proud of that legacy, proud to host such important work here in Renfrew County. We wish it to continue, expand, and diversify.

The site renewal and NSDF project will support laboratory operations and employment for future young Canadian Science, Technology, Engineering, and Mathematics (STEM) students, continuing that unique and vital support to higher education.

The NSDF project will enable the continuation of the long heritage of the peaceful applications of nuclear science carried out here, contributing to industry, security, human health, and non-greenhouse gas emitting electricity production.

Why Chalk River Laboratories for the NSDF

CRL is one of the very few large government-owned and licensed nuclear research, science, technology and development sites in Canada. While there is a private contractor managing operations at CRL, this site, the nuclear operations there and the long-term responsibility and liability resides, and always will reside, with the Government of Canada and AECL on behalf of the people of Canada.

There is no more ideal location in Canada for long-term management of this type of low-level nuclear waste than CRL. Of importance to recognize, CRL already contains the vast majority of the material that is proposed to be stored in the NSDF. Common sense and best practices would dictate, and we would prefer, to have this material remain in place rather than having it transported on our public roads and through our communities.

The government of Canada will own the CRL site in perpetuity and will hold the liability. The employees of CNL are local residents, and they are a local level of knowledge and oversight of all operations at CRL. They live, work, recreate and raise their families here. CNSC and AECL employees and boards have the responsibility to review, approve and monitor all activities at CRL.

The large CRL site and entire watershed downstream on the Ottawa River will benefit from the environmental remediation underway to collect low-level nuclear waste for permanent disposal in the secure, monitored and managed NSDF, equipped with a leachate management and processing facility. This will directly ensure much greater protection for the Ottawa River and all surface and ground water on the site. Government oversight will continue over the long-term and at every step of the process.

The NSDF concept is not new or untried. We have already learned this week about the excellent performance of the NSDF at Port Hope on Lake Ontario, just east of Toronto. Many of us travel past that NSDF, which abuts Highway 401, when we travel to the GTA

This national nuclear legacy must be properly managed and stored in a highly engineered facility for the long-term. Representing the residents of Renfrew County, many of whom are very close neighbours to CRL, and many of them employees at CRL, county councilors are quite aware of the activities at CRL. County Council has been kept well informed of the activities at CRL by CNL. Many of our members have visited the site over the years and have received delegations from senior leadership of AECL, and more recently, of Canadian Nuclear Laboratories (CNL). The regular, comprehensive and open public communications from AECL and now CNL have been informative and helpful to all members of the public across the county, and beyond.

CNL has also been a delegation to the Eastern Ontario Wardens Caucus, with the senior leadership team meeting with elected leaders from the broader region.

This project will enable us to build on the 77 years of world leading scientific R&D conducted at CRL, rather than risk losing it all. In addition, the broad range of scientific activity presently underway and proposed for the future is not just serving the nuclear industry. Canada's best and brightest in the fields of chemistry, biology, physics, radiopharmaceutical medicine and cancer therapy, metallurgy, advanced materials, mathematics, computer modelling and simulation, environmental science and many other disciplines conduct R&D at CRL supporting many institutions, universities, businesses and industrial sectors.

The new hydrogen laboratory is focused on applications of hydrogen as a clean energy source. The Small Modular Reactor research will address the increasing

demands for electricity world-wide. SMRs will contribute to the reduction of fossil fuel use in Canada's north, and at resource extraction and processing sites, and will support electrical grids and the electrification of automobiles.

Energy security, greenhouse gas emission reductions, and affordable energy are of interest of all our residents. Energy security through electricity delivery reliability and ability to withstand weather related threats is very relevant, especially in the aftermath of the storm-related damage to the electrical grid of May 21 in central and eastern Ontario. We are proud of the R&D carried out here that created the CANDU reactor technology, and the on-going support CRL provides to the power generation sector.

SMRs will play a key role in the future of smart grids and distributed power generation capability and infrastructure, helping to reduce power interruptions and reducing the need for costly investment in transmission line construction. Nuclear energy already provides over 60% of our electricity in Ontario. We see the need and the opportunity for nuclear power and Small Modular Reactors to continue to be developed and deployed. Chalk River Laboratories and our county residents working there should be and must be part of Canada's energy future.

We want Renfrew County to be part of this scientific and clean energy future. Moreover, Canada should continue to be a world-leading nation of science, technology and efficient use of resources- contributing our skills and technologies to assist other nations.

All this valuable and vitally important scientific work requires a successful site clean-up and renewal, which requires a low-level waste disposal solution. The NSDF

Conclusion

The County of Renfrew has been the willing host and partner to Chalk River Laboratories for 77 years and three generations. We have benefited economically and socially from the laboratory operations and from the thousands of employees who have lived and worked here. The presence of all these employees has supported our communities, organizations, clubs, schools, health facilities and small businesses. It has made our region richer in many ways and we are proud to be the home of this world-class science and technology facility.

We have a responsibility to our residents and to all Canadians, to assume a share of responsibility for the work conducted at CRL. We assume the responsibility to host the disposal of the materials created here. We cannot in good faith hand off a waste material to another community when we have a safe and viable solution here, in situ, at CRL.

CRL is part of our county and community. A solution to the safe storage and disposal of low-level materials created on the site must be found and implemented.

The NSDF is the solution that our Canadian and global experts have developed and proposed.

The nuclear regulatory regime in Canada is recognized globally as one of the most rigorous, comprehensive and safety-focused, and we are proud of this. All Canadians rely on and trust government regulators to keep our aviation, shipping, railway and food systems safe and secure. We trust and rely on the CNSC to rationally and scientifically evaluate this application for a site license amendment to authorize the construction of a Near Surface Disposal System at CRL.

At this stage of this 7-year process, we understand that CNSC technical staff have completed their final evaluation of the NSDF project proposal and that it is acceptable and represents the best solution to the low-level waste disposal challenge at CRL. This week we have heard nothing new, or more informative or helpful that would improve upon this project design and implementation. We have heard nothing that would suggest a viable alternative

We urge the CNSC to approve the amendment and allow the construction of the NSDF to begin as soon as feasible. You just heard the Town of Deep River comment on their independent evaluation of the NSDF project, and the high level of engagement and due diligence of CNL responding to their questions and comments.

This process has been long, exhaustive and thorough, and it is time to move forward. This is a proposal to create a highly engineered disposal facility to receive low-level nuclear waste. We have low-level nuclear waste accumulated at CRL. Let's dispose of this material properly, as soon as possible, to mitigate any potential for environmental contamination.



County of Renfrew
Ontario . Canada

**Live Rural.
Work Global.**

Ottawa Valley





DEVELOPMENT AND PROPERTY DEPARTMENT PLANNING DIVISION ACTIVITY TRACKER TIME PERIOD - January - May 2022

	Arnprior	Deep River	Laurentian Hills	Petawawa	Renfrew	Admaston/Bromley	Bonnechere Valley	Brudenell, Lyndoch & Raglan	Greater Madawaska	Head, Clara & Maria	Horton	Killaloe, Hagarty & Richards	Laurentian Valley	Madawaska Valley	McNab/Braeside	North Algona/Wilberforce	Whitewater Region	County Wide	TOTAL	2021 YEAR-END TOTAL
APPROVALS																				
County Official Plan Amd.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2
Local Official Plan Amd.	2	0	0	1	1	0	0	0	0	0	0	0	1	0	0	0	0	0	5	4
Subdivision Draft Approval	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	3
No. of Draft Approved Lots	0	0	0	23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	23	97
Subdivision Final Approval	0	0	0	1	0	0	0	0	0	0	0	0	0	1	1	0	0	0	3	5
No. of Final Approved Lots	0	0	0	14	0	0	0	0	0	0	0	0	0	0	10	0	0	0	24	495
Part Lot Control By-laws	4	0	0	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	8	22
No. of Part Lot Control Units	37	0	0	6	12	0	0	0	0	0	0	0	0	0	0	0	0	0	55	275
Severances	0	0	0	5	0	7	8	6	15	0	13	2	2	1	0	3	3	0	65	117
TOTAL FINAL & DRAFT APPROVED LOTS	37	0	0	48	12	7	8	6	15	0	13	2	2	1	10	3	3	0	167	984
APPLICATIONS (Review & Preparation of Documents)																				
Official Plans	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
OPAs	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	2	1
Comprehensive Zoning By-laws	0	0	0	0	0	0	1	0	0	0	0	1	0	0	0	1	0	0	3	1
Zoning By-law Amend.	0	3	0	4	0	1	2	1	0	0	0	1	0	4	4	1	0	0	21	42
New Severance Apps (Cty)	0	0	4	7	0	4	11	6	14	1	22	2	9	8	18	6	0	0	112	200
Severance Rpts to Mun.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	2	0	2	0	4	24
Minor Variance Rpts to Mun.	0	0	1	0	0	1	0	0	0	0	0	0	0	0	3	0	0	0	5	12
Plan of Subdivision Apps.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
No. of Subdivision Units	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	533
Site Plans/Agreements	0	0	0	0	0	0	0	0	0	0	0	0	0	1	15	0	0	0	16	2
OLT Hearings	1	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	2	0
PRELIMINARY REVIEW																				
Planning Checklists	0	0	3	2	0	16	11	9	9	3	4	7	1	15	11	11	0	0	102	254
Other Inquiries	1	2	2	5	0	17	12	7	6	6	11	5	5	19	19	8	10	0	135	229
TOTAL ACTIVITY	8	6	10	28	3	46	45	29	45	10	50	18	18	49	73	30	16	0	484	
2021 YEAR END ACTIVITY	21	6	15	71	3	90	84	36	80	21	77	43	38	104	143	51	38	1		922

112 severances received January-May 2022 versus 84 severances received January-May 2021

62 severance decisions January-April 2022 versus 51 severance decisions January-May 2021

June 29, 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. Renfrew County Housing Corporation Annual General Meeting

The Annual General Meeting of the Renfrew County Housing Corporation (RCHC) was held on Wednesday, June 15, 2022. Attached as Appendix I for Council's information is the 2021 Auditors' Report for the Renfrew County Housing Corporation which was approved by the RCHC Board of Directors.

RESOLUTIONS

2. Canada-Wide Early Learning and Child Care (CWELCC) System Purchase of Service Agreement

RESOLUTION NO. CS-CC-22-06-44

Moved by Chair

Seconded by Committee

THAT County Council approve the 'Purchase of Service Agreement' template to enter into an agreement with Licensed Child Care Providers for the purpose of opting into the Canada-Wide Early Learning and Child Care (CWELCC) System.

Background

Attached as Appendix II is the 'Purchase of Service Agreement' template to enter into an agreement with Licensed Child Care Providers for the purpose of opting into the Canada Wide Early Learning and Child Care (CWELCC) System.

Licensed Child Care Agencies will be required to follow the Addendum to the Ontario Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline (2022).

BY-LAWS

3. Amendment to By-law 50-17 - County of Renfrew New License Home Agreement

RESOLUTION NO. CS-CC-22-06-45

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 Stephanie Grenon (located in Eganville).

Background

Since 2018, the County of Renfrew has been licensed by the Ministry of Education to operate a Licensed Home Child Care Agency. Currently, there are five homes operating with 24 full-time children. One home resides in Arnprior, three homes are in Pembroke, and the fifth home is in Eganville.

4. Special Needs Resourcing Agreements

RESOLUTION NO. CS-CC-22-06-46

Moved by Chair

Seconded by Committee

THAT County Council approve that By-law No. 14-15 authorizing the County of Renfrew to enter into an agreement with child care agencies and recreation programs for special needs resourcing funding, be amended to enter into a special needs resourcing agreement with the following child care agencies:

- Bonnechere Algonquin First Nation
- Centre éducatif Coeur des Jeunes

Background

A Service Agreement with Bonnechere Algonquin First Nation was approved at County Council on November 24, 2021, and a Special Needs Resourcing

Agreement is required for the purpose of offering inclusive child care within the new licensed child care centre in Herman Street Public School in Petawawa, Ontario.

A new licensed child care centre addition to Herman Street Public School is expected to be completed August 2022. This site is projected to be licensed for 88 child care spaces (10 infant, 30 toddler, 48 preschool). Bonnechere Algonquin First Nation has been operating the very successful County of Renfrew Indigenous Bonnechere Inòdewiziwin Abinòdjìnjish Kikinàmàgan (BIAK) EarlyON program in Renfrew County since January 2018.

Effective September 1, 2022, Centre éducatif Coeur des Jeunes will be directly operating the daycare located in l'Équinoxe school in Pembroke. This will result in the termination of the special needs agreement with Conseil de école publiques de l'Est de l'Ontario - Centre éducatif l'Équinoxe effective August 31, 2022.

5. **Service Agreement with Centre éducatif Coeur des Jeunes**

RESOLUTION NO. CS-CC-22-06-47

Moved by Chair

Seconded by Committee

THAT County Council approve that By-law No. 13-15 authorizing the County of Renfrew to enter into an agreement with Licensed Child Care Providers for the purpose of child care services, be amended to enter into an agreement with Centre éducatif Coeur des Jeunes for the purpose of directly operating the child care centre located in l'Équinoxe school, Pembroke, Ontario.

Background

Effective September 1, 2022, Centre éducatif Coeur des Jeunes will be directly operating the daycare located in l'Équinoxe school in Pembroke, Ontario. This will result in the termination of the service agreement with Conseil de école publiques de l'Est de l'Ontario - Centre éducatif l'Équinoxe effective August 31, 2022.

All of which is respectfully submitted.

James Brose, Chair

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

Financial Statements of

**RENFREW COUNTY HOUSING
CORPORATION**

Year ended December 31, 2021

MANAGEMENT REPORT

Management's Responsibility for the Financial Statements

The accompanying financial statements for the Renfrew County Housing Corporation are the responsibility of management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada.

A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of the financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Renfrew County Housing Corporation's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the financial statements. These systems are monitored and evaluated by management.

The Board of Directors meets with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by Scott Rosien Black & Locke, independent external auditors appointed by the Board of Directors. The accompanying Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Renfrew County Housing Corporation's financial statements.



Paul Moreau
Chief Executive Officer
June 15, 2022



Jeffrey Foss, CPA, CMA, CMO
Director of Finance/Treasurer
June 15, 2022

INDEPENDENT AUDITORS' REPORT

To the Members of the Board of Directors of Renfrew County Housing Corporation

Opinion

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

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

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

We also:

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

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

Scott Rosien Black + Locke

Chartered Professional Accountants
Licensed Public Accountants

Pembroke, Ontario
June 15, 2022

RENFREW COUNTY HOUSING CORPORATION

Statement of Financial Position

Year ended December 31, 2021, with comparative figures for 2020

	2021	2020
Financial Assets		
Current assets:		
Cash	\$ 4,882,750	\$ 4,097,186
Investments (note 2)	200,294	200,214
Accounts receivable (note 3)	644,279	1,458,724
	<u>5,727,323</u>	<u>5,756,124</u>
Financial Liabilities		
Current liabilities:		
Accounts payable and accrued liabilities	\$ 1,721,792	1,354,681
Deferred revenue	120,599	97,920
Accrued interest on long-term debt	2,612	3,390
Post-employment benefits (note 4)	179,247	185,224
Current portion of long-term debt (note 5)	361,821	366,121
	<u>2,386,071</u>	<u>2,007,336</u>
Long-term debt (note 5)	834,775	1,196,595
Total Liabilities	<u>3,220,846</u>	<u>3,203,931</u>
Net Financial Assets	2,506,477	2,552,193
Non-Financial Assets		
Tangible capital assets (note 6)	16,270,761	15,505,609
Prepaid expenses	186,835	204,758
	<u>16,457,596</u>	<u>15,710,367</u>
Accumulated Surplus (note 8)	<u>\$ 18,964,073</u>	<u>\$ 18,262,560</u>

Commitments (note 9)

Contingent liabilities (note 10)

The accompanying notes are an integral part of these financial statements.

On Behalf of the Board:

Director

Director

RENFREW COUNTY HOUSING CORPORATION

Statement of Operations and Accumulated Surplus

Year ended December 31, 2021, with comparative figures for 2020

	2021 Budget (note 12)	2021 Actual	2020 Actual
REVENUES:			
Rental and miscellaneous recoveries	\$ 4,745,204	\$ 4,594,082	\$ 4,779,551
Rental Support - Province of Ontario	681,990	681,990	829,150
Municipal Support - County of Renfrew/ City of Pembroke	8,118,344	9,094,962	9,155,305
Interest	42,000	47,368	49,790
Gain on disposal of tangible capital assets	-	-	7,564
Total revenues	13,587,538	14,418,402	14,821,360
EXPENDITURES:			
Salaries	1,876,401	1,777,325	1,812,113
Employee benefits	456,808	412,889	409,795
Project administration	1,304,188	1,126,762	1,114,527
Heat, light and power	1,169,345	1,036,670	1,053,035
Repairs and maintenance	2,072,194	2,920,322	2,085,818
Municipal taxes and water	2,516,301	2,484,234	2,426,521
Interest	717,624	716,736	874,904
Rent support	2,861,714	1,886,683	2,451,221
Amortization of tangible capital assets	1,256,647	1,184,025	1,098,916
Rent waivers and bad debts	246,842	145,687	284,493
Loss on disposal of tangible capital assets	-	25,556	-
Total expenditures	14,478,064	13,716,889	13,611,343
Surplus (deficit) before undernoted	(890,526)	701,513	1,210,017
Gain on restructuring of Opeongo Non-Profit Community Residential Development Inc. (note 13)	-	-	790,657
Annual surplus (deficit)	(890,526)	701,513	2,000,674
Accumulated surplus, beginning of year	18,262,560	18,262,560	16,261,886
Accumulated surplus, end of year	\$ 17,372,034	18,964,073	\$ 18,262,560

The accompanying notes are an integral part of these financial statements.

RENFREW COUNTY HOUSING CORPORATION

Statement of Change in Net Financial Assets

Year ended December 31, 2021, with comparative figures for 2020

	2021 Budget (note 12)	2021 Actual	2020 Actual
Annual surplus (deficit)	\$ (890,526)	\$ 701,513	\$ 2,000,674
Amortization of tangible capital assets	1,256,647	1,184,025	1,098,916
Acquisition of tangible capital assets	(1,457,329)	(1,974,733)	(782,962)
Transfer of tangible capital assets related to restructuring	-	-	(428,237)
Loss (gain) on disposal of tangible capital assets	-	25,556	(7,564)
Proceeds on disposal of tangible capital assets	-	-	7,863
(Acquisition) and consumption of prepaid expenses	-	17,923	(22,818)
Increase (decrease) in net financial assets	(1,091,208)	(45,716)	1,865,872
Net financial assets, beginning of year	2,552,193	2,552,193	686,321
Net financial assets, end of year	\$ 1,460,985	\$ 2,506,477	\$ 2,552,193

The accompanying notes are an integral part of these financial statements.

RENFREW COUNTY HOUSING CORPORATION

Statement of Cash Flows

Year ended December 31, 2021, with comparative figures for 2020

	2021	2020
OPERATIONS		
Annual surplus	\$ 701,513	\$ 2,000,674
Non-cash charges to operations:		
Amortization of tangible capital assets	1,184,025	1,098,916
Loss (gain) on disposal of tangible capital assets	25,556	(7,564)
Uses:		
Increase in accounts receivable	-	(890,869)
Increase in prepaid expenses	-	(22,818)
Decrease in accrued interest on long-term debt	(778)	-
Decrease in post-employment benefits	(5,977)	-
Total Uses	(6,755)	(913,687)
Sources:		
Decrease in accounts receivable	814,445	-
Decrease in prepaid expenses	17,923	-
Increase in accounts payable and accrued liabilities	367,111	115,043
Increase in deferred revenue	22,679	12,084
Increase in post-employment benefits	-	11,827
Increase in accrued interest on long-term debt	-	386
Total Sources	1,222,158	139,340
Increase in Cash from Operations	3,126,497	2,317,679
CAPITAL		
Acquisition of tangible capital assets	(1,974,733)	(1,211,199)
Proceeds on disposal of tangible capital assets	-	7,863
Total Capital	(1,974,733)	(1,203,336)
FINANCING		
Long-term liabilities received on restructuring	-	424,862
Principal repayment	(366,120)	(244,596)
Total Financing	(366,120)	180,266
Increase in cash	785,644	1,294,609
Cash, beginning of year	4,297,400	3,002,791
Cash, end of year	\$ 5,083,044	\$ 4,297,400
Cash represented by:		
Cash	\$ 4,882,750	\$ 4,097,186
Investments	200,294	200,214
	\$ 5,083,044	\$ 4,297,400

The accompanying notes are an integral part of these financial statements.

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements

Year ended December 31, 2021

Renfrew County Housing Corporation was incorporated on December 14, 2000 under the Ontario Business Corporations Act. The Corporation administers social housing units in the County of Renfrew. These financial statements present the financial position and results of operation of Renfrew County Housing Corporation, which is exempt from income taxes, provided certain requirements of the Income Tax Act are met.

1. Significant accounting policies:

These financial statements have been prepared by management in accordance with Canadian public sector accounting standards established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by Renfrew County Housing Corporation are as follows:

(a) Basis of accounting:

Renfrew County Housing Corporation follows the accrual method of accounting for revenue and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(b) Funding arrangements:

Renfrew County Housing Corporation's rent geared to income program is funded primarily by the Corporation of the County of Renfrew as a Consolidated Municipal Service Manager (the "Service Manager"), in accordance with arrangements established by the Ministry of Municipal Affairs and Housing and the Corporation of the County of Renfrew. These financial statements reflect agreed arrangements approved by the Corporation of the County of Renfrew with respect to the year ended December 31, 2021.

(c) Rental support - Province of Ontario:

The rent geared to income program operation subsidy is recognized based on the approved fiscal allocation by the Service Manager, and adjusted for estimated recoveries based on actual expenses incurred during the year. Subsidies may be adjusted by the Service Manager based on an annual reconciliation performed subsequent to year end. Any further adjustments will be recorded in the year of Service Manager approval.

(d) Revenue recognition:

Property rental income, contributions and other revenues are recognized as revenue on an accrual basis. Housing property rental revenue is recognized over the rental period once the tenant commences occupancy, rent is due and collection is assured.

(e) Use of estimates:

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions which affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements, continued

Year ended December 31, 2021

1. Significant accounting policies (continued):

and expenditures for the year. These estimates and assumptions, including such areas as employee benefits and amortization rates of tangible capital assets, are based on management's best information and judgment and may differ significantly based on actual results.

(f) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost, which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

	Estimated useful life
Land improvements	20 to 25 years
Buildings	25 to 60 years
Machinery and equipment	5 to 25 years
Vehicles	4 to 20 years

Leasehold improvements are amortized on a straight-line basis over the current lease term plus one subsequent lease term.

Annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contribution of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue. Similarly, transfers of assets to third parties are recorded as an expense equal to the net book value of the asset as of the date of the transfer.

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements, continued

Year ended December 31, 2021

1. Significant accounting policies (continued):

(g) Deferred revenue:

Deferred revenue represents rents and user charges which have been collected but for which the related services have yet to be performed. These amounts will be recognized as revenues in the fiscal year the services are performed.

(h) Cash:

The Renfrew County Housing Corporation considers cash to be highly liquid investments with original maturities of three months or less.

(i) Employee benefit plan:

The contributions to a multi-employer, defined benefit pension plan are expensed when contributions are due.

The costs of post-employment benefits, other than those included in Note 4, are recognized when the event that obligates the Corporation occurs.

(j) Liabilities for contaminated sites:

The liability for remediation of contaminated sites will be recognized when an environmental standard exists, the contamination exceeds the environmental standard, the Corporation is directly responsible for the remediation of the contaminated site, and a reasonable estimate of the amount can be made.

(k) Financial instruments:

Financial instruments are recorded at fair value on initial recognition. Derivative instruments and equity instruments that are quoted in an active market are reported at fair value. All other financial instruments are subsequently recorded at cost or amortized cost unless management has elected to carry the instruments at fair value.

All financial assets are assessed for impairment on an annual basis. When a decline is determined to be other than temporary, the amount of the loss is reported in the statement of operations.

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements, continued

Year ended December 31, 2021

1. Significant accounting policies (continued):

(l) Government transfers:

Government transfers are the transfer of monetary assets or tangible capital assets from other levels of government that are not the result of an exchange transaction and for which there is no expectation of repayment or direct financial return to the transferor in the future.

The Corporation receives government transfers from provincial and municipal governments to fund operating and capital expenditures. These transfers to the Corporation are recognized as revenues when the transfers are authorized and all of the eligibility criteria, if any, have been met, except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability for the recipient. Prior to that time, any amounts received, along with restricted interest thereon are recorded as deferred revenue.

(m) Restructuring:

PS 3430 defines a restructuring transaction and establishes standards for recognizing and measuring assets and liabilities transferred in a restructuring transaction. The main features of PS 3430 are as follows:

- A restructuring transaction is a transfer of an integrated set of assets and/or liabilities, together with related program or operating responsibilities without consideration based primarily on the fair value of the individual assets and individual liabilities transferred;
- The net effect of a restructuring transaction should be presented as a separate revenue or an expense item in the statement of operations;
- A recipient should recognize individual assets and liabilities received in a restructuring transaction at their carrying amount with applicable adjustments at the restructuring date;
- A transferor and a recipient should not restate their financial position or results of operations; and
- A transferor and a recipient should disclose sufficient information to enable users to assess the nature and financial effects of a restructuring transaction on their financial position and operations.

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements, continued

Year ended December 31, 2021

2. Investments:

Investments are stated at cost plus accrued interest and are comprised of the following:

	2021	2020
Home Trust Company GIC (November 24/21 – 1.06%)	-	100,107
Laurentian Bank GIC (November 24/21 – 1.05%)	-	100,107
Equitable Bank GIC (Nov 24/22 – 1.45%)	100,147	-
Equitable Trust GIC (Nov 24/22 – 1.45%)	100,147	-
	200,294	\$ 200,214

3. Accounts receivable:

	2021	2020
Federal Government (HST)	\$ 406,092	\$ 299,713
Tenant	93,500	111,514
Allowance for doubtful accounts	(47,248)	(30,149)
Miscellaneous	4,481	26,903
County of Renfrew	187,454	75,310
Opeongo Non-Profit Community Residential Development Inc.	-	975,433
	\$ 644,279	\$ 1,458,724

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements, continued

Year ended December 31, 2021

4. Post-employment benefits:

	2021	2020
Sick leave benefits	\$ 156,756	\$ 182,954
Workplace Safety and Insurance Board obligations	22,491	2,270
	\$ 179,247	\$ 185,224

- (a) Under the sick leave benefit plan, unused sick leave can accumulate and employees may become entitled to a cash payment when they leave the corporation's employment.

The liability for these accumulated days, to the extent that they have vested and could be taken in cash by an employee on termination, amounted to \$156,756 (2020 – \$182,954) at the end of the year.

- (b) The Corporation is a Schedule 2 employer under the Workplace Safety and Insurance Board Act and, as such, has assumed the liability for any costs awarded under the Workplace Safety and Insurance Board Act. An independent actuarial evaluation undertaken in 2021 determined that the liability for present and future awards is \$22,491 as at December 31, 2021.

Actuarial gains and losses are expensed immediately in the fiscal year that they arise.

The significant actuarial assumptions adopted in estimating the Corporation's accrued benefit obligation for WSIB claims include a discount rate of 2.75% and an inflation rate of 2.5%.

Information with respect to the Corporation's Workplace Safety and Insurance Board future payments is as follow:

	2021	2020
Accrued benefit liability, beginning of year	\$ 2,270	\$ 1,721
Expense recognized for the period	21,284	10,309
Benefits paid for the period	(1,063)	(9,760)
	\$ 22,491	\$ 2,270

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements, continued

Year ended December 31, 2021

5. Long-term debt:

	2021	2020
1.96% Mortgage, payable \$4,480 monthly, including principal and interest, retired	\$ -	\$ 13,403
2.60% Mortgage, payable \$10,349 monthly, including principal and interest, maturing June 1, 2028	742,306	845,844
2.61% Mortgage, payable \$8,274 monthly, including principal and interest, maturing November 1, 2023	185,445	278,606
2.52% Mortgage, payable \$13,740 monthly, including principal and interest, maturing August 1, 2023	268,845	424,863
	1,196,596	1,562,716
Current portion of long-term debt	361,821	366,121
	\$ 834,775	\$ 1,196,595

The 2.60% mortgage is secured by a first charge on the land and building located at 26 Spruce Street, Arnprior with a carrying value of \$1,198,389.

The 2.61% mortgage is secured by a first charge on the land and building located at 200 Caruso Street, Arnprior with a carrying value of \$835,345.

The 2.52% mortgage is secured by a first charge on the land and building located at 224 Vimy Boulevard, Renfrew with a carrying value of \$416,471.

During 2021 the Renfrew County Housing Corporation signed first charge mortgages with the Corporation of the County of Renfrew on twenty-one properties for a total of \$238,778. The principal funds were advanced under the Community Homelessness Prevention Initiative Program, Social Services Relief Fund (Phase 2), in the form of interest free, non-repayable loans. It is a requirement that Renfrew County Housing Corporation does not dispose of the mortgaged properties for a period of ten years following the date of project completion, however, the properties may be sold prior to the expiry of the minimum ten year intended use period so long as the Corporation of the County of Renfrew is of the view that the property is no longer needed for its intended use and ensures that the proceeds are reinvested into the housing and homelessness sector.

The aggregate maturities on the long-term debt for the next five years subsequent to December 31, 2021 are as follows: 2022 - \$361,821; 2023 - \$307,735; 2024 - \$111,871; 2025 - \$114,806 and 2026 - \$117,808.

RENFREW COUNTY HOUSING CORPORATION

Notes to the Financial Statements, continued

Year ended December 31, 2021

6. Tangible capital assets:

	Land	Land Improvements	Buildings	Machinery and Equipment	Vehicles	Assets under Construction	2021	2020
Cost								
Balance, beginning of year	\$ 2,018,776	\$ 2,780,004	\$ 34,005,309	\$ 948,935	\$ 488,631	\$ 83,825	\$ 40,325,480	\$ 39,158,033
Additions during the year	-	301,154	787,490	144,434	9,781	731,874	1,974,733	1,211,199
Disposals during the year	-	-	(15,559)	(65,813)	-	-	(81,372)	(43,752)
Balance, end of year	2,018,776	3,081,158	34,777,240	1,027,556	498,412	815,699	42,218,841	40,325,480
Accumulated amortization								
Balance, beginning of year	-	1,524,590	22,570,862	423,708	300,711	-	24,819,871	23,764,408
Amortization during the year	-	84,174	982,389	73,697	43,765	-	1,184,025	1,098,916
Accumulated amortization on disposals	-	-	(11,349)	(44,467)	-	-	(55,816)	(43,453)
Balance, end of year	-	1,608,764	23,541,902	452,938	344,476	-	25,948,080	24,819,871
Net book value of tangible capital assets	\$ 2,018,776	\$ 1,472,394	\$ 11,235,338	\$ 574,618	\$ 153,936	\$ 815,699	\$ 16,270,761	\$ 15,505,609

Assets under construction having a value of \$815,699 (2020 - \$83,825) have not been amortized. Amortization of these assets will commence when the asset is put into service.

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements, continued

Year ended December 31, 2021

7. Pension agreement:

The Renfrew County Housing Corporation, on behalf of its eligible employees, is a participant in the Ontario Municipal Employees Retirement System (OMERS). OMERS is a defined benefit pension plan, fully funded by equal contributions from participating employers and employees, and by the investment earnings of the OMERS Fund. OMERS pensions are calculated using a defined benefit formula, taking into account length of service and average annual wage that is designed to integrate with the pension payable from the Canada Pension Plan.

As OMERS is a multi-employer pension plan, the Renfrew County Housing Corporation does not recognize any share of the pension plan deficit of \$69 million (2020 – 7.655 billion) based on the total fair market value of the plan's assets, as this is a joint responsibility of all Ontario municipalities and their employees.

The amount contributed to OMERS for 2021 was \$137,521 (2020 - \$148,955) for current service and is included as an expenditure on the statement of operations. At December 31, 2021 there is no liability for past service under this agreement.

8. Accumulated surplus:

	2021	2020
Accumulated surplus comprised of:		
Reserves - Current	\$ 198,484	\$ 198,484
Reserves - Capital	3,870,671	4,306,407
Tangible capital assets	16,270,761	15,505,609
Long-term debt	(1,196,596)	(1,562,716)
Post-employment benefits	(179,247)	(185,224)
Accumulated Surplus	\$ 18,964,073	\$ 18,262,560

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements, continued

Year ended December 31, 2021

9. Commitments:

- (a) The Corporation leases premises under the terms of operating leases in Arnprior, Renfrew and Pembroke, Ontario which expire in accordance with the schedule below. The office space in Arnprior, Renfrew and Pembroke is leased from the Corporation of the County of Renfrew.

	Arnprior	Renfrew	Pembroke	Total
Expires:	February 25/38	August 31/22	Dec 31/22	
Minimum annual rental payable including Harmonized Sales Taxes:				
December 31, 2022	76,567	68,947	56,000	201,514
December 31, 2023	76,567	-	-	76,567
December 31, 2024	76,567	-	-	76,567
December 31, 2025	76,567	-	-	76,567
December 31, 2026	76,567	-	-	76,567
	\$ 382,835	\$ 68,947	\$ 56,000	\$ 507,782

- (b) The Corporation has entered into a long-term service agreement with the Ontario Clean Water Agency that ends in February 2025. The Corporation is committed to the following payments:

2022	\$ 48,306
2023	48,306
2024	48,306
2025	<u>8,051</u>
	<u>\$ 152,969</u>

- (c) The Corporation has entered into contracts for snow removal at its facilities for the winter season of 2021-2022. At December 31, 2021, the unpaid portion of these contracts amounts to \$242,236.

10. Contingent liabilities:

The nature of the Corporation's activities is such that there may be litigation pending or in prospect at any time. With respect to claims as at December 31, 2021, management believes that the Corporation has valid defenses and appropriate insurance coverage in place. In the opinion of management, the aggregate amount of any potential liability is not expected to have a material effect on the corporation's financial position.

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements, continued

Year ended December 31, 2021

11. Financial instruments:

(a) Fair value:

The carrying values of cash, investments, accounts receivable, accounts payable and accrued liabilities, accrued interest on long-term debt and post employment benefits approximate the fair value due to their short-term nature.

The carrying value of the long-term debt is considered to be its fair value because the interest rate approximates the market rate that would be available to the corporation for the same or similar instruments at December 31, 2021.

(b) Interest rate risk:

The long-term debt bears interest at a fixed interest rate. Consequently, the long-term debt risk exposure is minimal.

(c) Credit risk:

The corporation provides credit to its tenants during the normal course of its operations. The corporation determines on a continuing basis, the probable losses and records a provision for losses based upon the stated realizable value. Concentration of credit risk with respect to accounts receivable is limited due to the number of tenants. The corporation does not run any significant risk with respect to a single tenant.

It is management's opinion that the Corporation is not exposed to significant interest or credit risks arising from its financial instruments.

12. Budget figures:

The Renfrew County Housing Corporation prepares operating and capital budgets annually. The budget figures are reflected in the statement of operations and accumulated surplus and have not been audited. They are provided for information purposes only.

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements, continued

Year ended December 31, 2021

13. Restructuring of Opeongo Non-Profit Community Residential Development Inc.:

The Renfrew County Housing Corporation (RCHC) and Opeongo Non-Profit Community Residential Development Inc. (Opeongo) underwent a restructuring transaction on December 31, 2020. Opeongo ceased to provide low-income housing under the Housing Services Act, 2011, and transferred all assets, liabilities, and tenants to RCHC. As a result of the restructuring RCHC has recognized on its Statement of Financial Position at December 31, 2020 a receivable from Opeongo of \$975,433; land with a carrying value of \$110,357; buildings with a carrying value of \$317,880; accrued liabilities of \$11,000; and long-term debt of \$424,863.

Following is a reconciliation of the assets and liabilities transferred on December 31, 2020 that resulted in the restructuring gain of \$790,657 on the Statement of Operations and Accumulated Surplus:

Accounts receivable from Opeongo	
being cash and investments	\$ 975,433
Tangible capital assets	428,237
Accounts payable and accrued liabilities	(11,000)
Long-term debt	(424,863)
Payable to Renfrew County Housing Corporation	(177,150)
Restructuring gain	\$ 790,657

The County of Renfrew is the sole shareholder of RCHC and the service manager designated for both Opeongo and RCHC under the Housing Services Act 2011.

14. Uncertainty due to COVID-19:

In March 2020 the World Health Organization declared a global pandemic due to the novel coronavirus (COVID-19). The situation is constantly evolving, and the measures put in place are having multiple impacts on local, provincial, national and global economies. The overall effect of these events on the Corporation and its operations is too uncertain to be estimated at this time. The impacts will be accounted for when they are known and may be assessed.

**CANADA-WIDE EARLY LEARNING AND CHILD CARE (CWELCC)
PURCHASE OF SERVICES AGREEMENT**

BETWEEN:

**The Municipal Corporation of the County of Renfrew
(the “County”)**

-and-

**Licensed Provider
(the “Licensee”)**

WHEREAS the County has been appointed by the Province of Ontario as a Consolidated Municipal Service Manager pursuant to the *Child Care and Early Years Act, 2014* (the “Act”) in respect of the provision of community services under the Act;

AND WHEREAS the Licensee has agreed to participate in the Canada-Wide Early Learning and Child Care System (“CWELCC System”);

THEREFORE THE PARTIES agree as follows:

1. Definition

Definitions under the Act and Regulations

In this Agreement, unless there is something in the subject matter or context inconsistent therewith, terms and expressions used in this Agreement that are defined terms and expressions under the Act or Regulations shall have the same meaning as in the Act or Regulations.

Definitions under this Agreement

“Agreement” means this Agreement, as may be amended from time to time, by agreement of the parties, in writing.

“County Staff” means the staff of the County authorized to exercise the rights and perform the duties of the County under this Agreement.

“Licensee” means **Licensed Provider Legal Name - Daycare Name**, providing services in whole or in part under this Agreement.

“Base Fee” means any fee or part of a fee that is charged in respect of a child for child care, including anything that the Licensee is required to provide under the Act.

“CWELCC System” means the Canada-Wide Early Learning and Child Care System for

early years and child care funding provided for in an agreement entered into by the Province of Ontario and the Government of Canada.

“Eligible Child” means any child under six years old; and up until June 30 in a calendar year, any child who (a) turns six years old between January 1 and June 30 in that calendar year, and (b) is enrolled in a licensed infant, toddler, preschool or kindergarten group, a licensed family age group, or home child care, as defined in the Act. The term “Eligible Children” is the plural of the term “Eligible Child”.

“Funds” means the money the Ministry provides to the County to allocate pursuant to the CWELCC System.

“Licensee” means a home child care agency or child care centre-based operator as defined in the Act.

“Non-base Fee” means any fees charged for optional items or optional services, such as transportation or field trips, or any fees charged pursuant to an agreement between the parent and the Licensee in respect of circumstances where the parent fails to meet the terms of the agreement (e.g. fees for picking up a child late, fees to obtain items that the parent agreed to provide for their child but failed to provide), as defined in the Act.

2. Term

- a) This Agreement shall be in force from **Month Day, Year**, until such time as it is superseded or replaced by a subsequent agreement, or unless terminated in its entirety by either party giving to the other sixty (60) days advanced written notice to that effect. In the event of termination of this Agreement, the Licensee will refund forthwith to the County any monies advanced by the County to the Licensee and not expended by the Licensee in accordance with the provisions of this Agreement.

3. Licensed Child Care Operator Participation

- a) The Licensee must demonstrate financial viability to the County. The Licensee must operate in accordance with this Agreement, the Act and the regulations made thereunder, as well as the requirements outlined by the County. The Licensee must maintain existing (pre-CWELCC System Announcement on March 28, 2022) licensed spaces for Eligible Children. The Licensee may not convert any existing spaces for Eligible Children to other age groups (e.g., converting infant spaces to toddler, or infant spaces to kindergarten) in 2022.
- b) The Licensee agrees that it must:
 - i. Licensees applying to participate in the CWELCC System are required under O.Reg.137/15 to communicate to all parents and staff when a decision is made by the County within 14 days of the County notification of their approval or denial.

- ii. complete the annual *Licensed Child Care Operations Survey*, as required under section 77 of O. Reg. 137/15 in order to continue to receive funding under the CWELCC System.
- iii. reduce and refund Base Fees in accordance with O. Reg.137/15.
- iv. The Licensee is required to keep an electronic or hard copy of this Agreement at the child care centre or home child care agency, and make it available for Ministry inspection.
- v. maintain their licence in good standing in accordance with the Act.

4. Funding Considerations

- a) Funding amounts to be provided to the Licensee will be determined at the discretion of the County based on assessments by the County of actual costs.
- b) It is agreed that the Licensee is required to:
 - i. use CWELCC System Funds to support CWELCC System objectives in accordance with this Agreement, applicable legislation, regulations, and applicable guidelines requirements provided to the Licensee.
 - ii. return CWELCC System Funds to the County where Funds are not used in accordance with the requirements established by the County that apply to Licensee.
 - iii. provide detailed financial or other information related to their child care operations as may be, from time to time, requested by the County for review and consideration.
- c) Information submitted by the Licensee for eligibility and reasonability of expenditures will be subject to review as part of the County's funding and reconciliation process. The County reserves the right to:
 - i. determine eligibility and reasonability of the Licensee's revenues, and expenses, based on CWELCC System funding requirements provided to the Licensee and to adjust funding provided based on the County's review;
 - ii. review and to confirm that the Licensee did not charge fees for Eligible Children higher than the fees at which it was capped after March 27, 2022, (unless the fees were communicated to parents prior to March 27, 2022);
 - iii. deny funding for expenses, or to only pay what is deemed to be reasonable, as determined by the County in its sole discretion;

- iv. deny funding for expenditures arising from transactions not conducted at arms- length;
 - v. deny funding for ineligible expenditures, based on applicable provincial guidelines and parameters;
 - vi. determine the amount of funding that can be spent by the Licensee on administration expenses;
 - vii. deny funding for administration expenditures above what has been determined as reasonable by the County for each the Licensee;
 - viii. require the Licensee to seek approval of the County if additional administration funding is required by the Licensee above what is permitted;
 - ix. determine, in its sole discretion, if the Licensee's operation in child care for Eligible Children is sustainable and financially viable;
 - x. verify that increases to Base and Non-base Fees for the care of Eligible Children were permitted in accordance with O. Reg. 137/15, (e.g., a fee increase must be communicated to families/parents prior to March 27, 2022); and
 - xi. verify that the Licensee is maintaining the spaces for Eligible Children for which they are receiving funding to reduce Base Fees (e.g., a licensed infant space must remain an infant space) along with the right to recover funding from the Licensee as determined by the County;
- d) The Licensee must report to the County any revisions to capacity or use of alternate capacity for child care spaces currently licensed for ages 0-5.
 - e) The Licensee must not close for more than 2 consecutive weeks and must not close for more than 4 weeks within a calendar year while the Licensee is receiving funding from the CWELCC System. Full Base Fees cannot be charged by the Licensee for any closure beyond the timelines, or such other timelines as the County, in its sole discretion, deems appropriate.
 - g) The County may further limit the allowable period of closure as referred to in subparagraph e) above as it sees fit.
 - h) The County shall not be obligated to make payment to the Licensee if the County does not receive any funding from the Province of Ontario, or sufficient funding to pay the Licensee for the services provided pursuant to this Agreement.

5. Fee Reduction

- a) The Licensee's Base Fees must be determined in accordance with the requirements set out in O. Reg. 137/15 under the Act.
- b) The Licensee must reduce Base Fees for Eligible Children only. The term 'Eligible Children' is defined in O. Reg. 137/15.
- c) The Licensee is required to provide a refund to parents where a Base Fee higher than the reduced Base Fee is charged for a Child, retroactive to the Licensee's CWELCC System enrolment date and for any period after the CWELCC enrolment date where excess Base Fees have been prepaid.
- d) Licensed home child care agencies participating in the CWELCC System must ensure that home child care providers charge parents of Eligible Children a Base Fee determined in accordance with O. Reg. 137/15, which applies to children who are agency placed and those children that are privately placed in the provider's care.
- e) 31 days after the Licensee is notified by the County of their enrolment date, the Licensee cannot charge a Base Fee that is higher than the applicable Base Fee for an Eligible Child.
- f) 60 days after the Licensee is notified by the County of their enrolment date, the Licensee is required to provide refunds to parents for any fees paid that were higher than the reduced Base Fees paid. For any higher Base Fees that were prepaid for a period after the enrolment date, and any refunds related to reductions in parental contributions for families in receipt of fee subsidy for the applicable period.
- g) The County has the right to determine an initial Base Fee in the case where the capped fee does not include all the components required to be included in a Base Fee under O. Reg. 137/15, or to exclude components that should not be part of a Base Fee, all at the sole discretion of the County.
- h) Licensees acknowledge that the County has the right to review a Licensee base fee and may require Licensee to adjust the base fee as determined by the County.
- i) The Licensee must ensure that components that should be captured by the definition of Non-Base Fees under O. Reg. 137/15 should not be included as a component of Base Fees.
- j) The Licensee is required to maintain the reduced Base Fees until they are either required to reduce them again, or they are no longer participating in the CWELCC System.
- k) In the case where the Licensee is a corporation, and shares of the corporation are transferred, the Licensee continues to be bound by the requirements of O. Reg. 137/15 relating to Base Fees and Non-base Fees. In the case where the Licensee

sells some or all of its assets and ceases to be licensed, the purchasing corporation or other person or entity must, where it wishes to provide the services being provided by the Licensee, apply for a licence under the Act and may submit an application to enroll in the CWELCC System, in which case the Base Fee and Non-base Fee rules in O. Reg. 137/15 apply to the purchaser/applicant.

- l) The County has the right to verify the timeliness and accuracy of refunds and fee reductions made by the Licensee.

6. Workforce Compensation

- a) The Licensee is required to bring the wages of all eligible Registered Early Childhood Educator (“RECE”) staff up to the wage floor plus benefits as identified in the Ministry of Education Addendum to Ontario Child Care and EarlyON Child and Family Centres Service Management and Funding Guideline.
- b) Workforce compensation funding is provided to eligible RECE staff employed by the Licensee that is participating in the CWELCC System regardless of the age of the children they are supporting (e.g., not limited to staff supporting children under the age of 6).
- c) The Licensee is subject to the *Protecting a Sustainable Public Sector for Future Generations Act, 2019* (“PSPSFGA”) are required to meet any applicable obligations under the PSPSFGA.
- d) Any Licensee that is subject to the terms of a Collective Agreement should seek independent legal advice on implementing the wage floor and annual wage increases.
- e) The Licensee must apply for the Wage Enhancement Grant to be eligible to receive workforce compensation funding.
- f) If the Licensee was participating in the CWELCC System prior to December 31, 2022, the Licensee must issue retroactive payments to eligible RECE staff for any period after the Licensee is notified by the County that they are enrolled in the CWELCC System during which the Licensee paid eligible RECE staff wages lower than the wage floor.
- g) If the Licensee was participating in the CWELCC System after December 31, 2022, it will not receive funding to issue retroactive payments to eligible RECE staff for wage compensation funding and will only be expected to implement the wage floor and annual wage increase on a go forward basis.
- h) The Licensee will be permitted to continue to pay eligible RECE staff below the wage floor for 31 calendar days after the County notifies them that they are enrolled in the CWELCC System. After 31 days, the Licensee must pay eligible RECE staff to at least the wage floor. The Licensee will then be given one additional

month (for a total of 60 days from the day they were notified by the County of Renfrew) to provide eligible RECE staff with a retroactive payment for any wages that were below the wage floor, retroactive to the date their enrolment in the CWELCC System was confirmed by the County of Renfrew.

- i) The Licensee is not permitted to use workforce compensation funding to provide compensation to eligible RECE staff over and above what is mandated based on the requirements set out in the Ministry of Education, Addendum to Ontario Child Care and EarlyON Child and Family Centre Service Management and Funding Guidelines (2022) for Consolidated Municipal Service Managers and District Social Services Administration Boards (released April 2022) (the “MOE Guideline Addendum”) without approval from the Ministry.
- j) Workforce compensation funding must be considered in addition to and not reduce other planned compensation increases for eligible staff. For example, the wage floor and annual wage increase cannot be used to reduce planned merit increases for eligible staff.
- k) The Licensee must include workforce compensation payments in each pay cheque, or payment made to eligible RECE staff.
- l) Upon receiving confirmation of enrolment in the CWELCC System from the County, and as new eligible RECE staff are hired, the Licensee is required to share in writing, information about the wage floor and annual wage increase with eligible RECE staff.
- m) The Licensee must provide such reporting on data in connection with meeting wage floor and annual wage increase requirements as determined by the County, in its sole discretion, and in accordance with the reporting parameters set out in the MOE Guideline Addendum.

7. Minimum Wage Offset

The Licensee must provide eligible non-RECE staff that were earning less than \$15 per hour (not including wage enhancement) on March 31, 2021, or were hired after March 31, 2021, and before January 1, 2022, and had wages below \$15 per hour (not including wage enhancement), minimum wage offset funding.

The Licensee must report on data for meeting minimum wage offset requirements as determined by the County and the reporting parameters set out in the MOE Guideline Addendum.

8. Maximum Profit

- a) The County shall, in its sole discretion, will determine a maximum profit level that will govern the Licensee’s provision of child care to Eligible Children for each calendar year, where Provincial and, or CWELCC System funding is being provided.

- b) This maximum profit with respect to for profit licensees will be determined by the County, and the Licensee will be advised of such determination prior to any subsequent agreements.
- c) In the case where the Licensee's annual net profit relating to the provision of child care for Eligible Children exceeds the maximum profit amount set by the County, the Licensee will be required to return any excess funds above the maximum amount to the County.
- d) The County has the discretion to determine the portion of the Licensee's net profit that may be attributed to the provision of child care for Eligible Children, as compared to net profit attributed to the provision of child care for children who are not Eligible Children.

9. Financial Reporting

Financial reports are to be prepared and submitted by the Licensee in accordance with the County's reporting requirements and timelines.

- a) The Licensee is required to provide all financial and other information based on provincial and County requirements, which may include audited financial statements.
- b) The Licensee must work with the County to reconcile all CWELCC System funding annually according to the reporting and reconciliation documentation provided by the Ministry of Education.
- c) The County has the right to follow up with Licensee on any CWELCC System expenditures reported to determine reasonability of variances and/or eligibility of expenditure.
- d) The County will take reasonable and progressive corrective actions on the Licensee who does not comply with reporting requirements.
- e) Adjustments and recoveries of funding provided will be determined at the discretion of the County based on the County's reconciliation process.

Records and Audit

The Licensee:

- a) Must maintain complete financial and service records of accounts of expenditures related to the CWELCC System, for each site where CWELCC System funding is being provided, for at least 7 years.
- b) Cannot dispose of any records related to the services provided under the CWELCC System without prior consent from the County, even when the Licensee is no

longer operating.

- c) Must permit the County to audited financial and service records related to the CWELCC System at any reasonable time.
- d) Must ensure that the Licensee's staff are available for consultation by the County as required by the County.

Withholding and Recovery of Payments and Right to Set Off

The County reserves the right to withhold or recover from the Licensee funding based on the following:

- a) Funding spent on ineligible expenditures.
- b) Funding spent on expenditures unrelated to the objectives of CWELCC.
- c) Expenditures not at fair market value.
- d) Transactions with a related party.
- e) The Licensee not meeting deadlines relating to request for information, documentation, and reporting.
- f) The Licensee not meeting the requirements under the CWELCC System, applicable guidelines or any other specific deadlines noted by the County.
- g) CWELCC System Funds not used in accordance with the requirements and any applicable guidelines provided by County to the Licensee.
- h) The Licensee did not complete their annual *Licensed Child Care Operations Survey*, as per O.Reg.137/15 (77).

10. Reports

- a) The Licensee must maintain service records respecting each site where service is being provided in accordance with the Ontario Child Care Management System (OCCMS) and other records required as outlined in the provincial Child Care Management Guidelines and/or County's, Child Care and Early Years Division Policies and Procedures.
- b) The Licensee must provide and submit to the County, at the County's request, a report, in a form and substance acceptable to the County, which report shall include, but not be limited to, program data such as statistics on target achievements and such other information as the County requires. This data will include such items as attendance records for all children and care givers attending the funded program, as well as visitors.

- c) The Licensee must also prepare and submit to the County, annually or upon request of the County, a comprehensive report, in a form and substance acceptable to the County, respecting the services being provided that will include, among other things, service delivery and employee statistics.

11. Financial Reports

The Licensee must:

- a) maintain financial records and books of account respecting services provided pursuant to this Agreement for each site where service is being provided and will allow the County or such other persons appointed by the County, at all reasonable times, to inspect and audit such records and books of account both during the term of this Agreement and subsequent to its expiration or termination;
- b) if designated as a Commercial/For Profit Service Provider and unless the County indicates otherwise, submit to the County within four (4) months of Licensee's financial year end, an Audited Financial Statement;
- c) provide and submit to the County on an annual basis, or when requested, a completed annual Child Care Financial Year End Reconciliation Report as provided to Licensees by the County;
- d) adhere to any additional financial reporting requirements in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the County's, Child Care and Early Years Division Policies and Procedures as amended from time to time;
- e) retain the records and books of accounts referred to in section 7(a) above for a period of seven (7) years;
- f) prepare and submit annually, or upon reasonable request, a financial report in such form and containing such information as the County may require;
- g) comply with the County's policies on the treatment of revenues and expenditures; and
- h) complete and maintain daily attendance records, which the County may inspect and audit from time to time as they see fit.

12. Program Records

In the event the Licensee ceases operations, it shall not, without the prior written consent of the County, dispose of any records related to the services provided for under this Agreement.

13. Confidentiality

The Licensee, its directors, officers, employees, agents and volunteers will hold confidential and will not disclose or release to any person other than the County during or following the term of this Agreement, except where required by law, any information or document that tends to identify any individual in receipt of services without first obtaining the written consent of the individual or the individual's parent or guardian prior to the release or disclosure of such information or document. Where the Licensee is a municipality or other such institution as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, as amended, the provisions of such Act with respect to the disclosure or release of information shall apply.

14. Indemnification

The Licensee will, both during and following the term of this Agreement, indemnify and save harmless the County, its officers, directors, employees, agents, servants and volunteers from all costs, losses, damages, judgments, claims, demands, suits, actions, complaints or other proceedings in any manner based upon, occasioned by or attributable to anything done or omitted to be done by the Licensee, its directors, officers, employees, agents, servants or volunteers in connection with services provided, purported to be provided or required to be provided by the Licensee pursuant to this Agreement.

15. Insurance

- a) The Licensee will obtain and maintain in full force and effect during the term of this Agreement, general liability insurance acceptable to the County in an amount not less than five million dollars (\$5,000,000) per occurrence in respect of the services provided pursuant to this Agreement.
- b) The general liability insurance policy shall:
 - i. include the County as an additional insured;
 - ii. contain a cross-liability clause endorsement;
 - iii. contain a clause including liability arising out of the Agreement; and
 - iv. contain a provision that the County is to be notified by the insurer should Licensees fail to make the required premium payments and that the policy shall not be terminated by the insurer until such notice has been provided to the County and the County has been afforded a reasonable time to arrange for the payment of the premiums.
- c) The Licensee must provide to the County on or before January 31 of any calendar year proof that the above-noted insurance is in place and, shall, upon request of the County provide such proof of insurance to the County on demand.

16. Freedom of Information

Any information collected by the County pursuant to this Agreement is subject to the rights and safeguards provided for in the *Municipal Freedom of Information and Protection of Privacy Act*, and the *Freedom of Information and Protection of Privacy Act*.

17. Human Rights Code

It is a condition of this Agreement, and of every agreement entered into pursuant to the performance of this Agreement, that no right under s. 5 of *Ontario Human Rights Code*, as amended, will be infringed. Breach of this condition is sufficient grounds for immediate cancellation of this Agreement with no further notice required.

18. Disposition

Property purchased by the Licensee with Funds provided by the County becomes the property of the County. The Licensee will not, without the prior written consent of the County, sell, change the use or otherwise dispose of any item, furnishing or equipment purchased with Funds pursuant to this Agreement. Such written consent may be given subject to such conditions as the County deems advisable.

19. Severability

If any provision or portion of any provision in this Agreement shall be held by a Court of competent jurisdiction to be unenforceable, invalid or illegal, such provision or such portion of the provision shall be severable and shall be deemed to be completed and the remaining provisions or portions shall remain valid and binding.

20. Governing Law

- a) This Agreement shall be construed in accordance with and governed by the laws in force in the Province of Ontario and as interpreted by the Courts of that Province.
- b) The parties agree that any legal proceedings in connection with any matter arising from or related to this Agreement must be commenced in the County of Renfrew, in the Province of Ontario.

21. Laws

The Licensee, its directors, officers, employees, agents, volunteers, and other representatives, if any, shall at all times comply with any and all applicable federal, provincial and municipal laws, by-laws, ordinances, statutes, rules, regulations and orders and policies and procedures in respect of the performance of this Agreement.

22. Notice

Any notice required or desired to be given hereunder shall be delivered in person or sent by prepaid registered mail addressed as follows:

- a) To: The County of Renfrew
 7 International Drive
 Pembroke, ON K8A 6W5
 Attn: Director, Community Services
- Copy to: County of Renfrew, Child Care and Early Years Division
 7 International Drive
 Pembroke, ON K8A 6W5
 Attn: Manager, Child Care and Early Years Division
- b) To: Licensed Provider
 Address
 Attn: Administrator

or at such other address as may be furnished in writing from time to time by either party to the other. Any notice mailed as aforementioned by registered mail shall be deemed to have been received three (3) business days after the posting thereof.

23. Amendments

This Agreement, or any part of it, shall not be amended, altered or waived save by a further written agreement and signed by the parties.

IN WITNESS WHEREOF this contract has been signed by an authorized County official on behalf of the County and on behalf of Licensee by its proper signing officers.

SIGNED, SEALED AND DELIVERED:

On the _____ day of _____, 2022.

On Behalf of the County of Renfrew:

Witness - County of Renfrew

Warden
County of Renfrew

Witness - County of Renfrew

Chief Administrative Officer/Clerk
County of Renfrew

On Behalf of Licensed Child Care Provider:

Witness Signature

Signature

**(Name and Position)

Witness Signature

Signature

**(Name and Position)

* Witness required where Licensee is a sole proprietor or partner in a partnership. Not required when corporate seal is affixed.

** I have the authority to bind the corporation.

COUNTY OF RENFREW

BY-LAW NUMBER 88-22

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

WHEREAS on April 26, 2017, the Corporation of the County of Renfrew enacted By-law No. 50-17, being a By-law to authorize the County of Renfrew to enter into an agreement with Licensed Home Child Care service providers, as amended on August 30, 2017, February 28, 2018, May 30, 2018, September 26, 2018, February 27, 2019, March 27, 2019, August 25, 2021, November 24, 2021, and May 25, 2022;

AND WHEREAS the County of Renfrew is the Consolidated Municipal Service Manager for Social Service Programs and responsible for child care services in the County of Renfrew;

AND WHEREAS the County of Renfrew has been approved by the Ministry of Education to operate a Licensed Home Child Care Agency within the Child Care and Early Years Division;

AND WHEREAS it is necessary to amend By-law NO. 50-17 to include an additional licensed home child care provider;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Renfrew hereby enacts as follows:

1. THAT the Warden and Clerk are hereby authorized to sign and seal all things, papers and documents necessary or incidental to the execution of this by-law.
2. THAT the Warden and Clerk are hereby authorized and instructed to enter into a service agreement with Stephanie Grenon for the provision of child care in their home and that By-law 50-17 is hereby amended.
4. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

FUNDING AGREEMENT FOR LICENSED CHILD CARE

BETWEEN:

**County of Renfrew Child Care Agency
(the “Agency”)**

-and-

**Stephanie Grenon
(the “Provider”)**

WHEREAS the Agency has been licensed by the Province of Ontario as a Home Child Care Agency under the *Child Care and Early Years Act, 2014* (the “Act”), and is in a position to provide funding to the Provider;

AND WHEREAS the Provider is a child care provider as defined in the *Act* and has agreed to provide home child care as defined in the *Act*;

THEREFORE THE PARTIES agree as follows:

1. Definition

In this Agreement, unless there is something in the subject matter or context inconsistent therewith, the terms and expressions used in this Agreement that are defined terms and expressions under the *Act* or Regulations made under the *Act*, shall have the same meaning as in the *Act* or the Regulations.

Other Definitions

“Agency Staff” means the staff of the Agency authorized to exercise the rights and perform the duties of the Agency under this Agreement.

“Agreement” means this Agreement, as may be amended from time to time.

“Home” means the premises at which the Provider is providing home child care services.

2. Status

The Agency and the Provider confirm that this is a funding agreement and they specifically deny any intention or agreement to be or to become agents, one for the other, or to create a partnership or other relationship whereby either would be held liable for any tortious, negligent, contractual or other acts, either of omission or commission, of the other party. Neither party shall have any authority to act for or to

assume or to incur any obligations or responsibilities on behalf of the other party unless specifically provided for in this Agreement. The parties specifically agree that this Agreement does not create an employer/employee relationship between the Agency and the Provider.

3. Term

- a) Unless otherwise provided herein, this Agreement shall remain in force from June 29, 2022, until it is superseded or replaced by a subsequent agreement in writing between the parties, or unless terminated in its entirety by either party by giving to the other party thirty (30) days advance written notice of such termination. In the event that this Agreement is terminated by either party, the Provider will refund forthwith to the Agency all monies advanced to it by the Agency which have not been expended by the Provider in accordance with this Agreement.
- b) Notwithstanding any other provision of this Agreement the Agency may immediately terminate this Agreement, in whole or in part, with respect to the provision of any particular service where the Agency, in its sole and unfettered discretion, determines that the health, welfare or safety of any child is at risk.

4. Program

- a) The Provider agrees to provide quality home child care services in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the Agency's Child Care Policies and Procedures as amended from time to time, including, but not limited to the child care policies specific to the operation of the licensed Home. The Provider acknowledges that it has received and reviewed the Agency's Child Care Policies and Procedures.
- b) The Provider is not to provide care for more than six (6) children at any one time.
- c) The Provider shall not make private child care arrangements with families placed by the Agency. Should the Provider make such arrangements, the Agency shall be entitled to immediately terminate this Agreement.
- d) The Provider shall immediately provide written notification to the Agency that there is a risk of a temporary closure of the Home in order that the Agency be able to make alternate care arrangements for the children. The Provider shall immediately contact all parents/caregivers and the Agency in the event that the home will not be operating on any particular day or at any particular time during which it would ordinarily be operating.
- e) The Provider understands that if the Home is closed and therefore not operating on any particular day or at any particular time, there will be no funding from the

Agency. Likewise, if the Home is open but there are no children approved for placement in the Home, there shall be no funding provided by the Agency.

- f) The Provider shall participate in all training workshops recommended by the Agency.
- g) The Provider agrees to complete a First Aid course, as recommended by the Agency, within sixty days of the signing of this Agreement. The Provider further agrees to deliver to the Agency, immediately upon it becoming available, a certificate demonstrating completion of the First Aid course.
- h) The Provider shall create an inclusive child care setting which can accommodate children with special needs.
- i) The Provider shall return to the Agency all property, goods, acquisitions, and signage supplied by the Agency within 30 days of termination of this Agreement.
- j) In the event that the Provider ceases operations, it shall not dispose of any records related to the services provided for under this Agreement and shall immediately deliver those records to the Agency or, alternatively, immediately provide copies of those records to the Agency.

5. Payment

The Agency shall pay to the Provider, one month in arrears, for each approved child receiving child care services at the Home, an amount equal to the approved hourly rate multiplied the agreed upon hours, all as contained in the individual Resource Funding Agreement for each child.

6. Agency Access, Consultation and Recommendations

- a) In order to allow the Agency staff (as designated by the Agency) to observe and evaluate the services and inspect all records relating to the services provided pursuant to this Agreement, the Provider shall permit Agency Staff, during regular business hours of the Provider or at such other times as the Agency, in its sole discretion, may deem to be reasonable in the circumstances, to enter any premises used by the Provider in connection with the provision of the services pursuant to this Agreement;
- b) In order to allow the Agency to carry out such oversight of the provision of care to children at the Home, as may be deemed necessary by the Agency and, or the Province of Ontario, the Provider shall permit Agency Staff, during regular business hours of the Provider or at such other times as the Agency, in its sole discretion, may deem to be reasonable in the circumstances, to enter any premises used by the Provider;

- c) The Provider shall make available to the Agency all relevant financial records including but not limited to child attendance sheets or other reports Agency within 10 business days of such request made by the Agency. The Provider shall also allow the Agency to copy those records on site, or alternatively, allow for the removal of the aforementioned records by the Agency for the purpose of copying such records; and
- d) Once the Agency has obtained access to and has reviewed the aforementioned records, and has consulted with the Provider, all as described above, the Agency may make recommendations to the Provider with respect to any matters related to this Agreement, including proper accounting and oversight methods and procedures or any other matter that the Agency deems necessary. The Provider agrees to immediately implement and to abide by any such recommendations made by the Agency and to provide to the Agency such proof of implementation and compliance as may be required by the Agency.

7. Reports

The Provider shall prepare and submit to the Agency, within 5 days following the end of each calendar month in a year, a Monthly Expense/Statistical Report in the form and content of the template attached hereto as Schedule "A" reflecting actual monthly costs for the previous month. In addition to the foregoing the Provider shall:

- a) complete and maintain daily attendance records of staff and children which the Agency may inspect and audit from time to time as it sees fit as well as records of expenses incurred where funding is being provided by the County in connection with any particular child; and
- b) prepare and submit to the Agency, at any time upon request by the Agency, a comprehensive report, in a form and substance acceptable to the Agency, respecting the services being provided by the Provider, which services may include, services delivered in the preceding year.

8. Financial Reports

- a) The Agency may, at any time, request information from the Provider in connection with attendance and expense records and the Provider shall immediately provide that information and materials to the Agency.
- b) The Provider shall adhere to any additional financial reporting requirements in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the Agency's Child Care Policies and Procedures as amended from time to time. The Provider acknowledges that it has received and reviewed the Agency's Child Care Policies and Procedures.

- c) The Provider shall prepare and submit annually, or at any time upon reasonable request, a financial report in such form and containing such information as the Agency may require.
- d) The Provider shall comply with the Agency's policies on the treatment of revenues and expenditures. The Provider acknowledges that it has received and reviewed these policies on the treatment of revenues and expenditures.

9. Confidentiality

The Provider will hold confidential and will not disclose or release to anyone, including any person, partnership, corporation or other entity, other than the Agency, at any time during or following the term of this Agreement, except where required by law, any information or document that tends to identify any individual in receipt of services without first obtaining the written consent of the individual or the individual's parent or guardian prior to the release or disclosure of such information or document.

10. Indemnification

The Provider will, both during and following the term of this Agreement, indemnify and save harmless the Agency, its officers, directors, employees, agents, servants and volunteers from all costs, losses, damages, judgments, claims, demands, suits, actions, complaints or other proceedings in any manner based upon, occasioned by or attributable to anything done or omitted to be done by the Provider, its directors, officers, employees, agents, servants or volunteers in connection with services provided, purported to be provided or required to be provided by the Provider pursuant to this Agreement.

11. Insurance

- a) The Provider will obtain and maintain in full force and effect during the term of this Agreement, general liability insurance acceptable to the Agency in an amount not less than two million dollars (\$2,000,000) per occurrence in respect of the services provided pursuant to this Agreement.
- b) The general liability insurance policy shall:
 - i. include the Agency as an additional insured;
 - ii. contain a cross-liability clause endorsement;
 - iii. contain a clause including liability arising out of the Agreement; and
 - iv. contain a provision that the Agency is to be notified by the insurer should the Provider fail to make the required premium payments and that the

policy shall not be terminated by the insurer until such notice has been provided to the Agency and the Agency has been afforded a reasonable time to arrange for the payment of the premiums.

- c) The Provider shall provide to the Agency on or before January 31 of any calendar year proof that the above-noted insurance is in place and, in addition to this, shall, upon request of the Agency at any time, provide such proof of insurance to the Agency.

12. Freedom of Information

Any information collected by the Agency pursuant to this Agreement is subject to the rights and safeguards provided for in the *Municipal Freedom of Information and Protection of Privacy Act*, and the *Freedom of Information and Protection of Privacy Act*.

13. Human Rights Code

It is a condition of this Agreement, and of every Agreement entered into pursuant to the performance of this Agreement, that no right under s. 5 of *Ontario Human Rights Code*, as amended, will be infringed. Breach of this condition is sufficient grounds for immediate cancellation of this Agreement with no further notice required.

14. Severability

If any provision or portion of any provision in this Agreement shall be held by a Court of competent jurisdiction to be unenforceable, invalid or illegal, such provision or such portion of the provision shall be severable and the remaining provisions or portions shall remain valid and binding.

15. Governing Law

- a) This Agreement shall be construed in accordance with and governed by the laws in force in the Province of Ontario.
- b) The parties agree that any legal proceedings in connection with any matter arising from or related to this Agreement shall be commenced in the Province of Ontario.

16. Laws

The Provider shall at all times comply with any and all applicable federal, provincial and municipal laws, by-laws, ordinances, statutes, rules, regulations and orders and policies and procedures in respect of the performance of this Agreement.

17. Notice

Any notice required or desired to be given hereunder shall be delivered in person or sent by prepaid registered mail addressed as follows:

a) To: County of Renfrew, Child Care and Early Years Division
7 International Drive
Pembroke, ON K8A 6W5
Attn: Manager, Child Care and Early Years Division

Copy to: County of Renfrew
7 International Drive
Pembroke, ON K8A 6W5
Attn: Director, Community Services

b) To: Stephanie Grenon
2657 Fourth Chute Road
Eganville, ON K0J 1T0

or at such other address as may be furnished in writing from time to time by either party to the other. Any notice sent by registered mail shall be effective when received by the addressee.

18. Entire Agreement

The Provider and the Agency acknowledge that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Agreement except as expressly set out in this Agreement and the Schedules annexed hereto and that this Agreement and the Schedules constitute the entire agreement between the Provider and the Agency.

19. Non-Waiver

No condoning, excusing or overlooking by the Agency of any default, breach or non-observance by the Provider at any time or times in respect of any covenant, proviso or condition contained in this Agreement shall operate as a waiver of the Agencies rights hereunder in respect of any continuing or subsequent default, breach or non-observance, or so as to defeat or effect in any way the rights of the Agency. No waiver shall be inferred from or implied by anything done or omitted to be done by the Agency save only by way of express waiver in writing.

20. Successors

This Agreement shall ensure to the benefit of and be binding upon the respective heirs, executors, administrators, permitted successors and assigns of the Provider.

21. Amendments

This Agreement can only be amended by written agreement signed by both parties.

For the convenience of the parties, this Agreement may be executed in counterpart and acceptance of this Agreement may be delivered electronically or by facsimile.

IN WITNESS WHEREOF this Agreement has been signed by an authorized County of Renfrew official on behalf of the Agency and on behalf of the Provider by its proper signing officers.

SIGNED, SEALED AND DELIVERED:

On the _____ day of _____, 2022

On Behalf of the County of Renfrew:

Witness - County of Renfrew

Debbie Robinson,
Warden
County of Renfrew

Witness - County of Renfrew

Paul V. Moreau,
Chief Administrative Officer/Clerk
County of Renfrew

On Behalf of Stephanie Grenon, Provider:

Witness Signature

Signature

**(Name and Position)

Witness Signature

Signature

**(Name and Position)

* Witness required where the Provider is a sole proprietor or partner in a partnership. Not required when corporate seal is affixed.

** I have the authority to bind the corporation.

COUNTY OF RENFREW

BY-LAW NUMBER 89-22

**A BY-LAW TO AMEND A BY-LAW 14-15 TO AUTHORIZE ENTERING INTO AGREEMENTS WITH
CHILD CARE AGENCIES AND RECREATION PROGRAMS FOR SPECIAL NEEDS RESOURCING
FUNDING**

WHEREAS on February 26, 2015, the Corporation of the County of Renfrew enacted By-law 14-15, being a By-law to authorize entering into agreements with child care agencies and recreation programs for special needs resourcing funding, as amended on September 26, 2018;

WHEREAS the Municipal Act, 2001, S.O. 2001 c.25 authorizes Council to enter into agreements;

AND WHEREAS it is necessary to enter into a Special Needs Resourcing Funding Agreement with Bonnechere Algonquin First Nation and Centre éducatif Coeur des Jeunes;

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

1. That the County of Renfrew enters into a Special Needs Resourcing Funding Agreement with the following licensed child care agencies:
 - Bonnechere Algonquin First Nation
 - Centre éducatif Coeur des Jeunes
2. That the Warden and Clerk are hereby empowered to do and execute all things, papers and documents necessary to the execution of this by-law.
4. That this by-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

SPECIAL NEEDS RESOURCING FUNDING AGREEMENT

BETWEEN:

**The Municipal Corporation of the County of Renfrew
(the County)**

-and-

**Bonnechere Algonquin First Nation
(the Service Provider)**

WHEREAS the Corporation of the County of Renfrew has been appointed by the Province of Ontario as the Consolidated Municipal Service Manager for the provision of Social Services;

AND WHEREAS the Service Provider has agreed to provide the child care services described herein;

THEREFORE THE PARTIES agree as follows:

1. Definition

Definitions under the *Act* and Regulations

In this Agreement, unless there is something in the subject matter or context inconsistent therewith, terms and expressions used in this Agreement that are defined terms and expressions under the *Act* or Regulations shall have the same meaning as in the *Act* or Regulations.

Definitions under this Agreement

“Agreement” means this Agreement, as may be amended from time to time.

“County Staff” means the staff of the County of Renfrew authorized to exercise the rights and perform the duties of the County of Renfrew under this Agreement.

“Service Provider” means Bonnechere Algonquin First Nation, providing services in whole or in part under this Agreement.

2. Term

This agreement shall be in force from June 29, 2022, to in perpetuity until it is superseded or replaced by a subsequent agreement, or unless terminated in its entirety by either party giving to the other sixty (60) days advanced written notice to that effect. In the

event of termination of this agreement, the Service Provider will refund forthwith to the County of Renfrew any monies advanced by the County of Renfrew and not expended in accordance with their entitlement.

3. Program

- The Service Provider agrees to provide quality inclusive licensed child care services in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the County of Renfrew's Child Care and Early Years Division Policies and Procedures as amended from time to time.
- The Service Provider agrees to hire special needs resource staff to supplement the quality licensed child care services it provides in accordance with the relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the County's Child Care and Early Years Division Policies and Procedures as amended from time to time. Staff hired will be a support to the program and will be considered above and beyond the staff/child ratio set out in the relevant provincial legislation.
- Hiring, supervising and training of the staff will be the responsibility of the individual Child Care Program.
- The Service Provider agrees to provide ongoing implementation of recommendations provided by the Child Care and Early Years Division.
- The Service Provider agrees to participate in training and development opportunities provided by the Child Care and Early Years Division.

4. Consideration

The County shall pay to the Service Provider, one month in arrears, an hourly rate for hours approved for the child as contained in the individual Resource Funding Agreement for each child.

5. County Access, Consultation and Recommendations

- a) In order to allow the County staff (as designated by the County of Renfrew) to observe and evaluate the services and inspect all records relating to the services provided pursuant to this agreement, the Service Provider shall:
 - i. permit County Staff, during regular business hours of the Service Provider or at such other times as the County of Renfrew, in its sole discretion, may deem to be reasonable in the circumstances, to enter any premises used by the Service Provider in connection with the provision of the services pursuant to this agreement;

- ii. permit County Staff, during regular business hours of the Service Provider or at such other times as the County of Renfrew, in its sole discretion, may deem to be reasonable in the circumstances, to enter any premises used by the Service Provider in connection with the evaluation of quality assurance programs as deemed necessary by the County of Renfrew and/or the Province of Ontario;
- iii. make available to the County all relevant financial records including but not limited to staff time sheets (hours worked), child attendance sheets and monthly expense reports as provided by the County;
- iv. allow for the County to copy those records on site, or alternatively, allow for the removal of the aforementioned records by the County for the purpose of copying such records;
- v. make its staff responsible for providing the services under this agreement available for consultation with the County, upon reasonable request by the County; and
- vi. once the County has obtained access to and has reviewed the aforementioned records, and has consulted with the Service Provider, all as described above, the County may make recommendations to the Service Provider with respect to any matters related to this Agreement, including the proper use of funding provided under this Agreement, activities of the staff hired as a result of funds provided under this Agreement, proper accounting and oversight methods and procedures or any other matter that the County deems necessary. The Service Provider agrees to immediately implement and to abide by any such recommendations made by the County.

6. Reports

The Service Provider shall prepare and submit to the County, within 5 days following the end of a calendar month, a Monthly Expense/Statistical Report reflecting actual monthly costs for the previous month as well.

- a) The Service Provider shall maintain service records as outlined respecting each site where funding is being provided.
- b) The Service Provider will also prepare and submit to the County of Renfrew, annually or at any time upon request of the County of Renfrew, a comprehensive report, in a form and substance acceptable to the County of Renfrew, respecting the services being provided that may include, service delivery and employee statistics.

7. Financial Reports

The Service Provider shall:

- a) maintain financial records and books of account respecting services provided pursuant to this agreement for each site where service is being provided and will allow the County of Renfrew or such other persons appointed by the County of Renfrew, at all reasonable times, to inspect and audit such records and books of account both during the term of this agreement and subsequent to its expiration or termination;
- b) if designated as a Commercial/For Profit Service Provider and unless the County of Renfrew indicates otherwise, submit to the County of Renfrew within four (4) months of the Service Provider's financial year end an Audited Financial Statement;
- c) provide and submit to the County of Renfrew on an annual basis or when requested a completed annual Child Care Financial Year End Reconciliation Report as provided to the Service Provider by the County of Renfrew;
- d) adhere to any additional financial reporting requirement in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the County of Renfrew's Child Care and Early Years Division Policies and Procedures as amended from time to time;
- e) retain the records and books of account referred to in section 7(a) above for a period of seven (7) years;
- f) prepare and submit annually, or at any time upon reasonable request, a financial report in such form and containing such information as the County of Renfrew may require;
- g) comply with the County of Renfrew's policies on the treatment of revenues and expenditures; and
- h) complete and maintain daily attendance records, which the County of Renfrew may inspect and audit from time to time as they see fit.

8. Program Records

In the event the Service Provider ceases operations, it shall not, dispose of any records related to the services provided for under this agreement as per section 7(b).

9. Confidentiality

The Service Provider, its directors, officers, employees, agents and volunteers will hold confidential and will not disclose or release to any person other than the County at any time during or following the term of this agreement, except where required by law, any information or document that tends to identify any individual in receipt of services without first obtaining the written consent of the individual or the individual's parent or guardian prior to the release or disclosure of such information or document. Where the Service Provider is a municipality or other such institution as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, as amended, the provisions of such Act with respect to the disclosure or release of information shall apply.

10. Indemnification

The Service Provider will, both during and following the term of this agreement, indemnify and save harmless the County, its officers, directors, employees, agents, servants and volunteers from all costs, losses, damages, judgments, claims, demands, suits, actions, complaints or other proceedings in any manner based upon, occasioned by or attributable to anything done or omitted to be done by the Service Provider, its directors, officers, employees, agents, servants or volunteers in connection with services provided, purported to be provided or required to be provided by the Service Provider pursuant to this agreement.

11. Insurance

- a) The Service Provider will obtain and maintain in full force and effect during the term of this agreement, general liability insurance acceptable to the County in an amount not less than two million dollars (\$2,000,000) per occurrence in respect of the services provided pursuant to this agreement.
- b) The general liability insurance policy shall:
 - i. include the County of Renfrew as an additional insured;
 - ii. contain a cross-liability clause endorsement;
 - iii. contain a clause including liability arising out of the agreement; and
 - iv. contain a provision that the County of Renfrew is to be notified by the insurer should the Service Provider fail to make the required premium payments and that the policy shall not be terminated by the insurer until such notice has been provided to the County of Renfrew and the County of Renfrew has been afforded a reasonable time to arrange for the payment of the premiums.

- c) The Service Provider shall provide to the County of Renfrew on or before January 31 of any calendar year proof that the above-noted insurance is in place and, shall, upon request of the County of Renfrew provide such proof of insurance to the County of Renfrew.

12. Freedom of Information

Any information collected by the County of Renfrew pursuant to this agreement is subject to the rights and safeguards provided for in the *Municipal Freedom of Information and Protection of Privacy Act*, and the *Freedom of Information and Protection of Privacy Act*.

13. Human Rights Code

It is a condition of this agreement, and of every agreement entered into pursuant to the performance of this agreement, that no right under s. 5 of *Ontario Human Rights Code*, as amended, will be infringed. Breach of this condition is sufficient grounds for immediate cancellation of this agreement with no further notice required.

14. Disposition

The Service Provider will not, without the prior written consent of the County of Renfrew, sell, change the use or otherwise dispose of any item; furnishing or equipment purchased with County of Renfrew funds pursuant to this agreement and that property purchased with County of Renfrew funds becomes the property of the County of Renfrew. Such written consent may be given subject to such conditions, as the County of Renfrew deems advisable.

15. Severability

If any provision or portion of any provision in this agreement shall be held by a Court of competent jurisdiction to be unenforceable, invalid or illegal, such provision or such portion of the provision shall be severable and shall be deemed to be completed and the remaining provisions or portions shall remain valid and binding.

16. Governing Law

- a) This agreement shall be construed in accordance with and governed by the laws in force in the Province of Ontario and as interpreted by the Courts of that Province.
- b) The parties agree that any legal proceedings in connection with any matter arising from or related to this agreement shall be commenced in the Province of Ontario.

17. Laws

The Service Provider, its directors, officers, employees, agents, volunteers and other representatives, if any, shall at all times comply with any and all applicable federal, provincial and municipal laws, by-laws, ordinances, statutes, rules, regulations and orders and policies and procedures in respect of the performance of this agreement.

18. Notice

Any notice required or desired to be given hereunder shall be delivered in person or sent by prepaid registered mail addressed as follows:

- a) To: The County of Renfrew
7 International Drive
Pembroke, ON K8A 6W5
Attn: Director, Community Services
- Copy to: County of Renfrew Child Care and Early Years Division
7 International Drive
Pembroke, ON K8A 6W5
Attn: Manager, Child Care and Early Years Division
- b) To: Bonnechere Algonquin First Nation
57 Bonnechere St. S
Renfrew, ON K7V 1Z2
Attn: Administrator

or at such other address as may be furnished in writing from time to time by either party to the other. Any notice mailed as aforementioned by registered mail shall be deemed to have been received three (3) business days after the posting thereof.

19. Amendments

This agreement, nor any provision of this agreement, shall be amended, altered or waived save by a further written agreement and signed by the parties.

IN WITNESS WHEREOF this contract has been signed by an authorized County of Renfrew official on behalf of the County of Renfrew and on behalf of the Service Provider by its proper signing officers.

SIGNED, SEALED AND DELIVERED:

On the _____ day of _____, 2022

On Behalf of the County of Renfrew:

Witness - County of Renfrew

Warden
County of Renfrew

Witness - County of Renfrew

Chief Administrative Officer/Clerk
County of Renfrew

On Behalf of Bonnechere Algonquin First Nation:

Witness Signature

Signature

**(Name and Position)

Witness Signature

Signature

**(Name and Position)

* Witness required where the Service Provider is a sole proprietor or partner in a partnership.
Not required when corporate seal is affixed.

** I have the authority to bind the corporation.

SPECIAL NEEDS RESOURCING FUNDING AGREEMENT

BETWEEN:

**The Municipal Corporation of the County of Renfrew
(the County)**

-and-

**Centre éducatif Coeur des Jeunes
(the Service Provider)**

WHEREAS the Corporation of the County of Renfrew has been appointed by the Province of Ontario as the Consolidated Municipal Service Manager for the provision of Social Services;

AND WHEREAS the Service Provider has agreed to provide the child care services described herein;

THEREFORE THE PARTIES agree as follows:

1. Definition

Definitions under the *Act* and Regulations

In this Agreement, unless there is something in the subject matter or context inconsistent therewith, terms and expressions used in this Agreement that are defined terms and expressions under the *Act* or Regulations shall have the same meaning as in the *Act* or Regulations.

Definitions under this Agreement

“Agreement” means this Agreement, as may be amended from time to time.

“County Staff” means the staff of the County of Renfrew authorized to exercise the rights and perform the duties of the County of Renfrew under this Agreement.

“Service Provider” means Centre éducatif Coeur des Jeunes, providing services in whole or in part under this Agreement.

2. Term

This agreement shall be in force from September 1, 2022, to in perpetuity until it is superseded or replaced by a subsequent agreement, or unless terminated in its entirety by either party giving to the other sixty (60) days advanced written notice to that effect.

In the event of termination of this agreement, the Service Provider will refund forthwith to the County of Renfrew any monies advanced by the County of Renfrew and not expended in accordance with their entitlement.

3. Program

- The Service Provider agrees to provide quality inclusive licensed child care services in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the County of Renfrew's Child Care and Early Years Division Policies and Procedures as amended from time to time.
- The Service Provider agrees to hire special needs resource staff to supplement the quality licensed child care services it provides in accordance with the relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the County's Child Care and Early Years Division Policies and Procedures as amended from time to time. Staff hired will be a support to the program and will be considered above and beyond the staff/child ratio set out in the relevant provincial legislation.
- Hiring, supervising and training of the staff will be the responsibility of the individual Child Care Program.
- The Service Provider agrees to provide ongoing implementation of recommendations provided by the Child Care and Early Years Division.
- The Service Provider agrees to participate in training and development opportunities provided by the Child Care and Early Years Division.

4. Consideration

The County shall pay to the Service Provider, one month in arrears, an hourly rate for hours approved for the child as contained in the individual Resource Funding Agreement for each child.

5. County Access, Consultation and Recommendations

- a) In order to allow the County staff (as designated by the County of Renfrew) to observe and evaluate the services and inspect all records relating to the services provided pursuant to this agreement, the Service Provider shall:
 - i. permit County Staff, during regular business hours of the Service Provider or at such other times as the County of Renfrew, in its sole discretion, may deem to be reasonable in the circumstances, to enter any premises used by the Service Provider in connection with the provision of the services pursuant to this agreement;

- ii. permit County Staff, during regular business hours of the Service Provider or at such other times as the County of Renfrew, in its sole discretion, may deem to be reasonable in the circumstances, to enter any premises used by the Service Provider in connection with the evaluation of quality assurance programs as deemed necessary by the County of Renfrew and/or the Province of Ontario;
- iii. make available to the County all relevant financial records including but not limited to staff time sheets (hours worked), child attendance sheets and monthly expense reports as provided by the County;
- iv. allow for the County to copy those records on site, or alternatively, allow for the removal of the aforementioned records by the County for the purpose of copying such records;
- v. make its staff responsible for providing the services under this agreement available for consultation with the County, upon reasonable request by the County; and
- vi. once the County has obtained access to and has reviewed the aforementioned records, and has consulted with the Service Provider, all as described above, the County may make recommendations to the Service Provider with respect to any matters related to this Agreement, including the proper use of funding provided under this Agreement, activities of the staff hired as a result of funds provided under this Agreement, proper accounting and oversight methods and procedures or any other matter that the County deems necessary. The Service Provider agrees to immediately implement and to abide by any such recommendations made by the County.

6. Reports

The Service Provider shall prepare and submit to the County, within 5 days following the end of a calendar month, a Monthly Expense/Statistical Report reflecting actual monthly costs for the previous month as well.

- a) The Service Provider shall maintain service records as outlined respecting each site where funding is being provided.
- b) The Service Provider will also prepare and submit to the County of Renfrew, annually or at any time upon request of the County of Renfrew, a comprehensive report, in a form and substance acceptable to the County of Renfrew, respecting the services being provided that may include, service delivery and employee statistics.

7. Financial Reports

The Service Provider shall:

- a) maintain financial records and books of account respecting services provided pursuant to this agreement for each site where service is being provided and will allow the County of Renfrew or such other persons appointed by the County of Renfrew, at all reasonable times, to inspect and audit such records and books of account both during the term of this agreement and subsequent to its expiration or termination;
- b) if designated as a Commercial/For Profit Service Provider and unless the County of Renfrew indicates otherwise, submit to the County of Renfrew within four (4) months of the Service Provider's financial year end an Audited Financial Statement;
- c) provide and submit to the County of Renfrew on an annual basis or when requested a completed an annual Child Care Financial Year End Reconciliation Report as provided to the Service Provider by the County of Renfrew;
- d) adhere to any additional financial reporting requirement in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the County of Renfrew's Child Care and Early Years Division Policies and Procedures as amended from time to time;
- e) retain the records and books of account referred to in section 7(a) above for a period of seven (7) years;
- f) prepare and submit annually, or at any time upon reasonable request, a financial report in such form and containing such information as the County of Renfrew may require;
- g) comply with the County of Renfrew's policies on the treatment of revenues and expenditures; and
- h) complete and maintain daily attendance records, which the County of Renfrew may inspect and audit from time to time as they see fit.

8. Program Records

In the event the Service Provider ceases operations, it shall not, dispose of any records related to the services provided for under this agreement as per section 7(b).

9. Confidentiality

The Service Provider, its directors, officers, employees, agents and volunteers will hold confidential and will not disclose or release to any person other than the County at any time during or following the term of this agreement, except where required by law, any information or document that tends to identify any individual in receipt of services without first obtaining the written consent of the individual or the individual's parent or guardian prior to the release or disclosure of such information or document. Where the Service Provider is a municipality or other such institution as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, as amended, the provisions of such Act with respect to the disclosure or release of information shall apply.

10. Indemnification

The Service Provider will, both during and following the term of this agreement, indemnify and save harmless the County, its officers, directors, employees, agents, servants and volunteers from all costs, losses, damages, judgments, claims, demands, suits, actions, complaints or other proceedings in any manner based upon, occasioned by or attributable to anything done or omitted to be done by the Service Provider, its directors, officers, employees, agents, servants or volunteers in connection with services provided, purported to be provided or required to be provided by the Service Provider pursuant to this agreement.

11. Insurance

- a) The Service Provider will obtain and maintain in full force and effect during the term of this agreement, general liability insurance acceptable to the County in an amount not less than two million dollars (\$2,000,000) per occurrence in respect of the services provided pursuant to this agreement.
- b) The general liability insurance policy shall:
 - i. include the County of Renfrew as an additional insured;
 - ii. contain a cross-liability clause endorsement;
 - iii. contain a clause including liability arising out of the agreement; and
 - iv. contain a provision that the County of Renfrew is to be notified by the insurer should the Service Provider fail to make the required premium payments and that the policy shall not be terminated by the insurer until such notice has been provided to the County of Renfrew and the County of Renfrew has been afforded a reasonable time to arrange for the payment of the premiums.

- c) The Service Provider shall provide to the County of Renfrew on or before January 31 of any calendar year proof that the above-noted insurance is in place and, shall, upon request of the County of Renfrew provide such proof of insurance to the County of Renfrew.

12. Freedom of Information

Any information collected by the County of Renfrew pursuant to this agreement is subject to the rights and safeguards provided for in the *Municipal Freedom of Information and Protection of Privacy Act*, and the *Freedom of Information and Protection of Privacy Act*.

13. Human Rights Code

It is a condition of this agreement, and of every agreement entered into pursuant to the performance of this agreement, that no right under s. 5 of *Ontario Human Rights Code*, as amended, will be infringed. Breach of this condition is sufficient grounds for immediate cancellation of this agreement with no further notice required.

14. Disposition

The Service Provider will not, without the prior written consent of the County of Renfrew, sell, change the use or otherwise dispose of any item; furnishing or equipment purchased with County of Renfrew funds pursuant to this agreement and that property purchased with County of Renfrew funds becomes the property of the County of Renfrew. Such written consent may be given subject to such conditions, as the County of Renfrew deems advisable.

15. Severability

If any provision or portion of any provision in this agreement shall be held by a Court of competent jurisdiction to be unenforceable, invalid or illegal, such provision or such portion of the provision shall be severable and shall be deemed to be completed and the remaining provisions or portions shall remain valid and binding.

16. Governing Law

- a) This agreement shall be construed in accordance with and governed by the laws in force in the Province of Ontario and as interpreted by the Courts of that Province.
- b) The parties agree that any legal proceedings in connection with any matter arising from or related to this agreement shall be commenced in the Province of Ontario.

17. Laws

The Service Provider, its directors, officers, employees, agents, volunteers and other representatives, if any, shall at all times comply with any and all applicable federal, provincial and municipal laws, by-laws, ordinances, statutes, rules, regulations and orders and policies and procedures in respect of the performance of this agreement.

18. Notice

Any notice required or desired to be given hereunder shall be delivered in person or sent by prepaid registered mail addressed as follows:

- a) To: The County of Renfrew
7 International Drive
Pembroke, ON K8A 6W5
Attn: Director, Community Services

Copy to: County of Renfrew Child Care and Early Years Division
7 International Drive
Pembroke, ON K8A 6W5
Attn: Manager, Child Care and Early Years Division
- b) To: Centre éducatif Coeur des Jeunes
1002 Beaverbrook, suite 3
Ottawa, ON K2K 1L1
Attn: Johanne Lafleur

or at such other address as may be furnished in writing from time to time by either party to the other. Any notice mailed as aforementioned by registered mail shall be deemed to have been received three (3) business days after the posting thereof.

19. Amendments

This agreement, nor any provision of this agreement, shall be amended, altered or waived save by a further written agreement and signed by the parties.

IN WITNESS WHEREOF this contract has been signed by an authorized County of Renfrew official on behalf of the County of Renfrew and on behalf of the Service Provider by its proper signing officers.

SIGNED, SEALED AND DELIVERED:

On the _____ day of _____, 2022

On Behalf of the County of Renfrew:

Witness - County of Renfrew

Warden
County of Renfrew

Witness - County of Renfrew

Chief Administrative Officer/Clerk
County of Renfrew

On Behalf of Centre éducatif Coeur des Jeunes:

Witness Signature

Signature

**(Name and Position)

Witness Signature

Signature

**(Name and Position)

* Witness required where the Service Provider is a sole proprietor or partner in a partnership.
Not required when corporate seal is affixed.

** I have the authority to bind the corporation.

COUNTY OF RENFREW

BY-LAW NUMBER 90-22

A BY-LAW TO AMEND BY-LAW 13-15 TO AUTHORIZE THE WARDEN AND CLERK TO ENTER INTO A CONTRACT/AGREEMENT WITH LICENSED CHILD CARE PROVIDERS FOR THE PURPOSE OF CHILD CARE SERVICES WITHIN THE COUNTY OF RENFREW

WHEREAS on February 26, 2015, the Corporation of the County of Renfrew enacted By-law 13-15, being a By-law to authorize the Warden and Clerk to enter into a contract/ agreement with licensed child care providers for the purpose of child care services within the County of Renfrew, and as amended on September 26, 2018, and November 24, 2021;

AND WHEREAS the County of Renfrew is the Consolidated Municipal Service Manager, and has a clear responsibility to meet provincial policies and standards, and to be accountable to local taxpayers for the effective management of child care within their service area;

AND WHEREAS it is necessary to enter into a Service Agreement with Centre éducatif Coeur des Jeunes;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Renfrew hereby enacts as follows:

1. That the Warden and Clerk are hereby authorized to sign and seal all things, papers and documents necessary or incidental to the execution of this by-law.
2. That the Warden and Clerk are hereby authorized and instructed to enter into a Service Agreement with Centre éducatif Coeur des Jeunes.
3. That this by-law come into force and take effect upon the passing thereof.

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK

SERVICE AGREEMENT

BETWEEN:

**The Municipal Corporation of the County of Renfrew
(the County of Renfrew)**

-and-

**Centre éducatif Coeur des Jeunes
(the Service Provider)**

WHEREAS the Corporation of the County of Renfrew has been appointed by the Province of Ontario as the Consolidated/ Municipal Service Manager for the provision of Social Services;

AND WHEREAS the Service Provider has agreed to provide the child care services described herein;

THEREFORE THE PARTIES agree as follows:

1. Definition

Definitions under the *Act* and Regulations

In this Agreement, unless there is something in the subject matter or context inconsistent therewith, terms and expressions used in this Agreement that are defined terms and expressions under the *Act* or Regulations shall have the same meaning as in the *Act* or Regulations.

Definitions under this Agreement

“Agreement” means this Agreement, as may be amended from time to time.

“County Staff” means the staff of the County of Renfrew authorized to exercise the rights and perform the duties of the County of Renfrew under this Agreement.

“Service Provider” means Centre éducatif Coeur des Jeunes, providing services in whole or in part under this Agreement.

2. Term

This agreement shall be in force from September 1, 2022, to in perpetuity until it is superseded or replaced by a subsequent agreement, or unless terminated in its entirety by either party giving to the other sixty (60) days advanced written notice to that effect. In the event of termination of this agreement, the Service Provider will refund forthwith

to the County of Renfrew any monies advanced by the County of Renfrew and not expended in accordance with their entitlement.

3. Program

- a. The Service Provider agrees to provide quality licensed child care services in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the County of Renfrew's Child Care and Early Years Division Policies and Procedures as amended from time to time.
- b. The Service Provider agrees to expend grant funding allocations and fee subsidy funding provided by the County of Renfrew in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the County of Renfrew's Child Care and Early Years Division Policies and Procedures as amended from time to time.
- c. The Service Provider shall be responsive to community need and flexible to meet the needs of families in the area to be served including the provision of part-time care and extended hours of service as required.
- d. The Service Provider shall participate in program quality assessments completed by County staff who are appointed to this function at the discretion of the County of Renfrew.
- e. The Service Provider shall ensure that the nutritional standards are met in accordance with the Paint Your Plate with Vegetables and Fruit: A Toolkit for Child Care Providers available on the Ontario Dietitians in Public Health (ODPH) website at: www.odph.ca/child-care-resources.
- f. The Service Provider shall ensure that all components of the physical environment are maintained, in good repair and that sanitary practices ensure the environment conditions are kept sanitary.
- g. The Service Provider shall participate in staff development opportunities as recommended by the County of Renfrew.

4. Consideration

- a) Fee Subsidy
 - i. The County of Renfrew shall pay to the Service Provider, one month in arrears, a per diem sum (not to exceed the approved County of Renfrew capped rate) for each child enrolled, in receipt of fee subsidy and in attendance in the Service Provider's care.
 - ii. The Service Provider shall submit monthly attendance through the Ontario Child Care Management System (OCCMS).

- iii. Paid fee subsidy rate increases or changes may occur with the approval of the Manager of the County of Renfrew, Child Care and Early Years Division.
- iv. The Service Provider agrees that it shall not charge additional amounts to the parents of children enrolled pursuant to this agreement.
- v. The Service Provider may charge parents additional sums in the event that a child enrolled pursuant to this agreement receives extra hours of care, separately agreed upon.
- vi. The Service Provider will notify the County of Renfrew, Child Care and Early Years Division of any known changes to the fee subsidy clients status (custody, address changes, etc).
- vii. It is understood that, if the Service Provider is in breach of its obligation under the agreement, the County of Renfrew may, as it sees fit, withhold payments to the Service Provider.

b) Grant Funding

- i. The Service Provider shall expend and/or distribute grant funding allocations provided by the County of Renfrew in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the County of Renfrew's, Child Care and Early Years Division Policies and Procedures as amended from time to time.
- ii. Unless deemed by the province as mandatory, the County of Renfrew reserves the right to determine the eligibility for grants, priority, amounts, time, and manner of such payments.
- iii. It is understood that, if the Service Provider is in breach of its obligation under the agreement, the County of Renfrew may, as it sees fit, withhold payments to the Service Provider.
- iv. Grant funds that are not utilized in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the County of Renfrew's Child Care and Early Years Division Policies and Procedures shall be reimbursed to The County of Renfrew.

5. County of Renfrew Access and Consultation

- a) In order to allow County staff (as designated by the County of Renfrew) to observe and evaluate the services and inspect all records relating to the services provided pursuant to this agreement, the Service Provider shall:

- i. permit County Staff, during regular business hours of the Service Provider or at such other times as the County of Renfrew, in its sole discretion, may deem to be reasonable in the circumstances, to enter any premises used by the Service Provider in connection with the provision of the services pursuant to this agreement;
- ii. permit County Staff, during regular business hours of the Service Provider or at such other times as the County of Renfrew, in its sole discretion, may deem to be reasonable in the circumstances, to enter any premises used by the Service Provider in connection with the evaluation of quality assurance programs as deemed necessary by the County of Renfrew and/or the Province of Ontario;
- iii. make available to the County of Renfrew all relevant attendance and/or financial records;
- iv. allow for the County of Renfrew to copy those records on site, or alternatively, allow for the removal of the aforementioned records by the County of Renfrew for the purpose of copying such records; and
- v. make its staff responsible for providing the services under this agreement available for consultation with the County of Renfrew, upon reasonable request by the County of Renfrew.

6. Reports

- a) The Service Provider shall maintain service records respecting each site where service is being provided in accordance with the Ontario Child Care Management System (OCCMS) and other records required as outlined in the provincial Child Care Management Guidelines and/or County of Renfrew's, Child Care and Early Years Division Policies and Procedures.
- b) The Service Provider shall provide and submit to the County of Renfrew, in a form and substance acceptable to the County of Renfrew, which report shall include program data such as statistics on target achievements and such other information as the County of Renfrew requires.
- c) The Service Provider will also prepare and submit to the County of Renfrew, annually or at any time upon request of the County of Renfrew, a comprehensive report, in a form and substance acceptable to the County of Renfrew, respecting the services being provided that may include, service delivery and employee statistics.

7. Financial Reports

The Service Provider shall:

- a) maintain financial records and books of account respecting services provided pursuant to this agreement for each site where service is being provided and will allow the County of Renfrew or such other persons appointed by the County of Renfrew, at all reasonable times, to inspect and audit such records and books of account both during the term of this agreement and subsequent to its expiration or termination;
- b) if designated as a Commercial/For Profit Service Provider and unless the County of Renfrew indicates otherwise, submit to the County of Renfrew within four (4) months of the Service Provider's financial year end an Audited Financial Statement;
- c) provide and submit to the County of Renfrew on an annual basis or when requested a completed annual Child Care Financial Year End Reconciliation Report as provided to the Service Provider by the County of Renfrew;
- d) adhere to any additional financial reporting requirement in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the County of Renfrew's, Child Care and Early Years Division Policies and Procedures as amended from time to time;
- e) retain the records and books of account referred to in section 7(a) above for a period of seven (7) years;
- f) prepare and submit annually, or at any time upon reasonable request, a financial report in such form and containing such information as the County of Renfrew may require;
- g) comply with the County of Renfrew's policies on the treatment of revenues and expenditures; and
- h) complete and maintain daily attendance records, which the County of Renfrew may inspect and audit from time to time as they see fit.

8. Program Records

In the event the Service Provider ceases operations, it shall not, without the prior written consent of the County of Renfrew, dispose of any records related to the services provided for under this agreement.

9. Confidentiality

The Service Provider, its directors, officers, employees, agents and volunteers will hold confidential and will not disclose or release to any person other than the County of Renfrew at any time during or following the term of this agreement, except where required by law, any information or document that tends to identify any individual in receipt of services without first obtaining the written consent of the individual or the

individual's parent or guardian prior to the release or disclosure of such information or document. Where the Service Provider is a municipality or other such institution as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, as amended, the provisions of such *Act* with respect to the disclosure or release of information shall apply.

10. Indemnification

The Service Provider will, both during and following the term of this agreement, indemnify and save harmless the County of Renfrew, its officers, directors, employees, agents, servants and volunteers from all costs, losses, damages, judgments, claims, demands, suits, actions, complaints or other proceedings in any manner based upon, occasioned by or attributable to anything done or omitted to be done by the Service Provider, its directors, officers, employees, agents, servants or volunteers in connection with services provided, purported to be provided or required to be provided by the Service Provider pursuant to this agreement.

11. Insurance

- a) The Service Provider will obtain and maintain in full force and effect during the term of this agreement, general liability insurance acceptable to the County of Renfrew in an amount not less than two million dollars (\$2,000,000) per occurrence in respect of the services provided pursuant to this agreement.
- b) The general liability insurance policy shall:
 - i. include the County of Renfrew as an additional insured;
 - ii. contain a cross-liability clause endorsement;
 - iii. contain a clause including liability arising out of the agreement; and
 - iv. contain a provision that the County of Renfrew is to be notified by the insurer should the Service Provider fail to make the required premium payments and that the policy shall not be terminated by the insurer until such notice has been provided to the County of Renfrew and the County of Renfrew has been afforded a reasonable time to arrange for the payment of the premiums.
- c) The Service Provider shall provide to the County of Renfrew on or before January 31 of any calendar year proof that the above-noted insurance is in place and, shall, upon request of the County of Renfrew provide such proof of insurance to the County of Renfrew.

12. Freedom of Information

Any information collected by the County of Renfrew pursuant to this agreement is subject to the rights and safeguards provided for in the *Municipal Freedom of Information and Protection of Privacy Act*, and the *Freedom of Information and Protection of Privacy Act*.

13. Human Rights Code

It is a condition of this agreement, and of every agreement entered into pursuant to the performance of this agreement, that no right under s. 5 of *Ontario Human Rights Code*, as amended, will be infringed. Breach of this condition is sufficient grounds for immediate cancellation of this agreement with no further notice required.

14. Disposition

The Service Provider will not, without the prior written consent of the County of Renfrew, sell, change the use or otherwise dispose of any item; furnishing or equipment purchased with County of Renfrew funds pursuant to this agreement and that property purchased with County of Renfrew funds becomes the property of the County of Renfrew. Such written consent may be given subject to such conditions, as the County of Renfrew deems advisable.

15. Severability

If any provision or portion of any provision in this agreement shall be held by a Court of competent jurisdiction to be unenforceable, invalid or illegal, such provision or such portion of the provision shall be severable and shall be deemed to be completed and the remaining provisions or portions shall remain valid and binding.

16. Governing Law

- a) This agreement shall be construed in accordance with and governed by the laws in force in the Province of Ontario and as interpreted by the Courts of that Province.
- b) The parties agree that any legal proceedings in connection with any matter arising from or related to this agreement shall be commenced in the Province of Ontario.

17. Laws

The Service Provider, its directors, officers, employees, agents, volunteers and other representatives, if any, shall at all times comply with any and all applicable federal, provincial and municipal laws, by-laws, ordinances, statutes, rules, regulations and orders and policies and procedures in respect of the performance of this agreement.

18. Notice

Any notice required or desired to be given hereunder shall be delivered in person or sent by prepaid registered mail addressed as follows:

- a) To: The County of Renfrew
 7 International Drive
 Pembroke, ON K8A 6W5
 Attn: Director, Community Services
- Copy to: County of Renfrew, Child Care and Early Years Division
 7 International Drive
 Pembroke, ON K8A 6W5
 Attn: Manager, Child Care and Early Years Division
- b) To: Centre éducatif Coeur des Jeunes
 1002 Beaverbrook, suite 3
 Ottawa, ON K2K 1L1
 Attn: Johanne Lafleur

or at such other address as may be furnished in writing from time to time by either party to the other. Any notice mailed as aforementioned by registered mail shall be deemed to have been received three (3) business days after the posting thereof.

19. Amendments

This agreement, nor any provision of this agreement, shall be amended, altered or waived save by a further written agreement and signed by the parties.

IN WITNESS WHEREOF this contract has been signed by an authorized County of Renfrew official on behalf of the County of Renfrew and on behalf of the Service Provider by its proper signing officers.

SIGNED, SEALED AND DELIVERED:

On the _____ day of _____, 2022.

On Behalf of the County of Renfrew:

Witness - County of Renfrew

Debbie Robinson,
Warden
County of Renfrew

Witness - County of Renfrew

Paul V. Moreau,
Chief Administrative Officer/Clerk
County of Renfrew

On Behalf of Centre éducatif Coeur des Jeunes.:

Witness Signature

Signature

**(Name and Position)

Witness Signature

Signature

**(Name and Position)

* Witness required where the Service Provider is a sole proprietor or partner in a partnership.
Not required when corporate seal is affixed.

** I have the authority to bind the corporation.

COUNTY OF RENFREW

BY-LAW NUMBER 96-22

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL
OF THE COUNTY OF RENFREW AT THE MEETING HELD
ON JUNE 29, 2022**

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

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

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

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

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

READ a first time this 29th day of June 2022.

READ a second time this 29th day of June 2022.

READ a third time and finally passed this 29th day of June 2022.

DEBBIE ROBINSON, WARDEN

PAUL V. MOREAU, CLERK