



## COUNTY COUNCIL

10:00 A.M., WEDNESDAY, OCTOBER 25, 2023

### AGENDA

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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 September 27, 2023.
8. Warden's Address.
9. Delegations:
  - a) 10:15 a.m. – Jamie Bramburger, Manager Community and Student Affairs, Sarah Hall, Dean, Algonquin College  
RE: Algonquin College Update
  - b) 10:30 a.m. Colonel Jason C Guiney, Canadian Armed Forces  
RE: Garrison Petawawa Update
  - c) 10:45 a.m. – Mayor Ron Gervais, Councillor Patricia Lafreniere and Councillor Troy Purcell, City of Pembroke  
RE: Homelessness/Warming Centre
10. Correspondence.
11. Committee Reports:

11:00 a.m. – 11:10 a.m.	a)	Health Committee	28
11:10 a.m. – 11:20 a.m.	b)	Operations Committee	34
11:20 a.m. – 11:30 a.m.	c)	Community Services Committee	83
11:30 a.m. – 11:40 a.m.	d)	Development & Property Committee	227
11:40 a.m. – 11:50 a.m.	e)	Finance & Administration Committee	243
12. 11:50 a.m. – Closed Meeting – pursuant to Section 239 of the Municipal Act, 2001, as amended for the purpose of:
  - a) To discuss the security of the property of the municipality – Renfrew County Housing Corporation Update.

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13. By-laws:
    - a) By-law 127-23 – A By-law to Authorize the Designation of a Community Safety Zone.
    - b) By-law 128-23 - A By-Law for the Execution of Contract PWC-2023-61 for the Supply, Delivery, and Placement of Granular 'A' – Algonquin Trail
    - c) By-law 129-23 –A By-Law for the Execution of Contract PWO-2023-26 Supply and Delivery of Three Tandem Truck and Plow Units.
    - d) By-law 130-23 - A By-Law to Authorize the Warden and Clerk to Execute the Ontario Transfer Payment Agreement for the Canada-Ontario Community Housing Initiative (COCHI) and the Ontario Priorities Housing Initiative (OPHI) and the Canada-Ontario Housing Benefit (COHB) With His Majesty The King in Right Of Ontario as Represented by the Minister of Municipal Affairs and Housing
    - e) By-law 131-23 – A By-Law to Appoint an Acting Treasurer.
    - f) By-law 132-23 – A By-Law to Amend By-Law Number 4-08 Corporate Policies and Procedures for Tangible Capital Assets for the County of Renfrew.
    - g) By-law 133-23 – Employment By-Law #1 for County Office and Staff.
    - h) By-law 134-23 – A By-Law to Amend By-Law 63-03 Human Resources Corporate Policies and Procedures for the County of Renfrew.
  14. Written Reports from Representatives Appointed to External Boards
    - a) Association of Municipalities Ontario (AMO)
    - b) Chalk River Stewardship Council 333
    - c) Eastern Ontario Regional Network (EORN) 450
    - d) Federation of Canadian Municipalities (FCM)
    - e) Rural Ontario Municipal Association (ROMA). 451
  15. Notice of Motions.
  16. Members' Written Motions
    - a) Councillor Gary Serviss - Motion to Rescind, as per Section 65 of the procedural by-law, the decision made by Council with respect to the formula for the billing of the Fire Dispatch System. This motion is being made in light of new information that has become available to the Town of Petawawa. 452
  17. New Business
  18. Confirmatory By-law 135-23 - A By-law to Confirm the Proceedings of the Council of the County of Renfrew at the meeting held on October 25, 2023. 453
  19. Adjournment.
- NOTE:** Any submissions received from the public, either orally or in writing may become part of the public record/package.

# COUNTY OF RENFREW



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

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- Ordinary Session -

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County Council  
Pembroke, Ontario  
September 27, 2023

### GENERAL SESSION

The General Session of the Council of the Corporation of the County of Renfrew met at 10:06 a.m. on Wednesday, 27th, 2023.

The Warden, Peter Emon, presided.

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

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

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

Moved by Councillor Willmer

Seconded by Councillor Brose

THAT the minutes of August 27, 2023 be adopted as amended. CARRIED.

Councillor Donohue noted that he left the August 27, 2023, County Council meeting at 3:36 p.m., prior to the Written Reports from Representatives Appointed to External Boards, and returned at 3:39 p.m. and the minutes noted it was Councillor Doncaster, a friendly amendment was requested and agreed upon to amend the minutes to reflect the correct name.

Warden Emon addressed Council as follows:

**Members of County Council:**

During the month of September, I attended 12 meetings on County business.

I attended the Ontario East Municipal Conference from September 6<sup>th</sup> to 8<sup>th</sup> where the Director of Emergency Services and I provided a presentation on the history and importance of RC VTAC. On behalf of the Eastern Ontario Wardens' Caucus, I also presented an update on the 7 in 7 Regional Housing Plan.

Due to my attendance at OEMC, Deputy Warden Dan Lynch attended the Official Opening of the Science Collaboration Centre and the Annual OCNI Suppliers Day Banquet on Wednesday, September 6, on my behalf. The Science Collaboration Centre is a striking, world-class building on the Chalk River campus which will provide collaborative work spaces for CNL staff, visitors, and customers. The new facility is built with sustainability in mind and features mass timber construction, energy-efficient technology, and a modern and eye-catching design, not to mention, beautiful views of the Ottawa River and the surrounding landscape! This is all part of CNL's vision to become a truly sustainable national laboratory, providing a modern campus environment that draws the attention of the world to Chalk River.

On September 13, during Welcoming Week 2023, I attended the Canadian Citizenship Reaffirmation Ceremony at the Petawawa Civic Centre, along with Mayor Gary Serviss. Welcoming Week celebrates the spirit of unity, diversity, and the strong bond between Canada and its citizens.

Councillor Murphy and I attended the ROMA Board of Directors Meeting on September 15, 2023, and a report is forthcoming later in the agenda.

The Huron County Road Supervisors Association hosted the 28th Association of Ontario Supervisors (AORS) Provincial Safety Truck Rodeo on Wednesday, September 20th, 2023 at the Eastlink Arena in Clinton, Ontario. Lonnie Liedtke of Southwest Patrol placed 3rd.

The purpose of the AORS Provincial Safety Truck Rodeo is to showcase the expertise of the best municipal equipment operators in Ontario. The competitors are the winners of Rodeos in their Local Associations. They have already been successful in elimination rounds, and are among the best equipment operators across the province. The Rodeo promotes safety, courtesy and professional public works driving skills in a challenging competition.

The 16<sup>th</sup> Annual Warden's Golf Tournament was held on September 21, 2023, at Dragonfly Golf Links, with amazing weather and prizes. Thank you for all that supported the event through your sponsorship, donations, golfing, or volunteering. The proceeds from the event are going to the Support for All Fund – Renfrew County 2023 Ontario Winter Games Legacy Fund and the new Renfrew County Housing and Homelessness Fund. We raised \$4500.00.

The tournament would not be possible without the support of our sponsors:

Lunch sponsor – Emond Harnden Labour and Employment Law

Golf Cart sponsor – MIS Municipal Insurance Services

Hole sponsors –



- AirGate Connect to the Cloud
- Brawn Construction
- Greenwood Paving Pembroke Ltd.
- Irvcon Limited Roofing and Sheet Metal
- Jumec Construction
- Workzoom
- Jp2g

Prize sponsors –

- Best Western Pembroke Inn & Conference Centre
- CDW
- Dell Technologies
- Precision Textiles
- Algonquin Puzzle Company

Thank you for your generosity.

The County of Renfrew will be launching the annual Warden's Community Service Awards early next month with a call for nominations. These awards are a meaningful way to honour and thank Renfrew County residents for their community involvement and commitment. The awards are presented in three categories – individual, not-for-profit business, and for-profit business.

The nominations will be reviewed by a committee comprised of Chief Administrative Officer/Clerk Craig Kelley, one member of County Council and myself and are considered based on the criteria that defines how they contribute to the County of Renfrew's quality of life.

The awards will be presented at the November 29, 2023, session of County Council. Information will be forwarded to your municipalities and will be promoted through our communication channels.

National Day for Truth and Reconciliation is to be observed annually on September 30<sup>th</sup>. The day honours the children who never returned home and Survivors of residential schools, as well as their families and communities. Public commemoration of the tragic and painful history and ongoing impacts of residential schools is a vital component of the reconciliation process. To honour the day, the County of Renfrew will be gathering outside at the Noojimokamig Garden with Algonquin community members before our noon hour break.

On September 24, I attended the Joe Hirnschall 135<sup>th</sup> Farm Anniversary along with the Austrian Ambassador to Canada which was a great opportunity to meet her and the staff.

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

This concludes my address for this session of County Council.

Delegations were heard as follows:

- a) 10:15 a.m. – Jennifer Layman, Allan Wren, Peter Seeman, Artem Chaplynsky and Chris Gray, Senior Consultant, Grassroots Public Affairs were in attendance and Peter Seeman and Arem Chaplynsky overviewed a PowerPoint presentation on an

update on the Pembroke and Area Airport. Council engaged in discussion regarding the presence of the Airport in the County and the benefits to the local economy. They requested financial information and asset management plans of the airport in order to assist with support for funding applications.

- b) 11:06 a.m. - Jodi Bucholtz, Manager, Algonquin College, Eastern Ontario Immigrant Attraction and Retention Strategy overviewed a PowerPoint on the partnership between Renfrew and Lanark County and the local municipalities engaged in the successful pilot project strategy. Council discussed the barriers that immigrants face when they arrive and the efforts the society must make to be inclusive, including places to worship, housing accommodations, training and education, language and community integration.

Warden Emon thanked Ms. Bucholtz for the presentation and Council and staff proceeded to the Noojimokamig Garden.

- c) 11:52 a.m. – Aimee Bailey - Truth and Reconciliation Recognition Event. Ms. Bailey led Council and Staff through a traditional smudging and flag raising ceremony in recognition and reflection of Truth and Reconciliation.

The Meeting returned to session at 12:55 with all in attendance, including Councillor Giardini; Councillor Doncaster and Councillor Bennett were absent.

The CAO/Clerk noted that Correspondence received was forwarded to Council.

Moved by Councillor Donohue

Seconded by Councillor Mayville

BE IT RESOLVED THAT Council move into a closed meeting pursuant to Section 239 of the Municipal for the purpose of:

- a) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board; (Habitat for Humanity).
- b) a proposed or pending acquisition or disposition of land by the municipality or local board (Keys Public School, Deep River); (Town of Renfrew). 12:57 p.m. CARRIED.

Moved by Councillor Brose

Seconded by Councillor Watt

THAT this resume as an open session of County Council with Councillor Doncaster in attendance. Time: 1:31 p.m. CARRIED.

Councillor Dan Lynch, Member of the Operations Committee brought in and read the resolutions in the following report:

September 27, 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. Renfrew County Road Supervisors Association Roadeo**

The local Renfrew County Road Supervisors Association Roadeo was held in Petawawa on September 7, 2023 showcasing the talented operators that not only the County of Renfrew has, but all partner Municipalities are fortunate to have in their organizations. The top three out of forty-two contestants were County of Renfrew Operators. The top two, Ryan Fraser (Goshen Patrol) and Gerry Phanenhour (Southwest Patrol), represented the Renfrew County Road Supervisors Association at Clinton, Ontario in the provincial Roadeo on September 20, 2023.

### **4. Bridge Naming Policy**

The bridges and large culverts throughout the County of Renfrew, for the most part, are named after local landmarks, e.g., Ski Hill Bridge on County Road 58 (Round Lake Road), which is in reference to the community of Alice's downhill ski facility which is no longer in existence. Our Committee directed staff to develop a policy for the purpose of naming bridges within the County of Renfrew.

### **5. McMahon Road Culvert County Structure Assumption**

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, Township of Admaston/Bromley. The

culvert is not a County Structure; however, it does have a span of 3m. At the June meeting of County Council, Resolution OP-CC-23-06-77 was passed as follows:

“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.”

The design for McMahon Road Culvert has been completed by the County staff and shared with staff of the Township of Admaston/Bromley for approval to proceed. It is currently estimated that the overall replacement can be completed for less than \$200,000, including design and construction, which would be shared equally between the County and the Township. In an effort to expedite the project and realize savings, the County would proceed with replacement utilizing the County Day Labour Construction forces. As McMahon Road Culvert is in a failed state condition and requires replacement this year, our Committee directed staff to proceed with the replacement of the culvert under the 2023 Capital Budget in the estimated amount of \$100,000 for the County portion of the project costs.

## **BY-LAWS**

### **6. County Road 512 (Foymount Road) Road Widening**

#### **RESOLUTION NO. OP-CC-23-09-108**

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-law to acquire property described as part of Lot 26, Concession 14, Part 6 on Plan 49R-20186 in the geographic Township of Sebastopol, Township of Bonnechere Valley, from Andrew Leight and Sally Leight for the sum of Two Thousand Dollars (\$2,000); AND FURTHER THAT the property described be dedicated as part of the public highway upon registration of the transfer documents.

#### **Background**

In support of the reconstruction of County Road 512 (Foymount Road), the County entered into an Option to Purchase Agreement with the property owners following the finalization of their recent property purchase within the project limits. The road widening land to be transferred to the County of Renfrew is identified as part of Lot 26, Concession 14 in the Geographic Township of Sebastopol, Township of Bonnechere Valley and is described as Part 6 on Plan 49R-20193, which is attached as Appendix III.

All of which is respectfully submitted.

Glenn Doncaster, Chair

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

The Report was adopted as presented.

DRAFT

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

September 27, 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. Presentation – Role of the Community Paramedic**

Commander Amber Hultink and Heather Quinn, an Advanced Care Paramedic with Halton Region, discussed how Community Paramedics can support health care needs and community connections during a webinar hosted by Dying with Dignity Canada on Wednesday, September 20.

In 2018/19, Commander Hultink was seconded to the Canadian Foundation for Healthcare Improvement as the Canadian Paramedic Improvement Lead, to work on a pan-Canadian project to implement Paramedics Providing Palliative Care in seven (7) jurisdictions across Canada. She has brought this knowledge to serve residents in the County of Renfrew with optimal end of life care through the Palliative Program.

### **2 AMO Conference Long-Term Care Delegation – Case Mix Index Funding**

On August 21, 2023, The Warden, Health Committee Chair, Chief Administrative Officer, and Director of Long-Term Care (DLTC) attended a delegation with Ministry of Long-Term Care (LTC) Parliamentary Assistant, MPP John Jordan and LTC Assistant Deputy Minister, Jeff Butler. The opportunity was utilised to present a case to replace the current case mix index (CMI) funding model with a per bed funding model. Ministry representatives indicated an interest in re-examining the CMI model. An invitation was subsequently extended to the DLTC to participate in stream two of the Technical Advisory Sub-Group (TASG) with a focus on funding to support high-acuity residents.

Meeting bi-weekly, the focus will be on the following topics:

- A. Review how the LTC operating funding framework supports high-acuity residents, focusing particularly, on the CMI and High-Intensity Needs Fund (HINF).
- B. Explore opportunities to streamline the funding framework to better address the needs of residents with higher-than-average acuity levels.
- C. Consider the impact of new and existing programs supporting high-acuity residents (e.g., LTC Staffing Plan, Local Priorities Fund, Behavioural Supports Ontario), examine whether:

- Both CMI and HINF are effective components of the funding model:
- D. Develop recommendations to address identified challenges and opportunities.

## **RESOLUTIONS**

### **3. Mental Health, Addictions, and Homelessness Hub**

#### **RESOLUTION NO. H-CC-23-09-101**

Moved by Chair

Seconded by Committee

THAT Health Committee direct staff to draft a Terms of Reference and investigate funding options to create a mobile Health/Support Hub to present at the October Health Committee meeting for approval.

#### **Background**

Research shows that people experiencing mental health and addiction conditions are disproportionately affected by homelessness. While many factors can lead to homelessness, mental health plays a significant role—an estimated 25 to 50 percent of homeless people live with a mental health condition. Addressing this social crisis will require new ways of helping these critically vulnerable people. Health/support hubs are a way of providing outreach support to people experiencing mental health problems, addictions, and homelessness. With many services in one location, health/support hub models can help people by establishing immediate connections with appropriate services and supports. The Mental Health Commission of Canada claims that improved mental health care depends on providing access to the right combination of services, treatments and supports, when and where people need them.

### **4. Long-Term Care Homes Smoking Policy**

#### **RESOLUTION NO. H-CC-23-09-104**

Moved by Chair

Seconded by Committee

THAT County Council authorize Policy G-009 Smoking Regulations with a review date of March 1, 2023, for the County of Renfrew Long-Term Care Homes, Bonnechere Manor and Miramichi Lodge remain applicable for an additional six-month period.

#### **Background**

March 1, 2023, County Council supported the revision to the Long-Term Care Homes Policy G-009 Smoking Regulations, removing 'residents of Bonnechere Manor and Miramichi Lodge' from the policy, permitting residents to smoke on the property no closer than nine metres from the entrance to each Home, in compliance with the Smoke Free Ontario Act, 2017.

At the request of Committee and Council, the six-month review has resulted in lessening the resident safety risk for those that were leaving the property to smoke however, it has been noted that there are now new smokers seeking to use the designated smoking area.

Staff is requesting that the County of Renfrew Long-Term Care Homes Policy G-009 Smoking Regulations, remain applicable for an additional six-month period to further assess.

**5. Restorative Care Business Case – Bonnechere Manor**

**RESOLUTION NO. H-CC-23-09-105**

Moved by Chair

Seconded by Committee

THAT County Council approve the attached business case to support the Restorative Care staffing complement at Bonnechere Manor by increasing two (2) full-time Physiotherapy Assistant positions (2,080 hours x 2) from existing part-time hours effective October 22, 2023.

**Background**

The Physiotherapy Assistant (PTA) and Rehab Assistant play critical roles in ensuring residents remain active and mobile as part of the Home's interdisciplinary team. They deliver a variety of one-to-one physiotherapy treatments and small group exercise programs. They help to enhance residents' quality of life by ensuring they have the proper mobility equipment to ambulate, and the equipment needed to for falls prevention by maintaining this inventory. They are also responsible for the falls' prevention and documentation (RAI-MD) and attend resident care conferences.

Currently, the staffing complement is three (3) part time Rehab Assistant positions and three (3) part time Physiotherapy Assistant positions. By converting the part time hours into two (2) full time combined PTA/Rehab Assistant positions, the residents would benefit with consistent treatments, programming, and overall service. And as well, staff would be able to build stronger person-centred relationships aligning with the Butterfly Approach. Creating fulltime positions is consistent with several reports including the Provincial Long-Term Care Staffing Plan and the Long-Term Care COVID-19 Commission recommendation for increased full-time positions.

**6. Upgrade Advance Care Nurse Call System Phase Two & Three – Miramichi Lodge**

**RESOLUTION NO. H-CC-23-09-106**

Moved by Chair

Seconded by Committee

THAT County Council award the Nurse Call System Upgrade Phase Two and Phase Three projects as per the County of Renfrew GA-01 Procurement of Goods and Services Policy, Section 20.7 for the quoted price of \$175,308.72 excluding HST to Cintel Inc. / Wireless RNA Technology Inc. for KPI Software, Smart Report Module, 30 Corridor Displays and cabling and integration of Mitel Head End which was approved through the Miramichi Lodge 2023 Capital Budget.



## **Background**

The sum of \$200,000.00 was approved through the Miramichi Lodge 2023 Capital Budget for the Nurse Call System Upgrade Phase Two and Phase Three projects. Cintel Inc. / Wireless RNA Technology Inc. was the original installer and maintains the comprehensive contract for this equipment and provided a total project cost of \$175,308.72 excluding HST for KPI software smart report module \$11,522.25; 30 corridor displays and cabling \$98,920.20; and integration of Mitel Head End \$64,866.27.

Procurement of Goods and Services Policy GA-01, article 22.1 c) supports that “where only one source of supply would be acceptable and/or cost effective due to compatibility, or safety and liability concerns”, the requirement for competitive bid solicitation for goods, services and construction may be waived under the joint authority of the appropriate Director and the Chief Administrative Officer.

Corporate Policy GA-01, article 20.7 “awards emanating from a Request for Proposal that exceed \$150,000 require the approval of County Council.” Staff is seeking Committee’s recommendation to County Council to award this project to Cintel Inc. / Wireless RNA Technology Inc.

## **7. Emergency ERV #4 Heat Exchanger Recommendation – Miramichi Lodge**

### **RESOLUTION NO. H-CC-23-09-107**

Moved by Chair

Seconded by Committee

THAT County Council approve the reallocation of \$11,404 for the emergency repair to the energy recovery ventilation unit #4, from the \$25,000 previously approved in the 2023 Miramichi Lodge Budget for a study of the energy recovery ventilation rooftop system.

## **Background**

Miramichi Lodge has four Energy Recovery Ventilation (ERV) Rooftop units, each one providing tempered 100% fresh air to each resident home area for three stories of resident rooms. The ERV #4 has a cracked exchanger that heats the air when outside air temperatures are lower than the room setting, and this requires replacement before the season’s temperatures change.

As per Corporate Policy GA-01, Procurement of Goods and Services 17.0, purchases not exceeding \$15,000, shall include evidence that a minimum of two quotes were obtained with the Director having the decision authority. Quotes were received from Irvcon Ltd. \$11,404 and Valley Refrigeration Ltd. \$11,613.

## **BY LAWS**

### **8. Arnprior Regional Health/County of Renfrew Paramedic Service Agreement**

#### **RESOLUTION NO. H-CC-23-09-102**

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-Law authorizing the Warden and CAO/Clerk to sign a renewal of the Agreement between the County of Renfrew Paramedic Service and Arnprior Regional Health to deploy Paramedics in the Emergency Department.

#### **Background**

The County of Renfrew Paramedic Service and Arnprior Regional Health have been benefitting by the rotating roster of Paramedics working in the Arnprior Regional Health Emergency Department since late December 2022. The program has been well received by both Paramedics who are happy to provide support to a partner agency and emergency staff, for assistance to relieve emergency department pressures during surge periods and amid staffing shortages.

### **9. 2023/24 Virtual Care Programs – Virtual Triage and Assessment Centre Agreement**

#### **RESOLUTION NO. H-CC-23-09-112**

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-law to amend By Law 103-23, signed June 28, 2023, for an amended Agreement between the County of Renfrew, and Ontario Health for funding to support the Renfrew County Virtual Triage and Assessment Centre for the term April 1, 2023, and ending on March 31, 2024, ("Fiscal Year"), to include additional funding for physician compensation in the amount of \$1,316,250, for total of \$4,416,250.

#### **Background**

Attached is a letter from Elhan Roushani, Chief Financial Officer, Ontario Health, and Anna Greenberg, Chief Regional Officer, Ontario Health including the amended 2023/24 Virtual Triage & Assessment Centre Agreement and corresponding schedules. Instructions were included that the agreement be signed and returned to Ontario Health within two weeks of receipt of the letter. The amendment includes additional funding in the amount of \$1,316,250, to include physician compensation for administrative services, for a total amount of \$4,416,250.

There is strong evidence that virtual care can improve patient and caregiver experience by facilitating more convenient, timely, and equitable access to care. In addition, virtual care programs can be designed to improve other Quintuple Aim objectives, including improved patient and provider experience, efficiency, population health outcomes and advancing health equity. In most cases, virtual care is most effective when it complements in-person care in the context of established provider-patient relationships.

The Renfrew County Virtual Triage and Assessment Centre (RC VTAC) has been supporting residents of Renfrew County through an innovative, community-based, hybrid model of in-person and virtual care. The program focuses on respiratory care and other primary-care issues.

**10. Memorandum of Understanding between the County of Renfrew and the Petawawa Centennial Family Health Team (PCFHC)**

**RESOLUTION NO. H-CC-23-09-113**

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-law authorizing the Warden and CAO/Clerk to sign a Memorandum of Understanding between the County of Renfrew and the Petawawa Centennial Family Health Team (PCFHC) for administration of the Integrated Virtual Care (IVC) component of the VTAC program to provide attachment for previously unattached patients and provide physician services to the VTAC and IVC program.

**Background**

The purpose of the Memorandum of Understanding, attached as Appendix ES-VII, is to clarify the roles, responsibilities, mutual expectations of the County of Renfrew Paramedic Service with the PCFHC to enable the efficient and effective operations of the Integrated Virtual Care program and physician services. This MOU shall commence on July 1<sup>st</sup>, 2023, and be in effect until March 31, 2024, unless an extension is mutually agreed upon. This MOU may be terminated upon the mutual written agreement of the parties with the provision of 30 days notice.

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

The Report was adopted as presented.

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

September 27, 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. Economic Development Strategic Planning**

The Economic Development Division is collaborating with Renfrew County Community Futures Development Corporation (RCCFDC) to undertake a strategic planning exercise for the creation of a new three-year economic development strategic plan for the region.

This strategic planning partnership exercise provides the Economic Development Division with cost savings in consultant fees, while reducing redundancies in surveys, interviews, outreach and research with the local business and municipal sectors.

Working with McSweeney and Associates, the planning process began in September 2023 and will continue until February 2024 and will include the following components:

- A county-wide client/business/municipal survey to determine current needs/priority areas of focus,
- One-on-one interviews with community stakeholders,
- A facilitated session with key economic development, municipal and business partners to validate research findings, identify key strategic pillars and potential action priorities (Economic Development Summit in early December),
- A facilitated session with the RCCFDC's Board of Directors to validate strategic priorities and actions,
- A facilitated session with Renfrew County Council and economic development staff to validate strategic priorities and actions,
- Two individual plans (one for each organization) focused on actions, encompassing a three-year period,
- Presentation of County of Renfrew Economic Development Strategic Plan to Development and Property Committee (February 2024), and
- Presentation of RCCFDC Strategic Plan to RCCFDC Board of Directors.

## 2. **Tourism and Hospitality Employer Pulse Survey**

Tourism SkillsNet Ontario (TSNO) has launched its bi-annual [Tourism and Hospitality Employer Pulse](#) survey to gather data and insights in order to better understand businesses' key challenges and barriers, ongoing recovery efforts, as well as share best practices. The survey remains open until September 29, 2023.

The results will be reported in the fall issue of the [TSNO SkillsNet Ontario: Workforce Issues, Opportunities & Impact Quarterly Report](#).

## 3. **Travel Trade Familiarization Tours**

As part of the Ottawa Valley Tourist Association's (OVTA) travel trade efforts promoting La Route Champlain itinerary, two familiarization tours are scheduled/occurred highlighting various experiences and tourism operators along the route, including:

- [Salut Canada](#) (Francophone tourism portal) – Sept 6-9, 2023: OWL Rafting, Whitewater Inn and Valley Cycle Tours, Bonnechere Caves, Driftwood Provincial Park, Somewhere Inn Calabogie and The Nook Creperie.
- [Faszination](#) (German tour operator) – Oct 3-5, 2023: Somewhere Inn Calabogie, Eagle's Nest Calabogie, Bonnechere Caves and Spectacle Lake Lodge.

These two opportunities are a direct result of the OVTA's membership with Ontario's Highlands Tourism Organization's Travel Trade Partnership.

## 4. **Bridges to Better Business/Small Business Week**

Enterprise Renfrew County, in partnership with Renfrew County Community Futures Development Corporation, is hosting [Bridges to Better Business](#), a series of in-person and virtual workshops and training opportunities during Small Business Week in October.

The weeklong series includes:

- October 16, 2023: Topics include content calendar creation, Instagram playground and reels, and Canva; facilitated by Baker Consulting and Lotus City Media with lunch provided by Mackie's Golden Meals.  
Cost: \$28 +HST  
Location: In-person at 9 International Drive, Pembroke
- October 17, 2023: Topics include content calendar creation, Instagram playground and reels, and Canva. Facilitated by Baker Consulting and Madawaska Media with lunch provided by Nala's Kitchen.  
Cost: \$28 +HST  
Location: In-person at Murray Yantha Centre, McNab/Braeside

- October 18, 2023: The Storytelling Blueprint - How to tell your business story. Facilitated by Kevin Smith.  
Cost: FREE  
Location: Virtual
- October 19, 2023: Guest Smart - How to get media interviews. Facilitated by David Cohen.  
Cost: FREE  
Location: Virtual

To register follow Enterprise Renfrew County on social media or visit:

<https://forms.countyofrenfrew.on.ca/Invest/Enterprise-Renfrew-County/Bridges-to-Better-Business-Small-Business-Week>.

Enterprise Renfrew County gratefully acknowledges the support of the City of Pembroke, the Towns of Petawawa and Arnprior, the Townships of Laurentian Valley, McNab/Braeside and Greater Madawaska, and FedDev Ontario.

#### 5. **1030 Lea Street – New Build - Progress Report**

Progress continues as the first, second and third level walls and roofing are framed on the multi-unit affordable and supportive housing complex at the corner of Lea and Douglas Streets in Pembroke, Ontario. A [Zencity](#) webpage for the project, featuring construction updates, provides the viewer with a description of the project along with progress images.

The parking lot subgrade has been installed and prepped for a staging area for framing materials. To date all wood framing has been delivered to site outside of the roof trusses.

Authorized changes to date total \$94,564.38 with a revised construction value to date of \$3,209,244.11. Cost savings change order is still forthcoming with an approximate estimated value of \$30,000-\$40,000.

#### 6. **Prime Agriculture Mapping**

At the August 30, 2023 session of County Council there was a question regarding prime agricultural mapping. The areas designated as prime agricultural areas in the County of Renfrew Official Plan are identified in accordance with policies, guidelines and information from the Province through the Ministry of Municipal Affairs and Housing (MMAH) and the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA).

The County (and all local municipalities) are required to designate and protect areas that have been identified as meeting the classification for “prime agricultural areas” in

accordance with Section 2.3.1 of the Provincial Policy Statement (PPS). A “prime agricultural area” is defined as:

Prime agricultural area: means areas where prime agricultural lands predominate. This includes areas of prime agricultural lands (Class 1-3) and associated Canada Land Inventory Class 4 through 7 lands, and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture. Prime agricultural areas may be identified by the Ontario Ministry of Agriculture and Food using guidelines developed by the Province as amended from time to time. A prime agricultural area may also be identified through an alternative agricultural land evaluation system approved by the Province.

The County (and local municipal) Official Plan Agricultural designation includes areas that are not strictly class 1-3 soils, and may include wet or hazard areas not suitable for agricultural uses, or may include pockets of existing residential uses or other existing commercial/industrial/institutional uses. The policies of the PPS, (trickled down to local policy) significantly restrict “non-agricultural” uses from locating in these areas where prime agricultural lands predominate.

Over the past few years, the Province has updated policies to allow some flexibility for non-agricultural uses on farms as “on-farm diversified uses”, or “agricultural related uses”. The County Official Plan has already been updated to allow for these on-farm expanded uses but does not include new lot creation. Agriculture-related uses means those farm related commercial and industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct service to farm operations as an exclusive activity. On-farm diversified uses are small scale uses that are secondary to the principal use of the property and help support the farm. On-farm diversified uses include, but are not limited to, home occupations, home industries, agri-tourism uses, and uses that produce value-added agricultural products.

## **RESOLUTIONS**

### **7. Pembroke and Area Airport**

#### **RESOLUTION NO. DP-CC-23-09-103**

Moved by Chair

Seconded by Committee

THAT County Council approve County staff to work with the Pembroke and Area Airport Commission and their selected consultant to assist with their strategic economic development efforts and bring back a report to County Council.

**Background**

The Pembroke and Area Airport is operated by the six partner municipalities who are the Towns of Petawawa, Deep River, and Laurentian Hills, the Townships of Laurentian Valley and Whitewater Region and, the City of Pembroke. All partnering municipalities have members on the Pembroke and Area Airport Commission, as well as, Garrison Petawawa who is a non-voting member. Over the past several years, the Pembroke and Area Airport Commission has been fundraising to repave the airport runway and upgrade the lighting and there is now an opportunity to receive government funding. In light of this, the Pembroke and Area Airport Commission is looking for support from the County of Renfrew.

8. **Bonnechere Manor Seniors Village Concept – Public Private Partnership (P3)**

**RESOLUTION NO. DP-CC-23-09-107**

Moved by Chair

Seconded by Committee

THAT County Council direct staff to develop the concept of a modular seniors village at Bonnechere Manor, Town of Renfrew and bring back options, including funding, to Council for consideration; AND FURTHER THAT staff work with the Town of Renfrew on this concept.

**Background**

At the August meeting of the Development and Property Committee, staff were directed to review opportunities with housing providers on the use of County of Renfrew and Renfrew County Housing Corporation owned lands and bring back updates and considerations.

The availability of affordable housing is a critical concern affecting the well-being and prosperity of Renfrew County. There is an opportunity to engage in a collaborative effort with housing providers to utilize County of Renfrew owned lands for the development of affordable housing projects.

9. **Town of Deep River Affordable Housing Initiative**

**RESOLUTION NO. DP-CC-23-09-108**

Moved by Chair

Seconded by Committee

That the Development and Property Committee recommends to County Council to direct staff, in partnership with the Town of Deep River, to present and negotiate an offer to purchase the former Keys Public School property for the purpose of community and/or residential use.

**Background**

On May 16, 2023, staff were directed by Committee to send an Expression of Interest to the Renfrew County & District School Board for the possibility of partnering with the



Town of Deep River for the repurposing of the school located at 167 Brockhouse Way, Town of Deep River, for affordable housing initiatives.

On August 30, 2023 County Council passed a By-law to execute a Memorandum of Understanding between the County of Renfrew and the Town of Deep River on a shared opportunity to purchase the discontinued Keys Public School for a potential future housing initiative and community hub and share the costs of an appraisal.

On September 20, 2023 the Town of Deep River presented a confidential report to their Council with the following recommendation being approved in the open session:

***BE it that Council directs staff, in partnership with the County of Renfrew, to present and negotiate an offer to purchase for the former Keys school property for the purpose of community and/or residential use, and  
That a purchase agreement with the Renfrew County and District School Board, along with a joint ownership agreement with the County of Renfrew, be presented to Council for approval.***

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

The Report was adopted as presented.

Councillor Donohue suggested that future reference on Item #7 indicates that staff engage with the Pembroke and Area Airport Commission and their selected consultant to assist with their strategic economic development efforts and bring back a report to County Council.

Councillor Lynch suggested that consideration is given to the Arnprior Airport as well. The Warden advised that the Arnprior Airport consider providing a similar ask from Council to formalize their requests.

Councillor Nicholson added that the airport services across the County are considered with a wholesome approach and staff investigate how airports are typically funded.

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

September 27, 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. Retirement – Jeffrey Foss, Director of Corporate Services/Treasurer**

Jeffrey Foss, Director of Corporate Services/Treasurer provided notice of his retirement effective December 15, 2023. Jeff joined the County of Renfrew on November 9, 1998 and has over 25 years of providing sound financial advice to staff and elected. In 2021, Jeff lead the shift to a Corporate Services model, integrating many administration services into a unified department. We are all sure that he will miss budget workshops, as we know deep down these were his passion. He silently waited each meeting to don his glasses, leaping at every opportunity to address a calculation error, or to dig deep into the corporate memory. We would like to extend our thanks to Jeff for all his hard work and dedication over the years and we wish him health and happiness as he moves on to this next chapter in his life!

### **2. Retirement – Laura LePine, Director of Community Services**

Laura LePine, Director of Community Services, provided notice of her retirement effective January 12, 2024. Laura joined the County of Renfrew on October 13, 1998 and has been an integral part of the transformation of the department. Starting as an Employment Services Agent and working through the download of services to the County in the early 2000's, Laura has lead the charge. Becoming the Director in 2018, Laura lead her team through the human services integration at Renfrew County Place, and again at the Administration Building, after the extensive renovation that saw all Community Services divisions operate under one roof for the first time in County history. We will certainly miss Laura's passion for her job, the people that her department serves, and the good work that she's been responsible for in the community. We wish her all of the best as she embarks on a fabulous new career of devotion to her family and some great adventures.

### **3. Ontario East Municipal Conference**

The Ontario East Municipal Conference was held September 6-8, 2023 in Ottawa. Craig Kelley, Chief Administrative Officer/Clerk, attended along with Warden Peter Emon, and

alongside other members of Renfrew County staff. The conference was focused on local initiatives and innovation, and was well attended by many members of local municipal councils. The full agenda can be found here ([www.oemc.ca](http://www.oemc.ca)). The County of Renfrew was well represented as it presented to the attendees on the implementation and success of the Renfrew County Virtual Triage and Assessment Centre (RC VTAC) program, as well as engagement on the Regional Housing Initiative (7 in 7) as put forward by the Eastern Ontario Wardens' Caucus (EOWC), and a presentation on the wood basket and bio-economy in Eastern Ontario. Dates have been released for next year as September 11-13, 2024 and will return to the Ottawa Conference and Event Centre.

4. **2023 Tax Rates Summary**

Attached as Appendix I is a summary identifying the 2023 general use tax rates for municipalities within Renfrew County. The source of this data is the Online Property Tax Analysis (OPTA) system.

5. **2023 Taxable and PIL Levy by Levy Type**

Attached as Appendix II is a report created by multiplying the 2023 general use tax rates (above) by the 2023 assessment totals on the 2023 return roll and by our Council approved tax ratios. The source of this data is the Online Property Tax Analysis (OPTA) system using the general tax rate for upper and lower tiers, excluding any "special area rates" (street lights, etc.).

6. **2023 Levy Summary Report**

Attached as Appendix III is a chart that identifies the real budget impact on ratepayers in each municipality based on the tax rates adopted by each municipal council. The Online Property Tax Analysis (OPTA) system multiplies the adopted general tax rates by the Current Value Assessment (CVA) totals in each property class and then calculates the estimated taxation after applying the correct tax ratios. It calculates the levy change from 2022 to 2023 and then subtracts Weighted Current Value Assessment (CVA) Growth percentage to arrive at the "net budget impact" percentage for each municipality.

7. **Municipal Property Assessment Corporation (MPAC)**

Attached as Appendix IV is a Municipal Property Assessment Corporation (MPAC) Update advising that on August 16, 2023 the Ontario Government filed Regulation 261/23 under the *Assessment Act* to extend the current assessment cycle, and the valuation date of January 1, 2016, through to the end of the 2024 taxation year.

8. **News Release – Ministry of Health**

Attached as Appendix V is a News Release dated August 22, 2023 advising that the Province is returning to the 75/25 provincial/municipal funding model for public health agencies. The County of Renfrew met with Parliamentary Assistant Dawn Gallagher Murphy, Ministry of Health as a delegation at the August Association of Municipalities of Ontario (AMO) Annual Conference to, once again, raise our concerns about the 2019 decision to change the cost-share formula.

9. **Watson & Associates – Development Charges**

Mr. Byron Tan, Manager Municipal Finance, Watson & Associates, Economists Ltd. provided an overview of the Development Charges Study for the County of Renfrew at our August meetings of the Finance & Administration Committee and County Council.

At the August 30, 2023 session of County Council, staff were requested to distribute a copy of this study to each municipality, along with an invitation for them to submit any questions they may have by 4:00 p.m. on Friday, September 8, 2023.

Many municipalities indicated that they have yet to meet with their Council to discuss Development Charges, and given the importance of this issue, County staff will defer this Development Charges Question/Answer Summary until the October Finance & Administration Committee meeting to allow adequate time for all municipalities to provide their input.

**RESOLUTIONS**

10. **Service Delivery Review**

**RESOLUTION NO. FA-CC-23-09-79**

Moved by Chair

Seconded by Committee

THAT County Council approve that StrategyCorp Inc. be enlisted to provide an update to the 2020 Service Delivery Review, at an estimated quotation of \$30,555 (excluding HST), as a strategic review of the County's organizational structure; AND THAT funding for this initiative come from the Provision for Unallocated Funds.

**Background**

In 2020, StrategyCorp Inc. completed a very comprehensive service delivery review of the County of Renfrew, with several key themes and action items identified. Since that time, the administration team has acted upon several of the recommendations with varying levels of success. However, since that time, we have navigated a pandemic, recruitment and retention issues, and, more recently, a spate of retirements of key positions. In order to effectively move the County forward in a progressive manner, and to address some of the key identified priorities of council, it is prudent that a review be taken of the organizational structure in order to address how the administration will adapt to a different environment than existed in 2020.

It is anticipated that this review and possible recommendations, will assist the Chief Administrative Officer/Clerk navigate the “new normal”. The review will be inclusive of feedback from key personnel, including those departing, and with elected officials. Due to the work completed already, and the depth of knowledge StrategyCorp Inc. already has with our organization, they are best suited to complete this updated review.

11. **2024 Budget Schedule**

**RESOLUTION NO. FA-CC-23-09-81**

Moved by Chair

Seconded by Committee

THAT County Council approve the 2024 Budget Guideline with a 3% annual levy target increase.

Attached as Appendix VII is the 2024 budget schedule. This schedule provides a summary of the budget development process here at the County of Renfrew culminating in a two-day budget workshop on January 24 and 25, 2024.

At the request of the Warden during the 2023 Budget Workshop, staff have organized a special Council meeting for Thursday November 9, 2023 to present an update on the County’s Asset Management Plan including asset condition ratings, 10-year capital plans and the long-term financial plan. Staff advised the Committee they were preparing a status quo service level budget for 2024 until further information is presented at this November 9 meeting.

However, Committee discussed the 2024 Budget challenges and determined that a levy target increase of 3% should be established.

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

The Report was adopted as presented.

Moved by Councillor Weir

Seconded by Councillor Giardini

THAT the following By-laws be enacted and passed:

- a) By-law 122-23 - A By-law To Acquire Land County Road 512 (Foymount Road)
- b) By-law 123-23 - A By-law authorizing the Warden and CAO/Clerk to sign a renewal of the Agreement between the County of Renfrew Paramedic Service and Arnprior Regional Health to deploy Paramedics in the Emergency Department.
- c) By-law 124-23 – A By-law to amend By-law #103-23 for an Agreement Between the County of Renfrew and Ontario Health for Funding to Support the Renfrew County Virtual Triage and Assessment Centre for the term April 2, 2023 to March 31, 2024.
- d) By-law 125-23 - A By-law Authorizing a Memorandum of Understanding Between the County of Renfrew and Petawawa Centennial Family Health Centre for Administration of the Integrated Virtual Care Component of the Renfrew County Virtual Triage and Assessment Centre (RC VTAC) Program to take effect July 2023, and be in effect until March 31, 20234, Unless Extension is Mutually Agreed Upon.

CARRIED.

Councillor Donohue left the meeting at 2:10 p.m.

#### Reports from Representatives Appointed to External Boards

- a) Association of Municipalities Ontario (AMO)  
The Warden noted that he had two upcoming meetings and would be seeking clarification during those meetings on the revision of the new health funding model. He also spoke to mergers that may become non-voluntary. Council was asked to forward their questions or concerns on a regional nature to him prior to the next AMO Meeting in order for him to address during the AMO meeting.
- b) Chalk River Laboratories Environmental Stewardship Council  
Councillor Lynch provided an overview of his report, noting that a meeting was scheduled for September 29, 2023 and October 12, 2023.
- c) Eastern Ontario Regional Network (EORN)  
Councillor Murphy noted that her meeting was held on September 26, 2023 not allowing her the time to provide a written report for today's meeting.
- d) Federation of Canadian Municipalities (FCM)  
Councillor Doncaster noted that he has not compiled a Council report on the series of meetings that have occurred in the month of September. He noted that a resolution was passed in regards to advocate for volunteer fire departments to receiving a one third tax credit on remuneration.
- e) Rural Ontario Municipal Association (ROMA).  
Councillor Murphy and the Warden attended a strategic plan working session in Waterloo which will see the plan completed in December. She further elaborated

on the recent board meeting including an AMO policy update and initiatives that have been presented.

Councillor Jahn left the meeting at 2:15 p.m.

Councillor Donohue returned to the meeting at 2:18 p.m.

### **NOTICE OF MOTION**

Councillor Serviss advised that he will be bringing forward a motion at the next Council meeting to rescind as per s.65 of the Procedural By-law the decision of Council regarding the payment formula for the fire dispatch system due to new information that has come forward from both the Towns of Petawawa and Deep River. He elaborated that Garrison Petawawa and CNL, Deep River have their own fire dispatch system therefore requesting the weighted assessment to be reconsidered with accurate figures, excluding Garrison Petawawa and CNL Deep River.

Councillor Donohue questioned if the Procedural By-law addresses a notice of motion on an action of Council, suggesting that the motion be rescinded by the Councilor's that voted in the majority. He further suggested that the motion is brought back through committee with an accurate assessment figure and amended formula. Through discussion it was decided that the motion was not out of order.

The Warden requested that the item be further discussed at the next Finance and Administration Committee.

### **NEW BUSINESS**

Councillor Lynch commended staff for a job well done on the collaboration of the County and Arnprior staff completion of Daniel Street realignment. He also noted the Grove expansion, due to budget concerns, has been put on hold.

Warden Emon announced that he would be seeking re-election as the Chair of Warden and requested the support of Council.

Moved by Councillor Weir

Seconded by Councillor Grills

THAT By-law 126-23, being a By-law to Confirm the Proceedings of the Council of the County of Renfrew at the meeting held on September 27, 2023 be now numbered, deemed read three times and passed. CARRIED.

Moved by Councillor Murphy

Seconded by Councillor Donohue

THAT County Council adjourn. Time – 2:30 p.m. CARRIED.

October 25, 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. Mental Health, Addictions and Homelessness**

Committee reviewed the draft Terms of Reference, attached as Appendix I, for a proposed mobile Mental Health, Addictions and Homelessness Health Hub for Renfrew County. The Terms of Reference included an analysis of the current state of mental health, addictions, and homelessness in Renfrew County with further statistical information sought on opioid-related deaths and emergency department visits related to mental health and addictions. Next steps will be to collaborate with community partners to complete a needs analysis to design a program and test the methodology for community engagement.

### **2. Emergency Management Program Committee**

Every municipality must form a committee responsible for overseeing the development and implementation of its Emergency Management (EM) Program. The formation of a Municipal Emergency Management Program Committee (EMPC) is a key organizational step toward making the EM process more effective at the local level.

#### **Responsibilities of the Emergency Management Program Committee**

The EMPC's main responsibility is to oversee the development, implementation, and maintenance of the Municipal Emergency Management Program, including the Municipal Emergency Response Plan (ERP), public education program, training, and exercises. The EMPC is also accountable for the annual review of the municipality's EM program.

Although the EMPC does not play a formal role during emergencies, some of the EMPC members may also be members of the municipal emergency control group (MECG). Therefore, these members play a more official role in the municipality during an emergency, while other members of the EMPC may be called upon for support if needed.



The EMPC completed a tabletop exercise to review the County of Renfrew Emergency Plan on October 11, 2023, as a requirement to maintain emergency management compliance.

3. **Annual Volunteer Recognition**

In recognition of the tremendous value volunteers bring to the quality of life in our long-term care homes, an afternoon of celebration was hosted at Bonnechere Manor on October 18 and Miramichi Lodge on October 20, 2023. Warden Peter Emon, Health Committee Chair Michael Donohue and Chief Administrative Officer Craig Kelley, attended and provided greetings and appreciation on behalf of the County of Renfrew.

4. **Acting Administrator - Miramichi Lodge**

Bonnechere Manor Administrator Dean Quade commenced parental leave for the period October 3 to December 27, 2023. In order to satisfy the Fixing Long-Term Care Act, 2021 requirement for each Home to have a designate Administrator, the Director of Long-Term Care assumed the Administrator role at Bonnechere Manor and Director of Care, Nancy Lemire assumed the role of Acting Administrator for Miramichi Lodge for this period.

**RESOLUTIONS**

5. **Rural Ontario Municipal Association (ROMA) Conference**

**RESOLUTION NO. H-CC-23-10-118**

Moved by Chair

Seconded by Committee

THAT County Council approve a delegation request at the 2024 Rural Ontario Municipal Association (ROMA) Annual Conference with the Honourable Sylvia Jones, Minister of Health, to discuss a mental health addictions and homelessness Paramedic Strategy; AND FURTHER THAT the Chair of the Standing Committee, along with the Warden, be designated to attend the delegation.

**Background**

The Rural Ontario Municipal Association Conference is scheduled for Sunday, January 21 until Tuesday, January 23, 2024, at the Sheraton Centre Hotel, 123 Queen Street West, Toronto. The 2024 Conference, themed, Closer to Home, will provide rural municipal leaders the opportunity to address policy issues, funding concerns, and to meet directly with Provincial Ministers on local issues. Over 1,500 municipal colleagues, provincial and federal elected officials and senior staff are anticipated to be in attendance at this event. As in the past, it is expected that the Conference will have all of the critical rural municipal issues front and centre, with excellent opportunities to be engaged, learn, network and bring innovative solutions back to our community.

6. **Hydronic Distribution System Upgrade – Miramichi Lodge Capital Project**

**RESOLUTION NO. H-CC-23-10-120**

Moved by Chair

Seconded by Committee

THAT County Council award the hydronic distribution system, phase 4 project as per the County of Renfrew GA-01 Procurement of Goods and Services Policy, Section 20.7 for the quoted price of \$143,029.47 excluding HST to Honeywell Limited for the replacement of hydronic controllers with BACnet controllers which was approved through the Miramichi Lodge 2023 Capital Budget.

**Background**

The sum of \$160,000 was approved through the Miramichi Lodge 2023 Capital Budget for the hydronic distribution system phase four project. The existing Honeywell building automation system is designed to be used with Honeywell brand actuators. Pairing the upgrade actuators with the building automation system that it is designed for ensuring tempered air is paramount. Honeywell Limited was the original installer and maintains the comprehensive contract for this equipment and provided a total project cost of \$143,029.47 excluding HST for the replacement and upgrade of 179 XL10 hydronic controllers to BACnet controllers of type CPO-RS5 in all three wings (A, B and C) and on all floors, as well as one RIO LON controller in the mechanical room on the second floor to be replaced with a CPO-RL5 controller, which will increase comfort and provide energy savings.

Procurement of Goods and Services Policy GA-01, article 22.1 (c) supports that “where only one source of supply would be acceptable and/or cost effective due to compatibility, or safety and liability concerns”, the requirement for competitive bid solicitation for goods, services and construction may be waived under the joint authority of the appropriate Director and the Chief Administrative Officer.

Corporate Policy GA-01, article 20.7 “awards emanating from a Request for Proposal that exceed \$150,000 require the approval of County Council.” Staff is seeking Committee’s recommendation to County Council to award this project to Honeywell Limited.

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

## **Mental Health, Addictions and Homelessness**

### **Terms of Reference**

This Terms of Reference includes an analysis of the current state of mental health, addictions, and homelessness in the County of Renfrew and the next steps in the development of an interdisciplinary team.

#### **Background**

- The number of people experiencing mental health, addictions, and substance use issues are increasing significantly across the County of Renfrew and require additional supports.
- In the Ottawa West Four Rivers (OWFR) Ontario Health Team (OHT), 35% of emergency department (ED) visits were related to mental health and addictions, often overwhelming the EDs as the first point of contact for such care.
- There has been a 75% increase in opioid-related deaths in 2021, revealing the severity of the overdose crisis.
- Hospitals are facing emergency department closures, and staff shortages have become common. Urgent action is needed to divert the strain on 911 Paramedics and emergency department flow to stabilize the system, preventing further deterioration.
- A Mental Health Wellbeing Response Team trial held in Ottawa over the past 8 months has resulted in a 66% emergency department (ED) diversion rate of mental health related calls with no adverse outcomes reported.

#### **Next steps**

We will be collaborating with community partners to complete a needs analysis to design a program and test the methodology for community engagement.

#### **Implementing the deployment and referral model of team base care:**

- Gather a list of resources and contacts for all services that can be presented to clients in an easily accessible card format that agencies can hand out to clients, so they are aware of what is currently available.
- Develop a clear referral process – self-referral vs agency-led referral. Having a self-referral process initially would be more straightforward.
- Develop a Memorandum of Understanding/information-sharing agreement among all partners involved.
- Develop a consent form and shared process for clients to gain informed consent regarding the sharing of personal data and health information.
- Determine what services we can still offer to clients who do not wish to share personal information, to preserve trust and therapeutic relationship.
- Develop a clear goal for the program and process to measure progress – e.g., connect to existing services, support equitable access to care, ensure basic needs of clients are met, etc.

### **Mental health and addictions conditions affected by homelessness.**

- People with lived experience of mental health and addictions conditions are disproportionately affected by homelessness, remain homeless for longer periods of time, and have less contact with family and friends.
- While many factors can lead to homelessness, mental health plays a significant role— Ontario Health estimated 25 to 50 percent of homeless people live with a mental health condition.
- Improving this social crisis will require new ways of helping this critically vulnerable population. The consequences of homelessness tend to be more severe when coupled with a mental health condition.

### **Housing and Homelessness - Community Services Department**

The County of Renfrew completes a Point-In-Time homelessness count annually.

- The September 2022 Survey resulted in 43 people disclosing homelessness on September 18, 2022. The survey participants reported the following adversities:
  - physical limitations 53%,
  - medical conditions 44%,
  - mental health conditions 40%,
  - substance abuse 33%, and
  - cognitive limitations 19%.
- The County of Renfrew completes ongoing homelessness enumeration (“By-Name List”) via the Built for Zero Canada initiative.
- For the period of April 1, 2023, to August 31, 2023, 58 households identified as experiencing homelessness and of this group 28 were chronically homeless (homeless for more than 6-months).
- Not all people experiencing homelessness intersect with Community Services. It is suspected that the ongoing homelessness count is 40% higher than what is reflected within the By-Name List, and that the approximately 81 people experience homelessness monthly throughout Renfrew County.

### **Stakeholders**

The County of Renfrew and additional partners in the social services area in our community proposes to implement a Mobile Health Hub to respond to the current mental health and wellness needs in the County of Renfrew.

- Renfrew County and District Health Unit
- Renfrew County Community Services Department
- RC VTAC/Renfrew County Paramedics
- Algonquins of Pikwakanagan

- Renfrew County Addiction Treatment System
- Ottawa Valley Ontario Health Team
- Ontario Addiction Treatment Centres – Pembroke
- Four Rivers Ottawa West Ontario Health Team
- Ontario Provincial Police Mobile Crisis Rapid Response Team

All agencies are meeting every two weeks to come up with a strategy to maximize the services that are in place. Some services are already in place and need to develop a clear referral process to readily connect clients to all available services. By doing so in a therapeutic and non-judgemental manner, we can gather valuable feedback from clients and learn where the gaps are, and what services they feel would best help them.

### **Goals**

Ensures that the residents and visitors to the County of Renfrew have access to the full range of quality health services they need, when and where they need them, without the burden of financial hardship.

- Connects clients with care to ensure the full continuum of essential health services, from health promotion to prevention, being inclusive of treatment, rehabilitation, and palliative care.
- Leverage existing programs and services in a team-based approach to address the identified challenges.
- Alignment with the priorities of the County of Renfrew Community Wellness and Healthcare Strategic Goal #3: supporting sustainable programs and funding for RC VTAC, community paramedicine and mental health.
- The proposed model of care expands community-based senior's health services and ensures all residents have access to primary care support, particularly in the areas of mental health, addictions, and homelessness.
- Improve access to care and services while decreasing the incidence of mental health, addictions (MHA) and homelessness related crisis use of 911 and Emergency Departments across the County of Renfrew.
- Partnerships with allied agencies and OHT's to optimize the expertise and available resources to provide the services to support these populations.

October 25, 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. Winter Readiness**

The Public Works and Engineering Department is required to be 50% operational by November 1, 2023 and 100% operational by November 15, 2023. Night patrol shifts are scheduled to commence on November 15, 2023, and will continue until April 1, 2024.

## **RESOLUTIONS**

### **4. Automated Speed Enforcement Systems**

#### **RESOLUTION NO. OP-CC-23-10-112**

Moved by Chair

Seconded by Committee

THAT County Council send a letter under the Warden's signature to the Honourable Prabmeet Singh Sarkaria, Minister of Transportation, in support of the resolutions from Cramahe Township and the City of Cambridge in regards to amending s.205.1 of the Highway Traffic Act to allow Automated Speed Enforcement (ASE) systems permanently or temporarily on any roadway under the jurisdiction of the municipality.

#### **Background**

Attached as Appendix III is a resolution from the Cramahe Township in support of the Corporation of the City of Cambridge correspondence to former Minister of Transportation, the Honourable Caroline Mulroney, requesting a change to the Highway Traffic Act as it pertains to the use of Automated Speed Enforcement (ASE) systems. The municipalities would like the opportunity to locate ASE's on any road under their jurisdiction and not be limited to only community and school safety zones.

5. **Highway 417 Extension Traffic Data**

**RESOLUTION NO. OP-CC-23-10-113**

Moved by Chair

Seconded by Committee

THAT County Council send a letter under the Warden's signature to the Honourable Prabmeet Singh Sarkaria, Minister of Transportation, requesting updated traffic counts for specific sections of Highway 17, including the current Highway 417, Arnprior to Renfrew Twinning, Storyland Road to Greenwood Road, Meath Hill to Deep River, and west of Deep River.

**Background**

A meeting of the Highway 17 Extension Advisory Committee was held on September 20, 2023, to review the Highway 17 expansion and next steps. The Committee was advised that the Ontario Ministry of Transportation had informed staff that the annual daily traffic (AADT) counts on Highway 17 are up to date as of 2019 and are available to the public on the [MTO technical publications page](#). The Advisory Committee is requesting the Warden, on behalf of County Council, to request from the Minister of Transportation updated data for the following locations: the current Highway 417, Arnprior to Renfrew Twinning, Storyland Road to Greenwood Road, Meath Hill to Deep River and west of Deep River.

6. **Reallocation of 2023 Budget Funds**

**RESOLUTION NO. OP-CC-23-10-114**

Moved by Chair

Seconded by Committee

THAT County Council reassign the sum of \$60,000 originally designated in the 2023 budget for architectural design and review of the Southwest Patrol and White Water Road Patrol buildings towards the purchase of new pods/workstations for the Public Works and Engineering Department office located at the County Administration Building in Pembroke at a cost of \$17,802.47.

**Background**

The County of Renfrew's patrol garages typically have one washroom facility each with the exception of Cobden Patrol. In the 2023 budget, an allocation of \$60,000 was set aside to explore the possibility of expanding the washroom facilities at two patrol garages. However, upon initial review, it has become evident that the scope of this project would be financially impractical, as it would necessitate an increase in the building's footprint. It is important to note that the existing washrooms have been designated as unisex with locking doors.

The 2023 Budget approved a restructuring of the Public Works and Engineering Department to include the addition of a Civil Designer, an Engineering Technician, an Operations Coordinator, and the conversion of a part-time Administrative Assistant II to a full-time position. These changes have been fully implemented as of the third quarter of 2023. With these additions to the Department, there is now a need for appropriate

workspaces to accommodate the additional personnel. The cost of creating two new pods is \$17,802.47 including taxes, freight, and installation, as per the estimate attached as Appendix IV. Therefore, staff are proposing to reallocate the \$60,000 initially earmarked for the architectural design review of the patrol facilities to fund these new workstations.

**7. Rural Ontario Municipal Association (ROMA) Conference**

**RESOLUTION NO. OP-CC-23-10-115**

Moved by Chair

Seconded by Committee

THAT County Council approve delegation requests at the 2024 Rural Ontario Municipal Association (ROMA) Annual Conference with the Minister of Infrastructure to discuss implementation of a consistent Provincial mandated Pavement Condition Index (PCI) process and with the Minister of Transportation to discuss additional funding opportunities with regards to an interim solution for Highway 17/417 widening and traffic calming beyond Renfrew; AND FURTHER THAT the Chair of the Standing Committee, along with the Warden, be designated to attend the delegations.

**Background**

The Rural Ontario Municipal Association Conference is scheduled for Sunday, January 21 - Tuesday, January 23, 2024, to be held at the Sheraton Centre Hotel - 123 Queen Street West, Toronto.

Staff are looking to lobby the Ministry of Infrastructure (Minister Kinga Surma) to discuss the implementation of a consistent provincially mandated Pavement Condition Index (PCI) process.

Staff further would like an opportunity to present and discuss with the Ministry of Transportation (Minister Prabmeet Singh Sarkaria) for additional funding opportunities with regards to a proposal and interim solution for Highway 17/417 widening and traffic calming beyond Renfrew.

**8. County Road 2 (White Lake Road) Speed Study**

**RESOLUTION NO. OP-CC-23-10-117**

Moved by Chair

Seconded by Committee

THAT County Council approve the recommendation that the posted speed limit remain unchanged at this time for County Road 2 (White Lake Road) between Robertson Line and Green Meadow Road.

**Background**

Attached as Appendix V is a resolution from the Township of McNab/Braeside requesting a speed limit reduction for the section of White Lake Road (County Road 2) between Highland Road (County Road 23) and Green Meadow Road.



Public Works staff completed an operational speed study at four locations, which are identified on the map attached as Appendix VI. The transportation industry widely uses the 85th percentile operating speeds as an indication of the public's comfortable travelling speed as it represents 85% of traffic travelling at or under the specified speed. The resulting 85th percentile speeds from the study are as follows:

- Site 1 (Near 2630 White Lake Road): 85km/h
- Site 2 (Near Robertson Line): 96km/h
- Site 3 (Near 1511 White Lake Road): 87km/h
- Site 4 (Near Green Meadow Road): 82km/h (posted speed limit of 60km/h)

The operational speeds are within an expected range for this type of roadway, although there is a noted outlier in the area just north of Robertson Line. The higher operating speeds at this location are likely due in part to this being a straight stretch of road without any visual obstructions and a painted passing opportunity. The study location was near the bottom of a hill which also explains in part the higher operating speeds from the southern direction.

The data for the Site 4 location near Green Meadow Road was taken from an existing flashing radar speed sign that has been in place for a few years. This sign flashes vehicles operating speeds as they approach in an attempt to remind drivers to slow down to the posted speed limit of 60km/h. The data downloaded represents a two year timeframe and although the posted speed limit is 60km/h, the 85th percentile speed is 82km/h. This is indicative that drivers will travel at the speed for which the road has been designed and at which they feel most comfortable.

A ball bank review of the curves between Green Meadow Road and Robertson Line confirms that all meet the requirements for an 80km/h posted speed limit and that none of them require reduction warning tabs. The curves that required speed reduction warning tabs between Robertson Line and Highland Road were identified as part of an earlier review.

County Road 2 (White Lake Road) provides an important connection between the Village of White Lake and the surrounding area to the Town of Arnprior and Highway 417. Its purpose is both for land access and commuter traffic travelling to work as well as for essential services within urban areas and it should be protected as an efficient, free flowing roadway. It is therefore the view of staff that the posted speed limits on White Lake Road (County Road 2) should remain as they are. Where specific areas of concern with regards to obeying the speed limits are present, the OPP should be contacted to request enforcement. Where there are locations that are believed to be unsafe due to roadway obstructions, geometry etc., those areas should be identified and forwarded to the Public Works and Engineering Department for further review.

9. **Lynch Road Culvert County Structure Assumption Request**

**RESOLUTION NO. OP-CC-23-10-118**

Moved by Chair

Seconded by Committee

THAT County Council approve the assumption of Lynch Road Culvert, on Lynch Road, 0.1km west of Dragonfly Way, in the Township of Admaston/Bromley be approved; AND FURTHER THAT the costs for design and construction of Lynch 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 Lynch Road Culvert and plan for replacement in 2024.

**Background**

In early June, County staff were made aware of a culvert on Lynch Road that may meet the criteria to be a County Structure and that should be replaced in the near future. The culvert is 0.1km west of Dragonfly Way, in the Township of Admaston/Bromley. The culvert is not a County Structure; however, it does have a span of 3m. Attached as Appendix VII is a resolution from the Township of Admaston/Bromley requesting that the County of Renfrew review the Lynch Road Culvert as it has met the requirements of County Policy PW-02, Bridges, and predeceasing applicable Bridge Policies from the time it was installed.

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 of the above criteria. Additionally, County staff have completed an 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 and it is 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 nearing the end of its service life, replacement is required during the 2024 construction season. The County is capable of undertaking a design such as this with internal staff. As such, in order to save costs, County staff could undertake the design for this crossing replacement and share in the costs with the Township of Admaston/Bromley.

## **BY-LAWS**

### **10. County Road 512 (Queen Street) Community Safety Zone – Village of Killaloe**

#### **RESOLUTION NO. OP-CC-23-10-116**

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-law to authorize the designation of a Community Safety Zone (CSZ) along Queen Street (County Road 512) between 87 Queen Street and Boland Street, Township of Killaloe, Hagarty and Richards.

#### **Background**

Attached as Appendix VIII is a resolution from the Township of Killaloe, Hagarty and Richards requesting the designation of a Community Safety Zone (CSZ) for a section of County Road 512 (Queen Street and Brudenell Road), County Road 67 (Simpson Pit Road) and County Road 58 (Round Lake Road).

Section 214 of the Highway Traffic Act, R.S.O. 1990 contains provisions whereby a municipality may pass a By-law designating a part of a highway as a CSZ if in the Council's opinion, public safety is of a special concern on that part of the highway. The effect of the CSZ designation is to increase the penalties imposed for highway infractions. The usual increase is to double the fines. The area designated must be appropriately signed in accordance with the Ontario Traffic Manual (OTM).

The OTM provides the following information regarding Community Safety Zones: "These are sections of roadway where public safety is of special concern. Community Safety Zones may include roadways near schools, day care centres, playgrounds, parks, hospitals, senior citizen residences and may also be used for collision-prone areas within a community."

Upon reviewing the areas contained within the Township resolution, County of Renfrew Public Works and Engineering staff is in support of implementing a CSZ along County Road 512 (Queen Street) between 87 Queen Street and Boland Street as this area contains two elementary schools. The other areas identified within the resolution do not meet the purpose of a CSZ in accordance with the OTM.

In order to have a CSZ implemented, special signage must be installed and a Municipal By-law must be passed designating the zone.

Attached as Appendix IX is a map identifying the aforementioned changes for this section of County Road 512.

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

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

Project Name/Municipality		Location		Lengths	Description	RFP/Tender	Const. Award	Const. Start	Const. End	Comments
		From	To							
ROAD RECONSTRUCTION/REHABILITATION										
1	River Road	Lochwinnoch Road	Algonquin Trail	2.27	Rehabilitation	April	May	June	July	
	Horton & McNab/Braeside									
4	Storyland Road	County Road 653 (Chenaux Road)	Alex Lane	2.80	Rehabilitation	May	June	September	October	
	Horton									
20	Bruce Street	Highway 60	Highway 17	3.11	Rehabilitation	May	May	July	September	
	Renfrew & Horton									
24	White Water Road	Highway 17	County Road 40 (Greenwood Road)	2.45	Rehabilitation	2022	2022	June	June	
	Laurentian Valley									
37	Murphy Road	Highway 17	County Road 26 (Doran Road)	2.16	Rehabilitation	March	April	June	June	
	Petawawa									
42	Forest Lea Road	Highway 17	County Road 51 (Pembroke Street W)	4.22	Rehabilitation	May	May	July	September	
	Laurentian Valley									
58	Road Lake Road	Deer Trail Road	B101(Bonnechere River Bridge)	2.52	Rehabilitation	May	May	June	July	
	Killaloe, Hagarty and Richards									
65	Centennial Lake Road	2872 Centennial Lake Rd.	Black Donald Access Point	1.63	Rehabilitation	May	June	July	August	
	Greater Madawaska									
508	Calabogie Road	County Road 34 (Norton Road)	Mill Street	1.84	Rehabilitation	May	June	July	October	
	Greater Madawaska									
508	Calabogie Road	Goshen Road	Highway 17	4.36	Rehabilitation	May	June	July	October	
	McNab/Braeside									
515	Palmer Road	Finch Road	County Road 514 (Schutt Road)	6.50	Rehabilitation	April	May	June	July	
	Madawaska Valley & Brudenell Lyndoch & Raglan									
517	Dafoe Road	Radcliffe Twp Line (Coulas Rd)	Serran Road	2.73	Rehabilitation	May	June	July	September	
	Madawaska Valley									
517	Dafoe Road	Serran Road	County Road 62 (Combermere Road)	3.22	Rehabilitation	2022	2022	June	June	
	Madawaska Valley									
Various	Scratchcoat	Various Locations	Various Locations		Scratch Coat Paving	May	June	July	August	
	Various Locations									

OPERATIONS PROGRAMS										
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	October	Complete
2	Street Sweeping	Winter/Debris Removal	1	Equipment	March	March	April	April	June	Complete
3	Manhole and Catch Basin Cleaning	Winter/Debris Removal	1	Equipment	March	March	April	April	July	Complete
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	July	Complete
6	Weed Control	Wild Parsnip/Poison Ivy	5	Equipment/Material	April	April	May	June	August	Complete
7	Signs & Traffic Control Equipment	Road Signage	1	Material	March	March	April	April	September	Complete
8	Winter Sand	Winter Abrasives	1	Supply/Delivery/Process	May	August	August	September	October	Ongoing
9	Loader Rental	Winter Operations	1	Equipment	July	September	October	November	April 1, 2024	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	Internal	Internal	Internal	June	October	Ongoing
12	Calcium Chloride	Pre-wet Sodium Chloride	1	Material	August	September	October	October	October	Ongoing
13	Crack Sealing	Pavement Preservation	1	Material/Installation	May	July	July	August	September	Complete
14	Curb Repair	Replace/Repair	1	Material/Repair	May	August	September	September	October	Ongoing
EQUIPMENT TENDERS										
Tender	Description	Quantity	Type	Specification	Tender	Canoe	Award	Delivery	Status/Comments	
1	HDT (Heavy Duty Truck)	Combination Plow/Spreader	3	Replace	April	-	September	October	2024	Ongoing
2	LDT (Light Duty Truck(s))	(1/2 ton 4WD)	1	Replace	April	September	-	October	2023	Ongoing
3	Wheeled Excavator	Wheeled Excavator and Attachments	1	New	April	-	October	November	2023	Ongoing
4	Tractor	Tractor	1	Replace	April	-	October	November	2023	Ongoing
5	Roller 3'	Shoulder Compaction	1	New	April	-	October	October	2023	Ongoing
6	U-Body Water Tank	PW Operations -CP	1	New	April	September	-	October	2023	Ongoing
7	Enclosed Cargo Trailer 20'	Construction Section	1	Replace	April	April	-	June	October	Complete
8	Equipment Refurbishment(s)	As per Spring Inspection	Varies	Existing	April	April	-	May - November	September	Complete
9	Brusher Head	1 new / 1 replacement	2	1 Replace/1 New	April	-	October	October	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	July	July	August	September	October	Ongoing
2	Waste Oil Storage Systems	WWRP/SWP/GP/CP	Construct	Replace	April	June/July	July/August	September	October	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			Ongoing
2	Town of Deep River	County Road 72, County Road 73	2020	Winter Road Maintenance	2020	2030	10			Complete
3	Town of Renfrew	County Road 20, County Road 52	2019	Winter Road Maintenance	2019	2029	10			Complete
4	Township of Carlo Mayo	County Road 517	2022	Winter Road Maintenance	2022	2023	Annual			Complete
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			Complete
7	Bonnechere Valley	Foymount	2022	Use of facilities and materials	2022	2027	5			Complete

## 2023 CAPITAL PROGRAM VARIANCE - ROADS/BRIDGES

	Road #	Location	From	To	Budgeted Length (km)	Actual Length (km)	2023 BUDGET	September 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 &amp; 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 &amp; 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	3,324,347	794,799	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	100,000	-390,588	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	8,250,000	3,759,810	0
	515	Palmer Road <i>Madawaska Valley &amp; Brudenell, Lyndoch &amp; 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	340,000	40,000	0
		Scratch Coat Paving	Various Locations				750,000	723,000	-27,000	0
ROAD RECONSTRUCTION/REHABILITATION TOTALS					53.68		21,990,490	24,854,022	2,863,532	0


Bridge/Culvert Reconstruction/Rehabilitation											
Structure #		Structure Name	Location					2023 BUDGET	September Projected	Variance	Carry Over
	B044	Douglas Bridge	Admaston/Bromley (CR5 Stone Road)					1,800,000	1,100,000	-700,000	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	600,000	-200,000	0
	B310	Ski Hill Bridge	Laurentian Valley (CR58 Round Lake Road)					1,200,000	1,069,000	-131,000	0
	C025	Borne Road Culvert	Laurentian Valley (Borne Road)					800,000	775,000	-25,000	0
	C115	Dunlop Crescent Dual Culvert	Head, Clara and Maria (Dunlop Crescent)					415,000	250,000	-165,000	0
	C137	Hanson Creek Culverts	McNab/Braeside (Robertson Line)					600,000	576,000	-24,000	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	6,690,000	-1,355,000	0

Roads/Bridge/Culvert Future Engineering									
	ID	Name	Location			2023 BUDGET	September 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	34,000	7,500	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	105,000	-75,000	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	20,000	-25,000	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	0	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>	September 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	1,024,000	-92,500	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	32,768,022	1,416,032	0	





 Corporate Services Department Legislative Services Division	
Date & Time Received:	July 03, 2023 8:52 am
Original To:	CIP
Copies To:	
Take Appropriate Action	<input type="checkbox"/> File <input type="checkbox"/>
Notes/Comments:	

## Cramahe Township Council Resolution

**June 29, 2023**

**Sent via Email**

Hon. Caroline Mulroney, Minister of Transportation and Francophone Affairs  
 Hon. Steve Clark, Minister of Municipal Affairs and Housing  
 Hon. David Piccini, Minister of Environment, Conservation and Parks & MPP for  
 Northumberland - Peterborough South  
 Association of Municipalities of Ontario (AMO)  
 All Ontario Municipalities

### **RE: Amendments to the Highway Traffic Act**

---

Please be advised that the Council of the Township of Cramahe passed the following resolution at their regular meeting held June 20, 2023 regarding the Highway Traffic Act Amendments.

#### **Resolution No. 2023-213**

**Moved By: COUNCILLOR HAMILTON**

**Seconded By: DEPUTY MAYOR ARTHUR**

**BE IT RESOLVED THAT** Council support the City of Cambridge resolution; and  
**THAT** speeding on our roads is a major concern in our community; and  
**THAT** speeding can occur in all areas of our community; and  
**THAT** barriers and delays to enforcement pose a danger to our community; and  
**THAT** our municipality has limited resources to implement speed mitigation road design and re-design; and  
**THAT** our local police service has limited resources to undertake speed enforcement; and  
**THAT** s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones; and

**THAT**, the Township of Cramahe request that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as

**The Corporation of the Township of Cramahe**

1 Toronto Street, P.O. Box 357, ON K0K 1S0 • Tel 905-355-2821 • www.cramahe.ca

determined by municipalities and not be restricted to only community safety zones and school safety zones; and

**THAT** a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPPs, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.

**CARRIED**

Attached please find a copy of the City of Cambridge Council Resolution, dated May 10, 2023.

If you have any questions regarding the above resolution, please do not hesitate to contact me at [nhamilton@cramahe.ca](mailto:nhamilton@cramahe.ca)

Sincerely,

A handwritten signature in dark ink, appearing to read 'N Hamilton', with a stylized flourish at the end.

Nicole Hamilton  
Municipal Deputy Clerk  
Township of Cramahe

**The Corporation of the City of Cambridge**  
**Corporate Services Department**  
**Clerk's Division**  
**The City of Cambridge**  
**50 Dickson Street, P.O. Box 669**  
**Cambridge ON N1R 5W8**  
**Tel: (519) 740-4680 ext. 4585**  
**[mantond@cambridge.ca](mailto:mantond@cambridge.ca)**

May 10, 2023

**Re: Highway Traffic Act Amendments**

Dear Ms. Mulroney,

At the Council Meeting of May 9, 2023, the Council of the Corporation of the City of Cambridge passed the following Motion:

**WHEREAS** speeding on our roads is a major concern in our community,

**AND WHEREAS** speeding can occur in all areas of our community,

**AND WHEREAS** barriers and delays to enforcement pose a danger to our community,

**AND WHEREAS** our municipality has limited resources to implement speed mitigation road design and re-design,

**AND WHEREAS** our local police service has limited resources to undertake speed enforcement,

**AND WHEREAS** s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones,

**THEREFORE BE IT RESOLVED THAT**, the City of Cambridge request that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones;

**AND THAT** a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPPs, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,



Danielle Manton  
City Clerk

Cc: (via email)  
Steve Clark, Ontario Minister of Municipal Affairs and Housing  
Local Area MPPs  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities

4452101 Canada Inc.  
c.o.b.

## Venture Interiors

146 Elgin Ave W  
Renfrew Ontario  
K7V 3V1

September 22, 2023

County of Renfrew  
Development and Property  
9 International Drive  
Pembroke On  
K8A 6W5

Attention: Kevin Radditz  
Quote: 23-691301-VI

Kevin,

Thank you for the opportunity and please forgive me for how long it took me to get this back to you. It has been a crazy summer.

Regardless, take a look at this, so you will see that I have added 2 each 84" x 18" surfaces on the back on the first 2 workstations that can be used as a landing space with a multitude potential use. Also, I have added 2 more complete workstations one is slightly smaller due to the location of the pillar. They both have mobile storage. Now with these 2 units your aisle way in the front of these units is down to 41 1/4".

Let me know what you think of this layout.

Sub total	Net: \$ 12,632.40
Freight	\$ 150.00
HPL Upcharge	\$ 825.00
Installation	\$ 2,147.00
Sub Total	\$ 15,754.44
HST	\$ 2,048.07
Total	\$ 17,802.47

Thank you for this opportunity and please let me know if you need anything else. Let me know if you wish to proceed!

Take care, and have a great day.

Yours truly,

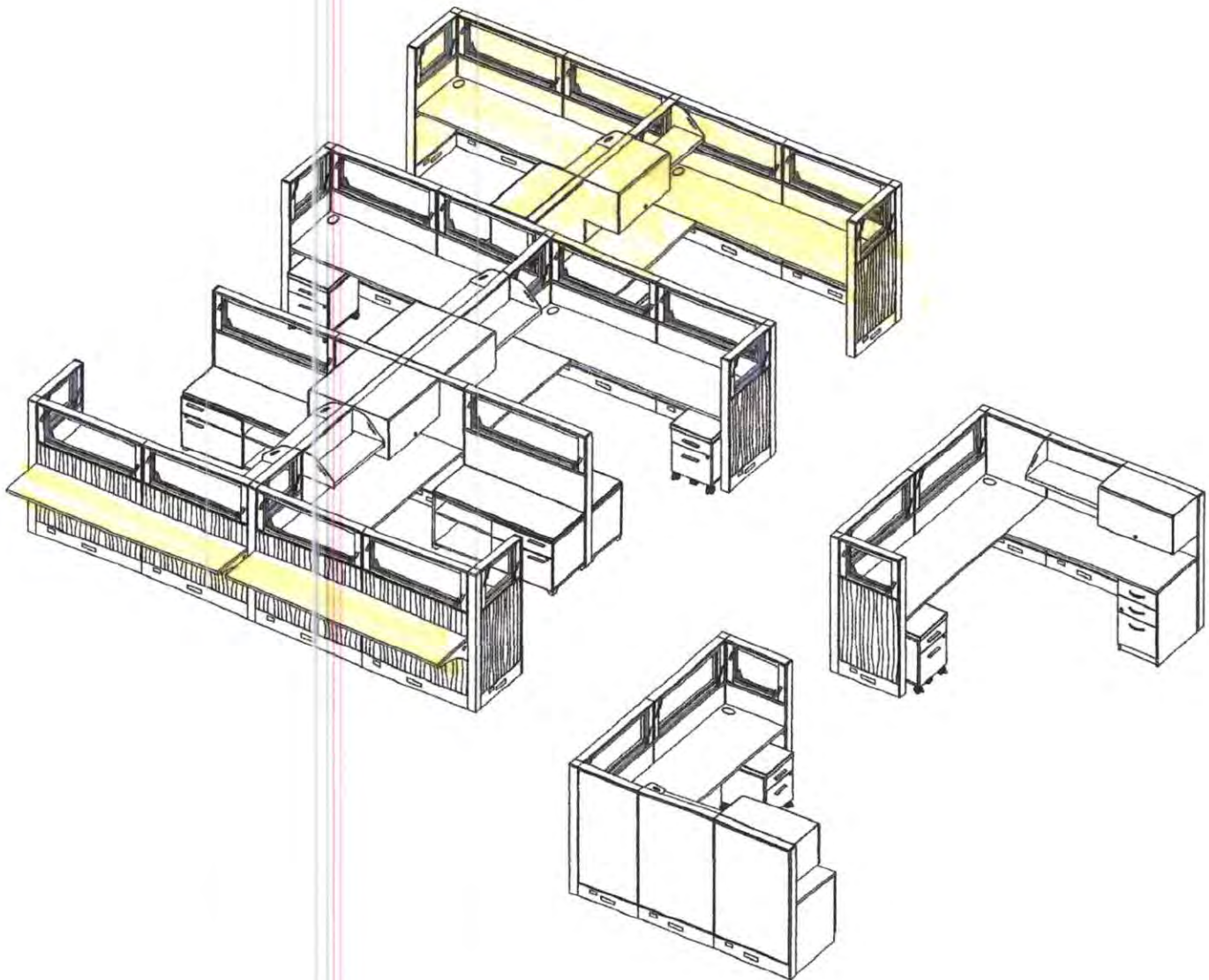
  
Arlene Jamieson

Phone: 613 433 3342

Cell: 613.433.0900 Email: [arlene@venture-interiors.com](mailto:arlene@venture-interiors.com)

14452101 Canada Inc.  
c.o.b. **Venture Interiors**  
146 Elgin Ave. Renfrew ON K7V 3V1

O: 613 433 3842 C: 613 433 0900  
arlene@venture-interiors.com





14452101 Canada Inc.

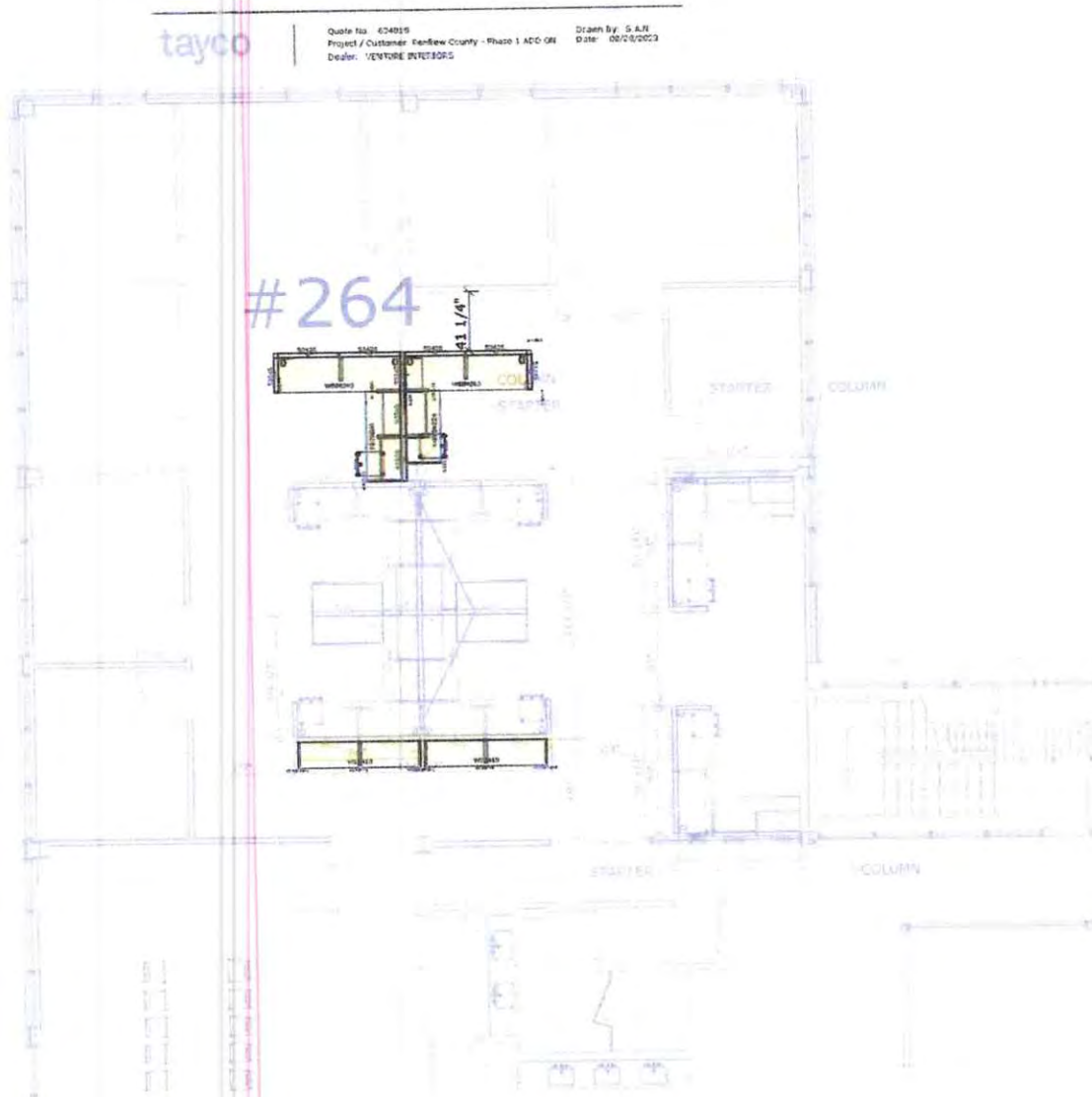
c.o.b. **Venture Interiors**

146 Elgin Ave. Renfrew ON K7V 3V1

O: 613 433 3842

C: 613 433 0900

arlene@venture-interiors.com





**TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS**

**Date: July 4, 2023**

**Resolution No.:** 10

Moved by Margen MacMillan

Seconded by Harold Surpin

WHEREAS the Council for the Township of Killaloe, Hagarty and Richards supports the installation of "Community Safety Zone" signage by the County of Renfrew, at the County of Renfrew's discretion within the following boundaries and at no cost to the Township of Killaloe, Hagarty and Richards;

From Rochefort Road to Highway 60, from Highway 60 at Simpson Pit Road to County Road 58 (St. Casimir's Church) and from Highway 60 to Foy Park Corridor.

Carried: ✓

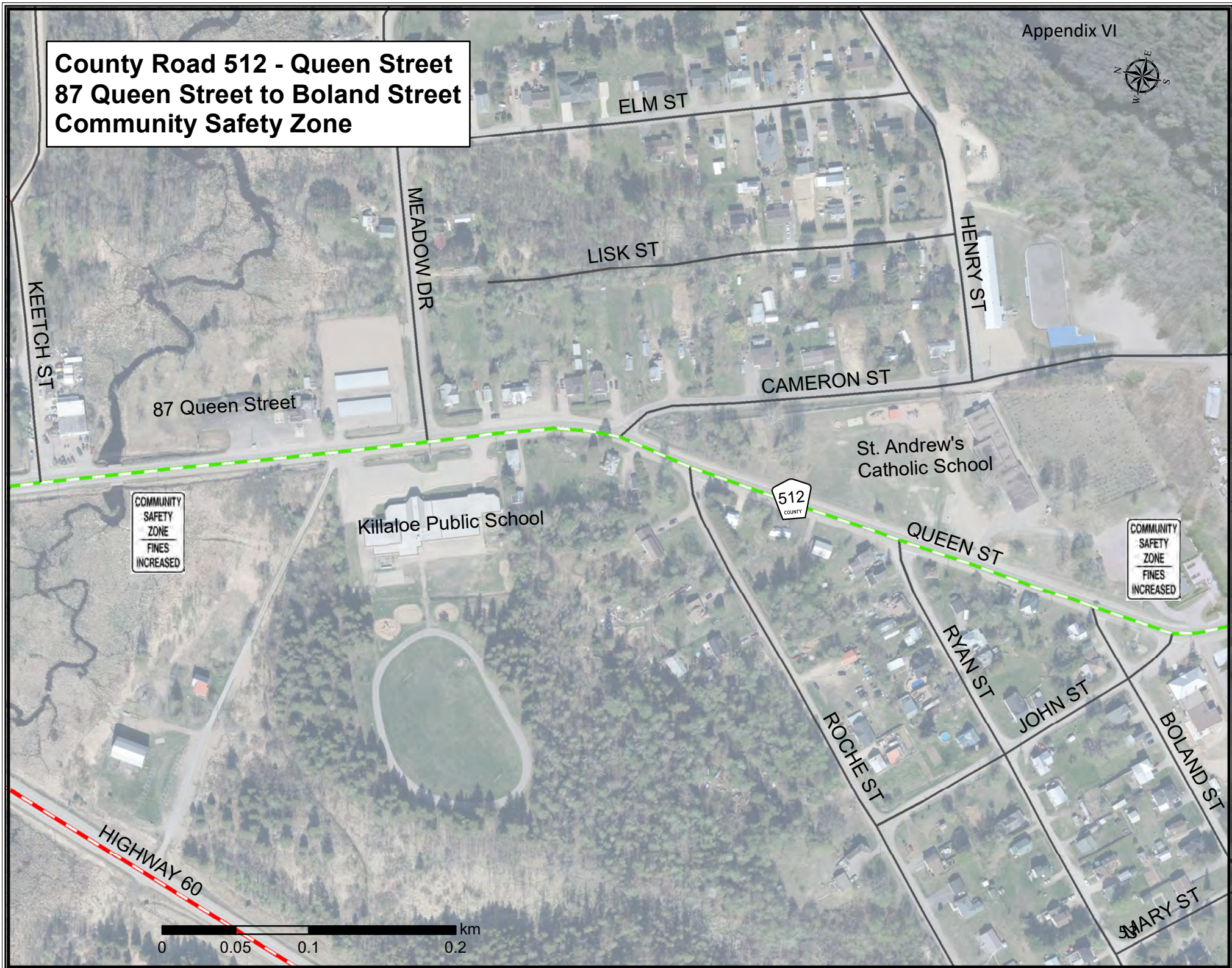
Not Carried: \_\_\_\_\_

<p><b>Certified a true copy</b></p> <p><u>Tammy Gorgarat</u></p> <p>Tammy Gorgarat, CAO/Clerk-Treasurer</p> <p>Township of Killaloe, Hagarty and Richards</p>
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**County Road 512 - Queen Street  
87 Queen Street to Boland Street  
Community Safety Zone**





## Regular Council Meeting Resolution Form

Date: April 4, 2023 No: RESOLUTION - 140-2023

Moved by Deputy Mayor Lori Hoddinott Disposition: CARRIED

Seconded by Councillor Scott Brum Item No: 8.2

Description: Speed Concerns on White Lake Road

**RESOLUTION:**

**THAT** Council direct staff to send a recommendation to County Council requesting that they lower the speed on White Lake Road from Green Meadow Road to Highland Road to a 70 km/hr zone.

  
MAYOR

Recorded Vote Requested by:

Declaration of Pecuniary Interest:

	Yea	Nay
M. MacKenzie	_____	_____
L. Hoddinott	_____	_____
K. Rosien	_____	_____
S. Brum	_____	_____
R. Campbell	_____	_____

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



**COUNTY OF RENFREW**

**BY-LAW NUMBER 127-23**

**A BY-LAW TO AUTHORIZE THE DESIGNATION OF A COMMUNITY SAFETY ZONE**

---

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

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

1. THAT the following portion of a highway in the geographic Township of Hagarty, Township of Killaloe, Hagarty and Richards, be designated as a Community Safety Zone:

<b>Designated Highway Name</b>	<b>Between</b>	<b>Time Period</b>
County Road 512 (Queen Street)	87 Queen Street and Boland Street	12:00 a.m. – 11:59 p.m.

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

READ a first time this 25th day of October 2023.

READ a second time this 25th day of October 2023.

READ a third time and finally passed this 25th day of October 2023.

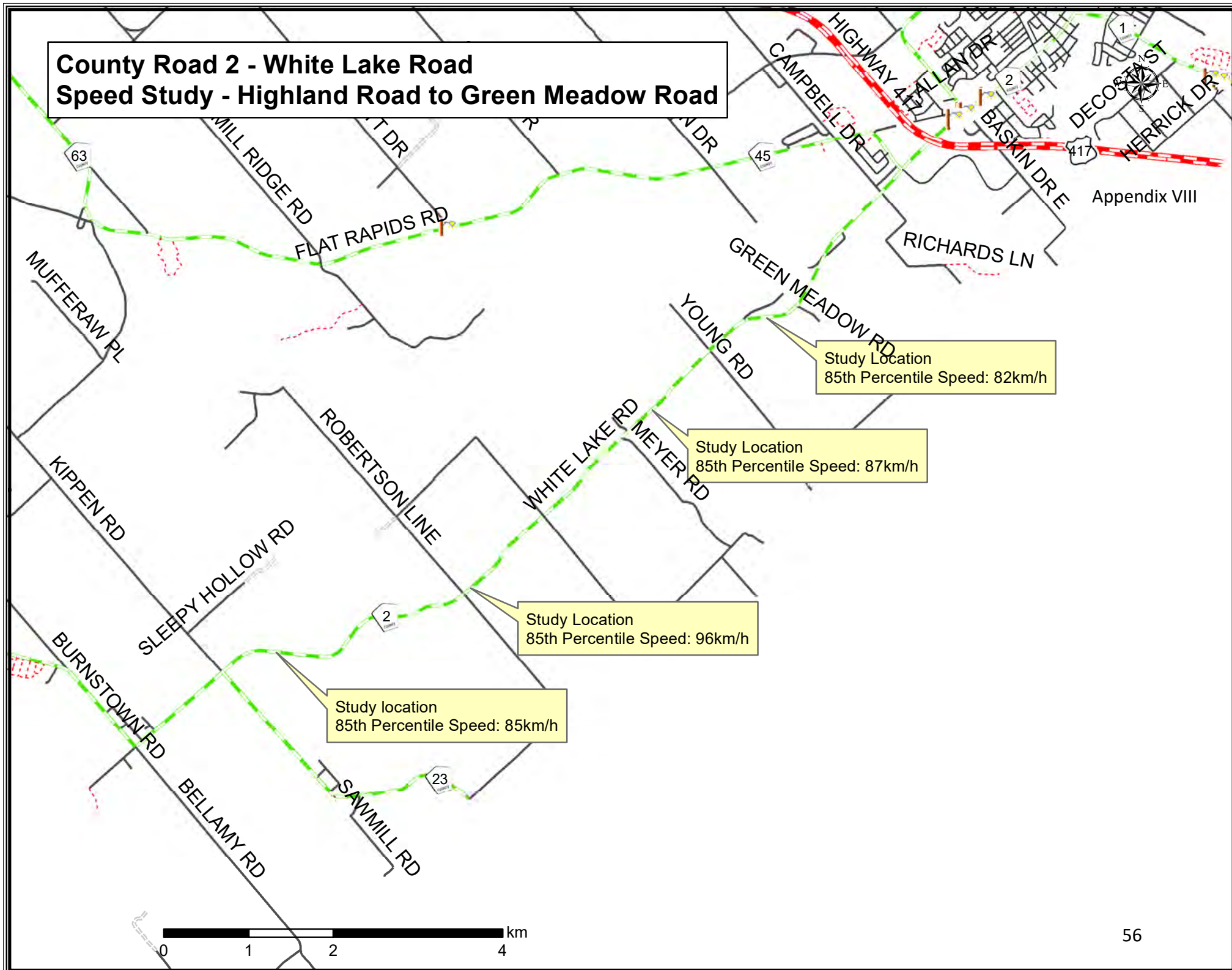
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PETER EMON, WARDEN

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CRAIG KELLEY, CLERK

# County Road 2 - White Lake Road Speed Study - Highland Road to Green Meadow Road



# County of Renfrew

## Public Works and Engineering

Page 1

### White Lake Road (County Road 2)

Location: At Civic Address 2630 White Lake Road

Site Code:  
Station ID:

Latitude: 0' 0.0000 Undefined

#### Direction 1, Direction 2

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
08-31-21	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	0	0	0	0	0	9	27	53	17	3	0	0	0	0	109
12 PM	0	0	0	0	0	6	38	27	24	4	0	0	0	0	99
13:00	0	0	0	0	2	3	23	37	26	9	1	0	0	0	101
14:00	0	0	0	0	1	7	26	58	23	4	1	0	0	0	120
15:00	0	0	0	0	2	9	34	36	15	6	1	0	0	0	103
16:00	0	0	0	0	6	5	34	58	27	5	1	0	0	0	136
17:00	0	0	0	0	0	2	19	52	35	9	3	0	0	0	120
18:00	0	0	0	0	2	3	11	24	22	4	1	0	0	0	67
19:00	0	0	0	0	1	6	7	19	19	4	2	0	0	0	58
20:00	0	0	0	0	1	6	12	9	3	0	0	0	0	0	31
21:00	0	0	0	0	0	0	9	11	4	2	1	0	0	0	27
22:00	0	0	0	0	0	0	0	8	4	2	1	1	0	0	16
23:00	0	0	0	0	0	1	0	0	1	0	0	0	0	0	2
Total	0	0	0	0	15	57	240	392	220	52	12	1	0	0	989

Daily

15th Percentile : 66 KPH  
50th Percentile : 75 KPH  
85th Percentile : 84 KPH  
95th Percentile : 90 KPH

Mean Speed(Average) : 76 KPH  
15 KPH Pace Speed : 66-80 KPH  
Number in Pace : 602  
Percent in Pace : 60.9%  
Number of Vehicles > 80 KPH : 285  
Percent of Vehicles > 80 KPH : 28.8%

# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2)

Location: At Civic Address 2630 White Lake Road

Site Code:  
Station ID:

Latitude: 0' 0.0000 Undefined

#### Direction 1, Direction 2

Start	1	25	33	41	49	57	65	73	81	89	97	105	113	121	
Time	24	32	40	48	56	64	72	80	88	96	104	112	120	9999	Total
09-01-21	0	0	0	0	1	1	0	1	0	0	0	0	0	0	3
01:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
02:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	1	1	0	0	0	0	0	0	2
04:00	0	0	0	0	0	1	3	2	1	0	0	0	0	0	7
05:00	0	0	0	0	0	1	3	7	9	2	0	0	0	0	22
06:00	0	0	0	0	0	3	5	17	10	4	3	2	0	0	44
07:00	0	0	0	2	4	8	16	18	14	4	3	0	0	0	69
08:00	0	0	0	0	0	5	25	38	11	3	0	0	0	0	82
09:00	0	0	0	0	0	5	26	39	11	3	1	0	0	0	85
10:00	0	0	0	0	0	9	32	43	15	4	0	1	0	0	104
11:00	0	0	0	0	0	7	40	46	10	4	0	0	0	0	107
12 PM	0	3	1	1	0	6	24	44	18	4	3	0	0	0	104
13:00	0	0	0	0	5	5	22	50	20	6	1	0	0	0	109
14:00	0	0	0	0	2	6	33	39	13	4	0	0	0	0	97
15:00	0	0	0	0	0	5	28	42	24	6	1	0	0	0	106
16:00	0	0	0	1	2	6	30	64	30	7	5	0	1	0	146
17:00	0	0	0	0	2	4	18	47	29	6	2	2	1	0	111
18:00	0	0	0	0	2	1	9	24	17	5	3	0	0	0	61
19:00	0	0	2	0	1	1	7	24	6	2	2	0	0	0	45
20:00	0	0	0	0	0	2	12	17	13	3	2	0	0	0	49
21:00	0	0	0	0	0	0	11	13	11	1	2	2	0	0	40
22:00	0	0	0	0	0	0	3	6	6	1	1	0	0	0	17
23:00	0	0	0	0	0	0	0	2	1	2	0	0	0	0	5
Total	0	3	3	4	19	76	349	585	269	71	29	7	2	0	1417

Daily

15th Percentile : 66 KPH  
 50th Percentile : 75 KPH  
 85th Percentile : 84 KPH  
 95th Percentile : 92 KPH

Mean Speed(Average) : 76 KPH  
 15 KPH Pace Speed : 66-80 KPH  
 Number in Pace : 890  
 Percent in Pace : 62.8%  
 Number of Vehicles > 80 KPH : 378  
 Percent of Vehicles > 80 KPH : 26.7%

# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2)

Location: At Civic Address 2630 White Lake Road

Site Code:  
Station ID:

Latitude: 0' 0.0000 Undefined

#### Direction 1, Direction 2

Start	1	25	33	41	49	57	65	73	81	89	97	105	113	121	
Time	24	32	40	48	56	64	72	80	88	96	104	112	120	9999	Total
09-02-21	0	0	0	0	0	1	2	1	0	0	0	0	0	0	4
01:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
04:00	0	0	0	0	0	1	1	0	1	0	0	0	0	0	3
05:00	0	0	0	0	1	2	3	4	5	3	0	0	0	0	18
06:00	0	0	0	0	0	1	5	7	14	5	1	1	0	0	34
07:00	0	0	0	2	3	3	7	18	11	7	1	0	0	0	52
08:00	0	0	0	0	1	8	11	28	15	3	1	0	0	0	67
09:00	0	0	0	0	2	3	31	31	12	2	0	0	0	0	81
10:00	0	0	0	0	3	5	39	39	11	3	0	0	1	0	101
11:00	0	0	0	0	0	9	33	64	20	3	0	0	0	0	129
12 PM	0	0	0	2	3	5	40	43	17	4	0	0	0	0	114
13:00	0	0	0	1	1	7	42	32	14	5	0	0	0	0	102
14:00	0	0	0	0	1	4	23	53	15	5	1	0	0	0	102
15:00	0	0	0	0	2	10	31	57	14	7	1	1	0	0	123
16:00	0	0	0	0	2	6	26	58	37	9	2	0	0	0	140
17:00	0	0	0	0	0	1	9	49	26	10	2	0	0	0	97
18:00	0	0	0	0	1	1	9	32	24	8	1	0	1	0	77
19:00	0	0	0	0	1	5	11	26	18	8	1	0	0	0	70
20:00	0	0	0	0	1	5	7	11	4	1	2	0	0	0	31
21:00	0	0	0	2	0	2	6	8	10	3	0	1	0	0	32
22:00	0	0	0	0	0	0	3	1	3	2	0	0	0	0	9
23:00	0	0	0	0	0	2	3	3	1	1	0	1	0	0	11
Total	0	0	0	7	22	81	342	566	273	89	13	4	2	0	1399

Daily

15th Percentile : 66 KPH  
 50th Percentile : 75 KPH  
 85th Percentile : 85 KPH  
 95th Percentile : 91 KPH

Mean Speed(Average) : 76 KPH  
 15 KPH Pace Speed : 66-80 KPH  
 Number in Pace : 865  
 Percent in Pace : 61.8%  
 Number of Vehicles > 80 KPH : 381  
 Percent of Vehicles > 80 KPH : 27.2%

# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2)

Location: At Civic Address 2630 White Lake Road

Site Code:  
Station ID:

Latitude: 0' 0.0000 Undefined

#### Direction 1, Direction 2

Start	1	25	33	41	49	57	65	73	81	89	97	105	113	121	
Time	24	32	40	48	56	64	72	80	88	96	104	112	120	9999	Total
09-03-21	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
01:00	0	0	0	0	0	0	2	0	0	0	0	0	1	0	3
02:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	4	1	1	0	1	0	0	7
05:00	0	0	0	0	0	1	1	10	7	1	0	0	0	0	20
06:00	0	0	0	0	0	0	7	14	12	3	2	1	0	0	39
07:00	0	0	0	0	2	3	18	26	11	2	2	0	0	0	64
08:00	0	0	0	1	0	3	31	29	7	5	4	0	0	0	80
09:00	0	0	0	0	4	2	27	36	18	4	2	1	0	0	94
10:00	0	0	0	0	1	6	37	40	9	5	0	0	0	0	98
11:00	0	0	1	1	1	17	44	49	17	4	3	0	0	0	137
12 PM	0	0	0	0	3	3	28	60	24	7	2	0	0	0	127
13:00	0	0	0	0	0	5	33	62	32	9	0	0	0	0	141
14:00	0	0	0	0	0	0	36	62	34	6	1	0	0	0	139
15:00	0	0	0	0	0	6	35	54	39	2	1	0	0	0	137
16:00	0	0	0	0	2	3	35	51	39	16	1	0	0	0	147
17:00	0	0	0	0	0	6	20	54	45	7	1	0	0	0	133
18:00	0	0	1	0	0	5	23	34	28	9	8	1	0	0	109
19:00	0	0	0	0	1	3	15	38	14	3	3	0	0	0	77
20:00	0	0	0	2	0	2	10	11	14	6	7	0	0	0	52
21:00	0	0	0	0	0	0	5	7	9	0	2	0	0	0	23
22:00	0	0	0	0	0	3	0	2	2	4	0	0	1	0	12
23:00	0	0	0	0	0	1	1	3	2	1	0	0	0	0	8
Total	0	0	2	4	14	69	408	647	364	96	39	4	2	0	1649

Daily

15th Percentile : 67 KPH  
 50th Percentile : 76 KPH  
 85th Percentile : 85 KPH  
 95th Percentile : 92 KPH

Mean Speed(Average) : 77 KPH  
 15 KPH Pace Speed : 66-80 KPH  
 Number in Pace : 1004  
 Percent in Pace : 60.9%  
 Number of Vehicles > 80 KPH : 505  
 Percent of Vehicles > 80 KPH : 30.6%



# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2)

Location: At Civic Address 2630 White Lake Road

Site Code:  
Station ID:

Latitude: 0' 0.0000 Undefined

#### Direction 1, Direction 2

Start	1	25	33	41	49	57	65	73	81	89	97	105	113	121	
Time	24	32	40	48	56	64	72	80	88	96	104	112	120	9999	Total
09-04-21	0	0	0	0	0	0	3	2	0	1	0	0	0	0	6
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
04:00	0	0	0	0	0	1	0	1	0	0	0	0	0	0	2
05:00	0	0	0	0	0	0	0	1	1	1	0	0	0	0	3
06:00	0	0	0	0	0	0	1	1	2	0	0	0	0	0	4
07:00	0	0	0	0	0	2	7	11	1	1	1	0	0	0	23
08:00	0	0	0	0	0	2	9	27	12	8	0	0	0	0	58
09:00	0	1	2	0	0	4	17	31	28	4	0	0	0	0	87
10:00	0	0	0	0	2	2	41	48	36	7	1	1	0	0	138
11:00	0	0	0	0	2	7	24	68	31	6	5	1	0	0	144
12 PM	0	0	0	0	0	6	34	42	30	3	1	0	0	0	116
13:00	0	0	0	0	2	7	37	59	25	3	0	0	0	0	133
14:00	0	0	0	0	0	9	41	49	31	4	2	1	0	0	137
15:00	0	0	0	0	0	7	32	38	20	8	1	0	0	0	106
16:00	0	0	0	0	0	8	17	47	25	3	1	0	0	0	101
17:00	0	0	0	0	2	5	15	37	17	2	2	0	0	0	80
18:00	0	0	0	0	0	5	17	28	13	3	1	0	0	0	67
19:00	0	0	0	0	1	8	21	21	11	2	0	0	0	0	64
20:00	0	0	0	0	1	6	12	10	4	0	0	0	0	0	33
21:00	0	0	0	0	0	5	4	7	4	3	0	0	0	0	23
22:00	0	0	0	0	0	1	5	3	3	0	2	0	0	0	14
23:00	0	0	0	0	1	0	5	0	0	1	0	0	0	0	7
Total	0	1	2	0	11	85	342	532	295	60	17	3	0	0	1348

Daily

15th Percentile : 66 KPH  
 50th Percentile : 75 KPH  
 85th Percentile : 84 KPH  
 95th Percentile : 89 KPH

Mean Speed(Average) : 76 KPH  
 15 KPH Pace Speed : 66-80 KPH  
 Number in Pace : 831  
 Percent in Pace : 61.6%  
 Number of Vehicles > 80 KPH : 375  
 Percent of Vehicles > 80 KPH : 27.8%

# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2)

Location: At Civic Address 2630 White Lake Road

Site Code:  
Station ID:

Latitude: 0' 0.0000 Undefined

#### Direction 1, Direction 2

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
09-05-21	0	0	0	0	0	0	5	3	1	1	0	0	0	0	10
01:00	0	0	0	0	0	0	1	0	0	0	1	0	0	0	2
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
04:00	0	0	0	0	0	0	2	0	0	0	0	0	0	0	2
05:00	0	0	0	0	0	1	8	6	2	0	1	0	0	0	18
06:00	0	0	0	0	0	3	2	11	1	0	0	0	0	0	17
07:00	0	0	0	1	1	0	5	7	0	0	0	0	0	0	14
08:00	0	0	0	0	0	2	7	10	4	0	0	0	0	0	23
09:00	0	0	0	0	0	1	15	29	19	4	2	0	0	0	70
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	0	0	0	1	1	7	45	66	28	5	4	0	0	0	157

#### Daily

15th Percentile : 66 KPH  
50th Percentile : 74 KPH  
85th Percentile : 83 KPH  
95th Percentile : 89 KPH

Mean Speed(Average) : 76 KPH  
15 KPH Pace Speed : 66-80 KPH  
Number in Pace : 105  
Percent in Pace : 66.9%  
Number of Vehicles > 80 KPH : 37  
Percent of Vehicles > 80 KPH : 23.6%

Grand Total	0	4	7	16	82	375	1726	2788	1449	373	114	19	6	0	6959
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#### Overall

15th Percentile : 66 KPH  
50th Percentile : 75 KPH  
85th Percentile : 85 KPH  
95th Percentile : 91 KPH

Mean Speed(Average) : 76 KPH  
15 KPH Pace Speed : 66-80 KPH  
Number in Pace : 4298  
Percent in Pace : 61.8%  
Number of Vehicles > 80 KPH : 1961  
Percent of Vehicles > 80 KPH : 28.2%

# County of Renfrew Public Works and Engineering

## White Lake Road (County Road 2) Location: 50m North of Robertson Line

Site Code:  
Station ID:

Latitude: 0' 0.0000 South

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
06-15-23	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	0	0	0	0	0	1	7	19	41	30	11	2	0	0	111
14:00	0	0	0	0	0	2	5	25	42	16	6	5	1	1	103
15:00	0	0	0	0	0	0	4	25	30	28	13	2	0	0	102
16:00	0	0	0	0	1	0	2	21	35	18	14	0	0	0	91
17:00	0	0	0	0	0	0	2	26	31	21	14	3	2	1	100
18:00	0	0	0	0	0	0	4	5	16	9	9	5	0	0	48
19:00	0	0	0	0	0	1	2	7	19	9	4	1	0	0	43
20:00	0	0	0	0	0	0	0	11	16	4	9	1	0	0	41
21:00	0	0	0	0	0	2	7	5	6	3	1	0	1	0	25
22:00	0	0	0	0	1	0	0	5	0	2	0	1	0	0	9
23:00	0	0	0	0	0	0	1	0	1	0	0	1	0	0	3
Total	0	0	0	0	2	6	34	149	237	140	81	21	4	2	676

Daily

15th Percentile : 75 KPH  
50th Percentile : 84 KPH  
85th Percentile : 96 KPH  
95th Percentile : 103 KPH

Mean Speed(Average) : 86 KPH  
15 KPH Pace Speed : 74-88 KPH  
Number in Pace : 367  
Percent in Pace : 54.3%  
Number of Vehicles > 80 KPH : 485  
Percent of Vehicles > 80 KPH : 71.7%

# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2)

#### Location: 50m North of Robertson Line

Site Code:  
Station ID:

Latitude: 0' 0.0000 South

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
06-16-23	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
01:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
04:00	0	0	0	0	0	0	1	1	0	1	0	0	0	0	3
05:00	0	0	0	0	0	0	2	3	7	7	8	2	1	0	30
06:00	1	1	0	0	0	1	1	13	16	13	8	3	1	1	59
07:00	0	0	0	0	0	3	3	13	16	14	6	0	0	0	55
08:00	0	0	0	0	0	0	4	28	29	15	8	2	0	0	86
09:00	0	0	0	1	0	0	4	14	20	13	14	5	0	0	71
10:00	0	0	0	0	0	2	3	28	25	21	10	2	0	0	91
11:00	0	0	0	0	0	0	7	21	27	22	14	2	1	0	94
12 PM	0	0	0	0	0	1	4	16	28	15	13	2	0	2	81
13:00	0	0	0	0	0	3	10	24	41	15	6	0	1	0	100
14:00	0	0	0	0	0	0	2	16	26	27	12	2	0	1	86
15:00	0	0	0	0	0	2	1	16	33	24	8	2	2	0	88
16:00	0	0	0	0	0	0	10	23	28	33	17	4	1	2	118
17:00	0	0	0	0	0	0	2	13	24	19	11	3	2	1	75
18:00	0	0	0	0	0	0	3	15	21	17	4	1	0	1	62
19:00	0	0	0	0	0	0	1	13	17	8	10	1	1	0	51
20:00	0	0	0	0	0	0	3	8	13	8	2	2	0	0	36
21:00	0	0	0	0	0	1	3	5	1	3	1	1	0	0	15
22:00	0	0	0	0	0	0	2	3	5	2	1	0	0	0	13
23:00	0	0	0	0	0	1	2	2	1	2	0	0	0	0	8
Total	1	1	0	1	0	14	68	276	378	281	153	34	10	8	1225

Daily

15th Percentile : 74 KPH  
50th Percentile : 85 KPH  
85th Percentile : 96 KPH  
95th Percentile : 103 KPH

Mean Speed(Average) : 86 KPH  
15 KPH Pace Speed : 81-95 KPH  
Number in Pace : 624  
Percent in Pace : 50.9%  
Number of Vehicles > 80 KPH : 864  
Percent of Vehicles > 80 KPH : 70.5%

# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2) Location: 50m North of Robertson Line

Site Code:  
Station ID:

Latitude: 0' 0.0000 South

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
06-17-23	0	0	0	0	0	1	1	0	0	0	0	0	0	1	3
01:00	0	0	0	0	0	0	0	0	0	0	2	0	0	0	2
02:00	0	0	0	0	0	0	0	0	1	1	1	0	0	0	3
03:00	0	0	0	0	1	0	0	0	1	0	0	0	0	0	2
04:00	0	0	0	0	0	0	2	0	0	1	0	0	0	0	3
05:00	0	0	0	0	0	0	5	0	4	4	0	1	0	0	14
06:00	0	0	0	0	0	1	3	5	8	7	3	0	0	1	28
07:00	0	0	0	0	0	1	1	6	6	8	2	0	2	0	26
08:00	0	0	0	0	0	1	3	15	16	12	6	4	2	0	59
09:00	0	0	0	0	0	0	7	23	33	21	7	1	0	1	93
10:00	0	0	0	0	0	1	4	18	42	18	8	1	0	0	92
11:00	0	0	0	0	0	0	2	25	36	14	8	1	2	1	89
12 PM	0	0	0	0	0	0	5	26	37	31	14	3	0	0	116
13:00	0	0	0	0	0	0	5	14	44	20	8	2	1	0	94
14:00	0	0	0	0	0	0	2	21	27	22	12	2	0	1	87
15:00	1	0	1	0	0	0	2	22	19	11	8	2	0	0	66
16:00	0	0	3	0	0	2	8	15	22	17	8	3	0	0	78
17:00	1	0	0	0	0	2	5	14	27	15	12	3	0	1	80
18:00	0	0	0	0	0	4	2	8	16	4	2	1	0	0	37
19:00	0	0	0	0	0	0	2	5	16	15	3	2	0	0	43
20:00	0	0	0	0	0	0	4	9	16	9	7	1	0	0	46
21:00	0	0	0	0	0	1	4	2	6	9	2	3	0	0	27
22:00	0	0	0	0	0	0	1	2	3	3	4	0	0	0	13
23:00	0	0	0	0	0	1	1	2	1	0	3	1	0	0	9
Total	2	0	4	0	1	15	69	232	381	242	120	31	7	6	1110

Daily

15th Percentile : 74 KPH  
50th Percentile : 84 KPH  
85th Percentile : 95 KPH  
95th Percentile : 102 KPH

Mean Speed(Average) : 86 KPH  
15 KPH Pace Speed : 81-95 KPH  
Number in Pace : 593  
Percent in Pace : 53.4%  
Number of Vehicles > 80 KPH : 787  
Percent of Vehicles > 80 KPH : 70.9%

# County of Renfrew

## Public Works and Engineering

Page 4

### White Lake Road (County Road 2) Location: 50m North of Robertson Line

Site Code:  
Station ID:

Latitude: 0' 0.0000 South

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
06-18-23	0	0	0	0	0	1	0	0	0	0	0	0	0	1	2
01:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
02:00	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	0	1	0	0	0	0	1
04:00	0	0	0	0	0	0	1	0	1	0	1	0	0	0	3
05:00	0	0	0	0	0	0	0	1	2	3	1	0	0	0	7
06:00	0	0	0	0	0	1	1	4	5	3	0	1	0	0	15
07:00	2	0	0	0	0	1	0	7	8	4	0	0	0	0	22
08:00	0	0	0	0	0	0	2	12	11	11	13	3	1	0	53
09:00	0	0	0	0	0	2	3	13	26	12	9	1	0	0	66
10:00	0	0	0	0	0	1	5	23	27	23	10	2	0	0	91
11:00	0	0	0	0	0	0	3	22	38	17	4	1	1	1	87
12 PM	0	1	0	0	0	1	3	19	38	24	7	4	1	0	98
13:00	0	0	0	0	0	1	11	21	29	11	8	2	0	0	83
14:00	0	0	0	0	1	0	4	23	31	17	12	0	0	0	88
15:00	1	0	0	0	0	0	7	19	41	32	16	3	0	0	119
16:00	0	0	0	0	0	0	3	19	27	18	13	3	0	0	83
17:00	0	0	0	0	1	2	1	8	21	10	11	2	0	0	56
18:00	0	0	0	0	0	0	1	5	17	9	9	3	1	1	46
19:00	2	0	0	0	0	2	0	13	17	9	9	5	0	0	57
20:00	0	0	0	0	0	0	6	7	12	7	5	1	0	0	38
21:00	0	0	0	0	1	0	3	5	8	1	1	0	0	0	19
22:00	0	0	0	0	0	0	1	2	1	1	0	2	1	0	8
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	5	1	0	0	3	12	55	223	361	214	129	33	5	3	1044

Daily

15th Percentile : 74 KPH  
50th Percentile : 84 KPH  
85th Percentile : 96 KPH  
95th Percentile : 103 KPH

Mean Speed(Average) : 86 KPH  
15 KPH Pace Speed : 74-88 KPH  
Number in Pace : 556  
Percent in Pace : 53.3%  
Number of Vehicles > 80 KPH : 745  
Percent of Vehicles > 80 KPH : 71.4%

# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2) Location: 50m North of Robertson Line

Site Code:  
Station ID:

Latitude: 0' 0.0000 South

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
06-19-23	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1
04:00	0	0	0	0	1	0	1	4	0	2	0	0	1	0	9
05:00	0	0	0	0	0	0	3	8	14	9	6	2	1	0	43
06:00	0	0	0	0	0	1	1	10	16	10	4	2	0	0	44
07:00	0	1	0	0	0	1	7	10	25	18	9	2	2	1	76
08:00	0	0	0	0	0	0	4	19	28	20	8	0	0	0	79
09:00	0	1	0	0	0	0	8	20	20	10	6	2	0	0	67
10:00	0	0	0	0	0	0	3	18	19	19	6	1	0	1	67
11:00	0	0	0	0	0	0	4	22	21	12	3	2	0	0	64
12 PM	0	0	0	0	2	2	7	18	39	17	8	0	0	0	93
13:00	0	0	0	1	2	2	5	17	28	16	14	2	0	1	88
14:00	0	0	0	0	0	0	2	19	34	10	3	0	0	0	68
15:00	0	0	0	0	0	0	5	20	29	11	3	5	1	0	74
16:00	0	0	0	0	0	0	5	24	33	20	6	2	1	0	91
17:00	0	0	0	0	0	0	3	23	19	13	7	1	0	0	66
18:00	0	0	0	0	0	0	4	11	22	13	8	3	0	1	62
19:00	0	0	0	0	0	1	1	15	16	6	5	4	1	0	49
20:00	0	0	0	0	0	1	4	5	9	5	1	0	0	1	26
21:00	0	0	0	0	0	0	1	4	12	2	2	0	1	0	22
22:00	0	0	0	0	0	0	1	1	2	0	2	0	1	0	7
23:00	0	0	0	0	0	0	0	1	0	1	0	0	0	1	3
Total	0	2	0	1	5	8	69	270	387	214	101	28	9	6	1100

Daily

15th Percentile : 74 KPH  
50th Percentile : 83 KPH  
85th Percentile : 95 KPH  
95th Percentile : 102 KPH

Mean Speed(Average) : 85 KPH

15 KPH Pace Speed : 74-88 KPH

Number in Pace : 623

Percent in Pace : 56.6%

Number of Vehicles > 80 KPH : 745

Percent of Vehicles > 80 KPH : 67.7%

# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2) Location: 50m North of Robertson Line

Site Code:  
Station ID:

Latitude: 0' 0.0000 South

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
06-20-23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	0	0	2	2	4	1	1	0	0	10
05:00	0	0	0	0	0	0	2	7	8	8	5	3	2	0	35
06:00	0	0	0	0	0	0	2	10	12	17	19	2	0	1	63
07:00	0	0	0	0	1	2	1	19	28	19	17	4	0	0	91
08:00	0	0	0	5	0	0	7	22	29	13	5	2	0	0	83
09:00	0	0	0	0	0	0	4	27	24	9	5	3	0	0	72
10:00	0	0	0	0	0	0	6	16	21	17	7	1	0	0	68
11:00	0	0	0	0	0	3	5	14	28	19	6	2	0	0	77
12 PM	0	0	0	0	0	3	2	16	29	17	5	1	0	0	73
13:00	0	0	0	0	0	0	6	24	21	16	6	1	0	0	74
14:00	0	0	0	0	0	1	2	17	23	24	12	1	1	1	82
15:00	0	0	0	1	0	1	3	24	20	17	14	2	0	0	82
16:00	0	0	0	1	2	0	11	17	28	18	10	1	0	0	88
17:00	0	0	0	0	0	0	7	17	31	20	10	1	0	0	86
18:00	0	0	0	0	0	0	2	10	11	12	8	2	2	0	47
19:00	0	0	0	0	0	3	3	8	7	9	4	2	0	0	36
20:00	0	0	0	0	0	0	5	9	13	8	4	0	1	0	40
21:00	0	0	0	0	0	0	3	6	8	1	0	1	0	0	19
22:00	0	0	0	0	0	1	1	4	2	2	2	1	0	0	13
23:00	0	0	0	0	0	0	0	2	0	0	1	0	0	0	3
Total	0	0	0	7	3	14	72	272	345	250	141	31	6	2	1143

Daily

15th Percentile : 74 KPH  
50th Percentile : 84 KPH  
85th Percentile : 96 KPH  
95th Percentile : 102 KPH

Mean Speed(Average) : 86 KPH  
15 KPH Pace Speed : 74-88 KPH  
Number in Pace : 583  
Percent in Pace : 51.0%  
Number of Vehicles > 80 KPH : 775  
Percent of Vehicles > 80 KPH : 67.8%



# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2)

#### Location: 50m North of Robertson Line

Site Code:  
Station ID:

Latitude: 0' 0.0000 South

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
06-21-23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
01:00	0	0	0	0	0	0	0	0	1	0	0	0	1	0	2
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	2	0	0	0	0	0	0	0	0	2
04:00	0	0	0	0	0	0	1	3	1	0	0	0	0	0	5
05:00	0	0	1	0	0	0	1	5	10	13	9	2	0	0	41
06:00	0	0	0	0	0	0	1	7	21	15	13	5	1	1	64
07:00	0	0	0	0	1	3	0	8	27	23	10	4	1	1	78
08:00	0	0	0	0	0	0	2	26	19	16	5	1	1	0	70
09:00	0	0	0	0	0	1	2	16	24	8	6	3	0	0	60
10:00	0	0	0	0	0	0	3	17	19	12	9	3	1	0	64
11:00	0	0	0	0	0	2	6	17	20	17	4	2	1	0	69
12 PM	0	0	0	0	0	1	7	21	39	12	4	0	0	0	84
13:00	1	0	1	0	0	1	5	18	35	11	7	0	1	0	80
14:00	0	0	1	0	0	1	5	17	25	14	7	1	1	1	73
15:00	0	0	0	0	0	1	5	23	31	24	10	0	2	0	96
16:00	0	0	0	0	0	0	3	15	27	24	14	2	0	0	85
17:00	0	0	0	0	0	1	9	11	18	18	14	2	0	0	73
18:00	0	0	1	0	0	0	0	10	20	14	6	1	0	0	52
19:00	0	0	4	2	0	0	8	5	14	12	8	4	1	0	58
20:00	0	0	0	0	0	2	4	4	11	4	5	1	0	1	32
21:00	0	0	0	0	0	1	3	10	7	5	5	0	0	0	31
22:00	0	0	0	0	0	0	0	1	3	2	1	0	0	0	7
23:00	0	0	0	0	0	0	0	0	0	1	2	1	0	0	4
Total	1	0	8	2	1	16	65	234	372	245	139	32	11	4	1130

Daily

15th Percentile : 74 KPH  
50th Percentile : 85 KPH  
85th Percentile : 96 KPH  
95th Percentile : 103 KPH

Mean Speed(Average) : 86 KPH  
15 KPH Pace Speed : 81-95 KPH  
Number in Pace : 586  
Percent in Pace : 51.9%  
Number of Vehicles > 80 KPH : 803  
Percent of Vehicles > 80 KPH : 71.1%

# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2) Location: 50m North of Robertson Line

Site Code:  
Station ID:

Latitude: 0' 0.0000 South

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
06-22-23	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
01:00	1	0	0	0	0	0	0	0	0	0	0	0	0	1	2
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1
04:00	0	0	0	0	0	0	0	2	1	0	3	0	0	0	6
05:00	0	0	0	0	0	1	2	4	9	5	6	1	0	0	28
06:00	0	0	0	0	0	0	2	8	16	15	10	4	1	1	57
07:00	0	1	0	0	0	1	3	9	28	22	13	3	0	0	80
08:00	0	0	0	0	0	0	4	21	28	18	16	1	1	0	89
09:00	0	0	0	0	1	5	5	19	25	16	7	1	1	0	80
10:00	0	2	0	0	0	2	7	30	22	20	4	5	2	0	94
11:00	0	0	0	0	0	1	3	24	31	17	16	3	0	1	96
12 PM	0	0	0	0	0	3	9	21	20	14	15	2	0	0	84
13:00	0	0	0	0	0	0	10	13	20	12	9	4	0	1	69
14:00	0	0	0	0	0	2	4	17	23	20	4	5	1	0	76
15:00	0	2	0	0	0	1	5	13	27	21	10	2	0	0	81
16:00	0	0	0	0	0	1	6	19	32	39	11	0	0	0	108
17:00	0	1	1	0	0	0	5	27	40	18	12	0	0	1	105
18:00	0	1	0	0	0	0	1	12	21	11	19	2	0	1	68
19:00	0	1	0	0	0	1	2	13	21	14	4	4	0	0	60
20:00	0	0	0	0	0	0	3	6	13	3	5	1	0	0	31
21:00	0	0	0	0	0	1	1	7	7	4	3	0	0	0	23
22:00	0	0	0	0	0	0	1	0	0	1	1	0	0	1	4
23:00	0	0	0	0	0	0	0	1	1	0	0	0	0	0	2
Total	1	8	1	0	1	19	73	266	385	270	169	39	6	7	1245

Daily

15th Percentile : 74 KPH  
50th Percentile : 85 KPH  
85th Percentile : 97 KPH  
95th Percentile : 103 KPH

Mean Speed(Average) : 86 KPH  
15 KPH Pace Speed : 81-95 KPH  
Number in Pace : 621  
Percent in Pace : 49.9%  
Number of Vehicles > 80 KPH : 876  
Percent of Vehicles > 80 KPH : 70.4%

# County of Renfrew Public Works and Engineering

## White Lake Road (County Road 2) Location: 50m North of Robertson Line

Site Code:  
Station ID:

Latitude: 0' 0.0000 South

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
06-23-23	0	0	0	0	0	0	0	0	0	2	1	0	0	0	3
01:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
02:00	0	0	0	1	0	0	0	0	0	1	0	0	0	0	2
03:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
04:00	0	0	0	0	0	0	0	1	1	1	1	0	0	0	4
05:00	0	0	0	0	0	0	1	2	6	11	9	2	0	0	31
06:00	0	0	0	0	0	0	4	10	15	9	14	2	1	0	55
07:00	0	0	0	0	0	0	7	12	20	25	12	2	0	0	78
08:00	0	0	0	0	1	5	14	21	30	11	6	2	1	0	91
09:00	0	0	0	0	0	6	8	24	37	18	5	2	0	0	100
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	0	0	0	1	1	11	35	71	109	78	48	10	2	0	366

Daily

15th Percentile : 72 KPH  
50th Percentile : 84 KPH  
85th Percentile : 96 KPH  
95th Percentile : 102 KPH

Mean Speed(Average) : 85 KPH  
15 KPH Pace Speed : 81-95 KPH  
Number in Pace : 177  
Percent in Pace : 48.4%  
Number of Vehicles > 80 KPH : 247  
Percent of Vehicles > 80 KPH : 67.5%

Grand  
Total

10 12 13 12 17 115 540 1993 2955 1934 1081 259 60 38 9039

Overall

15th Percentile : 74 KPH  
50th Percentile : 84 KPH  
85th Percentile : 96 KPH  
95th Percentile : 103 KPH

Mean Speed(Average) : 86 KPH  
15 KPH Pace Speed : 74-88 KPH  
Number in Pace : 4699  
Percent in Pace : 52.0%  
Number of Vehicles > 80 KPH : 6327  
Percent of Vehicles > 80 KPH : 70.0%

# County of Renfrew

## Public Works and Engineering

Page 1

### White Lake Road (County Road 2)

#### Location: 100m North of Civic Address 1511

Site Code: 002002  
Station ID:

Latitude: 0' 0.0000 Undefined

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
09-07-23	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
01:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
02:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12 PM	0	0	0	0	4	18	30	33	31	3	1	0	0	0	120
13:00	0	0	0	0	2	9	25	27	23	4	0	1	0	0	91
14:00	0	0	0	0	1	14	24	39	27	11	4	0	0	0	120
15:00	0	0	0	0	4	10	26	39	25	10	4	2	1	0	121
16:00	0	0	1	0	2	10	23	35	23	4	8	0	0	0	106
17:00	0	0	0	2	2	9	21	27	23	16	8	0	0	0	108
18:00	0	0	0	1	1	5	18	16	20	6	2	1	0	0	70
19:00	0	0	2	0	3	7	21	17	13	10	2	0	0	0	75
20:00	0	0	4	7	7	4	8	9	2	0	0	0	0	0	41
21:00	0	0	2	1	4	5	4	3	1	1	2	0	0	0	23
22:00	0	0	0	0	0	3	2	1	2	2	1	0	0	0	11
23:00	0	0	0	0	0	0	2	0	0	1	0	0	0	0	3
Total	0	0	9	11	30	94	204	246	190	68	32	4	1	0	889

Daily

15th Percentile : 63 KPH  
50th Percentile : 75 KPH  
85th Percentile : 86 KPH  
95th Percentile : 95 KPH

Mean Speed(Average) : 75 KPH  
15 KPH Pace Speed : 66-80 KPH  
Number in Pace : 424  
Percent in Pace : 47.7%  
Number of Vehicles > 80 KPH : 295  
Percent of Vehicles > 80 KPH : 33.2%

# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2)

Location: 100m North of Civic Address 1511

Site Code: 002002  
Station ID:

Latitude: 0' 0.0000 Undefined

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
09-08-23	0	0	0	0	0	2	0	1	0	1	0	0	0	0	4
01:00	0	0	0	1	0	4	0	0	0	0	0	0	0	0	5
02:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	2	1	3	4	0	0	1	0	0	11
05:00	0	0	0	0	2	3	11	13	8	4	2	1	1	0	45
06:00	0	0	0	0	0	4	23	26	9	7	5	1	0	0	75
07:00	0	0	0	1	13	12	27	33	26	9	6	2	0	0	129
08:00	0	0	0	2	1	17	33	24	24	8	3	0	0	0	112
09:00	1	0	0	1	3	15	25	29	22	8	1	1	0	0	106
10:00	0	0	0	0	1	11	34	36	24	7	7	0	0	0	120
11:00	0	0	0	0	3	7	25	35	15	4	4	4	0	0	97
12 PM	0	0	0	0	0	12	37	48	29	13	5	2	0	0	146
13:00	0	0	0	0	1	9	26	39	26	10	8	0	0	0	119
14:00	0	0	0	1	1	9	21	29	28	13	6	1	0	1	110
15:00	0	0	0	0	2	14	34	47	41	11	6	1	0	0	156
16:00	0	0	0	2	5	11	29	52	41	20	3	0	1	0	164
17:00	0	0	0	0	2	3	21	42	33	10	7	2	0	1	121
18:00	0	0	0	1	5	6	13	30	22	6	2	0	0	0	85
19:00	0	1	0	0	1	5	29	22	12	5	0	0	0	0	75
20:00	0	0	0	1	0	8	4	13	8	2	1	0	0	0	37
21:00	0	0	0	0	0	6	5	11	4	3	1	0	0	0	30
22:00	0	0	0	0	2	5	1	1	5	0	0	1	0	1	16
23:00	0	0	0	0	0	0	1	3	0	0	1	0	0	0	5
Total	1	1	0	10	42	165	401	537	381	141	68	17	2	3	1769

Daily

15th Percentile : 64 KPH  
50th Percentile : 75 KPH  
85th Percentile : 87 KPH  
95th Percentile : 95 KPH

Mean Speed(Average) : 77 KPH  
15 KPH Pace Speed : 66-80 KPH  
Number in Pace : 888  
Percent in Pace : 50.2%  
Number of Vehicles > 80 KPH : 612  
Percent of Vehicles > 80 KPH : 34.6%

# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2)

Location: 100m North of Civic Address 1511

Site Code: 002002  
Station ID:

Latitude: 0' 0.0000 Undefined

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
09-09-23	0	0	0	0	0	1	1	0	0	0	0	0	0	0	2
01:00	0	0	0	0	0	0	0	0	0	1	0	0	0	1	2
02:00	0	0	0	1	0	0	1	0	0	0	0	0	0	0	2
03:00	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
04:00	0	0	0	0	0	0	0	1	0	0	1	0	0	0	2
05:00	0	0	0	0	0	3	2	3	0	3	1	0	0	0	12
06:00	0	0	0	0	1	2	5	4	6	1	1	0	0	0	20
07:00	0	0	0	0	5	3	5	10	7	4	0	1	3	0	38
08:00	0	0	0	0	3	10	23	29	22	7	2	0	0	0	96
09:00	0	0	0	0	1	11	31	37	26	18	4	1	0	0	129
10:00	0	0	0	0	1	15	21	32	33	8	4	1	0	0	115
11:00	0	0	0	1	3	10	28	39	27	19	7	1	0	0	135
12 PM	0	0	1	0	6	17	28	51	17	10	5	1	0	0	136
13:00	0	0	0	0	1	9	29	47	29	16	5	1	0	0	137
14:00	0	0	0	3	2	8	25	30	26	8	5	2	0	0	109
15:00	0	0	1	2	2	10	28	39	21	8	7	1	0	0	119
16:00	0	0	2	1	4	7	34	26	25	13	5	2	0	0	119
17:00	0	0	0	2	3	7	27	22	26	8	3	0	0	0	98
18:00	0	0	0	1	1	9	22	31	13	10	0	1	0	0	88
19:00	0	0	0	1	0	10	13	19	11	2	1	3	0	0	60
20:00	0	0	0	0	2	7	10	17	8	3	2	1	0	0	50
21:00	0	0	0	0	1	3	5	7	8	2	0	1	0	0	27
22:00	0	0	0	0	0	0	4	2	3	1	1	0	0	0	11
23:00	0	0	0	0	0	0	4	6	4	0	0	0	0	1	15
Total	0	0	4	12	36	142	346	452	312	142	55	17	3	2	1523

Daily

15th Percentile : 64 KPH  
50th Percentile : 75 KPH  
85th Percentile : 87 KPH  
95th Percentile : 95 KPH

Mean Speed(Average) : 77 KPH  
15 KPH Pace Speed : 66-80 KPH  
Number in Pace : 755  
Percent in Pace : 49.6%  
Number of Vehicles > 80 KPH : 531  
Percent of Vehicles > 80 KPH : 34.9%

# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2)

Location: 100m North of Civic Address 1511

Site Code: 002002  
Station ID:

Latitude: 0' 0.0000 Undefined

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
09-10-23	0	0	0	0	0	0	0	3	1	0	3	0	0	1	8
01:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	2
02:00	0	0	0	0	0	0	2	0	3	2	0	0	0	0	7
03:00	0	0	0	0	1	0	0	0	0	1	1	0	0	0	3
04:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
05:00	0	0	0	1	3	5	1	2	3	0	2	0	0	0	17
06:00	0	0	0	0	0	0	2	6	3	0	0	1	0	1	13
07:00	0	1	0	0	3	4	5	8	1	3	2	0	0	0	27
08:00	0	1	0	1	1	5	13	10	14	8	5	0	0	0	58
09:00	0	0	0	0	6	17	30	28	25	7	2	0	0	0	115
10:00	0	0	0	0	2	8	29	46	20	8	3	0	0	0	116
11:00	0	1	0	1	2	15	39	45	22	17	8	1	0	0	151
12 PM	0	0	0	0	2	14	38	37	35	11	2	3	0	0	142
13:00	0	1	0	2	3	14	38	43	29	11	10	0	0	0	151
14:00	0	0	0	1	1	23	34	40	32	11	6	1	0	1	150
15:00	0	0	1	3	3	17	35	30	15	9	2	1	1	1	118
16:00	1	0	0	1	4	9	30	40	23	7	9	0	1	0	125
17:00	0	0	0	0	2	5	23	34	22	13	3	1	0	0	103
18:00	0	0	0	1	3	5	14	28	14	11	1	0	0	0	77
19:00	0	0	0	2	3	14	18	18	16	4	0	0	0	0	75
20:00	0	0	0	0	2	5	10	10	12	2	1	0	0	0	42
21:00	0	0	0	0	0	1	5	10	2	1	0	1	0	0	20
22:00	0	0	0	0	0	0	0	2	0	1	3	0	0	0	6
23:00	0	0	0	0	0	0	2	2	1	0	0	0	0	0	5
Total	1	4	1	13	42	163	368	442	293	127	63	9	2	4	1532

Daily

15th Percentile : 64 KPH  
50th Percentile : 75 KPH  
85th Percentile : 87 KPH  
95th Percentile : 95 KPH

Mean Speed(Average) : 76 KPH  
15 KPH Pace Speed : 66-80 KPH  
Number in Pace : 764  
Percent in Pace : 49.9%  
Number of Vehicles > 80 KPH : 498  
Percent of Vehicles > 80 KPH : 32.5%

# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2)

Location: 100m North of Civic Address 1511

Site Code: 002002  
Station ID:

Latitude: 0' 0.0000 Undefined

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
09-11-23	0	0	0	0	0	0	1	0	0	1	0	0	0	0	2
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
03:00	0	0	0	0	0	1	0	0	0	0	0	0	0	0	1
04:00	0	0	0	0	1	0	4	4	5	0	0	0	0	2	16
05:00	0	0	0	3	5	15	12	16	3	2	1	1	0	0	58
06:00	0	0	0	0	6	14	26	27	15	3	7	1	0	1	100
07:00	0	0	0	3	3	21	37	31	15	11	3	2	0	0	126
08:00	1	0	0	0	2	6	27	26	17	7	3	1	0	1	91
09:00	0	0	0	1	4	12	26	37	20	11	3	1	0	0	115
10:00	0	0	0	0	1	10	18	34	22	7	6	2	0	0	100
11:00	0	1	0	0	2	10	30	33	21	12	5	1	1	0	116
12 PM	0	0	0	1	2	9	27	40	31	20	1	1	0	0	132
13:00	0	0	0	0	1	17	32	26	14	13	5	0	0	0	108
14:00	0	0	0	0	7	12	23	49	28	9	4	0	0	0	132
15:00	0	0	0	0	3	15	27	34	21	12	7	0	0	0	119
16:00	0	0	1	1	2	8	31	36	33	11	4	2	0	0	129
17:00	0	0	0	1	1	6	23	24	23	17	5	2	0	0	102
18:00	0	0	0	0	1	7	6	29	15	8	2	2	0	0	70
19:00	0	0	0	0	1	11	15	20	19	1	4	0	0	1	72
20:00	0	1	1	1	0	2	3	5	6	2	1	1	0	0	23
21:00	0	0	1	0	0	1	8	1	5	1	0	0	0	0	17
22:00	0	0	0	0	1	1	0	1	2	1	0	0	0	0	6
23:00	0	0	0	0	0	0	1	1	1	1	0	0	1	0	5
Total	1	2	3	11	43	178	377	475	316	150	61	17	2	5	1641

Daily

15th Percentile : 64 KPH  
50th Percentile : 75 KPH  
85th Percentile : 87 KPH  
95th Percentile : 95 KPH

Mean Speed(Average) : 76 KPH  
15 KPH Pace Speed : 66-80 KPH  
Number in Pace : 805  
Percent in Pace : 49.1%  
Number of Vehicles > 80 KPH : 551  
Percent of Vehicles > 80 KPH : 33.6%



# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2)

Location: 100m North of Civic Address 1511

Site Code: 002002  
Station ID:

Latitude: 0' 0.0000 Undefined

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
09-12-23	0	0	0	0	1	0	0	1	0	0	0	0	0	0	2
01:00	0	0	0	0	1	1	0	0	0	0	0	0	0	0	2
02:00	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
03:00	0	0	0	0	0	0	0	0	1	0	0	1	0	0	2
04:00	0	0	0	0	1	0	3	6	1	1	2	1	0	0	15
05:00	0	0	0	0	0	1	11	17	10	4	7	1	0	0	51
06:00	0	0	0	1	1	9	22	23	24	4	5	0	0	1	90
07:00	0	0	0	0	0	15	24	36	28	6	5	3	0	1	118
08:00	0	0	0	3	1	10	37	35	20	6	3	1	0	0	116
09:00	0	0	0	0	4	19	39	32	25	5	0	2	0	0	126
10:00	0	0	0	0	1	7	42	39	22	6	3	0	0	0	120
11:00	0	0	0	0	5	11	26	26	23	6	2	0	0	0	99
12 PM	0	1	0	1	5	8	26	45	13	12	3	0	0	0	114
13:00	0	0	0	0	2	12	22	31	21	12	1	0	0	0	101
14:00	0	0	0	1	1	12	26	32	25	13	5	1	0	0	116
15:00	0	0	0	0	3	13	32	30	26	10	12	3	0	0	129
16:00	0	0	0	0	3	8	26	40	27	18	7	0	2	0	131
17:00	0	0	0	0	3	8	27	43	29	12	6	0	0	0	128
18:00	0	0	0	0	5	11	25	22	13	12	1	2	0	1	92
19:00	0	0	0	0	1	3	12	9	10	4	1	0	0	1	41
20:00	0	0	0	0	3	1	3	10	2	7	1	0	0	0	27
21:00	0	0	0	0	1	0	6	1	6	1	0	0	0	0	15
22:00	0	0	0	0	2	4	1	1	0	1	0	0	0	1	10
23:00	0	0	0	0	1	1	1	0	2	0	0	0	0	0	5
Total	0	1	0	6	45	154	412	479	328	140	64	15	2	5	1651

Daily

15th Percentile : 64 KPH  
50th Percentile : 75 KPH  
85th Percentile : 87 KPH  
95th Percentile : 95 KPH

Mean Speed(Average) : 76 KPH  
15 KPH Pace Speed : 66-80 KPH  
Number in Pace : 840  
Percent in Pace : 50.9%  
Number of Vehicles > 80 KPH : 554  
Percent of Vehicles > 80 KPH : 33.6%

# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2)

Location: 100m North of Civic Address 1511

Site Code: 002002  
Station ID:

Latitude: 0' 0.0000 Undefined

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
09-13-23	0	0	0	0	0	0	0	1	0	0	0	0	0	0	1
01:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04:00	0	0	0	0	0	3	0	7	0	1	1	0	0	0	12
05:00	0	0	0	0	2	1	10	22	10	5	5	2	0	0	57
06:00	0	0	0	2	2	6	20	31	14	6	5	4	2	0	92
07:00	0	0	0	0	3	9	29	37	29	11	3	1	0	0	122
08:00	0	0	1	1	2	11	30	41	29	10	4	0	0	0	129
09:00	0	0	0	1	0	7	29	35	32	16	9	0	0	0	129
10:00	0	0	0	3	4	11	21	36	26	8	2	0	0	0	111
11:00	0	0	0	1	0	9	28	38	32	9	1	2	0	1	121
12 PM	0	0	0	0	3	5	25	47	27	8	8	0	0	0	123
13:00	0	0	1	0	2	12	17	31	21	13	2	0	0	0	99
14:00	0	0	0	0	1	8	29	37	25	9	5	0	0	1	115
15:00	0	0	0	0	3	15	19	50	36	17	6	3	0	0	149
16:00	0	0	1	2	3	11	20	32	37	19	11	0	0	0	136
17:00	0	0	0	0	0	3	15	34	26	18	8	1	1	1	107
18:00	0	0	0	0	0	4	15	22	18	14	8	1	0	0	82
19:00	0	0	2	0	2	4	17	17	7	3	2	0	0	0	54
20:00	0	0	0	0	1	2	8	6	6	3	6	1	0	0	33
21:00	0	0	0	0	0	1	2	4	2	1	0	0	0	0	10
22:00	0	0	0	0	0	0	0	4	2	2	4	0	0	1	13
23:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	5	10	28	122	334	532	379	173	90	15	3	4	1695

Daily

15th Percentile : 66 KPH  
50th Percentile : 77 KPH  
85th Percentile : 89 KPH  
95th Percentile : 98 KPH

Mean Speed(Average) : 78 KPH  
15 KPH Pace Speed : 73-87 KPH  
Number in Pace : 864  
Percent in Pace : 51.0%  
Number of Vehicles > 80 KPH : 664  
Percent of Vehicles > 80 KPH : 39.2%

# County of Renfrew

## Public Works and Engineering

### White Lake Road (County Road 2)

#### Location: 100m North of Civic Address 1511

Site Code: 002002  
Station ID:

Latitude: 0' 0.0000 Undefined

NB, SB

Start Time	1 24	25 32	33 40	41 48	49 56	57 64	65 72	73 80	81 88	89 96	97 104	105 112	113 120	121 9999	Total
09-14-23	0	0	0	0	0	0	0	0	1	0	0	1	0	0	2
01:00	0	0	0	0	1	0	0	0	0	0	0	0	0	0	1
02:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
04:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
05:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
06:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
07:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
08:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
09:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
12 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
13:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
14:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
15:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
16:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
17:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
18:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
19:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
20:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
21:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
22:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
23:00	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
Total	0	0	0	0	1	0	0	0	1	0	0	1	0	0	3

Daily

15th Percentile : 51 KPH  
50th Percentile : 84 KPH  
85th Percentile : 108 KPH  
95th Percentile : 110 KPH

Mean Speed(Average) : 82 KPH  
15 KPH Pace Speed : 39-53 KPH  
Number in Pace : 1  
Percent in Pace : 33.3%  
Number of Vehicles > 80 KPH : 2  
Percent of Vehicles > 80 KPH : 66.7%

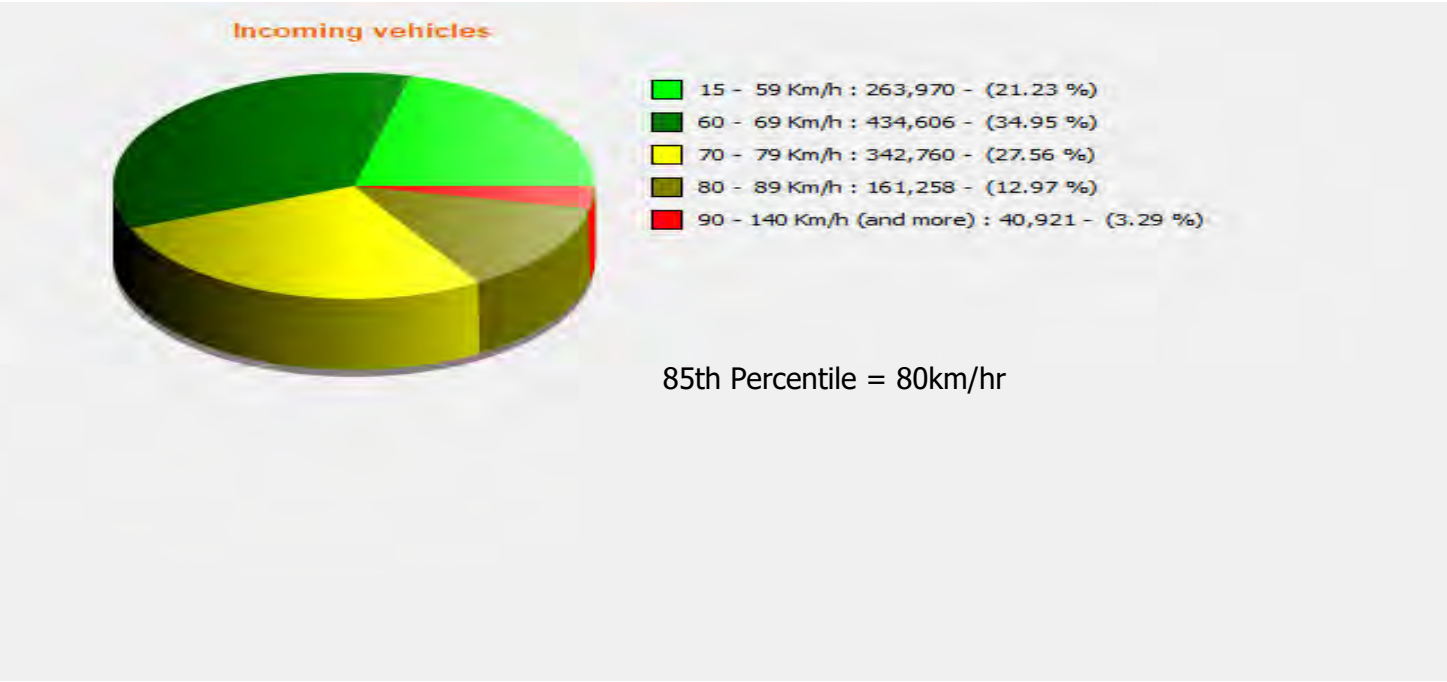
Grand Total	3	8	22	73	267	1018	2442	3163	2200	941	433	95	15	23	10703
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Overall

15th Percentile : 64 KPH  
50th Percentile : 75 KPH  
85th Percentile : 87 KPH  
95th Percentile : 96 KPH

Mean Speed(Average) : 77 KPH  
15 KPH Pace Speed : 66-80 KPH  
Number in Pace : 5300  
Percent in Pace : 49.5%  
Number of Vehicles > 80 KPH : 3707  
Percent of Vehicles > 80 KPH : 34.6%

NORTH BOUND TRAFFIC

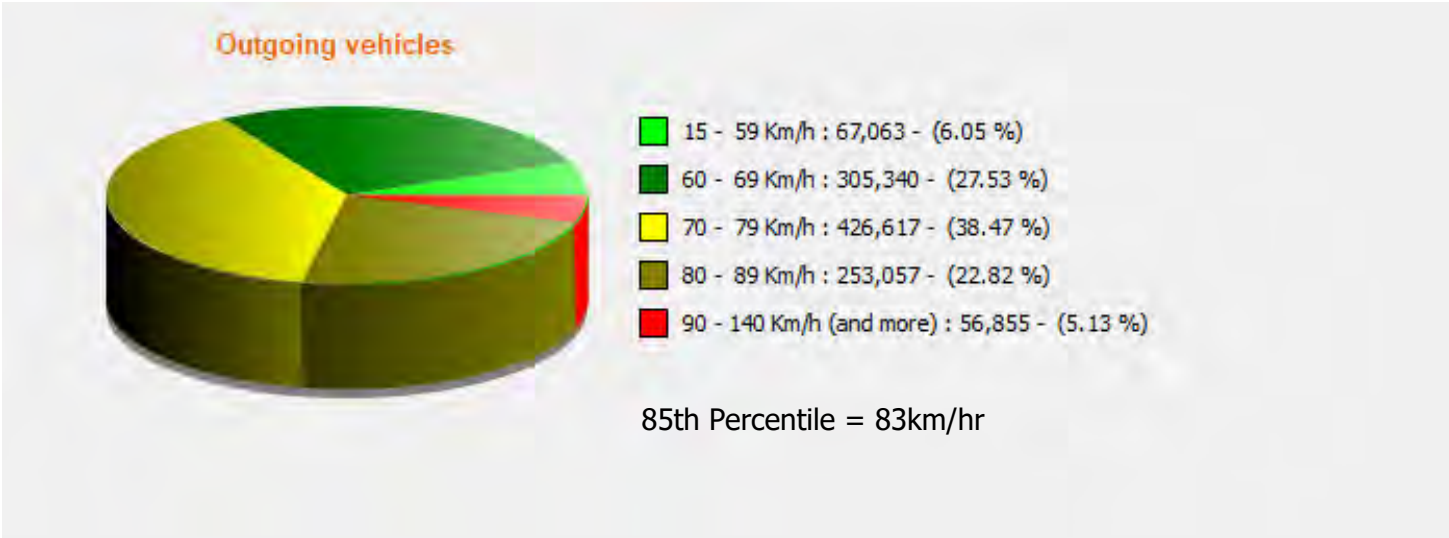


**Start date:** Thursday, May 27, 2021 10:30 AM  
**End date:** Friday, August 18, 2023 10:00 AM

**Location:**

**Comments:**

SOUTH BOUND TRAFFIC



Start date: Thursday, May 27, 2021 10:30 AM  
End date: Friday, August 18, 2023 10:00 AM

Location:

Comments:

## TOWNSHIP OF ADMASTON/BROMLEY



477 Stone Road, RR2  
Renfrew ON K7V 3Z5

DATE: September 21, 2023

RESOLUTION NO. 18-09-23

MOVED BY:

Brian Hamilton

SECONDED BY:

Angela Field

BE IT RESOLVED THAT Council authorize the County of Renfrew to complete the design of the Lynch Road culverts in 2023;

AND BE IT FURTHER RESOLVED THAT Council approves the work for the Lynch Road to be completed by the County of Renfrew in 2024, with the costs being shared equally between the County of Renfrew and the Township of Admaston/Bromley;

AND BE IT FURTHER RESOLVED THAT Council requests that the County of Renfrew takes over jurisdiction of the Lynch Road Culverts as per County of Renfrew's policy PW-02.

X	<b>CARRIED</b>
	<b>DEFEATED</b>
	<b>DEFERRED</b>

Michael Donohue  
Deputy Mayor

## 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

**CERTIFIED A TRUE COPY**

JENNIFER CHARKAVI

CLERK

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

October 25, 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. The National Housing Accord: A Multi-Sector Approach to Ending Canada's Rental Housing Crisis**

The National Housing Accord is a campaign to end homelessness that is led by the Canadian Alliance to End Homelessness, PLACE Centre Smart Prosperity Institute, and REALPAC. The National Housing Accord's recent paper, "[A Multi-Sector Approach to Ending Canada's Rental Housing Crisis](#)", suggests an industrial strategy approach to accelerate housing development through ten recommendations.

### **2. Built For Zero Canada – Acknowledgment**

Attached as Appendix I is a letter from Built For Zero Canada that recognizes the County of Renfrew for reducing chronic homelessness. As of September 2022, the average (baseline) record for chronic homelessness was 17 households. Since then, there has been a reduction of at least 10% since March 2023.

The [Active Chronic Homelessness & Baseline Reductions](#) chart provides a summary of the Built for Zero data. The data reflects households that are registered on the County of Renfrew's By-Name List, which is an enumeration tool that reflects active and reported chronic homelessness. People who are registered with the County of Renfrew's Built for Zero initiative are prioritized for wrap-around supports and financial benefits through the Homelessness Prevention Program. Chronic is defined as more than 6-months of homelessness or a repeat period of homelessness within a 12-month period.

## **RESOLUTIONS**

### **3. Rural Ontario Municipal Association (ROMA) Conference**

#### **RESOLUTION NO. CS-CC-23-10-41**

Moved by Chair

Seconded by Committee

THAT County Council approve delegation requests at the 2024 Rural Ontario Municipal Association (ROMA) Annual Conference with the Minister of Municipal Affairs and Housing and Associate Minister of Housing to discuss additional funding opportunities to increase housing in our community; AND FURTHER THAT the Chair of the Standing Committee, along with the Warden, be designated to attend the delegation.

### **Background**

The Rural Ontario Municipal Association Conference is scheduled for Sunday, January 21 to Tuesday, January 23, 2024, to be held at the Sheraton Centre Hotel, 123 Queen Street West, Toronto. We are seeking an opportunity to present and discuss with the Ministry of Municipal Affairs and Housing (Associate Minister of Housing Rob Flack) proposed solutions to housing, including the modular seniors village project and the proposed Habitat for Humanity partnership. We further would like an opportunity to present and discuss with the Ministry of Municipal Affairs and Housing (Minister Rob Calandra) on the topic of continued and sustainable funding for housing projects in areas outside of the designated urban areas, and to assist community housing Service Manager's plan for growth and revitalization by providing funding commitments for a five-year period in order to plan and execute projects.

#### **4. Social Services Fiscal Pressure Reserve**

##### **RESOLUTION NO. CS-CC-23-10-43**

Moved by Chair

Seconded by Committee

THAT County Council approve that any changes to Ontario Works Administration components of the upcoming Ontario Works budget that exceed the budgeted amounts be funded from the Social Services Fiscal Pressure Reserve.

### **Background**

In October 2022, The Ministry of Children, Community and Social Services (MCCSS) provided notification to the County of Renfrew Ontario Works program that the 2023 and 2024 Ontario Works Program Delivery Funding (PDF) allocations would be reduced in 2023 by \$0.1M (pro-rated from October to December 2023) and in 2024 by \$0.5M. These amounts will be transferred to the Ministry of Labour, Immigration, Training and Skills Development (MLITSD) as a result of the Employment Services Transformation taking place on October 1, 2023.

The reduction in funding of \$0.1M in 2023 was budgeted for as part of the 2023 budget planning cycle. Reductions in many budgeted items created savings to meet the \$0.1M shortfall for 2023. However, as we approach the 2024 budget planning exercise, and the \$0.5M shortfall from MCCSS, more changes will need to be made in 2023 that will result in cost savings for 2024 and onwards. These changes may exceed the budgeted amounts in the Ontario Works Administration lines. Access to the Social Services Fiscal Pressure Reserve will enable the changes to be made ahead of 2024.

In 2008, funds from the Province of Ontario were issued to the County of Renfrew Ontario Works program in the amount of \$ 396,082 and again in 2010 for \$ 223,957. A Social Services Fiscal Pressure Reserve was created with these funds, with the requirement that these funds be utilized to offset any fiscal pressures that Ontario Works may face. In the years since 2008, until current, the Ontario Works administration budget has not exceeded the budgeted amounts. This is likely to change



in 2023 and 2024 due to the reduction in the MCCSS funding transfer to Ontario Works, as these funds are being diverted to MLITSD. Accessing the Social Services Fiscal Pressure Reserve will allow for changes in order to not exceed the budgetary amounts.

## **BY-LAWS**

### **5. National Housing Strategy 2023-24 Allocations**

#### **RESOLUTION NO. CS-CC-23-10-42**

Moved by Chair

Seconded by Committee

THAT County Council approve the confirmed 2023-24 and planned 2024-25 confirmed funding allocations for the Provincially-Delivered National Housing Strategy Initiatives; AND FURTHER THAT a By-law be adopted authorizing the Warden and CAO/Clerk to execute the amended Transfer Payment Agreement for the Canada-Ontario Community Housing Initiative (COCHI) and the Ontario Priorities Housing Initiative (OPHI) and the Canada-Ontario Housing Benefit (COHB) programs between the County of Renfrew and the Ministry of Municipal Affairs and Housing.

#### **Background**

Attached as Appendix II is correspondence dated August 17, 2023, from the Honourable Steve Clark, Minister of Municipal Affairs and Housing (at that time) regarding funding available to the County of Renfrew through the renewed Action Plan under the National Housing Strategy, confirmed for 2023-24 and planned for 2024-25.

The 2023-2024 COCHI and OPHI plans will provide important repairs to maintain the viability of community housing stock for the Renfrew County Housing Corporation and five Non-Profit local housing corporations. In addition, a portion of this funding will be used for community housing building condition assessments that are expected to start by the end of this year. The 2024-2025 OPHI and COCHI plans will expand on the prior year community housing viability strategy by allocating 42% of the combined \$1.46 million budget towards the creation of new affordable rent units. Attached as Appendix III is the Ontario Transfer Payment Agreement for COCHI-OPHI.

Under the COHB program there is a new benefit formula that will result in increased payments for existing and new participants on this program as consideration is being given to the actual shelter costs paid by participants. Attached as Appendix IV is the COHB Program Sign-Back Letter.

All of which is respectfully submitted.

Anne Giardini, Chair

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



August 17, 2023

**Re: Recognition of Chronic Homelessness Reduction in the Built for Zero Canada Campaign**

Hello Team Renfrew County!

On behalf of the Built for Zero Canada team, I want to recognize and congratulate you on the progress you have made thus far on your journey towards ending chronic homelessness! The first key milestone communities in the Reduce Cohort work to achieve is to reduce 10% below baseline on the total number of people actively experiencing chronic homelessness. Renfrew County has reached this goal!

In November 2022, your team confirmed a baseline month of September 2022 with 17 people experiencing chronic homelessness in Renfrew County. Communities set a baseline once they have achieved a quality By-Name List, indicating that they have reliable real-time data. To achieve the 10% below baseline milestone means that Renfrew County needed to reduce the number of people actively experiencing chronic homelessness by at least 10% (2 people) for three consecutive months.

**We are excited to confirm Renfrew County first reached a 10%+ reduction in chronic homelessness in March 2023 and has sustained this reduction for five months.**

- From March – May 2023, you reported 15 or fewer people actively experiencing chronic homelessness, meeting the 10% reduce milestone by reaching and holding a 10% or greater reduction for three consecutive months.
- You have sustained the 10% reduction milestone since that time. As of July 2023, you reported 12 people actively experiencing chronic homelessness – this is a reduction of five people or 29% between September 2022 and July 2023!

**This is amazing!!!** Your hard work and dedication to reaching functional zero for chronic homelessness is demonstrated by these impressive accomplishments. As the 8<sup>th</sup> community who has reached and is currently sustaining this milestone, Renfrew County is a leading community, proving to others that reductions in homelessness are possible.

The Built for Zero Canada team is very excited to continue to support you in reaching the 50% below baseline reduction milestone and ultimately Functional Zero Chronic Homelessness.

Congratulations and thank you for all your amazing work!

Onward!

*Marie Morrison*

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Marie Morrison, Director, Built for Zero Canada

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister  
777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre  
777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M7A 2J3  
Tél. : 416 585-7000



August 17, 2023

Peter Emon  
Warden, County of Renfrew  
9 International Drive  
Pembroke, ON K8A 6W5

Dear Peter Emon:

**Re: 2023-24 and 2024-25 Confirmed Funding Allocations for Provincially-Delivered National Housing Strategy Initiatives**

I am pleased to provide you an update on the roll out of the Canada-Ontario Community Housing Initiative (COCHI), the Ontario Priorities Housing Initiative (OPHI) and the Canada-Ontario Housing Benefit (COHB) programs. This update reflects the historic and continued investments our government is continuing to make to support Service Managers and municipalities and help more Ontarians find a home that meets their needs and budgets.

Unfortunately, even though the fiscal year has already begun, the Canada Mortgage and Housing Corporation has not yet agreed to the final details of a renewed Action Plan under the National Housing Strategy (NHS) for 2023-24 and 2024-25.

In the interim, to ensure stability and continuity of the housing programs upon which so many Ontarians depend, the Ministry is proceeding with implementation consistent with past practice and based on the planning allocations provided to all Service Managers and Indigenous Program Administrators in February of this year.

Your confirmed 2023-24 and planned 2024-25 (where applicable) NHS allocations are attached to this letter as Appendix "A" and remain unchanged from the allocations communicated to you in February of this year.

**COCHI-OPHI**

Please find enclosed the new Transfer Payment Agreement template, the updated Program Guidelines, and Investment Plan template. The key changes to the COCHI and OPHI program design elements effective for 2023-24 are summarized in the "What's New" section of the Program Guidelines.

Your Transfer Payment Agreement (TPA) will be made available via the Transfer Payments Ontario (TPON) system for signature by the authorized signatory(ies). To ensure Service Managers and Indigenous Program Administrators are well-positioned to move forward with implementation in the 2023-24 year and to facilitate the flow of funding, we are requesting that the signed COHI and OPHI program Transfer Payment Agreement (TPA) and completed Investment Plan be returned to the Ministry via TPON as soon as possible.

## **COHB**

I want to be clear from the outset that the total federal/provincial funding available under the COHB program has consistently increased from \$48.1 million in 2021-22 to \$96.8 million in 2022-23 to \$148.6 million in 2023-24 – an increase of more than \$100 million over the last two years. COHB funding is continuing to grow by \$51.8M between 2022-23 and 2023-24 – an increase of over 53%.

This total COHB funding is required to continue supporting existing households in addition to supporting the new households added for this fiscal year.

Planning allocations reflect the expansion of the COHB program this year, to support additional new households in the program. Province-wide, we anticipate over 3,700 new households will be enrolled into the program this year. This is on top of the ~17,500 households already participating in the COHB program.

Moreover, to address rapid increases in rent across the province, the Ministry has updated the COHB monthly payment calculation effective July 1, 2023 to increase benefit amounts for many households. The update to the COHB calculation takes into account the actual shelter costs (rent and utilities) paid by participants. This is based on what we have heard from you, our Service Manager partners, in delivering this program. To reiterate, this update to the benefit calculation will result in higher benefit amounts for many households.

The new COHB benefit formula will result in increased payments for a significant portion of existing and new participants and hence the planning allocations to Service Managers for new applicants to the program reflect the greater proportion of the funding required to support existing program participants. The enclosed Program Guidelines include the new calculation and have also been updated to reflect the availability of an online application process.

These important changes to the COHB program require amendments to the associated Transfer Payment Agreement which can be found in Appendix F. We are requesting that you submit the signed Appendix F in TPON as soon as possible.

My expectation is that you continue to administer NHS housing programs as usual, and that there is no interruption to housing services and supports. I trust this letter provides

the certainty you need to proceed. If you have any questions, please contact your ministry staff contacts at your regional Municipal Services Office.

We sincerely appreciate your efforts to assist vulnerable people in your communities, and I look forward to continuing our work together as we move forward on these important changes.

Yours truly,



The Honourable Steve Clark  
Minister of Municipal Affairs and Housing

Enclosures

c. Craig Kelly, Chief Administrative Officer  
Laura LePine, Director, Community Services  
Mila Kolokolnikova, Team Lead, Municipal Services Office

## Appendix “A”

### Funding Allocations – County of Renfrew

Program	Planning Allocation Amounts	
	2023-24 Fiscal Year Confirmed	2024-25 Fiscal Year Planned
Canada-Ontario Community Housing Initiative (COCHI)	\$706,600	\$961,300
Ontario Priorities Housing Initiative (OPHI)	\$518,500	\$500,300
Canada-Ontario Housing Benefit (COHB) <sup>1</sup>	\$287,600	N/A
Homelessness Prevention Program (for reference)	\$3,569,200	\$3,569,200

Notes:

<sup>1</sup>The allocation amount for COHB is to be used for planning purposes and reflects funding available to enroll new participants in the program for the fiscal year, including SM administration payments. Allocations exclude the funding required to support existing participants. As the cost required to support existing participants in 2024-25 depends on the 2023-24 participant take-up, the 2024-25 allocations will not be available until early 2024. Housing Program staff will be in touch with you to discuss estimates for the number of applications you should plan to enroll with the 2023-24 funding amount.

<sup>2</sup>The Homelessness Prevention Program allocation is provided for reference only.

## **Appendix “B”**

### **COCHI-OPHI Transfer Payment Agreement Template**

Please see attached.

## **Appendix “C”**

### **COCHI and OPHI – Program Guidelines (effective April 1, 2023)**

Please see attached.



## **Appendix “D”**

### **COCHI and OPHI – Investment Plan Template**

Please see attached.

## **Appendix “E”**

### **COHB – Program Guidelines (effective April 1, 2023)**

Please see attached.

## Appendix “F”

### COHB Program Sign-Back Letter

**Ontario Transfer Payment Agreement dated April 1, 2020 (the “Agreement”) for COHB between Her Majesty the Queen (now His Majesty the King) in right of Ontario as represented by the Minister of Municipal Affairs and Housing (“MMAH”) and the Minister of Finance (“MOF”) and Corporation of the County of Renfrew (the “Service Manager”).**

In accordance with section 4.1 of the Agreement, the Agreement is hereby amended as follows, with each amendment taking effect on the specified date:

1. Effective July 1, 2023, Schedule “C” is amended as follows:

- (i) The fourth paragraph of Article C.1 is deleted and replaced with the following:

With the assistance of Service Managers, households will complete COHB applications which will be sent to the Ministry of Finance (MOF) to determine eligibility. Eligible applicants will receive a monthly PHB based on the difference between the greater of 80 per cent of the average market rent of their Service Manager area or the applicant’s shelter costs, up to a maximum of 100 per cent of the average market rent, and 30 per cent of their adjusted family net income. PHB payments will be issued by MOF directly to households and subject to an annual renewal process. Households that have been found to be eligible may also receive first and last month’s rent assistance directly from Service Managers, where appropriate.

- (ii) The definition of “Application Form” in section 1.1 of Article C.3 is deleted and replaced with the following:

**“Application Form”** means a paper application form for the Program in the form provided to the Service Manager by MMAH, or an online application form for the Program available through a secure restricted website hosted by MOF.

- (iii) Clause 3.1 (e) of Article C.3 is deleted and replaced with the following:

- (e) Send completed paper Application Forms to MOF for processing for the initial Benefit Period;

2. Effective July 1, 2023, Schedule “D” is amended by deleting the COHB Program Guidelines dated April 2020, and replacing them with the COHB Program Guidelines dated July 1, 2023 attached to this letter.

3. Effective April 1, 2023, Schedule "F" is amended by deleting the sentence "Funding for administration costs per Fiscal Year shall not exceed five per cent of the Service Manager's annual planning allocation for that Fiscal Year." and replacing it with the following:

"Funding for administration costs per Fiscal Year shall not exceed the amount set by MMAH in its sole discretion and communicated to the Service Manager each Fiscal Year."

Please acknowledge your agreement with the above by signing in the space provided below and returning a signed electronic copy of this letter to Olivia lemma at [Olivia.lemma@ontario.ca](mailto:Olivia.lemma@ontario.ca).

The undersigned hereby agrees to the terms of the above letter agreement.

**Service Manager: County of Renfrew**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date:

I/We have authority to bind the organization.

**COUNTY OF RENFREW**  
**BY-LAW NUMBER 130-23**

**A BY-LAW TO AUTHORIZE THE WARDEN AND CLERK TO EXECUTE THE ONTARIO  
TRANSFER PAYMENT AGREEMENT FOR THE CANADA-ONTARIO COMMUNITY  
HOUSING INITIATIVE (COCHI) AND THE ONTARIO PRIORITIES HOUSING INITIATIVE  
(OPHI) AND THE CANADA-ONTARIO HOUSING BENEFIT (COHB) WITH HIS MAJESTY THE  
KING IN RIGHT OF ONTARIO AS REPRESENTED BY THE MINISTER OF MUNICIPAL  
AFFAIRS AND HOUSING**

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

AND WHEREAS the Corporation of the County of Renfrew wishes to participate in the Canada-Ontario Community Housing Initiative (COCHI) and the Ontario Priorities Housing Initiative (OPHI);

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

1. THAT authority is hereby granted for the Warden and Clerk to execute the Ontario Transfer Payment Agreement with His Majesty the King in Right of Ontario as represented by the Minister of Municipal Affairs and Housing.
2. THAT the Schedules attached hereto, being the Agreement, as to form and content, forms part of the By-law.
3. THAT this By-law shall come into force and take effect immediately upon the approval of County Council.

READ a first time this 25<sup>th</sup> day of October, 2023.

READ a second time this 25<sup>th</sup> day of October, 2023.

READ a third time and finally passed this 25<sup>th</sup> day of October, 2023.

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PETER EMON, WARDEN

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CRAIG KELLEY, CLERK

## ONTARIO TRANSFER PAYMENT AGREEMENT

for COCHI/OPHI

Version: May 5, 2023

THE AGREEMENT, effective as of \_\_\_\_\_, 2023 (the “Effective Date”),

**B E T W E E N:**

**His Majesty the King in right of Ontario as represented by  
the Minister of Municipal Affairs and Housing**

**(“Minister”)**

**- and -**

**[Insert Name of Service Manager]**

**(“Service Manager”)**

### BACKGROUND

- Canada Mortgage and Housing Corporation (“CMHC”) and Her Majesty the Queen (now His Majesty the King) in right of Ontario as represented by the Minister of Housing (“MHO”) entered into a bilateral agreement under the 2017 National Housing Strategy made as of April 1, 2018 (the “CMHC-Ontario Bilateral Agreement under the 2017 National Housing Strategy”).
- The Minister is now responsible for the CMHC-Ontario Bilateral Agreement under the 2017 National Housing Strategy signed by MHO.
- The Minister established a Canada-Ontario Community Housing Initiative (“COCHI”) and an Ontario Priorities Housing Initiative (“OPHI”), pursuant to which the Minister will provide the CMHC funding and Provincial funding as applicable.
- The Minister and the Service Manager previously entered into an Ontario Transfer Payment Agreement for COCHI and OPHI in respect of Fiscal Years 2019-2020, 2020-2021, and 2021-2022 (the “Previous Agreement”). The Minister and the Service Manager subsequently entered into an amending agreement to extend the Previous Agreement by one year and provide for an additional Fiscal Year in 2022-2023.
- The Minister and the Service Manager have entered into this Agreement for the purpose of establishing the Service Manager’s obligations with respect to the administration of COCHI and OPHI and the Minister’s obligation to provide funding to the Service Manager for COCHI and OPHI in respect of Fiscal Years 2023-2024 and 2024-2025.

## **CONSIDERATION**

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which is expressly acknowledged, the Minister and the Service Manager (the "Parties") agree as follows:

### **1.0 ENTIRE AGREEMENT**

1.1 This agreement (the "Agreement"), includes:

Schedule "A" - General Terms and Conditions;  
Schedule "B" - Program Specific Information and Additional Provisions;  
Schedule "C" - Canada-Ontario Community Housing Initiative (COCHI);  
Schedule "D" - Ontario Priorities Housing Initiative (OPHI);  
Schedule "E" - French Language Services;  
Schedule "F" - Communications Protocol Requirements;  
Schedule "G" - Program Guidelines;  
Schedule "H" - Investment Plan; and

any amending agreement entered into as provided for below, and constitutes the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

### **2.0 CONFLICT OR INCONSISTENCY**

2.1 In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule "A", the following rules will apply:

- (a) the Parties will interpret any Additional Provisions in so far as possible, in a way that preserves the intention of the Parties as expressed in Schedule "A"; and
- (b) where it is not possible to interpret the Additional Provisions in a way that is consistent with the provisions in Schedule "A", the Additional Provisions will prevail over the provisions in Schedule "A" to the extent of the inconsistency.

### **3.0 COUNTERPARTS AND E-SIGNATURES**

3.1 The Agreement may be executed and delivered in counterparts by electronic means, including by email transmission in PDF format, and the Parties may rely on such electronic execution as though it were an original hand-written signature.

### **4.0 AMENDING THE AGREEMENT**

4.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

### **5.0 ACKNOWLEDGEMENT**

5.1 The Service Manager acknowledges that:

- (a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);
- (b) His Majesty the King in right of Ontario has issued expenses, perquisites, and

procurement directives and guidelines pursuant to the *Broader Public Sector Accountability Act, 2010* (Ontario);

- (c) the Funds are:
  - (i) to assist the Recipient to carry out the Program and not to provide goods or services to the Minister;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Minister is not responsible for carrying out the Program;
- (e) the Minister is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Minister in connection with the Program or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act;
- (f) acknowledges that it has read and understands the provisions contained in the entire Agreement; and
- (g) agrees to be bound by the terms and conditions contained in the entire Agreement.

**IN WITNESS WHEREOF**, the Parties have executed the Agreement on the dates set out below.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO  
as represented by the Minister of Municipal Affairs  
and Housing**

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date

**[Enter the full legal name of Service Manager]**

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Title:

\_\_\_\_\_  
Date:

I/We have authority to bind the Service Manager.



**SCHEDULE “A”**  
**GENERAL TERMS AND CONDITIONS**

---

**1.0 INTERPRETATION AND DEFINITIONS**

**1.1 Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) “include”, “includes” and “including” denote that the subsequent list is not exhaustive.

**1.2 Definitions.** In the Agreement, the following terms will have the following meanings:

**“Additional Provisions”** means the terms and conditions referred to in section 11.1 and as specified in Schedule “B”;

**“Administration Fee”** means the amount paid by the Minister to offset the Service Manager’s cost of performing tasks under this Agreement;

**“Affordability Period”** means the period during which a Project is required to be affordable, as determined in accordance with the Program Guidelines or as otherwise established by the Minister;

**“Agreement”** means this agreement entered into by the Minister and the Service Manager, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 4.1;

**“Budget”** means the maximum amount the Minister will provide the Service Manager under the Agreement, as provided for in Schedule “B”, subject to any re-allocation of funding by the Minister in accordance with section 4.1;

**“Business Day”** means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business;

**“CMHC”** has the meaning given to it in the Background;

**“COCHI”** has the meaning given to it in the Background;

**“Component”** means any of the respective Components of the COCHI and OPHI Initiatives, as described in Schedules “C” and “D” and in the Program Guidelines;

**“CMHC-Ontario Bilateral Agreement under the 2017 National Housing Strategy”** has the meaning given to it in the Background;

**“Effective Date”** means the date set out at the top of the Agreement;

**“Event of Default”** has the meaning ascribed to it in section 17.1;

**“Expiry Date”** means the date on which the Agreement will expire and is the date provided for in Schedule “B”;

**“Fiscal Year”** means:

- (a) in the case of the first Fiscal Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of the second Fiscal Year, the period commencing on April 1 following the end of the first Fiscal Year and ending on the following March 31;

**“Funds”** means the money the Minister provides to the Service Manager pursuant to the Agreement;

**“Indemnified Parties”** means His Majesty the King in right of Ontario, His ministers, agents, appointees, and employees;

**“Initiative”** means either the Canada-Ontario Community Housing Initiative as set out in Schedule “C”, or the Ontario Priorities Housing Initiative as set out in Schedule “D”;

**“Investment Plan”** means the plan developed by the Service Manager that sets out how the Service Manager will use the funding allocations, attached to this Agreement as Schedule “H”;

**“Maximum Funds”** means the maximum amount the Minister will provide the Service Manager under the Agreement, as provided for in Schedule “B”;

**“Ministry Notification”** means a notice in writing from the Minister to a Service Manager regarding the Program;

**“Notice”** means any communication given or required to be given pursuant to the Agreement;

**“Notice Period”** means the period of time within which the Service Manager is required to remedy an Event of Default pursuant to section 17.3(b), and includes any such period or periods of time by which the Minister extends that time in accordance with section 17.4;

**“OPHI”** has the meaning given to it in the Background;

**“Parties”** means the Minister and the Service Manager;

**“Party”** means either the Minister or the Service Manager;

**“Program”** means the COCHI and OPHI Initiatives and any of the respective Components of those Initiatives, as may be more specifically defined in Schedules “C” and “D” or in the Appendices to those Schedules;

**“Program Guidelines”** means the guidelines attached to this Agreement as Schedule “G”, as amended by the Minister from time to time;

**“Project”** means affordable or social housing proposed or approved for a Program, as may be more specifically defined in Schedules “C” and “D” or in the Appendices to those Schedules;

**“Proponent”** means a person or other legal entity that has submitted a proposal;

**“Reports”** means the reports described in Schedules “C” and “D”;

**“TPON”** means the Transfer Payment Ontario system.

## **2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS**

**2.1 General.** The Service Manager represents, warrants and covenants that:

- (a) it has full power to fulfill its obligations under the Agreement;

- (b) it has, and will continue to have for the term of the Agreement, the experience and expertise necessary to carry out the Program;
- (c) it is in compliance, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the Program, the Funds or both; and
- (d) unless otherwise provided for in the Agreement, any information the Service Manager provided to the Minister in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Service Manager provided it and will continue to be true and complete for the term of the Agreement.

2.2 **Execution of Agreement.** The Service Manager represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions (including the adoption of any authorizing by-law) to authorize the execution of the Agreement.

2.3 **Governance.** The Service Manager represents, warrants and covenants that it has, and will maintain, in writing for the period during which the Agreement is in effect:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Service Manager's organization;
- (b) procedures to ensure the ongoing effective functioning of the Service Manager;
- (c) decision-making mechanisms for the Service Manager;
- (d) procedures to enable the Service Manager to manage Funds prudently and effectively;
- (e) procedures to enable the Service Manager to complete the Program successfully;
- (f) procedures to enable the Service Manager, in a timely manner, to identify risks to the completion of the Program, and strategies to address the identified risks;
- (g) procedures to enable the preparation and delivery of all Reports required pursuant to Article 8.0; and
- (h) procedures to enable the Service Manager to deal with such other matters as the Service Manager considers necessary to ensure that the Service Manager carries out its obligations under the Agreement.

2.4 **Supporting Documentation.** Upon request, the Service Manager will provide the Minister with proof of the matters referred to in this Article 2.0.

### 3.0 **TERM OF THE AGREEMENT**

3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiration Date, unless terminated earlier pursuant to Article 15.0, Article 16.0 or Article 17.0.

### 4.0 **FUNDS AND CARRYING OUT THE PROGRAM**

4.1 The Minister shall make a planning allocation of funding for each Initiative to the Service Manager. The Service Manager's planning allocations shall be broken down by fiscal year. Funds shall be committed as set out in the Program Guidelines and cannot be re-allocated between fiscal years. The Minister may re-allocate funding that has not been committed as set out in the Program Guidelines.

4.2 The Minister will advance Funds to the Service Manager as set out in the Program Guidelines. For the COCHI Operating Component, the Minister will advance Funds only up to March 31, 2025. For the COCHI Repair Component, the Minister will advance Funds only up to March 31, 2025. For the COCHI New Build Component, the Minister will advance Funds only up to March 31, 2029. For the OPHI Ontario Renovates Component, Rental Assistance Component and Supportive Housing Component, the Minister will advance Funds only up to March 31, 2025. For the OPHI Rental Component and the Homeownership Component, the Minister will advance Funds only up to March 31, 2029. Funds will not be advanced by the Minister to Service Managers after the above dates.

4.3 **Funds Provided.** The Minister will:

- (a) provide the Service Manager up to the Maximum Funds for the purpose of delivering the Program, in accordance with those Schedule relevant to the Component in which the Service Manager participates;
- (b) subject to adjustment in accordance with this Agreement, provide the Funds to the Service Manager in accordance with Schedule “C” and “D” ; and
- (c) deposit the Funds into a separate account designated by the Service Manager provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Service Manager.

4.4 **Movement of Funds.** No Funds can be moved from COCHI to OPHI or vice-versa.

4.5 **Adjustment.** Despite section 4.3, in order to more accurately reflect the Service Manager’s anticipated need for Funds, the Minister may adjust the amount of the Funds to be provided, and any instalment of Funds, based upon the quarterly spending forecasts submitted by this Service Manager pursuant to section 8.1.

4.6 **Limitation on Payment of Funds.** Despite section 4.3:

- (a) The Minister is not obligated to provide any Funds to the Service Manager until the Service Manager provides the insurance certificate or other proof as the Minister may request pursuant to section 14.2;
- (b) The Minister is not obligated to provide instalments of Funds until it is satisfied with the progress of the Program;
- (c) The Minister may adjust the amount of Funds it provides to the Service Manager in any Fiscal Year based upon the Minister’s assessment of the information provided by the Service Manager pursuant to section 8.1;
- (d) if, pursuant to the *Financial Administration Act* (Ontario), the Minister does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Minister is not obligated to make any such payment, and, as a consequence, the Minister may:
  - (i) reduce the amount of Funds and, in consultation with the Service Manager, change the Program; or
  - (ii) terminate the Agreement pursuant to section 15.1; and
- (e) the Minister is not obligated to provide any Funds to the Service Manager for a Fiscal Year in excess of the total amount allocated to the Service Manager for that

Fiscal Year.

- 4.7 **Use of Funds.** The Service Manager will:
- (a) administer and deliver the Program in accordance with the terms and conditions of the Agreement;
  - (b) use the Funds only for the purpose of administering and delivering the Program;
  - (c) spend the Funds only in accordance with Schedules “C” and “D”; and
  - (d) not use the Funds to cover any specific cost that has or will be funded or reimbursed by any third party, including other ministries, agencies and organizations of the Government of Ontario.
- 4.8 **Administration Costs.** The Service Manager may use up to five per cent (5%) of its COCHI funding allocation to assist with administration of COCHI. The Service Manager may use up to five per cent (5%) of its OPHI funding allocation to assist with administration of OPHI. In the event the Service Manager does not spend its total funding allocation under one or both Initiatives, the Minister may request repayment of the portion of the administration fee paid to the Service Manager that exceeds five per cent (5%) of the spent Funds. The Service Manager shall repay amounts requested by the Minister within thirty (30) days of the date the Minister requests the repayment.
- 4.9 **The Minister’s Role Limited to Providing Funds.** For greater clarity, the Minister is not responsible for carrying out the Program. The Minister intends to work collaboratively with the Service Manager to address issues related to the Program and/or its evaluation as they arise.
- 4.10 **No Changes.** The Service Manager will not make any changes to the Program that are contrary to those in Schedules “C” and “D”, without the prior written consent of the Minister.
- 4.11 **Interest Bearing Account.** If the Minister provides Funds to the Service Manager before the Service Manager’s immediate need for the Funds, the Service Manager will place the Funds in an interest bearing account in the name of the Service Manager at a Canadian financial institution.
- 4.12 **Interest.** If the Service Manager earns any interest on the Funds, the Minister may:
- (a) deduct an amount equal to the interest from any further instalments of Funds; or
  - (b) demand from the Service Manager the repayment of an amount equal to the interest.
- 4.13 **Maximum Funds.** The Service Manager acknowledges that the Funds available to it pursuant to the Agreement will not exceed the Maximum Funds.
- 4.14 **Rebates, Credits and Refunds.** The Service Manager acknowledges that the amount of Funds available to it pursuant to the Agreement is based on the actual costs to the Service Manager, less any costs (including taxes) for which the Service Manager has received, will receive, or is eligible to receive, a rebate, credit or refund.
- 4.15 **Funding, Not Procurement.** For greater clarity, the Service Manager acknowledges that it is receiving funding from the Minister for the Program and is not providing goods or services to the Minister.
- 4.16 **Program Over Budget.** The Service Manager acknowledges that should the Program expenses exceed the amount of the Funds, the Minister is not responsible for any additional funding and the Service Manager undertakes to incur all further costs necessary to carry out the Program.

## **5.0 INVESTMENT PLAN**

- 5.1 The Service Manager shall develop and submit to the Minister an Investment Plan for the Canada-Ontario Community Housing Initiative and the Ontario Priorities Housing Initiative Components.
- 5.2 The Investment Plan shall be approved by the Municipal Council, District Social Services Administration Board, or delegated authority for the Service Manager.
- 5.3 The Investment Plan shall contain the following information:
- The COCHI and OPHI Components that the Service Manager will deliver in each year of the Program;
  - The number of units that are expected to be created and repaired and the number of households that are expected to be assisted under the selected COCHI and OPHI Components in each year of the Program;
  - The amount of Funds from each year's funding allocation projected to be used for the selected COCHI and OPHI Components;
  - The amount of Funds projected to be committed to Projects or households quarterly under the selected COCHI and OPHI Components;
  - The amount of Funds from each year's funding allocation that will be used for Administration Fees.
- 5.4 The Service Manager acknowledges that the Ministry will use the Investment Plan to track the Service Manager's progress against the Service Manager's allocation of Funds.
- 5.5 The Service Manager is required to update its Investment Plans on a quarterly basis. Updates will include progress against their annual funding allocation, quarterly projected take-up and planned commitments.
- 5.6 In the event the Service Manager's original planned commitment for COCHI Funds cannot be met, the Service Manager may request to move Funds originally planned for the Operating Component to either the Repair or New Build Components or vice versa, provided the request is submitted to the Minister by October 15 of the applicable Fiscal Year for which the reallocation is requested.
- 5.7 In the event a Service Manager's original planned commitment for OPHI Funds cannot be met, a Service Manager may move Funds within its planning allocation from an OPHI Component to other OPHI Components within the same fiscal year in order to ensure that all Funds are committed as set out in the Program Guidelines, as follows:
- (a) Funds originally planned for the Rental Housing, Homeownership and the Ontario Renovates Components can be re-allocated within these Components;
  - (b) Funds originally planned for the Rental Assistance Component's Rent Supplement and Housing Allowance Direct Delivery Stream, or the Housing Support Services Component can be re-allocated within these Streams/Components;
  - (c) No funding can be moved to the Housing Allowance Shared Delivery Stream from the other OPHI components, or vice versa, without Ministry approval. Service Managers must submit a business case with a strong rationale to the Ministry for approval in accordance with the Program Guidelines.
  - (d) If a Service Manager wishes to reallocate Funds from the Rental Housing, Homeownership, or Ontario Renovates Components to the Operating Component's Direct Delivery Streams, or vice versa, a request for reallocation shall be submitted to the Ministry by October 15 of the applicable Fiscal Year for which the reallocation is requested.

5.8 No Funds can be moved to COCHI from OPHI, or from COCHI to OPHI.

## **6.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**

6.1 **Acquisition.** If the Recipient acquires goods, services, or both with the Funds, it will:

- (a) do so through a process that promotes the best value for money; and
- (b) comply with the *Broader Public Sector Accountability Act, 2010* (Ontario), including any procurement directive issued thereunder, to the extent applicable.

6.2 **Disposal.** The Recipient will not, without the Minister's prior written consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount as provided for in Schedules "C" and "D" at the time of purchase.

## **7.0 CONFLICT OF INTEREST**

7.1 **No Conflict of Interest.** The Service Manager will carry out the Program and use the Funds and interest earned without an actual, potential or perceived conflict of interest.

7.2 **Conflict of Interest Includes.** For the purposes of this Article, a conflict of interest includes any circumstances where:

- (a) the Service Manager; or
- (b) any person who has the capacity to influence the Service Manager's decisions, has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Service Manager's objective, unbiased and impartial judgment relating to the Program, the use of the Funds, or both.

7.3 **Disclosure to the Minister.** The Service Manager will:

- (a) disclose to the Minister, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and
- (b) comply with any terms and conditions that the Minister may prescribe as a result of the disclosure.

## **8.0 REPORTING, ACCOUNTING AND REVIEW**

8.1 **Preparation and Submission.** The Service Manager will:

- (a) submit to the Minister at the address referred to in section 21.1, all Reports in accordance with the timelines and content requirements set out in Schedules "C" and "D", or in a form as specified by the Minister from time to time;
- (b) submit to the Minister at the address referred to in section 21.1, any other reports as may be requested by the Minister in accordance with the timelines and content requirements specified by the Minister;
- (c) ensure that all Reports and other reports are completed to the satisfaction of the Minister; and
- (d) ensure that all Reports and other reports are signed on behalf of the Service Manager by an authorized signing officer.

- 8.2 **Record Maintenance.** The Service Manager will keep and maintain:
- (a) all financial records (including invoices) relating to the Funds or otherwise to the Program in a manner consistent with generally accepted accounting principles; and
  - (b) all non-financial documents and records relating to the Funds or otherwise to the Program.
- 8.3 **Inspection.** The Minister, his authorized representatives or an independent auditor identified by the Minister may, at their own expense, upon twenty-four (24) hours' Notice to the Service Manager and during normal business hours, enter upon the Service Manager's premises to review the progress of the Program and the Service Manager's allocation and expenditure of the Funds and, for these purposes, the Minister, his authorized representatives or an independent auditor identified by the Minister may take one or more of the following actions:
- (a) inspect and copy the records and documents referred to in section 8.2;
  - (b) remove any copies made pursuant to section 8.3(a) from the Service Manager's premises; and
  - (c) conduct an audit or investigation of the Service Manager in respect of the expenditure of the Funds and/or the Program; and
  - (d) the Minister may conduct an annual audit in respect of the information addressed in this section 8.3.
- 8.4 **Disclosure.** To assist in respect of the rights set out in section 8.3, the Service Manager will disclose any information requested by the Minister, his authorized representatives or an independent auditor identified by the Minister, and will do so in the form requested by the Minister, his authorized representatives or an independent auditor identified by the Minister, as the case may be.
- 8.5 **No Control of Records.** No provision of the Agreement will be construed so as to give the Minister any control whatsoever over the Service Manager's records.
- 8.6 **Auditor General.** For greater certainty, the Minister's rights under this Article are in addition to any rights provided to the Auditor General pursuant to section 9.1 of the *Auditor General Act* (Ontario).

## 9.0 FRENCH LANGUAGE SERVICES

- 9.1 The Service Manager agrees that where the Service Manager or a subcontractor providing a public service in connection with the Program has an office located in or servicing an area designated in the Schedule to the *French Language Services Act* ("FLSA"), the Service Manager shall:
- (a) Ensure services are provided in French; and
  - (b) Make it known to the public, by way of signs, notices, other information on services, and initiation of communications in French, that services provided to and communications with the public in connection with the Program are available in French.



9.2 The Service Manager agrees to submit a written report to the Minister, in the form set out in Schedule “E”, by May 31 for each year of the Program, setting out whether the Service Manager or the subcontractor, as appropriate, has complied with section 9.1.

9.3 Nothing in this section authorizes a Service Manager or provides it with the delegated authority to enter into any agreements on behalf of or otherwise binding the Province of Ontario.

## **10.0 COMMUNICATIONS REQUIREMENTS**

10.1 **Acknowledge Support.** Unless otherwise directed by the Minister, the Service Manager will acknowledge the support of the Minister in a form and manner as directed by the Minister.

10.2 **Publication.** The Service Manager will indicate, in any of its Program-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Service Manager and do not necessarily reflect those of the Minister.

10.3 **CMHC-Ontario Bilateral Agreement Requirements.** The Service Manager acknowledges that the terms of the CMHC-Ontario Bilateral Agreement under the 2017 National Housing Strategy require the Minister to co-ordinate with CMHC and/or obtain CMHC’s approval with respect to publicity relating to projects funded in accordance with this Agreement, including advertising, written materials and signs; messages; public statements; press conferences; news releases; announcements; official ceremonies; and special events, in each case, for projects funded in accordance with this Agreement. The Service Manager shall ensure that there will be no such publicity, advertising, signs, messages, public statements, press conferences, news releases, announcements, official ceremonies or special events, without the prior written consent of the Minister. A copy of the requirements of the CMHC-Ontario Bilateral Agreement under the 2017 National Housing Strategy is attached as Schedule “F”. The Service Manager agrees that it shall not do or omit to do any act which will cause the Minister to be in breach of these requirements.

## **11.0 FURTHER CONDITIONS**

11.1 **Additional Provisions.** The Service Manager will comply with any Additional Provisions.

11.2 **Open Data.** The Service Manager agrees that the Minister may publicly release the following information, whether in hard copy or in electronic form, on the internet or otherwise: Service Manager name; Service Manager contact information; Service Manager address; amount of Maximum Funds and/or Funds; Program description; Program objectives/goals; Program location; and Program results reported by the Service Manager. However, the Minister and the Service Manager agree that such permission does not apply to the following: personal information of individuals who may be eligible to participate in the Program.

## **12.0 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

12.1 **FIPPA.** The Service Manager acknowledges that the Minister is bound by FIPPA and that any information provided to the Minister in connection with the Program or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

## **13.0 INDEMNITY**

13.1 **Indemnification.** The Service Manager hereby agrees to indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims,

demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Program or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Minister.

#### **14.0 INSURANCE**

**14.1 Service Manager's Insurance.** The Service Manager represents and warrants that it has, and will maintain for the term of the Agreement, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a Program similar to the Program would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than the amount set out in Schedule "B" per occurrence. The policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Service Manager's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a thirty (30) day written notice of cancellation.

**14.2 Proof of Insurance.** The Service Manager will provide the Minister with certificates of insurance, or other proof as may be requested by the Minister, that confirms the insurance coverage as provided for in section 14.1. Upon the request of the Minister, the Service Manager will make available to the Minister a copy of each insurance policy.

#### **15.0 TERMINATION ON NOTICE**

**15.1 Termination on Notice.** The Minister may terminate the Agreement at any time without liability, penalty or costs upon giving at least thirty (30) days' Notice to the Service Manager.

**15.2 Consequences of Termination on Notice by the Minister.** If the Minister terminates the Agreement pursuant to section 15.1, the Minister may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand the repayment of any Funds remaining in the possession or under the control of the Service Manager; and
- (c) determine the reasonable costs for the Service Manager to wind down the Program, and do either or both of the following:
  - (i) permit the Service Manager to offset such costs against the amount owing pursuant to section 15.2(b); and
  - (ii) subject to section 4.13, provide Funds to the Service Manager to cover such costs.

#### **16.0 TERMINATION WHERE NO APPROPRIATION**

**16.1 Termination Where No Appropriation.** If, as provided for in section 4.6(d), the Minister does not receive the necessary appropriation from the Ontario Legislature for any payment the Minister is to make pursuant to the Agreement, the Minister may terminate the Agreement immediately without liability, penalty or costs by giving Notice to the Service Manager.

**16.2 Consequences of Termination Where No Appropriation.** If the Minister terminates

the Agreement pursuant to section 16.1, the Minister may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand the repayment of any Funds remaining in the possession or under the control of the Service Manager; and
- (c) determine the reasonable costs for the Service Manager to wind down the Program and permit the Service Manager to offset such costs against the amount owing pursuant to section 16.2(b).

16.3 **No Additional Funds.** For greater clarity, if the costs determined pursuant to section 16.2(c) exceed the Funds remaining in the possession or under the control of the Service Manager, the Minister will not provide additional Funds to the Service Manager.

## **17.0 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT**

17.1 **Events of Default.** It will constitute an Event of Default if, in the opinion of the Minister, the Service Manager breaches any representation, warranty, covenant or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:

- (a) carry out the Program;
- (b) comply with any term of Schedules “C” and “D”;
- (c) use or spend Funds as required; or
- (d) provide, in accordance with section 8.1, Reports or such other reports as may have been requested pursuant to section 8.1(b).

17.2 **Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Minister may, at any time, take one or more of the following actions:

- (a) initiate any action the Minister considers necessary in order to facilitate the successful continuation or completion of the Program;
- (b) provide the Service Manager with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Minister determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel further instalments of Funds;
- (f) demand from the Service Manager the repayment of any Funds remaining in the possession or under the control of the Service Manager;
- (g) demand from the Service Manager the repayment of an amount equal to any Funds the Service Manager used, but did not use in accordance with the Agreement;
- (h) demand from the Service Manager the repayment of an amount equal to any Funds the Minister provided to the Service Manager; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Minister upon giving Notice to the Service Manager.

17.3 **Opportunity to Remedy.** If, in accordance with section 17.2(b), the Minister provides the Service Manager with an opportunity to remedy the Event of Default, the Minister will provide Notice to the Service Manager of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

17.4 **Service Manager not Remedying.** If the Minister has provided the Service Manager with an opportunity to remedy the Event of Default pursuant to section 17.2(b), and:

- (a) the Service Manager does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Minister that the Service Manager cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Service Manager is not proceeding to remedy the Event of Default in a way that is satisfactory to the Minister;

the Minister may extend the Notice Period, or initiate any one or more of the actions provided for in sections 17.2(a), (c), (d), (e), (f), (g), (h) and (i).

17.5 **When Termination Effective.** Termination under this Article will take effect as set out in the Notice.

## 18.0 FUNDS AT THE END OF A FISCAL YEAR

18.1 **Funds at the End of a Fiscal Year.** Without limiting any rights of the Minister under Article 17.0, if the Service Manager has not spent all of the Funds allocated for the Fiscal Year, the Minister may take one or both of the following actions:

- (a) demand from the Service Manager the return of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

For greater certainty, the Service Manager may not carry Funds over from one Fiscal Year to the next. Should a planned commitment for Funds under the Program fall through, the Funds may only be recommitted and spent within the same Fiscal Year.

## 19.0 FUNDS UPON EXPIRY

19.1 **Funds Upon Expiry.** The Service Manager will, upon expiry of the Agreement, return to the Minister any Funds remaining in its possession or under its control.

## 20.0 DEBT DUE AND PAYMENT

20.1 **Payment of Overpayment.** If at any time during the term of the Agreement, the Minister provides Funds in excess of the amount to which the Service Manager is entitled under the Agreement, the Minister may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Service Manager pay an amount equal to the excess Funds to the Minister.

20.2 **Debt Due.** If, pursuant to the Agreement:

- (a) the Minister demands from the Service Manager the payment of any Funds or an amount equal to any Funds from the Service Manager; or
- (b) the Service Manager owes any Funds or an amount equal to any Funds to the Minister, whether or not their return or repayment has been demanded by the Minister, such Funds or other amount will be deemed to be a debt due and owing to the Minister by the Service Manager, and the Service Manager will pay or return the amount to the Minister immediately, unless the Minister directs otherwise.

- 20.3 **Interest Rate.** The Minister may charge the Service Manager interest on any money owing by the Service Manager at the then current interest rate charged by the Province of Ontario on accounts receivable.
- 20.4 **Payment of Money to the Minister.** The Service Manager will pay any money owing to the Minister by cheque payable to the “Ontario Minister of Finance” and delivered to the Minister at the address referred to in section 21.1.
- 20.5 **Failure to Repay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Service Manager fails to repay any amount owing under the Agreement, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Service Manager by His Majesty the King in right of Ontario.

## **21.0 NOTICE**

- 21.1 **Notice in Writing and Addressed.** Notice will be in writing and will be delivered by email, postage-prepaid mail, or personal delivery, and will be addressed to the Minister and the Service Manager respectively as set out in Schedule “B”, or as either Party later designates to the other by Notice.
- 21.2 **Notice Given.** Notice will be deemed to have been given:
- (a) in the case of postage-prepaid mail, five (5) Business Days after the Notice is mailed; or
  - (b) in the case of email or personal delivery, one (1) Business Day after the Notice is delivered.
- 21.3 **Postal Disruption.** Despite section 21.2(a), in the event of a postal disruption:
- (a) Notice by postage-prepaid mail will not be deemed to be received; and
  - (b) the Party giving Notice will provide Notice by email or personal delivery.
- 21.4 **Notice by the Minister.** The Service Manager shall comply with all Notices given by the Minister.

## **22.0 CONSENT BY THE MINISTER AND COMPLIANCE BY SERVICE MANAGER**

- 22.1 **Consent.** When the Minister provides his consent pursuant to the Agreement, he may impose any terms and conditions on such consent and the Service Manager will comply with such terms and conditions.

## **23.0 SEVERABILITY OF PROVISIONS**

- 23.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

## **24.0 WAIVER**

- 24.1 **Waivers in Writing.** Either Party may, in accordance with the Notice provisions set out in Article 21.0, ask the other Party to waive an obligation under the Agreement.
- 24.2 **Waiver Applies.** Any waiver a Party grants in response to a request made pursuant to section 24.1 will:
- (a) be valid only if the Party granting the waiver provides it in writing; and
  - (b) apply only to the specific obligations referred to in the waiver.

## **25.0 INDEPENDENT PARTIES**

- 25.1 **Parties Independent.** The Service Manager acknowledges that it is not an agent, joint venturer, partner or employee of the Minister, and the Service Manager will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

## **26.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

- 26.1 **No Assignment.** The Service Manager will not, without the prior written consent of the Minister, assign any of its rights, or obligations under the Agreement.
- 26.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors and permitted assigns.

## **27.0 GOVERNING LAW**

- 27.1 **Governing Law.** The Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

## **28.0 JOINT AND SEVERAL LIABILITY**

- 28.1 **Joint and Several Liability.** Where the Service Manager is comprised of more than one (1) entity, all such entities will be jointly and severally liable to the Minister for the fulfillment of the obligations of the Service Manager under the Agreement.

## **29.0 FURTHER ASSURANCES**

- 29.1 **Agreement into Effect.** The Service Manager will provide such further assurances as the Minister may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

## **30.0 RIGHTS AND REMEDIES CUMULATIVE**

- 30.1 **Rights and Remedies Cumulative.** The rights and remedies of the Minister under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

## **31.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

- 31.1 **Other Agreements.** If the Service Manager:
- (a) has failed to comply (a "Failure") with any term, condition or obligation under any other agreement with His Majesty the King in right of Ontario or one of His agencies;
  - (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
  - (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
  - (d) such Failure is continuing,
- the Minister may suspend the payment of Funds for such period as the Minister determines appropriate.

## **32.0 SURVIVAL**

- 32.1 **Survival.** The following Articles and sections, and all applicable cross-referenced

sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0 and any other applicable definitions; section 4.6(d); section 4.8; section 4.12; section 4.16; section 6.2; section 8.1 (to the extent that the Service Manager has not provided the Reports to the satisfaction of the Minister); sections 8.2; 8.3; 8.4; 8.5; 8.6; Article 10.0; Article 11.0; Article 13; Article 14.0; section 15.2; sections 16.2 and 16.3; sections 17.1; 17.2(d), (e), (f), (g) and (h); Article 19.0; Article 20.0; Article 21.0; Article 23.0; section 26.2; Article 27.0; Article 30.0; Article 31.0; Article 32.0; Article 33.0; Article 34.0; and the reporting and repayment provisions of Schedules "C" and "D".

### **33.0 PERSONAL INFORMATION and PARTICIPATION BY MINORS**

33.1 **Permissions.** The Service Manager represents, warrants and covenants that it has or will receive permission to disclose the personal information of all individuals whose personal information is disclosed during the Program and/or in Reports or other reports, and, in the case of minors, the legal guardian or parent has provided such permission on behalf of the minor.

33.2 **Consent of Legal Guardian.** The Service Manager acknowledges that it is the responsibility of the Service Manager to obtain express written consent from the legal guardian of any minors who are involved in any way with the Program.

### **34.0 GENERAL**

34.1 **Ministry Employees and Agents.** Any power, right or function of the Minister, contemplated by this Agreement, may be exercised by any employee or agent of the Ministry of Municipal Affairs and Housing.

34.2 **CMHC Not a Party.** The Service Manager acknowledges that CMHC is not a party to this Agreement.

34.3 **Time of the Essence.** Time shall in all respects be of the essence in this Agreement, provided that the time for doing or completing any matter provided for under this Agreement may be extended or abridged by agreement in writing signed by the Minister and the Service Manager or its respective solicitors on its behalf, who are hereby expressly appointed in this regard.

34.4 **References to Statutes.** Any reference to a statute in this Agreement includes a reference to all regulations made pursuant to such statute, all amendments made to such statute and regulations in force from time to time and to any statute or regulation which may be passed and which has the effect of supplementing or superseding such statute or regulations.

**- END OF GENERAL TERMS AND CONDITIONS -**

## SCHEDULE “B”

### PROGRAM SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

<b>Maximum Funds</b>	Maximum Funds in respect of the Canada-Ontario Community Housing Initiative – \$ XXX Maximum Funds in respect of the Ontario Priorities Housing Initiative – \$ XXX
<b>Expiration Date</b>	Canada-Ontario Community Housing Initiative – March 31, 2056 Ontario Priorities Housing Initiative – March 31, 2056
<b>Insurance</b>	\$ 2,000,000.00
<b>Contact information for the purposes of Notice to THE MINISTER</b>	<b>Name:</b> Ministry of Municipal Affairs and Housing <b>Address:</b> 777 Bay Street, 14 <sup>th</sup> Floor, Toronto, Ontario, M5E 2E5 <b>Attention:</b> Director, Housing Programs Branch <b>E-mail:</b> Dan.Lawrence2@ontario.ca
<b>Contact information for the purposes of Notice to the Service Manager</b>	Name: Address: Attention:  Email: Telephone:
<b>Contact information for the senior financial person in the Service Manager organization (e.g., CFO, CAO) to respond as required to requests from THE MINISTER related to the Agreement</b>	Name: Position:  Email: Telephone:



## SCHEDULE “C”

### CANADA-ONTARIO COMMUNITY HOUSING INITIATIVE (COCHI)

#### 1. INTERPRETATION

1.1 In this Schedule, unless the context requires otherwise, the following terms have the meanings set out in this Section.

- **“Housing Provider”** means a person who operates a Project;  
**“New Build Component”** means the COCHI New Build Component described in Appendix C-3 and the Program Guidelines;
- **“Operating Component”** means the COCHI Operating Component described in Appendix C-1 and the Program Guidelines;
- **“Operating Funds”** means Funds in respect of the COCHI Operating Component;
- **“Repair Component”** means the COCHI Repair Component described in Appendix C-2 and the Program Guidelines;
- **“Repair Funds”** means Funds in respect of the COCHI Repair Component;
- **“Part VII.1 housing project”** means a Part VII.1 housing project as defined in section 101.1 of the *Housing Services Act, 2011*;
- **“Social Housing”** means those housing projects that are, as of April 1, 2019, administered within a “transferred housing program” as prescribed in Schedule 1 to O. Reg. 367/11 under the *Housing Services Act, 2011*, and remain within a transferred housing program at the time of commitment and use of the Funds for the housing project; but **“Social Housing”** excludes the housing that was or is only within either of Program No. 2: “Rent Supplement Program” or Program No. 9: “Rural and Native Homeownership Program” of Schedule C to the CMHC-Ontario Social Housing Agreement dated November 15, 1999;
- **“Urban Native social housing units”** means units administered under either Program No. 7: “Non-Profit & Urban Native ‘Fully Targeted’ Housing Program” or Program No. 8: “Urban Native ‘2% Write-Down & Additional Assistance’ Program” of Schedule C to the CMHC-Ontario Social Housing Agreement dated November 15, 1999.

1.2 The following Appendices are attached to and form part of this Schedule:

Appendix C-1 – COCHI Operating Component

Appendix C-2 – COCHI Repair Component

Appendix C-3 – COCHI New Build Component

- 1.3 In the event of a conflict or inconsistency between the provisions of this Schedule and the provisions of an Appendix, the provisions of this Schedule shall prevail.
- 1.4 All references in this Schedule to section numbers are references to sections of this Schedule unless stated otherwise.
- 1.5 All references in this Schedule to Appendices are references to Appendices in this Schedule, unless stated otherwise.

## **2. PROGRAM GUIDELINES**

- 2.1 The Service Manager agrees to administer the Operating Component, Repair Component and New Build Component in accordance with the Agreement and the Program Guidelines.

## APPENDIX C-1

### COCHI OPERATING COMPONENT

#### 1. INTERPRETATION

- 1.1 In this Appendix C-1, unless the context requires otherwise,
- **“Housing Provider Agreement”** means an agreement between the Service Manager and a Housing Provider receiving funding under the Operating Component in relation to a Project that meets the requirements of the Program Guidelines;
  - **“Project”** means a Social Housing project or Part VII.1 housing project proposed or approved for the Operating Component.
- 1.2 All references in this Appendix to section numbers are references to sections of this Appendix unless stated otherwise.

#### 2. PROJECT SELECTION

- 2.1 The Service Manager shall select and approve Projects for Operating Funds in accordance with the Program Guidelines.
- 2.2 In selecting Projects, the Service Manager shall prioritize Urban Native social housing units in accordance with the Program Guidelines.
- 2.3 Once the Minister has reviewed the Service Manager’s Investment Plan and the Service Manager has approved individual Projects, the Service Manager shall enter project details into TPON.

#### 3. PROVISION OF OPERATING FUNDS BY THE MINISTER

- 3.1 Subject to sections 3.4 and 3.6, upon receipt by the Minister of the Service Manager’s updated Investment Plan and committal of funds by the Minister, the Minister shall transfer to the Service Manager, on a quarterly basis, the Operating Funds indicated in the Investment Plan. The Service Manager shall update the Investment Plan on a quarterly basis in accordance with the Program Guidelines.
- 3.2 The Minister shall transfer Operating Funds to the Service Manager in May or June, July, November, and February of each Fiscal Year. Fourth quarter payments by the Minister will be made in February to allow for any payment adjustments based on discrepancies between the Service Manager’s planned and actual spending.
- 3.3 The transfer of all Operating Funds shall be made by electronic funds transfer.

- 3.4 The Service Manager shall use the Operating Funds transferred to it by the Minister in respect of a Project solely for the purpose set out in the Service Manager's Investment Plan.
- 3.5 All interest that accrues on Operating Funds while held by the Service Manager shall be used by the Service Manager for the purpose of administering and operating Projects.
- 3.6 For greater certainty, should the Minister, in his or her sole discretion, believe at any point in time that the Service Manager is not likely to comply with section 3.5, the Minister may refuse to provide Funding under section 3.1 or section 3.2.

#### **4. PROVISION OF OPERATING FUNDS BY THE SERVICE MANAGER**

- 4.1 In order to receive quarterly Operating Funds, the Service Manager shall update the Investment Plan quarterly in accordance with the Program Guidelines.
- 4.2 The Service Manager or its authorized agency shall enter into a Housing Provider Agreement with each Housing Provider in respect of all commitments of Operating Funds on or after the date this Agreement is executed by the Parties.
- 4.3 The Service Manager shall advance monthly payments of Operating Funds to a Housing Provider upon the signing of a Housing Provider Agreement and receipt by the Service Manager of updated unit occupancy figures from the Housing Provider.

#### **5. REPORTING REQUIREMENTS**

- 5.1 During the period between the date of execution of this Agreement and the end of the Operating Component, the Service Manager shall provide the Minister with a quarterly updated Investment Plan by each of the due dates set out in the Program Guidelines. The initial Investment Plan and each quarterly updated Investment Plan shall be prepared in accordance with the Program Guidelines.
- 5.2 The Service Manager shall provide documentation of Housing Provider Agreements and/or agreements with delivery agencies.
- 5.3 The Service Manager shall provide the Minister with such additional reports as the Minister may require.
- 5.4 The Service Manager shall keep and maintain for a period of seven (7) years following March 31, 2025, all financial records (including invoices) and all-non-financial documents and records relating to the funds or otherwise to the Program.
- 5.5 The Service Manager shall report to the Minister municipal Social Housing expenditures that match the annual COCHI allocation provided, in accordance with the Program Guidelines.

## **6. MARKETING**

- 6.1 Subject to section 10 of the Agreement, the Service Manager shall promote and advertise the Program in the Service Manager's area as the Service Manager deems appropriate.

## **7. REMEDIES**

- 7.1 If the Service Manager breaches any one or more of the provisions of this Schedule, and the breach is not corrected within a reasonable period of time (as determined by the Minister) after notice has been given to the Service Manager by the Minister, the Minister may, by written notice to the Service Manager,
- (a) terminate this Appendix;
  - (b) demand repayment of any Operating Funds in the possession or control of the Service Manager which has not been advanced to a Housing Provider;
  - (c) demand immediate repayment of all amounts paid by the Minister to the Service Manager under this Appendix that relate to the Project in respect of which the breach occurred;
  - (d) demand repayment of all or part of the aggregate of all monies advanced to the Service Manager under this Appendix;
  - (e) cancel all further payments of Operating Funds; and/or
  - (f) suspend further payments of Operating Funds for such period as the Minister may determine.
- 7.2 The Service Manager shall comply with a demand referred to in clauses 7.1(c) and (d), irrespective of whether it has transferred any of the relevant amounts to a Housing Provider.

## APPENDIX C-2

### COCHI REPAIR COMPONENT

#### 1. INTERPRETATION

1.1 In this Appendix C-2, unless the context requires otherwise,

- **“Affordable”** means units rented at the low end of market rent as determined by the Service Manager;
- **“Eligible Repairs”** means repairs, renovations, replacements, or other work to a Project that is eligible to receive Repair Funds, as determined by the Program Guidelines;
- **“Project”** means the approved Eligible Repairs to be performed on a Social Housing project or a Part VII.1 housing project under the Repair Component;
- **“PIF”** means a Project Information Form in the form and format required by the Minister;
- **“Project Funding Agreement”** means an agreement between the Service Manager and a Housing Provider receiving funding under the Repair Component in relation to a Project that meets the requirements of the Program Guidelines;
- **“Unit”** means a unit intended for use as residential accommodation in a Social Housing project.

1.2 The following Sub-Appendices are attached to and form part of this Appendix:

Sub-Appendix C-2A – Affordability Report.

1.3 In the event of a conflict or inconsistency between the provisions of this Appendix and the provisions of a Sub-Appendix, the provisions of this Appendix shall prevail.

1.4 All references in this Appendix to section numbers are references to sections of this Appendix unless stated otherwise.

1.5 All references in this Appendix to Sub-Appendices are references to Sub-Appendices in this Appendix, unless stated otherwise.

## **2. PROJECT SELECTION AND APPROVAL**

- 2.1 The Service Manager is responsible for selecting and approving all Projects, monitoring progress and completion of Projects, quality of work and for the advancement of funds.
- 2.2 The Service Manager shall select and approve Projects for Repair Funds in accordance with the Program Guidelines.
- 2.3 In selecting Projects, the Service Manager shall prioritize Urban Native social housing units in accordance with the Program Guidelines. Once the Minister has reviewed the Service Manager's Investment Plan and the Service Manager has approved individual Projects, the Service Manager shall enter project details as per the PIF into TPON to commit funding.
- 2.4 The Minister reserves the right to return a PIF to the Service Manager for revision and resubmission if it is not consistent with the Program Guidelines.
- 2.5 The Service Manager shall not approve a funding request by a Housing Provider unless the Housing Provider agrees to operate the Project in accordance with the affordability requirements for the Repair Component, as set out in section 10.1 and in the Program Guidelines.
- 2.6 In conjunction with the approval of each Project, the Service Manager shall enter into a Project Funding Agreement with the Housing Provider in respect of the Project. The Project Funding Agreement shall require the Housing Provider to comply with the requirements of the Repair Component and impose on the Housing Provider such obligations as enable the Service Manager to fulfill its obligations to report to the Minister.
- 2.7 The Service Manager shall ensure that Project status is updated and documents are posted in TPON on an on-going basis.

## **3. PROVISION OF REPAIR FUNDS BY THE MINISTER**

- 3.1 Once the Minister has reviewed the PIF for a Project and a Project Funding Agreement has been executed in respect of the Project, the Minister shall make quarterly transfer payments to the Service Manager as set out in sections 3.2 to 3.4.
- 3.2 The Minister shall advance funds on a quarterly basis to the Service Manager based on the projected planned commitments identified in the Service Manager's Investment Plan.
- 3.3 The Minister may adjust quarterly payments to the Service Manager to reflect Service Manager needs, based on the information provided in the quarterly updates to the Investment Plan.

- 3.4 The transfer of all Repair Funds shall be made by electronic funds transfer.
- 3.5 The Service Manager shall use the Repair Funds transferred to it by the Minister in respect of a Project solely for the purpose set out in the Service Manager's Investment Plan.

#### **4. RECONCILIATION**

- 4.1 The Service Manager must ensure the status of each Project is updated in TPON. In the event that the Service Manager does not update Project details as required, the Minister may reduce payments to the Service Manager.
- 4.2 A minimum of ninety percent (90%) of the Service Manager's funding allocation for the Repair Component must be committed by December 15 of each Fiscal Year. In the event that the Service Manager has not met this threshold, the Minister may reallocate Repair Funds to another Service Manager.

#### **5. ADMINISTRATION**

- 5.1 Service Managers shall provide funding to Housing Providers based on pre-established milestones for their respective Projects as set out in the Project Funding Agreement.
- 5.2 The Service Manager shall comply with the provisions of the *Construction Act* in providing funding to Housing Providers.
- 5.3 Eligible Repairs for each Project must commence within one hundred and twenty (120) days of the date of execution of the Project Funding Agreement and must be completed by the end of the subsequent Fiscal Year. If Eligible Repairs for a Project have not commenced within one hundred and twenty (120) days of such date, the Minister may cancel the funding for the Project, demand repayment of the funding for the Project and reallocate such funding as the Minister deems appropriate.
- 5.4 The Service Manager shall keep copies of all financial invoices in respect of each Project for reporting and audit purposes.
- 5.5 A Project Funding Agreement under the Repair Component cannot be signed after March 31, 2025, or such earlier date as may be determined by the Minister and communicated by the Minister to the Service Manager by notice in writing.
- 5.6 The Service Manager shall use Repair Funds solely for the purposes of providing funding for Eligible Repairs to Projects and for Administration Costs. The Service Manager shall ensure that funding provided to Housing Providers is spent in accordance with the Project Funding Agreement for the Project and only for approved Eligible Repairs.



- 5.7 The maximum Funding for a Unit shall not exceed \$50,000, except as otherwise provided in the Program Guidelines.

## **6. REPORTING REQUIREMENTS**

- 6.1 During the period between the date of execution of this Agreement and the end of the Repair Component, the Service Manager shall provide the Minister with a quarterly updated Investment Plan by each of the due dates set out in the Program Guidelines. The initial Investment Plan and each quarterly updated Investment Plan shall be prepared in accordance with the Program Guidelines.
- 6.2 For each Project, on each March 31 during the three (3) year period following completion of the Project, the Service Manager shall provide the Minister with a Report in the form of Sub-Appendix C-2A confirming that, subject to any exceptions set out in the Program Guidelines or in the Report, the Project remains Affordable in accordance with section 10.1. After the three (3) year period, the Minister may audit the Service Manager at any time to determine whether the Project remains Affordable in accordance with section 10.1. The Service Manager shall cooperate with the Minister and shall provide free access to such staff, documents, books, records and accounts as the Minister may require in carrying out the audit.
- 6.3 The Service Manager shall provide the Minister with such other information and reports, including as to the status of a Project, as the Minister may request from time to time.
- 6.4 The Service Manager shall report to the Minister municipal Social Housing expenditures that match the annual COCHI allocation provided, in accordance with the Program Guidelines.
- 6.5 This Article 6 shall survive any termination of this Appendix.

## **7. RECOVERY OF FUNDING**

- 7.1 In the case of non-compliance due to misuse of the funding or negligence by a Housing Provider or in the case of a breach of contract with the Service Manager, the Service Manager must notify the Ministry immediately and take available remedies to recover the Funding and return it to the Minister.
- 7.2 Where section 7.1 does not apply but the funding is not spent on approved Eligible Repairs for the Project, the Service Manager shall notify the Minister and make reasonable efforts to recover the Funding and return it to the Minister.

## **8. NOTICE OF PROJECTS IN DIFFICULTY**

- 8.1 The Service Manager shall immediately provide notice to the Minister of any difficulty with any Project and work with the Minister to determine a course of action for rectifying the difficulty.

## **9. REMEDIES**

- 9.1 If the Service Manager breaches any one or more of the provisions of this Appendix, and the breach is not corrected within a reasonable period of time (as determined by the Minister) after notice has been given to the Service Manager by the Minister, the Minister may, by written notice to the Service Manager:
- (a) terminate this Appendix;
  - (b) demand immediate repayment of all or any portion of the Administration Costs paid by the Minister to the Service Manager;
  - (c) demand immediate repayment of all or part of any Repair Funds in the possession or control of the Service Manager that has not been used for a Project;
  - (d) demand immediate repayment of all or any part of the monies paid by the Minister to the Service Manager under this Appendix;
  - (e) demand immediate repayment of all amounts paid by the Minister to the Service Manager under this Appendix that relate to the Project in respect of which the breach occurred;
  - (f) cancel all further payments of Repair Funds; and/or
  - (g) suspend further payments of Repair Funds for such period as the Minister may determine appropriate.
- 9.2 The Service Manager shall comply with a demand referred to in clause (d) and/or (e), irrespective of whether it has used any of the relevant amounts for a Project.

## **10. AFFORDABILITY**

- 10.1 All Projects must remain Affordable for a ten (10) year period after the completion of the Eligible Repairs, including a minimum of five (5) years during that period in which they must operate as Social Housing or as Part VII.1 housing projects under the *Housing Services Act, 2011*. This requirement applies regardless of whether any mortgages or agreements between a Service Manager and the Housing Provider expire.
- 10.2 The Service Manager shall repay the Minister any amounts provided to a participating Housing Provider where the Project does not remain Affordable for the ten (10) year period, pro-rated to reflect the portion of the ten (10) year period during which the Project will not be affordable.

## Sub-Appendix C-2A: COCHI Repair Component Affordability Report

Service Manager:

Service Manager

Address:

Service Manager

Contact:

Name:

Telephone:

Email:

This report confirms that the **[Insert Service Manager Name]** (the “Service Manager”) is administering and delivering the Canada-Ontario Community Housing Initiative (the “Program”) in accordance with an Agreement dated **[date]** with the Province of Ontario (the “Agreement”).

The Service Manager confirms that:

- (a) all Eligible Housing Projects that received Program funding are listed in column one of the second page of this form;
- (b) the dates at which the Eligible Work was completed for each project are set out in column 4; and
- (c) subject to the exceptions listed below, each Eligible Housing Project continues to be Affordable and/or operate as social housing under the *Housing Services Act, 2011* (HSA).

### Exceptions:

I declare that the above information is true and complete.

By: \_\_\_\_\_

Name:

Title:

Date:

I have the authority to bind the Service Manager

**Canada Ontario Community Housing Initiative (COCHI)  
Affordability Report**

**Service Manager Name:**  
**Date:**

<b>Name of Eligible Housing Project</b>	<b>Project Address</b>	<b>Total Funding Received (\$)</b>	<b>Date on which Eligible Work Completed</b>	<b>Project Operating as Social Housing under HSA (Y/N)</b>	<b>Project Continues to be Affordable (Y/N)</b>

## APPENDIX C-3

### COCHI NEW BUILD COMPONENT

#### 1. INTERPRETATION

1.1 In this Appendix, unless the context requires otherwise,

- **“Agreement”** means the agreement between the Minister and the Service Manager to which this Appendix forms a part;
- **“Conditional Letter of Commitment”** means the letter issued by the Minister confirming approval of the Project and setting out the amount, terms and conditions of Funding allocated to the Proponent;
- **“Contribution Agreement”** means an agreement entered into by the Service Manager or another party contributing to the Project and an approved Proponent for contributions under the Program;
- **“Contributions by Others”** means cash or in-kind eligible contributions from Service Managers, municipalities, housing providers, the private sector, the voluntary sector, charities and individual donors, to be used in accordance with this Program. Contributions by Others does not include: contributions from any Government of Canada sources, including, but not limited to arrangements with CMHC; nor contributions under any program wholly or partially funded from Government of Canada sources; nor contributions which receive credit under any arrangement with CMHC or the Government of Canada outside this Agreement;
- **“Development Activities”** means those activities which are normally undertaken for the development, construction, repair, renovation, rehabilitation or conversion of buildings for residential purposes, including the acquisition of property;
- **“Funding”** means funding provided under the Program, as set out in the Program Guidelines;
- **“Funding Schedule”** means the schedule of funding setting out progress payments for the type of Project to be undertaken by a Proponent, in the form determined by the Minister;
- **“Housing”** means residential accommodation and facilities, common areas and services used directly with the residential

accommodation, but may include up to thirty per cent (30%) of the total available space for non-residential purposes. Housing does not include commercial or institutional premises, social or recreational services, and services or facilities related to mental or physical health care, education, corrections, food services, social support or public recreation;

- **“Occupancy Date”** means the date on which occupancy of all Units in a Project is permitted;
- **“Phase-out Period”** means the last five (5) year period of the Affordability Period;
- **“Program”** means the New Build Component;
- **“Project Information Form”** means the form submitted by the Service Manager to the Minister for consideration of a Project;
- **“Proponent”** means a municipality, district social services administration board, a non-profit or cooperative housing provider that has submitted a Proposal;
- **“Proposal”** means the proposal to participate in the Program, submitted to the Service Manager;
- **“Unit”** means a self-contained residential dwelling, including, without limiting the generality of the foregoing, (i) supportive rental Housing where service funding is secured from sources other than Funding provided under the Program; (ii) multi-bedroom units which are used for congregate living; and (iii) disabled/accessible units.

1.2 The following Sub-Appendices are attached to and form part of this Appendix:

Sub-Appendix C-3A - Proponent's Initial Occupancy Report;  
Sub-Appendix C-3B - Proponent's Annual Occupancy Report;  
Sub-Appendix C-3C - Rental Protocol;  
Sub-Appendix C-3D - Confirmation of Construction Start.

1.3 In the event of a conflict or inconsistency between the provisions of this Appendix and the provisions of a Sub-Appendix, the provisions of this Appendix shall prevail.

1.4 All references in this Appendix to section numbers are references to sections of this Appendix unless stated otherwise.

- 1.5 All references in this Appendix to Sub-Appendices are references to Sub-Appendices in this Appendix, unless stated otherwise.

## **2. REQUIREMENTS FOR PARTICIPATING IN THE NEW BUILD COMPONENT**

- 2.1 Prior to the Service Manager participating in the New Build Component:
- (a) the Service Manager shall ensure that the general property tax applicable to Units built under the Program is in accordance with the criteria set out in the Program Guidelines;
  - (b) the Service Manager shall establish initial income limits, at levels which it considers appropriate, which it shall apply as a requirement for all applicants for tenancies of Units. The Service Manager may apply annual income testing as a requirement for tenants during the term of their tenancies or upon any lease renewal or extension. The Service Manager shall periodically review such income limits and, if it considers it necessary, revise them to levels which it considers appropriate.

## **3. PROJECT SELECTION**

- 3.1 The Service Manager shall evaluate, or shall have evaluated, each Project in accordance with the requirements of the Program Guidelines.
- 3.2 The Service Manager shall submit to the Minister a list of Council or delegated authority approved Projects with recommended Funding requirements based on the submitted Investment Plan and within the Service Manager's planning allocation.
- 3.3 In respect of each Project, the Service Manager shall submit a Project Information Form and the appropriate Funding Schedule to the Minister for approval.
- 3.4 If the Minister approves the Project, the Minister shall issue a Conditional Letter of Commitment to the Proponent and shall advise the Service Manager of the approval of the Project.
- 3.5 The Funding shall be allocated to the Projects at the discretion of the Minister.
- 3.6 The Service Manager shall advise and request approval from the Minister for any changes to the Projects which may affect the number of Units or the Funding requirements for the Service Manager and the Project.

- 3.7 The Minister may change the allocation of Funding to a Project in response to a change in the Project.
- 3.8 The Service Manager shall approve Projects in accordance with policies it has adopted respecting the procurement of goods and services, as required by the *Municipal Act, 2001*.
- 3.9 A Service Manager who utilizes the municipality or a municipal non-profit housing corporation to deliver Units under the Program is not required to use a procurement process to solicit the municipality or the municipal non-profit housing corporation as a Proponent, but the municipality or municipal non-profit housing corporation shall award contracts to build Units using procurement practices authorized by the Service Manager.

#### **4. PAYMENTS BY THE MINISTER**

- 4.1 In respect of all Projects:
  - (a) The Minister shall pay the Service Manager the Funding within fifteen (15) Business Days following the Minister receiving written confirmation from the Service Manager that:
    - (i) the Service Manager and the Proponent have signed a Contribution Agreement;
    - (ii) the Proponent is in compliance with the Contribution Agreement; and
    - (iii) the Proponent has satisfied the criteria for the payment to be made pursuant to the Funding Schedule.
  - (b) The Service Manager shall pay the Proponent the Funding within fifteen (15) Business Days of receiving the Funding from the Minister, provided that:
    - (i) the Proponent is in compliance with the Contribution Agreement;
    - (ii) the Proponent has satisfied the criteria for payments to be made pursuant to the Funding Schedule; and
    - (iii) the Proponent has complied with the requirements of the Program.



- 4.2 Notwithstanding section 4.1, no Funding shall be paid to the Service Manager in respect of a Project unless the Service Manager has advised the Minister that the Service Manager has entered into a Contribution Agreement with the Proponent for the Project that provides for the use, accountability and security of the Funding, and the Proponent is not in breach of the Contribution Agreement.
- 4.3 Notwithstanding sections 4.1 and 4.2, the Service Manager may authorize the Minister to pay Funding to a third party and the Minister shall permit such authorization.
- 4.4 Notwithstanding sections 4.1 and 4.2, the Proponent may authorize the Service Manager to pay Funding to a third party and the Service Manager shall permit such authorization.
- 4.5 All Funding for a Project shall be advanced to the Service Manager within four (4) years of the signing of the Contribution Agreement.

## **5. ADMINISTRATION**

- 5.1 Following the approval of each Project by the Minister, the Service Manager shall arrange for an appropriate form of Contribution Agreement to be executed, and shall register appropriate security documents, prior to requesting Funding from the Minister or forwarding Funding to the Proponent.
- 5.2 A Contribution Agreement under this Appendix cannot be signed after March 31, 2025, or such earlier date as may be determined by the Minister and communicated by the Minister to the Service Manager by notice in writing.
- 5.3 The Service Manager shall monitor all Projects which have received a Funding allocation to determine whether the Proponents carry out all Development Activities in such manner and within such time periods as are set out in the Program Guidelines or as may be determined by the Minister.
- 5.4 Construction for each Project must commence within one hundred and twenty (120) days of the date of the Contribution Agreement for the Project. If construction for a Project has not commenced within one hundred and twenty (120) days of such date, the Minister may cancel the Funding for the Project, demand repayment of Funding for the Project and reallocate such Funding as the Minister deems appropriate.
- 5.5 The Service Manager shall provide the Minister with a completed Confirmation of Construction Start, in the form attached to this Appendix

- as Sub-Appendix C-3D, at the start of construction of each Project, within ten (10) days of the start of construction of the Project.
- 5.6 Construction for each Project must be completed within four (4) years of the date of the Contribution Agreement for the Project.
- 5.7 The Service Manager shall obtain from the Proponent and shall forward to the Minister, an audited financial statement respecting the expenditure of the Funding provided to the Proponent, within ninety (90) days or such additional time as may be determined by the Minister, following the date on which the Minister is advised by the Service Manager that the Project will not proceed or within six (6) months or such additional time as may be determined by the Minister, of the Occupancy Date.
- 5.8 In the event the Project costs in the audited financial statement or such other statement as the Minister may determine are lower than the amount on the Project Information Form, and as a result,
- (a) the Proponent is no longer in compliance with the equity requirements set out in the Program Guidelines; and/or
  - (b) the Funding represents greater than seventy-five per cent (75%) of the total capital cost per unit of the Project;
- the Minister reserves the right to deduct an appropriate amount of Funding from any subsequent advance of Funding to ensure compliance with (a) and (b), or the Service Manager shall be required to refund an appropriate amount to the Minister.
- 5.9 The Service Manager shall provide the Minister by October 15, January 15, March 15 and May 31 of each Fiscal Year with an updated Investment Plan, indicating the amount of Program Funding approved and the number of Program Units committed.
- 5.10 The Service Manager acknowledges that the Minister is required to report to CMHC under the CMHC-Ontario Bilateral Agreement under the 2017 National Housing Strategy, as amended and that, in order to fulfill the said reporting requirements, it will be relying on the materials provided to it pursuant to sections 5.9, 5.12 and 5.13.
- 5.11 The Service Manager shall, at the request of the Minister, provide the Minister with proof that occupancy of all Units in the Project is permitted.
- 5.12 Upon initial occupancy of a Project, the Service Manager shall obtain and validate from each Proponent, the Project Initial Occupancy Report, in the

form attached to this Appendix as Sub-Appendix C-3A and submit it to the Minister.

- 5.13 During the period between the Occupancy Date of each Project and the end of the Phase-out Period, the Service Manager shall obtain annually from each Proponent a completed information report, in the form attached to this Appendix as Sub-Appendix C-3B and submit it to the Minister.
- 5.14 The Service Manager shall immediately inform the Minister in writing of the following matters as soon as it becomes aware of them:
- (a) a request by a Proponent to transfer responsibility for a Project to another entity;
  - (b) any failure by the Proponent to carry out all the Development Activities required in the Program Guidelines or any failure to carry out such Development Activities in such manner and within such time periods as are set out in the Program Guidelines or as may be determined by the Minister;
  - (c) if construction for a Project has not commenced within one hundred and twenty (120) days of the date of the Contribution Agreement;
  - (d) if construction has not been completed within four (4) years of the date of the Contribution Agreement;
  - (e) any breach by the Proponent of its Contribution Agreement with the Service Manager;
  - (f) the Proponent becoming bankrupt or insolvent or taking the benefit of any act now or hereafter in force for bankrupt or insolvent debtors or filing any proposal or making any assignment for the benefit of creditors or any arrangement or compromise;
  - (g) the appointment of a receiver or a receiver and manager for all or a portion of a Project; and
  - (h) the taking of any steps or any action or the institution of any proceedings by a Proponent or by any other party, including, without limitation, any court or governmental body of competent jurisdiction for the dissolution, winding up or liquidation of the Proponent or its assets.

## **6. GENERAL**

- 6.1 The New Build Component is available from the date of this Agreement until March 31, 2025.

- 6.2 The Service Manager shall enter into a Contribution Agreement with the Proponent which requires the Proponent to comply with the requirements of the Program.
- 6.3 The Service Manager acknowledges and agrees that the Rental Protocol set out in Sub-Appendix C-3C applies to all Projects by virtue of the contractual terms of this Agreement. The Service Manager further acknowledges and agrees that, regardless of whether the rent increase guideline applies to Projects under the *Residential Tenancies Act, 2006*, or any successor legislation, the rent increase guideline applies by virtue of the contractual terms of the Agreement. The Service Manager shall ensure that the Proponent agrees in writing that the Rental Protocol applies to its Project.
- 6.4 The headings and subheadings contained in this Appendix are inserted for convenience and for reference only and in no way define, limit or describe the scope or intent of this Appendix or form part of this Appendix.
- 6.5 If the Parties have previously entered into administration agreement(s) respecting prior Rental Housing Component(s) of the Affordable Housing Program, the Investment in Affordable Housing Program 2011-2014, the Investment in Affordable Housing (2014 Extension), or the 2016 Social Infrastructure Fund, the Parties acknowledge and agree that the provisions of such agreement continue in full force and effect notwithstanding that no further funding is being provided by the Minister to the Service Manager under that agreement and notwithstanding that the Parties have entered into this Agreement in respect of new funding.

## SUB-APPENDIX C-3A

### PROPONENT'S INITIAL OCCUPANCY REPORT COCHI – New Build Component

#### A. Project Information

Reference No.	
Project Name	
Project Address	
Proponent Name	
Occupancy Date	
Contribution Agreement Expiry Date	

#### B. Unit Details

Target Client	Unit Type	Household Type	COCHI Units (A)	# of RS	# of SS	Non-COCHI Units (B)	Total Units (A+B)
	Bachelor						
	1 BR						
	2 BR						
	3 BR						
	Others (specify)						
	<b>Total</b>						

**RS:** Rent Supplements

**SS:** Support Services

#### C. Depth of Affordability: Rents at Occupancy

Unit Type	Unit Size	Number of Units (A)	Actual Rent to be charged per month (B)	CMHC Average Market Rent (AMR – 20XX) or Alternate AMR (C)	Actual Project Rents by Unit Type (D)=(A)X(B)	Project Rents as per CMHC AMR or Alternate AMR (E)=(A)X(C)
Bachelor						
1 BR						
2 BR						
3 BR						
Others (specify)						
<b>TOTAL</b>						

**Notes:**

1. Actual Rent is inclusive of Rent Supplements received by the Proponent.

2. Alternate AMR examples include: modified Ontario Works Shelter Allowance; Ministry-approved alternate.

<b>Weighted Average Rents</b>	<b>Project Weighted Average Rent</b> Total of (D)÷Total of (A) =	<b>CMHC or Alternate Weighted Average Rent</b> Total of (E)÷Total of (A) =
<b>Depth of Affordability</b>	(Project Weighted Average Rent ÷ CMHC (or Alternate) Weighted Average Rent) x100 =	

**D. Source of Alternate AMR (if an alternate AMR is being used)**

**E. Rationale (if Depth of Affordability is greater than 80% of CMHC AMR (or Alternate))**

**F. Project Certification**

I certify, to the best of my knowledge, that the information provided in Sections B and C above is true and correct. I hereby authorize the \_\_\_\_\_ [insert name of Service Manager] to review the rent roll from appropriate sources(s) if deemed necessary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

Submitted by \_\_\_\_\_[insert name of Service Manager]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Print Name

Position

- 3 -

## SUB-APPENDIX C-3B

### PROPONENT'S ANNUAL OCCUPANCY REPORT

COCHI New Build Component  
For the Year Ended December 31, 20XX

#### A. Project Information

Reference No.	
Project Name	
Project Address	
Proponent Name	
Occupancy Date	
Contribution Agreement Expiry Date	

#### B. Unit Details

Target Client	Unit Type	Household Type	COCHI Units (A)	# of RS	# of SS	Non-COCHI Units (B)	Total Units (A+B)
	Bachelor						
	1 BR						
	2 BR						
	3 BR						
	Others (specify)						
	<b>Total</b>						

#### Notes:

**RS:** Rent Supplements

**SS:** Support  
Services



### C. Actual Rents at Year End

Unit Type	COCHI Funded Units	Previous Year 20XX		Current Year 20XX			Rationale (If D>B)
		Actual Rent per Unit per Month (A)	RTA Permitted Increase per Unit per Month X % (specify) (B)	Actual Rent per Unit per Month (C)	Rent Increase (D) = (C)-(A)	(E) CMHC or Alternate AMR	
Bachelor							
1 BR							
2 BR							
3 BR							
4 BR							
Other (specify)							
<b>TOTAL</b>							

### D. Depth of Affordability: Rents during year of reporting

Unit Type	Unit Size	Number of Units (A)	Actual Rent to be charged per month (B)	CMHC Average Market Rent (AMR – 20XX) or Alternate AMR (C)	Actual Project Rents by Unit Type (D)=(A)X(B)	Project Rents as per CMHC AMR or Alternate AMR (E)=(A)X(C)
Bachelor						
1 BR						
2 BR						
3 BR						
Others (specify)						
<b>TOTAL</b>						

#### Notes:

1. Actual Rent is inclusive of Rent Supplements received by the Proponent.
2. Alternate AMR examples include: modified Ontario Works Shelter Allowance; Ministry-approved alternate.

<b>Weighted Average Rents</b>	<b>Project Weighted Average Rent</b> Total of (D)÷Total of (A) =	<b>CMHC or Alternate Weighted Average Rent</b> Total of (E)÷Total of (A) =
<b>Depth of Affordability</b>	(Project Weighted Average Rent ÷ CMHC (or Alternate) Weighted Average Rent) x100 =	

**Note:** Depth of Affordability cannot be greater than 80% of CMHC AMR or Alternate without the approval of the Service Manager.

**E. Rationale (if Depth of Affordability is greater than 80% of CMHC AMR (or Alternate))**

**F. Project Certification**

I certify, to the best of my knowledge, that the information provided in Sections B and C above is true and correct. I hereby authorize the \_\_\_\_\_ [insert name of Service Manager] to review the rent roll from appropriate sources(s) if deemed necessary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

Submitted by \_\_\_\_\_ [insert name of Service Manager]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

## SUB-APPENDIX C-3C

### RENTAL PROTOCOL

#### 1. DEFINITIONS

1.1 In this Sub-Appendix C-3C, unless the context requires otherwise,

- **“Affordability Period”** means the minimum twenty (20) year period following the date of the first (1st) occupancy of a Unit in the Project;
- **“Agreement”** means the Agreement to which this Sub-Appendix C-3C is attached;
- **“Average Market Rents”** means the average rent figures, based on geographical areas and classified by bedroom count, as determined annually in the CMHC Average Market Rent Survey;
- **“Phase-out Period”** means the last five (5) year period of the “Affordability Period”, and

when used in this Sub-Appendix C-3C, the term “rent” includes the amount of any consideration paid or given or required to be paid or given by or on behalf of a tenant to the Proponent or the Proponent’s agent for the right to occupy a Unit and for any services and facilities and any privilege, accommodation or thing that the Proponent provides for the tenant in respect of the occupancy of the Unit, whether or not a separate charge is made for services and facilities or for the privilege, accommodation or thing.

1.2 The definitions in the Agreement shall apply to this Sub-Appendix C-3C, in addition to the definitions contained in section 1.1 above.

1.3 All references to section numbers in this Sub-Appendix are references to sections of the Sub-Appendix, unless otherwise explicitly stated.

#### 2. AFFORDABLE RENT

2.1 During the Affordability Period, the Proponent shall not charge rent for a Unit in the Project in excess of the affordable rent permitted under this Sub-Appendix C-3C nor increase any rent charged for a Unit except as permitted in this Sub-Appendix C-3C.

#### 3. RENTS

3.1 In no event shall,

- (a) the weighted average rent of all Units in a Project for which Program Funding has been utilized exceed eighty per cent (80%) of CMHC Average Market Rents in the geographical area, as determined in the most recent CMHC Annual Rental Market Survey;
- (b) rent for any Unit exceed one hundred per cent (100%) of the CMHC Average Market Rent for units of a similar type in the geographical area.

3.2 Notwithstanding 3.1(a),

- (a) in the event that eighty per cent (80%) of the CMHC Average Market Rent for units of a similar type in the geographical area is less than one hundred and five per cent (105%) of the modified shelter allowance under the Ontario Works program, the weighted average rent of all Units in a Project for which Program Funding has been utilized shall not exceed one hundred and five per cent (105%) of the modified shelter allowance under the Ontario Works program for units of a similar type;
- (b) in the event that CMHC Average Market Rent data is not available for specific unit types in the geographical area, or where CMHC Average Market Rent may impact Project viability, Service Managers may request alternate average market rent values by submitting a business case to the Minister as set out in the Program Guidelines.

3.3 Notwithstanding 3.1(b),

- (a) in the event that one hundred per cent (100%) of the CMHC Average Market Rent for units of a similar type in the geographical area is less than one hundred and thirty per cent (130%) of the modified shelter allowance under the Ontario Works program, the rents of all Units in a Project for which Program Funding has been utilized shall not exceed one hundred and thirty per cent (130%) of the modified shelter allowance under the Ontario Works program for units of a similar type;
- (b) in the event that CMHC Average Market Rent data is not available for specific unit types in the geographical area, or where CMHC Average Market Rent may impact Project viability, Service Managers may request alternate average market rent values by submitting a business case to the Minister as set out in the Program Guidelines.

3.4 If rent supplements are used for COCHI funded New Build Units, the Service Manager shall ensure that the total rent received by a Proponent,

including rent from the tenant and the rent supplement, shall be subject to 3.1(b) and 3.3.

- 3.5 If federal and/or provincially funded rent supplements are used for COCHI funded New Build Units, the Service Manager shall ensure that when calculating the weighted average rent for a Project, the total rent received by a Proponent, including rent from the tenants and the federal and/or provincially funded rent supplement shall be considered.

#### **4. RENT INCREASES**

- 4.1 The Proponent may increase the rent charged under section 3.1 with respect to a Unit only if at least twelve (12) months have elapsed,
- (a) since the day of the last rent increase respecting the Unit, if there has been an increase, or
  - (b) since the day the Unit was first rented for the first (1st) rental period following the completion of the Development Activities in connection with the Project.
- 4.2 Subject to section 4.3, the Proponent shall not increase the rent pursuant to section 4.1 during the Affordability Period by more than the then prevailing rent increase guideline established for each calendar year pursuant to the *Residential Tenancies Act, 2006* or any successor legislation. The Proponent acknowledges and agrees that, regardless of whether the rent increase guideline under the *Residential Tenancies Act, 2006* or any successor legislation applies to the Project, the rent increase guideline applies by virtue of the contractual terms of the Agreement and this Sub-Appendix C-3C.
- 4.3 From the beginning of the eleventh (11th) year of the Affordability Period until the end of the Affordability Period, in addition to the increase permitted by section 4.2, the Proponent may, subject to any requirements of the Residential Tenancies Act, 2006 or any successor legislation, apply to the Service Manager to increase Unit rents to an amount not to exceed CMHC Average Market Rent for units of a similar type in the geographical area, or alternate rents approved by the Minister.

#### **5. PHASE-OUT PERIOD**

- 5.1 During the Phase-out Period, the Proponent shall not increase the rent charged to *in-situ* tenants of Units by more than the rent guideline increase permitted under section 4.2 and any additional increase that may be approved under section 4.3.

- 5.2 Upon a Unit becoming vacant during the Phase-out Period, the Proponent may rent the Unit to a new tenant at any rent agreed to by the Proponent and the new tenant.

## **6. EXCEPTION**

- 6.1 Subject to the provisions of the *Residential Tenancies Act, 2006* or any successor legislation, and notwithstanding the provisions of this Sub-Appendix C-3C respecting rent increases prior to and during the Phase-out Period, where a Service Manager implements income verification of tenants following the initial occupancy of a Unit, a Service Manager may increase the rent for a Unit by more than the rent increase guideline under the *Residential Tenancies Act, 2006* or any successor legislation, provided that the rent for the Unit does not exceed the CMHC Average Market Rent for units of a similar type for that year and provided that the weighted average rent for the funded Units in a Project does not exceed the permitted rents for the Project.

## **7. AFTER PHASE-OUT PERIOD**

- 7.1 After the end of the Phase-out Period, the Proponent shall be permitted to rent Units in the Project to new tenants at rents agreed to by the Proponent and the new tenants.

**SUB-APPENDIX C-3D**

**CONFIRMATION OF CONSTRUCTION START**

COCHI New Build Component

This is to confirm that the \_\_\_\_\_ project in the  
\_\_\_\_\_ [SM name] commenced construction on  
\_\_\_\_\_ [date].

The start of construction for this project is within one hundred twenty (120)  
days of the date of the project's Contribution Agreement, which was  
signed on \_\_\_\_\_ [CA date].

I declare that the above information is true and complete.

\_\_\_\_\_

Signature

\_\_\_\_\_

Name and Title of Service Manager/Authorized Signing Officer

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

## **SCHEDULE D**

### **Ontario Priority Housing Initiative**

#### **1.0 INTERPRETATION**

In this Schedule, unless the context requires otherwise, the following term has the meaning set out in this Section:

- **“Agreement”** means the agreement between the Minister and the Service Manager to which this Schedule forms a part;
- **“OPHI Components”** means the Rental Housing Component, Homeownership Component, Ontario Renovates Component, Rental Assistance Component and Housing Support Services Component, being Appendices D-1 to D-5, respectively, of this Schedule;

1.2 The following Appendices are attached to and form part of this Schedule:

Appendix D-1 - Rental Housing Component

Appendix D-2 - Homeownership Component

Appendix D-3 - Ontario Renovates Component

Appendix D-4 - Rental Assistance Component

Appendix D-5 - Housing Support Services Component

1.3 In the event of a conflict or inconsistency between the Appendices dealing with the OPHI Components, being Appendices D-1 to D-5 of this Schedule, and the Schedule containing the Program Guidelines, being Schedule “G” of this Agreement, the Appendices dealing with the OPHI Components shall prevail.

#### **2.0 COMPLIANCE WITH APPENDICES**

2.1 The Parties agree to comply with and abide by the terms and conditions set out in those Appendices to this Agreement relevant to the OPHI Components in which the Service Manager participates. The Service Manager agrees to administer such OPHI Components in accordance with those Appendices.

#### **3.0 REPORTING REQUIREMENTS**

3.1 The Service Manager agrees to comply with the reporting requirements set out in those Appendices relevant to the OPHI Components in which the Service Manager participates.



## APPENDIX D-1

### Rental Housing Component

#### 1. INTERPRETATION

1.1 In this Appendix, unless the context requires otherwise,

- **“Affordable Housing”** means Housing which is modest in terms of floor area and amenities, based on household needs and community norms, in Projects that achieve rent levels in accordance with the Program Guidelines, but does not include residential premises used as a nursing home, retirement home, shelter, crisis care facility or any other type of similar facility;
- **“Agreement”** means the agreement between the Minister and the Service Manager to which this Appendix forms a part;
- **“Conditional Letter of Commitment”** means the letter issued by the Minister confirming approval of the Project and setting out the amount, terms and conditions of Funding allocated to the Proponent;
- **“Contribution Agreement”** means an agreement entered into by the Service Manager or another party contributing to the Project and an approved Proponent for contributions under the Program;
- **“Contributions by Others”** means cash or in-kind eligible contributions from Service Managers, municipalities, housing providers, the private sector, the voluntary sector, charities and individual donors, to be used in accordance with this Program. Contributions by Others does not include: contributions from any Government of Canada sources, including, but not limited to arrangements with CMHC; nor contributions under any program wholly or partially funded from Government of Canada sources; nor contributions which receive credit under any arrangement with CMHC or the Government of Canada outside this Agreement;
- **“Development Activities”** means those activities which are normally undertaken for the development, construction, repair, renovation, rehabilitation or conversion of buildings for residential purposes, including the acquisition of property;
- **“Funding”** means funding provided under the Program, as set out in the Program Guidelines;

- **“Funding Schedule”** means the schedule of funding setting out progress payments for the type of Project to be undertaken by a Proponent, in the form determined by the Minister;
- **“Housing”** means residential accommodation and facilities, common areas and services used directly with the residential accommodation, but may include up to thirty per cent (30%) of the total available space for non-residential purposes. Housing does not include commercial or institutional premises, social or recreational services, and services or facilities related to mental or physical health care, education, corrections, food services, social support or public recreation;
- **“Occupancy Date”** means the date on which occupancy of all Units in a Project is permitted;
- **“Phase-out Period”** means the last five (5) year period of the Affordability Period;
- **“Program”** means the Rental Housing Component described in the Program Guidelines;
- **“Project Information Form”** means the form submitted by the Service Manager to the Minister for consideration of a Project;
- **“Proponent”** means a municipality, district social services administration board or a non-profit or cooperative housing provider that has submitted a Proposal;
- **“Proposal”** means the proposal to participate in the Program, submitted to the Service Manager;
- **“Rental Housing Component”** means the Rental Housing Component described in the Program Guidelines;
- **“Unit”** means a self-contained residential dwelling, including, without limiting the generality of the foregoing, (i) supportive rental Housing where service funding is secured from sources other than Funding provided under the Program; (ii) multi-bedroom units which are used for congregate living; and (iii) disabled/accessible units.

1.2 The following Sub-Appendices are attached to and form part of this Appendix:

Sub-Appendix D-1A - Proponent’s Initial Occupancy Report;

Sub-Appendix D-1B - Proponent's Annual Occupancy Report;  
Sub-Appendix D-1C - Rental Protocol;  
Sub-Appendix D-1D - Confirmation of Construction Start.

- 1.3 In the event of a conflict or inconsistency between the provisions of this Appendix and the provisions of a Sub-Appendix, the provisions of this Appendix shall prevail.
- 1.4 All references in this Appendix to section numbers are references to sections of this Appendix unless stated otherwise.
- 1.5 All references in this Appendix to Sub-Appendices are references to Sub-Appendices in this Appendix, unless stated otherwise.

## **2. REQUIREMENTS FOR PARTICIPATING IN THE RENTAL HOUSING COMPONENT**

- 2.1 Prior to the Service Manager participating in the Rental Housing Component:
  - (a) the Service Manager shall ensure that the general property tax applicable to Units built under the Program is in accordance with the criteria set out in the Program Guidelines;
  - (b) the Service Manager shall establish initial income limits, at levels which it considers appropriate, which it shall apply as a requirement for all applicants for tenancies of Units. The Service Manager may apply annual income testing as a requirement for tenants during the term of their tenancies or upon any lease renewal or extension. The Service Manager shall periodically review such income limits and, if it considers it necessary, revise them to levels which it considers appropriate.

## **3. PROJECT SELECTION**

- 3.1 The Service Manager shall evaluate, or shall have evaluated, each Project in accordance with the requirements of the Program Guidelines.
- 3.2 The Service Manager shall submit to the Minister a list of Council or delegated authority approved Projects with recommended Funding requirements based on the submitted Investment Plan and within the Service Manager's planning allocation.

- 3.3 In respect of each Project, the Service Manager shall submit a Project Information Form and the appropriate Funding Schedule to the Minister for approval.
- 3.4 If the Minister approves the Project, the Minister shall issue a Conditional Letter of Commitment to the Proponent and shall advise the Service Manager of the approval of the Project.
- 3.5 The Funding shall be allocated to the Projects at the discretion of the Minister.
- 3.6 The Service Manager shall advise and request approval from the Minister for any changes to the Projects which may affect the number of Units or the Funding requirements for the Service Manager and the Project.
- 3.7 The Minister may change the allocation of Funding to a Project in response to a change in the Project.
- 3.8 The Service Manager shall approve Projects in accordance with policies it has adopted respecting the procurement of goods and services, as required by the *Municipal Act, 2001*.
- 3.9 A Service Manager who utilizes the municipality or a municipal non-profit housing corporation to deliver Units under the Program is not required to use a procurement process to solicit the municipality or the municipal non-profit housing corporation as a Proponent, but the municipality or municipal non-profit housing corporation shall award contracts to build Units using procurement practices authorized by the Service Manager.

#### **4. PAYMENTS BY THE MINISTER**

- 4.1 In respect of all Projects:
  - (a) The Minister shall pay the Service Manager the Funding within fifteen (15) Business Days following the Minister receiving written confirmation from the Service Manager that:
    - (i) the Service Manager and the Proponent have signed a Contribution Agreement;
    - (ii) the Proponent is in compliance with the Contribution Agreement; and
    - (iii) the Proponent has satisfied the criteria for the payment to be made pursuant to the Funding Schedule;

- (b) The Service Manager shall pay the Proponent the Funding within fifteen (15) Business Days of receiving the Funding from the Minister, provided that:
  - (i) the Proponent is in compliance with the Contribution Agreement;
  - (ii) the Proponent has satisfied the criteria for payments to be made pursuant to the Funding Schedule; and
  - (iii) the Proponent has complied with the requirements of the Program;
- 4.2 Notwithstanding section 4.1, no Funding shall be paid to the Service Manager in respect of a Project unless the Service Manager has advised the Minister that the Service Manager has entered into a Contribution Agreement with the Proponent for the Project that provides for the use, accountability and security of the Funding, and the Proponent is not in breach of the Contribution Agreement.
- 4.3 Notwithstanding sections 4.1 and 4.2, the Service Manager may authorize the Minister to pay Funding to a third party and the Minister shall permit such authorization.
- 4.4 Notwithstanding sections 4.1 and 4.2, the Proponent may authorize the Service Manager to pay Funding to a third party and the Service Manager shall permit such authorization.
- 4.5 All Funding for a Project shall be advanced to the Service Manager within four (4) years of the signing of the Contribution Agreement.

## **5. ADMINISTRATION**

- 5.1 Following the approval of each Project by the Minister, the Service Manager shall arrange for an appropriate form of Contribution Agreement to be executed, and shall register appropriate security documents, prior to requesting Funding from the Minister or forwarding Funding to the Proponent.
- 5.2 A Contribution Agreement under this Appendix cannot be signed after March 31, 2025, or such earlier date as may be determined by the Minister and communicated by the Minister to the Service Manager by notice in writing.

- 5.3 The Service Manager shall monitor all Projects which have received a Funding allocation to determine whether the Proponents carry out all Development Activities in such manner and within such time periods as are set out in the Program Guidelines or as may be determined by the Minister.
- 5.4 Construction for each Project must commence within one hundred and twenty (120) days of the date of the Contribution Agreement for the Project. If construction for a Project has not commenced within one hundred and twenty (120) days of such date, the Minister may cancel the Funding for the Project, demand repayment of Funding for the Project and reallocate such Funding as the Minister deems appropriate.
- 5.5 The Service Manager shall provide the Minister with a completed Confirmation of Construction Start, in the form attached to this Appendix as Sub-Appendix D-1D, at the start of construction of each Project, within ten (10) days of the start of construction of the Project.
- 5.6 Construction for each Project must be completed within four (4) years of the date of the Contribution Agreement for the Project.
- 5.7 The Service Manager shall obtain from the Proponent and shall forward to the Minister, an audited financial statement respecting the expenditure of the Funding provided to the Proponent, within ninety (90) days or such additional time as may be determined by the Minister, following the date on which the Minister is advised by the Service Manager that the Project will not proceed or within six (6) months or such additional time as may be determined by the Minister, of the Occupancy Date.
- 5.8 In the event the Project costs in the audited financial statement or such other statement as the Minister may determine are lower than the amount on the Project Information Form, and as a result,
- (a) the Proponent is no longer in compliance with the equity requirements set out in the Program Guidelines; and/or
  - (b) the Funding represents greater than seventy-five per cent (75%) of the total capital cost per unit of the Project;
- the Minister reserves the right to deduct an appropriate amount of Funding from any subsequent advance of Funding to ensure compliance with (a) and (b), or the Service Manager shall be required to refund an appropriate amount to the Minister.
- 5.9 During the period following the date of execution of this Agreement and the end of the Program, the Service Manager shall provide the Minister by

October 15, January 15, March 15 and May 31 of each year with an updated Investment Plan, indicating the amount of Program Funding approved and the number of Program Units committed.

- 5.10 The Service Manager acknowledges that the Minister is required to report to CMHC under the CMHC-Ontario Bilateral Agreement under the 2017 National Housing Strategy, as amended and that, in order to fulfill the said reporting requirements, it will be relying on the materials provided to it pursuant to sections 5.9, 5.12 and 5.13.
- 5.11 The Service Manager shall, at the request of the Minister, provide the Minister with proof that occupancy of all Units in the Project is permitted.
- 5.12 Upon initial occupancy of a Project, the Service Manager shall obtain and validate from each Proponent, the Project Initial Occupancy Report, in the form attached to this Appendix as Sub-Appendix D-1A and submit it to the Minister.
- 5.13 During the period between the Occupancy Date of each Project and the end of the Phase-out Period, the Service Manager shall obtain annually from each Proponent a completed information report, in the form attached to this Appendix as Sub-Appendix D-1B and submit it to the Minister.
- 5.14 The Service Manager shall immediately inform the Minister in writing of the following matters as soon as it becomes aware of them:
  - (a) a request by a Proponent to transfer responsibility for a Project to another entity;
  - (b) any failure by the Proponent to carry out all the Development Activities required in the Program Guidelines or any failure to carry out such Development Activities in such manner and within such time periods as are set out in the Program Guidelines or as may be determined by the Minister;
  - (c) if construction for a Project has not commenced within one hundred and twenty (120) days of the date of the Contribution Agreement;
  - (d) if construction has not been completed within four (4) years of the date of the Contribution Agreement;
  - (e) any breach by the Proponent of its Contribution Agreement with the Service Manager;
  - (f) the Proponent becoming bankrupt or insolvent or taking the benefit of any act now or hereafter in force for bankrupt or insolvent

debtors or filing any proposal or making any assignment for the benefit of creditors or any arrangement or compromise;

- (g) the appointment of a receiver or a receiver and manager for all or a portion of a Project; and
- (h) the taking of any steps or any action or the institution of any proceedings by a Proponent or by any other party, including, without limitation, any court or governmental body of competent jurisdiction for the dissolution, winding up or liquidation of the Proponent or its assets.

## **6. GENERAL**

- 6.1 The Rental Housing Component is available from the date of this Agreement until March 31, 2025.
- 6.2 The Service Manager shall enter into a Contribution Agreement with the Proponent which requires the Proponent to comply with the requirements of the Program.
- 6.3 The Service Manager acknowledges and agrees that the Rental Protocol set out in Sub-Appendix D-1C applies to all Projects by virtue of the contractual terms of this Agreement. The Service Manager further acknowledges and agrees that, regardless of whether the rent increase guideline applies to Projects under the *Residential Tenancies Act, 2006*, or any successor legislation, the rent increase guideline applies by virtue of the contractual terms of the Agreement. The Service Manager shall ensure that the Proponent agrees in writing that the Rental Protocol applies to its Project.
- 6.4 The headings and subheadings contained in this Appendix are inserted for convenience and for reference only and in no way define, limit or describe the scope or intent of this Appendix or form part of this Appendix.
- 6.5 If the Parties have previously entered into administration agreement(s) respecting prior Rental Housing Component(s) of the Affordable Housing Program, the Investment in Affordable Housing Program 2011-2014, the Investment in Affordable Housing (2014 Extension), or the 2016 Social Infrastructure Fund, the Parties acknowledge and agree that the provisions of such agreement continue in full force and effect notwithstanding that no further funding is being provided by the Minister to the Service Manager under that agreement and notwithstanding that the Parties have entered into this Agreement in respect of new funding.



## SUB-APPENDIX D-1A

### PROPONENT'S INITIAL OCCUPANCY REPORT OPHI - Rental Housing Component

#### A. Project Information

Reference No.	
Project Name	
Project Address	
Proponent Name	
Occupancy Date	
Contribution Agreement Expiry Date	

#### B. Unit Details

Target Client	Unit Type	Household Type	OPHI Units (A)	# of RS	# of SS	Non-OPHI Units (B)	Total Units (A+B)
	Bachelor						
	1 BR						
	2 BR						
	3 BR						
	Others (specify)						
	<b>Total</b>						

**RS:** Rent Supplements

**SS:** SIF – Support Services

#### C. Depth of Affordability: Rents at Occupancy

Unit Type	Unit Size	Number of Units (A)	Actual Rent to be charged per month (B)	CMHC Average Market Rent (AMR – 20XX) or Alternate AMR (C)	Actual Project Rents by Unit Type (D)=(A)X(B)	Project Rents as per CMHC AMR or Alternate AMR (E)=(A)X(C)
Bachelor						
1 BR						
2 BR						

3 BR						
Others (specify)						
<b>TOTAL</b>						

**Notes:**

1. Actual Rent is inclusive of Rent Supplements received by the Proponent.
2. Alternate AMR examples include: modified Ontario Works Shelter Allowance; Ministry-approved alternate.

<b>Weighted Average Rents</b>	<b>Project Weighted Average Rent</b> Total of (D)÷Total of (A) =	<b>CMHC or Alternate Weighted Average Rent</b> Total of (E)÷Total of (A) =
<b>Depth of Affordability</b>	(Project Weighted Average Rent ÷ CMHC (or Alternate) Weighted Average Rent) x100 =	

**D. Source of Alternate AMR (if an alternate AMR is being used)**

**E. Rationale (if Depth of Affordability is greater than 80% of CMHC AMR (or Alternate))**

**F. Project Certification**

I certify, to the best of my knowledge, that the information provided in Sections B and C above is true and correct. I hereby authorize the \_\_\_\_\_ [insert name of Service Manager] to review the rent roll from appropriate sources(s) if deemed necessary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

Submitted by \_\_\_\_\_[insert name of Service Manager]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

## SUB-APPENDIX D-1B

### PROPONENT'S ANNUAL OCCUPANCY REPORT

OPHI Rental Housing Component  
For the Year Ended December 31, 20XX

#### A. Project Information

Reference No.	
Project Name	
Project Address	
Proponent Name	
Occupancy Date	
Contribution Agreement Expiry Date	

#### B. Unit Details

Target Client	Unit Type	Household Type	OPHI Units (A)	# of RS	# of SS	Non-OPHI Units (B)	Total Units (A+B)
	Bachelor						
	1 BR						
	2 BR						
	3 BR						
	Others (specify)						
	<b>Total</b>						

#### Notes:

**RS:** Rent Supplements

**SS:** Support  
Services

### C. Actual Rents at Year End

Unit Type	OPHI Funded Units	Previous Year 20XX		Current Year 20XX			Rationale (If D>B)
		Actual Rent per Unit per Month (A)	RTA Permitted Increase per Unit per Month X % (specify) (B)	Actual Rent per Unit per Month (C)	Rent Increase (D) = (C)-(A)	(E) CMHC or Alternate AMR	
Bachelor							
1 BR							
2 BR							
3 BR							
4 BR							
Other (specify)							
<b>TOTAL</b>							

### D. Depth of Affordability: Rents during year of reporting

Unit Type	Unit Size	Number of Units (A)	Actual Rent to be charged per month (B)	CMHC Average Market Rent (AMR – 20XX) or Alternate AMR (C)	Actual Project Rents by Unit Type (D)=(A)X(B)	Project Rents as per CMHC AMR or Alternate AMR (E)=(A)X(C)
Bachelor						
1 BR						
2 BR						
3 BR						
Others (specify)						
<b>TOTAL</b>						

#### Notes:

1. Actual Rent is inclusive of Rent Supplements received by the Proponent.
2. Alternate AMR examples include: modified Ontario Works Shelter Allowance; Ministry-approved alternate.

<b>Weighted Average Rents</b>	<b>Project Weighted Average Rent</b> Total of (D)÷Total of (A) =	<b>CMHC or Alternate Weighted Average Rent</b> Total of (E)÷Total of (A) =
<b>Depth of Affordability</b>	(Project Weighted Average Rent ÷ CMHC (or Alternate) Weighted Average Rent) x100 =	

**Note:** Depth of Affordability cannot be greater than 80% of CMHC AMR or Alternate without the approval of the Service Manager.

**E. Rationale (if Depth of Affordability is greater than 80% of CMHC AMR (or Alternate))**

**F. Project Certification**

I certify, to the best of my knowledge, that the information provided in Sections B and C above is true and correct. I hereby authorize the \_\_\_\_\_ [insert name of Service Manager] to review the rent roll from appropriate sources(s) if deemed necessary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

Submitted by \_\_\_\_\_ [insert name of Service Manager]

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

## SUB-APPENDIX D-1C

### RENTAL PROTOCOL

#### 1. DEFINITIONS

1.1 In this Sub-Appendix D-1C, unless the context requires otherwise,

- **“Affordability Period”** means the minimum twenty (20) year period following the date of the first (1st) occupancy of a Unit in the Project;
- **“Agreement”** means the Agreement to which this Sub-Appendix D-1C is attached;
- **“Average Market Rents”** means the average rent figures, based on geographical areas and classified by bedroom count, as determined annually in the CMHC Average Market Rent Survey;
- **“Phase-out Period”** means the last five (5) year period of the “Affordability Period”, and

when used in this Sub-Appendix D-1C, the term “rent” includes the amount of any consideration paid or given or required to be paid or given by or on behalf of a tenant to the Proponent or the Proponent’s agent for the right to occupy a Unit and for any services and facilities and any privilege, accommodation or thing that the Proponent provides for the tenant in respect of the occupancy of the Unit, whether or not a separate charge is made for services and facilities or for the privilege, accommodation or thing.

1.2 The definitions in the Agreement shall apply to this Sub-Appendix D-1C, in addition to the definitions contained in section 1.1 above.

1.3 All references to section numbers in this Sub-Appendix are references to sections of the Sub-Appendix, unless otherwise explicitly stated.

#### 2. AFFORDABLE RENT

2.1 During the Affordability Period, the Proponent shall not charge rent for a Unit in the Project in excess of the affordable rent permitted under this Sub-Appendix D-1C nor increase any rent charged for a Unit except as permitted in this Sub-Appendix D-1C.

#### 3. RENTS

3.1 In no event shall,

- (a) the weighted average rent of all Units in a Project for which Program Funding has been utilized exceed eighty per cent (80%) of CMHC Average Market Rents in the geographical area, as determined in the most recent CMHC Annual Rental Market Survey;
- (b) rent for any Unit exceed one hundred per cent (100%) of the CMHC Average Market Rent for units of a similar type in the geographical area.

3.2 Notwithstanding 3.1(a),

- (a) in the event that eighty per cent (80%) of the CMHC Average Market Rent for units of a similar type in the geographical area is less than one hundred and five per cent (105%) of the modified shelter allowance under the Ontario Works program, the weighted average rent of all Units in a Project for which Program Funding has been utilized shall not exceed one hundred and five per cent (105%) of the modified shelter allowance under the Ontario Works program for units of a similar type;
- (b) in the event that CMHC Average Market Rent data is not available for specific unit types in the geographical area, or where CMHC Average Market Rent may impact Project viability, Service Managers may request alternate average market rent values by submitting a business case to the Minister as set out in the Program Guidelines.

3.3 Notwithstanding 3.1(b),

- (a) in the event that one hundred per cent (100%) of the CMHC Average Market Rent for units of a similar type in the geographical area is less than one hundred and thirty per cent (130%) of the modified shelter allowance under the Ontario Works program, the rents of all Units in a Project for which Program Funding has been utilized shall not exceed one hundred and thirty per cent (130%) of the modified shelter allowance under the Ontario Works program for units of a similar type;
- (b) in the event that CMHC Average Market Rent data is not available for specific unit types in the geographical area, or where CMHC Average Market Rent may impact Project viability, Service Managers may request alternate average market rent values by submitting a business case to the Minister as set out in the Program Guidelines.

3.4 If rent supplements are used for OPHI funded Rental Housing Units, the Service Manager shall ensure that the total rent received by a Proponent,



including rent from the tenant and the rent supplement, shall be subject to 3.1(b) and 3.3.

- 3.5 If federal and/or provincially funded rent supplements are used for OPHI funded Rental Housing Units, the Service Manager shall ensure that when calculating the weighted average rent for a Project, the total rent received by a Proponent, including rent from the tenants and the federal and/or provincially funded rent supplement shall be considered.

#### **4. RENT INCREASES**

- 4.1 The Proponent may increase the rent charged under section 3.1 with respect to a Unit only if at least twelve (12) months have elapsed,
- (a) since the day of the last rent increase respecting the Unit, if there has been an increase, or
  - (b) since the day the Unit was first rented for the first (1st) rental period following the completion of the Development Activities in connection with the Project.
- 4.2 Subject to section 4.3, the Proponent shall not increase the rent pursuant to section 4.1 during the Affordability Period by more than the then prevailing rent increase guideline established for each calendar year pursuant to the *Residential Tenancies Act, 2006* or any successor legislation. The Proponent acknowledges and agrees that, regardless of whether the rent increase guideline under the *Residential Tenancies Act, 2006* or any successor legislation applies to the Project, the rent increase guideline applies by virtue of the contractual terms of the Agreement and this Sub-Appendix A-4.
- 4.3 From the beginning of the eleventh (11th) year of the Affordability Period until the end of the Affordability Period, in addition to the increase permitted by section 4.2, the Proponent may, subject to any requirements of the Residential Tenancies Act, 2006 or any successor legislation, apply to the Service Manager to increase Unit rents to an amount not to exceed CMHC Average Market Rent for units of a similar type in the geographical area, or alternate rents approved by the Minister.

#### **5. PHASE-OUT PERIOD**

- 5.1 During the Phase-out Period, the Proponent shall not increase the rent charged to *in-situ* tenants of Units by more than the rent guideline increase permitted under section 4.2 and any additional increase that may be approved under section 4.3.

- 5.2 Upon a Unit becoming vacant during the Phase-out Period, the Proponent may rent the Unit to a new tenant at any rent agreed to by the Proponent and the new tenant.

## **6. EXCEPTION**

- 6.1 Subject to the provisions of the *Residential Tenancies Act, 2006* or any successor legislation, and notwithstanding the provisions of this Sub-Appendix D-1C respecting rent increases prior to and during the Phase-out Period, where a Service Manager implements income verification of tenants following the initial occupancy of a Unit, a Service Manager may increase the rent for a Unit by more than the rent increase guideline under the *Residential Tenancies Act, 2006* or any successor legislation, provided that the rent for the Unit does not exceed the CMHC Average Market Rent for units of a similar type for that year and provided that the weighted average rent for the funded Units in a Project does not exceed the permitted rents for the Project.

## **7. AFTER PHASE-OUT PERIOD**

- 7.1 After the end of the Phase-out Period, the Proponent shall be permitted to rent Units in the Project to new tenants at rents agreed to by the Proponent and the new tenants.

## SUB-APPENDIX D-1D

### CONFIRMATION OF CONSTRUCTION START

OPHI- Rental Housing Component

This is to confirm that the \_\_\_\_\_ project in the  
\_\_\_\_\_ [SM name] commenced construction on  
\_\_\_\_\_ [date].

The start of construction for this project is within one hundred twenty (120)  
days of the date of the project's Contribution Agreement, which was  
signed on \_\_\_\_\_ [CA date].

I declare that the above information is true and complete.

\_\_\_\_\_

Signature

\_\_\_\_\_

Name and Title of Service Manager/Authorized Signing Officer

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

## APPENDIX D-2

### Homeownership Component

#### INTERPRETATION

1.1 In this Appendix, unless the context requires otherwise, the following terms have the meanings set out in this Section.

- **“Affordable Housing”** means Housing that is:
  - (i) affordable to one-person households with an income at or below the sixtieth (60<sup>th</sup>) percentile of income for the Service Manager’s area or Ontario, whichever is lower, and to households with more than one person with a household income at or below the seventieth (70<sup>th</sup>) percentile of income for the Service Manager’s area or Ontario, whichever is lower, and
  - (ii) below the average resale price for the Service Manager’s area;
- **“Affordability Period”**, with respect to each Eligible Purchaser that receives an OPHI Loan, means the minimum twenty (20) year period commencing on the date of the OPHI Loan advance to such Eligible Purchaser;
- **“APS”** has the meaning given to it in Section 5.1;
- **“APS Funding”** has the meaning given to it in Section 5.1;
- **“Contribution Agreement”** means an agreement entered into by the Service Manager and an approved Proponent for contributions under the Program;
- **“Development Activities”** means those activities which are normally undertaken for the development, construction, repair, renovation, rehabilitation or conversion of buildings for residential purposes, including the acquisition of property;
- **“Eligible Purchaser”** means a Purchaser that satisfies the Purchaser Eligibility Criteria;
- **“Eligible Unit”** means a Unit that meets the Unit Eligibility Criteria;
- **“Funding”** means funding provided under the Program, as set out in the Program Guidelines;

- **“Homeownership Component”** means the Homeownership Component described in the Program Guidelines;
- **“Housing”** means residential accommodation and facilities, common areas and services used directly with the residential accommodation. Housing does not include commercial or institutional premises, social or recreational services, and services or facilities related to mental or physical health care, education, corrections, food services, social support or public recreation;
- **“OPHI Loan”** has the meaning given to it in Section 6.1;
- **“OPHI Mortgage”** has the meaning given to it in Section 7.1;
- **“Permitted Encumbrances”** means (i) a mortgage securing primary financing solely for the acquisition of the relevant Eligible Unit, (ii) a declaration and description under the *Condominium Act* where the Eligible Unit is a condominium, (iii) any minor easements for the supply of domestic utility or telephone services to the Eligible Unit or adjacent properties, (iv) any minor easements for drainage, storm or sanitary sewers, public utility lines, telephone lines, cable television lines or other services which do not materially affect the use of the property as a residential dwelling; (v) any registered municipal agreements and registered agreements with publicly regulated utilities providing such have been complied with; and (vi) any registered restrictions that run with the land provided such have been complied with;
- **“Project Information Form”** means the form or format submitted by the Service Manager to the Minister for consideration of a Project;
- **“Program”** means the Homeownership Component as set out in the Program Guidelines;
- **“Project”** means Affordable Housing proposed by a Proponent under the Program;
- **“Proponent”** means a non-profit home ownership developer that has submitted a Proposal;
- **“Proposal”** means the proposal to participate in the Program, submitted to the Service Manager;
- **“Purchaser”** means a person that has entered into an agreement of purchase and sale for the purchase of an Eligible Unit;
- **“Purchaser Eligibility Criteria”** means the criteria set out in Sub-Appendix D-2A;

- **“Revolving Loan Fund”** means a fund established by the Service Manager, or a third party subcontractor as permitted under section 13.2, in a segregated bank account for the purpose of providing moderate and low-income individuals and households with down payment assistance to purchase Affordable Housing on the same terms and conditions as are set out in Sections 6 and 7 of this Schedule but at such level of assistance as is determined by the Service Manager, or for such other purposes as permitted by the Program Guidelines;
- **“Unit”** means a self-contained residential dwelling;
- **“Unit Eligibility Criteria”** means the criteria set out in Sub-Appendix D-2B.

1.2 The following Sub-Appendices are attached to and form part of this Appendix:

Sub-Appendix D-2A – Purchaser Eligibility Criteria;  
 Sub-Appendix D-2B – Unit Eligibility Criteria;  
 Sub-Appendix D-2C – Homeownership Annual Report;  
 Sub-Appendix D-2D – Confirmation of Construction Start.

1.3 In the event of a conflict or inconsistency between the provisions of this Appendix and the provisions of a Sub-Appendix, the provisions of this Appendix shall prevail.

1.4 All references in this Appendix to section numbers are references to sections of this Appendix unless stated otherwise.

1.5 All references in this Appendix to Sub-Appendices are references to Sub-Appendices in this Appendix, unless stated otherwise.

## **2. PROGRAM GUIDELINES**

2.1 The Service Manager agrees to administer the Homeownership Component in accordance with the Program Guidelines.

## **3. NON-PROFIT HOMEOWNERSHIP PROJECT SELECTION AND ADMINISTRATION**

3.1 The Service Manager shall evaluate each Project in accordance with the requirements of the Program Guidelines.

3.2 The Service Manager shall submit to the Minister Projects with recommended Funding requirements based on the submitted Investment Plan and within the Service Manager’s Funding allocation.

- 3.3 In respect of each Project, the Service Manager shall submit a Project Information Form and the appropriate Funding Schedule to the Minister for approval.
- 3.4 If the Minister approves the Project, the Minister shall issue a Conditional Letter of Commitment to the Proponent and shall advise the Service Manager of the approval of the Project.
- 3.5 Following the approval of each Project by the Minister, the Service Manager shall arrange for an appropriate form of Contribution Agreement to be executed, and shall register appropriate security documents, prior to requesting Funding from the Minister or forwarding Funding to the Proponent.
- 3.6 A Contribution Agreement under this Appendix cannot be signed after March 31, 2025, or such earlier date as may be determined by the Minister and communicated by the Minister to the Service Manager by notice in writing.
- 3.7 The Service Manager shall advise and request approval from the Minister for any changes to the Projects which may affect the number of Units or the Funding requirements for the Service Manager and the Project.
- 3.8 The Service Manager shall approve Projects in accordance with policies it has adopted respecting the procurement of goods and services, as required by the *Municipal Act, 2001*.
- 3.9 The Service Manager shall monitor all Projects which have received a Funding allocation to determine whether the Proponents carry out all Development Activities in such manner and within such time periods as are set out in the Program Guidelines or as may be determined by the Minister.
- 3.10 Construction for each Project must commence within one hundred and twenty (120) days of the date of the Contribution Agreement for the Project. If construction for a Project has not commenced within one hundred and twenty (120) days of such date, the Minister may cancel the Funding for the Project, demand repayment of Funding for the Project and reallocate such Funding as the Minister deems appropriate.
- 3.11 The Service Manager shall provide the Minister with a completed Confirmation of Construction Start, in the form attached to this Appendix as Sub-Appendix D-2D, at the start of construction of each Project, within ten (10) days of the start of construction of the Project.
- 3.12 Construction for each Project must be completed within four (4) years of the date of the Contribution Agreement for the Project.
- 3.13 The Service Manager shall immediately inform the Minister in writing of the following matters as soon as it becomes aware of them:

- (i) a request by a Proponent to transfer responsibility for a Project to another entity;
- (ii) any failure by the Proponent to carry out all the Development Activities required or any failure to carry out such Development Activities in such manner and within such time periods as are set out in the Program Guidelines or as may be determined by the Minister;
- (iii) if construction for a Project has not commenced within one hundred and twenty (120) days of the date of the Contribution Agreement;
- (iv) if construction has not been completed within four (4) years of the date of the Contribution Agreement;
- (v) any breach by the Proponent of its Contribution Agreement with the Service Manager;
- (vi) the Proponent becoming bankrupt or insolvent or taking the benefit of any act now or hereafter in force for bankrupt or insolvent debtors or filing any proposal or making any assignment for the benefit of creditors or any arrangement or compromise;
- (vii) the appointment of a receiver or a receiver and manager for all or a portion of a Project; and
- (viii) the taking of any steps or any action or the institution of any proceedings by a Proponent or by any other party, including, without limitation, any court or governmental body of competent jurisdiction for the dissolution, winding up or liquidation of the Proponent or its assets.

#### **4. PROVISION OF FUNDS BY THE MINISTER FOR NON-PROFIT HOMEOWNERSHIP PROPONENTS**

##### **4.1 In respect of all Projects:**

- (a) The Minister shall pay the Service Manager the Funding within fifteen (15) Business Days following the Minister receiving written confirmation from the Service Manager that:
  - (i) the Service Manager and the Proponent have signed a Contribution Agreement;
  - (ii) the Proponent is in compliance with the Contribution Agreement;
  - (iii) the Proponent has satisfied the criteria for the payment to be made pursuant to the Funding Schedule.



(b) The Service Manager shall pay the Proponent the Funding within fifteen (15) Business Days of receiving the Funding from the Minister, provided that:

- (i) the Proponent is in compliance with the Contribution Agreement;
- (ii) the Proponent has satisfied the criteria for payments to be made pursuant to the Funding Schedule; and
- (iii) the Proponent has complied with the requirements of the Program.

4.2 Notwithstanding section 4.1, no Funding shall be paid to the Service Manager in respect of a Project unless the Service Manager has advised the Minister that the Service Manager has entered into a Contribution Agreement with the Proponent for the Project that provides for the use, accountability and security of the Funding, and the Proponent is not in breach of the Contribution Agreement.

4.3 Notwithstanding sections 4.1 and 4.2, the Service Manager may authorize the Minister to pay Funding to a third party and the Minister shall permit such authorization.

4.4 Notwithstanding sections 4.1 and 4.2, the Proponent may authorize the Service Manager to pay Funding to a third party and the Service Manager shall permit such authorization.

4.5 All Funding for a Project shall be advanced to the Service Manager within four (4) years of the signing of the Contribution Agreement.

4.6 In no event shall the Funding for a Project exceed the greater of \$50,000 per Eligible Unit or 10% of the purchase price of each Eligible Unit.

## **5. PROVISION OF FUNDS BY THE MINISTER FOR ELIGIBLE PURCHASERS**

5.1 Subject to Sections 5.3, 5.4, and 5.7, upon receipt by the Minister from the Service Manager of a copy of the first page and the signature page of a fully executed agreement of purchase and sale (an “**APS**”), for the purchase of an Eligible Unit by an Eligible Purchaser, together with a completed Project Information Form, the Minister will transfer to the Service Manager in trust, within fifteen (15) business days or within fifteen (15) days of the closing date of the Eligible Unit, whichever is later, the amount of funding that is requested by the Service Manager for use as down payment assistance for the Eligible Purchaser (the “**APS Funding**”).

5.2 The transfer of all APS Funding will be made by electronic funds transfer.

5.3 In no event shall the APS Funding received by the Service Manager and advanced by the Service Manager to an Eligible Purchaser for an Eligible Unit exceed ten per cent (10%) of the purchase price of the Eligible Unit.

- 5.4 In no event may any APS be submitted for funding under this Appendix after March 31, 2025 or such earlier date as may be determined by the Minister and communicated by the Minister to the Service Manager by notice in writing.
- 5.5 The Service Manager shall use the APS Funding transferred to it by the Minister in respect of an Eligible Unit solely (i) for the purpose of providing an OPHI Loan to an Eligible Purchaser of the Eligible Unit in accordance with this Appendix, or (ii) as the Minister may in writing direct.
- 5.6 All interest that accrues on APS Funding while held by the Service Manager may be used by the Service Manager for the purpose of administering and delivering Affordable Housing.
- 5.7 In no event shall funding under this Appendix be advanced to the Service Manager after March 31, 2029.
- 5.8 For greater certainty, should the Minister in his or her sole discretion believe at any point in time that the Service Manager is not likely to comply with Section 5.3, the Minister may refuse to provide funding under Section 5.1.

## **6. PROVISION OF OPHI LOANS BY SERVICE MANAGER**

- 6.1 Subject to Section 6.4, on the closing of the purchase of an Eligible Unit in respect of which APS Funding was transferred to the Service Manager, the Service Manager shall loan such transferred APS Funding to the relevant Eligible Purchaser for the sole purpose of financing the acquisition of the Eligible Unit (a “**OPHI Loan**”).
- 6.2 The following terms shall be set out in the loan agreement between the Service Manager and the Eligible Purchaser with respect to each OPHI Loan:
  - (a) Each OPHI Loan shall be for a term equal to the Affordability Period and shall not bear interest other than as contemplated below;
  - (b) On the twentieth (20th) anniversary date of the date of the OPHI Loan advance, provided the debtor is not in default under the terms of the loan, the principal under the OPHI Loan shall automatically be forgiven;
  - (c) Upon an event of default under the OPHI Loan, including the insolvency or bankruptcy of the debtor, a writ of execution against the debtor is or becomes binding against the Eligible Unit, the death of the debtor, a lease of the Eligible Unit, the debtor ceasing to occupy the Eligible Unit as the debtor's sole and principal residence, a misrepresentation by the debtor relating to his or her eligibility, or the use of the proceeds of the OPHI Loan for a purpose other than the acquisition of the Eligible Unit, the principal shall be repayable;

- (d) If, during the period in which the OPHI Loan is outstanding, the Eligible Unit is resold for more than the price at which it was acquired by the debtor, the principal shall be repayable. In addition, the debtor shall pay to the Service Manager an amount that is equal to the percentage that the OPHI Loan is of the original purchase price of the Eligible Unit as applied to the differential between the current fair market value of the Eligible Unit and the original purchase price of the Eligible Unit. The fair market value of the Eligible Unit shall be determined by the Service Manager, based on (i) the price at which the Eligible Unit was resold, if such transaction was an arm's length transaction or (ii) an independent appraisal commissioned by the Service Manager, if such transaction was not an arm's length transaction;
- (e) If, during the period in which the OPHI Loan is outstanding, the Eligible Unit is resold for less than the price at which it was acquired by the debtor and the sale of the Eligible Unit was an arm's length transaction, the difference between the OPHI Loan amount and the depreciated amount shall be repayable. If the depreciated amount is greater than the OPHI Loan amount, the principal shall be forgiven;
- (f) If, during the period in which the OPHI Loan is outstanding, the Eligible Unit is resold for less than the price at which it was acquired by the debtor and the sale of the Eligible Unit was not an arm's length transaction, the principal shall be repayable. In addition, the debtor shall pay to the Service Manager an amount that is equal to the percentage that the OPHI Loan is of the original purchase price of the Eligible Unit as applied to any positive differential between the current fair market value of the Eligible Unit and the original purchase price of the Eligible Unit. The fair market value of the Eligible Unit shall be determined by the Service Manager based on an independent appraisal commissioned by the Service Manager;
- (g) If, during the period in which the OPHI Loan is outstanding, the debtor leases the Eligible Unit, ceases to occupy the Eligible Unit as the debtor's sole and principal residence, a writ of execution against the debtor is or becomes binding against the Eligible Unit, the debtor becomes bankrupt or insolvent, the debtor misrepresents his or her eligibility, or the debtor uses the proceeds of the OPHI Loan for a purpose other than the acquisition of the Eligible Unit, the debtor shall pay to the Service Manager an amount that is equal to the percentage that the OPHI Loan is of the original purchase price of the Eligible Unit as applied to any positive differential between the current fair market value of the Eligible Unit and the original purchase price of the Eligible Unit. The fair market value of the Eligible Unit shall be determined by the Service Manager based on an independent appraisal commissioned by the Service Manager;
- (h) The debtor may repay all of the OPHI Loan upon payment of an amount

that is equal to the percentage that the OPHI Loan is of the original purchase price of the Eligible Unit as applied to any positive differential between the current fair market value of the Eligible Unit and the original purchase price of the Eligible Unit. The fair market value of the Eligible Unit shall be determined by the Service Manager based on an independent appraisal commissioned by the Service Manager. The debtor shall not be permitted to prepay only part of the OPHI Loan;

- (i) Notwithstanding anything to the contrary contained in the OPHI Loan agreement, amounts payable under the OPHI Loan agreement with respect to capital appreciation shall be considered to be accrued interest for the purposes of section 18 of the *Mortgages Act* and section 10 of the *Interest Act*, or any successor provisions, and shall not exceed the maximum amount of interest that does not violate applicable laws;
- (j) The debtor shall be responsible for any processing charges associated with the discharge of an OPHI Mortgage;
- (k) Notwithstanding 6.2 (a) and (b), the Service Manager may set an Affordability Period greater than twenty (20) years, at the Service Manager's discretion.

6.3 If the Service Manager's contribution with respect to an Eligible Unit is equal to or greater than the amount of the Federal Funds provided by the Minister to the Service Manager in respect of the Eligible Unit, the Service Manager may require the debtor to provide it with a right of first refusal to acquire the Eligible Unit in the event that the owner of the Eligible Unit receives a bona fide offer to purchase the Eligible Unit from a third party. Any such right to acquire shall be for the fair market value of the Eligible Unit. Fair market value shall be determined by an independent appraisal commissioned by the Service Manager.

6.4 The provision of each OPHI Loan shall be subject to the conditions precedent that:

- (a) title to the relevant Eligible Unit is encumbered by no registered restrictions, charges, liens and encumbrances other than Permitted Encumbrances;
- (b) the relevant Eligible Purchaser has entered into a loan agreement with the Service Manager and provided the Service Manager with the registered mortgage documents contemplated by Section 7.1; and
- (c) each representation, statement, declaration and all information provided to the Service Manager by the Eligible Purchaser regarding his or her eligibility and the eligibility of the relevant Unit is true and accurate as at the time it was given or made.

If any of these conditions precedent have not been fulfilled on the date the OPHI Loan is to be advanced, the Service Manager shall not make the OPHI Loan.

- 6.5 Before the Service Manager advances the proceeds of an OPHI Loan, the Service Manager shall have a title search conducted against the relevant Eligible Unit and obtain a legal opinion as to whether all conditions precedent to the advance of the OPHI Loan have been satisfied.
- 6.6 The Service Manager shall ensure that each Unit in respect of which an OPHI Loan is made is an Eligible Unit, and that each Purchaser to whom an OPHI Loan is made is an Eligible Purchaser at the time the Service Manager enters into the loan agreement with the Purchaser.

## **7. SECURITY FOR OPHI LOANS**

- 7.1 Each OPHI Loan shall be secured by a mortgage registered against title to the relevant Eligible Unit. Prior to the advance of the OPHI Loan by the Service Manager, the Eligible Purchaser will be required to provide the Service Manager with an executed registerable mortgage document in a form acceptable to the Service Manager and the Minister (an “**OPHI Mortgage**”). Each OPHI Mortgage shall incorporate the terms of the OPHI Loan as stated in Section 6.2, shall include a clause that provides that all monies that the Service Manager spends in recovering mortgage monies shall be added to the amount secured, and shall be registered against title to the relevant Eligible Unit immediately after registration of any mortgage securing the primary financing for the acquisition of the Eligible Unit.
- 7.2 The Service Manager shall, at its own expense, use commercially reasonable efforts to recover all monies owing to it under each OPHI Mortgage. The Service Manager shall co-operate with the Minister with respect to pursuing the remedies available to the Service Manager under OPHI Mortgages.

## **8. REVOLVING LOAN FUND**

- 8.1 If the Service Manager has not already established a Revolving Loan Fund, the Service Manager agrees to do so and maintain the Revolving Loan Fund for the period of twenty (20) years from the date of this Agreement. All monies received by the Service Manager as a result of (i) a resale of an Eligible Unit prior to the end of the term of the OPHI Loan, (ii) a default under the OPHI Loan or OPHI Mortgage, or (iii) the repayment of the principal of an OPHI Loan prior to the end of its term, shall be transferred to the Revolving Loan Fund and used in accordance with the purposes of the Revolving Loan Fund.
- 8.2 All interest accrued on amounts held in the Revolving Loan Fund shall be used by the Service Manager for the purposes of administering and delivering Affordable Housing.

- 8.3 If the Service Manager establishes a Revolving Loan Fund in accordance with this Schedule, and the Service Manager wishes to terminate the Revolving Loan Fund after the fifteenth (15th) annual anniversary of the date of the Agreement, the Service Manager shall submit to the Minister a plan pertaining to the phasing out of the Revolving Loan Fund. The Revolving Loan Fund shall be terminated only in accordance with a phase out plan that has been approved by the Minister. At the end of the phase out period, all amounts in the Revolving Loan Fund shall be paid to the Minister or, upon agreement by the Minister, allocated by the Service Manager to financing acquisitions of Affordable Housing.

## **9. REPORTING REQUIREMENTS**

- 9.1 For the twenty (20) year period following the date of the Agreement or for the period in which any OPHI Loans are still outstanding, whichever is longer, the Service Manager shall, between April 1 and April 30 in each year, provide the Minister with the following:
- (a) a report in the form of Sub-Appendix D-2C confirming (i) how the Funding was used; (ii) any resale of an Eligible Unit funded pursuant to this Appendix; (iii) any default under an OPHI Loan or OPHI Mortgage; (iv) any repayment of an OPHI Loan prior to the end of its term; and (v) all contributions and withdrawals from the Revolving Loan Fund.
  - (b) copies of any OPHI Loan agreements and OPHI Mortgages relating to loans referred to in the above report.
- 9.2 During the period following the date of execution of this Agreement and the end of the Program, the Service Manager shall provide the Minister by October 15, January 15, March 15 and May 31 of each year with an updated Investment Plan, indicating the amount of Program Funding approved and the number of Program Units committed.
- 9.3 Section 9.1 shall survive any termination of this Appendix.

## **10. MARKETING**

- 10.1 Subject to section 9 of Schedule A of the Agreement, the Service Manager and/or Proponent shall promote and advertise the Program in the Service Manager's area as the Service Manager deems appropriate.

## **11. EDUCATION AND TRAINING**

- 11.1 The Service Manager shall ensure that educational materials and/or training sessions are offered to all Eligible Purchasers of Eligible Units on the home buying experience, including financial guidance concerning the up-front and on-going costs of homeownership, and on the obligations and benefits of being a homeowner.

## **12. REMEDIES**

- 12.1 If the Service Manager breaches any one or more of the provisions of this Appendix, and the breach is not corrected within a reasonable period of time (as determined by the Minister) after notice has been given to the Service Manager by the Minister, the Minister may, by written notice to the Service Manager,

- (a) terminate this Appendix;
- (b) demand repayment of any Funding in the possession or control of the Service Manager which has not been advanced to a Proponent or an Eligible Purchaser;
- (c) demand immediate repayment of all amounts paid by the Minister to the Service Manager under this Appendix that relate to the Project or Eligible Unit in respect of which the breach occurred;
- (d) demand repayment of all or part of the aggregate of all monies advanced to the Service Manager under this Appendix;
- (e) cancel all further payments of Funding; and/or
- (f) suspend further payments of Funding for such period as the Minister may determine.

The Service Manager shall comply with a demand referred to in clause (d) and (e) irrespective of whether it has advanced any of the relevant amounts to a Proponent or an Eligible Purchaser.

## **13. GENERAL**

- 13.1 The Homeownership Component is available from the date of this Agreement until March 31, 2025.
- 13.2 The Service Manager may engage a third party subcontractor to assist it in the performance of this Appendix. Such assistance shall be limited to but may include the provision of the OPHI Loans to Eligible Purchasers, the taking of OPHI Mortgages and the establishment and administration of the Revolving Loan Fund, in each case, by the third party subcontractor but otherwise in accordance with this Appendix. Notwithstanding any such arrangement, the Service Manager

shall remain in possession and control of all APS Funding until such funds are advanced to or on behalf of an Eligible Purchaser in connection with the purchase of an Eligible Unit, and shall remain directly responsible to the Minister under and for the performance of this Schedule. The Service Manager shall also ensure that any third party subcontractor is bound by the same terms and conditions relating to the assistance to be provided by it as are binding on the Service Manager under this Appendix. The procurement of any such third party subcontractor shall be done in accordance with the procurement policies of the Service Manager.

- 13.3 The Service Manager may enter into an agreement with a private or non-profit developer pursuant to which (i) the developer agrees to make a certain number of Units in a development owned by the developer available to the public as Eligible Units and to market such Units as Units available under the Program, subject to the requirements of section 9 of Schedule A of the Agreement, and (ii) the Service Manager agrees to make OPHI Loans available to Eligible Purchasers of such Eligible Units.
- 13.4 The disbursement of Funding by the Minister to the Service Manager under Sections 4.1 and 5.1 is subject to the necessary appropriations from the Federal Parliament and the Provincial Legislature. Neither the Minister nor CMHC shall have any liability in the event the respective appropriations are insufficient to meet the funding obligations of the Minister.
- 13.5 The Service Manager shall keep and maintain for a period of seven (7) years following March 31, 2029, all financial records (including invoices) and all-non-financial documents and records relating to the funds or otherwise to the Program.

#### **14. ALTERNATIVE FORMS OF NON-PROFIT HOMEOWNERSHIP PROJECTS**

- 14.1 The Service Manager may, in accordance with the Program Guidelines, submit a business case to the Minister for approval of a non-profit affordable homeownership Project which does not meet all of the requirements of this Appendix but which is consistent with the objectives of the Homeownership Component. The Minister may approve or reject any such Project at his or her sole discretion.
- 14.2 In respect of a Project approved under section 14.1, the Service Manager shall comply with the terms of the Minister's approval and with all applicable provisions of this Appendix except to the extent modified by the Minister's approval.



## **SUB-APPENDIX D-2A**

### **PURCHASER ELIGIBILITY CRITERIA**

Each person seeking to be approved as an Eligible Purchaser must meet each of the following criteria at the time he or she applies for such approval:

- (a) The individual must be at least eighteen (18) years old;
- (b) The individual must be a Canadian citizen or permanent resident of Canada;
- (c) The individual must be a renter or a first-time home buyer.

To qualify as a renter, the individual must be vacating a residential tenancy; can neither own nor have an ownership interest, other than a contingent interest, in a home anywhere in the world; and cannot be living in a spousal relationship with a person who owns or has an ownership interest, other than a contingent interest, in a home anywhere in the world.

To qualify as a first-time home buyer, the individual cannot have ever owned or had an ownership interest, other than a contingent interest, in a home anywhere in the world, at any time; and if the purchaser has a spouse, the spouse cannot have owned or had an ownership interest, other than a contingent interest, in a home, anywhere in the world, while he or she was the purchaser's spouse;

- (d) The individual must occupy the Eligible Unit as their principal residence within nine months of the date of transfer.
- (e) The individual must agree not to lease the Eligible Unit for the duration of the OPHI Mortgage;
- (f) Subject to clause (g) below, (i) if the individual lives in a one-person household, the individual's household income cannot exceed the sixtieth (60<sup>th</sup>) percentile of income for the Service Manager area, as provided by the Minister, or for Ontario, whichever is lower, and (ii) if the individual lives in a household of more than one person, the total income of all members of the individual's household cannot exceed the seventieth (70<sup>th</sup>) percentile of income for the Service Manager area, as provided by the Minister, or for Ontario, whichever is lower. For the purposes of this Agreement, the household of an individual shall be deemed to include and be limited to (i) the individual; (ii) any person with whom the individual is living in a spousal relationship; and (iii) any person over the age of eighteen (18) expected to be residing with the individual at the time of first occupancy of the Unit;

- (g) The income limits set out in clause (f) may be adjusted annually by the Minister based on census data indexed on the Consumer Price Index as published by Statistics Canada from time to time or for other reasons as the Minister may determine but, in any event, shall not exceed the sixtieth (60<sup>th</sup>) income percentile for all households in Ontario for one-person households or the seventieth (70<sup>th</sup>) income percentile for all households in Ontario for households with more than one person;
- (h) The individual's application for financial assistance must be supported by (i) two (2) pieces of original photo identification, (ii) an original notice of income tax assessment or other equally reliable evidence of income and (iii) a declaration that all information provided in the application is true and correct;
- (i) The individual agrees to secure his or her own primary financing for the purchase of the Eligible Unit;
- (j) Such other criteria as the Service Manager may establish.

## **SUB-APPENDIX D-2B**

### **UNIT ELIGIBILITY CRITERIA**

To be an Eligible Unit (within the meaning of this Appendix), a Unit must satisfy each of the following requirements:

- (a) It must be a Unit that either has not been previously occupied and to which the *Ontario New Home Warranties Plan Act* applies, including a Unit that has been converted from non-residential to residential use, or a Unit that is offered for resale, provided a home inspection is undertaken by a qualified inspector agreed to by the Purchaser and the Service Manager, at the Purchaser's expense. The results of the inspection must be wholly satisfactory to the Purchaser and the Service Manager;
- (b) The selling price of the Unit must be at or below the average resale price for the Service Manager area, as provided by the Minister;
- (c) The Unit may be detached, semi-detached, town (condominium and freehold), a duplex, a stacked home, a row house, an apartment or such other forms as may be approved by the Minister. The Unit must be modest in size, relative to community norms, in terms of floor area and amenities, as determined by the Service Manager;
- (d) Such other requirements as are set out in the Program Guidelines and/or as the Service Manager may establish.

## SUB-APPENDIX D-2C

### OPHI HOMEOWNERSHIP ANNUAL REPORT

Report On Homeownership Loans Advanced by the Service Manager – Cumulative

TPON Reference No.	Purchaser Name	Client Type <sup>1</sup>	Target Group	Loan Amount	Mortgage Registration No.	Date Security Registered on Title	Closing Date	Project Status
<b>TOTAL</b>								

With respect to any sale of an Eligible Unit, cessation of occupancy by debtor or repayment of a Loan

TPON Reference No.	Eligible Unit Address	Original Purchase Price	Resale / Fair Market Value	Loan Amount	Total Amount Repaid	Date Repayment Received	Date of Closing	Reason for Repayment
<b>TOTAL</b>								

With respect to withdrawals from the Revolving Loan Fund and redeployment of Revolving Loan Funds

TPON Reference No	Purchaser Name	Client Type <sup>1</sup>	Target Group	Eligible Unit Address	Type of Unit <sup>2</sup>	Purchase Price	Loan Amount	Closing Date	Date Security Registered on Title
<b>TOTAL</b>									

Balance (\$) of the RLF as of Last Report [date]: \_\_\_\_\_

Balance (\$) of the RLF as of Current Report [date]: \_\_\_\_\_

**Legend for Reporting Requirements**

**1. Client type** - Family, Single

**2. Type of Unit** - Single, Semi-detached, Condo town, Freehold town, Row house, Duplex, Condo, Other

**Additional Comments:**

[Insert any comments applicable to specific loans]

**Certification:**

I certify, to the best of my knowledge, that the information provided above is true and correct, and that the active projects listed above continue to be in compliance, unless noted in the Additional Comments section.

\_\_\_\_\_  
Name of Service Manager

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

## APPENDIX D-3

### Ontario Renovates Component

#### 1. INTERPRETATION

1.1 In this Appendix, unless the context requires otherwise, the following items have the meanings set out in this section:

- **“Affordable Housing”** means Housing which is modest in terms of floor area and amenities, based on household needs and community norms, in Projects that achieve market values or rent levels in accordance with the Program Guidelines, but does not include residential premises used as a nursing home or any other type of similar facility;
- **“Agreement”** means the agreement between the Minister and the Service Manager to which this Appendix forms a part;
- **“Development Activities”** means those activities which are normally undertaken for the repair, renovation or rehabilitation of buildings for residential purposes;
- **“Funding”** means funding provided under the Program, as set out in the Program Guidelines;
- **“Funding Agreement”** means an agreement entered into by the Service Manager and an approved Proponent for contributions for a Multi-Unit Rehabilitation project;
- **“Funding Schedule”** means the schedule of funding for the type of Project to be undertaken by a Proponent, as set out in the Funding Agreement or the Letter of Agreement;
- **“Home Repair Project”** means a Project which is the principal residence of a qualified eligible household that owns the Housing, to which health and safety upgrades including major repairs, rehabilitation or accessibility modifications are made, and where a house is overcrowded, includes additions to the Housing, as set out in the Program Guidelines;
- **“Housing”** means residential accommodation and facilities, common areas and services used directly with the residential accommodation. Housing does not include commercial or institutional premises, social or recreational services, and services or facilities related to mental or

physical health care, education, corrections, food services, social support or public recreation;

- **“Letter of Agreement”** means an agreement that may be in the form of a letter signed by the Service Manager and Proponent that is approved for contributions for a Home Repair Project;
- **“Mortgage”** means a forgivable mortgage in favour of the Service Manager that is required to be taken out where the costs of the labour and materials used in the construction, repair, or rehabilitation of the Project are over \$25,000. The mortgage may, at the discretion of the Service Manager, be taken out where such costs are under \$25,000. The mortgage must be in a form satisfactory to the Service Manager and the Minister. The principal of the mortgage will be equal to the Funding provided for labour and materials and other costs approved by the Minister, including but not limited to building permit fees, inspection fees, appraisal fees, drawings and specification fees and applicable taxes. An amount of up to \$5,000 in accessibility repairs shall be in the form of a contribution that does not require an affordability period and shall not be included in the principal amount of the mortgage;
- **“Multi-Unit Rehabilitation Project”** means a Project that is not a Home Repair Project that is operated in accordance with the Program Guidelines and eligible for repairs or renovations in accordance with Program Guidelines;
- **“Occupancy Date”** means the date on which the Development Activities have been completed;
- **“Ontario Renovates Component”** means the Ontario Renovates Component described in the Program Guidelines;
- **“Procurement Process”** means the request for proposals or procurement process used by the Service Manager;
- **“Program”** means the Ontario Renovates Component described in the Program Guidelines;
- **“Project Information Form”** means the form or format submitted by the Service Manager to the Minister as evidence of Funding take-up;
- **“Promissory Note”** means the forgivable promissory note signed by the Proponent in favour of the Service Manager where the costs of the labour and materials used for the construction, repair or the rehabilitation of the Project is \$25,000 or less and where no Mortgage has been taken out. The amount of the Promissory Note will be equal to the Funding provided

for labour and materials and other costs approved by the Minister, including but not limited to building permit fees, inspection fees, appraisal fees, drawings and specification fees and applicable taxes. An amount of up to \$5,000 in accessibility repairs shall be in the form of a contribution that does not require an affordability period and shall not be included in the principal amount of the promissory note;

- **“Proponent”** means a person or other legal entity that has submitted a Proposal, including but not limited to homeowners and landlords;
- **“Proposal”** means the response to the request for proposals or procurement process, submitted to the Service Manager pursuant to the Procurement Process;
- **“Secondary Suite”** means a self-contained unit within an existing home or on the property lot of a single family home, as set out in the Program Guidelines;
- **“Security Documents”** means a Mortgage or Promissory Note, as the context may require;
- **“Shelter Bed Unit”** means a unit or bed in a shelter;
- **“Unit”** means a self-contained residential dwelling, including, without limiting the generality of the foregoing, (i) multi-bedroom units which are used for congregate living; (ii) disabled/accessible units; (iii) Secondary Suites and (iv) Shelter Bed Units.

1.2 The following Sub-Appendices are attached to and form part of this Appendix:

Sub-Appendix D-3A – Proponent’s Post-Repair Occupancy Report;  
Sub-Appendix D-3B – Proponent’s Annual Occupancy Report;  
Sub-Appendix D-3C – Service Manager’s Annual Report - Affordability Period;  
Sub-Appendix D-3D – Service Manager’s Annual Report - Repayment;  
Sub-Appendix D-3E – Service Manager’s Annual Report - Projects Funded From Repayments;  
Sub-Appendix D-3F – Rental Protocol.

1.3 In the event of a conflict or inconsistency between the provisions of this Appendix and the provisions of a Sub-Appendix, the provisions of this Appendix shall prevail.

1.4 All references in this Appendix to section numbers are references to sections of this Appendix unless stated otherwise.



- 1.5 All references in this Appendix to Sub-Appendices are references to Sub-Appendices in this Appendix, unless stated otherwise.

## **2. PAYMENTS BY THE MINISTER**

- 2.1 The Minister shall transfer funds electronically to the Service Manager in May or June, July, November, and February of each Fiscal Year based on their approved Investment Plan and actual Funding take-up.

## **3. PROJECT APPROVAL**

- 3.1 Once an eligible Project has been approved by the Service Manager, a completed Project Information Form, along with the appropriate Security Documents and Funding Agreement or Letter of Agreement, whichever is required, must be submitted in TPON to confirm Program take-up.
- 3.2 The Service Manager is responsible for Project selection and approval, monitoring progress and completion of Projects, quality of work and for the advancement of funds. The Service Manager must ensure the status of each Project is updated in TPON. In the event details of each Project are not updated as required, payments to the Service Manager may be reduced.
- 3.3 The Minister will monitor the progress of the Service Manager under the Program on TPON throughout the year. In particular, the Minister will review progress by December 15 of each fiscal year. The Minister may reallocate Funding in the event a Service Manager has not demonstrated take-up of ninety per cent (90%) or more of their yearly Program allocation by December 15.

## **4. ADMINISTRATION**

- 4.1 In conjunction with the approval of each Project, the Service Manager shall arrange for an appropriate form of Funding Agreement or Letter of Agreement to be executed, and shall register appropriate Security Documents, prior to forwarding Funding to the Proponent.
- 4.2 A Funding Agreement or Letter of Agreement under this Appendix cannot be signed after March 31, 2025, or such earlier date as may be determined by the Minister and communicated by the Minister to the Service Manager by notice in writing.
- 4.3 Construction for each Project must commence within one hundred and twenty (120) days of the date of the Funding Agreement or Letter of Agreement. If construction for a Project has not commenced within one hundred and twenty (120) days of such date, the Minister may cancel the Funding for the Project.
- 4.4 The Service Manager shall monitor all Projects which have received a funding allocation to determine whether the Proponents carry out all Development Activities required in the Procurement Process or proposed in or intended by the

Proposal and whether they are carrying out such Development Activities in such manner and by the end of the Fiscal Year subsequent to the date of the Project Funding Agreement or Letter of Agreement or such additional time as may be determined by the Minister in the event of extenuating circumstances.

- 4.5 If requested by the Minister, the Service Manager shall obtain from the Proponent and shall forward to the Minister, a financial statement respecting the expenditure of the Funding provided to the Proponent, within ninety (90) days or such additional time as may be determined by the Minister, following the date on which the Minister is advised by the Service Manager that the Project will not proceed or that the Development Activities related to the Project have been fully completed.
- 4.6 During the period following the date of execution of this Agreement and the end of the Program, the Service Manager shall provide the Minister by October 15, January 15, March 15 and May 31 of each year with an updated Investment Plan, indicating the amount of Program Funding approved and the number of Program Units committed.
- 4.7 During the period between the date of execution of this Agreement and the Occupancy Date of all of the Projects, the Minister and the Service Manager shall collaboratively review annually during the month of April the progress of utilization of the Funding by the Proponents at their respective Projects on the basis of the reports submitted pursuant to Sub-Appendices D-3C, D-3D and D-3E.
- 4.8 The Service Manager acknowledges that the Minister is required to report to CMHC under the CMHC-Ontario Bilateral Agreement under the 2017 National Housing Strategy, and that in order to fulfill the said reporting requirements, it will be relying on the materials provided to it pursuant to sections 4.7, 4.10 and 4.11, and on the collaborative review of these materials pursuant to section 4.7.
- 4.9 The Service Manager shall provide the Minister with actual Project costs and proof that the Development Activities have been completed. The Minister reserves the right to reduce a future payment if such information has not been provided.
- 4.10 Upon initial occupancy of a Multi-Unit Rehabilitation Project, the Service Manager shall obtain from each Proponent the Proponent's Post-Repair Occupancy Report in the form attached to this Agreement as Sub-Appendix D-3A, and submit it to the Minister.
- 4.11 During the period between the Occupancy Date of each Project and the end of the Affordability Period, the Service Manager shall:
  - (a) obtain annually from each Proponent for all Multi-Unit Rehabilitation Projects, a completed information report, in the form attached to this Agreement as Sub-Appendix D-3B, and submit to the Minister for the first

three (3) years following completion of the Project and thereafter submit to the Minister upon the request of the Minister; and

- (b) complete and submit to the Minister, on or before April 30<sup>th</sup> subsequent to each reporting fiscal year, a report on all of the said funded Projects, in the forms attached to this Agreement as Sub-Appendices D-3C, D-3D and D-3E.

4.12 The Service Manager shall comply with the provisions of the *Construction Act*.

4.13 The Service Manager shall immediately inform the Minister in writing of the following matters as soon as it becomes aware of them:

- (a) any failure by the Proponent to carry out all the Development Activities required in the Program Guidelines or any failure to carry out such Development Activities in such manner and within such time periods as are set out in the Program Guidelines or as may be determined by the Minister;
- (b) if the Development Activities have not been completed by the end of the Fiscal Year subsequent to the date of the Project Funding Agreement or Letter of Agreement;
- (c) any breach by the Proponent of its Letter of Agreement or Funding Agreement, as applicable, with the Service Manager;
- (d) the Proponent becoming bankrupt or insolvent or taking the benefit of any Act now or hereafter in force for bankrupt or insolvent debtors or filing any proposal or making any assignment for the benefit of creditors or any arrangement or compromise;
- (e) the death of the Proponent in respect of Home Repair Projects;
- (f) the appointment of a receiver or a receiver and manager for all or a portion of a Project; and
- (g) the taking of any steps or any action or the institution of any proceedings by a Proponent or by any other party, including, without limitation, any court or governmental body of competent jurisdiction for the dissolution, winding up or liquidation of the Proponent or its assets.

4.14 The Service Manager shall, on forty-eight (48) hours prior written notice, give the Minister free access to such staff, documents, books, records and accounts as may be determined by the Minister, for the purpose of verifying compliance with this Agreement.

4.15 The Minister may conduct an audit, investigation or inquiry in relation to a Project or any larger development or project of which any Project is a part and the

Service Manager shall co-operate with the Minister and shall provide free access to such staff, documents, books, records and accounts as may be determined by the Minister.

- 4.16 The provisions of sections 4.14 and 4.15 shall continue to apply for a period of seven (7) years following the end of the Affordability Periods for all of the Projects or the date of any early termination of this Agreement.
- 4.17 The Service Manager shall enter into a Funding Agreement or Letter of Agreement with the Proponent in relation to each Project which requires the Proponent to comply with the requirements of the Program and imposes on the Proponent such obligations as enable the Service Manager to fulfill its obligations to report to the Minister.
- 4.18 The Service Manager represents that it has not knowingly provided the Minister with any false or misleading information respecting the subject matter of this Agreement and agrees that it shall not knowingly provide any false or misleading information to the Minister in the performance of its obligations under this Agreement.
- 4.19 The maximum Funding for a Unit shall not exceed \$50,000, except as otherwise provided in the Guidelines.
- 4.20 The Service Manager shall enforce the terms of all Promissory Notes and Mortgages which it receives. If the Service Manager receives repayment of any monies pursuant to any Promissory Notes or Mortgages, it shall use such Funding for carrying out Development Activities under this Agreement within the geographical limits of this Agreement. The Service Manager shall report to the Minister on or before each April 30th, until the expiry of all Promissory Notes and Mortgages, details respecting all sums that became due under the Promissory Notes and Mortgages and the amounts recovered and expended, together with a description of the work, and its location, carried out with such recovered Funding in the forms attached as Sub-Appendices D-3C, D-3D and D-3E. If the Service Manager does not comply with the requirements of this section within a reasonable period, all monies which it has recovered and not spent under this section shall become due and payable to the Minister to the extent that such monies originally constituted Funding.
- 4.21 The Promissory Note or Mortgage shall be forgiven in accordance with the Program Guidelines.
- 4.22 The Service Manager may enter into an arrangement with a delivery agent to perform all or some of its duties and obligations under this Agreement. However, under any such arrangement, Promissory Notes or Mortgages shall be taken out in favour of the Service Manager and not the delivery agent. The delivery agent will ensure that the Development Activities are completed either directly or through a contractor, who will enter into a contract with the owner.

Notwithstanding such arrangements, the Service Manager remains directly responsible and the Minister will relate to and look to the Service Manager alone in regard to the duties and obligations under this Agreement. The Service Manager shall also ensure that any delivery agent is bound by the same terms and conditions relating to the arrangement as are set out in this Agreement.

## **5. REMEDIES**

5.1 If the Service Manager breaches any one or more of the provisions of this Appendix, and the breach is not corrected within a reasonable period of time (as determined by the Minister) after notice has been given to the Service Manager by the Minister, the Minister may, by written notice to the Service Manager:

- (a) terminate this Appendix;
- (b) demand immediate repayment of all or any portion of the Administration Fees paid by the Minister to the Service Manager;
- (c) demand immediate repayment of all or part of any Funding in the possession or control of the Service Manager that has not been used for a Project;
- (d) demand immediate repayment of all or any part of the monies paid by the Minister to the Service Manager under this Appendix;
- (e) demand immediate repayment of all amounts paid by the Minister to the Service Manager under this Appendix that relate to the Project in respect of which the breach occurred;
- (f) cancel all further payments of Funding; and/or
- (g) suspend further payments of Funding for such period as the Minister may determine appropriate.

The Service Manager shall comply with a demand referred to in clause (d) and/or (e), irrespective of whether it has used any of the relevant amounts for a Project.

## **6. GENERAL**

6.1 The Ontario Renovates Component is available from the date the Service Manager Administration Agreement is executed, until March 31, 2025.

6.2 The Service Manager acknowledges and agrees that the Rental Protocol set out in Appendix D-3F applies to all Multi-Unit Rehabilitation Projects by virtue of the contractual terms of this Agreement, notwithstanding that the Rental Protocol may not apply to Multi-Unit Rehabilitation Projects under the *Residential Tenancies Act, 2006*, and shall ensure that the Proponent agrees in writing that Appendix D-3F applies to its Multi-Unit Rehabilitation Project.

- 6.3 The headings and subheadings contained in this Appendix are inserted for convenience and for reference only and in no way define, limit or describe the scope or intent of this Appendix or form part of this Appendix.

**SUB-APPENDIX D-3A**  
**OPHI - ONTARIO RENOVATES COMPONENT**  
**PROPONENT'S POST-REPAIR OCCUPANCY REPORT**

Unit Type	Total Funded Units	Actual Rent to be Charged per Month	CMHC Average Market Rent (AMR)
Bachelor			
1 Bedroom			
2 Bedroom			
3 Bedroom			
4 Bedroom			
Other			

**Project Certification**

I certify, to the best of my knowledge, that the information provided above is true and correct. I hereby authorize the \_\_\_\_\_ **[Insert SM]** to review the rent roll from appropriate source(s) if deemed necessary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position

**SUB-APPENDIX D-3B**  
**OPHI - ONTARIO RENOVATES COMPONENT**  
**PROPONENT'S ANNUAL OCCUPANCY REPORT**

Unit Type	Total Funded Units	Previous Year (20xx)		Current Year (20xx)		
		Actual Rent per Unit per Month	RTA Permitted Increase per Unit	Actual Rent per Unit per Month	Actual Rent Increase	CMHC Average Market Rent
1 Bedroom						
2 Bedroom						
3 Bedroom						
4 Bedroom						
Other						

**Project Certification**

I certify, to the best of my knowledge, that the information provided above is true and correct. I authorize the \_\_\_\_\_ **[Insert SM]** to review the rent roll from appropriate source(s) if deemed necessary.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Position



Service Manager: \_\_\_\_\_ Reporting Period: \_\_\_\_\_

Additional Comments:
----------------------

Date Submitted: \_\_\_\_\_

**SUB-APPENDIX D-3D**  
**OPHI – ONTARIO RENOVATES COMPONENT**  
**ANNUAL REPORT – REPAYMENT**

Service Manager: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

TPON REFERENCE NUMBER	NAME OF HOMEOWNER/ PROPONENT	PROJECT ADDRESS	AMOUNT REPAYED (\$)	REASON FOR REPAYMENT
<b>Total</b>			<b>0.00</b>	

Additional Comments:

I certify, to the best of my knowledge, that the information provided above is true and correct.

Prepared By: \_\_\_\_\_  
                     Print Name and Title                      Signature

Approved By: \_\_\_\_\_  
                     Print Name and Title                      Signature

Date Submitted: \_\_\_\_\_

**SUB-APPENDIX D-3E**  
**OPHI – ONTARIO RENOVATES COMPONENT**  
**ANNUAL REPORT – PROJECTS FUNDED FROM REPAYMENTS**

Service Manager: \_\_\_\_\_

Reporting Period: \_\_\_\_\_

TPONREFERE NCE NUMBER	NAME OF HOMEOWNER / PROPONENT	CLIENT TYPE	TARGET GROUP	PROJECT ADDRESS	DESCRIPTION OF WORK	APPROVAL DATE	NUMBER OF UNITS (#)	FUNDING AMOUNT (\$)
<b>Total</b>							<b>0</b>	<b>0.00</b>

Additional Comments:

I certify, to the best of my knowledge, that the information provided above is true and correct, and that the active projects listed above continue to be in compliance, unless noted in the Additional Comments section.

Prepared By: \_\_\_\_\_  
Print Name and Title                      Signature

Approved By: \_\_\_\_\_  
Print Name and Title                      Signature

Date Submitted: \_\_\_\_\_

## **SUB-APPENDIX D-3F**

### **RENTAL PROTOCOL**

#### **1. DEFINITIONS**

1.1 In this Sub-Appendix D-3F, unless the context requires otherwise,

- **“Affordability Period”** means the minimum “fifteen (15) year period” following the date of the first (1st) occupancy of a Unit in the Project;
- **“Agreement”** means the Agreement to which this Sub-Appendix D-3F is attached;
- **“Average Market Rents”** means the average rent figures, based on geographical areas and classified by bedroom count, as determined annually in the CMHC Average Market Rent Survey.

when used in this Sub-Appendix D-3F, the term “rent” includes the amount of any consideration paid or given or required to be paid or given by or on behalf of a tenant to the Proponent or the Proponent’s agent for the right to occupy a Unit and for any services and facilities and any privilege, accommodation or thing that the Proponent provides for the tenant in respect of the occupancy of the Unit, whether or not a separate charge is made for services and facilities or for the privilege, accommodation or thing.

1.2 The definitions in the Agreement shall apply to this Sub-Appendix D-3F, in addition to the definitions contained in section 1.1 above.

1.3 All references to section numbers in this Sub-Appendix are references to sections of the Sub-Appendix and not sections of the Appendix, unless otherwise explicitly stated.

#### **2. AFFORDABLE RENT**

2.1 During the Affordability Period, the Proponent shall not charge rent for a Unit in the Project in excess of the affordable rent permitted under this Sub-Appendix D-3F nor increase any rent charged for a Unit except as permitted in this Sub-Appendix D-3F.

#### **3. RENTS**

3.1 The rent of all Units in a Project for which Program Funding has been utilized shall not exceed CMHC Average Market Rents in the geographical area, as determined in the most recent CMHC Annual Rental Market Survey.

- 3.2 The Service Manager shall ensure that the total rent payments to a Proponent, including rent paid by the tenant and any Rent Supplement paid by the Service Manager or other party, shall not exceed one hundred per cent (100%) of CMHC Average Market Rents in the geographical area, as determined in the most recent CMHC Annual Rental Market Survey
- 3.3 In areas where there is no or insufficient information from the CMHC Average Market Rent Survey, or in areas where the CMHC Average Market Rent does not represent the average market rents of a particular community, alternate market rents may be submitted by the Service Manager for review and approval by the Minister.

#### **4. RENT INCREASES**

- 4.1 The Proponent may increase the rent charged under sections 3.1, 3.2 and 3.3 with respect to a Unit only if at least twelve (12) months have elapsed,
- (a) since the day of the last rent increase respecting the Unit, if there has been an increase, or
  - (b) since the day the Unit was first rented for the first (1st) rental period following the completion of the Development Activities in connection with the Project.
- 4.2 The Proponent shall not increase the rent pursuant to section 4.1 during the Affordability Period by more than the then prevailing rent increase guideline established for each calendar year pursuant to the *Residential Tenancies Act, 2006* or any successor legislation. The Proponent acknowledges and agrees that regardless of whether the rent increase guideline of the *Residential Tenancies Act, 2006* or any successor legislation applies to the Project the rent increase guideline applies by virtue of the contractual terms of the Agreement and this Sub-Appendix D-3F.

#### **5. AFTER AFFORDABILITY PERIOD**

- 5.1 After the end of the Affordability Period, the Proponent shall be permitted to rent Units in the Project to new tenants at rents agreed to by the Proponent and the new tenants.

## APPENDIX D-4

### Rental Assistance Component

#### 1. INTERPRETATION

1.1 In this Appendix, unless the context requires otherwise, the following terms have the meanings set out in this Section.

- **“Agreement”** means the agreement between the Minister and the Service Manager to which this Appendix forms a part;
- **“Average Market Rents” (“AMRs”)** means, under the Rent Supplement Stream, the average rent figures, based on geographical areas and classified by bedroom count, as determined annually in the CMHC Average Market Rent Survey or as determined by the Minister, based on available data, in areas where there is no or insufficient information from the CMHC Average Market Rent Survey, or in areas where the CMHC Average Market Rent does not represent the average market rents of a particular community;
- **“Eligible Landlord”** means, under the Rent Supplement Stream, a Private Landlord, Non-Profit Landlord, or Cooperative Housing Landlord that owns the Eligible Unit to which the Rent Supplement is applied;
- **“Eligible Renter Household”** means a household that either is on or is eligible to be on a social housing waiting list; that does not own a home suitable for year-round occupancy; and that meets the criteria in the Program Guidelines and in Sub-Appendix D-4B;
- **“Eligible Unit”** means, under the Rent Supplement Stream, a self-contained residential dwelling or shared accommodation that meets the Unit Eligibility Criteria in the Program Guidelines and in Sub-Appendix D-4A;
- **“Household Eligibility Criteria”** means the criteria set out in Sub-Appendix D-4B;
- **“Household Income Limits” (“HILs”)** means the highest incomes that renter households can have and still remain eligible for the Program, based on geographical areas and classified by bedroom count, in accordance with the annually updated HILs in Ontario Regulation 370/11, made under the *Housing Services Act, 2011*;
- **“Housing”** means residential accommodation and facilities, common areas and services used directly with the residential accommodation. Housing does not include commercial or institutional premises, social or recreational services, and services or facilities related to mental or

physical health care, education, corrections, food services, social support or public recreation;

- **“Housing Allowance”** is a monthly subsidy paid directly to an Eligible Renter Household. At the discretion of the Service Manager, and upon request from the Eligible Renter Household, the Housing Allowance may be paid to the Landlord on behalf of the Eligible Renter Household.
- **“Housing Allowance Application Form”** means an application form designed by the Service Manager or another delivery agent that meets the criteria described in Sub-Appendix D-4C, and that a Program applicant must submit to the Service Manager or another delivery agent to be considered for a Housing Allowance under the Program;
- **“Housing Allowance Direct Delivery Stream”** means the Housing Allowance Direct Delivery Stream described in the Program Guidelines as one (1) of the three (3) streams of the Rental Assistance Component;
- **“Housing Allowance Shared Delivery Stream”** means the Housing Allowance Shared Delivery Stream described in the Program Guidelines as one (1) of the three (3) streams of the Rental Assistance Component;
- **“Landlord”** means one of the following: Private Landlord; Non-Profit Landlord; or Cooperative Housing Landlord;
- **“Landlord Agreement”** means one of the following agreements: Private Landlord Agreement; Non-Profit Landlord Agreement; Cooperative Housing Landlord Agreement; and includes any other Agreement between the Service Manager and the Landlord that meets the Program Guidelines;
- **“Program”** means the Rental Assistance Component, as set out in the Program Guidelines;
- **“Rent Supplement”** is a subsidy paid to the Eligible Landlord on behalf of an Eligible Renter Household;
- **“Rent Supplement Stream”** means the Rent Supplement Stream described in the Program Guidelines as one (1) of the three (3) streams of the Rental Assistance Component;
- **“Rental Assistance Component”** means the Rental Assistance Component described in the Program Guidelines and consisting of three (3) streams: Rent Supplement Stream, Housing Allowance Direct Delivery Stream, and Housing Allowance Shared Delivery Stream;
- **“Unit Eligibility Criteria”** means, under the Rent Supplement Stream, the criteria set out in Sub-Appendix D-4A.

- 1.2 The following Sub-Appendices are attached to and form part of this Appendix:

Sub-Appendix D-4A - Unit Eligibility Criteria

Sub-Appendix D-4B - Household Eligibility Criteria

Sub-Appendix D-4C - Housing Allowance Application Process and Form

Sub-Appendix D-4D – Contribution Agreement

- 1.3 In the event of a conflict or inconsistency between the provisions of this Appendix and the provisions of a Sub-Appendix, the provisions of this Appendix shall prevail.
- 1.4 All references in this Appendix to section numbers are references to sections of this Appendix unless stated otherwise.
- 1.5 All references in this Appendix to Sub-Appendices are references to Sub-Appendices in this Appendix, unless stated otherwise.

## **2. PROGRAM GUIDELINES**

- 2.1 The Service Manager agrees to administer the Rental Assistance Component in accordance with the Agreement and the Program Guidelines.

## **3. PROVISION OF PROGRAM FUNDS BY THE MINISTER**

- 3.1 Subject to sections 3.2, 3.4 and 3.7, upon review by the Minister of the Service Manager's Investment Plan, the Minister shall transfer to the Service Manager by electronic funds transfer, the amount of funding (the "Rent Supplement Stream Funding" and "Housing Allowance Direct Delivery Stream Funding") indicated in the Investment Plan.
- 3.2 The Service Manager shall update the Investment Plan on a quarterly basis as set out in section 5.1. Payment adjustments may be made based on discrepancies between the Service Manager's planned and actual spending.
- 3.3 In the case of the Housing Allowance Shared Delivery Stream, the Minister shall hold back from the Service Manager's annual allocation the amount of funding (the "Housing Allowance Shared Delivery Stream Funding") requested in the Service Manager's Investment Plan, to be used by the Minister of Finance for paying Eligible Renter Households.
- 3.4 The Minister shall transfer Rental Assistance Funding that is Rent Supplement and/or Housing Allowance Direct Delivery Funding to the Service Manager in May or June, July, November, and February of each Fiscal Year, provided the Service Manager has complied with the requirements of section 5.1.
- 3.5 The Service Manager shall use the Rental Assistance Funding transferred to it by the Minister solely for the purpose of providing a Rent Supplement to an Eligible



Landlord of the Eligible Unit and/or a Housing Allowance to an Eligible Renter Household, in accordance with this Appendix, or as the Minister may direct, in writing.

- 3.6 All interest that accrues on Rental Assistance Funding while held by the Service Manager shall be used by the Service Manager for the purpose of administering and delivering Affordable Housing.
- 3.7 For greater certainty, should the Minister, in his or her sole discretion, believe at any point in time that the Service Manager is not likely to comply with section 3.5, the Minister may refuse to provide Funding under section 3.1 or section 3.2.

#### **4. PROVISION OF PROGRAM FUNDS BY THE SERVICE MANAGER**

- 4.1 The Service Manager shall not expend Funding under the Program for an Eligible Unit or any Eligible Unit substituted for another Eligible Unit and/or an Eligible Renter Household after March 31, 2025.
- 4.2 The Service Manager or its authorized agency shall enter into a Landlord Agreement with each Landlord, in respect of all commitments of Eligible Units made on or after the date this Agreement is executed by the Parties. In the case of the Housing Allowance streams, the Service Manager and/or its authorized delivery agent shall develop a client application process and use an Application Form that meets the criteria described in Sub-Appendix D-4C. The Service Manager or its authorized delivery agent shall provide a Housing Allowance in the amount determined by the Service Manager and indicated in the Investment Plan, to the Eligible Renter Household.
- 4.3 A Landlord Agreement shall not be entered into or continued respecting an Eligible Unit where a renter is related to the Landlord.
- 4.4 The Service Manager shall ensure that all Eligible Units that are subject to a Landlord Agreement are clean, fit for habitation, in satisfactory state of repair, meet applicable minimum health and safety standards and that the Landlord has confirmed that the Eligible Units are in compliance with applicable Building Code and Fire Code requirements.
- 4.5 The Service Manager shall determine the monthly Rent Supplement Funding to be paid to Eligible Landlords on behalf of each Eligible Renter Household.
- 4.6 The Service Manager shall establish rules to determine whether the Household's income is at or below the local Household Income Limits (HILs), in accordance with the annually updated HILs in Ontario Regulation 370/11, made under the *Housing Services Act, 2011*. The Service Manager shall put these rules in writing and make them available to the general public. If the Service Manager is of the opinion that HILs are too low and do not correlate with the CMHC market rents for its area, it can request in writing that the Minister make modifications to its HILs.

- 4.7 The Service Manager shall conduct annual (or more frequent if required) income testing of Eligible Renter Households to ensure their continued eligibility for the Program.

## **5. REPORTING REQUIREMENTS**

- 5.1 During the period following the date of execution of this Agreement and the end of the Program, the Service Manager shall provide the Minister, by October 15, January 15, March 15 and May 31 of each year, with an updated Investment Plan, indicating the number of Landlord Agreements executed and Units occupied, the number of Eligible Renter Households assisted, target client groups assisted and Program funding expended.
- 5.2 The Service Manager shall provide documentation of Landlord Agreements and/or agreements with delivery agencies, and/or evidence of successful Housing Allowance Applications.
- 5.3 The Service Manager shall provide the Minister with such additional reports as the Minister may require.
- 5.4 The Service Manager shall keep and maintain for a period of seven (7) years following March 31, 2025, all financial records (including invoices) and all-non-financial documents and records relating to the funds or otherwise to the Program.

## **6. MARKETING**

- 6.1 Subject to section 10 of Schedule A, the Service Manager shall promote and advertise the Program in the Service Manager's area as the Service Manager deems appropriate.

## **7. REMEDIES**

- 7.1 If the Service Manager breaches any one or more of the provisions of this Appendix, and the breach is not corrected within a reasonable period of time (as determined by the Minister) after notice has been given to the Service Manager by the Minister, the Minister may, by written notice to the Service Manager,
- (a) terminate this Appendix;
  - (b) demand repayment of any Rental Assistance Funding in the possession or control of the Service Manager which has not been advanced to an Eligible Landlord and/or an Eligible Renter Household;
  - (c) demand immediate repayment of all amounts paid by the Minister to the Service Manager under this Appendix that relate to the Eligible Unit in respect of which the breach occurred;
  - (d) demand repayment of all or part of the aggregate of all monies advanced to the Service Manager under this Appendix;
  - (e) cancel all further payments of Rental Assistance Funding; and/or
  - (f) suspend further payments of Rental Assistance Funding for such period as the Minister may determine.
- 7.2 The Service Manager shall comply with a demand referred to in clauses 7.1(c) and (d), irrespective of whether it has transferred any of the relevant amounts to an Eligible Landlord and/or an Eligible Renter Household.
- 7.3 All of the remedies available to the Minister under this Appendix, at equity and/or at law are cumulative and are not alternative and the Minister shall not be precluded from availing himself simultaneously of some or all of the said remedies.
- 7.4 Notwithstanding any of the terms of this Appendix, the Minister shall have the option of waiving any or all of his remedies under this Agreement, but no waiver of a provision shall be deemed to constitute a waiver of any other provision (whether or not similar) nor shall any waiver constitute a continuing waiver unless otherwise provided.

## **8. GENERAL**

- 8.1 The Program is available from the date of the Agreement until March 31, 2025.
- 8.2 The Service Manager may engage a third party subcontractor (delivery agency) to assist it in the performance of this Program. Such assistance shall be limited to but may include the provision of the Rent Supplements to Eligible Landlords and/or Housing Allowances to Eligible Renter Households, in each case, by the third party subcontractor but otherwise in accordance with this Appendix. Notwithstanding any such arrangement, the Service Manager shall remain in possession and control of all Rent Supplement Stream and/or Housing Allowance Direct Delivery Stream Funding until such funds are advanced to or on behalf of an Eligible Landlord in connection with the provision of Rent Supplements for an Eligible Unit and/or Housing Allowances to Eligible Renter Households, and shall remain directly responsible to the Minister under and for the performance of this Appendix. The Service Manager shall also ensure that any third party subcontractor is bound by the same terms and conditions relating to the assistance to be provided by it as are binding on the Service Manager under this Appendix. The procurement of any such third party subcontractor shall be done in accordance with the procurement policies of the Service Manager.
- 8.3 The Service Manager may enter into a Landlord Agreement with a Landlord pursuant to which (i) the Landlord agrees to rent a certain number of Eligible Units in a development owned by the Landlord available to the public as Eligible Units and to market such Eligible Units as Eligible Units available under the Program, subject to the requirements of section 10 of the Agreement, and (ii) the Service Manager agrees to make Rent Supplement Funding available to Eligible Households of such Eligible Units.
- 8.4 The disbursement of Rental Assistance Component Funding by the Minister to the Service Manager under section 3.1 and/or 3.2 is subject to the necessary appropriations from the Federal Parliament and the Provincial Legislature. Neither the Minister nor CMHC shall have any liability in the event the respective appropriations are insufficient to meet the funding obligations of the Minister.
- 8.5 Subject to the existence of a Memorandum of Understanding between the Minister and the Minister of Finance, if the Service Manager wishes to deliver the Housing Allowance Shared Delivery Stream of the Operating Component, the Service Manager shall enter into a form of agreement with the Minister and the Minister of Finance as the Minister may require.
- 8.6 If the Service Manager enters into an agreement with the Minister to have the Minister provide it with administration and delivery services for the Housing Allowance Shared Delivery Stream and wishes to contribute its own dollars, the Service Manager shall enter into a Contribution Agreement with the Minister substantially in the form of Sub-Appendix D-4D, subject to such changes as the Minister and the Service Manager may agree.

## **SUB-APPENDIX D-4A**

### **UNIT ELIGIBILITY CRITERIA**

1. An Eligible Unit (within the meaning of this Appendix) must satisfy each of the following requirements:
  - (a) Be modest, that is not exceed Average Market Rent (AMR) for the area, as updated by the Minister annually;
  - (b) Meet local occupancy standards, included in program information available to the public;
  - (c) Such other requirements as are set out in the Program Guidelines and/or as the Service Manager may establish.
2. An Eligible Unit may be occupied by the applicant household. In-situ arrangements are permitted.
3. Only market units in social housing developments are eligible.
4. The following do not fit the definition of Eligible Unit:
  - (a) Hostel units, group homes, nursing and retirement homes;
  - (b) Non-market units in social housing developments.

## **SUB-APPENDIX D-4B**

### **HOUSEHOLD ELIGIBILITY CRITERIA**

1. Each household seeking to be approved as an Eligible Household must meet each of the following criteria at the time the primary applicant submits an application:
  - (a) The primary applicant must be at least sixteen (16) years old;
  - (b) Neither own a home, nor have an ownership interest in a home, other than a contingent interest;
  - (c) Not be living in a spousal relationship (including a same-sex spousal relationship) with a person who owns a home or who has an ownership interest in a home, other than a contingent interest;
  - (d) Have a household income that does not exceed the Household Income Limits (HILs) for the Service Manager area. If the Service Manager is of the opinion that HILs are too low and do not correlate with the CMHC market rents for its area, it can request in writing that the Minister make modifications to its HILs;
  - (e) Not be in receipt of any other housing allowance or rent supplement;
  - (f) Each household member must be a resident of Ontario with status in Canada
2. The Service Manager shall define “household income”.
3. The Service Manager may establish such additional criteria as may be required to administer this Program, provided they are not inconsistent with the requirements of this Program.

## **SUB-APPENDIX D-4C**

### **HOUSING ALLOWANCE APPLICATION PROCESS AND FORM**

1. The Service Manager and/or its delivery agent shall develop the application process that suits its local needs and make it available to the public.
2. The Service Manager and/or its delivery agent may select Eligible Renter Households from social housing waiting lists.
3. The Service Manager and/or its delivery agent shall design an Application Form that shall include, but not be limited to, the following sections:
  - (a) A definition of “Household Income”;
  - (b) Household Income declaration;
  - (c) Explicit list of eligibility criteria;
  - (d) Consent regarding personal information sharing;
  - (e) Applicant signature and date; and
  - (f) Such other requirements as are set out in the Program Guidelines or as the Minister may advise from time to time, and/or as the Service Manager and/or its delivery agent may establish.

## **SUB-APPENDIX D-4D**

### **CONTRIBUTION AGREEMENT**

This Contribution Agreement is entered into as of the **[INSERT DATE]**

**BETWEEN**

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO  
AS REPRESENTED BY  
THE MINISTER OF MUNICIPAL AFFAIRS AND HOUSING  
("The Minister")**

- and -

**[SERVICE MANAGER]**  
("Service Manager")

### **RECITALS**

- A. Canada Mortgage and Housing Corporation ("CMHC") and Her Majesty the Queen (now His Majesty the King) in right of Ontario as represented by the Minister of Housing ("MHO") entered into a bi-lateral agreement under the 2017 National Housing Strategy, made as of April 1, 2017 (the "CMHC-Ontario Bilateral Agreement under the 2017 National Housing Strategy").
- B. The Minister is now responsible for the CHMC-Ontario Bilateral Agreement under the 2017 National Housing Strategy signed by MHO.
- C. The Minister has established, as part of the Ontario Priorities Housing Initiative, a Housing Allowance Shared Delivery Stream pursuant to which the Minister provides CMHC funding and provincial funding.
- D. The Minister and the Service Manager have entered into this Agreement for the purpose of setting out the respective roles and responsibilities of the Minister and the Service Manager with respect to the contribution of funding by the Service Manager to the Housing Allowance Shared Delivery Stream.
- E. The Service Manager would like to contribute **[INSERT AMOUNT]** Canadian Dollars per Benefit Year (the "Funds") to the Program for use by the Minister under the Housing Allowance Shared Delivery Stream, in accordance with an Agreement for Services, dated **[INSERT DATE]**, between the Minister and the Service Manager (the "Agreement for Services").
- F. All capitalized terms not defined herein shall have the meanings given to them in the Agreement for Services.



**NOW THEREFORE** the parties agree as follows:

1. Subject to section 3, the Service Manager agrees to provide the Minister with the Funds as a contribution under the Program in equal quarterly instalments commencing on **[INSERT DATE]**.
2. The Service Manager directs the Minister to use the Funds for the Program's Housing Allowance Shared Delivery Stream in accordance with the Agreement for Services.
3. Subject to section 4, all Service Manager funding contemplated under this Agreement is subject to Service Manager Council's annual approval of the annual budget, and the Service Manager shall not be required to participate in future Benefit Years with such funding should the approval of municipal contribution be insufficient to meet the funding obligations of the Service Manager.
4. Despite section 3, where the Service Manager is already participating in the Program in a Benefit Year, the Service Manager agrees to ensure that sufficient funding is provided for its participants for the entire Benefit Year notwithstanding a failure to approve sufficient funding.
5. The Minister agrees to use the Funds solely for the Program's Housing Allowance Shared Delivery Stream in accordance with the Agreement for Services.
6. Subject to any necessary appropriations, any unused Funds shall be returned to the Service Manager following termination or expiry of the Agreement for Services.

**IN WITNESS WHEREOF** the parties have executed this Agreement.

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO  
AS REPRESENTED BY THE MINISTER OF MUNICIPAL  
AFFAIRS AND HOUSING**

Signature: \_\_\_\_\_  
Name:  
Title:  
Date of  
Signature:

**[SERVICE MANAGER]**

Signature: \_\_\_\_\_  
Name:  
Title:  
Date of  
Signature:

## APPENDIX D-5

### Housing Support Services Component

#### 1. INTERPRETATION

1.1 In this Appendix, unless the context requires otherwise, the following terms have the meanings set out in this Section.

- **“Agreement”** means the agreement between the Minister and the Service Manager to which this Appendix forms a part;
- **“Funding”** means funding provided under the Program, as set out in the Program Guidelines;
- **“Housing Services Agreement”** means an agreement between the Service Manager and a Support Services Agency for Support Services to be provided under the Program;
- **“Housing Support Services”** means services which are intended to ensure Housing retention, greater self-reliance and social inclusion for tenants/occupants;
- **“Housing Support Services Agency”** means a provider of Housing Support Services;
- **“Housing Support Services Component”** means the Housing Support Services Component described in the Program Guidelines;
- **“Program”** means the Housing Support Services Component, as set out in the Program Guidelines.

1.2 In the event of a conflict or inconsistency between the provisions of this Appendix and the provisions of a Sub-Appendix, the provisions of this Appendix shall prevail.

1.3 All references in this Appendix to section numbers are references to sections of this Appendix unless stated otherwise

1.4 All references in this Appendix to Sub-Appendices are references to Sub-Appendices in this Appendix, unless stated otherwise.

#### 2. PROGRAM GUIDELINES

- 2.1 The Service Manager agrees to administer the Housing Support Services Component in accordance with the Agreement and the Program Guidelines.

### **3. PROVISION OF PROGRAM FUNDS BY THE MINISTER**

- 3.1 Subject to sections 3.2, 3.4 and 3.6, upon review by the Minister of the Service Manager's Investment Plan, the Minister shall transfer to the Service Manager by electronic funds transfer, the amount of Housing Support Services Component funding indicated in the Investment Plan.
- 3.2 The Service Manager shall update the Investment Plan on a quarterly basis as set out in section 5.1. Payment adjustments may be made based on discrepancies between the Service Manager's planned and actual spending.
- 3.3 The Minister shall transfer Housing Support Services Funding to the Service Manager in May or June, July, November, and February of each Fiscal Year, provided the Service Manager has complied with the requirements of section 5.1.
- 3.4 The Service Manager shall use the Housing Support Services Funding transferred to it by the Minister in respect of Housing Support Services in accordance with this Appendix, or as the Minister may direct, in writing.
- 3.5 All interest that accrues on Housing Support Services Funding while held by the Service Manager shall be used by the Service Manager for the purpose of administering and delivering Housing Support Services.
- 3.6 For greater certainty, should the Minister, in his or her sole discretion, believe at any point in time that the Service Manager is not likely to comply with section 3.4, the Minister may refuse to provide Funding under section 3.1 or section 3.2.

### **4. PROVISION OF PROGRAM FUNDS BY THE SERVICE MANAGER**

- 4.1 The Service Manager shall not expend Funding under the Program after March 31, 2025.
- 4.2 The Service Manager or its authorized agency shall enter into a Housing Services Agreement with each Housing Support Services Agency, in respect of commitments made on or after the date this Agreement is executed by the Parties. As an alternative, the Service Manager may arrange to deliver Housing Support Services directly.

## **5. REPORTING REQUIREMENTS**

- 5.1 During the period following the date of execution of this Agreement and the end of the Program, the Service Manager shall provide the Minister, by October 15, January 15, March 15 and May 31 of each year, with an updated Investment Plan, indicating the number of Services Agreements executed, Households assisted, target client groups assisted and Program funding expended.
- 5.2 The Service Manager shall provide documentation of Housing Services Agreements.
- 5.3 The Service Manager shall provide the Minister with such additional reports as the Minister may require.
- 5.4 The Service Manager shall keep and maintain for a period of seven (7) years following March 31, 2025, all financial records (including invoices) and all-non-financial documents and records relating to the funds or otherwise to the Program.

## **6. REMEDIES**

- 6.1 If the Service Manager breaches any one or more of the provisions of this Appendix, and the breach is not corrected within a reasonable period of time (as determined by the Minister) after notice has been given to the Service Manager by the Minister, the Minister may, by written notice to the Service Manager,
  - (a) terminate this Appendix;
  - (b) demand repayment of any Housing Support Services Funding in the possession or control of the Service Manager which has not been advanced to a Housing Support Services Agency;
  - (c) demand immediate repayment of all amounts paid by the Minister to the Service Manager under this Appendix that relate to the Housing Services Agreement in respect of which the breach occurred;
  - (d) demand repayment of all or part of the aggregate of all monies advanced to the Service Manager under this Appendix;
  - (e) cancel all further payments of Housing Support Services Funding; and/or
  - (f) suspend further payments of Housing Support Services Funding for such period as the Minister may determine.
- 6.2 The Service Manager shall comply with a demand referred to in clauses 6.1(c) and (d), irrespective of whether it has transferred any of the relevant amounts to a Housing Support Services Agency.
- 6.3 All of the remedies available to the Minister under this Appendix, at equity and/or at law are cumulative and are not alternative and the Minister shall not be

precluded from availing himself simultaneously of some or all of the said remedies.

- 6.4 Notwithstanding any of the terms of this Appendix, the Minister shall have the option of waiving any or all of his remedies under this Agreement, but no waiver of a provision shall be deemed to constitute a waiver of any other provision (whether or not similar) nor shall any waiver constitute a continuing waiver unless otherwise provided.

## **7. GENERAL**

- 7.1 The Program is available from the date of the Agreement until March 31, 2025.
- 7.2 Funding under the Program can be provided to eligible tenants in existing social housing, affordable housing units created under previous programs, as well as to eligible tenants of units established under the Ontario Priorities Housing Initiative.
- 7.3 The disbursement of Housing Support Services Funding by the Minister to the Service Manager under section 3.1 and/or 3.2 is subject to the necessary appropriations from the Federal Parliament and the Provincial Legislature. Neither the Minister nor CMHC shall have any liability in the event the respective appropriations are insufficient to meet the funding obligations of the Minister.

**SCHEDULE E**  
**FRENCH LANGUAGE SERVICES REPORT**

*Please complete and submit this Report on an annual basis by May 31<sup>st</sup> of each year.*

Service Manager:

---

Service Manager Address:

---

Service Manager Contact: Name:

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Telephone:

---

Email:

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This report is to confirm that the ***[Insert Service Manager Name]*** is providing services under Canada-Ontario Community Housing Initiative (COCHI) and Ontario Priorities Housing Initiative (OPHI) and has an office(s) located in or serving an area designated in the Schedule to the *French Language Services Act* ("FLSA").

The ***[Insert Service Manager Name]*** confirms that it is:

- a) Providing COCHI and OPHI services to the public in French in all of its offices (including the offices of sub-contractors) located in or serving an area designated in the Schedule to the FLSA; and,
- b) Making it known to the public, including by way of signs, notices, other information on services, and initiation of communications in French, that services provided to and communications with the public in connection with COCHI and OPHI are available in French.

I declare that the above information is true and complete.

***[Insert Service Manager Name]***

\_\_\_\_\_

Name:

Title:

I have the authority to bind \_\_\_\_\_ ***[Insert Service Manager Name]***

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.



As a Service Manager providing services under COCHI and OPHI and having offices (including the offices of sub-contractors) located in or serving an area designated in the Schedule to the French Language Services Act, please complete the section below.

**Service Manager Name:**

**Name of Designated Area(s):**

**Description of Services:**

Please select all items that apply to the services you are providing under COCHI and OPHI in an office (or the office of a sub-contractor) that is located in or services a designated area.

- ☐ Signage and visibility of available services in French
- ☐ Over-the-counter services are available in French
- ☐ Written correspondence and telephone service are available in French
- ☐ Translation of written material produced for public use is available in French
- ☐ Other \_\_\_\_\_ [please specify]

Please list any services or locations in designated areas where these French language services are not being provided. Please explain.

<p style="text-align: center;"><b>SCHEDULE F</b></p> <p style="text-align: center;"><b>Communications Protocol Requirements</b></p>
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**CMHC – ONTARIO**

**BILATERAL AGREEMENT UNDER THE 2017 NATIONAL HOUSING STRATEGY**

**SCHEDULE E: COMMUNICATIONS PROTOCOL  
(Agreement subparagraph 7.11)**

**1. Purpose**

- 1.1 This Communications Protocol outlines the roles and responsibilities of each of the Parties to this Agreement, as well as those of Project proponents, with respect to Communications Activities related to Projects.
- 1.2 This Communications Protocol will guide all Communications Activity planning, development and implementation with a view to ensuring efficient, structured, continuous, consistent and coordinated communications to the Canadian public.
- 1.3 The provisions of this Communications Protocol apply to all Communications Activities related to this Agreement and any Projects and Recipients receiving funding or benefits under this Agreement.
- 1.4 This Communications Protocol applies to Initiatives under Schedule B to this Agreement and for greater certainty does not apply to Federal NHS Programs under Schedule G to this Agreement.

**2. Guiding Principles**

- 2.1 For the purposes of this Agreement, "Communications Activity" or "Communications Activities" means, but is not limited to, public or media events or ceremonies including key milestone events, news releases, reports, web and social media products or postings, blogs, news conferences, public notices, physical and digital signs, publications, success stories and vignettes, photos, videos, multi-media content, advertising campaigns, awareness campaigns, editorials, multi-media products and all related communication materials under this Agreement, and includes "Joint Communications".
- 2.2 Communications Activities undertaken through this Communications Protocol should ensure that Canadians are informed of investments made in housing and that they receive consistent information about funded Projects and their benefits.
- 2.3 MHO is responsible for communicating the requirements and responsibilities outlined in this Communications Protocol to Project proponents and for ensuring their compliance.
- 2.4 Communications Activities under this Agreement shall refer to equally and give equal prominence and priority to Canada, including CMHC and Ontario, including MHO. In addition, at the request of MHO, recognition for Municipal Funding and funding by Indigenous governments directly to Projects and Recipients may also be included in a manner agreed to by the Parties. This paragraph applies to all relevant provisions of this Agreement.

### **3. Joint Communications**

- 3.1 For the purposes of this Agreement, "Joint Communications" means events, news releases, and signage that relate to this Agreement and are collaboratively developed and approved by Canada, Ontario and, where applicable, the Project proponent, and are not operational in nature.
- 3.2 Canada, MHO and Project proponents will have Joint Communications about the funding for the Project(s).
- 3.3 Joint Communications related to Projects funded under this Agreement should not occur without the prior knowledge and agreement of all Parties and the Project proponent.
- 3.4 All Joint Communications material will be approved by the Parties prior to release and will recognize both Parties in accordance with this Schedule E.
- 3.5 The announcement or publication of Projects and Project lists, as well as announcements of any additional Projects, must be approved by the Parties prior to the announcement, except as otherwise set out in this Agreement.
- 3.6 Each of the Parties or the Project proponent may request Joint Communications. The requestor will provide at least 15 business days' notice to the other Party or the Project proponent. If the Communications Activity is an event, it will take place at a mutually agreed date and location.
- 3.7 The requestor of the Joint Communications will provide the opportunity for the other Party or the Project proponent to choose to participate and choose their own designated representative (in the case of an event).
- 3.8 Canada has an obligation to communicate in English and French. Communications products related to events must be bilingual and include the Canada word mark and other Parties' logos.
- 3.9 The conduct of all Joint Communications will follow the *Table of Precedence for Canada* as applicable.

### **4. Individual Communications**

- 4.1 Notwithstanding Section 3 of this Communications Protocol (Joint Communications), Canada and MHO retain the right to communicate information to Canadians about the Agreement and the use of funds to meet their respective legislated and regulatory obligations through their respective Communications Activities, with prior notice.
- 4.2 Notwithstanding Section 3 of this Communications Protocol (Joint Communications), Canada and MHO retain the right to identify projects receiving \$1 million or more of funding for the purposes of reporting publicly. For clarity, other activities, including Project-level news releases and public events, are still subject to Section 3.
- 4.3 Each Party may include general program messaging and additional Communications Activities of Projects already announced in their own Communications Activities.
- 4.4 Each Party or the Project proponent may do their own Communications Activity if the Communications Activity is not related to funding under this Agreement.

**5. Operational Communications**

- 5.1 MHO and the Project proponent are solely responsible for operational communications with respect to Projects, including but not limited to: calls for tender, contract awards, and construction and public safety notices..

**6. Media Relations**

- 6.1 Canada and MHO will share information within one (1) business day with the other Party should significant media inquiries be received or emerging media or stakeholder issues arise to a Project or the overall fund.

**7. Signage**

- 7.1 If one or all the Parties and/or Project proponent wishes to install a sign recognizing their contribution to the Project, Project proponent must produce and install a sign to recognize the contribution of all Parties. Signage must be produced in accordance with current federal signage guidelines unless agreed otherwise by Canada. The federal sign design, content, and installation guidelines will be provided by Canada.
- 7.2 Where the Project proponent decides to install a permanent plaque or other suitable marker with respect to the Project, it will recognize CMHC and Ontario and be approved by Canada and MHO.
- 7.3 If erected, signage recognizing CMHC and MHO will be installed at the Project site(s) thirty (30) days prior to the start of construction, be visible for the duration of the Project, and remain in place until thirty (30) days after construction is completed and the infrastructure is fully operational or opened for public use.
- 7.4 If erected, signage will be installed in a prominent and visible location that takes into consideration pedestrian and traffic safety and visibility.

**8. Costs**

- 8.1 Costs associated with the development and production of signage and joint public announcements are eligible costs under this Agreement as established by both Parties.

**9. Communicating With Project Proponents and Others**

- 9.1 MHO agrees to facilitate, as required, communications between Canada and the Project proponent for Communications Activities.
- 9.2 MHO agrees to provide annual letters or other communication satisfactory to CMHC to households in Projects which benefited from the Canada Community Housing Initiative funding, recognizing CMHC and provincial and municipal's contribution in accordance with 2.4 of this Schedule E.

**10. Advertising Campaigns**

- 10.1 Recognizing that advertising can be an effective means of communicating with the public, Canada and MHO may, at their own cost, organize an advertising or public information campaign related to this Agreement or eligible Projects, unless agreed otherwise. However, such a campaign will respect the provisions of this Agreement. In the event of such a campaign, the sponsoring Party or Project proponent will inform the other Parties or Project proponents of its intention no less than twenty-one (21) working days prior to the campaign launch.

## Appendix “F”

### COHB Program Sign-Back Letter

**Ontario Transfer Payment Agreement dated April 1, 2020 (the “Agreement”) for COHB between Her Majesty the Queen (now His Majesty the King) in right of Ontario as represented by the Minister of Municipal Affairs and Housing (“MMAH”) and the Minister of Finance (“MOF”) and Corporation of the County of Renfrew (the “Service Manager”).**

In accordance with section 4.1 of the Agreement, the Agreement is hereby amended as follows, with each amendment taking effect on the specified date:

1. Effective July 1, 2023, Schedule “C” is amended as follows:

- (i) The fourth paragraph of Article C.1 is deleted and replaced with the following:

With the assistance of Service Managers, households will complete COHB applications which will be sent to the Ministry of Finance (MOF) to determine eligibility. Eligible applicants will receive a monthly PHB based on the difference between the greater of 80 per cent of the average market rent of their Service Manager area or the applicant’s shelter costs, up to a maximum of 100 per cent of the average market rent, and 30 per cent of their adjusted family net income. PHB payments will be issued by MOF directly to households and subject to an annual renewal process. Households that have been found to be eligible may also receive first and last month’s rent assistance directly from Service Managers, where appropriate.

- (ii) The definition of “Application Form” in section 1.1 of Article C.3 is deleted and replaced with the following:

**“Application Form”** means a paper application form for the Program in the form provided to the Service Manager by MMAH, or an online application form for the Program available through a secure restricted website hosted by MOF.

- (iii) Clause 3.1 (e) of Article C.3 is deleted and replaced with the following:

- (e) Send completed paper Application Forms to MOF for processing for the initial Benefit Period;

2. Effective July 1, 2023, Schedule “D” is amended by deleting the COHB Program Guidelines dated April 2020, and replacing them with the COHB Program Guidelines dated July 1, 2023 attached to this letter.

3. Effective April 1, 2023, Schedule "F" is amended by deleting the sentence "Funding for administration costs per Fiscal Year shall not exceed five per cent of the Service Manager's annual planning allocation for that Fiscal Year." and replacing it with the following:

"Funding for administration costs per Fiscal Year shall not exceed the amount set by MMAH in its sole discretion and communicated to the Service Manager each Fiscal Year."

Please acknowledge your agreement with the above by signing in the space provided below and returning a signed electronic copy of this letter to Olivia lemma at [Olivia.lemma@ontario.ca](mailto:Olivia.lemma@ontario.ca).

The undersigned hereby agrees to the terms of the above letter agreement.

**Service Manager: County of Renfrew**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date:

I/We have authority to bind the organization.

October 25, 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. Warden's Community Service Awards**

Nominations are now being accepted for the 2023 Warden's Community Service Awards until November 3, 2023. There are three categories to recognize community contributions, including individual, not-for-profit organization, and for-profit business.

The awards will be presented at the November 29, 2023, session of County Council. More information, including application forms, are available at <https://bit.ly/3ZJu1Yd>.

### **2. Fall Promotional Campaigns**

The Ottawa Valley Tourist Association (OVTA) has the following campaigns actively running to promote fall touring in the region:

- [Harvest Season](#) – highlighting culinary-themed events.
- [Fall Farm & Flavours Tour](#) – highlighting fall events and activities.

Municipalities and members are encouraged to [submit event listings](#) to the calendar of events for inclusion in future campaigns and/or connect with the OVTA team to discuss promotional opportunities.

### **3. Enterprise Renfrew County Rebrand**

Enterprise Renfrew County (ERC) is celebrating 25 years of assisting entrepreneurs with business start-up and development. In honour of this landmark year, and long overdue on a brand refresh, staff are pleased to present Enterprise Renfrew County's new logo and [website](#).

The new bilingual logo is optimistic, confident and welcoming to small businesses. The blue and green colour palette, symbolic of the abundant forests and rivers in Renfrew County, represents professionalism, dignity, loyalty, trustworthiness, vitality and growth. The seedling represents business ideas and conceptual stages, the bar graph represents business development and growth and, the tree represents the fruition of business ideas into strong, stable, flourishing entities. The wave represents how the business coaching available from Enterprise Renfrew County waters the seeds of

business ideas throughout the life cycle of the entrepreneurial journey. This brand design has been incorporated into a refreshed website, offering greater ease of navigation and clarity on programs, services and business resources.

#### 4. **2024 Harvest Tenders**

The harvest tenders for 2024 operations on the Renfrew County Forest are currently being advertised. Five tracts have an area available for harvest totalling 153 hectares. Bids close on November 9, 2023, at 3:00 p.m.

#### 5. **Black Ash Protection Measures**

Two postings were recently made to the Environmental Registry of Ontario by the Ministry of the Environment, Conservation and Parks regarding Black Ash as an endangered species as follows:

- i) [ERO #019-7378](#): Protecting Black Ash and its habitat under the Endangered Species Act, 2007.
- ii) [ERO #019-6990](#): Developing the government response statement for Black Ash under the Endangered Species Act, 2007.

The County of Renfrew has submitted comments on several previous stages of consultation on this topic. Previous letter submissions are included in Appendix I.

The temporary suspension of protections for Black Ash under the Endangered Species Act (ESA), 2007, is set to end on January 25, 2024. There will be a new conditional exemption for Black Ash that will come out at that time, unless the temporary pause is extended until January 2025.

The Protecting Black Ash posting includes important information for the County, lower-tiers and residents of Renfrew County. Although the posting recognizes that Emerald Ash Borer (EAB) is the primary threat to Black Ash in Ontario, and that Black Ash is currently abundant in the Province, there are still some protection measures that will impact development, forest management on private land and regular maintenance activities in parts of the County of Renfrew.

#### **How Black Ash will be protected**

It is proposed that the application of “species protection” prohibitions in subsection 9(1) [Prohibited to kill, harm, harass, or take a living member of a species that is listed on the Species at Risk in Ontario List as an extirpated, endangered or threatened species. Also, possess, transport, collect, buy, sell, lease, trade or offer to buy, sell, lease or trade, a living or dead, or any part of a listed species] of the ESA only apply to healthy Black Ash, which appear to have survived exposure to EAB, located [in areas of the province that have already experienced significant EAB-caused mortality](#).



Municipalities within the County of Renfrew that are included in these mapped lands are the Town of Arnprior and the Townships of Admaston/Bromley, Greater Madawaska, Horton, and McNab/Braeside.

As of now, other lower-tiers would not have any measures in place to protect Black Ash.

“Healthy Black Ash” protected under subsection 9(1) of the ESA: A healthy Black Ash tree is one that appears to have survived exposure to EAB, remains in a healthy condition (“lingering ash”), and has a trunk diameter at breast height of at least 8cm. These trees are thought to have the greatest potential to support the recovery of the species.

Determinations of tree health would be:

- Made by a qualified professional, which may include an arborist, professional forester, forest technician, dendrologist, horticulturist, botanist, entomologist, or any other qualified professional who has expertise in relation to Black Ash, and who has the expertise, education, training and experience necessary to assess the health of Black Ash trees.
- Supported by written documentation submitted to the Ministry.

“Protected” would mean the tree and a radial distance of 30m around each “healthy” Black Ash tree could not be disturbed.

The above is similar to what is in place for Butternut, another endangered tree species in our area. However, Butternut is relatively uncommon and Black Ash is common and widespread. It is not yet defined if every Black Ash greater than 8cm would need to be assessed for removal, nor what the documentation process would look like.

If a “healthy Black Ash” needs to be removed, the ESA provides the authority to authorize and exempt activities that would otherwise be prohibited under the Act, subject to conditions and requirements (i.e., permits, agreements, and conditional exemptions). This application process would be through the Species at Risk Branch of the Ontario Ministry of the Environment, Conservation and Parks.

Ontario is also proposing that the prohibitions related to possession, transportation, buying, selling, or offering to buy or sell in clauses 9(1)(b) and 9(1)(c) of the ESA do not apply to Black Ash.

### **Exception to allow for forest operations**

The proposal recognizes that forest management may in fact mitigate the threat of EAB and forest operations are not considered a threat to the species. It is proposed that subsections 9(1) and 10(1) of the ESA do not apply to forest operations that are being undertaken IF:

- A written plan is prepared by a Registered Professional Forester and includes pertinent information about how Black Ash will be considered/renewed/maintained and other relevant documentation.
- Reasonable steps are taken to minimize adverse effects on Black Ash.

The above would apply on private land within the mapped area/municipalities identified above.

Forest operations undertaken on Crown land and in a forest management unit in accordance with the Crown Forest Sustainability Act, 1994, are already exempt from the ESA.

### **Conclusion**

This is good news for the forest sector; however, it will require education, add workload, cost and additional burden in the municipalities listed above to assess any Black Ash greater than 8cm that requires removal. It could also mean that harvest operations on private land will require the services of a Registered Professional Forester. This is already the norm in some counties with tree cutting by-laws.

The flexibility and options given in this proposal are much more than for other Species at Risk. Aside from Black Ash being delisted as endangered (which is unlikely to happen at this stage), the proposed options are the best-case scenario.

Our Committee directed forestry staff to submit supportive comments for Environmental Registry of Ontario # 019-7378 Protecting Black Ash and its habitat under the Endangered Species Act, 2007, which closes on November 2, 2023, as it pertains to sustainable forest management, and to seek clarification on the frequency of change of the mapped area, if there will be a threshold for assessment of “healthy” Black Ash trees, for more information on the assessment process.

## **6. Town of Deep River Official Plan Amendment Number 4 (OPA 4)**

The County of Renfrew provided approval for the Town of Deep River’s adopted OPA 4, which was an amendment to modify the text of the Deep River Official Plan to implement changes that have been made to the Planning Act, resulting from the introduction of the Provincial Policy Statement, 2020, Bill 108-More Homes, More Choice Act, 2019, Bill 109-More Homes for Everyone Act, 2022, and Bill 23-More Homes Built Faster Act, 2022, as well as general housekeeping changes. The changes to the plan include:

Section	Proposed change
Section 1.4	Inclusion of a new land acknowledgement statement
Section 3.8	Inclusion of a new requirement to notify the Algonquins of Ontario of any artefacts encountered during development
Section 3.13	Inclusion of a new policy creating a setback from aggregate works
Section 3.18	Inclusion of new policies related to Additional Residential Units (Policies regarding Secondary Residential Units have been removed)
Section 5.2	Inclusion of a new policy regarding Communal Services
Section 6.3.1	Ability to delegate authority for minor zoning by-law changes
Section 6.3.2	Ability to delegate authority for removal of holding provisions
Section 6.3.3	Ability to delegate authority for temporary use
Section 6.4	Updated limitations of site plan control
Section 6.10	Requirement for pre-consultation
various	Updating the requirement for site plan control to 10 residential units or greater
various	Updated wording to clarify wording and correct grammatical errors
various	Updated names of ministries and acts, dates

## 7. **Town of Deep River Official Plan Amendment Number 5 (OPA 5)**

The County of Renfrew provided approval for the Town of Deep River's adopted OPA 5, which was an amendment to modify the text and map schedule of the Deep River Official Plan to add the "Deep River West End Secondary Plan." The Deep River West End Secondary Plan will provide additional policies that any future development within the West End Secondary Plan area will have to comply with, in addition to the policies of the Official Plan. The goal of the plan is to provide a policy framework that guides development and provides opportunities for new investment within the Town while remaining conscious and sensitive to the existing community, natural environment, and existing recreation amenities.

## 8. **Granite Village – Subdivision Approval**

On September 26, 2023, draft approval was issued for two subdivisions on the east and west side of Norton Road in the Township of Greater Madawaska. These two subdivisions will create 52 lots and will include blocks for stormwater management and parkland. The developer will have three years to satisfy the conditions of approval.

## 9. **Digital Raster Acquisition Project Eastern Ontario (DRAPE) 2024**

County of Renfrew staff attended a kick-off meeting to participate and acquire updated DRAPE (Digital Raster Acquisition Project Eastern Ontario) air photography. This project,

led by the Ontario Ministry of Natural Resources and Forestry is a collaborative funding partnership to acquire air photography for Eastern Ontario. The County of Renfrew has historically participated in this project and has acquired air photos since 2008. The air photography acquired by the County is available to be viewed internally by both the County and local municipalities using the Enterprise ESRI GIS software. The imagery for 2014 and 2020 is also made available to be used/viewed by the general public on the County GIS website. The imagery has been used to support programs and services at both the County and local level including emergency response, planning, economic development, forestry, and public works.

A detailed estimate for this project will not be available until December/January; however, it is estimated that the cost will be approximately \$5.50 a square kilometre for a total cost of approximately \$35,000. Staff will include an amount in the 2024 draft budget for consideration as accurately as we can anticipate.

#### 10. **Floodplain Hazard Mapping Project**

In August, the County of Renfrew awarded the Request for Proposal for Floodplain Hazard Mapping to Ahydtech Geomorphic, Guelph, Ontario. Staff continue to work with them towards the completion of phase one of the project. This first phase includes the following:

- i) Report 1: Hazard Identification Report
- ii) Report 2: Priority Setting Report
- iii) Report 3: Data Inventory and Gaps Assessment Report
- iv) Report 4: Priority Setting and Future Scope Report
- v) LiDAR Contour Creation

The awarded amount for the project is \$37,138. The County of Renfrew was successful in obtaining a grant for 50% of the cost, leaving an outstanding amount of \$18,569. The County proposed to cover 50% of that amount leaving \$9,284 to be received from local municipal/County contributions. Staff are proposing a contribution that is tied to the amount of shoreline along major rivers that would benefit from the floodplain mapping. The breakdown of the proposed cost for each municipality is as follows:

<b>Municipality</b>	<b>Percentage of Shoreline</b>	<b>Phase One Cost (\$37,138 - \$27,854) = \$9,284</b>
Admaston/Bromley	5.14%	\$477.00
Algonquins of Pikwakanagan	0.88%	\$81.89
Arnprior	2.01%	\$186.76
Bonnechere Valley	7.77%	\$721.10
Horton	8.54%	\$793.17

<b>Municipality</b>	<b>Percentage of Shoreline</b>	<b>Phase One Cost (\$37,138 - \$27,854) = \$9,284</b>
Killaloe, Hagarty and Richards	7.63%	\$708.73
Laurentian Valley	3.42%	\$317.35
McNab/Braeside	8.48%	\$787.68
North Algona Wilberforce	9.76%	\$905.70
Pembroke	1.76%	\$163.39
Petawawa	9.58%	\$889.60
Renfrew	1.43%	\$132.95
Whitewater Region	33.60%	\$3,118.68
<b>Totals</b>	<b>100.00%</b>	<b>\$9,284.00</b>

At this time, the majority of local municipalities have indicated support and have agreed to the proposed cost sharing. The following have either not responded or declined to participate: the Township of Killaloe, Hagarty and Richards and the Algonquins of Pikwakanagan. The total remaining amount to be funded due to the non-participation of these municipalities is \$790.62.

Staff will continue to work with the local municipalities for the additional costs.

## **RESOLUTIONS**

### **11. Rural Ontario Municipal Association (ROMA) Conference**

#### **RESOLUTION NO. DP-CC-23-10-115**

Moved by Chair

Seconded by Committee

THAT County Council approve the delegation requests at the 2024 Rural Ontario Municipal Association (ROMA) Annual Conference with the Ministry of Municipal Affairs and Housing to discuss additional funding opportunities with regards to proposed solutions to housing, including the modular seniors village project and proposed Habitat for Humanity partnership and with the Ministry of Tourism, Culture and Sport to advocate for a more accurate funding model and provide support as necessary for Ontario's Highlands Tourism Organization partners, which include the counties of Renfrew, Haliburton, Lanark, Frontenac, Hastings, and Lennox and Addington; AND FURTHER THAT the Chair of the Standing Committee, along with the Warden, be designated to attend the delegations.

#### **Background**

The Rural Ontario Municipal Association Conference is scheduled for Sunday, January 21 - Tuesday, January 23, 2024, to be held at the Sheraton Centre Hotel - 123 Queen Street West, Toronto.

Staff are looking to lobby the Ministry of Municipal Affairs and Housing (Associate Minister of Housing Rob Flack) to discuss and propose solutions to housing, including the proposed modular seniors village project in Renfrew and proposed Habitat for Humanity partnership.

Staff further would like an opportunity to present and advocate with the Ministry of Tourism, Culture and Sport (Minister Neil Lumsden) for a more accurate funding model for Ontario's Highlands Tourism Organization partners, which include the counties of Renfrew, Haliburton, Lanark, Frontenac, Hastings, and Lennox and Addington and provide support as necessary.

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

Department of Development &  
Property



9 INTERNATIONAL DRIVE  
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May 27, 2021

Kate Pitt

Submitted via email to [ESAREg@ontario.ca](mailto:ESAREg@ontario.ca)

**Re: ERO 019-3524 The Committee on the Status of Species at Risk in Ontario's Annual Report on Species Assessments**

Emerald Ash Borer (EAB), an invasive wood-boring beetle that attacks all species of ash, has arrived in Renfrew County, but has not yet spread throughout. First recorded in the County in 2013, EAB impacts can be seen in towns such as Arnprior and Renfrew, along the south part of Highway 17 and recently along Highway 60 as far as Deacon. However, evidence of ash decline due to EAB has not been observed in many forest settings in Renfrew County, and ash persists in swale and lowland ecosystems and as a minor component of many stands, as seedlings, saplings and mature trees. Black ash is a common species in Renfrew County, and is abundant in roadside ditches, low-lying areas and surrounding water features.

The Committee on the Status of Species at Risk in Ontario (COSSARO) assessed and classified Black Ash (*Fraxinus nigra*) as endangered in its 2019-2020 annual report. Upon listing under the Endangered Species Act (ESA), species that are classified as endangered or threatened are automatically protected from being killed, harmed or harassed. These protection measures also extend to the species' habitat plus include prohibitions on the possession, transportation, purchase and sale of endangered or threatened species. This decision has the potential to have detrimental implications for forestry, trails, public works and development in Renfrew County.

The County of Renfrew will be impacted by Black Ash being listed as Endangered under the ESA:

- **On Renfrew County Forests:**

- Black Ash is rarely targeted as a tree to harvest, because although abundant, it is not often merchantable, generally occurs in difficult to access areas, and is not a commercially in-demand species. However, it is rare that there would *not* be incidental felling or knocking over of ash to make a skid trail, brush or build a road, or when harvesting adjacent to water or wet areas of concern.
- Only about 90 hectares of forest is identified in the Renfrew County Forest inventory with Black Ash as greater than 40% of species composition, but it very commonly occurs as a minor component, which has greater implications. It is impossible to avoid ash in the overstory and as regeneration during regular forest management activities.
- Because of the impending mortality of ash as EAB spreads, if it does occur as a merchantable tree in managed areas, it is preferentially removed (but not eliminated) to encourage regeneration of other species. If it must remain standing or be assessed before felling to meet ESA requirements, these proactive management activities would likely halt and forest diversity and resilience would be negatively impacted. There are also significant potential economic

implications of creating more reserves from harvesting and bypassing areas where Black Ash is present.

- Listing under the ESA will directly contradict the MNRF-supported “Preparing for Emerald Ash Borer, a Landowners Guide to Managing Ash Forests”, published in 2012 to provide advice for landowners to diversify and preserve ash-dominated forests prior to EAB-induced mortality. If these forests are allowed to succumb to EAB-induced mortality without proper management, the resulting drastic reduction in forest canopy will lead to forest and treed wetland loss through changes in water tables, flooding, and the proliferation of invasive species.
- **On County Roads and Trails:**
  - Black Ash is common and abundant in road and trail ditches, which are subject to frequent brushing for safety and maintenance.
  - Death and decline due to EAB has led to necessary removal of ash along public roadways and in semi-urban environments and parks, as a matter of public safety. If it became necessary to go through an assessment process similar to Butternut to do this work, the workload and cost would be stifling. If the dead or dying trees are left uncut because of process, trails would have to be closed as a matter of public safety.
- **In Development of Private Land:**
  - Many rural lots have low areas that provide excellent habitat to Black Ash. During building and development, it is inevitable that some of this area needs to be filled or cleared. Requiring a permit or overall benefit under the ESA would be detrimental to the now-increasing demand for severances, building and expansion on rural land.

Protecting Black Ash from being harmed, killed or harassed during forestry, roads or development will not protect the trees from EAB. On the contrary, listing Black Ash as endangered will inevitably lead to its pre-emptive removal on private land to avoid future persecution, reduce the ability to manage forests for resilience against EAB and other invasive species, and will lead to increased human safety hazards because of hesitancy or inability to meet ESA requirements for removal of EAB affected ash. Putting an “assessor”-type system in place similar to Butternut would be unachievable on the scale that ash exists.

Our advice would be to *not* list Black Ash as an endangered species, as it is unclear how this designation will help the species recover, whereas it is known that the impact to many sectors and industries would be great in areas where EAB is not yet fully established and Black Ash is common. A better use of resources that would be necessary for policing, evaluating and permitting for inevitable Black Ash removal would be the expedition of parasitic wasp trials for biocontrol of EAB.

Please do not hesitate to contact us for further information.

Sincerely,



Lacey Rose, RPF

County Forester, County of Renfrew

[lrose@countyofrenfrew.on.ca](mailto:lrose@countyofrenfrew.on.ca)

613-602-1911



Department of Development &  
Property



9 INTERNATIONAL DRIVE  
PEMBROKE, ON, CANADA  
K8A 6W5  
613-735-3204  
FAX: 613-735-2081  
[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

Public Input Coordinator  
Species at Risk Branch  
Ministry of Environment, Conservation and Parks  
300 Water Street  
5th Floor, North Tower  
Peterborough, ON  
K9J 8M5

November 3, 2021

Submitted online via the Environmental Registry of Ontario

**Re: ERO 019-4278 Minister's Order for temporary suspension of protection upon the listing of Black Ash under the Endangered Species Act**

To Whom it May Concern,

Thank you for the opportunity to comment on ERO listing 019-4278, Minister's Order for temporary suspension of protection upon the listing of Black Ash under the Endangered Species Act. The County of Renfrew strongly supports this proposal and encourages the Ministry of Environment, Conservation and Parks (MECP) to move forward with this temporary suspension.

Emerald Ash Borer (EAB), an invasive wood-boring beetle that attacks all species of ash, has arrived in Renfrew County, but has not yet spread throughout. First recorded in the County in 2013, EAB impacts can be seen in towns such as Arnprior and Renfrew, along the south part of Highway 17 and recently along Highway 60 as far as Deacon. However, evidence of ash decline due to EAB has not been observed in many forest settings in Renfrew County, and ash persists in swale and lowland ecosystems and as a minor component of many stands, as seedlings, saplings and mature trees. Black ash is a common species in Renfrew County, and is abundant in roadside ditches, low-lying areas and surrounding water features.

We continue to have concerns about this listing as a whole and encourage MECP to work with municipalities and the forest sector to evaluate the true status of black ash across the Province, and determine if listing the species will actually protect the species, or simply lead to economic and social consequences.

We ask that during this suspension, you consider how Black Ash being listed as Endangered under the ESA will impact the County of Renfrew, and others. For example:

- **On Renfrew County Forests:**
  - o Black Ash is rarely targeted as a tree to harvest, because although abundant, it is not often merchantable, generally occurs in difficult to access areas, and is not a commercially in-demand species. However, it is rare that there would *not* be incidental felling or knocking over of ash to

make a skid trail, brush or build a road, or when harvesting adjacent to water or wet areas of concern. It is impossible to avoid ash in the overstory and as regeneration during regular forest management activities.

- Because of the impending mortality of ash as EAB spreads, if it does occur as a merchantable tree in managed areas, it is preferentially removed (but not eliminated) to encourage regeneration of other species. If it must remain standing or be assessed before felling to meet ESA requirements, these proactive management activities would likely halt and forest diversity and resilience would be negatively impacted. There are also significant potential economic implications of creating more reserves from harvesting and bypassing areas where Black Ash is present.
- Listing under the ESA will directly contradict the MNRF-supported “Preparing for Emerald Ash Borer, a Landowners Guide to Managing Ash Forests”, published in 2012 to provide advice for landowners to diversify and preserve ash-dominated forests prior to EAB-induced mortality. If these forests are allowed to succumb to EAB-induced mortality without proper management, the resulting drastic reduction in forest canopy will lead to forest and treed wetland loss through changes in water tables, flooding, and the proliferation of invasive species.

- **On County Roads and Trails:**

- Black Ash is common and abundant in road and trail ditches, which are subject to frequent brushing for safety and maintenance.
- Death and decline due to EAB has led to necessary removal of ash along public roadways and in semi-urban environments and parks, as a matter of public safety. If it became necessary to go through an assessment process similar to Butternut to do this work, the workload and cost would be stifling. If the dead or dying trees are left uncut because of process, trails may have to be closed as a matter of public safety.

- **In Development of Private Land:**

- Many rural lots have low areas that provide excellent habitat to Black Ash. During building and development, it is inevitable that some of this area needs to be filled or cleared. Requiring a permit or overall benefit under the ESA would be detrimental to the now-increasing demand for severances, building and expansion on rural land.

Protecting Black Ash from being harmed, killed or harassed during forestry, roads or development will not protect the trees from EAB. On the contrary, listing Black Ash as endangered will inevitably lead to its pre-emptive removal on private land to avoid future persecution, reduce the ability to manage forests for resilience against EAB and other invasive species, and will lead to increased human safety hazards because of hesitancy or inability to meet ESA requirements for removal of EAB affected ash. Putting an “assessor”-type system in place similar to Butternut would be unachievable on the scale that ash exists.

Our advice would be to *not* list Black Ash as an endangered species, as it is unclear how this designation will help the species recover, whereas it is known that the impact to many sectors and industries would be great in areas where EAB is not yet fully established and Black Ash is common. A better use of resources that would be necessary for policing, evaluating and permitting for inevitable Black Ash removal would be the expedition of parasitic wasp trials for biocontrol of EAB.

The proposed temporary suspension of protection of black ash is necessary to allow all those affected by the listing, including the Ministry of Northern Development Mines, Natural Resources, and Forestry (MNDMNRF) to develop appropriate and comprehensive management actions should the listing stand. It is imperative that government use this time to plan for the future of black ash in Ontario, beyond simply listing the species. How protections will be implemented, what protections will be implemented, and what the measures will be determining the success of these protections all need to be considered and shared with municipalities, the public and the forest sector well in advance of the end of the two-year temporary suspension, to ensure unintended consequences are avoided.

It is critical that this proposed Minister's Order be implemented, but it is even more important that this time be used to seriously evaluate the impacts of Black Ash being listed as Endangered – will there be a positive outcome for the species, or only negative impacts on forestry, infrastructure and development?

Please do not hesitate to contact us for further information.

Sincerely,



Lacey Rose, RPF

County Forester, County of Renfrew

[lrose@countyofrenfrew.on.ca](mailto:lrose@countyofrenfrew.on.ca)

613-602-1911

Department of Development &  
Property



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September 29, 2022

Public Input Coordinator  
Species at Risk Branch  
Ministry of Environment, Conservation and Parks  
300 Water Street  
5th Floor, North Tower  
Peterborough, ON K9J 8M5

**Re: ERO 019-5595 Finalizing recovery strategies for five species at risk and initiating pre-consultation on government response statements**

To Whom it May Concern,

Thank you for the opportunity to provide input on ERO listing 019-5595, Finalizing recovery strategies for five species at risk and initiating pre-consultation on government response statements, specifically as it relates to black ash. The County of Renfrew has reviewed the black ash (*Fraxinus nigra*) Ontario Recovery Strategy (2022) and has the following concerns.

If the report is correct that there are 83 million black ash in Ontario, and every one receives 28m radial protection, up to 20% of Ontario's total geographic area could become regulated habitat. Obviously, this is an oversimplification as there would be some crown overlap. However, even something near this level of regulated habitat would have a serious socioeconomic impact on many sectors and activities, including forest management, road maintenance and construction, and development in our communities. Identifying, assessing and protecting every black ash tree would be an unreasonable task, that would result in vast areas of forest being unavailable for forest management, and significant delays in public works and planning duties, without a positive result for black ash as a species.

Although Emerald Ash Borer (EAB) is now present throughout a significant portion of Renfrew County, there are vast forest areas which are not yet affected. Black ash is a common species in Renfrew County, and is abundant in roadside ditches, low-lying areas and surrounding water features. It is also present in the understory and as abundant seedlings, covering the forest floor of many stands near wet areas, and sometimes as a scattered species in upland areas. The effort, expertise and time investment to locate, assess and protect each one of these individuals would be a barrier to management of many areas.

We continue to have concerns about this listing as a whole and encourage MECP to work with municipalities and the forest sector to evaluate the true status of black ash across the Province, and determine if listing the species will actually protect the species, or simply lead to economic and social consequences.

We ask that you consider how black ash being listed and protected as Endangered under the ESA will impact the County of Renfrew, and others. For example:

- **On Renfrew County Forests:**

- Black ash is rarely targeted as a tree to harvest, because although abundant, it is not often merchantable, generally occurs in difficult to access areas, and is not a commercially in-demand species. However, it is rare that there would *not* be incidental felling or knocking over of ash to make a skid trail, brush or build a road, or when harvesting adjacent to water or wet areas of concern. It is impossible to avoid ash in the overstory and as regeneration during regular forest management activities. The effort, expertise and time investment to locate, assess and protect each one of these individuals would be a barrier to management of many areas, and remove significant areas from the managed forest landbase.
- Forest management guidelines and standards have continually evolved and improved with science over time. The [most recent recommendations](#) for protection of water and wetlands in Ontario's forests recognize that placing a no-management buffer surrounding these features is not natural nor in the best interest of many species that rely on shoreline habitat. Placing a 28m radial reserve on wetlands containing black ash, or ash-adjacent would cause a regression of this improvement of careful forest management activities, aimed at creating habitat more closely resembling natural disturbances.
- Because of the impending mortality of ash as EAB spreads, if it does occur as a merchantable tree in managed areas, it is preferentially removed (but not eliminated) to encourage regeneration of other species. If it must remain standing, be protected or assessed before felling to meet ESA requirements, these proactive management activities would likely halt and forest diversity and resilience would be negatively impacted.
- Listing under the ESA will directly contradict the MNRF-supported "Preparing for Emerald Ash Borer, a Landowner's Guide to Managing Ash Forests", published in 2012 to provide advice for landowners to diversify and preserve ash-dominated forests prior to EAB-induced mortality. If these forests are allowed to succumb to EAB-induced mortality without proper management, the resulting drastic reduction in forest canopy will lead to forest and treed wetland loss through changes in water tables, flooding, and the proliferation of invasive species.

- **On County Roads and Trails:**

- Black ash is common and abundant in road and trail ditches, which are subject to frequent brushing for safety and maintenance. Having to survey, assess, protect or obtain permits if black ash is present would be unachievable under the current budget and capacity of municipal public works departments.
- Death and decline due to EAB has led to necessary removal of ash along public roadways and in semi-urban environments and parks, as a matter of public safety. If it became necessary to go through an assessment process similar to butternut to do this work, the workload and cost would be stifling. If the dead or dying trees are left uncut because of process, trails and parks may have to be closed as a matter of public safety.

- **In Development of Private Land:**

- Many rural lots have low areas that provide excellent habitat to black ash. During building and development, it is inevitable that some of this area needs to be filled or cleared. Requiring a

permit or overall benefit under the ESA would be detrimental to the now-increasing demand for severances, building and expansion on rural land.

Protecting black ash from being harmed, killed or harassed during forestry, roads or development will not protect the trees from EAB. On the contrary, listing black ash as endangered will inevitably lead to its pre-emptive removal on private land to avoid future persecution, reduce the ability to manage forests for resilience against EAB and other invasive species, and will lead to increased human safety hazards because of hesitancy or inability to meet ESA requirements for removal of EAB affected ash. Putting an “assessor”-type system in place similar to butternut would be unachievable on the scale that ash exists.

If black ash must remain listed as endangered, our advice would be to protect black ash in parks and protected areas as a seed reserve and identify a defined number (the report suggests 15) black ash per ecodistrict for protection and seed collection. These specimens should be identified before protection measures come into effect and not rely on assessments of all black ash trees, as has been done with butternut. It is unclear how creating a regulated habitat surrounding each individual black ash or wetland containing black ash will help the species recover, whereas it is known that the impact to many sectors and industries would be great. A better use of resources that would be necessary for policing, evaluating and permitting for inevitable black ash removal would be the expedition of parasitic wasp trials for biocontrol of EAB.

While we appreciate and applaud that the Recovery Strategy identified forestry as a “low-impact threat” to black ash, we ask that you consider the threat that the recommended habitat regulation would be to forestry, road and trail maintenance and rural development in Ontario.

Please do not hesitate to contact us for further information.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Lacey Rose', is positioned above the printed name.

Lacey Rose, RPF

County Forester, County of Renfrew

[lrose@countyofrenfrew.on.ca](mailto:lrose@countyofrenfrew.on.ca)

613-602-1911

October 25, 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. Municipal Shared Services Meeting**

On Thursday, October 5, 2023, senior staff from many of the lower tier municipalities met to discuss shared service opportunities. Attached as Appendix I was a slide deck presented by the County of Renfrew CAO/Clerk to initiate the roundtable discussion. The County of Renfrew is experiencing ongoing challenges with respect to recruitment and retention, resource capacity, the pace of information and it is not alone; the same challenges are being felt in the local municipalities. In an effort to determine shared synergies, this meeting was facilitated at the County of Renfrew offices as an adjunct to a municipal treasurers meeting being held on the same day. This meeting aimed to discuss the progress, challenges, and future prospects of shared services within our municipalities, and provided a valuable platform for collaboration and information sharing. While challenges exist, there is a strong commitment to overcoming them and continuing to reap the benefits of shared services for our municipality. The group has committed to meeting regularly to discuss opportunities, and we look forward to your guidance and support in implementing the recommendations that will be forthcoming.

### **2. Watson & Associates – Development Charges**

Mr. Byron Tan, Manager Municipal Finance, Watson & Associates, Economists Ltd. provided an overview of the Development Charges Study for the County of Renfrew at the August meetings of the Finance and Administration Committee and County Council.

At the August 30, 2023 session of County Council, staff were requested to distribute a copy of this study to each municipality, along with an invitation for them to submit any questions they may have by 4:00 p.m. on Friday, September 8, 2023. Many municipalities indicated that they had yet to meet with their Council to discuss Development Charges, and given the importance of this issue, County staff deferred this Development Charges Question/Answer Summary until the October Finance and Administration Committee meeting to allow adequate time for all municipalities to provide their input.

Accordingly, attached as Appendix II is a document summarizing question, comments and points for consideration, as well as the resulting responses from Watson & Associates. This document is presented as an information item at our October Committee and County Council meetings, with staff seeking Council direction at a future meeting.

3. **2024 Budget**

Following the approval of the 2024 Budget Schedule at the September session of County Council, Corporate Services staff have now initiated the 2024 Budget process and are establishing meeting dates with each department throughout the months of October and November to develop their 2024 budgets. Provisions will also be made for the outcome of the Special Meeting of County Council on November 9, 2023 to discuss the Asset Management Plan and resulting pressures to the Long-Term Financial Plan. Each Committee will review the detailed budget in January prior to the Consolidated Budget Workshop.

4. **Fall Tax Policy Work Group/RCCTA Finance Sub-Committee Meeting**

The Finance Division held a Tax Policy Working Group/RCCTA Finance Sub-Committee meeting on Thursday, October 5, 2023, at 10:30 a.m. and all the local municipal treasurers were invited to attend. Common issues discussed included 2024 budget challenges, asset management plans – policy changes, asset retirement obligations, optional small on-farm business subclass and a brief discussion on development charges.

5. **Municipal Benefits Committee**

The Municipal Benefits Committee (MBC) met with our benefits consultants, Cowan Insurance, on September 27, 2023 to review disability cases and is set to meet in late October to review the 2024 Manulife renewal documents. The renewal period for these services is January 1, 2024 – December 31, 2024. By-laws will be brought forward at our November meeting for renewal of the Manulife and Cowan agreements. Anne-Marie Nevins, Principal Consultant - Employee Benefits, Cowan Benefits Group attended our October Committee meeting to present information on the Municipal Benefits Committee (MBC), which is attached as Appendix III.

The use of a shared benefits policy amongst the MBC contributes to Strategic Plan Goal #4, Shared Services and resources, and part of the identified actions to achieve the objectives in 2023.



6. **2023 Service Awards Recipients and Retirees**

As a result of the COVID-19 Pandemic, the County of Renfrew has not been hosting our annual employee service awards recognition dinner but staff were still recognized for their valuable service to the County of Renfrew. In 2022, a survey of staff was completed by over 200 individuals to determine if this event should continue and/or what our service awards should look like in the future. In October 2022, our Committee noted the importance and value of continuing with an event to recognize staff and retirees for all their hard work and dedication to the County of Renfrew and advised that they would like to see this continue.

As a result, the County of Renfrew will be introducing a different format for this year's County of Renfrew Service Awards and Staff Appreciation, which is taking place on Thursday, November 30, 2023 at 7:00 p.m. at Pembroke Festival Hall. Please join staff for an evening to celebrate County of Renfrew employee's career milestones, retirees and an incredible bunch of employees and enjoy some music and laughs. Doors open at 6:30 p.m. and Hors D'oeuvres and refreshments will be served. We hope everyone enjoys this new venue and format. Attached as Appendix IV is the detailed poster of this event.

This year we will be recognizing 61 service award recipients who have attained 10 to 40 years of service, as well as 16 retirees. Attached as Appendix V is the 2023 list of Service Awards Recipients and Retirees.

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

**RESOLUTIONS**

7. **Rural Ontario Municipal Association (ROMA) Conference**

**RESOLUTION NO. FA-CC-23-10-87**

Moved by Chair

Seconded by Committee

THAT County Council approve a delegation request at the 2024 Rural Ontario Municipal Association (ROMA) Annual Conference with the Minister of Municipal Affairs and Housing, and/or the Minister of Finance to discuss additional funding opportunities with regards to continuous improvements and modernization (i.e. the Municipal Modernization Fund), building on the success of previous funding streams; AND FURTHER THAT the Chair of the Standing Committee, along with the Warden, be designated to attend the delegation.

## **Background**

The Rural Ontario Municipal Association Conference is scheduled for Sunday, January 21 - Tuesday, January 23, 2024 to be held at the Sheraton Centre Hotel - 123 Queen Street West, Toronto.

The 2024 Conference, themed, Closer to Home, will provide rural municipal leaders the opportunity to address policy issues, funding concerns, and to meet directly with Provincial Ministers on local issues. Over 1,500 municipal colleagues, provincial and federal elected officials and senior staff are anticipated to be in attendance at this much anticipated event. As in the past, it is expected that the Conference will have all of the critical rural municipal issues front and centre, with excellent opportunities to be engaged, learn, network and bring innovative solutions back to our community.

The County of Renfrew was successful and made excellent use of the first rounds of the Municipal Modernization Fund. Throughout all three streams, staff were able to complete a Service Delivery Review of the organization, a Planning Services Review, an IT and Digital Modernization strategy, amongst other efforts. Staff would like to continue with many of these projects and bring them to the next phases of development, but require funding, matching or otherwise, to assist us.

It is anticipated that the request(s) for delegations with Provincial Ministers will occur in mid-November. Throughout this past week, Standing Committees have discussed what issues and opportunities have arisen that require intervention or further conversation with our ministerial counterparts. The following is a list of proposed delegations:

- Solicitor General (Minister Michael Kerzner) – Providing an update and possible funding opportunities to align communication systems amongst emergency services (Fire, Paramedic Services, Police);
- Ministry of Municipal Affairs and Housing (Associate Minister of Housing Rob Flack) – Discussion and proposed solutions to housing, including the modular seniors' village project and proposed Habitat for Humanity partnership;
- Ministry of Municipal Affairs and Housing (Minister Rob Calandra) – Discussion regarding continued and sustainable funding for housing projects in areas outside of the designated urban areas, and to assist community housing Service Managers plan for growth and revitalization;
- Ministry of Health (Minister Sylvia Jones) – To showcase our mobile wellness hub proposal, and the need for specific pilot project funding;
- Ministry of Infrastructure (Minister Kinga Surma) / Ministry of Transportation (Minister Prabmeet Singh Sarkaria) – A discussion and proposal for an interim solution with regards to Highway 17 widening and traffic calming beyond Renfrew; and
- Ministry of Tourism, Culture and Sport (Minister Neil Lumsden) - To advocate for a more accurate funding model and provide support as necessary for Ontario's Highlands Tourism Organization partners, which include the counties of Renfrew, Haliburton, Lanark, Frontenac, Hastings, and Lennox and Addington.

## BY-LAWS

### 8. By-law to Appoint a Treasurer

#### RESOLUTION NO. FA-CC-23-10-88

Moved by Chair

Seconded by Committee

THAT County Council approve Daniel Burke be appointed as the Acting Treasurer for the County of Renfrew effective November 20, 2023; AND FURTHER THAT the necessary by-law be adopted.

#### Background

With the departure of Jeffrey Foss, Director of Corporate Services/Treasurer, it is prudent to appoint Daniel Burke, Finance Manager, as Acting Treasurer effective November 20, 2023.

### 9. Tangible Capital Asset (TCA) Policy Changes

#### RESOLUTION NO. FA-CC-23-10-90

Moved by Chair

Seconded by Committee

THAT County Council approve the amended Corporate Policy for Tangible Capital Assets FIN-07 Asset Retirement Obligations; AND FURTHER THAT a By-law to amend By-law 4-08, being a By-law to establish Corporate Policies and Procedures for Tangible Capital Assets for the County of Renfrew be adopted.

#### Background

Effective for the year ending December 31, 2023, under Public Sector Accounting Standard 3280, municipalities must account for Asset Retirement Obligations (ARO's). The work to meet this new accounting standard is well under way by staff and they foresee no difficulties in complying with this required obligation. As part of the work plan, staff are bringing a new asset retirement obligation policy forward for approval. Staff would like to thank Peterborough County for providing their asset retirement obligation policy as a template. Attached as Appendix VI is the new Corporate Policy for Tangible Capital Assets FIN-07 Asset Retirement Obligations.

#### Asset retirement obligations: implementation milestones

PHASE 1
<b>Step 1:</b> 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.
<b>Step 2:</b> 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.
<b>Milestone – KPMG Audit Team review of PS3280 policy, asset listings, and in-scope assets</b>
PHASE 2
<b>Step 3:</b> 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.
<b>Milestone – KPMG Audit Team review of measurement methodology and range of estimates</b>
<b>Step 4:</b> 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.
<b>Milestone – KPMG Audit Team review of working papers and template financial statements</b>

10. **Employment By-law #1**

**RESOLUTION NO. FA-CC-23-10-91**

Moved by Chair

Seconded by Committee

THAT County Council approve the following changes to Employment By-law #1 effective October 1, 2023:

1. Change to the Student Wage from \$14.60 to \$15.60 (for students under 18; and
  2. Change from \$15.50 to \$16.55 (for students 18 and over) as outlined in Schedule "A";
- AND FURTHER THAT the revised Employment By-law # 1 be adopted.

**Background**

The Government of Ontario announced that starting October 1, 2023, the general minimum wage would increase as Ontario continues to work for its workers. Attached as Appendix VII is the News Release. This 6.8 percent pay raise for low-income workers builds on the government's steady and predictable increases every year to help families offset the rising cost of living. A summary of the proposed changes to Employment By-law #1 are as follows:

a) Student Wages

On October 1, 2023, the Ontario minimum wage increased, therefore the County of Renfrew student wages are established as follows:

- Students over the age of 18 are paid at the Province of Ontario general minimum wage, equalling \$16.55 per hour.
- Students under the age of 18 are paid at the Province of Ontario student minimum wage, equalling \$15.60 per hour.

11. **Corporate Policies and Procedures – Human Resources Policy Changes**

**RESOLUTION NO. FA-CC-23-10-92**

Moved by Chair

Seconded by Committee

THAT County Council approve the following amended Corporate Policies:

- a) A-08 Criminal Record Check Policy for All Prospective County of Renfrew Volunteers and RCHC Contractors;
- b) A-12 Photograph Identification for Employees;
- c) A-13 Termination and Resignation;
- d) A-14 Retirement and Early Retirement;
- e) A-15 Code of Ethical Conduct;
- f) A-18 Personal Use of Social Networking;
- g) B-02 Promotion;
- h) B-03 Establishment of New Positions;
- i) B-07 Payroll;
- j) B-08 Uniform and Safety Footwear Allowance;
- k) E-01 Hours of Work and Overtime; and
- l) E-04 Vacation effective January 1, 2024;

AND FURTHER THAT a By-law to amend By-law 63-03, being a By-law to establish Human Resources Corporate Policies and Procedures for the County of Renfrew be adopted.

### **Background**

Attached as Appendix VIII are the following policies:

- a) **A-08 Criminal Record Check Policy for All Prospective County of Renfrew Volunteers and RCHC Contractors**  
Formatted to the new accessible template and updated this policy to align with the changes made to Policy A-07 Criminal Record Check for Prospective Employees.
- b) **A-12 Photograph Identification for Employees**  
Formatted to the new accessible template and updated this policy to bring in line with actual County of Renfrew practices.
- c) **A-13 Termination and Resignation**  
Formatted to the new accessible template and updated this policy's definitions, and content to match actual County of Renfrew practices.
- d) **A-14 Retirement and Early Retirement**  
Formatted to the new accessible template and updated this policy's retirement gift section to reflect removal of awards dinner and match actual County of Renfrew practices.
- e) **A-15 Code of Ethical Conduct**  
Formatted to the new accessible template and updated this policy to add definition of conflict of interest, remove preamble, and update enforcement section.
- f) **A-18 Personal Use of Social Networking**  
Formatted to new accessible template and added definitions for clarity to this policy.
- g) **B-02 Promotion**  
Formatted to new accessible template and clarified the process for promotion for this policy.
- h) **B-03 Establishment of New Positions**  
Formatted to new accessible template and updated the language within this policy to reflect the actual practice and to reflect title changes of positions referenced in the policy.
- i) **B-07 Payroll**  
Formatted to new accessible template and updated this policy to reflect the actual County of Renfrew practice.

j) **B-08 Uniform and Safety Footwear Allowance**

Formatted to new accessible template and removed the collective agreement reference as policy coverage is limited to non-union employees only.

k) **E-01 Hours of Work and Overtime**

Formatted to new accessible template and updated this policy to include the addition of two weeks of paid time for Directors in lieu of over-time, consistent with the practices of other eastern Ontario municipalities.

l) **E-04 Vacation**

Formatted to new accessible template and updated this policy to clarify that this is for non-union staff only and to adjust the 11 to 14 years of service to include one additional vacation day per year of service during this time period.

These policies contribute to Strategic Plan Goal #2, Workforce Development, and part of the identified actions to achieve the objectives in 2023.

All of which is respectfully submitted.

Jennifer Murphy, Chair

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



# Unlocking Efficiency and Savings: Municipal Shared Services

**A Strategic Approach for Enhanced Service Delivery**

**October 5, 2023**

# Agenda

1. Introduction to Municipal Shared Services
2. Benefits of Municipal Shared Services
3. Successful Examples of Shared Services
4. Examples of Shared Services – Future State
5. Implementation Framework
6. Funding and Resources
7. Overcoming Challenges
8. Conclusion and Next Steps
9. Q&A





# Introduction to Municipal Shared Services

## **Definition**

Municipal shared services involve multiple municipalities collaborating to jointly provide services to their communities.

## **Purpose**

Enhancing efficiency, reducing costs, and improving service quality.

## **Importance**

Addressing resource constraints, optimizing resource utilization.

# Benefits of Municipal Shared Services

1. Cost Savings:
  - Economies of scale: Combining resources and operations can lead to cost savings through bulk purchasing, reduced overhead, and more efficient resource allocation.
  - Cost consolidation: Shared services eliminate redundancy and reduce the need for duplicate staff, facilities, and technology, leading to lower operating costs.
2. Improved Efficiency:
  - Standardization: Shared services often involve standardizing processes and procedures, leading to greater efficiency and consistency in operations.
  - Specialization: Centralized teams can develop specialized expertise in their respective functions, leading to improved performance.
3. Focus on Core Business Activities:
  - By outsourcing non-core functions to a shared service partner, municipalities can free up resources and time to focus on their core competencies and strategic objectives.
4. Enhanced Service Quality:
  - Specialized teams can provide better service quality and responsiveness because they have a deep understanding of their functions and can allocate resources more effectively.

# Benefits of Municipal Shared Services

5. Better Technology and Tools:
  - Investments in advanced technology and tools that individual municipalities might not be able to afford, leading to improved capabilities and productivity.
6. Greater Agility:
  - Shared services can adapt quickly to changing business needs and market conditions, as they are designed to be flexible and responsive.
7. Data Analytics and Reporting:
  - Centralized data management and reporting can provide valuable insights and analytics to support decision-making across the organization.
8. Risk Mitigation:
  - Shared services can implement best practices and compliance standards more consistently, reducing the risk of errors, fraud, and regulatory violations.
9. Talent Management:
  - Sharing of services / staffing can lead to better talent management, recruitment, and training, ensuring that all of the municipalities have the right skills in the right places.

# Benefits of Municipal Shared Services

## 10. Scalability:

- Shared services can easily be scaled up or down to accommodate changes in the municipality's size or needs, making it adaptable to growth or downsizing.

## 11. Benchmarking and Continuous Improvement:

- Centralized operations allow for benchmarking against other municipalities, facilitating continuous improvement efforts.

## 12. Transparency:

- Shared services often result in better visibility into costs and performance metrics, enabling better decision-making and accountability.

# Successful Examples of Shared Services

- Weed Inspection
- Trails and Trail maintenance
- By-law enforcement
- Human Resources
- Information Technology
- Planning
- Economic Development / Tourism
- Small Business Support
- GIS
- Purchasing / Procurement
- Public Works – inter-municipal snow removal agreements
- Government lobbying
- Grant writing / funding
- Health: VTAC, OHT, Health Unit
- Emergency Services – exercises, etc.
- AODA – and an Accessibility Advisory Committee
- RAAG Banking Group
- Finance – Tax Policy Working Group and RCCTA (information, policy, solution sharing)
- Cost shared programs with City of Pembroke: LTC, Ontario Works, Child Care, Housing, Paramedic, POA
- Municipal Insurance
  - HR - Municipal Benefits Committee – Cowan/Manulife group benefits
- Events (Ontario Winter Games, EXPO 150, Taste of the Valley, etc.)

# Examples of Shared Services

## Future State

- Building Officials
- Fire
- Legal services
- Housing - - information sharing, best practices, etc.
- Integrity Commissioner
- Community and Safety Well Being Plans
- Diversity, Equity and Inclusion Training
- Policies and procedures, health and safety coordination (falls under Human Resources)



# Implementation Framework

1. Needs Assessment: Identify areas where shared services can bring maximum benefits.
2. Governance Structure: Establish a governing body to oversee shared services.
  - Staffing – do we need a joint Shared Services lead position?
  - Shared Service Committee – Staff/Councils?
3. Service Agreements: Define roles, responsibilities, and service-level agreements.
4. Technology Integration: Ensure seamless information sharing and communication.
5. Performance Metrics: Set clear Key Performance Indicators to measure success.
6. Stakeholder Engagement: Involve all relevant stakeholders in the process.

# Funding and Resources

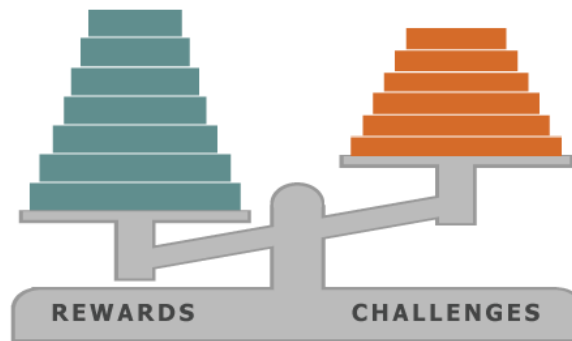
- Provincial grants and incentives
- Cost-sharing among participating municipalities
- Leveraging existing resources
- Public-private partnerships





# Overcoming Challenges

- Resistance to Change: Communicate benefits, involve key stakeholders.
- Legal and Regulatory Hurdles: Navigate legal frameworks, seek regulatory support.
- Cultural Differences: Promote a culture of collaboration and shared goals.
- Technical Integration: Invest in compatible systems and infrastructure.
- Governance and Decision-Making: Define clear decision-making processes.
- Data Privacy and Security: Establish robust data protection measures.



# Conclusion and Next Steps

Summarize key takeaways:

- Shared services can lead to substantial benefits.
- Collaboration is essential for success.
- Planning and governance are critical.

Next Steps:

- Assess your municipality's readiness.
- Identify potential areas for shared services.
- Explore collaboration opportunities.



# Thank You



## Q&A

Development Charges - County of Renfrew Summary	
ADMASTON / BROMLEY TOWNSHIP	
No submission received.	
ARNPRIOR, TOWN OF	
Question 1	Will the staff report from County staff outlining their analysis of all three options (county-wide charge, area-specific (corridor) charge, no charge) and the recommended option from County Staff be included on the September Finance & Administration Committee Meeting?
Q1 Answer	Watson has presented the draft analysis and options for Council's consideration. Staff are not making any recommendations but will follow Council's direction.
Question 2	In addition to managing the replacement of existing assets, planning for growth impacts is imperative for sustainable financial planning. Regardless of whether development charges are implemented, will the growth projects identified be added to the County's long-term capital plan at the next budget cycle?
Q2 Answer	Council will hold a special meeting on November 9, 2023 to receive an update on the County's asset condition ratings and Asset Management Plan. Council will decide how to fund the growth related projects and if developments charges are appropriate to finance this growth in Renfrew County.
Comment 1	The Town of Arnprior is a strong advocate for the implementation of Development Charges by the County of Renfrew.
Comment 2	Given the complexities of implementing development charges and/or the financial implications of not implementing development charges, it is important that members of County Council receive a full information report, with recommended options on how to proceed from County staff before making any decisions.
Comment 3	While we believe that a County-wide development charge may be the most effective, we would like to see County staff's analysis first on the three options and hopefully the County staff report will address some of the missing information, i.e., if an area-specific (corridor) development charge is implemented, how does the County plan to address growth projects outside these areas? Once the County staff report is available for circulation, we look forward to providing further feedback at that time.
Comment 4	While there may be some desire to wait for the completion of the county-wide Transportation Master Plan (TMP) to identify potential additional projects to populate the listing of development charge capital projects, waiting to implement a development charges by-law will delay the collection of development charges. Implementing a development charges by-law as soon as possible to capture the list of currently identified growth projects and begin the collecting of fees would be more advantageous. <b>Feedback Summary:</b> <ul style="list-style-type: none"><li>County Staff report with option analysis &amp; staff recommendation is needed.</li><li>Add growth projects to the County's capital plan at budget time.</li><li>Do not delay the implementation of development charges due to the Transportation Master Plan timing.</li></ul>
BONNECHERE VALLEY TOWNSHIP	
	Council is reviewing on September 19 and no other submission received.
Comment 1	There should be an option 3 – No Development Charges at this time.
Comment 2	Staff is concerned with timing and the economy as well as the administration of something new when we are already under staffing and resource pressures.
Comment 3	That being said if the 17 Corridor is interested. We would support that. We did not see Head Clara Maria on there (perhaps they do not have County Roads?). They are not in the proximity of the proposed projects for the corridor calculations. The list of corridor municipalities could be revised if requested.
BRUDENELL, LYNDOKH & RAGLAN TOWNSHIP	
Comment 1	Resolution# 2023-10-04-06 - THAT Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan does not support the County Development Charges within our Municipality.
Comment 2	Development Charges should be applicable in the development areas where the infrastructure in place would need to be addressed; more so in higher urban areas and the 17 corridors. These are the areas where subdivisions are more likely to occur thus needing the infrastructure in those areas to be expanded/upgraded or increased to accommodate the demand.
Comment 3	Development Charges being applied to our Township is an unfair burden to our rate payers as we do not anticipate a large volume of subdivisions impacting our infrastructure as other urban areas or main fairways such as Highway 17 and 417 will see.
Comment 4	At this point in time the stability of the economy has not yet recovered from COVID, interest rates are still climbing. Adding these costs to our residents and potential residents is unfair to the rural areas. Smaller Municipalities have a limited tax base and encourage new residents to move here and build new homes. Having these Development Charges will only discourage new buildings and hurt the local economy.

Development Charges - County of Renfrew Summary	
DEEP RIVER, TOWN OF	
No submission received.	
GREATER MADAWASKA TOWNSHIP	
Question 1	Question is regarding 508 and 511 (Calabogie and Lanark Road). Were these two roads considered when reviewing projects that should be in the DC study. DC's are intended to consider growth projects that may be projected in the next 10 years, therefore, these roads are more proactive growth consideration for the DC. As greater Madawaska continues to grow, this will be a concern with the narrow roads, and turns into Calabogie. Recognizing this will not be additions of lanes, could it be widening of roads, intersection reconstruction, such as the corner of lanark road and mill st. The narrow bridge crossing the dam on lanark road.
Q1 Answer	In November 2021 Council directed staff to survey all local municipalities to create a list of all growth related capital projects. The projects used by Watson for the DC study are based on that list.
Staff Comments:	Staff recognize the projects and needs outlined in the DC study. The projects outlined for Arnprior, Laurentian Valley, and Petawawa are for roads that should have been expanded in the past to meet to current growth. I can see the need in collecting now for growth funding that has not been collected to date, a bit more reactive and a great move towards collecting for growth.
HEAD CLARA & MARIA TOWNSHIP	
No submission received.	
HORTON TOWNSHIP	
No submission received.	
KILLALOE, HAGARTY & RICHARDS TOWNSHIP	
The following comments were provided by the Council of Killaloe, Hagarty & Richards:	Regular Council meeting is September 19th, comments will be provided after that. Staff reviewed the information presented in the County of Renfrew Development Charges – Council Workshop Meeting of August 30, 2023. Staff are of the opinion that there is not enough information to be able to provide comments specific to the intended policies and procedures the County is proposing to implement pertaining to development charges.
Question 1	What would be the revised calculations? And what information is being used for these calculations?
Q1 Answer	The DCs calculations provided are the maximum allowable amounts based on the Act. The County's policies could implement a DC amount that ranges from \$0 up to the maximum calculated values. Any reductions to the maximum calculated DC amounts will need to be recovered through the tax levy, which will impact all existing taxpayers.
Question 2	Are these development charges policies and procedures related to the Development Charges in Urban Areas corporate policies and procedures that were presented in 2021?
Q2 Answer	In 2021, staff were to directed to examine the proposed road projects in each lower tier municipality. This data collection was used to determine the required infrastructure works to support growth from new developments.
Question 3	As indicated on pages 38-40 what is the definition between County of Renfrew – 80% of County wide scenario and County of Renfrew – 100% of County wide scenario?
Q3 Answer	Under the Development Charges Act, Bill 23 introduced a mandatory phase-in requirement upon passage of a D.C. by-law. The phase-in of the approved D.C.s must start at: - 80% of its maximum amount in Year 1 - 85% in Year 2 - 90% in Year 3 - 95% in Year 4 - 100% in Year 5 The presentation illustrates what the D.C. will be at it's 100% calculated rate, but also depicts what the maximum allowable amount to be implemented in year 1 (80%).
Staff Comment 1	There are concerns with timing and the state in which the economy is at with constant rises in necessities such as food, gas, clothing, housing, etc.
Staff Comment 2	Who would be administering and collecting the development charges as we are already understaffed with limited resources.
Comment 2 Response	The Act requires the municipality that issues the building permits to collect the D.C.s
Staff Comment 3	We believe that there should be an option of “No Development Charges at this time” with the County finding alternate methods to support their infrastructure projects.
Staff Comment 4	At this time, based on the information known to us we do not believe the proposed development charges would benefit our municipality and ratepayers; however we are of the opinion that if the 17 Corridor is interested, we would support them.
LAURENTIAN HILLS, TOWN OF	
No submission received.	

Development Charges - County of Renfrew Summary	
LAURENTIAN VALLEY TOWNSHIP	
<b>The following are comments and/or questions submitted on behalf of the Township of Laurentian Valley</b>	<p>The following are comments and/or questions submitted on behalf of the Township of Laurentian Valley related to the County’s Development Charges being undertaken by Watson &amp; Associates. The Township of Laurentian Valley would like to thank the County for the opportunity to ask questions and provide input at this stage of the process.</p> <p>It should be noted that at this time the comments are provided for consideration in the preparation of the background study and are not to be interpreted as a specific municipal position on County Development Charges. The Township would recommend that after consideration of municipal comments and other County Council comments, it would be prudent for the County to review the final version of the preliminary draft report and any proposed draft by-law, specifically with the lower tier municipalities prior to the formal public consultation and prior to the County adopting any Development Charges By-law.</p> <p><b>The following are provided for consideration:</b></p>
<b>Comment 1</b>	<p><b>Approach to Calculations for Growth Forecasts</b></p> <p>During the presentation to Finance Committee on August 17, 2023, it was noted that projections for population growth and development trends were based on information provided by the County of Renfrew Planning Department. The Township is concerned that the Consultant did not also consult with lower tier Planning Departments as due to changing trends since the COVID pandemic, population and development growth that is being experienced is not based on past trends so having indicators of growth based on known future developments and pre-consultation on pending applications is critical information. The Township notes that while the County of Renfrew is the approval authority for certain types of planning approvals, not all planning approvals involve the County and therefore, the County Planning Department is not necessarily privy to all of the relevant information for the Consultant to use. Prior to finalizing the Background Report, the Consultant should consult with lower tier planning departments to gather information on pending and proposed developments, particularly commercial/industrial and multi-residential developments which do not require any upper tier planning approvals. As an example, in the Township of Laurentian Valley, commercial/industrial and multi-residential developments that only require site plan approval are not reviewed by the County Planning Department as the approval is delegated to the Township Planner by Township Council. The Consultant should be made aware that while the County provides lower tier planning services to some lower tier municipalities in addition to acting as the County planning approval, that other municipalities within the County have their own Planners instead that should be consulted for additional information.</p>
<b>Comment 2</b>	<p><b>Impact of County Development Charge on Housing Affordability</b></p> <p>Using either the County-wide DC or Corridor-specific DC, the preliminary maximum eligible charges presented for services related to a County Highway-Roads category, would result in a higher Development Charge for the residential categories than the maximum charge for in the Township including all categories currently applicable in the Township. There is a concern that the impact of an additional County Development Charge will have a negative impact on housing affordability in the Township. Further, should the Corridor-specific DC be applied this impact would be even greater.</p> <p>The Township also surrounds the City of Pembroke which would not be subject to the same County development charge, notwithstanding that a portion of the traffic using the County roads through the Township would be attributable to the City.</p>
<b>Comment 3</b>	<p><b>Average Level of Service Calculation</b></p> <p>There are a variety of approaches used across Ontario to calculate eligible development charges for roads projects. The approach to capital projects being based on the average expenditure level of service over the past 15 years is only one approach. Other approaches look at how many additional kilometres of each type of roadway have been added, including additional lanes/widenings that would be attributed to growth/increase in traffic volumes. Has any data been included in establishing the average level of service that reviews the increase in traffic volumes on County Roads and/or the increase in kilometres or lanes on County Roads as a metric to then apply to establish an average level of service for dollars per person?</p> <p>If a Corridor-specific DC is to be applied we would suggest that a calculation should look at what has been the average level of service expenditure within those areas in the past 15 years has been as the County-wide level of service should not be applied if the charge is being calculated as corridor-specific.</p>
<b>Comment 3 Response</b>	<p>The determination of the service standards over a past 15-years is a mandatory requirement under the Development Charges Act. This service standard is used to set a 'cap" on the maximum DCs a municipality can charge.</p> <p>With respect to the capital needs, County staff identified the proposed road projects through their evaluation of infrastructure upgrades required due to growth within the County. The County has not undertaken a recent transportation master plan or traffic study. Therefore, Watson worked with County staff to determine growth percentages for each project based on their scope of work. The proposed growth-related dollar amounts within the capital listing cannot exceed the service standard cap.</p>
<b>Comment 4</b>	<p><b>Approach to Capital Projects</b></p> <p>No information appears to have been included on what the specific growth-related road projects will be. This is of particular importance if a Corridor-specific charge is being applied then the capital works program should reflect what the specific growth related capital projects that the DCs are being collected for are, to ensure that they reflect expenditures on projects that are in the corridor-specific area.</p>

Development Charges - County of Renfrew Summary	
Comment 5	<p><b>More Detail Required on How Eligible Growth-Related Costs Calculated</b></p> <p>During the presentation to Finance Committee on August 17, 2023, it was noted by Byron Tan of Watson &amp; Associates that only about a 5% deduction was being considered towards the eligible growth related capital costs that would be attributed to traffic that was not from the corridor-area municipality with the corridor-specific approach. Additional detail is needed on how the allocation of growth related road works attributable to certain municipalities in the County is being calculated as the value appears too low in most situations. A more in-depth analysis is required of the eligible cost of the specific growth-related road projects.</p> <p>As previously noted, the Township surrounds the City of Pembroke and access to the City for people living outside of LV and working in the City or living in the City and working for major area employers such as Garrison Petawawa or CNL (both of which are outside of LV), results in many of those travelers using County roads located in the Township. Some examples of County Roads that would be used for traffic travelling through the Township, with neither an origin or destination in the Township include, but are not necessarily limited to: Pembroke Street West, Round Lake Road, TV Tower Road, Forest Lea Road, Drive-In Road, Greenwood Road, Doran Road and Woiito Station Road. Where the traffic growth is coming from, needs to be reviewed more closely when factored into the calculation of the eligible net growth-related capital costs that can be attributed to the Township if a corridor-approach is used.</p> <p>Access to the Province of Quebec is also provided through the Township via Provincial Highway 148 which connects to Greenwood Road, a County Road. A portion of this traffic is between Quebec and Highway 17 that connects by using Greenwood Road. The impact of this traffic also has considerations for both the use of the corridor-approach and the County-wide approach.</p> <p>It is noted that the Township and City are in the process of completing a joint Transportation Master Plan for East-West traffic which may provide some supplementary data when available on destination and origin traffic for the area covered by the Study. It is also noted that the County is also in the process of completing a Transportation Master Plan that may provide some data on traffic to provide a better basis for estimating what traffic is attributable to the growth in the communities particular County roads traverse.</p>
Comment 6	<p><b>Implementation and Collection of DCs</b></p> <p>What is the intended approach for the County for collection of development charges? Lower tier municipal resources are already stretched and with the added complexity recent changes to the Development Charges Act have brought into effect and also contemplate with regard to reductions related to affordable and attainable housing, what is the proposed approach that will minimize the burden on lower tier staff?</p>
Comment 6 Response	The Act requires the municipality that issues the building permits to collect the D.C.s
MADAWASKA VALLEY TOWNSHIP	
The following comments were provided by the Staff of Madawaska Valley - September 13, 2023:	<p>Scheduled to be reviewed at the Regular Council Meeting for Madawaska Valley- September 19, 2023, and further comments may be forwarded after this meeting on the following options presented to date:</p> <p>Scenario 1- County-Wide D.C.</p> <p>Scenario 2- Corridor-Area Specific D.C.</p>
Comment 1	Add Scenario 3 - Not implementing DC Charges at this time.
Comment 2	<p>Madawaska Valley Twp as a lower tier municipality retained the services of Watson &amp; Associates in 2022 for a local D.C. study and it was deemed to be too financially restrictive for our residents.</p> <p>As a lower tier we qualify for more of the D.C. eligible services water/wastewater-library, fire, roads, etc.</p>
Comment 3	A County Wide D.C. removes revenue options in the future for lower tiers who may want to implement local D.C.
Comment 4	Considering the local /regional issues with housing, staffing, interest rates and the economy, the Council decided not to implement a D.C. locally at this time and this position likewise applies to a County charge.
Comment 5	It would be difficult to justify to our residents that the Council listened to their residents and now the County could, if Scenario 1 is selected, add a charge deemed to be too high.
Comment 6	It is clear from the information provided that the growth-related needs exist exclusively to municipalities along the Highway 17 corridor.
The following comments were provided by the Council of Madawaska Valley September 25, 2023:	<p>The Council for the Township of Madawaska Valley met at their Regular Council Meeting on September 19th, 2023 to review the “Development Charges - Council Workshop Meeting Presentation, dated August 30, 2023”.</p> <p>The proposal included:</p> <ol style="list-style-type: none"><li>1. Scenario 1-County Wide D.C.- Applies to all lower-tier municipalities (no option to opt out) - building permits to include a county development charge of \$4759 for a single detached dwelling.</li><li>2. Scenario 2- Corridor-Area Specific D.C.- Applies only to the municipalities along Highway 17, being Arnprior, McNab/Braeside, Renfrew, Horton, Whitewater Region, Laurentian Valley, Petawawa, Laurentian Hills and Deep River. Building permits to include a county development charge of \$5647 for a single detached dwelling.</li><li>3. Project table listing “Increased Service Needs Attributable to Anticipated Development, 2023-2036”, the project location and cost estimates.</li></ol>
Comment 1	Council’s review and comment emphasized the sentiment that the proposal would be financially restrictive for the residents of Madawaska Valley. In 2022, Council listened to their residents and took into consideration the challenging economic times and the immediate need for more housing when making their decision to not implement a local Development Charge.
Comment 2	With a County-wide Development Charge, it would be difficult to explain to the residents of Madawaska Valley, who have only seen limited development over the years, and who at this time are not subject to a DC, that they would be paying towards highway improvements in other areas of the County.
Comment 3	Development charges can be used to fund a variety of local services provided by the local municipality, such as roads, fire, waste management and water/wastewater services. Implementing a County DC on a lower-tier without a charge, will limit local funding options by making it more difficult for lower-tiers to consider a charge in the future.
Comment 4	Council acknowledged the staffing limitations to administer this charge on behalf of the County. The proposed DC is recognized as a burden to staff and resources as this charge will require time and effort to collect and answer questions from the public, with the understanding that the DC will not result in local benefits for Madawaska Valley.
Comment 5	The discussion at the September 19th meeting indicated that Council’s preference is that the County does not move forward with a Development Charge at this time. That said, it is apparent from the information provided that the highway improvements to be funded from the DC proposal are located in municipalities along the Highway 17 corridor. Therefore, should the County implement a DC, the corridor specific option is recommended.



Development Charges - County of Renfrew Summary	
Comment 6	For many years the municipalities along Highway 17 have accumulated development charges from their own local programs and have benefited from an increased tax base due to growth.
Comment 7	Council noted the impacts of growth resulting from the Highway 17 expansion as well as Provincial mandates for increased housing, are now directly affecting far removed areas of the County, by way of proposed option No. 1.
Points for Consideration 1	Council expressed the timelines for this review were short and looks forward to the review of the background study.
Points for Consideration 2	The weighted vote of County Council is distributed by population, most of which is along the Highway 17 corridor. This negates the vote of municipalities with populations under 5,000, such as Madawaska Valley.
Summary	In summary, the Council discussion indicated that neither scenario 1 or scenario 2 were supported. Council did put forth a third option which is not implementing a County DC Charge at this time. We thank you for the opportunity to forward concerns and points for consideration on behalf of our residents.
McNAB/BRAESIDE TOWNSHIP	
The following comments were provided by the Council of McNab/Braeside:	Council of the Township of McNab/Braeside could be willing to support the County-Wide Development Charges but would need the following questions addressed and would be more amenable if the following were added to the list of projects:
Comment 1	The document circulated seems to only include Development Charges related to "services related to a highway". Will additional Development Charges be implemented at a later date for the other eligible County services such as ambulance and long-term care etc.? If so, what will these additional costs be?
Comment 2	Referring to slide 35 - The proposed County Development Charges are compared to other County Charges. Are the other counties only charging DC's for 'Services related to a highway' or do they have other services included in their DC's?
Comment 2 Response	The survey of DCs for other Counties includes all related services that are part of their DC rates to illustrate the total DCs payable by municipality. If Council request, future comparators will also identify the services related to a highway component separately.
Comment 3	The Development Charges for McNab/Braeside include more than just charges for roads. Ours includes \$605.00/residential unit for transportation activities. The new County charge will be a minimum of \$4,759.00/single residential unit. On a standard 40-unit subdivision that is \$24k for Township roads and \$190k for County Roads.
Comment 4	When a new subdivision is constructed, the lower-tier municipality is transferred a new asset to maintain in perpetuity in exchange for the additional property taxes collected. How has the County utilized the additional tax revenue generated from these properties given that the total number of kilometers serviced has remained relatively unchanged over the last 15 years (Slide 20)?
Comment 4 Response	The County has dedicated all Weighted CVA growth into our capital reserves to be used for infrastructure renewal.
Comment 5	Will the County be covering the full cost of growth-related capital work and road uploads going forward? Will a change be made to the County policies to reflect this change?
Comment 5 Response	The County is considering the use of DC's as an alternate tool to fund these growth projects. If not, funding will have to come from the levy, which will impact all existing tax payers.
Points for Consideration 1	The addition of Campbell Drive (Usborne street to Russett Drive) to the Project List. Due to the expansion of Highway 417 and related growth throughout the County, Campbell Drive has seen an increase in the daily traffic volume and now meets the criteria to be uploaded to the County. The County has requested that a cost agreement be implemented with the Township prior to the upload to establish the funding for future upgrades. Council is requesting that Campbell Drive be uploaded to the County and that the costs of future upgrades be financed through the proposed development charges.
Points for Consideration 2	The addition of Stevenson Drive and Brae-Loch Road to the Project List. Stevenson Drive (and subsequently Brae-Loch Road) is accessed from River Road by nearly 1,000 vehicles per day as it is the direct route to get to Highway 417 from neighboring municipalities. Due to the increase in traffic because of the 417 expansion and related growth, the uploading of this infrastructure should be reviewed and added to the County Wide Development Charges Project List.
Council Comment	In general, Council believes it should be the responsibility of the County to upgrade and maintain this infrastructure to ensure that the current design meets the needs of the public.
NORTH ALGONA/WILBERFORCE TOWNSHIP	
Comment 1	Resolution #2023-09-19-368 - That Council does not support Scenario 1 in the presentation prepared by Watson & Associates whereby development charges would apply to all residential and non-residential development within Renfrew County.
Staff Comment 1	From an administrative standpoint, would the County of Renfrew be collecting the development charges?
Comment 1 Response	The Act requires the municipality that issues the building permits to collect the D.C.s
PETAWAWA, TOWN OF	
Question 1	Was there a DC Background Study prepared for municipal review?
Q1 Answer	The presentation at Finance Committee and County Council meetings in August were the first opportunities for review. A background study will be provided based on Council's directions of implementing a DC.
Question 2	What Growth Studies has the County completed to justify rates? I will note that our OP consultants were very surprised that the County had NO growth information that they could provide as part of our OP update. The County simply based growth on population projections based on census data. That is why the Town had to hire another consultant to provide that growth related information.



Development Charges - County of Renfrew Summary	
Q2 Answer	<p>The County had provided growth projections in Appendix A of the County of Renfrew Official Plan, March 26, 2020. These projections provided a range of growth between a low and high scenario to 2036, which was the long-term forecast horizon for the County of Renfrew Development Charges Background Study (DCBS). A DC Study growth forecast is typically informed by an existing Official Plan forecast. The County also provided subdivision data to inform development. In addition to this, Watson also analyzed the following data sources to ground the population forecast for the County and Petawawa:</p> <ul style="list-style-type: none"><li>•A review of Census historical Census growth to 2021, and how it is tracking to the County's Appendix A Growth Projec. ons. In the case of Petawawa, the 2021 Census came in at 18,160 people which is within the 2021 population range in the OP of 17,314 and 18,192.</li><li>•Review of historical residential building permit activity up to 2022.</li><li>•Review of Ministry of Finance (MoF) population projections for Renfrew County. MoF Summer 2022 Projection were available at the time the forecast was completed, which identified an annual population growth rate of 0.5% from 2021 to 2036. The latest MoF Summer 2023 projections have an annual population growth rate of 0.7% from 2022 to 2036. The DC forecast which is based on the OP has an annual population growth rate of 0.8% from 2023 to 2036 (Please note the MoF projections for Renfrew County are for the Census Division which includes the City of Pembroke which is administratively separate).</li><li>•The DC forecast population growth rate is slightly higher than the latest MoF projections and is tracking to the Appendix A OP forecast, so it appears reasonable to use for the purposes of the DC.</li><li>•It's important to note that Watson has undertaken a number of DC studies for the local municipalities with Renfrew County over the last few years from which information was utilized for the County's DC (including supply data and discussions with local staff). These include Arnprior, Deep River, Greater Madawaska, Madawaska Valley, Renfrew, Whitewater and Petawawa.</li><li>•Watson undertook the Town of Petawawa 2019 DC Study which was also based on the County's OPA 25 projections. As part of the Town's 2019 DC, information was provided including active development applications which was also used to inform growth for the County's DC and allocation for the Town.</li></ul>
Question 3	If Scenario 2 is chosen what policies are in place to limit the creation of lots in those municipalities that are not having to charge DC's. Are the more rural municipalities permitted to continue to grow via rural plans of subdivision and severances - thus creating an increase service demand, especially on roads, and yet having no requirement to assist in paying for that growth.
Q3 Answer	These policies would be based on the County's and Lower Tier's Planning policies
Question 4	Have Builders/Developers even been consulted so that they can provide valuable insight as to how increased charges will have an affect on their ability to develop lands? The Town is being told, by developers, that they cannot afford to extend services as part of their developments - it simply doesn't make development financially feasible. They are now looking for assistance from the Town to help pay for the extension of services.
Q4 Answer	The scope of this study did not include a separate consultation with developers. If Council proceeds with the implementation of DCs, the development community will have an opportunity to comment during the public meeting process
Question 5	The presentation sets out some Assumptions - "The Corridor-Area specific calculations due to their proximity to the planned capital works". What planned capital works are they referring to?
Q5 Answer	County Staff previously circulated the full list of growth related capital projects that relates to the \$56 million in the report at the September Council meeting
Question 6	The County is looking for DC's to cover costs associated with roads. It appears, when you look at other County DC by-laws, that their total DC charges include other growth related services as well. The bar graphs therefore my not accurately reflect a comparison of DC charges specific to roadways only. Would that not be a better comparison?
Q6 Answer	The survey of DCs for other Counties includes all related services that are part of their DC rates to illustrate the total DCs payable by municipality. If Council request, future comparators will also identify the services related to a highway component separately.
Question 7	I don't understand how the County can find it fair to place the DC burden on only a limited number of municipalities and not 17. How are comparable Counties allotting DC's?
Q7 Answer	Through the Development Charges Act, municipalities have the ability to impose a DC on a municipal-wide basis or area-specific basis. Other Counties have implemented on a County-wide basis. Part of the scope of this process was to consider both a County-wide and area-specific scenarios, which has been provided to Council for consideration.
Comment 1	Attachments: Byron – I believe these attachments are simply related to Question#2 and where the population data comes from - Doc showing the County preparation of growth studies. This is the normal course of business but the County of Renfrew hasn't done this in the past. (Email dated August 30, 2023 11:50 AM from Jeff Foss to Byron Tan)
Comment 2	Dufferin Schedule 'B'. DC charges based on various services not just roadways. (Email dated August 30, 2023 11:50 AM from Jeff Foss to Byron Tan)
RENFREW, TOWN OF	
Comment	In looking at the growth project, the majority of work required is in Arnprior or Petawawa. We believe that "approach 3" should be considered as area specific development charges may be more appropriate. It is felt that the corridor approach (option 2) is being used to boost the population based and spread the DC charge over a greater population base, even though the communities along the corridor do not directly benefit from the growth projects.
WHITEWATER, TOWNSHIP	
Question 1	Has a draft DC Background Report been prepared at this time and would a copy it be available for review, confidentially if necessary, by lower tier municipalities. o I think that a review this Report would better serve as a reference document for comments.
Q1 Answer	<p>The draft DC findings were presented to Council in August and then circulated to all municipalities for comment.</p> <p>The D.C. Background Study has not been released at this time. The information of the study process been presented through the presentations. It was our goal to obtain comments/input from the County municipalities in order to undertake any revisions to the preliminary calculations and receive Council's direction with moving forward with the DCs prior to developing a draft report and by-law.</p>
Question 2	Has a draft DC by-law been prepared which can be circulated so that municipalities can understand the proposed collection process, among other matters.
Q2 Answer	Draft by-laws have not been developed as yet. If Council decides to move forward with DC charges, all related by-laws will follow.

Development Charges - County of Renfrew Summary	
Question 3	<p>While I recognize that the County are still processing this information, which may be in “draft” form and, at this time, are seeking some preliminary input from municipalities, the impact of these decisions may be significant on resident builders and developers.</p> <ul style="list-style-type: none"><li>o I’ve conducted a quick google search of this project and have not come across any County webpage or project pages that provide details on this project and I am concerned that our residents are not familiar with the project and its implications.</li><li>o Has a communication strategy or plan been prepared to inform and engage with residents? If so, can a copy be provided or summarized so that we can assist in disseminating the information to our residents.</li></ul>
Q3 Answer	We are currently in the "commenting period" of this project. A communication plan and other related background information will be distributed should Council decide to move forward with this project.

# County of Renfrew Finance and Administration Committee

County of Renfrew and Participating  
Municipalities Benefit Committee



Platinum  
member

**We care about what you care about.**



# Agenda

- Municipalities Benefit Committee
  - Members
  - Purpose
  - Terms of reference
- Funding Methods
- Administration Costs
- Breakeven Point
- Trend Factors
- Questions

# Members

## County of Renfrew Chair

- Town of Renfrew
- City of Pembroke
- Town of Arnprior
- Township of Madawaska Valley
- Community Futures Development Corporation
- Township of Bonnechere Valley
- Ontario's Highlands Tourism Organization
- Township of McNab/Braeside
- Township of Admaston/Bromley
- Town of Deep River
- Township of Horton
- United Townships of Head, Clara and Maria
- Township of Brudenell, Lyndoch and Raglan
- Ottawa Valley Waste Recovery Centre
- Township of Laurentian Valley
- Township of Greater Madawaska



# Purpose

- To optimize the management of the employee benefit programs
- To maximize the efficiencies in program administration
- To share information and implement solutions
- To benefit from economies offered to larger groups such as:
  - **lower administration costs**
  - **higher breakeven points**
  - **trend factors**
  - reserves and risk sharing



# Terms of Reference

- Municipalities Benefit Committee (MBC)
- Applying for membership
- Leaving the MBC



# Financial Benefits

Funding Method		Municipalities Benefit Committee	Municipality on its own
Fully Pooled	<ul style="list-style-type: none"> <li>- Insurer takes on risk</li> <li>- Limited flexibility on rates</li> <li>- Plan surplus belongs to insurer</li> </ul>	Life insurance and long term disability	Life insurance Long term disability Health care Dental care
Retention	<ul style="list-style-type: none"> <li>- Shared risk with insurer</li> <li>- Greater flexibility on rates, trend factors and plan design</li> <li>- Lower plan expenses</li> <li>- Plan surplus belongs to Municipalities Benefit Committee</li> </ul>	Health care Dental care	Possible, very risky due to claims fluctuations



# Administration Costs

Health and Dental Municipalities Benefit Committee	Health and Dental Municipality on its own
11.5% of premium	20% to 30% of premium

- Costs charged by the insurer to administer the benefits

# Breakeven point – Health and Dental

## Municipalities Benefit Committee



- For every \$100 in premium, \$88.50 is allocated to pay claims and \$11.50 for administration costs.
- When claims exceed the breakeven point of 88.5%, the premium rates are adjusted.

## Municipality on its own



- For every \$100 in premium, \$70.00 to \$80.00 is allocated to pay claims and \$20.00 to \$30.00 for administration costs.
- When claims exceed the breakeven point of 70% to 80%, the premium rates are adjusted.

# Trend Factors – Health and Dental

The year over year increase to paid claims

Health 5- Year Average Municipalities Benefit Committee	Insurer Industry Trend
6%	17%

Dental 5- Year Average Municipalities Benefit Committee	Insurer Industry Trend
8%	16%

- Funding arrangement and size of Municipalities Benefit Plan = negotiated trend factor
- Difference between plan trend and industry trend = plan surpluses
- Municipalities on their own have limited negotiation flexibility

# Questions/Discussion

# WHIZ *Comedy Revue* BANG!



**COUNTY OF RENFREW**  
**SERVICE AWARDS AND STAFF APPRECIATION**  
**AN EVENING TO CELEBRATE CAREER MILESTONES, RETIREES,**  
**AND AN INCREDIBLE BUNCH OF EMPLOYEES!**  
**THURSDAY NOVEMBER 30 7:00 PM**



**TERRY V. HART**



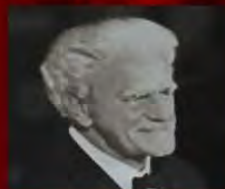
**RICK WHARTON**



**ROB MCLEAN**



**RICHARD KNECHTEL**



**SPECIAL GUEST**  
**SINGING LEGEND**  
**FRANK RODGERS!**

"THEY'LL MAKE YOU LAUGH. THEY'LL MAKE YOU THINK. THEY'LL MAKE YOU THINK YOU'RE LAUGHING!"



**HORS D'OEUVRES & REFRESHMENTS WILL BE SERVED**

**TICKET INFORMATION WILL BE AVAILABLE SHORTLY**

**PEMBROKE FESTIVAL HALL**

**401 ISABELLA STREET PEMBROKE ONTARIO**



## **2023 Service Awards Recipients and Retirees**

### **Bonnechere Manor**

Charlene Schmidt	10
Trisha Michaelis	10
Brenda Robson	10
Ratheesh Ravi	10
Nancy Tennant	10
Meagan Godda	10
Cathy Schultz	10
Brandi Vanzutphen	15
Cheryl Edwards	15
Kathleen Tanner	15
Lawanda Clarke-Valliquette	20
Colleen Kunopaski	20
Sonia Mick	25
Sandra Blok	25
Dianne Johnston	30
Wanda McCorriston	30
Susan Robertson	35
Lynn Gavin	35
Lisa Dick	35

### **Emergency Services**

Mike Bowen	10
Stephanie Rose	10
Teunis Richards	10
Mathew Dament	10
Emily Kelly	10
Curtis Farrell	10
Kerri-Lynn McGrath	10
Shawn Walters	10
Matthew Cruchet	10
Kody Koepsel	10
Jeff Dodge	15
Amber Hultink	15
Benjamin Phillion	15

### **Miramichi Lodge**

Brendan Mellish	10
Kimberly Lavallee	10
Moiria Ryan	10
Darlene Hodgins	15
Kathy Kohls	15
Melissa Zadorozny	15
Joan Wasmund	20
Sonya Labine-Howard	20
Lorraine Stewart	20
Shelley Hermitte	20
Cathy Marcoux	25
Carla Newman	25
Colleen Szombathelyi	20
Mark Kranz	35

### **Community Services**

Wendy Hebert	10
Lori Murdock	10
Kelly Kasdorff	25
Margo Smith	25
Laura LePine	25

### **Corporate Services**

Nicholas Ethier	20
Ashley Wilton	20
Jeff Foss	25

### **Development & Property**

Thomas Camelon	10
John Prescott	10
Angie Schultz	15

### **Public Works & Engineering**

Nick Eckford	15
Shawn Kelly	15
Duane Herron	15
Darren England	20

## **2023 Service Awards Recipients and Retirees**

### **Retirees**

#### **Administration**

Rosalyn Gruntz	25
----------------	----

#### **Bonnechere Manor**

Joan Stafford	6
Kelly Ann McCallum	14
Caroline Lepine	21
Faye Dougherty	23
Sandra Blok	25
Pauline Fehaber	36

#### **Community Services**

Wendy Hill	8
Brenda Jolicoeur	26

#### **Corporate Services**

Gordon Thom	22
Jeffrey Foss	25

#### **Emergency Services**

Mike Bowen	10
Brian Leahey	17
Peter Vanderputten	18

#### **Miramichi Lodge**

Shelley Klentz	28
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#### **Public Works & Engineering**

Bruce Rathwell	23
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**COUNTY OF RENFREW**

**BY-LAW NUMBER 131-23**

**A BY-LAW TO APPOINT AN ACTING TREASURER**

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WHEREAS Section 286(1) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that Council shall appoint a Treasurer;

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

1. THAT Daniel Burke is appointed as Acting Treasurer of the County of Renfrew.
2. THAT By-law Number 75-16, being a By-law to Appoint a Treasurer be hereby repealed.
3. That this By-law shall come into force and take effect on November 20, 2023.

READ a first time this 25th day of October 2023.

READ a second time this 25th day of October 2023.

READ a third time and finally passed this 25th day of October 2023.

---

PETER EMON, WARDEN

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CRAIG KELLEY, CLERK



**COUNTY OF RENFREW**  
**BY-LAW NUMBER 132-23**  
**A BY-LAW TO AMEND BY-LAW NUMBER 4-08**  
**CORPORATE POLICIES AND PROCEDURES FOR TANGIBLE CAPITAL ASSETS FOR**  
**THE COUNTY OF RENFREW**

---

WHEREAS on January 30, 2008 the Corporation of the County of Renfrew enacted By-law No. 4-08, a By-law to Establish Corporate Policies and Procedures for Tangible Capital Assets for the County of Renfrew;

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

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

1. THAT the following new policy attached to this By-law be hereby enacted as an amendment to the said By-law 4-08:
  - FIN-07 – Tangible Capital Assets – Asset Retirement Obligations
2. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 25th day of October, 2023.

READ a second time this 25th day of October, 2023.

READ a third time and finally passed this 25th day of October, 2023.

---

PETER EMON, WARDEN

---

CRAIG KELLEY, CLERK

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Corporate Services				<b>POLICY #:</b> FIN-07
<b>POLICY:</b> Tangible Capital Assets – Asset Retirement Obligations				
<b>DATE CREATED:</b> OCT 25/2023	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b>	<b>COVERAGE:</b> All Departments	<b>PAGE #:</b> 1 of 4

## POLICY STATEMENT

The objective of this Policy is to stipulate the accounting treatment for Asset Retirement Obligations (ARO) so that users of the financial statements can discern information about these assets and their end-of-life obligations. The principal issues in accounting for ARO's is the recognition and measurement of these obligations.

## POLICY SCOPE

This Policy applies to all departments, branches, boards and agencies falling within the reporting entity of the County of Renfrew, that possess asset retirement obligations including:

- Assets with legal title held by the County of Renfrew;
- Assets controlled by the County of Renfrew; and
- Assets that have not been capitalized or recorded as a tangible capital asset for financial statement purposes.

Existing laws and regulations require public sector entities to take specific actions to retire certain tangible capital assets at the end of their useful lives. This includes activities such as removal of asbestos and retirement of landfills. Other obligations to retire tangible capital assets may arise from contracts, court judgements, or lease arrangements. The legal obligation, including obligations created by promises made without formal consideration, associated with retirement of tangible capital assets controlled by the County of Renfrew, will be recognized as a liability in the books of the County of Renfrew, in accordance with PS3280 which the County of Renfrew will be adopting starting January 1, 2023.

Asset retirement obligations result from acquisition, construction, development, or normal use of the asset. These obligations are predictable, likely to occur and unavoidable. Asset retirement obligations are separate and distinct from contaminated site liabilities. The liability for contaminated sites is normally resulting from unexpected contamination exceeding the environmental standards. Asset retirement obligations are not necessarily associated with contamination.

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Corporate Services				<b>POLICY #:</b> FIN-07
<b>POLICY:</b> Tangible Capital Assets – Asset Retirement Obligations				
<b>DATE CREATED:</b> OCT 25/2023	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b>	<b>COVERAGE:</b> All Departments	<b>PAGE #:</b> 2 of 4

## DEFINITIONS

**Accretion expense** is the increase in the carrying amount of a liability for asset retirement obligations due to the passage of time.

**Asset retirement activities** include all activities related to an asset retirement obligation. These may include, but are not limited to:

- Decommissioning or dismantling a tangible capital asset that was acquired, constructed, developed, or leased
- Remediation of contamination of a tangible capital asset created by its normal use
- Post-retirement activities such as monitoring; and
- Constructing other tangible capital assets to perform post-retirement activities.

**Asset retirement cost** is the estimated amount required to retire a tangible capital asset.

**Asset retirement obligation** is the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment, or disposal in some other manner but not its temporary idling.

## PROCEDURE

### Recognition

A liability should be recognized when, as at the financial reporting date:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- The past transaction or event giving rise to the liability has occurred;
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made.

A liability for an asset retirement obligation cannot be recognized unless all of the criteria above are satisfied.

The estimate of a liability would be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.

The estimate of a liability should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset.

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Corporate Services				<b>POLICY #:</b> FIN-07
<b>POLICY:</b> Tangible Capital Assets – Asset Retirement Obligations				
<b>DATE CREATED:</b> OCT 25/2023	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b>	<b>COVERAGE:</b> All Departments	<b>PAGE #:</b> 3 of 4

Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.

Upon initial recognition of a liability for an asset retirement obligation, the County of Renfrew will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, and not providing economic benefit, or to an item not recorded by the County of Renfrew as an asset, the obligation is expensed upon recognition.

The capitalization threshold applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within each of those asset categories.

#### **Subsequent Measurement**

The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset or a component of the asset. On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

#### **Presentation and Disclosure**

The liability for asset retirement obligations will be disclosed.

#### **Responsibilities**

##### **Departments**

Departments are required to:

- Communicate with Finance on retirement obligations, and any changes in asset condition or retirement timelines;
- Assist in the preparation of cost estimates for retirement obligations; and
- Inform Finance of any legal or contractual obligations at inception of any such obligation.

Corporate Policies and Procedures				
DEPARTMENT: Corporate Services				POLICY #: FIN-07
POLICY: Tangible Capital Assets – Asset Retirement Obligations				
DATE CREATED: OCT 25/2023	REVIEW DATE:	REVISION DATE:	COVERAGE: All Departments	PAGE #: 4 of 4

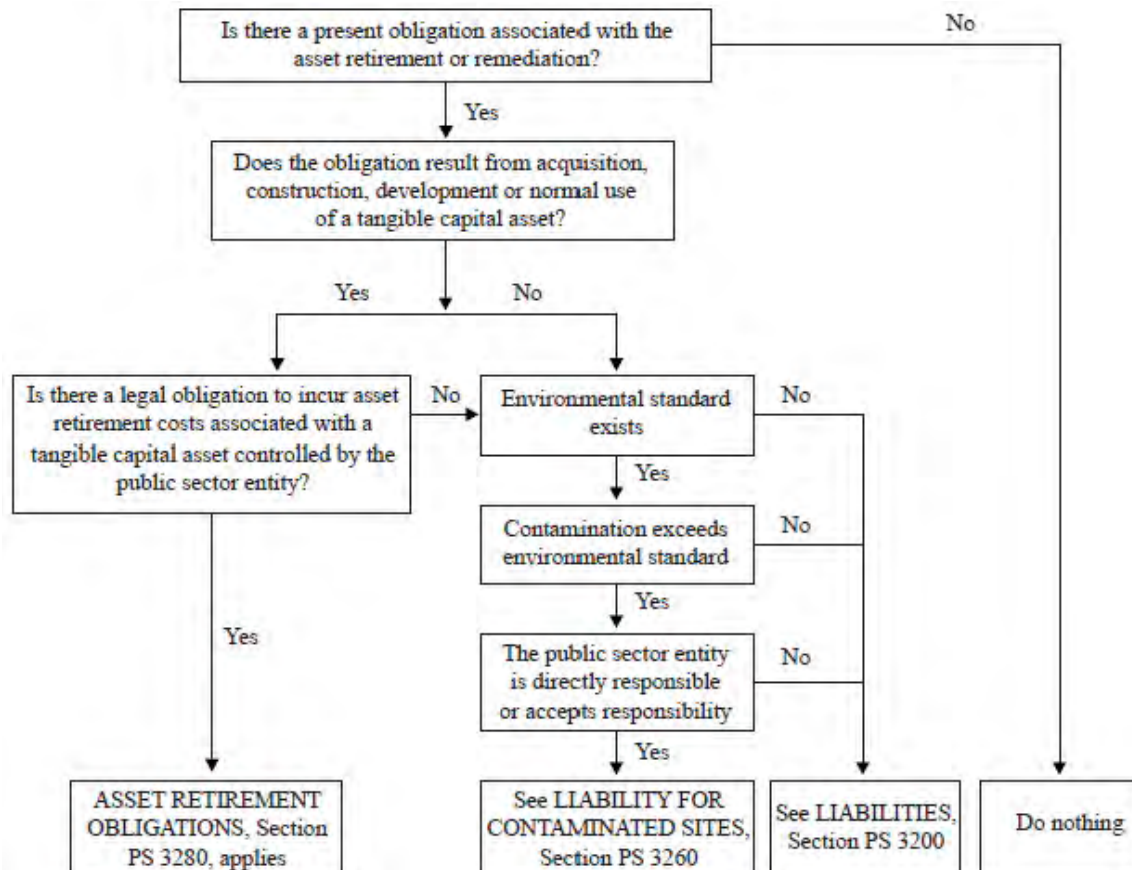
### Finance

Finance is responsible for the development of, and adherence to, policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board section 3280. This includes responsibility for:

- Reporting asset retirement obligations in the financial statements of the County of Renfrew and other statutory financial documents;
- Monitoring the application of this Policy; and
- Investigating issues and working with asset owners to resolve issues.

### POLICY REFERENCES

#### Decision Tree – Scope of Applicability



## STATEMENT

## Ontario Raising Minimum Wage October 1 to Support Workers

Increase to \$16.55 an hour follows passage of government's third Working for Workers Act this week

September 29, 2023

[Labour, Immigration, Training and Skills Development](#)

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TORONTO — David Piccini, Minister of Labour, Immigration, Training and Skills Development, issued the following statement on the minimum wage increasing and the passage of the [Working for Workers Act, 2023](#):

"Starting Sunday, October 1, Ontario's minimum wage will increase from \$15.50 to \$16.55 per hour, helping more than 900,000 hard-working men and women across our province earn more take-home pay for themselves and their families.

This 6.8 per cent raise means up to \$2,200 more in workers' pockets every year and brings Ontario to one of the highest minimum wages in the country.

Our government is continuing to deliver steady and predictable annual increases, helping families offset the rising cost of living while also providing certainty to businesses by announcing this increase six months in advance.

Minimum wage jobs should be for the start of a worker's career, not the end. Under the leadership of Premier Ford, we are giving workers a hand up to even better jobs and bigger paycheques.

Earlier this week, our government continued our mission of introducing common-sense changes to protect workers and prepare them for the future of work through passing our [Working for Workers Act, 2023](#).

For those who think health and safety is just the cost of doing business, we passed the [highest health and safety fines](#) in the country, along with new penalties for those who try to abuse vulnerable temporary foreign workers by [withholding their passport or work permit](#).

Ontario is also the first province in Canada to [ban unfair or discriminatory Canadian work experience requirements](#) in more than 30 regulated professions and trades to help newcomers work in the fields they trained for. This will ensure more immigrants are getting a fair shot. In December 2023, all unfair or discriminatory requirements for Canadian experience in these professions will be gone.

We're also making [job-protected leave for military reservists](#) the most flexible and comprehensive in all of Canada and [protecting remote workers during mass layoffs](#).

Finally, to complement our legislation, we are [requiring women's-only washrooms on construction sites](#) and protective equipment that actually fits them, and we have [expanded cancer coverage](#) for firefighters who run into burning buildings while everyone else runs the other way.

All these changes build on measures our government passed in our *Working for Workers Acts*, [2021](#) and [2022](#), which are already changing lives and improving working conditions for millions of workers and their families.

In the coming months, I will be introducing more legislation as part of our plan to make Ontario the best place in the world to live, work and raise a family."

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#### Related Topics

##### Business and Economy

Information about Ontario's economy and how to do business here. Includes economic development opportunities, research funding, tax credits for business and the Ontario Budget. [Learn more](#)

##### Government

Learn about the government services available to you and how government works. [Learn more](#)

##### Jobs and Employment

We've got the resource and supports to help connect job seekers with employers. [Learn more](#)

##### Law and Safety

Ontario's laws and related information about our legal system, emergency services, the Ontario Provincial Police and victim services. [Learn more](#)

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#### Media Contacts

Harry Godfrey

Minister's Office

[harry.godfrey@ontario.ca](mailto:harry.godfrey@ontario.ca)

#### Communications

Branch

[mlitsdmedialine@ontario.ca](mailto:mlitsdmedialine@ontario.ca)

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**COUNTY OF RENFREW**

**BY-LAW NUMBER 133-23**

**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 82-23 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 25th day of October, 2023.

READ a second time this 25th day of October, 2023.

READ a third time and finally passed this 25th day of October, 2023.

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PETER EMON, WARDEN

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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)	15.60
Student (18 and over)	16.55
Lead Hand Premium	2.00
Grader Operator Premium	1.25
Shift Premium	0.85
Weekend	0.50
Commander Shift Premium	0.75

Revised: October 2023

**County of Renfrew Staff Classifications and Salary Ranges**

GROUP	HOURLY (\$)	POSITION	
1	23.36 – 26.31	<ul style="list-style-type: none"> <li>Administration Clerk</li> <li>Data Entry Clerk</li> </ul>	<ul style="list-style-type: none"> <li>Labourer</li> </ul>
2	24.54 – 27.63	<ul style="list-style-type: none"> <li>Administrative Assistant I</li> <li>Fundraising Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Logistics Clerk</li> <li>Maintenance Person</li> </ul>
3	29.05 – 32.70	<ul style="list-style-type: none"> <li>Accounting Clerk I</li> <li>Administrative Assistant II</li> <li>Administrative and Business Support Assistant</li> <li>Court Service Specialist</li> <li>Customer Service Representative</li> </ul>	<ul style="list-style-type: none"> <li>Intake Coordinator</li> <li>Program Officer</li> <li>Scheduling Clerk</li> <li>Sign Shop Fabricator</li> </ul>
4	30.57 – 34.40	<ul style="list-style-type: none"> <li>Administrative Assistant - Finance</li> <li>Data Analysis Coordinator</li> <li>Economic Development Coordinator</li> <li>Inclusion Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Licensed Home Visitor</li> <li>Tourism Industry Relations &amp; Digital Marketing Coordinator</li> <li>Truck/Equipment Operator</li> </ul>
5	33.50 – 37.72	<ul style="list-style-type: none"> <li>Accounting Clerk I – Finance</li> <li>Administrative Assistant III</li> <li>Eligibility Coordinator</li> <li>Forestry Technician</li> <li>GIS Technician/Planning Technician</li> </ul>	<ul style="list-style-type: none"> <li>Junior Planner/Land Division Secretary-Treasurer</li> <li>Media Relations and Social Media Coordinator</li> <li>Tourism Development Officer</li> </ul>
6	36.83 – 41.45	<ul style="list-style-type: none"> <li>Accounting Technician</li> <li>Assistant Food Services Supervisor</li> <li>Building Infrastructure Coordinator</li> <li>Civil Designer</li> <li>Community Housing Coordinator</li> <li>Engineering Technician</li> <li>GIS Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Infrastructure Coordinator</li> <li>IT Technician</li> <li>Junior Planner</li> <li>Mechanic</li> <li>Ontario Works Agent</li> <li>Payroll Administrator</li> <li>Trails Coordinator</li> </ul>
7	40.21 – 45.26	<ul style="list-style-type: none"> <li>Capital Projects Coordinator</li> <li>Child Care &amp; Early Years Supervisor</li> <li>Client Programs Supervisor</li> <li>Community Housing Supervisor</li> <li>Construction Supervisor</li> <li>County Planner</li> <li>Early Years Supervisor</li> <li>Executive Assistant/Deputy Clerk</li> </ul>	<ul style="list-style-type: none"> <li>Human Resources Coordinator</li> <li>Infrastructure Technician</li> <li>Operations Coordinator</li> <li>Patrol Supervisor</li> <li>Small Business Advisor</li> <li>Social Worker</li> <li>Systems Analyst</li> </ul>
8	44.74 – 50.35	<ul style="list-style-type: none"> <li>Administration Supervisor</li> <li>Business Development Officer</li> <li>County Forester</li> <li>Dietitian</li> <li>Environmental Services Supervisor</li> <li>Food Services Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>Network Administrator</li> <li>Prosecutor</li> <li>Prosecutor (Bilingual)</li> <li>Senior Planner</li> <li>Supervisor, Ontario Works</li> <li>Supervisor, Technical Services</li> </ul>

GROUP	HOURLY (\$)	POSITION	
9	50.97 – 57.36	<ul style="list-style-type: none"> <li>Employee Health Coordinator</li> <li>Manager, Economic Development Services</li> </ul>	<ul style="list-style-type: none"> <li>Manager, Provincial Offences</li> <li>Physiotherapist</li> </ul>
10	53.35 – 60.05	<ul style="list-style-type: none"> <li>Commander</li> <li>Manager, Child Care Services</li> <li>Manager, Finance</li> <li>Manager, Housing and Homelessness</li> <li>Manager, Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Manager, Information Technology</li> <li>Manager, Ontario Works</li> <li>Manager, Real Estate</li> <li>Resident Care Coordinator</li> </ul>
11	56.91 – 64.04	<ul style="list-style-type: none"> <li>Manager, Capital Works</li> <li>Manager, Operations</li> </ul>	<ul style="list-style-type: none"> <li>Manager, Planning Services</li> </ul>
12	60.39 – 67.98	<ul style="list-style-type: none"> <li>Deputy Chief Clinical Programs</li> <li>Deputy Chief Operations</li> </ul>	<ul style="list-style-type: none"> <li>Director of Care</li> </ul>
13	64.44 – 72.53	<ul style="list-style-type: none"> <li>Nurse Practitioner</li> </ul>	
14	68.86 – 77.51		
15	73.28 – 82.47	<ul style="list-style-type: none"> <li>Administrator, Bonnechere Manor</li> </ul>	
16	76.45 – 86.04		
17	79.61 – 89.60	<ul style="list-style-type: none"> <li>Director, Corporate Services</li> <li>Director, Development &amp; Property</li> <li>Director, Emergency Services /Chief Paramedic Services</li> </ul>	<ul style="list-style-type: none"> <li>Director, Long Term Care</li> <li>Director, Public Works &amp; Engineering</li> <li>Director, Community Services</li> </ul>

Revised: June 2023

**COUNTY OF RENFREW**

**BY-LAW NUMBER 134-23**

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

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

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

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

1. That the following amended policies attached to this By-law be hereby enacted as an amendment to the said By-law 63-03:
  - A-08 Criminal Record Check Policy for All Prospective County of Renfrew Volunteers and Renfrew County Housing Corporation (RCHC) Contractors
  - A-12 Photograph Identification for Employees
  - A-13 Termination and Resignation
  - A-14 Retirement and Early Retirement
  - A-15 Code of Ethical Conduct
  - A-18 Personal Use of Social Networking
  - B-02 Promotion
  - B-03 Establishment of New Positions
  - B-07 Payroll
  - B-08 Uniform and Safety Footwear Allowance
  - E01 Hours of Work and Overtime
  - E-04 Vacation
2. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 25th day of October, 2023.

READ a second time this 25th day of October, 2023.

READ a third time and finally passed 25th day of October, 2023, 2023.

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PETER EMON, WARDEN

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CRAIG KELLEY, CLERK

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> A-08
<b>POLICY:</b> Criminal Record Check for All Prospective County of Renfrew Volunteers and Renfrew County Housing Corporation (RCHC) Contractors				
<b>DATE CREATED:</b> MAY 30/01	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/23	<b>COVERAGE:</b> All Volunteers aged 18 and over	<b>PAGE #:</b> 1 of 3

## POLICY STATEMENT

In order to safeguard County of Renfrew residents, employees, volunteers, and/or property/equipment, it is the policy of the County of Renfrew that all persons considered for a volunteer positions aged eighteen (18) and over, or a contractor who comes into direct contact with Renfrew County Housing Corporation (RCHC) tenants, on a regular basis, must first submit to a criminal record check/police record check.

## POLICY SCOPE

The criminal record check/police record check includes a search for such records or criminal convictions for which a pardon has not been granted, records of outstanding/pending criminal charges of which the respective police force is aware or can disclose, probations, prohibitions, or other judicial orders in effect. The criminal record check/police record check will include a search of the Pardoned Sexual Offender Data Base for positions within vulnerable sectors of the County of Renfrew (Bonnechere Manor, Miramichi Lodge, Community Services – Child Care, Ontario Works and RCHC). An offer of a volunteer position from the County or contract work is conditional upon satisfactory completion of a criminal record check/police record check.

## POLICY DEFINITIONS

**Criminal Record Check** – a document concerning an individual that was prepared by a police force or service using data on the Canadian Police Information Centre (CPIC) database.

**Declaration** – a written declaration signed by an individual listing all of the individual's convictions for offences under the Criminal Code of Canada up to the date of the declaration. This does not include any previous offences for which a pardon has been issued or granted.

**Vulnerable Sector Check** – a police information check plus a check to see if a person has a record suspension (pardon) for sexual offences. Individuals who have jobs where they are in positions of trust of authority over children or vulnerable persons are required to provide a vulnerable sector check.

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> A-08
<b>POLICY:</b> Criminal Record Check for All Prospective County of Renfrew Volunteers and Renfrew County Housing Corporation (RCHC) Contractors				
<b>DATE CREATED:</b> MAY 30/01	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/23	<b>COVERAGE:</b> All Volunteers aged 18 and over	<b>PAGE #:</b> 2 of 3

Vulnerable Person – a person who, because of their age, a disability, or other circumstances, whether temporary or permanent are (a) in a position of dependence on others or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them.

## PROCEDURE

1. All applicants are informed of the County's policy regarding a criminal record check/police record check for prospective volunteers, aged eighteen (18) and over, and contractors with RCHC.
2. An offer of a volunteer position from the County or contract work offered by the RCHC is conditional upon the satisfactory completion of a criminal record check/police record check of the prospective volunteer or contractors with RCHC. The County will accept a valid check if completed in the previous six (6) months from the offer being extended.
3. Any costs incurred relating to the completion, application, and submission of a criminal record check/police record check, including transportation costs, are the responsibility of the volunteer or contractor with RCHC.
4. After an offer of a volunteer position or work for a contractor with RCHC is made, the prospective volunteer or contractor with RCHC must apply for a criminal record check/police record check. For prospective volunteers interacting with Vulnerable persons, a request to complete a Vulnerable Sector Check is required.
5. Once the criminal record check/police record check is complete, the processing vendor will provide the prospective volunteer or contractor with RCHC with a certificate or other document indicating the results of the check.
6. The prospective volunteer or contractor with RCHC is responsible for returning the certificate/document to the appropriate department immediately after it is obtained. If the check will take more than two (2) weeks to complete, it is the prospective volunteer's or contractor with RCHC's responsibility to provide, or arrange for the provision of, official written or verbal documentation of such from the appropriate processing vendor.



Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> A-08
<b>POLICY:</b> Criminal Record Check for All Prospective County of Renfrew Volunteers and Renfrew County Housing Corporation (RCHC) Contractors				
<b>DATE CREATED:</b> MAY 30/01	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/23	<b>COVERAGE:</b> All Volunteers aged 18 and over	<b>PAGE #:</b> 3 of 3

7. If a prospective volunteer or contractor with RCHC has a “positive” result on their criminal record check/police record check, it is at the discretion of the appropriate Department Head or Home Administrator, in consultation with the Manager of Human Resources, to determine if the prospective volunteer or contractor with RCHC will be excluded from a volunteer position with the County based upon their criminal record check/police record check results.
8. If the prospective volunteer’s or contractor with RCHC’s name appears on the Vulnerable Sector Screening Database and the volunteer position or contractor work with RCHC is in a vulnerable sector of the County of Renfrew, the prospective volunteer or contractor with RCHC may be excluded from the position.
9. For Bonnechere Manor and Miramichi Lodge:  
Regulation 246/22 (the “Regulation”) under the Fixing Long-Term Care Act, 2021 (the “Act”) requires declaration from the volunteer with respect to proceedings and findings of guilt related to acts of misconduct. Volunteers will be required to complete this disclosure prior to be accepted as a volunteer (Appendix A) in addition to providing the required criminal record check/police record check or vulnerable sector check.

## APPENDIX A

### Disclosure/Declaration

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> A-12
<b>POLICY:</b> Photograph Identification for Employees				
<b>DATE CREATED:</b> MAR28/01	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/23	<b>COVERAGE:</b> All Employees (Except for LTCH and Students)	<b>PAGE #:</b> 1 of 2

## POLICY STATEMENT

All employees of the County of Renfrew as defined in Corporate Policy A-01 – Employee Definitions, are issued photographic identification card from Human Resources, which must be carried by the employee at all times when on County of Renfrew business.

## POLICY SCOPE

This policy governs the County of Renfrew Photograph Identification for Employees and is applicable to all County Employees (Except for Long-Term Care Homes (LTCH), and Students). This policy covers the following content:

## DEFINITIONS

There are no definitions for this policy.

## POLICY CONTENT

1. Human Resources is responsible for the creation and issuing identification cards to employees.
2. All employees of the County are issued an identification card that bears their name, department, and photograph.
3. The identification card is for business purposes only and may not be used for personal gain.
4. The photographs are used for two purposes:
  - (a) For the employee's identification card.
  - (b) For corporate records and HRIS.

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> A-12
<b>POLICY:</b> Photograph Identification for Employees				
<b>DATE CREATED:</b> MAR28/01	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/23	<b>COVERAGE:</b> All Employees (Except for LTCH and Students)	<b>PAGE #:</b> 2 of 2

5. If an identification card is lost or stolen, the employee's supervisor or designate and Human Resources must be notified as soon as possible.
6. In cases of replacement cards being issued, the employee's current identification card must be returned prior to the replacement card being released, with the exception of lost or stolen identification cards.
7. Upon voluntary or involuntary termination of employment, the releasing manager is responsible for collecting all identification cards.

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> A-13
<b>POLICY:</b> Termination and Resignation				
<b>DATE CREATED:</b> NOV30/94	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/23	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 2

## POLICY STATEMENT

The County of Renfrew ensures that terminations, either (voluntary or involuntary), and resignations are initiated with appropriate notice and properly documented for payroll processing.

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

## POLICY SCOPE

This policy governs the termination and resignation process for all County of Renfrew Employees. This policy covers the following content:

- Resignations;
- Terminations;
- End of Contracts; and
- Exit Interviews.

## DEFINITIONS

Resignation means when an employee voluntarily resigns or retires from their position.

Termination means when an employee is dismissed, fired, or permanently laid off from their position.

## POLICY CONTENT

1. Resignations:
  - a) An employee who resigns from their position is required to state the resignation in writing;

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> A-13
<b>POLICY:</b> Termination and Resignation				
<b>DATE CREATED:</b> NOV30/94	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/23	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 2 of 2

- b) Employees are expected to give a minimum of two (2) weeks' notice of resignation unless indicated otherwise in their employment contract. With the exception of Directors, who are expected to give four (4) weeks' notice.
  - c) All written resignations are acknowledged/confirmed by the employee's supervisor.
- 2. Terminations:
  - a) Terminations may not occur without consulting the Human Resources Division.
  - b) All terminations must be approved by the Chief Administrative Officer (CAO) or designate before any action may occur.
- 3. End of Contract:
  - a) All contract employees will have an end date stated in their employment contract. This employment contract constitutes notice of the end of the term.
  - b) Should the employer wish to extend the contract, Human Resources is contacted two (2) weeks prior to the expiration to review the extension request and will prepare the contract extension document.
  - c) If a contract employee is resigning prior to the expiration date, they will follow the resignation process above if applicable.
- 4. Exit Interview:
  - a) The Human Resources Division offers an opportunity for an exit interview when an employee resigns or completes their contract.

Please refer to Corporate Policy H-02 Discipline and Dismissal for more information regarding terminations and dismissals.

Please refer to Appendix A for the Resignation/Retirement/End of Contract Checklist.

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> A-14
<b>POLICY:</b> Retirement and Early Retirement				
<b>DATE CREATED:</b> OCT30/91	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/23	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 3

## POLICY STATEMENT

The normal retirement age for all County employees is sixty-five (65). Early retirement age coincides with conditions set by *Ontario Municipal Employees Retirement System (OMERS)*.

## POLICY SCOPE

This policy governs retirement and early retirement and is applicable to all eligible employees. This policy covers the following content:

- Retirement benefits at age 65;
- Early retirement benefits; and
- Retirement gifts.

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

## DEFINITIONS

There are no definitions related to this policy.

## POLICY CONTENT

### 1. Retirement Benefits at Age 65

The following apply to employee retirement benefits at age 65:

- If an employee continues to work on a full-time or part-time basis after age sixty-five (65), contributions to the OMERS pension are mandatory up to age seventy-one (71), after which contributions cease and the pension becomes payable.
- Contributions to the Canada Pension Plan cease at age sixty-five (65) and benefits may be collected. However, if an employee continues to work after age sixty-five (65),

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> A-14
<b>POLICY:</b> Retirement and Early Retirement				
<b>DATE CREATED:</b> OCT30/91	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/23	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 2 of 3

Canada Pension Plan contributions are made until age seventy (70) then this option is available.

- Life insurance, long-term disability, extended health care and dental coverage are discontinued.
- An employee continues under the short-term sick leave program only if the extension is as a full-time employee. Sick leave pay-outs from credits vested under the old sick leave plan occur at the retirement date.

## 2. Early Retirement Benefits

The following apply to early employee retirement benefits, as defined under OMERS:

- From date of early retirement to age sixty-five (65), extended health care and dental coverage are available.
- Participation is optional; however, election of benefit continuation must be done prior to retirement date.

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 (total claims single or family).
- For all employees who retire after January 29, 2013 a lifetime maximum of \$50,000 for claims (\$45,000 for EHC and \$5,000 for dental total claims single or family).
- For all employees who retire after March 1, 2015 a lifetime maximum of \$75,000 for claims (\$60,000 EHC and \$15,000 dental total claims single or family).
- For all employees who retire after February 1, 2016 a lifetime maximum of \$100,000 for all claims (\$80,000 EHC and \$20,000 dental total claims single or family).
- For all employees who retire after March 1, 2021 no lifetime cap for all EHC and dental claims single or family.

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> A-14
<b>POLICY:</b> Retirement and Early Retirement				
<b>DATE CREATED:</b> OCT30/91	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/23	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 3 of 3

### 3. Retirement Gifts

The County provides a retirement gift to a retiring employee who has been employed with the County of Renfrew for a minimum of five (5) years and is fifty-five (55) years of age or older. The gift is purchased by the County of Renfrew and valued at \$10.00 for each year of service.



Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> A-15
<b>POLICY:</b> Code of Ethical Conduct				
<b>DATE CREATED:</b> OCT03/91	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/23	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 3

## POLICY STATEMENT

All employees of the County of Renfrew will adhere to the Code of Ethical Conduct and Conflict of Interest Guidelines to ensure that there is no conflict between their personal interests and official duties.

## POLICY SCOPE

The purpose of this policy is to educate municipal employees about standards of ethical conduct as they apply to municipal employees. This policy embodies the basic principles of honesty, impartiality and common sense and recognizes that a municipal employee has a responsibility to uphold these principles.

## DEFINITIONS

Conflict of Interest means when an individual's personal interests – family, friendships, financial or social factors – could compromise judgement, decisions, or actions in the workplace.

## POLICY CONTENT

1. Employees will promote the goals, objectives, and policies of the County of Renfrew.
2. The County expects a standard of dress and grooming from employees that is reasonable and appropriate under the circumstances of their position within the County of Renfrew.
3. Employees will acknowledge and recognize the dignity and worth of every person they serve and with whom they work.
4. Employees will disclose in writing to their Department Head any business, commercial, or financial interest where such interest might be construed as being in actual or potential conflict with their official duties. This written disclosure is kept in the employee's personnel file for the duration of employment.

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> A-15
<b>POLICY:</b> Code of Ethical Conduct				
<b>DATE CREATED:</b> OCT03/91	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/23	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 2 of 3

5. Employees will not engage in any business, dealing, or transaction or have a financial or other personal interest, which is in conflict with the discharge of their official duties.
6. Employees shall not knowingly participate in any decision or promotion or make any recommendation, in which they or their family has any financial interest, except as a resident of the municipality.
7. Employees may not knowingly sell goods, materials, or services to the County without the express permission of the Chief Administrative Officer/Clerk.
8. Employees will ensure, in the performance of official duties, equality of treatment to all persons and, without restricting the generality of the foregoing, shall refrain from according preferential treatment to any person, group, or organization.
9. Employees will not place themselves in a position where they could derive any benefit or gain from any County contracts, persons, groups, companies, or organizations with which the County does business.
10. All County of Renfrew employees in the course of their assigned duties are disallowed from physical or verbal abuse towards fellow employees and members of the general public.
11. No employee is allowed to actively campaign, solicit or promote any political candidate at the municipal, provincial or federal levels of government in the course of their regularly scheduled duties during the workday. Any political activity must occur outside of regularly scheduled hours for all county employees.
12. An employee seeking the nomination or candidacy of any elected provincial or federal political office must request an unpaid leave of absence from the time of declaration of intent until the cessation of the political candidacy.
13. County employees may run for and serve in municipal elected offices provided no conflict

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> A-15
<b>POLICY:</b> Code of Ethical Conduct				
<b>DATE CREATED:</b> OCT03/91	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/23	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 3 of 3

of interest exists between the elected office and the employee's responsibility to the County. Employees will disclose in writing to the Chief Administrative Officer/Clerk their intent to seek the role of elected official on a municipal government.

14. Employees will disclose in writing to the Chief Administrative Officer/Clerk their intent to seek appointment to an Advisory Board or any other appointed Governmental Board.
15. County of Renfrew employees are obligated to report to their Department Head alleged breaches of conflict of interest committed by fellow County of Renfrew employees.
16. Employees will not benefit from the use of information acquired or used, and that is not generally available to the public, during the course of official duties.
17. Employees will not engage in any outside work, private employment, business, or undertaking for any person, group, or organization, which might interfere with the performance of their duties as a County employee, without the prior approval of their Department Head and the Chief Administrative Officer/Clerk.
18. Employees will not, except as specifically provided by policy and with Department Head approval, use County property or equipment for activities or purposes not associated with the discharge of official duties.
19. Employees will not demand, accept, or agree to accept from a person, group, or organization that wishes to have business or dealings or has business or dealings with the County, a nominal gift, benefit, favour, discount, hospitality, or gratuity for personal benefit.

Failure to comply with any of these procedures will result in disciplinary action and/or action through the courts.

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## POLICY STATEMENT

The purpose of this Corporate Policy is to guide employee's use of social networking made on an employee's personal time and to ensure employees understand that they cannot communicate on behalf of the County of Renfrew or any of its' departments, programs, services, clients, elected representatives or other employees without specific permission from their Department Head – refer to Corporate Policy IT-09 – Business Use of Social Networking Policy regarding the business use of social networking.

## POLICY SCOPE

For the purposes of this Policy, "The County of Renfrew" includes the Corporation of the County of Renfrew, any of its departments, programs, services, clients, elected representatives, supervisors or other employees, including confidential details or information and/or the reputation or good standing of any of the aforementioned. This policy covers the following content:

- Conduct Expectations;
- Content Expectations; and
- Policy Violations

## DEFINITIONS

Social Networking refers to any and all online social medial networking or community forum/websites where people come together, post information, attachments, videos, pictures, build knowledge, discuss ideas or socialize.

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## POLICY CONTENT

### 1. Conduct Expectations

Consistent with the Corporate Competency of *Professionalism*, employees must conduct themselves responsibly. Employee conduct, even outside of the workplace, must be in compliance with their workplace obligations, including but not limited to confidentiality, all human rights policies and applicable legislation.

The County of Renfrew acknowledges that employees may participate in social networking on their own time. All employees are advised that social media are not private, regardless of the security or restriction of access to said websites, and that **they** will be held accountable for conduct that is inconsistent with the Corporate Competencies of *Honesty and Integrity; Professionalism; Client Service Orientation; and Focus on Results*, as well as the relevant legislation including but not limited to:

- *Ontario Human Rights Code.*
- *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).*
- *Personal Health Information Protection Act (PHIPA).*

and other relevant departmental policies and procedures.

A social networking post made on an employee's personal time, but that harms the County of Renfrew reputation or hampers its operations, can constitute grounds for disciplinary action up to and including termination of employment. Further, violation of this Policy exposes the County of Renfrew to risks and legal liability and the employee to risk of criminal or civil liability.

### 2. Content Expectations

- a) Any such employee comments or conduct on social networking that breaches confidentiality regarding the County of Renfrew, its clients, employees or the

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workplace, including but not limited to photos or personal information and/or confidential business information will violate this policy.

- b) Employee comments or conduct on social media websites that is disparaging, defamatory, insulting, demeaning, offensive, insubordinate, threatening, harassing or discriminatory to the County of Renfrew, its clients, employees or the workplace, or that are deemed objectionable by the County of Renfrew in that the content might damage the County of Renfrew's reputation will violate this policy.
- c) Employee comments or conduct on social media must not interfere with the employee's ability to carry out their duties or result in other employees being unwilling to work with the employee in question.
- d) Employee comments or conduct on social networking must not interfere with the employer's ability to manage and direct the work process. This conduct would include, but is not limited to, insolent or insubordinate comments concerning any employee in a position or capacity of supervision in the County of Renfrew.
- e) Employee comments or conduct on social networking must not include any information which the County of Renfrew deems confidential or sensitive, including but not limited to any information concerning the workplace, specifically personal information concerning employees or the persons whom we serve, as well as information governed by the applicable Acts aforementioned in this Policy.
- f) Those social networking websites that assign, name or make the property thereof the employee in question are the 'sole' responsibility of said employee. All employees are held accountable for the security and comments made on a site for which they are aligned and take ownership. This includes, but is not limited to a personalized 'Facebook' page, etc.

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### 3. Policy Violations

- a) Employees must be aware and acknowledge that comments and/or conduct that would violate this policy will be subject to disciplinary measures up to and including termination of employment.
- b) Violation of the terms of this policy may result in criminal and/or civil liability/charges against the employee in question from either or all the County of Renfrew and/or the applicable third party(s).

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<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> B-02
<b>POLICY:</b> Promotion				
<b>DATE CREATED:</b> Nov 30/94	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/23	<b>COVERAGE:</b> All Non-union Employees	<b>PAGE #:</b> 1 of 2

## POLICY STATEMENT

The County of Renfrew recognizes the desirability, where possible, of promotion within the service of the employer.

## POLICY SCOPE

This policy governs the County of Renfrew's promotion practices for internal candidates and is applicable to all employees, except those governed by a Collective Agreement. This policy covers the following content:

- Promotion of Internal Employees.

## DEFINITIONS

For the purpose of this policy, the following definitions apply:

Promotion means the action of raising someone to a higher position or rank.

## POLICY CONTENT

Promotion of Internal Employees

1. Employees may apply for any posted position within the County for which they are qualified.
2. All qualified internal applicants are given consideration for an interview.
3. Consideration for promotion is based upon knowledge, skills, abilities, formal qualifications, experience, prior work record/performance, and service with the County.
4. The following apply to promotion to non-union positions:



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- (a) Any employee who changes thier job classification by promotion to a non-union position is placed on a formal trial period that may last from two (2) months up to one (1) year.
  - (b) The Department Head in consultation with Human Resources determines the length of the trial period based on the nature of the job involved;
  - (c) The promotion becomes permanent upon satisfactory completion of the trial period.
  - (d) The trial period may be extended if deemed desirable by the Department Head provided that the duration of the trial period does not exceed one (1) year in total.
  - (e) In the event the employee proves unsatisfactory in the position during the trial period, or if the employee finds that they are unable to perform the duties of the new job classification, they are returned to their former position only if the position is vacant; in the event the former position has been filled, the County shall attempt to find alternate employment for the employee although such employment cannot be guaranteed.
5. An employee promoted to a higher-level classification is placed in the salary range applicable to the new position at a step that gives the employee a minimum five percent (5%) increase (provided that the new salary does not exceed the maximum of the salary range).
  6. The employee's anniversary date for increment purposes is subject to change as a result of promotion.

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> B-03
<b>POLICY:</b> Establishment of New Positions				
<b>DATE CREATED:</b> Oct 30/91	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/23	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 3

## POLICY STATEMENT

The County of Renfrew follows a practice of personnel planning to facilitate ordination of staffing amongst Departments. The County abides by this process to ensure the organization is staffed appropriately and to avoid staff shortages or surplus. County Council must approve all new positions.

## POLICY SCOPE

This policy governs the process by which the number of personnel by department are approved and applies to all employees, with special emphasis on Department Heads. This policy covers the following content:

- Departmental personnel budget
- New or altered positions

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

## POLICY DEFINITIONS

Personnel means the people required by a Department to perform work in that Department.

## POLICY CONTENT

### 1. Departmental Personnel Budget

The following apply to the budget preparation process:

- Each Department Head forecasts their Department's full-time, part-time, and student personnel requirements for the upcoming year.

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- At this time, the Department Head may also recommend funds for reclassifications, changes in the existing distribution of personnel, and any additions or reductions in the staff complement authorized for their department.
- Budget provisions for new positions submitted to Council during the budget process must include information supporting the request(s) including a proposed Job Description, Business Case and the recommended compensation from the Chief Administrative Officer/Clerk, the Director of Corporate Services, and the Department Head.
- Upon Committee and Council approval of the budget, the Department Head, when deemed appropriate, submits a written request to the Director of Corporate Services to initiate evaluation and recruitment procedures for any new positions approved.

## 2. New or Altered Positions

The following apply to new or altered positions within the approved complement (refer also to the Chief Administrative Officer/Clerk By-law):

- The Department Head prepares a draft Job Description and discusses their request with the Chief Administrative Officer/Clerk.
- The Department Head then prepares a Job Fact Sheet and forwards the proposed Job Description and Job Fact Sheet to the Director of Corporate Services for review.
- The Human Resources division evaluates the position utilizing a job evaluation system; and prepares a preliminary compensation report.
- The Director of Corporate Services reviews the rating with the Human Resources division.
- The Director of Corporate Services provides a recommendation to the Chief Administrative Officer/Clerk regarding salary and classification of the new position.

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- The Chief Administrative Officer/Clerk and Director of Corporate Services submits a summary of the documentation with its recommendations regarding classification and salary to the appropriate committee and the Finance and Administration Committee for consideration and approval.
- The decision of the Finance and Administration Committee is referred to County Council for final consideration and approval.

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> B-07
<b>POLICY:</b> Payroll				
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## POLICY STATEMENT

The County of Renfrew ensures that pay is issued to employees on a bi-weekly basis in accordance with the payroll schedule.

## POLICY SCOPE

This policy governs the County of Renfrew's payroll practices for all non-union employees. This policy covers the following content:

- Submission of Timesheets on a Bi-Weekly Basis.

## DEFINITIONS

For the purpose of this policy, there are no definitions.

## POLICY CONTENT

Submission of timesheets on a bi-weekly basis:

1. Time sheets are found on the County intranet.
2. Time sheets are completed biweekly and authorized by the Department Head or designate(s).
3. Time sheets must be submitted to payroll in accordance with payroll schedule.
4. Employees are paid in accordance with our annual Payroll Schedule.

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> B-08
<b>POLICY:</b> Uniform and Safety Footwear Allowance				
<b>DATE CREATED:</b> NOV 30/94	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/23	<b>COVERAGE:</b> All Non-union Employees	<b>PAGE #:</b> 1 of 1

## POLICY STATEMENT

The County of Renfrew provides an allowance to full-time and part-time non-union employees who are required to wear uniforms and/or safety footwear in the performance of their duties.

## POLICY SCOPE

This policy governs the County of Renfrew's uniform and safety footwear allowance and is applicable to all Full and Part-time non-union employees. This policy covers the following content:

## DEFINITIONS

For the purpose of this policy, there are no definitions.

## POLICY CONTENT

1. See the appropriate Employment By-law for allowance amounts.
2. All non-union employees required to wear uniforms and/or safety footwear on a regular daily basis receive an annual allowance based on an October 1<sup>st</sup> to September 30<sup>th</sup> year. The allowance is granted on the following basis:
  - (a) Full allowance for those who are actively at work for more than one-half (1/2) of a year.
  - (b) One-half allowance for those who are actively at work for one-half (1/2) of the year or less.
  - (c) No allowance for those who are not actively at work for the whole year.
3. Non-union employees who are required to wear uniforms and/or safety footwear on an occasional basis receive the allowance once every three (3) years.

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POLICY: Hours of Work and Overtime				
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## POLICY STATEMENT

In order to administer its affairs as efficiently and effectively as possible and in the best interest of the general public, the County of Renfrew establishes hours of work, including shift work if required, for all job classifications.

## POLICY SCOPE

This policy is applicable to all employees of the County of Renfrew and governs office hours, hours of work and overtime, and extreme weather events. Consult the appropriate Collective Agreement, and applicable contract of employment for any deviations to this policy.

## POLICY DEFINITIONS

There are no definitions for this policy.

## PROCEDURE

1. Office Hours:
  - (a) General Administration
    - i. The normal hours of business for all general administration, with the exception of the Long-Term Care Homes are 8:00 a.m. to 4:00 p.m.
  - (b) Public Works & Engineering Patrol Garages
    - i. The normal hours of business are designated by the Director of Public Works & Engineering in accordance with seasonal requirements.
  - (c) Long-Term Care Homes
    - i. Operate on a rotating shift schedule of operational categories that are established by the Director of Long-Term Care
  - (d) Paramedic Service
    - i. Operates on a 24 hour/day, 7 day/week rotating shift schedule, as established by the Director of Emergency Services/Chief Paramedic Service.
2. Hours of Work:
  - (a) Administrative/Management/Supervisory/Technical (FT)

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- i. the normal minimum daily hours of work consist of seven (7) hours per day, as designated by the Department Head.
  - ii. A one (1) hour, unpaid lunch break is provided, scheduled at a time mutually agreed upon by the Manager.
  - iii. A paid fifteen (15) minute break period is provided in both the first and second half of the shift.
- (b) Public Works & Engineering Operational Employees
  - i. the normal daily hours of work consist of eight (8) hours per day as designated by the Department Head.
  - ii. An unpaid thirty (30) minute lunch break is provided during the shift.
  - iii. A paid fifteen (15) minute break period is provided in both the first and second half of the shift.
  - iv. Employees who are called in to work prior to their normal starting time are required to go home after a total of eight (8) hours are worked, unless additional work is assigned from the Supervisor.
  - v. Employees are entitled to a shift premium for scheduled night and weekend patrol shifts, as established in the County of Renfrew's Employment By-Law.
- (c) Paramedic Service Operational Employees and Operational Commanders
  - i. the normal daily hours of work consist of twelve (12) hours per day as designated by the Director of Emergency Services/Chief – Paramedic Service.
  - ii. A paid thirty (30) minute meal break is provided during shift.
  - iii. A paid fifteen (15) minute break period is provided in both the first and second half of a shift.
  - iv. Commanders are entitled to a shift premium for scheduled night and weekend patrol shifts, as established in the County of Renfrew's Employment By-Law.
- (d) Part-time/Contract Employees
  - i. Employee's hours of work will be designated by the Department Head.
- (e) Each Department Head ensures that each employee in their department is working the required number of hours for their classification.
- (f) Hours of work as established above are subject to accommodation agreements provided under Corporate Policy A-04 – Ontario Human Rights Code.



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### 3. Overtime:

The overtime provisions of the *Employment Standards Act, 2000* state that unless a contract of employment or a collective agreement states otherwise, an employee does not earn overtime pay on a daily basis by working more than a set number of hours a day. Overtime is calculated only:

- On a weekly basis, or
  - Over a longer period under an averaging agreement.
- (a) Senior Leaders/Department Directors need not track overtime beyond their set hours of work. Effective January 1<sup>st</sup> 2024 these employees will receive ten (10) working days per calendar year to be taken off as time in lieu of overtime, to be used each calendar year without option for carryover or pay out except under extreme circumstances with CAO approval.
- (b) Group A includes all employees below Group 7 on the County of Renfrew's Employment By-Law, and those not explicitly included in 3 (b), (c) or (d).
- i. all authorized work beyond the normal weekly hours of work is considered overtime and is paid at the rate of time and one-half
  - ii. upon mutual agreement with their Department Head, employees may receive time and one-half off with pay at a mutually agreeable time for overtime hours worked. Overtime shall not accumulate on a time-off-in-lieu basis beyond ten (10) working days at any given time.
  - iii. Time off in lieu of overtime banks will be automatically paid out on the last pay period of each calendar year. Upon approval, a maximum of five (5) working days may be carried over into the next calendar year, provided the maximum accumulation never exceeds ten (10) working days at any time.
  - iv. Public Works & Engineering operational employees may carry over hours from one year to the next, provided that the maximum accumulation never exceeds ten (10) working days at any time.
- (c) Group B includes all management and professional employees listed in Appendix A
- i. All pre-authorized work beyond the normal weekly hours of work is considered overtime. Management/professional employees are eligible for time off in lieu of overtime pay to a maximum of ten (10) working days per calendar year.

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- ii. In the event there is a declared Federal, Provincial, or County of Renfrew state of emergency in any calendar year, an additional thirty-five (35) pre-approved, and recorded hours in excess of the seventy (70) hours, for a total of one hundred and five (105) hours in one calendar year.
  - iii. A maximum of five (5) working days may be carried from one year to the next provided that the maximum accumulation never exceeds ten (10) working days at any time. The annual accumulation plus the carry-over shall not exceed ten (10) working days at any time in the subsequent year.
  - iv. There is no provision to grant pay in lieu of days off. Requests for pay in lieu of overtime must be approved by the Department Head and the Chief Administrative Officer.
- (d) Group C includes Paramedic Service Commanders, Public Works & Engineering Patrol Supervisors and Construction Supervisors.
  - i. All pre-authorized work beyond the weekly hours of work is considered overtime.
  - ii. Employees are eligible for time off in lieu of overtime pay at straight time, to a maximum of ten (10) working days per calendar year. If mutual agreement is not reached, the time off may be scheduled by the Manager.
  - iii. Additional overtime beyond the normal weekly hours and in excess of the ten (10) working days in ii is considered as overtime and is paid at the rate of straight time for a maximum of an additional ten (10) working days.
  - iv. Banked time off in lieu of overtime not used in the calendar year in which it was earned will be automatically paid out on the last pay period of each calendar year.
- (e) RCHC and Long-Term Care Homes Supervisors on call.
  - i. Employees will be provided three and one-half (3.5) hours of overtime per week of on call. On call refers to time periods during which an employee must be available and able to respond, within a reasonable time, to resolve a problem, either by returning to the workplace or off-site (if applicable). On call applies to time periods that are not regularly scheduled working hours. An employee assigned to be on call is not required to stay at home, but they must make sure that they can be contacted and is able to start work or respond to calls within a reasonable time. It is understood that a return to the workplace may not be necessary in most situations.

#### 4. Extreme Weather Events

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- a) When extreme weather conditions or other unforeseen acts of nature prevent an employee from attending work, the employee shall immediately notify their supervisor and explain the situation.
- b) In the event that severe weather conditions etc. affect an employee's ability to attend work, the Department Head or designate may grant approval for an employee to report to work late, leave for home early, assign work from home in accordance with Corporate Policy E-11 – Remote Work Arrangements (Telecommuting), or approve a leave request.
- c) The decision to close operations early or for the day will rest with the County's Chief Administrative Officer (CAO) or designate.
  - i. In the event the employer sends an employee home, the employee shall be paid their wages based on a regular work day for the period.
  - ii. Employees who are on sick leave or an approved leave shall have the day(s) recorded based on the original request.
- d) Although these procedures have been developed primarily for circumstances related to inclement weather or other unforeseen acts of nature, they will also serve as a guideline in the event of other conditions that require closing or evacuation of County facilities.

#### **POLICY REFERENCES**

1. *Employment Standards Act, 2000* <https://www.ontario.ca/laws/statute/00e41>
2. Your guide to the *Employment Standards Act, 2000*  
<https://www.ontario.ca/document/your-guide-employment-standards-act-0/hours-work>

#### **APPENDICES**

Appendix A: List of Management/Professional Employees under Group B

Appendix B: Application for Leave

Appendix C: Overtime Pre-Authorization

Appendix D: Overtime Sheet – Time and one half

Appendix E: Overtime Sheet – Straight Time

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> E-04
<b>POLICY:</b> Vacation				
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### **POLICY STATEMENT:**

Each Department Head or designate is responsible for scheduling vacation dates for employees in a manner that is as fair as possible to all employees and that ensures minimum disruption of service in the Department.

### **POLICY SCOPE**

This policy is applicable to all non-union employees of the County of Renfrew and governs process for vacation. Consult the appropriate Collective Agreement, and applicable contract of employment for any deviations to this policy.

Changes to this policy are not retroactive, therefore any changes to this policy become effective January 1, 2024.

### **DEFINITIONS**

Where part-time employee is referenced within this policy, it refers to all employee definitions other than full-time employees, as defined in Corporate Policy A-01 – Employee Definitions.

### **PROCEDURE:**

1. The following schedule is used to calculate vacation entitlement for full-time employees:
  - a) Upon hire, vacation will accumulate at the rate of 1.25 days per month for each full calendar month worked, up to December 31<sup>st</sup>.
  - b) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete one (1) full year of employment, they are credited with fifteen (15) working days of vacation leave.
  - c) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete five (5) years of employment, they are credited with twenty (20) working days of vacation leave.
  - d) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete eleven (11) years of employment, they are credited with twenty-one (21) working days of vacation leave.
  - e) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete twelve (12) years of employment, they are credited with twenty-two (22) working days of vacation leave.

<b>Corporate Policies and Procedures</b>				
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- f) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete thirteen (13) years of employment, they are credited with twenty-three (23) working days of vacation leave.
  - g) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete fourteen (14) years of employment, they are credited with twenty-four (24) working days of vacation leave.
  - h) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete fifteen (15) years of employment, they are credited with twenty-five (25) working days of vacation leave.
  - i) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete sixteen (16) years of employment, they are credited with twenty-six (26) working days of vacation leave.
  - j) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete seventeen (17) years of employment, they are credited with twenty-seven (27) working days of vacation leave.
  - k) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete eighteen (18) years of employment, they are credited with twenty-eight (28) working days of vacation leave.
  - l) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete nineteen (19) years of employment, they are credited with twenty-nine (29) working days of vacation leave.
  - m) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete twenty (20) years of employment, they are credited with thirty (30) working days of vacation leave.
  - n) Beginning January 1<sup>st</sup> of the vacation year during which the employee will complete twenty-five (25) years of employment, they are credited with thirty-five (35) working days of vacation leave.
2. The following schedule is used to calculate vacation time entitlement for part-time employees:
- a) After one (1) year of continuous employment, part-time employees are entitled to two (2) weeks of unpaid vacation time.

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> E-04
<b>POLICY:</b> Vacation				
<b>DATE CREATED:</b> OCT 30/91	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/2023	<b>COVERAGE:</b> All Non-Union Employees	<b>PAGE #:</b> 3 of 5

- b) After five (5) years of continuous employment, part-time employees are entitled to three (3) weeks of unpaid vacation time.
- 3. The following schedule is used to calculate vacation pay entitlement for part-time employees:
  - a) Upon hire, the employee will receive four percent (4%) vacation pay.
  - b) After one (1) year's work receive six percent (6%) vacation pay.
  - c) After eight (8) years' work receive eight percent (8%) vacation pay.
  - d) After seventeen (17) years' work receive ten percent (10%) vacation pay.

The above noted years of work are calculated based on the full-time hours for the position held, as outlined in policy E-01 Hours of Work with each year being 1,820 or 2,080 hours respectively per year.

- 4. The following applies to vacation entitlement:
  - a) For the purpose of vacation entitlement, years of employment means the combined years of employment as a full-time and a regular part-time employee. Part-time service is based on cumulative hours worked (see section 4 above).
  - b) A newly recruited employee with relevant positional experience will be granted up to a maximum of 20 working days upon hire. Greater vacation entitlements will be at the discretion of the Chief Administrative Officer (CAO), in consultation with the Chairperson of the Committee under whose jurisdiction the recruited employee fall and only in exceptional circumstances.

Those employees who are granted an adjustment to their starting vacation entitlement, shall be credited with vacation service years based on to the entitlements above, and progress thereafter based on their credited vacation service years.

For clarity, an employee who starts with four (4) weeks' vacation, will be credited with five (5) years of vacation service and entitled to the fifth (5) week of vacation after ten (10) years representing their fifteenth (15<sup>th</sup>) vacation service year.

<b>Corporate Policies and Procedures</b>				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> E-04
<b>POLICY:</b> Vacation				
<b>DATE CREATED:</b> OCT 30/91	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/2023	<b>COVERAGE:</b> All Non-Union Employees	<b>PAGE #:</b> 4 of 5

- c) While on active payroll, employees are not permitted to take cash in lieu of vacation, unless an exception is approved by the CAO and only under extraordinary circumstances. An employee may carry the equivalent of one (1) year's vacation to the subsequent year. The carried over vacation must be used in the subsequent year. The carry-over of vacation time accrued in excess of policy must be approved by the Director and CAO.
- 5. The following applies to vacation requests:
  - a) Each Department Head or designate is responsible for scheduling vacation dates for employees in a manner that is as fair as possible to all employees, and that ensures minimum disruption of service in the Department.
  - b) All vacation requests must be in writing on the prescribed request for leave form, and must be pre-approved by the Department Head, or designate, and submitted to payroll prior to the taking of vacation.
  - c) All vacation is in agreement with the employee's supervisor. For approval process, length of service on active payroll is given consideration in choice of vacation periods.
  - d) All employees are entitled to two (2) weeks of consecutive earned vacation. Consecutive earned vacation periods greater than two (2) weeks may be obtained, with the expressed permission of the employee's supervisor.
  - e) Full-time non-union employees are permitted to utilize one (1) day of annual vacation in one (1) hour increments, with the pre-approval of their supervisor. All other vacation may not be taken in anything less than one-half (1/2) day increments.
  - f) Part-time employees must request unpaid vacation time in one (1) or two (2) week increments.
- 6. The following applies to working while on vacation:
  - a) If an employee is required to report to work during a scheduled vacation period, the vacation hours will be returned to the employee's payroll bank.
- 7. The following applies to vacation in respect to sick leave:
  - a) Approved vacation may be substituted for sick leave where the employee can establish, by a doctor's certificate, that an illness or accident occurred while on approved vacation.

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> E-04
<b>POLICY:</b> Vacation				
<b>DATE CREATED:</b> OCT 30/91	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> OCT 25/2023	<b>COVERAGE:</b> All Non-Union Employees	<b>PAGE #:</b> 5 of 5

- b) Vacation credits will not accrue after a period of thirty (30) consecutive calendar days leave for illness.
  - c) If an employee is off on short-term disability and returns to work through participation in a modified work (work hardening) program, but is unable to return in full hours, their vacation entitlement will be pro-rated.
- 8. The following applies to vacation in respect to unpaid leaves of absence:
  - a) Vacation credits will not accrue during an unpaid leave of absence (including leave on Workplace Safety and Insurance Board).
- 9. The following applies to vacation in respect to termination or change of status of employment:
  - a) Upon termination of employment, or transfer from full-time employment to part-time employment, the employee is paid the pro-rated monthly portion of unused vacation that was credited on January 1<sup>st</sup> of that calendar year.
  - b) Conversely, an employee is responsible for payment of vacation taken, but not earned based on a pro-rated monthly calculation from January 1<sup>st</sup> of that calendar year.

## POLICY REFERENCES

1. *Employment Standards Act, 2000* <https://www.ontario.ca/laws/statute/00e41>
2. Your guide to the *Employment Standards Act, 2000* <https://www.ontario.ca/document/your-guide-employment-standards-act-0/vacation>

## APPENDIX

Appendix A – Request for Leave Form



**Report to Council**  
**12 October 2023**

On 12 October, I attended the CNL Environmental Stewardship Council #52 which was held at The Best Western Hotel, Pembroke. Presentations\Speaker are listed below.

Highlights include:

1. The Director of Corporate Communication, Pat Quinn has retired. His position is now being shared by Mitch MacKay and Phil Kompass.
2. Terms of Reference (attached) are to be reviewed and comments are to be made for next meeting (21 March 2024).
3. There are now 12 new “Canisters” located at CNL for future temporary storage of High Level Fuel. CNL Environmental Remediation Management Update (attachment) page 11 refers.
4. Artificial Intelligence Robot is being developed to identify recycle materials.
5. CNL has over 300 monitoring sites and has over 60 years of data. Waste inventory reviewed every three years.
6. Mass timber is being used instead of steel\cement due to its strength during fires.
7. On 07 September CNL hosted a very a successful Organization of Canadian Nuclear Industry Day. Of note there were over 250+ attendees with 60 vendors.
8. 01 November CNL Mid Term 2022 Regulatory Oversight Review will take place in Gatineau.
9. CNL offers Science Literacy visits to local libraries through CNL Public Relations.

10. As part of our Nuclear Science Week celebrations the Chalk River Laboratories campus invites guests to visit our new Science Collaboration Centre (SCC) and enjoy a fascinating documentary on nuclear energy on Thursday, October 19, 7:00-9:00 p.m. *It is advised that visitors plan to arrive at the Minwamon Building (B1565) to check in at approximately 6:15 p.m.* If you would like to attend, please RSVP as soon as possible to [communications@cnl.ca](mailto:communications@cnl.ca).

**Attachments:**

- |     |                                       |                  |
|-----|---------------------------------------|------------------|
| 1.  | 20230622 Minutes                      | Tim Fleming      |
| 2.  | Terms of Reference                    | Tim Fleming      |
| 3.  | ESC Terms of Reference Overview       | Tin Fleming      |
| 4.  | Competitive Procurement Process       | Maude-Emile Page |
| 5.  | CRL Environmental Performance Summary | Carla De Waele   |
| 6.  | Business Update                       | Jeff Willman     |
| 7.  | Remediation Management Update         | Monica Steedman  |
| 8.  | AECL Radioactive Waste Inventory      | Paul McLelland   |
| 9.  | Mass Timber CNL Builds                | Steve Innis      |
| 10. | Update on CNL Low Carbon Operations   | Larry McGrath    |
| 11. | In the Community                      | Marsa Breeze     |

## Environmental Stewardship Council (ESC)

## NOTES FOR MEETING #51

Thursday, June 22, 2023

List of Participants noted on page 9

9:00 – 9:30 AM <b>Security – Front Gate</b>	Guests arrived at the Chalk River Laboratories front gate to pick up site badges. Guests boarded the main bus and were brought to site.
9:30 – 9:40 AM  <b>Safety briefing, welcome, and introductions</b>  Pat Quinn	Pat Quinn, Senior Director of Corporate Communications, opened the meeting with a safety briefing of the building and CRL site generally.
9:40 – 9:50 AM  <b>Review of actions, previous meeting record, and new business</b>  Tim Fleming	<p>ESC Facilitator, Tim Fleming provided an overview of actions from the previous meeting and identified the ones that that would be addressed during the October 2023 meeting. Meeting minutes were approved. Agenda was approved.</p> <p>Tim also reminded the ESC members that they must submit their ESC Official Alternates to <a href="mailto:marisa.breeze@cnl.ca">marisa.breeze@cnl.ca</a> as soon as possible.</p> <p><u>Actions Addressed:</u></p> <ul style="list-style-type: none"> <li>• ESC Action 230330:01 - The CNL communications team will follow up with Madeline Redfern and see if she could visit and speak to the ESC about her advisory role at CNL. <ul style="list-style-type: none"> <li>○ Deferred</li> </ul> </li> <li>• ESC Action 230330:02 - AECL is to circulate the existing GoCo agreement document to the ESC Members. <ul style="list-style-type: none"> <li>○ Completed</li> </ul> </li> <li>• ESC Action 230330:07 - Provide details on how long a human or animal can live by 10 mR/h source without being negatively impacted? <ul style="list-style-type: none"> <li>○ Deferred</li> </ul> </li> <li>• ESC Action 230330:04 – The ERM Team will circulate the Overview Decommissioning and Cleanup Plan (ODCP) document once it is approved for distribution and accepted by CNSC. <ul style="list-style-type: none"> <li>○ Deferred</li> </ul> </li> </ul>

<p>9:50 – 10:25 AM</p> <p><b>CNL Business Update</b></p> <p>Joe McBrearty</p>	<p>Joe McBrearty, CNL's CEO &amp; President, provided a Land Acknowledgement and CNL's <i>Business Update</i>. The <i>Business Update</i> included; updates on the site revitalization projects underway at CRL, such as the Science Collaboration Centre (SCC), Global First Power's (GFP) CRL-MMR project, and the Advanced Nuclear Materials Research Centre (ANMRC). He also updated on CNL's Science &amp; Technology (S&amp;T) mandates such as Hydrogen, Tritium, and Targeted Alpha Therapy (TAT)/Actinium-225. The <i>Business Update</i> covered the Community Information Bulletins and major CNL press releases since March 2023.</p> <p><u>Questions Answered in Session:</u></p> <ol style="list-style-type: none"> <li>1. Will GFP come back to do additional community research and outreach in anticipation of their MMR project?</li> <li>2. Does CNL's Indigenous engagement plan include Northern First Nations groups? Was CNL approached by indigenous communities or did CNL reach out to these indigenous groups?</li> <li>3. How do smaller communities deal with waste from the reactors when an SMR or MMR is implemented in rural or remote areas?</li> <li>4. What are the contents of the shipping containers on Plant Road?</li> <li>5. Regarding the Whiteshell (WS) stand down and fire services community bulletin, how is this being addressed?</li> <li>6. Regarding the fire personnel out in WS – Is there any risk of wild fires? Is there any risk to first responders, the community, or CNL staff?</li> <li>7. Is there a partnership in regard to the use of the Pembroke Airport, specifically regarding the anticipated shipment of Actinium-225?</li> <li>8. Has CNL endorsed any local airports? Is CNL using local airports to transport goods, services or products from the CRL site?</li> </ol>
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<p>10:40 – 11:20 AM</p> <p><b>Environmental Remediation Management (ERM) Presentation</b></p> <p>Monica Steedman</p>	<p>Monica Steedman, Vice President of Environmental Remediation Management (ERM) / Stewardship &amp; Renewal Group, presented the Chalk River Laboratories' ERM update. The overview included updates on the clean-up progress, major building decommissioning updates, waste services, an overview of the Decommissioning and Cleanup Plan, transportation assessments and NPD/NSDF updates.</p> <p><u>Completed Actions:</u></p> <ul style="list-style-type: none"> <li>• ESC Action 230330:03 – The ERM Team will provide the ESC with a summary description of the NRU rod bay assets, waste inventory and the status of its waste characterization and storage.</li> </ul> <p><u>Questions Answered in Session:</u></p> <ol style="list-style-type: none"> <li>1. Regarding Hex Boxes, how big are those storage containers? What are their dimensions?</li> <li>2. Regarding waste diversion, how do they eliminate the 90% of waste? What is the CNL specific process?</li> <li>3. Is there an easy search method or automatic reference/notification for the EIS registry?</li> <li>4. What is the design life of the temporary storage NWMO and DGR canisters?</li> <li>5. For G1, do you believe a prompt or deferred decommissioning strategy is most appropriate?</li> <li>6. What is the timeline for G1 decommissioning?</li> <li>7. Is there additional information on the licensing process and CNSC regulatory process?</li> <li>8. In NRU fuel bay, is there irradiated Cobalt-60? What exactly is in there?</li> </ol> <p><u>New Actions:</u></p> <ul style="list-style-type: none"> <li>• ESC Action 230622:01: CNL will look into the feasibility for CNL staff to send ESC members notices of intent posted to the IAA Registry for the 30 day registry comment period.</li> <li>• ESC Action 230622:02: ERM Team to provide characterization information on what is included in the waste from WS, G1, DP and how many trips did it take to move the materials to CRL?</li> <li>• ESC Action 230622:03: ESC Secretary will share link to the Canadian Conference on Waste Management, Decommissioning and Environmental Restoration (NWMDER).</li> <li>• ESC Action 230622:04: CNL to provide the ESC members with the timeline for the G1 decommissioning and licensing process.</li> </ul>
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<p>11:20 – 11:45 AM</p> <p><b>Liquid Waste Presentation</b></p> <p>David Delano</p>	<p>David Delano, Director of Liquid Waste gave a presentation regarding stored liquid waste projects at CNL. In this presentation, David Delano discussed reducing CRL's environmental liability, maintaining SLE buildings and assets, retrieving, processing and properly storing waste, and placing tanks in the required end-state. The history of stored liquid waste, tank conditions and characterization, and SLW process were all discussed.</p> <p><u>Completed Actions:</u></p> <ul style="list-style-type: none"> <li>• <i>ESC Action 230330:05 – The ERM Team is to provide the ESC members with an overview, updated presentation on stored liquid waste projects at CNL.</i></li> </ul> <p><u>Questions Answered in Session:</u></p> <ol style="list-style-type: none"> <li>1. <i>Are there any concerns with releases from the existing tanks? Has there been any evaporations of the stored liquid waste?</i></li> <li>2. <i>Is there any way we can repurpose the liquid waste?</i></li> <li>3. <i>Can you provide a clearer timeline for the current liquid waste? Also, can you provide more detail on what exactly it is and how much is currently there?</i></li> <li>4. <i>Why are we not storing any additional liquid waste?</i></li> <li>5. <i>Has there be any leak from historic fuel reprocessing tanks in the controlled area?</i></li> <li>6. <i>Can you provide a description of the 283 and 483 tanks?</i></li> <li>7. <i>Is the Bitumen suitable for NSDF or would it vary?</i></li> <li>8. <i>Is vitrification still used for SLW?</i></li> <li>9. <i>Do we consult with the US-DOE about the best practices and technology? How much collaboration is there internationally to support best practices?</i></li> <li>10. <i>Could you provide more details on legacy waste produced from onsite research such as – cancer treatment research, energy research and the legacy waste from other places being shipped to CRL?</i></li> <li>11. <i>What is the legal authority behind waste being shipped to CRL? Is the legal authority provided under the current licences? What licenses will CNL be pursuing in the future that will impact the transportation of waste onto CNL property?</i></li> <li>12. <i>What is the current level of this waste and expected future intake of waste onto the CRL site?</i></li> </ol>
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<p>11:45 AM – 12:30 PM</p> <p><b>Quarterly Environmental Performance Report</b></p> <p>Carla De Waele</p>	<p>Carla De Waele, Manager of Monitoring Programs &amp; Risk Assessment, provided the Quarterly Environmental Performance Report, including CRL's Effluent and Environmental Monitoring Program, an overview of environmental performance, monitoring and impact assessment for the site, and presented on CNL's sustainability goals.</p> <p><u>Questions Answered in Session:</u></p> <ol style="list-style-type: none"> <li>1. <i>What was the impact of the Argon noble gas stack?</i></li> <li>2. <i>What additional methods will CNL implement to reach the 40% emissions reduction goal?</i></li> <li>3. <i>Is there the opportunity to use electricity to help CNL reach their sustainability goals?</i></li> <li>4. <i>What is GFP's process and potential impact to site? Could GFP's MMR help growing energy consumption needs at CRL and help CNL reach their sustainability goals?</i></li> <li>5. <i>What is the typical generating capacity of the powerhouse as a whole?</i></li> <li>6. <i>Is the site fed through the transmission lines coming in?</i></li> <li>7. <i>Have you ever thought of using solar power for energy generation on site?</i></li> <li>8. <i>Regarding CNL's samples of public land areas, how much of the monitoring is citizen-based/reported?</i></li> <li>9. <i>How does the monitoring of the water on site work? How does CNL go about monitoring the various water sources?</i></li> <li>10. <i>Do you do monitoring on the Quebec side of the Ottawa River?</i></li> </ol>
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<p>1:30 – 2:15 PM</p> <p><b>CNL Forest Management Plan Presentation</b></p> <p>Annie Morin/Elizabeth Cobb</p>	<p>CNL's Annie Morin, Manager, Natural Resources and Research Forest, gave a joint presentation on CNL's Forest Management Plan (FMP). The presentation covered the wide variety of tree species grown at CNL, the current forest conditions and composition, animal habitats and patterns, carbon storage, and old growth forestation.</p> <p><u>Completed Actions:</u></p> <ul style="list-style-type: none"> <li>• ESC Action 221020:04 – Hold a brief presentation on the forest management plan.</li> <li>• ESC Action 230330:06 – Provide a copy of the CNL-CRL Forest Management Plan when it becomes available in support of the June 2023 ESC Forest Management Plan presentation.</li> </ul> <p><u>Questions Answered in Session:</u></p> <ol style="list-style-type: none"> <li>1. What does LIDAR mean?</li> <li>2. Regarding the forest service, ecological land classification and ecological indicators, is this already a part of the process for the FMP strategic planning? What does this include?</li> <li>3. How long does the FMP take to come into effect? How long has a FMP been in existence at CNL-CR?</li> <li>4. Will the bat management plan impact other species long-term?</li> <li>5. How much consultation has happened with Indigenous communities? Is this plan a starting point or is it cast-in-stone?</li> <li>6. Why can we not build more bat houses in the targeted areas?</li> <li>7. Other forestry departments do not consider or track animal management. Why does CNL measure this?</li> <li>8. Are you familiar with the pro-forestation debate?</li> <li>9. Should sequestering more carbon be a priority for the future? Or should we stop until we get emissions back under control?</li> <li>10. Regarding sequestration of the forest, what is done with the poplar? Is it continued to be sequestered or is it released?</li> <li>11. What is the renewal program and process at CNL?</li> <li>12. Do you have brown bats in the facilities onsite?</li> <li>13. Would the forest you are cutting down be considered a critical habitat for bats or other animals?</li> <li>14. How will this activity affect white nose syndrome? How would this affect your wildlife populations – such as the blueground mitotic?</li> <li>15. What treatment packages are for best diversity?</li> <li>16. When you do modeling for wildlife (e.g. Moose) – do you include wetlands as browsing habitat?</li> </ol>
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<p>2:30 – 3:30 PM</p> <p><b>CRL Site Tour of Chalk River Laboratories Forest Management Areas</b></p> <p>Annie Morin/Elizabeth Cobb</p>	<p>CNL's Annie Morin, Manager, Natural Resources, and Elizabeth Cobb, Forest Operations Manager, Petawawa Research Forest, lead a field walking tour of the forest management areas on Mattawa Road onsite.</p> <p><u>Questions Answered in Session:</u></p> <ol style="list-style-type: none"> <li>1. What is the right spacing to optimize growing conditions for the pines in this area?</li> <li>2. How big is the stand?</li> <li>3. What's the risk of a canyon fire in this region?</li> <li>4. What would a control burn look like in this area? Would it reach the forest crown?</li> <li>5. Would the indigenous people traditionally set controlled fires in this area?</li> <li>6. If there was a fire on this site, how would that impact radio nuclides in the trees here? Do the trees have sequestered nuclear emissions? Is there any potential for tritium emissions?</li> <li>7. What is the age of these trees? Usually are they bigger than this?</li> <li>8. Have you performed any row thinning in this section of the forest?</li> <li>9. Are you trying to regenerate this forest with white pine?</li> <li>10. How is climate change accounted for in the FMP modeling? When CNL is modelling for climate change, is this area expected to get dryer?</li> <li>11. What is the blue paint on the trees marking?</li> <li>12. Why is red pine not ideal for the ecosystem?</li> <li>13. What is the PSP372?</li> <li>14. Did the Forest Management Staff in the 1950s make predictions about the future of the forest? How does it compare to now?</li> <li>15. At what point is a suppressed tree not going to respond?</li> <li>16. Is buckthorn an issue in this area?</li> <li>17. What was this area before it was a plantation?</li> <li>18. Do you notice certain animals present based on tree spacing?</li> <li>19. Why can you not plant more white pine?</li> </ol>
<p>3:30 – 3:45 PM</p> <p><b>In the Community</b></p> <p>Marisa Breeze</p>	<p>Marisa Breeze, Communications Officer at CNL and ESC Secretary, discussed some of the programs at CNL to engage the community and remain accountable.</p> <p><u>New Actions:</u></p> <ul style="list-style-type: none"> <li>• ESC Action 230622:05: ESC Secretary to send links for community events, ESC main link, links to webinars, ESC Terms of Reference, and Water and Dirt Festival links to the ESC membership.</li> </ul>

<p>3:45 – 4:00 PM</p> <p><b>Recap   Review of Actions</b></p> <p>Tim Fleming</p>	<p>Tim Fleming and Marisa Breeze reviewed the presentations and the new actions that came out of this meeting. This included a brief overview of the deferred actions on record and added a few new actions.</p> <p><u>New Actions:</u></p> <ul style="list-style-type: none"> <li>• <i>ESC Action 230622:06: Provide a presentation on the integrated waste strategy and national waste program.</i></li> <li>• <i>ESC Action 230622:07: Tim Fleming to provide an overview of the Terms of Reference for the ESC during the October 2023 meeting.</i></li> <li>• <i>ESC Action 230622:08: Provide a presentation on the Mass Timber used in CNL's new builds as well as CNL's carbon reduction plan generally.</i></li> </ul> <p>The next ESC meeting date has been set for October 12, 2023 at the Best Western – Pembroke.</p>
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<b>ESC Participants:</b>	Concerned Citizens of Renfrew County	Ole Hendrickson
	City of Pembroke	Troy Purcell
	City of Ottawa	Josh Elliott
	Deep River Horticultural Society	Susan Miller
	Four Seasons Conservancy	John McKay
	Garrison Petawawa	Maggie Mohns
	Municipalité régionale de comté de Pontiac	Kari Richardson
	Old Fort William Cottagers' Association	Joann McCann
	Renfrew County Council	Dan Lynch
	Town of Deep River	Sue D'Eon
	Town of Laurentian Hills	Anne Giardini
	Town of Petawawa	Karen Donovan
<b>ESC Alternates:</b>	Old Fort William Cottagers' Association	Catherine Galligan
	Petawawa Research Forest	Elizabeth Cobb
	Garrison Petawawa	Ryan Naraine

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<b>Observers:</b>	Atomic Energy of Canada Limited	Jeremy Latta
	Atomic Energy of Canada Limited	Maude-Émilie Pagé
	Canadian Nuclear Safety Commission	Brett Legree
	Canadian Nuclear Safety Commission	Dr. Ary Pirazzi
	Canadian Nuclear Safety Commission	Zoe Reaume
	Metis Nation of Ontario	Melanie Rose
<b>Additional Observers:</b>	Metis Nation of Ontario	Roger Rose

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<b>Facilitator:</b>	Tim Fleming
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<b>CNL:</b>	Joe McBrearty, President & CEO
	Monica Steedman, Vice President, Environmental Remediation Management (ERM)
	Pat Quinn, Senior Director, Corporate Communications
	Sarah Brewer, Senior Director, Compliance
	George Dolinar, Director, Environmental Program Authority
	Mitch MacKay, Manager, ERM Stakeholder Relations
	Carla De Waele, Manager of Monitoring Programs & Risk Assessment
	Marisa Breeze, Communications Officer, Corporate Affairs

Prepared by: Marisa Breeze

Tel: 647-404-9370 | Email: [marisa.breeze@cnl.ca](mailto:marisa.breeze@cnl.ca)



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**Invited Guests:**

Meggan Vickard, Deputy VP Integrated Waste Services  
David Delano, Director, Liquid Waste  
Sandra Faught, Manager, ERM Licensing Support  
Katie Shorter, Manager, NPD Regulatory Approvals  
Annie Morin, Manager, Natural Resources

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**Absent:**

Municipalité régionale de comté de Pontiac  
Pembroke Area Field Naturalists  
Ottawa Riverkeeper  
Petawawa Research Forest  
Algonquins of Pikwakanagan  
Atomic Energy of Canada Limited  
Garrison Petawawa

Doug Rouselle  
Ted Hiscock  
Larissa Holman  
Heidi Erdle  
Jim Meness  
Jason Cameron  
Meghan Hendry



## TERMS OF REFERENCE – ENVIRONMENTAL STEWARDSHIP COUNCIL

### 1. SCOPE

The management of Canadian Nuclear Laboratories (CNL) values and respects the communities' interests in and expectations of the operational activities of the Chalk River Laboratories. In this regard, and in keeping with our Public Information Program of transparent information sharing, CNL has established an Environmental Stewardship Council (ESC) for the Chalk River Laboratories (CRL) site. The Council will provide more opportunities for face-to-face meetings and will build an enhanced working relationship through effective two-way dialogue. Council Members will be informed about and updated on activities that could have an impact on their communities. Council Members will voice their opinions to CNL management on these activities, and will be kept apprised of the company's proposed actions on issues that are raised.

This document defines the objectives and mandate of the Environmental Stewardship Council, the responsibilities of its members, and the process for carrying out their duties.

The document includes the membership and recognized Observers (Appendices A and B, respectively) and will be updated, as required, by the Secretary.

### 2. OBJECTIVE

The objective of the Environmental Stewardship Council is to build and maintain a working relationship and create opportunities for open dialogue between community stakeholders and CNL Chalk River Laboratories, in order that decisions taken by site management consider a wide range of community viewpoints.

### 3. MANDATE

The Environmental Stewardship Council aims to work cooperatively in order to:

- Build an open, productive and positive working relationship;
- Create opportunities for dialogue and feedback;
- Openly discuss a broad range of topics of mutual interest to both CNL and the community;
- Provide advice towards viable solutions in order to improve CNL's environmental and operational performance;
- Recognize, respect and consider the interests of all members;
- Review and advise CNL on their public communications engagement;
- Facilitate community access to accurate and timely information about CNL's business and the Council's undertakings so that stakeholders are better informed;
- Foster the sharing of information with the public; and
- Establish a framework for ongoing and consistent two-way interactions with community stakeholders to discuss CNL's business as it relates to environmental protection, as well as health and safety, economics and social effects, as applicable.





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#### **4. MEETING FACILITATION**

To ensure that the interests of the Council are served, without bias, CNL will contract the services of an experienced Facilitator to coordinate and advise on matters brought forward to the Environmental Stewardship Council. CNL will provide administrative personnel to support this process.

#### **5. MEETING PROCESS**

##### **5.1 Membership**

Members will be drawn from local communities and may include local environmental organizations. To ensure that the Council is representative of community opinion, membership will be as broad as possible, within the limits set by Council effectiveness.

Based on their desire to participate, the membership of the Environmental Stewardship Council includes those noted in Appendix A. This list will change as agreed by the Council.

A Member is defined as the organization, not the individual representative.

##### **5.2 Changes in Membership**

A general review of membership will be conducted by the Environmental Stewardship Council, as required. Changes to the membership will be determined by consensus.

##### **5.3 Attendance**

Consistency is important to discussion. If repeated absence occurs, and the ability of the group to successfully meet its mandate is impacted, the Council may ask the Member to reassign a representative to the Council, or to withdraw. Members are encouraged to nominate a standing alternate.

##### **5.4 Frequency of Meetings**

The Environmental Stewardship Council will be expected to meet a minimum of three (3) times per year. Additional meetings will be held on an as needed basis.

The quorum required to hold a valid Council meeting is a majority of the public members.

##### **5.5 Observers**

There are three types of observers that are involved with the Environmental Stewardship Council: official observers, alternative delegates and members of the public.



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### 1. OFFICIAL OBSERVERS

There are three listed Official Observers:

- i) Canadian Nuclear Safety Commission (CNSC)
- ii) Atomic Energy of Canada Limited (AECL)
- iii) Algonquins of Pikwakanagan

### 2. ALTERNATE DELEGATES

Some ESC member organizations have designated alternative delegates to the ESC. In order to ensure continuity of involvement in the business of the Council, alternates may attend from time to time along with their primary representative. In this situation, alternates will sit with their primary representative and participate in the proceedings through their representative.

Member organizations will arrange with the ESC Recording Secretary, one week prior to scheduled meetings of the Council for attendance at ESC meetings. A maximum of two such attendees will be approved per meeting, on a first come, first served basis.

### 3. MEMBERS OF THE PUBLIC.

Representatives of public groups may apply to the ESC to attend a meeting as an observer. Application is by letter, addressed to the ESC Secretary, to be received fourteen days prior to an ESC meeting. The letter should state, briefly, the organization that the observer represents (if any); as well as the interests of the person/organization in attending a meeting of the ESC.

The ESC Secretary will provide members of the ESC with a list of applicants for observer status at a subsequent meeting, along with the regular meeting materials, including name of the person requesting observer status, organization (if any), location, and interest (if specified) and date request received.

Council will review applications and make selection on the following criteria:

- i) Relevance of the application to the defined area of involvement of the Council.
- ii) Date of application.

Council will invite up to three members of the public who apply for observer status to each meeting. In the event that more than three applications are received for a specific meeting, those names not accepted for the next meeting will be brought forward to the list of applicants for the subsequent meeting.

In the event that the meeting is held on CNL property, the Council will defer decision-making on the possibility of observer attendance to CNL, whose security rules may preclude additional participants.

After approval of Observer status by the Council, the ESC Secretary will advise Observers of the date, time and place of ESC meetings at which they are invited to observe and in that letter, include information about the role of the Observer.





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Public Observers play a passive role at ESC meetings. There will be two periods in the meeting when Observers are encouraged to ask questions or make comments, before the lunch break and during the afternoon after the completion of presentations.

Other groups may request observer status. Status is to be determined at the discretion of the Council.

## 6. ROLES AND RESPONSIBILITIES

### 6.1 CNL

CNL will:

- Provide operating and scientific expertise from internal resources to support the work of the Council;
- Provide all aspects of administrative support to the Council;
- Participate in discussions in order to meet the objectives of the Council and to consider Council inputs and proposed approaches and ideas;
- Develop and distribute feedback forms at the beginning of each meeting in order to solicit comments from the Council on the tone, objectivity and content of communications and to evaluate the effectiveness of the meetings;
- Provide feedback on progress and decisions taken;
- Cover the contractual expenses for the Facilitator and ESC meetings;
- Ensure all questions raised by Council Members are appropriately reflected in the Notes of Meetings;
- Maintain a current action list; and
- Post, at least, the last three years ESC Meeting Agendas and Meeting Notes on CNL's external website.

On occasions when the advice and recommendations of Council are not accepted, CNL will provide the Council with the reasons for his/her decisions.

### 6.2 Facilitator

The Facilitator will:

- Facilitate all meetings;
- Contact Council Members as needed;
- Provide assistance to presenters in order that presentation materials are understandable, free of industry jargon and in line with the needs of the members;
- Prepare reports, as applicable, with direction from Council Members (this would include, for instance, an annual report of progress);
- Ensure all points of view given are appropriately reflected in the Notes of Meetings;
- Work with the Council to maintain a plan. Key priorities should be identified and a timeline given for each issue proposed for discussion; and





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- Provide a “wrap-up” statement of accomplishment at the end of each meeting.

### 6.3 Chair

### 6.4 Members

All members of the Environmental Stewardship Council will be considered equals. Members will be expected to be active participants to ensure that the position of the organization they represent is understood.

The Members will:

- Provide advice and recommendations to CNL;
- Respectfully represent their respective areas of expertise and/or roles in the community as it relates to the mandate outlined in Section 3; and
- Regularly communicate any relevant information to their stakeholders.

## 7. COMMUNICATION

Broad-based discussions and recommendations will be reflected in the Notes of Meetings. Comments made during discussion will not be attributed to a particular person or group unless specifically requested. The Notes provided will be a summarized version of the discussion.

Notes will be kept and approved by the Council at the next meeting. Once approved, Notes will be made public via CNL’s external website.

The Council must approve all public communications associated with Council business prior to release.

## 8. EXPENSE REIMBURSEMENT

Council membership is voluntary; members will not be reimbursed for time spent working on Council activities. However, CNL will provide travel allowance for those ESC members travelling a distance of greater than 100 KM one-way to attend scheduled meetings of the Council. This expense will be paid in accordance with CNL’s mileage guidelines.

## 9. CONFIDENTIALITY

In order to protect CNL’s business position and its technology, there may be times certain information will be considered confidential. At those times, CNL will specify which audiences should be allowed to receive the information and for what length of time the information must remain confidential. Council Members will be allowed to decide whether they wish to receive the information or, alternatively, choose to withdraw. If they decide to receive the information, they will be required to respect the confidentiality of the information for the length of time indicated. Meetings where confidential information will be presented or discussed will be in camera.



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10. CONFLICT OF INTEREST

Members are required to identify all issues with which they may have a conflict of interest. The Environmental Stewardship Council will then have responsibility for reviewing these issues and deciding whether a conflict exists and the member should be excused from the discussion and/or vote.

11. APPENDICES

- A. Environmental Stewardship Council Membership
- B. Official Observers





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## Appendix A

### Environmental Stewardship Council Membership

Based on their desire to participate, the Environmental Stewardship Council will generally comprise:

Role	Member
Facilitator	Facilitator - Public Dialogue Alternatives
Member	Garrison Petawawa
Member	City of Pembroke
Member	Concerned Citizens of Renfrew County
Member	Deep River Horticultural Society
Member	Four Seasons Conservancy
Member	Municipalité régionale de Comté de Pontiac (MRC)
Member	Old Fort William Cottagers' Association
Member	Ottawa River Keeper
Member	Parkline Sportsmen Club
Member	Pembroke and Area Field Naturalists
Member	Petawawa Research Forest
Member	Renfrew County Council
Member	Town of Deep River
Member	Town of Laurentian Hills
Member	Town of Petawawa
Member	Upper Ottawa Valley Chapter of Ducks Unlimited
Member	Métis Nation of Ontario



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CNL Member	President and CEO
CNL Member	Vice President, Decommissioning and Waste Management
CNL Member	General Manager, Health, Safety, Security & Environment (HSSE)
CNL Member	Director, Corporate Communications
CNL Member	Communications Officer - <i>Acts as ESC Secretary</i>
CNL Member	Director, Waste Management & Environmental Remediation
CNL Member	Senior Director, Compliance
CNL Member	Environmental Scientist, Environmental Technologies Branch
CNL Member	Environmental Program Authority
CNL Member	Decommissioning Waste Management Communications Officer



## Appendix B

### Official Observers

(As of 2016 October)

Canadian Nuclear Safety Commission
Atomic Energy of Canada Limited (AECL)
Algonquins of Pikwakanagan*

\*Prefers an Observer seat versus a member seat



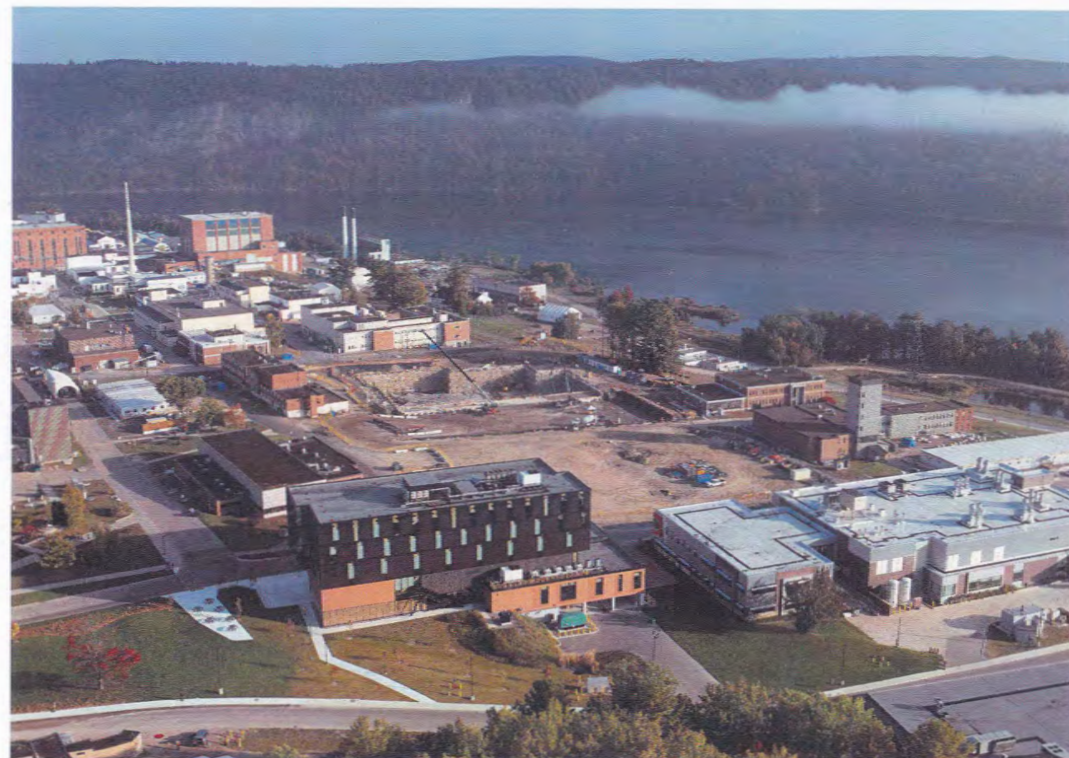


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## ESC Terms of Reference Overview

Tim Fleming, Facilitator  
Innovation Works

October 12, 2023



*ESC Action 230622:07:* Tim Fleming to provide an overview of the Terms of Reference Overview for the ESC at the start of the October 2023 meeting.



## IS IT TIME FOR AN UPDATE OF THE TOR?

- The Environmental Stewardship Council (ESC) is a communications channel created and managed by CNL, operating since 2006.
- As secretariate, CNL has the responsibility for administration, including taking and posting notes.
  - See section 6.1 CNL Roles and Responsibilities, Terms of Reference (TOR).
- Last update of the Terms of Reference was in 2016.
- Minor administrative updates are required (i.e. contact list is outdated).
- Some of the statements are open to interpretation, and could use refinement.



---

## OBJECTIVE

(Section 2)

*“The objective of the Environmental Stewardship Council is to build and maintain a working relationship and create opportunities for open dialogue between community stakeholders and CNL Chalk River Laboratories, in order that decisions taken by site management consider a wide range of community viewpoints.”*

### *Interpretation:*

The questions asked during sessions and the discussion topics that emerge, reflect the interests and individual perspectives of representatives within the ESC.

## MANDATE

(Section 3) The Environmental Stewardship

Council aims to work cooperatively in order to:

- Build an open, productive and positive working relationship;
- Create opportunities for dialogue and feedback;
- Openly discuss a broad range of topics of mutual interest to both CNL and the community;
- **Provide advice towards viable solutions in order to improve CNL's environmental and operational performance;**
- Recognize, respect and consider the interests of all members;
- Review and advise CNL on their public communications engagement;
- Facilitate community access to accurate and timely information about CNL's business and the Council's undertakings so that stakeholders are better informed;
- Foster the sharing of information with the public; and
- Establish a framework for ongoing and consistent two-way interactions with community stakeholders to discuss CNL's business as it relates to environmental protection, as well as health and safety, economics and social effects, as applicable.

---

## RECOMMENDATION

- The term 'provide advice' may be interpreted to mean that the group speaks with one voice.
- Advice giving can be perceived as a form of consultation, which is beyond the intent for the ESC. Recommend shifting the focus to sharing perspectives.
- Consultation activities by CNL are activities separate from the ESC - purpose built, with goals clearly communicated.
- Advice giving can exclude certain groups, who may not wish to be seen as speaking with one voice.



## MEMBERSHIP

(Section 5.1)

"Members will be drawn from local communities and may include local environmental organizations. To ensure that the Council is representative of community opinion, membership will be as broad as possible, within the limits set by Council effectiveness."

### Recommendation

- Retitle this section "Membership Eligibility"
- Because the term 'local' is unclear, recommend creating more clearly defining inclusion / exclusion criteria.
  - Currently the inclusion criteria is that a prospective member is a formally recognized organization within approximately 200 KM and has expressed a clear and logical rationale for attending.
- Recommend defining membership application process in the TOR.

---

## CHANGES IN MEMBERSHIP

(Section 5.2)

"A general review of membership will be conducted by the Environmental Stewardship Council, as required. Changes to the membership will be determined by consensus."

### Recommendation

- What is meant by consensus is not clear. Recommend switching to majority vote, respecting a quorum.
- Process of applying is not clear
  - Should a letter of intent, addressed to the ESC and CNL, be the standard?

## FREQUENCY OF MEETINGS

(Section 5.4)

"The Environmental Stewardship Council will be expected to meet a minimum of three (3) times per year. Additional meetings will be held on an as needed basis.

The quorum required to hold a valid Council meeting is a majority of the public members."

### Recommendation:

- Specify what the term majority means.
- Move statement about quorum into new separate section. Quorum only matters for two reasons:
  1. In case of membership vote or,
  2. To make sure enough members are there to share information and justify meeting costs.



## OTHER CHANGES

1. Revise or remove the conflict of interest section (Section 10).
  - There are no decisions made by the ESC (other than adding members and adding agenda items). Alternatively, recommend explaining what a conflict of interest would look like in a vote situation.
2. Add new section with group principles / group norms.
  - i.e. ensuring shared talk time, encouraging questions, shared commitment to productive conversation and active listening among members, etc.
3. Add a section on review process for the TOR.
  - Such as frequency, who decides, etc.

# Competitive Procurement Process: Contract to Manage Canadian Nuclear Laboratories Beyond 2025

Update to the Environmental Stewardship Council

October 12, 2023



AECL  
EACL

70 YEARS  
ANS





# Land Acknowledgement

AECL acknowledges with gratitude that we operate on territories that have, since time immemorial, been the traditional lands of Indigenous Peoples in Canada.



# Agenda

## 1. GoCo Model Overview/Recap

- Background
- Objectives/Priorities for the Next GoCo Contract Period
- What to Expect for CNL

## 2. Procurement Process

- Where we are in the Process
- Overview of the Request for Pre-Qualification
- Schedule
- Next Steps



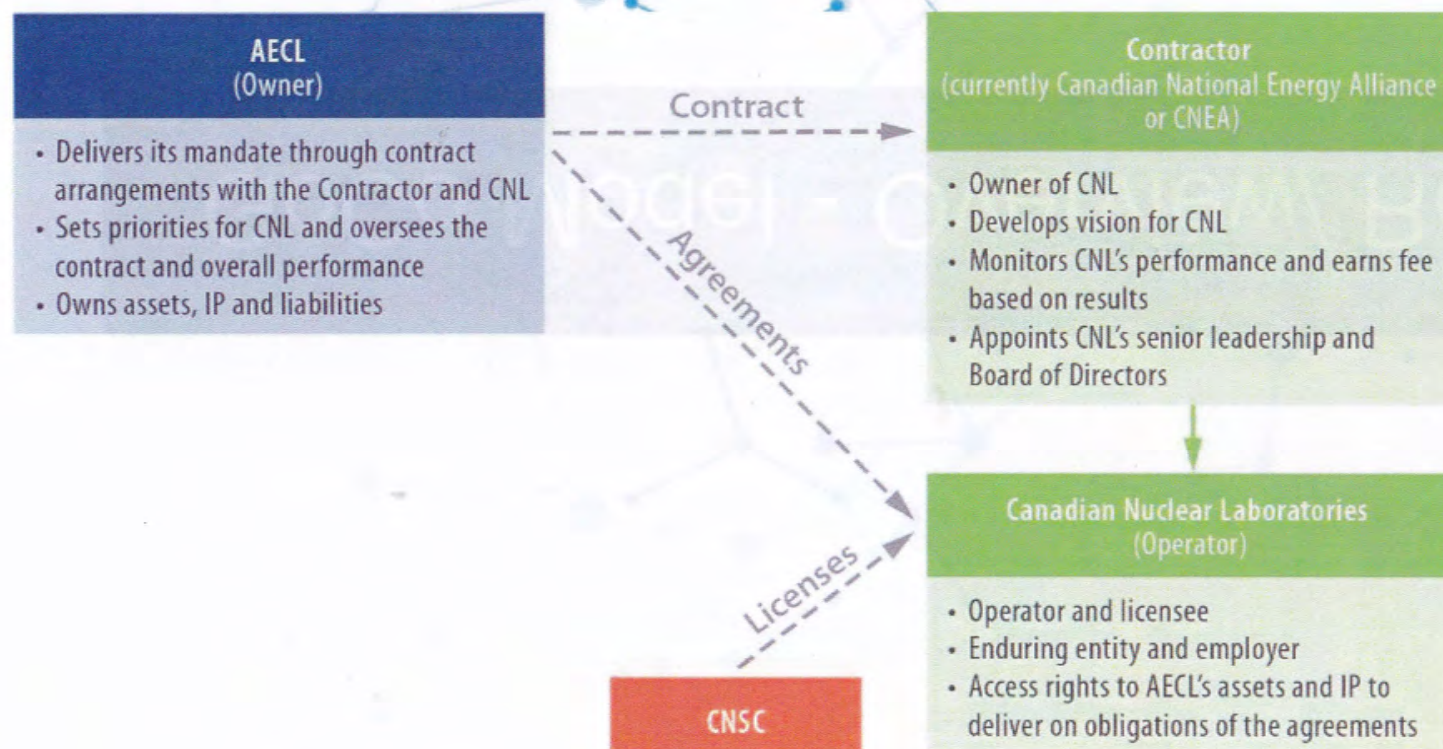
# Procurement Principles

- AECL will run a fair and transparent process
- AECL does not have a real or apparent preference for the incumbent contractor
- AECL is looking for the best possible bidder and expects robust competition
- AECL is committed to maintaining the integrity of the procurement
- AECL has a real desire to engage local stakeholders, Indigenous community on certain aspects of the contract and/or RFP
  - Need to do this while maintaining fairness in the process, confidentiality as required, etc.

# GoCo Model - Overview/ Recap



# Government-owned, Contractor-operated model





# Roles and Responsibilities

- AECL's role is to oversee CNL's performance against the Government-owned, Contractor-operated contract and support its priorities and those of the Government of Canada.
- AECL sets priorities for CNL – these are not expected to change with this procurement process.
- CNL is an enduring entity responsible for operating AECL's sites.
- We expect that only individuals in senior management positions will change with a new contract being issued.



## AECL Sites and Assets

- **Laboratories:** Chalk River Laboratories and National Innovation Centre for Cyber Security
- **Legacy AECL research sites** (in decommissioning): Whiteshell, Nuclear Power Demonstration, Douglas Point, Gentilly-1, + large decommissioning and remediation scope at Chalk River
- **Sites contaminated with historic low-level radioactive waste and/or uranium ore** for which the government has accepted responsibility: Port Hope Area Initiative and Northern Transportation Route



# Objectives for Next Contract: Three Missions

AECL's intent is that CNL leverages its capabilities and resources to successfully deliver on the 'Primary Missions' and their individual and collective objectives. The Missions are:

- **Science & Technology (S&T):** Strengthen CNL's role as Canada's National Nuclear Laboratories by delivering on federal priorities in science & technology, pursuing valuable collaborations and partnerships, and advancing nuclear innovation for the public good. Grow third party commercial services and revenue by leveraging existing capabilities and assets.
- **Decommissioning & Waste Management (DWM):** Optimize, with consideration for acceleration opportunities, decommissioning, environmental remediation and waste management activities to reduce AECL liabilities, as well as risks and costs over the long term; and
- **Site Development & Investment (Capital):** Deliver an integrated, optimally configured capital expenditure and asset management program. Ensure that AECL's real property, sites, buildings and facilities are safely and securely managed, and capabilities, resources and infrastructure are maintained.



# Objectives for Next Contract

In delivering the Mission work, CNL is expected to:

- Drive innovation through the enhancement and development of new collaborations across academic and research networks and national and international industries
- Leverage capabilities to deliver on federal research priorities and grow third-party revenues
- Continue the revitalization of the Chalk River Laboratories to transform it into a more efficient, modern nuclear science and technology campus
- Optimize the delivery of the decommissioning and waste management program to reduce AECL's liabilities safely and cost effectively
- Build and maintain meaningful collaborative relationships with Indigenous communities based on healing and reconciliation
- Ensure that CNL sustains a robust health, safety, security and environment culture, that it is compliant and efficiently managed, and that capabilities, resources and infrastructure required to satisfy AECL's mandate are maintained
- Drive organizational transformation and build the capabilities of CNL staff
- Optimize delivery and cost of site operations



# What to Expect – CNL

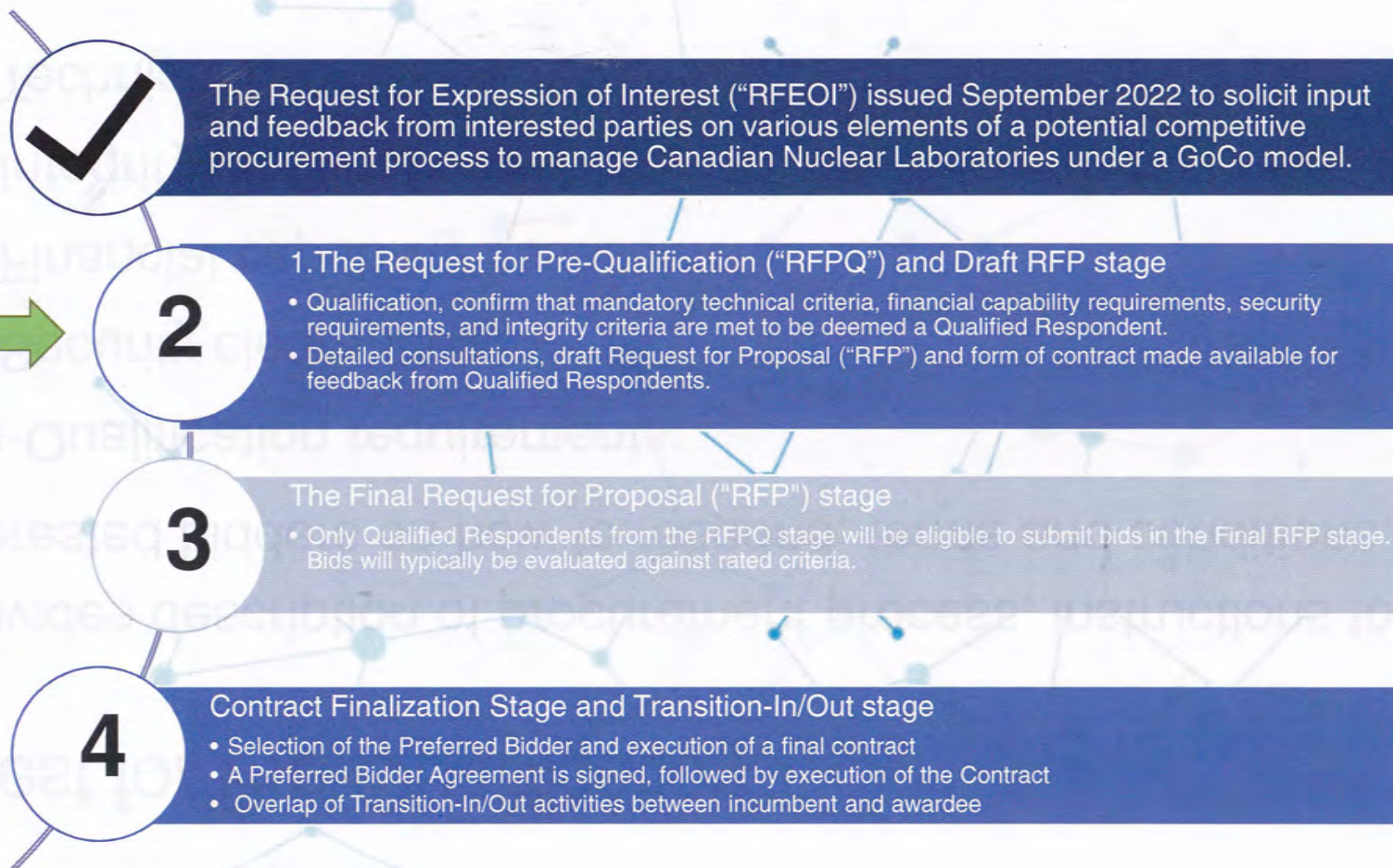
CNL is an 'enduring entity', meaning that contractors can come and go, but CNL remains.

- CNL remains the employer of the workforce, licensee and enduring entity responsible for the operations of AECL's sites.
  - What may change is the ownership of CNL (currently Canadian National Energy Alliance)
- Ongoing work, projects and priorities of CNL remain
- We expect stability in CNL's workforce in order to deliver on the important work and initiatives underway, including nuclear science and technology activities, decommissioning and waste management, as well as capital projects.
- All of the contracts that CNL has in place will remain with CNL as the enduring entity, including those that may run into the next GoCo contract period.



# Procurement Process

# Procurement Process





# Request for Pre-Qualification

- Provides description of procurement process, instructions to interested bidders on how to respond, terms and conditions, etc.
- Pre-Qualification requirements:
  1. Security clearances
  2. Financial capability assessment
  3. Integrity certifications
  4. Technical evaluation



# RFPQ – Technical Criteria

10 criteria to evaluate Respondents experience in managing large, complex sites with activities similar to those at Chalk River and other AECL sites – e.g.:

- Managing large nuclear facilities, licensed nuclear infrastructure projects, integrated approach to nuclear safety, health, security and environmental protection
- Managing large unionized workforce, multidisciplinary team in science, technology and research, implementing organizational change
- Being responsible for nuclear decommissioning projects, management of radioactive waste
- Managing research and development projects
- Managing stakeholder and Indigenous engagement in the context of nuclear projects

Complete documentation available on AECL's website: [www.aecl.ca/about-aecl/goco-contract-renewal](http://www.aecl.ca/about-aecl/goco-contract-renewal)



# Schedule

Date	Milestone
September 26, 2022	Launch of the Request for Expression of Interest
October 26, 2022	Closing date for submitting responses to the Request for Expression of Interest
Fall 2022/Winter 2023	Information received through the Request for Expression of Interest reviewed and analyzed
March 23, 2023	Briefing and tour of the Chalk River Laboratories for interested bidders
March 31 2023	Release of the Request for Pre-Qualification
Winter/Spring 2023 (and ongoing)	Outreach to local communities, stakeholders and Indigenous communities
Fall 2023 – Spring 2024	Engage Qualified Respondents in a Draft Request for Proposal process
Spring 2024	Release Final Request for Proposal
Spring/Summer 2024	Bid Preparation (Qualified Respondents)
Fall 2024 – Spring 2025	Bid Evaluation
Spring/Summer 2025	Selection of Preferred Bidder
	Contract Award and Transition-In



## Next Steps – Community/Indigenous Engagement

- AECL will be seeking feedback on the draft statement of work
  - Expect to publish in coming weeks
  - Looking for community input: what is important to community, are requirements well captured, what's missing, etc.
- Targeted engagement with Indigenous communities and Nations
- Other engagement activities as required / based on needs and interests of community
- Updates to ESC as appropriate



# Questions





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# CRL Environmental Performance Summary

Carla De Waele

Manager, Monitoring Programs &  
Risk Assessment

October 12, 2023





## Overview

- Overview of Program
- Environmental Monitoring Update
- Impact Assessment Act Update



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## CRL Effluent and Environmental Monitoring Program

- Monitoring Program at CRL is a well established, mature program.
- More than 60 years of Monitoring Data.
- Over 5,000 Effluent samples collected and 20,000 analyses performed annually.
- Additionally groundwater monitoring occurs on site with more than 20,000 analyses performed annually.
- Similar amount of Environmental Sampling and Analysis.
- Meets CSA N288.4, N288.5, N288.6 and N288.7 Standards.
- Meets CNSC expectations.





# CRL Effluent Monitoring Program

OFFICIAL USE ONLY / À USAGE EXCLUSIF





# CRL Effluent Monitoring Program

1. NRU Stack – Ar-41 emissions now zero, this was the largest effluent release from the CRL site.
2. MPF Stack – mixed noble gas and Iodine emissions now zero. Facility is now permanently shutdown.
3. CRL steam generation plant (powerhouse) converted from fuel oil to Natural Gas – lower CO<sub>2</sub> emissions as well as particulate, SO<sub>2</sub> and NO<sub>x</sub> CO<sub>2</sub> emissions estimated to be reduced by 21% because of this improvement.
4. Sewage Treatment Plant Outfall – new Sewage Treatment Plant online for 2 years. Using UV disinfectant and therefore meeting the regulatory limit for chlorine.
5. Process Outfall – lower thermal emissions as well as decreased flow therefore reduced fish impingement and entrainment.





## Environmental Monitoring Update

- 2022 CY CRL Effluent Monitoring Report was completed. Provided to CNSC end of April – on schedule.
- 2022 CY CRL Environmental Monitoring Report submitted to CNSC at end of June – on Schedule.

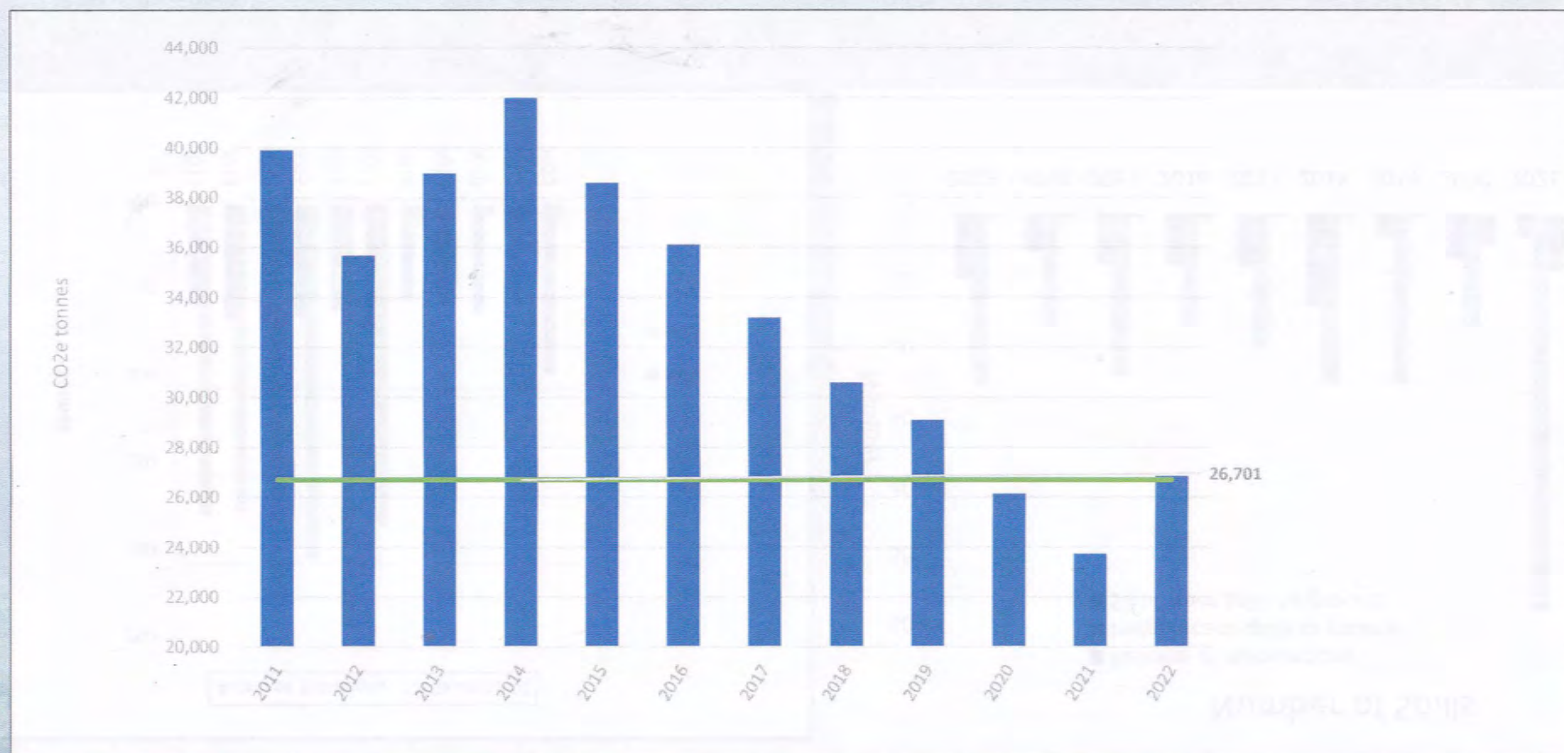
CNL Sustainability Report is in preparation and will be issued in November 2023 - it will include findings from the “Materiality Assessment” – this is a process whereby Board members, executive, employees, AECL, Peer groups, etc are asked what is important to them from an ESG perspective. This provides a basis for future Sustainability reporting.

As in previous years this report also provides a summary of activities and efforts on ESG components and will be available through the CNL website this summer. Demonstrates progress in line with GoC objectives on Sustainability- Environment, Social and Governance. It is a more detailed (longer) report this year.



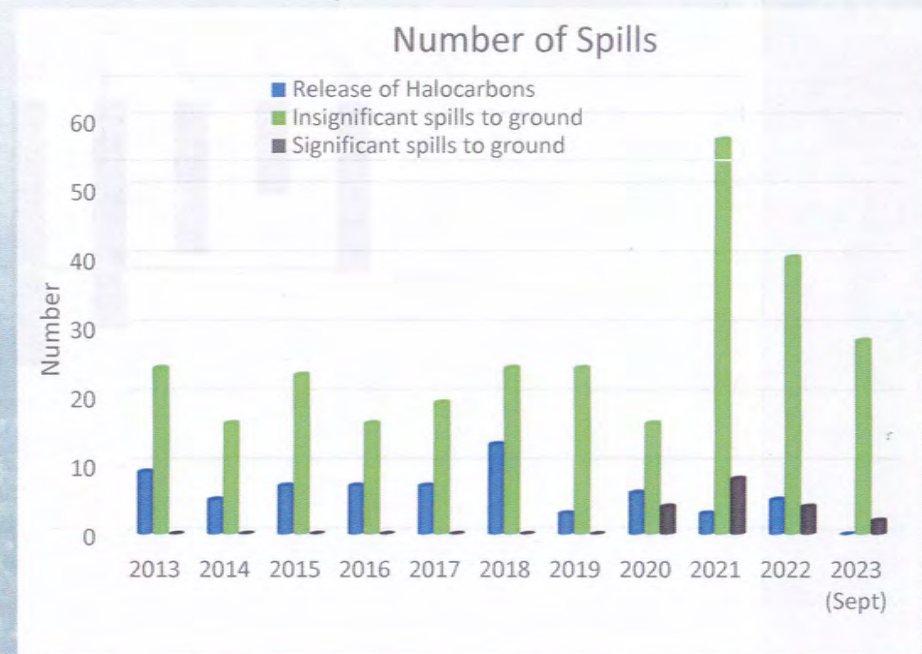
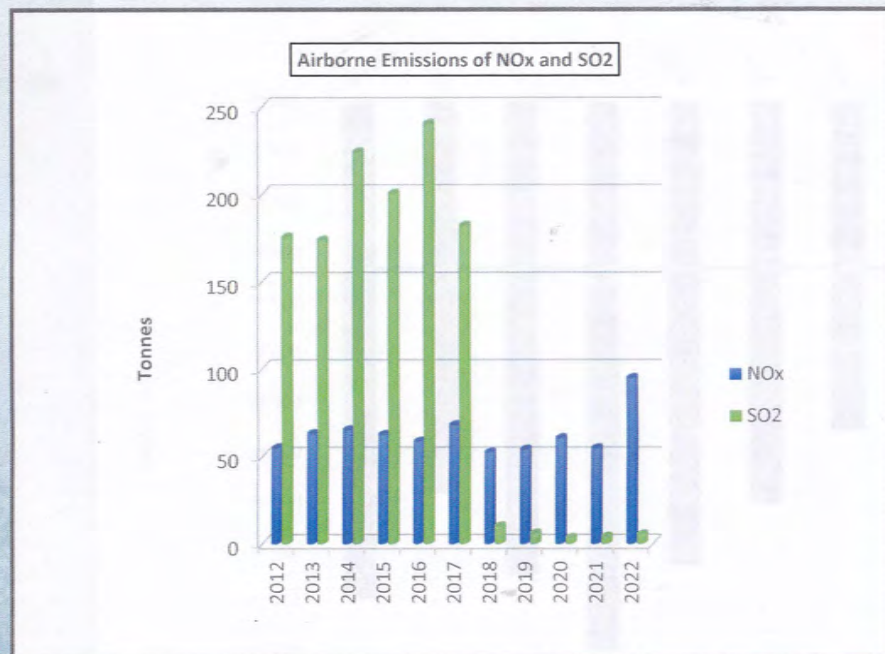


New Target (GoC) set at 40% reduction by 2030 – 22,886 tonnes (26,701 tonnes was the previous GoC target)





# SO2 and NOx Emissions Performance and Spills



## Impact Assessment S.82 Projects

Project	Registry Number
<b>Modernized CECE Facility (Combined Electrolysis Catalytic Exchange)</b>  New Facility for removal of tritium from Heavy water using technology developed and previously used at CRL. Location is within the built-up area of the CRL site on previously disturbed land (previous uses include Quonset Bldgs, laydown area, parking etc).	NOI Posting anticipated in the next month





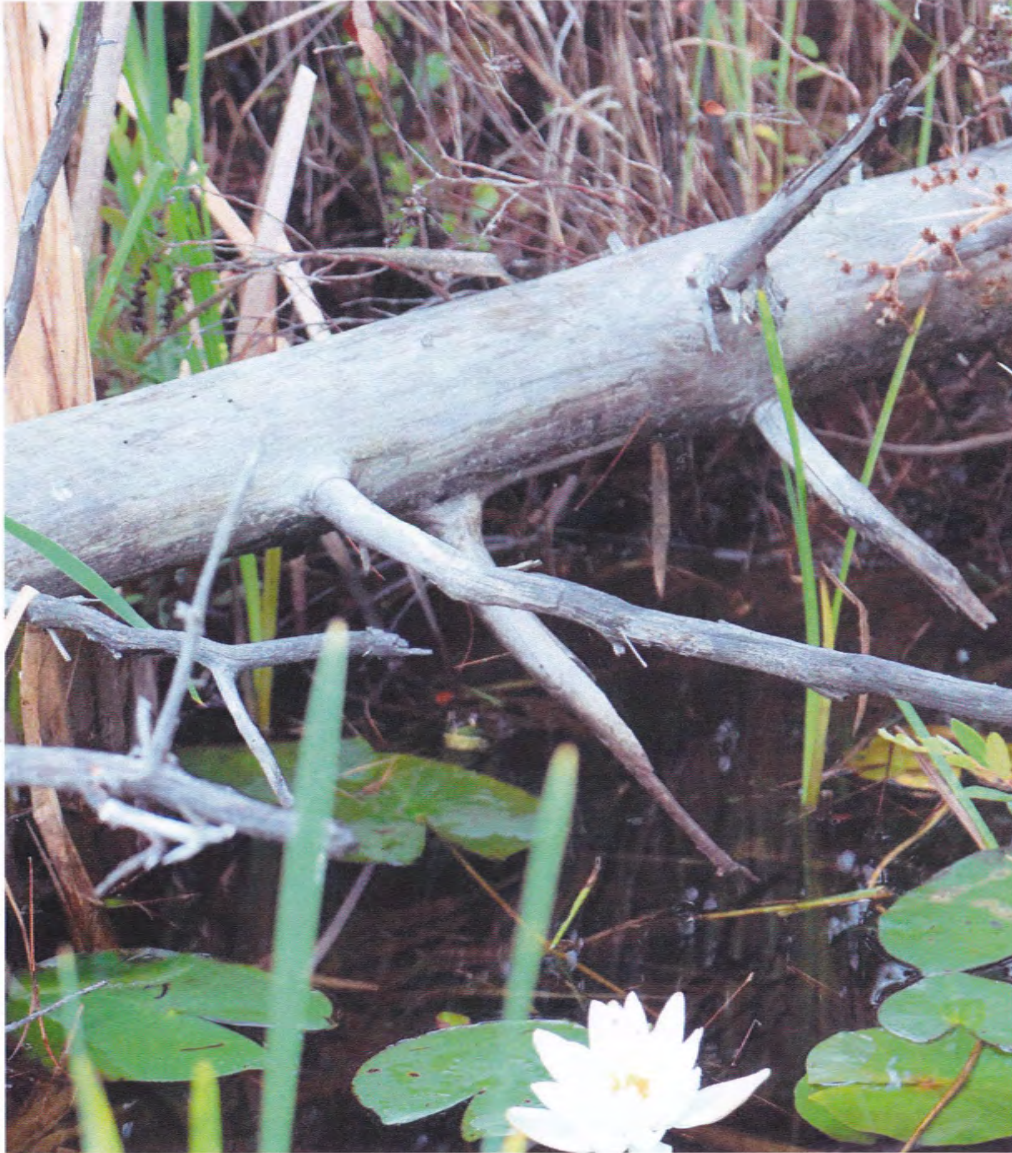
## ISO 14001 Internal Audit

The surveillance audit conducted by the by Internal Audit group at CRL of the EMS program in September 2023.

One item of note was access to emergency plans for Petroleum Storage Tank Systems – the plans were not available in a consistent manner and this could be improved.

Numerous Positive findings including biodiversity management and how non-environmental protection staff in the field are aware of requirements and are supportive and interested in managing their activities to minimize impacts on biodiversity.





Thank you.

Questions?



# Business Update

## Environmental Stewardship Council

*October 12, 2023*

Jeff Willman

Vice President, Health Safety, Security, Environment



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CNL is  
transforming a  
national icon into  
a campus for  
nuclear science &  
technology.



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2



## Science Collaboration Centre – Now Open

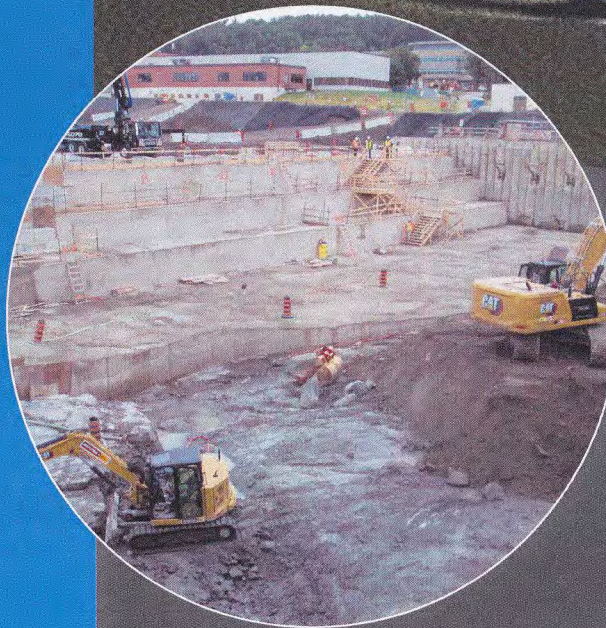




The Advanced Nuclear Materials Research Centre at CNL's Chalk River campus will provide critical support to the Canadian nuclear industry



Completion: 2028



The ANMRC will enable next generation reactors and fuel and advanced fuel fabrication



# OCNI Industry Day (September 7)

250+ Attendees

45 Delegates

60 Vendors





# Global First Power: MMR





## Business Update:

- **June 28** – Teaming up to address the growing cyber security needs of critical infrastructure organizations
- **July 26** - CNL announces project to significantly increase production of rare medical isotope Actinium-225, a promising new tool in the fight against cancer
- **July 28** - NRU reactor recognized for outstanding contributions in the field of isotopes
- **September 6** - Canadian Nuclear Laboratories and Kyoto Fusioneering form Strategic Alliance to advance critical path fusion energy technology





## Whiteshell:

**CNL took extensive, immediate and company-wide measures to ensure that it has full confidence in the fire response posture of the site.**

- Paused all work at the Whiteshell site, with the exception of essential activities to maintain site safety and security.
- Immediate redeployment of fire protection staff and equipment from the Chalk River Laboratories.
- Deployed CNL executives and fire program subject matter experts to oversee ongoing assessments and recovery.
- Conducted a full review to identify training gaps of fire personnel, and delivered a series of training programs to bring firefighting personnel back into compliance.
- Completed a review of all emergency response equipment and fire systems at Whiteshell, including the procurement of new equipment.
- Improved fire program oversight and shift staffing, ensuring that CNL meets all fire response standards.
- Moving carefully in gradual resumption of activities.









## CNL Mid-Term Update 2022 Regulatory Oversight Report November 1, 2023 (Gatineau, QC)

The mid-term update meeting will provide the CNSC an opportunity to hear comments from CNL, members of the public, and Indigenous communities regarding progress from the first half of this licence period, and a look ahead to the next five years. Concurrent with the Mid-Term Update, CNSC staff will present their annual Regulatory Oversight Report for Canadian Nuclear Laboratories Sites: 2022 (CNL ROR) which will address performance at all CNL operating locations.



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# Thank you / Merci

**Jeff Willman**

Vice President – Health, Safety, Security, Environment

Canadian Nuclear Laboratories

[Jeff.Willman@cnl.ca](mailto:Jeff.Willman@cnl.ca)

Questions?



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## CNL Environmental Remediation Management Update

Monica Steedman  
VP, Environmental Remediation Management

October 12, 2023



ESC Action 230622:02 - ERM Team to provide characterization information on what is included in the waste from WL, G1, DP and how many trips did it take to move the materials to CRL?



For the year 2022, only waste from Whiteshell Laboratories was brought to Chalk River Laboratories. No waste came from Gentilly-1 or Douglas Point.

From Whiteshell 2022:

Shipments – 19

Packages (combination of B-25's, PacTec bags, drums) – 34

All the waste was LLW except for one B-25 filled with ILW.





ESC Action 230622:04 – CNL to provide the ESC members with the timeline for the G1 decommissioning and licensing process.



#### Licensing Timeline

- Licence Amendment preparation – 2022-2025
  - Focussed engagement
  - Detailed Decommissioning Plan (DDP) Volume 1: Program Overview
  - Environmental Review Report
- 10 Year Licence Amendment Application submitted to the CNSC (Mid 2024)
- CNSC Hearing (mid 2025) and Decision
- 10 Year D&D Licence period for execution (2025 - 2035)
- Licence application to end licence and transfer site (2037-2038)

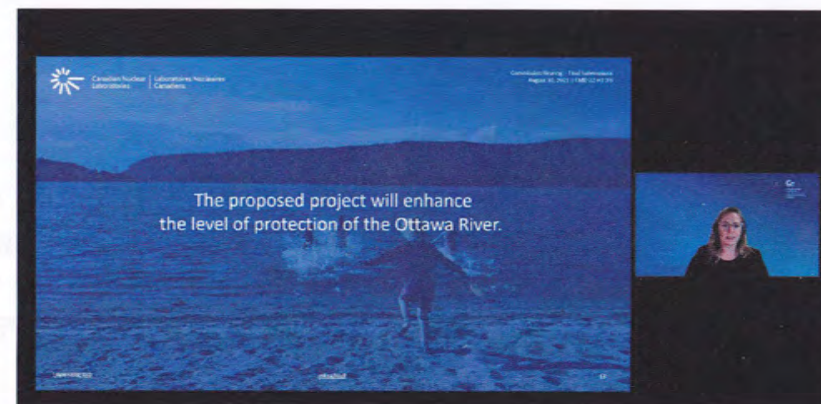


#### Decommissioning Timeline

- DDP Volume 2: Turbine Building, Service Building (2023-2025)
- DDP Volume 2 Execution Period: mid 2026 – 2031
- DDP Volume 3: Reactor Building (including calandria) (2025-2029)
- DDP Volume 3 Execution Period: (2029-2036)

## NSDF

- In May 2023, the Canadian Nuclear Safety Commission (CNSC) determined that it does not require any additional information and that it is ready to receive final submissions.
- In August 2023, the Commission held an oral hearing to provide Indigenous Nations and communities the opportunity to present their final submissions.
- CNL is currently waiting on a decision from the Commission on the licence amendment application from CNL to construct a near-surface disposal facility. CNL expects a response from the CNSC later this fall.





# Nuclear Power Demonstration Closure Project

September 28, 2023 Webinar: Assessing Long-term Safety

- Webinar covered the following aspects of the safety assessment:

- Regulatory Requirements and Assessment Framework
- Assessment Criteria
- Model Components
- Normal Evolution Scenario
- Receptors and Pathways
- Events – Environmental or Human Disruption
- Assessment Results

- CNL answered over 13 questions live

- 50 attendees



## Facilities Decommissioning & Environmental Remediation



Building 250 (Chemical Labs)

- Completed North Tower active/non-active drain characterization milestone.
- North Tower H5 loop removed 4,000kg of lead.
- South Tower fume hood (15) characterization and isolations completed.
- South Tower Rm. 142 electrical removals completed.



200 Series Buildings (Reprocessing Facilities)

- B200A 2nd floor ceilings and exterior walls remediation completed.
- B204, Bowser Room systems, services and components (SSC) removals completed.
- B204 mock-up and equipment testing for filling the bays project completed (shielding material and liner spraying).



NRX and NRU

- NRX legacy class 3 power system fully isolated and inspection of North thermal column in preparation for reactor graphite sampling.
- NRU class 2 battery system removal completed.
- NRU Post operational clean out (POCO) Milestone completed with 10,000 kg of waste removed.



## Facilities Decommissioning & Environmental Remediation



### Other Facilities

- B138 (offices/change room for NRU/NRX) external asbestos containing material (ACM) siding removal completed.
- B300 (fuel eng technical offices/labs) large-scale ACM lagging removal in the basement commenced as well as hatches cut through concrete floor to enable below grade characterization.
- B412/457 (machine shop/warehouse) foundation removals completed, site turnover to ANMRC commenced.
- B429 (fabrication facility) legacy waste removals commenced.

Metric	Progress to Date (kg)
Buildings (#)	116
Footprint Reduction (ft2)	349,052
Clean (inc. Asbestos, kg)	25,893,521
Asbestos (kg)	261,292
Hazardous (kg)	51,763
LLW (kg)	3,185,951
Mixed (kg)	17,421
ILW (kg)	47,764
HLW (kg)	812

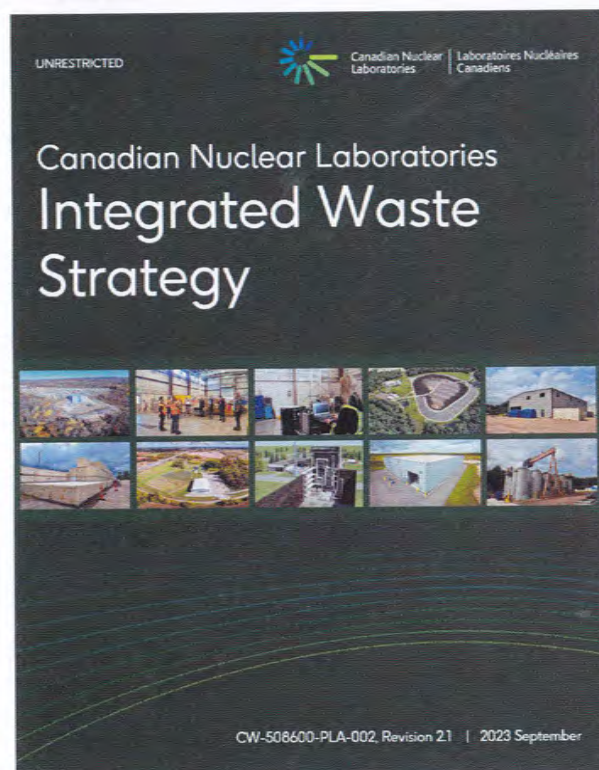


### Environmental Remediation

- Remediation preparation activities including vegetation removal and utility locates were completed at Foundation Road Landfill.
- Soil sampling continued in support of several capital and infrastructure projects.
- Mobilization completed for remediation of hydrocarbons at Deep Borehole CR-17 supporting restoration.



## ESC Action 230622:06 Provide a presentation on the integrated waste strategy and national waste program



The *CNL Integrated Waste Strategy (IWS)* is a communication tool, a planning tool, and decision-making tool that summarizes the lifecycle strategies for the management of all waste at CNL-operated sites in Canada.

The new revision of the *CNL IWS* (Rev. 2.1) was released in 2023 September (will be posted on [cnl.ca](http://cnl.ca) shortly). This revision of the *CNL IWS* builds upon significant technical underpinning and progress across CNL and aligns to the national policy and recommendations of the national strategy. This revision of the *CNL IWS* incorporates feedback from engagement and communication throughout 2021 – 2023, including discussions and presentations with the public, Indigenous Communities, and international nuclear organizations/experts.

CNL's Sean Gamley presented to ESC on the Integrated Waste Strategy (IWS) in July 2022. He also hosted a webinar in February 2023:

<https://www.youtube.com/watch?v=CGHoRNN8vBs>

## Canadian Integrated Strategy for Radioactive Waste (NWMO)

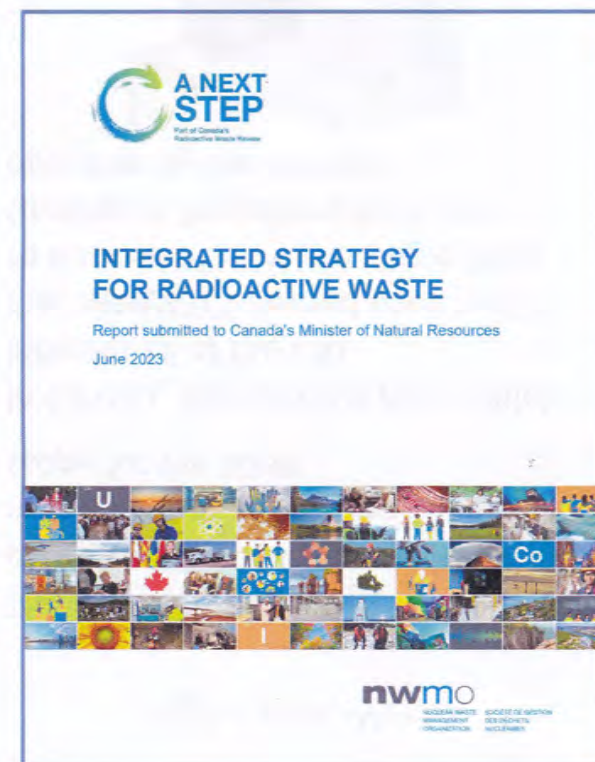
In 2020, the Nuclear Waste Management Organization (NWMO) was tasked with developing a national-level strategy for radioactive waste that did not have a planned disposition/disposal pathway. In 2022, the NWMO released a draft report for public comments. In 2023 June, they submitted the final report (Recommendations) to the Canadian Minister of Natural Resources.

The national Integrated Strategy for Radioactive Waste (ISRW) made the following key recommendations:

It is recommended that low-level waste be disposed of in near-surface disposal facilities with implementation managed by waste generators and waste owners.

It is also recommended that intermediate-level waste and non-fuel high-level waste from medical isotope production be disposed of in a deep geological repository, with implementation by the NWMO. This recommendation would include a consent-based siting process.

The ISRW is publicly available: <https://www.nwmo.ca/isrw>





## What does the NWMO's ISRW mean to CNL and CRL?

### Low-Level Waste

The ISRW recommendations have **no impact** on CNL's plans for Low-Level Radioactive Waste (LLW) Management. This includes no impacts for the Near Surface Disposal Facility (CRL), the management of LLW at the Port Hope and Port Granby Long-Term Waste Management Facilities.



### Intermediate-Level Waste

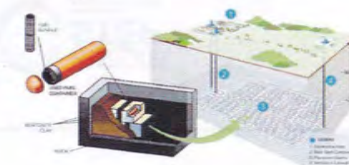
The ISRW recommendations, *if approved*, would mean that all CNL-managed/AECL-owned ILW would ultimately be disposed of in the national Intermediate-Level Waste (ILW) Deep Geological Repository.

The NWMO would be responsible for implementing the ILW DGR and the siting would follow a consent-based process.

### High-Level Waste

The ISRW has **no impact** on CNL's plans for High-Level Waste (HLW) management, as HLW was out of scope for the ISRW.

In Canada, the national plan (which includes all of the CNL-managed/AECL-owned used fuel) is to dispose of HLW in a single Deep Geological Repository built and operated by the NWMO.



## Updates on Waste Infrastructure



LLW Management - WMA Recoverable Surface Storage Area



Enabling Capabilities – Proposed Cask Facility



ILW Management – Proposed ILW Storage Array



HLW Management - WMA Expansion





## Progress towards Waste Liability Reduction



**Liabilities to Assets**  
Proposed Modernized Combined Electrolysis  
and Catalytic Exchange (CECE) Facility

## Progress towards Waste Liability Reduction Overview Decommissioning and Cleanup Plan (ODCP)



ESC Action 230330:04 –  
The ERM Team will  
circulate the Overview  
Decommissioning and  
Cleanup Plan (ODCP)  
document once it is  
approved for distribution  
and accepted by CNSC.

Accepted by the CNSC

Focuses on the Whole Site

Used as an Engagement Tool

Updated Every 5 years

Community Advisory Panel and Open House Input Incorporated

Website to be Updated (November)



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## CNL Excellence in Waste Management – Waste Diversion Targets

- 10 OSCAR Sorts (Smart Recycling Assistant) have been installed at CRL.
- OSCAR Sort is an AI-driven, intuitive, trash-sorting robot. This intuitive robot educates employees at the point of recycling and disposal and helps them to better understand how waste is measured, reduced, and eventually eliminated.
- Oscar uses a display screen and AI camera to identify recycling from trash and instructs users which bin to use when disposing of waste.





Thank you. Merci.

Questions?



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Unrestricted

15



Environmental Stewardship Council

October 12, 2023

# AECL Radioactive Waste Inventory

Paul McClelland

Director – Waste Management & Technical Support







# Background

- In 2022, the Office of the Auditor General undertook a performance audit on the management of low and intermediate level radioactive waste in Canada. The report focused on the work of Natural Resources Canada, the Canadian Nuclear Safety Commission and AECL
- The report concluded that overall:
  - These organizations did a “**good job of managing low and intermediate level radioactive waste** that makes up 95% of Canada’s radioactive waste output”
  - “The entities’ management of this waste **aligns with key international standards** that seek to protect the environment and the safety of current and future generations”
- AECL received two recommendations:
  - AECL should have effective controls in place to ensure its radioactive waste inventory database is accurate
  - AECL should ensure that its public reporting clearly aligns its plans and activities with how it is addressing historic and legacy waste. For increased transparency, these reports should include monitoring activities and timelines

## AECL Actions – Radioactive Waste Database

- In response, AECL developed an action plan, which has now been fully implemented:
  - AECL has increased regular oversight over CNL to ensure progress is made on the accuracy of the database and the data entry controls
  - CNL has commissioned an international expert review of the data entry process and has implemented associated recommendations
    - Many have to do with improved quality management for waste data entry
  - CNL has completed an extensive review and verification of waste data entered in the eMWaste database





## What This Means – Waste Database

- The audit sampled the eM Waste database and its immediate predecessor, the Waste Tracking System used to capture data from 2018 to March 2021.
- Fifty records in the eM Waste database were sampled and discrepancies were identified between source information (the forms in which the waste is detailed/described) and database content (electronic record) for four records among these 50. The source information is correct; it is the database entries that are erroneous.
- It is important to note that no error resulted in a change to the category of waste.
  - No intermediate-level waste was shifted into the low-level category or vice versa
  - The errors led neither to a change in risk nor the appropriate waste-disposal process or inventory reporting
  - The errors were not large enough to trigger any changes in the volume of current and proposed storage or disposal facilities





# What This Means – Public Reporting

- The audit found that AECL had publicly available plans to address all of its historic and legacy radioactive waste, but that projects were not clearly categorized as being specific to historic and legacy waste
- The audit recommended that clearly linking projects to historic and legacy waste would help AECL reassure Canadians that it was addressing this waste
- It is important to note that details on AECL's activities, plans and reports are available publicly through its website, Corporate Plan Summary and Annual Report
- Detailed waste inventory data is available through:
  - *Inventory of Radioactive Waste in Canada* (published by Natural Resources Canada)
  - *Canadian National Report for the Joint Convention* (prepared by the Canadian Nuclear Safety Commission and submitted to the International Atomic Energy Agency for a comprehensive peer-review exercise every three years as part of Canada's commitments under the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management)





# AECL Actions – Public Reporting

- In response, AECL took additional steps to increase transparency on its waste information, including plans for how waste is being addressed:
  - Waste explained, including AECL plans for addressing its waste inventory ([www.aecl.ca/radioactive-waste/waste-primer/](http://www.aecl.ca/radioactive-waste/waste-primer/))
  - Inventory of radioactive waste (by volume, type) now published annually on AECL's website ([www.aecl.ca/radioactive-waste/](http://www.aecl.ca/radioactive-waste/))
  - Additional publication available on how waste is being addressed, by type ([www.aecl.ca/wp-content/uploads/2022/12/AECL-Where-is-our-rad-waste-going-explainer-2022.pdf](http://www.aecl.ca/wp-content/uploads/2022/12/AECL-Where-is-our-rad-waste-going-explainer-2022.pdf))
- AECL will continue to improve its communications, including how it reports on its plans and activities to address its radioactive waste responsibilities





# Next Steps

- AECL to continue its increased oversight of CNL's compilation of AECL's radioactive waste inventory
- AECL to continue to publish annually its waste inventory data on its website ([www.aecl.ca/radioactive-waste/](http://www.aecl.ca/radioactive-waste/))
- Next update to the *Inventory of Radioactive Waste in Canada* (published by Natural Resources Canada) expected in 2024 (based on 2023 data)
- Next *Canadian National Report for the Joint Convention* to be published in August 2024 for the Eighth Review Meeting of the Contracting Parties to the Joint Convention on the Safety of Spent Fuel Management and on the Safety of Radioactive Waste Management to be held March 2025
- AECL welcomes feedback from ESC Members on how to improve information on our website!



# References

Full report from the Office of the Auditor General:

[https://www.oag-bvg.gc.ca/internet/English/parl\\_cesd\\_202210\\_06\\_e\\_44123.html](https://www.oag-bvg.gc.ca/internet/English/parl_cesd_202210_06_e_44123.html)

AECL's action plan: <https://www.aecl.ca/reports-resources/>







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# Mass Timber: CNL's New Builds

Steve Innes  
Deputy Vice-President, Capital Projects

2023 October 12



## Why Wood?





## Validation and cost comparison:



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## Addressing safety and fire concerns



*Photo courtesy: Canadian Wood Council*



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## Aesthetics and wellness benefits



## Sustainability Outcomes

Our three non-nuclear new builds which use 3,750 m<sup>3</sup> of structure in mass timber means:

- 4,125 tonnes of CO<sub>2e</sub> embodied and avoided.
- Approximately 800 cars off of Canadian roads for one year.
- Energy for approximately 400 homes in Canada for one year.
- Canadian forests regrow this timber in 10 minutes.





## Industry recognition:

- Science Collaboration Centre receives honourable mention in the Architecture and Best In North American categories from Fast Company's 2021 World Changing Ideas program.
- Minwamon Building awarded Ontario Wood Design Award for Innovation (2020)
- Editor's pick (2020) Unbuilt – Commercial Category, Best Design, architects newspaper
- Green Building Through Timber (2020), Large-scale timber structure and research, Natural Resources Canada
- Finalists (2020) Architecture + Modeling and Rendering, A+ Award, Architizer Architectural Design Professional Website





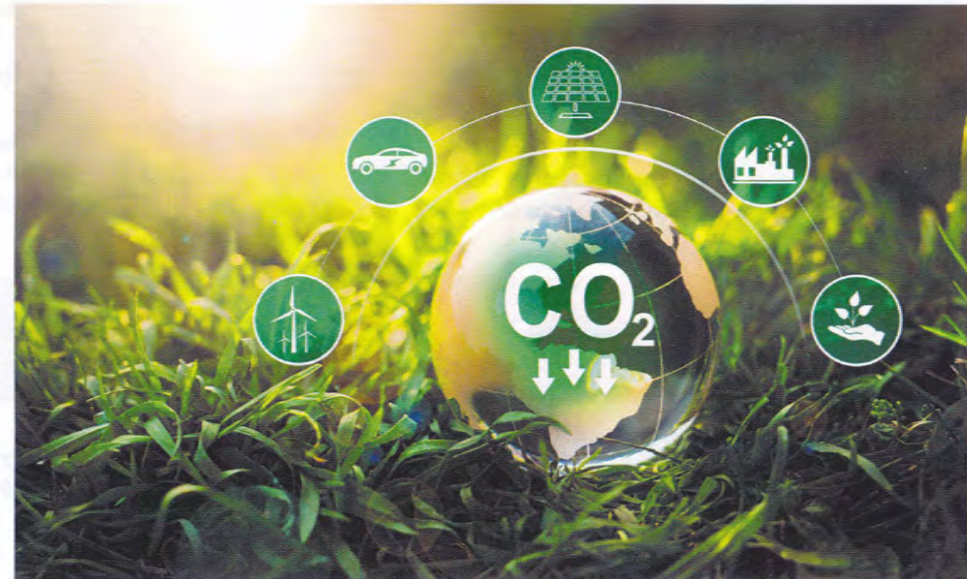


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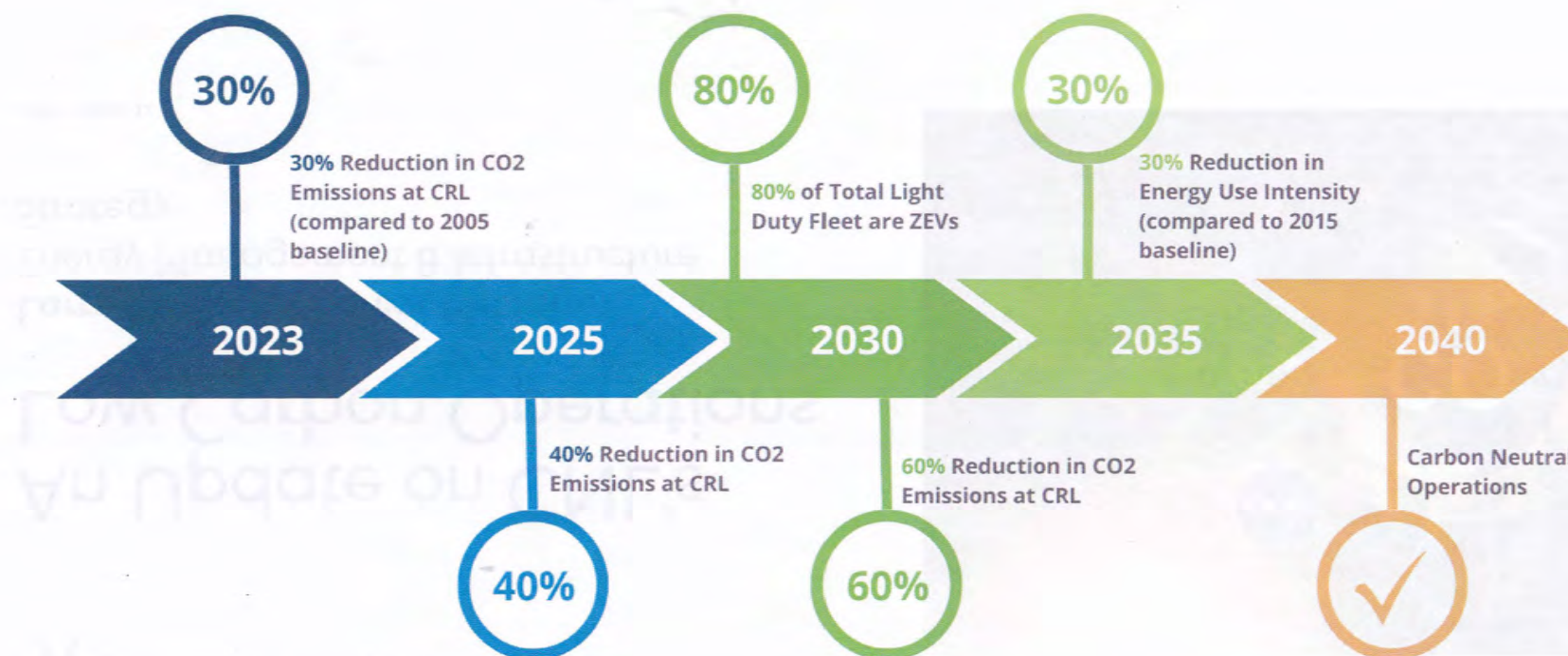
# An Update on CNL's Low Carbon Operations

**Larry McGrath;** Senior Manager,  
Energy Management & Infrastructure  
Strategy

2023 October 12



## AECL Targets – GHG Emissions

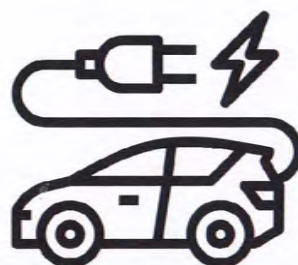


## Low Carbon Operations Plan



### Existing Facilities

- Energy performance contracting
- Deep energy retrofits
- Clean energy solutions
- Increasing energy and water efficiency
- Smart campus



### Fleet Acquisitions

- Light-duty fleet vehicle purchases to be ZEVs or hybrids
- Charging infrastructure
- Telematics for fleet optimization



### New Construction

- Net-zero ready new construction
- Reducing embodied carbon



### Leased Spaces

- Leases in net-zero emission buildings
- Reporting energy and water usage, GHG emissions, and waste

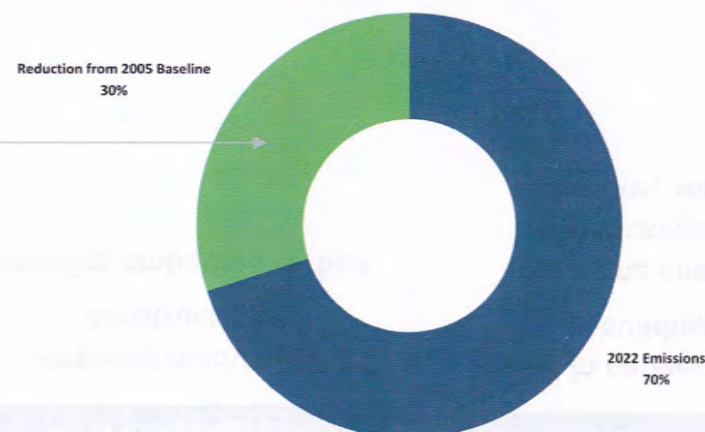


## Emissions – Journey to date

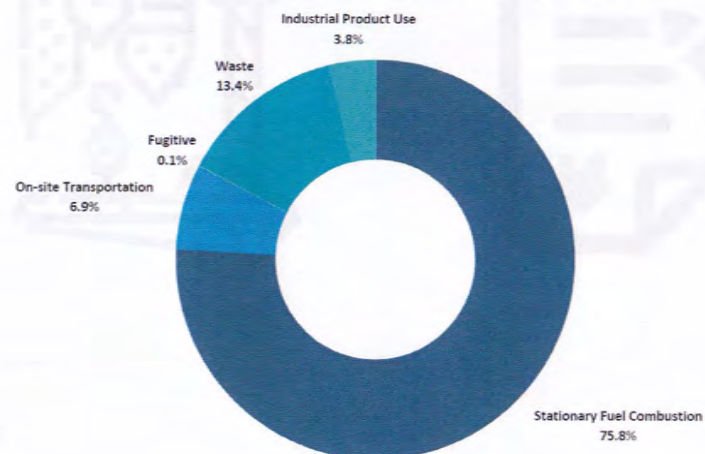
### Key Projects

- Powerhouse Economizer Project
- Lighting Efficiency Upgrades
- Condensate Repairs
- Steam Traps
- Building Decommissioning

2021/22 Emissions vs 2005



2021/22 Emissions Breakdown



## CNL – Major Projects Impacting Emissions



### Low Carbon Energy Center

Low carbon site wide heating to replace natural gas currently being used



### ANMRC

Consolidation of laboratories onsite to continue CNL research



### MMR

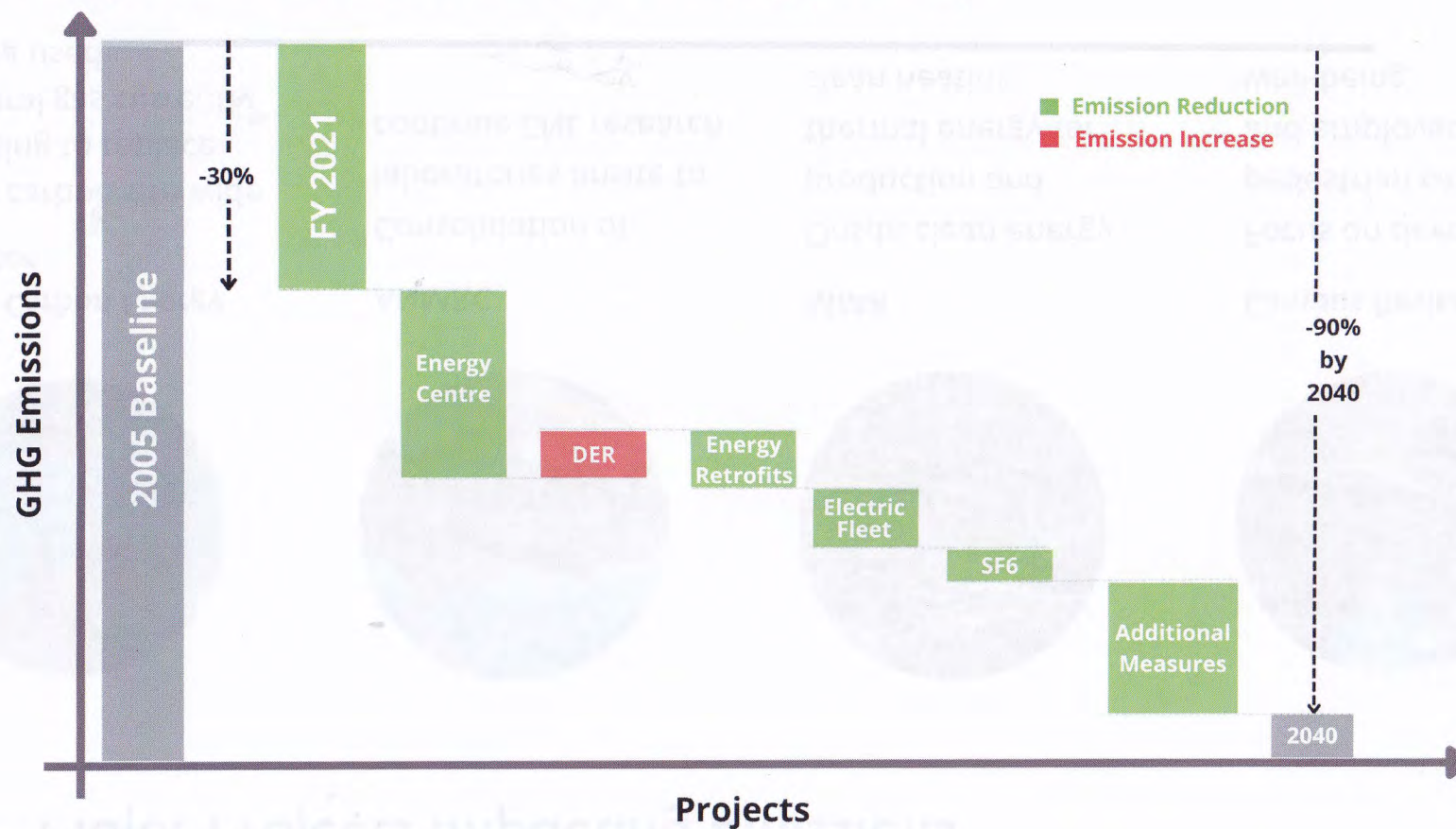
Onsite clean energy production and thermal energy for clean heating



### Campus Revitalization

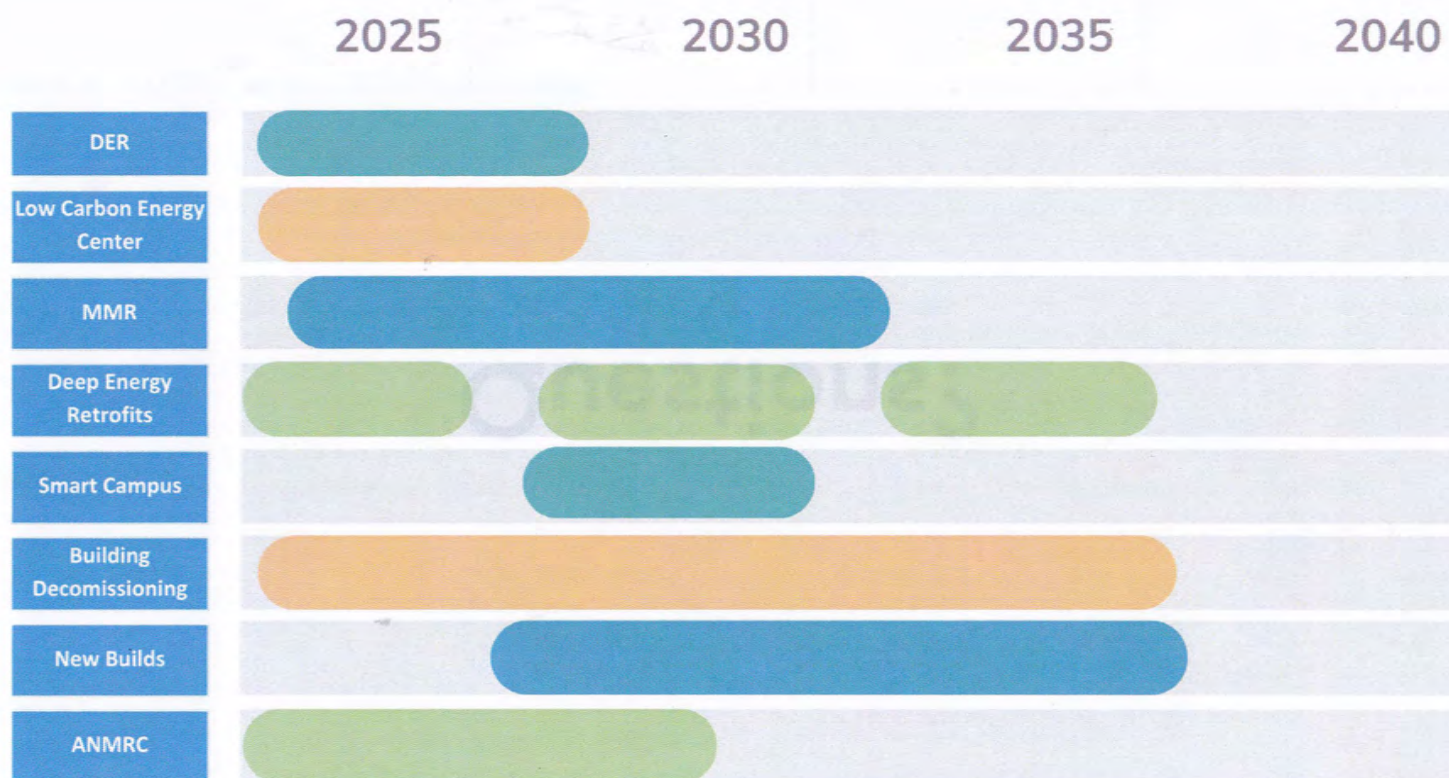
Focus on developing a pedestrian campus and employee well-being

## Major Projects - Emission Reduction Journey





## Project Schedule





# Questions?



# Environmental Stewardship Council

## In The Community

Marisa Breeze

October 12, 2023



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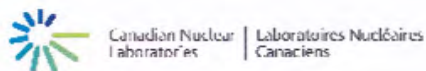
# Community Presentations

## In-Class:

- July 25 - STEM Learning Story Hour in Deep River

## Science Literacy Week (September 18-22)

- September 19 - Bells Corner Presentation - Ottawa
- September 19 - Presentation and Science Demonstration - Deep River Public Library
- September 20 - Book Reading and Science Presentation for the Homeschool Hive – Renfrew
- September 22 - Book Reading and Science Presentation – Petawawa Public Library





## Community Events

- July - CNL Science Camps 2023
  - July 10-14 (Petawawa) & July 24-28 (Deep River)
- July 15 - Pembroke Multiculturalism Festival
- August 11 – 27 - Water & Dirt Festival
- August 25 – 27 - Cobden Agricultural Fair
- August 31 – Mayor's Breakfast
- September 7 – UKYGN / NAYGN Networking Dinner
- September 18 – Science Literacy Week
  - Local Book Donations
- September 20 – National Tree Day – Deep River
- September 23 – UOVCC Business Awards Gala





## CNL Community Tours & Events

### Tours:

- July 23 - Burnstown Women's Group Tour
- September 8 - UKYGN Site Tour
- September 19 - Algonquins of Pikwakanagan First Nation
- September 27 - Algonquin College Tour

### Events:

- July 31 - Rubik's Cube Workshop
- September 6 - Science Collaboration Centre Opening
- September 7 - OCNi Supplier Day
- September 26 - CNL Stay-In-Place Exercise
- September 30 - Orange Shirt Day
- October 4 - Wellness Fair

### Virtual:

- July 20 - Cyber Security Webinar
- September 20 - SMR Talk for IET Ottawa Chapter



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#### Webinar on:

#### Cyber Security

CNL's mission to protect mission-critical infrastructure at state-of-the-art nuclear facilities around the world.

Thursday, July 20, 2023 - 12:00-1:00 PM



MONDAY JULY 31, 2023  
12-2.30 PM EST

CALLING ON KIDS FROM 8-12, REGISTRATION IS FREE!



## Future Activities

- October 14 – Pembroke Hospital - Black & White Gala
- October 12 – 15 – Petawawa Ramble
- October 15 - 21 – Nuclear Science Week
- October 17 – Jeanne-Lajoie High School Tour
- October 21 – Chalk River Lion's Club – 50<sup>th</sup> Anniversary Event
- October 27 – Algonquin College - Jill of All Trades
- October 30 – Legion Poppy Campaign
- November 1 – Take Our Kids to Work Day
- November 16 – All Saints High School Tour
- December 5 - Laurentian University Tour



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Thank you.  
Questions?



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## EORN REPORT – October 2023

TO: Renfrew County Council

SUBMITTED BY: Jennifer Murphy, EORN Board member

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At our September 26<sup>th</sup> Board meeting, the CEO, Jason St. Pierre reported that the summer period had not slowed down as the team continued to work closely with Rogers in forecasting and delivering our 2023/24 plan of 65 new tower sites while continuing to support the EOWC in the 7 in 7 regional housing plan implementation strategy.

The EOWC 7 in 7 regional housing plan continues to be a focus for the EORN team. In July we completed and delivered the 7 in 7 business plan in partnership with KWM Consulting to the EOWC for their approval and direction. At this time, we continue to support the 7 in 7 business plan development by the EOWC and work to find funding sources that might be available to support this project. To date we have had numerous meetings with a variety of funding sources such as FCM and CMHC only to learn that their programs will not support a regional project or approach such as the 7 in 7. With this we have pivoted our funding request to partner with the counties and LTMs on available funding streams. We feel confident that we will be able to source approximately \$150k in funding by the end of the 2023 fiscal year in March. With this plan we have also presented to EOWC CAO with the budget required for EORN to be able to deliver the first phase of the workplan developed at our July 20th meeting in Kingston. Our team met with Scott from Community Housing Transformation Center about applying for \$50K for research and studies on the zone model which we are proposing. We are confident that with this funding we will be able to deliver the Phase 1 of the workplan to the EOWC.

We are very close to releasing our Digital Strategy refresh which compared data from 2021 to 2023. In this short period of time, it is incredible to see the changes in strategies being deployed by federal and provincial governments and the new focus on key areas such as cyber security, digitalization of government services to better serve the public, remote health access and education uses. The report will be available for the board to review and comment on in the near future.

Duty to Consult continues and sites are being reviewed and released in a prudent manner.



## ROMA REPORT – October 2023

TO: Renfrew County Council

SUBMITTED BY: Jennifer Murphy, ROMA Zone 6 Board member

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The ROMA Board met in Toronto and virtually this month.

On Thursday, October 12th, we continued our work towards a Strategic Plan led by Pat Vanini. It was a very interesting and fast paced meeting. The session focused on ROMA's Strengths, Weaknesses, Challenges, Opportunities, Needs and Wants. As previously reported the new Strategic Plan will be completed in December 2023.

On Friday, October 13<sup>th</sup>, we had our Board meeting which included a Cross-Province check in. Items of interest were POA Challenges in almost all Zones, Sharing Services, Regional Waste Management, Growth Opportunities for Housing, Water and Waste Water and Municipal Funding for Hospitals.

The majority of our Board meeting focused on planning for the ROMA Conference which will take place from January 21<sup>st</sup> to January 23<sup>rd</sup> at the Sheraton Hotel in Toronto. The theme of the conference is Closer to Home focusing on services being closer to home in rural Ontario.

We are urging people to arrive on Saturday, January 20<sup>th</sup> as each Zone will have meetings on Sunday morning.

The Board reviewed all plenary sessions and keynote speakers in depth. We believe that we have arrived at some excellent options for our delegates.

Agencies	Population (2021)	Pop. Based %	Total Shared Cost (\$360,142.30)	Call Numbers 2022	Call Based %	Total Shared Cost (\$360,142.30)	Equal Cost Share (\$360,142.30)	Original		Revised		Total Shared Cost (\$360,142.30)	Change
								Wtd Assessment	Wtd Assess %	Total Shared Cost (\$360,142.30)	Wtd Assessment	Wtd Assess %	
Town of Bonnechere Valley	3898	4.0%	\$ 14,552.18	65	4.5%	\$ 16,200.17	\$ 21,184.84	544,590,356	4.0%	14,459.07	544,590,356	4.3%	15,538.43
Town of Brudenell, Lyndoch, Raglan	1552	1.6%	\$ 5,793.99	44	3.0%	\$ 10,966.27	\$ 21,184.84	250,203,135	1.9%	6,642.99	250,203,135	2.0%	7,138.88
Town Deep River***	4175	4.3%	\$ 15,586.29	85	5.9%	\$ 21,184.84	\$ 21,184.84	655,291,988	4.9%	17,398.24	449,720,558	3.6%	12,831.57
Township of Admaston/Bromley	2995	3.1%	\$ 11,181.07	34	2.4%	\$ 8,473.94	\$ 21,184.84	369,554,909	2.7%	9,811.82	369,554,909	2.9%	10,544.26
Township of Greater Madawaska	2864	3.0%	\$ 10,692.01	73	5.1%	\$ 18,194.04	\$ 21,184.84	868,795,844	6.4%	23,066.85	868,795,844	6.9%	24,788.77
Township of Horton	3182	3.3%	\$ 11,879.18	38	2.6%	\$ 9,470.87	\$ 21,184.84	468,264,179	3.5%	12,432.59	468,264,179	3.7%	13,360.67
Township of Killaloe, Hagarty & Richards	2410	2.5%	\$ 8,997.12	42	2.9%	\$ 10,467.80	\$ 21,184.84	387,348,902	2.9%	10,284.26	387,348,902	3.1%	11,051.97
Town of Laurentian Hills	2885	3.0%	\$ 10,770.41	30	2.1%	\$ 7,477.00	\$ 21,184.84	475,957,951	3.5%	12,636.86	475,957,951	3.8%	13,580.19
Township of Laurentian Valley	9450	9.8%	\$ 35,279.15	119	8.2%	\$ 29,658.78	\$ 21,184.84	1,361,873,981	10.1%	36,158.26	1,361,873,981	10.8%	38,857.43
Township of Madawaska Valley	3927	4.1%	\$ 14,660.45	89	6.2%	\$ 22,181.77	\$ 21,184.84	834,769,496	6.2%	22,163.44	834,769,496	6.6%	23,817.92
Township of MacNab/Braeside	7591	7.9%	\$ 28,339.05	91	6.3%	\$ 22,680.24	\$ 21,184.84	1,029,407,510	7.6%	27,331.15	1,029,407,510	8.2%	29,371.39
North Algona Wilberforce Township	3111	3.2%	\$ 11,614.12	53	3.7%	\$ 13,209.37	\$ 21,184.84	490,461,482	3.6%	13,021.93	490,461,482	3.9%	13,994.01
City of Pembroke	14364	14.9%	\$ 53,624.31	277	19.2%	\$ 69,037.66	\$ 21,184.84	1,471,819,961	10.9%	39,077.36	1,471,819,961	11.7%	41,994.45
Town of Petawawa *	18160	18.8%	\$ 67,795.71	132	9.1%	\$ 32,898.81	\$ 21,184.84	2,419,679,645	17.9%	64,243.39	1,687,798,372	13.4%	48,156.81
Algonquins of Pikwākanāgan First Nation **	490	0.5%	\$ 1,829.29	9	0.6%	\$ 2,243.10	\$ 21,184.84			1,829.29			1,829.29
Town of Renfrew	8190	8.5%	\$ 30,575.27	155	10.7%	\$ 38,631.18	\$ 21,184.84	913,306,486	6.8%	24,248.62	913,306,486	7.3%	26,058.76
Township of Whitewater Region	7225	7.5%	\$ 26,972.69	109	7.5%	\$ 27,166.44	\$ 21,184.84	954,268,868	7.1%	25,336.19	954,268,868	7.6%	27,227.51
Totals	96469	100%	\$ 360,142.30	1445	100%	\$ 360,142.30	\$ 360,142.30	13,495,594,693	100%	360,142.30	12,558,141,990	100%	360,142.30

\*\* used pop based cost share and then allocated the balance of \$358,313.01 to others

\* Petawawa identified 731,881,273 WTD Assessment for CFB Petawawa that does not use County Fire Dispatch services

\*\*\* Deep River identified 205,571,430 WTD Assessment for CNL that does not use County Fire Dispatch services

DRAFT

**COUNTY OF RENFREW**

**BY-LAW NUMBER 135-23**

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL  
OF THE COUNTY OF RENFREW AT THE MEETING HELD  
ON OCTOBER 25, 2023**

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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 25<sup>th</sup> day of October 2023.

READ a second time this 25<sup>th</sup> day of October 2023.

READ a third time and finally passed 25<sup>th</sup> day of October 2023.

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PETER EMON, WARDEN

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CRAIG KELLEY, CLERK