



COUNTY COUNCIL

10:00 A.M., WEDNESDAY, JUNE 28, 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 May 31, 2023.
8. Warden's Address.
9. Delegations:
 - a) 10:15 a.m. – Darren Waters, P. Eng., Area Manager Highway Engineering, Project Delivery, and Ryan Vandenberg, Project Manager, Project Delivery, Ministry of Transportation.
 - b) 10:40 a.m. - Lori Huber, CPA, CA, Partner, KPMG, LLP to present the 2022 'Draft' Audited Financial Statements for the County of Renfrew.
 - c) 11:00 a.m. – Meredith Staveley-Watson, Manager of Government Relations and Policy, Eastern Ontario Wardens' Caucus.
10. Correspondence.
11. Committee Reports:

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11:15 a.m. – 11:20 a.m.	a) Striking Committee (report on Councillor's desks)	
11:20 a.m. – 11:30 a.m.	b) Community Services Committee	4
11:30 a.m. – 11:45 a.m.	c) Operations Committee	70
1:00 p.m. – 1:15 p.m.	d) Development and Property Committee	122
1:15 p.m. – 1:30 p.m.	e) Health Committee	163
1:30 p.m. – 1:45 p.m.	f) Finance and Administration Committee	196
12. Closed Meeting – pursuant to Section 239 of the Municipal Act, 2001, as amended for the purpose of a) Labour relations or employee negotiations (collective bargaining); b) Personal matters about an identifiable individual (reorganization); and c) a subject to solicitor-client privilege, including communications necessary for that purpose (Property Purchase).

13. By-laws:

- a) By-law 82-23 – Employment By-law # 1 for County Officers and Staff.
- b) By-law 83-23 - A By-Law for the execution of Contract PWC-2023-12 Reconstruction of County Road 512 (Foymount Road) and County Structure B257 (Harrington Creek Bridge).
- c) By-law 84-23 – A By-Law to Enter into a Road Access Agreement on County Road 20 (Castleford Road) with Enne Bakker and Douwe Bakker.
- d) By-law 85 - 23 A By-Law to Enter into a Road Access Agreement on County Road 508 (Calabogie Road) with Scott Power and Lindsay Power.
- e) By-law 86-23 - A By-Law for the Execution of Contract PWC-2023-05 Rehabilitation of County Road 508 (Calabogie Road).
- f) By-law 87-23 - A By-Law for the execution of Contract PWC-2023-65 Rehabilitation of County Road 65 (Centennial Lake Road).
- g) By-law 88-23 - A By-Law for the Execution of Contract PWC-2023-17 Rehabilitation of County Road 517 (Dafoe Road).
- h) By-law 89-23 - A By-Law for the execution of Contract PWC-2023-24 Rehabilitation of County Road 4 (Storyland Road).
- i) By-law 90-23 - A By-Law for the Execution of Contract PWC-2023-02 Asphalt Patching and Scratch Coat Paving at Various Locations.
- j) By-law 91-23 - A By-Law to amend By-Law 50-17, to authorize the County of Renfrew to enter into an agreement with Licensed Home Child Care Service Providers.
- k) By-law 92-23 - A By-Law to enter into a Lease Agreement with the Arnprior Regional Health, 80 McGonigal Street, Arnprior, Ontario.
- l) By-law 93-23 - A By-Law for the execution of Contract Re-2023-09-RP Flat Roof Overlay and two HVAC System Replacements Renfrew County Place.
- m) By-law 94-23 - A Tariff of Fees By-Law for applications made in respect of Planning Matters.
- n) By-law 95-23 - A By-Law to Delegate Authority to the Manager of Planning Services to enter into Consent Agreements for the County of Renfrew.
- o) By-law 96-23 - A By-Law authorizing the County of Renfrew to enter into an Agreement with the Town of Arnprior for sharing of costs for the Realignment and Reconstruction of County Road 2 (Daniel Street) at Edey Street/Galvin Street Intersection in the Town of Arnprior.
- p) By-law 97-23 - A By-Law for the execution of Contract PWC-2023-30 Reconstruction of County Road 30 (Lake Dore Road).
- q) By-law 98-23 – A By-law to Acquire Land.
- r) By-law 99-23 - A By-Law authorizing the Warden and Clerk to execute an Agreement between the County of Renfrew and Ontario 211 Services for Ongoing Contact Centre Support to Renfrew County Virtual Triage and Assessment Centre for the Term July 1, 2023 to March 21, 2024.
- s) By-law 100-23 - A By-Law for the execution of Contract Administration for Reconstruction of County Road 512 (Foymount Road)
- t) By-law 101-23 - A By-Law to Acquire Land County Road 512 (Foymount Road).
- u) By-law 102-23 - A By-Law to Appoint the County Committees for the Ensuing Year or until their Successors are Appointed.
- v) By-law 103-23 - A By-Law to enter into an Agreement with Ontario Health for the 2023/24 Virtual Care Programs – Virtual Triage and Assessment Centre.

14. Written Reports from Representatives Appointed to External Boards
 - a) Association of Municipalities Ontario (AMO)
 - b) Chalk River Stewardship Council
 - c) Eastern Ontario Regional Network (EORN)
 - d) Federation of Canadian Municipalities (FCM)
 - e) Rural Ontario Municipal Association (ROMA).
 15. Notice of Motions.
 - a) Deputy Warden
Pursuant to Section 17.1 of the County of Renfrew Procedural By-law 85-10 as amended, THAT Councillor Lynch and Councillor Murphy be appointed Deputy Wardens from July 1, 2023 and ending on December 12, 2023 (Inaugural meeting of Council).
 - b) Housing and Homelessness Resolution (attached).
 - c) OHIP Coverage for Chronic Pain Treatments (attached).
 16. Members' Written Motions.
 17. New Business
 18. Confirmatory By-law 104-23 - A By-law to Confirm the Proceedings of the Council of the County of Renfrew at the meeting held on June 28, 2023.
 19. Adjournment.
- NOTE:** Any submissions received from the public, either orally or in writing may become part of the public record/package.

June 28, 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. Renfrew County Housing Corporation Annual General Meeting

The Annual General Meeting of the Renfrew County Housing Corporation (RCHC) was held on Wednesday, June 14, 2023. Attached as Appendix I for Council's information are the 2022 Financial Statements and Auditors' Report for the Renfrew County Housing Corporation which were approved by the Board of Directors.

2. Renfrew County Housing Corporation Community Housing Coordinator

At the June 14, 2023 Renfrew County Housing Corporation (RCHC) Board meeting, the board approved the addition of a Community Housing Coordinator position for a period of up to six months. This position will focus on representing the RCHC at the Landlord and Tenant Tribunals and work on an arrears collection process and policy.

3. Renfrew County Risk Watch

The County of Renfrew Community Services Department has been participating on the Renfrew County Risk Watch Table since April 2023. The Table brings multiple human-service sectors together to identify individuals who are at an acutely elevated risk of harm and provide a coordinated intervention before a crisis occurs. Meetings are held on a bi-monthly basis, and the location is rotated between Renfrew and Pembroke. Rotating the meeting location enables all agencies an opportunity to attend in person while reducing travel time and expenses.

BY-LAWS

4. Amendment to By-law 50-17- County of Renfrew New Licensed Home Agreement

RESOLUTION NO. CS-CC-23-06-32

Moved by Chair

Seconded by Committee

THAT the Community Services Committee recommend to County Council that By-law No. 50-17 authorizing the County of Renfrew to enter into an agreement with Licensed Home

Child Care service providers, be amended to enter into an agreement with Kate Green (Pembroke).

Background

Since 2018, the County of Renfrew has been licensed by the Ministry of Education to operate a Licensed Home Child Care Agency. Currently, there are eight homes operating, one home resides in Arnprior, one in Eganville, one in Haley Station and five homes located in Pembroke.

All of which is respectfully submitted.

Anne Giardini, Chair

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

Financial Statements of

**RENFREW COUNTY HOUSING
CORPORATION**

Year ended December 31, 2022

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RENFREW COUNTY HOUSING CORPORATION

Financial Statements

Year ended December 31, 2022

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Management's Responsibility for the Financial Statements

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Management's Responsibility for the Financial Statements

The accompanying financial statements of Renfrew County Housing Corporation (the "Corporation") are the responsibility of the Corporation's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards. A summary of the significant accounting policies are described in Note 1 to the financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

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

The Board of Directors meets with management and the external auditors to review the financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The financial statements have been audited by KPMG LLP, independent external auditors appointed by Board of Directors. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Corporation's financial statements.

On behalf of the Board:

Craig Kelley
Chief Executive Officer

Jeffrey Foss, CPA, CMA, CMO
Director of Finance/Treasurer

June 14, 2023

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors of Renfrew County Housing Corporation

Opinion

We have audited the financial statements of Renfrew County Housing Corporation ("the Entity"), which comprise:

- the statement of financial position as at December 31, 2022
- the statements of operations and accumulated surplus for the year then ended
- the statement of change in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position the Entity as at December 31, 2022, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter – Comparative Information

The financial statements as at and for the year ended December 31, 2021 were audited by another auditor who expressed an unmodified opinion on those financial statements on June 15, 2022.

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Kingston, Canada

June 14, 2023

RENFREW COUNTY HOUSING CORPORATION

Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
Financial assets:		
Current assets:		
Cash	\$ 3,640,868	\$ 4,882,750
Investments (note 2)	201,017	200,294
Accounts receivable (note 3)	555,418	456,825
Due from the Corporation of the County of Renfrew	1,190,075	187,454
	<u>5,587,378</u>	<u>5,727,323</u>
Financial liabilities:		
Current liabilities:		
Accounts payable and accrued liabilities	1,761,334	1,721,792
Deferred revenue	121,183	120,599
Accrued interest on long-term debt	1,827	2,612
Post-employment benefits (note 4)	186,641	179,247
Current portion of long-term debt (note 5)	307,735	361,821
	<u>2,378,720</u>	<u>2,386,071</u>
Long-term debt (note 5)	527,040	834,775
	<u>2,905,760</u>	<u>3,220,846</u>
Net financial assets	2,681,618	2,506,477
Non-financial assets:		
Tangible capital assets (note 6)	17,062,000	16,270,761
Prepaid expenses	230,863	186,835
	<u>17,292,863</u>	<u>16,457,596</u>
Commitments (note 10)		
Contingent liabilities (note 11)		
Accumulated surplus (note 7)	\$ 19,974,481	\$ 18,964,073

See accompanying notes to financial statements.

On behalf of the Board:

Director

Director

RENFREW COUNTY HOUSING CORPORATION

Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget (note 12)	2022 Total	2021 Total
Revenue:			
Municipal subsidies (note 8)	\$ 8,181,111	\$ 8,884,722	\$ 9,094,962
Rental income	4,440,679	4,916,281	4,414,983
Rental support - Province of Ontario	619,986	738,224	681,990
Other tenant income and recoveries	218,340	137,515	179,099
Interest	38,000	121,671	47,368
	13,498,116	14,798,413	14,418,402
Expenses:			
Repairs and maintenance	2,110,335	2,685,358	2,920,322
Municipal taxes and water	2,516,301	2,547,780	2,484,234
Rent support	2,897,251	2,148,312	1,886,683
Salaries	1,849,129	1,768,268	1,777,325
Project administration	1,276,843	1,175,374	1,126,762
Amortization of tangible capital assets	1,256,647	1,170,895	1,184,025
Heat, light and power	1,169,345	1,093,358	1,036,670
Interest	646,515	645,730	716,736
Employee benefits	430,576	441,183	412,889
Rent waivers and bad debts	200,000	67,138	145,687
Loss on disposal of tangible capital assets	—	44,609	25,556
	14,352,942	13,788,005	13,716,889
Annual surplus (deficit)	(894,826)	1,010,408	701,513
Accumulated surplus, beginning of year	18,964,073	18,964,073	18,262,560
Accumulated surplus, end of year	\$ 18,069,247	\$ 19,974,481	\$ 18,964,073

See accompanying notes to financial statements.

RENFREW COUNTY HOUSING CORPORATION

Statement of Change in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	2022 Budget (note 12)	2022 Total	2021 Total
Annual surplus (deficit)	\$ (894,826)	\$ 1,010,408	\$ 701,513
Amortization of tangible capital assets	1,257,647	1,170,895	1,184,025
Acquisition of tangible capital assets	(1,457,329)	(2,006,743)	(1,974,733)
Loss on disposal of tangible capital assets	—	44,609	25,556
Consumption (acquisition) of prepaid expenses	—	(44,028)	17,923
Net change in net financial assets	(1,094,508)	175,141	(45,716)
Net financial assets, beginning of year	2,506,477	2,506,477	2,552,193
Net financial assets, end of year	\$ 1,411,969	\$ 2,681,618	\$ 2,506,477

See accompanying notes to financial statements.

RENFREW COUNTY HOUSING CORPORATION

Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 1,010,408	\$ 701,513
Items not involving cash:		
Amortization of tangible capital assets	1,170,895	1,184,025
Loss on disposal of tangible capital assets	44,609	25,556
Increase (decrease) in post-employment benefits	7,394	(5,977)
Change in non-cash assets and liabilities:		
Accounts receivable	(98,593)	926,589
Due from the Corporation of the County of Renfrew	(1,002,621)	(112,144)
Prepaid expenses	(44,028)	17,923
Accounts payable and accrued liabilities	39,542	367,111
Deferred revenue	584	22,679
Accrued interest on long-term debt	(785)	(778)
	1,127,405	3,126,497
Investing activities:		
Purchase of investments	(723)	(80)
Capital activities:		
Acquisition of tangible capital assets	(2,006,743)	(1,974,733)
Financing activities:		
Principal repayment of long-term debt	(361,821)	(366,120)
Increase (decrease) in cash	(1,241,882)	785,564
Cash, beginning of year	4,882,750	4,097,186
Cash, end of year	\$ 3,640,868	\$ 4,882,750

See accompanying notes to financial statements.

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements

Year ended December 31, 2022

Renfrew County Housing Corporation (the "Corporation") was incorporated on December 14, 2000 under the Ontario Business Corporations Act. The Corporation administers social housing units in the County of Renfrew. These financial statements present the financial position and results of operation of Renfrew County Housing Corporation, which is exempt from income taxes, provided certain requirements of the Income Tax Act (Canada) are met.

1. Significant accounting policies:

These financial statements have been prepared by management in accordance with Canadian public sector accounting standards. Significant accounting policies adopted by the Corporation are as follows:

(a) Basis of accounting:

The Corporation follows the accrual method of accounting for revenue and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods or services and/or the creation of a legal obligation to pay.

(b) Funding arrangements:

The Corporation's rent geared to income program is funded primarily by the Corporation of the County of Renfrew as a Consolidated Municipal Service Manager (the "Service Manager"), in accordance with budget arrangements formally established by the Ministry of Municipal Affairs and Housing and the Corporation of the County of Renfrew. These financial statements reflect agreed arrangements approved by the Corporation of the County of Renfrew with respect to the year ended December 31, 2022.

(c) Municipal support – subsidy revenue:

The rent geared to income program operating subsidy is recognized based on the approved fiscal allocation by the Service Manager and adjusted for estimated recoveries based on actual expenses incurred during the year. Subsidies may be adjusted by the Service Manager based on an annual reconciliation performed subsequent to year end. Any further adjustments will be recorded in the year of Service Manager approval.

(d) Government transfers:

Government transfers are the transfer of monetary assets or tangible capital assets from other levels of government that are not the result of an exchange transaction and for which there is no expectation of repayment or direct financial return to the transferor in the future.

The Corporation receives government transfers to fund operating and capital expenditures. These transfers to the Corporation are recognized as revenues when the transfers are authorized and all of the eligibility criteria, if any, have been met, except when and to the extent that the transfer gives rise to an obligation that meets the definition of a liability for the recipient. Prior to that time, any amounts received are recorded as deferred revenue.

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(e) Revenue recognition:

Rent and miscellaneous recoveries revenue is recognized over the rental period once the tenant commences occupancy, rent is due and collection is assured.

Interest income is recognized as earned.

(f) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

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

	Useful Life - Years
Land improvements	20 to 25
Buildings	25 to 60
Machinery and equipment	5 to 25
Vehicles	4 to 20

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

Annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

When conditions indicate that a tangible capital asset no longer contributes to the Corporation's ability to provide services or the value of the future economic benefits associated with the tangible capital asset are less than its net book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the Statement of Operations and Accumulated Surplus.

(ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt, and that fair value is also recorded as revenue.

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(g) Post-employment benefits

The Corporation accounts for its participant in the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer public sector pension fund, as a defined contribution plan. As a result, the Corporation does not recognize any share of the OMERS pension surplus or deficit.

The Corporation accrues its obligation for post-employment benefit plans, including sick leave benefits and benefits under the Workplace Safety and Insurance Board ("WSIB"). The costs of the WSIB benefits earned by employees are actuarially determined. Actuarial gains and losses are expensed in the fiscal year they arise.

(h) Liabilities for contaminated sites:

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

(i) Use of estimates:

The preparation of financial statements requires management to make estimates and assumptions which affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenditures for the year. Actual results could differ from these estimates.

2. Investments:

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

	2022	2021
5.16% guaranteed investment certificate with Home Equity Bank GIC, maturing on November 25, 2027	\$ 100,509	\$ –
5.15% guaranteed investment certificate with Canadian Western Bank, maturing on November 25, 2027	100,508	–
1.45% guaranteed investment certificate with Equitable Bank, matured on November 25, 2022	–	100,147
1.45% guaranteed investment certificate Equitable Trust, matured on November 25, 2022	–	100,147
	<u>\$ 201,017</u>	<u>\$ 200,294</u>

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements (continued)

Year ended December 31, 2022

3. Accounts receivable:

	2022	2021
Harmonized sales tax recoverable	\$ 391,240	\$ 406,092
Tenant receivables	193,025	93,500
Miscellaneous	15,991	4,481
Allowance for doubtful accounts	(44,838)	(47,248)
	\$ 555,418	\$ 456,825

4. Post-employment benefits:

	2022	2021
Sick leave benefits (note 4(a))	\$ 163,454	\$ 156,756
Workplace Safety and Insurance Board (note 4(b))	23,187	22,491
	\$ 186,641	\$ 179,247

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

The liability for these accumulated days, to the extent that they have vested and could be taken in cash by an employee on termination, amounted to \$163,454 (2021 - \$156,756).

- (b) The Corporation is a Schedule 2 employer under the Workplace Safety and Insurance Board Act ("WSIB") and remits payments to the WSIB as required to fund disability payments. An independent actuarial evaluation was undertaken at December 31, 2021 in order to determine the estimated liability reported in the financial statements and extrapolated to December 31, 2022. As at December 31, 2022, the Corporation's accrued benefit liability relating to future WSIB claims is \$23,187 (2021 - \$22,491).

The significant actuarial assumptions adopted in estimating the Corporation's accrued benefit obligation for WSIB claims are as follows:

	2022	2021
Discount rate	2.75% per annum	3.75% per annum
Inflation rate	2.50% per annum	2.50% per annum
Health care escalation	6.00% per annum	6.00% per annum

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements (continued)

Year ended December 31, 2022

4. Post-employment benefits (continued):

(b) (continued):

Information with respect to the Corporation's WSIB future payments is as follows:

	2022	2021
Accrued benefit liability, beginning of year	\$ 22,491	\$ 2,270
Expense recognized for the period	2,696	21,284
Benefits paid for the period	(2,000)	(1,063)
	\$ 23,187	\$ 22,491

The accrued benefit liability at December 31 includes the following components:

	2022	2021
Accrued benefit obligation	\$ 23,187	\$ 22,491
Unamortized actuarial losses (gains)	—	—
	\$ 23,187	\$ 22,491

5. Long-term debt:

	2022	2021
2.60% Mortgage, payable \$10,349 monthly, including principal and interest, maturing June 1, 2028	\$ 636,062	\$ 742,306
2.61% Mortgage, payable \$8,274 monthly, including principal and interest, maturing November 1, 2023	89,839	185,445
2.52% Mortgage, payable \$13,740 monthly, including principal and interest, maturing August 1, 2023	108,874	268,845
	834,775	1,196,596
Current portion of long-term debt	(307,735)	(361,821)
	\$ 527,040	\$ 834,775

The 2.60% mortgage is secured by a first charge on the land and building located at 26 Spruce Street, Arnprior with a carrying value of \$1,157,779 (2021 - \$1,198,389).

The 2.61 % mortgage is secured by a first charge on the land and building located at 200 Caruso Street, Arnprior with a carrying value of \$810,371 (2021 - \$835,345).

The 2.52% mortgage is secured by a first charge on the land and building located at 224 Vimy Boulevard, Renfrew with a carrying value of \$1,023,386 (2021 - \$416,471).

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements (continued)

Year ended December 31, 2022

5. Long-term debt (continued):

The minimum scheduled principal repayments are as follows:

2023	\$	307,735
2024		111,871
2025		114,806
2026		117,808
2027		120,891
Thereafter		61,664
	\$	834,775

Interest paid on long-term debt of \$26,529 (2021 - \$35,676) is included in interest on the Statement of Operations and Accumulated Surplus.

6. Tangible capital assets:

Cost	Balance December 31, 2021	Additions	Disposals	Balance December 31, 2022
Land	\$ 2,018,776	\$ —	\$ —	\$ 2,018,776
Land improvements	3,081,158	436,436	(114,672)	3,402,922
Buildings	34,777,240	1,927,424	(38,729)	36,665,935
Machinery and equipment	1,027,556	34,115	(15,580)	1,046,091
Vehicles	498,412	36,022	—	534,434
Assets under construction	815,699	—	(427,253)	388,446
	\$ 42,218,841	\$ 2,433,997	\$ (596,234)	\$ 44,056,604

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements (continued)

Year ended December 31, 2022

6. Tangible capital assets (continued):

	Balance December 31, 2021	Amortization	Disposals	Balance December 31, 2022
Accumulated amortization				
Land	\$ —	\$ —	\$ —	\$ —
Land improvements	1,608,764	93,311	(86,907)	1,615,168
Buildings	23,541,902	960,969	(22,428)	24,480,443
Machinery and equipment	452,938	77,035	(15,036)	514,937
Vehicles	344,476	39,580	—	384,056
Assets under construction	—	—	—	—
	\$ 25,948,080	\$ 1,170,895	\$ (124,371)	\$ 26,994,604
	Net book value December 31, 2021			Net book value December 31, 2022
Land	\$ 2,018,776			\$ 2,018,776
Land improvements	1,472,394			1,787,754
Buildings	11,235,338			12,185,492
Machinery and equipment	574,618			531,154
Vehicles	153,936			150,378
Assets under construction	815,699			388,446
	\$ 16,270,761			\$ 17,062,000

Assets under construction having a value of \$388,446 (2021 - \$815,699) have not been amortized. Amortization of these assets will commence when the asset is put into service.

7. Accumulated surplus:

Accumulated surplus is comprised of:

	2022	2021
Reserves - current	\$ 198,480	\$ 198,484
Reserves – capital	3,735,417	3,870,671
Tangible capital assets	17,062,000	16,270,761
Long-term debt	(834,775)	(1,196,596)
Post-employment benefits	(186,641)	(179,247)
	\$ 19,974,481	\$ 18,964,073

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements (continued)

Year ended December 31, 2022

8. Municipal subsidies:

During the year, the Corporation of the County of Renfrew and the Corporation of the City of Pembroke provided funding to the Corporation as follows:

	2022	2021
Base funding	\$ 5,392,754	\$ 5,474,518
Homelessness Prevention Initiative	1,359,651	–
COVID-19 Support	562,934	1,444,966
Canada Ontario Community Housing Initiative	554,492	85,336
Community Homelessness Prevention Initiative	487,873	1,191,478
Ontario Priorities Housing Initiative	426,175	651,399
Housing Allowance Direct Delivery	45,000	58,750
Strong Communities Rent Supplement	35,021	140,086
Canada Ontario Housing Benefit	16,500	5,932
Ontario Renovates	4,322	42,497
	<u>\$ 8,884,722</u>	<u>\$ 9,094,962</u>

9. Pension agreement:

The Corporation makes contributions to the Ontario Municipal Employees Retirement System (“OMERS”), which is a multi-employer plan, on behalf of participating employees. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on length of service and rates of pay. Employers and employees contribute to the plan. Since any surpluses or deficits are a joint responsibility of all members and their employees, the Corporation does not recognize any share of the OMERS pension surplus or deficit in these financial statements.

The latest available report for the OMERS plan was at December 31, 2022. At that time, the plan reported a \$6.7 billion actuarial deficit (2021 - \$3.1 billion actuarial deficit).

For the year ended December 31, 2022, the amount contributed to OMERS was \$151,980 (2021 - \$137,521) for current services and is included as an expense on the Statement of Operations and Accumulated Surplus.

10. Commitments:

- (a) The Corporation leases office space in Renfrew, Ontario and Pembroke, Ontario from the Corporation of the County of Renfrew. The operating leases do not have an expiration date, and the annual charges are agreed upon as part of the budgeting process. The committed annual charges for the premises in Renfrew and Pembroke for fiscal 2023 are \$106,523 and \$57,680, respectively.

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements (continued)

Year ended December 31, 2022

10. Commitments (continued):

- (b) The Corporation has entered into a long-term service agreement with the Ontario Clean Water Agency that ends in February 2025. The Corporation is committed to the following payments:

2023	\$	48,306
2024		48,306
2025		8,051
	\$	104,663

- (c) The Corporation has entered into contracts for snow removal at its facilities for the winter season of 2022-2023. At December 31, 2022, the remaining commitment for these contracts amounts to \$273,546.

11. Contingent liabilities:

- (a) The nature of the Corporation's activities is such that there may be litigation pending or in prospect at any time. With respect to claims as at December 31, 2022, management believes that the Corporation has valid defenses and appropriate insurance coverage in place.

In the event any claims are successful, the amount of any potential liability is not determinable, therefore, no amount has been accrued in the financial statements.

- (b) In 2021, the Corporation signed first charge mortgages with the Corporation of the County of Renfrew (the "County") on twenty-one properties for a total of \$238,778. The principal funds were advanced under the Community Homelessness Prevention Initiative Program, Social Services Relief Fund (Phase 2), in the form of interest free, non-repayable loans. It is a requirement that the Corporation does not dispose of the mortgaged properties for a period of ten years following the date of project completion, however, the properties may be sold prior to the expiry of the minimum ten year intended use period so long as the County is of the view that the property is no longer needed for its intended use and ensures that the proceeds are reinvested into the housing and homelessness sector.

The loan proceeds were recorded as revenue when received and the loan amount is not recorded in these financial statements. Any interest or loan payable will be recorded in the financial statements when an event arises resulting in an obligation for the Corporation to pay interest charges or loan proceeds back to the County.

RENFREW COUNTY HOUSING CORPORATION

Notes to Financial Statements (continued)

Year ended December 31, 2022

12. Budget figures:

The Corporation reviews its operating and capital budgets each year. The approved operating budget for 2022 is included in the budget figures presented in the Statement of Operations and Accumulated Surplus and the Statement of Change in Net Financial Assets.

13. Comparative information:

Certain comparative information has been reclassified to conform to the financial statement presentation adopted in the current year.

DRAFT



Renfrew County Housing Corporation

Audit Findings Report for the year ended
December 31, 2022

KPMG LLP

Prepared on June 5, 2023 for the Board of Directors meeting on June 14, 2023

kpmg.ca/audit



KPMG contacts

Key contacts in connection with this engagement



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Digital use information

This Audit Findings Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.

4	Audit highlights	5	Status of the audit	6	Materiality	8	Audit risks and results
10	Audit misstatements	12	Control deficiencies	15	Additional matters	18	Appendices

The purpose of this report is to assist you, as a member of the Board of Directors, in your review of the results of our audit of the financial statements as at and for the period ended December 31, 2022. This report is intended solely for the information and use of Management and the Board of Directors and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



Audit highlights

Status of the audit



We have completed the audit of the financial statements of the Renfrew County Housing Corporation (the "Corporation") for the year ended December 31, 2022, with the exception of certain remaining outstanding procedures, which are highlighted on page 5 of this report.

Uncorrected audit misstatements



Professional standards require that we request of management and the Board of Directors that all identified audit misstatements be corrected. We have already made this request of management. One uncorrected audit misstatement remains. See pages 10 to 11.

Audit risks and results – going concern assessment

We performed an assessment to support the appropriateness of the going concern assumption. We have no findings to report.

Significant changes to our audit plan

There were no significant changes to our preliminary audit plan.

Corrected audit misstatements



We did not identify any misstatements that were communicated to management and subsequently corrected in the financial statements.

Significant unusual transactions

We did not identify any significant unusual transactions to bring to your attention.

Audit risks and results – significant risks



We did not identify any significant financial reporting risks other than the presumed risk of management override of controls. We did not identify any additional significant financial reporting risks that required additional audit procedures.

Control deficiencies



We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting.

Accounting policies and practices



There have been no changes to, or initial selections of, significant accounting policies and practices to bring to your attention.

Other financial reporting matters



The financial statement presentation complies with the financial reporting framework.





Status of the audit

As of the date of this report, we have completed the audit of the financial statements, with the exception of certain remaining procedures, which include amongst others:

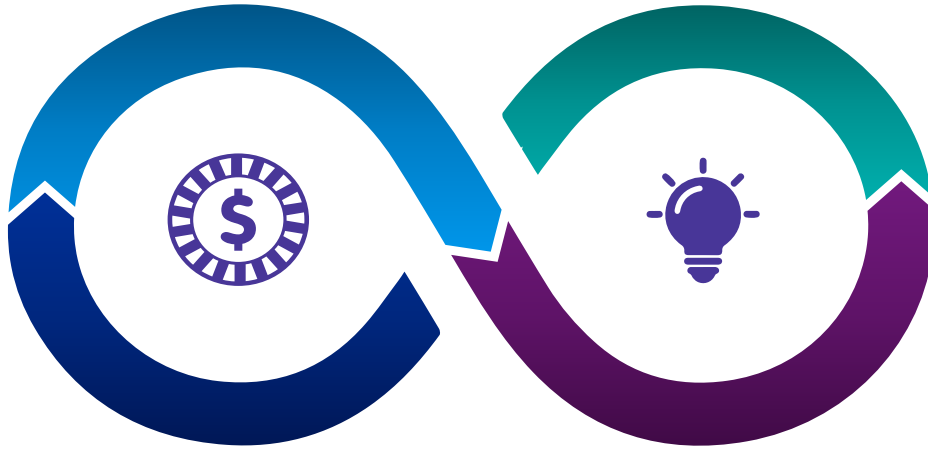
- Completing our discussions with the Board of Directors;
- Obtaining evidence of the Board of Directors approval of the financial statements;
- Completion of our subsequent events review procedures up to the date of our auditors' report; and
- Receipt of the signed management representation letter.

We will update the Board of Directors, and not solely the Chair, on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures.

Our auditor's report, a draft of which is provided in Appendix 1a: Draft Auditor's Report, will be dated upon the completion of any remaining procedures.



Materiality



We **initially determine materiality** at a level at which we consider that misstatements could reasonably be expected to influence the economic decisions of users. Determining materiality is a matter of **professional judgement**, considering both quantitative and qualitative factors, and is affected by our perception of the common financial information needs of users of the financial statements as a group. We do not consider the possible effect of misstatements on specific individual users, whose needs may vary widely.

We **reassess materiality** throughout the audit and revise materiality if we become aware of information that would have caused us to determine a different materiality level initially.

Plan and perform the audit

We **initially determine materiality** to provide a basis for:

- Determining the nature, timing and extent of risk assessment procedures;
- Identifying and assessing the risks of material misstatement; and
- Determining the nature, timing, and extent of further audit procedures.

We design our procedures to detect misstatements at a level less than materiality in individual accounts and disclosures, to reduce to an appropriately low level the probability that the aggregate of uncorrected and undetected misstatements exceeds materiality for the financial statements as a whole.

Evaluate the effect of misstatements

We also use materiality to evaluate the effect of:

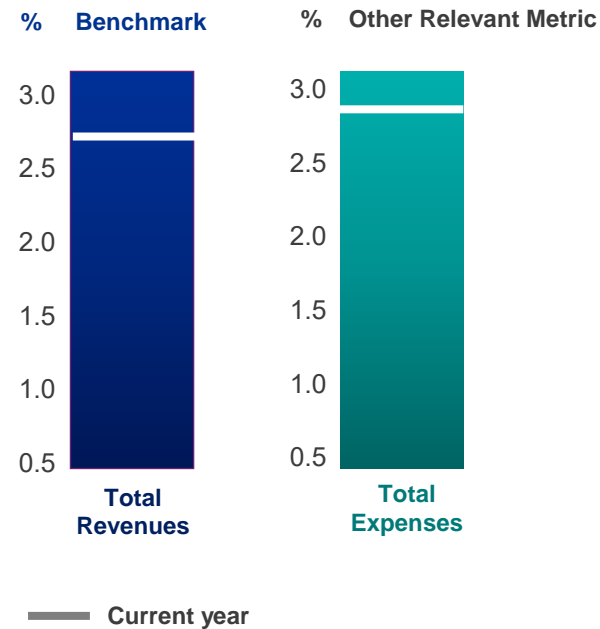
- Identified misstatements on our audit; and
- Uncorrected misstatements, if any, on the financial statements and in forming our opinion.

Materiality



Materiality
\$400,000

Determined to plan and perform the audit and to evaluate the effects of identified misstatements on the audit and of any uncorrected misstatements on the financial statements.



Prior year total revenues

\$14,400,000

Prior year total expenses

\$13,700,00

Audit Misstatement Posting Threshold

\$20,000

Risk assessment summary

Our audit is risk-based, and begins with an assessment of risks of material misstatement in your financial statements.

We draw upon our understanding of the Corporation and its environment (e.g. the industry, the wider economic environment in which the business operates, etc.), our understanding of the Corporation's components of its system of internal control, including our business process understanding.

		Risk of fraud	Risk of error	Risk Rating	Legend:
●	Management override of controls	✓			● PRESUMED RISK OF MATERIAL MISSTATEMENT
●	Cash		✓	Base	● OTHER AREA OF FOCUS
●	Investments and investment income		✓	Base	
●	Tangible capital assets		✓	Base	
●	Post-employment benefits		✓	Base	
●	Long-term debt		✓	Base	
●	Municipal subsidies and rental support from the Province of Ontario (including related receivables, payables, and deferred revenue, as applicable)		✓	Base	
●	Rental income		✓	Base	
●	Operating expenditures (including related accounts payable and accrued liabilities)		✓	Base	
●	Financial reporting		✓	Base	

We did not uncover any significant findings as a result of the procedures performed over the areas highlighted above.

Significant risks and results

We highlight our significant findings in respect of **significant risks**.



Presumed Risk of Management Override of Controls

RISK OF
FRAUD

Significant risk	Estimate?	Key audit matter?
Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities.	No	No

Our response

As this presumed risk of material misstatement due to fraud is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:

- Assessed the design and implementation of controls surrounding the journal entry process;
- Determined the criteria to identify high-risk journal entries and other adjustments; and
- Tested high-risk journal entries and other adjustments.

Findings

We did not uncover any issues during the performance of the procedures described above.

Audit misstatements

Our materiality for fiscal 2022 was set at \$400,000, which translated into an audit misstatement posting threshold of \$20,000. As such, all misstatements identified during the audit greater than \$20,000 have been recorded on our summary of adjustments and differences.

Uncorrected audit misstatements include financial presentation and disclosure omissions.



Impact of uncorrected audit misstatements – not material to the financial statements

The management representation letter, a copy of which is included in [Appendix 1b](#), includes the Summary of Uncorrected Audit Misstatements, which discloses the impact of all uncorrected misstatements considered to be other than clearly trivial, including the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole.

Based on both qualitative and quantitative considerations, management have decided not to correct one misstatement and represented to us that the misstatement is, in their judgment, not material to the financial statements. This management representation is included in the management representation letter.

We concur with management's representation that the uncorrected misstatement is not material to the financial statements. Accordingly, the uncorrected misstatement has no effect on our auditor's report.

Below is a summary of the impact of uncorrected misstatements:

Annual surplus		Total assets	
As currently presented	\$1,010,408	As currently presented	\$22,880,241
Uncorrected misstatements	\$145,786	Uncorrected misstatements	\$145,786
As a % of the balance	14.4%	As a % of the balance	0.6%



Individually significant uncorrected audit misstatements

Uncorrected audit misstatements greater than \$20,000 individually:

	Income effect	Financial position		
Description of individually significant misstatements	(Decrease) Increase	Assets (Decrease) Increase	Liabilities (Decrease) Increase	Accumulated Surplus (Decrease) Increase
To record the uncorrected difference related to the construction of an Affordable Housing Unit recorded in the Corporation of the County of Renfrew rather than the Corporation.	145,786	145,786	—	—
Total uncorrected misstatements	145,786	145,786	—	—

Control deficiencies

Consideration of internal control over financial reporting (ICFR)



In planning and performing our audit, we considered ICFR relevant to the Corporation's preparation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR.

Our understanding of internal control over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies. The matters being reported are limited to those deficiencies that we have identified during the audit that we have concluded are of sufficient importance to merit being reported to those charged with governance.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors. Had we performed more extensive procedures on internal control over financial reporting, we might have identified more significant deficiencies to be reported or concluded that some of the reported significant deficiencies need not, in fact, have been reported.

A deficiency in internal control over financial reporting



A deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed, or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

We identified certain observations surrounding internal controls over financial reporting. See pages 13 to 14.

Significant deficiencies in internal control over financial reporting



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

We did not identify any significant deficiencies in internal control over financial reporting.

Control deficiencies (continued)



Other control deficiencies

We have included a summary of the other control deficiencies identified in the current year.



Accounts Receivable

2022 Observation:

During our review of accounts receivable, we noted that an allowance is recorded for receivables relates to tenants who have moved out, however, there is not a formalized procedure to allow for past-due accounts for active tenants. Account aging and trends are important tools in evaluation of collectability of accounts.

2022 Recommendation:

We recommend that a policy be developed regarding the implementation of a more precise allowance for doubtful accounts provision that considers active tenants with overdue balances. This policy should use historical data with regards to uncollectability as a basis for developing the allowance. Periodic, systematic reviews of the accounts for collectability is prudent to assess collection risk on a timely basis.

Control deficiencies (continued)



Other control deficiencies

We have included a summary of the other control deficiencies identified in the current year.



Transactions with the Corporation of the County of Renfrew

2022 Observation:

In accordance with the Housing Services Act, an Annual Information Return ("AIR") is to be prepared by non-profit housing corporations to summarize the financial and operating data for a fiscal year. The AIR is to be completed by the housing corporation and provided to the service manager, the Corporation of the County of Renfrew (the "County"), on an annual basis. Service managers have the authority to determine if local housing corporations must complete the AIR.

The Corporation does not file an AIR with the County on an annual basis. Although this complies with the Housing Services Act, there is a risk that the subsidy entitlements, including any related receivables and payables, are not accurately recorded and tracked.

In addition, we noted that an Affordable Housing project is being constructed by the County on behalf of the Corporation. The costs incurred to date of \$145,786 are recorded as construction-in-progress with the County and will be transferred to the Corporation on completion of the project. However, as the Corporation has legal title to the property, the construction-in-progress balance should be recorded as a component of tangible capital assets in the Corporation as the project progresses, rather than on completion of the project.

2022 Recommendation:

We recommend that a year-end reconciliation process for the balance owing from (to) the County is formalized, including details on the underlying components of the balance, to ensure timely receipt and payment of outstanding balances. We further recommend that inter-entity transactions are recorded in the entity that has rights to the underlying asset. This will enhance the accuracy of the financial reporting throughout the year and at year-end.



Significant accounting policies and practices



Initial selections of significant accounting policies and practices

There were no new significant accounting policies and practices that were selected and applied during the period.



Description of new or revised significant accounting policies and practices

There were no changes to significant accounting policies and practices. As a result, there was no impact on the financial statements.



Significant qualitative aspects of the accounting policies and practices

There are no items to report.



Future implementation

The most significant pronouncement in the near term relates to Asset Retirement Obligations (“AROs”) that will be applicable for fiscal 2023. Refer to [Appendix 3](#).



Other financial reporting matters

We also highlight the following:



Financial statement presentation - form, arrangement, and content



The presentation and disclosure included in the financial statements is in accordance with the required standards as disclosed in the notes to the financial statements.



Concerns regarding application of new accounting pronouncements



No matters to report.



Significant qualitative aspects of financial statement presentation and disclosure



No matters to report.

Audit quality: How do we deliver audit quality?

Quality essentially means doing the right thing and remains our highest priority. Our **Global Quality Framework** outlines how we deliver quality and how every partner and staff member contributes to its delivery.

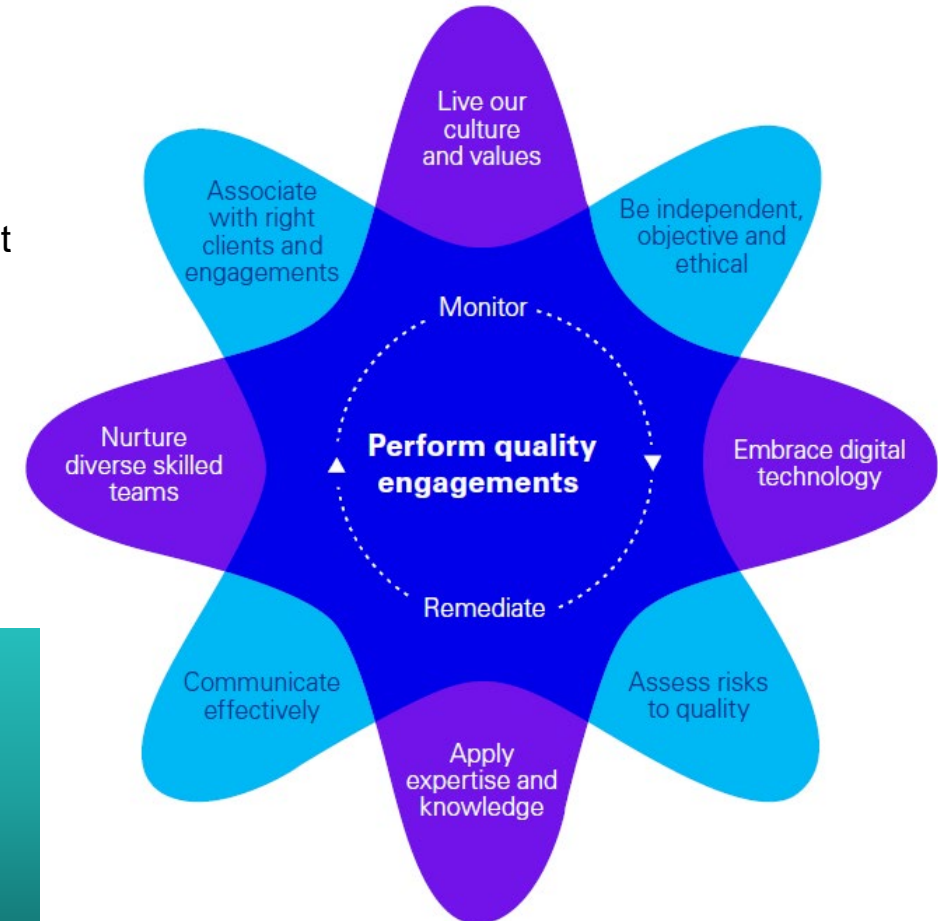
Perform quality engagement sits at the core along with our commitment to continually monitor and remediate to fulfil on our quality drivers.

Our **quality value drivers** are the cornerstones to our approach underpinned by the **supporting drivers** and give clear direction to encourage the right behaviours in delivering audit quality.

 [KPMG 2022 Audit Quality and Transparency Report](#)

We define 'audit quality' as being the outcome when:

- audits are **executed consistently**, in line with the requirements and intent of **applicable professional standards** within a strong **system of quality controls**; and
- all of our related activities are undertaken in an environment of the utmost level of **objectivity, independence, ethics and integrity**.



Appendices

1

Other required communications

2

Technology

3

Future accounting pronouncements

4

Audit and assurance insights



Appendix 1: Other required communications



CPAB communication protocol

The reports available through the following links were published by the Canadian Public Accountability Board to inform Audit Committees and other stakeholders about the results of quality inspections conducted over the past year:

- [CPAB Audit Quality Insights Report: 2022 Interim Inspection Results](#)
- [CPAB Audit Quality Insights Report: 2021 Annual Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2020 Annual Audit Quality Assessments](#)



Auditors' Report

The conclusion of our audit is set out in our draft auditors' report as attached.



Matters pertaining to independence and confidentiality

We are independent of the Corporation, and we have a robust and consistent system of quality control.

Confidentiality of our clients' information is an on-going professional and business requirement of both KPMG and our overall profession. In addition to our internal confirmation of independence of team members, we request confirmation and acknowledgement of our policies regarding confidentiality of the Corporation's information.



Representations of management

In accordance with professional standards, we will obtain certain representations from management upon approval of the financial statements.



Appendix 1a: Draft auditors' report

INDEPENDENT AUDITORS' REPORT

To the Board of Directors of Renfrew County Housing Corporation

Opinion

We have audited the financial statements of Renfrew County Housing Corporation (“the Entity”), which comprise:

- the statement of financial position as at December 31, 2022
- the statements of operations and accumulated surplus for the year then ended
- the statement of change in net financial assets for the year then ended
- the statement of cash flows for the year then ended
- and notes to the financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”).

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position the Entity as at December 31, 2022, and its results of operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “***Auditor’s Responsibilities for the Audit of the Financial Statements***” section of our auditor’s report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter – Comparative Information

The financial statements as at and for the year ended December 31, 2021 were audited by another auditor who expressed an unmodified opinion on those financial statements on June 15, 2022.



Appendix 1a: Draft auditors' report (continued)

Responsibilities of Management and Those Charged With Governance for the Financial Statements

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

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

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.



Appendix 1a: Draft auditors' report (continued)

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants

Kingston, Canada

June 14, 2023



Appendix 1b: Management representation letter

KPMG LLP
863 Princess Street, Suite 400
Kingston, Ontario K7L 5N4
Canada

June 14, 2023

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the financial statements (hereinafter referred to as "financial statements") of Renfrew County Housing Corporation ("the Corporation") as at and for the period ended December 31, 2022.

General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in [Attachment 1](#) to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Responsibilities:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated December 12, 2022, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.
 - e) providing you with additional information that you may request from us for the purpose of the engagement.

- f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.
- i) ensuring that internal auditors providing direct assistance to you, if any, were instructed to follow your instructions and that we, and others within the entity, did not intervene in the work the internal auditors performed for you.

Internal control over financial reporting:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

Fraud & non-compliance with laws and regulations:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - others
 where such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.



Appendix 1b: Management representation letter (continued)

Subsequent events:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.

Related parties:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

Estimates:

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

Going concern:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern.

Misstatements:

- 11) The effects of the uncorrected misstatements described in [Attachment II](#) are immaterial, both individually and in the aggregate, to the financial statements as a whole.

Non-SEC registrants or non-reporting issuers:

- 12) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 13) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.

Yours very truly,

RENFREW COUNTY HOUSING CORPORATION

By: Jeffrey Foss, Director of Finance/Treasurer

By: Daniel Burke, Manager of Finance



Appendix 1b: Management representation letter (continued)

Attachment I – Definitions

Materiality

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

Fraud & error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Attachment II – Summary of Audit Misstatements Schedules

Summary of Uncorrected Audit Misstatements:

Description	Statement of Financial Position effect ¹			Statement of Operations effect ¹
	Assets \$	Liabilities \$	Accumulated Surplus \$	
Dr. Tangible capital assets – construction-in-progress	145,786	–	–	–
Cr. Donated asset	–	–	(145,786)	(145,786)
To record the uncorrected difference related to the construction of an Affordable Housing Unit recorded in the Corporation of the County of Renfrew rather than RCHC.				
TOTAL UNCORRECTED AUDIT MISSTATEMENTS	–	–	(145,786)	(145,786)



Appendix 2: Technology – Continuous improvement powered by transformation

Our investment: \$5B

We are in the midst of a five-year investment to develop our people, digital capabilities, and advanced technology.

Responsive delivery model

Tailored to you to drive impactful outcomes around the quality and effectiveness of our audits.

Result: A better experience

Enhanced quality, reduced disruption, increased focus on areas of higher risk, and deeper insights into your business.





Appendix 2: Technology - KPMG Clara - Bringing the audit to one place



Streamlined client experience

And deeper insights into your business, translating to a better audit experience.



Secure

A secure client portal provides centralized, efficient coordination with your audit team.



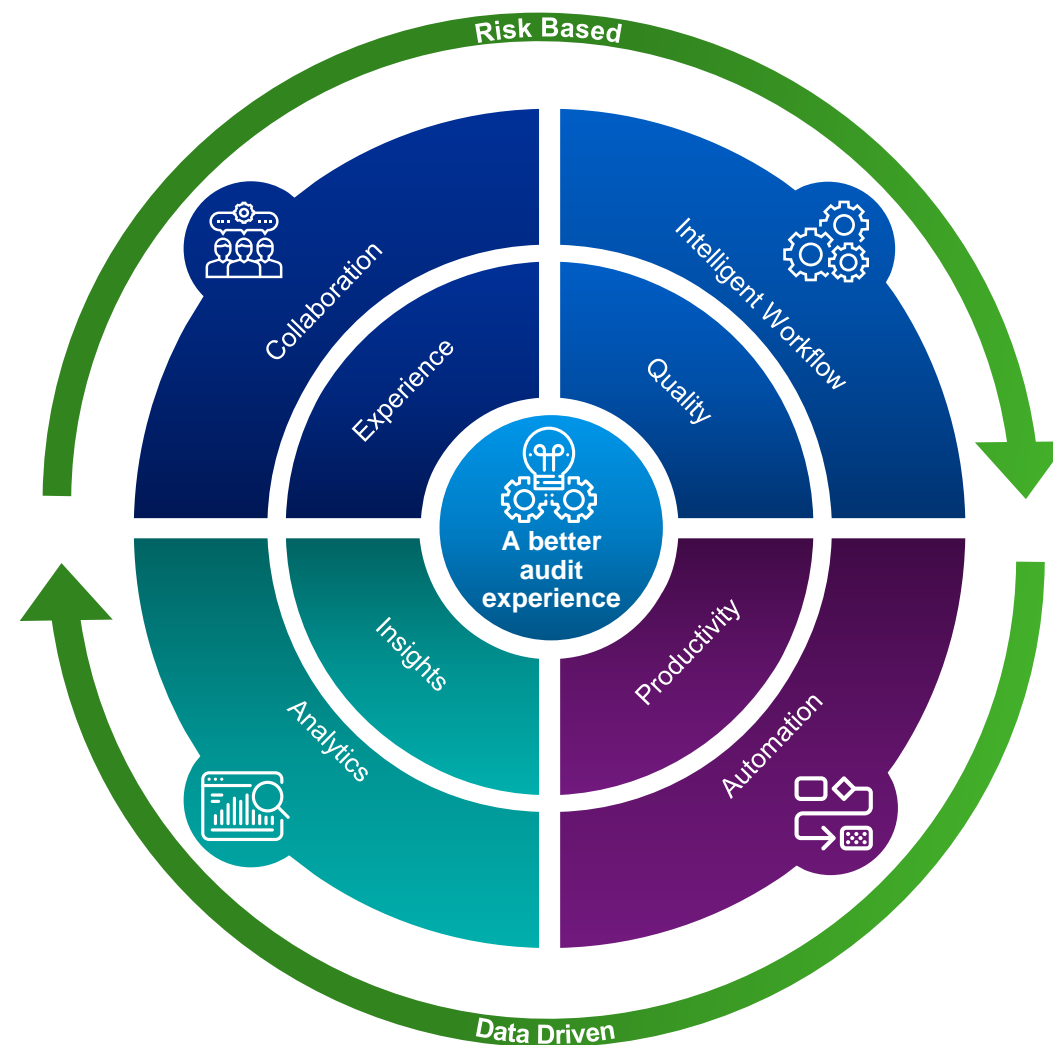
Intelligent workflow

An intelligent workflow guides audit teams through the audit.



Increased precision

Advanced data analytics and automation facilitate a risk-based audit approach, increasing precision and reducing your burden.





Appendix 3: Future accounting pronouncements

Asset retirement obligations (“AROs”)

Effective date

December 31, 2023

Summary and implications

- The new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs will be recognized as an integral cost of owning and operating tangible capital assets.
- The ARO standard will require the public sector entity to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets (“TCA”). As a result of the new standard, the public sector entity will:
 - Consider how the additional liability will impact net financial assets.
 - Carefully review legal agreements, senior government directives and legislation in relation to all controlled TCA to determine if any legal obligations exist with respect to asset retirements.

Financial instruments & foreign currency translation

Effective date

December 31, 2023

Summary and implications

- Equity instruments quoted in an active market and free-standing derivatives are to be carried at fair value. All other financial instruments, including bonds, can be carried at cost or fair value depending on the public sector entity's choice and this choice must be made on initial recognition of the financial instrument and is irrevocable.
- Hedge accounting is not permitted.
- A new statement, the Statement of Remeasurement Gains and Losses, will be included in the financial statements. Unrealized gains and losses incurred on fair value accounted financial instruments will be presented in this statement. Realized gains and losses will continue to be presented in the statement of operations.
- PS 3450 *Financial Instruments* was amended subsequent to its initial release to include various federal government narrow-scope amendments.



Appendix 3: Future accounting pronouncements (continued)

Revenue

Effective date

December 31, 2024

Summary and implications

- The new standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement.
- The standard notes that in the case of revenues arising from an exchange transaction, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.
- The standard notes that unilateral revenue arises when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.

Effective date

December 31, 2024

Summary and implications

Public Private Partnerships (“P3s”)

- PSAB has introduced Section PS3160, which includes new requirements for the recognition, measurement and classification of infrastructure procured through a public private partnership. The standard may be applied retroactively or prospectively.
- The standard notes that recognition of infrastructure by the public sector entity would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the P3 ends.
- The public sector entity recognizes a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure.

Effective date

December 31, 2024

Summary and implications

Purchased intangibles

- The guideline allows public sector entities to recognize intangibles purchased through an exchange transaction. The definition of an asset, the general recognition criteria and GAAP hierarchy are used to account for purchased intangibles.
- Narrow scope amendments were made to *PS 1000 Financial statement concepts* to remove the prohibition to recognize purchased intangibles and to *PS 1201 Financial statement presentation* to remove the requirement to disclose purchased intangibles not recognized.
- The guideline can be applied retroactively or prospectively.



Appendix 3: Future accounting pronouncements (continued)

Asset Retirement Obligations (ARO's): key audit risks

1

Do you have **completeness** of ARO's on your financial statements, particularly in terms of assets identified as in-scope?

2

Have you determined **measurement** of ARO's based on reliable data and costing models?

3

Have you correctly applied an appropriate **transition method**?

4

Do you have adequate **documentation** of your process and audit working papers enabling auditability?



Appendix 3: Future accounting pronouncements (continued)

Asset retirement obligations: implementation project

Project planning

- Project team is cross-functional and includes Finance and non-Finance personnel.
- Sufficient personnel resources are available for the implementation project.
- Where required, external experts have been engaged.
- The project plan identifies who is responsible for each project task.
- Project timelines are reasonable.
- Auditor involvement has been scheduled at each significant project milestone.
- Asset retirement obligations policy has been drafted.
- Recurring project updates are provided to the Audit Committee or other governance body to engage them in the implementation process.

Scoping

- The tangible capital assets listing reconciles to the audited financial statements.
- Agreements (e.g. leases, statutory rights of way, etc.) have been reviewed for potential legal obligations.
- Productive and non-productive assets have been included in the scoping analysis.
- Assets with similar characteristics and risks have been grouped together in the scoping analysis.
- All relevant legal acts, regulations, guidelines, etc. have been identified.
- Relevant internal stakeholders have been interviewed to obtain information about potential retirement obligations.

Measurement

- Cost information is relevant and reliable.
- Only costs directly attributable to legally required retirement activities have been included in the liability.
- If applicable, the discount rate is consistent with the risks and timelines inherent in the cash flows.
- If discounting is applied, it is based on reliable information to inform the timing of future cash flows.
- Asset retirement obligations have been linked to specific tangible capital assets.
- The useful life of the tangible capital asset remain appropriate and are consistent with estimated asset retirement date.
- The transition method selected is appropriate based on the measurement information available.
- Calculations are mathematically accurate.

Financial reporting

- Financial statements have been mocked up to include asset retirement obligations.
- Note disclosures, including significant accounting policies, have been drafted.
- Documentation prepared during the project has been reviewed to ensure it is accurate and complete.
- Plans have been implemented for the annual post-implementation review and update of the asset retirement obligation liability.



Appendix 3: Future accounting pronouncements (continued)

Asset retirement obligations: implementation milestones

PHASE 1

Step 1:

Development of a PS3280 compliant policy. Include a definition for in-scope assets, productive and non-productive assets, and document known sources of legal obligations (such as regulations and contracts) as well as key roles and responsibilities for retirement obligation identification, measurement and reporting.

Step 2:

Identification of TCA/sites inventory. Develop an inventory of potential in-scope assets or sites based on existing TCA listings, and inventories used for PS3260 contaminated sites. Reconcile the listing of TCA items to the audited financial statements. Assess in-scope assets against PS3280 recognition criteria.

Milestone – KPMG Audit Team review of PS3280 policy, asset listings, and in-scope assets

PHASE 2

Step 3:

Measure the estimated liability. Assess available information, and consider the need for additional environmental assessment of any sites. Document key assumptions and variables, and selection of transition method. Determine if discounting will be applied for any assets. Consider impacts on useful life assumptions for in-scope assets. Document measurement methodology and range of estimate for in-scope assets.

Milestone – KPMG Audit Team review of measurement methodology and range of estimates

Step 4:

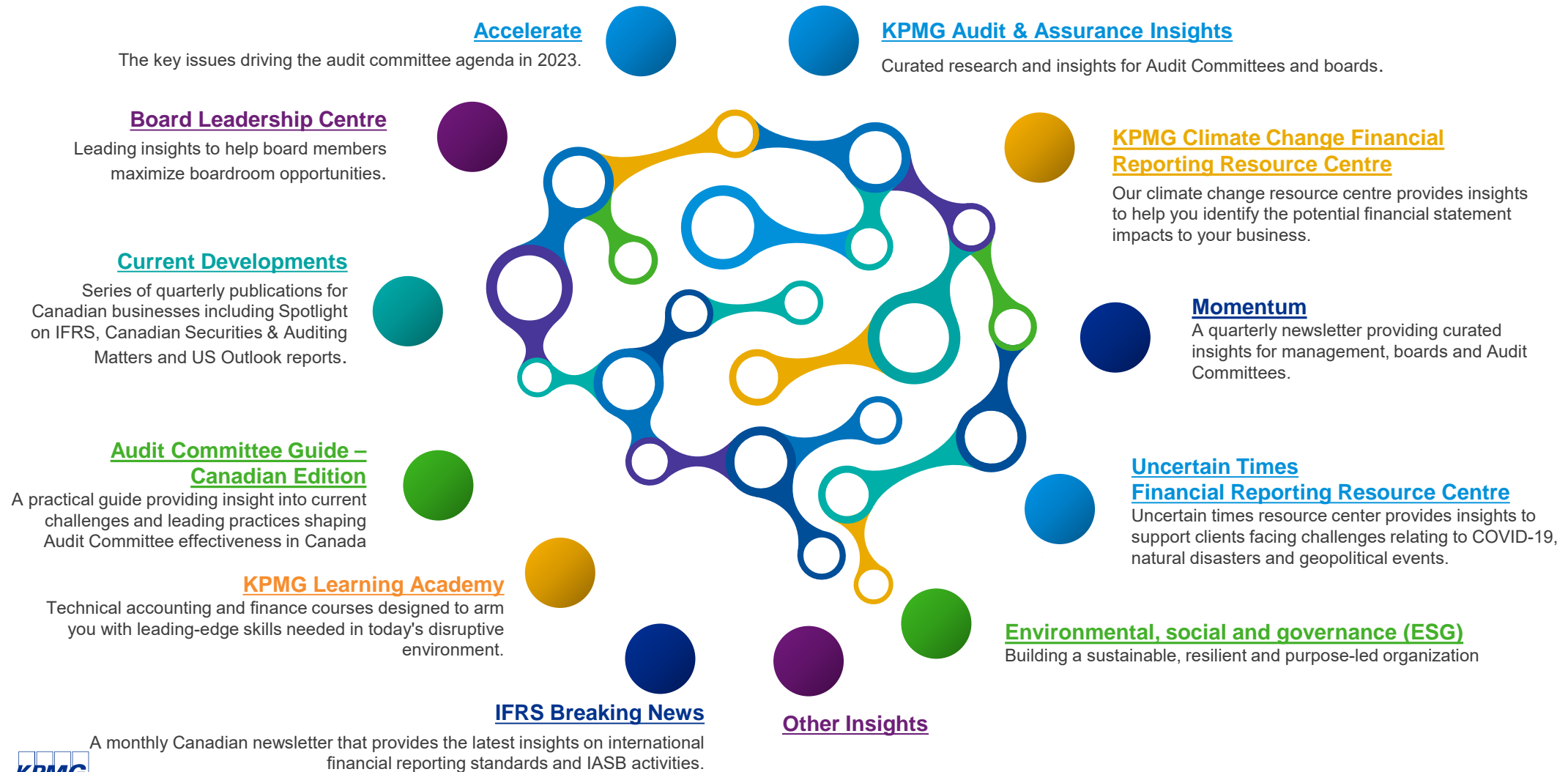
Reporting. Prepare a library of documentation and assumptions supporting each retirement obligation for audit purposes, and comprehensive documentation of the process followed for implementation. Prepare template financial statements and related note disclosure for 2023 year end.

Milestone – KPMG Audit Team review of working papers and template financial statements



Appendix 4: Audit and assurance insights

Our latest thinking on the issues that matter most to Boards of directors and management.





kpmg.ca

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KPMG member firms around the world have 227,000 professionals, in 145 countries.



COUNTY OF RENFREW

BY-LAW NUMBER 91-23

A BY-LAW TO AMEND BY-LAW 50-17 - TO AUTHORIZE THE COUNTY OF RENFREW TO ENTER INTO AN AGREEMENT WITH LICENSED HOME CHILD CARE SERVICE PROVIDERS

WHEREAS on April 26, 2017, the Corporation of the County of Renfrew enacted By-law No. 50-17, being a By-law to authorize the County of Renfrew to enter into an agreement with Licensed Home Child Care service providers, as amended on August 30, 2017, February 28, 2018, May 30, 2018, September 26, 2018, February 27, 2019, March 27, 2019, August 25, 2021, November 24, 2021, May 25, 2022; June 29, 2022, August 31, 2022, April 26, 2023 and June 28, 2023.

AND WHEREAS the County of Renfrew is the Consolidated Municipal Service Manager for Community Service Programs and responsible for child care services in the County of Renfrew;

AND WHEREAS the County of Renfrew has been approved by the Ministry of Education to operate a Licensed Home Child Care Agency within the Child Care and Early Years Division;

AND WHEREAS it is necessary to amend By-law No. 50-17 to include an additional licensed home child care provider;

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

1. THAT the Warden and Clerk are hereby authorized to sign and seal all things, papers and documents necessary or incidental to the execution of this by-law.
2. THAT the Warden and Clerk are hereby authorized and instructed to enter into a service agreement with Kate Green for the provision of child care in their home and that By-law 50-17 is hereby amended.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 28th day of June 2023.

READ a second time this 28th day of June 2023.

READ a third time and finally passed this 28th day of June 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

FUNDING AGREEMENT FOR LICENSED CHILD CARE

BETWEEN:

**County of Renfrew Child Care Agency
(the “Agency”)**

-and-

**Kate Green
(the “Provider”)**

WHEREAS the Agency has been licensed by the Province of Ontario as a Home Child Care Agency under the *Child Care and Early Years Act, 2014* (the “Act”), and is in a position to provide funding to the Provider;

AND WHEREAS the Provider is a child care provider as defined in the *Act* and has agreed to provide home child care as defined in the *Act*;

THEREFORE THE PARTIES agree as follows:

1. Definition

In this Agreement, unless there is something in the subject matter or context inconsistent therewith, the terms and expressions used in this Agreement that are defined terms and expressions under the *Act* or Regulations made under the *Act*, shall have the same meaning as in the *Act* or the Regulations.

Other Definitions

“Agency Staff” means the staff of the Agency authorized to exercise the rights and perform the duties of the Agency under this Agreement.

“Agreement” means this Agreement, as may be amended from time to time.

“Home” means the premises at which the Provider is providing home child care services.

2. Status

The Agency and the Provider confirm that this is a funding agreement and they specifically deny any intention or agreement to be or to become agents, one for the other, or to create a partnership or other relationship whereby either would be held liable for any tortious, negligent, contractual or other acts, either of omission or commission, of the other party. Neither party shall have any authority to act for or to

assume or to incur any obligations or responsibilities on behalf of the other party unless specifically provided for in this Agreement. The parties specifically agree that this Agreement does not create an employer/employee relationship between the Agency and the Provider.

3. Term

- a) Unless otherwise provided herein, this Agreement shall remain in force from June 28, 2023, until it is superseded or replaced by a subsequent agreement in writing between the parties, or unless terminated in its entirety by either party by giving to the other party thirty (30) days advance written notice of such termination. In the event that this Agreement is terminated by either party, the Provider will refund forthwith to the Agency all monies advanced to it by the Agency which have not been expended by the Provider in accordance with this Agreement.
- b) Notwithstanding any other provision of this Agreement the Agency may immediately terminate this Agreement, in whole or in part, with respect to the provision of any particular service where the Agency, in its sole and unfettered discretion, determines that the health, welfare or safety of any child is at risk.

4. Program

- a) The Provider agrees to provide quality home child care services in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the Agency's Child Care Policies and Procedures as amended from time to time, including, but not limited to the child care policies specific to the operation of the licensed Home. The Provider acknowledges that it has received and reviewed the Agency's Child Care Policies and Procedures.
- b) The Provider is not to provide care for more than six (6) children at any one time.
- c) The Provider shall not make private child care arrangements with families placed by the Agency. Should the Provider make such arrangements, the Agency shall be entitled to immediately terminate this Agreement.
- d) The Provider shall immediately provide written notification to the Agency that there is a risk of a temporary closure of the Home in order that the Agency be able to make alternate care arrangements for the children. The Provider shall immediately contact all parents/caregivers and the Agency in the event that the home will not be operating on any particular day or at any particular time during which it would ordinarily be operating.
- e) The Provider understands that if the Home is closed and therefore not operating on any particular day or at any particular time, there will be no funding from the

Agency. Likewise, if the Home is open but there are no children approved for placement in the Home, there shall be no funding provided by the Agency.

- f) The Provider shall participate in all training workshops recommended by the Agency.
- g) The Provider agrees to complete a First Aid course, as recommended by the Agency, within sixty days of the signing of this Agreement. The Provider further agrees to deliver to the Agency, immediately upon it becoming available, a certificate demonstrating completion of the First Aid course.
- h) The Provider shall create an inclusive child care setting which can accommodate children with special needs.
- i) The Provider shall return to the Agency all property, goods, acquisitions, and signage supplied by the Agency within 30 days of termination of this Agreement.
- j) In the event that the Provider ceases operations, it shall not dispose of any records related to the services provided for under this Agreement and shall immediately deliver those records to the Agency or, alternatively, immediately provide copies of those records to the Agency.

5. Payment

The Agency shall pay to the Provider, one month in arrears, for each approved child receiving child care services at the Home, an amount equal to the approved hourly rate multiplied the agreed upon hours, all as contained in the individual Resource Funding Agreement for each child.

6. Agency Access, Consultation and Recommendations

- a) In order to allow the Agency staff (as designated by the Agency) to observe and evaluate the services and inspect all records relating to the services provided pursuant to this Agreement, the Provider shall permit Agency Staff, during regular business hours of the Provider or at such other times as the Agency, in its sole discretion, may deem to be reasonable in the circumstances, to enter any premises used by the Provider in connection with the provision of the services pursuant to this Agreement;
- b) In order to allow the Agency to carry out such oversight of the provision of care to children at the Home, as may be deemed necessary by the Agency and, or the Province of Ontario, the Provider shall permit Agency Staff, during regular business hours of the Provider or at such other times as the Agency, in its sole discretion, may deem to be reasonable in the circumstances, to enter any premises used by the Provider;

- c) The Provider shall make available to the Agency all relevant financial records including but not limited to child attendance sheets or other reports Agency within 10 business days of such request made by the Agency. The Provider shall also allow the Agency to copy those records on site, or alternatively, allow for the removal of the aforementioned records by the Agency for the purpose of copying such records; and
- d) Once the Agency has obtained access to and has reviewed the aforementioned records, and has consulted with the Provider, all as described above, the Agency may make recommendations to the Provider with respect to any matters related to this Agreement, including proper accounting and oversight methods and procedures or any other matter that the Agency deems necessary. The Provider agrees to immediately implement and to abide by any such recommendations made by the Agency and to provide to the Agency such proof of implementation and compliance as may be required by the Agency.

7. Reports

The Provider shall prepare and submit to the Agency, within 5 days following the end of each calendar month in a year, a Monthly Expense/Statistical Report in the form and content of the template attached hereto as Schedule “A” reflecting actual monthly costs for the previous month. In addition to the foregoing the Provider shall:

- a) complete and maintain daily attendance records of staff and children which the Agency may inspect and audit from time to time as it sees fit as well as records of expenses incurred where funding is being provided by the County in connection with any particular child; and
- b) prepare and submit to the Agency, at any time upon request by the Agency, a comprehensive report, in a form and substance acceptable to the Agency, respecting the services being provided by the Provider, which services may include, services delivered in the preceding year.

8. Financial Reports

- a) The Agency may, at any time, request information from the Provider in connection with attendance and expense records and the Provider shall immediately provide that information and materials to the Agency.
- b) The Provider shall adhere to any additional financial reporting requirements in accordance with relevant provincial legislation, the policies, guidelines and requirements of Canada, Ontario and the Agency’s Child Care Policies and Procedures as amended from time to time. The Provider acknowledges that it has received and reviewed the Agency’s Child Care Policies and Procedures.

- c) The Provider shall prepare and submit annually, or at any time upon reasonable request, a financial report in such form and containing such information as the Agency may require.
- d) The Provider shall comply with the Agency's policies on the treatment of revenues and expenditures. The Provider acknowledges that it has received and reviewed these policies on the treatment of revenues and expenditures.

9. Confidentiality

The Provider will hold confidential and will not disclose or release to anyone, including any person, partnership, corporation or other entity, other than the Agency, at any time during or following the term of this Agreement, except where required by law, any information or document that tends to identify any individual in receipt of services without first obtaining the written consent of the individual or the individual's parent or guardian prior to the release or disclosure of such information or document.

10. Indemnification

The Provider will, both during and following the term of this Agreement, indemnify and save harmless the Agency, its officers, directors, employees, agents, servants and volunteers from all costs, losses, damages, judgments, claims, demands, suits, actions, complaints or other proceedings in any manner based upon, occasioned by or attributable to anything done or omitted to be done by the Provider, its directors, officers, employees, agents, servants or volunteers in connection with services provided, purported to be provided or required to be provided by the Provider pursuant to this Agreement.

11. Insurance

- a) The Provider will obtain and maintain in full force and effect during the term of this Agreement, general liability insurance acceptable to the Agency in an amount not less than two million dollars (\$2,000,000) per occurrence in respect of the services provided pursuant to this Agreement.
- b) The general liability insurance policy shall:
 - i. include the Agency as an additional insured;
 - ii. contain a cross-liability clause endorsement;
 - iii. contain a clause including liability arising out of the Agreement; and
 - iv. contain a provision that the Agency is to be notified by the insurer should the Provider fail to make the required premium payments and that the

policy shall not be terminated by the insurer until such notice has been provided to the Agency and the Agency has been afforded a reasonable time to arrange for the payment of the premiums.

- c) The Provider shall provide to the Agency on or before January 31 of any calendar year proof that the above-noted insurance is in place and, in addition to this, shall, upon request of the Agency at any time, provide such proof of insurance to the Agency.

12. Freedom of Information

Any information collected by the Agency pursuant to this Agreement is subject to the rights and safeguards provided for in the *Municipal Freedom of Information and Protection of Privacy Act*, and the *Freedom of Information and Protection of Privacy Act*.

13. Human Rights Code

It is a condition of this Agreement, and of every Agreement entered into pursuant to the performance of this Agreement, that no right under s. 5 of *Ontario Human Rights Code*, as amended, will be infringed. Breach of this condition is sufficient grounds for immediate cancellation of this Agreement with no further notice required.

14. Severability

If any provision or portion of any provision in this Agreement shall be held by a Court of competent jurisdiction to be unenforceable, invalid or illegal, such provision or such portion of the provision shall be severable and the remaining provisions or portions shall remain valid and binding.

15. Governing Law

- a) This Agreement shall be construed in accordance with and governed by the laws in force in the Province of Ontario.
- b) The parties agree that any legal proceedings in connection with any matter arising from or related to this Agreement shall be commenced in the Province of Ontario.

16. Laws

The Provider shall at all times comply with any and all applicable federal, provincial and municipal laws, by-laws, ordinances, statutes, rules, regulations and orders and policies and procedures in respect of the performance of this Agreement.

17. Notice

Any notice required or desired to be given hereunder shall be delivered in person or sent by prepaid registered mail addressed as follows:

a) To: County of Renfrew, Child Care and Early Years Division
7 International Drive
Pembroke, ON K8A 6W5
Attn: Manager, Child Care and Early Years Division

Copy to: County of Renfrew
7 International Drive
Pembroke, ON K8A 6W5
Attn: Director, Community Services

b) To: Kate Green
1870 Sandy Beach Road
Pembroke, ON K8A 6W8

or at such other address as may be furnished in writing from time to time by either party to the other. Any notice sent by registered mail shall be effective when received by the addressee.

18. Entire Agreement

The Provider and the Agency acknowledge that there are no covenants, representations, warranties, agreements or conditions expressed or implied, collateral or otherwise forming part of or in any way affecting or relating to this Agreement except as expressly set out in this Agreement and the Schedules annexed hereto and that this Agreement and the Schedules constitute the entire agreement between the Provider and the Agency.

19. Non-Waiver

No condoning, excusing or overlooking by the Agency of any default, breach or non-observance by the Provider at any time or times in respect of any covenant, proviso or condition contained in this Agreement shall operate as a waiver of the Agencies rights hereunder in respect of any continuing or subsequent default, breach or non-observance, or so as to defeat or effect in any way the rights of the Agency. No waiver shall be inferred from or implied by anything done or omitted to be done by the Agency save only by way of express waiver in writing.

20. Successors

This Agreement shall ensure to the benefit of and be binding upon the respective heirs, executors, administrators, permitted successors and assigns of the Provider.

21. Amendments

This Agreement can only be amended by written agreement signed by both parties.

For the convenience of the parties, this Agreement may be executed in counterpart and acceptance of this Agreement may be delivered electronically or by facsimile.

IN WITNESS WHEREOF this Agreement has been signed by an authorized County of Renfrew official on behalf of the Agency and on behalf of the Provider by its proper signing officers.

SIGNED, SEALED AND DELIVERED:

On the _____ day of _____, 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 Kate Green, Provider:

Witness Signature

Signature

**(Name and Position)

Witness Signature

Signature

**(Name and Position)

* Witness required where the Provider is a sole proprietor or partner in a partnership. Not required when corporate seal is affixed.

** I have the authority to bind the corporation.

June 28, 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. Environmental Assessment – Highway 60 at County Road 30 (Lake Dore Road)

Attached as Appendix III is the Notice of Study Commencement received from Dillon Consulting Limited (Dillon), on behalf of the Ontario Ministry of Transportation (MTO), who is commencing a Preliminary Design and Class Environmental Assessment Study for the intersection of Highway 60 with County Road 30 (Lake Dore Road) and County Road 70 (Kokomis Road).

On May 4, 2023, County staff attended a presentation to various municipal stakeholders by Dillon on their findings and concepts for the intersection. Attached as Appendix IV is an excerpt of the slides from this presentation. Dillon reviewed 20 conceptual alternatives for the intersection and has narrowed the design alternatives to the following 4 that are viable for continued analysis and consideration:

- Traffic signals with left turn lanes;
- Realigned Kokomis Road with signals and driveway;
- Realigned Kokomis Road with signals, a south cul-de-sac, and left turn lanes; and,
- Realigned Kokmis Road with signals and south cul-de-sac.

4. Summer Operations

a) Street Sweeping – Urban Areas Only

The awarded Contractor, Alan McCoy Contracting Inc., Stittsville, Ontario completed the street sweeping in the urban areas on June 9, 2023.

b) Street Sweeping – Intersections

Staff is proceeding with the sweeping operations throughout the County to ensure

that all debris remaining from the winter season is removed from pavement surfaces as weather conditions allow.

c) **Maintenance Hole and Catch Basin Cleaning**

The awarded Contractor, Clean Water Works Inc., Ottawa, Ontario commenced work on June 14, 2023 and the work is anticipated to be completed by the end of June.

d) **Pavement Marking**

The awarded Contractor, Trillium Pavement Marking, Carleton Place, Ontario, commenced work on May 15, 2023, and the maintenance line painting is anticipated to be completed by August 25, 2023. The Capital Works line painting is anticipated to continue until the end of the construction season.

e) **Bridge Cleaning and Inspection**

Staff is proceeding with the spring bridge cleaning and inspection program. This program takes place each spring in order to clean the salt and winter sand from critical areas and driving surfaces on the bridges as well as identify any repairs required resulting from damage from winter operations, the spring freshet, etc.

RESOLUTIONS

5. McMahon Road Culvert County Structure Assumption Request

RESOLUTION NO. OP-CC-23-06-77

Moved by Chair

Seconded by Committee

THAT County Council approve the assumption of McMahon Road Culvert on McMahon Road, 0.18km east of Ferguslea Road, Township of Admaston/Bromley; AND FURTHER THAT costs for design and construction on McMahon Road Culvert be shared equally between the County of Renfrew and the Township of Admaston/Bromley; AND FURTHER THAT staff be directed to complete the design for the replacement of McMahon Road Culvert and present 2023 budget implications at a future meeting.

Background

In early May, County staff were made aware of a culvert in a failed state condition under McMahon Road, 0.18km east of Ferguslea Road, in the Township of Admaston/Bromley. The culvert is not a County Structure; however, it does have a span of 3m. Attached as Appendix V is a resolution from the Township of Admaston/Bromley requesting that the County of Renfrew review the McMahon Road Culvert as it has met the requirements of County Policy PW-02, Bridges, and all preceding applicable Bridge Policies from the time it was installed. The request references an oversight that the culvert was not transferred previously to the County of Renfrew and that it should be adopted into the County's jurisdiction; and further that the culvert be repaired under an emergency basis due to its current failed condition.

County of Renfrew Policy PW-02 states that the following criteria must be met for a bridge to qualify as a County Structure:

- Be located within the municipal boundaries of the County of Renfrew;
- Be located within a public right-of-way; and
- Have a cumulative span of 3.0 metres or greater.

The existing culvert meets all the above criteria. Additionally, County staff have completed the initial hydraulic review of the culvert and found that at minimum a 3m span should be maintained. Policy PW-02 Subsection 2.2, Requests for Assumption as County Structure, stipulates that where a crossing that is not considered a County Structure requires replacement, it is to be confirmed through hydraulic design that the replacement crossing will meet criteria to be a County Structure, and is subsequently approved for assumption as a County Structure, the cost for the design and construction of the replacement structure shall be shared equally between the County of Renfrew and the local Municipality.

Given that this crossing is in a failed state condition, replacement is required during the 2023 construction season. The County is in the process of hiring staff to commence internal designs for County Structures and anticipates a Civil Designer will be hired in the near future. As such, in order to save costs and have a design completed on a tighter schedule, County staff could undertake the design for this crossing replacement and share in the costs with the Township of Admaston/Bromley. This and other options are listed and detailed below:

- a) County undertakes design and, potentially, replacement of the McMahon Road Culvert using primarily internal forces and as per Policy PW-02 the County and Township shall share equally in the costs for design and construction;
- b) County issues a request for proposal for Consultant design, and tenders construction for replacement of McMahon Road Culvert and as per Policy PW-02 the County and Township shall share equally in the costs for design and construction; and
- c) County proceeds with design and construction for replacement of McMahon Road Culvert assuming all costs.

BY-LAWS

6. PWC-2023-12 – County Road 512 (Foymount Road) Reconstruction

RESOLUTION NO. OP-CC-23-06-78

Moved by Chair

Seconded by Committee

THAT County Council approve Contract PWC-2023-12 as submitted by Bonnechere Excavating Incorporated (BEI), Renfrew, Ontario for the reconstruction of County Road 512 (Foymount Road) and County Structure B257 (Harrington Creek Bridge), from Rodden Creek to Miller Road, Township of Bonnechere Valley, in the amount of \$6,370,184.09 plus applicable taxes; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract.

Background

A Request for Tenders was issued for the reconstruction of County Road 512 (Foymount Road) and County Structure B257 (Harrington Creek Bridge), from Rodden Creek to

Miller Road, Township of Bonnechere Valley, for a distance of 6.84km. Tenders were received and the results are as follows:

- | | |
|---|----------------|
| 1. Bonnechere Excavating Inc., Renfrew, Ontario | \$6,370,184.09 |
| 2. Thomas Cavanagh Construction Ltd., Ashton, Ontario | 6,717,620.74 |

All amounts exclude applicable taxes

The project has been split into two phases in order to accommodate ongoing utility relocations by Hydro One and Bell Canada. Utility relocations on Phase 1, from Rodden Creek to Buelow Road, are anticipated to be completed June 30, 2023 while relocations on Phase 2, from Buelow Road to Miller Road, remain ongoing and are anticipated for completion by end of September 2023. As limited road reconstruction works are anticipated to be achievable in October, project completion, including most if not all of Phase 2 road reconstruction, is anticipated for 2024.

Financial Implications

The 2023 Capital Budget allocation for County Road 512 (Foymount Road) is \$4,490,190 and for County Structure B257 (Harrington Creek Structure) is \$800,000. The total 2023 budget allocation for the project is \$5,290,190. A comparison of the 2023 budgets and projected costs is provided in the following table:

County Road 512 (Foymount Road) B257 (Harrington Creek Structure)	2023 Budget	Low Tender	
		Projected	Variance Over/(Under)
Construction – Tender Amount County Road 512	\$3,250,000.00	\$5,776,500.97	\$2,526,500.97
Construction – Tender Amount Harrington Creek Structure	650,000.00	593,683.12	(56,316.88)
Utility Relocations	595,000.00	703,786.53	108,786.53
Property Purchases	75,000.00	115,000.00	40,000.00
Engineering - Design/Tendering	30,000.00	30,000.00	-
Engineering – Contract Administration and Supervision	300,000.00	300,000.00	-
Material Testing (Allowance)	50,000.00	50,000.00	-
Contingency	256,717.50	288,825.05	32,107.55
Applicable Taxes	83,472.50	128,088.69	44,616.19
Total	5,290,190.00	7,985,884.36	2,695,694.36
*Projected costs are based on Tender results, internal costs, and line painting			

The above is a comparison of the 2023 budget with the overall project costs tendered; however, the project has now been split into two phases with a portion of the overall project costs incurred on the 2024 budget cycle. It is anticipated that approximately \$3,330,000 of the road construction costs would be undertaken in 2024. As such, the total projected project cost in 2023 is approximately \$4,605,000.

Staff confirm that there are sufficient funds allocated in the 2023 Capital Budget for the completion of the 2023 phase of the project as tendered. However, as the 2023 budget allocation was meant to complete the entire project, an additional amount will be required to be included in the 2024 budget for this project. The increased costs will place significant additional pressure on the Long-Term Financial Plan. As staff move into the 2024 budget cycle, and long-term capital planning, these increased costs will need to be addressed. While recommending proceeding, staff will return in the Fall with reporting on Asset Management Plan and Long-Term Financial Plan.

The funds for this project are anticipated to be debenture borrowed as they exceed \$3.5 million.

7. County Road 20 (Castleford Road) Road Access Agreement

RESOLUTION NO. OP-CC-23-06-79

Moved by Chair

Seconded by Committee

THAT County Council approve a Road Access Agreement to County Road 20 (Castleford Road), Township of Horton between Enne Bakker and Douwe Bakker and the County of Renfrew; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Road Access Agreement.

Background

The owners of property adjacent to County Road 20 (Castleford Road) in the geographic Township of Horton have made application for the severance of two new lots fronting onto Castleford Road. The creation of the new lots has been granted on the condition that the applicants enter into an agreement with the County regarding access to County Road 20 due to restrictions in entrance spacing requirements. The new lots are described as Part of Lot 11, Concession 5, in the geographic Township of Horton, shown as Parts 2, 3, 4 and 5 on Registered Plan 49R-20339. The mutual access will serve as the access point for both of the severed lots.

The new lots could not meet the County of Renfrew requirements for entrance spacing. It is therefore necessary to have a Road Access Agreement identifying the entrance for the lot described above and shown on the Registered Plan 49R-20339 and map, which are attached as Appendix VI. The Road Access Agreement is to be registered and run with the title to the lands so that future owners are aware of the Road Access Agreement.

8. County Road 508 (Calabogie Road) Road Access Agreement

RESOLUTION NO. OP-CC-23-06-80

Moved by Chair

Seconded by Committee

THAT County Council approve a Road Access Agreement to County Road 508 (Calabogie Road), Township of Greater Madawaska between Scott Power and Lindsay Power and the County of Renfrew; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Road Access Agreement.

Background

The owners of property adjacent to County Road 508 (Calabogie Road) in the geographic Township of Bagot, Township of Greater Madawaska have made application for the severance of a new lot fronting onto Calabogie Road. The creation of the new lot has been granted on the condition that the applicants enter into an agreement with the County regarding access to County Road 508 due to restrictions in entrance spacing and sight line requirements. The new lot is described as Part of Lot 36, Registered Plan 176, in the geographic Township of Bagot, shown as Parts 1 and 2 on Registered Plan 49R-20260. The mutual access will serve as the access point for both the severed lot and the retained lands.

The new lot could not meet the County's requirements for entrance spacing or sight lines. It is therefore necessary to have a Road Access Agreement identifying the entrance for the lot described above and shown on the Registered Plan 49R-20260 and map, which are attached as Appendix VII. The Road Access Agreement is to be registered and run with the title to the lands so that future owners are aware of the Road Access Agreement.

9. PWC-2023-05 – County Road 508 (Calabogie Road) Rehabilitation

RESOLUTION NO. OP-CC-23-06-81

Moved by Chair

Seconded by Committee

THAT County Council approve Contract PWC-2023-05 as submitted by Thomas Cavanagh Construction Limited, Ashton, Ontario for the rehabilitation of County Road 508 (Calabogie Road) from Goshen Road to Highway 17, Township of McNab/Braeside in the amount of \$1,077,527.42 plus applicable taxes and from County Road 34 (Norton Road) to Mill Street, Township of Greater Madawaska, in the amount of \$940,617.58 plus applicable taxes; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract.

Background

Tenders were requested for the rehabilitation of County Road 508 (Calabogie Road) and the results received are as follows:

Section A: Goshen Road to Highway 17, Township of McNab/Braeside, for a distance of 3.7km.

1. Thomas Cavanagh Construction Limited, Ashton, Ontario	\$1,077,527.42
2. GIP Paving Inc., Carp, Ontario	1,153,041.79
3. Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario	1,156,857.35
4. Bonnechere Excavating Inc., Renfrew, Ontario	1,328,435.72
5. R.W. Tomlinson Limited, Ottawa, Ontario	1,363,670.50
All amounts exclude applicable taxes	

Section B: County Road 508 (Calabogie Road) from County Road 34 (Norton Road) to Mill Street, Township of Greater Madawaska, for a distance of 1.97km.

1. Thomas Cavanagh Construction Limited, Ashton, Ontario	\$940,617.58
2. GIP Paving Inc., Carp, Ontario	978,649.61
3. Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario	1,075,019.30
4. R.W. Tomlinson Limited, Ottawa, Ontario	1,142,699.80
5. Bonnechere Excavating Inc., Renfrew, Ontario	1,156,023.04
All amounts exclude applicable taxes	

Financial Implications

The 2023 Capital Budget allocation for County Road 508 (Calabogie Road) are \$1,251,345 for Section A and \$918,160 for Section B. A comparison of the 2023 budget and projected costs is provided in the following tables:

Section A		Low Tender	
County Road 508 (Calabogie Road)	2023 Budget	Projected	Variance Over/(Under)
Construction – Tender & Line Painting	1,097,255.01	1,080,527.42	(16,727.59)
Engineering – Design/Tendering	5,000.00	5,000.00	-
Project Administration and Construction Supervision	17,000.00	17,000.00	-
Material Testing (Allowance)	3,000.00	3,000.00	-
Contingency	109,725.50	54,026.37	(55,699.13)
Applicable Taxes	19,364.49	19,070.08	(294.41)
Total	1,251,345.00	1,178,623.87	(72,721.13)
*Projected costs are based on Tender results, internal costs, and line painting			

Section B		Low Tender	
County Road 508 (Calabogie Road)	2023 Budget	Projected	Variance Over/(Under)
Construction – Tender & Line Painting	798,234.79	942,217.58	143,982.79
Engineering – Design/Tendering	5,000.00	5,000.00	-
Project Administration and Construction Supervision	18,000.00	18,000.00	-
Material Testing (Allowance)	3,000.00	3,000.00	-
Contingency	79,823.48	47,110.88	(32,712.60)
Applicable Taxes	14,101.73	16,635.83	2,534.10
Total	918,160.00	1,031,964.29	113,804.29
*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.

10. **PWC-2023-65 – County Road 65 (Centennial Lake Road)**

RESOLUTION NO. OP-CC-23-06-82

Moved by Chair

Seconded by Committee

THAT County Council approve Contract PWC-2023-65 as submitted by McCrea Excavation Ltd., Pembroke, Ontario for the rehabilitation of County Road 65 (Centennial Lake Road) from Black Donald Public Boat Launch to Civic Address #2875, Township of Greater Madawaska in the amount of \$531,708.75 plus applicable taxes; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract.

Background

Tenders were requested for the rehabilitation of County Road 65 (Centennial Lake Road) from Black Donald Public Boat Launch to Civic Address #2875, Township of Greater Madawaska, a distance of 1.76km, and the results received are as follows:

1. McCrea Excavation Ltd., Pembroke, Ontario	\$531,708.75
2. Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario	546,942.35
3. Bonnechere Excavating Inc., Renfrew, Ontario	672,111.83
All amounts exclude applicable taxes	

Financial Implications

The 2023 Capital Budget allocation for County Road 65 (Centennial Lake Road) is \$686,230. A comparison of the 2023 budget and projected costs is provided in the following table:

County Road 65 (Centennial Lake Road)	2023 Budget	Low Tender	
		Projected	Variance Over/(Under)
Construction - Tender & Line Painting	568,787.76	533,308.75	(35,479.01)
Close Cut Clearing	25,000.00	20,695.27	(4,304.73)
Engineering – Design/Tendering	6,000.00	6,000.00	-
Project Administration and Construction Supervision	14,000.00	14,000.00	-
Material Testing (Allowance)	3,000.00	3,000.00	-
Contingency	59,378.78	27,700.20	(31,678.57)
Applicable Taxes	10,063.46	9,439.04	(624.43)
Total	686,230.00	614,143.26	(72,086.74)
*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.

11. **PWC-2023-17 – County Road 517 (Dafoe Road) Rehabilitation**

RESOLUTION NO. OP-CC-23-06-83

Moved by Chair

Seconded by Committee

THAT County Council approve Contract PWC-2023-17 as submitted by Walsh Contracting and Equipment Rentals, Killaloe, Ontario for the rehabilitation of County Road 517 (Dafoe Road) from the Township Line (Coulas Road) to Serran Road, Township of Madawaska Valley in the amount of \$1,074,039.62 plus applicable taxes; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract.

Background

Tenders were requested for the rehabilitation of County Road 517 (Dafoe Road) from the Township Line (Coulas Road) to Serran Road, Township of Madawaska Valley, a distance of 2.65km, and the results received are as follows:

1. Walsh Contracting and Equipment Rentals, Killaloe, Ontario	\$1,074,039.62
2. 1956466 Ont Inc, o/a JWK Contracting, Pembroke, Ontario	1,169,459.42
3. Bonnechere Excavating Inc., Renfrew, Ontario	1,216,762.70
4. Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario	1,296,652.71
All amounts exclude applicable taxes	

Financial Implications

The 2023 Capital Budget allocation for County Road 517 (Dafoe Road) is \$1,274,410. A comparison of the 2023 budget and projected costs is provided in the following table:

County Road 517 (Dafoe Road)	Low Tender		
	2023 Budget	Projected	Variance Over/(Under)
Construction – Tender & Line Painting	1,116,998.21	1,076,239.62	(40,758.59)
Engineering – Design/Tendering	6,000.00	6,000.00	-
Project Administration and Construction Supervision	17,000.00	17,000.00	-
Material Testing (Allowance)	3,000.00	3,000.00	-
Contingency	111,699.82	53,811.98	(57,887.84)
Applicable Taxes	19,711.97	18,994.62	(717.35)
Total	1,274,410.00	1,175,046.22	(99,363.78)
*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.

12. **PWC-2023-24 – County Road 4 (Storyland Road) Rehabilitation**

RESOLUTION NO. OP-CC-23-06-84

Moved by Chair

Seconded by Committee

THAT County Council approve Contract PWC-2023-24 as submitted by Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario for the rehabilitation of County Road 4 (Storyland Road) from Alex Lane to County Road 653 (Chenau Road), Township of Horton in the amount of \$1,245,192.50 plus applicable taxes; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract.

Background

Tenders were requested for the rehabilitation of County Road 4 (Storyland Road) from Alex Lane to County Road 653 (Chenau Road), Township of Horton, a distance of 2.89km, and the results received are as follows:

- | | |
|--|----------------|
| 1. Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario | \$1,245,192.50 |
| 2. GIP Paving Inc., Carp, Ontario | 1,295,357.80 |
| 3. B.R. Fulton Construction Ltd., Renfrew, Ontario | 1,356,253.00 |
- All amounts exclude applicable taxes

Financial Implications

The 2023 Capital Budget allocation for County Road 4 (Storyland Road) is \$1,309,911. A comparison of the 2023 budget and projected costs is provided in the following table:

County Road 4 (Storyland Road)	2023 Budget	Low Tender	
		Projected	Variance Over/(Under)
Construction – Tender & Line Painting	1,150,553.15	1,247,692.50	97,139.35
Engineering – Design/Tendering	5,000.00	5,000.00	-
Project Administration and Construction Supervision	16,000.00	16,000.00	-
Material Testing (Allowance)	3,000.00	3,000.00	-
Contingency	115,055.31	62,384.63	(52,670.69)
Applicable Taxes	20,302.54	22,012.19	1,709.65
Total	1,309,911.00	1,356,089.31	46,178.31
*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.

13. **PWC-2023-02 – Asphalt Patching and Scratch Coat Paving**

RESOLUTION NO. OP-CC-23-06-85

Moved by Chair

Seconded by Committee

THAT County Council approve Contract PWC-2023-02 as submitted by Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario for Asphalt Patching and Scratch Coat Paving in the amount of \$672,355.70 plus applicable taxes; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract.

Background

Tenders were requested for Asphalt Patching and Scratch Coat Paving at various locations within the County of Renfrew and the results received are as follows:

- | | |
|--|--------------|
| 1. Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario | \$672,355.70 |
| 2. Bonnechere Excavating Inc., Renfrew, Ontario | 724,233.99 |
- All amounts exclude applicable taxes

Financial Implications

The 2023 Capital Budget allocation for Asphalt Patching and Scratch Coat Paving is \$750,000. A comparison of the 2023 budget and projected costs is provided in the following table:

Asphalt Patching/Scratch Coat Paving	2023 Budget	Low Tender	
		Projected	Variance Over/(Under)
Construction – Tender & Line Painting	666,559.77	672,355.70	5,795.93
Engineering – Design/Tendering			-
Project Administration and Construction Supervision	2,000.00	2,000.00	-
Material Testing (Allowance)	3,000.00	3,000.00	-
Contingency	66,655.98	33,617.79	(33,038.19)
Applicable Taxes	11,784.25	11,886.26	102.01
Total	750,000.00	722,859.75	(27,140.25)
*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	Edey 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%	100%	May	June	July	October	Design by Tatham; Out to tender
	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; Complete
	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; Complete
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
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	Neilson 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%	90%	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	90%	100%	60%	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%	100%	30%	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	90%	100%	10%	2022	2022	TBD		Design by HP
C001	Berlanquet Creek Culvert	Admaston/Bromley (CR5 Stone Road)			Design for Replacement	30%	100%	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	90%	60%	60%	May	June	2024	2024	Internal design; Geotech by GEMTEC
C062	John Watson Culvert 2	Brudenell, Lyndoch & Raglan (John Watson Road)			Design for Replacement	60%	10%	30%	May	June	2024	2024	Internal design; Geotech by GEMTEC
C130	Lochiel Creek Culvert North	McNab/Braeside (CR63 Miller Road)			Design for Replacement	90%	100%	90%	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%	100%	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	90%	100%	60%	2022	2022	2024	2024	Design by Stantec

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	April	April	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	April	May	2023		Ongoing
4	Tractor	Tractor	1	Replace	April	May	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	April	April	2023		Ongoing
8	Equipment Refurbishment(s)	As per Spring Inspection	Varies	Existing	April	April	May - November	2023		Ongoing
9	Brusher Head	1 new / 1 replacement	2	1 Replace/1 New	April	April	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
3	Washroom Facilities	WWRP/SWP/GP/CP	Project	Replace/New	June	July	July	July	December	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

Operations Division - Capital Monthly Project Status Report - June 2023
Department of Public Works & Engineering

Project Name/Municipality		Location		Planned Lengths	Actual 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	1.88	Rehabilitation	April	May	June	July	
	<i>Horton & McNab/Braeside</i>										
4	Storyland Road	County Road 653 (Chenaux Road)	Alex Lane	2.80	2.89	Rehabilitation	May	June	August	September	
	<i>Horton</i>										
20	Bruce Street	Highway 60	Highway 17	3.11	2.61	Rehabilitation	May	May	July	July	
	<i>Renfrew & Horton</i>										
24	White Water Road	Highway 17	County Road 40 (Greenwood Road)	2.45	2.40	Rehabilitation	2022	2022	June	June	
	<i>Laurentian Valley</i>										
37	Murphy Road	Highway 17	County Road 26 (Doran Road)	2.16	1.20	Rehabilitation	March	April	June	June	
	<i>Petawawa</i>										
42	Forest Lea Road	Highway 17	County Road 51 (Pembroke Street W)	4.22	4.25	Rehabilitation	May	May	July	July	
	<i>Laurentian Valley</i>										
58	Road Lake Road	Deer Trail Road	B101(Bonnechere River Bridge)	2.52	2.53	Rehabilitation	May	May	June	July	
	<i>Killaloe, Hagarty and Richards</i>										
65	Centennial Lake Road	2872 Centennial Lake Rd.	Black Donald Access Point	1.63	1.76	Rehabilitation	May	June	July	August	
	<i>Greater Madawaska</i>										
508	Calabogie Road	County Road 34 (Norton Road)	Mill Street	1.84	1.97	Rehabilitation	May	June	July	October	
	<i>Greater Madawaska</i>										
508	Calabogie Road	Goshen Road	Highway 17	4.36	3.70	Rehabilitation	May	June	July	October	
	<i>McNab/Braeside</i>										
515	Palmer Road	Finch Road	County Road 514 (Schutt Road)	6.50	2.55	Rehabilitation	April	May	June	July	
	<i>Madawaska Valley & Brudenell Lyndoch & Raglan</i>										
517	Dafoe Road	Radcliffe Twp Line (Coulas Rd)	Serran Road	2.73	2.65	Rehabilitation	May	June	July	August	
	<i>Madawaska Valley</i>										
517	Dafoe Road	Serran Road	County Road 62 (Combermere Road)	3.22	3.30	Rehabilitation	2022	2022	June	June	
	<i>Madawaska Valley</i>										
Various	Scratchcoat	Various Locations	Various Locations			Scratch Coat Paving	May	June	July	August	
	<i>Various Locations</i>										

2023 CAPITAL PROGRAM VARIANCE - ROADS/BRIDGES										Appendix II
	Road #	Location	From	To	Budgeted Length (km)	Actual Length (km)	2023 BUDGET	June Projected	Variance	Carry Over
Road Reconstruction/Rehabilitation										
	Note: Limits and Length of projects are approximate and subject to revision based on final design and budgets									
	1	River Road <i>McNab/Braeside & Horton</i>	Lochwinnoch Road	Algonquin Trail	2.27	1.88	1,137,007	879,000	-258,007	0
	2	Daniel Street S. <i>Arnprior</i>	Galvin Street	Edey Street	0.20	0.20	680,000	680,000	0	0
	4	Storyland Road <i>Horton</i>	Alex Lane	County Road 653 (Cheneux Road)	2.84	2.80	1,309,911	1,357,000	47,089	0
	20	Bruce Street <i>Renfrew & Horton</i>	Highway 60	Highway 17	3.11	2.61	539,559	562,000	22,441	0
	24	White Water Road <i>Laurentian Valley</i>	Highway 17	County Road 40 (Greenwood Road)	2.45	2.40	388,000	388,000	0	0
	24	White Water Road <i>Laurentian Valley</i>	Stafford Third Line	Highway 17	2.57		0	0	0	0
	30	Lake Dore Road <i>North Algona/Wilberforce</i>	Highway 60	Sperberg Road	3.26	3.26	2,529,548	2,529,548	0	0
	37	Murphy Road <i>Petawawa</i>	Highway 17	County Road 26 (Doran Road)	2.16	1.20	1,077,840	782,000	-295,840	0
	37	Murphy Road <i>Petawawa</i>	County Road 26 (Doran Road)	County Road 51 (Petawawa Blvd.)	0.93	0.00	490,588	490,588	0	0
	42	Forest Lea Road <i>Laurentian Valley</i>	Highway 17	County Road 51 (Pembroke Street W)	4.22	4.25	759,352	735,000	-24,352	0
	58	Round Lake Road <i>Killaloe, Hagarty and Richards</i>	Deer Trail Road	B101 (Bonnechere River Bridge)	2.52	2.53	1,257,480	1,175,195	-82,285	0
	65	Centennial Lake Road <i>Greater Madawaska</i>	2872 Centennial Lake Rd	Black Donald Access Point	1.63	1.76	686,230	614,144	-72,086	0
	508	Calabogie Road <i>Greater Madawaska</i>	County Road 34 (Norton Road)	Mill Street	1.84	1.97	918,160	1,031,965	113,805	0
	508	Calabogie Road <i>McNab/Braeside</i>	Goshen Road	Highway 17	4.36	3.70	1,251,345	1,178,625	-72,720	0
	512	Foymount Road <i>Bonnechere Valley</i>	B257 (Harrington Creek Bridge)	Miller Road	6.57	6.57	4,490,190	3,960,000	-530,190	530,190
	515	Palmer Road <i>Madawaska Valley & Brudenell, Lyndoch & Raglan</i>	Finch Road	County Road 514 (Schutt Road)	6.50	2.55	2,080,870	1,487,747	-593,123	0
	517	Dafoe Road <i>Madawaska Valley</i>	Radcliffe Twp Line (Coulas Rd)	Serran Road	2.73	2.65	1,274,410	1,176,000	-98,410	0
	517	Dafoe Road <i>Madawaska Valley</i>	Serran Road	County Road 62 (Combermere Road)	3.22	3.30	70,000	70,000	0	0
	635	Swisha Road <i>Laurentian Hills</i>	Highway 17	Interprovincial Bridge	0.30	0.30	300,000	300,000	0	0
		Scratch Coat Paving	Various Locations				750,000	723,000	-27,000	0
ROAD RECONSTRUCTION/REHABILITATION TOTALS					53.68		21,990,490	20,119,812	-1,870,678	530,190
Bridge/Culvert Reconstruction/Rehabilitation										
	Structure #	Structure Name	Location				2023 BUDGET	June Projected	Variance	Carry Over
	B044	Douglas Bridge	Admaston/Bromley (CR5 Stone Road)				1,800,000	1,010,000	-790,000	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	650,000	-150,000	150,000
	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	6,789,000	-1,256,000	150,000
Roads/Bridge/Culvert Future Engineering										
	ID	Name	Location				2023 BUDGET	June 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
	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	Bellows Creek Culvert	Whitewater Region (CR12 Westmeath Road)				30,000	30,000	840	0
	C215	Elm Creek Culverts	Whitewater Region (Snake River Line)				36,000	36,000	0	0

2023 CAPITAL PROGRAM VARIANCE - ROADS/BRIDGES											
	Road #	Location	From	To	Budgeted Length (km)	Actual Length (km)	<u>2023</u> <u>BUDGET</u>	June Projected	Variance	Carry Over	
	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	28,225,312	-3,126,678	680,190	

February 1, 2023

Ministry of Transportation, Ontario
Notice of Study Commencement
Preliminary Design and Class Environmental Assessment Study
Highway 60 and Lake Dore Road/Kokomis Road Intersection Improvements
Township of North Algona Wilberforce, County of Renfrew
MTO Project Reference: GWP 4137-21-00

The Ministry of Transportation, Ontario (MTO) has retained Dillon Consulting Limited (Dillon) to conduct a Preliminary Design and Class Environmental Assessment (EA) Study for improvements to the intersection of Highway 60 and Lake Dore Road /Kokomis Road located in the Township of North Algona Wilberforce, County of Renfrew. The purpose of this study is to generate and evaluate options to improve the operational and geometric conditions of this intersection.

The study is being completed in accordance with the MTO Class EA for Provincial Transportation Facilities (2000) as a Group "B" undertaking. Group "B" projects are considered approved, subject to compliance with the Class EA. Public consultation is an important part of the study. Two Public Information Centres (PICs) will be held to seek input on the study and share project updates at key milestones.

A Transportation Environmental Study Report (TESR) will be prepared for a 30-day public review period towards the end of the study. The TESR will document the consultation, describe the evaluation and selection of the TPA, provide details on the Preliminary Design of the TPA and outline environmental mitigation measures and provisions that have been incorporated into the design.

Additional project details are included in the enclosed notice.

Please contact the undersigned at 519-438-1288 ext. 1268 or Hwy60LakeDoreRd@dillon.ca if you have any questions regarding the project, or would like information regarding next steps.

Sincerely,

DILLON CONSULTING LIMITED



Adele Mochrie, B.Sc.
for Stephen Peck, P.Eng.
Project Manager

cc: Mark Pedlar, MTO Project Manager
Steve Baczyk, MTO Environmental Planner

ANM:rrk
Enclosure

Our file: 22-4551



177 Colonnade Road
Nepean, ON
K2E 7J4
Telephone
613.745.2213
Fax
613.745.3491

NOTICE OF STUDY COMMENCEMENT

Preliminary Design and Class Environmental Assessment Study

Highway 60 and Lake Dore Road/Kokomis Road

Intersection Improvements

Township of North Algona Wilberforce, County of Renfrew

(GWP 4137-21-00)

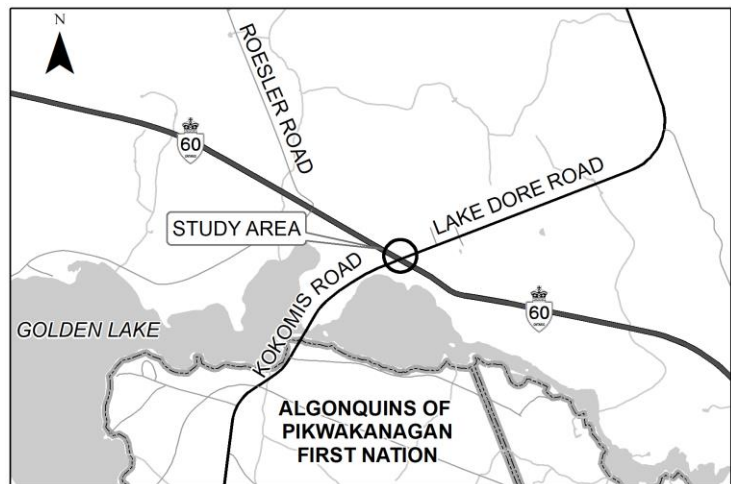
The Project

The Ministry of Transportation, Ontario (MTO) has retained Dillon Consulting Limited to conduct a Preliminary Design and Class Environmental Assessment (EA) Study for improvements to the intersection of Highway 60 and Lake Dore Road /Kokomis Road located in the Township of North Algona Wilberforce, County of Renfrew. The purpose of this study is to generate and evaluate options to improve the operational and geometric conditions of this intersection.

The Process

The study is being completed in accordance with the MTO *Class EA for Provincial Transportation Facilities (2000)* as a Group "B" undertaking. Group "B" projects are considered approved, subject to compliance with the Class EA. The EA process involves the collection and integration of input from various engineering and scientific studies, as well as public, Indigenous and agency consultation.

Public consultation is an important part of the study. Two Public Information Centres (PICs) will be held to seek input on the study and share project updates at key milestones.



A Transportation Environmental Study Report (TESR) will be prepared for a 30-day public review period towards the end of the study. The TESR will document the consultation completed as part of the study, describe the evaluation and selection of the Technically Preferred Alternative (TPA), provide details on the Preliminary Design of the TPA and outline environmental mitigation measures and provisions that have been incorporated into the design.

Project information including the Class EA process, design alternatives and project team contact details will be posted on the project website at www.Hwy60LakeDoreRd.com. The website will be updated as the project progresses.

Comments

The Project Team is interested in receiving any comments or concerns that you have regarding this project. The website includes a 'Contact Us' page for you to request to be added to the project Contact List and a link to submit your comments to the project team. If you have any accessibility requirements in order to participate in this project, or would like to speak with a project team member directly, please contact one of the team members listed below.

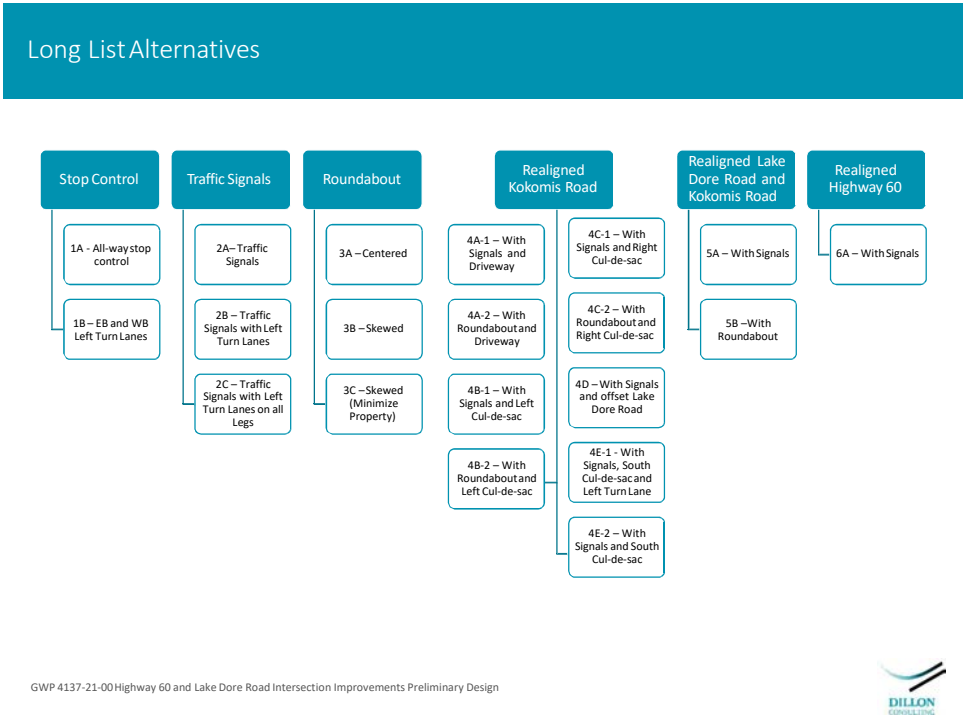
Mark Pedlar, Project Manager
 Ministry of Transportation, Ontario
 1355 John Counter Boulevard
 Kingston, Ontario, K7L 0E5
 Tel.: 1-613-449-0531
 Email: Mark.Pedlar@Ontario.ca

Stephen Peck, P.Eng., Project Manager
 Dillon Consulting Limited
 177 Colonnade Road
 Nepean, Ontario, K2E 7J4
 Tel.: 416-229-4646 Ext. 2016
 Email: Hwy60LakeDoreRd@Dillon.ca

Comments and information collected during the project will be used in accordance with the *Freedom of Information and Protection of Privacy Act* and *Access to Information Act*. With the exception of personal information, all comments will become part of the public record.



1



2

1A – All Way Stop Control



GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



3

1B – EB and WB Left Turn Lanes



GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



4

2A – Traffic Signals



GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



5

2B – Traffic Signals with Left Turn Lanes



GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



6

2C – Traffic Signals with Left Turn Lanes on all Legs

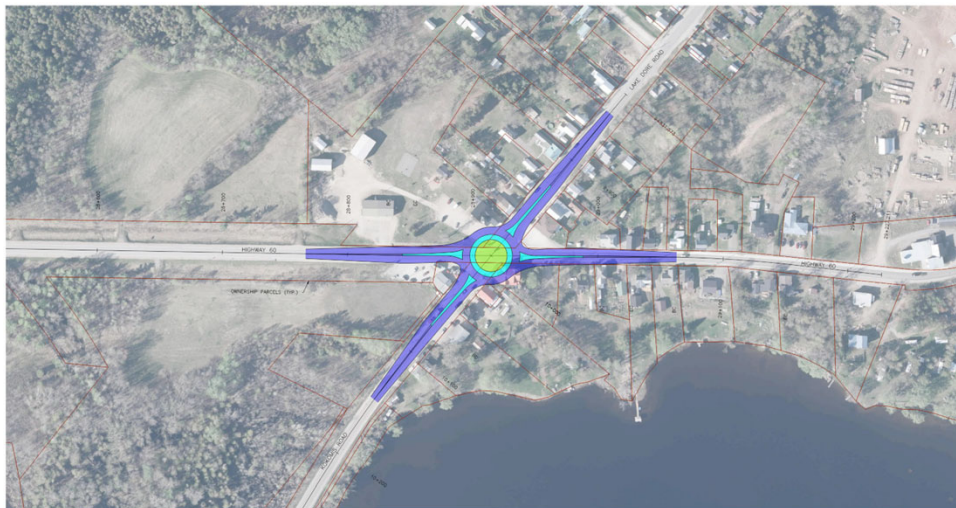


GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



7

3A – Roundabout (Centered)



GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



8

3B– Roundabout (Skewed)



GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



9

3C– Roundabout (Skewed – Minimize Property)



GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



10

4A-1 – Realigned Kokomis Road with Signals



GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



11

4A-2 – Realigned Kokomis Road with Roundabout



GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



12

4D— Realigned Kokomis Road with Offset Lake Dore Road



GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



13

4E-1— Realigned Kokomis Road with Signals, South Cul-de-sac, and Left Turn Lanes



GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



14

4E-2– Realigned Kokomis Road with Signals and South Cul-de-sac



GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



15

5A– Realigned Kokomis Road and Lake Dore Road with Signals



GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



16

5B– Realigned Kokomis Road and Lake Dore Road with Roundabout



GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



17

6A– Realigned Highway 60

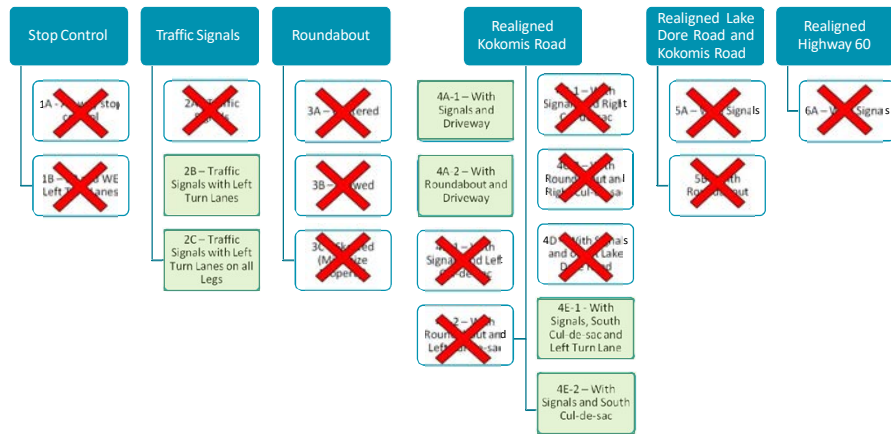


GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



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Long List Alternatives

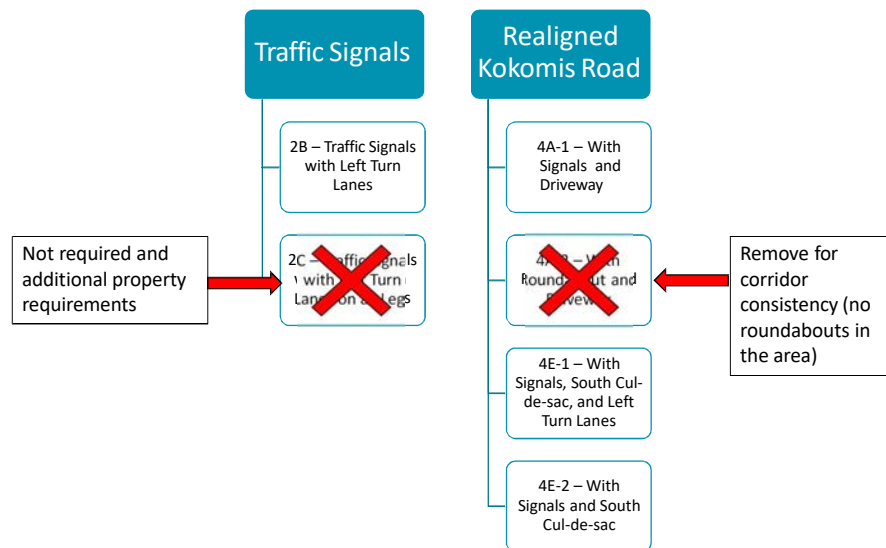


GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



19

Proposed Short List of Alternatives



GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



20

Proposed Short List of Alternatives

Traffic Signals

2B – Traffic Signals with Left Turn Lanes

Realigned Kokomis Road

4A-1 – With Signals and Driveway

4E-1 – With Signals, South Cul-de-sac, and Left Turn Lanes

4E-2 – With Signals and South Cul-de-sac

GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



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Project Schedule

Feb 1, 2023

• Notice of Commencement Advertised



May 2023

• MTAC Meeting #1

June 2023

• MTAC Meeting #2
• PIC #1

July 2023

• MATC Meeting #3

Oct 2023

• PIC#2

GWP 4137-21-00 Highway 60 and Lake Dore Road Intersection Improvements Preliminary Design



22

TOWNSHIP OF ADMASTON/BROMLEY



477 Stone Road, RR2
Renfrew ON K7V 3Z5

DATE: May 4, 2023

RESOLUTION NO.

MOVED BY:

Brian Hamilton

SECONDED BY:

Michael Donohue

BE IT RESOLVED THAT the Township of Admaston/Bromley Council requests the County of Renfrew to review the McMahon Road Culvert as it has met the requirements of County of Policy P02 – Bridges and all predecessor County Bridge Policies from the time it was installed, that it was an oversight that it was not transferred previously to the County of Renfrew and that it should now be adopted into the County's jurisdiction;

AND BE IT FURTHER RESOLVED THAT the McMahon Road Culvert is also an emergency repair at this time as per the County of Renfrew Policy.

<input checked="" type="checkbox"/>	CARRIED
<input type="checkbox"/>	DEFEATED
<input type="checkbox"/>	DEFERRED

Michael Donohue

Mayor

CERTIFIED A TRUE COPY

Jennifer Charkavi

JENNIFER CHARKAVI
CAO/CLERK

RECORDED VOTE:

POSITION	NAME	FOR	AGAINST
Councillor	Angela Field		
Councillor	Keith Gourley		
Councillor	Brian Hamilton		
Deputy Mayor	Kevin LeGris		
Mayor	Michael Donohue		

Declaration of Pecuniary Interest

Declared their interest, abstained from discussion and did not vote on the resolution.

COUNTY OF RENFREW

BY-LAW NUMBER 83-23

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2023-12
RECONSTRUCTION OF COUNTY ROAD 512 (FOYMOUNT ROAD) AND
COUNTY STRUCTURE B257 (HARRINGTON CREEK BRIDGE)**

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

AND WHEREAS public tenders were requested for the reconstruction of County Road 512 (Foymount Road) and County Structure B257 (Harrington Creek Bridge) from Rodden Creek to Miller Road, Township of Bonnechere Valley under Contract PWC-2023-12 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 reconstruction 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-2023-12 for the reconstruction of County Road 512 (Foymount Road) and County Structure B257 (Harrington Creek Bridge) from Rodden Creek to Miller Road, Township of Bonnechere Valley as submitted by Bonnechere Excavating Inc., Renfrew, Ontario in the amount of \$6,370,184.09 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 28th day of June 2023.

READ a second time this 28th day of June 2023.

READ a third time and finally passed this 28th day of June 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 84-23

**A BY-LAW TO ENTER INTO A ROAD ACCESS AGREEMENT ON COUNTY ROAD 20
(CASTLEFORD ROAD) WITH ENNE BAKKER AND DOUWE BAKKER**

WHEREAS under Section 11(3) of the Municipal Act, 2001, S.O. 2001, as amended, a municipality may pass by-laws respecting highways under its jurisdiction;

AND WHEREAS under Section 35 of the Act, a municipality may pass by-laws restricting access to a highway under its jurisdiction by an owner of land abutting that highway;

AND WHEREAS Renfrew County Road 20 (Castleford Road) is under the jurisdiction of the Council of the Corporation of the County of Renfrew;

AND WHEREAS it is necessary to control access to lands described as Part of Lot 11, Concession 5, being Parts 2, 3, 4 & 5 on Reference Plan 49R-20339, in the geographic Township of Horton in the County of Renfrew;

AND WHEREAS the above described lands are currently held under the title of Enne Bakker and Douwe Bakker;

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

1. THAT the Council of the Corporation of the County of Renfrew enter into a Road Access Agreement with Enne Bakker and Douwe Bakker, as described in Schedule 'I' attached to this By-law for the purpose of controlling access to County Road 20 (Castleford Road).
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 28th day of June 2023.

READ a second time this 28th day of June 2023.

READ a third time and finally passed this 28th day of June 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

SCHEDULE 'I'

ROAD ACCESS AGREEMENT

THIS ROAD ACCESS AGREEMENT made as of the ____ day of ____, 2023.

BETWEEN: ENNE BAKKER AND DOUWE BAKKER
161 Tinswood Road
Renfrew ON K7V 3Z8
(hereinafter collectively called the "Owner")

OF THE FIRST PART

- and -

THE CORPORATION OF THE COUNTY OF RENFREW
County Administration Building
9 International Drive,
Pembroke, ON K8A 6W5
(hereinafter collectively called the "County")

OF THE SECOND PART

WITNESSES THAT WHEREAS:

1. Under its File Nos. B156/21(2) and B157/21(3) the County of Renfrew Land Division Committee granted provisional consents to the creation of two new lots from the Owner's land more particularly described in Schedule "A" annexed hereto (hereinafter called the "Owner's" Land), in the case of the said lots together with a right-of-way in, over, along and upon Parts 4 and 5, Plan 49R-20339 for purposes of ingress and egress to and from the said lots; and
2. It is a condition of the said provisional consents that the parties enter into this Road Access Agreement; and
3. Enne Bakker and Douwe Bakker are owners of Parts 4 and 5, Plan 49R-20339. The owner(s) intend(s) that this agreement satisfy the requirement.

4. Section 53(2) of the *Planning Act*, R.S.O. 1990, c. P.13 as amended, affords to the council of a municipality the same powers with respect to a consent with respect to the approval of a plan of subdivision under Section 51 (25) of the said Act; and
5. The County deems it expedient and in the public interest that this Road Access Agreement be entered into.

NOW THEREFORE in consideration of the sum of One Dollar (\$1.00) of lawful money of Canada now paid by each party to the other, the receipt and sufficiency whereof is hereby by each of them respectively acknowledged, and further in consideration of the covenants hereinafter set forth, the parties hereto agree as follows:

1. The following Schedules are annexed hereto and form part of this Agreement:
 - “A” - Legal Description of the Owner’s Land;
 - “B” - Legal Description of the New Lots; and
 - “C” - Description of Access Point (as hereinafter defined).
2. The parties acknowledge that the County of Renfrew Land Division Committee has granted provisional consents to the severance from the Owner’s Land of two lots, each having a frontage on County Road 20 (Castleford Road), which lots are more particularly described in Schedule “B” annexed hereto (hereinafter referred to as the “Lots”).
3. (a) The Owners acknowledge that the consents were granted only on the condition that road access to the Lots from County Road 20 be via a single entrance located along the frontage on that part of the Owner’s land more particularly described in Schedule “C” to this Agreement (hereinafter referred to as the “Access Point”).

(b) The Owners undertake and agree to apply in the prescribed form and to pay the prescribed fee and to obtain from the County an entrance in accordance with the permit, and the County hereby undertakes and agrees to issue an entrance permit allowing access

to the lots by means of the entrance located at the Access Point upon presentation of the Owners' application in prescribed form and payment of the prescribed fee.

4. The Owners acknowledge that the County does not now and will not or in the future ever agree to allow access to either of the Lots or issue an entrance permit with respect to either of the Lots except for the common entrance at the Access Point provided for in paragraph 3 of this Agreement.
5. The Owners hereby release and agree to indemnify and save harmless the County, its elected officials, its agents and employees, from any and all claims, costs, expenses and damages arising from the existence of the entrance at the Access Point, or as a result of the use of the said entrance extending from the said entrance to the Lots by the Owners, the survivor of them, their successors in title to any of the Lots or any other person, whether due to the inability of emergency vehicles to access any of the Lots or otherwise.
6. The Owners agree to pay to the County that amount which is equivalent to the total of all legal and planning fees and disbursements incurred by the County in connection with the review, authorization and execution of this Agreement.
7. This Agreement shall be registered at the expense of the Owners against the title to the Lots and shall run with the title to the Lots.
8. This Agreement shall enure to the benefit of the County and its successors and shall be binding upon the Owners, the survivors of the Owners, and their respective personal representatives, heirs, successors and assigns, including in particular their successors in title to the Lots.

IN WITNESS WHEREOF this Agreement has been executed by the Owners and by the County, which has affixed its seal attested by the signatures of the Warden or his designate and the Chief Administrative Officer/Clerk or his designate, pursuant to an authorizing by-law.

SIGNED and DELIVERED
in the presence of:

Witness

Witness

)
)
)
)
)
)
)
)
)
)

Enne Bakker

Douwe Bakker

THE CORPORATION OF THE
COUNTY OF RENFREW

Per: _____
Name: Peter Emon
Title: Warden

Per: _____
Name: Craig Kelley
Title: Clerk

SCHEDULE "A"

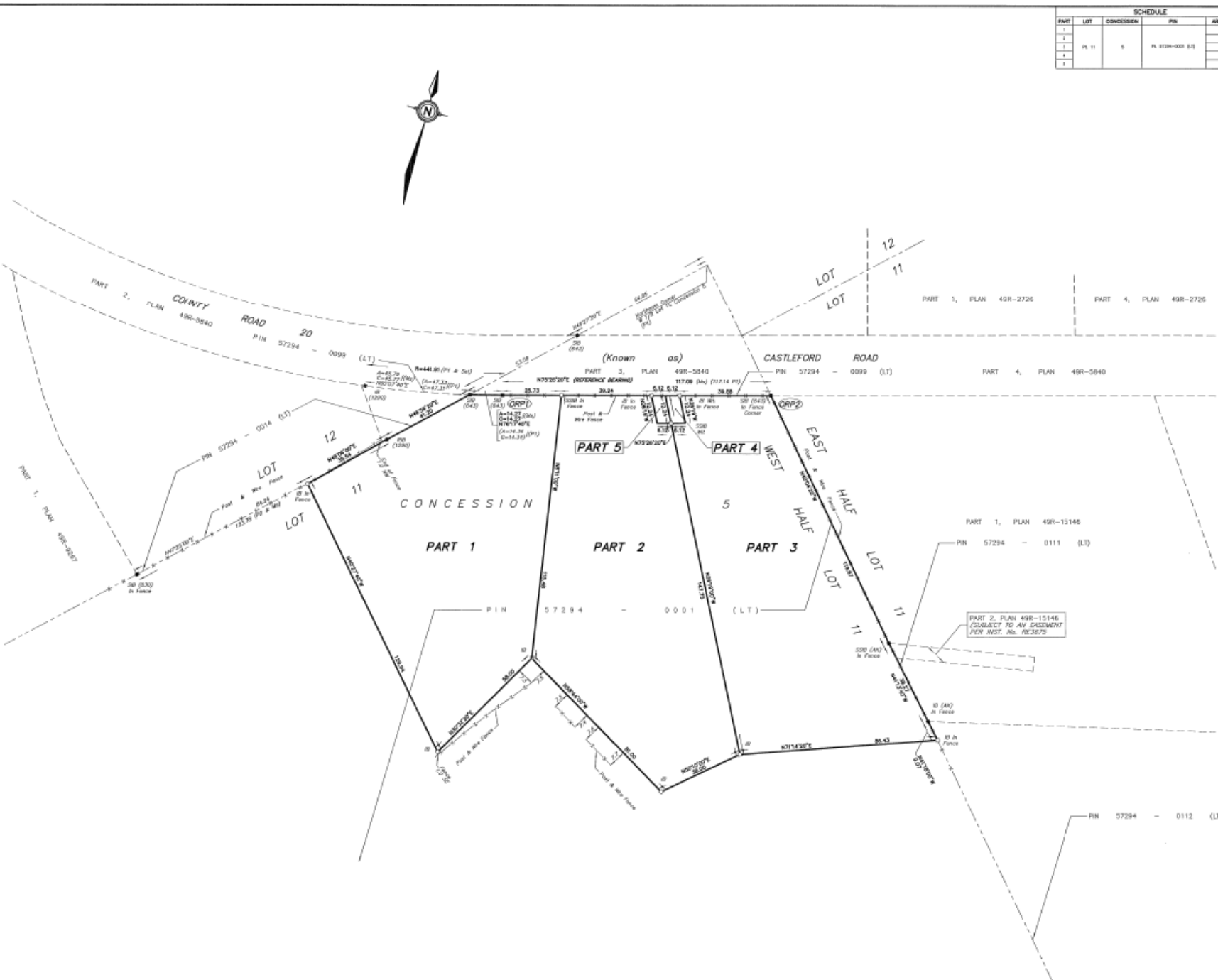
Owners' Land: PT LT 11, CON 5, AS IN R85052 LYING S OF A FORCED RD KNOWN AS COUNTY RD 20; AS WIDENED; HORTON; PIN 57924-0001 (LT)

SCHEDULE "B"

Lots: Parts 2-5, Plan 49R-20339

SCHEDULE "C"

Access Point: Parts 4-5, Plan 49R-20339



SCHEDULE			
PART	LOT	CONCESSION	AREA (HA)
1			1.048
2			1.042
3	PL 11	5	1.042
4			0.000
5			0.000

PLAN 49R - 2023

RECEIVED AND DEPOSITED

APR 13 2023

Representative for LAND REGISTRAR FOR THE LAND
TITLES DIVISION OF RENFREW (No. 49)I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE
LAND TITLES ACT

DATE: APRIL 6, 2023

ADAM KASPRZAK

PLAN OF SURVEY
OF PART OF
LOT 11
CONCESSION 5
GEOGRAPHIC TOWNSHIP OF HORTON
COUNTY OF RENFREW
SCALE: 1 : 750
ADAM KASPRZAK SURVEYING LTD.

BEARING NOTE:

BEARINGS ARE LTM GPS, DERIVED FROM GPS OBSERVATIONS
ON ORP1 AND ORP2, HAVING A RESULTANT BEARING OF
N00°00'00"E, UTM ZONE 18 (31 WEST LONGITUDE) NAD 83 (1987).
(1987).

ASTRONOMIC BEARINGS CAN BE CALCULATED BY ROTATING THE
GPS BEARING COUNTER CLOCKWISE 1°03'20" AS REFERRED TO
PLAN 49R-2023.

METRIC NOTE:

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES
AND CAN BE CONVERTED TO FEET BY MULTIPLYING BY 0.3048.

DISTANCE NOTE:

DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND
CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY A
CORRECTION SCALE FACTOR OF 0.99997.

NOTE:

DOB PLANTED DUE TO INSUFFICIENT OVERLAP.

INTEGRATION DATA:

OBSERVED REFERENCE POINTS (ORP) DERIVED FROM GPS OBSERVATIONS USING THE PRECISE POINT POSITIONING (PPP) SERVICE, UTM ZONE 18 AND 83 (1987).			
POINT ID	NORTHING	EASTING	COORDINATE
ORP1	5 630 850.15	371 747.02	
ORP2	5 630 870.80	371 860.36	

COORDINATE VALUES ARE TO FURNISH ACCURACY FOR
SCALE 1:750 OF 0.3048 METRE PER CENTIMETRE. IN
THESE VALUES, BE USED TO RE-ESTABLISH CORNERS
OR BOUNDARIES SHOWN ON THIS PLAN.

LEGEND (If Applicable)

IR	IRON BAR
SB	STANDARD IRON BAR
SDB	SHORT STANDARD IRON BAR
RB	ROCK BAR
RP	ROCK POST
RPL	ROCK PILE
CP	CONCRETE PIN
W	WEAPMENT FOUND
W1	WEAPMENT FOUND
W2	WEAPMENT FOUND
W3	WEAPMENT FOUND
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W99	WEAPMENT FOUND
W100	WEAPMENT FOUND

SURVEYOR'S CERTIFICATE

I, CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE
WITH THE SURVEY ACT, THE SURVEYORS ACT, THE LAND TITLES
ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON MARCH 24, 2023.

DATE: APRIL 6, 2023

ADAM KASPRZAK

OWNED LAND SURVEYOR

ADLS PLAN SUBMISSION FORM

THIS PLAN OF SURVEY RELATES TO ADLS PLAN SUBMISSION FORM

NUMBER 1-100000

ADAM KASPRZAK SURVEYING LTD.

ONTARIO LAND SURVEYORS

29 SHEPPARD ST., P.O. BOX 600

REDFRONT ONTARIO K7V 4E7

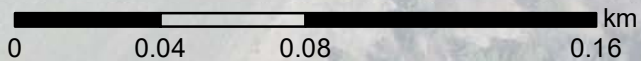
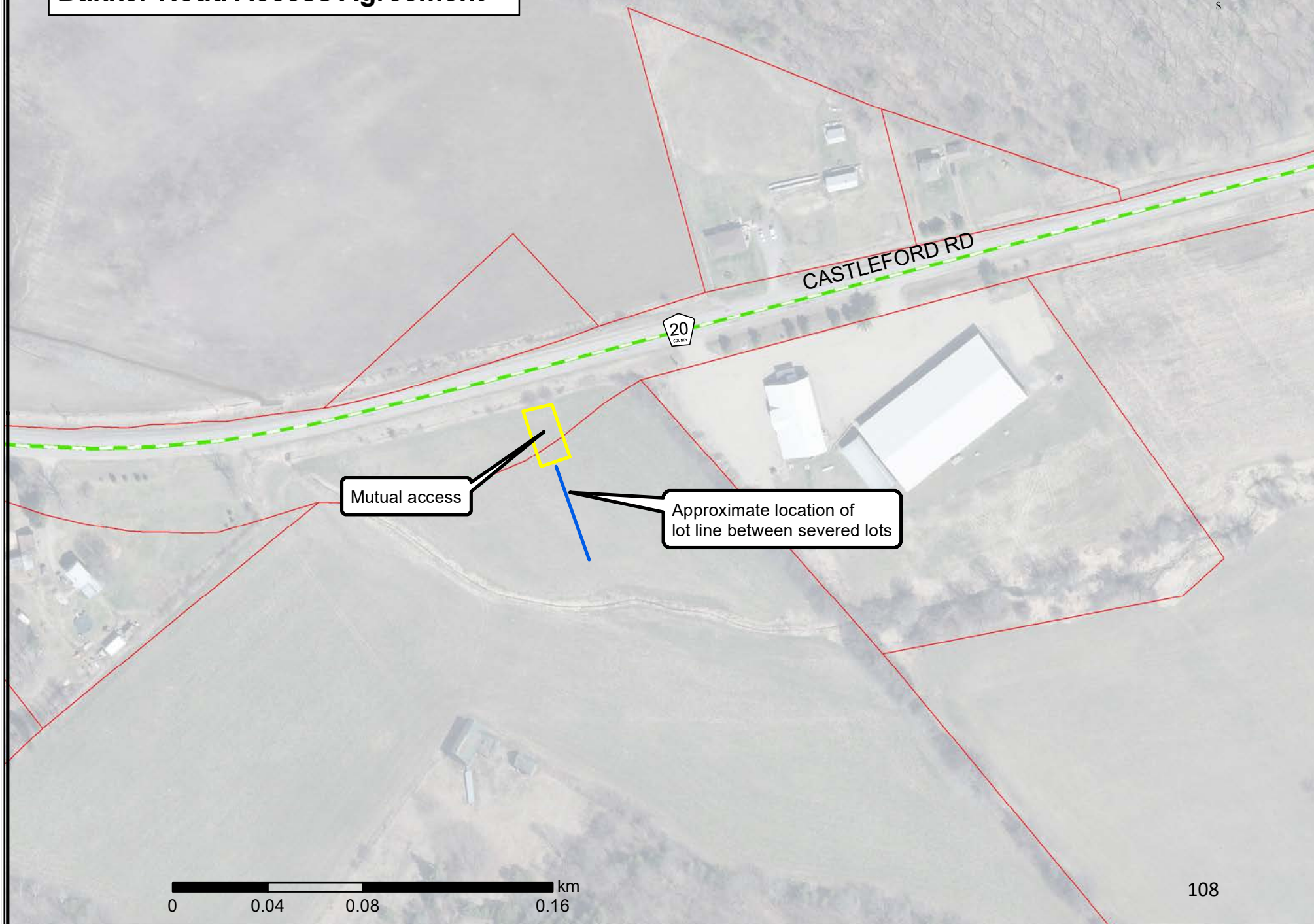
PHONE: (800) 432-9046

SCALE: 1 : 750

REF: 23-2242 0

FILE NO: 1

County Road 20 - Castleford Road Bakker Road Access Agreement



COUNTY OF RENFREW

BY-LAW NUMBER 85-23

**A BY-LAW TO ENTER INTO A ROAD ACCESS AGREEMENT ON COUNTY ROAD 508
(CALABOGIE ROAD) WITH SCOTT POWER AND LINDSAY POWER**

WHEREAS under Section 11(3) of the Municipal Act, 2001, S.O. 2001, as amended, a municipality may pass by-laws respecting highways under its jurisdiction;

AND WHEREAS under Section 35 of the Act, a municipality may pass by-laws restricting access to a highway under its jurisdiction by an owner of land abutting that highway;

AND WHEREAS Renfrew County Road 508 (Calabogie Road) is under the jurisdiction of the Council of the Corporation of the County of Renfrew;

AND WHEREAS it is necessary to control access to lands described as Part of Lot 36, Registered Plan 176, being Parts 1, 2 and 3 on Reference Plan 49R-20260, in the geographic Township of Bagot, Township of Greater Madawaska in the County of Renfrew;

AND WHEREAS the above described lands are currently held under the title of Scott Power and Lindsay Power;

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

1. THAT the Council of the Corporation of the County of Renfrew enter into a Road Access Agreement with Scott Power and Lindsay Power, as described in Schedule 'I' attached to this By-law for the purpose of controlling access to County Road 508 (Calabogie Road).
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 28th day of June 2023.

READ a second time this 28th day of June 2023.

READ a third time and finally passed this 28th day of June 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

SCHEDULE 'I'

ROAD ACCESS AGREEMENT

THIS ROAD ACCESS AGREEMENT made as of the 28th day of June, 2023.

BETWEEN:

SCOTT POWER AND LINDSAY POWER

33 Pallen Road
Renfrew, Ontario
K7V 3Z8

OF THE FIRST PART

- and -

THE CORPORATION OF THE COUNTY OF RENFREW

County Administration Building
9 International Drive,
Pembroke, ON K8A 6W5
(hereinafter collectively called the "County")

OF THE SECOND PART

WITNESSES THAT WHEREAS:

1. Under its File No. B88/21 the County of Renfrew Land Division Committee granted provisional consent to the creation of one new lot from the Owner's land more particularly described in Schedule "A" annexed hereto (hereinafter called the "Owner's" Land), in the case of the said lot together with a right-of-way in, over, along and upon Part 3, Plan 49R-20260 for purposes of ingress and egress to and from the said lots; and
2. It is a condition of the said provisional consents that the parties enter into this Road Access Agreement; and
3. Scott Power and Lindsay Power are the owners of Parts 1,2 and 3, Plan 49R-20260. The owner(s) intend(s) that this agreement satisfy the requirement.

4. Section 53(2) of the *Planning Act*, R.S.O. 1990, c. P.13 as amended, affords to the council of a municipality the same powers with respect to a consent with respect to the approval of a plan of subdivision under Section 51 (25) of the said Act; and
5. The County deems it expedient and in the public interest that this Road Access Agreement be entered into.

NOW THEREFORE in consideration of the sum of One Dollar (\$1.00) of lawful money of Canada now paid by each party to the other, the receipt and sufficiency whereof is hereby by each of them respectively acknowledged, and further in consideration of the covenants hereinafter set forth, the parties hereto agree as follows:

1. The following Schedules are annexed hereto and form part of this Agreement:
 - “A” - Legal Description of the Owner’s Land;
 - “B” - Legal Description of the New Lots; and
 - “C” - Description of Access Point (as hereinafter defined).
2. The parties acknowledge that the County of Renfrew Land Division Committee has granted provisional consents to the severance from the Owner’s Land of one lot, having a frontage on County Road 508 (Calabogie Road), which lot is more particularly described in Schedule “B” annexed hereto (hereinafter referred to as the “Lot”).
3. (a) The Owners acknowledge that the consent was granted only on the condition that road access to the Lot and the retained lands from County Road 508 be via a single entrance located along the frontage on that part of the Owner’s land more particularly described in Schedule “C” to this Agreement (hereinafter referred to as the “Access Point”).

(b) The Owners undertake and agree to apply in the prescribed form and to pay the prescribed fee and to obtain from the County an entrance in accordance with the permit,

and the County hereby undertakes and agrees to issue an entrance permit allowing access to the lots by means of the entrance located at the Access Point upon presentation of the Owners' application in prescribed form and payment of the prescribed fee.

4. The Owners acknowledge that the County does not now and will not or in the future ever agree to allow access to either of the Lot or the retained lands or issue an entrance permit with respect to either of the Lot or retained lands except for the common entrance at the Access Point provided for in paragraph 3 of this Agreement.
5. The Owners hereby release and agree to indemnify and save harmless the County, its elected officials, its agents and employees, from any and all claims, costs, expenses and damages arising from the existence of the entrance at the Access Point, or as a result of the use of the said entrance extending from the said entrance to the Lot by the Owners, the survivor of them, their successors in title to any of the Lots or any other person, whether due to the inability of emergency vehicles to access any of the Lots or otherwise.
6. The Owners agree to pay to the County that amount which is equivalent to the total of all legal and planning fees and disbursements incurred by the County in connection with the review, authorization and execution of this Agreement.
7. This Agreement shall be registered at the expense of the Owners against the title to the Lots and shall run with the title to the Lots.
8. This Agreement shall enure to the benefit of the County and its successors and shall be binding upon the Owners, the survivors of the Owners, and their respective personal representatives, heirs, successors and assigns, including in particular their successors in title to the Lots.

SIGNED and DELIVERED
in the presence of:

Owner's Name: Scott Power

Owner's Name: Lindsay Power

Per: _____
Name: Peter Emon
Title: Warden

113

SCHEDULE "A"

Owners' Land: Part of Lot 36, Registered Plan 176
Township of Greater Madawaska
County of Renfrew
Being all of PIN 57342-0006

SCHEDULE "B"

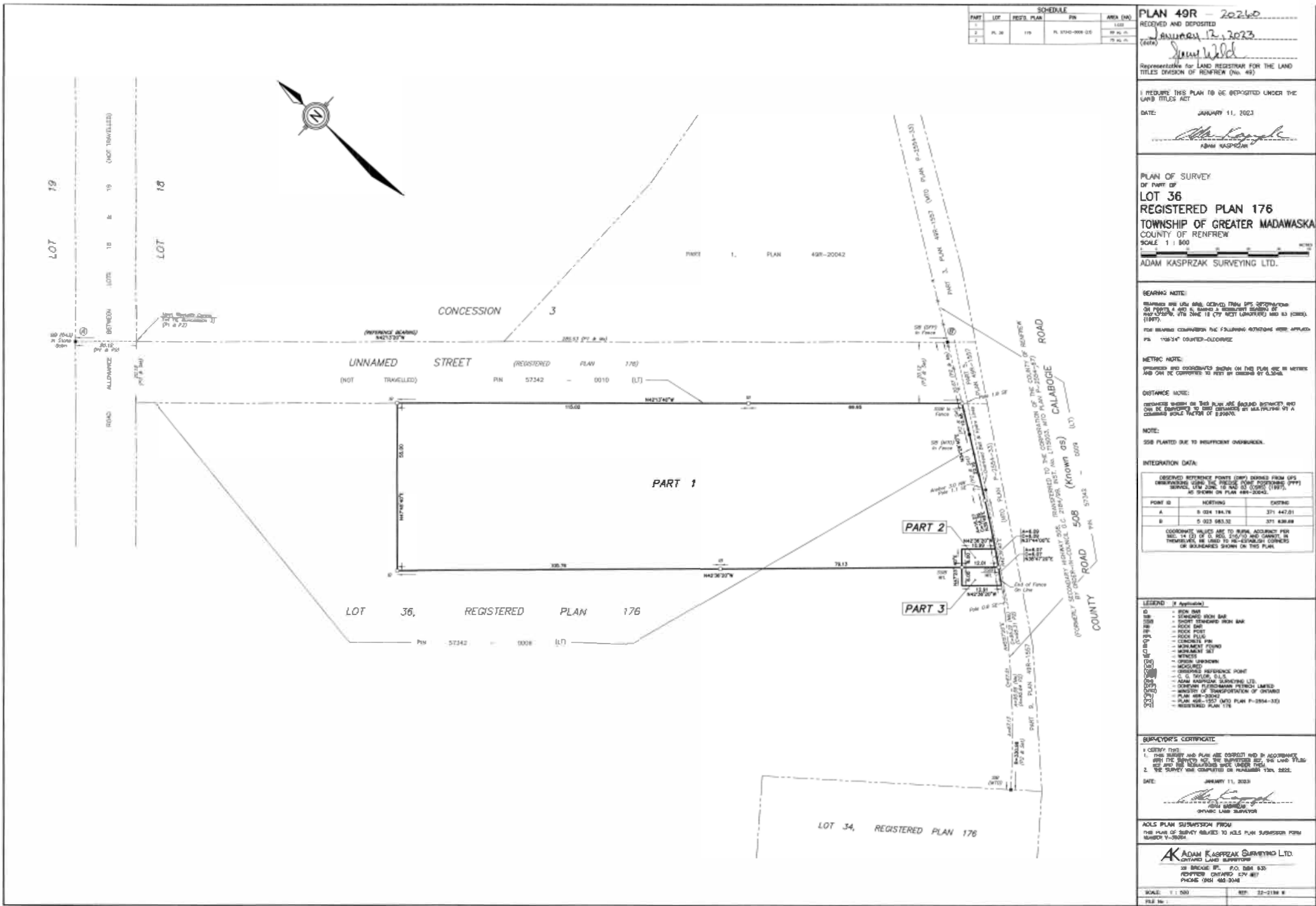
Lots: Part of Lot 36, Registered Plan 176
Designated as Parts 1 and 2, Reference Plan 49R-20260
Township of Greater Madawaska
County of Renfrew

and

Retained Lands being Part 3 on Reference Plan 49R-20260 and the
remainder of PIN 57342-0006
Township of Greater Madawaska
County of Renfrew

SCHEDULE "C"

Access Point: Part of Lot 36, Registered Plan 176
Designated as Parts 2 and 3, Reference Plan 49R-20260
Township of Greater Madawaska
County of Renfrew



County Road 508 Power Road Access Agreement



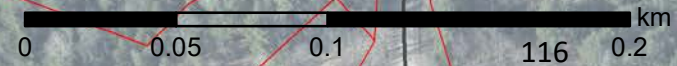
Approximate boundary
of severed lot

Shared entrance location



FLEMING DR
CALABOGIE RD

SPRINGTOWN BRIDGE RD



COUNTY OF RENFREW

BY-LAW NUMBER 86-23

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2023-05
REHABILITATION OF COUNTY ROAD 508 (CALABOGIE 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 508 (Calabogie Road) from Goshen Road to Highway 17, Township of McNab/Braeside in the amount of \$1,077,527.42 plus applicable taxes and from County Road 34 (Norton Road) to Mill Street, Township of Greater Madawaska in the amount of \$940,617.58 plus applicable taxes under Contract PWC-2023-05 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by Thomas Cavanagh Construction Limited, Ashton, Ontario 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-2023-05 for the rehabilitation of County Road 508 (Calabogie Road) from Goshen Road to Highway 17, Township of McNab/Braeside in the amount of \$1,077,527.42 plus applicable taxes and from County Road 34 (Norton Road) to Mill Street, Township of Greater Madawaska in the amount of \$940,617.58 plus applicable taxes as submitted by Thomas Cavanagh Construction Limited, Ashton, Ontario.
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 28th day of June 2023.

READ a second time this 28th day of June 2023.

READ a third time and finally passed this 28th day of June 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 87-23

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2023-65
REHABILITATION OF COUNTY ROAD 65 (CENTENNIAL LAKE 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 65 (Centennial Lake Road) from Black Donald Public Boat Launch to Civic Address #2875, Township of Greater Madawaska in the amount of \$531,708.75 plus applicable taxes under Contract PWC-2023-65 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-2023-65 for the rehabilitation of County Road 65 (Centennial Lake Road) from Black Donald Public Boat Launch to Civic Address #2875, Township of Greater Madawaska in the amount of \$531,708.75 plus applicable taxes as submitted by McCrea Excavation Ltd., Pembroke, Ontario.
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 28th day of June 2023.

READ a second time this 28th day of June 2023.

READ a third time and finally passed this 28th day of June 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 88-23

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2023-17
REHABILITATION OF COUNTY ROAD 517 (DAFOE 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 517 (Dafoe Road) from the Township Line (Coulas Road) to Serran Road, Township of Madawaska Valley in the amount of \$1,074,039.62 plus applicable taxes under Contract PWC-2023-17 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by Walsh Contracting and Equipment Rentals, Killaloe, 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-2023-17 for the rehabilitation of County Road 517 (Dafoe Road) from the Township Line (Coulas Road) to Serran Road, Township of Madawaska Valley in the amount of \$1,074,039.62 plus applicable taxes as submitted by Walsh Contracting and Equipment Rentals, Killaloe, Ontario.
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 28th day of June 2023.

READ a second time this 28th day of June 2023.

READ a third time and finally passed this 28th day of June 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 89-23

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2023-24
REHABILITATION OF COUNTY ROAD 4 (STORYLAND 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 4 (Storyland Road) from Alex Lane to County Road 653 (Chenau Road), Township of Horton in the amount of \$1,245,192.50 plus applicable taxes under Contract PWC-2023-24 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by Greenwood Paving (Pembroke) 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-2023-24 for the rehabilitation of County Road 4 (Storyland Road) from Alex Lane to County Road 653 (Chenau Road), Township of Horton in the amount of \$1,245,192.50 plus applicable taxes as submitted by Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario.
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 28th day of June 2023.

READ a second time this 28th day of June 2023.

READ a third time and finally passed this 28th day of June 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 90-23

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWC-2023-02
ASPHALT PATCHING AND SCRATCH COAT PAVING AT VARIOUS LOCATIONS**

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 asphalt patching and scratch coat paving at various locations in the amount of \$672,355.70 plus applicable taxes under Contract PWC-2023-02 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

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

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

1. That the Council of the County of Renfrew approve of the awarding of Contract PWC-2023-02 for asphalt patching and scratch coat paving at various locations on County Roads as submitted by Greenwood Paving (Pembroke) Ltd., Pembroke, Ontario in the amount of \$672,355.70 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 28th day of June 2023.

READ a second time this 28th day of June 2023.

READ a third time and finally passed this 28th day of June 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

June 28, 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. Residential Market Activity

Attached as Appendix I is the Residential Market Activity summary for the County of Renfrew for May 2023. This summary provides sales activity within the County compared to previous years as well as a five-year average.

2. Ottawa Valley Tourist Association Board Elects New Officers

The Ottawa Valley Tourist Association (OVTA) Board of Directors elected Lauren McIlfaterick of Heliconia as Chair and Meghan James of Somewhere Inn Calabogie as Vice Chair for the 2023-24 term at their June 5, 2023 Board meeting.

3. 2023 Summer Company Participants

The Summer Company program has five participants enrolled for the 2023 season, including:

- **Daniel Pomery – 3D Directions, Chalk River**
3D printing business selling small items such as fidget spinners, figurines and custom orders.
- **Grace Ding – Aster's Boutique, Deep River**
Jewelry and sewing business, including wrap wire jewelry (rings, earrings, necklaces, bracelets) and small sewing services (minor repairs, buttons and hems).
- **Arden Miller – Arden Miller Studios, Chalk River**
Custom paint pieces and hand painted items, including tote bags.
- **Amber Gilchrist – Charms and Trinkets, Pembroke**
Pottery business offering handcrafted mugs, bowls and vases.
- **Logan Stuart – Viking Metal Works, Eganville**
Junior blacksmith offering hooks, hangers, BBQ accessories and cooking utensils.

As all 2023 participants are high school students, business operations will commence the first week of July following the end of the school year. Students will be promoting their businesses online and at local vendor shows and youth markets throughout the summer.

Throughout the month of June, students completed 12 hours of training related to marketing, customer relations, time management, bookkeeping and financial management. Participants will each receive a \$1,500 grant to assist with business start-up costs, including equipment purchase, setting up online platforms, etc.

To successfully complete the program and receive a second grant of \$1,500, students must log 280 operational hours, complete training, attend bi-weekly meetings and provide proof of sales. Participants also have access to local mentors for on-going support and guidance. The program wraps up on September 1, 2023.

4. Forest Stewardship Council® Internal Monitoring Audit

On May 23, Glen Prevost from the Ontario Woodlot Association (OWA)/Eastern Ontario Model Forest (EOMF) carried out an internal monitoring audit of the Beachburg and Pershick Tracts to assess harvest activities and pesticide use (for control of wild parsnip at Pershick Tract). EOMF is the holder of the group Forest Stewardship Council® (FSC®) certification: Renfrew County Forest is third-party certified under to demonstrate adherence to high standards for sustainable forest management. This internal monitoring audit is a prelude to an audit by independent third-party auditors this fall. Renfrew County Forest operations were found to be in compliance with all the FSC® Forest Management Principles monitored (P2 and P6) and additional FSC® standards monitored. No corrective actions are required.

5. Forest Stewardship Council® Certification Trial

An updated Forest Stewardship Council® (FSC®) standard is set to come into effect sometime this year. The Renfrew County Forest has been FSC® certified since 2009, which means our forest management practices adhere to regional standards and are audited annually by an independent third party. There are some major changes to the updated standards that will result in significantly increased administrative workload. Concerns were expressed at multiple consultation stages since 2016 but issues remain in the final draft.

One of the solutions being examined by staff and our group certification holder (Eastern Ontario Model Forest (EOMF)/Ontario Woodlot Association (OWA)) in the case that the new FSC® standard is no longer feasible for a forest of our scale is switching to Sustainable Forestry Initiative (SFI) certification. EOMF would like to run a trial of SFI certification and Renfrew County Forest (RCF) has been asked to participate.

Forests certified to SFI have very positive feedback on their experiences with SFI. SFI certification comes with value-added benefits such as student wage supplements, research and project implementation grants, robust advocacy for the benefits of forest certification and the good work done by certified forests, among others.

In terms of the workload and costs of this trial, there would be no additional costs to the County of Renfrew. All additional costs would be covered by the OWA and existing certification fees, now and in the future. There would be minimal to no additional work to demonstrate conformance, aside from meetings as we move through the process. There may need to be an internal audit of RCF before SFI certification, but this should not result in any additional workload for staff.

The results of the trial and the impacts of the final version of the updated FSC® on the management of RCF will be reported when they are finalized, along with any recommendations for change in certification system.

Our Committee recommended that staff proceed with a trial audit of the Renfrew County Forest (RCF) under the Sustainable Forestry Initiative (SFI) certification.

6. Planning Activity

Attached as Appendix II is a summary of the Planning Activities for January to May 2023.

During this period, the Planning Division opened 96 new severance applications and approved 91 applications. In 2022, the County of Renfrew received a total of 234 applications and approvals for 184 applications.

The County of Renfrew has processed 15 Zoning By-law Amendment applications and 7 Official Plan Amendments on behalf of local municipalities.

Included with the activity tracker is a summary of recent subdivision activity. Based on the nature of plans of subdivisions, there are some old but still active subdivisions (i.e. 47T-88005) which are listed on the tracker. Some files may appear in multiple stages—this is the result when a plan may be registered in phases.

Staff continue to work on special projects such as comprehensive zoning by-law updates and implementation of changing Provincial legislation/policies. In order to meet demands, and our current staffing challenges, the Planning Division is employing contract services to assist in planning reports.

7. Planning Application Refunds – Mandatory Pre-consultation

Official Plan Amendment No. 35 implemented new provisions that would allow municipalities to require mandatory pre-consultation. County of Renfrew staff have reached out to the local municipalities that we provide local planning services for to start implementing changes to address Bill 109, More Homes for Everyone Act, 2022 and Bill 23, More Homes Built Faster Act, 2022. These changes are intended to help local municipalities process planning applications in accordance with the revised timeframes under the Planning Act.

8. **Policy Review – A Place to Grow and Provincial Policy Statement – Extension for Comments**

The Province has extended the commenting period regarding a review of proposed policies adapted from A Place to Grow and Provincial Policy Statement to form a new provincial planning policy instrument, until August 3, 2023 on the Environmental Registry of Ontario ([ERO 019-6813](#)).

RESOLUTIONS

9. **Business Case – Real Estate Division**

RESOLUTION NO. DP-CC-23-06-71

Moved by Chair

Seconded by Committee

THAT County Council approve the transition of the Building Infrastructure Coordinator within the Real Estate Division of the Development and Property Department from the one-year contract to full time permanent position in Group 6 (\$36.83-\$41.45) of the Salary Grid in Employment By-law #1 with benefits.

Background

Attached as Appendix III is a business case to move the Building Infrastructure Coordinator position with the Real Estate Division (one-year contract) to full time permanent with benefits.

BY-LAWS

10. **Lease Agreement – 80 McGonigal Street, Arnprior**

RESOLUTION NO. DP-CC-23-06-73

Moved by Chair

Seconded by Committee

THAT County Council pass a By-law to enter into a lease agreement for a two-year period commencing August 1, 2023 with Arnprior Regional Health for office space at 80 McGonigal Street, Arnprior, Ontario.

Background

The Community Services Administrative staff at 80 McGonigal Street, Arnprior will be relocating to vacant Renfrew County Housing Corporation (RCHC) space located on Albert Street in Arnprior. The Arnprior Regional Hospital (ARH) expressed interest in leasing the vacant office space and meetings were scheduled to visit the building to view and evaluate the vacant space consisting of 2,110 square feet. After preliminary discussions and negotiations ARH confirmed the available space and lease agreement to be satisfactory. The lease agreement between the Corpora. on of the County of Renfrew and Arnprior Regional Health will be for a two-year period commencing August 1, 2023.

11. **RE-2023-09-RP – 450 O’Brien Road Flat Roof Replacement and HVAC System**

RESOLUTION NO. DP-CC-23-06-74

Moved by Chair

Seconded by Committee

THAT County Council approve Contract RE-2023-09-RP as submitted by Irvcon Limited, Pembroke, Ontario for a flat roof overlay up to 32,000 square feet and the replacement of two (2) HVAC systems at Renfrew County Place, 450 O’Brien Road in the amount of \$329,224 plus applicable taxes; AND FURTHER THAT County Council pass a By-law to Authorize Execution of the Contract.

Background

A Request for Tenders was issued for a flat roof overlay up to 32,000 square feet and the replacement of two (2) HVAC systems at Renfrew County Place, 450 O’Brien Road, Renfrew, Ontario and the results received are as follows:

1. Irvcon Limited, Pembroke, Ontario	\$329,224.00
2. 2701738 Ontario Inc. o/a Perth Roofing, Perth, Ontario	370,820.00
3. Blanchfield Roofing Co. Ltd., North Bay, Ontario	399,600.00
4. Morin Insulation & Roofing Ltd., Ottawa, Ontario	448,045.00
5. T.P. Crawford Limited, Gloucester, Ontario	540,464.76
All amounts exclude applicable taxes	

The amount is included as part of the 2023 budget and staff confirm that there are sufficient funds 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.

12. **Tariff of Fees – Planning Division**

RESOLUTION NO. DP-CC-23-06-75

Moved by Chair

Seconded by Committee

THAT County Council pass an updated Tariff of Fees By-law for Applications Made in Respect of Planning Matters; AND FURTHER THAT By-law 17-22 be repealed.

Background

By-law 17-22, being a Tariff of Fees By-law for Applications Made in Respect of Planning Matters which was passed on March 30, 2022, applies to the processing of applications made in respect of planning matters. The authority to pass a Tariff of Fees By-law is provided for under Section 69(1) of the Planning Act, which requires the By-law to be designed to meet only the anticipated costs to the municipality of processing the different types of applications. Staff are recommending an average 10% increase to

fees. Even with the proposed increases, these fees are far below actual costs to the County of Renfrew for processing planning applications.

Planning Act changes as a result of Bill 109, More Homes for Everyone Act, 2022 and Bill 23, More Homes Built Faster Act, 2022 are still being addressed and implemented at both the County of Renfrew and local municipal level in accordance with Official Plan Amendment No. 35. Official Plan Amendment No. 35 proposes to frontload, or enhance, the upfront review of planning applications. This enhanced review will ensure that supporting materials/studies are complying with any standards, guidelines, or requirements before an application is deemed complete.

Key proposed changes to the Tariff of Fees By-law to implement Bill 109 and Bill 23 include:

For County Official Plan Amendments, Plans of Subdivision, and Consent applications (paid by the applicant to the County):

1. Pre-consultation (Stage 1) - \$200 (currently free of charge)
2. 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 completed inquiry.

For Local Official Plan Amendments, Zoning By-law Amendments, Site Plans, and Minor Variances (paid by the local municipality to the County):

1. Pre-consultation (Stage 1) - \$200 (currently free of charge)
2. Pre-consultation (Stage 2) -
 - a. \$500 for an application that does not require peer review.
 - b. \$1,000 for an application that requires peer review of supporting materials.
3. 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 completed inquiry.
4. Re-submission of an application previously determined to be incomplete:
 - One time deemed incomplete – 100% of the original fee.
 - Two times deemed incomplete – 125% of the original fee.
 - Three times deemed incomplete – 150% of the original fee.
 - Four or more times – 200% of the original fee.

Local municipalities will also need to update their Tariff of Fees By-laws to implement changes to the Planning Act under Bill 109 and Bill 23. Some of the proposed County fee changes will impact what a local municipality will need to re-coop from a local

development application fee. The proposed changes were circulated to local municipalities as information so they can incorporate these changes into their local Tariff of Fees By-laws.

13. Delegated Authority – Consent Agreements

RESOLUTION NO. DP-CC-23-06-76

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-law to delegate the authority to the Manager of Planning Services to enter into consent agreements.

Background

It is recommended that the Manager of Planning Services be delegated the authority to enter into consent agreements under Section 53(12) and 51(26) of the Planning Act. This delegation of authority will streamline the consent agreement process and improve efficiency within the County of Renfrew, ultimately benefiting the stakeholders involved.

Section 51 of the Planning Act provides the opportunity for approval authority of a consent to require the owner of land or any other person to enter into consent agreements with respect to the division or separation of land. Consent agreements play a crucial role in facilitating land development, allowing for the creation of new parcels or the adjustment of boundaries between existing parcels. These agreements often include conditions and restrictions that ensure compliance with planning regulations and promote orderly and sustainable development. Consent agreements are often required to implement conditions or mitigation measures to ensure that a development aligns with planning regulations, policies, and guidelines allowing the County of Renfrew to impose conditions and restrictions on the development of individual parcels that are in turn registered on title and binding on future owners.

Most consent agreements are entered into with the local municipality for later implementation (i.e., the building permit). However more frequently, the County of Renfrew is required to enter into these agreements. The authority to enter into these agreements currently requires a by-law and therefore rests with Council. The process of bringing a by-law to Council to enter into an agreement adds time to the approval process. Often landowners (buyers and sellers) may be up against deadlines or lapsing dates and may need a quicker decision than the two to three months' time it could take to bring a by-law to County Council.

Staff have the necessary expertise and knowledge to make informed decisions promptly, enhancing the efficiency in processing these agreements which will enhance customer service and satisfaction. Developers, landowners, and other stakeholders will benefit from quicker responses and a more streamlined process. The delegation of authority would be limited to consent agreements under Section 53(12) and Section 51(26) of the Planning Act.

An example of when an agreement is required is found below – this is a condition of approval for a severance in the Township of Madawaska Valley.

“That prior to the issuance of the Certificate of Official, the applicant enters into a Development Agreement with the County of Renfrew in accordance with Sections 53(12) and 51(26) of the Planning Act, to be registered on title to the severed parcel, and which is to implement recommendations contained in the Land Use Compatibility and Aggregate Impact Assessment, prepared by Jp2g Consultants Inc., dated March 10, 2022. The agreement shall include, but not be limited to the following clauses:

- a. A 20-metre-deep vegetated buffer be provided and maintained along the front lot line, in order to provide a buffer between the aggregate resource on the adjacent property and the severed lot.
- b. The future purchasers of the lot be advised of the potential for infrequent noise, dust, visual, and truck traffic impacts consistent with the continued operation of the active Class “B” aggregate operations.
- c. The severed lot is located in an area of gravel extraction potential. Any future development of aggregate extraction will have potential for noise dust, traffic and vibrations.”

County staff will engage with a law firm specializing in planning agreements to prepare a “template agreement” that can be quickly altered to include specific clauses such as the above example for implementation.

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

Residential Market Activity Report										
Month of May										
AREA	TWP	Sales Activity		%	5 Year	Average Price		%	5 Year	Average
		2023	2022			2023	2022			DOM
541	Admaston/Bromley	2	2	0.0%	1.8	477,550	556,250	-14.1%	405,760	15.5
550	Arnprior	21	16	31.3%	19.8	490,924	521,500	-5.9%	430,727	16.6
581	Beachburg	1	5	-80.0%	3.6	340,000	621,980	-45.3%	349,702	4
572	Brudenell/Lyndoch/Raglan	1	3	-66.7%	1.4	270,000	615,000	-56.1%	398,750	30
511	Chalk River	7	7	0.0%	9.8	411,622	410,286	0.3%	303,966	28.7
582	Cobden	4	2	100.0%	2.8	412,322	382,000	7.9%	347,423	137.8
510	Deep River	11	5	120.0%	13.2	413,917	450,980	-8.2%	311,626	50.7
560	Eganville/Bonnechere	8	5	60.0%	8	424,375	358,420	18.4%	268,704	90.1
542	Great Madawaska Twp	8	6	33.3%	6.8	704,838	937,333	-24.8%	501,993	53.5
512	Head Twps	0	0		0.4	-	-		439,000	0
544	Horton Twp	7	5	40.0%	6.2	462,814	364,000	27.1%	388,145	26.4
571	Killaloe/Round Lake	3	4	-25.0%	3.8	559,000	482,250	15.9%	384,891	52.7
513	Laurentian Hills North	1	1	0.0%	1	330,000	310,000	6.5%	303,433	44
531	Laurentian Valley Twps	13	13	0.0%	14.6	450,746	440,831	2.2%	370,368	22.2
570	Madawaska Valley	7	7	0.0%	7.6	541,429	505,486	7.1%	386,854	25.7
551	McNab/Braeside Twps	21	14	50.0%	12.8	559,829	726,357	-22.9%	548,811	49.7
561	N Algona/Wilberforce Twp	1	2	-50.0%	4.6	890,000	392,500	126.8%	475,067	31
530	Pembroke	27	33	-18.2%	29.8	371,857	324,015	14.8%	275,005	35.7
520	Petawawa	52	53	-1.9%	74	485,028	489,803	-1.0%	409,215	47
540	Renfrew	11	12	-8.3%	13	337,091	372,417	-9.5%	311,193	29
580	Whitewater Region	6	5	20.0%	7.2	423,167	402,600	5.1%	318,593	24.3
Total		212	200	6.0%		\$ 467,185	\$ 475,900	-1.8%	355,851	40.90

Year - To - Date										
AREA	TWP	Sales Activity		%	5 Year	Average Price		%	5 Year	Average
		2023	2022			2023	2022			DOM
541	Admaston/Bromley	6	11	-45.5%	10	591,100	594,923	-0.6%	416,366	21.8
550	Arnprior	62	110	-43.6%	81	482,598	587,900	-17.9%	441,620	35.8
581	Beachburg	4	17	-76.5%	11.8	468,249	428,171	9.4%	402,423	21.5
572	Brudenell/Lyndoch/Raglan	3	8	-62.5%	5.4	381,667	573,125	-33.4%	367,713	74.3
511	Chalk River	20	26	-23.1%	26.6	352,493	366,704	-3.9%	277,259	59.6
582	Cobden	7	12	-41.7%	11	386,041	462,211	-16.5%	308,361	86.9
510	Deep River	31	29	6.9%	41.2	349,945	435,331	-19.6%	293,818	43.6
560	Eganville/Bonnechere	19	26	-26.9%	24.8	412,898	416,500	-0.9%	296,866	66.2
542	Great Madawaska Twp	16	19	-15.8%	20.8	603,325	836,732	-27.9%	536,165	60.9
512	Head Twps	2	2	0.0%	2.2	378,000	722,500	-47.7%	372,575	131
544	Horton Twp	13	13	0.0%	16.4	394,362	529,600	-25.5%	436,287	31
571	Killaloe/Round Lake	14	13	7.7%	11.8	431,357	507,500	-15.0%	360,117	83
513	Laurentian Hills North	2	1	100.0%	2.2	522,500	310,000	68.5%	315,660	58
531	Laurentian Valley Twps	36	44	-18.2%	50.2	450,370	474,041	-5.0%	373,518	46.6
570	Madawaska Valley	18	33	-45.5%	27.2	424,250	471,000	-9.9%	372,689	76
551	McNab/Braeside Twps	37	36	2.8%	38	573,365	660,500	-13.2%	524,292	71.5
561	N Algona/Wilberforce Twp	13	19	-31.6%	17	483,794	515,579	-6.2%	412,135	31.8
530	Pembroke	98	117	-16.2%	114.2	324,387	343,000	-5.4%	268,090	34.5
520	Petawawa	136	215	-36.7%	216.6	478,442	513,500	-6.8%	405,937	30.3
540	Renfrew	26	46	-43.5%	43	365,154	413,000	-11.6%	317,148	38.8
580	Westmeath Twp	18	25	-28.0%	24.2	476,156	478,587	-0.5%	380,687	26.1
Total		581	822	-29.3%		\$ 436,880	\$ 492,000	-11.2%	374,117	43.1

MLS® Residential Market Activity	May 2023	Compared to		
		May-22	May-21	May-20
New Listings	328	10.10%	5.80%	18.80%
Active Listings	414	83.20%	52.80%	-17%



DEVELOPMENT AND PROPERTY DEPARTMENT PLANNING DIVISION ACTIVITY TRACKER

TIME PERIOD - January 2023 - May 2023

	Arnprior	Deep River	Laurentian Hills	Petawawa	Renfrew	Admaston/Bromley	Bonnechere Valley	Brudenell, Lyndoch & Raglan	Greater Madawaska	Head, Clara & Maria	Horton	Killaloe, Hagarty & Richards	Laurentian Valley	Madawaska Valley	McNab/Braeside	North Algona/Wilberforce	Whitewater Region	County Wide	YEAR TO DATE TOTAL
County of Renfrew Applications																			
County Official Plan Amd.						1	1		1		1						2	1	7
Local Official Plan Amd.		4																	4
Subdivision App Received														1					1
Subdivision Draft Approved																			0
Subdivision Final Approval	1																		1
Part Lot Control By-laws				3															3
Consents App Received	0	0	0	5	0	13	10	6	11	0	13	4	4	7	14	9	0		96
Consents Cond. Approved		2	3	10		12	11		8		5	6	2	3	15	14			91
Local Municipality Application Review																			
Official Plans		4				1	1				1								7
Zoning By-laws			2			1	3	1			2	1			3	2			15
Site Plans/Agreements			1				2								3				6
Minor Variance						1							1		1				3
SPECIAL PROJECTS																			
Comprehensive Zoning Updates for KHR/NAW/LH/HCM																			
Bill 109/23 implementation																			
Pre-consultations																			
Stage 1		1	4	1		27	22	3	8	5	16	6	9	2	24	14	0		142
Stage 2																			0

Previous Severance File Activity

2022	234
2021	200
2020	106
2019	110

Subdivision Status						
Applications Submitted - Under Review/Circulation						
File #	Municipality	Single	Semi	Row	Apt	Total Units
47T-15003	MV	7				7
47T-18003	REN	71	42	72		185
47T-19002	PET	13				13
47T-19003	GM	*Deemed incomplete				
47T-21001	ARN	138	22	112		272
47T-21002	WW		6	44		50
47T-21004	ARN	51	4	38	22	115
47T-22001	MV	* Units to vary depending on final plan				78
47T-22002	ARN			55		55
47T-22003	ARN	147	20	118		285
47T-22004	GM	15				15
47T-22005	GM	11				11
47T-23001	MV	5				5
	TOTALS	458	94	439	22	1091
Draft Approved Subdivisions (Developer to Clear Conditions)						
File #	Municipality	Single	Semi	Row	Apt	Total Units
47T-88005	MV	23				23
47T-10004	LV	22				22
47T-12001	Pet	62				62
47T-14001	LV	149	46	108		303
47T-14003	BV	6				6
47T-14005	LV	20				20
47T-17001	PET	257	20			277
47T-18005	LV	8				8
47T-19004	ARN			24	64	88
47T-20001	GM	7				7
47T-20003	MB	41				41
47T-21003	PET			96		96
	TOTALS	595	66	228	64	953
Final Approved Subdivisions (Lots Created)						
File #	Municipality	Single	Semi	Row	Apt	Total Units
47T-88005	MV	35				35
47T-10001	Pet	14				14
47T-12001	PET	50				50
47T-14002	ARN	39	32	57		128
47T-14004	Pet	63				63
47T-15005	MB	25				25
47T-16001	MB	41				41
47T-16002	MB	30				30
47T-16003	MV	17				17
47T-19001	GM				10	10
47T-18001	MV	44				44
47T-18004	ARN	39	80	28		147
47T-20002	GM				6	6
	TOTALS	397	112	85	16	610



BUSINESS CASE - STAFFING REPORT

Date: **May, 2023**

Department: **Development and Property**

Report Prepared by: **Kevin Raddatz**

PROPOSAL	To move the Building Infrastructure Coordinator position (one-year contract) to full time permanent with benefits.
POSITIONS Union <input type="checkbox"/> Non-Union <input checked="" type="checkbox"/>	Building Infrastructure Coordinator
SUMMARY <ul style="list-style-type: none"> • Background • Discussion 	<p>Background</p> <p>In May 2022 a business case was initiated to hire an Infrastructure Coordinator on a one-year contract, funded to the end of the year to assist and support the Real Estate Division in the Renfrew County Housing portfolio in order to ensure long-term viability through building upgrades and completion of capital projects. The recruiting process started in June and a successful candidate was hired on a fixed-term basis commencing on September 26, 2022, and expiring on September 29, 2023.</p> <p>Discussion</p> <p>Currently the Renfrew County Housing Corporation portfolio includes 1,020 units in the County of Renfrew consisting of duplexes, row houses and apartment type units totalling more than of 1.2 million sq ft. Due to aging infrastructure, Renfrew County Housing Corporation (RCHC) is currently dealing annually with an increased volume of capital projects, in addition to scheduled construction in 2023 of new housing units in Pembroke. The combined projects in 2023 will exceed \$8 million.</p> <p>Reporting to the Manager of Real Estate and in consultation with the Supervisor of Technical Services and the Operations Coordinator, the Building Infrastructure Coordinator is responsible to coordinate and undertake the following:</p> <ul style="list-style-type: none"> • Infrastructure projects and studies using in house and outsourced technical and engineering resources. • Review and work with Administrative Assistant confirming submission of proper documentation. • Prepare engineering designs, contract documents and engineering studies for capital works projects. • Contract administration and routine inspection duties on projects.

	<ul style="list-style-type: none"> • Initiate studies, prepare designs, tender contracts and supervise construction activities for assigned projects. • Prepare various draft reports and program summaries to document the progress of the projects. • Engage in the contracting and tendering process for all non-recurring projects and for major recurring contracts, such as preventative maintenance contracts; ensure contractors are notified of upcoming tender calls and requests for proposals or quotations; respond to contractor enquiries regarding scopes of work and/or the contracting process. • Follow-up on repairs to ensure compliance with plan specifications and rectifying project deficiencies. • Consult with the various authorities having jurisdiction. <p>With the ongoing increase of both capital projects and day-to-day maintenance within the aging RCHC portfolio, there is a significant challenge to maintain an efficient and satisfactory service delivery without adequate staffing levels. The Building Infrastructure Coordinator position plays a key role in contributing to success in the Development and Property Department.</p> <p>The County of Renfrew was pleased to receive news from the Ontario government that funding for the Homelessness Prevention Program would be increased from \$1,785,700 during 2022-23 to \$3,569,200 for 2023-24 and the next two fiscal years following that. The funding increase will help to provide additional rent affordability and homelessness prevention supports through existing County of Renfrew programs including, Strong Communities Rent Supplement Program, Rent Allowance Program, Emergency Minor Home Repairs Program, and Emergency Housing Assistance.</p>
RECOMMENDATION	<p>THAT the Development and Property Committee recommends that County Council approves the transition of the Building Infrastructure Coordinator from the one-year contract to full time permanent with benefits in Group 6 (\$36.83-\$41.45) of the Salary Grid in Employment By-law #1.</p>
FINANCIAL CONSIDERATIONS	<p>There will be an increased annual staffing expense of \$14,957 and this additional expense will be covered by additional revenues from Homelessness Prevention Program administration allocation.</p>

COUNTY OF RENFREW

BY-LAW NUMBER 92-23

**A BY-LAW TO ENTER INTO A LEASE AGREEMENT WITH
THE ARNPRIOR REGIONAL HEALTH
80 MCGONIGAL STREET, ARNPRIOR, ONTARIO**

WHEREAS Sections 8, 9 and 11 of the Municipal Act, S.O. 2001, c. 25, as amended, authorizes Council to enter into agreements for the purpose of leasing;

WHEREAS the County of Renfrew deems it desirable to enter into a lease agreement with the Arnprior Regional Health for office space at 80 McGonigal Street, Arnprior, Ontario;

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

1. THAT the lease agreement marked as Schedule "I" attached to and made part of this By-law shall constitute an agreement between the Corporation of the County of Renfrew, Lessee and Arnprior Regional Health, Lessor for two years commencing August 1, 2023.
2. THAT the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this By-law.
3. THAT this By-law shall come into force and take effect upon the final passing thereof.

READ a first time this 28th day of June 2023.

READ a second time this 28th day of June 2023.

READ a third time and finally passed this 28th day of June 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

THIS LEASE made as of the 28 day of June, 2023.

IN PURSUANCE OF THE *SHORT FORMS OF LEASES ACT*

B E T W E E N:

THE CORPORATION OF THE COUNTY OF RENFREW

(herein called the "Landlord")

- and -

ARNPRIOR REGIONAL HEALTH

(herein called the "Tenant")

DEFINITIONS

In this Lease and in the schedules to this Lease, the following words or phrases have the following meanings:

"Annual Rent" means the rent payable by the Tenant to the Landlord pursuant to Article 3 of this Lease as the same may be increased pursuant to Section 3.1.

"Building" means the building having the municipal address of 80 McGonigal Street, Arnprior, Ontario, erected on the Lands, from and including the lowest floor or level of the Building to and including the roof of the Building, the Common Areas and Facilities, the Parking Areas and the areas and facilities exclusively serving the Building, which areas and facilities may include, without limitation, lobbies, foyers and vestibules, sidewalks, storage and mechanical areas, Mechanical and Electrical Services, janitor rooms, mail rooms, telephone rooms, rooms for the Mechanical and Electrical Services, stairways, truck and receiving areas, driveways, loading docks and corridors. Where the context requires, "Building" includes all buildings of the Landlord on the Lands.

"Business Day" means any day which is normally considered a regular day of business for the County of Renfrew.

"Commencement Date" means the date set out in Article 2 of this Lease for the beginning of the Term.

"Common Areas and Facilities" means those areas, facilities, utilities, improvements, equipment and installations in the Building which are not leased or intended to be leased to tenants of the Building, and which serve or are for the benefit of the Building and are located within the Building or on the Lands, including all areas, facilities, utilities, improvements, equipment and installations which are provided by the Landlord for the use or benefit of all the tenants, their employees, customers and other invitees in common with others entitled to the use and benefit thereof in the manner and for the purposes permitted by this Lease, further including, without limitation the Parking Areas.

"Lands" means those lands underneath or directly adjacent to the Building as more particularly described in Schedule "A" attached hereto.

"Landlord" means the Landlord and its duly authorized representatives.

"Lease" means this agreement and all the terms, covenants and conditions set out herein, as amended from time to time.

"Lease Year" means in respect of the first Lease Year, the period of time commencing on the Commencement Date and expiring on the last day of the month of July next following; thereafter, each Lease Year shall consist of consecutive periods of twelve (12) calendar months. However, the last Lease Year shall terminate upon the expiration of the Term or earlier termination of this Lease, as the case may be. Landlord may in its discretion change the Lease Year from time to time provided that such change will not increase Tenant's liability for any amounts payable pursuant to this Lease.

"Maintenance" includes, but is not limited to, ongoing repair and upkeep of all mechanical, electrical, drainage, lighting, ventilation, air-conditioning, heating, pumping, alarm, plumbing and other mechanical and electrical systems installed in or used in the operation of the Building and the Lands but not including capital replacement of same. This shall entail preventive maintenance and reactive maintenance as required to validate warranties, regulatory requirements and local laws.

"Normal Business Hours" means those hours and days considered by the County of Renfrew to be its normal business hours.

"Parking Areas" means the improvements constructed from time to time, in or as part of the Building and the Lands for use as parking facilities for the tenants of the Building and their employees, servants and invitees, and the areas and facilities that are appurtenant solely to those improvements, said parking shall be shared with other tenants of the Building in proportion to the square footage occupied by other Tenants of the Building or as otherwise determined by the Landlord. The Landlord shall designate the minimum number of the parking spaces comprising the Parking Areas prescribed by the relevant Authority for the sole and exclusive use of the disabled and the Landlord shall have the right to grant "exclusive use" or "reserved parking" to a tenant or tenants occupying the Building.

"Premises" means the premises containing a rentable area which, as of the Commencement Date, is approximately 1,390 square feet of office space and meeting rooms, together with 720 square feet of common and kitchen area, being a total of 2,110 square feet. The location of the Premises is outlined in green and blue on the plan attached hereto as Schedule "B"

"Proportionate Share" means that percentage which is equivalent to the proportionate share of the Common Areas and Facilities attributable to the Premises determined as the percentage that the certified Rentable Area of the Premises is of the certified Rentable Area of the Building;

"Rent" means the aggregate of Annual Rent and any additional sums payable by the Tenant to the Landlord pursuant to this Lease.

"Tenant" means the Arnprior Regional Health.

"Term" means the term of this Lease set out in Article 2 of this Lease.

"Utilities" means all gas, electricity, water, sewer, power, signal equipment and other utilities used in or for the Building or the Premises, as the case may be.

ARTICLE 1 PREMISES

Section 1.1 Premises

In consideration of the rents reserved and the covenants and agreements herein contained to be paid, observed and performed by the Tenant, the Landlord hereby leases to the Tenant the Premises for the Term, together with the non-exclusive right to use the Parking Areas together with all others entitled thereto.

ARTICLE 2 TERM

Section 2.1 Term

TO HAVE AND TO HOLD the Premises for and during the Term of two (2) years, commencing on August 1, 2023 (the "Commencement Date") and ending on July 31, 2025, unless previously terminated pursuant to the terms of this Lease.

ARTICLE 3 ANNUAL RENT

Section 3.1 Annual Rent

The Tenant covenants to pay to the Landlord as Annual Rent, during the Term, the sum of Forty-Nine Thousand, and Three Hundred and Sixty Dollars (\$49,360.00) per annum, payable in equal and consecutive monthly installments of Three Thousand Eight Hundred and Sixty-Three Dollars and Thirty-Three Cents (\$3,863.33) plus HST on the first day of each and every month from and including August 1, 2023 through to and including July 31, 2025. This Annual Rent is calculated based on Twenty-Eight Dollars (\$28.00) per square foot for the office space and meeting rooms, and Fourteen Dollars and Fifty Cents (\$14.50) per square foot for the common and kitchen areas.

Section 3.2

The Tenant acknowledges and agrees that the payments of Annual Rent provided for in this Lease shall be made without any deduction or set off for any reason whatsoever unless expressly allowed by the terms of this Lease or agreed to by the Landlord in writing. Furthermore, no partial payment by the Tenant, which is accepted by the Landlord, shall be considered as other than a partial payment on account of Annual Rent owing and shall not prejudice the Landlord's right to recover any Annual Rent owing.

Section 3.3

Should the Landlord be required by law to collect Sales Taxes or similar value added taxes, or should the Tenant's use of the Premises or business carried on by the Tenant at the Premises attract any taxes presently not exigible in respect of the Tenant's use of the Premises or business carried on by the Tenant, the Tenant agrees that it shall pay such Sales Taxes and other exigible taxes in addition to the payment of the Annual Rent. Otherwise, the Tenant shall be responsible for only expenses and/or obligations in respect of, or attributable to, the Premises or the Building, as herein expressly provided.

**ARTICLE 4
TENANT'S
COVENANTS**

The Tenant covenants with the Landlord as follows:

**Section 4.1
Payment of Rent**

To pay Rent in accordance with the provisions of this Lease.

**Section 4.2
Use of Premises**

To use the Premises for the purposes of general office use and small group meeting space for Arnprior Regional Health and all other uses ancillary thereto only, in accordance with all laws, regulations, by-laws, policies or procedures of any Authority.

Section 4.3

The Tenant shall not do or permit to be done at the Premises anything which may:

- a) constitute a nuisance;
- b) cause damage to the Premises;
- c) cause injury or annoyance to the occupants of neighbouring premises;
- d) make void or voidable any insurance upon the Premises;
- e) constitute a breach of any by-law, statute order, or regulation of any municipal, provincial or other competent authority relating to the Premises.

**Section 4.4
Not to Affect
Insurance**

Not to do or omit, or permit to be done or omitted, upon the Premises or the Building or the Lands, by the Tenant or anyone permitted by the Tenant to be upon the Premises or the Building or the Lands, anything which shall cause the insurance to be cancelled or the insurance premiums for the Building to be increased, and if the insurance premiums for the Building shall be increased or if the insurance is cancelled or threatened to be cancelled by reason of anything done or omitted or permitted to be done or omitted by the Tenant or anyone permitted by the Tenant to be upon the Premises, the Building or the Lands, the Tenant shall, within Five (5) Business Days after receipt of notice from the Landlord setting out in reasonable detail the cause for such cancellation or increased premiums, as the case may be, pay to the Landlord the amount of such increase, or immediately discontinue such act or omission resulting in such cancellation or proposed cancellation.

**Section 4.5
Facilitate Cleaning**

To leave the Premises in a reasonably tidy state at the end of each Business Day to facilitate the Landlord's janitorial services

Section 4.6
Assign or Sublet

Not to assign this Lease, sublet, part with or share possession of the Premises or any part thereof without the prior written consent of the Landlord, such consent not to be unreasonably withheld, delayed or conditioned.

Section 4.7
Repair

The Landlord shall at its costs maintain the Premises, (not including any Leasehold Improvements or tenant improvements) and the Building in tenantable condition during the Term and make good any defect or want of repair and/or replacement promptly upon notice thereof with a minimum of disruption to the Tenant's business. This shall be limited to capital repairs, normal wear and tear and Maintenance. Any repair and/or replacements to the Premises, Land or Building caused by Tenant or those for whom the Tenant is in law responsible for shall be charged back to the Tenant. The Tenant shall be responsible for payment of any such invoice within thirty (30) days of receipt thereof.

The Landlord shall be responsible for the maintenance of the yard and parking lot, including all lawn maintenance and snow and ice removal and waste removal at the expense of the Landlord.

The Tenant covenants that during the Term of this Lease and any renewal thereof that the Tenant shall keep in good condition the Premises including all alterations and additions made thereto and shall with or without notice make all needed repairs and all necessary replacements as would be a prudent owner to all leasehold improvements in the Premises whether installed by the Landlord or Tenant.

Section 4.8
Expiry of Term

Upon the expiry of the Term or other determination of this Lease, the Tenant agrees peacefully to surrender the Premises including any alterations or additions made thereto to the Landlord in a state of good repair, reasonable wear and tear, damage by fire, lightening and storm only excepted.

Section 4.9
Notice of Damage

The Tenant shall immediately give written notice to the Landlord of any substantial damage that occurs to the Premises from any clause.

ARTICLE 5
LANDLORD'S
COVENANTS

The Landlord covenants with the Tenant as follows:

Section 5.1
Quiet Enjoyment

For quiet enjoyment.

Section 5.2 Services and Facilities

To provide and operate the following services and facilities for the Premises as expressed below, during Normal Business Hours as well as such services and facilities as are necessary outside Normal Business Hours for security of the Building; and, unless otherwise herein excepted or qualified, at the Landlord's expense, and subject to the provisions of subsection (k) hereof, maintain at the Landlord's expense, such services and facilities in good repair (and, if necessary, replace same) during the Term and provide day-to-day operation and management of the Building:

a) Utility Systems

All utility systems and facilities including water, fuel and electricity, and including all charges for Utilities reasonably used or consumed within the Premises and for charges used or consumed in respect of the Common Areas and Facilities of the Building.

b) Electrical Systems/Lenses, Bulbs and Related Equipment

An electrical system including fixtures and outlets together with the initial installation and ongoing replacement of bulbs, fluorescent tubes and ballasts during the Term, and all maintenance and parts thereof, and maintenance of all lighting fixtures.

c) Thermal Conditions and Air Quality

A heating, ventilation and air-conditioning system which is reasonable and satisfactory for the Tenant's purposes.

d) Water System

A water system capable of supplying hot and cold water to the Premises and the washrooms serving the Premises.

e) Washrooms

Fully equipped washroom facilities for male and female employees and the public in accordance with the requirements established by the *Occupational Health and Safety Act*, R.S.O. 1990, c.0.1, as amended, and the regulations made thereunder, or any successor act, a handicapped accessible male and female washroom installed in accordance with the requirements of the *Building Code Act, 1992*, S.O. 1992, c. 23, as amended, *Ontarians with Disabilities Act, 2001*, S.O. 2001, c.32, as amended, and any other applicable Laws and requirements of any relevant Authority, and the provision of all washroom equipment and supplies reasonably necessary, for the use and operation of such washroom facilities, including, without limitation, a sink, vanity, toilet bowl, paper towel dispenser, garbage pail, soap dish, toilet paper dispenser.

f) Exterior, Common Areas

Maintenance of the exterior of the Building, the landscaped grounds of

the Lands, the Parking Areas and walkways of the Building and the Common Areas and Facilities of the Building in good repair and first-class condition and the prompt removal of snow and ice from access and exiting routes, walkways and parking lots.

g) Life Safety

Provide a workable emergency evacuation plan, in consultation with the Tenant

h) Glass Replacement

Prompt replacement at the Landlord's cost in case of breakage, of all plate glass and other glazing materials of the Building, including without limitation, that which demises the Premises, with material of the same kind and quality as that which may be damaged or broken, save where such damage or breakage has been occasioned by the Tenant, its employees, servants, agents, licensees, invitees and all persons for whom the Tenant is in law responsible for in which event the Landlord shall invoice the Tenant for the cost or repair and/or replacement which invoice shall be paid within thirty (30) days of delivery.

i) Building Security

The provision of base Building security in accordance with the Landlord's standard practice, as would a reasonably prudent landlord of a similar building. Any additional independent security systems, camera surveillance and/or access control to be installed at the Premises by the Tenant: (i) shall be supplied and installed at the Tenant's sole cost and expense, and (ii) shall be coordinated with the Landlord so as to ensure compatibility with the operation of the Building.

j) Housekeeping Services

The Landlord shall provide janitorial service on a daily basis Monday to Friday excluding Statutory holidays for the Premises as would a reasonably prudent owner of a similar building, including the provision of waste removal services and all cleaning materials and washroom supplies.

k) Damage by Tenant

In the event the conditions of defect, damage or disrepair to the services and facilities to be provided by the Landlord pursuant to Section 5.3 result from the acts or omissions of the Tenant, its employees, servants, agents, licensees, invitees and all persons for whom the Tenant is in law responsible, the Landlord shall carry out the required repair or replacement, as the case may be, and deliver an invoice to the Tenant for the cost of such repair or replacement, which invoice shall be payable by the Tenant within thirty (30) days of receipt thereof.

**Section 5.4
Parking**

In the event that all or part of the Parking Areas are available to the tenants of the Building as part of the Common Areas and Facilities then, the Tenant, its employees and invitees shall be entitled to use the Parking Areas, or any portion thereof, in common with the other tenants of the Building and others entitled to the use thereof. The Tenant shall have exclusive use of three (3) parking spaces in the Parking Area.

**ARTICLE 6
PROVISOS**

**Section 6.1
Overholding**

If the Tenant remains in possession of the Premises after the date fixed for the expiration of the Term or any extension thereof without any further written agreement, the Tenant shall be deemed to be a tenant from month to month at the monthly rental rate payable by the Tenant during the last month of the Term of this Lease and on the terms and conditions contained in this Lease except as to the length of the Term.

**Section 6.2
Trade Fixtures
And Furniture**

- a) The Tenant may at any time during the Term, or any extension or early termination thereof, remove or replace any Trade Fixtures installed by or on its behalf in the Premises or install new Trade Fixtures therein.
- b) The Tenant will compensate the Landlord for any damage caused to the Premises by the removal of Trade Fixtures.

**Section 6.3
Signs**

- a) Subject to the prior written consent of the Landlord, which consent shall not be unreasonably withheld or delayed, the Tenant may erect such signs on the Premises and Lands in accordance with the Building standard and in accordance with municipal laws, as it considers necessary for the proper conduct of its business.
- b) All such signs shall, at the Landlord's option, be removed by the Tenant and at the Tenant's costs from the Premises and/or the Lands at the end of the Term or any extension thereof.
- c) The Tenant shall compensate the Landlord for any damage caused to the Premises or Building, if applicable, by the removal of signs, save and except that caused by local weather and ambient conditions.

**Section 6.4
Option to Renew**

- a) The Tenant shall be entitled to extend this Lease for one additional one (1) year term. The extension shall be upon the same terms and conditions as this Lease except that there shall be no further right of extension and except for annual rent. The Annual Rent for the extension shall be determined by mutual agreement as of the date which is four months prior to the expiry of the Term.

If the parties are unable to agree upon the Annual Rent to be charged during the extension term provided for in this Lease, they shall submit the dispute to arbitration in accordance with the provisions of the *Arbitration Act*, S.O. 1991, c.17, as amended, or any successor act. Each party shall appoint an arbitrator and the

appointed arbitrators shall jointly choose a third arbitrator to create a board of three arbitrators, the majority decision of which shall be binding upon the parties. If either party refuses to appoint an arbitrator within thirty (30) days of being served with written notice of arbitration by the other party, then the arbitrator first appointed shall at the request of the party appointing him, proceed to determine the annual rent as if he were a single arbitrator appointed by both parties. In such cases the single arbitrator shall receive and consider written or oral submissions from both parties. If two arbitrators are appointed and they fail, within ten (10) days of the appointment of the second of them, to agree upon the appointment of the third arbitrator, then upon the application of either party the third arbitrator shall be appointed by a Judge of the *Ontario* Superior Court of Justice. Each party shall pay the fees and expenses of the arbitrator appointed by it and one-half of the fees and expenses of the third arbitrator.

- b) The Tenant shall give written notice to the Landlord of its extension of this Lease at least six (6) months prior to the end of the Term.

ARTICLE 7 ALTERATIONS AND DELETIONS

Section 7.1 Alterations and Deletions

- a) If the Tenant, during the Term of the Lease or any renewal of it, desires to make any substantial alteration or additions to the Premises, the Tenant may do so at its own expense, at any time and from time to time, if the following conditions are met:
 - i) before undertaking any substantial alterations or addition the Tenant shall submit to the Landlord a plan showing the proposed alterations or additions and the Tenant shall not proceed to make any alteration or addition unless the Landlord has approved the plan, and the Landlord shall not unreasonably or arbitrarily withhold its approval. Any items included in the plan which are regarded by the Tenant as trade fixtures shall be designated as such on the plan;
 - ii) any and all substantial alteration or additions to the Premises made by the Tenant must comply with all applicable building code standards and by-laws of the municipality in which the Premises are located.
- b) The Tenant shall be responsible for and pay the cost of any alterations, additions, installations or improvements that any governing authority, be it municipal, provincial or otherwise, may require to be made in or to the Premises;
- c) All alterations and additions to the Premises made by or on behalf of the Tenant, other than the Tenant's trade fixtures, shall immediately become the property of the Landlord without compensation to the Tenant;

- d) If the Tenant has complied with its obligations according to the provisions of this Lease, the Tenant may remove its trade fixtures at the end of the Term or other termination of this Lease;
- e) Other than was provided herein in the agreement, the Tenant shall not, during the Term of this Lease or any time thereafter, remove from the Premises any trade fixtures or other goods and chattels of the Tenant except in the following circumstances:
 - i) the removal is in the ordinary course of business;
 - ii) the trade fixtures have become unnecessary for the Tenant's business or is being replaced by a new or similar trade fixture;

but in any case, the Tenant shall make good any damage caused to the Premises by the installation or removal of any trade fixtures, equipment, partitions, furnishings and any other objects whatsoever brought onto the Premises by the Tenant.
- f) Without limiting the generality of the foregoing, the Tenant may elect to remove special equipment fixtures and furniture deemed essential to the operation of the Tenant at the Tenant's expense, upon termination of the Lease.

ARTICLE 8 INSURANCE

Section 8.1 Insurance

- a) During the Term of this Lease and any renewal thereof the Landlord shall maintain with respect to the Premises, insurance coverage insuring against:
 - i) loss or damage by fire, lightning, storm and other perils that may cause damage to the Premises or to the property of the Landlord in which the Premises are located as are commonly provided for as extended perils coverage or as may be reasonably required and obtained by the Landlord;
 - ii) liability for bodily injury or death or property damage sustained by third parties in the amount of One Million Dollars (\$1,000,000.00).
- b) The Tenant shall carry public liability and property damage insurance and the Tenant shall provide the Landlord with a copy of the policy.

ARTICLE 9 DAMAGES

Section 9.1 Damage to the Premises

- a) If the Premises or the Building in which the Premises are located are damaged or destroyed, in whole or in part, by fire or other peril, then the following provisions shall apply:

- i) if the damage or destruction renders the Premises unfit for occupancy and impossible to repair or rebuild using reasonable diligence within one hundred and eighty (180) clear days from the happening of such damage or destruction, then the Term hereby granted shall cease from the date the damage or destruction occurred and the Tenant shall immediately surrender the remainder of the Term and give possession of the Premises to the Landlord and the rent from the time of the surrender shall abate;
 - ii) If the Premises can with reasonable diligence be repaired and rendered fit for occupancy within one hundred and eighty (180) days from the happening of the damage or destruction, but the damage renders the Premises wholly unfit for occupancy, then the rent hereby reserved shall not accrue after the day that such damage occurred or while the process of repair is going on, and the Landlord shall repair the Premises with all reasonable speed and the Tenant's obligation to pay rent shall resume immediately after the Landlord has completed the necessary repairs (not including any leasehold improvements installed by the Tenant).
 - iii) If the Premises can be repaired within one hundred and eighty (180) days as aforesaid, but the damage is such that the Premises are capable of being partially used, then until such damage has been repaired, the Tenant shall continue in possession and the rent shall abate proportionately. Occupancy for purposes of this section means that the Tenant shall not be required to occupy a portion of the Premises which is unreasonable with regards to its business.
- b) Any question as to the degree of damage or destruction or the period of time required to repair or rebuilding shall be determined by an architect retained by the Landlord.
 - c) Subject to the foregoing, there shall be no abatement or reduction of the rent due hereunder, nor shall the Tenant be entitled to damages, losses, costs, or disbursements from the Landlord during the Term, caused by or on account of fire (except as above), water, sprinkler systems, partial or temporary failure or stoppage of heat, light, elevator, live steam or plumbing service in or to the said Premises or Building, whether due to acts of God, strikes, accidents, the making of alterations, repairs, renewals, improvements, structural changes to the said Premises or Building, or the equipment or systems supplying the said services, or from any cause whatsoever, provided that said failure or stoppage be remedied within a reasonable time.
 - d) And it is further declared and agreed that the Landlord shall not be liable for any damage to any property at any time upon the Premises arising from gas, steam, water, rain or snow, which may leak into, issue or flow from any part of the said Building, or from any other place or quarter, or for any damage caused by or attributable to the condition or arrangement of an electric or other wires in the said Building, save and except for damages caused by

the negligence of the Landlord. The Tenant agrees to be liable for any damage done by reason of water being left running from the taps in the Premises or from gas permitted by the Tenant to escape therein.

And the Landlord shall not be responsible for any personal injury which shall be sustained by the Tenant or any employee customer or any other person who may be upon the Premises save and except for damages caused by the negligence of the Landlord, all risks of such injury being assumed by the Tenant who shall hold the Landlord harmless and indemnified therefrom.

ARTICLE 10 ACTS OF DEFAULT

Section 10.1 Act of Default

(a) An Act of Default has occurred when:

- i) The Tenant has failed to pay Rent for a period of 5 consecutive days, regardless of whether demand for payment has been made or not;
- ii) The Tenant has breached its covenants or failed to perform any of its obligations under this lease and the Landlord has given notice specifying the nature of the default and the steps required to correct it; and the Tenant has failed to correct the default as required by the notice within ten (10) days of the Landlord providing such notice.
- iii) The Tenant has:
 - 1) become bankrupt or insolvent or made an assignment for the benefit of creditors;
 - 2) had its property seized or attached in satisfaction of a judgment;
 - 3) had a receiver appointed;
 - 4) committed any act or neglected to do anything with the result that a construction lien or other encumbrance is registered against the Lands;
 - 5) without the consent of the Landlord, made or entered into an agreement to make a sale of substantially all of its assets, or removed substantially all of the chattels contained in the Premises;
 - 6) taken action with a view to winding up, dissolution, or liquidation;
- iv) Any insurance policy is cancelled or not renewed by reason of the use or occupation of the Premises, on in the case of insurance to be maintained by the Tenant, by reason of non-payment of premiums;
- v) The Premises are used by any other person or persons, or for any other purposes than as provided for in this lease without the written consent of the Landlord.

- (b) When an Act of Default on the part of the Tenant has occurred:
- i) The current month's Rent, together with the next three months' rent shall become due and payable immediately; and
 - ii) The Landlord shall have the right to terminate this lease or to re-enter the Premises and deal with them as it may choose.
- (c) If, because an Act of Default has occurred, the Landlord exercises its right to terminate this Lease or re-enter the Premises prior to the end of the Term, the Tenant shall nevertheless be liable for payment of Rent and all other amounts payable by the Tenant in accordance with the provisions of this Lease until the Landlord has re-let the Premises or otherwise dealt with the Premises in such manner that the cessation of payments by the Tenant will not result in loss to the Landlord and the Tenant agrees to be liable to the Landlord, until the end of the Term of this Lease, for payment of any difference between the amount of Rent hereby agreed to be paid for the Term hereby granted and the Rent any new tenant pays to the Landlord.
- (d) The Tenant covenants that notwithstanding any present or future Act of the Legislature of the Province of Ontario, the personal property of the Tenant during the term of this lease shall not be exempt from levy by distress for Rent in arrears:
- (i) And the Tenant acknowledges that it is upon the express understanding that there should be no such exemption that this Lease is entered into, and by executing this Lease, the Tenant waives the benefit of any such legislative provisions which might otherwise be available to the Tenant in the absence of this agreement, and the Tenant agrees that the Landlord may plead this covenant as an estoppel against the Tenant if an action is brought to test the Landlord's right to levy distress against the Tenant's property.
- (e) If, when an Act of Default has occurred, the Landlord chooses not to terminate the Lease or re-enter the Premises, the Landlord shall have the right to take any and all necessary steps to rectify any or all Act of Default of the Tenant and to charge the costs of such rectification to the Tenant and to recover the costs as Rent.
- (f) If, when an Act of Default has occurred, the Landlord chooses to waive its right to exercise the remedies available to it under this Lease or at law the waiver shall not constitute condonation of the Act of Default, nor shall the waiver be pleaded as an estoppel against the Landlord to prevent it exercising its remedies with respect to a subsequent Act of Default. No covenant, term, or condition of this Lease shall be deemed to

have been waived by the Landlord unless the waiver is in writing and signed by the Landlord.

ARTICLE 11
NOTICES

Any notice required or contemplated by any provision of this Lease shall be given in writing enclosed in a sealed envelope addressed in the case of notice to the Landlord to:

County of Renfrew
9 International Drive
Pembroke, Ontario
K8A 6W5
Manager of Real Property Assets

and in the case of notice to the Tenant to:

Arnprior Regional Health
350 John St. N.
Arnprior, Ontario
K7S 2P6
Attention:

and delivered personally or by registered mail and postage prepaid. The time of giving of notice by either registered or signature mail shall be conclusively deemed to be the third Business Day after the day of such mailing. Such notice, if personally delivered, shall be conclusively deemed to have been given and received at the time of such delivery.

IN WITNESS WHEREOF the parties hereto have executed this Lease.

SIGNED, SEALED & DELIVERED) THE CORPORATION OF THE COUNTY OF
RENFREW

)

) Per: _____

) Name: Craig Kelley
Title: Chief Administrative Officer/Clerk

)

Authorized Signing Officer

) Per: _____

) Name: Peter Emon
Title: Warden

)

Authorized Signing Officer

)

ARNPRIOR REGIONAL HEALTH

Leah Levesque

) Name: Leah Levesque
Title: President and CEO

) Authorized Signing Officer

) Per: _____

) Name: XXXXXXXX
Title: XXXXXXXX

) Authorized Signing Officer

SCHEDULE "A"

LEGAL DESCRIPTION OF THE LANDS

Lot 7, Plan 19 McGonigal Street, except part 1, plan 49R-15842; T/W an easement over part 1, plan 49R-15842 as in RE44719, Town of Arnprior, Ontario.

FLOOR PLAN



SCHEDULE “C”

LANDLORD’S WORK

1. Prior to the Commencement Date, the Landlord shall complete, at the Landlord’s sole cost and expense, the following improvements:
 - Installation of 6 foot wall / partition extension
 - Removal of counter to facilitate walk through room entrance;
 - Window installation on entrance door.

COUNTY OF RENFREW

BY-LAW NUMBER 93-23

**A BY-LAW FOR THE EXECUTION OF CONTRACT RE-2023-09-RP
FLAT ROOF OVERLAY AND TWO HVAC SYSTEM REPLACEMENTS
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 a flat roof overlay and the replacement of two (2) HVAC systems at Renfrew County Place, 450 O'Brien Road, Renfrew, Ontario;

AND WHEREAS public tenders were requested for a flat roof overlay up to 32,000 sq. ft. and the replacement of two (2) HVAC systems under Contract RE-2023-09-RE in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by Irvcon Limited, Pembroke, 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-2023-09-RP for a flat roof overlay up to 32,000 sq. ft. and the replacement of two (2) HVAC systems at Renfrew County Place, 450 O'Brien Road, Renfrew, Ontario to Irvcon Limited, Pembroke, Ontario in the amount of \$329,224 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 28th day of June 2023.

READ a second time this 28th day of June 2023.

READ a third time and finally passed this 28th day of June 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 94-23

**A TARIFF OF FEES BY-LAW FOR APPLICATIONS MADE
IN RESPECT OF PLANNING MATTERS**

WHEREAS Section 69(1) of the Planning Act, R.S.O. 1990, c. P.13, as amended, provides that the Council of a Municipality, may by by-law, prescribe a Tariff of Fees for the processing of applications made in respect of planning matters, which tariff shall be designed to meet only the anticipated costs to the Municipality in respect of the processing of each type of application provided for in the tariff.

AND WHEREAS it is deemed desirable to prescribe a Tariff of Fees establishing a fee for the processing of applications to the Approval Authority (County of Renfrew) outlined below;

AND WHEREAS it is deemed desirable to prescribe a Tariff of Fees establishing fees for the processing of applications made in respect of planning matters to the local municipalities of the County of Renfrew.

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

1. CONSENTS

- a) That a fee of \$1,300.00 for each new lot created is hereby established for consent applications by the Approval Authority.
- b) That a fee of \$1,300.00 for each consent application that does not create a new lot (i.e., lot addition, right-of-way, easement, etc.) is hereby established by the Approval Authority.
- c) That a fee of \$330.00 for each application for a cancelation of consent certificate is hereby established by the Approval Authority.
- d) That a fee be established for the issuance of a final certificate by the Approval Authority:
 - (i) For the first final certificate No Fee
 - (ii) For each additional final certificate \$110.00
- e) That a fee of \$600.00 is hereby established for a major revision to a consent application (i.e., recirculation to any reviewing agency and local municipalities) and \$350.00 for a minor revision to a consent application, as determined by the Manager of Planning Services.
- f) Upon determination by the Manager of Planning Services (or by the Land Division Committee, as the case may be) that a peer review of a technical study is required

to justify a proposed consent application, the applicant shall be required to pay to the County, as a deposit, an amount equal to the estimated professional fees for the peer review of such study. Further, the applicant shall be required to reimburse the County for the actual fees and expenses of the County's peer review professional which are beyond the review of the applicant's study (i.e., pre-consultation, dispute resolution, municipal board hearings).

2. **VALIDATION OF TITLE**

- a) That a fee of \$1,300.00 in addition to all legal costs incurred by the County is hereby established for processing Validation of Title applications by the Approval Authority.

3. **SUBDIVISION/CONDOMINIUM/PART LOT CONTROL BY-LAWS**

a) **Subdivisions**

i) Initial Application Fee

- For any proposed plan of subdivision submitted to the County of Renfrew for approval:
 - up to 10 developable lots/blocks \$4,400.00
 - more than 10 developable lots/blocks \$9,300.00

*Note: If a block in a plan of subdivision is to be further subdivided into lots, the application fee will be based on the final number of lots to be created.

ii) Notice of Application

- Department advertises notice of subdivision application in accordance with the Planning Act.

iii) Major Plan Revision (Re-circulation) 50% of the Initial Application Fee as indicated in 3.a)i) above

- For major revisions to the draft plan, draft approved plan and/or conditions of draft approval which require major recirculation.

iv) Minor Revision or Emergency Extension \$715.00

- For minor revisions to the draft plan, draft approved plan and/or draft conditions which do not require major recirculation and for each emergency extension to draft approval of not more than three (3) months.

v)	Draft Approval Extension (Annual)	\$1,000.00
	<ul style="list-style-type: none"> For each extension of draft approval of not more than twelve (12) months beyond the usual three (3) years draft approval granted by the County. 	
b)	Condominiums	
i)	Initial Application Fee	
	<ul style="list-style-type: none"> For any proposed plan of condominium submitted to the Corporation of the County of Renfrew: <ul style="list-style-type: none"> Up to 10 units/common elements/blocks \$4,400.00 more than 10 units/common elements/blocks \$9,300.00 	
ii)	Exemption	
	<ul style="list-style-type: none"> For any plan of condominium submitted to the Corporation of the County of Renfrew for exemption under section 50 of the Condominium Act, as amended. \$1,650.00 	
iii)	Major Plan Revision (Re-circulation)	50% of the Initial Application Fee as indicated in 3.b)i) above
	<ul style="list-style-type: none"> For major revisions to the draft plan, draft approved plan and/or conditions of draft approval which require major recirculation. 	
iv)	Minor Revision or Emergency Extension	\$715.00
	<ul style="list-style-type: none"> For minor revisions to the draft plan and/or draft conditions, which do <u>not</u> require major recirculation and for each emergency extension to draft approval of not more than three (3) month(s). 	
v)	Draft Approval Extension (Annual)	\$1,000.00
	<ul style="list-style-type: none"> For each extension of draft approval of not more than twelve (12) months beyond the usual three (3) years draft approval granted by the County. 	

c) **Part Lot Control Exemption By-law**

i) Final Approval \$660.00

- Payable prior to the By-law being given final approval by the County.

d) **Peer Review Deposit**

i) Plan of Subdivision and Plan of Condominium

A deposit of \$15,000.00 shall be paid to the County at the time of application to cover the cost of undertaking a peer review of any technical study or studies submitted in support of an application (or pre-consultation) for a plan of subdivision or plan of condominium. The deposit shall be applied to the cost of the peer review with any surplus refunded to the applicant. If the costs of peer review exceed the deposit, the applicant will be charged any additional costs incurred. If peer review of the technical studies was completed through pre-consultation no further deposit will be requested.

Further, the applicant shall be required to reimburse the County for the fees and expenses of the County's peer review professionals which are beyond the review of the applicant's technical studies (i.e., dispute resolution, municipal board hearings). Technical studies include, but are not limited to hydrogeology studies, environmental impact studies, servicing options study, traffic studies, soil studies and noise assessment studies.

4. **OFFICIAL PLAN AMENDMENTS**

a) Application to amend the County of Renfrew Official Plan \$2,200.00

b) Approval of an adopted Local Official Plan Amendment \$550.00

5. **PROCESSING OF LOCAL PLANNING ACT APPROVALS***

a) Where an application is submitted by an applicant to a municipality:

i) For each site specific application pursuant to section 21 of the Planning Act (Official Plan Amendment) - review of Application to amend Official Plan, and preparation and processing of amendment. \$1,650.00

ii) For each site specific application pursuant to section 34 of the Planning Act (Zoning By-law Amendments) - review of Application to amend Zoning By-laws and preparation and processing of amendment. \$935.00

iii) Where a combination of requests for site-specific amendments pursuant to sections 17, 21 and 34 of the Planning Act are submitted the fee charged for each additional request above the first submitted for the same site shall be reduced by \$150.00

- iv) To remove a holding symbol pursuant to section 36 of the Planning Act. \$220.00
 - v) For each site specific application pursuant to section 45 of the Planning Act (minor variance application) – review of application for a minor variance, preparation and processing of the application. \$750.00
 - vi) For each site specific application pursuant to section 53 of the Planning Act (consent application) – review of application for a consent application, preparation and processing of the application. \$1,550.00
 - vii) For each site specific application pursuant to section 41 of the Planning Act (site plan control) – review of the application. \$550.00
- For site plan applications implementing requirements of a plan of subdivision. \$55.00

* These fees are to the local municipality

6. PRE-CONSULTATION

- a) County Approvals (Consent/Plan of Subdivision/Official Plan Amendment):
 - 1) Stage 1 Pre-consultation \$200.00
 - 2) The fee for a planning application submitted within 12 months of a Stage 1 Pre-consultation shall be reduced by: \$200.00*

*Only reduced for one application in the event that multiple applications are submitted.

- b) Local Municipal Approvals (Zoning/Site Plan/Minor Variance)*
 - 1) Stage 1 Pre-consultation \$200.00
 - 2) Stage 2 Pre-consultation \$1,000.00
 - 3) The fee for a planning application submitted within 12 months of a Stage 1 pre-consultation shall be reduced by: \$200.00**

* These fees/reductions are to the local municipality

** Only reduced for one application in the event that multiple applications are submitted.

7. OTHER

- a) Where applicable, the following hourly rates apply:
 - i) Director \$130.00
 - ii) Manager \$100.00
 - iii) County Planner \$75.00
 - iv) Junior Planner \$60.00
 - v) Secretary/Clerical \$55.00
- b) Minor Variance Reports for local municipalities \$440.00

c) Consent Reports for local municipal committees of adjustment \$440.00

d) Re-submission of an application previously determined to be incomplete:

One time deemed incomplete – 100% of the original fee.

Two times deemed incomplete – 125% of the original fee.

Three times deemed incomplete – 150% of the original fee.

Four or more times – 200% of the original fee.

8. THAT By-law 17-22 is hereby repealed.

9. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 28th day of June 2023.

READ a second time this 28th day of June 2023.

READ a third time and finally passed this 28th day of June 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 95-23

**A BY-LAW TO DELEGATE AUTHORITY TO THE MANAGER OF PLANNING SERVICES
TO ENTER INTO CONSENT AGREEMENTS FOR THE COUNTY OF RENFREW**

WHEREAS the County of Renfrew recognizes the need for efficient and effective decision-making processes in matters of planning and land development;

AND WHEREAS the authority to give consents under Section 53 of the Planning Act is delegated to Council, and whereas Section 54 of the Planning Act authorizes Council to then delegate this authority;

AND WHEREAS it is deemed appropriate to delegate certain authorities to the Manager of Planning Services to facilitate timely and appropriate decisions related to consent agreements;

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

Definitions

“Consent Agreement” refers to an agreement entered into pursuant to the Planning Act or any other applicable legislation, which may include conditions, obligations, or requirements related to land division, severance, or other land development matters.

“Manager of Planning Services” refers to the individual appointed by the Council of the County of Renfrew to oversee and manage planning-related functions.

Delegation of Authority

- a) The authority to enter into consent agreements is hereby delegated to the Manager of Planning Services, as designated by the Council of the County of Renfrew.
- b) The Manager of Planning Services shall have the power and authority to negotiate, execute, and deliver consent agreements on behalf of the County of Renfrew, subject to the provisions outlined in this By-law and any applicable legislation.
- c) The delegation of authority shall include the ability to modify, amend, or revoke consent agreements as necessary, in consultation with legal counsel and as guided by relevant policies and procedures.

Limitations and Guidelines

- a) The Manager of Planning Services shall exercise the delegated authority in accordance with the Planning Act, County of Renfrew's Official Plan, Zoning By-laws, and other relevant legislation, policies, and guidelines.
- b) The Manager of Planning Services shall consult with the appropriate County of Renfrew departments, agencies, and stakeholders as necessary to ensure compliance with all applicable requirements, standards, and regulations.

Severability

In the event that any provision or part thereof contained in this By-law is found to be invalid, illegal, or unenforceable, it shall be severed from the By-law, and the remainder of the By-law shall continue in full force and effect.

Effective Date

THAT this By-law shall come into force and effect upon its passing and upon filing with the appropriate authorities as required by law.

READ a first time this 28th day of June 2023.

READ a second time this 28th day of June 2023.

READ a third time and finally passed this 28th day of June 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

June 28, 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. Medical Priority Dispatch System (MPDS)

The Emergency Services Department met with representatives from the Ministry of Health and the Renfrew Central Ambulance Communications Center to begin planning the implementation of a new deployment tool called MPDS (Medical Priority Dispatch System) to replace the current DPCI (Dispatch Priority Card Index) system of triaging and categorizing 911 calls.

The Medical Priority Dispatch System is a protocol tool that is used worldwide in over 3500 agencies, in 52 countries, since 1979. It includes 36 protocols, each one built by experts, backed by science, and tested over time to reduce complexity and risk. MPDS is a safe and proven emergency medical call-taking system that is thoughtfully structured, and patient focused. It means that the number of lights and sirens incidents will be noticeably reduced, allowing for a more flexible response to lower acuity calls.

The Service will be designing “response plans” to help guide the Ambulance Communications Officer (ACO), at dispatch to send the right crew, to the right place, at the right time. Every determinant code will have an associated response plan that will be carefully designed by the Paramedic Service to reflect community needs, resources, and deployment. Response plans populate the Computer Aided Dispatch (CAD) system to provide clarity and instruction to the ACO.

Response plans will include the closest, most appropriate resource, the number of paramedics required, the highest level of care, Commander notification, specialty unit response, and allied agency notification requirements. Changes associated with the implementation of AMPDS can significantly reduce issues and costs related to inter-municipal responses by providing availability for specific conditions, as opposed to being obligated to respond to all 911 Code 4 (emergency) patients that we are the closest resource to. Work is ongoing in collaboration with the province with an anticipated full launch of AMPDS in May 2024. Attached as Appendix I is the first edition of the MPDS Messenger for Renfrew CACC – Renfrew & Nipissing Paramedic Services.

2. **Paramedic Chiefs of Canada Award of Excellence**

RC VTAC has been selected as the winner of the Paramedic Chiefs of Canada Award of Excellence in the category of Client Centred Initiative which was presented at the Leadership Summit in Kelowna, B.C., on June 13-15, 2023.

Excerpt from the application to Paramedic Chiefs of Canada Awards of Excellence program below.

“One of the solutions explored that has delivered an effective intervention to serve rural patients who desperately needed health services, is Renfrew County's Virtual Triage and Assessment Centre (RC VTAC). The program was established in response to the pandemic and continues to provide COVID-related care and access to a family physician for urgent health concerns, particularly for those without a primary care provider. The growing unattached patient population in Renfrew County is considered by the Ottawa Valley and Ottawa West Four Rivers Ontario Health Teams as a priority population. Both Ontario Health Teams have endorsed the program due to its tremendous value in increasing equitable access to care for residents of the region, specifically unattached patients, the elderly population, and those living in rural and remote communities.”

3. **Eastern Ontario Wardens’ Caucus (EOWC) Partial Refresh of 2019 Paramedic Services Situation Overview Report**

The EOWC set paramedic services as a priority for 2023 in response to the growing pressure faced by paramedic services throughout the region. The report includes updated data for both the EOWC as a region as well as each of the 13-member municipalities following the initial EOWC paramedic services situational overview report from 2019. The EOWC looks forward to sharing the report, key findings and recommendations with its Ontario Government partners and key stakeholders to work together to improve paramedic services, community paramedicine and the overall community healthcare across rural eastern Ontario. Attached as Appendix II is a news release from the EOWC, which includes a link to the Final Report: Partial Refresh of the 2019 EOWC Paramedic Services Overview.

4. **Bonnechere Manor and Miramichi Lodge Quality Improvement and Safety Plan Progress Reports**

Attached as Appendix III, are both the Bonnechere Manor and Miramichi Lodge Quality Improvement and Safety Plan Progress Reports. During the Council meetings of March 2023, the annual Quality Improvement Plans (QIP) for Bonnechere Manor and Miramichi Lodge were endorsed for submission to Ontario Health. The QIP is a formal, documented set of commitments that a health care organization makes to its residents, staff and community to improve quality through focused targets and actions. Priority

indicators defined by Ontario Health were utilized for the County of Renfrew Homes' QIP submission.

The County of Renfrew Long Term Care Homes are currently engaged in the accreditation process in partnership with Accreditation Canada. One of the key standards for the Governance Team, as represented by Health Committee and County Council, is to maintain Quality and Safety as a standing agenda item for review. To this end, the Quality Improvement Plans for both County of Renfrew Homes have been expanded to include a wider collection of indicators for the purpose of enhancing continued quality, improvement and safety while satisfying accreditation requirements.

RESOLUTIONS

5. Multi-Sector Service Accountability Agreement and Schedule F – Form of Compliance Declaration

RESOLUTION NO. H-CC-23-06-68

Moved by Chair

Seconded by Committee

THAT County Council authorize the Warden and Chief Administrative Officer/Clerk to sign Schedule F – Declaration of Compliance issued pursuant to the Multi-Sector Service Accountability Agreement for County of Renfrew Bonnechere Manor Senior/Adult Day Program.

Background

Bonnechere Manor has been operating a Senior/Adult Day Program in Renfrew since February 1997. The program is available to residents in and around the communities, Monday to Friday from 8:00 a.m. to 4:00 p.m. Access into the day program is through the Home and Community Care Support Services.

For the continuation of 100% funding for the Bonnechere Manor Senior/Adult Day Program, Ontario Health is requesting Schedule F – Declaration of Compliance for the period of April 1, 2022 to March 31, 2023 (attached as Appendix IV) be signed.

6. Bonnechere Manor Roofing Request for Tender

RESOLUTION NO. H-CC-23-06-69

Moved by Chair

Seconded by Committee

THAT County Council award the Request for Tender BM-2023-01 Flat Roof Replacement project for a section of roofing at Bonnechere Manor to Perth Roofing from Perth, Ontario, for Roof C, No Taper, at the quoted price of \$258,000 inclusive of HST, as approved in the Bonnechere Manor 2023 Capital Budget.

Background

Staff is recommending that Council support the award of the Bonnechere Manor Request for Tender 2023-01 Flat Roof Replacement project to Perth Roofing with a bid of \$258,000, which is within the approved 2023 Capital Budget. Perth Roofing was the second lowest bidder with a difference of \$796.29 over the lowest bidder, however the lowest bidder is not a certified installer for the specified roofing product. Perth Roofing has been the successful awardee for the past three (3) consecutive years for roofing projects at Bonnechere Manor. To maintain the integrity of the warranty on work performed, (this year's project ties into last year's project by Perth Roofing), it is advantageous to complete the final section of roofing with Perth Roofing. Given that we have a well-established working relationship with Perth Roofing, and that they are a certified installer for the specified product, as well as warranty integrity, staff is requesting Perth Roofing be awarded RFT 2023-01 Flat Roof Replacement project at Bonnechere Manor. Policy GA-01 Procurement of Goods and Services Policy, Section 7.1 (f) outlines steps for the procurement of goods when an irregularity exists.

7. Miramichi Lodge Generator Project**RESOLUTION NO. H-CC-23-06-70**

Moved by Chair

Seconded by Committee

THAT County Council approve reallocation of Miramichi Lodge Capital Funds to cover the unanticipated replacement of four chiller relief valves at a cost of \$15,000 as well as repairs to the Emergency Generator at a cost of \$14,000. Staff is requesting that the 2023 flooring budget be reduced from \$50,000 to \$21,000 to cover this unanticipated expenditure.

Background

Approved through the 2023 Capital Budget for Miramichi Lodge was incremental floor covering replacement at \$50,000. Unanticipated repairs are required to maintain serviceability of the Home's HVAC system as well as emergency generator. In the absence of capital funding set aside for this purpose, staff suggest that this year's allotment of floor replacement capital be reduced to cover the cost associated with the HVAC and emergency generator repairs.

8. Paramedic Service Delivery Cross Border Billing and Dispatch**RESOLUTION NO. H-CC-23-06-73**

Moved by Chair

Seconded by Committee

THAT County Council approve that the County of Renfrew join a working group of neighbouring municipalities to address the issue of cross-border paramedic billing and other systemic issues.

Background

Attached as Appendix V is correspondence dated June 14, 2023 from Warden Nancy Peckford, United Counties of Leeds & Grenville, regarding Paramedic Services cross-border billing and dispatch challenges and the establishment of a working group to develop a common position on this matter.

BY-LAWS**9. Contract 211 Ontario****RESOLUTION NO. H-CC-23-06-66**

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-law authorizing the Warden and CAO/Clerk to sign a contract with 211 Ontario to provide 211 contact centre (telephony system) access to support the Renfrew County Virtual Triage and Assessment Centre team.

Background

The purpose of this Memorandum of Understanding (MOU) between Ontario 211 Services (O211S) and the County of Renfrew is to provide 211 contact centre (telephony system) access to support the Renfrew County Virtual Triage and Assessment Centre team for the term July 1, 2023 to March 31, 2024, in the amount of \$22,500 plus HST (\$2,500 plus HST per month).

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

June 2023

The MPDS Messenger

Renfrew CACC- Renfrew & Nipissing Paramedic Services

“Breaking News Edition”

Issue #1

BREAKING NEWS:

Change is coming...

Leadership from Renfrew CACC, and Renfrew & Nipissing Paramedic Services met with the MPDS Business team on May 25th and 26th to lay the foundation for the Medical Priority Dispatch System (MPDS) transformation project. This two-day workshop introduced a series of plans and activities to help prepare leadership and staff for the MPDS transition.

The MPDS team, inclusive of your leadership teams and front-line providers will ensure that all ACOs and Paramedics are well informed, educated and prepared to transition from our current state into a future state with MPDS.

Throughout the next few months, a variety of creative and thoughtful communication channels will be introduced to appeal to all users and learning styles. The MPDS team will strive to be transparent with up-to-date information and useful content through each phase of the project. Communication channels will provide the users with relevant and pertinent details about MPDS and the project status. Roadmaps with milestones will help you to see how the project is advancing and how we are working together to achieve our goals

The end goal, and shared purpose is to ensure that this new system works for YOU! We are committed to staying positive and keeping the forward moving momentum going. We will be conducting a series of activities to prepare your agencies for the change, and we have big plans to include front line staff in the upcoming activities and committees. In the coming weeks, you will be presented with opportunities to engage and assist throughout all phases of the project.

Stay tuned...

Opportunity knocks

Do you want to be a part of this historical change? Watch your email for upcoming opportunities to provide expert advice and input from an ACO and Paramedic perspective.

What is MPDS?

And how it changes the way we do business

The Medical Priority Dispatch System is a protocol tool that is used worldwide in over 3500 agencies, in 52 countries since 1979. It includes 36 protocols-each one built by experts, backed by science and tested over time to reduce complexity and risk. MPDS is a safe and proven emergency medical calltaking system that is thoughtfully structured and patient-focused.

Wait, there’s more...

The MPDS implementation at Renfrew CACC will involve an **entire system change**. This is not just a change to the way that ACOs will ask questions, but a change to the way the system will operate under new policies, processes, governance structure and expectations.

As we take a deeper dive into all things MPDS, you will be introduced to a new colour priority model which is made up of six priorities (including incident standby). What does this mean for ACOs and Paramedics? It means that the number of lights and sirens incidents will be noticeably reduced, which will allow for a more flexible response to lower acuity problem types. Paramedic services will be designing “response plans” that helps guide the ACO in sending the right crew, to the right place, at the right time.

ACOs will have the flexibility to redirect higher acuity incident to more serious life threat incidents when indicated. Reassignment of code 4s was never an option in the current DPCI model, but this new system supports reassignment rules, and recognizes the benefits it will present to our patients as we move forward with MPDS.

Why the “why” is so important

ACOs and Paramedics will be navigating through a series of changes with the rollout of MPDS at Renfrew CACC.

To prepare for these changes, we know how important it is to highlight some of the reasons “why” we should strengthen our current day to day activities to allow us to pivot quickly into all things MPDS.

But what does that mean? Improvements require change, and change is uncomfortable. The way to get buy in for change is to communicate “why” the change is happening and what the purpose is behind the change. When we get our entire team of ACOs and Paramedics on board, we promote a positive work culture and a successful transition to MPDS.

It’s time to get back to a place where ACOs and Paramedics feel confident that the system is supporting their needs. The foundation is built through upgraded technology and support tools, response plans that send the right unit to the right call, and a series of policies that were written with the best interests of ACOs, Paramedics and patients in mind. Clear communication is key when explaining the “why” and will promote a better sense of team. It will help all of us to understand the direction we are moving in and where we fit in.

The workday wishlist for ACOs and Paramedics includes strong, professional communication, punching out at the end of shift on time, and a high level of support to make these things happen each day. The MPDS system paired with local response plans and policies have been created to resolve the concerns that you’ve brought forward as a group. It is important to promote a strong team dynamic with effective communication, but we need your help to make it happen.

Out with the old, and in with the new! When you know why it’s important to support the upcoming change, you’ll feel more confident to jump on board and encourage others to do the same.



www.eowc.org

News Release: Eastern Ontario Wardens' Caucus Releases Refresh of Paramedic Services Regional Report

FOR IMMEDIATE RELEASE - Eastern Ontario, May 24, 2023

Eastern Ontario - The Eastern Ontario Wardens' Caucus (EOWC) is proud to release the Partial Refresh of the 2019 EOWC Paramedic Services Situation Overview Report.

The EOWC set paramedic services as a priority for 2023 in response to the growing pressure faced by paramedic services throughout the region. The report includes updated data for both the EOWC as a region as well as each of the 13 member municipalities following the initial EOWC paramedic services situational overview report from 2019. The EOWC looks forward to sharing the report, key findings and recommendations with its Ontario Government partners and key stakeholders to work together to improve paramedics services, community paramedicine and the overall community healthcare across rural eastern Ontario.

The report contains an updated environmental scan, new five-year predictive forecasts, and the following priority recommendations:

1. Hospital offload delays need to be fixed
2. Community paramedicine programs require a provincial commitment to permanent and predictable funding
3. The dispatch system needs to be modernized to ensure the deployment of resources appropriate to 911 response, and to support community paramedicine
4. Community college paramedic enrolment needs to increase.

"As part of the community healthcare sector, paramedic services carried communities throughout the pandemic. The EOWC likes to do our homework and this report shows exactly that. We look forward to advocating for these evidence-based recommendations and working with our provincial partners to make improvements," stated **EOWC Chair Peter Emon**.

"As a former nurse, I am proud to be part of finding solutions based on data and would like thank staff that were involved. This report sheds light on what needs to be done to better support our rural communities and find efficiencies in the healthcare system. I look forward to continuing to advocate for improved healthcare systems and resource allocation," said **EOWC Vice-Chair, Bonnie Clark**.

The EOWC recognizes contributions from the Paramedic Services Chiefs, Chief Administrative Officers, and municipal staff from across the region. The EOWC would

like to thank ApexPro Consulting Inc. for their services in developing both the initial report in 2019 and this 2023 refreshed report.

The refreshed report is available on the EOWC website:

www.eowc.org/2023paramedicstudy

About the EOWC

The EOWC is an incorporated non-profit organization comprised of the Heads of Council of 13 upper and single-tier municipalities across rural eastern Ontario. The Caucus supports and advocates on behalf of 103 municipalities and nearly 800,000 residents. The EOWC covers an area of almost 50,000 square kilometres from the County of Northumberland to the Québec border. The EOWC has gained support and momentum by speaking with a united voice to champion regional municipal priorities and work with government, business leaders, the media, and the public.

For more information, please contact:

EOWC General and Media Inquiries, info@eowc.org

Peter Emon, Chair, info@eowc.org

Bonnie Clark, Vice-Chair, info@eowc.org

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meredith.staveley-watson@eowc.org or 647-545-8324

2023/2024 Bonnechere Manor Quality Improvement Plan – PROGRESS REPORT

X indicates attendance

Attendance	Meeting Dates:				
	Jan 25/23	June 1/23	DATE	DATE	DATE
Trisha Michaelis, DOC – Chair	X	X			
Dean Quade, Administrator	X	X			
Josie De Jesus-Shaw, Nurse Practitioner		X			
Bounsavanh Phanthathirath, RN RAI Coordinator					
Chantel Bulmer, RPN BSO	X	X			
Erin Wilson, Client Programs Supervisor	X				
Dave Norton, Environmental Services Supervisor					
TBD, Family Council					
Kim Malleau, Pharmacist	X	X			
Melissa Verch, Dietitian	X				
Melissa Rosien, PSW		X			
Dr. Andrea Di Paolo, Medical Director	X	X			
Michelle Christie, RCC	X	X			
Quin Leury, RCC		X			
TBD, PT (Ad Hoc)					
Lindsay Shepherd, FSS (Ad Hoc)		X			
TBD, AA-II	X				
Joanne O’Gorman-Resident	X	X			
Mike Blackmore, DLTC					

Measure / Indicator	QIP %	Target	4 th Quarter Dec 31/22	1 st Quarter Mar 31/23	2 nd Quarter Jun 30/23	3 rd Quarter Sep 30/23	4 th Quarter Dec 31/23	Target Justifications
INDICATOR #1								
Number of ED visits for modified list of ambulatory care–sensitive conditions* per 100 long-term care residents.	15.27	12.00	n/a	5.1 (9 visits)				

Change Ideas # 1 Reduce the number of potentially avoidable ED visits thru early Nursing assessment and reporting to practitioner for symptoms of treatable conditions.			
Methods	Process Measures	Target for Process Measure	Comments
1. DOC to resume Monthly tracking of ED transfers via ED tracking tool. 2. Registered staff to report changes in condition in a timely manner to NP or physician. 3. NP will continue to respond to acute change in condition to support early diagnosis and treatment efforts. 4. Improved documentation in progress notes ensuring nursing assessments and nursing process is evidenced.	Residents who have been transferred to ER should have supporting documentation that is evident of the nursing process and supporting appropriate assessments.	1. ED tracking tool will be analysed 4 x/year 2. In-services for documentation and assessments will be provided to Registered staff by our Resident Care Coordinators. 3. Chart Audits will be completed for any resident sent to the ED.	Unable to use Point Click Care (PCC) to gather numbers for this Indicator. CIHI reports 5.1(9 visits) . Champlain 19.9 average.
Progress Report January 25, 2023: QIP plan reviewed with committee, to go to council for approval.			
Progress Report June 1, 2023: DOC reviewing different ER tracking tools, need to implement one for RNs to complete going forward. Staff and physicians continue to work with the Nurse Practitioner for acute assessment and treatment of medical issues for residents. RCCs have been attending education to review current practices on RNAO Clinical Pathways for Long-Term Care Homes on PCC.			
Progress Report DATE:			
Progress Report DATE:			
Progress Report DATE:			
Change Ideas # 2 Improved Advanced Care planning with resident/POA/SDM			
Methods	Process Measures	Target for Process Measure	Comments
1. Social Worker and NP will ensure goals of care discussions take place at scheduled care conferences. 2. Provide Education to resident/POA/SDM related to advanced directives.	Registered staff will audit admission and Care conference notes to ensure discussions are occurring. Audit advanced directives in charts.	100% documented discussions by SW, NP, Registered Nurse or MRP following admission.	

3. Create information related to Advanced care planning that would be available to residents/POA/SDM's prior to admission for discussion to be prepared for day of admission discussion.								
Progress Report January 25, 2023: QIP plan reviewed with committee, to go to council for approval.								
Progress Report June 1, 2023: Social Worker is working on brochure to give families during tours to educate and generate discussion with residents/POAs/SDMs prior to admission to home. Education session will be taking place in both homes in open house walk about information sessions September 2023. NP and SW have organic conversations as moments arise in the organization and are very comfortable having advanced care planning discussions. MDs still mainly lead conversations during care conferences.								
Progress Report DATE:								
Progress Report DATE:								
Progress Report DATE:								
Measure / Indicator	QIP %	Target	4 th Quarter Dec 31/22	1 st Quarter Mar 31/23	2 nd Quarter Jun 30/23	3 rd Quarter Sep 30/23	4 th Quarter Dec 31/23	Target Justifications
INDICATOR #2								
Percentage of LTC residents without psychosis who were given antipsychotic medication in the 7 days preceding their resident assessment	25.6	19.00		24.6				
Change Ideas # 1 Optimization of medication through targeted de-prescribing using a planned and supervised process of dose reduction or stopping of medication that might have adverse side effects, or no longer be of benefit to individual residents on a case by case basis.								
Methods	Process Measures		Target for Process Measure		Comments			
Bonnechere Manor's de-prescribing initiative for the 2023/2024 year will start as a small scale change initiative starting with 2 resident home areas	Quarterly Drug Utilization reports (DURs)-Average # of medications per unit.		Goal is to reduce overall antipsychotic use to 19%.		New admissions have a higher rate of both antipsychotic use and overall # of medications as a result of efforts			

based on drug utilization rates, in addition to a continued focus on antipsychotic usage rates on our Butterfly home area.			to manage care in the community. Many medications must be tapered.
Progress Report January 25, 2023: QIP plan reviewed with committee, to go to council for approval.			
Progress Report June 1, 2023: Chantel, BSO RPN has been working with NP and physicians to decrease the use of antipsychotics where able to. She has also provided education through email to the RPNs for properly coding the MDS assessments to ensure accuracy. We should see a significant improvement in the 2 nd Quarter stats.			
Progress Report DATE:			
Progress Report DATE:			
Progress Report DATE:			
Change Ideas # 2 BSO Champion and NP will work together to ensure that an antipsychotic medication review is conducted for all residents who are prescribed antipsychotics. Further interventions as needed to decrease use of antipsychotics will be initiated (i.e., DOS mapping, GMH consultations) and follow up with residents physicians.			
Methods	Process Measures	Target for Process Measure	Comments
BSO Champion and NP will audit residents charts to ensure that an antipsychotic medication review has been completed in each quarter.	Number of antipsychotic medication reviews completed by the BSO champion and NP	80 % of residents receiving antipsychotics will have antipsychotic medication review completed within the first 6 months.	The percentage of potential inappropriate use of antipsychotics is higher than previous years is related to covid. Mental health was greatly affected by most people (including our geriatric population) throughout this time period. Physicians were ordering medications to treat BPSD that we could have managed otherwise through non-pharmacological interventions targeted at enhancing psycho-social well-being. Resources were very limited and recreation activities, as well as, being able to leave the facility were their families and support systems were almost nil.

			Unfortunately, this resulted in having to use medications to treat BPSD					
Progress Report January 25, 2023: QIP plan reviewed with committee, to go to council for approval.								
Progress Report June 1, 2023: Chantel, BSO RPN has been working with NP and physicians to decrease the use of antipsychotics where able to. Extra BSO hours were provided to allow for the medication reviews to be completed.								
Progress Report DATE:								
Progress Report DATE:								
Progress Report DATE:								
Measure / Indicator	QIP %	Target	4 th Quarter Dec 31/22	1 st Quarter Mar 31/23	2 nd Quarter Jun 30/23	3 rd Quarter Sep 30/23	4 th Quarter Dec 31/23	Target Justifications
INDICATOR #3								
Falls: This indicator measures the percentage of long-term care (LTC) home residents who fell during the 30 days preceding their resident assessment. The indicator is calculated as a rolling four quarter average. This indicator was jointly developed by interRAI and the Canadian Institute for Health Information (CIHI).	16.6	14.00		17.1				
Change Ideas # 11. Complete a new GAP analysis of the Falls Prevention Program. 2. Identify and define roles of the Champion/Lead Registered staff member to lead the Falls Prevention Program and to deliver educational sessions as required.								
Methods	Process Measures			Target for Process Measure			Comments	
Resident Care Coordinator lead for falls or designate (Falls Champion) will educate all registered staff regarding the process for management of falls importance	Percentage of completed education sessions			100% of Registered staff				

of safety huddles, medication reviews for frequent falls, effectiveness of interventions and individualized care plans.			
Progress Report January 25, 2023 : QIP plan reviewed with committee, to go to council for approval.			
Progress Report June 1, 2023: Falls champion has sent Registered staff education emails regarding the process for managing a fall. Will be including falls education in Registered staff meetings and working on a formal session for staff. Frequent faller assessments initiated, policy created and implemented with falls team lead.			
Progress Report DATE:			
Progress Report DATE:			
Progress Report DATE:			
Change Ideas # 2 Reinitiate the interdisciplinary Fall Risk Committee.			
Methods	Process Measures	Target for Process Measure	Comments
Membership will include an interdisciplinary team that supports collaborative discussions to attain reduced falls in the home to meet clinical indicators.	Planned monthly meetings-will review falls and identify those residents that fell despite interventions in place. Collaborative discussions to identify if other interventions would be appropriate.	Monthly meetings to be completed at 100%.	
Progress Report January 25, 2023: QIP plan reviewed with committee, to go to council for approval.			
Progress Report June 1, 2023: Interdisciplinary Fall Risk Committee re-initiated and 2 meetings have been held to date.			
Progress Report DATE:			
Progress Report DATE:			
Progress Report DATE:			

Measure / Indicator	QIP %	Target	4 th Quarter Dec 31/22	1 st Quarter Mar 31/23	2 nd Quarter Jun 30/23	3 rd Quarter Sep 30/23	4 th Quarter Dec 31/23	Target Justifications
INDICATOR # 4								
Percentage of residents who were physically restrained every day during the 7 days preceding their resident assessment	n/a	n/a		1.9				
Change Ideas # 1								
Methods		Process Measures			Target for Process Measure		Comments	
Progress Report January 25, 2023: This is not an indicator included in our QIP this year. Currently 2 residents with a restraint.								
Progress Report June 1, 2023: Currently have 3 residents whom require a restraint. One is a new admission for which we were not aware of the need for a restraint.								
Progress Report DATE:								
Progress Report DATE:								
Progress Report DATE:								
Measure / Indicator	QIP %	Target	4 th Quarter Dec 31/22	1 st Quarter Mar 31/23	2 nd Quarter Jun 30/23	3 rd Quarter Sep 30/23	4 th Quarter Dec 31/23	Target Justifications
INDICATOR # 5								
Percentage of long-term care home residents who developed a stage 2 to 4 pressure ulcer or had a pressure ulcer that worsened to a stage 2, 3 or 4	2.7	2.00		2.6				There has been an upward trend this year therefore an improvement of 1% is reasonable.
Change Ideas # 1 A reduction in pressure wounds will be evidenced quarterly.								
Methods		Process Measures			Target for Process Measure		Comments	
Revise the present policy and program to include an interdisciplinary model of		Registered staff will be able to assess and provide treatment to			90% of Registered staff will complete education on the			

care that focuses on prevention strategies and treatments according to best practices. Review current best practices for wound care and skin integrity. Develop education for Registered staff and PSWs with respect to the wound care program and their roles. Meet with Medline to streamline product selection and usage-Essentially standardizing treatment and interventions for wounds. Implementation to incorporate using pictures for wounds on the residents PCC charts for monitoring and comparison between dressing changes.	stage 1 and 2 wounds. Referral to Nurse Practitioner is utilized for stage 3 and 4 wounds.	Wound and Skin Integrity Program. 100% of residents with a stage 3 or 4 wound will be assessed by the Nurse Practitioner.					
Progress Report January 25, 2023: QIP plan reviewed with committee, to go to council for approval.							
Progress Report June 1, 2023: RCC lead has returned and work is starting on this indicator. Wound and skin team has been assembled and meeting set up with Medline. Policy has been updated, PUSH tool to PCC. Skin and Wound tracking system created. Guidelines for existing and worsening wounds included. Skin and wound pamphlet created. Program communicated to staff. Moving forward – focus on usage of tracking tool, work towards skin and wound education.							
Progress Report DATE:							
Progress Report DATE:							
Measure / Indicator	QIP	Target	1 st Quarter As of Apr 1/23	2 nd Quarter	3 rd Quarter	4 th Quarter	Target Justifications
INDICATOR # 6							
Percentage of residents responding positively to: “What number would you use to rate how well the staff listen to you?”	Avg. 8/10	10/10	n/a	n/a	n/a	n/a	
Change Ideas # 1							
Methods	Process Measures			Target for Process Measure		Comments	
Resident/Family Satisfaction survey recently completed with 21%							

response rate; 37 surveys completed.								
Progress Report January 25, 2023: QIP plan reviewed with committee, to go to council for approval.								
Progress Report June 1, 2023: Not an indicator that we are working on at this time. Good results of Resident/Family satisfaction survey.								
Progress Report DATE:								
Progress Report DATE:								
Progress Report DATE:								
Measure / Indicator	QIP	Target	1 st Quarter As of Apr 1/23	2 nd Quarter	3 rd Quarter	4 th Quarter	Target Justifications	
INDICATOR # 7								
Percentage of residents who responded positively to the statement: “I can express my opinion without fear of consequences”.	Avg. 9/10	10/10	n/a	n/a	n/a	n/a		
Change Ideas # 1								
Methods	Process Measures			Target for Process Measure		Comments		
Resident/Family Satisfaction survey recently completed with 21% response rate; 37 surveys completed.								
Progress Report January 25, 2023: QIP plan reviewed with committee, to go to council for approval.								
Progress Report June 1, 2023: Not an indicator that we are working on at this time. Good results of Resident/Family satisfaction survey.								
Progress Report DATE:								
Progress Report DATE:								
Progress Report DATE:								
Measure / Indicator	QIP	Target	4 th Quarter As of Dec 31/22	1 st Quarter As of Mar 31/23	2 nd Quarter As of Jun 30/23	3 rd Quarter As of Sep 30/23	4 th Quarter As of Dec 31/23	Target Justifications
INDICATOR # 8								
Critical Incidents: Resident Abuse / Neglect Report	n/a	Zero	RESIDENT: RESIDENT 2	RESIDENT: RESIDENT 3	RESIDENT: RESIDENT –	RESIDENT: RESIDENT –	RESIDENT: RESIDENT –	

			STAFF: RESIDENT 0	STAFF: RESIDENT 0	STAFF: RESIDENT –	STAFF: RESIDENT –	STAFF: RESIDENT –		
			VISITOR: RESIDENT 0	VISITOR: RESIDENT 0	VISITOR: RESIDENT –	VISITOR: RESIDENT –	VISITOR: RESIDENT –		
Change Ideas # 1									
Methods			Process Measures			Target for Process Measure		Comments	
Progress Report January 25, 2023: Reviewed CIS incidents with committee.									
Progress Report June 1, 2023: Annual Review per appendix I attached. Reviewed CIS summary from 2022.									
Progress Report DATE:									
Progress Report DATE:									
Progress Report DATE:									
Measure / Indicator	QIP	Target	4th Quarter As of Dec 31/22	1st Quarter As of Mar 31/23	2nd Quarter As of Jun 30/23	3rd Quarter As of Sep 30/23	4th Quarter As of Dec 31/23	Target Justifications	
INDICATOR # 9									
Resident/Family Complaint Summary Report	n/a			1					
Change Ideas # 1									
Methods			Process Measures			Target for Process Measure		Comments	
Progress Report January 25, 2023: Reviewed with committee, no complaints to report.									
Progress Report June 1, 2023: Ministry inquiry following complaint filed by family directly to them regarding a medication error.									
Progress Report DATE:									

2023/2024 Miramichi Lodge Quality Improvement Plan – PROGRESS REPORT

DL = Designated Lead / X indicates attendance

Attendance	Meeting Dates:				
	Feb 27/23	May 25/23	DATE	DATE	DATE
Nancy Lemire, DOC, Chair (DL)	X	X			
Mike Blackmore, DLTC	X	X			
Amber Regier, Nurse Practitioner	X	X			
Trisha Levair, RN					
Sarah Dagenais, Client Programs Supervisor (DL)	X	X			
Robert Lamothe, PSW	X	X			
Kim Malleau, Pharmacist	X	X			
Dr. Lane, Medical Director					
Valerie Nash, RCC	X				
Joshua Brazeau, RCC	X	X			
Darhl Burger, ESS		X			
Micheline Fraser, IPAC Lead					
Elizabeth Perreault, Resident	X	X			
Penny Vaillancourt, Family Member	X	X			
Shelley Bulmer, Dietitian (DL)	X	X			

Measure / Indicator	QIP Q2/22 %	Target	4 th Quarter Dec 31/22	1 st Quarter Mar 31/23	2 nd Quarter Jun 30/23	3 rd Quarter Sep 30/23	4 th Quarter Dec 31/23	Target Justifications
INDICATOR # 1								
Number of ED visits for modified list of ambulatory care-sensitive conditions* per 100 LTC residents.	8.9	18.10	n/a	n/a				currently well below provincial average
Change Ideas # 1 Reduce the number of potentially avoidable ED visits through early nursing assessment and reporting to NP/MD for in-house treatment where possible.								
Methods	Process Measures		Target for Process Measure		Comments			
1. RN/RPN to report resident change in condition in a timely manner to NP/MD.								

2. NP will provide assessment of acute changes and treat in a timely manner. 3. NP will complete all new admission physicals and develop baseline; review			Residents who are transferred to ER should have supporting documentation that is evident of the nursing process and supporting appropriate assessments.		NP will provide education to RN/RPN group to enhance nursing assessment & documentation skills. Chart audits will be completed for any resident sent to ED.			Collaborative efforts between physician / NP and registered staff in support of potentiating registered staff scope of practice has long been supported.	
Progress Report February 27, 2023: Though trending well below provincial average there was an overall increase in percentage from last report.									
Progress Report May 25, 2023: Though trending well below provincial average there was an overall increase in percentage from last report.									
Progress Report DATE:									
Progress Report DATE:									
Progress Report DATE:									
Measure / Indicator	QIP Q2/22	Target	PCC 4 th Quarter Dec 31/22	PCC 1 st Quarter Mar 31/23	PCC 2 nd Quarter Jun 30/23	PCC 3 rd Quarter Sep 30/23	PCC 4 th Quarter Dec 31/23	Target Justifications	
INDICATOR # 2									
Percentage of LTC residents without psychosis who were given antipsychotic medication in the 7 days preceding their resident assessment	23.6	19.00	23.6	16.2				Miramichi Lodge has adjusted indicator data collection based on new definitions in FLTCA.	
Change Ideas # 1 Optimization of medication through targeted de-prescribing using a planned and supervised process of dose reduction or stopping of medication that might have adverse side effects, or no longer be of benefit to individual residents on a case by case basis.									
Methods		Process Measures			Target for Process Measure			Comments	
Miramichi Lodge's de-prescribing initiatives are well underway for 2023/2024 through focused three month medication reviews completed by NP/MD.		Quarterly Drug Utilization reports provided quarterly by Pharmacy provider and reviewed at Professional Advisory Committee.			Goal is to reduce overall antipsychotic usage to 19% or lower.			New admissions tend to have higher rate of both antipsychotic use and overall # of medications as a result of efforts to manage care in the community.	
Progress Report February 27, 2023: Upon review of revised CIHI definition excluding palliative order set – expect to see a definitive decline in in usage.									
Progress Report May 25, 2023: Internal data collection all ready showing decrease in anti-psychotic usage; continue to address.									
Progress Report DATE:									
Progress Report DATE:									
Progress Report DATE:									

Measure / Indicator	QIP Q2/22 %	Target	PCC 4 th Quarter Dec 31/22	PCC 1 st Quarter As of Mar31/23	PCC 2 nd Quarter	PCC 3 rd Quarter	PCC 4 th Quarter	Target Justifications
INDICATOR # 3								
Percentage of long-term care home residents who developed a stage 2 to 4 pressure ulcer or had a pressure ulcer that worsened to a stage 2, 3 or 4.	2.2 new	1.9 (prov avg)	3.2	4.4				There has been an upward trend this year therefore an improvement of 1% is reasonable.
	3.1 worsened	2.3 (prov avg)	3.0	4.3				
Change Ideas # 1 A reduction in Worsening pressure ulcers will be evidenced quarterly								
Methods		Process Measures			Target for Process Measure		Comments	
Review and revise current skin and wound care program. Focus on prevention strategies and treatments according to BPGs. Plan education refresher for RNs/RPNs/PSWs with respect to their roles in preventing skin breakdown. Meet with Medline to streamline product usage and utilize their wound care champions to standardize treatments and interventions for wounds.		Registered staff will assess wounds at stage 1 and 2 and provide appropriate treatment. NP will be utilized for Stage 3 and 4 wounds with regular interdisciplinary review and Resident High Risk Rounds.			90% of Registered staff will complete education on the wound and skin care program 100% of new residents will have admission physicals completed by NP 100% of Residents with Stage 3 or 4 wound will be assessed and followed by NP.		RCC will research how to add POC Alert to PSW documentation to easily identify residents with impaired skin integrity.	
Progress Report February 27, 2023: Skin and Wound program reviewed and education slated for 2023.								
Progress Report May 25, 2023: Skin and wound educated planned for 2023. Consideration to notifying NP when wound status is stage 2.								
Progress Report DATE:								
Progress Report DATE:								
Progress Report DATE:								
Measure / Indicator	QIP Q2/22	Target	PCC 4 th Quarter Dec 31/22	PCC 1 st Quarter As of Mar 31/23	PCC 2 nd Quarter	PCC 3 rd Quarter	PCC 4 th Quarter	Target Justifications
INDICATOR # 4								
Percentage of Residents who fell the 30 days	12.8	16.5 (prov avg)	12.7	14.0				

preceding their assessment.								
Change Ideas # 1 Within an environment where the dignity of risk is respected the goal will remain to maintain level below the provincial average.								
Methods		Process Measures			Target for Process Measure		Comments	
Resident Care Coordinator leader for falls risk reduction to reinforce timely completion of falls /injury risk assessment with front line staff. To ensure that frequent falls/injury are analyzed by the care team at High Risk Rounds for mitigation strategies.		Percentage of frequent faller / falls with injury assessments reviewed at high risk rounds.			100% of frequent faller / high risk for injury assessments to proceed to High Risk Rounds for interdisciplinary team review.		Currently reviewing all falls at High Risk Rounds and in falls huddles.	
Progress Report February 27, 2023: Observation that falls frequency continues to trend below provincial average frequent falls assessment completed for review at regularly scheduled high risk rounds.								
Progress Report May 25, 2023: Falls prevention/management program reviewed 2023. Continue to monitor falls biweekly and observe for trends.								
Progress Report DATE:								
Progress Report DATE:								
Progress Report DATE:								
Measure / Indicator	QIP Q2/22	Target	PCC 4th Quarter Dec 31/22	PCC 1st Quarter As of Mar31/23	PCC 2nd Quarter	PCC 3rd Quarter	PCC 4th Quarter	Target Justifications
INDICATOR # 5								
Percentage of residents who were physically restrained every day during the 7 days preceding their resident assessment	0.6	0 (Prov avg = 2.3)	0	0				
Change Ideas # 1 Ensuring all staff in Home are knowledgeable of least restraint policy and adhere to same.								
Methods		Process Measures			Target for Process Measure		Comments	
Reinforcement / education to staff that use of physical restraints is meant as a last resort and that all reasonable alternatives must first be attempted.		Percentage of Staff having received least restraint /restrain as a last resort training.			100% of staff educated on least restraint / restraint as a last alternative.		Discuss least restraint policy at High Risk Rounds in attempt to find alternative solutions.	
Progress Report February 27, 2023: Miramichi Lodge continues to maintain zero physical restraint use.								
Progress Report May 25, 2023: Miramichi Lodge continues to maintain zero physical restraint use.								
Progress Report DATE:								

Progress Report DATE:								
Progress Report DATE:								
Measure / Indicator	QIP N/A	Target	4 th Quarter Dec 31/22	1 st Quarter As of Mar31/23	2 nd Quarter	3 rd Quarter	4 th Quarter	Target Justifications
INDICATOR # 6								
Percentage of residents responding positively to: “What number would you use to rate how well the staff listen to you?”	Avg. 8/10	10/10	n/a	n/a	n/a	n/a		Resident/Family Satisfaction survey recently completed with 41% response rate; 76 surveys completed.
Change Ideas # 1 – Demonstrate an increase in positive response to an average 9/10								
Methods		Process Measures			Target for Process Measure		Comments	
Promote staff engagement via Butterfly Model of care engagement philosophy (Trial 1A)		Percentage of staff completed Butterfly model of care training (1A)			90 % 1A staff			
Reinforce Resident Rights awareness among staff.		Percentage of staff completed mandatory Resident Bill of Rights Training			100% staff			
Encourage resident engagement at regular Resident Council meetings.		Active open feedback from residents.			Majority of residents engaged during Resident Council meetings			
Progress Report February 27, 2023: Results are favourable; will continue to encourage open dialogue and listening with residents.								
Progress Report May 25, 2023: Results are favourable; will continue to encourage open dialogue and listening with residents.								
Progress Report DATE:								
Progress Report DATE:								
Progress Report DATE:								
Measure / Indicator	QIP N/A	Target	4 th Quarter Dec 31/22	1 st Quarter As of Mar31/23	2 nd Quarter	3 rd Quarter	4 th Quarter	Target Justifications
INDICATOR # 7								
Percentage of residents who responded positively to the statement: “I can express my opinion without fear of consequences”.	Avg. 9/10	10/10	n/a	n/a	n/a	n/a	n/a	Resident/Family Satisfaction survey recently completed with 41% response rate; 76 surveys completed.
Change Ideas # 1 Demonstrate an increase in positive response to 10/10.								
Methods		Process Measures			Target for Process Measure		Comments	

Continue education / staff awareness re whistle blower protection / obligation to protect / no tolerance for retaliation.	Percentage of staff completed mandatory Whistle Blower Protection		100% staff					
Overview with Resident Council Whistle Blower protection obligations	Ensure Resident Handbook is provided to all new admissions outlining whistleblower protection as well as Home’s contact for appropriate staff to speak with.		All new admissions will be empowered to bring concerns forward as required.					
Progress Report February 27, 2023: Results are favourable; will continue to encourage open dialogue and listening with residents								
Progress Report May 25, 2023: Results are favourable; will continue to encourage open dialogue and listening with residents								
Progress Report DATE:								
Progress Report DATE:								
Progress Report DATE:								
Measure / Indicator	QIP N/A	Target	4 th Quarter Dec 31/22	1 st Quarter Mar 31/23	2 nd Quarter Jun 30/23	3 rd Quarter Sep 30/23	4 th Quarter Dec 31/23	Target Justifications
INDICATOR # 8								
Critical Incidents: Alleged Resident Abuse / Neglect Report	N/A	ZERO cases of Abuse	RESIDENT: RESIDENT 0 STAFF: RESIDENT 2 VISITOR: RESIDENT 0	RESIDENT: RESIDENT 3 STAFF: RESIDENT 2 VISITOR: RESIDENT 0				
Change Ideas # 1 Strive for Zero instances of resident abuse.								
Methods			Process Measures			Target for Process Measure		Comments
Educate / reinforce with all staff definitions of abuse/abuse prevention and reporting requirements.			Percentage of staff completed mandatory Abuse prevention training			100% Staff		
Progress Report February 27, 2023: Zero cases or actual resident abuse reported.								
Progress Report May 25, 2023: Annual Review per appendix I attached.								
Progress Report DATE:								
Measure / Indicator	QIP N/A	Target	4 th Quarter Dec 31/22	1 st Quarter Mar 31/23	2 nd Quarter Jun 30/23	3 rd Quarter Sep 30/23	4 th Quarter Dec 31/23	Target Justifications
INDICATOR # 9								
Resident / Family Complaint Summary Report	n/a	0	2 written complaints were submitted	0				

			to MLTC critical incident system in 2022					
Change Ideas # 1 Home will respond to concerns in a proactive manner in a supportive and timely manner.								
Methods		Process Measures			Target for Process Measure		Comments	
Promote open communications with Resident and Family Councils as a measure to address any concerns as they may arise.		Number of delegation appearances per year to resident and family council.						
Family education offered to help support loved ones in understanding resident diagnosis and care needs.		Home’s staff will be responsive to feedback from Family Council and through care conferences and look for ways to support our families through education. Residents and families are provided with contact info for Home’s personnel should questions/concerns arise.			Concerns will be addressed in a timely manner with resolution.			
Progress Report February 27, 2023: Stats reviewed; family council active again and Home will attend meetings as requested to support questions/concerns proactively.								
Progress Report May 25, 2023: Family Education Day planned for September 2023.								
Progress Report DATE:								
Progress Report DATE:								

SCHEDULE F – DECLARATION OF COMPLIANCE

DECLARATION OF COMPLIANCE

Issued pursuant to the Multi-Sector Service Accountability Agreement effective April 1, 2019

To: **The Board of Directors** of Ontario Health
 Attn: Board Chair.

From: **The Municipal Council** (the “Board”) of the County of Renfrew (the “HSP”)

Date: June 28, 2023

Re: April 1, 2022 – March 31, 2023 (the “Applicable Period”)

Unless otherwise defined in this declaration, capitalized terms have the same meaning as set out in the multi-sector service accountability agreement between Ontario Health and the HSP effective April 1, 2019, as amended by an amending agreement dated the 31st day of March, 2020 (the “March 2020 Amendment”), an extending letter effective March 31, 2021 (the “March 2021 Extending Letter”) and an extending letter effective March 31, 2022 (the “March 2022 Extending Letter”) (collectively, the “Agreement”).

The Board has authorized me, by resolution dated June 28, 2023, to declare to you as follows:

After making inquiries of Mike Blackmore, Director of Long-Term Care and other appropriate officers of the HSP and subject to any exceptions identified on Appendix 1 to this Declaration of Compliance, to the best of the County of Renfrew County Council knowledge and belief, the HSP has fulfilled, its obligations under the Agreement in effect during the Applicable Period.

Without limiting the generality of the foregoing, the HSP has complied with:

- (i) Article 4.8 of the MSAA concerning applicable procurement practices; and,
- (ii) the *Connecting Care Act, 2019*.

Signature
Craig Kelley
Chief Administrative Officer/Clerk

Signature
Peter Emon
Warden, County of Renfrew

SCHEDULE F – DECLARATION OF COMPLIANCE

Appendix 1 - Exceptions

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



United Counties of Leeds and Grenville

Warden's Office

25 Central Ave. W., Suite 100
Brockville, ON K6V 4N6
T 613-342-3840
F 613-342-2101
www.leedsgrenville.com

June 14, 2023

Attention: Warden Emon and Council

Dear Warden Emon,

Re: Paramedic Service Delivery Cross Border Billing and Dispatch

I am writing today to invite you to join a strategic and timely discussion as it relates to Paramedic Services cross-border billing and dispatch challenges.

As Warden of the United Counties of Leeds and Grenville, I have been mandated to pursue a discussion with the City of Ottawa and the Ministry of Health regarding ensuring annual and fair financial reconciliation for paramedic services provided out of boundary.

As you are no doubt aware, paramedic service providers are required to respond to 9-1-1 calls in neighbouring service areas, but are no longer legislatively required to compensate paramedic services for calls outside of their home jurisdiction. While we recognize that in many parts of Ontario, municipalities are financially reconciling with each other without a legislative imperative to do so, this is not the case with several Counties' paramedic services and the City of Ottawa.

For example, the Leeds Grenville Paramedic Service responds to a substantial number of 9-1-1 paramedic responses within the Ottawa Region Service Area, but has not received any compensation for the provision of these services in several years.

As Warden, I recently convened a preliminary meeting of CAOs, Paramedic Chiefs and Treasurers facing similar circumstances. At this meeting, I proposed the establishment of a working group to develop a common position on this matter, and to jointly approach the City of Ottawa to find an equitable resolution to the situation.

where **lifestyle**
grows good **business**

synonyme de **qualité de vie**
et de **réussite en affaires**

This discussion, held on Wednesday, June 7th, also resulted in significant concern being expressed by Paramedic Chiefs regarding the delay of the inclusion of the Kingston Central Ambulance Communication Centre (CACC) in the phased rollout of the Advanced Medical Priority Dispatching System (AMPDS) with the Ottawa and Renfrew CACCs.

Paramedic Chiefs in our preliminary meeting signaled that delaying Kingston's inclusion in this rollout will have a negative impact on services dispatched via the Kingston CACC. This is because crews will continue to be required to respond to out-of-boundary calls deemed priority 4 by the current Dispatch Priority Card Index II system. Consequently, we agreed that the Ministry of Health, City of Kingston and City of Ottawa should be immediately notified and that we advocate for Kingston's inclusion.

As Warden of the United Counties of Leeds and Grenville, I would welcome your County's formal participation in our working group which would include the United Counties of Leeds and Grenville, Renfrew County, Lanark County, the United Counties of Prescott-Russell as well as the United Counties of Stormont Dundas and Glengarry. I believe a united front is the only way to move forward in a productive and effective manner. The working group would do the following in the short term:

- A joint letter will be sent **by the end of June** to the City of Ottawa outlining concerns related to cross-border billing and other systemic issues;
- In this joint letter, a formal meeting with the Mayor of Ottawa, Paramedic Chief will be requested for the month of July to address the matter head on;
- You would be provided with the opportunity to collaborate on a joint AMO delegation meeting which has been proposed to the Ministry of Health;
- Issues related to the phased rollout of the AMPDS with the Ottawa and Renfrew CACCs would be highlighted with the Ministry of Health, City of Kingston, among others.

I would be extremely pleased if your County would formally join our working group so that, as upper-tier municipalities surrounding the City of Ottawa, we can pursue constructive and focused dialogue as quickly as possible with the Mayor of Ottawa, the Ottawa Paramedic Chief as well as other relevant actors.

I look forward to hearing from you, and thank you for your consideration. Feel free to reach out to me anytime at the coordinates below.

Sincerely,



Nancy Peckford
Warden, United Counties of Leeds and Grenville
613-875-3971

COUNTY OF RENFREW

BY-LAW NUMBER 99-23

**A BY-LAW AUTHORIZING THE WARDEN AND CLERK TO EXECUTE A RENEWAL AGREEMENT
BETWEEN THE COUNTY OF RENFREW AND ONTARIO 211 SERVICES FOR ONGOING CONTACT
CENTRE SUPPORT TO RENFREW COUNTY VIRTUAL TRIAGE AND ASSESSMENT CENTRE VTAC STAFF
FOR THE TERM JULY 1, 2023, TO MARCH 21, 2024.**

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

WHEREAS the County of Renfrew deems it desirable to enter into an agreement with Ontario 211 Services for ongoing support to Renfrew County Virtual Triage and Assessment Centre team for the term July 1, 2023, to March 31, 2024, in the amount of \$22,500 plus HST (\$2,500 plus HST per month payable upon receipt of an invoice from Ontario 211 Services).

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

1. The agreement attached to and made part of this by-law shall constitute an agreement between the Corporation of the County of Renfrew and Ontario 211 Services.
2. That the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this by-law.
3. That this by-law shall come into force and take effect upon the passing thereof.

READ a first time this 28th day of June 2023.

READ a second time this 28th day of June 2023.

READ a third time and finally passed this 28th day of June 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK



Memorandum of Understanding between Ontario 211 Services and County of Renfrew

The purpose of this Memorandum of Understanding (MOU) between Ontario 211 Services (O211S) and County of Renfrew is to provide 211 contact centre (telephony system) access and support for the Renfrew County Virtual Triage and Assessment Centre team.

Primary Deliverables

- Provide InContact User Support (e.g. add/edit user accounts) for up to 5 hours a month.
- Ensure the VTAC team is part of support/update communications.
- Provide access to the InContact Platform with a maximum of 30 ports dedicated to the VTAC campaigns
- Update to InContact scripting will be reviewed on a case-by-case basis, with minor ones completed with the Support agreement. More complex requests may need to be negotiated outside of this agreement.

Limitation of Liability

In no event shall O211S be liable for damages of any kind, including, without limitation, any indirect, special, incidental or consequential damage or any other damages whatsoever and howsoever caused, arising out of or in connection with the use the 211telephony system including, without limitation, any loss of use, lost data, lost business profits, business interruption or any other loss incurred in connection with the use or misuse of the Website, regardless of the cause and whether the action is in contract, tort (including negligence), civil liability or otherwise.

Indemnity

You agree to defend, indemnify and hold harmless O211S against any and all claims, actions or demands, including without limitation reasonable legal and accounting fees, resulting from your use of the 211 telephony or your breach of this Agreement.

Timeframe:

July 1, 2023 to March 31, 2024

Termination:

Either party can terminate this agreement with 30 days written notice.

Funding: \$22,500 plus HST

[\$2,500 plus HST per month payable upon receipt of an invoice from Ontario 211Services]

SIGNATURES

ONTARIO 211 SERVICES

COUNTY OF RENFREW

Name: Alasdair Smith
Title: Treasurer of the Board
Date:

Name: Peter Emon
Title: Warden
Date: June 28, 2023

Name: Karen Milligan
Title: Executive Director
Date:

Name: Craig Kelley
Title: Chief Administrative Officer/Clerk
Date: June 29, 2023

We have the authority to bind the Corporation.

We have the authority to bind the Corporation.

June 28, 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. Eastern Ontario Wardens' Caucus 2023 Strategic Priorities

Attached as Appendix I is the 2023 Strategic Priorities document for the Eastern Ontario Wardens' Caucus. Manager of Government Relations and Policy for the EOWC, Meredith Staveley-Watson will be attending the meeting of County Council today.

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

As Chair of the Eastern Ontario Wardens' Caucus Treasurers Group, Mr. Foss held an in-person meeting on Thursday, June 8, 2023 at the Hastings County Office in Belleville. Discussion items amongst the Treasurers included COVID funding costs, revenues and reporting requirements; delay of assessment by Municipal Property Assessment Corporation (MPAC); Long Term Financial Plans and funding of these plans; Asset Management Plan – O. Reg 588/17 deadlines; POA Court backlog due to shortage of Justices of the Peace. The County of Renfrew will also be hosting a Fall EOWC Treasurers' Meeting.

3. Career Fairs

On June 6, 2023 members of the County of Renfrew Human Resources Division attended two separate career fairs, promoting the County of Renfrew and lower-tier available positions, but also promoting the County as a preferred place to search for employment opportunities. Human Resources Manager Greg Belmore and Human Resources Coordinator Amanda Nesbitt attended the Shaw Centre in Ottawa for a career fair hosted by Jobs Fair Canada, from 1 to 4 p.m. The event was well attended, and had over a dozen employers present.

Human Resources Coordinator Brady Smith and members of the economic development team attended a career fair hosted by the Petawawa Military Family Resource Center (PMFRC) at the Petawawa Civic Centre from 11 a.m. to 6 p.m. This event was held in conjunction with the Canadian Armed Forces (CAF) Second Career Assistance Network (SCAN) seminar. The seminar is geared towards transitioning military personnel who have specialized training and skills in fields such as aviation, administration, medical, managerial, transportation, logistics and much more. The event was also open to the general public to attend. These initiatives are in support of Strategic Plan Goal Number two, Workforce Development.

4. Provincial Offences Administration Prosecutor Update

Under the direction of the local Crown Attorney's Office, in early 2023, and following an East Region initiative, the Provincial Offences Prosecutors began reviewing cases for implications under Section 11 (b) of the Charter where a defendant has a right to be tried within a reasonable time. The presumptive ceiling, in normal circumstances, for Provincial Court is 18 months. With COVID-19 creating a discrete and unique event, the Crown's ability to proceed to trial was delayed.

The result of this direction is the disposal of approximately 500 Part I and Part III charges within the County of Renfrew between January to May 2023. The majority of these charges fall under the Highway Traffic Act and the Compulsory Automobile Insurance Act.

Prosecutors must act with objectivity, independence and fairness in every case to ensure timely and principled decision making based on the nature of the alleged offence, the rights and circumstances of the defendant, applicable legal principles, and the public interest. Prosecutors are both advocates and ministers of justice. This dual role excludes any notion of winning or losing.

It is this notion that fueled the analysis behind the backlog reduction initiative. The role of the prosecutor being one of dual capacity, must ensure that the cases being prosecuted are ones that not only have a simple prospect of conviction from an evidentiary standpoint, but also that the administration of justice will not be put into disrepute by proceeding. As you have heard, COVID-19 is what the courts are calling an "unprecedented discreet event" which caused severe impact on the legal system. Coupled with the lack of judicial resources and the recovery from COVID-19, the East Region has taken the decision to review each Provincial Offences case requiring court time for its value in proceeding. There was a standard set of guidelines implemented to follow, in that if a case was still before the court as of March 2023, and the offence date was prior to December 31, 2021, it was to be reviewed for Withdrawal or a Stay. If the charge resulted in death or personal injury, or if there was evidence of recidivism, the matter would proceed. The cases that were being analyzed were being protected by COVID-19 in that, the delay could be explained by COVID and therefore, no legal breach had occurred. What the courts realized in early 2023, was that there was no capacity to continue proceeding with the backlog cases, as the newer cases that were entering the system each day did not have the same legal protection regarding time to trial. Ultimately, the courts would have found themselves being clogged up with Charter motions that take time and resources to hear, leaving little actual time to hear regular cases.

5. Provincial Offences Administration MCMA Conference Update

Ashley Wilton, POA Manager attended the Municipal Court Manager's Association Annual (MCMA) Conference from May 15-17, 2023, hosted by the Central East Region in Niagara Falls, Ontario. Agenda items included:

- Keynote Speaker Alan Mallory – Reaching New Heights in Court Management, A Facilitated Session by the Education Committee for a New Manager Onboarding and Mentorship Program;
- Presentation by Chris Bendick, Senior Council, York Region on the Transfer of Part III Prosecution – the Municipal Experience;
- Automated Speed Enforcement Program presented by Jeff Barten, AMO and Rodger Bates, Barrie Court Manager; and
- Facilitated Closed Sessions with the Ministry of Attorney General and MCMA Members.

RESOLUTIONS

6. Canoe Procurement Group of Canada

RESOLUTION NO. FA-CC-23-06-59

Moved by Chair

Seconded by Committee

THAT County Council authorize staff to join the Canoe Procurement Group of Canada/LAS Group Procurement Program, effective July 1, 2023, to take advantage of public sector group purchasing opportunities when it is beneficial for the County of Renfrew to do so.

Background

Group purchasing organizations offer the benefits of being able to join in on new purchasing opportunities or previously established contracts that are fully compliant with broader public sector purchasing guidelines and the relevant trade agreements between Canadian provinces and with other counties. The benefit of a group purchasing organization is that they go to market on behalf of their members to establish pricing for a defined period of time, covering a wide array of products and services. It is up to each municipality to decide to take advantage of a contract but there is no obligation to do so as a member. For many products, this is an efficient and effective process resulting in obtaining the right product at a competitive price.

The County of Renfrew's Corporate Policy GA-01 – Procurement of Goods and Services, specifically Section 34.0 – Cooperative Purchasing allows for cooperative purchasing arrangements such as a group purchasing organization.

The Canoe Procurement Group of Canada provided our Committee with an overview of their organization at our May meeting and staff have had an opportunity to further investigate this opportunity. The Association of Municipalities of Ontario (AMO) through the Local Authority Services (LAS) is a preferred provider of competitively priced and sustainable co-operative business services for Ontario municipalities and the broader public sector and they partnered to create this cross-Canada co-operative purchasing group in 2019. The County of Renfrew has taken advantage of various LAS programs in the past, including investment opportunities with ONE Investment, and preferred rates for natural gas. LAS has partnered with the Canoe Procurement Group to offer Ontario municipalities access to contracts and services common in the municipal sector and pertinent to all sizes of organizations. Canoe Procurement Group

is Canada's largest not-for-profit buying group with 5,000 members and contracts established with 180+ vendors across multiple categories.

The benefits of using Canoe Procurement Group, as identified by LAS, are as follows:

- Completed competitive bid process for suppliers saves the time of doing your own RFP or tender;
- Fully compliant with trade agreements;
- Work with local retailers for service and support; and
- No cost to join/no membership fees, no minimum purchases, or binding contracts.

Attached as Appendix II is a copy of the Canoe Member Procurement Guide and compliance documents.

When purchasing under this Program, the Canadian Free Trade Agreement (CFTA) requires the following:

"7. A procurement entity shall publish a notice of its participation with the buying group at least annually on one of the tendering websites or systems designated by its Party. That notice shall direct potential suppliers to the buying group tender notices website if it is different from its Party's tendering websites or systems."

Therefore, the Canoe Procurement Group recommends that the following statement be posted on our County of Renfrew website:

"The County of Renfrew intends to participate in one or more procurements conducted by Local Authority Services (LAS) between July 1, 2023 – July 1, 2024. For further information and access to LAS request for proposal (RFP) notices, please review the website at www.las.on.ca."

Our Committee had the following questions and asked that Mr. Kelley, Chief Administrative Officer/Clerk reach out to Mr. Simon McLinden, Strategic Account Manager, Canoe Procurement:

- 1) **Q:** Could local municipal corporations (i.e. Airports, Waste Recovery Centre's) join the Canoe Procurement Group of Canada?
A: Yes, if they are non-profit, but if they are for-profit, likely not. However, all organizations can submit a membership application and are assessed on a case-by-case basis.
- 2) **Q:** Could the County of Renfrew purchase goods/services, through the Canoe Procurement Group of Canada, on behalf of local non-profit groups?
A: If they are a government agency (like a Community Futures Development Corporation, for example) they can register on their own. However, if the County of Renfrew decides to purchase an item and then sell it to a group, that is up to the County of Renfrew.

This initiative is in support of Strategic Plan Goal Number four, Shared Services and Resources.

7. **Delegation of Authority**

RESOLUTION NO. FA-CC-23-06-60

Moved by Chair

Seconded by Committee

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

Background

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

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

8. **2022 Draft Audited Statements**

RESOLUTION NO. FA-CC-23-06-62

Moved by Chair

Seconded by Committee

THAT County Council approve the Draft Audited Statements for the County of Renfrew for the year ended December 31, 2022.

Background

Lori Huber, CPA, CA, Partner, KPMG LLP will be attending today in-person to present the 2022 Audit Report for the County of Renfrew. Attached as Appendix III are the audited statements for the County of Renfrew for the year ended December 31, 2022. A copy of the 2022 Audited Statements will be posted on the County of Renfrew website after our June session of County Council.

BY-LAWS

9. Employment By-law #1 for County Officers and Staff

RESOLUTION NO. FA-CC-23-06-63

Moved by Chair

Seconded by Committee

THAT County Council approve the following changes to the Non-Union Staff Salary Grid within Employment By-law #1:

1. Removal of the following positions:
 - a. COVID-19 Screener & Visit Facilitator in Group 1;
 - b. COVID-19 Screener Coordinator in Group 3;
 - c. Trails Coordinator in Group 3;
 - d. Forestry & Trails Technician in Group 6
 - e. GIS Technician in Group 6;
 - f. Manager, Forestry and GIS in Group 9;
 2. Creation of the following positions:
 - a. Forestry Technician in Group 5;
 - b. GIS Technician/Planning Technician in Group 5;
 - c. Civil Designer in Group 6;
 - d. GIS Coordinator in Group 6;
 - e. Trails Coordinator in Group 6;
 - f. Community Housing Coordinator in Group 6;
 3. Renaming of the following positions:
 - a. Capital Projects Administrator in Group 6 to Building Infrastructure Coordinator in Group 6;
 - b. Manager, Infrastructure in Group 11 to Manager, Capital Works in Group 11;
- AND FURTHER THAT the revised Employment By-law # 1 be adopted.

Background

A summary of the changes to Employment By-law #1 are as follows as approved at the February 2023 Budget Workshop, as well as a housekeeping exercise:

- a) Development and Property Department:

To restructure the Forestry and GIS Division and reallocate existing staff within the Development and Property Department as follows:

 - Remove the **Manager of Forestry and GIS** position in Group 9;
 - Remove the existing **GIS Technician** position in Group 6 and change to a **GIS Coordinator** position in Group 6;
 - Add one (1) new full-time **GIS Technician/Planning Technician** position in Group 5;
 - GIS staff will report to Planning Division;
 - County Forester reports directly to the Director of Development and Property;
 - Add one (1) new full-time **Forestry Technician** position in Group 5;
 - Remove the existing **Trails Coordinator** position in Group 3, this was an annual 4-month contract trails maintenance position, and with responsibility of County Trails transferring to the Public Works and Engineering Department, their staff will now be assuming these trails maintenance duties;

- Remove the existing **Forestry and Trails Technician** position in Group 6 and change to a **Trails Coordinator** position in Group 6 reporting to the Public Works and Engineering Department.

The Real Estate Division proposed the renaming of the **Capital Projects Administrator** position in Group 6 to a **Building Infrastructure Coordinator** position in Group 6 and the transitioning of this position from a one-year contract position to a full-time permanent position. If approved by County Council in June, this position will be included in the staff salary grid.

- b) Public Works and Engineering Department:
 - Renaming of **Manager, Infrastructure** position in Group 11 to **Manager, Capital Works** position in Group 11.
 - Creation of a new **Civil Designer** position in Group 6 within the Capital Works Division could realize substantial benefits to the design and supervision for culvert structures and simple bridges by allowing some of these typically contracted services to be completed internally.
- c) Housekeeping items include the removal of the **COVID-19 Screener and Visit Facilitator** position in Group 1 and the **COVID-19 Screener Coordinator** position in Group 3 due to the end of COVID-19 funding on March 31, 2023.
- d) The Renfrew County Housing Corporation has approved the hiring of a new temporary full-time contract **Community Housing Coordinator** position in Group 6.

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



2023 Strategic Priorities

Attainable and Affordable Housing

As part of the Ontario Government's goal of building 1.5 million homes by 2031, the EOWC is looking to do our part to increase housing supply through our '7 in 7' regional housing plan.

Across the EOWC region, there are 12,000 to 14,000 units on municipal community rental housing wait lists. The EOWC's '7 in 7' regional housing plan proposes building at least **7,000 community rental units over seven years** across the region to address the wait lists. Using a mixed-model approach, the '7 in 7' plan has the added benefit to bring on nearly 21,000 additional market rate units. This would **total 28,000 housing units**. The plan requires partnering with Federal and Provincial Governments, as well as the private and non-profit sectors, and Indigenous partners. The EOWC is working with KWM Consulting Inc. to create a business case which will be ready by Summer 2023.

The EOWC is also calling on government to develop a strong **financial framework** to support municipalities to prepare, plan and implement housing and support services. In addition, the EOWC is advocating for government to **clarify and standardize 'affordable and 'attainable' housing definitions**.

Long-Term Care

Municipal governments are key partners in the delivery of long-term care, which was highlighted throughout the COVID-19 pandemic. The EOWC was an early advocate for the four hours of care model that the Province is in the process of implementing and continues to provide evidence-based feedback to inform the government decisions.

The EOWC is advocating for the Province to **implement the long-term care human resources strategy** to address staffing shortages that work for rural long-term care facilities and labour markets. As part of the human resources advocacy, the EOWC is continuing to call on the Provincial Government to **eliminate staffing agencies** that pose an unnecessary and unsustainable resource and cost burden on municipalities and taxpayers.

Additionally, the EOWC is advocating that the Provincial Government **review and modernize the long-term care funding framework**. The EOWC is ready to provide input and work with government and stakeholders.

Paramedic Services

EOWC member municipalities are experiencing increased pressures on their paramedic services. The EOWC is advocating for **permanent, sustainable and predictable funding** to support paramedic services as well as **community paramedicine** efforts.

The EOWC is also calling on the Provincial Government to **modernize the dispatch system** to improve the prioritization of calls and overall level of service. Additionally, the Caucus is advocating for the Provincial Government and associated stakeholders to **reduce offload delays** at hospitals which would allow paramedics to spend more hours serving their communities.

The EOWC is working with ApexPro Consulting Inc. to update the **Review of Eastern Ontario Paramedic Services Situation Overview report** to be launched in May 2023. The EOWC looks forward to sharing report findings and recommendations with government and stakeholders.



www.eowc.org



Chair's Message

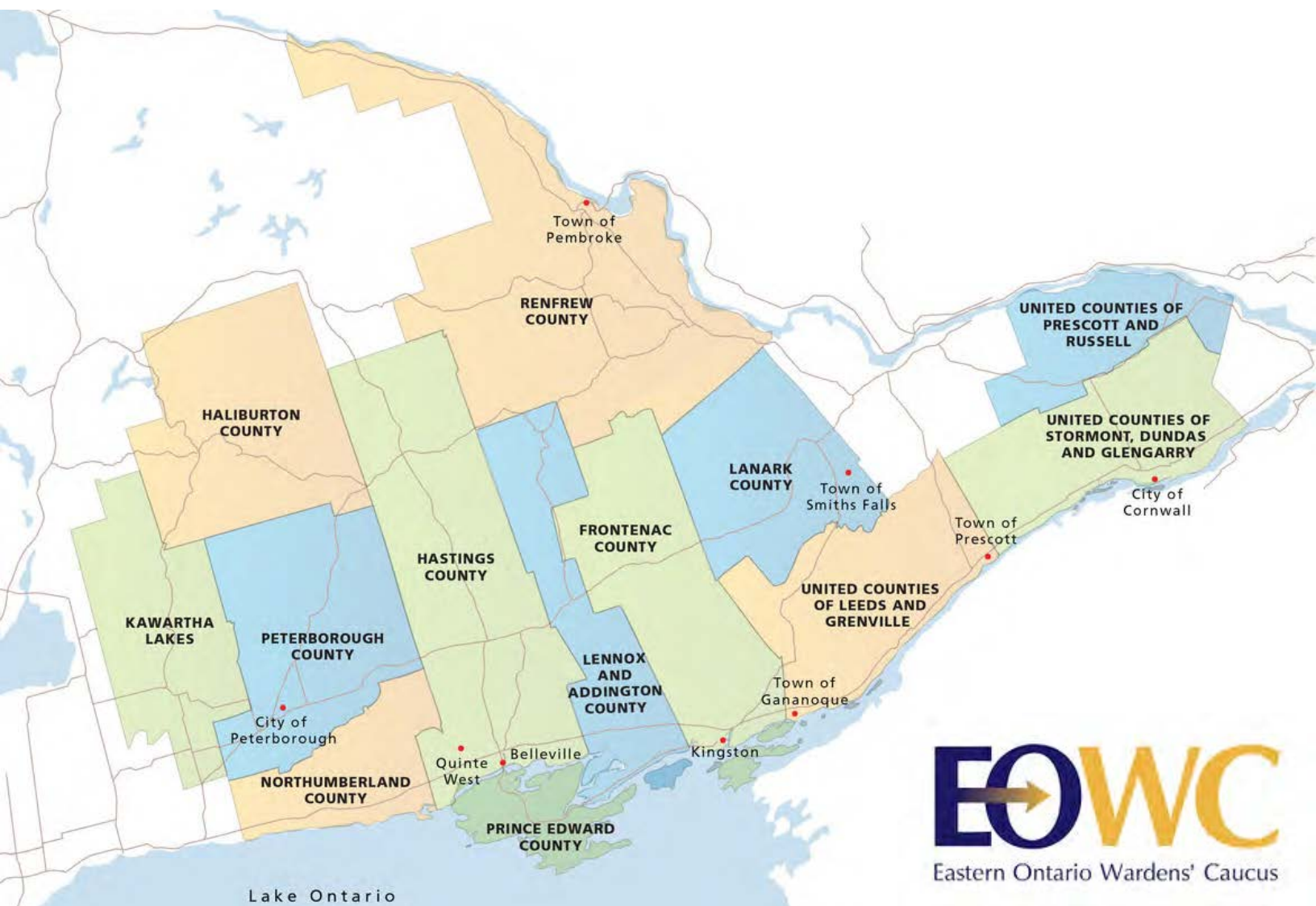
"Now more than ever, municipal governments play a vital role as organizations that unify and strengthen Ontario and Canada. The EOWC is in a position to lead, inform and respond during the coming year and beyond. The Caucus has set clear goals and we intend to strongly advocate on behalf of our region's communities and residents" -
Chair, Warden Peter Emon

The Eastern Ontario Wardens' Caucus (EOWC) is an incorporated non-profit organization comprised of the Heads of Councils of 13 upper-tier and single-tier municipalities. The EOWC covers an area of approximately 50,000 square kilometres from Northumberland County to the Québec border. The EOWC supports and advocates on behalf of 103 municipalities including 750,000 residents to champion priorities and work with government, stakeholders, media, and the public.

EOWC Members

County of Frontenac
County of Haliburton
County of Hastings
City of Kawartha Lakes
County of Lanark
United Counties of Leeds and Grenville
County of Lennox and Addington

County of Northumberland
County of Peterborough
United Counties of Prescott and Russell
County of Prince Edward
County of Renfrew
United Counties of Stormont, Dundas and Glengarry



Contact Information

Elected Officials and General Inquiries

Chair, Renfrew County Warden Peter Emon
Vice-Chair, Peterborough County Warden Bonnie Clark
info@eowc.org

Staff

Meredith Staveley-Watson
Manager of Government Relations and Policy
meredith.staveley-watson@eowc.org

Canoe Procurement Group of Canada - Compliance

At Canoe, we are keenly aware of the trade agreement obligations that apply to our members. We have an in-house legal team that works with both internal and external procurement experts to actively review our policies, practices, and process documents to continually improve them. Our staff also works with members to answer inquiries and assist with any compliance issues that may arise.

As all of Canoe's procurements are expected to exceed the monetary threshold amounts set out in trade agreements, each procurement process is conducted in accordance with the most restrictive trade agreement requirement.

Regarding the CFTA, Canoe follows the required obligations under Chapter 5 – Article 504. This means:

- Canoe ensures that all procurement is carried out in accordance with the CFTA. Canoe runs an open, transparent, competitive procurement process.
- Canoe publishes a notice for each procurement in Ontario and nationwide on Merx, as well as on applicable provincial procurement posting websites.
- Canoe's Notice of Procurement includes a list of our members and potential future members. Each of Canoe's partner organizations provides a list of relevant members so that the marketplace is aware of the entities who may purchase through awarded contracts.
- Canoe advises its members to annually post a notice of participation on their respective provincially designated procurement sites to advise of their membership in Canoe. Precedent notices of participation are provided to members.

Canoe's procurement process is also in compliance with the CETA, New West Partnership Trade Agreement (NWPTA), Ontario-Quebec Trade and Cooperation Agreement and Atlantic Trade and Procurement Partnership. While these agreements do not set out specific requirements for group procurement, Canoe's process follows, among other things, the mandated posting and evaluation requirements.

Complaint with Canadian Public Procurement Policies and Laws

Canoe runs transparent, open, competitive procurement processes. We do not engage in invitation-only or non-competitive contract awards (we leave that to our members to decide). We continually review provincial procurement policies such as the Ontario Broader Public Sector Procurement Directive to maintain compliance. Additionally, we work with provincial governments to review and update our procedures, when required. Numerous provincial governments, as well as large municipalities such as the City of Toronto, have directly reviewed and approved our process.



canoe
procurement group of canada

A resource for getting started

MEMBER PROCUREMENT GUIDE



NOVA SCOTIA
FEDERATION OF
MUNICIPALITIES





WELCOME TO CANOE!

We are pleased to welcome you as a member of one of the largest cooperative purchasing groups in the country! As a member of the Canoe Procurement Group of Canada, you are positioned to take advantage of the combined purchasing power of more than 5,000 municipalities, public agencies, and not-for-profit organizations. This huge economy of scale means greater selection and best value pricing on the products and services you need to build, maintain, and grow your community.

WHAT IS CANOE?

The Canoe Procurement Group of Canada represents a partnership of municipal associations across the country. In operation since 1936, the purchasing group was created by its membership specifically to support public and non-profit organizations through mutually-beneficial, trade-compliant relationships with suppliers. Canoe is wholly owned and operated by its membership through a not-for-profit municipal association.

Canoe's partnership includes the Rural Municipalities of Alberta (RMA), the Saskatchewan Association of Rural Municipalities (SARM), the Association of Manitoba Municipalities (AMM), the Association of Municipalities of Ontario (AMO) via its Local Authority Services (LAS) arm, the Union of Municipalities of New Brunswick (UMNB), the Federation of Prince Edward Island Municipalities (FPEIM), the Nova Scotia Federation of Municipalities (NSFM), Municipalities Newfoundland and Labrador (MNL), and the Northwest Territories Association of Communities (NWTAC). The group also operates in British Columbia and Nunavut.

Membership is available to the MASH (municipalities, academic institutions, school boards, and hospitals), not-for-profit, and public sectors. Member organizations can include municipalities (both rural and urban), school districts, universities and other academic institutions, electrical associations, natural gas cooperatives, irrigation districts, housing foundations, airports, museums, and many others.

Compliant



- ♦ Open RFP process using approved tendering processes
- ♦ Satisfies CFTA and other trade legislative requirements for buying groups

Cooperative



- ♦ Like-minded municipal associations across the country
- ♦ Securing best value by leveraging over 5,000 member organizations in Canada

Credible



- ♦ Facilitating public sector cooperative procurement since 1936
- ♦ Not-for-profit group representing municipalities across Canada and committed to creating mutually beneficial relationships for both members and suppliers

WHAT LEGISLATION IS INVOLVED IN PUBLIC PROCUREMENT?

The Canadian Free Trade Agreement (CFTA) provides legislative direction across all provinces and territories of Canada. In addition, there are three regional trade agreements that may impact procurement laws depending on your jurisdiction:

- ◆ The Atlantic Procurement Agreement (APA) for Newfoundland and Labrador, Nova Scotia, Prince Edward Island, and New Brunswick
- ◆ The Ontario-Quebec Trade and Cooperation Agreement (OQTCA) for Ontario and Quebec
- ◆ The New West Partnership Trade Agreement (NWPTA) for Manitoba, Saskatchewan, Alberta, and British Columbia

WHAT ARE MY OBLIGATIONS UNDER THESE REGULATIONS?

Trade agreements (along with government directives and policies) generally require public sector purchasers to conduct open, competitive procurement processes. This requirement arises if the estimated value of the goods or services to be purchased exceeds certain value thresholds.

This means that once the value threshold is exceeded, the purchaser must purchase from a contractor who is successful in a competitive process (e.g. a request for proposals, request for quotation) that is open to the entire marketplace. That competitive process must meet the requirements of applicable trade treaties, which usually involves posting notices, disclosing relevant information, running a fair evaluation process, etc.

WHAT IS A BUYING GROUP?

A 'buying group' is generally understood as a group of two or more members that combines the purchasing requirements and activities of the members of the group into one joint procurement process.

For public sector, using a buying group can have advantages that include:

- ♦ Reduced procurement process costs – since group members share in the costs of running procurement processes, rather than each group member bearing the full cost;
- ♦ Access to greater resources and expertise – since group members can pool procurement resources, and can centralize procurement experience; and
- ♦ Potentially better pricing – since the group can leverage its combined buying power, offering suppliers greater purchase volumes.

HOW DO I COMPLY WITH THE LEGISLATION?

We are keenly aware of the trade agreement obligations that apply to our members. In order to ensure compliance for ourselves and our membership, we:

- ♦ actively review our policies, practices, and process documents to continually improve them based on feedback. We have also engaged external experts to review our process documents to support trade agreement compliance.
- ♦ only run open, competitive procurement processes – we do not engage in invitation-only or non-competitive contract awards (we leave that to our members to decide).
- ♦ are transparent about who our members are. Each municipal association involved is able to provide a list of relevant members so that the marketplace is aware of who may purchase through awarded contracts.
- ♦ ensure our processes account for distributor networks. A network of regional distributors can collectively bid on opportunities, with member organizations entering into contracts with the applicable distributor for their region. Suppliers are not permitted to charge higher pricing than was proposed to us, and must honour the terms of the agreement.

HOW CAN I BECOME A MEMBER?

In order to join, your organization must be a municipality, public sector entity, or registered not-for-profit group. Membership gives your organization access to all cooperative procurement programs, ranging from office supplies to capital purchases, fuel to employee benefit packages, and much more!

Membership for municipalities is generally handled through your territory or province's municipal association. To join, contact the municipal association representative for your province from the Canoe contact map.

WHAT DO I NEED TO DO ONCE I JOIN?

In order to make sure your organization is compliant with governing legislation, you should:

1. Review and update your organization's procurement policy to enable participation in group programs (if applicable).
2. Post an annual notice of intention of membership to your designated tendering website and link to the appropriate municipal association.

HOW DO I MAKE A PURCHASE?

Once your organization has an active account and the steps noted previously are taken, you can make a purchase through one of our programs by contacting the approved supplier of your choice and placing your order. You will need to let the supplier know that you would like to use the cooperative procurement program through Canoe or your municipal association. Indicate that you are purchasing through the buying group on all correspondence and purchase orders.

For information about approved suppliers or assistance with any program, you can contact your Client Relations Manager listed on the Canoe contact map.

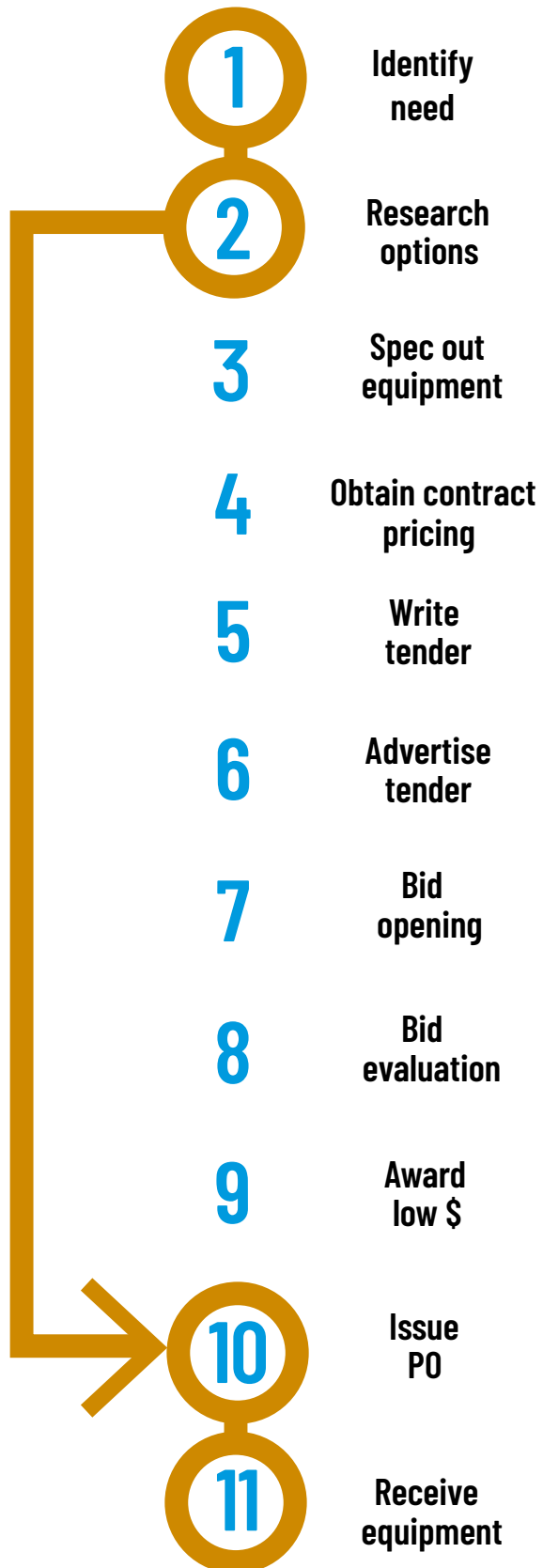


ONCE I'M A MEMBER, IS PARTICIPATION IN THE PROGRAMS MANDATORY?

No, participation in all Canoe programs is completely voluntary.

You can think of the programs as tools that can assist your organization in generally securing better prices and services than individual organizations by leveraging the buying power of the entire membership. However, if you have a preferred purchasing method already in place, you are free to continue using it.

We save time and money for our suppliers and members.



Traditional vs. Cooperative Purchasing

WHAT ARE THE BENEFITS OF BEING A MEMBER?



Preferred pricing

Cooperative procurement through Canoe provides discounted pricing and preferred service to members due to the large volume of aggregated purchases.



Trade-compliant

All Canoe programs are tendered nationally using legislated purchasing methods, meaning any buying done through the programs is compliant with the Canadian Free Trade Agreement (CFTA) and regional trade agreements.



Simplified process and reduced administration

Because all programs are tendered in compliance with Canadian trade law, members using the programs are not required to go through the tendering process again on their own, reducing administrative time and cost.

DO I NEED TO POST AN RFP OR GO TO TENDER?

As the RFP process is done in advance on behalf of the entire membership, you do not need to post the RFP again. Depending on the program and your local laws, however, you may need to ensure that you have posted notice of your intention to procure using a cooperative buying group on your province's approved tendering system.

If you have questions, please reach out to your local Canoe Client Relations Manager and we will help you through the process.

HOW DO YOU SELECT SUPPLIERS?

Approved suppliers are selected based on a successful proposal to an open tendering process for the entire membership. Approved suppliers have demonstrated that they are able to provide financial benefit and value to municipalities, public entities, and not-for-profit groups.

Representing over 5,000 members including rural and urban municipalities, school districts, rural electrician associations, and water irrigation districts, Canoe approved suppliers get their products and services in front of an enormous market that would otherwise be challenging for many businesses to navigate. Regulatory compliance for the programs is handled by Canoe on behalf of the membership, providing streamlined administration for members and suppliers alike.

OUR REACH





Re: LAS Canoe Procurement Group – CFTA Compliance

Thanks for your interest in the Canoe Procurement Group. By participating in this Program your municipality is participating in a buying group and we want to ensure you remain in compliance with trade agreements. Therefore, when purchasing under this Program, the Canadian Free Trade Agreement (CFTA) requires the following:

7. A procurement entity shall publish a notice of its participation with the buying group at least annually on one of the tendering websites or systems designated by its Party. That notice shall direct potential suppliers to the buying group tender notices website if it is different from its Party's tendering websites or systems.

It is recommended that your municipality's declaration be posted on the public notice website your municipality uses to posts competition documents for a minimum of two weeks.

To create your municipality's declaration, copy and paste the paragraph below onto a document with your municipality's letterhead. The following language should satisfy the requirements of the CFTA:

[Insert Municipality Name] intends to participate in one or more procurements conducted by Local Authority Services (LAS) between [month/year to month/year, for indefinite term projects include one year only and post annually]. For further information and access to LAS request for proposal (RFP) notices, please review the website at www.las.on.ca.

The above notice can be used for our program offerings including tires, office supplies, traffic supplies, fleet management, culverts, ground engagement, and/or the capital purchase program. Due to the RFP/Tendering process being completed on behalf of the municipalities on the programs listed above, the requirements of the CFTA have been met and your municipality can defer to the third party who undertook the procurement process.

For additional information on the CFTA process, please contact:

Jeff Barten
Energy and Asset Services Manager
jbarten@amo.on.ca
T 416.971.9856 x357

Rev Feb 2022

Consolidated Financial Statements of

**THE CORPORATION OF THE
COUNTY OF RENFREW**

Year ended December 31, 2022

DRAFT

THE CORPORATION OF THE COUNTY OF RENFREW

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Year ended December 31, 2022

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Management's Responsibility for the Consolidated Financial Statements

The accompanying consolidated financial statements of the Corporation of the County of Renfrew (the "County") are the responsibility of the County's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards.

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

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

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

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the County. The accompanying Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the County's consolidated financial statements.

On behalf of the County:

Craig Kelley
Chief Administrative Officer

Jeffrey Foss, CPA, CMA, CMO
Director of Finance/Treasurer

June 28, 2023

INDEPENDENT AUDITOR'S REPORT

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

Opinion

We have audited the consolidated financial statements of the Corporation of the County of Renfrew (the Entity), which comprise:

- the consolidated statement of financial position as at December 31, 2022
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of change in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the “financial statements”).

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position the Entity as at December 31, 2022, and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the “***Auditor’s Responsibilities for the Audit of the Financial Statements***” section of our auditor’s report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Matter – Comparative Information

The financial statements as at and for the year ended December 31, 2021 were audited by another auditor who expressed an unmodified opinion on those financial statements on June 29, 2022.

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group of the Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants

Kingston, Canada

June 28, 2023

THE CORPORATION OF THE COUNTY OF RENFREW

Consolidated Statement of Financial Position

December 31, 2022, with comparative information for 2021

	2022	2021
Financial assets:		
Cash	\$ 71,741,286	\$ 71,501,241
Investments (note 4)	7,375,074	7,371,394
Accounts receivable:		
Federal government	2,162,043	1,115,578
Provincial government	544,960	1,698,680
Municipalities	754,826	416,204
Other	1,200,286	805,228
	83,778,475	82,908,325
Financial liabilities:		
Accounts payable and accrued liabilities	24,416,824	19,830,148
Deferred revenue – obligatory reserve funds (note 5)	–	4,642,157
Deferred revenue	413,412	301,512
Long-term liabilities (note 6)	11,499,977	13,483,799
Accrued interest on long-term liabilities	76,089	91,046
Post-employment benefits (note 7)	12,519,111	12,008,567
	48,925,413	50,357,229
Net financial assets	34,853,062	32,551,096
Non-financial assets:		
Tangible capital assets (note 8)	228,898,220	214,532,484
Tangible capital assets - construction in progress (note 8)	87,019,008	85,972,772
Inventory	789,968	740,594
Prepaid expenses	1,415,903	422,048
	318,123,099	301,667,898
Contingent liabilities (note 11)		
Accumulated surplus (note 9)	\$ 352,976,161	\$ 334,218,994

See accompanying notes to consolidated financial statements.

On behalf of the Board:

Director

Director

THE CORPORATION OF THE COUNTY OF RENFREW

Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2022, with comparative information for 2021

	Budget 2022 (note 12)	Actual 2022	Actual 2021
Revenue:			
Government grants	\$ 71,746,269	\$ 80,667,181	\$ 71,514,211
Levies on area municipalities	46,564,270	46,869,584	45,356,144
User fees and service charges	16,619,669	19,129,019	17,528,838
Payments-in-lieu of taxation	4,725,219	4,727,909	4,443,955
Other municipal revenue	3,968,606	3,982,494	3,928,517
Investment income	803,000	2,201,522	814,343
Donations, fines and other	5,013,500	1,446,813	1,622,283
Gain (loss) on disposal of tangible capital assets	—	(113,657)	12,298
	149,440,533	158,910,865	145,220,589
Expenses (note 13):			
General government	8,951,289	8,445,693	7,953,414
Protection services	1,095,999	896,604	880,241
Transportation services	19,034,022	19,674,762	18,437,951
Health services	23,496,660	28,058,792	29,201,352
Social and family services	62,998,626	64,214,437	59,002,857
Social housing	15,431,092	15,180,836	16,033,163
Recreation and cultural services	4,342,865	1,123,849	1,566,870
Planning and development	2,536,813	2,558,725	2,407,802
	137,887,366	140,153,698	135,483,650
Annual surplus	11,553,167	18,757,167	9,736,939
Accumulated surplus, beginning of year	334,218,994	334,218,994	324,482,055
Accumulated surplus, end of year	\$ 345,772,161	\$ 352,976,161	\$ 334,218,994

See accompanying notes to consolidated financial statements.

THE CORPORATION OF THE COUNTY OF RENFREW

Consolidated Statement of Change in Net Financial Assets

Year ended December 31, 2022, with comparative information for 2021

	Budget 2022 (note 12)	Actual 2022	Actual 2021
Annual surplus	\$ 11,553,167	\$ 18,757,167	\$ 9,736,939
Amortization of tangible capital assets	14,307,035	14,418,797	14,180,261
Acquisition of tangible capital assets	—	(29,038,235)	(18,183,070)
Donated tangible capital assets under construction	—	—	(364,900)
Acquisition of tangible capital assets under construction	—	(1,046,236)	(2,514,963)
Loss (gain) on disposal of tangible capital assets	—	113,657	(12,298)
Proceeds on disposal of tangible capital assets	—	140,045	66,651
Increase in inventory	—	(49,374)	(63,568)
Increase in prepaid expenses	—	(993,855)	(72,944)
	14,307,035	(16,455,201)	(6,964,831)
Change in net financial assets	25,860,202	2,301,966	2,772,108
Net financial assets, beginning of year	32,551,096	32,551,096	29,778,988
Net financial assets, end of year	\$ 58,411,298	\$ 34,853,062	\$ 32,551,096

See accompanying notes to consolidated financial statements.

THE CORPORATION OF THE COUNTY OF RENFREW

Consolidated Statement of Cash Flows

Year ended December 31, 2022, with comparative information for 2021

	2022	2021
Cash provided by (used in):		
Operating activities:		
Annual surplus	\$ 18,757,167	\$ 9,736,939
Items not involving cash:		
Amortization of tangible capital assets	14,418,797	14,180,261
Loss (gain) on disposal of tangible capital assets	113,657	(12,298)
Donated tangible capital assets	–	(364,900)
Post-employment benefits	510,544	4,589,921
Change in non-cash assets and liabilities:		
Accounts receivable		
Federal government	(1,046,465)	(169,300)
Provincial government	1,153,720	(1,698,680)
Municipalities	(338,622)	(416,204)
Other	(395,058)	687,553
Inventory	(49,374)	(63,568)
Prepaid expenses	(993,855)	(72,944)
Accounts payable and accrued liabilities	4,586,676	1,005,080
Accrued interest on long-term liabilities	(14,957)	(11,471)
Deferred revenue – obligatory reserve funds	(4,642,157)	2,768,580
Deferred revenue	111,900	80,290
	32,171,973	30,239,259
Capital activities:		
Acquisition of tangible capital assets	(29,038,235)	(18,183,070)
Proceeds on disposal of tangible capital assets	140,045	66,651
Additions to tangible capital assets under construction	(1,046,236)	(2,514,963)
	(29,944,426)	(20,631,382)
Investing activities:		
Redemption (purchase) of investments	(3,680)	1,004,504
Financing activities:		
Repayments of temporary construction loan	–	(4,684,900)
Principal repayments of long-term liabilities	(1,983,822)	(1,720,892)
Receipt of long-term liabilities	–	4,684,900
	(1,983,822)	(1,720,892)
Increase in cash	240,045	8,891,489
Cash, beginning of year	71,501,241	62,609,752
Cash, end of year	\$ 71,741,286	\$ 71,501,241

See accompanying notes to consolidated financial statements.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements

Year ended December 31, 2022

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

1. Significant accounting policies:

The consolidated financial statements of the County are the representations of management and have been prepared in all material respects in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the County are as follows:

(a) Reporting entity:

The consolidated financial statements reflect the assets, liabilities, operating revenues and expenditures, reserve, reserve funds, and changes in investment in tangible capital assets of the County. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the County and which are owned or controlled by the County. Interdepartmental and interorganizational transactions and balances between these organizations are eliminated. These consolidated financial statements include the Renfrew County Housing Corporation.

The taxation, other revenue, expenses, assets and liabilities with respect to the operations of the school boards are not reflected in the municipal fund balances of these consolidated financial statements.

(b) Basis of accounting:

The consolidated financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based on receipt of goods and services and/or the creation of a legal obligation to pay.

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

Trust funds and their related operations administered by County are not included in these consolidated financial statements.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(c) Tangible capital assets:

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

	Useful Life - Years
Land improvements	20 to 25
Buildings	25 to 60
Machinery and equipment	5 to 25
Vehicles	4 to 20
Linear assets	15 to 99

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

Construction in progress comprises capital assets under construction, not yet placed into service and pre-construction activities related to specific projects expected to be constructed. Amortization is not recorded on assets under construction until the asset is available for productive use, at which time they are capitalized.

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

When tangible capital assets are disposed of, either by way of a sale, destruction or loss, or abandonment of the asset, the asset's net book value, historical cost less accumulated amortization, is written off. Any resulting gain or loss, equal to the proceeds on disposal less the asset's net book value, is reported on the Consolidated Statement of Operations and Accumulated Surplus in the year of disposal.

When conditions indicate that a tangible capital asset no longer contributes to the County's ability to provide services, or the value of the future economic benefits associated with the tangible capital asset are less than its net book value, and the decline is expected to be permanent, the cost and accumulated amortization of the asset are reduced to reflect the revised estimate of the value of the asset's remaining service potential. The resulting net adjustment is reported as an expense on the Consolidated Statement of Operations and Accumulated Surplus.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(d) Inventories:

Inventories held for consumption are recorded at the lower of cost or replacement cost.

(e) Investments:

Investments are recorded at cost plus accrued interest. If the market value of investments become lower than cost and the decline in value is considered to be other than temporary, the investments are written down to market value.

Investment income is recognized as revenue in the period earned. Investment income earned on deferred revenue – obligatory reserve funds is added to the fund balance and forms part of respective deferred revenue balances.

(f) Deferred revenue – obligatory reserve funds:

The County receives restricted contributions under the authority of federal and provincial legislation. These funds are restricted in their use and until applied to applicable costs, are recorded as deferred revenue – obligatory reserve funds in the Consolidated Statement of Financial Position. Amounts applied to qualifying expenses are recorded as revenue in the fiscal period they are expended. These amounts are recognized as revenue in the fiscal year the services are performed, or related expenses incurred.

(g) Deferred revenue:

The County receives contributions pursuant to legislation, regulations or agreement that may only be used for certain programs or in the completion of specific work. In addition, certain user fees and service charges are collected for which the related services have yet to be performed. These amounts are recognized as revenue in the fiscal year the related expenses are incurred, or services performed.

(h) Deferred revenue:

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made, except when and to the extent that stipulations by the transferor give rise to an obligation that meets the definition of a liability. Government transfers that meet the definition of a liability are recorded as deferred revenue and recognized as revenue as the liability is extinguished.

(i) Post-employment benefits:

The County accounts for its participation in the Ontario Municipal Employees Retirement System ("OMERS"), a multi-employer public sector pension fund, as a defined contribution plan. As a result, the County does not recognize any share of the OMERS pension surplus or deficit in these consolidated financial statements.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

1. Significant accounting policies (continued):

(j) Post-employment benefits (continued):

The County accrues its obligation for post-employment benefits, including sick leave benefits and benefits under the Workplace Safety and Insurance Board ("WSIB"). The County is a Schedule 2 employer under the WSIB Act, and as such, assumes the responsibility for financing its workplace safety and insurance costs. The costs of the WSIB benefits earned by employees are actuarially determined. Actuarial gains and losses are expensed in the fiscal year they arise.

(k) Liability for contaminated sites:

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of contaminated sites is recognized when a site is not in productive use and all the following criteria are met:

- (a) an environmental standard exists;
- (b) contamination exceeds the environmental standard;
- (c) the County:
 - (i) is directly responsible; or
 - (ii) accepts responsibility
- (d) it is expected that future economic benefit will be given up; and
- (e) a reasonable estimate of the amount can be made.

The liability is recognized as management's estimate of cost of post-remediation including operation, maintenance and monitoring that are an integral part of the remediation strategy for a contaminated site.

(l) Use of estimates:

The preparation of consolidated financial statements requires management to make estimates and assumptions which affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the consolidated financial statements and the reported amounts of revenues and expenses for the year. Significant areas requiring the use of management's estimates include the actuarial assumptions used to develop the post-employment benefits liability. Actual results could differ from these estimates.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

2. Trust funds:

Trust funds administered by the County amounting to \$164,650 (2021 - \$160,628) are presented in a separate financial statement of trust fund balances and operations. As such balances are held in trust by the County for the benefit of others, they are not presented as part of the County's financial position of financial activities.

3. Pension agreement:

The County makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer plan, on behalf of participating employees. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on length of service and rates of pay. Employers and employees contribute to the plan. Since any surpluses or deficits are a joint responsibility of all members and their employees, the County does not recognize any share of the OMERS pension surplus or deficit in these financial statements.

The latest available report for the OMERS plan was at December 31, 2022. At that time, the plan reported a \$6.7 billion (2021 - \$3.1 billion) actuarial deficit.

For the year ended December 31, 2022, the amount contributed to OMERS was \$3,588,470 (2021 - \$3,409,791) for current service and is included as an expense on the Consolidated Statement of Operations and Accumulated Surplus.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

4. Investments:

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

	2022	2021
2.90% guaranteed investment certificate with Canadian Western Bank, maturing on May 8, 2024	\$ 1,018,910	\$ 1,018,910
2.63% guaranteed investment certificate with Bank of Montreal, maturing on May 8, 2024	1,017,149	1,017,149
2.31% guaranteed investment certificate with Bank of Montreal, maturing on October 15, 2024	1,004,936	1,004,936
2.11% guaranteed investment certificate with Bank of Montreal, maturing on May 7, 2025	1,013,816	1,013,816
3.51% guaranteed investment certificate with Bank of Montreal, maturing on November 6, 2023	1,005,385	1,005,385
1.75% guaranteed investment certificate with Manulife Bank, maturing on September 23, 2026	602,877	602,877
4.55% guaranteed investment certificate with Bank of Montreal, maturing on September 23, 2024	506,233	—
4.75% guaranteed investment certificate with BMO Trust Company, maturing on December 6, 2027	401,353	—
2.15% guaranteed investment certificate with Equitable Bank, maturing on September 23, 2026	100,589	100,589
2.15% guaranteed investment certificate with Equitable Trust, maturing on September 23, 2026	100,589	100,589
2.15% guaranteed investment certificate with Home Equity Bank, maturing on September 23, 2026	100,589	100,589
2.15% guaranteed investment certificate with Home Trust, maturing on September 23, 2026	100,589	100,589
1.95% guaranteed investment certificate with President's Choice Bank, maturing on September 23, 2026	100,534	100,534
5.15% guaranteed investment certificate with Canadian Western Bank, maturing on November 25, 2027	100,509	—
5.16% guaranteed investment certificate with Home Equity Bank, maturing on November 25, 2027	100,509	—
1.85% guaranteed investment certificate with RFA Bank of Canada, maturing on September 23, 2026	100,507	100,507
2.65% guaranteed investment certificate with Manulife Bank, matured on September 19, 2022	—	503,775
2.91% guaranteed investment certificate with Canadian Tire Bank, matured on December 5, 2022	—	100,215
2.90% guaranteed investment certificate with Concentra Bank GIC, matured on December 5, 2022	—	100,215
2.87% guaranteed investment certificate with B2B Bank, matured on December 5, 2022	—	100,213
2.87% guaranteed investment certificate with LBC Trust, matured on December 5, 2022	—	100,212
1.45% guaranteed investment certificate with Equitable Bank, matured on November 24, 2022	—	100,147
1.45% guaranteed investment certificate with Equitable Trust, matured on November 24, 2022	—	100,147
	\$ 7,375,074	\$ 7,371,394

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

5. Deferred revenue – obligatory reserve funds:

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

	2022	2021
Canada Community Building Fund (formerly Federal Gas Tax) \$	–	\$ 2,695,828
Safe Restart Agreement	–	1,946,329
Balance, end of year	\$ –	\$ 4,642,157

The transactions for the year are summarized below:

	2022	2021
Balance, beginning of year	\$ 4,642,157	\$ 1,873,577
Revenue:		
Canada Community Building Fund	2,793,217	5,478,416
Ontario Community Infrastructure Fund	2,739,384	1,357,505
Safe Restart Agreement	–	713,334
Interest	–	10,629
Utilization:		
Transfer for capital	(8,228,429)	(4,249,729)
Transfer for operations	(1,946,329)	(541,575)
Balance, end of year	\$ –	\$ 4,642,157

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

6. Long-term liabilities:

	2022	2021
Long-term debt issued by the County bearing interest at 5.656%, payable \$313,405 on April 4th and October 4 th of each year, including principal and interest, maturing October 4, 2024	\$ 1,169,764	\$ 1,707,496
3.01% Debenture, payable \$197,926 semi-annually, including principal and interest, maturing February 1, 2032	3,249,641	3,541,084
3.08% Debenture, payable \$219,284 semi-annually, including principal and interest, maturing April 16, 2028	2,203,349	2,565,662
2.61% Mortgage, payable \$8,274 monthly, including principal and interest, maturing November 1, 2023	89,839	185,445
2.60% Mortgage, payable \$10,349 monthly, including principal and interest, maturing June 1, 2028	636,063	742,306
2.52% Mortgage, payable \$13,740 monthly, including principal and interest, maturing August 1, 2023	108,874	268,845
2.08% Debenture, payable \$260,662 semi-annually, including principal and interest, maturing June 15, 2031	4,042,447	4,472,961
	\$ 11,499,977	\$ 13,483,799

Interest paid on long-term liabilities is \$372,124 (2021 - \$393,451).

The 2.61% mortgage is secured by a first charge on the land and building located at 200 Caruso Street, Arnprior with a carrying value of \$810,371 (2021 - \$835,345).

The 2.60% mortgage is secured by a first charge on the land and building located at 26 Spruce Street, Arnprior with a carrying value of \$1,157,799 (2021 - \$1,198,389).

The 2.52% mortgage is secured by a first charge on the land and building located at 224 Vimy Boulevard, Renfrew with a carrying value of \$1,023,386 (2021 - \$416,471).

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

6. Long-term liabilities (continued):

Principal repayments relating to long-term liabilities are due as follows:

2023	\$	1,989,667
2024		1,856,303
2025		1,288,770
2026		1,323,341
2027		1,358,871
Thereafter		3,683,025
	\$	11,499,977

7. Post-employment benefits:

Post-employment benefits are summarized as follows:

	2022	2021
Sick leave benefits (note 7(a))	\$ 828,754	\$ 935,291
Workplace Safety and Insurance Board (note 7(b))	11,690,357	11,073,276
	\$ 12,519,111	\$ 12,008,567

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

The liability for these accumulated days, to the extent that they have vested and could be taken in cash by an employee on termination, amounted to \$828,754 (2021 - \$935,291).

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

7. Post-employment benefits (continued):

- (b) The County is a Schedule 2 employer under the Workplace Safety and Insurance Board Act ("WSIB") and remits payments to the WSIB as required to fund disability payments. An independent actuarial valuation was undertaken at December 31, 2021 in order to determine the estimated liability reported in the consolidated financial statements and extrapolated to December 31, 2022. As at December 31, 2022, the County's accrued benefit liability relating to future WSIB claims is \$11,690,357 (2021 - \$11,073,276).

The significant actuarial assumptions adopted in estimating the County's accrued benefit obligation for WSIB claims are as follows:

	2022	2021
Discount rate	3.75% per annum	3.75% per annum
Inflation rate	2.50% per annum	2.50% per annum
Health care escalation	6.00% per annum	6.00% per annum

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

	2022	2021
Accrued benefit liability, beginning of year	\$ 11,073,276	\$ 6,499,852
Expense recognized for the period	1,593,581	2,267,079
Benefits paid for the period	(976,500)	(1,487,175)
Actuarial loss recognized	—	3,793,520
Accrued benefit liability, end of year	\$ 11,690,357	\$ 11,073,276

The accrued benefit liability at December 31 includes the following components:

	2022	2021
Accrued benefit obligation	\$ 11,690,357	\$ 11,073,276
Unamortized actuarial losses (gains)	—	—
	\$ 11,690,357	\$ 11,073,276

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

8. Tangible capital assets:

Cost	Balance at December 31, 2021	Additions	Disposals	Balance at December 31, 2022
Land	\$ 6,344,209	\$ 20,763	\$ –	\$ 6,364,972
Land improvements	5,812,162	559,646	(114,672)	6,257,136
Buildings	120,186,874	3,349,573	(115,454)	123,420,993
Leasehold improvements	459,273	–	–	459,273
Machinery and equipment	12,777,310	636,542	(212,092)	13,201,760
Vehicles	16,649,804	660,731	(553,930)	16,756,605
Linear assets	355,125,662	23,810,980	(1,469,669)	377,466,973
	517,355,294	29,038,235	(2,465,817)	543,927,712
Construction-in-progress	85,972,772	1,046,236	–	87,019,008
	\$ 603,328,066	\$ 30,084,471	\$ (2,465,817)	\$ 630,946,720

Accumulated amortization	Balance at December 31, 2021	Amortization	Disposals	Balance at December 31, 2022
Land	\$ –	\$ –	\$ –	\$ –
Land improvements	3,010,117	192,333	(86,907)	3,115,543
Buildings	53,689,552	2,828,564	(99,154)	56,418,962
Leasehold improvements	105,454	14,561	–	120,015
Machinery and equipment	8,871,178	687,467	(202,935)	9,355,710
Vehicles	10,679,585	1,647,034	(553,930)	11,772,689
Linear assets	226,466,924	9,048,838	(1,269,189)	234,246,573
	302,822,810	14,418,797	(2,212,115)	315,029,492
Construction-in-progress	–	–	–	–
	\$ 302,822,810	\$ 14,418,797	\$ (2,212,115)	\$ 315,029,492

Net book value	Balance at December 31, 2021	Balance at December 31, 2022
Land	\$ 6,344,209	\$ 6,364,972
Land improvements	2,802,045	3,141,593
Buildings	66,497,322	67,002,031
Leasehold improvements	353,819	339,258
Machinery and equipment	3,906,132	3,846,050
Vehicles	5,970,219	4,983,916
Linear assets	128,658,738	143,220,400
	214,532,484	228,898,220
Construction-in-progress	85,972,772	87,019,008
	\$ 300,505,256	\$ 315,917,228

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

8. Tangible capital assets (continued):

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

As at December 31, 2022, the portion of the Canada Pacific Rail Corridor acquired of \$50,233,631 (2021 - \$50,207,900) is recorded as a tangible capital asset - construction in progress on the Consolidated Statement of Financial Position. It is anticipated that the remaining amount under this commitment will be transferred in 2023.

9. Accumulated surplus:

Accumulated surplus is comprised of:

	2022	2021
Investment in tangible capital assets:		
Tangible capital assets	\$ 315,917,228	\$ 300,505,256
Long-term liabilities	(11,499,977)	(13,483,799)
	304,417,251	287,021,457
Reserves – current (note 10)	8,960,466	7,143,027
Reserves – capital (note 10)	52,117,555	52,281,145
Unfunded:		
Tangible capital assets	–	(218,068)
Post-employment benefits	(12,519,111)	(12,008,567)
	(12,519,111)	(12,226,635)
Accumulated surplus	\$ 352,976,161	\$ 334,218,994

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

10. Reserves:

	2022	2021
Reserves - current:		
Ottawa Valley Ontario Health Team	\$ 65,000	\$ –
Safe Restart Agreement	1,711,768	–
Child Care Funding Mitigation	1,534,681	1,534,678
Economic Development Ontario Small Town and Rural Development program	35,000	35,000
General Fund Insurance	150,000	150,000
General Fund Sick Leave	69,458	69,458
Cannabis	149,979	149,979
Housing Non Profit Provider Capital	116,222	116,222
Housing Statutory Severance Entitlement	150,903	146,993
Community Paramedic	626,005	738,884
Paramedic Services Severance	1,378,862	1,378,862
Operations Winter Control	250,000	250,000
Social Services Fiscal Pressure	339,942	339,942
Algonquin Trail	54,125	54,125
Ontario Winter Games	200,000	200,000
General Fund WSIB	621,546	621,547
Miramichi Lodge Sick Leave	186,402	186,402
Miramichi Lodge Case Mix Stabilization	100,614	–
Miramichi Lodge WSIB	228,442	228,442
Bonnechere Manor Case Mix Stabilization	248,242	248,242
Bonnechere Manor WSIB	594,792	545,768
Renfrew County Housing Corporation WSIB	148,483	148,483
	8,960,466	7,143,027
Reserves - capital:		
Reforestation	237,169	235,893
Development	9,013	8,780
General Fund Tangible Capital Asset Renewal	17,940,265	17,526,393
General Fund Working Capital	19,378,285	19,378,285
General Fund Building	3,508,954	3,528,757
OPP Building	863,037	808,540
Paramedic Service Equipment	2,579,908	2,229,761
Miramichi Lodge Equipment	38,782	38,782
Miramichi Lodge Butterfly Model of Care	159,419	159,419
Miramichi Lodge Working Capital	227,835	947,809
Bonnechere Manor Equipment	100,000	100,000
Bonnechere Manor Butterfly Model of Care	149,318	149,318
Bonnechere Manor Working Capital	3,140,157	3,248,734
Renfrew County Housing Corporation Working Capital	50,000	50,000
Renfrew County Housing Corporation Capital Renewal	3,735,413	3,870,674
	52,117,555	52,281,145

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

11. Contingent liabilities:

The nature of municipal activities is such that there may be litigation pending or in prospect at any time. With respect to claims as at December 31, 2022, management believes that the County has valid defences and appropriate revenues and insurance coverages in place.

In the event any claims are successful, the amount of any potential liability is not determinable, therefore, no amount has been accrued in the consolidated financial statements.

12. Budget figures:

The 2022 approved budget was prepared on a cash-based approach with a reconciliation to a budget based on Public Sector Accounting Standards. The cash-based approach includes capital expenses, repayment of long-term debt and transfers to and from reserves which are removed in the year end Consolidated Statement of Operations and Accumulated Surplus. The following analysis is provided to assist readers in their understanding of differences between the approved budget and the audited consolidated financial statements.

	Budget 2022	Actual 2022
Total revenue	\$ 149,440,533	\$ 158,910,865
Total expenses	(137,887,366)	(140,153,698)
Net revenue	11,553,167	18,757,167
Amortization	14,307,035	14,418,797
Capital purchases	(35,295,134)	(30,084,471)
Principal repayments	(2,201,890)	(1,983,822)
Net transfers from (to) reserves	11,636,822	(156,926)
Allocation of operating surplus to reserves	—	(950,745)
Increase in operating surplus	\$ —	\$ —

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

13. Segmented information:

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

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

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

- (a) General government consists of the activities of Council and general financial and administrative management of the County and its programs and services.
- (b) Protection services include emergency measures and provincial offences operation for the County.
- (c) Transportation services include the construction and maintenance of the County's roads and bridges.
- (d) Health services consists of land ambulance services and contributions to the local Health Unit.
- (e) Social and family services consist of general assistance to inhabitants, homes of the aged and childcare services.
- (f) Social housing services provide affordable housing to qualified inhabitants of the County.
- (g) Recreation services include the trial development activities of the County.

Planning and development services function manages commercial, industrial and residential development within the County.

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

13. Segmented information (continued):

2022	General Government	Protection Services	Transportation Services	Health Services	Social and Family Services	Social Housing	Recreation and Culture	Planning and Development	Total
Revenue:									
Government grants	\$ 2,202,723	\$ -	\$ 8,228,429	\$ 13,174,554	\$ 50,903,167	\$ 5,857,064	\$ 56,600	\$ 244,644	\$ 80,667,181
Levies on area municipalities and payments-in-lieu of taxation	19,400,020	(364,483)	9,621,255	11,629,147	4,246,260	5,038,383	343,877	1,683,034	51,597,493
User fees and service charges	996,516	-	236,283	2,760,437	9,220,393	5,349,292	28,288	537,810	19,129,019
Other municipal revenue	49,417	115,155	5,039	1,420,014	1,760,936	559,883	-	72,050	3,982,494
Investment income	2,201,522	-	-	-	-	-	-	-	2,201,522
Donations, fines and other	230,125	1,216,688	-	-	-	-	-	-	1,446,813
Loss on disposal of tangible capital capital assets	(113,657)	-	-	-	-	-	-	-	(113,657)
	24,966,666	967,360	18,091,006	28,984,152	66,130,756	16,804,622	428,765	2,537,538	158,910,865
Expenses:									
Salaries, wages and benefits	3,903,492	393,020	3,912,089	20,963,319	31,521,280	2,209,450	89,234	1,978,861	64,970,745
Interest on long-term debt	264,655	-	-	-	81,725	25,744	-	-	372,124
Materials	1,436,388	303,056	5,005,487	3,525,378	7,084,371	9,118,488	980,275	534,294	27,987,737
Contracted services	1,888,529	197,269	903,940	631,367	13,384,036	1,961,735	54,340	23,117	19,044,333
Rents and financial expense	129,423	-	66,790	82,554	32,470	694,524	-	-	1,005,761
Transfer payments	-	-	-	1,733,289	10,620,912	-	-	-	12,354,201
Amortization of tangible capital assets	823,206	3,259	9,786,456	1,122,885	1,489,643	1,170,895	-	22,453	14,418,797
	8,445,693	896,604	19,674,762	28,058,792	64,214,437	15,180,836	1,123,849	2,558,725	140,153,698
Annual surplus (deficit)	\$ 16,520,973	\$ 70,756	\$ (1,583,756)	\$ 925,360	\$ 1,916,319	\$ 1,623,786	\$ (695,084)	\$ (21,187)	\$ 18,757,167

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

13. Segmented information (continued):

2021	General Government	Protection Services	Transportation Services	Health Services	Social and Family Services	Social Housing	Recreation and Culture	Planning and Development	Total
Revenue:									
Government grants	\$ 280,240	\$ 226,746	\$ 4,229,094	\$ 14,283,143	\$ 44,869,693	\$ 6,786,013	\$ 511,114	\$ 328,168	\$ 71,514,211
Levies on area municipalities and payments-in-lieu of taxation	17,671,993	(457,580)	8,419,449	12,911,899	4,294,579	4,944,870	290,656	1,724,233	49,800,099
User fees and service charges	986,876	-	288,796	1,600,468	9,209,002	4,834,354	40,376	568,966	17,528,838
Other municipal revenue	4,133	113,893	21,334	1,587,609	1,631,298	554,930	-	15,320	3,928,517
Investment income	653,476	-	-	113,499	-	47,368	-	-	814,343
Donations, fines and other	1,623	1,192,131	364,900	16,034	7,595	-	40,000	-	1,622,283
Gain on disposal of tangible capital assets	37,854	-	-	-	-	(25,556)	-	-	12,298
	19,636,195	1,075,190	13,323,573	30,512,652	60,012,167	17,141,979	882,146	2,636,687	145,220,589
Expenses:									
Salaries, wages and benefits	3,702,083	403,996	3,627,380	22,415,533	30,793,273	2,190,215	68,122	1,856,618	65,057,220
Interest on long-term debt	247,410	-	-	-	111,295	34,746	-	-	393,451
Materials	1,020,365	279,448	4,059,810	3,116,237	7,407,911	10,046,004	1,437,068	484,348	27,851,191
Contracted services	1,955,403	190,797	998,477	726,307	9,700,913	1,717,869	61,680	42,720	15,394,166
Rents and financial expense	360,101	-	64,005	77,686	54,136	860,304	-	-	1,416,232
Transfer payments	-	-	-	1,733,289	9,457,840	-	-	-	11,191,129
Amortization of tangible capital assets	668,052	6,000	9,688,279	1,132,300	1,477,489	1,184,025	-	24,116	14,180,261
	7,953,414	880,241	18,437,951	29,201,352	59,002,857	16,033,163	1,566,870	2,407,802	135,483,650
Annual surplus (deficit)	\$ 11,682,781	\$ 194,949	\$ (5,114,378)	\$ 1,311,300	\$ 1,009,310	\$ 1,108,816	\$ (684,724)	\$ 228,885	\$ 9,736,939

THE CORPORATION OF THE COUNTY OF RENFREW

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2022

14. Comparative information:

Certain comparative information has been reclassified to conform to the financial statement presentation adopted in the current year.

DRAFT



Corporation of the County of Renfrew

**Audit Findings Report
for the year ended December 31, 2022**

KPMG LLP

Prepared on June 5, 2023 for the Finance and Administration Committee meeting on
June 15, 2023 and County Council on June 28, 2023

kpmg.ca/audit



KPMG contacts

Key contacts in connection with this engagement



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Digital use information

This Audit Findings Report is also available as a “hyper-linked” PDF document.

If you are reading in electronic form (e.g. In “Adobe Reader” or “Board Books”), clicking on the home symbol on the top right corner will bring you back to this slide.



Click on any item in the table of contents to navigate to that section.

4	Audit highlights	5	Status of the audit	6	Significant changes from our audit plan	7	Audit risks and results
9	Audit misstatements	11	Control deficiencies	15	Additional matters	17	Appendices

The purpose of this report is to assist you, as a member of the Finance and Administrative Committee (the “Committee”), in your review of the results of our audit of the consolidated financial statements as at and for the period ended December 31, 2022. This report builds on the Audit Plan provided to the Committee. This report is intended solely for the information and use of Management, the Committee, and the members of Council and should not be used for any other purpose or any other party. KPMG shall have no responsibility or liability for loss or damages or claims, if any, to or by any third party as this report has not been prepared for, and is not intended for, and should not be used by, any third party or for any other purpose.



Audit highlights

Status of the audit

We have completed the audit of the consolidated financial statements of the Corporation of the County of Renfrew (the "County") with the exception of certain remaining outstanding procedures, which are highlighted on page 5 of this report.



Uncorrected audit misstatements

Professional standards require that we request of management and the Committee that all identified audit misstatements be corrected. We have already made this request of management. One uncorrected audit misstatement remains. See pages 9 to 10.



Audit risks and results – going concern assessment

We performed an assessment to support the appropriateness of the going concern assumption. We have no findings to report.

Significant changes to our audit plan

There were no significant changes to our audit plan which was originally communicated to you in the audit planning report.



Corrected audit misstatements

We identified one misstatement that was communicated to management and subsequently corrected in the consolidated financial statements. See pages 9 to 10.



Significant unusual transactions

We did not identify any significant unusual transactions to bring to your attention.

Audit risks and results – significant risks

In the Audit Plan, we did not identify any significant financial reporting risks other than the presumed risk of management override of controls. We did not identify any additional significant financial reporting risks that required additional audit procedures.



Control deficiencies

We did not identify any control deficiencies that we determined to be significant deficiencies in internal control over financial reporting.



Accounting policies and practices

There were no changes to significant accounting policies and practices.



Other financial reporting matters

The consolidated financial statement presentation complies with the financial reporting framework.





Status of the audit

As of the date of this report, we have completed the audit of the consolidated financial statements, with the exception of certain remaining procedures, which include amongst others:

- Completion of our subsequent events review procedures up to the date of our auditors' report;
- Completion our discussions with the Committee;
- Obtaining evidence of Council's approval of the consolidated financial statements; and
- Receipt of the signed management representation letter.

We will update the Committee, and not solely the Chair, on significant matters, if any, arising from the completion of the audit, including the completion of the above procedures.

Our auditor's report, a draft of which is provided in Appendix 1a: Draft Auditor's Report, will be dated upon the completion of any remaining procedures.

KPMG Clara for Clients (KCfc)



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Significant changes to our audit plan

We have not made any significant changes to our audit plan which was communicated to you in the audit planning report, and note that:

 Management and the KPMG audit team	 There were no key Management team member changes from the Audit Plan. Management were available as needed to assist the Audit Team. The senior audit team remained consistent from the team presented in the Audit Plan.
 Materiality	 Materiality was set at \$3 million, which represented approximately 2.2% of prior year expenses. Current year expenses increased to \$140,153,698, therefore materiality represented 2.1% of this benchmark. This falls within the acceptable range of our required benchmark of between 0.5% - 3.0%. No changes to materiality were required.
 Fraud risk	 We performed our required audit procedures in professional standards over fraud risk as communicated to the Committee in the Audit Plan and did not identify any additional fraud risks from our audit work. As part of our unpredictable procedure, we reviewed a sample of bank reconciliations to ensure existence of appropriate reviews and segregation of duties on a timely basis.
 Other areas of audit focus	 We identified certain areas of audit focus in our Audit Plan. We have no significant findings as a result of these procedures.
 Newly effective auditing standards	 In the Audit Plan, we highlighted that CAS 315, <i>Identifying and Assessing the Risks of Material Misstatements</i> , was effective for the fiscal 2022 audit. We performed the required procedures to comply with this new auditing standard and have no findings to report.

Significant risks and results

We highlight our significant findings in respect of **significant financial reporting risks** as identified in our discussion with you in the Audit Plan, as well as any additional significant risks identified.

<div></div> <div>Fraud risk from management override of controls</div> <div>RISK OF FRAUD</div>		
Significant risk	Estimate?	Key audit matter?
Management is in a unique position to perpetrate fraud because of its ability to manipulate accounting records and prepare fraudulent financial statements by overriding controls that otherwise appear to be operating effectively. Although the level of risk of management override of controls will vary from entity to entity, the risk nevertheless is present in all entities.	No	No
<div>Our response</div> <p>As this presumed risk of material misstatement due to fraud is not rebuttable, our audit methodology incorporates the required procedures in professional standards to address this risk. These procedures include:</p> <ul style="list-style-type: none">Assessed the design and implementation of controls surrounding the journal entry process;Determined the criteria to identify high-risk journal entries and other adjustments; andTested high-risk journal entries and other adjustments.		
<div>Findings</div> <p>We did not uncover any issues during the performance of the procedures described above.</p>		



Response to newly effective auditing standard



CAS 315 (Revised) Identifying and Assessing the Risks of Material Misstatement

Key changes to the audit approach in the current year

A risk of material misstatement exists when there is a reasonable possibility of a misstatement occurring and being material if it were to occur

- New requirement to take into account how, and the degree to which, 'inherent risk factors' affect the susceptibility of relevant assertions to misstatement
- New concept of significant classes of transactions, account balances and disclosures and relevant assertions to help us to identify and assess the risks of material misstatement
- New requirement to separately assess inherent risk and control risk for each risk of material misstatement
- Revised definition of significant risk for those risks which are close to the upper end of the spectrum of inherent risk
- Overall, a more robust risk identification and assessment process, including evaluating whether the audit evidence obtained from risk assessment procedures provides an appropriate basis to identify and assess the risks of material misstatement
- Overall, a more robust risk identification and assessment process, including performing a 'stand back' at the end of the risk assessment process
- Modernized to recognize the evolving environment, including in relation to IT
- Enhanced requirements relating to exercising professional skepticism
- Clarification of which controls need to be identified for the purpose of evaluating the design and implementation of a control

Results of procedures performed

We designed and performed risk assessment procedures to obtain an understanding of the:

- entity and its environment;
- applicable financial reporting framework; and
- entity's system of internal control.

The audit evidence obtained from this understanding provided a basis for:

- identifying and assessing the risks of material misstatement, whether due to fraud or error; and
- the design of audit procedures that are responsive to the assessed risks of material misstatement.

Findings

No significant issues were identified in responding to the newly effective auditing standard.



Audit misstatements

Our materiality for fiscal 2022 was set at \$3,000,000, which translated into an audit misstatement posting threshold of \$150,000. As such, all misstatements identified during the audit greater than \$150,000 have been recorded on our summary of adjustments and differences.

Uncorrected audit misstatements include financial presentation and disclosure omissions.

The management representation letter, a copy of which is included in [Appendix 1b](#), includes the Summary of Corrected Audit Misstatements which discloses the impact of all misstatements that were communicated to management and subsequently corrected in the financial statements.



Impact of uncorrected audit misstatements – not material to the consolidated financial statements

The management representation letter, a copy of which is included in [Appendix 1b](#), includes the Summary of Uncorrected Audit Misstatements, which discloses the impact of all uncorrected misstatements considered to be other than clearly trivial, including the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the consolidated financial statements as a whole.

Based on both qualitative and quantitative considerations, management have decided not to correct one misstatement and represented to us that the misstatement is, in their judgment, not material to the consolidated financial statements. This management representation is included in the management representation letter.

We concur with management's representation that the uncorrected misstatement is not material to the consolidated financial statements. Accordingly, the uncorrected misstatement has no effect on our auditor's report.

Below is a summary of the impact of uncorrected misstatements:

Annual surplus		Total assets	
As currently presented	\$18,757,167	As currently presented	\$400,867,750
Uncorrected misstatements	\$(1,946,329)	Uncorrected misstatements	\$nil
As a % of the balance	10.38%	As a % of the balance	0.00%



Individually significant uncorrected audit misstatements

Uncorrected audit misstatements greater than \$150,000 individually:

	Income effect	Financial position		
Description of individually significant misstatements	(Decrease) Increase	Assets (Decrease) Increase	Liabilities (Decrease) Increase	Accumulated Surplus (Decrease) Increase
To record the uncorrected difference related to the recognition of Safe Restart funding that was inappropriately deferred at December 31, 2021 and recognized as revenue in fiscal 2022.	(1,946,329)	–	–	–
Total uncorrected misstatements	(1,946,329)	–	–	–



Control deficiencies

Consideration of internal control over financial reporting (ICFR)

In planning and performing our audit, we considered ICFR relevant to the County's preparation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on ICFR.

Our understanding of internal control over financial reporting was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies. The matters being reported are limited to those deficiencies that we have identified during the audit that we have concluded are of sufficient importance to merit being reported to those charged with governance.

Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors. Had we performed more extensive procedures on internal control over financial reporting, we might have identified more significant deficiencies to be reported or concluded that some of the reported significant deficiencies need not, in fact, have been reported.

A deficiency in internal control over financial reporting

A deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A deficiency in design exists when (a) a control necessary to meet the control objective is missing or (b) an existing control is not properly designed so that, even if the control operates as designed, the control objective would not be met. A deficiency in operation exists when a properly designed control does not operate as designed, or when the person performing the control does not possess the necessary authority or competence to perform the control effectively.

We identified certain observations surrounding internal controls over financial reporting. See pages 12 to 14.

Significant deficiencies in internal control over financial reporting

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

We did not identify any significant deficiencies in internal control over financial reporting.



Control deficiencies (continued)



Other control deficiencies

We have included a summary of the other control deficiencies identified in the current year.



Construction-in-Progress

2022 Observation:

During the review of construction-in-progress, it was noted that there is not a subledger that details the balances and movements in individual projects. The use of a construction-in-progress subledger enhances the tracking of projects and facilitates capital budgeting decisions. Without a detailed subledger, there is a risk that projects that are complete have not been transferred to in-service.

2022 Recommendation:

KPMG recommends that the County implement a formal spreadsheet or subledger to track construction-in-progress which details the opening balance of a project, additions, transfers to in-service and the ending balance on a project basis.



Purchase Order System

2022 Observation:

During our review of the purchasing process, it was noted that a central purchase order ("PO") system is not used. As a result, there is no formal tracking of the value of approved projects against costs incurred to date to determine the remaining commitment associated with each project.

2022 Recommendation:

KPMG recommends that the County consider the implementation of a PO system to monitor and track projects. By maintaining an open PO file in the purchasing department, the County will enhance the oversight of projects as they progress and the related timing of future cash outflows.



Control deficiencies (continued)



Other control deficiencies

We have included a summary of the other control deficiencies identified in the current year.



Transactions with the Housing Corporation

2022 Observation:

In accordance with the Housing Services Act, an Annual Information Return ("AIR") is to be prepared by non-profit housing corporations to summarize the financial and operating data for a fiscal year. The AIR is to be completed by housing corporations and provided to the service manager, the County, on an annual basis. Service managers have the authority to determine if local housing corporations must complete the AIR.

The Renfrew County Housing Corporation ("RCHC") does not file an AIR with the County on an annual basis. Although this complies with the Housing Services Act, there is a risk that the subsidy entitlements, including any related receivables and payables, are not accurately recorded and tracked.

In addition, we noted that an Affordable Housing project is being constructed by the County on behalf of RCHC. The costs incurred to date of \$145,786 are recorded as construction-in-progress with the County and will be transferred to RCHC on completion of the project. However, as RCHC has legal title to the property, the construction-in-progress balance should be recorded as a component of tangible capital assets in RCHC as the project progresses, rather than on completion of the project.

2022 Recommendation:

We recommend that a year-end reconciliation process for the balance owing from (to) the RCHC is formalized, including details on the underlying components of the balance, to ensure timely receipt and payment of outstanding balances. We further recommend that inter-entity transactions are recorded in the entity that has rights to the underlying asset. This will enhance the accuracy of the financial reporting throughout the year and at year-end.



Control deficiencies (continued)



Other control deficiencies

We have included a summary of the other control deficiencies identified in the current year.



Digitization of Financial Records

2022 Observation:

Throughout the audit process, it was noted that certain financial records are maintained in hardcopy only, including detailed subledgers that are tracked by hand on paper. By digitizing the financial records and related supporting documentation, not only will it enhance the audit process, but the County can get real-time access to data, standardize reporting and increase efficiencies internally.

2022 Recommendation:

KPMG recommends that the County investigate options to digitize the financial records through a review of the current state of information technology infrastructure and document management systems. In the interim, the County should consider enhancing the use of Excel-based subledgers where a system is not readily available.



Significant accounting policies and practices



Initial selections of significant accounting policies and practices

There were no new significant accounting policies and practices that were selected and applied during the period.



Description of new or revised significant accounting policies and practices

There were no changes to significant accounting policies and practices. As a result, there was no impact on the consolidated financial statements.



Significant qualitative aspects of the accounting policies and practices

There are no items to report.



Future implementation

The most significant pronouncement in the near term relates to Asset Retirement Obligations (“AROs”) that will be applicable for fiscal 2023. Refer to [Appendix 3](#).



Other financial reporting matters

We also highlight the following:



Consolidated financial statement presentation - form, arrangement, and content



The presentation and disclosure included in the consolidated financial statements is in accordance with the required standards as disclosed in the notes to the consolidated financial statements.



Concerns regarding application of new accounting pronouncements



No matters to report.



Significant qualitative aspects of consolidated financial statement presentation and disclosure



No additional matters to report.

Appendices

1

Other required communications

2

Technology

3

Future accounting pronouncements

4

Audit and assurance insights



Appendix 1: Other Required Communications



CPAB communication protocol

The reports available through the following links were published by the Canadian Public Accountability Board to inform Committees and other stakeholders about the results of quality inspections conducted over the past year:

- [CPAB Audit Quality Insights Report: 2022 Interim Inspection Results](#)
- [CPAB Audit Quality Insights Report: 2021 Annual Inspections Results](#)
- [CPAB Audit Quality Insights Report: 2020 Annual Audit Quality Assessments](#)



Auditors' Report

The conclusion of our audit is set out in our draft auditors' report as attached.



Matters pertaining to independence and confidentiality

We are independent of the County, and we have a robust and consistent system of quality control.

Confidentiality of our clients' information is an on-going professional and business requirement of both KPMG and our overall profession. In addition to our internal confirmation of independence of team members, we request confirmation and acknowledgement of our policies regarding confidentiality of the County's information.



Representations of management

In accordance with professional standards, we will obtain certain representations from management upon approval of the consolidated financial statements.



Appendix 1a: Draft auditors' report

INDEPENDENT AUDITOR'S REPORT

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

Opinion

We have audited the consolidated financial statements of the Corporation of the County of Renfrew ("the Entity"), which comprise:

- the consolidated statement of financial position as at December 31, 2022
- the consolidated statements of operations and accumulated surplus for the year then ended
- the consolidated statement of change in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements present fairly, in all material respects, the consolidated financial position the Entity as at December 31, 2022, and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditors' Responsibilities for the Audit of the Financial Statements***" section of our auditors' report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.



Appendix 1a: Draft auditors' report (continued)

Other Matter – Comparative Information

The financial statements as at and for the year ended December 31, 2021 were audited by another auditor who expressed an unmodified opinion on those financial statements on June 29, 2022.

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

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

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

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

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

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

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



Appendix 1a: Draft auditors' report (continued)

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group of the Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants, Licensed Public Accountants

Kingston, Canada

June 28, 2023



Appendix 1b: Management representation letter

KPMG LLP

863 Princess Street, Suite, 400
Kingston, Ontario K7L 5N4
Canada

June 28, 2023

We are writing at your request to confirm our understanding that your audit was for the purpose of expressing an opinion on the consolidated financial statements (hereinafter referred to as "financial statements") of the Corporation of the County of Renfrew ("the Entity") as at and for the period ended December 31, 2022.

General:

We confirm that the representations we make in this letter are in accordance with the definitions as set out in [Attachment I](#) to this letter.

We also confirm that, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves:

Responsibilities:

- 1) We have fulfilled our responsibilities, as set out in the terms of the engagement letter dated December 12, 2022, including for:
 - a) the preparation and fair presentation of the financial statements and believe that these financial statements have been prepared and present fairly in accordance with the relevant financial reporting framework.
 - b) providing you with all information of which we are aware that is relevant to the preparation of the financial statements ("relevant information"), such as financial records, documentation and other matters, including:
 - the names of all related parties and information regarding all relationships and transactions with related parties;
 - the complete minutes of meetings, or summaries of actions of recent meetings for which minutes have not yet been prepared, of shareholders, board of directors and committees of the board of directors that may affect the financial statements. All significant actions are included in such summaries.
 - c) providing you with unrestricted access to such relevant information.
 - d) providing you with complete responses to all enquiries made by you during the engagement.
 - e) providing you with additional information that you may request from us for the purpose of the engagement.

- f) providing you with unrestricted access to persons within the Entity from whom you determined it necessary to obtain audit evidence.
- g) such internal control as we determined is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. We also acknowledge and understand that we are responsible for the design, implementation and maintenance of internal control to prevent and detect fraud.
- h) ensuring that all transactions have been recorded in the accounting records and are reflected in the financial statements.

Internal control over financial reporting:

- 2) We have communicated to you all deficiencies in the design and implementation or maintenance of internal control over financial reporting of which we are aware.

Fraud & non-compliance with laws and regulations:

- 3) We have disclosed to you:
 - a) the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
 - b) all information in relation to fraud or suspected fraud that we are aware of that involves:
 - management;
 - employees who have significant roles in internal control over financial reporting; or
 - others
 where such fraud or suspected fraud could have a material effect on the financial statements.
 - c) all information in relation to allegations of fraud, or suspected fraud, affecting the financial statements, communicated by employees, former employees, analysts, regulators, or others.
 - d) all known instances of non-compliance or suspected non-compliance with laws and regulations, including all aspects of contractual agreements, whose effects should be considered when preparing financial statements.
 - e) all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.

Subsequent events:

- 4) All events subsequent to the date of the financial statements and for which the relevant financial reporting framework requires adjustment or disclosure in the financial statements have been adjusted or disclosed.



Appendix 1b: Management representation letter (continued)

Related parties:

- 5) We have disclosed to you the identity of the Entity's related parties.
- 6) We have disclosed to you all the related party relationships and transactions/balances of which we are aware.
- 7) All related party relationships and transactions/balances have been appropriately accounted for and disclosed in accordance with the relevant financial reporting framework.

Yours very truly,

Estimates:

- 8) The methods, the data and the significant assumptions used in making accounting estimates, and their related disclosures are appropriate to achieve recognition, measurement or disclosure that is reasonable in the context of the applicable financial reporting framework.

Jeffrey Foss, Director of Finance/Treasurer

Going concern:

- 9) We have provided you with all information relevant to the use of the going concern assumption in the financial statements.
- 10) We confirm that we are not aware of material uncertainties related to events or conditions that may cast significant doubt upon the Entity's ability to continue as a going concern.

Daniel Burke, Manager of Finance

Commitments:

- 11) We have reviewed outstanding contracts and provided you with all relevant information. We confirm based on current information that there are no material commitments to disclose.

Misstatements:

- 12) The effects of the uncorrected misstatements described in [Attachment II](#) are immaterial, both individually and in the aggregate, to the financial statements as a whole.
- 13) We approve the corrected misstatements as described in [Attachment II](#).

cc: Finance and Administration Committee

Non-SEC registrants or non-reporting issuers:

- 14) We confirm that the Entity is not a Canadian reporting issuer (as defined under any applicable Canadian securities act) and is not a United States Securities and Exchange Commission ("SEC") Issuer (as defined by the Sarbanes-Oxley Act of 2002).
- 15) We also confirm that the financial statements of the Entity will not be included in the group financial statements of a Canadian reporting issuer audited by KPMG or an SEC Issuer audited by any member of the KPMG organization.



Appendix 1b: Management representation letter (continued)

Attachment I – Definitions

Materiality

Certain representations in this letter are described as being limited to matters that are material.

Information is material if omitting, misstating or obscuring it could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

Judgments about materiality are made in light of surrounding circumstances, and are affected by perception of the needs of, or the characteristics of, the users of the financial statements and, the size or nature of a misstatement, or a combination of both while also considering the entity's own circumstances.

Fraud & error

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorization.

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Attachment II – Summary of Audit Misstatements Schedules

Summary of Uncorrected Audit Misstatements:

Description	Statement of Financial Position effect ¹			Statement of Operations effect ¹
	Assets \$	Liabilities \$	Accumulated Surplus \$	
Dr. Government grants	–	–	1,946,329	1,946,329
Cr. Accumulated surplus	–	–	(1,946,329)	–
To record the uncorrected difference related to the recognition of Safe Restart funding that was inappropriately deferred at December 31, 2021 and recognized as revenue in fiscal 2022.				
TOTAL UNCORRECTED AUDIT MISSTATEMENTS	–	–	–	1,946,329

Summary of Corrected Audit Misstatements:

Description	Statement of Financial Position effect ²			Statement of Operations effect ¹
	Assets \$	Liabilities \$	Accumulated Surplus \$	
Dr. Accounts receivable: federal government	234,361	–	–	–
Dr. Accounts receivable: provincial government	544,960	–	–	–
Dr. Accounts receivable: municipalities	254,503	–	–	–
Cr. Accounts payable and accrued liabilities	–	(1,033,824)	–	–
To present government transfers receivable and payable on a gross basis.				
TOTAL CORRECTED AUDIT MISSTATEMENTS	1,033,824	(1,033,824)	–	–



Appendix 2: Technology – Continuous improvement powered by transformation

Our investment: \$5B

We are in the midst of a five-year investment to develop our people, digital capabilities, and advanced technology.

Responsive delivery model

Tailored to you to drive impactful outcomes around the quality and effectiveness of our audits.

Result: A better experience

Enhanced quality, reduced disruption, increased focus on areas of higher risk, and deeper insights into your business.





Appendix 2: Technology - KPMG Clara - Bringing the audit to one place



Streamlined client experience

And deeper insights into your business, translating to a better audit experience.



Secure

A secure client portal provides centralized, efficient coordination with your audit team.



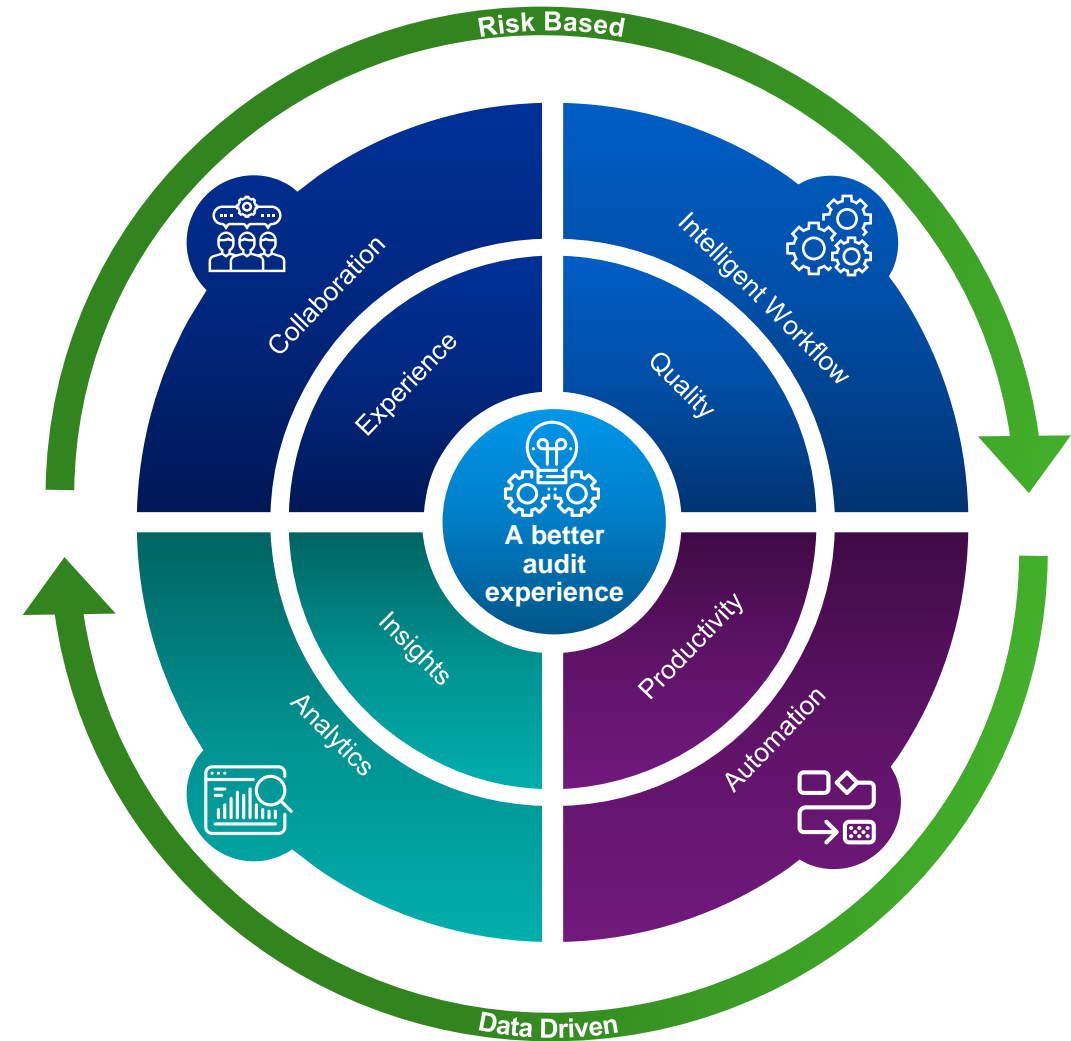
Intelligent workflow

An intelligent workflow guides audit teams through the audit.



Increased precision

Advanced data analytics and automation facilitate a risk-based audit approach, increasing precision and reducing your burden.





Appendix 3: Future accounting pronouncements

Asset retirement obligations (“AROs”)

Effective date

December 31, 2023

Summary and implications

- The new standard addresses the recognition, measurement, presentation and disclosure of legal obligations associated with retirement of tangible capital assets in productive use. Retirement costs will be recognized as an integral cost of owning and operating tangible capital assets.
- The ARO standard will require the public sector entity to record a liability related to future costs of any legal obligations to be incurred upon retirement of any controlled tangible capital assets (“TCA”). As a result of the new standard, the public sector entity will:
 - Consider how the additional liability will impact net financial assets.
 - Carefully review legal agreements, senior government directives and legislation in relation to all controlled TCA to determine if any legal obligations exist with respect to asset retirements.

Financial instruments & foreign currency translation

Effective date

December 31, 2023

Summary and implications

- Equity instruments quoted in an active market and free-standing derivatives are to be carried at fair value. All other financial instruments, including bonds, can be carried at cost or fair value depending on the public sector entity's choice and this choice must be made on initial recognition of the financial instrument and is irrevocable.
- Hedge accounting is not permitted.
- A new statement, the Statement of Remeasurement Gains and Losses, will be included in the financial statements. Unrealized gains and losses incurred on fair value accounted financial instruments will be presented in this statement. Realized gains and losses will continue to be presented in the statement of operations.
- PS 3450 *Financial Instruments* was amended subsequent to its initial release to include various federal government narrow-scope amendments.



Appendix 3: Future accounting pronouncements (continued)

Revenue

Effective date

December 31, 2024

Summary and implications

- The new standard establishes a single framework to categorize revenues to enhance the consistency of revenue recognition and its measurement.
- The standard notes that in the case of revenues arising from an exchange transaction, a public sector entity must ensure the recognition of revenue aligns with the satisfaction of related performance obligations.
- The standard notes that unilateral revenue arises when no performance obligations are present, and recognition occurs when there is authority to record the revenue and an event has happened that gives the public sector entity the right to the revenue.

Effective date

December 31, 2024

Summary and implications

- PSAB has introduced Section PS3160, which includes new requirements for the recognition, measurement and classification of infrastructure procured through a public private partnership. The standard may be applied retroactively or prospectively.
- The standard notes that recognition of infrastructure by the public sector entity would occur when it controls the purpose and use of the infrastructure, when it controls access and the price, if any, charged for use, and it controls any significant interest accumulated in the infrastructure when the P3 ends.
- The public sector entity recognizes a liability when it needs to pay cash or non-cash consideration to the private sector partner for the infrastructure.

Effective date

December 31, 2024

Summary and implications

- The guideline allows public sector entities to recognize intangibles purchased through an exchange transaction. The definition of an asset, the general recognition criteria and GAAP hierarchy are used to account for purchased intangibles.
- Narrow scope amendments were made to *PS 1000 Financial statement concepts* to remove the prohibition to recognize purchased intangibles and to *PS 1201 Financial statement presentation* to remove the requirement to disclose purchased intangibles not recognized.
- The guideline can be applied retroactively or prospectively.

Purchased intangibles



Appendix 3: Future accounting pronouncements (continued)

Asset Retirement Obligations (ARO's): key audit risks

1

Do you have **completeness** of ARO's on your financial statements, particularly in terms of assets identified as in-scope?

2

Have you determined **measurement** of ARO's based on reliable data and costing models?

3

Have you correctly applied an appropriate **transition method**?

4

Do you have adequate **documentation** of your process and audit working papers enabling auditability?



Appendix 3: Future accounting pronouncements (continued)

Asset retirement obligations: implementation project

Project planning

- Project team is cross-functional and includes Finance and non-Finance personnel.
- Sufficient personnel resources are available for the implementation project.
- Where required, external experts have been engaged.
- The project plan identifies who is responsible for each project task.
- Project timelines are reasonable.
- Auditor involvement has been scheduled at each significant project milestone.
- Asset retirement obligations policy has been drafted.
- Recurring project updates are provided to the Audit Committee or other governance body to engage them in the implementation process.

Scoping

- The tangible capital assets listing reconciles to the audited financial statements.
- Agreements (e.g. leases, statutory rights of way, etc.) have been reviewed for potential legal obligations.
- Productive and non-productive assets have been included in the scoping analysis.
- Assets with similar characteristics and risks have been grouped together in the scoping analysis.
- All relevant legal acts, regulations, guidelines, etc. have been identified.
- Relevant internal stakeholders have been interviewed to obtain information about potential retirement obligations.

Measurement

- Cost information is relevant and reliable.
- Only costs directly attributable to legally required retirement activities have been included in the liability.
- If applicable, the discount rate is consistent with the risks and timelines inherent in the cash flows.
- If discounting is applied, it is based on reliable information to inform the timing of future cash flows.
- Asset retirement obligations have been linked to specific tangible capital assets.
- The useful life of the tangible capital asset remain appropriate and are consistent with estimated asset retirement date.
- The transition method selected is appropriate based on the measurement information available.
- Calculations are mathematically accurate.

Financial reporting

- Financial statements have been mocked up to include asset retirement obligations.
- Note disclosures, including significant accounting policies, have been drafted.
- Documentation prepared during the project has been reviewed to ensure it is accurate and complete.
- Plans have been implemented for the annual post-implementation review and update of the asset retirement obligation liability.



Appendix 3: Future accounting pronouncements (continued)

Asset retirement obligations: implementation milestones

PHASE 1

Step 1:

Development of a PS3280 compliant policy. Include a definition for in-scope assets, productive and non-productive assets, and document known sources of legal obligations (such as regulations and contracts) as well as key roles and responsibilities for retirement obligation identification, measurement and reporting.

Step 2:

Identification of TCA/sites inventory. Develop an inventory of potential in-scope assets or sites based on existing TCA listings, and inventories used for PS3260 contaminated sites. Reconcile the listing of TCA items to the audited financial statements. Assess in-scope assets against PS3280 recognition criteria.

Milestone – KPMG Audit Team review of PS3280 policy, asset listings, and in-scope assets

PHASE 2

Step 3:

Measure the estimated liability. Assess available information, and consider the need for additional environmental assessment of any sites. Document key assumptions and variables, and selection of transition method. Determine if discounting will be applied for any assets. Consider impacts on useful life assumptions for in-scope assets. Document measurement methodology and range of estimate for in-scope assets.

Milestone – KPMG Audit Team review of measurement methodology and range of estimates

Step 4:

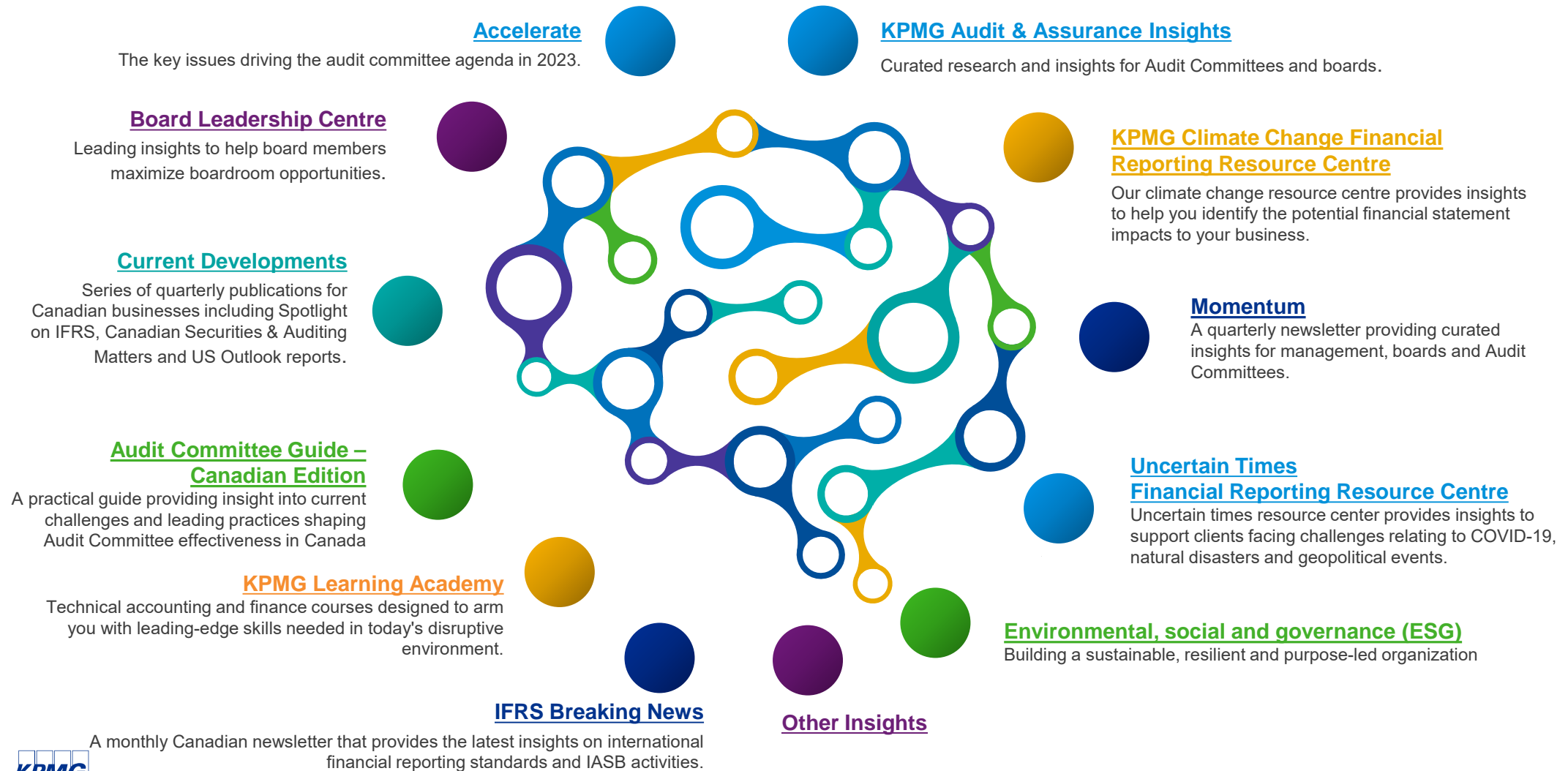
Reporting. Prepare a library of documentation and assumptions supporting each retirement obligation for audit purposes, and comprehensive documentation of the process followed for implementation. Prepare template financial statements and related note disclosure for 2023 year end.

Milestone – KPMG Audit Team review of working papers and template financial statements



Appendix 4: Audit and assurance insights

Our latest thinking on the issues that matter most to Audit Committees, Board of Directors and Management.





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COUNTY OF RENFREW

BY-LAW NUMBER 82-23

EMPLOYMENT BY-LAW # 1 FOR COUNTY OFFICERS AND STAFF

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

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

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

ARTICLE 1 - INSURANCE AND HEALTH BENEFITS

PART A - Full-Time Employees

1. Pension

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

2. Life Insurance

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

3. Extended Health Care

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

4. Dental Plan

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

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

5. Health Care Spending Account

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

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

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

7. Early Retiree Benefit

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

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

ARTICLE 2 - PAID HOLIDAYS

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

ARTICLE 3 - OTHER ALLOWANCES

1. Mileage Allowance

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

2. Meals, Gratuities and Incidental Expenses

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

3. Safety Footwear Allowance

- (a) Employees who are required by nature of their job to wear safety footwear on a regular daily basis shall be provided the following annual allowance:
Effective January 1, 2017: Full-time - \$275.00 per annum
Part-time - \$137.50 per annum
- (b) Employees who are required by nature of their job to wear safety footwear on an occasional basis will be provided with the above allowance once every three years.

ARTICLE 4 - RATES OF PAY

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

ARTICLE 5 - ADJUSTMENT DATE

The next adjustment date shall be January 1, 2024 or earlier as deemed appropriate by Council.

ARTICLE 6 - ENFORCEMENT AND GENERAL

1. Matters pertaining to working conditions and employment are also set out in the Corporate Policies and Procedures Manual. The manual should be referred to for additional information about the employment conditions contained in this by-law.
2. Any other amendments to this By-law shall be recommended by the Finance and Administration Committee to County Council in the form of a replacement By-law.
3. This By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
4. By-law 35-23 is hereby repealed.
5. This By-law shall come into force and be effective January 1, 2023 except where otherwise noted.

READ a first time this 28th day of June, 2023.

READ a second time this 28th day of June, 2023.

READ a third time and finally passed this 28th day of June, 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

County of Renfrew Non-Union Staff Salary Grid
Schedule "A"
Effective: January 1, 2023

Group	Step 1	Step 2	Step 3	Step 4	Step 5 Job Rate	Merit
1	23.36	24.07	24.80	25.54	26.31	1,274.00
2	24.54	25.29	26.04	26.82	27.63	1,483.00
3	29.05	29.92	30.82	31.75	32.70	1,700.00
4	30.57	31.48	32.43	33.39	34.40	1,900.00
5	33.50	34.51	35.55	36.62	37.72	2,122.00
6	36.83	37.93	39.08	40.25	41.45	2,333.00
7	40.21	41.41	42.66	43.93	45.26	2,549.00
8	44.74	46.08	47.46	48.88	50.35	2,759.00
9	50.97	52.50	54.07	55.69	57.36	3,024.00
10	53.35	54.95	56.59	58.29	60.05	3,291.00
11	56.91	58.61	60.36	62.17	64.04	3,557.00
12	60.39	62.21	64.08	65.99	67.98	3,824.00
13	64.44	66.37	68.36	70.42	72.53	4,082.00
14	68.86	70.93	73.05	75.25	77.51	4,349.00
15	73.28	75.47	77.73	80.07	82.47	4,618.00
16	76.45	78.74	81.11	83.54	86.04	4,829.00
17	79.61	82.00	84.46	87.00	89.60	5,045.00

Classification	Permanent Rate
Student (under 18)	14.60
Student (18 and over)	15.50
Lead Hand Premium	2.00
Grader Operator Premium	1.25
Shift Premium	0.85
Weekend	0.50
Commander Shift Premium	0.75

Revised: March 2023

County of Renfrew Staff Classifications and Salary Ranges

GROUP	HOURLY (\$)	POSITION	
1	23.36 – 26.31	<ul style="list-style-type: none"> Administration Clerk Data Entry Clerk 	<ul style="list-style-type: none"> Labourer
2	24.54 – 27.63	<ul style="list-style-type: none"> Administrative Assistant I Fundraising Coordinator 	<ul style="list-style-type: none"> Logistics Clerk Maintenance Person
3	29.05 – 32.70	<ul style="list-style-type: none"> Accounting Clerk I Administrative Assistant II Administrative and Business Support Assistant Court Service Specialist Customer Service Representative 	<ul style="list-style-type: none"> Economic Development Specialist Intake Coordinator Scheduling Clerk Sign Shop Fabricator
4	30.57 – 34.40	<ul style="list-style-type: none"> Administrative Assistant - Finance Data Analysis Coordinator Economic Development & Entrepreneurship Coordinator Inclusion Coordinator 	<ul style="list-style-type: none"> Licensed Home Visitor Tourism Industry Relations & Digital Marketing Coordinator Truck/Equipment Operator
5	33.50 – 37.72	<ul style="list-style-type: none"> Accounting Clerk I – Finance Administrative Assistant III Eligibility Coordinator Forestry Technician GIS Technician/Planning Technician 	<ul style="list-style-type: none"> Junior Planner/Land Division Secretary-Treasurer Media Relations and Social Media Coordinator Tourism Development Officer
6	36.83 – 41.45	<ul style="list-style-type: none"> Accounting Technician Assistant Food Services Supervisor Building Infrastructure Coordinator Civil Designer Community Housing Coordinator Engineering Technician GIS Coordinator 	<ul style="list-style-type: none"> Infrastructure Coordinator IT Technician Junior Planner Mechanic Ontario Works Agent Payroll Administrator Trails Coordinator
7	40.21 – 45.26	<ul style="list-style-type: none"> Capital Projects Coordinator Child Care & Early Years Supervisor Client Programs Supervisor Community Housing Supervisor Construction Supervisor County Planner Early Years Supervisor Executive Assistant/Deputy Clerk 	<ul style="list-style-type: none"> Human Resources Coordinator Infrastructure Technician Operations Coordinator Patrol Supervisor Small Business Advisor Social Worker Systems Analyst
8	44.74 – 50.35	<ul style="list-style-type: none"> Administration Supervisor Business Development Officer County Forester Dietitian Environmental Services Supervisor Food Services Supervisor 	<ul style="list-style-type: none"> Network Administrator Prosecutor Prosecutor (Bilingual) Senior Planner Supervisor, Ontario Works Supervisor, Technical Services

GROUP	HOURLY (\$)	POSITION	
9	50.97 – 57.36	<ul style="list-style-type: none"> Employee Health Coordinator Manager, Economic Development Services 	<ul style="list-style-type: none"> Manager, Provincial Offences Physiotherapist
10	53.35 – 60.05	<ul style="list-style-type: none"> Commander Manager, Child Care Services Manager, Finance Manager, Housing and Homelessness 	<ul style="list-style-type: none"> Manager, Human Resources Manager, Information Technology Manager, Ontario Works Manager, Real Estate Resident Care Coordinator
11	56.91 – 64.04	<ul style="list-style-type: none"> Manager, Capital Works Manager, Operations 	<ul style="list-style-type: none"> Manager, Planning Services
12	60.39 – 67.98	<ul style="list-style-type: none"> Deputy Chief Clinical Programs Deputy Chief Operations 	<ul style="list-style-type: none"> Director of Care
13	64.44 – 72.53	<ul style="list-style-type: none"> Nurse Practitioner 	
14	68.86 – 77.51		
15	73.28 – 82.47	<ul style="list-style-type: none"> Administrator, Bonnechere Manor 	
16	76.45 – 86.04		
17	79.61 – 89.60	<ul style="list-style-type: none"> Director, Corporate Services Director, Development & Property Director, Emergency Services /Chief Paramedic Services 	<ul style="list-style-type: none"> Director, Long Term Care Director, Public Works & Engineering Director, Community Services

Revised: June 2023

Notice of Motion

Housing and Homelessness

WHEREAS rural areas of Ontario, including the County of Renfrew, are not immune to experiencing the effects of the the housing and homelessness crisis undermining a healthy and prosperous Ontario;

AND WHEREAS the housing and homelessness crisis requires a range of solutions, including social supports, investment in housing infrastructure and renewal of existing community housing infrastructure;

AND WHEREAS the housing and homelessness crisis is a result of limited action from successive provincial governments who have not invested nearly enough to renew and build the housing and social services infrastructure and programs required to support those in need;

AND WHEREAS the local government responsible for community housing in our region, the County of Renfrew and the City of Pembroke, who form the Renfrew County Housing Corporation, have increasingly limited resources to tackle the burden of renewing an aged housing stock and increasingly challenging occupancy issues;

AND WHEREAS the funding that the Province of Ontario and the Government of Canada does not allow for long-term financial planning and asset renewal, nor does it appropriately fund, or allow for planning of new construction;

AND WHEREAS there are currently 1,355 people on the waitlist for a place to call home within the Renfrew County Housing Corporation, with an average of a 5 to 7 year wait;

AND WHEREAS the County of Renfrew supports and endorses the Eastern Ontario Wardens' Caucus' plan to increase housing supply through their regional housing plan referred to as "7 in 7";

THEREFORE, BE IT RESOLVED THAT the County of Renfrew endorses the Association of Municipalities of Ontario (AMO) Call to Action on Housing and Homelessness;

THEREFORE, BE IT RESOLVED THAT the County of Renfrew endorses the Federation of Northern Ontario Municipalities (FONOM) resolution on increased funding for housing from the Federal Government;

THEREFORE, BE IT RESOLVED THAT the County of Renfrew calls upon the Province of Ontario:

- a) to acknowledge that homelessness and housing affordability in Ontario is a social, economic, and health crisis;
- b) to commit to ending homelessness in Ontario;
- c) to provide adequate, predictable, and sustainable housing infrastructure renewal funding;

THEREFORE, BE IT RESOLVED THAT the County of Renfrew calls upon the Government of Canada and Province of Ontario to ensure that application-based funding that is made available to address the province's Housing Supply Action Plan and Canada's National Housing Strategy is applicable to local governments, partnerships, and non-profits, and provides the necessary application time period to allow for appropriate community consultation and engagement;

FURTHER BE IT RESOLVED THAT a copy of this resolution be sent to the Right Honourable Justin Trudeau, Prime Minister of Canada; the Honourable Ahmed Hussen, Minister of Housing, Diversity and Inclusion; Honourable Doug Ford, Premier of Ontario; Honourable Steve Clark, Minister of Municipal Affairs and Housing; Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke, John Yakabuski, MPP, Renfrew-Nipissing-Pembroke; Association of Municipalities Ontario; Eastern Ontario Wardens' Caucus; City of Pembroke; and Renfrew County Municipalities.

<https://www.amo.on.ca/advocacy/health-human-services/call-action-housing-and-homelessness>

To: Prime Minister Justin Trudeau

From: FONOM Board

Date: June 15, 2023

Subject: Lobbying for more Housing Dollars from Federal Government

WHEREAS the Federal and Provincial Governments need to support their most vulnerable households, the ones who are or are at risk of becoming homeless. Overall, housing and services for low-income, vulnerable, or marginalized people should be a primary consideration moving forward so we help those who need it the most.

WHEREAS the **Federation of Northern Ontario Municipalities (FONOM)** understands every community across Ontario is impacted by a need for affordable housing and support for people at risk of homelessness. Municipal governments are working in collaboration with all orders of government to invest in permanent solutions to the housing and homelessness crisis in Ontario.

WHEREAS the Federation of Northern Ontario Municipalities understands that the Federal **National Housing Strategy** allocation formula to provinces and territories for jointly funded housing initiatives, roughly follows their share of the national population. This approach leaves Ontario underfunded because, as per the 2021 Census figures, the number of Ontario households in **Community Housing Network** as a share of the national total is 44.1 percent, which is well above the provincial share of the national population at 38.5 percent. This is also by far the highest share of national **Community Housing Network** relative to every other province and territories.

WHEREAS receiving a by-population allocation from the federal government hampers Ontario's ability to reach more of those households in need that require assistance with housing.

WHEREAS the lack of ongoing federal operating funding for **National Housing Strategy** initiatives leads to significant underfunding for subsidized housing projects and can undermine the physical and financial viability of the community housing stock.

WHEREAS a similar situation occurs with federal homelessness funding to Ontario through **Reaching Home**, where the share allocated to Ontario is also below the provincial share of **Community Housing Network** nationally.

WHEREAS there is an inequitable distribution of **Reaching Home** funding in Ontario as only 25 of 47 Service Managers have designated communities receiving funding under the program, despite the prevalence of need across the entire Province.

WHEREAS the Federation of Northern Ontario Municipalities understand the federal government takes the position that its role is to provide capital funding while Provinces and Territories are to fund operating expenses, but this approach does not create an equitable sharing of the burden of funding long-term operating costs, which continue for the life of a project.

WHEREAS taken altogether, the underfunding to Ontario for housing and homelessness relative to its share of national **Canadian Housing Network** amounts to approximately \$480 million over the term of the Federal **National Housing Strategy**.

WHEREAS the federal government previously provided leadership in ensuring the long-term financial and physical viability of the social housing stock under the **Social Housing Agreement** for several decades through federal social housing operating agreements that provided funding for both mortgages and operating costs.

WHEREAS without some flexibility on the part of the federal government, Ontario and its municipalities will be poorly positioned to take advantage of this funding, and this will turn into a significant missed opportunity, leading to a further deterioration in the long-term physical and financial sustainability of the community housing stock.

THEREFORE, BE IT RESOLVED, the Federation of Northern Ontario Municipalities also supports the provincial ask for federal operating funding for **National Housing Strategy** initiatives.

THEREFORE, BE IT RESOLVED the Federation of Northern Ontario Municipalities would appreciate the federal effort to repurpose this funding quickly from the main **National Housing Co-Investment Fund** program line, Service Managers across the province have indicated their challenges with meeting the terms of the federal proposal, particularly as they relate to cost matching and meeting the requirements for greenhouse gas emissions, energy efficiency and accessibility.

THEREFORE, BE IT RESOLVED that the Federation of Northern Ontario Municipalities would like need-driven indicators incorporated into the funding allocation formulas for all federal programs.

THEREFORE, BE IT RESOLVED the Federation of Northern Ontario Municipalities appreciates the federal government's commitment to end chronic homelessness and wishes this to be inclusive across all areas of our province by expanding Reaching Home funding to all Service Managers.

THEREFORE, BE IT RESOLVED, the Federation of Northern Ontario Municipalities also supports the provincial position in relation to the provinces and territories **Repair Fund** under the **National Housing Co-Investment Fund**

THEREFORE, BE IT RESOLVED, the Federation of Northern Ontario Municipalities supports the Province of Ontario position on the application-based \$4 billion federal **Housing Accelerator Fund**. We wish to emphasize the importance of providing municipalities with maximum support in preparing applications to the HAF, understanding that some rural and northern municipalities may face capacity challenges in applying to this program on the anticipated tight timelines.

THEREFORE, BE IT RESOLVED, the Federation of Northern Ontario Municipalities wish to request that **Canadian Mortgage and Housing Corporation** consider actions taken by municipalities under the province's **Housing Supply Action Plans** into account when assessing municipal applications, recognizing that these initiatives have the potential to significantly increase the supply of housing in our communities.

THEREFORE, BE IT RESOLVED, the Federation of Northern Ontario Municipalities believes the lack of ongoing federal operating funding for **National Housing Strategy** initiatives leads to significant underfunding for subsidized housing projects and can undermine the physical and financial viability of the community housing stock.

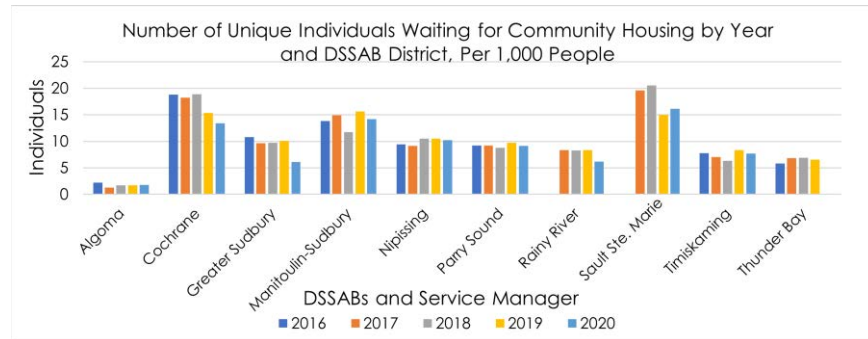
THEREFORE, BE IT RESOLVED, the Federation of Northern Ontario Municipalities believe the federal government should heed the precedent of the **Social Housing Agreement** and recommit itself to funding operating costs that often stretch out over decades for the lifetime of a housing project. As an example, the **Rapid Housing Initiative's** 20-year affordability requirement and lack of federal operating dollars will very likely result in housing providers asking Service Managers and the provincial government to fund operating expenses to ensure the long-term affordability of units given housing providers' limited revenue-raising capacity.

THEREFORE, BE IT RESOLVED This lack of ongoing federal operating funding for **National Housing Strategy** initiatives leads to significant underfunding for subsidized housing projects and can undermine the physical and financial viability of the community housing stock.

THEREFORE, BE IT RESOLVED, FONOM urges the Federal Government provide additional funding for Ontario so that we can deal with our shortages of safe and affordable housing and at the same time build safer and healthier communities for all our residents.

FURTHER IT BE RESOLVED THAT a Copy of the Resolution be forward to the individuals listed below for consideration and support, Prime Minister Trudeau, Minister Ahmed Hussen, Northern MPs, Premier Ford, Minister Clark, Northern MPPs, Members of Provincial Legislation, Leaders of the Federal and Provincial Opposition Parties, the Association of Municipalities of Ontario (AMO).

¹ More than Just a Number: Addressing the Homelessness, Addiction, and Mental Health Crisis in the North – page 15 - August 2022



Source: Author's calculations from direct outreach to DSSABs and the City of Greater Sudbury, and Statistics Canada Census Division Population Projections for the corresponding years.

Notice of Motion

OHIP Coverage for Chronic Pain Treatments

RESOLUTION NO. H-CC-23-06-63

Moved by Chair

Seconded by Committee

WHEREAS the use of opioid drugs has reached a crisis in Ontario;

AND WHEREAS the Ontario Health Insurance Plan (OHIP) is proposing to reduce coverage for several vital healthcare services, including a drastic reduction in the number and frequency of nerve block injections a patient can receive;

AND WHEREAS this change will force many patients, looking for pain relief, to turn to over-crowded emergency rooms, opioid prescriptions from doctors or opioid street drugs.

THEREFORE, the County of Renfrew supports the National Chronic Pain Society in its request that the Government of Ontario maintain OHIP coverage for chronic pain treatments and continue to provide much needed care for the people of Ontario.

Background

At the June 14, 2023 Health Committee meeting, correspondence was received from the National Chronic Pain Society, (attached as Appendix VI, dated May 2023) asking for assistance to help patients suffering from chronic pain and becoming addicted to opioids. The Society was requesting that municipal councils pass a motion requesting that the Government of Ontario maintain OHIP coverage for chronic pain treatments and continue to provide much-needed care for the people of Ontario.

Attached as Appendix VII is additional supporting material provided by the National Chronic Pain Society addressing Council's request. Further information can be found at:

[Pain Management - Best Practices Inter-Agency Task Force Report](#) and

[Working Together to Better Understand, Prevent, and Manage Chronic Pain](#)

COUNTY OF RENFREW

BY-LAW NUMBER 104-23

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL
OF THE COUNTY OF RENFREW AT THE MEETING HELD
ON JUNE 28, 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 28th day of June 2023.

READ a second time this 28th day of June 2023.

READ a third time and finally passed this 28th day of June 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK