



Health Committee

Wednesday, November 13, 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 - October 16, 2024**

- a. Minutes - October 16, 2024

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[Health Committee - Oct 16 2024 - Minutes](#) 

Recommendation: THAT the minutes of the October 16, 2024, meeting, be approved.

6. **Adoption of the Closed Minutes**

Recommendation: THAT the Closed minutes of the October 16, 2024 meeting, be approved.

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

8. **Administration Department Report - None at time of mailing**

9. **Emergency Services Department Report**

- a. [Emergency Services Report](#) 

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[Treasurer's Report - Paramedic Service - September](#) 

[By-law 911-PPSAP 2025 Agreement](#) 

[Municipal Policing Bureau Correspondence](#) 

[By-Law Fire Services Agreement 2025](#) 

Rural Ontario Municipal Association (ROMA) Conference

Recommendation: THAT the Health Committee recommends that County Council approve the following delegation requests listed in the background at the 2025 Rural Ontario Municipal Association (ROMA) Annual Conference; AND THAT the Chair of the Standing Committee, along with the Warden, be designated to attend the delegation.

Renewal of 9-1-1 Primary Public Safety Answering Point (P-PSAP)

Recommendation: THAT the Health Committee recommends that County Council adopt a By-law to authorize the Service Agreement between the County of Renfrew and the Ontario Provincial Police (OPP) for renewal of the 9-1-1 Primary Public Safety Answering Point (P-PSAP) Service Agreement; AND THAT the contract be executed.

Fire Services Agreement

Recommendation: THAT the Health Committee recommends that County Council adopt a By-law to authorize the Fire Service Agreement for the provision of communication (call-taking, call alerting and/or dispatching) services to local fire services within the City of Pembroke and County of Renfrew by the Renfrew Central Ambulance Communications Centre for a two-year term commencing January 1, 2025; AND THAT the contract be executed.

10. Approval of Emergency Services Department Report

Recommendation: THAT the Emergency Services Department Report be approved as presented.

11. Long-Term Care Report

a. [Long-Term Care Report](#) 

[Treasurer's Report - Bonnechere Manor - September](#) 

[Treasurer's Report - Miramichi Lodge - September](#) 

[By-law-2024-25 BSO Funding Agreement](#) 

[By-law-2024-27 Community Commitment Program for Nurses](#) 

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Rural Ontario Municipal Association (ROMA) Delegation

Recommendation: THAT the Health Committee recommends to County Council that staff submit delegation request(s) at the upcoming Rural Ontario Municipal Association (ROMA) Conference consistent with the 2023-2026 County of Renfrew Strategic Plan, pursuant to seniors supportive housing needs. Specifically, to advocate for Campus of Care builds as a proven, made in Ontario model of care, representing a desirable and cost-effective means to support seniors at home in lieu of long-term care placement; AND THAT the Chair of the Standing Committee, along with the Warden, be designated to attend the delegation.

Short Stay Care Bed 2025 Application – Miramichi Lodge

Recommendation: THAT the Health Committee recommends that County Council approve the continued operation of two short-stay respite beds at Miramichi Lodge and continue to pause on the reopening of the two short-stay respite beds at Bonnechere Manor for the operational year 2025.

2024/25 Funding Allocations for Behavioural Supports Ontario

Recommendation: THAT the Health Committee recommends that County Council adopt a By-law authorizing the Warden and Chief Administrative Officer to sign the 2024/25 Funding Allocations for Behavioural Supports Ontario in Long-Term Care Agreement for base funding in the amount of \$42,000 in the fiscal year 2024/25 with Ontario Health East; AND THAT the Finance and Administration Committee be so advised.

Community Commitment Program for Nurses

Recommendation: THAT the Health Committee recommends that County Council adopt a By-law authorizing the Warden and Chief Administrative Officer to sign the Community Commitment Program for Nurses 2024-27 Support Agreement with Ontario Health to support the recruitment and retention of nurses in Ontario; AND THAT the Finance and Administration Committee be so advised.

Leased Space – 2nd Floor - Miramichi Lodge

Recommendation: That the Health Committee recommends that County Council adopt a By-law authorizing the Warden

and Chief Administrative Officer to sign a lease agreement between Miramichi Lodge and Ms. Brenda Kincade, Foot Care Service Provider, Miramichi Lodge for the occupancy of a leased space room within Miramichi Lodge, located at 725 Pembroke Street West, Pembroke, Ontario, at an annual amount of \$4,906.92 for the period of January 1, 2025, to December 31, 2025; AND THAT the Finance and Administration Committee be so advised.

12. Approval of Long-Term Care Report

Recommendation: THAT the Long-Term Care Report be approved as presented.

13. Board of Health Minutes - June 25 and September 24, 2024

- a. [Minutes - June 25, 2024](#)
- b. [Minutes - September 24, 2024](#)

Recommendation: THAT the Board of Health minutes for June 25, 2024 and September 24, 2024, be noted and received.

14. New Business

15. Closed Meeting - None at time of mailing

16. Adjournment

Recommendation: THAT this meeting adjourn.

NOTE:

- County Council: Wednesday, November 27, 2024.
- Submissions received from the public either orally or in writing, may become part of the public record.



Health Committee

Wednesday, October 16, 2024 at 9:30 AM

Council Chambers

Minutes

Present: Chair Michael Donohue, Councillor Debbi Grills, Councillor Valerie Jahn, Councillor Jennifer Murphy, Councillor Rob Weir

City of Pembroke Representatives: Councillor Patricia Lafreniere, Councillor Troy Purcell

Late: Warden Peter Emon, Vice-Chair Neil Nicholson

Absent: Councillor Mark Willmer

Also Present: Craig Kelley, Chief Administrative Officer/Deputy Clerk, Michael Blackmore, Director of Long-Term Care, Michael Nolan, Director of Emergency Services, Chief-Paramedic Service, Jason Davis, Director of Development and Property, Andrea Patrick, Director of Community Services, Daniel Burke, Manager of Finance/Treasurer, Mathieu Grenier, Deputy Chief-Community Programs, David Libby, Deputy Chief-Professional Standards, Gwen Dombroski, Clerk, Tina Peplinskie, Media Relations and Social Media Coordinator, Evelyn VanStarkenburg, Administrative Assistant

And Others: Steve Osipenko, Commander, Barb Tierney, Mesa Coordinator, Rhonda Chaput, Administrative Assistant, Kathy Stencill, Data Analyst, Melissa Tourangeau, Administrative Assistant

1. Call to Order

Chair Donohue called the meeting to order at 9:33 a.m.

2. Land Acknowledgement

The land acknowledgement identifying that the meeting was being held on the traditional territory of the Omàmiwininì 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

- a. Minutes - September 10, 2024

[Health Committee - Sep 10 2024 - Minutes](#) 

RESOLUTION NO. H-C-24-10-125

THAT the minutes of the September 10, 2024, meeting be approved.

Moved by: Rob Weir

Seconded by: Troy Purcell

CARRIED

6. Delegations

Councillor Neil Nicholson entered the meeting at 9:41 a.m.

- a. Barb Tierney, Mesa Coordinator and Liana Sullivan, MacKay Manor presented the Expansion of Mesa with the Substance Use and Addictions Program (SUAP) presentation.

[Expansion of Mesa with SUAP](#) 

7. Emergency Services Department Report

The Director of Emergency Services/Chief-Paramedic Service overviewed the Emergency Services Department Report.

Warden Peter Emon entered the meeting at 10:00 a.m.

Congratulations were extended to Rhonda Chaput and Kathy Stencill on their upcoming retirements.

Committee was advised that the Renfrew County Virtual Triage Assessment Centre (RC VTAC), which will be located at the new paramedic facility in Eganville, is scheduled to be open in December. A grand opening ceremony is currently being scheduled for the new facility.

Committee recessed at 10:35 a.m. and reconvened at 10:45 a.m., with the same members present.

- a. [Emergency Services Report](#) 
[Mesa - Minister of Health](#) 

8. Long-Term Care Report

The Director of Long-Term Care overviewed the Long-Term Care Report.

The Chief Administrative Officer/Deputy Clerk noted that the Development and Property Committee was advised that the engineering firm of Jp2g Consultants Inc., Pembroke, Ontario, has been engaged to provide a site plan and layout for Bonnechere Manor for future supportive housing designs.

He noted that there is also vacant property beside Miramichi Lodge, and staff are looking for an opportunity to travel to communities that have built true campuses of care surrounding their long-term care homes in Sturgeon Falls, Penetanguishene and Hamilton. Miramichi Lodge and Bonnechere Manor also have a design for adding additional rooms to their buildings on file, should there be funding to expand.

The Chief Administrative Officer/Deputy Clerk advised that staff will be meeting with Algonquin College on October 17, 2024 with regards to their plans to expand their education programs, including those for long-term care and paramedicine.

- a. [Long-Term Care Report](#) 
[Business Case Food Services Worker](#) 
[Business Case Housekeeping](#) 
[NRLTC Funding Shortfall](#) 
[By-law-One-Time-Funding Senior Adult Day Program Agreement](#) 

RESOLUTION NO. H-C-24-10-126

THAT the Health Committee directs staff to explore current and future grant and funding opportunities to find solutions for the expansion of seniors and compassionate care housing incorporating a campus of care model on the lands currently occupied by or adjacent to Bonnechere Manor, Renfrew and/or Miramichi Lodge, Pembroke; AND THAT the Development and Property and Community Services departments be engaged as required.

Moved by: Rob Weir

Seconded by: Debbi Grills

CARRIED

RESOLUTION NO. H-C-24-10-127

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

Moved by: Jennifer Murphy

Seconded by: Warden Peter Emon

CARRIED

RESOLUTION NO. H-C-24-10-128

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

Moved by: Valerie Jahn

Seconded by: Debbi Grills

CARRIED

RESOLUTION NO. H-C-24-10-129

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.

Moved by: Jennifer Murphy

Seconded by: Debbi Grills

CARRIED

RESOLUTION NO. H-C-24-10-130

THAT the Health Committee recommends that County Council adopt a By-law authorizing the Warden and the Chief

Administrative Officer/Deputy 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 THAT the Finance and Administration Committee be so advised.

Moved by: Patricia Lafreniere

Seconded by: Neil Nicholson

CARRIED

RESOLUTION NO. H-C-24-10-131

THAT the Long-Term Care Report be approved as presented.

Moved by: Troy Purcell

Seconded by: Jennifer Murphy

CARRIED

Committee recessed at 11:25 a.m. and reconvened at 11:30 a.m. with the same members present.

9. Closed Meeting

RESOLUTION NO. H-C-24-10-132

THAT pursuant to Section 239 (2) (a) of the *Municipal Act, 2001, as amended*, the Health Committee moves into a closed meeting to discuss the security of the property of the municipality or local board (Emergency Management Program Committee). Time: 11:34 a.m.

Moved by: Patricia Lafreniere

Seconded by: Debbi Grills

CARRIED

- a. [Emergency Response Plan 2019](#) 

10. Open Meeting

RESOLUTION NO. H-C-24-10-133

THAT the Health Committee resume as an open meeting. Time: 12:21 p.m.

CARRIED

RESOLUTION NO. H-C-24-10-134

THAT the Health Committee acknowledges that the County of Renfrew has completed the mandatory annual emergency tabletop exercise to remain compliant with the *Ontario Emergency Management and Civil Protection Act*.

Moved by: Neil Nicholson

Seconded by: Debbi Grills

CARRIED

RESOLUTION NO. H-C-24-10-135

THAT the Emergency Services Department Report be approved as presented.

Moved by: Neil Nicholson

Seconded by: Rob Weir

CARRIED

11. Date of next meeting (Wednesday, November 13, 2024) and adjournment

RESOLUTION NO. H-C-24-10-136

THAT this meeting adjourn and the next regular meeting be held on Wednesday, November 13, 2024. Time: 12:22 p.m.

Moved by: Troy Purcell

Seconded by: Warden Peter Emon

CARRIED

Michael Donohue, Chair

Gwen Dombroski, Clerk

COUNTY OF RENFREW

EMERGENCY SERVICES REPORT

TO: Health Committee
FROM: Michael Nolan, Director of Emergency Services/Chief, Paramedic Service
DATE: November 13, 2024
SUBJECT: Department Report

INFORMATION

1. **Treasurer's Report**

Attached as information is a copy of the Treasurer's Report for the Emergency Services Department and Paramedic Service as of September 30, 2024.

2. **Eganville Base Grand Opening**

On November 1, 2024, more than 100 people attended the grand opening of the County of Renfrew Paramedic Service Base in Eganville. In addition to being a Paramedic Base, this location also includes clinical space for the Renfrew County Virtual Triage and Assessment Centre (RC VTAC). Bookings for assessments by Paramedics at this location will begin on December 5, 2024. Community Paramedics along with Petawawa Family Health Team and Connect Well Family Health Team will be working collaboratively to build pathways with the Assessment Centre and RC VTAC physicians to help connect community members with limited resources and access to health care.

3. **Mesa Team and Renfrew County Housing Partnership**

In partnership with the Renfrew County Housing Corporation, Mesa Community Paramedics have conducted 12 Wellness Clinics at 260 Elizabeth Street, 4 at 150 Elizabeth Street, and 4 at 510 MacKay Street to provide healthcare and health education to vulnerable people at those locations. Mesa Community Paramedics have onboarded 100 new people into our Community Paramedic program from the Wellness Clinics and to date have performed 281 clinical assessments.

Mesa Community Paramedics have started further collaboration with Renfrew County Housing maintenance staff and case workers, following up from annual surveys

completed by case workers with the aim of supporting referrals and access to services. Mesa Community Paramedics and Community Services staff are also connecting clients with navigational support through research-based screening tools such as food insecurities pilot with Bruyère and community-based referral services. All reports are received by Community Services, Development and Property and Community Paramedics for review and recommendations on program and system improvement.

The aim of this project is to provide wrap-around care in a collaborative model based on community needs, system navigation and health system accessibility to vulnerable community members. Many people are suffering from social, economic and health inequalities and are at persistent risk of homelessness. To date, we have completed 50 in-person interactions with people living in community housing.

4. **County of Renfrew Paramedic Service on Social Media**

In today's digital age, social media is a vital tool for communication. With limited traditional daily media options in the Ottawa Valley, the County of Renfrew and its Paramedic Service must effectively shape the narrative by delivering quick, accurate information to the community.

The County of Renfrew Paramedic Service has revitalized its social media presence, using platforms like Facebook and X to educate the public about the critical work of paramedics and the services they provide. These efforts have proven to be valuable to the community, with over 700 positive comments on Facebook praising the range of services and programs provided, with an emphasis on paramedics and staffs' dedication to the community.

Social media posts have also bolstered morale within the Paramedic Service, highlighting the team's commitment, such as when two paramedics visited a local daycare to educate children on their role in the community. Weekly posts feature various themes, including Community Paramedics, Mesa Paramedics, 911 frontline profiles, hunting safety, and community partnerships.

Three notable posts gained attention from local media, which turned them into news stories. These include a video demonstrating the use of a naloxone kit (6,280 views), a recognition of a provincial award winner (11,085 views), and a post highlighting drowning safety (34,910 views).

This social media campaign has published 131 posts on Facebook, generating 325,466 views, 6,799 reactions, and 17,791 video views. Additionally, posts on X reached nearly 20,000 impressions in August and September. These social media efforts continue to make positive impressions on residents, visitors, and the paramedic team, providing valuable prevention and safety information and strengthening community connections.

RESOLUTIONS

5. Rural Ontario Municipal Association (ROMA) Conference

Recommendation: THAT the Health Committee recommends that County Council approve the following delegation requests listed in the background at the 2025 Rural Ontario Municipal Association (ROMA) Annual Conference; AND THAT the Chair of the Standing Committee, along with the Warden, be designated to attend the delegation.

Background

a. **Ministry of Health, Minister of Health and Deputy Premier, Sylvia Jones and Associate Minister of Mental Health and Addictions, Michael Tibollo**

The purpose of the delegation is to:

- Discuss the Mesa Project and the requirement for funding support for Community Paramedics and Mental Health and Addictions Counsellors to support our vulnerable populations.
- Discuss the need for the learn and stay grant eligibility for Primary Care and Advanced Care Paramedics to be expanded to rural Eastern Ontario.

b. **Ministry of Colleges and Universities, Minister of Colleges and Universities, Nolan Quinn**

The purpose of the delegation is to:

- Discuss the need for the learn and stay grant eligibility for Primary Care and Advanced Care Paramedics to be expanded to rural Eastern Ontario.

c. **Ministry of Long-Term Care, Minister of Long-Term Care, Natalia Kusendova-Bashta**

The purpose of the delegation is to:

- Brief the Minister for the Community Paramedic Long Term care program, report on the success of our program and the important role it serves and reiterate our request for permanent base funding and program expansion to support future years planning and sustainability of the program for the people that we serve.

d. **Ministry of Finance, Minister of Finance, Peter Bethlenfalvy**

The purpose of the delegation is to:

- Brief the Minister on the cost benefit analysis and discuss the need for sustainable funding for Renfrew County Virtual Triage and Assessment Centre (RC VTAC), Community Paramedicine and Long-Term Care, and Mesa.

BY-LAWS

6. **Renewal of 9-1-1 Primary Public Safety Answering Point (P-PSAP)**

Recommendation: THAT the Health Committee recommends that County Council adopt a By-law to authorize the Service Agreement between the County of Renfrew and the Ontario Provincial Police (OPP) for renewal of the 9-1-1 Primary Public Safety Answering Point (P-PSAP) Service Agreement; AND THAT the contract be executed.

Background

A Service Agreement between the County of Renfrew and the Ontario Provincial Police (OPP) for renewal of the 9-1-1 Primary Public Safety Answering Point (P-PSAP) is due to expire on November 27, 2024.

The attached correspondence was received from the Municipal Policing Bureau advises of upcoming changes to the service agreement to align with the requirements of Next Generation 9-1-1 (NG9-1-1) as well as outlines the rate for service going forward.

The rate will remain at \$0.561/capita/annum. Accordingly, the annual cost of the service to the County of Renfrew in 2025 will be \$59,670.77, based on a residential population served of 106,365.

7. **Fire Services Agreement**

Recommendation: THAT the Health Committee recommends that County Council adopt a By-law to authorize the Fire Service Agreement for the provision of communication (call-taking, call alerting and/or dispatching) services to local fire services within the City of Pembroke and County of Renfrew by the Renfrew Central Ambulance Communications Centre for a two-year term commencing January 1, 2025; AND THAT the contract be executed.

Background

Attached is a Fire Services Agreement commencing on January 1, 2025, for a two-year term with an extension of up to three additional years. The County of Renfrew Emergency Services Department is responsible for the contract for call-taking and fire dispatching. The Public Works Department is responsible for the maintenance of call-taking and dispatching radio and notification equipment and technology.

**COUNTY OF RENFREW
TREASURER'S REPORT - PARAMEDIC
SEP 2024**

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>PARAMEDIC - 911</u>	<u>9,603,940.32</u>	<u>11,470,428.00</u>	<u>(1,866,487.68)</u>	<u>12,690,447.00</u>
Admin - Salaries	1,743,056.52	1,807,671.00	(64,614.48)	2,349,975.00
Admin - Employee Benefits	550,887.33	500,480.00	50,407.33	650,627.00
Paramedic - Salaries	9,423,236.95	11,022,149.00	(1,598,912.05)	14,328,785.00
Paramedic - Employee Benefits	3,355,554.59	4,317,420.00	(961,865.41)	5,612,648.00
Admin Charge	150,201.00	150,354.00	(153.00)	200,474.00
Base Station Expenses	50,820.41	60,003.00	(9,182.59)	80,000.00
Capital Under Threshold	753.00	0.00	753.00	0.00
Communication & Computer Expense	445,170.99	299,997.00	145,173.99	400,000.00
Conferences & Conventions	11,574.87	7,497.00	4,077.87	10,000.00
COVID	0.00	0.00	0.00	0.00
Cross Border - Other Municipalities (Recovery)	(0.43)	15,003.00	(15,003.43)	20,000.00
Depreciation	735,865.34	900,000.00	(164,134.66)	1,200,000.00
HR Charge	204,282.00	204,282.00	0.00	272,380.00
Insurance	283,108.88	213,104.00	70,004.88	213,104.00
Insurance Claims Costs	2,696.64	7,497.00	(4,800.36)	10,000.00
IT Charge	39,861.00	39,861.00	0.00	53,151.00
Lease - Base Station - Internal	439,704.00	439,704.00	0.00	586,277.00
Lease - Base Station Lease - External	65,555.73	48,852.00	16,703.73	65,132.00
Lease - Admin Office - Internal	102,528.00	102,528.00	0.00	136,699.00
Leased Equipment	21,996.64	56,250.00	(34,253.36)	75,000.00
Legal	122,902.78	15,003.00	107,899.78	20,000.00
Medication Costs	141,319.48	86,247.00	55,072.48	115,000.00
Membership Fees	11,850.68	0.00	11,850.68	0.00
Office Expenses	88,300.72	37,503.00	50,797.72	50,000.00
Professional Development	37,156.60	29,997.00	7,159.60	40,000.00
Purchased Service	205,943.77	127,503.00	78,440.77	170,000.00
Recovery - City of Pembroke share	(1,607,121.00)	(1,607,121.00)	0.00	(2,142,831.00)
Recovery - County	(44,226.98)	(22,572.00)	(21,654.98)	(30,095.00)
Revenue - Donations	(115.00)	(2,250.00)	2,135.00	(3,000.00)
Revenue - Interest	0.00	(56,250.00)	56,250.00	(75,000.00)
Revenue - Other	(351,921.93)	(286,551.00)	(65,370.93)	(382,062.00)
Revenue - Provincial - Other	(107,947.94)	(630,000.00)	522,052.06	(840,000.00)
Revenue- Provincial Subsidy	(8,264,411.00)	(8,269,974.00)	5,563.00	(11,026,635.00)
Revenue- Special Project	0.00	0.00	0.00	0.00
Small Equipment & Supplies	438,303.12	337,500.00	100,803.12	450,000.00
Special Project	186,379.85	0.00	186,379.85	0.00
Surplus Adjustment - Capital	2,648,116.42	2,576,250.00	71,866.42	3,435,000.00
Surplus Adjustment - Capital Lease Principal	153,776.92	187,497.00	(33,720.08)	250,000.00
Surplus Adjustment - Proceeds Capital Lease	(1,627,699.00)	(1,012,500.00)	(615,199.00)	(1,350,000.00)
Surplus Adjustment - Depreciation	(735,865.34)	(900,000.00)	164,134.66	(1,200,000.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(3,144,182.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	1,200,000.00
Travel	47,238.50	29,997.00	17,241.50	40,000.00
Uniform Allowances	600.00	0.00	600.00	0.00
Uniform, Laundry	156,834.78	112,500.00	44,334.78	150,000.00
Vehicle - recovery from other paramedic program	(271,558.00)	0.00	(271,558.00)	0.00
Vehicle Operation & Maintenance	749,229.43	524,997.00	224,232.43	700,000.00
<u>PARAMEDIC - OTHER</u>	<u>0.00</u>	<u>73,380.00</u>	<u>(73,380.00)</u>	<u>0.00</u>
Comm Paramedic - Salaries & Benefits	0.00	0.00	0.00	0.00
Comm Paramedic - Expenses	0.00	0.00	0.00	0.00
Comm Paramedic - Provincial Subsidy	(256,529.33)	(273,753.00)	17,223.67	(365,000.00)
LTC - Salaries & Benefits	1,097,820.00	1,475,269.00	(377,449.00)	1,917,848.00

LTC - Expenses	630,838.40	335,358.00	295,480.40	447,152.00
LTC - Provincial Subsidy	(1,608,869.22)	(1,500,003.00)	(108,866.22)	(2,000,000.00)
LTC - Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	0.00
LTC - Surplus Adjustment - Transfer to Reserves	170,599.86	0.00	170,599.86	0.00
LTC - Surplus Adjustment - Depreciation	(33,859.71)	0.00	(33,859.71)	0.00
Vaccine - Salaries & Benefits	0.00	0.00	0.00	0.00
Vaccine - Expenses	0.00	0.00	0.00	0.00
Vaccine - Provincial Subsidy	0.00	0.00	0.00	0.00
VTAC - Salaries & Benefits	1,374,490.27	1,460,498.00	(86,007.73)	1,898,644.00
VTAC - Expenses	2,248,421.00	2,292,264.00	(43,843.00)	3,056,356.00
VTAC - Revenue - Provincial	(3,730,256.34)	(3,716,253.00)	(14,003.34)	(4,955,000.00)
VTAC - Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
VTAC - Surplus Adjustment - Transfer to Reserves	121,078.08	0.00	121,078.08	0.00
VTAC - Surplus Adjustment - Depreciation	(13,733.01)	0.00	(13,733.01)	0.00
<u>EMERGENCY MANAGEMENT</u>	<u>132,525.16</u>	<u>133,322.00</u>	<u>(796.84)</u>	<u>171,095.00</u>
911	49,654.11	50,000.00	(345.89)	60,000.00
Admin Charge (Paramedic Service)	44,226.98	22,572.00	21,654.98	30,095.00
Depreciation	24,687.24	0.00	24,687.24	0.00
Emergency Management	15,168.04	45,000.00	(29,831.96)	60,000.00
Fire Services Charges	0.00	0.00	0.00	120,000.00
Purchased Service	4,579.20	0.00	4,579.20	0.00
Recoveries - Other	0.00	0.00	0.00	(120,000.00)
Recoveries - Municipal	0.00	0.00	0.00	0.00
Surplus Adjustment - Capital	18,896.83	15,750.00	3,146.83	21,000.00
Surplus Adjustment - Depreciation	(24,687.24)	0.00	(24,687.24)	0.00

COUNTY OF RENFREW

BY-LAW NUMBER

**A BY-LAW TO EXECUTE A SERVICE AGREEMENT BETWEEN THE ONTARIO PROVINCIAL POLICE (OPP)
AND THE COUNTY OF RENFREW FOR THE RENEWAL OF 9-1-1 PRIMARY PUBLIC SAFETY
ANSWERING POINT (P-PSAP) SERVICES AGREEMENT**

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

AND WHEREAS the County of Renfrew deems it desirable to enter into an agreement with His Majesty the King in Right of the Province of Ontario, as represented by the Minister of the Solicitor General on behalf of the Ontario Provincial Police (OPP), for renewal of the 9-1-1 Primary Public Safety Answering Point (P-PSAP) Services Agreement for the period of November 28, 2024 to November 27, 2029 for a cost of \$59,670.77 based on a population of 106,365 residents.

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

1. THAT the agreement attached to and made part of this By-law shall constitute an agreement between the Corporation of the County of Renfrew and His Majesty the King in Right of the Province of Ontario, as represented by the Minister of the Solicitor General on behalf of the Ontario Provincial Police (OPP).
2. THAT the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this By-law.
3. THAT this By-law shall come into force and take effect upon the passing thereof.
4. THAT By-law 63-19 is hereby repealed.

READ a first time this 27th day of November, 2024.

READ a second time this 27th day of November, 2024.

READ a third time and finally passed this 27th day of November, 2024.

PETER EMON, WARDEN

GWEN DOMBROSKI, CLERK



**AGREEMENT FOR THE PROVISION OF
PRIMARY PUBLIC SAFETY ANSWERING
POINT (PSAP) SERVICES**

**AGREEMENT FOR THE PROVISION OF PRIMARY PSAP SERVICES
EFFECTIVE AS OF JANUARY 1, 2025**

BETWEEN:

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the
MINISTER OF THE SOLICITOR GENERAL
on behalf of the ONTARIO PROVINCIAL POLICE
("OPP")**

OF THE FIRST PART

AND:

**Corporation of the County of Renfrew
(the "9-1-1 Authority")**

OF THE SECOND PART

RECITALS:

- (a) **WHEREAS** Bell Canada has entered into agreements with the 9-1-1 Authority to provide the 9-1-1 Authority with a 9-1-1 Public Emergency Reporting Service (PERS), and which authorizes the 9-1-1 Authority to deliver 9-1-1 services using NG 9-1-1 technology;
- (b) **AND WHEREAS** it is the obligation of the 9-1-1 Authority under its agreement with Bell Canada to ensure that a Primary Public Safety Answering Point serves the territory in which the 9-1-1 Authority operates;
- (c) **AND WHEREAS** the 9-1-1 Authority is permitted under its agreement with Bell Canada to contract with a third party for the management and operation of the Primary Public Safety Answering Point;
- (d) **AND WHEREAS** the 9-1-1 Authority wishes to contract with the OPP for the management and operation of the Primary Public Safety Answering Point, which is or is expected during the term of this Agreement to transition from being delivered by PERS to being delivered using NG 9-1-1 technology;
- (e) **AND WHEREAS** the 9-1-1 Authority confirms its adherence to this Agreement by executing it, as provided for herein, and providing the OPP with a certified copy of the resolution or by-law authorizing it entering into this Agreement;

NOW THEREFORE, in consideration of the promises and covenants herein, the Parties agree as follows:

1 The Parties warrant that the recitals are true.

2 DEFINITIONS AND INTERPRETATION

2.1 In this Agreement:

“9-1-1 Call” means a request for public safety assistance signaled by a 9-1-1 caller using a device and communications service supporting 9-1-1 contact, regardless of the media (e.g., voice, video, text, other) used to make that request; **“9-1-1 Caller”** means the end user contacting 9-1-1.

“Agreement” means this agreement and Schedule “A”, which is attached to, and forms part of this Agreement.

“ALI” means an Automatic Location Identification, which consists of a database feature that displays, to the Primary and Secondary PSAP, address and location data with respect to a source from which the 9-1-1 call originates.

“ANI” means an Automatic Number Identification, which consists of a database feature that displays the telephone number of the primary exchange service that originates the 9-1-1 call to the Primary PSAP.

“Call Control” means a feature that allows the 9-1-1 call taker at the Primary PSAP to maintain control of

the line upon which the 9-1-1 call was made regardless of calling party action.

“**ESZ**” means Emergency Services Zone, which is a geographic area served by a Secondary PSAP in the territory of the 9-1-1 Authority.

“**GIS**” means “Geographic Information System”, a system for capturing, storing, displaying, analyzing and managing data and associated attributes which are spatially referenced.

“**NG9-1-1**” means a secure, IP-based, open-standards based system comprised of hardware, software, data, and operational policies and procedures that (1) provides standardized interfaces from emergency call and message services to support emergency communications, (2) processes all types of emergency calls, including voice, text, data, and multimedia information, (3) acquires and integrates additional emergency call data useful to call routing and handling, (4) delivers the emergency calls, messages and data to the appropriate PSAP and other appropriate emergency entities based on the location of the caller, (5) supports data, video, and other communications needs for coordinated incident response and management and (6) interoperates with services and networks used by first responders to facilitate emergency response.

“**Party**” means the OPP or the 9-1-1 Authority, and “**Parties**” shall mean both of them.

“**PERS**” means “Public Emergency Reporting Service” which is a telecommunications service provided by Bell for the delivery of 9-1-1 calls.

“**PSAP**” means “Public Safety Answering Point” which is the entity responsible for receiving 9-1-1 calls and processing those 9-1-1 calls according to a specific operational policy.

“**Primary PSAP**” means the Primary Public Safety Answering Point serving the 9-1-1 Authority and located at the OPP Provincial Communications Centre (PCC), which is the first point of reception by the OPP of 9-1-1 calls.

“**Secondary PSAP**” means the communication center of a fire, police or ambulance agency, within an ESZ, to which 9-1-1 calls are transferred from the Primary PSAP, and for which the Secondary PSAP is then responsible for taking appropriate action.

“**Selective Routing and Transfer**” means a feature that automatically routes a 9-1-1 call to the appropriate Primary or Secondary PSAP based upon the ALI and ANI of the telephone line from which the 9-1-1 call originates.

2.2 **Severability** - If any term of this Agreement shall be held to be illegal, invalid, unenforceable, null, void or inoperative by a court of competent jurisdiction, the remaining terms shall remain in full force and effect.

2.3 **Section Headings** - The section headings contained herein are for purposes of convenience only and

shall not be deemed to constitute a part of this Agreement or affect the meaning or interpretation of this Agreement in any way.

2.4 **Entire Agreement** - This Agreement constitutes the entire agreement of the Parties, with respect to the provision and operation of services as defined hereunder and supersedes any previous agreement whether written or verbal. In the event of a conflict or inconsistency between this Agreement and a tender document such as request for proposals issued by the 9-1-1 Authority for the provision of services as described hereunder or the proposal that the OPP submitted in response to the tender document, this Agreement shall prevail to the extent of the conflict or inconsistency.

2.5 **Amendments** - Any amendments to this Agreement shall be in writing and shall not take effect until approved in writing by both Parties. Either party may make changes to this Agreement with the consent of the other party by appending an amendment signed and dated by both parties reflecting the changes.

3 **NOTICES**

3.1 **Notice** - Any notice required pursuant to this Agreement shall be in writing by mail or by electronic mail to the following addresses:

To the 9-1-1 Authority

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

Email:
mnolan@countyofrenfrew.on
.ca

To the Ontario Provincial Police

Attention: Municipal Policing Bureau

OPP General Headquarters
777 Memorial Avenue Orillia
ON L3V 7V3

Email: OPP.MunicipalPolicing@opp.ca

Or to such other addresses either of the Parties may indicate in writing to the other. Any notice given in accordance with this Agreement shall be deemed to have been received upon delivery, if delivered by mail or by email, five (5) days after sending.

3.2 **Notices in Writing** - All notices required under this Agreement shall be in writing.

4 **RATES AND METHOD OF PAYMENT**

4.1 The 9-1-1 Authority shall pay the OPP for providing and operating the Primary PSAP as follows:

- (a) **Amount of Annual Rate** - The 9-1-1 Authority shall be charged and shall be required to pay an annual rate of **\$59670.77** based on the residential population served in the geographic territory of the 9-1-1 Authority of 106,365 at a per capita cost of \$0.561.
- (b) **Review of Annual Rate** - The annual rate specified in clause (a) shall be reviewed at the end of every calendar year and may be revised by the OPP based on changes to the residential population or changes to costs of labour and equipment. In the event that the residential population of the geographic territory of the 9-1-1 Authority increases or decreases by more than 10% during either the previous year, or cumulatively since the date the Agreement began, the annual rate shall be adjusted accordingly for the following year, and the 9-1-1 Authority shall pay the revised annual rate. The OPP shall determine the residential population using population figures found in the latest version of the Ontario Municipal Directory, or if not found there, then in other recognized sources.
- (c) **Invoices** - The first invoice shall be issued immediately to the 9-1-1 Authority upon the start of the Agreement. The 9-1-1 Authority shall subsequently be invoiced annually at the beginning of each calendar year, and the invoice shall cover the time period for the subsequent calendar year, or portion thereof that this Agreement is in effect.
- (d) **Payments** - Payments invoiced under this Agreement shall be made payable to the Minister of Finance, and payment shall be due no later than thirty (30) days following receipt of the invoice. Any payments which have become due and owing after this time period, in whole or in part, shall bear interest at the rate set by the Minister of Finance from time to time.

5 **RESPONSIBILITIES OF THE OPP**

The OPP shall manage and operate the Primary PSAP and:

- 5.1 **Personnel** - Staff the Primary PSAP to answer and transfer 9-1-1 calls to the appropriate Secondary PSAP at a level appropriate with the 9-1-1 call volume in the geographic territory of the 9-1-1 Authority.
- 5.2 **Equipment** - Provide, in its operation of the Primary PSAP, terminal equipment which permits the utilization of features provided by Bell Canada to the 9-1-1 Authority consisting of ALI, ANI, Selective Routing and Transfer and Call Control features, as well as equipment to communicate with

deaf, hard of hearing, and speech impaired callers.

- 5.3 **Hours** - Operate the Primary PSAP twenty-four (24) hours a day, seven (7) days a week.
- 5.4 **9-1-1 Call Response** - Answer and transfer all 9-1-1 calls received by the Primary PSAP and associated ANI/ALI information, to a designated Secondary PSAP within the proper ESZ, as deemed appropriate by Primary PSAP personnel. This shall include maintaining control of the line upon which each 9-1-1 call is received until the 9-1-1 call is confirmed as being transferred to the appropriate Secondary PSAP or until the 9-1-1 call is terminated.
- 5.5 **Record Retention** - Retain digital voice records of all 9-1-1 calls received at the Primary PSAP, in accordance with OPP policy, and ANI/ALI data for one hundred eighty (180) days from the date such records are created. The OPP is prepared to provide to authorized personnel, certified copies of audio recordings, as it directly pertains to the Primary PSAP for the purposes of civil litigation and/or criminal proceedings provided the request is received no later than five (5) days prior to the end of the retention period of the recordings or records. The OPP shall retain the original recordings or records until the conclusion of any civil or criminal proceedings to which such records relate.
- 5.6 **Backup Primary PSAP** - Provide an operational backup Primary PSAP to which 9-1-1 calls shall be transferred at the discretion of the OPP or Bell Canada in the event that the usual Primary PSAP is unable to receive the 9-1-1 calls.
- 5.7 **Non-English Callers** - Make reasonable efforts to respond to 9-1-1 calls from non-English callers, subject to the OPP's ability to access the services of a third-party provider. The OPP does not warrant that it shall be able to provide services to non-English callers, or that it shall be able to access such services from a third-party provider.
- 5.8 **Reports** - Upon request from the 9-1-1 Authority, or as determined by the OPP in consultation with the 9-1-1 Authority, the OPP shall provide reports which show the overall efficiency of the Primary PSAP in answering 9-1-1 calls, including the volume of 9-1-1 calls.

6 RESPONSIBILITIES OF THE 9-1-1 AUTHORITY

The 9-1-1 Authority shall:

- 6.1 **Payment** - Be responsible for the amount of payment, in the manner, and within the timelines set out in Article 4.0 herein.
- 6.2 **Designate Secondary PSAPs** - Designate Secondary PSAPs that are not OPP Detachments for each and every ESZ in the geographic territory of the 9-1-1 Authority to which the Primary PSAP shall answer and transfer a 9-1-1 call, and co-ordinate the participation of all such Secondary PSAPs in the manner required by this Agreement.

- 6.3 **Warranty** - Warrant and represent that each Secondary PSAP serving the 9-1-1 Authority is operative twenty-four (24) hours a day, seven (7) days a week, and shall answer and respond to all 9-1-1 calls directed to it from the Primary PSAP.
- 6.4 **Changes** - Notify the OPP in writing immediately upon becoming aware of any changes, including but not limited to changes to NG9-1-1 or any technology in use that shall affect or is likely to affect the services the OPP provides under this Agreement, or of any changes to, or the termination or expiry of any Agreement between the Municipality and Bell Canada related to the services provided hereunder.
- 6.5 **GIS Data Responsibility** – The 9-1-1 Authority shall be solely responsible for GIS data it has provided. The OPP is not responsible for aggregating, creating, maintaining, or updating GIS data on behalf of the Municipality.

7 **LIMITATION OF LIABILITY**

- 7.1 **Limitation of Liability** - Notwithstanding any other provision in this Agreement, the OPP shall not be responsible or liable for any injury, death or property damage to the 9-1-1 Authority, its employees, subcontractors or agents, or for any claim by any third party against the 9-1-1 Authority, its employees, subcontractors or agents arising from:
- (a) **External Information** - The accuracy or completeness, or lack thereof, of any information the OPP receives from the 9-1-1 Authority, Bell Canada or any other third party, which the OPP relies on in providing services under this Agreement.
 - (b) **Equipment and Services** - Equipment or services provided by any other party (including the failure of any other party to provide equipment or services) which the OPP uses and relies on to provide services under this Agreement including but not limited to:
 - (i) Equipment or services required to transfer services provided under this Agreement from any other party to the OPP,
 - (ii) Services provided to non-English speakers who place 9-1-1 calls,
 - (iii) Services provided by Bell Canada to the 9-1-1 Authority including under PERS or NG9-1-1 and,
 - (iv) Services provided by Secondary PSAPs, which are not part of the OPP.
 - (c) **Call Volumes** - The inability of the OPP to respond to 9-1-1 calls due to call volume that exceeds the capacity of the Primary PSAP, including the equipment and personnel who work at the Primary PSAP.

7.2 **Survival** - Section 7.1 shall survive the termination or expiry of this Agreement.

8 COMPLIANCE WITH LAWS AND CONFIDENTIALITY

8.1 **Compliance with Laws** - Both Parties agree to comply with all applicable laws in effect in the Province of Ontario in performing their respective obligations and duties under this Agreement.

8.2 **Confidential Information** - Both Parties agree that except where required by law, or for the purpose of performing duties or obligations under this Agreement, neither Party shall directly or indirectly disclose, destroy, exploit or use, either during or after the term of this Agreement, any confidential information belonging to the other Party, unless the other Party has provided its written consent. Both Parties further agree that when this Agreement terminates or expires, they shall return all confidential information belonging to the other Party.

9 DISPUTE RESOLUTION

9.1 **Dispute Resolution** - Subject to Article 10.0 herein, if any dispute arises between the OPP and the 9-1-1 Authority as to their respective rights and obligations under this Agreement, the Parties may use the following dispute resolution mechanism to resolve such disputes:

- (a) The Unit Commander of the Primary PSAP and a representative of the 9-1-1 Authority herein shall attempt to settle the dispute within fifteen (15) business days of the dispute arising;
- (b) If the Unit Commander of the Primary PSAP and the representative of the 9-1-1 Authority are unable to settle the dispute within fifteen (15) business days of the dispute arising, they shall refer the dispute to the Director. The Director and the representative 9-1-1 Authority shall attempt to resolve the dispute within fifteen (15) business days;
- (c) If the Parties are still unable to resolve the dispute, the Commissioner or the Deputy Commissioner of the OPP and representative of the 9-1-1 Authority agrees to attempt to resolve the dispute within fifteen (15) business days; and,
- (d) If the Parties are still unable to resolve the dispute, each may, with the agreement of the other Party, refer the dispute to arbitration in accordance with the Arbitration Act, 1991, as amended.

10 TERM, TERMINATION AND RENEWAL

10.1 **Term** - This Agreement shall come into effect on the date first written above and shall remain in force, subject to either party terminating the agreement as specified in this section.

10.2 **Termination** - Either Party to this Agreement may terminate this Agreement without cause and

without incurring any liability upon providing one hundred eighty (180) days written notice of termination to the other Party, in which case this Agreement shall terminate one hundred eighty (180) days following the delivery of such notice. Should a notice to terminate be given, the 9-1-1 Authority shall continue to be obligated to pay for the cost of the services described in this Agreement up to and including the date of such termination and the OPP shall continue to be responsible to provide the services described in this Agreement up to and including the date of such termination.

- 10.3 **Immediate Termination** - Either Party may terminate this Agreement immediately without incurring any liability if Bell Canada withdraws offering PERS or any successor technology such as NG9-1-1 to the 9-1-1 Authority or if the Agreement between Bell Canada and the 9-1-1 Authority for the provision of PERS or any successor technology such as NG9-1-1 is terminated or is expired and not renewed.

11 **GENERAL**

- 11.1 **No Waiver** - The failure of a Party to this Agreement to enforce at any time any of the provisions of this Agreement or any of its rights in respect thereto or to insist upon strict adherence to any term of this Agreement shall not be considered to be a waiver of such provision, right or term or in any way to affect the validity of this Agreement.
- 11.2 **Waiver in Writing** - Any waiver by any Party hereto of the performance of any of the provisions of this Agreement shall be effective only if in writing and signed by a duly authorized representative of such Party.
- 11.3 **No Prejudice** - The exercise by any Party to this Agreement of any right provided by this Agreement shall not preclude or prejudice such Party from exercising any other right it may have under this Agreement, irrespective of any previous action or proceeding taken by it hereunder.
- 11.4 **Restructuring** - The 9-1-1 Authority shall notify, and consult with the OPP before the 9-1-1 Authority's boundaries are altered, the 9-1-1 Authority is amalgamated with another 9-1-1 Authority, the 9-1-1 Authority is dissolved or the legal status of the 9-1-1 Authority is subject to other substantive changes.
- 11.5 **Relations** - The Agreement shall not create nor shall it be interpreted as creating any association, partnership, employment relationship or any agency relationship between the Parties.
- 11.6 **Media** - Both Parties agree that they shall not at any time directly or indirectly communicate with the media in relation to this Agreement unless they first notify the other Party in writing.
- 11.7 **Promotion** - Neither Party shall publicize or issue any publications related to this Agreement unless they first notify the other Party in writing.

- 11.8 **Assignment** - Neither Party shall assign this Agreement or any portion thereof without the prior written consent of the other, which consent may not be arbitrarily withheld.
- 11.9 **Force Majeure** - Neither Party shall be liable for damages caused by delay or failure to perform its obligations under this Agreement where such delay or failure is caused by an event beyond its reasonable control. The Parties agree that an event shall not be considered beyond one's reasonable control if a reasonable business person applying due diligence in the same or similar circumstances under the same or similar obligations as those contained in the Agreement would have put in place contingency plans to either materially mitigate or negate the effects of such event. If a Party seeks to excuse itself from its obligations under this Agreement due to a force majeure event, that Party shall immediately notify the other Party of the delay or non- performance, the reason for such delay or non-performance and the anticipated period of delay or non-performance.

IN WITNESS WHEREOF, the **9-1-1 Authority** has affixed its Corporate Seal attested by the signature of its duly authorized signing officer(s), and the Provincial Commander of the OPP has personally signed this Agreement to be effective as of the date set out herein.

Corporation of the County of Renfrew

SIGNATURE

Peter Emon, Warden

Print Name & Title

Date: 27th day of November, 2024

SIGNATURE

Craig Kelley, Chief Administrative Officer

Print Name & Title

Date: 27th day of November, 2024

Ontario Provincial Police (OPP)

Provincial Commander

Print Name

Date: _____ day of _____, 20__

SCHEDULE "A"

BYLAW OR BAND COUNCIL RESOLUTION

Attached to and forming part of the Agreement between

HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by the
MINISTER OF THE SOLICITOR GENERAL
on behalf of the **ONTARIO PROVINCIAL POLICE**

And

Corporation of the County of Renfrew

**PLACEHOLDER
BY-LAW/BAND COUNCIL RESOLUTION**

Ontario Police
 Provincial provinciale
 Police de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave. 777, avenue Memorial
 Orillia ON L3V 7V3 Orillia ON L3V 7V3

Tel: 705 329-6200 Tél. : 705 329-6200
 Fax: 705 330-4191 Téléc.: 705 330-4191

File Reference:600

Corporation of the County of Renfrew
 9 International Drive, Pembroke
 Ontario, Canada K8A 6W5

mnolan@countyofrenfrew.on.ca

October 16, 2024

Dear Sir / Madam

This letter is a follow up to our August 2023 correspondence sent to advise of upcoming changes to the Primary Public Safety Answering Point (P-PSAP) service agreement with the Ontario Provincial Police (OPP) to align with the requirements of Next Generation 9-1-1 (NG9-1-1) services. The P-PSAP service is a necessary requirement of providing 9-1-1 to the public as it is the first point of contact when dialing 9-1-1; operators determine whether the caller requires police, fire or ambulance service before routing to the call to the appropriate agency. The new OPP P-PSAP agreement has been developed and is attached to this letter.

At this time, the rate for this service will remain at \$0.561 / capita / annum. Accordingly, the annual cost of the service to Corporation of the County of Renfrew in 2025 will be \$59,670.77, based on a residential population served of 106,365.

While we encourage you to review the new agreement in its entirety, a summary of significant updates to the agreement include:

	Previous Agreement(s)	New Agreement
Terminology	Central Emergency Reporting Bureau (CERB) Public Emergency Reporting Service (PERS)	P-PSAP NG 9-1-1
Termination	90-day notice period	180-day notice period
Term length	2 (two) & 5 (five) year, renewable by written notice	Rolling term

To proceed with services under the new agreement, the OPP will require the attached agreement to be signed by the appropriate party, be accompanied by a by-law or band council resolution, and returned to the OPP by December 1, 2024.

Agreements will be effective as of January 1, 2025 and changes to billing based on population updates will be reflected in the annual billing issued in January 2025.

I have attached a P-PSAP information package for your reference. Please notify us at the soonest opportunity if you have any questions, or if you wish to discontinue the P-PASP service from the OPP. Note that the OPP is one of multiple providers of P-PSAP service to choose from, and that a P-PSAP service must be in place for members of your community to continue to be able to access 9-1-1. If you have any questions regarding the service, changes to the agreement, or billing please contact ppsap@opp.ca.

Kind Regards,

A handwritten signature in black ink, appearing to read 'Steve Ridout', written in a cursive style.

Superintendent Steve Ridout
Commander, Municipal Policing Bureau

Attachments P-PSAP Agreement
P-PSAP Information Package

COUNTY OF RENFREW

BY-LAW NUMBER

A BY-LAW TO ENTER INTO AN AGREEMENT BETWEEN THE MINISTER OF HEALTH AND THE COUNTY OF RENFREW FOR THE RENEWAL OF THE PROVISION OF COMMUNICATION SERVICES TO THE COUNTY OF RENFREW FIRE SERVICES

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

AND WHEREAS the County of Renfrew deems it desirable to enter into an agreement with His Majesty the King in Right of the Province of Ontario, as represented by the Minister of Health, for the renewal of an agreement for the provision of communication (call taking, call alerting and/or dispatching) services to the County fire services by the Renfrew Central Ambulance Communications Centre, operated by the Emergency Health Program Management and Delivery Branch of the Ministry of Health.

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

1. THAT the agreement attached to and made part of this by-law shall constitute an agreement between the Corporation of the County of Renfrew and His Majesty the King in Right of Ontario as represented by the Minister of Health.
2. THAT the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this By-law.
3. THAT this By-law shall come into force and take effect upon the passing thereof.
4. THAT By-law 124-21 is hereby repealed.

READ a first time this 27th day of November, 2024.

READ a second time this 27th day of November, 2024.

READ a third time and finally passed this 27th day of November, 2024.

PETER EMON, WARDEN

GWEN DOMBROSKI, CLERK

THIS AGREEMENT made this 1st day of January 2025.

BETWEEN:

THE COUNTY OF RENFREW

(hereinafter referred to as the "County")

AND:

HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF ONTARIO

AS REPRESENTED BY THE MINISTER OF HEALTH

(hereinafter referred to as the "Minister")

WHEREAS it is the intention of the parties to enter into an agreement for the provision of communication (call taking, call alerting and/or dispatching) services to the County fire services by the Renfrew Central Ambulance Communications Centre, operated by the Emergency Health Program Management & Delivery Branch of the Ministry of Health (hereinafter referred to as the "CACC");

NOW THEREFORE WITNESSETH that in consideration of the mutual covenants and agreements contained in this Agreement and subject to the terms and conditions set forth in this Agreement, the parties agree as follows:

SERVICES PROVIDED BY MOH

1. (a) The CACC shall provide services under this Agreement in accordance with Schedule A of this Agreement.
- (b) Despite sub-clause 1(a), at any time during the term of this Agreement, the Minister shall be entitled to amalgamate the Renfrew Central Ambulance Communications Centre (CACC) with one or more other Central Ambulance Communications Centres.
- (c) Where the Minister intends to amalgamate the CACC in accordance with sub-clause 1(b), the Minister shall give the other party 180 days notice of his/her intention. The Minister shall indicate, in such notice or as soon as practicable thereafter, which Central Ambulance Communications Centre is to be the operator of the new amalgamated Central Ambulance Communications Centre (hereinafter referred to as the "Amalgamated CACC").
- (d) Where, in his/her notice or thereafter, the Minister indicates that the operator of the Amalgamated CACC will be the Minister, the parties shall continue to act in accordance with this Agreement despite and subsequent to the amalgamation;
- (e) Where, in his/her notice or thereafter, the Minister indicates that the operator of the Amalgamated CACC will not be the Minister,
 - (i) the County may terminate this Agreement at any time after receipt of such notice, in accordance with sub-clause 1(f);
 - (ii) at such time and in such manner as the Minister directs, the Minister shall,
 1. assign all rights and obligations of the Renfrew CACC in respect of this Agreement to the Amalgamated CACC, at which time the provisions of this Agreement shall apply, allowing for the necessary changes, to the Amalgamated CACC as though it were the CACC; and
 2. transfer to the Amalgamated CACC all equipment at the Renfrew CACC owned or purchased by the County and used for the purposes of this Agreement.

- (iii) immediately upon the assignment and transfer referred to in paragraph 1(e)(ii), the Renfrew CACC shall cease to have any rights or obligations in respect of this Agreement;
- (iv) despite paragraph 1(e)(i) and paragraph 1(e)(iii), nothing in this sub-clause shall affect the obligations of the Minister and the County under clause 16, clause 17, clause 18, and clause 19, all of which shall survive. In addition, this paragraph shall survive the expiry or termination of this Agreement
- (f) (i) Where the County intends to terminate this Agreement under paragraph 1(e)(i), the procedure set forth in clause 11 and clause 12 shall not apply. Rather, the County shall give the Minister 180 days notice of its intention to terminate, after which time this Agreement shall automatically terminate.
- (ii) Where the County does not give the notice referred to in paragraph 1(f)(i), this Agreement shall not terminate, and the parties shall continue to act in accordance with this Agreement
- (g) Despite sub-clause 1(a), at any time during the term of this Agreement the Minister shall be entitled to transfer the operation of the CACC to some other person or body, in which case sub-clauses 1(c), (e) and (f) shall apply with all necessary modifications.

REPAIR AND MAINTENANCE OF EQUIPMENT

- 2. (a) Despite sub-clause 1(a), the CACC may stop supplying some or all of the services set forth in Schedule A of this Agreement if the CACC cannot supply the services due to the mechanical or other similar failure of any equipment used by the CACC, regardless of the ownership of that equipment.
- (b) Where the CACC stops supplying services in accordance with sub-clause 2(a), the Minister shall give notice forthwith to the County of this fact and shall repair or cause to be repaired the equipment as soon as practicable unless the equipment has been purchased or is owned by the County and installed at the CACC by the County. In the latter case, the Minister shall give the County notice forthwith of the fact that it has stopped supplying the services and shall request that the County repair the equipment as soon as practicable.
- (c) The County shall continue to own and be responsible for the repair and maintenance of all equipment purchased for this Agreement by the County and installed at the CACC. However, aside from the County's repair and maintenance responsibility under this sub-clause, the County shall not be entitled to exercise any other rights in respect of such equipment during the term of this Agreement.

- (d) Where the equipment used by the CACC to provide any services under this Agreement cannot be repaired within a reasonable time, as soon as reasonable under the circumstances,
- (i) the County will provide the CACC with proper substitute equipment, where the equipment that cannot be repaired was purchased or owned by the County; and
 - (ii) the Minister shall provide the CACC with proper substitute equipment, where the equipment that cannot be repaired was purchased or owned by the Minister,

so that the CACC can continue to provide all services required of it under this Agreement as soon as reasonably possible.

SERVICES PROVIDED BY COUNTY

3. The County shall provide services in accordance with Schedule B of this Agreement.

JOINT STEERING COMMITTEE

4. (a) The parties shall establish a Joint Steering Committee (hereinafter referred to as the "Committee").
- (b) The Committee shall be composed of two representatives from the Ministry of Health, one of whom shall be the Manager of the CACC; two members of the Fire Communications Committee, one of whom shall be the Chair; and one representative from the County; or designates. Representatives from the Fire Marshal's office, the Fire Chiefs Communications Committee, the Ministry of Health, CACC, and County Staff will serve in an advisory role to the Committee.
- (c) The Committee shall act on each matter by a majority vote of its representatives, unless otherwise agreed to from time to time by such representatives or by the parties.
- (d) The functions of the Committee shall be: to establish the terms of reference for their activities as may be amended from time to time; to monitor this Agreement, including the services to be provided under it; to mediate in respect of disputes or other matters relevant to this Agreement that are brought before it by a party; and to consider and, where appropriate, to make recommendations on any matter relevant to this Agreement that is brought before it by a party.

- (e) No decision, determination or suggestion by the Committee, including but not limited to any Committee; mediation proposal and any recommendation in a Committee report, shall be binding on the parties.
- (f)
 - (i) The Committee shall meet at least once in every year during the term of this Agreement, but at any time a party may give notice to the Secretary of the Committee that it wishes the Secretary to convene a meeting to discuss any matter relevant to this Agreement.
 - (ii) The Secretary shall arrange a meeting of the Committee within 2 weeks of receipt of the notice sent under paragraph 4(f)(i). The time and location of the meeting shall be at the mutual convenience to the representatives on the Committee.
 - (iii) The Committee may, but is not required to, issue a report to the representatives on the Committee within such time as is agreed to by the representatives. The report shall set out the issues, the recommendations of the Committee and any other matter relevant to such issues as is mutually agreed to by the representatives.
- (g)
 - (i) With respect to routine requests from fire departments for changes in response plans and procedures as applied by the CACC, the Chair, once notified, will refer to and apply the process outlined in Schedule E.

PARTICIPATING FIRE SERVICES

- 5. (a) The fire services for which the CACC is to provide call taking, call alerting and/or dispatching services under this Agreement are set out in Schedule C of this Agreement.
- (b) Until such time as the Municipality of Head, Clara & Maria obtain fire service coverage, the Ministry of Health CACC will also take the 9-1-1 calls for fires in that Municipality, advising the caller(s) that no municipal fire service is available, and the CACC will advise the appropriate police service or the Ministry of Natural Resources of the emergency, or as otherwise indicated in CACC policy in effect at that time.

ADMINISTRATIVE FEES

- 6. (a) The County shall pay the Minister an administrative fee in accordance with Schedule D of this Agreement, due and payable on January 1, 2025 and January 1, 2026. The amount set for such fees shall not be subject to any amendment under clause 11.

- (b) If this Agreement is terminated under either sub-clause 1(f) or clause 12, the fee payable under sub-clause 6(a) shall be pro-rated to the date of termination.

FIRE SERVICE CALL FEES

7. (a) The County shall pay the Minister a fee in accordance with Schedule D of this Agreement for each fire service call received by the CACC. The amount set for such fees shall not be subject to any amendment under clause 11.
- (b) The obligation to pay the Fire Service Call fee provided for in sub-clause 7(a), shall apply until 11:59 P.M. on December 31, 2026 unless this agreement is terminated prior to, or extended beyond, that date as outlined elsewhere in this document.
- (c) Despite sub-clause 7(a) and excluding agreements for medical FIRST RESPONSE by Fire Services, the County shall not be charged the fire service call fee for any call in respect of which the CACC notifies a fire service for the purpose of assisting an ambulance crew with a medical response.
- (d) The Ministry shall send to the County an invoice in respect of the amount owing for fire service calls at the end of each calendar year during the term of this Agreement and on the termination or expiry of this Agreement.

ADDITIONAL COSTS AND AMOUNTS

8. The County shall be responsible for any costs or amounts not provided for in clause 6 and clause 7, but only where the responsibility for the payment of such additional costs or amounts has been mutually agreed to by the Minister and the County.

INVOICES

9. All amounts payable under this Agreement shall be paid no later than 60 days from the date when an invoice for such amounts has been sent to the party obligated to pay.

TERM AND RENEWAL

10. (a) This Agreement shall be for a two year term commencing on January 1, 2025 unless terminated under sub-clause 1(f) or clause 12.

- (b) In the absence of written notice of termination to the MOH, this Agreement will renew for a further term of three (3) years, on the same terms and conditions with the exception of costs, which shall be adjusted each year according to the Bank of Canada Inflation Calculator for the previous year with agreement by the parties.

PERFORMANCE, BREACH AND AMENDMENT

11. (a) Where a party
- (i) is dissatisfied with the performance under this Agreement of the other party, or
 - (ii) considers that the other party is in breach of this Agreement, or
 - (iii) wishes to amend this Agreement (except in respect of the administrative fees and fire service call fees determined under clause 6 and clause 7) or any term of any Schedule of this Agreement,

that party may give notice to the Secretary of the Committee that it wishes the Secretary to convene a meeting of the Committee to discuss the matter.

- (b) Where a party gives notice to the Secretary under sub-clause 11(a), and either paragraph 11(a)(i) or paragraph 11(a)(ii) applies, that party shall also give notice at the same time to the other party whose performance or breach, as the case may be, is of concern to the party giving notice. The notice to the other party shall call on the other party to correct the performance or breach to the satisfaction of the party giving notice within 30 days of the issuance of the report issued under sub-clause 11(d).
- (c) The Secretary shall arrange a meeting of the Committee within 2 weeks of receipt of the notice sent under sub-clause 11(a). The meeting time and location shall be of mutual convenience to the representatives on the Committee.
- (d) The Committee shall issue a report to the representatives on the Committee within 2 weeks of the meeting. The report shall set out the issues, the recommendations of the Committee and any other matter relevant to such issues as is agreed to by the representatives on the Committee.
- (e) Despite sub-clause 11(a), all parties may mutually agree to amend any term of this Agreement (except clause 6 and clause 7), or any term of any Schedule of this Agreement, by a joint letter signed by all parties, rather than by the procedure set forth in this clause. The joint letter will be appended to, and shall form part of, this Agreement.

- (f) Until this Agreement or any Schedule is amended under this clause, all the provisions of this Agreement and the Schedules shall remain in full force and effect. However, the parties may agree to an amendment that has retroactive effect.

TERMINATION FOR CAUSE

12. Having regard to paragraph 11(a)(i), paragraph 11(a)(ii) and sub-clause 11(b), where the performance or breach of a party is not corrected, to the satisfaction of the party giving notice, within 30 days of the issuance of the report under sub-clause 11(d), the party giving notice may terminate this Agreement by giving the other party 180 days notice of the party's intention to terminate, after which time this Agreement shall automatically terminate. Where no such notice is given, this Agreement shall continue in full force and effect.

EQUIPMENT REMOVAL AND FEES PAYABLE ON TERMINATION

13. (a) Where this Agreement has been terminated under sub-clause 1(f) or clause 12, or has expired under sub-clause 10(a), the County shall remove from the CACC all equipment purchased or owned by the County.
- (b) Where this Agreement has been terminated under sub-clause 1(f) or clause 12, the Minister shall send the County an invoice for any amount owed by the County to the Minister. However, the County may deduct from this amount an amount representing any reimbursement by the Minister to the County, on a pro rata basis, of the appropriate portion of the annual administrative fee paid under clause 6.

NOTICE

14. Any notice, invoice or other communication (hereinafter referred to as a "notice") required or permitted under this Agreement to be given or sent by a party shall be written and shall be deemed to have been sufficiently given or sent 5 business days after such notice shall have been mailed postage prepaid, or 24 hours after such notice shall have been delivered by hand or by facsimile transmission.

Any notice shall be addressed or delivered, in the case of the Minister, to:

EMERGENCY HEALTH PROGRAM MANAGEMENT & DELIVERY BRANCH
5700 YONGE STREET
FLOOR 6
TORONTO, ON M2M 4K5

ATTN: DIRECTOR

and, in the case of the County, to:

THE CORPORATION OF THE COUNTY OF RENFREW
9 INTERNATIONAL DRIVE
PEMBROKE, ON K8A 6W5

ATTN: DIRECTOR OF EMERGENCY SERVICES

EMPLOYEES AND AGENTS OF CACC AND AMALGAMATED CACC PERSONNEL

15. (a) For the purpose of this Agreement, all CACC personnel shall at all times be deemed to be employees or agents only of the Minister, and not employees or agents of the County.
- (b) Where the Minister amalgamates the CACC under sub-clause 1(b), for the purposes of this Agreement all Amalgamated CACC personnel shall at all times be deemed to be employees or agents only of the operator of the Amalgamated CACC, and not employees or agents of the County. For greater certainty under this sub-clause, the employees or agents of the Amalgamated CACC shall be deemed to be the employees or agents of the Minister only where the Amalgamated CACC is operated by the Minister.

PROTECTION FOR AND INDEMNIFICATION OF MINISTER

16. (a) The Minister, his/her officers, employees, agents, assigns, independent contractors, and subcontractors shall not be liable to the County or to any of the officers, employees, agents, volunteers, assigns, independent contractors or subcontractors of the County (hereinafter collectively referred to in this clause, clause 17, and clause 18, as the "Personnel" of the County) for any actions taken or failed to be taken under this Agreement, including, but not limited to, any losses, expenses, costs, claims, damages and liabilities arising out of or by reason of or attributable to the provision of the County's services, or the performance of the County's obligations, under this Agreement.

- (b) The County shall indemnify and save harmless the Minister and his/her officers, employees, agents, assigns, independent contractors and subcontractors from all costs, losses, damages, judgements, claims, demands, suits, actions, causes of action, contracts, or other proceedings of any kind or nature based on, occasioned by or attributable to anything done or omitted to be done by the County or by the personnel of the County, in connection with this agreement, or by the performance of the County's obligations under this Agreement.
- (c) The provisions of this clause shall survive the expiry or termination of this Agreement.

PROTECTION FROM CLAIMS

- 17. The County shall protect itself from and against all claims that might arise from anything done or omitted to be done under this Agreement by the County, or by the personnel of the County, and more specifically from and against all claims that might arise from anything done or omitted to be done under this Agreement where bodily injury (including personal injury), death or property damage, including loss of use thereof, is caused; unless such liability results out of the negligence, or anything done or omitted to be done under this Agreement by the Minister and his/her officers, employees, agents, assigns, independent contractors and subcontractors.

INSURANCE BY COUNTY IN FAVOUR OF MINISTER

- 18. (a) For the purpose of sub-clause 17 and without restricting the generality of that clause, the County shall maintain in full force and effect during the term of this Agreement, at its own expense, a policy of comprehensive general liability insurance, in form and substance acceptable to the Minister, providing coverage for a limit of not less than two million dollars (\$2,000,000.00) for each occurrence of a claim of bodily injury (including personal injury), death or property damage, including loss of use thereof, that may arise directly or indirectly from the acts or omissions of the County, or of the Personnel of the County, under this Agreement.
- (b) The insurance policy referred to in sub-clause 18(a) shall include the following terms:
 - (i) a clause that adds His Majesty the King in Right of Ontario, as represented by the Minister of Health, and his/her officers, employees, agents, assigns, independent contractors and subcontractors, as additional insureds;
 - (ii) a cross-liability insurance clause endorsement acceptable to the Minister;
 - (iii) a clause requiring the insurer to provide 30 days prior written notice to the Minister in the manner set forth in the insurance policy in the event of the termination, expiry, variation or non-renewal of the policy;

- (iv) a clause that provides that the protection for the Minister under the insurance policy will not be affected in any way by any act or omission of the County, or of the Personnel of the County and
- (v) a clause including liability arising out of contract or agreement.
- (c) The County shall submit to the Minister proof of the insurance coverage in the form of a certificate and a copy of the relevant portion or portions of the insurance policy incorporating the terms and clauses referred to in this clause.

IN WITNESS WHEREOF the Minister and the County have hereunto set their hands and seals.

Witness

For the Minister

James Romain, Director (A)
Emergency Health Program
Management & Delivery Branch

Date

Witness

For the County

Peter Emon, Warden

Date

Craig Kelley,
Chief Administrative Officer

Date

SCHEDULE A

CACC will provide:

1. Call taking, call alerting and/or dispatching services as per relevant policies, procedures and practices in effect at Renfrew CACC.
2. Voice recording of telephone, radio and paging communications.
3. A pager testing program for the fire services.
4. CACC will also continue to work with the Joint Steering Committee to develop policies and procedures with respect to call taking, call alerting, and/or dispatching; and other operational issues pertaining to the fire services.
5. Training for all fire departments in relevant procedures and protocols for communications with the CACC.
6. Use of Computer Assisted Dispatching (CAD) systems and software,
7. Inclusion of fire communications service in CACC contingency planning including integrated Back Up Centre facility preparation and maintenance
8. Database administration and management for relevant addressing, firefighting resources, and fire response plans for integration into the CACC systems
9. Compilation and maintenance of Fire Statistics Reports, compiled by month, showing at minimum the following information for all chargeable fire calls:
 - Date
 - Call number
 - Address including municipality
 - Type of call (fire, extrication etc.)
 - Service to be charged
 - Responding station (as required)
10. On a quarterly basis each Contracted Fire Department and Committee members will be provided with a Fire Statistics Report showing detailed statistics for the months of the current quarter.
 - a. This quarterly report will include an electronic cover letter containing a request to advise of any discrepancies within 30 days

SCHEDULE A - continued

11. After the end of the calendar year the County of Renfrew will be provided with a billing package that includes:
 - a. A cover letter containing a request to advise of any discrepancies within 30 days
 - b. A detailed calculation of total invoiced costs per contracted fire department showing the number of calls and the extended costs calculated as defined in this agreement
 - c. A summary invoice for services rendered for the year related to the Fire Communications Services Agreement
 - d. A final report for the year showing the total number of calls per month for each department, showing overall totals by month and by department, and the overall total number of calls for the year.

SCHEDULE B

The County will:

- Coordinate collection and dissemination of local fire dispatch zone data for incorporation into the MOH dispatch system for the purpose of the contract.
- Facilitate, through the Joint Steering Committee, the development of policies and procedures relating to fire call taking, call alerting and/or dispatching.

The Fire Chiefs will:

- Identify issues.
- Make recommendations.
- Make available information and services to improve the provision of fire services within Renfrew County.

SCHEDULE C

Municipality	Call Taking Only	Call Taking/Alerting	Dispatching
Algonquin		X	X
Bonnechere Valley		X	X
Brudenell-Lyndoch-Raglan		X	X
Deep River		X	X
Douglas		X	
Greater Madawaska		X	X
Head, Clara, and Maria (MNR & OPP)	X		
Horton		X	X
Killaloe-Hagarty-Richards		X	X
Laurentian Hills		X	X
Laurentian Valley		X	X
Madawaska Valley		X	X
McNab Braeside		X	X
North Algona Wilberforce		X	X
Pembroke		X	X
Petawawa		X	X
Whitewater		X	X

SCHEDULE D

CACC RATE STRUCTURE

Over 2 Year Contract (January 1, 2025 to December 31, 2026)

Administrative Fees for Call Taking/Alerting/Dispatching for 17 Municipalities

Annual fee payable each January 1 established under Section 6(a) of this agreement is as follows:

January 1, 2025	\$52,279.43
January 1, 2026	\$54,851.58

CACC RATE STRUCTURE Fire Service Call Fees

Fire Service Call Fees for Call Taking/Alerting only is as follows (no charge for ambulance assistance calls)

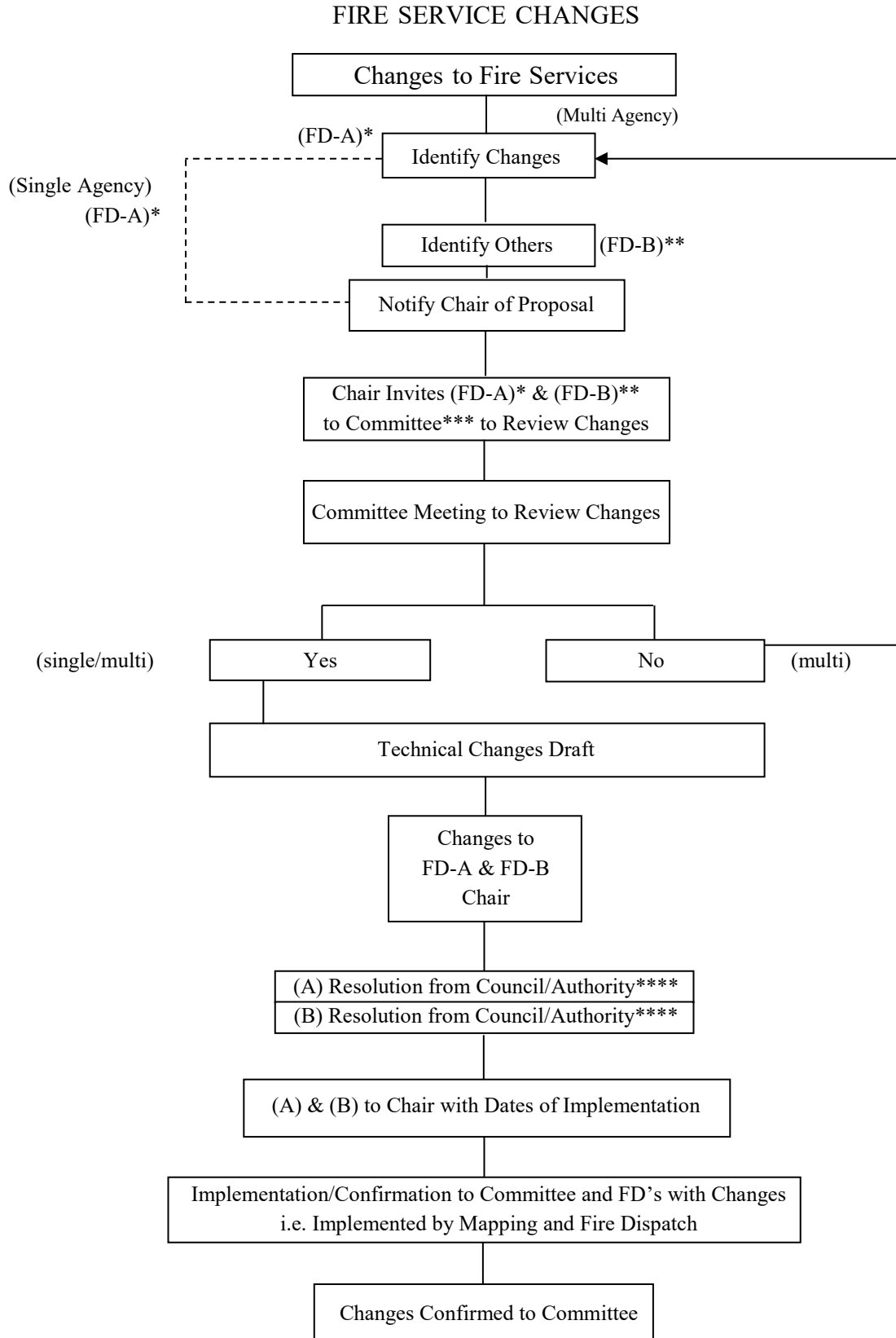
January 1, 2025 - December 31, 2025	\$23.74 per call
January 1, 2026 - December 31, 2026	\$24.91 per call

Fire Service Call Fees for Dispatching is as follows (with CACC also providing call taking and alerting)

January 1, 2025 - December 31, 2025	\$31.07 per call
January 1, 2026 - December 31, 2026	\$32.60 per call

NOTE 1: The rate per call for Dispatching is in addition to the rate per call for call taking and call alerting.

SCHEDULE E



COUNTY OF RENFREW

LONG-TERM CARE REPORT

TO: Health Committee
FROM: Mike Blackmore, Director of Long-Term Care
DATE: November 13, 2024
SUBJECT: Department Report

INFORMATION

1. Treasurer's Report

Attached is a copy of the Treasurer's Reports for each of Bonnechere Manor and Miramichi Lodge as of September 30, 2024.

2. Long-Term Care Resident Statistics

Bonnechere Manor Statistics	August 2024	September 2024	October 2024
Population at end of Month	179	180	179
# of Female Residents	104	105	104
# of Male Residents	75	75	75
Vacant Beds at End of Month	1	0	1
YTD Occupancy Rate:LTC	98.55%	99.39%	99.23%
Resident Deaths	5	2	4
Resident Discharges	0	0	1
Resident Admissions	8	3	4

Miramichi Lodge Statistics	August 2024	September 2024	October 2024
Population at end of Month	162	161	164
# of Female Residents	100	101	102
# of Male Residents	62	60	62

Vacant Beds at End of Month	4 LTC / 0 Respite	4 LTC / 1 Respite	1 LTC / 1 Respite
YTD Occupancy Rate:LTC Respite	98.46% 64.34%	98.43% 66.24%	98.44% 66.23%
Resident Deaths	6	4	5
Resident Discharges	0 LTC / 4 Respite	1 LTC / 5 Respite	0 LTC / 3 Respite
Resident Admissions	4 LTC / 4 Respite	5 LTC / 4 Respite	8 LTC / 3 Respite

Ontario Health atHome Champlain Client Waitlist Information

Renfrew County Long-Term Care Homes (LTCHs)	Patients waiting for 1 st choice from Community/Hospital	Patients waiting for 1 st choice to transfer from another LTCH	Totals
Bonnechere Manor	121	44	165
Caessant Care Cobden	52	11	63
Deep River & District Hospital – The Four Seasons Lodge	12	5	17
Grove (The) Nursing Home	153	37	190
Groves Park Lodge	49	15	64
Marianhill Inc.	72	22	94
Miramichi Lodge	294	58	352
North Renfrew LTC Services	54	23	77
Valley Manor Inc.	43	11	54
Totals	850	226	1076

RESOLUTIONS

3. Rural Ontario Municipal Association (ROMA) Delegation

Recommendation: THAT the Health Committee recommends to County Council that staff submit delegation request(s) at the upcoming Rural Ontario Municipal Association (ROMA) Conference consistent with the 2023-2026 County of Renfrew Strategic Plan, pursuant to seniors supportive housing needs. Specifically, to advocate for Campus of Care builds as a proven, made in Ontario model of care, representing a desirable and cost-effective means to support seniors at home in lieu of long-term care placement; AND THAT the Chair of the Standing Committee, along with the Warden, be designated to attend the delegation.

Background

Across Ontario there is vast need and opportunity for increased seniors' care that reaches beyond those awaiting long-term care placement. Many seniors are caught in a gap where care needs do not meet the threshold for long-term care placement, yet the minimal care supports required to maintain independent living are not available or are

financially prohibitive. As advocated for by Advantage Ontario, Senior's Supportive Housing is touted as the missing piece in the continuum of care spanning independent living and long-term care placement. Often senior's supportive housing can be found co-located with a long-term care home, sharing common grounds and resources in what is often referred to as a Campus of Care. With supports averaging \$62 a day versus \$200 a day for long-term care, a senior residing in a supportive housing setting is supported to maintain a quality of life that is commensurate with independent living. Staff are currently researching existing Campus of Care Models within Ontario and are leveraging the expertise of AdvantAge Ontario to glean experiential insight into funding and build opportunities.

4. **Short Stay Care Bed 2025 Application – Miramichi Lodge**

Recommendation: THAT the Health Committee recommends that County Council approve the continued operation of two short-stay respite beds at Miramichi Lodge and continue to pause on the reopening of the two short-stay respite beds at Bonnechere Manor for the operational year 2025.

Background

The Ontario Regulation 246/22 under the *Fixing Long-Term Care Act, 2021*, defines the short-stay program as a program in which a person is admitted to a long-term care home for a definite number of days. The Ontario Health East requires that long-term care homes that operate short-stay respite care beds within their approved/licensed bed complement formally apply each year through the Short-Stay Care Beds Application. Due to the pandemic and low staffing complement, the respite programs at each Bonnechere Manor and Miramichi Lodge were paused in March 2020. Miramichi Lodge reopened two short-stay beds in February 2023 and is seeking to continue to provide this service in 2025. Presently, Bonnechere Manor is not in a position to effectively operate two short-stay beds in 2025. This is primarily due to ongoing reliance on agency registered nurses to perform the more frequent and intensive admission assessments associated with respite clients. It is proposed that the two respite bed spaces in question for Bonnechere Manor remain as long-term care beds. Homes are requested to submit their applications by the deadline of November 18, 2024, which an extension has been requested.

BY-LAWS

5. **2024/25 Funding Allocations for Behavioural Supports Ontario**

Recommendation: THAT the Health Committee recommends that County Council adopt a By-law authorizing the Warden and Chief Administrative Officer to sign the 2024/25 Funding Allocations for Behavioural Supports Ontario in Long-Term Care Agreement for base funding in the amount of \$42,000 in the fiscal year 2024/25 with Ontario Health East; AND THAT the Finance and Administration Committee be so advised.

Background

Attached is the 2024/25 Funding Allocations for Behavioural Supports Ontario in Long-Term Care Agreement from Ontario Health East advising that Bonnechere Manor will receive base funding in the amount of \$42,000 in the fiscal year 2024/25 to support training and/or equipment needs.

6. Community Commitment Program for Nurses

Recommendation: THAT the Health Committee recommends that County Council adopt a By-law authorizing the Warden and Chief Administrative Officer to sign the Community Commitment Program for Nurses 2024-27 Support Agreement with Ontario Health to support the recruitment and retention of nurses in Ontario; AND THAT the Finance and Administration Committee be so advised.

Background

Attached is the Community Commitment Program for Nurses (CCPN) 2024-27 Support Agreement that the Ministry of Health has created in response to the longstanding shortage of nurses, including registered nurses, registered practical nurses and nurse practitioners in Ontario hospitals, long-term care homes, home and community care agencies, primary care, and mental health and additions organizations.

This program seeks to support the recruitment and retention of nurses in Ontario who meet certain criteria as detailed within the agreement.

7. Leased Space – 2nd Floor - Miramichi Lodge

Recommendation: That the Health Committee recommends that County Council adopt a By-law authorizing the Warden and Chief Administrative Officer to sign a lease agreement between Miramichi Lodge and Ms. Brenda Kincade, Foot Care Service Provider, Miramichi Lodge for the occupancy of a leased space room within Miramichi Lodge, located at 725 Pembroke Street West, Pembroke, Ontario, at an annual amount of \$4,906.92 for the period of January 1, 2025, to December 31, 2025; AND THAT the Finance and Administration Committee be so advised.

Background

Miramichi Lodge was designed to include additional space to lease in order to generate revenue. Ms. Brenda Kincade, Foot Care Service Provider at Miramichi Lodge, currently leases the 240 square foot space located on the second floor and provides foot care services to external clients. Ms. Kincade has indicated that she wishes to continue to lease the space for a twelve (12) month term at a 3% increase over the previous year for an annual amount of \$4,906.92, payable in monthly installments.

**COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
SEPTEMBER 2024**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
			over / (under)	
<u>CLIENT PROGRAMS & SERVICES</u>	<u>763,550.71</u>	<u>818,372.00</u>	<u>(54,821.29)</u>	<u>1,064,124.00</u>
Salaries	577,998.26	631,996.00	(53,997.74)	821,589.00
Salary Allocations	35,976.20	50,371.00	(14,394.80)	65,487.00
Employee Benefits	144,350.32	127,620.00	16,730.32	165,907.00
Computers Operation and Maintenance	3,058.15	1,215.00	1,843.15	1,620.00
Depreciation	1,141.74	1,719.00	(577.26)	2,290.00
Equipment - Replacements	115.86	1,125.00	(1,009.14)	1,500.00
Equipment Operation/Maint.	214.00	504.00	(290.00)	670.00
Hobby Crafts	0.00	378.00	(378.00)	500.00
Office Supplies / Other	40.27	0.00	40.27	0.00
Purchased Services	1,440.00	4,185.00	(2,745.00)	5,580.00
Recoveries	(4,718.57)	0.00	(4,718.57)	0.00
Recreation & Entertainment	11,444.70	6,165.00	5,279.70	8,220.00
Special Events	5,520.52	6,750.00	(1,229.48)	9,000.00
Staff Education	0.00	0.00	0.00	0.00
Prov Subsidy - RHWB	(11,889.00)	(11,937.00)	48.00	(15,949.00)
Surplus Adjustment - Depreciation	(1,141.74)	(1,719.00)	577.26	(2,290.00)
<u>NURSING SERVICES</u>	<u>9,817,135.22</u>	<u>10,472,968.00</u>	<u>(655,832.78)</u>	<u>13,634,484.00</u>
Salaries - Admin	380,543.75	470,578.00	(90,034.25)	611,749.00
Benefits - Admin	114,804.17	128,462.00	(13,657.83)	167,004.00
Salaries - Direct	4,764,628.82	7,418,089.00	(2,653,460.18)	9,643,514.00
Benefits - Direct	1,093,677.60	1,483,320.00	(389,642.40)	1,928,320.00
Clinical Decision Support	0.00	0.00	0.00	0.00
Computer Operation & Maintenance	27,055.36	25,128.00	1,927.36	33,500.00
Integrated Technology Solutions	10,031.45	0.00	10,031.45	0.00
Depreciation	40,485.01	36,531.00	3,954.01	48,709.00
Equipment- Replacement	1,629.77	5,778.00	(4,148.23)	7,700.00
Equipment-Repairs & Maintenance	551.53	2,511.00	(1,959.47)	3,350.00
Fall Prevention	0.00	0.00	0.00	0.00
Fall Prevention - Provincial Subsidy	0.00	0.00	0.00	0.00
Furniture Replacements	0.00	0.00	0.00	0.00
High Intensity Needs	120,786.91	90,000.00	30,786.91	120,000.00
High Intensity Needs - Prov Subsidy	(60,335.00)	(85,500.00)	25,165.00	(114,000.00)
High Intensity Needs-Non Claims Based	18,553.91	31,626.00	(13,072.09)	42,163.00
Incontinent Supplies - (Funded at \$1.20 per diem)	91,224.43	90,747.00	477.43	121,000.00
IPAC Expenses	49,794.58	34,651.00	15,143.58	45,048.00
IPAC Lead	61,083.00	60,180.00	903.00	78,232.00
IPAC minor capital	0.00	0.00	0.00	0.00
Lab Fees	8,112.50	6,003.00	2,109.50	8,000.00
Lab Fees - Provincial Subsidy	(2,165.00)	(4,000.00)	1,835.00	(8,000.00)
Medical Director - Funded (0.30 / day)	14,742.00	14,787.00	(45.00)	19,710.00
Medical Supplies & Medication	53,630.48	63,414.00	(9,783.52)	84,550.00
Medication Safety Technology	0.00	0.00	0.00	0.00
Resident Health and Well Being	0.00	0.00	0.00	0.00
Memberships	0.00	0.00	0.00	0.00
Miscellaneous	10,552.76	900.00	9,652.76	1,200.00
Nurse Practitioner Expenses	138,476.52	132,520.00	5,956.52	172,276.00
Nurse Practitioner Prov Subsidy	(98,892.00)	(98,892.00)	0.00	(131,856.00)
Phys-On-Call - Funded Expenses (\$100 / bed)	14,256.00	14,400.00	(144.00)	19,200.00
Phys-On-Call - Prov Subsidy (\$100 / bed)	(14,529.00)	(14,400.00)	(129.00)	(19,200.00)
Phys-On-Call - Un-Funded Expenses	0.00	0.00	0.00	0.00
Purchased Services	2,611,949.39	224,847.00	2,387,102.39	299,800.00
Purchased Services - Accommodation	396,869.08	301,950.00	94,919.08	402,600.00
PSW return of Service	6,842.75	0.00	6,842.75	0.00
RAI / MDS - Expenses	75,659.00	75,869.00	(210.00)	98,624.00
RAI / MDS - Prov Subsidy	0.00	0.00	0.00	0.00

**COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
SEPTEMBER 2024**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
Recoveries - Other	(72,399.54)	0.00	(72,399.54)	0.00
Staff Education	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(40,485.01)	(36,531.00)	(3,954.01)	(48,709.00)
<u>RAW FOOD</u>	<u>616,275.50</u>	<u>596,376.00</u>	<u>19,899.50</u>	<u>795,171.00</u>
Bread	20,269.46	17,253.00	3,016.46	23,000.00
Dairy	84,609.53	80,253.00	4,356.53	107,000.00
Groceries & Vegetables	356,995.76	360,963.00	(3,967.24)	481,287.00
Meat	151,110.89	143,685.00	7,425.89	191,584.00
Nutrition Supplements	19,763.95	12,753.00	7,010.95	17,000.00
Raw Food Recoveries	(16,474.09)	(18,531.00)	2,056.91	(24,700.00)
<u>FOOD SERVICES</u>	<u>1,354,505.64</u>	<u>1,356,298.00</u>	<u>(1,792.36)</u>	<u>1,765,692.00</u>
Salaries	1,107,227.73	1,099,853.00	7,374.73	1,429,814.00
Salary Allocations	(50,374.60)	(50,371.00)	(3.60)	(65,487.00)
Employee Benefits	280,445.04	265,511.00	14,934.04	345,164.00
Computers - Operation & Maintenance	1,428.69	3,807.00	(2,378.31)	5,080.00
Depreciation	12,489.48	12,456.00	33.48	16,610.00
Dietary Supplies	44,912.43	55,629.00	(10,716.57)	74,180.00
Equipment - Operation/Maint.	1,495.12	5,103.00	(3,607.88)	6,800.00
Equipment - Replacements	3,263.26	2,997.00	266.26	4,000.00
Other Expenses	843.90	1,314.00	(470.10)	1,750.00
Purchased Services	392.83	450.00	(57.17)	600.00
Recoveries	(39,683.03)	(33,620.00)	(6,063.03)	(43,709.00)
Replacement - Dishes/Cutlery	6,252.42	7,497.00	(1,244.58)	10,000.00
Surplus Adjustment - Depreciation	(12,489.48)	(12,456.00)	(33.48)	(16,610.00)
Vending – Net Proceeds	(1,698.15)	(1,872.00)	173.85	(2,500.00)
<u>HOUSEKEEPING SERVICES</u>	<u>776,346.63</u>	<u>780,757.00</u>	<u>(4,410.37)</u>	<u>1,016,702.00</u>
Salaries	601,150.96	596,920.00	4,230.96	775,994.00
Employee Benefits	128,896.23	132,249.00	(3,352.77)	171,921.00
Depreciation	269.46	963.00	(693.54)	1,286.00
Equipment - Operation/Maint.	2,795.62	1,872.00	923.62	2,500.00
Equipment - Replacements	126.54	1,728.00	(1,601.46)	2,300.00
Housekeeping Supplies	50,568.55	55,269.00	(4,700.45)	73,700.00
Recoveries	(7,191.27)	(7,281.00)	89.73	(9,713.00)
Surplus Adjustment - Depreciation	(269.46)	(963.00)	693.54	(1,286.00)
<u>LAUNDRY AND LINEN SERVICES</u>	<u>370,098.74</u>	<u>358,265.00</u>	<u>11,833.74</u>	<u>467,079.00</u>
Salaries	265,895.12	247,882.00	18,013.12	322,250.00
Employee Benefits	67,972.10	70,720.00	(2,747.90)	91,939.00
Depreciation	5,568.49	5,283.00	285.49	7,044.00
Equipment Operation/Maint.	9,208.16	8,100.00	1,108.16	10,800.00
Laundry Supplies	19,724.96	18,747.00	977.96	25,000.00
Recoveries	(2,790.78)	(2,826.00)	35.22	(3,770.00)
Replacements	10,089.18	15,642.00	(5,552.82)	20,860.00
Surplus Adjustment - Depreciation	(5,568.49)	(5,283.00)	(285.49)	(7,044.00)
<u>BUILDINGS AND PROPERTY MAINTENANCE</u>	<u>909,361.78</u>	<u>1,055,875.00</u>	<u>(146,513.22)</u>	<u>1,469,692.00</u>
Salaries	252,865.49	271,462.00	(18,596.51)	352,903.00
Employee Benefits	66,934.23	71,389.00	(4,454.77)	92,801.00
Computers - Operation & Maintenance	0.00	2,097.00	(2,097.00)	2,800.00

**COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
SEPTEMBER 2024**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
			over / (under)	
Depreciation	477,191.70	451,449.00	25,742.70	601,931.00
Capital Below Threshold	0.00	0.00	0.00	0.00
Comprehensive minor capital	104,708.94	153,747.00	(49,038.06)	204,992.00
One Time Operating	15,400.49	0.00	15,400.49	0.00
Equipment - Operation/Maint.	0.00	0.00	0.00	0.00
Equipment - Replacements	17,250.72	31,950.00	(14,699.28)	42,600.00
Furniture - Replacements	106.75	17,775.00	(17,668.25)	23,700.00
Natural Gas	62,616.27	67,000.00	(4,383.73)	111,000.00
Hydro	130,325.16	106,000.00	24,325.16	195,300.00
Insurance	87,182.82	87,222.00	(39.18)	87,222.00
Cell/Pager	0.00	0.00	0.00	0.00
Purchased Services	156,178.36	158,310.00	(2,131.64)	211,075.00
Resident - Telephone System	23,521.88	24,003.00	(481.12)	32,000.00
Resident - Telephone System Recovery	(54,559.85)	(45,315.00)	(9,244.85)	(60,416.00)
Recoveries	(20,783.97)	(20,808.00)	24.03	(27,745.00)
IPAC Minor Capital	0.00	0.00	0.00	0.00
Repairs/Maint./Bldgs./Grounds	43,758.88	50,823.00	(7,064.12)	67,760.00
Surplus Adjustment - Depreciation	(477,191.70)	(451,449.00)	(25,742.70)	(601,931.00)
Travel	0.00	0.00	0.00	0.00
Water / Wastewater	23,855.61	80,220.00	(56,364.39)	133,700.00
<u>GENERAL AND ADMINISTRATIVE</u>	<u>941,711.42</u>	<u>958,519.00</u>	<u>(16,807.58)</u>	<u>1,206,131.00</u>
Salaries	361,525.01	360,862.00	663.01	469,121.00
Salary Allocations	(21,572.20)	(21,571.00)	(1.20)	(28,044.00)
Employee Benefits	113,765.88	113,929.00	(163.12)	148,108.00
Accreditation	4,878.47	6,000.00	(1,121.53)	6,000.00
Admin Charges	96,057.00	96,057.00	0.00	128,081.00
Advertising/Awards Dinner	8,436.07	6,543.00	1,893.07	10,000.00
Audit	25,282.27	13,046.00	12,236.27	13,046.00
Computer/Internet Expenses	47,565.02	54,414.00	(6,848.98)	72,550.00
Conventions	1,420.83	0.00	1,420.83	0.00
Depreciation	9,249.69	8,775.00	474.69	11,695.00
Equipment - Operation/Maint.	9,150.85	9,945.00	(794.15)	13,260.00
Equipment - Replacements	0.00	0.00	0.00	0.00
Gain / Loss from the Sale of an Asset	0.00	0.00	0.00	0.00
Health & Safety Program	0.00	0.00	0.00	0.00
HR Charges	83,826.00	83,826.00	0.00	111,773.00
Insurance	55,768.74	95,122.00	(39,353.26)	95,122.00
IT Charges	55,647.00	55,647.00	0.00	74,195.00
Legal & Labour Contract Costs	33,412.54	15,003.00	18,409.54	20,000.00
Memberships	15,547.30	13,878.00	1,669.30	18,500.00
Postage / Courier	3,484.75	2,943.00	541.75	3,920.00
Printing & Stationery	13,176.53	14,103.00	(926.47)	18,800.00
Purchased Services	6,280.85	2,583.00	3,697.85	3,440.00
Recoveries - Internal	(33,056.20)	(32,229.00)	(827.20)	(42,973.00)
Purchased Services - Internal	33,953.80	33,102.00	851.80	44,140.00
Recoveries	(12,738.65)	0.00	(12,738.65)	(40,000.00)
Staff Training	19,441.32	17,919.00	1,522.32	23,892.00
Surplus Adjustment - Depreciation	(9,249.69)	(8,775.00)	(474.69)	(11,695.00)
Surplus Adjustment - Transfer to Reserves	0.00	0.00	0.00	0.00
Telephone	11,080.13	9,594.00	1,486.13	12,800.00
Travel	8,488.11	7,803.00	685.11	10,400.00
Uniform Allowance	890.00	0.00	890.00	20,000.00
<u>ADULT DAY PROGRAM</u>	<u>(213,657.62)</u>	<u>0.00</u>	<u>(213,657.62)</u>	<u>0.00</u>
Salaries	105,203.59	0.00	105,203.59	0.00
Employee Benefits	27,599.06	0.00	27,599.06	0.00

**COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
SEPTEMBER 2024**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>over / (under)</u> <u>VARIANCE</u>	<u>FULL YEAR</u> <u>BUDGET</u>
Salary Allocations	47,697.60	0.00	47,697.60	0.00
Staff Training	42.94	0.00	42.94	0.00
Audit	5,291.52	0.00	5,291.52	0.00
Bad Debt	160.00	0.00	160.00	0.00
Office Supplies	347.41	0.00	347.41	0.00
Meals	23,016.88	0.00	23,016.88	0.00
Other Operating	0.00	0.00	0.00	0.00
Transportation	66,878.00	0.00	66,878.00	0.00
Purchased Client Services	392.95	0.00	392.95	0.00
Building Occupancy	30,766.02	0.00	30,766.02	0.00
Service Supplies	13,532.23	0.00	13,532.23	0.00
One Time Expenses	0.00	0.00	0.00	0.00
Central Agency Charges	10,296.00	0.00	10,296.00	0.00
Provincial Subsidy - Operating	(494,632.83)	0.00	(494,632.83)	0.00
Provincial Subsidy - Other	(4,338.99)	0.00	(4,338.99)	0.00
Provincial Subsidy - One Time	0.00	0.00	0.00	0.00
Client revenue	(45,910.00)	0.00	(45,910.00)	0.00
Depreciation	4,342.95	0.00	4,342.95	0.00
Surplus Adjustment - Depreciation	(4,342.95)	0.00	(4,342.95)	0.00
BONNECHERE MANOR TOTALS	<u>15,335,328.02</u>	<u>16,397,430.00</u>	<u>(1,062,101.98)</u>	<u>21,419,075.00</u>
RESIDENT DAYS	<u>48,496.00</u>	<u>49,140.00</u>	<u>(644.00)</u>	<u>65,700.00</u>
NON-SUBSIDIZABLE EXPENSE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Temporary Loan and Interest- Solar Project	0.00	0.00	0.00	0.00
Surplus Adjustment - Transfer to Reserve	0.00	0.00	0.00	0.00
SURPLUS ADJUSTMENT	<u>404,596.85</u>	<u>735,003.00</u>	<u>(330,406.15)</u>	<u>980,000.00</u>
Surplus Adjustment - Capital Purchases	404,596.85	735,003.00	(330,406.15)	980,000.00
TOTAL EXPENDITURE	<u>15,739,924.87</u>	<u>17,132,433.00</u>	<u>(1,392,508.13)</u>	<u>22,399,075.00</u>
MUNICIPAL SUBSIDY	<u>1,743,516.00</u>	<u>1,743,516.00</u>	<u>0.00</u>	<u>2,324,694.00</u>
City of Pembroke	575,361.00	575,361.00	0.00	767,150.00
County of Renfrew	1,168,155.00	1,168,155.00	0.00	1,557,544.00
RESIDENTS REVENUE	<u>3,468,113.99</u>	<u>3,386,376.00</u>	<u>81,737.99</u>	<u>4,515,172.00</u>
Bad Debts	0.00	0.00	0.00	0.00
Basic Accommodation	2,961,462.06	2,887,281.00	74,181.06	3,849,703.00
Preferred Accommodation	402,504.81	499,095.00	(96,590.19)	665,469.00
Preferred Accommodation - HIN Claims	104,147.12	0.00	104,147.12	0.00
Respite Care	0.00	0.00	0.00	0.00
OTHER REVENUE	<u>572,417.18</u>	<u>304,000.00</u>	<u>268,417.18</u>	<u>410,000.00</u>
Donations	0.00	0.00	0.00	0.00
Donations In Kind	0.00	0.00	0.00	0.00
Interest Income	499,976.07	225,000.00	274,976.07	300,000.00
Other Revenue - FIT	72,441.11	79,000.00	(6,558.89)	110,000.00
GRANTS & SUBSIDIES	<u>12,264,581.70</u>	<u>10,589,350.00</u>	<u>1,675,231.70</u>	<u>14,169,209.00</u>
Prov Revenue - 4hrs care per day - Allied Health Professional	255,964.00	242,896.00	13,068.00	323,487.00

**COUNTY OF RENFREW
TREASURER'S REPORT - BONNECHERE MANOR
SEPTEMBER 2024**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>over / (under)</u> <u>VARIANCE</u>	<u>FULL YEAR</u> <u>BUDGET</u>
Prov Revenue - 4hrs care per day - Nursing Staff Suppliment	2,641,350.00	2,291,418.00	349,932.00	3,100,344.00
Prov Revenue - Clinical Decision Support	10,000.00	0.00	10,000.00	0.00
Prov Revenue - Operating - Global LOC Subsidy	380,928.00	382,319.00	(1,391.00)	510,959.00
Prov Revenue - Operating - HIN NPC	34,117.00	33,133.00	984.00	44,140.00
Prov Revenue - Operating - Nursing & Personal Care	5,290,369.00	5,129,318.00	161,051.00	6,837,095.00
Prov Revenue - Operating - Other Accomodation	205,157.00	(12,386.00)	217,543.00	(19,411.00)
Prov Revenue - Operating - Pay Equity	17,145.00	17,145.00	0.00	22,860.00
Prov Revenue - Operating - Program & Support Services	630,984.00	625,445.00	5,539.00	834,557.00
Prov Revenue - Operating - RAI/MDS	75,659.00	73,690.00	1,969.00	98,161.00
Prov Revenue - Operating - Raw Food	629,760.00	596,922.00	32,838.00	795,172.00
Prov Revenue - Operating - RN	79,506.00	79,506.00	0.00	106,008.00
Prov Revenue - Operating -Accreditation	19,614.00	18,300.00	1,314.00	24,376.00
Prov Revenue - PSW Return of Service	7,695.25	0.00	7,695.25	0.00
Prov Revenue - PSW Wage Enhancement	788,146.83	656,103.00	132,043.83	886,305.00
Prov Revenue - One Time Operating	457,700.00	0.00	457,700.00	0.00
Prov Revenue - IPAC Lead	61,083.00	61,083.00	0.00	81,444.00
Prov Revenue - Equalization	143,415.00	143,421.00	(6.00)	191,052.00
Prov Revenue - IPAC	123,675.60	33,786.00	89,889.60	45,048.00
Prov Revenue - Integrated Technology	37,125.00	0.00	37,125.00	0.00
Prov Revenue - Medication Safety Training	48,061.71	0.00	48,061.71	0.00
Prov Revenue - PSW / Behavioural Support Subsidy	44,046.00	44,046.00	0.00	58,728.00
Prov Revenue -Comp Minor Capital	271,710.64	153,744.00	117,966.64	204,992.00
Prov Revenue - Support Professional Growth	11,369.67	19,461.00	(8,091.33)	23,892.00
<u>SURPLUS ADJUSTMENT</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>980,000.00</u>
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	980,000.00
GRAND TOTAL REVENUES	18,048,628.87	16,023,242.00	2,025,386.87	22,399,075.00
Municipal Surplus / (Deficit)	2,308,704.00	(1,109,191.00)	3,417,895.00	0.00
less: Depreciation - BM	(550,738.52)	(517,176.00)	(33,562.52)	(689,565.00)
add: Transfer to Reserve	0.00	0.00	0.00	0.00
less: Transfer from Reserve	0.00	0.00	0.00	(980,000.00)
add: Capital Purchases	404,596.85	735,003.00	(330,406.15)	980,000.00
Accounting Surplus / (Deficit)	2,162,562.33	(891,364.00)	3,053,926.33	(689,565.00)

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
SEPTEMBER 2024**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>over / (under) VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>CLIENT PROGRAMS & SERVICES</u>	<u>573,600.82</u>	<u>707,876.00</u>	<u>(134,275.18)</u>	<u>922,304.00</u>
Salaries	373,123.38	479,311.00	(106,187.62)	623,104.00
Salary Allocations	66,022.60	55,053.00	10,969.60	71,571.00
Employee Benefits	89,464.78	111,709.00	(22,244.22)	145,222.00
Computer Operation and Maint	1,579.97	1,233.00	346.97	1,645.00
Depreciation	2,619.40	2,835.00	(215.60)	3,782.00
Equipment - Replacements	2,315.85	2,304.00	11.85	3,075.00
Equipment Operation/Maint.	784.32	1,845.00	(1,060.68)	2,460.00
Hobby Crafts	4,843.22	3,843.00	1,000.22	5,125.00
Purchased Services-Physio	42,291.15	42,831.00	(539.85)	57,102.00
Recoveries	0.00	0.00	0.00	0.00
Recreation & Entertainment	1,719.97	7,875.00	(6,155.03)	10,500.00
Special Events	2,423.58	1,872.00	551.58	2,500.00
Prov Rev - RHWB	(10,968.00)	0.00	(10,968.00)	0.00
Surplus Adjustment - Depreciation	(2,619.40)	(2,835.00)	215.60	(3,782.00)
<u>NURSING SERVICES</u>	<u>8,918,387.64</u>	<u>9,555,106.00</u>	<u>(636,718.36)</u>	<u>12,436,484.00</u>
Salaries - Administration	380,697.71	451,782.00	(71,084.29)	587,319.00
Salaries - Direct	6,601,389.07	7,230,511.00	(629,121.93)	9,399,669.00
Salary Allocations	0.00	0.00	0.00	0.00
Employee Benefits - Administration	104,316.50	126,120.00	(21,803.50)	163,958.00
Employee Benefits - Direct	1,287,865.75	1,235,911.00	51,954.75	1,606,685.00
Clinical Decision Support	0.00	0.00	0.00	0.00
Computer Operation and Maint	21,788.50	16,992.00	4,796.50	22,652.00
Depreciation	47,242.89	41,733.00	5,509.89	55,638.00
Equipment - Repairs & Maintenance	326.28	3,753.00	(3,426.72)	5,000.00
Equipment - Replacments	0.00	9,747.00	(9,747.00)	13,000.00
Fall Prevention	0.00	0.00	0.00	0.00
Fall Prevention - Prov Subsidy	0.00	0.00	0.00	0.00
High Intensity Needs	95,040.85	22,500.00	72,540.85	30,000.00
High Intensity Needs - Non Claims Based	24,265.98	29,160.00	(4,894.02)	38,884.00
High Intensity Needs - Prov Subsidy	(38,707.00)	(21,375.00)	(17,332.00)	(28,500.00)
Incontinent Supplies - (Funded at \$1.20 per diem)	115,537.16	101,250.00	14,287.16	135,000.00
IPAC	32,439.99	31,960.00	479.99	41,544.00
IPAC LEAD	61,086.00	80,071.00	(18,985.00)	104,095.00
IPAC MINOR CAPITAL	0.00	0.00	0.00	0.00
Lab Fees	5,580.00	4,878.00	702.00	6,500.00
Lab Fees - Prov Subsidy	(2,213.00)	(3,250.00)	1,037.00	(6,500.00)
Medical Director - (0.30 / day)	13,632.75	9,114.00	4,518.75	18,227.00
Medical Nursing Supplies	108,518.55	79,128.00	29,390.55	105,500.00
Medication Safety Technology	3,322.40	0.00	3,322.40	0.00
Memberships	0.00	0.00	0.00	0.00
Nurse Practitioner BM Support	0.00	0.00	0.00	0.00
Nurse Practitioner Expenses	136,338.33	148,294.00	(11,955.67)	193,003.00
Nurse Practitioner Provincial Subsidy	(92,133.00)	(92,133.00)	0.00	(122,844.00)
Prov Subsidy - Local Priorities	(47,100.00)	0.00	(47,100.00)	0.00
Prov Subsidy - Equipment and Training	(10,000.00)	0.00	(10,000.00)	0.00
Phys-On-Call - Funded Exp (\$100 / bed)	8,889.02	8,300.00	589.02	16,600.00
Phys-On-Call - Prov Subsidy (\$100 / bed)	(13,401.84)	(12,447.00)	(954.84)	(16,600.00)
PSW Return of Service	72,899.25	0.00	72,899.25	0.00
RAI / MDS Expenses	69,788.40	94,840.00	(25,051.60)	123,292.00
RAI / MDS Prov Subsidy	0.00	0.00	0.00	0.00
Recoveries	(7,813.01)	0.00	(7,813.01)	0.00
Recoveries - Wages	(13,967.00)	0.00	(13,967.00)	0.00
Surplus Adjustment - Depreciation	(47,242.89)	(41,733.00)	(5,509.89)	(55,638.00)

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
SEPTEMBER 2024**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
			over / (under)	
<u>RAW FOOD</u>	<u>572,855.47</u>	<u>549,990.00</u>	<u>22,865.47</u>	<u>733,324.00</u>
Dairy	62,548.73	64,053.00	(1,504.27)	85,400.00
Groceries and Vegetables	313,706.97	302,355.00	11,351.97	403,144.00
Meat	175,486.24	167,463.00	8,023.24	223,280.00
Nutrition Supplements	26,050.90	20,997.00	5,053.90	28,000.00
Recoveries	(4,937.37)	(4,878.00)	(59.37)	(6,500.00)
<u>FOOD SERVICES</u>	<u>1,192,332.79</u>	<u>1,210,105.00</u>	<u>(17,772.21)</u>	<u>1,574,534.00</u>
Salaries	986,595.19	979,380.00	7,215.19	1,273,197.00
Salary Allocations	(55,054.60)	(55,053.00)	(1.60)	(71,571.00)
Employee Benefits	207,895.92	209,849.00	(1,953.08)	272,799.00
Café M	(4,123.50)	(1,197.00)	(2,926.50)	(1,600.00)
Computer Operation and Maint	5,416.66	4,203.00	1,213.66	5,600.00
Depreciation	12,553.90	12,825.00	(271.10)	17,096.00
Dietary Supplies	12,939.31	17,253.00	(4,313.69)	23,000.00
Equipment - Operation and Replacement	1,544.55	8,478.00	(6,933.45)	11,300.00
Food Wrap & Disposable Items	6,854.82	8,847.00	(1,992.18)	11,800.00
Purchased Services - BM Staff Support	33,622.20	33,620.00	2.20	43,709.00
Recoveries	(1,845.53)	0.00	(1,845.53)	0.00
Replacement - Dishes/Cutlery	3,016.31	7,722.00	(4,705.69)	10,300.00
Surplus Adjustment - Depreciation	(12,553.90)	(12,825.00)	271.10	(17,096.00)
Vending - Net Proceeds	(4,528.54)	(2,997.00)	(1,531.54)	(4,000.00)
<u>HOUSEKEEPING SERVICES</u>	<u>846,892.20</u>	<u>728,514.00</u>	<u>118,378.20</u>	<u>948,955.00</u>
Salaries	660,410.06	568,300.00	92,110.06	738,788.00
Employee Benefits	123,410.39	103,280.00	20,130.39	134,267.00
Depreciation	2,601.41	2,691.00	(89.59)	3,586.00
Equipment - Operation/Maint.	0.00	1,314.00	(1,314.00)	1,750.00
Equipment - Replacements	0.00	3,753.00	(3,753.00)	5,000.00
Furniture - Replacements	0.00	0.00	0.00	0.00
Housekeeping Supplies	63,376.47	50,931.00	12,445.47	67,900.00
Other	0.00	936.00	(936.00)	1,250.00
Recoveries	(304.72)	0.00	(304.72)	0.00
Surplus Adjustment - Depreciation	(2,601.41)	(2,691.00)	89.59	(3,586.00)
<u>LAUNDRY AND LINEN SERVICES</u>	<u>271,200.51</u>	<u>228,587.00</u>	<u>42,613.51</u>	<u>298,222.00</u>
Salaries	203,076.17	167,558.00	35,518.17	217,822.00
Employee Benefits	40,385.28	29,151.00	11,234.28	37,900.00
Depreciation	6,009.57	5,994.00	15.57	7,990.00
Education	0.00	0.00	0.00	0.00
Equipment - Replacements	0.00	1,503.00	(1,503.00)	2,000.00
Equipment Operation/Maint.	285.96	1,872.00	(1,586.04)	2,500.00
Laundry Supplies	13,619.86	15,003.00	(1,383.14)	20,000.00
Recoveries	(1,261.01)	0.00	(1,261.01)	0.00
Replacements	15,094.25	13,500.00	1,594.25	18,000.00
Surplus Adjustment - Depreciation	(6,009.57)	(5,994.00)	(15.57)	(7,990.00)
<u>BUILDINGS AND PROPERTY MAINTENANCE</u>	<u>987,496.82</u>	<u>1,053,273.00</u>	<u>(65,776.18)</u>	<u>1,465,021.00</u>
Salaries	221,847.16	213,960.00	7,887.16	278,148.00
Employee Benefits	50,796.05	59,898.00	(9,101.95)	77,864.00
Comprehensive minor capital	39,496.20	76,716.00	(37,219.80)	102,292.00
Computer Operation and Maint	4,421.72	3,150.00	1,271.72	4,200.00
Depreciation	617,118.21	609,327.00	7,791.21	812,441.00
Equipment - Operation/Maint.	0.00	0.00	0.00	0.00
Equipment - Replacements	36,263.40	105,372.00	(69,108.60)	140,500.00
Furniture - Replacements	19,910.96	29,997.00	(10,086.04)	40,000.00
Hydro	116,342.34	96,000.00	20,342.34	200,000.00
Insurance	109,445.55	107,708.00	1,737.55	107,708.00

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
SEPTEMBER 2024**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>over / (under) VARIANCE</u>	<u>FULL YEAR BUDGET</u>
IPAC minor capital	0.00	0.00	0.00	0.00
Natural Gas	58,294.12	46,000.00	12,294.12	75,000.00
Purchased Services	238,258.66	238,518.00	(259.34)	318,029.00
Recoveries	(24,760.41)	(3,753.00)	(21,007.41)	(5,000.00)
Repairs/Maint./Bldgs./Grounds	101,682.89	74,988.00	26,694.89	99,980.00
Replacements/Capital	0.00	0.00	0.00	0.00
Resident - Cable System	18,356.13	18,747.00	(390.87)	25,000.00
Resident - Cable/Phone Recoveries	(50,744.55)	(44,028.00)	(6,716.55)	(58,700.00)
Surplus Adjustment - Depreciation	(617,118.21)	(609,327.00)	(7,791.21)	(812,441.00)
Water / Wastewater	47,886.60	30,000.00	17,886.60	60,000.00
<u>GENERAL AND ADMINISTRATIVE</u>	<u>1,001,546.10</u>	<u>1,098,688.00</u>	<u>(97,141.90)</u>	<u>1,405,723.00</u>
Salaries	334,187.12	348,680.00	(14,492.88)	453,288.00
Salary Allocations	0.00	0.00	0.00	0.00
Employee Benefits	114,321.04	117,631.00	(3,309.96)	152,923.00
Accreditation	4,878.48	0.00	4,878.48	6,000.00
Admin Charges	95,922.00	95,922.00	0.00	127,891.00
Advertising/Awards	6,302.48	1,800.00	4,502.48	5,000.00
Audit	17,757.12	13,045.00	4,712.12	13,045.00
Computer Operation and Maint	94,885.83	169,299.00	(74,413.17)	225,730.00
Conventions	971.25	0.00	971.25	0.00
Depreciation	22,525.68	22,464.00	61.68	29,955.00
Equipment - Maintenance	6,908.80	8,487.00	(1,578.20)	11,318.00
Health & Safety Program	3,767.13	0.00	3,767.13	0.00
HR Charges	82,890.00	82,890.00	0.00	110,518.00
Insurance	73,335.89	88,188.00	(14,852.11)	88,188.00
Insurance Claim Costs	0.00	0.00	0.00	0.00
IT Charges	55,638.00	55,647.00	(9.00)	74,195.00
Legal & Labour Contract Costs	11,679.33	45,000.00	(33,320.67)	60,000.00
Loss (gain) of disposal of assets	0.00	0.00	0.00	0.00
Memberships / Subscriptions	15,918.26	12,960.00	2,958.26	17,275.00
Postage	4,567.31	5,247.00	(679.69)	7,000.00
Printing & Stationery	17,833.92	14,022.00	3,811.92	18,700.00
Purchased Services	26,323.68	3,330.00	22,993.68	4,437.00
Purchased Services - Internal	33,056.20	32,229.00	827.20	42,973.00
Recoveries - Internal	(33,953.80)	(33,102.00)	(851.80)	(44,140.00)
Recoveries - Other	(682.43)	0.00	(682.43)	(35,000.00)
Recruiting	0.00	0.00	0.00	0.00
Staff Training	16,936.14	16,524.00	412.14	22,032.00
Minor Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(22,525.68)	(22,464.00)	(61.68)	(29,955.00)
Surplus Adjustment - Disposal of Assets	0.00	0.00	0.00	0.00
Telephone	13,111.97	17,136.00	(4,024.03)	22,850.00
Travel	4,750.38	3,753.00	997.38	5,000.00
Uniform Allowance	240.00	0.00	240.00	16,500.00
MIRAMICHI LODGE TOTALS	<u>14,364,312.35</u>	<u>15,132,139.00</u>	<u>(767,826.65)</u>	<u>19,784,567.00</u>
RESIDENT DAYS	44,230.00	45,318.00	(1,182.00)	60,590.00
<u>NON-SUBSIDIZABLE EXPENSE</u>	<u>313,404.85</u>	<u>313,405.00</u>	<u>(0.15)</u>	<u>626,819.00</u>
Debenture Payment - Interest Only	17,001.61	17,002.00	(0.39)	25,631.00
Surplus Adjustment - Debenture Principal	296,403.24	296,403.00	0.24	601,188.00
Surplus Adjustment - Transfer to Reserves	0.00	0.00	0.00	0.00

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
SEPTEMBER 2024**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>over / (under) VARIANCE</u>	<u>FULL YEAR BUDGET</u>
Transfer to Bonnechere Manor	0.00	0.00	0.00	0.00
<u>SURPLUS ADJUSTMENT</u>	<u>532,987.04</u>	<u>559,278.00</u>	<u>(26,290.96)</u>	<u>745,700.00</u>
Surplus Adjustment - Capital Purchases	532,987.04	559,278.00	(26,290.96)	745,700.00
<u>GRAND TOTAL EXPENDITURE</u>	<u>15,210,704.24</u>	<u>16,004,822.00</u>	<u>(794,117.76)</u>	<u>21,157,086.00</u>
<u>MUNICIPAL SUBSIDY</u>	<u>1,459,476.00</u>	<u>1,459,476.00</u>	<u>0.00</u>	<u>1,945,973.00</u>
City of Pembroke -30.63%	481,626.00	481,626.00	0.00	642,171.00
County of Renfrew - 69.37%	977,850.00	977,850.00	0.00	1,303,802.00
<u>RESIDENTS REVENUE</u>	<u>3,266,611.46</u>	<u>3,174,363.00</u>	<u>92,248.46</u>	<u>4,232,480.00</u>
Bad Debt (Expense) / Recovery	0.00	0.00	0.00	0.00
Basic Accommodation	2,640,438.67	2,587,734.00	52,704.67	3,450,316.00
Bed retention	0.00	0.00	0.00	0.00
Estate Recoveries - Municipal	0.00	0.00	0.00	0.00
Estate Recoveries - Provincial	0.00	0.00	0.00	0.00
Preferred Accommodation	586,897.15	574,110.00	12,787.15	765,477.00
Preferred Accommodation - HIN Claims	23,790.20	0.00	23,790.20	0.00
Preferred Accommodation - Prov COVID Reimbursement	0.00	0.00	0.00	0.00
Respite Care	15,485.44	12,519.00	2,966.44	16,687.00
<u>OTHER REVENUE</u>	<u>240,629.43</u>	<u>176,247.00</u>	<u>64,382.43</u>	<u>235,000.00</u>
Donations	0.00	0.00	0.00	0.00
Donations In Kind	0.00	0.00	0.00	0.00
Interest Income	240,629.43	176,247.00	64,382.43	235,000.00
<u>GRANTS & SUBSIDIES</u>	<u>11,305,203.90</u>	<u>10,448,642.00</u>	<u>856,561.90</u>	<u>13,997,933.00</u>
Prov Revenue - 4hrs care - Nursing Staff Supplement	2,435,908.00	2,239,996.00	195,912.00	3,049,401.00
Prov Revenue - 4hrs care - Staff Supp Allied Health	236,054.00	224,000.00	12,054.00	298,326.00
Prov Revenue - Clinical Decision Making	10,000.00	0.00	10,000.00	0.00
Prov Revenue - COVID - Incremental costs	0.00	0.00	0.00	0.00
Prov Revenue - COVID - Lost Rev Advance	0.00	0.00	0.00	0.00
Prov Revenue - COVID - PSW Wage Enhancement	634,593.27	617,001.00	17,592.27	835,259.00
Prov Revenue - RHWB	0.00	11,010.00	(11,010.00)	14,713.00
Prov Revenue - Debenture Subsidy	472,040.00	470,708.00	1,332.00	626,819.00
Prov Revenue - ICIP	0.00	0.00	0.00	0.00
Prov Revenue - Medication Safety	44,922.15	0.00	44,922.15	0.00
Prov Revenue - Integrated Technology	34,237.00	0.00	34,237.00	0.00
Prov Revenue - Operating Subsidy - Accreditation	18,086.00	16,874.00	1,212.00	22,480.00
Prov Revenue - Operating Subsidy - Equalization	131,347.00	131,353.00	(6.00)	174,977.00
Prov Revenue - Operating Subsidy - Global LOC	351,299.00	352,583.00	(1,284.00)	471,217.00
Prov Revenue - Operating Subsidy - HIN NPC	31,465.00	30,558.00	907.00	40,707.00
Prov Revenue - Operating Subsidy - Nursing & Personal Care	4,380,279.00	4,789,365.00	(409,086.00)	6,385,236.00
Prov Revenue - Operating Subsidy - Other Accomodation	351,568.00	53,581.00	297,987.00	65,380.00
Prov Revenue - Operating Subsidy - Pay Equity	16,920.00	16,920.00	0.00	22,560.00
Prov Revenue - Operating Subsidy - Program & Support Service	581,905.00	576,800.00	5,105.00	769,647.00
Prov Revenue - Operating Subsidy - PSW / Behavioural Support	33,030.00	33,030.00	0.00	44,040.00
Prov Revenue - Operating Subsidy - PSW return of service	78,866.75	0.00	78,866.75	0.00
Prov Revenue - Operating Subsidy - RAI/MDS	69,772.00	67,954.00	1,818.00	90,526.00
Prov Revenue - Operating Subsidy - Raw Food	580,776.00	550,494.00	30,282.00	733,325.00
Prov Revenue - Operating Subsidy - RN	79,506.00	79,506.00	0.00	106,008.00
Prov Revenue - One Time Operating	422,100.00	0.00	422,100.00	0.00
Prov Revenue - Support Prof Growth	8,325.18	17,949.00	(9,623.82)	22,032.00
Prov Revenue - Comp Minor Capital	139,446.69	76,719.00	62,727.69	102,292.00
Prov Revenue - IPAC Lead	61,083.00	61,083.00	0.00	81,444.00
Provincial Revenue - IPAC	101,674.86	31,158.00	70,516.86	41,544.00

**COUNTY OF RENFREW
TREASURER'S REPORT - MIRAMICHI LODGE
SEPTEMBER 2024**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>over / (under)</u> <u>VARIANCE</u>	<u>FULL YEAR</u> <u>BUDGET</u>
<u>SURPLUS ADJUSTMENT</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>745,700.00</u>
Surplus Adjustment - Trf from Reserves	0.00	0.00	0.00	745,700.00
GRAND TOTAL REVENUES	16,271,920.79	15,258,728.00	1,013,192.79	21,157,086.00
Municipal Surplus / (Deficit)	1,061,216.55	(746,094.00)	1,807,310.55	0.00
less: Depreciation	(710,671.06)	(697,869.00)	(12,802.06)	(930,488.00)
add: Transfer to Reserves	0.00	0.00	0.00	0.00
less: Transfer from Reserves	0.00	0.00	0.00	(745,700.00)
less: Disposal of Assets	0.00	0.00	0.00	0.00
add: Capital Purchases	532,987.04	559,278.00	(26,290.96)	745,700.00
add: Debenture Principal	296,403.24	296,403.00	0.24	601,188.00
ADJ Surplus / (Deficit)	1,179,935.77	(588,282.00)	1,768,217.77	(329,300.00)

COUNTY OF RENFREW

BY-LAW NUMBER

A BY-LAW TO EXECUTE AN AGREEMENT BETWEEN THE COUNTY OF RENFREW, BONNECHERE MANOR AND ONTARIO HEALTH EAST FOR THE 2024-25 BASE FUNDING ALLOCATIONS FOR BEHAVIOURAL SUPPORTS ONTARIO IN LONG-TERM CARE

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

WHEREAS the County of Renfrew deems it desirable to enter into an agreement with Ontario Health for the 2024/25 Base Funding Allocations for Behavioural Supports Ontario in Long-Term Care in the fiscal year 2024/25;

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

1. THAT the agreement attached to and made part of this By-law shall constitute an agreement between the Corporation of the County of Renfrew, Bonnechere Manor and Ontario Health East for the 2024-25 Funding Allocations for Behaviour Supports Ontario in Long-Term Care Agreement.
2. THAT the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this By-law.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 27th day of November, 2024.

READ a second time this 27th day of November, 2024.

READ a third time and finally passed this 27th day of November, 2024.

PETER EMON, WARDEN

GWEN DOMBROSKI, CLERK



SENT ELECTRONICALLY

ONTARIO HEALTH EAST REFERENCE# AL_178-2024-600_B

October 17, 2024

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

Dear Mr. Blackmore,

Re: 2024/25 Funding Allocations for Behavioural Supports Ontario in Long-Term Care

Ontario Health, through Ontario Health East, is pleased to advise that Corporation of the County of Renfrew, in respect of Bonnechere Manor will receive base funding in the amount of **\$42,000** in fiscal year 2024/2025 to support Behavioural Supports Ontario (BSO) Staffing, Training and/or Equipment needs (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 Long-Term Service Accountability Agreement (LSAA) between Corporation of the County of Renfrew, in respect of Bonnechere Manor 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 LSAA 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 LSAA will remain the same.

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

Please indicate your organization’s acceptance of the LSAA 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 Marcia Codougan-Providence, Lead, Performance, Accountability and Funding Allocation at marcia.codougan-prov@ontariohealth.ca or at 647.953.5133.

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
Schedule B: Recommended Core Competencies for Working with Behaviourally Complex Population
Schedule C: BSO Target Population and Behavioural Supports Ontario (BSO) Framework of Care

c: Scott Ovenden, Chief Regional Officer, Toronto and East
Peter Emon, Warden, County of Renfrew, Corporation of the County of Renfrew
Carl Bonura, Director, Capacity, Access and Flow, Ontario Health East
Tunde Igli, Director, Performance, Accountability and Funding Allocation, Ontario Health East
Marcia Codougan-Providence, Lead, Performance, Accountability and Funding Allocation, Ontario Health East

Appendix A Funding Details and Sign-Back Form

1.1 Funding Deliverables and Purpose

Licence Holder/Health Service Provider (HSP): Corporation of the County of Renfrew, in respect of Bonnechere Manor

HSP Integrated Financial Information System (IFIS) Number: 25

Project/Program Name: BSO Funding for 2024/25 to support BSO Staffing, Training and/or Equipment needs.

Transfer Payment Business Entity (TPBE)	Fiscal Year	A	B	C=A+B	D	Project/Program Description/Purpose
		One Time Funding	Pro-Rated Base Funding	Total Cash Flow	Base Funding	
Nursing Home Not For Profit (NH-NFP)	2024/25	N/A	N/A	N/A	\$42,000	To support BSO Staffing, Training and/or Equipment needs. New BSO Staffing Allocation Existing BSO Model = Embedded FTE = 0.60
Total Allocation		N/A	N/A	N/A	\$42,000	

1.2 Terms and Conditions:

Corporation of the County of Renfrew, in respect of Bonnechere Manor 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 LSAA and/or Ministry policy.
- (v) Reporting will be submitted as outlined in the LSAA 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, in respect of Bonnechere Manor

By:

Peter Emon, Warden November 27, 2024

Name of Binding Authority (Please Print)	Signature	Date
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Craig Kelley, Chief Administrative Officer November 27, 2024

Name of Binding Authority (Please Print)	Signature	Date
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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.



Schedule A

Additional Terms and Conditions

2024-25 Base Funding for Behavioural Supports Ontario Services in Long-Term Care

BSO staff deliver supports and services to the BSO target population, which is inclusive of older Ontarians, including long-term care (LTC) residents, with, or at risk of, responsive behaviours/personal expressions associated with dementia, complex mental health, substance use and/or other neurological conditions. The initiative facilitates seamless, interdisciplinary, intersectoral care for individuals as well as their professional and family care partners.

The funding can be used for the hiring of new and retention of existing BSO healthcare staff (e.g., nurses, personal support workers, occupational therapists, behaviour therapists, social workers, etc.). Hiring of new BSO staff can include a mix of net new specialists and existing part-time BSO staff converted to increased Full Time Equivalent (FTE) complements. Up to 5% of available funding can be allocated for:

1. staff training to increase LTC home staff capacity in the provision of care for the BSO target population; and
 2. purchase of therapeutic equipment and supplies that support the delivery of BSO services.
2. Ontario Health will fund LTC home licensees to create net new and sustain existing specialized BSO healthcare personnel positions funded through the Ministry of Long-Term Care (ministry) BSO investment for 2022-23 and subsequent funding years.
 3. The specialized BSO healthcare staff referred to above will:
 - a) Provide direct care, both in-person and virtual, services (e.g., conduct assessments, prepare behavioural care plans, deliver therapies to prevent and/or alleviate responsive behaviours) to the BSO target population within LTC homes, as identified in this Schedule.
 - b) Train and/or advise LTC home staff in behavioural service delivery and act as mentors and coaches to caregivers within a resident's circle of care;
 - c) Use BSO standardized care practices, protocols, tools, and any other approaches;
 - d) Link to system-wide resources for managing individuals with, or at risk for, responsive behaviours by collaborating with other service providers (e.g., Nurse-Led Outreach Teams, Baycrest Virtual Behaviour Medicine program, etc.) for the development and implementation of a plan of care that addresses an individual's challenging and complex behaviours and stabilizes them in their care setting;
 - e) Maintain communication and collaboration among LTC homes and other health service providers to facilitate partnerships, knowledge transfer, the spread of best practices, and otherwise enhance the behavioural support services available throughout Ontario; and
 - f) Participate in relevant BSO Provincial Coordinating Office (PCO) collaboratives and other working groups.

4. Any funding allocated for training will contribute to capacity building that:
 - a) Advances LTC direct care staff competencies to ensure that staff have the recommended [BSO core competencies](#) as set out by the BSO PCO, in consultation with relevant stakeholders and experts; and
 - b) Improves the quality of care provided to the BSO target population in LTC.

This funding will assist with the purchase of training and development services and/or resources that meet this objective, including the costs of backfill to release staff to participate in training and development opportunities.

Ontario Health will assist LTC licensees in selecting available education tools, which take into consideration staff specific training needs and readiness, and which support the translation of new knowledge into practice. Ontario Health encourages engagement with the BSO PCO for further consultation and idea generation regarding core competency training opportunities.

LTC licensees must comply with organization specific procurement policies in acquiring any goods or services related to training and development programs and services allowable with this ministry funding.

5. Any funding allocated for purchase of therapeutic equipment and supplies that put into practice BSO services, in recognition that BSO plays a significant role in the implementation of non-pharmacological strategies with the goal of preventing or reducing the prevalence of responsive behaviours. These strategies are guided by the principles of several evidence- based programs including P.I.E.C.E.S., GPA, U-FIRST, and DementiAbility.

Eligible therapeutic equipment and supplies are items that support the delivery of BSO non-pharmacological interventions and therefore can include, but are not limited to, art therapy, doll therapy, music therapy, reminiscence therapy, horticultural therapy, virtual simulation. Other examples are creative environmental design modifications and applicable technological equipment (e.g., therapeutic robots). This funding flexibility does not include the purchasing of general recreation supplies for the home.

Ontario Health encourages the LTC Licensee to engage with the BSO PCO for further consultation and idea generation regarding the clinical applicability of specific therapeutic resources.

LTC licensees must comply with organization specific procurement policies in acquiring any goods or services related to purchase of equipment and supplies allowable with this ministry funding.

6. Ontario Health will develop locally appropriate implementation approaches for the hiring of specialized BSO healthcare staff, relevant education, and training opportunities, leverage existing BSO services, bridge service gaps, and ensure capacity building among LTC home licensees.

The LTC Licensee will determine the following, within the funding available,:

- Appropriate number and mix of specialized BSO healthcare staff; and
- Optimal staffing mix of interdisciplinary personnel (e.g., nurses, personal support workers, occupational therapists, behavior management therapists, social workers, social services workers, etc.) that are needed to provide direct care services and supports to LTC residents with, or at risk for, responsive behaviours, including maximizing resource capacity by focusing on more non-traditional professions with more available supply than, for example, nurses.

7. LTC licensees will ensure that preference in hiring is given by LTC licensees to specialized BSO healthcare staff who have the recommended [BSO core competencies](#) as described in Schedule B. Where new hires do not have these competencies, the LTC licensees will ensure that training relating to these competences is provided by the LTC licensee.
8. LTC licensees employing the specialized BSO healthcare staff must comply with the following terms and conditions:
 - a) All activities that are undertaken must be in compliance with all applicable legislation, including the *Fixing Long-Term Care Act, 2021* (FLTCA) and Ontario Regulation 246/22;
 - b) All activities that are undertaken must be in compliance with all applicable policies, including the [BSO Staffing Resources Policy](#);
 - c) All activities that are undertaken must be in alignment with the “BSO Framework of Care”, as outlined in Schedule C;
 - d) The funding must only be used for the salary and benefits of specialized BSO healthcare personnel, for staff training, and purchase of therapeutic equipment and supplies, if and as stipulated by the Ontario Health. The funding cannot be used to support other operating (e.g. administration) costs;
 - e) Records of healthcare staff positions created must be maintained and provided upon request to Ontario Health and/or the ministry;
 - f) Financial and program data indicators must be reported to the ministry and/or Ontario Health as determined by the ministry and/or Ontario Health; and
 - g) Where valid partnership agreements are in place that permit the delivery of BSO services to individuals by more than one LTC home, the LTC home that is funded for the specialized BSO healthcare staff position will track BSO staffing levels and records as well as all mandatory financial and program data indicators across all partnering LTC homes who are sharing the position.
9. Ontario Health will ensure that accountability measures are established with relevant LTC home licensees relating to the hiring of the BSO specialized healthcare staff.
10. LTC home licensees must demonstrate accountability for the funding provided by ensuring that:
 - a) Funding will be used only for its intended purpose;
 - b) Financial records will be maintained;
 - c) Full accounting and reconciliation of funding will be performed following the end of the calendar year in the annual reconciliation; and
 - d) Sign back to confirm agreement to the terms and conditions of the funding provided.
11. LTC home licensees will report quarterly to the ministry using the BSO Activity Tracker, per the established reporting processes through the BSO PCO and will also report on additional information related to this investment that may be requested by the ministry.

Provincial Coordinating Office

1. The BSO Provincial Coordinating Office provides centralized standardization of tools and practices, quality improvement initiatives, knowledge exchange, and collection of data for BSO and for behavioural specialized units (BSU) that have been designated under the *Fixing Long-Term Care Homes Act, 2001*.

The available funding will allow the BSO PCO to continue to support BSO and BSU programming through the following activities:

- a. Engage with BSO and BSU team members, leaders, persons with lived experience (including LTC residents), and partnering organizations to action program/service development, product creation, capacity building, quality improvement and/or evaluation through appropriate forums (e.g., structured meetings, focus groups, etc.);
- b. Develop products (e.g., reports, clinical tools, practice guidelines, etc.) in collaboration with BSO and BSU team members, leaders, persons with lived experience, and partnering organizations that will support the ongoing implementation of BSO services;
- c. Support knowledge dissemination, capacity building, and implementation of BSO and BSU best/promising practices through creation and distribution of presentations, e-mails, newsletters.
- d. Support access to BSO PCO created evidence-based training opportunities for health care providers, including LTC staff, and persons with lived experience.
- e. Collect, collate, and analyze BSO and BSU program data for the purposes of measuring the impact of the BSO initiative through quarterly reports and annual reports.
- f. Report to Ontario Health and the Province on all BSO PCO activities undertaken.

2. LTC Home Licensees will submit to the BSO PCO and to the Ministry of Long-Term Care the following reports.

Name of Report	Reporting Period	Due Date
BSO Activity Tracker	For each funding year: <ul style="list-style-type: none"> • April 1 to June 30 • July 1 to September 30 • October 1 to December 31 • January 1 to March 31 	For each funding year: <ul style="list-style-type: none"> • Third Friday of August • Third Friday of November • Third Friday of February • Third Friday of May
Interim PCO Summary Report	April 1 to September 30 for each funding year	Last Friday of October for each funding year
Annual PCO Funding Reconciliation Report	April 1 to March 31 for each funding year	Last Friday of June for each funding year
Annual PCO Summary Report	April 1 to March 31 for each funding year	First Monday of May for each funding year
BSO Annual Report	April 1 to March 31 for each funding year	First Monday of September for each funding year

3. The BSO PCO will ensure the reports that are identified above contain the details below, at minimum.
- a) **BSO Activity Tracker** will detail BSO service and program metrics, which include but are not limited to:
- i. Quantitative Data:
- Number of transitions from acute care to long term care (“LTC”)
 - Number of transitions from community to LTC
 - Number of transitions from community, LTC or acute care to tertiary care mental health beds
 - Number of accepted referrals from LTC sector
 - Number of patients supported in LTC sector
 - Number of individual family members/ informal care partners supported in LTC sector
 - Number of accepted referrals from other sectors (e.g., community, acute, etc.)
 - Number of individual family members/ informal care partners supported in all other sectors (e.g., community, acute, etc.)
 - Number of new BSO-supported residents and/or patients triaged through central intake to BSO teams
 - Number of specialty consultations facilitated by BSO central intake staffing for BSO patients
 - Number of training sessions provided through a BSO realignment/ initiative
 - Number of attendees receiving training/education through a BSO realignment/initiative
 - Metrics related to system flow with respect to all BSUs designated under the *Fixing Long-Term Care Act, 2021* across the province, including:
 - a. Number of clients on the wait list
 - b. Number of referrals
 - c. Total number of admissions and admissions by source
 - d. Number of discharges and discharges by disposition
 - e. Total length of stay (LOS)
 - f. Total LOS (clinical days)
 - g. LOS Alternate Level of Care (days)
 - h. Percentage of occupancy
- ii. Additional Education:
- Report:
 - The number of behavioural training and education sessions offered (such as P.I.E.C.E.S, GPA and U-First!)
 - The number of participants that attended each training and education session
 - In detail, organized according to Ontario Health’s regional model, the number of BSO staff who attended each session.
- b) **Interim PCO Summary Report** will detail BSO PCO service metrics from April 1 to September 30 for each funding year as follows, additional output/outcome measures can be included, as needed. The output/outcome annual targets identified below may need to be updated year over year. As part of each BSO Annual Report, output/outcome annual targets for subsequent years will be identified:

	Indicator Type	Output/Outcome Measure	Output/Outcome Annual Targets	Actual Output/Outcome Achieved*
				Q1 and Q2 (April 1 to September 30)
1	Program Level	# of <u>products</u> created by, or in collaboration with, the BSO PCO that facilitate the implementation of BSO promising and best practices. Includes: reports, clinical tools, educational products, provincial/national/international presentations, publications, etc.	36	
2	System Level	# of <u>forums</u> organized and facilitated by the BSO PCO for the purpose of uniting BSO team members, leaders, persons with lived experience and partnering organizations to action program/service development, product creation, capacity building, quality improvement and/or evaluation. Includes: Formal Committee/Advisory Meetings, Working Group Meetings, Collaborative Meetings and Community of Practice Meetings.	52	
3	System Level	# of BSO PCO-created <u>e-courses completed</u> by health care providers and persons with lived experience. Includes: BSO-DOS [©] Instructional Video, Person-Centred Language in LTC E- Courses and Sexual Expression & Dementia introductory e-module. <i>Note: Additional e-courses may be added as they are developed and released in 2022-23.</i> E-course Evaluation Data Highlights: to be included with Q4 submission	5,000	

**Actual outcome/outputs need to be achieved between April 1 and September 30.

- c) **Annual PCO Funding Reconciliation Report** will include details and a reporting system as directed by the Province. Detailed reporting requirements will be communicated via email to Recipient before or on April 1 for each funding year.”
- d) **Annual PCO Summary Report** will detail BSO PCO service metrics from April 1 to March 31 for each funding year as follows, additional output/outcome measures can be included, as needed. The output/outcome annual targets identified below are for the 2023-24 funding year. As part of each BSO Annual Report, output/outcome annual targets for subsequent years will be identified:

	Indicator Type	Output/Outcome Measure	Output/Outcome Annual Targets	Actual Annual Output /Outcome Achieved
1	Program Level	# of <u>products</u> created by, or in collaboration with, the BSO PCO that facilitate the implementation of BSO promising and best practices. Includes: reports, clinical tools, educational products, provincial/national/international presentations, publications, etc.	36	
2	System Level	# of <u>forums</u> organized and facilitated by the BSO PCO for the purpose of uniting BSO team members, leaders, persons with lived experience and partnering organizations to action program/service development, product creation, capacity building, quality improvement and/or evaluation. Includes: Formal Committee/Advisory Meetings, Working Group Meetings, Collaborative Meetings and Community of Practice Meetings.	52	
3	System Level	# of BSO PCO-created <u>e-courses completed</u> by health care providers and persons with lived experience. Includes: BSO-DOS [©] Instructional Video, Person-Centred Language in LTC E-Courses and Sexual Expression & Dementia introductory e-module. <i>Note: Additional e-courses may be added as they are developed and released in 2022-23.</i> E-course Evaluation Data Highlights: <i>to be included with Q4 submission</i>	5,000	

*Actual outcome/outputs need to be achieved between April 1 and March 31.


- e) **BSO Annual Report** will detail BSO and BSU service and program metrics as well as BSO PCO services and program metrics, which include but are not limited to the outcomes identified as part of the quarterly BSO Activity Tracker and both the Interim PCO Summary Report and Annual PCO Summary Report for PCO related services. In addition, with respect to all BSUs designated under the *Fixing Long-Term Care Homes Act, 2021*, a detailed summary of the impact of this programming as described via clinical and family satisfaction variables captured annually and in addition to quarterly system flow related metrics captured quarterly via the BSO Activity Tracker.

Behavioural Supports Ontario (BSO)


Schedule B and C

SCHEDULE “B”
RECOMMENDED CORE COMPETENCIES FOR WORKING WITH BEHAVIOURALLY COMPLEX
POPULATION

The following recommended core competencies have been developed by the BSO Provincial Coordinating Office. For further information:

 1-855-276-6313

provincialbso@nbrhc.on.ca

 <https://brainxchange.ca/BSO>

1. PERSON AND FAMILY-CENTRED CARE

Delivers person and family-centred care, supported by evidence-informed clinical best practices, which recognize both the uniqueness of each person (i.e., personhood) and an awareness of one’s own contribution to that relationship, including personal attitudes, values and actions. This includes:

- a) Contributing to the delivery of the person and family-centred philosophy of care.
- b) Acknowledging that the person, the family and care partners all bring expertise and experience to the authentic relationship.
- c) Involving the person and family as part of the care team and ensuring that care reflects the person and family’s values, preferences and expressed needs and goals.
- d) Ensuring that information and care plans are actively updated and shared with individuals and families using appropriate and accessible methods.
- e) Preserving and promoting the abilities, self-esteem and dignity of the person.
- f) Considering components of safety, risk and quality of life.
- g) Protecting and advocating for the person and family’s rights.
- h) Demonstrating compassion, empathy, respect for diversity and cross-cultural awareness.
- i) Exhibiting effectiveness as an interprofessional team member through collaboration and cooperation in interacting with the person, their families and other partners in care. Ensuring care is continuous and reliable.
- j) Utilizing communication strategies that demonstrate compassion, validate emotions, support dignity, and promote understanding.

2. KNOWLEDGE

Within respective scope of practice, demonstrates knowledge of dementia, complex mental health, substance use disorders and neurological conditions and their impact on the person, their family members and other care partners (e.g., health care professionals, front-line staff). This includes a fundamental understanding of:

- a) The Importance of perspectives of lived experience from the person and their family members;
- b) Types of conditions and causes;
- c) Cognitive, neurological and behavioural symptoms;
- d) Assessment and diagnostic processes;

- e) Stages and progression of conditions;
- f) Current treatment interventions and approaches;
- g) Emerging and/or best non-pharmacological strategies and practices to promote optimal quality of life;
- h) Environmental factors associated with responsive behaviours/personal expressions; and
- i) The Fixing Long-Term Care Act, 2021 and other applicable regulations and/or other legislation that is relevant to the scope of practice.

3. ASSESSMENT, CARE APPROACHES & CAPACITY BUILDING

Within respective scope of practice, conducts and/or contributes to a thorough assessment and recommends, implements and evaluates therapeutic interventions and approaches with respect to the expressed behaviours. This includes:

- a) Recognizing that behaviours have meaning and therefore, looking for contributing factors is an essential part of the assessment and care planning process.
- b) Assessing the meaning, contributing factors and associated risks of behaviours using an objective, systematic and wholistic process that takes the individual's personhood into account in addition to the physical, intellectual, emotional and functional capabilities of the person; as well as the environmental and social aspects of their surroundings.
- c) Identifying non-pharmacological strategies that are abilities focused and person-centred to prevent and respond to expressed behaviours, including recommendations to mitigate associated risks.
- d) Collaborating with the person, their family and interprofessional team members to create, share, implement and model an individualized behavioural care plan.
- e) Analyzing and evaluating the ongoing effectiveness of the implemented plan including thorough communication of next steps, suggestions for adherence and thorough follow-up.
- f) Providing facilitation, coaching, mentoring and demonstrating team leadership and change management skills.
- g) Demonstrating excellent clinical reasoning and critical thinking skills that target prevention of the expressed responsive behaviours by creatively adjusting the social and physical environment; focusing on the person's abilities and knowing the individual, their life story and aspirations.

References:

- Cabrera, E., Sutcliffe, C., Verbeek, H., Saks, K., Soto-Martin, M., Meyer, G., ... & RightTimePlaceCare Consortium. (2015). Non-pharmacological interventions as a best practice strategy in people with dementia living in nursing homes. A systematic review. *European Geriatric Medicine*, 6(2), 134-150.
- Legere, L. E., McNeill, S., Schindel Martin, L., Acorn, M., & An, D. (2018). Nonpharmacological approaches for behavioural and psychological symptoms of dementia in older adults: A systematic review of reviews. *Journal of Clinical Nursing*, 27(7-8), e1360-e1376.
- Registered Nurses' Association of Ontario (2016). *Delirium, dementia, and depression in older adults: assessment and care. Second Edition.* Retrieved from: <https://rnao.ca/bpg/guidelines/assessment-and-care-older-adults-delirium-dementia-and-depression>

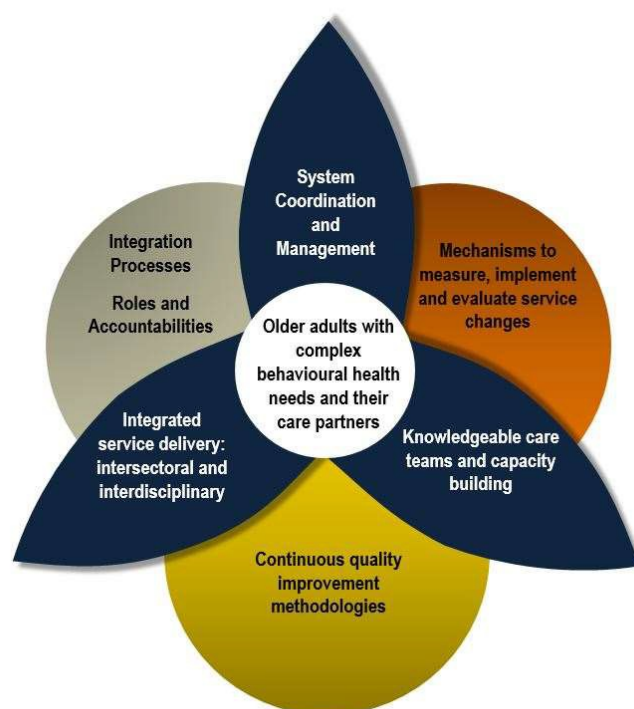
SCHEDULE “C”

BSO TARGET POPULATION AND BEHAVIOURAL SUPPORTS ONTARIO (BSO) FRAMEWORK OF CARE

BSO Target Population:

The Behavioural Supports Ontario (BSO) initiative was implemented within the BSO Framework to transform health care system design for older Ontarians with, or at risk of, responsive behaviours/personal expressions associated with dementia, complex mental health, substance use and/or other neurological conditions. The initiative facilitates seamless, interdisciplinary, intersectoral care for individuals as well as their professional and family¹ care partners

BSO Framework of Care:



BSO’s framework is modeled under three provincial pillars:

Pillar 1: System Coordination and Management

Pillar 2: Integrated Service Delivery - Intersectoral and Interdisciplinary

Pillar 3: Knowledgeable Care Team and Capacity Building

BSO Principles:

BSO is rooted in person, family, and relationship-centred care and is guided by seven value-based principles:

1) Behaviour is communication


Responsive behaviours/personal expressions can be minimized by understanding the person and adapting the environment or care to better meet the individual’s unmet needs. Behaviours are not meaningless; they are an attempt to express distress, problem-solve or communicate unmet needs.

¹ Family: Refers to individuals who are related (biologically, emotionally or legally) and/or have close bonds (e.g. friendships, commitments, shared households and romantic attachments). A person’s family includes all those whom the person identifies as significant in his or her life (e.g. children, friends, substitute decision-makers, groups and communities) (Registered Nurses’ Association of Ontario, 2015).


- 2) **Respect**
All persons are treated with respect and accepted as they are. Respect and trust characterize the relationships between clinicians and individuals/family care partners, and between providers across systems.
- 3) **Diversity**
Practices value the language, ethnicity, race, religion, gender, beliefs/traditions, and life experiences of the people being served.
- 4) **Collaborative Care**
Accessible, comprehensive assessment and intervention require an interdisciplinary approach that includes professionals from different disciplines, as well as the individuals/family care partners, to cooperatively create a joint, single plan of care.
- 5) **Safety**
The creation of a culture of safety and well-being is promoted where older adults and families live and visit and where staff work.
- 6) **System Coordination & Integration**
Systems are built upon existing resources and initiatives and encourage the development of synergies among existing and new partners to ensure access to a full range of integrated services and flexible supports based on need.
- 7) **Accountability & Sustainability**
The accountability of the system, health, and social service providers to funders and to each other is defined and ensured (Ontario Behavioural Support System Project, 2010).

Acknowledgement:

Please contact the BSO Provincial Coordinating Office for further information.

 1-855-276-6313

provincialbso@nbrhc.on.ca

 <https://brainxchange.ca/BSO>

COUNTY OF RENFREW

BY-LAW NUMBER

A BY-LAW TO EXECUTE AN AGREEMENT BETWEEN THE CORPORATON OF THE COUNTY OF RENFREW AND ONTARIO HEALTH FOR THE COMMUNITY COMMITMENT PROGRAM FOR NURSES (CCPN) 2024-27

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

WHEREAS the County of Renfrew deems it desirable to enter into an agreement with Ontario Health for the Community Commitment Program for Nurses (CCPN) 2024-27 Support Agreement;

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

1. THAT the agreement attached to and made part of this By-law shall constitute an agreement between the Corporation of the County of Renfrew and Ontario Health for the Community Commitment Program for Nurses (CCPN) 2024-27 Support Agreement.
2. THAT the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this By-law.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 27th day of November, 2024.

READ a second time this 27th day of November, 2024.

READ a third time and finally passed this 27th day of November, 2024.

PETER EMON, WARDEN

GWEN DOMBROSKI, CLERK

CCPN 2024-27 SUPPORT AGREEMENT

This agreement is made as of the 8th day of October, 2024 (the “**Effective Date**”),

BETWEEN:

ONTARIO HEALTH, having its principal offices at 525 University Ave., Toronto, Ontario, M5G 2L3 (“**OH**”).

A N D

CORPORATION OF THE COUNTY OF RENFREW, a corporation incorporated under the laws of Ontario, having its principal offices at 9 International Dr., Pembroke, Ontario, K8A 6W5 (the “**Employer**”).

BACKGROUND

The Ministry of Health has created the Community Commitment Program for Nurses (CCPN) (the “**Program**”) in response to longstanding shortages of nurses, including registered nurses, registered practical nurses and nurse practitioners, in high-need Ontario hospitals, long-term care homes, home and community care agencies, primary care, and mental health and addictions organizations.

The Program seeks to support the recruitment and retention of nurses in Ontario who meet certain criteria by offering grant funding to support the recruitment of eligible nurses, and education funding to support professional development among the existing nursing workforce.

OH is administering the Program, and will distribute grant funding to eligible nurses via certain hospitals, long-term care homes, agencies providing home and community care services, primary care, and mental health addictions organizations which are employing those eligible nurses. These employers will also receive education funding to support any nurse in their employ to pursue professional development opportunities to enhance their clinical skills.

As a hospital, long-term care home, agency providing home and community care services, primary care, or mental health addictions organizations, Employer has agreed to utilize education funding for developing the clinical skills of their existing nursing workforce and to distribute the grant funding to eligible nurses in its employment, subject to the terms of this Agreement.

NOW THEREFORE, in consideration of the covenants and agreements contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. INTERPRETATION

a. Definitions. In this Agreement, the following terms shall have the respective meanings indicated below:

“**Agreement**” means this CCPN Support Agreement and all Schedules attached hereto as may be amended from time to time.

“**Business Day**” means any calendar day except for (i) Saturday; (ii) Sunday; and (iii) any day that is a public holiday in Ontario.

“**Education Funding**” means funding paid by OH to Employer and to be utilized by Employer to support any nurse in their employ to pursue professional development opportunities to enhance their clinical skills.

“**Effective Date**” has the meaning ascribed to it in the first line of this Agreement.

“**Eligibility Criteria**” has the meaning set out in Schedule “B”.

“**Eligible Nurse**” means a nurse that meets the Eligibility Criteria.

“**Funding**” means both Education Funding and Grant Funding.

“Grant Funding” means funding paid by OH to Employer and to be paid by Employer to a specific Eligible Nurse.

“Party” means either of Employer or OH; and **“Parties”** means both of them.

“Term” has the meaning ascribed to it in Section 3.a.

- b. Headings. The division of this Agreement into articles, sections, schedules and other subdivisions, and the inclusion of headings are for convenience of reference only, and shall not affect the construction or interpretation of this Agreement. Unless something in the subject matter or context is inconsistent therewith, references herein to Articles, Sections and Schedules are to Articles, Sections and Schedules of this Agreement.
- c. Currency. Unless otherwise specified, all references to monetary amounts, including the symbol “\$”, are in respect of Canadian currency.
- d. Schedules. The following Schedules are a part of this Agreement:
 - Schedule “A” - Funding Allocation and Reporting
 - Schedule “B” - Form of Community Commitment Agreement between Employer and Eligible Nurse

2. Employer Obligations

- a. Allocation of Funding. Employer has been provisionally allocated Funding for a certain number of Eligible Nurses at designated sites, as set out in Schedule “A”. Employer will not represent to any nurse that he or she may be eligible to receive Funding unless that Funding has been allocated as set out in Schedule “A”.
- b. Community Commitment Agreement. Employer will execute a Community Commitment Agreement with each Eligible Nurse in the form set out at Schedule “B”. Before doing so, Employer will validate that the Eligible Nurse meets the Eligibility Criteria.
- c. Reporting Obligations. To facilitate the allocation and distribution of Funding, Employer will submit reports to OH as described in Schedule “A”.
- d. Distribution of Grant Funding by Employer. From time to time, as described in Schedule “A”, OH may provide Grant Funding to Employer to be paid to one or more Eligible Nurses, which the Employer will distribute according to this Agreement and the Community Commitment Agreement with the applicable Eligible Nurse.
- e. Utilization of Education Funding by Employer. From time to time, as described in Schedule “A”, OH may provide Education Funding to Employer to be utilized for professional development of their nursing staff in the following allowable categories supporting clinical skills development: tuition and registrations fees; mentorship programs; internships; support for internationally educated nurses; and professional development facilitation (back-fill costs).
- f. Record Keeping. Employer shall keep appropriate records to substantiate its performance of its obligations hereunder, including a copy of the executed Community Commitment Agreement with each Eligible Nurse, all documentation used to verify each Nurse’s status as an Eligible Nurse (such as proof of registration with the College of Nurses of Ontario), proof of start date, and documentation confirming Funding payments received from OH and Funding payments made to Eligible Nurses, and proof of all expenditures related to the utilization of Education Funding. Employer will promptly provide any record, report, or information reasonably requested by OH concerning any matter relating to this Agreement.
- g. No Fees for Services. Employer shall not retain any portion of the Grant Funding for its own purposes. All Grant Funding is to be distributed in its entirety to each applicable Eligible Nurse. OH shall not be responsible for any expenses incurred by Employer in distributing the Funding.

3. Term and Termination

- a. Term. This Agreement shall commence as of the Effective Date and shall continue in full force and effect until the earlier of: (i) four (4) years from the Effective Date; or (ii) the date this Agreement is terminated in accordance with its terms (“**Term**”). OH may, at its sole option, extend the Term for an additional period of one (1) year by notifying Employer no less than thirty (30) days prior to the expiry of the Term.
- b. Termination. OH may terminate this Agreement for any reason in the sole discretion of OH by giving the Employer ten (10) Business Days prior written notice.
- c. Effect of Termination. Upon the termination of this Agreement for any reason Employer shall:
 - (i) unless otherwise expressly instructed by OH to withhold a distribution, distribute any Grant Funding it has received to the applicable Eligible Nurse in the first normal pay period following Employer’s receipt of Funding;
 - (ii) return any amounts of Grant Funding which may have been overpaid or which cannot otherwise be distributed to the Eligible Nurse for which the Grant Funding was originally provided, and return any amounts of Education Funding which have not been spent for the purpose originally provided;
 - (iii) provide notice of termination of this Agreement to (A) Eligible Nurses that have not yet received \$25,000 in Grant Funding; and (B) any person who (based on the Employer’s representations) may reasonably have expected to have become an Eligible Nurse prior to the Agreement’s termination;
 - (iv) provide a report to OH listing the names and contact information for any of its employees to which notice was provided under this Section 3.c within ten (10) Business Days of termination; and
 - (v) provide any further reports as specified in Schedule “A”.
- d. No Liability of OH. Any termination of this Agreement shall occur without liability, cost or penalty to OH.

4. Representations and Warranties

Employer represents, warrants and covenants to OH that:

- (i) Employer is one of the following: a hospital operating under the *Public Hospitals Act, 1990*; a publicly-funded long-term care home licensed under the *Long-Term Care Homes Act, 2007*, SO 2007, C 8; an agency providing home and community care services under the *Home Care and Community Services Act, 1994*, SO 1994 C 26, or other organizations approved by Ontario Health. Employer possesses suitable human resources infrastructure to onboard and support newly hired Nurses, and adequate finances to support continued employment of each Eligible Nurse for a period of at least 24 months from his or her employment start date. For any positions hired through the Program, the Employer has posted internally to existing staff and no suitable candidates were found through that process.
- (ii) To the extent practicable pursuant to the Employer’s ordinary business practices and subject to the Employer’s discretion to terminate any employee for cause, Employer shall maintain full-time hours for each Eligible Nurse, or as otherwise approved by OH.
- (iii) Any amounts of Funding which may be received by Employer from OH will not displace or otherwise affect any existing compensation, including salary, commission, incentive programs, or other remuneration for Nurses employed by Employer.
- (iv) If a Community Commitment Agreement is terminated for any reason, Employer shall promptly notify OH of the termination and the reason for the termination. OH shall subsequently direct Employer as to whether any Funding in possession of Employer for the relevant Nurse should be paid to the Nurse, held in trust on behalf of OH until otherwise directed, or returned to OH.

5. Payment Term

Payment will be made within thirty (30) days of OH's receipt from Employer of the confirmations set out in Schedule "A", and receipt of any reasonably requested documentation to support eligibility assessments and payment processing.

6. Audit Rights

The Employer shall provide OH and such other entity as designated by OH, including without limitation, the Ministry of Health and any government agency or auditor, with access from time to time (and for a period of seven (7) years following the effective date of termination of this Agreement) and upon reasonable notice to the Employer, to all relevant Employer records and facilities to determine whether the Employer is in compliance with the provisions of this Agreement, provided that such audit or inspection shall be exercised so as not to interfere materially or adversely with the Employer's business. As between OH and the Employer, the audit shall be at OH's expense, unless such audit is required as a result of the Employer's failure to meet any of the terms or conditions of this Agreement.

7. Independent Contractor

- a. Independent Contractor. Employer is and shall act solely as an independent contractor and shall not be, or be deemed to be an agent, legal representative or partner of OH.
- b. No Authority. Employer shall not, without the prior written consent of OH, enter into any contract or commitment, in the name of or on behalf of OH or bind OH in any respect whatsoever. Employer shall not have authority to sign any cheques in the name of OH.
- c. No Deemed Employment. None of Employer's employees (including the Eligible Nurses), agents or service providers shall be deemed to be the employees, agents or service providers of OH. Employer shall be solely responsible for any salary, commission or other remuneration payable to any such employees (including Eligible Nurses), agents or service providers, and hereby indemnifies OH for any costs, claims, damages or losses incurred or claimed by or against OH in respect thereof.

8. General Provisions

- a. Indemnity. Employer agrees to defend, indemnify and save OH harmless from any and all claims, losses or demands made against OH arising from any act, omission, fault, default or negligence of the Employer, its employees, agents, subcontractors, or consultants directly related to the performance or non-performance of its obligations under this Agreement. The indemnities contained in this Agreement shall not be prejudiced by and shall survive the termination of this Agreement.
- b. Governing Law and Attornment. This Agreement shall be construed and enforced in accordance with, and the rights of the Parties shall be governed by the laws of the Province of Ontario and the federal laws of Canada applicable herein, without regard to principles of conflicts of law and shall be treated in all respects as an Ontario contract. The Parties to this Agreement hereby irrevocably and unconditionally attorn to the non-exclusive jurisdiction of the courts of the Province of Ontario and all courts competent to hear appeals therefrom.
- c. Successors and Assigns. This Agreement shall enure to the benefit of, and be binding upon, the Parties hereto and their respective heirs, executors and successors, but shall not be assignable by any of the Parties hereto without the prior written consent of the other parties. All rights and obligations contained in this agreement shall, at the discretion of Ontario Health, extend to and be binding on the parties' respective heirs, executors, administrators, successors and permitted assigns.
- d. Entire Agreement. This Agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof and supersedes all prior agreements, understandings, negotiations and discussions, whether oral or written, and there are no covenants, representations, warranties or agreements between the parties in connection with the subject matter hereof except as specifically set forth herein.
- e. Survival. The provisions contained in Sections 2.a, 3.c, 3.d, 8.a, and Articles 5 and 6, shall not be prejudiced by, and shall survive the termination of this Agreement, as shall any other provision which by its nature ought to survive termination.

- f. Notice. Unless otherwise stated herein, every notice or other communication hereunder shall be deemed to have been duly given and made, if in writing and if served by personal delivery upon the Party for whom it is intended, if delivered by registered mail, return receipt requested, or by a national courier service, or if sent by electronic transmission (capable of readily producing a paper record)] to the person at the address set forth below, or such other address as may be designated in writing hereafter, in the same manner, by such person:

Ontario Health
Attn: Megan Carr-Locke, Manager, Health Workforce Capacity Programs
E-mail: info-hfo@ontariohealth.ca

Corporation of the County of Renfrew
Address: 725 Pembroke St. W, Pembroke, ON K8A 8S6
Attn: Mike Blackmore
Tel: mblackmore@countyofrenfrew.on.ca
E-mail: [613-735-0175](tel:613-735-0175)

Any such notification shall be deemed delivered (i) upon receipt, if delivered personally, (ii) on the next Business Day, if sent by national courier service for next Business Day delivery or if sent by electronic transmission (capable of readily producing a paper record).

- g. Waiver. The waiver by either Party of a breach or default of any provision of this Agreement by the other Party shall not be effective unless in writing and shall not be construed as a waiver of any succeeding breach of the same or of any other provision, nor shall any delay or omission on the part of either Party to exercise or avail itself of any right, power or privilege by such Party shall constitute a waiver.
- h. Amendment. Except as expressly provided in this Agreement, no amendment, supplement, restatement or termination of any provision of this Agreement is binding unless it is in writing and signed by each Party.
- i. Counterparts. This Agreement may be executed in counterparts, each of which will be deemed an original, but all of which together will constitute one and the same agreement. Signatures to this Agreement transmitted by facsimile transmission, by electronic mail in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, will have the same effect as physical delivery of the paper document bearing the original signature.

[Signature page follows]

IN WITNESS WHEREOF, each Party hereto has caused this Agreement to be duly executed as of the date first written above by officers authorized in that behalf.

ONTARIO HEALTH

CORPORATION OF THE COUNTY OF RENFREW

Signature: _____

Name: _____

Title: _____

Date: _____

I have authority to bind the organization.

Signature: _____

Name: _____

Title: _____

Date: _____

I have authority to bind the organization.

Signature: _____

Name: Peter Emon

Title: Warden

Date: November 27, 2024

I have authority to bind the organization.

Signature: _____

Name: Craig Kelley

Title: Chief Administrative Officer

Date: November 27, 2024

I have authority to bind the organization.

SCHEDULE "A"
FUNDING ALLOCATION AND REPORTING

1. Allocation. Employer will receive the following for each Eligible Nurse:
- \$1,500 in Education Funding which will be paid upon completion of four (4) months of full-time employment (or an equivalent otherwise approved by OH);
 - \$3,000 which will be paid by the Employer to each Eligible Nurse upon completion of four (4) months of full-time employment (or an equivalent otherwise approved by OH);
 - \$3,000 which will be paid by the Employer to each Eligible Nurse upon completion of eight (8) months of full-time employment (or an equivalent otherwise approved by OH);
 - \$3,000 which will be paid by the Employer to each Eligible Nurse upon completion of twelve (12) months of full-time employment (or an equivalent otherwise approved by OH);
 - \$4,000 which will be paid by the Employer to each Eligible Nurse upon completion of sixteen (16) months of full-time employment (or an equivalent otherwise approved by OH);
 - \$4,000 which will be paid by the Employer to each Eligible Nurse upon completion of twenty (20) months of full-time employment (or an equivalent otherwise approved by OH); and
 - \$8,000 which will be paid by the Employer to each Eligible Nurse upon completion of twenty-four (24) months of full-time employment (or an equivalent otherwise approved by OH).

Funding has been allocated only for the following Employer sites.

Designated Site
Bonnechere Manor - 470 Albert St, Renfrew, ON K7V 4L5 Miramichi Lodge - 725 Pembroke St. W, Pembroke, ON K8A 8S6

2. Reporting and Funding.

Confirmation of each eligible Nurse completing 4 months, 8 months, 12 months, 16 months, 20 months and 24 months on a full-time basis (or other basis approved by OH) is required in order to process payment. An education funding expenditure confirmation report is also required after 12 months from the start of the community commitment. Ontario Health will provide a link to an online form for the Employer to submit that confirmation.

Activity	Frequency	Due Dates
Employment confirmation of Nurse	At completion of 4 month community commitment	2 business days after completion of community commitment
Employment confirmation of Nurse	At completion of 8 month community commitment	2 business days after completion of community commitment
Employment confirmation of Nurse & Education funding expenditure confirmation	At completion of 12 month community commitment	2 business days after completion of community commitment
Employment confirmation of Nurse	At completion of 16 month community commitment	2 business days after completion of community commitment
Employment confirmation of Nurse	At completion of 20 month community commitment	2 business days after completion of community commitment
Employment confirmation of Nurse	At completion of 24 month community commitment	2 business days after completion of community commitment

3. Employment Leave.

If an Eligible Nurse takes leave from his or her employment under Part XIV of the *Employment Standards Act, 2000*, SO, c 41, the time period between the Nurse's start date and the day prior to the first date of the leave shall count toward the time periods described in the Community Commitment Agreement between the Employer and that Nurse.

Upon the Eligible Nurse's return to work, the time period will restart as if no break in employment status had occurred.

Employer will notify OH of any Eligible Nurses who takes a leave prior to being eligible to receive \$25,000 in Grant Funding and their anticipated return date.

SCHEDULE "B"
FORM OF COMMUNITY COMMITMENT AGREEMENT
NURSE COMMUNITY COMMITMENT AGREEMENT

This Nurse Community Commitment Agreement is between the undersigned employer (the "**Employer**") and the undersigned nurse (the "**Nurse**") and is dated as of the last signature date.

BACKGROUND

- A.** The Ministry of Health has created the Community Commitment Program for Nurses (CCPN) (the "**Program**") in response to longstanding shortages of nurses, including registered nurses, registered practical nurses and nurse practitioners, in high-need Ontario hospitals, long-term care homes, home and community care agencies, primary care, and mental health addictions organizations. Ontario Health is administering the Program.
- B.** The Nurse has indicated that he or she is eligible for grant funding under the Program, and wishes to receive that grant funding in return for his or her service, subject to the terms of this agreement.

NOW THEREFORE in consideration of the mutual covenants and agreements contained in this Agreement and for other good and valuable consideration, the receipt of which is expressly acknowledged by this sentence, the parties to this agreement agree as follows:

1. Eligibility Criteria and Community Commitment

The Nurse understands that all grant funding under this agreement is conditional on the Nurse meeting the following eligibility criteria (the "**Eligibility Criteria**"):

- a. Unless otherwise approved by OH, the Nurse has provided valid documentation to the Employer that he or she is a registered nurse (RN), registered practical nurse (RPN) or nurse practitioner (NP) with a certificate of registration in good standing with the College of Nurses of Ontario and that he or she has not worked in Ontario as a nurse in the six months prior to his or her employment start date (which must begin within timeframes established by OH, unless otherwise approved by OH);
- b. The Nurse is not currently receiving funds from the Tuition Support for Nurses Program (or other related programs/funding communicated in writing by OH), and that the Employer is not receiving funds from the Ministry of Health through the Nursing Graduate Guarantee for the purpose of paying a salary to the same nurse hired through the CCPN.
- c. The Nurse has signed and returned a copy of this agreement to the Employer within five (5) business days of the start of the Nurse's employment with the Employer.

By signing this agreement, the Nurse declares that the Nurse meets all of the Eligibility Criteria.

The Nurse will promptly provide any report, documentation or information reasonably requested by Employer concerning any matter relating to the Eligibility Criteria, and consents to having this information shared with Ontario Health for purposes of assessing their eligibility and Program administration.

2. Community Commitment

A Nurse that continues to meet the Eligibility Criteria will be eligible for grant payments, as follows:

- a. after working for the Employer for four months on a full-time basis (or as otherwise approved by OH), the Nurse will be eligible for a grant payment of \$3,000.
- b. after working for the Employer for eight months on a full-time basis (or as otherwise approved by OH), the Nurse will be eligible for an additional grant payment of \$3,000.

- c. after working for the Employer for twelve months on a full-time basis (or as otherwise approved by OH), the Nurse will be eligible for an additional grant payment of \$3,000.
- d. after working for the Employer for sixteen months on a full-time basis (or as otherwise approved by OH), the Nurse will be eligible for an additional grant payment of \$4,000.
- e. after working for the Employer for twenty months on a full-time basis (or as otherwise approved by OH), the Nurse will be eligible for an additional grant payment of \$4,000.
- f. after working for the Employer for twenty-four months on a full-time basis (or as otherwise approved by OH), the Nurse will be eligible for an additional grant payment of \$8,000.

The calculation of months of employment will be based on the community commitment start date set out beside the Nurse's signature at the end of this agreement.

The calculation of months of employment will be adjusted to accommodate any employment leave under Part XIV of the *Employment Standards Act, 2000*.

All grant funding payments will be paid to the Nurse by the Employer. The payment will be made in the first payroll period after the Employer receives the grant funding from Ontario Health.

The Employer is not entitled to retain any part of the grant funding for its own purposes. The Employer is not entitled to substitute the grant funding for other compensation or incentives it would otherwise provide to its nurse employees.

3. Nurse Acknowledgements

The Nurse acknowledges that:

- a. the Program is a grant-based program representing a government benefit, and that this agreement inures to the benefit of the Crown;
- b. any grant funding provided under this agreement does not constitute compensation, including salary, commission or other remuneration payable to the Nurse – grant funding is merely being provided through the Employer, as an agent of Ontario Health;
- c. the payment of grant funding is conditional upon the Employer's receipt of grant funding from Ontario Health and the satisfactory receipt of all required program documentation;
- d. should the nurse employee complete fewer than four months of employment, the nurse employee will forfeit any entitlement to the entire sum of \$25,000 in grant funding;
- e. should the nurse employee complete fewer than eight months of employment, the nurse employee will forfeit any entitlement to the remaining grant funding disbursements totaling \$22,000;
- f. should the nurse employee complete fewer than twelve months of employment, the nurse employee will forfeit any entitlement to the remaining grant funding disbursements totaling \$19,000;
- g. should the nurse employee complete fewer than sixteen months of employment, the nurse employee will forfeit any entitlement to the remaining grant funding disbursements totaling \$16,000;
- h. should the nurse employee complete fewer than twenty months of employment, the nurse employee will forfeit any entitlement to the remaining grant funding disbursements totaling \$12,000;
- i. should the nurse employee complete fewer than twenty-four months of employment, the nurse employee will forfeit any entitlement to the final grant funding disbursement of \$8,000; and
- j. an individual nurse is not permitted to receive funds from the Ministry of Health simultaneously through both the CCPN and the Tuition Support for Nurses program (or other related programs/funding communicated in writing by OH).

4. Termination

This agreement automatically terminates:

- a. if the Nurse does not begin employment with the Employer by the community commitment start date set out beside the Nurse's signature at the end of this Agreement;
- b. if the Nurse's employment with the Employer is terminated, in which case this agreement terminates on the day after Nurse's last day of employment;
- c. if the Nurse engages in misrepresentation with respect to this agreement (including if the Nurse misrepresents his or her eligibility for grant funding);
- d. the Nurse completes the community commitment and receives \$25,000 in grant funding; or
- e. on March 31, 2029 (unless Ontario Health extends the Program), or such earlier date as directed by the Ministry of Health.

Any termination of this agreement shall occur without liability, cost or penalty to Employer or Ontario Health.

5. General

Neither party may assign any part of this agreement without the prior written consent of Ontario Health. Any attempted assignment without prior written consent of Ontario Health shall be void. Any actions or proceedings arising in connection with this agreement shall be conducted in Ontario. A copy of this agreement will be provided by the Employer to Ontario Health within five (5) business days of being signed and disbursement of grant funding by Ontario Health is subject to receipt of any reasonably requested documentation and confirmation of eligibility of both the Employer and Nurse.

[Signature page follows]

By signing below, the Nurse and the Employer agree to the provisions of this agreement.

EMPLOYER: Corporation of the County of Renfrew

Signature of Authorized Employer Representative

Date of signing

Print name and title of Authorized Employer Representative

I have the authority to bind this Organization.

Nurse Community Commitment Start Date

NURSE:

Signature of Nurse

Date of signing

Print name of Nurse

Nurse Training Program – School, Program Name & Location

Nurse Training Program Graduation Date

Nurse Email Address

Home Community (city/town/village) at time of hiring

COUNTY OF RENFREW

BY-LAW NUMBER

**A BY-LAW TO ENTER INTO A LEASE AGREEMENT WITH
BRENDA KINCADE, FOOT CARE SERVICE PROVIDER**

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

AND WHEREAS the Corporate of the County of Renfrew deems it desirable to enter into an amended agreement with Brenda Kincade, Foot Care Service Provider for the lease of lands and premises owned by the County of Renfrew.

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

1. THAT the agreement marked as Schedule "1" attached to and made part of this by-law shall constitute an agreement between the Corporation of the County of Renfrew and Brenda Kincade, Foot Care Service Provider.
2. THAT the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this by-law.
3. THAT By-law 145-23 is hereby repealed.
4. THAT this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 27th day of November 2024.

READ a second time this 27th day of November 2024.

READ a third time and finally passed this 27th day of November 2024.

PETER EMON, WARDEN

GWEN DOMBROSKI, CLERK

MEMORANDUM OF AGREEMENT OF LEASE ENTERED INTO AT THE CITY OF PEMBROKE
IN THE PROVINCE OF ONTARIO ON THE 1ST DAY OF JANUARY, 2025

BY AND BETWEEN: **MIRAMICHI LODGE**
(hereinafter referred to as the "Landlord")

AND: **BRENDA KINCADE**
(hereinafter referred to as the "Tenant")

THIS AGREEMENT WITNESSETH:

SECTION I DESCRIPTION OF PREMISES

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

SECTION II TERM

2.01 The Lease shall commence on the 1st day of January, 2025 hereinafter referred to as the "Commencement Date") and shall terminate on the 31st day of December, 2025 unless sooner terminated in the manner herein set forth (hereinafter referred to as the "Term").

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

SECTION III RENTAL

3.01 Tenant covenants and agrees to pay to the Landlord the following rent ("Rent") in lawful money of Canada at Landlord's office in Pembroke or at such other place or to such other person as may be specified from time to time by Landlord, without any demand for rent being necessary, namely an annual amount of **\$4906.92** payable in equal, consecutive, monthly instalments of **\$408.91** each.

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

Initials	
Landlord	Tenant <i>BK</i>

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

SECTION IV USE OF PREMISES

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

SECTION VI ASSIGNMENT AND SUBLETTING

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

SECTION VII TENANT CARE

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

Initials	
Landlord	Tenant <i>SK</i>

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

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

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

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

SECTION IX **ACCESS TO PREMISES**

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

SECTION X **COMPLIANCE WITH LAWS AND INDEMNIFICATION**

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

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

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

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

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

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

Initials	
Landlord	Tenant <i>[Signature]</i>

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

SECTION XI

NON-RESPONSIBILITY OF LANDLORD

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

SECTION XII

INSURANCE

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

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

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

SECTION XIII

DEFAULT

13.01 In any of the events following, namely:

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

Initials	
Landlord	Tenant
	<i>BK</i>

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

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

SECTION XIV

ADDITIONAL PROVISIONS

14.01 Additional Provisions

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

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

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

Initials	
Landlord	Tenant
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SECTION XV

MORTGAGES AND SUBORDINATION

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

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

Witness



Mike Blackmore
Director of Long-Term Care, Miramichi Lodge

Witness

Peter Emon
Warden

Witness

Craig Kelley
Chief Administrative Officer

• (Tenant)

Witness

Per: 

Witness

Per: _____

Initials	
Landlord	Tenant
	