



## Development and Property Committee

Tuesday, August 13, 2024 at 9:30 AM

Council Chambers

### Agenda

	Page
<b>1. Call to Order</b>	
<b>2. Land Acknowledgement</b>	
<b>3. Roll Call</b>	
<b>4. Disclosure of Pecuniary Interest and General Nature Thereof</b>	
<b>5. Adoption of the Open Minutes</b>	4 - 8
<a href="#">Development and Property Committee - Jun 11 2024 - Minutes</a> 	
<b>6. Delegations - None at time of mailing</b>	
<b>7. Development and Property Department Report</b>	
<b>Director's Report</b>	
a. <a href="#">Director Report</a> 	9 - 24
<a href="#">Treasurer's Report - June 30, 2024</a> 	
<a href="#">ERO #019-6767 Decision Letter</a> 	
<a href="#">Cell Gap Project Update - July 2024</a> 	
<a href="#">Renfrew County Residential Market Activity</a> 	
<b>Economic Development Division Report</b>	
b. <a href="#">Economic Development Report</a> 	25 - 34
<a href="#">Taste of Valley Expression of Interest</a> 	

## Ottawa Valley Tourist Association Report

- c. [Ottawa Valley Tourist Association Report](#)  35 - 37

## Enterprise Renfrew County Report

- d. [Enterprise Renfrew County](#)  38 - 133  
[By-law 116-24 D - Transfer Payment Agreement Amendment](#)   
[Enterprise Renfrew County TPA 2024-2026](#) 

## Forestry Report

- e. [Forestry Report](#)  134 - 137  
[Eastern Wolf Correspondence - Species at Risk Act Policy Division](#) 

## Real Estate Division Report

- f. [Real Estate Division Report](#)  138 - 140  
[Real Estate 2024-Capital Projects.pdf](#) 

## Planning Division Report

- g. [Planning Division Report](#)  141 - 205  
[47T-24003 - Elgin Street Subdivision](#)   
[47T-24004 - Braeburn Estates Phase III Subdivision](#)   
[47T-23006 - River Road Estates Subdivision](#)   
[47T-23007 - TMM Subdivision](#)   
[Geospatial Ontario DRAPE 2024](#)   
[Delegated Authority Award - VertiGIS Web Mapping Upgrade](#)   
[Municipal Services Corporations and Communal Water and Wastewater Facilities Report](#)   
[Regional Incentives Program and Affordable Housing Supports](#)   
[Regional Incentives Program Presentation](#) 

### Regional Incentives Program

**Recommendation:** THAT Committee directs staff to continue to explore options for a Municipal Services Corporation for communal servicing as presented.

### Regional Incentives Program

**Recommendation:** THAT the Development and Property Committee

recommends that County Council direct staff to undertake an Official Plan Amendment, to enable policies that would allow the County to provide grants/loans to local Community Improvement Plan (CIP) initiatives, which includes:

- The preparation of a Regional Incentives Program;
- That the Regional Incentives Program have a staff-delegated governance structure; and
- That the Regional Incentives Program include a recommended funding amount for Council to consider in the 2025 budget.

## 8. New Business

## 9. Written Reports from Representatives Appointed to External Boards

- a. [Environmental Stewardship Council Meeting - June 27, 2024](#)  


206 - 222

## 10. Closed Meeting

**Recommendation:** THAT pursuant to Section 239 (2) of the Municipal Act, 2021, as amended, the Development and Property Committee moves into a Closed meeting to discuss the following items:

1. a proposed or pending acquisition or disposition of land by the municipality or local board (Paramedic Base, Treatment Centres),
2. information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them (Deep River Housing Initiatives), and,
3. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Victim Services Agreement, Storyland Pit, River Lane Estates).

## 11. Date of next meeting (Monday, September 9, 2024) and adjournment

### NOTE:

- County Council: Wednesday, August 28, 2024.
- Submissions received from the public either orally or in writing, may become part of the public record.



## **Development and Property Committee**

Tuesday, June 11, 2024 at 9:30 AM

Council Chambers

### **Minutes**

**Present:** Chair James Brose, Warden Peter Emon, Vice-Chair Robert Weir, Councillor Daniel Lynch, Councillor Mark MacKenzie, Councillor Gary Serviss, Councillor Keith Watt

**Absent:** Vice-Chair David Bennett

**Also Present:** Craig Kelley, CAO/Deputy Clerk, Jason Davis, Director of Development and Property, Andrea Patrick, Director of Community Services, Lee Perkins, Director of Public Works and Engineering, Bruce Howarth, Manager of Planning Services, Melissa Marquardt, Manager of Economic Development, Kevin Raddatz, Manager of Real Estate, Lacey Rose, County Forester, Nicole Moore, Junior Planner, Tina Peplinskie, Media Relations and Social Media Coordinator, Evelyn VanStarkenburg, Administrative Assistant

#### **1. Call to Order**

Chair Brose called the meeting to order at 9:30 a.m.

#### **2. Land Acknowledgement**

The land acknowledgement identifying that the meeting was being held on the traditional territory of the Algonquin People was recited.

#### **3. Roll Call**

The roll was called.

#### **4. Disclosure of Pecuniary Interest and General Nature Thereof**

No pecuniary interests were disclosed.

#### **5. Adoption of the Minutes - May 14, 2024**

**RESOLUTION NO. DP-C-24-06-76**

THAT the minutes of the May 14, 2024, meeting be approved.

*Moved by:* Gary Serviss

*Seconded by:* Daniel Lynch

**CARRIED**

**6. Adoption of the Closed Minutes - May 14, 2024**

**RESOLUTION NO. DP-C-24-06-77**

THAT the closed minutes of May 14, 2024, be approved.

*Moved by:* Keith Watt

*Seconded by:* Mark MacKenzie

**CARRIED**

**7. Development and Property Department Report**

**a. Director's Report**

The Director of Development and Property overviewed the Director's Report.

The Director of Development and Property referred to the Well Water Testing resolution, and advised that the Province of Ontario has indicated that they will continue this service.

**b. Economic Development Division**

The Manager of Economic Development overviewed the Economic Development Division Report.

The Manager of Economic Development advised that the date for the Bioeconomy Development Opportunity (BDO) webinar is scheduled for August 1, 2024 from 2:00 p.m. - 3:00 p.m.

**c. Ottawa Valley Tourist Association**

The Manager of Economic Development overviewed the Ottawa Valley Tourist Association Report.

**d. Enterprise Renfrew County**

The Manager of Economic Development overviewed the

Enterprise Renfrew County Report.

Committee was advised the grand opening for Airborne Petawawa is scheduled for June 14, 2024 at 10:00 a.m.

e. **Forestry**

The County Forester overviewed the Forestry Report.

The County Forester advised that harvest at the LeClaire Tract is now complete and the anticipated revenue is \$17,000.

f. **Real Estate Division**

The Manager of Real Estate overviewed the Real Estate Division Report.

The Manager of Real Estate advised that the Eganville Paramedic Base renovations are progressing well and the work should be complete by the end of the month with the Paramedic Service transitioning to this location in July.

g. **Planning**

The Manager of Planning Services overviewed the Planning Division Report.

**RESOLUTION NO. DP-C-24-06-78**

THAT the Development and Property Department Report be approved as presented.

*Moved by:* Warden Peter Emon

*Seconded by:* Gary Serviss

**CARRIED**

**8. New Business**

**Snowbirds Fly By Garrison Petawawa**

Councillor Serviss advised that June 20, 2024, will be the one year anniversary of the Chinook Helicopter tragedy and to honour those lost in the tragedy the Snowbirds will be completing a fly by at 1:15 p.m.

**Renfrew County ATV Annual General Meeting (AGM)**

Chair Brose advised that he attended the Renfrew County ATV AGM on June 8, 2024. He noted that membership has been increasing annually by 8%. The Club is still in consultation with the Province of Ontario to

establish a permit system similar to snowmobile clubs to enable one trail pass for all trails in Ontario. Chair Brose has received a PowerPoint presentation from the ATV Club and requested that this be distributed to County Council as an information item.

### **Ontario Winter Games Wrap Up Meeting**

Warden Emon advised that the Ontario Winter Games Legacy Fund of \$375,000 was announced on Monday, June 10, 2024 and will be distributed through an application process starting in 2025 to youth, sports clubs and major sports infrastructure facilities as follows:

1. Youth Sport Grant - \$20,000 annually for youth up to 21 years of age.
2. Sports Clubs - \$20,000 - four grants of \$5,000 each year to assist with team travel, equipment supplies, hosting new sports, coaching fees.
3. Major Sports Infrastructure - \$40,000 - grants up to \$20,000 for upgrades/new facilities to improve accessibility.

Applications for the funding will be accepted in January 2025.

### **9. Written Reports from Representatives Appointed to External Boards**

- a. Councillor Serviss overviewed the Ottawa Valley Forest Local Citizen Committee Report dated March 6, 2024.
- b. Councillor Serviss overviewed the Ottawa Valley Forest Local Citizen Committee Reports dated March 7 and May 8, 2024.
- c. Councillor Lynch overviewed the CNL Environmental Advisory Committee Report dated June 6, 2024.

### **10. Date of next meeting (Tuesday, August 13, 2024) and adjournment**

#### **RESOLUTION NO. DP-C-24-06-79**

THAT this meeting adjourn and the next regular meeting be held on August 13, 2024. Time: 10:30 a.m.

*Moved by:* Warden Peter Emon

*Seconded by:* Keith Watt

**CARRIED**

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Warden

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County Clerk

Draft



## COUNTY OF RENFREW

### DEVELOPMENT AND PROPERTY DEPARTMENT REPORT

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**TO:** Development and Property Committee  
**FROM:** Jason Davis, Director of Development and Property  
**DATE:** August 13, 2024  
**SUBJECT:** Department Report

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#### INFORMATION

1. **Treasurer's Report**

Attached as information is a copy of the Treasurer's Report for the Development and Property Department as of June 30, 2024.

2. **Aggregate Resources Act Approvals**

Attached as information is correspondence received from the Ministry of Natural Resources advising that a decision notice has been posted on the [Environmental Registry of Ontario](#) regarding the "Proposed changes to the *Aggregate Resources Act*, Regulation 244/97".

3. **Cell Service Update**

Attached as information is an Eastern Ontario Regional Network (EORN) cell gap project update as of June 2024. Also included in the update is a proposed schedule for tower "uplifts" or "upgrades" and new tower builds timeline within the County of Renfrew.

4. **Residential Market Activity**

Attached as information is the Residential Market Activity summary for the County of Renfrew for July 2024. This summary provides sales activity within the County compared to previous years as well as a five-year average.

**COUNTY OF RENFREW**  
**TREASURER'S REPORT - Development & Property Committee**  
**JUNE 2024**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
			over / (under)	
<b><u>PROPERTY - Pembroke Admin</u></b>	<b><u>82,873.82</u></b>	<b><u>155,778.00</u></b>	<b><u>(72,904.18)</u></b>	<b><u>96,977.00</u></b>
Salaries	89,390.78	91,052.00	(1,661.22)	182,105.00
Employee Benefits	25,669.78	29,738.00	(4,068.22)	59,479.00
Advertising	0.00	498.00	(498.00)	1,000.00
Capital - under threshold	0.00	0.00	0.00	0.00
Depreciation	211,733.88	211,002.00	731.88	422,000.00
Elevator Maintenance	3,689.50	3,972.00	(282.50)	7,949.00
Garbage Disposal	3,638.47	3,498.00	140.47	7,000.00
Groundskeeping	4,045.66	3,498.00	547.66	7,000.00
Insurance	50,604.20	57,812.00	(7,207.80)	57,812.00
Janitorial Contract	46,913.03	46,290.00	623.03	92,580.00
Legal	1,017.60	1,002.00	15.60	2,000.00
Lights,Heat & Power	72,591.93	64,926.00	7,665.93	129,857.00
Mechanical	7,725.17	10,998.00	(3,272.83)	22,000.00
Memberships/Subscriptions	537.00	252.00	285.00	500.00
Miscellaneous	2,905.82	1,500.00	1,405.82	3,000.00
Office Supplies	23,089.54	8,934.00	14,155.54	17,860.00
Professional Development	255.54	1,002.00	(746.46)	2,000.00
Purchased Services	0.00	0.00	0.00	0.00
Recoveries - County	(277,860.00)	(277,860.00)	0.00	(555,715.00)
Recoveries - Other	0.00	0.00	0.00	0.00
Recruitment	170.96	378.00	(207.04)	750.00
Repairs & Maintenance	16,372.12	22,500.00	(6,127.88)	45,000.00
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00
Security & Monitoring	9,000.77	3,150.00	5,850.77	6,300.00
Special Projects	0.00	0.00	0.00	0.00
Surplus Adjustment - Capital	0.00	78,384.00	(78,384.00)	156,765.00
Surplus Adjustment - Depreciation	(211,733.88)	(211,002.00)	(731.88)	(422,000.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(156,765.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00
Telephone	2,176.55	1,500.00	676.55	3,000.00
Travel	781.80	1,002.00	(220.20)	2,000.00
Vehicle Expenses	157.60	1,752.00	(1,594.40)	3,500.00
<b><u>PROPERTY - Renfrew County Place</u></b>	<b><u>308,588.26</u></b>	<b><u>134,512.00</u></b>	<b><u>174,076.26</u></b>	<b><u>(194,983.00)</u></b>
Salaries	27,899.01	46,006.00	(18,106.99)	92,009.00
Employee Benefits	9,327.74	0.00	9,327.74	0.00
Capital - Under Threshold	14,734.85	0.00	14,734.85	0.00
Depreciation	107,880.22	105,702.00	2,178.22	211,399.00
Elevator Maintenance	2,136.96	3,552.00	(1,415.04)	7,100.00
Garbage Removal	1,124.44	1,998.00	(873.56)	4,000.00
Groundskeeping	28,746.54	16,002.00	12,744.54	32,000.00
Insurance	25,697.78	25,674.00	23.78	25,674.00
Janitorial Contract	34,954.44	34,962.00	(7.56)	69,924.00
Lease Revenue- Outside	(144,967.49)	(105,204.00)	(39,763.49)	(210,403.00)
Lights,Heat & Power	40,423.61	50,148.00	(9,724.39)	100,296.00
Mechanical	5,646.71	9,750.00	(4,103.29)	19,500.00
Miscellaneous	804.35	2,550.00	(1,745.65)	5,100.00
Municipal Taxes	0.00	7,500.00	(7,500.00)	15,000.00
Office Supplies / Admin Costs	1,947.33	1,602.00	345.33	3,200.00
Recoveries - County	(205,494.00)	(205,494.00)	0.00	(410,983.00)
Recoveries - Outside	(18,115.34)	(7,500.00)	(10,615.34)	(15,000.00)
Repairs & Maintenance	29,615.07	20,748.00	8,867.07	41,500.00
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00

**COUNTY OF RENFREW**  
**TREASURER'S REPORT - Development & Property Committee**  
**JUNE 2024**

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
Security & Monitoring	6,853.88	3,048.00	3,805.88	6,100.00
Surplus Adjustment - Capital	447,252.38	229,170.00	218,082.38	458,341.00
Surplus Adjustment - Depreciation	(107,880.22)	(105,702.00)	(2,178.22)	(211,399.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(458,341.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	20,000.00
<b><u>PROPERTY - Base Stations</u></b>	<b><u>208,435.19</u></b>	<b><u>63,678.00</u></b>	<b><u>144,757.19</u></b>	<b><u>0.00</u></b>
BLDG - Repairs & Maint	32,271.14	28,170.00	4,101.14	56,314.00
Capital Under Threshold	0.00	0.00	0.00	0.00
Depreciation	30,026.94	30,858.00	(831.06)	61,722.00
Groundskeeping	32,927.50	32,304.00	623.50	64,596.00
Internal Charges	0.00	7,740.00	(7,740.00)	15,500.00
Janitorial Contract	9,488.54	19,584.00	(10,095.46)	39,185.00
Lights, Heat & Power	28,105.79	25,590.00	2,515.79	51,160.00
Mechanical	7,520.27	3,120.00	4,400.27	6,250.00
Misc - Building Expenses	1,872.04	5,520.00	(3,647.96)	11,000.00
Recoveries - County	(261,630.00)	(261,630.00)	0.00	(523,262.00)
Recoveries - Outside	0.00	(6,000.00)	6,000.00	(12,000.00)
Surplus Adjustment - Capital	357,879.91	209,280.00	148,599.91	418,565.00
Surplus Adjustment - Depreciation	(30,026.94)	(30,858.00)	831.06	(61,722.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(418,565.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	291,257.00
<b><u>PROPERTY - Arnprior Office</u></b>	<b><u>(32,105.13)</u></b>	<b><u>50,849.00</u></b>	<b><u>(82,954.13)</u></b>	<b><u>0.00</u></b>
Bldg - Repairs & Maintenance	3,411.95	750.00	2,661.95	1,500.00
Capital Under Threshold	0.00	0.00	0.00	0.00
Depreciation	17,730.72	19,218.00	(1,487.28)	38,440.00
Groundskeeping	5,771.83	2,400.00	3,371.83	4,804.00
Insurance	4,200.00	4,133.00	67.00	4,133.00
Janitorial Contract	16,395.86	15,000.00	1,395.86	30,000.00
Lights, Heat & Power	6,143.04	6,750.00	(606.96)	13,500.00
Mechanical	538.31	1,050.00	(511.69)	2,100.00
Misc Bldg Other	2,187.84	252.00	1,935.84	500.00
Recoverable County	(47,574.00)	(47,574.00)	0.00	(95,152.00)
Recoverable Outside	(23,179.96)	(23,178.00)	(1.96)	(46,360.00)
Revenue - Provincial - One Time	0.00	0.00	0.00	0.00
Security	0.00	798.00	(798.00)	1,600.00
Surplus Adjustment - Capital	0.00	90,468.00	(90,468.00)	180,941.00
Surplus Adjustment - Depreciation	(17,730.72)	(19,218.00)	1,487.28	(38,440.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(180,941.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	83,375.00
<b><u>PROPERTY - Renfrew OPP</u></b>	<b><u>(69,916.24)</u></b>	<b><u>(17,793.00)</u></b>	<b><u>(52,123.24)</u></b>	<b><u>0.00</u></b>
Salaries / Benefits	23,394.68	23,334.00	60.68	46,665.00
Capital Under Threshold	0.00	0.00	0.00	0.00
Expenses Recoverable from Others	0.00	0.00	0.00	0.00
Garbage Removal	895.48	1,098.00	(202.52)	2,200.00
Groundskeeping	15,264.00	18,000.00	(2,736.00)	36,000.00
Insurance	23,308.51	22,939.00	369.51	22,939.00
Interest Expense	44,387.88	43,230.00	1,157.88	86,465.00
Internal Charges	8,148.00	402.00	7,746.00	800.00
Depreciation	58,037.34	57,882.00	155.34	115,758.00
Mechanical	8,818.74	0.00	8,818.74	0.00
Municipal Taxes	0.00	22,998.00	(22,998.00)	46,000.00

**COUNTY OF RENFREW**  
**TREASURER'S REPORT - Development & Property Committee**  
**JUNE 2024**

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
Office Expenses	2,655.19	1,500.00	1,155.19	3,000.00
Repairs & Maint	6,124.97	16,248.00	(10,123.03)	32,500.00
Revenue - Lease - Base Rent	(232,566.78)	(232,566.00)	(0.78)	(465,134.00)
Revenue - Lease - Expense Recoveries	(126,228.92)	(89,670.00)	(36,558.92)	(179,335.00)
Security/Monitoring	2,343.53	0.00	2,343.53	0.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(58,037.34)	(57,882.00)	(155.34)	(115,758.00)
Surplus Adjustment - From Reserves	0.00	0.00	0.00	0.00
Surplus Adjustment - Debt Principal Payments	153,538.48	154,694.00	(1,155.52)	309,387.00
Surplus Adjustment - TRF To Reserves	0.00	0.00	0.00	58,513.00
<b><u>FORESTRY DEPT.</u></b>	<b><u>(148,369.06)</u></b>	<b><u>51,668.00</u></b>	<b><u>(200,037.06)</u></b>	<b><u>73,239.00</u></b>
Salaries	74,085.37	110,324.00	(36,238.63)	220,643.00
Benefits	22,497.01	0.00	22,497.01	0.00
Advertising	0.00	300.00	(300.00)	600.00
Conventions	1,101.92	924.00	177.92	1,850.00
COVID	0.00	0.00	0.00	0.00
Depreciation	8,389.31	8,388.00	1.31	16,772.00
Legal	0.00	1,248.00	(1,248.00)	2,500.00
Memberships/Subscriptions	7,643.37	4,698.00	2,945.37	9,396.00
Miscellaneous	341.74	852.00	(510.26)	1,700.00
Office Supplies	1,019.40	1,500.00	(480.60)	3,000.00
Professional Development	175.00	1,278.00	(1,103.00)	2,550.00
Recoveries - Other	(4,146.94)	(5,250.00)	1,103.06	(10,500.00)
Revenue - Provincial	0.00	0.00	0.00	0.00
Revenues - Timber Sales	(257,929.97)	(90,000.00)	(167,929.97)	(180,000.00)
Small Tools / Supplies & Maintenance	1,909.33	498.00	1,411.33	1,000.00
Special Project	0.00	1,248.00	(1,248.00)	2,500.00
Special Project - Well Remediation	0.00	1,800.00	(1,800.00)	3,600.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(8,389.31)	(8,388.00)	(1.31)	(16,772.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(90,100.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	60,000.00
Travel	1,055.57	3,000.00	(1,944.43)	6,000.00
Tree Marking	0.00	1,002.00	(1,002.00)	2,000.00
Tree Planting	1,555.35	13,248.00	(11,692.65)	26,500.00
Vehicle Expenses	2,323.79	4,998.00	(2,674.21)	10,000.00
<b><u>GIS</u></b>	<b><u>83,827.92</u></b>	<b><u>166,331.00</u></b>	<b><u>(82,503.08)</u></b>	<b><u>323,597.00</u></b>
Salaries	66,224.95	77,278.00	(11,053.05)	154,551.00
Benefits	17,139.21	24,624.00	(7,484.79)	49,246.00
Cell Telephone/Pagers	0.00	0.00	0.00	0.00
Computer Supply/Maintenance	49,330.61	57,336.00	(8,005.39)	114,670.00
Conventions	(163.83)	498.00	(661.83)	1,000.00
Depreciation	2,848.26	2,838.00	10.26	5,680.00
Membership	0.00	0.00	0.00	0.00
Office Supplies	202.25	1,002.00	(799.75)	2,000.00
Professional Development	0.00	498.00	(498.00)	1,000.00
Recoveries - internal	(12,366.00)	(12,366.00)	0.00	(24,735.00)
Recoverable Outside	(653.10)	(10,050.00)	9,396.90	(20,100.00)
Recoverable - Prov	(45,105.95)	(45,935.00)	829.05	(45,935.00)
Recoveries - Municipal	0.00	(4,650.00)	4,650.00	(9,300.00)
Special Projects - Flood Study	9,203.43	50,100.00	(40,896.57)	100,200.00
Surplus Adjustment - Capital	0.00	27,498.00	(27,498.00)	55,000.00
Surplus Adjustment - Depreciation	(2,848.26)	(2,838.00)	(10.26)	(5,680.00)
Surplus Adjustment - Transfer From Reserves	0.00	0.00	0.00	(55,000.00)

**COUNTY OF RENFREW  
TREASURER'S REPORT - Development & Property Committee  
JUNE 2024**

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
Travel	16.35	498.00	(481.65)	1,000.00
Weed Inspection	0.00	0.00	0.00	0.00
<b><u>ECONOMIC DEVELOPMENT</u></b>	<b><u>187,863.65</u></b>	<b><u>246,883.00</u></b>	<b><u>(59,019.35)</u></b>	<b><u>493,739.00</u></b>
Salaries	120,080.01	131,931.00	(11,850.99)	263,863.00
Benefits	37,182.19	43,030.00	(5,847.81)	86,056.00
Computer Maintenance	0.00	2,502.00	(2,502.00)	5,000.00
Conventions	791.52	1,050.00	(258.48)	2,100.00
Marketing Program	29,343.95	32,748.00	(3,404.05)	65,500.00
Memberships/Subscriptions	2,544.16	2,250.00	294.16	4,500.00
Office Expense	4,600.52	3,000.00	1,600.52	6,000.00
ON Winter Games expenses	7,500.00	0.00	7,500.00	0.00
ON Winter Games Recoveries - other	(525.45)	0.00	(525.45)	0.00
ON Winter Games Recoveries - Provincial	(279,452.00)	0.00	(279,452.00)	0.00
ON Winter Surplus Adjustment - Transfer From Reserves	272,477.45	0.00	272,477.45	0.00
Professional Development/Staff Training	0.00	378.00	(378.00)	750.00
Recoveries-Other	(1,588.80)	(19,998.00)	18,409.20	(40,000.00)
Recoveries-Provincial	(11,171.68)	(34,998.00)	23,826.32	(70,000.00)
Recruitment	0.00	0.00	0.00	0.00
Special Projects - other	0.00	14,988.00	(14,988.00)	29,970.00
Special Projects - Newcomer	0.00	7,500.00	(7,500.00)	15,000.00
Special Projects -AG Conference	1,643.35	10,002.00	(8,358.65)	20,000.00
Special Projects - RED Workforce	2,442.24	49,998.00	(47,555.76)	100,000.00
Travel	1,996.19	2,502.00	(505.81)	5,000.00
<b><u>ENTERPRISE CENTRE</u></b>	<b><u>12,629.76</u></b>	<b><u>14,027.00</u></b>	<b><u>(1,397.24)</u></b>	<b><u>28,055.00</u></b>
Salaries	65,282.48	72,495.00	(7,212.52)	144,993.00
Benefits	23,591.22	26,312.00	(2,720.78)	52,623.00
COVID	0.00	0.00	0.00	0.00
Marketing	95.02	3,000.00	(2,904.98)	6,000.00
Office Expenses	5,896.39	1,500.00	4,396.39	3,000.00
Professional Development	0.00	348.00	(348.00)	700.00
Purchased Service	3,378.00	3,378.00	0.00	6,754.00
Recoveries - Federal	0.00	0.00	0.00	0.00
Recoveries - Municipalities	(5,000.00)	(2,748.00)	(2,252.00)	(5,500.00)
Recoveries - Other	(6,710.65)	(4,998.00)	(1,712.65)	(10,000.00)
Recoveries - Provincial	(76,269.00)	(86,874.00)	10,605.00	(173,745.00)
Recoveries - Provincial - One Time	0.00	0.00	0.00	0.00
Recruitment	0.00	0.00	0.00	0.00
Special Projects	1,703.63	8,250.00	(6,546.37)	16,500.00
Special Projects - Summer Company	13,264.01	0.00	13,264.01	0.00
Starter Company - Provincial Revenue	(5,775.58)	(34,350.00)	28,574.42	(68,700.00)
Starter Company - Special Projects	5,954.68	34,350.00	(28,395.32)	68,700.00
Summer Company - Provincial Revenue	(13,252.76)	(8,250.00)	(5,002.76)	(16,500.00)
Telephone/Internet Access	559.60	1,116.00	(556.40)	2,230.00
Travel	(87.28)	498.00	(585.28)	1,000.00
<b><u>OTTAWA VALLEY TOURIST ASSOCIATION</u></b>	<b><u>133,110.01</u></b>	<b><u>149,497.00</u></b>	<b><u>(16,386.99)</u></b>	<b><u>298,984.00</u></b>
Salaries	88,039.30	99,150.00	(11,110.70)	198,296.00
Benefits	28,192.71	33,469.00	(5,276.29)	66,938.00
Direct Contribution to OVTA	16,878.00	16,878.00	0.00	33,750.00
Recoveries	0.00	0.00	0.00	0.00
<b><u>PLANNING DEPARTMENT</u></b>	<b><u>274,587.24</u></b>	<b><u>511,440.00</u></b>	<b><u>(236,852.76)</u></b>	<b><u>872,876.00</u></b>
Salaries	345,338.56	430,281.00	(84,942.44)	860,564.00
Employee Benefits	103,454.55	119,607.00	(16,152.45)	239,218.00
Computer Supplies / Maintenance	4,413.63	6,000.00	(1,586.37)	12,000.00

**COUNTY OF RENFREW**  
**TREASURER'S REPORT - Development & Property Committee**  
**JUNE 2024**

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
Conventions	1,909.05	2,502.00	(592.95)	5,000.00
Purchased Service	0.00	12,498.00	(12,498.00)	25,000.00
Land Division Advertisement Costs	0.00	0.00	0.00	0.00
Legal Fees	0.00	498.00	(498.00)	1,000.00
Memberships	150.00	2,850.00	(2,700.00)	5,700.00
Office Expense	4,277.72	9,198.00	(4,920.28)	18,394.00
Professional Development	(751.04)	3,000.00	(3,751.04)	6,000.00
Recoveries - Provincial - One Time	0.00	0.00	0.00	0.00
Recruitment	1,243.37	3,000.00	(1,756.63)	6,000.00
Revenues - Municipal Severances/Projects	(4,000.00)	(19,998.00)	15,998.00	(40,000.00)
Revenues - Official Plan Fees	(3,300.00)	0.00	(3,300.00)	0.00
Revenues - Other	0.00	(1,002.00)	1,002.00	(2,000.00)
Revenues - Service Charges	(35,216.28)	(21,000.00)	(14,216.28)	(42,000.00)
Revenues - Severance Applications	(123,300.00)	(94,998.00)	(28,302.00)	(190,000.00)
Revenues - Subdivision Applications	(27,370.00)	(30,000.00)	2,630.00	(60,000.00)
Special Project & Official Plan	3,531.14	79,002.00	(75,470.86)	158,000.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(150,000.00)
Travel	4,206.54	10,002.00	(5,795.46)	20,000.00
<b>Total Development &amp; Property</b>	<b>1,041,525.42</b>	<b>1,526,870.00</b>	<b>(485,344.58)</b>	<b>1,992,484.00</b>

**RE: Streamlining of approvals under the *Aggregate Resources Act* and supporting policy**

Greetings,

Further to my letter dated May 29<sup>th</sup>, 2023, I am writing to inform you that a decision notice has been posted regarding the “Proposed changes to the *Aggregate Resources Act*, Ontario Regulation 244/97 to expand self-filing activities and a new policy regarding amendments to existing aggregate approvals” (ERO #[019-6767](#)).

The Ministry of Natural Resources has made changes under the *Aggregate Resources Act* to expand the list of small or routine site plan changes to an existing pit or quarry that can be self-filed (subject to conditions). The ministry has also implemented a new policy for amending an existing aggregate licence, permit or site plan where approval by the ministry is required.

On August 18, 2023, Ontario Regulation 244/97 was amended to add additional site plan changes that can be made without ministry approval when certain conditions and eligibility criteria are met. For a complete list of these changes, conditions and eligibility criteria, please refer to section 7.2 of the regulation, which can be viewed at: <https://www.ontario.ca/laws/regulation/970244>

In addition, the ministry has introduced a new amendment policy that clarifies the requirements and approach to public notification and consultation, as well as provides direction on the requirements when applying for an amendment, and guides ministry decision-making for amendment applications (including what constitutes significant and non-significant amendments). Effective immediately, this policy replaces 14 existing aggregate policies and procedures. For a complete list, please refer to the decision notice.

To view the complete details of this decision, please click on the link above or visit the Environmental Registry of Ontario at [ero.ontario.ca](http://ero.ontario.ca) and search for ERO number 019-6767.

If you have any questions regarding these changes, please contact us by email at [aggregates@ontario.ca](mailto:aggregates@ontario.ca).

Sincerely,

Jennifer Keyes,  
Director, Development and Hazard Policy Branch

# EORN Cell Gap Project Monthly Update

## July 2024

### Regional view

	Planned	Completed	New this month
Upgrades to existing towers	312	309	0
New towers in service	258	64	3
New co-locations	74	52	1
Land use authority	258	239	3
Please note that this information is collected monthly and is subject to change as the project moves forward.			

### Renfrew County

	Planned	Completed	New this month
Upgrades to existing towers	25	25	n/a
New towers in service	47	7	0
New co-locations	9	7	0
Land use authority	47	46	0
Please note that this information is collected monthly and is subject to change as the project moves forward.			

Note: data is updated by Rogers on the 15<sup>th</sup> of each month. Data provided for this update was received on July 15, 2024.



## Renfrew County Uplifts Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C0367	Chalk River	Town of Laurentian Hills	In-service
C1911	Deep River	Town of Laurentian Hills	In-service
C1948	Petawawa	Town of Petawawa	In-service
C4723	Petawawa Blvd. and Festubert Blvd.	Town of Petawawa	In-service
C4724	Petawawa Blvd and Sharon St.	Town of Petawawa	In-service
C4820	Petawawa and Civic Centre	Town of Petawawa	In-service
C3434	Douglas	Township of Adamston-Bromley	In-service
C3425	Eganville	Township of Bonnechere Valley	In-service
C3439	Constant Lake	Township of Bonnechere Valley	In-service
C3049	Calabogie	Township of Greater Madawaska	In-service
C1910	Mackey	Township of Head, Clara and Maria	In-service
C1912	Bisset Creek	Township of Head, Clara and Maria	In-service
C2382	Renfrew Town	Township of Horton	In-service
C3437	Killaloe	Township of Killaloe, Hagarty and Richards	In-service

## Renfrew County Uplifts Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C0377	Cobden	Township of Laurentian Valley	In-service
C0414	Pembroke	Township of Laurentian Valley	In-service
C2706	Barry's Bay	Township of Madawaska Valley	In-service
C2914	Combermere	Township of Madawaska Valley	In-service
C3438	Wilno	Township of Madawaska Valley	In-service
C4077	Barry's Bay Town	Township of Madawaska Valley	In-service
C0410	Renfrew	Township of McNab-Braeside	In-service
C7844	Braeside	Township of McNab-Braeside	In-service
C3436	Golden Lake	Township of North Algona Wilberforce	In-service
C2569	Highway 17 and Haley Station	Township of Whitewater Region	In-service
C4088	Highway 17 and Cobden	Township of Whitewater Region	In-service

## Renfrew County Co-location Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C4084	Chalk River at Ottawa River	Town of Deep River	2026
C4087	Deep River Town	Town of Laurentian Hills	In-service
C6629	Meilleurs Bay	Town of Laurentian Hills	In-service
C8544	Janet Road at Granzies Lake	Township of Bonnechere Valley	2024
C6623	Black Donald Lake	Township of Greater Madawaska	In-service
C8470	Highway 41 and Highway 71	Township of Greater Madawaska	2026
C8478	Trans Canada Highway and Brent Road	Township of Head, Clara and Maria	In-service
C8487	ON-60 and Cardinal Road	Township of Killaloe, Hagarty and Richards	In-service
C6619	Halfway Lake	Township of Madawaska Valley	In-service
C8265	Highway 41 and Greenlake Road	Township of North Algona Wilberforce	In-service

## Renfrew County New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8474	Trans Canada Highway at Orange Road	Town of Petawawa	2026
C8265	Colton Road and Quilty Road	Township of Adamston-Bromely	In-service
C8465	ON-60 and Haley Road	Township of Admaston-Bromley	2025
C8625	Dunmore Road and Barr Line	Township of Admaston-Bromley	2025
C8623	Opeongo Road West and Klondike Road	Township of Bonnechere Valley	2026
C8704	O'Connor Road and Wolfe Road	Township of Bonnechere Valley	2026
C8705	Boldt Road and Donegal Road	Township of Bonnechere Valley	2026
C8511	Perrault	Township of Bonnechere Valley	2025
C8622	Corrigan Road and Silver Lake	Township of Bonnechere Valley	2025
C8497	Hardwood Lake	Township of Brudenell, Lyndoch and Raglan	2026

## Renfrew County New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8533	Highway 28 and Little Ireland Road	Township of Brudenell, Lyndoch and Raglan	2026
C8620	Letterkenny Road and Lost Nation Road	Township of Brudenell, Lyndoch and Raglan	2026
C8621	Heins Road and Quadeville Road	Township of Brudenell, Lyndoch and Raglan	2026
C8702	Schutt Road and Wingle	Township of Brudenell, Lyndoch and Raglan	2026
C8706	Quadeville Road and Murk Lake	Township of Brudenell, Lyndoch and Raglan	2026
C8168	Oscar Boehme Road and River Bend Drive	Township of Brudenell, Lyndoch and Raglan	2025
C8619	Rochefort	Township of Brudenell, Lyndoch and Ragland	In-service
C8703	Gorman Lake	Township of Brudenell, Lyndoch and Ragland	2025
C8713	Long Point Way and Inglis Road	Township of Greater Madawaska	In-service
C8498	Highway 41 and Doorley Creek Road	Township of Greater Madawaska	2026

## Renfrew County New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8668	Denzil Lane and Upper Spruce Hedge Road	Township of Greater Madawaska	2026
C8532	ON-41 and Dunagans Road	Township of Greater Madawaska	2025
C8711	Glenfield Road and Matawatchan Road	Township of Greater Madawaska	2025
C8712	Holywell Road and Mt. St. Patrick Road	Township of Grater Madawaska	2025
C8501	Trans Canada Highway and Bissett Creek Road	Township of Head, Clara, Maria	2026
C8531	Trans Canada Highway 17 at Stonecliffe	Township of Head, Clara Maria	2025
C8637	Jim Barr Road and Mullins Road	Township of Horton	2025
C8627	Gunns Road and Round Lake Road	Township of Killaloe, Hagarty and Richards	2025
C8696	Simpson Pit Road and Round Lake Road	Township of Killaloe, Hagarty and Richards	2025
C6620	Doran and Round Lake Road	Township of Laurentian Valley	In-service
C8473	Forest Lea Road at Pembroke	Township of Laurentian Valley	2025
C8628	Doran Road and Witt Road	Township of Laurentian Valley	2025
C8616	Dafoe Road and Micks Road	Township of Madawaska Valley	2026

## Renfrew County New Tower Build Schedule

Tower identifier	Site name	Municipality	In-service plan
C8626	Etmanski Road and Paugh Lake Road	Township of Madawaska Valley	2026
C8707	Stanley Olsheski Road and Hasanville Lane	Township of Madawaska Valley	2026
C8615	Kubesheski Road and Siberia Road	Township of Madawaska Valley	2025
C4086	Highway 17 and Glasgow Station	Township of McNab-Braeside	In-service
C8515	White Lake Road and Mountain View Road	Township of McNab-Braeside	In-service
C8636	River Road and Lochwinnoch Road	Township of McNab-Braeside	In-service
C8512	Deacon	Township of North Algona Wilberforce	2025
C8624	Connaught Road and Bulger Road	Township of North Algona Wilberforce	2025
C8635	Kerr Line and Magnesium Road	Township of Whitewater Region	2026
C8630	Branch Trail and Nangor Trail	Township of Whitewater Region	2025
C8631	Westmeath Road at Westmeath Provincial Park	Township of Whitewater Region	2025
C8632	La Passe Road and Hawthorne Road	Township of Whitewater Region	2025
C 8633	Zion Line and Pappin Road	Township of Whitewater Region	2025
CC8634	Grants Settlement Road at Grants Settlement	Township of Whitewater Region	2025

## Residential Market Activity Report

### Month of July

AREA	TWP	Sales Activity		% Change	5 Year Average	Average Price		% Change	5 Year Average	Average DOM
		2024	2023			2024	2023			
541	Admaston/Bromley	1	2	-50.0%	1.6	705,000	450,000	56.7%	537,021	97
550	Arnprior	16	14	14.3%	15.8	561,275	538,000	4.3%	487,924	48.4
581	Beachburg	0	2	-100.0%	1.4	-	377,500	-100.0%	321,225	0
572	Brudenell/Lyndoch/Raglan	0	0		1.2	-	-		438,483	0
511	Chalk River	9	4	125.0%	7	315,944	340,725	-7.3%	298,932	42
582	Cobden	0	1	-100.0%	2.4	-	220,000	-100.0%	276,545	0
510	Deep River	6	15	-60.0%	14	332,483	403,240	-17.5%	334,738	29.2
560	Eganville/Bonnechere	6	3	100.0%	8	505,500	434,000	16.5%	381,583	55.8
542	Great Madawaska Twp	7	5	40.0%	7.6	576,857	531,000	8.6%	578,374	88.6
512	Head Twps	0	0		0	-	-			0
544	Horton Twp	5	3	66.7%	3.2	562,800	456,667	23.2%	585,743	65.6
571	Killaloe/Round Lake	0	1	-100.0%	3.2	-	490,000	-100.0%	410,034	0
513	Laurentian Hills North	1	1	0.0%	1	185,900	1,100,000	-83.1%	602,633	8
531	Laurentian Valley Twps	10	10	0.0%	9.8	483,780	466,030	3.8%	446,273	50.4
570	Madawaska Valley	7	5	40.0%	8.6	392,746	426,000	-7.8%	423,457	85
551	McNab/Braeside Twps	7	9	-22.2%	9.4	615,571	605,644	1.6%	594,136	32.4
561	N Algona/Wilberforce Twp	4	3	33.3%	4.8	545,750	652,667	-16.4%	437,565	96
530	Pembroke	22	20	10.0%	26.8	350,586	312,735	12.1%	298,293	37.6
520	Petawawa	24	34	-29.4%	28.6	463,604	466,006	-0.5%	434,194	36.6
540	Renfrew	14	14	0.0%	10.8	430,107	380,214	13.1%	345,518	41.3
580	Whitewater Region	6	6	0.0%	7	387,667	437,667	-11.4%	378,449	51.8
<b>Total</b>		<b>145</b>	<b>152</b>	<b>-4.6%</b>	<b>172.2</b>	<b>\$ 454,211</b>	<b>\$ 447,000</b>	<b>1.6%</b>	<b>400,143</b>	<b>48.40</b>

### Year - To - Date

AREA	TWP	Sales Activity		% Change	5 Year Average	Average Price		% Change	5 Year Average	Average DOM
		2024	2023			2024	2023			
541	Admaston/Bromley	16	9	77.8%	13.4	568,435	536,289	6.0%	461,153	48.8
550	Arnprior	116	100	16.0%	117.4	525,703	511,000	2.9%	491,060	37.2
581	Beachburg	13	10	30.0%	15.8	448,377	398,390	12.5%	411,070	60.5
572	Brudenell/Lyndoch/Raglan	7	3	133.3%	8.2	498,143	381,667	30.5%	430,232	98.4
511	Chalk River	26	28	-7.1%	36.6	364,515	349,563	4.3%	309,536	46.6
582	Cobden	7	9	-22.2%	15.2	393,057	366,921	7.1%	353,484	23
510	Deep River	39	55	-29.1%	66.4	397,595	381,178	4.3%	343,998	51.7
560	Eganville/Bonnechere	33	28	17.9%	38.2	402,645	411,815	-2.2%	363,379	47.5
542	Great Madawaska Twp	31	24	29.2%	34.2	586,265	584,509	0.3%	579,803	63.1
512	Head Twps	2	2	0.0%	2.4	244,450	378,000	-35.3%	391,138	23
544	Horton Twp	24	19	26.3%	24.8	594,746	425,700	39.7%	506,519	56.9
571	Killaloe/Round Lake	15	16	-6.3%	19	440,053	423,938	3.8%	417,945	60.8
513	Laurentian Hills North	6	5	20.0%	4.8	372,863	748,960	-50.2%	480,553	33.2
531	Laurentian Valley Twps	59	56	5.4%	75	499,049	453,500	10.0%	425,218	36.9
570	Madawaska Valley	25	27	-7.4%	40.4	482,389	438,537	10.0%	424,683	62.9
551	McNab/Braeside Twps	65	59	10.2%	61.4	699,337	592,500	18.0%	599,803	46.5
561	N Algona/Wilberforce Twp	19	21	-9.5%	27.2	528,705	505,730	4.5%	463,115	63.3
530	Pembroke	126	154	-18.2%	175	349,658	333,500	4.8%	302,590	38.7
520	Petawawa	214	207	3.4%	268	512,418	480,348	6.7%	446,765	32.1
540	Renfrew	83	56	48.2%	68	399,009	389,141	2.5%	360,185	48.9
580	Whitewater Region	35	30	16.7%	42.8	513,094	468,293	9.6%	429,655	34.3
<b>Total</b>		<b>961</b>	<b>918</b>	<b>4.7%</b>	<b>1154.2</b>	<b>\$ 482,816</b>	<b>\$ 446,250</b>	<b>8.2%</b>	<b>420,389</b>	<b>42.6</b>

MLS® Residential Market Activity	July 2024	Compared to		
		Jul-23	Jul-22	Jul-21
New Listings	225	5.6%	1.4%	25.0%
Active Listings	516	26.8%	48.7%	84.9%



## ECONOMIC DEVELOPMENT DIVISION REPORT

Prepared by: Melissa Marquardt, Manager of Economic Development

Prepared for: Development and Property Committee

August 13, 2024

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### INFORMATION

#### 1. Recently Announced Funding Programs

##### a. Seniors Active Living Centres

The Ontario government is expanding access to services and activities for seniors through a call for proposals for new [Seniors Active Living Centres \(SALC\) programs](#). These programs provide social, cultural, learning, and recreational opportunities for seniors to stay fit, healthy, and connected in their communities.

Due to the overwhelming success of the more than [300 Seniors Active Living Centres](#) being delivered by municipalities, not-for-profits and community organizations, new changes to the Seniors Active Living Centres Act, 2017 came into effect June 1, 2024, that enables more types of organizations to deliver Seniors Active Living Centre programs, including community-based organizations such as Legions, Lions Clubs, and recreational clubs. There are more than 12 formal groups providing programming for seniors across Renfrew-Nipissing-Pembroke, with 10 of them currently receiving funding.

Proposals from eligible organizations will be accepted until September 12, 2024, at 5:00 p.m. Eligible organizations include municipalities, Indigenous governing bodies, not-for-profits, registered charities, and local and district service boards.

##### b. Skills Development Fund Training Stream

The [Skills Development Fund \(SDF\) Training Stream](#) offers funding to organizations for innovative projects that address challenges to hiring, training, or retaining workers and apprentices, including support for:

- projects that address the labour shortage and stimulate growth in key sectors of Ontario's economy;
- projects that will increase Ontario's long-term economic competitive advantage by creating a sustainable and resilient workforce;
- projects that help people with prior involvement in the criminal justice system, racialized persons and Indigenous peoples, those with disabilities, and others facing barriers to employment.

Organizations eligible for funding include employers, employment services, training providers, labour unions, community organizations, business and industry organizations, municipalities, hospitals, Indigenous Band offices,

Indigenous skills and employment training agreement holders, and service system managers. The deadline to apply is October 4, 2024.

c. Green and Inclusive Community Buildings (GICB) Program

The [Green and Inclusive Community Buildings \(GICB\) Program](#) is a national merit-based program with the objective of improving the availability and condition of community buildings in Canadian communities experiencing higher needs and who are currently underserved. The third intake is now open and accepting applications as follows:

- **Small and Medium Retrofits**

Eligible applicants with small and medium-sized projects to retrofit existing community buildings ranging in total eligible cost from \$100,000 to \$2,999,999 can apply from August 1, 2024 until October 16, 2024, 3:00 p.m.

- **Large Retrofits and New Builds**

Eligible applicants with large projects to retrofit existing community buildings or projects to build new community buildings with total eligible costs ranging from \$3 million to \$25 million can apply from September 4, 2024 until October 16, 2024, 3:00 p.m.

Upcoming information webinars are scheduled for August 28, 2024 and September 18, 2024, in both official languages. To register for a webinar, email your request to [gicbwebinar-webinairebcvi@infcc.gc.ca](mailto:gicbwebinar-webinairebcvi@infcc.gc.ca). Registration spaces are limited.

d. Francophone Wage Subsidy Fund

Renfrew County Community Futures Development Corporation (RCCFDC) is once again offering a 50% wage subsidy to Renfrew County employers as an incentive to hire francophone individuals for full-time positions.

By promoting the recruitment and training of bilingual staff, this project will ultimately strengthen the capacity of organizations to provide products and services to Francophones in the County of Renfrew. For more information and to apply, visit <https://rccfdc.org/financing-funding/>.

## 2. **Taste of the Valley**

The first event in the 2024 [Taste of the Valley](#) series was held on Saturday, August 10 in Barry's Bay with more than 45 vendors participating. The next event in the series is set for September 7 in Killaloe, followed by September 28 in Petawawa, October 19 in Cobden, and December 14 in Renfrew.

Limited vendor spaces remain at the Killaloe and Petawawa events. Cobden and Renfrew are sold out.

### Expressions of Interest to Host 2025-26

Municipalities interested in hosting a Taste of the Valley in 2025 or 2026 are invited to submit an Expression of Interest before 4:00 p.m. on September 27, 2024. Expressions of Interest must indicate the year (2025 and/or 2026) and up to three preferred dates on a Saturday, between the last weekend in July and September 30, and/or the second Saturday in December, avoiding holiday weekends. Municipalities can submit for both years, however, only one event per municipality per two-year cycle will be awarded.

For more information, refer to the Expression of Interest document attached.

### 3. **Municipal Agriculture Economic Development and Planning Forum**

Registration launches this month for the [Municipal Agriculture Economic Development and Planning Forum \(MAEDPF\)](#), being held October 22-24, 2024 at the Best Western Pembroke Inn and Conference Centre.

The event, co-hosted by the County of Renfrew and Ontario Ministry of Agriculture, Food and Agribusiness (OMAFRA), includes a welcome reception the evening of October 22, bus tour to various agricultural sites on October 23, and conference day on October 24. Attached is a list of sponsorship opportunities available for organizations and municipalities interested in supporting the event.

The MAEDPF is open to municipal and First Nations economic development and planning staff from across rural Ontario who support the agriculture sector, individuals involved with agriculture economic development and policy-making and those working in the food, farming and agri-food value chain.

### 4. **Canadian Nuclear Laboratories (CNL) Industry Day**

The Organization of Canadian Nuclear Industries' (OCNI) annual Industry Day event is scheduled for September 5, 2024 at Canadian Nuclear Laboratories in Chalk River. Local businesses interested in working within the nuclear supply chain at CNL are encouraged to [attend and secure a booth for free](#).

The Industry Day includes a tradeshow and presentations about upcoming business opportunities throughout the day. It is a chance for businesses to network with staff and discuss what they need, and also to collaborate with others on potential future opportunities. For small suppliers, it is a chance to network with some of the bigger firms about their different needs and find opportunities to work together.

Business Development Officer, David Wybou, will be in attendance to represent the County of Renfrew and will also join Warden Peter Emon at a supplier dinner at the Petawawa Golf Club on September 4, 2024.

5. **County of Renfrew Featured in Business View Magazine**

The County of Renfrew was featured in the May issue of [Business View Magazine](#), highlighting the region's strategic vision and opportunities for growth, and interviews with Warden Peter Emon and Business Development Officer, David Wybou.

6. **Bioeconomy Development Opportunity (BDO) Zone Webinar**

On August 1, 2024, Business Development Officer, David Wybou and County Forester, Lacey Rose recorded a webinar to promote Renfrew County's BDO Zone "AA" rating for woody biomass. The webinar aired on August 8 via [Digest TV](#).

7. **Rural Change Makers Program**

The County of Renfrew and Renfrew County Community Futures Development Corporation (RCCFDC) were successful in reaching the space goal of four applicants to the program.

The selection process is currently underway and successful applicants will be invited to a Rural Ontario Youth Summit being held September 7, 2024 in Belleville. The summit is an opportunity to connect, share ideas and build momentum for the journey ahead.

As a program partner, the Economic Development Division and RCCFDC are responsible for:

- Program recruitment (May-July 2024): promoting the program to local youth in Renfrew County and the City of Pembroke (complete).
- Co-facilitate a learning lab (September-December 2024): support the delivery of a virtual learning lab by sharing skills and expertise, curriculum materials and resources are designed and provided by Rural Ontario Institute (ROI).
- Align local youth with community mentors (February-August 2025): identify local mentors, coaches and elders who can help guide youth and facilitate connections during community projects.
- Help connect youth facing barriers to local community supports, if/where needed.
- Support the transition of youth to the local labour market by leveraging connections.

## Expressions of Interest to Host a Taste of the Valley event in 2025 or 2026 are now being accepted.

Taste of the Valley events continue to be a huge draw for locals and visitors alike, and are a fantastic venue for a community to show its support for local farm, food and artisanal entrepreneurs who invest time and energy into locally grown, produced and handmade products.

Originally introduced in October 2007 in Cobden, by the County of Renfrew's Economic Development Division, the Taste of the Valley event series has grown and expanded to include multiple dates and locations across Renfrew County. The purpose of the Taste of the Valley events are to promote and support locally grown, produced and created products from Renfrew County.



Recognizing the important role these events play in community economic development, as well as growing interest from other communities, hosting guidelines were revised in 2023 to provide more opportunities across the region. Changes included the addition of a holiday event in December, limiting the series to 5 events per year and holding all events on a Saturday from 10am to 3pm. These changes proved to be successful with increased attendance at all events in 2023 and a record number of vendor applications received in 2024.

Looking ahead, the County of Renfrew is seeking expressions of interest from municipalities to co-host an event in 2025 or 2026, based on the following schedule and criteria.

- Three (3) events held between the last weekend in July and September 30<sup>th</sup>.
- One (1) even held on the first Saturday after Thanksgiving in Cobden (Whitewater Township).
- One (1) Holiday edition held on the Second Saturday in December.
  - All events are to be held on a Saturday from 10 am to 3 pm.  
(Site access is from 6 am to 5 pm for set-up and tear-down. If indoor space is provided, access the night before for set up is required.)

The County of Renfrew's Economic Development Division will continue to be the lead organizer of the event, in partnership with the host municipality. The following guidelines outline the responsibilities and expectations of the County of Renfrew, as the lead organizer, and the Host Community, as the organizing partner.

## County of Renfrew (Lead Organizer)

- The County of Renfrew Economic Development Division will be the lead organizer for the Taste of the Valley event series, including:
  - Determining dates and locations, as per Expressions of Interests received from municipal partners.
  - Developing vendor guidelines, processing vendor applications, fees and payments, including cancellations and refunds.
  - Assigning vendor booth locations.
  - Working with the Renfrew County & District Health Unit (RCDHU) to determine and implement health and safety guidelines, including vendor approvals, etc.
  - Maintaining and updating the Taste of the Valley website ([www.totv.ca](http://www.totv.ca)).
  - Leading all marketing, promotional and media relations efforts, including the development of logos, graphics and promotional materials. Press releases issued by the County of Renfrew will include quotes from Host Community Partner, when applicable. Host Community Partner logos will be included on marketing and promotional materials, when applicable.
  - Provide a maximum contribution of \$500 to each host community for local entertainment.
  - Providing two complimentary booths (20 feet in space) to the Host Community to promote municipal services/events and/or for use by a local service club/organization.
  - Development of a Risk Management Plan, in collaboration with the Host Community.

## Host Community (Organizing Partner)

- The Host Community must be an engaged and active partner in assisting with the delivery of the event and agree to the following responsibilities and expectations, including:
  - **Space requirements for four (4) events held between end of July and mid-October.** Provision of an outdoor site to hold the event (at no charge). Site requirements include:
    - Flat/level outdoor area that can accommodate a minimum of 7,000 - 15,000 sq. ft. for booths (minimum of 50 booths at 10' x 10' each) with 10' aisles.
  - **If available (but not mandatory), the provision of indoor space, for events held between the end of July and mid-October, is welcomed to allow for additional vendors.**
    - Minimum requirements: 3,000 sq. ft. (minimum of 30 booths at 8' x 6' each with 10' aisles)
  - **Space requirements for the Holiday edition held on the second Saturday in December.** Site requirements include:
    - Indoor space: minimum of 5,000 sq. ft. Capacity to accommodate a minimum of 50 booths measuring 8' x 6' each with 10' aisles.
    - Flat/level outdoor area that can accommodate a minimum of 2,500 sq. ft. for booths. Capacity to accommodate a minimum of 15 booths measuring 10' x 10' each with 10' aisles.
  - Dedicated vendor parking capable of accommodating a minimum of 60 vehicles. The ability to park directly behind booths is preferred.

- Consumer parking capable of accommodating a minimum of 60 vehicles at a time with dedicated accessible parking.
- Access to a minimum of six (6) electricity hook-ups for vendors. Identify the number of plugs available and the amperage per plug.
- Accessible public washrooms on-site capable of handling large crowds.
- Dependable cellular service on-site (mandatory), and reliable Wi-Fi for use by vendors (Wi-Fi desirable but not mandatory).
- ATM on-site or within short walking distance from site.
- Provision, installation & removal of picnic tables and/or seating for consumers.
- Provision, management and maintenance of garbage and recycling bins during the event.
- Provision, installation and removal of crowd control/traffic barriers.
- Access to the site from 6am to 5pm, which includes set-up and tear-down.
- Provision of a dedicated staff person to assist the Lead Organizer with event planning, including but not limited to site plan layout and logistics, marketing, on-site support during the event, including set-up and tear-down, etc.
- Provision of additional staff or volunteer support on the day of the event to assist with parking and crowd control, vendor set-up and tear-down, signage installation, etc.
- Securing local entertainment, based on approval by the Lead Organizer. Entertainment is for ambiance and must not overshadow the event. Suggested entertainment: unplugged musicians, buskers, artists, storytellers, etc. Entertainment costs over and above \$500 are at the responsibility of the Host Community.
- Promotion of the event via municipal signage (if applicable).
- Promotion of the event via municipal and/or community social media channels.
- Assist the Lead Organizer with the development of a Risk Management Plan.

**Municipalities interested in hosting a Taste of the Valley event in 2025 or 2026 must submit a formal written Expression of Interest to the County of Renfrew Economic Development Division, via email to [ovedinfo@countyofrenfrew.on.ca](mailto:ovedinfo@countyofrenfrew.on.ca) by 4:00 pm, Friday, September 27, 2024. Expressions of interest must include the following information:**

- ✓ Confirmation that the Host Community will adhere to the hosting guidelines as stipulated herein.
- ✓ Proposed site map showing vendor booth area, parking areas (vendors & consumers) and access points (entry/exit).
- ✓ Proposed hosting dates, indicating the year (2025 &/or 2026) and up to 3 preferred dates on a Saturday, between the last weekend in July and September 30<sup>th</sup> and/or the second Saturday in December, avoiding holiday weekends. Only one event per municipality per two-year cycle will be awarded.
- ✓ Identification of any added value support for the event, over and above the hosting guidelines (ie: marketing/promotional support, entertainment, etc).
- ✓ Identification of community volunteer partnerships in hosting the event (i.e. farmers' market, service clubs, etc.) and how your community proposes to support and/or enhance the Taste of the Valley experience.

Questions related to hosting guidelines, expectations or submitting an Expression of Interest can be addressed to [ovedinfo@countyofrenfrew.on.ca](mailto:ovedinfo@countyofrenfrew.on.ca). At the discretion of the County of Renfrew, questions and answers related to the submission of Expressions of Interest may be shared with all municipal partners.

We look forward to receiving your Expression of Interest to host a Taste of the Valley event within your community.

Best Regards,

Scott Hamilton  
Economic Development Coordinator





2024 Sponsorship Opportunities  
October 22-24, 2024  
Pembroke, Ontario

## Join us as a Sponsor!

### What is the Municipal Agriculture Economic Development and Planning Forum?

The Municipal Agriculture Economic Development and Planning Forum is an annual event that brings together municipal stakeholders and industry colleagues from across Ontario to learn, network and celebrate our diverse agriculture and agri-food sector.

This year's theme, "*Growing Together – Nurturing Agriculture for Rural Community Prosperity*", will highlight the importance of fostering agriculture growth, sustainability and collaboration in rural communities.

Marking the first time coming to Eastern Ontario, the Forum is an opportunity to network, engage and share best practices and lessons learned from rural economic development and planning professionals working with and supporting the agriculture industry.

Co-hosted by the County of Renfrew and Ministry of Agriculture, Food and Agribusiness (OMAFRA), the Forum will take place at the Best Western Pembroke Inn and Conference Centre from October 22-24, 2024.

### What does the Forum include?

The event will kick-off with an evening welcome reception on October 22<sup>nd</sup> showcasing local Renfrew County offerings. On October 23<sup>rd</sup>, attendees are invited to hop on a bus for a tour where they will get to see firsthand, some outstanding examples of agriculture operations in Renfrew County. The forum wrap-ups on October 24<sup>th</sup> with inspiring speakers and more networking opportunities.

A variety of sponsorship opportunities are available for organizations who support Ontario's vibrant agriculture sector, offering increased visibility and awareness.

## Don't miss the opportunity to be part of this year's Municipal Agriculture Economic Development and Planning Forum!

To become a sponsor, contact:




Lindsey Bennett  
Planner, County of Renfrew  
[lbennett@countyofrenfrew.on.ca](mailto:lbennett@countyofrenfrew.on.ca)  
613.735.3204 x477

David Wybou  
Business Development Officer, County of Renfrew  
[dwybou@countyofrenfrew.on.ca](mailto:dwybou@countyofrenfrew.on.ca)  
613.735.7288 x 432



2024 Sponsorship Opportunities  
 October 22-24, 2024  
 Pembroke, Ontario

Three levels of sponsorship opportunities:

	GOLD  \$1000	SILVER  \$500	BRONZE  \$250
Full Forum Registration (Welcome Reception, Bus Tour and Conference)	1	-	-
One Day Registration (Choice of Bus Tour OR Conference)	-	1	-
Logo displayed in forum program and on conference website	*	*	*
Business card-size display ad in forum program	-	*	-
Double business card-size display ad in forum program	*	-	-
Logo displayed on table tent cards (conference day)	*	*	*
Promotional material displayed on resource table at conference	*	*	*
Sponsorship of one food station during Welcome Reception OR one refreshment break on conference day (7 opportunities available)	-	-	*
Sponsorship of Sweet Treat room drop on Oct 23 OR one refreshment break on bus tour day (3 opportunities available)	-	*	-
Sponsorship of Keynote Speaker OR Lunch Co-Sponsor with opportunity to introduce speaker and/or address delegates (3 opportunities available)	*	-	-

## OTTAWA VALLEY TOURIST ASSOCIATION REPORT

Prepared by: Melissa Marquardt, Manager of Economic Development

Prepared for: Development and Property Committee

August 13, 2024

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### INFORMATION

#### 1. **Community Photo Shoots**

The Ottawa Valley Tourist Association (OVTA) is planning a series of community photo shoots, scheduled to begin in late August, in collaboration with partnering municipalities. The photo shoots aim to capture the unique charm and attractions of various municipalities within the Ottawa Valley while enhancing promotional efforts with high-quality images of iconic landmarks, scenic vistas, downtown streetscapes and other significant locations. Photo assets collected will be shared with municipal partners for their own promotional use.

Due to high participation interest from municipalities, photo shoots will be scheduled throughout late summer and continue until the spring of 2025.

#### 2. **Culinary Content Campaign with Culinary Tourism Alliance**

In partnership with Ontario's Highlands Tourism Organization (OHTO), the OVTA is collaborating with the Culinary Tourism Alliance (CTA) on a culinary content campaign promoting the Ottawa Valley. From September 9-11, 2024, representatives from the CTA will be in the region to capture content, photos and videos that focus on diverse and unexpected restaurants, craft beverage experiences, and unique accommodations.

From the content acquisition trip, a variety of marketing components will be developed that authentically connect visitors with culinary activities in the region and increase recognition of the Come Wander brand. Marketing components will be promoted over the next 12 months, including social media and digital posts, videos, articles and blogs, across CTA, OHTO, OVTA, and Destination Ontario channels.

#### 3. **Influencer Collaboration – Town of Arnprior**

In June 2024, the OVTA partnered with the Town of Arnprior to host three Ottawa-based Instagram influencers to showcase the unique tourism attractions and experiences available in the community.

Jouella D'Souza ([@babymamahustle](#)), Jessica Williams ([@jess.can.eat](#)) and Loukia Zigoumis ([@MrsLoulou](#)) visited the Arnprior Market, Ottawa Valley Coffee, Bee Savvy, Mallards Milk Bar, The Vintage Crate, Lumbertown Ale House, Steelheads and Strikes, Jaydog Catering, Audrey's Fashions and Café Tilda. All

three influencers posted multiple reels and stories during their visit on their individual channels resulting in:

- **Views:** Instagram reels garnered approximately 31,000 views, demonstrating strong visual interest in the content shared.
- **Comments:** 320 comments on posts generating active discussions, questions, and positive feedback about Arnprior and the Ottawa Valley.
- **Shares:** 200 shares indicate that followers found the content compelling enough to share with their own networks, amplifying the reach of the campaign.

Examples of the content created can be viewed at the links below:

- Jouella D'Souza - [Featured Reel](#)
- Jessica Williams - [Featured Reel](#)
- Loukia Zigoumis - [Featured Reel](#)

#### 4. **Greater Toronto Area Motorcycle Influencer Ride**

The OVTA hosted a motorcycle influencer ride on July 5-7, 2024 with six influencers from the Greater Toronto Area (GTA). The objectives of the ride were to capture and promote the Ottawa Valley as a riding destination by encouraging motorcycle rentals in Ontario and riding beyond the GTA; encouraging more women to plan extended trips; and inspiring a younger demographic of riders to explore Ontario.

The group of influencers included:

- Alex [@Alex\\_Palumbo](#)
- Andrew 'Belfast' (Photographer) [@Through.the.eyes.of.belfast](#)
- Blair [@BA\\_Lifebehindbars](#)
- Irwin [@\\_MrMeeToo](#)
- Jimmy [@JimmyDaGod](#)
- Tiff [@Tiff\\_Vanderaa](#)

The group stayed at the Calabogie Lodge and Days Inn Renfrew while exploring some of the Ottawa Valley's [local Ride The Highlands motorcycle routes](#).

#### 5. **Visitor Information Centre FAM Tour**

On June 25-27, 2024, the OVTA coordinated the annual Visitor Information Centre (VIC) staff familiarization tour and training. The familiarization tour offered VIC staff the opportunity to visit an array of tourism businesses and communities from across the region while learning about and experiencing some of the offerings and activities available for residents and tourists.

Customer service and product knowledge training was also provided, with OVTA staff providing product knowledge training and the Training and Learning Centre

of Renfrew County delivering the customer service training. Sixteen VIC staff from various municipalities visited 11 businesses and attractions in the Ottawa Valley including:

- Mad River Paddle Co, Calabogie
- Dante's Delicatessen, Cobden
- Splash Valley Waterpark and Resort, Cobden
- Petawawa Point Beach, Petawawa
- Mount Molson Dairy Bar, Petawawa
- Madawaska Kanu Centre, Barry's Bay
- Highlands Outfitters, Barry's Bay
- Ash Grove Inn, Barry's Bay
- Polish Kashub Heritage Museum, Wilno
- The Boathouse at the Cottage Cup, Golden Lake
- Bonnechere Caves, Eganville

## 6. **Community Outreach**

- On July 6, 2024, the OVTA attended the official launch of Bonnechere Provincial Park's new accessible and interactive trail network.
- In collaboration with the Economic Development Division, the OVTA attended the Multicultural Festival in Pembroke on July 20, 2024 to promote tourism and economic development services to the broader community.

## ENTERPRISE RENFREW COUNTY REPORT

Prepared by: Melissa Marquardt, Manager of Economic Development  
Prepared for: Development and Property Committee  
August 13, 2024

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### INFORMATION

#### 1. Starter Company Plus – Spring Session Complete

The Starter Company Plus spring training session has now concluded with 15 participants completing the program and 10 receiving grant awards totalling \$42,500, including:

- Tyler Armstrong of [Pinnacle Haven Farm](#) (Horton)
- Maria Arvizu of [Salsa Sabor a Mexico](#) (Head, Clara & Maria)
- Tyson Bromley of [Bromley Acres Wagyu](#) (Laurentian Valley)
- Zuzana Keslerova of [Kesler Architect](#) (McNab/Braeside)
- Hani Morsi of [Montu Canada](#) (Arnprior)
- Alyssa Pearce of [Barron Canyon Coffee & Tea Co.](#) (Petawawa)
- Shawna Plotz of [Bloom Wildly](#) (Bonnehchere Valley)
- Noelle Shangraw of [Ottawa Valley Sports](#) (Petawawa)
- Tauney Stinson of [Forager Bee](#) (Renfrew)
- Bronwyn Wearing of [White Forest Farm](#) (Whitewater Region)

Information webinars for the fall training session are scheduled for August 13, 2024 from 10:00 a.m.-11:00 a.m. and August 15, 2024 from 1:00 p.m.- :00 p.m. Interested participants must attend one information webinar to receive a program application. For more information and registration, visit [www.enterpriserenfrewcounty.com/starter-company-plus](http://www.enterpriserenfrewcounty.com/starter-company-plus).

#### 2. Summer Company Celebration Event

A special wrap-up event celebrating the achievements of this year's seven Summer Company participants is scheduled for August 29, 2024 from 11:00 a.m.-2:00 p.m., at the Pembroke Farmers' Market located in downtown Pembroke, corner of Lake St. and Victoria St. Being held in partnership with the Pembroke Business Improvement Association's (PBIA) Youth Market, the event will feature the youth entrepreneurs showcasing their innovative services and products. The event will also include an interactive activity for visiting youth to learn more about the program and get inspired as future entrepreneurs.

There is still time to support the 2024 Summer Company participants, including:

- Katie White of [Unicorn Kitty Balloons](#) (McNab/Braeside)
- Kyle Radford of [Ottawa Valley Grill Doctor](#) (Bonnechere Valley)
- Haley Vanderzwaag of [BlueBird Company](#) (Whitewater Region)
- Cayden McKinnon of [On-The-Go Car Care](#) (Renfrew)
- Ki Myra of [Ki's Creations](#) (Pembroke)
- Isa Hassan O'Brien of [SportsHub](#) (Madawaska Valley)
- Scarlytte Merrill of [Got Your Back Babysitting Services](#) (Deep River)

### 3. **Workshops and Community Outreach**

In July 2024, Enterprise Renfrew County (ERC) hosted two webinars, facilitated by Workplace Safety and Prevention Services, including "Mandatory Workplace Postings" and "The Importance of Onboarding: What Should Your Orientation and Training Program Look Like", with 21 small business owners in attendance. ERC also attend the Multicultural Festival in Pembroke, in partnership with the Ottawa Valley Tourist Association (OVTA), to promote programs and services.

On August 8, 2024, ERC hosted a webinar on the Introduction to PARO Centre Services, facilitated by [PARO Centre](#), North America's largest non-profit women-centre peer lender that supports women entrepreneurs from ideation to export and offers financing, training and counselling. Also scheduled on August 21, 2024 from 10:30 a.m.- 12:00 p.m., is a webinar about [Getting Started with IP – Why is IP important?](#), facilitated by the Canadian Intellectual Property Office (CIPO).

In September 2024, ERC will be hosting the series "Empowering Neurodivergent Entrepreneurship and Employment Success Stories" in partnership with Renfrew County Community Futures Development Corporation (RCCFDC) and facilitated by Dragonfly Family and Learning Services. The series will include a session on September 17, from 10:00 a.m.-11:30 a.m., entitled "Neurodivergent Entrepreneurship: How to Work with Your Brain" and a session on September 24, from 10:00 a.m.-11:30 a.m., entitled "Neurodivergent Success at Work: How to Support Your Neurodiverse Team". Registration opens late August.

## DELEGATED AUTHORITY APPROVALS

4. The following item was approved under By-law 98-24, Delegated Authority By-law:

<b>BY-LAW/ RESOLUTION</b>	<b>DATE</b>	<b>DESCRIPTION</b>	<b>DELEGATED AUTHORITY BY- LAW REFERENCE</b>
115-24 D DP-C-24-07-80 D	July 4, 2024	By-law to Execute a Transfer Payment Agreement with Province of Ontario for Provision of Financial Support for Enterprise Renfrew County - \$572,194 April 1, 2024 to March 31, 2026 (memo attached)	5.1 - Agreements - Funding



**COUNTY OF RENFREW**

**BY-LAW NUMBER 116-24 D**

**A BY-LAW TO EXECUTE A TRANSFER PAYMENT AGREEMENT FOR THE PROVISION OF FINANCIAL SUPPORT FOR ENTERPRISE RENFREW COUNTY FROM THE PROVINCE OF ONTARIO**

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

WHEREAS the County of Renfrew has supplied to the Province of Ontario a Business Plan and Budget for the fiscal period of April 1, 2024 to March 31, 2026;

AND WHEREAS it is deemed necessary and desirable that the Corporation of the County of Renfrew enacts a By-law authorizing the Corporation to enter into an agreement with the Province of Ontario as represented, in order to receive funding to support the entrepreneurship development activities of Enterprise Renfrew County;

AND WHEREAS the Transfer Payment Agreement (TPA) provided by the Province of Ontario does accurately reflect the business plan initiatives and reflects and supports the budget as developed by Enterprise Renfrew County, and does not vary substantively from the funding provided by the Province of Ontario in the previous TPA;

AND WHEREAS the Warden and Chief Administrative Officer, under the Delegated Authority By-law 98-24, (Section 5 – Agreements – Funding, Subsection 5.1) have reviewed and accepted the Transfer Payment Agreement for SBEC Program SBEC Core, Starter Company Plus and Summer Company.

NOW THEREFORE, 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 for the attached Transfer Payment Agreement with the Province of Ontario, Ministry of Economic Development, Job Creation and Trade.
2. THAT the Municipal Corporation of the County of Renfrew commits to implementing projects and spending the Enterprise Renfrew County funding in accordance with all provisions specified in the Agreement.
3. THAT the Agreement attached hereto is hereby deemed to be a schedule to this By-law.
4. THAT By-law 78-24 is hereby repealed.
5. THAT this By-law shall come into force and take effect on July 4, 2024.



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PETER EMON, WARDEN



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GWEN DOMBROSKI, CLERK

**AMENDED AND RESTATED ONTARIO TRANSFER PAYMENT AGREEMENT FOR  
SBEC PROGRAM:  
SBEC Core, Starter Company Plus and Summer Company**

**THE AGREEMENT** is effective as of the 1st day of April, 2024

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

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO  
as represented by the Minister of Economic Development, Job  
Creation and Trade**

(the “Province”)

- and -

**The Corporation of the County of Renfrew**

(the “Recipient”)

**BACKGROUND**

The Recipient and the Province entered into Ontario Transfer Payment Agreement for SBEC Program SBEC Core, Starter Company Plus and Summer Company effective as of ■ (the “Original Agreement”) pursuant to which the Recipient agreed to undertake the SBEC Program which is comprised of the SBEC Core, Starter Company Plus and Summer Company programs on the terms and subject to the conditions set forth therein

The Recipient and the Province now which to amend and restate the Original Agreement in its entirety, effective as of the Effective Date, on the terms and conditions set forth in this Amended and Restated Ontario Transfer Payment Agreement for SBEC Program SBEC Core, Starter Company Plus and Summer Company (the “Agreement”)

**CONSIDERATION**

In consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

**1.0 ENTIRE AGREEMENT**

1.1 Effective as of the Effective Date, the Original Agreement is hereby amended and restated in its entirety on the terms and conditions set forth herein.

1.2 The agreement, together with:

Schedule "A"	General Terms and Conditions
Schedule "B"	SBEC Program Specific Information
Schedule "C"	SBEC Program
Schedule "D"	Budget
Schedule "E"	Payment Schedule
Schedule "F"	Reports
Schedule "G"	Request for Payment and Certificate
Schedule "H"	Eligible Expenditures
Schedule "I"	Communications and Confidentiality Protocol
Schedule "J"	Auditor's Certificate

and

any amending agreement entered into as provided for in Section 3.1, 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.

## **2.0 COUNTERPARTS**

2.1 The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

## **3.0 AMENDING THE AGREEMENT**

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

## **4.0 ACKNOWLEDGEMENT**

4.1 The Recipient acknowledges that:

(a) by receiving Funds it may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario);

(b) His Majesty The King in right of Ontario has issued expenses,

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

- (c) the Funds are:
  - (i) to assist the Recipient to carry out the SBEC Program and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the *Public Sector Salary Disclosure Act, 1996* (Ontario);
- (d) the Province is not responsible for carrying out the SBEC Program; and
- (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) (“**FIPPA**”) and that any information provided to the Province in connection with the SBEC Program or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

## **5.0 CONFLICT OR INCONSISTENCY**

5.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between the Additional Provisions and the provisions in Schedule “A”, the following rules will apply:

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

**- SIGNATURE PAGE FOLLOWS -**

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 Economic  
Development, Job Creation and Trade**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Clara Chan  
Title: Assistant Deputy Minister, Small Business and  
Program Delivery,  
Ministry of Economic Development, Job Creation and  
Trade

**The Corporation of the County of Renfrew**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Craig Kelley  
Title: Chief Administrative Officer

I have authority to bind the Recipient.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name: Peter Emon  
Title: Warden

I have authority to bind the Recipient.

## SCHEDULE "A"

### GENERAL TERMS AND CONDITIONS

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#### A1.0 INTERPRETATION AND DEFINITIONS

A1.1 **Interpretation.** For the purposes of interpretation:

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

A1.2 **Definitions.** In the Agreement, the following terms will have the following meanings:

**"Agreement"** means this amended and restated agreement entered into between the Province and the Recipient, all of the Schedules listed in Section 1.1, and any amending agreement entered into pursuant to Section 3.1.

**"Approved Participant"** means an individual in a business, professional or official capacity who has been approved by the Recipient as a participant, in either the Starter Company Plus program or in the Summer Company program.

**"Budget"** means the budget attached to the Agreement and more particularly described as the MEDJCT Program Funding Budget and Top-Up-Initiative Funding Budget in section B of Schedule "D".

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

**"Business Plan"** means the business plan attached to the Agreement in Schedule "C" section C8.

**“Client”** means an entrepreneur in a business, professional or official capacity who, or small business that, seeks the services of the Recipient under the SBEC Core program.

**“Clients and Approved Participants Data List”** has the meaning ascribed to it in Section C4 of Schedule “C”.

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

**“Eligible Business”** means a Starter Company Plus Eligible Business or a Summer Company Eligible Business.

**“Eligible Expenditures”** means those expenditures, exclusive of HST, which are directly attributable to the SBEC Program as more particularly described in Schedule “H” that are incurred and paid by the Recipient during the term of the Agreement.

**“Event of Default”** has the meaning ascribed to it in Section A13.1.

**“Expiry Date”** means the expiry date set out in Schedule “B”.

**“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.

**“Grantee”** means an Eligible Business that has received a Micro-Grant in either the Starter Company Plus program or the Summer Company program.

**“Indemnified Parties”** means His Majesty The King in right of Ontario, Her ministers, agents, appointees, and employees.

**“Maximum Funds”** means the maximum amount of Funds set out in Schedule “B” that the Province will provide to the Recipient under the Agreement.

**“Micro-Grant”** means a grant of up to \$5000 of the Funds provided under the Starter Company Plus program or of up to \$3000 of the Funds provided under Summer Company program, as more particularly set out in Schedule “C”.

**“Micro-Grant Agreement”** means the Micro-Grant agreement entered into between the Recipient and any Approved Participant that the Recipient has further approved for a Micro-Grant, the foregoing subject to and in accordance with the terms and conditions of this Agreement and Schedule “C”.

**“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 pursuant to Section A13.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with Section A13.4.

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

**“Reports”** means the reports set out in Schedule “F”.

**“Program Guidelines”** has the meaning ascribed to it in section A2.1(e).

**“Program Plan”** means the program plan attached to the Agreement in Schedule “C” section C8.

**“SC Eligible Business”** has the meaning given to it in Schedule “C”.

**“SCP Eligible Business”** has the meaning given to it in Schedule “C”.

**“SBEC Core”** means the program described in Schedule “C”, the Program Guidelines and the Program Plan.

**“SBEC Program”** means the program described in Schedule “C”, the Program Guidelines and the Program Plan that consists of SBEC Core, Starter Company Plus and Summer Company programs.

**“Starter Company Plus” or “SCP”** means the program described in Schedule “C”, the Program Guidelines and the Program Plan.

**“Summer Company” or “SC”** means the program described in Schedule “C”, the Program Guidelines and the Program Plan.

## **A2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS**

**A2.1 General.** The Recipient represents, warrants, and covenants that:



- (a) it is, and will continue to be, a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has, and will continue to have, the experience and expertise necessary to carry out the SBEC Program;
- (c) it is in compliance with, and will continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules, and by-laws related to any aspect of the SBEC Program, the Funds, or both;
- (d) 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 will continue to be true and complete;
- (e) it shall carry out the SBEC Program in compliance with Schedule “C”; the Province’s program guidelines (the “**Program Guidelines**”), copies of which the Recipient acknowledges and agrees it has received from the Province; the Program Plan; and the Business Plan;
- (f) the Recipient shall provide all services to the public under the SBEC Program in accordance with the *French Language Services Act* (Ontario), including, but not limited to, providing signs, notices and other information on such services in French and making it known to members of the public that such services are available in French. The Recipient shall, among other things that the Province may require from time to time, ensure to the Province’s satisfaction that:
  - (i) any person may communicate with the Recipient in both French and English;
  - (ii) any person may receive the services under the SBEC Program in both French and English;
  - (iii) the portions of the Recipient’s website relating to the SBEC Program are available in French;
  - (iv) all public documents relating to the SBEC Program are available in French;
  - (v) bilingual (English/French) signs relating to the SBEC Program are posted as needed;

- (vi) it has developed a protocol for providing Francophone clients with services in French; and
- (vii) it shall submit the French Language Services Checklist described in Schedule “F”; and
- (g) It shall comply with the terms and requirements of Schedule “I” - Communications and Confidentiality Protocol.

**A2.2 Execution of Agreement.** The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement, including if the Recipient is a municipality, passing a municipal by-law authorizing the Recipient to enter into the Agreement.

**A2.3 Governance.** The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient’s organization;
- (b) procedures to enable the Recipient’s ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the SBEC Program successfully;
- (f) procedures to enable the Recipient to identify risks to the completion of the SBEC Program and strategies to address the identified risks, all in a timely manner;
- (g) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0; and
- (h) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

**A2.4 Supporting Proof.** Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in Article A2.0.

### **A3.0 TERM OF THE AGREEMENT**

A3.1 **Term.** The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0, Article A12.0, or Article A13.0.

### **A4.0 FUNDS AND CARRYING OUT THE SBEC PROGRAM**

A4.1 **Funds Provided.** The Province will, subject to the terms and conditions of the Agreement:

- (a) provide the Recipient up to the Maximum Funds for the purpose of carrying out the SBEC Program;
- (b) provide the Funds to the Recipient in accordance with the payment schedule set out in Schedule “E”; 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.

A4.2 **Limitation on Payment of Funds.** Despite Section A4.1:

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides the certificates of insurance or other proof as the Province may request pursuant to Section A10.2;
- (b) the Province is not obligated to provide instalments of Funds until it is satisfied with the progress of the SBEC 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 the Recipient provides to the Province pursuant to Section A7.1;
- (d) if, pursuant to 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 Funds and, in consultation with the Recipient, change the SBEC Program; or

- (ii) terminate the Agreement pursuant to Section A12.1;
- (e) If the Recipient is a municipality, the Province is not obligated to provide any Funds to the Recipient until the Recipient provides evidence satisfactory to the Province that the Recipient's council has authorized the execution of this Agreement by the Recipient by municipal by-law.

**A4.3 Use of Funds and Carry Out the SBEC Program.** The Recipient will do all of the following:

- (a) carry out the SBEC Program in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the SBEC Program;
- (c) spend the Funds only on account of Eligible Expenditures and in accordance with the Budget; and
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency, or organization of the Government of Ontario.

**A4.4 Despite Section A4.3(c).** Despite Section A4.3(c) and under the **MEDJCT Program Funding Budget** described in Schedule "C" and Schedule Small Business Enterprise Centers Entrepreneurship Programs (Consolidated) "D", the Recipient may, within any one Funding Year, subject to Section A4.10 and provided that the Recipient complies with the conditions set out in Section A4.9:

- (a) transfer Funds from any single line within the expenses category 'SBEC Core' in the MEDJCT Program Funding Budget to another single expense line within the expenses category 'SBEC Core' in the MEDJCT Program Funding Budget, provided that the transfers do not result in a change to any line in the expenses category heading 'SBEC Core' in the MEDJCT Program Funding Budget that is more than 10% higher than the original amount in the line in the MEDJCT Program Funding Budget, and provided that at all times the following condition is met:
  - (i) Administration: The amount of the line item for 'Administrative Expenses' under the category heading 'SBEC Core' in the MEDJCT Program Funding Budget, for the Funding Year within which the transfer is made, shall not exceed 10% of the total amount of Funds allocated to the 'SBEC Core' expense category in the MEDJCT Program Funding Budget for that Funding Year;

(b) provided the condition set out in subsection A4.4(a)(i) is complied with, transfer any amount of Funds from any single line within the expenses category heading 'SBEC Core' in the MEDJCT Program Funding Budget to:

- (i) the expenses category 'Starter Company Plus' in the MEDJCT Program Funding Budget wherein 25% of the transferred amount shall be allocated to the line item 'SCP Project Delivery', and the remaining 75% shall be allocated towards the line item 'SCP Micro Grants'; or
- (ii) the expenses category 'Summer Company' in the MEDJCT Program Funding Budget wherein 25% of the transferred amount shall be allocated to the line item 'SC Project Delivery', and the remaining 75% shall be allocated to the line item 'SC Micro Grants';

(c) provided that at no time shall the total amount of Funds allocated to the expense category 'Summer Company' in the MEDJCT Program Funding Budget be less than \$3,000 and that the transfer shall not occur prior to August 31<sup>st</sup> of the Funding Year in which the transfer occurs, transfer Funds in one or both of the following ways:

- (i) transfer any amount of Funds from the line 'SC Project Delivery' under the expenses category 'Summer Company' in the MEDJCT Program Funding Budget to the expenses category 'Starter Company Plus' in the MEDJCT Program Funding Budget wherein 25% of the transferred amount shall be earmarked for the line 'SCP Project Delivery', and the remaining 75% shall be allocated towards the line 'SCP Micro Grants' under;
- (ii) transfer any amount of Funds from the line 'SC Micro-Grants' under the expenses category 'Summer Company' in the MEDJCT Program Funding Budget to the expenses category 'Starter Company Plus' in the MEDJCT Program Funding Budget wherein 25% of the transferred amount shall be earmarked for the line 'SCP Project Delivery', and the remaining 75% shall be allocated towards the line 'SCP Micro Grants' under.

For certainty, this Section A4.3 does not at any time permit the Recipient to transfer any Funds allocated to one Funding Year in the MEDJCT Program Funding Budget to any other Funding Year in the MEDJCT Program Funding Budget

Budget.

A4.5 **Interest Bearing Account.** If the Province provides Funds before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest bearing account in the name of the Recipient at a Canadian financial institution.

A4.6 **Interest.** If the Recipient earns any interest on the Funds, the Province may:

- (a) deduct an amount equal to the interest from any further instalments of Funds; or
- (b) demand from the Recipient the payment of an amount equal to the interest.

A4.7 **Rebates, Credits, and Refunds.** The Province will calculate Funds based on Eligible Expenditures, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A4.8 **Updates to Program Guidelines.** The Recipient is responsible for obtaining updated versions, if any, of the Program Guidelines from the Province.

A4.9 **Conditions of Reallocation of Funds under Section A4.4 and/or A4.11.** The Recipient shall not be entitled to transfer any Funds within the MEDJCT Program Funding Budget and/or Top-Up-Initiative Funding Budget in accordance with Section A4.4 and/or A4.11 unless the following conditions are complied with:

- (a) the Recipient has given the Province prior written notice, in form and substance satisfactory to the Province, of the Recipient's intent to transfer the Funds, and has received the Province's written approval to proceed with the proposed transfer or transfers set out in such notice; and
- (b) there shall be no change to the total amount of Funds allocated to any one Funding Year in the MEDJCT Program Funding Budget and/or Top-Up-Initiative Funding Budget.

A4.10 **Budget Compliance Decisions of Province Final.** In the event of any ambiguity or interpretation issues regarding whether or not any transfer or combination of transfers of Funds by the Recipient resulting in a variance from the original MEDJCT Program Funding Budget and/or Top-Up-Initiative Funding Budget constitutes a permitted variance from the MEDJCT Program Funding Budget and/or Top-Up-Initiative Funding

Budget, which variances may be permitted only if they comply with Section A4.4 and A4.11, the Province reserves the exclusive right to make a determination of whether or not such transfer or combination of transfers is permitted in accordance with Section A4.4 and A4.11. Such decision of the Province shall be final and determinative.

**A4.11 Despite Section A4.3(c), and under the Top-Up-Initiative Funding Budget** described in Schedule “C” and Schedule “D”, the Recipient may, within any one Funding Year, subject to Section A4.10 and provided that the Recipient complies with the conditions set out in Section A4.9:

- (a) provided that at no time shall the total amount of Funds allocated to the expense category ‘Summer Company’ in the Top-Up-Initiative Funding Budget be less than \$3,000 and that the transfer shall not occur prior to August 31<sup>st</sup> of the Funding Year in which the transfer occurs, transfer Funds in one or both of the following ways:
  - (i) transfer any amount of Funds from the line ‘SC Project Delivery’ under the expenses category ‘Summer Company’ in the Top-Up-Initiative Funding Budget to the expenses category ‘Starter Company Plus’ in the Top-Up-Initiative Funding Budget wherein 48% of the transferred amount shall be earmarked for the line ‘SCP Project Delivery’, and the remaining 52% shall be allocated towards the line ‘SCP Micro Grants’ under;
  - (ii) transfer any amount of Funds from the line ‘SC Micro-Grants’ under the expenses category ‘Summer Company’ in the Top-Up-Initiative Funding Budget to the expenses category ‘Starter Company Plus’ in the Top-Up-Initiative Funding Budget wherein 48% of the transferred amount shall be earmarked for the line ‘SCP Project Delivery’, and the remaining 52% shall be allocated towards the line ‘SCP Micro Grants’ under.

For certainty, this Section A4.3 does not at any time permit the Recipient to transfer any Funds allocated to one Funding Year in the Top-Up-Initiative Funding Budget to any other Funding Year in the Top-Up-Initiative Funding Budget.

## **A5.0 RECIPIENT’S ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**

**A5.1 Acquisition.** If the Recipient acquires goods, services, or both with the Funds,

it will:

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

A5.2 **Disposal.** The Recipient will not, without the Province's prior written consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided, the cost of which exceeded the amount set out in Schedule "B" at the time of purchase.

## A6.0 CONFLICT OF INTEREST

A6.1 **No Conflict of Interest.** The Recipient will carry out the SBEC Program and use the Funds without an actual, potential, or perceived conflict of interest.

A6.2 **Conflict of Interest Includes.** For the purposes of Article A6.0, 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 SBEC Program, the use of the Funds, or both.

A6.3 **Disclosure to Province.** The Recipient will:

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

## A7.0 REPORTS, ACCOUNTING, AND REVIEW

A7.1 **Preparation and Submission.** The Recipient will:

- (a) submit to the Province at the address referred to in Section A17.1, all Reports in accordance with the timelines and content requirements set out in Schedule "F", or in a form as specified by the Province from time to time;



- (b) submit to the Province at the address referred to in Section A17.1, 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.

**A7.2 Record Maintenance.** The Recipient will keep and maintain:

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

**A7.3 Inspection.** The Province, any authorized representative, or any independent auditor identified by the Province may, at the Province's expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to review the progress of the SBEC Program and the Recipient's allocation and expenditure of the Funds and, for these purposes, the Province, any authorized representative, or any independent auditor identified by the Province may take one or more of the following actions:

- (a) inspect and copy the records and documents referred to in Section A7.2;
- (b) remove any copies made pursuant to Section A7.3(a) from the Recipient's premises; and
- (c) conduct an audit or investigation of the Recipient in respect of the expenditure of the Funds, the SBEC Program, or both.

**A7.4 Disclosure.** To assist in respect of the rights provided for in Section A7.3, the Recipient will disclose any information requested by the Province, any authorized representatives, or any independent auditor identified by the Province, and will do so in the form requested by the Province, any authorized representative, or any independent auditor identified by the Province, as the case may be.

**A7.5 No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.6 **Auditor General.** The Province's rights under Article A7.0 are in addition to any rights provided to the Auditor General pursuant to Section 9.1 or 9.2 of the *Auditor General Act* (Ontario), as applicable.

## **A8.0 COMMUNICATIONS REQUIREMENTS**

A8.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will:

- (a) acknowledge the support of the Province for the SBEC Program; and
- (b) ensure that the acknowledgement referred to in Section A8.1(a) is in a form and manner as directed by the Province.

A8.2 **Publication.** The Recipient will indicate, in any of its SBEC Program-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

## **A9.0 INDEMNITY**

A9.1 **Indemnification.** The Recipient will 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 SBEC Program or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

## **A10.0 INSURANCE**

A10.1 **Recipient's Insurance.** The Recipient represents, warrants, and covenants that it has, and will maintain, 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 project similar to the SBEC Program would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than the amount set out in Schedule "B" per occurrence. The insurance policy will 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.

A10.2 **Proof of Insurance.** The Recipient will:

- (a) provide to the Province, either:
  - (i) certificates of insurance that confirm the insurance coverage as provided for in Section A10.1; or
  - (ii) other proof that confirms the insurance coverage as provided for in Section A10.1; and
- (b) upon the request of the Province, provide to the Province a copy of any insurance policy.

## **A11.0 TERMINATION ON NOTICE**

A11.1 **Termination on Notice.** The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient.

A11.2 **Consequences of Termination on Notice by the Province.** If the Province terminates the Agreement pursuant to Section A11.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the SBEC Program, and do either or both of the following:
  - (i) permit the Recipient to offset such costs against the amount the Recipient owes pursuant to Section A11.2(b); and
  - (ii) subject to Section A4.1(a), provide Funds to the Recipient to cover such costs.

## **A12.0 TERMINATION WHERE NO APPROPRIATION**

A12.1 **Termination Where No Appropriation.** If, as provided for in Section A4.2(e), 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 without liability, penalty, or costs by giving Notice to the Recipient.

**A12.2 Consequences of Termination Where No Appropriation.** If the Province terminates the Agreement pursuant to Section A12.1, the Province may take one or more of the following actions:

- (a) cancel further instalments of Funds;
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient; and
- (c) determine the reasonable costs for the Recipient to wind down the SBEC Program and permit the Recipient to offset such costs against the amount owing pursuant to Section A12.2(b).

**A12.3 No Additional Funds.** If, pursuant to Section A12.2(c), the Province determines that the costs to wind down the SBEC Program exceed the Funds remaining in the possession or under the control of the Recipient, the Province will not provide additional Funds to the Recipient.

### **A13.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT**

**A13.1 Events of Default.** Each of the following events will 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 SBEC Program;
  - (ii) use or spend Funds; or
  - (iii) provide, in accordance with Section A7.1, Reports or such other reports as may have been requested pursuant to Section A7.1(b);
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the 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 a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or

(d) the Recipient ceases to operate.

A13.2 **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 SBEC 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 further instalments of Funds;
- (f) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (h) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A13.3 **Opportunity to Remedy.** If, in accordance with Section A13.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will give Notice to the Recipient of:

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

A13.4 **Recipient not Remediating.** If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to Section A13.2(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 A13.2(a), (c), (d), (e), (f), (g), (h), and (i).

**A13.5 When Termination Effective.** Termination under Article will take effect as provided for in the Notice.

#### **A14.0 FUNDS AT THE END OF A FUNDING YEAR**

**A14.1 Funds at the End of a Funding Year.** Without limiting any rights of the Province under Section A13.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

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

#### **A15.0 FUNDS UPON EXPIRY**

**A15.1 Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

#### **A16.0 DEBT DUE AND PAYMENT**

**A16.1 Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

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

**A16.2 Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

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

A16.3 **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.

A16.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province set out in Schedule “B”.

A16.5 **Fails to Pay.** Without limiting the application of Section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, His Majesty The King in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by His Majesty The King in right of Ontario.

## A17.0 NOTICE

A17.1 **Notice in Writing and Addressed.** Notice will be in writing and will be delivered by email, postage-prepaid mail, or personal delivery and will be addressed to the Province and the Recipient respectively set out in Schedule “B”, or as either Party later designates to the other by Notice.

A17.2 **Notice Given.** Notice will be deemed to have been received:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; or
- (b) in the case of email or personal delivery, one (1) Business Day after the Notice is delivered.

A17.3 **Postal Disruption.** Despite Section A17.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be received; and
- (b) the Party giving Notice will give Notice by email or personal delivery.

## **A18.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

A18.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

## **A19.0 SEVERABILITY OF PROVISIONS**

A19.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement. Any invalid or unenforceable provision will be deemed to be severed.

## **A20.0 WAIVER**

A20.1 **Waiver Request.** Either Party may, in accordance with the Notice provision set out in Article A17.0, ask the other Party to waive an obligation under the Agreement.

A20.2 **Waiver Applies.** Any waiver a Party grants in response to a request made pursuant to Section A20.1 will:

- (a) be valid only if the Party granting the waiver provides it in writing; and
- (b) apply only to the specific obligation referred to in the waiver.

## **A21.0 INDEPENDENT PARTIES**

A21.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

## **A22.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

A22.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A22.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on the Parties' respective heirs, executors, administrators, successors, and permitted assigns.

## **A23.0 GOVERNING LAW**

A23.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of



the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

#### **A24.0 FURTHER ASSURANCES**

**A24.1 Agreement into Effect.** The Recipient will provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

#### **A25.0 JOINT AND SEVERAL LIABILITY**

**A25.1 Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

#### **A26.0 RIGHTS AND REMEDIES CUMULATIVE**

**A26.1 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.

#### **A27.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

**A27.1 Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with His Majesty The King in right of Ontario or one of Her agencies (a “**Failure**”);
- (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.

#### **A28.0 SURVIVAL**

A28.1 **Survival.** The following Articles and Sections, and all applicable cross-referenced Sections and Schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Article 1.0, Article 5.0, Article A1.0 and any other applicable definitions, Section A2.1(a), Section A2.2, Sections A4.2(e), A4.5, A4.6, A.4.7 Section A5.2, Section A7.1 (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), Sections A7.2, A7.3, A7.4, A7.5, A7.6, Article A8.0, Article A9.0, Section A11.2, Sections A12.2, A12.3, Sections A13.1, A13.2(d), (e), (f), (g) and (h), Article A15.0, Article A16.0, Article A17.0, Article A19.0, Section A22.2, Article A23.0, Article A25.0, Article A26.0, Article A27.0 and Article A28.0.

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

## SCHEDULE “B”

### SBEC PROGRAM SPECIFIC INFORMATION

<b>Maximum Funds</b>	\$ 572,194 including: <ul style="list-style-type: none"> <li>• MEDCJT Program Funding \$472,194; and</li> <li>• Top-Up Initiative Funding \$100,000.</li> </ul>
<b>Expiry Date</b>	March 31, 2027
<b>Amount for the purposes of Section A5.2 (Disposal) of Schedule “A”</b>	\$ 2,000
<b>Insurance</b>	\$ 2,000,000
<b>Contact information for the purposes of Notice to the Province</b>	<p><b>Position:</b> Eric Ciullo, (A) Manager, Program and Contract Management</p> <p><b>Address:</b>  Ministry of Economic Development, Job Creation and Trade  Small Business Branch  Program and Contract Management Unit</p> <p>56 Wellesley St West, 4th floor  Toronto, Ontario  M7A 2E7</p> <p><b>Email:</b> <a href="mailto:eric.ciullo@ontario.ca">eric.ciullo@ontario.ca</a></p>
<b>Contact information for the purposes of Notice to the Recipient</b>	<p><b>Position:</b> Heather Inwood-Montrose, Small Business Advisor</p> <p><b>Address:</b>  County of Renfrew  9 International Drive, Pembroke, ON K8A 6W5</p> <p><b>Email:</b> <a href="mailto:HInwoodMontrose@countyofrenfrew.on.ca">HInwoodMontrose@countyofrenfrew.on.ca</a></p>
<b>Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement</b>	<p><b>Position:</b> Craig Kelley, Chief Administrative Officer,</p> <p><b>Address:</b>  9 International Drive, Pembroke, ON K8A 6W5</p> <p><b>Email:</b> <a href="mailto:ckelley@countyofrenfrew.on.ca">ckelley@countyofrenfrew.on.ca</a></p>

## **SCHEDULE “C”**

### **SBEC PROGRAM**

The Recipient shall deliver:

- 1) SBEC programs including SBEC Core, Starter Company Plus and Summer Company set out in further detail below, and
- 2) SBEC one-time-top-up initiative set out in C9 and C11.

The Recipient should engage in:

- 3) SBEC partnership with Federation des gens d'affaires Francophones (FGA) set out in in C10 and C11.

The Recipient shall ensure that all third party mentors and consultants engaging with Clients, Approved Participants, or Grantees in the SBEC Program are bound by appropriate confidentiality, non-compete, and conflict of interest provisions in agreements with the Recipient and Client, Approved Participants or Grantees, as applicable.

### **C1. SBEC PROGRAM OBJECTIVES**

The objectives of the SBEC Core, Starter Company Plus and Summer Company programs are set out below:

<b>SBEC PROGRAM</b>	<b>OBJECTIVES</b>
<b>1. SBEC Core</b>	<ul style="list-style-type: none"><li>• This program shall provide business advisory supports and skills development to Ontario’s entrepreneurs and small businesses to improve the success rate and longevity of small businesses and build growth and prosperity in local communities.</li></ul>
<b>2. Starter Company Plus</b>	<ul style="list-style-type: none"><li>• The program shall provide training, mentoring and Micro-Grants of up to \$5,000 of the Funds to Approved Participants to start, expand or buy a small business.</li><li>• Address local and/or regional economic development needs, and where appropriate focus on special industries and sectors.</li></ul>
<b>3. Summer Company</b>	<ul style="list-style-type: none"><li>• The program shall provide training, mentoring and Micro-Grants of up to \$3,000 to youth entrepreneurs</li></ul>

	<p>who wish to start a full-time business over the summer.</p> <ul style="list-style-type: none"> <li>• Inspire more youth to choose entrepreneurship as a career option and equip them with tools to succeed.</li> </ul>
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## C2. SBEC PROGRAM COMPONENTS

The Recipient shall deliver all SBEC Program components below.

SBEC PROGRAM	COMPONENTS
<b>1. SBEC Core</b>	<p><b>Triaging/Inquiries</b></p> <p>The Recipient shall:</p> <ul style="list-style-type: none"> <li>• Respond to inquiries related to entrepreneurship and small business, and Recipient service offerings (initiatives, programs and services available).</li> <li>• Direct members of the public to appropriate Recipient services or refer to other entrepreneurship stakeholder services.</li> </ul> <p><b>Business Advisory/Coaching</b></p> <p>The Recipient shall work with Clients to provide personalized options, information and advisory support to address their business needs. The Recipient shall offer:</p> <ul style="list-style-type: none"> <li>• Initial one-on-one consultation, on a no fee basis to each Client.</li> <li>• Any additional consultation (advanced/in-depth) may be offered to the Client. Fees, if any, and the amount (cost-recovery or otherwise) are to be determined by the Recipient. The consultation can take place at the Recipient location, offsite, or through virtual delivery.</li> <li>• Mentorship and/or coaching services to Clients. Services may be delivered on a non-fee or fee basis.</li> <li>• Referrals for third party “professional” consultations (i.e. accountants, real estate).</li> </ul> <p><b>Business Skill Development</b></p>

	<p>The Recipient shall assist Clients in starting, maintaining or expanding their small business through short term workshops, events or activities.</p> <p>The Recipient shall:</p> <ul style="list-style-type: none"> <li>• Conduct and/or facilitate seminars and workshops that focus on entrepreneurship, small business and business development. Other than the initial consultation which shall be complementary, fees, if any, are to be determined by the Recipient.</li> <li>• Host and/or organize networking activities or events. These activities or events can be targeted to serve specific demographics (e.g., Francophone, women, Indigenous and youth entrepreneurs), to be determined by the Recipient.</li> </ul> <p><b>Resources</b></p> <p>To raise the profile and promote small businesses in Ontario, the Recipient shall offer the following resources to assist businesses to proposer and expand:</p> <ul style="list-style-type: none"> <li>• Conduct outreach services to the community to promote the services of the Recipient and develop partnerships within the community.</li> <li>• Provide computer stations (with internet) and business resources for Clients.</li> </ul> <p>The Recipient shall undertake post-SBEC Core program reporting with all Clients to obtain outcomes performance reporting information from Clients at exit or until an outcome can be reported.</p>
<p><b>2. Starter Company Plus</b></p>	<p>The Recipient shall deliver all four components at their sites:</p> <ol style="list-style-type: none"> <li>1. Approved participant intake</li> <li>2. Training and skills development</li> <li>3. Mentorship</li> <li>4. Micro-Grants (Funds contributed by the Province up to \$5,000)</li> </ol>

The Recipient shall ensure that all Approved Participants and Grantees who are eligible and approved by the Recipient undertake the second and third components set out above. The fourth component is not required. The availability of the Micro-Grant component for an Approved Participant shall be determined by the Recipient in accordance with the Program Guidelines.

The Recipient shall determine an individual's eligibility for Starter Company Plus program as well as their general business needs.

The Recipient shall:

- Assess individuals based on eligibility requirements set out in Schedule "C" and additional local criteria developed by the Recipient needed to select Approved Participants from a pool of applicants.
  - If the individual is eligible, and the individual wishes to proceed with the initiative, the Recipient may accept the individual as an Approved Participant.
  - If the individual is not eligible for Starter Company Plus, the Recipient shall direct the individual to other entrepreneurship initiatives, programs and services.
- Have a decision-making process in place that provides rationale for approval to participate in the Starter Company Plus.
- Work with the Approved Participant to develop a customized learning plan outlining required training and mentorship based on the Approved Participant's business needs and goals.

### **Training and Skills Development**

The objective of the training and skills development component is to help Approved Participants start, expand or purchase a business by providing short term workshops or activities. This can include seminars, workshops, networking events and experiential learning. Activities can be completed in a classroom, virtual one-on-one, or in a group setting.

The Recipient shall:

- Develop content and a suitable delivery method of training and skills development for each Approved Participant. The Recipient will organize, schedule and sequence the workshops to meet Approved Participants' needs in a way that is suitable for their organization.

- Provide short-term training and skills development opportunities to enhance business knowledge and skills to support Approved Participants in starting, expanding or purchasing a business.
- Monitor when an Approved Participant has finished the identified training on their learning plan.

**Mentoring**

The Recipient must match each Approved Participant with a designated mentor and/or a group of mentors to provide business expertise and support. Activities can include, but are not limited to, identifying challenges, working on problem solving strategies, developing networking skills, expanding contact networks and providing overall guidance.

The Recipient shall:

- Match each Approved Participant with a mentor who will provide support, entrepreneur advice and expertise for a minimum of three months.
- Recruit, train and coordinate a mentorship network to meet the needs of the program.
- Monitor the Approved Participant-mentor match and record when the component has been completed.

Approved Participants can participate in the training and skills development and mentorship component concurrently.

**Micro-Grants**

Each SCP Eligible Business that the Recipient approves for Micro-Grants shall receive up to \$5000 of the Funds. The Recipient may find funding locally to match or increase the Micro-Grant amount. The Micro-Grant is administered and distributed by the Recipient. All Grantees must also contribute 25% of the Micro-Grant amount (which may include in kind contributions) to its project to start, expand or buy a small business. The matching contribution may be waived by the Recipient under exceptional circumstances only.

The Recipient shall:



	<ul style="list-style-type: none"> <li>• Establish a committee to review and approve Micro-Grant applications.</li> <li>• Develop all required procedures and criteria governing Micro-Grant selection and administration including assessment of Approved Participants, approval for funding, all financial administration, banking, monitoring and issuing of T4As</li> <li>• Prepare, negotiate, monitor and enter into Micro-Grant Agreements with Approved Participants prior to disbursement of Funds.</li> <li>• The Micro-Grant Agreement shall provide up to \$5,000 of Funds to the Approved Participant and outline the terms and the conditions of the Micro-Grant including eligible expenditures, milestones and grounds for repayment and the following provisions: <ul style="list-style-type: none"> <li>(i) <u>Audit Rights for the Crown.</u> The parties agree that audit rights under the Micro-Grant Agreement (or such other term used in the Micro-Grant Agreement to refer to the agreement) shall inure to the benefit of the His Majesty The King in right of Ontario as represented by the Minister of Economic Development, Job Creation and Trade (the "Province"), any authorized representative or any independent auditor identified by the Province, which audit rights (including the right of inspection and review of the Approved Participant's (or such other term used in the Micro-Grant Agreement to refer to the Approved Participant) progress of its project under the Starter Company Plus program and any allocation and expenditure of Funds (or such other term used in the Micro-Grant Agreement to refer to the funds provided under the agreement) and to perform a full or partial audit of the Approved Participant) shall be carried out at the Province's expense and shall continue in full force and effect for a period of seven years from the date of expiry or termination of the Micro-Grant Agreement; and</li> <li>(ii) <u>Post-Starter Company Plus Program Reporting.</u> The Approved Participant shall, if requested by the Recipient or the Province, provide business development progress reporting information such as the Approved Participant's business expansion (increase in a company's size, revenue, market share over time) and job creation for three consecutive funding years after exit from Starter Company Plus following the expiry date or termination of the Micro-Grant Agreement.</li> </ul> </li> </ul>
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	<ul style="list-style-type: none"> <li>• Distribute Micro-Grants to all SCP Eligible Businesses who have been approved for a Micro-Grant subject to the terms and conditions of the Micro-Grant Agreement.</li> <li>• Where Grantees fail to comply with Starter Company Plus requirements or any requirements under the Micro-Grant Agreement, the Recipient shall recoup all or part of the Funds.</li> <li>• The Recipient shall ensure that the review and approval for Micro-Grant process is fair, transparent and accountable.</li> <li>• The Recipient shall monitor Micro-Grant payments made to Grantees based on spending and progress against established program milestones. It will ensure that funds are being used for their intended purposes and request evidence of costs incurred and paid if necessary.</li> <li>• Funds allocated to Micro-Grants in the MEDJCT Program Funding Budget in section B of Schedule “D” must be spent on Micro-Grants for Starter Company Plus Grantees.</li> </ul>
<p><b>3. Summer Company</b></p>	<p><b>Intake- Application Process</b></p> <p>Youth interested in participating in the Summer Company program will be required to submit an application, which includes a business plan and a description of the eligible business and cash flow. Those applicants will then be interviewed by the Recipient, assessed for their eligibility to be accepted as Approved Participants, approved in accordance with the eligibility requirements set out in section C.3 of Schedule “C” or declined, and informed if they have been accepted as Approved Participants.</p> <p>The Recipient shall:</p> <ul style="list-style-type: none"> <li>• Promote and market the program to targeted groups.</li> <li>• Determine if potential applicants meet eligibility requirements as listed under Schedule “C” Section C3.</li> <li>• Distribute Summer Company applications to youth applicants.</li> <li>• Assist youth applicants in completing Summer Company applications.</li> <li>• Assess submitted applications to determine if they meet eligibility and program requirements.</li> <li>• Interview youth applicants and select Approved Participants.</li> <li>• Ensure the Approved Participant has met all the eligibility requirements to participate as listed under Schedule “C” Section C3.</li> </ul>

- Enter into Summer Company Micro-Grant Agreement with the Approved Participant acting as representative of a prospective SC Eligible Business.

**Business Training and Coaching**

The Recipient shall provide short term workshops or activities designed to help Approved Participants with the skills and tools to succeed in entrepreneurship. The training can focus on, but not be limited to marketing and sales, HST, record/bookkeeping, time management, customer service, insurance and risk management.

The Recipient shall:

- Recruit and coordinate business mentors. Mentors must have a valid criminal background check issued by the police within the last six months and have an understanding of the objectives, business planning and operations of Summer Company, and must maintain confidentiality of all information in addition to mentor and third party contractor obligations set out in this Schedule C.
- Assign the Approved Participant to a mentor or mentor group.
- Provide a minimum of 12 hours of business training and guidance per Approved Participant.
- Conduct one on-site visit at the project location for the Approved Participant for ongoing support and guidance.
- Monitor Approved Participant progress to ensure compliance with the business plan and cash flow forecasts submitted in the application.
- Conduct exit interviews with the Approved Participants to ensure all Summer Company requirements have been met.

**Micro-Grants**

Grantees are eligible to receive up to \$3000 of the Funds for Micro-Grants to support start-up costs and completion of their project under Summer Company. Micro-Grants are issued by the Recipient in two installments.

- an initial disbursement of up to \$1,500 for start-up expenses; and

	<ul style="list-style-type: none"> <li>• a final disbursement of up to \$1,500 for successful completion of the Approved Participant's project under the program and Micro-Grant Agreement</li> </ul> <p>The Recipient shall:</p> <ul style="list-style-type: none"> <li>• Establish a committee to review and approve Micro-Grant applications.</li> <li>• Develop all required procedures and criteria governing Micro-Grant selection and administration including assessment of Approved Participants, approval for funding, all financial administration, banking, monitoring and issuing of T4As.</li> <li>• Prepare, negotiate, monitor and enter into Micro-Grants with Approved Participants acting as a representative of the respective Approved Participant's prospective SC Eligible Business prior to disbursement of Funds which will be paid out in two instalments.</li> <li>• The Micro-Grant Agreement shall provide up to \$3,000 of the Funds to the Grantee and outline the terms and the conditions of Micro-Grant including eligible expenditures, milestones and grounds for repayment and the following provisions: <ul style="list-style-type: none"> <li>(a) <u>Audit Rights for the Crown.</u> The parties agree that audit rights under the Micro-Grant Agreement (or such other term used in the Micro-Grant Agreement to refer to the agreement) shall inure to the benefit of the His Majesty The King in right of Ontario as represented by the Minister of Economic Development, Job Creation and Trade (the "Province"), any authorized representative or any independent auditor identified by the Province, which audit rights (including the right of inspection and review of the Approved Participant's (or such other term used in the Micro-Grant Agreement to refer to the Approved Participant) progress of its project under the Summer Company program and any allocation and expenditure of Funds (or such other term used in the Micro-Grant Agreement to refer to the funds provided under the agreement) and to perform a full or partial audit of the Approved Participant) shall be carried out at the Province's expense and shall continue in full force and effect for a period of seven years from the date of expiry or termination of the Micro-Grant Agreement; and</li> </ul> </li> </ul>
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(ii) Post-Summer Company Program Reporting. The Approved Participant shall, if requested by the Recipient or the Province, provide business progress reporting information such as the Approved Participant's business expansion and job creation for three consecutive funding years after exit from Summer Company following the expiry date or termination of the Micro-Grant Agreement.

- Distribute the first instalment after execution of the Micro-Grant Agreement.
- Distribute the second instalment once the Approved Participant has completed all requirements of his or her project under the program and Micro-Grant Agreement.
- Where an Approved Participant fails to comply with Summer Company requirements or any requirements under the Micro-Grant Agreement, the Recipient shall recoup all or part of the Funds.
- The Recipient shall ensure that the review and approval for Micro-Grant process is fair, transparent and accountable.
- The Recipient shall monitor Micro-Grant payments made to Grantees based on spending and progress against established program milestones. It will ensure that funds are being used for their intended purposes and request evidence of costs incurred and paid if necessary.
- Funds allocated to Micro-Grants in the MEDJCT Program Funding Budget in section B of Schedule "D" Budget must be spent on Micro-Grants for Summer Company Grantee.

### **Reporting**

The Recipient has the option to use the SCREEN platform to support the delivery of Summer Company. It is not a mandatory requirement.

Recipients are required to:

- Administer and approve applications through a delivery method of their choice. Recipients have the option to use the Summer Company Registration, Eligibility and Evaluation Network web-based system ("**SCREEN**").
- Report identified Summer Company performance measures to the Province through the Enterprise Centre Reporting ("**ECR**") system.

	<ul style="list-style-type: none"> <li>• Collect and submit success stories with, and subject to having obtained, written consent of the applicable Approved Participant.</li> <li>• Distribute a survey to Approved Participants in a format and in accordance with the timelines to be provided by the Province.</li> </ul> <p><b>Information Management and Privacy Provisions</b></p> <p>The Recipient shall follow information management and privacy provisions in the Program Guidelines including without limitation:</p> <ul style="list-style-type: none"> <li>• An acceptable use policy to provide a set of principles and practices governing all users of the Province’s “SCREEN” web-based back office platform.</li> <li>• Privacy policy to protect personal information of applicants and Approved Participants.</li> </ul> <p>The Recipient will collect completed release and consent forms from Approved Participants in the form provided by the Province prior to publication or release of program success stories.</p>
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**C3. MINIMUM ELIGIBILITY REQUIREMENTS**

The Recipient shall approve applicants in accordance with the SBEC Program eligibility requirements or guidance described below at minimum.

SBEC Core provides general inquiry and advisory services support to entrepreneurs and small businesses with a client profile that is typically:

- Less than five (5) years in operation, and
- Have under ten (10) employees

SBEC PROGRAM	ELIGIBILITY
<b>1. Starter Company Plus</b>	<p><u>Eligibility</u></p> <p>Individuals applying for the program must satisfy the following eligibility requirements:</p> <ul style="list-style-type: none"> <li>• 18 years of age or older at the time of registration;</li> <li>• proposing starting a new company, expanding an existing company or buying a business in Ontario;</li> </ul>

	<ul style="list-style-type: none"> <li>• not attending school full time nor returning to school;</li> <li>• resident of Ontario;</li> <li>• Canadian citizen or permanent resident;</li> <li>• not enrolled in other comparable provincial employment or self-employment related initiatives and programs that include or do not include financial assistance; and</li> <li>• not currently enrolled concurrently in any comparable self-employment or entrepreneurship training/financing initiatives and programs offered by government funded organizations.</li> </ul> <p><u>Business Eligibility Criteria</u></p> <p>Approved Participants must create a new business, operate or expand an existing business, or buy a business, in Ontario that meets the following criteria (an “SCP Eligible Business”):</p> <ul style="list-style-type: none"> <li>• Is a sole proprietorship or a corporation in which the Approved Participant is the majority shareholder;</li> <li>• Operates at arm’s length from family business ventures;</li> <li>• Operates in Ontario; and</li> <li>• Is in compliance with all applicable laws.</li> </ul> <p>While Starter Company Plus is open to all eligible individuals, it is a training and mentoring initiative geared towards assisting those in need of business knowledge and support.</p> <p>Approval into Starter Company Plus is competitive and eligible applicants may not all be accepted. As the program aims to address local and/or regional economic development needs, the Recipient may prioritize participation based on specific industries and sectors.</p> <p>For record keeping, the SBEC must provide a written rationale to justify the Approved Participant selection into the Starter Company Plus program.</p>
<p><b>2. Summer Company</b></p>	<p><u>Eligibility</u></p> <p>Individuals applying for the program must satisfy the following eligibility requirements:</p> <ul style="list-style-type: none"> <li>• a student between 15 and 29 years old as of April 30 of each Funding Year (a parent or guardian must sign the application for applicants under 18);</li> <li>• starting a new eligible business (see below);</li> </ul>

- attending school and returning to school in the fall (this includes full-time, part-time, homeschooling, e-learning, distance learning, apprenticeships, trade schools, etc.);
- a resident of Ontario;
- a Canadian citizen or a permanent resident;
- not working at another job or attending school for more than 12 hours per week during the term of the project under the program;
- self-employed as defined by the Canada Revenue Agency;
- able to work over the summer period:
  - a minimum of 280 hours if a high school student
  - a minimum of 420 hours if a post-secondary student
- has not received funding from Summer Company program in the past.

Under exceptional circumstances, exceptions may be granted by the Recipient.

Business Eligibility Criteria

Approved Participants must create a new business that meets the following criteria (an “SC Eligible Business”):

- Is a sole proprietorship or a corporation where the Approved Participant is the majority shareholder;
- Is an independent business venture;
- Is a new business, not previously registered or operated on an on-going basis;
- Operates at arm’s length from family business ventures;
- Operates in Ontario;
- In which the Approved Participant spends an average of 35 hours per week on the business operation for a minimum of 8 weeks for high school students, or 12 consecutive weeks for post-secondary school students, from the business start date as stated in the business plan; and
- Is in compliance with all applicable laws.

Businesses that are not eligible:

- partnerships/co-operatives;
- franchises;
- distributorships;
- incorporated businesses that are controlled directly or indirectly by a person who would not be an eligible Youth under the Summer Company program;



	<ul style="list-style-type: none"> <li>• business ventures that are subsidiaries or divisions of an existing business;</li> <li>• business ventures that are continuations of existing commercial endeavours;</li> <li>• business ventures that allow for commissioned sales;</li> <li>• multi-level marketing ventures;</li> <li>• single events such as a theatrical production, a DJ gig, a music concert, a dance/party event, a fundraiser, a sporting tournament, etc.;</li> <li>• businesses that have a strictly pay per click service model; or</li> <li>• “1-900” number businesses.</li> </ul>
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#### C4. PERFORMANCE METRICS

The Recipient is responsible for reporting on activities and outcomes of the SBEC Program through the collection and reporting of key performance measures identified by the Province in accordance with this section C4, Table 1, Table 2 and Table 3 below and Schedule F. Explanations for the performance metrics listed below can be found on the Enterprise Centre Report (ECR) web portal (<https://www.ontariocanada.com/ecr>) or otherwise distributed by the Province.

#### Key Performance Indicators:

**Table 1: Key Performance Indicators**

Program	Metric
<b>General</b>	<p># of unique businesses supported: unique businesses served in the year by the Recipient including both new and existing or legacy clients.</p> <p># of businesses supported through workshops: the number of businesses who participated in a workshop series as part of the SBEC’s triaging process before receiving a consultation.</p>

<p><b>SBEC Core</b></p>	<p><b><u>Activities</u></b>  # of inquires  # of consultations  <ul style="list-style-type: none"> <li>• Exploring entrepreneurship</li> <li>• Starting a business</li> <li>• Existing business</li> </ul> # of French language consultations</p> <p><b><u>Outcomes</u></b>  # of businesses started  # of businesses sustained  # of businesses expanded  # of businesses purchased  # of jobs created</p>
<p><b>Starter Company Plus</b></p>	<p><b><u>Activities</u></b>  # of applications submissions  # of completed approved participants  # of grants issued  Dollar value of investment leveraged</p> <p><b><u>Outcomes</u></b>  # of businesses started  # of businesses expanded  # of businesses purchased  # of jobs created</p>
<p><b>Summer Company</b></p>	<p><b><u>Activities</u></b>  # of applications submissions  # of completed approved participants  # of grants issued</p> <p><b><u>Outcomes</u></b>  # of businesses started  # of jobs created  # of interested in pursuing entrepreneurship as a career option</p>
<p><b>Demographics</b></p>	<p># of Total of respondents that <b>voluntarily self-identified</b> for collection of demographics</p>

	<p># of Respondents (on an aggregate basis) that have <b>voluntarily self-identified</b> as part of any of the following groups (check all that applies):</p> <ul style="list-style-type: none"> <li>• Francophone</li> <li>• 2SLGBTQ+</li> <li>• Youth under 30 years of age</li> <li>• Newcomers to Canada (landed immigrants who came to Canada up to five years prior to a given census year)</li> <li>• Do you identify as a person with one or more disabilities? <ul style="list-style-type: none"> <li>○ Yes</li> <li>○ No</li> <li>○ I do not know</li> <li>○ I prefer not to answer</li> </ul> </li> <li>• Do you identify as First Nations, Métis, and/or Inuit? If yes, select all that apply: <ul style="list-style-type: none"> <li>○ No</li> <li>○ Yes, First Nations</li> <li>○ Yes, Métis</li> <li>○ Yes, Inuit</li> </ul> </li> <li>• Race categories of participant respondents: <ul style="list-style-type: none"> <li>○ Black</li> <li>○ East/Southeast Asian</li> <li>○ Indigenous (First Nations, Métis, Inuk/Inuit)</li> <li>○ Latino</li> <li>○ Middle Eastern</li> <li>○ South Asian</li> <li>○ White</li> <li>○ Other – please specify.</li> </ul> </li> <li>• Gender of participant respondents: <ul style="list-style-type: none"> <li>○ Woman</li> <li>○ Man</li> <li>○ Non-Binary</li> <li>○ Two-Spirit</li> <li>○ I don't identify with the above (please specify)</li> <li>○ I prefer not to answer.</li> </ul> </li> </ul>
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Reporting requirements and timelines are provided in Schedule “F” Reports.

**Program Participant Level Data Metrics:**

**1. Clients and Approved Participants Data List**

The bi-annual Reports to be submitted to the Province in accordance with item 1C of the table in Schedule “F” shall include the information set out in Table 2 below (the “Clients and Approved Participants Data List”) for each Client and Approved Participant. For certainty, the Clients and Approved Participants Data List shall not contain any identifying information relating to individual Clients or Approved Participants other than in their business, professional or official capacity.

**Table 2: Clients and Approved Participants Data List (Business Information Only)**

<b>Clients and Approved Participants (Business Information Only)</b>	<b>Definition</b>
Legal Name of Business Supported	Business legal name receiving supports from an SBEC through Core and/or Micro-Grants
Fiscal Year	Fiscal Year (FY2024-25 or FY 2025-26)
Business Title	Business Information Only
Business Email Address	
Business Phone Number	
Business Mailing Address	
Business Postal Code	
City	
Municipality	
Region	Central; Eastern; Northern; Southwestern
Sector	Area of the economy in which the SME operates (use NAICS code).
Referral Partnerships	Please specify the number and type of referral throughout the project including but not limited to RICs, SBECs, IPON.

## 2. Grantee Data List

The bi-annual Reports that are to be submitted to the Province in accordance with item 1D of the table in Schedule “F” shall include the information set out in Table 3 below (the “Grantees Data List”) for each Grantee. For certainty, the Grantees Data List shall not contain any identifying information relating to individual Approved Participants other than in their business, professional or official capacity. The Recipient shall not submit any Grantee Data List to the Province unless it has first obtained a Grantee Data List Consent from the Grantee/Approved Participant to which the information in the Grantee Data List relates, in accordance with the applicable requirements set out in in Schedule “F”: Reports.

**Table 3: Grantee Data List (Business Information Only)**

<b>Grantee Data List</b> <i>(Business Information Only)</i>	<b>Definition</b>
Legal Name of Grantee	Business legal name
SBEC Grant Year	Fiscal Year of funding (FY 2024-25 or FY 2025-26)
Business Title of the Micro-Grant applicant (CEO, Owner...)	Business Information Only
Business Email Address	
Business Phone Number	
Business Mailing Address	
Business Postal Code	
City	
Municipality	
Region	
Sector	Area of the economy in which the SME operates (use NAICS code).
Starter Company Plus (SCP)	SCP funds received in \$
Summer Company (SC)	SCP funds received in \$
<i>If Summer Company participant is aged of 18 years or older, please specify</i>	Yes, at least 18 years old, or No?
Total Funding	Total Funds of SCP and/or SC received in \$
Total Funding Leveraged through other institutions/organizations (based on voluntary self-identification)	Other sources of funds in \$

Referral Partnerships	Please specify the number and type of referral throughout the project including but not limited to RICs, SBECs, IPON.
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## **C5. ENTERPRISE CENTRE REPORTING (ECR)**

The Recipient will report back to the Province bi-annually in the ECR system during the term of the Agreement on key performance activities and metrics set out in Schedule “C”, Section C4 and in accordance with Schedule “F” Reports.

## **C6. PROGRAM MONITORING, COMPLIANCE AND FOLLOW-UP**

### **Program Monitoring and Compliance**

Program monitoring and compliance will be carried out between the Province and Recipient. Some of the activities that can be expected during the life cycle of an Agreement include:

1. Activity and financial reporting on program activities, budget and performance metrics
2. On-site compliance and evaluation visits from the Province to evaluate onsite program activities and performance reporting processes
3. Monthly discussions via telephone with the Province on program progress
4. Correspondence by mail or e-mail.

### **Follow-Up**

The Recipient will conduct follow-up with all Clients and Approved Participants who received a consultation through SBEC Core services and completed Summer Company and Starter Company Plus at exit to report on the impact performance metrics outlined in Schedule C, Section C4. or until an outcome performance metric is reported. The Recipient is required to maintain Clients and Approved Participant contact information.

## **C7. INFORMATION MANAGEMENT REQUIREMENTS**

The Recipient will develop and maintain relevant and up-to-date systems for planning, monitoring, and reporting program activity and expenditures. Without limiting the generality of the provisions in sections A7.2, A7.3 and A7.4, at a minimum, the Recipient’s information management records, systems, and procedures will:

- a. Ensure that full documentation is available, verifying that the statistical and financial information entered into any Province systems and other Recipient management systems meets the reporting and audit requirements of the Province;
- b. Protect Clients' and Approved Participants' privacy in accordance with the Agreement with the Province, including records through storage in a secured system, for both electronic and manual records;
- c. Make records accessible for audit purposes by identifying them in a distinct manner, rather than only by name;
- d. Ensure records and information are used for ongoing evaluation of services.

## **C8. SBEC BUSINESS PLAN AND PROGRAM PLAN**

The Business Plan and Program Plan attached in this section C8 form part of the Agreement.

### **Small Business Enterprise Centre (SBEC) Business Plan**

<b>SBEC Name:</b>	<b>Enterprise Renfrew County</b>
<b>Location:</b>	<b>County of Renfrew</b>
<b>Completed By (Name and Title):</b>	<b>Heather Inwood-Montrose (Small Business Advisor) &amp; Melissa Marquardt (Manager of Economic Development)</b>
<b>Date:</b>	<b>February 12, 2024</b>

## **Overview**

The intent of this Business Plan is to provide a description of the work of the Small Business Enterprise Centre (SBEC) in **FY2024-26**, and will be included as part of the program agreement. This business planning process also provides a basis for dialogue between the ministry and your SBEC which covers:

- A plan to achieve objectives for the upcoming fiscal year;
- How local and regional economic development priorities and strategic direction align with programming; and
- How services meet the needs of entrepreneurs in their community.

**Note:**

Please provide short, concise and direct responses wherever possible or as bulleted responses. Where descriptions are being requested, please limit your response to no more than 1-2 paragraphs (~ 2-300 words max.).

## 1. Small Business Enterprise Centre (SBEC) Overview

1.1 Describe the Small Business Enterprise Centre's main objectives for the next 2-5 years:

- Continue to increase our profile within the communities of the County of Renfrew, City of Pembroke, Algonquins of Pikwàkanagàn First Nation, Algonquins of Ontario and small businesses by:
  - Working with the Ottawa Valley Economic Development Partners Group, which includes representatives of municipal economic development, provincial and federal levels of government.
  - Building awareness of our programs and services through social media, website, and community networking opportunities
  - Attending and co-hosting trade shows, career fairs, business and economic development events, and skilled trade fairs virtually or in person
- Continue to develop service excellence in our client services process to include:
  - Professional consulting services to existing and prospective small businesses in Renfrew County, City of Pembroke and Algonquins of Pikwàkanagàn First Nation
  - Business start-up and expansion resources offering current, relevant, timely information
  - Offer group learning opportunities and webinars on relevant topics
  - Business outreach, communications and visits to new and existing clients to promote services and build relationships
- Collaborate and partner with business organizations to offer seminars/webinars of value to new and existing business owners
- Foster and maintain a positive working relationship with the three regional Chambers of Commerce, Ottawa Valley Tourist Association and various area Business Improvement Associations
- Attend meetings with the Ottawa Valley Economic Development Partners Group (OVED Partners)
- Generate sponsorship for programs and events by networking and encouraging collaboration of public/private organizations to promote their offerings
- Research and maintain a database of funding opportunities that will benefit regional small business owners and demographic groups
- Promote the Summer Company program effectively to the twelve area high schools and two post-secondary institutions within Renfrew County and the City of Pembroke



- Deliver the Starter Company Plus Program creating 12 new and expanded businesses and 15 jobs over the duration of the program
- Offer a variety of events and networking opportunities including webinars during Small Business Month, subject to funding and sponsorship

1.2 How is the SBEC currently governed? (please check one)

Reporting to a municipality

Independent non-profit

Other: \_\_\_\_\_

1.3 Describe the current service area of the SBEC (i.e. using municipal boundaries):

County of Renfrew and the separated City of Pembroke have a total population of 109,308 (2022). The county is geographically the largest in Ontario, encompassing approximately 7,645 square kilometres. Located in the heart of the Ottawa Valley, it stretches along the shores of the Ottawa River from the outskirts of Ottawa in the east to the northern tip of Algonquin Park's wilderness in the west. The county is geographically diverse, ranging from forested wilderness and rural areas, which make up half the county, to highly industrialized and developed areas with world-class employers and facilities in the nuclear and aerospace industries.

Enterprise Renfrew County operates from two office locations in order to provide assistance to entrepreneurs across Renfrew County. The main office is located at 9 International Drive in Pembroke (County Administration Building and mailing address), while the second office is located in the newly developed Ottawa Valley Business Hub at Renfrew Town Hall, 127 Raglan Street, Renfrew.

1.4 If you have a service area that extends to other municipalities beyond the municipality in which your SBEC is based, do those municipalities contribute to the SBEC (i.e. through in-kind and/or cash contributions)

Yes  No

The City of Pembroke contributes \$5,000 per year. The Town of Renfrew contributes \$500 per year, in addition to providing in-kind office and meeting space (\$500) within the Ottawa Valley Business Hub location.

ERC reports to County Council through the Development & Property Committee (D&P) on a monthly basis. These reports keep politicians and senior administration informed of the activities and services of ERC. Annual reports delivered directly to key partners, include the City of Pembroke and the Town of Renfrew.

## 2. Economic Development Strategy and COVID Recovery

2.1 Does your municipality (or region) have a current economic development strategy?

Yes X No

If yes, briefly describe the key objectives or main themes in the plan:

The new 2024-2026 County of Renfrew Economic Development Strategic Plan is currently being finalized and will be approved at the end of February 2024. The plan outlines three areas of priority including Business Investment, Retention and Attraction; Small Business and Entrepreneurship, and Tourism.

Renfrew County's primary economies are traditionally within the advanced manufacturing, forestry, agriculture, tourism, nuclear and aerospace & defence sectors. That said, 98% of businesses in Renfrew County are small businesses, which are important to the development of the local economy. The County has high rates of attainment in apprenticeships, trades, college diplomas and certificates, and in university degrees, in every age cohort. This is important to the region as these skilled and educated workers maintain transferrable skills, which can help to support fluctuating labour market needs across multiple sectors and entrepreneurial ventures.

Employment agencies have reported that the area could benefit from more entrepreneurial and retraining opportunities geared to youth aged 15-29, and to those aged 35-55 years completing military service to facilitate occupational transitions. This supports the need for SBECs to be adequately financed to be able to assist in transitioning these individuals to entrepreneurship.

Promoting entrepreneurship and development of the creative and innovative sector, specialized niche manufacturers, high value services, import replacement production, new tourism business, and products have been identified as economic development priorities in Renfrew County. It is well known that in the region, the majority of economic growth (increases in numbers of new businesses/employers) results from entrepreneurial ventures.

2.2 Does the municipality or region's economic development strategy include any specific initiatives delivered by the SBEC?

Yes X No

If yes, please identify the initiative:

The County of Renfrew's 2024-2026 economic development strategic plan outlines the following priority actions under the Small Business and Entrepreneurship division:

- Work with the Algonquins of Pikwakanagan First Nation to support their economic development and entrepreneurship efforts.
- Market and communicate Enterprise Renfrew County's programs, roles and responsibilities.
- Explore a sustainable funding model for Enterprise Renfrew County (ERC).

The County relies on ERC to deliver the key entrepreneurship development programs for youth and adult entrepreneurs and business operators. County and municipal governments directly support ERC operations through the tax levy and their economic and community development staff work closely and collaboratively with ERC. Summer Company, Starter Company Plus and the broad spectrum of CORE

small business consulting is expected to be delivered and lead by ERC with County and municipal cooperation and collaboration.

The County of Renfrew also holds a Memorandum of Understanding with the Algonquins of Pikwakanagan First Nation (AOPFN) through which Enterprise Renfrew County is designated as the conduit for promotion of training opportunities in entrepreneurship as requested by the AOPFN.

2.3 How does your SBEC ensure that its services align with the goals and priorities of the municipality or region's economic development strategy?

The County of Renfrew's Manager of Economic Development Services also manages ERC and the Ottawa Valley Tourist Association. The County's Economic Development team and SBEC staff are part of the Economic Development Division within the Development and Property Department of the County of Renfrew. This is an intentional structure, to efficiently integrate business and entrepreneur support and assistance, foster collaboration, avoid redundancy, leverage investments by local and provincial governments and more effectively serve the community.

ERC staff and the Manager of Economic Development jointly develop SBEC goals, objectives and plan activities and initiatives that support both the Province of Ontario priorities and those of the County of Renfrew. At the County level, ERC is fully integrated into economic development operations and is located in one County building sharing office space with Economic Development staff, while the second office location shares space with the Town of Renfrew economic development staff and partner organizations. ERC benefits from the extensive human resources of the County and the professional services of the IT, Human Resources and Finance and Administration departments specifically.

2.4 Is the SBEC active in supporting a COVID recovery strategy or plan?

Yes  No

If yes, provide an overview of how. If not, please provide a rationale:

While there is not currently a formalized COVID recovery strategy or plan in place, ERC is actively supporting County efforts to obtain feedback from the small business community via surveys promoted through social media to understand the state of economic recovery post COVID. ERC is also actively supporting individual businesses through CORE consultations in sustaining and maintaining operations during challenging economic times.

### 3. Local Entrepreneurship Partners

3.1 Provide an overview of local and regional partners that support the work of the SBEC and the entrepreneurship ecosystem (e.g. municipalities, Chamber of Commerce, Business Improvement Areas, Regional Innovation Centres, Community Futures Development Corporations, etc.)

<b>Partner / Organization Name</b>	<b>Type of Support Provided to SBEC or Partnership (e.g. funding, in-kind contributions, service exchange, referrals, etc)</b>
Ottawa Valley Economic Development Partners Group	Referrals, information exchange, promotion and collaboration on events and workshops at individual/regional municipal levels, financial support for regionally clustered events
Renfrew County Community Futures Development Corporation	Referrals, collaborative business events, cross referring clients for programs and funding, utilizing their highly qualified and experienced finance staff to coach our clients
Upper Ottawa Valley Chamber of Commerce  Renfrew and Area Chamber of Commerce  Greater Arnprior Chamber of Commerce	Referrals, event/program promotions, and communications, members have opportunity to assist ERC as mentors to clients
Employment Ontario Service Providers	Referrals, event/program promotions, and communications
Algonquins of Pikwàkanagàn First Nation	Referrals, event/program promotions, and communications
Algonquins of Greater Golden Lake First Nation	Referrals, event/program promotions, and communications
Ontario Works and Ontario Disability Support Program (ODSP)	Referrals
Municipalities & City of Pembroke	Cross referrals for service/CIP program support, collaboration, sponsorship, and promotion of events such as Small Business Month
Local Immigration Partnership	Referral of newcomer clients for services, event/program promotions

3.2 Identify any new partnerships that the SBEC has been pursuing or plans to pursue during the contract period, if any:

Enterprise Renfrew County is focused on actively fulfilling the mandate of the Memorandum of Understanding with the Algonquins of Pikwakanagan First Nation through timely support of referred clients. ERC plans to further collaborate with the Small Business Centres of Ontario and the Eastern Region SBC Ontario members to identify opportunities for professional development. ERC aims to further strengthen our position in the entrepreneurship ecosystem and to seek opportunities to collaborate through sharing best practices and information or resources.

As ERC is located adjacent to the City of Ottawa, staff will be continuing to develop stronger connections with Invest Ottawa, to leverage their broad portfolio of programs and specialized expertise in the IT and technology sectors. ERC is also cognizant of opportunities for small businesses to leverage the skills of Algonquin College students and is developing relationships with program coordinators for referrals in business and IT.

3.3 Does the SBEC have dedicated initiatives for any special interest populations (e.g. BIPOC entrepreneurs, francophone, LGBTQIA2+, youth, etc.)?

Yes  No

If yes, please identify which groups:

Enterprise Renfrew County is continuing to build on the strong relationship foundation developed with the Centre Culturel de Francophone Pembroke and l'ACFO through the French grant received in 2022. In collaboration with Renfrew County Community Futures Development Corporation, the goal is to continue to deliver an annual Francophone Entrepreneur networking event.

## 4. SBEC Operations

4.1 How is the SBEC staffed:

	Full-Time	Part-Time
<b>Permanent Employees</b>	2 full time	
<b>Contract Staff</b>		

Please provide an organizational structure/chart that shows reporting relationships and roles/titles:

- Small Business Advisor and Program Officer both report directly to the Manager of Economic Development.
- The Manager of Economic Development reports to the Director of Development & Property
- The Director of Development & Property reports to the Chief Administrative Officer

**Small Business Advisor** - works from two office locations. Position responsibilities include:

1. Under the direction of the Manager of Economic Development Services will assist in the development and implementation of the Enterprise Centre's annual business and work plan and associated reports.
2. Deliver programs and events, such as Summer Company, Starter Company Plus and other programs recommended by the Ministry.
3. Supervise Enterprise staff; assign tasks and check work of others administering any programs.
4. Assist clients to write and refine business plans and cash flow projections.
5. Counsel clients on business topics including: marketing management teams, new product assessment, international trade, contract procurement, business ownership requirements, etc.
6. Assist clients in determining sources of financing to establish and/or grow their business.
7. Instruct and/or provide seminars and workshops on subjects such as: business plan development, marketing, tax, financing, starting a small business, legal issues, sales strategies, bookkeeping, etc.
8. Responsible for maintaining and querying CRM database that track client information and business inquiries.
9. Maintain an electronic resource centre of business planning and support information.
10. Liaise with various organizations, businesses and individuals to promote the programs of the Enterprise Centre and encourage active partnerships in program delivery. Such partners to include but not be limited to banks, lawyers, accountants, Chambers of Commerce, Business, Economic and Community Development Officers. Network with staff of other Enterprise Centres to identify cooperative opportunities and program ideas.
11. Responsible for submitting regular reports to the County of Renfrew, ERC funding partners and the Ministry of Economic Development, Job Creation and Trade.

**Program Officer** typically works from the Pembroke office. Position responsibilities include:

1. Provide basic start-up and general information to clients including potential or existing early-stage business operators.
2. Partnership Development & Business Visits & Outreach: Liaise with various organizations, businesses and individuals to promote the programs of the Enterprise Centre and encourage active partnerships in program delivery. Such partners to include but not be limited to banks, lawyers, accountants, Chambers of Commerce, Economic Development Officers, etc. Network with staff of other Enterprise Centres to identify cooperative opportunities and program ideas. Visit start-up and new businesses (under 5-years old) to encourage consultations, retention and growth.
3. Under the direction of the Small Business Advisor, coordinates the planning and delivery of programs including those recommended by the Ministry as part of the Provincial Enterprise Centre program like Summer Company.
4. Assist the Small Business Advisor with the planning and coordination of seminars/webinars: business plan development, marketing, tax, financing, starting a small business, legal issues, sales strategies, bookkeeping, etc.
5. Responsible for maintaining and querying CRM database that track client information and business inquiries.
6. Maintain an electronic resource centre of business planning, support information, and research the availability of new resource materials.
7. Maintain Enterprise Renfrew County's social media presence on sites like Facebook, Twitter, and Instagram as well as ERC website maintenance.

- 4.2 How often does your SBEC report to your municipal Council (if applicable) or Not-For-Profit Board?

Once a Year

Twice a Year

Quarterly (4 times per year)

X Other: Monthly

Enterprise Renfrew County (ERC) is part of the Economic Development division within the Development and Property Department of the County of Renfrew. ERC staff report to the Manager of Economic Development Services.

The Manager reports on ERC operations, activities and results to County Council through the Development & Property Committee (D&P) on a monthly basis. These reports apprise politicians and senior administration of the activities and services of ERC. Annual reports to the City of Pembroke and Town of Renfrew are delivered annually to their Municipal Councils.

4.3 If you do report to Council or a Non-For Profit Board, what information does your SBEC provide? (Select all that apply)

Highlights from the SBEC (e.g. consultations, # jobs created, businesses supported, success stories)

Administrative and service delivery (e.g. Transfer Payment Agreement updates, staffing resources)

Partnerships (e.g. existing or recommendation to pursue new partnership opportunities)

Financial reporting (e.g. budget, municipal/county or other partner contributions of cash and/or in-kind)

Other: Events, workshops, training sessions and celebrations of the success of our entrepreneurs. When possible, ERC clients and Summer Company student entrepreneurs are presented to County Council in a regularly schedule council meeting. This also generates media and public awareness of ERC and of our clients' businesses.

- 4.3 Describe any changes to operations and client service delivery in response to post COVID-19 (e.g. shifts between in-person and digital service; changes to methods of engaging with businesses):

In early 2022, two long serving ERC staff and the Economic Development Manager at the County of Renfrew retired. This resulted in the hiring of two new ERC staff and the promotion of a new Economic Development Manager. This change in employees revitalized service delivery and enhanced methods of engaging with businesses.

The Small Business Advisor and Program Officer bring a wealth of experience and connections to the County of Renfrew. As the new team developed processes and implemented an active social media outreach strategy using Facebook, Instagram, and LinkedIn to encourage business followers and collaborative promotion of services and events with partner organizations. This coupled with post-pandemic recovery resulted in an increase to inquiries and consults over the course of 2022-2024. Consults are now primarily conducted over the phone or virtually using zoom or teams, with few clients requesting in-person meetings. Those who do are accommodated in the office locations in Pembroke and Renfrew.

Enterprise Renfrew County implemented a CRM database system in 2023 which is enhancing capacity to efficiently track client information and conduct follow up outreach to track outcomes. Through quarterly follow up surveys with clients served, ERC questioned preferred methods of program delivery. Many clients reported preferring virtual services and program delivery mainly due to more effective use of time related to reduced need to travel. Given the geographic size of the County of Renfrew at 7,465 square kilometres and lack of public transportation (a barrier particularly for youth in accessing services) virtual program and webinar facilitation has increased the number of people accessing programs, services, and webinars, and may be influencing increased subscription to Summer Company and Starter Company Plus programs.

Additionally, Enterprise Renfrew County celebrated 25 years supporting regional entrepreneurs in 2023. To mark this historic milestone, ERC undertook a rebrand which included the in-house development of a new logo and website. This rebrand offered opportunity to increase ERC visibility which also contributed to an increase in inquiries and consults.

- 4.4 Identify any barriers or possible risks to successfully delivering the programs and services of the SBEC. What steps are being undertaken to address these risks?

Operational costs of ERC continue to increase each year while the base funding from the Province of Ontario, Town of Renfrew and the City of Pembroke does not. This restricts our travel, marketing and program delivery and hinders our ability to initiate new innovative programs.

Rural SBEC's face a significant challenge attracting sponsorships and financial partners as compared to urban centres. To address these challenges, ERC is leveraging technology to reduce costs, use time more efficiently, minimize travel time and expenses, and reach more clients with greater ease.



Municipalities are under significant budget pressures as the pandemic has eroded the municipal commercial and industrial tax base. This restricts their ability to increase support to ERC to any significant extent.

Enterprise Renfrew County encourages the Province of Ontario to consider:

- Implementing a uniform client relations management (CRM) system across all SBECs so that client relations, communications, client files and records, and individual SBEC reporting would all be uniform and universal. This would reduce SBEC costs for individualized CRM systems including staff training time and expense, would ensure data is securely stored on Canadian servers and back up servers protecting client information, enable subject matter experts to assist SBECs, and reduce provincial reporting time for all SBECs. It would also enable efficient information sharing amongst SBECs and amongst provincial staff overseeing SBEC operations. This would assist ministry staff to have a clear picture of all SBEC activities and operations in real time and would result in operational cost savings for SBECs that could be directed to enhanced client services.
- Establish CORE funding including increased allocations to wages that will increase at the annual rate of inflation as a minimum in order to ensure the SBEC's are able to attract and retain talent, enhance sustainability of SBECs, and continue delivery of the valuable services they provide to their municipalities and regions strengthening Ontario.

4.5 What tools, platforms or systems does your SBEC use to manage client outreach, engagement and tracking program and client data?

Each office location (Pembroke & Renfrew) logs all emails, social media, referrals, walk-ins, and phone inquiries on a tracking sheet. The paper record has been maintained from historic processes to compare information recorded to data entered in the Salesboom CRM to ensure accuracy while staff adjust to using the new system. ERC is confident in the accuracy of the system after nearly one year of use and is moving toward elimination of paper tracking. The CRM system tracks a workflow of inquiries, consults, program participation, client info, and business info. The data collected matches TPA target outcomes and datasets. The CRM allows ERC staff to extract customized reports for compilation of data which is then entered in the Enterprise Reporting Centre (ECR) ministry system monthly. This data is then compiled for interim and final reports.

Economic impact figures including jobs created, businesses started, businesses sustained/expanded are tracked by conducting quarterly follow up surveys, email and phone calls with clients served in the previous quarter. Regular monitoring of social media and Google searches also enable ERC to locate and verify new business start-ups, and to verify continuity over the longer term. ERC and County Economic Development staff belong to a number of local business network groups, and we encourage clients to join those groups to benefit from new contacts and sharing of best practices and innovative ideas. These groups are a further method to monitor client progress over the long term.

Consultations are conducted mainly virtually with in-person availability in both office locations (Pembroke & Renfrew) at the client's request. Consult needs and resources provided are recorded in consult tracking

forms in the CRM at which time the status of a business (exploring entrepreneurship, starting a business, existing business, repeat business) is recorded. At subsequent consults clients may indicate if they registered, sustained, or expanded a business as a result of coaching and how many jobs are created which is all recorded in the consult form and can be extracted for reporting purposes. This information is compiled monthly for reporting in ECR. Client demographic information is also recorded when self-identified as are referrals to partner organizations. This information may also be extracted in customized reports.

Program application forms, business plans, cash flows, email communication records, and other related program documentation remains stored in the County of Renfrew CABX system for security of information. Microsoft Office, Outlook, Excel, Word, and Adobe pdf are our primary document tools. Constant Contact, Typeform, and Canva subscriptions are shared by Economic Development department with ERC which reduces costs and enhances client/partner communications and marketing. Google classroom is used to deliver Summer Company and Starter Company Plus training which offers tracking of submission of program requirements and information sharing with participants. The Salesboom CRM system is used in collaboration with County Economic Development Services for efficiency and ease of information sharing, referrals, and reporting.

4.6 Describe any future initiatives to improve programs, services or operations:

Enterprise Renfrew County implemented the CRM system and use of Google classroom in 2023. The goal is to continue to identify improvements to the systems and refine based on client feedback. Additionally, ERC is moving toward enhanced use of the CRM and Outlook plugin capacities related to groups emails for program promotions moving into 2024.

## **5. Client Service, Engagement and Follow-up**

5.1 Briefly describe the steps of the SBEC's client intake, service and engagement process:

ERC typically receives intake inquiries via social media, email, phone, event attendance, or referral from partner agencies. Periodically each office location receives walk in clients. Inquiries are tracked using the CRM through a brief conversation during which basic client information and needs are identified. Full consultations and service greater than 30 minutes in length are booked and conducted via phone, virtual, or in-person. Needs analysis and engagement process is conducted after which resources and information is provided to the client in a follow up email which includes web links, forms, and contact information or direct referrals to partner agencies such as Renfrew County Community Futures Development Corporation (RCCFDC) and Business Development Bank of Canada (BDC). Consultation tracking is entered in the CRM. Staff also monitor social media and community main streets to identify new businesses for direct outreach who have not connected through traditional channels.

5.2 How does your SBEC conduct client follow-ups? At what stage of your engagement does this occur?

Some clients who identify benefiting from regularly scheduled meetings wish to engage in sustained coaching for a period of time for example, business plan and cash flow development. Follow up appointments are booked in advance for these clients during regular consults. Some clients participate in programs which ensures consistent engagement and communication for the duration of the program. Some clients follow ERC’s social media accounts and interact on posts which staff routinely respond to with 24-48 hours of identifying a response notification. Clients may also text ERC staff work only cell phones particularly youth clients which are responded to directly. Follow up engagement with all clients occurs every three months during quarterly follow up outreach at which time clients offer feedback on service and may request additional consultations. Longer term follow up occurs through identifying client needs generally through social media posts in which it is recognized a change is occurring for the client which who may benefit from continued coaching.

Enterprise Renfrew County maintains consistent communication with municipal and economic development partners who may also identify a regional entrepreneur who may benefit from follow up outreach. The goal is to provide support to sustain, maintain, and grow regional businesses.

## 6. Program Plan and Outcomes

### SBEC PROGRAM PLAN AND OUTCOMES April 1, 2024 - March 31, 2026

<b>SBEC Name:</b>	<b>Enterprise Renfrew County</b>
<b>Location:</b>	<b>County of Renfrew</b>
<b>Completed By: (Name and Title)</b>	<b>Heather Inwood-Montrose (Small Business Advisor) &amp; Melissa Marquart (Manager of Economic Development)</b>
<b>Date:</b>	<b>January 10, 2024</b>

Program Components	Key Activities	Performance Indicators – Activities and Outcomes	Target 2024/25	Target 2025/26	
<b>Program plan for delivery of SBEC Core</b>  <i>Outline 3-5 key activities associated with the delivery of this initiative. Examples: Administration, Strategic Planning and Recruitment, Initial Assessment/Inquiries, Business Advisory/Coaching, Business Skill Development, Events, Partnership Communications.</i>	Generated through phone calls, emails, social media, website visits, and walk-ins.  Consultations conducted through one on one via phone, zoom or in person.  Delivery of workshops, webinars, and events offering learning and networking opportunities, training, promotion of services  Outcomes determined through	Activity	# of Inquiries	750	750
		Total # of consultations	175	175	
		# of consultations – exploring entrepreneurship	75	75	
		# of consultations – starting a business	75	75	
		# of consultations – existing business	25	25	
		# of French language consultations	0	0	
		Outcomes	# of businesses started	20	20
		# of businesses sustained	N/A	N/A	
		# of businesses expanded	4	4	
		# of businesses purchased	2	2	
# of jobs created	25	25			

	follow up conversations, emails, social media searches, and quarterly outreach surveys of clients served.				
<b>Program plan for delivery of Starter Company Plus</b>  <i>Outline 3-5 key activities associated with the delivery of this initiative. Examples: Administration, Intake, Training and Skills Development, Mentorship, Micro-Financing</i>	Training & skills development delivered in two intake cohorts per year (spring & fall) \$ value of investment leveraged verified through micro-financing recipient reports Mentor and coach participants through training who have started, expanded or purchased their business as a result of the program Administer continued support and coaching as needed post program	Activity	# of applications submissions	14	14
			# of completed approved participants	12	12
			# of grants issued	12	12
			\$ value of investment leveraged	112,000	112,000
		Outcomes	# of businesses started	10	10
			# of businesses expanded	2	2
			# of businesses purchased	1	1
# of jobs created	15		15		
<b>Program plan for delivery of Summer Company</b>  <i>Outline 3-5 key activities associated with the delivery of this initiative. Examples: Administration, Intake, Training and Skills Development, Mentorship, Micro-Financing.</i>	Promote Summer Company through social media channels, contacts, and school outreach. Conduct intake through coaching, Interview, and approve program applicants; issue micro-finance grant portion #1 (\$1500) Deliver training & skills development through provision of mandatory 12 hours of business training in addition to extra training as required per student; monitor progress and mentor; issue micro-finance portion #2 upon successful completion of program requirements	Activity	# of application submissions	5	5
			# completed approved participants	5	5
			# of grants issued	5	5
		Outcomes	# of businesses started	5	5
			# of jobs created	5	5
			# interested in pursuing entrepreneurship as a career option	3	3

<b>Demographics (NEW)</b>	Track reporting of self-identified demographics via CRM system	Voluntarily Self-Identified	# of Total of unique businesses that <b>voluntarily self-identified</b> for collection of demographics	N/A	N/A
			# of businesses owned by individuals (on an aggregate basis) that have <b>voluntarily self-identified</b> as part of any of the following groups: <ul style="list-style-type: none"> <li>- Women</li> <li>- Francophones</li> <li>- Indigenous people (First Nations, Inuit or Metis)</li> <li>- Racialized groups</li> <li>- Black communities</li> <li>- Newcomers to Canada (landed immigrants who came to Canada up to 5 years prior to a given census year)</li> <li>- People with disabilities</li> <li>- Lesbian, gay, bisexual, or queer, Trans or non-Binary (LGBTQ2+)</li> <li>- Youth under 39 years of age</li> </ul>	N/A	N/A

**TOP-UP FUNDING KPIs:**

Program Components	Key Activities	Performance Indicators – Activities and Outcomes Target 2024/25		Target 2024/25	Target 2025/26
<p>Program plan for delivery of <b>Starter Company Plus</b> for Top-Up Funding Only</p> <p><i>Outline 3-5 key activities associated with the delivery of this initiative. Examples: Administration, Intake, Training and Skills Development, Mentorship, Micro-Financing</i></p>		Activity	# of applications submissions	4	4
		# of completed approved participants	4	4	
		# of grants issued	4	4	
		\$ value of investment leveraged	40,000	40,000	
		Outcomes	# of businesses started	3	3
		# of businesses expanded	1	1	
		# of businesses purchased	0	0	
		# of jobs created	4	4	
		Outcomes for Women Entrepreneurs, Women Founders, Non-Binary	# of Completed Approved Participants (Women Entrepreneur, Women Founder, Non-Binary individual)	N/A	N/A
		# of Grants Issued to Women Entrepreneur, Women Founder, Non-Binary individuals	N/A	N/A	
<p>Program plan for delivery of <b>Summer Company</b> for Top-Up Funding Only</p> <p><i>Outline 3-5 key activities associated with the delivery of this initiative. Examples: Administration, Intake, Training and Skills Development, Mentorship, Micro-Financing.</i></p>		Activity	# of application submissions	2	2
		# completed approved participants	2	2	
		# of grants issued	2	2	
		Outcomes	# of businesses started	2	2
		# of jobs created	2	2	
		# interested in pursuing entrepreneurship as a career option	2	2	
SBEC Core Support in French - FGA	N/A	Partnership	# of Francophone	N/A	N/A

			Referrals from SBEC to FGA		
			# of Referrals from FGA to SBEC	N/A	N/A

## C9. SBEC ONE-TIME-TOP-UP INITIATIVE

Enhancement to the Small Business Enterprise Centre program aims to support Ontario's economic growth strategy by extending micro-grants to a broader spectrum of entrepreneurs. This initiative will allow more entrepreneurs to receive a micro-grant and participate in the training and mentorship program throughout the province by:

- Allowing 500 more eligible entrepreneurs to receive a **Starter Company Plus grant of \$5,000** that will be delivered through the SBEC network over two years.
- Incorporating **women entrepreneurs, women founders and non-binary demographic and data metrics in Starter Company Plus's** reporting and survey women and non-binary participants at program exit and through follow up evaluations to determine program effectiveness in addressing their challenges and barriers through the annual business supports survey.
- Adding 250 **Summer Company grants of up to \$3,000** to eligible students that will be delivered through the SBEC network over two years.

### Targets

- The Recipient's annual objectives for the enhanced Starter Company Plus and Summer Company programs are specified in SCHEDULE "D" within section C *Top-Up-Initiative Funding Budget*.

## C10. SBEC PARTNERSHIP WITH FEDERATION DES GENS D’AFFAIRES FRANCOPHONES (FGA) UNDER CORE SERVICES

SBEC Core is the foundational service that supports all Ontario entrepreneurs with answering inquiries, business advisory consultations, hosting workshops and networking events.

French active offer is defined as all measures taken to ensure that services in French are evident, readily available, easily accessible, known and of comparable quality to those offered in English.

For the SBECs requiring support in French active offer for the **SBEC Core services in French**, the Federation des gens d'affaires Francophones de l'Ontario (FGA) can provide additional support to Ontario's Francophone entrepreneurs in starting and/or growing their business through dedicated advisory supports, workshops, and events in their preferred language.



Through this initiative, more Francophone entrepreneurs will be able to receive services in their preferred.

Under Core services, FGA can support SBECs with another service pathway for referrals:

- The FGA should work in partnership with the SBEC network to provide a streamlined referral process to provide immediate supports for entrepreneurs in French.
- The FGA should be available to support the SBECs if they are unable to support the immediate needs of the French entrepreneurs without service interruption.
- The FGA business concierge services are comparable to the SBEC Core Services.

Under Core services, the Recipient should maintain its relationships with the Project partner FGA to support and deliver the SBEC Program to Francophone communities in their preferred language.

PROJECT PARTNER NAME	LOCATION	ROLE IN PROJECT UNDER CORE
Federation des gens d'affaires Francophones de l'Ontario (FGA)	Toronto	<ul style="list-style-type: none"> <li>- FGA can provide the SBECs with another Core service pathway for referrals and support the French active offer requirements under the French Language Services Act.</li> <li>- FGA has the capability to support the SBECs with French language referrals, business advisory consultations and resources.</li> <li>- FGA shall not deliver the Micro-Grants.</li> </ul>
Small Business Enterprise Centres (SBECs)	Ontario	<ul style="list-style-type: none"> <li>- SBECs can refer Francophone clients to FGA under Core services.</li> <li>- SBECs shall deliver the Micro-Grants.</li> </ul>

## C11. SBEC ONE-TIME-TOP-UP INITIATIVE AND PARTNERSHIP METRICS

The Recipient is responsible for reporting on activities and outcomes of the SBEC Program through the collection and reporting of key performance measures identified by the Province in accordance with this section C11, Table 2 and Table 3 and Table 4 and Schedule F. Explanations for the performance metrics listed below can be found on the Enterprise Centre Report (ECR) web portal (<https://www.ontariocanada.com/ecr>) or otherwise distributed by the Province.

**Key Performance Indicators:**

**Table 4: Key Performance Indicators**

<b>SBEC ONE-TIME-TOP-UP INITIATIVE &amp; PARTNERSHIP</b>	<b>Metric</b>
<b>SBEC Core Support in French - FGA</b>	<p><b><u>Partnership</u></b>  <u># of Francophone Referrals from SBEC to FGA</u>  <u># of Referrals from FGA to SBEC</u></p>
<b>Starter Company Plus - One Time Top Up Initiative</b>	<p><b><u>Activities</u></b>  <u># of applications submissions</u>  <u># of completed approved participants</u>  <u># of grants issued</u>  <u>Dollar value of investment leveraged</u></p> <p><b><u>Outcomes for Entrepreneurs</u></b>  <u># of businesses started</u>  <u># of businesses expanded</u>  <u># of businesses purchased</u>  <u># of jobs created</u></p> <p><b><u>Outcomes for Women Entrepreneurs, Women Founders, Non-Binary</u></b>  <u># of Completed Approved Participants (Women Entrepreneur, Women Founder, Non-Binary individual)</u>  <u># of Grants Issued to Women Entrepreneur, Women Founder, Non-Binary individuals</u></p>

<b>Summer Company - One Time Top Up Initiative</b>	<b><u>Outcomes for Entrepreneurs</u></b> <u># of Application Submissions</u> <u># of Completed Participants</u> <u># of Businesses Started</u> <u># of Jobs Created</u> <u># Number Interested in Pursuing Entrepreneurship as a Career Options</u>
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**SCHEDULE “D”**

**BUDGET**

**A. SUMMARY OF FUNDING CONTRIBUTIONS**

***Funding Year 1:***

FY2024/25	REVENUE SOURCES					
SBEC Program Components	MEDJCT Funding	Municipal Funding	County Funding	Other Funding	In-kind (non-cash) contributions	TOTAL
SBEC Core	\$150,897	\$5,500	\$28,055			\$184,452
Starter Company Plus (SCP)	\$68,700					\$68,700
Summer Company (SC)	\$16,500					\$16,500
<b>TOTAL:</b>	<b>\$236,097</b>	<b>\$5,500</b>	<b>\$28,055</b>			<b>\$269,652</b>

***Funding Year 2:***

FY2025/26	REVENUE SOURCES					
SBEC Program Components	MEDJCT Funding	Municipal Funding	County Funding	Other Funding	In-kind (non-cash) contributions	TOTAL
SBEC Core	\$150,897	\$5,500	\$28,055			\$184,452
Starter Company Plus (SCP)	\$68,700					\$68,700
Summer Company (SC)	\$16,500					\$16,500
<b>TOTAL:</b>	<b>\$236,097</b>	<b>\$5,500</b>	<b>\$28,055</b>			<b>\$269,652</b>

**B. MEDJCT Program Funding Budget**  
**Funding Year 1:**

**SBEC PROGRAM**

**FY 2024/25**  
 April 1, 2024 to March 31, 2025

**EXPENSES CATEGORIES**

Budget	In Cash	Actual	In Cash
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EXPENSES CATEGORIES	Budget	In Cash	Actual	In Cash
<b>A. SBEC Core</b>				
<b>SBEC Core Project Delivery:</b>				
• Staffing (Salary & MERCS, Consultants)	\$127,945			
• Program Operating Expenses (events, marketing/advertising, travel, workshops)	\$5,952			
• Technology Platform Upgrades	\$5,000			
<b>Administrative Expenses (Max. 10% of the 'SBEC Core' Subtotal):</b>				
• Courier, phone, office supplies, rent, audit at end of term	\$12,000			
<b>SBEC CORE Subtotal (A)</b>	<b>\$150,897</b>		<b>\$</b>	
<b>B. Starter Company Plus (SCP)</b>				
<b>SCP Project Delivery:</b>				
• Monitoring, grant committee, workshops, outreach, events, marketing, advertising, travel	\$8,700			
<b>SCP Micro-Grants:</b>	\$60,000			
<b>Starter Company Plus Subtotal (B)</b>	<b>\$68,700</b>		<b>\$</b>	
<b>C. Summer Company (SC)</b>				
<b>SC Project Delivery:</b>				
• training, workshops, outreach, events, marketing/advertising, travel	\$1,500			
<b>SC Micro-Grants:</b>	\$15,000			
<b>Summer Company Subtotal (C)</b>	<b>\$16,500</b>		<b>\$</b>	
<b>TOTAL EXPENSES (A+B+C)</b>	<b>\$236,097</b>		<b>\$</b>	
<b>Maximum Fund per Funding Year from the Province</b>	\$236,097			

See Schedule "H" for Eligible Expenditures for more details

\*Pro-rated Staff, please indicate how many staff are allocated to the project: 2

Funding Year 2:

**SBEC PROGRAM**

**FY 2025/26**  
April 1, 2025 to March 31, 2026

**EXPENSES CATEGORIES**

Budget	In Cash	Actual	In Cash
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EXPENSES CATEGORIES	Budget	In Cash	Actual	In Cash
<b>A. SBEC Core</b>				
<b>SBEC Core Project Delivery:</b>				
• Staffing (Salary & MERCS, Consultants)	\$127,945			
• Program Operating Expenses (events, marketing/advertising, travel, workshops)	\$5,952			
• Technology Platform Upgrades	\$5,000			
<b>Administrative Expenses (Max. 10% of the 'SBEC Core' Subtotal):</b>				
• Courier, phone, office supplies, rent, audit at end of term	\$12,000			
<b>SBEC CORE Subtotal (A)</b>	<b>\$150,897</b>		<b>\$</b>	
<b>B. Starter Company Plus (SCP)</b>				
<b>SCP Project Delivery:</b>				
• Monitoring, grant committee, workshops, outreach, events, marketing, advertising, travel	\$8,700			
<b>SCP Micro-Grants:</b>	\$60,000			
<b>Starter Company Plus Subtotal (B)</b>	<b>\$68,700</b>		<b>\$</b>	
<b>C. Summer Company (SC)</b>				
<b>SC Project Delivery:</b>				
• training, workshops, outreach, events, marketing/advertising, travel	\$1,500			
<b>SC Micro-Grants:</b>	\$15,000			
<b>Summer Company Subtotal (C)</b>	<b>\$16,500</b>		<b>\$</b>	
<b>TOTAL EXPENSES (A+B+C)</b>	<b>\$236,097</b>		<b>\$</b>	
<b>Maximum Fund per Funding Year from the Province</b>	\$236,097			

See Schedule "H" for Eligible Expenditures for more details

\*Pro-rated Staff, please indicate how many staff are allocated to the project: 2

# C. Top-Up-Initiative Funding Budget

## Funding Year 1 and Year 2:

### BUDGET (ONE-TIME TOP-UP INITIATIVE)

As of April 1, 2024

**TOP UP FUNDING: MICRO-GRANTS**

**EXPENSES**

B1. Starter Company Plus (SCP) - Top up	
SCP Intake and Coordination Process for Top-Up Funding Only	23%
SCP Project Delivery (monitoring, grant committee, workshops, outreach, events, marketing, advertising, travel)	25%
SCP Micro-Grants ( "4" at \$5000 each)	52%
<b>Starter Company Plus Subtotal (B1)</b>	
C1. Summer Company (SC) - Top up	
SC Intake and Coordination Process for Top-Up Funding Only	23%
SC Project Delivery (training, workshops, outreach, events, marketing/advertising, travel)	25%
SC Micro-Grants ( "2" at \$3000 each)	52%
<b>Summer Company Subtotal (C1)</b>	
<b>TOTAL EXPENSES (B1+C1)</b>	
<b>Maximum Top-Up Funding per Funding Year from the Province</b>	

See Schedule "H" for Eligible Expenditures for more details.

**IMPORTANT: Article A4.4 does NOT APPLY to this One-Time Top-Up Funding. Budget reallocation is NOT ALLOWED.**

Pro-rated Staff, please indicate how many staff are allocated to the project:

**Funding Year 1**

April 1, 2024 to March 31, 2025

**2024/25**

**Budget  
In Cash**

**Actual  
In Cash**

*Variance (underspent funds shall be repaid to Treasury Board at the end of each Funding Year)*

\$ 8,800	\$ -
\$ 9,600	\$ -
\$ 20,000	\$ -
<b>\$ 38,400</b>	<b>\$ -</b>

**Funding Year 2**

April 1, 2025 to March 31, 2026

**2025/26**

**Budget  
In Cash**

**Actual  
In Cash**

*Variance (underspent funds shall be repaid to Treasury Board at the end of each Funding Year)*

\$ 8,800.00	\$ -
\$ 9,600.00	\$ -
\$ 20,000.00	\$ -
<b>\$ 38,400.00</b>	<b>\$ -</b>

\$ 2,700	\$ -
\$ 2,900	\$ -
\$ 6,000	\$ -
<b>\$ 11,600</b>	<b>\$ -</b>

\$ 2,700	\$ -
\$ 2,900	\$ -
\$ 6,000	\$ -
<b>\$ 11,600</b>	<b>\$ -</b>

<b>\$ 50,000.00</b>	<b>\$ -</b>
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<b>\$ 50,000.00</b>	<b>\$ -</b>
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<b>\$ 50,000.00</b>
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<b>\$ 50,000.00</b>
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Planned Staffing      Actuals Staffing

2	
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Planned Staffing      Actuals Staffing

2	
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**SCHEDULE “E”**

**PAYMENT SCHEDULE**

**All payments are subject to the terms and conditions of the Agreement including, but not limited to, those in section A4.2(a)**

**A. MEDJCT PROGRAM FUNDING 2024-2026**

<b>Maximum Funds: \$236,097</b> <b>[INSERT AMOUNT OF MAXIMUM FUNDS]</b>		<b>TERM: 1 Year</b>
<b>FUNDS IN FUNDING YEAR 1: up to \$236,097</b>		<b>2024/25</b>
<b>PAYMENT DATE OR MILESTONE</b>	<b>AMOUNT OF FUNDS</b>	<b>TOTAL DISBURSEMENT</b>
<b>Payment 1:</b>  After execution of the Agreement by both the Recipient and Ontario, and receipt and approval by the Province of the insurance certificate required under Schedule “A”, Article 10	Up to \$236,097  (up to 100% Maximum of Funds per Funding Year)  Less a holdback of \$23,609.70 (10% of Funds for holdback)	Up to \$212,487.30
<b>Payment 2:</b>  Following the receipt and acceptance by the Province of the following reports pursuant to Schedule “F” for payment <b>by June 30, 2025</b> :  1. <b>Bi-Annual Performance Metrics Reports</b> for the period from Q1 to Q2 and from Q3 to Q4 of the Funding Year;  <p align="center"><b>and</b></p> 2. <b>Interim Report</b> for the Funding Year: <ul style="list-style-type: none"> <li>• Interim Financial Report on Budget;</li> <li>• Interim Report on Program Plan and Operations;</li> </ul>	Release of Holdback of up to \$23,609.70  (up to 10% Maximum of Funds per Funding Year)	Up to \$23,609.70



and		
3. <b>French Language Services Act (Ontario) Checklist</b> for the Funding Year;		
and		
4. <b>Clients &amp; Approved Participants Data Lists and Grantee Data Lists</b> for the Funding Year.		
<b>Total Payments for Funding Year 1, 2024-25</b>		<b>Up to \$236,097</b>

<b>Maximum Funds: \$236,097</b> [INSERT AMOUNT OF MAXIMUM FUNDS]		<b>TERM: 1 Year</b>
<b>FUNDS IN FUNDING YEAR 2: up to \$236,097</b>		<b>2025/26</b>
<b>PAYMENT DATE OR MILESTONE</b>	<b>AMOUNT OF FUNDS</b>	<b>TOTAL DISBURSEMENT</b>
<b>Payment 3:</b> After receipt and approval by the Province of the insurance certificate required under Schedule "A", Article 10 for payment by June 30, 2025.	Up to \$236,097 <b>(up to 100% Maximum of Funds per Funding Year)</b> Less a holdback of \$23,609.70 (10% of Funds for holdback)	Up to \$212,487.30

<p><b>Payment 4:</b></p> <p>Following the receipt and acceptance by the Province of the following reports pursuant to Schedule “F” for payment by June 30, 2026:</p> <p><b>1. Previous Year-End Report</b> for the Funding Year FY 2024-25:</p> <ul style="list-style-type: none"> <li>• Year-End Financial Report on Budget;</li> <li>• Year-End Report on Program Plan and Operations;</li> <li>• Request for Payment and Certificate;</li> </ul> <p style="text-align: center;"><b>and</b></p> <p><b>2. Bi-Annual Performance Metrics Reports</b> for the period from Q1 to Q2 and from Q3 to Q4 of the Funding Year;</p> <p style="text-align: center;"><b>and</b></p> <p><b>3. Interim Report</b> for the Funding Year:</p> <ul style="list-style-type: none"> <li>• Interim Financial Report on Budget;</li> <li>• Interim Report on Program Plan and Operations;</li> </ul> <p style="text-align: center;"><b>and</b></p> <p><b>4. French Language Services Act (Ontario) Checklist</b> for the Funding Year;</p> <p style="text-align: center;"><b>and</b></p> <p><b>5. Clients &amp; Approved Participants Data Lists and Grantee Data Lists</b> for the Funding Year;</p> <p style="text-align: center;"><b>and</b></p> <p><b>6. Current Year-End Report</b> for the Funding Year FY 2025-26:</p> <ul style="list-style-type: none"> <li>• Year-End Financial Report on Budget;</li> <li>• Year-End Report on Program Plan and Operations;</li> <li>• Request for Payment and Certificate;</li> </ul> <p style="text-align: center;"><b>and</b></p> <p><b>7. Audit Report*</b> on all funds from the Province received under this agreement by the Recipient for FY 2024/25 and FY 25/26 pursuant to Schedule “F” for the Funding Year.</p>	<p>Release of Holdback of up to \$23,609.70</p> <p>(up to 10% Maximum of Funds per Funding Year)</p>	<p>Up to \$23,609.70</p>
<p><b>Total Payments for Funding Year 2, 2025-26</b></p>	<p><b>Up to \$236,097</b></p>	

**B. TOP-UP-INITIATIVE FUNDING 2024-2026**

<b>Maximum Funds: \$50,000</b> <b>[INSERT AMOUNT OF MAXIMUM FUNDS]</b>		<b>TERM: 1 Year</b>
<b>FUNDS IN FUNDING YEAR 1: up to \$50,000</b>		<b>2024/25</b>
<b>PAYMENT DATE OR MILESTONE</b>	<b>AMOUNT OF FUNDS</b>	<b>TOTAL DISBURSEMENT</b>
<b>Payment 5:</b>  After execution of the Amending Agreement by both the Recipient and Ontario, and receipt and approval by the Province of the insurance certificate required under Schedule “A”, Article 10	Up to \$50,000  (up to 100% Maximum of Funds per Funding Year)  Less a holdback of \$15,000 (30% of Funds for holdback)	Up to \$35,000
<b>Payment 6:</b>  Following the receipt and acceptance by the Province of the following reports pursuant to Schedule “F” for payment by June 30, 2025:  1. <b>Bi-Annual Performance Metrics Reports</b> (Top-Up-Initiative) for the period from Q1 to Q2 and from Q3 to Q4 of the Funding Year;  <p align="center"><b>and</b></p> 2. <b>Interim Report</b> (Top-Up-Initiative) for the Funding Year: <ul style="list-style-type: none"> <li>• Interim Financial Report on Budget;</li> <li>• Interim Report on Program Plan and Operations.</li> </ul> <p align="center"><b>and</b></p> 3. <b>Grantee Data Lists</b> for the Funding Year.	Release of Holdback of up to \$15,000  (up to 30% Maximum of Funds per Funding Year)	Up to \$15,000
<b>Total Payments for Funding Year 1, 2024-25</b>		<b>Up to \$50,000</b>

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<b>Maximum Funds: \$50,000</b>		<b>TERM: 1 Year</b>
<b>[INSERT AMOUNT OF MAXIMUM FUNDS]</b>		
<b>FUNDS IN FUNDING YEAR 2: up to \$50,000</b>		<b>2025/26</b>
PAYMENT DATE OR MILESTONE	AMOUNT OF FUNDS	TOTAL DISBURSEMENT
<p><b>Payment 7:</b></p> <p>After receipt and approval by the Province of the insurance certificate required under Schedule “A”, Article 10 for payment by June 30, 2025.</p>	<p>Up to \$50,000</p> <p>(up to 100% Maximum of Funds per Funding Year</p> <p>Less a holdback of up to \$15,000 (up to 30% of Funds for holdback)</p>	<p>Up to \$35,000</p>
<p><b>Payment 8:</b></p> <p>Following the receipt and acceptance by the Province of the following reports pursuant to Schedule “F” for payment by June 30, 2026:</p> <p><b>1. Previous Year-End Report</b> (Top-Up-Initiative) for the Funding Year FY 2024-25:</p> <ul style="list-style-type: none"> <li>• Year-End Financial Report on Budget;</li> <li>• Year-End Report on Program Plan and Operations;</li> <li>• Request for Payment and Certificate;</li> </ul> <p style="text-align: center;"><b>and</b></p> <p><b>2. Bi-Annual Performance Metrics Reports</b> (Top-Up-Initiative) for the period from Q1 to Q2 and from Q3 to Q4 of the Funding Year;</p> <p style="text-align: center;"><b>and</b></p> <p><b>3. Interim Report</b> (Top-Up-Initiative) for the Funding Year:</p> <ul style="list-style-type: none"> <li>• Interim Financial Report on Budget;</li> </ul>	<p>Up to \$10,000</p> <p>Release of the first holdback of \$10,000 (up to 20% of Funds for holdback)</p>	<p>Up to \$10,000</p>

<ul style="list-style-type: none"> <li>Interim Report on Program Plan and Operations;</li> </ul> <p style="text-align: center;"><b>and</b></p> <p><b>4. Grantee Data Lists</b> for the Funding Year.</p>		
<p><b>Payment 9:</b></p> <p>Following the receipt and acceptance by the Province of the following reports pursuant to Schedule "F" for payment by June 30, 2026:</p> <p><b>1. Current Year-End Report</b> (Top-Up-Initiative) for the Funding Year:</p> <ul style="list-style-type: none"> <li>Year-End Financial Report on Budget;</li> <li>Year-End Report on Program Plan and Operations;</li> <li>Request for Payment and Certificate;</li> </ul> <p style="text-align: center;"><b>and</b></p> <p><b>2. Audit Report*</b> on all funds from the Province received under this agreement by the Recipient for FY 2024/25 and FY 25/26 pursuant to Schedule "F" for the Funding Year.</p>	<p>Release of the second holdback: up to \$5,000 (up to 10% of Funds from holdback)</p>	<p>Up to \$5,000</p>
<b>Total Payments for Funding Year 2, 2025-26</b>		<b>Up to \$50,000</b>

**\*Audit Report:** For greater clarity, the Recipient can provide a single audit report encompassing the two-year period (Fiscal Years 2024/25 and 2025/26) pertaining to the funds allocated under both the MEDCJT Program Funding and the Top-Up Initiative Funding.

## SCHEDULE “F”

### REPORTS

#### REPORTING REQUIREMENTS

The Recipient will submit reporting **pertaining to the funds allocated under both the MEDCJT Program Funding and the Top-Up Initiative Funding** as outlined below:

Type of Report	Name of Report	Due By
<p><b>1. Performance Metrics and Outcomes</b></p>	<p><b>A. Bi-annually Performance Metrics Reporting</b></p> <p><b>Bi-annually reporting</b> of SBEC Program performance metrics as set out in Schedule “C” SBEC Program and the Program Plan.</p> <p>Performance activities and outcomes to be submitted through the Enterprise Centre Reporting (ECR) system with reference to any data definitions provided by the Province.</p>	<ul style="list-style-type: none"> <li>• Q1-Q2 (Apr – Sep) of each Funding Year by October 15 of each Funding Year</li> <li>• Q3-Q4 (Oct – Mar) of each Funding Year by April 15 of each Funding Year</li> </ul>
	<p><b>B. Number of Unique Businesses Supported and Businesses Supported by Workshops</b></p> <ul style="list-style-type: none"> <li>• <b>Number of unique businesses supported:</b> Reported annually. The number of unique businesses supported through the Recipients services. These are unique businesses served in the year by the Recipient including both new and existing or legacy clients.</li> </ul> <p><b>Number of businesses supported through workshops:</b> Reported annually. The number of businesses who participated in a workshop series (as part of the SBECs triaging process before receiving a consultation).</p>	<p>Q1-Q4 (Apr – Mar) by April 15 of each Funding Year</p>

	<p><b>C. Clients &amp; Approved Participants Data List – Table 2</b></p> <ul style="list-style-type: none"> <li>• <b>Bi-annual reporting</b> of Clients and Approved Participants Data List, in accordance with section C.4 of Schedule “C”, for Clients and Approved Participants for the reporting period of April 1, 2024 to September 30, 2024 and October 1, 2024 to March 31, 2025.</li> </ul>	<ul style="list-style-type: none"> <li>• On or before October 15 of each Funding Year</li> <li>• On or before April 15 of each Funding Year</li> </ul>
	<p><b>D. Grantee Data Lists – Table 3</b></p> <ul style="list-style-type: none"> <li>• <b>Bi-annual reporting</b> of Grantee Data Lists, in accordance with section C.4 of Schedule “C”, for any Eligible Businesses that have received a Micro-Grant and that have provided consent for reporting of such Grantee’s Grantee Data List information to Province, for the reporting period of April 1, 2024 to September 30, 2024 and October 1, 2024 to March 31, 2025.</li> <li>• <b>Template of the Grantee Data Consent Form</b> for the Grantee or the Approved Participant acting as representative of a prospective SCP or SC Eligible Business.</li> </ul>	<ul style="list-style-type: none"> <li>• On or before October 15 of each Funding Year</li> <li>• On or before April 15 of each Funding Year</li> </ul>
<p><b>2. Financial</b></p>	<p><b>A. Interim Report on Budget</b></p> <p>Each Report shall include:</p> <ul style="list-style-type: none"> <li>• Reporting on actuals relative to the Budgets set in Schedule “D” for the period of April 1 to December 31. Identification and explanation of any and all variances in the Budgets resulting from a transfer of Funds by the Recipient in accordance with that comply with section A4.4 and/or A4.11 of Schedule “A”.</li> </ul>	<p>On or before January 15 of each Funding Year</p>

	<ul style="list-style-type: none"> <li>Projected spending for the remainder of the fiscal year to identify over- or underspending.</li> </ul>	
	<p><b>B. Year-End Report on Budget</b></p> <p>Each Report shall include:</p> <ul style="list-style-type: none"> <li>Report on actuals relative to the Budgets set in Schedule “D” for the period of April 1 to March 31.</li> <li>Identification and explanation of any and all variances in the Budgets resulting from a transfer of Funds by the Recipient in accordance with section A4.4 and/or A4.11 of Schedule “A”.</li> <li>Report on other partner funding contributions as projected in Schedule “D” Budgets.</li> </ul>	On or before May 31 of each Funding Year
<b>3. Program Plan and Operations</b>	<p><b>A. Interim Report on Program and Operations</b></p> <p>Interim progress report on the SBEC Program including but not limited to a report on Program Plan activities, explanation of tracking to targets and plan to achieve any missed targets, any additional context or updates on operations for the period of April 1 to December 31.</p>	On or before January 15 of each Funding Year
	<p><b>B. Year-End Report on Program and Operations</b></p> <p>Year-end progress report on the SBEC Program including but not limited to a report on Program Plan activities, explanation of tracking to targets and plan to achieve any missed targets, any additional context or updates on operations for the period of April 1 to March 31.</p>	On or before May 31 of each Funding Year



	<p><b>C. SBEC Program Success Stories</b></p> <p>Submission of 2-3 Client or Approved Participant success stories for each of SBEC Core, Starter Company Plus and Summer Company:</p> <ul style="list-style-type: none"> <li>• SBEC Core and Starter Company Plus:</li> </ul>	<ul style="list-style-type: none"> <li>• On or before May 31 of each Funding Year</li> </ul>
	<ul style="list-style-type: none"> <li>• Summer Company:</li> </ul>	<ul style="list-style-type: none"> <li>• August 31 of each Funding Year</li> </ul>
<b>4. Certificates and Documentation</b>	<p><b>A. Proof of Insurance Report</b></p> <p>Proof of Insurance Certificate for each Funding Year to be supplied by the Recipient in accordance with Section A10.2 in Article A10.0 of Schedule “A”.</p>	Upon execution of the Agreement by the Recipient and by May 31, 2025
	<p><b>B. Request for Payment and Certificate</b></p> <p>To be submitted as request for funds per Schedule “E” Payment Schedule with accompanying reports required.</p> <p>Completed per Schedule “G” to be signed by a senior officer</p>	On or before May 31, of each Funding Year
	<p><b>C. French Language Services Act (Ontario) Checklist</b></p> <p>Checklist for the provision of services in French by the Recipient, in a form to be provided by the Province and to be signed by a senior officer.</p>	On or before January 15 of each Funding Year
	<p><b>D. Proof of Acquisition of Goods or Services</b></p> <p>For any acquisition valued at \$25,000 or more in accordance with Schedule “A”, Section A5.1 submit full documentation of the competitive process used for any sub-contract for goods or services (excluding industry experts and employers that the Recipient partners with to deliver the SBEC Program).</p>	Within 30 days of selecting process for the subcontractors that may deliver the SBEC Program

	<p><b>E. Auditor’s Certificate</b></p> <p>Auditor’s report* certifying financial reporting on all funds provided in item <b>2. Financial</b> of this Schedule “F” for the period of April 1, 2024 to March 31<sup>st</sup>, 2026.</p> <p>To be prepared and signed by a chartered accountant in the form of Schedule “J”.</p> <p>*For greater clarity, the Recipient can provide a single audit report encompassing the two-year period (Fiscal Years 2024/25 and 2025/26) pertaining to the funds allocated under both the MEDCJT Program Funding and the Top-Up Initiative Funding.</p>	<p>On or before May 31, 2026</p>
<p><b>5. Other Reports</b></p>	<p>Other reports or information requests as specified and to the satisfaction of the Province</p>	<p>On a date or dates as specified by the Province</p>

**REPORT DETAILS**

The Recipient shall submit all Reports in the format as specified by the Province, in accordance with Section A7.1 of Schedule A:

- Performance Metrics and Outcomes data will be submitted to the Enterprise Centre Reporting (ECR) system; and
- Other items including Financial, Program Plan and Operations, Clients and Approved Participants Data Lists (Table 2), Grantee Data Lists (Table 3), SBEC Program Success Stories, and French Language Services Act (Ontario) Checklist.

**COMPLIANCE AND PERFORMANCE MONITORING**

The Province will conduct compliance and performance monitoring activities throughout the term of the Agreement in consultation with the Recipient as follows:

- Bi-weekly and/or Bi-monthly check-ins will be conducted by the ministry staff advisor assigned to oversee the SBEC to discuss program successes, challenges as they arise and any actions to mitigate program risks.

- Compliance with the modernized French Language Services Act (Ontario) and completion of the checklist. Development of a plan to achieve compliance with timelines in the case of non-compliance.
- An on-site (or virtual if necessary) SBEC review and assessment will be conducted by the Province once a year. A thorough review of the SBEC's performance and program documentation will be reviewed for all aspects of program delivery as outlined in the Agreement. The Province will provide a summary report to the SBEC and establish actions for follow-up.
- Following the annual review and assessment the Ministry staff advisor will work with the SBEC to provide course correction and/or identify opportunities for continuous improvement.
- Provide a reflection and update on the Business Plan.

## **CLIENTS AND APPROVED PARTICIPANTS DATA LIST AND NOTICE OF COLLECTION**

The Recipient agrees that the Province may contact Clients and Approved Participants, on behalf of the Recipient, to solicit their participation in an annual business supports survey to provide performance and program and service delivery feedback to the Province. The Recipient shall provide the Province with up-to-date business contact details for its Clients and Approved Participants List in accordance with the Clients and Approved Participants Data List, and will add consent language to its application and inquiry forms to notify the Client or Approved Participant, as applicable, that their business contact information contained in the Clients and Approved Data List will be shared with the Province for purposes of the Province conducting a program service delivery survey/improvements as described above.

## **GRANTEES DATA LIST AND NOTICE OF COLLECTION**

The Recipient, in its **Micro-Grant Agreements** related to the Starter Company Plus and/or Summer Company, will add language requesting consent from each respective Grantee (a "Grantee Data List Consent") for the business contact information in the Grantee Data List pertaining to that Grantee to be disclosed to the Province for purposes of the Province using it to communicate with the Grantee about SBEC Program updates and to invite the Grantee's participation in SBEC Program events, public announcements, press releases and opportunities for visits by Provincial officials, members of provincial parliament, and local representatives. The Recipient shall provide the Province with up-to-date business contact details, in accordance with the Grantee Data Lists, for those Grantees which have provided a Grantee Data List Consent. The form of Grantee Data List Consent shall notify the Grantee that it has the right to withdraw such consent, in

writing, at any time, by contacting the Recipient. The Recipient shall provide the Province with (i) a copy of any Grantee Data List Consent provided by a Grantee; and (ii) a copy of any withdrawal of such consent by any Grantee promptly upon receipt of such withdrawal by the Recipient.

## SCHEDULE "G"

### REQUEST FOR PAYMENT AND CERTIFICATE

**TO:** The Ministry of Economic Development, Job Creation, and Trade

**FROM:** [Instructions to staff: Recipient to fill out].

**RE:** Request for Funds for Payment # [ ] for the Period of:

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I, <Enter (name), (title) of senior officer> of the Recipient, on behalf of the Recipient, hereby certify that:

1. To the best of my knowledge, information and belief, and after making all appropriate examinations and enquiries, the Recipient is in compliance with the terms and conditions of the Agreement and that no material changes have been made to the SBEC Program or Budget, as such terms are defined in the Agreement;
2. On and as of the date hereof, the unspent balance of Funds for the period ending <enter day/month/year > is \$●.
3. On and as of the date hereof, the revenues and expenditures for the period ending <Enter day/month/year > are accurately reported and that all Funds were spent in accordance with the terms of the Agreement;
4. On and as of the date hereof, the amount requested herein as an advance in Funds will be incurred on behalf of the Recipient solely for Eligible Expenditures per Schedule "H"; and
5. On and as of the date hereof, the attached or submitted Reports, namely:
  - Reporting on performance metrics and outcomes have been reported on the Enterprise Centre Reporting (ECR) platform and are current;
  - Financial Report on Budget; [and]
  - Program Plan and Operations Report; [and]
  - [Any additional reports required]

are true and accurate.

**A. MEDJCT PROGRAM FUNDING 2024-2026**

The Recipient requests that the Province disburses Funds to the Recipient as follows:

<b>A. Amount Requested: MEDJCT Program Funding</b>		
<b>SBEC Core</b>		
Core Project Delivery		0.00
Core Project Administration		0.00
<b>Subtotal SBEC Core</b>	\$	-
<b>Starter Company Plus (SCP):</b>		
Starter Company Plus Project Delivery		0.00
Starter Company Plus Project Grants		0.00
<b>Subtotal Starter Company Plus</b>	\$	-
<b>Summer Company (SC):</b>		
Summer Company Project Delivery		0.00
Summer Company Project Grants		0.00
<b>Subtotal Summer Company</b>	\$	-
<b>Total Requested (A):</b>	\$	-
<b>B. Actual interest* earned on all Funds this Funding Year to date:</b>		
<i>*interest will be deducted at the end of each Funding Year</i>		
<b>C. Total Requested Payment for MEDJCT PROGRAM FUNDING (A-B=C)</b>		<b>0</b>

**B. TOP-UP-INITIATIVE FUNDING 2024-2026**

The Recipient requests that the Province disburses Funds to the Recipient as follows:

<b>A1. Amount Requested: Top-Up Initiative Funding for Micro-Grants</b>		
	<b>Starter Company Plus (SCP) - Top up:</b>	
	SCP Project Delivery	\$ -
	SCP Micro-Grants	\$ -
	<b>Subtotal SCP:</b>	\$ -
	<b>Summer Company (SC) - Top up:</b>	
	SC Project Delivery	\$ -
	SC Micro-Grants	\$ -
	<b>Subtotal SC:</b>	<b>0</b>
	<b>TOTAL Requested:</b>	\$ -
<b>B1. Actual interest* earned on all Funds this Funding Year to date:</b>		
<i>*interest will be deducted at the end of each Funding Year</i>		
<b>C1. TOTAL Requested Payment for TOP-UP-INITIATIVE FUNDING (A1-B1=C1)</b>		\$ -

**IN WITNESS WHEREOF** the undersigned has hereunto signed these presents this ● day of ●, 20●●.

Per: \_\_\_\_\_

Name:

**TITLE OF SENIOR OFFICER:**



## **SCHEDULE “H”**

### **ELIGIBLE EXPENDITURES**

#### **Eligible and Ineligible Expenditures**

Eligible Expenditures must be directly related to the delivery of the SBEC Program and Budget and not of a nature which would have been incurred by the Recipient in the normal course of business. Documentation for all expenditures must be kept on file for audit purposes. The Province reserves the right to make a determination on the eligibility of expenditures submitted for reimbursement. In the event of any interpretation issues regarding the eligibility, valuation or other matter regarding expenditures, the decision of the Province shall be final and determinative. Expenses not described in the categories set out in this document require prior written approval of the Province in order to be considered Eligible Expenditures.

#### **Eligible Expenditures**

Eligible Expenditures include, but are not limited to:

- SBEC Program administration and overhead (not to exceed 10% of amount budgeted for the SBEC Program expenses as described in the Budget) pursuant to Schedule “A”, Section A4.4(a)(i).
- Travel costs to attend business meetings within Ontario related to the administration of the Agreement or to attend meetings that the Province convenes or supports, all of which shall be subject to the Recipient’s guidelines on travel, meal and hospitality expenses.
- Professional fees, including legal and audit fees: a) directly related to and required for the management of the SBEC Program or b) to conduct the activities and services relating to the SBEC Program as described in the Budget. Costs are not to exceed demonstrated fair market value.
- Costs related to work performed by companies or individuals that contribute to the delivery of the SBEC Program. Consulting or other services directly related to the delivery of the SBEC Program must be costed at demonstrated fair market value or less.
- Telecommunication fees including connectivity charges directly related to and required for the management of the SBEC Program.
- Staff training costs directly related to delivery of the SBEC Program.
- Development, marketing and delivery expenditures directly related to the delivery of the SBEC Program.
- Training delivery directly related to the development and delivery of the SBEC Program, all of which shall be subject to the Recipient’s guidelines on travel,

meal and hospitality expenses provided that such guidelines are no less stringent than the Province's *Travel, Meal and Hospitality Expenses Directive*.

- Salaries and MERCs which are pro-rated to the time spent directly on the delivery of the activities and services relating to the SBEC Program as described in the Budget. Salaries and MERCs is defined as the actual salaries or wages paid to employees, excluding bonuses, together with mandatory employment-related costs (MERCs), incurred by the Recipient during the term of this Agreement. For greater certainty, mandatory employment-related costs may only include mandatory minimum vacation pay, employer's contributions to employment insurance and the Canada Pension Plan, employer health tax, and Workplace Safety and Insurance Board Premiums.
- Travel costs to meet with potential partners or stakeholders within Ontario required in the development of the SBEC Program and in connection with activities and services relating to the SBEC Program as described in the Budget.
- Marketing materials and related communication costs if directly related to the activities and services relating to the SBEC Program as described in the Budget.
- Information and marketing session costs required to deliver the SBEC Program. Facility and equipment rental fees and utilities used to support the delivery of the SBEC Program, and not of a nature which the proponent would incur in the normal course of business, and which are demonstrably incremental to the delivery of the SBEC Program.

### **Ineligible Costs**

The Funds cannot be used towards the following costs:

- Costs related to referral fees for consultants.
- Costs of those receiving referrals from the Recipient related to professional consultations by law firms or lawyers and accounting firms or accountants.
- Costs related to the development of the application for funding under this Agreement.
- Costs not directly associated with the delivery of the SBEC Program or directly required to meet the deliverables of the SBEC Program.
- Administrative salaries, except for SBEC Program management costs covered under SBEC Program administration and SBEC Program delivery.
- Out-of-province travel costs.
- Capital expenses, including but not limited to, purchasing or leasing land or buildings, leasehold improvements.
- Costs for activities not related to the SBEC Program.
- Annual membership fees to associations.
- Stipends for Approved Participants.
- Costs incurred prior to the Effective Date or after the .
- Expenses or fees payable to organizations located outside of Ontario.
- Debt reduction charges.
- Bonuses.

## **SCHEDULE "I"**

### **COMMUNICATIONS AND CONFIDENTIALITY PROTOCOL FOR ALL PROGRAMS UNDER SBEC PROGRAM**

1. The Recipient shall provide to the Province, prior to public release, an electronic copy of all reports, announcements, brochures, audiovisual materials, internet materials, advertising and publicity, including design or other public communication or publication relating to the SBEC Program.
  
2. The Recipient shall advise the Province's staff (to be designated by the Province) of any upcoming (positive or negative) announcements or advertising campaigns related to the Recipient's activities as described in the SBEC Program and Budget (e.g. news release, news conference, awards, bankruptcies, etc.) and, at the Province's option, provide the Province with the opportunity to participate or be present at these announcements. The Recipient will provide the Province with a minimum of ten (10) Business Days prior written notice of such announcements or advertising campaigns.
  - (a) The Recipient shall not make any public announcement related to the Recipient's SBEC Program related activities or services without the prior written approval of the Province.
  - (b) The Recipient shall respond to requests by the Province for information about any public announcement as soon as possible and in any event will provide an initial response within twenty-four (24) hours.
  - (c) The Recipient shall comply with any direction of the Province in respect of the Recipient's use of any official logos of the Province on any of the Recipient's websites, as well as promotional material and instructions for accessing the SBEC Program.
  - (d) The Recipient will include information about the SBEC Program prominently displayed on its website, including promotional material and instructions for accessing the SBEC Program, with links to websites identified by the Province.

#### **Confidentiality**

- A. Any information submitted to the Province in confidence should be clearly marked.
- B. The Recipient is advised that the business contact information of Clients and Approved Participants, and if applicable, any amount of Micro-Grant and the purpose for which the Micro-Grant is being granted is information to be made available to the Province upon request.

## SCHEDULE “J”

### AUDITOR’S CERTIFICATE

**TO:** [Instructions: insert legal name and address of Recipient and contact person]

**CC:** Ministry of Economic Development, Job Creation and Trade  
Small Business Branch  
56 Wellesley St West, 4th Floor  
Toronto, Ontario M7A 2E7

Attention: Manager

**RE:** Agreement between His Majesty The King in right of Ontario as represented by the Ministry of Economic Development, Job Creation and Trade (“Ontario”) and [Instructions: insert legal name of Recipient] (the “Recipient”) dated effective MONTH DAY, 20XX (the “Agreement”)

Except as otherwise defined herein, all capitalized terms shall have the meanings given to them in the Agreement.

We have audited the accompanying Schedules (the “Schedules”) which comprise a summary of the financial reporting provisions of the Agreement and other explanatory information, relating to the Auditor’s Certificate dated [insert date]. [Instructions to staff: Recipient to fill out] for the period [\*] to [\*] [Instructions to staff: Recipient to fill out]. The Schedules have been prepared by management of the Recipient based on the financial reporting provisions of the Agreement described in Schedule F.

#### Management’s Responsibility for the Schedules

Management of the Recipient is responsible for the preparation of the Schedules in accordance with the financial reporting requirements of the Agreement, and for such internal control as management of the Recipient determines is necessary to enable the preparation of the Schedules that is free from material misstatement, whether due to fraud or error.

#### Auditor’s Responsibility

Our responsibility is to express an opinion on the Schedules based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the Schedules are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Schedules.

The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misinformation of the Schedules, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the management’s preparation of the Schedules in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Recipient’s internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the Schedules.

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

**Opinion**

In our opinion, the Schedules for the period ● to ● [Instructions to staff: Recipient to fill out] are prepared, in all material respects, in accordance with the financial reporting provisions of the Agreement.

**Basis of Accounting Restriction on Distribution and Use**

Without modifying our opinion, we draw attention to the note to the Schedules, which describe the basis of accounting. The Schedules are prepared to assist the Recipient to comply with the financial reporting provisions of the Agreement. As a result, the Schedules may not be suitable for another purpose. Our report is intended solely for the Recipient and Ontario and should not be distributed to or used by parties other than the Recipient and Ontario.

**DATED:** \_\_\_\_\_

*Signed*

*Chartered Accountant* [Instructions to staff: Recipient to insert name of chartered accountant. To be dated and signed by Chartered Accountant]

## FORESTRY REPORT

Prepared by: Lacey Rose, County Forester  
Prepared for: Development and Property Committee  
August 13, 2024

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### INFORMATION

#### 1. **Invasive Species Walk with Youth Rangers at Pikwakanagan**

The County Forester visited Pikwakanagan on July 30, 2024, at the request of the Algonquins of Pikwakanagan First Nation Department of Natural Resources to do a walk and learn with the Youth Rangers group. The goal was to identify wild parsnip and other invasive plant species in town, teach the youth group how to identify and map them, and share resources about control measures.

#### 2. **Brazilian Delegates at Renfrew County Forest**

The Ontario Woodlot Association hosted delegates from the Brazilian Model Forest Network at the end of June. The delegates visited Renfrew County on June 28, 2024 for a tour of Beachburg Tract with Jake Wakelin, Forestry Technician, and a mill tour at Lavern Heideman & Sons.

#### 3. **Great-Lakes-St. Lawrence Silviculture Tour**

Twenty-six silviculture foresters and technicians from across Central Ontario visited Renfrew County on June 13-14, 2024, for an annual meeting and information exchange. The tour was co-hosted by Renfrew County Forest, Petawawa Research Forest and Ottawa Valley Forest.

#### 4. **Black Ash Update**

As previously discussed at multiple Development and Property Committee meetings, as of January 25, 2024, black ash is protected under the Endangered Species Act, 2007 (ESA). The County submitted comments on outstanding issues on this protection, including the assessment of black ash for protection, and whether black ash on private woodlands will require protection during sustainable forest management activities. Although a decision has still not been made on whether a conditional exemption will apply to sustainable forest management on private lands, the [Black Ash Assessment Guidelines](#) were released in June 2024.

Prohibitions under the ESA only apply to black ash with a diameter at breast height (DBH)  $\geq$  8cm within the mapped geographic scope, unless the tree is identified as "unhealthy" in a report prepared and submitted to the Ministry of Environment, Conservation and Parks (MECP) by a qualified professional in accordance with the guidance provided in this recently released document. Correspondence with other forest managers who have tested this assessment report indicates that it adds several additional days in the field when preparing for

a harvest, and the administrative load is even higher. This will have an impact on 2025 harvest operations in the Renfrew County Forest.

Staff will continue to monitor for decisions on the conditional exemption for forestry operations on private lands, communicate, problem solve and learn with counterparts in other community forests and look for any other opportunities to provide additional feedback on this regulation.

## 5. **Eastern Wolf Update**

Committee previously adopted Resolution DP-C-24-01-06:

"THAT the Development and Property Committee recommends that staff prepare comments supporting local agriculture, forest and hunting/trapping industries on the reclassification of Eastern Wolf from Special Concern to Threatened on Schedule 1 (List of Wildlife Species at Risk) of the Species at Risk Act (SARA), and any future postings on Eastern Wolf."

As a follow-up, the Federal Government has reached a decision on the uplisting of Eastern Wolf under Schedule 1 of the Species at Risk Act, which the County submitted comments on. [An order was released](#) on July 3, 2024, to reclassify Eastern Wolf from special concern to threatened. This species' uplisting under the federal SARA will trigger mandatory recovery planning by the pertinent Ministers in cooperation with the appropriate provincial governments. At this time, the critical habitat and protection measures will only apply on federal land, but if the Minister is of the opinion that critical habitat on non-federal land is not effectively protected or there is an imminent threat to the species, other regulatory actions could be taken under SARA.

There were 385/406 comments in opposition to the proposed order. The County's comments are attached as information. Staff will continue to monitor opportunities to provide input on the draft proposed recovery strategy, and stay in contact with other associations and stakeholders that have provided similar responses.

## 6. **Beachburg Tract Update**

New educational signs were installed along the trails in June, thanks to Precision Textiles for donating the printing. A public informational tour took place on July 31, 2024, to discuss recent and upcoming harvest and renewal activities. There is a definite need to complete a chemical site preparation treatment in advance of next year's tree plant; regenerating poplar is already more than one metre tall in many places. This will be completed by licensed contract applicators in August, with an estimated start date of August 8, 2024.

Department of Development &  
Property



9 INTERNATIONAL DRIVE  
PEMBROKE, ON, CANADA  
K8A 6W5  
613-735-7288  
FAX: 613-735-2081  
[www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)

January 25, 2024

Paula Brand, Director  
Species at Risk Act Policy Division  
Canadian Wildlife Service  
Environment and Climate Change Canada  
351 Saint-Joseph Boulevard, 15th floor  
Gatineau, Quebec J8Y 3Z5

Sent via email to: [LEPreglementations-SARAreductions@ec.gc.ca](mailto:LEPreglementations-SARAreductions@ec.gc.ca)

**Re: Canada Gazette, Part I, Volume 157, Number 45: Order to amend Schedule 1 of the Species at Risk Act (SARA) for Eastern Wolves**

Dear Paula Brand,

Thank you for the opportunity to provide input on Canada Gazette, Part 1, Volume 157, Number 45: Order to amend Schedule 1 of the Species at Risk Act (SARA) for Eastern Wolves. Given that much of the County of Renfrew is within the Eastern Wolf's range, we are concerned about potential implications and are not supportive of the rationale used to support the costs/benefits of up-listing Eastern Wolf under Schedule 1 of SARA and recommend that the Minister decide not to amend Schedule 1 of the Act.

The County of Renfrew has reviewed the Regulatory Impact Analysis Statement and proposed changes to regulatory text, and wishes to express the following comments:

1. Specific to the proposed amendments to Schedule 1 of the SARA, the County of Renfrew is opposed to up-listing the Eastern Wolf from Special Concern to Threatened under the SARA without assurance that the general prohibitions under the SARA for the Eastern Wolf would not be applied to provincial, private and municipal land in future.

We realize that as currently proposed, any protections or prohibitions would be focussed on federally-owned land. However, the Order does include a clause under "Potential impact on future SARA regulations" that states "If the Minister formed the opinion that critical habitat on non-federal land was not effectively protected or that there was an imminent threat to species, other regulatory action could be taken under SARA." **We ask that this provision be removed, in acknowledgement of the existing protection measures in place under the Endangered Species Act (2007) in Ontario.**

2. An updated assessment and more data is needed to ensure this decision is justified. The population estimate provided is not sourced and several scientific studies show that the Eastern Wolf population in and around Algonquin Park is at its carrying capacity. Anecdotal experience of many Renfrew County landowners, hunters, trappers, farmers and forest sector workers includes sightings and encounters



with wolves. Nearly a decade has passed since the COSEWIC assessment that proposed the up-listing of this species. **A re-assessment, in-depth consultation and socioeconomic impact assessment should occur** to ensure this recommendation is still warranted and would not cause undue societal harm for little benefit to the species.

3. The difficulty identifying Eastern Wolves versus coyotes should not be understated. Currently in Renfrew County, hunting, trapping or killing Eastern Wolves or coyotes in the townships surrounding Algonquin Park is prohibited. There were several significant local impacts and public opposition when this protection came into effect. Should these prohibitions be expanded geographically, so would be the impacts, especially for farmers and rural landowners in our area where coyotes (and also wolves) present significant risks to livestock and pets. The trapping industry would also be impacted by an expansion of prohibited area.

Even if the Order applies only to federal land, properties and communities near Petawawa Research Forest, Garrison Petawawa, Chalk River Laboratories and Reactor Site, and the Killaloe/Bonnechere Airport could be impacted by an increase in the population beyond its carrying capacity of Eastern Wolves or coyotes. Ejected members of packs or habituated individuals inevitably conflict with humans, livestock or domestic pets.

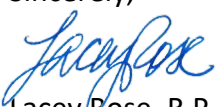
4. Going forward, we encourage you to review and reference the current protections and voluntary stewardship that already exist in Ontario's Crown forest management guides for the protection of Eastern Wolves. This balanced approach to protecting known features ensures important areas are retained while minimizing impact on the management of forests.

Should "critical habitat" areas be defined broadly and associated with geographic range or linked with habitat of prey species (e.g. white-tailed deer or moose), most of Renfrew County would be included. Protection and management considerations already exist at the landscape and stand level that provide suitable habitat for Eastern Wolves and their prey species. Any additional legislative requirements would add administrative burden for the forest sector and potentially reduce the area available for management, impacting our local mills.

In conclusion, we are not supportive of the rationale used to support the costs/benefits of up-listing Eastern Wolf under Schedule 1 of SARA and recommend that the Minister decide not to amend Schedule 1 of the Act. The proposed up-listing is not scientifically justified, and there is little recognition of the potential socio-economic impacts or existing regulatory and voluntary measures applied locally to support this species.

Please do not hesitate to contact us if you would like to discuss any of the information provided in this submission.

Sincerely,



Lacey Rose, R.P.F.  
County Forester  
County of Renfrew

## REAL ESTATE DIVISION REPORT

Prepared by: Kevin Raddatz, Manager of Real Estate

Prepared for: Development and Property Committee

August 13, 2024

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### INFORMATION

#### 1. **Real Estate – 2024 Capital and Capital Under Threshold Projects**

Attached as information is a summary report of capital and capital under threshold projects approved in the 2024 budget.

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

The project has reached 100% completion on the multi-unit affordable and supportive housing complex at the corner of Lea and Douglas Streets in Pembroke, Ontario. Staff is currently collaborating with the contractor to address and complete deficiencies. In preparation for tenancy, maintenance staff and contractors are on-site to complete pre-move-in work such as lock changes and mailbox installations, as occupancy is scheduled for September 1, 2024. The total expenditure to date, including change orders, amounts to \$3,110,774.49, compared to the original contract value of \$3,114,679.73.

#### 3. **Update – Eganville Paramedic Base**

The Eganville Paramedic Base was operational July 9, 2024 with the Paramedic Service moving into the newly renovated facility. Staff has been working closely with the Paramedic Service during the transition to ensure minimal disruptions. The project is approximately 95% complete with some outstanding items remaining due to delays in material deliveries. Full completion of the project is expected late August in order to facilitate an Opening Ceremony. The total expenditure for the project to date is \$512,502. The original estimated construction cost was \$400,000, with an approved additional cost of \$140,000.

#### 4. **2024-01 – Review of Expressions of Interest for Affordable Housing**

According to our procurement policy, an Expression of Interest (EOI) is defined as a “Request for Expression of Interest” (RFEOI). This formal, non-binding process seeks information from suppliers about the feasibility and availability of specific goods and/or services in the marketplace. It helps determine if there are sufficient suppliers to justify moving forward with a Request for Quotation (RFQ), Request for Proposal (RFP), or Request for Tender (RFT).

The recent EOIs for Affordable Housing received have provided valuable insights into various approaches for addressing our affordable housing needs. Notably, some proposals were from consultants suggesting

feasibility studies. These studies could help us assess the value of existing assets and develop strategies for replacing them with new assets.

Additionally, several proposals focused on modular homes, presenting a flexible and potentially cost-effective solution. By using a Request for Standing Offers (RFSO), we could expedite the production of new units as funds become available. However, some submissions included lease agreements that may not be favourable. These often involved providing land to contractors, who then imposed dual leases: one for the property and another for maintenance, such proposals may be a disadvantage for the County.

Other proposals included setting up temporary residences, either permanently fixed or mobile, to address emergencies such as fires or natural disasters. This concept offers valuable flexibility in emergency situations.

One particularly notable proposal involved selling County of Renfrew properties and units in the Arnprior area to a developer in exchange for the construction of 300 new units at 450 O'Brien in Renfrew. While this concept is intriguing and warrants further investigation, the financial details were unclear, particularly regarding ownership and responsibility for costs.

In summary, recommendations are as follows:

- Conduct a feasibility study through a consultant to better understand our existing assets and potential new developments.
- Develop a Request for Standing Offers (RFSO) for modular homes to ensure swift action when funding becomes available.
- Continue replacing single-unit wartime homes with duplexes and triplexes across Pembroke, Renfrew, and Arnprior.
- Consider the Community Living proposal for adding units on leased property, as it aligns with our objectives.
- Review the Clover Health proposal further, as it supports mental health and addiction, aligning with our goals for supportive housing. This submission merits additional evaluation by staff in multiple departments.
- Continue discussions with Habitat for Humanity for an agreed upon location for a project.

Overall, the EOIs received were diverse and generated considerable interest, reflecting the productive outcomes of the Housing Summit. A total of 13 proponents submitted 18 proposals, showcasing innovative ideas and potential paths to move forward for addressing our housing needs. Staff will further review, giving consideration to the prospective proposals identified in the EOI.

**Real Estate - 2024 Capital Projects**

Location	Work Description	Status			Comments
		Budget	Quote	Status	
County Admin Building					
	B30 - Roofing	\$123,765.40	\$159,861	Awarded to Irvcon	Anticipate start date mid Sept
	Generator Transfer Switch	\$33,000		2023 Carryover	Schedule for Q4
Renfrew County Place					
	HVAC - Replacement/upgrade	\$220,000	\$90,603	Project completed	Completion date - March 22, 2024
	Flat Roof Replacement	\$341,000	\$238,621	Awarded to Irvcon - work in progress	Project at 95% complete
	Paramedic Parking Shelter	\$250,000	\$128,600	Awarded - work in progress	Project at 90% complete
	D5022 - Lighting Equipment	\$74,259.24		In draft satge	Schedule for early Q4
	D5038 - Security Systems	\$74,081.66			Schedule for Q4
80 McGonigal					
	Garage Upgrade to Store Vehcile	\$30,000.00	\$24,525	Work to commence mid August	Anticipate completion - Sept.
	Garage Oil/Water Seperator (floor drain)	\$50,000.00		In Review	
	D5038 - Security Systems	\$30,941.00			Schedule for Q4
	Generator	\$70,000.00		In draft satge	Schedule for early Q4
Paramedic Bases					
	Eganville - Fit Up/Renovation	\$400,000.00	Current total	Emergency Services relocated July 9	Project at 95% anticipating 100% for late Aug
	( additional 140k requested & approved )	\$140,000.00	\$512,502	Minor outsatanding items remain	
	D3034 - Packaged Air Conditioning Unit	\$18,564.81		In Review	

## PLANNING DIVISION REPORT

Prepared by: Bruce Howarth, MCIP, RPP, Manager of Planning Services

Prepared for: Development and Property Committee

August 13, 2024

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### INFORMATION

#### 1. Subdivision Update

- a. A new subdivision application (47T-24003) was submitted and deemed complete in the Township of Laurentian Valley, located off of Elgin Street. The subdivision proposes to create 83 lots for single-detached dwellings, 44 multiple-attached dwellings, and 84 apartment units for a total of 211 units. Attached is the staff review memorandum for the subdivision.
- b. A new subdivision application (47T-24004) was submitted and deemed complete in the Township of McNab/Braeside. The application proposes to create 16 new lots for single detached dwellings off of Shady Maple Road near the Madawaska River. Attached is the staff review memorandum for the subdivision.
- c. River Road Estates subdivision (47T-23006) in the Township of McNab/Braeside received draft approval for the creation of 23 single-detached units. Attached is the notice of decision. The developer now has three years to fulfill the conditions of approval and finalize the subdivision.
- d. TMM subdivision in Laurentian Valley (47T-23007) was draft approved on June 28, 2024. Attached is the notice of decision. The subdivision draft approval is to create 52 single detached units, 34 semi-detached units, 34 rowhouse units, and 39 apartment units. The developer now has three years to fulfill the conditions of approval and finalize the subdivision.
- e. Lakewoods subdivision in Madawaska Valley received final approval. This is the last phase of file 47T-88005 and creates 23 rural estate lots near Bark Lake.

#### 2. Digital Raster Acquisition Program East 2024

Attached is a letter from the Ministry of Natural Resources regarding the acquisition of air photography. Air photography is a key tool used by the County, local municipalities, and the public for a variety of services, including land use planning, economic development, emergency planning and public works. The letter, addressed to the partners of the Digital Raster Acquisition Program East (DRAPE), announces that all

imagery will be released under the Open Government Licence of Ontario, making it available to everyone as soon as it is ready as a mappable product. DRAPE partners will not need to sign a participation agreement as previously required and there will be no cost to partners of the DRAPE 2024 product. This announcement will result in savings for the County of Renfrew as the GIS Division had budgeted an amount of \$35,000 for the DRAPE acquisition, which will no longer be required.

**3. Land Division**

A Land Division Committee meeting was held on August 12, 2024 with one file considered by the Committee. At the time of writing this report the outcome of the hearing and the decision of the Committee is unknown. Staff recommended that the application be denied as the necessary studies were not provided to demonstrate that the proposal was consistent with the Provincial Policy Statement or conform to the Official Plan. The applicant indicated that he does not consent for the municipality to have an official plan designation on his property, that the municipality is required to acquire the land before they can plan for it, and that the by-law has no effect on private property. The applicant requested that the application be referred to the Land Division Committee "to provide them with notice of liability so that they are aware their decisions have consequences."

**DELEGATED AUTHORITY APPROVALS**

4. The following item was approved under By-law 98-24, Delegated Authority By-law:

BY-LAW/ RESOLUTION	DATE	DESCRIPTION	DELEGATED AUTHORITY BY-LAW REFERENCE
DP-C-24-08-81 D	August 1, 2024	Web Mapping Application Upgrade with VertiGIS - \$46,410 (memo attached)	Section 6.2 - Agreements -Legal

**RESOLUTIONS**

**5. Municipal Services Corporation/Communal Servicing**

**Recommendation:** THAT Committee directs staff to continue to explore options for a Municipal Services Corporation for communal servicing as presented.

**Background**

Attached is the staff report, prepared as directed by County Council, regarding the steps for the creation of a Municipal Services Corporation for communal servicing.

## 6. **Regional Incentives Program**

**Recommendation:** THAT the Development and Property Committee recommends that County Council direct staff to undertake an Official Plan Amendment, to enable policies that would allow the County to provide grants/loans to local Community Improvement Plan (CIP) initiatives, which includes:

- The preparation of a Regional Incentives Program;
- That the Regional Incentives Program have a staff-delegated governance structure; and
- That the Regional Incentives Program include a recommended funding amount for Council to consider in the 2025 budget.

### **Background**

Junior Planners, Nicole Moore and Liwen Zuo, will present an overview on the attached report regarding the Regional Incentives Plan.

# REVIEW MEMORANDUM

File No.: 47T24003 Elgin Street Subdivision (James W. Motor Holdings Inc./Jp2g Consultants Inc.)  
Municipality: Township of Laurentian Valley  
Date Application Rec'd: May 13, 2024  
Target Date: 120 days (September 10, 2025)  
Location: Part of Lot 13, Concession 1 (geog. Twp. of Stafford)  
Date of Public Meeting: N/A  
Results:  
Municipal Water: y  
Sanitary Sewers: y  
Storm Sewers: y

## Submission Review:

The submission can be considered complete and the application may be circulated for review and comment by the required agencies, and peer review.

## Subject Site and Surrounding Uses:

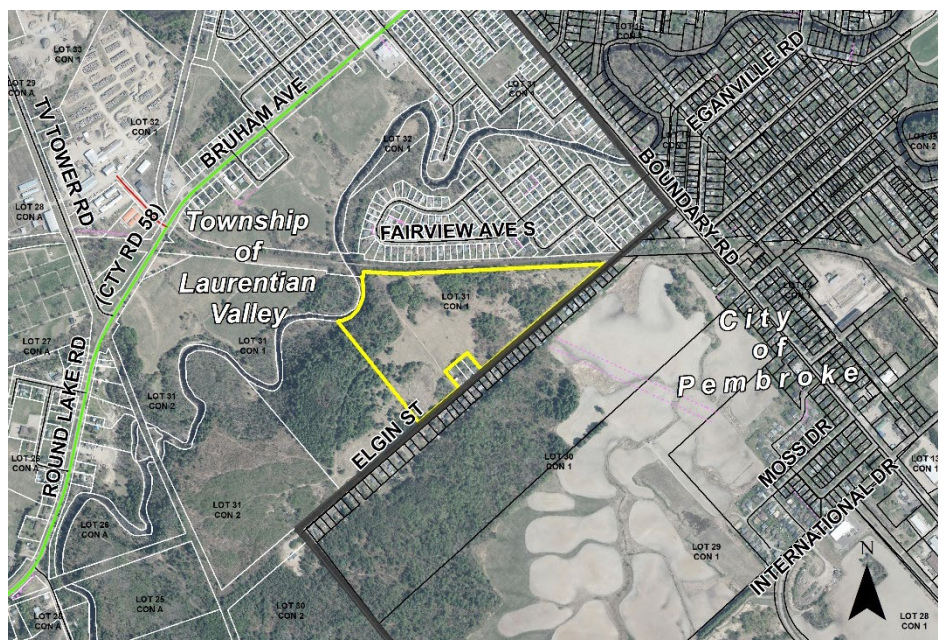
The Laurentian Valley property is located adjacent to the southwest limits of the City of Pembroke just west of the intersection of Boundary Road and Eganville Road. The overall property is 27.5 hectares in area, with 16.02 hectares proposed to be developed through this application. The site has approximately 800 metres of frontage on Elgin Street that connects to Boundary Road, to the east. The property is a mix of cleared lands and areas covered with natural bush. The west side of the property abuts the Indian River to the north, and the east side of the property abuts former CN railway lands to the north. There are no buildings or structures. Generally, the site is sloped towards the Indian River, with significant drops in topography along the shoreline.



The immediate surrounding land uses are:

**North:** Lands within the Township of Laurentian Valley consisting of open undeveloped lands and existing single detached subdivision development. The Indian River flows through this area and abuts a portion of the subject lands. The former CN rail lands also abut a portion of the site.

**East:** Beyond Boundary Road is the City of Pembroke with lands consisting of long existing residential development primarily single detached lots. There is also a small node with a mix of industrial and commercial lands/uses.





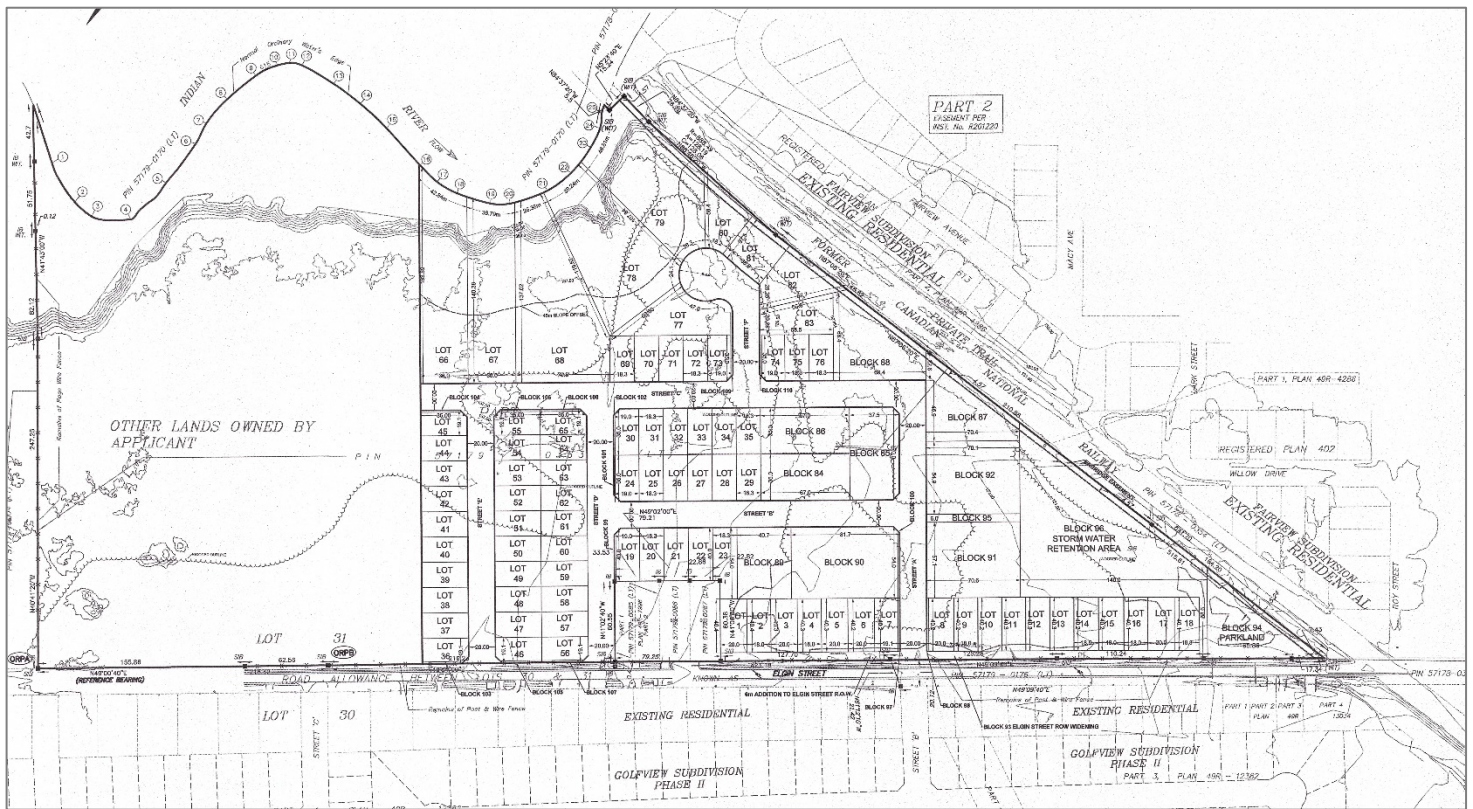
South: Across Elgin Street are lands also within the City of Pembroke consisting of single residential lots fronting Elgin Street and beyond that, vacant development lands slated for future residential subdivision development.

West: Vacant lands designated for suburban development, and beyond that vacant rural lands and Highway 17.

**Purpose:**

To develop a residential subdivision consisting of:

Land Use	Lot/Block Numbers	Area (Ha)	Number of Units
Single detached units	Lots 1-65 and 69-76, incl.	8.81	73
Estate residential units	Lots 66-68 and 77-83, incl.		10
Multiple attached units	Blocks 84-88, incl.	1.36	44
Apartment units	Block 89-92, incl.	1.44	84
Elgin Street Widening	Block 93	0.22	-
Parkland	Block 94	0.30	-
Servicing and Access Block	Block 95	0.04	-
Stormwater management Pond	Block 96	1.11	-
0.3 metre reserves	Blocks 97-110, incl.	0.09	-
Streets (6)	20 m road allowances Streets A-F, incl.	2.65	-
<b>Total</b>	<b>72 lots and 29 blocks</b>	<b>16.02</b>	<b>211 units</b>



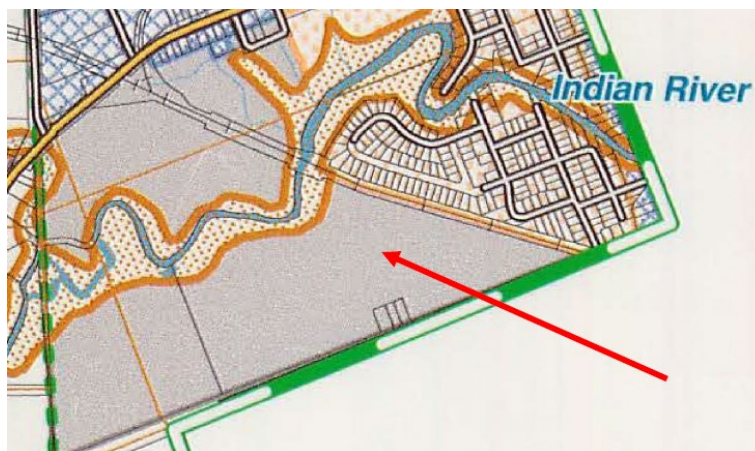
**Provincial Policy Statement 2020**

The following are the key policies applicable to this development:

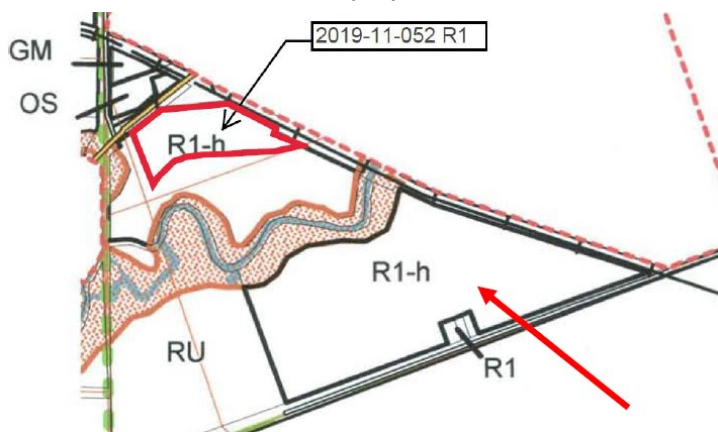
- 1.1.1 Healthy, liveable and safe communities
  - 1.1.3.1 Settlement areas to be the focus for growth and development
  - 1.1.3.2 Densities and mix of land uses in settlement areas which use land and servicing efficiently, minimize negative impacts, support active transportation
  - 1.1.3.6 New development to locate adjacent to built-up areas and include compact form with mix of uses and densities and use infrastructure and servicing efficiently
- 1.4.3 Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market and affordable housing needs for current and future residents
- 1.5.1 Promote healthy, active communities through the planning for the needs of pedestrians, public streets, spaces, active transportation, connectivity and fostering social interaction
- 1.6.6.2 *Municipal sewage services and municipal water services* are the preferred form of servicing for *settlement areas* to support protection of the environment and minimize potential risks to human health and safety. Within *settlement areas* with existing *municipal sewage services* and *municipal water services*, *intensification* and *redevelopment* shall be promoted wherever feasible to optimize the use of the services.
- 1.6.6.7 Stormwater management is to be integrated with planning for sewage and water services to ensure systems are optimized, feasible and financially viable over the long term by: minimizing/preventing contaminant loads; minimizing erosion and changes in water balance, mitigating risks to human health, safety, property and the environment; maximizing extent and function of vegetative and impervious surfaces; and promoting stormwater best management practices
- 2.1.1 Natural features and areas shall be protected for the long term.
- 2.1.5 *Development and site alteration* shall not be permitted in:
  - d) *significant wildlife habitat*;  
unless it has been demonstrated that there will be no *negative impacts* on the natural features or their *ecological functions*.
- 2.1.6 *Development and site alteration* shall not be permitted in *fish habitat* except in accordance with *provincial and federal requirements*.
- 2.1.7 *Development and site alteration* shall not be permitted in *habitat of endangered species and threatened species*, except in accordance with *provincial and federal requirements*.
- 2.2.1 Planning authorities shall protect, improve or restore the *quality and quantity of water* by:
  - e) maintaining linkages and related functions among ground water features, hydrologic functions, natural heritage features and areas, and surface water features including shoreline areas;
  - i) ensuring stormwater management practices minimize stormwater volumes and contaminant loads, and maintain or increase the extent of vegetative and pervious surfaces.
- 3.1.1 Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of:
  - c) hazardous sites

**Official Plan Designation: Suburban and Environmental Protection**

2.2(6) cultural heritage and archaeological resources  
 2.2(9) forestry, spawning beds, deer yards and wildlife habitat  
 2.2(19) public parks  
 2.2(12) hazardous slopes and unstable soils  
 2.2(22) quality of environmentally sensitive areas  
 2.2(25) servicing  
 2.2(26) site decommissioning and clean-up  
 2.2(28) water setback and shoreline integrity  
 5.3(1)-(6) uses permitted and development requirements in the Suburban designation  
 11.3(1)-(2) uses permitted in the Environmental Protection designation  
 11.3(3) development on lands adjacent to the Environmental Protection designation (impact on features – significant valleylands, physical hazards, impacts on water systems fish habitat, threatened and endangered species, etc.  
 11.3(7)(a) areas of leda clay and slope stability constraints  
 11.3(10) development adjacent to watercourses  
 16.4(4) Township roads  
 16.6 access to developments  
 17.3(1)-(3), (6) general servicing policies  
 17.5 stormwater management and drainage  
 18.3 plan of subdivision criteria

**Zoning By-law: Residential One-holding (R1-h) and Environmental Protection (EP)**

3.28(c) local road requirements  
 3.28(e) water setback requirement  
 4.3 holding Provisions – Principle of Development Established  
 5.1 and 5.2 permitted uses and lot development requirements in the Residential One (R1) Zone  
 28.1 and 28.2 permitted uses and lot development requirements in the Environmental Protection (EP) Zone

**Submitted Studies:**

The following studies have been submitted with the subdivision Application:

**Planning Justification Report, Jp2g Consultants Inc., May 7, 2024**

- Provides overview of proposal, relevant PPS and Laurentian Valley OP policies, and zoning requirements
- Proposed subdivision covers 16 ha of the existing 27.5 ha site
- An overall conceptual road layout is provided for the entire site; anticipating approximately 211 total units
  - o These 211 units will consist of: 73 singles, 10 estates, 44 towns (5 blocks), and 84 apartments (4 blocks)
  - o The proposed subdivision also contains one stormwater block and one parkland block; the parkland block represents 1.9% of the total land holding, with the remaining parkland dedication (4.1%) to be fulfilled by cash-in-lieu
  - o One block is to be transferred to Laurentian Valley for widening of Elgin Street
- Six new public streets proposed; three road connections proposed onto Elgin Street
- Will be connect to existing municipal water and sewer facilities

- Confirms conformity with various policies of the PPS:
  - Logical extension of existing land development pattern
  - Efficient use of land and resources
  - No adverse impact on financial well-being of municipality or province over the long term
  - Accommodates a mix of residential types
  - No environmental or public health and safety concerns
  - Proposes intensified development to minimize infrastructure and servicing costs
  - Suitable infrastructure and community facilities are available to support the proposed development
  - No negative impacts are anticipated to natural heritage features, provided mitigation measures outlined in the accompanying EIS are implemented
  - Stormwater system designed to be resilient to climate impacts
  - Various studies have been prepared that make specific recommendations to ensure health and safety, protection of the environment.
- Confirms conformity with various policies of the Laurentian Official Plan relating to:
  - The provision of a range of housing types and forms; increased density lends to more affordable units
  - Smaller lot sizes proposed to increase density and reduce cost of development
  - 1.9% of the subdivision area will be provided for parkland; the remaining 4.1% (OP requires 5% for parkland dedication) will be provided through cash-in-lieu
  - Economical extension and use of full municipal services proposed due to density of development
  - Lands fall within the Suburban designation where logical extensions to built up areas and services are to occur
  - The development will make efficient use of the parcel's depth and proposes connections for road access
  - Higher density residential uses will be buffered from existing low-density uses; Site Plan Control will be used where applicable
  - Various studies and assessments have been prepared to address the criteria of Section 18.3 (transportation, environment, hazards, etc.)
- Confirms Zoning By-law will need to be amended; lands are zoned R1 holding for future comprehensive development
  - Singles and Estate lots will conform to R1 Zone; townhouse and apartment blocks will need to be re-zoned to a zone(s) permitting higher densities
- Concludes that the proposed development conforms to the PPS and Official Plan, and is good land use planning.

### **The Township of Laurentian Valley will be provided a copy.**

#### **Environmental Impact Study, Jp2g Consultants Inc. and Muncaster Environmental Planning, May 7, 2024**

- Site visits completed on April 27<sup>th</sup>, May 28<sup>th</sup>, June 7<sup>th</sup>, 8<sup>th</sup>, 20<sup>th</sup> and 30<sup>th</sup>, and July 7<sup>th</sup> and 20<sup>th</sup>, 2023
- Site is relatively flat to gently sloping towards the river, with the exception of old soil stockpiles and a steep slope along the river to the northwest
  - Consists of vacant woodlands, wetland pockets, open areas (agriculture fields), and several informal trails – no buildings or structures exist.
- Surrounding lands consist of woodlands, agricultural fields, and existing residential development; CN railway corridor abuts northern property boundary; Indian River abuts western property boundary
- Various vegetation communities were mapped and documented
  - Mixed forest, Graminoid meadow, mixed meadow, and mixed swamp/meadow marsh
  - Appears to be a high water table in the northeast, leading to the pockets of swamp and marsh, in addition to some standing water
- A review of the County Official Plan Schedule B and Laurentian Valley Official Plan Schedule C identified significant valleylands and environmental protection lands on and adjacent to the property along the Indian River
- Reported species at risk and potential for species at risk, both on site and adjacent to the site are as follows:
  - No high potential for maternity bat roost habitat on site; some loss of potential travel corridor and foraging habitat expected, but no significant impact to general area if mitigation measures are followed
  - No Blanding's turtles or evidence of nesting activities observed during site surveys habitat
    - However there is a potential for the Indian River and surroundings lands to contain Blanding's turtle habitat and movement corridors

- No adverse impacts anticipated, provided mitigation measures are implemented; no exemption or authorization under the ESA is necessary
  - Bobolink and Eastern Meadowlark (threatened) not observed on site, site not considered to have suitable nesting habitat
    - Noted that between June 20 and July 7, meadow in the central portion of the property was ploughed for the archaeology study
    - No adverse impacts anticipated
  - Breeding bird surveys recorded many bird species; no endangered, threatened, or special concern species were noted; no impacts anticipated provided mitigation measures are followed
  - Butternut sapling located near the top of slope leading to the Indian River on the north side of the subject lands; a Butternut Health Assessment categorized the tree as Category 1 (unhealthy); not required to be retained or compensated for. The BHA will need to be submitted to the MECP for review; can be removed as per applicable measures, though removal not anticipated to occur;
  - Eastern Whip-poor-will surveys carried out due to forest on site and its proximity to open areas– none heard or observed; no adverse impacts anticipated
  - Several common fish species observed by the MNRF in the Indian River, as indicated by their online species tool; DFO species tool did not identify any aquatic SAR in the vicinity of the site; NHIC database reported lake sturgeon (endangered) in the area
    - Wetlands and ditch along northern property boundary unlikely to contain fish habitat due to lack of standing water; as no development is occurring within 70m of Indian River, no adverse impacts expected provided mitigation measures followed
  - No PSWs; no ANSIs
  - Significant Woodland – forested area along southwest property line (4 ha) part of larger contiguous forest along Indian River (50 ha); some (up to 0.23 ha) interior forest habitat will be removed for the proposed development; the larger adjacent forest will meet significant woodland criteria and will remain
    - Forest on and adjacent to the site provide linkages to the Indian River; only small amount of this (2.4 ha or <5%) is proposed for removal and is not expected to impact linkage functions provided mitigation measures followed
  - Mapped significant valleylands along northwest of site (banks of Indian River) identified; valleylands considered significant due to well-defined topography characteristics; no adverse impacts if mitigation measures implemented
  - Potential for Colonial Waterbird nesting site identified within the Indian River through NHIC database; no adverse impacts expected due to no development proposed within 70m from river and no structures within 46m of top of slope
  - Low potential for the site to contain shorebird migratory stopover area; no adverse impacts
  - No raptor wintering area habitat present; No waterfowl nesting area; no woodland amphibian breeding habitat; no area-sensitive bird breeding habitat; no suitable marsh breeding bird habitat
  - Indian River has potential to be used as a turtle wintering area; due to development setback from river, no adverse impacts anticipated
  - No deer yards or rare vegetation communities
  - Forested shoreline contains potential for bald eagle and osprey nesting habitat; no adverse impacts expected
  - Potential for turtle nesting areas on and adjacent to the site; no turtles or activity observed; no adverse impacts provided mitigation measures are followed
  - Springs on steep northwestern slopes within site considered significant wildlife habitat; no adverse impacts expected
  - Potential habitat for Canada warbler, snapping turtle, and eastern wood pewee identified; no species observed; no adverse impacts expected provided mitigation measures are followed; sufficient habitat will remain available on and adjacent to the site post development
  - Offsite flows will be controlled through stormwater management plan; no adverse impacts on downstream habitat
  - Some of the site contains high wildland fire risk; risk can be mitigated
- Study makes 10 recommendations (pages 17-19, incl.) for mitigation measures that should be implemented through a subdivision agreement between owner and Township pertaining to:
    - Breeding bird protection
    - Bat protection
    - Butternut tree and associated assessment(s)

- Turtle protection
- Avoidance/limiting of impacts to habitats identified on or adjacent to the site
- Noise
- SAR occurrences and observations

**Township of Laurentian Valley will be provided a copy.  
Copy to be forwarded to Cambium for peer review.**

**Geotechnical Investigation, GEMTEC Consulting Engineers and Scientists Ltd., February 21, 2024**

- Report based on the assumption that:
  - o The dwelling units will include basements and slab on grade garages
  - o Grade across the site to be raised by 1m
  - o Subdivision serviced by municipal water and sewer
  - o Stormwater pond will function as a wet pond, and extend 3-3.5 m below the existing ground surface
- Mapping indicates site contains granular glaciofluvial deposits to the west; and clay, silt, minor sand and gravel glaciomarine deposits to the east
- Site work completed August 8-13, 2023
- 7 boreholes completed to depths ranging from 5.3 to 8.2 metres to determine underlying soil conditions
- 1 dynamic cone penetration test (DCPT) complete to a depth of ~9.1m
- 1 seismic cone penetrometer test with porewater pressure measurement to a depth of ~26.1m
  - Topsoil 10 to 33 cm depth
  - Silty sand encountered in 3 boreholes to the east of the site (1.2 to 5.3 meters depth); very loose to compact relative density; water content ranged from 19 - 31%
  - Sand deposits encountered in 3 boreholes along west side of site (5.6 to 6.4 meters depth); very loose to relatively loose density; water content ranged from 4 – 26 %
  - Clayey Silt encountered in all boreholes (5.3 to 8.2 meters depth, not fully penetrated); probe infers deposit present up to 26.1 meters
    - o Upper portion of clayey silt encountered in 3 boreholes (east) had been weathered to a crust about 1.5 to 2.7 meters thick, extending to a depth of 3.1 - 3.4 meters; stiff to very stiff consistency; water content ranged from 27 – 39%
    - o Remaining clayey silt unweathered; shear strength generally greater than 40 kilopascals; soft to stiff consistency; water content ranged from 26 – 47%
  - SCPTu probe identifies the site as generally having finer grained soils, though some bands of coarser soils present
    - o Estimated soil permeability is  $1 \times 10^{-8}$  metres per second to  $1 \times 10^{-4}$  metres per second
- Observed groundwater levels in boreholes ranged from 4.3 to 5.1 meters depth; groundwater levels may be higher during wet periods of the year
- Chemical testing of soil samples provided
- 29 Recommendations provided based upon findings pertaining to:
  - o Grade raise restrictions
  - o Excavation
  - o Groundwater management
  - o Foundation design
  - o Engineered fill
  - o Basement floor slabs
  - o Frost protection
  - o Foundation wall backfill and drainage
  - o Slab on grade structures
  - o Potential for soil liquefaction
  - o Applicable seismic site class
  - o Possible seismic hazard mitigation
  - o Excavation
  - o Pipe bedding and cover
  - o Trench backfill
  - o Roadway construction
  - o Stormwater management pond

- Corrosion of buried concrete and steel
- 4 additional considerations are noted pertaining to:
  - Effects of construction-induced vibration
  - Winter construction
  - Excess soil management plan
  - Abandonment of monitoring wells

**The Township of Laurentian Valley will be provided a copy.**

**Stage 1 & 2 Archaeological Resource Assessment, Woodland Heritage Northeast Ltd., May 7, 2024**

- 139 cultural materials collected and examined; concluded that they typically represent typical domestic objects from the early 20<sup>th</sup> century
  - Only 5 objects predate 1900
  - Items recovered not considered to have cultural heritage value or interest; no archaeological sites documented in Stage 2
- Report details pre-contact and post-contact history of the Ottawa Valley, existing treaties; history of site's Euro-Canadian use and development provided

**Stage 1 – Background Research and Property Inspection**

- A search of the Ontario Archaeological Sites Database (OASD) identified 4 registered archaeological sites within 5km of the site
- Details of past archaeological fieldwork in the local context provided
- Site area along Indian River inspected, though slopes considered too steep for archaeological potential
- Possible structure identified in 1928 aerial photography on south side of site
- CN railway not considered a feature of archaeological potential – built too late in relation to initial settlement of region (1800's)
- Stage 1 property assessment and Stage 2 survey carried out July 17 and 18, 2023
  - Entire property was inspected on-ground and using a drone in Stage 1
- Agriculture fields in center of site identified as having archaeological potential; Stage 2 survey recommended
  - Remainder of site identified as having low potential; no evidence of historical features in forested lands; evidence of 20<sup>th</sup> century structure low significance; no stage 2 sub-surface test pitting recommended; no Stage 2 survey recommended for these areas

**Stage 2 – Pedestrian Survey of Identified Areas**

- Prior to Stage 2, actively/recently cultivated areas ploughed to the depth of previous disturbance
  - Ploughed lands inspected along 5m sections; after locating artifacts, survey sections reduced to 1m intervals with a 20m radius around the artifact
- No archaeological sites located on site; cultural materials were encountered that do not meet archaeological site qualifications
  - No evidence of the former homestead was encountered
- Stage 2 conducted on 35% of site with archaeology potential
- Of 139 items recovered:
  - 102 were non-diagnostic
  - 20 identified as from the 20<sup>th</sup> century
  - 12 identified as from late 19<sup>th</sup> century, early 20<sup>th</sup> century
  - 5 identified as from the 19<sup>th</sup> century
- Due to the recency of the cultural materials and their uncertain origin, they are not considered to have cultural heritage value or interest; study area not considered an archaeological site

**The Township of Laurentian Valley will be provided a copy.**

**Transportation Impact Study Report, HDR Inc., March 7, 2024**

- Build-out of development anticipated to be 10 years
- Roads examined include:
  - o Elgin Street
  - o Boundary Road East
  - o Eganville Road
  - o Bruham Avenue
- Existing Conditions
  - o Site has acceptable pedestrian connectivity, though area is not walking friendly; Elgin Street has no formal sidewalks
  - o No bike lanes present in study area; expected most cyclists would prefer to use sidewalks due to high vehicular speeds
  - o Vehicular traffic volume counts conducted at intersections on May 30<sup>th</sup>, 2023 between 7-9am (AM peak) and 4-6pm (PM peak)
    - Existing traffic conditions assessed based on the data found in Figure 3 (p. 10)
    - Presently, all intersections operate with an acceptable level of service; Boundary Rd. E and Eganville Rd. intersection have the worst volume to capacity ratio (0.72 at PM peak) and worst delay (31 – 35 seconds) because many vehicles are making a southbound left turn
    - Worst 95<sup>th</sup> percentile queue observed was for westbound movement at Boundary Rd. E and Eganville Rd. intersection
- Anticipated Background Traffic Conditions
  - o Proposed changes to the road network include:
    - Two-way, stop-controlled four-legged intersection for Street A onto Elgin Street and Street B into the Golfview Subdivision (Phase 2)
    - Two-way, stop controlled three-legged intersections for the remaining two intersections onto Elgin Street
  - o Anticipated 2034 background volumes, based only on a compounding growth rate of 0.5%, is provided in Figure 5 (p. 16)
  - o Transportation Impact Study for the Golfview Subdivision (Phase 2) was obtained and considered in background traffic forecasts
    - Scenario analyses were undertaken for 2 future conditions: impact of the subject development alone, and impact of total factors, including other developments; these are provided through Figures and Tables (pp. 19 – 25)
- Proposed Development Traffic
  - o Anticipated vehicle trips and traffic distribution from site provided on pp. 28 – 30
- Future Total Traffic Conditions
  - o Generated by adding site-generated traffic conditions to background traffic conditions
  - o Level of service, volume to capacity ratio, and 95<sup>th</sup> percentile queues provided (pp. 31 – 39)
    - Without the Golfview development, the traffic generated by the subject site will have minimal impact on intersections operations and queue length in the study area
    - In the Future Total Scenario analysis, the development will have some impact on study area intersection operations for the Boundary Road E. and Elgin Street intersection
      - Under 2034 total traffic conditions, minor road approaches to intersections with Boundary Rd. E will experience significant delays and Level-of-Service F
      - All three of the site's access intersections onto Elgin Street will operate with acceptable levels of service and volume to capacity ratios
      - No significant increase in queue length times except at Boundary Rd. E. and Elgin Street (increase of 60m in AM and 65m in PM)
  - o Mitigation measures recommended for minor road approaches to Boundary Rd. E.
    - Recommended that traffic signals be added to the intersection of Boundary Rd. E. and Elgin Street; will better traffic operations and provide signalized crossing for pedestrians
- Findings and Recommendations
  - o Site will generate approx. 121 – 152 two-way vehicular trips during weekday peak hours
  - o Under existing conditions and future background traffic conditions (without Golfview), study intersections expected to operate under capacity during peak hours, with some minor delays anticipated



- Under future total conditions (without Golfview), the westbound approach at Boundary Rd. E and Eganville Rd. could approach capacity and Level of Service F; the site's only contributes 6% of this traffic; mitigation measures not required in this circumstance
- Under future background conditions (with Golfview), all intersections from site onto Elgin will operate within capacity; high delays to minor intersection approaches may be experienced
- Under future total conditions (with Golfview), site will have a marginal impact on intersection operations; intersection of Boundary Rd. E. and Elgin Street will experience significant delays for eastbound approach
- Recommendations for mitigation measures reiterated

**The Township of Laurentian Valley and the City of Pembroke will be provided copies.**

### **Functional Servicing Report and Stormwater Management Plan, Jp2g Consultants Inc., March 2023**

#### Roads and Grading

- Elgin Street is a paved, dead-end street with municipal water and sewer, open ditches, and overhead hydro
- Subdivision streets will include 2, 3.5m paved driving aisles that lead to a shallow ditch, grassed boulevards, street lighting, tree plantings, four party utility trench, sanitary sewer, storm sewers, watermain, hydrants, and appurtenances
- Intersections to match up with those proposed in the Golfview Subdivision; street connections to Elgin will be stop controlled
- Street grade will follow terrain; grade raise and fill import/export will be minimized in final design
- Slope Stability Study identified a 45m setback from Indian River; no development or grade changes

#### Sanitary Servicing

- Site part of drainage area into Hamilton Street pump station; capacity exists to accommodate development
  - Operating point of Hamilton Street pump station estimated to be 58L/s for a single pump; actual operating point should be determined by Township
- 200mm diameter sanitary sewer at 0.4% grade is sufficient to convey all anticipated flows from the site (12.6L/s)
  - Only 1 location feasible for a sanitary connection; 1 single pipe run near the sanitary connection to Elgin Street
  - No downstream pipe capacity issues anticipated
- First phase of development not expected to trigger any system upgrades due to minimal anticipated additional flows (less than 6L/s peak)

#### Water Servicing

- Municipal water available along Pembroke-side of Elgin Street;
  - Smaller watermain at Roy Street behind a water meter chamber; potential tee and valve available for connection from subject lands, though unconfirmed
- New 200mm connection proposed from Pembroke side of Elgin Street to subject lands; looped through proposed development
  - Two water chambers required to make connections
  - Hydrants at regular intervals
  - 19mm water services for each dwelling
  - Apartment blocks to receive 150mm connection
- Removal of existing pavement along Elgin Street can be avoided by conveying a block to widen the ROW and install a 150mm watermain outside the travelled ROW surface
- Available pressures and flows should be similar to Fairview Ave.
- Design details, and exact water and fire needs of each apartment to be assessed through site plan control

#### Stormwater Servicing

- No storm sewer infrastructure currently on the property
- Existing surface drainage flows towards the Indian River, former CN rail line, and Elgin Street ditches
  - Elgin Street primary outlet for subdivision drainage
- Grade change over site is +/- 7m; average grade is approx. 1%

- Expected existing offsite flows provided (p. 6); flow rates to Elgin Street (243.1L/s in 2 year storm, 600.1L/s in 100 year storm) not anticipated to be exceeded post-development
- New infrastructure to include: ditches, swales, catchbasins, yard basins, manholes, storm piping, and a wet stormwater management pond
- Site grading to direct most water to the stormwater pond; drainage to Indian River to be maintained as under existing conditions; drainage to former rail line ditches to be reduced
  - Permissible release rate of pond for 2 year storm: 79L/s
  - Pond volume needed for 100 year storm: 2,400 cu. meters
- Area needed for pond is approx. 4,000 cu. meters, inclusive of access roads, active storage, etc.
  - Pond block is more than 8,000m<sup>2</sup>; capable of providing area needed

Concludes that site can be serviced by full municipal services; no adverse impacts to municipal services expected. Detailed designs required for utility, roads, lot grading and drainage, stormwater management, and sanitary and water services. Existing pump station needs to be reviewed with municipality as part of the detailed design to confirm station capacity, operating point, pump timing, etc.

**Township of Laurentian Valley and the City of Pembroke will be provided copies.**

### **Phase One Environmental Site Assessment, GEMTEC Ltd., August 1, 2023**

- **Executive Summary:** Environmental Site Assessment (ESA) conducted to support a Record of Site Condition (RSC); site identified as being adjacent to a potentially contaminated site (CN rail line)
  - 4 areas of potential concern identified:
    - Potential for multiple contaminants along the northern portion of the site adjacent to the rail line
    - Potential for site-wide contamination by pesticides from historic agricultural pesticide use
    - Soil contamination and environmental impact possible along southeast site boundary from furnace oil spill reported in 1994 at 639 Elgin Street
    - The fill stockpiles and deleterious material found on the west side of the site have the potential to contain contamination
  - Phase 2 ESA required based on the identified concerns
- Assessment conducted by evaluating information gathered from records, available documents, an interview, and a site visit
- Records/aerial photos/document review determined the following:
  - a study area of 250m around the site
  - site historically used for residential and agricultural purposes
  - fill of unknown quality identified on site
  - 1 well identified on site, constructed in 1985 to a depth of 29.3m; 4 wells present in study area
  - several off-site environmental records located and summarized
  - several historic and/or current commercial businesses identified
  - fuel tanks and a full-service gas station identified on adjacent properties
  - no federally contaminated sites, PCB storage sites, or landfills located within the study area
  - Local groundwater anticipated to flow northwest towards the Indian River
  - Overburden thickness ranges from 25 to 35m
  - Piles of fill material and deleterious material identified
  - No PSWs or ANSIs identified; no site operating records available
- Interview with property owner consistent with information from records review; no potentially contaminating activities identified
- Site visit carried out June 1, 2023
  - No stressed vegetation or staining identified on site
  - Other than municipal water, no other services identified on site
  - No unidentified substances, odours, pits, ponds, or lagoons were identified
  - Other observations within the study area summarized
  - Standing water observed on the south side of the rail line
- Eight potential contamination activities identified (pp. 24 – 25); 4 are potential environmental concerns (pp. 26 – 27)
- Low potential for underground utilities to affect contaminant transport if contaminants are present
- Contaminants of potential concern (COPCS) within the study area include:

- Soil: OCPs, metals, electrical conductivity, sodium adsorption ratio, cyanide, pH, VOCs, PHC F1-F4, BTEX, and PAHs
- Groundwater: VOCs, PHC F1-F4

### Township of Laurentian Valley will be provided a copy

### **Phase Two Environmental Site Assessment, GEMTEC Ltd., February 7, 2024**

- **Executive Summary:** Environmental Site Assessment (ESA) conducted to support a Record of Site Condition (RSC); Phase Two determined to be required based upon the findings of Phase One
  - August 8 to 24, 2023, seven boreholes and four manually-advanced holes drilled to a max depth of 7.47m below surface; four of the boreholes were utilized as monitoring wells
  - Soils exceeding MECP standards for metal were identified in the vicinity of borehole BH23-05; remedial excavation was carried out, with impacted soils removed and transported to a landfill; soils from a licensed pit were imported to fill the excavation
  - After completion of remedial activities, soil and groundwater on site considered to meet MECP standards
- Background information provided, including topography/hydrogeology, geology, fill materials present, and past ESAs (Phase 1 by Golder Associates dated August 2006; Phase 1 by GEMTEC Ltd., dated August 2023); reiterates the 4 environmental concerns identified in the August 2023 assessment
  - Potential for multiple contaminants along the northern portion of the site adjacent to the rail line
  - Potential for site-wide contamination by pesticides from historic agricultural pesticide use
  - Soil contamination and environmental impact possible along southeast site boundary from furnace oil spill reported in 1994 at 639 Elgin Street
  - The fill stockpiles and deleterious material found on the west side of the site have the potential to contain contamination
- Phase Two of ESA included the following activities:
  - Health and Safety Plan
  - Utility Clearances
  - Sampling Analysis Plan
  - Borehole Advancement and Monitoring Well Installation
  - Soil Sampling
  - Groundwater Monitoring and Sampling
  - Surveying
  - Reporting
- Subsurface soil and groundwater sampled from boreholes, auger holes, and monitoring wells; rationale for sampling outlined in Appendix B
- Field work conducted between August 8, 2023 and November 21, 2023
  - August 15, 2023, 8 shallow soil samples collected; soil samples collected from boreholes and analyzed
  - Additional soil sampling carried out September 8 to October 3, 2023 to outline metal exceedances at borehole BH23-05; remedial excavation conducted November 21, 2023; confirmatory soil samples collected
  - Monitoring wells for groundwater developed on August 15, 2023
  - Elevations and positioning of monitoring wells were surveyed with GPS; locations of hand auger holes could not be surveyed due to poor reception; approximations provided
- Results of drilling, monitoring, and sampling
  - Generally, geology consists of: topsoil (100 to 330 mm thickness), silty sand (1.5 to 5.3m depth), clayey silt (max 9.14m depth)
  - On August 24, 2023. water levels between 3.14m to 4.16m; groundwater elevations between 130.35 to 133.95m above sea level
  - No utilities located on site; buried services not considered to have facilitated contaminate migration
  - Average hydraulic gradient for shallow groundwater conditions was 0.0077 m/m; vertical hydraulic gradient not calculated
  - Soil texture varies from coarse to fine
  - No detectable concentrations of PHCs or VOCs in soil; no VOCs in groundwater

- Metal exceedances (mercury, antimony, lead, and silver) identified around borehole BH23-05 through vertical and horizontal delineation; post remedial sampling confirms removal of all detected metal exceedances
- Two locations (HA23-03 and HA23-04) adjacent to the CN rail line have pH levels outside of acceptable range (5 to 9); site classified as an environmentally sensitive area
- Summary of groundwater samples provided; sampling completed August 24, 2023; no samples exceeded MECP standards for PHCs or VOCs
- No sediment samples collected
- Addressing the 4 environmental concerns:
  - No exceedances identified in relation to the historic rail line
  - No exceedances identified in relation to the historical use of pesticide on the property
  - No applicable soil or groundwater exceedances identified in relation to the furnace oil spill
  - Metal exceedances identified on the west side of the site at BH23-05, where the piles of fill material and deleterious material were observed; extent of the contamination identified and removed to the Ottawa Valley Waster Recovery Site; soil imported from Bromley Aggregates and used to backfill excavation
- After remediation activities, no contaminated soil or groundwater is present on site
- No exposure pathways deemed relevant to assessment

Concludes no exceedances to applicable site conditions standards were identified; no further work recommended.

### Township of Laurentian Valley will be provided a copy

### Slope Stability Assessment, Morey Associates Ltd., May 30, 2022

- Field work carried out April 6, May 10, and May 17, 2022; involved installing 2 test pits, one within the face of the slope and one near the crest of the slope, along the Indian River at the north-west boundary of the site
  - Description of subsurface conditions provided on p. 12
  - Measurements of height and inclination of slope taken along its length
- Mapping reveals slope is generally underlain by sand and possibly silty clay; bedrock consists of limestone or hornblende-biotite gneiss
- Observations
  - Slope on site 16 – 20m high and inclined at about 35 - 38 degrees to the horizontal, with some steeper portions in the toe area inclined up to +/- 50 degrees due to erosion
  - Slope groundcover consists of grass, shrubs, and young to mature trees; eroded slope area has no vegetation
  - Indian River at site boundary estimated +/- 15m wide
  - Active erosion visible along slope's toe; evidence of slope instability (slope failure scars, slope face slumping and tension cracks) observed; trees observed leaning up and down the slope
  - Test pits confirmed the presence of sand below topsoil; sand in a compact to dense state of packing; test pits observed sand to extend 3.7 to 4.3m below surface level
    - Sandy silt encountered in test pit TP2202 at 3.7m; results of grain size distribution analysis on the sandy silt provided in Appendix A
  - No water observed in sand portion of pits; sandy silt portion moist; water observed seeping from face of slope at toe up to 4m above toe
- Stability Analysis
  - Analysis carried out for static and seismic conditions; seismic coefficient of 0.12 used for seismic analysis
  - Long term stability (static) and adequate slope stability (seismic) calculated as 25 metres from the slope crest
- Slope Setbacks & Limit of Hazard Lands
  - Based on analyses and MNR requirements, limit of hazards lands for existing slope on site should consist of a 25m stable slope allowance (measured back from the slope crest), 15m toe erosion allowance, and 6m erosion access allowance; **46m in total from slope crest**
  - To prevent the reduction of the factor of safety of the slope, no fill materials to be placed within limit of hazard lands or on upper half of slope; no removal of material from lower half of slope
  - Existing topsoil and vegetation on slope to be maintained to mitigation erosion
  - No surface water to be directed towards slope; direct water away from slope

- No regrading of existing slope
- Crest of slope should be staked by geotechnical engineer; location of stakes to be included on a plan of subdivision for the proposed residential development; crest of slope could then be used to identify limit of hazard lands

#### One Window Screening:

Main issues identified for this proposal are habitat of threatened and endangered species, stormwater management, capacity and design of municipal water, sanitary and storm sewers, geotechnical considerations, traffic impacts, environmental sensitivity, and slope stability. The aforementioned studies/reports have been prepared to ensure the development conforms to the PPS. The County will engage peer review for the Environmental Impact Study (EIS). The Township will determine peer review requirements (i.e. geotechnical and stormwater management studies, transporastion).

#### Agency Consultation:

Township of Laurentian Valley, Ministry of Transportation, School Boards (RCDSB, RCCDSB, CECCE, CEPEO), Enbridge, Hydro One Networks Inc., Bell, Telus, Rogers, NRTC Communications, Canada Post, GIS/9-1-1, Cambium Inc. (County Peer Review agent for EIS), City of Pembroke

As this is a preliminary review, additional concerns may be raised through agency comments or further review. Circulation of this application does not imply endorsement of the proposal.

#### RECOMMENDATION:

- The application and draft plan can be deemed complete and is ready to be circulated in accordance with the Planning Act for consultation.
- Peer review by the County's agent Cambium Inc. is recommended for the Environmental Impact Study.

Junior Planner: Nicole Moore

Date: June 10, 2024

County Planner: Aimee McKean

Date: June 10/2024

Manager of Planning Services: ATT

Date: June 10/24

# REVIEW MEMORANDUM

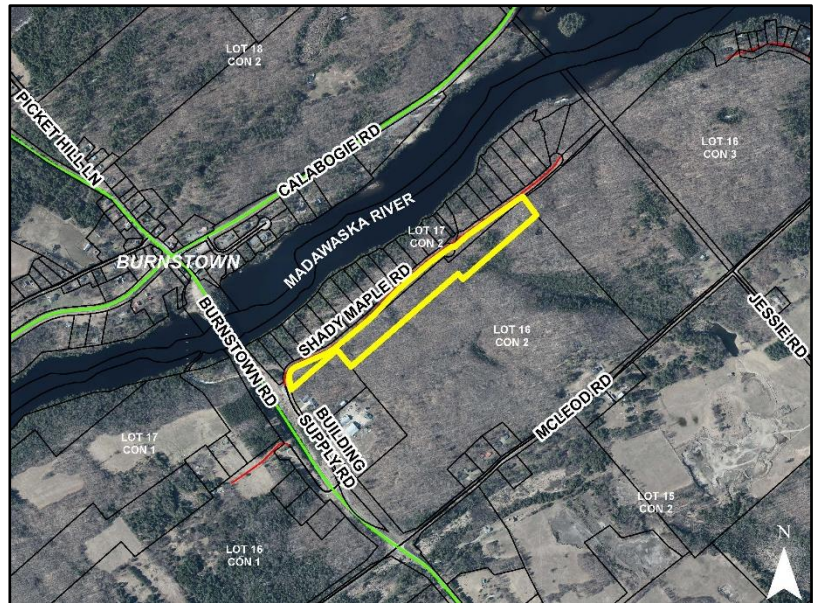
File No.: 47T24004 Braeburn Estates Phase 3  
 Municipality: Township of McNab/Braeside  
 Applicant: KDSA Development Corp (Susan Anglin)  
 Date Application Rec'd: July 8, 2024  
 Target Date: 120 days (November 5, 2024)  
 Location: Part of Lot 16, Concession 2  
 Date of Public Meeting: Not applicable  
 Results:  
 Municipal Water: n  
 Sanitary Sewers: n  
 Storm Sewers: n

## Submission Review:

The submission can be considered complete and the application may be circulated for review and comment by the required agencies, and peer review.

## Subject Site and Surrounding Uses:

The property is located on the south-east side of Burnstown and the Madawaska River. It is 7.72 Ha in area with 995 metres of road frontage along Shady Maple Road. The entirety of the site is covered with natural bush, and contains no buildings or structures. Terrain on the site is relatively flat, with the exception of the north-east corner which slopes steeply to the Madawaska River. The site largely consists of compact to dense silty sand, some gravel and cobbles trace boulders, and areas of bedrock outcropping. Overburden varies between 0 and 12 metres in depth across the site.



The immediate surrounding land uses consist of:

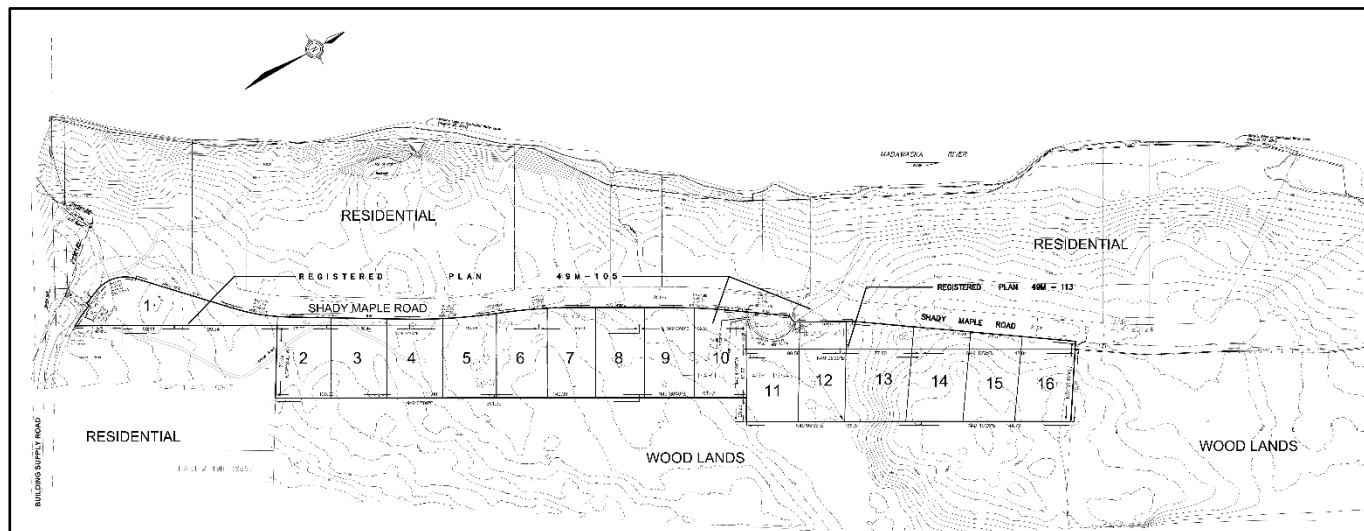
- North: On the other side of Shady Maple Road are single detached residential subdivision development (Braeburn Estates Phases 1 and 2), which back onto the Madawaska River.
- East: Vacant lands containing natural bush.
- South: Immediately adjacent are vacant lands containing natural bush. Beyond this are more vacant lands, a retail lumber yard, and several rural residences.
- West: Across Building Supply Road and Burnstown Road Rural are lands containing residential lots, farmland, and natural bush.

## Purpose:

To develop a residential subdivision consisting of:

Land Use	Lot/Block Numbers	Area (Ha)	Number of Units
Single detached units	Lots 1 to 16, incl.	7.12	16
Streets	1 Street (Blocks 19, 21, and 12) ending in a cul-de-sac	0.60	0
<b>Total</b>	<b>16 lots and 1 block</b>	<b>7.72</b>	<b>16 units</b>
Lot areas ranged from 0.4077 to 0.5856 hectares			

Lot frontages range from 45 metres to 192.6 metres



### Provincial Policy Statement 2020

The following are the key policies applicable to this development:

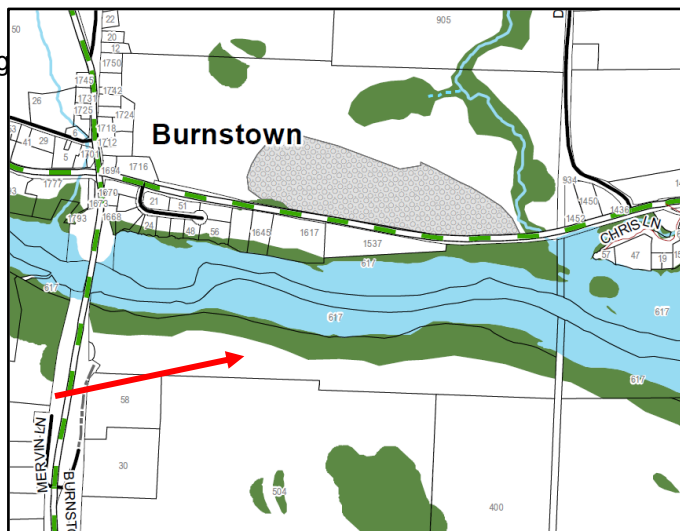
- 1.1.1 Healthy, liveable and safe communities sustained by:
- a) efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term; and
  - c) avoidance of development and land use patterns which may cause environmental or public health and safety concerns
- 1.1.3.6 New development should be located adjacent to built-up areas, have a compact form with a mix of uses and densities, and use infrastructure and servicing efficiently
- 1.1.4.1 Healthy, integrated and viable *rural areas* should be supported by:
- a) building upon rural character, and leveraging rural amenities and assets;
  - e) using rural infrastructure and public service facilitates efficiently; and
  - h) conserving biodiversity and considering the ecological benefits provided by nature
- 1.4.3 Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market and affordable housing needs for current and future residents
- 1.1.5.2 On *rural lands*, permitted uses include resource-based recreational uses (including recreational dwellings) and residential development that is locally appropriate
- 1.1.5.4 Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted
- 1.1.5.5 Development shall be appropriate to the infrastructure which is planned or available, and avoid the need for the unjustified and/or uneconomical expansion of this infrastructure
- 1.1.5.8 New land uses, including the creation of lots, shall comply with the minimum distance separation formulae

- 1.6.6.1 Ensure that sewage and water services can be sustained by local water resources in a manner that: prepares for climate change impacts, is feasible and financially viable, and protects human health, safety, and the natural environment.
- 1.6.6.4 Where *municipal sewage services* and *municipal water services* or *private communal sewage services* and *private communal water services* are not available, planned or feasible, *individual on-site sewage services* and *individual on-site water services* may be used provided that site conditions are suitable for the long-term provision of such services with no *negative impacts*. In *settlement areas*, *individual on-site sewage services* and *individual on-site water services* may be used for infilling and minor rounding out of existing development.
- 1.6.6.7 Stormwater management is to be integrated with planning for sewage and water services to ensure systems are optimized, feasible and financially viable over the long term by: minimizing/preventing contaminant loads; minimizing erosion and changes in water balance; mitigating risks to human health, safety, property and the environment; maximizing the extent and function of vegetative and pervious surfaces; and promoting stormwater best management practices
- 2.1.1 Natural features and areas shall be protected for the long term.
- 2.1.5 Development and site alteration shall not be permitted in significant wildlife habitat
- 2.1.6 Development and site alteration shall not be permitted in fish habitat except in accordance with provincial and federal requirements
- 2.1.7 Development and site alteration shall not be permitted in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements
- 2.1.8 *Development and site alteration* shall not be permitted on *adjacent lands* to the *natural heritage features and areas* identified in policies 2.1.4, 2.1.5, and 2.1.6 unless the *ecological function* of the *adjacent lands* has been evaluated and it has been demonstrated that there will be no *negative impacts* on the natural features or on their *ecological functions*.
- 2.2.1 Planning authorities shall protect, improve or restore the *quality and quantity of water* by:
- e) maintaining linkages and related functions among *ground water features*, *hydrologic functions*, *natural heritage features and areas*, and *surface water features* including shoreline areas;
  - i) ensuring stormwater management practices minimize stormwater volumes and contaminant loads, and maintain or increase the extent of vegetative and pervious surfaces.
- 2.6.1 Significant built heritage resources and significant cultural heritage landscapes shall be conserved
- 3.1.1 Development shall generally be directed, in accordance with guidance developed by the Province (as amended from time to time), to areas outside of *hazardous sites*.
- 3.1.8 *Development* shall generally be directed to areas outside of lands that are unsafe for *development* due to the presence of *hazardous forest types for wildland fire*.
- Development* may however be permitted in lands with *hazardous forest types for wildland fire* where the risk is mitigated in accordance with *wildland fire assessment and mitigation standards*.



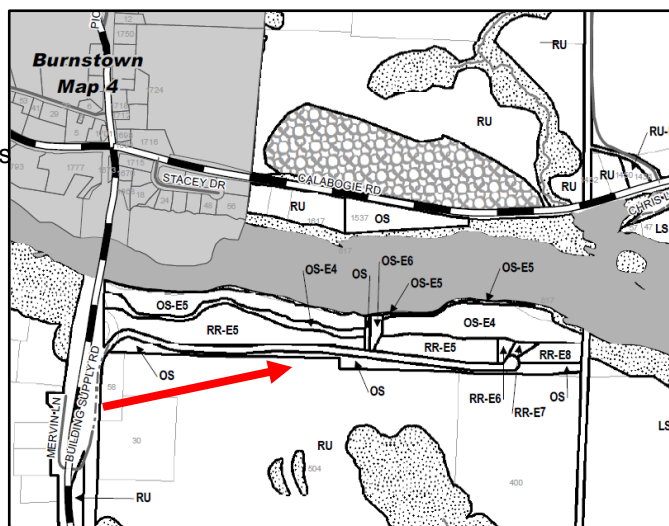
**Official Plan Designation: Rural**

- 2.2(1)(j) Housing with proposed private water and/or sewage services
- 2.2(2) Minimum distance separation from livestock facilities
- 2.2(6)(5)(a) Archaeological consideration for development within 300m metres of a navigable waterbody
- 2.2(8)(d) Fish habitat
- 2.2(9)(d) Wildland fire hazard
- 2.2(12)(a)(iii), (f) and (g) Private services
- 2.2(23) Environmental Impact Study (EIS)
- 2.2(26) Active transportation
- 2.2(29) Parkland dedication
- 2.2(30) Stormwater management
- 5.3(1) Uses permitted in the Rural designation
- 5.3(3) and (4) Conditions for rural residential and waterfront subdivisions
- 13.3(3) Local road requirements
- 13.3(4) Private road requirements
- 14.4(4) Subdivision requirements



**Zoning By-law: Rural (RU) and Open Space (OS)**

- 3.13.2 Lots to front on streets in registered plans of subdivision
- 3.22(a) Minimum distance separation from livestock facilities
- 3.23(c) Local road requirements
- 6.1 and 6.2 Permitted uses and lot development requirements in the Rural Residential (RR) Zone
- 17.1 and 17.2 Permitted uses and lot development requirements in the Rural (RU) Zone
- 21.1 and 21.2 Permitted uses and lot development requirements in the Open Space (OS) Zone



**Submitted Studies:**

The following studies have been submitted with the subdivision Application:

**Planning Justification Report, Jp2g Consultants Inc., May 7, 2024**

- Provides overview of proposal, relevant PPS and Official Plan policies, zoning requirements, and findings of supporting studies
- Notes there was pre-submission consultation with the County of Renfrew, and the Township of McNab/Braeside; consultation for the proposed Hydrogeological Study methodology was also held with Cambium Inc. and the Paterson Group
- 16 lots for single detached dwellings proposed through plan of subdivision, with blocks provided to extend Shady Maple Road
- Other than Block 17 in Phase 1 of the Braeburn Subdivision, no other parks are located nearby; no parkland is proposed; cash-in-lieu of parkland will be provided
- No adverse impacts on the underlying bedrock aquifer anticipated– supported by the submitted Hydrogeological Assessment and Terrain Analysis; tertiary systems recommended

- Surface water drainage to be directed to existing roadside ditches, which lead to an outlet that flows to the river – supported by the provided Phase 3 Stormwater Management Brief
- MDS 1 assessment provided in appendix; determines development will comply with the formulae
- Estimated that the subdivision will accommodate 39 persons (2.4 persons per dwelling)
- Consistent with various policies of the PPS:
  - o No adverse impact on financial well-being of municipality or province over the long term
  - o No environmental or public health and safety concerns
  - o Suitable infrastructure and community facilities are available to support the proposed development
  - o Compatible with the rural landscape and can be sustained by and efficiently use rural services
  - o Appropriate for the infrastructure available and avoids unsustainable expansions
  - o Complies with the minimum distance separation formulae
  - o No municipal water and sewer services available or feasible; site can accommodate private servicing
  - o No adverse impacts are anticipated on habitat of endangered and threatened species provided mitigation measures are implemented
  - o Unmapped wetlands identified on site, while fish habitat was deemed limited or not present
  - o Various studies have been prepared that make specific recommendations to ensure health and safety, protection of environmental and water features.
  - o Stage 1 and 2 Archaeological Study completed, and concludes no further assessment is necessary
- Conforms to various policies of the County Official Plan relating to:
  - o Minimum distance separation relating to agriculture
  - o Conservation of cultural and archaeological resources
  - o Protection of natural heritage features (significant wildlife habitat; fish habitat; habitat of endangered and threatened species)
  - o Mitigation of wildland fire risk
  - o Provision of private servicing that is suitable over the long term
  - o Provision of parkland dedication through cash-in-lieu
  - o Planned stormwater management
  - o Lands designated as Rural; proposed development is in keeping with permitted uses and meets the outlined conditions for a rural subdivision
  - o New residential waterfront development policies addressed
  - o Proposed development complies with subdivision criteria
  - o Additional requested studies (geotechnical study) submitted for review
- Confirms Zoning By-law will need to be amended; lot to be rezoned from RU and OS to RR-exception zone to permit only single detached dwellings with a minimum lot frontage of 45 metres and minimum lot area of 4047 square metres
  - o Zoning amendment to be required as condition of approval.
- Servicing options statement provided, reiterating there is no potential for the proposed subdivision to be serviced by municipal or communal water and sewage; private services suitable for the development
- Concludes that the proposed development is consistent with the PPS, conforms to the Official Plan, and is good land use planning.
- Provides a summary listing the recommendations of the supporting studies (summarized on pp. 14 to 19), which are to be required as conditions of draft approval and be implemented through a subdivision agreement.

#### **Geotechnical Investigation, Paterson Group, June 20, 2023**

- Site work completed May 17 and 18, 2023
- Total of 8 test pits utilized for the investigation (map of pit locations on last page of report)
  - o 6 new test pits dug to a max depth of 4.5 metres
  - o 2 existing test pits on the site reused from the previous Phase 1 and 2 investigations
- Topsoil underlain by glacial till and bedrock
  - o Glacial till – extends up to 3.95 metres below surface; consists of compact to dense silty sand, sandy silt with gravel, cobbles, and boulders trace clay

- Bedrock and/or boulders encountered between 3.1 to 4.5 metres below the surface
- Bedrock transitions from west to east, consisting of interbedded limestone and dolomite of the Gull River Formation, shale of the Rockcliffe Formation, and Dolomite of the Oxford Formation
- Groundwater levels observed with low to moderate infiltration rates at depths of 0.7 to 3 metres, with the exception of one test pit (TP 4-23) which was dry
  - Groundwater table expected to be in bedrock; most water infiltration expected to be from surface water infiltrating upper sandy layers
- Site considered suitable for proposed development
- Geotechnical considerations for design includes detailed recommendations related to:
  - Site grading preparation
  - Fill placement
  - Foundation design
  - Lateral support
  - Bedrock/soil transition
  - Pavement structure
  - Foundation drainage and backfill
  - Protection of footings against frost action
  - Excavation of side slopes
  - Winter construction
  - Corrosion potential and sulphates
- Notes that the provided foundation design data is to be applied to the material testing and observation program set out in Section 5, which is to be conducted by a geotechnical consultant during construction

**Environmental Impact Study, Jp2g Consultants Inc., Muncaster Environmental Planning Inc., October 22, 2022**

- Report provides details about Species at Risk (SAR), their potential habitat, and nearby natural heritage features
- Site visits completed on May 31<sup>st</sup>, June 10<sup>th</sup>, 13<sup>th</sup>, 22<sup>nd</sup>, July 6<sup>th</sup> and 7<sup>th</sup>, 2022
- Site consists of woodlands, small wetlands, and some low areas; several intermittent watercourses located on and adjacent to the site
- Several vegetation communities identified on site, including:
  - Deciduous forest over most of the site
  - Coniferous forest (north-eastern portion of site); evidence of logging, woodpiles, trails and associated culverts observed in this area
  - Deciduous swamp (southern portion of site)
  - Coniferous swamp (northern-most intermittent watercourse, south of coniferous forest); standing water noted, which travels to the ditches of Shady Maple Road
  - Low areas with moist soils and some standing water (south-western portion of site); not considered wetland features
- No natural heritage features identified on or within 120 metres of the site
- Species at risk potentials are as follows:
  - **Bats** – site not considered to have high potential for bat maternity roost habitat; potential for use of site as a movement corridor; some habitat loss anticipated with removal of woody vegetation for development, though not expected to will not significantly impact any bat habitat present, provided mitigation measures are implemented
  - **Black Ash** – dominant in deciduous wetland habitat on site; listed as endangered, but provincial protections paused as of writing of the study
  - **Bobolink & Eastern Meadow Lark** – no suitable habitat located
  - **Breeding Birds** - a variety of birds were recorded on or adjacent to the site; only species of special concern were wood thrush and eastern wood peewee; no negative impacts anticipated, provided mitigation measures are implemented
  - **Butternut** – 16 butternut trees observed on and adjacent to the site; Butternut Health Assessment (BHA) identified all trees as Category 1 (unhealthy); trees do not need to be retained or compensated for; BHA to be submitted to the MECP for review
  - **Eastern Whip-poor-will** – not recorded on site or in proximity

- **Fish** – NDMNRF online application notes the occurrence of several fish species in the Madawaska River to the north of the site; only species of special concern was the River Redhorse; no negative impacts anticipated, provided mitigation measures are implemented
- **Snakes** – potential for snake habitat; no negative impacts anticipated, provided mitigation measures are implemented
- **Turtles** – no suitable habitat located; potential for site to be a movement corridor; no negative impacts anticipated, provided mitigation measures are implemented
- No Provincially Significant Wetlands; 2 small unevaluated wetlands located on site
  - 15 metre setback from wetland boundary recommended
  - Alternatively, wetlands can be removed and relocated, provided that recommendations of the study are implemented and any required agency approvals are obtained
- No significant woodlands; no significant valleylands
- Significant wildlife habitat potentials are as follows:
  - **Seasonal Concentration Areas of Animals** – potential for bat corridor and habitat, reptile habitat, and deer wintering area; no negative impacts anticipated, provided mitigation measures are implemented
  - **Rare Vegetation Communities** – none located on or adjacent to the site
  - **Specialized Habitat for Wildlife** – Potential for raptor nesting habitat, with no adverse impacts anticipated provided mitigation measures are implemented; potential amphibian breeding habitat; adverse impacts can be mitigated
  - **Habitat for Species of Conservation Concern** – only species observed were the wood thrush and eastern wood peewee; adverse impacts not anticipated provided mitigation measures are implemented
  - **Animal Movement Corridors** – potential for site to be used as a movement corridor; no adverse impacts anticipated provided mitigation measures are implemented
- No ANSIs
- No fish observed, with limited to no potential for fish within the site's intermittent watercourses, low areas, and wetlands; no fish access is possible from the Madawaska River; no adverse impacts anticipated provided mitigation measures are implemented
- Wildland fire risk low; no mitigation measures required
- Report contains 11 recommendations for mitigation measures pertaining to:
  - Timing of vegetation removal and site work preparation
  - Submission of the Butternut Health Assessments to MECP
  - Protocol for further observations of Butternut trees
  - Protocols for establishing snake and turtle barriers
  - Protocols and permits for installing driveways and culverts through wetlands, low area, and/or intermittent watercourses
  - Erosion/sediment controls; silt fencing during construction
  - Vegetated buffers; retaining existing vegetation when possible; re-vegetating cleared/exposed soils
  - Protocols for construction equipment on-site
  - SAR protocol is followed for observances on site; info submitted to NHIC
  - MECP contacted if SAR or habitat found on-site

### **Stage 1 and 2 Archaeological Assessment, Past Recovery Archaeological Services Inc., October 12, 2023**

#### ***Executive Summary***

- Stage 1 consisted of background research and a site visit on August 9<sup>th</sup>, 2023; site determined to contain potential for pre-Contact and post-Contact archaeological resources
- Stage 2 consisted of fieldwork completed from August 9<sup>th</sup> to 11<sup>th</sup>, 2023; no archeological resources of concern were recovered
- No further archaeological assessment required, unless additional areas of impact are identified in the future

#### ***Stage 1 Research and Findings***

- General overview of regional pre-contact and post-contact history, Michi Saagiig history, and Ojibway Nation history provided

- Historic land use (vacant, forested land) and previous property ownership provided
  - o Written and aerial records suggest the site has experienced very little to no development
- Only two sets of archeological assessments have previously been undertaken in the immediate area:
  - o Stage 1 and 2 Archeological Assessments conducted for Phase 1 and 2 of the Braeburn Estates Subdivision (2014); and
  - o Stage 1 and 2 Archeological Assessments conducted on Part of Lot 14, Concession 2 (2012)
  - o No archeological resources were found during these assessments
- No registered archeological sites or cultural heritage resources in the local context
- One plaque previously present at the Lookout to the northwest of the site; referred to the historic bridge that use to cross the Madawaska River
- No known cemeteries located in or adjacent to the site
- One case of mineral deposits (wollastone) located within a 300 metre radius of the site
- Past and present environmental conditions of the area derived from secondary sources assessed
  
- Background research indicated all of the site (except for steep slopes and wet, low lying areas) has potential for the presence of significant archeological resources for the following reasons:
  - o It lies within a major pre-Contact and post-Contact transportation corridor;
  - o It is within 300m of the escarpment edge leading down to the river, which would have been the early shoreline of the Madawaska River
  - o The site's well-drained sandy loam soils were preferred for pre-Contact campsites

### **Stage 2 Fieldwork and Findings**

- Mapit Pro GIS software used to delimit the study area and record features of interest
- Assessment consisted of shovel test pit survey at 5m intervals due to surface bedrock conditions
  - o Steep slopes and permanently wet areas visually surveyed but not tested
  - o In northern portion of site were terrain consists of slopes and terraces, testing undertaken judgmentally but adhered to 5m interval when possible
- Back-dirt screened through 6mm mesh; shovel test pits at least 30cm in diameter and 5cm into the subsoil
- No archeological resources of cultural heritage value or interest found, so no test pit intensification was undertaken
  - o Areas not tested deemed to be of low archeological potential
- No further archeological assessment within the site study area required

### **Hydrogeological Assessment and Terrain Analysis, Paterson Group, November 27, 2023**

- Hydrogeological assessment and terrain analysis reports for Phase 1 and 2 of Braeburn Subdivision Estates incorporated into report
  - o Several reports listed, which are to be read in conjunction with this analysis: a hydrogeological study and terrain evaluation, a surface water impact assessment, a supplemental hydrogeological study, and a geotechnical investigation
- 40 test pits, 2 boreholes, and 5 drilled potable supply test wells established on site
- Geochemical testing also conducted at occupied dwellings from the previous subdivision phases
- Surficial soils consist of a glacial till topsoil, which is comprised of compact to dense brown silty sand with some gravel and cobbles trace boulders
  - o Silty sand to sandy silt observed under the topsoil on the western portion of the site; fill observed in 1 western test pit and many northeastern test pits
- Overburden thickness varies from non-existent to 12 metres across the site
- Mapping suggests site and adjacent lands are underlain by carbonate metasedimentary rocks, consisting of: marble, calc-silicate rocks, skarn, and tectonic breccias
- Pre-consultation completed with the Township of McNab/Braeside and Cambium Inc on June 8, 2023
  
- Test Wells 1 to 4 (TW1 to TW4) were installed in 2014-2015; TW5 was installed in August of 2020
  - o TW1 – aquifer located within marble at a depth of 42.7 metres
  - o TW2 – aquifer located within granite bedrock at a depth of 30.48 metres
  - o TW3 – aquifer located within Precambrian formation at a depth of 46.6 metres
  - o TW4 – aquifer located within Precambrian formation at a depth of 46.3 metres; a second aquifer located at 76.5 metres
  - o TW5 – no aquifer data provided

- All wells subject to a 6 hour continuous pump test; pump rates varied from 15 to 73.2L/min; no observable water level changes in nearby test wells during the tests
- Topographic survey and soil sampling conducted
- Supplementary groundwater testing (geochemical testing) conducted at the developed lots 13 and 21 from the previous subdivision phases; the wells servicing these lots are also the test wells TW4 and TW5
- Water was collected from TP1-23 on May 18, 2023 to assess background nitrogen concentrations
  
- Well records indicate 23 wells in proximity to site; all drilled with casings completed into bedrock; aquifer depths between 10 to 115 metres below ground surface
- No off-site well testing undertaken due to lack of available wells down gradient from the site
- Speculated that the overburden aquifer slopes north towards the Madawaska River, based on the significant slopes in the surface terrain
  
- Pumping rates chosen for each well are at or above the minimum pumping rate set by the MECP Procedure D-5-5 document of 15L/min for a household of 4 individuals
- 20 year safe yield are better than the required rate for residential subdivisions; lowest output is at TW4, which has a 20 year safe yield of 10,000 L/day
- Limited to no anticipated well interference
- Maximum anticipated drawdown in the center of 41 wells pumping continuously for 20 years at 2,400L/day is 10.7 metres; this represents 24% of the available drawdown
- Water samples from wells recovered at 3 and 6 hours during pump testing; unfiltered water samples collected from TW4 and TW5 to confirm aquifer had not significantly changed with use since initial pump testing
  - o Results of TW4 and TW5 similar to initial testing; no significant changes to treatment recommendations and other considerations required
- Raw water from the test wells meet all Ontario Drinking Water Standards for max. acceptable concentrations; no bacteria detected; all aesthetic objectives and operational guidelines met, with the exception of: hardness, iron, manganese, and turbidity
  - o Identifies various treatment units to address aesthetic parameter exceedances
  
- Site considered hydrogeologically sensitive due to bedrock within 2 metres of ground surface
  - o Recommended separation distance between well and distribution pipe or septic tank of 30 metres; minimum well casing to be 12 metres bgs
  - o Min. 100mm of imported or in-situ soil to provide system isolation, unless it can be demonstrated there is over 2 metres of overburden in proposed sewage system location
  - o UV treatment system recommended at the point of entry from all wells
- Tertiary septic systems recommended; additional sewage system design requirements specified
- Predictive Nitrate Impact Assessment provided; predicted nitrate concentration value of 9.15mg/L below provincially mandated value of 10mg/L; concludes proposed subdivision can support single detached dwellings without adversely impacting underlying bedrock aquifer
- No significant phosphorus impacts to the Madawaska River anticipated
- Secondary dwellings not feasible
  
- Concludes the underlying aquifer, site, and terrain are suitable for the proposed development on private services.
- 9 recommendations made, pertaining to:
  - o Well construction, installation, and maintenance
  - o Additional treatment systems
  - o Unused wells
  - o Semi-annual verification of water potability
  - o Required sewage system class

### **Phase 3 Stormwater Management Brief Final, Jp2g Consultants Inc., January 22, 2024**

#### Purpose:

- Phase 3 SWM plan is based on requirements identified through background reports and County of Renfrew Phase 1 and 2 conditions for draft approval.

- This Brief is to be read in conjunction with the *Stormwater Management Report* for Phases 1 and 2, Jp2g Consultants Inc., dated September 23, 2023.
- This Brief updates the original stormwater analysis for quality and quantity criteria for the additional Phase 3 development.

#### Strategy:

- Quality control is to continue to target Normal to Enhanced levels (70-80% total dissolved solids (TSS) removal) to meet typical environmental protection standards.
- Quantity control is proposed to direct increase in run-off, away from unstable slope areas adjacent to the Madawaska River (in Phases 1 and 2), towards distinct outlets to the Madawaska River via suitably engineered drainage structures.
- Quality and quantity control will use best management practices (BMPs) including grass-lined road side ditches with rock check dams, and engineered outlets to the Madawaska River to reduce water velocity, promote infiltration, evapotranspiration to improve water quality, and to minimize erosion and slope stability issues.
- Phase 3 is located upstream of the roadway and the roadway ditches will intercept run-off from Phase 3, redirect it away from unstable slope areas near the Madawaska River, and use the same outlet channels to the Madawaska River constructed for Phase 2.
- The minor system of roadside ditches will be designed for the 5-year storm event and culverts designed for the 10-year storm event. Storms in excess of this may result in overtopping of the roadway (maximum 0.3 m at edge of pavement).
- Both pre- and post- development flows have been compared to ensure no additional flows will cross the unstable slopes identified in Phases 1 and 2, based on the geotechnical evaluation. Phase 3 drainage is to be captured by the roadside ditches and should not result in changes to the unstable slope analysis.

The Brief includes engineering details for, and analysis, of the following matters, that are based on approved Phase 1 and 2 engineering, while also accounting for the proposed Phase 3 development:

- the hydrologic analysis of pre-development and post-development flows
- the proposed engineered design of the stormwater conveyance system components to manage water quantity including ditches, culverts, and outlet channels to manage 5-year (minor) and 100-year (major) storm events;
- treatment train design to manage water velocity, infiltration and settlement of TSS to address water quality;
- interception and redirection of additional Phase 3 upstream flows away from the slope stability zone in Phases 1 and 2

#### Conclusions

- Hydrologic assessment of the pre- and post- development drainage was completed using meteorological and geological information.
- Hydrologic analysis was completed to establish peak flows for existing and developed conditions.
- Evaluation of the existing conditions provides a benchmark for the allowable discharge over the slope stability area.
- Evaluation of post-development provides an understanding of the flows generated for the conveyance design.
- Stormwater management criteria to be satisfied includes:
  - o Ensuring post-development flows toward the geotechnical stable slope allowance are not increased
  - o Water quality control treatment meets removal of 70-80% of TSS from the developed area of the site
  - o Water quantity is not provided as the stormwater outlets to the Madawaska River
  - o Provide engineered outlets to the Madawaska River and provide stormwater conveyance for roadway flows
  - o Capture and convey off-site flows to the Madawaska River
  - o Limit flow velocity in swales to less than 0.5 metres/second
- The stormwater management plan set out in this report addresses these stormwater management criteria. Normal to enhanced quality control is provided for the additional Phase 3 lands. Post-development plans including Phase 3 will not increase run-off flows within the slope stability areas. Excess run-off to the Madawaska River will be conveyed through suitably engineered drainage channels. Temporary erosion and sediment control recommendations are unchanged from the original Stormwater Management Report and are to be applied to the additional Phase 3 development.

Recommendations

- The report provides recommended conditions for draft approval to implement to ensure the stormwater management plan is implemented and functions as intended.

**Lot Development Plan, Jp2g Consultants Inc., December 22, 2023**

- Grading Plans C001 to C04
- Construction Detail Plan C05

**One Window Screening:**

Main issues identified for this proposal are zoning, geotechnical design considerations, potential for species at risk, habitat of threatened and endangered species, private servicing setback and design requirements for suitable and sufficient servicing over the long-term, and stormwater management. The aforementioned studies/reports have been prepared to ensure the development conforms to the PPS and County of Renfrew Official Plan.

**Agency Consultation:**

Township of McNab/Braeside, School Boards (RCDSB, RCCDSB, CECCE, CEPEO), Enbridge, Hydro One Networks Inc., Bell, Telus, Rogers, Canada Post, GIS/9-1-1, Ontario Power Generation, Cambium Inc. (County Peer Review agent for EIS and Hydro-ge)

As this is a preliminary review, additional concerns may be raised through agency comments or further review. Circulation of this application does not imply endorsement of the proposal.

**RECOMMENDATION:**

- The application and draft plan can be deemed complete and is ready to be circulated in accordance with the Planning Act for consultation.
- Copies of all the studies will be provided to the Township of McNab/Braeside.
- Peer review by the County’s agent Cambium Inc. is recommended for the Environmental Impact Study, and Hydrogeological Assessment and Terrain Analysis.
- Peer review of any other studies will be co-ordinated with the Township of McNab/Braeside (i.e. stormwater management, geotechnical).

Junior Planner: \_\_\_\_\_

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

County Planner: \_\_\_\_\_

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

Manager of Planning Services: \_\_\_\_\_

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



**Applicant:** Blackrock Property Equities Inc.  
/Jim Sawyer (Agent: Jp2g  
Consultants Inc.  
**File No.:** 47T23006 River Road Estates  
**Municipality:** Township of McNab/Braeside  
**Location:** Part Lot 9, Concession B(13)



**Date of Decision:** June 11, 2024  
**Date of Notice:** June 11, 2024  
**Last Date of Appeal:** July 2, 2024  
**Lapsing Date:** June 11, 2027

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## **NOTICE OF DECISION**

### **On Application for Approval of a Draft Plan of Subdivision Subsection 51 (37) of the Planning Act**

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On June 11, 2024 the County of Renfrew approved the draft plan of subdivision that accompanied Application No. 47T23006 in respect of land in the Township of McNab/Braeside. A copy of the decision is attached.

**Purpose of the Application:**

The plan of subdivision would allow for the creation of a residential subdivision consisting of 23 single detached lots and 1 new internal street.

**Effect of Public Input:**

The County of Renfrew considered all written and oral public comments about the plan. Comments are reflected as conditions of draft approval where applicable.

**When Draft Approval is in Effect**

If the County of Renfrew does not receive a notice of appeal in respect of the decision within 20 days of this notice, the application is deemed draft approved on the day after the last day of appeal.

**When and How to File a Notice of Appeal**

Notice to appeal the decision to the Ontario Land Tribunal must be filed with the County of Renfrew Planning Division on or before the last date of appeal as noted above.

The notice of appeal must be sent to the attention of Bruce Howarth, Manager of Planning Services, at the address shown below and it must:

- (1) set out the reasons for the appeal, and
- (2) be accompanied by the fee prescribed under the Ontario Land Tribunal Act in the amount of \$1,100.00, payable to the Minister of Finance, Province of Ontario by certified cheque or money order.

**Who can File a Notice of Appeal**

Only the applicant, any public body that, before the approval authority made its decision, made oral comments at a public meeting, if one was held, or written submissions to the approval authority, the Minister, or the municipality in which the subject land is located, may appeal any of the conditions prior to final approval, by filing a notice of appeal with the County.

No person or public body shall be added as a party to the hearing of the appeal of the decision of the approval authority, including the lapsing provisions or the conditions, unless the person or public body, before the decision of the approval authority, made oral submissions at a public meeting or written submissions to Council, or made a written request to be notified of changes to the conditions or, in the opinion of the Ontario Land Tribunal, there are reasonable grounds to add the person or public body as a party.

**How to Receive Notice of Changed Conditions**

The County of Renfrew, as the approval authority, may in its discretion, change the conditions of the approval of the draft plan of subdivision at any time before the approval of the final

**Applicant:** Blackrock Property Equities Inc.  
/Jim Sawyer (Agent: Jp2g  
Consultants Inc.  
**File No.:** 47T23006 River Road Estates  
**Municipality:** Township of McNab/Braeside  
**Location:** Part Lot 9, Concession B(13)



**Date of Decision:** June 11, 2024  
**Date of Notice:** June 11, 2024  
**Last Date of Appeal:** July 2, 2024  
**Lapsing Date:** June 11, 2027

plan.

You will be entitled to receive notice of any changes to the conditions of approval of the plan of subdivision if you have made a written request to be notified of changes to the conditions.

No person or public body shall be added as a party to the hearing of an appeal regarding any changes to the conditions of approval unless the person or public body, before the approval authority made its decision, made oral submissions at a public meeting, if one was held, or written submissions to the approval authority, or made a written request to be notified of the changes to the conditions or, in the Ontario Land Tribunal's opinion, there are reasonable grounds to add the person or public body as a party.

**Other Applications under the Planning Act**

None.

**For Further Information**

For more information, please contact the County of Renfrew at [info@countyofrenfrew.on.ca](mailto:info@countyofrenfrew.on.ca) or call 613-735-7288.

**Mailing Address for Notice of Appeal (where applicable)**

County of Renfrew, Planning Division  
9 International Drive  
Pembroke, Ontario K8A 6W5  
Attn: Bruce Howarth, MCIP, RPP, Manager of Planning Services

**Applicant:** TMM Pembroke Inc.  
**File No.:** 47T23007  
**Municipality:** Township of Laurentian Valley  
(Twp. of Pembroke)  
**Location:** Part Lots 22 and 23, Concession 2



**Date of Decision:** June 28, 2024  
**Date of Notice:** June 28, 2024  
**Last Date of Appeal:** July 18, 2024  
**Lapsing Date:** June 28, 2027

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## **NOTICE OF DECISION**

### **On Application for Approval of a Draft Plan of Subdivision Subsection 51 (37) of the Planning Act**

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On June 28, 2024 the County of Renfrew approved the draft plan of subdivision that accompanied Application No. 47T23007 in respect of land in the Township of Laurentian Valley. A copy of the decision is attached.

#### **Purpose of the Application:**

The plan of subdivision would allow for the creation of a residential subdivision consisting of 156 units including the following:

1. 52 single detached units
2. 34 semi-detached units
3. 34 rowhouse units
4. Blocks for 39 apartment/medium density units
5. Locations for parks, stormwater management, and future public streets

#### **Effect of Public Input:**

The County of Renfrew considered all written and oral public comments about the plan. Comments are reflected as conditions of draft approval where applicable.

#### **When Draft Approval is in Effect**

If the County of Renfrew does not receive a notice of appeal in respect of the decision within 20 days of this notice, the application is deemed draft approved on the day after the last day of appeal.

#### **When and How to File a Notice of Appeal**

Notice to appeal the decision to the Ontario Land Tribunal must be filed with the County of Renfrew Planning Division on or before the last date of appeal as noted above.

The notice of appeal must be sent to the attention of Bruce Howarth, Manager of Planning Services, at the address shown below and it must:

- (1) set out the reasons for the appeal, and
- (2) be accompanied by the fee prescribed under the Ontario Land Tribunal Act in the amount of \$1,100.00, payable to the Minister of Finance, Province of Ontario by certified cheque or money order.

#### **Who can File a Notice of Appeal**

Only the applicant, any public body that, before the approval authority made its decision, made oral comments at a public meeting, if one was held, or written submissions to the approval authority, the Minister, or the municipality in which the subject land is located, may appeal any of the conditions prior to final approval, by filing a notice of appeal with the County.

No person or public body shall be added as a party to the hearing of the appeal of the decision of the approval authority, including the lapsing provisions or the conditions, unless the person or public body, before the decision of the approval authority, made oral submissions at a

**Applicant:** TMM Pembroke Inc.  
**File No.:** 47T23007  
**Municipality:** Township of Laurentian Valley  
(Twp. of Pembroke)  
**Location:** Part Lots 22 and 23, Concession 2



**Date of Decision:** June 28, 2024  
**Date of Notice:** June 28, 2024  
**Last Date of Appeal:** July 18, 2024  
**Lapsing Date:** June 28, 2027

public meeting or written submissions to Council, or made a written request to be notified of changes to the conditions or, in the opinion of the Ontario Land Tribunal, there are reasonable grounds to add the person or public body as a party.

**How to Receive Notice of Changed Conditions**

The County of Renfrew, as the approval authority, may in its discretion, change the conditions of the approval of the draft plan of subdivision at any time before the approval of the final plan.

You will be entitled to receive notice of any changes to the conditions of approval of the plan of subdivision if you have made a written request to be notified of changes to the conditions.

No person or public body shall be added as a party to the hearing of an appeal regarding any changes to the conditions of approval unless the person or public body, before the approval authority made its decision, made oral submissions at a public meeting, if one was held, or written submissions to the approval authority, or made a written request to be notified of the changes to the conditions or, in the Ontario Land Tribunal's opinion, there are reasonable grounds to add the person or public body as a party.

**Other Applications under the Planning Act**

None.

**For Further Information**

For more information, please contact the County of Renfrew at [info@countyofrenfrew.on.ca](mailto:info@countyofrenfrew.on.ca) or call 613-735-7288.

**Mailing Address for Notice of Appeal (where applicable)**

County of Renfrew, Planning Division  
9 International Drive  
Pembroke, Ontario K8A 6W5  
Attn: Bruce Howarth, MCIP, RPP, Manager of Planning Services

**Ministry of Natural Resources**

Corporate Management and  
Information Division

Digital, Data, Information and  
Business Services Branch

300 Water Street,  
Peterborough, ON K9J 3C7

**Ministère des Richesses naturelles**

Division de la gestion des affaires  
ministérielles et de l'information

Direction de la cartographie et des  
ressources informationnelles

300, rue Water,  
Peterborough, ON K9J 3C7



**To:** DRAPE Project Partners

**From:** Larissa Mathewson-Brake

**Date:** July 22, 2024

**Subject:** Introducing Geospatial Ontario

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I would like to share some news about the Ontario Ministry of Natural Resources' (MNR) mapping and geographic information program, Land Information Ontario. Starting this year Land Information Ontario will transition to Geospatial Ontario (GEO). The aim of this change is to provide open access to geospatial data and improve services for all Ontarians.

This letter is to notify partners of the Digital Raster Acquisition Project East (DRAPE) 2024 that, as part of this change, the collection of aerial imagery (including the DRAPE 2024) will be fully funded by the government of Ontario. This means that there will be no cost to partners of the DRAPE 2024 project to acquire, process and access the imagery.

All imagery will be released under the [Open Government Licence of Ontario](#), making it available to everyone as soon as it is ready as a mappable product. DRAPE partners will not need to sign a participant agreement as previously required with past projects.

As a valued imagery partner, I want to give you prioritized notice of the changes to the DRAPE 2024 project as part of our transition from Land Information Ontario to Geospatial Ontario. We appreciate your assistance in helping us plan and execute the project and will send the imagery for your area of interest as soon as it is ready. Stay tuned for further announcements including the availability of open online data services including a DRAPE 2024 service.

The Ontario government recognizes the importance of imagery as a versatile and critical tool required for mapping, land use planning, economic development, emergency planning, natural resources management, environmental protection, modern farming and much more. To support these activities, we must modernize how Ontario delivers geospatial services. The move to Geospatial Ontario means we can continue to improve how we manage and store data, make valuable datasets like imagery more accessible and centralize funding for geospatial programs.

For further questions, please reach out to the imagery team at [imagery@ontario.ca](mailto:imagery@ontario.ca).

Sincerely,

A handwritten signature in blue ink, appearing to read 'L. Mathewson-Brake', is positioned above the typed name.

Larissa Mathewson-Brake  
Director, Digital, Data, Information and Business Services Branch  
Corporate Management and Information Division  
Ministry of Natural Resources

## MEMORANDUM

**TO:** Craig Kelley, CMO, Dipl.M.A., Dipl.M.M., Ec.D., CAO/Deputy Clerk  
Gwen Dombroski, Dipl.M.A., Dipl.M.M., Manager of Legislative Services/Clerk

**CC:** Evelyn VanStarkenburg, Administrative Assistant III

**FROM:** Jason Davis, Director of Development & Property

**DATE:** July 31, 2024

**SUBJECT: Web Mapping Application Upgrade with VertiGIS**

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### BACKGROUND

As of July 1, 2024, the ESRI JavaScript API has been officially retired. This change poses a risk of degradation or failure in our current Geocortex Web Mapping Application due to potential future browser updates. To address this, VeriGIS has developed a new application called VertiGIS Studio, which will replace the existing Geocortex application.

The Geocortex web mapping application is crucial for daily operations among many of the County's lower-tier municipalities and internal staff. It supports essential tasks such as Municipal Plan Review Reports, mail notification requirements, and the creation of maps for reports and public notices. Ensuring the County has a reliable and secure web mapping application is therefore vital.

In compliance with By-law 98-24, which delegates authority for certain agreements to the Warden, Clerk, or CAO, provided that appointments or contract awards are within approved funding allocations and free from procurement irregularities, staff have reviewed the quote for the VertiGIS Studio work and confirmed its compliance. The projected costs are within the approved budget.

If the award is approved, a report on the use of Delegated Authority will be presented at the Development and Property Committee and County Council meetings scheduled for August 2024.

### FINANCIAL IMPLICATIONS

We have received a new quote for the implementation of the VertiGIS Studio application. The quote is provided as an "à la carte" estimate, with each line item including development, project management, quality assurance, and other services. The total cost for completing all listed items is \$46,410.00.

This new quote represents a \$16,575.00 reduction from last year's estimate of \$62,985.00.

## Professional Services Estimate

### Deliverables

Item	Hours	Cost
<b>Viewers</b>		
PublicGISViewer configuration	16	\$4,080.00
PublicGIS Webmap configuration support	8	\$2,040.00
GISViewer configuration	31	\$7,905.00
GIS Webmap configuration support	8	\$2,040.00
Severance PDF link	2	\$510.00
<b>Workflows</b>		
Datalink workflows		
Sales	4	\$1,020.00
Assessment	4	\$1,020.00
Structure	4	\$1,020.00
Utility	4	\$1,020.00
Mailing Labels	4	\$1,020.00
Find Related Severances	8	\$2,040.00
MPR Report Workflow	19	\$4,845.00
Search By Civic Address	16	\$4,080.00
Search By Roll Number	4	\$1,020.00
Search By Owner Name	8	\$2,040.00
<b>Reports and Print Templates</b>		
Assessment Report	8	\$2,040.00
Sales Report	4	\$1,020.00
Structure Report	8	\$2,040.00
Utility Report	6	\$1,530.00
Mailing Labels	4	\$1,020.00
Mailing Labels With Roll Number	4	\$1,020.00
Print Templates (x2)	8	\$2,040.00
<i>Totals</i>	182	\$46,410.00

### RECOMMENDATION

That the County approve the web mapping application upgrade with VertiGIS at a cost of \$46,410.



**APPROVAL**

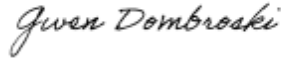
Recommended

by:



\_\_\_\_\_  
Jason Davis, Director of  
Development & Property

Approved by:



\_\_\_\_\_  
Gwen Dombroski, Dipl.M.A., Dipl.M.M.  
Manager of Legislative Services/Clerk

Approved by:



\_\_\_\_\_  
Craig Kelley, CMO, Dipl.M.A., Dipl.M.M., Ec.D.,  
CAO/Deputy Clerk

## INFORMATION REPORT REGARDING MUNICIPAL SERVICES CORPORATIONS AND COMMUNAL WATER AND WASTEWATER FACILITIES

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Date: August 13, 2024

Prepared by: Bruce Howarth, MCIP RPP, Manager of Planning Services

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### BACKGROUND

At the April session of County Council the following resolution was approved:

#### **Communal Water/Wastewater Systems**

#### **RESOLUTION NO. DP-CC-24-04-53**

Moved by Chair

Seconded by Committee

WHEREAS the Province of Ontario has a stated goal of 1.5 million housing units built within 10 years;

WHEREAS the Eastern Ontario Wardens' Caucus (EOWC) has initiated a '7 in 7+' regional housing plan to increase the supply of affordable housing across Eastern Ontario;

WHEREAS proximity to existing water and wastewater plants is a limiting factor in rural townships for higher density housing on suitable land for such development;

WHEREAS communal water and wastewater systems will allow for higher density housing developments, where hookup to large water and waste plants is impractical;

WHEREAS the County of Frontenac and other jurisdictions have formed a Municipal Services Corporation to manage communal water and wastewater systems in their lower tier municipalities;

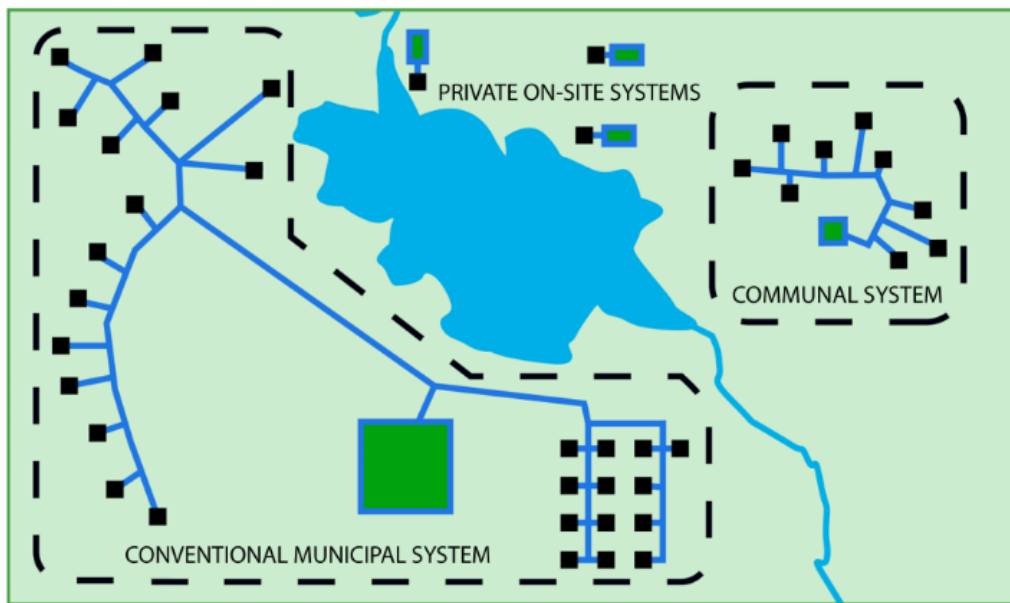
WHEREAS a Municipal Services Corporation can provide other services that are impractical for a single lower tier municipality to manage efficiently on their own;

THEREFORE BE IT RESOLVED that the County of Renfrew Council direct staff to prepare a report within three months on steps to form a Municipal Services Corporation to address communal water and wastewater systems in Renfrew County or join another Municipal Services

Corporation and the possible scope of services that could be provided, for consideration by County Council.

### COMMUNAL SERVICING

In Ontario there is a “hierarchy” of preferred options for the provision of water and wastewater services. Under the Provincial Policy Statement, the preferred method is full municipal owned services where water and wastewater are piped between a property and the facility. The second preferred method is communal services where systems provide water and wastewater treatment to a cluster of users. At the bottom of the hierarchy is individual private services (well and septic). These different systems are illustrated in figure 1. Partial servicing development (well with sewage sewer, or municipal water and septic) is discouraged.



*Figure 1 - Hierarchy of Services*

Communal services approaches and technologies are shared drinking water and sewage systems that provide water and wastewater treatment to clusters of residences and businesses. The approach is called "communal services" among the planning profession in Ontario. The approach is also sometimes referred to as "distributed water systems" in engineering circles, and variously as "cluster systems," or included in the broader "decentralized systems," definition in the U.S. and elsewhere depending on the use case and audience. While operating on the same basic principles as conventional municipal services, communal water and wastewater systems are not connected to a single central facility. Instead, 'right-sized' facilities treat water and wastewater close to where it is needed or created. Communal services can be less expensive than centralized municipal services and reduce the need to pipe water or wastewater over long distances. They are also generally considered more environmentally friendly than private on-site services (i.e. well and septic).

Development on private services alone has the potential to result in inefficient use of land, and to threaten the long-term viability of the County's villages and hamlets, especially their core commercial and main streets. It limits the ability of the County and developers to respond to market trends, accommodate diverse housing types and needs and infill development on smaller lot sizes, which could assist in addressing increasing concerns related to rural housing affordability and accessibility. Reliance on private services also limits the ability to create main streets and commercial cores that are vibrant, walkable, compact, and revitalize them through new commercial and mixed-use development. This may ultimately lead to declines in social and economic activity in village and hamlet cores by both residents and visitors, and a loss of sense of place.

Many different options exist within the broad category of communal services. Systems may be municipally or privately-owned, using several different ownership and operation models. There is a growing range of treatment technologies that can be used for communal servicing. The distinguishing feature is that communal systems provide for water and wastewater treatment close to where it is needed.

A key benefit of communal systems is that they represent alternative water and wastewater servicing approaches that can provide the County and Townships with the innovative technology and flexibility to accommodate growth and achieve planning, environmental, and economic development objectives.

While communal services are second in the preferred method of servicing, it is not commonly used throughout Ontario. Some reasons for reluctance of these systems have historically been:

- Costs
  - Operational
  - Long-term Maintenance / replacement
  - Reporting
- Staffing
  - Administration
  - Operational
  - Engineering/maintenance
- Risk / Liability

Communal services are most commonly used in condominium developments or land lease communities. In these cases, the responsibility for owning and maintaining the systems falls to the condominium corporation or the land lease community owner. In Ontario, a Municipal Responsibility Agreement (MRA) is required (Ontario Guideline D-5-2) when private communal services are necessary for development but are outside the municipality's direct management and operational scope. An MRA mandates reporting to the municipality and stipulates that, in the event of a default by the private owner, the municipality must step in to correct any deficiencies or assume ownership of the facility. Municipalities often require securities equal to 100% of the system's cost to ensure there are funds available to replace the system in case of default.

Frontenac County is piloting a program where they are promoting the use of communal systems to service new developments. The developer would construct the development including the

water/wastewater systems and distribution. Instead of being privately owned and operated, once the system is constructed and operational, it would be dedicated to a municipal service corporation who would assume responsibility for the system in perpetuity.

Communal services can provide numerous community benefits and opportunities:

- New development on smaller lot sizes that are a better ‘fit’ into the existing fabric of a village or hamlet;
- Developments within villages or hamlets that are dense enough to promote walkability, lower-carbon lifestyles, and efficient use of other municipal services and infrastructure;
- Commercial or industrial development and possible creation of a business park;
- Development of a broader range of housing types, such as seniors’ Communal System homes and outdoor lifestyle communities to support aging in place;
- Increased opportunities for mixed-use development, and for home-based businesses;
- Opportunities for increased density or alternative forms of housing such as apartments, or townhouses;
- Rural and waterfront development that protects the County's water quality and natural heritage.

The Eastern Ontario Wardens’ Caucus (EOWC) wrote to the Eastern Ontario Regional Network (EORN) to express its support for the utilization of communal decentralized water and wastewater solutions. In the letter EOWC recognized communal services as “an economical and effective decentralized solution that is environmentally sustainable and can reduce greenhouse gas emissions when compared to full-service water and wastewater options.” The EOWC indicated that these services will support the Federal and Ontario Government’s housing strategies by leveraging communal decentralized water and wastewater solutions. The EOWC letter identified economic advantages by minimizing the need for extensive infrastructure investment and long-distance transportation of water and wastewater, which can result in cost savings and assist in unlocking plots of land that is too expensive to currently service.

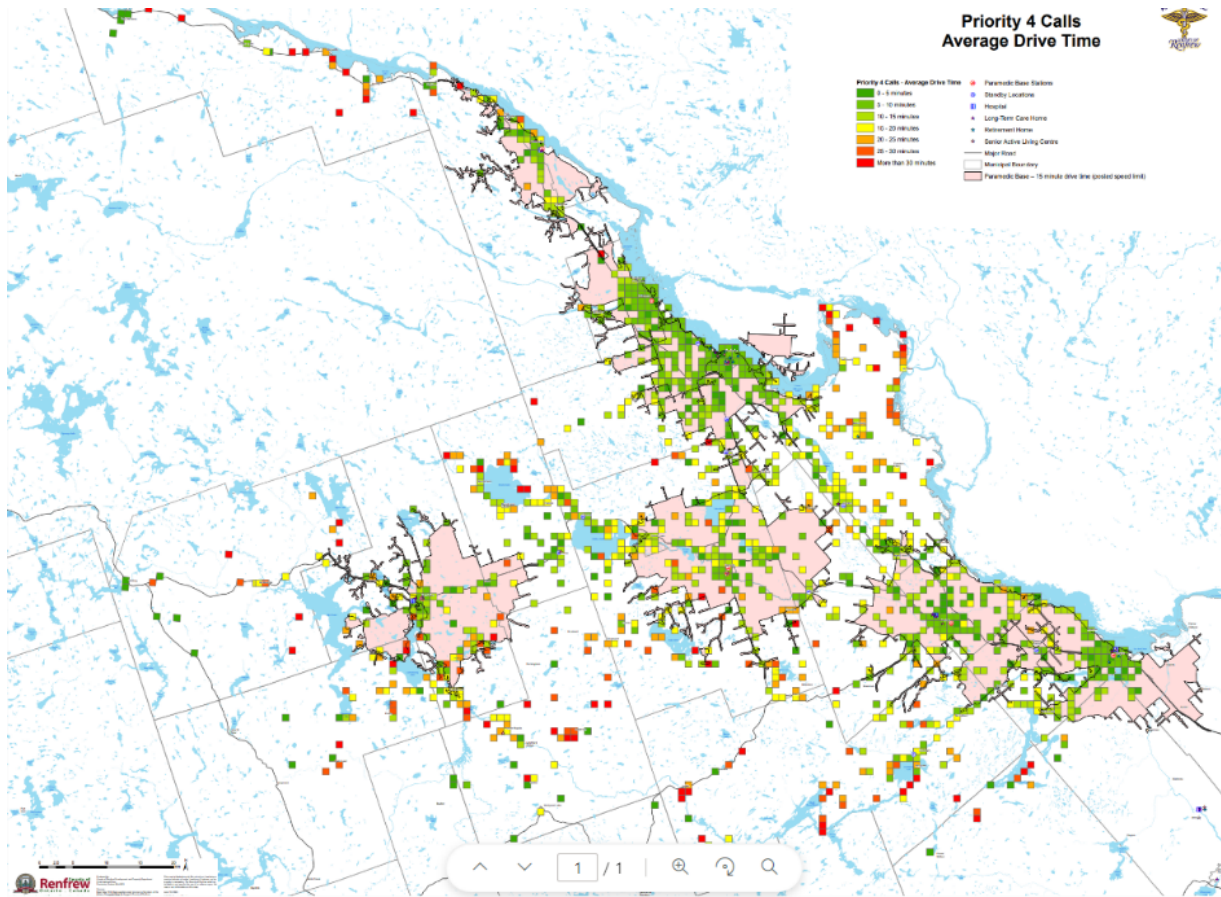
While communal services appear to be growing in popularity, the County and local municipalities would need to carefully consider adopting policies regarding where the use of these types of systems would be appropriate. In the County of Renfrew, we have heard from several local municipalities who are currently struggling with the costs of operating smaller water and wastewater systems with limited users. On January 31, 2024, County Council passed a resolution to recognize that rural and small urban municipalities experience very limited growth as federal and provincial policies heavily support growth in urban centers. As there are no other sources of available operational funding, rural and small urban municipalities are expected to fund the construction and operation of these state-of-the-art systems from existing property owners and nominal forecasted growth. The resolution identified locations (such as Whitewater Region, Madawaska Valley, Deep River, Renfrew, Arnprior, Laurentian Hills, Petawawa,

Bonnechere Valley, Laurentian Valley and Killaloe, Hagarty and Richards) that required significant upgrades in short periods of time are making rates unaffordable even with an increased number of users. Given the historical difficulty to fund, operate, and maintain existing systems, a policy shift to promote many smaller systems scattered over a large geographically area such as Renfrew County should be cautiously considered.

Consideration also is to be given to the costs associated with developing populations away from larger urban centers, not just for water and wastewater services, but for other decentralized services as well. Are municipalities prepared for the expenses involved in providing emergency services, waste management, schools, transportation, healthcare, roads, communication, and energy infrastructure?

Municipal planning decisions have both immediate and long-term cost implications for other agencies and service providers. For example, hospitals in Barry's Bay, Renfrew, and other rural areas are already feeling the impact of recent population growth. As former recreational properties are converted to full-time residences and baby boomers, known as the "grey tsunami," leave the GTA and Ottawa for rural lifestyles, the number of clients for the hospitals from rural areas is increasing. As noted, this older generation, which represents a significant portion of the population, generally has higher health service needs and is now spending more time in rural communities.

A recent media release from St. Francis Memorial Hospital stated that it is experiencing increased and anticipated Emergency Room volumes. "The increased population in our area, as a popular summer cottage and vacation destination, leads to more accidents and injuries, more sick people, and increased patient volumes in the ED," stated Greg McLeod, SFMH Chief Operating Officer. The article indicates that this increased volume comes at a time when SFMH is already over capacity with admitted patients. Patients are sicker than in the past and many need to be admitted to the Emergency Department. As a result, wait times in the ER have increased. Hospital capacity is just one of many factors to consider.



An additional example, in 2023, the County increased paramedic staffing by one full crew due to a rise in emergency call dispatches. The average annual increase in patient call volume is 3.71%, and response times have consistently lengthened. Various factors influence these trends, including an aging population, population growth, and geographic location. Allowing population densification in areas beyond a 15-minute service radius from a base will lead to longer average response times and necessitate revisions to deployment plans which may include the addition of new bases and paramedic crews.

The efficient delivery of services and infrastructure is a key goal in planning, consistently emphasized in all planning legislation and policy documents, such as the Provincial Policy Statement and Official Plans. Recently, the County of Renfrew has seen an increase in inquiries about using communal water and wastewater systems. However, these requests were driven not by the numerous benefits of communal services (such as increased density, environmental protection, and cost savings), but rather by avoiding planning best practices/policy, and political considerations. Specifically, the requests involved "leapfrogging" over undeveloped lands—a strategy that leads to inefficient and poor long-term development outcomes—or addressing political issues related to developing near a Township border, where the adjacent Town was unwilling to extend services beyond its municipal boundary. This topic highlights the complexity of planning and development, where practical and political considerations can sometimes outweigh the conventional benefits of communal services.

While communal wastewater and water systems can support higher density and yield many positive outcomes, especially during a housing crisis, policies on their use should be carefully considered to ensure efficient service delivery – beyond just County or local municipal programs. This approach helps provide the essential "wrap-around" supports for a livable and healthy community. Before making any decisions regarding a municipal service corporation, a Planning Study and amendments to the County of Renfrew (and any local municipal) Official Plans should be conducted to establish policies and guidelines for the appropriate use of communal services. Key considerations include whether the County and local municipalities aim to increase population growth across all areas, including rural regions, or concentrate growth in key hamlets such as Calabogie, Westmeath, or Wilno. Additionally, it is important to assess if communal services will be used to bypass existing planning policies that promote efficient development patterns or to address political boundary issues. The planning study and amendment to the Official Plan would provide a thorough and methodical approach to integrating communal services into the County's planning framework.

#### Municipal Service Corporation:

A Municipal Service Corporation (MSC) refers to an entity established by a municipality (or group of municipalities) to provide a system, service or thing that the municipality itself can provide (subject to specific criteria and requirements). An MSC could be used for a variety of services like economic development, building services, planning, human resources, public works, IT, or water/wastewater services. The Municipal Act (OReg 599/06) specifically restricts an MSC from being utilized for certain services such as fire, paramedics, libraries, provincial offences, Ontario works, and long-term care homes. Regarding water and wastewater systems, the MSC would own and be responsible for the long-term maintenance and operation of the systems, including distribution. As the MSC is under municipal ownership, these systems would not require a developer to post securities for the life of the system.

A Municipal Service Corporation is financed outside of municipal budgets and constraints (i.e. it can borrow and secure independently) and it allows for profit/profit sharing. The municipal services corporation would have the ability, like a utility, to charge users a cost for the provision of the service, maintenance of the system, and ultimately the eventual replacement. Frontenac County considers the MSC an effective tool for the provision of communal water and wastewater systems to share risk across municipalities while limiting the burden on any single municipality.

The Municipal Act, S. 203 (<https://www.ontario.ca/laws/statute/01m25>), establishes the ability of a municipality to establish a Municipal Services Corporation. Provincial regulation 559/06, S. 6 (<https://www.ontario.ca/laws/regulation/060599>) sets out the requirement for a Business Case Study (BCS) and the mandatory components of the study.

The Business Case would address key factors such as governance and management structure. With regards to the management structure the following would need to be established:

- Number of board members
- How many (if any) municipal council members serve on the board



- Length of board terms, reappointments, extensions, etc.
- Operation standards, rules and responsibilities of board members.

The County of Renfrew does not own or operate any water / wastewater systems. The following resources are likely to be required to manage and operate the corporation:

- Director to handle the day-to-day operations and supervision of activities and employees;
- Staff and resources for day-to-day operational services that could be contracted temporarily or indefinitely through any of the following:
  - Municipal employees that currently carry out similar services and have intersecting duties and responsibilities;
  - Support municipal resources that cover finance, IT, HR, and engineering needs among others;
  - Corporation in-house hired staff;
  - External service providers that may be engaged to carry out part of all of the operating and management services on behalf of the corporation;
  - On-going reporting / administration costs as estimated by the County of Renfrew manager of finance:
    - Annual audit and tax return ~\$17,000/year
    - Incorporation fees \$5,000 one time
    - Quarterly HST reporting - additional staff burden
    - Annual T4 filing - staff burden
    - Monthly bank reconciliations - staff burden
    - Semi monthly payables - staff burden
    - Additional costs to pay separate board of directors (like ad hoc committee payments to councillors)

#### Steps to create a Municipal Service Corporation - Regulatory Requirements:

The mandatory regulatory requirements to establish an MSC as detailed in O. Reg. 599/06 under Ontario's Municipal Act, 2001, states that an MSC can be established to "...provide a system, service or thing that the municipality itself can provide" if it meets the following:

- Development and Adoption of a Business Case Study – Expected and/or potential components of the Business Case Study may include, but are not limited to:
  - a. Legal Review: to determine and validate how an MSC should be lawfully established and what role the County and participant Townships play with respect to jurisdiction of water and wastewater powers (may be completed prior to the Business Case);
  - b. Operational Review: to provide options for obligations and requirements of the MSC;
  - c. Corporate Structure Review: to determine setup functions with respect to holding and operating corporations and board compositions;
  - d. Financial Review: to provide an analysis of the financial capacity to own and operate water and wastewater systems separate from municipalities (i.e., operating model; risks, assets, and liabilities; reserves and reserve requirements; separation of rate-setting by municipality; etc.); and
  - e. Implementation Requirements: to provide information on the implementation of the model with respect to primary variable such as governance, responsibilities, share allocation, etc.

- Adoption and Maintenance of an Asset Transfer Policy – Adoption of an asset transfer policy is mandatory prior to any transfer of assets. It is recommended that an asset transfer policy be developed in conjunction with the business case such that any financial implications of the policy are incorporated in the assessment of the proposal's financial viability.
- Public Consultations – Consult with the public about the proposal to establish a corporation. Moreover, in order for an MSC, as a public corporation, to achieve separate financial reporting and tax-exempt status, it must ensure that it registers as a Government Business Enterprise (GBE). The Ontario Ministry of Finance defines a GBE as a government organization that:
  - a. Is considered a separate legal entity with power to contract;
  - b. Is principally focused on selling goods and services to individuals and non-government organizations;
  - c. Has the financial and operating authority to carry on a business; and
  - d. Is able to maintain its operations and meet obligations through revenues generated outside the government reporting entity. This is particularly relevant to the financial self-sufficiency of the corporation and the role rate-setting will play in meeting these conditions.
  - e. It is recommended that a specialized law firm be consulted when establishing the corporations to ensure it can achieve GBE status, however from a preliminary perspective, it appears to meet the above requirements.

A Municipal Service Corporation could be exclusively “owned” by the County, or could be jointly owned by the 17 local municipalities, with or without the County. Alternatively, the County or local municipalities could pursue joining an existing corporation, like the one that exists in Frontenac County (they have previously indicated that they are not ready for this type of expansion at this time). It is our understanding that the Eastern Ontario Regional Network (EORN) with 2B developments is in the process of investigating the possibilities for supporting services to municipalities who are interested in MSC creation. It is estimated that the setting up of a Municipal Service Corporation would take several years before any communal servicing projects could be attained. In the meantime, if a municipality has a proposal for a communal system, the municipality has the option of assuming ownership of that system, or allowing the system to remain privately owned and entering into a MRA.

Currently the County of Renfrew does not participate in any Municipal Service Corporations, although it does have membership/ownership in several entities that would be similar in nature to a Municipal Service Corporation such as the Renfrew County Housing Corporation and the Ottawa Valley Tourist Association. Staff have reservations that the administrative burden of a Municipal Service Corporation and the on-going operational burdens would outweigh the potential benefits.

An alternative option for the Council to consider is advocating for the Provincial Government to amend the guidelines that mandate a municipal responsibility agreement for privately-owned communal systems. Eliminating municipal responsibility for failed systems would eliminate the need for large security funds, making these systems more financially viable.

# Regional Incentives Program & Affordable Housing Supports: An Information Report

## Overview

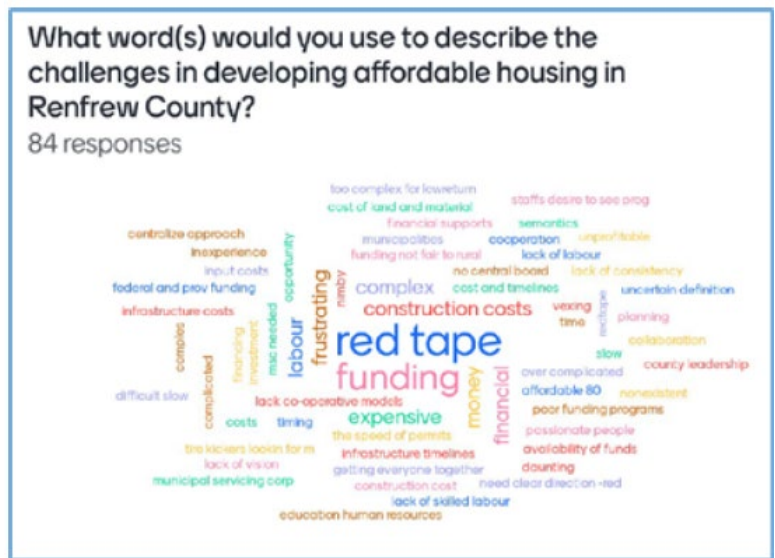
An ongoing housing availability and affordability crisis continues to impact communities across Ontario, including within Renfrew County. To address this, the County of Renfrew has established a goal (Goal #5) in the County Strategic Plan to address the affordability and attainability of housing. Relatedly, a variety of housing related programs and initiatives have been undertaken by the County, including:

- supporting and reducing regulations in the Official Plan and zoning by-laws;
- adopting provisions to support additional dwelling units on existing lots; and
- establishing the Mesa program, which takes a “housing first” approach to support those who are precariously housed.

The County is also exploring the use of County-owned lands as potential development sites, and working with the private development sector and not-for-profit groups for the creation of additional affordable/attainable housing.

Housing affordability and attainability remains a key focus of the Eastern Ontario Wardens’ Caucus (EOWC). Across the EOWC’s region, people are waiting an average of almost 5 years (and up to 10 years in some cases) to access community rental housing. As part of the Ontario Government’s goal of building 1.5 million homes by 2031, the EOWC is looking to do their part in increasing housing supply. This will be accomplished through the “7 in 7+ plan”, which would see 7,000 community rental units constructed to address the wait lists, and bring on nearly 21,000 additional market rate units.

On April 4, 2024, the County hosted the Renfrew County Housing Summit with the broader aim to bring stakeholders together and share insights with the common goal of putting us on the path to tackling issues of affordability, accessibility, and the housing supply. Participants were encouraged to share insights and expertise to identify actionable strategies for promoting new home construction in Renfrew County. When participants were asked to articulate the biggest challenges in developing affordable housing, red tape emerged as the primary hurdle, closely followed by the pressing need for increased funding.



The final report from the housing summit provides the following recommendations to support attainable housing efforts in the County:

- Explore the development of a plan, like a Community Improvement Plan (CIP) or Regional Incentives Program (RIP) to stimulate private and non-profit sector investment in attainable housing;
- Promote and support the Mesa initiative;
- Incentivize private sector landlords to offer affordable housing;
- Increase funding and revise criteria for housing repair programs aimed at assisting landlords in repairing and adapting rental housing for seniors and other vulnerable populations;
- Advocate for additional funding for rent supplement programs; and
- Secure funding to support rental housing repairs.

The housing issue in Canada, Ontario, and the County of Renfrew presents complex challenges that require collaborative efforts from all levels of government and stakeholders. While various initiatives have been implemented to address affordability, accessibility, and supply issues, there remains a pressing need for sustained investment and innovative solutions to ensure that all individuals and families have access to safe, affordable, and suitable housing options. At the housing summit the Warden asked the room “If not us, then who?”.

At the May 29<sup>th</sup>, 2024 County Council meeting, staff were directed to investigate the establishment of a RIP. This plan will enable the County to offer financial support to local municipalities for implementing their respective Community Improvement Plans (CIPs) and making an investment into the community to address affordability.

The following report provides background information on CIPs and the present state of local CIPs in the County, before then exploring RIP governance models and approaches from other Counties. Lastly, an overview and recommendations are provided regarding alternative financial assistance methods to incentivize private and not-for-profit entities to uptake affordable housing initiatives.

## **Background**

### ***Planning Act***

Section 28 of the *Planning Act* outlines who can conduct community improvement activities and how this can occur. Only local municipalities and certain upper-tier municipalities can adopt community improvement plans that provide grants or loans directly to residents. The County of Renfrew is not a prescribed municipality under the regulations of the *Planning Act*, and therefore does not have the ability to have its own CIP.

Under subsection 7.2, upper-tier municipalities are permitted to provide lower-tier municipalities with grants or loans to support a local CIP. For this to occur, there must be a policy(s) implemented within the upper-tier municipality’s Official Plan

that enables the activity. Additionally, the lower-tier municipality(s) must have an active CIP for the upper-tier to provide the grant or loan to.

This policy enables upper-tier municipalities to participate in local CIPs, and provides the foundation for a Regional Incentives Program.

### ***Local Community Improvement Plans***

Of the 17 member local municipalities, only seven (7) have active CIPs. Many of the other municipalities have expressed interest in creating or restarting a CIP, but indicated they have been unable to do so due to a lack of funds and/or staff resources.

Local municipalities with CIPs include:

- Town of Arnprior
- Town of Renfrew
- Town of Deep River
- Town of Petawawa
- Township of Bonnechere Valley
- Township of Laurentian Valley
- Township of Whitewater Region

Each of the listed local municipalities have varied incentives. Some common types of existing financial incentives include:

- Signage, façade improvement. \*
- Accessibility improvement \*
- Landscaping and parking improvement \*
- Tax increment equivalent grant \*
- Municipal application/permit fees \*
- Brownfield rehabilitation/development
- Heritage property improvement

There are also a few special incentives provided by only certain local municipalities. These include:

- Building improvement / energy efficiency\*
- Septic system improvement \*
- Agriculture value-added
- Shoreline restoration
- Cattle fencing

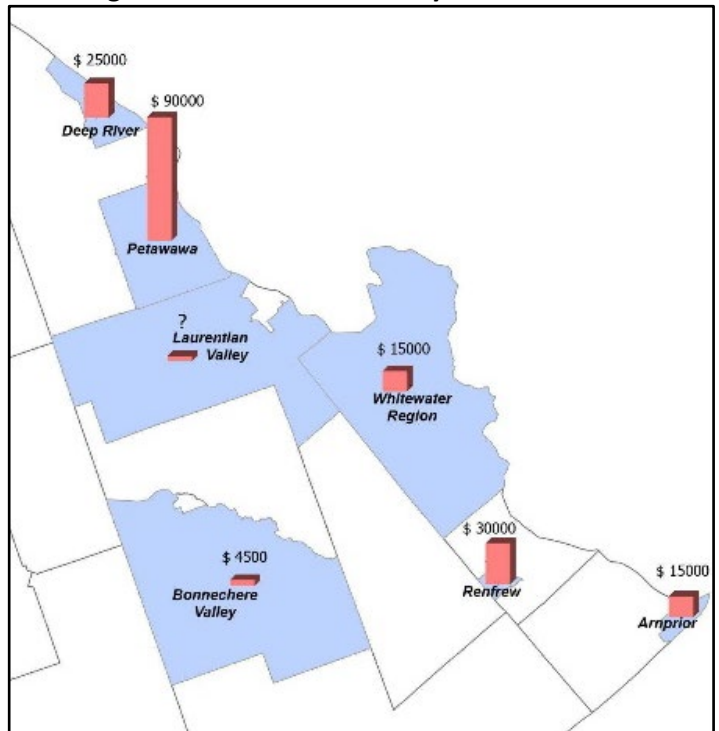
(\* Denotes incentives that are most commonly applied for by residents/property owners based on local municipalities' comments)

## Funding

Funding for CIP budgets mainly comes from property tax revenue, and the amount is approved by local council's budgets annually. Some municipalities were initially funded by a one-time grant from the Province of Ontario. Funding amounts differ across local municipalities and can vary each year.

According to comments provided by local municipalities, 2024 CIP budgets range from \$4,500 to \$90,000, with an average of \$30,000 (see right). In some local municipalities, the budget is exhausted after a few applicants. Due to limited funding, grants are generally provided on a first-come, first-served, rolling basis. Any unused portion is moved into reserves.

**CIP Budgets across Renfrew County**



## Applications

Based on information provided by local municipalities, the average number of applications per year ranges from 1 to 7, with an average of 4 applications per year. In some of the local municipalities, the number of applications tends to decrease each year.

Potential reasons behind the limited and decreasing number of applicants include:

1. Limited funding.
2. Limited marketing.
3. Residents are too busy to apply.

Some local municipalities have mentioned they have seen works completed that would have been eligible for CIPs, but were not applied for.

## **Regional Incentive Programs in Other Upper-Tier Municipalities**

### ***Governance***

Staff examined four upper-tier municipalities with existing RIPs, including: the County of Bruce; the Counties of Stormont, Dundas, and Glengarry; County of Elgin; and the County of Wellington. Several other upper-tier municipalities were also noted to be in the process of developing an RIP. Amongst the existing RIPs,

one of two (2) governance models are typically adopted: a committee-based model, or a staff-delegated model.

The committee-model consists of appointed County Council members, staff, and/or residents, and is generally structured as follows:

- A resident-submitted application is received and reviewed by municipal staff and/or the Committee;
- If reviewed by staff:
  - The application and staff comments are then forwarded to the Committee, who recommended approval or denial;
  - A report summarizing a group of recommended approvals and denials are provided to County Council for final decision making; and
  - The Committee informs the resident of the final decision.
- If reviewed by the Committee:
  - The Committee make a decision based on a set of established criteria;
  - The Committee informs the resident of the final decision.
- If the application is successful, the resident can undertake the work
- Once completed, the work is inspected for final approval
- Funding is then dispersed to the local municipality, who provide the funds to the resident.

Additional responsibilities of the Committee include making recommendations regarding which type of incentives will be supported in the present calendar year, program marketing, and program monitoring.

The staff-delegated model is undertaken between local and County staff, and is generally implemented through the following approach:

- A resident-submitted application is received and reviewed by County staff;
- If the project fulfills pre-determined criteria, County staff forward the application details to the applicable local municipality's staff for approval;
- Once approved, the applicant is notified by County staff and are required to sign a letter of offer for the grant;
- County staff follow up with the applicant to check on the status of the project;
- Upon completion of the work, proof is provided by the applicant;
- Funding is then dispersed to the local municipality, who provide the funds to the applicant.

Similar to the Committee-based model, County staff would also responsible for marketing, monitoring, and making available incentive recommendations. Notably, it may be possible to conduct this approach using a "bottom-up" method, where the roles of municipal and County staff are switched.

## **Available Programs**

The type of incentives available vary between Counties, and are dependent on existing local CIPs and annual funding priorities. Most of the Counties examined prioritized support for housing, tourism, agriculture, and brownfield initiatives. With this in mind, the most common types of incentives offered or planned include:

- Downtown/Main Street Improvement Grants (ex. façade, signage, and property improvements)
- Development Support Grants (ex. studies, design work, application and permit fees)
- Building Conversion/Expansion Grants
- Tax Equivalent Increment Grants (ex. affordable housing, new or additional rental units, brownfield)

Other incentives of interest include:

- Business Accessibility Grant – provides funding to upgrade or renovate commercial buildings to remove barriers for people with disabilities
- Agri-Food Innovation Grant – provides funding to agricultural operators to improve or implement new value-added technologies
- Energy Efficiency Retrofit Grant – provides funding towards commercial and residential retrofits that improve a building's overall energy efficiency
- Brownfield Financial Tax Assistance – provides tax assistance to properties that require environmental remediation and/or risk assessment/management prior to development

There are many examples of programs such as these across Ontario, though not all local CIPs provide these programs. The County of Renfrew cannot create or fund our own programs under current legislation. We can only participate in, and provide funding for, pre-existing programs that are present within local municipalities' CIPs.

## **Funding**

Initial research suggests that RIPs are funded through tax dollars, with annual budgeted amounts ranging from \$125,000 to \$250,000.

The percentage of the County's contribution to each CIP program varies, though a 50% matching grant is most frequently utilized. If local municipal funding is spent before the County's portion of the funding, an option is available where only the County portion, through the Township, can be provided to a successful applicant. Should both local and County funding be expended, applicants can be put on a waitlist or encouraged to re-apply the following year.

To encourage an equal opportunity for funding across applicants and projects, some Counties choose to limit the number of times an applicant can participate within a



given timeframe. This objective can also be met by limiting the amount of funding an applicant receives based on any external grants or government funding that the project has already received. In other cases, stackable grants deriving from a local CIP are permitted, so long as the applications address distinctly separate aspects of the specific project and do not exceed a set total amount.

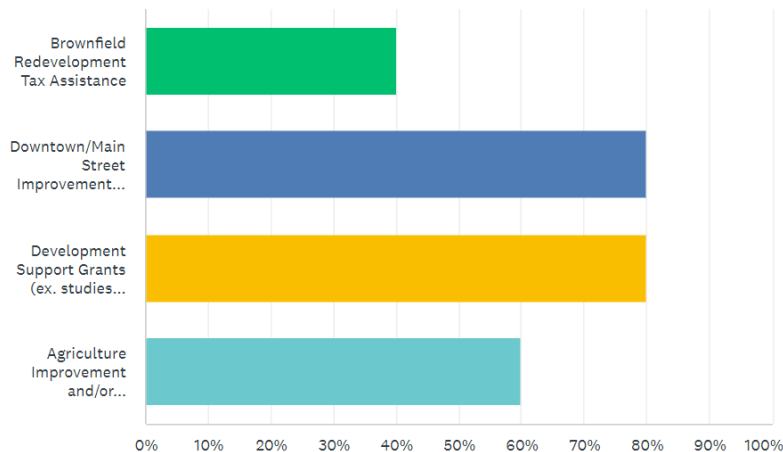
### Local Municipal Feedback

A survey regarding opinions on a potential RIP was conducted with local municipalities that have existing CIPs. A brief summary of the survey results are provided below.

The survey asked local municipalities what incentives they think are regionally important. Among the four incentive options provided, the rates of selection are as follows:

Which of the following incentives do you think are regionally important?  
Select all that apply.

Answered: 5 Skipped: 0



Downtown/Main street improvement	80%
Development Support Grants	80%
Agriculture Improvement and/or Innovation Grants	60%
Brownfield Redevelopment Tax Assistance	40%

Other incentives local municipalities think are regionally important include: Affordable Housing, Tax Relief/Abatement, Accessibility Grants, and Parking Lot Improvements.

A suggestion was also made for the County to focus on funding larger projects, and let the local communities focus on localized needs that are easier to support.

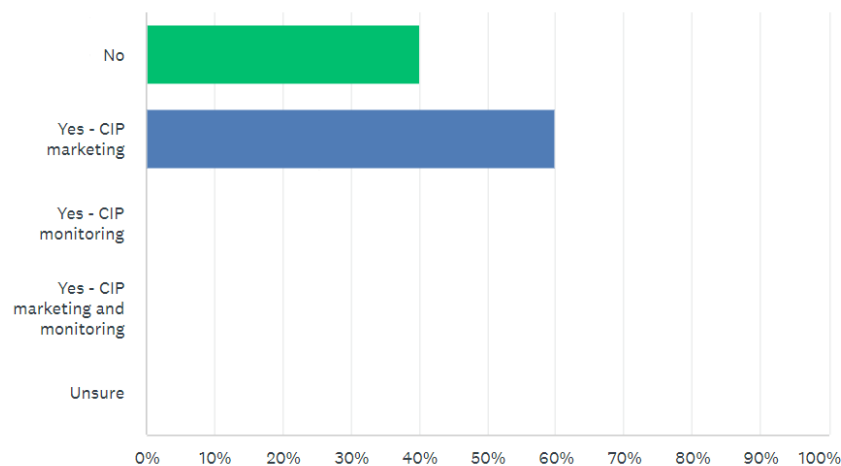
Local municipalities were also asked what annual amount would be ideal for CIP financial assistance. The ideal annual amounts range from \$5,000 to \$25,000, with an average of around \$12,000 per local municipality.

One current CIP recommends that \$30,000 per year be allotted, but presently only 50% of this amount is funded. It was suggested that the County provide an additional 50% matching amount. Some local municipalities indicated that the more money provided, the better it would be for businesses and growth. Another suggestion was to provide an additional 25% of the project cost in addition to the usual 50% grant provided by the local municipalities.

Lastly, the survey asked if there were any other aspects of local municipalities' CIPs that would benefit from additional support. The results of this are provided below:

Aside from funding, are there any other aspects of your municipality's CIP that would benefit from additional support?

Answered: 5 Skipped: 0



### **Housing Affordability – Housing Facilities By-law**

As previously indicated, without a regulation change to the Ontario *Planning Act*, the County cannot have its own CIP to directly fund affordable housing projects. Housing affordability can be supported through a RIP, but only if local municipalities' CIPs have a program in place to support this, such as a tax increment equivalent or development support grant.

Based on our research and conversations with colleagues in other Counties, instead of utilizing a RIP under the *Planning Act*, the County can provide certain funding and assistance for affordable housing through the Housing Corporation. Several jurisdictions have done this through their Municipal Housing Facilities By-law to identify funding for affordable housing and to develop a budgeted amount of support. The County has a municipal facilities by-law (27-12) which could be

updated with some minor modifications. With an updated by-law, the County of Renfrew could implement and/or provide financial support to various affordable housing initiatives such as:

- Incremental tax relief on the County's portion of taxes;
- Grants/loans for the one-time construction of an affordable unit;
- Grants/loans for renovation of existing units to affordable units; and
- Rent supplements.

Notably, the Housing Corporation already has a rent supplement program in place. The program was implemented on April 1, 2024 to help increase the number of Rent-Geared-To-Income subsidies within the County of Renfrew. It is funded by the municipality and the Homelessness Prevention Program, the number of subsidies available annually depends on the budget and varies according to household income changes. Qualified applicants must have household income below the household Income Limits (HILs) set by the *Housing Services Act*.

These would be County based and funded programs that are not required to be supported or approved by a local municipal CIP. A key component of this is that for each individual use of the programs, a by-law is necessary to declare the benefiting property as a "municipal interest" in order to comply with sections 106 and 107 of the *Municipal Act*.

In consideration of this information, staff do not recommend that the County pursue a regulation change to the *Planning Act* to become a prescribed municipality and implement a County-wide CIP. Instead, it is recommended that the County consider updating its existing Municipal Housing Facilities By-law No. 27-12 through the Renfrew County Housing Corporation to facilitate and fund affordable housing programs. The modifications to the housing by-law would enable the County to develop the program(s) to allow us to directly provide financial assistance to private and not-for-profit sector affordable housing.

### **Staff Recommendations**

- 1) THAT the Development and Property committee recommends that County Council direct the development and property staff to undertake an Official Plan Amendment, to enable policies that would allow the County to provide grants/loans to local Community Improvement Plan initiatives which includes:
  - The preparation of a Regional Incentives Program;
  - That the Regional Incentives Program have a staff-delegated governance structure; and
  - That the Regional Incentives Program include a recommended funding amount for Council to consider in the 2025 budget.
- 2) THAT the Community Services Committee recommends that County Council direct the community services staff to update the Municipal Housing Facilities By-law No. 27-12 as necessary to develop or provide support to various programs to

enable the provision grants/loans to support affordable housing development including:

- The preparation of programs to fund:
  - Incremental tax relief on the County's portion of taxes;
  - Grants/loans for the one-time construction of an affordable unit;
  - Grants/loans for renovation of existing units to affordable units; and
  
  - The potential support for existing housing program: Rent Supplements.
- Include a recommended funding amount for Council to consider in the 2025 budget.

Date: August 13, 2024

Prepared by: Liwen Zuo, Planning Co-op Student; Nicole Moore, Junior Planner

# Regional Incentives Program & Affordable Housing Supports



## Research Context

### Programs & Initiatives

- Updating the Official Plan and Zoning By-laws
- Supporting additional dwelling units
- Mesa program
- Exploration and collaboration
- Eastern Ontario Warden's Caucus "7 in 7+ Plan"



# Research Context

## Housing Summit Recommendations

- Explore Community Improvement Plans (CIPs) or Regional Incentives Programs (RIPs)
- Incentivize private sector affordable housing
- Increase funding and revise criteria for housing repair programs
- Additional funding for rent supplement programs



# Legislative Basis

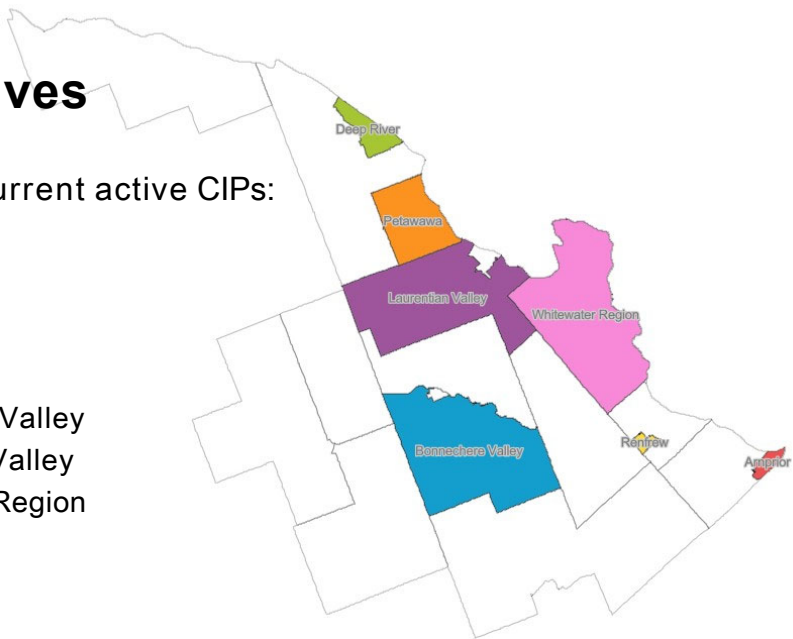
- Section 28 of the *Planning Act*
- **Only** local municipalities and prescribed upper-tier municipalities can adopt CIPs
- Upper-tier municipalities can provide grants to lower-tier municipalities to **support existing** local CIPs



# Current CIP Incentives

7 Local Municipalities with current active CIPs:

- Town of Arnprior
- Town of Renfrew
- Town of Deep River
- Town of Petawawa
- Township of Bonnechere Valley
- Township of Laurentian Valley
- Township of Whitewater Region



# Current CIP Incentives

Common Incentives:



Signage, Façade Improvement



Accessibility Improvement



Landscaping & Parking Improvement



Tax Increment Equivalent Grant  
Municipal Application/Permit Fees



Brownfield Rehabilitation/  
Development



Heritage Property Improvement



# Current CIP Incentives

Special Incentives:



Building Improvement/  
Energy Efficiency



Septic system improvement



Agriculture Value-Added



Shoreline Restoration

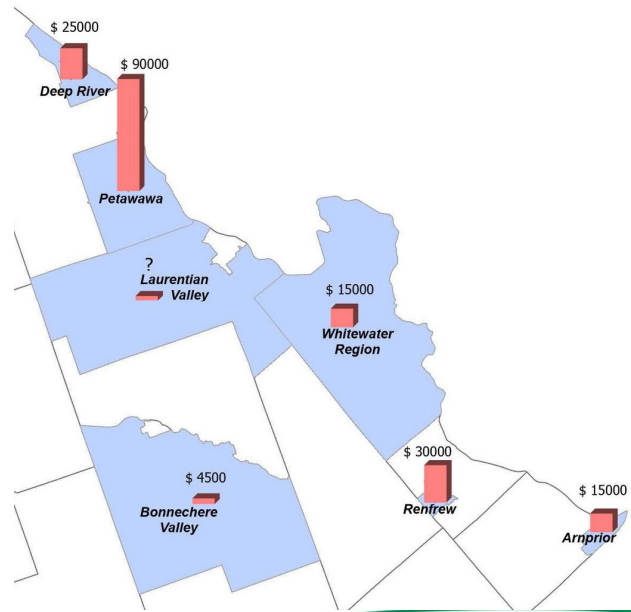


Cattle fencing



# Funding

- Funding Source: Municipal Property Tax
- 2024 CIP Budget per local Municipalities:
  - On average **\$30,000**

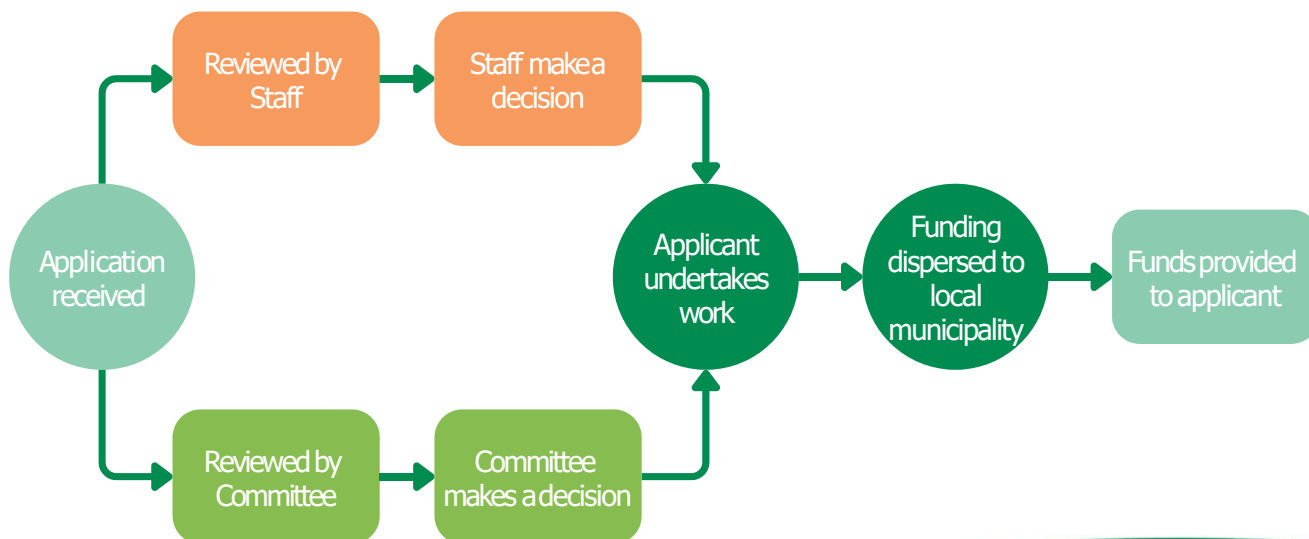




# Regional Incentives Programs (RIPs) Examination



## Governance



# Common Regional Programs



Downtown/Main Street Improvements



Development Support



Building Conversion/Expansion



Tax Equivalent Increment



# Other Incentives of Interest



Business Accessibility



Energy Efficiency Retrofit

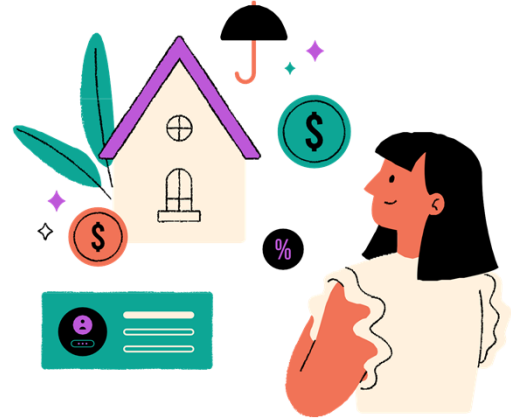


Agri-Food Innovation

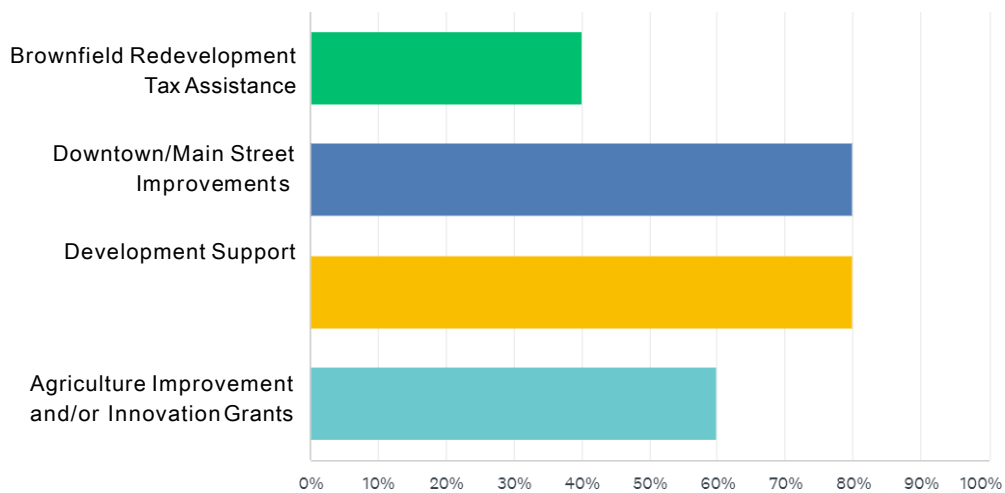


## Funding

- Annual budgeted amounts range from **\$125,000 - \$250,000**
- County's contribution to a CIP typically a 50% matching grant



## Which of the following incentives do you think are regionally important?



# Housing Affordability

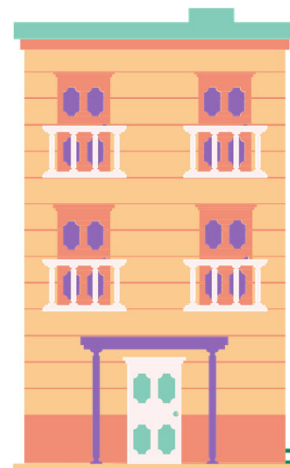


## Municipal Housing Facilities By-law

### How can it support affordable housing?

- Incremental tax relief
- Grants/loans for construction of an affordable unit
- Grants/loans for conversions to affordable units
- Rent Supplement Program\*

\*Pre-existing through Renfrew County Housing Corp.



# Municipal Housing Facilities By-law

## How will it work?



- Amend existing Housing By-law
- Create & identify programs to be supported (to be included in budget)
- Requires a by-law to be passed for each property/project to declare the benefiting property as a “municipal interest”



## Development & Property

Recommend that Council direct staff to undertake an Official Plan Amendment, to enable the County to provide grants/loans to local CIP initiatives, including:

- The preparation of an RIP;
- That the RIP have a staff-delegated governance structure; and
- That the RIP include a recommended funding amount to be considered in the 2025 budget.

## Renfrew County Housing Corporation Board

Recommend that staff be directed to update Municipal Housing Facilities By-law No. 27-12 as necessary to support affordable housing, including:

- The preparation programs to fund:
  - Incremental tax relief (County’s portion); Grants/loans for affordable unit
  - construction; Grants/loans for conversion of existing
  - units to affordable units; and Potential support for existing rent supplement program

• Include a recommended funding amount to be considered in the 2025 budget.



**Environmental Stewardship Council (ESC)**  
**AGENDA FOR MEETING #54**  
**Thursday, June 27, 2024**

8:30 – 9:00 AM <b>Security – Front Gate</b>	Guests arrive at B1565 to pick up site badges and TLDs. Guests board the main bus and head to site.	Pat Burns Bolu Bello
9:00 – 9:40 AM <b>B700 - 201</b>	Welcome, land acknowledgement, safety briefing, and introductions.	Mitch MacKay
9:40 – 9:50 AM <b>B700 - 201</b>	<p>Review of actions, previous meeting record, and new business.</p> <ul style="list-style-type: none"> <li>• <i>Designates Reminder to ESC Members</i></li> </ul> <p><i>Actions for Review:</i></p> <ul style="list-style-type: none"> <li>• <i>ESC Action 231012:12 CNL to reach out to Global First Power (GFP) and inquire on whether or not GFP can provide a presentation to the ESC for the next meeting.</i></li> <li>• <i>ESC Action 240321:01: CNL to explore options and gather feedback for sharing agendas and electronic presentation materials in advance of meetings.</i></li> <li>• <i>ESC Action 240321:02: CNL to provide a presentation about the effluents being released from the Sewage Treatment Plant Effluent Toxicity Test and the reporting process related to effluent monitoring?</i></li> <li>• <i>ESC Action 240321:03: CNL to provide a list of the 29 companies and organizations are listed as a part of the fusion partnerships when it is released in May 2024? Road map of fusion?</i></li> <li>• <i>ESC Action 240321:02: CNL to reach out to the NWMO for a presentation on the Deep Geological report for the Fall 2024 meeting.</i></li> <li>• <i>ESC Action 230330:07 - Provide details on how long a human or animal can live by 10 mR/h source without being negatively impacted? (Replaced with a presentation on CNL's Low Level Radiation research – October)</i></li> </ul>	Tim Fleming
9:50 – 10:15 AM <b>B700 - 201</b>	CNL Business Update	Jack Craig
10:15 AM – 11:00 PM <b>B700 - 201</b>	<p>Quarterly Environmental Performance Report</p> <ul style="list-style-type: none"> <li>• Update on Sewage Facility Non-Compliance</li> </ul>	George Dolinar Raner Coleman
11:00 – 11:15 AM <b>B700 - 201</b>	<b>Bio Break</b>	

11:15 – 11:45 AM <b>B700 - 201</b>	Integrated Waste Strategy Presentation: <ul style="list-style-type: none"> <li>• <i>ESC Action 231012:03: CNL to invite Sean Gamley back to present on the Integrated Waste Strategy in June 2024.</i></li> </ul>	Sean Gamley/Mark Chapman
11:45 – 11:55 AM	<b>Travel - Depart B700 Lobby for travel to WMA</b>	
11:55 AM – 12:30 PM <b>WMA D/G/H Parking</b>	Fuel Consolidation Presentation: <ul style="list-style-type: none"> <li>• WMA D/G/H Tour</li> </ul>	Mark Chapman
12:30 – 12:40 PM	<b>Tour of proposed Global First Power location</b>	
12:45 – 1:30 PM <b>B700 - 201</b>	<b>Lunch</b>	
1:30 – 1:50 PM <b>B700 - 201</b>	<ul style="list-style-type: none"> <li>• <i>In the Community</i></li> <li>• <i>CNL's Public Information Program document introduction and opportunity for comments.</i></li> </ul>	Philip Kompass
1:50 – 2:00 PM	<b>Walk to ANMRC Site</b>	
2:00 – 2:25 PM	Tour of ANMRC Construction Site <ul style="list-style-type: none"> <li>• Progress and Updates</li> </ul>	Steve Bemis / Steve Innes
2:25 – 3:00 PM	Tour of Science Collaboration Centre	Steve Innes
3:00 – 3:15 PM	<b>Travel: Depart B700 Lobby for travel to NSDF site</b>	
3:15 – 3:35 PM	<ul style="list-style-type: none"> <li>• Site Tour &amp; Update: NSDF Site</li> </ul>	Steve Innes
3:35 – 3:40 PM	<b>Travel - Minwamon Building – B1565</b>	

## Business Update

### Environmental Stewardship Council

2024 June 27

Jack Craig, President & CEO



1



2



Canadian Nuclear Laboratories  
Laboratoires Nucléaires Canadiens

AECL  
EACL

AtkinsRéalis

CNL, AECL and AtkinsRéalis agree to collaborate on heavy water production

3

**Dilhari Fernando**  
Chief Sustainability Strategy Officer

CNL has made it a priority to incorporate sustainability into everything that we do as an organization – both big and small – and Dilhari will lead and track these efforts, and conduct the strategic planning necessary to ensure our program’s success.

4

## Actinium-225 Production

### Current Status:



ISP (Initial Sales Project) is in late-stage development. Project will be accomplished with a service partnership with Fedoruk Centre and ITM. Key parts of technology developed by CNL.



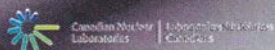
- Targets designed and developed at CNL
- Sent to Fedoruk for irradiation (Target August 2024)
- Returned to CNL for processing (Target Sept. 2024)
- Product sent to ITM for processing & distribution

- This will use existing infrastructure at CNL in existing Licensing Basis
- Development/validation to be completed this year

5

## More News

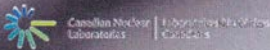
- **May 22** – Kyoto Fusionering and Canadian Nuclear Laboratories Launch Joint Venture, Fusion Fuel Cycles Inc.
- **May 07** – Transparency & Action: The latest in CNL's public engagement for the Gentilly-1 Decommissioning Project
- **May 02** – Peter Elder named as Chief Scientific Officer
- **April 11** – \$185,000 donated to community causes through CNL's annual crowdfunding campaign
- **April 04** – General Fusion Partners with Canadian Nuclear Laboratories to Advance Commercial Power Plant Design



6

## Community Information Bulletins

- **June 06** - Update #3: CNL Sanitary Sewage Treatment Facility Returned to Compliance
- **May 10** - Update #2: Non-Compliance in Sewage Effluent
- **May 03** - Additional Information on CNL's Response to Non-Compliance in Sewage Effluent
- **April 24** - Update #1: Non-Compliance in Sewage Effluent
- **March 27** - Non-compliance in sewage effluent



7

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## Thank You / Merci

**Jack Craig**  
President & CEO  
Canadian Nuclear Laboratories



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8



## CRL Environmental Performance Summary

2024 June 27

**George Dolinar**  
Corporate Director, CNL  
Environmental Protection



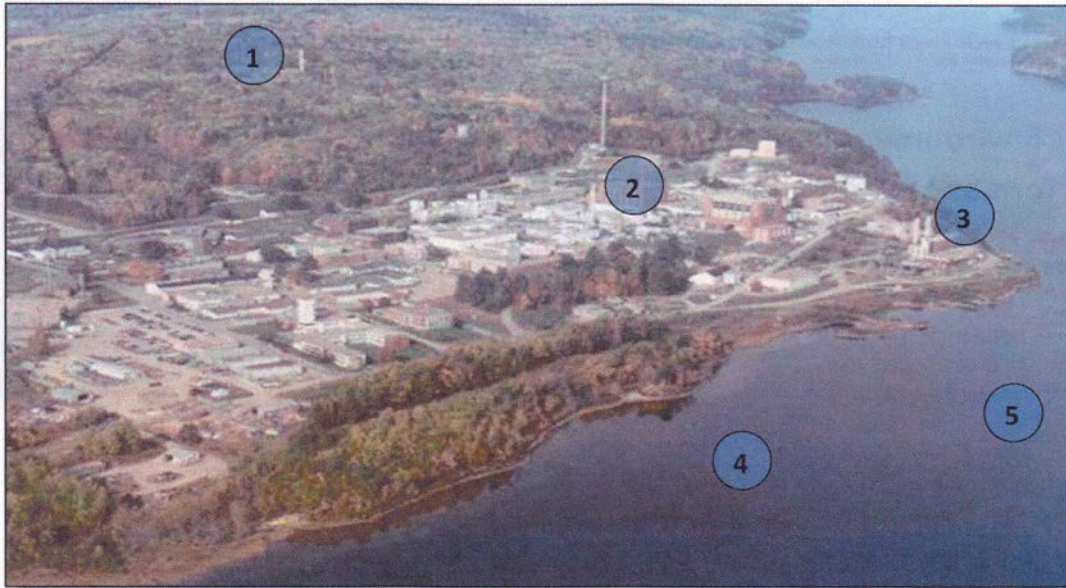
## CRL Effluent and Environmental Monitoring Program

- Monitoring Programs at CRL are well established, mature programs
- More than 60 years of Monitoring Data
- Over 5,000 Effluent samples collected and over 20,000 analyses performed annually
- Additionally groundwater monitoring occurs on site with more than 20,000 analyses performed annually
- Similar amount of environmental sampling and analysis
- Meets CSA N288.4, N288.5, N288.6 and N288.7 Standards
- Meets CNSC expectations



## CRL Effluent Monitoring Program

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11

## CRL Effluent Monitoring Program

1. NRU Stack – Ar-41 emissions now zero, this was the largest effluent release from the CRL site.
2. MPF Stack – mixed noble gas and Iodine emissions now zero. Facility is now permanently shutdown.
3. CRL steam generation plant (powerhouse) converted from fuel oil to Natural Gas – lower CO<sub>2</sub> emissions as well as particulate, SO<sub>2</sub> and NO<sub>x</sub>. CO<sub>2</sub> emissions estimated to be reduced by 21% because of this improvement.
4. Sewage Treatment Plant Outfall – new Sewage Treatment Plant online for 2 years. Using UV disinfectant and therefore meeting the regulatory limit for chlorine.
5. Process Outfall – lower thermal emissions as well as decreased flow therefore reduced fish impingement and entrainment.

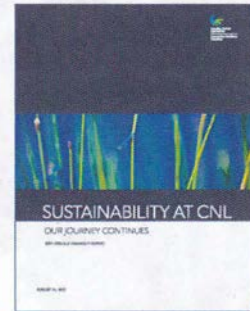
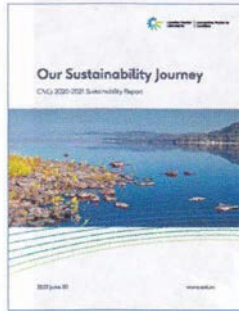
12

## Environmental Monitoring Update

- 2023 CY CRL Effluent Monitoring Report complete. Was provided to CNSC end of April – on Schedule
- 2023 CY CRL Environmental Monitoring Report to be submitted to CNSC at end of June – on Schedule

CNL Sustainability Report is underway and will be issued in November 2024. As in previous years this report also provides a summary of activities and efforts on ESG components and will be available through the CNL website.

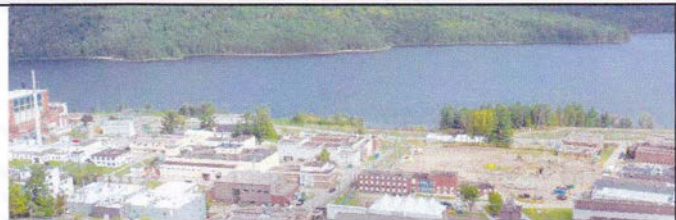
Demonstrates progress in line with GoC objectives on Sustainability- Environment, Social and Governance



## CRL Sewage Treatment Plant

### Effluent Toxicity Test

- ~3000 people on site
- Need a sewage treatment plant:
  - Washrooms/Shower Areas
  - Other drains – kitchen sinks, floor drains, janitors' closets, some process cooling equipment, etc.
  - > 600 drains lead to plant
  - From almost every building on site
- Plant is a microbiological treatment system, in place since 2019
- Effluent is subject to regular toxicity testing
- Toxicity Test involves subjecting ten (10) controlled (live, healthy) rainbow trout to the treated effluent from the Sewage Treatment Plant for a period of 96 hours
- Feb 21<sup>st</sup> sample failed toxicity test; bi-weekly toxicity testing implemented since the discovery at beginning of March
- As of Apr 17<sup>th</sup>, samples are passing toxicity test again





## Thank You / Merci

Questions?

15

## Licence Amendment: Land Lease for GFP Project



- An existing Parking Lot will be removed from CNL's licensed area. This removal requires a change (amendment) to CNL's site licence.
- The removal of this parking area from CNL's licence will not have any relevant impact on any of the existing Safety and Control Areas, nor any licenced activity at the CRL site.
- Public engagement is required on any licence amendment, and CNL welcomes your feedback on the licence amendment to remove the parking area from CNL's licence.
- The CRL licence amendment is contingent on GFP's successful licencing application.
- CNL will not have regulatory accountability on the GFP site.
- *All feedback related to activities which will take place in the parking lot once removed from CNL's licence, are to be provided to Global First Power, as the licence holder for the proposed project.*
- *GFP will continue to undertake public and Indigenous engagement on their project as directed by CEAA 2012.*

16



## Thank You / Merci

Questions?

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- Public engagement is required on any licence amendment, and CNL welcomes your feedback on the licence amendment to remove the parking area from CNL's licence.
- The CRL licence amendment is contingent on GFP's successful licencing application.
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- *All feedback related to activities which will take place in the parking lot once removed from CNL's licence, are to be provided to Global First Power, as the licence holder for the proposed project.*
- *GFP will continue to undertake public and Indigenous engagement on their project as directed by CEAA 2012.*

16



# CNL's Public Information Program

2024 June 27



Canadian Nuclear Laboratories / Laboratoires Nucléaires Canadiens

**Public Information Program for Canadian Nuclear Laboratories**

**CW-513430-REPT-001**

**Revision 9.0**

4	2020/04		
3	2019/01		
NOI	2016/11		
2	2015		
1	2014		
0	2013/02/28	Issued as "Approved for Use"	

Author(s):	Philip Kompanz	3026/01/01
	Director, Corporate Communications	Title
Reviewed by:	Nicole LeBlanc	2014/01/01
	Manager, Communications & Engagement	Title
	Michelle McKay	2014/01/01
	Director, Communications & Eng	Title
	Alexandra Mahabir	2024/02/28
	Deputy Vice President	Date



## About

CNL's Public Information Program is intended to cover public activities that occur at CNL.

It has been prepared in accordance with the Canadian Nuclear Safety Commission (CNSC) Regulatory Document RD/GD-3.2.1: Public Information and Disclosure published in 2018.

Focused on communities within 50 km radius of CNL sites.

The PHAI project has a separate public information program.

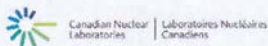


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	Director, Corporate Communications	Date
Reviewed by	Nicole Laflamme	2024/02/26
	Manager, Communications & Engagement	Date
	Mitch Mackay	2024/02/28
	Director, Communications & Eng.	Date
	Alexandra Mahabir	2024/02/25
	Deputy Vice President	Date



## Objectives

- Continue to sustain open and transparent communication about CNL's plans, activities and performance, and of any resulting related health or environmental risks
- Raise public awareness, understanding and a supportive appreciation of CNL's value and relevance to Canadians
- Provide an opportunity for community input to further enhance the effectiveness of the public information program
- Meet regulatory requirements for a public information program



#### 3.2.1 Public Disclosure at Chalk River Criteria for Public Disclosure

- The licensee shall provide the following routine emissions information to the public:
  - airborne emissions of Nitrogen Oxides (NO<sub>x</sub>) and Sulfur Oxides (SO<sub>x</sub>), updated annually;
  - airborne emissions of tritium, updated quarterly; and
  - waterborne emissions of tritium, updated quarterly

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CW-513430-REPT-001 Rev. 9.0 Public Information Program for Canadian Nuclear Laboratories

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  - Loss of refrigerant as listed under the Federal Halocarbon Regulations greater than 30B kg;
  - Other events that could have offsite effects or result in media attention including fires, earthquakes, serious vehicle or industrial accidents, and significant business developments;
  - Quarterly updates of event reports to the public through website
- Environmental and Performance Reporting

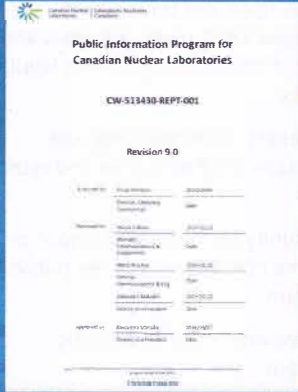


## Disclosures

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In addition to general information on CNL activities, CNL also has Public Disclosure priorities that differ by locations.



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**This is an opportunity for the ESC Members, and the organizations they represent, to provide their thoughts on CNL's PIPD.**

**CNL will send a direct link to all ESC members. Feedback is welcome.**

35

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## Thank You / Merci



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36

# CNL's Public Information Program

2024 June 27



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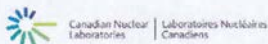
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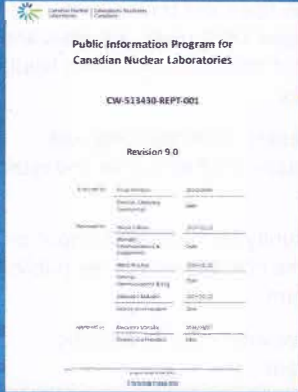


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36