



Finance and Administration Committee

Thursday, October 17, 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**
 - a. **Recommendation:** THAT the minutes of the September 16, 2024 meeting be approved. 3 - 9
[Finance and Administration Committee - Sep 16 2024 - Minutes](#)
6. **Adoption of the Closed Minutes - None**
7. **Delegations - None at time of mailing**
8. **Administration Department Report**
 - a. [Chief Administrative Officer Report](#) 10 - 31
[Municipality of East Ferris Combined ROMA AMO Conference](#)
[Business Case - LTC - Food Services Worker](#)
[Business Case - LTC - Housekeeping](#)
[North Renfrew Long Term Care Letter - LTC](#)

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

9. Corporate Services Department Reports

- a. [Finance Division Report](#)  32 - 42

[Finance Division TPWG Presentation](#) 

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

- b. [Human Resources Division Report](#)  43 - 47

[2024 Service Awards and Retirees](#) 

[Local Government Week Open House Poster](#) 

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, November 14, 2024) and adjournment

Recommendation: THAT this meeting adjourn and the next regular meeting be held on Thursday, November 14, 2024.

NOTE:

- Special County Council Meeting: Monday, October 28, 2024.
- County Council: Wednesday, October 30, 2024.
- Submissions received from the public either orally or in writing, may become part of the public record.



Finance and Administration Committee

Monday, September 16, 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 Anne Giardini, Councillor David Mayville

Absent: Vice-Chair Valerie Jahn

Also Present: Craig Kelley, Chief Administrative Officer/Deputy Clerk, Gwen Dombroski, Clerk, 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, Tina Peplinskie, Media Relations and Social Media Coordinator, 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 Omàmiwinini (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 August 15, 2024

RESOLUTION NO. FA-C-24-09-96

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

Moved by: James Brose
Seconded by: David Mayville

CARRIED

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

RESOLUTION NO. FA-C-24-09-97

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

Moved by: Warden Peter Emon
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 Chief Administrative Officer/Deputy Clerk provided a PowerPoint presentation on the proposed new committee and meeting structure and draft Procedure By-law.
Committee noted that the Procedure By-law should be reviewed on a regular basis. They discussed the proposed changes to the Procedure By-law including the anticipated length of time Council members will require to review and prepare for the new committee and meeting structure, the proposed format of Consent Agenda's, the proposed two year term of Warden and the cost savings that could be recognized for less travel, fewer meals and the reduction of one Committee Chair. Committee asked staff to provide a sample of the proposed new Agenda format.

RESOLUTION NO. FA-C-24-09-98

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.

Moved by: James Brose

Seconded by: Anne Giardini

FAILED

Committee indicated that the Procedure By-law is a foundational document similar to the Strategic Plan, Asset Management Plan and Long Term Financial Plan that requires a detailed overview and discussion with all of County Council.

RESOLUTION NO. FA-C-24-09-99

THAT the Finance and Administration Committee recommend that County Council direct that the Warden convene a Special meeting of County Council with the single agenda item being the review of the proposed draft Procedure By-law in the Fall of 2024.

Moved by: Michael Donohue

Seconded by: Glenn Doncaster

CARRIED

RESOLUTION NO. FA-C-24-09-100

THAT the Administration Department Report be approved as presented.

Moved by: Warden Peter Emon

Seconded by: Anne Giardini

CARRIED

Committee recessed at 10:35 a.m. and reconvened at 10:47 a.m.

9. Corporate Services Department Reports

a. Finance Division Report

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

Committee severed Item #3 the Non-Union Salary Grid Annual Adjustment from the Finance Division Report.

Committee discussed the City of Quinte West Resolution and the finite term of this resolution. Committee agreed that a revised resolution should be brought back and should include wording requesting a permanent doubling and indexing of funding, as well as include the position of the Federation of

Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO).

City of Quinte West - Canada Community-Building Fund Resolution

RESOLUTION NO. FA-C-24-09-101

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.

Moved by: Michael Donohue

Seconded by: Warden Peter Emon

FAILED

RESOLUTION NO. FA-C-24-09-102

THAT the Finance and Administration Committee recommend that staff be directed to further investigate a motion that incorporates the City of Quinte West Council resolution and the position of the Association of Municipalities of Ontario (AMO) and the position of the Federation of Canadian Municipalities (FCM).

Moved by: Warden Peter Emon

Seconded by: James Brose

CARRIED

The Treasurer/Manager of Finance overviewed the 2025 budget target. Committee noted that for the Fall update to Council on the Asset Management Plan and Long Term Financial Plan, staff will have an updated estimate of the 2024 projected surplus/deficit.

2025 Budget Target

RESOLUTION NO. FA-C-24-09-103

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

Moved by: David Mayville

Seconded by: Warden Peter Emon

CARRIED

RESOLUTION NO. FA-C-24-09-104

THAT the Finance Division Report be approved as presented, except Item #3 - Non-Union Salary Grid Annual Adjustment.

Moved by: Warden Peter Emon

Seconded by: Anne Giardini

CARRIED

Committee overviewed the original resolution of Council and determined that the non-union salary adjustment should not be tied to any union agreements, therefore severed Item #3 - Non-Union Salary Grid Annual Adjustment from the Finance Division Report.

RESOLUTION NO. FA-C-24-09-105

THAT the Finance and Administration Committee recommends that County Council repeal Resolution No. FA-CC-23-08-73 and replace with:

THAT the Finance and Administration Committee recommends to County Council 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 a revised Employment By-law #1 be brought forward to a future session of County Council.

Moved by: Michael Donohue

Seconded by: James Brose

CARRIED

RESOLUTION NO. FA-C-24-09-106

THAT Information Item #3 - Non-Union Salary Grid Annual Adjustment which was severed from the Finance Division Report, be approved as amended.

Moved by: David Mayville

Seconded by: Anne Giardini

CARRIED

b. **Human Resources Division Report**

The Manager of Human Resources overviewed the Human Resources Division Report, which included an overview of the

changes to Employment By-law #1 and housekeeping changes to one of our Corporate Policies.

Employment By-law #1

RESOLUTION NO. FA-C-24-09-107

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.

Moved by: James Brose

Seconded by: David Mayville

CARRIED

Corporate Policies and Procedures - Human Resources

RESOLUTION NO. FA-C-24-09-108

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.

Moved by: Anne Giardini

Seconded by: Warden Peter Emon

CARRIED

RESOLUTION NO. FA-C-24-09-109

THAT the Human Resources Division Report be approved as presented.

Moved by: Warden Peter Emon

Seconded by: Michael Donohue

CARRIED

10. New Business - None

11. Closed Meeting - None

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

RESOLUTION NO. FA-C-24-09-110

THAT this meeting adjourn and the next regular meeting be held on Thursday, October 17, 2024. Time: 11:42 a.m.

Moved by: Glenn Doncaster

Seconded by: Michael Donohue

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: October 17, 2024

SUBJECT: Department Report

INFORMATION

1. Quarterly Report – Chief Administrative Officer/Deputy Clerk

The purpose of this report is to provide Council with information on the key activities and challenges faced by the municipality in the third quarter of 2024. Quarterly reports are not reflective of a comprehensive and exhaustive review of all the work done by municipal staff; rather, they offer context on the implementation of Council decisions.

Since the last CAO report in June 2024, several key strategic initiatives have been further developed and/or developed. For the past several months, this role has also included acting as the Director of Corporate Services. The following is a list of activities that have occupied the office's time, of which many have been reported previously in other departmental reports:

- Corporate-wide
 - Much of the work throughout the summer period was spent preparing for AMO delegations (August 2024)
 - Development of a new Procedure By-law, for a presentation to Committee in September
 - Preparation for Renfrew County Day (September 26, 2024)
 - Oversight of the Delegated Authority approvals
 - Attendance at various events: Summer Company wrap-up, Chamber of Commerce Bob Sweet acknowledgement, etc.
 - Attendance at the Eastern Ontario Municipal Conference
- Finance
 - Preparation for the presentation of the Long-Term Financial Plan and Asset Management Plan update on October 28, 2024

- Central Scheduling – Continuation of the Steering Committee, with recommendations forthcoming
- Housing First initiatives
 - Development of the HART Hub proposals, including site tour of available opportunities
 - Final negotiations of the purchase of Keys Public School (Deep River)
 - Attendance at the AMO Knowledge Symposium on housing
- Human Resources
 - Ongoing policy re-development, and working with staff on personnel issues
- Eastern Ontario Wardens’ Caucus
 - The CAO of the Chair of the Eastern Ontario Wardens’ Caucus’ municipality acts as the Secretary-Treasurer for the EOWC, working alongside the Manager of Policy and Government Relations
 - AMO Delegations
 - Bi-monthly meeting preparation

2. Renfrew County Clerks and Treasurer’s Association Meeting

On October 9, 2024, the County of Renfrew hosted a meeting of the Renfrew County Clerks and Treasurer’s Association at Bonnechere Manor. The Manor showcased its Butterfly Model of Care, which is in the process of seeking accreditation, and served as excellent hosts for the event.

The County Forester delivered an informative PowerPoint presentation covering topics such as Crown, private and County land forestry, biomass, and the impact of the Emerald Ash Borer. The Manager of Human Resources presented updates on the County of Renfrew, highlighting recently adopted policies related to bereavement and the use of county vehicles. He also addressed changes to the Workplace Safety and Insurance Board (WSIB) regulations affecting temporary employees, recent adjustments to the minimum wage, and an update on immigrant workers.

Warden Emon participated in the meeting to discuss the Ontario Winter Games Legacy Fund and the potential for fund distribution through applications submitted through local municipalities. Additional details on this matter are expected to be provided soon. The meeting was also attended by the CAO/Deputy Clerk and the Manager of Legislative Services/Clerk.

3. Municipality of East Ferris Resolution

Attached is a resolution adopted by the Council of the Municipality of East Ferris calling upon both the ROMA and AMO Boards to establish a combined ROMA/AMO Annual Conference.

4. Business Case - Food Service Worker Hours – Miramichi Lodge

Attached is the Business Case – Staffing Report requesting support for additional part-time Food Service Worker hours at Miramichi Lodge.

At the Health Committee meeting held on October 16, 2024, the following resolution was presented and is being provided as information to Finance and Administration Committee:

THAT the Health Committee recommend to County Council that an additional 1,668 hours per year of part-time Food Services Worker hours at Miramichi Lodge be approved effective November 1, 2024; AND THAT the Finance and Administration Committee be so advised.

5. Business Case – Housekeeping Aide Hours – Miramichi Lodge

Attached is the Business Case – Staffing Report requesting support for additional part-time Housekeeping Aide hours at Miramichi Lodge.

At the Health Committee meeting held on October 16, 2024, the following resolution was presented and is being provided as information to Finance and Administration Committee:

THAT the Health Committee recommend to County Council that an additional 1,508 hours per year of part-time Housekeeping Aide hours at Miramichi Lodge be approved effective November 1, 2024; AND THAT the Finance and Administration Committee be so advised.

6. North Renfrew Long-Term Care Services Inc. Home Funding

As noted in the attached request, in early 2024 the Treasurer met with the North Renfrew Long-Term Care Services Inc. It was indicated that adjustments may be required to their 2020 and/or 2021 financial statements due to changes made during the ministry annual reconciliation process. Upon review of the letter of understanding between the County of Renfrew/City of Pembroke and the North Renfrew Long-Term Care Services Inc., staff can see no reason why such a change would not result in adjusting the County of Renfrew/City of Pembroke contribution for those effected years however, such a decision will ultimately rest with the members of Health Committee of the County of Renfrew.

Accordingly, at the Health Committee meeting held on October 16, 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 North Renfrew Long-Term Care Services Inc. be provided \$85,851 due to a revision of their 2021

Ministry of Long-Term Care reporting; AND THAT the Finance and Administration Committee be so advised.

7. Bonnechere Manor Senior Adult Day Program Base Funding Increase

Attached is the 2024/25 Community Support Services 4% Increase Agreement from Ontario Health East advising that the Bonnechere Manor Senior Adult Day Program will receive base funding in the amount of \$17,400 and one-time funding in the amount of \$3,070 in the fiscal year 2024/25 to support a 3% increase for workforce compensation and a 1% increase for general costs in the community services sector.

Accordingly, at the Health Committee meeting held on October 16, 2024, the following resolution was presented and is being provided as information to Finance and Administration Committee:

THAT the Health Committee recommend that County Council adopt a By-law authorizing the Warden and Clerk to sign the Community Support Services Funding Increase Agreement for base funding in the amount of \$17,400 and one-time funding in the amount of \$3,070 in the fiscal year 2024/25 with Ontario Health, AND FURTHER THAT the Finance and Administration Committee be so advised.

DELEGATION OF AUTHORITY APPROVALS

8. 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
135-24 D DP-C-24-09-107 D	2024-09-24	5 Year Lease Agreement with the Minister of Infrastructure for Space at Renfrew County Place - April 1, 2024 - March 31, 2029	Section 16.2 - Lease Agreements	Development and Property
136-24 D DP-C-24-09-108 D	2024-09-26	5 Year Lease Agreement with the Minister of Infrastructure for Space at Renfrew County Place - August 1, 2022 - July 31, 2027	Section 16.2 - Lease Agreements	Development and Property

<p>137-24 D OP-C-24-09-101 D</p>	<p>2024-09-26</p>	<p>PWC-2024-17 - Supply/Delivery & Placement of Granulars - Algonquin Trail - Wylie Rd to Ashport Rd - McCrea Excavating Ltd. - \$549,850 plus applicable taxes</p>	<p>2.1 - Tender Award contained within approved budget</p>	<p>Operations</p>
--------------------------------------	-------------------	---	--	-------------------

REGULAR COUNCIL MEETING

HELD
September 24th, 2024

2024-204

**Moved by Councillor Champagne
Seconded by Councillor Trahan**

WHEREAS on February 27th, 2024, Council for the Municipality of East Ferris supported a resolution received from the Town of Petrolia calling upon both the Rural Ontario Municipal Association (ROMA) and Ontario Good Roads Association (OGRA) Boards to re-establish a combined OGRA and ROMA annual conference;

AND WHEREAS on May 16th, 2024, correspondence was received from ROMA Chair, Robin Jones, stating that in 2019 the ROMA Board of Directors and the OGRA Executive Committee decided not to hold a joint conference, but agreed that there are matters the organizations can work together on;

AND WHEREAS with ROMA being the rural voice of the Association of Municipalities of Ontario (AMO) it makes great sense for the ROMA and AMO conferences to be a combined conference, not only financially for municipalities but also for availability for participation of members of Council and staff;

AND WHEREAS these conferences afford a vital opportunity for delegations with members of our provincial parliament, moving to a combined ROMA/AMO conference provides a better respect to their availability and participation;

NOW THEREFORE BE IT RESOLVED that the Council for the Municipality of East Ferris call upon both the ROMA & AMO Boards to establish a combined ROMA/AMO annual conference;

BE IT FURTHER RESOLVED should the conferences be combined and held during the winter months, as has been past practice for the ROMA conference, that a hybrid participation option be considered as winter weather can be unpredictable and not all persons who wish to attend can do so in person;

AND BE IT FURTHER RESOLVED that this resolution be forwarded to ROMA, AMO, MPP Vic Fedeli, and all municipalities in Ontario.

Carried Mayor Rochefort



CERTIFIED to be a true copy of
Resolution No. 2024-204 passed by the
Council of the Municipality of East Ferris
on the 24th day of September, 2024.

Kari Hanselman, Dipl. M.A.
Clerk



Business Case - Staffing Report

Date: October 16, 2024

Department: LTC – Miramichi Lodge

Report Prepared by: Mike Blackmore, DLTC

Proposal	Addition of 1,668 hours per year of part-time Food Service Worker hours.
Positions Union <input checked="" type="checkbox"/> Non-Union <input type="checkbox"/>	Food Service Workers are unionized members of CUPE Local 3586.
Summary <ul style="list-style-type: none"> • Background • Discussion 	<p>Background</p> <p>Food Service Workers (FSWs) play a critical role in the residents’ health and over all wellbeing. As part of the Home’s interdisciplinary team, they assist in delivering quality meals, verifying resident diet orders and adhering to legislated requirements under the Fixing Long-Term Care Act, 2021, as well as strict food safety regulations to ensure overall compliance with Ministry Standards.</p> <p>FSWs help to enhance quality of life by assisting in creating the optimal pleasurable dining experience for all residents. On a daily basis, they perform vital tasks such as; serving nutritious and appetizing meals, providing appropriate diet orders, cleaning/sanitizing dining rooms and food prep areas, prepping food, nourishments and beverages as well as completing additional tasks as assigned.</p> <p>Discussion</p> <p>Recruitment and retention efforts for part-time FSWs have been difficult with limited qualified candidates applying to previous postings.</p> <p>The implementation of the additional FSW hours allows for existing 5 hour shifts to increase to 8 hours, creating a more desired schedule for retaining and recruitment of staff, an improved dining experience for residents as well as enhanced infection control measures.</p>

Recommendation	<p>THAT the Health Committee recommend to County Council that approval of an additional 1,668 hours per year of part-time Food Service Worker hours at Miramichi Lodge be approved effective November 1, 2024 AND FURTHER THAT the Finance and Administration Committee be so advised.</p>								
Financial Considerations	<p>Food Service Worker is a unionized position funded under LTC - Level of Care Other Accommodation. Total cost \$61,652</p> <table border="1" data-bbox="646 423 1520 500"> <thead> <tr> <th>Status</th> <th>Hours</th> <th>Salary</th> <th>Benefits</th> </tr> </thead> <tbody> <tr> <td>PT FSW</td> <td>1,668</td> <td>\$ 51,678</td> <td>\$ 9,974</td> </tr> </tbody> </table>	Status	Hours	Salary	Benefits	PT FSW	1,668	\$ 51,678	\$ 9,974
Status	Hours	Salary	Benefits						
PT FSW	1,668	\$ 51,678	\$ 9,974						



Business Case - Staffing Report

Date: October 16, 2024

Department: LTC – Miramichi Lodge

Report Prepared by: Mike Blackmore, DLTC

Proposal	Addition of 1,508 hours per year of part-time Housekeeping Aide hours.
Positions Union <input checked="" type="checkbox"/> Non-Union <input type="checkbox"/>	Housekeeping Aides are union members of CUPE Local 3586.
Summary <ul style="list-style-type: none"> • Background • Discussion 	<p>Background</p> <p>Housekeeping Aides (HA) ensure a clean, sanitary and safe home-like environment. They perform preventive cleaning tasks and custodial duties in all areas of the Home, ensuring the Home environment meets the physical, psychological, social and spiritual needs of each resident/family. HAs ensure the neatness and cleanliness of resident’s living rooms and common areas such as dining areas but not limited to rooms and equipment including; furniture, clothes closets, mobility devices, tub/bathrooms, utility rooms and serveries.</p> <p>Critical to maintenance of infection control measures they also perform floor maintenance programs, deep cleaning programs, carbolizing, waste management and transportation of clean and soiled linens in resident home areas.</p> <p>Discussion</p> <p>The implementation of the additional hours will be assigned to existing and experienced part time staff toward assurances that enhanced environmental cleanliness and required infection prevention and control measures are maintained.</p>
Recommendation	<p>THAT the Health Committee recommend to County Council that approval of an additional 1,508 hours per year of part-time Housekeeping Aide hours be approved effective November 1, 2024 AND FURTHER THAT the Finance and Administration Committee be so advised.</p>

Financial Considerations

Housekeeping Aide is unionize position funded under LTC - Level of Care Other Accommodation. Total cost \$64,069

Status	Hours	Salary	Benefits
Part Time	1,508	\$ 54,527	\$ 9,542



NORTH RENFREW LONG-TERM CARE SERVICES INC.

P.O. Box 1988 • 47 Ridge Road • Deep River, Ontario K0J 1P0 • Tel: 613-584-1900 • Fax: 613-584-9183
E-mail: nrltc@nrltc.ca • Web Site: www.nrltc.ca

September 26, 2024

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

Dear Daniel,

Subject: Shortfall in 2021 Long Term Care Funding

Further to our discussions at the meeting on February 5th of this year with yourself and our auditors, the 2021 Long Term Care Annual Reconciliation Return (ARR) has now been finalized by the Ministry of Long-Term Care and we can confirm an unexpected 2021 funding shortfall of \$85,851.

This 2021 funding shortfall arose due to an error in our understanding of the 2021 Long-Term Care grant calculation that incorrectly rebalanced surplus funding available for Nursing and Personal Care - \$126,156 against shortfalls in funding to cover other costs: Program and Support shortfall -\$38,539, Raw Food shortfall -\$1,766, and Other Accommodation costs shortfall \$130,126

It has since been clarified that only funding shortfalls for Program and Support and Raw Food costs are eligible for this rebalancing of the \$126,156 surplus funding from Nursing and Personal Care and that Other Accommodation shortfalls are not in fact eligible for this transfer of funding. This means that only \$40,305 of the Nursing and Personal Care surplus was retained instead of the full amount, leaving an unexpected recovery of \$85,851.

Due to this calculation error, the full 2021 annual funding of \$140,959 from the County of Renfrew Grant was returned as surplus when in fact the surplus should have been \$55,108 (\$140,959 - \$85,851).

All other 2021 funds being recovered by the Ministry of Long-Term Care on the 2021 Annual Reconciliation Return were properly accounted for in our records and no further adjustments were necessary.

In recognition of the many challenges faced by Long-Term Care facilities during the Covid 19 pandemic years and in good faith, we are asking that the County restore the funding for 2021 that was previously reported as surplus in error in the amount of \$85,851 to help us cover the unexpected shortfall now being realized.

Please find attached 2021 Long-Term Care Overall Reconciliation for your reference. Please also contact us with any further questions or information you require to process our request.

Thank you in advance for your assistance on this matter,



Shelley Yantha
Administrator
North Renfrew Long-Term Care Service Inc.

2021 Long-Term Care Home Overall Reconciliation

Ministry of Long-Term Care
Ministère des Soins de longue durée

MOHLTC Facility #		Operator Name				
H23741		North Renfrew Long-Term Care				
Long-Stay beds, Interim Short-Staybeds, and Short-Stay Respite Care beds		Nursing and Personal Care (1)	Program and Support (2)	Raw Food (3)	Other Accomodation (4)	Total (5) = (1) + (2) + (3) + (4)
OV201a	Level of Care Per Diem Funding - Long-Stay and Short-Stay Respite Care beds	\$746,608	\$92,440	\$73,125	\$430,466	\$1,342,639
OV201b	Level of Care Per Diem Funding - Interim Short-Stay Beds	\$0	\$0	\$0	\$0	\$0
OV201c	Global Level of Care Per Diem Funding - Long-Stay and Short-Stay Respite Care beds	\$28,263	\$3,690	\$2,380	\$16,156	\$50,489
OV201e	Level of Care Additional Funding - Specialized Unit Beds	\$0	\$0	N/A	\$0	\$0
OV201f	Underexpenditure of Additional Funding - Specialized Unit Beds	\$0	\$0	N/A	\$0	\$0
OV202	Equalization Adjustment	\$17,546	\$1,024	N/A	\$6,343	\$24,913
OV202b	High Intensity Needs Per Diem Funding	\$4,982	N/A	N/A	N/A	\$4,982
OV203	Transition Fund - High Wage	\$0	\$0	N/A	\$0	\$0
OV204	Pay Equity	\$0	\$0	N/A	\$0	\$0
OV205	Transition Support Funding	\$0	\$0	N/A	\$0	\$0
OV206f	Direct Care Staffing Funding	\$180,000	N/A	N/A	N/A	\$180,000
OV207	On-Call Physician	\$12,942	N/A	N/A	N/A	\$12,942
OV207b	Underexpenditure of On-Call Physician	\$0	N/A	N/A	N/A	\$0
OV208b	RAI MDS Sustainability Funding	\$10,961	N/A	N/A	N/A	\$10,961
OV209a	BSO Initiative Funding - RN & RPN	\$0	N/A	N/A	N/A	\$0
OV209b	Underexpenditure of BSO Initiative Funding - RN & RPN	\$0	N/A	N/A	N/A	\$0
OV209c	BSO Initiative Funding - PSW	\$16,608	N/A	N/A	N/A	\$16,608
OV209d	Underexpenditure of BSO Initiative Funding - PSW	-\$10,950	N/A	N/A	N/A	-\$10,950
OV209e	BSO Initiative Funding - Additional Healthcare Personnel	N/A	\$0	N/A	N/A	\$0
OV209f	Underexpenditure of BSO Initiative Funding - Additional Healthcare Personnel	N/A	\$0	N/A	N/A	\$0
OV209i	BSO Initiative Funding - Training and Orientation Activity	\$0	\$0	N/A	N/A	\$0
OV209j	Underexpenditure of BSO Initiative Funding - Training and Orientation Activity	\$0	\$0	N/A	N/A	\$0
OV210	Approved Expenditure	\$1,006,960	\$97,154	\$75,505	\$452,965	\$1,632,584
OV211	Allowable Expenditure	\$880,804	\$135,693	\$77,271	\$583,091	\$1,676,859
OV212	Eligible Expenditure	\$880,804	\$97,154	\$75,505	\$452,965	\$1,506,428
OV212b	Surplus available for rebalancing	\$126,156	\$0	N/A	N/A	\$126,156
OV212c	Shortfall eligible for rebalancing	\$0	\$38,539	\$1,766	N/A	\$40,305
OV212d	Surplus retained for rebalancing					\$40,305
OV212e	Sub-total Eligible Expenditure					\$1,546,733
Convalescent Care beds		Nursing and Personal Care (1)	Program and Support (2)	Raw Food (3)	Other Accomodation (4)	Total (5) = (1) + (2) + (3) + (4)
OV213	Level of Care Per Diem Funding and Additional Subsidy Per Diem Funding	\$0	\$0	\$0	\$0	\$0
OV213a	Global Level of Care Per Diem Funding - Convalescent Care Beds	0	0	0	0	\$0
OV214	Equalization Adjustment	\$0	\$0	N/A	\$0	\$0
OV214a	High Intensity Needs Per Diem Funding	\$0	N/A	N/A	N/A	\$0
OV215	Transition Fund - High Wage	\$0	\$0	N/A	\$0	\$0
OV215b	Transition Support Funding	\$0	\$0	N/A	\$0	\$0
OV216	Pay Equity	\$0	\$0	N/A	\$0	\$0
OV217f	Direct Care Staffing Funding	\$0	N/A	N/A	N/A	\$0
OV218	On-Call Physician	\$0	N/A	N/A	N/A	\$0
OV218b	Underexpenditure of On-Call Physician	\$0	N/A	N/A	N/A	\$0
OV219b	RAI MDS Funding	\$0	N/A	N/A	N/A	\$0
OV219d	BSO Initiative Funding - RN & RPN	\$0	N/A	N/A	N/A	\$0
OV219e	Underexpenditure of BSO Initiative Funding - RN & RPN	\$0	N/A	N/A	N/A	\$0
OV219f	BSO Initiative Funding - PSW	\$0	N/A	N/A	N/A	\$0
OV219g	Underexpenditure of BSO Initiative Funding - PSW	\$0	N/A	N/A	N/A	\$0
OV219h	BSO Initiative Funding - Additional Healthcare Personnel	N/A	\$0	N/A	N/A	\$0
OV219i	Underexpenditure of BSO Initiative Funding - Additional Healthcare Personnel	N/A	\$0	N/A	N/A	\$0
OV219m	BSO Initiative Funding - Training and Orientation Activity	\$0	\$0	N/A	N/A	\$0
OV219n	Underexpenditure of BSO Initiative Funding - Training and Orientation Activity	\$0	\$0	N/A	N/A	\$0

2021 Long-Term Care Home Overall Reconciliation

Ministry of Long-Term Care
Ministère des Soins de longue durée

MOHLTC Facility #	Operator Name					
H23741	North Renfrew Long-Term Care					
OV220	Approved Expenditure	\$0	\$0	\$0	\$0	\$0
OV221	Allowable Expenditure	\$0	\$0	\$0	\$0	\$0
OV222	Eligible Expenditure	\$0	\$0	\$0	\$0	\$0
OV222b	Surplus available for rebalancing	\$0	\$0	N/A	N/A	\$0
OV222c	Shortfall eligible for rebalancing	\$0	\$0	\$0	N/A	\$0
OV222d	Surplus retained for rebalancing					\$0
OV222e	Sub-total Eligible Expenditure					\$0
		Nursing and Personal Care (1)	Program and Support (2)	Raw Food (3)	Other Accommodation (4)	Total (5) = (1) + (2) + (3) + (4)
OV223a	Quality Attainment Premium	N/A	N/A	N/A	\$0	\$0
OV223b	Falls Prevention Equipment Funding				2100	\$2,100
OV223c	Underexpenditure of Falls Prevention Equipment Funding				0	\$0
OV224	Municipal Tax Allowance	N/A	N/A	N/A	\$0	\$0
OV226	Structural Compliance Premium	N/A	N/A	N/A	\$0	\$0
OV227	Construction Costs	N/A	N/A	N/A	\$0	\$0
OV228	Basic Transition Support Funding	N/A	N/A	N/A		\$0
OV228a	Nurse Practitioner in Long-Term Care Home (LTCH) Program Funding					\$0
OV228b	Underexpenditure of Nurse Practitioner in LTCH Program Funding					\$0
OV228c	Attending Nurse Practitioner in Long-Term Care Home (LTCH) Initiative					\$0
OV228d	Underexpenditure of Attending Nurse Practitioner in LTCH Initiative					\$0
OV228e	Specialized Unit - One-time Start-up funding					\$0
OV228f	Underexpenditure of Specialized Unit - One-time Start-up funding					\$0
OV228g1	Additional COVID-19 Prevention and Containment Funding					\$313,000
OV228g2	Underexpenditure of Additional COVID-19 Prevention and Containment Funding					\$0
OV228g3	Personal Support Worker Temporary Wage Enhancement					\$36,372
OV228g4	Underexpenditure of Personal Support Worker Temporary Wage Enhancement					-\$16,355
OV228g5	Infection and Prevention Control - Minor Capital Funding					55,334
OV228g6	Underexpenditure of Infection and Prevention Control - Minor Capital Funding					-12,316
OV228g7	Infection and Prevention Control - Personnel					25,000
OV228g8	Underexpenditure of Infection and Prevention Control - Personnel					-3,367
OV228g9	Infection and Prevention Control - Training					13,000
OV228g10	Underexpenditure of Infection and Prevention Control - Training					0
OV228g11	New Long-Term Care Minor Capital Program					23,000
OV228g12	Underexpenditure of New Long-Term Care Minor Capital Program					-17,249
OV228g13	Testing Adherence Program					54,000
OV228g14	Underexpenditure of Testing Adherence Program					0
OV228i						\$0
OV229	Total Eligible Expenditure					\$2,019,252
OV230	Basic Accommodation Revenue					\$363,241
OV231	Other Recoverable Revenue					\$2,461
OV232	Less Bad Debt Adjustment					\$0
OV233	Total Recoverable Revenue					\$365,702
OV234	Long-Stay two bed room (Spousal Reunification)					\$0
OV234c	Reimbursement of preferred fees for Specialized Unit beds					\$0
OV234d	Reimbursement for Preferred Fees					\$0
OV234e	Preferred Fee Funding 1.9%					\$717
OV234f	Preferred Fee Funding 0.7%					241
OV235	Claims for High Intensity Needs					\$0
OV236	Claims for Lab costs					\$1,235
OV236b	Residents First					\$0
OV238	Allowable Subsidy					\$1,655,743
OV239	Advance cash flow for 2020					\$1,808,496
OV239a	Infection and Prevention Control Minor Capital cash flow 2020-2021 approved for carry-forward to 2021-22					-16,739
OV240	(Recovery)/Owing					(\$136,014)



ONTARIO HEALTH EAST REFERENCE# AL_1186-2024-35

October 7, 2024

Mr. Mike Blackmore
Director of Long-Term Care
Corporation of the County of Renfrew
470 Albert Street
Renfrew, ON K7V 4L5
Email: MBlackmore@countyofrenfrew.on.ca

Dear Mr. Blackmore,

Re: 2024/25 Community Support Services 4% Increase

Ontario Health, through Ontario Health East, is pleased to advise that Corporation of the County of Renfrew will receive base funding in amount of **\$17,400** in fiscal year 2024/2025 and one-time funding in the amount of **\$3,070** in fiscal year 2024/25 to support a 3% increase for workforce compensation and a 1% increase for general costs in the community services sector (the "Initiative").

Details of the funding and the terms and conditions on which it will be provided are set out in the attached **Appendix A and the Schedules**, if any.

In accordance with Section 22 of the *Connecting Care Act, 2019*, Ontario Health hereby gives notice that, subject to your organization's agreement, it proposes to amend the Multi-Sector Service Accountability Agreement (MSAA) between Corporation of the County of Renfrew and Ontario Health with effect as of the date this letter is signed back by your organization. To the extent that there are any conflicts between the MSAA and this letter, the terms and conditions in this letter, including **Appendix A and the Schedules**, if any, will govern. All other terms and conditions in the MSAA will remain the same.

Financial records of this allocation are to be maintained for year-end evaluation and settlement in accordance with the MSAA and/or Ministry policy.

Please indicate your organization's acceptance of the MSAA amendment set out in this letter, including Appendix A and the Schedules, if any, by signing below and returning the signed version of this entire letter (pages 1-4) via email to OH-East_Submissions@ontariohealth.ca **within 10 business days of the date of this letter.**

If you have any questions or concerns, please contact Navid Nabavi, Lead, Performance, Accountability and Funding Allocation at Navid.Nabavi@ontariohealth.ca or at 437.290.3943.

I would like to take this opportunity to express my sincere appreciation for your continued contribution to the provision of high-quality services in our community and look forward to maintaining a strong working relationship with you.

Sincerely,



Signature

Eric Partington
Vice President, Performance, Accountability and Funding Allocation
Ontario Health East

Attachments: Appendix A: Funding Details and Sign-Back Form
Schedule A: Additional Terms and Conditions

c: Scott Ovenden, Chief Regional Officer, Toronto and East
Peter Emon, Warden, County of Renfrew, Corporation of the County of Renfrew
Paul Caines, Director, Performance, Accountability and Funding Allocation, Ontario Health East
Navid Nabavi, Lead, Performance, Accountability and Funding Allocation, Ontario Health East

Appendix A Funding Details and Sign-Back Form

1.1 Funding Deliverables and Purpose

Health Service Provider (HSP): Corporation of the County of Renfrew

HSP Integrated Financial Information System (IFIS) Number: 25

Project/Program Name: 2024/25 Community Support Services 4% Increase

Recipient Name	Transfer Payment Business Entity (TPBE)	3.4% Base Increase	0.6% One-Time Increase	Total Cash Flow	Project/Program Description/Purpose
COUNTY OF RENFREW	Community Support Services (CSS)	\$17,400	\$3,070	\$20,470	Funding to support a 3% increase for workforce compensation and a 1% increase for general costs in the community services sector.
Total Allocation		\$17,400	\$3,070	\$20,470	

1.2 Reporting Requirements

Refer to Schedule A for details.

1.3 Terms and Conditions:

Corporation of the County of Renfrew acknowledges and agrees that:

- (i) Funding will be provided via Electronic Funds Transfer (EFT).
- (ii) Funding will be used for the specified activities only and cannot be allocated for any other purpose without written approval from Ontario Health and/or the Ministry.
- (iii) Funding will be spent by March 31 of the fiscal year. No carry-forward of unspent funds is permissible.
- (iv) Unspent funding or funding used for purposes not authorized by these terms and conditions is subject to recovery by Ontario Health and/or the Ministry in accordance with the MSAA and/or Ministry policy.
- (v) Reporting will be submitted as outlined in the MSAA unless otherwise set out in the **Appendix A and attached Schedule(s), if any.**
- (vi) It will provide additional information and documentation related to this funding at the request of Ontario Health and/or the Ministry.
- (vii) This funding will not increase risk to the organization’s multi-year expense limits and annual balanced budget requirements.
- (viii) Funding under this Agreement is conditional upon an appropriation of moneys by the Legislature of Ontario to the Ministry and funding of the Funder by the Ministry pursuant to the Enabling Legislation.

Your signature below confirms acceptance of the funding and performance accountabilities set out in this funding letter. Please sign below according to the requirements of your organization (e.g., by-laws, delegation of authority etc.).

AGREED TO AND ACCEPTED BY:

Corporation of the County of Renfrew

By:

Name of Binding Authority (Please Print)	Signature	Date
---	-----------	------

I have the authority to bind the organization.

****Please provide Delegation of Authority documentation if signing on behalf of Head of Organization.**

Please scan and email back the signed version of this entire letter (pages 1-4) **within 10 business days** of the date of this letter to OH-East_Submissions@ontariohealth.ca.



ONTARIO HEALTH EAST REFERENCE# AL_1186-2024-35

Schedule A

Additional Terms and Conditions

1. Unless a different date is noted in a specific provision, this amendment is effective April 1, 2024.
2. HSPs are required to comply with the following requirements: the following obligations in respect of the activities:
 - a. For the Community Services compensation and general cost increase, the HSP will complete the Community Services Reporting online form via the link provided below and submit online by January 17, 2025 (period 1 April to 30 November) and the second report on May 16, 2025 (period 1 April to 31 March).
 - <https://forms.office.com/r/CWq7hPrX5q>

Community Services Reporting						
Organization	<p>Percentage of the funding received retroactive to April 1, 2024 allocated to the following service delivery costs.</p> <p>Based on the funding by the report date, please provide an estimate of the per cent distribution of the actual (if available) or planned spending (if determined) for each of the six categories below.</p> <p>If all funding is spent or planned, the total percentages across the six categories to equal 100%.</p>					
	Staff Wages	Staff Benefits (Except Travel)	Travel Compensation (Time & Cost)	Training for Community Services Health Service Provider Employees	Recruitment and Retention of Community Service Health Service Provider Employees	Other Operational Costs
Organization A						

TERMS AND CONDITIONS OF FUNDING – COMMUNITY SERVICES COMPENSATION

1. **Definitions:** For the purposes of this Schedule, the below terms will have the following meanings:

“Community Services” and “CS” means Community Support Services, Personal Support Services, Homemaking Services, Acquired Brain Injury Services or ALS, and does not include professional services as defined in O.Reg. 187/22.

“Community Support Services” or “CSS” means community support services as defined in O. Reg. 187/22 under the *Connecting Care Act, 2019*.

“DFP” means the Direct Funding Program administered by the Centre for Independent Living Toronto (CILT), funded under subsection 21(1.1) of the *Connecting Care Act, 2019*.

“Eligible Compensation Costs” means an increase to the following:

- i. Wages (including statutory benefits)
- ii. Compensation for time spent travelling, on top of or instead of wages.
- iii. Non-statutory benefits (i.e., pension plans/retirement savings, medical/paramedical plans such as eye care, drugs, dental, etc., enhanced vacation and sick leave pay beyond Employment Standards Act requirements)
- iv. Premiums on top of wages for work outside typical/regular hours
- v. Special premiums for rural/hard-to-serve areas.
- vi. Training/education time
- vii. Other compensation similar to above

Eligible Compensation Costs do not include:

- i. Recruitment bonuses or incentives to existing employees – monetary or gift cards
- ii. Hiring bonuses to new employees – monetary or gift cards
- iii. Non-monetary compensation such as gift cards.

“Eligible General Costs” means expenses related to providing CS comprising:

- i. Eligible Compensation Costs
- ii. Recruitment and retention of employees of contracted service providers
- iii. Other Operational costs. Examples include: technology, communications, supplies, accommodations, training of employees, etc.

“Eligible Staff” means all staff except staff occupying the position of Director and above.

Eligible staff includes individuals or subgroup of individuals as outlined below:

- i. Front-line, direct care staff (i.e. all workers providing personal support services or other Community Services) of Eligible CS Organizations.
- ii. All staff of Eligible CS Organizations who interact with clients.
- iii. Care delivery support staff (i.e. coordinators)

“Essential Care Partner” means caregivers who are necessary to the safety, quality of care, and health outcomes and well-being of patients/residents.

“Essential Care Partner Support Hub” or “ECP Hub” means the specific initiative supporting the integration of caregivers in healthcare settings administered by the Ontario Caregiver Organization.

“Eligible Community Services Organization” or “Eligible CS Organization” means a Health Service Provider the Agency funds to provide Community Services.

“Homemaking Services” means homemaking services as defined in O. Reg. 187/22 under the *Connecting Care Act, 2019*.

“Ontario Caregiver Organization” means the non-profit charitable organization established to provide a range of supports for Ontario caregivers, including the Essential Care Partner Support Hub or ECP Hub.

“Personal Support Services” or “PSS” means personal support services as defined in O.Reg. 187/22 under the *Connecting Care Act, 2019*.

2. Eligible Community Services Organizations will utilize funding in the 2024-25 fiscal year for a 3% across the board increase for Community Services to be used for Eligible Compensation Costs for all Eligible Staff and a 1 % increase for Eligible General Costs.
3. Due to funding availability, 3.4% of the total 4% increase will be allocated as base funding, while 0.6% of the total 4% increase will be allocated as one time. The Ministry of health has indicated the intent to convert the one-time funding to base for 2025/26. Out year funding amounts are provided for planning purposes only.

**CORPORATE SERVICES DEPARTMENT
FINANCE DIVISION REPORT**

Prepared by: Daniel Burke, Manager of Finance/Treasurer
Prepared for: Finance and Administration Committee
October 17, 2024

INFORMATION

1. 2025 Budget

Following the approval of the 2025 Budget Schedule at the September session of County Council, Corporate Services staff have now initiated the 2025 Budget process and have established meeting dates with each department throughout the months of October and November. Provisions will be made for the outcome of the Special Meeting of County Council on Monday, October 28, 2024 that is discussing the changes to the Procedure By-law and the Asset Management Plan and Long Term Financial Plan.

2. Fall Tax Policy Working Group/RCCTA Finance Sub-Committee Meeting

The Finance Division held a Tax Policy Working Group/RCCTA Finance Sub-Committee meeting on Thursday, September 26, 2024 at 12:00 p.m. and all the local municipal treasurers were invited to attend. MIS Insurance, the County of Renfrew's insurance provider, overviewed a presentation on Insurance Market Update and Risk Management Best Practices. Issues discussed included 2025 budget challenges, Asset Management Plans and Long Term Financial Plans and optional property tax classes. The presentation from the Finance Division is attached.



County of
Renfrew
Ontario . Canada

Experience Our History, Share Our Future!
www.countyofrenfrew.on.ca

Fall 2024 Tax Policy

Tax Policy Working Group
September 26, 2024

Agenda

- Insurance Update (Tim Hutchison – MIS)
- Review of Available Optional Tax Classes (Daniel)
 - Small of-Farm Business Subclass
 - Small Business Subclass
 - New Multi-Residential Subclass
- Budget 2025 (group discussion)

Small Scale On-Farm Business Subclass

- This subclass, if adopted, provides for a 75% reduction off the commercial or industrial tax rate of the first \$50,000 of applicable assessment.
- The municipality may opt to apply the reduction to the amount up to the first \$100,000 of assessment.
- Currently, there are 11 properties in Renfrew County who are eligible under this subclass, with a combined CVA of \$331,300.
- The standing recommendation of the Tax Policy Working Group is that this subclass not be adopted.
- The discussion has been referred to the Economic Development division at the County for comment.

Small Business Subclass

- The optional small business subclass remains available, with a limited number of municipalities that have elected to implement this class so far.
- The class allows for up to a 35% reduction in the commercial and industrial rates, with the province matching the reduction in the education rate.
- Modeling tools are available in OPTA.

Small Business Subclass

- The standing recommendation of the Tax Policy Working Group is that this subclass not be adopted due to the administrative burden:
 - Municipalities must establish a process for identifying properties and portions of properties eligible for inclusion in the subclass. This can be an application-based process and/or a criteria-based determination process not requiring individual applications by property owners. They may also use both a criteria-based determination process and an application process.
 - Municipalities opting to use the subclass must appoint a Program Administrator and an Appellate Authority.
 - The Program Administrator is responsible for providing MPAC with a list of the properties, or portions of properties, that are approved for inclusion in the subclass for a taxation year.
 - The Appellate Authority is responsible for hearing any appeals of the Program Administrator's eligibility decisions.

New Multi-Residential Subclass

New Multi-Residential Class Defined:

- Land used for residential purposes that has seven or more self-contained units; and
- Vacant land principally zoned for multi-residential development.
- The new multi-residential property class consists of land described above, whose units have been built, or converted from a non-residential use, pursuant to a building permit issued, on or after April 20, 2017.
- After being included in the new multi-residential property class for 35 taxation years, land ceases to be included in that class and is instead included in the multi-residential property class for subsequent taxation years.

New Multi-Residential Subclass

New Multi-Residential Subclass

- Up to 35% reduction in new multi-residential ratio (this would result in a ratio of less than 1, and this class would pay less than the residential rates).
- Class to be effective, based upon the date the building permit is issued:
 - Municipality to specify via BY-LAW the effective date.
- The class is prospectively applied – meaning there is no reallocation to the existing tax base, there would only be a reduction in weighted CVA growth revenue and we reduce the weighting on new multi-residential builds.

New Multi-Residential Subclass

As the Class is prospective, adoption would only effect weighted CVA growth, not existing properties.

History of new-multi res:

Year	CVA	Growth
2024 (YTD)	\$ 54,408,834.00	9%
2024 (returned roll)	\$ 49,910,834.00	80%
2023 (returned roll)	\$ 27,664,934.00	126%
2022 (returned roll)	\$ 12,251,934.00	52%
2021 (returned roll)	\$ 8,043,000.00	235%
2020 (returned roll)	\$ 2,403,000.00	1%
2019 (returned roll)	\$ 2,390,268.00	
2018 (returned roll)	\$ -	
2017 (returned roll)	\$ -	

The class consists of 11 properties:

- 5 in Arnprior;
- 3 in Petawawa;
- 2 in Deep River; and
- 1 in Renfrew.

New Multi-Residential Subclass

The intention of the reduced rate for new-new-multi residential is to encourage more residential development.

- However, this class already receives a discount over existing properties, ratio of 1 vs 1.94.
- Looking at the history of the class, there is growth occurring without additional incentives – the current tax ratio does not seem to be an impediment to building multi-residential.
- The County of Renfrew is currently considering a County Wide CIP to directly incentivize the creation of affordable housing.

Therefore, the Tax Policy Working Group does not recommend the adoption of the new multi-residential subclass at this time.

Budget 2025

2024 Recap:

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%
KILLALOE, HAGARTY & RICHARDS	\$3,262,338	\$2,754,353	\$507,985	18.44%	1.23%	17.21%
RENFREW	\$11,322,649	\$9,875,455	\$1,447,194	14.65%	0.74%	13.91%
LAURENTIAN VALLEY	\$6,831,752	\$6,273,963	\$557,790	8.89%	0.73%	8.16%
PETAWAWA	\$12,739,169	\$11,064,685	\$1,674,484	15.13%	7.60%	7.54%
GREATER MADAWASKA	\$4,294,951	\$3,912,032	\$382,919	9.79%	2.44%	7.35%
DEEP RIVER	\$7,725,876	\$7,031,047	\$694,828	9.88%	3.90%	5.98%
BONNECHERE VALLEY	\$4,028,743	\$3,763,223	\$265,520	7.06%	1.10%	5.90%
RENFREW COUNTY OF	\$57,403,081	\$52,893,934	\$4,509,147	8.52%	3.06%	5.46%
HORTON	\$2,876,358	\$2,684,006	\$192,352	7.17%	1.83%	5.32%
BRUDENELL, LYNDOCH RAGLAN	\$1,541,279	\$1,473,118	\$68,160	4.63%	0.94%	3.69%
WHITEWATER REGION	\$7,194,996	\$6,772,857	\$422,139	6.23%	2.92%	3.31%
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%
ARNPRIOR	\$12,194,827	\$11,297,992	\$896,835	7.94%	5.33%	2.61%
HEAD, CLARA & MARIA	\$520,911	\$520,070	\$841	0.16%	0.16%	0.00%
LAURENTIAN HILLS	\$3,546,651	\$3,531,708	\$14,943	0.42%	0.42%	0.00%

Budget 2025

- 3.25% notional levy growth target
- 3.06% non-union wage increase
- 3.25% union wage increases
- General inflation rates around 3%, though there are higher rates for specific items (vehicles, equipment).
- Plan \$3M increase in capital reserve contribution.
- Plan to divert growth revenue to a new growth reserve.

Budget 2025

Creation of Infrastructure Expansion Policy & Growth Reserve

It is time to move away from a case by case basis of planning for growth, to a growth strategy.

1. Infrastructure Expansion Policy - allows local municipalities to plan for inclusion of works in the County's Asset Management Plan, sets consistent responsibilities for costs, and stops impeding growth.
2. Creation of a growth reserve to pay for these projects – growth to pay for growth.

Budget 2025

Financing Strategy - Levy Contribution

The current contribution to capital reserves would have to rise from the 2024 budgeted level of \$19,122,367 per year to \$46,122,367 in 2033, increasing in increments of \$3 million annually to provide the required funding of \$326,233,670 over 10 years.

2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	Total
\$19,122,367	\$22,122,367	\$25,122,367	\$28,122,367	\$31,122,367	\$34,122,367	\$37,122,367	\$40,122,367	\$43,122,367	\$46,122,367	\$326,233,670

These contributions could be reduced by:

- Increases in funding and grants;
- Prior year surpluses – including those generated by interest earned on large reserve balances; and
- Weighted CVA growth revenue diverted toward the existing capital reserve.

www.countyofrenfrew.on.ca



Other Issues

Tax Relief for Low Income Seniors/Disabled

Upper/single tiers are required to create a policy to cancel or defer all property tax increases. The County of Renfrew currently has a By-law (35-12) establishing that tax increases for these groups be **deferred** until the eligible property is sold, at which time any deferred amounts, together with accumulated interest thereon, shall become a debt payable.

The amount of tax relief, in the form of tax deferral granted pursuant to this By-Law, shall be a **lien upon the eligible property** in accordance with the provisions of s.319(14) and 349 of the Act.

Tax Rebate Program for Eligible Charities

The County of Renfrew currently has a By-law (36-12) establishing a **40% tax rebate** to eligible charities for eligible properties (within the commercial or industrial classes) shared between the upper and lower-tier and the school boards in the same proportion as they share the tax revenue from the property.

Options:

- a) May provide rebates to organizations “similar” to registered charities.
- b) May offer rebates to other property classes.
- c) May offer rebates up to 100%.
- d) May offer different rebates for different organizations.

Other Issues

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

1. That each lower-tier municipality shall pay to the County of Renfrew an amount to be raised by them for County purposes, each year, in the following instalments:
 - i. 25 per cent of the amount required to be raised by the lower-tier municipality for upper-tier purposes in the previous year, on or before March 31.
 - ii. 50 per cent of the amount required to be raised by the lower-tier municipality for upper-tier purposes in the current year, less the amount of the instalment paid under paragraph 1, on or before June 30.
 - iii. 25 per cent of such current amount, on or before September 30.
 - iv. The balance of the entitlement for the year, on or before December 15.
2. If a lower-tier municipality fails to make any payment, or portion of it, in accordance with Section 1 above, the lower-tier municipality shall pay to the upper-tier municipality interest on the amount in default at the rate being the lesser of 15 per cent per year or at the County's bank prime rate for lending, from the date payment is due until it is made.

Other Issues – POA Revenue

In 2000, the County of Renfrew signed a Memorandum of Understanding with the Province of Ontario to act as the Municipal Partner and assume all justice and administration responsibility under the Provincial Offences Act, R.S.O. 1990, c. P.33, as amended. Section 6.5 of this agreement entitles the Municipal Partner to retain all revenues collected under the authority of the Provincial Offences Act. In addition, the Municipal Partner may share this net revenue with serviced municipalities in accordance with an inter-municipal service agreement.

The court service area for the purposes of this agreement with the Province of Ontario includes all lower-tier municipalities within Renfrew County, the City of Pembroke and the Township of South Algonquin in the District of Nipissing. The Township of South Algonquin agreed by resolution that the POA revenue received (after revenue payable to the Province of Ontario and the government of Canada) by the County of Renfrew from the Township of South Algonquin would be used to offset the costs of providing services as required by the Memorandum of Understanding to the Township of South Algonquin. In short, the County of Renfrew agreed to provide administrative, prosecutorial, court support and adjudicative service related to the Provincial Offences Court to the Township of South Algonquin at no cost to the Township. The agreement with the City of Pembroke is such that all net POA revenue will be shared between the parties (County of Renfrew / City of Pembroke) on the basis of population as established by the most recent enumeration.

All lower-tier municipalities within the County of Renfrew adopted resolutions approving the POA transfer and the cost-sharing agreement between themselves and the County of Renfrew. Within each lower-tier resolution, the County was approved to "...reduce the costs of new services being transferred to the County of Renfrew and thereby reduce financial impacts for local municipalities and property tax payers. By adopting this methodology.... the net revenues collected....will be shared... on the basis of weighted assessment."

Other Issues – Joint Training

MUNICIPAL FRAUD AWARENESS, PREVENTION & DETECTION

4-PART VIRTUAL TRAINING SESSIONS
DATES: November 20, 27, December 4, 11
TIME: 9am-12pm (EST)
COST: \$499./pp + HST
(Group Rates of 3 or more available)



Local governments, especially smaller to medium-sized municipalities, are prime targets for both internal and external fraud schemes due to their often-limited oversight and resources.

PROGRAM OVERVIEW:

ABOUT TAMMY CARRUTHERS

Next TPWG / RCCTA – Finance Sub-Committee Meeting

Spring 2025– March/April?



**County of
Renfrew**
Ontario . Canada

Experience Our History, Share Our Future!

**CORPORATE SERVICES DEPARTMENT
HUMAN RESOURCES DIVISION REPORT**

Prepared by: Greg Belmore, Manager of Human Resources
Prepared for: Finance and Administration Committee
October 17, 2024

INFORMATION

1. 2024 Service Awards Recipients and Retirees

Attached is the list of service award recipients and retirees for 2024 that recognizes the significant milestones of our dedicated employees who have reached notable service anniversaries this year. These milestones reflect years of hard work, commitment, and invaluable contributions to the County of Renfrew. We would also like to extend our heartfelt appreciation and best wishes to our retirees, who, after years of exceptional service, are embarking on a new chapter in their lives. Their legacy and impact on our team will be long remembered.

A celebration of these milestones will take place on Thursday, November 21, 2024 at the 2nd Annual County of Renfrew Staff Appreciation & Service Awards Event. This event will be taking place at Festival Hall Centre for the Performing Arts in Pembroke at 6:30 p.m., with doors opening at 6:00 p.m. The evening is being headlined by Carla Collins. Council members are reminded to register with the information already provided.

2. Career Fairs

On October 16, 2024, County of Renfrew Human Resources staff attended a career fair at Algonquin College's Pembroke campus. This career fair was targeted to Municipal organizations, allowing them the opportunity to educate college students about the many varied careers that are available at the County and the lower tier municipalities. The County will also be attending another career fair in November hosted at Algonquin College.

3. Co-Op Students

This semester, the County of Renfrew is excited to host high school co-op students across various departments including Corporate Services, Emergency Services, Long-Term Care, Public Works & Engineering and Development and Property. By offering hands-on experience in a range of fields, we are committed to providing these students with valuable insights into different career paths, while contributing to their skill development. This initiative not only supports their education but also allows us to

foster future talent and strengthen our ties with the community. We look forward to a productive and enriching experience for both the students and our team.

4. Local Government Week

The County of Renfrew will be hosting an exciting Open House and Career Fair on Monday, October 21, 2024 from 3:00 to 6:00 p.m. as part of Local Government Week. This dynamic event will showcase the many roles within local government and offer a unique opportunity to explore careers in public service. From interactive booths and information sessions to a "Touch a Truck" exhibit featuring municipal vehicles, there's something for everyone. Attendees will have the chance to meet professionals from various departments, learn about the vital services they provide, and discover pathways to rewarding careers. The event is targeted to students, job seekers, and/or community members, and offers an engaging way to connect with local government. Attached is the poster providing details of this event.

2024 Service Awards Recipients and Retirees

Bonnechere Manor

Kayla Burton	10
Sara Laffrenier	10
Mary-Grace Masseau	10
Annie McHenry	10
Jacey Pultz	10
Judith Rochon	10
Margaret MacMillan	15
Amanda Woolsey	15
Lisa Blimkie	20
Lori Boudreau	20
Kelly Latendresse	20
Lena Lambert	25
Cheryl Megrath	30

Community Services

Tanis Lavigne	10
Tracey Williams	10
Lisa Strack	15
Jennifer Dombroskie	20
Diane Kennedy	25
Jenny Sicilia	25
Kim Zieman	25

Corporate Services

Kim Bickford	25
Diane Rantz	25

Development & Property

Lacey Rose	10
Adam Saar	10
David Wybou	10
Keith Dupuis	15
Anne McVean	25

Emergency Services

Ashley Etmanskie	10
Jeremy Harbord	10
April McGrath	10
Erin O'Reilly-Olsheskie	10
Lori Shannon	10
Megan Climenhage	15
Chris Day	15
Hieu Duong	15
David Libby	15
Cheryl Ponsen	15
Kyle Pooler	15
Andrew Sutherland	15
Stuart Theron	15
Rhonda Chaput	20
Michael Nolan	20
Kathy Stencill	20

Public Works & Engineering

Richard Bolduc	10
Andrew Hamilton	10
Anthony Hobbs	10
Nathan Kuiack	15
Dwight Buske	25
Raymond Gutz	25
Mark McDonald	25
Gerald Phanenhour	25
Barry McIntyre	30

Miramichi Lodge

Haleigh Bennett	10
Lynn Demell	10
Theresa Dwyer	10
Kristal Graham	10
Sara Harwood	10
Kaitlyn Lair	10
Maryann Moreau	10
Joshua Rainville	10
Marya Blais	15
Kelly Brown	15
Katelyn Fischer	15
Rachelle Lanthier	15
Kelsey McGurrin	15
Tavis McGurrin	15
Sarah Neuman	15
Jennifer Spence	15
Erika Tracey	15
Brenda Watson	15
Amanda Black	20
Terri-Leah Fleury	20
Christine Gervais	20
Pamela Landry	20
Candace Maika-Bimm	20
Shelley Smart-Bulmer	20
John Hellmich	25
Nancy Lemire	25
Margie McFadden	25
Sharon Popke	25
Nicole Walker	25
Susan Beaudry	30

2024 Service Awards Recipients and Retirees

Retirees

Bonnechere Manor

Connie Woolsey	19
Colleen Kunopaski	21
Marilyn Haaima	36
Laurie Lambert	37

Community Services

Laura LePine	25
Dianne Kennedy	25
Kim Zieman	25

Corporate Services

Beverly Zadow	19
---------------	----

Development and Property

Thomas Camelon	11
----------------	----

Emergency Services

Leo Boland	19
Rhonda Chaput	20
Kathy Stencill	20

Miramichi Lodge

Robert Lamothe	13
Shelley Smart-Bulmer	20
Vicki Kelly	29
Susan Beaudry	30
Paul Sylvester	37
Danielle Langlois	38
Debbie Moreau	42

Public Works

Richard Bolduc	10
Dwight Buske	25

County of Renfrew Open House



October 21, 2024



3-6 pm



9 International Drive, Pembroke

The event includes:

- **Career Fair - Learn about open positions within the County of Renfrew and opportunities in the municipal sector**
- **Touch a Truck - Paramedic, Public Works, Development & Property vehicles**
- **Opportunity for students, residents and staff to gain an understanding of the County and its departments**
- **Tour of Council Chambers**

Learn about our departments:

Community Services - Community Housing (RCHC), Children's Services, Ontario Works, Mesa

Development & Property - Economic Development, Ottawa Valley Tourist Association, Forestry, Real Estate, Planning, GIS

Emergency Services - County of Renfrew Paramedics, Renfrew County Virtual Triage and Assessment Centre, Emergency Management, Mesa

Finance & Administration - Provincial Offences Administration, Information Technology, Human Resources, Corporate Services

Long-Term Care - Miramichi Lodge and Bonnechere Manor

Public Works & Engineering - Capital Works and Operations Divisions