



COUNTY COUNCIL

10:00 A.M., WEDNESDAY, May 31, 2023

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 April 26, 2023.
8. Warden's Address.
9. Delegations:
 - a) 10:10 a.m. – Regional Director Jade Nauman, Renfrew County, United Way East Ontario to receive a cheque from County staff.
 - b) 10:20 a.m. - Vice-Chair Sheldon Reiche and Executive Director Cyndy Phillips, Renfrew County Community Futures Development Corporation.
 - c) 10:40 a.m. – Chair Susan Humphries, and Director of Education Pino Buffone, Renfrew County and District School Board.
10. Correspondence.
11. Committee Reports:

		<u>Page</u>
11:00 a.m. – 11:10 a.m.	a) Community Services Committee	3
11:10 a.m. – 11:25 a.m.	b) Operations Committee	18
11:25 a.m. – 11:45 a.m.	c) Finance & Administration Committee	62
11:45 a.m. – 12:00 p.m.	d) Development & Property Committee	151
1:00 p.m. – 1:10 p.m.	e) Health Committee	194
12. By-laws:
 - a) By-law 68-23 – A By-Law to amend By-Law 63-03 Human Resources Corporate Policies and Procedures for the County of Renfrew.
 - b) By-law 69-23 - A By-Law to establish and require payment of User Fees and Charges.

- c) By-Law 70-23 – A By-Law for the execution of Contract PWC-2023-34 for the New Barriers on the Algonquin Trail over Highway 17.
 - d) By-Law 71-23 - A By-Law for the execution of Contract RE-2023-08-RP Equipment Storage Unit – Renfrew County Place.
 - e) By-Law 72-23 - A By-Law to Adopt Amendment No. 34 to the Official Plan of the County of Renfrew.
 - f) By-law 73-23 - A By-Law to establish Public Works and Engineering Policies PW-01 – Roadway Classification and Design And PW-10 Road Occupancy Permits within the Jurisdiction of the Corporation of the County of Renfrew.
 - g) By-law 74-23 - A By-Law for the execution of Contract PWC-2023-01 Rehabilitation of County Road 1 (River Road).
 - h) By-law 75-23 - A By-Law for the execution of Contract PWC-2023-15 Rehabilitation of County Road 515 (Palmer Road).
 - i) By-law 76-23 - A By-Law to amend By-Law No. 56-14, being a By-Law to authorize the County of Renfrew to enter into a Contract/Agreement with Child Care Service Providers for the provision of Children's Recreation Programs.
 - j) By-law 77-23 – A By-law for the execution of Contract PWC-2023-09 – Steel Beam Guiderail for C115 (Dunlop Crescent Dual Culverts) and County Road 635 (Swisha Road).
 - k) By-law 78-23 - A By-Law to amend By-Law 7-21, being a By-Law to regulate the operation of Off-Road Vehicles on County of Renfrew Roads.
 - l) By-law 79-23 - A By-law for the execution of Contract PWC-2023-20 - County Road 20 (Bruce Street) and County Road 42 (Forest Lea Road) Rehabilitation.
 - m) By-law 80-23 - A By-law for the execution of Contract PWC-2023-58 - County Road 58 (Round Lake Road) Rehabilitation.
13. 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).
14. Notice of Motions.
15. Members' Written Motions.
16. New Business,
17. Closed Meeting – pursuant to Section 239 of the Municipal Act, 2001, as amended for the purpose of a proposed or pending acquisition or disposition of land (Renfrew County and District School Board Potential Land, Deep River) and personal matters about an identifiable individual, including municipal or local board employees.
18. Confirmatory By-law 81-23 - A By-law to Confirm the Proceedings of the Council of the County of Renfrew at the meeting held on May 31, 2023.
19. Adjournment.

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

May 31, 2023

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. Community Services Office, Arnprior, Ontario

The Community Services office in Arnprior is moving. As discussed during 2023 budget deliberations, to better serve our community and residents and to be responsive to our office footprint needs, we are looking to move our services from 80 McGonigal Street, into the Renfrew County Housing Corporation (RCHC) building on Albert Street. This building has a space that can be fit up to provide a modern workspace that will allow staff to work comfortably. The space does not interfere with the tenant's enjoyment of their building and encourages more interaction with tenants in the community.

This will also provide an opportunity for other services to utilize the 80 McGonigal Street location.

To facilitate this change, Arnprior staff will temporarily transfer to the Renfrew County Place office as of the end of May/early June. Services will continue to be provided in Arnprior and staff have made arrangements with local agencies to utilize common room space when an in-person meeting is needed. It is anticipated that the new office will be ready late August.

While we know that this change will cause some disruption to the community, we are confident that the new location will better meet the needs of the residents in Arnprior. There is a communication plan in place.

2. Renfrew County Housing Corporation Staffing Update

An increase to the Homelessness Prevention Program funding and services as well as the temporary relocation of Renfrew County Housing Corporation office in Arnprior has resulted in the need to realign staffing to operational requirements. The Renfrew County Housing Corporation Board of Directors has approved the elimination of the Arnprior Community Housing Representative position and is replacing this position with a Renfrew Community Housing Caseworker position. This change in staffing is fully funded through the Homelessness Prevention Program.

3. Fire at 63 Russell Street North, Arnprior

Shortly before 12:00 p.m. on April 27th, Renfrew County Housing Corporation (RCHC) staff were alerted through the building's fire detection equipment and alarm system of a fire at 63 Russell Street North in Arnprior. Maintenance staff were the first to arrive at the scene and immediately started to evacuate tenants from the building. Shortly thereafter, police, fire, and paramedic services arrived along with additional RCHC staff and the crisis team from the Mental Health Services of Renfrew County. The Royal Canadian Legion and the common room at 8 Burwash Street were provided as rest spots for tenants as they waited to be updated regarding next steps.

The fire was quickly extinguished and contained to one unit; however, there was significant smoke, soot, and water damage to nearby units. RCHC staff, along with the Chief from the Arnprior Fire Department, inspected every unit prior to approving re-entry for most tenants. The building was cleared for re-entry by 5:00 p.m. and by 6:30 p.m. all required building and tenant supports were in place. Eight tenants remained displaced after the fire. Pending assistance from individual insurance companies, tenants received supports for interim shelter, food, and other essential items.

4. Renfrew and Area Connection Centre

The Grand Opening of the Renfrew and Area Connection Centre was held on April 4, 2023. The Connection Centre is an initiative launched by the Renfrew OPP Detachment, in collaboration with the Renfrew Police Services Board, and is funded through a Community Safety and Policing Grant. Located at 161 Raglan Street South in Renfrew, the Connection Centre is a space where residents can come in and connect with whatever services they need. Local agencies, including Community Services, will have a staff presence at the hub to seamlessly connect individuals with services. The centre will also work closely with the Mobile Crisis Response Team (MCRT), a unit comprised of an OPP officer and a crisis worker who jointly respond to calls for service in relation to mental health, addictions, and individuals in crisis.

5. Ontario Disability Support Program/Ontario Works Client Advisory Group

Staff from the Ontario Disability Support Program (ODSP) and Ontario Works (OW) are committed to help build communities that are resilient, inclusive, and sustained by economic and civic contributions of all Ontarians. These programs are guided by a vision that enables all Ontarians to live with dignity and contribute to a thriving community. The ODSP/OW Client Advisory Group provides a forum for social assistance recipients and staff to have open discussions about programs and benefits with the goal of improving the quality of our services. The Client Advisory Group is comprised of five recipients and one caseworker from each program who commit to a one-year participation term. The first meeting of 2023 was held on April 19 and meetings are conducted on a quarterly basis.

BY-LAWS

6. Amendment to By-Law 56-14 – County of Renfrew Recreation Program

RESOLUTION NO. CS-CC-23-05-27

Moved by Chair

Seconded by Committee

THAT County Council approve that By-law 56-14 authorizing the County of Renfrew to enter into a Recreation Agreement with recreation programs be amended to include the Town of Arnprior - Arnprior & District Museum Summer Experimentation Station.

Background

The County of Renfrew may provide fee subsidies or special needs resource funding for children aged 6 to 12 years who are enrolled in an authorized recreational and skill building program. Recreation programs can provide a cost-effective option for families who require before or after school care and/or March break and summer care. The Town of Arnprior is offering an 8-week camp through the Arnprior and District Museum for the summer.

All of which is respectfully submitted.

Anne Giardini, Chair

And Committee Members: P. Emon, D. Grills, D. Mayville, N. Nicholson, G. Serviss

**COUNTY OF RENFREW
BY-LAW NUMBER 76-23**

**A BY-LAW TO AMEND BY-LAW NO. 56-14, BEING A BY-LAW TO AUTHORIZE THE COUNTY OF
RENFREW TO ENTER INTO A CONTRACT/AGREEMENT WITH CHILD CARE SERVICE PROVIDERS
FOR THE PROVISION OF CHILDREN'S RECREATION PROGRAMS**

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25, as amended, authorizes Council to enter into agreements;

AND WHEREAS on May 28, 2014, the Corporation of the County of Renfrew enacted By-law 56-14, a by-law authorizing the Warden and Chief Administrative Officer/Clerk to enter into an agreement with recreation programs to provide fee subsidy for children enrolled in a recreation program and amended on June 25, 2014, June 24, 2015, May 15, 2019, and May 17, 2023.

AND WHEREAS it is necessary to amend By-law No. 56-14 to include additional municipalities who will be providing a children's recreation program;

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 to the execution of this by-law.
2. That the Warden and Clerk are hereby authorized and instructed to enter into a service contract/agreement with the following for recreation program:

Town of Arnprior - Arnprior & District Museum Summer Experimentation Station

3. That this by-law come into force and take effect upon the passing thereof.

READ a first time this 31st day of May, 2023.

READ a second time this 31st day of May, 2023.

READ a third time and finally passed this 31st day of May, 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

RECREATION PROGRAM SERVICE AGREEMENT

BETWEEN:

The Municipal Corporation of the County of Renfrew
(the “County”)

- and -

Town of Arnprior
(the “Service Provider”)

WHEREAS the Minister of Education of Ontario (the “Minister”) may enter into agreements with service system managers respecting the provision of prescribed services, pursuant to subsection 54. (3) of the Child Care and Early Years Act, 2014 (the “Act”);

AND WHEREAS a service system manager may enter into an agreement with a municipality or other person for the provision of children’s recreation programs;

AND WHEREAS the County is a service system manager under Regulation 138/15 made pursuant to the Act;

AND WHEREAS The County as service system managers has the option to authorize recreational and skill building programs under the Child Care and Early Years Act, 2014 (CCEYA) to meet child care needs of families in accordance with service system plans.

AND WHEREAS the Service Provider provides a children’s recreation program called Arnprior & District Museum Summer Experimentation Station (the “Recreation Program”) on the terms set out herein;

AND WHEREAS the County has determined that:

- i. the Service Provider is a recreation service provider pursuant to the Act and applicable Regulations;
- ii. the Recreation Program is a prescribed service; and
- iii. the Recreation Program meets the Minimum Requirements for Recreation Programs, as established by the *School-Age Recreation Guideline (Sept 2018)* prepared by the Ministry, information attached as **Schedule “A”**;

AND WHEREAS the purpose of this agreement is to establish the terms and conditions upon which the County will, as delivery agent, provide fee subsidies to the Service Provider for children enrolled in the Recreation Program;

THEREFORE THE PARTIES agree as follows:

1. Recreation Program:

The Service Provider agrees to:

- i. operate the Recreation Program in accordance with the Minimum Requirements for Recreation Programs attached hereto as **Schedule “A”**; and
- ii. comply with the policies, guidelines and requirements established by the Province of Ontario and the County.

2. Term:

This agreement will be effective commencing May 31st, 2023 and will terminate on such a date that is the earlier of:

- i. the Recreation Program no longer qualifying for fee subsidies in accordance with the terms and conditions of this agreement;
- ii. termination by either party for any reason whatsoever on 60 days’ written notice to the other party; or
- iii. this agreement being replaced by a subsequent agreement on mutual consent of the parties.

3. Fee Subsidies:

- a) The County, as the service system manager, will provide fee subsidies to the Service Provider for children enrolled in the Recreation Program in accordance with the cost-sharing arrangements in Regulation 138 made pursuant to the *Act*. The relevant cost-sharing arrangements in Regulation 138 in effect as of the date of this agreement are attached hereto as **Schedule “B”**.
- b) If the Service Provider is in breach of its obligations under this agreement, the County may, as it sees fit, withhold fee subsidies to the Service Provider.

4. Special Needs Resource Funding

Special Needs Resourcing Funding and support for eligible authorized recreational and skill building programs and camps are provided by the County and will continue to be based on their discretion regarding local funding priorities and program quality.

- a) The Service Provider agrees to hire special needs resource staff to supplement the quality licensed child care services it provides in accordance with the *Act*, the policies, guidelines and requirements of Canada, Ontario and the County’s Child Care Policies and Procedures as amended from time to time.

- b) Hiring, supervising and training of the staff will be the responsibility of the individual Recreation Program.
- c) Staff hired will be a support to the program and will be considered above and beyond the staff/child ratio.
- d) The Service Provider shall create an inclusive setting which can accommodate children with special needs.

5. County of Renfrew Access and Consultation:

- a) In order to allow County staff to observe and evaluate the services and inspect all records relating to the Recreation Program provided pursuant to this agreement, the Service Provider will permit County staff, at reasonable times, to enter any premises used by the Service Provider in connection with the provision of services for the Recreation Program.
- b) Upon reasonable request, the Service Provider will make its staff available for consultation with County staff and to provide information related to the Recreation Program.

6. Reports:

- a) The Service Provider will maintain service records respecting each site where the services in connection with the Recreation Program are being provided.
- b) The Service Provider will also prepare and submit to the County at any time upon reasonable request, a comprehensive report, in a form and substance acceptable to County staff, respecting the services being provided in connection with the Recreation Program.

7. Financial Records and Reports:

- a) The Service Provider will maintain financial records and books of account respecting services provided in connection with the Recreation Program for each site where the service is being provided and will allow County staff 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) The Service Provider will retain the records and books of account referred to in section 7(a) above for a period of seven (7) years.
- c) The Service Provider will prepare and submit annually, or at any time upon reasonable request, a financial report in such form and containing such information as the County may require.

- d) The Service Provider will comply with the County's policies on the treatment of revenues and expenditures.

8. Recreation Program Records:

In the event the Recreation Program ceases to operate, the Service Provider will not, without the prior written consent of the County, dispose of any records related to the services provided in connection with the Recreation Program 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 County staff 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*, R.S.O. 1990, c. M.56, as amended, the provisions of such *Act* with respect to the disclosure or release of information will apply.

10. Indemnification:

The Service Provider will, both during and following the term of this agreement, indemnify and save harmless the County 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 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:

The Service Provider will obtain and maintain throughout the Term insurance as required by and in a form and content as provided for in paragraph 1 of **Schedule "A"** attached hereto.

12. Termination:

Subject to sections 2 and 14 herein, either party may terminate this agreement upon the delivery of sixty (60) days prior written notice to the other party of its intent to so terminate.

13. 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*, R.S.O. 1990, c. M.56, and the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F.31.

14. Human Rights Code:

It is a condition of this agreement that no right under section 5 of the Ontario *Human Rights Code*, R.S.O. 1990, c. H.19, as amended, will be infringed. Breach of this condition will be sufficient grounds for immediate termination of this agreement with no further notice required.

15. Severability:

Each provision of this agreement will be valid and enforceable to the fullest extent permitted by law. If any provision of this agreement is declared invalid, unenforceable or illegal by the courts of a competent jurisdiction, such provision may be severed and such invalidity, unenforceability or illegality will not prejudice or affect the validity, enforceability and legality of the remaining provisions of this agreement. If any such provision of this agreement is invalid, unenforceable or illegal, the parties will, acting in good faith, promptly negotiate new provisions to eliminate such invalidity, unenforceability or illegality and to restore this agreement as near as possible to its original intent and effect.

16. Governing Law:

This agreement is governed exclusively by, and is to be enforced, construed and interpreted exclusively in accordance with, the laws of Ontario and the laws of Canada applicable in Ontario which will be deemed to be the proper law of this agreement.

17. Laws:

The Service Provider, its directors, officers, employees, agents, volunteers and other representatives, if any, will 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. Entire Agreement:

This agreement and attached Schedules constitute the entire agreement between the parties and supersede all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties and there are no warranties, representations or other agreements between the parties in connection with the subject

matter hereof.

19. Notice:

Any notice or other communication required or permitted to be given or made under this agreement other than for day-to-day operational purposes to a party must be given in writing. A notice may be given by delivery to an individual or electronically by fax or email, and will be validly given if delivered at the following address or at such other address as may be provided in writing from time to time by either party to the other. Any notice mailed by registered mail will be deemed to have been received three (3) business days after the posting thereof.

a) To: County of Renfrew
7 International Drive
Pembroke, Ontario, K8A 6W5
Attn: Director, Community Services

Copy to: County of Renfrew Child Care and Early Years Division
7 International Drive
Pembroke, Ontario, K8A 6W5
Attn: Manager, Child Care and Early Years Division

b) To: Town of Arnprior – Arnprior & District Museum Summer
Experimentation Station
105 Elgin Street West
Arnprior, Ontario, K7S 0A8
Attn: Recreation Program Supervisor

20. Amendments:

No provision of this agreement, including the Schedules, will be amended, altered or waived except by a further written agreement between the parties. No waiver of a provision of this agreement will operate as a waiver of any other provision or of the same provision on a future occasion.

[Signature Page follows]

IN WITNESS WHEREOF this contract has been signed by an authorized County 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 _____, 2023

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 the Name of Service Provider:

Witness

Signature

***(Name and Position)*

Witness

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.

SCHEDULE "A"

MINIMUM REQUIREMENTS FOR RECREATION PROGRAMS

For the purposes of this **Schedule “A”**, the County is the service system manager.

Authorized Recreational and Skill Building Programs (Legislative and Regulatory Framework) Child Care and Early Years Act, 2014. Under subsection 6(4) of the Act, “authorized recreational and skill building programs” are programs that:

- Have the primary purpose to provide child care
- Promote recreational, artistic, musical or athletic skills or provides religious, cultural or linguistic instruction
- Are not operated in a person’s home
- Only serve children aged six years and older (or turning 6 by the end of the year if the program is offered after September 1 of that year)
- Meet conditions set out section 3.1 of the General Regulation (as described below) General Regulation As part of the ministry’s regulatory work to modernize child care, the regulations set out conditions for authorized recreational and skill building programs. These regulations require that the program operates on weekdays for no more than one period of three or fewer consecutive hours each day. AND
- The program must meet one of the following criteria:
 - operated by the local service system manager, a municipality, a school board, a First Nation, the Métis Nation of Ontario, or a municipality
 - part of Ontario’s After School Program funded by the Ministry of Tourism, Culture and Sport
 - operated by a member of YMCA Canada, or the Boys and Girls Clubs of Canada or operated by a provincial sport or multi-sport organization recognized by the Ministry of Tourism, Culture and Sport where the program’s activities are related to the sport or sports promoted by the organization,
 - operated by an agency or attraction of the Ministry of Tourism, Culture and Sport
 - authorized by the local service system manager to offer child care in their service area provided that the program can demonstrate to the local service system manager that it offers programming that supports the health, safety, and well-being of children.
 - authorized by a First Nation to offer child care on their territory provided that the program can demonstrate to the First Nation that it offers programming that supports the health, safety and well-being of children.

SUPPORTING HEALTH, SAFETY AND WELL-BEING OF CHILDREN:

Ontario Regulation 137/15 requires that in order to be eligible to be an authorized recreational and skill building program, a program **must demonstrate** to the service system manager that it offers programming that supports the **health, safety and well-being of children**.

Plans for Children with Medical or Special Needs (e.g. Anaphylaxis)

Provider works with parents to reduce risks and identify supports to accommodate needs of children

1. Insurance

Recreation programs must have a minimum of \$2 million in general liability insurance. In cases where service system managers have policies regarding what is considered sufficient insurance for child care programs, and such policies require more than the minimum stated above, recreation programs should meet these requirements, as appropriate.

2. Safe Arrival/Safe Dismissal

Recreation programs must have policies and procedures in place to ensure the safe arrival and safe dismissal of each child enrolled. At a minimum, these should include a:

- Daily sign-in/sign-out procedure so that staff are aware of which children are in attendance and which are not;
- Procedure to be followed if a child does not attend and staff have not been notified in advance of the reason why (e.g., contact parent if child has not arrived by a certain time, etc.);
- Process by which parents must inform the program in writing of who is or is not allowed to pick up their children; and
- Process by which parents must give their written consent for children of any age to sign themselves in and out.

3. Police Record Checks

Recreation programs must have a policy in place requiring police record checks to be completed for all successful candidates for full-time, part-time, or volunteer positions who will have direct contact with children, as per ministry policy for all licensed/funded agencies. This requirement includes new agency board members, non-direct service staff, or any other person regularly on the premises where occasions of unsupervised contact with children may be expected (e.g., cook, driver, etc.).

On December 1, 2015 the government passed the Police Record Checks Reform Act, 2015 to govern how police record checks are conducted in Ontario. This new legislation defines three types of police record checks; limits and standardizes the types of information that can be released in each type of record check; and standardizes disclosure practices.

Vulnerable sector checks are completed in cases where an individual is in a position of trust or authority over vulnerable persons. Given that staff and volunteers of recreation programs work directly with children and youth, recreation providers are encouraged to require a vulnerable sector check for their employees.

4. Adult Supervision

Recreation programs must have on-site adult supervision at all times.

Groups of children may be supervised directly by a staff member or volunteer who is 16 or 17

years of age, provided that:

- At least one adult (i.e., age 18 or older) is on site; and
- That adult is easy to locate in the event of an emergency.

Because each program is different, delivery agents have the flexibility to decide whether or not additional on-site adult supervision is necessary in a particular program setting, taking into careful consideration the following:

- The number, ages and any special needs of children participating in the program;
- The size and type of the program site (e.g., school, campground, etc.);
- The risk level of program activities (e.g., aquatics, wall/rock climbing, etc., would be considered high-risk); and
- The degree of experience and/or training required for and possessed by program staff and volunteers.

5. Programming

Programs are strengths-based, inclusive, and responsive to the varied abilities of children
Programs support positive and meaningful interactions among children, parents, and staff.

Identifies prohibited practices that are detrimental to the health, safety and well-being of children

Programs establish and maintain positive, harassment/discrimination free environments for optimal participant growth

Culturally responsive programming such as trauma-informed spaces that responds to needs of all students, including indigenous students

Program demonstrates values, goals and approaches that are consistent with view of children, foundations and approaches set out in *How Does Learning Happen? Ontario's Pedagogy for the Early Years*

Programs offer additional professional development, and/or participation in quality assurance programs (e.g. HIGH FIVE certification)

6. Board of Directors

Strong administrative accountability under governance of a Board of Directors

Roles and responsibilities are clearly defined by service system managers

There are procedures, communication protocols, and timeframes set out for determining and rolling out new policies and practices

Consideration for not-for-profit organizations

Organizations that have demonstrated they have strong partnerships with the broader community

7. Quality Assurance

Recreation programs must be either:

1. Accredited by the Ontario Camping Association; or
2. Affiliated with the High Five quality assurance process, administered by Parks and Recreation Ontario, to the following degree:
 - a. The organization responsible for the program is a registered member of the High Five quality assurance process;
 - b. The individual program has completed and submitted at least one High Five self-evaluation to Parks and Recreation Ontario; and
 - c. At least 75% of program staff have received High Five training (i.e., staff working with children, and supervisors of front-line staff).

With respect to 2.b), the High Five self-evaluation submitted to Parks and Recreation Ontario must include part 1 (Reviewing Best Practices) and part 2 (Observing the Child's Experience) of the Quality Experience Scanning Tool (QUEST). The evaluation must be completed by a staff member who is trained in the use of the High Five QUEST.

May 31, 2023

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

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

2. Capital Program Variance Report

Attached as Appendix II is the Capital Program Variance Report for the information of Council.

3. County Council 2023 Road/Bridge Construction Tour

A full day 'Road Tour' with County Council to review this years' road and bridge construction projects is planned to take place on August 10, 2023. This Road Tour will provide an opportunity for Council to witness the wide expanse of projects undertaken annually on roads, bridges, and structure culverts. With the guidance of the Asset Management Plan, approximately \$25 million of improvements will be completed in 2023. Further details will be forthcoming.

4. Winter Operations

The Significant Weather Events declared to date for the 2022/2023 winter season are listed below:

Declaration			Declaration			Reason
Start			End			
Month	Day	Time	Month	Day	Time	
Dec	22	10:22 AM	Dec	25	12:13 PM	Snow
Jan	4	11:19 AM	Jan	5	1:47 PM	Ice/Snow
Jan	12	7:51 AM	Jan	14	8:43 AM	Snow
Jan	25	12:39 PM	Jan	26	1:27 PM	Snow
Feb	2	3:39 PM	Feb	3	1:46 PM	Snow
Feb	9	7:41 AM	Feb	10	1:51 PM	Ice
Feb	22	7:59 AM	Feb	23	3:24 PM	Snow
Mar	3	9:00 PM	Mar	4	3:00 PM	Snow
Mar	22	8:00 AM	Mar	23	11:50 AM	Ice
Mar	31	12:14 PM	Apr	1	10:25 AM	Ice
Apr	4	9:10 AM	Apr	6	11:45 AM	Ice

Appendix III is a summary of the winter events and precipitation amounts since the 2018/2019 winter season. In viewing the data provided, it must be noted that the precipitation recorded are the totals of a mixture of snow, rain and freezing rain, etc.

The Table also provides a summary of the type of events which were responded to, as well as the type and amount of material used during the response.

RESOLUTIONS

5. Hardened Shoulders on County of Renfrew Roads

RESOLUTION NO. OP-CC-23-05-58

Moved by Chair

Seconded by Committee

THAT County Council approve a one (1.0) metre hardened shoulder be placed on all eligible County Roads as part of the annual Capital Program Road Rehabilitation projects.

Background

At the 2023 Budget Workshop meeting in February, staff presented updated Benchmark Costs for road rehabilitation projects. One of the updates to the Benchmark Costs, is the application of a 1m hardened shoulder on all road rehabilitation projects; at cost of approximately \$31,200 per kilometre. This equated to hardened shoulders being \$1,326,312 of the \$21,310,490, or 6% of the total value, budgeted for road projects in 2023. Council approved the budget, but requested staff develop a Policy for hardened shoulders going forward.

The County's Active Transportation Strategy (ATS) was originally adopted in May 2012, and provided staff direction to work with local municipalities to develop strategies for implementation. The Strategic Plan, for 2013 – 2018, identified Active Transportation as one of seven priorities. At the 2014 Budget Workshop, the Public Works and Engineering Department highlighted the benefits of active transportation, identified the need for active transportation being integrated with asset management, and provided the total capital costs on road projects from inclusion of active transportation from 2010 to 2013 as follows: 2010 - \$45,000; 2011 - \$43,500; 2012 - \$365,440; and 2013 - \$606,020. The estimated cost for inclusion of hardened shoulders in this time period is provided in the table below:

Shoulder Width (m)	Cost/kilometre Combined with Project	Cost/kilometre Retrofit Program
.5	\$15,000	\$40,000
1.0	\$25,000	\$60,000
1.5	\$40,000	\$80,000

In November 2014, the County adopted the Corporate Asset Management Plan (AMP); which provided the corporately planned capital works from 2015 to 2024. The Asset Management Plan underwent annual reviews with some revisions taking plan as needed each year; however, the AMP for County Roads consistently allocated \$150,000 each year for Active Transportation. Based on a cost of \$25,000/km (presented in 2014), this would fund a 1m paved shoulder on approximately 6km of road from the Capital Plan each year. Based on recent costs of \$31,200/km, this would fund 4.81km of 1m hardened shoulders each year.

The [Active Transportation Study](#) was revised in September 2017 and notes that from the program's implementation in 2010 to 2016, 172km of County Roads had hardened shoulders applied, an average of 28.7km per year. This is notably higher than the annual allocation \$150,000 would have funded. The ATS also identifies the continuation of the hardened shoulder program each year where appropriate as a priority.

Since 2017, hardened shoulders have continued to be incorporated into the roads capital program where the existing platform permits. An additional 179km of hardened shoulders have been applied from 2017 to 2022, an average of 29.8km per year over the 6-year period, with 36.4km applied in 2017 alone.

Given the benefits of hardened shoulders, and that they have been continually included in the capital program for roads year-over-year, at the end of 2022 staff updated the benchmark costs used for budgeting and the AMP for roads to include 1m hardened shoulders. Though 1m hardened shoulders would be budgeted for in all road projects, they would continue to only be applied where the existing road platform is already wide enough to facilitate it. Where the existing road platform is not wide enough to facilitate 1m hardening, a narrower hardened shoulder would be considered.

6. Fire Radio System

RESOLUTION NO. OP-CC-23-05-59

Moved by Chair

Seconded by Committee

THAT County Council approve a new console and radio system be purchased from BearCom in the amount of \$318,710 plus applicable taxes; AND FURTHER THAT a cost-sharing agreement be entered into between the following 17 user agencies: Towns of Deep River, Laurentian Hills, Petawawa, Renfrew, the Townships of Admaston/Bromley, Bonnechere Valley, Brudenell, Lyndoch and Raglan, Greater Madawaska, Horton, Killaloe, Hagarty and Richards, Laurentian Valley, Madawaska Valley, McNab/Braeside, North Algona Wilberforce, Whitewater Region, the City of Pembroke, and the Algonquins of Pikwakanagan First Nation; AND FURTHER THAT the system be placed in the County of Renfrew Asset Management Plan.

Background

The Fire Dispatch System for the County of Renfrew located at the Central Ambulance Communications Centre (CACC) in the Town of Renfrew is at its end of life and requires upgrading. The system is used to dispatch 17 fire departments within the County of Renfrew (with the exception of Arnprior). The participating agencies are the Towns of Deep River, Laurentian Hills, Petawawa, Renfrew, the Townships of Admaston/Bromley, Bonnechere Valley, Brudenell, Lyndoch and Raglan, Greater Madawaska, Horton, Killaloe, Hagarty and Richards, Laurentian Valley, Madawaska Valley, McNab/Braeside, North Algona Wilberforce, Whitewater Region, the City of Pembroke, and the Algonquins of Pikwakanagan First Nation.

The County of Renfrew received a quote from the current radio supplier for an updated system for use in the Central Ambulance Communications Centre (CACC) with a total of the system including taxes as \$360,142.30 or \$21,184.84 per participating agency. This amount is unbudgeted for in 2023.

The equipment for fire dispatch was purchased by the County of Renfrew to support the municipal partners' fire services. Originally, the equipment was the County of Renfrew consoles (Roads Department) and was supported on the Ministry of Health's (MOH) radio network inclusive of UHF and VHF repeaters located in Foymount. In 2009, the radio, tower and equipment were all switched over to the County of Renfrew and they had the full contract with Christie and Walther, now BearCom to maintain the equipment. A service contract for equipment was supported through the County of Renfrew and CACC was the operator only. A Break and Fix contract was supported by CACC in reporting the issues directly to the vendor and ensuring the County of Renfrew was informed of any repairs for their equipment. Reprogramming of paging functions for the fire departments or changings in operational protocols would be billed back to the CACC/MOH.

The following options were considered as part of the review:

Option 1 – Status quo/Do nothing/Wait for failure.

Option 2 – Purchase the system with funds from potential savings in the 2023 Engineering Capital Budget year.

Option 3 – Purchase the system with funds from County of Renfrew Reserves.

Option 4 – Defer purchase of system and place in 2024 Budget for consideration.

Option 5 – Purchase the system with the cost being split between the 17 user agencies.

7. County Road 2 (White Lake Road) and 23 (Highland Road) Speed Study Follow-Up

RESOLUTION NO. OP-CC-23-05-63

Moved by Chair

Seconded by Committee

THAT County Council recommend no adjustment in speed is required at this time for County Road 2 (White Lake Road) or County Road 23 (Highland Road).

Background

In August 2022, two requests were received from the Township of McNab/Braeside; one for speed reduction along County Road 2 (White Lake Road), between Robertson Line and Kippen Road, and a second for a traffic study to be completed for County Road 2 (White Lake Road) and County Road 23 (Highland Road).

Attached as Appendix IV is a copy of the report from the speed study completed from August 31 – September 5, 2021 on County Road 2 (White Lake Road). The location of the speed count was approximately 100m west of Civic Address 2493 White Lake Road. The map attached as Appendix V illustrates the speed reduction area request and the location of the speed study. The current posted speed on this section of road is 80 kph. The speed study counted a total of 6,959 vehicles, with findings as described below:

- 4,998 (71.9%) vehicles travelling at 80 kph or less;
- 1,604 (23.0%) vehicles travelling at 81 – 90 kph;
- 312 (4.5%) vehicles travelling at 91 – 100 kph;
- 38 (0.5%) vehicles travelling at 101 – 110 kph;
- 7 (0.1%) vehicles travelling at 111 – 120 kph;
- 0 (0.0%) vehicles travelling greater than 120 kph;
- 85th Percentile = 85 kph.

The horizontal geometry of the roadway in this section is relatively straight with some slight to moderate curves. In 2017 a ball bank indicator test, per the requirements of Ontario Traffic Manual (OTM) Book 6 – Warning Signs, was completed on County Road 2 (White Lake Road) in order to evaluate the horizontal curves and identify any which may require warning signage. The ball bank indicator test identified two curves, as shown in the map attached as Appendix VI, as in need of curve warning signs; however, County staff also included 70 kph tabs which were noted for the curve from the evaluation but not a requirement of OTM Book 6 for an 80 kph posted road.

The vertical geometry of the roadway in this section is a relative downward grade from west to east, averaging at a grade of 2.2%, but reaching a grade as high as 8%. Per the requirements of OTM Book 6, grades of 8% require a minimum length of grade of 250m in order to warrant warning signage. The 8% grade on this section of County Road 2 (White Lake Road) is only sustained for 50m, outside of which the grade lessens and would still not meet warning signage warrants.

The County of Renfrew uses the Transportation Association of Canada (TAC) ‘Automated Speed Limit Guidelines’ when evaluating speed limits for sections of County Roads. Attached as Appendix VII is two versions of the evaluation sheet for this section of County Road 2, with only the road classification changed between Collector and Arterial on each copy. Two versions are provided in order to show that the evaluated road geometry does not warrant a reduction in posted speed and TAC only recommends a posted speed limit of 70 kph as the road is considered a Collector Classification (based on annual average daily traffic (AADT) <4,000). However, in situations with similar evaluations on all other Collector Class County Roads, the posted speed recommendation under the Arterial Classification has been followed.

The County of Renfrew also requested accident data from the Ontario Provincial Police (OPP) who provided data for the section of White Lake Road from Mountain View Road to Kippen, which includes the section under review. The OPP provided the following table and graph depicting all motor vehicle accidents from January 1, 2018 to December 31, 2022 and identified that no fatal accidents had occurred in that timeline.

Collision Type	2018	2019	2020	2021	2022	Total
Non-Fatal Injury	2	2	2			6
Property Damage	4	10	4	5	3	26
Total	6	12	6	5	3	32

Table 1: Collision Type by Year

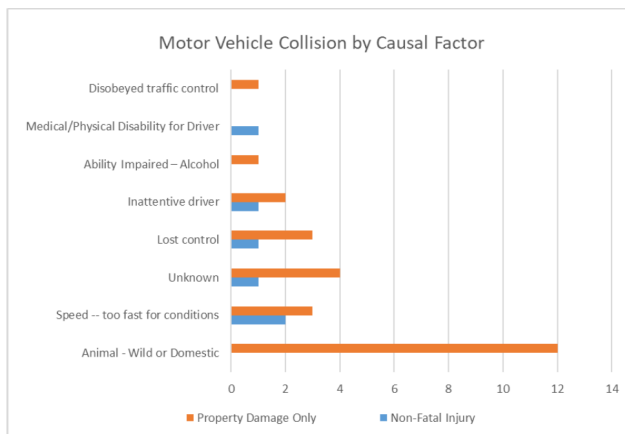


Figure 2: Primary Cause of Collision by Collision Type

As indicated by the above, the section of County Road 2 (White Lake Road), from Robertson Line to Kippen Road, does not meet warrants to justify a reduction in posted speed.

BY-LAWS

8. Public Works Policies

RESOLUTION NO. OP-CC-23-05-62

Moved by Chair

Seconded by Committee

THAT County Council pass a By-law approving Public Works and Engineering Policies PW-01 Roadway Classification and Design and PW-10 Road Occupancy Permits.

Background

a) PW-01 Roadway Classification and Design

Staff provided the draft Policy PW-01 Roadway Classification and Design to the local municipalities for comment as part of the final review of the Policy for consideration. No comments or concerns were received with regards to the proposed policy.

b) Policy PW-10 Road Occupancy Permits

The County of Renfrew requires that a Road Occupancy Permit be obtained by all persons, companies, utilities, agencies and municipalities prior to commencing any work within the County's Road Allowances. Policy PW-10 Road Occupancy Permits was developed in 2006; however, was never adopted as a Corporate policy by By-law.

9. PWC-2023-01 – County Road 1 (River Road) Rehabilitation

RESOLUTION NO. OP-CC-23-05-66

Moved by Chair

Seconded by Committee

THAT County Council approve Contract PWC-2023-01 as submitted by McCrea Excavation Ltd., Pembroke, Ontario for the rehabilitation of County Road 1 (River Road), from Lochwinnoch Road to the Algonquin Trail, Townships of McNab/Braeside and Horton, in the amount of \$804,530.75 plus applicable taxes; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract.

Background

Tenders were requested and received for the rehabilitation of County Road 1 (River Road), from Lochwinnoch Road to the Algonquin Trail, Townships of McNab/Braeside and Horton, for a distance of 1.88km. Included in the tender were provisional items for grading and application of stone dust on the Algonquin Trail between Early Road and Henry Crescent. The tender results are as follows:

1. McCrea Excavation Ltd., Pembroke, Ontario	\$804,530.75
2. R.G.T. Clouthier Construction Ltd., Pembroke, Ontario	1,158,685.00
3. Thomas Cavanagh Construction Limited, Ashton, Ontario	1,197,000.00
4. Bonnechere Excavating Inc., Renfrew, Ontario	1,270,735.98
5. Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario	1,358,015.70
All amounts exclude applicable taxes	

Financial Implications

The 2023 Capital Budget allocation for County Road 1 (River Road) is \$1,137,007 and for the Algonquin Trail Maintenance Budget is \$80,000. A comparison of the 2023 budget and projected costs is provided in the following table:

	2023 Budget	Low Tender Projected	Variance Over/(Under)
Construction – County Road 1	995,477.99	771,710.75	(223,767.24)
Construction – Algonquin Trail	80,000.00	30,750.00	(49,250.00)
Engineering – Design/Tendering	5,000.00	5,000.00	-
Project Administration and Construction Supervision	15,000.00	15,000.00	-
Material Testing (Allowance)	3,000.00	3,000.00	-
Contingency	99,547.80	38,585.54	(60,962.26)
Applicable Taxes	18,981.21	14,176.11	(4,805.10)
Total	\$1,217,007.00	\$878,222.40	(\$338,784.60)
*Projected costs are based on Tender results, internal costs, and line painting			

Staff confirm that there are sufficient funds in both the 2023 Capital Budget and the Algonquin Trail Maintenance Budget for the completion of this project as tendered. Staff has completed a detailed review including meeting with the contractor and are satisfied with the rates provided for the scope of work.

10. PWC-2023-15 County Road 515 (Palmer Road) Rehabilitation

RESOLUTION NO. OP-CC-23-05-67

Moved by Chair

Seconded by Committee

THAT County Council approve Contract PWC-2023-15 as submitted by Bonnechere Excavating Incorporated (BEI), Renfrew, Ontario for the rehabilitation of County Road 515 (Palmer Road), from 200m West of Southwest Patrol Yard to County Road 514 (Schutt Road), Township of Brudenell, Lyndoch and Raglan, in the amount of \$1,536,287.76 plus applicable taxes; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract.

Background

Tenders were requested and received for the rehabilitation of County Road 515 (Palmer Road), from 200m west of Southwest Patrol Yard to County Road 514 (Schutt Road), Township of Brudenell, Lyndoch and Raglan, for a distance of 2.55km as follows:

- | | |
|--|----------------|
| 1. Bonnechere Excavating Inc., Renfrew, Ontario | \$1,536,287.76 |
| 2. Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario | 1,848,258.68 |
- All amounts exclude applicable taxes

Financial Implications

The 2023 Capital Budget allocation for County Road 515 (Palmer Road) is \$2,080,870. A comparison of the 2023 budget and projected costs is provided in the following table:

County Road 515 (Palmer Road)			
	2023 Budget	Low Tender Projected	Variance Over/(Under)
Construction	1,831,439.87	1,361,646.69	(469,793.18)
Engineering - Design/Tendering	10,000.00	10,000.00	-
Project Administration and Construction Supervision	21,000.00	21,000.00	-
Material Testing (Allowance)	3,000.00	3,000.00	-
Contingency	183,143.99	68,082.33	(115,061.66)
Applicable Taxes	32,286.14	24,017.78	(8,268.36)
Total	\$2,080,870.00	\$1,487,746.80	(\$593,123.20)
*Projected costs are based on Tender results, internal costs, and line painting			

Staff confirm that there are sufficient funds in the 2023 Capital Budget for the completion of this project as tendered.

All of which is respectfully submitted.

Glenn Doncaster, Chair

And Committee Members: D. Bennett, P. Emon, D. Lynch, M. MacKenzie, K. Watt, M. Willmer

Project Name/Municipality	Location		Lengths	Description	Status/Schedule						Comments		
	From	To			EA	Survey	Design	Tender/RFP	Award	Const. Start			Const. End
ROAD RECONSTRUCTION/REHABILITATION													
2	Daniel Street S.	Galvin Street	Edev Street	0.20	Intersection Realignment	100%	100%	100%	April	May	June	October	In cooperation with Arnprior; Design by Jp2g
	Arnprior												
30	Lake Dore Road	Highway 60	Sperberg Road	3.26	Reconstruction	100%	100%	99%	May	June	July	October	Design by Tatham
	North Algona/Wilberforce												
37	Murphy Road	County Road 26 (Doran Road)	County Road 51 (Petawawa Blvd.)	0.93	Design for Reconstruction	30%	10%	10%	2024	2024	2024	2024	In cooperation with Petawawa; Design by Jp2g
	Petawawa												
512	Foymount Road	B257 (Harrington Creek Bridge)	Miller Road	6.57	Reconstruction	100%	100%	100%	May	June	July	November	Design by BTE; Utility relocation ongoing;
	Bonnechere Valley												
635	Swisha Road	Highway 17	Interprovincial Bridge	2.58	Cross Drain Replacement	100%	100%	100%	February	March	April	May	Internal design and construction
	Laurentian Hills												
	Traffic Signal Upgrades	Various Locations											
BRIDGE/CULVERT RECONSTRUCTION/REHABILITATION													
B044	Douglas Bridge	Admaston/Bromley (CR5 Stone Road)			Rehabilitation	100%	100%	100%	April	April	June	October	Design by Stantec; Construction by BEI
B064	Pilgrim Road Bridge	Brudenell, Lyndoch & Raglan (Pilgrim Road)			Rehabilitation	100%	100%	100%	January	February	May	July	Design by JLR; Construction by BEI;
B257	Harrington Creek Bridge	Bonnechere Valley (CR512 Foymount Road)			Replacement	100%	100%	100%	May	June	July	November	Included in 512 reconstruction project
B310	Ski Hill Bridge	Laurentian Valley (CR58 Round Lake Road)			Rehabilitation	100%	100%	100%	March	April	June	October	Design by Stantec; Construction by BEI
C025	Borne Road Culvert	Laurentian Valley (Borne Road)			Rehabilitation	100%	100%	100%	January	February	June	October	Design by WSP; Construction by JWK;
C115	Dunlop Crescent Dual Culvert	Head, Clara and Maria (Dunlop Crescent)			Replacement	100%	100%	100%	January	February	March	April	Internal design and construction
C137	Hanson Creek Culverts	McNab/Braeside (Robertson Line)			Replacement	100%	100%	90%	February	March	July	July	Design by WSP; Internal Construction; In cooperation w/ McNab/Braeside
C168	Lake Clear Tri Culverts	Bonnechere Valley (Lake Clear Road)			Rehab or Replace	100%	30%	30%	June	June	September	October	Internal design and construction
C191	Dicks Road Culvert	Laurentian Valley (Dicks Road)			Rehabilitation w/ Liner	100%	100%	90%	April	May	August	August	Design by Stantec; Internal Construction
C197	Etmanskie Swamp Culvert	Madawaska Valley (CR62 John Street)			Rehabilitation w/ Liner	100%	100%	100%	April	April	August	September	Design by JLR; Internal Construction
C325	Nelson Creek Culvert	Bonnechere Valley (Lake Clear Road)			Liner	100%	100%	90%	April				Design by Stantec; Construction deferred
	General Bridge Repairs	Various Locations											
FUTURE ENGINEERING													
B007	Butler Bridge	Admaston/Bromley (Butler Road)			Design for Rehabilitation	100%	100%	90%	2022	2022	2024	2024	Design by Stantec
B102	Brennans Creek Bridge	Killaloe, Hagarty & Richards (CR512 Queen Street)			Design for Rehabilitation	100%	100%	60%	2022	2022	2024	2024	Design by Stantec
B103	O'Grady Bridge	Killaloe, Hagarty & Richards (O'Grady Settlement Road)			Design for Rehabilitation	10%	10%	0%	May	June	TBD		RFP needed for design
B108	Tramore Bridge	Killaloe, Hagarty & Richards (Tramore Road)			Design for Rehabilitation	60%	100%	30%	2022	2022	2024	2024	Design by HP
B145	Combermere Bridge	Madawaska Valley (CR62 Combermere Road)			Design for Rehabilitation	10%	10%	0%	July	August	TBD		RFP needed for design
B156	Burnt Bridge	Brudenell, Lyndoch & Raglan (Burnt Bridge Road)			Design for Replacement	30%	30%	10%	2022	2022	2024	2024	Design by JLR
B181	Peter Black Bridge	Laurentian Valley (CR24 White Water Road)			Design for Rehabilitation	10%	10%	0%	April	May	TBD		RFP needed for design
B232	Cochrane Creek Bridge	North Algona Wilberforce (Cement Bridge Road)			Design for Rehabilitation	30%	30%	10%	2022	2022	TBD		Design by HP
C001	Berlanquet Creek Culvert	Admaston/Bromley (CR5 Stone Road)			Design for Replacement	30%	50%	10%	2022	2022	TBD		Design by HP
C040	Snake River Culvert	Admaston/Bromley (CR8 Cobden Road)			Design for Rehab or Replace	30%	10%	10%	June	July	2024	2024	RFP needed for design
C051	Harris Creek Culvert	Admaston/Bromley (Proven Line)			Design for Replacement	10%	10%	10%	May	June	2024	2024	Internal design, RFP needed for Geotech
C062	John Watson Culvert 2	Brudenell, Lyndoch & Raglan (John Watson Road)			Design for Replacement	20%	10%	20%	May	June	2024	2024	Internal design, RFP needed for Geotech
C130	Lochiel Creek Culvert North	McNab/Braeside (CR63 Miller Road)			Design for Replacement	80%	70%	60%	2022	2022	TBD		Design by Stantec
C136	Robertson Twin Pipes	McNab/Braeside (Robertson Line)			Design for Replacement	10%	10%	0%	July	August	TBD		RFP needed for design
C201	Broomes Creek Culvert	Whitewater Region (CR7 Foresters Falls Road)			Design for Replacement	90%	90%	50%	2022	2022	2024	2024	Design by JLR; Includes dam
C204	Bellows Creek Culvert	Whitewater Region (CR12 Westmeath Road)			Design for Rehabilitation	100%	100%	90%	2022	2022	2024	2024	Design by WSP
C215	Elm Creek Culverts	Whitewater Region (Snake River Line)			Design for Replacement	10%	10%	0%	July	August	TBD		RFP needed for design
C221	Kenny's Culvert	Whitewater Region (Pleasant Valley Road)			Design for Replacement	10%	10%	0%	July	August	TBD		RFP needed for design
C268	St. Columbkille's Culvert	Laurentian Valley (CR58 Round Lake Road)			Design for Replacement	80%	100%	30%	2022	2022	2024	2024	Design by Stantec

Operations Division - Capital Monthly Project Status Report - May 2023
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	Lochwinnoch Road	Algonquin Trail	2.27	Rehabilitation	April	May	May	June	
	<i>Horton & McNab/Braeside</i>									
4	Storyland Road	County Road 653 (Chenaux Road)	Alex Lane	2.80	Rehabilitation	May	June	August	September	
	<i>Horton</i>									
20	Bruce Street	Highway 60	Highway 17	3.11	Rehabilitation	May	May	July	July	
	<i>Renfrew & Horton</i>									
24	White Water Road	Highway 17	County Road 40 (Greenwood Road)	2.45	Rehabilitation	2022	2022	June	June	
	<i>Laurentian Valley</i>									
37	Murphy Road	Highway 17	County Road 26 (Doran Road)	2.16	Rehabilitation	March	April	May	June	
	<i>Petawawa</i>									
42	Forest Lea Road	Highway 17	County Road 51 (Pembroke Street W)	4.22	Rehabilitation	May	May	July	July	
	<i>Laurentian Valley</i>									
58	Road Lake Road	Deer Trail Road	B101(Bonnechere River Bridge)	2.52	Rehabilitation	May	May	June	July	
	<i>Killaloe, Hagarty and Richards</i>									
65	Centennial Lake Road	2872 Centennial Lake Rd.	Black Donal Access Point	1.63	Rehabilitation	May	June	July	August	
	<i>Greater Madawaska</i>									
508	Calabogie Road	County Road 34 (Norton Road)	Mill Street	1.84	Rehabilitation	May	June	July	October	
	<i>Greater Madawaska</i>									
508	Calabogie Road	Goshen Road	Highway 17	4.36	Rehabilitation	May	June	July	October	
	<i>McNab/Braeside</i>									
515	Palmer Road	Finch Road	County Road 514 (Schutt Road)	6.50	Rehabilitation	April	May	June	July	
	<i>Madawaska Valley & Brudenell Lyndoch & Raglan</i>									
517	Dafoe Road	Radcliffe Twp Line (Coulas Rd)	Serran Road	2.73	Rehabilitation	May	June	July	August	
	<i>Madawaska Valley</i>									
517	Dafoe Road	Serran Road	County Road 62 (Combermere Road)	3.22	Rehabilitation	2022	2022	May	June	
	<i>Madawaska Valley</i>									
Various	Scratchcoat	Various Locations	Various Locations		Scratch Coat Paving	May	June	July	August	
	<i>Various Locations</i>									

OPERATIONS TENDERS										
Type	Description	Term (Years)	Type	Specification	Tender	Award	Start	Complete	Status/Comments	
1	Pavement Marking	Paint/Glass Beads/Lines/Symbols	1	Equipment/Material	February	March	April	May	August	Ongoing
2	Street Sweeping	Winter/Debris Removal	1	Equipment	March	March	April	April	May	Ongoing
3	Manhole and Catch Basin Cleaning	Winter/Debris Removal	1	Equipment	March	March	April	April	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	April	May	Ongoing
6	Weed Control	Wild Parsnip/Poison Ivy	5	Equipment/Material	April	April	May	June	July	Ongoing
7	Signs & Traffic Control Equipment	Road Signage	1	Material	March	March	April	April	May	Ongoing
8	Winter Sand	Winter Abrasives	1	Supply/Delivery/Process	May	June	July	July	September	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	April	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	3	Replace	February	June	May	2024		Retendering
2	LDT (Light Duty Truck(s))	(1/2 ton 4WD)	1	Replace	April	June	July	2023		Ongoing
3	Wheeled Excavator	Wheeled Excavator and Attachments	1	New	April	June	May	2023		Ongoing
4	Tractor	Tractor	1	Replace	April	June	June	2023		Ongoing
5	Roller 3'	Shoulder Compaction	1	New	April	June	July	2023		Ongoing
6	U-Body Water Tank	PW Operations -CP	1	New	April	June	July	2023		Ongoing
7	Enclosed Cargo Trailer 20'	Construction Section	1	Replace	April	May	April	2023		Ongoing
8	Equipment Refurbishment(s)	As per Spring Inspection	Varies	Existing	April	May	May - November	2023		Ongoing
9	Brusher Head	1 new / 1 replacement	2	1 Replace/1 New	April	June	May	2023		Ongoing
HOUSING										
Tender	Location(s)	Type	Type	Design	Tender	Award	Start	Complete	Status/Comments	
1	Fuel Inventory and Access Systems	WWRP/CP/GP/SWP/CalP	Systems	New	April	May	June	July	November	Ongoing
2	Waste Oil Containment and Enclosure	WWRP/SWP/GP/CP/CalP	Construct	Replace	April	May	June	July	November	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	2023	2033	10			Under Review
2	Town of Deep River	County Road 72, County Road 73	2020	Winter Road Maintenance	2020	2030	10			Ongoing
3	Town of Renfrew	County Road 20, County Road 52	2019	Winter Road Maintenance	2019	2029	10			Ongoing
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

2023 CAPITAL PROGRAM VARIANCE - ROADS/BRIDGES

Appendix II

Appendix II

2023 CAPITAL PROGRAM VARIANCE - ROADS/BRIDGES									
	Road #	Location	From	To	Length (km)	2023 BUDGET	May 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	River Road McNab/Braeside & Horton	Lochwinnoch Road	Algonquin Trail	2.27	1,137,007	879,000	-258,007	0
	2	Daniel Street S. Arnprior	Galvin Street	Edey Street	0.20	680,000	680,000	0	0
	4	Storyland Road Horton	Alex Lane	County Road 653 (Cheneux Road)	2.84	1,309,911	1,309,911	0	0
	20	Bruce Street Renfrew & Horton	Highway 60	Highway 17	3.11	539,559	539,559	0	0
	24	White Water Road Laurentian Valley	Highway 17	County Road 40 (Greenwood Road)	2.45	388,000	388,000	0	0
	24	White Water Road Laurentian Valley	Stafford Third Line	Highway 17	2.57	0	0	0	0
	30	Lake Dore Road North Algona/Wilberforce	Highway 60	Sperberg Road	3.26	2,529,548	2,529,548	0	0
	37	Murphy Road Petawawa	Highway 17	County Road 26 (Doran Road)	2.16	1,077,840	782,000	-295,840	0
	37	Murphy Road Petawawa	County Road 26 (Doran Road)	County Road 51 (Petawawa Blvd.)	0.93	490,588	490,588	0	0
	42	Forest Lea Road Laurentian Valley	Highway 17	County Road 51 (Pembroke Street W)	4.22	759,352	759,352	0	0
	58	Round Lake Road Killaloe, Hagarty and Richards	Deer Trail Road	B101 (Bonnechere River Bridge)	2.52	1,257,480	1,257,480	0	0
	65	Centennial Lake Road Greater Madawaska	2872 Centennial Lake Rd	Black Donald Access Point	1.63	686,230	686,230	0	0
	508	Calabogie Road Greater Madawaska	County Road 34 (Norton Road)	Mill Street	1.84	918,160	918,160	0	0
	508	Calabogie Road McNab/Braeside	Goshen Road	Highway 17	4.36	1,251,345	1,251,345	0	0
	512	Foymount Road Bonnechere Valley	B257 (Harrington Creek Bridge)	Miller Road	6.57	4,490,190	4,490,190	0	0
	515	Palmer Road Madawaska Valley & Brudenell, Lyndoch & Raglan	Finch Road	County Road 514 (Schutt Road)	6.50	2,080,870	2,080,870	0	0
	517	Dafoe Road Madawaska Valley	Radcliffe Twp Line (Coulas Rd)	Serran Road	2.73	1,274,410	1,274,410	0	0
	517	Dafoe Road Madawaska Valley	Serran Road	County Road 62 (Combermere Road)	3.22	70,000	70,000	0	0
	635	Swisha Road Laurentian Hills	Highway 17	Interprovincial Bridge	2.58	300,000	300,000	0	0
		Scratch Coat Paving	Various Locations			750,000	750,000	0	0
	ROAD RECONSTRUCTION/REHABILITATION TOTALS				55.96	21,990,490	21,436,643	-553,847	0
	Bridge/Culvert Reconstruction/Rehabilitation								
	Structure #	Structure Name	Location			2023 BUDGET	May Projected	Variance	Carry Over
	B044	Douglas Bridge	Admaston/Bromley (CR5 Stone Road)			1,800,000	987,000	-813,000	0
	B064	Pilgrim Road Bridge	Brudenell, Lyndoch & Raglan (Pilgrim Road)			380,000	470,000	90,000	0
	B257	Harrington Creek Bridge	Bonnechere Valley (CR512 Foymount Road)			800,000	800,000	0	0
	B310	Ski Hill Bridge	Laurentian Valley (CR58 Round Lake Road)			1,200,000	1,069,000	-131,000	0
	C025	Borne Road Culvert	Laurentian Valley (Borne Road)			800,000	725,000	-75,000	0
	C115	Dunlop Crescent Dual Culvert	Head, Clara and Maria (Dunlop Crescent)			415,000	415,000	0	0
	C137	Hanson Creek Culverts	McNab/Braeside (Robertson Line)			600,000	600,000	0	0
	C168	Lake Clear Tri Culverts	Bonnechere Valley (Lake Clear Road)			419,000	419,000	0	0
	C191	Dicks Road Culvert	Laurentian Valley (Dicks Road)			200,000	200,000	0	0
	C197	Etmanskie Swamp Culvert	Madawaska Valley (CR62 John Street)			1,300,000	1,100,000	-200,000	0
	C325	Neilson Creek Culvert	Bonnechere Valley (Lake Clear Road)			31,000	31,000	0	0
		General Bridge Repairs	Various Locations			100,000	100,000	0	0
	BRIDGE/CULVERT RECONSTRUCTION/REHABILITATION TOTALS					8,045,000	6,916,000	-1,129,000	0
	Roads/Bridge/Culvert Future Engineering								
	ID	Name	Location			2023 BUDGET	May Projected	Variance	Carry Over
	B007	Butler Bridge	Admaston/Bromley (Butler Road)			20,000	20,000	0	0
	B102	Brennans Creek Bridge	Killaloe, Hagarty & Richards (CR512 Queen Street)			10,000	10,000	0	0
	B103	O'Grady Bridge	Killaloe, Hagarty & Richards (O'Grady Settlement Road)			26,500	26,500	0	0
	B108	Tramore Bridge	Killaloe, Hagarty & Richards (Tramore Road)			20,000	20,000	0	0
	B145	Combermere Bridge	Madawaska Valley (CR62 Combermere Road)			150,000	150,000	0	0
	B156	Burnt Bridge	Brudenell, Lyndoch & Raglan (Burnt Bridge Road)			53,000	53,000	0	0
	B181	Peter Black Bridge	Laurentian Valley (CR24 White Water Road)			180,000	180,000	0	0
	B232	Cochrane Creek Bridge	North Algona Wilberforce (Cement Bridge Road)			50,000	50,000	0	0
	C001	Berlanquet Creek Culvert	Admaston/Bromley (CR5 Stone Road)			40,000	40,000	0	0
	C040	Snake River Culvert	Admaston/Bromley (CR8 Cobden Road)			25,000	25,000	0	0
	C051	Harris Creek Culvert	Admaston/Bromley (Proven Line)			20,000	20,000	0	0
	C062	John Watson Culvert 2	Brudenell, Lyndoch & Raglan (John Watson Road)			45,000	45,000	0	0
	C130	Lochiel Creek Culvert North	McNab/Braeside (CR63 Miller Road)			40,000	40,000	0	0

2023 CAPITAL PROGRAM VARIANCE - ROADS/BRIDGES									
	Road #	Location	From	To	Length (km)	2023 BUDGET	May Projected	Variance	Carry Over
	C136	Robertson Twin Pipes	McNab/Braeside (Robertson Line)			61,000	61,000	0	0
	C201	Broomes Creek Culvert	Whitewater Region (CR7 Foresters Falls Road)			200,000	200,000	0	0
	C204	Bellowes Creek Culvert	Whitewater Region (CR12 Westmeath Road)			30,000	30,000	0	0
	C215	Elm Creek Culverts	Whitewater Region (Snake River Line)			36,000	36,000	0	0
	C221	Kenny's Culvert	Whitewater Region (Pleasant Valley Road)			20,000	20,000	0	0
	C268	St. Columbkille's Culvert	Laurentian Valley (CR58 Round Lake Road)			90,000	90,000	0	0
FUTURE ENGINEERING TOTALS						1,116,500	1,116,500	0	0
Traffic Signals - Upgrades			Various Locations			200,000	200,000	0	0
SAFETY DEVICES TOTALS						200,000	200,000	0	0
CAPITAL PROGRAM TOTAL:						31,351,990	29,669,143	-1,682,847	0

Winter Operations Monthly Summary 5-Year Comparison for Committee

Year	Month	No. of Event Days		Type of Event (days)			Material Used (tonnes)		Precipitation (mm)	
		Weekday	Weekend	Snow	Blowing Snow	Freezing Rain	Salt	Sand	Petawawa Station	Bancroft Station
2022	Nov	8	2	9	0	5	1,127.5	215.9	31.8	62.1
2021	Nov	7	2	7	0	7	65.6	588.7	41.0	62.2
2020	Nov	8	3	9	0	3	1,749.0	312.0	39.0	86.8
2019	Nov	13	0	9	0	4	1,770.0	49.0	23.5	48.8
2018	Nov	15	4	17	1	3	4,060.0	229.0	63.0	105.0
2022	Dec	16	7	20	4	2	4,792.0	998.9	29.6	35.2
2021	Dec	18	8	19	1	8	5,565.4	1,679.9	55.0	78.9
2020	Dec	18	11	19	0	6	5,227.0	1,359.0	56.0	94.9
2019	Dec	18	8	20	3	7	5,101.0	1,616.0	43.5	68.5
2018	Dec	19	9	20	6	6	5,633.0	1,659.0	53.0	64.0
2023	Jan	21	6	24	5	7	6,455.5	3,972.2	15.8	26.2
2022	Jan	16	3	17	2	2	4,354.2	2,186.4	33.2	52.2
2021	Jan	15	6	17	2	5	3,322.3	2,121.6	5.0	34.8
2020	Jan	16	6	19	8	7	5,089.0	2,146.0	57.5	127.1
2019	Jan	22	5	26	12	17	5,264.0	6,015.0	49.0	72.0
2023	Feb	16	4	20	7	3	5,358.3	1,677.5	11.4	13.6
2022	Feb	16	7	14	12	4	5,803.3	1,724.4	57.4	100.8
2021	Feb	14	6	19	8	3	4,279.3	1,464.2	38.0	58.0
2020	Feb	13	5	15	9	1	3,754.0	1,165.0	52.0	53.8
2019	Feb	23	5	13	4	7	5,772.0	1,275.0	71.0	91.0
2023	Mar	10	6	12	8	3	2,309	591.4	63.4	74.2
2022	Mar	11	5	12	5	6	3,022.4	1,205.1	15.4	10.6
2021	Mar	8	1	9	3	3	554.8	703.0	35.0	54.9
2020	Mar	7	0	7	3	0	987.3	325.0	23.4	23.5
2019	Mar	8	7	15	7	3	2,185.0	336.0	46.0	66.0
2023	Apr	2	1	3	0	2	1,109.3	165.5	156.6	139.8
2022	Apr	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2021	Apr	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2020	Apr	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
2019	Apr	3	4	4	0	1	556.0	33.0	130.0	143.0

County of Renfrew
Public Works and Engineering

County Road 2 (White Lake Road)
100 metres west of Civic Address 2493

Site Code:

Station ID:

County Road 2 (White Lake Road)

100 metres west of civic address 2493

Latitude: 0' 0.0000 Undefined

Radar Operational Speed Study

Direction 1, Direction 2

Start	1	41	51	61	71	81	91	101	111	121	131	141	151	Total
Time	40	50	60	70	80	90	100	110	120	130	140	150	999	
08-31-21	*	*	*	*	*	*	*	*	*	*	*	*	*	*
01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	0	0	1	21	67	19	1	0	0	0	0	0	0	109
12 PM	0	0	0	19	52	26	2	0	0	0	0	0	0	99
13:00	0	0	2	13	50	29	7	0	0	0	0	0	0	101
14:00	0	0	1	14	77	25	3	0	0	0	0	0	0	120
15:00	0	0	3	26	52	16	6	0	0	0	0	0	0	103
16:00	0	2	4	16	81	29	4	0	0	0	0	0	0	136
17:00	0	0	1	6	66	40	7	0	0	0	0	0	0	120
18:00	0	0	2	8	30	23	4	0	0	0	0	0	0	67
19:00	0	0	2	9	22	19	5	1	0	0	0	0	0	58
20:00	0	1	0	11	16	3	0	0	0	0	0	0	0	31
21:00	0	0	0	5	15	5	2	0	0	0	0	0	0	27
22:00	0	0	0	0	8	4	3	1	0	0	0	0	0	16
23:00	0	0	0	1	0	1	0	0	0	0	0	0	0	2
Total	0	3	16	149	536	239	44	2	0	0	0	0	0	989
Percent	0.0%	0.3%	1.6%	15.1%	54.2%	24.2%	4.4%	0.2%	0.0%	0.0%	0.0%	0.0%	0.0%	

**County Road 2 (White Lake Road)
100 metres west of Civic Address 2493**

Site Code:
Station ID:
County Road 2 (White Lake Road)
100 metres west of civic address 2493
Latitude: 0' 0.0000 Undefined

Radar Operational Speed Study

Direction 1, Direction 2

Start Time	1 40	41 50	51 60	61 70	71 80	81 90	91 100	101 110	111 120	121 130	131 140	141 150	151 999	Total
09-01-21	0	0	2	0	1	0	0	0	0	0	0	0	0	3
01:00	0	0	0	1	0	0	0	0	0	0	0	0	0	1
02:00	0	0	0	0	1	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	2	0	0	0	0	0	0	0	0	2
04:00	0	0	0	2	4	1	0	0	0	0	0	0	0	7
05:00	0	0	0	1	10	10	1	0	0	0	0	0	0	22
06:00	0	0	0	6	19	13	3	3	0	0	0	0	0	44
07:00	0	2	5	14	27	14	7	0	0	0	0	0	0	69
08:00	0	0	1	10	57	11	3	0	0	0	0	0	0	82
09:00	0	0	1	16	53	12	2	1	0	0	0	0	0	85
10:00	0	0	0	22	62	16	3	1	0	0	0	0	0	104
11:00	0	0	2	23	68	13	1	0	0	0	0	0	0	107
12 PM	4	1	0	17	57	20	5	0	0	0	0	0	0	104
13:00	0	0	6	12	64	23	4	0	0	0	0	0	0	109
14:00	0	0	4	17	59	16	1	0	0	0	0	0	0	97
15:00	0	0	0	15	60	26	5	0	0	0	0	0	0	106
16:00	0	1	3	13	86	32	10	0	1	0	0	0	0	146
17:00	0	0	3	12	56	30	7	2	1	0	0	0	0	111
18:00	0	0	2	4	30	19	5	1	0	0	0	0	0	61
19:00	2	0	1	2	30	8	1	1	0	0	0	0	0	45
20:00	0	0	2	5	24	14	4	0	0	0	0	0	0	49
21:00	0	0	0	5	19	11	2	3	0	0	0	0	0	40
22:00	0	0	0	3	6	7	0	1	0	0	0	0	0	17
23:00	0	0	0	0	2	2	1	0	0	0	0	0	0	5
Total	6	4	32	200	797	298	65	13	2	0	0	0	0	1417
Percent	0.4%	0.3%	2.3%	14.1%	56.2%	21.0%	4.6%	0.9%	0.1%	0.0%	0.0%	0.0%	0.0%	

**County Road 2 (White Lake Road)
100 metres west of Civic Address 2493**

Site Code:
Station ID:
County Road 2 (White Lake Road)
100 metres west of civic address 2493
Latitude: 0' 0.0000 Undefined

Radar Operational Speed Study

Direction 1, Direction 2

Start	1	41	51	61	71	81	91	101	111	121	131	141	151	
Time	40	50	60	70	80	90	100	110	120	130	140	150	999	Total
09-02-21	0	0	0	1	3	0	0	0	0	0	0	0	0	4
01:00	0	0	0	0	1	0	0	0	0	0	0	0	0	1
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	1	0	0	0	0	0	0	0	1
04:00	0	0	0	2	0	1	0	0	0	0	0	0	0	3
05:00	0	0	1	3	6	7	1	0	0	0	0	0	0	18
06:00	0	0	0	5	8	15	5	0	1	0	0	0	0	34
07:00	0	2	5	3	23	14	5	0	0	0	0	0	0	52
08:00	0	0	2	14	32	16	3	0	0	0	0	0	0	67
09:00	0	0	3	18	46	12	2	0	0	0	0	0	0	81
10:00	0	0	3	25	58	12	2	0	1	0	0	0	0	101
11:00	0	0	1	18	87	20	3	0	0	0	0	0	0	129
12 PM	0	3	2	18	70	18	3	0	0	0	0	0	0	114
13:00	0	1	1	24	57	16	3	0	0	0	0	0	0	102
14:00	0	0	2	11	68	17	4	0	0	0	0	0	0	102
15:00	0	0	3	19	78	17	5	1	0	0	0	0	0	123
16:00	0	1	1	20	70	43	5	0	0	0	0	0	0	140
17:00	0	0	0	1	58	29	9	0	0	0	0	0	0	97
18:00	0	1	1	2	39	29	4	0	1	0	0	0	0	77
19:00	0	0	1	10	32	20	6	1	0	0	0	0	0	70
20:00	0	0	1	9	14	5	2	0	0	0	0	0	0	31
21:00	0	2	1	6	9	11	2	1	0	0	0	0	0	32
22:00	0	0	0	1	3	3	2	0	0	0	0	0	0	9
23:00	0	0	0	5	3	1	1	1	0	0	0	0	0	11
Total	0	10	28	215	765	307	67	4	3	0	0	0	0	1399
Percent	0.0%	0.7%	2.0%	15.4%	54.7%	21.9%	4.8%	0.3%	0.2%	0.0%	0.0%	0.0%	0.0%	

**County Road 2 (White Lake Road)
100 metres west of Civic Address 2493**

Site Code:
Station ID:
County Road 2 (White Lake Road)
100 metres west of civic address 2493
Latitude: 0' 0.0000 Undefined

Radar Operational Speed Study

Direction 1, Direction 2

Start	1	41	51	61	71	81	91	101	111	121	131	141	151	
Time	40	50	60	70	80	90	100	110	120	130	140	150	999	Total
09-03-21	0	0	0	0	0	1	0	0	0	0	0	0	0	1
01:00	0	0	0	1	1	0	0	0	1	0	0	0	0	3
02:00	0	0	0	0	1	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	4	2	0	1	0	0	0	0	0	7
05:00	0	0	1	1	10	7	1	0	0	0	0	0	0	20
06:00	0	0	0	2	19	13	3	2	0	0	0	0	0	39
07:00	0	0	3	10	36	12	3	0	0	0	0	0	0	64
08:00	0	1	2	22	39	11	4	1	0	0	0	0	0	80
09:00	0	0	5	10	54	20	3	2	0	0	0	0	0	94
10:00	0	0	2	19	63	10	4	0	0	0	0	0	0	98
11:00	1	2	2	32	76	19	5	0	0	0	0	0	0	137
12 PM	0	0	3	15	76	26	7	0	0	0	0	0	0	127
13:00	0	0	1	19	80	37	4	0	0	0	0	0	0	141
14:00	0	0	0	11	87	37	4	0	0	0	0	0	0	139
15:00	0	0	0	29	66	40	2	0	0	0	0	0	0	137
16:00	0	0	2	13	76	45	11	0	0	0	0	0	0	147
17:00	0	0	0	10	70	51	2	0	0	0	0	0	0	133
18:00	1	0	0	15	47	30	13	3	0	0	0	0	0	109
19:00	0	0	3	9	45	16	2	2	0	0	0	0	0	77
20:00	0	2	0	5	18	16	9	2	0	0	0	0	0	52
21:00	0	0	0	2	10	9	1	1	0	0	0	0	0	23
22:00	0	0	0	3	2	3	3	0	1	0	0	0	0	12
23:00	0	0	0	1	4	3	0	0	0	0	0	0	0	8
Total	2	5	24	229	884	408	81	14	2	0	0	0	0	1649
Percent	0.1%	0.3%	1.5%	13.9%	53.6%	24.7%	4.9%	0.8%	0.1%	0.0%	0.0%	0.0%	0.0%	

**County Road 2 (White Lake Road)
100 metres west of Civic Address 2493**

Site Code:
Station ID:
County Road 2 (White Lake Road)
100 metres west of civic address 2493
Latitude: 0' 0.0000 Undefined

Radar Operational Speed Study

Direction 1, Direction 2

Start	1	41	51	61	71	81	91	101	111	121	131	141	151	Total
Time	40	50	60	70	80	90	100	110	120	130	140	150	999	
09-04-21	0	0	0	2	3	1	0	0	0	0	0	0	0	6
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	1	0	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	1	0	0	0	0	0	0	0	1
04:00	0	0	0	1	1	0	0	0	0	0	0	0	0	2
05:00	0	0	0	0	1	2	0	0	0	0	0	0	0	3
06:00	0	0	0	1	1	2	0	0	0	0	0	0	0	4
07:00	0	0	0	5	15	2	1	0	0	0	0	0	0	23
08:00	0	0	0	9	29	14	6	0	0	0	0	0	0	58
09:00	3	0	0	10	42	28	4	0	0	0	0	0	0	87
10:00	0	0	2	12	79	40	4	1	0	0	0	0	0	138
11:00	0	0	3	18	80	34	7	2	0	0	0	0	0	144
12 PM	0	0	2	20	60	31	3	0	0	0	0	0	0	116
13:00	0	0	3	21	81	26	2	0	0	0	0	0	0	133
14:00	0	0	2	20	77	35	2	1	0	0	0	0	0	137
15:00	0	0	1	20	56	23	6	0	0	0	0	0	0	106
16:00	0	0	1	13	58	26	3	0	0	0	0	0	0	101
17:00	0	0	4	10	45	18	3	0	0	0	0	0	0	80
18:00	0	0	0	11	39	15	1	1	0	0	0	0	0	67
19:00	0	0	2	17	32	12	1	0	0	0	0	0	0	64
20:00	0	0	2	10	17	4	0	0	0	0	0	0	0	33
21:00	0	0	2	5	9	5	2	0	0	0	0	0	0	23
22:00	0	0	1	2	6	3	2	0	0	0	0	0	0	14
23:00	0	0	1	2	3	0	1	0	0	0	0	0	0	7
Total	3	0	26	209	735	322	48	5	0	0	0	0	0	1348
Percent	0.2%	0.0%	1.9%	15.5%	54.5%	23.9%	3.6%	0.4%	0.0%	0.0%	0.0%	0.0%	0.0%	

County Road 2 (White Lake Road)
100 metres west of Civic Address 2493

Site Code:
Station ID:
County Road 2 (White Lake Road)
100 metres west of civic address 2493
Latitude: 0' 0.0000 Undefined

Radar Operational Speed Study

Direction 1, Direction 2

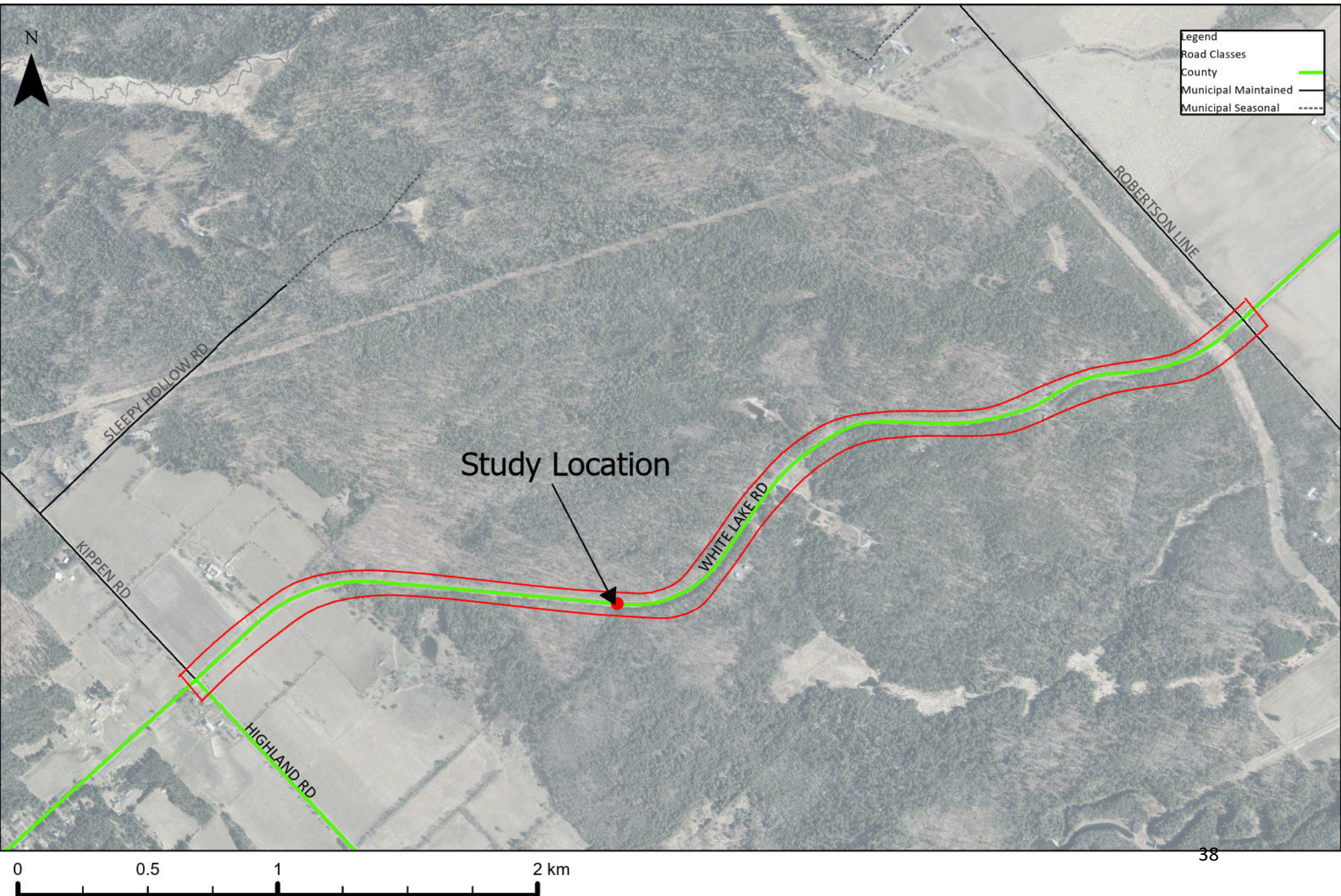
Start	1	41	51	61	71	81	91	101	111	121	131	141	151	
Time	40	50	60	70	80	90	100	110	120	130	140	150	999	Total
09-05-21	0	0	0	3	5	1	1	0	0	0	0	0	0	10
01:00	0	0	0	0	1	0	1	0	0	0	0	0	0	2
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	1	0	0	0	0	0	0	0	1
04:00	0	0	0	0	2	0	0	0	0	0	0	0	0	2
05:00	0	0	0	6	9	2	1	0	0	0	0	0	0	18
06:00	0	0	0	4	12	1	0	0	0	0	0	0	0	17
07:00	0	1	1	2	10	0	0	0	0	0	0	0	0	14
08:00	0	0	0	4	15	4	0	0	0	0	0	0	0	23
09:00	0	0	0	8	37	21	4	0	0	0	0	0	0	70
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	0	1	1	27	91	30	7	0	0	0	0	0	0	157
Percent	0.0%	0.6%	0.6%	17.2%	58.0%	19.1%	4.5%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	
Grand Total	11	23	127	1029	3808	1604	312	38	7	0	0	0	0	6959

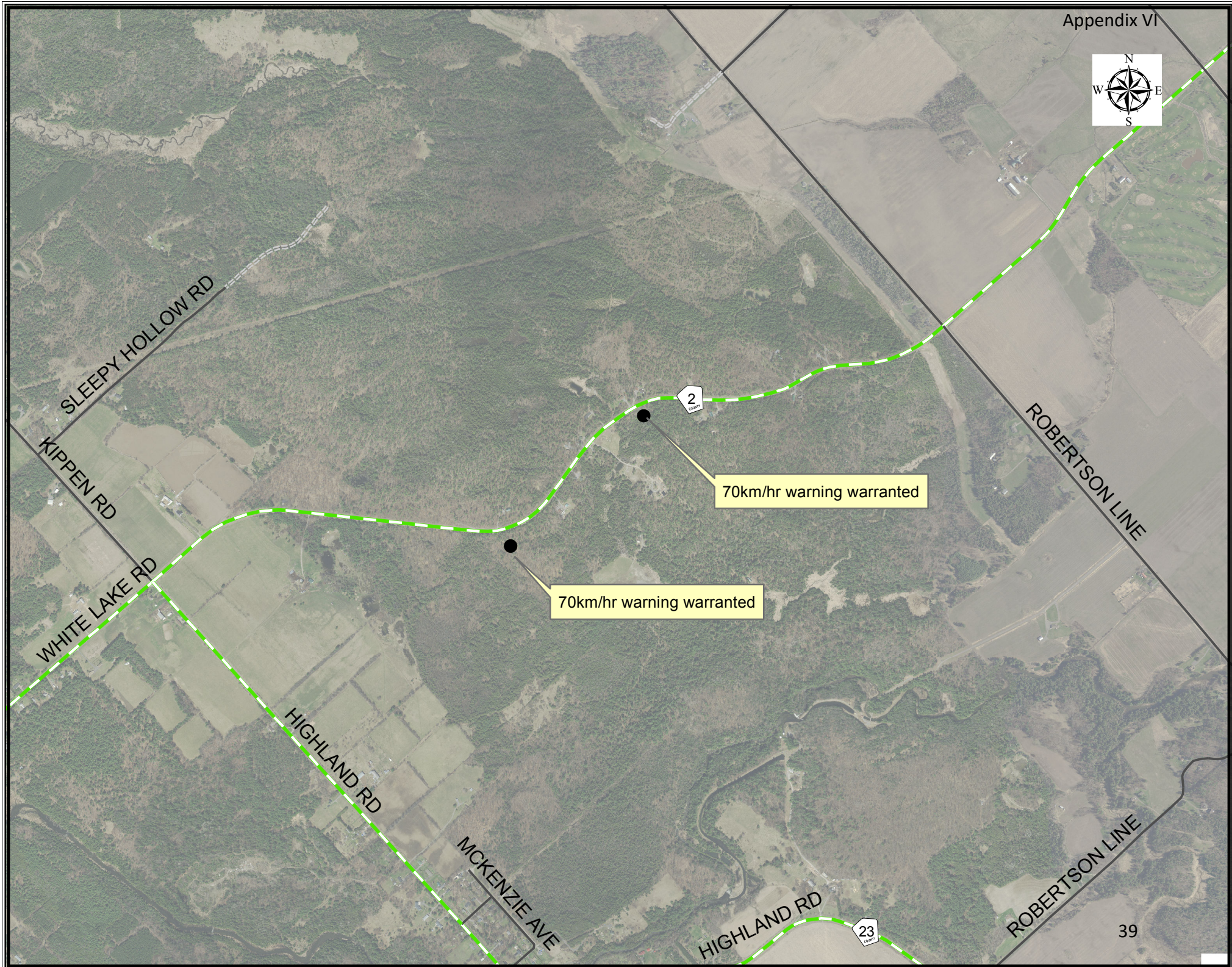
15th Percentile : 68 KPH
50th Percentile : 76 KPH
85th Percentile : 85 KPH
95th Percentile : 90 KPH

Stats Mean Speed(Average) : 77 KPH
15 KPH Pace Speed : 71-85 KPH
Number in Pace : 4610
Percent in Pace : 66.2%
Number of Vehicles > 80 KPH : 1961
Percent of Vehicles > 80 KPH : 28.2%

County Road 2 (White Lake Road) Speed Reduction Request Area & Speed Study Location

Appendix V







Automated Speed Limit Guidelines

FORM A - Automated Speed Limit Guidelines Spreadsheet

Version:
10-Apr-09

Name of Corridor:	County Road 2 (White Lake Road)			
Segment Evaluated:	Robertson Road	to	Kippen Road	
Geographic Region:	McNab			
Road Agency:	County of Renfrew			
Road Classification:	Arterial	Length of Corridor:	3,200	m
Urban / Rural:	Rural	Design Speed: (Required for Freeway, Expressway, Highway)	90	km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)	80	km/h
Major / Minor:	Major	Prevailing Speed: (85th Percentile - for information only)	85	km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)	80	km/h

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

Total Risk Score:

20

Recommended Posted
Speed Limit (km/h):

As determined by road characteristics

**Recalculate Total Risk
Score**

As determined by policy

80

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

Comments:



Automated Speed Limit Guidelines

FORM A - Automated Speed Limit Guidelines Spreadsheet

Version:
10-Apr-09

Name of Corridor:	County Road 2 (White Lake Road)			
Segment Evaluated:	Robertson Road	to	Kippen Road	
Geographic Region:	McNab			
Road Agency:	County of Renfrew			
Road Classification:	Collector	Length of Corridor:	3,200	m
Urban / Rural:	Rural	Design Speed: (Required for Freeway, Expressway, Highway)	90	km/h
Divided / Undivided:	Undivided	Current Posted Speed: (For information only)	80	km/h
Major / Minor:	Major	Prevailing Speed: (85th Percentile - for information only)	85	km/h
# Through Lanes Per Direction:	1 lane	Policy: (Maximum Posted Speed)	80	km/h

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

Total Risk Score:

20

Recommended Posted Speed Limit (km/h):

As determined by road characteristics

70

As determined by policy

80

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

Comments:

COUNTY OF RENFREW

BY-LAW NUMBER 73-23

**A BY-LAW TO ESTABLISH PUBLIC WORKS AND ENGINEERING POLICIES PW-01 – ROADWAY
CLASSIFICATION AND DESIGN AND PW-10 ROAD OCCUPANCY PERMITS WITHIN THE
JURISDICTION OF THE CORPORATION OF THE COUNTY OF RENFREW**

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

AND WHEREAS the Municipal Corporation of the County of Renfrew desires to implement Policies regarding the roadway classification and design and road occupancy permits within the jurisdiction of the Corporation.

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

1. THAT Public Works and Engineering Department Policies PW-01 Roadway Classification and Design and PW-10 Road Occupancy Permits, as outlined in Schedules “I” and “II” attached to and made part of this By-law, shall form part of the Public Works and Engineering Department Policies and Procedures for the Corporation of the County of Renfrew.
2. THAT this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
3. THAT this By-law shall come into force and take effect immediately upon the passing thereof.

READ a first time this 31st day of May 2023.

READ a second time this 31st day of May 2023.

READ a third time and finally passed this 31st day of May 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

Schedule I

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-01
POLICY: Roadway Classification and Design				
DATE CREATED: April 2001	REVIEW DATE: February 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 1 of 11

POLICY STATEMENT

The County of Renfrew (County) believes that a roadway network performs most efficiently and effectively when the roads comprising that network are designed, built and operated to serve their intended purposes.

A classification system designates roads into different groups according to the type of service each group is intended to provide. By grouping roads with similar function and adopting a consistent set of standards, the County of Renfrew can improve transportation planning, road design, road maintenance, and road operations.

Therefore, this Policy dictates hierarchical systems of roadway classification, which shall apply to all roadways in the County Road system for maintenance and design.

POLICY DEFINITIONS

Arterial: Roads whose primary function is to move traffic. Property access is very much a secondary consideration and may be restricted. A distinction may be made between major and minor arterials depending on the volume and nature of the traffic.

Collector: Roads whose function is both traffic movement and property access. A balanced approach between these often conflicting needs is to be taken.

Laneways: Roads typically found in an urban environment providing access to the rear of properties in the town core areas.

Local Roads: Roads whose function is primarily to provide access to property. Traffic movement is very much a secondary consideration.

Rural Roads: Roads passing through largely undeveloped areas and having an open drainage system.

Seasonal Roads: Roads typically of the rural variety which are not maintained during the winter months. In the months during which the roads are accessible they serve the same function as a local road.

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-01
POLICY: Roadway Classification and Design				
DATE CREATED: April 2001	REVIEW DATE: February 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 2 of 11

Semi-Urban Roads: Roads passing through areas where the degree of development is approaching full development along a substantial portion of its length and may include those portions within an urban municipality or settlement. Such roads generally have an open drainage system but may be approaching or meeting warrants for drainage by closed (piped) systems. For Design Classification purposes, these roads are grouped with Rural Roads.

Significant Weather Event: An approaching or occurring weather hazard with the potential to pose a significant danger to users of the roads within a municipality.

Urban Roads: Roads passing through areas where the degree of development is at or near full development along a substantial portion of its length and shall include those portions of road within an urban municipality or settlement. Such roads generally consist of curbs and gutters adjacent to the travelled portion of the road. Drainage is generally accommodated by a closed (piped) system.

POLICY CONTENT

1.0 MAINTENANCE CLASSIFICATIONS

Ontario Regulation 239/02, Minimum Maintenance Standards for Municipal Highways, under the Municipal Act provides a classification system for roads which must be used in establishing the minimum maintenance standards for all municipal roads.

The County shall annually review the classifications of County Road sections based on Regulation 239/02 and ensure the 'maintenance classification' for each section of road is up to date. The County also has approved 'Roadway Service Standards' which were developed to meet or exceed the requirements of Regulation 239/02. The County shall adhere to the requirements of the County Roadway Service Standards, as amended.

2.0 DESIGN CLASSIFICATIONS

For design and asset management planning purposes, all roads in the County's Road system shall be classified according to their roadside environment and function within the system. In establishing the design classification of County Road sections, the characteristics provided in Table 1 and Table 2 shall be used for rural roadways and urban roadways respectively.

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-01
POLICY: Roadway Classification and Design				
DATE CREATED: April 2001	REVIEW DATE: February 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 3 of 11

The characteristics for design classifications of County Roads dictated in Table 1 and Table 2 have been adapted from the Transportation Association of Canada (TAC) Geometric Design Manual. Table 1 and Table 2 of this Policy are for establishing the design classification for County Roads only. When undertaking design for County Roads or considering requests which would result in changes to County Roads, the additional restrictions recommended by the TAC Geometric Design Manual for each road classification shall be taken into consideration.

The Design Classifications shall be used to establish consistent minimum design criteria and target lifecycle Best Practices for County Roads.

The Director of Public Works and Engineering, or designate, shall maintain the roadway ongoingly. Major review and updates to this Policy shall be undertaken in conjunction with each rationalization update, which is to be conducted every five years, or as directed by County Council.

Table 1
RURAL ROAD DESIGN CLASSIFICATIONS

TAC Classification (County Design Class)	Freeway (R4)	Arterial (R3)	Collector (R2)	Local (R1)
AADT	≥12,000	<12,000	<5,000	<1,000
Posted Speed (km/h)	50 – 120	50 – 90	40 – 80	40 – 80
Connections	freeways, arterials	freeways, arterials, collectors	arterials, collectors, locals	collectors, locals

Table 2
URBAN ROAD DESIGN CLASSIFICATIONS

TAC Classification (County Design Class)	Freeway / Expressway (U4)	Major Arterial (U4)	Minor Arterial (U3)	Collector (U2)	Local (U1)	Lane (U1)
AADT	>12,000	12,000 – 30,000	<12,000	<5000	<3,000	<500
Posted Speed (km/h)	80 – 110	50 – 80	40 – 80	40 – 80	≤50	≤30

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-01
POLICY: Roadway Classification and Design				
DATE CREATED: April 2001	REVIEW DATE: February 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 4 of 11

TAC Classification (County Design Class)	Freeway / Expressway (U4)	Major Arterial (U4)	Minor Arterial (U3)	Collector (U2)	Local (U1)	Lane (U1)
Connections	freeways, arterials	freeways, arterials, collectors	freeways, arterials, collectors	arterials, collectors, locals	collectors, locals	locals, lanes

3.0 DESIGN STANDARDS

Design standards for roads relate to safety and the longevity of the road in its current and future uses. The design standards for County Roads have been developed to ensure consistency across all sections in the system and that the design and construction of County Roads is becoming of their purpose, improving safety for all users.

3.1 Minimum and Desired Standards

The design standards for County Roads are based on the design classification of the individual road sections and have been developed incorporating MTO Design Manuals, the TAC Geometric Design Guide for Canadian Roads, and AASHTO Guide to Design of Pavement Structures. The minimum and desired standards considered in the design of County Road sections shall be as per Table 3.

Table 3
Minimum and Desired Design Standards

Standard	Rural		Urban	
	Minimum	Desired	Minimum	Desired
Design Speed (km/h)	R1 – 60 R2-R4 – 80	90	50	60
Lane Width (m)	3.25	3.5	3.25	3.5
Hardened Shoulder / Clearance Width (m)	0.5	R1 and R2 – 1.0 R3 and R4 – 1.5	0.1	1.0
Overall Shoulder Width (m)	1.5	2.0	N/A	N/A
Alignment Adequacy	Fair with Warning Signs	Good	Fair with Warning Signs	Good

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-01
POLICY: Roadway Classification and Design				
DATE CREATED: April 2001	REVIEW DATE: February 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 5 of 11

Standard	Rural		Urban	
	Minimum	Desired	Minimum	Desired
Right of Way (ROW) Width (m)	20	26	20	26
Surface Composition (mm of HMA)	R1 – 30 R2 – 80 R3 – 120 R4 – 130	R1 – 50 R2 – 100 R3 – 130 R4 – 140	U1 – 50 U2 – 80 U3 – 120 U4 – 130	U1 – 80 U2 – 100 U3 – 130 U4 – 140
Base Composition	150mm Granular 'A' over 350mm Granular 'B' or equivalent sub-base			

*Unless identified otherwise, values apply to all Design Classifications

*HMA = Hot Mix Asphalt

The County's Asset Management Plan does not incorporate growth and typically project costs are based on rehabilitation to similar geometry. As such, though capacity is evaluated during road section evaluations, it is not considered during design of a road section. Where minimum design standards are determined to not being met on a road section, efforts shall be made to have this corrected during design and construction on that road section and budgeted for accordingly.

When determining the design standard to be utilized, the County shall consider a twenty (20) year forecast of growth in traffic based on historical data. A typical value to be utilized is a growth rate of 1.5% unless determined otherwise based on increased growth in certain areas of the County.

3.2 Desired Road Cross-Sections

Included as Appendix A is a drawing illustrating the desired typical cross-sections for each design class. Circumstances may arise where the dimensions shown in the desired cross-sections may not be met; however, the proposed altered cross-section shall provide equivalent or greater strength of the corresponding desired typical cross-section and meet all other minimum design standards for the design classification of the road.

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-01
POLICY: Roadway Classification and Design				
DATE CREATED: April 2001	REVIEW DATE: February 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 6 of 11

4.0 BEST PRACTICES

Best Practices should be structured with the goal that the right treatment takes place during the correct conditions for the lifecycle of a road in order to ensure that the return on investments in the County Road system is maximized. Achieving the recommended Best Practices outlined in this section may be limited due to the availability of funding or the prioritization of safety improvements. However, these Best Practices shall be used as a guideline when updating the County's Capital Asset Management Plan for Roads.

4.1 Road Improvement Methods

There are various types of improvement methods available in order to improve the condition of roads, and others continue to be developed. County of Renfrew staff shall continue to monitor new improvement methods which come available in the market and may present opportunities for Council consideration to pilot methods which may be considered viable economically and of benefit to County Roads.

The typical improvement methods currently considered on County Roads are provided in Table 4.

Table 4
Available Road Improvement Strategies

Improvement Type	Typical Improvements	General Description
Maintenance	- Crack Sealing; - Patching	Operational maintenance to seal cracks and patch potholes.
Preventative Maintenance	- Microsurfacing; - Surface Treatment Overlay; - Slurry Seal	Capital 'maintenance' to seal the roadway and prolong the service life of asphalt.
Minor Rehabilitation	- HMA Overlay; - Mill and Pave	Capital resurfacing to prolong service life of road overall. Will include drainage improvements.
Major Rehabilitation	- Pulverize and Pave; - Base and Surface	Capital replacement of surface with base rehabilitation and/or

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-01
POLICY: Roadway Classification and Design				
DATE CREATED: April 2001	REVIEW DATE: February 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 7 of 11

Improvement Type	Typical Improvements	General Description
		stabilization. Will include drainage improvements.
Reconstruction	<ul style="list-style-type: none"> - Full Reconstruction; - Partial Reconstruction 	Replacement of surface, unsuitable base material, and drainage infrastructure.

Each improvement type provides certain benefits when applied at the appropriate time in the lifecycle of a roadway; however, there are also certain restrictions which must be considered when planning road improvements as provided below.

Maintenance improvements are typically relatively the lowest cost improvement type and provide the greatest return on investment (ROI) if undertaken as soon as necessary. Maintenance improvements, early in the lifecycle of the road surface, will prevent accelerated deterioration of the surface from water infiltration and freeze-thaw action. However, undertaking maintenance later in the lifecycle of the road, when the Pavement Condition Index (PCI) has fallen below 85, should only be considered as a holding pattern as it would no longer provide the increased service life it would if done sooner. Maintenance improvements should be planned to occur throughout the life of a road as needed but prioritized 4 – 5 years after a new surface is applied via minor rehabilitation, major rehabilitation, or reconstruction.

Preventative maintenance improvements are typically the lowest cost Capital improvement which can be undertaken on roads. Preventative maintenance treatments will seal all cracks in the surface of the roadway to prevent water infiltration and significantly decrease deterioration from freeze-thaw action. However, undertaking preventative maintenance on a roadway with a PCI below 70, poor drainage, evident base issues, or poor alignment should only be considered as a holding pattern as it would not substantially improve the roadway or extend its service life. In order to maximize ROI, preventative maintenance should be planned to occur 8 – 10 years after a new surface is applied via minor rehabilitation, major rehabilitation, or reconstruction, when the PCI is 70 – 85.

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-01
POLICY: Roadway Classification and Design				
DATE CREATED: April 2001	REVIEW DATE: February 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 8 of 11

Minor rehabilitation improvements typically come at a mid-range cost but can substantially prolong the service life of a road if completed at the right time in its lifecycle. Minor rehabilitation will provide a new surface and added strength to the roadway. However, undertaking minor rehabilitation on a roadway where there is evident base issues or where the PCI has fallen below 50 should only be considered as a holding pattern as it would only temporarily improve the road condition and relatively low service life extension for the expense. In order to maximize ROI, minor rehabilitation should be planned to occur 18 – 22 years after a new surface is applied via major rehabilitation, or reconstruction (8 – 14 years after preventative maintenance), when the PCI of the road is 50 – 65.

Major rehabilitation improvements typically come at a higher-range cost but will completely replace the road surface and substantially prolong the service life of a road so long as the base granular of the road are structurally sound. However, a greater treatment than major rehabilitation should be considered if there are poor alignments, a large amount of urban drainage infrastructure in poor condition, or substantial base issues over a large section of the road. In order to maximize ROI, major rehabilitation should be planned take place after the PCI has fallen below 45.

Reconstruction is the highest relative cost road improvement type on any road class. It will require complete removal and replacement of the existing surface, a substantial amount of base granular, and most if not all drainage infrastructure. Reconstruction should only be considered on roads with poor alignment, completely deteriorated/poor base structure, poor drainage infrastructure, and/or where minimum design standards cannot be achieved using another method. In order to maximize ROI, reconstruction (if required) should be planned to occur after the PCI has fallen below 40.

4.2 Lifecycle Management

Managing the lifecycle of a roadway involves following Best Practices, to ensure that the treatment being applied for a particular section of road is appropriate for the condition and design standard for the road, and that it is the most cost-efficient treatment at that stage in the road's lifecycle.

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-01
POLICY: Roadway Classification and Design				
DATE CREATED: April 2001	REVIEW DATE: February 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 9 of 11

Figure 1 below, provides a graphical comparison of three different lifecycle scenarios, comparing the age of a road with its condition. The three different scenarios are as follows:

- “Do Nothing” – lifecycle of a newly constructed road where no improvement takes place at any point throughout its design life;
- “No Major or REC” – lifecycle of a newly constructed road where no large capital costs are incurred through Major Rehabilitation or Reconstruction and only Preventative Maintenance or Minor Rehabilitation takes place throughout the design life of the road; and
- “Best Practices” – lifecycle of a newly constructed road where the ‘return on investment’ is prioritized and the most beneficial improvement type takes place at the correct moment in the design life of the road.

It should be noted that reconstruction should still be considered where a roadway has significant base issues, unsafe alignment, or other issues which cause the road section to not meet minimum design standards. Following reconstruction, the lifecycle could then be managed to target the Best Practices scenario.

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-01
POLICY: Roadway Classification and Design				
DATE CREATED: April 2001	REVIEW DATE: February 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 10 of 11

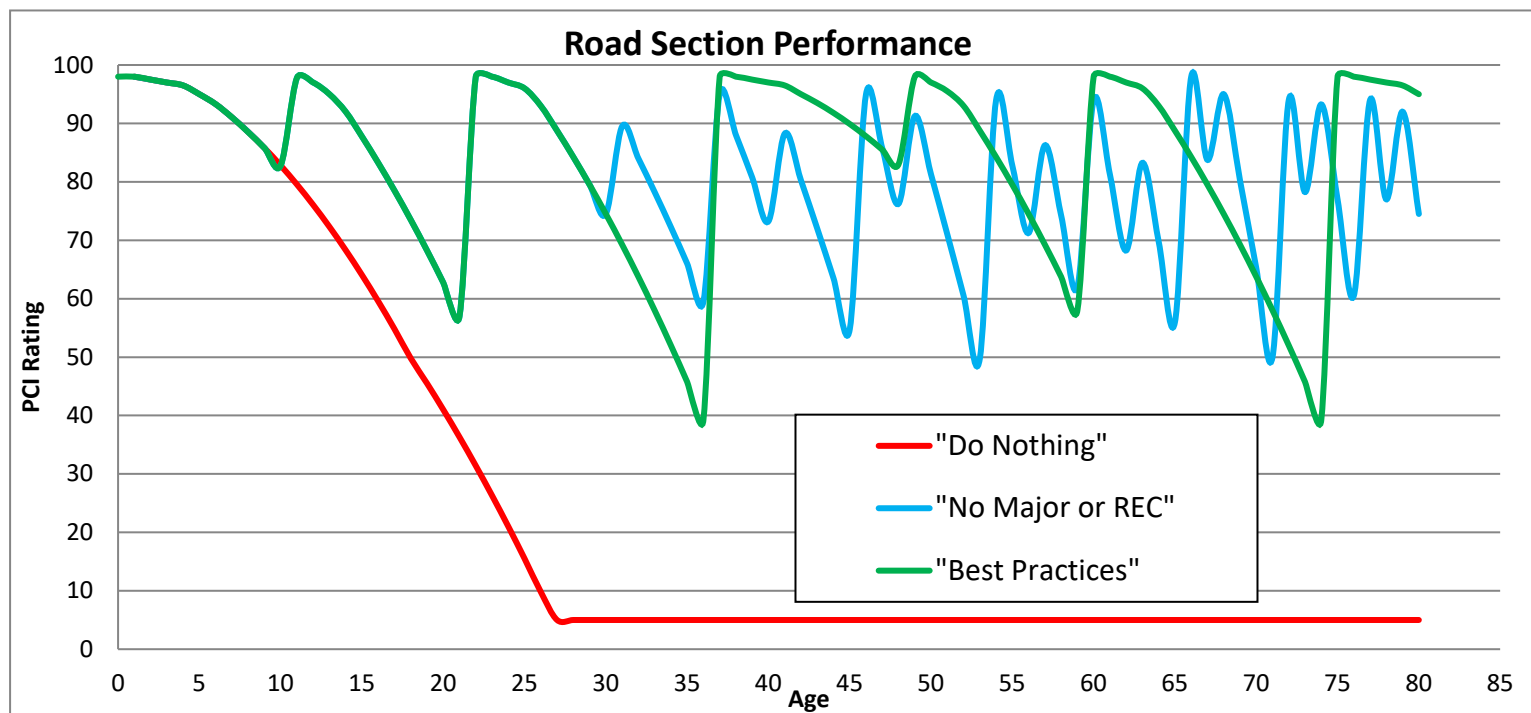
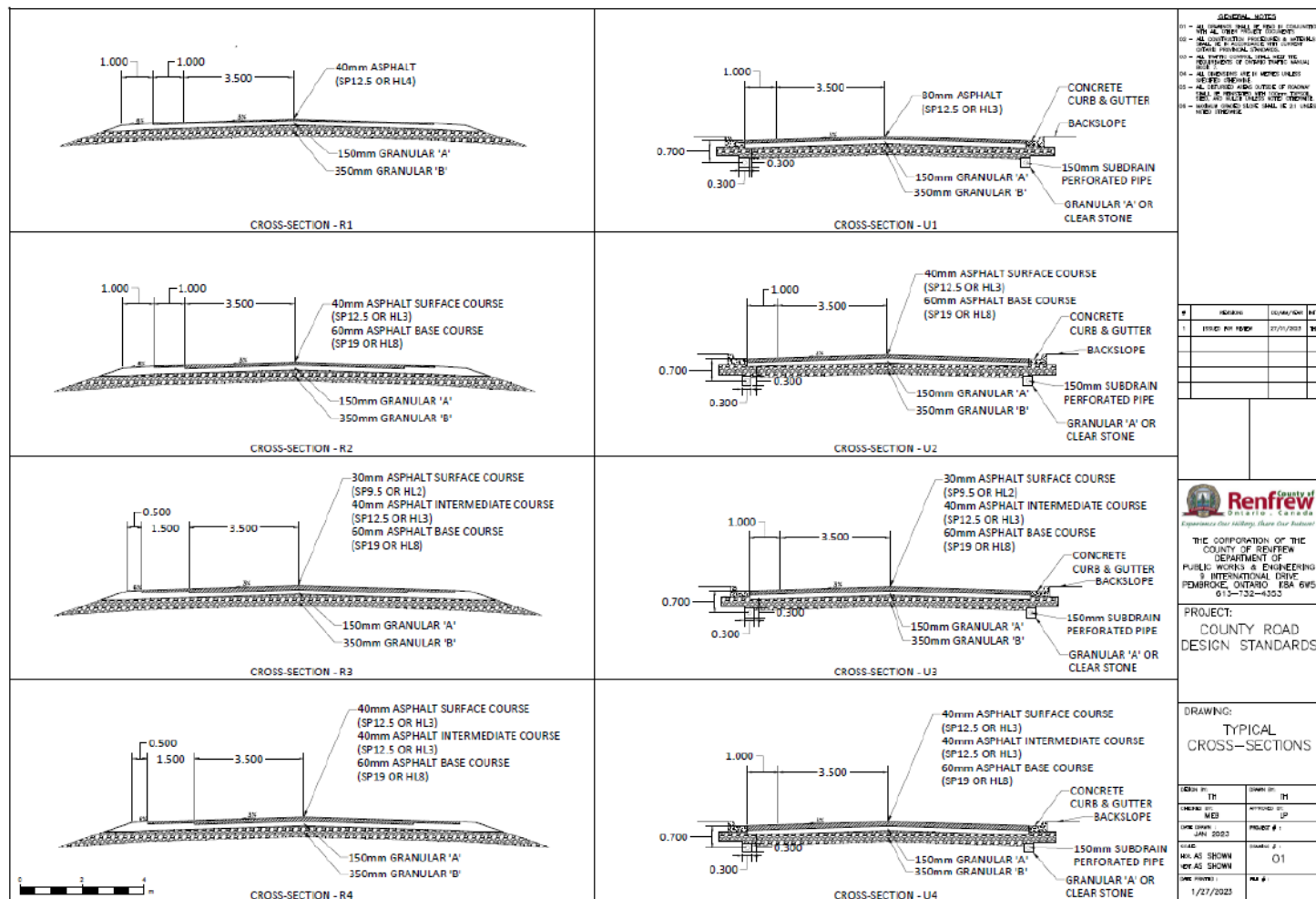


Figure 1 - Graphical comparison of road deterioration based on different Lifecycle Scenarios

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-01
POLICY: Roadway Classification and Design				
DATE CREATED: April 2001	REVIEW DATE: February 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 11 of 11

Appendix A



Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-10
POLICY: Road Occupancy Permits				
DATE CREATED: March 2006	REVIEW DATE: March 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 1 of 6

POLICY STATEMENT:

The County of Renfrew requires that a Road Occupancy Permit be obtained by all persons, companies, utilities, agencies and municipalities prior to commencing any work within the County's Road Allowances.

DEFINITIONS:

"County" means the Municipal Corporation of the County of Renfrew.

"County Staff" means an employee of the County of Renfrew Public Works and Engineering Department.

"Local municipalities" means all lower-tier municipalities within the County of Renfrew.

BACKGROUND:

As a municipal road authority, the County has a duty and responsibility to be an informed owner and to ensure that the roads under its jurisdiction are kept in a reasonable state of repair. The Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, states the following in regards to the County's obligations and liabilities:

"Maintenance

44. (1) The municipality that has jurisdiction over a highway or bridge shall keep it in a state of repair that is reasonable in the circumstances, including the character and location of the highway or bridge. 2001, c. 25, s. 44(1).

Liability

- (2) A municipality that defaults in complying with subsection (1) is, subject to the Negligence Act, liable for all damages any person sustains because of the default. 2001, c. 25 s. 44(2).

Defence

- (3) Despite subsection (2), a municipality is not liable for failing to keep a highway or bridge in a reasonable state of repair if,

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-10
POLICY: Road Occupancy Permits				
DATE CREATED: March 2006	REVIEW DATE: March 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 2 of 6

- (a) it did not know and could not reasonably have been expected to have known about the state of repair of the highway or bridge;
- (b) it took reasonable steps to prevent the default from arising; or
- (c) at the time the cause of action arose, minimum standards established under subsection (4) applied to the highway or bridge and to the alleged default and those standards have been met. 2001, c. 25, s.44(3).”

In order to ensure that the County of Renfrew is adequately informed and exercising due diligence, a formal process is necessary for the approval of works within the County’s Road Allowances. Of particular concern is any work which may occur within the travelled portion of the highway. It is also important to ensure that adequate and appropriate measures are implemented to ensure the safety of both road users and those carrying out the work.

PROCEDURES:

The following are the procedures to be followed to acquire a Road Occupancy Permit to undertake work within the County’s Road Allowances:

Emergency Work

Emergency work is considered as those types of repairs to existing infrastructure, required to restore essential services provided to the public. This work is normally performed by or on behalf of local municipalities or utility companies. The work often involves repairs to broken or damaged water systems, sewer systems or utility lines. The urgent and timely repair of these facilities is often key to minimizing possible further damage and the subsequent increased repair costs.

All emergency work is subject to the following submission and approval process:

1. As soon as possible after becoming aware of an emergency situation, the municipality or utility shall inform the Director of Public Works and Engineering or designate of the nature and extent of the work required.
2. As soon as possible after becoming aware of the need for urgent work or repairs to its infrastructure, the municipality or utility responsible shall submit an “Emergency” Road Occupancy Application to the Public Works and Engineering Department. Faxed or electronic submission of the application is acceptable.

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-10
POLICY: Road Occupancy Permits				
DATE CREATED: March 2006	REVIEW DATE: March 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 3 of 6

3. The submitted application shall include a brief description of the location, nature and extent of the emergency situation, repair work needed and the measures to be taken to protect the safety of the public and the workers on site.
4. The application shall be signed by the applicant, which acknowledges that the applicant is responsible for notifying all affected emergency services and utility companies, and that the applicant is responsible for all damages and liabilities which may occur as a result of the work.
5. The applicant shall be responsible for completing all restoration work to the County's satisfaction at the earliest possible date and for the condition of the repair for a period of one (1) year from the completion date.
6. After the County has been notified and the completed application has been received by the Public Works and Engineering Department, the applicant may proceed with the emergency repairs.
7. An "Approved" copy of the "Emergency" Road Occupancy Application will be returned to the applicant within two (2) business days. The approval shall indicate any additional issues or conditions that may be deemed necessary by the Director of Public Works and Engineering or designate.

Planned Work

Planned work is those activities that can be planned and scheduled in advance of construction. Planned work would include new infrastructure projects as well as the expansion, reconstruction and rehabilitation of existing infrastructure. Work in this category may be performed by a variety of agencies or organizations, including local municipalities, utility companies, developers and private contractors.

Work that can be planned or scheduled in advance will be subject to a more detailed and formal review process as follows:

1. All applications must be submitted in writing and accompanied by a "Planned" Road Occupancy Application.
2. The application must be supported by plans and specifications that sufficiently detail the proposed work and how it is to be completed.

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-10
POLICY: Road Occupancy Permits				
DATE CREATED: March 2006	REVIEW DATE: March 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 4 of 6

3. The applicant will be required to provide a detailed Traffic Management Plan and a Traffic Protection Plan, which identifies the measures to be implemented to protect the health and safety of the road users and the workers on site.
4. The applicant will be required to provide liability insurance, indemnifying the County from all liabilities arising out of the work, in the amount of \$5,000,000. A Certificate of Liability Insurance in which the County of Renfrew is named a co-insured is required.
5. Applications will be reviewed for conflicts with existing and future County infrastructure, as well as compliance with County Standards and Policies. Applicants are encouraged to pre-consult with County Staff in an effort to confirm the requirements, prior to submitting an application.
6. The applicant will be required to post a Performance Security to ensure that all work, including surface restoration, is completed to the County's satisfaction. The security will be in the form of a letter of credit and be valid for a minimum period of one (1) year after the work is completed. Provided no problems are encountered within the one (1) year period, the securities will be returned to the applicant. Local municipalities are exempted from this requirement.
7. Once all of the application requirements have been satisfied, a "Planned" Road Occupancy Permit will be issued and the applicant will be permitted to proceed with the work, subject to the terms and conditions listed in the permit.
8. Upon completion of the work, County Staff will inspect the work zone to ensure that all conditions of approval, including surface restoration, have been complied with.

Entrances

Applications for entrances to County Roads are subject to the conditions and process outlined in the County's Entrance Policy and By-law 32-98 being a By-law to Regulate the Construction or Alteration of any Entranceways, Private Roads or Access to a County Road as amended.

General Conditions

All subsurface road crossings are to be completed using trenchless technology techniques wherever possible. Open cut excavations across County Roads will only be permitted when specifically approved by the Director of Public Works and Engineering, or designate.

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-10
POLICY: Road Occupancy Permits				
DATE CREATED: March 2006	REVIEW DATE: March 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 5 of 6

1. The applicant is responsible for notifying all emergency services, school boards, transportation companies and the general public of the proposed work, in advance of commencing any work.
2. Permits will be honoured for a period of one (1) year from the date of approval. It is the responsibility of the applicant to notify the County when the work is completed and ready for final inspection. If a final inspection has not been requested by the applicant and one (1) year's time has passed from the date of approval, the bond will be forfeited to the County. If a final inspection has been requested and the work has been completed but not to the satisfaction of the County, under the conditions of this application, the County may elect to finish or restore the works with the applicant's bond and without any prior notice.
3. Under any permit application the County may elect to exceed the minimum requirements and conditions as specified in this document. The County may request additional insurance coverage, restoration, amount of cash bond or any other work deemed necessary to accommodate the application.
4. County Roads will not be closed. A minimum of one (1) driving lane will always be open to traffic. All excavations within four (4) metres of any driving lane will be backfilled at each day's end. The applicant shall maintain pedestrian access and vehicle access to all public and private properties.
5. Roads will not be open cut without express written permission; therefore, all road crossings shall be bored or directionally drilled. All plant being located under the road surface shall be placed at a minimum of 1.2 metres under the road surface (that is 1.2 metres under the elevation of the shoulder rounding). If written permission has been granted to open excavate a road, restoration methods will be specified and a cash bond in the amount of the cost of restoration shall be submitted and retained for up to 12 months after the completion of the specified works. No planned excavations will be permitted within the roadway between November 1st and May 1st.
6. If, to carry out the work, it is necessary to alter, break or disturb any existing pavement, sidewalk or curb and gutter, the applicant will be responsible for temporarily and permanently restoring the site to its original condition. Material specifications shall be determined by County Public Works and Engineering Staff. If weather dictates the permanent restoration cannot be accomplished, the applicant shall temporarily repair any disturbed asphalt or concrete surfaces with a 50 millimetre thickness of hot mix

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-10
POLICY: Road Occupancy Permits				
DATE CREATED: March 2006	REVIEW DATE: March 2023	REVISION DATE: May 2023	COVERAGE: All County Roads	PAGE #: 6 of 6

asphalt. Temporary and/or final repairs shall be to the satisfaction of the County and at the expense of the applicant.

7. When required, a security deposit shall be given to the County representing 100% of the cost to perform the necessary restoration. The County shall set this deposit amount. The applicant will be responsible for any temporary and/or final restoration costs. The restoration shall be completed as per the direction of the County. Upon completion of the final restoration the site will be inspected by County Staff and if satisfied (interim acceptance) the security deposit will be returned within a 12 month period from the date of final inspection.
8. When conditions or unforeseen difficulties require a longer period of completion than is indicated on the permit, the applicant shall notify the County of the additional time required and the reason thereof.
9. All barricades, signs and signals required to direct or guide motorists and/or pedestrians, shall be erected and maintained by the applicant in accordance with the "Ontario Traffic Manual, Book 7 – Temporary Conditions", most current edition. All detour signing and materials when required, shall be supplied, erected and maintained by the applicant.
10. Prior to the approval of the Road Occupancy Application, the applicant shall supply proof of liability insurance in the minimum amount of \$5,000,000.00.
11. It is the responsibility of the applicant not to damage any existing plant, survey markers of infrastructure, including drainage works. The applicant will assume all costs and liabilities from such damage. Utility locates are the responsibility of the applicant and this document will release the County of Renfrew from all claims arising from the damage of any plant.
12. Excavated material shall not be piled in such a manner as to obstruct vehicular and/or pedestrian traffic at a minimum of four (4) metres from edge of pavement. All construction equipment and vehicles shall also maintain this "clear zone" when not in use.

COUNTY OF RENFREW

BY-LAW NUMBER 74-23

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2023-01
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) from Lochwinnoch Road to the Algonquin Trail, Townships of McNab/Braeside and Horton, under Contract PWC-2023-01 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by McCrea Excavation Ltd., Pembroke, Ontario, for rehabilitation was reviewed and accepted by the Operations Committee.

NOW THEREFORE the Council for 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-2023-01 for the rehabilitation of County Road 1 (River Road) from Lochwinnoch Road to the Algonquin Trail as submitted by McCrea Excavation Ltd., Pembroke, Ontario in the amount of \$804,530.75 plus applicable taxes.
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 31st day of May 2023.

READ a second time this 31st day of May 2023.

READ a third time and finally passed this 31st day of May 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 75-23

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2023-15
REHABILITATION OF COUNTY ROAD 515 (PALMER 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 515 (Palmer Road) from 200m west of Southwest Patrol Yard to County Road 514 (Schutt Road), Township of Brudenell, Lyndoch and Raglan under Contract PWC-2023-15 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

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

NOW THEREFORE the Council for 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-2023-15 for the rehabilitation of County Road 515 (Palmer Road) from 200m west of Southwest Patrol Yard to County Road 514 (Schutt Road) as submitted by Bonnechere Excavating Inc., Renfrew, Ontario in the amount of \$1,536,287.76 plus applicable taxes.
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 31st day of May 2023.

READ a second time this 31st day of May 2023.

READ a third time and finally passed this 31st day of May 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

May 31, 2023

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. Council Remuneration

Attached as Appendix I is the Treasurer's Statement of Remuneration and Expenses paid to County Council as at March 31, 2023.

2. Treasurer's Report – March 31, 2023

Attached as Appendix II is the March 31, 2023 monthly one-page financial summary, along with the Treasurer's Report for the General Revenue Fund, Bonnechere Manor, Miramichi Lodge, Public Works and Renfrew County Housing Corporation.

3. Communications

Media Relations and Social Media Coordinator, Tina Peplinskie, commenced employment with the County of Renfrew in mid-April 2022. She previously reported to the County Council in September 2022. Since then, she has written and prepared 16 media releases on County-related topics, and reviewed and distributed an additional 10 releases which were prepared by other departments.

Topics of the releases have ranged from the funding announcement for the Renfrew County Virtual Triage and Assessment Centre, Renfrew County Day at Queen's Park, the Inaugural Session of County Council, Warden's Community Service Awards, County of Renfrew budget and Strategic Plan approvals, and Renfrew County's declaration of Intimate Partner Violence as an epidemic.

In early 2023, Ms. Peplinskie was heavily involved with the Marketing and Communications Committee of the Renfrew County 2023 Ontario Winter Games. She prepared eight media releases in relation to the Games and distributed an additional six releases prepared by other members of the Committee. She attended a number of events to take photographs and gather information for the media releases. She was also involved in social media posts on the OWG social media channels and had the extra challenge of dealing with computer bots continually setting up fake accounts throughout the Games.

On the social media side of things, she continues to aim for daily social media posts on Facebook, Instagram and Twitter. In some instances, it is more when sharing posts from other divisions within the Corporation with their own pages (shares cannot be scheduled so they are done at different times of the day).

Social media posts include highlighting committee and council meeting dates, including sharing YouTube links to the meetings; employment opportunity posts, which are well received and shared widely; progress of Public Works projects including traffic disruptions and available funding programs through the Community Services Department.

Another aspect of Ms. Peplinskie's position is serving as emergency information officer. In this regard, she prepared Significant Weather Event Public Service Announcements and social media posts throughout the winter and this spring she has been involved in

PLATFORM	REACH	FOLLOWERS	CHANGE	VISITS
Facebook	244,161 (+116.6%)	4.8 K	+816	19,942 (+240.6%)
Instagram	3,279 (+52.6%)	1,195	-100	940 (+29.1%)
Twitter (impressions)	272.9 K	2,369	+175	Avg 1,900 per month

the weekly Spring Freshet calls and distribution of bulletins in relation to the spring freshet and flooding. In both cases, this information was well shared by local municipalities. This information sharing is meant to solidify the County of Renfrew's position as a trusted source for information during emergencies.

Thanks to excellent training from Shawn Behnke, Ms. Peplinskie is now responsible for the production of monthly committee meetings through the video communications system in council chambers. His assistance with County Council meetings continues.

Social media metrics (April 14, 2022 – April 14, 2023)

Facebook Reach – The number of [Accounts Center accounts](#) that saw any content from your Page or about your Page, including posts, stories, ads, social information from Accounts Center accounts that interact with your Page and more.

Instagram Reach – The number of unique accounts that saw any of your posts or stories at least once.

Twitter Impressions – Times a user is served a Tweet in timeline or search results. For all platforms the goal is still to do daily posts. In some instances, it is more when sharing posts from other divisions within the Corporation with their own pages (shares cannot be scheduled so they are done at different times of the day).

Facebook most popular posts:

- May 22, 2022 – Clean up from storm (17.5 K reach)
- February 1, 2023 – Poster about opening of 2023 Ontario Winter Games (17.1 K reach)
- March 24, 2023 – RC VTAC funding announcement (16.2 K reach)
- July 23, 2022 – Green light for volunteer firefighters (12K reach)
- April 13, 2023 – PSA about water level at Kelly Lake Creek at CR 58 (11.1K reach)
- July 8, 2022 – Rogers outage (9.9 K reach)
- June 16, 2022 – Tornado watch (9.3 K reach)

Top Tweets:

- January – video of Public Works and Engineering Director Lee Perkins talking about Significant Weather Event
- February – Eganville Leader article on retirement of Paramedic Commander John Godin
- March – RC VTAC funding announcement
- April – Paramedic hiring post

YouTube Statistics (April 14, 2022 – April 14, 2023)

- Total views – 11,689 (10,487 or 89.7% not subscribed, 1,202 or 10.3 % subscribed)
- Watch time (hours) – 2,496 (2,149.6 or 86.1% not subscribed, 346.8 or 13.9% subscribed)
- Average view duration – 12:48 (12:17 not subscribed, 17:18 subscribed)
- Impressions – 279,138

In the 90-day period from February 10 to May 10, 2023, there was increased viewership on the County's YouTube channel:

- Views – 3.0 K (75% more than the previous 90 days)
- Impressions – 74.1 K (117% more than the previous 90 days)
- Average view duration: 19:28 (longest 54:30 on March 19, 2023)
- Highest daily views during this period – April 26, 2023 (two special committee meetings and County Council).

Location of Views

- Pembroke – 1,097 (9.4%)
- Renfrew – 93 (0.8%)
- Petawawa – 14 (0.1%)
- Deep River – 12 (0.1%).

4. Management Training

On Tuesday, May 10, 2023, County of Renfrew Directors, Managers and Supervisors attended a professional training session facilitated by Dr. JP Gedeon on the Art of Transformative Leadership. As presented in February, the County completed an employee engagement survey in the Fall of 2022, where management training was identified as a significant theme amongst staff. Dr. Gedeon focused the full-day session on teaching the fundamentals of how successful leaders can begin to enact change with their teams, the workforce, and the culture of our organization through a Model of Transformative Leadership. By providing a series of tools, practices, and behaviours, the combined management team looks forward to shaping the relationships within the County in our post-pandemic workplace.

The County of Renfrew Strategic Plan 2023-2026 identifies Workforce Development as a key goal; this training fits within the objectives of achieving this goal.

5. **Provincial Offences Administration Charges Received**

In January when our Committee overviewed the workload statistics within the Provincial Offences Administration Report, they noted that there was a 13% increase in charges received in 2022 compared to 2021, but charges received were still well below the pre-COVID charges received. Committee also noted that in 2021, the Warden was directed by resolution to send a letter to the Solicitor General regarding the significant decrease in the number of fines being dispensed and have not received a response. Therefore, County Council adopted the following resolution directing that another letter be sent and attached as Appendix III is a copy of this letter:

“THAT Warden Emon send a letter to The Honourable Michael Kerzner, Solicitor General seeking clarification on the number of fines being dispensed in the County of Renfrew during 2022.”

On April 13, 2023 we received a response letter from Inspector Stephan Neufeld, Detachment Commander, Upper Ottawa Valley Ontario Provincial Police, which is attached as Appendix IV.

6. **OMERS Pension Plan – Council Member Overview**

At our March 2023 Finance and Administration Committee meeting, staff were directed to investigate what OMERS pension options were available to County Councillors and report back to Committee. Accordingly, attached as Appendix V is the applicable section of the OMERS Manual regarding OMERS membership available to Councillors.

RESOLUTIONS

7. **AMO Delegation Requests**

RESOLUTION NO. FA-CC-23-05-48

Moved by Chair

Seconded by Committee

THAT County Council approve the following submission for delegation requests for the Association of Municipalities Ontario Conference with the appropriate Ministers:

- Solicitor General – To discuss the financial challenges with respect to changes in the Provincial Offences Act policies;
- Minister of the Attorney General – To discuss the ongoing shortage of Justices of the Peace and the availability of Justices of the Peace physically within the County of Renfrew;
- Minister of Municipal Affairs – A discussion and request to continue funding the Municipal Modernization Fund to address challenges and opportunities related to the shift in workplace demands resulting from a post-pandemic workplace/workforce;
- Minister of Long-Term Care to address the County of Renfrew concerns with the current model of Case Mix Index (CMI) funding;
- Minister of Health and/or Premier for sustainable funding for RC VTAC;
- Minister of Health and/or Premier for the Province to fund all WSIB presumptive claim related costs - move from 50/50 to 100% funding model;

- Minister of Long-Term Care for sustainable Funding for Community Paramedicine and support for regulatory reform of the Ambulance Act and establishing Paramedics in the Regulated Health Professions Act;
- Minister of Colleges and Universities to address the paramedic shortage in Ontario;
- Minister of Children, Community and Social Services (MCSS) to advocate for a funding review of social assistance programs that have a tremendous impact on our resources in 2024 and beyond;
- Minister of Education to advocate for a greater emphasis on rural child care spaces, including a review of the workforce crisis in rural areas;
- Minister of Municipal Affairs and Housing (MMAH) for funding design and policy should transparently and easily allow for the stacking of multiple types of funding and years of funding (the multiple funding guides between MMAH and Canada Mortgage and Housing Corporation (CMHC) do not line up);
- Minister of Infrastructure to discuss funding opportunities for County Road 51 (Petawawa Boulevard); and
- Minister of Natural Resources/Minister of Municipal Affairs and Housing to address the issues of accurate and current flood mapping for the major rivers and tributaries in the region.

Background

The Association of Municipalities Ontario (AMO) 2022 Annual General Meeting and Conference is scheduled for August 20 to 23, 2023 in London, Ontario. Municipalities across the province have an opportunity to meet with Provincial Ministers and Parliamentary Assistants at the conference to discuss specific issues. The deadline for submissions is Friday, June 9.

8. Business Case – Administrative Assistant III

RESOLUTION NO. FA-CC-23-05-49

Moved by Chair

Seconded by Committee

THAT County Council approve that the Health Committee administrative duties be returned to the Long-Term Care and Emergency Service Administrative Assistants consistent with duties assigned prior to August 2021; AND FURTHER THAT the Long-Term Care Homes and Emergency Services Administrative Assistant II positions be reclassified to Administrative Assistant III positions consistent with the Gallagher Report ratings and Employment By-law #1, Non-Union Staff Salary Grid effective July 30, 2023.

Background

From 2004 to 2021, there were three Administrative Assistants sharing Health Committee administrative duties, one for each of the two long-term care homes and one from Emergency Services. Committee may recall that June 2021, a pilot project commenced with the Community Services Administrative Assistant assuming all Health Committee administrative duties along with the Renfrew County Housing Corporation and Community Services Committee duties to ensure consistency of reporting.

Following this, the Gallagher Report provided an assessment of position duties and based upon current job duties, it was determined that the two Administrative Assistants previously responsible for minute taking duties for Health Committee would be classified in an Administrative Assistant II position, while Administrative Assistants with minute taking duties would be reclassified to an Administrative Assistant III position.

In support of greater ability to optimize workflow, focused departmental and committee support, staff recommend that minute taking and report assembly duties return to a shared model for Health Committee utilizing Long Term Care and Emergency Services Administrative Assistants III as per the Business Case attached as Appendix VI.

9. **County Council – Change of Meeting Date**

RESOLUTION NO. FA-CC-23-05-50

Moved by Chair

Seconded by Committee

THAT County Council approve that the date for the June regular meeting of County Council be changed to Friday, June 23, 2023 at 10:00 a.m.

Background

County Procedural By-law 85-10 as amended, Part III, Sec. 5, addresses the time/date of Regular Meetings as “The regular meetings of Council will be held on the last Wednesday of every month, at 10:00 a.m., or at such other time as may from time to time be determined by resolution of Council or by the Presiding Officer.”

Due to a significant conflict that would result in the absence of our Warden, the Chief Administrative Officer/Clerk has been approached by the Warden, in the role of Presiding Officer of the meeting of Council, with a request for a change of date of the June regular meeting of Council from Wednesday, June 28, 2023 to Friday, June 23, 2023 at 10:00 a.m. Appropriate notice shall be given to the public according to Section 84 of the Procedural By-law.

10. **Ottawa Valley Ontario Health Team Reserve**

RESOLUTION NO. FA-CC-23-05-51

Moved by Chair

Seconded by Committee

THAT County Council approve that the amount of \$145,562.50 be transferred to the Ottawa Valley Ontario Health Team (OVOHT) Reserve for use of the OVOHT Steering Committee consistent with the provisions outlined in the Transfer Payment Agreement.

Background

In March 2022, County Council authorized the County of Renfrew to sign an Ontario Transfer Payment Agreement with the Province for the Ottawa Valley Ontario Health Team (OVOHT) whereby, the Province has provided a provincial subsidy from October 2021 to March 2023 to the Ottawa Valley Ontario Health Team to be administered

through the County of Renfrew. In April 2022, County Council approved the establishment of the OVOHT Reserve and allocated \$65,000 to this reserve. The OVOHT has accepted the 2022/2023 year-end financial report, which includes \$170,000 of administration fees and has requested that the County of Renfrew transfer \$145,562.50 of these administration fees to be transferred to the OVOHT reserve and retain these funds for use in the event the OVOHT exceeds its funding allocation in the future.

BY-LAWS

11. Corporate Policies and Procedures – Human Resources

RESOLUTION NO. FA-CC-23-05-53

Moved by Chair

Seconded by Committee

THAT County Council approve the amended Corporate Policy E-11 Flexible Work Arrangements effective July 1, 2023; AND FURTHER THAT a By-law to amend By-law 63-03, being a By-law to establish Human Resources Corporate Policies and Procedures for the County of Renfrew be adopted.

Background

The following amended policy is attached to By-law 63-03:

E-11 Flexible Work Arrangements

In October 2022, under the direction of the Chief Administrative Officer, the Human Resources Division launched an engagement survey to capture the feedback of employees on their current County of Renfrew working experience, with a focus on understanding the organization's demographical changes, trends, opinions, strengths, and opportunities. One of the themes that emanated from the survey was "alternative work arrangements". Throughout the development of the Strategic Plan (2023-2026), there were many indications that staffing was a prominent issue that required an increased level of commitment to determining how to manage the future of the workforce at the County of Renfrew. The Senior Leadership Team is now asking Council to consider approving the amended Corporate Policy E-11 Flexible Work Arrangements on a one-year trial basis with the intention that a report will be provided to Council at that time summarizing the merits of the program along with a recommendation regarding continuation. This updated Policy replaces the previous Corporate Policy E-11 – Remote Work Arrangements (Telecommuting) in its entirety.

This updated policy contributes to Strategic Plan Goal #2, Workforce Development, and part of the identified actions to achieve the objectives in 2023.

12. **User Fee By-law and Schedule**

RESOLUTION NO. FA-CC-23-05-55

Moved by Chair

Seconded by Committee

THAT County Council approve that a revised By-law to Establish and Require Payment of User Fees and Charges be adopted; AND FURTHER THAT the previous User Fee By-law 25-21 be repealed.

Background

As part of our annual budget process, a review is made of the County of Renfrew User Fee By-law and Schedule and includes the following changes:

Corporate Services - Provincial Offences – Finance and Administration Committee approved the removal of the separate line item for the Prosecutor hourly rate to align with other technical rates at the County of Renfrew as this position has been changed to an employee of the County of Renfrew, not a contracted service as approved at the 2023 Budget Workshop.

Corporate Services – Information Technology - Finance and Administration Committee approved the removal of the Information Technology Training Sessions due to retirements and position changes at the 2023 Budget Workshop. If this is re-introduced in the future, the hourly rate can align with the technical rates at the County of Renfrew.

Emergency Services - Paramedic Service - Health Committee approved the increase in the cost of deploying a Paramedic crew for a special event to reflect the increase in staff salaries, supplies and fuel; this fee has not been increased since 2018.

Public Works – At the March session, County Council approved By-law 39-23 to amend Corporate Policy PW-04 Regulating Advertising Signs and Devices within the County Road allowance within the jurisdiction of the Corporation of the County of Renfrew. This policy pertained to existing and future private advertising signage placed within a County Road allowance. At the April session, County Council approved a change in the fee structure for private advertising signage within a County Road allowance. This change in fee structure requires a greater level of commitment from businesses when considering placing signage within a County Road allowance, however, would also reduce the level of burden placed on staff in administering the program, as well as ensuring all roads have the same fee structure.

Bonnechere Manor - Health Committee approved an increase to the Bonnechere Manor Senior Adult Day Program full day rate, the removal of the half day rate and bath only rate. This is the first increase to the full day program rate in 12 years and would help offset the increase in food and transportation charges.

Service	Current Fee	Proposed Fee
Provincial Offences Prosecution Fees – for any hour or part thereof	65.00	Remove
Information Technology Information Technology Training Sessions	65.00 – 150.00 per user, per session	Remove
Paramedic Service Special Events – 4 hour minimum	200.00	225.00
Public Works Field advertising signs – resort areas – Annual Field advertising signs – other areas – Annual Field advertising signs – all areas – 3-Year Term	200.00 150.00	450.00
Bonnechere Manor <u>Day Program</u> - full day attendance rate - bath while attending day program — one half day attendance rate - bath only clients	20.00 10.00 15.00 15.00	25.00 No Change Remove Remove

There were no further changes recommended by any other departments to the User-Fee By-law for 2023.

All of which is respectfully submitted.

Jennifer Murphy, Chair

And Committee Members: J. Brose, G. Doncaster, M. Donohue, P. Emon, A. Giardini, V. Jahn, D. Mayville

Breakdown of Treasurer's Statement of Remuneration and Expenses Paid to County Council

To the Warden and Members of the Renfrew County Council:

The following is an itemized statement of remuneration and expenses paid to, and on behalf of each member of Renfrew County Council.

Name	Payroll				Payroll & Accounts Payable	Payroll & Accounts Payable	Accounts Payable		TOTAL
	Salary	ADHOC Per Diem	Mileage	Expenses	AMO FCM Advocacy / Delegations	CONVENTION Expenses	ADHOC Expenses	OTHER Expenses	
Bennett, David	2,684.34	0.00	340.00	0.00	0.00	0.00	0.00	0.00	3,024.34
Brose, James	3,047.50	0.00	272.00	0.00	0.00	3,367.19	0.00	0.00	6,686.69
Doncaster, Glenn	3,047.50	0.00	408.00	0.00	0.00	2,084.84	0.00	0.00	5,540.34
Donohue, Michael	3,047.50	527.00	530.40	0.00	0.00	3,101.85	0.00	0.00	7,206.75
Emon, Peter	11,060.84	0.00	0.00	0.00	834.43	0.00	0.00	9,518.18	21,413.45
Giardini, Anne	3,047.50	0.00	628.32	0.00	0.00	0.00	0.00	0.00	3,675.82
Grills, Deborah	2,743.67	284.00	701.76	0.00	0.00	0.00	0.00	0.00	3,729.43
Jahn, Valerie	2,684.34	41.00	428.40	0.00	0.00	0.00	0.00	0.00	3,153.74
Lynch, Daniel	2,684.34	41.00	648.72	0.00	0.00	0.00	0.00	0.00	3,374.06
MacKenzie, Mark	2,684.34	243.00	620.16	0.00	0.00	0.00	0.00	0.00	3,547.50
Mayville, David	2,684.34	41.00	665.50	0.00	0.00	1,520.21	0.00	0.00	4,911.05
Murphy, Jennifer	3,047.50	41.00	456.96	0.00	0.00	834.43	0.00	0.00	4,379.89
Nicholson, Neil	2,684.34	0.00	269.28	0.00	0.00	1,520.21	0.00	0.00	4,473.83
Serviss, Gary	2,684.34	0.00	174.08	0.00	0.00	0.00	0.00	0.00	2,858.42
Watt, Keith	2,684.34	41.00	32.64	0.00	0.00	0.00	0.00	0.00	2,757.98
Weir, Robert	2,684.34	243.00	1,096.16	0.00	0.00	1,482.11	0.00	0.00	5,505.61
Willmer, Mark	2,684.34	284.00	859.52	0.00	0.00	0.00	0.00	0.00	3,827.86
TOTAL	\$ 55,885.41	\$ 1,786.00	\$ 8,131.90	\$ -	\$ 834.43	\$ 13,910.84	\$ -	\$ 9,518.18	\$ 90,066.76

2023-05-24

COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
MAR 2023

1

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
PUBLIC WORKS	3,475,685.87	3,947,699.00	(472,013.13)	10,216,019.00
Operations Committee	3,475,685.87	3,947,699.00	(472,013.13)	10,216,019.00
PROPERTY - Pembroke Admin	100,952.07	59,508.00	41,444.07	88,576.00
PROPERTY - Renfrew County Place	(93,197.85)	(55,281.00)	(37,916.85)	(222,808.00)
PROPERTY - Base Stations	(46,034.26)	(41,145.00)	(4,889.26)	0.00
PROPERTY - Arnprior Office	(13,535.03)	(18,345.00)	4,809.97	0.00
PROPERTY - Renfrew OPP	48,415.69	95,142.00	(46,726.31)	0.00
FORESTRY DEPT.	(169,125.47)	31,468.00	(200,593.47)	76,777.00
GIS	47,994.80	56,300.00	(8,305.20)	209,880.00
ECONOMIC DEVELOPMENT	73,906.83	114,432.00	(40,525.17)	455,029.00
ENTERPRISE CENTRE	7,108.53	6,090.00	1,018.53	28,055.00
OTTAWA VALLEY TOURIST ASSOCIATION	72,175.87	77,270.00	(5,094.13)	290,275.00
PLANNING DEPARTMENT	160,514.70	216,377.00	(55,862.30)	786,947.00
Development & Property Committee	189,175.88	541,816.00	(352,640.12)	1,712,731.00
BONNECHERE MANOR	378,044.52	378,045.00	(0.48)	1,512,178.00
MIRAMICHI LODGE	316,456.50	316,455.00	1.50	1,265,826.00
OTHER LONG TERM CARE	23,254.86	23,739.00	(484.14)	94,950.00
HEALTH SERVICES	433,322.25	441,990.00	(8,667.75)	1,767,955.00
OTTAWA VALLEY OHT	(0.17)	6,870.00	(6,870.17)	0.00
PARAMEDIC - 911	2,553,502.63	2,674,189.00	(120,686.37)	9,958,889.00
PARAMEDIC - OTHER	(79.57)	21,738.00	(21,817.57)	0.00
EMERGENCY MANAGEMENT	71,078.62	87,384.00	(16,305.38)	179,532.00
Health Committee	3,775,579.64	3,950,410.00	(174,830.36)	14,779,330.00
ONTARIO WORKS	554,659.45	315,317.00	239,342.45	1,347,203.00
CHILD CARE	123,901.65	160,370.00	(36,468.35)	448,793.00
COMMUNITY HOUSING	1,389,372.99	1,355,391.00	33,981.99	5,183,055.00
Community Services Committee	2,067,934.09	1,831,078.00	236,856.09	6,979,051.00
MEMBERS OF COUNCIL	114,001.97	109,392.00	4,609.97	613,829.00
GENERAL - ADMINISTRATION	275,839.33	305,735.00	(29,895.67)	989,774.00
INFORMATION TECHNOLOGY	85,774.65	146,563.00	(60,788.35)	536,587.00
HUMAN RESOURCES DEPARTMENT	108,182.29	80,593.00	27,589.29	259,687.00
Publicity/Public Relations	0.00	3,750.00	(3,750.00)	15,000.00
AGRICULTURE & REFORESTATION	1,519.67	5,001.00	(3,481.33)	20,000.00
PROVINCIAL OFFENCES ADMINISTRATION	(14,099.72)	(111,477.00)	97,377.28	(488,350.00)
PROPERTY ASSESSMENT	770,207.42	770,206.00	1.42	1,540,414.00
FINANCIAL EXPENSE	(17,865.18)	75,000.00	(92,865.18)	20,028,594.00
Finance & Administration Committee	1,323,560.43	1,384,763.00	(61,202.57)	23,515,535.00
Total Net Expenses	10,831,935.91	11,655,766.00	(823,830.09)	57,202,666.00
County Levy	12,635,096.00	13,223,474.00	(588,378.00)	52,893,896.00
Other Revenue	448,174.01	162,501.00	285,673.01	4,308,770.00
Total Revenue	13,083,270.01	13,385,975.00	(302,704.99)	57,202,666.00
Municipal Surplus / (Deficit)	2,251,334.10	1,730,209.00	521,125.10	0.00

COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
MAR 2023

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>MEMBERS OF COUNCIL</u>	<u>114,001.97</u>	<u>109,392.00</u>	<u>4,609.97</u>	<u>613,829.00</u>
Warden's Salary & Per Diem	11,060.84	13,492.00	(2,431.16)	80,952.00
Council - Salaries	44,824.57	45,624.00	(799.43)	273,745.00
Councillor Ad Hoc Meeting per Diem	1,786.00	4,860.00	(3,074.00)	29,160.00
CPP,UIC,Employer Health Tax	3,423.51	4,312.00	(888.49)	25,872.00
Councillor Benefits - EHC/Dental	11,934.72	13,038.00	(1,103.28)	78,223.00
Councillor Group Insurance	1,190.00	1,280.00	(90.00)	7,677.00
Ad Hoc Meeting Expenses	0.00	0.00	0.00	0.00
Advocacy	320.00	5,000.00	(4,680.00)	30,000.00
AMO Board Expenses	1,668.86	1,666.00	2.86	10,000.00
Computer Supplies	0.00	1,251.00	(1,251.00)	5,000.00
Council - Conventions	13,076.41	7,500.00	5,576.41	30,000.00
Council - Mileage	8,131.90	5,834.00	2,297.90	35,000.00
Councillor Liability Insurance	10,775.91	10,200.00	575.91	10,200.00
FCM Board Expenses	0.00	1,666.00	(1,666.00)	10,000.00
EOWC Meetings	0.00	0.00	0.00	0.00
Hospitality	5,122.65	5,001.00	121.65	20,000.00
Legal	0.00	501.00	(501.00)	2,000.00
Office Supplies	0.00	1,251.00	(1,251.00)	5,000.00
Publicity	7,284.93	1,500.00	5,784.93	6,000.00
Recoveries - County	(16,250.01)	(16,250.00)	(0.01)	(65,000.00)
Recoveries - Federal	(753.32)	0.00	(753.32)	0.00
Recoveries - Other	0.00	0.00	0.00	0.00
Special Projects	886.82	0.00	886.82	0.00
Warden's Expenses	9,518.18	1,666.00	7,852.18	10,000.00
Warden's Banquet Expense	0.00	0.00	0.00	10,000.00
<u>GENERAL - ADMINISTRATION</u>	<u>275,839.33</u>	<u>305,735.00</u>	<u>(29,895.67)</u>	<u>989,774.00</u>
Salaries	342,877.70	338,157.00	4,720.70	1,256,014.00
Employee Benefits	110,654.49	99,914.00	10,740.49	371,110.00
Bank Charges - Moneris	1,400.38	576.00	824.38	2,300.00
Computer Maintenance	8,131.73	11,250.00	(3,118.27)	45,000.00
Conferences & Conventions	1,501.05	1,251.00	250.05	5,000.00
Depreciation	410.34	399.00	11.34	1,600.00
General Legal & Audit	11,101.63	6,399.00	4,702.63	25,600.00
Membership Fees	11,971.52	36,000.00	(24,028.48)	36,000.00
Office Expense	5,139.66	6,501.00	(1,361.34)	26,000.00
Professional Development	1,322.88	1,251.00	71.88	5,000.00
Recovery - Other Departments	(368,795.59)	(215,088.00)	(153,707.59)	(860,350.00)
Recruitment	0.00	249.00	(249.00)	1,000.00
Revenue - Provincial	0.00	0.00	0.00	0.00
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00
Special Projects - EOWC	933.30	5,025.00	(4,091.70)	20,100.00
Special Projects	480.00	7,500.00	(7,020.00)	30,000.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(410.34)	(399.00)	(11.34)	(1,600.00)
Surplus Adjustment - TRF to Reserves	145,562.50	0.00	145,562.50	0.00
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	0.00
Telephone	1,708.11	1,251.00	457.11	5,000.00
Travel	1,849.97	5,499.00	(3,649.03)	22,000.00

COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
MAR 2023

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR</u>
<u>PROPERTY - Pembroke Admin</u>	<u>100,952.07</u>	<u>59,508.00</u>	<u>41,444.07</u>	<u>BUDGET</u> <u>88,576.00</u>
Salaries	41,482.00	45,503.00	(4,021.00)	169,011.00
Employee Benefits	14,438.65	13,674.00	764.65	50,787.00
Advertising	0.00	249.00	(249.00)	1,000.00
Capital - under threshold	0.00	0.00	0.00	0.00
Depreciation	105,577.65	102,000.00	3,577.65	408,000.00
Elevator Maintenance	1,705.57	1,986.00	(280.43)	7,949.00
Garbage Disposal	1,167.10	1,590.00	(422.90)	6,355.00
Grounds keeping	1,291.12	1,440.00	(148.88)	5,764.00
Insurance	52,556.83	44,182.00	8,374.83	44,182.00
Janitorial Contract	34,679.66	22,275.00	12,404.66	89,100.00
Legal	0.00	501.00	(501.00)	2,000.00
Lights, Heat & Power	42,896.34	31,518.00	11,378.34	126,075.00
Mechanical	2,690.53	5,499.00	(2,808.47)	22,000.00
Memberships/Subscriptions	482.34	375.00	107.34	1,500.00
Miscellaneous	1,050.30	699.00	351.30	2,800.00
Office Supplies	2,327.76	4,467.00	(2,139.24)	17,860.00
Professional Development	0.00	1,251.00	(1,251.00)	5,000.00
Recoveries - County	(128,447.49)	(131,532.00)	3,084.51	(526,130.00)
Recoveries - Other	0.00	(14,751.00)	14,751.00	(59,000.00)
Recruitment	0.00	189.00	(189.00)	750.00
Repairs & Maintenance	3,753.12	11,250.00	(7,496.88)	45,000.00
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00
Security & Monitoring	473.39	1,569.00	(1,095.61)	6,273.00
Special Projects	0.00	9,999.00	(9,999.00)	40,000.00
Surplus Adjustment - Capital	26,068.48	78,000.00	(51,931.52)	312,000.00
Surplus Adjustment - Depreciation	(105,577.65)	(102,000.00)	(3,577.65)	(408,000.00)
Surplus Adjustment - TRF from Reserves	0.00	(73,251.00)	73,251.00	(293,000.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00
Telephone	713.63	750.00	(36.37)	3,000.00
Travel	299.86	1,200.00	(900.14)	4,800.00
Vehicle Expenses	1,322.88	876.00	446.88	3,500.00
<u>PROPERTY - Renfrew County Place</u>	<u>(93,197.85)</u>	<u>(55,281.00)</u>	<u>(37,916.85)</u>	<u>(222,808.00)</u>
Salaries & Benefits	20,161.98	23,699.00	(3,537.02)	88,027.00
Capital - Under Threshold	0.00	0.00	0.00	0.00
Depreciation	52,849.77	52,500.00	349.77	210,000.00
Elevator Maintenance	1,068.48	1,782.00	(713.52)	7,122.00
Garbage Removal	691.96	999.00	(307.04)	4,001.00
Grounds keeping	12,838.70	8,001.00	4,837.70	32,000.00
Insurance	23,339.93	19,495.00	3,844.93	19,495.00
Insurance Claim Costs	0.00	0.00	0.00	0.00
Janitorial Contract	610.56	16,575.00	(15,964.44)	66,300.00
Lease Revenue- Outside	(95,958.95)	(84,240.00)	(11,718.95)	(336,954.00)
Lights, Heat & Power	17,447.90	24,345.00	(6,897.10)	97,375.00
Mechanical	8,409.78	4,371.00	4,038.78	17,478.00
Miscellaneous	0.00	1,263.00	(1,263.00)	5,046.00
Municipal Taxes	0.00	4,450.00	(4,450.00)	17,800.00
Office Supplies / Admin Costs	5,009.51	1,782.00	3,227.51	7,137.00
Recoveries - County	(84,947.49)	(84,948.00)	0.51	(339,790.00)
Recoveries - Outside	(4,590.45)	(4,450.00)	(140.45)	(17,800.00)
Repairs & Maintenance	2,720.24	10,089.00	(7,368.76)	40,356.00
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00
Security & Monitoring	0.00	1,506.00	(1,506.00)	6,029.00
Surplus Adjustment - Capital	0.00	262,299.00	(262,299.00)	1,049,200.00
Surplus Adjustment - Depreciation	(52,849.77)	(52,500.00)	(349.77)	(210,000.00)
Surplus Adjustment - TRF from Reserves	0.00	(262,299.00)	262,299.00	(1,049,200.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	63,570.00

COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
MAR 2023

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR</u>
<u>PROPERTY - Base Stations</u>	<u>(46,034.26)</u>	<u>(41,145.00)</u>	<u>(4,889.26)</u>	<u>BUDGET</u>
				<u>0.00</u>
BLDG - Repairs & Maint	1,388.51	11,268.00	(9,879.49)	45,051.00
Capital Under Threshold	0.00	0.00	0.00	0.00
Depreciation	15,430.56	15,600.00	(169.44)	62,400.00
Grounds keeping	22,128.90	11,745.00	10,383.90	46,979.00
Internal Charges	0.00	0.00	0.00	2,904.00
Janitorial Contract	5,070.70	8,292.00	(3,221.30)	33,173.00
Lights, Heat & Power	10,226.06	9,303.00	923.06	37,208.00
Mechanical	0.00	1,248.00	(1,248.00)	5,000.00
Misc. - Building Expenses	0.00	1,848.00	(1,848.00)	7,346.00
Recoveries - County	(84,848.43)	(84,849.00)	0.57	(339,394.00)
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00
Surplus Adjustment - Capital	0.00	11,898.00	(11,898.00)	47,600.00
Surplus Adjustment - Depreciation	(15,430.56)	(15,600.00)	169.44	(62,400.00)
Surplus Adjustment - TRF from Reserves	0.00	(11,898.00)	11,898.00	(47,600.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	161,733.00
<u>PROPERTY - Arnprior Office</u>	<u>(13,535.03)</u>	<u>(18,345.00)</u>	<u>4,809.97</u>	<u>0.00</u>
Bldg. - Repairs & Maintenance	0.00	330.00	(330.00)	1,322.00
Capital Under Threshold	0.00	0.00	0.00	0.00
COVID	0.00	0.00	0.00	0.00
Depreciation	9,610.05	9,600.00	10.05	38,400.00
Grounds keeping	5,159.74	1,032.00	4,127.74	4,124.00
Insurance	3,757.58	3,330.00	427.58	3,330.00
Janitorial Contract	9,473.83	7,500.00	1,973.83	30,000.00
Legal	0.00	0.00	0.00	0.00
Lights, Heat & Power	3,028.56	3,396.00	(367.44)	13,580.00
Mechanical	0.00	513.00	(513.00)	2,050.00
Misc. Bldg. Other	0.00	126.00	(126.00)	500.00
Recoverable County	(34,954.74)	(34,956.00)	1.26	(139,819.00)
Recovery - Outside	0.00	0.00	0.00	0.00
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00
Security	0.00	384.00	(384.00)	1,538.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(9,610.05)	(9,600.00)	(10.05)	(38,400.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	0.00
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	83,375.00
<u>PROPERTY - Renfrew OPP</u>	<u>48,415.69</u>	<u>95,142.00</u>	<u>(46,726.31)</u>	<u>0.00</u>
Salaries / Benefits	11,264.92	7,767.00	3,497.92	28,849.00
Capital Under Threshold	0.00	0.00	0.00	0.00
Depreciation	28,939.53	29,100.00	(160.47)	116,400.00
Expenses Recoverable from Others	0.00	0.00	0.00	0.00
Garbage Removal	345.98	537.00	(191.02)	2,153.00
Grounds keeping	9,836.78	9,000.00	836.78	36,000.00
Insurance	20,853.27	15,043.00	5,810.27	15,043.00
Interest Expense	8,505.58	48,907.00	(40,401.42)	95,571.00
Internal Charges	0.00	4,074.00	(4,074.00)	16,300.00
Mechanical	1,340.69	0.00	1,340.69	0.00
Municipal Taxes	0.00	11,500.00	(11,500.00)	46,000.00
Office Expenses	(2,066.08)	750.00	(2,816.08)	3,000.00
Repairs & Maint	4,314.69	8,076.00	(3,761.31)	32,298.00
Revenue - Lease - Base Rent	(116,283.39)	(116,283.00)	(0.39)	(465,134.00)
Revenue - Lease - Expense Recoveries	(39,715.26)	(43,248.00)	3,532.74	(172,986.00)
Security/Monitoring	999.26	0.00	999.26	0.00
Surplus Adjustment - Capital	0.00	10,251.00	(10,251.00)	41,000.00
Surplus Adjustment - Debt Principal Payments	149,019.25	149,019.00	0.25	300,281.00
Surplus Adjustment - Depreciation	(28,939.53)	(29,100.00)	160.47	(116,400.00)
Surplus Adjustment - From Reserves	0.00	(10,251.00)	10,251.00	(41,000.00)
Surplus Adjustment - TRF To Reserves	0.00	0.00	0.00	62,625.00

COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
MAR 2023

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>INFORMATION TECHNOLOGY</u>	<u>85,774.65</u>	<u>146,563.00</u>	<u>(60,788.35)</u>	<u>536,587.00</u>
Salaries	109,524.83	132,891.00	(23,366.17)	493,595.00
Employee Benefits	36,315.66	40,933.00	(4,617.34)	152,039.00
Annual Software Maintenance Fees	18,022.31	27,474.00	(9,451.69)	109,900.00
Communication Fees	13,330.56	7,251.00	6,079.56	29,000.00
Computer Technology Supplies	182.44	1,749.00	(1,566.56)	7,000.00
Corporate Software	0.00	501.00	(501.00)	2,000.00
Depreciation	8,376.21	9,501.00	(1,124.79)	38,000.00
Office Expense	159.75	276.00	(116.25)	1,100.00
Professional Development	925.00	1,374.00	(449.00)	5,500.00
Purchased Services	0.00	15,000.00	(15,000.00)	60,000.00
Recoveries - County	(92,857.58)	(84,711.00)	(8,146.58)	(338,847.00)
Recruitment	0.00	0.00	0.00	0.00
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00
Revenue - Provincial - Special Project	0.00	0.00	0.00	0.00
Special Project	0.00	0.00	0.00	0.00
Surplus Adjustment - Capital	0.00	4,251.00	(4,251.00)	17,000.00
Surplus Adjustment - Depreciation	(8,376.21)	(9,501.00)	1,124.79	(38,000.00)
Surplus Adjustment - TRF from Reserves	0.00	(4,251.00)	4,251.00	(17,000.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00
Telephone Costs	(795.72)	1,326.00	(2,121.72)	5,300.00
Travel	967.40	2,499.00	(1,531.60)	10,000.00
 <u>HUMAN RESOURCES DEPARTMENT</u>	 <u>108,182.29</u>	 <u>80,593.00</u>	 <u>27,589.29</u>	 <u>259,687.00</u>
Salaries	180,700.14	169,533.00	11,167.14	629,695.00
Benefits	47,036.90	49,963.00	(2,926.10)	185,580.00
Conference & Convention	0.00	999.00	(999.00)	4,000.00
COVID	518.97	0.00	518.97	0.00
Depreciation	115.20	126.00	(10.80)	500.00
Expenses Recoverable From Others	3,973.79	2,499.00	1,474.79	10,000.00
Legal Fees	0.00	3,624.00	(3,624.00)	14,500.00
Membership Fees	890.40	1,500.00	(609.60)	6,000.00
Office Expense	87,669.47	6,249.00	81,420.47	25,000.00
Professional Development	1,379.24	3,000.00	(1,620.76)	12,000.00
Purchased Services	13,106.90	18,750.00	(5,643.10)	75,000.00
Recovery - County Departments	(162,667.82)	(154,521.00)	(8,146.82)	(618,088.00)
Recovery - Provincial	(54,514.24)	0.00	(54,514.24)	0.00
Recovery - Municipal	(10,455.86)	(23,751.00)	13,295.14	(95,000.00)
Recruitment	0.00	249.00	(249.00)	1,000.00
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(115.20)	(126.00)	10.80	(500.00)
Travel	544.40	2,499.00	(1,954.60)	10,000.00
 <u>FORESTRY DEPT.</u>	 <u>(169,125.47)</u>	 <u>31,468.00</u>	 <u>(200,593.47)</u>	 <u>76,777.00</u>
Salaries / Benefits	58,089.65	87,508.00	(29,418.35)	325,031.00
Salary Allocations	0.00	(25,020.00)	25,020.00	(100,077.00)
Advertising	491.50	150.00	341.50	600.00
Conventions	0.00	450.00	(450.00)	1,800.00
Depreciation	4,193.04	4,200.00	(6.96)	16,800.00
Legal	8,207.71	624.00	7,583.71	2,500.00
Memberships/Subscriptions	150.00	2,280.00	(2,130.00)	9,123.00
Miscellaneous	40.70	375.00	(334.30)	1,500.00
Office Supplies	1,018.12	750.00	268.12	3,000.00
Professional Development	0.00	624.00	(624.00)	2,500.00
Recoveries - Other	0.00	(1,299.00)	1,299.00	(5,200.00)
Revenue - Provincial	(16,160.51)	0.00	(16,160.51)	0.00
Revenues - Timber Sales	(225,414.86)	(45,000.00)	(180,414.86)	(180,000.00)
Small Tools / Supplies	0.00	249.00	(249.00)	1,000.00
Special Project - Other	152.64	624.00	(471.36)	2,500.00
Special Project - Well Remediation	0.00	900.00	(900.00)	3,600.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(4,193.04)	(4,200.00)	6.96	(16,800.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(24,100.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00
Travel	761.11	1,251.00	(489.89)	5,000.00
Tree Marking	0.00	501.00	(501.00)	2,000.00
Tree Planting	0.00	4,500.00	(4,500.00)	18,000.00
Vehicle Expenses	3,538.47	2,001.00	1,537.47	8,000.00

COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
MAR 2023

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>GIS</u>	<u>47,994.80</u>	<u>56,300.00</u>	<u>(8,305.20)</u>	<u>209,880.00</u>
Salaries & Benefits	25,250.90	53,546.00	(28,295.10)	198,880.00
Cell Telephone/Pagers	0.00	0.00	0.00	0.00
Computer Supply/Maintenance	69,984.68	5,250.00	64,734.68	21,000.00
Conventions	0.00	126.00	(126.00)	500.00
Depreciation	1,420.23	1,500.00	(79.77)	6,000.00
Membership	0.00	0.00	0.00	0.00
Office Supplies	0.00	501.00	(501.00)	2,000.00
Professional Development	0.00	126.00	(126.00)	500.00
Recoverable Outside	(2,301.00)	(375.00)	(1,926.00)	(1,500.00)
Recoveries - Municipal	0.00	(18,000.00)	18,000.00	(72,000.00)
Recoveries - provincial/federal	(44,939.78)	(18,750.00)	(26,189.78)	(75,000.00)
Recoveries - internal	0.00	(3,750.00)	3,750.00	(15,000.00)
Special Projects	0.00	37,500.00	(37,500.00)	150,000.00
Surplus Adj - Capital	0.00	0.00	0.00	0.00
Surplus Adj - Trf From Reserve	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(1,420.23)	(1,500.00)	79.77	(6,000.00)
Travel	0.00	126.00	(126.00)	500.00
Weed Inspection	0.00	0.00	0.00	0.00
<u>PUBLIC WORKS</u>	<u>3,475,685.87</u>	<u>3,947,699.00</u>	<u>(472,013.13)</u>	<u>10,216,019.00</u>
Administration	407,086.98	425,616.00	(18,529.02)	1,221,535.00
Capital Works - Operating Expenses	98,053.42	132,155.00	(34,101.58)	695,266.00
Clearing	0.00	0.00	0.00	0.00
Depreciation	2,672,038.15	2,450,001.00	222,037.15	9,800,000.00
Equipment	499,359.35	373,926.00	125,433.35	1,487,328.00
Housing	61,220.49	69,009.00	(7,788.51)	162,000.00
Maintenance	2,394,593.26	1,965,600.00	428,993.26	6,512,490.00
Trails	8,908.61	1,067,718.00	(1,058,809.39)	4,270,872.00
Recoveries - Donations In Kind	0.00	0.00	0.00	(3,500,000.00)
Recoveries - Federal	0.00	0.00	0.00	(1,470,000.00)
Recoveries - Municipal	0.00	0.00	0.00	0.00
Recoveries - Other	(6,571.70)	(86,325.00)	79,753.30	(362,699.00)
Recoveries - Provincial	(704,002.00)	0.00	(704,002.00)	(2,815,973.00)
Surplus Adjustment - Capital	2,320,903.05	1,200,000.00	1,120,903.05	37,611,829.00
Surplus Adjustment - Depreciation	(2,672,038.15)	(2,450,001.00)	(222,037.15)	(9,800,000.00)
Surplus Adjustment - Temp loan	0.00	0.00	0.00	(4,490,190.00)
Surplus Adjustment - TRF from Reserves	(1,603,865.59)	(1,200,000.00)	(403,865.59)	(29,106,439.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00

COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
MAR 2023

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>BONNECHERE MANOR</u>	<u>378,044.52</u>	<u>378,045.00</u>	<u>(0.48)</u>	<u>1,512,178.00</u>
Recoveries - City of Pembroke	(186,201.24)	(186,201.00)	(0.24)	(744,805.00)
Total Municipal Cost	564,245.76	564,246.00	(0.24)	2,256,983.00
<u>MIRAMICHI LODGE</u>	<u>316,456.50</u>	<u>316,455.00</u>	<u>1.50</u>	<u>1,265,826.00</u>
Recoveries - City of Pembroke	(155,866.74)	(155,868.00)	1.26	(623,467.00)
Total Municipal Cost	472,323.24	472,323.00	0.24	1,889,293.00
<u>OTHER LONG TERM CARE</u>	<u>23,254.86</u>	<u>23,739.00</u>	<u>(484.14)</u>	<u>94,950.00</u>
City of Pembroke Share	(11,502.24)	(11,502.00)	(0.24)	(46,009.00)
North Renfrew Long Term Care	34,757.10	35,241.00	(483.90)	140,959.00
<u>HEALTH SERVICES</u>	<u>433,322.25</u>	<u>441,990.00</u>	<u>(8,667.75)</u>	<u>1,767,955.00</u>
Renfrew County & District Health Unit	433,322.25	441,990.00	(8,667.75)	1,767,955.00
<u>OTTAWA VALLEY OHT</u>	<u>(0.17)</u>	<u>6,870.00</u>	<u>(6,870.17)</u>	<u>0.00</u>
Salaries	61,876.61	86,100.00	(24,223.39)	319,801.00
Benefits	6,571.77	10,062.00	(3,490.23)	37,371.00
Admin Charges	170,000.00	0.00	170,000.00	0.00
Office Supplies/computer	19,482.86	0.00	19,482.86	0.00
Purchased Services	250,719.41	154,458.00	96,261.41	617,828.00
Recoveries - Provincial	(570,427.82)	(243,750.00)	(326,677.82)	(975,000.00)
Special project - online booking	61,777.00	0.00	61,777.00	0.00
<u>Publicity/Public Relations</u>	<u>0.00</u>	<u>3,750.00</u>	<u>(3,750.00)</u>	<u>15,000.00</u>
Publicity/Public Relations Service	0.00	3,750.00	(3,750.00)	15,000.00
Recoveries	0.00	0.00	0.00	0.00
<u>ECONOMIC DEVELOPMENT</u>	<u>73,906.83</u>	<u>114,432.00</u>	<u>(40,525.17)</u>	<u>455,029.00</u>
Salaries	63,357.01	67,029.00	(3,671.99)	248,965.00
Benefits	21,634.21	21,081.00	553.21	78,303.00
Computer Maintenance	928.41	999.00	(70.59)	4,000.00
Conventions	0.00	999.00	(999.00)	4,000.00
Marketing Program	5,426.81	16,374.00	(10,947.19)	65,500.00
Memberships/Subscriptions	1,621.53	1,251.00	370.53	5,000.00
Office Expense	1,239.34	1,500.00	(260.66)	6,000.00
ON Winter Games expenses	1,100,807.73	1,000,000.00	100,807.73	1,000,000.00
ON Winter Games Recoveries - other	(251,369.60)	0.00	(251,369.60)	0.00
ON Winter Games Recoveries - Provincial	(851,918.13)	(1,000,000.00)	148,081.87	(1,000,000.00)
Professional Development/Staff Training	0.00	189.00	(189.00)	750.00
Recoveries - Federal	0.00	0.00	0.00	0.00
Recoveries-Other	(18,267.91)	(6,501.00)	(11,766.91)	(26,000.00)
Recoveries-Muncipal	0.00	0.00	0.00	0.00
Recoveries-Provincial	0.00	(19,056.00)	19,056.00	(76,219.00)
Recruitment	0.00	0.00	0.00	0.00
Special Projects	203.52	0.00	203.52	0.00
Special Projects - Agriculture	0.00	0.00	0.00	22,470.00
Special Projects - RED	0.00	29,316.00	(29,316.00)	117,260.00
Travel	243.91	1,251.00	(1,007.09)	5,000.00

COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
MAR 2023

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>ENTERPRISE CENTRE</u>	<u>7,108.53</u>	<u>6,090.00</u>	<u>1,018.53</u>	<u>28,055.00</u>
Salaries	31,940.94	37,251.00	(5,310.06)	138,359.00
Benefits	10,582.23	12,834.00	(2,251.77)	47,669.00
Marketing	508.80	1,500.00	(991.20)	6,000.00
Office Expenses	939.04	717.00	222.04	2,869.00
Professional Development	0.00	174.00	(174.00)	700.00
Purchased Service	1,598.25	1,599.00	(0.75)	6,393.00
Recoveries - Municipalities	(6,000.00)	(6,000.00)	0.00	(6,000.00)
Recoveries - Other	0.00	(2,499.00)	2,499.00	(10,000.00)
Recoveries - Provincial	(33,679.76)	(42,792.00)	9,112.24	(171,165.00)
Special Projects - French Langage	9,897.87	2,499.00	7,398.87	10,000.00
Starter Company - Provincial Revenue	(1,043.04)	(18,000.00)	16,956.96	(72,000.00)
Starter Company - Special Projects	1,043.04	18,000.00	(16,956.96)	72,000.00
Summer Company - Special Projects	0.00	3,300.00	(3,300.00)	13,200.00
Prov Rev - Special Projects	(9,897.87)	0.00	(9,897.87)	0.00
Summer Company - Provincial Revenue	0.00	(3,300.00)	3,300.00	(13,200.00)
Telephone/Internet Access	1,063.79	558.00	505.79	2,230.00
Travel	155.24	249.00	(93.76)	1,000.00
 <u>OTTAWA VALLEY TOURIST ASSOCIATION</u>	 <u>72,175.87</u>	 <u>77,270.00</u>	 <u>(5,094.13)</u>	 <u>290,275.00</u>
Salaries	46,030.63	48,975.00	(2,944.37)	181,904.00
Benefits	14,681.49	16,831.00	(2,149.51)	62,516.00
Direct Contribution to OVTA (to 2022)	11,463.75	11,464.00	(0.25)	45,855.00
Recoveries	0.00	0.00	0.00	0.00
 <u>PLANNING DEPARTMENT</u>	 <u>160,514.70</u>	 <u>216,377.00</u>	 <u>(55,862.30)</u>	 <u>786,947.00</u>
Salaries	185,245.66	208,118.00	(22,872.34)	773,011.00
Employee Benefits	60,235.48	60,115.00	120.48	223,283.00
Computer Supplies / Maintenance	1,185.30	3,000.00	(1,814.70)	12,000.00
Conventions	1,501.05	1,251.00	250.05	5,000.00
Legal Fees	0.00	249.00	(249.00)	1,000.00
Memberships	503.83	1,425.00	(921.17)	5,700.00
Office Expense	980.79	4,227.00	(3,246.21)	16,913.00
Professional Development	150.00	1,500.00	(1,350.00)	6,000.00
Purchased Service	0.00	6,731.00	(6,731.00)	25,000.00
Recruitment	0.00	510.00	(510.00)	2,040.00
Revenues - Municipal Projects	(8,500.00)	(9,999.00)	1,499.00	(40,000.00)
Revenues - Other	(145.00)	(3,000.00)	2,855.00	(12,000.00)
Revenues - Service Charges	0.00	(8,751.00)	8,751.00	(35,000.00)
Revenues - Severance Applications	(77,585.00)	(43,500.00)	(34,085.00)	(174,000.00)
Revenues - Subdivision Applications	(6,650.00)	(12,501.00)	5,851.00	(50,000.00)
Special Projects - offical plan	851.73	2,001.00	(1,149.27)	8,000.00
Travel	2,740.86	5,001.00	(2,260.14)	20,000.00
 <u>AGRICULTURE & REFORESTATION</u>	 <u>1,519.67</u>	 <u>5,001.00</u>	 <u>(3,481.33)</u>	 <u>20,000.00</u>
Forest Fire Protection	1,519.67	1,251.00	268.67	5,000.00
Reforestation - Grants in Lieu	0.00	3,750.00	(3,750.00)	15,000.00
 <u>ONTARIO WORKS</u>	 <u>554,659.45</u>	 <u>315,317.00</u>	 <u>239,342.45</u>	 <u>1,347,203.00</u>
Depreciation	4,699.55	2,376.00	2,323.55	9,500.00
Municipal Contribution - City of Pembroke	(121,823.25)	(121,824.00)	0.75	(487,293.00)
Ontario Works Program Administration	1,034,318.28	1,090,872.00	(56,553.72)	4,101,566.00
Other Revenue	(2,404.13)	0.00	(2,404.13)	0.00
Provincial Subsidy - Ontario Works Program Admin	(601,638.00)	(655,810.00)	54,172.00	(2,275,400.00)
Provincial Subsidy - Social Assistance - Benefits	(2,620,282.73)	(3,155,001.00)	534,718.27	(12,620,000.00)
Social Assistance - Benefits	2,866,489.28	3,157,080.00	(290,590.72)	12,628,330.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(4,699.55)	(2,376.00)	(2,323.55)	(9,500.00)
Surplus Adjustment - TRF From Reserve	0.00	0.00	0.00	0.00

COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
MAR 2023

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR</u>
<u>CHILD CARE</u>	<u>123,901.65</u>	<u>160,370.00</u>	<u>(36,468.35)</u>	<u>BUDGET</u> <u>448,793.00</u>
Administration	57,627.15	57,207.00	420.15	183,695.00
Core Programs	78,741.00	78,741.00	0.00	314,966.00
Special Needs Resourcing	0.00	8,771.00	(8,771.00)	0.00
Special Purpose	0.00	(3.00)	3.00	0.00
EarlyON Centres	(0.00)	22,848.00	(22,848.00)	0.00
Licenced Family Home Day Care	0.00	3,264.00	(3,264.00)	0.00
CWELCC (\$10/day Child Care)	0.00	2,010.00	(2,010.00)	0.00
Municipal Contribution - City of Pembroke	(12,466.50)	(12,468.00)	1.50	(49,868.00)
<u>COMMUNITY HOUSING</u>	<u>1,389,372.99</u>	<u>1,355,391.00</u>	<u>33,981.99</u>	<u>5,183,055.00</u>
Admin Charges	52,776.27	52,776.00	0.27	211,105.00
Affordable Housing - Tax Rebate	8,616.41	4,000.00	4,616.41	12,500.00
HR Charges	19,770.00	19,770.00	0.00	79,080.00
IT Charges	8,905.50	8,907.00	(1.50)	35,622.00
Legal	0.00	0.00	0.00	0.00
Municipal Contribution - City of Pembroke	(138,171.75)	(138,171.00)	(0.75)	(552,687.00)
Non Profit Housing	335,676.00	334,143.00	1,533.00	1,336,574.00
Office Supplies	0.00	249.00	(249.00)	1,000.00
PROV (FED) SUBSIDY -SOCIAL HOUSING	(308,503.00)	(308,503.00)	0.00	(1,234,012.00)
PROV REV - COCHI	0.00	(143,544.00)	143,544.00	(574,180.00)
PROV REV - HPP	(326,049.24)	(446,424.00)	120,374.76	(1,785,700.00)
PROV REV - IAH	(11,250.00)	(17,001.00)	5,751.00	(68,000.00)
PROV REV - OPHI	(48,000.00)	(150,276.00)	102,276.00	(601,100.00)
PROV REV - COHB	(6,240.00)	0.00	(6,240.00)	0.00
PROV REV - SSRF-COVID	0.00	(500,001.00)	500,001.00	(2,000,000.00)
PROV REV - STRONG COMMUNITY RENT SUP	0.00	0.00	0.00	0.00
RCHC TRANSFER - BASE	1,381,718.25	1,381,719.00	(0.75)	5,526,873.00
RCHC TRANSFER - COCHI	0.00	143,544.00	(143,544.00)	574,180.00
RCHC TRANSFER - COVID	0.00	500,001.00	(500,001.00)	2,000,000.00
RCHC TRANSFER - HPP	326,049.24	446,424.00	(120,374.76)	1,785,700.00
RCHC TRANSFER - IAH	11,250.00	17,001.00	(5,751.00)	68,000.00
RCHC TRANSFER - OPHI	48,000.00	150,276.00	(102,276.00)	601,100.00
RCHC TRANSFER - COHB	6,240.00	0.00	6,240.00	0.00
OPHI - Direct costs	0.00	0.00	0.00	0.00
Recoveries - Outside	0.00	0.00	0.00	(235,000.00)
Surplus Adjustment - Capital	28,585.31	0.00	28,585.31	0.00
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	0.00
Surplus Adjustment - TRF To Reserves	0.00	0.00	0.00	0.00
Travel	0.00	501.00	(501.00)	2,000.00

COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
MAR 2023

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>PARAMEDIC - 911</u>	<u>2,553,502.63</u>	<u>2,674,189.00</u>	<u>(120,686.37)</u>	<u>9,958,889.00</u>
Admin - Salaries	551,328.27	557,218.00	(5,889.73)	2,069,671.00
Admin - Employee Benefits	192,239.08	153,335.00	38,904.08	569,529.00
Paramedic - Salaries	2,795,187.14	2,830,560.00	(35,372.86)	10,520,868.00
Paramedic - Employee Benefits	973,881.82	1,157,933.00	(184,051.18)	4,300,896.00
Admin Charge	48,222.75	48,222.00	0.75	192,891.00
Base Station Expenses	20,342.91	15,999.00	4,343.91	64,000.00
Capital Under Threshold	0.00	0.00	0.00	0.00
Communication & Computer Expense	144,332.06	68,751.00	75,581.06	275,000.00
Conferences & Conventions	603.51	1,374.00	(770.49)	5,500.00
COVID	37,203.60	0.00	37,203.60	0.00
Cross Border - Other Municipalities (Recovery)	(1,440.06)	0.00	(1,440.06)	20,000.00
Depreciation	198,943.11	300,000.00	(101,056.89)	1,200,000.00
HR Charge	64,577.01	64,578.00	(0.99)	258,308.00
Insurance	206,056.73	194,213.00	11,843.73	194,213.00
Insurance Claims Costs	0.00	2,499.00	(2,499.00)	10,000.00
IT Charge	12,614.76	12,615.00	(0.24)	50,459.00
Lease - Base Station - Internal	107,761.17	107,760.00	1.17	431,045.00
Lease - Base Station Lease - External	26,346.46	19,500.00	6,846.46	78,000.00
Lease - Admin Office - Internal	28,325.01	28,326.00	(0.99)	113,300.00
Leased Equipment	0.00	3,000.00	(3,000.00)	12,000.00
Legal	35,260.47	5,001.00	30,259.47	20,000.00
Medication Costs	31,499.55	31,251.00	248.55	125,000.00
Membership Fees	2,256.83	0.00	2,256.83	0.00
Office Expenses	13,164.82	12,501.00	663.82	50,000.00
Professional Development	12,084.00	9,000.00	3,084.00	36,000.00
Purchased Service	35,354.17	49,395.00	(14,040.83)	197,577.00
Recovery - City of Pembroke share	(424,339.74)	(424,341.00)	1.26	(1,697,359.00)
Recovery - County	(7,304.73)	(7,305.00)	0.27	(29,219.00)
Revenue - Donations	0.00	(750.00)	750.00	(3,000.00)
Revenue - Interest	0.00	0.00	0.00	(40,000.00)
Revenue - Other	(130,930.92)	(31,251.00)	(99,679.92)	(125,000.00)
Revenue - Provincial - One Time COVID	(124,419.32)	0.00	(124,419.32)	0.00
Revenue- Provincial Subsidy	(2,329,050.00)	(2,411,937.00)	82,887.00	(9,647,743.00)
Revenue- Special Project	0.00	(12,501.00)	12,501.00	(50,000.00)
Small Equipment & Supplies	77,656.38	97,500.00	(19,843.62)	390,000.00
Special Project	0.00	12,501.00	(12,501.00)	50,000.00
Surplus Adjustment - Capital	0.00	736,251.00	(736,251.00)	2,945,000.00
Surplus Adjustment - Depreciation	(198,943.11)	(300,000.00)	101,056.89	(1,200,000.00)
Surplus Adjustment - TRF from Reserves	0.00	(891,636.00)	891,636.00	(3,566,547.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	1,200,000.00
Travel	4,706.79	12,501.00	(7,794.21)	50,000.00
Uniform Allowances	4,475.00	0.00	4,475.00	0.00
Uniform, Laundry	47,854.97	37,500.00	10,354.97	150,000.00
Vehicle - recovery from other paramedic program	(77,254.00)	0.00	(77,254.00)	0.00
Vehicle Operation & Maintenance	174,906.14	184,626.00	(9,719.86)	738,500.00
<u>PARAMEDIC - OTHER</u>	<u>(79.57)</u>	<u>21,738.00</u>	<u>(21,817.57)</u>	<u>0.00</u>
Comm Paramedic - Salaries & Benefits	2,635.90	0.00	2,635.90	0.00
Comm Paramedic - Expenses	0.00	0.00	0.00	0.00
Comm Paramedic - Provincial Subsidy	(221,666.68)	(98,269.00)	(123,397.68)	(365,000.00)
LTC - Salaries & Benefits	713,859.76	407,960.00	305,899.76	1,515,276.00
LTC - Expenses	163,878.30	212,430.00	(48,551.70)	849,724.00
LTC - Provincial Subsidy	(647,451.55)	(500,001.00)	(147,450.55)	(2,000,000.00)
LTC - Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	0.00
LTC - Surplus Adjustment - Depreciation	(11,255.73)	0.00	(11,255.73)	0.00
Vaccine - Salaries & Benefits	23,236.64	99,616.00	(76,379.36)	370,000.00
Vaccine - Expenses	0.00	5,001.00	(5,001.00)	20,000.00
Vaccine - Provincial Subsidy	(23,236.64)	(104,617.00)	81,380.36	(390,000.00)
VTAC - Salaries & Benefits	329,247.46	285,946.00	43,301.46	1,062,082.00
VTAC - Expenses	70,315.69	34,479.00	35,836.69	137,918.00
VTAC - Revenue - Other Agency	(396,956.67)	(320,425.00)	(76,531.67)	(1,200,000.00)
VTAC - Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
VTAC - Surplus Adjustment - Depreciation	(2,685.45)	0.00	(2,685.45)	0.00
VTAC ADMIN - Salaries & Benefits	218,290.29	200,578.00	17,712.29	745,000.00
VTAC ADMIN - Expenses	23,557.44	5,001.00	18,556.44	20,000.00
VTAC ADMIN - Revenue - Other Agency	(241,848.33)	(205,961.00)	(35,887.33)	(765,000.00)
<u>EMERGENCY MANAGEMENT</u>	<u>71,078.62</u>	<u>87,384.00</u>	<u>(16,305.38)</u>	<u>179,532.00</u>
911	49,654.11	60,000.00	(10,345.89)	60,000.00
Admin Charge (Paramedic Service)	7,304.73	7,305.00	(0.27)	44,219.00
Emergency Management	14,119.78	8,250.00	5,869.78	33,000.00
Fire Services Charges	0.00	0.00	0.00	100,000.00
Purchased Service	0.00	11,829.00	(11,829.00)	47,313.00
Recoveries - Other	0.00	0.00	0.00	(105,000.00)

COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
MAR 2023

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR</u>
<u>PROVINCIAL OFFENCES ADMINISTRATION</u>	<u>(14,099.72)</u>	<u>(111,477.00)</u>	<u>97,377.28</u>	<u>BUDGET</u>
				<u>(488,350.00)</u>
Salaries	84,883.16	113,054.00	(28,170.84)	419,913.00
Benefits	27,130.11	35,356.00	(8,225.89)	131,320.00
Adjudication	15,807.00	15,213.00	594.00	60,850.00
Admin Charges	14,314.50	14,316.00	(1.50)	57,258.00
Bank Charges (Visa/MasterCard)	5,571.11	7,749.00	(2,177.89)	31,000.00
Certificates of Offence	2,528.90	2,499.00	29.90	10,000.00
City of Pembroke - Share of Net Revenue	16,658.25	16,659.00	(0.75)	66,633.00
Collection Costs	4,293.02	8,751.00	(4,457.98)	35,000.00
Computer & Technology	6,543.85	4,125.00	2,418.85	16,500.00
Conventions	0.00	576.00	(576.00)	2,300.00
Court Transcripts	276.90	249.00	27.90	1,000.00
COVID	0.00	0.00	0.00	0.00
Depreciation	144.93	900.00	(755.07)	3,600.00
ICON Charges	3,309.15	5,001.00	(1,691.85)	20,000.00
Interpreter Fees	68.37	375.00	(306.63)	1,500.00
IT Charges	5,025.14	4,536.00	489.14	18,140.00
Lease/Building Costs	26,265.00	26,265.00	0.00	105,060.00
Legal Costs	0.00	501.00	(501.00)	2,000.00
Miscellaneous	0.00	375.00	(375.00)	1,500.00
Monitoring / Enforcement Fees	1,944.00	1,944.00	0.00	7,776.00
Office Equipment / Furniture	611.57	525.00	86.57	2,100.00
Office Supplies	901.83	1,626.00	(724.17)	6,500.00
Part III Prosecution	3,266.73	249.00	3,017.73	1,000.00
Postage	0.00	1,701.00	(1,701.00)	6,800.00
Purchase of Service - Notice of Fines	500.50	0.00	500.50	0.00
Purchase of Service - Prosecution	7,036.71	1,251.00	5,785.71	5,000.00
Recoveries - Provincial - One Time	0.00	0.00	0.00	0.00
Revenues - POA Fines	(241,753.18)	(377,499.00)	135,745.82	(1,510,000.00)
Revenues - POA Recoveries	0.00	0.00	0.00	0.00
Satellite Courtroom Costs	0.00	0.00	0.00	0.00
Staff Training/Development	0.00	501.00	(501.00)	2,000.00
Surplus Adjustment - Capital	0.00	2,751.00	(2,751.00)	11,000.00
Surplus Adjustment - Depreciation	(144.93)	(900.00)	755.07	(3,600.00)
Surplus Adjustment - TRF from Reserves	0.00	(2,751.00)	2,751.00	(11,000.00)
Telephone	717.66	2,001.00	(1,283.34)	8,000.00
Travel	0.00	624.00	(624.00)	2,500.00
Witness Fees	0.00	0.00	0.00	0.00
<u>PROPERTY ASSESSMENT</u>	<u>770,207.42</u>	<u>770,206.00</u>	<u>1.42</u>	<u>1,540,414.00</u>
MPAC	770,207.42	770,206.00	1.42	1,540,414.00
<u>FINANCIAL EXPENSE</u>	<u>(17,865.18)</u>	<u>75,000.00</u>	<u>(92,865.18)</u>	<u>20,028,594.00</u>
County Share - Taxes Written Off	0.00	0.00	0.00	300,000.00
Interest Expense	(17,865.18)	0.00	(17,865.18)	146,817.00
Provision for Unallocated Funds	0.00	75,000.00	(75,000.00)	300,000.00
Surplus Adjustment - Debt Principal	0.00	0.00	0.00	813,074.00
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	18,468,703.00
TOTAL EXPENSES	10,831,935.91	11,655,766.00	(823,830.09)	57,202,666.00

COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
MAR 2023

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>REVENUES</u>				
<u>COUNTY LEVY</u>	<u>12,635,096.00</u>	<u>13,223,474.00</u>	<u>(588,378.00)</u>	<u>52,893,896.00</u>
<u>PIL ADJUSTMENTS</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(150,000.00)</u>
<u>WATERPOWER GENERATING STATION</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>394,109.00</u>
<u>RAILWAY/HYDRO RIGHTS-OF-WAY</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>SUPPLEMENTARY REVENUE</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>
<u>PROVINCIAL SUBSIDIES</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Ontario Municipal Partnership Fund	0.00	0.00	0.00	0.00
Provincial - One Time	0.00	0.00	0.00	0.00
<u>OTHER REVENUE</u>	<u>448,174.01</u>	<u>162,501.00</u>	<u>285,673.01</u>	<u>3,564,661.00</u>
BM Repayment of Solar Panel Loan	0.00	0.00	0.00	0.00
Donations In Kind	0.00	0.00	0.00	0.00
Gain / (Loss) - Sale of Assets	0.00	0.00	0.00	0.00
Canada Community Building Fund (Gas Tax)	0.00	0.00	0.00	2,914,661.00
Interest Revenue	447,955.01	162,501.00	285,454.01	650,000.00
Licenses	145.00	0.00	145.00	0.00
Other Revenue	74.00	0.00	74.00	0.00
Proceeds - Sale of Assets	0.00	0.00	0.00	0.00
<u>CONTRIBUTION FROM RESERVES</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Surplus Adjustment - TRF From Reserves	0.00	0.00	0.00	0.00
<u>TOTAL REVENUES</u>	<u>13,083,270.01</u>	<u>13,385,975.00</u>	<u>(302,704.99)</u>	<u>57,202,666.00</u>
<u>Municipal Surplus / (Deficit)</u>	<u>2,251,334.10</u>	<u>1,730,209.00</u>	<u>521,125.10</u>	<u>0.00</u>
add: Surplus Adjustment - Capital	2,375,556.84	10,508,658.00	(8,133,101.16)	42,034,629.00
add: Surplus Adjustment - To Reserves	145,562.50	0.00	145,562.50	20,040,007.00
less: Surplus Adjustment - From Reserves	(1,603,865.59)	(6,720,225.00)	5,116,359.41	(34,155,886.00)
less: Surplus Adjustment - Depreciation	(3,116,689.50)	(2,977,803.00)	(138,886.50)	(11,911,200.00)
add: Surplus Adjustment - Debt Principal Paid	149,019.25	149,019.00	0.25	1,113,355.00
add: Surplus Adjustment - New Debt Principal	0.00	0.00	0.00	(4,490,190.00)
<u>PSAB Surplus / (Deficit)</u>	<u>200,917.60</u>	<u>2,689,858.00</u>	<u>(2,488,940.40)</u>	<u>12,630,715.00</u>

COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
March 2023

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>CLIENT PROGRAMS & SERVICES</u>	<u>262,659</u>	<u>272,790</u>	<u>(10,131)</u>	<u>1,013,827</u>
Salaries	199,901	215,474	(15,573)	800,334
Salary Allocations	9,479	9,205	274	34,191
Employee Benefits	44,152	45,969	(1,817)	170,742
Computers Operation and Maintenance	751	1,860	(1,109)	7,440
COVID	6	0	6	0
Depreciation	573	600	(27)	2,400
Equipment - Replacements	165	0	165	0
Equipment Operation/Maint.	0	168	(168)	670
Hobby Crafts	20	0	20	0
Office Supplies / Other	0	0	0	0
Purchased Services	4,387	1,350	3,037	5,400
Recoveries	(98)	(2,487)	2,389	(9,950)
Recreation & Entertainment	2,164	1,251	913	5,000
Special Events	1,732	0	1,732	0
Staff Education	0	0	0	0
Surplus Adjustment - Depreciation	(573)	(600)	27	(2,400)
<u>NURSING SERVICES</u>	<u>2,902,713</u>	<u>3,226,541</u>	<u>(323,828)</u>	<u>11,991,180</u>
Salaries - Admin	133,596	140,119	(6,523)	520,441
Benefits - Admin	38,301	37,132	1,169	137,923
Salaries - Direct	1,632,980	2,425,217	(792,237)	9,007,952
Benefits - Direct	376,936	505,137	(128,201)	1,876,223
Clinical Decision Support	0	0	0	0
Computer Operation & Maintenance	4,895	8,427	(3,532)	33,704
COVID	372,918	0	372,918	0
Depreciation	10,337	10,350	(13)	41,400
Equipment- Replacement	4,451	1,926	2,525	7,700
Equipment-Repairs & Maintenance	1,245	1,596	(351)	6,388
Fall Prevention	2,118	4,500	(2,382)	18,000
Fall Prevention - Provincial Subsidy	(9,992)	(4,500)	(5,492)	(18,000)
Furniture Replacements	0	0	0	0
High Intensity Needs	10,314	20,001	(9,687)	80,000
High Intensity Needs - Prov Subsidy	0	(18,999)	18,999	(76,000)
High Intensity Needs-Non Claims Based	4,063	10,842	(6,779)	43,362
Incontinent Supplies - (Funded at \$1.20 per diem)	25,859	28,125	(2,266)	112,500
IPAC Expenses	14,935	0	14,935	0
IPAC minor capital	22,549	0	22,549	0
Lab Fees	1,275	2,001	(726)	8,000
Lab Fees - Provincial Subsidy	0	0	0	(8,000)
Medical Director - Funded (0.30 / day)	4,860	4,929	(69)	19,710
Medical Supplies & Medication	13,307	23,037	(9,730)	92,143
Medication Safety Technology	0	0	0	0
Memberships	275	0	275	0
Miscellaneous	724	399	325	1,600
Nurse Practitioner Expenses	29,553	40,939	(11,386)	152,056
Nurse Practitioner Prov Subsidy	(27,470)	(30,711)	3,241	(122,844)
Phys-On-Call - Funded Expenses (\$100 / bed)	4,752	4,761	(9)	19,044
Phys-On-Call - Prov Subsidy (\$100 / bed)	(4,938)	(4,761)	(177)	(19,044)
Phys-On-Call - Un-Funded Expenses	0	0	0	0
Purchased Services	251,306	600	250,706	2,400
RAI / MDS - Expenses	1,979	25,824	(23,845)	95,922
RAI / MDS - Prov Subsidy	0	0	0	0
Recoveries - Other	(8,389)	0	(8,389)	0
Staff Education	310	0	310	0
Surplus Adjustment - Depreciation	(10,337)	(10,350)	13	(41,400)

COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
March 2023

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>RAW FOOD</u>	<u>164,507</u>	<u>180,675</u>	<u>(16,168)</u>	<u>722,700</u>
Bread	4,893	4,251	642	17,000
Dairy	23,351	22,029	1,322	88,120
Groceries & Vegetables	96,004	110,748	(14,744)	442,990
Meat	41,000	43,998	(2,998)	175,990
Nutrition Supplements	3,921	6,537	(2,616)	26,150
Raw Food Recoveries	(4,662)	(6,888)	2,226	(27,550)
<u>FOOD SERVICES</u>	<u>438,802</u>	<u>441,894</u>	<u>(3,092)</u>	<u>1,645,751</u>
Salaries	360,303	352,667	7,636	1,309,909
Salary Allocations	(18,349)	(9,205)	(9,144)	(34,191)
Employee Benefits	80,732	88,287	(7,555)	327,919
Computers - Operation & Maintenance	345	750	(405)	3,000
COVID	936	0	936	0
Depreciation	4,153	3,840	313	15,360
Dietary Supplies	15,700	18,741	(3,041)	74,967
Equipment - Operation/Maint.	1,175	1,719	(544)	6,880
Equipment - Replacements	359	0	359	0
Other Expenses	421	339	82	1,350
Purchased Services	142	150	(8)	600
Recoveries	(7,286)	(12,214)	4,928	(47,316)
Replacement - Dishes/Cutlery	1,138	1,284	(146)	5,133
Surplus Adjustment - Depreciation	(4,153)	(3,840)	(313)	(15,360)
Vending – Net Proceeds	3,185	(624)	3,809	(2,500)
<u>HOUSEKEEPING SERVICES</u>	<u>243,111</u>	<u>261,915</u>	<u>(18,804)</u>	<u>977,754</u>
Salaries	192,355	200,729	(8,374)	745,563
Employee Benefits	41,034	43,954	(2,920)	163,260
COVID	0	0	0	0
Depreciation	461	555	(94)	2,220
Equipment - Operation/Maint.	0	624	(624)	2,500
Equipment - Replacements	1,338	525	813	2,100
Housekeeping Supplies	11,599	18,417	(6,818)	73,670
Recoveries	(3,216)	(2,334)	(882)	(9,339)
Surplus Adjustment - Depreciation	(461)	(555)	94	(2,220)
<u>LAUNDRY AND LINEN SERVICES</u>	<u>111,339</u>	<u>117,635</u>	<u>(6,296)</u>	<u>440,198</u>
Salaries	80,481	83,272	(2,791)	309,300
Employee Benefits	20,372	22,960	(2,588)	85,280
COVID	0	0	0	0
Depreciation	1,857	1,857	(0)	7,428
Equipment Operation/Maint.	2,789	3,450	(661)	13,800
Laundry Supplies	4,901	5,646	(745)	22,581
Recoveries	(872)	(906)	35	(3,623)
Replacements	3,668	3,213	455	12,860
Surplus Adjustment - Depreciation	(1,857)	(1,857)	0	(7,428)

COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
March 2023

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>BUILDINGS AND PROPERTY MAINTENANCE</u>	<u>271,795</u>	<u>279,254</u>	<u>(7,459)</u>	<u>1,152,545</u>
Salaries	84,727	93,478	(8,751)	347,206
Employee Benefits	22,039	24,580	(2,541)	91,297
Computers - Operation & Maintenance	0	726	(726)	2,900
Depreciation	150,701	144,075	6,626	576,300
Capital Below Threshold	0	0	0	0
COVID	0	0	0	0
Equipment - Operation/Maint.	0	0	0	0
Equipment - Replacements	1,328	8,151	(6,823)	32,600
Furniture - Replacements	0	0	0	20,064
Natural Gas	18,977	25,000	(6,023)	107,625
Hydro	19,721	12,000	7,721	189,625
Insurance	79,293	76,625	2,668	76,625
Cell/Pager	0	0	0	0
Purchased Services	50,568	46,614	3,954	186,450
Resident - Telephone System	7,896	8,001	(105)	32,000
Resident - Telephone System Recovery	(23,982)	(25,950)	1,968	(103,800)
Recoveries	(7,836)	(6,912)	(924)	(27,646)
IPAC Minor Capital	0	0	0	0
Repairs/Maint./Bldgs./Grounds	19,063	16,941	2,122	67,760
Surplus Adjustment - Depreciation	(150,701)	(144,075)	(6,626)	(576,300)
Travel	0	0	0	0
Water / Wastewater	0	0	0	129,839
<u>GENERAL AND ADMINISTRATIVE</u>	<u>451,850</u>	<u>355,900</u>	<u>95,950</u>	<u>1,146,479</u>
Salaries	179,043	126,151	52,892	468,565
Salary Allocations	(7,860)	(7,860)	(0)	(29,195)
Employee Benefits	48,646	38,627	10,019	143,473
Accreditation	0	6,000	(6,000)	6,000
Admin Charges	30,826	30,825	1	123,305
Advertising/Awards Dinner	1,952	249	1,703	5,000
Audit	0	0	0	10,350
Computer/Internet Expenses	35,702	18,876	16,826	75,504
Conventions	0	0	0	0
COVID	1,771	0	1,771	0
Depreciation	2,801	3,900	(1,099)	15,600
Equipment - Operation/Maint.	1,145	2,973	(1,828)	11,886
Equipment - Replacements	0	0	0	0
Gain / Loss from the Sale of an Asset	0	0	0	0
Health & Safety Program	0	0	0	0
HR Charges	26,863	26,862	1	107,451
Insurance	86,475	69,190	17,285	69,190
IT Charges	17,533	17,532	1	70,131
Legal & Labour Contract Costs	1,944	5,001	(3,057)	20,000
Memberships	14,580	4,470	10,110	17,885
Postage / Courier	946	1,344	(398)	5,374
Printing & Stationery	6,531	4,701	1,830	18,800
Purchased Services	11,972	11,501	471	42,715
Recoveries	(14,972)	(11,216)	(3,756)	(82,641)
Staff Training	3,846	6,009	(2,163)	24,036
Surplus Adjustment - Depreciation	(2,801)	(3,900)	1,099	(15,600)
Surplus Adjustment - Transfer to Reserves	0	0	0	0
Telephone	3,848	4,164	(316)	16,650
Travel	1,061	501	560	2,000
Uniform Allowance	0	0	0	20,000
BONNECHERE MANOR TOTALS	<u>4,846,776</u>	<u>5,136,604</u>	<u>(289,828)</u>	<u>19,090,434</u>

COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
March 2023

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
RESIDENT DAYS	16,000	16,200	(200)	65,700
NON-SUBSIDIZABLE EXPENSE	<u>0</u>	<u>0</u>	<u>0</u>	<u>49,024</u>
Temporary Loan and Interest- Solar Project	0	0	0	0
Surplus Adjustment - Transfer to Reserve	0	0	0	49,024
SURPLUS ADJUSTMENT	<u>79,548</u>	<u>156,624</u>	<u>(77,076)</u>	<u>626,500</u>
Surplus Adjustment - Capital Purchases	79,548	156,624	(77,076)	626,500
TOTAL EXPENDITURE	4,926,324	5,293,228	(366,904)	19,765,958

COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
March 2023

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
MUNICIPAL SUBSIDY	564,246	564,246	(0)	2,256,983
City of Pembroke -30.63%	186,201	186,201	0	744,805
County of Renfrew - 69.37%	378,044	378,045	(1)	1,512,178
RESIDENTS REVENUE	1,048,946	1,014,204	34,742	4,056,813
Bad Debts	0	0	0	0
Basic Accommodation	917,631	892,500	25,131	3,570,000
Bed retention	0	0	0	0
Estate Recoveries - Municipal	0	0	0	0
Estate Recoveries - Provincial	0	0	0	0
Preferred Accommodation	121,000	121,704	(704)	486,813
Preferred Accommodation - HIN Claims	10,314	0	10,314	0
Preferred Accommodation - Prov COVID Reimbursement	0	0	0	0
Respite Care	0	0	0	0
OTHER REVENUE	89,791	25,750	64,041	201,000
Donations	0	0	0	0
Donations In Kind	0	0	0	0
Interest Income	87,879	18,750	69,129	75,000
Internal Transfer - From ML	0	0	0	0
Other Revenue - FIT	1,912	7,000	(5,088)	126,000
GRANTS & SUBSIDIES	2,747,340	3,646,000	(898,660)	12,553,390
Federal - ICIP	0	0	0	0
Prov Revenue - 4hrs care per day - Allied Health Professional	0	77,560	(77,560)	284,920
Prov Revenue - 4hrs care per day - Nursing Staff Supplement	(0)	1,059,059	(1,059,059)	2,159,606
Prov Revenue - Clinical Decision Support	10,000	0	10,000	0
Prov Revenue - Operating - Global LOC Subsidy	121,215	124,248	(3,033)	496,988
Prov Revenue - Operating - HIN NPC	10,839	10,842	(3)	43,362
Prov Revenue - Operating - Nursing & Personal Care	1,644,600	1,644,600	0	6,702,786
Prov Revenue - Operating - Other Accomodation	5,418	30,003	(24,585)	120,008
Prov Revenue - Operating - Pay Equity	5,715	5,715	0	22,860
Prov Revenue - Operating - Program & Support Services	201,036	201,036	0	819,315
Prov Revenue - Operating - RAI/MDS	23,979	23,982	(3)	95,922
Prov Revenue - Operating - Raw Food	180,672	180,675	(3)	722,700
Prov Revenue - Operating - RN	26,502	26,499	3	106,000
Prov Revenue - Operating - Structural Compliance	24,639	24,639	0	24,639
Prov Revenue - Operating -Accreditation	5,913	5,913	0	23,652
Prov Revenue - Operating -RHWB	15,660	0	15,660	0
Prov Revenue - COVID - Incremental cost funding	(188,849)	0	(188,849)	0
Prov Revenue - COVID - PSW Return of Service	0	0	0	0
Prov Revenue - COVID - PSW Wage Enhancement	359,619	152,904	206,715	611,614
Prov Revenue - COVID - RN RPN retention payment	0	0	0	0
Prov Revenue - Equalization	47,631	47,634	(3)	190,530
Prov Revenue - IPAC	135,654	10,000	125,654	45,724
Prov Revenue - Medication Safety Training	89,317	0	89,317	0
Prov Revenue - PSW / Behavioural Support Subsidy	14,682	14,682	0	58,728
Prov Revenue -Municipal Modernization	0	0	0	0
Prov Revenue - Support Professional Growtrh	13,098	6,009	7,089	24,036
SURPLUS ADJUSTMENT	0	0	0	697,772
Surplus Adjustment - TRF from Reserves	0	0	0	697,772
GRAND TOTAL REVENUES	4,450,323	5,250,200	(799,877)	19,765,958
Municipal Surplus / (Deficit)	(476,001)	(43,028)	(432,973)	0
less: Depreciation - BM	(170,882)	(165,177)	(5,705)	(660,708)
add: Transfer to Reserve	0	0	0	49,024
less: Transfer from Reserve	0	0	0	(697,772)
add: Capital Purchases	79,548	156,624	(77,076)	626,500
Accounting Surplus / (Deficit)	(567,335)	(51,581)	(515,754)	(682,956)

COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
March 2023

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>CLIENT PROGRAMS & SERVICES</u>	<u>228,863</u>	<u>234,008</u>	<u>(5,145)</u>	<u>874,247</u>
Salaries	161,742	161,560	182	600,083
Salary Allocations	16,812	16,813	(1)	62,443
Employee Benefits	37,669	37,887	(218)	140,723
Computer Operation and Maint	100	411	(311)	1,645
COVID	0	0	0	0
Depreciation	945	948	(3)	3,792
Equipment - Replacements	330	768	(438)	3,075
Equipment Operation/Maint.	101	615	(514)	2,460
Hobby Crafts	985	1,281	(296)	5,125
Purchased Services-Physio	8,998	13,422	(4,424)	53,693
Recoveries	0	0	0	0
Recreation & Entertainment	2,126	1,251	875	5,000
Revenue - Federal	0	0	0	0
Special Events	0	0	0	0
Surplus Adjustment - Depreciation	(945)	(948)	3	(3,792)
<u>NURSING SERVICES</u>	<u>2,664,112</u>	<u>3,029,511</u>	<u>(365,399)</u>	<u>11,299,762</u>
Salaries - Administration	115,863	121,205	(5,342)	450,186
Salaries - Direct	2,028,903	2,322,790	(293,887)	8,627,507
Salary Allocations	0	0	0	0
Employee Benefits - Administration	35,619	36,222	(603)	134,543
Employee Benefits - Direct	374,442	401,426	(26,984)	1,491,014
Computer Operation and Maint	4,797	5,565	(768)	22,264
COVID	18,178	0	18,178	0
Depreciation	12,070	10,251	1,819	41,000
Equipment - Repairs & Maintenance	0	984	(984)	3,940
Equipment - Replacments	0	1,749	(1,749)	7,000
Fall Prevention	16,230	4,149	12,081	16,600
Fall Prevention - Prov Subsidy	(8,587)	(4,149)	(4,438)	(16,600)
High Intensity Needs	1,464	7,500	(6,036)	30,000
High Intensity Needs - Non Claims Based	2,818	9,846	(7,028)	39,383
High Intensity Needs - Prov Subsidy	0	(7,125)	7,125	(28,500)
Incontinent Supplies - (Funded at \$1.20 per diem)	28,723	25,245	3,478	100,985
IPAC	0	29,415	(29,415)	117,657
IPAC MINOR CAPITAL	0	0	0	0
Lab Fees	1,020	1,626	(606)	6,500
Lab Fees - Prov Subsidy	0	0	0	(6,500)
Medical Director - (0.30 / day)	0	0	0	18,177
Medical Nursing Supplies	14,679	26,289	(11,610)	105,154
Medication Safety Technology	0	0	0	0
Memberships	0	249	(249)	1,000
Nurse Practitioner BM Support	0	0	0	0
Nurse Practitioner Expenses	46,408	49,710	(3,302)	184,639
Nurse Practitioner Provincial Subsidy	(30,711)	(30,711)	0	(122,844)
Phys-On-Call - Funded Exp (\$100 / bed)	0	0	0	16,600
Phys-On-Call - Prov Subsidy (\$100 / bed)	(4,555)	(4,149)	(406)	(16,600)
RAI / MDS Expenses	26,464	31,675	(5,211)	117,657
RAI / MDS Prov Subsidy	0	0	0	0
Recoveries	(4,509)	0	(4,509)	0
Recoveries - Wages	(3,134)	0	(3,134)	0
Surplus Adjustment - Depreciation	(12,070)	(10,251)	(1,819)	(41,000)

COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
March 2023

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>RAW FOOD</u>	<u>165,915</u>	<u>166,626</u>	<u>(711)</u>	<u>666,490</u>
Dairy	18,651	20,001	(1,350)	80,000
Groceries and Vegetables	90,473	91,998	(1,525)	367,990
Meat	52,162	50,001	2,161	200,000
Nutrition Supplements	5,024	5,001	23	20,000
Recoveries	(396)	(375)	(21)	(1,500)
<u>FOOD SERVICES</u>	<u>392,109</u>	<u>399,420</u>	<u>(7,311)</u>	<u>1,487,194</u>
Salaries	329,088	328,136	952	1,218,791
Salary Allocations	(16,812)	(16,813)	1	(62,443)
Employee Benefits	67,293	70,000	(2,707)	260,000
Café M	0	0	0	0
Computer Operation and Maint	0	0	0	0
COVID	840	0	840	0
Depreciation	4,274	3,249	1,025	13,000
Dietary Supplies	4,934	5,637	(703)	22,545
Equipment - Operation and Replacement	689	2,742	(2,053)	10,960
Food Wrap & Disposable Items	2,551	2,859	(308)	11,432
Purchased Services - BM Staff Support	5,762	5,359	403	19,909
Recoveries	(862)	0	(862)	0
Replacement - Dishes/Cutlery	134	2,499	(2,365)	10,000
Surplus Adjustment - Depreciation	(4,274)	(3,249)	(1,025)	(13,000)
Vending - Net Proceeds	(1,509)	(999)	(510)	(4,000)
<u>HOUSEKEEPING SERVICES</u>	<u>261,744</u>	<u>240,306</u>	<u>21,438</u>	<u>897,064</u>
Salaries	205,819	191,111	14,708	709,842
Employee Benefits	40,843	33,445	7,398	124,222
COVID	0	0	0	0
Depreciation	897	750	147	3,000
Equipment - Operation/Maint.	186	438	(252)	1,750
Equipment - Replacements	0	1,251	(1,251)	5,000
Furniture - Replacements	0	0	0	0
Housekeeping Supplies	14,896	13,749	1,147	55,000
Other	0	312	(312)	1,250
Recoveries	0	0	0	0
Surplus Adjustment - Depreciation	(897)	(750)	(147)	(3,000)
<u>LAUNDRY AND LINEN SERVICES</u>	<u>75,863</u>	<u>76,992</u>	<u>(1,129)</u>	<u>289,102</u>
Salaries	58,635	56,259	2,376	208,962
Employee Benefits	11,028	9,789	1,239	36,360
COVID	0	0	0	0
Depreciation	1,998	375	1,623	1,500
Education	0	0	0	0
Equipment - Replacements	328	624	(296)	2,500
Equipment Operation/Maint.	1,577	624	953	2,500
Laundry Supplies	5,444	5,922	(478)	23,690
Recoveries	(1,150)	0	(1,150)	0
Replacements	0	3,774	(3,774)	15,090
Surplus Adjustment - Depreciation	(1,998)	(375)	(1,623)	(1,500)

COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
March 2023

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>BUILDINGS AND PROPERTY MAINTENANCE</u>	<u>297,386</u>	<u>300,096</u>	<u>(2,710)</u>	<u>1,184,736</u>
Salaries	72,479	71,841	638	266,836
Employee Benefits	15,194	19,932	(4,738)	74,032
Computer Operation and Maint	0	1,641	(1,641)	6,562
COVID	5,739	0	5,739	0
Depreciation	203,703	198,750	4,953	795,000
Equipment - Operation/Maint.	0	0	0	0
Equipment - Replacements	16,675	15,000	1,675	60,000
Furniture - Replacements	0	0	0	40,380
Hydro	10,309	13,000	(2,691)	200,000
Insurance	97,917	83,273	14,644	83,273
IPAC minor capital	0	0	0	0
Natural Gas	17,517	15,000	2,517	75,000
Purchased Services	41,984	70,749	(28,765)	283,000
Recoveries	(3,913)	0	(3,913)	0
Repairs/Maint./Bldgs./Grounds	33,082	24,711	8,371	98,853
Replacements/Capital	0	0	0	0
Resident - Cable System	5,836	5,874	(38)	23,500
Resident - Cable/Phone Recoveries	(15,433)	(20,925)	5,492	(83,700)
Surplus Adjustment - Depreciation	(203,703)	(198,750)	(4,953)	(795,000)
Water / Wastewater	0	0	0	57,000
<u>GENERAL AND ADMINISTRATIVE</u>	<u>490,072</u>	<u>362,570</u>	<u>127,502</u>	<u>1,170,446</u>
Salaries	163,776	114,082	49,694	423,732
Salary Allocations	0	0	0	0
Employee Benefits	43,895	38,384	5,511	142,566
Accreditation	0	5,971	(5,971)	5,971
Admin Charges	30,782	30,783	(1)	123,128
Advertising/Awards	1,342	249	1,093	5,000
Audit	0	0	0	10,350
Computer Operation and Maint	35,105	17,601	17,504	70,400
Conventions	0	0	0	0
COVID	4,311	0	4,311	0
Depreciation	7,489	6,000	1,489	24,000
Equipment - Maintenance	1,858	2,598	(740)	10,392
Health & Safety Program	173	249	(76)	1,000
HR Charges	26,561	26,562	(1)	106,243
Insurance	80,171	71,046	9,125	71,046
Insurance Claim Costs	0	0	0	0
IT Charges	17,533	17,532	1	70,131
Legal & Labour Contract Costs	31,003	12,501	18,502	50,000
Loss (gain) of disposal of assets	10,397	0	10,397	0
Memberships / Subscriptions	14,629	4,194	10,435	16,770
Postage	1,454	1,626	(172)	6,500
Printing & Stationery	9,661	4,227	5,434	16,908
Purchased Services - From BM	19,942	14,711	5,231	54,641
Recoveries - Other	(11,389)	(11,038)	(351)	(75,996)
Recruiting	0	0	0	0
Staff Training	4,077	5,541	(1,464)	22,164
Surplus Adjustment - Depreciation	(7,489)	(6,000)	(1,489)	(24,000)
Surplus Adjustment - Disposal of Assets	0	0	0	0
Telephone	3,876	3,750	126	15,000
Travel	917	2,001	(1,084)	8,000
Uniform Allowance	0	0	0	16,500
MIRAMICHI LODGE TOTALS	<u>4,576,065</u>	<u>4,809,529</u>	<u>(233,464)</u>	<u>17,869,041</u>

COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
March 2023

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
RESIDENT DAYS	14,900	14,940	(40)	60,590
<u>NON-SUBSIDIZABLE EXPENSE</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>627,096</u>
Debenture Payment - Interest Only	0	0	0	58,234
Surplus Adjustment - Debenture Principal	0	0	0	568,862
Surplus Adjustment - Transfer to Reserves	0	0	0	0
Transfer to Bonnechere Manor	0	0	0	0
<u>SURPLUS ADJUSTMENT</u>	<u>218,177</u>	<u>175,899</u>	<u>42,278</u>	<u>703,600</u>
Surplus Adjustment - Capital Purchases	218,177	175,899	42,278	703,600
GRAND TOTAL EXPENDITURE	4,794,242	4,985,428	(191,186)	19,199,737

COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
March 2023

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>MUNICIPAL SUBSIDY</u>	<u>472,323</u>	<u>472,326</u>	<u>(3)</u>	<u>1,889,293</u>
City of Pembroke -30.63%	155,867	155,868	(1)	623,467
County of Renfrew - 69.37%	316,457	316,458	(2)	1,265,826
<u>RESIDENTS REVENUE</u>	<u>1,012,822</u>	<u>1,016,055</u>	<u>(3,233)</u>	<u>4,064,219</u>
Bad Debt (Expense) / Recovery	0	0	0	0
Basic Accommodation	829,400	817,251	12,149	3,269,000
Bed retention	0	0	0	0
Estate Recoveries - Municipal	0	0	0	0
Estate Recoveries - Provincial	0	0	0	0
Preferred Accommodation	182,185	197,805	(15,620)	791,219
Preferred Accommodation - HIN Claims	0	0	0	0
Preferred Accommodation - Prov COVID Reimbursement	0	0	0	0
Respite Care	1,238	999	239	4,000
<u>OTHER REVENUE</u>	<u>46,467</u>	<u>12,450</u>	<u>34,017</u>	<u>49,800</u>
Donations	0	0	0	0
Donations In Kind	0	0	0	0
Interest Income	46,467	12,450	34,017	49,800
<u>GRANTS & SUBSIDIES</u>	<u>2,847,756</u>	<u>3,568,343</u>	<u>(720,587)</u>	<u>12,492,825</u>
Prov Revenue - 4hrs care - Nursing Staff Suppliment	0	976,688	(976,688)	1,991,636
Prov Revenue - 4hrs care - Staff Supp Allied Health	0	65,691	(65,691)	262,760
Prov Revenue - Clinical Decision Making	10,000	0	10,000	0
Prov Revenue - COVID - Incremental costs	(42,725)	0	(42,725)	0
Prov Revenue - COVID - Lost Rev Advance	13,951	0	13,951	0
Prov Revenue - COVID - PSW Wage Enhancement	290,669	130,356	160,313	521,429
Prov Revenue - RHWB	14,442	0	14,442	0
Prov Revenue - Debenture Subsidy	156,774	156,774	0	627,096
Prov Revenue - ICIP	24,730	0	24,730	0
Prov Revenue - Medication Safety	79,858	0	79,858	0
Prov Revenue - Operating Subsidy - Accreditation	(14,544)	5,454	(19,998)	21,816
Prov Revenue - Operating Subsidy - Equalization	43,623	43,623	0	174,492
Prov Revenue - Operating Subsidy - Global LOC	111,786	114,582	(2,796)	458,333
Prov Revenue - Operating Subsidy - HIN NPC	9,996	9,996	0	39,984
Prov Revenue - Operating Subsidy - Nursing & Personal Care	1,599,390	1,599,390	0	6,517,967
Prov Revenue - Operating Subsidy - Other Accomodation	44,987	32,460	12,527	129,837
Prov Revenue - Operating Subsidy - Pay Equity	5,640	5,640	0	22,560
Prov Revenue - Operating Subsidy - Program & Support Service	185,400	185,400	0	755,591
Prov Revenue - Operating Subsidy - PSW / Behavioural Support	11,010	11,010	0	44,040
Prov Revenue - Operating Subsidy - RAI/MDS	22,116	22,116	0	88,464
Prov Revenue - Operating Subsidy - Raw Food	166,620	166,620	0	666,480
Prov Revenue - Operating Subsidy - RN	26,502	26,502	0	106,008
Prov Revenue - Support Prof Growth	21,739	5,541	16,198	22,164
Prov Revenue - Muncipal Modernization	0	0	0	
Prov Revenue - Co-Payment Waiver	0	0	0	
Provincial Revenue - IPAC	65,791	10,500	55,291	42,168
<u>SURPLUS ADJUSTMENT</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>703,600</u>
Surplus Adjustment - Trf from Reserves	0	0	0	703,600
GRAND TOTAL REVENUES	4,379,368	5,069,174	(689,806)	19,199,737
Municipal Surplus / (Deficit)	(414,873)	83,746	(498,619)	0
less: Depreciation	(231,375.05)	(220,323.00)	(11,052.05)	(881,292)
add: Transfer to Reserves	0.00	0.00	0.00	0
less: Transfer from Reserves	0.00	0.00	0.00	(703,600)
less: Disposal of Assets	0.00	0.00	0.00	0
add: Capital Purchases	218,176.87	175,899.00	42,277.87	703,600
add: Debenture Principal	0.00	0.00	0.00	627,096
ADJ Surplus / (Deficit)	(428,071.66)	39,322.00	(467,393.66)	(254,196)

COUNTY OF RENFREW
TREASURER'S REPORT - Operations Committee
March 2023

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>CAPITAL PROGRAM - EXPENSES</u>	<u>98,053.42</u>	<u>132,155.00</u>	<u>(34,101.58)</u>	<u>695,266.00</u>
Salaries	72,238.18	79,758.00	(7,519.82)	296,246.00
Benefits	24,368.68	22,082.00	2,286.68	82,020.00
Capital Projects - Under Threshold	0.00	0.00	0.00	0.00
COVID	0.00	0.00	0.00	0.00
Infrastructure Management	(2,334.62)	21,816.00	(24,150.62)	283,000.00
Misc	79.10	1,500.00	(1,420.90)	6,000.00
Supplies	3,702.08	6,999.00	(3,296.92)	28,000.00
<u>ADMINISTRATION</u>	<u>407,086.98</u>	<u>425,616.00</u>	<u>(18,529.02)</u>	<u>1,221,535.00</u>
Salaries	129,654.40	152,205.00	(22,550.60)	565,331.00
Benefits	38,589.18	42,507.00	(3,917.82)	157,884.00
Advertising	71.43	2,499.00	(2,427.57)	10,000.00
Answering Service	1,555.65	1,149.00	406.65	4,600.00
Cell Telephone/Pager	2,720.28	3,300.00	(579.72)	13,200.00
Communications(Radio System)	18,819.43	18,000.00	819.43	72,000.00
Computer Hrdwr/Sftwr	22,056.99	15,000.00	7,056.99	60,000.00
Conferences & Conventions	3,850.32	2,500.00	1,350.32	7,500.00
Courier	172.85	192.00	(19.15)	770.00
COVID	0.00	0.00	0.00	0.00
Health & Safety (Protection)	1,559.77	0.00	1,559.77	42,000.00
Insurance	155,948.17	159,500.00	(3,551.83)	159,500.00
Insurance Claims Expense	13,291.00	8,751.00	4,540.00	35,000.00
Internet	565.45	1,275.00	(709.55)	5,100.00
Legal Fees	600.00	0.00	600.00	20,500.00
Membership Fees	4,611.44	4,950.00	(338.56)	9,000.00
Office Equipment Replacement	0.00	0.00	0.00	4,000.00
Office Supplies/Publications/Awards	1,182.07	2,499.00	(1,316.93)	10,000.00
Photocopier Supplies/Maint	727.07	1,050.00	(322.93)	4,200.00
Postage	0.00	114.00	(114.00)	450.00
Provincial Grants & Subsidies - COVID	0.00	0.00	0.00	0.00
Recruitment	76.32	0.00	76.32	0.00
Staff Training	7,059.94	5,001.00	2,058.94	20,000.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - From Reserves	0.00	0.00	0.00	0.00
Telephone	2,818.58	2,799.00	19.58	11,200.00
Travel	1,156.64	2,325.00	(1,168.36)	9,300.00
<u>TRAILS</u>	<u>7,986.91</u>	<u>986,794.00</u>	<u>(978,807.09)</u>	<u>321,635.00</u>
Salaries / Benefits	320.06	0.00	320.06	0.00
Salary Allocations	0.00	25,020.00	(25,020.00)	100,077.00
Algonquin - Rental Recoveries	(921.70)	(17,000.00)	16,078.30	(30,000.00)
Algonquin Trail Development	8,106.01	1,037,073.00	(1,028,966.99)	4,148,295.00
Algonquin Trail Donations	0.00	0.00	0.00	(3,500,000.00)
Algonquin Trail Federal Recoveries	0.00	0.00	0.00	(1,470,000.00)
Algonquin Trail Other Recoveries	0.00	0.00	0.00	0.00
Algonquin Trail Prov Recoveries	0.00	(63,924.00)	63,924.00	(255,699.00)
Bad Debt Expense	0.00	0.00	0.00	0.00
K&P Rail Line Development	482.54	5,499.00	(5,016.46)	22,000.00
K&P Rail Recoveries - Provincial	0.00	0.00	0.00	(2,000.00)
Office Expense	0.00	126.00	(126.00)	500.00
Recruitment	0.00	0.00	0.00	0.00
Recovery - Provincial	0.00	0.00	0.00	0.00
Surplus Adj - Capital	0.00	0.00	0.00	3,534,000.00
Surplus Adj - Trf From Reserve	0.00	0.00	0.00	(2,225,538.00)
Surplus Adj - Trf to Reserve	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
<u>MAINTENANCE</u>	<u>2,394,593.26</u>	<u>1,965,600.00</u>	<u>428,993.26</u>	<u>6,512,490.00</u>
Salaries	659,971.84	616,223.00	43,748.84	2,288,842.00
Benefits	182,314.39	177,868.00	4,446.39	660,648.00
Bridges and Culverts	17.29	0.00	17.29	40,000.00
Hard Top Maintenance	60,669.68	0.00	60,669.68	385,000.00
Recoveries	(3,472.00)	(24,999.00)	21,527.00	(100,000.00)
Roadside Maintenance	60.72	0.00	60.72	150,000.00
Safety Devices	13,113.21	51,498.00	(38,384.79)	798,000.00
Winter Control	1,481,918.13	1,145,010.00	336,908.13	2,290,000.00
<u>EQUIPMENT</u>	<u>499,359.35</u>	<u>373,926.00</u>	<u>125,433.35</u>	<u>1,487,328.00</u>
Salaries	61,575.61	63,305.00	(1,729.39)	235,137.00
Benefits	20,196.42	21,081.00	(884.58)	78,300.00
Salary Allocations	(27,760.95)	(27,762.00)	1.05	(103,112.00)
COVID	0.00	0.00	0.00	0.00
Provincial Grants & Subsidies - COVID	0.00	0.00	0.00	0.00
Recoveries	0.00	0.00	0.00	(15,000.00)
Small Equipment, Misc	1,599.97	13,899.00	(12,299.03)	55,600.00
Surplus Adjustment - Capital Equipment	542,724.72	0.00	542,724.72	2,753,073.00
Surplus Adjustment - Trf From Reserves	(542,724.72)	0.00	(542,724.72)	(2,753,073.00)
Surplus Adjustment - Trf To Reserves	0.00	0.00	0.00	0.00
Vehicle Operating Costs - Fuel	245,070.56	162,000.00	83,070.56	635,000.00
Vehicle Operating Costs - Insurance	47,027.63	51,403.00	(4,375.37)	51,403.00
Vehicle Operating Costs - Licence	0.00	0.00	0.00	65,000.00
Vehicle Operating Costs - Repairs & Supplies	152,050.11	90,000.00	62,050.11	500,000.00
Vehicle Operating Revenue	(400.00)	0.00	(400.00)	(15,000.00)

COUNTY OF RENFREW
TREASURER'S REPORT - Operations Committee
March 2023

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>HOUSING</u>	<u>74,255.95</u>	<u>69,009.00</u>	<u>5,246.95</u>	<u>162,000.00</u>
COVID	0.00	0.00	0.00	0.00
Major Repairs	0.00	0.00	0.00	0.00
Operating Expenses	61,220.49	69,009.00	(7,788.51)	162,000.00
Surplus Adjustment - Capital	13,035.46	0.00	13,035.46	317,000.00
Surplus Adjustment - Trf From Reserves	0.00	0.00	0.00	(317,000.00)
<u>OTHER</u>	<u>1,765,142.87</u>	<u>1,200,000.00</u>	<u>565,142.87</u>	<u>31,007,756.00</u>
Depreciation	2,672,038.15	2,450,001.00	222,037.15	9,800,000.00
Surplus Adjustment - Capital Construction	1,765,142.87	1,200,000.00	565,142.87	31,007,756.00
Surplus Adjustment - Depreciation	(2,672,038.15)	(2,450,001.00)	(222,037.15)	(9,800,000.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00
<u>CONSTRUCTION - LABOUR CLEARING ACCOUNT</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Salaries	111,072.26	139,699.00	(28,626.74)	518,886.00
Benefits	28,255.24	37,712.00	(9,456.76)	140,070.00
Charge to Capital Construction above	(139,327.50)	(177,411.00)	38,083.50	(658,956.00)
TOTAL EXPENDITURES	5,246,478.74	5,153,100.00	93,378.74	41,408,010.00
<u>ROADS REVENUES</u>				
Municipal Contribution	3,475,685.87	3,947,699.00	(472,013.13)	10,216,019.00
Misc	5,650.00	5,401.00	249.00	75,000.00
Provincial Grants & Subsidies	704,002.00	0.00	704,002.00	2,815,973.00
Surplus Adjustment - Temp Loan	0.00	0.00	0.00	4,490,190.00
Surplus Adjustment - TRF from Reserves	1,061,140.87	1,200,000.00	(138,859.13)	23,810,828.00
TOTAL REVENUES	5,246,478.74	5,153,100.00	93,378.74	41,408,010.00
MUNICIPAL SURPLUS / (DEFICIT)	0.00	0.00	0.00	0.00

Renfrew County Housing Corporation
Consolidated Treasurer's Report
MARCH 2023

<u>Description</u>	YTD <u>Actual</u>	YTD <u>Budget</u>	<u>Variance</u>	Full Year <u>Budget</u>
SALARIES	512,149.33	520,955.00	(8,805.67)	1,934,981.00
BENEFITS	130,171.72	142,479.00	(12,307.28)	529,213.00
ADMINISTRATION	429,279.63	404,740.00	24,539.63	1,407,926.00
BUILDING - HEAT LIGHT POWER	133,582.03	248,049.00	(114,466.97)	992,195.00
BUILDING - CAPITAL REPAIRS - non TCA	341,323.65	178,248.00	163,075.65	713,000.00
BUILDING - ELEVATOR	9,233.34	17,043.00	(7,809.66)	68,163.00
BUILDING - GARBAGE REMOVAL	12,793.20	19,647.00	(6,853.80)	78,572.00
BUILDING - GROUNDS KEEPING	0.00	18,135.00	(18,135.00)	72,510.00
BUILDING - HEATING & PLUMBING	25,364.26	35,583.00	(10,218.74)	142,325.00
BUILDING - NATURAL GAS	45,272.37	51,588.00	(6,315.63)	206,384.00
BUILDING - PAINTING	48,949.10	61,722.00	(12,772.90)	246,913.00
BUILDING - REPAIRS & MAINTENANCE	181,594.81	121,341.00	60,253.81	485,327.00
BUILDING - SNOW REMOVAL	198,582.65	220,008.00	(21,425.35)	440,000.00
BUILDING - TAXES	440,854.22	446,816.00	(5,961.78)	1,787,287.00
BUILDING - WATER	139,501.34	197,987.00	(58,485.66)	791,921.00
FINANCIAL - COCHI	0.00	0.00	0.00	0.00
FINANCIAL - COHB	6,240.00	0.00	6,240.00	0.00
FINANCIAL - DEPRECIATION	336,577.52	300,000.00	36,577.52	1,200,000.00
FINANCIAL - HPP	296,078.84	387,942.00	(91,863.16)	1,551,773.00
HOME OWNERSHIP REVOLVING LOANS	71,655.43	0.00	71,655.43	0.00
FINANCIAL - IAH HADD	11,250.00	17,001.00	(5,751.00)	68,000.00
FINANCIAL - MORTGAGE - INTEREST	5,117.85	122,853.00	(117,735.15)	491,429.00
FINANCIAL - ONTARIO RENOVATES (IAH & SIF)	0.00	0.00	0.00	0.00
FINANCIAL - OPHI	48,000.00	80,262.00	(32,262.00)	321,045.00
FINANCIAL - RENT SUPPLEMENT	70,523.00	72,690.00	(2,167.00)	290,761.00
FINANCIAL - RENT WAIVER	620.00	37,494.00	(36,874.00)	150,000.00
Surplus Adjustment - Depreciation	(336,577.52)	(300,000.00)	(36,577.52)	(1,200,000.00)
Surplus Adjustment - Mortgage Principal	91,969.56	0.00	91,969.56	307,736.00
Surplus Adjustment - TCA	149,105.82	150,000.00	(894.18)	4,100,200.00
Surplus Adjustment - Transfer to Reserves	0.00	0.00	0.00	0.00
EXPENSES	3,399,212.15	3,552,583.00	(153,370.85)	17,177,661.00
COUNTY TRANSFER - BASE	1,381,718.25	1,381,719.00	(0.75)	5,526,873.00
COUNTY TRANSFER - COCHI	0.00	136,500.00	(136,500.00)	546,000.00
COUNTY TRANSFER - COCHI Admin	0.00	7,176.00	(7,176.00)	28,709.00
COUNTY TRANSFER - COHB	6,240.00	750.00	5,490.00	3,000.00
COUNTY TRANSFER - COHB Admin	0.00	0.00	0.00	0.00
COUNTY TRANSFER - SSRF	0.00	0.00	0.00	2,000,000.00
COUNTY TRANSFER - HPP	296,078.84	412,944.00	(116,865.16)	1,651,773.00
COUNTY TRANSFER - HPP Admin	29,970.40	33,483.00	(3,512.60)	133,927.00
COUNTY TRANSFER - IAH - HADD	11,250.00	17,001.00	(5,751.00)	68,000.00
COUNTY TRANSFER - IAH - Ontario Renovates	0.00	0.00	0.00	0.00
COUNTY TRANSFER - OPHI	48,000.00	142,761.00	(94,761.00)	571,045.00
COUNTY TRANSFER - OPHI Admin	0.00	7,515.00	(7,515.00)	30,055.00
GAIN / (LOSS) - DISPOSAL OF ASSETS	0.00	0.00	0.00	0.00
HOME OWNERSHIP REVOLVING LOANS	71,655.43	0.00	71,655.43	0.00
INTEREST ON INVESTMENTS	23,300.80	18,750.00	4,550.80	75,000.00
MISC REVENUE	14,118.00	16,254.00	(2,136.00)	65,000.00
PROV SUBSIDY - DEBENTURES	0.00	0.00	0.00	474,077.00
Surplus Adjustment - Transfer from Reserves	0.00	0.00	0.00	1,204,200.00
TENANT REVENUE	1,237,111.91	1,200,027.00	37,084.91	4,800,002.00
REVENUES	3,119,443.63	3,374,880.00	(255,436.37)	17,177,661.00
Municipal SURPLUS / (DEFICIT)	(279,768.52)	(177,703.00)	(102,065.52)	0.00
less: Surplus Adjustment - Depreciation	(336,577.52)	(300,000.00)	(36,577.52)	(1,200,000.00)
add: Surplus Adjustment - TCA	149,105.82	150,000.00	(894.18)	4,100,200.00
add: Surplus Adjustment - Transfer To Reserves	0.00	0.00	0.00	0.00
less: Surplus Adjustment - Transfer From Reserves	0.00	0.00	0.00	(1,204,200.00)
add: Surplus Adjustment - Principal Payments	91,969.56	0.00	91,969.56	307,736.00
Accounting SURPLUS / (DEFICIT)	(375,270.66)	(327,703.00)	(47,567.66)	2,003,736.00

9 INTERNATIONAL DRIVE
PEMBROKE, ON, CANADA

K8A 6W5

613-735-7288

FAX: 613-735-2081

www.countyofrenfrew.on.ca



Office of the
County Warden

January 25, 2023

The Honourable Michael Kerzner
Solicitor General
Ministry of the Solicitor General
George Drew Building
25 Grosvenor Street, 18th Floor
Toronto, ON M7A 1Y6

BY EMAIL: Michael.kerzner@ontario.ca

Dear Minister Kerzner:

The Council of the Corporation of the County of Renfrew annually reviews the Provincial Offences workload statistics, which includes charges received. The Council of the Corporation of the County of Renfrew is aware that the onset of the COVID-19 pandemic in March 2020 had impacted these numbers, they have also noted that there was a 13% increase in charges received in 2022, compared to 2021, however charges received to date are still well below the pre-COVID charges. The following summary chart provides a seven-year history of charges received:

Date	Charges Received
2016	10,910
2017	10,424
2018	12,291
2019	10,005
2020	7,974
2021	8,581
2022	9,723

Therefore, the Council of the Corporation of the County of Renfrew has adopted a resolution at our January 25, 2023 meeting, directing that Warden Emon send you a letter seeking clarification on the number of fines being dispensed in the County of Renfrew during 2022, and would respectfully request that you respond to this inquiry.

Thank you for your consideration of our request.

Yours sincerely,

Peter Emon, Warden
County of Renfrew

warden@countyofrenfrew.on.ca

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Upper Ottawa Valley OPP

77 International Drive
Pembroke ON K8A 6W5

1913 Petawawa Boulevard
Pembroke On K8A 7H5

Telephone/Téléphone:

613-732-3332 / 613-735-0188

Facsimile/Télécopieur:

613-732-1855 / 613-735-7427

File number/Référence:

April 13th, 2023

Mr. Peter Emon
Warden
County of Renfrew
warden@countyofrenfrew.on.ca

Dear Mr. Emon:

Thank you for your letter dated January 25th, 2023 advising of Renfrew County Council's resolution seeking clarification of enforcement activities in Renfrew County.

The Upper Ottawa Valley Detachment of the Ontario Provincial Police (OPP) acknowledges Renfrew County's request to substantiate why charges received to date "are still well below the pre-COVID charges."

The top priority of the OPP remains, as always, public safety. Ensuring the safety and security of our residents and communities forms the very cornerstone of our OPP Vision. The OPP always endeavours to positively influence driver behaviours through high visibility, education and targeted enforcement, in an effort to save lives. The OPP does not issue tickets or carry out enforcement as a revenue generating activity, but rather to ensure and maintain public safety. As such, the Upper Ottawa Valley OPP has focused on traffic safety as a whole, maintaining a high number of RIDE checks, a focus on Commercial Motor Vehicle enforcement, and targeted patrols in areas where speeding was identified as a concern either through analytics or public complaints.

The pandemic has been challenging for law enforcement, however, the Upper Ottawa Valley OPP has been ever increasing its traffic response through public education in the media, an increased social media presence, and supporting municipalities with Black Cat Speed Study programs which provides us with the analytics to ensure we have targeted enforcement in the right place at the right times. I would be remiss, if I didn't acknowledge our ongoing safety partnerships with key stakeholders in the Ministry of Transportation, Ministry of Natural Resources as well as the Deep River Police Service and Garrison Petawawa Military Police.

In closing, the OPP is committed to providing the best policing services to our communities and working collaboratively with our community partners to ensure public safety needs are met.

Sincerely and respectfully,

Inspector Stephan Neufeld
Detachment Commander
Upper Ottawa Valley
Ontario Provincial Police

CC Inspector Dawn Ferguson, Renfrew OPP
S/Sgt Pat DiSaverio, Killaloe OPP
Pembroke Police Service Board Chair
Petawawa Police Service Board Chair



Employer Administration Manual

7. Council member overview

The OMERS Plan defines a councillor as "...a person who is a member of a council of a municipality...". Council members are usually elected officials.

Members of school boards (trustees) or other local boards, elected or appointed, are not included in this definition and **may not** enrol in the Plan.

A council can choose to enrol all council members in the Plan (including the head of council) or the head of council only. Council members, without the head of council, cannot enrol in the Plan. The terms and conditions of membership for council members are similar to those for regular municipal employees.

Existing council members

At the effective date of council enrolment, existing council members can individually choose to enrol in the Plan. A council member who does not enrol on the effective date can choose to enrol at a future date.

New council members

After the effective date of council enrolment, any new or future council members must enrol in the Plan. However, council members (like regular municipal employees) cannot enrol later than November 30 of the year of their 71st birthday.

Retired OMERS members

Council members who are also retired OMERS members are automatically enrolled in the Plan, however, they can choose to opt out and not enrol. For more information, see [Council members receiving a pension](#).

7.1 Classification of council members as members

A council may choose to enrol in the OMERS Plan even if the employees of the municipality are not members.

The council, as a group or class, is treated separately for purposes of OMERS membership.

7.2 Initiate participation for council members

Follow these steps to initiate participation in the OMERS Plan for a new group of council members or head of council.

1. Contact OMERS ([General contact information](#)) indicating the intent to participate in the Plan.
2. OMERS will provide a template by-law with instructions.
3. Council must pass the by-law that authorizes participation and states the effective date.
4. Send a certified copy of the by-law to OMERS.

5. Forward a listing of all council members at the participation date and indicate those who are electing to join and those who are electing not to.
6. Complete an *Enrolling a member* (102) e-form for all council members enrolling in the Plan.

The enrolment process is the same as for continuous full-time members. For more information, see [Enrolment procedure](#).

7.3 Contributory earnings for council members

A council member's contributory earnings are defined in the OMERS Plan as taxable "money paid to the councillor for the councillor's services as a councillor under the *Municipal Act*".

Therefore, the contributory earnings of a council member are the taxable earnings, excluding any additional nontaxable allowances or reimbursements.

Before 2019, some municipalities decided to keep one third of the council member's salary as a non-taxable expense reimbursement. Any non-taxable monies to reimburse expenses are excluded from contributory earnings.

As of January 1, 2019, because of a 2017 Federal Budget change, municipalities are no longer able to keep this one third tax exemption and council members must be taxed on their full salary. These taxable earnings are included in contributory earnings.

A council member receives contributory earnings as payment for their services under the *Municipal Act*. If the council member is not re-elected, any money that is paid as severance is not for their services as a council member and is ineligible in the Plan.

Contribution rates

OMERS contributions should be calculated on and deducted from the contributory earnings paid to the council member. The contribution rates for council members and the pension benefits earned by council members are the same as for other OMERS normal retirement age (NRA) 65 members.

7.4 Credited service for council members

OMERS assumes that council members are continuous full-time members.

Council members earn credited service for the period of time that they are an elected official. For more information, see [Credited service](#).

7.5 Council member re-election

OMERS membership continues for council members who are re-elected for consecutive terms. This is not a termination and re-enrolment.

The period of time between terms of office, if any, cannot be purchased.

7.6 Council members receiving a pension

A retired OMERS member who is elected to a participating council before December 1 of the year of their 71st birthday will be re-enrolled in the OMERS Plan unless they elect not to enrol.

The same re-enrolment rules for retired members apply to council members as are applied to any other OMERS member. For more information, see [Re-employed retired members](#).

7.7 Dual membership for council members

Dual membership for council members in the OMERS Plan may occur when:

- A member is simultaneously an employee of a participating municipality and a member of a participating council, or,
- A member is simultaneously a council member with more than one participating council.

Each employment situation is a separate enrolment. However, council members (like any other OMERS members) may not receive a pension and contribute to the Plan at the same time.

For information about members with dual membership starting their pension, see [Retirement for dual members](#).

Last modified: December 2019



BUSINESS CASE - STAFFING REPORT

Date: May 17, 2023

Department: Long-Term Care Homes, Emergency Services

Report Prepared by: Mike Blackmore, DLTC, Chief Mike Nolan,
Emergency Services

Proposal	<p>That the Health Committee consider the redistribution of the Health Committee duties from the Community Services Administrative Assistant III to be shared between the Long-Term Care Homes Administrative Assistant II and the Emergency Services Administrative Assistant II which was the practice prior to August 2021; And that the Long-Term Care Homes Administrative Assistant II and the Emergency Services Administrative Assistant II positions be reclassified to Administrative Assistant III as per the Employment By-law #1, Non-Union Staff Salary Grid effective July 30, 2023.</p>
Positions Union <input type="checkbox"/> Non-Union <input checked="" type="checkbox"/>	<p>Administrative Assistant II, Long-Term Care and Emergency Services</p>
Summary Background Discussion	<p>Background</p> <p>From 2004 to 2021, there were three Administrative Assistants sharing Health Committee administrative duties, one from each of the two long-term care homes and one from Emergency Services. Committee may recall that June 2021, the Community Services Administrative Assistant assumed all Health Committee duties along with the Renfrew County Housing Corporation & Community Services Committee duties to ensure consistency of reporting.</p> <p>An assessment of duties rating for all County of Renfrew non-union positions was undertaken and summarized per the Gallagher Report. The subsequent removal of Committee responsibility for the Long-Term Care and Emergency Services Administrative Assistants resulted in a reclassification from Administrative Assistant II to Administrative Assistant III.</p> <p>Discussion</p> <p>It is supported that a return to a shared model of Health Committee responsibility (minute taking and report assembly duties) would benefit efforts to balance workload as well as optimize workflow and more focused departmental and committee support.</p>

Recommendation	<p>THAT the Health Committee recommend that County Council approve of the Administrative Assistant II position for the Long-Term Care Homes and the Administrative Assistant II Emergency Services be reclassified to Administrative Assistant III with the shared responsibility for Health Committee duties effective July 30, 2023; AND FURTHER THAT this position be funded in Group 5, Step 5 of the County of Renfrew Employment By-law #1, Non-Union Staff Salary Grid.</p>	
Financial Considerations	<p>Administrative Assistant II (Group 3, step 5) \$59,514</p> <p>Administrative Assistant III (Group 5, Step 5) <u>\$68,650</u></p> <p>Salary Increase \$ 9,136</p> <p>Total cost is \$9,136 x 2 positions + 33% benefits = \$24,302. Cost to be absorbed within current operating budget.</p>	

COUNTY OF RENFREW

BY-LAW NUMBER 68-23

**A BY-LAW TO AMEND BY-LAW 63-03 HUMAN RESOURCES CORPORATE
POLICIES AND PROCEDURES FOR THE COUNTY OF RENFREW**

WHEREAS on October 29, 2003 the Corporation of the County of Renfrew enacted By-law No. 63-03, a By-law to establish Human Resources Corporate Policies and Procedures for the County of Renfrew;

AND WHEREAS it is deemed desirable and expedient to amend the said By-law for the purpose of establishing a new policy and/or amending and/or removing an existing policy;

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

1. That the following amended policy attached to this By-law be hereby enacted as an amendment to the said By-law 63-03:
 - E-11 Flexible Work Arrangements
2. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 31st day of May, 2023.

READ a second time this 31st day of May, 2023.

READ a third time and finally passed this 31st day of May, 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY #: E-11
POLICY: Flexible Work Arrangements				
DATE CREATED: OCT. 27/21	REVIEW DATE:	REVISION DATE: MAY 31/23	COVERAGE: All Employees	PAGE #: 1 of 9

POLICY STATEMENT

The County of Renfrew recognizes that as workplaces continue to evolve, organizations must also evolve to ensure operational excellence without sacrificing the work/life balance of its workforce. While this policy aims to create flexibility for the County of Renfrew's workforce, it is essential that productivity, collaboration, corporate culture, service delivery and work performance continue to meet the standards set by the County of Renfrew and the expectations of the communities we serve. Many positions across the County of Renfrew are on-site positions given the nature of our mission to deliver exceptional customer service. Alternative work arrangements may not be suitable for all employees/positions across the Corporation.

It should be noted that while alternative work arrangements may be granted in order to satisfy a duty to accommodate under the *Ontario Human Rights Code, 1990*, they may also be granted in situations where the duty to accommodate is not applicable. Therefore, not all approved alternative work arrangements mean there is a *Code* obligation to do so.

Any employee approved for a flexible work arrangement acknowledges and agrees to comply with all County of Renfrew policies, practices, protocols, by-laws, resolutions, motions, rules, regulations, and directives ("policies"), as amended or replaced, and at the sole discretion of the County of Renfrew. The Employee agrees to comply at all times with prevailing laws, or any other relevant governing legislation.

POLICY SCOPE

This policy applies to all County of Renfrew employees and takes effect July 1, 2023 on a one-year trial basis. This policy covers the following content:

- Alternative Work Arrangement Eligibility and Application
- Types of Alternative Work Arrangements
 - Remote Work
 - Flex-Time
 - Compressed Work Week

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY #: E-11
POLICY: Flexible Work Arrangements				
DATE CREATED: OCT. 27/21	REVIEW DATE:	REVISION DATE: MAY 31/23	COVERAGE: All Employees	PAGE #: 2 of 9

- Revoking or Altering an Alternative Work Arrangement
- Compensation Adjustments
- Confidentiality and Security
- Health and Safety

All unionized employees are encouraged to consult their applicable collective agreement for deviations to this policy.

POLICY DEFINITIONS

Alternative Work Arrangement – means any permanent or temporary change to work schedule, hours or location from standard hours of work, work schedule or work location that is approved by your Supervisor and Department Head. Examples include remote work, flex-time, or a compressed work week.

Remote Work – employees can complete their job duties from an alternative work location that is not a County of Renfrew work location.

Flex-Time – employees work their regular daily and/or weekly hours, but outside the normal start and end times of each day.

Compressed Work Week – employees work a longer day in exchange for a reduction in the number of working days in a pay period, while still working the standard number of hours for the position in a pay period.

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY #: E-11
POLICY: Flexible Work Arrangements				
DATE CREATED: OCT. 27/21	REVIEW DATE:	REVISION DATE: MAY 31/23	COVERAGE: All Employees	PAGE #: 3 of 9

POLICY CONTENT

1. Alternative Work Arrangement Eligibility and Application

While an alternative work arrangement may be available to some employees, such arrangements are assessed on a case-by-case basis and are not universal or implied. With this in mind, alternative work arrangements may not be available to all staff. While not an exhaustive list, the following may prevent an application for an alternative work arrangement from being approved:

- Nature of the duties and responsibilities of the position.
- Operational demands placed on the position or the department.
- Potential for disruptions to communication, operations, productivity and service delivery.
- Accessibility, safety and security concerns; or
- At the Supervisor and Department Head's discretion, which may include:
 - The reasons for requesting the arrangement;
 - Whether the arrangement meets operational needs;
 - Whether the arrangement is economical;
 - Whether the arrangement is reasonable;
 - Whether attendance, performance or quality will be negatively affected;
 - Whether regular supervision and communication is possible;
 - Whether the position requires face-to-face interaction with other staff, clients, customers, representatives, contractors or members of the public;
 - Whether the employee can undergo business travel and report to other locations if required; and
 - Any other factors that may be relevant to reasonably assess an application.

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY #: E-11
POLICY: Flexible Work Arrangements				
DATE CREATED: OCT. 27/21	REVIEW DATE:	REVISION DATE: MAY 31/23	COVERAGE: All Employees	PAGE #: 4 of 9

In order to be eligible for an alternative work arrangement, employees must have completed their probationary period of employment. Alternative work arrangements that may satisfy accommodation requirements under the *Code* for an employee that has not yet completed their probationary period will not be unreasonably withheld.

Flexible work arrangements for new employees will be assessed during the onboarding and probationary period to ensure employees are supported in building confidence, connectivity and organizational competency, as well as having the opportunity to demonstrate an understanding of the roles and responsibilities required to successfully perform their duties.

If an alternative work arrangement is approved, the arrangement will be formalized via an Alternative Work Arrangement Agreement, which outlines the terms and conditions of the arrangement. All applications will be reviewed in a manner that is fair and transparent.

An employee who works in multiple departments will require approval from all applicable Department Heads as part of their application. To begin the alternative work arrangement process, employees are encouraged to submit an application form to their Supervisor/Manager, which can be found in **Appendix A**.

2. Types of Alternative Work Arrangements

The job and employee characteristics listed below are examples only and can differ from department to department, or position to position. It is recommended that managers and employees review the self-assessment form to assist in determining if a flexible work arrangement is a fit for the employee and the department. This self-assessment can be found in **Appendix A**.

Alternative work arrangements can include any one of the below arrangements:

- I. Remote Work
- II. Flex-Time
- III. Compressed Work Week

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY #: E-11
POLICY: Flexible Work Arrangements				
DATE CREATED: OCT. 27/21	REVIEW DATE:	REVISION DATE: MAY 31/23	COVERAGE: All Employees	PAGE #: 5 of 9

I. Remote Work

Remote work allows for aspects, or all of an employee's job to be performed off-site, usually at the employee's primary residence, during regularly scheduled office hours as determined by the County of Renfrew. Since the employee must be accessible and the employee is required to devote their full time and attention to their assigned tasks, remote work is not a substitute for childcare or eldercare. The maximum number of days will be determined during the application process.

II. Flex-Time

Flex-time allows employees to adjust the start and end times for their work day while still working their standard number of hours per week. Flex-time does not reduce the total number of hours worked in a given week, nor should it increase the hours, unless overtime has been approved by the manager. Flex-time schedules are expected to fall within the core business hours of the department.

III. Compressed Work Week

A compressed work week is one where a full-time employee maintains a base number of hours worked, but over fewer days per week. For example, a full-time 40 hour/week employee may work four 10-hour days instead of five 8-hour days. A 35 hour/week Employee may also elect to work hours such as 8 a.m. to 5 p.m. with a reduction to their meal break to ensure they work their standard 35 hours in a week over the period of 4 days instead of 5 days.

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY #: E-11
POLICY: Flexible Work Arrangements				
DATE CREATED: OCT. 27/21	REVIEW DATE:	REVISION DATE: MAY 31/23	COVERAGE: All Employees	PAGE #: 6 of 9

3. Revoking or Altering a Flexible Work Arrangement

If an application for an alternative work arrangement has been approved in writing by the Department Head, it will commence in accordance with the terms of the arrangement outlined in the Agreement, and this policy. This policy, and any alternative work arrangement, does not override terms of a collective agreement or an existing employment contract that would otherwise prevail. An alternative work arrangement under this policy does not remove the worker's obligation to abide by all County of Renfrew policies, practices, protocols, by-laws, resolutions, motions, rules, regulations, and directives.

The County of Renfrew may alter or revoke approval for a flexible work arrangement if:

- The arrangement is no longer satisfying its purpose(s);
- The arrangement has resulted in performance below the standard required in the role;
- The arrangement has resulted in absenteeism;
- The arrangement is being abused by the worker;
- The arrangement has resulted in barriers to communication and/or supervision;
- The arrangement is sub-optimal in terms of efficiency and/or productivity;
- The arrangement presents health and safety, privacy or security risks for the employee and/or the County of Renfrew;
- The arrangement has created undue financial or operational strain for the County of Renfrew;
- The worker is not adhering to agreed upon standards for normal hours of work, overtime, and eating/break periods;
- The worker has breached this policy or their alternative work arrangement agreement;
- or;
- The County of Renfrew deems it necessary to alter or withdraw approval for the arrangement in its sole discretion.

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY #: E-11
POLICY: Flexible Work Arrangements				
DATE CREATED: OCT. 27/21	REVIEW DATE:	REVISION DATE: MAY 31/23	COVERAGE: All Employees	PAGE #: 7 of 9

If the County of Renfrew alters or withdraws approval of an alternative work arrangement, efforts will be made to provide written notice by the Supervisor that is reasonable in the circumstances. In some cases, no notice will be provided, and the employee will be expected to commence a standard work week and schedule immediately. Workers may request changes to their alternative work arrangement, subject to the written approval of the Supervisor/Manager and Department Head.

4. Compensation Adjustments

The employee's compensation, benefits, work status and work responsibilities will not change as a result of participation in the flexible work arrangement program. A flexible work arrangement cannot:

- Create instances of overtime or shift differential,
- Be used to take away the opportunity for overtime or shift differential pay.
- Create additional expenses for the County of Renfrew, including but not limited to office supplies and furniture, electronic equipment, telephone or internet costs.

5. Confidentiality and Security

If an alternative work arrangement includes remote work, special consideration must be taken to ensure that confidential information and County of Renfrew property is safeguarded and secure. All workers that perform work in another work location other than a County of Renfrew building, will abide by the following confidentiality and security measures:

- Confidential documents will not be removed from the building they reside in. All non-confidential documents must be signed out when removed and signed back in when returned. If in doubt as to whether a document is confidential and/or sensitive in nature, employees should consult with their Supervisor/Manager or Department Head before removing the document;

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY #: E-11
POLICY: Flexible Work Arrangements				
DATE CREATED: OCT. 27/21	REVIEW DATE:	REVISION DATE: MAY 31/23	COVERAGE: All Employees	PAGE #: 8 of 9

- County of Renfrew devices, software and programs must be used at all times when completing work to ensure data and information is secure and confidential;
- Refrain from connecting personal devices or drives to County of Renfrew devices;
- Save work product, files, documents and information on the appropriate County of Renfrew platforms to ensure these are available to the County of Renfrew at any time;
- Refrain from removing work product, files, documents and information from County of Renfrew devices;
- Use County of Renfrew owned resources for County of Renfrew business purposes only;
- Protect County of Renfrew property from theft, damage, or misuse;
- Take every reasonable precaution to ensure work product, files, documents, information, equipment and devices are not accessible to anyone that is not you;
- Permit County of Renfrew staff to enter your work location if they require access to equipment and County of Renfrew records (paper and electronic) kept at the work location;
- Ensure compliance with privacy legislation such as the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPA) at all times; and
- Promptly return any and all County of Renfrew equipment, resources, property, work product, files, or information should employment end, or the arrangement conclude.

Failure to adhere to these policy provisions could lead to cybersecurity concerns, data breaches, theft or losses causing irreparable harm to the County of Renfrew, which may result in discipline up to and including dismissal. Depending on the circumstances, workers may be held personally liable for any damages or losses experienced by the County of Renfrew.

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY #: E-11
POLICY: Flexible Work Arrangements				
DATE CREATED: OCT. 27/21	REVIEW DATE:	REVISION DATE: MAY 31/23	COVERAGE: All Employees	PAGE #: 9 of 9

6. Health and Safety

If an alternative work arrangement has been approved, the employee will abide by the following County of Renfrew health and safety practices and procedures:

- Promptly report, in accordance with legislative and County of Renfrew requirements, any job-related accident, near miss, or illness to their Supervisor that occurred in the course and scope of employment while working.
- Employees performing remote work will not meet with clients or their co-workers in person outside of County of Renfrew sanctioned location(s). Employees are expected to complete check-ins/check-outs with their supervisor if attending a meeting outside of their designated work location. Mutually agreed upon virtual meetings with clients or co-workers are permitted.
- If performing remote work, permit County of Renfrew staff to make onsite visits to their work site at a mutually agreed upon time to ensure that the designated workspace is safe and free from hazards. If the workspace is unsafe, the County of Renfrew may implement corrective measures to make it safe. If the workspace cannot be made safe, or the remote worker refuses to abide by corrective measures, the County of Renfrew may deny or revoke an alternative work arrangement.
- Any employee performing remote work, working from an approved alternative work location will be covered by workers' compensation for job-related injuries that occur in the course and scope of employment while working from home. Remote workers remain liable for injuries to third parties that occur on the remote worker's premises.

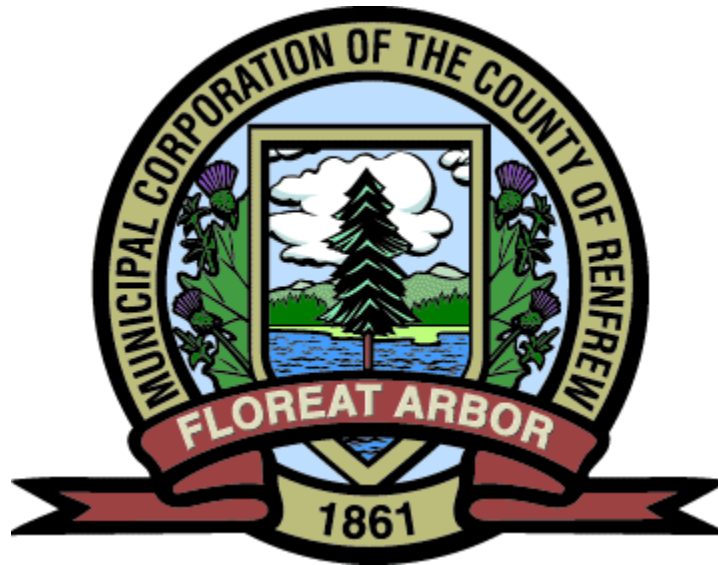
The County of Renfrew maintains the right to investigate any alleged accident or injury claims that occur at the home, or any location where the accident, near miss, injury or illness occurred while performing work for the County of Renfrew.

Appendix A

Flexible Work Arrangements Information Guide inclusive of Appendices.

Flexible Work Arrangements

Information Guide



May 2023

Table of Contents

Introduction	3
Why Flexible Work Arrangements?.....	3
The Role of Employees	4
Types of Flexible Work Arrangements	5
Remote Work Arrangement	5
Flex-Time.....	6
Compressed Work Week	7
Who is eligible?.....	8
Are you ready for a Flexible Work Arrangement?.....	8
Flexible Work Arrangement proposal	8
Approval process	8
Next Steps – assess, implement, review	9
Questions & Answers	10
Appendix A:.....	13
Appendix B:.....	16
Appendix C:.....	21
Appendix D:	26
Appendix E:	28
Appendix F:	30

Introduction

The County of Renfrew recognizes that as workplaces continue to evolve, organizations must also evolve to ensure operational excellence without sacrificing the work/life balance of its workforce. Like many leading organizations, the County of Renfrew supports enabling a work culture that is collaborative, engaging, inclusive, and encouraging of flexibility in employee work arrangements and scheduled hours of work whenever possible. Implementing schedule and location flexibility can be beneficial for both managers and employee. It can improve work/life balance for staff, provide greater flexibility for departments in addressing operational and customer needs, and potentially lead to a greener commute.

Many positions across the County of Renfrew are on-site positions given the nature of our mission to deliver exceptional customer service. Alternative work arrangements may not be suitable for all employees/positions across the Corporation.

Work/life balance is highly personal. It can mean different things to different people at different stages of their lives. Individual priorities may range from juggling family responsibilities, contributing to the community, maintaining health and wellbeing, studying, transitioning to retirement as well as participating in leisure activities.

Employees interested in a Flexible Work Arrangement (FWA) should discuss their particular needs with their manager. FWA have to make sense from an operational and customer service perspective. They also must adhere to all collective agreements. As such, not all positions or employees are suited to an FWA.

This guide presents a brief overview of the County of Renfrew's flexible work options. It identifies benefits and expectations to managers and employees, and is meant to be a guide for you and your manager when determining which, if any, FWA is a fit for you and your department.

For further information please speak with your Manager and/or Director or Human Resources.

Why Flexible Work Arrangements?

Flexible work arrangements offer alternative approaches to getting work done through non-traditional work hours, locations, and/or job structures. Flexible work arrangements meet many needs including:

- increase work/life balance for staff
- greater flexibility for departments in addressing operational and customer needs.

Additionally, studies show that FWA can:

- Increase individual and department effectiveness
- Increase employee morale, engagement and commitment to the organization
- Foster a positive work attitude
- Improve employee attendance
- Promote "green" initiatives
- Promote cross training with departments
- Encourage effective use of limited work space.

It is important to note that flexible work arrangements as outlined in this guide are **not** substitutions for, or part of, an accommodation plan for employees. In cases where an employee requests a flexible work arrangement for medical reasons, to accommodate a disability or family status, the County of Renfrew has a duty to accommodate all persons that require accommodation based on a protected ground (to the point of undue hardship). There is a separate process in place to arrange for accommodation related to illness or disability. Please connect with your Manager or Human Resources if you have questions on these requests.

The Role of Managers

Supportive managers are critical for the successful implementation of FWA. They should:

- consider all flexible work proposals with an open mind and explore new ways of working
- discuss the flexible work options with staff and the reasons why flexible work options may or may not be suitable to their department
- be aware of the policy and procedures and collective agreements that may influence decision-making
- ensure workloads are managed and the team remains supportive and cohesive while implementing FWA
- document and regularly review FWA to ensure they benefit both the employee and the County of Renfrew; and
- model a healthy work-life balance as much as possible – employees often follow the work style of their immediate manager.

The Role of Employees

All employees play a vital role in making FWA work. Employees need to:

- develop an FWA proposal that addresses department needs first and the impact it may have on the productivity of others
- understand that not all flexible work options are suitable
- ensure effective implementation of the FWA by planning and prioritizing work, communicating with managers and colleagues
- be able to adjust to changing business needs (eg. an employee who normally works a reduced work week may need to work more hours in any given week to meet a project deadline or other business need such as vacation coverage)
- regularly review arrangements with their manager to ensure it remains mutually beneficial
- Communicate any challenges or concerns regarding their FWA schedule or the program in general to their immediate supervisor; and
- Work together with co-workers to determine a solution if two individuals are requesting the same or similar FWA and both cannot be accommodated.

Types of Flexible Work Arrangements

The job and employee characteristics listed below are examples only and can differ from department to department, or position to position. It is recommended that managers and employees review the self-assessment form to assist in determining if an FWA is a fit for the employee and the department.

Remote Work Arrangement

Remote work allows for a portion of an employee's job to be performed off-site, usually at the employee's primary residence. Since the employee must be accessible and the employee is required to devote their full time and attention to their assigned tasks, remote work is not a substitute for childcare or eldercare. The maximum number of days an employee can work remotely will be determined during the application process. Remote work is to be conducted during core business hours of operation.

Characteristics of jobs that work successfully by working remotely may include:

- work that is project based and results are measurable
- work that can be sent to and from the employee's home with ease, speed and confidentiality
- work that involves a high percentage of work that can be performed from an alternative location
- work that requires very little need for face-to-face contact with managers, clients, members of the public, other employees etc.
- work that requires minimal access to equipment, materials, files, etc. that are situated only at the workplace
- security requirements of the job can be met from a remote location
- confidentiality requirements of the job can be met from a remote location.

Employees suited to working remotely:

- are independent
- do not require constant supervision or feedback
- do not have a high need for continual social interaction or being with others – they can handle solitude
- are proven job performers
- are self-motivated, well-organized, and disciplined in their approach to work
- share mutual trust with managers and supervisors
- can make the appropriate childcare or eldercare arrangements
- are able to mentally separate their office from the rest of their home, and the demands of work, from the demands of family
- have a good understanding of their own job requirements
- are familiar with their work, their organizational culture, and their co-workers – employees may be less likely to assist a person working from home if they don't know them and the person at home may be less likely to contact someone they don't know
- have a suitable home office, one that is well-equipped with the right tools, technology, is safe, quiet and ergonomically sound.

For remote workers on an approved remote work arrangement the following will apply:

- Any travel expenses are subject to reimbursement under the County of Renfrew Expense Reimbursement policy. Mileage will be paid from either the remote worker's home or their alternative work location as outlined in their flexible work arrangement, whichever is less.
- Provide or secure their own utilities including but not limited to furniture, lighting, heating, internet, telephone, printer supplies, or any other amenities required to perform work.
- The County of Renfrew will not be held liable for any damages to a remote worker's property or any injuries to family members, visitors or other's in the remote worker's home.
- It is the remote worker's responsibility to consult with an insurer for any coverage implications due to working remotely. The remote worker must certify they have home insurance if their alternative work location is their home.

Flex-Time

Flex-time allows employees to adjust the start and end times for their work day while still working their standard number of hours per week. Flex-time does not reduce the total number of hours worked in a given week, nor should it increase the hours, unless overtime has been approved by the manager. Flex-time schedules are expected to fall within the core business hours of the department.

Characteristics of jobs that can work successfully under a flex-time arrangement may include:

- Work that provides direct customer service where extending the standard hours of operation would improve customer service.
- Work that requires minimal contact with customers or co-workers, allowing for work to be completed outside the normal hours of operation.
- Tasks that require a minimum of supervision.
- Work that is project based.

Employees suited to working flex-time:

- Can arrange their schedules to co-ordinate with the times they are most productive.
- Can adjust their personal demands to match the flex schedule.
- Have a good understanding of their job requirements.
- Are disciplined in their approach to work.
- Are skilled communicators and take the initiative to keep themselves informed.

For flex-time workers on a flexible work arrangement the following will apply:

- Operational needs, space considerations, and health and safety issues may prevent granting a request for flex-time or requiring modification to a flex-time arrangement.
- Flex-time will not negatively affect the workload or productivity of co-workers either by shifting burdens or creating delays and additional steps in the work flow.
- Be able to adjust to changing business needs.

Compressed Work Week

A compressed work week is one where a full-time employee maintains a base number of hours worked, but over fewer days per week. For example, a full-time employee who regularly works 40 hours per week, may work four 10-hour days instead of five 8-hour days. An Employee who regularly works a 35-hour work week, may also elect to work hours such as 8am to 5pm with a reduction to their meal breaks to ensure they work their standard 35 hours in a week over the period of 4 days instead of 5.

Characteristics of jobs that can work successfully under a compressed work week arrangement may include:

- Work that is project based with flexible deadlines.
- Tasks that require minimum supervision.
- Job requirements can be scoped to fit this flexible work arrangement.
- Coverage can be arranged on each other's off days.

Employees suited to working compressed work weeks:

- Are organized to complete all required tasks in the compressed schedule.
- Strong communication skills with peers and manager.
- Excellent time-management and planning skills.
- Strong team-building and team-maintenance skills.
- Can control when their work gets done in terms of hours and days.

For compressed work week workers on a flexible work arrangement the following will apply:

- Daily hours exceeding five (5) require a minimum of 30 minutes for an eating period free from work.
- Operational needs, space considerations, and health and safety issues may prevent granting a request for compressed work week or requiring modification to a compressed work week arrangement.
- Compressed work week will not negatively affect the workload or productivity of co-workers either by shifting burdens or creating delays and additional steps in the work flow.
- Be able to adjust to changing business needs.

Who is eligible?

All full-time/contract employees who have completed their probationary period or 6 months of continuous employment. Employees are encouraged to complete an FWA self-assessment to help guide them with this decision-making process. **(See Appendix A)**

Since FWA must adhere to collective requirements, not all unionized staff are able to work an FWA. Please speak with your Manager or Human Resources to help determine if your position may be able to adopt an FWA.

Flexible work arrangements for new employees will be assessed during the onboarding and probationary period to ensure employees are supported in building confidence, connectivity and organizational competency, as well as having the opportunity to demonstrate an understanding of the roles and responsibilities required to successfully perform their duties.

Are you ready for a Flexible Work Arrangement?

Before requesting a flexible work arrangement, employees should take some time to consider their specific needs as well as those of their team. Not every employee or every position is suitable for a flexible work arrangement, if any. The FWA self-assessment will help identify options, obstacles and the required support as well as consider personal and business implications. The self-assessment will also assist employees in completing the formal FWA proposal. **(See Appendix A)**

Flexible Work Arrangement proposal

An employee who wishes to request a flexible work arrangement must prepare and submit an FWA proposal. This should only be done once they have reviewed the County of Renfrew's FWA policy and procedures as well as completed the self-assessment. It is recommended that before completing the FWA proposal employees speak with their manager to determine if any option is not feasible due to their role and/or the department's business requirements. There is an FWA proposal template for each type of flexible work arrangement offered by the County of Renfrew. **(See Appendices B and C)**

Approval process

Once an employee has completed the appropriate FWA proposal form, they should set up a meeting with their manager to discuss it. The meeting should be set for a time that will provide the opportunity to review the proposal without interruptions or the need to rush. Don't expect an answer immediately. Leave the proposal with the manager to review. Managers will review the proposal and follow the FWA Assessment Form to help make a decision on the application. **(see Appendix D)**

If the manager has questions or concerns about the proposal, employees should indicate that they will take the feedback, review it and set up a meeting with the manager in a few days. Once the employee has had time to digest the feedback, they should honestly assess the information from a variety of points of view (i.e. manager, co-workers, the customer, the County of Renfrew). Determine how to address these concerns in a manner that is beneficial to all concerned. Modify the proposal to reflect these changes and present it to the manager at the next meeting.

Once the Manager has reviewed the proposal after questions or concerns have been addressed, the Manager is to provide the proposal to Human Resources for review and feedback.

The final decision to allow or deny an employee's proposal is at the Director level and is based on a recommendation from the manager/supervisor with consultation from Human Resources. When making a decision, the Director will consider both the impact on the department, including service delivery and other members of the team. Not all arrangements will work for every employee or position.

If the arrangement is approved, the Manager and the employee will complete the FWA proposal trial period authorization. The trial period length and any special considerations are also noted. Trial periods are for a minimum of 90 days. The Manager and employee will also negotiate a starting date for the flexible work arrangement.

If your proposal is denied, the Director will provide a business reason and document this on the employee proposal. There may be an opportunity to revisit your request at a later date if circumstances change.

Next Steps – assess, implement, review

Flexible work arrangements involve a continuous process of assessing, implementing and reviewing. Individual circumstances and business requirements change. As such, flexible work arrangements should be reviewed regularly to ensure they are working out for both the employee and the department. Managers and employees must review the FWA prior to the end of the trial period and complete the Final Agreement section on the FWA proposal. Managers and employees are also required to review flexible work arrangements at least annually, however they can be reviewed at any time by the manager's or employee's request. For non-union employees with an FWA, it will be included as part of the annual Performance Appraisal process.

Prior to the Performance Appraisal meeting, both the manager and employee should review the original FWA proposal and come prepared to discuss its success, as well as what is not working. They should also discuss what changes, if any, may need to be made. An FWA Formal Review form must be completed together and forwarded to Human Resources. **(See Appendix E)**

Questions & Answers

What is a flexible work week?

A flexible work week is any working arrangement or schedule that differs from an employee's normal hours, days or location of work.

What types of flexible work arrangements are available?

The County of Renfrew offers the following flexible work arrangements: flex-time, compressed workweek and remote work arrangements. All flexible work arrangements are subject to operational and customer service requirements and collective agreements. At this time, only one flexible work arrangement may be implemented and not a combination of multiple arrangements on an ongoing basis.

How do I know if my job would allow for a flexible work arrangement?

Careful consideration must be given to your job responsibilities and/or the hours worked to ensure service delivery and operational requirements are met. If you are thinking about requesting a flexible work arrangement, complete the self-assessment form to help determine what type of flexible work arrangement would be best suited for you and your job requirements. Also speak with your manager to determine what your department's specific needs are.

What if a flexible work arrangement is not feasible?

Not all requests for a flexible work arrangement can be approved. The individual, the position and/or the department may not be well suited for a flexible work arrangement.

Can my flexible work arrangement end or be changed?

Yes. Flexible work arrangements can be ended any time during the trial period. The County of Renfrew may terminate the arrangement if deemed necessary with no notice if the situation warrants. Flexible work arrangements are approved by your Manager and Director and must be formally reviewed at least annually to ensure that it is working for everyone using the FWA Formal Review Form.

Who approves the flexible work arrangement?

Your manager reviews the proposal and with consultation from Human Resources, provides a recommendation to your director who will approve or deny your proposal and share the rationale with you. Directors have the final say. There is no appeal process.

What criteria will be used to approve a flexible work arrangement?

Directors will consider how the department and operational goals can be met with flexible work arrangements in place. Service delivery, financial impacts, risks and the effect on other team members should also be considered. Managers and directors can use the Assessment Form as a guideline.

What if I have an informal flexible work arrangement in place now?

Any arrangement that is longer than 30 days must be formalized. You should complete the appropriate FWA proposal and submit it to your manager.

Do infrequent or emergency flexible work arrangements need to be approved and documented?

Only flexible work arrangements that are longer than 30 days need to be approved and documented.

Will I be able to change the flexible work arrangement if my situation changes?

Yes. A minimum of two weeks' notice is required, however as much notice as possible is appreciated as others may be affected by the change in your work schedule.

Can a manager request a change to an employee's flexible work schedule once it has been approved? Yes, a manager may require an employee to temporarily change their flexible work arrangement when unforeseen business conditions arise. For example, an employee is required to attend a meeting at 4 p.m. when their flex schedule sees them leave at 3:30 p.m. If a manager requires an employee to permanently change their schedule, reasonable notice will be provided based on the circumstances.

Does the Employment Standards Act (ESA) apply to flexible work arrangements?

Yes, all flexible work arrangements must satisfy all employment standards under the Act.

Will I be required to attend prescheduled staff meetings, events and/or training courses if they conflict with my proposed flexible work arrangement?

Yes, you will be required to attend prescheduled staff meetings, events and/or required training courses.

If my request is denied, is it acceptable to apply again at another time?

Yes. An employee should discuss with their manager and/or director when a good time to re-apply would be.

My friend and I work in the same department. She recently proposed a flexible work arrangement and was approved. I proposed a flexible work arrangement but was turned down. Is this fair?

Flexible work arrangements are not an across-the-board benefit for employees. Managers/directors know the operations of their department's best and are responsible for the final decisions on how to get the work accomplished. Responsibilities, service delivery, team structure and work performance are all taken into consideration. Please feel free to reach out to Human Resources to review your proposal.

A stat holiday falls on a day I'm scheduled to be off work due to my FWA, what do I do?

When an employee is working a compressed work week and their arrangement has a scheduled day off on a stat holiday, the employee does not receive extra compensation for that pay period (unless overtime has been approved and worked). The employee is given the option to either modify their work week to work another day in that period in lieu of the stat holiday, or to substitute the stat holiday with a future day off. The employee must provide their decision in writing to their manager prior to the stat holiday date.

I would like to support a flexible work arrangement for my team, but we have peak periods over the course of the year that require more in-person work than other parts of the year, What can I do to accommodate these operational requirements?

Many areas across the County of Renfrew will experience periods where the in-person demands are greater than others over the course of the year. It is important to clearly outline these periods with employees and expectations that the FWA may be modified or temporarily suspended during that time. In addition, supervisors can ensure peak periods are incorporated into the agreement so it is clear for everyone what the requirements will be during those periods.

I have positions on my team that can work remotely and some that cannot. What can I do?

As outlined in the guide, not all positions are appropriate for all types of flexible work arrangements. When this occurs among staff on the same team, it is important to be clear on the distinctions and principles for why an arrangement works for some positions and not others. For those positions that are not eligible to work remotely or in a hybrid manner, consider whether there's another arrangement that can be implemented to provide them with some additional flexibility. If there's no possibility, consider other ways you can help engage those employees.

My employees have requested to work fully remotely. Can I approve this?

Positions that can successfully complete their work on a fully remote basis are rare across the County of Renfrew. All County of Renfrew positions generally have some in-person requirements as part of their duties and must be prepared to attend a County of Renfrew work site as needed as a term and condition of employment. Those rare situations are to be discussed with the Chief Administrative Officer for consideration and approval.

I'm worried about productivity. What can I do to ensure the team is continuing to deliver on our commitments to the County of Renfrew and the community?

Managing in a remote environment is different than in person, which brings unique consideration for leaders. Employees generally want to do their best and seek out ways to feel engaged, supported and address the needs of the County of Renfrew and community. Not seeing your employees doesn't mean that work isn't getting done, it encourages leaders and staff to prioritize outcomes. Be clear with assigning tasks, desired outcomes and timelines. Schedule regular check-ins with your employees working remotely. Manage your employees based on productivity and outcomes. If you have any concerns with an employee's productivity please reach out to Human Resources for guidance.

I submitted a flexible work proposal and haven't heard back from my supervisor. How long will this review take?

The County of Renfrew has not established standard response time for a supervisor to respond to a proposal in consideration of schedules of all parties, and various complexity of the proposals that may be received. Work priorities may make it difficult for a supervisor to give a proposal their immediate attention, but we encourage supervisors to keep employees apprised of the status of their proposal request. Patience and understanding are encouraged for all parties as you work through the process together.

Appendix A:

Flexible Work Arrangement Self-Assessment Checklist

This checklist will help you consider whether you and your job are compatible with a particular flexible work option. There are statements in each of four categories:

- Job requirements
- Work style and personal characteristics
- Personal expectations and trade-offs
- Business impact on others

Read each statement and select the box before the statement if it is true for you. You can then look across the row to see which flexible work arrangement options are most likely to be compatible with those statements you feel apply to you. Alternatively, if you have a particular arrangement in mind, you can focus on those statements for which there is a dot in the column of the flexible work option in which you are interested. The statements are based on success factors for each option – the more matches you have, the more suited you are for that option. A very low number of selected boxes suggests you may need to revisit and redesign your flexible work arrangement to better fit your work style or job requirements. This checklist is meant as a guide and not an absolute “yes/no” decision maker.

Job Requirements

Job Requirements	Flex-time	Remote Work Arrangement	Compressed Workweek
My job requirements will allow me to shift my work to earlier or later hours.	•		
My job has independent, task focused work.	•	•	
I can provide others with information they need while on this flexible work arrangement.	•	•	•
I can obtain the information I need to do my work while on this flexible work arrangement.	•	•	•
I can control my workflow and deadlines.	•		•
I can attend all regular mandatory/critical meetings and trainings while on this flexible work arrangement.	•	•	•
My job requirements can be scoped to fit this flexible work arrangement.			•
I can set an appropriate schedule that will serve customers/clients needs.	•		•
My job rarely has critical deadlines requiring significant additional hours.			•
My job does not require face-to-face customer/client or team contact.		•	•
I have adequate technology/equipment to perform the essential functions of my job away from a company location.		•	
I have the training and support I need to perform my job while working remotely.		•	

Work Style and Personal Characteristics

Work Style and Personal Characteristics		Flex-time	Remote Work Arrangement	Compressed Workweek
	I am comfortable making decisions independently.	•	•	
	I function well with limited or no supervision.		•	
	I have strong self-management skills.	•	•	
	I am organized.	•	•	•
	I consistently accomplish work assignments and meet deadlines without constant supervision.	•	•	
	I am highly self-motivated.	•	•	
	I am adaptable and flexible.	•	•	•
	I have communication skills strong enough to keep others apprised of my schedule and work processes.	•	•	•
	I am able to work independently during hours I am unsupervised.	•	•	
	I am highly productive and can maintain this arrangement over time.	•	•	•
	I can usually control when my work gets done in terms of hours and days.	•		•
	I can set realistic expectations for myself and others as to what can get accomplished on my schedule.			•
	I know how to delegate tasks and responsibilities as appropriate.			•
	I can be focused and disciplined whether I'm working from home or in the office.		•	
	I can perform as well or better working independently.	•	•	
	I am able to work with limited or no face-to-face supervision.	•	•	
	I have excellent organizational, time-management and planning skills.	•	•	•
	I have strong team-building and team-maintenance skills.	•	•	•
	I am comfortable working away from my colleagues.		•	

Personal Expectations and Trade-offs

Personal Expectations and Trade-offs		Flex-time	Remote Work Arrangement	Compressed Workweek
	I can effectively balance my personal and/or family responsibilities and work commitments on this arrangement.	•	•	•
	I understand that business needs may necessitate changing my schedule or work location from time to time, and I accept that fact.	•	•	•
	If I have dependent care responsibilities, there is flexibility in my dependent care options to allow shifts in my work hours or work location as needed.	•	•	•
	I have flexibility in my transportation options to allow changes in my work hours or location.	•	•	•

Personal Expectations and Trade-offs		Flex-time	Remote Work Arrangement	Compressed Workweek
	I understand the need to attend scheduled face-to-face meetings to develop rapport with colleagues.	•	•	•
	I understand and accept that business needs may necessitate my working on a “day off” on occasion.			•
	I understand that business needs may necessitate my coming to a County of Renfrew location on a remote work day and accept that fact.		•	
	I have access to an efficient and safe remote workspace free from background noise, household interruptions and distractions.		•	
	If I have dependent care responsibilities, my dependent care options will remain in place during my work hours.		•	
	I am capable of maintaining time boundaries as a remote worker – neither getting distracted from work nor ending up working all the time.		•	

Business Impact on Others

Business Impact on Others		Flex-time	Remote Work Arrangement	Compressed Workweek
	I can provide quality service to customers/clients while on the proposed flexible work arrangement.	•	•	•
	I have a back-up plan to get my work done when unexpected business needs arise without negatively affecting my co-workers, manager(s) and customers/clients.	•	•	•
	I can be reachable in some way when I am not scheduled to work for urgent matters (with the understanding that this access will not be used regularly)	•	•	•
	I am prepared to be available, if necessary, when unexpected business needs arise.	•	•	•
	There will be someone to respond quickly to customer/client needs if I am not at work at a County of Renfrew location, without a negative impact on their job performance or personal needs.	•	•	•
	I can arrange personal appointments at times that I am not scheduled to work.	•	•	•
	I will devise a communication plan so that my manager, co-workers and customers/clients know my schedule and whom to call for backup when I am not in the office, and I will take responsibility for communicating this plan.	•	•	•
	I will take all reasonable steps to be accessible to colleagues and customers/clients, including having a voice mail message and/or email message indicating how and when to reach me.	•	•	•

Appendix B:

Flexible Work Arrangement Proposal

Flex-Time/Compressed Workweek

Flexible work arrangements (FWA) are any working arrangements or schedules that differ from your normal hours or days of work. The County of Renfrew supports and encourages flexibility in employee work arrangements whenever possible and practical to do so. All FWA have to make sense from an operational and customer service perspective.

Employee Name:	
Department:	Employee #:
Job Title:	Date Submitted:

Indicate your current work schedule and proposed Flex-Time schedule.

CURRENT WORK SCHEDULE			PROPOSED WORK SCHEDULE		
	Work Hours (eg. 8:30 a.m. – 4:30 p.m.)			Work Hours (eg. 7:30 a.m. – 3:30 p.m.)	
	Week #1	Week #2		Week #1	Week #2
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		
Saturday			Saturday		
Sunday			Sunday		
TOTAL HOURS			TOTAL HOURS		

How will this proposed work schedule maintain or enhance your ability to get your job done?
(Where possible, highlight opportunities to improve cost effectiveness or customer satisfaction)

Identify any potential barriers that could occur with the following and how would you suggest addressing those barriers.

GROUP	POTENTIAL BARRIERS	HOW WILL I ADDRESS
External Customers		
Internal Customers		
Co-Workers		
Other		

Identify how your work will be completed when you are not in the office (eg. back-up).

TRIAL PERIOD

Employee:

1. I have read and understand the Flexible Work Arrangement policy, procedures and guidelines and agree to the terms and conditions set forth in this proposal/arrangement.
2. I agree to be flexible with my time and adjust my hours of work accordingly to meet business emergencies, operational demands and requirements.
3. I understand that it is my responsibility to make the flexible work arrangement a success.
4. I understand that a trial period will be in place. The County of Renfrew has the right to discontinue this arrangement at any time during this trial period. The flexible work arrangement will only continue beyond the trial period if my director and I enter into a formal agreement upon the successful completion of the trial period.
5. I understand that all my obligations and responsibilities, and terms and conditions of employment with the County of Renfrew remain unchanged.

Employee Signature: _____ Date: _____

Human Resources:

I have reviewed this flexible work arrangement. The proposal is:

☐ Approved

☐ Denied (please identify the business reasons why the flexible work arrangement was denied)

Human Resources Signature: _____ Date: _____

Comments:

Director:

I have reviewed this flexible work arrangement with the employee. The proposal is:

- ☐ Approved for a trial period between to .
- ☐ Approved for a trial period between to with conditions or special arrangements as outlined below (eg. Periods of time the employee is not able to participate – year-end, summer etc.)
- ☐ Denied (please identify the business reasons why the flexible work arrangement was denied)

Director Signature: _____ Date: _____

Comments:

FINAL AGREEMENT

This section is to be completed only upon the completion of the trial period as noted above.

Employee:

1. I have read and understand the Flexible Work Arrangement policy, procedures and guidelines and agree to the terms and conditions set forth in this proposal/arrangement.
2. I continue to agree to be flexible with my time and adjust my hours of work accordingly to meet business emergencies, operational demands and requirements.
3. I understand that all my obligations and responsibilities, and terms and conditions of employment with the County of Renfrew remain unchanged, except those specifically changed in this agreement.
4. I understand that it is my responsibility to make the flexible work arrangement a success.
5. I understand that both myself and the County of Renfrew has the right to discontinue this arrangement at any time.

Employee Signature: _____ Date: _____

Human Resources:

I have reviewed this flexible work arrangement. The proposal is:

- ☐ Approved
- ☐ Denied (please identify the business reasons why the flexible work arrangement was denied)

Human Resources Signature: _____ Date: _____

Comments:

Director:

I have reviewed the success of the flexible work arrangement trial period with the employee and their supervisor/manager. The continuation of this flexible work arrangement is:

- ☐ Approved
- ☐ Approved with conditions or special arrangements as outlined below:
(eg. Periods of time the employee is not able to participate – year-end, summer etc.)
- ☐ Denied (please identify the business reasons why the flexible work arrangement was denied)

Director Signature: _____ Date: _____

Comments:

Appendix C:

Flexible Work Arrangement Proposal

Remote Work Arrangement

Flexible work arrangements (FWA) are any working arrangements or schedules that differ from your normal hours or days of work or location. The County of Renfrew supports and encourages flexibility in employee work arrangements whenever possible and practical to do so. All FWA have to make sense from an operational and customer service perspective. Working remotely is not a substitute for childcare or eldercare.

Employee Name:	
Department:	Employee #:
Job Title:	Date Submitted:

Indicate your current work schedule and proposed schedule.

CURRENT WORK SCHEDULE			PROPOSED WORK SCHEDULE		
	Hours (eg. 8:30 – 4:30)	Location		Hours (eg. 8:30 – 4:30)	Location
Monday			Monday		
Tuesday			Tuesday		
Wednesday			Wednesday		
Thursday			Thursday		
Friday			Friday		
Saturday			Saturday		
Sunday			Sunday		
TOTAL HOURS			TOTAL HOURS		

What is the rational for this application?

How will this proposed work schedule maintain or enhance your ability to get your job done?
(where possible, highlight opportunities to improve cost effectiveness or customer satisfaction)

Identify any potential barriers that could occur with the following and how would you suggest addressing those barriers.

GROUP	POTENTIAL BARRIERS	HOW WILL I ADDRESS
External Customers		
Internal Customers		
Co-Workers		
Other		

Where will your alternative/home office be located? (Please also provide a description of your home office and complete the Health & Safety and ergonomics checklist)

Identify what precautions you will take to secure information and prevent unauthorized access when working outside of County of Renfrew offices to ensure the integrity and confidentiality of information.

TRIAL PERIOD AGREEMENT

Employee:

1. I have read and understand the Remote Work Arrangements procedures and guidelines and agree to the terms and conditions set forth in this proposal/arrangement.
2. I agree to be flexible with my time and adjust my hours of work accordingly to meet business emergencies, operational demands and requirements.
3. I understand that I may be required to return to the County of Renfrew premises on a regularly scheduled remote work day should work situations require it.
4. I understand that all hardware, software and other associated costs are my responsibility.
5. I understand that I am required to use telephone technology supplied by the County of Renfrew to ensure seamless communications with County of Renfrew staff and external clients.
6. I understand that I must report any injury while working at home to my supervisor immediately or as soon as the circumstances permit.
7. I agree to allow an authorized County of Renfrew representative access to my home workspace during prearranged times for business purposes such as, but not limited to: safety inspections, equipment installations and repairs, security assurance and retrieval of County of Renfrew property.
8. I understand that it is my responsibility to make the flexible work arrangement a success.
9. I understand that a trial period will be in place. The County of Renfrew has the right to discontinue this arrangement at any time during this trial period. The flexible work arrangement will only continue beyond the trial period if my director and I enter into a formal agreement upon the successful completion of the trial period.
10. I understand that all my obligations and responsibilities, and terms and conditions of employment with the County of Renfrew remain unchanged.

Employee Signature: _____

Date: _____

Human Resources:

I have reviewed this flexible work arrangement. The proposal is:

- ☐ Approved
- ☐ Denied (please identify the business reasons why the flexible work arrangement was denied)

Human Resources Signature: _____ Date: _____

Comments:

Director:

I have reviewed this flexible work arrangement with the employee. The proposal is:

- ☐ Approved for a trial period between _____ to _____ .
- ☐ Approved for a trial period between _____ to _____ with conditions or special arrangements as outlined below (eg. Periods of time the employee is not able to participate – year-end, summer etc.)
- ☐ Denied (please identify the business reasons why the flexible work arrangement was denied)

Director Signature: _____ Date: _____

Comments:

FINAL AGREEMENT

This section is to be completed only upon the completion of the trial period as noted above.

Employee:

1. I have read and understand the Remote Work Arrangements procedures and guidelines and agree to the terms and conditions set forth in this proposal/arrangement.
2. I continue to agree to be flexible with my time and adjust my hours of work accordingly to meet business emergencies, operational demands and requirements.
3. I understand that I may be required to return to the County of Renfrew premises on a regularly scheduled telecommuting day should work situations require it.
4. I understand that all hardware, software and other associated costs are my responsibility.
5. I understand that I am required to use telephone technology supplied by the County of Renfrew to ensure seamless communications with County of Renfrew staff and external clients.
6. I understand that I must report any injury while working at home to my supervisor immediately or as soon as the circumstances permit.
7. I continue to agree to allow an authorized County of Renfrew representative access to my home workspace during prearranged times for business purposes such as, but not limited to: safety inspections, equipment installations and repairs, security assurance and retrieval of County of Renfrew property.
8. I understand that all my obligations and responsibilities, and terms and conditions of employment with the County of Renfrew remain unchanged, except those specifically changed in this agreement.
9. I understand that it is my responsibility to make the flexible work arrangement a success.
10. I understand that both myself and the County of Renfrew have the right to discontinue this arrangement at any time.

Employee Signature: _____ Date: _____

Human Resources:

I have reviewed this flexible work arrangement. The proposal is:

☐ Approved

☐ Denied (please identify the business reasons why the flexible work arrangement was denied)

Human Resources Signature: _____ Date: _____

Comments:

Director:

I have reviewed the success of the flexible work arrangement trial period with the employee and their supervisor/manager. The continuation of this flexible work arrangement is:

☐ Approved

☐ Approved with conditions or special arrangements as outlined below:
(eg. Periods of time the employee is not able to participate – year-end, summer etc.)

☐ Denied (please identify the business reasons why the flexible work arrangement was denied)

Director Signature: _____ Date: _____

Comments:

Appendix D:

Flexible Work Arrangement Assessment Form

Decision-Making Criteria	Notes
<input type="checkbox"/> Is the proposal consistent with the department's goals?	
<input type="checkbox"/> What effect will it have on service delivery and clients (internal/external)?	
<input type="checkbox"/> Is it practical? <ul style="list-style-type: none"> • Can responsibilities and workload be adapted to proposed hours of work or schedule? • Will there be coverage to deal with workload and absences? • Will there be sufficient interaction with manager and colleagues? • What will be the proposed participation in team meetings? • What will be the effect on communications? 	
<input type="checkbox"/> What effect will it have on the employee's work-life balance, health and wellbeing?	
<input type="checkbox"/> How will the arrangement affect colleagues? (consider work organization, efficiency, productivity, allocation of responsibilities)	
<input type="checkbox"/> What is the financial impact? What are the costs? What are the savings? (eg productivity, office space)	
<input type="checkbox"/> What are the potential risks? (eg knowledge management and communication, health and safety, document security)	
<input type="checkbox"/> Are there currently any attendance or performance issues?	
<input type="checkbox"/> Is the request an accommodation under the Ontario Human Rights Code? (talk to HR)	

Next Step (check one of the following)

- ☐ **Approve** – complete the approval section on the employee proposal form
- ☐ **Decline** – discuss with employee and provide details of business grounds for denial, record on the employee proposal form

☐ **Insufficient information** – identify gaps in the employee proposal and seek further information

Comments:

Appendix E:

Flexible Work Arrangement Formal Review Form

Flexible work arrangements involve a continuous process of assessing, implementing and reviewing. Individual circumstances change as do business requirements. Managers and employees are required to review flexible work arrangements at least annually however they can be reviewed at any time the manager or employee requests. Prior to completing this form, the manager and employee should review the original proposal and any other relevant documentation.

Employee Name:		
Department:	Job Title:	
Review Type: <input type="checkbox"/> Trial Period <input type="checkbox"/> Annual <input type="checkbox"/> Other: (Check one)		

Manager and Employee to Complete	Notes
<input type="checkbox"/> How well is the arrangement meeting the needs identified in the proposal?	
<input type="checkbox"/> What has been the effect on service delivery and clients (internal/external)?	
<input type="checkbox"/> What is the impact of the arrangement? <ul style="list-style-type: none"> • Are responsibilities and workload appropriate to the hours and location of work? • Are goals and objectives being met? • Are deadlines being met? • Is there sufficient interaction with manager and colleagues? • How is participation in team meetings? • What is the quality of communications? 	
<input type="checkbox"/> How has the arrangement affected colleagues? (consider work organization, efficiency, productivity, allocation of responsibilities)	
<input type="checkbox"/> Has there been unexpected financial impact (eg. costs incurred or cost savings)	
<input type="checkbox"/> What needs to be improved or changed?	
<input type="checkbox"/> What should be recognized or celebrated?	
<input type="checkbox"/> Any additional information?	

Complete one of the following:

- ☐ Continue existing arrangement. Review in _____ months. All terms and conditions as set out in the original FWA Proposal remain the same.
- ☐ Discontinue the arrangement. (Please identify the business reasons why the flexible work arrangement was discontinued.)
- ☐ Modify the existing arrangement as described below. All other terms and conditions as set out in the original FWA Proposal remain the same. Review in _____ months.

Employee Signature: _____ Date: _____

Director Signature: _____ Date: _____

Appendix F:

Health & Safety and Ergonomic Checklist for Remote Workers

Name: Click or tap here to enter your full name.

Position: Click or tap here to enter your position.

Department: Click or tap here to enter your department.

Supervisor/Manager: Click or tap here to enter your Supervisor/Manager's name.

Health & Safety

- Office space is neat, clean and free of hazardous material? ☐ Yes ☐ No
- Floor surfaces are clean, dry and free of slip/trip hazards ☐ Yes ☐ No
- Aisles and doorways are free of obstructions? ☐ Yes ☐ No
- Temperature, noise, ventilation and lighting are adequate? ☐ Yes ☐ No
- Cabinets/drawers are arranged so that they do not open into walkways? ☐ Yes ☐ No
- All electrical equipment is in good working condition? ☐ Yes ☐ No
- All cords are properly secured? ☐ Yes ☐ No
- Smoke detectors are in good working condition? ☐ Yes ☐ No
- Is there a fire extinguisher in the home? ☐ Yes ☐ No
- Is there a first aid kit in close proximity? ☐ Yes ☐ No
- Is there a carbon monoxide detector in the home? ☐ Yes ☐ No
- Have emergency exits been established and easily accessible? ☐ Yes ☐ No

Ergonomics

- Keyboard and mouse on same platform? ☐ Yes ☐ No
- Chair is adjustable? ☐ Yes ☐ No
- Proper lighting? ☐ Yes ☐ No
- Phone within arm's reach? ☐ Yes ☐ No

It is expected that employees in home offices will follow safe work practices and report any injury or illness that arises out of the course of employment immediately to their Supervisor/Manager.

- ☐ I have included pictures of my home office environment, which demonstrate all health & safety, and ergonomic elements are met.
- ☐ I understand that it is my responsibility to complete this checklist annually and review it with my Supervisor/Manager.
- ☐ I agree to comply with the above health and safety / ergonomics standards as a part of having a telecommuting arrangement. I also understand that failure to do so may result in termination of the remote work arrangement.

Click or tap here to enter your full name.

Name

Supervisor/Manager, enter your name here.

Name

Click or tap to enter a date.

Date

Click or tap to enter a date.

Date

COUNTY OF RENFREW
BY-LAW NUMBER 69-23
A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT
OF USER FEES AND CHARGES

WHEREAS the Council of the Corporation of the County of Renfrew may pass by-laws establishing and requiring the payment of fees and charges for information, services, activities and use of County property.

AND WHEREAS By-laws imposing such fees and charges are authorized by Section 391 of the *Municipal Act, 2001*, and various other provisions of the Act and by various other statutes.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Renfrew enacts as follows:

1. Council hereby establishes the fees and charges as set out in Schedule "A".
2. No request by any person for any information, service, activity or use of County of Renfrew property described in Schedule "A" will be processed or provided unless and until the person requesting the information, service, activity or use of County of Renfrew property has paid the applicable fee or charge in the prescribed amount as set out in the applicable Schedule.
3. The fees and charges as listed in Schedule "A" will be subject to the Harmonized Sales Tax (H.S.T.) where applicable.
4. Schedule "A" is an integral part of this By-law.
5. Should any part of the By-law, including any part of Schedule "A", be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is Council's intention that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of Schedule "A", as applicable, shall continue to operate and to be in force and effect.
6. This By-law supersedes all previous resolutions and By-laws with respect to the fees and charges as outlined within Schedule "A".
7. That By-law 25-21 is hereby repealed.
8. This By-law shall come into force and take effect upon the passing thereof, except where otherwise noted.

READ a first time this 31st day of May, 2023.

READ a second time this 31st day of May, 2023.

READ a third time and finally passed this 31st day of May, 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

**Corporation of the County of Renfrew
Schedule A
User Fees and Charges**

May 31, 2023

Administration

All Departments

Service	Fee
<u>Photocopying</u>	
<u>Monochrome</u>	
- First page	1.00
- Each additional page (letter)	0.20
- Each additional page (ledger)	1.00
<u>Colour</u>	
- Letter (per page)	1.50
- Ledger (per page)	3.00
<u>Maps</u>	
Letter and Legal (per image)	2.00
Tabloid (11 x 17 ledger)	3.00
Larger	7.50
Double-sided lamination (each page in addition to print charge)	see hourly rates
Development of custom maps (minimum ½ hour charge)	see hourly rates
<u>Scanning Services</u>	
- First image	5.00
- All subsequent images in the same work order	1.00
- Digital File (pdf, jpg)	10.00
- Large Format Scanning (per image)	100.00
- Air Photo Imagery (Digital Raster Acquisition Program East – DRAPE) (per 1km x 1km tile)	50.00
Plus hourly wage for Administrative Assistant (minimum ½ hour charge)	see hourly rates
<u>NSF Cheques</u>	35.00
Hourly Rates (travel time is 50% of service rate)	
- CAO/Department Head	130.00
- Manager/Supervisor	100.00
- Technical / Coordinator	75.00
- Maintenance/Janitorial Person	65.00
- Clerical	55.00

Corporate Services

Finance

Service	Fee
Late Payment Fees on all overdue accounts (except levy installments)	2% per month after 60 days

Development and Property

Digital Data	
- Single line road network	
- County set	1,000.00
- Municipal set	500.00
- Selected data (per segment)	0.50
- Processing fee	see hourly rates
- Property parcel boundaries or centroids	
- County set	1,000.00
- Municipal set	500.00
- Selected data (per parcel)	0.50
- Processing fee	see hourly rates
- Air Photo Imagery (Digital Raster Acquisition Program East – DRAPE) (per 1 km x 1 km tile)	50.00
- Features of interest (fire, police, schools) per set	100.00
- Digital File (pdf, jpg)	10.00
- Administrative Charge for Preparation and Execution of a Data Release Agreement	50.00
Boardroom Rental – Administration Building	125.00
Judicial Office Rental	125.00
Courtroom Rental	125.00
Tender Information Package	20.00

Emergency Services

Service	Fee
Paramedic Service	225.00
Special Events – 4 hour minimum	per hour
PHIPPA requests related to Ambulance Call	100.00
Reports from legal counsel	

Public Works

Service	Fee
Tender Document	
Based on Printing Costs	0 to 150.00
Construction and engineering	by project
Entrance permits	150.00
Special vehicle permits	
- Daily	75.00
- 3 Month	125.00
- Annual	250.00
Tourism signs	
30cm x 120 cm (Attraction Locator) - 5 - Year Term	300.00
60 cm x 240 cm (Regular Attraction) - 5 - Year Term	425.00
Field advertising signs – all areas – 3-Year Term	450.00
Cost Recovery for Damage to County Property	Per Incident

Bonnechere Manor

Service	Fee
Guest meals	15.00 per person
<u>Day Program</u>	
- full day attendance rate	25.00
- bath while attending day program	10.00
Staff accompaniment - per hour	Current wage rate for position + HST
Personal Equipment Repairs – per hour	Current wage rate for position + HST
Classroom (2 nd Floor), Boardroom (1 st Floor), Day Program Area (1 st Floor – no charge for resident use), Family Conference Area *Additional costs for special set-up/large numbers etc.	200.00* each rental
Room Rental – Renfrew Rotary Hall Auditorium (1 st Floor) *Additional costs for special set-up/large numbers etc. ** Director of Long-Term Care has discretion on a case by case basis to reduce / waive costs if resident activity or community fundraiser.	250.00* each rental
Family Overnight Suite – Available at no cost to families of palliative residents of Bonnechere Manor. Cost for overnight accommodation for families of other residents.	85.00 per night
Chapel * Charge is applicable to external requests that are not residents of Bonnechere Manor.	225.00
Additional Items:	
- Dishes and/or Cutlery	1.00/place setting
- 100 Cup Coffee/Tea Percolator (empty)	23.00
- 55 Cup Coffee/Tea Percolator (empty)	17.00
- Tablecloth (72")	8.00
- Tablecloths (any other size)	6.00

Miramichi Lodge

Service	Fee
Guest Meals – In Home	15.00 per person
Meals on Wheels	15.00 per person
Staff Accompaniment – per hour	Current wage rate for position + HST
Personal Equipment Repairs – per hour	Current wage rate for position + HST
Room Rental – Community Centre – (Area I or II) *Additional costs for special set-up/large numbers etc. ** Director of Long-Term Care has discretion on a case by case basis to reduce / waive costs if resident activity or community fundraiser.	250.00* each rental
Room Rental – Community Centre – (Area I and II) *Additional costs for special set-up/large numbers etc.	310.00* each rental
Meeting Room (1 st Floor), Family Dining Room (charge only when used for a meeting space) *Additional costs for special set-up/large numbers etc.	200.00* each rental
Boardroom (3 rd Floor) *Additional costs for special set-up/large numbers etc.	200.00* each rental
Meeting Room - Other *Additional costs for special set-up/large numbers etc.	200.00* each rental
Family Overnight Suite - Available at no cost to families of palliative residents of Miramichi Lodge. Cost for overnight accommodation for families of other residents.	85.00 per night
Chapel * Charge is applicable to external requests that are not residents of Miramichi Lodge.	225.00
Additional Items: <ul style="list-style-type: none"> - Dishes and/or Cutlery - 100 Cup Coffee/Tea Percolator (empty) - 55 Cup Coffee/Tea Percolator (empty) - Tablecloth (72") - Tablecloths (any other size) 	1.00/place setting 23.00 17.00 8.00 6.00

May 31, 2023

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. High-Speed Internet

Attached as Appendix I is a news release from April 27, 2023 titled “Ontario Launches New Interactive High-Speed Internet Map”, an online tool that will help people learn more about high-speed internet access that is available and/or coming soon across the Province.

2. Canada Community Revitalization Fund (CCRF)

In 2021 staff applied for the Canada Community Revitalization Fund (CCRF) which aimed to help communities across Canada build and improve community infrastructure projects so they can rebound from the effects of the COVID-19 pandemic. With a national investment of \$500 million over two years, the Fund’s purpose was to support not-for-profit organizations, municipalities and other community groups, as well as Indigenous communities:

- build new community infrastructure and revitalize existing assets;
- bring people back to public spaces safely as health measures ease; and,
- create jobs and stimulate local economies.

The Fund is being delivered by Canada’s Regional Development Agencies (RDAs). County staff submitted an application for \$540,000 to complete the section of the Algonquin Trail in the Townships of Whitewater Region and Laurentian Valley from Turcotte Road to Old Mill Road (24kms). FedDev Ontario provided 75% funding (\$405,000) and this project was completed in 2021.

3. 2023 and 2024 Taste of the Valley Dates and Locations

Expressions of Interest were received from a number of municipalities to host a Taste of the Valley event in their respective community in 2023 and 2024. Following a review of expressions of interest received, the Economic Development team are pleased to announce the dates and locations for 2023 and 2024.

2023	2024
August 12, 2023 Eganville Arena Township of Bonnechere Valley	August 10, 2024 The Railway Station, Barry’s Bay Township of Madawaska Valley

2023	2024
September 9, 2023 Calabogie Rink and Community Centre Township of Greater Madawaska	September 7, 2024 Municipal Parking Lot, Killaloe Township of Killaloe, Hagarty and Richards
September 30, 2023 Town Hall Parking Lot Town of Deep River	September 28, 2024 Civic Centre Town of Petawawa
October 14, 2023 Cobden Fairgrounds Township of Whitewater Region	October 12, 2024 Cobden Fairgrounds Township of Whitewater Region
December 16, 2023 (<i>Holiday Edition</i>) Germania Club City of Pembroke	(<i>Holiday Edition</i>) Date and Location to be confirmed following 2023 event

Vendor applications opened online in May for the 2023 season. For more information visit www.TOTV.ca

4. **Canadian Nuclear Laboratories Announces World’s First Micro-Modular Reactor in Chalk River**

On May 11, 2023, Canadian Nuclear Laboratories (CNL) officially announced that Chalk River will be the site of the world’s first micro-modular reactor. Built by Global First Power, the reactor will be a demonstration site for remote communities to see how the technology works. <https://ottawa.ctvnews.ca/world-s-first-micro-modular-reactor-to-be-built-in-chalk-river-ont-1.6395109>.

5. **2023-2024 Ottawa Valley Tourist Association Annual General Meeting and Conference**

The Ottawa Valley Tourist Association (OVTA) held its tourism conference and Annual General Meeting (AGM) on Tuesday, April 25 at Maplehaus Banquet and Events in Hardwood Lake in the Township of Brudenell, Lyndoch and Raglan.

The OVTA is pleased to announce the 2023-24 Board of Directors, elected during the AGM on April 25:

- Meghan James, Somewhere Inn Calabogie
- Beth Kennedy, Placemaking Design
- Julia Klimack, Upper Ottawa Valley Heritage Society
- Joel Kowalski, Wilderness Tours
- Lauren McIlfaterick, Heliconia
- Emily Stovel, Arnprior and District Museum
- Stefani Van Wijk, Madawaska Kanu Centre
- Rachel Worth-Cappell, Braiding Rivers
- Chris Hinsperger, Bonnechere Caves (Honorary Director, appointed by Board)
- Chris Melmoth, Algonquin College Pembroke (Past Chair, appointed by Board)
- Elijah McKeown, City of Pembroke (appointed by Pembroke City Council)
- Mayor David Bennett, Township of Horton (appointed by Renfrew County Council)

- Mayor Rob Weir, Township of Greater Madawaska Township (appointed by Renfrew County Council)

One vacant seat remains to be filled. The Board will be working to fill the seat in the coming months. The Chair and Vice-Chair positions will be elected at the first meeting of the new Board.

The event wrapped up with presentation of the Ottawa Valley Tourism Awards and the winners include:

- Tourism Champion – Teresa Hebb, Renfrew County ATV Club
- Business/Organization – Madawaska Kanu Centre
- Event – Pembroke Multicultural Festival
- Sustainability Champion – Somewhere Inn Calabogie
- New Tourism Product – RIO Tap and Grill's Rooftop Patio
- Tourism Marketing – Oh-el-la Café

6. **Invasive Species – Hemlock Woolly Adelgid**

Attached as Appendix II is correspondence received from the Minister of Natural Resources and Forestry, the Honourable Graydon Smith, in response to the letter sent on February 22, 2023, regarding the threat that the invasive species hemlock woolly adelgid (HWA) poses to Ontario forests.

7. **Integrated Community Housing**

The County of Renfrew has received the building permit from the City of Pembroke and construction started May 11, 2023 on the new affordable housing project located at Lea Street and Douglas Street in Pembroke. The Contractor, Brawn Construction, has started delivering equipment and will commence site preparation. Staff look forward to working with the Architects and Contractors during the various phases as the project progresses. The completion schedule for the project is May 13, 2024.

8. **County of Prince Edward Resolution – Provincial Planning Statement**

Attached as Appendix III is a resolution received from the Corporation of the County of Prince Edward requesting the Province to pause proposed changes to the Provincial Planning Statement (PPS), in particular the natural heritage and agricultural lands sections.

RESOLUTIONS

9. **Letter of Support for Canadian Nuclear Laboratories' Near Surface Disposal Facility**

RESOLUTION NO. DP-CC-23-05-61

Moved by Chair

Seconded by Committee

THAT County Council send a letter under the Warden's signature to Canadian Nuclear

Laboratories (CNL) in support of their proposal to construct a Near Surface Disposal Facility (NSDF) in Chalk River.

Background

The Canadian Nuclear Safety Commission (CNSC) has extended the review period for this proposal in order to provide additional time for CNL to continue to engage with Indigenous Communities. This means that an oral hearing will be held to hear from certain Indigenous Communities and CNL on June 27, 2023.

As part of this process, the CNSC is accepting written submissions from Intervenors that provided an oral presentation at the Part 2 hearing that took place in 2022. The County of Renfrew made an oral presentation/written submission on April 7, 2022, which is attached as Appendix IV.

CNL is requesting that the County of Renfrew consider submitting another written letter of support to the CNSC as part of this stage of the process, reinstating the County's support for the project for all of the same reasons previously outlined in April 2022. CNL has suggested the only other addition to the letter for consideration is to include a sense of urgency for the process to come to a conclusion, so that CNL can begin the process of addressing the low-level waste issue as soon as possible.

The deadline to submit the written intervention is May 31, 2023.

10. Detailed 2023 Ottawa Valley Tourist Association Budget

RESOLUTION NO. DP-CC-23-05-62

Moved by Chair

Seconded by Committee

THAT County Council approve the Ottawa Valley Tourist Association 2023 Budget.

Background

The Ottawa Valley Tourist Association, the City of Pembroke and the County of Renfrew are partners in the delivery of tourism marketing and tourism business development for the City of Pembroke, Renfrew County and the Ottawa Valley. This marketing relationship and the financial support provided by the County of Renfrew and the City of Pembroke is guided by an Agreement which was approved by by-law at the April meeting of County Council for a five-year term from 2023-2027. In that Agreement, annual budget approval is obtained first, with approval by the OVTA Board of Directors, secondly by approval of City of Pembroke Council and thirdly, by approval of County of Renfrew Council. The OVTA Board and City of Pembroke Council have now both reviewed and approved the 2023 OVTA budget which is attached as Appendix V.

11. **Pre-Consultation (General Inquiry) Fees – Official Plan Amendment 35 Implementation**

RESOLUTION NO. DP-CC-23-05-64

Moved by Chair

Seconded by Committee

THAT County Council provide direction to staff to prepare a revised Tariff of Fees By-law that includes a new fee for pre-consultation.

Background

Frequently, the County reviews the “Tariff of Fees for Applications made in Respect of Planning Matters”. Last year the By-law was considered by Council and a revised By-law 17-22 was approved, excluding the proposed new fee for “general inquiries”, which are presently free of charge.

The February 2022 Development and Property Report included the following information related to fees for general inquiries, which was before the introduction of Bill 109 More Homes for Everyone Act, 2022 and Official Plan Amendment (OPA) 35:

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

County Council considered the new fee for general inquiries but ultimately decided to keep the general inquiry process free of charge. Since the general inquiry fee was last considered, there have been significant changes to the Planning Act, which resulted in an amendment to the County Official Plan (OPA 35). A significant component of OPA 35 includes revising the planning process to emphasize and require greater up-front review at the pre-consultation (general inquiry) stage. This enhanced review will ensure that supporting materials/studies are complying with any standards, guidelines, or requirements before an application is deemed complete.

OPA 35 is not in effect until the appeal period is over and it is confirmed that no appeals have been submitted (last date of appeal is May 18, 2023). Staff have been waiting for the approval of OPA 35 before proposing a revised Tariff of Fees By-law to Council.

Staff propose the following fees for pre-consultation:

a) For **County approvals** of planning applications (Consent/Plan of Subdivision/Official Plan Amendment) to be paid by the proponent:

- i) Pre-consultation (Stage 1) – \$200 (currently free of charge)
- ii) Application fee(s) for a submitted application that had paid a pre-consultation (Stage 1) fee, be reduced by \$200 if the application is submitted within 12 months of the pre-consultation response.

Bill 109 implemented penalties to municipalities (for Zoning Amendments/Site Plans) if decisions were not made within a specified time period. These penalties do not apply to County approvals and therefore a “Stage 2” pre-consultation fee is not proposed. The County is not proposing to front-load or do an enhanced pre-application review process for our approvals at this time, although many applicants request this service for plan of subdivision applications.

b) For **local approvals**, where the County provides planning services to the local municipality, the following fee is proposed to be charged to the municipality (Zoning Amendments/Minor Variance/Site Plan).

- i) Pre-consultation (Stage 1) – \$200 (currently free of charge)
- ii) Pre-consultation (Stage 2) – (where determined that enhanced/front-ended review is required)
 - \$500 for an application that does not require peer review.
 - \$1,000 for an application that requires peer review of supporting materials.
- iii) Application fee(s) for a submitted application that had paid a pre-consultation (Stage 1) fee, be reduced by \$200 if the application is submitted within 12 months of the pre-consultation response.

It is anticipated that local municipalities utilizing County planning services would update their own planning fees to match the County planning fee so that the cost of these pre-consultation services are ultimately paid by the proponent of a development application.

BY-LAWS

12. Request for Tender – PWC-2023-34 – Algonquin Trail Barriers

RESOLUTION NO. DP-CC-23-05-60

Moved by Chair

Seconded by Committee

THAT County Council approve Contract PWC-2023-34 as submitted by Bonnechere Excavating Inc. (BEI), Renfrew, Ontario for new barriers on Algonquin Trail over Highway 17, 0.16km east of Menet Lake Road, United Townships of Head, Clara and Maria, in the

amount of \$313,350 plus applicable taxes; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract.

Background

Request for Tenders were requested and received for new barriers on an overpass bridge over Highway 17 on Algonquin Trail, 0.16km east of Menet Lake Road in the United Townships of Head, Clara and Maria as follows:

1. Bonnechere Excavating Inc., Renfrew, Ontario – Option A	\$313,350.00
2. Bonnechere Excavating Inc., Renfrew, Ontario – Option B	376,120.00
3. DW Building Restoration Services Inc., Ottawa, Ontario – Option A	510,035.47
4. DW Building Restoration Services Inc., Ottawa, Ontario – Option B	843,097.49

All amounts exclude applicable taxes

Option A requested the Contractor to provide a price on the supply and installation of a steel beam on steel post barrier over structure and wingwalls including all bracing and anchorage and Option B requested the Contractor to provide a price on placing concrete in the parapet wall along with steel posts and railing over the parapet wall, including all bracing and anchorage. Both Options A and B provide a barrier of the same adequacy; however, the two material options were proposed to ensure the lowest cost option was proceeded with.

Snow Country Snowmobile Region – OFSC District 6 (Snow Country) is in the process of applying for a grant in order to undertake this project. If they are successful in attaining grant funding for the project, the County of Renfrew would contribute \$100,000 to the project and Snow Country would proceed with the project.

Financial Implications

The 2023 Budget allocation for Algonquin Trail Development is \$4,177,792; which is to include a number of projects to develop the trail from County Road 55 (Paquette Road) northward. Staff confirm that there are sufficient funds in the 2023 Budget to complete this project as tendered, even more so if Snow Country should be successful in their grant application. Procurement for this tender followed the processes set out in Corporate Policy GA-01 Procurement of Goods and Service.

The Trails Advisory Committee held a meeting on May 11, 2023 and recommended that this project proceed as submitted.

13. Request for Tender – RE-2023-08-RP – Storage Units – Renfrew County Place

RESOLUTION NO. DP-CC-23-05-63

Moved by Chair

Seconded by Committee

THAT County Council approve Contract RE-2023-08-RP as submitted by TSG Contracting, Pembroke, Ontario for the construction of one equipment storage unit at Renfrew County Place, 450 O’Brien Road, Renfrew, Ontario, in the amount of \$215,350 plus applicable taxes; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract.

Background

Tenders were requested for the construction of two equipment storage units for the Paramedic Facility at Renfrew County Place, 450 O'Brien Road, Renfrew, Ontario. The tender for the project closed on May 11, 2023. Six bids were received as follow:

- Bid A – insulated unit
 - Bid B – non-insulated unit
-
1. TSG Contracting, Pembroke, Ontario
 - Bid A \$215,350.00
 - Bid B \$210,410.00
 2. Thomas Cavanagh Construction Ltd., Ashton, Ontario
 - Bid A \$265,000.00
 - Bid B \$223,000.00
 3. Quality Homes and Renovations, Golden Lake, Ontario
 - Bid A \$293,740.99
 - Bid B \$252,516.94
 4. 2449214 Ontario Inc. o/a Premium Construction, Ottawa, Ontario
 - Bid A \$313,945.00
 - Bid B \$290,945.00
 5. Fred Trottier Construction Limited, Ottawa, Ontario
 - Bid A \$378,500.00
 - Bid B \$265,590.00
 6. Brawn Construction Limited, Ottawa, Ontario
 - Bid A \$425,143.00
 - Bid B \$243,169.00
 7. 1000339705 Ontario Inc., York Ontario
 - Bid A Rejected
 - Bid B Rejected
- All amounts exclude all applicable taxes

Financial Implications

The total funding allocated for the project is \$425,000. The tender request excluded electrical, mechanical, engineering services and geotechnical with a current estimate at \$86,000. Total cost for one building: \$215,350 + \$86,000 = \$301,350. Note there remains an unknown factor of a geotechnical investigation which could add to the estimated cost.

The amount is within the budget and staff confirm that there are sufficient funds in the 2023 Capital Budget to complete this project as proposed. Procurement for this tender followed the processes set out in Corporate Policy GA-01 Procurement of Goods and Service.

14. **Official Plan Amendment No. 34 – Whitewater Region**

RESOLUTION NO. DP-CC-23-05-65

Moved by Chair

Seconded by Committee

THAT County Council pass a By-law to adopt Official Plan Amendment No. 34.

Background

Official Plan Amendment No. 34 (OPA 34) is initiated by the Township of Whitewater Region to adjust the settlement boundary of Cobden. The proposed amendment implements the findings of a comprehensive review and supported by a growth study that was prepared by WSP Global on behalf of the Township.

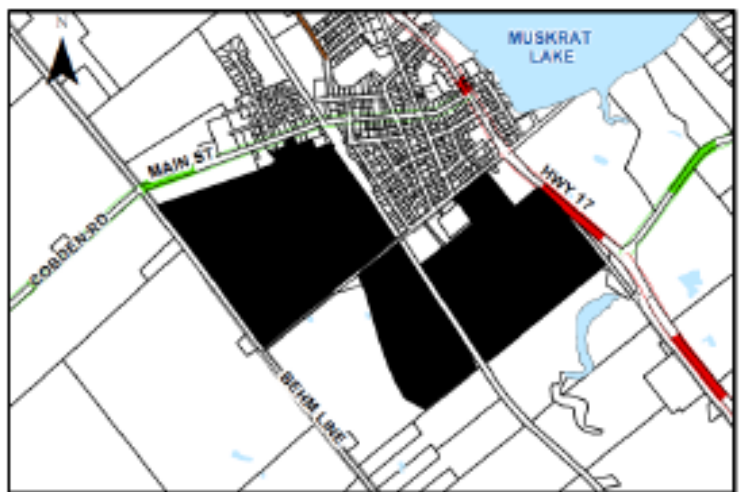
There are two components of the amendment:

- a) The expansion of the Cobden Village Community designation (settlement area boundary) by 10.91 gross hectares to the southeast (along Astrolabe Road and Highway 17) to accommodate future employment uses. These lands will be placed in a Village Community Exception designation to only permit employment uses.
- b) The adjustment of the Cobden Community Village designation (settlement area boundary) through the relocation of 39.57 gross hectares to better accommodate future residential development.

The approval of the OPA will facilitate the draft approval of the Bennett Meadows Subdivision (File No.: 47T-21002) and allow for future residential and employment uses.

The Township has provided the documents and supporting materials required by the Planning Act and the Provincial Policy Statement. The Township hosted two separate public meetings that were well attended by members of the community.

The original submission of the OPA included a proposal to expand the settlement area along Highway 17 (to the north of Cobden) to permit additional employment/ commercial uses. Comments received from members of the public during the first public meeting held on June 22, 2022, expressed concerns regarding the re-designation of the lands at the north end of the village. As a result of the comments, the Township removed this section from the amendment and is not moving forward with the addition of new employment lands at the north end of Cobden. The Township is only proposing changes to the southern part of Cobden.



A Traffic Impact Study (TIS) prepared by J.L. Richard and Associates was submitted to support the Bennett Meadows Subdivision. The TIS was reviewed by the County,

municipality, and the Ontario Ministry of Transportation. To implement the recommendations of the study, the proposed Official Plan Amendment policies include specific criteria relating to future development and the submission of a further TIS or addendum for any future development beyond the current proposed Phase 1 of the Bennett Meadows Subdivision.

At the second public meeting several people spoke – the comments and a staff response are discussed below.

- a) Concerns were raised regarding the traffic impact of new development.

Staff comments: A Traffic Impact Study (TIS) was prepared and submitted for the development of Phase 1 of the Bennett Meadows Subdivision. This TIS was reviewed by the relevant agencies. The study confirmed that the existing road design and capacity can accommodate the proposed Phase 1 of the Bennett Meadows Subdivision. Future development beyond Phase 1 will require additional traffic study and warrant improvements. The Official Plan Amendment incorporates a policy that specifically requires additional traffic study ahead of future approvals.

- b) Concerns were raised about the County/Township ability to have an Official Plan and that the Official Plan cannot apply to private lands.

Staff comments: This is not an accurate or factual statement and the concerns are irrelevant to the County decision or the Township's proposal to change the designations in the Official Plan. The Planning Act requires that the County of Renfrew have an Official Plan. In Ontario, Official Plan designations are intended to guide land use planning decisions and are generally applicable to all lands within a municipality, including private property. The Official Plan is a policy document that sets out the municipality's general land use vision and goals, and it provides a framework for zoning by-laws and other planning tools that regulate land use.

In practical terms, this means that if a property is designated for a specific land use in the Official Plan (e.g., residential, commercial, or industrial), the municipality is likely to regulate land uses on that property in accordance with that designation. For example, if a property is designated for residential use in the Official Plan, the municipality may require that any new development or construction on that property be used for residential purposes only.

It is important to note that Official Plan designations are not set in stone and can be changed through a planning process that involves public consultation and review (hence this proposed amendment). Municipalities and property owners can propose amendments and changes to Official Plan designations and policy, following the planning process required by the Planning Act. These requests are evaluated on a case-by-case basis and must be consistent with the overall goals of the Official Plan and the Provincial Policy Statement.

This same comment was provided during the comprehensive review for the Official Plan. In 2018, the County obtained a legal opinion that confirmed that the land use designations of the Official Plan are to apply to private lands.

- c) Crown land patents on private land mean that the Municipality and the County cannot plan for it.

Staff comments: This is not an accurate or factual statement and the concerns are irrelevant to the County decision or the Township's proposal to change the designations in the Official Plan. Having a Crown land patent does not mean that a municipality cannot plan for land in Ontario. Crown land refers to land that is owned by the provincial or territorial government, and a patent is a legal document that grants ownership of the land to a particular individual or entity. Even if a piece of land has a Crown land patent, it is still subject to various regulations and zoning by-laws imposed by the Province/municipality in which it is located.

Municipalities in Ontario have the authority to plan and regulate land use within their boundaries, including zoning, land use designations, and development permits. They must also comply with Provincial legislation and policies related to land use planning. This means that even if a piece of land has a Crown land patent, the municipality still has a say in how it can be used or developed. While having a Crown land patent may provide some level of ownership rights, it does not prevent a municipality from planning for land use in Ontario.

This same comment was provided during the comprehensive review for the Official Plan. In 2018, the County obtained a legal opinion that confirmed that a Crown land patent does not limit or reduce a municipality's authority to regulate the use of land through Official Plans or zoning by-laws.

- d) Concerns were raised about the County/Township acquiring the lands – reference was made to Section 25 of the Planning Act and that the County/Township needs to acquire the land before they can plan for it.

Staff comments: This is not an accurate or factual statement and the concerns are irrelevant to the County decision or the Township's proposal to change the designations in the Official Plan. Section 25 of the Ontario Planning Act (or any other section, or any other Act) does not require a municipality to own or acquire land before it can plan for it in an Official Plan. The Crown, a local municipality, or the County are not required to acquire or purchase land to be able to plan for it.

The Planning Act requires municipalities to prepare Official Plans that set out the policies, goals and objectives for future land use planning in the municipality. The Official Plan must include policies that consider matters such as the efficient use of land, the provision of infrastructure and public services, and the protection of the environment and natural resources.

While municipalities are not required to own or acquire land in order to plan for it, the municipality is expected to consider the availability and suitability of land for

various uses when developing Official Plan policies. The Official Plan is to identify areas where development and different land uses should be directed (i.e. to areas with available infrastructure, or away from areas that are environmentally sensitive). The Official Plan is also to identify locations where the municipality is seeking to acquire land for a particular purpose. In some cases, a municipality may need to acquire land in order to implement its Official Plan policies (i.e. land for roads, sewer/water, stormwater management, recreation, affordable housing, other facilities). Section 25 of the Planning Act enables the exact opposite of the comments made at the meeting – Section 25 is for the Official Plan to set out clear policies and a plan for private lands in the event that the Municipality needs to acquire land for an identified need.

- e) Concerns were raised about reading a first nations land acknowledgment, land claim/treaty negotiations with the Algonquins of Ontario.

Staff comments: We are unsure of what the concern is, but it is not relevant to the Official Plan Amendment.

- f) Concerns were raised that the Provincial Bills 109 “More Homes for Everyone Act, 2022” and 23 “More Homes Built Faster Act” were not created to address the housing shortage but an agenda to remove property ownership from people in favour of “immigrants and asylum seekers.”

Staff comments: Staff are not going to comment on speculation/conspiracy theories, or the agenda of the Province. These are not planning concerns that are relevant to the proposed Official Plan Amendment.

- g) Concerns about a precedent being set and that policies will trample on property rights and municipal councillors will be provided with “trading cards” indicating how they have voted on property rights.

Staff comments: The comments provided were not relevant to the OPA. The OPA is changing the already existing Official Plan policies and designations to facilitate future development.

Also, in attendance at the public meeting was J.L. Richards & Associates Limited (JLR) who represent the owners of the lands south of Astrolabe Road, the lands known as the Bennett Farm. JLR was in attendance at both of the Public Meetings held by the Township of Whitewater Region. JLR provided the following comments:

“On behalf of our client’s we have reviewed the draft amendment and the supporting documentation and are of the opinion that the requested Official Plan Amendment represents good land use planning and we would concur with the recommendations from the Township for adoption of the Amendment.

We would recommend that the County support the Township’s request for the approval of Amendment # 34 as the amendment represents an

appropriate designation for the lands and is representative of logical growth for the Village of Cobden.

There was a presentation made to Township Council that sought to have the Township acquire the lands in order to enact this proposed amendment. Our clients have no interest in disposing of the lands to the Township or the County. They have the full intention of developing the lands in accordance with the proposed land uses and would not support any acquisition by the government. We trust that these other landowners will support our client's efforts to develop these lands.

As we are engaged with the Township and County to seek approval for development of these lands, we are of the opinion that our client has the right to develop in accordance with the provisions of the Planning Act and hope that County Council will agree and approve the amendment."

A copy of the decision of the County of Renfrew will be provided to every person and agency that provided written or verbal comments in the process. If a person disagrees with the decision of the County of Renfrew, there is an appeal process to the Ontario Land Tribunal.

All of which is respectfully submitted.

James Brose, Chair

And Committee Members: D. Bennett, P. Emon, D. Lynch, M. MacKenzie, G. Serviss, K. Watt, R. Weir

NEWS RELEASE

Ontario Launches New Interactive High-Speed Internet Map

Province announces service providers for 14 high-speed internet projects

April 27, 2023

[Infrastructure](#)

THUNDER BAY — The Ontario government is launching a [new interactive map](#) that will make it easier for residents and businesses to learn more about provincially funded high-speed internet projects across the province. Users can search the map by address, community or municipality to find project details, including information on construction status and internet service providers that will be delivering reliable high-speed internet in unserved and underserved communities.

“I am so proud to launch this new online tool that will help people learn more about high-speed internet access currently available and coming soon to communities across the province,” said Kinga Surma, Minister of Infrastructure. “This user friendly map will provide Ontarians with the latest information about our government’s progress in bringing reliable high-speed internet access to every community by the end of 2025. Through our ambitious plan, our government will ensure that no community will be left behind in today’s digital world.”

Ontario has finalized agreements totalling more than \$2.3 billion for nearly 200 high-speed internet and cellular projects across the province. As part of these agreements, the Ontario government is announcing the internet service providers for [14 high-speed internet projects](#) that will receive over \$8.4 million in provincial funding through the Improving Connectivity for Ontario (ICON) program. These projects, which are also featured on the [new high-speed internet map](#), will bring reliable high-speed internet access to more than 11,000 homes and businesses across the province.

Ontario is providing families, businesses and communities with the infrastructure they need by investing more than \$184 billion over the next 10 years in roads, highways, public transit, hospitals, long-term care homes, schools, and high-speed internet.

Quick Facts

- The Ontario government is investing nearly \$4 billion to bring access to reliable high-speed internet for every community across the province by the end of 2025. This is the largest single investment in high-speed internet, in any province, by any government in Canadian history.
- In 2021, Ontario passed the [Supporting Broadband and Infrastructure Expansion Act, 2021](#) to help speed up construction of broadband projects. To build upon this legislation, the Ontario government passed the [Getting Ontario Connected Act, 2022](#) which further reduces barriers, duplication and delays.
- High-speed internet provides easy access to more than 55 ServiceOntario online services. Renew your health card, driver's products and more at [Ontario.ca/Renew](#), book appointments at [Ontario.ca/Appointment](#), and sign up for important renewal reminders at [Ontario.ca/Reminders](#) or at 1-800-387-3445 (TTY 1-800-268-7095).

Quotes

"The new interactive map will enable Ontarians to track the status of broadband infrastructure projects in their community and across the province with confidence. This step forward is another example of our government's commitment to expand access to high-speed internet to rural communities across the province to ensure people can live, work and farm wherever they want."

- Lisa Thompson
Minister of Agriculture, Food and Rural Affairs

"Our government is taking action to improve access to reliable high-speed internet for Northern Ontarians. We recognize the importance of broadband for education, job creation and economic growth to keep the North connected and competitive."

- Greg Rickford
Minister of Northern Development and Minister of Indigenous Affairs

"High-speed internet and cellular services are a game changer for our communities, offering connections to a world of opportunities. The Ontario government is making good on its promise to deliver them. This interactive tool will help our residents track when services are coming and who is providing them."

- Colin Best
President, Association of Municipalities of Ontario

Additional Resources

- [Bringing High-Speed Internet Access to More Residents and Businesses](#)
- [Ontario connects: making high-speed internet accessible in every community](#)
- [Accelerated High-Speed Internet Program](#)
- [Ontario Builds: our infrastructure plan](#)

Media Contacts

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Minister's Office
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Sofia Sousa-Dias
Communications Branch
Sofia.Sousa-Dias@ontario.ca

Accessibility

Privacy

Contact us

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354-2023-244

April 21, 2023

Appendix II

Lacey Rose
County Forester
County of Renfrew
LRose@countyofrenfrew.on.ca

Dear Lacey Rose:

Thank you for your letter regarding the threat that the invasive species hemlock woolly adelgid (HWA) poses to Ontario forests. I am also deeply concerned with the potential impacts of HWA on Ontario's forests and biodiversity.

Ministry staff have been engaged with a number of partners since the first discovery of HWA in Ontario in Etobicoke in 2012. We have been actively supporting monitoring, and science and research to understand the potential risks and management options for HWA in Ontario.

To facilitate a coordinated federal-provincial response to invasive forest and agricultural species, Canada and Ontario established the Critical Plant Pest Management Committee (CPPMC). Members of the committee are the Canadian Food Inspection Agency (CFIA), the Ministry of Agriculture, Food and Rural Affairs, the Ministry of Natural Resources and Forestry, Agriculture and Agri-Food Canada, and the Canadian Forest Service. CPPMC's role is to share information, resources, and expertise to prevent, eradicate, manage and control critical plant pests. My ministry's staff are also members of the Ontario HWA Task Force which provides science advice to direct collaborative management efforts under the direction of the CPPMC.

My ministry has a comprehensive forest health monitoring program that monitors for native and invasive pests. Ministry staff actively coordinate with and provide additional resources to augment CFIA's efforts for pests such as HWA. We are also investing in and exploring opportunities to enhance our monitoring efforts through technologies such as environmental DNA detection.

The ministry has also partnered with and provided funding to the Invasive Species Centre, a non-profit organization, to deliver several initiatives that are focused on HWA in Ontario. Examples of these initiatives include:

- Hosting public and expert webinars for 151 community members and land managers on the early detection and monitoring of HWA.
- Holding a Question-and-Answer webinar with experts for 101 attendees.

- Giving a presentation on HWA as a priority forest pest at the 2022 Ontario Urban Forest Virtual Summit.
- Seeking CFIA support for an HWA Community Monitoring Network in collaboration with Natural Resources Canada.
- Establishing an HWA Monitoring Network for a pilot community science project which will be implemented in 2023.

The webinars and presentations inform community members and land managers about the threat of HWA and actions being taken. We look forward to further collaborations to advance communications with the public.

I appreciate the County of Renfrew's commitment to the management of natural resources. If you would like to discuss any aspects of my ministry's activities regarding HWA, please contact Peter Henry, Director, Crown Forests and Lands Policy Branch, at peter.d.henry@ontario.ca or 705-943-6572.

Thank you again for writing.

Sincerely,

A handwritten signature in black ink, appearing to read 'Graydon Smith', written in a cursive style.

The Honourable Graydon Smith
Minister of Natural Resources and Forestry

c: Peter Henry, Director, Crown Forests and Lands Policy Branch
Trisha Westman, Director, Science and Research Branch



From the Office of the Clerk
 The Corporation of the County of Prince Edward
 T: 613.476.2148 x 1021 | F: 613.476.5727
clerks@pecounty.on.ca | www.thecounty.ca

May 10, 2023

Please be advised that during the Regular Council meeting of May 9, 2023 the following resolution regarding the proposed new Provincial Planning Statement (PPS) was carried:

RESOLUTION NO. 2023-293

DATE: May 9, 2023

MOVED BY: Councillor Hirsch

SECONDED BY: Councillor MacNaughton

WHEREAS the goal of increasing housing supply and reducing barriers in planning processes as set out in the recent legislative, regulatory and policy changes, including new provisions from Bill 23, More Homes Built Faster Act, 2022 is welcomed;

WHEREAS the proposed PPS (sections 2.6 and 4.3) would dramatically remove municipal power and renders aspects of the County's Official Plan, and other official plans throughout Ontario inoperative, terminating some local planning autonomy, and directly interfering with municipalities' ability to meet local variation and unique community needs;

WHEREAS the proposed PPS changes that would allow proliferation of lots with protection restricted to specialty crop areas only diminishes the purpose, uses, and integrity of rural and agricultural lands, thereby removing protection and restricting future uses of those lands;

WHEREAS the proposed PPS changes encourage sprawl and rural roadway strip development, rather than more fiscally and environmentally sustainable practices like intensification in established settlement areas; and

WHEREAS the province has announced changes will be proposed to natural heritage (section 4.1) that have yet to be published;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Prince Edward urges the province to:

- pause proposed changes to the PPS, particularly regarding natural heritage (section 4.1) and agricultural lands (sections 2.6 and 4.3)

- reinvest trust in the local planning authority of all 444 municipalities, recognizing that each Ontario municipality has unique landscapes, different housing needs and differing visions for local planning matters;

THAT our fellow municipalities be urged to voice their concerns regarding the proposed undermining of local planning authority;

AND FURTHER THAT a copy of this resolution be sent to all 444 municipalities, The Hon. Doug Ford, Premier of Ontario, The Hon. Steve Clark, Minister of Municipal Affairs and Housing; The Hon. Lisa Thompson, Ministry of Agriculture, Food and Rural Affairs, The Hon. David Piccini, Minister of Environment, Conservation and Parks, Bay of Quinte MPP, Todd Smith, the Association of Municipalities of Ontario, the Federation of Canadian Municipalities, and the Eastern Ontario Wardens Caucus.

CARRIED

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Ferguson, Councillor Hirsch, Councillor MacNaughton & Marcia Wallace, CAO





CMD 22-H7.101

File / dossier : 6.01.07

Date: 2022-04-11

Edocs: 6771495

Oral presentation

Written submission from the County of Renfrew

In the Matter of the

Canadian Nuclear Laboratories (CNL)

Application from the CNL to amend its
Chalk River Laboratories site licence to
authorize the construction of a near surface
disposal facility

Commission Public Hearing Part 2

May and June 2022

Exposé oral

Mémoire du Comté de Renfrew

À l'égard des

Laboratoires Nucléaires Canadiens (LNC)

Demande des LNC visant à modifier le permis
du site des Laboratoires de Chalk River pour
autoriser la construction d'une installation de
gestion des déchets près de la surface

Audience publique de la Commission Partie 2

Mai et juin 2022

Senior Tribunal Officer, Secretariat
Canadian Nuclear Safety Commission
280 Slater Street P.O. Box 1046, Station B
Ottawa, Ontario K1P 5S9

April 7, 2022

Subject: Canadian Nuclear Laboratories' application to amend its Chalk River Laboratories site licence to authorize the construction of a near surface disposal facility
IAA Reference Number: 80122

Dear Secretariat:

The Intervener

The County of Renfrew is an upper tier municipal government in the Province of Ontario that represents seventeen lower tier municipalities. The Algonquins of Pikwakanagan First Nation and the City of Pembroke are two separate communities geographically located within Renfrew County and we represent a combined population of 107,855. These two communities are not part of this intervention.

The County of Renfrew wishes to intervene in support of the site licence amendment and the inclusion and approval of the construction and operation of a Near Surface Disposal Facility (NSDF) at Chalk River Laboratories.

Our Knowledge of Activities at, and Familiarity with, Chalk River Laboratories

Chalk River Laboratories (CRL) operated by Canadian Nuclear Laboratories (CNL) and owned by the crown corporation Atomic Energy of Canada Ltd. (AECL), is located in Renfrew County. Chalk River Laboratories has operated here since 1945 and has been a large, stable, community-minded major employer throughout that time. CRL is the major employer and economic driver in northern Renfrew County and its' direct economic impact extends to every municipality in the county and beyond to Pontiac County in Quebec and to the City of Ottawa. Its economic impact further extends across Eastern Ontario and Canada.

County of Renfrew County Council recognizes that CRL is the property of the Government of Canada and is the property of and an asset to all the people of Canada.

Our 2021 Social, Economic and Environmental Impact Analysis of CNL/CRL (Impact Analysis) was conducted to provide our elected leaders of county council, our residents and the business community with a more complete understanding of the operations and economic impact of CRL across Renfrew County. The Impact Analysis also examined the proposed NSDF project and its' specific economic and environmental impacts.

This revealed that CRL provides \$380 million in direct wages and benefits annually to the approximately 2,700 employees who are residents of the county. This personal income of the employees is largely spent on goods, services, home ownership or rental, and municipal taxes in Renfrew County. Presently underway, the 10-year CRL site renewal program is averaging spending of \$120 million annually. This creates an additional 672 person years of employment for mostly local and regional contractors, construction, engineering, and trades workers for the duration of the site renewal project. Normal operations of CRL involve an average spending of \$ 115 million for goods and services. This data demonstrates the vital importance of the continued operation of CRL to the sustainability of our communities, businesses, workforce, schools and public services.

County Council, and all our municipal councils, are invited annually by CNL to tour the CRL facilities to learn of new projects and activities and to assist municipal leaders to become more familiar with the work and operations conducted at CRL. CNL senior leadership annually presents as a delegation to our county council and to our lower tier municipal councils. County council also has a representative on the Chalk River Laboratories' Environmental Stewardship Council.

Our Awareness and Knowledge of the Near Surface Disposal Facility (NSDF) Proposal

County Council has been fully aware of the NSDF project since 2016 when CNL distributed media releases to all our local print, video, e newsletter and radio media outlets. Following the public information sharing, CNL CEO and senior leadership team were a delegation to County Council to present detailed information on the NSDF project and to answer questions directly from county councillors. Since that time, county council has been updated annually on the NSDF project and the many other site renewal, demolition and construction projects at CRL. There were also three site visits and tours of CRL by county and municipal councillors.

County Council understands and recognizes how the NSDF will be constructed and operated. As municipal leaders, we are familiar with landfills, transfer stations and disposal facilities. Managing municipal solid waste effectively is a high priority of municipal leadership. We have an understanding of the types of material that are proposed to be stored in the NSDF and that the facility must be managed for a very long period. We recognize that its' construction, envelope, leachate collection and scrubbing, capping and monitoring is much more

sophisticated and robust than that of a municipal landfill, and that the NSDF will be a highly engineered facility designed for a service life measured in centuries.

We have been fully informed by CNL of the need for the NSDF to enable the site renewal projects to proceed. It is the County of Renfrew's interest and that of the Government of Canada to sustain and expand the science mission of CRL so that nuclear science research and development can continue and expand. The forward thinking and proactive renewal of CRL will ensure that world-leading scientific research into advanced materials, hydrogen isotopes, clean energy production, advanced nuclear fuels and production of radioisotopes for human health and cancer therapy will continue in Renfrew County and across Canada.

We fully understand and accept that the NSDF is essential for the future operations of CRL, as it will be the repository for low-level waste resulting from the demolition of over 100 redundant structures at CRL. We also understand that the NSDF will receive low-level waste from hospitals, universities and industrial operations to provide a safe, secure and highly engineered solution to support higher education, the delivery of vital nuclear medicine and cancer therapy treatments and to support business that utilize radioactive materials in their processes and products. An example of that would be a local manufacturer of self-illuminating safety and emergency signage and lighting for aviation, military, mining and building applications worldwide. This company's low-level waste is presently managed at CRL, and the NSDF will enable the continued safe long-term management of that material.

CNL has also informed County Council and the public that construction and demolition materials from Whiteshell Laboratories in Pinawa, Manitoba will be transported to CRL to be deposited in the NSDF. We understand that this material is similar to the construction and demolition waste material resulting from the demolition of low-level contaminated structures at CRL.

County Council full accepts that the NSDF is the appropriate solution for the long-term storage of low-level waste from CRL and across Canada. As elected leaders, we acknowledge that we do not have the scientific expertise or knowledge to come to this conclusion independently. We recognize the expertise of CNL staff and contractors, the testing processes of Queen's University in Kingston, Ontario and the rigorous oversight of the professional staff of Atomic Energy of Canada, Ltd. Finally, we rely on the expertise, experience and due diligence of the professional staff of the Canadian Nuclear Safety Commission and the Commission members.

Benefits of the Near Surface Disposal Facility to Renfrew County

The NSDF will improve the existing environmental conditions at CRL, enabling the clean-up of nuclear legacy contaminated soils and materials, and their safe and appropriate storage and long-term monitoring in a modern containment facility, recognized as an international best

practice for management of low-level nuclear waste. CNL has shared with us the history of early radioactive waste disposal practices and it is obvious that the NSDF depository is a far better and more modern solution for these legacy wastes. This is clearly the case for the structure demolition low-level waste stream being generated through the site renewal program.

County Council is aware of the very similar project for low-level radioactive waste management project, being delivered by CNL on behalf of AECL, in Port Hope and Clarington Township, located adjacent to Highway 401.

We are confident that the water of the Ottawa River, and all our waterways and groundwater resources, will be better protected from radioactive contamination over the long-term by the NSDF. We expect our council, future councils and residents of Renfrew County to be regularly and fully informed by CNL, AECL, CNSC and the Government of Canada on the performance and safety of the NSDF over the next three centuries.

County Council accepts that the vast majority (90%) of the low-level waste to be disposed of in this facility will originate on the CRL site. We agree with CNL staff that transporting this material anywhere else for storage would be imprudent, costly and would not offer a better or safer solution than storage, essentially in situ, at CRL. Transporting these materials, even one metre further than required, would be a poor risk management decision. Most importantly, the expertise within the human resources that are and will be present on site at CRL is the most vital component for the long-term safe operations, maintenance and monitoring of the NSDF.

As a nuclear host community, Renfrew County has derived great economic benefit from CNL operations since 1945, and we hope to continue to derive economic benefits far into the future. It is our responsibility, as a willing and informed host community, to take on the role of hosting the long-term storage solution of the bi-products of the world-leading nuclear science that has, and will continue to be, conducted at CRL. We understand and accept the value to Canadian academia, industry and medical institutions the management of their low-level waste materials in this NSDF facility at CRL here in Renfrew County.

The County of Renfrew is strongly committed to building upon the historic relationship that exists between CRL, CNL and AECL, and the county. The NSDF will be a cornerstone for the future of that relationship and to the future of Canada, especially in the areas of Science, Technology, Engineering and Mathematics- the vital STEM streams of education and careers.

Thank you for providing the opportunity to intervene in this matter,

Debbie Robinson
Warden, County of Renfrew
9 International Drive
Pembroke ON K8A 6W5
613.735.7288 Ext 429
Warden@CountyofRenfrew.on.ca

OTTAWA VALLEY TOURIST ASSOCIATION
2023 Draft Budget

EXPENSES - Description	2023 Budget
SALARIES	181,904
BENEFITS	62,516
Purchased Service - Administration	244,420
ANNUAL MEETING	5,000
AUDIT	2,260
BAD DEBTS EXPENSE	0
BOARD/COMMITTEES	3,000
CELL PHONE	1,120
CONFERENCES	2,000
DISTRIBUTION & SHIPPING	10,000
INSURANCE	2,370
BANK CHARGES	1,000
LEGAL	0
MARKETING	60,122
MEDIA RELATIONS	10,000
MEMBERSHIPS	2,330
MERCHANDISE	500
OFFICE EXPENSE	1,500
POSTAGE	0
RECRUITMENT/RETENTION	900
ROAD MAP	19,125
SPECIAL PROJECTS	50,000
TELEPHONE	1,300
TRADE SHOWS	0
TRAINING	1,000
TRANSFER TO RESERVES	0
TRAVEL	7,000
TRAVEL TRADE	7,000
VISITOR CENTRES	2,500
WEB SITE	1,000
WORKSHOPS & EVENTS	3,000
Operational Expenses	194,027
TOTAL EXPENSES	438,447
REVENUES - Description	
ANNUAL MEETING	5,000
MARKETING PARTNERSHIPS	5,000
MEMBERSHIP	1,600
MERCHANDISE	500
MISCELLANEOUS	0
ROAD MAP	23,425
SPECIAL PROJECTS	50,000
WORKSHOPS & EVENTS	3,000
TRANSFER FROM RESERVE	27,394
COUNTY CONTRIBUTION - STAFFING	244,420
CITY OF PEMBROKE REVENUE	32,253
COUNTY REVENUE - DIRECT PAYMENTS	45,855
TOTAL	438,447
SURPLUS / (DEFICIT)	0

COUNTY OF RENFREW

BY-LAW NUMBER 70-23

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2023-34 FOR THE
NEW BARRIERS ON THE ALGONQUIN TRAIL OVER HIGHWAY 17**

WHEREAS under Section 11 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, provides that a municipality has the authority to pass by-laws to enter into contracts to construct and maintain culture, parks, recreation and heritage;

AND WHEREAS public tenders were requested for new barriers on the Algonquin Trail over Highway 17, 0.16km east of Menet Lake Road, United Townships of Head, Clara and Maria, under Contract PWC-2023-34;

AND WHEREAS the tender submitted by Bonnechere Excavating Inc. (BEI), Renfrew, Ontario was reviewed and accepted by the Development and Property 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-2023-34 for new barriers on the Algonquin Trail over Highway 17, 0.16km east of Menet Lake Road as submitted by Bonnechere Excavating Inc. (BEI), Renfrew, Ontario in the amount of \$313,350 plus applicable taxes.
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 31st day of May 2023.

READ a second time this 31st day of May 2023.

READ a third time and finally passed this 31st day of May 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 71-23

**A BY-LAW FOR THE EXECUTION OF CONTRACT RE-2023-08-RP
EQUIPMENT STORAGE UNIT – RENFREW COUNTY PLACE**

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 the construction of an equipment storage unit for the Paramedic Facility at Renfrew County Place, 450 O'Brien Road, Renfrew, Ontario;

AND WHEREAS public tenders were requested for the construction of an equipment storage unit under Contract RE-2023-08-RP in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by TSG Contracting, Ottawa, Ontario was reviewed and accepted by the Development and Property 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 RE-2023-08-RP for the construction of one equipment storage unit at Renfrew County Place, Renfrew, Ontario to TSG Contracting, Ottawa, Ontario in the amount of \$215,350 plus applicable taxes.
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 31st day of May 2023.

READ a second time this 31st day of May 2023.

READ a third time and finally passed this 31st day of May 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER

**A BY-LAW TO ADOPT AMENDMENT NO. 34
TO THE OFFICIAL PLAN OF THE COUNTY OF RENFREW**

WHEREAS the Council of the Corporation of the County of Renfrew, in accordance with the provisions of Sections 17 and 22 of the Planning Act, as amended hereby enacts as follows:

1. THAT Amendment No. 34 to the Official Plan of the County of Renfrew, consisting of the text and map attached as Schedule 'I' is hereby adopted.
2. THAT this By-law shall come into force and take effect on the day of final passing thereof.

READ a first time this 31st day of May 2023.

READ a second time this 31st day of May 2023.

READ a third time this 31st day of May 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

Schedule I

**AMENDMENT NUMBER 34 TO THE OFFICIAL PLAN
OF THE COUNTY OF RENFREW**

March 2023



**AMENDMENT NO. 34 TO THE OFFICIAL PLAN
OF THE COUNTY OF RENFREW**

TABLE OF CONTENTS

STATEMENTS OF CONTENTS	PAGE
Part A - The Preamble	4
Part B - The Amendment.....	11

**AMENDMENT NO. 34 TO THE OFFICIAL PLAN
OF THE COUNTY OF RENFREW**

PART A – PREAMBLE – does not constitute part of this amendment.

PART B – AMENDMENT – consists of the following text and map (Schedule A); it constitutes Amendment No. 34 to the Official Plan of the County of Renfrew.

PART A - THE PREAMBLE

Purpose

The purpose of this amendment, which has been initiated by the Corporation of the Township of Whitewater Region, is to implement the findings of the Final Growth Study Report (Comprehensive Review) dated December 2020 prepared by WSP Global Inc. with feedback received from the public and public agencies.

There are two components to the amendment:

- The expansion of the Cobden Village Community designation (settlement area boundary) by 10.91 gross hectares to the southeast (along Astrolabe Road and Highway 17) to accommodate future employment uses.
 - o these lands will be placed in a Village Community Exception designation to only permit employment uses.
- The adjustment of the Cobden Community Village designation (settlement area boundary) through the relocation of 39.57 gross hectares to better accommodate future residential development.

Schedule A depicts these proposed modifications.

Land Affected

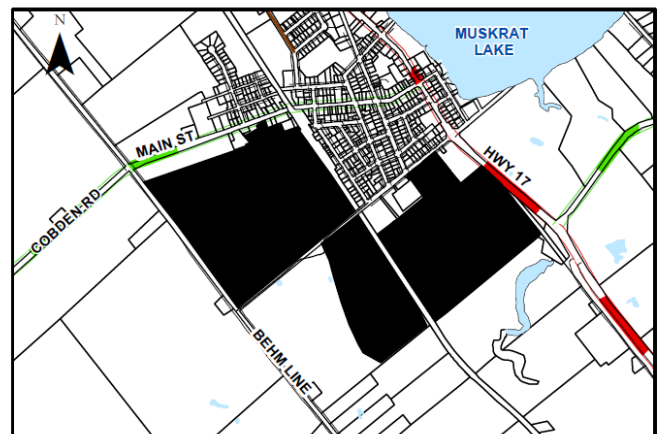
The subject parcels can be generally described as follows and shown on the Key Map:

- Former Village of Cobden:
 - o Part of Lot 403 to 412, 413 to 429, 461 to 465 and 472 to 474, Block F, Plan 65
- Former Township of Ross:
 - o Part of Lot 6 and 7, Concession 1 and 2 WML

Basis

The Official Plan for the County of Renfrew was adopted by the Council of the County of Renfrew on March 27, 2002, and approved by the Minister of Municipal Affairs and Housing on June 16, 2003. The Official Plan was updated by Official Plan No. 31 under Section 22 of the Planning Act, and approved by the County of Renfrew on August 19, 2021. This amendment represents the 34th amendment to the County of Renfrew Official Plan.

Key Map



Lands Affected by Amendment

Proposal

The subject parcels encompass a total gross area of 90 hectares which are located within the Village Community and Rural land-use designations of the Official Plan and front on a Provincial Highway (Highway 17) and a local road (Astrolabe Road).

The Corporation of the Township of Whitewater Region has applied to redesignate certain lands within the Township to implement the findings of the Final Growth Study Report (Comprehensive Review) dated December 2020 and prepared by WSP Global Inc. The intent of the application is to increase the employment vacant land supply to accommodate the projected employment demand, which is expected to increase by 424 jobs to the year 2039, and to re-position the residential vacant land supply.

The proposed modifications to the settlement area will comprise of:

- the addition of 10.91 gross hectares of employment lands along Highway 17 at the south side of the Village of Cobden.
- the removal of 39.57 gross hectares at the south-west side of the Village of Cobden used primary for agricultural purposes.
- the addition of 39.57 hectares on the south-east side of the Village of Cobden.

The application will re-designate a portion of the lands currently located within the Village of Cobden from Village Community to Rural; and lands surrounding the Village from Rural to Village Community Exception 7 and Village Community – Exception 8 (Refer to Schedule A) .

The Township is currently undertaking a Comprehensive Zoning By-law Review and the will consider changes to the applicable zoning categories of the subject lands as part this process or will file a separate zoning by-law amendment to implement the Official Plan Amendment modifications.

Surrounding Land Uses

The subject lands are generally surrounded by residential, commercial and agricultural uses consisting of low-density residential, retail and local services and agricultural lands use for field crops.

Planning Act, R.S.O. 1990, CHAPTER P.13

The Planning Act provides policies in order to direct land use planning in the province of Ontario. With respect to the present application, sections of the Planning Act permits a person or public body to submit a request to amend an approved official plan.

Provincial Policy Statement (PPS)

The Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. The PPS provides a framework for undertaking a comprehensive review in determining whether or not there is a need to expand a settlement area.

In the case of the Township of Whitewater Region, a comprehensive review was prepared to address land needs and identify whether any of the settlement area boundaries require an expansion to accommodate the projected population and employment growth over a 20-year planning horizon (to the year 2039). The Township's Comprehensive Review was undertaken at a level of detail to correspond with the complexity and scale of the settlement boundary adjustments.

The Growth Study has fulfilled the following PPS requirements for a comprehensive review:

Policy 1.1.3.8 of the PPS states that:

"A planning authority may identify a settlement area or allow the expansion of a settlement area boundary only at the time of a comprehensive review and only where it has been demonstrated that:

- a) sufficient opportunities to accommodate growth and to satisfy market demand are not available through intensification, redevelopment and designated growth areas to accommodate the projected needs over the identified planning horizon;*
- b) the infrastructure and public service facilities which are planned or available are suitable for the development over the long term, are financially viable over their life cycle, and protect public health and safety and the natural environment;*
- c) in prime agricultural areas:*
 - 1. the lands do not comprise specialty crop areas;*
 - 2. alternative locations have been evaluated, and*
 - i. there are no reasonable alternatives which avoid prime agricultural areas; and*
 - ii. there are no reasonable alternatives on lower priority agricultural lands in prime agricultural areas;*
- d) the new or expanding settlement area is in compliance with the minimum distance separation formulae; and*
- e) impacts from new or expanding settlement areas on agricultural operations which are adjacent or close to the settlement area are mitigated to the extent feasible.*

In undertaking a comprehensive review, the level of detail of the assessment should correspond with the complexity and scale of the settlement boundary expansion or development proposal."

Further, Policy 1.1.3.9 provides that:

“Notwithstanding policy 1.1.3.8, municipalities may permit adjustments of settlement area boundaries outside a comprehensive review provided:

- a) there would be not net increase in land within the settlement areas;*
- b) the adjustment would support the municipality’s ability to meet intensification and redevelopment targets established by the municipality;*
- c) prime agricultural areas are addressed in accordance with 1.1.3.8 (c), (d) and (e); and*
- d) the settlement area to which lands would be added is appropriately serviced and there is sufficient reserve infrastructure capacity to service the lands.”*

The term “comprehensive review” is defined in the PPS as follows:

- “a) for the purposes of policies 1.1.3.8, 1.1.3.9 and 1.3.2.4, an official plan review which is initiated by a planning authority, or an official plan amendment which is initiated or adopted by a planning authority, which:*
- 1. is based on a review of population and employment projections and which reflect projections and allocations by upper-tier municipalities and provincial plans, where applicable; considers alternative directions for growth or development; and determines how best to accommodate the development while protecting provincial interests;*
 - 2. utilizes opportunities to accommodate projected growth or development through intensification and redevelopment; and considers physical constraints to accommodating the proposed development within existing settlement area boundaries;*
 - 3. is integrated with planning for infrastructure and public service facilities, and considers financial viability over the life cycle of these assets, which may be demonstrated through asset management planning;*
 - 4. confirms sufficient water quality, quantity and assimilative capacity of receiving water are available to accommodate the proposed development;*
 - 5. confirms that sewage and water services can be provided in accordance with policy 1.6.6; and*
 - 6. considers cross-jurisdictional issues*
- b) For the purposes of policy 1.1.6, means a review undertaken by a planning authority or comparable body which:*
- 7. Addresses long-term population projections, infrastructure requirements and related matters;*
 - 8. Confirms that the lands to be developed do not comprise specialty crop areas in accordance with policy 2.3.2; and*
 - 9. Considers cross-jurisdictional issues.”*

County of Renfrew Official Plan

The policies of the County of Renfrew Official Plan (OP) provide similar direction to the Provincial Policy Statement. The Comprehensive Review prepared by WSP Global Inc. for the Township of Whitewater Region meets the following policies of the Official Plan:

Policy 4.3 (14) of the OP states that:

“The County may allow the expansion of a settlement area boundary only at the time of a comprehensive review in accordance with the Provincial Policy Statement definition of a comprehensive review. In undertaking a comprehensive review the level of detail of the assessment should correspond with the complexity and scale of the proposal. An expansion to a settlement area shall not be permitted unless it is clearly demonstrated through a comprehensive review that:

- 1. Sufficient opportunities for growth are not available through intensification, redevelopment and designated growth areas to accommodate the projected needs over the identified planning horizon.*
- 2. The infrastructure and public service facilities which are planned or available are suitable for the development over the long term, are financially viable over their life cycle, and protect public health and safety and the natural environment.*
- 3. In prime agricultural areas alternative locations have been evaluated and:*
 - a. there are no reasonable alternatives which avoid prime agricultural areas; and*
 - b. there are no reasonable alternatives on lower priority agricultural lands in prime agricultural areas.*
- 4. Impacts from new or expanding settlement areas on agricultural operations which are adjacent or close to the settlement area are mitigated to the extent feasible.*
- 5. The new or expanding Village Community is in compliance with the minimum distance separation formulae.*

In determining the most appropriate direction for expansions to the boundaries of the Village Community or the identification of a new settlement area, the County shall consider and apply all the policies related to natural heritage features, natural resource protection, cultural heritage protection and protection of public health and safety.”

Section 15.2 of the Official Plan indicates that Council may consider amendments to the Plan so long as the proposals are consistent with the general intent of the goals and objectives of the Plan and may be justified through their need and accepted planning principles.

Applicable Zoning By-laws

The subject lands are located within Cobden Zoning By-law No. 1989-14 and Ross Zoning By-law No. 23-92. The lands located within the Village of Cobden are situated within the Urban Reserve (UR) Zone. The lands located within the former Township of Ross are situated within the Community Facility (CF) Zone and Rural (RU) Zone.

The Township is currently undertaking a Comprehensive Zoning By-law Review and the will consider changes to the applicable zoning categories of the subject parcels as part this process or will file a separate zoning by-law amendment to implement the Official Plan Amendment modifications.

Analysis

The PPS requires the submission of a comprehensive review to consider modifications to settlement area boundaries including those for residential and employment lands. This exercise is intended to ensure that any changes in the settlement area boundary will accommodate the projected needs over the identified planning horizon.

Accordingly, the Township obtained and has submitted the comprehensive review in accordance with Sections 1.1.3.8 and 1.1.3.9 of the PPS to support this proposed amendment. The Comprehensive Review or Growth Study for the Township of Whitewater Region, was prepared by WSP Global Inc., and is dated December 2020.

The review identified and analyzed the lands, uses, and growth within the Township's settlement areas including Cobden, Beachburg, Westmeath, LaPasse, Foresters Falls and Haley Station. The assessment determined that while sufficient residential lands were available to support future growth, employment lands were limited to a supply of 0.77 net hectares (19.25 jobs), which did not meet the projected planning horizon of 424 jobs. As such, an increase in the settlement area of 20.18 gross hectares would be required. Further, as a result of development pressures, the study examined opportunities to better locate residential lands to encourage future growth within the Township.

With the support of Township staff, the project team identified candidate lands adjacent to the settlement areas and evaluated opportunities and constraints including physical, transportation, serviceability, compatibility, and environmental elements. This assessment determined that the transportation network and servicing available were the greatest assets for employment lands. Township staff determined that as future development is proposed, applications will be required to assess capacity at the water and wastewater plants along with collection and distribution systems including fire flows.

Following this analysis, Township staff conducted preliminary consultations with the affected land owners. The review recommended the following changes:

- Employment Lands - Expand the Cobden settlement area by 20.18 gross hectares to the north along Pembroke Street / Highway 17, and to the southeast along Astrolabe Road / Highway 17, for future employment uses;
- Residential Lands - Adjust the settlement area boundaries by removing 39.57 gross hectares from the southwest end of Cobden, and adding 39.57 hectares to the south east end of Cobden; and

- No changes to the settlement area boundaries are proposed in Westmeath, Beachburg, Foresters Falls, Haley Station, or LaPasse.

Comments received from members of the public during the public meeting held on June 22nd, 2022, including the affected property owners, expressed concerns regarding the re-designation of the lands at the north end of the village. As such, the Township is amending the Consultant's recommendation regarding the addition of new employment lands, and to add the 10.91 hectare size parcel to the south of Cobden, only.

As a result of the submission of the Traffic Impact Study (TIS) Bennett Meadows Subdivision prepared by J.L. Richard and Associates dated February 22, 2023, and its review by the Ontario Ministry of Transportation, the Township is recommending to place specific criteria relating to the submission of a revised TIS or addendum for any future development beyond Phase 1 of the Bennett Meadow Subdivision.

The Comprehensive Review and the relevant feedback from members of the public and public agencies satisfies the policies of the PPS and the Official Plan in supporting the expansion of the Village of Cobden for additional employment lands and modification to the Cobden's settlement areas with no net increase in residential lands.

PART B - THE AMENDMENT

Introductory Statement

All of this part of this document, entitled **PART B - THE AMENDMENT**, consisting of the following text and the attached map designated as Schedule “A”, constitutes Amendment No. 34 to the Official Plan of the County of Renfrew.

Details of the amendment

The Official Plan of the County of Renfrew is amended as follows:

- (a) Schedule “A” of the Official Plan is hereby amended by redesignating those lands described as Block F, Part of Lot 425 to 428 and Part of Lots 452 to 456, Plan 65, geographic Village of Cobden, in the Township of Whitewater Region, from Village Community to Rural, as shown on the attached Schedule “A”.
- (b) Schedule “A” of the Official Plan is hereby amended by redesignating those lands described as Part of Lots 6 and 7 Concession 1 and 2 WML, geographic Township of Ross, in the Township of Whitewater Region, from Rural to Village Community – Exception 7 as shown on the attached Schedule “A”.
- (c) Schedule “A” of the Official Plan is hereby amended by redesignating those lands described as Part of Lots 6 and 7 Concession 1 and 2 WML, geographic Township of Ross, in the Township of Whitewater Region, from Rural to Village Community – Exception 8 as shown on the attached Schedule “A”.
- (d) The following new Subsections 4.4(7) and 4.4(8) are hereby added following Subsection 4.4(6) and will read as follows:

“(7) Village Community – Exception 7 (Whitewater Region, Village of Cobden)

Prior to the development of the lands designated Village Community – Exception 7, in addition to the policies of the Plan the following apply:

- a. The proponent of a development application shall provide a supporting Transportation Impact Study to the satisfaction of the Ministry of Transportation and Township of Whitewater Region. Any recommended improvements to the road network, on or off-site, from the Traffic Impact Study, will be the responsibility of the proponent to implement. Improvements may include construction of additional lanes on Highway 17, or Astrolabe Road, and signals at that intersection;
- b. Any conveyances or reserves along Highway 17 requested by the Ministry of Transportation shall be provided to the satisfaction of the Ministry;

- c. The proponent of a development application shall provide a stormwater management report to the satisfaction of the Township of Whitewater Region and the Ministry of Transportation. The proponent of a development will be required to implement the stormwater management plan to the satisfaction of the Ministry of Transportation and the Township.
- d. The proponent of a development application will be required to assess capacity at the water and wastewater plants along with collection and distribution systems including fire flows.

(8) Village Community – Exception 8 (Whitewater Region, Village of Cobden)

Lands designated as Village Community – Exception 8 on the land use schedule to this Plan shall only be used for commercial, and/or light industrial uses as permitted in the Village Community designation and in accordance with Section 4.3(10) of this plan.

Prior to the development of the lands designated Village Community – Exception 8, in addition to the policies of the Official Plan the following apply:

- a. The proponent of a development application shall provide a supporting Transportation Impact Study to the satisfaction of the Ministry of Transportation and Township of Whitewater Region. Any recommended improvements to the road network, on or off-site, from the Traffic Impact Study, will be the responsibility of the proponent to implement. Improvements may include construction of additional lanes on Highway 17, or Astrolabe Road, and signals at that intersection;
- b. Any conveyances or reserves along Highway 17 requested by the Ministry of Transportation shall be provided to the satisfaction of the Ministry;
- c. The proponent of a development application shall provide a stormwater management report to the satisfaction of the Township of Whitewater Region and the Ministry of Transportation. The proponent of a development will be required to implement the stormwater management plan to the satisfaction of the Ministry of Transportation and the Township.
- d. The proponent of a development application will be required to assess capacity at the water and wastewater plants along with collection and distribution systems including fire flows.”

Implementation and interpretation




The implementation and interpretation of this amendment shall be in accordance with all other relevant policies of the Official Plan of the County of Renfrew.

SCHEDULE "A"
OFFICIAL PLAN AMENDMENT NO. 34

AMENDMENT NO. 34
TO THE OFFICIAL PLAN
OF THE COUNTY OF RENFREW

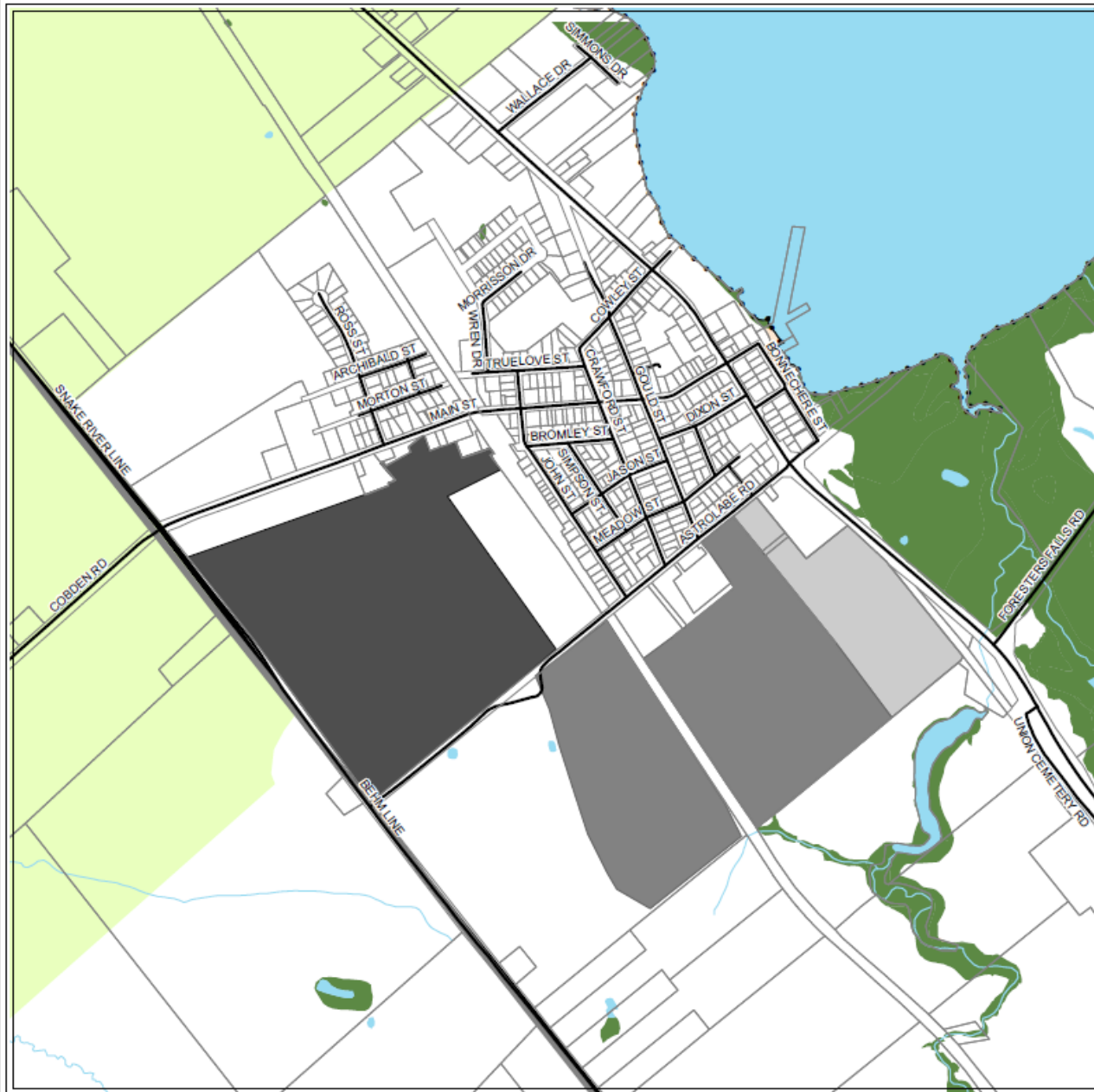
SCHEDULE 'A'

Part of Lot 403 to 412, 413 to 429, 461 to 465 and 472 to 474, Block F, Plan 65, Former Village of Cobden & Part of Lot 6, Concession 1 and Part of Lot 3, Concession 1 West Muskrat Lake, Former Township of Ross

-  Area affected by this Amendment From Village Community To Rural
-  Area affected by this Amendment From Rural to Village Community - Exception Seven
-  Area affected by this Amendment From Rural to Village Community - Exception Eight

COUNTY of RENFREW OFFICIAL PLAN
LEGEND

-  Road
-  Permanent Streams and Rivers
-  Lakes and Rivers
-  At Capacity Lakes
-  Urban Community
-  Village Community
-  Non County Areas
-  Special Policy Exception Areas
-  Active Waste Disposal Site
-  Inactive Waste Disposal Site
-  Environmental Protection Area
-  Rural
-  Crown Land
-  County Forest
-  Mineral Aggregate
-  Mining Resource
-  Agriculture



Note: This schedule forms part of Amendment No.34 to the Official Plan of the County of Renfrew and must be read in conjunction with the written text.

May 31, 2023

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. Accreditation Canada Survey Dates

The County of Renfrew Long-Term Care Homes will be surveyed by Accreditation Canada from June 26 to June 29, 2023. The two Accreditation Surveyors will attend to both properties throughout that timeframe. Ms. Ruth Chalmers, Accreditation Surveyor is scheduled to meet with the Governance Committee that will be represented by Mayor Michael Donohue, Chair of the Health Committee, and Warden Peter Emon along with Mr. Craig Kelley, Chief Administrative Officer/Clerk, Mr. Michael Blackmore, Director of Long-Term Care and Mr. Dean Quade, Bonnechere Manor Administrator in attendance on Tuesday, June 27, 2023 from 1:00 p.m. until 2:00 p.m. Committee will be kept apprised of the survey outcome.

2. Community Paramedicine Program

During the week of May 7th, the Service was pleased to welcome a group of Paramedics from Bavaria Germany. In April 2022, the first Bavaria-wide Community Paramedic response unit in Regensburg was launched, modelled after the County of Renfrew Community Paramedicine Program. Included in the delegation were Andreas Bauer, Chief Advanced Care Paramedic (ACP), Education, Community Paramedic Response Unit Coordinator, Sebastian Gerosch, Chief of EMS Department, Johannes Gottschalk, Chief of Red Cross Paramedic School/Manager, Red Cross Foundation, Felix Premm, and Patrick Schwarz, an ACP Preceptor. The visitors took part in briefings, ride along with crews, meetings with partner agencies, ride outs with commanders and Community Paramedics. The ultimate intention of this visit was to develop an exchange program that would see our Paramedics visit Regensburg at a future time in the interest of collaboration.

The Community Paramedicine Program held an Education Day focused on a Palliative Approach, on April 13, 2023, at Horton Community Centre. The Education Day was open to other health providers and several nursing staff were in attendance. It was an opportunity to learn, share and grow in knowledge and relationships in the Palliative circle of care.

3. **Emergency Management**

Attached as Appendix I is a letter from Mr. Teepu Khawja, Assistant Deputy Minister and Chief, Emergency Management Treasury Board Secretariat, reporting that the County of Renfrew has met the requirements of the 2022 Emergency Management and Civil Protection Act.

Spring Freshet

This significant precipitation experienced this spring, coupled with unseasonably warm temperatures causing the remaining snow in the northern portion of the Ottawa River basin to melt, has resulted in additional water volume in the Ottawa River, exceeding thresholds in several locations. The major flood threshold is defined as the level at which one or several streets are beginning to flood, with several houses/buildings or neighbourhoods being affected.

The May 8, 2023, Freshet reported water leveling off and has dropped below major flood threshold level in many areas. The Townships of Horton, Laurentian Valley, Laurentian Hills, and Whitewater Region remain impacted by water levels, but sandbagging has decreased as levels continue to decline.

4. **Defibrillator Program Update**

The Knights of Columbus Pembroke Branch hosted a free public CPR and Defibrillator training session on April 25, 2023, attended by 20 people. Following the training, the Knights of Columbus presented the County of Renfrew Defibrillator Program with a cheque for \$2,000 to purchase a defibrillator where it would be needed in Pembroke.

RESOLUTIONS

5. **Bonnechere Manor – International Recruitment Strategy**

RESOLUTION NO. H-CC-23-05-46

Moved by Chair

Seconded by Committee

THAT County Council approve that the Warden and Chief Administrative Officer/Clerk enter into an agreement with Contak Staffing Solutions to coordinate recruitment of up to twenty (20) International Personal Support Worker staff, at an average per candidate cost of \$7,800 subject to variance in airfare charges, equating to an approximate cost of \$156,000, through the Temporary Foreign Worker Program. Fees include completion of Labour Market Impact Assessment Application per Employment and Social Development Canada (ESDC).

Background

Traditional recruitment measures fail to close the gap where recruitment for nursing staff at Bonnechere Manor is concerned. Like many long-term care homes across the

province, the Manor has become increasingly reliant upon staffing agencies to fill vacant shifts. With costs inclusive of mileage, accommodations, agency fees and hourly wages comparable to County staff overtime rates, we will soon deplete what is left of COVID-19 Safe Restart Agreement funds.

Many health care institutions including long-term care homes are seeking to fill vacancies with health care providers from abroad. Such an endeavour aligns appropriately with the County of Renfrew Strategic Plan, in particular Goal #2 Workforce Development. Within the County, the advent of additional long-term care beds coming on line coupled with all Homes competing to achieve mandated hours of direct care, one can expect to find an increasingly depleted pool of available recruit candidates. Bracing for this inevitability, expanding our search radius to include international staff seems a reasonable option to add to recruiting strategies for County of Renfrew Long-Term Care Homes. Three foreign worker recruitment agencies were consulted concerning services and associated fees. Staff recommend proceeding with Contak Staffing Solutions having presented with lowest associated fees for comparable services. Award of the contract is consistent with County of Renfrew GA-01 Procurement of Goods and Services Policy.

6. **Bonnechere Manor Portable Phone Replacement Request for Proposal**

RESOLUTION NO. H-CC-23-05-48

Moved by Chair

Seconded by Committee

THAT County Council award the Bonnechere Manor Portable Phone Replacement Request for Proposal (RFP) BM-2023-01.1 to Cintel, Ottawa, ON as per the County of Renfrew GA-01 Procurement of Goods and Services Policy, Section 20.7, for a total price of \$198,963.62 inclusive of HST with \$180,000 approved in the Bonnechere Manor 2023 Capital Budget; AND FURTHER THAT the Health Committee recommend that County Council approve the reallocation of \$9,000 in surplus Capital Budget from the roofing project, along with the reduction in the scope of the \$30,000 Sprinkler Capital project by \$9,963.62 to fully cover the cost difference.

Background

Approved through the 2023 Capital Budget was the Bonnechere Manor Portable Phone Replacement Request for Proposal (RFP) at a cost of \$180,000. The portable phones are linked to the Austco Nurse Call system with the ability to make and receive calls from other users, as well as receive signals for service from the nurse call system indicating the location of the call for service. Portable communication devices are assigned to each Resident Home Area (RHA). The new system will be capable of operating a minimum of 60 devices with the ability for expansion if needed. Cintel, the current company that supports the maintenance of the Bonnechere Manor portable phones, was the only company that provided a bid. Cintel provided two options. Option one is a basic system and will support our needs at a cost of \$147,808.57, which falls within the approved

capital. Option two allows for greater flexibility for future upgrades and replacements of our Nurse Call system, as well as eliminates the need for an annual service maintenance agreement resulting in an annual savings of approximately \$2,300. The complete cost for Option two is \$198,963.62. Staff is proposing the approval of option two, funding the cost difference with the reallocation of \$9,000 in surplus capital from the roofing project, along with reducing the scope of the \$30,000 sprinkler capital project by \$9,963.62 to cover the approved budget overage. A recent consult concerning current sprinkler system condition supports the reallocation of these funds.

7. **Bonnechere Manor 100LB Commercial Laundry Washer**

RESOLUTION NO. H-CC-23-05-49

Moved by Chair

Seconded by Committee

THAT County Council approve the reallocation of \$14,177.35 from the surplus Capital Budget from the roofing project to fund the purchase of a 100lb Commercial Laundry Washer from Dalex Commercial Laundry Systems, Concord, ON.

Background

Approved through the 2023 Capital Budget for Bonnechere Manor was the supply and installation of a 100lb Commercial Washer Request for Quotation (RFQ) at a cost of \$30,000. As per the County of Renfrew GA-01 Procurement of Goods and Services Policy, Section 9.2, two written quotes were received and staff are requesting that the lowest quotation price of \$44,177.35 from Dalex Commercial Laundry System, Concord, ON be approved with Committee and Council approving the unbudgeted amount from the reallocation of the unused Capital Budget from the roof RFT.

All of which is respectfully submitted.

Michael Donohue, Chair

And Committee Members: P. Emon, D. Grills, V. Jahn, J. Murphy, N. Nicholson, R. Weir, M. Willmer

Treasury Board Secretariat

Emergency Management Ontario
25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1200

Secrétariat du Conseil du Trésor

de la gestion des situations d'urgence
Ontario
25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tél. : 647-329-1200



May 04, 2023

County of Renfrew

Dear Michael Nolan - CEMC:

Emergency Management Ontario (EMO) is proud to support your efforts to deliver on our common mission to ensure Ontarians are safe, practiced and prepared before, during and after emergencies.

The Emergency Management and Civil Protection Act (EMCPA) requires each municipality to develop and implement an Emergency Management (EM) program that includes:

- Municipal hazard and identification risk assessment;
- Municipal critical infrastructure list;
- Municipal emergency plan;
- Program By-law;
- Annual Review;
- Annual training;
- Annual exercise;
- Public education program;
- An Emergency Operations Center;
- A Community Emergency Management Coordinator;
- An Emergency Management Program Committee;
- A Municipal Emergency Control Group (MECG) and;
- An Emergency Information Officer.

Emergency Management Ontario (EMO) assists municipalities by making available our Field Officers and other resources to provide advice and guidance, deliver training, participate in exercises, and other advisory services including annually advising municipalities on achieving their EMCPA requirements.

Thank you for sharing your EM program related information and the effort undertaken to do so. Upon review of the documentation submitted, EMO is pleased to advise that our assessment indicates that your municipality has satisfied all thirteen (13) program elements required under the EMCPA 2023.

Congratulations on your municipality's efforts in meeting your EMCPA requirements in

2023.

You may also be interested in learning of the following information for further context:

- 398 of 444 municipalities sought EMO's advice on their progress to meet their EMCPA requirements in 2022, of which 393 were advised they appeared to satisfy their EMCPA requirements.
- Of the 5 municipalities who were advised they did not appear to meet all 13 program elements required under the EMCPA, the most prevalent reasons were:
 - Not conducting an annual exercise as prescribed;
 - CEMC did not complete training;
 - Not completing the annual MECG training; and/or
 - Not completing an annual review of their EM program.

There is nothing more important than the safety and wellbeing of our families and loved ones, and the importance of ensuring that your municipality is as prepared as possible for any potential emergency cannot be understated.

Once again, EMO is here to assist municipalities in achieving their EMCPA requirements. For further information or if you have any questions or concerns about this letter, please contact our Field Officer assigned to your Sector; their contact information is below.

Name: Hayston Lam

Email: hayston.lam@ontario.ca

Phone: 437-231-5395

Sincerely,

Teepu Khawja
Assistant Deputy Minister and Chief, Emergency Management
Treasury Board Secretariat

cc: Warden Peter Emon

COUNTY OF RENFREW

BY-LAW NUMBER 81-23

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL
OF THE COUNTY OF RENFREW AT THE MEETING HELD
ON MAY 31, 2023**

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 31st day of May 2023.

READ a second time this 31st day of May 2023.

READ a third time and finally passed this 31st day of May 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK