



COUNTY COUNCIL

10:00 A.M., WEDNESDAY, NOVEMBER 29, 2023

AGENDA

1. Call to Order.
2. Land Acknowledgment.
3. Moment of Silent Reflection.
4. National Anthem.
5. Roll Call.
6. Disclosure of Pecuniary Interest and General Nature Thereof. Page
7. Adoption of the Minutes of October 25, 2023 and Special Council Meeting Minutes of November 9, 2023. 4
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8. Warden's Address.
9. Delegations:
 - a) 10:15 a.m. – Presentation of Warden’s Community Service Awards
 - b) 10:30 a.m. – Pembroke Regional Hospital – Conversion of Electronic Medical Records
 - c) 10:45 a.m. – CAO/Clerk – 2023 Report Card50
10. Correspondence.
11. Committee Reports:

11:00 a.m. – 11:10 a.m.	a) Community Services Committee	67
10:10 a.m. – 11:20 a.m.	b) Operations Committee	80
11:20 a.m. – 11:30 a.m.	c) Health Committee	108
11:30 a.m. – 11:40 a.m.	d) Development & Property Committee	165
11:40 a.m. – 11:50 a.m.	e) Finance & Administration Committee	192
12. Closed Meeting – pursuant to Section 239 of the Municipal Act, 2001, as amended for the purpose of personal matters about an identifiable individual, including municipal or local board employees (CAO/Clerk Performance Appraisal).
13. By-laws:
 - a) By-law 139-23 – A By-Law To Establish Policy PW-21 – Entrance Policy and Design Guidelines Within the Jurisdiction of The Corporation of the County of Renfrew
 - b) By-Law 140-23 - A By-Law for the Execution of Contract PWO-2023-10 Supply and

Delivery of One Wheeled Excavator and Attachments

- c) By-Law 141-23 - A By-Law to Enter into a Lease Agreement with the Town of Renfrew Office Space – 127 Raglan Street South
 - d) By-law 142-23 – A By-Law to Enter into a Memorandum of Agreement with the Ministry of Health for \$421,000.00 in one-time funding for the 2023/24 funding year to support the Dedicated Offload Nurses Program.
 - e) By-law 143-23 – A By-Law to Enter into a Memorandum of Agreement with the Pembroke Regional Hospital for Advanced Care Paramedics to participate in the Emergency Department to facilitate early ambulance offload transfers of patients onto hospital stretchers.
 - f) By-law 144-23 – A By-Law to Enter into a Memorandum of Agreement with the Renfrew County and District Health Unit to contract the Community Paramedic Program to deliver/assist with delivery of influenza and COVID-19 vaccinations for the term of October 30, 2023 to December 31, 2023.
 - g) By-law 145-23 – A By-Law to Enter into a Lease Agreement between Miramichi Lodge and Ms. Brenda Kincaide, Foot Care Service Provider, for the occupancy of a leased space room within Miramichi Lodge, located at 725 Pembroke Street West, Pembroke, Ontario, at an annual amount of \$4,764.00 for the period of January 1, 2024, to December 31, 2024.
 - h) By-law 146-23 – A By-Law to Amend By-Law 50-17 to Authorize the County of Renfrew to Enter Into an Agreement With Licensed Home Child Care Service Providers.
 - i) By-law 147-23 - A By-law to Authorize the Clerk to Enter Into a Service Agreement Renewal with Cowan Benefits Consulting for a Benefits Program.
 - j) By-law 148-23 - A By-law to Authorize the Clerk to Enter Into a Service Agreement with Manulife Financial for the Provision of a Benefits Program.
14. Written Reports from Representatives Appointed to External Boards
- a) Association of Municipalities Ontario (AMO)
 - b) Chalk River Stewardship Council
 - c) Eastern Ontario Regional Network (EORN)
 - d) Federation of Canadian Municipalities (FCM)
 - e) Rural Ontario Municipal Association (ROMA).
15. Notice of Motions.
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.
17. New Business
18. Confirmatory By-law 149-23 - A By-law to Confirm the Proceedings of the Council of the County of Renfrew at the meeting held on November 29, 2023.

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**

- Ordinary Session -

County Council
Pembroke, Ontario
October 25, 2023

GENERAL SESSION

The General Session of the Council of the Corporation of the County of Renfrew met at 10:00 a.m. on Wednesday, October 25, 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 Glenn Doncaster. Councillor Bennett, Murphy and Bennett attended virtually. No pecuniary interest was disclosed.

Moved by Councillor Mayville

Seconded by Councillor Brose

THAT the minutes of September 27, 2023 be adopted. CARRIED.

Warden Emon addressed Council as follows:

As we gather this morning, I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.

Members of County Council:

During the month of April, I attended 11 meetings on County business.

On September 28th I attended a meeting with the Ontario Homebuilders Association of Canada to discuss the Eastern Ontario Warden's Caucus's regional housing plan, 7 in 7.

On October 3rd, I attend a City of Pembroke council meeting, along with EORN representative Jim Pine and CAO Craig Kelley, to discuss the same housing strategy.

Recently, the installation of new barriers on the Algonquin Trail's MTO Overpass was completed. On October 6, we celebrated the partnership with the Ontario Federation of Snowmobile Clubs (OFSC), who contributed \$50,000 to the project.

I participated in a research project on October 9th with Queen's University regarding the governance model of EORN. Their goal was to understand how the governance model has enabled EORN to grow and whether this model might be used in other economic sectors beyond broadband.

On October 12th, Councillor Giardini, on my behalf, attended the ribbon cutting ceremony at l'école élémentaire catholique des Deux Rivières and was able to dust off her French to deliver a welcome message to the new Child Care Centre.

On October 13th, I joined a meeting with the Western Ontario Warden's Caucus with Western Ontario MP & MPPS to discuss mutual priorities and collaboration opportunities between levels of government and attended the ROMA meeting as well.

On October 16th and 17th the Eastern Ontario Wardens' Caucus met on Parliament Hill with Members of Parliament representing many of the Counties across the region. Our roundtable discussion concentrated on the regional strategies for Long-Term Care, Paramedic Services, and providing affordable and attainable housing for our workers and our most vulnerable. Separately, we held meetings with MP Scott Aitchison and NDP Housing Jenny Kwan, NDP Housing Critic to discuss the regional housing plan. These two days were very rewarding, offering an excellent opportunity to showcase eastern Ontario to our Federal representatives.

October 18th and October 20th, I attended the Bonnechere Manor and Miramichi Lodge Volunteer Appreciation Events, with Councillor Donohue and CAO/Clerk, Craig Kelley. The attendance at both events was a testimony to the value of the volunteers who have provided dedication and time to ensure there is a warm, caring environment, which created a sense of community for the residents. Thank you.

As part of Nuclear Science Week, the Chalk River Laboratories celebrated the new Science Collaboration Centre (SCC) and hosted a fascinating documentary on nuclear energy on October 19th.

On behalf of Council, I wish to express our sincere condolences to the former Chief of the Algonquins of Pikwakanagan First Nation, Wendy Jocko, on the passing of her son, James Scott McMullin, who passed away on October 14th.

On November 11th we will commemorate the men and women who have served Canada's military during Remembrance Day events throughout the county. I encourage everyone to take part in a local event.

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. Peter Emon, Warden

Delegations were heard as follows:

a) 10:10 a.m. – Jamie Bramburger, Manager Community and Student Affairs, Sarah Hall, Dean, Algonquin College
RE: Algonquin College Update

The Manager of Community and Student Affairs and the Dean of Algonquin College overviewed a PowerPoint presentation at 10:10 a.m. that included their enrollment growth, international students, strategy partnerships, Memorandum of Collaborations with Garrison Petawawa and Natural Resources Canada, and the courses they offer which caters to current trends and growth projections.

Council questioned if Algonquin College offers any programs that are Municipal specific. It was noted that the Association of Municipal Managers, Clerks, Treasures Ontario (AMCTO) and Association of Municipalities (AMO) provide specific training for Municipal employees. The Warden noted that he would address the employment shortage in the municipal sector during an AMO meeting, including the stay and learn grant.

Council thanked the Manager of Community and Student Affairs and Dean of Algonquin College for their informative presentation.

Councillor Doncaster arrived at 10:45 a.m.

b) 10:52 a.m. Colonel Jason C Guiney and Chief Warrent Officer Jimmy Cote, Canadian Armed Forces
RE: Garrison Petawawa Update

Colonel Guiney expressed his appreciation for being here and suggested that we all remind ourselves of how lucky we are to be on Canadian soil. He explained the relationship with the community and Garrison and welcomed Council to visit and explore the base. Colonel Guiney provided Council with an overview of the base, their services and their outreach programs. Council questioned the medical trade through the military and they were informed there are physicians available to serve uniformed soldiers; however, they do not tend to family members. Colonel Guiney expressed that the military faces the same issues that all communities are facing, which include increasing wait lists for physicians, home shortages and childcare issues.

Council discussed recruitment and retention, which is a concern that the military is addressing through increased wages, social services, and attracting all Canadians from all sectors that represent the society they defend.

Warden Emon thanked Colonel Guiney and Chief Warrant Officer Cote for their update on Garrison Petawawa presentation along with the community outreach they provided during the 2023 Winter Games.

c) 11:19 a.m. – Mayor Ron Gervais, and Councillor Troy Purcell, City of Pembroke

RE: Homelessness/Warming Centre

Mayor Gervais and Councillor Purcell spoke of the vulnerable population in the Pembroke area and the need for a homelessness warming centre. Councillor Purcell proceeded to request a partnership with the County of Renfrew and funding assistance from the County to contribute to establish a warming centre at the Zion Lutheran Church in Pembroke. He added that the Township of Laurentian Valley has committed \$20,000 towards the centre. Councillor Purcell requested the County consider a contribution of \$200,000 in support to assist in the establishment and day to day operations of the warming centre for 2023. He explained that the amount requested was determined from the operations required to operate The Grind last winter. He provided historical financial information The Grind required to operate and the amount of people utilizing the space last winter. It was noted that there are currently 44 homeless persons in the area, and the number is growing. It is anticipated the warming centre would be open from November until April.

Councillor Giardini left the meeting at 11:20 a.m. and returned at 11:29 a.m.

The Director of Community Services explained that the Ministry of Municipal Affairs and Housing mandates that the County undertakes a Point-In-Time Count which captures homelessness data in the County of Renfrew (taking place the week of Friday October 27, 2023 to Friday, November 3, 2023). The count is an effort involving a partnership with other agencies in the County to determine the issues with the precariously homed or homeless. She further added that funding for homelessness efforts has been provided from the Ministry of Municipal Affairs and Housing to the County of Renfrew as Service Manager through the Homelessness Prevention Program (HPP). It includes funding for the emergency assistance program which is utilized to assist in providing emergency hotel/motel stays, rent and utility arrears assistance, rental top ups and housing homeless prevention program and the emergency minor home repair program. The Director of Community Services further added were additional funds were being allocated towards capital projects taking place in Pembroke. She explained that currently the HPP program is overspent and oversubscribed by outside agencies and previously announced initiatives.

The Deputy Chief provided an update on the homelessness and addiction crisis from the paramedic service perspective.

Council discussed the warming centre and clarified how the funding would be utilized, which they were informed that approximately \$150,000 would be for security, and the remaining funds would purchase suitable furniture, food as well as operating costs. Pembroke and Area

Community Taskforce (PACT) will also contribute funding and fundraising efforts for the warming centre and donations will be sought. A projected budget was requested.

Council suggested that a warming centre ad hoc committee is formed with members from The Grind, the Township of Laurentian Valley, the City of Pembroke, the County of Renfrew, and the Pembroke and Area Community Task Force (PACT) and a terms of reference established, and the Point-In-Time data shared. They further suggested that the City of Pembroke considers providing a financial contribution to the centre in order to share the costs of the centre, as well as to lobby the Federal and Provincial Government alongside with the County of Renfrew for future funding and housing solutions. Council also suggested that the United Way is contacted for assistance. Staff will form a small working group to provide the information needed to develop an ad hoc committee and discuss Terms of Reference. Time 12:17 p.m.

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

Councillor Mayville noted that he had provided delicacies for Council and staff from Eva's Kitchen in Round Lake and promoted the new business within his community. Council recessed at 12:18 p.m. Council reconvened at 1:07 p.m. with the same persons present.

Moved by Councillor Giardini

Seconded by Councillor Jahn

BE IT RESOLVED THAT Council move into a closed meeting pursuant to Section 239 of the Municipal Act for the purpose of pursuant to Section 239 of the Municipal Act, 2001, as amended, for the purpose of the security of the property of the municipality (Renfrew County Housing Corporation Update). CARRIED. Time: 1:07 p.m.

Moved by Councillor Serviss

Seconded by Councillor Watt

THAT this resume as an open session of County Council. CARRIED. Time: 1:40 p.m.

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

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:

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

The Report was adopted as presented.

Councillor Glenn Doncaster, Chair of the Operations Committee brought in and read the resolutions in the following report:

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 (Minster 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.

11. **PWO-2023-26 – Three Tandem Truck and Plow Units**

RESOLUTION NO. OP-CC-23-10-122

Moved by Chair

Seconded by Committee

THAT County Council approve the bid submitted by Gincor, Mattawa, Ontario for the acquisition of three tandem truck and plow units, in the amount of \$1,254,975, plus applicable taxes; AND FURTHER THAT County Council adopt a By-law to Authorize Execution of the Contract; AND FURTHER THAT County Council reassign the sum of capital funds in the amount of \$175,593 from the offset roller and the road shouldering machine to the purchase of the three tandem plow truck and plow units.

Background

Submissions were requested from three suppliers through the Canoe Procurement Group of Canada for vehicle and equipment acquisition. One supplier submitted a bid as follows:

1. Gincor, Mattawa, Ontario \$418,325 per truck
Amount excludes applicable taxes

Financial Implications

An allocation of \$1,112,000 was set aside in the 2023 Department Budget for the supply and delivery of three tandem truck and plow units. The bid received from Gincor for three trucks totalled \$1,254,975, plus applicable taxes, leaving an outstanding amount of \$142,975, plus applicable taxes.

The County of Renfrew has set aside \$175,593 within the Department's 2023 Capital Equipment over Threshold Budget for the purchase of an offset roller and a road shouldering machine. Upon careful review, it is the recommendation of staff that the acquisition of three tandem truck and plow units is more of a necessity than the previously mentioned equipment. Therefore, staff are proposing to reallocate the \$175,593 initially earmarked for the offset roller and the road shouldering machine to fund the three new tandem truck and plow units.

All of which is respectfully submitted.

Glenn Doncaster, Chair

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

Councillor Donohue requested that Item #9 Lynch Road Culvert County Structure Assumption Request be severed from the report for separate consideration.

The Report was adopted as amended.

Councillor Donohue requested clarification on Item #3 Winter Readiness and questioned who determined the requirements which he was informed that it was through statutory winter maintenance standards.

Councillor Donohue put forth the following resolution and requested a recorded vote.

Moved By: Councillor Donohue

Seconded By: Councillor Lynch

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 borne entirely by the County of Renfrew; AND FURTHER THAT staff be directed to complete the design for the replacement of Lynch Road Culvert and plan for replacement in 2024.

THAT the Council for the County of Renfrew assume all costs for the design and construction of the Lynch Road Culvert in the Township of Admaston Bromley. DEFEATED.

County Council Weighted Vote						
County Council Meeting:		October 25, 2023				
Resolution:		OP-CC-23-10-118 Lynch Road Culvert County Structure Assumption Request				
			For	Against	For	Against
MUNICIPALITY	COUNCILLOR	# Votes	X	X	Wtd	Wtd
Township of Horton	Bennett, D.	8	x		8	0
Township of North Algona Wilberforce	Brose, J.	10	x		10	0
Town of Deep River	Doncaster, G.	8		x	0	8
Township of Admaston/Bromley	Donohue, M.	9	x		9	0
Town of Renfrew	Emon, P.	15		x	0	15
Town of Laurentian Hills	Giardini, A.	7		x	0	7
Township of Head, Clara & Maria	Grills, D.	2	x		2	0
Township of Brudenell, Lyndoch & Raglan	Jahn, V.	7		x	0	7
Town of Arnprior	Lynch, D.	18	x		18	0
Township of McNab/Braeside	Mackenzie, M.	16	x		16	0
Township of Killaloe, Hagarty & Richards	Mayville, D.	8		x	0	8
Township of Bonnechere Valley	Murphy, J.	12		x	0	12
Township of Whitewater Region	Nicholson, N.	18	x		18	0
Town of Petawawa	Serviss, G.	33		x	0	33
Township of Laurentian Valley	Watt, K.	19		x	0	19
Township of Greater Madawaska	Weir, R.	16	x		16	0
Township of Madawaska Valley	Willmer, M.	15		x	0	15
TOTAL		221	8	9	97	124
Motion Failed						

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. CARRIED.

Councillor Donohue left the Meeting at 2:13 p.m.

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

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

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:

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:

Municipality	Percentage of Shoreline	Phase One Cost (\$37,138 - \$27,854) = \$9,284
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

Municipality	Percentage of Shoreline	Phase One Cost (\$37,138 - \$27,854) = \$9,284
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
Totals	100.00%	\$9,284.00

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.

12. **PWC-2023-61 – Algonquin Trail – Granular ‘A’**

RESOLUTION NO. DP-CC-23-10-123

Moved by Chair

Seconded by Committee

THAT County Council approve Contract PWC-2023-61 as submitted by McCrea Excavation Ltd., Pembroke, Ontario for the supply, delivery, and placement of Granular ‘A’ on the Algonquin Trail from County Road 55 (Paquette Road) to approximately 12.33km north, in the Towns of Petawawa and Laurentian Hills, in the amount of \$499,301.35 plus applicable taxes; AND FURTHER THAT a By-law be adopted to Authorize Execution of the Contract.

Background

Construction of the Algonquin Trail through Garrison Petawawa is continuing. All forestry tilling is nearly completed on approximately 15.3km section of trail. Unfortunately, due to issues with safe access from Highway 17, and restricted loading on bridges, base granular has not been applied from Young Creek to the northern Highway 17 crossing. As such, the bridges located in this section have been planned for rehabilitation early in 2024, so that this 3.5km section of trail can be completed.

A Request for Tender was issued for supply, delivery, and placement of Granular ‘A’ on the Algonquin Trail from County Road 55 (Paquette Road) to approximately 12.33km north, in the Towns of Petawawa and Laurentian Hills, as shown on the map attached as Appendix I. Tenders were received until 2:00 p.m., October 19, 2023, and the results are as follows:

1. McCrea Excavation Ltd., Pembroke, Ontario	\$499,301.35
2. G.P. Splinter Forest Products Ltd. Pembroke, Ontario	549,950.35
3. H and H Construction Inc., Petawawa, Ontario	581,703.33
4. Fidelity Engineering & Construction Inc., Colborne, Ontario	1,357,734.00

All amounts exclude applicable taxes.

Financial Implications

The 2023 Algonquin Trail Development budget includes funds in the amount of

\$4,177,792. Though there are relatively substantial funds allocated for Algonquin Trail development, there is also still 104km of trail remaining to be developed, which includes large structures requiring rehabilitation or replacement. Staff confirm that there are sufficient funds allocated to complete this 15.5km section of Algonquin Trail through Garrison Petawawa and will present an estimate cost for development of Algonquin Trail northward at a future meeting.

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 Giardini sought clarification on Item #11 Rural Ontario Municipal Association (ROMA) Conference and whether it was similar to a previous resolution from the Community Services Committee and if delegations are granted would both chairs attend. The CAO/Clerk clarified the request noting the difference between each and the expectation of the delegation request.

Councillor Nicholson sought clarification on Item #12 Algonquin Trail – Granular ‘A’ and the reason why this was being used as a base. The Director of Development and Property explained that because this was the main base of the trail, the Trans Canada Energy pipeline will need for the base before stone dust.

Councillor Doncaster questioned why the Trails Policy was not being followed on this portion of the trail and whether or not Garrison Petawawa should be responsible for providing an alternate route. The CAO/Clerk explained the history of the trail and that the railway line in this area did not revert to the County’s ownership, and to keep a continuous trail the pipeline is being provided which is the alternate route. He added that Garrison Petawawa is not a municipality that can be asked for funding and they do not have any additional monies to contribute to complete this portion. The CAO/Clerk added that there was also a safety concern using the former railway line with the proximity to range control and active military exercises.

Councillor Doncaster questioned if the Economic Development Strategy would include input from the lower tiers, which the Director of Development and Property informed it would.

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

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.

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.

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
Step 1: Development of a PS3280 compliant policy. Include a definition for in-scope assets, productive and non-productive assets, and document known sources of legal obligations (such as regulations and contracts) as well as key roles and responsibilities for retirement obligation identification, measurement and reporting.
Step 2: Identification of TCA/sites inventory. Develop an inventory of potential in-scope assets or sites based on existing TCA listings, and inventories used for PS3260 contaminated sites. Reconcile the listing of TCA items to the audited financial statements. Assess in-scope assets against PS3280 recognition criteria.
Milestone – KPMG Audit Team review of PS3280 policy, asset listings, and in-scope assets
PHASE 2
Step 3: Measure the estimated liability. Assess available information, and consider the need for additional environmental assessment of any sites. Document key assumptions and variables, and selection of transition method. Determine if discounting will be applied for any assets. Consider impacts on useful life assumptions for in-scope assets. Document measurement methodology and range of estimate for in-scope assets.
Milestone – KPMG Audit Team review of measurement methodology and range of estimates
Step 4: Reporting. Prepare a library of documentation and assumptions supporting each retirement obligation for audit purposes, and comprehensive documentation of the process followed for implementation. Prepare template financial statements and related note disclosure for 2023 year end.
Milestone – KPMG Audit Team review of working papers and template financial statements

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.

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.

Councillor Nicholson sought clarification on the Municipal Shared Services Meeting. The CAO/Clerk provided an overview of the meeting held. Council further discussed the advantages of sharing services and the support and collaboration required by municipalities to implement the changes.

Councillor Nicholson sought clarification on the Special Council Meeting scheduled for November 9, 2023. The CAO/Clerk explained that the meeting is scheduled to review the Asset Management Plan and Long Term Financial Plan. Development charges will be discussed at an upcoming meeting. The Director of Corporate Services overviewed the intent of the Special Council Meeting and what to expect at that meeting.

Moved by Councillor Jahn

Seconded by Councillor Willmer

THAT the following By-laws be enacted and passed:

- 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) 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.

CARRIED.

13. Written Reports from Representatives Appointed to External Boards

- a) Association of Municipalities Ontario (AMO) – No Report
- b) Chalk River Laboratories Environmental Stewardship Council. Councillor Lynch overviewed the report. Council discussed the surface waste and where it will be deposited of in the future and it was noted that the site has not been selected and the licence and approval stage is lengthy.

Councillor MacKenzie left the Meeting at 2:58 p.m.

- c) Eastern Ontario Regional Network (EORN) Councillor Murphy overviewed her report.
- d) Federation of Canadian Municipalities (FCM) – No Report
- e) Rural Ontario Municipal Association (ROMA). Councillor Murphy overviewed her report.

Notice of Motion - None

Members’ Written Motions

Councillor Serviss requested to postpone the Motion to Rescind that he brought forward during the September 27, 2023, Council Meeting.

New Business

Councillor Doncaster thanked Councillor Watt for presiding over the Special Operations Committee Meeting held prior to the Council Meeting during his absence.

Moved by Councillor Brose
Seconded by Councillor Grills

THAT By-law 135-23, being a By-law to Confirm the Proceedings of the Council of the County of Renfrew at the meeting held on October 25, 2023 be now numbered, deemed read three times and passed. CARRIED.

Moved by Councillor Serviss
Seconded by Councillor Bennett

THAT County Council adjourn. Time 3:03 p.m. CARRIED.

DRAFT

COUNTY OF RENFREW



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

- Ordinary Session -

County Council
Pembroke, Ontario
November 9, 2023

GENERAL SESSION

The General Session of the Council of the Corporation of the County of Renfrew met at 9:33 a.m. on Thursday, November 9, 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. No pecuniary interest was disclosed.

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

November 9, 2023

To the Council of the Corporation
of the County of Renfrew

Members of County Council:

We, your **Striking Committee**, wish to report and recommend as follows:

BY-LAWS

1. Pembroke and Area Warming Centre

RESOLUTION NO. ST-CC-23-11-07

Moved by Chair

Seconded by Committee

Recommendation: THAT County Council approve a Warming Centre Ad Hoc Committee; AND FURTHER THAT the Warden, plus a member from the City of Pembroke, a member from the Township of Laurentian Valley, a member from The Grind, and a member from the Pembroke and Area Community Taskforce (PACT) be appointed to this Committee effective immediately; AND FURTHER THAT the Warden be appointed the Chair of the Committee; AND FURTHER THAT By-law No. 102-23 be repealed, and a revised By-law to Appoint the County Committees for the Ensuing Year or Until Their Successors are Appointed be adopted at this meeting of County Council.

Background

To address the issue of homelessness in the City of Pembroke specifically, and the request to be a part of the funding solution towards a warming centre within the City of Pembroke, this group will determine the most feasible way forward and how funds may be distributed. The terms of reference continue to evolve as the situation remains fluid and the partnerships expand, and will be shared after discussion and approval by this committee. This Ad Hoc Committee will report through to the Community Services Committee. As this committee will likely extend beyond the current year, position titles have been used for the appointments. Staffing resources from the appropriate departments and municipalities will be coordinated and assigned as necessary.

All of which is respectfully submitted.

Michael Donohue, Chair

And Committee Members: J. Brose, P. Emon, D Grills, V. Jahn, M. MacKenzie, N. Nicholson

**COUNTY OF RENFREW
BY-LAW NUMBER 137-23**

**A BY-LAW TO APPOINT THE COUNTY COMMITTEES FOR THE
ENSUING YEAR OR UNTIL THEIR SUCCESSORS ARE APPOINTED**

WHEREAS the Municipal Act, 2001, S.O. 2001 c.25, as amended provides that every Council may pass by-laws for governing the proceedings of Council;

AND WHEREAS related acts authorize the appointment of committees, boards and special bodies;

AND WHEREAS it is deemed expedient to appoint all committees and board membership by by-law;

NOW THEREFORE the Council of the Corporation of the County of Renfrew hereby enacts that the committees for the ensuing year, or until their successors are appointed, be as follows and that the first person on each committee, where done in bold, be the Chair:

Striking: **Michael Donohue**, James Brose, Peter Emon, Debbi Grills, Valerie Jahn, Mark MacKenzie, Neil Nicholson

Vice-Chair: Neil Nicholson

STANDING COMMITTEES

Finance & Administration: **Jennifer Murphy**, James Brose, Glenn Doncaster, Michael Donohue, Peter Emon, Anne Giardini, Valerie Jahn, David Mayville

Vice-Chair: Valerie Jahn

- With responsibility for:
 - Association of Municipalities Ontario
 - County Inter-Municipal Relations Committee
 - Federation of Canadian Municipalities
 - Municipal Accessibility Advisory Committee

Operations: **Glenn Doncaster**, Dave Bennett, Peter Emon, Dan Lynch, Mark MacKenzie, Keith Watt, Mark Willmer

Vice-Chair: Dave Bennett

- With responsibility for:
 - Highway 17 Extension Advisory Committee

Development & Property: **James Brose**, Dave Bennett, Peter Emon, Dan Lynch, Mark MacKenzie, Gary Serviss, Keith Watt, Rob Weir

Vice-Chair: Rob Weir

- With responsibility for:

- Algonquins of Pikwakanagan - County of Renfrew Economic and Community Development Committee
- Chalk River Laboratories Environmental Stewardship Council
- Trails Advisory Committee
- Land Division Committee
- Ministry of Natural Resources Forest Management Plan
- Ministry of Natural Resources Regional Advisory Committee
- Ottawa Valley Tourist Association
- Renfrew County Forestry and Wood Processing Committee
- Renfrew County Agricultural Economic Development Committee
- Shaw Woods Outdoor Education Centre

Health: Michael Donohue, Peter Emon, Debbi Grills, Valerie Jahn, Jennifer Murphy, Neil Nicholson, Rob Weir, Mark Willmer; (plus two City of Pembroke representatives)

Vice-Chair: Neil Nicholson

- With responsibility for:
 - Board of Health

Community Services: Anne Giardini, Peter Emon, Debbi Grills, David Mayville, Neil Nicholson, Gary Serviss; (plus one City of Pembroke representative)

Vice-Chair: Debbi Grills

- With responsibility for:
 - Renfrew County Housing Corporation
 - United Way East Ontario

AD-HOC COMMITTEES

Algonquins of Pikwakanagan - County of Renfrew Economic and Community Development Committee: **Peter Emon**, Gary Serviss, Alternate: Jennifer Murphy

Community Health Programs Advisory Committee (CHPAC): **Michael Donohue**, Peter Emon

Highway 17 Extension Advisory Committee: **Peter Emon**, Dave Bennett, Anne Giardini, Neil Nicholson, Gary Serviss (plus one City of Pembroke representative)

K & P Management Committee: James Brose

Land Division Committee: Debbi Grills, Valerie Jahn, Mark Willmer; Alternate: Mark MacKenzie

Municipal Accessibility Advisory Committee: David Bennett

Pembroke and Area Warming Centre Committee: Peter Emon

Trails Advisory Committee: **James Brose**, Peter Emon, Dan Lynch, Keith Watt

APPOINTMENTS TO EXTERNAL BOARDS, COMMITTEES OR AGENCIES

Association of Municipalities Ontario: Peter Emon

Board of Health Appointees: James Brose, Peter Emon, Jennifer Murphy, Neil Nicholson

Chalk River Laboratories Environmental Stewardship Council: Dan Lynch

County Inter-Municipal Relations Committee: Jennifer Murphy, James Brose Peter Emon, Gary Serviss

Vice-Chair: James Brose

Federation of Canadian Municipalities: Glenn Doncaster

Ministry of Natural Resources Forest Management Plan (Algonquin Park and Ottawa Valley Forest): Gary Serviss

Ministry of Natural Resources Regional Advisory Committee: Mark Willmer

Ottawa Valley Tourist Association Board of Directors: David Bennett, Rob Weir

Renfrew County Agricultural Economic Development Committee: Dave Bennett

Renfrew County Forestry and Wood Processing Committee: David Bennett

Shaw Woods Outdoor Education Centre: James Brose

United Way East Ontario: Peter Emon

THAT By-law 102-23 enacted on the 28th of June 2023 is hereby repealed.

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

READ a first time this 9th day of November 2023.

READ a second time this 9th day of November 2023.

READ a third time and finally passed this 9th day of November 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

Administration Report – City of Pembroke Warming Centre

Moved By: Councillor Brose

Seconded By: Councillor Mayville

THAT the County of Renfrew supports the Pembroke and Area Warming Centre operated by The Grind, Pembroke, through the Homelessness Prevention Program (HPP) to a maximum of \$80,000 for the 2023/2024 winter season; AND FURTHER THAT the Warming Centre Ad-Hoc Committee continue to develop terms of reference for the distribution of assistance and supports. CARRIED.

The CAO/Clerk provided an overview of the City of Pembroke Warming Centre Administration Report. He added that Zion Lutheran Church (Pembroke) will be holding a meeting on Sunday to vote on a decision to provide space for a warming centre from November 2023 to April 2024. The Director of Community Services provided an overview of the roll that Community Services has with homelessness noting that one support provided is through hotel/motel stays which helped a significant amount of individuals over the year. She explained that Community Services connects people in need with the services that are available. She added that staff visit The Grind at 8:00 a.m. to assess the people who have spent time there and to provide additional supports and services.

The Director of Emergency Services added that paramedics are aware of the health crisis in the County and the impact that has had on their services, noting that they have had over 30 deaths due to addictions in 2023.

The CAO/Clerk explained that by reworking the Homelessness Prevention Program (HPP) budget, \$80,000 can be directed to a Warming Centre for the 2023-2024 winter months, but cautioned that funding could not be committed for upcoming years.

Councillor Lynch questioned if the money being redirected is within the scope allocated for and if other communities may be in need of the same funding. It was noted that the money can be redistributed to the Warming Centre. It was also clarified that the mobile hub will assist in determining the needs of the community. It was noted that the homeless population is greater in the Pembroke area as people move from other communities to access the services and support that are offered in Pembroke, such as the Grind.

Moved by Councillor Serviss

Seconded by Councillor Weir

THAT County Council approve the delegation request at the 2024 Rural Ontario Municipal Association (ROMA) Annual Conference with the Minister of Municipal Affairs and Housing on behalf of the County of Renfrew and the City of Pembroke to address the funding shortfall for the establishment of emergency warming centres and shelters; AND FURTHER THAT the Chair of the Community Services Committee, along with the Warden, be designated to attend the delegations, alongside appointed City of Pembroke delegates. CARRIED.

Moved by Councillor Bennett

Seconded by Councillor Brose

THAT the Administration Report attached as Appendix I be approved. CARRIED.

Corporate Services Report

The Director of Finance and Administration overviewed the Corporate Services Report, including the Asset Management Plan, the Long Term Financial Plan and Asset Condition Ratings.

The Manager of Finance overviewed the Assets 10 Year Capital Plans and Long Term Financial Plan.

Moved by: Councillor Mayville

Seconded by: Councillor Lynch

THAT County Council approve the amended Corporate Policy for Tangible Capital Assets FIN-03 Thresholds effective January 1, 2024; AND FURTHER THAT a 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. CARRIED.

The Manager of Capital Works overviewed the Asset Condition Update on Roads, Bridges and Culverts.

Staff and Council acknowledged the retirement of Jeffrey Foss, Director of Finance and Administration.

Council recessed at 11:58 a.m. Council reconvened at 1:08 p.m. with all persons present except Councillor Doncaster.

The Director of Operations overviewed the Fleet Management Condition Update Report.

The Environmental Services Supervisor overviewed the Long-Term Care Condition Update Report.

The Supervisor of Technical Services overviewed the Building and Facility Condition Update Report.

Council recessed at 2:23 p.m. and reconvened at 2:33 with all persons present.

The Director of Finance and Administration provided an overview of the information received in regards to the condition updates and provided information on funding, receivables and current financing.

The Manager of Finance presented Council with factors on the Long Term Financial Plan and options for consideration.

Councillor Donohue provided a slide presentation regarding historical data and previous Long Term Financial Plans. He delivered comparisons from 2015 to current, including past capital reserve forecasts and actuals.

Moved by: Councillor Donohue

Seconded by: Councillor Weir

THAT County Council recommend that the Draft Asset Management Plan and Long Term Financial Plan be returned to a future session of County Council with updated end of 2023 financial impacts; AND FURTHER THAT County Council recommend that the 2024 Draft Budget be presented with the Asset Management Plan and Long Term Financial Plan with consideration to Option 3, as presented, including a range of potential scenarios. CARRIED.

Notice of Motion – None

New Business - None

BY-LAWS

Moved by Councillor Donohue

Seconded by Councillor Grills

THAT the following By-laws be enacted and passed:

- a) By-law 136-23 – A By-law to Amend By-Law Number 4-08 Corporate Policies and Procedures for Tangible Capital Assets for the County of Renfrew.
- b) By-law 137-23 – A By-law to Appoint the County Committees for the Ensuing Year or until their Successors are Appointed.

CARRIED.

Moved by Councillor Lynch

Seconded by Councillor Serviss

THAT By-law 138-23, being a By-law to Confirm the Proceedings of the Council of the County of Renfrew at the meeting held on November 9, 2023, be now numbered, deemed read three times and passed. CARRIED.

Moved by Jeffrey Foss, Director of Finance and Administration

Seconded by Councillor Jahn

THAT County Council adjourn. Time – 4:24 p.m. CARRIED.

2023

Report Card November 29, 2023



2023 ACHIEVEMENTS

The year began with a successful and smooth transition to a new Council. Work began almost immediately with the development of a new strategic plan, and a renewed vision statement for this term of Council. This fall update is meant to provide a broad stroke of achievements across all departments in 2023. While we acknowledge some duplication, this is indicative of the collaborative nature of our departments and we celebrate those shared accomplishments.

The County of Renfrew initiated many of these changes to our items of focus through the revisited strategic plan, now for a period of 2023 through 2026. Focusing on the six goals of Financial Sustainability, Workforce Development, Community Wellness and Health Care, Shared Services and Resources, Attainable Housing and Infrastructure, and Environmental Resiliency has laid out a clear path with achievable objectives over the next few years and charted the course for a proactive government model.

Administration & Corporate Services

- During the past three years, Administration has undergone significant change with the retirement of the CAO in 2022, resulting in some minor changes to the senior leadership team. However, the end of 2023 and into 2024 will witness significant changes to the SLT with the retirement of key members. Recruitment of the right candidates will be imperative.
- Across the organization, a rebuild and investment in organizational improvements to ensure service delivery requirements can be sustainably achieved occurred. In 2023, renewed efforts have been undertaken for staff retention and attraction, corporate communications, and support systems to streamline and modernize the organization. These first steps towards a post-pandemic workforce and workplace are looked at as a significant shift in the corporate culture and will be monitored for success in 2024.
- In 2023, we experienced a commitment to sustainable funding for the Renfrew County Virtual Triage and Assessment Centre (RC VTAC). We will continue to examine the roll-out of this program through the exploration of strategic investments and partnerships to grow capacity in other front-line health related causes and programs. Innovative concepts for new methods of practice include a mobile hub for mental health and homelessness, greater coordination with the region's two Ontario Health Teams (OHT), Sierra Team development, and a rejuvenated senior management structure to effectively manage the various arms of the operation.
- We enhanced our public outreach through the increased use of technology. The adoption of the Zencity platform now creates a vehicle for greater engagement. This is added to our renewed investment in communications, with a focus on news releases, social media, and live-streaming. The update to our electronic meeting protocol within our procedural by-law allows for much greater flexibility when hosting our committee and council meetings.
- In February 2023, a two-day Budget Workshop was held in Council Chambers. Staff advised Council that the current level of funding provided to our Long Term Financial Plan was insufficient to ensure financial sustainability over the next 10 year planning window. The Warden requested that a special session of County Council be coordinated in the fall of 2023 and that staff present an update to our

Asset Management Plan with funding options for Council to consider. Accordingly, a special session of County Council was held on November 9, 2023.

- In early 2023, the Human Resources Division undertook the implementation of an HRIS system, Workzoom. Given the high volume of recruitment being undertaken in recent years and projected to continue in the foreseeable future, the recruiting module was the first component of the HRIS system implemented at the County of Renfrew. The module is currently in use for all County of Renfrew recruiting and this has offered a streamlined process to gain efficiencies during the recruitment process, enabling us to keep up with the torrid pace of recruiting without increasing staff resources. The HR Division continues to expand the use of the system in other functional areas such as learning, discipline, performance assessment and leave management.
- In May 2023, Directors, Management and Supervisors attended a Management Training session facilitated by Dr. JP Gedeon on the Art of Transformative Leadership, teaching the fundamentals of successful leadership in our post pandemic workplace.
- In April, May, August and October, 15 Corporate Policies were reviewed for amendments and/or the implementation of new initiatives.
 - Policy E-04 - Vacation was updated to encourage retention of staff, as well as assisting in encouraging new staff to join the County of Renfrew team.
 - Corporate Policy E-11 - A Flexible Work Arrangements was introduced and took effect July 1, 2023 on a one-year trial basis. Many staff across the County of Renfrew are taking advantage of this opportunity.
 - Corporate Policy H-03 – Employee Referral Bonus Program was introduced as a referral program to aid in recruiting challenges faced in the long-term care homes and was based on the results of the staff engagement survey.
 - Corporate Policy J-05 - An Employee Recognition Program was introduced as an acknowledgement of an individual or team’s behaviour, effort and accomplishments that support the County’s goals and values and is issued on a quarterly basis. This initiative was well received with 48 staff being nominated in Q2 (April to June), and five individuals and one team being recognized. In Q3 (July to September) 44 staff were nominated, with four individuals and one team being recognized.
 - Corporate Policy J-06 - Return of Service Incentive Program was implemented as a pilot from September 1, 2023 to December 31, 2023. The incentive is a one-time payment, which is paid to a new recruit prior to commencing employment, with the sole objective of incentivizing them to accept employment with the County of Renfrew.
 - The remaining amended policy changes included updates to the new accessible format, to match County of Renfrew practices and clarify processes.
- In June 2023, Human Resources Division staff attended a career fair at the Shaw Centre in Ottawa, hosted by Job Fairs Canada and the Petawawa Family Military Resources Centre (PMFRC) Canadian Armed Forces (CAF) Second Career Assistance Network (SCAN) for military transitioning.
- The County of Renfrew is actively hosting Co-op students; we have had an HR placement from Canadore College, currently have two high school co-op students at Miramichi Lodge and a co-op student from Lambton College will be joining us in early 2024.
- In August 2024, County Council adopted a resolution to consider the non-union salary grid adjustment based on a June 12 month average of the Consumer Price Index (CPI).

- Staff and Council advocated at the ROMA and AMO Conference with delegations for OCIF funding, Provincial Offences polices and shortages of Justices of the Peace, and additional/ongoing Municipal Modernization Funding.
- Traditional recruitment measures fail to close the gap where recruitment for nursing staff at Bonnechere Manor is concerned, therefore the Human Resources Division and Bonnechere Manor Management are working together to resolve this issue. Bonnechere Manor has signed an Agreement with Contak Staffing Solutions to assist the County in completion of a Labour Market Impact Assessment (LMIA) with the Government of Canada for the recruitment of twenty (20) international personal support workers. The County of Renfrew successfully submitted the LMIA and has received Federal Government approval to proceed with the international recruitment. As of November, interviews and screening have taken place for all 20 candidates, they are currently in the process of obtaining visa's and work permits with anticipated arrival and commencement of work beginning in January 2024.
- In September, with the announcement of the retirement of the Director of Corporate Services/Treasurer at the end of the year and the Director of Community Services early in 2024, Council approved that StrategyCorp. Inc. be enlisted to provide an update to the 2020 Service Delivery Review regarding the organizational structure.
- In November, a new format/venue has been organized for our Employee Recognition Event taking place at Festival Hall, in place of the previous format for the Service Awards and Retirement event.
- Throughout 2023, the Human Resources Division continues to support our local municipalities with HR Services such as recruitment, investigations, training and other HR issues.
- In 2023 we provided HR services to the following local municipalities:
 - Town of Deep River
 - Town of Laurentian Hills
 - Town of Petawawa
 - Town of Renfrew
 - Admaston Bromley Township
 - Brudenell, Lyndoch and Raglan Township
 - Greater Madawaska Township
 - Killaloe, Hagarty and Richards Township
 - Laurentian Valley Township
 - McNab/Braeside Township
 - Madawaska Valley Township
 - North Algona Wilberforce Township
 - Whitewater Township
- The Municipal Benefits Committee continues to operate, and as presented at the November Finance and Administration Committee has achieved favourable benefits pricing for the 2024 calendar year. This partnership provides opportunities for smaller organizations to benefit from the groups purchasing power. The MBC last welcomed a new member in 2022, and is happy to entertain new applicants.
- Greater conversations have started, once again, on the issue of shared services amongst the County and the lower tier municipalities. We are all working with increasingly limited resources and are challenged by capacity and the ability to recruit experienced and dedicated staff. The support from Council is most appreciated as we explore this option for service delivery.

- In October, all local municipalities and the City of Pembroke were invited to attend a meeting at the County of Renfrew Administration. Discussion items included the future state of our municipalities, staffing, inflation and budget challenges, and this was an excellent opportunity to facilitate discussion. Some actions resulting from the meeting include the concept of a mutual aid agreement for services such as planning, accounting, legal and otherwise, but on a cost recovery basis only. The concept of sharing information, such as policies, studies, reports, concerns, issues etc. is not new, but an option to resolve this is to explore the idea of a central repository for this information utilizing existing secure software infrastructure. Moving forward, the 19 organizations committed to meeting more regularly to discuss opportunities and staff look forward to County Council's guidance and support in implementing the recommendations that will be forthcoming.

Community Services

- The year began with a successful and smooth transition to a new Community Services committee. Community Services Committee had a lot in front of them this year and they made decisions and provided guidance in a way that will better support our community and residents.
- With the roll out of the new Canada-Wide Early Learning and Child Care (CWELCC) program, we were able to decrease parent fees for Canada-Wide Early Learning and Child Care (CWELCC) eligible spaces by 52.75%.
- As Service System Manager, we participated in the process of creating 281 new licensed daycare spaces throughout the County of Renfrew so far this year.
- There was significant growth in our directly operated Licensed Home Child Care agency that resulted in more licenced homes than at any other point in time since the County took over this service.
- Expanded the Child Care Inclusion team to meet the increased demand for special needs resourcing for the children and families in the County of Renfrew.
- May 12th marked our 10th annual May Day, a full day professional learning day for all licensed child care centres, EarlyON centres, Algonquin college ECE students and staff, Ministry program staff and Community Services staff. This year there were 370 attendees, the largest number to date.
- Continued efforts to move forward on our French Language Service Plan to include bilingual signage, letterhead, business cards, telephone greeting, online applications, and exterior signage.
- Successful Employment Services Transformation on October 1, 2023, and effective partnership with the Service System Manager, Serco Canada Inc., and all Employment Ontario delivery agents to better support social assistance job seekers.
- Enhanced stability support services and community partnerships formed to work collaboratively and better respond to the needs of community residents; staff are deployed out in the community on a regular basis and work onsite at Employment Ontario offices, The Grind, The Fountain, and other community agencies to meet clients where they are and bring services to them.
- Implementation of Electronic Document Management – all active Ontario Works files have been digitized and all required documentation is uploaded directly into the Social Assistance Management System (SAMS).
- Participation on the Renfrew County Risk Watch Table enabling our office to bring forward cases at an acute elevated risk of harm to themselves or others and work collaboratively with other service providers to provide effective and timely interventions to help our community's most vulnerable residents.

- Successful partnership with Built For Zero Canada resulting in reduction of chronic homelessness by 10%.
- Declaration of Intimate Partner Violence as an Epidemic by County Council.
 - The introduction of a range of training and supports for staff to assist with people experiencing Intimate Partner Violence.
- Establishment of a Warming Center Ad-Hoc Committee to address the needs in Pembroke for a warming center or shelter.
- Successful advocacy work at both Rural Ontario Municipal Association Annual Conference and the Association of Ontario Municipalities Annual Conference regarding childcare, social assistance, and housing issues.

Development and Property

PLANNING

- Official Plan Amendment updating policies to align with changing provincial regulations
- Series of planning orientation meetings held for Local Municipalities
- Implemented fees for General Inquiries
- Integration of GIS/Planning Division
- Initiated the Flood Mapping and Modelling project
- Expanded engagement with regular office hours at local municipalities
- Initiated the County of Renfrew Climate Action Plan

FORESTRY

- Hired Forestry Technician in July
- Expected revenue from timber harvest = \$360,000+ (\$180,000 budgeted)
- Mechanical site preparation at Beachburg Tract following harvest
- Many meaningful outreach activities to promote local forest sector, sustainable forestry in Renfrew County Forests and career opportunities to address workforce shortage
- Supported the Algonquin Land Claim
- Finalized the use of a County Forestry Tract for a cell tower

REAL ESTATE

- In 2023, the County of Renfrew started building two new supportive and affordable rental housing developments, in the City of Pembroke. These are the first new builds of community housing since the County became responsible for delivering this service after the provincial download in the 1990s.
 - New Affordable Housing Build – construction commenced in May for the 7,085 sq. ft. 12 bedroom multi-residential facility located at Lea Street, Pembroke with an expected completion date in March of 2024
 - New Duplex – a project was awarded and construction commenced in June for the 2,116 sq. ft. duplex located on 202 Cecil Street, Pembroke with an anticipated completion date in early 2024
- Future Paramedic Base – in May the property/building in Eganville (formerly O’Grady’s Garage) was purchased for \$1.6 million with the building to undergo some renovations and fit-up to be converted into a fully operational ambulance base in mid 2024

- Renfrew County Place – Paramedic Shelter – a project was awarded in May to construct 1,800 sq. ft. storage unit to store paramedic equipment with the project being completed in October
- Partnered with the Town of Deep River for the possible purchase of a discontinued school for a Community Hub and Housing initiative
- Engaged with Habitat for Humanity for possible partnership for projects within Renfrew County

ECONOMIC DEVELOPMENT

- Launched new Invest Renfrew County website
- Hosted and provided logistical support of Ontario Winter Games
- Reviewed and revamped Taste of the Valley events with new municipal partnerships
- Launched strategic planning exercise (to be completed February 2024)

OTTAWA VALLEY TOURIST ASSOCIATION

- Launched new tourism website
- Renewed 5 year partnership agreement between OVTA-County of Renfrew-Pembroke
- Revamped Ottawa Valley Tourism Awards program
- Hosted first in-person Annual General Meeting and Tourism Conference since 2019

ENTERPRISE RENFREW COUNTY

- Developed Francophone services program
- Delivered Starter Company Plus and Summer Company programs
- Revamped and relaunched Mentorship program
- Rebranded and new website launched
- Delivered Bridges to Better Business/Small Business Week programming and events

Long Term Care

- In 2023, the County of Renfrew Long-Term Care Homes, Bonnechere Manor and Miramichi Lodge, successfully achieved the first joint accreditation with Accreditation Canada, defending the highest of all ratings previously achieved as individual Homes, Accredited with Exemplary Standing. This accreditation not only reflects the quality of our work but also the trust and confidence that our residents and families place in us. We can take immense pride in knowing that our contributions have made a meaningful impact on the reputation of our Homes and the care that our residents receive. This is a result of not only the professionalism and dedication of our staff, but also the invaluable support from our community – residents, family members, volunteers, Resident and Family Councils, Auxiliary, Foundations, and elected officials.
- The high standards practiced to maintain our buildings were also key components toward receiving our accreditation award. The 2023 Bonnechere Manor capital budget projects included the completion of the multi-year roofing project, the upgrade to the HVAC system, and the replacement of the commercial laundry washer. Miramichi Lodge capital budget projects included upgrades to the generator, the nurse call system, and the hydronic distribution system.
- The Fixing Long-Term Care Act, 2021 (FLTCA) requires long-term care homes to have specific emergency plans in place and Administrators to annually attest to the fact that these requirements are being met. This past year, all applicable emergency plans were tested and reviewed.

- Over the past year, we successfully recruited several new allied healthcare positions. We added an additional full-time Nurse Practitioner (NP), creating a full-time NP position at each Home, as well as one full-time social worker per Home, and one full-time Infection Prevention and Control (IPAC) Lead per Home. Each of these positions greatly enhances our in-house expertise in ensuring the best possible care outcomes for our residents.
- In recognition of the challenges faced with limited health human resources availability, we expanded our healthcare workforce at Bonnechere Manor by collaborating with agency staff, allowing us to meet fluctuating demand effectively. Furthermore, our international recruitment efforts will bring in talented nursing professionals from around the world, enriching our team with diverse skills and experiences. These accomplishments highlight our commitment to providing exceptional healthcare services while continually growing and diversifying our workforce to meet the dynamic needs of our residents.
- This past year, enhanced human resources and finance operational efficiencies were realized through the restructuring of existing positions. The result was one Administration Supervisor with a focus on finance and administration and building process consistency for both Homes. In addition, a new Human Resource Coordinator position was created as a dedicated on site resource. Continuing with human resources, we successfully achieved three year Collective Agreements, negotiated jointly with Bonnechere Manor Canadian Union of Public Employees Local 1508 and Miramichi Lodge Canadian Union of Public Employees Local 3586.
- Paused during the pandemic period, both Homes resumed their journey toward achieving Butterfly Model of Care Certification. The world-renowned, person centred model of care emphasizes a feelings based model of care that focuses on understanding and embracing the feelings of our residents diagnosed with dementia. Significant environmental enhancements are now complete on our Butterfly Home Areas including, bright colours, themed and personalized décor and sensory scapes. This past year staff completed a significant portion of training toward Butterfly certification.

Paramedic Services / Emergency Management

- The Service has increased staffing hours to provide an additional 24 hours of service to the County of Renfrew each day.
- The Service has successfully achieved funding for dedicated offload staffing to alleviate offload delay, concentrating on partnerships with area hospitals to improve patient flow.
- The Service has supported the Development and Property Department to secure a new Paramedic Base in the Eganville area community
- Permanent funding for RC VTAC was achieved.
- AMPDS coming to Central Ambulance Communications Centre for a 2024 implementation.
- The Department has completed a Management Structure reorganization to position the Department and Service for future excellence.
- Achieved permanent funding for RC VTAC.
- A novel physician funding agreement for virtual care RC VTAC physicians.
- An agreement with the Petawawa Family Health Care Team to administer the Integrated Virtual Care (IVC) component of the RC VTAC program to provide attachment for previously unattached patients and provide physician services to the VTAC and IVC program.

- Formed a new Community Health Programs Advisory Committee (CHPAC) consisting of representatives from different institutions and areas of relevance within the broader health care system. CHPAC operates as an ad-hoc committee of the County of Renfrew's Health Committee - a standing committee of County Council – to offer their diverse, relevant, and extensive perspectives on health care leadership experience.
- Mental Health, Addictions and Homelessness Hub Terms of Reference is established.
- Conducted an Emergency Management review and exercise and case study with the Emergency Management Program Committee (Health Committee).

Public Works & Engineering

In 2023, the Engineering and Public Works Department delivered \$29.9 million in Capital Projects

CAPITAL WORKS DIVISION

- Total Road Capital Completed = 42.73 km (doesn't include Scratch Coat)
- Total Projected Road Capital Costs = \$23,854,022 (includes Scratch Coat)
 - Microsurface 6.36 km
 - Overlay 3.7 km
 - Mill and Pave 0.5 km
 - Pulverize & Pave 58 km
 - Base & Surface 13.06 km
 - Reconstruction 8.63 km
 - Intersection Realignment 0.2 km
 - Drain Replacement 0.3 km
- Total Bridge Construction Completed = 3
 - Total Projected Bridge Construction Costs = \$2,639,000
- Total Culvert Construction Completed = 7
 - 6 by Day Labour Crew
 - Total Projected Culvert Construction Costs = \$3,420,000
- Designs Commenced or Ongoing for Future Projects: **Note, length for roads is very high because many projects were pushed from 2023 into 2024 ahead of 2023 budget cycle**
 - Roads: 82.91 km total
 - 2.55 km by Consultant, 80.36 km Internally
 - Bridges: 9 total
 - All by Consultants
 - Culverts: 15 total
 - 9 by Consultants, 6 Internally
 - Highlight: C197 (Etmanskie Swamp Culvert) Rehabilitation
 - During the summer of 2023 the Day Labour Crew led by Construction Supervisor, Daryl Cybulski, completed the project above. This is the first time this type of culvert liner was used in eastern Ontario. This project was delivered on time and under budget by the group. \$1.3 million was budgeted; \$1.1 million was spent. The complexity of this install is a source of pride for the Capital Works team.

- New Electronic Permitting Software implemented
- Commenced a 2 year Transportation Master Plan
- Trails System Development
 - Total Projected Trails 'Capital' Costs = \$1,600,000
 - Existing/Open Trail Rehabilitated = 10 km
 - Trail Development/New Build = 12.3 km
 - Rehabilitated Bridges = 3
 - Newly Opened Trail = 2 km

OPERATIONS DIVISION

- Roadside Maintenance
 - Mowing
 - Shoulder repairs
 - Brush Removal
- Snow and Ice Control on 816 kilometers of County Roads, in accordance to Minimum Maintenance Standards for Municipal Highways Ontario Regulation 239/02
- Trail system maintenance (brushing, tree removal and grading)
 - Total Projected Maintenance Costs for the Algonquin and K&P Trails= \$166,020
 - Structure and Surface Repairs
 - Ditching, Mowing, Weed Spraying
 - Dust Suppression (\$38,000)
 - Farm Fencing (\$39,620)
 - Legal Fees, Taxes
 - Signage, Gates, Locks, etc.
 - Enforcement
- Small culvert replacements
- Fuel Inventory Management System implemented
- Canoe purchasing protocols implemented
- Fleet management

Renfrew County Housing Corporation

- A new board of directors was established following the 2022 Ontario Municipal Elections, new practices were forged under a revised staffing and service delivery model, projects that were delayed because of the COVID-19 pandemic resumed, and discussions about setting a new vision for the development and revitalization of community housing programs and housing stock began.
- For the first time since the inception of Renfrew County Housing Corporation, two projects commenced to add additional housing units to the portfolio: the demolition and conversion of a single-family home into a duplex and the construction of an eight-unit/12 bedroom affordable housing complex. The combined new construction projects will result in 9 additional affordable housing units within the City of Pembroke.

- In 2023, the Canada Mortgage and Housing Corporation approved funding of \$5,000,000 from the National Housing Co-Investment Fund to be used for the repair of RCHC housing (a multi-year 30% contribution on annually budgeted projects).
- Advancement of the caseworker model within Community Housing has transformed the way that clients interact with services by simplifying communications to one lead caseworker per property and by increasing staff presence within the community of housing. Regular walk-in appointments at the 19 apartments within the RCHC portfolio brings services to where people are, helping to reduce the gap with transportation barriers and improving overall accessibility and efficiency of service.
- Post-pandemic recovery of business practices during this year resulted in the resumption of unit inspections and wellness checks that help to uncover unit conditions that at times point to critical interventions for property repairs and/or health and social service interventions.
- An increase to the provincial allocation of Homelessness Prevention Program funding helped to meet increasing community need for emergency financial support which was especially important as 3 years of Social Services Relief Funding ended in the previous fiscal year. The increase to this stable funding allowed for expansion within the Rent Allowance Program and also helped to meet rising costs within the Ontario Works Emergency Housing Assistance components.
- Enhanced fob security was introduced at one of our properties in Pembroke and will be expanded to other RCHC properties. This enhancement helps to ensure that only authorized tenants and staff have access to the building.
- Introduction of paperless applications for the centralized housing waitlist has led to quicker response times for staff and applicants.
- In 2023 we introduced new Directives - Establishment and Collection of Arrears – standardized internal practices, and Rent Supplement – simplified administration and implemented a maximum rent scale.

GOAL #1

Financial Sustainability

OBJECTIVES

- Review and update Asset Management Plan (AMP) and Long-Term Financial Plan (LTFP) 3.0 version, using new assumptions, baselines
- Develop a coordinated government relations / advocacy strategy

ACTIONS TO ACHIEVE OBJECTIVES TIMING

• Demographic impact analysis of all County of Renfrew services 2024	2024
• Hire grants person for increasing revenue streams 2024/2025	2024/2025
• Coordinate procurement (to consolidate all County-wide depts.) 2024 – 2025	Partially initiated
• Integrate GIS with financial and public works data 2023	TBD
• Hire a government relations firm to manage government relations 2023 – 2024	2024/2025
• Update LTFP and AMP to acknowledge new baselines; 2023 – 2024 review and present on an annual basis to County Council through (Review annually) the budget process	Completed
• Continue to monitor and implement efficiency measures identified 2023 – 2026 in the recommendations from 2020 service delivery review(s)	Ongoing

GOAL #2

Workforce Development

OBJECTIVES

- Lobby the Ontario College of Trades / Skill Trades Ontario to enable the transfer of qualified people from other regions into vacant positions
- Collaboration with High Schools, Colleges and Universities to have students with skills that are required to fill vacancies and keep them in the Community
- Encourage continued support for business development through Starter Company, Summer Company, other entrepreneur programs

ACTIONS TO ACHIEVE OBJECTIVES TIMING

<ul style="list-style-type: none"> • Establish a County Wide Human Services strategy, 2023 including a newcomer plan, with local Chambers of Commerce 	Started with Lanark County
<ul style="list-style-type: none"> • Internal HR strategy (to attract, retain people to work at the County), 2023 - 2024 including execution of deliverables suggested from the 2022 staffing survey 	Ongoing
<ul style="list-style-type: none"> • Align with Algonquin College and Labour Market Conditions 2023 - 2026 study/ongoing efforts 	2024
<ul style="list-style-type: none"> • Continue promotion of Summer Company and Starter Company 2023 - 2026 through Enterprise Renfrew County, Economic Development 	Ongoing
<ul style="list-style-type: none"> • Lobby efforts at Association of Municipalities of Ontario (AMO), 2023 - 2026 Rural Ontario Municipalities of Ontario (ROMA), Ontario East Economic Development Commission (OEEEDC), Eastern Ontario Leadership Council (EOLC) 	Ongoing

GOAL #3

Community Wellness and Healthcare

OBJECTIVES

- Sustainable program and funding for Renfrew County Virtual Triage and Assessment Centre, community paramedicine & mental health
- Expand community based seniors health services
- Ensure residents have access to primary care support

ACTIONS TO ACHIEVE OBJECTIVES TIMING

• Advocate for inter-governmental support 2023 - 2026 (multi-government financial resources) for integrated approach to transitional housing	Started with Lanark County
• Create partnerships, pool resources, build/repurpose transitional 2023 - 2026 housing (create a Senior's Village prototype in Renfrew County); Continue to expand on the findings and action plan of the Seniors Housing Strategy (2020)	Proposed and Ongoing
• Initiate/continue with advanced models of care 2023 - 2026 (RC VTAC Medical Urgent Care Clinic Model)	Confirmed
• Community Needs analysis of demographics and wellness services 2024	Funded

GOAL #4

Shared Services and Resources

OBJECTIVES

- Define the possible shared services and then complete an evaluation of the services that could benefit from a shared service agreement
- Develop and deploy a plan that results in agreements that allow for sharing of resources and/or equipment and /or expertise that will lead to efficiencies

ACTIONS TO ACHIEVE OBJECTIVES TIMING

• Municipal Shared Services Forum: Establish an inventory of opportunities 2023 between the County of Renfrew and the local municipalities	Initiated
• Update and implement recommendations from 2020 service 2023 - 2026 delivery review(s)	Ongoing with an update
• Review policies regarding uploading/downloading/sharing and 2023 - 2026 update where necessary	2024
• Negotiate and enter into service level agreements with 2023 - 2026 local municipalities (and boards, etc., where applicable)	Ongoing

GOAL #5

Attainable Housing and Infrastructure

OBJECTIVES

- Develop a true community housing strategy that would identify a future state of attainable housing
- Engage consulting firm to complete inventory of lands and services across the County
- Develop a program to attract first time buyers
- Reliable connectivity (Broadband or fixed wireless) to 99% of our residents

ACTIONS TO ACHIEVE OBJECTIVES TIMING

<ul style="list-style-type: none"> • Enhance Community housing and homelessness strategy 2023 with defined number of housing goals, housing units, etc. 	Initiated
<ul style="list-style-type: none"> • Strengthen broadband infrastructure saturation to support remote 2023 - 2026 work option, working with partners at EORN, etc. 	Ongoing
<ul style="list-style-type: none"> • Create an outward focused communications plan to support housing 2023 - 2026 needs in Renfrew County that would include developers, non-profits, etc. 	2024
<ul style="list-style-type: none"> • Prioritize establishing a plan for underutilized municipal lands, 2023 - 2024 including identification of upper and lower tier inventories (Housing Property Study, Building Condition Assessments) 	2024
<ul style="list-style-type: none"> • Lead role in the Eastern Ontario Wardens' Caucus (EOWC) 2023 - 2026 "7 in 7" plan for housing 	Ongoing

GOAL #6

Environmental Resiliency

OBJECTIVES

- Implement a Climate Action Plan
- Ensure joint emergency exercises across the County
- Establish a County baseline and model template for local municipalities

ACTIONS TO ACHIEVE OBJECTIVES TIMING

• Establish a plan to position the County as a climate leader 2023 - 2024	Initiated
• Complete food-mapping GIS initiative with municipalities 2023 - 2024	Initiated
• Advocate for federal/provincial grants to promote a greener building stock housing 2023 - 2026	2024
• Reinvigorate active transportation plan through a review, and 2023 - 2024 update where necessary, the trails strategy and active transportation plan	2024
• Multi-municipality emergency management exercise 2023 - 2026	2024

November 29, 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. Patti Moore Human Services Integration Award

Attached as Appendix I is a letter from the Ontario Municipal Social Services Association (OMSSA) president and executive director notifying that Laura LePine is the 2023 recipient of the Patti Moore Human Services Integration Award. This award is an annual award that is given to a social services leader who has a proven and respected track record of achievement in human services and in the development and/or application of the theory and practice of human services integration; demonstrated experience and commitment in placing clients/people at the centre of the planning and administration of human services and someone who has strengthened or broadened internal and external relationships to achieve a common vision of seamless service delivery. The award will be presented at the OMSSA Annual Policy Conference in Toronto November 30, 2023, to December 1, 2023. In addition to receiving the award, Laura will be featured in OMSSA's Knowledge Exchange Blog for January. Congratulations to Laura on this tremendous achievement.

2. Senior Women Living Together (SWLT)

Attached as Appendix II is a poster announcing that the program Senior Women Living Together will be launching in Renfrew County in January 2024. SWLT is a housing program/platform that connects senior women to shared housing opportunities. Originally operating in Peterborough, ON and to its success, the program is branching out into other communities, Renfrew County being the first in the area that this program is moving into.

3. Canadian Union of Public Employees (CUPE) Local 4425 Update

On October 3, 2023, the County of Renfrew received formal notice from CUPE Local 4425 that represents Renfrew County Housing Corporation unionized staff, expressing their intent to initiate collective bargaining for the existing agreement set to expire on December 31, 2023. Additionally, during the month of July 2023, CUPE Local 4425 submitted a request for a job evaluation and pay equity review, as outlined in Article 2 of the Collective Agreement and the associated Job Evaluation Terms of Reference. Job evaluation and pay equity reviews and discussions are underway.

4. **2023 Third Quarter (July to September) Homelessness Prevention Program (HPP)**

Budget Summary (April 1, 2023, to March 31, 2024)

Capital Component	\$1,000,000
Strong Communities Rent Supplement Program	\$200,000
Emergency Minor Home Repairs Program	\$200,000
Rent Allowance Program	\$845,000
Homelessness Prevention Program (Emergency Assistance)	\$845,740
Additional Supports for Chronic Homelessness and Food Security	\$300,000
5% Program Administration Fees	\$178,460
Total Budget	\$3,569,200

Strong Communities Rent Supplement Program

This program provides monthly rent-geared-to-income subsidies within approved private market rental units.

Number of ongoing subsidies: 21
 Third Quarter Expenditure: \$33, 588
 *Actively seeking additional units

Emergency Minor Home Repairs

This program helps low-income homeowners stay safely housed within their home by covering essential minor home repairs up to \$7,500.

Number of Applications Approved-Third Quarter: 4
 Third Quarter Expenditure: \$21,895.64
 *As of November 1, 2023, there are an additional 3 applications in process.

Rent Allowance Program

This program provides a monthly rent allowance of \$300 for households without children and \$400 for households with children.

Average of ongoing allowances: without children 115; households with children 48
 Third Quarter Expenditure: \$142,100

*Onboarding of additional recipients via the chronological waitlist is underway.

Homelessness Prevention Program (Emergency Assistance)

This program provides emergency financial assistance to help maintain housing and to help with emergency expenses related to homelessness. Eligible expenses may include temporary hotel/motel stay, rent arrears, rent deposits, utility arrears, transportation, or other extraordinary expenses. Maximum eligibility is \$1,500 for households without children and \$2,000 for households with children.

Number of Applications Approved – Third Quarter: 297

Third Quarter Expenditure: \$237,235.59

5. Point-In-Time Count Survey

The Point-In-Time Count (PIT) is an annual homelessness enumeration survey that helps identify how many people experienced homelessness on a set date. This year the PIT date was Friday, October 27th and the survey period extended from that date up to Friday, November 3rd. Surveys were completed at over a dozen locations across the County of Renfrew by the staff and volunteers of various agencies, as well as staff from Community Services, Paramedic Services, and the Renfrew County District Health Unit. Thank you to the participants who shared their information and to the surveyors who helped to not only collect data but to connect people with services.

Attached as Appendix III is an infographic that summarizes the survey results.

Attached as Appendix IV is a summary of the data for each question asked.

RESOLUTIONS

6. Support of Resolution from the Municipality of Bluewater

RESOLUTION NO. CS-CC-23-11-47

Moved by Chair

Seconded by Committee

THAT County Council supports the resolution from the Municipality of Bluewater respecting childcare availability, and directs staff to send a letter of support to the Ministry of Children, Community and Social Services with copies being sent to the Premier of Ontario. CARRIED.

Background

Attached as Appendix V is correspondence dated October 2, 2023, from the Municipality of Bluewater regarding the critical issue of childcare availability in the province of Ontario and how it is linked to educational requirements and low wages within the childcare sector.

BY-LAWS

7. RESOLUTION NO. CS-CC-23-11-49

Moved by Chair

Seconded by Committee

THAT the County Council recommend that By-law No. 50-17 authorizing the County of Renfrew to enter into an agreement with Licensed Home Child Care service providers, be amended to enter into an agreement with Candace Gellert (Laurentian Valley).

Background

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

All of which is respectfully submitted.

Anne Giardini, Chair

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



October 26, 2023

Laura LePine
 County of Renfrew
 9 International Drive
 Pembroke, ON
 K8A 6W5

Re: 2023 OMSSA Awards – Patti Moore Human Services Integration Award Nomination

Dear Laura,

It gives us great pleasure to inform you that the Ontario Municipal Social Services Association (OMSSA) has awarded you our 2023 [Patti Moore Human Services Integration Award](#).

This award recognizes an OMSSA member or delegate who has displayed extraordinary leadership and made an exceptional contribution to human services.

OMSSA would like to highlight your achievements as a Patti Moore Human Services Integration recipient during our annual [Policy Conference](#). This year's Policy Conference takes place in-person on November 30th and December 1st at the Hilton Toronto Airport Hotel & Suites. We would be pleased if you could join us as you will have the opportunity to speak directly to attendees, including many senior human services leaders.

OMSSA's Communications and Member Engagement Manager, Rob Kirsic, will be in contact with you shortly to confirm details and collect information about your achievement that we can share. Should you have any questions, please do not hesitate to contact Rob at rkirsic@omssa.com.

We are honoured to present you with this award on behalf of our Association, and we look forward to many more meaningful exchanges in the future.

Sincerely,

Henry Wall
 OMSSA President

Doug Ball
 OMSSA Executive Director

Shared hopes

Shared dreams

Shared living



**For Senior (55+) Women looking for
alternative rental housing**

- **Find other senior women to live with**
- **Get to know one another**
- **Create a homemate agreement**
- **Choose a rental to live in together**

Would you like to cut your housing costs, have friends right there to chat, laugh and play with, plus avoid a nursing home for as long as possible?

Launching in Renfrew County : January 2024



5% Veterans

38% Indigenous

Identified as Experiencing Homelessness



55

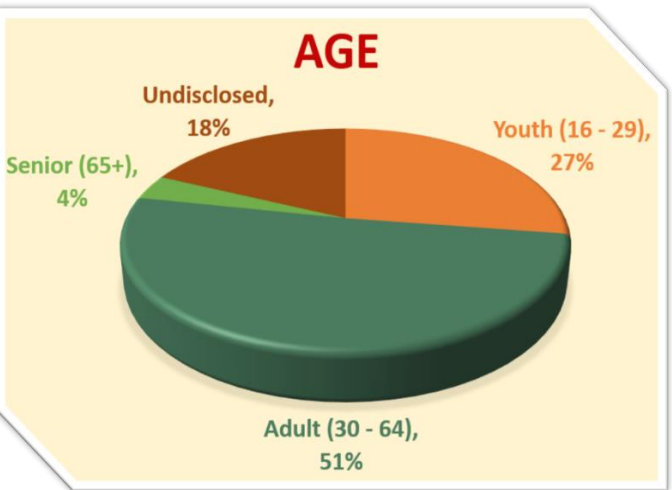
Households Experiencing Homelessness

53%

Chronically Homeless (more than 6 months)

Current Situation

- 40% Unsheltered (Rough Camping)
- 20% Emergency (Shelter, Hotel)
- 31% Couch Surfing
- 2% Exited a Health Facility (Hospital)
- 7% Undisclosed




42%

Experienced Intimate Partner Violence



County of Renfrew
Ontario . Canada

Experience Our History, Share Our Future!

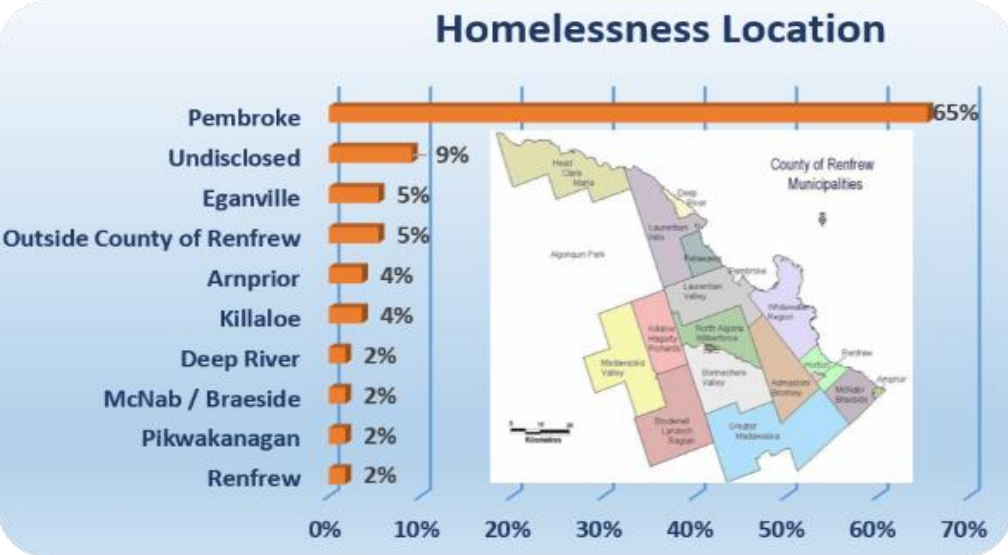
Department of Community Services

www.countyofrenfrew.on.ca

Reasons for Homelessness

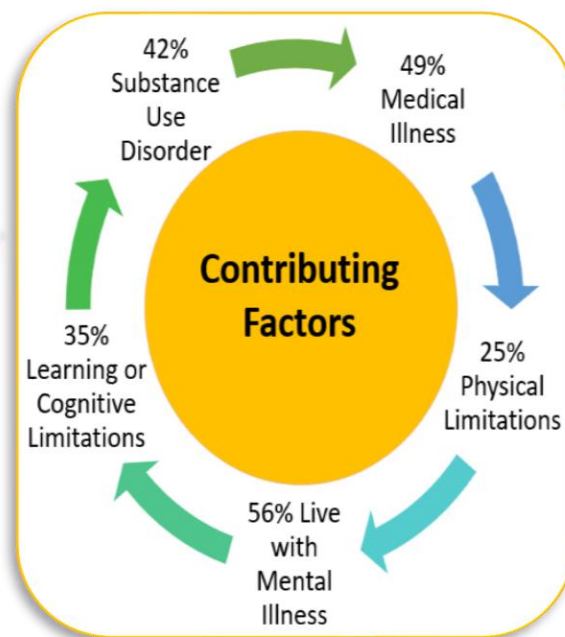


- 16% Evicted
- 18% Kicked Out of Recent Housing
- 22% Relationship Breakdown
- 4% Unsafe or Poor Building Conditions
- 22% Victim of Intimate Partner Violence
- 14% Other
- 4% Undisclosed




POINT IN TIME

October 27, 2023



Household Type

- 60% Single
- 18% Single with Children
- 13% Couple
- 7% Couple with Children
- 2% Undisclosed

Point-In-Time Count (Homelessness Enumeration) Friday, October 27, 2023

	Total #	%
Households Experiencing Homelessness	55	
Indigenous	21	38%
Veteran	3	5%
Identify as LGTB2s+	3	5%
Chronically Homeless	29	53%
Born outside of Canada	3	5%
Experienced Intimate Partner Violence	23	42%

Location	Total #	%
Arnprior	2	4%
Deep River	1	2%
Eganville	3	5%
Killaloe	2	4%
McNab / Braeside	1	2%
Outside County of Renfrew (Transient)	3	5%
Pembroke	36	65%
Pikwakanagan	1	2%
Renfrew	1	2%
Undisclosed	5	9%

Age	Total #	%
Youth (16 - 29)	15	27%
Adult (30 - 64)	28	51%
Senior (65+)	2	4%
Undisclosed	10	18%

Situation	Total #	%
Unsheltered (rough camping, etc.)	22	40%
Emergency (shelter, hotel stay)	11	20%
Couch Surfing	17	31%
Exited a Health Facility (Hospital, etc)	1	2%
Prefer Not to Answer	4	7%

Household Type	Total #	%
Single	33	60%
Single with Children	10	18%
Couple	7	13%
Couple with Children	4	7%
Undisclosed	1	2%

Reason for Homelessness	Total #	%
Evicted	9	16%
Kicked out of recent housing	10	18%
Relationship breakdown	12	22%
Unsafe or poor building conditions	2	4%
Victim of Intimate Partner Violence	12	22%
Other	8	14%
Prefer Not to Answer	2	4%

Source of Income	Total #	%
Employment Income	7	12%
ODSP	15	27%
Ontario Works	23	42%
CPP	2	4%
Other	2	4%
No Income	5	9%
Prefer Not to Answer	1	2%

Contributing Factors	Total #	%
Medical Illness	27	49%
Physical Limitations	14	25%
Live with Mental Illness	31	56%
Learning or Cognitive Limitations	19	35%
Substance Use Disorder	23	42%



**Corporation of the
Municipality of West Grey**

402813 Grey Road 4, RR 2 Durham, ON N0G 1R0
519 369 2200

October 23, 2023

Honourable Michael Parsa, Minister
MinisterMCCSS@ontario.ca
Ministry Children, Community and Social Services
7th Flr, 438 University Ave
Toronto, ON, M5G 2K8

RE: Childcare availability in Ontario

Dear Minister Parsa,

Please be advised that at its meeting held on October 17, 2023, the council of the Municipality of West Grey considered the above-noted matter and passed Resolution No. R-231017-004 as follows:

"THAT in consideration of correspondence received from the Municipality of Bluewater respecting childcare availability, council directs staff to send a letter of support to the Ministry of Children, Community and Social Services with copies being sent to the Premier of Ontario and all Ontario municipalities."

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Jamie Eckenswiller".

Jamie Eckenswiller, AMP (he/him)
Director of Legislative Services/Clerk
Municipality of West Grey

Attachment: Municipality of Bluewater – Childcare availability in Ontario Resolution

Cc. Honourable Doug Ford, Premier of Ontario
Ontario municipalities

Municipality of *Bluewater*

October 2, 2023

The Honourable Lisa M. Thompson
Member of Provincial Parliament (MPP)
408 Queen Street, P.O. Box 426
Blyth, ON N0M 1H0

Re: Childcare availability in Ontario

Dear Minister Thompson:

The Municipality of Bluewater is concerned about the critical issue of childcare availability in our province and how it is linked to educational requirements and low wages within the childcare sector. We believe that addressing these issues is crucial for the well-being of our families and the future prosperity of Bluewater and Ontario.

Childcare availability in Ontario has become an increasingly pressing problem for parents and guardians. Access to affordable, high-quality childcare is essential for families to balance work and family responsibilities, and it plays a vital role in supporting the early development and education of our children. However, the lack of available childcare spaces is a significant barrier for many parents, limiting their ability to participate fully in the workforce and achieve financial stability.

We suspect that one of the key factors contributing to the shortage of childcare spaces is the educational requirements imposed on childcare workers. While it is important to ensure the safety and well-being of children in childcare settings, the current educational requirements may be overly restrictive. These requirements often result in a shortage of qualified childcare providers, making it challenging to expand the availability of childcare services.

This year in the Municipality of Bluewater, we have childcare facilities and before and after school programs that have closed or have reduced capacity due to lack of qualified staffing. These recent closures and capacity issues have imposed a significant amount of stress on families in our community.

Additionally, low wages within the childcare sector are a significant concern. Many qualified and passionate individuals are discouraged from pursuing a career in childcare

due to the low wages and limited opportunities for professional growth. This low-wage structure not only makes it difficult to attract and retain skilled childcare educators but also effects the quality of care children receive. Investing in the professional development and fair compensation of early childcare educators is essential to ensure that our children receive the best care possible and the best start in life.

To address these issues and improve childcare availability in Ontario, the Municipality urges you to consider the following actions:

1. Review and Reform Educational Requirements: Work with relevant stakeholders to review and potentially revise the training methods of early childcare educators, striking a balance between safety and accessibility by increasing the praxis model to learning.
2. Invest in Professional Development: Advocate for increased investment in professional development opportunities for childcare workers to enhance their skills and qualifications.
3. Increase Wages: Support initiatives to increase the wages of childcare workers, ensuring that they are paid a fair and competitive salary for the vital work they do.
4. Expand Funding: Work to secure additional funding for the expansion of childcare services and facilities, especially in underserved and rural communities.
5. Promote Public Awareness: Raise public awareness about the importance of accessible and high-quality childcare services and the need for policy changes.

This is an urgent matter that is expected to worsen and your timely response to these concerns is needed.

By addressing these issues, we can make significant strides toward improving childcare availability in Bluewater and Ontario and ensuring that families have the support they need to thrive. We kindly request your timely support and advocacy on these matters and would be grateful for any updates or initiatives related to childcare reform in our province.

Thank you for your attention to this critical issue. We look forward to your continued dedication to the well-being of Ontario's families and children.

Sincerely,



Mayor Paul Klopp for the
Council of the Municipality of Bluewater

cc: Premier Doug Ford
Ben Lobb, Huron-Bruce MP
Hon. Michael Parsa, Minister of Children, Community and Social Services
All Ontario Municipalities

BY-LAW NUMBER 146-23

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

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

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

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

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

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

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

READ a first time this 29th day of November 2023.

READ a second time this 29th day of November 2023.

READ a third time and finally passed this 29th day of November 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

November 29, 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. Policy PW-22 – Naming Bridges and Culverts Policy

Attached as Appendix III, is Policy PW-22 – Naming Bridges and Culverts, which has been developed to ensure that the naming of bridges and culverts is consistent with the Public Works and Engineering Department’s primary objective of providing and maintaining a safe road system. This also provides an opportunity to honour the heritage of the area. In order to be considered as part of the final policy to be presented to County Council in February 2024, staff are requesting that comments be provided to the Director of Public Works and Engineering, Lee Perkins, by January 15, 2024.

4. Operational Status and Winter Readiness

The Public Works and Engineering Department reached 100% fleet readiness on October 31, 2023, as per the Winter Maintenance Operations Guidelines.

RESOLUTIONS

5. Haley Station – All-Way Stop Warrant – County Road 61 (Haley Road) at Godfrey Road

RESOLUTION NO. OP-CC-23-11-128

Moved by Chair

Seconded by Committee

THAT County Council direct staff to advise the Township of Whitewater Region that the intersection of County Road 61 (Haley Road and Godfrey Road) with Haley Road and Fire Hall Lane does not meet the warrants for an all-way stop.

Background

Attached as Appendix IV is a resolution received from the Township of Whitewater Region dated September 20, 2023, requesting that the County of Renfrew investigate the need for an all-way stop at the intersection of Haley Road with Godfrey Road and Fire Hall Lane.

On October 18, 2023, staff completed a turning movement intersection count at the noted location. The results of the count have been inputted into the "All-Way Stop Sign Control Warrant Worksheet" as used in the Ontario Traffic Manual Book 5, for determining if an all-way stop is warranted at this location.

As Haley Road has been identified as a Collector Roadway, the requirement for an all-way stop is determined by two factors, being:

- i) The total vehicle volume for the intersection must exceed 250 vehicles for the average of four peak hours of the day; and,
- ii) The volume split does not exceed an average of 70/30 based on those same counts.

The results of the four peak hours of the count indicate total intersection volumes, for vehicles and pedestrians combined, are 158, 78, 67, and 150. In order for an all-way stop to be warranted, all four of these peak hours would require volumes in excess of 250 vehicles and pedestrians combined.

The warrant spreadsheet and a map showing the location of the intersection is attached as Appendix V.

BY-LAWS

6. Policy PW-21 – Entrance Policy and Design Guidelines

RESOLUTION NO. OP-CC-23-11-127

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-law approving Policy PW-21 Entrance Policy and Design Guidelines; AND FURTHER THAT By-law 32-98 being a By-law to Regulate the Construction or Alteration of any Entranceways, Private Roads or Access to a County Road be rescinded.

Background

In 1998, By-law 32-98 being a By-law to Regulate the Construction or Alteration of any Entranceways, Private Roads or Access to a County Road was adopted. This By-law is no longer applicable as it includes County Roads and fees that are incorrect. Policy PW-21 Entrance Policy and Design Guidelines has been in place for several years; however, is not included as part of the Corporate Policies for the Public Works and Engineering.

Staff are recommending that Policy PW-21 be adopted as a Corporate Policy to replace By-law 32-98.

7. **PWO-2023-10 – Wheeled Excavator and Attachments**

RESOLUTION NO. OP-CC-23-11-129

Moved by Chair

Seconded by Committee

THAT County Council approve the bid submitted by Toromont CAT, Ottawa, Ontario, for the acquisition of one wheeled excavator and required attachments, in the amount of \$533,424.00, plus applicable taxes; AND FURTHER THAT County Council adopt a By-law to Authorize Execution of the Contract.

Background

Submissions were requested and received from two suppliers through the Canoe Procurement Program as follows:

- | | |
|--|--------------|
| 1. Toromont CAT, Ottawa, Ontario | \$606,287.00 |
| 2. Brandt Tractor Ltd., Regina, Saskatchewan | Rejected |
- Amount excludes applicable taxes.

Financial Implications

The combined approved budget for the wheeled excavator and all attachments is \$550,000.00. The total bid received from Toromont CAT is \$606,287.00, plus applicable taxes. To remain within the approved budget, staff are proposing to purchase the excavator and the immediate required attachments, which are the ditching bucket and the forestry head, in the amount of \$533,424.00, plus applicable taxes.

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

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	December	Complete
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	Complete
10	AVL Service Renewal	Automatic Vehicle Location	10	Application/Network/Data	May	2020	2020	June	2030	Complete
11	Shouldering	Granular/Sealing	1	Material/Installation	Internal	Internal	Internal	June	October	Complete
12	Calcium Chloride	Pre-wet Sodium Chloride	1	Material	August	September	October	October	October	Complete
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	Complete
2	LDT (Light Duty Truck(s))	(1/2 ton 4WD)	1	Replace	April	October	-	November	2023	Ongoing
3	Wheeled Excavator	Wheeled Excavator and Attachments	1	New	April	-	October	November	2024	Ongoing
4	Tractor	Tractor	1	Replace	April	-	October	November	2023	Ongoing
5	Roller 3'	Shoulder Compaction	1	New	April	-	November	November	2023	Ongoing
6	U-Body Water Tank	PW Operations -CP	1	New	April	September	-	October	2024	Complete
7	Enclosed Cargo Trailer 20'	Construction Section	1	Replace	April	April	-	June	November	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	-	November	November	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	November	Ongoing
2	Waste Oil Storage Systems	WWRP/SWP/GP/CP	Construct	Replace	April	June/July	July/August	September	October	Complete
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	1 yr			Complete
2	Town of Deep River	County Road 72, County Road 73	2020	Winter Road Maintenance	2020	2030	10 yr			Complete
3	Town of Renfrew	County Road 20, County Road 52	2019	Winter Road Maintenance	2019	2029	10 yr			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			Complete
6	Algonquins of Pikwanaganan	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	November Projected	Variance	Carry Over	
Road Reconstruction/Rehabilitation										
Note: Limits and Length of projects are approximate and subject to revision based on final design and budgets										
1	River Road <i>McNab/Braeside & Horton</i>	Lochwinnoch Road	Algonquin Trail	2.27	1.88	1,137,007	879,000	-258,007	0	
2	Daniel Street S. <i>Arnprior</i>	Galvin Street	Edey Street	0.20	0.20	680,000	680,000	0	0	
4	Storyland Road <i>Horton</i>	Alex Lane	County Road 653 (Cheneux Road)	2.84	2.80	1,309,911	1,357,000	47,089	0	
20	Bruce Street <i>Renfrew & Horton</i>	Highway 60	Highway 17	3.11	2.61	539,559	562,000	22,441	0	
24	White Water Road <i>Laurentian Valley</i>	Highway 17	County Road 40 (Greenwood Road)	2.45	2.40	388,000	388,000	0	0	
24	White Water Road <i>Laurentian Valley</i>	Stafford Third Line	Highway 17	2.57		0	0	0	0	
30	Lake Dore Road <i>North Algona/Wilberforce</i>	Highway 60	Sperberg Road	3.26	3.26	2,529,548	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	10,000	-480,588	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 (Bonnehchere 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 & Brudenell, Lyndoch & Raglan</i>	Finch Road	County Road 514 (Schutt Road)	6.50	2.55	2,080,870	1,487,747	-593,123	0	
517	Dafoe Road <i>Madawaska Valley</i>	Radcliffe Twp Line (Coulas Rd)	Serran Road	2.73	2.65	1,274,410	1,176,000	-98,410	0	
517	Dafoe Road <i>Madawaska Valley</i>	Serran Road	County Road 62 (Combermere Road)	3.22	3.30	70,000	70,000	0	0	
635	Swisha Road <i>Laurentian Hills</i>	Highway 17	Interprovincial Bridge	0.30	0.30	300,000	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	24,764,022	2,773,532	0	
Bridge/Culvert Reconstruction/Rehabilitation										
Structure #	Structure Name	Location				2023 BUDGET	November 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	November 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	80,000	-70,000	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	10,000	-15,000	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)	2023 BUDGET	November Projected	Variance	Carry Over
C221	Kenny's Culvert		Whitewater Region (Pleasant Valley Road)			20,000	10,000	-10,000	0
C268	St. Columbkille's Culvert		Laurentian Valley (CR58 Round Lake Road)			90,000	90,000	0	0
FUTURE ENGINEERING TOTALS						1,116,500	929,000	-187,500	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	32,583,022	1,231,032	0

Corporate Policies and Procedures				
DEPARTMENT: Public Works & Engineering				POLICY #: PW-22
POLICY: Naming Bridges and Culverts				
DATE CREATED: November 2023	REVIEW DATE:	REVISION DATE:	COVERAGE: All County-owned Bridges/Culverts	PAGE #: 1 of 3

POLICY STATEMENT

The County of Renfrew (County), as the upper-tier Municipality, has responsibility for all bridges/culverts located on either local Municipal roads or County roads within the boundaries of the County, and has a need to ensure that any bridge/culvert naming on a County Road is consistent with the Department's primary objective of providing and maintaining a safe road system.

BACKGROUND

The County of Renfrew, as the road authority having jurisdiction over County Roads, may make and enforce by-laws and policies pertaining to the renaming for bridges/culverts. The Municipal Act, 2001, as amended, in Section 11 permits a municipality to pass by-laws pertaining to the public assets of the Municipality for the purpose of exercising its authority under the Act, and to pass by-laws pertaining to highways.

DEFINITIONS

For the purposes of this policy the following definition shall apply:

Bridge/Culvert – A structure, or series of structures, having a cumulative span of 3.0 metres or greater, which provides a roadway or walkway for the passage of vehicles and pedestrians across an obstruction, gap or facility.

PROCEDURES

1. Proposed bridge/culvert name changes shall be forwarded, by Resolution from the lower-tier municipality where the bridge/culvert is located, to the County of Renfrew's Public Works and Engineering Department, detailing the background and potential changes.
2. It is absolutely essential that there be no duplication of bridge/culvert names throughout the County of Renfrew to maintain the integrity of the 9-1-1 system. To avoid bridge/culvert name duplication, all proposed new bridge/culvert names are

Corporate Policies and Procedures				
DEPARTMENT: Public Works & Engineering				POLICY #: PW-22
POLICY: Naming Bridges and Culverts				
DATE CREATED: November 2023	REVIEW DATE:	REVISION DATE:	COVERAGE: All County-owned Bridges/Culverts	PAGE #: 2 of 3

forwarded to the County of Renfrew, Public Works and Engineering Department to be checked against the County Bridge/Culvert Name Registry.

3. Proposed changes and supporting documentation will be brought to Operations Committee for further discussion with a recommendation to County Council.
4. Once approved by County Council, an “Effective Date” will be established that will provide enough time for municipal, County, and emergency services staff to implement the required database and mapping revisions.
5. Bridge/culvert name changes will require County staff to prepare a Public Notice and draft schedules for the proposed Bridge/Culvert Naming By-law amendments and return these to the municipality.
6. As determined in the Public Notice, property owners may make written requests to be heard by County Council. It is important for written applications to be received by the Clerk prior to the advertised deadline, with no exceptions.
7. County Council may hold a public meeting to hear any person who has applied in writing regarding the proposed amendment to the Bridge/Culvert Naming By-law. This meeting must be held after the completion of the Public Notice period.
8. Following the Public Notice period and any Hearing, County Council identifies what revisions, if any, are to be made and amends the Bridge/Culvert Naming By-law accordingly. Notice of this decision must be forwarded immediately to the lower-tier municipality. It is advisable that the lower-tier Council inform affected property owners of the decision.
9. County staff will forward a copy of the complete By-law to the lower-tier municipality. The County of Renfrew, Sign Shop will give top priority to all signs that are required for bridge/culvert changes.

APPROVALS

The installation of new bridge/culvert signage on County bridges/culverts shall be approved by the Operations Committee of County Council and authorized by the passing of a By-law by

Corporate Policies and Procedures

DEPARTMENT: Public Works & Engineering				POLICY #: PW-22
POLICY: Naming Bridges and Culverts				
DATE CREATED: November 2023	REVIEW DATE:	REVISION DATE:	COVERAGE: All County-owned Bridges/Culverts	PAGE #: 3 of 3

County Council.

DRAFT



Council Members

Mayor Neil Nicholson
Deputy Mayor Cathy Regier
Councillors:
Mark Bell
Michael Moore
Chris Olmstead
Connie Tabbert
Joey Trimm

Certified True Copy

County of Renfrew
9 international Drive
Pembroke, ON, K8A 6W5

Wednesday, September 20, 2023

Re: Resolution - Haley/Godfrey Road Concern - Taylor Gannon

Dear Mr. Perkins,

At its meeting of September 20, 2023, the Council of the Township of Whitewater Region adopted the following resolution:

That Council of the Township of Whitewater Region recommend that County investigate an all way stop at the County Road 61 from Godfrey and Haley Road and investigate with County a lower transition limit in the hamlet on approach.

Carried as amended - Resolution #2023-4957

(613) 646-2282



P.O. Box 40,
44 Main Street
Cobden, ON
K0J 1K0



Sincerely,

Carmen Miller
Clerk/CEMC



whitewaterregion.ca



COUNTY OF RENFREW PUBLIC WORKS DEPARTMENT	File Number: 	Date:
Municipality 		

ALL-WAY 'STOP' SIGN CONTROL WARRANT WORKSHEET

Instruction: Select worksheet tab below & enter appropriate information in all yellow areas (MS-Excel) or lightly shaded areas (printed copy).

INTERSECTION IDENTIFICATION

MAJOR Road :	Haley Road	MINOR Road :	Godfrey Road
MAJOR Road (AADT):	1455	MAJOR Road Classification (i.e. Major Arterial = "MAA", Minor Arterial = "MIA", Collector = "COL"):	
			Collector

WARRANT 'A' : COLLISION HISTORY

DETERMINE AVERAGE NUMBER OF REPORTED COLLISIONS PER YEAR OVER A THREE-YEAR PERIOD OF THE TYPE SUSCEPTIBLE TO CORRECTION BY THE USE OF ALL-WAY 'STOP' SIGN CONTROLS AND WHERE LESS RESTRICTIVE MEASURES HAVE BEEN TRIED AND FOUND INADEQUATE.

[Note: Warrant met if average number of collisions is greater than or equal to: 2 for major road as Collector; 3 for major road as Minor Arterial (AADT less than or equal to 6000); or 4 for other roads.]

	Year 1	Year 2	Year 3
Three Year Period:			
No. of Collisions:			

Average: #DIV/0!

Warrant 'A' met?	NO
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WARRANT 'B' : TRAFFIC VOLUME

ENTER COUNT DATA IN APPROPRIATE TABLE BELOW.

BASED ON MAJOR ROAD INFORMATION PROVIDED ABOVE, USE:

TABLE 2

TABLE 1 (Use only for major road classified as Collector, or Minor Arterial with AADT less than or equal to 6000):

FOUR HOUR FROM	TO	MAJOR APPROACH	MINOR APPROACH	PEDESTRIAN VOLUME CROSSING	[B + C] COMBINED	[A + B] TOTAL	[C + D] (E)	VOLUME SPLIT (Major/Minor)		
								[A/E x 100%]	/	[(B+C)/E x 100%]
7:00am	8:00am	115	43	0	43	158	158	73	/	27
9:00am	10:00am	53	24	1	25	77	78	68	/	32
2:00pm	3:00pm	48	18	1	19	66	67	72	/	28
3:00pm	4:00pm	100	49	1	50	149	150	67	/	33
STUDY PERIOD AVERAGE		79	34	1	34	113	113	70	/	30

TABLE 2 (Use only for major road classified as Minor Arterial with AADT greater than 6000, or Major Arterial):

EIGHT HOUR FROM	TO	MAJOR APPROACH	MINOR APPROACH	PEDESTRIAN VOLUME CROSSING	[B + C] COMBINED	[A + B] TOTAL	[C + D] (E)	VOLUME SPLIT (Major/Minor)		
								[A/E x 100%]	/	[(B+C)/E x 100%]
					0	0	0	#DIV/0!	/	#DIV/0!
					0	0	0	#DIV/0!	/	#DIV/0!
					0	0	0	#DIV/0!	/	#DIV/0!
					0	0	0	#DIV/0!	/	#DIV/0!
					0	0	0	#DIV/0!	/	#DIV/0!
					0	0	0	#DIV/0!	/	#DIV/0!
					0	0	0	#DIV/0!	/	#DIV/0!
					0	0	0	#DIV/0!	/	#DIV/0!
					0	0	0	#DIV/0!	/	#DIV/0!
STUDY PERIOD AVERAGE		#DIV/0!	#DIV/0!	#DIV/0!	0	0	0	#DIV/0!	/	#DIV/0!

Note: Warrant met under the following conditions:

1. A) THE TOTAL VEHICLE VOLUME ON ALL INTERSECTION APPROACHES, WITH THE MAJOR ROAD CLASSIFIED AS:

- MAJOR ARTERIAL OR MINOR ARTERIAL (AADT GREATER THAN 6000), EXCEEDS 500 VEHICLES FOR THE AVERAGE OF THE EIGHT PEAK HOURS OF THE DAY.
- MINOR ARTERIAL (AADT LESS THAN OR EQUAL TO 6000), EXCEEDS 375 VEHICLES FOR THE AVERAGE OF FOUR PEAK HOURS OF THE DAY.
- COLLECTOR, EXCEEDS 250 VEHICLES FOR THE AVERAGE OF FOUR PEAK HOURS OF THE DAY

Condition 1A met?	NO
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OR

B) THE COMBINED VEHICULAR AND PEDESTRIAN VOLUME ON THE MINOR APPROACH, CROSSING THE MAJOR ROAD EXCEEDS (SEE NUMBER BELOW), WITH THE MAJOR ROAD CLASSIFIED AS:

- MAJOR ARTERIAL OR MINOR ARTERIAL (AADT GREATER THAN 6000), 200 UNITS OR GREATER FOR THE AVERAGE OF THE SAME EIGHT HOURS USED IN (A) ABOVE.
- MINOR ARTERIAL (AADT LESS THAN OR EQUAL TO 6000), 150 UNITS OR GREATER FOR THE AVERAGE OF THE SAME FOUR PEAK HOURS USED IN (A) ABOVE.
- COLLECTORS, 100 UNITS OR GREATER FOR THE AVERAGE OF THE SAME FOUR PEAK HOURS USED IN (A) ABOVE.

Condition 1B met?	NO
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AND

2. THE VOLUME SPLIT DOES NOT EXCEED AN AVERAGE OF 70/30, BASED ON THE SAME COUNTS USED ABOVE.

VOLUME ON THE MAJOR APPROACHES IS DEFINED AS VEHICLES ONLY. VOLUME ON THE MINOR APPROACHES INCLUDES ALL VEHICLES ENTERING THE INTERSECTION PLUS ANY PEDESTRIANS CROSSING THE MAJOR ROAD

Condition 2 met?	NO
------------------	-----------

Warrant 'B' met?	NO
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ALL-WAY 'STOP' SIGN CONTROL WARRANTED?	NO
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County Road 61 - Haley Road and Godfrey Road Request for All-Way Stop



Requested Intersection

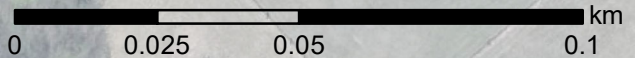
FIREHALL LN

GODFREY RD

CALVIN RD

HALEY RD

BOXCAR RD



COUNTY OF RENFREW

BY-LAW NUMBER 139-23

**A BY-LAW TO ESTABLISH POLICY PW-21 – ENTRANCE POLICY AND DESIGN GUIDELINES
WITHIN THE JURISDICTION OF THE CORPORATION OF THE COUNTY OF RENFREW**

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

AND WHEREAS the Corporation desires to implement a Policy regarding the Entrances and Design Guidelines within the jurisdiction of the Corporation.

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

1. THAT Policy PW-21 – Entrance Policy and Design Guidelines, as outlined in Schedule “I” attached to and made part of this By-law, shall form part of the Public Works and Engineering Department Policies and Procedures of the Corporation of the County of Renfrew.
2. THAT this By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
3. THAT this By-law shall come into force and take effect immediately upon the passing thereof.
4. THAT By-law 32-98 be rescinded.

READ a first time this 29th day of November 2023.

READ a second time this 29th day of November 2023.

READ a third time and finally passed this 29th day of November 2023.

Peter Emon, Warden

Craig Kelley, Clerk

Schedule I

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-21
POLICY: Entrance Policy and Design Guidelines				
DATE CREATED: November 2023	REVIEW DATE:	REVISION DATE:	COVERAGE: County of Renfrew Roads System	PAGE #: 1 of 11

POLICY STATEMENT

The County of Renfrew Roads System provides an extremely important function by moving people safely and rapidly over long distances throughout the County. The County Road network also significantly contributes to the economic well-being of the community by providing an essential link to markets for our manufactured products and produce. Similarly the system facilitates primary access to our recreational and tourism resources by millions of people living in our market areas.

In order to retain the integrity of the County Roads System and to foster the economic well-being of the County, it will be imperative to ensure that new commercial, industrial, and residential development gains appropriate access while at the same time not impeding traffic flow along these roads. The function, safety, and efficiency of roads carrying heavier volumes of traffic can be adversely affected by a significant number of individual developments accessing directly onto the roadway. Consequently, roads carrying high volumes of traffic should be protected from adjacent development. This does not necessarily mean in each case that access to all development should be restricted, but rather that access should be more tightly controlled as to location and design with a greater emphasis on the needs of the roadway. In certain situations development should be required to be serviced from a lower classification of roadway.

The County of Renfrew believes that a balanced approach is desirable. It is the objective of the County of Renfrew to:

- 1) Protect the safety of all roadway users through the orderly control of traffic movements to and from County Roads.
- 2) Encourage and foster growth and development throughout the County.
- 3) Protect the public investment in the County Road System.
- 4) Ensure that all new development has suitable and legal access.

To achieve the above objectives, the County of Renfrew has established a set of procedural guidelines. The purpose of these guidelines is to provide approval agencies such as the County Land Division Committee, as well as administrative support staff of the County, with a

Corporate Policies and Procedures				
DEPARTMENT: Public Works and Engineering				POLICY #: PW-21
POLICY: Entrance Policy and Design Guidelines				
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comprehensive, practical guide to be utilized in making and expediting decisions respecting land severances as well as new entrances or alterations to existing entrances. In addition, the following guideline will serve to inform those interested parties as to the approach the County will be taking in dealing with all outstanding and future applications.

DEFINITIONS

Auxiliary Entrance – provides additional access to a development or farming operation.

Collector Roadway – existing and proposed roads of two traffic lanes with a design right-of-way width of 20 to 26 metres. Collector roads are designed to collect and distribute traffic at moderate to relatively high operating speeds to and from local roads and arterial roads. Collector roads are County Roads which are so designated as per Policy PW-01 Roadway Classification and Design. Collector roads are designed to tolerate planned direct access to adjacent properties.

Commercial/Industrial/Institutional/Multiple Residential Entrance – provides access to a development where goods are manufactured or sold to the public, institutional uses, such as schools and hospitals, and includes residential facilities of four or more units such as apartments and townhouse developments having common parking area outside the County right-of-way.

Field Entrance – provides access to agricultural fields.

Farm Entrance – provides access to farm buildings and agricultural lands.

Functional Classification – the categorization of County Roads by their purpose within the road system. The volume of traffic using the road is usually an indication of the roads function.

Major Arterial – existing and proposed roads of two to four traffic lanes with a design right-of-way width of 30 to 40 metres. Arterial roads are designed to collect and carry large volumes of traffic at relatively high operating speeds to and from major traffic generating sectors and are so designated as per Policy PW-01 Roadway Classification and Design. For this type of road to function properly, direct access to abutting properties must be restricted. Access should normally be provided by a lower classification of road.

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Minor Arterial – existing and proposed roads of two traffic lanes with a design right-of-way width of 26 to 30 metres. These roads are designed to collect and distribute traffic at relatively high operating speeds to and from local roads, collector, and major arterial roads. Minor arterials are County Roads so designated as per Policy PW-01 Roadway Classification and Design. Minor arterial roads are designed to tolerate limited direct access to adjacent properties.

Mutual Entrance – provides access to more than one separate property. The entrance is possessed in common and is identified on the title of each property being accessed.

Residential Entrance – provides access to single free standing residential facilities.

Temporary Entrance – provides access to properties for a limited period not to exceed one year for the purpose of construction, repairs, or improvement on that property or to facilitate a staged development.

Public Roads – as defined under the Public Transportation and Highway Improvement Act, R.S.O. 1990, c. P.50.

1.0 ADMINISTRATION

1.1 Application Process

All requests for new entrances or alterations to existing entrances shall be forwarded to the County of Renfrew Public Works and Engineering Department. These will be reviewed for general compliance with these guidelines and may include a site meeting with the applicant to review conditions in the field. Once the application has been reviewed and approved, an entrance permit will be issued upon payment of the fee. For standard residential/farm entrances this process will not, under normal circumstances, exceed eight to ten business days.

For entrances of a commercial, industrial, institutional, or multiple residential nature, the design of the entrances will have to be site specific giving due consideration to the types and number of vehicles using the proposed entrance. The design of such entrances will be prepared by the applicant or their agent and submitted to the County

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of Renfrew Public Works and Engineering Department. This will be reviewed in detail and if appropriate approved with or without modifications. Because entrances of this type tend to be more complex and involve a greater number of considerations, the length of time to approve the application may be longer.

1.2 Permit Fee

The permit fee will be as set out on the entrance permit. This fee will be subject to review and revision by County Council as they deem appropriate. A fee will not be assessed on applications which are denied.

1.3 Work Permit

Where the proposed entrance and associated development involves extensive works within the public right-of-way, a Work Permit will be required. The decision as to whether a Work Permit is required shall rest with Director of Public Works and Engineering, or designate.

1.4 Cancellation of Permit

Where the entrance has not been constructed within one year of the date of the permit, the permit shall be null and void.

1.5 Non Compliance with Permit

Where an entrance is constructed or altered contrary to the requirements of the permit or the standards contained herein, it shall be removed by the County of Renfrew Public Works and Engineering Department, at the owner's expense.

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1.6 Maintenance of Entrances

Property owners having access to a County Road are fully responsible for the maintenance of the access including the removal of snow and ice, keeping the portion of the access within the right-of-way in a safe condition for vehicular traffic, and replacement as and when necessary.

A culvert pipe installed under the terms of the access permit shall be the property of the property owner upon acceptance of the work and all subsequent maintenance, repairs, alterations, etc., shall be the responsibility of the property owner except where the culvert crosses a municipal drain in which case the maintenance will be the responsibility of the Municipality with costs shared in accordance with the appropriate by-law.

2.0 **TYPE, LOCATION, SPACING AND NUMBER OF ENTRANCES**

2.1 Type of Entrance

All entrances applied for must be of a type consistent with the zoning of the land being accessed as defined by the local official plan or zoning by-law.

2.2 Location of Accesses

The County may restrict the placement of an access onto the County Road in the interest of public safety. New accesses must be located so as to provide:

- a) no undue interference with the safe movement of public traffic, pedestrians, or other users of the highway.
- b) favourable vision, grade, and alignment conditions for all traffic using the proposed access and the County Road.

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New entrances will not be permitted at the following locations:

- a) in close proximity to intersections.
- b) where the sight distance is not in general conformity with the following table of values which has been derived from the Transportation Association of Canada Manual for Geometric Design Guide for Canadian Roads, Chapter 9 - Intersections:

County Road Posted Speed (kilometres per hour)	Minimum Stopping Sight Distance m=metres ft=feet				
	Grade of County Road less than 3 %	Grade of County Road greater than 3 %			
		Upgrade		Downgrade	
		Greater than 3% but less than 6%	6% or greater	Greater than 3% but less than 6%	6% or greater
80	160 m/525 ft	150 m/492 ft	140 m/459 ft	170 m/558 ft	200 m/656 ft
70	135 m/443 ft	125 m/410 ft	120 m/394 ft	145 m/476 ft	165 m/541 ft
60	110 m/361 ft	105 m/344 ft	100 m/328 ft	115 m/377 ft	130 m/426 ft
50	85 m/279 ft	80 m/262 ft	80 m/262 ft	90 m/295 ft	100 m/328 ft
40	65 m /213 ft	60 m/197 ft	60 m/197 ft	65 m/213 ft	75 m/246 ft

2.3 Entrance Spacing

An entrance to developments and agricultural fields will be provided to each lot or field. Spacing between new and existing entrances of these types shall generally conform to the following requirements for the classification of roadway being accessed.

<u>Collector Roads</u>	<u>Urban</u>	<u>Rural</u>
Farm/Residential	15 m	60 m
Commercial/Industrial/Institutional/ Multiple Residential	15 m	60 m
Public Roads	150 m	300 m
Field Entrances	Not Permitted	150 m

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Minor Arterials

Farm/Residential

Commercial/Industrial/Institutional/
Multiple Residential

Public Roads

Field Entrances

Urban

15 m

15 m

225 m

Not Permitted

Rural

120 m

120 m

450 m

150 m

Major Arterials

Farm/Residential

Commercial/Industrial/Institutional/
Multiple Residential

Public Roads

Field

Urban

30 m

30 m

300 m

Not Permitted

Rural

Not permitted where access is available from lower classification of roadway. If no other access is available, 180 m in spacing.

180 m

600 m

300 m

Notes

- 1) The decision as to whether an area is urban or rural shall be that of the Director of Public Works and Engineering, or designate, in consultation with the Director of Development and Property, or designate.
- 2) Entrances to commercial, industrial, institutional, or multiple residential developments will be assessed on a case by case basis and may be approved at the discretion of the Director of Public Works and Engineering, or designate.
- 3) Entrances to agricultural fields may be spaced closer than indicated at the discretion of the Director of Public Works and Engineering, or designate, if it can be demonstrated that a closer spacing will result in a significant reduction in roadway use by farm vehicles.
- 4) Applications for mutual entrances will be considered on a case by case basis and may be approved at the discretion of the Director of Public Works and Engineering, or designate, subject to the following conditions:

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- a) No other reasonable alternative exists to safely access the County Road and comply with the table of spacing specified above.
- b) The lots being accessed have frontage on the County Road in general conformance with the above table of entrance spacing.
- c) Prior to the issuing of the entrance permit, the mutual entrance must be identified as a single, separate part on a registered plan.
- d) Prior to the issuing of the entrance permit, the applicants will deed to the Corporation of the County of Renfrew a one foot (0.3 m) reserve to restrict access for all lands (other than entrance location) fronting on the County Road.
- 5) Temporary entrances to facilitate construction may be permitted by the Director of Public Works and Engineering, or designate, on a time limited basis not exceeding one year in duration. Temporary entrances for periods longer than one year must be renewed on an annual basis.

2.4 Number of Accesses

Under normal circumstances only one entrance will be permitted to each development or agricultural field. Requests for additional entrances will be assessed on a case by case basis and if justified may be permitted at the discretion of the Director of Public Works and Engineering, or designate.

For Commercial, Institutional, Industrial, and Multiple Residential developments, the number of accesses provided will be the minimum necessary to accommodate the volumes of traffic to be generated by the development.

3.0 DESIGN GUIDELINES

Commercial, Industrial, Institutional, and Multiple Residential: Entrances of this type will be of surface type to meet the requirements of the number and types of vehicles using the entrance. In many instances this may require a minimum of 50 mm of asphalt HL-3 over 150 mm of crushed gravel. Entrances of this type will normally not be less than 7.0 metres nor greater than 9.0 metres in width. All such entrances shall be reviewed on a case by case basis and if appropriate, approved by the Director of Public Works and Engineering, or designate.

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Culverts: Culvert pipes shall be the diameter specified and have a length as shown on the entrance permit. Culverts shall be new galvanized metal corrugated pipe culverts with a minimum wall thickness of 1.6 mm or high-density polyethylene (HDPE) at 320 kpa minimum stiffness. The minimum size of an entrance culvert shall be 500 mm diameter. Larger sizes may be required based on hydraulic considerations. Minimum length of culverts is generally entrance width plus 5 metres. Where the height from the ditch grade to the entrance surface is greater than 1.3 metres, use the following table:

<u>Height</u>	<u>Culvert Length</u>
1.3 metres to 1.8 metres	width plus 7 metres
1.8 metres to 2.3 metres	width plus 9 metres
2.3 metres to 2.8 metres	width plus 11 metres

The culvert shall be centred on the entrance and in the ditchline unless otherwise approved by the Public Works and Engineering Department. The invert of the culvert must be set plus or minus 75 mm below the existing ditch grade.

Curb and Gutter: Where curb and gutter exists at the location of the proposed entrance, the applicant will be required to construct a curb cut at the entrance location. The curb cut will be 5.0 metres wider than the surface width of the entrance specified above. The existing curb shall be removed and replaced using material acceptable to the Director of Public Works and Engineering, or designate, or altered in accordance with the Director of Public Works and Engineering, or designates' requirements. The area between the curb and sidewalk is to be paved with a minimum 50 mm thickness of asphalt HL3 or as directed by the Director of Public Works and Engineering, or designate. If there is no sidewalk, the entrance is to be paved to the edge of the right-of-way.

Curb and/or Headwalls: No curb or headwall shall extend above the surface of the roadway shoulder within a distance of 4 metres from the edge of the travelled roadway. All curbs and headwalls are constructed at the sole expense and risk of the applicant.

Entrance Configuration: Shall generally conform to the configurations shown on the attached sketches for the type and location of entrance to be constructed.

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Entrance Grade: In rural areas the finished surface of the access must drop away from the edge of the highway driving surface at a slope of not less than 4% nor more than 6% for a distance of not less than 2 metres beyond the edge of the roadway shoulder in rural areas. In urban areas the slope of the entrance shall rise at not less than 2% nor more than 4% for a distance of 4 metres beyond the curb line.

Farm or Residential Entrance: Shall be surfaced with at least 150 mm (6") crushed gravel (Granular "A"). At the property owner's option a 50 mm thickness of asphalt HL3 may be placed on that portion of the entrance within the right-of-way. Entrances of this type will normally have a minimum entrance width of 4.5 metres. Entrances wider than 7.0 metres will not normally be permitted.

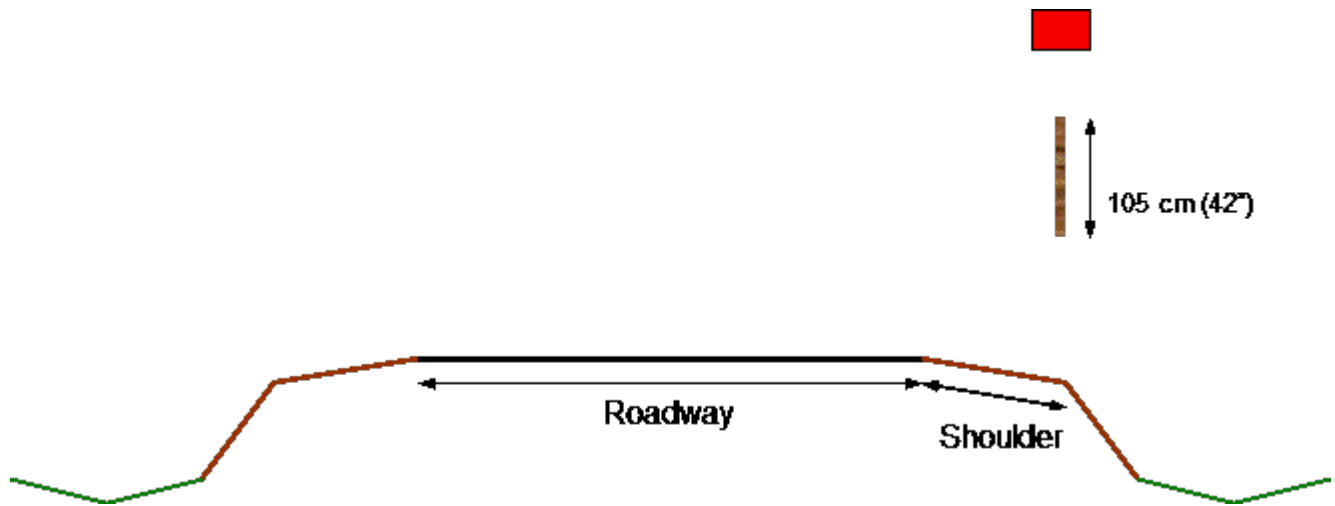
Field Entrance: Shall be surfaced with at least 150 mm (6") crushed gravel (Granular "A"). Entrances will normally have a minimum entrance width of 4.5 metres. Entrances wider than 7.0 metres will not normally be permitted.

Public Roads: Shall conform to the development standards of the municipality in which the development is situated.

Surface Type and Width: Shall be as specified below for each type of entrance. Deviations from the following guidelines will be assessed on a case by case basis and may be approved by the Director of Public Works and Engineering, or designate. The use of concrete or paving stones within the right-of-way is prohibited.

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Typical Rural Mailbox Installation Guidelines:



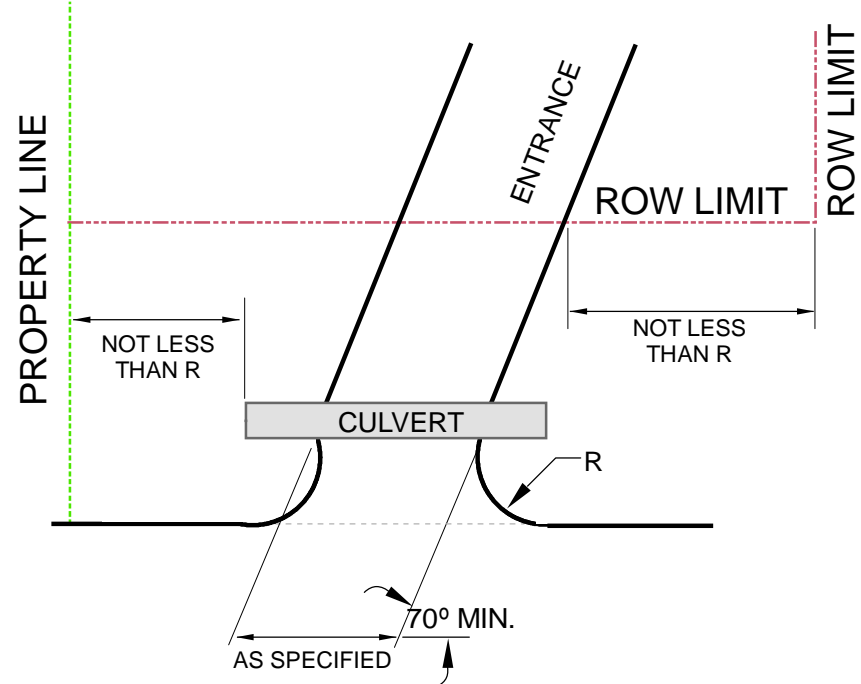
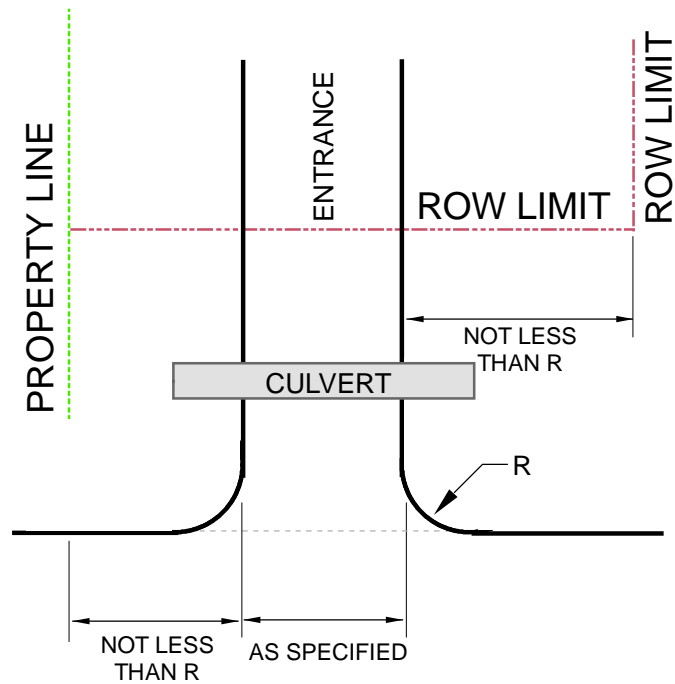
A Rural Mailbox should be located along the right hand side of the road in the direction, which the contractor travels and delivers along the route, in a position where the contractor can reach and safely deliver the mail through the passenger window without getting out of the vehicle or being an impediment to other traffic. Your local postal official will be able to identify the exact location for your Rural Mailbox.

The post should be at the rounding of the shoulder area so that the opening of the mailbox is at the outside edge of the shoulder. Mailboxes on cantilevered arms should be installed so that the mailboxes cannot be moved closer to the road than the rounding of the shoulder.

The box must be securely attached to a fixed post or arm on a lever. The bottom of the box should be 105 cm (42 inches) above the roadway and should not obscure or obstruct access to any other boxes near it.

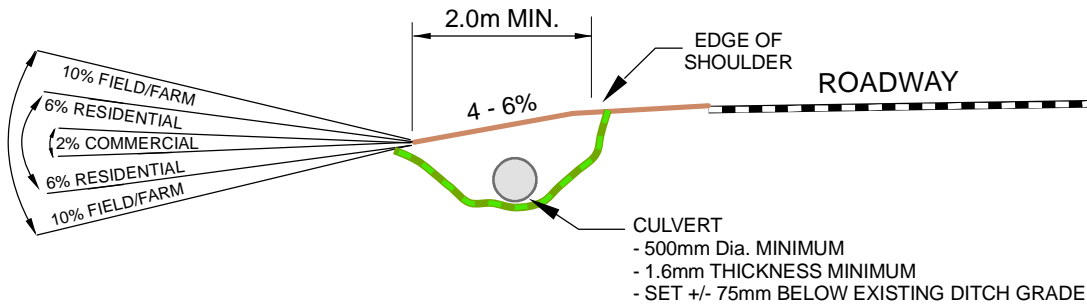
***Information provided by Canada Post January 4, 2004

RURAL ENTRANCE CONFIGURATION



TURNING RADI - R

RURAL ENTRANCES MUST SLOPE AWAY FROM THE ROADWAY



- CULVERT
- 500mm Dia. MINIMUM
- 1.6mm THICKNESS MINIMUM
- SET +/- 75mm BELOW EXISTING DITCH GRADE

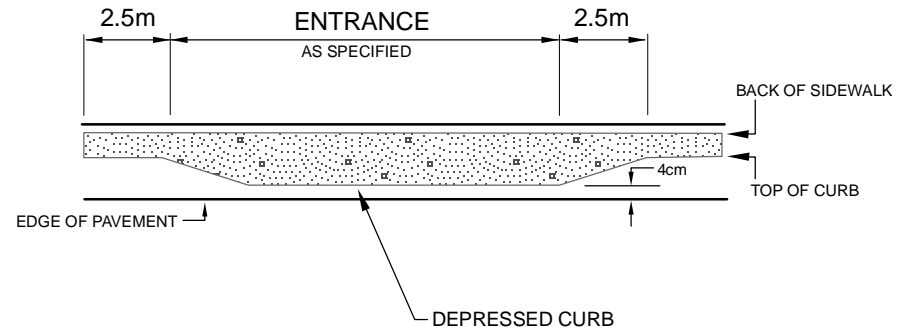
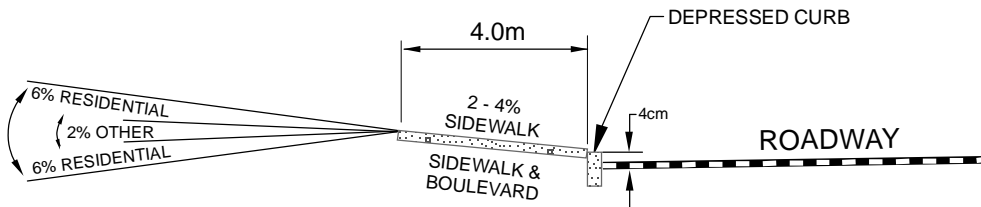
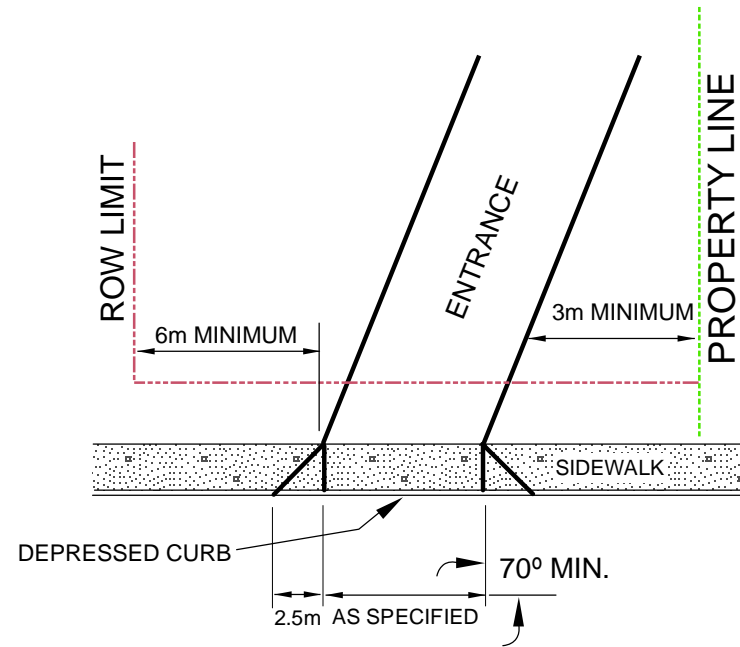
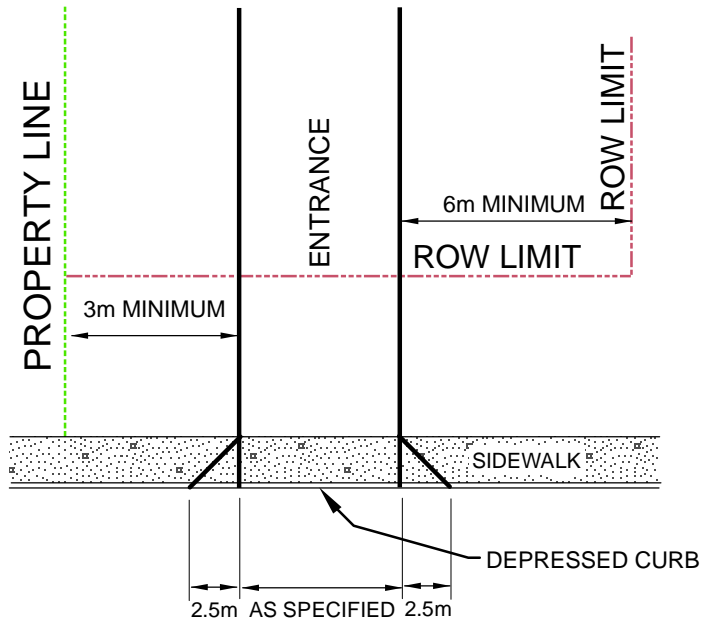
PROPERTY USE					
TYPE OF DEVELOPMENT	RESIDENTIAL		FARM		FIELD
	RESIDENTIAL	FARM	COMMERCIAL INDUSTRIAL	INSTITUTIONAL MULTIPLE RESIDENTIAL	
MINIMUM RADIUS	4.5m	4.5m	4.5m	4.5m	4.5m
MAXIMUM RADIUS	7.5m	7.5m	15.0m	7.5m	7.5m

NO CURB OR HEADWALL SHALL EXTEND ABOVE THE SURFACE OF THE ROADWAY SHOULDER WITHIN A DISTANCE OF 4 METRES FROM THE EDGE OR THE TRAVELLED ROADWAY

FOR INFORMATION PURPOSES ONLY.
PLEASE REFER TO COUNTY BY-LAW
32-98 FOR ALL REGULATIONS.



URBAN ENTRANCE CONFIGURATION



NO CURB OR HEADWALL SHALL EXTEND ABOVE THE SURFACE OF THE ROADWAY SHOULDER WITHIN A DISTANCE OF 4 METRES FROM THE EDGE OR THE TRAVELLED ROADWAY

FOR INFORMATION PURPOSES ONLY.
PLEASE REFER TO COUNTY BY-LAW
32-98 FOR ALL REGULATIONS.



COUNTY OF RENFREW

BY-LAW NUMBER 140-23

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWO-2023-10
SUPPLY AND DELIVERY OF ONE WHEELED EXCAVATOR AND ATTACHMENTS**

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

AND WHEREAS public tenders were requested for the supply and delivery of one wheeled excavator and attachments, under Contract PWO-2023-10 in accordance with County of Renfrew Corporate Policy GA-01 Procurement of Goods and Services;

AND WHEREAS the tender submitted by Toromont CAT, Ottawa, Ontario, was reviewed and accepted by the Operations Committee.

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

1. THAT the Council of the County of Renfrew approve the awarding of Contract PWO-2023-10 for the supply and delivery of one wheeled excavator and attachments as submitted by Toromont CAT, Ottawa, Ontario, in the amount of \$533,424.00, plus applicable taxes.
2. THAT the Warden and Clerk be empowered to do and execute all things, papers and documents necessary for the execution of the said contract.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of November 2023.

READ a second time this 29th day of November 2023.

READ a third time and finally passed this 29th day of November 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

November 29, 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. Long-Term Care Resident Statistics

Bonnechere Manor Resident Statistics

Statistics	August 2023	September 2023	October 2023
Population at end of Month	174	176	176
# of Female Residents	96	99	100
# of Male Residents	78	77	76
Vacant Beds at End of Month	2 LTC / 2 Respite	0 LTC / 2 Respite	2 LTC / 2 Respite
YTD Occupancy Rate: LTC	98.71%	99.03%	98.88%
Respite	0.00%	0.00%	0.00%
Resident Deaths	8	3	6
Resident Discharges	0	0	0
Resident Admissions	8	5	6

Miramichi Lodge Resident Statistics

Statistics	August 2023	September 2023	October 2023
Population at end of Month	164	163	163
# of Female Residents	108	106	107
# of Male Residents	56	57	56
Vacant Beds at End of Month	0 LTC / 2 Respite	3 LTC / 0 Respite	2 LTC / 1 Respite
YTD Occupancy Rate: LTC	98.05%	98.07%	98.15%
Respite	49.18%	53.85%	55.10%
Resident Deaths	2	8	3
Resident Discharges	0 LTC / 6 Respite	0 LTC / 3 Respite	0 LTC / 4 Respite
Resident Admissions	3 LTC / 5 Respite	5 LTC / 5 Respite	4 LTC / 3 Respite

Home & Community Care Support Services Champlain Client Waitlist Information

Renfrew County Long-Term Care Homes (LTCHs)	Patients waiting for 1 st choice from Community/Hospital	Patients waiting for 1 st choice to transfer from another LTCH	Totals
Bonnechere Manor	110	31	141
Caessant Care Cobden	40	18	58
Deep River & District Hospital – The Four Seasons Lodge	8	8	16
Grove (The) Nursing Home	123	27	150
Groves Park Lodge	38	18	56
Marianhill Inc.	48	17	65
Miramichi Lodge	227	47	274
North Renfrew LTC Services	53	22	75
Valley Manor Inc.	38	13	51
Totals	685	201	886

2. Ministry of Long-Term Care – Revised Masking Requirements

The Ministry of Long-Term Care has updated the COVID-19 Guidance Document for Long-Term Care Homes in Ontario, with enhanced masking requirements to take effect no later than November 7, 2023. Upon consideration of the advice of the Chief Medical Officer of Health, the following enhanced masking measures will be implemented for Bonnechere Manor and Miramichi Lodge regardless of outbreak status:

- All persons excluding residents must wear a medical grade mask while in the Home. This includes staff, students, support workers, volunteers, visitors, and essential caregivers.
- Staff may remove their masks in break areas when eating, drinking and when outdoors.
- Visitors/essential caregivers may remove their mask when with the resident in the resident's room or when eating or drinking with the resident in communal spaces.

3. Accreditation Canada

Accreditation Canada surveyors Darlene Oakes (Team Lead) and Angela Patrick attended both Bonnechere Manor and Miramichi Lodge from June 25 until June 29, 2023, for the first joint accreditation survey. The County of Renfrew Long-Term Care Homes successfully defended the highest of all ratings previously achieved as individual Homes - Accredited with Exemplary Standing.

This accreditation not only reflects the quality of our work but also the trust and confidence that our residents and families place in us. We can take immense pride in knowing that our contributions have made a meaningful impact on the reputation of our Homes and the care that our residents receive. This is a result of not only the

professionalism and dedication of our staff, but also the invaluable support from our community – residents, family members, volunteers, Resident and Family Councils, Auxiliary, Foundations, and our elected officials. Thank you to Warden Peter Emon, Health Committee Chair Michael Donohue and Chief Administrative Officer Craig Kelley for participating in the first joint County of Renfrew Long-Term Care Homes Accreditation Canada survey.

4. Delegation – Integrated Virtual Care

Executive Director of the Petawawa Centennial Family Health Centre, Ms. Judy Hill, and Medical Lead, Renfrew County Virtual Triage and Assessment Centre, Dr. Jonathan Fitzsimon, presented an update of the Integrated Virtual Care Program.

The Petawawa Centennial Family Health Centre was congratulated for being awarded the Association of Family Health Teams of Ontario 2023 Bright Lights Award in the category of: Using a population-based approach to provide care to the community Achievement: Integrated Virtual Care.

5. Renfrew County Virtual Triage and Assessment Centre (RC VTAC)

In October, the Renfrew County Virtual Triage and Assessment Centre (RC VTAC) launched the new Focused Paramedic Health Review. This service is for unattached patients, who are between the ages of 40 to 64 years old and have used RC VTAC more than three times in the last year. In the RC VTAC system, there are approximately 1,300 patients identified who qualify for this service.

During an appointment, a Focused Paramedic Health Review will be conducted with the patient in person, focusing on health promotion, disease prevention and health education. An RC VTAC physician may be consulted for interventions as needed.

6. Improving Community Resilience – Emergency Management Application for Funding

The Ontario government is investing \$5 million to ensure communities across the province have the resources and equipment they need to prepare for natural disasters and emergencies.

The Provincial government is now accepting applications for the new Community Emergency Preparedness Grant to help communities and organizations purchase critical supplies, equipment and deliver training and services to improve local emergency preparation and response.

The Emergency Services Department will be submitting an application to the Ontario Community Emergency Preparedness Grant to improve the resilience of our communities.

The application will be to improve our readiness and response capabilities for flood and natural disaster mitigation and recovery. This application will request financial assistance to purchase a sandbag processing machine, supplies and equipment to be shared among all local municipalities and First Nations as well as funding to support the organization and training for staff and volunteers from local municipalities and First Nations.

The deadline for this application is November 30th, 2023. Further information will be provided to Health Committee as it becomes available.

BY LAWS

7. Dedicated Off-Load Nurses Program

RESOLUTION NO. H-CC-23-11-126

Moved by Chair

Seconded by Committee

THAT County Council authorize the Warden and Clerk to sign a Memorandum of Agreement with the Ministry of Health for \$421,000.00 in one-time funding for the 2023/24 funding year to support the Dedicated Offload Nurses Program.

Background

A notification of funding was received from the Deputy Premier and the Minister of Health, the Honourable Sylvia Jones in the amount of \$421,000.00 for the Dedicated Off-Load Nurses Program which was brought to Committee in September. Attached is a Memorandum of Agreement and proposed budget.

8. Offload Staffing Job Description and Memorandum of Agreement

RESOLUTION NO. H-CC-23-11-127

Moved by Chair

Seconded by Committee

THAT County Council authorize the Warden and Clerk to sign a Memorandum of Agreement with the Pembroke Regional Hospital for Advanced Care Paramedics to participate in the Emergency Department to facilitate early ambulance offload transfers of patients onto hospital stretchers.

Background

Attached is a Memorandum or Agreement between the County of Renfrew and the Pembroke Regional Hospital for Advanced Care Paramedics to participate in the Emergency Department as team-members to facilitate early ambulance offload transfers of patients onto hospital stretchers and to provide clinical care and management to increase patient flow in the Emergency Department.

9. Agreement - Influenza Vaccine Administration

RESOLUTION NO. H-CC-23-09-128

Moved by Chair

Seconded by Committee

THAT County Council authorize the Warden and Clerk to sign a Memorandum of Agreement with the Renfrew County and District Health Unit to contract the Community

Paramedic Program to deliver/assist with delivery of influenza and COVID-19 vaccinations for the term October 30, 2023, to December 31, 2023.

Background

A Memorandum of Agreement between the County of Renfrew and the Renfrew County and District Health Unit for the delivery of Influenza and COVID19 vaccine by Paramedics. The term of this Agreement will be October 30, 2023, to December 31, 2023. A rate of \$42.27 plus 44% benefit for a Primary Care Paramedic and \$46.51 plus 44% benefit for an Advanced Care Paramedic per hour will be paid for the scheduled training and duration of services, carried out by County of Renfrew Community Paramedic Service employees.

10. Leased Space – 2nd Floor - Miramichi Lodge

RESOLUTION NO. H-CC-23-11-130

Moved by Chair

Seconded by Committee

THAT County Council authorize the Warden and Clerk to sign a lease agreement between Miramichi Lodge and Ms. Brenda Kincaide, Foot Care Service Provider, for the occupancy of a leased space room within Miramichi Lodge, located at 725 Pembroke Street West, Pembroke Ontario, at an annual amount of \$4,764.00 for the period of January 1, 2024, to December 31, 2024.

Background

Miramichi Lodge was designed to include additional space to lease in order to generate revenue. Ms. Brenda Kincaide, Foot Care Service Provider at Miramichi Lodge, currently leases the 240 square foot space located on the second floor and provides foot care services to external clients. Ms. Kincaide has indicated that she wishes to continue to lease the space for a twelve (12) month term. The County of Renfrew Development and Property Department has assessed the area and determined a fair market rent would be a 2% increase from the last agreement, which was in 2020, with a reprieve during the Pandemic, for an annual amount of \$4,764.00 payable in monthly installments of \$397.00. The lease agreement and by-law are attached.

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

COUNTY OF RENFREW

BY-LAW NUMBER 142-23

**A BY-LAW TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE MINISTRY OF HEALTH
FOR ONE TIME FUNDING OF \$421,000 FOR THE 2023/24 FUNDING YEAR TO SUPPORT THE
DEDICATED OFFLOAD NURSES PROGRAM**

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

WHEREAS the County of Renfrew deems it desirable to enter into an agreement with the Ministry of Health for \$421,000 in one-time funding for the 2023/24 funding year to support the Dedicated Offload Nurses Program.

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

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

READ a first time this 29th day of November 2023.

READ a second time this 29th day of November 2023.

READ a third time and finally passed this 29th day of November 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

THE AGREEMENT effective as of the 1st day of April, 2023.

B E T W E E N :

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the Minister of Health**

(the “Province”)

- and -

County of Renfrew

(the “Recipient”)

BACKGROUND:

The Province funds the Recipient to carry out the program (the “Program”) as further described in Schedule “A”.

The Recipient has applied to the Province for funds to assist the Recipient in carrying out the Program and the Province wishes to provide such funds.

CONSIDERATION:

In consideration of the mutual covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Parties agree as follows:

ARTICLE 1 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 background and the headings do not form part of the Agreement; they are for reference only and shall not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency shall be to Canadian dollars and currency; and
- (e) “include”, “includes” and “including” shall not denote an exhaustive list.

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

“**Act**” means the *Ambulance Act*, as amended from time to time.

“Agreement” means this agreement entered into between the Province and the Recipient and includes all of the schedules listed in section 27.1 and any amending agreement entered into pursuant to section 33.2.

“Ambulance” has the same meaning as defined in the Act.

“Ambulance Patient Offload Services” means the services set out in Schedule A.

“Ambulance Service” has the same meaning as defined in the Act.

“BPSAA” means the *Broader Public Sector Accountability Act, 2010* (Ontario), including any directives issued pursuant to that Act.

“Budget” means the budget attached to the Agreement as Schedule “B”.

“CTAS”, the Canadian Triage Acuity Scale, means the international medical triage standard utilized by hospitals, ambulance communication services and Paramedics to identify a Patient’s level of medical care required.

“Dedicated Ambulance Patient Offload Position” means a health care provider:

- (a) eligible for Funding as described in Schedule “A”,
- (b) engaged by a hospital for the sole purpose of providing Ambulance Patient Offload Services, and
- (c) assessed by the hospital as having the necessary qualifications to provide Ambulance Patient Offload Services on behalf of the hospital.

“Director” has the same meaning as defined in the Act

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

“Event of Default” has the meaning ascribed to it in section 14.1.

“Force Majeure” has the meaning ascribed to it in Article 25.

“Funding Year” means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31.

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means HIS MAJESTY THE KING in right of Ontario, her ministers, agents, appointees and employees.

“Maximum One-Time Funds” means the maximum one-time funds set out in Schedule “B”.

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

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province considers it reasonable to extend that time.

“Paramedic” has the same meaning as defined in the Act.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Payment Plan” means the payment plan set out in Schedule “C”.

“Patient” has the same meaning as defined in Ontario Regulation 257/00 made under the Act.

“Performance Reports” means the reports set out in Schedule D.

“Program” means the undertaking described in Schedule “A”.

“Program Description” means the Program description set out in Schedule “A”.

“Reports” means the reports described in Schedule “D”.

ARTICLE 2 REPRESENTATIONS, WARRANTIES AND COVENANTS

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

- (a) it is, and shall continue to be for the term of the Agreement, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and shall continue to have for the term of the Agreement, the experience and expertise necessary to carry out the Program; and
- (c) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and shall continue to be true and complete for the term of the Agreement.

2.2 **Execution of Agreement.** The Recipient represents and warrants that:

- (a) it has the full power and authority to enter into the Agreement; and
- (b) it has taken all necessary actions to authorize the execution of the Agreement.

2.3 **Governance.** The Recipient represents, warrants and covenants that it has, and shall 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 Recipient's organization;
- (b) procedures to ensure the ongoing effective functioning of the Recipient;
- (c) decision-making mechanisms;
- (d) procedures to provide for the prudent and effective management of the Funds;
- (e) procedures to enable the successful completion of the Program;
- (f) procedures to enable the timely identification of 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 7; and
- (h) procedures to deal with such other matters as the Recipient considers necessary to ensure that the Recipient carries out its obligations under the Agreement.

2.4 **Supporting Documentation.** Upon request, the Recipient shall provide the Province with proof of the matters referred to in this Article 2.

ARTICLE 3 TERM OF THE AGREEMENT

3.1 **Term.** The term of the Agreement shall commence on the Effective Date and shall expire on the following March 31, unless,

- (a) the Province, in its sole discretion, extends this Agreement by Notice prior to the following March 31, or
- (b) this Agreement is terminated earlier pursuant to Article 12, Article 13 or Article 14.

3.2 **Extension of Agreement.** Where the Province extends this Agreement beyond the current Funding Year, for each Funding Year this Agreement is extended the term of the extended Agreement shall commence on April 1 and shall expire on the following March 31 unless,

- (a) the Province, in its sole discretion, further extends the Agreement by Notice prior to March 31, or

- (b) the Agreement is terminated earlier pursuant to Article 12, Article 13 or Article 14.

3.3 **Any Subsequent Funding Year.** In this Agreement, provisions applying to “any subsequent Funding Year” shall apply only where the Province extends this Agreement in accordance with this Article 3.

ARTICLE 4 FUNDS AND CARRYING OUT THE PROGRAM

4.1 **Funds Provided.** The Province shall, in the Funding Year:

- (a) provide the Recipient up to the Maximum One-Time Funds for the purpose of carrying out the Program;
- (b) provide the Funds in accordance with the Payment Plan; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

4.2 **Revised Schedules.** The Province may, at any time, upon consultation with the Recipient, provide a new Program Description, a new Budget, a new Payment Plan, and/or new Reports, which shall be deemed to replace the Program Description in Schedule “A”, the Budget in Schedule “B”, the Payment Plan in Schedule “C” and the Reports in Schedule “D” (collectively referred to as “**New Schedules**”), respectively, for the period of time to which they relate, provided that if the Recipient does not agree with all or any of the New Schedules the Recipient may terminate the Agreement pursuant to section 12.1.

4.3 **Limitation on Payment of Funds.** Despite section 4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the insurance certificate or other proof as provided for in section 11.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the Program;
- (c) the Province may adjust the amount of Funds it provides to the Recipient in any Funding Year based upon the Province’s assessment of the information provided by the Recipient pursuant to section 7.1; and
- (d) if, pursuant to the provisions of the *Financial Administration Act* (Ontario), the Province does not receive the necessary appropriation from the Ontario Legislature for payment under the Agreement, the Province is not obligated to

make any such payment, and, as a consequence, the Province may:

- (i) reduce the amount of the Funds and, in consultation with the Recipient, change the Program; or
- (ii) terminate the Agreement pursuant to section 13.1.

4.4 **Use of Funds and Program.** The Recipient shall:

- (a) carry out the Program:
 - (i) in accordance with the terms and conditions of the Agreement; and
 - (ii) in compliance 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;
- (b) use the Funds only for the purpose of carrying out the Program; and
- (c) spend the Funds only in accordance with the Budget.

4.5 **No Changes.** The Recipient shall not make any changes to the Program, the Timelines and/or the Budget without the prior written consent of the Province.

4.6 **Interest Bearing Account.** If the Province provides Funds to the Recipient prior to the Recipient's immediate need for the Funds, the Recipient shall place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

4.7 **Interest.** If the Recipient earns any interest on the Funds:

- (a) the Province may deduct an amount equal to the interest from any further instalments of Funds; or
- (b) the Recipient shall pay an amount equal to the interest to the Province as directed by the Province.

4.8 **Rebates, Credits and Refunds.** The Recipient acknowledges that the amount of Funds available to it pursuant to the Agreement is based on the actual costs to the Recipient, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit or refund.

4.9 **Funds Prorated.** The Province shall prorate the Funds to reflect the proportion of the Funding Year to which the Funds apply and during which the Agreement is in effect.

4.10 **Funding Not Cumulative.** All Funds described in the Budget shall only be provided for the stated Funding Year.

4.11 **Province Not Liable.** The Province shall not be liable for any termination, severance or similar costs related to Dedicated Ambulance Patient Offload Positions at any time during, or after the expiry of, the Agreement.

**ARTICLE 5
ACQUISITION OF GOODS AND SERVICES, AND DISPOSAL OF ASSETS**

- 5.1 **Acquisition.** Subject to section 31.1, if the Recipient acquires supplies, equipment or services with the Funds, it shall do so through a process that promotes the best value for money.
- 5.2 **Disposal.** The Recipient shall not, without the Province's prior written consent, sell, lease or otherwise dispose of any asset purchased with the Funds or for which Funds were provided, the cost of which exceeded \$5000.00 at the time of purchase.

**ARTICLE 6
CONFLICT OF INTEREST**

- 6.1 **No Conflict of Interest.** The Recipient shall carry out the Program and use the Funds without an actual, potential or perceived conflict of interest.
- 6.2 **Conflict of Interest Includes.** For the purposes of this Article, a conflict of interest includes any circumstances where:
- (a) the Recipient; or
 - (b) any person who has the capacity to influence the Recipient's decisions,
- has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased and impartial judgment relating to the Program and the use of the Funds.
- 6.3 **Disclosure to Province.** The Recipient shall:
- (a) disclose to the Province, without delay, any situation that a reasonable person would interpret as either an actual, potential or perceived conflict of interest; and
 - (b) comply with any terms and/or conditions that the Province may prescribe as a result of the disclosure.

**ARTICLE 7
REPORTING, ACCOUNTING AND REVIEW**

- 7.1 **Preparation and Submission.** The Recipient shall:
- (a) submit to the Province at the address provided in section 17.1, all Reports in accordance with the timelines and content requirements set out in Schedule "D", or in a form as specified by the Province from time to time;
 - (b) submit to the Province at the address provided in section 17.1, any other reports as may be requested by the Province in accordance with the timelines and content requirements specified by the Province;

- (c) ensure that all Reports and other reports are completed to the satisfaction of the Province; and
- (d) ensure that all Reports and other reports are signed on behalf of the Recipient by an authorized signing officer.

7.2 **Record Maintenance.** The Recipient shall keep and maintain:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Program in a manner consistent with Canadian generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Program.

7.3 **Inspection.** The Province, its authorized representatives and/or an independent auditor identified by the Province may, at its own expense, upon 24 hours Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the Program and the Recipient's expenditure of the Funds and, for these purposes, the Province, its authorized representatives and/or an independent auditor identified by the Province may:

- (a) inspect and copy the records and documents referred to in section 7.2; and
- (b) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds and/or the Program.

7.4 **Disclosure.** To assist in respect of the rights set out in section 7.3, the Recipient shall disclose any information requested by the Province, its authorized representatives or an independent auditor identified by the Province, and shall do so in a form requested by the Province, its authorized representatives or an independent auditor identified by the Province, as the case may be.

7.5 **No Control of Records.** No provision of the Agreement shall be construed so as to give the Province any control whatsoever over the Recipient's records.

7.6 **Auditor General.** For greater certainty, the Province'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).

ARTICLE 8 CREDIT

8.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient shall, in a form approved by the Province, acknowledge the support of the Province in any publication of any kind, written or oral, relating to the Program.

8.2 **Publication.** The Recipient shall indicate, in any of its publications, of any kind, written or oral, relating to the Program, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

**ARTICLE 9
FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY**

- 9.1 **FIPPA.** The Recipient acknowledges that the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Program or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

**ARTICLE 10
INDEMNITY**

- 10.1 **Indemnification.** The Recipient 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 Province.

**ARTICLE 11
INSURANCE**

- 11.1 **Recipient's Insurance.** The Recipient represents and warrants that it has, and shall 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 five million dollars (\$5,000,000) per occurrence. The policy shall include the following:
- (a) the Indemnified Parties as additional insureds with respect to liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
 - (b) a cross-liability clause;
 - (c) contractual liability coverage; and
 - (d) a 30-day written notice of cancellation, termination or material change.
- 11.2 **Proof of Insurance.** The Recipient shall provide the Province with certificates of insurance, or other proof as may be requested by the Province, that confirms the insurance coverage as provided for in section 11.1. Upon the request of the Province, the Recipient shall make available to the Province a copy of each insurance policy.

**ARTICLE 12
TERMINATION ON NOTICE**

- 12.1 **Termination on Notice.** The Province or the Recipient may terminate the Agreement at any time upon giving at least 30 days Notice to the other Party.
- 12.2 **Consequences of Termination on Notice.** If either the Province or the Recipient terminates the Agreement pursuant to section 12.1, the Province may:
- (a) cancel all further instalments of Funds;
 - (b) demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and/or
 - (c) determine the reasonable costs for the Recipient to wind down the Program, and:
 - (i) permit the Recipient to offset the costs determined pursuant to section 12.2(c), against the amount owing pursuant to section 12.2(b); and/or
 - (ii) subject to the availability of Maximum One-Time Funds, provide Funds to the Recipient to cover the costs determined pursuant to section 12.2(c).

**ARTICLE 13
TERMINATION WHERE NO APPROPRIATION**

- 13.1 **Termination Where No Appropriation.** If, as provided for in section 4.3(d), the Province does not receive the necessary appropriation from the Ontario Legislature for any payment the Province is to make pursuant to the Agreement, the Province may terminate the Agreement immediately by giving Notice to the Recipient.
- 13.2 **Consequences of Termination Where No Appropriation.** If the Province terminates the Agreement pursuant to section 13.1, the Province may:
- (a) cancel all further instalments of Funds;
 - (b) demand the repayment of any Funds remaining in the possession or under the control of the Recipient; and/or
 - (c) determine the reasonable costs for the Recipient to wind down the Program and permit the Recipient to offset such costs against the amount owing pursuant to section 13.2(b).
- 13.3 **No Additional Funds.** For purposes of clarity, if the costs determined pursuant to section 13.2(c) exceed the Funds remaining in the possession or under the control of the Recipient, the Province shall not provide additional Funds to the Recipient.

ARTICLE 14
EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT

14.1 **Events of Default.** Each of the following events shall constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient 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:
 - (i) carry out the Program;
 - (ii) use or spend Funds; and/or
 - (iii) provide, in accordance with section 7.1, Reports or such other reports as may have been requested pursuant to section 7.1(b);
- (b) the Recipient's operations, or its organizational structure, changes such that it no longer meets one or more of the applicable eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or is petitioned into bankruptcy, or files for the appointment of a receiver;
- (d) the Recipient ceases to operate; and
- (e) an event of Force Majeure that continues for a period of 60 days or more.

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

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Program;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
- (c) suspend the payment of Funds for such period as the Province determines appropriate;
- (d) reduce the amount of the Funds;
- (e) cancel all further instalments of Funds;
- (f) demand the repayment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand the repayment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand the repayment of an amount equal to any Funds the Province provided

to the Recipient; and/or

- (i) terminate the Agreement at any time, including immediately, upon giving Notice to the Recipient.

14.3 **Opportunity to Remedy.** If, in accordance with section 14.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province shall provide Notice to the Recipient of:

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

14.4 **Recipient not Remediating.** If the Province has provided the Recipient with an opportunity to remedy the Event of Default pursuant to section 14.2(b), and:

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

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in sections 14.2(a), (c), (d), (e), (f), (g), (h) and (i).

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

ARTICLE 15 FUNDS AT THE END OF A FUNDING YEAR

15.1 **Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article 14, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may:

- (a) demand the return of the unspent Funds; or
- (b) adjust the amount of any further instalments of Funds accordingly.

ARTICLE 16 REPAYMENT

16.1 **Debt Due.** If:

- (a) the Province demands the payment of any Funds or any other money from the Recipient; or

- (b) the Recipient owes any Funds or any other money to the Province, whether or not their return or repayment has been demanded by the Province,

such Funds or other money shall be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient shall pay or return the amount to the Province immediately, unless the Province directs otherwise.

- 16.2 **Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.
- 16.3 **Payment of Money to Province.** The Recipient shall pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and mail it to the Province at the address provided in section 17.1.

ARTICLE 17 NOTICE

- 17.1 **Notice in Writing and Addressed.** Notice shall be in writing and shall be delivered by email, postage-prepaid mail, personal delivery or fax, and shall be addressed to the Province and the Recipient respectively as set out below, or as either Party later designates to the other by Notice:

To the Province:

Ministry of Health, Emergency Health
Services Division
5700 Yonge Street, 6th Floor
Toronto, ON M2M 4K5

Attention: Susan Picarello,
Assistant Deputy Minister

Email: susan.picarello@ontario.ca

To the Recipient:

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

Attention: Craig Kelley,
CAO

Email: ckelley@countyofrenfrew.on.ca

- 17.2 **Notice Given.** Notice shall be deemed to have been received:
 - (a) in the case of postage-prepaid mail, seven days after a Party mails the Notice;
or
 - (b) in the case of email, personal delivery or fax, at the time the other Party receives the Notice.
- 17.3 **Postal Disruption.** Despite section 17.2(a), in the event of a postal disruption:
 - (a) Notice by postage-prepaid mail shall not be deemed to be received; and
 - (b) the Party giving Notice shall provide Notice by email, personal delivery or by fax.

**ARTICLE 18
CONSENT BY PROVINCE**

- 18.1 **Consent.** The Province may impose any terms and/or conditions on any consent the Province may grant pursuant to the Agreement.

**ARTICLE 19
SEVERABILITY OF PROVISIONS**

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

**ARTICLE 20
WAIVER**

- 20.1 **Waivers in Writing.** If a Party fails to comply with any term of the Agreement, that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article 17. Any waiver must refer to a specific failure to comply and shall not have the effect of waiving any subsequent failures to comply.

**ARTICLE 21
INDEPENDENT PARTIES**

- 21.1 **Parties Independent.** The Recipient acknowledges that it is not an agent, joint venturer, partner or employee of the Province, and the Recipient shall not take any actions that could establish or imply such a relationship.

**ARTICLE 22
ASSIGNMENT OF AGREEMENT OR FUNDS**

- 22.1 **No Assignment.** The Recipient shall not assign any part of the Agreement or the Funds without the prior written consent of the Province.
- 22.2 **Agreement to Extend.** All rights and obligations contained in the Agreement shall extend to and be binding on the Parties' respective heirs, executors, administrators, successors and permitted assigns.

**ARTICLE 23
GOVERNING LAW**

- 23.1 **Governing Law.** The Agreement and the rights, obligations and relations of the Parties shall 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 shall be conducted in Ontario.

ARTICLE 24 FURTHER ASSURANCES

24.1 **Agreement into Effect.** The Recipient shall 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.

ARTICLE 25 CIRCUMSTANCES BEYOND THE CONTROL OF EITHER PARTY

25.1 **Force Majeure Means.** Subject to section 25.3, Force Majeure means an event that:

- (a) is beyond the reasonable control of a Party; and
- (b) makes a Party's performance of its obligations under the Agreement impossible, or so impracticable as reasonably to be considered impossible in the circumstances.

25.2 **Force Majeure Includes.** Force Majeure includes:

- (a) war, riots and civil disorder;
- (b) storm, flood, earthquake and other severely adverse weather conditions;
- (c) lawful act by a public authority; and
- (d) strikes, lockouts and other labour actions,

if such events meet the test set out in section 25.1.

25.3 **Force Majeure Shall Not Include.** Force Majeure shall not include:

- (a) any event that is caused by the negligence or intentional action of a Party or such Party's agents or employees; or
- (b) any event that a diligent Party could reasonably have been expected to:
 - (i) take into account at the time of the execution of the Agreement; and
 - (ii) avoid or overcome in the carrying out of its obligations under the Agreement.

25.4 **Failure to Fulfil Obligations.** Subject to section 14.1(e), the failure of either Party to fulfil any of its obligations under the Agreement shall not be considered to be a breach of, or Event of Default under, the Agreement to the extent that such failure to fulfill the obligation arose from an event of Force Majeure, if the Party affected by such an event

has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of the Agreement.

ARTICLE 26 SURVIVAL

- 26.1 **Survival After Termination.** The provisions in Article 1, any other applicable definitions, sections 4.7(b), 5.2, 7.1 (to the extent that the Recipient has not provided the Reports or other reports as may be requested by the Province to the satisfaction of the Province), 7.2, 7.3, 7.4, 7.5, 7.6, Articles 8 and 10, sections 12.2, 13.2, 13.3, 14.1, 14.2(d), (e), (f), (g) and (h), Articles 16, 17, 19, 23, 26, 27, 29, 30, and 33 and all applicable cross-referenced provisions and schedules shall continue in full force and effect for a period of seven years from the date of termination of the Agreement.
- 26.2 **Survival After Creation.** Section 7.2 and all applicable cross-referenced provisions and schedules shall continue in full force and effect for a period of seven years from the date on which the document or record referred to in section 7.2 was created.
- 26.3 **Conflict.** In the event of a conflict between the operation of section 26.1 and section 26.2, the most stringent interpretation shall prevail.

ARTICLE 27 SCHEDULES

- 27.1 **Schedules.** The Agreement includes the following schedules:
- (a) Schedule “A” - Program Description;
 - (b) Schedule “B” - Funds and Budget;
 - (c) Schedule “C” - Payment Plan; and
 - (d) Schedule “D” – Reports

ARTICLE 28 COUNTERPARTS

- 28.1 **Counterparts.** The Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

ARTICLE 29 JOINT AND SEVERAL LIABILITY

- 29.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities shall be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

**ARTICLE 30
RIGHTS AND REMEDIES CUMULATIVE**

- 30.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province 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.

**ARTICLE 31
BPSAA**

- 31.1 **BPSAA.** For the purposes of clarity, if the Recipient is subject to the BPSAA and there is a conflict between any of the requirements of the Agreement and the requirements of the BPSAA, the BPSAA shall prevail.

**ARTICLE 32
FAILURE TO COMPLY WITH OTHER AGREEMENTS**

- 32.1 **Other Agreements.** If the Recipient:
- (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 a Crown agency;
 - (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 Province may suspend the payment of Funds for such period as the Province determines appropriate.

**ARTICLE 33
ENTIRE AGREEMENT**

- 33.1 **Entire Agreement.** The Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.
- 33.2 **Modification of Agreement.** The Agreement may only be amended by a written agreement duly executed by the Parties.

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 Health**



November 29, 2023

Date

Name: Susan Picarello
Title: Assistant Deputy Minister, Emergency
Health Services Division

County of Renfrew

November 29, 2023

Date

Name: Peter Emon
Title: Warden

November 29, 2023

Date

Name: Craig Kelley
Title: Clerk

I have authority to bind the Recipient.

SCHEDULE “A” PROGRAM DESCRIPTION

A1. BACKGROUND

The Recipient is responsible for ensuring the proper provision of Ambulance Services in their area. In conjunction with the provision of these services, it has agreed to carry out the Program. The Program will provide immediate relief with respect to persistent Ambulance offload pressures at specific hospital Emergency Departments (“EDs”) to reduce the number of ambulances experiencing offload delays and to return as many ambulances as quickly as possible back into the community.

A2. SCOPE OF PROGRAM

1. Program

The Recipient will:

- a) Identify one or more hospitals in the area within its municipal boundaries that, in the opinion of the Recipient, is experiencing persistent Ambulance offload pressures in its EDs and submit the applicable reports listed in Schedule “D” to seek funding for Dedicated Ambulance Patient Offload Position(s) within the identified hospitals.
- b) If approved for Funding by the Province, enter into an agreement with identified hospital(s) to provide funding for Dedicated Ambulance Patient Offload Position(s) at the ED of the hospital; such agreements must be consistent with the terms and conditions of this Agreement and any approvals provided by the Province and, at minimum, impose the following obligations on the hospital:
 - i. The hospital will engage the services of a health care provider who meets the definition of “Dedicated Ambulance Patient Offload Position” (as set out in the main body of this Agreement) to provide Ambulance Patient Offload Services (as described further below in this Schedule) in the ED of the hospital,
 - ii. The hospital will ensure that the responsibilities of the health care provider engaged in a Dedicated Ambulance Patient Offload Position are dedicated solely to receiving Patients who arrive at the ED of the hospital by Ambulance, and
 - iii. The hospital will provide the Recipient with the information needed for the Recipient to fulfill its reporting obligations to the Province (as described in Schedule “D”), including the number of hours of direct Patient care provided by the health care worker in the Dedicated Ambulance Patient Offload Position.

2. Categories of Health Care Providers Eligible for Funding

Funding will be provided only in respect of a Dedicated Ambulance Patient Offload Position staffed by one of the following:

- a) a registered nurse (R.N.), registered nurse in the extended class (R.N. (E.C.)), or registered practical nurse (R.P.N.) registered by the College of Nurses of Ontario,

- b) a physician assistant,
- c) a respiratory therapist registered by the College of Respiratory Therapists of Ontario,
- d) a person certified as a paramedic or
- e) a person who has completed an Ontario paramedic training program or has been deemed equivalent by the Director, received the Advanced Emergency Medical Care Assistant (AEMCA) certificate, receives delegation from an emergency department physician to perform tasks and procedures under a medical directive.

3. Ambulance Patient Offload Services

For the purposes of this Agreement and any agreement between the Recipient and a hospital:

- a) Ambulance Patient Offload Services are provided in the ED of a hospital by a health care provider who meets the definition of “Dedicated Ambulance Patient Offload Position”.
- b) Ambulance Patient Offload Services are:
 - i. receiving Patients arriving by Ambulance under the care of Paramedics;
 - ii. receiving a verbal report about the Patient from the Paramedics transferring care of the Patient from the Ambulance to the ED of the hospital, as well as receiving any other information, data, medications, records of medication, identifying information, medical records and belongings of the Patient that the Paramedics may provide; and
 - iii. assessing the treatment needs of the Patient and accepting responsibility, on behalf of the hospital, for the care of the Patient so that the Patient is no longer dependent on Paramedic or Ambulance service resources (excluding equipment that is being left with the Patient).
- c) The Dedicated Ambulance Patient Offload Position shall not deliver, and the hospital shall not cause or require the Dedicated Ambulance Patient Offload Position to deliver, any other services except Ambulance Patient Offload Services.

4. Hospital Agreements

Any agreement between the Recipient and a hospital shall ensure that the hospital maintains baseline staffing levels, and that the hospital will create additional hours of Ambulance Patient Offload Services (including any applicable Full-Time Equivalents [FTEs]) that are above baseline staffing levels. Only salaries and benefits for the Dedicated Ambulance Patient Offload Position(s) will be covered through this Funding.

**SCHEDULE "B"
FUNDS AND BUDGET**

FUNDING

Funding Type	Amount	Funding Period
Maximum One-Time Funds	\$421,000	2023-24 Funding Year

BUDGET

Maximum One-Time		
Program (project or /activity name)	Dollars	Funding Year
Dedicated Ambulance Patient Offload Position	\$421,000	2023-24
Total	\$421,000	

SCHEDULE "C"
PAYMENT PLAN

The Province shall provide the Funds in instalments as it determines.

SCHEDULE “D” REPORTS

The Recipient shall submit the following Reports using a reporting system and containing the details set out below, as well as other details as directed by the Province. The Recipient will submit Reports using templates provided by the Province. Appendix 1 to Schedule “D” provides an example of the Project Proposal template.

The Reports must be signed on behalf of the Recipient by such number of signing officers as the Province may require.

Name of Report	Reporting Period	Due Date
1. Project Proposal	All applicable Funding Years in the fiscal year prior to the requested Funding Year	By December 31 or on request by the Province
2. Revised Budget Report	All applicable Funding Years	Within 21 days of receiving the terms and conditions from the Province governing this funding
3. Mid-Year Report (Performance & Financial) in every Funding Year	For the first six months of the Funding Year	By October 31 or on request by the Province
4. Year-End Report (Performance & Financial) in every funding year	For the entire Funding Year	By June 30 of the following Funding Year

Report Details

1. Project Proposal

The Project Proposal is the first step for the Recipient to initiate a funding request from the Province and join the Program. It allows the Recipient to determine the number of local hospitals in the region that may require Ambulance Patient Offload Services funding. The Project Proposal also reports on several performance measures, which enable the Province to identify number of hours of increased ambulance availability and return on Funds.

2. Revised Budget Report

The Revised Budget is the second step for the Recipient to secure one-time funding under the Program. The Revised Budget allows the Recipient to report on how their funding allocation will be used to reduce offload delays. It allows the Province to assess value for money, increased ambulance availability, return on Funds, and make improvements associated with the Program.

3. Mid-Year Performance and Financial Reports

The Mid-Year Reports allows the Recipient to show whether and how they completed the Program within the first six months of the current funding year.

- a. The Recipient shall provide reports of ambulance offload delay by each hospital with which the Recipient has entered into an agreement, after the actual commencement of the provision of Ambulance Patient Offload Services at the hospital under such agreement.
- b. Report using the template attached as Appendix 1 to Schedule "D".

4. Year-End Performance and Financial Reports

The Year-End Report allows the Recipient to show whether and how they completed the Program, including details requested by the Province.

Appendix 1

Sample Project Proposal

Dedicated Offload Nurses Program

Case No.: null

Saved: 05/02/2023 15:09

Instructions	A - Organization Information	B - Organization Address Information
C - Application Contact Information	D - Project Proposal	E - Project Summary
F - Declaration and Signing		

D - Project Proposal

The Total Hrs Offload Position Works is calculated by: (End Time - Start Time) x (No. of Offload Positions x No. of Days in a Week) x No. of weeks (CFY). To adjust this amount, update the values included in the formula until you achieve the desired Required Funding amount.

The Required Funding for the current funding year is calculated by: Est. Hrs Offload Position is Paid (CFY) x Est. Hry Offload Pay Rate (CFY). To adjust this amount, update the values included in the formula until you achieve the desired Required Funding amount.

Showing: 1- << < > >>

AMBULANCE OFFLOAD TIME AND PATIENT VOLUME

Hospital Site *

Avg. AOT (1st 6 mos of LFY) (enter in min & sec as 90.30) *	90th Percentile AOT (1st 6 mos of LFY) (enter in min & sec as 90.30) *	Total Act. offload delay (1st 6 mos of LFY) (hrs) *	Act. No. of ambulance patients cared for by Offload Position (1st 6 mos of LFY) *	Est. Avg. AOT (CFY) (enter in min & sec as 90.30) *	Est. 90th percentile AOT (CFY) (enter in min & sec as 90.30) *	Est. No. of ambulance patients transported (CFY) *

COVERAGE PER POSITION TYPE

Offload Position *

Est. Offload Time Window (Start Time) (9:30 am = 9.5 & 1:30 pm = 13.5) *	Est. Offload Time Window (End Time) (9:30 am = 9.5 & 1:30 pm = 13.5) *	No. of Offload Positions/Time Window *	Days of the week (Mon-Fri)	Days of the week (Sat-Sun)	No. of Days in a Week *	No. of weeks (CFY) (e.g. 1 to 52) *	Total Hrs Worked
			■	■			
			■	■			
			■	■			

Total Hrs Worked per Offload Position

Comments on Offload Window

FUNDING PER OFFLOAD POSITION TYPE

230502-null
D - Project Proposal Page 1 of 2



Dedicated Offload Nurses Program FY2023/24

Reporting Period: 04/01/2023 to 03/31/2024

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Expand

Validate

Instructions	A - Organization Information	B - Organization Address Information
C - Application Contact Information	D - Revised Budget	E - Budget Summary
F - Declaration and Signing		

D - Revised Budget

The Total Hrs Offload Position Works is calculated by: (End Time - Start Time) x No. of Offload Positions x No. of Days in the Year Offload Position works. To adjust this amount, update the values included in the formula until you achieve the desired Required Funding amount.

The Required Funding for the current funding year is calculated by: Est. Hrs Offload Position is Paid (CFY) x Est. Hrly Offload Pay Rate (CFY). To adjust this amount, update the values included in the formula until you achieve the desired Required Funding amount.

Total Approved Ministry Funding **\$421,000.00**

Showing: 2 - Renfrew Victoria Hospital	<<	<	>	>>	Add	Remove
---	----	---	---	----	-----	--------

AMBULANCE OFFLOAD TIME AND PATIENT VOLUME

Hospital Site *

Renfrew Victoria Hospital

Avg. AOT (1st 6 mos of LFY) (enter in min & sec as 90.30) *	90th Percentile AOT (1st 6 mos of LFY) (enter in min & sec as 90.30) *	Total Act. offload delay (1st 6 mos of LFY) (hrs) *	Est. Avg. AOT (CFY) (enter in min & sec as 90.30) *	Est. 90th percentile AOT (CFY) (enter in min & sec as 90.30) *	Est. No. of ambulance patients transported (CFY) *
47.60	73.30	120	52.60	80.00	2,224

COVERAGE PER POSITION TYPE

Add

Remove

Offload Position *

Paramedic

Offload Time Window (Start Time) (9:30 am = 9.5 & 1:30 pm = 13.5) *	Offload Time Window (End Time) (9:30 am = 9.5 & 1:30 pm = 13.5) *	No. of Offload Positions/ Time Window *	No. of Days in the Year Offload Position works *	Total Hrs Worked
9.00	21.00	1	183	2,196.00
Offload Time Window (Start Time) (9:30 am = 9.5 & 1:30 pm = 13.5)	Offload Time Window (End Time) (9:30 am = 9.5 & 1:30 pm = 13.5)	No. of Offload Positions/ Time Window	No. of Days in the Year Offload Position works	Total Hrs Worked
Offload Time Window (Start Time) (9:30 am = 9.5 & 1:30 pm = 13.5)	Offload Time Window (End Time) (9:30 am = 9.5 & 1:30 pm = 13.5)	No. of Offload Positions/ Time Window	No. of Days in the Year Offload Position works	Total Hrs Worked

Total Hrs Worked per Offload Position

2,196.00

Comments on Offload Window

FUNDING PER OFFLOAD POSITION TYPE

Hrs Offload Position is Paid (CFY) (e.g. Total Hrs Worked per Offload Position - unpaid hours) *	Hrly Offload Position Pay Rate (CFY) *	Required Funding for Offload Position (CFY)	Other Funding (Municipal/Hospital) *	Ministry Funding for Offload Position (CFY)	Est. ambulance hrs saved (CFY) *
2,196.00	\$96.00	\$210,816.00		\$210,816.00	3,060.00

Notes/explanations

Position pay rate includes benefit rates and training costs.
 Additional scheduling supports, budget management, staff supervision support.
 Municipality will provide uniforms and equipment required.

COUNTY OF RENFREW

BY-LAW NUMBER 143-23

A BY-LAW TO ENTER INTO A MEMORANDUM OF AGREEMENT WITH THE PEMBROKE REGIONAL HOSPITAL FOR ADVANCED CARE PARAMEDICS TO PARTICIPATE IN THE EMERGENCY DEPARTMENT TO FACILITATE EARLY AMBULANCE OFFLOAD TRANSFERS OF PATIENTS ONTO HOSPITAL STRETCHERS

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

WHEREAS the County of Renfrew deems it desirable to enter into an agreement with the Pembroke Regional Hospital for participation of Advanced Care Paramedics in the Emergency Department to facilitate early ambulance offload transfers of patients onto hospital stretchers.

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

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

READ a first time this 29th day of November 2023.

READ a second time this 29th day of November 2023.

READ a third time and finally passed this 29th day of November 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

ADVANCED CARE PARAMEDIC DEDICATED OFFLOAD PROGRAM SERVICES

AGREEMENT

THIS AGREEMENT BETWEEN:

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

(hereinafter referred to as the "Service Provider") OF THE FIRST PART

-and-

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

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

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

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

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

ARTICLE 1 – TERMS OF APPOINTMENT AND DUTIES

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

- 1.4 All Paramedic hours are to be provided on-site at the PRH (Emergency Department), on an established schedule as coordinated with the Paramedic's Deputy Chief of Clinical Services and PRH Management. Deviations from the established schedule, based on the operational or patient/resident care needs of the Service Provider or PRH, are to be granted upon mutual written consent.

- 1.5 The paramedic will be selected in accordance with the CUPE 4698 Collective Agreement, where appointment shall be made of the senior applicant able to meet the normal requirements of the position. For the purposes of this agreement, the normal qualifications of the position are as follows:
 - a) Successful completion of PRH Internal Orientation Training
 - b) Positive historical working relationship with the PRH;
 - c) Clear HR File, no disciplines;
 - d) High level of computer literacy;
 - e) Exceptional communication skills;
 - f) Exceptional interpersonal skills;
 - g) High level of multitasking abilities;

- 1.6 The paramedic, through the Service Provider, shall provide proof of their license at the beginning of the contract, and annually thereafter to the PRH.

- 1.7 The paramedic shall maintain strict confidentiality regarding the individual care of patients and residents, abiding by PRH confidentiality policies. The PRH shall provide a copy of their confidentiality policy and agreement to the paramedic at the commencement of the contract. The paramedic will also adhere to the County of Renfrew's Confidentiality Agreement.

ARTICLE 2 – TERM AND TERMINATION

- 2.1 Notwithstanding Section 3.1 above and subject to Section 3.3 below, either party may terminate this agreement at any time upon 7 days prior written notice to the other party (the "Termination Notice").
- 2.2 The Service Provider may terminate the participation of any employee at any time for any reason upon twenty-four (24) hours prior written notice to PRH.
- 2.3 If either party terminates this agreement prior to the expiry of its term, any operational or personal information related to the PRH's patients or residents in possession of the paramedic it shall be returned to the PRH.

ARTICLE 3 – INSURANCE

- 3.1 The Service Provider and PRH shall each arrange for and maintain in force and effect at its own cost all such insurance as would be maintained by a prudent operator of a similar organization, including but not limited to:
 - a) comprehensive commercial general liability insurance (including products and completed operations, personal injury, cross liability and contractual liability) for a limit of not less than 10 million dollars per occurrence with no applicable annual aggregate;
 - b) professional liability/medical malpractice insurance for a limit of not less than 10 million dollars per any one occurrence with no applicable annual aggregate;
 - c) directors, and officers' coverage, cyber insurance coverage, environmental impairment liability coverage in an amount appropriate for a prudent person in the position of the organization; and
 - d) WSIB insurance applicable to all employees performing services for the organization;
 - e) Real property and business interruption coverage in an amount appropriate for a prudent operator of a similar organization; and Cross-liability provisions.
- 3.2 Proof of liability insurance shall be provided at the beginning of the contract and annually thereafter.

3.3 The PRH shall ensure that the Service Provider and its directors, officers, employees, and agents are named as additional insureds under its insurance policies but only with respect to this agreement. Such insurance shall include thirty (30) days' prior written notice to additional insureds of material change to, cancellation of, or non-renewal of such policy. A certificate of insurance shall be provided by the PRH to the Service Provider upon request.

ARTICLE 4 - INDEMNITY

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

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

ARTICLE 5 - GENERAL CONTRACT PROVISIONS

5.1 Nothing in this agreement shall constitute or be construed to create a partnership, joint venture, or employment relationship as between the PRH and the Service Provider.

5.2 All notices, requests, demands or other communications by the terms hereof required or permitted to be given by one party to the other shall be given in writing by personal delivery or by registered mail, postage pre-paid, addressed to the other party or delivered to the other party as follows:

a) to the PRH at:

Pembroke Regional Hospital

705 MacKay Street

Pembroke ON, K8A 1G8

b) to the Service Provider at:

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

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

- 5.3 This agreement constitutes the entire agreement between the parties with respect to all of the matters herein and shall not be amended, altered or qualified except by a memorandum in writing signed by both the parties hereto.
- 5.4 This agreement shall be construed in accordance with the laws of the Province of Ontario.
- 5.5 This agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

IN WITNESS WHEREOF the parties hereto have executed this agreement this
day of _____, 2023.

SIGNED, SEALED AND DELIVERED

In the presence of:

PEMBROKE REGIONAL HOSPITAL

Per: _____

Per: _____

COUNTY OF RENFREW

Per: _____

Per: _____

WE have Authority to bind the Corporation

COUNTY OF RENFREW

BY-LAW NUMBER 144-23

A BY-LAW TO ENTER INTO A MEMORANDUM OF AGREEMENT BETWEEN THE RENFREW COUNTY AND DISTRICT HEALTH UNIT TO CONTRACT THE COMMUNITY PARAMEDIC PROGRAM TO DELIVER/ASSIST WITH DELIVERY OF INFLUENZA AND COVID-19 VACCINATIONS FOR THE TERM OCTOBER 30, 2023, TO DECEMBER 31, 2023

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

WHEREAS the County of Renfrew deems it desirable to enter into an agreement with the Renfrew County and District Health Unit to contract the Community Paramedic Program to deliver/assist with delivery of influenza and COVID-19 vaccinations for the term October 30, 2023, to December 31, 2023,

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

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

READ a first time this 29th day of November 2023.

READ a second time this 29th day of November 2023.

READ a third time and finally passed this 29th day of November 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK



Renfrew County and District Health Unit
"Optimal health for all in Renfrew County and District"

THIS AGREEMENT made as of this day

October 25, 2023

BETWEEN:

RENFREW COUNTY AND DISTRICT HEALTH UNIT

hereinafter called the "Health Unit"

AND:

**COUNTY OF RENFREW COMMUNITY
PARAMEDIC SERVICE**

hereinafter called the "Service Provider"

WHEREAS The Health Unit wishes to retain the services of the Service Provider and the Service Provider wishes to provide certain services as outlined below to the Health Unit;

AND WHEREAS it is the intention of the parties to establish an employer/independent contractor relationship;

NOW THEREFORE, in consideration of the relationship and the continued relationship of the Health Unit and the Service Provider, the above premises and the mutual agreements hereinafter set forth, the parties agree as follows:

1. Definitions

- (a) "Area" shall mean anywhere the Health Unit or any affiliate of the Health Unit carries on business from time to time.
- (b) "Business of the Health Unit" shall mean and include the provision of health services.
- (c) "Competing Business" shall mean any business which is the same or essentially the same as any part of the Business of the Health Unit.
- (d) "Confidential Information" shall mean all trade secrets, client lists or files, client account records, training and operations material and memoranda, personnel records, and financial information concerning or relating to the business, employees and affairs of the Health Unit, obtained by or furnished, disclosed or disseminated to the Service Provider, or obtained, assembled or compiled by the Service Provider or under his/her supervision during the course of his relationship with the Health Unit; and all physical embodiments of the foregoing, all of which are hereby agreed to be the property of and confidential to the Health Unit, but Confidential Information shall not include any of the foregoing to the extent the same is or becomes publicly known through no fault or breach of this Agreement by the Service Provider.

2. Status

The Service Provider in performing the duties hereunder is acting as an independent contractor and not as a servant or employee of the Health Unit. The Service Provider shall not hold itself out as having any right, power or authority to create any contract or obligation, either expressed or implied, on behalf of, in the name of, or binding upon, the Health Unit.

3. Limitation of Liability

The Health Unit's officers, employees, and agents shall not be liable to or for

the Service Provider or the Service Provider's personnel for costs, losses, claims, liabilities and damages howsoever caused (including any incidental, indirect, special or consequential damages, injury or any loss of use or profit of the Service Provider) arising out of, or related, or in any way connected to this agreement, unless caused by gross negligence or wilful act of the Health Unit's officers employees and agents.

4. Indemnification

The Service Provider agrees to indemnify and save harmless the Health Unit its directors, officers, employees and agents from and against all liabilities, claims, demands, loss, costs, damages, actions, suits or other proceedings by whomsoever made, brought or prosecuted in any manner based upon, occasioned by or attributable to, the activities of the Service Provider under this Agreement unless it was caused by the negligence of an employee of the Health Unit.

5. Insurance

The Service Provider shall obtain and maintain in full force and effect at its own expense for the duration of the term of this agreement, commercial general liability insurance with a carrier registered in Ontario, in the amount of not less than five million dollars (\$5,000,000) per occurrence in respect of services provided pursuant to this agreement.

6. Engagement

The Health Unit hereby engages the Service Provider to perform all tasks and projects associated with the duties and responsibilities listed in Schedule "A" to this Agreement and forming part of the Agreement.

7. Binding Authority

The Service Provider in performing the duties hereunder is acting as a Service Provider of the Health Unit. As such, the Service Provider shall not have the authority to hold itself out as having any right, power or authority to create any contract or obligation, either expressed or implied, on behalf of, in the name of, or binding upon, the Health Unit unless such authority is expressly provided to the Service Provider in writing.

8. Invoicing

The service requirements are outlined in Schedule "A". For the services hereunder the Health Unit shall provide the Service Provider with a fee as outlined in Schedule "B" of the Agreement and forming part of the

Agreement.

This contract will have a maximum ceiling price which cannot be exceeded without an amending agreement. See Schedule "B" for this maximum.

9. Term and Termination of the Agreement

- (a) The term of the Agreement shall commence on the date hereof and shall continue from **October 30, 2023, to December 31, 2023** unless replaced by another Agreement made in writing between the parties which supersedes this Agreement or until terminated, as herein provided.
- (b) This Agreement may be terminated:
 - (i) by mutual agreement of the Service Provider and the Health Unit;
 - (ii) by the Health Unit as specified in the Schedule "A" document.
- (c) Upon the termination of the Agreement hereunder, the Health Unit shall have no further obligation to the Service Provider or its personal representative with respect to this Agreement except for:
 - (i) the Service Provider's fee accrued but not yet paid to the date of such termination.

10. Ownership and Non-Disclosure and Non-Use of confidential Information

- (a) The Service Provider acknowledges and agrees that all information is confidential to and shall be and remain the sole and exclusive property of the Health Unit.
- (b) The Service Provider agrees that they will not, either during the term of this Agreement or at any time thereafter, without the prior written consent of the Health Unit, disclose, except as may be required by law or make available any confidential information to any person or entity other than in the proper performance of their duties hereunder.
- (c) As a condition of affiliation, the service provider shall be required to maintain complete confidentiality of all confidential information which may come directly or indirectly to their knowledge/attention, or in any way become known to them in the course of their duties. As evidence of the acknowledgment and assurance of the requirement and obligation to maintain confidentiality the Service Provider shall be required to complete and sign a Confidentiality Agreement in the form attached to the agreement, with the same being witnessed. In

the event of a breach of the requirement for confidentiality, the affiliation with the Health Unit will be terminated and may also result in legal action being taken against the Service Provider by the Health Unit and/or other.

11. Restrictive Covenant

The Service Provider agrees and acknowledges that the Health Unit would suffer harm if the Service Provider were to use Confidential Information in competition with the Health Unit.

12. Assignment; Governing Law; Entire Agreement

- (a) This Agreement may be assigned by the Health Unit and shall inure to the benefit of any such assignee. Neither this Agreement nor any rights of the Service Provider hereunder may be assigned by the Service Provider, nor may the Service Provider delegate to another its performance hereunder. The waiver by the Health Unit of any breach of this Agreement by the Service Provider shall not be effective unless in writing, and such waiver shall not constitute the waiver of the same or another breach on a subsequent occasion.
- (b) This Agreement shall be governed by and constructed in accordance with the laws of the Province of Ontario. This Agreement may only be amended in writing signed by both parties.
- (c) This Agreement embodies the entire agreement of the parties hereto relating to the retention of services by the Health Unit of the Service Provider in the capacity herein stated, and expressly supersedes any and all prior understandings and agreements between the parties relating to such relationship.

This Agreement has been executed by the parties as of the date first above written.

Witness

Renfrew County and District Health Unit

Date

Witness

Peter Emon, Warden, County of Renfrew

Dated

Witness

Craig Kelley, CAO/Clerk
County of Renfrew

Dated

RENFREW COUNTY AND DISTRICT HEALTH UNIT

Confidentiality Agreement

On behalf of **County of Renfrew Community Paramedic Services** understand that:

- all confidential, and/or personal health information that I have access to or learn directly or indirectly through my employment or affiliation with the Renfrew County & District Health Unit (Health Unit) is confidential,
- as a condition of my affiliation with the Health Unit, I must comply with the policies and procedures of the Health Unit and the laws of Ontario pertaining to confidential and/or personal health information, and
- failure to comply may result in discipline, including termination of my affiliation with the Health Unit, and may also result in legal action being taken against me by the Health Unit and/or others.

I agree that I will not access, use or disclose any confidential and/or personal health information that I learn of or possess because of my affiliation with the Health Unit, except as is required to perform my responsibilities at the Health Unit. I also understand that under no circumstances may confidential and/or personal health information be communicated either within or outside of the Health Unit, except to other persons who are authorized by the Health Unit to receive such information.

Name

Signature

Date

Witness Name (please print)

Witness Signature

Date

SERVICE AGREEMENT

BETWEEN

RENFREW COUNTY AND DISTRICT HEALTH UNIT
(Hereinafter RCDHU or Health Unit)

AND

COUNTY OF RENFREW COMMUNITY PARAMEDIC SERVICES
(Hereinafter CPRU)

SCHEDULE A

This Agreement confirms that the aforementioned Service Provider agrees to provide Paramedics to administer the Influenza and COVID-19 vaccines and/or to support the administration of such vaccines of the RCDHU Immunization Program, as outlined below:

County of Renfrew Community Paramedic Services will:

Provide qualified Primary Care Paramedics and Advanced Care Paramedics:

- To immunize persons with Influenza and COVID-19 vaccines and/or to assist with the immunization process;
- Paramedics will ensure recording of the administration of vaccines on the appropriate consent forms and/or COVax recording system for each dose administered.
- Paramedics will follow relevant RCDHU policies, procedures and medical directives related to the administration of vaccines and communicable disease/outbreak control activities, including case and contact management.
- Certify that any and all employees supplied for this purpose are competent and qualified as a paramedic in the province of Ontario.
- Ensure that all Paramedics will have an acceptable criminal reference (vulnerable sector) check on file at the County of Renfrew.
- Each County of Renfrew Paramedic will sign an RCDHU Confidentiality Agreement and COVax User Agreement at the commencement of her/his first shift.

Renfrew County and District Health Unit will:

- Provide orientation, training and accompanying reference materials to all such employees of CPRU to the specific procedures for administering and/or supporting the administration of Influenza and COVID-19 vaccines.
- Provide all materials necessary for the administration and/or supporting the administration of the Influenza and COVID-19 vaccines including vaccines, medical supplies, cold chain facilities, as appropriate and the required Personal Protective Equipment.
- Provide dates, times and locations of immunization clinics and/or communicable disease/outbreak control activities.
- Provide orientation, training and reference materials related to communicable disease/outbreak control activities, including case and contact management, as required.

COUNTY OF RENFREW COMMUNITY PARAMEDIC SERVICES will forward a Services Summary by the eighth day of each month for the services provided during the previous month. Each Services Summary will outline the date(s) of service, name(s) of each Paramedic and number of hours of service provided by each Paramedic.

Services Summaries will be submitted to:

Renfrew County and District Health Unit

Attention: Erin Vereyken, Manager

141 Lake Street

Pembroke, ON

K8A 5L8

evereyken@rcdhu.com

SERVICE AGREEMENT

BETWEEN

RENFREW COUNTY AND DISTRICT HEALTH UNIT
(Hereinafter RCDHU or Health Unit)

AND

COUNTY OF RENFREW COMMUNITY PARAMEDIC SERVICES
(Hereinafter CPRU)

SCHEDULE B

- A rate rate of \$42.27 plus 44% benefit for a Primary Care Paramedic and \$46.51 plus 44% benefit for an Advanced Care Paramedic per hour will be paid for the scheduled training and duration of services, carried out by employed by County of Renfrew Community Paramedic Services.
- Contract to commence October 30, 2023, and to end on December 31, 2023.
- The number of service hours will not exceed 400 hours during this contract period.
- The maximum amount to be billed in this contract will not exceed \$26,788.
- This agreement may be cancelled by either party with 30 days' notice.
- Modifications to this contract may be made only by signed amending agreement(s).
- Invoice(s) shall be submitted by the eighth working day of each month for the services provided during the previous month. Each invoice will outline the date(s) of service, name(s) of each Paramedic, number of hours of service, and remuneration rate.

Invoices will be submitted to:

Renfrew County and District Health Unit

Attention: finance@rcdhu.com

141 Lake Street

Pembroke, ON

K8A 5L8

COUNTY OF RENFREW

BY-LAW NUMBER 145-23

**A BY-LAW TO ENTER INTO A LEASE AGREEMENT WITH
MIRAMICHI LODGE AND MS. BRENDA KINCAIDE,
FOOT CARE SERVICE PROVIDER, FOR OCCUPANCY OF
A LEASED SPACE WITHIN MIRAMICHI LODGE,
LOCATED AT 725 PEMBROKE STREET WEST,
PEMBROKE, ONTARIO, AT AN ANNUAL AMOUNT OF
\$4,764.00 FOR THE PERIOD OF JANUARY 1, 2024, TO
DECEMBER 31, 2024**

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

AND WHEREAS the Corporate of the County of Renfrew deems it desirable to enter into an amended agreement between Miramichi Lodge and Ms. Brenda Kincaide, Foot Care Service Provider, for the occupancy of a leased space room within Miramichi Lodge, located at 725 Pembroke Street West, Pembroke, Ontario, at an annual amount of \$4,764.00 for the period of January 1, 2024, to December 31, 2024.

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

1. The agreement marked as Schedule "1" attached to and made part of this by-law shall constitute an agreement between the Corporation of the County of Renfrew and Brenda Kincaide, Foot Care Service Provider.
2. That the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this by-law.
3. That By-law 106-19 is hereby repealed.
4. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of November 2023.

READ a second time this 29th day of November 2023.

READ a third time and finally passed this 29th day of November 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

**MEMORANDUM OF AGREEMENT OF LEASE ENTERED INTO AT THE CITY OF PEMBROKE
IN THE PROVINCE OF ONTARIO ON THE 1ST DAY OF JANUARY, 2024**

BY AND BETWEEN: **MIRAMICHI LODGE**

(hereinafter referred to as the "Landlord")

AND: **BRENDA KINCADE**

(hereinafter referred to as the "Tenant")

THIS AGREEMENT WITNESSETH:

SECTION I DESCRIPTION OF PREMISES

1.01 The Landlord does hereby lease to the Tenant and the Tenant does hereby accept from the Landlord that certain space substantially as shown outlined in red on the floor plan hereto attached as Schedule "A" (hereinafter referred to as the "Premises"), situated on the 2nd floor of the building, structures and improvements (hereinafter referred to as the "Building") known municipally as Miramichi Lodge, in the City of Pembroke, Province of Ontario, which Building is located on the lands more fully described on Schedule "B" (the "Land"), with the whole of which the Tenant is content and satisfied.

SECTION II TERM

2.01 The Lease shall commence on the 1st day of January, 2024 hereinafter referred to as the "Commencement Date") and shall terminate on the 31st day of December, 2024 unless sooner terminated in the manner herein set forth (hereinafter referred to as the "Term").

2.02 Tenant accepts the Premises "as is" and in their present state and condition.

SECTION III RENTAL

3.01 Tenant covenants and agrees to pay to the Landlord the following rent ("Rent") in lawful money of Canada at Landlord's office in Pembroke or at such other place or to such other person as may be specified from time to time by Landlord, without any demand for rent being necessary, namely an annual amount of \$4764.00 payable in equal, consecutive, monthly instalments of \$397.00 each.

Rent shall be payable in advance on the first day of each and every calendar month without reduction, deduction, diminution or compensation whatsoever. Rent with respect to partial months shall be calculated on a *per diem* basis and shall be payable in advance.

Initials	
Landlord	Tenant BK

- 3.02 Tenant shall pay to Landlord all goods and services taxes, sales taxes, value-added taxes and any other existing or future taxes of a similar nature imposed by any governmental authority with respect to any amount payable by Tenant to Landlord under this Lease or in respect of the rental of space hereunder, calculated in accordance with the legislation applicable thereto. All such taxes shall be payable by Tenant at the same time as the amounts for which such taxes are imposed are payable to Landlord under this Lease, or on demand at such other time or times as Landlord from time to time determines.
- 3.03 In each and every year during the Term, the Tenant shall pay as Additional Rent, discharge within fifteen (15) days after they become due, and indemnify the Landlord from and against payment of, and any interest or penalty in respect of every tax, license fee, rate, duty and assessment of every kind with respect to any business carried on by the Tenant in the Premises or by any subtenant, licensee, concessionaire or franchisee or anyone else, or in respect of the use or occupancy of the Premises by the Tenant, its subtenants, licensees, concessionaires or franchisees, or anyone else (other than such taxes as income, profits or similar taxes assessed upon the income of the Landlord).

SECTION IV USE OF PREMISES

- 4.01 The Tenant shall use the Premises for **Footcare Services** and for no other purpose. Nothing herein shall be so interpreted as to imply that this Lease is conditional upon the Tenant obtaining any permits or licenses for the exploitation of such business from any municipal, provincial or other authority.
- 4.02 The Tenant shall not use any part of the Land or Building for any purpose other than as may be designated by the Landlord. In particular, (i) the designated parking areas will not be used by the Tenant for any purpose other than the parking of vehicles, (ii) vehicles will not be parked in any areas other than designated parking areas, and (iii) shipping and receiving areas will not be used by the Tenant for any purpose other than shipping and receiving goods to and from the Premises. No outside storage is permitted.
- 4.03 The Tenant shall conduct its business in compliance with the conditions outlined in Appendix A – Service Agreement.

SECTION VI ASSIGNMENT AND SUBLETTING

- 6.01 The Tenant shall not assign this Lease or sublet the Premises or any part thereof or allow the Premises or any part thereof to be used by another.

SECTION VII TENANT CARE

- 7.01 Throughout the Term, Tenant shall maintain and keep the Premises, including all repairs, replacements, modifications, installations, alterations, additions and improvements thereto, in good order and condition and shall perform all repairs and replacements which may be required thereto, the whole notwithstanding any provision of law to the contrary.
- 7.02 The Tenant shall not bring into the Building any machinery, equipment, article or thing that by reason of weight or size might cause damage thereto and in no event shall Tenant overload the floors of the Building.
- 7.03 The Tenant shall not place any debris, garbage, trash or refuse or permit the same to be placed or left in or upon any part of the Building outside of the Premises or upon the Land except in the areas designated by the Landlord from time to time for such purposes. All such matter shall be placed in waste-containers which must be approved by the Landlord; the Tenant shall be responsible for the cost of all such containers, their handling, and the disposal of all said matter. Tenant shall not keep or display food or merchandise outside the Premises. Tenant shall not cause any blockage or obstruction of the drains within or about the Premises and shall furthermore be responsible for the immediate remedying of

Initials	
Landlord	Tenant BK

any such blockages or obstructions. Tenant shall not permit any odours, noise or vibrations to emanate from or be produced beyond the Premises.

- 7.04 At the expiration or sooner termination of this Lease, Tenant shall return the Premises to Landlord in the state and condition in which they are to be maintained and repaired as herein provided.

SECTION VIII **REPAIRS, ALTERATIONS, ADDITIONS AND IMPROVEMENTS**

- 8.01 The Tenant accepts the Premises in their current "as is" state and condition, the Landlord not being obliged to effect any improvements or alterations thereto. The Landlord shall permit the Tenant to tender for and complete, at the Tenant's sole cost and expense such Leasehold Improvements to the Premises as the Tenant may consider necessary from time to time, subject to the prior written consent of the Landlord, which consent shall not be unreasonably withheld or delayed. No Leasehold Improvements shall be made to the Structure unless the Tenant has obtained specific approval from the Landlord therefore.

SECTION IX **ACCESS TO PREMISES**

- 9.01 The Landlord, its agents and representatives may enter the Premises at all reasonable times (and at any time during an emergency) to examine their condition and to view their state of repair or otherwise and Tenant covenants to repair according to notice.

SECTION X **COMPLIANCE WITH LAWS AND INDEMNIFICATION**

- 10.01 The Tenant will not do or permit anything to be done in, upon or about the Premises or bring or keep anything therein which will in any way conflict with the regulations of the fire, police or health department or with the rules, regulations, by-laws, ordinances or laws of the municipality in which the Buildings is situated, the applicable urban community (if any), or any governmental authority having jurisdiction over the Premises or the business conducted therein, all of which the Tenant undertakes to abide by and conform to.

The Tenant covenants and agrees that it will indemnify and hold harmless the Landlord, its agents and contractors from and against any penalty imposed for or damage arising from the breach of any such rules, regulations, by-laws, ordinances or laws by the Tenant or those for whom the Tenant is responsible.

- 10.02 The Tenant shall ensure that all activities at the Premises are in strict compliance with all Environmental Laws. For the purposes hereof: "Environmental Laws" means any law or instrument having the force of law, and any policy or guideline issued by any governmental authority responsible for the protection of or control of the environment.

- 10.03 The Tenant shall pay to the Landlord any extra premiums of insurance that the company or companies insuring the Land and Building may exact in consequence of the business carried by the Tenant, of anything brought into or stored in the Premises by the Tenant, or of the Tenant's operations. The Tenant shall furthermore protect the Landlord from claims made by other tenants in the Building in consequence of their insurance rates being increased as a result of such causes.

The Tenant shall in no event bring into or store in the Premises anything which may make any insurance carried by the Landlord subject to cancellation.

- 10.04 The Tenant shall comply with the requirements of all insurance companies having policies of any kind whatsoever in effect covering the Land and Building. In no event shall any inflammable materials or explosives (except to the extent required by the Tenant to carry on its business and then only as permitted by Landlord's and Tenant's insurers) be taken into or maintained within the Premises.

Initials	
Landlord	Tenant
	BK

10.05 The Tenant acknowledges that effective March 1, 2010 smoking is prohibited in the building and on the property of Miramichi Lodge.

SECTION XI **NON-RESPONSIBILITY OF LANDLORD**

11.01 The Landlord shall not be liable for any damage, loss, injury or destruction arising in or upon the Land, Building or Premises to any property or person nor for any personal injuries sustained by the Tenant, its officers, servants, employees, agents, invitees or licensees which may result at any time from any reason or cause whatsoever, the Tenant hereby covenanting to indemnify the Landlord of and from all loss, costs, claims or demands in respect of such damage, loss, injury or destruction. Without limiting the generality of the foregoing, the Landlord shall not under any circumstances be liable for any damage resulting from water, steam, rain or snow which may leak into, issue or flow from the pipes or plumbing or sprinklers or from any other part of the Building or from any other place or quarter. No event or occurrence herein contemplated shall be deemed an eviction or disturbance of the Tenant's enjoyment of the Premises nor render the Landlord liable in damages to the Tenant nor entitle the Tenant to claim any diminution in Rent or in any other amount payable hereunder.

SECTION XII **INSURANCE**

12.01 Throughout the Term and any renewal thereof, Tenant shall take out and keep in force: (i) commercial general liability insurance (including blanket contractual liability coverage) with respect to the business carried on in or from the Premises and the use and occupancy thereof for bodily injury and death and damage to property of others in an amount of at least two millions dollars (\$2,000,000.00) for each occurrence or such greater amount as Landlord may from time to time reasonably require; (ii) tenant's legal liability insurance in an amount equal to the replacement cost of the Premises; and, (iii) such additional insurance as Landlord, acting reasonably, may from time to time require.

All policies of insurance shall (i) be in form satisfactory to Landlord, (ii) be placed with insurers acceptable to Landlord, (iii) provide that they will not be cancelled or permitted to lapse unless the insurer notifies Landlord in writing at least thirty (30) days prior to the date of cancellation or lapse, and (iv) be primary and not excess or contributing with any other insurance available to the Landlord or others insured thereunder. Each such policy shall name Landlord and any other party required by Landlord as an additional insured. Each liability policy will contain a provision of cross liability and severability of interests as between Landlord and Tenant.

12.02 The Landlord shall provide and maintain insurance on the whole of the Property against loss, damage or destruction caused by fire and extended perils under a standard extended form of fire insurance policy in such amounts and on such terms and conditions as would be carried by a prudent owner of a similar building, having regard to the size, age and location of the Property. The amount of insurance to be obtained shall be determined at the sole discretion of the Landlord. The Landlord may maintain such other insurance in respect of the Property and its operation and management as the Landlord determines, acting reasonably. The Tenant shall not be an insured under the policies with respect to the Landlord's insurance, nor shall it be deemed to have any insurable interest in the property covered by such policies, or any other right or interest in such policies or their proceeds.

SECTION XIII **DEFAULT**

13.01 In any of the events following, namely:

(a) if the Tenant shall fail to pay the Landlord any instalment of Rent or any additional rent after it shall have become due and payable as herein provided;

Initials	
Landlord	Tenant
	BK

- (b) if the Tenant shall be declared dissolved, bankrupt or wound-up or shall make any general assignment for the benefit of its creditors or take or attempt to take the benefit of any insolvency, winding-up or bankruptcy legislation or if a petition in bankruptcy or in winding-up or for reorganisation shall be filed by or granted against the Tenant or if a receiver or trustee be appointed for or enter into physical possession of the property of the Tenant, or any part thereof;
- (c) if the Tenant shall default in the performance of any of its other obligations under this Lease including, without limitation, the obligation to pay business and water taxes in a timely manner, or fail to effect any payment that may result in a charge, lien, encumbrance or other right on the Land, Building or Premises or the property located therein or shall violate any of the rules and regulations established by the Landlord and such default continues for five (5) days following receipt of written notice thereof;

this Lease may be terminated at the option of the Landlord upon written notice to the Tenant to such effect. It is expressly agreed that such right of termination shall be in addition and without prejudice to all other rights and recourses as provided by law or herein, the Landlord may re-enter and re-let the Premises to whomsoever it may choose without further notice or demand being necessary and may recover from the Tenant all amounts due hereunder at the date of such termination and as liquidated damages, an amount equal to the Rent payable hereunder to the end of the Term.

SECTION XIV

ADDITIONAL PROVISIONS

14.01 Additional Provisions

- (a) **Late Payments:** the acceptance by the Landlord of any postdated cheque or money owing for Rent or additional rent after its due date is to be considered as a mode of collection only, without novation of, nor derogation from, any of Landlord's rights, recourses and actions in virtue of this Lease which demands punctual payment of all obligations.

All sums owing by Tenant under this Lease not paid when due shall thereafter bear interest at a rate equivalent to five percent (5%) per annum above the prime lending rate of the Toronto-Dominion Bank from time to time in effect.

- (b) **Registration of Lease:** The Tenant will not register this Lease or any extract or summary thereof against title to the lands.
- (c) **Prior Agreement:** the present Lease cancels and supersedes all prior leases and agreements, written or otherwise, entered into by the Landlord and the Tenant regarding the Premises leased hereunder. This Lease and such rules and regulations as may be adopted and promulgated by the Landlord from time to time constitute the entire agreement between the parties
- (d) **Confidentiality:** The contents, terms and conditions of this Lease shall be kept strictly confidential by the Tenant and Landlord, until such time as the Lease is made public pursuant to the requirements of the *Municipal Act* (Ontario) governing the Tenant.
- (e) **Right to Terminate:** During the term of this lease or any renewal, and notwithstanding anything contained in this lease or any renewal, either party may give the other three (3) months notice of its intention to terminate this lease or renewal. Upon the expiry of said three (3) months, the tenant shall peaceably surrender and yield up to the landlord, and the landlord shall take possession of the premises, whereupon this lease or renewal shall be terminated.

Initials	
Landlord	Tenant BK

SECTION XV


MORTGAGES AND SUBORDINATION

15.01 This Lease and all rights of Tenant hereunder shall be subject and subordinate at all times to any and all underlying leases, mortgages, hypothecs, deeds of trust or other security interests affecting the Land and Building which have been executed or which may at any time hereafter be executed, and any and all extensions and renewals thereof and substitutions therefore. Tenant agrees to execute any instrument or instruments which Landlord may deem necessary or desirable to evidence the subordination of this Lease or to cede priority of its registration to any or all such underlying leases, mortgages, hypothecs, deeds of trust or other security interests.

IN WITNESS WHEREOF, the parties have signed these presents at the place first hereinabove mentioned



Witness



Mike Blackmore
Director of Long-Term Care, Miramichi Lodge


Witness

Peter Emon
Warden

Witness

Craig Kelley
Chief Administrative Officer/Clerk

• (Tenant)



Witness

Per: 

Witness

Per: _____

Initials	
Landlord	Tenant
	BK

November 29, 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. Request for Proposal for Engineering Services for Housing Solutions

The County of Renfrew, like the rest of Ontario and Canada, has identified the urgent need for affordable housing solutions to address the growing housing crisis within our community. Recently, several different potential affordable housing projects have been discussed at Committee and Council level in locations such as Renfrew, Arnprior, and Deep River. In addition, organizations (both private and public) have approached the County inquiring about partnering on an affordable housing initiative. At this time we have not been provided funding to proceed with a project, but the Federal government at an event in London has signalled that it is prepared to start distributing \$4 billion to municipalities for the creation of affordable housing. In addition, the Provincial government has signalled it will be looking to fund affordable housing developments.

With limited resources and funding available, it is important that the County of Renfrew be prepared to act swiftly when funding or grant opportunities arise. To accomplish this, Planning staff could prepare comprehensive site plans that are ready for immediate implementation. In anticipation of future funds being available, staff are proposing to issue a Request for Proposals (RFP) to solicit competitive bids from qualified engineering firms to achieve site plan approval for multiple sites. The RFP would request the following services to work with County staff in both the Planning and Housing Divisions:

- a) Site Evaluation and Analysis: Conduct thorough assessments of potential development sites, considering factors such as topography, soil conditions, environmental impact, and infrastructure availability.
- b) Site Planning and Design: Develop detailed site plans that include building layouts, parking facilities, landscaping, and utility infrastructure.
- c) Regulatory Compliance: Ensure that all plans comply with local zoning regulations, environmental laws, and other relevant codes and standards.
- d) Obtain Site Plan approvals from the local municipality. Obtaining site plan approval does not obligate the County to build the units or housing, but it will speed up the process and let the County be ready to build faster when funding is available.

This is currently not a budgeted item and will be included as part of the 2024 Budget discussions. The cost of obtaining site plan approval would be guided by the results of the RFP. As a starting point, staff suggest an amount of \$150,000. We believe this investment is beneficial to address the pressing need for affordable housing in our community.

Steps to move forward with this project are:

- a) Obtain approval to proceed with an RFP from Council;
- b) Prioritize how many and which sites to proceed with;
- c) Planning Division and Housing Division to collaborate and draft the RFP documents;
- d) Issue the RFP to qualified engineering firms;
- e) Evaluate received proposals and select the most suitable engineering firm;
- f) Commence site planning and design activities; and,
- g) Receive Site Plan approval to be shovel ready to build when Provincial and/or Federal monies are available.

2. **Funders Forum**

The Renfrew County Community Futures Development Corporation (CFDC) is hosting a [Funders Forum](#) on November 30, 2023, from 9:00 a.m. to 2:00 p.m., at the Horton Community Centre. Interested individuals can register to attend by selecting the link.

The free forum is an opportunity for businesses and community organizations to learn about how to submit a successful application and hear about funding opportunities from various governments and agencies, including the Province of Ontario, FedDev Ontario, Ontario Trillium Foundation, United Way, and Renfrew County CFDC.

3. **Taste of the Valley**

The fourth [Taste of the Valley](#) event was held in Cobden on October 14, 2023, with more than 135 vendors in attendance and attracting over 5,000 visitors.

The last event in the series is the Holiday edition scheduled for December 16, 2023, from 10:00 a.m. to 3:00 p.m., at the Germania Club in Pembroke.

4. **Invest Renfrew County Newsletter**

The second issue of the Invest Renfrew County [business newsletter](#) was released on November 8, 2023.

5. **CORE Business Consultations and Services Report**

The following data details Enterprise Renfrew County's consultation and outreach efforts from April 1 – September 30, 2023.

Activity (on-going)	Year-to-Date	Annual Target
CORE Inquiries	433 (58%)	750
CORE Consultations Exploring Entrepreneurship	51 (68%)	75
CORE Consultations Starting a Business	67 (89%)	75
CORE Consultations Existing Business	54	25
Number of Businesses Started	8 (40%)	20
Number of Businesses Sustained	8 (40%)	20
Number of Businesses Expanded	9	4
Number of Jobs Created	11 (44%)	25
Starter Company Plus Program (\$32,000 in grants were issued to 9 recipients in November as part of the fall Starter Company Plus intake)		
Number of Completed Approved Participants	10	12
Number of Grants Issued	17 (\$60,000)	12
Dollar (\$) Value of Investment Leveraged	\$101,944	\$112,000
Number of Businesses Started	6	10
Number of Businesses Expanded	4	2
Number of Jobs Created	21	15
Summer Company Program		
Number of Applications	16	5
Number of Completed Participants	5	5
Number of Businesses Started	5	5
Number of Jobs Created	5	5
Number Interested in Pursuing Entrepreneurship as a Career Option	5	5

6. **1030 Lea Street – New Build – Progress Report**

Progress continues 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 framing phase is now officially complete, and the asphalt shingles on the roof have been installed. The contractor is currently focused on the interior work, particularly the electrical and HVAC systems within the units. Authorized changes to date total \$199,663.13 with a revised construction value to date of \$3,314,342.86. A cost savings change order is still forthcoming with an approximate estimated value of \$30,000-\$40,000.

7. **Subdivision Activity**

During the month of October, the County received six applications for subdivision approval (typically the average is 3-4 a year) as follows:

- 47T-23003 – Elias Lane (Greater Madawaska) – 8 lots
- 47T-23004 – Sipolins Road (Greater Madawaska) – 6 lots
- 47T-23005 – Rose Lane (Greater Madawaska) – 6 lots
- 47T-23006 – River Road Estates (McNab/Braeside) – 23 lots
- 47T-23007 – Robinson Lane (Laurentian Valley) – 156 lots (55 singles, 34 semi, 34 multi attached, 33 condo)
- 47T-23008 – Black Bay Road (Petawawa) – 56 lots

Staff are in the process of circulating these applications for review with the local municipalities, the required agencies under the Planning Act, peer reviewers, and the public. As a result of recent changes to the Planning Act there will be no public meetings regarding these developments.

8. **County of Renfrew On-line Hosted Web Mapping Application**

The County hosts a web-based GIS mapping program available to County staff, local staff, and members of the public. Our hosted web mapping application (Geocortex Web Mapping Application) requires an update in 2024/2025, due to the retirement of JavaScript Version 3.x on July 1, 2024. Our current hosting company, VertiGIS, has created a new application called VertiStudio that runs on JavaScript Version 4.x. To keep the on-line web mapping working, we will be required to migrate our current web mapping application Geocortex Essentials to the new VertiGIS Studio and this will come with a cost of approximately \$62,000. The County is looking into various options that will be considered for the 2024 budget:

- i) Continue a hosting partnership with VertiGIS and move forward with the migration/update to the newest version of the program.
- ii) Move forward with the installation of our own ArcGIS Server and other Esri web based tools (instead of using a host) to allow the County to continue using mail notifications and allowing access to the severance history Adobe files.
- iii) Look at creating our own web mapping application using ArcGIS Online with less functionality on the secure site (i.e. no mail notification report, Municipal Plan Review (MPR) function, or access to severance data).
- iv) End our Agreement with VertiGIS and not provide online mapping.

RESOLUTIONS

9. Official Plan Amendment – Alternative Notice Provisions

RESOLUTION NO. DP-CC-23-11-129

Moved by Chair

Seconded by Committee

THAT County Council directs staff to undertake an Official Plan Amendment to introduce alternative notice policies for Planning Act Applications; AND FURTHER THAT a letter be sent under the Warden's signature to the Minister of Municipal Affairs and Housing, in support of the resolution from the Corporation of the Municipality of Wawa requesting the Provincial Government to make an amendment to the Legislation Act, 2006, to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations.

Background

Recently it was announced that Metroland is shutting its print division. This has left the County of Renfrew (and local municipalities) without a print paper that reaches the public to satisfy the Planning Act requirement for circulation when we undertake an initiative that is municipal-wide (like this proposed Official Plan Amendment (OPA)).

In addition, as it relates to the ceasing of print publications, attached as Appendix I, is a resolution from the Council of the Municipality of Wawa, which advises that their local newspaper "Algoma News Review" has ceased print publication. Wawa is requesting the Provincial Government to make an amendment to the Legislation Act, 2006 to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations.

The Planning Act allows for local alternatives for providing notice under the requirement that the Official Plan contains policies specifying details of the notice. Staff propose a County Official Plan Amendment to introduce alternative notice provisions. Staff would reach out to the local municipalities for input into the policy. As a first draft, we propose the following policy:

Public Consultation

Consultation is intended to foster communication, education of issues, and conflict resolution early in the planning process. The County recognizes that public consultation is a key component of the planning process.

All Planning Act applications shall adhere to the prescribed measures for public consultation strategies, public meetings, and notification procedures in accordance with the Planning Act and associated regulations. Applicable regulations under the Planning Act include, but are not limited to, O. Reg. 545/06 on Zoning By-Laws, Holding By-Laws, and Interim Control By-Laws; O. Reg. 544/06 on Plans of Subdivision; O. Reg. 543/06 on Official Plans and Plan Amendments; O. Reg. 200/96

on Minor Variance Applications; and O. Reg. 197/96 on Consent Applications. In some instances, the public consultation required by the County may exceed these requirements as deemed appropriate and as outlined in this Plan.

Policies for Public Consultation

- a) The County and local municipalities shall use a variety of communication methods to seek input on planning matters and to provide information to the public. Depending on the issues, and in accordance with the Planning Act and associated regulations, the approval authority shall choose the most appropriate method of communication, which may include any or all of the following:
 - i) Personal service or prepaid first class mail;
 - ii) E-mail;
 - iii) Public notice signs;
 - iv) Surveys, electronic or mail-out;
 - v) Neighbourhood Open Houses and/or Public Information Centres;
 - vi) Neighbourhood Working Groups or Focus Groups;
 - vii) Information meetings;
 - viii) Statutory Public meetings;
 - ix) Website or internet engagement platforms (e.g. Zencity); and/or any other methods as deemed necessary by the approval authority and established by amendment to this Plan;
 - x) Public meetings (where required by the Planning Act) shall be held to inform and obtain feedback from the public on Planning Act applications, the policies of this Plan, and where required by the County. The format of the public meeting shall be based on the type of Planning Act application and may be in the form of an Information Meeting, Statutory Public Meeting, or both;
 - xi) Depending on the nature and scope of the development application, the approval authority may require the applicant to hold a Neighbourhood Open House as part of Pre-Consultation prior to the submission of a complete application. As prescribed by the Planning Act and associated regulations, the approval authority may require the applicant to complete and submit a Public Consultation Strategy as part of an Official Plan Amendment, Zoning By-Law Amendment and Plan of Subdivision;
 - xii) The Approval Authority may require the applicant to hold additional meetings beyond that of the Pre-Consultation Meeting, Neighbourhood Meeting, Information Meeting and Statutory Public Meeting to provide the community with additional information regarding the proposal, such as technical studies, and to provide opportunities for conflict resolution;
 - xiii) Policies for Alternative Public Consultation Measures (Planning Act s. 17(19.3), s. 34 (14.3), s. 51(19.3.1), s 53(4.3)) 2.2.17 – The Approval Authority may establish alternative public consultation measures to notify prescribed persons and public bodies of proposed development using a combination of

- the measures above that the municipality deems suitable for providing public notice;
- xiv) The County and/or local Municipalities may develop a Municipal Consultation Strategy, which provides additional direction for Planning Act matters for which they are the approval authority. Where a Municipal Consultation Strategy has been approved, the direction of the Strategy shall be followed; and,
 - xv) Community consultation requirements for the Community Planning Permit System may be developed by local Municipalities seeking to pursue the use of such System.

BY-LAWS

10. Ottawa Valley Business Hive Space Sharing Agreement

RESOLUTION NO. DP-CC-23-11-128

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-law to enter into an agreement with the Corporation of the Town of Renfrew for office space for Enterprise Renfrew County commencing on January 1, 2024, for a five-year period.

Background

The Corporation of the Town of Renfrew has created the Ottawa Valley Business Hive located within Town Hall at 127 Raglan Street South, Renfrew, Ontario. The Ottawa Valley Business Hive is a shared office space housing a number of community and service oriented organizations including Renfrew County Community Futures Development Corporation and the Renfrew and Area Chamber of Commerce. Relocating the Enterprise Renfrew County office from temporary space at Renfrew County Place, 450 O'Brien Road to 127 Raglan Street South provides synergies between the various organizations to further collaborate and support the community at large. The term of the agreement would be for five years commencing on January 1, 2024, and ending on December 31, 2028, with an option to renew or extend this Agreement and the Licence granted hereunder for one (1) further term of five (5) years.

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


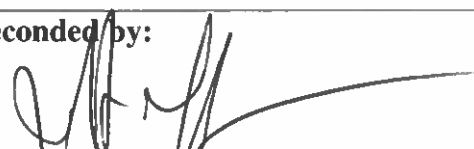


The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 7, 2023

Resolution # RC23263	Meeting Order: 8
Moved by: 	Seconded by: 

WHEREAS the local newspaper company Algoma News Review has ceased the print publication of its weekly newspaper and printed its final edition on July 6, 2022; and

WHEREAS the *Legislation Act, 2006* provides a definition of “newspaper” which applies to every Ontario Act Regulation, as in a provision requiring publication, means a document that, (a) **is printed in sheet form**, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; (“journal”); and

WHEREAS Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and

WHEREAS communities such as the Municipality of Wawa cannot comply with publication requirements in Provincial Acts and Regulations as the Algoma News Review publication is no longer being printed in sheet form and there are no other local news publications fitting the definition of “newspaper”; and

WHEREAS some small rural Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Wawa does hereby support the Township of McKellar and request the Provincial Government to make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial acts and Regulations; and

p.2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

FURTHERMORE request the support of all Ontario Municipalities; and

FURTHERMORE THAT this resolution be forwarded to the Minister of Municipal Affairs and Housing Paul Calandra, Algoma Manitoulin MPP Michael Mantha, and the Association of Ontario Municipalities (AMO).

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield		
<input type="checkbox"/>	TABLED	Cathy Cannon		
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/>	WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR – MELANIE PILON	CLERK – MAURY O’NEILL

COUNTY OF RENFREW

BY-LAW NUMBER 141-23

**A BY-LAW TO ENTER INTO A LEASE AGREEMENT WITH THE TOWN OF RENFREW
OFFICE SPACE – 127 RAGLAN STREET SOUTH**

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

WHEREAS the County of Renfrew deems it desirable to enter into a lease agreement with the Town of Renfrew for office space at 127 Raglan Street South, Renfrew, Ontario;

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

1. THAT the lease agreement marked as Schedule "I" attached to and made part of this By-law shall constitute an agreement between the Corporation of the Town of Renfrew, Lessor and the Corporation of the County of Renfrew, Lessee for a five-year period commencing on January 1, 2024.
2. THAT the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this By-law.
3. THAT this By-law shall come into force and take effect upon the final passing thereof.

READ a first time this 29th day of November 2023.

READ a second time this 29th day of November 2023.

READ a third time and finally passed this 29th day of November 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

OTTAWA VALLEY BUSINESS HIVE SPACE SHARING AGREEMENT

This Agreement (this “**Agreement**”) dated as of the ____ day of _____, 2023.

BETWEEN:

CORPORATION OF THE TOWN OF RENFREW

(hereinafter called the "**Licensor**"),

- and-

ENTERPRISE RENFREW COUNTY

(hereinafter called the "**Licensee**"),

WHEREAS The Licensor is the registered owner of the lands and premises municipally known as Town Hall, 127 Raglan St S, Renfrew, Ontario (the "**Property**"), which contains a commercial building (the "**Building**").

AND WHEREAS the Licensor offers a non-exclusive, communal office setting to multiple licensees on the first floor of the Building known as Unit 1 and shown highlighted in purple on Schedule "A" attached to this Agreement (the "**Licensed Premises**");

AND WHEREAS the Licensor and Licensee have agreed that the Licensee may use the Licensed Premises in the manner, for the purpose, during the time period, and on the terms and conditions set out in this Agreement;

NOW THEREFORE in consideration of the sum of \$1.00, the mutual covenants, terms, and conditions set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties covenant and agree as follows:

1. Definitions. The following terms have the meanings specified or referred to in this Section 1:

"**Agreement**" has the meaning given to it in the introductory section above and includes all the provisions of and schedules to this Agreement, including, without limitation, the Licence. Termination of this Agreement includes, without limitation, termination of the Licence.

"**Building**" has the meaning given to it in the first recital of this Agreement.

“Building Common Areas” means the common hallways, entrances, exits, stairways, washrooms, elevators, and lobbies in the Building outside of the Licensed Premises and the common accessways, entrances, exits and surface parking areas on the Property outside of the Building that are designated and made available from time to time by the Licensor for the common use and general benefit of the authorized users of the Property and which the Licensor and its licensees are permitted under the Agreement to use for each Common Area's intended and proper purposes in connection with use of the Licensed Premises.

"Business Day" means any day of the week excluding Saturday, Sunday, and statutory holidays in the Province of Ontario.

"Event of Default" means any of the following events that has occurred and that has not been cured within the cure period, if any, set out below for such event:

- (i) the Licence Fee or any other amount payable by the Licensee under this Agreement is not paid on the date it is due and continues to be unpaid for three (3) days after the date it was due;
- (ii) the Licensee becomes insolvent or bankrupt; or
- (iii) the Licensee fails to observe or perform any of its other covenants or obligations under this Agreement (other than those in 1(i) and 1(ii) of this definition), and such default continues for at least three (3) days after receipt by the Licensee of written notice of default from the Licensor,

"Force Majeure Event" means any act of God, flood, fire, earthquake, tsunami, explosion, lightning, storm, washout, power shortages, nuclear and radiation activity or fallout, war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, sabotage, riot or other civil unrest, government order or law, strike, lockout, or other industrial disturbance, epidemic, pandemic, quarantine, public health emergency, or any similar events whatsoever not within the control of the party affected, but only if and to the extent that: (i) such circumstance cannot be prevented, avoided, remedied, or removed despite the exercise of good faith and reasonable diligence by such party; and (ii) such circumstance materially and adversely affects the ability of the party to perform its obligations under this Agreement but lack of funds on the part of such party shall be deemed not to constitute a Force Majeure Event, and such party has taken all reasonable precautions, due care and reasonable alternative measures in order to avoid the effect of such event on the party's ability to perform its obligations under this Agreement and to mitigate the consequences thereof.

"Hazardous Substances" means those substances that are generally considered hazardous to human health and includes any pollutants, liquid wastes, industrial wastes, hauled liquid wastes, toxic wastes, dangerous or hazardous wastes, materials or substances or contaminants.

"**Laws**" has the meaning given to it in Section 15(a) of this Agreement.

"**Licence**" has the meaning given to it in Section 2 of this Agreement.

"**Licence Fee**" has the meaning given to it in Section 16(a) of this Agreement.

"**Licensed Premises**" has the meaning given to it in the second recital of this Agreement and for greater certainty includes the areas located within the boundaries of the Licensed Premises that are designated and made available from time to time by the Licensor, for the common use of and general benefit of the Licensor and all the licensees, tenants and other occupants of the Licensed Premises, being the kitchen, conference rooms, meeting rooms and photocopy/scan/print/fax area.

"**Licensor's Office Equipment**" means the Licensor's furniture, fixtures and personal property located within the Licensed Premises on the commencement date of the Term, including the desks, chairs, telephone, fax machine and photocopier.

"**Permitted Use**" means general office use/as an office for working at a desk, meeting with clients or colleagues, and ancillary office uses.

"**Property**" has the meaning given to it in the first recital of this Agreement.

"**Term**" means the period of Five (5) Years, commencing on January 1, 2024 and ending on November 30, 2028 unless terminated earlier or extended in accordance with the provisions of this Agreement.

2. Grant of Licence. The Licensor hereby grants to the Licensee a non-exclusive licence, subject to the provisions of this Agreement, to occupy and use the Licensed Premises for the Permitted Use for the Term (the "**Licence**"). Together with the Licence, the Licensee shall have the following rights during the Term, subject to the provisions of this Agreement:

(a) The right to use the Licensor's Office Equipment for the Permitted Use while at the Licensed Premises.

(b) The non-exclusive right, subject to the rules for the Premises or the Property from time to time, to use, in common with the Licensor and others, the Building Common Areas, each for their intended, designated, and proper purposes only, in connection with the Licensee's office at the Licensed Premises, and for no other purposes. This right may also be exercised by the Licensee's clients, employees, agents, and invitees while at the Licensed Premises, except as otherwise set out in this Agreement.

(c) The non-exclusive right, subject to the provisions of this Agreement and the rules for the Property or the Licensed Premises from time to time, to use, in common with the Licensor and others, the Building Common Areas, each for their intended, designated, and proper purposes only, in connection with the Licensee's office at the

Licensed Premises, and for no other purposes. This right may also be exercised by the Licensee's clients, employees, agents, and invitees while at the Licensed Premises, except as otherwise set out in this Agreement.

3. Option to Extend. Provided the Licensee is not in material default and has not been persistently or repeatedly in default of the terms of this Agreement, the Licensee shall have the option to renew or extend this Agreement and the Licence granted hereunder for one (1) further term of five (5) years, provided the Licensor shall receive at least six (6) months' written notice of the Licensee's intention to extend prior to the expiry of the Term. The extended term shall be on the same terms and conditions as herein contained save and except:

(a) The Licensee shall have no further right to extend or renew the Term beyond the extension Term described in this section 3;

(b) The Licensee shall be accepting the Licensed Premises on an "as is" basis; and

(c) The Licence Fee for the extension term shall be, as agreed between the Licensor and the Licensee, as mutually agreed upon acting reasonably and paying consideration to the then fair market rate for similar premises, as improved (considering size, use and condition) in a similar development in the area in which the Licensed Premises are located, provided that in no event shall such rate be less than the Licence Fee payable during the twelve (12) month period immediately preceding the commencement of the extension term.

4. Personal Licence. The Licensor and Licensee acknowledge and agree that the Licence and other rights granted to the Licensee in this Agreement create a licence personal to the Licensee and shall not in any manner whatsoever constitute a lease, an easement, or any other interest in land.

5. Co-Working Environment. The Licensee acknowledges that:

(a) The Licensed Premises is intentionally designed and intended to be a co-working office space, and the Licensee agrees to demonstrate the flexibility and respect required to co-exist with other licensees in a co-working space;

(b) The nature of the co-working environment is that the entire Licensed Premises is divided into cubicle/desk spaces for multiple licensees operating multiple businesses or endeavors, and who wish to share amenities and common areas and the Licensee will cooperate and be willing to adapt with respect to the sharing and scheduling of shared spaces and amenities;

(c) If the Licensee chooses to use any network, computer system or internet services that are provided as part of the common utilities/services that are provided to the Licensed Premises, such use will be at the Licensee's sole discretion and risk, and the Licensor cannot and does not warrant or provide any assurances that such common

utilities/services will be secure or free of errors, viruses or other harmful components; and

(d) The Licensed Premises shall at all times be subject to the exclusive management and control of the Licensor. Without limitation, the Licensor may, in its operating of the Building, regulate the usage and reservation procedures for the common utilities/services. The Licensor further reserves the right to licence parts of the Licensed Premises and to make other changes as the Licensor shall from time to time reasonably determine. Notwithstanding anything else contained herein, the Licensor has no liability for any diminution or alteration of the services/utilities that occur as a result of the Licensor's exercise of its rights under this section 5(d) or elsewhere in this Agreement. The Licensee shall not be entitled to compensation or a reduction or abatement of the License Fee for such diminution of alteration.

6. Termination. The parties covenant and agree that each of them shall have the right, exercisable at any time during the Term, to terminate this Agreement for any reason whatsoever on Ninety (90) days' prior written notice to the other party.

7. End of Term Obligations. At the end of the Term, the Licensee, at the Licensee's expense, shall, by the applicable expiry or termination date, remove all of the Licensee's personal property from the Licensed Premises and deliver vacant (except for the Licensor's Office Equipment and property belonging to other licensees) possession of the Licensed Premises to the Licensor. The Licensed Premises and Licensor's Office Equipment shall be delivered by the Licensee in a clean and broom-swept condition and in the same condition and state of repair as they were in on the commencement date of the Term, subject to reasonable wear and tear and damage caused by other licensees of the Licensed Premises. The Licensee shall be responsible for all the Licensor's costs to repair any and all damage, other than reasonable wear and tear, to the Licensed Premises, Building Common Areas, Licensor's Office Equipment, or the rest of the Property caused by such removal or restoration. The Licensee shall pay such costs within Ten (10) days after receipt by the Licensee of a detailed invoice from the Licensor detailing each item and its cost. The Licence Fee shall be adjusted to and paid on the applicable termination or expiry date. The Licensee's obligations in this Section 7 shall survive the expiry or earlier termination of the Term.

8. Initial Condition. The Licensee acknowledges that it has inspected the Licensed Premises and the Licensor's Office Equipment and accepts the Licensed Premises and the Licensor's Office Equipment in their "as is" condition on the date of this Agreement. The Licensee further acknowledges that, other than the Licensor's express representations and warranties in this Agreement, if any, the Licensor and its representatives do not make any representations or warranties, express or implied, of any kind, about the Licensed Premises, Property, Licensor's Office Equipment, Licence, this Agreement, or any other matter or thing, including, without limitation, none as to the zoning, fitness or condition of the Licensed Premises for the Permitted Use or for any other purpose nor of the Property and Premises for any purpose.

9. Signs. The Licensee covenants and agrees that it shall not cause any signs to be affixed or placed on the inside or outside of the Licensed Premises or any other part of the Property, without the Licensor's prior written consent, which may be unreasonably withheld or delayed.

10. Maintenance and Repair. The parties hereto acknowledge and agree that the Licensor shall maintain and keep the Licensed Premises and the Licensor's Office Equipment in a clean and good condition and repair, subject to reasonable wear and tear, throughout the Term. Notwithstanding the foregoing, the Licensee covenants and agrees that it is responsible for all costs incurred by the Licensor to repair and restore, to the condition prior to the damage, all damage to the Licensor's Office Equipment, Licensed Premises, Building Common Areas, or the rest of the Property caused by the Licensee, its employees, agents, clients, or invitees during the Term. The Licensee shall promptly notify the Licensor in writing of all such damage occurring during the Term. The Licensee acknowledges that the Licensor reserves the right to, in the Licensor's sole and absolute discretion, subject to the provisions of the Licence, temporarily or permanently close, alter, or interfere with access to or the use of, all or part of the Building Common Areas, for purposes of maintenance, repair, or any other reason, without compensation to the Licensee and without the Licensee's consent.

11. Alterations. The Licensee covenants and agrees that it shall not make any alterations, additions, improvements, or changes to the Licensed Premises without the Licensor's prior written consent, which may be unreasonably withheld or delayed. All alterations, additions, improvements, or changes to the Licensed Premises for the Licensee that are approved by the Licensor shall be done or caused to be done by the Licensor at the Licensee's expense. The Licensee covenants and agrees to pay the Licensor for the Licensor's costs to have such work completed within Ten (10) days after receipt by the Licensee of a written invoice from the Licensor for such costs detailing each item of work and its cost.

12. Licensor's and other Licensee Access. The Licensee acknowledges that it has no rights to exclude the Licensor or other licensees of the Licensed Premises from the Licensed Premises, that the Licensor and its agents, contractors, employees, or representatives, may enter the Licensed Premises at any time to inspect the state of repair, ensure compliance with this Agreement, or for any other reason and that other licensees of the Licensed Premises may enter the Licensed Premises at any time in accordance with their agreements with the Licensor.

13. Permitted Use. The Licensee covenants and agrees that it shall use the Licensed Premises for the Permitted Use and for no other purpose, and that it shall not and shall not permit its employees, clients, agents, and invitees to use the Building Common Areas for any purposes other than such Building Common Area's designated, intended, and proper purposes.

14. Licensee's Covenants. The Licensee covenants and agrees that during the Term, the Licensee shall:

- (a) not do or permit to be done on the Licensed Premises anything which is illegal or which may be or become a nuisance (whether actionable or not), annoyance,

inconvenience or disturbance to the Licensor or to the tenants, other licensees or occupiers of the Licensed Premises or the Property or any owner or occupier of neighbouring property;

(b) not damage or permit to be damaged the Licensed Premises, Licensor's Office Equipment, Building Common Areas, Property, neighbouring properties of the Property, or the personal property of the Licensor or anyone else on the Property or neighbouring properties;

(c) not obstruct or interfere with any accessways at the Property;

(d) not park vehicles or permit parking of vehicles at the Property other than in spaces designated by the Licensor for parking within the Building Common Areas; and

(e) to pay directly to the relevant authorities when due any and all fees, levies and taxes assessed on the Licensee for the operation of the Permitted Use at the Licensed Premises.

15. Compliance with Laws and Rules. The Licensee covenants and agrees that it shall, at all times, comply with:

(a) the common law and all statutes, regulations, by-laws, orders, permits, guidelines, licences, approvals, consents, and other laws of governmental authorities (collectively, "**Laws**") applicable to the Licensed Premises, Building Common Areas, or the Property, their use, the Licensee, Licensor, or their businesses or operations at the Property. Without limiting the generality of the foregoing, the Licensee covenants and agrees to, at the Licensee's expense:

(i) comply with all environmental laws respecting Hazardous Substances and not use or store any Hazardous Substances at the Licensed Premises or do or permit to be done anything at the Licensed Premises or the Property that may contaminate all or any part of the Property or the soil or water of neighbouring properties to the Property; and

(ii) obtain, prior to commencing to carry on the Permitted Use at the Licensed Premises and then maintain throughout the Term, any and all permits, consents, licences, and approvals required from governmental authorities or other regulatory authorities for the Licensee to carry on the Permitted Use at the Licensed Premises in compliance with all Laws;

(b) all the rules and regulations set forth at Schedule B hereto and as made from time to time by the Licensor of which the Licensor notifies the Licensee respecting use of the Licensed Premises or the Building Common Areas.

16. License Fee.

(a) In consideration of the Licensor granting the Licence, the Licensee covenants and agrees to pay the Licensor **the amount of One (\$1.00) Dollar per year** of the Term in Canadian Dollars (the "**Licence Fee**"). This amount is inclusive of HST.

(b) The Licensee covenants and agrees to pay all taxes (including, without limitation, harmonized sales tax, goods and services tax, and retail sales tax) that are payable on the Licence Fee and on any other amounts payable by the Licensee to the Licensor under this Agreement (save and except HST on the Licence Fee, which is included in the Licence Fee). The Licensee shall pay such taxes to the Licensor in the same manner and at the same time as the Licensee is required to pay the portion of the Licence Fee on which such tax is payable or pay such other amount on which such tax is payable.

(c) The Licence Fee, plus any applicable taxes thereon, shall be paid by the Licensee without deduction or set-off in equal instalments in advance on the first day of each month of the Term by electronic transfer from the Licensee's bank account designated in writing by the Licensee to the Licensor's bank account designated in writing by the Licensor, and the Licensee agrees to execute and deliver to the Licensor all documents required to give effect to such automatic debiting or electronic transfer system and to pay all costs and charges in connection with the establishment and use of such system.

(d) The Licence Fee for any part of a month at the beginning or end of the Term shall be prorated on a per diem basis.

17. Utilities and Services.

(a) During the Term, the Licensor shall provide the following utilities and services at the Licensor's expense:

- (i) electricity and lighting for the Licensed Premises during business hours on Business Days;
- (ii) telephone and wi-fi service for the Licensed Premises, shared with others using the Licensed Premises;
- (iii) water for the kitchen within the Licensed Premises and the restrooms within the Building Common Areas as water is provided for the Building;
- (iv) heating, ventilation and air-conditioning (HVAC) for the Licensed Premises during business hours on Business Days;
- (v) cleaning and janitorial services, including garbage removal, for the Licensed Premises and the Building Common Areas;
- (vi) security as provided for the Building;

- (vii) maintenance and repair of the Building Common Areas, subject to reasonable wear and tear;
- (viii) shared use of the Building Common Areas, including the restrooms, during business hours on Business Days, subject to the Licensor's rules;
- (ix) access to one parking unit in the designated parking areas or spots within the Building Common Areas as assigned by the Licensor in its sole, absolute and unfettered discretion, during business hours on Business Days; and
- (x) regular access to the Licensed Premises is during business hours of the Building, being 8:00 AM to 4:00 PM Monday to Friday with secured permitted outside of regular business hours;

(b) During the Term, the Licensor shall provide the following services at the Licensee's expense which fees shall be payable in addition to the Licence Fee and in the same manner as set forth at 16(c) within ten (10) days of receipt of an invoice with respect to same:

- (i) photocopying, scanning, printing and fax services at the Licensor's then prevailing rate for such service at the time requested by the Licensee.

(c) Notwithstanding this Section 17 of this Agreement, the Licensee covenants and agrees that the Licensor is not responsible to the Licensee or its employees, clients, agents and invitees for any failure or interruption of services provided under this Section 17, nor for any and all damages, losses, injuries, expenses, and costs arising therefrom, even if they are the result of the negligence of the Licensor or those for whom the Licensor is responsible for in law.

18. Major Damage or Destruction. If all or part of the Property is substantially damaged or destroyed to the extent that, in the Licensor's opinion, it cannot be rebuilt or repaired within 120 days or the Licensed Premises cannot be used for the Permitted Use, the Licensor shall have the right to terminate this Agreement on Ten (10) days prior written notice to the Licensee.

19. Insurance. The Licensee covenants and agrees to, at the Licensee's expense, obtain before the commencement of the Term and to maintain throughout the Term: commercial general liability insurance covering third party bodily injury (including death), personal injury, and property damage or loss that occurs at the Licensed Premises or the Property in connection with the Licensee's occupancy and use of and operations at the Licensed Premises or its use of the Building Common Areas; insurance covering loss of or damage to the Licensee's personal property at the Property from any reason; business interruption insurance; and such other insurance as reasonably required by the Licensor. All such Licensee's insurance shall be in amounts approved by the Licensor, include the Licensor and its mortgagee(s) as

additional insureds as their interests may appear, and contain cross-liability, severability, and waiver of subrogation clauses as reasonably required by the Licensor. The Licensee shall provide evidence of such insurance to the Licensor prior to the commencement of the Term and upon request by the Licensor from time to time during the Term.

20. Release. The Licensee hereby releases the Licensor from all liability (including, without limitation, claims and costs) for loss of, damage or injury (including bodily injury, personal injury, and death) to the Licensee, other people or entities, the Licensee's property, or the property of other people or entities, arising from, connected to or resulting from: the Licensee's occupation, use and operations at the Licensed Premises, the Licensee's use of the Building Common Areas, the granting or exercise of the Licensee's rights or performance of its obligations under this Agreement, or a breach of this Agreement by the Licensee, whether or not the Licensee, Licensor or both has or is required under this Agreement to have insurance covering such loss, damage, or injury, and whether or not such loss, damage, or injury was caused by the Licensor's negligence or the negligence of the Licensor's representatives, employees, contractors or those for whom it is responsible for in law. Without limiting the foregoing, the Licensee agrees that the Licensor has no liability whatsoever to the Licensee for loss of or damage to the Licensee's property while such property is in the Licensed Premises or elsewhere on the Property resulting from theft or any other reason whatsoever, including, without limitation, from fire, floods, leaks, the interruption of any public utility or service, or similar perils, or the negligence of the Licensor or those for whom it is responsible for in law.

21. Indemnity. The Licensee hereby indemnifies the Licensor, its officers, directors, shareholders, representatives, agents, and employees and holds each and all of them harmless from and against any and all claims, costs and other liabilities whatsoever that any or all of them may incur in connection with damage to or loss of any person's or entity's property or bodily or personal injury to or the death of any person or entity or any other type of claim, loss, cost, or other liability arising from, in connection with, or resulting from the Licensor granting this Agreement, the exercise of the Licensee's rights or performance of its obligations under this Agreement, the use of the Licensed Premises or Building Common Areas by the Licensee or anyone that the Licensee is responsible for in law, and/or a breach of this Agreement by the Licensee, whether or not the Licensee, Licensor or both has or is required under this Agreement to have insurance coverage for such loss, damage, injury, claim, cost, or other liability and whether or not such loss, injury, damage, claim, cost or other liability was caused by the Licensor's negligence or the negligence of the Licensor's representatives, employees, contractors or those for whom it is responsible for in law.

22. Force Majeure. Notwithstanding any other provision in this Agreement, in the event that either the Licensor or the Licensee shall be unable to fulfill or shall be delayed or restricted from its performance of any term or obligation under this Agreement by reason of any Force Majeure Event, other than the Licensee's obligation to pay the Licence Fee or any other monies owed by the Licensee under this Agreement, such party shall, so long and to the extent that any such delay or restriction exists, be relieved from the performance of such obligation

and shall be granted a reasonable period of time to perform the obligation once the Force Majeure Event ceases to exist and the other party shall not be entitled to compensation for any resulting loss, damage, inconvenience, nuisance, or discomfort. For this Section 22 to apply, the party claiming it is delayed or restricted from performing any of its terms or obligations under this Agreement by reason of a Force Majeure Event shall give the other party written notice within Three (3) days of the commencement of the Force Majeure Event, explaining the Force Majeure Event, the term or obligation under this Agreement that is restricted or delayed from being performed because of the Force Majeure Event, and how long the delay or restriction on performance is expected to continue. In the event that the term or obligation under this Agreement that is restricted or delayed from being performed by a Force Majeure Event as set out in the notice remains uncured for a period of Ten (10) days following written notice under this Section 22, the Licensor may thereafter terminate this Agreement upon Five (5) days' prior written notice to the other party. Both the Licensor and Licensee acknowledge and agree that this Section 22 does not apply to the Licensee's obligations to pay the Licence Fee or other monies owed under this Agreement when due.

23. Transfers by Licensee. The Licensee covenants and agrees that it shall not assign, give as security, sublicense, or in another way transfer all or part of the Licence, this Agreement, or possession of all or part of the Licensed Premises, or change the ownership of the Licensee, without the prior written consent of the Licensor, which may be unreasonably withheld or delayed.

24. Subordination. The Licensee covenants and agrees that the Licence and this Agreement are automatically subordinate to all mortgages (including leasehold mortgages and freehold mortgages) of all or part of the Property regardless of when such mortgages are or were granted and registered and without the need to execute any further documentation to give effect to such subordination. The Licensor shall have the right to terminate this Agreement if this Agreement places the Licensor in default of a Licensor's mortgage of all or part of the Licensed Premises or Property.

25. Defaults. In addition to any other remedies the non-defaulting party has under this Agreement, at law, or in equity, upon a party committing an Event of Default, the other party may terminate this Agreement on Twenty (20) days' prior written notice to the defaulting party and pursue any other remedies available to the other party at law or in equity.

26. Registration. The Licensor and Licensee covenant and agree that this Agreement or notice of this Agreement shall not be registered on title to all or any part of the Property.

27. Notice. All notices, requests, consents, claims, demands, waivers, and other communications hereunder shall be in writing and shall be deemed to have been given: (a) when delivered by hand (with written confirmation of receipt); (b) when received by the addressee if sent by a nationally recognized overnight courier (receipt requested); (c) on the date sent by facsimile or email of a PDF document (with confirmation of transmission) if sent during normal business hours of the recipient, and on the next Business Day if sent after normal business hours of the recipient; or (d) on the third day after the date mailed, by certified

or registered mail, return receipt requested, postage prepaid. Such communications must be sent to the respective parties at the following addresses (or at such other address for a party as shall be specified in a notice given in accordance with this Section 27):

To the Licensor:

Renfrew Town Hall
127 Raglan Steet S.
Renfrew, Ontario
Attn: Chief Administrative Officer

To the Licensee:

County of Renfrew
9 International Drive
Pembroke, Ontario
Attn: Chief Administrative Officer

28. Time of the Essence. Time shall in all respects be of the essence of this Agreement.
29. Amendments. No amendment or modification of this Agreement shall be binding unless in writing and signed by the Licensor and Licensee.
30. Further Assurances. Each of the parties hereto shall execute and deliver such additional documents, instruments, conveyances, and assurances and take such further actions as may be reasonably required to carry out the provisions of this Agreement.
31. Enurement. This Agreement shall be binding upon and shall enure to the benefit of the parties hereto and their respective permitted assigns.
32. Governing Law. This Agreement is governed by and construed in accordance with the laws of the Province of Ontario, and the federal laws of Canada applicable in that Province.
33. Entire Agreement. This Agreement constitutes the sole and entire agreement of the parties with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings, agreements, representations, and warranties, both written and oral, with respect to such subject matter.
34. Counterparts and Electronic Delivery. This Agreement and any amendments, waivers, consents, or supplements hereto may be executed in counterparts (and by different parties hereto on different counterparts), each of which shall constitute an original, but all of which when taken together shall constitute a single contract. Delivery of an executed counterpart of

a signature page to this Agreement by facsimile or by sending a scanned copy ("pdf") by email shall be as effective as delivery of a manually executed counterpart of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date written above.

**LICENSOR:
CORPORATION OF THE TOWN OF
RENFREW**

By: _____

Name:

Title:

By: _____

Name:

Title:

We have authority to bind the Corporation

**LICENSEE:
ENTERPISE RENFREW COUNTY**

By: _____

Name: Craig Kelley

Title: Chief Administrative Officer/Clerk

By: _____

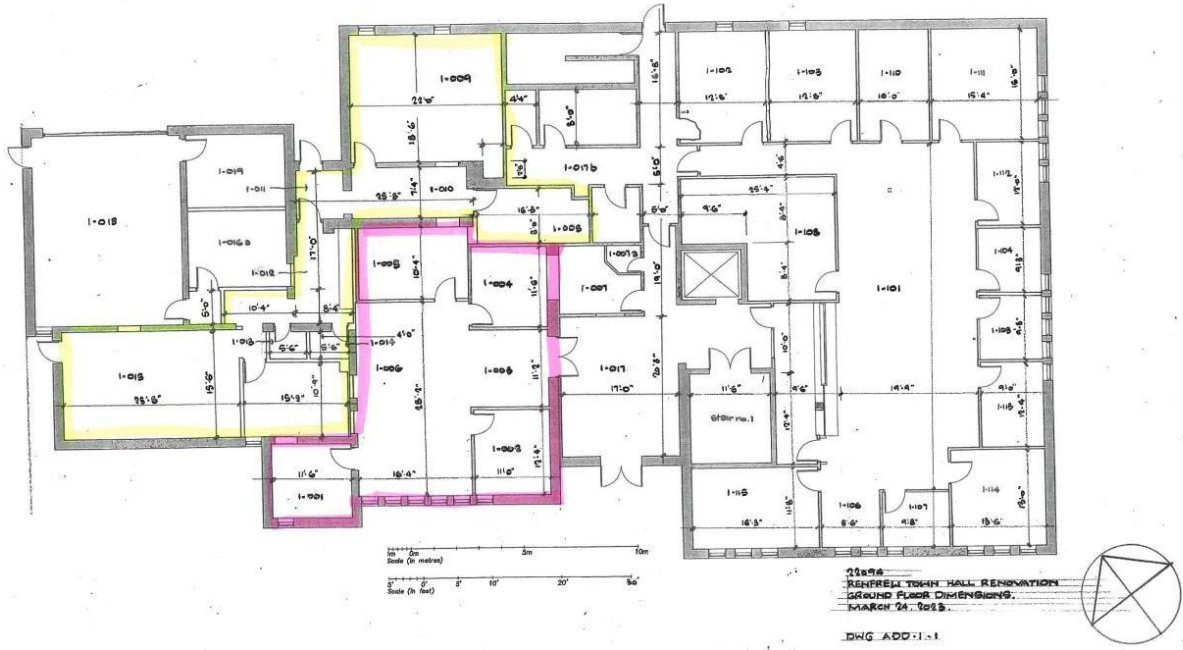
Name: Peter Emon

Title: Warden

I/we have authority to bind the Enterprise

Renfrew County

SCHEDULE A
Licensed Premises



SCHEDULE A

Rules

All licensees will be required to book the meeting rooms, conference rooms and cubicles/desk space in advance of their use thereof.

Meeting rooms, conference rooms, cubicles/desk space and common facilities/amenities are booked on a first come first serve basis. Licensor reserves the right to exercise discretion regarding bookings and to decline a booking in order to ensure all licensees receive equal or otherwise fair use of space(s). Use of meeting rooms may vary due to increase or decrease in licensees.

All licensees will be provided with a code/identification number that will be required to use the Licensor's Office Equipment for the purpose of allocating costs of use thereof.

The Licensed Premises is designed to be a shared/collaborative office space, therefore there will be natural sound migration from other office spaces in the Licensed Premises. Respect of others' privacy and need for reasonable sound levels is required.

Licensee employees, contractors, agents, representatives, and guests are required to clean up after themselves when using the common areas within the Building and the Licensed Premises, including but not limited to kitchen and washrooms. This means all dishes used are to be washed properly and returned to their cupboard. All garbage and food waste is to be disposed of in designated garbage/recycling bins provided.

With respect to the internet connectivity provided in the Building and in the Licensed Premises, licensees will not download any files or access any online content contrary to applicable laws; or download or stream content not appropriate for a shared professional workspace.

The sidewalks, entrances, elevators, stairways and corridors of the Building shall not be obstructed or used by the Licensee, its agents, servants, contractors, invitees or employees for any purpose other than access to and from the Licensed Premises.

The toilets, sinks, drains, washrooms and other water apparatus shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags, ashes or other substances, such as chemicals, solvents, noxious liquids or pollutants shall be thrown therein, and any damage resulting to them from misuse shall be borne by the Licensee by whom or by whose employees, agents, servants, contractors or invitees the damage was caused.

The Licensee shall not perform any acts or carry on any activity which may damage the Licensed Premises or the common areas or be a nuisance to any other licensee.

No animals or birds shall be brought into the Building or kept on the Licensed Premises.

The Licensee shall not mark, drill into, bore or cut or in any way damage or deface the walls, ceilings or floors of the Licensed Premises. No wires, pipes or conduits shall be installed in

the Licensed Premises. No broadloom or carpeting shall be affixed to the Licensed Premises by means of a non-soluble adhesive or similar products.

No one shall use the Licensed Premises for sleeping apartments or residential purposes, for the storage of personal effects or articles other than those required for business purposes, or for any illegal purpose.

The Licensee must observe strict care not to allow windows to remain open so as to admit rain or snow, or so as to interfere with the heating of the Building. The Licensee neglecting this rule will be responsible for any damage caused to the property of other licensees, or to the property of the Licensor, by such carelessness. The Licensee, when closing the Licensed Premises, shall close all windows and lock all doors.

The Licensee shall not without the express written consent of the Licensor, place any additional locks upon any doors of the Licensed Premises and shall not permit any duplicate keys to be made therefor; but shall use only additional keys obtained from the Licensor, at the expense of the Licensee, and shall surrender to the Licensor on the termination of the Lease all keys of the Licensed Premises.

No inflammable oils or other inflammable, toxic, dangerous or explosive materials shall be kept or permitted to be kept in or on the Licensed Premises or at the Property.

No bicycles or other vehicles shall be brought within the Licensed Premises or upon the Licensor's Property, including any lane or courtyard, unless otherwise agreed in writing.

Nothing shall be placed on the outside of windows or projections of the Licensed Premises. No air conditioning equipment shall be placed at the windows of the Licensed Premises without the consent in writing of the Licensor.

The Licensor reserves the right to restrict the use of the Building before 8:00 a.m. and after 4:00 p.m.

Canvassing, soliciting and peddling in the Building is prohibited.

The Licensee shall first obtain in writing the consent of the Licensor to any alteration or modification to the electrical system in the Licensed Premises and all such alterations and modifications shall be completed at the Licensee's expense by an electrical contractor acceptable to the Licensor.

The Licensee shall first obtain in writing the consent of the Licensor to the placement by the Licensee of any garbage containers or receptacles outside the Licensed Premises or Building.

The Licensee shall not install or erect on or about the Licensed Premises television antennae, communications towers, satellite dishes or other such apparatus.

The Licensor shall have the right to make such other and further reasonable rules and regulations and to alter, amend or cancel all rules and regulations as in its judgement may from time to time be needed for the safety, care and cleanliness of the Building and for the preservation of good order therein and the same shall be kept and observed by the Licensee, his employees, agents, servants, contractors or invitees. The Licensor may from time to time

waive any of such rules and regulations as applied to particular licensees and is not liable to the Licensee for breaches thereof by other licensees.

November 29, 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. Service Delivery Review / StrategyCorp Update

Since early October 2020, the County of Renfrew has been engaged with StrategyCorp on an update to the Service Delivery Review, including an examination of the composition and responsibilities of the Senior Leadership Team (SLT) given the impending changes coming due to retirements. To this point, interviews and consultations have occurred with members of the SLT, and with the Chairpersons of the standing committees. StrategyCorp has also received a list of municipal comparators, and all of the key strategic documents, in order to assist with a fulsome report. It is anticipated that the Chief Administrative Officer/Clerk will receive a draft report with several recommendations by the end of November 2023, and will bring them to a closed meeting of County Council when fully analyzed for potential impact.

2. Agenda Management System

There are several municipalities using an Electronic Agenda Management Provider to streamline and improve this process. An Electronic Agenda Management System is a software application that is used to electronically create meeting documents, route them for review and approval (workflow) and publish those documents to websites. An Electronic Agenda Management System easily provides the opportunity to generate records from reports, and minutes from agendas, and Council directives or action items from the minutes for staff to complete. An Electronic Agenda Management System essentially manages the documents from creation to archive for easy retrieval. It allows for a single source publishing, meaning content is entered once into the report template and once entered it is used on multiple documents (agenda, motions) through to minute completion.

The Clerk's Office would like to adopt the practice of an agenda automation system to improve the workflow process and eliminate inefficiencies and duplication of work. Staff has determined that it is now time to move to a platform that suits the needs of the County of Renfrew.

Staff have been in touch with several of our colleagues across the eastern region group of clerks, as well as many of the local municipalities, on their preferred software platforms. Over the course of the next few weeks, we will assess those platforms against the needs of the County of Renfrew and select one to move forward with.

Funding required for implementation will be included in the appropriate budget(s) and likely shared across departments.

3. **Council Remuneration – September 30, 2023**

Attached as Appendix I is the Treasurer’s Statement of Remuneration and Expenses paid to County Council as of September 30, 2023.

4. **Treasurer’s Report – September 30, 2023**

Attached as Appendix II is the September 30, 2023 monthly one-page financial summary, along with the Treasurer’s Report for the General Revenue Fund, Bonnechere Manor, Miramichi Lodge, Public Works and Renfrew County Housing Corporation.

5. **Provincial Offences Administration – East Region Manager’s Meeting**

On September 25, 2023, Manager of Provincial Offences, Ashley Wilton attended an East Region Manager’s meeting in Perth. His Worship, Regional Senior Justice of the Peace Kreling also attended. Discussion items included Clerk of the Court Reforms, Part III prosecution download and joint legal oversight options, body cam and dash cam evidence, 2024 court calendar and ongoing case backlog. His Worship Kreling has indicated that his resources have improved for 2024, and the Pembroke courts will see a return of judicial availability for special trials and the reallocation of some of the lost satellite court dates. The group also discussed advocacy options and the judicial appointment process. Subsequently, the United Counties of Leeds Grenville forwarded the letter to Minister Downey, which is attached as Appendix III.

6. **Provincial Offences Administration – Part III Prosecution Services Update**

Director of Corporate Services, Jeffrey Foss and Manager of Provincial Offences, Ashley Wilton met with the new County of Renfrew Ontario Court of Justice Crown Attorney James Bocking on October 26, 2023 regarding the transfer of Part III prosecution services. A tentative target of Q2 in 2024 was set to accept this transfer of Part III prosecutions. Concurrently, the Manager of Provincial Offences has been coordinating with the United Counties of Leeds and Grenville (UCLG) and the Town of Perth regarding group oversight options for prosecution responsibilities. Attached as Appendix IV are the standard transfer documents provided by the Crown’s Office related to this transfer agreement. Further information will be brought forward in early 2024.

7. **Take Our Kids to Work Day 2023**

Take Our Kids to Work Day is an annual career exploration event, held every November, where Grade 9 students across Canada spend the day in the life of a working professional. This year’s event took place on November 1. The County was pleased to have students at our workplaces again this year. The experiences on this day enhance the student’s understanding of the realities of working life and supports them in their own career exploration to make more informed choices. The event also gives parents the opportunity to discuss career prospects with their children, allows our organization the opportunity to share knowledge, experience and advice around career choices and relevant skills required in today’s workplace.

8. **Co-Op Placements**

Co-operative Education (Co-op) provides high school students with valuable community-based experience while earning credits towards a graduation diploma. Co-op, a type of experiential learning, allows students to apply and reflect on their learning in a setting outside school and helps engage and motivate students. Students are often more successful when learning is meaningful and connected to their lives and community. The County of Renfrew is currently hosting two co-op students at Miramichi Lodge and hopes the experience helps the students confirm career decisions before starting post-secondary education, including apprenticeships. Further, the County of Renfrew hopes the students can build an evidence-based career portfolio to support the application process for work, college or university. Lastly, the largest benefit to the County of Renfrew is the establishment of contacts in the workplace for networking opportunities and demonstrate that municipal jobs are an attractive career path.

RESOLUTIONS

9. **Resolution to Support the EOWC 7 in 7 Plan With an Additional Contribution**

RESOLUTION NO. FA-CC-23-11-96

Moved by Chair

Seconded by Committee

THAT County Council approve that the County of Renfrew supports the total contribution of \$468,000.00 required for the Eastern Ontario Wardens' Caucus (EOWC) 7 in 7+ Regional Housing Plan deliverables to March 31, 2024 as presented by Eastern Ontario Regional Network (EORN), to be shared equally amongst the 13 member municipalities, with \$36,000.00 being the County's share.

Background

At the October 12, 2023, meeting of the Eastern Ontario Wardens' Caucus (EOWC), members received an update from the project manager for the regional housing plan (7 in 7+), the Eastern Ontario Regional Network (EORN). Over the past several months, EORN has been acting as the Project Manager, working with KWM Consulting to develop the regional business case. That contract has now been completed and further work is required to develop the business case into an affirmative business and action plan, including assessing financial aggregators, applications to upper-tier governments, arranging lobbying efforts, and the roll-out of a suitable procurement model. The EOWC had previously approved EORN as the Project Manager, and feels strongly that they continue this work until the end of March 31, 2024, identifying this as a date when the final plans would be completed.

10. **Town of Arnprior – Community Improvement Plan**

RESOLUTION NO. FA-CC-23-11-99

Moved by Chair

Seconded by Committee

THAT County Council direct staff to review the information from the Town of Arnprior and provide a report to a future meeting of this Committee detailing the projected impact on the County of Renfrew to participate in the tax assistance program for the Town of Arnprior.

Background

Within the Town of Arnprior's Community Improvement Plan, there is a Brownfield Remediation Tax Assistance Program. Whereby, in accordance with Section 365.1 of the Municipal Act, the Town may defer or cancel all or a portion of municipal taxes during the period in which the brownfield site is being cleaned up or redeveloped (the rehabilitation period and statement period, as defined in the Municipal Act). Under the Program, it indicates that the Town may formally request the County of Renfrew to participate in the tax assistance program and the Town may also apply to the Minister of Finance, on behalf of the property owner, to have the education portion of the property taxes deferred or cancelled. The Town of Arnprior has recently received an application under this CIP program and are reaching out to the County of Renfrew to determine if the County of Renfrew has a program or if they would consider participating in the tax assistance program.

The County of Renfrew has advised the Town of Arnprior that there is no upper-tier Community Improvement Plan in effect. After reviewing Section 365.1 of the Municipal Act, the County of Renfrew also advised the Town of Arnprior that the next steps would be for them to send a letter of request to the County of Renfrew for consideration at a future meeting of the Finance & Administration Committee. Accordingly, attached as Appendix V from the Town of Arnprior is their formal request letter, a copy of the resolution and the recent staff report regarding their formal request for the County of Renfrew's participation in the Brownfield Remediation Tax Assistance Program under the Town's Community Improvement Plan.

BY-LAWS

11. Benefits Renewal of Services

RESOLUTION NO. FA-CC-23-11-100

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-law to enter into a service agreement renewal with Cowan Benefits Consulting for the period January 1, 2024 to December 31, 2024; AND FURTHER THAT a By-law to enter into a service agreement renewal with Manulife Financial for the provision of a benefits insurance program (Policy 4704) for the period of January 1, 2024 to December 31, 2024 be adopted.

Background

The Municipal Benefits Committee (MBC) met with our benefits consultants, Cowan Insurance, on October 27, 2023 to conduct a review of the services and plans. The renewal period for these services is January 1, 2024 – December 31, 2024. The MBC voted to continue with Cowan's consulting services, as well as to continue with Manulife Financial for the provision of a benefits insurance program for the period of January 1, 2024 to December 31, 2024.

Annual Employee Benefits Plan Renewal

As a result of plan design management and the efforts of our benefits consultants, Cowan Insurance Group, our renewal rates have been negotiated for 2024 with an overall decrease on the annual premium of approximately \$165,000.00.

Attached as Appendix VI is the presentation that includes the executive summary from Cowan Insurance Group which shows the 2024 renewal information for the MBC as a whole.

All of which is respectfully submitted.

Jennifer Murphy, Chair

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

**Breakdown of Treasurer's Statement of Remuneration and Expenses Paid to County Council
2023 - YEAR-TO-DATE (SEPTEMBER)**

To the Warden and Members of the Renfrew County Council:

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

Name	Payroll				Payroll & Accounts Payable	Payroll & Accounts Payable	Accounts Payable		TOTAL
	Salary	ADHOC Per Diem	Mileage	Expenses	AMO FCM Advocacy / Delegations	CONVENTION Expenses	ADHOC Expenses	OTHER Expenses	
Bennett, David	11,174.00	243.00	1,010.48	0.00	0.00	0.00	0.00	0.00	12,427.48
Brose, James	12,797.00	1,458.00	1,279.35	0.00	4,004.91	0.00	0.00	0.00	19,539.26
Doncaster, Glenn	12,434.00	0.00	1,483.76	0.00	10,973.19	606.04	0.00	0.00	25,496.99
Donohue, Michael	12,434.00	527.00	1,520.89	0.00	5,048.22	0.00	0.00	0.00	19,530.11
Emon, Peter	45,128.00	11,664.00	8,186.78	1,761.81	834.43	0.00	0.00	13,505.02	81,080.04
Giardini, Anne	12,434.00	243.00	1,929.84	0.00	870.05	490.10	0.00	0.00	15,966.99
Grills, Deborah	11,597.50	284.00	1,871.36	0.00	0.00	0.00	0.00	0.00	13,752.86
Jahn, Valerie	10,952.00	41.00	1,456.56	0.00	0.00	815.12	0.00	0.00	13,264.68
Lynch, Daniel	10,952.00	2,228.00	2,347.50	0.00	0.00	2,319.47	0.00	0.00	17,846.97
MacKenzie, Mark	10,952.00	284.00	1,789.35	0.00	0.00	1,082.19	0.00	0.00	14,107.54
Mayville, David	10,952.00	41.00	1,787.50	0.00	0.00	3,255.01	0.00	0.00	16,035.51
Murphy, Jennifer	12,434.00	1,499.00	2,049.25	0.00	1,472.15	0.00	0.00	0.00	17,454.40
Nicholson, Neil	10,952.00	243.00	907.20	0.00	0.00	2,535.26	0.00	0.00	14,637.46
Serviss, Gary	10,952.00	0.00	575.28	0.00	0.00	0.00	0.00	0.00	11,527.28
Watt, Keith	10,952.00	770.00	212.16	0.00	0.00	0.00	0.00	0.00	11,934.16
Weir, Robert	10,952.00	486.00	3,013.76	0.00	834.43	1,482.11	0.00	0.00	16,768.30
Willmer, Mark	10,952.00	284.00	2,363.68	0.00	0.00	0.00	0.00	0.00	13,599.68
TOTAL	\$ 229,000.50	\$ 20,295.00	\$ 33,784.70	\$ 1,761.81	\$ 24,037.38	\$ 12,585.30	\$ -	\$ 13,505.02	\$ 334,969.71

2023-11-06

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

1

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
PUBLIC WORKS	8,007,717.15	8,632,095.00	(624,377.85)	10,216,019.00
Operations Committee	8,007,717.15	8,632,095.00	(624,377.85)	10,216,019.00
PROPERTY - Pembroke Admin	127,253.61	81,707.00	45,546.61	88,576.00
PROPERTY - Renfrew County Place	(222,660.13)	(208,219.00)	(14,441.13)	(222,808.00)
PROPERTY - Base Stations	(173,968.03)	(123,435.00)	(50,533.03)	0.00
PROPERTY - Arnprior Office	(54,030.00)	(61,695.00)	7,665.00	0.00
PROPERTY - Renfrew OPP	68,396.54	67,804.00	592.54	0.00
FORESTRY DEPT.	(95,916.57)	81,902.00	(177,818.57)	76,777.00
GIS	107,648.43	161,251.00	(53,602.57)	209,880.00
ECONOMIC DEVELOPMENT	234,073.16	353,178.00	(119,104.84)	455,029.00
ENTERPRISE CENTRE	21,041.25	23,115.00	(2,073.75)	28,055.00
OTTAWA VALLEY TOURIST ASSOCIATION	222,410.00	222,410.00	0.00	290,275.00
PLANNING DEPARTMENT	431,295.67	609,850.00	(178,554.33)	786,947.00
Development & Property Committee	665,543.93	1,207,868.00	(542,324.07)	1,712,731.00
BONNECHERE MANOR	1,134,133.56	1,134,135.00	(1.44)	1,512,178.00
MIRAMICHI LODGE	949,369.50	949,365.00	4.50	1,265,826.00
OTHER LONG TERM CARE	70,923.15	71,217.00	(293.85)	94,950.00
HEALTH SERVICES	1,316,691.00	1,325,970.00	(9,279.00)	1,767,955.00
OTTAWA VALLEY OHT	(0.17)	6,873.00	(6,873.17)	0.00
PARAMEDIC - 911	6,884,033.78	6,966,531.00	(82,497.22)	9,958,889.00
PARAMEDIC - OTHER	(0.00)	21,741.00	(21,741.00)	0.00
EMERGENCY MANAGEMENT	79,716.76	142,152.00	(62,435.24)	179,532.00
Health Committee	10,434,867.58	10,617,984.00	(183,116.42)	14,779,330.00
ONTARIO WORKS	978,020.63	874,705.00	103,315.63	1,347,203.00
CHILD CARE	337,936.07	429,295.00	(91,358.93)	448,793.00
COMMUNITY HOUSING	4,146,969.24	4,062,173.00	84,796.24	5,183,055.00
Community Services Committee	5,462,925.94	5,366,173.00	96,752.94	6,979,051.00
MEMBERS OF COUNCIL	377,023.92	416,214.00	(39,190.08)	613,829.00
GENERAL - ADMINISTRATION	783,168.21	782,623.00	545.21	989,774.00
INFORMATION TECHNOLOGY	270,655.10	414,857.00	(144,201.90)	536,587.00
HUMAN RESOURCES DEPARTMENT	223,486.65	210,422.00	13,064.65	259,687.00
Publicity/Public Relations	9,008.26	11,250.00	(2,241.74)	15,000.00
AGRICULTURE & REFORESTATION	9,238.18	15,003.00	(5,764.82)	20,000.00
PROVINCIAL OFFENCES ADMINISTRATION	(355,632.00)	(355,632.00)	0.00	(488,350.00)
PROPERTY ASSESSMENT	1,155,311.13	1,155,310.00	1.13	1,540,414.00
FINANCIAL EXPENSE	424,610.09	704,945.00	(280,334.91)	20,028,594.00
Finance & Administration Committee	2,896,869.54	3,354,992.00	(458,122.46)	23,515,535.00
Total Net Expenses	27,467,924.14	29,179,112.00	(1,711,187.86)	57,202,666.00
County Levy	39,670,427.00	39,670,422.00	5.00	52,893,896.00
Other Revenue	3,943,820.95	2,338,942.00	1,604,878.95	4,308,770.00
Total Revenue	43,614,247.95	42,009,364.00	1,604,883.95	57,202,666.00
Municipal Surplus / (Deficit)	16,146,323.81	12,830,252.00	3,316,071.81	0.00

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

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
	<u>377,023.92</u>	<u>416,214.00</u>	<u>(39,190.08)</u>	<u>613,829.00</u>
<u>MEMBERS OF COUNCIL</u>				
Warden's Salary & Per Diem	56,792.00	53,968.00	2,824.00	80,952.00
Council - Salaries	183,872.50	182,496.00	1,376.50	273,745.00
Councillor Ad Hoc Meeting per Diem	8,631.00	19,440.00	(10,809.00)	29,160.00
CPP,UIC,Employer Health Tax	14,592.41	17,248.00	(2,655.59)	25,872.00
Councillor Benefits - EHC/Dental	47,738.88	52,152.00	(4,413.12)	78,223.00
Councillor Group Insurance	4,760.00	5,120.00	(360.00)	7,677.00
Ad Hoc Meeting Expenses	0.00	0.00	0.00	0.00
Advocacy	320.00	20,000.00	(19,680.00)	30,000.00
AMO Board Expenses	2,538.91	6,664.00	(4,125.09)	10,000.00
Computer Supplies	0.00	3,753.00	(3,753.00)	5,000.00
Council - Conventions	27,056.86	22,500.00	4,556.86	30,000.00
Council - Mileage	33,784.70	23,336.00	10,448.70	35,000.00
Councillor Liability Insurance	10,775.91	10,200.00	575.91	10,200.00
FCM Board Expenses	7,026.91	6,664.00	362.91	10,000.00
EOWC Meetings	179.43	0.00	179.43	0.00
Hospitality	15,071.84	15,003.00	68.84	20,000.00
Legal	0.00	1,503.00	(1,503.00)	2,000.00
Office Supplies	85.74	3,753.00	(3,667.26)	5,000.00
Publicity	11,373.13	4,500.00	6,873.13	6,000.00
Recoveries - County	(48,750.03)	(48,750.00)	(0.03)	(65,000.00)
Recoveries - Federal	(2,726.51)	0.00	(2,726.51)	0.00
Recoveries - Other	(13,138.96)	0.00	(13,138.96)	0.00
Special Projects	886.82	0.00	886.82	0.00
Warden's Expenses	15,266.83	6,664.00	8,602.83	10,000.00
Warden's Golf Tournament	885.55	0.00	885.55	0.00
Warden's Banquet Expense	0.00	10,000.00	(10,000.00)	10,000.00
<u>GENERAL - ADMINISTRATION</u>	<u>783,168.21</u>	<u>782,623.00</u>	<u>545.21</u>	<u>989,774.00</u>
Salaries	959,363.79	966,162.00	(6,798.21)	1,256,014.00
Employee Benefits	297,488.05	285,469.00	12,019.05	371,110.00
Bank Charges - Moneris	3,589.34	1,728.00	1,861.34	2,300.00
Computer Maintenance	45,975.92	33,750.00	12,225.92	45,000.00
Conferences & Conventions	5,210.91	3,753.00	1,457.91	5,000.00
Depreciation	1,094.24	1,197.00	(102.76)	1,600.00
General Legal & Audit	17,060.71	19,197.00	(2,136.29)	25,600.00
Membership Fees	36,285.68	36,000.00	285.68	36,000.00
Office Expense	14,079.65	19,503.00	(5,423.35)	26,000.00
Professional Development	7,871.18	3,753.00	4,118.18	5,000.00
Recovery - Other Departments	(798,970.09)	(645,264.00)	(153,706.09)	(860,350.00)
Recruitment	2,425.93	747.00	1,678.93	1,000.00
Revenue - Provincial	0.00	0.00	0.00	0.00
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00
Special Projects - EOWC	22,362.87	15,075.00	7,287.87	20,100.00
Special Projects	11,073.87	22,500.00	(11,426.13)	30,000.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(1,094.24)	(1,197.00)	102.76	(1,600.00)
Surplus Adjustment - TRF to Reserves	145,562.50	0.00	145,562.50	0.00
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	0.00
Telephone	6,254.19	3,753.00	2,501.19	5,000.00
Travel	7,533.71	16,497.00	(8,963.29)	22,000.00

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

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR</u> <u>BUDGET</u>
<u>PROPERTY - Pembroke Admin</u>	<u>127,253.61</u>	<u>81,707.00</u>	<u>45,546.61</u>	<u>88,576.00</u>
Salaries	131,874.23	130,009.00	1,865.23	169,011.00
Employee Benefits	42,636.28	39,069.00	3,567.28	50,787.00
Advertising	0.00	747.00	(747.00)	1,000.00
Capital - under threshold	0.00	0.00	0.00	0.00
Depreciation	316,732.95	306,000.00	10,732.95	408,000.00
Elevator Maintenance	5,502.42	5,958.00	(455.58)	7,949.00
Garbage Disposal	5,037.44	4,770.00	267.44	6,355.00
Grounds keeping	4,542.51	4,320.00	222.51	5,764.00
Insurance	52,556.83	44,182.00	8,374.83	44,182.00
Janitorial Contract	92,410.24	66,825.00	25,585.24	89,100.00
Legal	0.00	1,503.00	(1,503.00)	2,000.00
Lights, Heat & Power	108,750.78	94,554.00	14,196.78	126,075.00
Mechanical	8,721.16	16,497.00	(7,775.84)	22,000.00
Memberships/Subscriptions	673.62	1,125.00	(451.38)	1,500.00
Miscellaneous	3,654.02	2,097.00	1,557.02	2,800.00
Office Supplies	18,152.24	13,401.00	4,751.24	17,860.00
Professional Development	0.00	3,753.00	(3,753.00)	5,000.00
Recoveries - County	(385,342.47)	(394,596.00)	9,253.53	(526,130.00)
Recoveries - Other	0.00	(44,253.00)	44,253.00	(59,000.00)
Recruitment	0.00	567.00	(567.00)	750.00
Repairs & Maintenance	26,922.36	33,750.00	(6,827.64)	45,000.00
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00
Security & Monitoring	4,244.20	4,707.00	(462.80)	6,273.00
Special Projects	0.00	29,997.00	(29,997.00)	40,000.00
Surplus Adjustment - Capital	82,706.72	234,000.00	(151,293.28)	312,000.00
Surplus Adjustment - Depreciation	(316,732.95)	(306,000.00)	(10,732.95)	(408,000.00)
Surplus Adjustment - TRF from Reserves	(82,706.72)	(219,753.00)	137,046.28	(293,000.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00
Telephone	1,983.62	2,250.00	(266.38)	3,000.00
Travel	1,256.84	3,600.00	(2,343.16)	4,800.00
Vehicle Expenses	3,677.29	2,628.00	1,049.29	3,500.00
<u>PROPERTY - Renfrew County Place</u>	<u>(222,660.13)</u>	<u>(208,219.00)</u>	<u>(14,441.13)</u>	<u>(222,808.00)</u>
Salaries & Benefits	59,786.36	67,711.00	(7,924.64)	88,027.00
Capital - Under Threshold	4,716.58	0.00	4,716.58	0.00
Depreciation	158,549.31	157,500.00	1,049.31	210,000.00
Elevator Maintenance	3,455.44	5,346.00	(1,890.56)	7,122.00
Garbage Removal	3,052.34	2,997.00	55.34	4,001.00
Grounds keeping	23,693.08	24,003.00	(309.92)	32,000.00
Insurance	23,339.93	19,495.00	3,844.93	19,495.00
Insurance Claim Costs	0.00	0.00	0.00	0.00
Janitorial Contract	24,320.56	49,725.00	(25,404.44)	66,300.00
Lease Revenue- Outside	(234,906.87)	(252,720.00)	17,813.13	(336,954.00)
Lights, Heat & Power	59,812.27	73,035.00	(13,222.73)	97,375.00
Mechanical	30,281.74	13,113.00	17,168.74	17,478.00
Miscellaneous	185.23	3,789.00	(3,603.77)	5,046.00
Municipal Taxes	18,280.38	17,800.00	480.38	17,800.00
Office Supplies / Admin Costs	6,089.25	5,346.00	743.25	7,137.00
Recoveries - County	(254,842.47)	(254,844.00)	1.53	(339,790.00)
Recoveries - Outside	(4,590.45)	(17,800.00)	13,209.55	(17,800.00)
Repairs & Maintenance	14,150.58	30,267.00	(16,116.42)	40,356.00
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00
Security & Monitoring	515.92	4,518.00	(4,002.08)	6,029.00
Surplus Adjustment - Capital	298,864.56	786,897.00	(488,032.44)	1,049,200.00
Surplus Adjustment - Depreciation	(158,549.31)	(157,500.00)	(1,049.31)	(210,000.00)
Surplus Adjustment - TRF from Reserves	(298,864.56)	(786,897.00)	488,032.44	(1,049,200.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	63,570.00

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

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR</u>
	<u>(173,968.03)</u>	<u>(123,435.00)</u>	<u>(50,533.03)</u>	<u>BUDGET</u>
				<u>0.00</u>
<u>PROPERTY - Base Stations</u>				
BLDG - Repairs & Maint	9,678.40	33,804.00	(24,125.60)	45,051.00
Capital Under Threshold	0.00	0.00	0.00	0.00
Depreciation	46,291.68	46,800.00	(508.32)	62,400.00
Grounds keeping	27,038.82	35,235.00	(8,196.18)	46,979.00
Internal Charges	0.00	0.00	0.00	2,904.00
Janitorial Contract	14,074.75	24,876.00	(10,801.25)	33,173.00
Lights, Heat & Power	23,484.18	27,909.00	(4,424.82)	37,208.00
Mechanical	3,226.07	3,744.00	(517.93)	5,000.00
Misc. - Building Expenses	3,075.04	5,544.00	(2,468.96)	7,346.00
Recoveries - County	(254,545.29)	(254,547.00)	1.71	(339,394.00)
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00
Surplus Adjustment - Capital	0.00	35,694.00	(35,694.00)	47,600.00
Surplus Adjustment - Depreciation	(46,291.68)	(46,800.00)	508.32	(62,400.00)
Surplus Adjustment - TRF from Reserves	0.00	(35,694.00)	35,694.00	(47,600.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	161,733.00
<u>PROPERTY - Arnprior Office</u>	<u>(54,030.00)</u>	<u>(61,695.00)</u>	<u>7,665.00</u>	<u>0.00</u>
Bldg. - Repairs & Maintenance	3,281.32	990.00	2,291.32	1,322.00
Capital Under Threshold	0.00	0.00	0.00	0.00
COVID	0.00	0.00	0.00	0.00
Depreciation	28,830.15	28,800.00	30.15	38,400.00
Grounds keeping	6,431.74	3,096.00	3,335.74	4,124.00
Insurance	3,757.58	3,330.00	427.58	3,330.00
Janitorial Contract	25,324.44	22,500.00	2,824.44	30,000.00
Legal	0.00	0.00	0.00	0.00
Lights, Heat & Power	8,094.52	10,188.00	(2,093.48)	13,580.00
Mechanical	1,045.58	1,539.00	(493.42)	2,050.00
Misc. Bldg. Other	947.28	378.00	569.28	500.00
Recoverable County	(97,137.56)	(104,868.00)	7,730.44	(139,819.00)
Recovery - Outside	(7,726.66)	0.00	(7,726.66)	0.00
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00
Security	1,951.76	1,152.00	799.76	1,538.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(28,830.15)	(28,800.00)	(30.15)	(38,400.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	0.00
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	83,375.00
<u>PROPERTY - Renfrew OPP</u>	<u>68,396.54</u>	<u>67,804.00</u>	<u>592.54</u>	<u>0.00</u>
Salaries / Benefits	32,849.95	22,191.00	10,658.95	28,849.00
Capital Under Threshold	0.00	0.00	0.00	0.00
Depreciation	86,818.59	87,300.00	(481.41)	116,400.00
Expenses Recoverable from Others	0.00	0.00	0.00	0.00
Garbage Removal	1,470.42	1,611.00	(140.58)	2,153.00
Grounds keeping	19,736.20	27,000.00	(7,263.80)	36,000.00
Insurance	20,853.27	15,043.00	5,810.27	15,043.00
Interest Expense	92,640.45	95,571.00	(2,930.55)	95,571.00
Internal Charges	0.00	12,222.00	(12,222.00)	16,300.00
Mechanical	10,666.27	0.00	10,666.27	0.00
Municipal Taxes	47,224.75	46,000.00	1,224.75	46,000.00
Office Expenses	908.95	2,250.00	(1,341.05)	3,000.00
Repairs & Maint	11,060.74	24,228.00	(13,167.26)	32,298.00
Revenue - Lease - Base Rent	(348,850.17)	(348,849.00)	(1.17)	(465,134.00)
Revenue - Lease - Expense Recoveries	(124,904.77)	(129,744.00)	4,839.23	(172,986.00)
Security/Monitoring	4,459.24	0.00	4,459.24	0.00
Surplus Adjustment - Capital	0.00	30,753.00	(30,753.00)	41,000.00
Surplus Adjustment - Debt Principal Payments	300,281.24	300,281.00	0.24	300,281.00
Surplus Adjustment - Depreciation	(86,818.59)	(87,300.00)	481.41	(116,400.00)
Surplus Adjustment - From Reserves	0.00	(30,753.00)	30,753.00	(41,000.00)
Surplus Adjustment - TRF To Reserves	0.00	0.00	0.00	62,625.00

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

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>INFORMATION TECHNOLOGY</u>	<u>270,655.10</u>	<u>414,857.00</u>	<u>(144,201.90)</u>	<u>536,587.00</u>
Salaries	319,797.38	379,689.00	(59,891.62)	493,595.00
Employee Benefits	107,608.91	116,951.00	(9,342.09)	152,039.00
Annual Software Maintenance Fees	68,460.64	82,422.00	(13,961.36)	109,900.00
Communication Fees	24,552.90	21,753.00	2,799.90	29,000.00
Computer Technology Supplies	4,850.05	5,247.00	(396.95)	7,000.00
Corporate Software	0.00	1,503.00	(1,503.00)	2,000.00
Depreciation	25,806.56	28,503.00	(2,696.44)	38,000.00
Office Expense	179.75	828.00	(648.25)	1,100.00
Professional Development	925.00	4,122.00	(3,197.00)	5,500.00
Purchased Services	0.00	45,000.00	(45,000.00)	60,000.00
Recoveries - County	(262,281.08)	(254,133.00)	(8,148.08)	(338,847.00)
Recruitment	0.00	0.00	0.00	0.00
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00
Revenue - Provincial - Special Project	0.00	0.00	0.00	0.00
Special Project	0.00	0.00	0.00	0.00
Surplus Adjustment - Capital	22,519.49	12,753.00	9,766.49	17,000.00
Surplus Adjustment - Depreciation	(25,806.56)	(28,503.00)	2,696.44	(38,000.00)
Surplus Adjustment - TRF from Reserves	(22,519.49)	(12,753.00)	(9,766.49)	(17,000.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00
Telephone Costs	1,573.13	3,978.00	(2,404.87)	5,300.00
Travel	4,988.42	7,497.00	(2,508.58)	10,000.00
<u>HUMAN RESOURCES DEPARTMENT</u>	<u>223,486.65</u>	<u>210,422.00</u>	<u>13,064.65</u>	<u>259,687.00</u>
Salaries	524,214.45	484,380.00	39,834.45	629,695.00
Benefits	141,442.72	142,751.00	(1,308.28)	185,580.00
Conference & Convention	228.96	2,997.00	(2,768.04)	4,000.00
COVID	1,729.92	0.00	1,729.92	0.00
Depreciation	307.20	378.00	(70.80)	500.00
Expenses Recoverable From Others	32,824.90	7,497.00	25,327.90	10,000.00
Legal Fees	3,852.63	10,872.00	(7,019.37)	14,500.00
Membership Fees	3,713.79	4,500.00	(786.21)	6,000.00
Office Expense	7,976.13	18,747.00	(10,770.87)	25,000.00
Computer Expense	86,812.56	0.00	86,812.56	0.00
Professional Development	3,847.89	9,000.00	(5,152.11)	12,000.00
Purchased Services	78,475.88	56,250.00	22,225.88	75,000.00
Recovery - County Departments	(471,711.80)	(463,563.00)	(8,148.80)	(618,088.00)
Recovery - Provincial	(54,514.24)	0.00	(54,514.24)	0.00
Recovery - Municipal	(91,775.27)	(71,253.00)	(20,522.27)	(95,000.00)
Recovery - Other	(23.90)	0.00	(23.90)	0.00
Recruitment	76.32	747.00	(670.68)	1,000.00
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(307.20)	(378.00)	70.80	(500.00)
Surplus Adjustment - TRF from Reserves	(47,532.76)	0.00	(47,532.76)	0.00
Travel	3,848.47	7,497.00	(3,648.53)	10,000.00
<u>FORESTRY DEPT.</u>	<u>(95,916.57)</u>	<u>81,902.00</u>	<u>(177,818.57)</u>	<u>76,777.00</u>
Salaries / Benefits	177,051.74	250,022.00	(72,970.26)	325,031.00
Salary Allocations	0.00	(75,060.00)	75,060.00	(100,077.00)
Advertising	659.40	450.00	209.40	600.00
Conventions	0.00	1,350.00	(1,350.00)	1,800.00
Depreciation	12,579.12	12,600.00	(20.88)	16,800.00
Legal	8,207.71	1,872.00	6,335.71	2,500.00
Memberships/Subscriptions	7,699.98	6,840.00	859.98	9,123.00
Miscellaneous	513.12	1,125.00	(611.88)	1,500.00
Office Supplies	7,029.02	2,250.00	4,779.02	3,000.00
Professional Development	135.60	1,872.00	(1,736.40)	2,500.00
Recoveries - Other	(200.00)	(3,897.00)	3,697.00	(5,200.00)
Revenue - Provincial	(16,160.51)	0.00	(16,160.51)	0.00
Revenues - Timber Sales	(296,804.78)	(135,000.00)	(161,804.78)	(180,000.00)
Small Tools / Supplies	2,066.02	747.00	1,319.02	1,000.00
Special Project - Other	474.18	1,872.00	(1,397.82)	2,500.00
Special Project - Well Remediation	0.00	2,700.00	(2,700.00)	3,600.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(12,579.12)	(12,600.00)	20.88	(16,800.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(24,100.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00
Travel	5,470.16	3,753.00	1,717.16	5,000.00
Tree Marking	0.00	1,503.00	(1,503.00)	2,000.00
Tree Planting	585.12	13,500.00	(12,914.88)	18,000.00
Vehicle Expenses	7,356.67	6,003.00	1,353.67	8,000.00

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

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR</u> <u>BUDGET</u>
GIS	<u>107,648.43</u>	<u>161,251.00</u>	<u>(53,602.57)</u>	<u>209,880.00</u>
Salaries & Benefits	82,185.50	152,989.00	(70,803.50)	198,880.00
Cell Telephone/Pagers	0.00	0.00	0.00	0.00
Computer Supply/Maintenance	79,387.30	15,750.00	63,637.30	21,000.00
Conventions	0.00	378.00	(378.00)	500.00
Depreciation	4,260.69	4,500.00	(239.31)	6,000.00
Membership	90.40	0.00	90.40	0.00
Office Supplies	636.51	1,503.00	(866.49)	2,000.00
Professional Development	0.00	378.00	(378.00)	500.00
Recoverable Outside	(2,807.50)	(1,125.00)	(1,682.50)	(1,500.00)
Recoveries - Municipal	0.00	(54,000.00)	54,000.00	(72,000.00)
Recoveries - provincial/federal	(51,843.78)	(56,250.00)	4,406.22	(75,000.00)
Recoveries - internal	0.00	(11,250.00)	11,250.00	(15,000.00)
Special Projects	0.00	112,500.00	(112,500.00)	150,000.00
Surplus Adj - Capital	0.00	0.00	0.00	0.00
Surplus Adj - Trf From Reserve	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(4,260.69)	(4,500.00)	239.31	(6,000.00)
Travel	0.00	378.00	(378.00)	500.00
Weed Inspection	0.00	0.00	0.00	0.00
PUBLIC WORKS	<u>8,007,717.15</u>	<u>8,632,095.00</u>	<u>(624,377.85)</u>	<u>10,216,019.00</u>
Administration	944,300.27	954,332.00	(10,031.73)	1,221,535.00
Capital Works - Operating Expenses	364,602.20	381,916.00	(17,313.80)	695,266.00
Clearing	0.00	0.00	0.00	0.00
Depreciation	8,044,481.60	7,350,003.00	694,478.60	9,800,000.00
Equipment	1,133,282.17	1,036,382.00	96,900.17	1,487,328.00
Housing	133,290.19	116,027.00	17,263.19	162,000.00
Maintenance	5,025,671.26	4,887,808.00	137,863.26	6,512,490.00
Trails	559,724.21	3,203,154.00	(2,643,429.79)	4,270,872.00
Recoveries - Donations	(3,179.00)	0.00	(3,179.00)	(3,500,000.00)
Recoveries - Federal	0.00	0.00	0.00	(1,470,000.00)
Recoveries - Municipal	0.00	0.00	0.00	0.00
Recoveries - Other	(154,019.11)	(278,375.00)	124,355.89	(362,699.00)
Recoveries - Provincial	(2,115,873.00)	(1,407,987.00)	(707,886.00)	(2,815,973.00)
Surplus Adjustment - Capital	14,511,958.55	15,000,000.00	(488,041.45)	37,611,829.00
Surplus Adjustment - Depreciation	(8,044,481.60)	(7,350,003.00)	(694,478.60)	(9,800,000.00)
Surplus Adjustment - Temp loan	0.00	(1,000,000.00)	1,000,000.00	(4,490,190.00)
Surplus Adjustment - TRF from Reserves	(12,392,040.59)	(14,261,162.00)	1,869,121.41	(29,106,439.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00

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

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>BONNECHERE MANOR</u>	<u>1,134,133.56</u>	<u>1,134,135.00</u>	<u>(1.44)</u>	<u>1,512,178.00</u>
Recoveries - City of Pembroke	(558,603.72)	(558,603.00)	(0.72)	(744,805.00)
Total Municipal Cost	1,692,737.28	1,692,738.00	(0.72)	2,256,983.00
<u>MIRAMICHI LODGE</u>	<u>949,369.50</u>	<u>949,365.00</u>	<u>4.50</u>	<u>1,265,826.00</u>
Recoveries - City of Pembroke	(467,600.22)	(467,604.00)	3.78	(623,467.00)
Total Municipal Cost	1,416,969.72	1,416,969.00	0.72	1,889,293.00
<u>OTHER LONG TERM CARE</u>	<u>70,923.15</u>	<u>71,217.00</u>	<u>(293.85)</u>	<u>94,950.00</u>
City of Pembroke Share	(34,506.72)	(34,506.00)	(0.72)	(46,009.00)
North Renfrew Long Term Care	105,429.87	105,723.00	(293.13)	140,959.00
<u>HEALTH SERVICES</u>	<u>1,316,691.00</u>	<u>1,325,970.00</u>	<u>(9,279.00)</u>	<u>1,767,955.00</u>
Renfrew County & District Health Unit	1,316,691.00	1,325,970.00	(9,279.00)	1,767,955.00
<u>OTTAWA VALLEY OHT</u>	<u>(0.17)</u>	<u>6,873.00</u>	<u>(6,873.17)</u>	<u>0.00</u>
Salaries	231,952.70	246,000.00	(14,047.30)	319,801.00
Benefits	22,110.59	28,749.00	(6,638.41)	37,371.00
Admin Charges	170,000.00	0.00	170,000.00	0.00
Office Supplies/computer	42,248.11	0.00	42,248.11	0.00
Purchased Services	354,528.61	463,374.00	(108,845.39)	617,828.00
Recoveries - Provincial	(835,117.18)	(731,250.00)	(103,867.18)	(975,000.00)
Recoveries - Other	(50,000.00)	0.00	(50,000.00)	0.00
Special projects	64,277.00	0.00	64,277.00	0.00
<u>Publicity/Public Relations</u>	<u>9,008.26</u>	<u>11,250.00</u>	<u>(2,241.74)</u>	<u>15,000.00</u>
Publicity/Public Relations Service	9,008.26	11,250.00	(2,241.74)	15,000.00
Recoveries	0.00	0.00	0.00	0.00
<u>ECONOMIC DEVELOPMENT</u>	<u>234,073.16</u>	<u>353,178.00</u>	<u>(119,104.84)</u>	<u>455,029.00</u>
Salaries	172,635.79	191,511.00	(18,875.21)	248,965.00
Benefits	57,263.21	60,231.00	(2,967.79)	78,303.00
Computer Maintenance	2,351.86	2,997.00	(645.14)	4,000.00
Conventions	1,750.07	2,997.00	(1,246.93)	4,000.00
Marketing Program	23,566.25	49,122.00	(25,555.75)	65,500.00
Memberships/Subscriptions	3,300.57	3,753.00	(452.43)	5,000.00
Office Expense	3,524.30	4,500.00	(975.70)	6,000.00
ON Winter Games expenses	1,317,675.87	1,000,000.00	317,675.87	1,000,000.00
ON Winter Games Recoveries - other	(364,181.15)	0.00	(364,181.15)	0.00
ON Winter Games Recoveries - Provincial	(953,494.72)	(1,000,000.00)	46,505.28	(1,000,000.00)
Professional Development/Staff Training	203.52	567.00	(363.48)	750.00
Recoveries - Federal	0.00	0.00	0.00	0.00
Recoveries-Other	(32,835.66)	(19,503.00)	(13,332.66)	(26,000.00)
Recoveries-Municipal	(8,000.00)	0.00	(8,000.00)	0.00
Recoveries-Provincial	0.00	(57,168.00)	57,168.00	(76,219.00)
Recruitment	0.00	0.00	0.00	0.00
Special Projects	4,109.56	0.00	4,109.56	0.00
Special Projects - Agriculture	0.00	22,470.00	(22,470.00)	22,470.00
Special Projects - RED	1,852.93	87,948.00	(86,095.07)	117,260.00
Travel	4,350.76	3,753.00	597.76	5,000.00

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

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>ENTERPRISE CENTRE</u>	<u>21,041.25</u>	<u>23,115.00</u>	<u>(2,073.75)</u>	<u>28,055.00</u>
Salaries	113,622.95	106,431.00	7,191.95	138,359.00
Benefits	39,641.50	36,669.00	2,972.50	47,669.00
Marketing	1,455.93	4,500.00	(3,044.07)	6,000.00
Office Expenses	6,214.21	2,151.00	4,063.21	2,869.00
Professional Development	0.00	522.00	(522.00)	700.00
Purchased Service	4,794.75	4,797.00	(2.25)	6,393.00
Recoveries - Municipalities	(9,000.00)	(6,000.00)	(3,000.00)	(6,000.00)
Recoveries - Other	(1,540.00)	(7,497.00)	5,957.00	(10,000.00)
Recoveries - Provincial	(139,426.60)	(128,376.00)	(11,050.60)	(171,165.00)
Special Projects - French Langage	11,753.13	7,497.00	4,256.13	10,000.00
Starter Company - Provincial Revenue	(34,306.40)	(54,000.00)	19,693.60	(72,000.00)
Starter Company - Special Projects	34,306.40	54,000.00	(19,693.60)	72,000.00
Summer Company - Special Projects	15,737.00	9,900.00	5,837.00	13,200.00
Prov Rev - Special Projects	(9,929.59)	0.00	(9,929.59)	0.00
Summer Company - Provincial Revenue	(15,737.00)	(9,900.00)	(5,837.00)	(13,200.00)
Telephone/Internet Access	2,873.53	1,674.00	1,199.53	2,230.00
Travel	581.44	747.00	(165.56)	1,000.00
<u>OTTAWA VALLEY TOURIST ASSOCIATION</u>	<u>222,410.00</u>	<u>222,410.00</u>	<u>0.00</u>	<u>290,275.00</u>
Salaries	137,289.09	139,929.00	(2,639.91)	181,904.00
Benefits	43,412.14	48,089.00	(4,676.86)	62,516.00
Direct Contribution to OVTA (to 2022)	41,708.77	34,392.00	7,316.77	45,855.00
Recoveries	0.00	0.00	0.00	0.00
<u>PLANNING DEPARTMENT</u>	<u>431,295.67</u>	<u>609,850.00</u>	<u>(178,554.33)</u>	<u>786,947.00</u>
Salaries	537,142.15	594,622.00	(57,479.85)	773,011.00
Employee Benefits	167,885.46	171,758.00	(3,872.54)	223,283.00
Computer Supplies / Maintenance	2,345.86	9,000.00	(6,654.14)	12,000.00
Conventions	5,049.73	3,753.00	1,296.73	5,000.00
Legal Fees	0.00	747.00	(747.00)	1,000.00
Memberships	523.83	4,275.00	(3,751.17)	5,700.00
Office Expense	4,195.37	12,681.00	(8,485.63)	16,913.00
Professional Development	724.84	4,500.00	(3,775.16)	6,000.00
Purchased Service	0.00	19,231.00	(19,231.00)	25,000.00
Recruitment	2,215.93	1,530.00	685.93	2,040.00
Revenues - Municipal Projects	(31,792.70)	(29,997.00)	(1,795.70)	(40,000.00)
Revenues - Other	(145.00)	(9,000.00)	8,855.00	(12,000.00)
Revenues - Service Charges	0.00	(26,253.00)	26,253.00	(35,000.00)
Revenues - Severance Applications	(217,535.00)	(130,500.00)	(87,035.00)	(174,000.00)
Revenues - Subdivision Applications	(51,485.00)	(37,503.00)	(13,982.00)	(50,000.00)
Special Projects - official plan	3,816.99	6,003.00	(2,186.01)	8,000.00
Travel	8,353.21	15,003.00	(6,649.79)	20,000.00
<u>AGRICULTURE & REFORESTATION</u>	<u>9,238.18</u>	<u>15,003.00</u>	<u>(5,764.82)</u>	<u>20,000.00</u>
Forest Fire Protection	1,519.67	3,753.00	(2,233.33)	5,000.00
Reforestation - Grants in Lieu	7,718.51	11,250.00	(3,531.49)	15,000.00
<u>ONTARIO WORKS</u>	<u>978,020.63</u>	<u>874,705.00</u>	<u>103,315.63</u>	<u>1,347,203.00</u>
Depreciation	14,142.00	7,128.00	7,014.00	9,500.00
Municipal Contribution - City of Pembroke	(365,469.75)	(365,472.00)	2.25	(487,293.00)
Ontario Works Program Administration	3,052,449.51	3,134,416.00	(81,966.49)	4,101,566.00
Other Revenue	(2,404.13)	0.00	(2,404.13)	0.00
Provincial Subsidy - Ontario Works Program Admin	(1,706,555.00)	(1,900,476.00)	193,921.00	(2,275,400.00)
Provincial Subsidy - Social Assistance - Benefits	(8,479,845.56)	(9,465,003.00)	985,157.44	(12,620,000.00)
Social Assistance - Benefits	8,479,845.56	9,471,240.00	(991,394.44)	12,628,330.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(14,142.00)	(7,128.00)	(7,014.00)	(9,500.00)
Surplus Adjustment - TRF From Reserve	0.00	0.00	0.00	0.00

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

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>CHILD CARE</u>	<u>337,936.07</u>	<u>429,295.00</u>	<u>(91,358.93)</u>	<u>448,793.00</u>
Administration	139,112.57	147,555.00	(8,442.43)	183,695.00
Core Programs	236,223.00	236,223.00	0.00	314,966.00
Special Needs Resourcing	0.00	8,770.00	(8,770.00)	0.00
Special Purpose	0.00	(9.00)	9.00	0.00
EarlyON Centres	(0.00)	68,880.00	(68,880.00)	0.00
Licensed Family Home Day Care	0.00	3,267.00	(3,267.00)	0.00
CWELCC (\$10/day Child Care)	0.00	2,013.00	(2,013.00)	0.00
Municipal Contribution - City of Pembroke	(37,399.50)	(37,404.00)	4.50	(49,868.00)
<u>COMMUNITY HOUSING</u>	<u>4,146,969.24</u>	<u>4,062,173.00</u>	<u>84,796.24</u>	<u>5,183,055.00</u>
Admin Charges	158,328.81	158,328.00	0.81	211,105.00
Affordable Housing - Tax Rebate	12,418.24	8,000.00	4,418.24	12,500.00
HR Charges	59,310.00	59,310.00	0.00	79,080.00
IT Charges	26,716.50	26,721.00	(4.50)	35,622.00
Legal	0.00	0.00	0.00	0.00
Municipal Contribution - City of Pembroke	(414,515.25)	(414,513.00)	(2.25)	(552,687.00)
Non Profit Housing	1,074,988.00	1,002,429.00	72,559.00	1,336,574.00
Office Supplies	10,000.00	747.00	9,253.00	1,000.00
PROV (FED) SUBSIDY -SOCIAL HOUSING	(925,509.24)	(925,509.00)	(0.24)	(1,234,012.00)
PROV REV - COCHI	(158,437.87)	(430,632.00)	272,194.13	(574,180.00)
PROV REV - HPP	(1,209,304.15)	(1,339,272.00)	129,967.85	(1,785,700.00)
PROV REV - IAH	(28,000.00)	(51,003.00)	23,003.00	(68,000.00)
PROV REV - OPHI	(469,069.21)	(450,828.00)	(18,241.21)	(601,100.00)
PROV REV - COHB	(6,240.00)	0.00	(6,240.00)	0.00
PROV REV - SSRF	(1,124,535.90)	(1,500,003.00)	375,467.10	(2,000,000.00)
PROV REV - STRONG COMMUNITY RENT SUP	0.00	0.00	0.00	0.00
RCHC TRANSFER - BASE	4,145,154.75	4,145,157.00	(2.25)	5,526,873.00
RCHC TRANSFER - COCHI	158,437.87	430,632.00	(272,194.13)	574,180.00
RCHC TRANSFER - COVID	0.00	1,500,003.00	(1,500,003.00)	2,000,000.00
RCHC TRANSFER - HPP	1,209,304.15	1,339,272.00	(129,967.85)	1,785,700.00
RCHC TRANSFER - IAH	28,000.00	51,003.00	(23,003.00)	68,000.00
RCHC TRANSFER - OPHI	469,069.21	450,828.00	18,241.21	601,100.00
RCHC TRANSFER - COHB	6,240.00	0.00	6,240.00	0.00
OPHI - Direct costs	0.00	0.00	0.00	0.00
Recoveries - Outside	0.00	0.00	0.00	(235,000.00)
Surplus Adjustment - Capital	1,124,535.90	0.00	1,124,535.90	0.00
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	0.00
Surplus Adjustment - TRF To Reserves	0.00	0.00	0.00	0.00
Travel	77.43	1,503.00	(1,425.57)	2,000.00

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

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>PARAMEDIC - 911</u>	<u>6,884,033.78</u>	<u>6,966,531.00</u>	<u>(82,497.22)</u>	<u>9,958,889.00</u>
Admin - Salaries	1,557,114.35	1,592,051.00	(34,936.65)	2,069,671.00
Admin - Employee Benefits	509,292.95	438,100.00	71,192.95	569,529.00
Paramedic - Salaries	8,667,443.36	8,090,997.00	576,446.36	10,520,868.00
Paramedic - Employee Benefits	3,056,819.43	3,308,380.00	(251,560.57)	4,300,896.00
Admin Charge	144,668.25	144,666.00	2.25	192,891.00
Base Station Expenses	69,933.07	47,997.00	21,936.07	64,000.00
Capital Under Threshold	3,001.91	0.00	3,001.91	0.00
Communication & Computer Expense	285,044.42	206,253.00	78,791.42	275,000.00
Conferences & Conventions	6,712.51	4,122.00	2,590.51	5,500.00
COVID	39,017.67	0.00	39,017.67	0.00
Cross Border - Other Municipalities (Recovery)	8,733.88	0.00	8,733.88	20,000.00
Depreciation	596,611.82	900,000.00	(303,388.18)	1,200,000.00
HR Charge	193,731.03	193,734.00	(2.97)	258,308.00
Insurance	206,056.73	194,213.00	11,843.73	194,213.00
Insurance Claims Costs	3,370.77	7,497.00	(4,126.23)	10,000.00
IT Charge	37,844.28	37,845.00	(0.72)	50,459.00
Lease - Base Station - Internal	323,283.51	323,280.00	3.51	431,045.00
Lease - Base Station Lease - External	65,342.20	58,500.00	6,842.20	78,000.00
Lease - Admin Office - Internal	84,975.03	84,978.00	(2.97)	113,300.00
Leased Equipment	0.00	9,000.00	(9,000.00)	12,000.00
Legal	83,401.83	15,003.00	68,398.83	20,000.00
Medication Costs	77,411.05	93,753.00	(16,341.95)	125,000.00
Membership Fees	6,867.57	0.00	6,867.57	0.00
Office Expenses	39,554.95	37,503.00	2,051.95	50,000.00
Professional Development	48,310.32	27,000.00	21,310.32	36,000.00
Purchased Service	137,103.06	148,185.00	(11,081.94)	197,577.00
Recovery - City of Pembroke share	(1,273,019.22)	(1,273,023.00)	3.78	(1,697,359.00)
Recovery - County	(21,914.19)	(21,915.00)	0.81	(29,219.00)
Revenue - Donations	(2,000.00)	(2,250.00)	250.00	(3,000.00)
Revenue - Interest	0.00	0.00	0.00	(40,000.00)
Revenue - Other	(404,375.37)	(93,753.00)	(310,622.37)	(125,000.00)
Revenue - Provincial - One Time COVID	(124,419.32)	0.00	(124,419.32)	0.00
Revenue- Provincial Subsidy	(7,249,866.00)	(7,235,811.00)	(14,055.00)	(9,647,743.00)
Revenue- Special Project	(378,033.54)	(37,503.00)	(340,530.54)	(50,000.00)
Small Equipment & Supplies	262,606.26	292,500.00	(29,893.74)	390,000.00
Special Project	380,544.96	37,503.00	343,041.96	50,000.00
Surplus Adjustment - Capital	1,239,471.31	2,208,753.00	(969,281.69)	2,945,000.00
Surplus Adjustment - Depreciation	(596,611.82)	(900,000.00)	303,388.18	(1,200,000.00)
Surplus Adjustment - TRF from Reserves	(1,705,611.31)	(2,674,908.00)	969,296.69	(3,566,547.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	1,200,000.00
Travel	26,146.58	37,503.00	(11,356.42)	50,000.00
Uniform Allowances	4,724.53	0.00	4,724.53	0.00
Uniform, Laundry	153,082.35	112,500.00	40,582.35	150,000.00
Vehicle - recovery from other paramedic program	(228,241.20)	0.00	(228,241.20)	0.00
Vehicle Operation & Maintenance	549,903.81	553,878.00	(3,974.19)	738,500.00
<u>PARAMEDIC - OTHER</u>	<u>(0.00)</u>	<u>21,741.00</u>	<u>(21,741.00)</u>	<u>0.00</u>
Comm Paramedic - Salaries & Benefits	2,635.90	0.00	2,635.90	0.00
Comm Paramedic - Expenses	0.00	0.00	0.00	0.00
Comm Paramedic - Provincial Subsidy	(337,514.68)	(280,769.00)	(56,745.68)	(365,000.00)
LTC - Salaries & Benefits	1,697,612.48	1,165,600.00	532,012.48	1,515,276.00
LTC - Expenses	494,479.05	637,290.00	(142,810.95)	849,724.00
LTC - Provincial Subsidy	(1,823,445.56)	(1,500,003.00)	(323,442.56)	(2,000,000.00)
LTC - Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
LTC Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	0.00
LTC - Surplus Adjustment - Depreciation	(33,767.19)	0.00	(33,767.19)	0.00
Vaccine - Salaries & Benefits	23,236.64	284,618.00	(261,381.36)	370,000.00
Vaccine - Expenses	0.00	15,003.00	(15,003.00)	20,000.00
Vaccine - Provincial Subsidy	(23,236.64)	(299,621.00)	276,384.36	(390,000.00)
VTAC - Salaries & Benefits	1,527,836.87	1,390,069.00	137,767.87	1,807,082.00
VTAC - Expenses	1,076,877.65	118,440.00	958,437.65	157,918.00
VTAC - Revenue	(2,632,080.42)	(1,508,886.00)	(1,123,194.42)	(1,965,000.00)
VTAC - Surplus Adjustment - Capital	37,635.83	0.00	37,635.83	0.00
VTAC - Surplus Adjustment - Depreciation	(10,269.93)	0.00	(10,269.93)	0.00
<u>EMERGENCY MANAGEMENT</u>	<u>79,716.76</u>	<u>142,152.00</u>	<u>(62,435.24)</u>	<u>179,532.00</u>
911	49,654.11	60,000.00	(10,345.89)	60,000.00
Admin Charge (Paramedic Service)	21,914.19	21,915.00	(0.81)	44,219.00
Emergency Management	14,603.49	24,750.00	(10,146.51)	33,000.00
Fire Services Charges	0.00	0.00	0.00	100,000.00
Purchased Service	0.00	35,487.00	(35,487.00)	47,313.00
Recoveries - Other	(6,455.03)	0.00	(6,455.03)	(105,000.00)

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

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR</u> <u>BUDGET</u>
<u>PROVINCIAL OFFENCES ADMINISTRATION</u>	<u>(355,632.00)</u>	<u>(355,632.00)</u>	<u>0.00</u>	<u>(488,350.00)</u>
Salaries	258,077.47	323,011.00	(64,933.53)	419,913.00
Benefits	79,353.97	101,018.00	(21,664.03)	131,320.00
Adjudication	42,240.00	45,639.00	(3,399.00)	60,850.00
Admin Charges	42,943.50	42,948.00	(4.50)	57,258.00
Bank Charges (Visa/MasterCard)	19,276.72	23,247.00	(3,970.28)	31,000.00
Certificates of Offence	4,993.32	7,497.00	(2,503.68)	10,000.00
City of Pembroke - Share of Net Revenue	49,974.75	49,977.00	(2.25)	66,633.00
Collection Costs	14,830.25	26,253.00	(11,422.75)	35,000.00
Computer & Technology	9,769.92	12,375.00	(2,605.08)	16,500.00
Conventions	1,787.64	1,728.00	59.64	2,300.00
Court Transcripts	276.90	747.00	(470.10)	1,000.00
Depreciation	655.31	2,700.00	(2,044.69)	3,600.00
ICON Charges	10,114.65	15,003.00	(4,888.35)	20,000.00
Interpreter Fees	419.81	1,125.00	(705.19)	1,500.00
IT Charges	14,892.26	13,608.00	1,284.26	18,140.00
Lease/Building Costs	78,795.00	78,795.00	0.00	105,060.00
Legal Costs	0.00	1,503.00	(1,503.00)	2,000.00
Miscellaneous	333.00	1,125.00	(792.00)	1,500.00
Monitoring / Enforcement Fees	5,184.00	5,832.00	(648.00)	7,776.00
Office Equipment / Furniture	2,657.52	1,575.00	1,082.52	2,100.00
Office Supplies	2,741.12	4,878.00	(2,136.88)	6,500.00
Part III Prosecution	7,475.22	747.00	6,728.22	1,000.00
Postage	16.41	5,103.00	(5,086.59)	6,800.00
Purchase of Service - Notice of Fines	2,199.50	0.00	2,199.50	0.00
Purchase of Service - Prosecution	8,255.79	3,753.00	4,502.79	5,000.00
Recoveries - Provincial - One Time	0.00	0.00	0.00	0.00
Revenues - POA Fines	(792,763.64)	(1,132,497.00)	339,733.36	(1,510,000.00)
Revenues - POA Recoveries	0.00	0.00	0.00	0.00
Satellite Courtroom Costs	0.00	0.00	0.00	0.00
Staff Training/Development	0.00	1,503.00	(1,503.00)	2,000.00
Surplus Adjustment - Capital	10,674.62	8,253.00	2,421.62	11,000.00
Surplus Adjustment - Depreciation	(655.31)	(2,700.00)	2,044.69	(3,600.00)
Surplus Adjustment - TRF from Reserves	(232,575.12)	(8,253.00)	(224,322.12)	(11,000.00)
Telephone	2,382.62	6,003.00	(3,620.38)	8,000.00
Travel	0.00	1,872.00	(1,872.00)	2,500.00
Witness Fees	40.80	0.00	40.80	0.00
<u>PROPERTY ASSESSMENT</u>	<u>1,155,311.13</u>	<u>1,155,310.00</u>	<u>1.13</u>	<u>1,540,414.00</u>
MPAC	1,155,311.13	1,155,310.00	1.13	1,540,414.00
<u>FINANCIAL EXPENSE</u>	<u>424,610.09</u>	<u>704,945.00</u>	<u>(280,334.91)</u>	<u>20,028,594.00</u>
County Share - Taxes Written Off	0.00	0.00	0.00	300,000.00
Interest Expense	16,066.39	75,973.00	(59,906.61)	146,817.00
Provision for Unallocated Funds	0.00	225,000.00	(225,000.00)	300,000.00
Surplus Adjustment - Debt Principal	408,543.70	403,972.00	4,571.70	813,074.00
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	18,468,703.00
TOTAL EXPENSES	27,467,924.14	29,179,112.00	(1,711,187.86)	57,202,666.00

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

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
			over / (under)	
<u>REVENUES</u>				
<u>COUNTY LEVY</u>	<u>39,670,427.00</u>	<u>39,670,422.00</u>	<u>5.00</u>	<u>52,893,896.00</u>
<u>PIL ADJUSTMENTS</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(150,000.00)</u>
<u>WATERPOWER GENERATING STATION</u>	<u>394,109.27</u>	<u>394,109.00</u>	<u>0.27</u>	<u>394,109.00</u>
<u>RAILWAY/HYDRO RIGHTS-OF-WAY</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<u>SUPPLEMENTARY REVENUE</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>
<u>PROVINCIAL SUBSIDIES</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Ontario Municipal Partnership Fund	0.00	0.00	0.00	0.00
Provincial - One Time	0.00	0.00	0.00	0.00
<u>OTHER REVENUE</u>	<u>3,549,711.68</u>	<u>1,944,833.00</u>	<u>1,604,878.68</u>	<u>3,564,661.00</u>
BM Repayment of Solar Panel Loan	0.00	0.00	0.00	0.00
Donations In Kind	0.00	0.00	0.00	0.00
Gain / (Loss) - Sale of Assets	19,526.64	0.00	19,526.64	0.00
Canada Community Building Fund (Gas Tax)	1,457,330.61	1,457,330.00	0.61	2,914,661.00
Interest Revenue	2,072,301.43	487,503.00	1,584,798.43	650,000.00
Licenses	435.00	0.00	435.00	0.00
Other Revenue	118.00	0.00	118.00	0.00
Proceeds - Sale of Assets	0.00	0.00	0.00	0.00
<u>CONTRIBUTION FROM RESERVES</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Surplus Adjustment - TRF From Reserves	0.00	0.00	0.00	0.00
TOTAL REVENUES	<u>43,614,247.95</u>	<u>42,009,364.00</u>	<u>1,604,883.95</u>	<u>57,202,666.00</u>
Municipal Surplus / (Deficit)	<u>16,146,323.81</u>	<u>12,830,252.00</u>	<u>3,316,071.81</u>	<u>0.00</u>
add: Surplus Adjustment - Capital	17,328,366.98	31,525,974.00	(14,197,607.02)	42,034,629.00
add: Surplus Adjustment - To Reserves	145,562.50	0.00	145,562.50	20,040,007.00
less: Surplus Adjustment - From Reserves	(14,781,850.55)	(20,160,675.00)	5,378,824.45	(34,155,886.00)
less: Surplus Adjustment - Depreciation	(9,381,198.34)	(8,933,409.00)	(447,789.34)	(11,911,200.00)
add: Surplus Adjustment - Debt Principal Paid	708,824.94	704,253.00	4,571.94	1,113,355.00
add: Surplus Adjustment - New Debt Principal	0.00	0.00	0.00	(4,490,190.00)
PSAB Surplus / (Deficit)	<u>10,166,029.34</u>	<u>15,966,395.00</u>	<u>(5,800,365.66)</u>	<u>12,630,715.00</u>

**COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
September 2023**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>over / (under) VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>CLIENT PROGRAMS & SERVICES</u>	<u>707,563.86</u>	<u>779,706.00</u>	<u>(72,142.14)</u>	<u>1,013,827.00</u>
Salaries	531,286.70	615,640.00	(84,353.30)	800,334.00
Salary Allocations	27,084.20	26,300.00	784.20	34,191.00
Employee Benefits	124,593.50	131,340.00	(6,746.50)	170,742.00
Computers Operation and Maintenance	750.98	5,580.00	(4,829.02)	7,440.00
COVID	5.97	0.00	5.97	0.00
Depreciation	1,718.01	1,800.00	(81.99)	2,400.00
Equipment - Replacements	304.14	0.00	304.14	0.00
Equipment Operation/Maint.	0.00	504.00	(504.00)	670.00
Hobby Crafts	93.32	0.00	93.32	0.00
Office Supplies / Other	0.00	0.00	0.00	0.00
Purchased Services	17,416.19	4,050.00	13,366.19	5,400.00
Recoveries	(6,934.84)	(7,461.00)	526.16	(9,950.00)
Recreation & Entertainment	6,165.82	3,753.00	2,412.82	5,000.00
Special Events	6,797.88	0.00	6,797.88	0.00
Staff Education	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(1,718.01)	(1,800.00)	81.99	(2,400.00)
<u>NURSING SERVICES</u>	<u>8,961,174.25</u>	<u>9,222,141.00</u>	<u>(260,966.75)</u>	<u>11,991,180.00</u>
Salaries - Admin	368,888.67	400,340.00	(31,451.33)	520,441.00
Benefits - Admin	105,826.93	106,091.00	(264.07)	137,923.00
Salaries - Direct	4,579,581.35	6,929,191.00	(2,349,609.65)	9,007,952.00
Benefits - Direct	1,109,820.11	1,443,249.00	(333,428.89)	1,876,223.00
Clinical Decision Support	0.00	0.00	0.00	0.00
Computer Operation & Maintenance	14,971.34	25,281.00	(10,309.66)	33,704.00
COVID	426,051.68	0.00	426,051.68	0.00
Depreciation	36,531.90	31,050.00	5,481.90	41,400.00
Equipment- Replacement	5,503.77	5,778.00	(274.23)	7,700.00
Equipment-Repairs & Maintenance	2,802.05	4,788.00	(1,985.95)	6,388.00
Fall Prevention	2,783.46	13,500.00	(10,716.54)	18,000.00
Fall Prevention - Provincial Subsidy	(9,992.31)	(13,500.00)	3,507.69	(18,000.00)
Furniture Replacements	0.00	0.00	0.00	0.00
High Intensity Needs	109,985.94	60,003.00	49,982.94	80,000.00
High Intensity Needs - Prov Subsidy	(51,586.00)	(56,997.00)	5,411.00	(76,000.00)
High Intensity Needs-Non Claims Based	18,358.50	32,526.00	(14,167.50)	43,362.00
Incontinent Supplies - (Funded at \$1.20 per diem)	90,704.81	84,375.00	6,329.81	112,500.00
IPAC Expenses	15,057.54	0.00	15,057.54	0.00
IPAC minor capital	22,549.01	0.00	22,549.01	0.00
Lab Fees	5,714.31	6,003.00	(288.69)	8,000.00
Lab Fees - Provincial Subsidy	(2,075.00)	(4,000.00)	1,925.00	(8,000.00)
Medical Director - Funded (0.30 / day)	14,742.00	14,787.00	(45.00)	19,710.00
Medical Supplies & Medication	58,063.84	69,111.00	(11,047.16)	92,143.00
Medication Safety Technology	0.00	0.00	0.00	0.00
Memberships	274.75	0.00	274.75	0.00
Miscellaneous	6,219.65	1,197.00	5,022.65	1,600.00
Nurse Practitioner Expenses	111,621.15	116,969.00	(5,347.85)	152,056.00
Nurse Practitioner Prov Subsidy	(93,398.00)	(92,133.00)	(1,265.00)	(122,844.00)
Phys-On-Call - Funded Expenses (\$100 / bed)	14,447.03	14,283.00	164.03	19,044.00
Phys-On-Call - Prov Subsidy (\$100 / bed)	(14,447.03)	(14,283.00)	(164.03)	(19,044.00)
Phys-On-Call - Un-Funded Expenses	0.00	0.00	0.00	0.00
Purchased Services	1,863,383.01	1,800.00	1,861,583.01	2,400.00
Purchased Services - Accommodation	204,670.92	0.00	204,670.92	0.00
RAI / MDS - Expenses	2,528.18	73,782.00	(71,253.82)	95,922.00
RAI / MDS - Prov Subsidy	0.00	0.00	0.00	0.00
Recoveries - Other	(22,187.41)	0.00	(22,187.41)	0.00
Staff Education	310.00	0.00	310.00	0.00
Surplus Adjustment - Depreciation	(36,531.90)	(31,050.00)	(5,481.90)	(41,400.00)

**COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
September 2023**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>over / (under)</u> <u>VARIANCE</u>	<u>FULL YEAR</u> <u>BUDGET</u>
<u>RAW FOOD</u>	<u>577,954.29</u>	<u>542,025.00</u>	<u>35,929.29</u>	<u>722,700.00</u>
Bread	18,274.19	12,753.00	5,521.19	17,000.00
Dairy	79,982.92	66,087.00	13,895.92	88,120.00
Groceries & Vegetables	336,573.23	332,244.00	4,329.23	442,990.00
Meat	140,523.53	131,994.00	8,529.53	175,990.00
Nutrition Supplements	14,731.77	19,611.00	(4,879.23)	26,150.00
Raw Food Recoveries	(12,131.35)	(20,664.00)	8,532.65	(27,550.00)
<u>FOOD SERVICES</u>	<u>1,313,566.33</u>	<u>1,264,770.00</u>	<u>48,796.33</u>	<u>1,645,751.00</u>
Salaries	1,069,188.15	1,007,620.00	61,568.15	1,309,909.00
Salary Allocations	(52,426.00)	(26,300.00)	(26,126.00)	(34,191.00)
Employee Benefits	255,893.01	252,249.00	3,644.01	327,919.00
Computers - Operation & Maintenance	1,564.95	2,250.00	(685.05)	3,000.00
COVID	936.27	0.00	936.27	0.00
Depreciation	12,457.71	11,520.00	937.71	15,360.00
Dietary Supplies	47,326.31	56,223.00	(8,896.69)	74,967.00
Equipment - Operation/Maint.	2,240.83	5,157.00	(2,916.17)	6,880.00
Equipment - Replacements	359.31	0.00	359.31	0.00
Other Expenses	739.93	1,017.00	(277.07)	1,350.00
Purchased Services	356.19	450.00	(93.81)	600.00
Recoveries	(17,610.84)	(35,876.00)	18,265.16	(47,316.00)
Replacement - Dishes/Cutlery	4,439.08	3,852.00	587.08	5,133.00
Surplus Adjustment - Depreciation	(12,457.71)	(11,520.00)	(937.71)	(15,360.00)
Vending – Net Proceeds	559.14	(1,872.00)	2,431.14	(2,500.00)
<u>HOUSEKEEPING SERVICES</u>	<u>732,292.19</u>	<u>750,789.00</u>	<u>(18,496.81)</u>	<u>977,754.00</u>
Salaries	563,935.09	573,511.00	(9,575.91)	745,563.00
Employee Benefits	126,159.71	125,582.00	577.71	163,260.00
COVID	0.00	0.00	0.00	0.00
Depreciation	964.92	1,665.00	(700.08)	2,220.00
Equipment - Operation/Maint.	0.00	1,872.00	(1,872.00)	2,500.00
Equipment - Replacements	2,242.18	1,575.00	667.18	2,100.00
Housekeeping Supplies	47,840.76	55,251.00	(7,410.24)	73,670.00
Recoveries	(7,885.55)	(7,002.00)	(883.55)	(9,339.00)
Surplus Adjustment - Depreciation	(964.92)	(1,665.00)	700.08	(2,220.00)
<u>LAUNDRY AND LINEN SERVICES</u>	<u>333,579.61</u>	<u>337,729.00</u>	<u>(4,149.39)</u>	<u>440,198.00</u>
Salaries	236,704.08	237,920.00	(1,215.92)	309,300.00
Employee Benefits	60,445.47	65,600.00	(5,154.53)	85,280.00
COVID	0.00	0.00	0.00	0.00
Depreciation	5,283.52	5,571.00	(287.48)	7,428.00
Equipment Operation/Maint.	6,589.95	10,350.00	(3,760.05)	13,800.00
Laundry Supplies	18,726.45	16,938.00	1,788.45	22,581.00
Recoveries	(2,683.02)	(2,718.00)	34.98	(3,623.00)
Replacements	13,796.68	9,639.00	4,157.68	12,860.00
Surplus Adjustment - Depreciation	(5,283.52)	(5,571.00)	287.48	(7,428.00)

**COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
September 2023**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>over / (under)</u> <u>VARIANCE</u>	<u>FULL YEAR</u> <u>BUDGET</u>
<u>BUILDINGS AND PROPERTY MAINTENANCE</u>	<u>797,345.41</u>	<u>791,647.00</u>	<u>5,698.41</u>	<u>1,152,545.00</u>
Salaries	239,131.34	267,080.00	(27,948.66)	347,206.00
Employee Benefits	64,003.19	70,229.00	(6,225.81)	91,297.00
Computers - Operation & Maintenance	0.00	2,178.00	(2,178.00)	2,900.00
Depreciation	451,448.58	432,225.00	19,223.58	576,300.00
Capital Below Threshold	0.00	0.00	0.00	0.00
Comprehensive minor capital	7,010.27	0.00	7,010.27	0.00
COVID	0.00	0.00	0.00	0.00
Equipment - Operation/Maint.	0.00	0.00	0.00	0.00
Equipment - Replacements	23,649.17	24,453.00	(803.83)	32,600.00
Furniture - Replacements	0.00	0.00	0.00	20,064.00
Natural Gas	58,862.83	71,000.00	(12,137.17)	107,625.00
Hydro	114,640.03	101,000.00	13,640.03	189,625.00
Insurance	79,293.20	76,625.00	2,668.20	76,625.00
Cell/Pager	0.00	0.00	0.00	0.00
Purchased Services	159,459.94	139,842.00	19,617.94	186,450.00
Resident - Telephone System	22,732.44	24,003.00	(1,270.56)	32,000.00
Resident - Telephone System Recovery	(54,213.12)	(77,850.00)	23,636.88	(103,800.00)
Recoveries	(21,659.22)	(20,736.00)	(923.22)	(27,646.00)
IPAC Minor Capital	0.00	0.00	0.00	0.00
Repairs/Maint./Bldgs./Grounds	44,264.49	50,823.00	(6,558.51)	67,760.00
Surplus Adjustment - Depreciation	(451,448.58)	(432,225.00)	(19,223.58)	(576,300.00)
Travel	192.54	0.00	192.54	0.00
Water / Wastewater	59,978.31	63,000.00	(3,021.69)	129,839.00
<u>GENERAL AND ADMINISTRATIVE</u>	<u>1,080,480.03</u>	<u>904,720.00</u>	<u>175,760.03</u>	<u>1,146,479.00</u>
Salaries	409,640.10	360,431.00	49,209.10	468,565.00
Salary Allocations	(22,457.60)	(22,458.00)	0.40	(29,195.00)
Employee Benefits	122,736.31	110,362.00	12,374.31	143,473.00
Accreditation	13,976.36	6,000.00	7,976.36	6,000.00
Admin Charges	92,478.69	92,475.00	3.69	123,305.00
Advertising/Awards Dinner	4,203.46	747.00	3,456.46	5,000.00
Audit	7,632.00	10,350.00	(2,718.00)	10,350.00
Computer/Internet Expenses	53,146.48	56,628.00	(3,481.52)	75,504.00
Conventions	1,320.94	0.00	1,320.94	0.00
COVID	1,770.62	0.00	1,770.62	0.00
Depreciation	8,771.57	11,700.00	(2,928.43)	15,600.00
Equipment - Operation/Maint.	11,670.50	8,919.00	2,751.50	11,886.00
Equipment - Replacements	0.00	0.00	0.00	0.00
Gain / Loss from the Sale of an Asset	88,378.35	0.00	88,378.35	0.00
Health & Safety Program	0.00	0.00	0.00	0.00
HR Charges	80,588.25	80,586.00	2.25	107,451.00
Insurance	86,474.75	69,190.00	17,284.75	69,190.00
IT Charges	52,598.25	52,596.00	2.25	70,131.00
Legal & Labour Contract Costs	30,768.06	15,003.00	15,765.06	20,000.00
Memberships	15,540.10	13,410.00	2,130.10	17,885.00
Postage / Courier	2,242.52	4,032.00	(1,789.48)	5,374.00
Printing & Stationery	15,051.41	14,103.00	948.41	18,800.00
Purchased Services	34,584.83	32,860.00	1,724.83	42,715.00
Recoveries	(47,614.43)	(32,536.00)	(15,078.43)	(82,641.00)
Staff Training	8,667.49	18,027.00	(9,359.51)	24,036.00
Surplus Adjustment - Depreciation	(8,771.57)	(11,700.00)	2,928.43	(15,600.00)
Surplus Adjustment - Transfer to Reserves	0.00	0.00	0.00	0.00
Telephone	10,466.88	12,492.00	(2,025.12)	16,650.00
Travel	6,615.71	1,503.00	5,112.71	2,000.00
Uniform Allowance	0.00	0.00	0.00	20,000.00
<u>BONNECHERE MANOR TOTALS</u>	<u>14,503,955.97</u>	<u>14,593,527.00</u>	<u>(89,571.03)</u>	<u>19,090,434.00</u>

**COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
September 2023**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>over / (under)</u> <u>VARIANCE</u>	<u>FULL YEAR</u> <u>BUDGET</u>
RESIDENT DAYS	47,937.00	49,140.00	(1,203.00)	65,700.00
NON-SUBSIDIZABLE EXPENSE	0.00	0.00	0.00	49,024.00
Temporary Loan and Interest- Solar Project	0.00	0.00	0.00	0.00
Surplus Adjustment - Transfer to Reserve	0.00	0.00	0.00	49,024.00
SURPLUS ADJUSTMENT	214,393.98	469,872.00	(255,478.02)	626,500.00
Surplus Adjustment - Capital Purchases	214,393.98	469,872.00	(255,478.02)	626,500.00
TOTAL EXPENDITURE	14,718,349.95	15,063,399.00	(345,049.05)	19,765,958.00

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

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>over / (under)</u> <u>VARIANCE</u>	<u>FULL YEAR</u> <u>BUDGET</u>
MUNICIPAL SUBSIDY	<u>1,692,737.19</u>	<u>1,692,738.00</u>	<u>(0.81)</u>	<u>2,256,983.00</u>
City of Pembroke -30.63%	558,603.72	558,603.00	0.72	744,805.00
County of Renfrew - 69.37%	1,134,133.47	1,134,135.00	(1.53)	1,512,178.00
RESIDENTS REVENUE	<u>3,319,979.29</u>	<u>3,042,612.00</u>	<u>277,367.29</u>	<u>4,056,813.00</u>
Bad Debts	0.00	0.00	0.00	0.00
Basic Accommodation	2,830,663.81	2,677,500.00	153,163.81	3,570,000.00
Bed retention	0.00	0.00	0.00	0.00
Estate Recoveries - Municipal	0.00	0.00	0.00	0.00
Estate Recoveries - Provincial	0.00	0.00	0.00	0.00
Preferred Accommodation	379,329.54	365,112.00	14,217.54	486,813.00
Preferred Accommodation - HIN Claims	109,985.94	0.00	109,985.94	0.00
Preferred Accommodation - Prov COVID Reimbursement	0.00	0.00	0.00	0.00
Respite Care	0.00	0.00	0.00	0.00
OTHER REVENUE	<u>382,482.17</u>	<u>153,250.00</u>	<u>229,232.17</u>	<u>201,000.00</u>
Donations	0.00	0.00	0.00	0.00
Donations In Kind	0.00	0.00	0.00	0.00
Interest Income	313,023.06	56,250.00	256,773.06	75,000.00
Internal Transfer - From ML	0.00	0.00	0.00	0.00
Other Revenue - FIT	69,459.11	97,000.00	(27,540.89)	126,000.00
GRANTS & SUBSIDIES	<u>9,270,985.36</u>	<u>9,596,188.00</u>	<u>(325,202.64)</u>	<u>12,553,390.00</u>
Federal - ICIP	25,440.00	0.00	25,440.00	0.00
Prov Revenue - 4hrs care per day - Allied Health Professional	0.00	215,800.00	(215,800.00)	284,920.00
Prov Revenue - 4hrs care per day - Nursing Staff Supplement	0.00	1,792,757.00	(1,792,757.00)	2,159,606.00
Prov Revenue - Clinical Decision Support	20,000.00	0.00	20,000.00	0.00
Prov Revenue - Operating - Global LOC Subsidy	368,571.00	372,744.00	(4,173.00)	496,988.00
Prov Revenue - Operating - HIN NPC	32,846.00	32,526.00	320.00	43,362.00
Prov Revenue - Operating - Nursing & Personal Care	5,033,499.00	5,016,726.00	16,773.00	6,702,786.00
Prov Revenue - Operating - Other Accomodation	30,872.00	90,009.00	(59,137.00)	120,008.00
Prov Revenue - Operating - Pay Equity	17,145.00	17,145.00	0.00	22,860.00
Prov Revenue - Operating - Program & Support Services	610,996.00	613,224.00	(2,228.00)	819,315.00
Prov Revenue - Operating - RAI/MDS	72,926.00	71,946.00	980.00	95,922.00
Prov Revenue - Operating - Raw Food	577,164.00	542,025.00	35,139.00	722,700.00
Prov Revenue - Operating - RN	79,506.00	79,497.00	9.00	106,000.00
Prov Revenue - Operating - Structural Compliance	24,639.00	24,639.00	0.00	24,639.00
Prov Revenue - Operating -Accreditation	18,068.00	17,739.00	329.00	23,652.00
Prov Revenue - Operating -RHWB	23,478.00	0.00	23,478.00	0.00
Prov Revenue - COVID - Incremental cost funding	917,800.00	0.00	917,800.00	0.00
Prov Revenue - COVID - PSW Return of Service	2,000.00	0.00	2,000.00	0.00
Prov Revenue - COVID - PSW Wage Enhancement	751,029.00	458,712.00	292,317.00	611,614.00
Prov Revenue - IPAC Lead	40,722.00	0.00	40,722.00	0.00
Prov Revenue - Equalization	142,893.00	142,902.00	(9.00)	190,530.00
Prov Revenue - IPAC	188,202.13	45,724.00	142,478.13	45,724.00
Prov Revenue - Medication Safety Training	121,602.74	0.00	121,602.74	0.00
Prov Revenue - PSW / Behavioural Support Subsidy	44,046.00	44,046.00	0.00	58,728.00
Prov Revenue -Comp Minor Capital	102,496.00	0.00	102,496.00	0.00
Prov Revenue - Support Professional Growth	25,044.49	18,027.00	7,017.49	24,036.00
SURPLUS ADJUSTMENT	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>697,772.00</u>
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	697,772.00
GRAND TOTAL REVENUES	<u>14,666,184.01</u>	<u>14,484,788.00</u>	<u>181,396.01</u>	<u>19,765,958.00</u>
Municipal Surplus / (Deficit)	<u>(52,165.94)</u>	<u>(578,611.00)</u>	<u>526,445.06</u>	<u>0.00</u>
less: Depreciation - BM	<u>(517,176.21)</u>	<u>(495,531.00)</u>	<u>(21,645.21)</u>	<u>(660,708.00)</u>
add: Transfer to Reserve	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>49,024.00</u>
less: Transfer from Reserve	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(697,772.00)</u>
add: Capital Purchases	<u>214,393.98</u>	<u>469,872.00</u>	<u>(255,478.02)</u>	<u>626,500.00</u>
Accounting Surplus / (Deficit)	<u>(354,948.17)</u>	<u>(604,270.00)</u>	<u>249,321.83</u>	<u>(682,956.00)</u>

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
September 2023**

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>CLIENT PROGRAMS & SERVICES</u>	<u>679,008.23</u>	<u>671,131.00</u>	<u>7,877.23</u>	<u>874,247.00</u>
Salaries	473,875.44	461,600.00	12,275.44	600,083.00
Salary Allocations	48,033.20	48,038.00	(4.80)	62,443.00
Employee Benefits	112,638.94	108,249.00	4,389.94	140,723.00
Computer Operation and Maint	1,133.23	1,233.00	(99.77)	1,645.00
COVID	0.00	0.00	0.00	0.00
Depreciation	2,836.44	2,844.00	(7.56)	3,792.00
Equipment - Replacements	476.86	2,304.00	(1,827.14)	3,075.00
Equipment Operation/Maint.	382.03	1,845.00	(1,462.97)	2,460.00
Hobby Crafts	4,167.25	3,843.00	324.25	5,125.00
Purchased Services-Physio	34,416.00	40,266.00	(5,850.00)	53,693.00
Recoveries	(1,004.81)	0.00	(1,004.81)	0.00
Recreation & Entertainment	4,309.94	3,753.00	556.94	5,000.00
Revenue - Federal	0.00	0.00	0.00	0.00
Special Events	580.15	0.00	580.15	0.00
Surplus Adjustment - Depreciation	(2,836.44)	(2,844.00)	7.56	(3,792.00)
<u>NURSING SERVICES</u>	<u>8,206,358.70</u>	<u>8,679,380.00</u>	<u>(473,021.30)</u>	<u>11,299,762.00</u>
Salaries - Administration	338,579.98	346,300.00	(7,720.02)	450,186.00
Salaries - Direct	6,180,882.00	6,636,542.00	(455,660.00)	8,627,507.00
Salary Allocations	0.00	0.00	0.00	0.00
Employee Benefits - Administration	106,424.81	103,491.00	2,933.81	134,543.00
Employee Benefits - Direct	1,206,002.17	1,146,931.00	59,071.17	1,491,014.00
Computer Operation and Maint	23,641.82	16,695.00	6,946.82	22,264.00
COVID	18,178.46	0.00	18,178.46	0.00
Depreciation	41,728.41	30,753.00	10,975.41	41,000.00
Equipment - Repairs & Maintenance	0.00	2,952.00	(2,952.00)	3,940.00
Equipment - Replacements	0.00	5,247.00	(5,247.00)	7,000.00
Fall Prevention	19,860.52	12,447.00	7,413.52	16,600.00
Fall Prevention - Prov Subsidy	(8,587.44)	(12,447.00)	3,859.56	(16,600.00)
High Intensity Needs	9,000.03	22,500.00	(13,499.97)	30,000.00
High Intensity Needs - Non Claims Based	8,328.88	29,538.00	(21,209.12)	39,383.00
High Intensity Needs - Prov Subsidy	(20,354.00)	(21,375.00)	1,021.00	(28,500.00)
Incontinent Supplies - (Funded at \$1.20 per diem)	101,036.21	75,735.00	25,301.21	100,985.00
IPAC	68,649.47	88,245.00	(19,595.53)	117,657.00
IPAC MINOR CAPITAL	0.00	0.00	0.00	0.00
Lab Fees	4,335.00	4,878.00	(543.00)	6,500.00
Lab Fees - Prov Subsidy	(3,380.00)	(3,250.00)	(130.00)	(6,500.00)
Medical Director - (0.30 / day)	12,118.00	9,088.00	3,030.00	18,177.00
Medical Nursing Supplies	71,404.56	78,867.00	(7,462.44)	105,154.00
Medication Safety Technology	0.00	0.00	0.00	0.00
Memberships	0.00	747.00	(747.00)	1,000.00
Nurse Practitioner BM Support	0.00	0.00	0.00	0.00
Nurse Practitioner Expenses	132,503.90	142,029.00	(9,525.10)	184,639.00
Nurse Practitioner Provincial Subsidy	(92,133.00)	(92,133.00)	0.00	(122,844.00)
Phys-On-Call - Funded Exp (\$100 / bed)	8,809.45	8,300.00	509.45	16,600.00
Phys-On-Call - Prov Subsidy (\$100 / bed)	(13,322.77)	(12,447.00)	(875.77)	(16,600.00)
RAI / MDS Expenses	71,240.40	90,500.00	(19,259.60)	117,657.00
RAI / MDS Prov Subsidy	0.00	0.00	0.00	0.00
Recoveries	(25,160.83)	0.00	(25,160.83)	0.00
Recoveries - Wages	(11,698.92)	0.00	(11,698.92)	0.00
Surplus Adjustment - Depreciation	(41,728.41)	(30,753.00)	(10,975.41)	(41,000.00)

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
September 2023**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>over / (under)</u> <u>VARIANCE</u>	<u>FULL YEAR</u> <u>BUDGET</u>
<u>RAW FOOD</u>	<u>524,887.94</u>	<u>499,878.00</u>	<u>25,009.94</u>	<u>666,490.00</u>
Dairy	60,280.94	60,003.00	277.94	80,000.00
Groceries and Vegetables	288,494.37	275,994.00	12,500.37	367,990.00
Meat	159,960.66	150,003.00	9,957.66	200,000.00
Nutrition Supplements	17,149.44	15,003.00	2,146.44	20,000.00
Recoveries	(997.47)	(1,125.00)	127.53	(1,500.00)
<u>FOOD SERVICES</u>	<u>1,126,716.27</u>	<u>1,143,018.00</u>	<u>(16,301.73)</u>	<u>1,487,194.00</u>
Salaries	938,381.78	937,531.00	850.78	1,218,791.00
Salary Allocations	(48,033.20)	(48,038.00)	4.80	(62,443.00)
Employee Benefits	196,723.67	200,000.00	(3,276.33)	260,000.00
Café M	411.40	0.00	411.40	0.00
Computer Operation and Maint	0.00	0.00	0.00	0.00
COVID	840.23	0.00	840.23	0.00
Depreciation	12,822.12	9,747.00	3,075.12	13,000.00
Dietary Supplies	11,817.13	16,911.00	(5,093.87)	22,545.00
Equipment - Operation and Replacement	6,194.74	8,226.00	(2,031.26)	10,960.00
Food Wrap & Disposable Items	7,303.76	8,577.00	(1,273.24)	11,432.00
Purchased Services - BM Staff Support	15,716.96	15,311.00	405.96	19,909.00
Recoveries	(4,273.22)	0.00	(4,273.22)	0.00
Replacement - Dishes/Cutlery	6,768.66	7,497.00	(728.34)	10,000.00
Surplus Adjustment - Depreciation	(12,822.12)	(9,747.00)	(3,075.12)	(13,000.00)
Vending - Net Proceeds	(5,135.64)	(2,997.00)	(2,138.64)	(4,000.00)
<u>HOUSEKEEPING SERVICES</u>	<u>771,529.88</u>	<u>688,839.00</u>	<u>82,690.88</u>	<u>897,064.00</u>
Salaries	596,268.03	546,031.00	50,237.03	709,842.00
Employee Benefits	119,461.76	95,558.00	23,903.76	124,222.00
COVID	0.00	0.00	0.00	0.00
Depreciation	2,690.10	2,250.00	440.10	3,000.00
Equipment - Operation/Maint.	191.23	1,314.00	(1,122.77)	1,750.00
Equipment - Replacements	0.00	3,753.00	(3,753.00)	5,000.00
Furniture - Replacements	0.00	0.00	0.00	0.00
Housekeeping Supplies	55,881.79	41,247.00	14,634.79	55,000.00
Other	0.00	936.00	(936.00)	1,250.00
Recoveries	(272.93)	0.00	(272.93)	0.00
Surplus Adjustment - Depreciation	(2,690.10)	(2,250.00)	(440.10)	(3,000.00)
<u>LAUNDRY AND LINEN SERVICES</u>	<u>228,499.82</u>	<u>221,541.00</u>	<u>6,958.82</u>	<u>289,102.00</u>
Salaries	172,930.47	160,740.00	12,190.47	208,962.00
Employee Benefits	34,571.57	27,969.00	6,602.57	36,360.00
COVID	0.00	0.00	0.00	0.00
Depreciation	5,993.01	1,125.00	4,868.01	1,500.00
Education	0.00	0.00	0.00	0.00
Equipment - Replacements	328.32	1,872.00	(1,543.68)	2,500.00
Equipment Operation/Maint.	1,577.28	1,872.00	(294.72)	2,500.00
Laundry Supplies	14,356.85	17,766.00	(3,409.15)	23,690.00
Recoveries	(2,772.36)	0.00	(2,772.36)	0.00
Replacements	7,507.69	11,322.00	(3,814.31)	15,090.00
Surplus Adjustment - Depreciation	(5,993.01)	(1,125.00)	(4,868.01)	(1,500.00)

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
September 2023**

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>BUILDINGS AND PROPERTY MAINTENANCE</u>	<u>803,235.51</u>	<u>834,632.00</u>	<u>(31,396.49)</u>	<u>1,184,736.00</u>
Salaries	209,473.12	205,260.00	4,213.12	266,836.00
Employee Benefits	44,132.39	56,949.00	(12,816.61)	74,032.00
Comprehensive minor capital	2,635.96	0.00	2,635.96	0.00
Computer Operation and Maint	3,205.46	4,923.00	(1,717.54)	6,562.00
COVID	5,738.60	0.00	5,738.60	0.00
Depreciation	609,330.77	596,250.00	13,080.77	795,000.00
Equipment - Operation/Maint.	0.00	0.00	0.00	0.00
Equipment - Replacements	38,612.65	45,000.00	(6,387.35)	60,000.00
Furniture - Replacements	0.00	0.00	0.00	40,380.00
Hydro	94,776.03	120,000.00	(25,223.97)	200,000.00
Insurance	97,916.88	83,273.00	14,643.88	83,273.00
IPAC minor capital	0.00	0.00	0.00	0.00
Natural Gas	49,800.01	49,000.00	800.01	75,000.00
Purchased Services	177,502.21	212,247.00	(34,744.79)	283,000.00
Recoveries	(10,252.44)	0.00	(10,252.44)	0.00
Repairs/Maint./Bldgs./Grounds	74,547.86	74,133.00	414.86	98,853.00
Replacements/Capital	0.00	0.00	0.00	0.00
Resident - Cable System	17,139.79	17,622.00	(482.21)	23,500.00
Resident - Cable/Phone Recoveries	(47,865.89)	(62,775.00)	14,909.11	(83,700.00)
Surplus Adjustment - Depreciation	(609,330.77)	(596,250.00)	(13,080.77)	(795,000.00)
Water / Wastewater	45,872.88	29,000.00	16,872.88	57,000.00
<u>GENERAL AND ADMINISTRATIVE</u>	<u>1,068,281.95</u>	<u>921,720.00</u>	<u>146,561.95</u>	<u>1,170,446.00</u>
Salaries	384,140.58	325,949.00	58,191.58	423,732.00
Salary Allocations	0.00	0.00	0.00	0.00
Employee Benefits	115,864.99	109,669.00	6,195.99	142,566.00
Accreditation	0.00	5,971.00	(5,971.00)	5,971.00
Admin Charges	92,346.03	92,349.00	(2.97)	123,128.00
Advertising/Awards	2,786.57	747.00	2,039.57	5,000.00
Audit	7,738.85	10,350.00	(2,611.15)	10,350.00
Computer Operation and Maint	57,635.71	52,803.00	4,832.71	70,400.00
Conventions	1,615.90	0.00	1,615.90	0.00
COVID	4,310.53	0.00	4,310.53	0.00
Depreciation	22,466.70	18,000.00	4,466.70	24,000.00
Equipment - Maintenance	5,613.54	7,794.00	(2,180.46)	10,392.00
Health & Safety Program	494.08	747.00	(252.92)	1,000.00
HR Charges	79,682.22	79,686.00	(3.78)	106,243.00
Insurance	80,171.37	71,046.00	9,125.37	71,046.00
Insurance Claim Costs	0.00	0.00	0.00	0.00
IT Charges	52,598.25	52,596.00	2.25	70,131.00
Legal & Labour Contract Costs	84,128.62	37,503.00	46,625.62	50,000.00
Loss (gain) of disposal of assets	10,397.31	0.00	10,397.31	0.00
Memberships / Subscriptions	16,610.07	12,582.00	4,028.07	16,770.00
Postage	4,388.21	4,878.00	(489.79)	6,500.00
Printing & Stationery	19,028.11	12,681.00	6,347.11	16,908.00
Purchased Services - From BM	46,092.95	42,031.00	4,061.95	54,641.00
Recoveries - Other	(33,338.72)	(31,538.00)	(1,800.72)	(75,996.00)
Recruiting	0.00	0.00	0.00	0.00
Staff Training	8,555.27	16,623.00	(8,067.73)	22,164.00
Minor Capital	12,998.35	0.00	12,998.35	0.00
Surplus Adjustment - Depreciation	(22,466.70)	(18,000.00)	(4,466.70)	(24,000.00)
Surplus Adjustment - Disposal of Assets	0.00	0.00	0.00	0.00
Telephone	11,155.36	11,250.00	(94.64)	15,000.00
Travel	3,267.80	6,003.00	(2,735.20)	8,000.00
Uniform Allowance	0.00	0.00	0.00	16,500.00
MIRAMICHI LODGE TOTALS	<u>13,408,518.30</u>	<u>13,660,139.00</u>	<u>(251,620.70)</u>	<u>17,869,041.00</u>

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
September 2023**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>over / (under)</u> <u>VARIANCE</u>	<u>FULL YEAR</u> <u>BUDGET</u>
RESIDENT DAYS	43,910.00	45,318.00	(1,182.00)	60,590.00
<u>NON-SUBSIDIZABLE EXPENSE</u>	<u>313,404.85</u>	<u>313,405.00</u>	<u>(0.15)</u>	<u>627,096.00</u>
Debenture Payment - Interest Only	33,080.93	33,081.00	(0.07)	58,234.00
Surplus Adjustment - Debenture Principal	280,323.92	280,324.00	(0.08)	568,862.00
Surplus Adjustment - Transfer to Reserves	0.00	0.00	0.00	0.00
Transfer to Bonnechere Manor	0.00	0.00	0.00	0.00
<u>SURPLUS ADJUSTMENT</u>	<u>309,291.74</u>	<u>527,697.00</u>	<u>(218,405.26)</u>	<u>703,600.00</u>
Surplus Adjustment - Capital Purchases	309,291.74	527,697.00	(218,405.26)	703,600.00
GRAND TOTAL EXPENDITURE	14,031,214.89	14,501,241.00	(470,026.11)	19,199,737.00

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
September 2023**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
			over / (under)	
<u>MUNICIPAL SUBSIDY</u>	<u>1,416,969.72</u>	<u>1,416,978.00</u>	<u>(8.28)</u>	<u>1,889,293.00</u>
City of Pembroke -30.63%	467,600.22	467,604.00	(3.78)	623,467.00
County of Renfrew - 69.37%	949,369.50	949,374.00	(4.50)	1,265,826.00
<u>RESIDENTS REVENUE</u>	<u>3,112,117.62</u>	<u>3,048,165.00</u>	<u>63,952.62</u>	<u>4,064,219.00</u>
Bad Debt (Expense) / Recovery	0.00	0.00	0.00	0.00
Basic Accommodation	2,536,997.01	2,451,753.00	85,244.01	3,269,000.00
Bed retention	0.00	0.00	0.00	0.00
Estate Recoveries - Municipal	0.00	0.00	0.00	0.00
Estate Recoveries - Provincial	0.00	0.00	0.00	0.00
Preferred Accommodation	555,314.97	593,415.00	(38,100.03)	791,219.00
Preferred Accommodation - HIN Claims	7,536.00	0.00	7,536.00	0.00
Preferred Accommodation - Prov COVID Reimbursement	0.00	0.00	0.00	0.00
Respite Care	12,269.64	2,997.00	9,272.64	4,000.00
<u>OTHER REVENUE</u>	<u>175,683.53</u>	<u>37,350.00</u>	<u>138,333.53</u>	<u>49,800.00</u>
Donations	0.00	0.00	0.00	0.00
Donations In Kind	0.00	0.00	0.00	0.00
Interest Income	175,683.53	37,350.00	138,333.53	49,800.00
<u>GRANTS & SUBSIDIES</u>	<u>9,229,476.14</u>	<u>9,528,557.00</u>	<u>(299,080.86)</u>	<u>12,492,825.00</u>
Prov Revenue - 4hrs care - Nursing Staff Supplement	288,157.65	1,653,320.00	(1,365,162.35)	1,991,636.00
Prov Revenue - 4hrs care - Staff Supp Allied Health	210,702.00	197,073.00	13,629.00	262,760.00
Prov Revenue - Clinical Decision Making	20,000.00	0.00	20,000.00	0.00
Prov Revenue - COVID - Incremental costs	384,700.00	0.00	384,700.00	0.00
Prov Revenue - COVID - Lost Rev Advance	13,951.00	0.00	13,951.00	0.00
Prov Revenue - COVID - PSW Wage Enhancement	651,635.00	391,068.00	260,567.00	521,429.00
Prov Revenue - RHWB	21,654.00	0.00	21,654.00	0.00
Prov Revenue - Debenture Subsidy	470,322.00	470,322.00	0.00	627,096.00
Prov Revenue - ICIP	60,239.20	0.00	60,239.20	0.00
Prov Revenue - Medication Safety	109,629.64	0.00	109,629.64	0.00
Prov Revenue - Operating Subsidy - Accreditation	16,662.00	16,362.00	300.00	21,816.00
Prov Revenue - Operating Subsidy - Equalization	130,869.00	130,869.00	0.00	174,492.00
Prov Revenue - Operating Subsidy - Global LOC	339,900.00	343,746.00	(3,846.00)	458,333.00
Prov Revenue - Operating Subsidy - HIN NPC	30,293.00	29,988.00	305.00	39,984.00
Prov Revenue - Operating Subsidy - Nursing & Personal Care	4,766,118.25	4,878,444.00	(112,325.75)	6,517,967.00
Prov Revenue - Operating Subsidy - Other Accommodation	176,314.00	97,380.00	78,934.00	129,837.00
Prov Revenue - Operating Subsidy - Pay Equity	16,920.00	16,920.00	0.00	22,560.00
Prov Revenue - Operating Subsidy - Program & Support Service	563,471.00	565,530.00	(2,059.00)	755,591.00
Prov Revenue - Operating Subsidy - PSW / Behavioural Support	33,030.00	33,030.00	0.00	44,040.00
Prov Revenue - Operating Subsidy - PSW return of service	7,000.00	0.00	7,000.00	0.00
Prov Revenue - Operating Subsidy - RAI/MDS	67,254.00	66,348.00	906.00	88,464.00
Prov Revenue - Operating Subsidy - Raw Food	532,272.00	499,860.00	32,412.00	666,480.00
Prov Revenue - Operating Subsidy - RN	79,506.00	79,506.00	0.00	106,008.00
Prov Revenue - Support Prof Growth	32,755.40	16,623.00	16,132.40	22,164.00
Prov Revenue - Comp Minor Capital	51,146.00	0.00	51,146.00	0.00
Prov Revenue - IPAC Lead	40,722.00	0.00	40,722.00	0.00
Provincial Revenue - IPAC	114,253.00	42,168.00	72,085.00	42,168.00
<u>SURPLUS ADJUSTMENT</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>703,600.00</u>
Surplus Adjustment - Trf from Reserves	0.00	0.00	0.00	703,600.00
GRAND TOTAL REVENUES	13,934,247.01	14,031,050.00	(96,802.99)	19,199,737.00
Municipal Surplus / (Deficit)	(96,967.88)	(470,191.00)	373,223.12	0.00
less: Depreciation	(697,867.55)	(660,969.00)	(36,898.55)	(881,292.00)
add: Transfer to Reserves	0.00	0.00	0.00	0.00
less: Transfer from Reserves	0.00	0.00	0.00	(703,600.00)
less: Disposal of Assets	0.00	0.00	0.00	0.00
add: Capital Purchases	309,291.74	527,697.00	(218,405.26)	703,600.00
add: Debenture Principal	280,323.92	313,405.00	(33,081.08)	627,096.00
ADJ Surplus / (Deficit)	(205,219.77)	(290,058.00)	84,838.23	(254,196.00)

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

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>CAPITAL PROGRAM - EXPENSES</u>	<u>364,602.20</u>	<u>381,916.00</u>	<u>(17,313.80)</u>	<u>695,266.00</u>
Salaries	248,162.65	227,880.00	20,282.65	296,246.00
Benefits	71,560.33	63,091.00	8,469.33	82,020.00
Capital Projects - Under Threshold	0.00	0.00	0.00	0.00
COVID	0.00	0.00	0.00	0.00
Infrastructure Management	36,429.73	65,448.00	(29,018.27)	283,000.00
Misc	2,240.59	4,500.00	(2,259.41)	6,000.00
Supplies	6,208.90	20,997.00	(14,788.10)	28,000.00
<u>ADMINISTRATION</u>	<u>944,300.27</u>	<u>954,332.00</u>	<u>(10,031.73)</u>	<u>1,221,535.00</u>
Salaries	385,827.70	434,871.00	(49,043.30)	565,331.00
Benefits	115,698.85	121,449.00	(5,750.15)	157,884.00
Advertising	8,421.31	7,497.00	924.31	10,000.00
Answering Service	3,737.43	3,447.00	290.43	4,600.00
Bank Charges	436.97	0.00	436.97	0.00
Cell Telephone/Pager	6,164.75	9,900.00	(3,735.25)	13,200.00
Communications(Radio System)	60,044.55	54,000.00	6,044.55	72,000.00
Computer Hrdwr/Sftwr	51,743.55	45,000.00	6,743.55	60,000.00
Conferences & Conventions	6,467.67	6,000.00	467.67	7,500.00
Courier	932.08	576.00	356.08	770.00
COVID	0.00	0.00	0.00	0.00
Health & Safety (Protection)	45,163.44	33,000.00	12,163.44	42,000.00
Insurance	155,948.17	159,500.00	(3,551.83)	159,500.00
Insurance Claims Expense	14,927.30	26,253.00	(11,325.70)	35,000.00
Internet	2,075.04	3,825.00	(1,749.96)	5,100.00
Legal Fees	28,440.68	0.00	28,440.68	20,500.00
Membership Fees	10,075.53	7,650.00	2,425.53	9,000.00
Office Equipment Replacement	0.00	0.00	0.00	4,000.00
Office Supplies/Publications/Awards	8,481.81	7,497.00	984.81	10,000.00
Photocopier Supplies/Maint	3,806.40	3,150.00	656.40	4,200.00
Postage	0.00	342.00	(342.00)	450.00
Provincial Grants & Subsidies - COVID	0.00	0.00	0.00	0.00
Recruitment	2,101.99	0.00	2,101.99	0.00
Staff Training	17,776.50	15,003.00	2,773.50	20,000.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - From Reserves	0.00	0.00	0.00	0.00
Telephone	7,812.40	8,397.00	(584.60)	11,200.00
Travel	8,216.15	6,975.00	1,241.15	9,300.00
<u>TRAILS</u>	<u>515,047.92</u>	<u>1,325,233.00</u>	<u>(810,185.08)</u>	<u>321,635.00</u>
Salaries / Benefits	27,088.04	0.00	27,088.04	0.00
Salary Allocations	0.00	75,060.00	(75,060.00)	100,077.00
Algonquin - Rental Recoveries	(43,759.83)	(17,000.00)	(26,759.83)	(30,000.00)
Algonquin Trail Development	528,359.13	3,111,219.00	(2,582,859.87)	4,148,295.00
Algonquin Trail Donations	(3,079.00)	0.00	(3,079.00)	(3,500,000.00)
Algonquin Trail Federal Recoveries	0.00	0.00	0.00	(1,470,000.00)
Algonquin Trail Other Recoveries	(1,782.42)	0.00	(1,782.42)	0.00
Algonquin Trail Prov Recoveries	0.00	(191,772.00)	191,772.00	(255,699.00)
Bad Debt Expense	0.00	0.00	0.00	0.00
Donations	(100.00)	0.00	(100.00)	0.00
K&P Rail Line Development	3,202.60	16,497.00	(13,294.40)	22,000.00
K&P Rail Recoveries - Provincial	0.00	0.00	0.00	(2,000.00)
Office Expense	1,074.44	378.00	696.44	500.00
Recruitment	0.00	0.00	0.00	0.00
Recovery - Provincial	0.00	0.00	0.00	0.00
Surplus Adj - Capital	4,044.96	0.00	4,044.96	3,534,000.00
Surplus Adj - Trf From Reserve	0.00	(1,669,149.00)	1,669,149.00	(2,225,538.00)
Surplus Adj - Trf to Reserve	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
<u>MAINTENANCE</u>	<u>5,025,671.26</u>	<u>4,887,808.00</u>	<u>137,863.26</u>	<u>6,512,490.00</u>
Salaries	1,735,283.37	1,760,635.00	(25,351.63)	2,288,842.00
Benefits	513,423.24	508,196.00	5,227.24	660,648.00
Bridges and Culverts	57,806.67	33,340.00	24,466.67	40,000.00
Hard Top Maintenance	228,917.29	320,840.00	(91,922.71)	385,000.00
Recoveries	(58,998.21)	(74,997.00)	15,998.79	(100,000.00)
Roadside Maintenance	28,081.79	125,020.00	(96,938.21)	150,000.00
Safety Devices	420,948.09	688,094.00	(267,145.91)	798,000.00
Winter Control	2,100,209.02	1,526,680.00	573,529.02	2,290,000.00
<u>EQUIPMENT</u>	<u>1,133,282.17</u>	<u>1,036,382.00</u>	<u>96,900.17</u>	<u>1,487,328.00</u>
Salaries	180,668.56	180,871.00	(202.44)	235,137.00
Benefits	60,934.03	60,231.00	703.03	78,300.00
Salary Allocations	(79,317.00)	(79,320.00)	3.00	(103,112.00)
COVID	0.00	0.00	0.00	0.00
Provincial Grants & Subsidies - COVID	0.00	0.00	0.00	0.00
Recoveries	(11,419.44)	(7,500.00)	(3,919.44)	(15,000.00)
Small Equipment, Misc	17,798.53	41,697.00	(23,898.47)	55,600.00
Surplus Adjustment - Capital Equipment	667,084.65	0.00	667,084.65	2,753,073.00
Surplus Adjustment - Trf From Reserves	(667,084.65)	0.00	(667,084.65)	(2,753,073.00)
Surplus Adjustment - Trf To Reserves	0.00	0.00	0.00	0.00
Vehicle Operating Costs - Fuel	449,212.62	439,000.00	10,212.62	635,000.00
Vehicle Operating Costs - Insurance	47,027.63	51,403.00	(4,375.37)	51,403.00
Vehicle Operating Costs - Licence	118.00	0.00	118.00	65,000.00
Vehicle Operating Costs - Repairs & Supplies	479,859.24	360,000.00	119,859.24	500,000.00
Vehicle Operating Revenue	(11,600.00)	(10,000.00)	(1,600.00)	(15,000.00)

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

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
HOUSING	133,290.19	116,027.00	17,263.19	162,000.00
COVID	0.00	0.00	0.00	0.00
Major Repairs	9,392.45	0.00	9,392.45	0.00
Operating Expenses	123,897.74	116,027.00	7,870.74	162,000.00
Surplus Adjustment - Capital	29,198.76	0.00	29,198.76	317,000.00
Surplus Adjustment - Trf From Reserves	(29,198.76)	0.00	(29,198.76)	(317,000.00)
OTHER	13,811,630.18	15,000,000.00	(1,188,369.82)	31,007,756.00
Depreciation	8,044,481.60	7,350,003.00	694,478.60	9,800,000.00
Surplus Adjustment - Capital Construction	13,811,630.18	15,000,000.00	(1,188,369.82)	31,007,756.00
Surplus Adjustment - Depreciation	(8,044,481.60)	(7,350,003.00)	(694,478.60)	(9,800,000.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00
CONSTRUCTION - LABOUR CLEARING ACCOUNT	0.00	0.00	0.00	0.00
Salaries	564,767.76	399,140.00	165,627.76	518,886.00
Benefits	118,741.88	107,749.00	10,992.88	140,070.00
Charge to Capital Construction above	(683,509.64)	(506,889.00)	(176,620.64)	(658,956.00)
TOTAL EXPENDITURES	21,927,824.19	23,701,698.00	(1,773,873.81)	41,408,010.00
REVENUES				
Municipal Contribution	8,007,717.15	8,632,095.00	(624,377.85)	10,216,019.00
Misc	108,476.86	69,603.00	38,873.86	75,000.00
Provincial Grants & Subsidies	2,115,873.00	1,407,987.00	707,886.00	2,815,973.00
Surplus Adjustment - Temp Loan	0.00	1,000,000.00	(1,000,000.00)	4,490,190.00
Surplus Adjustment - TRF from Reserves	11,695,757.18	12,592,013.00	(896,255.82)	23,810,828.00
TOTAL REVENUES	21,927,824.19	23,701,698.00	(1,773,873.81)	41,408,010.00
MUNICIPAL SURPLUS / (DEFICIT)	0.00	0.00	0.00	0.00

Renfrew County Housing Corporation
Consolidated Treasurer's Report
September 2023

<u>Description</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>Variance</u>	<u>Full Year</u> <u>Budget</u>
SALARIES	1,479,162.93	1,488,442.00	(9,279.07)	1,934,981.00
BENEFITS	380,946.27	407,082.00	(26,135.73)	529,213.00
ADMINISTRATION	736,352.86	708,550.00	27,802.86	1,407,926.00
BUILDING - HEAT LIGHT POWER	569,054.77	744,147.00	(175,092.23)	992,195.00
BUILDING - CAPITAL REPAIRS - non TCA	1,069,931.39	534,744.00	535,187.39	713,000.00
BUILDING - ELEVATOR	33,793.55	51,129.00	(17,335.45)	68,163.00
BUILDING - GARBAGE REMOVAL	62,531.94	58,941.00	3,590.94	78,572.00
BUILDING - GROUNDS KEEPING	79,406.64	54,405.00	25,001.64	72,510.00
BUILDING - HEATING & PLUMBING	87,569.33	106,749.00	(19,179.67)	142,325.00
BUILDING - NATURAL GAS	135,074.95	154,764.00	(19,689.05)	206,384.00
BUILDING - PAINTING	101,047.03	185,166.00	(84,118.97)	246,913.00
BUILDING - REPAIRS & MAINTENANCE	620,902.58	364,023.00	256,879.58	485,327.00
BUILDING - SNOW REMOVAL	342,263.07	293,344.00	48,919.07	440,000.00
BUILDING - TAXES	1,327,407.90	1,340,448.00	(13,040.10)	1,787,287.00
BUILDING - WATER	560,449.13	593,961.00	(33,511.87)	791,921.00
FINANCIAL - COCHI	0.00	0.00	0.00	0.00
FINANCIAL - COHB	6,240.00	0.00	6,240.00	0.00
FINANCIAL - DEPRECIATION	1,009,169.91	900,000.00	109,169.91	1,200,000.00
FINANCIAL - HPP	1,179,333.75	1,163,826.00	15,507.75	1,551,773.00
HOME OWNERSHIP REVOLVING LOANS	152,017.30	0.00	152,017.30	0.00
FINANCIAL - IAH HADD	31,000.00	51,003.00	(20,003.00)	68,000.00
FINANCIAL - MORTGAGE - INTEREST	13,536.90	368,559.00	(355,022.10)	491,429.00
FINANCIAL - ONTARIO RENOVATES (IAH & SIF)	315.18	0.00	315.18	0.00
FINANCIAL - OPHI	48,000.00	240,786.00	(192,786.00)	321,045.00
FINANCIAL - RENT SUPPLEMENT	209,574.00	218,070.00	(8,496.00)	290,761.00
FINANCIAL - RENT WAIVER	931.39	112,482.00	(111,550.61)	150,000.00
Surplus Adjustment - Depreciation	(1,009,169.91)	(900,000.00)	(109,169.91)	(1,200,000.00)
Surplus Adjustment - Mortgage Principal	264,194.27	0.00	264,194.27	307,736.00
Surplus Adjustment - TCA	1,122,564.08	1,350,000.00	(227,435.92)	4,100,200.00
Surplus Adjustment - Transfer to Reserves	0.00	0.00	0.00	0.00
EXPENSES	10,613,601.21	10,590,621.00	22,980.21	17,177,661.00
COUNTY TRANSFER - BASE	4,145,154.75	4,145,157.00	(2.25)	5,526,873.00
COUNTY TRANSFER - COCHI	158,437.87	409,500.00	(251,062.13)	546,000.00
COUNTY TRANSFER - COCHI Admin	0.00	21,528.00	(21,528.00)	28,709.00
COUNTY TRANSFER - COHB	6,240.00	2,250.00	3,990.00	3,000.00
COUNTY TRANSFER - COHB Admin	0.00	0.00	0.00	0.00
COUNTY TRANSFER - SSRF	0.00	0.00	0.00	2,000,000.00
COUNTY TRANSFER - HPP	1,179,333.75	1,238,832.00	(59,498.25)	1,651,773.00
COUNTY TRANSFER - HPP Admin	29,970.40	100,449.00	(70,478.60)	133,927.00
COUNTY TRANSFER - IAH - HADD	28,000.00	51,003.00	(23,003.00)	68,000.00
COUNTY TRANSFER - IAH - Ontario Renovates	0.00	0.00	0.00	0.00
COUNTY TRANSFER - OPHI	469,069.21	428,283.00	40,786.21	571,045.00
COUNTY TRANSFER - OPHI Admin	0.00	22,545.00	(22,545.00)	30,055.00
GAIN / (LOSS) - DISPOSAL OF ASSETS	0.00	0.00	0.00	0.00
HOME OWNERSHIP REVOLVING LOANS	152,017.30	0.00	152,017.30	0.00
INTEREST ON INVESTMENTS	76,735.41	56,250.00	20,485.41	75,000.00
MISC REVENUE	41,577.69	48,762.00	(7,184.31)	65,000.00
PROV SUBSIDY - DEBENTURES	0.00	0.00	0.00	474,077.00
Surplus Adjustment - Transfer from Reserves	0.00	0.00	0.00	1,204,200.00
TENANT REVENUE	3,750,605.17	3,600,081.00	150,524.17	4,800,002.00
REVENUES	10,037,141.55	10,124,640.00	(87,498.45)	17,177,661.00
Municipal SURPLUS / (DEFICIT)	(576,459.66)	(465,981.00)	(110,478.66)	0.00
less: Surplus Adjustment - Depreciation	(1,009,169.91)	(900,000.00)	(109,169.91)	(1,200,000.00)
add: Surplus Adjustment - TCA	1,122,564.08	1,350,000.00	(227,435.92)	4,100,200.00
add: Surplus Adjustment - Transfer To Reserves	0.00	0.00	0.00	0.00
less: Surplus Adjustment - Transfer From Reserves	0.00	0.00	0.00	(1,204,200.00)
add: Surplus Adjustment - Principal Payments	264,194.27	0.00	264,194.27	307,736.00
Accounting SURPLUS / (DEFICIT)	(198,871.22)	(15,981.00)	(182,890.22)	2,003,736.00



October 10, 2023

Ministry of the Attorney General
 McMurtry-Scott Building
 720 Bay Street, 11th Floor
 Toronto, Ontario
 M7A 2S9

Dear Honourable Attorney General Downey:

Re: Expediting the appointment process for Justices of the Peace to alleviate some pressures on POA court capacity in the East Region

The Joint Services Committee of Leeds and Grenville is comprised of elected representatives from the United Counties of Leeds and Grenville (the Counties) and the separated towns of Prescott and Gananoque and the City of Brockville. At the time of the provincial download of a number of services to municipalities, the Counties assumed responsibility of Provincial Offences Act Court Administration with the financial support and governance oversight of the Joint Services Committee. As Chair of that body, I am writing to express concern and frustration with respect to the current state of POA Court, its inability to deliver timely access to justice and further, the negative impact it is having on relied upon on cost-recovery.

As you are well aware, the Provincial Offences court system plays a vital role in the administration of justice within our province. Its significance has grown considerably, particularly since it was downloaded onto municipalities as a cost-recovery mechanism. This shift in responsibility has allowed communities to manager local affairs more efficiently and sustainably. However, the success of this cost-recovery mechanism heavily relies on the expeditious and effective operation of our courts.

The most significant obstacle impeding the ability to fully maximize this mechanism is the current lack of sufficient Justices of the Peace, particularly in the East Region. These dedicated individuals are essential to the functioning of the courts as they preside over various matters, ensuring fairness and justice for all Ontarians. The current appointment practices seem wrought with various challenges contributing to extended vacancies. Such vacancies lead to serious delays in the administration of justice locally.

Specifically, the following negative impacts are seen locally:

Review of Judicial Assignments in the East Region: Judicial assignments in the East Region have not been comprehensively reviewed for approximately 12 years. Given the evolving dynamics and demographic changes in this region, I strongly recommend conducting a thorough review of judicial assignments. This will help ensure that the allocation of judicial resources aligns with the current caseload and demographics, thereby improving efficiency and access to justice.

Processes for Inactive Justices: Another critical concern is the need to review and improve processes surrounding the assignments of Justices who are not actively working due to legal issues or medical leave. It is crucial to develop a system that allows for temporary replacements or reassignments to minimize disruptions in court proceedings. Effective management of such situations will help maintain a steady flow of justice in the courtroom.

In light of these issues, I respectfully urge you to consider implementing expedited processes for filling these positions. Streamlining the recruitment and selection procedures will not only address current challenges but will also ensure a more efficient, reputable and responsive justice system for all Ontarians. Furthermore, it is imperative that adequate court time be allocated to meet the increasing case load. This can be achieved by synchronizing the appointment of Justices of the Peace with the allocation of court time, ensuring that our Provincial Offences courts have the necessary personnel and resources to effectively address the demands placed upon them.

With respect, I propose the following actions to expedite the appointment process for your consideration:

- 1. Review and Streamline:** Conduct a comprehensive review of the current appointment procedures, identifying bottlenecks, and streamlining the process to reduce unnecessary delays.
- 2. Increased Resources:** Allocate additional resources, if necessary, to expedite the appointment and training of qualified individuals to serve as Justices of the Peace.
- 3. Regular Updates:** Establish a transparent and regular reporting system to keep the public informed about the progress in hiring Justices of the Peace and the steps being taken to expedite the process.
- 4. Stakeholder Engagement:** Collaborate with relevant stakeholders, including legal professionals, to gather input and insights that can help improve the efficiency of the hiring process.

Furthermore, I would like to emphasize that the training of judiciary can be a lengthy process, often taking up to 14 months for them to be fully prepared to sit in the courtroom. It is essential

to consider this timeline when planning hiring practices to ensure that courtrooms are not left with capacity issues due to delays in training. Adequate planning and timely recruitment can help mitigate these challenges and ensure a seamless transition of newly appointed justices into their roles.

By addressing these concerns and implementing the suggested measures, we believe your Ministry can significantly improve the efficiency and effectiveness of our Provincial Offences courts. Your attention to these critical matters is vital to ensure that all Ontarians have timely access to justice, reduce case backlogs, and maintain the highest standards of judicial service.

Thank you for your time and consideration. I look forward to witnessing the positive impact of these improvements on our justice system and our communities.

Sincerely,

A handwritten signature in black ink, appearing to read "Corinna Smith-Gatcke". The signature is written in a cursive, flowing style.

Corinna Smith-Gatcke,
Chair of the Joint Services Committee of Leeds and Grenville

The transfer of responsibility of Part III/IX Prosecutions under the *Provincial Offences Act*

Key Messages for Crown Attorneys' Meetings with Municipal Partners – April, 2023

Introduction:

With completion of both the provincial and municipal election-cycles last year and COVID recovery largely behind us, this is an opportune time to renew our discussions and establish a mutually agreeable date for the POA transfer.

Our offices have had the opportunity to discuss and consider the transfer since the legislation was passed 7 years ago.

We all appreciate the transfer was delayed for a variety of reasons including the pandemic which halted normal court operations for all of us for an extended period of time.

It's time to move forward and mutually agree on the date for transfer and commence the detailed planning without any further delay.

Why are we required to transfer?:

The Ministry's plan to transfer is not new

The transfer of POA Part III prosecutions to Municipal Partners was contemplated at the time of the Part I transfer but was deferred to give municipalities time to establish procedures and build expertise and infrastructure.

Prior to the transfer legislation being introduced, the Ministry consulted POA stakeholders, including the Prosecutors' Association of Ontario, the Municipal Court Managers Association, the Ontario Association of Chiefs of Police, the Ontario Court of Justice, the Association of Municipalities of Ontario and the City of Toronto.

The Ministry explored increasing the \$109 Part III prosecution cost to recover the full cost.

Municipalities had no interest in increasing the hourly rate and the companion piece of enhanced monitoring. Instead, there was municipal support for the transfer, but the Ministry was asked to permit a phased implementation timeline over two years.

The two-year phased implementation timeline began with the first POA Part III transfers being completed in January 2022.

The transfer of responsibility of Part III/IX Prosecutions under the *Provincial Offences Act*

Key Messages for Crown Attorneys' Meetings with Municipal Partners – April, 2023

Current Status of Transfer Project:

There have been significant developments in many areas of the province throughout 2022 and 2023, as part of the two-year phased implementation.

Almost 25% of municipalities have now successfully completed their transfers. The transfer sites are a cross-section of small, medium and large, urban and rural municipalities:

- County of Elgin
- City of Temiskaming Shores
- County of Hastings
- County of Prince Edward
- City of Kingston
- Regional Municipality of Durham
- City of Peterborough
- City of Mississauga
- Regional Municipality of York
- City of Brampton
- Town of Fort Frances
- County of Lambton

and several other municipalities are actively planning implementation with their local Crown.

The transfer sites have all reported that their transfer experiences were very positive, and their determination to transfer was for the following reasons:

- greater control of court scheduling issues, shifting use of court capacity from P1 to P3 etc.
- scheduling cases in alignment with police schedules, including ability of police officers to testify remotely
- expanded prosecution service
- Prosecutors were also eager to take on more complex prosecutions and were very appreciative of mentoring
- satisfied with Crown commitment to address/purge backlog before transfer

The transfer of responsibility of Part III/IX Prosecutions under the *Provincial Offences Act*

Key Messages for Crown Attorneys' Meetings with Municipal Partners – April, 2023

- satisfied with MAG assurances that other jurisdictions would not get better deals by holding out
- Part IIIs are part of a huge revenue stream that they wanted to control through prosecution of the offences
- positive relationship with the Crown Attorney's Office and their support on complex files

Municipal transfer leads from the transferred sites are willing to share their transfer experience and advice and have consented to their contact information being distributed.

Feel free to contact any of the following transferred site leads:

Carla Mariuz, Manager, Prosecutions, City of Mississauga

carla.mariuz@mississauga.ca

Colleen Grant, Acting Deputy City Solicitor, City of Brampton

Colleen.Grant@brampton.ca

Jack Huber, Prosecutor, County of Elgin

jhuber@elgin.ca

Sarah Viau, Senior Legal Counsel & Municipal Prosecutor, City of Kingston

sviau@cityofkingston.ca

Debbie Cairns, County Manager, County of Hastings

CairnsD@hastingscounty.com

Laurie Nichols, Prosecutor, County of Prince Edward

nicholspec@gmail.com

Vera Oliveira, Supervisor, Prosecution Services, Regional Municipality of

Durham vera.Oliveira@durham.ca

Chris Bendick, Senior Counsel, Prosecutions, Regional Municipality of York

Chris.Bendick@york.ca

Scope of the Part III/IX Transfer of Prosecutions:

Confirm what will be transferred:

- Part III/IX prosecutions, including Contraventions Act
- Appeals of proceedings under Parts III/IX

Confirm what will not be transferred:

- Part III/IX matters against Young Persons

The transfer of responsibility of Part III/IX Prosecutions under the *Provincial Offences Act*

Key Messages for Crown Attorneys' Meetings with Municipal Partners – April, 2023

- Matters where criminal proceedings have also been commenced out of the same circumstances
- Proceedings under Christopher's Law

Confirm transition – on transfer date the Crown will retain:

- All matters set for trial within 60 days after the transfer effective date
- All matters set for appeal hearing within 60 days after the transfer effective date
- Crown will retain all pending serious injury and matters involving death that are pending at the time of transfer
- All future matters involving death will be reviewed by the Crown to determine who will prosecute. The Interim transfer policy sets out the process and considerations

Together we can assess the benefits of merging the POA Part III prosecution services with services already provided by your municipality

Crown's office is reviewing pending charges inventory and pro-actively addressing backlog (Crown can provide details of efforts and results)

Crown's office will work with the municipality collaboratively on the transfer plans. In larger sites, a transfer team consisting of Crown and Municipal leads to work on the planning has been a successful approach

Crown's office will work with the municipality in a supportive and flexible way to build municipal prosecution confidence on the Part III files, including retaining serious injury and fatality prosecutions that are in progress at the time of transfer and scheduling mentoring and job shadowing with municipal prosecution staff

Meeting closing and next steps:

Municipal Lead to initiate internal briefings to review, then seek internal approval and execution of Interim Transfer Agreement (ITA template):



POA Interim
Transfer Agreement

The transfer of responsibility of Part III/IX Prosecutions under the *Provincial Offences Act*

Key Messages for Crown Attorneys' Meetings with Municipal Partners – April, 2023

Municipal Lead review interim policy and do internal briefing. Interim Policy Template:



POA Interim
Transfer Policy - Mei

Municipal Lead to reach out to transferred site leads to answer any questions/concerns raised by the municipality

Reconnect with Crown in 2 weeks to report back on progress and advise what would be the best transfer timeframe to plan towards? The outside parameter is approximately 12 months.



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October 17, 2023

Craig Kelly
Chief Administrative Officer / Clerk
County of Renfrew
9 International Drive
Pembroke ON

Request for County Participation in the Brownfield Remediation Tax Assistance Program

The Brownfield Remediation Tax Assistance Program (BRTAP) is one of the financial incentive programs included in the Town of Arnprior's Community Improvement Plan (CIP). Offering tax assistance to owners of brownfield properties will encourage the cleanup and redevelopment of these properties.

Under this program, in accordance with Section 365.1 of the Municipal Act, the Town may defer or cancel all or a portion of municipal taxes during the period in which the brownfield site is being cleaned up or redeveloped (the rehabilitation period and statement period, as defined in the Municipal Act). Under the Program, the Town may also formally request that the County of Renfrew participate in the tax assistance program to defer or cancel all or a portion of the county taxes during the same period.

Council passed a resolution on the October 10, 2023 meeting of Council to formally request the County of Renfrew's participation in the program. This resolution and staff report is attached which outlines further details of the applicant, program and County participation request. We look forward to your response on this request.

If you have any questions or concerns, please respond to the contact information provided below.

Sincerely,

Jennifer Morawiec
General Manager, Client Services / Treasurer

cc. Robin Paquette, CAO (Arnprior)
Jeff Foss, Director of Corporate Services / Treasurer (County of Renfrew)



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Community Improvement Grant – 12 Thomas Street

Resolution No. 329-23

Moved by Billy Denault

Seconded by Lynn Cloutier

That Council approve the Brownfield Remediation Tax Assistance Program (BRTAP) application submitted by OVD Inc., owner of the property at 12 Thomas Street, for rehabilitation assistance under the Community Improvement Plan, and that a BRTAP agreement be established governing the payment of grant with the following grant terms:

- (a) A total grant payable value of 75% of eligible costs, not to exceed a maximum cap of \$1,121,750;
- (b) The grant payment period being phased over a maximum of ten years of development;
- (c) That the annual grant payable be set at 75% of the tax increment (new tax revenues less existing tax revenues) subject to the establishment of, and in accordance with, the terms and conditions of a BRTAP Agreement; and

Further That Council submit a request to the County of Renfrew to approve their participation in the BRTAP program for the applicant, OVD Inc., to cancel all or a portion of the county taxes over the same ten years of development subject to the establishment of, and in accordance with, the terms and conditions of the BRTAP Agreement; and

Further That a future by-law be brought forward for Council to authorize the BRTAP Agreement with OVD Inc., for rehabilitation assistance of 12 Thomas Street, once the level of County of Renfrew participation has been confirmed.

Certified true copy of resolution No. 329-23 passed by unanimous consent at a duly called meeting of the Council of the Corporation of the Town of Arnprior held on the 10th day of October, 2023.

Given under the hand of the Clerk and under the corporate seal of the said Municipality this 11th day of October, 2023.

Shelley Mackenzie, Town Clerk

Resolution CARRIED

• WHERE THE RIVERS MEET •



Town of Arnprior Staff Report

Subject: CIP Applications – Brownfield Remediation Tax Assistance Grant and Application and Fee Rebate Grant (OVD Inc. – 12 Thomas Street)

Report Number: 23-10-10-05

Report Author and Position Title: Robin Paquette, CAO / Jennifer Morawiec, GM, Client Services / Treasurer

Department: Community Services / Client Services

Meeting Date: October 10, 2023

Recommendations:

That Council approve the Brownfield Remediation Tax Assistance Program (BRTAP) application submitted by OVD Inc., owner of the property at 12 Thomas Street, for rehabilitation assistance under the Community Improvement Plan, and that a BRTAP agreement be established governing the payment of grant with the following grant terms:

- (a) A total grant payable value of 75% of eligible costs, not to exceed a maximum cap of \$1,121,750;
- (b) The grant payment period being phased over a maximum of ten years of development;
- (c) That the annual grant payable be set at 75% of the tax increment (new tax revenues less existing tax revenues) subject to the establishment of, and in accordance with, the terms and conditions of a BRTAP Agreement; and

Further That Council submit a request to the County of Renfrew to approve their participation in the BRTAP program for the applicant, OVD Inc., to cancel all or a portion of the county taxes over the same ten years of development subject to the establishment of, and in accordance with, the terms and conditions of the BRTAP Agreement; and

Further That a future by-law be brought forward for Council to authorize the BRTAP Agreement with OVD Inc., for rehabilitation assistance of 12 Thomas Street, once the level of County of Renfrew participation has been confirmed.

Background:

The Brownfield Remediation Tax Assistance Program (BRTAP) is one of the financial incentive programs included in the Town of Arnprior's Community Improvement Plan (CIP) adopted by Council March 14, 2022. Offering tax assistance to owners of brownfield properties will encourage the cleanup and redevelopment of these properties and contribute to achieving the goals of the Arnprior Community Improvement Plan. A full outline of the BRTAP is in Section 4.2.4 of the CIP, attached as Document #3.

Properties that are classified as Brownfield sites within the Community Improvement Project Area, which includes all lands within the Town's municipal boundary, are eligible for this program. Brownfields are properties where past actions have resulted in actual or perceived environmental contamination and/or derelict or deteriorated buildings. They may be vacant, abandoned or underutilized. They are usually, but not exclusively, former industrial or commercial properties (e.g. a former gas station).

In order to be eligible for tax assistance under the BRTAP, the property must have had a Phase II Environmental Site Assessment which concluded that action needs to be taken to remediate the site. The purpose of this report is to bring a BRTAP application for 12 Thomas Street before Council for consideration and approval.

Discussion:

The Site

The property has an area of approximately 1.86 ha (4.6 acres) with 36.42 metres of frontage along Thomas Street. The property's previous uses were industrial including a former cabinet factory.

Proposed Redevelopment

The applicant proposes to construct approximately 140 residential units to be housed in three separate apartment buildings. A Site Plan Application (SPC-11/22) is under review by Town staff at this time.

Brownfield Remediation Tax Assistance Program (BRTAP) Application

OVD Inc. filed an application under the BRTAP for the clean-up and redevelopment of 12 Thomas Street. A Phase I and II Environmental Site Assessment (ESA) was prepared by Paterson Group Inc. in 2021, which identified that based on the findings of the Phase II ESA, fill material considered to be impacted with Polycyclic aromatic compounds (PAH) parameters were identified throughout the central and western portion of the Phase II Property. Multiple PAH parameters concentrations identified on the Phase II Property, exceeded the MECP Table 2 Residential Standard. Groundwater beneath the Phase II Property complies with the MECP Table 2 Residential Standards.

A clean up of existing contamination on site and the completion of a record of site condition is required before residential development can occur.

The required documents that are to be submitted to the Town as part of a BRTAP application are described in Document 3. The applicant has submitted the required documents and estimates for eligible environmental costs (environmental studies not covered by previous grants, remediation, removal of concrete and debris, filing a Record of Site Condition) and rehabilitation costs (on site infrastructure upgrading). The applicant has also applied for site plan control with the Town for the construction of three apartment buildings with approximately 140 units with the first building to commence construction shortly. Staff reviewed the submissions and deemed the application to be complete.

Under the Town’s CIP Brownfield Remediation Tax Assistance Program, it outlines where in accordance with Section 365.1 of the Municipal Act, the Town may defer or cancel all or a portion of municipal taxes during the period in which the brownfield site is being cleaned up or redeveloped (the rehabilitation period and statement period, as defined in the Municipal Act). Under the Program, it indicates that the Town may also formally request that the County of Renfrew participate in the tax assistance program to defer or cancel all or a portion of the county taxes during the same period.

The grant for this program would be capped at a pre-determined percent of the municipal (and possibly County) share of the increase in property taxes that result from the redevelopment, payable annually for up to ten years or up to the time when the total grant payments equal the total eligible grants, whichever comes first.

The Town will only pay the annual grant after the property taxes have been paid in full each year and all terms and conditions specified in the registered legal agreement between the Town and the applicant have been met. The anticipated maximum eligible costs for the Rehabilitation Grant for this project are estimated at \$1,495,667.

Table 1: Brownfield Assistance – Eligible Costs

No.	Eligible Costs	Actual / Estimated Costs
1	RSC and risk assessment	\$26,000
2	Remediation monitoring and meetings	\$36,000
3	Tender and project management (Robinson Engineering)	\$15,000
4	RSC survey for filing with MOE	\$3,500
5	Tender quote (Akman)	\$1,415,167
	Total Costs Eligible for a Remediation Grant	\$1,495,667

Most established municipal remediation grants set percentage of eligible costs to fund and a maximum funding cap. This percentage and cap is set by Council and differs across municipalities. Council can decide a cap on the amount of remediation grant payable they would like to provide under the program by assigning a remediation grant assistance percentage (%). Staff are recommending 75% of eligible costs to a maximum grant contribution of \$1,121,750.

Table 2: Grant Payable – Maximum % of Eligible Costs

% Eligible Costs	100%	75%	50%	25%
Grant Max.	\$1,495,667	\$1,121,750	\$747,834	\$373,917

Example Grant Calculation – based on estimates.

The Current Value Assessment (2023) on the property is \$142,000 classed as Residential (RT). Current property taxes are approximately \$2,070 with the municipal property tax portion being \$1,297, county taxes being \$556 and education taxes being \$217. Future property tax assessment for the property is estimated at \$6,500,000 per building. At the new Multi-residential tax class, a full year would result in future estimated annual municipal taxes of \$59,361 per building and annual county taxes of \$25,448 per building.

Table 3: Estimated Future Taxes

		Phase 1	Phase 2	Phase 3
Multi-Res New	Assessment (2023)	Estimated Assessment	Estimated Assessment	Estimated Assessment
Tax Rate (2023)	\$142,000	\$6,500,000	\$13,000,000	\$19,500,000
0.00913245	\$1,297	\$59,361	\$118,722	\$178,083
0.00391501	556	25,448	\$50,895	\$76,343
0.00153000	217	9,945	\$19,890	\$29,835
0.01457746	\$2,070	\$94,753	\$189,507	\$284,260

To determining the annual grant payable, we need to:

- Estimate new taxes less existing taxes to determine the tax increment.
- Determine what % of the annual tax increment to allocate towards the grant.

Table 4A: Schedule of Estimated Annual Tax Increment for Town & County

Year		Existing Taxes (2023)		Estimated New Taxes		Tax Increment		Total Tax Increment
		Town	County	Town	County	Town	County	
1	2025	\$1,297	\$556	\$19,787	\$8,483	\$18,490	\$7,927	\$26,416
2	2026	\$1,297	\$556	\$59,361	\$25,448	\$58,064	\$24,892	\$82,955
3	2027	\$1,297	\$556	\$118,722	\$50,895	\$117,425	\$50,339	\$167,764
4	2028	\$1,297	\$556	\$138,509	\$59,378	\$137,212	\$58,822	\$196,033
5	2029	\$1,297	\$556	\$178,083	\$76,343	\$176,786	\$75,787	\$252,572
6	2030	\$1,297	\$556	\$178,083	\$76,343	\$176,786	\$75,787	\$252,572
7	2031	\$1,297	\$556	\$178,083	\$76,343	\$176,786	\$75,787	\$252,572
8	2032	\$1,297	\$556	\$178,083	\$76,343	\$176,786	\$75,787	\$252,572
9	2033	\$1,297	\$556	\$178,083	\$76,343	\$176,786	\$75,787	\$252,572
10	2034	\$1,297	\$556	\$178,083	\$76,343	\$176,786	\$75,787	\$252,572
TOTAL		\$12,970	\$5,560	\$1,404,875	\$602,259	\$1,391,905	\$596,699	\$1,988,604

Table 4B: Estimated Annual Grant Payable – Percentage Options

Year		Total Tax Increment	100% Tax Increment	75% Tax Increment	50% Tax Increment
1	2025	\$26,416	\$26,416	\$19,812	\$13,208
2	2026	\$82,955	\$82,955	\$62,217	\$41,478
3	2027	\$167,764	\$167,764	\$125,823	\$83,882
4	2028	\$196,033	\$196,033	\$147,025	\$98,017
5	2029	\$252,572	\$252,572	\$189,429	\$126,286
6	2030	\$252,572	\$252,572	\$189,429	\$126,286
7	2031	\$252,572	\$143,435	\$189,429	\$126,286
8	2032	\$252,572	\$0	\$189,429	\$126,286
9	2033	\$252,572	\$0	\$9,155	\$126,286
10	2034	\$252,572	\$0	\$0	\$126,286
TOTAL		\$1,988,604	\$1,121,750	\$1,121,750	\$994,302

In the examples above, if the annual grant payable was set to 100% of the resulting tax increment, the total grant cap of \$1,121,750 would be reached by approximately year 7 based on the estimated development timeline and valuations. In comparison, setting the annual grant payable to 75% of the resulting tax increment, the total grant cap of \$1,121,750 is reached in year 9 and a setting of 50% would result in a total grant of \$994,302, slightly under the maximum grant cap, having reached the end of the set 10 year timeline.

These schedules are estimations. In the administration of this grant, the annual grant payment would be calculated every year based on the new assessment, tax rate, taxes paid and actual municipal and county tax increment. It is possible that the pay-out would not occur within 10 years of the first payment if the first phase of the project is not completed at which time the annual municipal payment would end even if the grant has not been paid in full.

Table 5: Breakdown Grant Payable and Additional Revenues by Town and County

Eligible Remediation Costs (75%)	\$1,121,750	\$1,121,750	\$1,121,750
Annual Grant Payable (% of tax increment)	100%	75%	50%
Town - Estimated Grant Value	\$ 785,225	\$ 785,225	\$ 695,953
County - Estimated Grant Value	\$ 336,525	\$ 336,525	\$ 298,350
Combined Grant Funding	\$ 1,121,750	\$ 1,121,750	\$ 994,302
Maximum reached	Year 7	Year 9	n/a
Additional Tax Revenues over 10 Year Timeline			
Town - Additional Tax Revenues	\$ 606,573	\$ 606,573	\$ 696,011
County - Additional Tax Revenues	\$ 260,101	\$ 260,101	\$ 298,291

Staff are recommending 75% of the annual tax increment be allocated to the annual grant payable. Based on the timeline provided by the developer, this should allow sufficient time to reach the maximum grant payable amount \$1,121,750 in the 10 year timeline and still provide some additional taxation revenues to both the Town and County.

Benefits to the Community

The impact of the proposed residential development is 140 new residential units housed in three separate apartment buildings. The development of this site will add additional rental options to the housing market and the development itself will provide direct and indirect economic benefits to the local economy as a result of site remediation, the construction period through payroll, purchased material supplies, services, and equipment rentals.

It is estimated that at full development, this project could bring over \$19 million in new multi-residential assessment to the property tax assessment roll. After completion of the project in 2034, it is estimated that over \$176K per year in increased municipal property taxes and \$76K in upper tier taxes could be expected to be added to annual

revenues.

If supported by Council, the applicant and the Town will need to enter into a Rehabilitation Grant Agreement outlining the terms and conditions of the grant. Additionally, the Town will submit a request to the County for their participation in this program.

Application and Building Permit Fees Rebate Application

The proponent also included an application under the CIP Building Permit Fees Rebate program, which establishes a rebate of 50% of Town application fees up to \$5,000. Application and permit fees normally imposed by the Town may also represent a barrier to investment in Arnprior. Rebating such fees is desirable because it will reduce or eliminate these barriers to private investment, including major investments such as the development of new housing units. The CIP provides criteria for the rebate program, which excludes those properties zoned strictly for residential use. The subject lands are zoned Residential Four (R4), thereby making them ineligible for this rebate program.

Options:

Council could choose a number of options:

- Not accept the application or provide a BRTAP grant. This is not recommended as this CIP program is intended to help facilitate development of local Brownfield lands into developments that support the community and will generate future additional taxation revenues.
- Set the maximum funding amount at another percentage of eligible remediation costs than the recommended 75%.
- Set the annual grant payable percentage of tax increment at another percentage than the recommended 75%.

Policy Considerations:

The requested Brownfield Rehabilitation Grant will satisfy Council's strategic priority by implementing the financial incentive programs of the Brownfield CIP and working towards a healthy and vibrant community with the remediation and redevelopment of the lands to provide housing within the built area boundary.

The approval of this grant will assist with the redevelopment of this brownfield property and ensure that this contaminated site is properly remediated prior to development. A Record of Site Condition will be required as per the funding agreement. Brownfield redevelopment is identified as a key strategy for promoting reinvestment in existing urban areas and for reducing the need to expand into greenfield sites.

Financial Considerations:

Based on the documents and estimated eligible costs submitted the maximum grant amount is estimated to total \$1,121,750 (75% of eligible costs \$1,495,667) in environmental costs and in rehabilitation costs (on site infrastructure upgrading and debris removal).

The actual annual grant amount will be calculated every year based on the new assessment, tax rate, taxes paid and actual municipal tax increment to establish the actual grant payment. As much of the grant payable is dependent upon the timing of the construction of the three buildings and the future property assessments, it is possible that the maximum pay-out would not occur within 10 years of the first payment, at which time the annual municipal grant payment would end even if the grant has not been paid in full. It is also possible that the maximum grant payment will be reached earlier than the 10 years.

The total annual grant payable amount is subject to County participation in the grant program. Should the County choose not to participate, the annual grant payable will be based on only the municipal tax increment.

Meeting Dates:

N/A

Consultation:

Emma Blanchard, BLG, Town's Solicitor of Record

Documents:

1. Schedule 1 – Location Map
2. Schedule 2 – Site Plan for Residential Redevelopment
3. Schedule 3 – Section 4.2.4 Brownfield Remediation Tax Assistance Program

Signatures

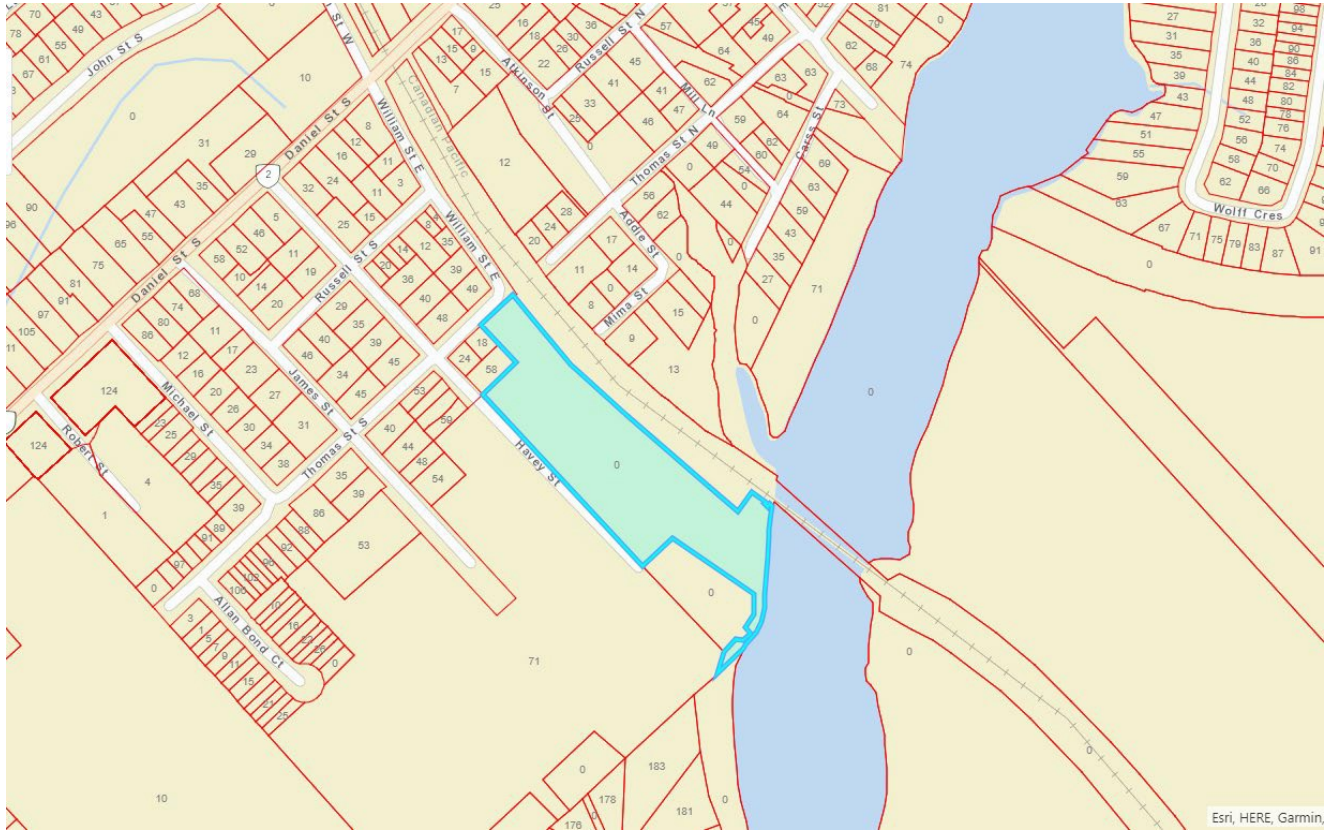
Reviewed by Department Head: Robin Paquette

Reviewed by General Manager of Client Services/Treasurer: Jennifer Morawiec

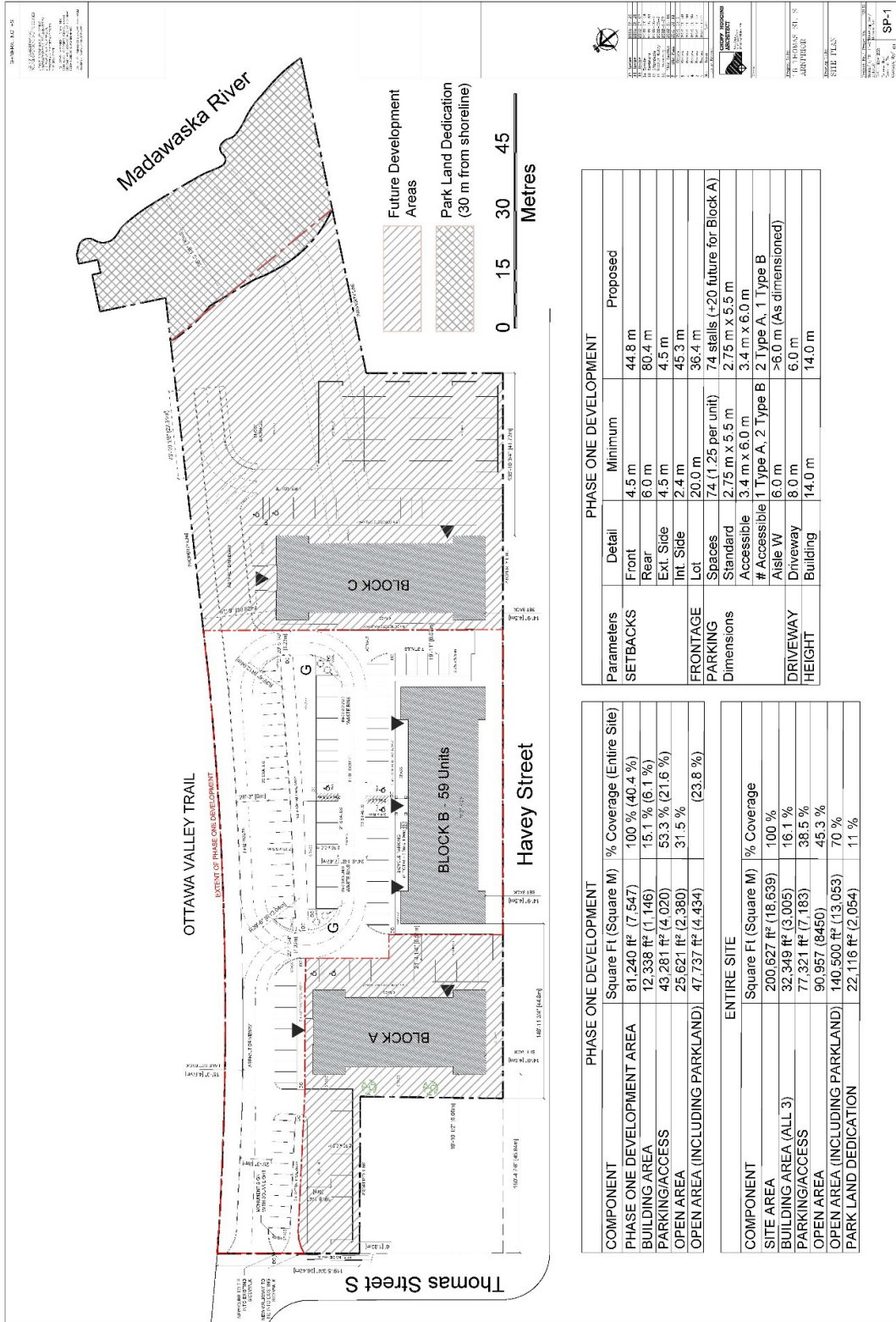
CAO Concurrence: Robin Paquette

Workflow Certified by Town Clerk: Shelley Mackenzie

Schedule 1 – Location Map



Schedule 2 – Site Plan



PHASE ONE DEVELOPMENT		
COMPONENT	Square Ft (Square M)	% Coverage (Entire Site)
PHASE ONE DEVELOPMENT AREA	81,240 ft ² (7,547)	100 % (40.4 %)
BUILDING AREA	12,338 ft ² (1,146)	15.1 % (6.1 %)
PARKING/ACCESS	43,281 ft ² (4,020)	53.3 % (21.6 %)
OPEN AREA	25,621 ft ² (2,380)	31.5 %
OPEN AREA (INCLUDING PARKLAND)	47,737 ft ² (4,434)	(23.8 %)
ENTIRE SITE		
COMPONENT	Square Ft (Square M)	% Coverage
SITE AREA	200,627 ft ² (18,639)	100 %
BUILDING AREA (ALL 3)	32,349 ft ² (3,005)	16.1 %
PARKING/ACCESS	77,321 ft ² (7,183)	38.5 %
OPEN AREA	90,957 (8450)	45.3 %
OPEN AREA (INCLUDING PARKLAND)	140,500 ft ² (13,053)	70 %
PARK LAND DEDICATION	22,116 ft ² (2,054)	11 %

PHASE ONE DEVELOPMENT			
Parameters	Detail	Proposed	
SETBACKS	Front	4.5 m	44.8 m
	Rear	6.0 m	80.4 m
	Ext. Side	4.5 m	4.5 m
	Int. Side	2.4 m	45.3 m
FRONTAGE	Lot	20.0 m	36.4 m
	Spaces	74 (1.25 per unit)	74 stalls (+20 future for Block A)
PARKING	Standard	2.75 m x 5.5 m	2.75 m x 5.5 m
	# Accessible	1 Type A, 2 Type B	2 Type A, 1 Type B
DRIVEWAY	Aisle W.	6.0 m	>6.0 m (As dimensioned)
	Driveway	8.0 m	6.0 m
HEIGHT	Building	14.0 m	14.0 m

DATE: 01/11/2017
 DRAWN BY: [Name]
 CHECKED BY: [Name]
 PROJECT: [Name]
 SHEET: 11
 TOTAL SHEETS: 11
 SCALE: 1:1
 TITLE: [Name]
 DRAWING NO.: [Name]
 PROJECT NO.: [Name]
 CLIENT: [Name]
 ADDRESS: [Name]
 PHONE: [Name]
 FAX: [Name]
 EMAIL: [Name]
 WEBSITE: [Name]
 PROJECT NO.: [Name]
 SHEET NO.: [Name]
 TOTAL SHEETS: [Name]

4.2.4 Brownfield Remediation Tax Assistance Program (BRTAP)

A) Purpose and Rationale

There are several known and suspected brownfield sites in the Town of Arnprior which are visible from the main gateway routes. Remediation of these sites is desirable to improve the aesthetics of these gateway routes and the downtown. Further, brownfield remediation provides opportunities for intensification and offers environmental benefits.

In accordance with Section 365.1 of the Municipal Act, the Town may defer or cancel all or a portion of municipal taxes during the period in which the brownfield site is being cleaned up or redeveloped (the rehabilitation period and statement period, as defined in the Municipal Act). The Town may also apply to the Minister of Finance, on behalf of the property owner, to have the education portion of the property taxes deferred or cancelled. Offering tax assistance to owners of brownfield properties will encourage the cleanup and redevelopment of these properties and contribute to achieving the goals of the Arnprior Community Improvement Plan.

B) Funding Source

On an annual basis, the Town may allocate a portion of the financial incentives fund to fund the loss in tax revenue associated with the taxation assistance. The Province may provide funding that is proportional or matches the funding offered by the Town, subject to approval by the Ministry of Finance.

C) Eligible Properties

Properties that are classified as Brownfield sites within the Community Improvement Project Area, which includes all lands within the Town's municipal boundary, are eligible for this program. Brownfield properties are considered to be properties that are (or are perceived to be) contaminated as a result of a prior land use (e.g., a former gas station).

In order to be eligible for tax assistance, the property must have had a Phase II Environmental Site Assessment which concluded that action needs to be taken to remediate the site.

D) Program Value

The value of the BRTAP will be calculated on a case-by-case basis depending on the property and the type of tax assistance being applied for (Municipal or Provincial).

- a. **Municipal Tax Assistance:** The Town may pass by-laws to provide a deferral or cancellation of all or a part of the municipal taxes on a brownfield site during the rehabilitation period and statement period, as defined in Section 365.1(1) of the Municipal Act. The total value of the tax assistance will not exceed the total eligible costs, which are defined in the eligibility requirements below. The level and duration of the tax assistance will be considered on a case-by-case basis. The Town may formally request that the County of Renfrew participate in the tax assistance program. Prior to passing the by-law approving the tax assistance, the Town will be required to notify the Ministry of Finance. Within 30 days of passing the by-law, the Town will also be required to notify the Minister of Municipal Affairs and Housing and the Minister of Finance.

- b. **Provincial Tax Assistance:** The Town may apply for Provincial Tax Assistance, on behalf of the owner, to cancel or freeze all or a portion of the education portion of property taxes. The application will need to be approved by the Minister of Finance, and may be subject to a different timeline than the approved Municipal Tax Assistance. The Town must be offering municipal tax assistance in order for the owner to be eligible for Provincial tax assistance.

E) Eligible Project Costs

Tax assistance may only be provided to cover eligible costs which relate to reducing the concentration of contaminants on, in, or under the subject property to permit a record of site condition to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act. More specifically, eligible costs include costs for:

- a. Phase III Environmental Site Assessments (ESAs) and Risk Assessment Plans;
- b. Environmental remediation costs, including the costs of preparing a record of Site Condition;
- c. Placing clean fill and related grading;
- d. Installing environmental and/or engineering controls or works, as specified in the Phase III ESA and/or Risk Assessment Plan;
- e. Monitoring, maintaining and operating environmental and engineering controls/works, as specified in the Phase III ESA and/or Risk Assessment Plan; and
- f. Environmental insurance premiums.

F) Business Plan

At its sole discretion, the Town may require preparation of a business plan or feasibility study as a condition of approving tax assistance.

G) Combination with Other Incentive Programs

Successful applicants may also be eligible for other financial incentive programs, provided that the total value of incentives does not exceed the total cost of rehabilitating the land and buildings.

H) Duration

The Town may offer tax assistance throughout the duration of the rehabilitation period and statement period, as defined in the Municipal Act. The duration of the assistance will be specified in the tax assistance by-law and considered on a case-by-case basis. The duration of assistance for the education portion of taxes will be determined by the Minister of Finance and may be provided for a period of up to six years. In special circumstances, the Town may apply to the Minister of Finance for an extension of the education property tax assistance.

I) General Eligibility Criteria

All of the General Eligibility Requirements (outlined in Section 6.7) apply.

J) Specific Eligibility Criteria

- a) When an approved project is complete, a rebate that is equal to or part of the Town's portion of the increase in taxation will be provided annually following the payment of all property taxes by the owner.
- b) At its sole discretion, the Town shall require a financial pro forma (at the expense of the applicant) and/or an independent third party financial review (at the expense of the applicant and as contracted by the applicant on approval of the Town). The financial pro-forma and/or independent third party financial review will be used by the Town to ensure that the rebate is consistent with the terms, conditions and performance expectations, as contained within the information provided by the applicant in the approved Financial Incentive Application Form and within this Agreement.
- c) An application must be accompanied by a Phase II ESA, Phase III ESA, or Risk Assessment Plan prepared by a "qualified person" (as defined in Ontario Regulation 153/04 as amended by Ontario Regulation 66/08, or the equivalent legislation) that contains:
 1. an estimate of the cost of actions that will be required to reduce the concentration of contaminants on, in, or under the property to permit a Record of Site Condition to be filed in the Environmental Site Registry under Section 168.4 of the Environmental Protection Act; and
 2. a work plan and budget for said environmental remediation, and/or risk management actions and/or the application must be accompanied by proof that an RSC for the proposed use of the property has been acknowledged by the Ministry of the Environment.
- d) Where applicable, a separate Financial Incentive Program Agreement may apply to any Provincial or County tax assistance provided in addition to the municipal portion of the tax incentive, where the Town has agreed to apply for external incentives on behalf of the applicant. A separate timeline may apply to Provincial or County tax assistance. In no case shall the total value of the incentive(s) exceed the eligible project costs.

4.2.5 Heritage Property Improvement Program

A) Purpose and Rationale

Arnprior's historic facades and buildings are one of its greatest assets; while many of these buildings are in good condition, others would benefit from improved maintenance or restoration to original brickwork, masonry or architectural detailing. Under Section 28(7) of the Planning Act, the Town may make grants to registered owners, assessed owners and tenants of land and buildings within the community improvement project area, to pay for the whole or any part of the cost of rehabilitating such lands and buildings.

This program will be issued as a grant.

B) Eligible Properties

Properties that are located within the Community Improvement Project Area and are designated under Part IV of the Heritage Act or located in the Heritage Conservation District, and designated under Part V of the Heritage Act will be eligible for this program.

C) Grant Value

Grants for the restoration, repair, rehabilitation or preservation of designated heritage buildings and properties, or to undertake a feasibility study to determine the viability of restoring a designated heritage building, or to undertake an architectural or design study in relation to restoring a heritage building or property, will be provided to eligible applicants for 1/2 (50%) of eligible costs up to a maximum of \$7,500.

D) Eligible Project Costs

The following types of projects, improvements to or restoration of eligible buildings and properties are considered eligible:

- a) works that preserve, restore, and/or enhance elements specified in the Reasons for Designation within the designating by-law (including fences and outbuildings) for properties which are designated under Part IV of the Heritage Act;
- b) repair of original siding and roofing materials;
- c) removal of modern building materials and replacement with documented original building materials;
- d) reconstruction or construction of former and significant architectural features based on documentary sources (photographs, drawings, etc.);
- e) cleaning of masonry buildings;
- f) improvement of buildings or properties designated as part of the Downtown Heritage Conservation District which are in accordance with the Heritage Conservation District Master Plan Design Guidelines (as determined through approval of a heritage permit) are eligible for this program;

- g) an economic feasibility study to determine the viability of restoring and/or adaptively re-using a heritage property (up to a maximum of \$2,500 or 50% of the approved grant amount, whichever is lesser);
- h) an architectural or design study prepared in relation to the property owner's intent to restore an eligible heritage property (up to a maximum of \$2,500 or 50% of the approved grant amount, whichever is lesser); and
- i) other similar repairs/improvements as may be approved.

E) Payment of Grant

The grant will be paid upon completion of the community improvement works, to the satisfaction of the Town in consultation with the Review Panel.

F) General Eligibility Criteria

All of the General Eligibility Requirements (outlined in Section 6.7) apply.

Annual Plan Renewal

County of Renfrew and Participating Municipalities

Renewal effective January 1, 2024



Platinum
member

We care about what you care about.



Summary of Costs

Last Year



12.0%

Manulife proposed change



\$758,679

Change in annual costs



8.9%

Cowan negotiated change



\$566,324

Change in annual costs

\$193K

Annual Cost Avoidance

This Year



-2.2%

Manulife proposed change



(\$151,186)

Change in annual costs



-4.7%

Cowan negotiated change



(\$320,128)

Change in annual costs

\$169K

Annual Cost Avoidance

Next Year



6.7%

Based on average change last five years



\$437,724

Change in annual costs



11.0%

Based on Industry Trend



\$718,651

Change in annual costs

By the Numbers...

Average Cost of Benefits

\$7,339

\$355 decrease YOY



per covered certificate per year

Average Bottom-line Change

+6.7%

over the past 5 years

Financial Estimate



\$141,389

Surplus

as of August 31, 2023

Demographic Age Bands



Greater than 54 years	32%
Between 40-54 years	38%
Between 25-39 years	28%
Less than 25 years	2%

902 employees, -32 lives YOY change

Estimated Financial Report

For the period March 2023 to August 2023

Financial Reconciliation	Extended Health Care	Dental Care	Total
Premium Paid			
Gross Premiums	\$2,012,238	\$674,443	\$2,686,681
Net Premium Paid	\$2,012,238	\$674,443	\$2,686,681
Claims Charges			
Paid Claims	\$1,210,130	\$627,026	\$1,837,156
Less: Pooled Claims	\$175,483	\$0	\$175,483
Non-Pooled Claims	\$1,034,647	\$627,026	\$1,661,673
Pool Charge	\$631,239		\$631,239
Emergency Travel Assistance Charge	\$4,068		\$4,068
Total Claims Charge	\$1,669,954	\$627,026	\$2,296,980
Retention			
General Administration Charges	\$30,184	\$10,117	\$40,300
Claims Administration Charges	\$58,448	\$21,946	\$80,394
Profit Charge	\$10,061	\$3,372	\$13,433
Risk Charge	\$5,031	\$1,686	\$6,717
Commissions	\$40,245	\$13,489	\$53,734
Premium Tax	\$40,245	\$13,489	\$53,734
Total Retention	\$184,213	\$64,099	\$248,312
Balance	\$158,071	-\$16,682	\$141,389

Summary of Surplus Accounts – Feb 2023

CFR #836

- Has a balance of **\$356,570**
- The Claims Fluctuation Reserve is fully funded at 10% of the health and dental premium

UDA #2042

- Opened this UDA Account September 1, 2007 and is now frozen
- Has a surplus balance of **\$43,084**
- The Town of Deep River, Ontario Highlands Tourism Organization and The Township of Laurentian Valley are excluded from this UDA

UDA #2560

- Opened this UDA Account March 1, 2013
- Has a surplus balance of **\$481,719**
- All municipalities are included within this UDA Account

- The Financial Report for the period of March 1, 2022 to February 28, 2023 will be emailed separately.

Principal Eligible for ORST Tax Credits

UDA #2560

February 1, 2024: **\$56,103.30**

February 1, 2025: **\$236,439.25**

ORST Tax Credits

A total of **\$292,542.55** in principle is available for ORST tax credits if withdrawn before the expiry date noted

Renewal Cost Driver – Long Term Disability

-\$423k in annual premium

Claims

\$420K

reduction of 53% over the prior year



Incidence Rate

5

claims per 1,000 lives this year

31

Claims per 1,000 lives in 2020/2021 (start of Covid)

Disabled Life Reserves

-16.7%

over last year

of open claims

12

as of June 30, 2023

18

as of June 30, 2022

Renewal Cost Driver – Dental Care

+\$151k in annual premium

Loss Ratio **95.2%**

Target **88.5%**



Basic Services Costs *93% of dental care spend*

+21.5% in total spend over last year

+16.7% increase in avg spend per certificate over last year

Average Annual Claims per Cert.

\$1,276 +16.7% over last year

Dental Fee Guide Increase 2023

↑ 8.5% In Ontario

Prescription Drugs – Areas of Concern

Drug utilization increased by 20% this year

41%

Increase in claims for **Diabetes** medications

Ozempic

#1 **Diabetes** drug this year by cost

21%

increase in claims for **Cholesterol** medications

Repatha

#1 **Cholesterol** drug this year by cost

21%

Increase in claims for **Mental Health** medications

Trintellix

#1 **Mental Health** drug this year by cost

15%

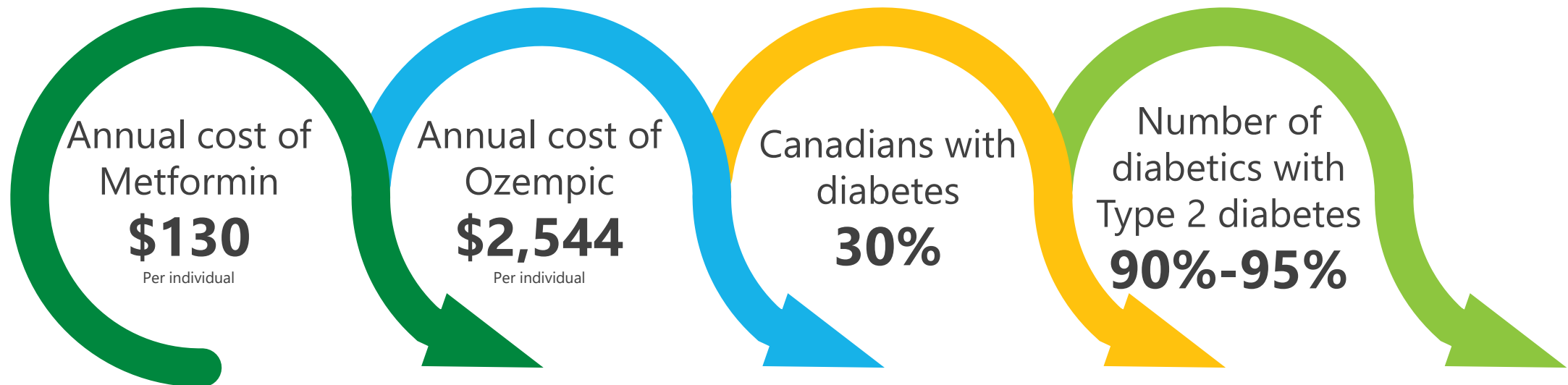
Increase in claims for **Blood Pressure** medications

Amlodipine

#1 **Blood Pressure** drug this year by cost

Ozempic

- Approved type-2 diabetes treatment medication
- **Metformin is the most common treatment**
 - Metformin dosage is once or twice daily
- Ozempic is an injection administered once a week.
 - **Ozempic is a convenient alternative.**
- Ozempic is on the prior authorization list with Canadian insurance companies



Diabetes in Canada



Every 3 minutes another Canadian is diagnosed with diabetes



People with prediabetes have a 50% chance of developing diabetes in 5 – 10 years



Diabetes ranks as the 2nd highest class of drug spend in Canada

How can Employers help through the employee benefits offering:

- Ensure the health plan includes dietitian within paramedical practitioners
- Make use of free resources to increase risk awareness
- Ensure the drug coverage allows for appropriate access to medications with appropriate checks and balances
- Initiate a well thought out prevention, wellness program that focuses on all chronic diseases
 - Eventually they all connect!

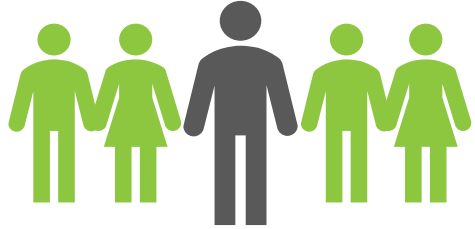
References:

<https://ok-smallsteps.sites.olt.ubc.ca/health-care-providers/diabetes-facts/>

<https://my.clevelandclinic.org/health/diseases/21498-prediabetes#:~:text=Prediabetes%20is%20a%20health%20condition,Type%20%20diabetes%20from%20developing>

<https://plus.telushealth.co/blogs/health-benefits/wp-content/uploads/TELUS-Health-Drug-Data-Trends-Report-2022.pdf>

Mental Health in Canada



1 in 5 people at any time will experience a mental health problem or illness



By age 40, approximately 50% of the population will have or had a mental illness



Substance use disorders affect 6% of Canadians

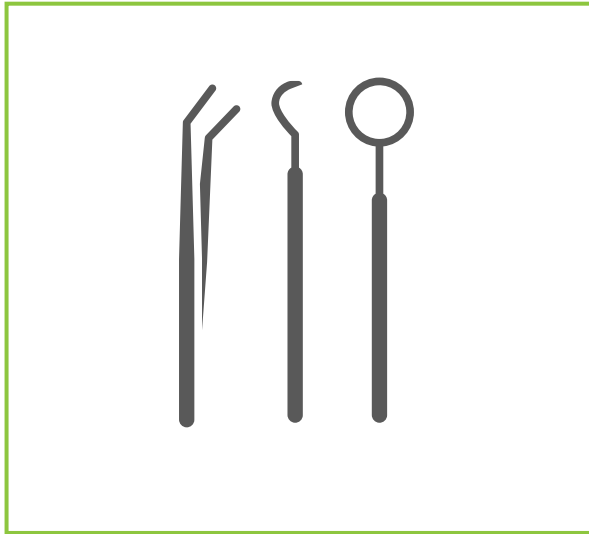
How can Employers help through the employee benefits offering:

- Enhanced mental health practitioner list; inclusive of psychotherapist, psychoanalyst, etc.
- Greater maximum on mental health practitioners
- EFAP program with education sessions on Mental Health, expanded dependent EFAP eligibility
- Focused mental health programs, e.g., Dialogue Mental Health+
- Integrated Cognitive Behaviour Therapy, iCBT
- Addition of a fixed Personal Spending account for standard practitioners plus non-traditional practitioners e.g., hypnotherapy, sleep therapy

Reference:

<https://cmha.ca/brochure/fast-facts-about-mental-illness/>

Dental Care in Canada



What can employers do?

- Offer flexible benefit plans
- Monitor your experience closely with your consultant
- Encourage preventative dental care
- Offer dental coverage options that cover a broader range of procedures
- Offer a health care savings account
- Partner with dental clinics or providers

Reference:

<https://www.cowangroup.ca/blog/what-every-employer-should-know-about-recent-dental-fee-guide-increases/>

Dental Fee Guides

Employees are facing higher costs for products, services, and medical plan claims, with projected 7% increase in medical plan claims

One contributing factor is historically high increases in the 2023 Dental Fee Guide, with Ontario fees rising by 8.50%

The Dental Fee Guide provides recommended fees for dental procedures and is used by insurance companies and employers to determine reimbursement levels

Patients may face higher out-of-pocket dental costs, particularly for low-income individuals and uninsured/underinsured individuals

Dental practitioners may see a decrease in the number of patients seeking care, financial strain, and pressure to raise their fees to match the recommended prices

The increased fees may lead practitioners to focus on more profitable services and less on preventative care, which can negatively impact overall oral health

The recent significant increases in the dental fee guide in Ontario and nationwide can have a range of negative impacts, and policymakers and stakeholders should consider steps to mitigate these impacts

Reference:

<https://www.cowangroup.ca/blog/what-every-employer-should-know-about-recent-dental-fee-guide-increases/>

Multi-Generational Plan Using the Psychology of Choice

The psychology of choice refers to the study of how individuals make decisions when faced with multiple options or alternatives. It explores the cognitive processes, motivations, and biases influencing our choices. Several key theories and concepts related to the psychology of choice can impact the success of a benefit program, including the paradox of choice and decision fatigue.

Understanding multi-generational workforce to a successful benefit plan



Do you know what your employees want?

Unconscious bias can play a role in employers' decisions regarding benefit plans. It can manifest in benefit plan strategies in various ways.

- Gender bias
- Age bias
- Cultural bias
- Family bias



How do you implement?

To determine if your benefit plan meets employee needs, you'll have to revisit your benefits philosophy and answer a few fundamental questions. Why does your organization offer employee benefits? Understanding the purpose behind benefit plan provisions is crucial to measure their effectiveness.

- Corporate responsibility
- Define the outcomes
- How success is measured in relation to the benefit plan
- Communication strategy



Link to full article:

<https://www.cowangroup.ca/blog/how-to-implement-a-multi-generational-benefit-plan-using-the-psychology-of-choice/>

Premium Illustration

Premium Illustration

Benefit	Current Costs	Proposed Costs	% Change	Renewal Costs	% Change
Life Insurance	\$ 32,752.30	\$ 32,853.36	0.3%	\$ 29,477.07	-10.0%
Dependent Life Insurance	\$ 178.80	\$ 180.50	1.0%	\$ 160.92	-10.0%
Long Term Disability - Taxable	\$ 114,590.81	\$ 79,296.84	-30.8%	\$ 79,296.84	-30.8%
Long Term Disability - Non Taxable	\$ 2,461.76	\$ 1,787.12	-27.4%	\$ 1,787.24	-27.4%
Critical Illness	\$ 25.57	\$ 25.57	0.0%	\$ 25.57	0.0%
Extended Health Care	\$ 316,231.38	\$ 321,606.66	1.7%	\$ 316,231.38	0.0%
Hospital	\$ 7,202.65	\$ 7,202.65	0.0%	\$ 7,202.65	0.0%
Dental Care	\$ 104,869.28	\$ 121,962.40	16.3%	\$ 117,453.59	12.0%
Total Monthly Cost	\$ 578,313	\$ 564,915	-2.3%	\$ 551,635	-4.6%
Total Annual Cost	\$ 6,939,751	\$ 6,778,981	-2.3%	\$ 6,619,623	-4.6%

Retention Expenses

Expense	Charge Basis	Current Charge	Renewal Charge
General Administration	Premium	1.50%	1.70%
Claims Administration	Paid Claims	3.50%	3.50%
Profit Charge	Premium	0.5% to 1.0%	0.5% to 1.0%
Risk Charge	Premium	0.25% to 2.0%	0.25% to 2.0%
Pooling	Premium	31.37%	31.37%
Estimated Annual Expenses		\$ 1,565,498	\$ 1,576,080

Retention Expenses – General Administration Fee

- Manulife provided the following summary regarding the increase to the GA fee: Manulife continues to make investments in our business to provide an optimal experience for our plan members as well as cost containment for plan sponsors. Examples of these costs include the following:
 - System maintenance and development costs which include IT spend for adjudication, reporting, and financial support systems
 - Security of internal systems, flow of web-based information and applications, and protection of policyholder and member data across all our platforms, systems, applications, and processes
 - Inflationary pressures on Corporate and Divisional overhead
 - Internal costs associated with the continued development, maintenance, and support of cost-containment strategies for our clients.

Questions/Discussion

Appendix A

Your Cowan Team and Benefit Plan Details

Your Cowan Team

Anne Marie Nevins
Principal Consultant

Francine Sabourin
Senior Benefits Specialist

Daniel Penny
Senior Underwriting Specialist

At Cowan Insurance Group, we believe our role is to provide you with sound advice and innovative solutions that maximize your investment.

Our team members take an ownership approach with each of our clients, resulting in long-lasting and caring relationships.

This is accomplished by creating a partnership based on trust, communication and service.



Talent wins games, but teamwork and intelligence wins championships.

~
Michael Jordan

Your Benefit Details

Benefit	Rating Method	Funding Method	Insurance Carrier	Renewal Date
Life Insurance	Experience Rated	Non-Refund	Manulife	Jan 1
Dependent Life Insurance	Fully Pooled	Non-Refund	Manulife	Jan 1
Long Term Disability	Fully Pooled	Non-Refund	Manulife	Jan 1
Critical Illness	Fully Pooled	Non-Refund	Manulife	Jan 1
Extended Health Care	Experience Rated	Refund	Manulife	Jan 1
Dental Care	Experience Rated	Refund	Manulife	Jan 1
Health Care Spending Account	Fully Pooled	Non-Refund	Manulife	Jan 1
Employee Assistance Program	Fully Pooled	Non-Refund	Homewood	Jan 1
AD&D	Fully Pooled	Non-Refund	SSQ	Jan 1

Appendix B

Rate History

Rate Changes – Five Year History

Benefit	Jan 1, 2020	Jan 1, 2021	Jan 1, 2022	Jan 1, 2023	Jan 1, 2024	5 Year Avg
Life Insurance	10.0%	15.0%	5.0%	12.0%	-10.0%	6.4%
Dependent Life Insurance	10.0%	15.0%	5.0%	12.0%	-10.0%	6.4%
Long Term Disability - Taxable	15.0%	37.0%	27.0%	0.0%	-30.8%	9.6%
Long Term Disability - Non Taxable	-5.0%	0.0%	0.0%	8.0%	-27.4%	-4.9%
Extended Health Care	0.0%	0.0%	24.0%	16.0%	0.0%	8.0%
Dental Care	0.0%	0.0%	10.0%	0.0%	12.0%	4.4%
Overall Change	2.7%	6.8%	19.7%	8.9%	-4.7%	6.7%

Historical Rates

Optional Employee Life Insurance

Age Band	Male		Female	
	Smoker	Non Smoker	Smoker	Non Smoker
18-24	0.120	0.070	0.090	0.050
24-29	0.120	0.070	0.090	0.050
30-34	0.120	0.070	0.090	0.050
35-39	0.180	0.100	0.120	0.070
40-44	0.280	0.160	0.210	0.120
45-49	0.460	0.260	0.330	0.190
50-54	0.770	0.440	0.490	0.280
55-59	1.310	0.750	0.740	0.420
60-64	1.810	1.050	1.240	0.710
65-69	2.720	1.870	1.830	1.070

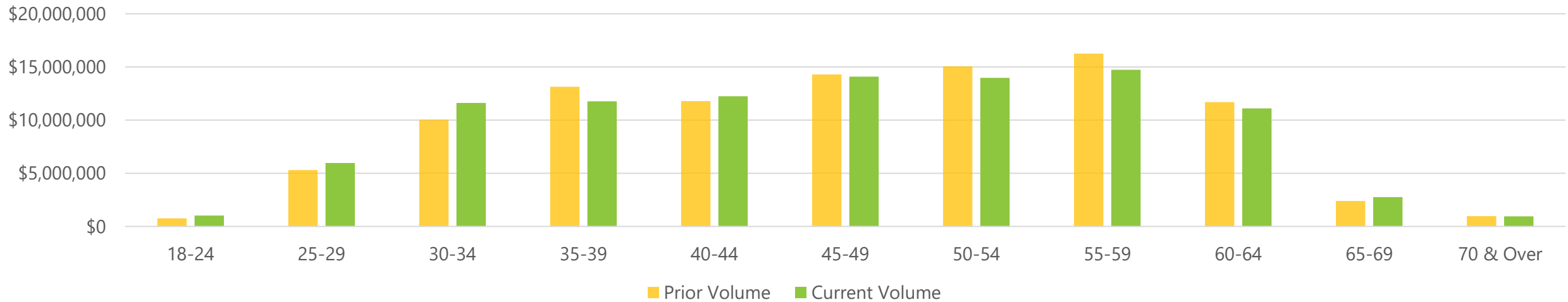
Appendix C

Demographics

Life Demographics

Life Insurance	Prior Year	Current Year	Changes
Number of Covered Lives	934	902	-32 lives
Average Age of Covered Lives	47.2	46.6	-0.5 years
Total Volume of Life Insurance	101,777,500	100,317,000	-1.4%
Volume of Insurance Age 50 and Older	46,411,500	43,562,500	-6.1%
Average Volume per Covered Life	108,969	111,216	2.1%
Volume of Male Coverage	56,285,000	52,373,000	-7.0%

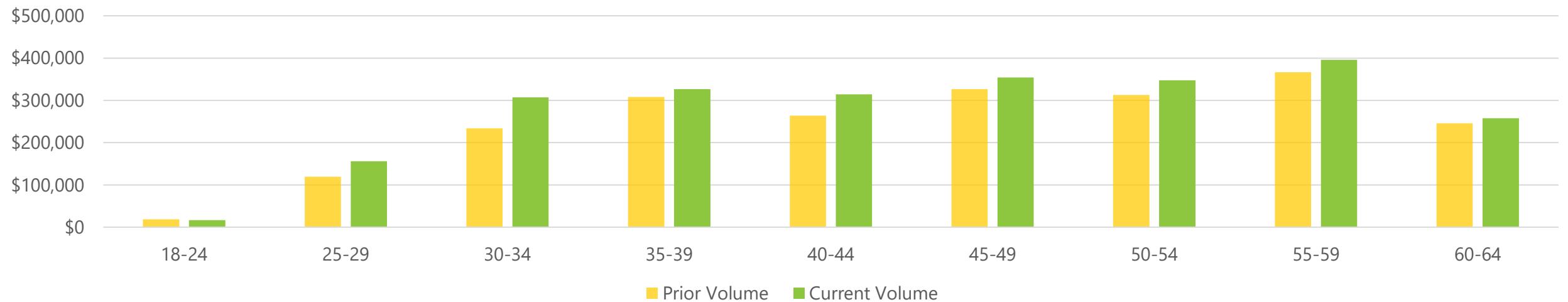
Volume of Insurance Coverage by Age Band



Taxable LTD Demographics

LTD Changes	Prior Year	Current Year	Changes
Number of Covered Lives	552	592	40 lives
Average Age of Covered Lives	46.2	45.6	-0.5 years
Total Volume of LTD Insurance	2,195,369	2,475,947	12.8%
Volume of Insurance Age 50 and Older	925,383	1,001,083	8.2%
Average Volume per Covered Life	3,977	4,182	5.2%
Volume of Female Coverage	886,486	1,054,660	19.0%

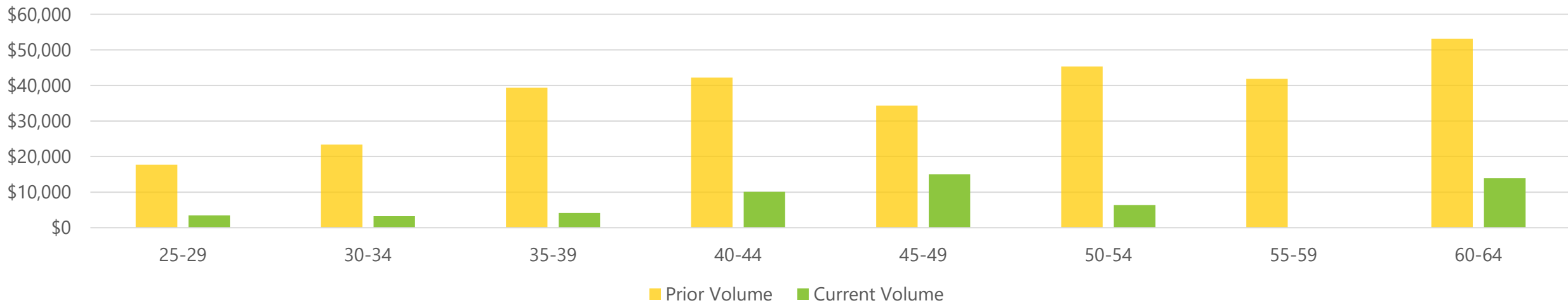
Volume of Insurance Coverage by Age Band



Non Taxable LTD Demographics

LTD Changes	Prior Year	Current Year	Changes
Number of Covered Lives	81	13	-68 lives
Average Age of Covered Lives	47.5	47.6	0.1 years
Total Volume of LTD Insurance	297,282	56,319	-81.1%
Volume of Insurance Age 50 and Older	140,343	20,332	-85.5%
Average Volume per Covered Life	3,670	4,332	18.0%
Volume of Female Coverage	107,938	33,402	-69.1%

Volume of Insurance Coverage by Age Band



Appendix D

Premium and Claims by Benefit

Premium & Claims

Life Insurance

Experience Period	Paid Premium	Paid Claims	Paid Loss Ratio
Jul 1, 2020 to Jun 30, 2021	\$ 285,635	\$ 93,000	32.6%
Jul 1, 2021 to Jun 30, 2022	\$ 320,990	\$ 1,510	0.5%
Jul 1, 2022 to Jun 30, 2023	\$ 356,536	\$ -	0.0%

Long Term Disability

Experience Period	Paid Premium	Paid Claims	Paid Loss Ratio
Jul 1, 2020 to Jun 30, 2021	\$ 848,016	\$ 638,939	75.3%
Jul 1, 2021 to Jun 30, 2022	\$ 1,102,725	\$ 906,567	82.2%
Jul 1, 2022 to Jun 30, 2023	\$ 1,340,681	\$ 420,015	31.3%

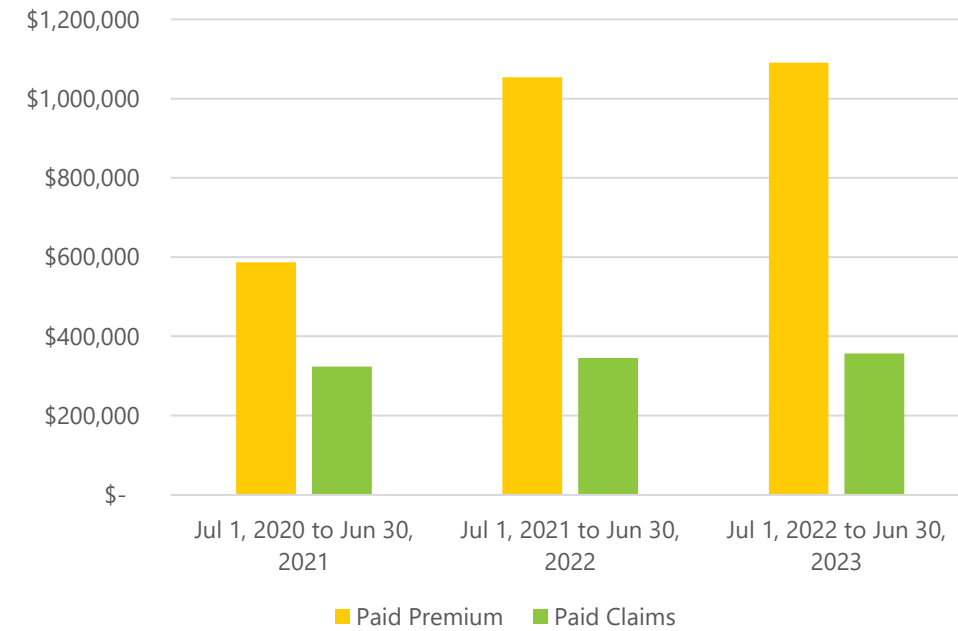
Premium & Claims

Health Care Pooling Insurance

Experience Period	Paid Premium	Paid Claims	Paid Loss Ratio
Jul 1, 2020 to Jun 30, 2021	\$ 587,263	\$ 323,820	55.1%
Jul 1, 2021 to Jun 30, 2022	\$ 1,053,764	\$ 345,270	32.8%
Jul 1, 2022 to Jun 30, 2023	\$ 1,091,483	\$ 305,569	28.0%

Pooling Details	
Large Amount Pooling Limit	\$ 15,000
Large Amount Pooling Basis	Per Individual
Out of Country Pooling	1st Dollar
Current Pooling Charge	31.37%
Renewal Pooling Charge	31.37%

Health Care Pooling Insurance
Annual Premium and Claims

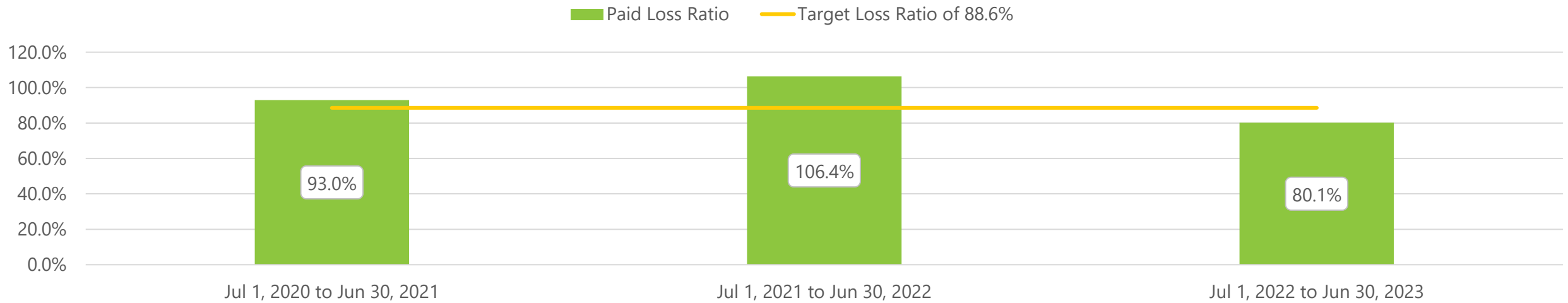


Premium & Claims – Health Care

Experience Period	Paid Premium	Paid Claims	Paid Loss Ratio	Target Loss Ratio
Jul 1, 2020 to Jun 30, 2021	\$ 1,918,399	\$ 1,783,160	93.0%	88.6%
Jul 1, 2021 to Jun 30, 2022	\$ 1,816,370	\$ 1,931,734	106.4%	88.6%
Jul 1, 2022 to Jun 30, 2023	\$ 2,387,901	\$ 1,913,657	80.1%	88.6%

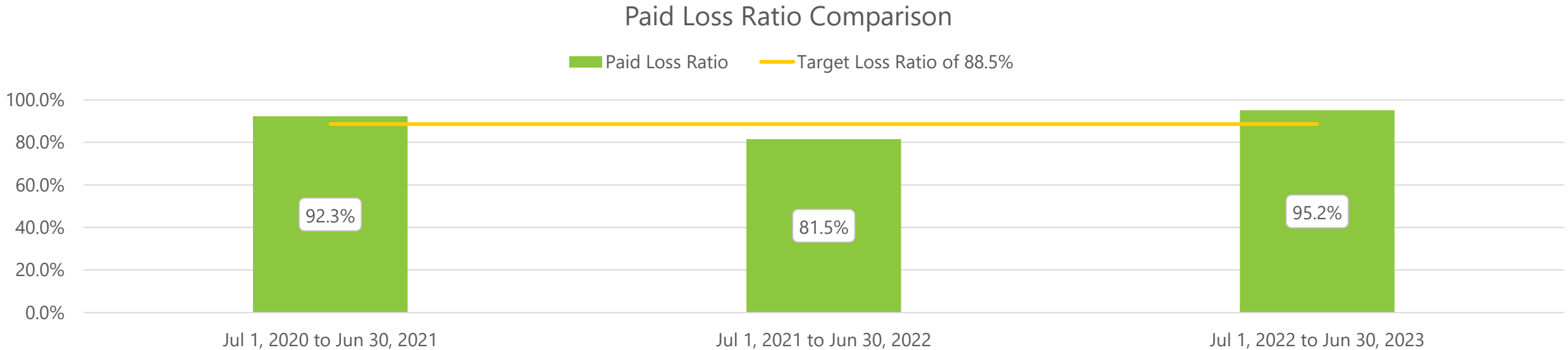
Premiums & claims exclude health care pooling insurance.

Paid Loss Ratio Comparison



Premium & Claims – Dental Care

Experience Period	Paid Premium	Paid Claims	Paid Loss Ratio	Target Loss Ratio
Jul 1, 2020 to Jun 30, 2021	\$ 1,115,552	\$ 1,029,869	92.3%	88.5%
Jul 1, 2021 to Jun 30, 2022	\$ 1,193,302	\$ 972,890	81.5%	88.5%
Jul 1, 2022 to Jun 30, 2023	\$ 1,242,716	\$ 1,182,445	95.2%	88.5%



Appendix E

Disability Claims Information

Long Term Disability Claims Paid

For the period Jul 1, 2022 to Jun 30, 2023

Certificate	Gender	Age at Disability	Date of Disability	Amount Paid	Claim Status
7082	Female	48	19-Jan-2016	\$ 37,284	Open
20149	Female	59	23-Jan-2017	\$ 6,978	Closed
271004	Male	56	8-Sep-2017	\$ 18,131	Open
523	Female	40	12-Oct-2017	\$ 25,861	Open
9006	Female	50	22-Mar-2018	\$ 35,370	Open
7052	Male	51	14-Jun-2019	\$ 600	Open
320	Male	59	5-Sep-2019	\$ (14,421)	Open
7606	Male	44	28-Oct-2019	\$ 600	Open
5063	Male	59	23-Jul-2020	\$ 18,924	Open
1002010	Male	59	19-Sep-2020	\$ 37,670	Open
800000003	Female	57	7-Jan-2021	\$ 22,585	Open
20254	Male	56	19-Jan-2021	\$ 32,376	Closed
300038	Male	49	25-Jan-2021	\$ 29,813	Closed
5080	Female	38	16-Feb-2021	\$ 29,501	Closed
300092	Male	39	25-Feb-2021	\$ 1,519	Closed
10346	Female	57	17-Mar-2021	\$ 21,000	Closed
1002084	Female	39	15-May-2021	\$ 11,441	Closed
2814	Male	58	24-Jul-2021	\$ 52,954	Open
7887	Male	63	16-Aug-2021	\$ 56	Closed
1001401	Male	62	21-Jan-2022	\$ 31,124	Open
1001879	Female	34	29-Nov-2022	\$ 13,317	Open
10173	Male	38	24-Jan-2023	\$ 4,083	Open
10135	Male	57	29-Jan-2023	\$ 3,251	Open
Total Long Term Disability Claims Paid				\$ 420,015	

Life & Disability Reserves

Certificate	Gender	Date of Birth	Date of Disability	Net Monthly LTD Benefit	Disabled Life Reserves	Life Insurance Face Amount	Waiver of Premium Reserves
5105	M	28-Nov-1961	4-Jul-2008	\$ 1,370	\$ 49,993	\$ 57,000	\$ 7,838
5018	F	1-Oct-1958	4-Mar-2010	\$ 726	\$ -	\$ 88,000	\$ 672
117	M	30-May-1971	28-Aug-2010	\$ 1,565	\$ 172,009	\$ 70,000	\$ 22,531
7072	M	25-Aug-1960	6-Oct-2011	\$ 2,454	\$ 59,002	\$ 130,500	\$ 12,214
261639983	F	7-Jul-1963	13-Dec-2011	\$ 995	\$ 54,222	\$ 50,000	\$ 6,049
468895131	M	26-May-1961	21-Jan-2012	\$ 1,715	\$ 56,216	\$ 66,000	\$ 8,026
5108	M	16-Jan-1959	4-Feb-2012	\$ 2,095	\$ 13,720	\$ 87,000	\$ 2,275
109	F	28-May-1975	4-Jan-2013	\$ 3,180	\$ 514,917	\$ 114,000	\$ 31,751
7082	F	20-Nov-1967	19-Jan-2016	\$ 3,107	\$ 304,248	\$ 147,500	\$ 30,252
271004	M	5-Jul-1961	8-Sep-2017	\$ 1,511	\$ 50,635	\$ 70,000	\$ 10,547
523	F	26-Jan-1977	12-Oct-2017	\$ 2,155	\$ 350,797	\$ 92,000	\$ 25,748
9006	F	19-Mar-1968	22-Mar-2018	\$ 2,947	\$ 289,523	\$ 97,000	\$ 21,606
6679	F	8-Dec-1973	26-Mar-2019	\$ -	\$ -	\$ 94,000	\$ 22,173
7052	M	15-Feb-1968	14-Jun-2019	\$ 50	\$ 4,728	\$ 158,500	\$ 51,955
320	M	8-Apr-1960	5-Sep-2019	\$ 1,590	\$ 32,389	\$ 25,000	\$ 2,366
7606	M	5-Jun-1975	28-Oct-2019	\$ 50	\$ 7,047	\$ 174,500	\$ 70,468
5063	M	9-Jan-1961	23-Jul-2020	\$ 1,577	\$ 45,749	\$ 80,000	\$ 10,625
1002010	M	24-Aug-1961	19-Sep-2020	\$ 3,139	\$ 107,546	\$ 163,000	\$ 26,338
800000003	F	13-Apr-1963	7-Jan-2021	\$ 1,882	\$ 98,119	\$ 56,000	\$ 10,093
111354	F	24-Oct-1995	12-Apr-2021	\$ -	\$ -	\$ 115,000	\$ 26,567
2814	M	27-Jan-1963	24-Jul-2021	\$ 4,932	\$ 145,165	\$ 25,000	\$ 5,094
1001401	M	7-Nov-1959	21-Jan-2022	\$ 2,153	\$ 23,615	\$ 121,000	\$ 13,063
1001879	F	21-Sep-1988	29-Nov-2022	\$ 4,091	\$ 195,851	\$ 153,000	\$ 21,224
10173	M	16-Sep-1984	24-Jan-2023	\$ 3,500	\$ 167,802	\$ 68,000	\$ 13,556
10135	M	3-Dec-1965	29-Jan-2023	\$ 3,363	\$ 138,076	\$ 61,000	\$ 15,902
Totals				\$ 50,148	\$ 2,881,370	\$ 2,363,000	\$ 468,933

Prior Year Totals	\$ 93,968	\$ 3,458,106	\$ 3,372,000	\$ 771,674
Change from prior year	\$ (43,820)	\$ (576,736)	\$ (1,009,000)	\$ (302,741)

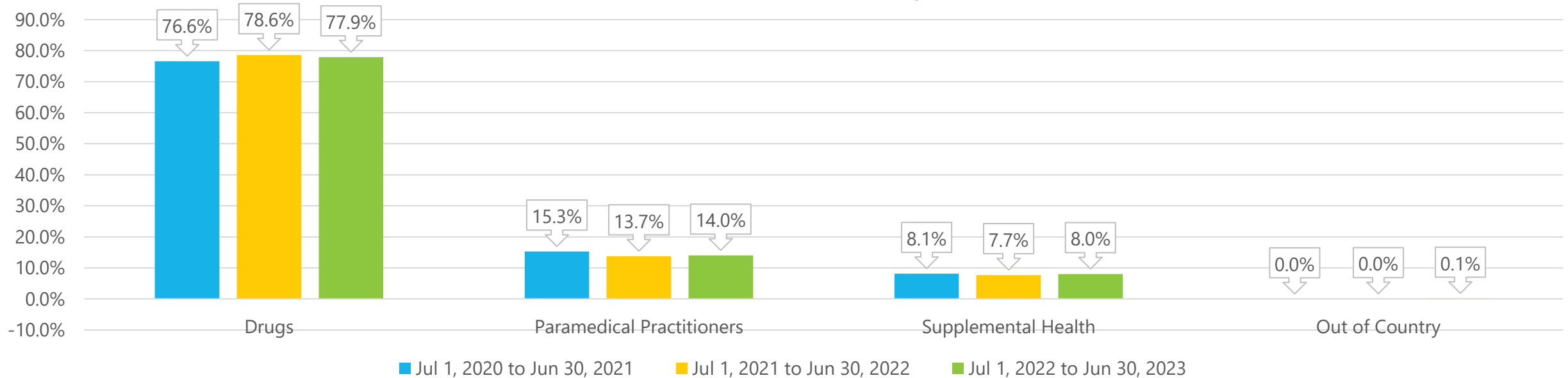
Appendix F

Health and Dental Claims Breakdowns

Health Care Paid Claims Breakdown

Extended Health Care	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	% Change	\$ Change
Drugs	\$ 1,613,746	\$ 1,789,430	\$ 1,902,287	6.3%	\$ 112,857
Paramedical Practitioners	\$ 322,482	\$ 313,016	\$ 341,824	9.2%	\$ 28,808
Supplemental Health	\$ 171,141	\$ 174,557	\$ 195,869	12.2%	\$ 21,312
Out of Country	\$ (389)	\$ -	\$ 2,930	0.0%	\$ 2,930
Total Extended Health Care	\$ 2,106,980	\$ 2,277,004	\$ 2,442,910	7.3%	\$ 165,906

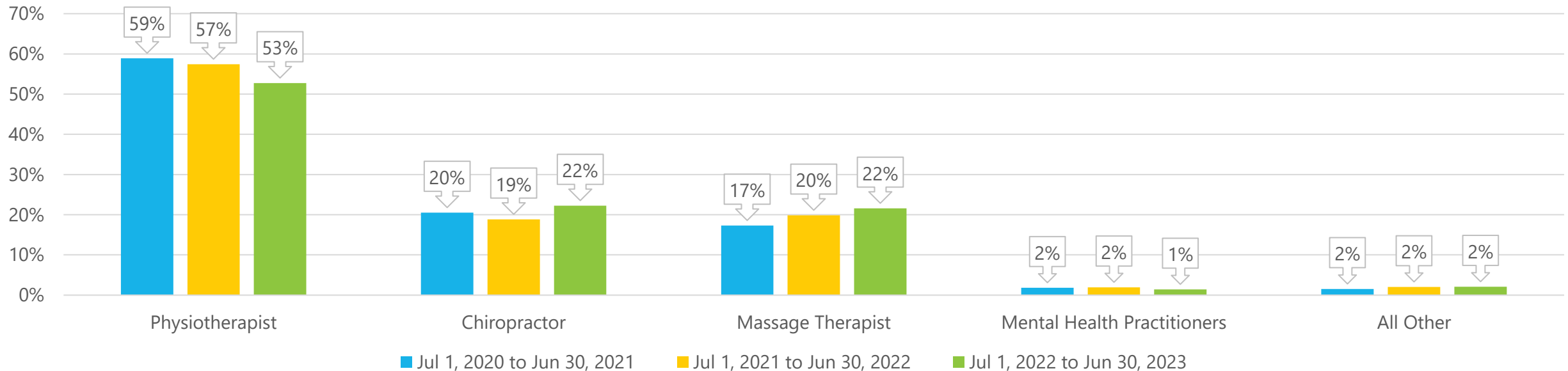
Extended Health Care Claims as Percentage of Paid Claims



Paramedical Paid Claims Breakdown

Paramedical Practitioners	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	% Change	\$ Change
Physiotherapist	\$ 189,927	\$ 179,794	\$ 180,354	0.3%	\$ 560
Chiropractor	\$ 66,107	\$ 58,891	\$ 76,006	29.1%	\$ 17,115
Massage Therapist	\$ 55,750	\$ 62,062	\$ 73,678	18.7%	\$ 11,616
Mental Health Practitioners	\$ 5,789	\$ 6,020	\$ 4,738	-21.3%	\$ (1,282)
All Other	\$ 4,910	\$ 6,249	\$ 7,047	12.8%	\$ 798
Total Paramedical Practitioners	\$ 322,482	\$ 313,016	\$ 341,823	9.2%	\$ 28,807

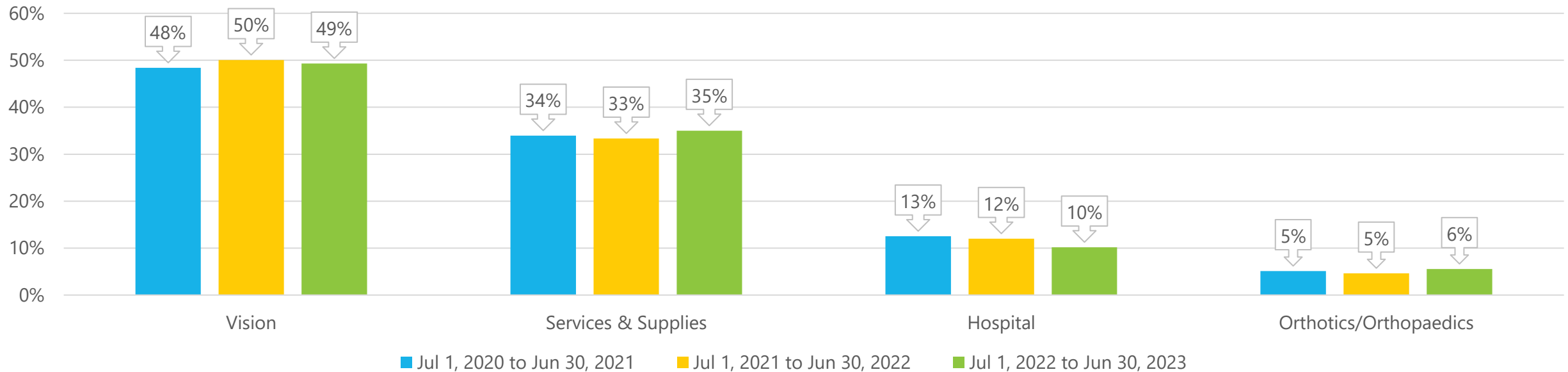
Paramedical Claims as Percentage of Paid Claims



Supplemental Health Paid Claims Breakdown

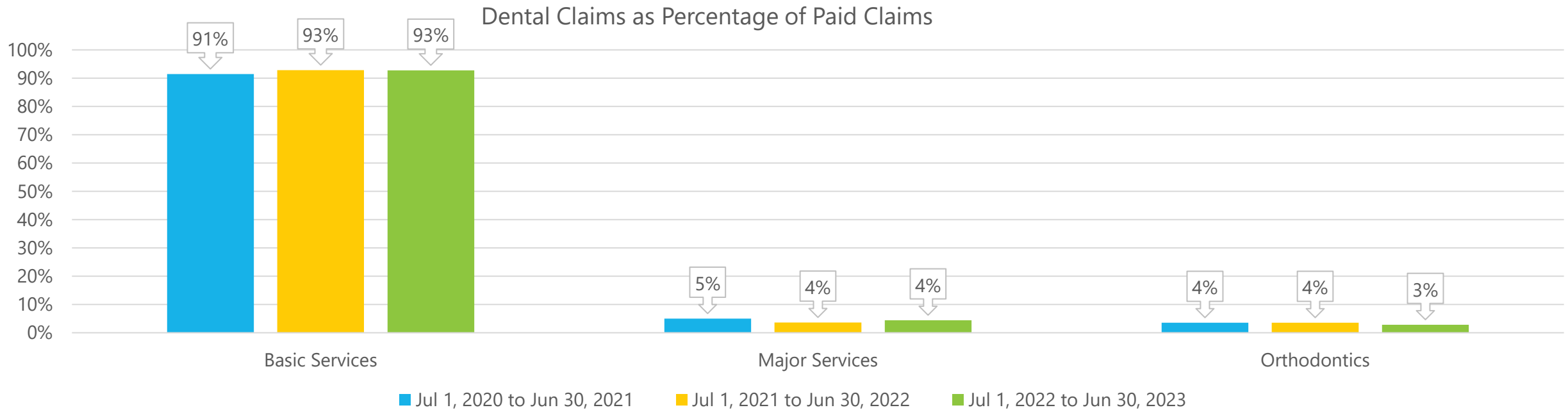
Supplemental Health Care	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	% Change	\$ Change
Vision	\$ 82,846	\$ 87,413	\$ 96,600	10.5%	\$ 9,187
Services & Supplies	\$ 58,144	\$ 58,209	\$ 68,545	17.8%	\$ 10,335
Hospital	\$ 21,400	\$ 20,900	\$ 19,870	-4.9%	\$ (1,030)
Orthotics/Orthopaedics	\$ 8,752	\$ 8,036	\$ 10,855	35.1%	\$ 2,819
Total Supplemental Health Care	\$ 171,142	\$ 174,558	\$ 195,869	12.2%	\$ 21,312

Supplemental Claims as Percentage of Paid Claims



Dental Care Paid Claims Breakdown

Dental Care	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	% Change	\$ Change
Basic Services	\$ 941,704	\$ 902,908	\$ 1,096,683	21.5%	\$ 193,775
Major Services	\$ 51,724	\$ 35,207	\$ 52,117	48.0%	\$ 16,911
Orthodontics	\$ 36,441	\$ 34,776	\$ 33,645	-3.3%	\$ (1,131)
Total Dental Care	\$ 1,029,869	\$ 972,890	\$ 1,182,445	21.5%	\$ 209,555



Dental Basic Services Claim Analysis

Annual Amount Paid

Prior Year

\$902,908

Current Year

\$1,096,683

+21.5% increase YOY

Annual # of Claims

Prior Year

10,881

Current Year

12,744

+17.1% increase YOY

of Unique Certs Claiming

Prior Year

1,655

Current Year

1,836

+10.9% increase YOY

Average Annual Amount Paid Per Unique Certificate

Prior Year

546

Current Year

597

+9.3% increase YOY

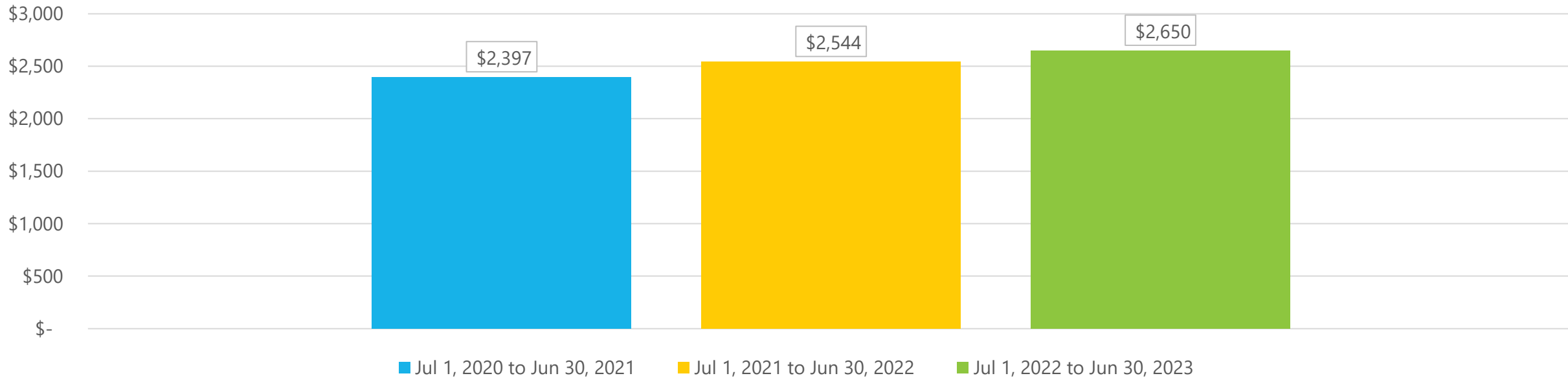
Appendix G

Average Annual Health and Dental
Spend per Employee

Average Annual Health Care Claim Amount per Certificate

Extended Health Care	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	% Change	\$ Change
Total Extended Health Care	\$ 2,106,980	\$ 2,277,004	\$ 2,442,910	7.3%	\$ 165,906
Number of Certificates Covered	879	895	922	3.0%	27
Average Annual Claims Per Certificate	\$ 2,397	\$ 2,544	\$ 2,650	4.1%	\$ 105

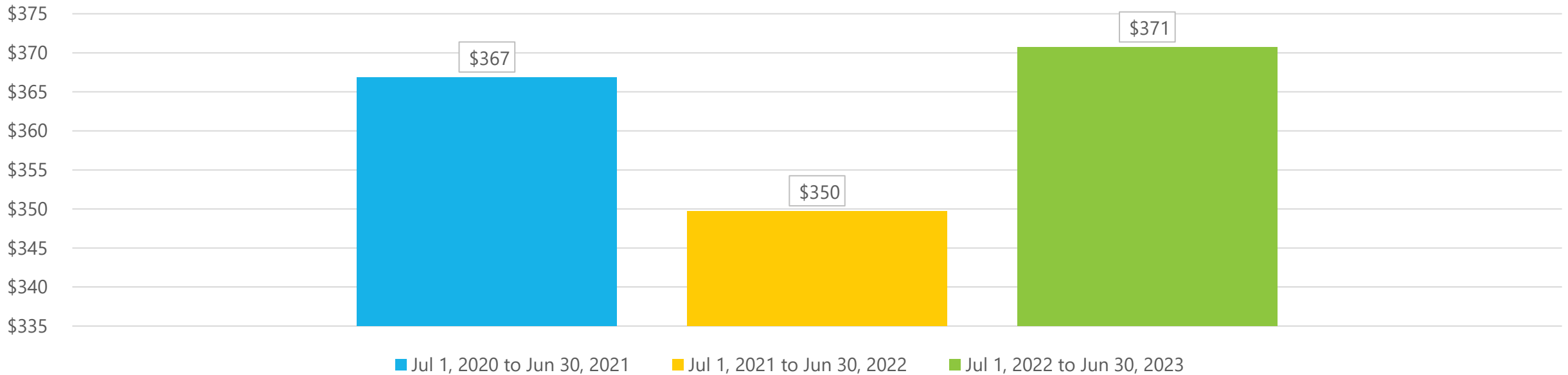
Average Annual Claims per Certificate



Average Annual Paramedical Claim Amount per Certificate

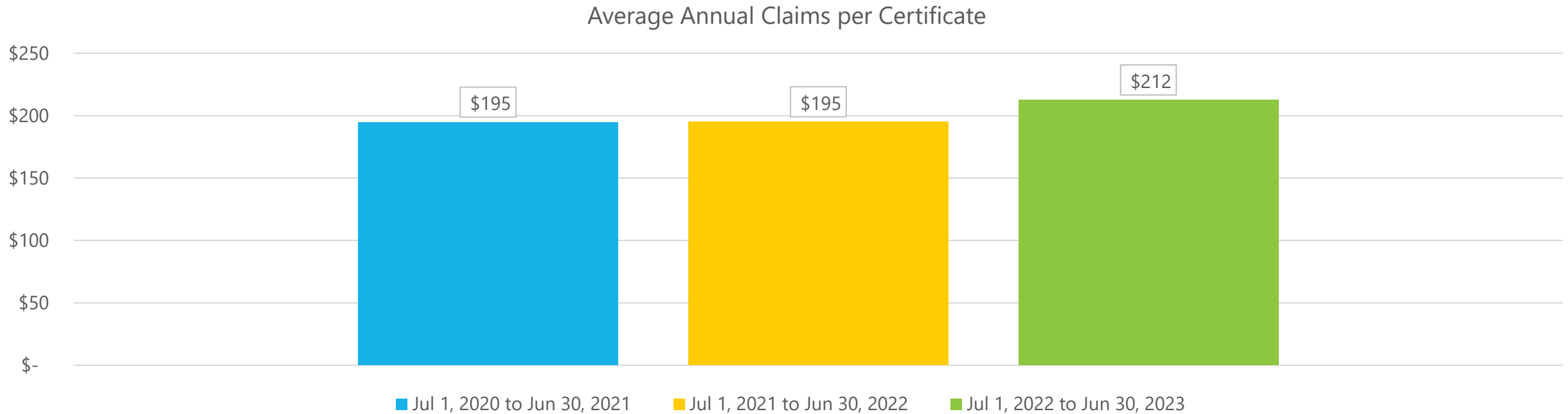
Paramedical Practitioners	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	% Change	\$ Change
Total Paramedical Practitioners	\$ 322,482	\$ 313,016	\$ 341,823	9.2%	\$ 28,807
Number of Certificates Covered	879	895	922	3.0%	27
Average Annual Claims Per Certificate	\$ 367	\$ 350	\$ 371	6.0%	\$ 21

Average Annual Claims per Certificate



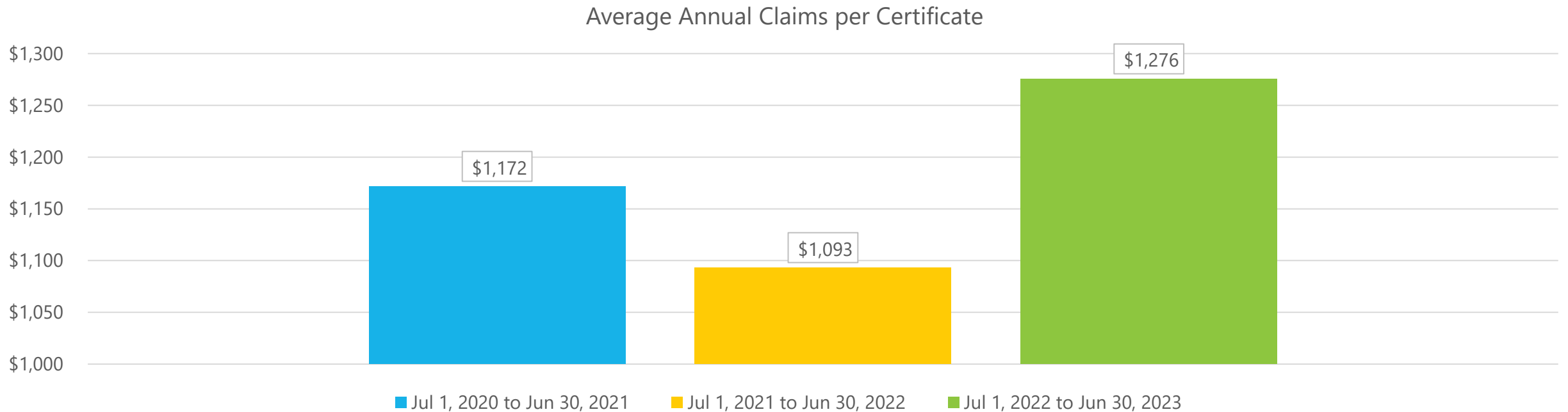
Average Annual Supp. Health Claim Amount per Certificate

Supplemental Health Care	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	% Change	\$ Change
Total Supplemental Health Care	\$ 171,142	\$ 174,558	\$ 195,869	12.2%	\$ 21,312
Number of Certificates Covered	879	895	922	3.0%	27
Average Annual Claims Per Certificate	\$ 195	\$ 195	\$ 212	8.9%	\$ 17



Average Annual Dental Care Claim Amount per Certificate

Dental Care	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	% Change	\$ Change
Total Dental Care	\$ 1,029,869	\$ 972,890	\$ 1,182,445	21.5%	\$ 209,555
Number of Certificates Covered	879	890	927	4.2%	37
Average Annual Claims Per Certificate	\$ 1,172	\$ 1,093	\$ 1,276	16.7%	\$ 182



Appendix H

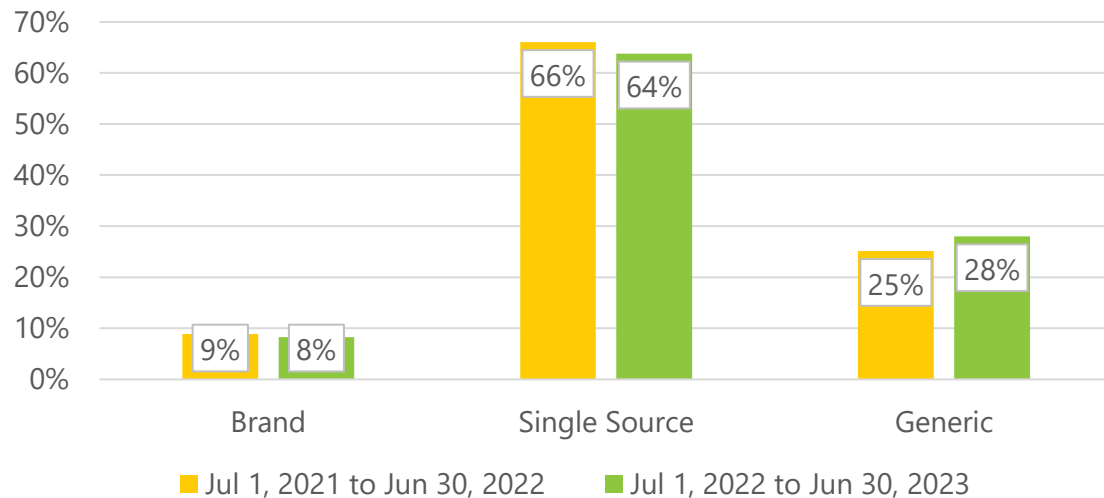
Drug Claim Statistics

Drug Claim Statistics

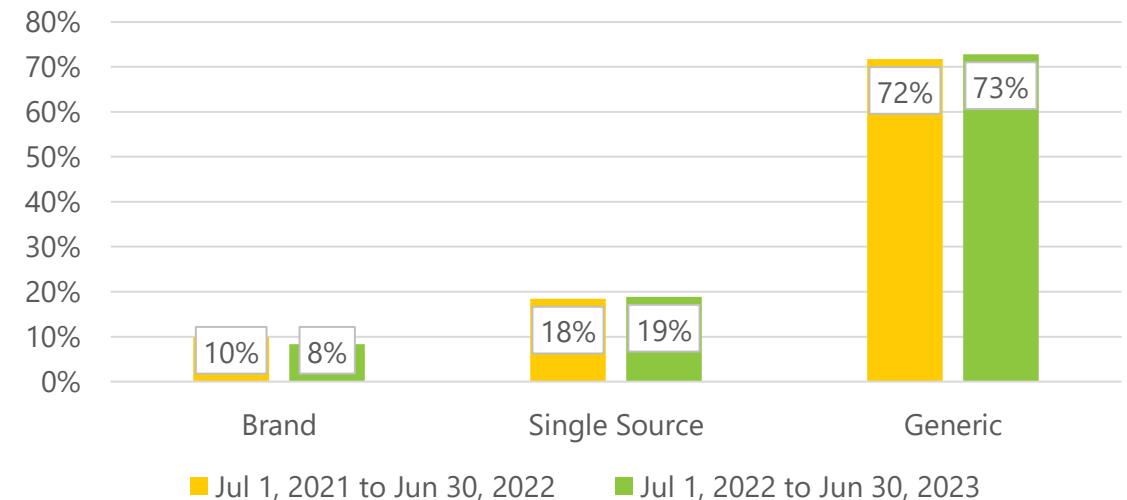
	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	% Change	\$/# Change
Drug Claims Paid	\$ 1,613,746	\$ 1,789,430	\$ 1,902,287	6.3%	\$ 112,857
Average Number of Certificates	879	895	922	3.0%	27
Average Annual Cost Per Certificate	\$ 1,836	\$ 1,999	\$ 2,063	3.2%	\$ 64
Total Number of Scripts	20,001	20,395	24,428	19.8%	4,033
Average Cost per Script	\$ 80.68	\$ 87.74	\$ 77.87	-11.2%	\$ (10)
Average Number of Scripts per Certificate	22.8	22.8	26.5	16.3%	3.7

Drug Type Distribution

By Paid Amount



By # of Prescriptions



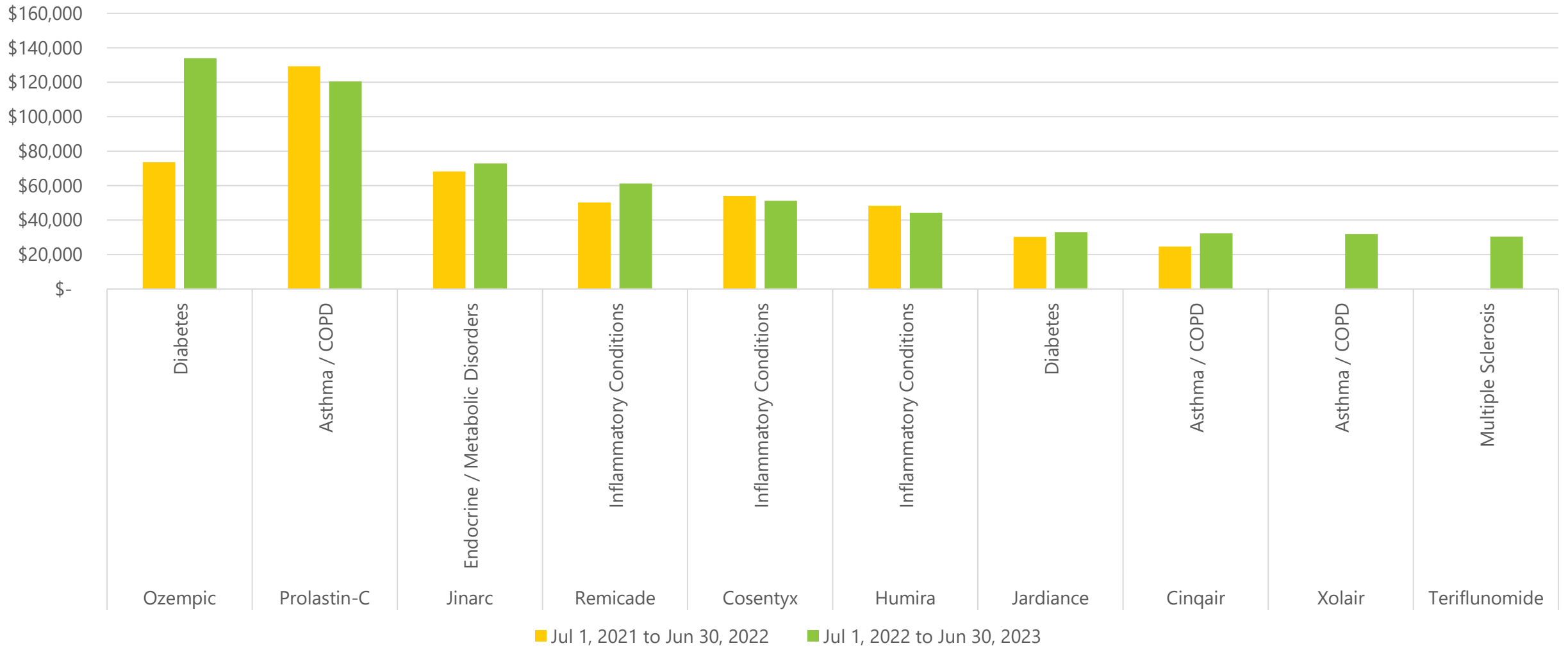
Top 10 Drug Classifications – Based on Current Period

Top 10 Drug Classifications by Amount Paid	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	\$ Change	% Change
Inflammatory Conditions	\$ 250,856	\$ 280,932	\$ 30,075	12.0%
Diabetes	\$ 187,309	\$ 264,815	\$ 77,506	41.4%
Asthma / COPD	\$ 112,274	\$ 150,582	\$ 38,308	34.1%
Rare Disease	\$ 129,361	\$ 120,509	\$ (8,852)	-6.8%
Depression	\$ 105,022	\$ 113,919	\$ 8,897	8.5%
Endocrine / Metabolic Disorders	\$ 69,019	\$ 74,129	\$ 5,110	7.4%
High Blood Pressure	\$ 63,163	\$ 67,525	\$ 4,362	6.9%
Attention Deficit Disorder	\$ 38,940	\$ 64,967	\$ 26,026	66.8%
Ulcer / Reflux	\$ 54,731	\$ 62,690	\$ 7,959	14.5%
Multiple Sclerosis	\$ 59,328	\$ 58,714	\$ (614)	-1.0%
Total Top 10 Classifications	\$ 1,070,004	\$ 1,258,782	\$ 188,778	17.6%

Top 10 Drug Classifications – By # of Claims

Top 10 Drug Classifications by # of Claims	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	# Change	% Change
Depression	2,578	3,109	531	20.6%
High Blood Pressure	2,532	2,903	371	14.7%
Diabetes	1,182	1,691	509	43.1%
High Cholesterol	1,214	1,465	251	20.7%
Ulcer / Reflux	1,208	1,446	238	19.7%
Infections	848	1,315	467	55.1%
Pain, Narcotic Analgesics	1,083	1,175	92	8.5%
Asthma / COPD	852	1,023	171	20.1%
Neurological Disorders	840	1,018	178	21.2%
Mental Disorders	1,009	1,015	6	0.6%
Total Top 10 Classifications	13,346	16,160	2,814	21.1%

Top 10 Drugs Claimed by Amount Paid



How Can Cowan Help?

<p>Group Benefits</p> 	<p>Pension & Retirement</p> 	<p>Disability Management</p> 	<p>Employee Wellness</p> 
<p>Individual Insurance</p> 	<p>Commercial Insurance</p> 	<p>Home & Auto</p> 	<p>Risk Management</p> 



Platinum
member

COUNTY OF RENFREW

BY-LAW NUMBER 147-23

**A BY-LAW TO AUTHORIZE THE CLERK TO ENTER INTO
A SERVICE AGREEMENT RENEWAL WITH COWAN BENEFITS CONSULTING
FOR A BENEFITS PROGRAM**

WHEREAS the County of Renfrew wishes to renew its service agreement with Cowan Benefits Consulting to negotiate on behalf of the staff and elected officials of the County of Renfrew as the County of Renfrew's Benefits Consultant;

AND WHEREAS the renewal for service with Cowan Benefits Consulting be extended from January 1, 2024 - December 31, 2024;

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

THAT By-law 113-22 enacted on the 13th of October, 2022 is hereby repealed.

That this By-law shall come into force and take effect on the 1st day of January, 2024.

READ a first time this 29th day of November, 2023.

READ a second time this 29th day of November, 2023.

READ a third time and finally passed this 29th day of November, 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 148-23

**A BY-LAW TO AUTHORIZE THE CLERK TO ENTER INTO A
SERVICE AGREEMENT RENEWAL WITH MANULIFE FINANCIAL
FOR THE PROVISION OF A BENEFITS PROGRAM**

WHEREAS the County of Renfrew wishes to renew its service agreement with Manulife Financial, as Insurer, for the Benefits Insurance Program for staff and elected officials of the County of Renfrew;

AND WHEREAS this renewal for service with Manulife Financial be extended from January 1, 2024 - December 31, 2024;

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

THAT By-law 114-22 enacted on the 13th of October, 2022 is hereby repealed.

That this By-law shall come into force and take effect on the 1st day of January, 2024.

READ a first time this 29th day of November, 2023.

READ a second time this 29th day of November, 2023.

READ a third time and finally passed this 29th day of November, 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 149-23

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL
OF THE COUNTY OF RENFREW AT THE MEETING HELD
ON NOVEMBER 9, 2023**

WHEREAS Subsection 5(1) of the *Municipal Act, 2001, S.O. 2001, Chapter 25*, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Subsection 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the County of Renfrew at this meeting be confirmed and adopted by by-law;

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

1. The action of the Council of the County of Renfrew in respect of each motion and resolution passed and other action taken by the Council of the County of Renfrew at this meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Warden and the appropriate officials of the County of Renfrew are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the County of Renfrew referred to in the preceding section.
3. The Warden, and the Clerk, or in the absence of the Clerk the Deputy Clerk, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the County of Renfrew.
4. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 29th day of November 2023.

READ a second time this 29th day of November 2023.

READ a third time and finally passed 29th day of November 2023.

PETER EMON, WARDEN

CRAIG KELLEY, CLERK