



## FINANCE AND ADMINISTRATION COMMITTEE

Thursday, March 7, 2024

---

A meeting of the Finance and Administration Committee was held on Thursday, March 7, 2024 at 9:30 a.m.

Present were: Chair Jennifer Murphy  
Warden Peter Emon  
Councillor James Brose  
Councillor Michael Donohue  
Councillor Anne Giardini  
Councillor David Mayville

Regrets: Vice-Chair Valerie Jahn (on leave of absence)  
Councillor Glenn Doncaster

Staff Present: Craig Kelley, Chief Administrative Officer/Deputy Clerk  
Gwen Dombroski, Clerk  
Lee Perkins, Director of Public Works and Engineering  
Mike Blackmore, Director of Long-Term Care  
Jason Davis, Director of Development and Property  
Andrea Patrick, Director of Community Services  
Daniel Burke, Treasurer/Manager of Finance  
Greg Belmore, Manager of Human Resources  
Ashley Wilton, Manager of Provincial Offences  
Tina Peplinskie, Media Relations and Social Media Coordinator  
Connie Wilson, Administrative Assistant

---

Chair Murphy called the meeting to order at 9:30 a.m. The Chair recited the land acknowledgement, identifying that the meeting was being held on the traditional territory of the Algonquin People. The roll was called, and no pecuniary interests were disclosed.

### **RESOLUTION NO. FA-C-24-03-31**

Moved by Councillor Brose

Seconded by Councillor Giardini

THAT the minutes of the February 15, 2024 and February 28, 2024 meetings be adopted.

CARRIED.

**RESOLUTION NO. FA-C-24-03-32**

Moved by Councillor Mayville

Seconded by Councillor Brose

BE IT RESOLVED THAT the Finance and Administration Committee move into a closed meeting pursuant to Section 239 of the Municipal Act, 2001, as amended for the purpose of:

- a) a proposed or pending acquisition or disposition of land by the municipality or local board; and
- b) labour relations or employee negotiations. Time 9:33 a.m. CARRIED.

**RESOLUTION NO. FA-C-24-03-34**

Moved by Councillor Brose

Seconded by Councillor Giardini

THAT this meeting resume as an open meeting. Time: 9:47 a.m. CARRIED

**Administration Department Report**

The Chief Administrative Officer/Deputy Clerk overviewed the Administration Department Report which is attached as Appendix A.

The Chief Administrative Officer/Deputy Clerk overviewed the Q3 Employee Recognition winners and thanked the Human Resources Manager and his team for championing the Employee Recognition.

**RESOLUTION NO. FA-C-24-03-35**

Moved by Councillor Brose

Seconded by Councillor Giardini

THAT the Finance and Administration Committee recommends to County Council that the Finance and Administration Committee meeting be held on Monday, June 17, 2024. CARRIED.

**RESOLUTION NO. FA-C-24-03-36**

Moved by Councillor Mayville

Seconded by Warden Emon

THAT the Finance and Administration Committee recommends that County Council approve the following changes to the Non-Union Staff Salary Grid within Employment By-law #1:

1. Reclassification of the following positions:
  - a. Manager, Human Resources from Group 10 to Group 11;

AND FURTHER THAT the revised Employment By-law # 1 be adopted. CARRIED.

The Chief Administrative Officer/Deputy Clerk indicated that a review of the job descriptions of several Human Resources Division positions was required as they have not previously been reviewed. Gallagher Benefit Services (Canada) Group was enlisted to ensure an unbiased evaluation.

**RESOLUTION NO. FA-C-24-03-37**

Moved by Councillor Mayville

Seconded by Councillor Brose

THAT the Administration Department Report attached as Appendix A be approved. CARRIED.

**Corporate Services Department Report**

The Treasurer/Manager of Finance overviewed the Corporate Services Department Report which is attached as Appendix B.

The Manager of Human Resources highlighted the recent career fairs that staff attended to help promote the County of Renfrew and local municipalities as a place to search for employment opportunities. The Manager of Human Resources indicated staff are collaborating with the Renfrew County Clerk-Treasurers Association (RCCTA) to promote the County of Renfrew together at future career fairs.

The Treasurer provided an update to Committee on the County of Renfrew's investment portfolio, noting that 90% of the investments are achieving an average interest rate of 5.46% over the next five years. The funds are available if required.

Committee noted that at the March 2023 meeting, a resolution was adopted directing staff to provide a report to County Council based on the 2019 investment report format, similar to what was provided at the April 2023 meeting of Committee and County Council, therefore, staff confirmed that they would provide additional information at the March session of County Council.

Committee overviewed the User Fee By-law and schedule, and discussed the implementation of the \$750.00 fee for speed/traffic review requests. The Director of Public Works and Engineering noted that traffic counts and speed studies are completed on all county roads on a five-year continuous basis. These completed studies are available to any local municipality free of charge. However, if a current request is required, a fee of \$750.00 is being proposed on a cost recovery basis only for staff time required to complete the request.

The Director of Public Works and Engineering indicated that, as per established policy, the County of Renfrew will only consider a speed/traffic review request upon receipt of a resolution from the local municipality.

**RESOLUTION NO. FA-C-24-03-38**

Moved by Councillor Brose

Seconded by Councillor Mayville

THAT the Finance and Administration Committee recommends to County Council that a revised By-law to Establish and Require Payment of User Fees and Charges be adopted; AND FURTHER THAT the previous User Fee By-law 69-23 be repealed. CARRIED.

**RESOLUTION NO. FA-C-24-03-39**

Moved by Councillor Brose

Seconded by Councillor Giardini

THAT the Finance and Administration Committee recommends to County Council to cancel the following Corporate Policy:

- a) J-06 Return of Service Incentive Program;

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. CARRIED.

**RESOLUTION NO. FA-C-24-03-40**

Moved by Councillor Mayville

Seconded by Warden Emon

THAT the Corporate Services Department Report attached as Appendix B be approved.

CARRIED.

**New Business**

Chair Murphy acknowledged International Women's Day Friday, March 8, 2024 and encouraged everyone to participate in local events recognizing and celebrating women.

**RESOLUTION NO. FA-C-24-03-41**

Moved by Councillor Donohue

Seconded by Councillor Giardini

THAT this meeting adjourn and the next regular meeting be held on Thursday, April 11, 2024.

Time: 10:49 a.m. CARRIED.

**COUNTY OF RENFREW****ADMINISTRATION DEPARTMENT REPORT**

---

**TO:** Finance and Administration Committee

**FROM:** Craig Kelley, Chief Administrative Officer

**DATE:** March 7, 2024

**SUBJECT:** Department Report

---

**INFORMATION**

1. **Save the Date - 17<sup>th</sup> Annual Wardens Golf Tournament – Friday, June 7, 2024**

The 2024 Warden's Golf Tournament has been scheduled for Friday, June 7, 2024 at the Dragonfly Golf Links – 955 Opeongo Road, Renfrew. Details are currently being finalized, but the entry fee will once again include green fees, riding cart, boxed lunch, swag bag, after game appetizers and door prizes. Online registration will be available in the upcoming month, so please save the date for this exciting fundraising event. We are looking forward to another successful year.

2. **Save the Date - 2024 Annual Service Awards – Thursday, November 21, 2024**

In 2024, the County of Renfrew introduced a different format for the County of Renfrew Service Awards and Staff Appreciation, with last year's event being held in November at Pembroke Festival Hall. Staff are planning on repeating this very successful staff appreciation evening on Thursday, November 21, 2024; I promised everyone I'll start shopping for new shiny pants much earlier. Staff are working on the agenda for this event and will release information once details have been confirmed. For now, please note the date in your calendar.

This initiative contributes to Strategic Plan Goal #2, Workforce Development.

3. **Employee Recognition Q3 2023**

On April 26, 2023, County Council approved Policy J-05 Employee Recognition Program. Employee recognition is the acknowledgement of an individual or team's behaviour, effort and accomplishments that support the County's goals and values. The County of Renfrew's Employee Recognition Program is a way for the County of Renfrew to promote a workplace culture that strives to recognize and appreciate the commitment, dedication and contributions of all employees at the County of Renfrew.

Attached as Appendix I is the bulletin announcing the round of winners and nominees of the County's Employee Recognition Program for the Q3 period of July to September, 2023. Q4 closed December 31, 2023 and staff are currently distributing the Certificates and taking the photos; this information will be provided at a future meeting.

Nominations are now open for the January to March 2024 period, closing March 31. The nomination can be done via the County of Renfrew website found here: <https://forms.countyofrenfrew.on.ca/Public-Site/County-of-Renfrew-Employee-Recognition-Nomination>

Congratulations to all of the winners and nominees and a big thank you to all of those who made nominations!

This policy contributes to Strategic Plan Goal #2, Workforce Development.

**RESOLUTION**

4. **June Standing Committee Meeting**

**Recommendation:** THAT the Finance and Administration Committee recommends to County Council that the Finance and Administration Committee meeting be held on Monday, June 17, 2024.

**Background**

Due to a significant conflict that would result in the absence of our Warden, the Chair of the Finance & Administration Committee, the Chief Administrative Officer and the Clerk, staff are requesting changes in dates for the June Standing Committee Meeting.

Section 74 (a) of the Procedural By-law states:

Committees will meet at such time and place as the Presiding Officer determines, subject to the direction of Council. Presiding Officer will utilize as a guideline for consideration to change the time, date or location of a committee meeting, a 60-day notice requirement and subject to 100% agreement of committee members. Failing full agreement of a revised date, the original meeting date will remain.

## **BY-LAWS**

### **5. Employment By-law #1**

**Recommendation:** THAT the Finance and Administration Committee recommends that County Council approve the following changes to the Non-Union Staff Salary Grid within Employment By-law #1:

1. Reclassification of the following positions:
  - a. Manager, Human Resources from Group 10 to Group 11;

AND FURTHER THAT the revised Employment By-law # 1 be adopted.

#### **Background**

A summary of the changes to Employment By-law #1 include items approved at the January 2024 budget workshop, Policy B-04 Classification Review System adjustments and the results of a housekeeping exercise are as follows:

##### **B-04 Classification Review System Adjustments**

Consistent with County of Renfrew Policy B-04 Classification Review System, a review of positions that had not had updated and approved job descriptions, nor updated job evaluations, was required in the Human Resources Division. At the request of the Chief Administrative Officer, and to avoid undue bias and/or influence from those affected by the evaluation, a third-party evaluator was enlisted to provide this evaluation; Jane Mizanski of Gallagher Benefit Services (Canada) Group Inc. Accordingly, these positions were scored utilizing the County of Renfrew's job evaluation tool which resulted in changes in their respective points; however only affecting grid movement of one position on the Employment By-law #1 staff salary grid. The following positions were evaluated:

- Manager, Human Resources: from Group 10 to Group 11; and
- Human Resources Coordinator: no change in Grouping.

# Employee Recognition Results

## July to September – 2023

On April 26, 2023, the County of Renfrew approved Policy J-05 Employee Recognition Program. Employee recognition is the acknowledgement of an individual or team's behaviour, effort and accomplishments that support the County's goals and values. The County of Renfrew's Employee Recognition Program is a way for us to promote a workplace culture that strives to recognize and appreciate the commitment, dedication and contributions of all employees at the County of Renfrew.

Below you will find the winners and nominees from the nomination period, which ran July through September of 2023.

### Winners:

#### **Honesty & Integrity – Barb Tierney**

Barb is an Administrative Commander for the Department of Emergency Services. Barb was nominated in all 5 categories with their Honesty & Integrity standing out. Barb demonstrates honesty and fairness and is a reliable individual that holds themselves to a high standard in her work ethic, quality of work and their commitment to the Department and to the County of Renfrew.

#### **Professionalism – Bill Matschke**

Bill is Building Custodian with Renfrew County Housing Corporation. Bill was nominated in all 5 categories with their Professionalism standing out. Bill takes pride in keeping the buildings in pristine condition, they assist tenants with mobility issues and advocates for them when they require additional support.

#### **Client Service Orientation – Denver Mullen**

Denver is a Recreation Programmer at the Bonnechere Manor. Denver was nominated in all 5 categories with their Client Service Orientation standing out. Denver makes the clients in the Adult day program feel special with their caring and loving ways. Denver has been driving the clients out on the town on the facility bike which is becoming quite the hit across the community.

#### **Focus on Results – Daryl Cybulski, Jeff Tomasini, Aaron Weisenberg, Jeff denHollander, Liam Levair, Maverick Bozak and Joseph Luckovitch**

Daryl, Jeff, Aaron, Jeff, Liam, Maverick and Joseph are the day labour crew for the Department of Public Works & Engineering. They were nominated in 3 of the 5 categories with Focus on Results standing out. The day labour crew is assigned the projects that have the most unknowns, are more complex, or have high risk of overages, yet they always manage to complete them on time and usually under budget.

## Teamwork – Tanis Lavigne

Tanis is the Early Years Supervisor with the Department of Community Services. Tanis was nominated in 4 of the 5 categories with their Teamwork standing out. Tanis has taken the time out of their schedule to organize County Administration Building potlucks to help bring the staff in the various departments in the building closer together.

## Nominated Employees:

Angela Yahnke	Jen Lepine	Michelle Cassista
April Nolan	Jessica Johnston	Mike Behm
Asia Krystie	Jessica Tavares	Bryton Weckworth
Bernadette Plummer	Josie De Jesus-Shaw	Mireya Aguilar Moreno
Brittani Jefferson	Kate Purdy	Nancy Lemire
Calvin Mcilwrath	Kate Telecki	Shelly Lee
Darlene Hodgins	Kayla Burton	Sonia Mick
Erin Nighbor	Kelly Latendresse	Stephanie Stoppa
Erin O'Reilly-Olsheskie	Kenzie Jones	Susan Robertson
Evelyn Vanstarkenburg	Kim Barr	Tanya Sullivan Coady
Glenn Villeneuve	Lee Perkins	Terri Fleury
Husam Ali	Linda Magill	Sarah Dagenais
James Innes	Magda Weron	Tina Peplinskie
Jane O'Keefe	Mary Rowe	Vanessa Gagne
Jarret Latendresse	Rebecca Ellis	

We thank all nominators for nominating these employees this quarter. Please continue to nominate your colleagues for October to December. Nomination forms are available on the County Website, Staff Intranet or from Human Resources.



**Denver Mullen, Bonnechere Manor Adult Day Program client Teresa Haley and Dean Quade**



**Craig Kelley, Taylor Hanrath, Jeff denHollander, Liam Levair, Daryl Cybulski, Maverick Bozak, Joseph Luckovitch and Lee Perkins. Missing: Aaron Weisenberg and Jeff Tomasini**



**Laura LePine, Margo Smith, Tanis Lavigne and Craig Kelley**



**Craig Kelley, Michael Nolan, Barb Tierney and Dave Libby**



**Craig Kelley, Jason Davis, Bill Matschke, Kevin Raddatz, Tony Ashley and Dennis Lazary**

**COUNTY OF RENFREW**

**BY-LAW NUMBER 29 - 24**

**EMPLOYMENT BY-LAW # 1 FOR COUNTY OFFICERS AND STAFF**

---

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

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

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

**ARTICLE 1 - INSURANCE AND HEALTH BENEFITS**

**PART A - Full-Time Employees**

**1. Pension**

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

**2. Life Insurance**

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

**3. Extended Health Care**

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

**4. Dental Plan**

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

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

**5. Health Care Spending Account**

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

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

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

**7. Early Retiree Benefit**

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

- For all employees who retire after March 1, 2021 there is no lifetime maximum cap for all health and dental claims.

**ARTICLE 2 - PAID HOLIDAYS**

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

**ARTICLE 3 - OTHER ALLOWANCES**

**1. Mileage Allowance**

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

**2. Cost of Living Allowance**

The County of Renfrew's non-union salary grid is to be adjusted annually based on the June twelve (12) month average of the Consumer Price Index (CPI) for Ontario (all items) as determined by Statistics Canada, and the adjustment is effective for Pay Period #1 each year. This adjustment will not be lower than any increase negotiated between the County and any of its union collective agreements.

**3. Meals, Gratuities and Incidental Expenses**

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

**4. Safety Footwear Allowance**

- (a) Employees who are required by nature of their job to wear safety footwear on a regular daily basis shall be provided the following annual allowance:  
Effective January 1, 2024: Full-time - \$300.00 per annum  
Part-time - \$150.00 per annum
- (b) Employees who are required by nature of their job to wear safety footwear on an occasional basis will be provided with the above allowance once every three years.

**ARTICLE 4 - RATES OF PAY**

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

**ARTICLE 5 - ADJUSTMENT DATE**

The next adjustment date shall be Pay Period #1, 2025 or earlier as deemed appropriate by Council.

**ARTICLE 6 - ENFORCEMENT AND GENERAL**

- 1. Matters pertaining to working conditions and employment are also set out in the Corporate Policies and Procedures Manual. The manual should be referred to for additional information about the employment conditions contained in this by-law.
- 2. Any other amendments to this By-law shall be recommended by the Finance and Administration Committee to County Council in the form of a replacement By-law.

3. This By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
4. By-law ~~29-24 133-23~~ is hereby repealed.
5. This By-law shall come into force and be effective Pay Period # 1, 2024 except where otherwise noted.
  - 5.1 Reclassifications shall be effective the Pay Period immediately after the date of the adoption of this By-law.

READ a first time this ~~2728~~th day of ~~March February~~ 2024.

READ a second time this ~~2728~~th day of ~~March February~~ 2024.

READ a third time and finally passed this ~~2728~~th day of ~~March February~~ 2024.

---

PETER EMON, WARDEN

---

GWEN DOMBROSKI, CLERK

**County of Renfrew Non-Union Staff Salary Grid**  
**Schedule "A"**  
**Effective: Pay Period #1, 2024**

<b>Group</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5 Job Rate</b>	<b>Merit</b>
<b>1</b>	24.48	25.22	25.99	26.76	27.57	1335.00
<b>2</b>	25.72	26.50	27.29	28.10	28.95	1554.00
<b>3</b>	30.44	31.35	32.30	33.27	34.27	1781.00
<b>4</b>	32.03	32.99	33.98	34.99	36.05	1991.00
<b>5</b>	35.10	36.16	37.25	38.37	39.53	2224.00
<b>6</b>	38.59	39.75	40.95	42.18	43.44	2445.00
<b>7</b>	42.14	43.39	44.70	46.03	47.43	2671.00
<b>8</b>	46.88	48.29	49.73	51.22	52.76	2891.00
<b>9</b>	53.41	55.01	56.66	58.36	60.11	3169.00
<b>10</b>	55.91	57.58	59.30	61.08	62.93	3449.00
<b>11</b>	59.64	61.42	63.25	65.15	67.11	3727.00
<b>12</b>	63.28	65.19	67.15	69.15	71.24	4007.00
<b>13</b>	67.53	69.55	71.63	73.79	76.00	4278.00
<b>14</b>	72.16	74.33	76.55	78.85	81.22	4557.00
<b>15</b>	76.79	79.09	81.45	83.91	86.42	4839.00
<b>16</b>	80.11	82.51	85.00	87.54	90.16	5060.00
<b>17</b>	83.42	85.93	88.51	91.17	93.89	5287.00

<b>Classification</b>	<b>Permanent Rate</b>
Student (under 18)	15.60
Student (18 and over)	16.55
Lead Hand Premium	2.00
Grader Operator Premium	1.25
Shift Premium	0.85
Weekend	0.50
Commander Shift Premium	0.75

Revised: February 2024

### County of Renfrew Staff Classifications and Salary Ranges

GROUP	HOURLY (\$)	POSITION	
1	24.48 – 27.57	<ul style="list-style-type: none"> <li>Administration Clerk</li> </ul>	
2	25.72 – 28.95	<ul style="list-style-type: none"> <li>Administrative Assistant I</li> <li>Labourer</li> </ul>	<ul style="list-style-type: none"> <li>Logistics Clerk</li> <li>Maintenance Person</li> </ul>
3	30.44 – 34.27	<ul style="list-style-type: none"> <li>Accounting Clerk</li> <li>Administrative Assistant II</li> <li>Administrative and Business Development Assistant</li> <li>Court Service Specialist</li> <li>Customer Service Representative</li> </ul>	<ul style="list-style-type: none"> <li>Intake Coordinator</li> <li>Program Officer</li> <li>Scheduling Clerk</li> <li>Sign Shop Fabricator</li> </ul>
4	32.03 – 36.05	<ul style="list-style-type: none"> <li>Administrative Assistant - Finance</li> <li>Data Analysis Coordinator</li> <li>Economic Development Coordinator</li> <li>Help Desk Support</li> </ul>	<ul style="list-style-type: none"> <li>Inclusion Coordinator</li> <li>Licensed Home Visitor</li> <li>Tourism Industry Relations &amp; Digital Marketing Coordinator</li> <li>Truck/Equipment Operator</li> </ul>
5	35.10 – 39.53	<ul style="list-style-type: none"> <li>Administrative Assistant III</li> <li>Eligibility Coordinator</li> <li>Forestry Technician</li> <li>GIS/Planning Technician</li> </ul>	<ul style="list-style-type: none"> <li>Junior Planner/Land Division Secretary-Treasurer</li> <li>Media Relations and Social Media Coordinator</li> <li>Tourism Development Officer</li> </ul>
6	38.59 – 43.44	<ul style="list-style-type: none"> <li>Accounting Technician</li> <li>Assistant Food Services Supervisor</li> <li>Building Infrastructure Coordinator</li> <li>Civil Designer</li> <li>Community Housing Coordinator</li> <li>Engineering Technician</li> <li>GIS Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Infrastructure Coordinator</li> <li>IT Technician</li> <li>Junior Planner</li> <li>Mechanic</li> <li>Ontario Works Agent</li> <li>Payroll Administrator</li> <li>Trails Coordinator</li> </ul>
7	42.14 – 47.43	<ul style="list-style-type: none"> <li>Capital Projects Coordinator</li> <li>Child Care &amp; Early Years Supervisor</li> <li>Client Programs Supervisor</li> <li>Community Housing Supervisor</li> <li>County Planner</li> <li>Early Years Supervisor</li> <li>Human Resources Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>Infrastructure Technician</li> <li>Operations Coordinator</li> <li>Patrol Supervisor</li> <li>Small Business Advisor</li> <li>Social Worker</li> <li>Systems Analyst</li> </ul>
8	46.88 – 52.76	<ul style="list-style-type: none"> <li>Administration Supervisor</li> <li>Business Development Officer</li> <li>Construction Supervisor</li> <li>County Forester</li> <li>Dietitian</li> <li>Environmental Services Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>Food Services Supervisor</li> <li>Network Administrator</li> <li>Prosecutor (Bilingual)</li> <li>Senior Planner</li> <li>Supervisor, Ontario Works</li> <li>Supervisor, Technical Services</li> </ul>
9	53.41 – 60.11	<ul style="list-style-type: none"> <li>Employee Health Coordinator</li> <li>Manager, Economic Development Services</li> </ul>	<ul style="list-style-type: none"> <li>Manager of Legislative Services / Clerk</li> <li>Manager, Provincial Offences</li> <li>Physiotherapist</li> </ul>

GROUP	HOURLY (\$)	POSITION	
10	55.91 – 62.93	<ul style="list-style-type: none"> <li>• Commander</li> <li>• Manager, Child Care Services</li> <li>• Manager, Housing and Homelessness</li> <li>• <del>Manager, Human Resources</del></li> </ul>	<ul style="list-style-type: none"> <li>• Manager, Information Technology</li> <li>• Manager, Ontario Works</li> <li>• Manager, Real Estate</li> <li>• Resident Care Coordinator</li> </ul>
11	59.64 – 67.11	<ul style="list-style-type: none"> <li>• Manager, Capital Works</li> <li>• <b>Manager, Human Resources</b></li> </ul>	<ul style="list-style-type: none"> <li>• Manager, Operations</li> <li>• Manager, Planning Services</li> </ul>
12	63.28 – 71.24	<ul style="list-style-type: none"> <li>• Deputy Chief Clinical Programs</li> <li>• Deputy Chief Operations</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Care</li> <li>• Manager of Finance/Treasurer</li> </ul>
13	67.53 – 76.00	<ul style="list-style-type: none"> <li>• Nurse Practitioner</li> </ul>	
14	72.16 – 81.22		
15	76.79 – 86.42	<ul style="list-style-type: none"> <li>• Administrator, Bonnechere Manor</li> </ul>	
16	80.11 – 90.16		
17	83.42 – 93.89	<ul style="list-style-type: none"> <li>• Director, Corporate Services/Deputy Treasurer</li> <li>• Director, Development &amp; Property</li> <li>• Director, Emergency Services /Chief Paramedic Services</li> </ul>	<ul style="list-style-type: none"> <li>• Director, Long Term Care</li> <li>• Director, Public Works &amp; Engineering</li> <li>• Director, Community Services</li> </ul>

Revised: ~~March~~ **February** 2024

**COUNTY OF RENFREW****CORPORATE SERVICES DEPARTMENT REPORT**

---

**TO:** Finance and Administration Committee

**FROM:** Daniel Burke, Treasurer

**DATE:** March 7, 2024

**SUBJECT:** Department Report

---

**INFORMATION****1. Recruitment Efforts – Career Fairs**

On February 13, 2024, Human Resources Manager Greg Belmore, Human Resources Coordinator Amanda Nesbitt, Commander Kerri-Lynn McGrath and Bonnechere Manor Administrative Assistant II Megan Ferneyhough, attended a career fair at Algonquin College in Ottawa from 10:00 a.m. to 3:00 pm. This provided an excellent opportunity for staff to promote County of Renfrew and lower tier available positions, but also promote the County as a place to search for employment opportunities. This event was very well attended, with over seventy employers present.

On February 22, 2024 members of the County of Renfrew Human Resource Division attended a career fair hosted by Ontrac at the Renfrew Legion from 12:30 to 3:30 pm.

These initiatives are in support of Strategic Plan Goal #2, Workforce Development, and part of the identified actions to achieve the objectives in 2024.

**2. 2024 Tax Policy**

The Treasurer hosted a Tax Policy Working Group meeting on Monday, March 4, 2024 at 11:00 a.m. and all the local municipal treasurers were invited to attend. A Tax Policy Working Group Report and Taxation By-laws will be provided at the April meeting of the Finance and Administration Committee, which will include all recommendations from the March Tax Policy Working Group meeting.

**3. Ministry of Transportation – Licence Plate Renewal System**

Municipalities received the attached Appendix I outlining that new legislation for licence plate renewals will not impact a municipality's ability to issue plate denials as an enforcement mechanism for unpaid fines. Plate denial is an important tool to enforce parking by-laws, red light camera and automated speed offences.

**4. Town of Midland Resolution**

Attached as Appendix II is a letter from the Town of Midland to the Provincial and Federal Government regarding the “catch and release” Justice system in Ontario. Several Councils in Ontario have also passed a resolution to support the Town of Midland. While the items outlined do not impact the Provincial Offences Court, Council may wish to review as a public interest matter.

**5. Provincial Offences Administration Workload**

The following is a chart comparing charges received, trial notices issued, payments processed, accounts receivable files reviewed and collection notices mailed over the past five months through the Provincial Offences Administration Office.

Month	Charges Received	Trial Notices Issued	Early Resolution Notices	Payments Processed	Payfines Payments Processed	Number of Files Reviewed	Licence Suspensions	Collection Notices	To Collection Agency
<b>2023</b> Sept.	634	62	74	317	334	360	37	152	65
Oct.	516	60	68	319	227	435	44	115	180
Nov.	414	92	51	272	205	378	65	95	83
Dec.	243	97	30	232	130	385	40	206	236
<b>2024</b> Jan.	309	83	37	260	141	405	78	140	129

**6. Investment Update**

The municipality has the power to invest under section 418 of the *Municipal Act, 2001*, *S.O. 2001 c.25* and only in those securities prescribed under the Eligible Investments Regulation (O. Reg. 438/97) to the Municipal Act as may be amended from time to time.

The Treasurer of the municipality shall prepare and provide to the council, each year or more frequently as specified by the council, an investment report.

In accordance with the County of Renfrew’s Corporate Policy GA-06 – Investment Policy, cash not required for current operations may be invested and reinvested with a view to:

- a) Securing safety of the principal contributed to the Fund;
- b) Maintaining a high degree of liquidity within the Fund; or
- c) Obtaining a competitive rate of return through a diversified portfolio of permitted investments.

All investments shall be selected based on the projected cash flow requirements, keeping the total investment portfolio within the following parameters:

Type of investment, as defined by O. Reg. 438/97	Minimum – Maximum percent of total investment portfolio
O. Reg. 438/97 s.2(1), (federal, provincial and municipal indebtedness)	0% - 100%
O. Reg. 438/97 s.2(3) (schedule 1,2 and 3 bank deposit receipts, notes, and similar instruments)	0% - 100%
O. Reg. 438/97 s.2(4) (bank and credit union guaranteed bonds)	0% - 25%
O. Reg. 438/97 s.2(7.1) and s.2(8.1) (corporate bonds and shares invested through One Investment)	0% - 20%

No more than 20% of the total investment portfolio will be made up of instruments issued or guaranteed by a single entity/organization with the exception of a Canadian Federal or Provincial Government or Schedule 1 bank.

The investment report referred to shall contain:

- (a) a statement about the performance of the portfolio of investments of the municipality during the period covered by the report:

	Maturity Date	Interest Rate	Face value as at December 31, 2023	Face value as at December 31, 2022
BMO RAAG operating bank accounts	Current	Prime less 1.5%	\$70,057,336	\$68,079,937
Bank of Montreal GIC	November 6, 2023	3.51%		\$1,000,000
Bank of Montreal GIC	May 8, 2024	2.63%	\$1,000,000	\$1,000,000
CDN Western Bank	May 8, 2024	2.90%	\$1,000,000	\$1,000,000
Bank of Montreal GIC	September 23, 2024	4.55%	\$500,000	\$500,000
Bank of Montreal GIC	October 15, 2024	2.31%	\$1,000,000	\$1,000,000
Bank of Montreal GIC	May 7, 2025	2.11%	\$1,000,000	\$1,000,000
Equitable Bank GIC	September 23, 2026	2.15%	\$100,000	\$100,000
Equitable Trust GIC	September 23, 2026	2.15%	\$100,000	\$100,000
Home Trust GIC	September 23, 2026	2.15%	\$100,000	\$100,000
Home Equity Bank GIC	September 23, 2026	2.15%	\$100,000	\$100,000
Manulife Bank GIC	September 23, 2026	1.75%	\$600,000	\$600,000
Presidents Choice Bank GIC	September 23, 2026	1.95%	\$100,000	\$100,000
RFA Bank of Canada GIC	September 23, 2026	1.85%	\$100,000	\$100,000
Canadian Western Bank GIC (shared - RCHC)	November 25, 2027	5.15%	\$100,000	\$100,000
Home Equity Bank GIC (Shared - RCHC)	November 25, 2027	5.16%	\$100,000	\$100,000
BMO Trust Company GIC	December 6, 2027	4.75%	\$400,000	\$400,000
Bank of Montreal GIC	November 6, 2028	5.45%	\$1,000,000	
<b>Totals</b>			<b>\$77,357,336</b>	<b>\$75,379,937</b>

<b>Interest Income</b>	
2019	\$1,180,324
2020	\$884,752
2021	\$814,343
2022	\$2,201,552
2023 (unaudited)	\$3,431,802

- (b) a description of the estimated proportion of the total investments of a municipality that are invested in its own long-term and short-term securities to the total investment of the municipality:

<b>Maturity Dates:</b>	<b>Balance</b>	<b>Percentage of Portfolio</b>	<b>Average Interest Rate</b>
Current	\$70,057,336	91%	5.70%
2024	\$3,500,000	5%	2.89%
2025	\$1,000,000	1%	2.11%
2026	\$1,200,000	2%	1.91%
2027	\$600,000	1%	4.89%
2028	\$1,000,000	1%	5.45%
	<b>\$77,357,336</b>	<b>100%</b>	<b>5.46%</b>

- (c) a statement by the Treasurer as to whether or not, in his or her opinion, all investments were made in accordance with the investment policies and goals adopted by the municipality:
- It is the opinion of the Treasurer, that all investments were made in accordance with the investment policies and goals adopted by the County of Renfrew.
- (d) a record of the date of each transaction in or disposal of its own securities, including a statement of the purchase and sale price of each security.
- Redeem one Bank of Montreal GIC that is maturing November 6, 2023 for \$1,000,000 and reinvest in a Bank of Montreal 5.45% GIC for \$1,000,000 maturing November 6, 2028.

**7. Health Committee - Local Priorities Fund – Miramichi Lodge**

Ontario Health, through Ontario Health East, advised the Corporation of the County of Renfrew, Miramichi Lodge will receive one-time funding in the amount of \$47,100.00 in the fiscal year 2023-24 to support the purchase of specialized equipment and/or associated training for IV care and wound care that commonly lead to avoidable emergency department visits.

At the Health Committee meeting held earlier this week, the following resolution was presented, and is being provided as information to Finance and Administration Committee:

“THAT the Health Committee recommends County Council adopt a By-law authorizing the Warden and Clerk to sign the 2023/24 Local Priorities Fund – Batch 3 Agreement for specialized equipment associated with IV and wound care in the amount of \$47,100 with Ontario Health, AND THAT the Finance and Administration Committee be so advised.”

## 8. **Health Committee - Emergency Management Funding**

Emergency Management Ontario advised the Corporation of the County of Renfrew that they would receive funding from the Community Emergency Preparedness Grant ("CEPG") Program in the amount of \$49,600.00 in support of emergency preparedness in the County of Renfrew.

At the Health Committee meeting held earlier this week, the following resolution was presented, and is being provided as information to Finance and Administration Committee:

"THAT Health Committee recommends that County Council adopt a By-law to accept the Community Emergency Preparedness Grant - Transfer Payment Agreement that outlines the approved funding and required actions to receive \$49,600.00 in support of emergency preparedness in the County of Renfrew, AND THAT the Finance and Administration Committee be so advised."

This initiative supports Strategic Goal #6, Environmental Resiliency.

## **BY-LAWS**

### 9. **User Fee By-law and Schedule**

**Recommendation:** THAT the Finance and Administration Committee recommends to County Council that a revised By-law to Establish and Require Payment of User Fees and Charges be adopted; AND FURTHER THAT the previous User Fee By-law 69-23 be repealed.

#### **Background**

As part of our annual budget process, a review is made of the County of Renfrew User Fee By-law and Schedule. Attached as Appendix III is the User Fee By-law in bold and strike through highlighting the following changes:

**Administration** – The Hourly Rates have not been changed since 2016, the proposed increase represents an ongoing effort for cost recovery.

**Public Works** – At the Operations Committee meeting earlier this week, there was a recommendation that County Council implement a \$750.00 fee for speed/traffic review requests. To achieve a balance between the quantity of applications and the associated expenses for the requested studies, a fee of \$750.00 covers the services of the infrastructure technician. This includes tasks such as installing and overseeing data collection, interpreting the gathered data, and preparing a report for County Council. Currently, most County Roads are designed for efficient material and goods transportation at a speed rating of 80 km/hr. Requests for speed reductions are typically denied based on the road geometry—characterized by straightness, width, and well-defined shoulders and ditches—which does not yield the intended impact. Additionally, the prevailing industry norm acknowledges that, in the majority of studies conducted in recent years, up to 15% of drivers exceeding the posted speed limit is considered acceptable. People engage in speeding for various reasons, and it's important to note that individual motivations may differ. This change in fee structure will need to be reflected in the User Fee By-law.

Service	Current Fee	Proposed Fee
<b>Administration</b>		
<b>All Departments</b>		
<b>Hourly Rates (travel time is 50% of service rate)</b>		
- CAO/Department Head	<del>130.00</del>	<b>140.00</b>
- Manager/Supervisor	<del>100.00</del>	<b>110.00</b>
- Technical / Coordinator	<del>75.00</del>	<b>80.00</b>
- Maintenance/Janitorial Person	<del>65.00</del>	<b>70.00</b>
- Clerical	<del>55.00</del>	<b>60.00</b>
<b>Public Works</b>		
<b>Cost Recovery – Requests for a Traffic Review</b>	<b>NEW</b>	<b>750.00</b>

There were no further changes recommended by any other departments to the User-Fee By-law for 2024.

10. **Corporate Policies and Procedures – Human Resources**

**Recommendation:** THAT the Finance and Administration Committee recommends to County Council to cancel the following Corporate Policy:

- a) J-06 Return of Service Incentive Program;

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 IV is the amended By-law 63-03 and the following Corporate Policy in strike out:

- a) **J-06 Return of Service Incentive Program**

Removal of this policy.

**Ministry of Transportation**

**Ministère des Transports**



**Assistant Deputy Minister's Office  
Integrated Policy and Planning  
Division**

**Bureau du sous-ministre adjointe  
Division des politiques et de la  
planification intégrées**

438 University Avenue  
12<sup>th</sup> Floor  
Toronto ON M5G 2K8  
Tel. (647) 302-7129

438 Avenue University  
12<sup>e</sup> étage  
Toronto ON M5G 2K8  
Tel. (647) 302-7129

**Memo to Chief Administrative Officers re:  
Licence Plate Renewal**

I am writing to provide further information regarding the Government of Ontario's announcement on Feb. 15, 2024, regarding proposed changes to the way licence plates are renewed in Ontario.

The government has announced it will be introducing legislation related to the renewal of licence plates in the coming days, and more details regarding the proposed changes will be released over the coming months.

It is important to note the Government of Ontario is not eliminating licence plate renewals nor is it proposing changes to the plate denial process. The introduction of a new plate renewal process will not change the way municipalities collect unpaid fines.

Plate denial information will continue to support municipal fine collection. As a plate nears its expiry date, the automated system will check if the plate has fines, outstanding tolls, or insurance issues. If the plate has none of these issues, it will be renewed automatically for one year. If the plate has any of these issues, renewal will not proceed and the vehicle owner will be notified that they need to take action, which will include paying any fines or their plate will expire.

Expired plates will continue to be subject to roadside enforcement.

MTO and partner ministries have consulted with key stakeholders, including municipal court managers, throughout the development of this proposal. Further consultations will be held in spring 2024 to discuss the proposal in more detail.

We thank you for your support on this important initiative.

If you have further questions, please contact Katie De Palma at [katie.depalma@ontario.ca](mailto:katie.depalma@ontario.ca).

Sincerely,

Jonathan Lebi, Assistant Deputy Minister  
Ministry of Transportation

**THE CORPORATION OF THE  
TOWN OF MIDLAND**



575 Dominion Avenue  
Midland, ON L4R 1R2  
Phone: 705-526-4275  
Fax: 705-526-9971  
info@midland.ca

September 8, 2023

The Senate of Canada  
Ottawa, ON  
K1A 0A4

Via Email: [sencom@sen.parl.gc.ca](mailto:sencom@sen.parl.gc.ca)

Premier Doug Ford  
Legislative Building  
Queen's Park  
Toronto ON  
M7A 1A1

Via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford:

**Re: "Catch and Release" Justice is Ontario**

At its September 6, 2023, Regular Council Meeting with Closed Session the Council for the Town of Midland passed the following Resolution:

*That the Town of Midland send a letter to the Federal and Provincial Governments requesting meaningful improvements to the current state of "catch and release" justice in the Ontario legal system. Police Services across Ontario are exhausting precious time and resources having to manage the repeated arrests of the same offenders, which in turn, is impacting their morale, and ultimately law-abiding citizens who are paying the often significant financial and emotional toll of this broken system; and*

*That this resolution be sent to other Municipalities throughout Ontario for their endorsement consideration.*

Thank you.

Yours very  
truly,

**THE CORPORATION OF THE TOWN OF MIDLAND**

*Sherri Edgar*

Sherri Edgar, AMCT  
Municipal Clerk  
Ext. 2210

**COUNTY OF RENFREW**  
**BY-LAW NUMBER ~~69-23~~ - 24**  
**A BY-LAW TO ESTABLISH AND REQUIRE PAYMENT**  
**OF USER FEES AND CHARGES**

---

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

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

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

1. Council hereby establishes the fees and charges as set out in Schedule "A".
2. No request by any person for any information, service, activity or use of County of Renfrew property described in Schedule "A" will be processed or provided unless and until the person requesting the information, service, activity or use of County of Renfrew property has paid the applicable fee or charge in the prescribed amount as set out in the applicable Schedule.
3. The fees and charges as listed in Schedule "A" will be subject to the Harmonized Sales Tax (H.S.T.) where applicable.
4. Schedule "A" is an integral part of this By-law.
5. Should any part of the By-law, including any part of Schedule "A", be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is Council's intention that such invalid part of the By-law shall be severable and that the remainder of this By-law including the remainder of Schedule "A", as applicable, shall continue to operate and to be in force and effect.
6. This By-law supersedes all previous resolutions and By-laws with respect to the fees and charges as outlined within Schedule "A".
7. That By-law ~~25-21~~ **69-23** is hereby repealed.
8. This By-law shall come into force and take effect upon the passing thereof, except where otherwise noted.

READ a first time this ~~31st~~ **27th** day of ~~March~~ **May, 2024**.

READ a second time this ~~31st~~ **27th** day of ~~March~~ **May, 2024**.

READ a third time and finally passed this ~~31st~~ **27th** day of ~~March~~ **May, 2024**.

---

PETER EMON, WARDEN

---

GWEN DOMBROSKI, CLERK

---

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

**March 27, 2024 ~~May 31, 2023~~**

---

# Administration

## All Departments

Service	Fee
<b><u>Photocopying</u></b>	
<b><u>Monochrome</u></b>	
- First page	1.00
- Each additional page (letter)	0.20
- Each additional page (ledger)	1.00
<b><u>Colour</u></b>	
- Letter (per page)	1.50
- Ledger (per page)	3.00
<b><u>Maps</u></b>	
Letter and Legal (per image)	2.00
Tabloid (11 x 17 ledger)	3.00
Larger	7.50
Double-sided lamination (each page in addition to print charge)	see hourly rates
Development of custom maps (minimum ½ hour charge)	see hourly rates
<b><u>Scanning Services</u></b>	
- First image	5.00
- All subsequent images in the same work order	1.00
- Digital File (pdf, jpg)	10.00
- Large Format Scanning (per image)	100.00
- Air Photo Imagery (Digital Raster Acquisition Program East – DRAPE) (per 1km x 1km tile)	50.00
Plus hourly wage for Administrative Assistant (minimum ½ hour charge)	see hourly rates
<b>NSF Cheques</b>	35.00
<b>Hourly Rates (travel time is 50% of service rate)</b>	
- CAO/Department Head	<b>140.00 <del>130.00</del></b>
- Manager/Supervisor	<b>110.00 <del>100.00</del></b>
- Technical / Coordinator	<b>80.00 <del>75.00</del></b>
- Maintenance/Janitorial Person	<b>70.00 <del>65.00</del></b>
- Clerical	<b>60.00 <del>55.00</del></b>

## Corporate Services

### Finance

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

## Development and Property

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

## Emergency Services

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

## Public Works

Service	Fee
<b>Tender Document</b>	
Based on Printing Costs	0 to 150.00
Construction and engineering	by project
Entrance permits	150.00
Special vehicle permits	
- Daily	75.00
- 3 Month	125.00
- Annual	250.00
Tourism signs	
30cm x 120 cm (Attraction Locator) - 5 - Year Term	300.00
60 cm x 240 cm (Regular Attraction) - 5 - Year Term	425.00
Field advertising signs – all areas – 3-Year Term	450.00
Cost Recovery for Damage to County Property	Per Incident
<b>Cost Recovery - Requests for a Traffic Review</b>	<b>750.00</b>

## Bonnechere Manor

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

## Miramichi Lodge

Service	Fee
Guest Meals – In Home	15.00 per person
Meals on Wheels	15.00 per person
Staff Accompaniment – per hour	Current wage rate for position + HST
Personal Equipment Repairs – per hour	Current wage rate for position + HST
Room Rental – Community Centre – (Area I or II) *Additional costs for special set-up/large numbers etc. ** Director of Long-Term Care has discretion on a case by case basis to reduce / waive costs if resident activity or community fundraiser.	250.00* each rental
Room Rental – Community Centre – (Area I and II) *Additional costs for special set-up/large numbers etc.	310.00* each rental
Meeting Room (1 <sup>st</sup> Floor), Family Dining Room (charge only when used for a meeting space) *Additional costs for special set-up/large numbers etc.	200.00* each rental
Boardroom (3 <sup>rd</sup> Floor) *Additional costs for special set-up/large numbers etc.	200.00* each rental
Meeting Room - Other *Additional costs for special set-up/large numbers etc.	200.00* each rental
Family Overnight Suite - Available at no cost to families of palliative residents of Miramichi Lodge. Cost for overnight accommodation for families of other residents.	85.00 per night
Chapel * Charge is applicable to external requests that are not residents of Miramichi Lodge.	225.00
Additional Items: - Dishes and/or Cutlery - 100 Cup Coffee/Tea Percolator (empty) - 55 Cup Coffee/Tea Percolator (empty) - Tablecloth (72") - Tablecloths (any other size)	1.00/place setting 23.00 17.00 8.00 6.00

**COUNTY OF RENFREW**

**BY-LAW NUMBER 15 -24**

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

---

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

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

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

1. That the following new and/or amended and/or policies to be removed attached to this By-law be hereby enacted as an amendment to the said By-law 63-03:
  - J-06 Return of Service Incentive Program (removed).
2. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this ~~27th 31st~~ day of ~~March January~~, 2024.

READ a second time this ~~27th 31st~~ day of ~~March January~~, 2024.

READ a third time and finally passed ~~27th 31st~~ day of ~~March January~~, 2024.

---

PETER EMON, WARDEN

---

GWEN DOMBROSKI, CLERK

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> —Human Resources				<b>POLICY #:</b> —J-06
<b>POLICY:</b> —Return of Service Incentive Program				
<b>DATE CREATED:</b> AUG 30/2023	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> JAN 31/2024	<b>COVERAGE:</b> Bonnechere Manor Long- Term Care Home	<b>PAGE #:</b> —1 of 3

## **POLICY STATEMENT**

Long Term Care (LTC) facilities are facing a significant staffing shortage across many regions. This shortage is a result of a combination of factors, including the aging population, an increase in the number of individuals requiring long term care, increased workloads, the COVID-19 pandemic, and unavailability of workers. Addressing the staffing shortage at Bonnechere Manor is crucial to ensuring residents receive the care and support they need and deserve.

The purpose of the Return of Service Incentive Program (the “**Program**”) is to outline the requirements and implementation of the Return of Service Incentive (the “**Incentive**”). This Policy will be a pilot project from January 1, 2024 to June 30, 2024. The Incentive is a one time payment, which is paid to a New Recruit prior to commencing employment with the County of Renfrew with the sole objective of incentivizing them to accept employment with the County. The Incentive is subject to all applicable taxes, deductions and withholdings as required by law.

## **POLICY SCOPE**

The Program applies to the following positions: Personal Support Workers (“**PSW**”), Registered Practical Nurses (“**RPN**”) and Registered Nurses (“**RN**”) at Bonnechere Manor.

## **DEFINITIONS**

For the purpose of this Policy, the following definitions apply:

**Incentive Period** means the period for which the Program is in effect, from January 1, 2024 to June 30, 2024.

**Commitment Window** means the period of time a New Recruit is required to remain employed with the County of Renfrew at the Bonnechere Manor for Incentive eligibility.

**New Recruit** means individuals who are not currently employed by the County of Renfrew or who were previously employed by the County of Renfrew and have left the workplace for at least twelve (12) months.

**Start Date** means the first day of work with the County of Renfrew of the New Recruit who is receiving the Incentive.

## Corporate Policies and Procedures

**DEPARTMENT:**

~~—Human Resources~~

**POLICY #:**

~~—J-06~~

**POLICY:**

~~—Return of Service Incentive Program~~

**DATE**

**CREATED:**

~~AUG 30/2023~~

**REVIEW**

**DATE:**

**REVISION**

**DATE:**

~~JAN 31/2024~~

**COVERAGE:**

~~Bonnechere Manor Long-Term Care Home~~

**PAGE #:**

~~—2 of 3~~

### **~~POLICY CONTENT~~**

#### **~~1. Program Overview~~**

- ~~a) The County of Renfrew will pay the Incentive to every New Recruit who is successfully hired at Bonnechere Manor during the Incentive Period, subject to the conditions outlined herein.~~
- ~~b) All New Recruits on/after January 1, 2024, and on/before June 30, 2024, will be eligible for the Incentive.~~
- ~~c) The Program is in addition to any provincial hiring incentive programs.~~

#### **~~2. Incentives~~**

~~The following Incentives are available to PSWs, RPNs, and RNs hired at Bonnechere Manor, subject to the conditions below:~~

- ~~a) For New Recruits who accept permanent full time employment with Bonnechere Manor:
 
  - ~~i. They will receive five thousand dollars (\$5,000), subject to satisfying the conditions below.~~
  - ~~ii. The Commitment Window for the New Recruit is two (2) years.~~
  - ~~iii. Payment will be made by the County of Renfrew prior to the New Recruit's Start Date.~~~~
- ~~b) For New Recruits who accept permanent part-time employment with Bonnechere Manor:
 
  - ~~i. They will receive two thousand five hundred dollars (\$2,500), subject to satisfying the conditions below.~~
  - ~~ii. The Commitment Window for the New Recruit is two (2) years.~~
  - ~~iii. Payment will be made by the County of Renfrew prior to the New Recruit's Start Date.~~~~
- ~~c) For New Recruits who accept permanent casual/relief employment with Bonnechere Manor:
 
  - ~~i. They will receive five hundred dollars (\$500), subject to satisfying the conditions below.~~
  - ~~ii. The Commitment Window for the New Recruit is one (1) year.~~
  - ~~iii. Payment will be made by the County of Renfrew prior to the New Recruit's Start Date.~~~~

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> —Human Resources				<b>POLICY #:</b> —J-06
<b>POLICY:</b> —Return of Service Incentive Program				
<b>DATE CREATED:</b> AUG 30/2023	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> JAN 31/2024	<b>COVERAGE:</b> Bonnechere Manor Long-Term Care Home	<b>PAGE #:</b> —3 of 3

### **3. ~~Conditions for Receiving Incentive~~**

- a) ~~New Recruits must hold the appropriate credentials for the position and be a member in good standing with any regulatory bodies (if applicable).~~
- b) ~~New Recruits must commit to their Commitment Window at a work schedule offered by the County.~~
- e) ~~New Recruits must acknowledge by way of signature that they have read, understood and agreed to their offer of employment and the terms and conditions contained therein as well as accept employment with Bonnechere Manor Long-Term Care Home on the terms stated therein. The New Recruit must do this prior to receiving the Incentive and prior to the New Recruit's Start Date as an employee.~~
- d) ~~New Recruits who receive the Incentive and subsequently resign or retire during their Commitment Window will be required to repay a prorated amount of the Incentive. The prorated amount will be calculated based on the remaining duration in days to complete their Commitment Window and will be deducted from their last pay.~~
- e) ~~Existing County of Renfrew employees are not eligible for the Incentive; however, former County of Renfrew employees who have left the workplace for at least twelve (12) months will be considered a New Recruit under this Program.~~
- f) ~~New Recruits hired under the Program who subsequently change employment status (full time, part time, casual and relief) will not receive any additional Incentive payment(s) following their change in employment status.~~

### **4. ~~Review~~**

~~The County of Renfrew reserves the right to modify, suspend, or cancel this Program at any time for any reason, with or without notice. The County of Renfrew may also adjust the criteria for eligibility, reward amounts, and other aspects of the Program at any time, with or without notice. The County of Renfrew's decision to modify suspend, or cancel the Program will be final and binding.~~