



Finance and Administration Committee

Monday, September 16, 2024 at 9:30 AM

Council Chambers

Agenda

Page


1. **Call to Order**

2. **Land Acknowledgement**

3. **Roll Call**

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

5. **Adoption of the Open Minutes - August 15, 2024**

- a. [Finance and Administration Committee - Aug 15 2024 - Minutes](#) 

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Recommendation: THAT the minutes of the August 15, 2024 meeting be approved.

6. **Adoption of the Closed Minutes - August 15, 2024**

Recommendation: THAT the Closed minutes of the August 15, 2024 meeting be approved.

7. **Delegations - None at time of mailing**

8. **Administration Department Report**

- a. [Chief Administrative Officer Report](#) 
[Business Case - LTC - Recreation Programmer](#) 
[Business Case - LTC - Physiotherapy Assistant](#) 

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[Business Case - LTC - Assistant Food Service Supervisor](#) 

[Business Case - LTC - Laundry Aide](#) 

[Draft Procedure By-law](#) 

Procedure By-law

Recommendation: THAT the Finance and Administration Committee receives the draft 2024 Procedure By-law as information; AND THAT staff be directed to present the proposed changes to the by-law, including the structural changes to Committee of the Whole structure; AND THAT staff be directed to seek a legal review of the amended Procedure By-law; AND THAT the Finance and Administration Committee recommend to County Council that staff be directed regarding changes to the County of Renfrew procedure by-law, as amended.

Recommendation: THAT the Administration Department Report be approved as presented.

9. Corporate Services Department Reports

a. [Finance Division Report](#) 

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[2024 Tax Rate Summary](#) 

[2024 Taxable and PIL Levy by Levy Type](#) 

[2024 Levy Summary Report](#) 

[2025 Draft Budget Schedule](#) 

[Quinte West - CCBF Resolution](#) 

City of Quinte West - Canada Community-Building Fund Resolution






Recommendation: THAT the Finance and Administration Committee recommends that County Council support the resolution from the City of Quinte West Council requesting the Federal Government to provide the same amount of funding that was allocated to municipalities under the AMO Canada Community-Building Fund for 2024-2028.

2025 Budget Target

Recommendation: THAT the Finance and Administration Committee recommends that County Council approve the 2025 Budget Guidelines with a 3.25% annual levy target

increase.

Recommendation: THAT the Finance Division Report be approved as presented.

- b. [Human Resources Division Report](#) 
[Employee Recognition Results Q2 2024](#) 
[Employment By-Law#1 - Bold and Strike](#) 
[Amend By-law 63-03-Corporate Policies](#) 
[A-14 Retirement and Early Retirement Bold and Strike](#) 

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Employment By-law #1

Recommendation: THAT the Finance and Administration Committee recommends that County Council approve the following changes to Employment By-law #1 effective October 1, 2024:

- a) Change to the Student Wage from \$15.60 to \$16.20 (for students under 18) and from \$16.55 to \$17.20 (for students 18 and over) as outlined in Schedule “A”;
 - b) Renaming of Ontario Works Agent to Ontario Works Caseworker in Group 6;
 - c) Removal of the Accounting Technician position in Group 6;
 - d) Addition of a Senior Accounting Clerk position in Group 5, a Financial Analyst position in Group 7 and a Senior Financial Analyst Position in Group 8;
 - e) Reclassification of the Payroll Administrator from Group 6 to 7;
 - f) Reclassification and renaming of Client Programs Supervisor in Group 7 to Resident/Client Outreach Programs Supervisor in Group 8;
- AND FURTHER THAT the revised Employment By-law # 1 be adopted.

Corporate Policies and Procedures – Human Resources

Recommendation: THAT the Finance and Administration Committee recommends to County Council the approval of the following amended Corporate Policy:

- a) Policy A-14 Retirement and Early Retirement (amended);
- AND THAT a By-law to amend By-law 63-03, being a By-law to establish Human Resources Corporate Policies and

Procedures for the County of Renfrew be adopted.

Recommendation: THAT the Human Resources Division Report be approved as presented.

10. New Business

11. Closed Meeting - None at time of mailing

12. Date of next meeting (Thursday, October 17, 2024) and adjournment

Recommendation: THAT this meeting adjourn and the next regular meeting be held on Thursday, October 17, 2024.

NOTE:

- County Council: Wednesday, September 25 2024.
- Submissions received from the public either orally or in writing, may become part of the public record.



Finance and Administration Committee

Thursday, August 15, 2024 at 9:30 AM

Council Chambers

Minutes

Present: Chair Jennifer Murphy, Warden Peter Emon, Councillor James Brose, Councillor Glenn Doncaster, Councillor Michael Donohue, Councillor David Mayville

Absent: Vice-Chair Valerie Jahn, Councillor Anne Giardini

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

1. Call to Order

Chair Murphy 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 Omàmiwininì (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 Open Minutes of June 17, 2024

RESOLUTION NO. FA-C-24-08-84

THAT the minutes of the June 17, 2024 meeting be approved.

Moved by: James Brose
Seconded by: David Mayville

CARRIED

6. Adoption of Closed Minutes of June 17, 2024

RESOLUTION NO. FA-C-24-08-85

THAT the Closed Minutes of the June 17, 2024 meeting be approved.

Moved by: Glenn Doncaster
Seconded by: James Brose

CARRIED

7. Delegations - None

8. Administration Department Report

- a. The Chief Administrative Officer/Deputy Clerk overviewed the Administration Department Report. The Media Relations and Social Media Coordinator provided an update to Committee. Committee thanked the Media Relations and Social Media Coordinator for the update and the informative posts.

The Chief Administrative Officer/Deputy Clerk provided an overview of the items approved by delegated authority, noting that these were also overviewed at each applicable Committee.

RESOLUTION NO. FA-C-24-08-86

THAT the Administration Department Report be approved as presented.

Moved by: David Mayville
Seconded by: Michael Donohue

CARRIED

9. Corporate Services Department Reports

- a. **Finance Division Report**

[Finance Division Report](#) 

The Treasurer/Manager of Finance overviewed the Finance Division Report.

The Treasurer/Manager of Finance provided a detailed overview of the Treasurers Report as at June 30, 2024.

The Treasurer/Manager of Finance overviewed the investment strategy for the County of Renfrew. Committee discussed taking advantage of the current interest rates by investing the two upcoming maturing GIC's in advance of the Bank of Canada rate announcements.

Committee directed that staff reach out to the One Investment (LAS/AMO municipal shared investment services group) and invite them to a future session of County Council to provide an overview of their services.

RESOLUTION NO. FA-C-24-08-87

THAT the Finance and Administration Committee direct staff to advance funds equal to the next two GIC maturities into the BMO Nesbitt Burns investment account to enable the purchase of GIC's in advance of the Bank of Canada's rate announcements; AND THAT the funds be returned to the General Operating Accounts upon the maturity of the two GIC's.

Moved by: Michael Donohue

Seconded by: Glenn Doncaster

CARRIED

Committee discussed the non-union salary grid annual adjustment, specifically Resolution No. FA-CC-23-08-73 adopted by County Council in August 2023, which directed that the adjustment be based on the June 12 month average of the Consumer Price Index, and not be lower than the amount negotiated with any union collective agreement. Councillor Donohue indicated that he would consider proposing the removal of the reference to not be lower than any union collective agreement. The Chief Administrative Officer/Deputy Clerk indicated that this can be addressed at the September Finance and Administration Committee meeting, when direction is provided to staff for the 2025 budget targets. This would provide Councillor Donohue an opportunity to prepare a resolution for consideration and recommendation to County Council.

Committee also directed that for the September meeting, staff provide a cost estimate for the difference between the June 12 month CPI average of 3.08% and the union increase of 3.25%, a difference of 0.17%.

RESOLUTION NO. FA-C-24-08-88

THAT the Finance Division Report be approved as presented.

Moved by: James Brose

Seconded by: Michael Donohue

CARRIED

b. **Human Resources Division Report**

The Manager of Human Resources overviewed the Human Resources Division Report, which included an overview of the housekeeping changes to two of our Corporate policies.

RESOLUTION NO. FA-C-24-08-89

THAT the Finance and Administration Committee recommends to County Council the approval of the following amended Corporate Policies:

a) Policy A-07 Criminal Record Check for Prospective Employees (amended);

b) Policy E-05 Bereavement Leave (amended);

AND THAT a By-law to amend By-law 63-03, being a By-law to establish Human Resources Corporate Policies and Procedures for the County of Renfrew be adopted.

Moved by: David Mayville

Seconded by: James Brose

CARRIED

RESOLUTION NO. FA-C-24-08-90

THAT the Human Resources Division Report be approved as presented.

Moved by: Michael Donohue

Seconded by: James Brose

CARRIED

Warden Emon entered the meeting at 10:43 a.m.

c. **Provincial Offences Division Report**

The Manager of Provincial Offences overviewed the Provincial Offences Division Report.

Committee discussed the resolutions approved in Operations Committee regarding the implementation of Automated Speed

Enforcement (ASE) in Community Safety Zones, the benefits of increased safety, and concluded that it would be beneficial to consider implementing this option across local municipal roads and within the City of Pembroke.

RESOLUTION NO. FA-C-24-08-91

THAT the Provincial Offences Division Report be approved as presented.

Moved by: David Mayville

Seconded by: James Brose

CARRIED

10. New Business

Procedural By-law

The Chief Administrative Officer/Deputy Clerk indicated that there was a member absent for the third consecutive Committee meeting, and had not passed along regrets. Committee discussed the options available and determined that based on our Procedural By-law, Section 73(d) a resolution was necessary to address the situation.

RESOLUTION NO. FA-C-24-08-92

THAT the Finance and Administration Committee deems Councillor Valerie Jahn disqualified from the Finance and Administration Committee and her seat vacant due to missing three successive meetings; AND THAT upon the recommendation of the Striking Committee, appoint a Member to fill the vacancy.

Moved by: Michael Donohue

Seconded by: David Mayville

CARRIED

New Business - Diligent Community Software Request

Committee requested that all Elected Officials have access to all Open and Closed Committee Reports in Diligent Community.

Committee recessed at 11:07 a.m. and reconvened at 11:22 a.m. with the same persons present.

11. Closed Meeting

RESOLUTION NO. FA-C-24-08-93

THAT pursuant to Section 239 (2) of the Municipal Act, 2001, as amended, the Finance and Administration Committee moves into a Closed meeting to

discuss the following items:

- a) labour relations or employee negotiations (Pay Equity);
- b) a proposed or pending acquisition or disposition of land by the municipality or local board (Paramedic Base, Treatment Centres). Time: 11:27 a.m.

Moved by: James Brose

Seconded by: David Mayville

CARRIED

RESOLUTION NO. FA-C-24-08-94

THAT this meeting resume as an open meeting. Time: 12:19 p.m.

Moved by: Michael Donohue

Seconded by: Warden Peter Emon

CARRIED

12. Date of next meeting (MONDAY, September 16, 2024) and adjournment

RESOLUTION NO. FA-C-24-08-95

THAT this meeting adjourn and the next regular meeting be held on Monday, September 16, 2024. Time: 12:20 p.m.

Moved by: Warden Peter Emon

Seconded by: James Brose

CARRIED

Jennifer Murphy, Chair

Gwen Dombroski, Clerk

COUNTY OF RENFREW

ADMINISTRATION DEPARTMENT REPORT

TO: Finance and Administration Committee
FROM: Craig Kelley, Chief Administrative Officer/Deputy Clerk
DATE: September 16, 2024
SUBJECT: Department Report

INFORMATION

1. Business Case – Recreation Programmers, Bonnechere Manor and Miramichi Lodge

Attached is the Business Case – Staffing Report requesting support for two Recreation Programmers, in each of the County of Renfrew’s Long-Term Care Homes.

At the Health Committee meeting held on September 10, 2024, the following resolution was presented and is being provided as information to Finance and Administration Committee:

THAT the Health Committee recommends to County Council the approval of two full-time complement (one each at Bonnechere Manor and Miramichi Lodge) designated as Recreation Programmer; AND THAT the Finance and Administration Committee be so advised.

2. Business Case – Physiotherapy Assistants, Bonnechere Manor and Miramichi Lodge

Attached is the Business Case – Staffing Report requesting support for increases in Physiotherapy Assistant (PTA) positions in each of the County of Renfrew’s Long-Term Care Homes.

At the Health Committee meeting held on September 10, 2024, the following resolution was presented and is being provided as information to Finance and Administration Committee:

THAT the Health Committee recommends to County Council that the Physiotherapy Assistant staffing complement at Bonnechere Manor is increased by one full-time Physiotherapy Assistant (PTA) position, and staffing complement at Miramichi Lodge is increased by two full-time Physiotherapy Assistant (PTA) positions effective November 1, 2024; AND THAT the Finance and Administration Committee be so advised.

3. Business Case – Assistant Food Service Supervisor, Miramichi Lodge

Attached is the Business Case – Staffing Report requesting support for one additional Assistant Food Services Supervisor at Miramichi Lodge.

At the Health Committee meeting held on September 10, 2024, the following resolution was presented and is being provided as information to Finance and Administration Committee:

THAT the Health Committee recommends to County Council the approval of one additional full-time staffing complement designated as Assistant Food Service Supervisor, Miramichi Lodge effective October 1, 2024; AND THAT the Finance and Administration Committee be so advised.

4. Business Case – Laundry Aide, Miramichi Lodge

Attached is the Business Case – Staffing Report requesting support for 624 additional hours per year for a Laundry Aide at Miramichi Lodge.

At the Health Committee meeting held on September 10, 2024, the following resolution was presented and is being provided as information to Finance and Administration Committee:

THAT the Health Committee recommends to County Council that approval of an additional 624 hours per year of part-time Laundry Aide hours at Miramichi Lodge be approved effective October 1, 2024; AND THAT the Finance and Administration Committee be so advised.

DELEGATION OF AUTHORITY APPROVALS

5. The following is a summary of items to date approved under By-law 98-24, Delegated Authority By-law. The applicable By-law and has been provided to the associated Committee.

BY-LAW/ RESOLUTION	DATE	DESCRIPTION	DELEGATED AUTHORITY BY-LAW REFERENCE	COMMITTEE
118-24 D OP-C-24-08-92 D	August 28, 2024	PWC-2024-44 - Base Aggregate Supply & Delivery - Algonquin Trail Do-All Construction and Bonnechere Excavating for a	2.1 - Tender Award Contained within Approved Budget	Operations Committee

		total amount of \$333,440 plus applicable taxes		
124-24 D CS-C-24-09-53 D	September 3, 2024	Ontario Transfer Payment Agreement - 2024 Child Care, EarlyON and CWELCC Revised Schedule	Section 5.2 - Agreements -	Community Services Committee
125-24 D H-C-24-09-111 D	September 6, 2024	Ministry of Health Dedicated Offload Nurses Program Agreement - One-time Funding of \$214,032 for the 2024/25 funding year	Section 4.2 - Agreements - Financial	Health Committee
126-24 D H-C-24-09-112 D	September 6, 2024	Agreement between City of Ottawa-Ottawa Paramedic Service and Renfrew County Paramedic Service for SMART Transportation Training – Expires Dec. 31, 2024	Section 4.1 - Agreements - Financial	Health Committee

BY-LAWS

6. County of Renfrew Procedure By-law

Recommendation: THAT the Finance and Administration Committee receives the draft 2024 Procedure By-law as information; AND THAT staff be directed to present the proposed changes to the by-law, including the structural changes to Committee of the Whole structure; AND THAT staff be directed to seek a legal review of the amended Procedure By-law; AND THAT the Finance and Administration Committee recommend to County Council that staff be directed regarding changes to the County of Renfrew procedure by-law, as amended.

Background

Every municipality in the Province of Ontario must have a procedure by-law. The procedure by-law governs the way that Council and board/committee meetings run. The by-law includes rules for how municipal meetings are called, who is involved, where they happen, and how they proceed. This by-law also guides residents' interactions with

Council, the conduct of Council, and the way the municipality communicates about meetings.

To ensure that the County of Renfrew best supports the good governance of the municipality and aligns with Provincial legislation, the Clerk and Chief Administrative Officer/Deputy Clerk are updating the County's current procedure by-law. The current by-law has been in place since 2010 and, while there have been several amendments since then, there has not been a singular, fulsome review of the by-law in its entirety since that time.

At the August 28, 2024 Striking Committee meeting, the following resolution was adopted:

Committee Structure Review

RESOLUTION NO. SC-CC-24-08-09

Moved by Chair

Seconded by Committee

THAT staff be directed to review the Committee and meeting structure for the County of Renfrew and provide a report to the Finance and Administration Committee.

Attached is the proposed draft procedure by-law. The Chief Administrative Officer/Deputy Clerk and the Clerk will provide a presentation on the proposed new procedure by-law at the meeting.



Business Case – Staffing Report

Date: September 10, 2024

Department: Long Term Care

Report Prepared by: Mike Blackmore, DLTC

<p>Proposal</p>	<p>The addition of one full-time (FT) Recreation Programmer in each of the County of Renfrew's Long-Term Care Homes is proposed in support of enhanced quality of care programs and ongoing compliance with applicable regulation such as the Fixing Long-Term Care Act, 2021.</p>
<p>Position</p> <p>Union <input checked="" type="checkbox"/></p> <p>Non-Union <input type="checkbox"/></p>	<p>Recreation Programmer position is a unionized position under CUPE Local 1508, Bonnechere Manor and CUPE Local 3586, Miramichi Lodge.</p>
<p>Summary</p> <ul style="list-style-type: none"> • Background • Discussion 	<p>Background</p> <p>This initiative is in support of two desired key outcomes. Firstly, to support the required level of therapeutic recreation programming and 1:1 psychosocial support to the current and future residents in each County of Renfrew Long-Term Care Homes. Recreation programmers expertly create and deliver a wide variety of recreation programs and special events, each designed to increase residents' quality of life while decreasing the prevalence of social isolation and depression, two performance indicators measured by Health Quality Ontario. Secondly, the promotion of successful recruitment and retention of qualified staff through schedule improvements achieved by optimizing the full-time to part-time ratio.</p> <p>Discussion</p> <p>Recruitment and retention of part-time recreation programmers has proven to be a major challenge in recent years. The past few years of provincially mandated staffing increases and subsequent funding has primarily focused on direct care. At the same time, the emphasis on person centred and social models of care have ascended as the expected norm for care delivery. The recreation programmer plays a pivotal role toward growing and maintaining an environment that is supportive of a social engagement and a person centred approach to care. To this end, enhancements to the recreation department staffing complement are long overdue. Fortunately, we are afforded this opportunity to bolster our recreation programmer complement as a key resource in our endeavour to epitomize person centred care.</p>

<p>Summary Continued</p> <ul style="list-style-type: none"> Discussion 	<p>Ministry funding supports the enhancement to resident quality of care as identified in the Fixing Long-Term Care Act, 2021 and Regulation 246/22. The addition of one additional full time recreation programmer per Home will assist greatly with ensuring that our homes embrace a person centred care approach through the planning and delivery of therapeutic activities and provision of resources necessary to navigate individualized complex resident needs as required.</p>																
<p>Recommendation</p>	<p>THAT the Health Committee recommend to County Council the approval of two (2) full-time complement (one each at Bonnechere Manor and Miramichi Lodge) designated as Recreation Programmer AND FURTHER THAT the Finance and Administration Committee be so advised.</p>																
<p>Financial Considerations</p>	<table border="1" data-bbox="674 573 1898 808"> <thead> <tr> <th>Home</th> <th>Hours</th> <th>Salary</th> <th>Benefits</th> </tr> </thead> <tbody> <tr> <td>Bonnechere Manor</td> <td>2,080</td> <td>\$ 43,975</td> <td>\$ 7,300</td> </tr> <tr> <td>Miramichi Lodge</td> <td>2,080</td> <td>\$ 43,209</td> <td>\$ 8,815</td> </tr> <tr> <td>Total</td> <td>4,160</td> <td>\$ 87,184</td> <td>\$16,115</td> </tr> </tbody> </table> <p>Projection includes the financial liability consistent with the budget: sick, vacation and stat days. Total cost per year of \$103,299.</p>	Home	Hours	Salary	Benefits	Bonnechere Manor	2,080	\$ 43,975	\$ 7,300	Miramichi Lodge	2,080	\$ 43,209	\$ 8,815	Total	4,160	\$ 87,184	\$16,115
Home	Hours	Salary	Benefits														
Bonnechere Manor	2,080	\$ 43,975	\$ 7,300														
Miramichi Lodge	2,080	\$ 43,209	\$ 8,815														
Total	4,160	\$ 87,184	\$16,115														



Business Case – Staffing Report

Date: September 10, 2024

Department: Long-Term Care

Report Prepared by: Mike Blackmore, DLTC

Proposal	<p>At Bonnechere Manor, the addition of one (1) full-time Physiotherapy Assistant (PTA) with a reduction of regular part-time regular hours. At Miramichi Lodge, the addition of two (2) full-time Physiotherapy Assistants with a reduction of part-time regular hours.</p>
Positions Union <input checked="" type="checkbox"/> Non-Union <input type="checkbox"/>	<p>Physiotherapy Assistant (PTA) position is an unionize position under CUPE Local 1508 and CUPE Local 3586</p>
Summary <ul style="list-style-type: none"> • Background • Discussion 	<p>Background</p> <p>This initiative is intended to optimize full time to part time staffing ratios for the Physiotherapy Assistant (PTA) complement at Bonnechere Manor and Miramichi Lodge in support of enhanced care delivery and improved recruitment and retention of staff.</p> <p>The PTA position plays a critical role in ensuring residents remain active and promote independence as part of the Home’s interdisciplinary team. Delivering a variety of one-to-one physiotherapy programs and small group exercise programs PTAs enhance residents’ quality of life through maintenance of function and mobility. PTAs ensure residents have the proper mobility equipment to ambulate safely and the equipment needed to mitigate their risk of falls.</p>

Discussion

Recruitment efforts for a part-time PTA have been difficult with very few interested or qualified candidates applying to previous postings.

At Bonnechere Manor the implementation of a three full-time PTA model will allow for a lead in each resident home area. These additional roles will contribute to the minutes of care from Allied Health Professionals, enhancing the care and services provided to our residents.

At Miramichi Lodge there are currently vacant part-time positions that remain unfilled. This presents an opportune time to create full-time positions consistent with the Provincial Long-Term Care Staffing Plan. By converting the part-time hours into full-time PTA positions and aligning to the Bonnechere Manor model, the residents would benefit with consistent treatments, programming and overall service. Staff will also be better positioned to build stronger person-centred relationships aligning with the Butterfly Approach.

Recommendation

THAT the Health Committee recommend to County Council that the Physiotherapy Assistant staffing complement at Bonnechere Manor is increased by one (1) full-time Physiotherapy Assistant (PTA) positions, and staffing complement at Miramichi Lodge is increased by two (2) full-time Physiotherapy Assistant (PTA) positions effective November 1, 2024. AND FURTHER THAT the Finance and Administration Committee be so advised.

Financial Considerations

Home	Complement	Hours	Salary	Benefits
Bonnechere Manor	1 FT	2,080	\$ 41,273	\$ 6,851
Miramichi Lodge	2 FT	4,160	\$ 107,536	\$ 17,851
Miramichi Lodge	(2 PT)	(1,560)	(48,732)	(10,929)
Total		4,680	\$ 100,077	\$ 13,773

This includes the financial liability consistent with the budget: sick, vacation and stat days. Total cost per year of \$ 113,850.



Business Case – Staffing Report

Date: September 10, 2024
Department: LTC – Miramichi Lodge
Report Prepared by: Mike Blackmore, DLTC

Proposal

The addition of a full time (FT) Assistant Food Service Supervisor to create one full time complement at each home: Bonnechere Manor and Miramichi Lodge.

Position

Union

Non-Union

The Assistant Food Service Supervisor positions are non union classified under Group 6.

Summary

- **Background**
- **Discussion**

Background

The Assistant Food Service Supervisor (AFSS) plays a critical role in Continuous Quality Improvement and optimal pleasurable dining experience for the home toward enhancing resident quality of life. As an integral member of the Home’s interdisciplinary team, the AFSS completes a wide range of duties to ensure food services department compliance with the Fixing Long Term Care Act, 2021 and Ontario Public Health Inspection. In support of the Food Services Supervisor (FSS), the AFFS also plays a pivotal role in the execution of designated Home strategic and operational initiatives. In addition to assuming department lead in the absence the FSS, tasks such as menu production, quality audits and support to resident council contribute toward enhanced resident satisfaction and operational efficiencies.

Discussion

The ministry sets the standard minimum weekly hours for a Nutrition Manager (Food Service Supervisor and Assistant Food Service Supervisor) and is based on the number of residents per home. Currently the one full time complement (AFSS, Bonnechere Manor) supports both homes with two days per week at Miramichi Lodge and three days at Bonnechere Manor. This weekly sharing the one AFSS for both homes has become a challenge in maintaining the minimum regulatory requirements. Converting the current part-time complement of AFSS for each home to one full-time AFSS for each home would enhance food quality oversight and the ability to operationalize best practices initiatives such as the Butterfly program and utilization Meal Suite software to assist with implementing and maintaining digital dining.

Recommendation	That the Health Committee recommend to County Council the approval of one additional full time staffing complement designated as Assistant Food Service Supervisor, Miramichi Lodge effective October 1, 2024 AND FURTHER THAT the Finance and Administration Committee be so advised.								
Financial Considerations	<table border="1" data-bbox="573 367 1810 485"> <thead> <tr> <th data-bbox="573 367 1050 425">Home</th> <th data-bbox="1050 367 1236 425">Hours</th> <th data-bbox="1236 367 1524 425">Salary</th> <th data-bbox="1524 367 1810 425">Benefits</th> </tr> </thead> <tbody> <tr> <td data-bbox="573 425 1050 485">Miramichi Lodge</td> <td data-bbox="1050 425 1236 485">1820</td> <td data-bbox="1236 425 1524 485">\$ 83,340</td> <td data-bbox="1524 425 1810 485">\$ 22,797</td> </tr> </tbody> </table> <p data-bbox="470 508 1367 578">Non union classified under Group 06 total cost per year of \$ 106,137. Budgets to be aligned between the homes accordingly.</p>	Home	Hours	Salary	Benefits	Miramichi Lodge	1820	\$ 83,340	\$ 22,797
Home	Hours	Salary	Benefits						
Miramichi Lodge	1820	\$ 83,340	\$ 22,797						



Business Case – Staffing Report

Date: September 10, 2024

Department: LTC – Miramichi Lodge

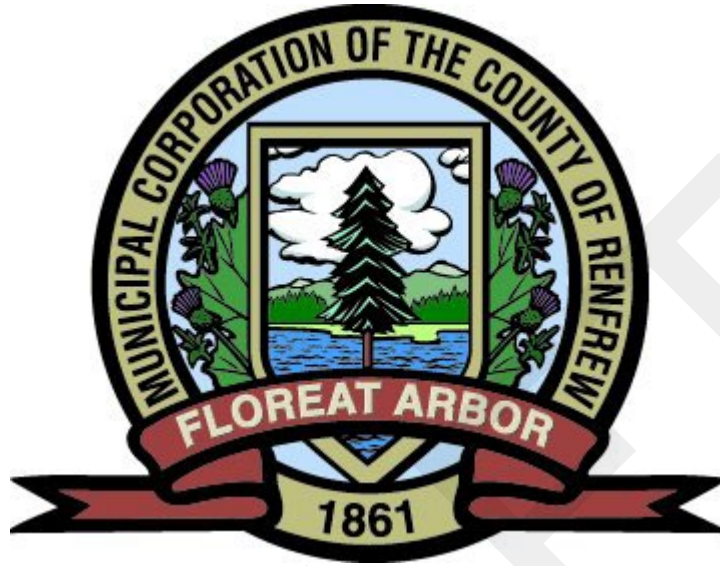
Report Prepared by: Mike Blackmore, DLTC

Proposal	Addition of 624 hours per year of part-time Laundry Aide hours at Miramichi Lodge.
Position Union <input checked="" type="checkbox"/> Non-Union <input type="checkbox"/>	Laundry Aide position is an unionize position under CUPE Local 3586
Summary <ul style="list-style-type: none"> • Background • Discussion 	<p>Background</p> <p>The Laundry Aide position supports the Home to ensure all residents have available clean and tidy clothing and linen. The COVID-19 pandemic realized significant enhancements to infection prevention and control (IPAC) practices affecting all departments including Laundry. During the pandemic, the additional Laundry Aide hours necessary to facilitate Infection Prevention and Control (IPAC) measures were covered by special COVID-19 funding.</p> <p>The addition of 624 Laundry Aide hours at Miramichi Lodge is requested to enable effective continuation of enhanced IPAC measures that endure post pandemic. Additionally, realizing these additional hours more closely aligns the Miramichi Lodge to the Bonnechere Manor laundry department staffing complement.</p> <p>Discussion</p> <p>The implementation of the additional hours will be assigned to existing and experienced part time staff who are familiar with desired key outcomes.</p>
Recommendation	THAT the Health Committee recommend to County Council that approval of an additional 624 hours per year of part-time Laundry Aide hours at Miramichi Lodge be approved effective October 1, 2024 AND FURTHER THAT the Finance and Administration Committee be so advised.

Financial Considerations

Laundry Aide is a union position funded under LTC - Level of Care Other Accommodation. Total cost \$21,024.

Status	Hours	Salary	Benefits
Part Time	624	\$ 17,908	\$ 3,116



THE CORPORATION OF
THE COUNTY OF RENFREW

BY-LAW NUMBER 24-xx

**A BY-LAW TO GOVERN THE
PROCEEDINGS OF THE COUNCIL
AND COMMITTEES OF
THE COUNTY OF RENFREW**

2024

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DRAFT

COUNTY OF RENFREW

BY-LAW NUMBER

**A BY-LAW TO GOVERN THE PROCEEDINGS OF THE
COUNCIL AND COMMITTEES OF THE COUNTY OF RENFREW**

WHEREAS pursuant to Section 238 (2) of the *Municipal Act, 2001, S.O., 2001 c.25, as amended* every Council shall pass a procedure by-law for governing the calling, place and proceedings of meetings;

WHEREAS pursuant to Section 238 (2.1) of the *Municipal Act, 2001, S.O., 2001 c.25 as amended* states that the procedure by-law shall provide for public notice of meetings;

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

SECTION 1 – INTERPRETATION

1.1 General

- a) The rules and regulations contained in this By-law shall be observed in all proceedings of Council to which they apply and shall be the rules and regulations for the order and dispatch of business at meetings of Council and its Committees.
- b) Committees may not pass a motion to suspend the rules of this By-law.
- c) Subject to the right of appeal, the Chair shall be responsible for interpreting the rules of procedure under this By-law with the advice and assistance of the Clerk.
- d) The Clerk or the Clerk's designate shall be secretary of Council and Committees of Council.
- e) Where procedural matters of Council or Committees of Council are not governed by the *Municipal Act, Municipal Conflict of Interest Act* or provisions of this By-law, Robert's Rules of Order most recent edition shall apply.
- f) The Clerk shall, during regular office hours, on request of any Member of Council, furnish them with a paper or electronic copy or copies of any paper or electronic document in their possession as Clerk of which Council has taken cognizance.
- g) When any matter is referred from one meeting to the next, the Clerk shall take cognizance of the same and lay the same before Council at the next meeting.

- h) The Clerk or an employee of the County designated by the Chief Administrative Officer will be the Recording Secretary of the Committee.

SECTION 2 – DEFINITIONS

“Acting Warden” means, the most recent Past Warden who is a member of Council. If none, it means the Councillor with the longest continuous service.

“Ad Hoc” Committee means a special purpose Committee that may be of limited duration, created by Council through the Striking By-law to inquire and report on a particular matter or concern, and which dissolves as directed by Council. Ad Hoc Committees may include non-elected Members.

“Agenda” means the written Order of Business.

“By-Law” means the legislative intent behind the requirement: that powers of Council be exercised by by-law is to ensure due deliberation by Councils of all important policy matters through the more formal procedure prescribed for the enactment of a by-law: *Ottawa (City) v. Letourneau* (2005), 2005 Carswell Ont 224 (S.C.J.).

“Chair” means the Member who presides at a Council, Committee of the Whole, Steering or Sub-Committee meeting. The term Chair and Presiding Officer may be used interchangeably throughout this By-law.

“Chief Administrative Officer” means the Chief Administrative Officer (CAO) or designate duly appointed by the Council as prescribed in Section 229 of the *Municipal Act*.

“Clerk” means the Clerk of the Corporation of the County of Renfrew as appointed by by-law.

“Close Debate (Call the Question)” means a motion requiring that debate be closed and the vote on the motion be taken immediately.

“Closed Meeting (In-Camera)” means a meeting or part of a meeting closed to the public as prescribed in Section 239 of the *Municipal Act*.

“Committee” means any Committee of the Whole, Steering or Sub-Committee unless otherwise stated.

“Committee of the Whole Meeting (COTW)” means a Committee comprised of all Members of Council.

“Committee Recommendation” means a resolution passed by a Committee of the Whole during a meeting which is subject to approval by Council at the next County Council meeting.

“Communications” shall include, but is not limited to, letters, memos, notices, emails, faxes, petitions, brochures, newspaper/magazine articles, etc.

“Community Events” shall be deemed any event that requests the presence of the Warden. These may include but are not limited to opening ceremonies, fund raisers/charity events, community celebrations and local fairs.

“Confidential Item” shall include the following:

- i. any matter marked “confidential”;
- ii. any matter or item of a confidential nature which has not been lawfully published, disclosed or provided to the public by the County, or introduced, received or made available to the public at a public meeting or information session;
- iii. a record of any matter in respect of which a meeting or part of a meeting may or shall be closed to the public pursuant to the *Municipal Act* or under this By-law;
- iv. any matter which could form the subject matter of an exemption from disclosure or a prohibition against disclosure, pursuant to the provisions of the *Municipal Freedom of Information and Protection of Privacy Act*; and
- v. any matter which the County is prohibited from disclosing pursuant to any contract, legislation or other lawful authority.

“Confirmatory By-law” means a By-law passed prior to adjournment of every Council meeting to confirm by By-law the resolutions and actions of Council taken at that meeting.

“Consent Reports” may include any Committee of the Whole reports that are deemed to be of an administrative nature and/or being received as information and/or do not require action or direction.

“Council” means the Municipal Council of the Corporation of the County of Renfrew in accordance with the County of Renfrew Council Composition By-law in effect.

“Council Meeting(s)” shall include Regular and Special Meetings of the Council of the Corporation of the County of Renfrew.

“Councillor” means a person elected or lawfully appointed to County Council by a resolution of a Local Municipal Council in accordance with the County of Renfrew Council Composition By-law in effect.

“County” means the Corporation of the County of Renfrew.

“Debate” means discussion on the merits of the question/motion and whether the proposed action should or should not be taken.

“Delegation” means a person or group of persons who are not Members of Council or County Staff who have requested and are permitted to address Council or Committee, individually or on behalf of a group, on a matter on the Agenda for that meeting in accordance with the provisions of this By-law.

“Department Head” means the person or designate in charge of a County department.

“Deputy Warden” means the member of Council appointed, by By-law or resolution, to attend ceremonial functions or events in the absence of the Warden.

“Electronic Meeting” means a meeting called and held in full or in part via electronic means (including, but not limited to, audio teleconference, video teleconference, or another means as determined by the CAO or Clerk, and with or without in person attendance.

“Emergency” means a matter which if not dealt with may have serious ramifications, including but not limited to, the inability to address or influence the matter at a later date.

“Emergency Management Act” means the *Emergency Management and Civil Protection Act, R.S.O. 1990, Chapter E. 9, as amended.*

“Ex-Officio” means the Warden who by virtue of office shall be a member of all Committees and shall have the same rights and privileges as other Members of the respective Committee.

“Hybrid Meeting” means a meeting where some Members of Council participate electronically and a quorum of Members is present.

“Lame Duck Council” means that Council has certain limitations in the year of an election.

“Local Board Member” as defined in Section 1 of the *Municipal Act.*

“Majority Vote” means, except as otherwise expressly provided in this By-law, a simple majority of the votes cast (i.e. more than 50% of the Members present) except in the case of a recorded vote. In the case of a recorded vote, a majority is determined in accordance with the County’s Weighted Vote By-law in effect, and a majority in such case shall be a simple majority, except as otherwise expressly provided in this By-law, of the total of the weighted votes cast with respect to the matter being voted upon. “Majority of Council” or “Majority of Committee”, as the case may be, means more than 50% of the Members present, except as otherwise expressly provided in this By-law.

“Matter” shall include any record, communication, report, presentation, item, document or information, or the contents, or any part thereof, as the context permits.

“Meeting” means any regular, special, or other meeting of Council or Committee where a quorum of Members is present and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of Council or Committee.

“Meeting Schedule” shall be deemed the Council/Committee Schedule containing the dates of Council and Committee of the Whole meeting dates, including other reserved dates confirmed each year by resolution of Council.

“Member” means a Member of Council and includes the Presiding Officer. “County Councillor” shall have a corresponding meaning.

“Minutes” means a record of what was done at a meeting, without note or comment.

“Main Motion” means a motion whose introduction brings business before the Committee.

“Motion” means a recommendation to resolve and effect a decision.

“Municipal Act” means the *Municipal Act, 2001, S.O. 2001, c.25, as amended* from time to time.

“New/Other Business” means business that is not currently listed on the Agenda that is of an emergency, time sensitive, congratulatory or condolence nature.

“Notice of Meeting” shall be deemed to be received as set out in this By-law.

“Order of Business” means the sequence of business under consideration at a meeting.

“Past Warden” means a previous Warden, who is a member of County Council.

“Pecuniary Interest” means a direct or indirect pecuniary (monetary) interest within the meaning of the *Municipal Conflict of Interest Act, R.S.O. 1990, Chapter M. 50, as amended*.

“Point of Order” means any alleged breach of the rules or irregularity in the proceedings of a meeting.

“Point of Privilege” means a statement calling attention to a matter where the integrity of an individual (personal) or the entire Council is perceived to be in question.

“Presentation” means the occurrence when, staff, an individual or group have been invited to present information to Council or Committee.

“Presiding Officer” means the Warden, Acting Warden or Committee Chair(s) or in the absence of the Presiding Officer, the Member of Council chosen by a majority vote to act as Presiding Officer for the purpose of presiding over a meeting until the arrival of the Presiding Officer. The term Presiding Officer and Chair may be used interchangeably throughout this By-law.

“Public Information Session” shall be deemed a meeting held for the purpose of presenting proposals and issues, educating and informing and/or receiving input.

“Public Meeting (Statutory)” shall be deemed a meeting held for the purpose required under an Act or Regulation.

“Quorum” subject to any other applicable statutory provisions, is:

- i. in the case of Council, a majority of Council Members; and
- ii. in the case of a Committee, a majority of Committee Members.
- iii. The Presiding Officer, if present, is a Member to be included in determining a quorum.

“Recess” means a break from a meeting.

“Recorded Vote” means the recording of the names and votes of every Member voting on any matter or question.

“Resolution” means a formal determination made by Council or a Committee on the basis of a motion, duly placed before a regularly constituted Council or Committee meeting for debate and decision, and duly passed.

“Rules” or “Rules of Procedure” means the rules and regulations provided in this By-law.

“Significant Weather Event” means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality (as defined in Ontario Regulation 239/02).

“Special Enquiry” includes a request for detailed investigative, statistical or technical information or study.

“Special Meeting” means a meeting other than a regularly scheduled meeting called pursuant to the *Municipal Act* or the provisions of this By-law.

“Standing Committee” means a Committee of Council constituted to perform a continuing function and which has a continuous existence. For the purpose of this By-law the Committee of the Whole is deemed to be a Standing Committee.

“Steering Committee” includes any Steering Committee or task force established by Council and approved through a resolution of Council which goes out of existence as soon as it has completed a specified task.

“Striking Committee” shall be deemed a Committee of Council for the purpose of preparing recommendations for appointments to Boards and Commissions, Steering and Sub-Committees and other duties as approved by Council.

“Sub-Committee” includes any Sub-Committee established by Council and approved through a resolution of Council which has a continuing existence.

“Summer Recess” shall be deemed to be the month of July each year where no Committee of the Whole or Council meetings are held unless a Special Meeting is called via petition or majority of Council.

“Time Sensitive” means a matter in which delaying a decision could negatively impact the Corporation. Shall also mean information that is only relevant or applicable for a specific period of time.

“Two-thirds Vote” means the affirmative vote of at least two-thirds of the Members present and eligible to vote.

“Warden” means the Member of Council duly elected as the Warden by the Council and by virtue of their office acts as Head of Council, Ex-Officio and Presiding Officer.

“Weighted Vote” means the number of votes allocated to each Council Member in accordance with the Weighted Vote By-law in effect, as amended.

“Working Group” includes any group established by Council which has either a continuous existence or which goes out of existence as soon as the specified task is completed. The membership of the group shall be comprised of staff, County Council Members and lay Members when necessary. The membership of a working group shall consist of less than 50% County Council and/or Local Board Members (a minimum of 2 Members of Council).

SECTION 3 – COUNCIL

3.1 Role of the Warden

The Warden shall:

- a) act as Presiding Officer at all meetings of Council;
- b) provide leadership to Council;
- c) represent the County at Community Events (official functions);
- d) carry out the duties of the Head of Council under applicable By-laws or Acts;
- e) apply the Code of Conduct in effect in order to mediate disputes of Council, Committees or Councillors;
- f) represent the County at the Eastern Ontario Wardens’ Caucus; and
- g) act as the Corporate spokesperson for Council by formally communicating information related to events, emergencies, decisions and resolutions of Council, a Board or Committee, as the case may be.

3.2 Role of Council Members (Including Alternates)

In accordance with the *Municipal Act*, Members shall:

- a) represent the public and consider the well-being and interests of the municipality;
- b) develop and evaluate the policies and programs of the municipality;
- c) determine services the municipality provides;
- d) ensure the administrative practices and procedures are in place to implement the decisions of Council;
- e) maintain the financial integrity of the municipality;
- f) carry out the duties of Council under applicable By-laws or Acts;
- g) come prepared to every meeting by having read all the material supplied, including Agendas and confidential reports, to facilitate discussion;
- h) respect and adhere to the policies and procedures set by Council and will under no circumstances take it upon themselves, individually to circumvent established policies and procedures;
- i) not criticize any decision of Council except for the purpose of moving that a question be reconsidered;
- j) consult with Department Heads on matters of operational concerns and complaints;
- k) not have the authority to direct Department Heads or staff;
- l) direct general questions or comments to the appropriate department; and
- m) dress in business attire for all Council meetings and may dress in business casual attire for all other meetings.

SECTION 4 – MEETINGS

4.1 First Meeting (Inaugural) - Municipal Election Year

The Inaugural Meeting of County Council after a municipal election shall be considered Council's First meeting. The Inaugural Meeting will be held on the last Wednesday in November commencing at 9:30 a.m. The purpose of the meeting is to swear in Council-elect and for conducting the elections for Warden for a two (2) year term and the Striking Committee.

4.2 First Meeting (Inaugural) Agenda - Order of Proceedings

The content of the Agenda of the Inaugural Meeting and its proceedings shall include:

- a) Call to Order by Clerk
- b) Land Acknowledgment
- c) Acknowledgement of Municipal Clerks' Certificates
- d) Oath of Office from Members of County Council
- e) Roll Call
- f) Introduction of CAO
- g) Procedure for Nomination of County Warden
- h) Procedure for the Election of County Warden/Acclamation
- i) Warden Election Results
- j) Oath of Office of Newly Elected/Acclaimed Warden
- k) Warden's Address
- l) Greetings from Dignitaries
- m) Report from Striking Committee
- n) Warden's Invitation for Deputy Warden Candidates
- o) Confirming By-law
- p) Adjournment

4.3 First Meeting - Non-election Year

The First meeting of County Council in Year Three shall be held on the first Wednesday of December beginning at 9:30 a.m. The purpose of the meeting is to conduct the elections for Warden for a two (2) year term and the Striking Committee for a two (2) year term.

4.4 First Meeting Agenda - Non-election Year - Order of Proceedings

The content of the Agenda of the first meeting (Year Three) and its proceedings shall include:

- a) Call to Order by Clerk
- b) Land Acknowledgment
- c) Roll Call
- d) Introduction of CAO
- e) Procedure for Nomination of County Warden
- f) Procedure for the Election of County Warden/Acclamation
- g) Warden Election Results
- h) Oath of Office of Newly Elected/Acclaimed Warden
- i) Warden's Address
- j) Greetings from Dignitaries

- k) Report from Striking Committee
- l) Warden's Invitation for Deputy Warden Candidates
- m) Confirming By-law
- n) Adjournment

4.5 Place of Meeting

All the meetings of Council will be held in the Council Chamber of the County Administration Building, 9 International Drive, Pembroke, Ontario or at such place as the Warden, Clerk, and Chief Administrative Officer may from time to time determine, or by electronic participation, or by hybrid (a combination of in-person and electronic participation) . Applicable meetings of Council will be broadcast, where possible, through live streaming, and will be made available on the County's YouTube page.

A Committee may determine from time to time to hold a meeting at different location or time, as established by Council resolution.

4.6 Date and Time

All Regular Meetings of County Council shall be held on the second and fourth Wednesday of every month at the hour of 9:30 a.m., or as otherwise scheduled due to Statutory Holidays, as outlined in the annual Council and Committee Calendar. During the fourth quarter of each calendar year, the Clerk shall prepare a report to Council identifying the following year's meeting dates to be adopted by Council and posted on the County's website.

4.7 Cancellation of Meeting

The Clerk, with the approval of the Warden, may cancel a meeting of Council when, in their opinion, there is sufficient cause to do so.

4.8 Notice of Regular Council Meeting

No notice shall be given of any Regular Council meeting unless the day of the meeting is other than provided for in Section 4.6 or as adopted by Council. The Agenda shall be considered as adequate notice of Regular, Special or Emergency Meetings.

4.9 Exceptions to Regular Meeting Schedule

- a) Exceptions to regular meeting schedule will be upon resolution of Council.
- b) **Summer recess** - There shall be no Regular meeting held in the month of July. Meetings of a time sensitive matter may be at the call of the Chair, if required.
- c) **December meetings of even-numbered years** - The first Regular Meeting in December of the First and Third Year shall be held two Wednesday's following the First (Inaugural) Meeting.

4.10 Special Meetings - Warden

In addition to Regular Meetings, the Warden may at any time summon a Special Meeting of Council by giving direction to the Clerk stating the date, time and purpose of the Special Meeting.

4.11 Special Meetings - Members of Council

Upon request by the majority of the Members, the Clerk shall summon a Special Meeting for the purpose and at the date and time mentioned in the petition.

4.12 Notice of Special Meeting

The Clerk shall give all Members notice of a Special Meeting of Council at least forty-eight (48) hours before the time appointed for such meeting.

4.13 Delivery Notice of Special Meeting

Notice may be given to Members by delivering a notice personally by leaving such notice at their residence or place of business, or by electronic mail, or by telephone, or by other electronic.

4.14 Nature of Business

The written or verbal notice to be given shall indicate the nature of the business to be considered at the Special Meeting and, the date, time and place.

4.15 No Other Business

No business other than that stated in the notice shall be considered at the Special Meeting.

4.16 Posting of Public Notice of Special Meeting

Posting of all public notices will be accomplished by posting on the County's official website with a minimum of twenty-four (24) hours' notice.

4.17 Emergency Meeting

Notwithstanding any other provision of this By-law, an Emergency Meeting may be held, without written notice, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk, or designate, to notify the Members about the meeting as soon as possible and in the most expedient manner available. The only business to be dealt with at an Emergency Meeting shall be business dealing directly with the emergency or extraordinary situation.

4.18 Meetings Open to Public

Meetings of the Council and its Committees shall be open to the public with the exception of those meetings as provided within this By-law and as provided for under Section 239 of the *Municipal Act*.

4.19 Closed to Public - Meeting Subject Matters

A meeting or part of a meeting of the Council or Committees may be Closed to the public if the subject matter being considered is:

- a) The security of the property of the municipality or local board;
- b) Personal matters about an identifiable individual, including municipal or local board employees;
- c) A proposed or pending acquisition or disposition of land by the municipal or local board;

- d) Labour relations or employee negotiations;
- e) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipal or local board;
- f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) A matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
- h) Information explicitly supplied in confidence to the municipal or local board by Canada, a province or territory or a Crown agency of any of them;
- i) A trade secret or scientific, technical, commercial, financial or labour relations , supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipal or local board. 2001, c. 25, s. 239 (2); 2017, c. 10, Sched. 1, s. 26.

Other criteria

- l) A request under the *Municipal Freedom of Information and Protection of Privacy Act*, if the council, board, commission, or other body is the head of an institution for the purposes of that Act; or
- m) An ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the *Ombudsman Act*, an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection 239.2 (1).

Educational or training sessions

- n) A meeting of a council or local board or of a committee of either of them may be Closed to the public if the following conditions are both satisfied:
 - i) the meeting is held for the purpose of educating or training the Members.
 - ii) at the meeting, no Member shall discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

4.20 Closed Resolution

Prior to holding a meeting which is closed to the public, Council or the Committee shall pass a resolution stating the purpose of the holding of the Closed Meeting and including the general nature of the matter to be considered at the Closed Meeting.

4.21 Vote in Closed

No vote may be taken except on a procedural matter or for giving of directions or instruction to officers, employees or agents of the County or persons retained by or

under contract with the County, on a matter that can be discussed in Closed Session set out in this By-law and the *Municipal Act*.

4.22 Rise from Closed Session

Upon rising from Closed Session, Council shall bring forward any matter to be voted on in Open Session that did not fall under the exceptions in Section 239 of the *Municipal Act*.

4.23 Closed to Public (Education and Training)

In the case of a meeting under, Closed to Public - Meeting Subject Matters, "Education or Training Sessions", the fact of the holding of the Closed Meeting, the general nature of its subject matter and that it is to be closed under that section shall be declared within the Resolution required under "Education or Training Sessions".

4.24 Confidential Matters

Members are to ensure that confidential matters disclosed to them during meetings closed to the public, are kept confidential. All deliberations while in Closed Session shall remain confidential unless otherwise agreed upon by the majority vote of Council. Only the final results of the deliberations may be made public when such disclosure is authorized by Council. Any Member, who contravenes the confidentiality clause, may be subject, by majority vote of the Council, to penalties in accordance to the County's adopted the Council Code of Conduct in effect. The obligation to keep information confidential applies even if the Member ceases to be a Member.

4.25 Enquiries Regarding Closed Meetings

No Member shall release or make public any information considered at a Closed Meeting or discuss the content of such a meeting with persons other than Members or relevant staff members.

4.26 Workshops, Orientation and Information Sessions with Outside Participants

Workshops and information sessions are informal and broad discussions among a quorum or non-quorum of Members with the assistance of staff and, as appropriate, with guests or attendee participation beyond the Members of County Council. Sessions of this nature are for the purpose of educating or training the Members and to seek Council insight and feedback. At no time shall a workshop or information session materially advance the business or decision-making of the Council or Committee.

4.27 Electronic Participation - Quorum and Voting

Members of Council, Local Boards and Committees may participate electronically in Open and Closed Regular and Special Meetings, may be counted for purposes of quorum and shall be permitted to vote.

SECTION 5 – DUTIES

5.1 Preparation by Members

Members of Council shall make every effort to come prepared to Council meetings by having reviewed all the material supplied, including Agendas and reports, to facilitate

discussion and the determination of action at the meeting. Whenever possible, the Members shall make appropriate inquiries to administration staff when seeking clarification of material provided.

5.2 Leave Meeting

Whenever possible, Members shall provide the Clerk with notice prior to the commencement of the Council Meeting of their intent to leave the meeting early.

5.3 Report Requests

All requests for substantive reports from Members of the administration shall be by Council resolution, which shall identify the appropriate Department or Director and objectives of the report.

5.4 Interference

No Members(s) shall have the authority to direct or interfere with the performance of any work by administration of the County. All inquiries shall be directed through the office of the Chief Administrative Officer.

5.5 Order

The Warden or Committee Chair shall preside over the conduct of meetings, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council or Committee, as the case may be and to enforce the Rules of Procedure.

5.6 Speakers

The Warden or Committee Chair shall recognize any Member of Council or Committee (as the case may be) who wishes to speak and determines the order of the speakers.

5.7 Motions

The Warden or Committee Chair shall receive and submit in the proper manner, all motions presented by the Members and to put to vote all questions, which are duly moved, and to announce the result.

5.8 Warden/Committee Chair - Motion and Debate

The Warden or Committee Chair may speak and/or vote on any question, but if they wish to make a motion, they shall first leave the Chair by designating the Vice-Chair to Chair the meeting. Should the Vice-Chair be absent, another Member shall be designated to act in their stead until such time as the motion(s) and any amending motion to the main question has been decided upon and after which they shall resume the Chair.

5.9 Restrain Member

It shall be the duty of the Warden or Committee Chair to restrain the Members, within the rules and procedures when engaged in debate.

5.10 Authentication

It shall be the duty of the Warden or Committee Chair to authenticate, by signature when necessary, all By-laws, resolutions and minutes approved by the Council.

SECTION 6 – CONDUCT DURING MEETINGS**6.1 Sovereign - Royal Family**

No Member shall speak disrespectfully of the reigning Sovereign or of any of the Royal Family or of the Governor General, the Lieutenant Governor or any Provincial representative or any Members of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

6.2 Members of Council - County Administration

No Member shall speak disrespectfully, nor shall they use offensive words in or against Members of the Council or any Member thereof including employees of the County of Renfrew.

6.3 Decisions of Council

No Member shall criticize any decision of the Council except for the purpose of moving that the question be reconsidered. Members may indicate the manner in which they voted and the reasons why.

6.4 Breach of Rules

Members shall refrain from harmful conduct to the County or its purposes. No Member shall breach the rules of the Council, or a decision of the Chair or of the Council as a whole on questions of order or practice, or upon the interpretation of the rules of Council and its rules of procedure. In the case where a Member persists in any such breach after having been called to order by the Chair, the Chair may order that such Member leave their seat for the duration in which the meeting is being held; but if the Member apologizes, they shall be permitted, by vote of the Council to retake their seat.

6.5 Disorder of Meeting

It shall be the duty of the Chair to adjourn the meeting without the question being put or to suspend or recess the sitting for a time to be named if considered necessary because of grave disorder arising in the meeting.

6.6 Power to Expel

The Warden or other Presiding Officer may expel any person for improper conduct at a meeting.

6.7 Discriminatory

No Member shall speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, ethnic origin, citizenship, creed, gender, sexual orientation/identification, age, colour, marital status, family status or disability.

6.8 Respect to the Chair

Any person, while attending a meeting in session and who must withdraw themselves from the Council Chamber, shall not do so without first turning towards the Chair as they withdraw and bow in such a manner that any person in attendance may know their intention is to withdraw from the Council Chamber.

6.9 Food within the Chamber

There shall be no food permitted within the Council Chamber while a meeting is in session.

6.10 Recording of Meetings

Members of the public, including accredited and other representatives of any news media, may use cameras, recording equipment, television cameras, and any other devices of a mechanical, electronic, or similar nature to transcribe or record Open Session proceedings of Council and Committees. These devices may not be used in such a way as to obstruct or disrupt the proceedings of the meeting.

At such time that Council deems appropriate, all Council meetings will be recorded by County staff and live streamed, with the exclusion of Closed Session meetings. Recordings of meetings shall not be used or considered as meeting minutes.

6.11 Public Participation at Meetings

An attendee shall not participate in a Meeting unless listed on the Agenda as a Delegation or Presentation and shall be subject to the rules and procedures of this By-law.

- a) No person, except a Member of Council or an authorized employee of the County, shall be allowed to come on the Council floor during a Council meeting without permission of the Presiding Officer.
- b) No person except a Member of Council or an authorized employee of the County shall, before or during a Council meeting, place on the desks of Members or otherwise distribute any material unless such person is so acting with the approval of the Clerk.

6.12 Meeting Conduct

No person shall:

- a) disturb a meeting by any disruptive or distracting conduct, including private conversations among Members or Attendees at a meeting;
- b) use profane or offensive words or insulting expressions;
- c) disobey the rules of procedure;
- d) rise from their seat or make any noise or disturbance while a vote is being taken;
- e) speak until they have been recognized by the Chair; and
- f) display signs, place cards, applaud, heckle or engage in telephone or other conversation or any behavior which may be considered disruptive.

6.13 Cell Phone and Electronic Devices

All cell phones and electronic devices not required for conducting a meeting shall be either turned off or otherwise set so as not to emit any audible sound during a meeting.

SECTION 7 – RULES OF DEBATE

7.1 Addressing the Chair

Any Member, previous to speaking on any motion, shall indicate their desire to speak by raised hand and shall not speak until recognized by the Chair.

7.2 Order of Speaking

When two or more Members signify their desire to speak, the Presiding Officer shall recognize the Member who, in their opinion, signified first and next recognize the other Member(s).

7.3 Speaking Through the Chair

The Chair shall recognize the Members in the order they indicate their desire to speak; be acknowledged by the Chair; and shall address all questions, "Through the Chair".

7.4 Interruption

When a Member is speaking, no Member shall pass between the speaker and the Chair or interrupt the speaker except to raise a question of privilege, appeal the decision of the Chair or raise a Point Of Order.

7.5 Point of Order - Inform Members

It shall be the duty of the Chair to inform the Members on any Point of Order.

7.6 Subject of Debate

No Member shall speak on any subject other than the subject that is currently being debated.

7.7 Motion Read

Any Member may require a motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

7.8 Time Limit

No Member of Council shall speak more than twice to the main question and no longer than five (5) minutes on any question, except in explanation of a material part of the debate, which may have been misunderstood, but they may not introduce new matter. A right of reply may be allowed to a Member who has made a substantive motion to Council, and no Member shall speak to the same question or in reply, without permission of Council.

7.9 Question on Motion

A Member may concisely ask a question through the Chair only for the purpose of obtaining information relating to the motion under discussion.

7.10 Question Integrity of Employees

A Member, while asking questions through the Chair, shall at no time, put into question the municipal employee's personal or professional integrity.

7.11 Motion Seconded Before Debate

All motions shall be seconded before being debated and voted on.

SECTION 8 – QUORUM

8.1 Call to Order - Quorum Present

As soon after the hour fixed for holding the meeting of the Council, as there is a quorum present, the Chair shall call the Meeting to order.

8.2 Quorum

A majority of the Members elected shall constitute a quorum.

8.3 Non-Quorum Time Limit

If there should be no quorum present within fifteen (15) minutes after the time fixed for holding the meeting of the Council, the Chair shall call the roll and the Clerk shall take down the names of the Members present.

8.4 Permitted Motions Without Quorum

Should there be no quorum at a duly called meeting, **one** of the following three motions can be legally called:

- a) **Motion to Adjourn** - By calling this motion, all matters listed on the Agenda shall be brought forward at the next regularly scheduled meeting.
- b) **Motion to Recess** - The Chair may call for a recess and request that the Members missing be called to inquire as to their attendance.
- c) **Motion to Set the Time to which to Re-adjourn the Meeting** - The Chair may request to re-set the meeting to another date and time set before the next regular meeting to deal with matters listed on the Agenda.

There can be no other motion that would advance the business of the Council legally permitted.

8.5 Warden Absent

Where the Warden has not previously advised of an absence or lateness, and in the case of the Warden not attending within fifteen (15) minutes after the hour fixed for holding the meeting of the Council, and provided that a quorum is present, the Clerk shall call the meeting to order and shall call on the Immediate Past Warden, who is a Member of County Council and who shall preside until the arrival of the Warden. When presiding, the Immediate Past Warden shall have the same authority as the Warden while presiding the meeting.

8.6 Past Warden Also Absent

Should the Immediate Past Warden not be a Member of County Council; the Clerk shall call the meeting to order, and the Members shall appoint a Chair amongst themselves

to preside until the arrival of the Warden. The selected Chair shall have the same authority as the Warden while presiding the meeting.

8.7 Remedy for Lack of Quorum - Municipal Conflict of Interest Act

Where the number of Members who, by reason of the provisions of the *Municipal Conflict of Interest Act*, are disabled from participating in a meeting is such that at that meeting the remaining Members are not of sufficient number to constitute a quorum, then despite any other general or special Act, the remaining number of Members shall be deemed to constitute a quorum, provided that such a number is not less than two (2).

SECTION 9 – MINUTES

9.1 Contents Recorded by Clerk

The Clerk shall prepare and cause the minutes to be taken of each meeting of Council and which shall include:

- a) The place, date and time of the meeting;
- b) The name of the Presiding Officer or Officers and the record of the attendance of the Members;
- c) Members who enter after the commencement of a meeting or leave prior to adjournment, the time shall be so noted in the minutes;
- d) To record, without note or comment, all resolutions, decisions and other proceedings of the Council;
- e) To record all publicly declared conflict of interests made by Members and identify that the Member has recused themselves from discussion or vote on the declared matter, when the subject matter is brought up for debate;
- f) If required by any Members present at a vote, to record the name and vote of every Member voting on any matter or question.

9.2 Minutes - Closed Session Meeting

Minutes of Closed Meetings shall be adopted after rising from Closed Session with a resolution in Open Session. The contents of the minutes shall not be disclosed but shall include the following:

- a) the time and place of the meeting;
- b) those Members in attendance and the Presiding Officer/Chair;
- c) disclosures of pecuniary interest, if any, but not the general nature thereof; and
- d) directions given to officers, employees or agents of the County or persons retained by or under contract with the County.

SECTION 10 – ORDER OF BUSINESS – AGENDA

10.1 Agenda - Content

Agendas for Regular Council meetings shall be generally formatted by the Clerk under the following headings but modifications to the order of business may be affected by the Clerk without an amendment to this By-law.

The business of the Council, for a regular meeting shall in all cases, be taken up in the following order, once the Chair has brought the meeting to order, unless otherwise decided by a majority vote of the Members present.

10.2 Regular Council Agenda

The Clerk shall prepare an Agenda under the following headings for the use of Members at Regular Council meetings:

- a) Call to Order
- b) Welcome and Land Acknowledgement
- c) Moment of Silent Reflection
- d) National Anthem
- e) Roll Call
- f) Adoption of Agenda
- g) Disclosure of Pecuniary Interest
- h) Adoption of the Minutes of the Previous County Council Session
- i) Warden's Address
- j) Delegations and Presentations
- k) Correspondence
- l) Committee Reports
- m) Consent Items
- n) Staff Reports - Direction
- o) Written/Verbal Reports from Representatives Appointed to External Boards
- p) Notice of Motions
- q) Member's Written Motions
- r) Announcements
- s) New Business
- t) Closed Meeting
- u) Rise from Closed Session
- v) Matters Arising from Closed Session
- w) By-laws
- x) Confirmatory By-law
- y) Adjournment

10.3 Committee of the Whole Agenda

The Clerk, in consultation with the Chair, shall have prepared for the use of the Members at all meetings, an agenda as follows:

- a) Call to Order
- b) Welcome and Land Acknowledgement
- c) Disclosure of Pecuniary Interest and the General Nature Thereof
- d) Approval of Minutes
- e) Adoption of Agenda
- f) Presentations (estimated time per presenter)
- g) Questions of the Presentations from Council
- h) Communications
- i) Consent Reports
- j) Discussion Reports
- k) Deferred Reports

- l) Verbal Reports
- m) Confidential Reports
- n) New/Other Business
- o) Adjournment

10.4 Steering and Sub-Committee Meeting Agendas

The Clerk, in consultation with the Chair, shall have prepared for the use of the Members at Steering and Sub-Committee meetings, an agenda as follows:

- a) Call to Order
- b) Welcome and Land Acknowledgement
- c) Roll Call
- d) Disclosure of Pecuniary Interest and the General Nature Thereof
- e) Approval of Minutes
- f) Adoption of Agenda
- g) Business
- h) New/Other Business
- i) Next Meeting
- j) Adjournment

10.5 Delivery of Agenda

The Agenda shall be delivered electronically to each Member of Council by the Clerk's Office no later than 12:00 noon, five (5) calendar days prior to the scheduled Regular Council meeting and will be posted on the County website.

SECTION 11 – CALL TO ORDER

11.1 Quorum

Upon confirming that a quorum of Members are present and after the hour fixed for the holding of the meeting, the Warden shall call the meeting to order.

SECTION 12 – WELCOME AND LAND ACKNOWLEDGEMENT

- 11.1** The Council Meeting shall commence with a land acknowledgement statement read by the Chair. Acknowledging territory shows recognition of and respect for Aboriginal Peoples. It is recognition of their presence, both in the past and the present. Recognition and respect are essential elements of establishing healthy, reciprocal relations. These relationships are key to reconciliation, a process to which the County of Renfrew is committed.

SECTION 13 – MOMENT OF SILENT REFLECTION/SILENCE

- 13.1** The Chair shall ask Council to join in a moment of silent reflection. If required, a moment of silence will be observed in recognition of the passing of a current or former Member of County Council, the Crown, a Member of Parliament, or a Member of Provincial Parliament.

SECTION 14 – ADOPTION OF AGENDA

- 14.1** By majority vote, the Agenda shall be adopted by Members of Council as presented, modified or in its amended form.

SECTION 15 – DISCLOSURE OF INTEREST

15.1 Disclosing

All Members shall govern themselves at any meeting in accordance with the current legislation respecting any disclosure of interest they may have in accordance to the *Municipal Conflict of Interest Act*. It is further the responsibility of all Members to identify and publicly disclose any interest.

15.2 No Influencing

The Members shall disclose the interest including the general nature thereof, prior to any consideration of the matter and shall not take part (with the exceptions as noted under Section 5.2 (1) of the *Municipal Conflict of Interest Act*) in the discussion of or vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

15.3 Closed Session

Where the meeting is not open to the public, the Member shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.

15.4 Absent from a Meeting

Where a Member is absent from a meeting, which includes a matter on which they have an interest, the Member shall disclose this interest at the next public meeting they attend.

15.5 Written Declaration

The declaration of interest shall be provided in a written statement to the Clerk or the Secretary of Committee or Local Board (as the case may be) and shall be recorded in the minutes of the meeting and where the meeting was open to the public, the general nature of such declaration.

15.6 Declaration - Record - Meeting Closed to the Public

Where the declaration of interest is made on a matter that is not open to the public, the Members shall provide in a written statement to the Clerk or the Secretary of Committee or Local Board (as the case may be), declare the interest, but not the general nature of that interest and shall be recorded in the minutes of the next meeting that is open to the public.

15.7 Maintaining a Registry

A Registry shall be kept by the Clerk on every written statement made by Members of the general nature of the declared interest and the Registry shall be available for public inspection.

15.8 Non-Compliance

The failure of one or more Members to comply with this section shall not affect the validity of the meeting regarding the said matter. If a Member inadvertently fails to disclose an interest at the meeting of the subject matter, the Member shall disclose at the next available meeting, offer an apology and same shall be recorded in the minutes.

SECTION 16 – ADOPTION OF MINUTES**16.1 Last Meeting(s)**

Minutes of the last regular meeting of Council and of all Special or Emergency Council meetings held subsequent to the last regular meeting, shall be included in the Agenda and may be adopted by Council without having been publicly read at the meeting at which the question of their adoption is considered. By prior distribution of the minutes to all Members, it is understood that the minutes have been read. Once the minutes have been adopted, they shall be signed by the Warden and the Clerk.

SECTION 17 – DELEGATIONS AND PRESENTATIONS**17.1 Delegation and Presentation Request Deadline**

Persons desiring to address Council for the purpose of making a presentation with respect to items for Council consideration that fall under the Council's mandate shall be heard at a Council meeting, with those delegations having submitted their request in writing to the Clerk no later than 12:00 noon, eight (8) calendar days prior to the meeting of Council. The Clerk shall determine the order in which they appear on the Agenda.

Delegation requests to address a matter on an Agenda which has been posted is set out in this By-law.

17.2 Number of Presentations and/or Delegations

On any given Regular Council meeting, the number of delegations shall be limited to three (3). Any future delegations would then be invited to a subsequent meeting of Council. The Clerk, upon consultation with the Warden, may increase the number of permitted delegations due to the nature and/or timing requirements of the matter.

17.3 Material

Where possible, written material to be distributed to Council shall be submitted to the Clerk within the same timeframe as in this By-law, along with their request to appear as a Delegation. The notice shall clearly specify the business to be presented, who the spokesperson(s) shall be and the date at which the delegation wishes to be entertained, in order that the material can be circulated with the Agenda.

17.4 Written/Verbal Reports from Representatives Appointed to External Boards

County representatives that are appointed to external boards may supply written reports to the Clerk to be distributed to County Council.

17.5 Delegation Time Limit

Delegations and presentations shall be limited to a maximum of ten (10) minutes. This does not include answering questions from Council. Upon request and due to special circumstances, the time limit may be extended at the discretion of the Warden.

- a) An organized body wishing to address Council as a delegation, regardless of the number of spokespersons, shall be limited to a maximum of fifteen (15) minutes.
- b) Individual Members of Council shall each be permitted a question period for each delegation of a maximum of five (5) minutes. Members shall be permitted to ask clarifying questions but shall not make statements nor enter into debate with such persons.

17.6 Reappear Before Council

Once a delegation has made a presentation to Council on an issue, they shall not address Council on the same issue within a twelve (12) month period unless, in the opinion of the Clerk, there is new information that is pertinent to the matter.

17.7 Delegation Deemed Inappropriate for Council

When it is deemed inappropriate that a delegation address Council, the Clerk shall so notify the delegation and Council with a supporting explanation. Such written explanation shall be delivered with the Agenda and the Council, if it so wishes to hear the delegation, shall, by two-thirds vote of the Council Members present and voting, introduce a motion to suspend the rules to allow the delegation to be heard.

17.8 Statements Unsubstantiated

Should a delegation in its deputation offer a statement in error, any Member of Council or Official may be recognized by the Chair on a "Point of Order" whereby the Members of Council or Official so recognized by the Chair may bring necessary corrections or clarifications to the comments or statement said by the delegation.

17.9 Presentations

Presentations will differ from delegations as they will be presenting information to Council such as updates from municipal partners, agencies, auditors, solicitors, consultants, other levels of government, etc.

- a) Presenters will be asked to keep their presentation to a maximum of ten (10) minutes but, due to the nature of the information they are presenting, may request more time from the Clerk up to a maximum of twenty (20) minutes.
- b) Council Members shall be permitted a question period for each presentation of a maximum of twenty (20) minutes. Members shall be permitted to ask clarifying questions but shall not make statements nor enter into debate with such persons.

17.10 Requests for Action Referred

Delegations or presentations which request action to be taken by the Council should be referred to administration by majority vote for a report that shall be presented to Council at a subsequent Council Meeting.

DELEGATIONS

- 1.1. Delegations not listed on the Agenda may be heard provided a majority of the Members present vote to hear the delegation.
- 1.2. Delegations to Committees and County Council shall be permitted to participate via electronic means at the discretion of the Presiding Officer and the Clerk.

SECTION 18 – CONSENT ITEMS

18.1 Items to be considered for the Consent Items portion of the Agenda shall be determined by the Clerk in consultation with the Senior Leadership Team. Matters selected for Consent Items are to be information, housekeeping, non-controversial or routine in nature.

- a) If a Member of Council wishes to comment or seek clarification on a specific matter noted in the list of Consent Items, they may identify the item and clarification or comment will be provided. An item requiring more than clarification or comment will be extracted from the list of Consent Items and dealt with separately. The balance of the Consent Items will be approved in one resolution.
- b) Consent Items will include:
 - i) Staff Reports that are for information, housekeeping, or noncontroversial. Any staff report that contains options for Council’s consideration will not be included.
 - ii) Correspondence, both information and direction. A Correspondence Report will be prepared and included in the Consent Items section of the Agenda. The report will be divided into two sections, one for Information and one for Direction. Staff will include a recommendation for each item of correspondence that is listed.

SECTION 19 – STAFF REPORTS – DIRECTION

19.1 Staff reports for direction will be placed on the Agenda and shall be delivered to the Clerk no later than 12:00 noon, eight (8) calendar days prior to the next Council meeting.

SECTION 20 – NOTICE OF MOTION**20.1 Notice of Motion Matters**

Each matter listed under Notice of Motion on an Agenda shall be dealt with individually.

20.2 Introduction at a Council Meeting

A Member of Council may introduce a Notice of Motion at a meeting regarding a matter that would not otherwise be considered by Council at such meeting by reading the motion at the appropriate time and delivering a written copy of the motion, signed by

the mover and seconder, to the Clerk. The Notice of Motion shall not be considered or debated until the next Regular Council meeting which the member who moved the motion is in attendance. Should the seconder of the Notice of Motion be absent from the meeting when the Chair calls for the Notice of Motion, any Member may second the Notice of Motion.

a) **Two-thirds Vote to Consider Notice of Motion**

A Notice of Motion regarding a time sensitive matter may be introduced without notice if Council, without debate, dispenses with the notice requirements in this By-law, on the affirmative vote of at least two-thirds (2/3) of the Members present and voting.

b) **Notice of Motion - Delivered for Agenda**

To be included on a published Agenda, any Member of Council may deliver a Notice of Motion to the Clerk no later than 12:00 noon, eight (8) calendar days prior to the date of the next Regular meeting. The Notice of Motion must be signed by the mover and a seconder. Should the seconder of the Notice of Motion be absent from the meeting when the Chair calls for the Notice of Motion, any Member may second the Notice of Motion.

SECTION 21 – ANNOUNCEMENTS

21.1 Members of the Council, who wish to make a public announcement on matters of public or community interest may, once recognized by the Chair, provide the announcement. The announcements shall not require future action by Administration and no motion is required.

SECTION 22 – CLOSED SESSION

22.1 Council may move into Closed Session under Section 239 of the *Municipal Act* or relevant sections of this By-law by first passing a resolution in Open Session stating the purpose of holding the Closed Meeting and the general nature of the matter to be considered.

22.2 Upon rising from Closed Session, Council shall bring forward any matter to be voted on in Open Session that did not fall under the rules of the *Municipal Act* in Section 239.

SECTION 23 – BY-LAWS

23.1 Description - Number of Readings - Listed on Agenda

All by-laws, together with a brief description shall be listed on the Agenda for the meeting at which they are to be read.

23.2 Readings

Every by-law shall be passed without receiving first, second and third readings unless otherwise directed by legislation or Council.

23.3 Debate and Amendment

A by-law may be debated or amended before final adoption by Council and is subject to amendments or referred for future consideration.

23.4 Signed

Every by-law passed by the Council shall be numbered and dated and signed by the Warden and Clerk and shall be kept by the Clerk in the Clerk's Office or any other place appointed for that purpose.

23.5 Confirming By-law

At the conclusion of all Regular Council Meetings and prior to adjournment, a by-law shall be brought forward to confirm the actions of the Council at the meeting in respect of each motion, resolution and other action taken that consolidates and includes the provisions of any by-law previously passed by the Council. A Confirming By-law when introduced shall be taken as read and finally adopted without debate.

SECTION 24 – VOTING**24.1 Chair - Vote**

The Chair shall vote as any other Member when the vote is to be recorded. In all other cases, the Chair, may (but is not obliged to) vote whenever their vote will affect the result. The Chair may vote either to break or to cause a tie; or, in the case of a two-thirds vote requirement, the Chair may vote either to cause or to block the attainment of the necessary two-thirds vote.

24.2 Members Vote

Every Member present at a meeting, with the exception to Section 24.1, when a question is put, may vote thereon unless disqualified to vote on the question.

24.3 Vote Deemed Negative

Failure to vote by a Member present at the meeting at the time of the vote and who is not disqualified to vote shall be deemed to be a negative vote.

24.4 Motion - Simple majority

The vote required to pass a motion shall be a majority except as otherwise provided in this By-law or by Statute or by Parliamentary Authority.

24.5 Motion Deemed Negative

In the case of a tie vote on a motion, the motion shall be deemed to have been decided in the negative and defeated, save and except on an appeal of the Chair's decision where it would then uphold the Chair's decision.

24.6 Unrecorded Vote

The manner of determining the desire of the Council on an unrecorded vote to a motion is at the discretion of the Presiding Officer and may be by voice, show of hands, or standing.

24.7 Recorded by Request

When a Member present requests a recorded vote immediately prior or immediately after the taking of the vote, all Members present at the meeting must vote, unless otherwise prohibited by Statute or any other Provincial or Federal law. The Clerk will call on the Member who requested the recorded vote, to vote first, and the balance of Council will vote in alphabetical order as called by the Clerk. The Warden votes last.

The names of those who voted for and those who voted against shall be noted in the minutes.

Members who do not vote (excepting in circumstances where they are prohibited from voting by law) are deemed to have voted in the negative.

When a vote is taken and no dissent is declared, such vote is deemed to be unanimously in favour of the question.

When a recorded vote is requested, the Weighted Vote By-law in effect will be used, except during meetings of Committees.

24.8 Severability of Question

At the request of a Member of Council, a motion containing distinct proposals that can be acted upon individually may be divided, and a separate vote shall be taken upon each individual proposal.

24.9 Procedures During Vote

When a vote is being called on a question, each Member shall occupy their seat and shall remain there until the result of the vote has been declared by the Chair. During such time no Member shall walk across the Chamber or speak to a Member or any other person or make any noise or disturbance.

24.10 Members Not in Seat

A Member not in their seat when the question is called by the Chair is not entitled to vote on that question and in the case of a recorded vote, shall be recorded as absent.

24.11 Declaration of Chair

Should a Member disagree with the announcement of the vote, they may immediately after the declaration, request that a standing vote be taken on the question.

24.12 Weighted Vote

The County of Renfrew established a Weighted Vote System for Municipalities in the County of Renfrew based on one vote per 500 electors for each municipality at County Council, however, no individual municipality shall have greater than 24% of the total weighted vote. The weighted vote system does not apply at Committee meetings. At the beginning of each the term of Council, the Clerk shall advise Members of Council the number of votes each Member has.

24.13 Calculation of Two-thirds (2/3) Vote

A two-thirds vote means that two-thirds (2/3) of the weighted votes cast determine the vote.

A two-thirds (2/3) vote is more than 66.67%.

For example: 14 of 20 votes cast is required to satisfy a two-thirds (2/3) vote when all Members are presenting and voting.

24.14 Announcing Results

The Chair/Clerk shall announce the result of every vote.

24.15 Secret Ballots

No vote shall be taken during a Council meeting by secret ballot or other form of secret vote except a vote to elect the Warden.

24.16 Pecuniary Interest

- a) If a Member of Council present at a meeting desires to refrain from voting by reason of a pecuniary interest, they shall abide by the provisions of the *Municipal Conflict of Interest Act*.
- b) It shall be the duty of the Clerk or the Secretary of a Committee to record in the minutes of the meeting every oral declaration of pecuniary interest and the general nature thereof.

SECTION 25 – POINT OF ORDER/PRIVILEGE**25.1 Procedure to Raise a Point of Order**

A Member raising a Point of Order may interrupt the proceedings, including interrupting a Member speaking. A breach of privilege is a wilful disregard by a Member or any other person of the rights, dignity, integrity, and lawful authority of Council. A Point of Privilege shall take precedence over other matters.

When a Member raises a Point of Privilege, the Presiding Officer shall rule on the Point of Privilege, and no one will be considered to be in possession of the floor.

- a) The decision of the Chair is final, unless a Member appeals the ruling of the Chair, and another Member seconds the appeal.
- b) If a Member appeals to Council on a Point of Order and another Member seconds the appeal, Council shall hear the reason for the appeal from the appellant and the reason for the decision from the Chair. The Council shall decide the question, "Shall the ruling of the Chair be sustained," without further debate.
- c) The decision of Council is final.

25.2 Procedure to Raise a Point of Privilege

Where a Member considers that the integrity of any Member or the integrity of the Council as a whole has been impugned, the Member may interrupt the proceedings or interrupt a Member speaking to raise a Point of Privilege. With the Chair's consent the Member will explain the privilege being tainted or damaged to Council.

- a) When a Point of Privilege is raised, it shall be considered and decided by the Chair immediately.
- b) The decision of the Chair on a Point of Privilege is final.

25.3 Points of Information/Order

- a) A Member who directs a request to the Presiding Officer or, through the Presiding Officer to another Member or to staff, for information relevant to the business at hand shall raise a "Point of Information".
- b) A Member who desires to call attention to a violation of the Rules of Procedure shall raise a "Point of Order". When leave is granted, the Member shall state the Point of Order with a concise explanation and will follow the decision of the Presiding Officer. A speaker in possession of the floor when a Point of Order is raised will have the right to the floor when the debate resumes.
- c) A Member called to order by the Presiding Officer shall immediately remain in their seat until the Point of Order is dealt with and will not speak again without the permission of the Presiding Officer unless to appeal the ruling of the Presiding Officer.

SECTION 26 – MOTIONS**26.1 Processing a Motion**

- a) A Member wishing to move or speak to a motion must seek recognition from the Chair before speaking.
- b) A motion, requiring a second, shall be formally seconded before the Chair states the motion, which places the motion under the authority of Council or the Committee, who will decide the disposition of the motion.
- c) The Member moving the motion has first right to speak to the motion. Other Members will in turn be recognized by the Chair to speak to the motion.
- d) When the debate is completed, the Chair will take the vote, and announce the result.

26.2 Beyond Jurisdiction of Council

A motion in respect of a matter which is beyond the jurisdiction of Council shall not be in order.

26.3 Order of Precedence of Motions (Ranking)

Main Motions, lowest in rank, can only be moved when no business is pending:

- a) Amend the main motion;
- b) Refer to Committee;
- c) Postpone to a Certain Time;
- d) Limit or Extend Debate;
- e) Close Debate and Vote Immediately;
- f) Postpone Temporarily (Table);
- g) Question of Privilege;
- h) Recess;
- i) Adjourn (Highest Rank).

The following motions do not have a rank but can be moved as necessary:

- j) Point of Order - Used when a Member wishes to correct an error in procedure;
- k) Parliamentary Inquiry - Used to ask a question regarding procedure;
- l) Withdraw - Used by a Member to request the Member's motion be withdrawn;
- m) Division of a Question - Used to split a motion into two or more parts;
- n) Division of the Assembly - Used to ask the Chair to take the vote again;
- o) Appeal the Decision of the Chair - Used to challenge a ruling of the Chair;
- p) Consider Informally - Used to relax the debate rules;
- q) Suspend the Rules - Used to disregard procedure rules that are preventing the Members from taking a specific action.

26.4 Specific Rules Related to Motions

Moving a motion does not permit a Member to interrupt the proceedings or a Member speaking, unless the description of the motion permits an interruption.

- a) **Main Motion** - Introduces a substantive matter to the assembly for decision. May only be made when no other motion is pending. Requires a second, is amendable, is fully debatable, requires a majority vote to adopt, and may be reconsidered.
- b) **Amend** - Used to change the wording of a main motion. Requires a second, is amendable (an amendment to the amendment), is fully debatable, requires a majority vote to adopt, and may not interrupt. Amend is used to, i) insert new wording, ii) strike out wording, iii) strike out and insert other wording, iv) substitute one main motion with another main motion provided the substitute is on the same subject matter. An amendment must be germane (relevant) to the subject matter under discussion.
- c) **Refer to a Committee** - Used to send an item of business to a Standing or Ad Hoc Committee where the item will receive additional, in-depth consideration. Requires a second, is amendable, is debatable as to sending it to a Committee, and requires a majority vote to adopt. If the referral is to a Standing Committee, Council may provide instructions to the Committee, including when it is expected to report back to Council. If the referral is to a new Ad Hoc Committee, it can, in addition to providing instructions, provide the structure of the Committee, including number of

Members, how they are appointed, how the Chair is appointed, or who will specifically Chair the Ad Hoc Committee.

- d) **Postpone to a Certain Time** - Used to delay the consideration of a main motion and to fix a definite date or time (within the current meeting or to the next regular meeting) for consideration. This requires a second, is amendable, debate is restricted as to the merits of postponing and to the time to which to postpone and requires a majority vote to adopt.
- e) **Limit or Extend Debate** - Extend debate is used to permit Members to speak more times or for a longer time. Limit debate is used to restrict the number of times Members may speak or to reduce the length of speaking. May only be applied to debatable motions. Requires a second, is amendable, is debatable (to the form of limitation or extension of debate) and requires a two-thirds vote to adopt.
- f) **Close Debate and Vote Immediately** - Used to close debate on an immediately pending motion or on a series of consecutive pending motions. Requires a second, is not amendable, is not debatable, and requires a two-thirds vote to adopt. When adopted, the Chair should immediately take the vote on the affected motion or motions. When adopted, the making of amendments on the affected motions stops.
- g) **Postpone Temporarily (Table)** - Used to set an item of business (a main motion) aside temporarily, when something more urgent has arisen or Members may need some other information on the main motion which is not currently or readily available. Requires a second, is not amendable, is not debatable, and requires a majority vote to adopt, but the motion laid on the table may be "taken from the table" by majority vote, without debate. The main motion if not taken from the table by the end of the current meeting is terminated. The item of business can be introduced through regular processes at a future meeting.
- h) **Recess** - Used to take a break in the meeting and to set a time for continuing the meeting. The motion requires a second, is amendable (restricted), is debatable only as to taking a break and the time to return and requires a majority vote to adopt. The motion can be used to continue the meeting to another day.
- i) **Adjourn** - Used to conclude the meeting. The motion requires a second, is debatable when moved with no business pending, otherwise it is not debatable, can be amended, and requires a majority vote to adopt. It is the duty of the Chair to ensure no important business has been overlooked that should be taken care of before adjournment. In addition, the motion should not be allowed if a Member has already indicated they wish to speak on the pending matter, or if a Member is currently speaking or if a vote has begun, or the motion to close debate has been adopted. Upon the vote being taken, the meeting is not concluded until the Chair announces the adjournment.
- j) The motion to adjourn may be amended to set the time for a continued meeting. If the amendment is adopted and adjournment is adopted, the meeting which takes

place in the future is the same legal meeting, and simply continues the Agenda. It is in essence a recess.

- k) **Parliamentary Inquiry** - Used by a Member to ask questions about the rules of procedure in the current meeting situation. It can also be used by a Member to ask questions of the mover of the motion or to a speaker regarding the business at hand.
- l) **Withdraw** - A Member may request that their motion be withdrawn and, on hearing no objection the Chair will announce that the motion is withdrawn. If a single Member objects to the withdrawal of the motion or the Chair disallows the withdrawal, the motion to withdraw can be moved formally by any Member and shall be voted on by Council, without debate, as follows, "Shall the Member's motion be withdrawn?" It does not require a second, is not debatable and a majority vote adopts the motion to Withdraw.
- m) If a motion has not been stated by the Chair, the Member who moved the motion may withdraw the motion without permission from the Chair or Council.
- n) **Division of a Question** - A main motion that is composed of two or more independent parts may be split into two or more individual motions and discussed and voted on separately. The Member should indicate how the main motion is to be divided and if the Chair agrees, they will be dealt with separately. If the Chair disagrees that the main motion can be divided the Member may move a motion to divide, and the assembly will decide by majority vote. This motion requires a second, is not amendable and is not debatable.
- o) **Division of the Assembly** - Allows the meeting to take an indecisive vote again, by rising or a show of hands, or a counted vote. This motion may interrupt because it requires an immediate decision. The Chair has the duty to ensure a vote is taken properly, so the Chair can always take the vote again without permission. If the Chair fails to do so on an indecisive vote, any Member has the right to interrupt and call for a division, which must be allowed. No debate is permitted, and the vote is taken again.
- p) **Suspend the Rules** - Allows the Members to set aside temporarily the rules of procedure contained in this By-law or in the Standard Code of Parliamentary Procedure to take some action contrary to the rules. It cannot be used to suspend rules in higher documents of authority, including the law, unless the rule in the higher document of authority permits it to be suspended. When stating the motion, the Member need not specify the rule being suspended, only the action the Member wishes to be taken. When the actions have been taken, the Council will return to its regular rules of order.
- q) Only rules of order may be suspended, such matters as voting requirements, quorum rules, rules specifying notice requirements, and fundamental rights of a Member cannot be set aside or suspended.

- r) The motion to suspend cannot interrupt a speaker, requires a second, is not debatable, cannot be amended, and requires a two-thirds (2/3) vote of the Members present and voting.
- s) **Reconsider a Vote** - Used in a meeting to bring back an adopted or defeated main motion for additional discussion and a new vote. Any Member who voted on the main motion may give a notice of motion to reconsider the vote at the same meeting. A majority vote will adopt the notice of motion to reconsider the vote.
- t) No motions other than a main motion can be reconsidered. An amendment which has already been applied to the main motion can only be reconsidered in conjunction with the main motion reconsideration.
- u) When the motion to reconsider the vote on the main motion is pending, it requires a second, it is not amendable and discussion can only go into the merits of whether or not to bring back the main motion for discussion and a new vote, and it requires a majority vote to adopt. If the motion to reconsider the vote is adopted, it will bring back to Council the main motion as it was when it was originally voted on. The original vote is nullified.
- v) **Rescind a Vote** - Used to cancel, nullify or void a main motion adopted at a previous meeting. The rescission affects the present and future only, it is not retroactive. It can only be moved when no business is pending, requires a second, is debatable, is not amendable, requires the same vote to rescind as was required to adopt the main motion in the first place. Notice is required to rescind if notice was required for the adoption of the main motion. A motion to rescind a defeated main motion is not in order.
- w) **Priority of Disposition** - A motion properly before Council for decision must receive disposition before any other motion can be received, except motions which are of higher rank as listed in within this By-law.

SECTION 27 – TERM OF OFFICE AND NOMINATIONS

27.1 Warden

Beginning the term following the 2026 Municipal Election Year, the Term of Office for the position of Warden of the County of Renfrew shall be for a period of two (2) years. The Term of Office for the position of Deputy Warden shall be for a period of two (2) years or upon the resignation of the Warden.

- a) No Member shall hold the position of Warden for more than two (2) consecutive two (2) year terms.
- b) No Member shall hold the position of Deputy Warden for more than two (2) consecutive two (2) year terms.

- c) Years one and two, (first two-year mandate), shall begin at the First Meeting (Inaugural) of a Municipal Election Year and continue with an expiration date of November 30th within the second year of a four-year mandate.
- d) Years three and four (second two-year mandate), shall begin at the First Meeting in December at the end of the first two-year mandate, and continue until the 14th of November of a Municipal Election Year.

27.2 Certificate of Election

Prior to holding nominations for the position of Warden, following a municipal election, the Clerks of each area municipality, within the County of Renfrew shall provide the Clerk of the County a copy of the Certificate of Election.

27.3 Nomination Process for Warden

The Clerk shall provide a nomination form for the position of County Warden to all newly elected heads and deputy heads of each area municipality prior to 4:30 p.m. on the first Friday of November. The nomination form is set out in Schedule 'C' forming part of this By-law.

- a) **Valid Nomination** - To be considered a valid nomination, the nomination form shall be signed by the Warden-nominee, have the signed support of two Members of County Council-elect (or County Council in a non-election year) and shall be submitted to the County Clerk no later than 12:00 p.m. on the second Friday of November.
- b) **Nomination Results** - No later than 4:30 p.m. on the second Friday of November, the Clerk shall provide by email, a memorandum to County Council elect (or County Council in a non-election year) containing a list of valid nominations received for the position of Warden and advise whether an election or an acclamation will occur at the First Meeting.
- c) At the First Meeting of Council the Clerk shall:
 - i) Ask the mover and seconder of each nomination for the position of Warden to verbally confirm their moving or seconding of the nomination.
 - ii) Ask each candidate for the position of Warden to confirm they wish their name to remain on the ballot.

27.4 Procedure for Election of Warden

The Procedure for the Election of County Warden is set out in Schedule 'D' forming part of this By-law.

27.5 Striking Committee - Election

The Procedure for the Election of the Striking Committee for a two (2) year term is set out in Schedule 'E' of this By-law.

27.6 Appointment of Deputy Warden

- a) At a regular meeting of County Council after the Inaugural Meeting, the Warden may recommend a Member(s) of County Council as Deputy Warden(s) for two (2)

years and ask for a motion from County Council to appoint said Councillor(s) as Deputy Warden(s) for the ensuing year.

- b) When requested by the Warden, the Deputy Warden(s) shall represent the Warden at ceremonial functions or events.
- c) The Deputy Warden(s) shall be compensated on a per diem basis for events or functions attended.

SECTION 28 – RESIGNATIONS, VACANCIES, ABSENCES

28.1 Resignation

A Member of Council may resign from office by providing a written notice that has been signed and filed with the Clerk of the Municipality within which they were elected, subject to provisions under Section 260 of the *Municipal Act*.

28.2 Temporary Vacancy

Subject to Section 267 of the *Municipal Act*, if a person who is a Member of the Council of an area municipality and the Council of the County of Renfrew is unable to act as a Member of those Councils for a period exceeding one (1) month, the Council of the area municipality may appoint one of its Members as an alternate Member to the County of Renfrew to act in place of the Member until the Member is able to resume acting as a Member of those Councils.

28.3 Temporary Vacancy - Alternate Member

Subject to Section 267 of the *Municipal Act*, if the offices of a person who is a Member of the Council of both the area municipality and the Council of the County of Renfrew becomes vacant and the vacancy will not be filled for a period exceeding one (1) month, the area municipality may appoint one of its Members as an alternate Member of the Council of the County of Renfrew until the vacancy is filled permanently.

28.4 Appointment to a Vacancy - Position of Warden

The appointment of an alternate Warden for the County of Renfrew is not authorized.

- a) Should the Warden not be able to complete the two (2) year term, the Clerk shall schedule a Special Council meeting to hold an election of the position of Warden using the same procedure as set out in Schedule 'D'.

28.5 Temporary Replacement - Alternate Member

Subject to Section 268 of the *Municipal Act*, the appointment of an alternate Member of County Council by an area municipality when a Member is unable to attend a meeting shall comply with County policy.

28.6 Absence of Warden

In the event that the sitting Warden is unable to fulfil their duties, an Acting Warden will be appointed. Upon taking the Declaration of Office administered by the Clerk of the

County, the Acting Warden will assume all duties and authority of the sitting Warden. The position of Acting Warden will be filled by the most recent Past Warden who is a current Member of Council. In the event the most recent Past Warden cannot fulfil those duties or declines the appointment, then the next most recent Past Warden still serving as a Member of Council will assume the role. The Acting Warden will serve as Warden pro tempore until the earlier of the duly elected Warden's ability to resume their duties, or until the next meeting of County Council, physically present in the Council Chamber, at which time Council will determine at its absolute discretion if an election is required as per this By-law.

If there is no Past Warden sitting on the current Council, the procedures for selecting an Acting Warden will follow Section 8.6.

- a) Should the Warden refuse to act without a legitimate reason for a period of more than thirty (30) days within the first eighteen (18) months of the term, subsection 28.4 shall apply.
- b) Should the Warden refuse to act without a legitimate reason for a period of more than thirty (30) days within the last six (6) months of the term, subsection 28.4 shall apply.

28.7 Appointment of an Honourary Warden

The position of Honourary Warden will be an honourary position for a long-standing elected official with 50+ years of service in municipal government, or an individual deemed to be deserving of the position as recognized by resolution of County Council.

SECTION 29 – COMMITTEES

29.1 Rules

The Clerk may establish simplified Rules of Procedure for Advisory Committees, Quasi-Judicial Committees or Local Boards. Where simplified Rules of Procedure are not established, the Committee or Local Board shall be deemed to have adopted this Procedure By-law, save and except Local Boards which may adopt their own Rules of Procedure subject to the approval of the Clerk.

- a) **Procedure**
Except as otherwise provided herein, all Committees shall conform to the same rules governing the procedure of Council as contained in this By-law, as applicable.
- b) **Establishment**
 - i) Committees may be established by Council at any time as deemed necessary for the consideration of matters within the jurisdiction of Council.
 - ii) The general role of a Committee is policy formulation and program monitoring, to provide staff, through the Chief Administrative Officer, with direction and guidance on policy and level of service priorities.
 - iii) A Committee may recommend such Sub-Committees as are necessary to discharge its mandate subject to Council approval.

Ad Hoc Committees may be established by Council at any time as is deemed appropriate for consideration of matters within the jurisdiction of Council.

29.2 Committee Membership Selection

- a) Following a municipal election, the County Clerk shall distribute a survey to all Members of Council requesting preferences for appointments to Committees, External Agencies and Boards.
- b) The Clerk will discuss survey with the Warden.
- c) The Clerk will forward to the Striking Committee, after confirmation from the Warden.
- d) Committee appointments will be confirmed by County Council, through adoption of a report from the Striking Committee, and through an appointment by-law.

Members shall be entitled to compensation as may be determined from time to time by Council for their participation in the various Committees, Sub-Committees, Boards, and Ad Hoc Committees, provided that Council has confirmed the appointments.

29.3 Terms of Reference

- a) Council, in establishing any Committee, shall set forth the Terms of Reference of the Committee within the first year of establishing an Ad Hoc Committee and such other provisions as Council deems appropriate including termination or reporting date for the Committee. Terms of Reference for Standing Committees of Council are attached to this By-law as Schedule 'A'.
- b) Council may consider any matter without referring it to a Standing Committee or may refer it to one or more Committees and may withdraw a matter from a Committee whether or not the Committee has entered into consideration.

29.4 Agenda

The content and order of Agenda business may be determined by the Chair and/or Committee and differ from Council's Agenda content as set out in this By-law.

29.5 Chair

Where Council has not appointed a Chair, each Steering and Sub-Committee shall appoint a Member of that Steering or Sub-Committee to act as Chair on an annual basis at their first meeting held after the Inaugural meeting, or as stipulated in the Terms of Reference. The Chair shall preside at the Committee meetings and may vote on all questions submitted.

In the absence of the Chair, the Vice-Chair shall preside. In the absence of both the Chair and the Vice-Chair, one of the other Members shall be elected to preside protemp, who shall discharge the duties of the Chair during the meeting or until the arrival of the Chair.

29.6 Duties of the Committee Chair

The Chair of a Committee shall:

- a) ensure that the Committee deals with policy issues effectively;
- b) ensure public dialogue and communication on policy matters are effective and coordinated;
- c) ensure the needs of the Committee for administrative support, analysis, and advice are provided through the Office of the Chief Administrative Officer;
- d) ensure that all Committee Members are fully informed on all matters within the jurisdiction of the Committee and on the duties and responsibilities of the Committee;
- e) liaise with the Presiding Officer and communicate any matter within the knowledge of the Chair that is required to be communicated to another Committee.

29.7 Quorum

The quorum of a Committee shall consist of a majority of the total Members. If a quorum is not present fifteen (15) minutes after the time appointed for the meeting, the meeting shall stand adjourned. The Committee Chair may summon a Special Meeting.

There can be no other motion that would advance the business of the Committee legally permitted.

29.8 Neglect of Member, Chair or Committee

- a) Should any Member(s) of a Committee neglect or refuse to attend the properly summoned meetings of their Committees, the Chair shall report such neglect or refusal to the Council who may remove the said Member(s) of their place; or should any Committee neglect or refuse to give due attention to all business or matters before them, the Council may, by resolution discharge such Committee and appoint another in its stead.
- b) Should any Member of a Committee fail to attend three (3) successive regular or special meetings without being authorized to do so by a resolution of the Committee, the Committee may certify such failure and the membership of such person on the Committee is terminated. Council may appoint another Member in their place. Receipt of a written notice of regret by the Committee or Council will constitute authorization for the purposes of this subsection.
- c) Should a Chair of any Committee neglect or refuse to call a meeting of its Committee at such time or with such frequency as the proper dispatch of the business entrusted to the Committee requires, or do the business of the Committee without the knowledge or consent of the majority of its Members, contrary to their wishes or approved recommendations, the Committee may report such neglect, refusal or action to the Council who may remove said Chair from the Committee and appoint another Member in its place.

- d) When an Ad Hoc Committee has completed its work and submitted its final report, it dissolves automatically unless otherwise directed by Council.
- e) Except as may be provided in the *Municipal Act* and herein, no Member will have precedence or seniority over any other Member.

29.9 Committee of the Whole

Council shall conduct its business using a Committee of the Whole System. The Committee of the Whole meetings shall be separated into the following four (4) areas of service delivery:

a) Joint Services

Joint Services shall generally be responsible for:

- i) Community Services (Community Housing, Child Care, Ontario Works);
- ii) Long-Term Care;
- iii) Paramedic Service;
- iv) Provincial Offences Administration;
- v) Public Health.

b) Corporate Services

Corporate Services shall generally be responsible for:

- i) Accessibility;
- ii) Coordination of Policy for all County Departments;
- iii) Corporate Contracts;
- iv) County Records and Communications;
- v) Emergency Planning;
- vi) Enterprise Renfrew County
- vii) Finance;
- viii) Governance Issues;
- ix) Information Technology;
- x) Legislation Review and Comment;
- xi) Personnel Issues;
- xii) Any issues not presently designated to another Committee of the Whole;
- xiii) Any issues pertaining to the City of Pembroke not presently designated to Joint Services or Corporate Services.

c) Operations

Operations shall generally be responsible for:

- i) Bridges;
- ii) Facilities;
- iii) Roads;
- iv) Trails;
- v) Vegetation Management.

d) Development and Property

Development and Property shall generally be responsible for:

- i) Agriculture;

- ii) Economic Development;
- iii) Forestry;
- iv) Land and Facilities, other than housing;
- v) Planning Approvals;
- vi) Tourism;
- vii) Other Environmental and Rural Issues.

29.10 Committee of the Whole Meetings

Committee of the Whole meetings shall generally be held in the Council Chamber at the County of Renfrew Administration Building, as outlined in the Council and Committee Calendar, as follows:

- a) Second Wednesday
County Council at 9:30 a.m.
Joint Services – immediately following County Council
Corporate Services – immediately following Joint Services
- b) Fourth Wednesday
County Council at 9:30 a.m.
Public Works – immediately following County Council
Development and Property – immediately following Public Works

29.11 Authority of Committee of the Whole

The authority of any Committee of the Whole is limited to the making of recommendations to Council. No decision to take any action or do anything other than administrative in nature, shall be recognized as emanating from any Committee, and all Committee recommendations shall be referred to Council before becoming effective. All Committee of the Whole motions are considered recommendations whether adopted or defeated and shall be contained in the Committee Report to Council for ratification.

29.12 Separated City of Pembroke

The County acts as the consolidated municipal service manager on behalf of the separated City of Pembroke for the provision of the following:

- a) Community Housing;
- b) Child Care;
- c) Ontario Works;
- d) Land Ambulance;
- e) Long-Term Care;
- f) Provincial Offences Administration.

29.13 City of Pembroke Representatives

The City of Pembroke shall appoint a maximum of two (2) representatives to the Renfrew County Joint Services Committee and shall be entitled to vote on all matters regarding the specified services.

- a) During the taking of a vote, the City of Pembroke representatives shall be included for determining a majority vote and quorum only for those matters as prescribed.

- b) Agenda items pertaining to the City of Pembroke as prescribed in Section 29.12 shall be identified by underlining the report's title.

29.14 Committee Reports

- a) All Committees including Ad Hoc Committees shall submit written reports on any matter referred to it by Council or dealt with between meetings of Council by a Committee.
- b) When it is desired that Council authorize, approve, confirm, and cause to be implemented that which a Committee has recommended, the motion shall be "That the report be adopted".
- c) Notwithstanding subsection b), when a report deals with more than one subject matter and Council is not prepared to adopt all the report, a separate vote should be taken with respect to each subject matter. Any matter which is not adopted may be referred back to a Committee for further consideration.
- d) Any Member of Council can request that items be separated for the purpose of the votes, or that items within the report can be separated from discussion for the purpose of declaring potential pecuniary interest.

29.15 Special Meetings

- a) The Warden at any time may call a Special Meeting of Council that is in addition to the published Meeting Schedule approved annually by Council.
- b) The Warden and/or Committee of the Whole Chair may call a Special Meeting of one of the Committees of the Whole that is in addition to the published Meeting Schedule approved annually by Council.
- c) Notwithstanding subsections a) and b), a special Council or Committee of the Whole meeting may be called by a majority vote of Council or Committee of the Whole.
- d) The only business to be dealt with at a Special Meeting shall be that stated on the Agenda of the meeting (*Municipal Act, 2001, Section 240*).
- e) A minimum of forty-eight (48) hours notice of all special Meetings of Council shall be given to Members of Council, the media and the public by the Clerk's Office.

29.16 Hybrid Meetings

The preference for meeting attendance will continue to be in-person, however there are circumstances that may prevent a Member of Council from physically attending the meeting. Those using electronic means to access a meeting shall follow the Electronic Meeting Protocol attached as Schedule 'B'. Where situations occur that a Member is not able to attend in-person, the following shall be the guiding principles:

- a) Councillors are permitted to participate in a meeting remotely via electronic video conferencing means in the event:
 - i) the County of Renfrew is in a declared emergency as defined by the *Emergency Management and Civil Protection Act, R.S.O. 1990*.
 - ii) the County of Renfrew has a significant weather event (across the entire County of Renfrew or within its local municipalities) declared.
 - iii) a Member is ill or injured or has other health-related concerns (e.g. a significant rise in airborne viruses).
 - iv) a scheduling conflict that would not allow a Member to attend at the meeting location.
- b) Councillors shall have all the same rights and responsibilities as if they were in physical attendance.
- c) A Councillor who is participating electronically in a meeting shall be counted in determining whether a quorum of Members is present at any point in time, and may participate electronically in any portion of a meeting that is closed to the public.
- d) All Councillors participating electronically in a Closed Session of Council, Standing Committee or Ad Hoc Committee shall declare to the Chair or Warden and the Clerk that they are in a private room, where:
 - i) no other persons can overhear the deliberations;
 - ii) the internet connection is secure and not publicly accessible.

It is strongly recommended that Councillors wear earbuds or headphones when in a Closed Session.

- e) In the event of an interruption in connectivity for a Member that is participating electronically, the meeting will resume without the participant and their absence will be noted in the minutes.
- f) A Member shall inform the Presiding Officer and the Clerk should they turn off their video, but continue to be present. Otherwise, they will be identified as absent.
- g) Any Councillor intending to participate electronically in a meeting shall notify the Clerk by email prior to the meeting.
- h) Members must inform the Clerk of their departure prior to leaving the meeting to ensure that there is quorum.
- i) Should the Presiding Officer lose connectivity, the Clerk shall ask the Members to appoint a Presiding Officer from among the Members that are physically present.
- j) In the physical absence of the Chair at Committee, Section 29.5 of the Procedure By-law will apply.

- k) Should a Councillor declare a pecuniary interest, Section 24.16 of the Procedure By-law shall apply.
- l) Councillors must connect through a secure internet connection.
- m) Staff participation via electronic means at meetings of Committees and County Council be at the discretion of the Chief Administrative Officer.
- n) In the event of a limited Agenda, or for Special Meeting (single issue) requirements, a Standing Committee or an Ad-hoc Committee may choose to meet electronically, at the call of the Chair, in consultation with the Clerk and/or appropriate Department Head.

29.17 Electronic Meetings

****Emergency Electronic Meeting Protocol 'Schedule B'**

29.18 Steering and Sub-Committees

- a) The authority of any Steering or Sub-Committee is limited to the making of recommendations to a Committee of the Whole. No decision to take any action other than administrative in nature, shall be recognized as emanating from any Steering or Sub-Committee.
- b) A Steering Committee shall be deemed to be dissolved at the completion of its mandate based on the Terms of Reference or by a resolution of Council, on recommendation of the Striking Committee.
- c) Steering and Sub-Committees shall adjourn no later than thirty (30) minutes prior to all Council and Committee of the Whole meetings.
- d) Minutes of Sub and Steering Committees will be included in the Agenda of the applicable Committee of the Whole as information. Any action items requiring Council approval will be presented in the form of a motion to the Committee of the Whole for recommendation.

29.19 Striking Committee

The Striking Committee shall meet no later than October of every year to review and confirm Steering Committees, Sub-Committees and working groups and report to Council for the following mandate:

- a) Recommend to Council in December of every year, Council Member appointments to various Boards and Commissions, Steering Committees and Sub-Committees. Review of applications and select Members of the public for appointments as lay Members.
- b) Upon request by Committee of the Whole, review the Terms of Reference for each Steering and Sub-Committee. The Terms of Reference shall contain a mandate, Committee structure, number of meetings, number of Members required for a

quorum, reporting process, staff and support services, budget, completion date and shall be approved by Council.

29.20 Meeting Schedule

- a) The Meeting Schedule will outline the dates of Regular Council and Committee of the Whole meetings and Professional Development Events as assigned.
- b) Regular Council, followed by Committee of the Whole Meetings are held twice a month except during the month that has been declared the "summer recess".
- c) Special Meetings may be called during the month that has been declared the "summer recess".
- d) Any Council or Committee of the Whole Meeting that is not on the Council/Committee Schedule will be deemed to be a "Special" Council or Committee of the Whole Meeting.
- e) A rescheduled meeting shall not be considered a "Special" Council or Committee of the Whole Meeting.

29.21 Election Year

- a) In the year of a municipal election, after the election an orientation shall be held for all Members of Council
- b) In the year of a municipal election, the Clerk shall make available the newly revised voting power of each Member, for the purposes of a recorded vote as regulated by County By-law 10-01.
- c) *Lame Duck Council*
Councils powers may be restricted during an election year in accordance with the *Municipal Act*.

29.22 Attendance

Every Member of Council, all Department Heads and any other municipal employee, as directed by the Chief Administrative Officer, shall attend each meeting of Council or shall advise the Clerk of their inability to attend.

SECTION 30 - COMMUNICATIONS AND PETITIONS

- 30.1** Every communication, including a petition designed to be presented to Council, shall be legibly written or printed and shall be signed by at least one (1) person and filed with the Clerk.
- 30.2** All written communications on any subject within the jurisdiction of Council shall, on presentation, be referred to the proper Committee by the Clerk. Any Member may move that the communication be referred to the appropriate Committee.

SECTION 31 - ENQUIRIES AND ANSWERS

- 31.1** For a special enquiry made by a Member of Council at a Council meeting or at a Committee meeting, the Presiding Officer may require the request to be submitted in writing, signed by the Member, and referred to the Chief Administrative Officer. The Chief Administrative Officer shall respond to all of Council on the enquiry.
- 31.2** Should the request involve extraordinary staff research time and production costs, Council or the Committee will be advised and the request will proceed subject to Council approval.
- 31.3** The response to the special enquiry will be distributed to all Members of Council or of the Committee at which the enquiry was made.

SECTION 32 - ELECTRONIC TOOLS

- 32.1** Where an elected official has been provided with County computer hardware and/or associated peripherals for the purpose of electronic communication of Committee/ Council Agendas, reports and minutes, it is understood that the Member will abide by the current Information Technology (IT) policies respecting the use of said equipment.

SECTION 33 - RULES OF CONDUCT AND DEBATE

33.1 Appeal

- a) The decision of the Presiding Officer is final subject to an immediate appeal to the Members of Council, requested and seconded.
- b) If the decision is appealed, the Presiding Officer shall give concise reasons for a ruling and shall call a vote, without debate, on the following question: "Will the Chair be sustained?" Council's decision is final.

33.2 Question Read

Any Member may require the question or motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

33.3 Speak Only Once And Reply

No Member shall speak more than once to the same question, without leave of the Presiding Officer, except that a Member who has presented a principal or main motion rather than an amendment may reply.

33.4 Time Limited

No Member, without leave of the Presiding Officer, shall speak to the same question, or in reply, for longer than five (5) minutes.

33.5 Question Put - No Further Debate

After any question is put by the Presiding Officer, no Member shall speak to the question, nor shall any other motion be made, until after the result is declared. The decision of the Presiding Officer as to whether the question has been put is conclusive.

33.6 Member's Questions

- a) A Member may ask a question to the Presiding Officer for the purposes of obtaining information relating only to the matter under discussion, and such question must be cited succinctly.
- b) When questions are called for on the Agenda or a specific item is under discussion, enquiries may be made of the Presiding Officer, or through the Presiding Officer to any Member of Council, the Chief Administrative Officer, or any Department Head, concerning any matter connected with the business of the County. However, no argument or opinion is to be offered or facts stated except as may be necessary to explain same. In answering or putting any such question, a Member is not to debate the matter to which the question refers.

33.7 Unprovided Cases

In all unprovided cases in the proceedings of Council or in Committee of the Whole, the matter is decided by the Presiding Officer subject to an appeal to Council.

SECTION 34 - BY-LAWS**34.1 Reading of By-Laws and Related Proceedings**

- a) Except as otherwise provided, no by-law shall be presented unless the subject matter has been considered and approved by resolution of Council.
- b) Every by-law shall be in writing and be introduced upon the recommendation of a Committee or upon resolution of Council.
- c) The Clerk shall endorse on all by-laws enacted by Council the dates of the readings and the date of passage by Council.
- d) Every by-law, which has been enacted by Council, shall be numbered, dated, signed by the Presiding Officer and the Clerk and deposited in the Clerk's Office for safekeeping.
- e) Other than the confirmation by-law, all by-laws shall be carried in bulk unless upon a request by a Member of Council for the severance of a by-law, the Presiding Officer is of the opinion that the subject matter of the by-law has not previously been adopted in a report to Council, or a Member of Council has advised the desire to declare a pecuniary interest regarding the by-law, and in such instance, only that portion of the by-law not previously adopted by report or to which is subject to a declared pecuniary interest, shall be subject to a separate vote.

- f) A confirmation by-law to confirm the proceedings of the Council of the County of Renfrew will be passed at the end of each meeting by motion and will be deemed read three times and passed.

SECTION 35 - GENERAL PROVISIONS

35.1 Duties of the Clerk

- a) The Clerk shall, during regular office hours, on request of any Member of Council, furnish them with a paper or electronic copy or copies of any paper or electronic document in their possession as Clerk of which Council has taken cognizance.
- b) When any matter is referred from one meeting to the next, the Clerk shall take cognizance of the same and lay the same before Council at the next meeting.
- c) The Clerk or an employee of the County designated by the Chief Administrative Officer will be the Recording Secretary of the Committee.

35.2 Execution Of Documents

Whenever the execution of documents is required to give effect to any resolution or by-law of the County, the Warden and the Clerk have general authority for and in the name of the County to execute and affix the seal of the County to such documents.

35.3 Notice

All notices or other communications shall be given in writing by personal delivery, fax, first-class mail, postage pre-paid, courier or e-mail. When notices or other communications have been given in writing, such notices or other communications shall be deemed to have been received on the same day when faxed, e-mailed or delivered by courier or, if mailed, forty-eight (48) hours after 12:01 a.m. on the day following the day of mailing thereof.

35.4 Severability

If any term, provision, clause or sub-clause of this By-law or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this By-law, or the application of such term, provision, clause or sub-clause to persons or circumstances other than those to which this By-law is held invalid or unenforceable, shall not be affected thereby and each term, provision, clause or sub-clause of this By-law shall be valid and enforced to the fullest extent permitted by law.

35.5 Effect

This By-law will come into force and take effect in January 2025, upon the passing thereof.

35.6 Short Title

This By-law may be referred to as either the "Procedure By-law" or the "Rules of Procedure".

35.1 THAT By-law 85-10 as amended is hereby repealed.

READ a first time this 25th day of September, 2024.

READ a second time this 25th day of September, 2024.

READ a third time and finally passed this 25th day of September, 2024.

PETER EMON, WARDEN

GWEN DOMBROSKI, CLERK

DRAFT

SCHEDULE 'A'**TERMS OF REFERENCE FOR
CORPORATE SERVICES COMMITTEE****Composition:**

The Corporate Services Committee shall be comprised of Members of County Council. The number of Members and the appointments (including the appointments of Chair and Vice-Chair) shall be determined annually by County Council from recommendation of the Striking Committee.

General Scope of Responsibility:

- 1) Consider and make recommendations to County Council on program standards and funding for effective and efficient service delivery of Administration, Finance, Human Resources, and Information Technology. The Committee is also responsible for reviewing and making recommendations to County Council regarding submissions received from the County of Renfrew Emergency Management Coordinator.
- 2) Review, consider and make recommendations to County Council on any matters pertaining to policy development and policy change which has effect upon functions of the Committee, as noted in 1) above.
- 3) Review, consider, and make recommendations to County Council on any matters pertaining to policies of any nature which affect the County operations beyond the specific, defined jurisdiction of other Committees.
- 4) Receive from other committees and/or staff such reports as the Corporate Services Committee may require for purposes of reviewing the existing political or administrative structure or for formulating recommendations to County Council.
- 5) Report in a timely fashion all matters connected with the responsibilities under the purview of the Committee and recommend to County Council such action including all by-laws as the Committee may deem necessary.
- 6) Review, consider, and make recommendations to County Council on any matter involving organizational structure related to the functions outlined in 1) above, and political or administrative communications and reporting.
- 7) Via the Corporate Services Report, the Committee shall also receive information related to employee reclassifications and departmental reorganization and business cases for new positions and is responsible for Employment By-law No. 1, affecting all non-union employees.
- 8) Develop and prepare the annual budget under the jurisdiction of this Committee and to receive from each of the other Committees of Council and from any joint committees or

boards the annual operating and capital budgets of those committees, joint committees, or boards by such date as the Corporate Services Committee may determine. To compile such projected budgets into a consolidated County of Renfrew budget for general purposes, and to present the consolidated budget at the budget workshop and to prepare the budget by-laws and the levy by-law to County Council. The Chair of the Corporate Services Committee is to Chair the budget workshop session of County Council, unless otherwise indicated by the Warden.

- 9) Review on an ongoing basis the expenditures and revenues of each department, relevant board, or agency within the scope of the County of Renfrew's mandate, to monitor adherence to budget approvals and to receive such reports on budget variances or potential variances as may be deemed desirable.
- 10) The Committee will also be responsible for reporting to County Council on a number of non-County Committees as per the appointment of County Councillors to such Committees as outlined in the County's Striking By-law.
- 11) The Department Head shall submit reports and recommendations pertaining to matters within the Corporate Services Committee jurisdiction and Committee shall make recommendations to County Council on such matters.
- 12) The Committee is responsible for the dissemination and conveyance of information specific to County of Renfrew services related to the Corporate Services Committee to local municipal councils, agencies, boards, external organizations and the general public.

Note: The Presiding Officer shall have authority to add functional responsibility to the Committee in the event of special projects or service shifts.

**TERMS OF REFERENCE FOR
DEVELOPMENT AND PROPERTY COMMITTEE**

Composition:

The Development and Property Committee shall be comprised of Members of County Council. The number of Members and the appointments (including the appointments of Chair and Vice-Chair) shall be determined annually by County Council from recommendation of the Striking Committee.

General Scope of Responsibility:

- 1) Consider and make recommendations to County Council on program standards and funding for county buildings and properties, land use planning services, economic development services, native land claim, tourism, forestry, and the County's Geographic Information System.
- 2) The Committee shall also be responsible for overseeing the participation of the staff of the Development and Property Department in joint initiatives with other Departments of the County of Renfrew or with external boards, agencies, local municipalities or government ministries.
- 3) Review, consider and make recommendations to County Council on any matters pertaining to policy of any nature which has effect upon the County Development and Property Committee. Receive from other Committees and/or staff such reports as the Development and Property Committee may require for formulating recommendations to County Council.
- 4) Review and make recommendations to County Council regarding the organizational structure of the Development and Property Department. Organizational changes involving the reclassification of employees and increased staffing hours will be submitted via the Human Resources Report to the Corporate Services Committee for information.
- 5) Report in a timely fashion on all matters connected with the responsibilities under the purview of the Committee and recommend to County Council such actions, including all by-laws as the Committee may deem necessary.
- 6) Provide the Corporate Services Committee with draft budgets for consolidation. Recommend the annual departmental budgets to the budget workshop, including the budget for the Ottawa Valley Tourist Association, for consideration of County Council. Monitor the approved budget(s) related to the Development and Property Committee on an on-going basis throughout the year.
- 7) The Committee will also be responsible for reporting to County Council on a number of non-County Committees as per the appointment of County Councillors to such Committees as outlined in the County's Striking By-law.

- 8) The Department Head shall submit reports and recommendations pertaining to matters within the Operations Committee's jurisdiction and Committee shall make recommendations to County Council on such matters.
- 9) The Committee is responsible for the dissemination and conveyance of information specific to the County of Renfrew services related to the Development and Property Committee to local municipal councils, agencies, boards, external organizations, and the general public.

Note: The Presiding Officer shall have authority to add functional responsibility to the Committee in the event of special projects or service shifts.

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TERMS OF REFERENCE FOR JOINT SERVICES COMMITTEE

Composition:

The Joint Services Committee shall be comprised of Members of County Council and Members of the City of Pembroke. The number of County Council Members and the appointments (including the appointments of Chair and Vice-Chair) shall be determined annually by County Council from recommendation of the Striking Committee. The City of Pembroke shall be entitled to appoint two (2) Members to the Committee.

General Scope of Responsibility:

- 1) Consider and make recommendations to County Council on policy matters relating to program standards, facility improvements, maintenance and funding of the Community Services (which includes Child Care, Community Housing and Ontario Works), Long-Term Care Homes, Paramedic Service, Provincial Offences Administration, the Renfrew County and District Health Unit. The Members of the Community Services Committee are also directors of the Renfrew County Housing Corporation in addition to staff Directors including the CAO, the Treasurer and the Director of Community Services.
- 2) The Committee shall also be responsible for overseeing the participation of the staff of the Emergency Services Department and the Long-Term Care Homes in joint initiatives with other Departments of the County of Renfrew or with external boards, agencies, local municipalities or government ministries.
- 3) Review, consider and make recommendations to County Council on any matters pertaining to policy of any nature which has effect upon the County Joint Services Committee. Receive from other Committees and/or staff such reports may require for formulating recommendations to County Council.
- 4) Review and make recommendations to County Council regarding the organizational structure of Bonnechere Manor, Miramichi Lodge, Community Services, and the Emergency Services Department. Organizational changes involving the reclassification of employees and increased staffing hours and new positions will be submitted via the Human Resources Report to the Corporate Services Committee for information.
- 5) Report in a timely fashion on all matters connected with the responsibilities under the purview of the Committee and shall recommend to County Council such action including all by-laws as the Committee may deem necessary.
- 6) Provide the Corporate Services Committee with draft budgets for consolidation. Recommend the annual departmental/operational budgets, including the separate Renfrew County Housing Corporation, to the budget workshop for consideration of County Council.

- 7) The Committee will also be responsible for reporting to County Council on a number of non-County Committees as per the appointment of County Councillors to such Committees as outlined in the County's Striking By-law.
- 8) The Department Heads shall submit reports and recommendations pertaining to matters within the Committee's jurisdiction and Committee shall make recommendations to County Council on such matters.
- 9) The Committee is responsible for the dissemination and conveyance of information specific to County of Renfrew services related to the jurisdiction of the Joint Services Committee to local municipal councils, agencies, boards, external organizations, and the general public.

Note: The Presiding Officer shall have authority to add functional responsibility to the Committee in the event of special projects or service shifts.

DRAFT

TERMS OF REFERENCE FOR OPERATIONS COMMITTEE

Composition:

The Operations Committee shall be comprised of Members of County Council. The number of Members and the appointments (including the appointments of Chair and Vice-Chair) shall be determined annually by County Council from recommendation of the Striking Committee.

General Scope of Responsibility:

- 1) Consider and make recommendations to County Council on the designation of County Roads and on all policy matters relating to the impacts, improvements, maintenance or funding of the County roads and related infrastructure, such as traffic lights, curbs and gutters, signage, trails, and applicable 9-1-1 and fire communication services.
- 2) The Committee shall also be responsible for overseeing the participation of the staff of the Public Works and Engineering Department in joint initiatives with other Departments of the County of Renfrew or with external boards, agencies, local municipalities or government ministries.
- 3) Review, consider and make recommendations to County Council on any matters pertaining to policy of any nature which has effect upon the County Operations Committee. Receive from other Committees and/or staff such reports as the Operations Committee may require for formulating recommendations to County Council.
- 4) Review and make recommendations to County Council regarding the organizational structure of the Public Works and Engineering Department. Organizational changes involving the reclassification of employees and increased staffing hours will be submitted via the Human Resources Report to the Corporate Services Committee for information.
- 5) Report in a timely fashion on all matters connected with the responsibilities under the purview of the Committee and recommend to County Council such actions, including all by-laws as the Committee may deem necessary.
- 6) Provide the Corporate Services Committee with draft budgets for consolidation. Recommend the annual departmental/operational budgets to County Council the budget workshop for consideration of County Council. Monitor the approved budget(s) related to the Operations Committee on an on-going basis throughout the year.
- 7) The Committee will also be responsible for reporting to County Council on a number of non-County Committees as per the appointment of County Councillors to such Committees as outlined in the County's Striking By-law.
- 8) The Department Head shall submit reports and recommendations pertaining to matters within the Operations Committee's jurisdiction and Committee shall make recommendations to County Council on such matters.

- 9) The Committee is responsible for the dissemination and conveyance of information specific to County of Renfrew services related to the Operations Committee to local municipal councils, agencies, boards, external organizations, and the general public.

Note: The Presiding Officer shall have authority to add functional responsibility to the Committee in the event of special projects or service shifts.

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SCHEDULE 'B'
EMERGENCY ELECTRONIC MEETING PROTOCOL

Note: The Procedure By-law shall continue to apply to an Electronic Meeting.

Technology

- The method and technology used for an Electronic Meeting in Open Session or Closed Session shall be determined by the CAO and/or Clerk, in consultation with the Warden, based on advice and resources available from the County's Information Technology staff and the prevailing circumstances and context for a meeting.
- Log into the conference ten (10) minutes early, to ensure that audio/video are working on your device, and you are comfortable with the technology. At the commencement of the meeting, you will be placed on "mute".

Attendance

- The Clerk shall take roll call to confirm attendance and the attendance shall be recorded in the minutes. If a Member experiences connection issues and cannot participate electronically, they shall be deemed to have left the meeting. Quorum must be maintained at all times.
- The Warden, CAO, Clerk, and Treasurer will be in attendance in the Council Chamber. The Senior Leadership Team will attend the electronic meeting and will be able to answer questions if and when necessary.
- You may wish to have a paper copy of your meeting Agenda package available to you.

Call in from a Noiseless Location

- The Warden will mute all participants until they have been granted permission to speak.
- To prevent interruptions, turn off audio notifications that may distract the meeting participants, and avoid shuffling papers or tapping on a keyboard so that when you are speaking there are no interruptions.
- Members follow meeting leadership from the Warden as Chair.
- The Chair is to announce each Agenda item on the floor of the meeting and shall maintain an orderly meeting process keeping Members informed.

Request to Speak and Speaker's List

- Members of Council can request to speak by raising your hand.
- The Chair, with assistance from staff, shall manage the speaker's list based on the Chair's discretion to ensure all Members are able to participate in debate in keeping with the Procedure By-law.

- The Chair shall call out the name of the Member assigned the floor for debate and unmute their speaker.

Member Speaking

- A maximum of five (5) minutes shall be provided to a Member in accordance with the Procedure By-law.
- Each Member speaks to Council through the Chair.
- After each Member is finished speaking, the Chair may periodically confirm verbally the list of remaining speakers and call out the name of next Member assigned the floor.

Motions

- All motions shall be in writing with a mover and seconder, except procedural motions, and provided to the Clerk in advance of the Member speaking, whenever possible.
- Any introduced motion accepted by the Chair is to be read by the Chair and/or Clerk.

Voting

- All regular votes will be by show of hands during a Council meeting. The Chair will ask who are in favour of the resolution, who are opposed. It may take some extra time to ensure the results are accurate so please keep your hands up until the Chair has announced the results.
- For recorded votes during a Council meeting, the Clerk will poll each Council Member individually by name.

Closed Meeting

- Should it be necessary to hold a Closed Meeting, under the Closed Meeting rules, each Member will be asked to confirm that they are in a secure room with no other people able to hear the discussion. Their concurrence will be noted in the minutes.

**THE CORPORATION OF THE COUNTY OF RENFREW
SCHEDULE 'C' TO BY-LAW NO. XXX**

NOMINATION FORM

Warden - Renfrew County Council

A completed Nomination Form is the responsibility of individual Nominees for the position of Warden to the Council of the County of Renfrew.

Nominations will be accepted by the Clerk by delivering the completed form to

9 International Drive, Pembroke, Ontario

or sent electronically to info@countyofrenfrew.on.ca,

no later than 12:00 p.m. on the second Friday of November, or if being held under Section 28.4, eight (8) calendar days prior to the scheduled election.

Nominees shall be officially confirmed at the First Meeting of Council.

Nominee's Name: _____
(Please print)

Each nomination shall be supported by two (2) County Councillors.

Declaration of support

I, (please print) _____, being a Renfrew County Councillor, hereby declare my support for the nominee stated above.

Signed the day of , 20

Declaration of support

I, (please print) _____, being a Renfrew County Councillor, hereby declare my support for the nominee stated above.

Signed the day of , 20

SCHEDULE 'D'**PROCEDURE FOR ELECTION OF WARDEN**

- a) The Clerk, acting as Presiding Officer, shall call for nominations.
- b) Nominations for the Office of the Warden must be filed with the Clerk thirty (30) days prior to the Inaugural meeting. In the event that the Office of Warden is declared vacant during the normal term of office, County Council will seek to fill the vacancy at the next scheduled Council meeting. In a municipal election year, nominations for the Office of the Warden must be filed with the Clerk fourteen (14) days prior to the Inaugural session.
- c) Each nomination shall be in writing, regularly moved and seconded, and will have the written consent of the nominee appended thereto.
- d) Each mover and seconder of a nominee and each nominee shall, prior to the vote being taken, be permitted to speak to the nomination for not more than five (5) minutes. The speakers will be called upon in alphabetical order of the nominees.
- e) Any nominee may withdraw at any time before a vote is taken.
- f) Where more than one (1) nominee remains for election, a vote by secret ballot shall be taken.
- g) To be elected as Warden, a nominee shall obtain a vote of a majority of the Members present.
- h) Where a vote is required, the following procedure shall be followed:
 - the Clerk shall be responsible to circulate ballots to each Member of Council, each ballot having the Clerk's stamp on it;
 - each Member shall write the name of their selection on the ballot, fold the ballot in four (4) and deposit their ballot in the box provided for that purpose;
 - after all Members have voted, the Clerk shall collect the ballots and, in view of all Members present, compile the results and announce the number of votes for each candidate;
 - any candidate will have the privilege to inspect the ballots;
 - if one (1) or more ballots are contested, the Clerk shall reconsider the validity of the contested ballot(s) and render a decision thereon after a deliberation period of not more than half an hour.
- i) Where there are more than two (2) nominees and after the first vote, no nominee receives the majority required for election, the name of the nominee receiving the least number of votes shall be dropped, and Council will proceed to vote anew and continue until either:
 - a nominee receives the majority required for election at which time such nominee shall be declared elected; or
 - it becomes apparent by reason of an equality of votes that no nominee can be elected.

- j) In the case of an equality of votes, the successful candidate shall be determined by the Clerk placing the names of the candidates on equal sized pieces of paper in a box, and one (1) name being drawn by a person chosen by the Clerk.
- k) The newly elected Warden shall then be recognized and escorted to the Chair by the mover and seconder of their nomination, while all other Members of Council remain standing.
- l) The Warden shall be sworn in by the Clerk, shall sign the Declaration of Office, and the mover and seconder shall assist the Warden to don the gown and the Chain of Office, after which all Members of Council will take their seats.
- m) Immediately after the expiration of five (5) minutes, the Warden shall entertain a motion to destroy the ballots, unless a candidate contests the validity of one (1) or more ballots which, if rejected, would alter the result of the election.

DRAFT

SCHEDULE 'E' TO BY-LAW NO. XXX**TERMS OF REFERENCE FOR
STRIKING COMMITTEE****Composition:**

The Striking Committee shall be comprised of the Warden plus Members of County Council. The number of Members and the appointments (including the appointments of Chair and Vice-Chair) shall be determined annually by the Warden.

General Scope of Responsibility:

- 1) The mandate of the Striking Committee is to recommend to the Council the appointment of elected representation on Committees, Boards and Agencies. The Striking Committee may also participate in recommending the appointment of non-elected individuals when circumstances warrant.
- 2) Notwithstanding Section 1) above, when time is of the essence, the Warden and/or Council may by-pass the Striking Committee and make appointments directly.
- 3) The Clerk shall record the minutes of the Striking Committee meetings.

Method of Selecting the Striking Committee

Upon election at the inaugural meeting, the newly elected Warden shall appoint a Striking Committee consisting of seven (7) Members of Council, plus themselves.

Striking Committee Meetings

The Striking Committee will meet at the call of the Chair or the Clerk, as required, but at a minimum at the first Regular Meeting in December.

**CORPORATE SERVICES DEPARTMENT
FINANCE DIVISION REPORT**

Prepared by: Daniel Burke, Manager of Finance/Treasurer

Prepared for: Finance and Administration Committee

September 16, 2024

INFORMATION

1. Online Property Tax Analysis (OPTA) Reports

Attached are the OPTA charts, which are provided annually to Committee and Council after all municipalities have confirmed their tax rates. These reports confirm the tax rates and ratios, levy, and notional increases in property taxes by municipality for 2024. The charts are as follows:

- a) 2024 Tax Rate Summary – This summary identifies the 2024 general use tax rates for municipalities within Renfrew County.
- b) 2024 Taxable and PIL Levy by Levy Type – This summary was created by multiplying the 2024 general use tax rates by the 2024 assessment totals on the 2023 return roll, excluding any “special area rates” (i.e. street lights etc.).
- c) 2024 Levy Summary Report – This summary identifies the real budget impact on ratepayers in each municipality based on the tax rates adopted by each municipal council. OPTA multiplies the adopted general tax rates by the Current Value Assessment (CVA) totals in each property class and then calculates the estimated taxation after applying the correct tax ratios. It calculates the levy change from 2023 to 2024 and then subtracts the Weighted CVA Growth percentage to arrive at the “net budget impact” percentage for each municipality.

2. County of Renfrew - Central Scheduling Update

At the May session of County Council, Resolution No. FA-CC-24-05-63 authorized the use of up to \$40,000 from the Provision for Unallocated Funds budget to study the possibility of central scheduling. With that approval, staff have taken the following steps:

- A Steering Committee comprised of staff representatives from across the Corporation has been formed and met monthly during the summer to work through the numerous issues involved in this undertaking.
- The Perry Group has been engaged as an Information Technology Consultant/ Business Analyst to assist with a needs assessment and develop a Request for Proposal (RFP).
- Members of the Steering Committee have met with our peers (Pembroke Regional Hospital, United Counties of Leeds and Grenville, the City of Thunder Bay, the Ottawa Hospital) to explore the lessons learned from the

implementation of their scheduling systems, as well as gain an understanding of the industry best practices.

The Steering Committee, while acknowledging this is a major undertaking requiring a lot of work and change management, is cautiously optimistic. The project seems viable and can bring real efficiencies and improvements to all staff at the County of Renfrew. In order to meet the target goal of providing a fully costed business case as part of the 2025 budget, several tasks must now be undertaken, which may become noticed by the public, and we would like Council to be aware:

- An RFP will be publicly issued in November in order to secure firm pricing for software and implementation costs.
- A newly designed and scored position of Lead Scheduler will be added to the pay grid so that, upon approval of the business case in the 2025 budget, there is a minimal delay to the onboarding of this crucial position.

3. Non-Union Salary Grid Annual Adjustment

At the August Finance and Administration Committee meeting, a desire to have a more detailed discussion about non-union staff wage increases was expressed.

- Currently, non-union compensation is updated according to Resolution No. FA-CC-23-08-73 (August 2023): THAT County Council approve that the County of Renfrew's non-union salary grid be adjusted annually based on the June 12 month average of the Consumer Price Index (CPI) for Ontario (all items) as determined by Statistics Canada; AND THAT the adjustment will be effective for Pay Period #1 each year; AND FURTHER THAT this adjustment will not be lower than any increase negotiated with any union collective agreement; AND FURTHER THAT a revised Employment By-law #1 be brought forward to a future session of County Council. This would result in a non-union increase of 3.25%, as:
 - The 12 month average CPI, Ontario all items, ending in June 2024 is 3.08%.
 - The Miramichi Lodge, Bonnechere Manor, and Paramedic Services CUPE agreements all have 3.25% increases for the 2025 year.
 - Ontario Nursing Association (ONA) and Renfrew County Housing Corporation CUPE agreements are expired (March 2022 and Dec 2023, respectively) and are in negotiations.
- The change from 3.25% to 3.08% is estimated to reduce total compensation costs by \$42,139 in the 2025 budget. However, many non-union staff are funded or cost shared to different degrees, which makes it difficult to identify the net effect of this change.

2025 Baseline Budget Staffing (as of August 2024) Assuming a 3.25% Non-Union Increase

	<u>Hours</u>	<u>Salary \$</u>	<u>Benefit \$</u>	<u>Hours %</u>	<u>Salary %</u>	<u>Benefit %</u>
Non-union	450,993	21,887,314	6,236,360	28%	32%	32%
CUPE PS	306,214	15,825,099	6,334,626	19%	23%	33%
CUPE ML	378,796	13,041,524	2,625,685	23%	19%	14%
CUPE BM	410,494	12,768,421	3,083,305	25%	19%	16%
CUPE RCHC	51,560	1,580,566	443,686	3%	2%	2%
ONA	40,577	2,427,568	525,417	2%	4%	3%
	1,638,634	67,530,492	19,249,079	100%	100%	100%

- If there are lower wage increases proposed for non-unionized employees versus unionized employees, the County of Renfrew will further exacerbate current wage compression issues, whereby our managers and supervisors could be earning less than the employees they supervise and manage. This leads to difficulty in attracting and retaining management staff.
- Unionized employees have recently negotiated increases in benefits, increased employer share of benefit premiums and increased shift premiums. These increases are in addition to their wage increases. The non-union group has not benefitted from similar increases.
- As part of County Policy B-04 – Classification Review System, the County is to undertake a full classification review every five years. This is done to ensure internal and pay equity is maintained, as well as to ensure market competitiveness and adherence to the Council direction in terms of market placement. During the last review conducted by Gallagher Benefit Services (Canada) Group Inc, Council selected the 55th percentile (P55) as the target point upon which to base the compensation. This was done in an effort to maintain a competitive advantage in recruitment and retention of employees. If Council’s desire is to remain a P55 employer, then wage increases need to keep up with the market.
- If Council alters the by-law governing wage increases and offers non-unionized staff lower wage adjustments than their unionized counterparts, it could lead to a significant decline in morale among non-unionized employees. These staff members may feel undervalued. This sense of being overlooked or unfairly treated can foster resentment, decrease motivation, and negatively impact overall productivity. Over time, it could lead to higher turnover rates, as employees seek opportunities elsewhere where their contributions are better recognized and compensated.
- Compensating non-unionized employees at least as well as unionized employees is crucial for maintaining a satisfied and engaged workforce, as it helps prevent the desire to unionize. When non-unionized staff see that they are receiving equitable pay and benefits compared to their unionized counterparts, they feel valued and fairly treated. This not only fosters loyalty but also diminishes the incentive to organize or join unions as a means of negotiating better wages or

working conditions. Offering competitive compensation ensures that the organization can retain talent, maintain a positive work environment, and avoid the disruptions and complexities that can come with unionization efforts.

4. 2025 Budget Schedule

Attached is the draft 2025 budget schedule. This schedule provides a summary of the budget development process here at the County of Renfrew, culminating in a two-day budget workshop. Please note that the budget workshop has moved from the traditional Wednesday/Thursday to Thursday, January 22 and Friday, January 23, 2025 to accommodate the ROMA conference.

5. Finance Division Staff Update

With the recent staff changes in the Finance Division, the Manager of Finance/Treasurer was requested to re-evaluate all positions in the Division and provide up to date job descriptions, as per Corporate Policy B-04 Classification Review System. The Manager of Finance/Treasurer worked with the staff in each position to prepare a revised job description for Human Resources to conduct a job evaluation. As a result, the following changes are recommended:

- Payroll Administrator (1FT) be reclassified from Group 6 to Group 7
- Accounting Technician (3FT) be reclassified from Group 6 to
 - One Senior Financial Analyst at Group 8 (1FT),
 - One Financial Analyst at Group 7 (1FT); and
 - and One Senior Account Clerk at Group 5 (1FT).

	Change in Staffing	Change in Hours	Change in Salary	Change in Benefits
Payroll Administrator	-	-	\$7,655	\$1,570
Accounting Technician	(3 FT)	(5,460)	(\$249,991)	(\$77,859)
Senior Financial Analyst	1 FT	1,820	\$101,130	\$29,606
Financial Analyst	1 FT	1,820	\$90,986	\$27,523
Senior Accounting Clerk	1 FT	1,820	\$75,829	\$24,415
Total	-	-	\$25,609	\$5,255

The total cost for these changes is \$30,864 per year. These changes are contained within the revised Employment By-law #1, which is included in the Human Resources Division Report for approval.

6. Community Paramedic Reserve Transfer

For the program years ended March 31, 2024, both the Community Paramedicine Long Term Care and RCVTAC operations initially ended the year reporting surpluses of \$170,599.86 and \$121,078.08 respectively. The Transfer Payment Agreements for these funds provide the ability for the County of Renfrew to charge administration fees and other indirect costs in order to maximize our utilization of this funding. Staff are recommending that the revenue generated by these Administration fees be transferred to the Community Paramedic Reserve for future use.

At the Health Committee meeting held on September 10, 2024, the following resolution was presented and is being provided as information to Finance and Administration Committee:

THAT Health Committee recommend that County Council approve that the amounts of \$170,599.86 and \$121,078.08 be transferred to the Community Paramedic Reserve consistent with the provisions outlined in the Transfer Payment Agreements (Community Paramedicine Long Term Care and RCVTAC); AND THAT Finance and Administration Committee be so advised.

RESOLUTIONS

7. City of Quinte West – Canada Community-Building Fund

Recommendation: THAT the Finance and Administration Committee recommends that County Council support the resolution from the City of Quinte West Council requesting the Federal Government to provide the same amount of funding that was allocated to municipalities under the AMO Canada Community-Building Fund for 2024-2028.

Background

Attached is a resolution from the City of Quinte West Council, calling on the Federal Government to provide a supplement to the allocations provided to municipalities under the AMO Canada Community-Building Fund agreement for 2024-2028, for the same amount that was allocated, effectively doubling the allocation for these years.

8. 2025 Budget Target

Recommendation: THAT the Finance and Administration Committee recommends that County Council approve the 2025 Budget Guidelines with a 3.25% annual levy target increase.

Background

Similar to the prior year, staff are preparing a budget that will present a baseline costing (cost of continuing with current service levels), possible reductions required to meet a council target, and then costing for potential enhancements to the current level of service. Staff feel that a Council target of 3.25% will present an appropriate challenge that will enable meaningful conversations about possible reductions while not forcing unnecessarily difficult contingency planning. Committee will recall the revised Long Term Financial Plan (V3, May 2024) does not specify a levy target, but rather specifies a target

contribution to capital reserves, with a number of adjustments to be made based on current conditions.

2024 Tax Rates Summary

Using Actual rates on August 12, 2024 11:30AM EST.

	Residential	New Multi-residential	Multi-residential	Commercial					Industrial			Large Industrial		Landfills	Pipelines	Farm	Managed Forests	
	Occupied	Occupied	Occupied	Occupied	Excess Land	Vacant Land	On-Farm Bus. 1	On-Farm Bus. 2	Occupied	Excess Land	Vacant Land	Occupied	Excess Land	Occupied	Occupied	Occupied	Occupied	
Tax Ratios	1.000000	1.000000	1.943600	1.814700					2.466904			2.722000		1.189066	1.332800	0.250000	0.250000	
Education- Retained				0.01250000	0.01250000	0.01250000			0.01250000	0.01250000	0.01250000	0.01250000	0.01250000	0.00980000	0.00980000			
Education	0.00153000	0.00153000	0.00153000	0.00880000	0.00880000	0.00880000	0.00220000	0.00220000	0.00880000	0.00880000	0.00880000	0.00880000	0.00880000	0.00880000	0.00880000	0.00038250	0.00038250	
Renfrew Co, 4700	0.00412365	0.00412365	0.00801473	0.00748319	0.00748319	0.00748319	0.00748319	0.00748319	0.01017266	0.01017266	0.01017266	0.01122458	0.01122458	0.00490330	0.00549600	0.00103091	0.00103091	
McNab/Braeside Township, 4701	0.00697564	0.00697564	0.01355785	0.01265869	0.01265869	0.01265869	0.01265869	0.01265869	0.01720823	0.01720823	0.01720823	0.01898769	0.01898769	0.00829450	0.00929713	0.00174391	0.00174391	
Arnprior Town, 4702	0.00936076	0.00936076	0.01819358	0.01698697	0.01698697	0.01698697	0.01698697	0.01698697	0.02309210	0.02309210	0.02309210	0.02547999	0.02547999	0.01113056	0.01247602	0.00234019	0.00234019	
Greater Madawaska Township, 4706	0.00482605	0.00482605	0.00937991	0.00875782	0.00875782	0.00875782	0.00875782	0.00875782	0.01190539	0.01190539	0.01190539	0.01313650	0.01313650	0.00573849	0.00643215	0.00120651	0.00120651	
Brudenell, Lyndoch and Raglan Township, 4719	0.00610289	0.00610289	0.01186158	0.01107491	0.01107491	0.01107491	0.01107491	0.01107491	0.01505524	0.01505524	0.01505524	0.01661207	0.01661207	0.00725674	0.00813393	0.00152572	0.00152572	
Madawaska Valley Township, 4726	0.00565232	0.00565232	0.01098584	0.01025726	0.01025726	0.01025726	0.01025726	0.01025726	0.01394373	0.01394373	0.01394373	0.01572493	0.01572493	0.00672098	0.00753341	0.00141308	0.00141308	
Killaloe, Hagarty & Richards Township, 4731	0.00831962	0.00831962	0.01617000	0.01509761	0.01509761	0.01509761	0.01509761	0.01509761	0.02052369	0.02052369	0.02052369	0.02264601	0.02264601	0.00989258	0.01108839	0.00207990	0.00207990	
Bonnechere Valley Township, 4738	0.00731719	0.00731719	0.01422169	0.01327850	0.01327850	0.01327850	0.01327850	0.01327850	0.01805081	0.01805081	0.01805081	0.01991739	0.01991739	0.00870062	0.00975235	0.00182930	0.00182930	
Admaston/Bromley Township, 4742	0.00910171	0.00910171	0.01769008	0.01651687	0.01651687	0.01651687	0.01651687	0.01651687	0.02245304	0.02245304	0.02245304	0.02477485	0.02477485	0.01082253	0.01213076	0.00227543	0.00227543	
Horton Township, 4746	0.00603129	0.00603129	0.01172242	0.01094499	0.01094499	0.01094499	0.01094498	0.01094498	0.01487862	0.01487862	0.01487862	0.01641717	0.01641717	0.00717161	0.00803851	0.00150782	0.00150782	
Renfrew Town, 4748	0.01230738	0.01230738	0.02392062	0.02233420	0.02233420	0.02233420	0.02233420	0.02233420	0.03036112	0.03036112	0.03036112	0.03350069	0.03350069	0.01463429	0.01640328	0.00307685	0.00307685	
Whitewater Region Township, 4758	0.00732832	0.00732832	0.01424333	0.01329871	0.01329871	0.01329871	0.01329871	0.01329871	0.01807827	0.01807827	0.01807827	0.01994770	0.01994770	0.00871386	0.00976719	0.00183208	0.00183208	
Laurentian Valley Township, 4766	0.00498202	0.00498202	0.00968305	0.00904087	0.00904087	0.00904087	0.00904087	0.00904087	0.01229017	0.01229017	0.01229017	0.01356106	0.01356106	0.00592395	0.00664004	0.00124551	0.00124551	
North Algona Wilberforce Township, 4769	0.00726319	0.00726319	0.01411674	0.01318052	0.01318052	0.01318052	0.01318051	0.01318051	0.01791760	0.01791760	0.01791760	0.01977040	0.01977040	0.00863642	0.00968038	0.00181580	0.00181580	
Petawawa Town, 4779	0.00489317	0.00489317	0.00951037	0.00887964	0.00887964	0.00887964	0.00887964	0.00887964	0.01207099	0.01207099	0.01207099	0.01331921	0.01331921	0.00581830	0.00652162	0.00122329	0.00122329	
Laurentian Hills Town, 4792	0.00742021	0.00742021	0.01442192	0.01346546	0.01346546	0.01346546	0.01346546	0.01346546	0.01830495	0.01830495	0.01830495	0.02019781	0.02019781	0.00882312	0.00988966	0.00185505	0.00185505	
Deep River Town, 4796	0.01139369	0.01139369	0.02214478	0.02067613	0.02067613	0.02067613	0.02067613	0.02067613	0.02810714	0.02810714	0.02810714	0.03101362	0.03101362	0.01354785	0.01518551	0.00284842	0.00284842	
Head, Clara & Maria Township, 4798	0.00208325	0.00208325	0.00404900	0.00378047	0.00378047	0.00378047	0.00378047	0.00378047	0.00513918	0.00513918	0.00513918	0.00567061	0.00567061	0.00247712	0.00277656	0.00052081	0.00052081	

2024 Taxable and PIL Levy from 2024 Freeze by Levy Type

Using Actual rates on August 12, 2024 11:29AM EST.

	Residential	New Multi-residential	Multi-residential	Commercial					Industrial			Large Industrial		Landfills	Pipelines	Farm	Managed Forests	Total
	Occupied	Occupied	Occupied	Occupied	Excess Land	Vacant Land	On-Farm Bus. 1	On-Farm Bus. 2	Occupied	Excess Land	Vacant Land	Occupied	Excess Land	Occupied	Occupied	Occupied	Occupied	
Renfrew Co, 4700	43,848,690	205,815	1,315,133	7,866,082	50,772	159,328	1,664	374	365,292	10,088	20,273	762,292	4,585	2,110	2,079,219	657,470	53,894	57,403,081
Education	16,228,157	76,364	251,057	10,633,598	59,855	188,217	489	110	321,201	8,773	17,887	769,309	3,595	4,218	3,329,172	243,943	19,997	32,155,941
McNab/Braeside Township, 4701	6,685,573	0	14,087	175,357	216	586	0	0	41,178	771	6,987	0	0	923	297,015	109,384	6,545	7,338,622
Amprior Town, 4702	9,438,308	140,758	669,132	1,539,913	6,337	67,274	0	0	138,282	2,598	15,760	138,479	1,590	0	34,821	1,577	0	12,194,827
Greater Madawaska Township, 4706	4,138,458	0	0	134,801	762	2,868	0	0	1,766	0	0	0	0	168	0	7,611	8,517	4,294,951
Brudenell, Lyndoch and Raglan Township, 4719	1,404,401	0	9,039	76,751	1,494	71	0	0	14,972	802	0	0	0	23	0	27,876	5,851	1,541,279
Madawaska Valley Township, 4726	4,309,410	0	26,399	378,310	146	6,377	0	0	52,352	936	2,640	0	0	56	0	5,465	5,937	4,788,027
Killaloe, Hagarty & Richards Township, 4731	3,061,652	0	18,046	151,342	0	2,615	0	0	4,649	0	0	0	0	60	0	19,170	4,804	3,262,338
Bonnechere Valley Township, 4738	3,644,201	0	51,008	212,731	1,323	2,549	0	0	37,331	934	0	0	0	48	0	66,098	12,520	4,028,743
Admaston/Bromley Township, 4742	2,576,682	0	0	88,487	0	0	950	0	24,263	285	0	0	0	48	346,940	368,124	5,919	3,411,697
Horton Township, 4746	2,383,173	0	17,091	145,525	329	1,056	0	0	35,404	963	0	0	0	93	245,665	43,885	3,175	2,876,358
Renfrew Town, 4748	7,410,842	285,716	672,849	2,587,882	33,005	69,455	0	0	149,826	1,685	10,663	57,815	1,313	1,581	38,449	1,404	163	11,322,649
Whitewater Region Township, 4758	5,975,859	0	32,916	480,177	1,524	6,500	262	0	37,579	2,159	1,649	103,150	732	169	180,058	366,959	5,302	7,194,996
Laurentian Valley Township, 4766	5,187,217	0	18,872	999,712	17,200	12,292	825	452	30,866	299	2,861	124,516	3,664	645	335,349	92,696	4,287	6,831,752
North Algona Wilberforce Township, 4769	3,349,044	0	0	152,559	716	149	54	0	46,396	108	0	0	0	38	0	59,439	13,324	3,621,826
Petawawa Town, 4779	7,703,064	27,964	745,232	3,879,435	17,171	78,367	0	0	29,524	910	482	0	0	0	252,145	1,597	3,277	12,739,169
Laurentian Hills Town, 4792	2,468,236	0	7,687	370,208	1,710	11,967	671	0	33,976	2,122	0	0	0	0	644,242	853	4,980	3,546,651
Deep River Town, 4796	4,362,807	67,723	125,452	1,670,444	8,664	10,917	0	0	7,786	0	0	1,439,007	0	119	32,543	0	415	7,725,876
Head, Clara & Maria Township, 4798	130,081	0	0	88,668	0	2,480	0	0	939	968	0	0	0	0	297,603	0	173	520,911

Taxable and PIL Levy From Returned Roll

Municipality	Levy 2024	Levy 2023	Levy Change (\$)	Levy Change (%)	Weighted CVA Growth	Notional Levy Increase
ADMASTON/BROMLEY	\$3,411,697	\$2,745,001	\$666,696	24.29%	1.43%	22.86%
ARNPRIOR	\$12,194,827	\$11,297,992	\$896,835	7.94%	5.33%	2.61%
BONNECHERE VALLEY	\$4,028,743	\$3,763,223	\$265,520	7.06%	1.16%	5.90%
BRUDENELL, LYNDOKH RAGLAN	\$1,541,279	\$1,473,118	\$68,160	4.63%	0.94%	3.69%
DEEP RIVER	\$7,725,876	\$7,031,047	\$694,828	9.88%	3.90%	5.98%
GREATER MADAWASKA	\$4,294,951	\$3,912,032	\$382,919	9.79%	2.44%	7.35%
HEAD, CLARA & MARIA	\$520,911	\$520,070	\$841	0.16%	0.16%	0.00%
HORTON	\$2,876,358	\$2,684,006	\$192,352	7.17%	1.85%	5.32%
KILLALOE, HAGARTY & RICHARDS	\$3,262,338	\$2,754,353	\$507,985	18.44%	1.23%	17.21%
LAURENTIAN HILLS	\$3,546,651	\$3,531,708	\$14,943	0.42%	0.42%	0.00%
LAURENTIAN VALLEY	\$6,831,752	\$6,273,963	\$557,790	8.89%	0.73%	8.16%
MADAWASKA VALLEY	\$4,788,027	\$4,578,344	\$209,684	4.58%	1.48%	3.10%
McNAB/BRAESIDE	\$7,338,622	\$6,971,024	\$367,598	5.27%	2.20%	3.08%
NORTH ALGONA WILBERFORCE	\$3,621,826	\$3,458,558	\$163,268	4.72%	1.67%	3.05%
PETAWAWA	\$12,739,169	\$11,064,685	\$1,674,484	15.13%	7.60%	7.54%
RENFREW	\$11,322,649	\$9,875,455	\$1,447,194	14.65%	0.74%	13.91%
RENFREW COUNTY	\$57,403,081	\$52,893,934	\$4,509,147	8.52%	3.06%	5.46%
WHITEWATER REGION	\$7,194,996	\$6,772,857	\$422,139	6.23%	2.92%	3.31%

**County of Renfrew
2025 Budget Schedule**

	Major Activities	Dates
1.	Notification to County Council of Non-Union COLA calculation for 2025.	August 28
2.	Finance and Administration Committee recommendation to County Council for approval of budget schedule, guidelines, targets, and other instructions.	September 25
3.	10 Year Capital Plans submitted to the Treasurer.	September 27
4.	Non-Union salary and wage projections to Treasurer.	September 27
5.	Internal charges/recoveries are finalized and sent directly to receiving departments from Treasurer for: <ul style="list-style-type: none"> • Finance • HR • IT • Property (Leases) 	September 27
6.	Development of 2025 budget by the Finance Division in consultation with each Director and appropriate staff. Business Cases – Staffing Report(s) must be submitted as per the Business Cases – Standard Operating Procedure.	September 30 – November 22
7.	Asset Management and Long Term Financial Plan preliminary update to County Council.	November 27
8.	Review of Detailed Departmental Budgets with CAO: <ul style="list-style-type: none"> • ½ day session in Council Chambers for each Director and appropriate staff • detailed review of staffing, revenue and expense projections, capital plans and reserves • CAO to receive an overview and provide input 	November 25 – 29
9.	CAO / Treasurer Review of Consolidated Budgets.	December 4
10.	CAO Review of Consolidated Budget with Senior Leadership Team.	December 6
11.	Warden and Finance Chair review of Consolidated Budget.	December 10 or 11
12.	Committee Review of Detailed Budgets.	January 2025 dates be decided.
13.	Consolidated Budget Workshop and Council Approval of 2025 Budget.	2025 dates to be decided.

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A Natural Attraction

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virinial@quintewest.ca
clerk@quintewest.ca

Virginia LaTour, Deputy City Clerk

August 15, 2024

The Right Honourable Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2
Via Email - justin.trudeau@parl.gc.ca

RE: Notice of Motion – Councillor Stedall – The Canada Community-Building Fund

Dear Prime Minister:

This letter will serve to advise that at a meeting of City of Quinte West Council held on August 14, 2024 Council passed the following resolution:

Motion No 24-366 – Notice of Motion - Councillor Stedall - The Canada Community-Building Fund
Moved by Councillor Stedall
Seconded by Councillor McCue

Whereas the City of Quinte West is entering into an agreement to receive Canada Community-Building Funds, which is administered by the Association of Ontario Municipalities of Ontario (AMO) on behalf of the Federal government;

And whereas the funding allocations are less that 2% year over year for the next 5 years;

And whereas the amounts allocated in the past 5 years were less than 2% year over year;

And whereas non-residential construction price inflation has risen by 29% since the end of 2020 and municipalities are facing soaring costs for infrastructure projects without a corresponding growth in revenue;

And whereas there is a requirement for municipalities to complete an asset management plan and a housing needs analysis;

And whereas both of these plans show the large funding gap between infrastructure and housing needs and funds available from property taxation;

And whereas The City of Quinte West has over \$1.5 billion in core infrastructure assets and, like other municipalities, its infrastructure is aging and in need of upgrades and replacement;

And whereas The City's Asset Management Plan requires \$37 million annually to maintain existing assets which, based on current available funding, is resulting in an annual infrastructure deficit of over \$17.1 million;

And whereas municipalities are facing a gap in federal infrastructure funding as the 10-year Investing in Canada Infrastructure Program has come to an end;

Now therefore be it resolved that the City of Quinte West calls on the Federal Government to provide a supplement to the allocations provided to municipalities under the AMO CBBF agreement for 2024 - 2028 for the same amount that was allocated, effectively doubling the allocation for those years;

And further that this resolution be forwarded to MFOA, AMO, MP Ryan Williams, and Federal Finance Minister Chrystia Freeland, and all Municipalities in Ontario.
Carried

We trust that you will give favourable consideration to this request.

Yours Truly,

CITY OF QUINTE WEST

A handwritten signature in black ink, appearing to read 'Virginia LaTour', written over a horizontal line. The signature is stylized and somewhat cursive.

Virginia LaTour,
Deputy City Clerk

cc: Donna Herridge, Executive Director, MFOA
Colin Best, President, AMO
Ryan Williams, MP, Bay of Quinte
Hon. Chrystia Freeland, Deputy Prime Minister and Minister of Finance
All Municipalities of Ontario

**CORPORATE SERVICES DEPARTMENT
HUMAN RESOURCES DIVISION REPORT**

Prepared by: Greg Belmore, Manager of Human Resources
Prepared for: Finance and Administration Committee
September 16, 2024

INFORMATION

1. Algonquin College Municipal Day

Algonquin College is set to host a Municipal Career Fair at the Pembroke Campus tentatively set for October 16, 2024. The County has been working with the College to secure spots at the fair showcase and represent the diverse variety of career options that exist at the County of Renfrew, including local municipalities.

2. Employee Recognition

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

Attached is the bulletin announcing the round of winners and nominees of the County's Employee Recognition Program for the period of April to June, 2024. Congratulations to all of the winners and nominees and a big thank you to all of those who made nominations! Nominations for the Q3 Employee Recognition Program can be made until September 30th, 2024.

BY-LAWS

3. Employment By-law #1

Recommendation: THAT the Finance and Administration Committee recommends that County Council approve the following changes to Employment By-law #1 effective October 1, 2024:

- a) Change to the Student Wage from \$15.60 to \$16.20 (for students under 18) and from \$16.55 to \$17.20 (for students 18 and over) as outlined in Schedule "A";
- b) Renaming of Ontario Works Agent to Ontario Works Caseworker in Group 6;
- c) Removal of the Accounting Technician position in Group 6;
- d) Addition of a Senior Accounting Clerk position in Group 5, a Financial Analyst position in Group 7 and a Senior Financial Analyst Position in Group 8;

- e) Reclassification of the Payroll Administrator from Group 6 to 7;
- f) Reclassification and renaming of Client Programs Supervisor in Group 7 to Resident/Client Outreach Programs Supervisor in Group 8;

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

Background

- a) Minimum wage is increasing in Ontario effective October 1, 2024 with Student Wage increasing from \$15.60 to \$16.20 (for students under 18) and from \$16.55 to \$17.20 (for students 18 and over).
- b) As part of a housekeeping exercise, naming conventions are being updated to reflect the work being done by the Ontario Works staff, specifically that of the Ontario Works Caseworker as a result of human services integration efforts.
- c) In line with Corporate Policy B-04 Classification Review System, the following reclassification results occurred impacting the Finance Division:
 - The addition of a Senior Accounting Clerk position in Group 5, the removal of the Accounting Technician position in Group 6, the reclassification of the Payroll Administrator from Group 6 to 7, the addition of a Financial Analyst position in Group 7 and the addition of a Senior Financial Analyst position in Group 8.
- d) In line with Corporate Policy B-04 Classification Review System, the reclassification of the Client Programs Supervisors at both Long-Term Care Homes occurred, reclassifying the position from Group 7 to Group 8, as well as a name change to Resident/Client Outreach Programs Supervisor to reflect the role.

4. Corporate Policies and Procedures – Human Resources

Recommendation: THAT the Finance and Administration Committee recommends to County Council the approval of the following amended Corporate Policy:

- a) Policy A-14 Retirement and Early Retirement (amended);

AND THAT a By-law to amend By-law 63-03, being a By-law to establish Human Resources Corporate Policies and Procedures for the County of Renfrew be adopted.

Background

a. A-14 Retirement and Early Retirement

This policy has been updated with additional language to outline the method by which retirement gifts will be provided to retiring employees of the County of Renfrew. This method is being adopted to streamline the retirement process.

Employee Recognition Results

April to June - 2024

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

Below you will find the winners and nominees from the nomination period, which ran April through June of 2024.

Winners:

Honesty & Integrity – Alana Zadow

Alana is a Junior Planner/Land Division Secretary-Treasurer for the Department of Development & Property. Alana was nominated in all 5 categories with their Honesty & Integrity standing out. Alana has been in their position for over 18 years with the County. Alana consistently demonstrates patience and clarity when explaining complex rules related to severances and land titles, making the process much more accessible for those she assists.

Professionalism – Chantel Bulmer

Chantel is a Registered Practical Nurse with Bonnechere Manor. Chantel was nominated in all 5 categories with their Professionalism standing out. Chantel is a dedicated nurse that consistently assumes additional responsibilities on a daily basis to uphold the welfare of the residents. Chantel demonstrates professionalism in all her interactions with an emphasis on the individual needs of each resident.

Client Service Orientation – David Doner

David is a Sign Shop Fabricator for the Department of Public Works & Engineering. David was nominated in 2 of the 5 categories with their Client Service Orientation standing out. David recently assisted with the Warden's Golf Tournament and prepared all the signs for the event. David went above and beyond helping the team to provide high quality signage to withstand the weather which is reusable for future events on top of his normal duties.

Focus on Results – Darryl McLoughlin

Darryl is a Primary Care Paramedic for the Department of Emergency Services. Darryl was nominated in all 5 categories with Focus on Results standing out. Darryl is a veteran of the Paramedic Service with over 35 years of service. Darryl's dedication to his patients, co-workers and community is unmatched

and is truly appreciated by everyone that he interacts with. Darryl ensures to stay current on medical directives and pathology to ensure that he is treating his patients effectively.

Teamwork – Lori Murdock

Lori is an Ontario Works Agent for the Department of Community Services. Lori was nominated in all 5 categories with their Teamwork standing out. Lori goes above and beyond to demonstrate excellent service to her clients and any of the team’s clients within the department. Lori is a great colleague who offers extra assistance when co-workers are away and is a great resource to collaborate with on particularly challenging cases.

Teamwork – Bernadette Plummer

Bernadette is a Human Resources Coordinator for the Department of Corporate Services. Bernadette was nominated in 2 of the 5 categories with their Teamwork standing out. Bernadette is always willing to help and work towards solutions. She provides sound, honest opinions and advice and holds a high value on integrity and a focus on results by being consistent in her approach and application of industry standards, policies and best practices.

Nominated Employees:

Angela Yahnke	Chris Day	Kody Koepsel
Brenda Watson	Geraldine Neuman	Krystal Thom
Brianna Gardner	Glenn Villeneuve	Lisa Strack
Calvin Mcilwrath	Jayde Turgeon	Tanya Regier
Cheryl Edwards	Jessica Johnston	Wendy Hebert
Christine Gervais	Kayla Burton	
Chanelle Fortin	Kelsey MacKinnon	

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



Jason Davis, Bruce Howarth, Alana Zadow, and Craig Kelley



Craig Kelley, Chantal Bulmer, and Dean Quade



Bernadette Plummer, Amber Hultink, Darryl McLoughlin, Kerri-Lynn McGrath, Craig Kelley and Greg Belmore



April Muldoon, Lori Murdock, and Margo Smith



Greg Belmore, Bernadette Plummer, and Craig Kelley

COUNTY OF RENFREW

BY-LAW NUMBER ~~108-24~~ - 24

EMPLOYMENT BY-LAW # 1 FOR COUNTY OFFICERS AND STAFF

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

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

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

ARTICLE 1 - INSURANCE AND HEALTH BENEFITS

PART A - Full-Time Employees

1. Pension

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

2. Life Insurance

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

3. Extended Health Care

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

4. Dental Plan

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

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

5. Health Care Spending Account

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

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

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

7. Early Retiree Benefit

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

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

ARTICLE 2 - PAID HOLIDAYS

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

ARTICLE 3 - OTHER ALLOWANCES

1. Mileage Allowance

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

2. Cost of Living Allowance

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

3. Meals, Gratuities and Incidental Expenses

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

4. Safety Footwear Allowance

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

ARTICLE 4 - RATES OF PAY

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

ARTICLE 5 - ADJUSTMENT DATE

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

ARTICLE 6 - ENFORCEMENT AND GENERAL

1. Matters pertaining to working conditions and employment are also set out in the Corporate Policies and Procedures Manual. The manual should be referred to for additional information about the employment conditions contained in this by-law.

2. Any other amendments to this By-law shall be recommended by the Finance and Administration Committee to County Council in the form of a replacement By-law.
3. This By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
4. By-law ~~37-24~~ **108-24** is hereby repealed.
5. This By-law shall come into force and be effective Pay Period # 1, 2024 except where otherwise noted.
 - 5.1 Reclassifications shall be effective the Pay Period immediately after the date of the adoption of this By-law.

READ a first time this **25th day of September, ~~26th day of June,~~** 2024.

READ a second time this **25th day of September ~~26th day of June,~~** 2024.

READ a third time and finally passed this **25th day of September ~~26th day of June,~~** 2024.

PETER EMON, WARDEN

GWEN DOMBROSKI, CLERK

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

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

Classification	Permanent Rate
Student (under 18)	15.60 16.20
Student (18 and over)	16.55 17.20
Lead Hand Premium	2.00
Grader Operator Premium	1.25
Shift Premium	0.85
Weekend	0.50
Commander Shift Premium	0.75

Revised: ~~February~~ September 2024

County of Renfrew Staff Classifications and Salary Ranges

GROUP	HOURLY (\$)	POSITION	
1	24.48 – 27.57	<ul style="list-style-type: none"> Administration Clerk 	
2	25.72 – 28.95	<ul style="list-style-type: none"> Administrative Assistant I Labourer 	<ul style="list-style-type: none"> Logistics Clerk Maintenance Person
3	30.44 – 34.27	<ul style="list-style-type: none"> Accounting Clerk Administrative Assistant II Administrative and Business Development Assistant Court Service Specialist 	<ul style="list-style-type: none"> Program Officer Program Support Representative Scheduling Clerk Sign Shop Fabricator
4	32.03 – 36.05	<ul style="list-style-type: none"> Administrative Assistant - Finance Data Analysis Coordinator Economic Development Coordinator Help Desk Support 	<ul style="list-style-type: none"> Inclusion Coordinator Licensed Home Visitor Tourism Industry Relations & Digital Marketing Coordinator Truck/Equipment Operator
5	35.10 – 39.53	<ul style="list-style-type: none"> Administrative Assistant III Eligibility Coordinator Forestry Technician GIS/Planning Technician 	<ul style="list-style-type: none"> Junior Planner/Land Division Secretary-Treasurer Media Relations and Social Media Coordinator Senior Accounting Clerk Tourism Development Officer
6	38.59 – 43.44	<ul style="list-style-type: none"> Accounting Technician Assistant Food Services Supervisor Building Infrastructure Coordinator Civil Designer Community Housing Coordinator Engineering Technician GIS Coordinator 	<ul style="list-style-type: none"> Infrastructure Coordinator IT Technician Junior Planner Mechanic Ontario Works Agent-Caseworker Payroll Administrator
7	42.14 – 47.43	<ul style="list-style-type: none"> Capital Projects Coordinator Client Programs Supervisor County Planner Financial Analyst Human Resources Coordinator Infrastructure Technician Operations Coordinator 	<ul style="list-style-type: none"> Patrol Supervisor Payroll Administrator Program Analyst Small Business Advisor Social Worker Systems Analyst Trails Coordinator

GROUP	HOURLY (\$)	POSITION	
8	46.88 – 52.76	<ul style="list-style-type: none"> Administration Supervisor Business Development Officer Resident/Client Outreach Programs Supervisor Construction Supervisor Community Services Supervisor County Forester Dietitian Environmental Services Supervisor 	<ul style="list-style-type: none"> Food Services Supervisor Network Administrator Mesa Coordinator Prosecutor (Bilingual) Senior Financial Analyst Senior Planner Supervisor, Technical Services
9	53.41 – 60.11	<ul style="list-style-type: none"> Employee Health Coordinator Manager, Economic Development Services 	<ul style="list-style-type: none"> Manager of Legislative Services / Clerk Manager, Provincial Offences Physiotherapist
10	55.91 – 62.93	<ul style="list-style-type: none"> Commander Manager, Children’s Services Manager, Community Housing Manager, Information Technology 	<ul style="list-style-type: none"> Manager, Community Supports Manager, Real Estate Resident Care Coordinator
11	59.64 – 67.11	<ul style="list-style-type: none"> Manager, Capital Works Manager, Human Resources 	<ul style="list-style-type: none"> Manager, Operations Manager, Planning Services
12	63.28 – 71.24	<ul style="list-style-type: none"> Deputy Chief Clinical Programs Deputy Chief Operations 	<ul style="list-style-type: none"> Director of Care Manager of Finance/Treasurer
13	67.53 – 76.00	<ul style="list-style-type: none"> Nurse Practitioner 	
14	72.16 – 81.22		
15	76.79 – 86.42	<ul style="list-style-type: none"> Administrator, Bonnechere Manor 	
16	80.11 – 90.16		
17	83.42 – 93.89	<ul style="list-style-type: none"> Director, Corporate Services/Deputy Treasurer Director, Development & Property Director, Emergency Services /Chief Paramedic Services 	<ul style="list-style-type: none"> Director, Long Term Care Director, Public Works & Engineering Director, Community Services

Revised: ~~June 2024~~September 2024

COUNTY OF RENFREW

BY-LAW NUMBER 121-24

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

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

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

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

1. That the following policies attached to this By-law be hereby enacted as an amendment to the said By-law 63-03:
 - A-14 Retirement and Early Retirement (amended)
2. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this **28 25th** day of **September August**, 2024.

READ a second time this **28 25th** day of **September August**, 2024.

READ a third time and finally passed this **28 25th** day of **September August**, 2024

PETER EMON, WARDEN

GWEN DOMBROSKI, CLERK

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY #: A-14
POLICY: Retirement and Early Retirement				
DATE CREATED: OCT 30/91	REVIEW DATE:	REVISION DATE: SEPT 25/2024	COVERAGE: All Employees	PAGE #: 1 of 3

POLICY STATEMENT

The normal retirement age for all County employees is sixty-five (65). Early retirement age coincides with conditions set by *Ontario Municipal Employees Retirement System (OMERS)*.

POLICY SCOPE

This policy governs retirement and early retirement and is applicable to all eligible employees. This policy covers the following content:

- Retirement benefits at age 65;
- Early retirement benefits; and
- Retirement gifts.

Consult the appropriate Collective Agreement for any deviations to this policy.

DEFINITIONS

There are no definitions related to this policy.

POLICY CONTENT

1. Retirement Benefits at Age 65

The following apply to employee retirement benefits at age 65:

- If an employee continues to work on a full-time or part-time basis after age sixty-five (65), contributions to the OMERS pension are mandatory up to age seventy-one (71), after which contributions cease and the pension becomes payable.
- Contributions to the Canada Pension Plan cease at age sixty-five (65) and benefits may be collected. However, if an employee continues to work after age sixty-five (65), Canada Pension Plan contributions are made until age seventy (70) then this option is available.

Corporate Policies and Procedures

DEPARTMENT: Human Resources				POLICY #: A-14
POLICY: Retirement and Early Retirement				
DATE CREATED: OCT 30/91	REVIEW DATE:	REVISION DATE: SEPT 25/2024	COVERAGE: All Employees	PAGE #: 2 of 3

- Life insurance, long-term disability, extended health care and dental coverage are discontinued.
- An employee continues under the short-term sick leave program only if the extension is as a full-time employee. Sick leave pay-outs from credits vested under the old sick leave plan occur at the retirement date.

2. Early Retirement Benefits

The following apply to early employee retirement benefits, as defined under OMERS:

- From date of early retirement to age sixty-five (65), extended health care and dental coverage are available.
- Participation is optional; however, election of benefit continuation must be done prior to retirement date.

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

- For all employees who retired prior to January 30, 2013 a lifetime maximum of \$25,000 for claims (total claims single or family).
- For all employees who retire after January 29, 2013 a lifetime maximum of \$50,000 for claims (\$45,000 for EHC and \$5,000 for dental total claims single or family).
- For all employees who retire after March 1, 2015 a lifetime maximum of \$75,000 for claims (\$60,000 EHC and \$15,000 dental total claims single or family).
- For all employees who retire after February 1, 2016 a lifetime maximum of \$100,000 for all claims (\$80,000 EHC and \$20,000 dental total claims single or family).
- For all employees who retire after March 1, 2021 no lifetime cap for all EHC and dental claims single or family.

Corporate Policies and Procedures

DEPARTMENT: Human Resources			POLICY #: A-14	
POLICY: Retirement and Early Retirement				
DATE CREATED: OCT 30/91	REVIEW DATE:	REVISION DATE: SEPT 25/2024	COVERAGE: All Employees	PAGE #: 3 of 3

3. Retirement Gifts

The County provides a retirement gift to a retiring employee who has been employed with the County of Renfrew for a minimum of five (5) years and is fifty-five (55) years of age or older. The gift is purchased by the County of Renfrew and valued at \$10.00 for each year of service. **Monetary gifts will be processed on the retiree's final pay with the County.**

DRAFT