



Finance and Administration Committee

Thursday, November 14, 2024 at 9:30 AM

Council Chambers

Agenda

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|---|---------|
| 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 of October 17, 2024 | |
| a. Minutes - October 17, 2024 | 8 - 12 |
| Finance and Administration Committee - Oct 17 2024 - Minutes | |
| Recommendation: THAT the minutes of the October 17, 2024 meeting be approved. | |
| 6. Delegations - None at time of mailing | |
| 7. Administration Report | |
| a. Administration Report | 13 - 89 |
| Draft Procedure By-law | |
| 2025 Draft Committee Council Calendar COTW | |
| Investment in Municipal Infrastructure for Eastern Ontario's Small and Rural Communities | |
| Recommendation: WHEREAS Eastern Ontario's small rural municipalities face insurmountable challenges to fund both | |

new growth related infrastructure and ongoing maintenance of their capital assets, including local roads and bridges, clean water, wastewater, waste facilities, and municipally owned buildings, including recreational facilities and libraries; and

WHEREAS the [Federation of Canadian Municipalities](#) has calculated that Municipal Governments across Canada are responsible for approximately 60 percent of public infrastructure that supports our economy and quality of life, but only receive 10 cents of every tax dollar; and

WHEREAS the Eastern Ontario Wardens' Caucus (EOWC) region's capital infrastructure deficit has increased by 58 percent since 2011 and is now at \$6 billion, and growing; and

WHEREAS in 2018, the Ontario Government mandated all Ontario municipalities to develop and fully funded capital asset management plans by July 2025; and

WHEREAS the EOWC has released a regional [Municipal Infrastructure Policy Paper](#) showing key infrastructure data, opportunities and challenges in small rural municipalities across Eastern Ontario; and

WHEREAS Eastern Ontario is a growing economy that can grow more with sustainable, innovative infrastructure partnership and investment from the Federal and Ontario Governments; and

WHEREAS the infrastructure deficit for small rural municipalities cannot be adequately addressed through property tax revenue, restricted municipal borrowing capacity, and municipalities limited ability to generate revenue; and

WHEREAS small rural taxpayers cannot afford dramatic increases to pay for the current and future infrastructure.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Renfrew joins the Eastern Ontario Wardens' Caucus, the Association of Municipalities of Ontario, and the Federation of Canadian Municipalities in calling on the Federal and Ontario Governments to immediately and sustainably partner with Municipal Governments by investing in both the new and ongoing maintenance and repairs of municipal infrastructure in Eastern Ontario's small rural municipalities; and

THAT the Federal and Ontario Governments immediately

review data and work together to implement solutions based on the [EOWC's Municipal Infrastructure Policy Paper](#) in partnership with small rural municipalities; and FINALLY THAT this resolution be forwarded to The Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada; The Honourable Doug Ford, Premier of Ontario; The Honourable Kinga Surma, Ontario Minister of Infrastructure; The Honourable Paul Calandra, Ontario Minister of Municipal Affairs and Housing; The Honourable Lisa Thompson, Ontario Minister of Rural Affairs; The Honourable Peter Bethlenfalvy, Ontario Minister of Finance; The Honourable Prabmeet Sakaria, Ontario Minister of Transportation; The Honourable Victor Fedeli, Ontario Minister of Economic Development, Job Creation and Trade; Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke; John Yakabuski, MPP, Renfrew-Nipissing-Pembroke; Federation of Canadian Municipalities; Association of Municipalities of Ontario; Canada Mortgage and Housing Corporation; Rural Ontario Municipal Association and the Eastern Ontario Wardens' Caucus.

Procedural By-law

Recommendation: THAT the Finance and Administration Committee recommends that the updated draft Procedural By-law be forwarded to County Council for consideration.

Approval of Administration Department Report

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

8. Corporate Services Department Reports

Finance Division Report

- a. [Finance Division Report](#) 
- [September 30, 2024 Council Remuneration](#) 
- [September 30, 2024 TreasurersReport](#) 
- [2024 Financial Detailed Notes](#) 
- [Mesa Spreadsheet](#) 

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Sustainable Infrastructure Funding

Recommendation: WHEREAS municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and WHEREAS the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

WHEREAS the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

WHEREAS the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

WHEREAS redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

WHEREAS a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

NOW THEREOFRE BE IT RESOLVED the Council of the County of Renfrew formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

BE IT FURTHER RESOLVED THAT the Council of the County of Renfrew calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and

BE IT FURTHER RESOLVED THAT this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in

infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to The Honourable Justin Trudeau, Prime Minister of Canada; The Honourable Doug Ford, Premier of Ontario; The Honourable Kinga Surma, Ontario Minister of Infrastructure; The Honourable Paul Calandra, Ontario Minister of Municipal Affairs and Housing; The Honourable Peter Bethlenfalvy, Ontario Minister of Finance; Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke and John Yakabuski, MPP, Renfrew-Nipissing-Pembroke; and
BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Federation of Northern Ontario Municipalities (FONOM) and Northwestern Ontario Municipal Association (NOMA) for their endorsement and advocacy.

Approval of Finance Division Report

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

Human Resources Division Report

- b. [Human Resources Division Report](#) 
- [Cowan Insurance Renewal Presentation](#) 
- [By-Law Service Agreement Cowan](#) 
- [By-Law Service Agreement Manulife](#) 
- [By-law 63-03 Amend Corporate Policies](#) 
- [D-01 - Short Term Disability Plan](#) 
- [D-02 - Long Term Disability Plan](#) 
- [G-02 - Employee Incident Accident Reporting](#) 
- [G-04 - Workplace Safety and Insurance Benefits](#) 
- [G-05 - Return to Work Stay at Work](#) 
- [A-23 - Accommodations](#) 
- [E-13 - Accommodating Disabilities](#) 

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[E-14 - Non-Work Related Illness Injury](#) 

[E-15 - Personal Time Off](#) 

[D-03-Benefits During STD and LTD](#) 

Cowan and Manulife Benefits By-laws

Recommendation: THAT the Finance and Administration Committee recommends to County Council that a By-law be adopted to enter into a service agreement renewal with Cowan Benefits Consulting for the period January 1, 2025 to December 31, 2025; AND THAT County Council adopt a By-law to enter into a service agreement renewal with Manulife Financial for the provision of a benefits insurance program (Policy 4704 & 4705) for the period of January 1, 2025 to December 31, 2025.

Amendments to Corporate Policy By-law

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

- a) D-01 Short-Term Disability Plan;
- b) D-02 Long-Term Disability Plan;
- c) G-02 Employee Incident/Accident/Near Miss Reporting;
- d) G-04 Workplace Safety and Insurance Board;
- e) G-05 Return to Work/Stay at Work;

AND the following new Corporate Policies;

- f) A-23 Accommodations;
- g) E-13 Accommodating Disabilities;
- h) E-14 Non-Work Related Illness/Injury;
- i) E-15 Personal Time Off;

AND the removal of the following Corporate Policy:

- j) D-03 Benefit and Service Continuation during STD/LTD;

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

Approval of Human Resources Division Report

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

Provincial Offences Division Report

Approval of Provincial Offences Division Report

Recommendation: THAT the Provincial Offences Division Report be approved as presented.

9. New Business

10. Closed Meeting - None at time of mailing

11. 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.



Finance and Administration Committee

Thursday, October 17, 2024 at 9:30 AM

Council Chambers

Minutes

Present: Chair Jennifer Murphy, Vice-Chair Valerie Jahn, Councillor James Brose, Councillor Glenn Doncaster (attended virtually), Councillor Michael Donohue, Councillor Anne Giardini, Councillor David Mayville

Absent: Warden Peter Emon

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

1. Call to Order

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

2. Land Acknowledgement

The Land acknowledgement identifying that the meeting was being held on the traditional territory of the Omàmiwininì (Algonquin) People was recited.

3. Roll Call

The roll was called.

4. Disclosure of Pecuniary Interest and General Nature Thereof

No pecuniary interests were disclosed.

5. Adoption of the Open Minutes

RESOLUTION NO. FA-C-24-10-111

THAT the minutes of the September 16, 2024 meeting be approved.

Moved by: James Brose

Seconded by: David Mayville

CARRIED

6. Adoption of the Closed Minutes - None

7. Delegations - None

8. Administration Department Report

- a. The Chief Administrative Officer/Deputy Clerk overviewed the Administration Department Report that included the quarterly report and an update on the use of delegated authority approvals.

The Chief Administrative Officer/Deputy Clerk noted that the County of Renfrew is hosting a two day Eastern Ontario Wardens' Caucus meeting at Calabogie Peaks October 17 and 18.

The County of Renfrew also hosted a Renfrew County Clerks and Treasurer's Association meeting on October 9 at Bonnechere Manor, and received a tour through the Butterfly Model of Care wing. Committee acknowledged the benefits of the group meeting regularly and sharing information (i.e. salary, benefit comparisons etc.).

Councillor Doncaster joined the meeting virtually at 9:46 a.m.

RESOLUTION NO. FA-C-24-10-112

THAT the Administration Department Report be approved as presented.

Moved by: Valerie Jahn

Seconded by: Michael Donohue

CARRIED

9. Corporate Services Department Reports

a. Finance Division Report

The Treasurer/Manager of Finance overviewed the Finance Division Report that included an update on the 2025 Budget preparation and the recent Renfrew County Clerks and Treasurers Association Finance Sub Committee meeting.

Committee discussed the Optional Small Scale On-Farm Business Subclass and noted that the County of Renfrew's Economic Development Division will work with the Renfrew County Agricultural Economic Development Ad-Hoc Committee to determine if there is an interest, and the Townships of Horton, Laurentian Valley and Whitewater would do the same.

The Treasurer/Manager of Finance indicated that before the upcoming Special Meeting of County Council, any member has the opportunity to reach out and request a specific funding option or any detailed scenarios. This information will be provided to all of County Council when the package is distributed.

RESOLUTION NO. FA-C-24-10-113

THAT the Finance Division Report be approved as presented.

Moved by: David Mayville

Seconded by: Anne Giardini

CARRIED

b. Human Resources Division Report

Committee recessed at 10:21 a.m. and reconvened at 10:29 a.m.

The Manager of Human Resources, overviewed the list of 2024 Service Award Recipients and Retirees, noting that the 2nd Annual Staff Appreciation & Service Awards Event will take place on Thursday, November 21st at Festival Hall and registration for elected and staff is available online.

Committee congratulated this year's Service Award recipients and Retirees, noting the importance of recognizing the dedication and hard work of our County of Renfrew staff.

RESOLUTION NO. FA-C-24-10-114

THAT the Human Resources Division Report be approved as presented.

Moved by: Anne Giardini

Seconded by: James Brose

CARRIED

10. New Business

OPP Billing

The Chief Administrative Officer/Deputy Clerk indicated that there are ongoing discussions amongst the local municipalities regarding the increased OPP billing costs. While the County of Renfrew is not directly impacted, we have been asked to bring this issue forward for further discussion at County Council. Chair Murphy indicated that she will raise the issue with the ROMA Board, the Chief Administrative Officer/Deputy Clerk indicated that he and the Warden will raise the issue with the Eastern Ontario Wardens' Caucus, and Councillor Doncaster noted that he will raise the issue with the Federation of Canadian Municipalities.

RESOLUTION NO. FA-C-24-10-115

THAT the Finance and Administration Committee request that County Council consider the increased costs of OPP billing as a matter of shared advocacy on behalf of the local municipalities.

Moved by: Michael Donohue

Seconded by: James Brose

CARRIED

Taste of the Valley - Cobden

Councillor Donohue noted that there is a Taste of the Valley event taking place at the Cobden Fairgrounds on Saturday, October 19, 2024 from 10:00 a.m. to 3:00 p.m.

11. Closed Meeting - None

12. Date of next meeting (Thursday, November 14, 2024) and adjournment

RESOLUTION NO. FA-C-24-10-116

THAT this meeting adjourn and the next regular meeting be held on

Thursday, November 14, 2024. Time: 11:03 a.m.

Moved by: James Brose

Seconded by: Valerie Jahn

CARRIED

Jennifer Murphy, Chair

Gwen Dombroski, Clerk

Draft

COUNTY OF RENFREW

ADMINISTRATION DEPARTMENT REPORT

TO: Finance and Administration Committee

FROM: Craig Kelley, Chief Administrative Officer/Deputy Clerk

DATE: November 14, 2024

SUBJECT: Department Report

INFORMATION

1. 2024/25 Funding Allocations for Behavioural Supports Ontario

The 2024/25 Funding Allocations agreement for Behavioural Supports Ontario in Long-Term Care was received 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.

At the Health Committee meeting held on November 13, 2024, the following resolution was presented and is being provided as information to Finance and Administration Committee:

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.

2. Community Commitment Program for Nurses

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

At the Health Committee meeting held on November 13, 2024, the following resolution was presented and is being provided as information to Finance and Administration Committee:

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.

3. Leased Space – 2nd Floor - Miramichi Lodge

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.

At the Health Committee meeting held on November 13, 2024, the following resolution was presented and is being provided as information to Finance and Administration Committee:

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.

DELEGATION OF AUTHORITY APPROVALS

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

BY-LAW/ RESOLUTION	DATE	DESCRIPTION	DELEGATED AUTHORITY BY-LAW REFERENCE	COMMITTEE
145-24 D RCHC-C-24-11-70	2024-11-05	RE-2024-23-RH - Design Build 135 Francis St., Renfrew - Award to William Sons \$824,993 plus applicable taxes	2.1 - TENDER AWARD CONTAINED WITHIN APPROVED BUDGET	RCHC Board of Directors

RESOLUTIONS

5. **Eastern Ontario Wardens' Caucus Resolution – Calling for Investment in Municipal Infrastructure for Eastern Ontario's Small and Rural Communities**

Recommendation: WHEREAS Eastern Ontario's small rural municipalities face insurmountable challenges to fund both new growth related infrastructure and ongoing maintenance of their capital assets, including local roads and bridges, clean water, wastewater, waste facilities, and municipally owned buildings, including recreational facilities and libraries; and

WHEREAS the [Federation of Canadian Municipalities](#) has calculated that Municipal Governments across Canada are responsible for approximately 60 percent of public infrastructure that supports our economy and quality of life, but only receive 10 cents of every tax dollar; and

WHEREAS the Eastern Ontario Wardens' Caucus (EOWC) region's capital infrastructure deficit has increased by 58 percent since 2011 and is now at \$6 billion, and growing; and

WHEREAS in 2018, the Ontario Government mandated all Ontario municipalities to develop and fully funded capital asset management plans by July 2025; and

WHEREAS the EOWC has released a regional [Municipal Infrastructure Policy Paper](#) showing key infrastructure data, opportunities and challenges in small rural municipalities across Eastern Ontario; and

WHEREAS Eastern Ontario is a growing economy that can grow more with sustainable, innovative infrastructure partnership and investment from the Federal and Ontario Governments; and

WHEREAS the infrastructure deficit for small rural municipalities cannot be adequately addressed through property tax revenue, restricted municipal borrowing capacity, and municipalities limited ability to generate revenue; and

WHEREAS small rural taxpayers cannot afford dramatic increases to pay for the current and future infrastructure.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Renfrew joins the Eastern Ontario Wardens' Caucus, the Association of Municipalities of Ontario, and the Federation of Canadian Municipalities in calling on the Federal and Ontario Governments to immediately and sustainably partner with Municipal Governments by investing in both the new and ongoing maintenance and repairs of municipal infrastructure in Eastern Ontario's small rural municipalities; and

THAT the Federal and Ontario Governments immediately review data and work together to implement solutions based on the [EOWC's Municipal Infrastructure Policy Paper](#) in partnership with small rural municipalities; and

FINALLY THAT this resolution be forwarded to The Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Sean Fraser, Minister of Housing, Infrastructure and Communities of Canada; The Honourable Doug Ford, Premier of Ontario; The Honourable Kinga Surma, Ontario Minister of Infrastructure; The Honourable Paul Calandra, Ontario Minister of Municipal Affairs and Housing; The Honourable Lisa Thompson, Ontario Minister of Rural Affairs; The Honourable Peter Bethlenfalvy, Ontario Minister of Finance; The Honourable Prabmeet Sakaria, Ontario Minister of Transportation; The Honourable Victor Fedeli, Ontario

Minister of Economic Development, Job Creation and Trade; Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke; John Yakabuski, MPP, Renfrew-Nipissing-Pembroke; Federation of Canadian Municipalities; Association of Municipalities of Ontario; Canada Mortgage and Housing Corporation; Rural Ontario Municipal Association and the Eastern Ontario Wardens' Caucus.

Background

Through collaboration and consolidated feedback among representatives of member municipalities, the Eastern Ontario Wardens' Caucus (EOWC), released their [2024-2027 Strategic Plan](#). This document identified three strategic priorities to guide its decision-making and advocacy focus for the next three years:

- Infrastructure investment;
- Housing for all; and
- Health care access.

Reliable infrastructure systems and facilities to foster growth, a range of housing options that are affordable and meet the needs of all people, and access to health care services are critically important to people living, raising families, and building businesses in Eastern Ontario. The strategic plan is a blueprint to ensure those needs are met for residents of rural Eastern Ontario, now and into the future.

The above resolution from the Eastern Ontario Wardens' Caucus, the Association of Municipalities of Ontario (AMO), and the Federation of Canadian Municipalities (FCM) calls on the Federal and Ontario Governments to immediately and sustainably partner with Municipal Governments by investing in both the new and ongoing maintenance and repairs of municipal infrastructure in Eastern Ontario's small rural municipalities.

BY-LAWS

6. Procedural By-law Review

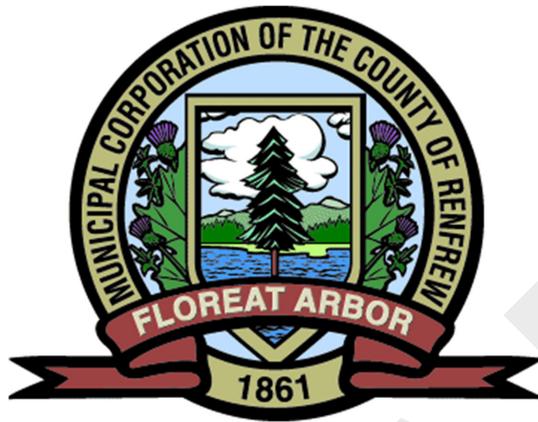
Recommendation: THAT the Finance and Administration Committee recommends that the updated draft Procedural By-law be forwarded to County Council for consideration.

Background

Attached is the draft procedural by-law containing the recommended changes in bold and strike-through resulting from the Special Meeting of County Council held on October 28, 2024.

Since that Special Council Meeting, there were some minor administrative changes made to provide greater clarity or to clear up language, but did not affect the structure nor intent of the previous presentation. Items of more substantial change, and of which staff received direction to review, include:

- Term(s) of Warden and Striking Committee
- Agenda(s) and meeting dates/times
- Reports from external board representatives
- Notice of Motion
- Recorded Voting
- Updates to the terms of reference



THE CORPORATION OF
THE COUNTY OF RENFREW

BY-LAW NUMBER xx-24

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

2025

9 International Drive
Pembroke, ON K8A 6W5
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COUNTY OF RENFREW**BY-LAW NUMBER XX-24****A BY-LAW TO GOVERN THE PROCEEDINGS OF THE
COUNCIL AND COMMITTEES OF THE COUNTY OF RENFREW**

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

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

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

SECTION 1 – INTERPRETATION**1.1 General**

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

SECTION 2 – DEFINITIONS

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

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

“Agenda” means the written sequence of business under consideration at a meeting.

“Announcements” means a public announcement on matters of public or community interest that are made by a Member, once recognized by the Chair. The announcements shall not require future action by Administration and no motion is required.

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

“Chair” means the Member who presides at a Council, Committee of the Whole, Ad Hoc, Steering or Sub-Committee meeting.

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

“Clerk” means the Clerk of the Corporation of the County of Renfrew as prescribed in Section 228 of the *Municipal Act*, as appointed by by-law.

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

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

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

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

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

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

“Confidential Item” shall include the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

“Local Board Member” means a member of a municipal service board, transportation commission, public library board, board of health, police service board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.

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

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

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

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

“Member” means a Member of Council or a Committee and includes the Chair.

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

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

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

“Notice of Meeting” means the prescribed timelines by which Members and/or the public are required to be provided information pertaining to scheduled meetings.

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

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

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

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

“Presentation” means the occurrence when, staff, an individual or group have been invited to present information to Council or Committee. Presentations will differ from delegations as they will be presenting information to Council such as updates from municipal partners, agencies, auditors, solicitors, consultants, other levels of government, etc.

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

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

“Quorum” subject to any other applicable statutory provisions, means the minimum number of Members that must be present at a meeting to make the proceedings of that meeting valid, as established by the *Municipal Act, 2001*.

“Recess” means a break from a meeting.

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

“Resolution” means a formal expression of opinion or intention by Council.

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

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

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

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

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

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

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

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

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

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

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

“Warden” means the Member of Council duly elected as the Warden for a defined term by Council and by virtue of their office is Head of Council, Chair of Council, and an Ex-Officio Member of all Committees.

“Weighted Vote” means the number of votes exercised by each Member where a Recorded Vote is requested by a Member at meetings of Council, in accordance with the Weighted Vote By-law in effect and included in this By-law as Schedule ‘F’. The County of Renfrew established a Weighted Vote System for Municipalities in the County of Renfrew based on one vote per 500 electors for each municipality at Council, however, no individual municipality shall have greater than 24% of the total weighted vote.

“Working Group” includes any group established by Council which has either a continuous existence or which goes out of existence as soon as the specified task is completed. The membership of the group shall be comprised of staff, Members, and laypersons, as appropriate.

The membership of a working group shall consist of less than 50% Council and/or Local Board Members (a minimum of two (2) Members of Council).

SECTION 3 – COUNCIL

3.1 Role of the Warden

The Warden shall:

- a) act as chief executive officer of the municipality;
- b) preside over council meetings so that its business can be carried out efficiently and effectively;
- c) provide leadership to the Council;
- d) provide information and recommendations to the Council with respect to the role of Council;
- e) represent the municipality at official functions;
- f) uphold and promote the purposes of the municipality;
- g) promote public involvement in the municipality's activities;
- h) act as the representative of the municipality both within and outside the municipality, and promote the municipality locally, nationally and internationally;
- i) participate in and foster activities that enhance the economic, social, environmental well-being of the municipality and its residents;
- j) represent the County at the Eastern Ontario Wardens' Caucus; and
- k) carry out the duties of the Head of Council under the *Municipal Act* or any other Act.

3.2 Role of Council Members (Including Alternates)

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

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

SECTION 4 – MEETINGS

4.1 First Meeting (Inaugural) - Municipal Election Year

The first meeting of Council following each municipal election shall be considered the Inaugural Meeting of Council. The Inaugural Meeting will be held on the ~~last~~ second Wednesday in ~~November~~ December commencing at 9:30 a.m. The purpose of the meeting is to swear in Council-elect and for conducting the elections for Warden for a ~~two~~ one (21) year term and the appointment of Members to Committees and Boards for the ensuing year~~s~~.

4.2 First Meeting (Inaugural) Agenda - Order of Proceedings

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

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

4.3 First Meeting - Non-election Years

The First meeting of Council in Years Two, Three and Four shall be held on the ~~first~~ second Wednesday of December beginning at 9:30 a.m.

~~The First meeting of Council in Year Three shall be held on the first Wednesday of December beginning at 9:30 a.m. The purpose of the meeting is to conduct the elections for Warden for a two- one (21) year term and the establishment of the Striking Committee for a two- one (12) year term.~~

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

~~The content of the Agenda of the first meeting (Years Two and Four) and its proceedings shall follow the regular Agenda.~~

The content of the Agenda of Years ~~Three~~ Two, Three and Four and its proceedings shall include:

- a) Call to Order by Clerk
- b) Land Acknowledgment
- c) Roll Call

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- d) Introduction of CAO
- e) Procedure for Nomination of County Warden
- f) Procedure for the Election/Acclamation of County Warden
- g) Warden Election Results
- h) Oath of Office of Newly Elected/Acclaimed Warden
- i) Warden's Address
- j) Greetings from Dignitaries
- k) Report from Striking Committee
- l) Warden's Invitation for Deputy Warden Candidates
- m) Confirming By-law
- n) Adjournment

4.5 Place of Meeting

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

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

4.6 Date and Time

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

4.7 Cancellation of Meeting

The Clerk, with the approval of the Warden, may cancel a meeting of Council when, in their opinion, there is sufficient cause to do so (i.e. in the case of extreme emergency conditions).

4.8 Notice of Regular Council Meeting

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

4.9 Exceptions to Regular Meeting Schedule

- a) Exceptions to regular meeting schedule will be upon resolution of Council.
- b) **Summer recess** - There shall be no Regular meeting held in the month of July. Meetings of a time sensitive matter may be at the call of the Chair, if required.

- c) **December meetings - ~~of even numbered years~~**—The first Regular Meeting in December of the First and Third Year shall be held two Wednesday's following the First (Inaugural) Meeting. In all years, there shall only be one regular meeting held in December, as per the published and approved calendar.

4.10 Special Meetings - Warden

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

4.11 Special Meetings - Members of Council

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

4.12 Notice of Special Meeting

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

4.13 Delivery Notice of Special Meeting

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

4.14 Nature of Business

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

4.15 No Other Business

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

4.16 Posting of Public Notice of Special Meeting

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

4.17 Emergency Meeting

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

4.18 Meetings Open to Public

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

4.19 Closed to Public - Meeting Subject Matters

Under Section 239 of the *Municipal Act* a meeting or part of a meeting of the Council or Committees may be Closed to the public if the subject matter being considered is:

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

Other criteria

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

Educational or training sessions

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

4.20 Closed Resolution

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

4.21 Vote in Closed

No vote may be taken except on a procedural matter or for giving of directions or instruction to officers, employees or agents of the County or persons retained by or under contract with the County, on a matter that can be discussed in Closed Session set out in this By-law and the *Municipal Act*.

4.22 Rise from Closed Session

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

4.23 Closed to Public (Education and Training)

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

4.24 Confidential Matters

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

4.25 Enquiries Regarding Closed Sessions

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

4.26 Workshops, Orientation and Information Sessions with Outside Participants

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

4.27 Electronic Participation - Quorum and Voting

Members of Council, Local Boards and Committees may participate electronically in Open and Closed Regular and Special Meetings and shall be afforded all the same rights, privileges, and obligations as if physically present.

SECTION 5 – DUTIES

5.1 Preparation by Members

Members of Council shall make every effort to come prepared to Council meetings by having reviewed all the material supplied, including Agendas and reports, to facilitate discussion and the determination of action at the meeting. Whenever possible, the Members shall make appropriate inquiries to administration staff when seeking clarification of material provided.

5.2 Leave Meeting

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

5.3 Report Requests

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

5.4 Interference

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

5.5 Order

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

5.6 Speakers

The Chair shall recognize any Member who wishes to speak and determines the order of the speakers.

5.7 Motions

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

5.8 Point of Order - Inform Members

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

5.9 Chair - Motion and Debate

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

5.10 Restrain Member

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

5.11 Authentication

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

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

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

6.2 Members of Council - County Administration

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

6.3 Decisions of Council

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

6.4 Breach of Rules

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

6.5 Disorder of Meeting

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

6.6 Power to Expel

The Chair may expel any person for improper conduct at a meeting.

6.7 Respect to the Chair

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

6.8 Recording of Meetings

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

All Council meetings will be recorded by County staff and live streamed (where/when possible) with the exclusion of Closed Session meetings. Recordings of meetings shall not be used or considered as meeting minutes.

6.9 Public Participation at Meetings

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

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

6.10 Meeting Conduct

No person shall:

- a) disturb a meeting by any disruptive or distracting conduct, including private conversations among Members or Attendees at a meeting;
- b) use profane or offensive words or insulting expressions;
- c) disobey the rules of procedure;
- d) rise from their seat or make any noise or disturbance while a vote is being taken;
- e) speak until they have been recognized by the Chair;
- f) display signs, place cards, placards, applaud, heckle or engage in telephone or other conversation or any behavior which may be considered disruptive;
- g) put into question the municipal employee's personal or professional integrity; and
- h) speak in a manner that is discriminatory in nature based on an individual's race, ancestry, place of origin, ethnic origin, citizenship, creed, gender, sexual orientation/identification, age, colour, marital status, family status or disability.

6.11 Cell Phone and Electronic Devices

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

SECTION 7 – RULES OF DEBATE

7.1 Addressing the Chair

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

7.2 Order of Speaking

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

7.3 Speaking Through the Chair

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

7.4 Interruption

When a Member is speaking, no other Member shall pass between the speaker and the Chair or interrupt the speaker except to raise a "Point of Privilege" or raise a "Point of Order".

7.5 Subject of Debate

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

7.6 Motion Read

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

7.7 Time Limit

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

7.8 Question on Motion

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

7.9 Motion Seconded Before Debate

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

SECTION 8 – QUORUM

8.1 Call to Order - Quorum Present

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

8.2 Non-Quorum Time Limit

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

8.3 Permitted Motions Without Quorum

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

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

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

8.4 Warden Absent

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

8.5 Past Warden Also Absent

Should the Immediate Past Warden not be a Member; the Clerk shall call the meeting to order, and the Members shall appoint a Chair amongst themselves to preside until the arrival of the Warden. The selected Chair shall have the same authority as the Warden while presiding the meeting.

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

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

be deemed to constitute a quorum, provided that such a number is not less than two (2).

SECTION 9 – MINUTES

9.1 Contents Recorded by Clerk

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

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

9.2 Minutes - Closed Session Meeting

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

- a) The time and place of the meeting;
- b) Those Members in attendance and the Chair;
- c) Disclosures of pecuniary interest, if any, but not the general nature thereof;
- d) Directions given to officers, employees or agents of the County or persons retained by or under contract with the County; and
- e) Should any Member wish to discuss or contend error or omission in the draft minutes, the meeting shall go into Closed Session.

SECTION 10 – ORDER OF BUSINESS – AGENDA

10.1 Agenda - Content

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

10.2 Regular Council Agenda

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

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

- a) Call to Order

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

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10.3 Committee of the Whole Agenda

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

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

- a) Call to Order
- ~~b) Adoption of Agenda~~
- ~~c)b) Disclosure of Pecuniary Interest and the General Nature Thereof~~
- ~~d)c) Approval of Minutes~~
- ~~e)d) Delegations and Presentations (estimated time per presenter)~~
- ~~f)e) Questions of the Presentations from Member~~
- ~~g)f) Communications~~
- ~~h)g) Consent Reports~~
- ~~i)h) Discussion Reports~~
- ~~j)i) Deferred Reports~~
- ~~k)j) Verbal Reports~~
- ~~l)k) Closed Session~~
- ~~m)l) Rise from Closed Session~~
- ~~n)m) Matters Arising from Closed Session~~
- ~~o)n) New/Other Business~~

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~~p~~o) Adjournment

10.4 Steering and Sub-Committee Meeting Agendas

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

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

10.5 Delivery of Agenda

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

SECTION 11 – WELCOME AND LAND ACKNOWLEDGEMENT

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

SECTION 12 – DISCLOSURE OF INTEREST

12.1 Disclosing

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

12.2 No Influencing

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

12.3 Closed Session

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

12.4 Absent from a Meeting

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

12.5 Written Declaration

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

12.6 Declaration - Record - Meeting Closed to the Public

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

12.7 Maintaining a Registry

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

12.8 Non-Compliance

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

SECTION 13 – ADOPTION OF MINUTES

13.1 Last Meeting(s)

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

SECTION 14 – REPORTS FROM REPRESENTATIVES APPOINTED TO EXTERNAL BOARDS

14.1 Reports from Representatives Appointed to External Boards

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

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SECTION 15-15 – DELEGATIONS AND PRESENTATIONS

15.1 Delegation and Presentation Request Deadline

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

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

15.2 Number of Presentations and/or Delegations

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

15.3 Material

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

~~15.415.4 Reports from Representatives Appointed to External Boards~~

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

~~15.515.4~~ **Delegation Time Limit**

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

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

15.615.5 Reappear Before Council

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

15.715.6 Delegation Deemed Inappropriate for Council

Where a delegation request to address Council is deemed inappropriate, the Clerk shall provide written rationale for the denial to the requester and through distribution of the Agenda to Council. Should Council wish to receive the delegation, by resolution it may direct that the delegation be added to the next scheduled Council meeting.

15.815.7 Statements Unsubstantiated

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

15.915.8 Presentations

Presenters will be asked to keep their presentation to a maximum of ten (10) minutes but, due to the nature of the information they are presenting, may request more time from the Clerk-Chair up to a maximum of twenty (20) minutes.

Members shall be permitted a question period for each presentation of a maximum of twenty (20) minutes. Members shall be permitted to ask clarifying questions but shall not make statements nor enter into debate with such persons.

15.1015.9 Requests for Action Referred

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

15.1115.10 Attendance

Delegations to Committees and Council shall be permitted to participate via electronic means at the discretion of the Chair and the Clerk.

SECTION 15-16 – CONSENT ITEMS

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

- a) If a Member wishes to comment or seek clarification on a specific matter noted in the list of Consent Items, they may identify the item and clarification or comment will be provided. An item requiring more than clarification or comment will be extracted from the list of Consent Items and considered separately. The balance of the Consent Items will be approved in one resolution.

- b) Consent Items will include:
 - i) Staff Reports.
 - ii) Correspondence, both information and direction. A Correspondence Report will be prepared and included in the Consent Items section of the Agenda. The report will be divided into two sections, one for Information and one for Direction. Staff will include a recommendation for each item of correspondence that is listed.

SECTION 16-17 – STAFF REPORTS – DIRECTION

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

SECTION 17-18 – NOTICE OF MOTION

17-18.1 Notice of Motion Matters

Notices of Motion shall:

- a) be in writing;
- b) include the name of the mover and seconder; and
- c) be delivered to the Clerk no later than 12:00 noon, eight (8) calendar days prior to the date of the next Regular meeting in order to be included on a published Agenda.

18.2 Consideration of a motion, of which notice was given pursuant to this section, shall be in order at the next Regular meeting, unless stipulated for an alternate date, or at a Special Meeting of Council called for that purpose.

18.3 All Notices of Motion received by the Clerk prior to or at the Notices of Motion segment of the Agenda may be read out by the mover or the Chair during that segment.

18.4 Prior to Council’s consideration of a motion of which notice has been given previously, a revised motion on the same subject, approved by both the mover and seconder, may be substituted for the original one contained in the notice of motion.

18.5 A notice of motion shall not be considered or otherwise disposed of by the Council unless the Member who moves the motion is in attendance at the Meeting.

18.6 Any Member may agree to second a notice of motion if the seconder is absent from the Meeting when the notice of motion is called for by the Chair.

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

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

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17.2 Introduction at a Council Meeting

A Member may introduce a Notice of Motion at a meeting regarding a matter that would not otherwise be considered by Council at such meeting by reading the motion at the appropriate time and delivering a written copy of the motion to the Clerk. The Notice of Motion shall not be considered or debated until the next Regular Council meeting which the member who moved the motion is in attendance.

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

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

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

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

SECTION 18-19 – CLOSED SESSION

- 19.1** Council may move into Closed Session under Section 239 of the *Municipal Act* or relevant sections of this By-law by first passing a resolution in Open Session stating the purpose of holding the Closed Session and the general nature of the matter to be considered.
- 19.2** Upon rising from Closed Session, Council shall bring forward any matter to be voted on in Open Session that did not fall under the rules of the *Municipal Act* in Section 239.

SECTION 19-20 – BY-LAWS**20.1 Description - Number of Readings - Listed on Agenda**

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

20.2 Readings

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

20.3 Debate and Amendment

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

20.4 Signed

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

20.5 Confirming By-law

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

SECTION 20-21 – VOTING**21.1 Chair - Vote**

The Chair shall vote as any other Member when the vote is to be recorded. In all other cases, the Chair, may (but is not obliged to) vote whenever their vote will affect the result. The Chair may vote either to break or to cause a tie; or, in the case of a two-thirds (2/3) vote requirement, the Chair may vote either to cause or to block the attainment of the necessary two-thirds (2/3) vote.

21.2 Members Vote

Every Member may vote unless disqualified to vote on the question.

21.3 Vote Deemed Negative

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

21.4 Motion - Simple Majority

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

21.5 Motion Deemed Negative

In the case of a tie vote on a motion, the motion shall be deemed to have been decided in the negative and defeated.

21.6 Unrecorded Vote

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

21.7 Recorded by Request

When a Member requests a recorded vote immediately prior or immediately after the taking of the vote, all Members must vote, unless otherwise prohibited by Statute or any other Provincial or Federal law. The Clerk will call on the Member who requested the recorded vote, to vote first and the remaining Members will then vote in alphabetical order following that Member. The Chair votes last.

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~~The Clerk will call on the Member who requested the recorded vote, to vote first, and the balance of Council will vote in alphabetical order as called by the Clerk. The Warden votes last.~~

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

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

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

When a recorded vote is requested at a Council Meeting, the Weighted Vote By-law in effect will be used.

21.8 Severability of Question

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

21.9 Procedures During Vote

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

21.10 Members Not in Seat

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

21.11 Declaration of Chair

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

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

A two-thirds vote means the affirmative vote of at least two-thirds of the Members present and eligible to vote. ~~A two-thirds vote means that two-thirds (2/3) of the weighted votes cast determine the vote.~~ A two-thirds (2/3) vote is more than 66.67%.

For example: 12 of 17 votes cast is required to satisfy a two-thirds (2/3) vote when all Members are present and voting.

21.13 Announcing Results

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

21.14 Secret Ballots

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

21.15 Pecuniary Interest

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

SECTION 21-22 – POINT OF ORDER/INFORMATION/PRIVILEGE**22.1 Procedure to Raise a Point of Order/Information**

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

22.2 Procedure to Raise a Point of Privilege

A Member who desires to address Council upon a matter which concerns the rights or privileges of Council collectively or as an individual Member shall be permitted to raise a “Point of Privilege”. A breach of privilege is a willful disregard by a Member or any other person of the rights, dignity, integrity, and lawful authority of Council. A point of privilege shall take precedence over other matters. When a Member raises a point of privilege, the Chair shall rule on the point of privilege, and no one will be considered to be in possession of the floor.

SECTION 22-23 – MOTIONS**23.1 Processing a Motion**

- a) A Member wishing to move or speak to a motion must seek recognition from the Chair before speaking.
- b) A motion, requiring a second, shall be formally seconded before the Chair states the motion, which places the motion under the authority of Council or the Committee, who will decide the disposition of the motion.

- c) The Member moving the motion has first right to speak to the motion. Other Members will in turn be recognized by the Chair to speak to the motion.
- d) When the debate is completed, the Chair will take the vote, and announce the result.

23.2 Beyond Jurisdiction of Council

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

23.3 Order of Precedence of Motions (Ranking)

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

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

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

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

23.4 Specific Rules Related to Motions

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

- a) **Main Motion** - Introduces a substantive matter to the assembly for decision. May only be made when no other motion is pending. Requires a second, is amendable, is fully debatable, requires a majority vote to adopt, and may be reconsidered.
- b) **Amend** - Used to change the wording of a main motion. Requires a second, is amendable (an amendment to the amendment), is fully debatable, requires a majority vote to adopt, and may not interrupt. Amend is used to, i) insert new wording, ii) strike out wording, iii) strike out and insert other wording. An amendment must be germane (relevant) to the subject matter under discussion.

- c) **Refer to a Committee** - Used to send an item of business to a Standing, Steering, or Ad Hoc Committee where the item will receive additional, in-depth consideration. Requires a second, is amendable, is debatable as to sending it to a Committee, and requires a majority vote to adopt. If the referral is to a Standing Committee, Council may provide instructions to the Committee, including when it is expected to report back to Council. If the referral is to a new Ad Hoc Committee, it can, in addition to providing instructions, provide the structure of the Committee, including number of Members, how they are appointed, how the Chair is appointed, or who will specifically Chair the Ad Hoc Committee.
- d) **Postpone to a Certain Time** - Used to delay the consideration of a main motion and to fix a definite date or time (within the current meeting or to the next regular meeting) for consideration. This requires a second, is amendable, debate is restricted as to the merits of postponing and to the time to which to postpone and requires a majority vote to adopt.
- e) **Limit or Extend Debate** - Extend debate is used to permit Members to speak more times or for a longer time. Limit debate is used to restrict the number of times Members may speak or to reduce the length of speaking. May only be applied to debatable motions. Requires a second, is amendable, is debatable (to the form of limitation or extension of debate) and requires a two-thirds (2/3) vote to adopt.
- f) **Close Debate and Vote Immediately** - Used to close debate on an immediately pending motion or on a series of consecutive pending motions. Requires a second, is not amendable, is not debatable, and requires a two-thirds (2/3) vote to adopt. When adopted, the Chair should immediately take the vote on the affected motion or motions. When adopted, the making of amendments on the affected motions stops.
- g) **Postpone Temporarily (Table)** - Used to set an item of business (a main motion) aside temporarily, when something more urgent has arisen or Members may need some other information on the main motion which is not currently or readily available. Requires a second, is not amendable, is not debatable, and requires a majority vote to adopt, but the motion laid on the table may be "taken from the table" by majority vote, without debate. The main motion if not taken from the table by the end of the current meeting is terminated. The item of business can be introduced through regular processes at a future meeting.
- h) **Recess** - Used to take a break in the meeting and to set a time for continuing the meeting. The motion requires a second, is amendable (restricted), is debatable only as to taking a break and the time to return and requires a majority vote to adopt. The motion can be used to continue the meeting to another day.
- i) **Adjourn** - Used to conclude the meeting. The motion requires a second, is debatable when moved with no business pending, otherwise it is not debatable, can be amended, and requires a majority vote to adopt. It is the duty of the Chair to ensure

no important business has been overlooked that should be taken care of before adjournment. In addition, the motion should not be allowed if a Member has already indicated they wish to speak on the pending matter, or if a Member is currently speaking or if a vote has begun, or the motion to close debate has been adopted. Upon the vote being taken, the meeting is not concluded until the Chair announces the adjournment.

The motion to adjourn may be amended to set the time for a continued meeting. If the amendment is adopted and adjournment is adopted, the meeting which takes place in the future is the same legal meeting, and simply continues the Agenda. It is in essence a recess.

- j) **Parliamentary Inquiry** - Used by a Member to ask questions about the rules of procedure in the current meeting situation. It can also be used by a Member to ask questions of the mover of the motion or to a speaker regarding the business at hand.
- k) **Point of Information** - Used by a Member to request information on a specific question, either about process or about the content of a motion. A point of information does not give the speaker the privilege to provide information. If you have information for the body, raise your hand to be put on the speakers list.
- l) **Withdraw** - A Member may request that their motion be withdrawn and, on hearing no objection the Chair will announce that the motion is withdrawn. If a single Member objects to the withdrawal of the motion or the Chair disallows the withdrawal, the motion to withdraw can be moved formally by any Member and shall be voted on by Council, without debate, as follows, "Shall the Member's motion be withdrawn?" It does not require a second, is not debatable and a majority vote adopts the motion to Withdraw.

If a motion has not been stated by the Chair, the Member who moved the motion may withdraw the motion without permission from the Chair or Council.

- m) **Division of a Question** - A main motion that is composed of two or more independent parts may be split into two or more individual motions and discussed and voted on separately. The Member should indicate how the main motion is to be divided and if the Chair agrees, they will be dealt with separately. If the Chair disagrees that the main motion can be divided the Member may move a motion to divide, and the assembly will decide by majority vote. This motion requires a second, is not amendable and is not debatable.
- n) **Division of the Assembly** - Allows the meeting to take an indecisive vote again, by rising or a show of hands, or a counted vote. This motion may interrupt because it requires an immediate decision. The Chair has the duty to ensure a vote is taken properly, so the Chair can always take the vote again without permission. If the Chair fails to do so on an indecisive vote, any Member has the right to interrupt and call

for a division, which must be allowed. No debate is permitted, and the vote is taken again.

- o) **Suspend the Rules** - Allows the Members to set aside temporarily the rules of procedure contained in this By-law or in the Standard Code of Parliamentary Procedure to take some action contrary to the rules. It cannot be used to suspend rules in higher documents of authority, including the law, unless the rule in the higher document of authority permits it to be suspended. When stating the motion, the Member need not specify the rule being suspended, only the action the Member wishes to be taken. When the actions have been taken, the Council will return to its regular rules of order.
 - i) Only rules of order may be suspended, such matters as voting requirements, quorum rules, rules specifying notice requirements, and fundamental rights of a Member cannot be set aside or suspended.
 - ii) The motion to suspend cannot interrupt a speaker, requires a second, is not debatable, cannot be amended, and requires a two-thirds (2/3) vote of the Members present and voting.
- p) **Reconsider a Vote** - Used in a meeting to bring back an adopted or defeated main motion for additional discussion and a new vote. Any Member who voted on the main motion may give a notice of motion to reconsider the vote at the same meeting. A majority vote will adopt the notice of motion to reconsider the vote.
 - i) No motions other than a main motion can be reconsidered. An amendment which has already been applied to the main motion can only be reconsidered in conjunction with the main motion reconsideration.
 - ii) When the motion to reconsider the vote on the main motion is pending, it requires a second, it is not amendable and discussion can only go into the merits of whether or not to bring back the main motion for discussion and a new vote, and it requires a majority vote to adopt. If the motion to reconsider the vote is adopted, it will bring back to Council the main motion as it was when it was originally voted on. The original vote is nullified.
- q) **Rescind a Vote** - Used to cancel, nullify or void a main motion adopted at a previous meeting. The rescission affects the present and future only, it is not retroactive. It can only be moved when no business is pending, requires a second, is debatable, is not amendable, requires the same vote to rescind as was required to adopt the main motion in the first place. Notice is required to rescind if notice was required for the adoption of the main motion. A motion to rescind a defeated main motion is not in order.
- r) **Priority of Disposition** - A motion properly before Council for decision must receive disposition before any other motion can be received, except motions which are of higher rank as listed in within this By-law.

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SECTION 23-24 – TERM OF OFFICE AND NOMINATIONS

24.1 Warden

~~Beginning the term following the 2026 Municipal Election Year, the Term of Office for the position of Warden of the County of Renfrew shall be for a period of ~~two (2)~~ one (1) years. The Term of Office for the position of Deputy Warden shall be for a period of ~~two (2)~~ one (1) years or upon the resignation of the Warden.~~

- ~~a) No Member shall hold the position of Warden for more than two (2) consecutive two (2) year terms.~~
- ~~b) No Member shall hold the position of Deputy Warden for more than two (2) consecutive two (2) year terms.~~
- ~~c) Years one and two, (first two year mandate), shall begin at the First Meeting (Inaugural) of a Municipal Election Year and continue with an expiration date of November 30th within the second year of a four year mandate.~~
- ~~d) Years three and four (second two year mandate), shall begin at the First Meeting in December at the end of the first two year mandate, and continue until the 14th of November of a Municipal Election Year.~~

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24.2 Certificate of Election

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

24.3 Nomination Process for Warden

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

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

24.4 Procedure for Election of Warden

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

24.5 Striking Committee - Election

The Procedure for the Election of the Striking Committee for a ~~two~~ **one (21)** year term is set out in Schedule 'E' of this By-law.

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24.6 Appointment of Deputy Warden

- a) At a regular meeting of Council after the Inaugural Meeting, the Warden may recommend a Member(s) of Council as Deputy Warden(s) for ~~two~~ **one (21)** years and ask for a motion from Council to appoint said Member(s) as Deputy Warden(s) for the ensuing year.
- b) When requested by the Warden, the Deputy Warden(s) shall represent the Warden at ceremonial functions or events.
- c) The Deputy Warden(s) shall be compensated on a per diem basis for events or functions attended.

SECTION 24-25 – RESIGNATIONS, VACANCIES, ABSENCES**25.1 Resignation**

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

25.2 Temporary Vacancy

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

25.3 Temporary Vacancy - Alternate Member

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

25.4 Appointment to a Vacancy - Position of Warden

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

- a) Should the Warden not be able to complete the ~~two~~ one (12) year term, the Clerk shall schedule a Special Council meeting to hold an election of the position of Warden using the same procedure as set out in Schedule 'D'.

25.5 Temporary Replacement - Alternate Member

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

25.6 Absence of Warden

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

If there is no Past Warden sitting on the current Council, the procedures for selecting an Acting Warden will follow Section 8.54.

- a) Should the Warden refuse to act without a legitimate reason for a period of more than thirty (30) days within the first ~~eighteen~~ six (186) months of the term, Section 2526.8 shall apply.
- b) Should the Warden refuse to act without a legitimate reason for a period of more than thirty (30) days within the last six (6) months of the term, Section 2526.8 shall apply.

25.7 Appointment of an Honourary Warden

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

SECTION 25-26 – COMMITTEES

26.1 Rules

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

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a) **Procedure**

Except as otherwise provided herein, all Committees shall conform to the same rules governing the procedure of Council as contained in this By-law, as applicable.

b) **Establishment**

- i) Committees may be established by Council at any time as deemed necessary for the consideration of matters within the jurisdiction of Council.
- ii) The general role of a Committee is policy formulation and program monitoring, to provide staff, through the Chief Administrative Officer, with direction and guidance on policy and level of service priorities.
- iii) A Committee may recommend such Sub-Committees as are necessary to discharge its mandate subject to Council approval.

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

26.2 Committee Membership Selection

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

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

26.3 Terms of Reference

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

26.4 Agenda

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

26.5 Chair

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

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

26.6 Duties of the Committee Chair

The Chair of a Committee shall:

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

26.7 Quorum

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

No other motion that would advance the business of the Committee will be in order.

26.8 Neglect of Member, Chair or Committee

- a) Should any Member(s) of a Committee neglect or refuse to attend the properly summoned meetings, the Chair shall report such neglect or refusal to the Council who may remove the said Member(s) of their place; or should any Committee neglect or refuse to give due attention to all business or matters before them, the Council may, by resolution discharge such Committee and appoint another in its stead.
- b) Should any Member fail to attend three (3) successive regular or special meetings without being authorized to do so by a resolution of the Committee, the Committee may certify such failure and the membership of such person on the Committee is terminated. Council may appoint another Member in their place. Receipt of a written notice of regret by the Committee or Council will constitute authorization for the purposes of this subsection.

- c) Should a Chair of any Committee neglect or refuse to call a meeting of its Committee at such time or with such frequency as the proper dispatch of the business entrusted to the Committee requires, or do the business of the Committee without the knowledge or consent of the majority of its Members, contrary to their wishes or approved recommendations, the Committee may report such neglect, refusal or action to the Council who may remove said Chair from the Committee and appoint another Member in its place.
- d) When an Ad Hoc Committee has completed its work and submitted its final report, it dissolves automatically unless otherwise directed by Council.
- e) Except as may be provided in the *Municipal Act* and herein, no Member will have precedence or seniority over any other Member.

26.9 Committee of the Whole

Council shall conduct its business using a Committee of the Whole System. The Committee of the Whole meetings shall be separated into the following ~~four~~ five (45) areas of service delivery:

~~a) Joint Services~~

~~Joint Services shall generally be responsible for:~~

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

~~b)a) Corporate Services~~

~~Corporate Services shall generally be responsible for:~~

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

b) ~~Joint Services - Health Committee~~

~~Joint Services - Health Committee shall generally be responsible for:~~

- ~~i) Paramedic Service;~~

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- ii) Long-Term Care;
- iii) Public Health.

c) Joint Services - Community Services

Joint Services - Community Services shall generally be responsible for:

- i) Community Services (Community Housing, Child Care, Ontario Works);
- ii) Provincial Offences Administration.

e)d) Operations

Operations shall generally be responsible for:

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

e)e) Development and Property

Development and Property shall generally be responsible for:

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

26.10 Committee of the Whole Meetings

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

- a) Second Wednesday
Council at 9:30 a.m.

~~Joint Services~~ Joint Services – Health – immediately following Council
 Joint Services - Community Services – immediately following Joint Services - Health
 Corporate Services – immediately following ~~Joint Services~~ Joint Services - Community Services

- b) Fourth Wednesday
Council at 9:30 a.m.

~~Public Works~~ Operations – immediately following Council
 Development and Property – immediately following ~~Public Works~~ Operations

26.11 Authority of Committee of the Whole

The authority of any Committee of the Whole is limited to the making of recommendations to Council. No decision to take any action or do anything other than

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administrative in nature, shall be recognized as emanating from any Committee, and all Committee recommendations shall be referred to Council before becoming effective. All Committee of the Whole motions are considered recommendations whether adopted or defeated and shall be contained in the Committee Report to Council for ratification.

26.12 Separated City of Pembroke

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

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

26.13 City of Pembroke Representatives

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

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

~~b)a) Agenda items pertaining to the City of Pembroke as prescribed in Section 25.12 shall be identified by underlining the report's title.~~

26.14 Committee Reports

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

26.15 Special Meetings

- a) The Warden at any time may call a Special Meeting of Council that is in addition to the published Meeting Schedule approved annually by Council.

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

26.16 Virtual Meeting Attendance

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

- a) Members are permitted to participate in a meeting remotely via electronic video conferencing.
- b) Members shall have all the same rights and responsibilities as if they were in physical attendance.
- c) A Member who is participating electronically in a meeting shall be counted in determining whether a quorum of Members is present at any point in time, and may participate electronically in any portion of a meeting that is closed to the public.
- d) Members participating electronically in a meeting that is closed to the public shall declare to the Chair and the Clerk that they are in a private room, where:
 - i) no other persons can overhear the deliberations;
 - ii) the internet connection is secure and not publicly accessible.

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

- e) In the event of an interruption in connectivity for a Member participating electronically, the meeting will proceed without the Member and their absence will be noted in the minutes. In the event quorum is lost through such interruption in connectivity, the meeting shall be in recess until the Member's connectivity is restored.
- f) A Member shall inform the Chair and the Clerk should they turn off their video, but continue to be present, else they will be identified as absent.

- g) Members intending to participate electronically in a meeting shall notify the Clerk by email prior to the meeting.
- h) Members must inform the Clerk of their departure prior to leaving a meeting to ensure that quorum is maintained.
- i) No Member attending virtually may preside at a meeting, and the Chair shall be as prescribed in Section ~~25.5~~26.5.
- j) Should a ~~Member~~councillor declare a pecuniary interest, Section ~~20.15~~21.15 of the Procedural By-law shall apply.
- k) ~~Members~~Councillors must connect through a secure internet connection.
- l) Staff participation via electronic means at meetings shall be at the discretion of the Chief Administrative Officer.
- m) In the event of a limited Agenda, or for Special Meeting (single issue) requirements, a Standing Committee or an Ad Hoc Committee may choose to meet electronically, at the call of the Chair, in consultation with the Clerk and/or appropriate Department Head.

26.17 Electronic Meetings

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

26.18 Steering and Sub-Committees

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

26.19 Striking Committee

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

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

26.20 Meeting Schedule

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

26.21 Election Year

- a) In the year of a municipal election, after the election an orientation shall be held for all Members.
- b) In the year of a municipal election, the Clerk shall make available the newly revised votes exercised by each Member, for the purposes of a recorded vote as regulated by County By-law 10-01 as amended.
- c) Lame Duck Council
Council's powers may be restricted during an election year in accordance with Section 275 of the *Municipal Act*.

26.22 Attendance

All Members, all Department Heads and any other municipal employee, as directed by the Chief Administrative Officer, shall attend each meeting of Council and Committee of the Whole, where possible, or shall advise the Clerk of their inability to attend.

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SECTION 26-27 – COMMUNICATIONS AND PETITIONS

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

SECTION 27-28 – ENQUIRIES AND ANSWERS

- 28.1** For a special enquiry made by a Member, the Chair may require the request to be submitted in writing, signed by the Member, and referred to the Chief Administrative Officer. The Chief Administrative Officer shall respond to all of Council on the enquiry.
- 28.2** Should the request involve extraordinary staff research time and production costs, Committee will be advised and the request will proceed subject to Council approval.
- 28.3** The response to the special enquiry will be distributed to all Members.

SECTION 28-29 – ELECTRONIC TOOLS

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

SECTION 29-30 – RULES OF CONDUCT AND DEBATE**30.1 Appeal**

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

30.2 Question Read

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

30.3 Speak Only Once and Reply

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

30.4 Time Limited

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

30.5 Question Put - No Further Debate

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

30.6 Member's Questions

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

30.7 Unprovided Cases

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

SECTION 30-31 – BY-LAWS**31.1 Reading of By-Laws and Related Proceedings**

- a) Except as otherwise provided, no by-law shall be presented unless the subject matter has been considered and approved by resolution of Council.
- b) Every by-law shall be in writing and be introduced upon the recommendation of a Committee or upon resolution of Council.
- c) The Clerk shall endorse on all by-laws enacted by Council the dates of the readings and the date of passage by Council.
- d) Every by-law, which has been enacted by Council, shall be numbered, dated, signed by the Warden and the Clerk and deposited in the Clerk's Office for safekeeping.

- e) Other than the confirmatory by-law, all by-laws shall be carried in bulk unless upon a request by a Member for the severance of a by-law, the Chair is of the opinion that the subject matter of the by-law has not previously been adopted in a report to Council, or a Member has advised the desire to declare a pecuniary interest regarding the by-law, and in such instance, only that portion of the by-law not previously adopted by report or to which is subject to a declared pecuniary interest, shall be subject to a separate vote.
- f) A confirmatory by-law to confirm the proceedings of the Council of the County of Renfrew will be passed at the end of each meeting by motion and will be deemed read three times and passed.

SECTION 31-32 – GENERAL PROVISIONS

32.1 Duties of the Clerk

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

32.2 Execution of Documents

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

32.3 Notice

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

32.4 Severability

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

32.5 Effect

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

32.6 Short Title

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

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

READ a first time this ~~28~~ 27th day of ~~October~~ November, 2024.

READ a second time this 27th day of November, 2024 ~~28th day of October, 2024.~~

READ a third time and finally passed this 27th day of November, 2024 ~~28th day of October, 2024.~~

PETER EMON, WARDEN

GWEN DOMBROSKI, CLERK

DRAFT

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

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

General Scope of Responsibility:

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

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

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

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

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

Composition:

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

General Scope of Responsibility:

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

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

**TERMS OF REFERENCE FOR
JOINT SERVICES COMMITTEE**

Composition:

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

General Scope of Responsibility:

1) Consider and make recommendations to Council on policy matters relating to program standards, facility improvements, maintenance and funding of the Community Services (which includes Community Housing, Child Care and Ontario Works), Long Term Care Homes, Paramedic Service, Provincial Offences Administration. The Members of the Joint Services Committee are also directors of the Renfrew County Housing Corporation in addition to staff Directors including the CAO, the Treasurer and the Director of Community Services. The Members of this Committee receive reports and information from the Renfrew County and District Health Unit.

2) The Committee shall also be responsible for overseeing the participation of the staff of the Emergency Services Department and the Long Term Care Homes in joint initiatives with other Departments of the County of Renfrew or with external boards, agencies, local municipalities or government ministries.

3) Review, consider and make recommendations to Council on any matters pertaining to policy of any nature which has effect upon the County Joint Services Committee. Receive from other Committees and/or staff such reports may require for formulating recommendations to Council.

4) Review and make recommendations to Council regarding the organizational structure of Bonnechere Manor, Miramichi Lodge, Community Services, and the Emergency Services Department. Organizational changes involving the reclassification of employees and increased staffing hours and new positions will be submitted via the Human Resources Report to the Corporate Services Committee for information.

5) Report in a timely fashion on all matters connected with the responsibilities under the purview of the Committee and shall recommend to Council such action including all by-laws as the Committee may deem necessary.

6) Provide the Corporate Services Committee with draft budgets for consolidation. Recommend the annual departmental/operational budgets, including the separate Renfrew County Housing Corporation, to the budget workshop for consideration of Council.

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~~7) — The Committee will also be responsible for reporting to Council on a number of non-County Committees as per the appointment of County Councillors to such Committees as outlined in the County's Striking By-law.~~

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~~8) — The Department Heads shall submit reports and recommendations pertaining to matters within the Joint Services Committee's jurisdiction and Committee shall make recommendations to Council on such matters.~~

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

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TERMS OF REFERENCE FOR JOINT SERVICES - COMMUNITY SERVICES COMMITTEE

Composition:

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

General Scope of Responsibility:

- 1) Consider and make recommendations to County Council on policy matters relating to program standards, facility improvements, maintenance and funding of the Provincial Offences Administration and the County Community Services, which includes Ontario Works, Child Care and Social Housing. The members of the Joint Services - Community Services Committee are also directors of the Renfrew County Housing Corporation in addition to staff directors including the CAO, the Treasurer and the Director of Community Services.
- 2) The Committee shall also be responsible for overseeing the participation of the staff of the Community Services Department in joint initiatives with other Departments of the County of Renfrew or with external boards, agencies, local municipalities or government ministries/agencies.
- 3) Review, consider and make recommendations to County Council on any matters pertaining to policy of any nature which has effect upon the County Joint Services - Community Services Committee. Receive from other Committees and/or staff such reports as the Joint Services - Community Services Committee may require for purposes of formulating recommendations to County Council.
- 4) Review and make recommendations to County Council regarding the organizational structure of the Provincial Offences Administration and the Community Services Department. Organizational changes involving the reclassification of employees and increased staffing hours will also be submitted to the Corporate Services Committee for information.

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- 5) Report in a timely fashion on all matters connected with the responsibilities under the purview of the Committee and recommend to County Council such action including all by-laws as the Committee may deem necessary.
- 6) Provide the Corporate Services Committee with draft budgets for review and consolidation. Recommend the annual departmental budgets to the budget workshop for consideration of County Council. Monitor the approved budget(s) related to the Provincial Offences Administration, and the Community Services Department and its divisions, including the separate Renfrew County Housing Corporation, on an on-going basis throughout the year.
- 7) The Department Head shall submit reports and recommendations pertaining to matters within the Committee's jurisdiction and Committee shall make recommendations to County Council on such matters.
- 8) The Committee is responsible for the dissemination and conveyance of information specific to County of Renfrew services related to the Joint Services - Community Services Committee to local municipal councils, agencies, boards, external organizations, and the general public.

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

**TERMS OF REFERENCE FOR
JOINT SERVICES - HEALTH COMMITTEE**

Composition:

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

General Scope of Responsibility:

- 1) Consider and make recommendations to County Council on policy matters relating to program standards, facility improvements, maintenance and funding of the Long-Term Care Homes, Paramedic Services and the Renfrew County and District Health Unit.
- 2) The Committee shall also be responsible for overseeing the participation of the staff of the Emergency Services Department and the Long-Term Care Homes in joint initiatives with other Departments of the County of Renfrew or with external boards, agencies, local municipalities or government ministries.
- 3) Review, consider and make recommendations to County Council on any matters pertaining to policy of any nature which has effect upon the County Joint Services - Health Committee. Receive from other Committees and/or staff such reports as the Joint Services - Health Committee may require for formulating recommendations to County Council.
- 4) Review and make recommendations to County Council regarding the organizational structure of Bonnechere Manor, Miramichi Lodge and the Emergency Services Department. Organizational changes involving the reclassification of employees and increased staffing hours and new positions will also be submitted to the Corporate Services Committee for information.
- 5) Report in a timely fashion on all matters connected with the responsibilities under the purview of the Committee and shall recommend to County Council such action including all by-laws as the Committee may deem necessary.
- 6) Provide the Corporate Services Committee with draft budgets for consolidation. Recommend the annual departmental/operational budgets to the budget workshop for consideration of County Council.
- 7) The Department Heads shall submit reports and recommendations pertaining to matters within the Committee's jurisdiction and Committee shall make recommendations to County Council on such matters.
- 8) The Committee is responsible for the dissemination and conveyance of information specific to County of Renfrew services related to the jurisdiction of the Joint Services - Health

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Committee to local municipal councils, agencies, boards, external organizations, and the general public.

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

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**TERMS OF REFERENCE FOR
OPERATIONS COMMITTEE**

Composition:

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

General Scope of Responsibility:

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

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

SCHEDULE 'B'**EMERGENCY ELECTRONIC MEETING PROTOCOL**

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

Technology

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

Attendance

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

Call in from a Noiseless Location

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

Request to Speak and Speaker's List

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

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

Member Speaking

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

Motions

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

Voting

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

Closed Session

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

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

NOMINATION FORM

Warden - Renfrew County Council

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

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

9 International Drive, Pembroke, Ontario

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

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no later than 12:00 p.m. on the second Friday of November, or if being held under Section 28.424.3, eight (8) calendar days prior to the scheduled election.

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

Nominee's Name: _____
(Please print)

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

Declaration of support

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

Signed the _____ day of _____, 20____

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Declaration of support

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

Signed the _____ day of _____, 20____

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

- a) The Clerk, acting as Chair, shall call for nominations.
- b) Nominations for the Office of the Warden must be filed with the Clerk thirty (30) days prior to the Inaugural meeting. In the event that the Office of Warden is declared vacant during the normal term of office, Council will seek to fill the vacancy at the next scheduled Council meeting. In a municipal election year, nominations for the Office of the Warden must be filed with the Clerk no later than 12:00 p.m. on the second Friday of November.
- c) Each nomination shall be in writing, regularly moved and seconded, and will have the written consent of the nominee appended thereto.
- d) Each mover and seconder of a nominee and each nominee shall, prior to the vote being taken, be permitted to speak to the nomination for not more than five (5) minutes. The speakers will be called upon in order of the nominees' name being decided by lot.
- e) Any nominee may withdraw at any time before a vote is taken.
- f) Where more than one (1) nominee remains for election, a vote by secret ballot shall be taken.
- g) To be elected Warden, a nominee shall obtain a vote of a majority of the Members.
- h) Where a vote is required, the following procedure shall be followed:
 - i) the Clerk shall be responsible to circulate ballots to each Member, each ballot having the Clerk's stamp on it;
 - ii) each Member shall write the name of their selection on the ballot, fold the ballot in four (4) and deposit their ballot in the box provided for that purpose;
 - iii) after all Members have voted, the Clerk shall collect the ballots and, in view of all Members, compile the results and announce the number of votes for each candidate;
 - iv) any candidate has the right to inspect the ballots;
 - v) if one (1) or more ballots are contested, the Clerk shall reconsider the validity of the contested ballot(s) and render a decision thereon after a deliberation period of not more than thirty (30) minutes.
- i) Where there are more than two (2)- nominees and after the first vote, no nominee receives the majority required for election, the name of the nominee receiving the least number of votes shall be dropped, and Council will proceed to vote anew and continue until either:
 - i) a nominee receives the majority required for election at which time such nominee shall be declared elected; or
 - ii) it becomes apparent by reason of an equality of votes that no nominee can be elected.

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

DRAFT

SCHEDULE 'E'**TERMS OF REFERENCE FOR
STRIKING COMMITTEE****Composition:**

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

General Scope of Responsibility:

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

Method of Selecting the Striking Committee

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

Striking Committee Meetings

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

SCHEDULE 'F'**WEIGHTED VOTE SYSTEM FOR COUNTY COUNCIL**

That the number of votes for each municipality at County Council will be based on the following criteria:

- a) 1 – 500 municipal electors: one (1) vote;
- b) 501 – 1000 municipal electors: two (2) votes;
- c) 1001 – 1500 municipal electors: three (3) votes;
- d) 1501 – 2000 municipal electors: four (4) votes;
- e) 2001 – 2500 municipal electors: five (5) votes;
- f) 2501 – 3000 municipal electors: six (6) votes;
- g) 3001 – 3500 municipal electors: seven (7) votes;
- h) 3501 – 4000 municipal electors: eight (8) votes;
- i) 4001 – 4500 municipal electors: nine (9) votes;
- j) 4501 – 5000 municipal electors: ten (10) votes;
- k) 5001 – 5500 municipal electors: eleven (11) votes;
- l) 5501 – 6000 municipal electors: twelve (12) votes;
- m) 6001 – 6500 municipal electors: thirteen (13) votes;
- n) 6501 – 7000 municipal electors: fourteen (14) votes;
- o) 7001 – 7500 municipal electors: fifteen (15) votes;
- p) 7501 – 8000 municipal electors: sixteen (16) votes;
- q) 8001 – 8500 municipal electors: seventeen (17) votes;
- r) 8501 – 9000 municipal electors: eighteen (18) votes;
- s) 9001 – 9500 municipal electors: nineteen (19) votes;
- t) 9501 – 10000 municipal electors: twenty (20) votes;
- u) 10001 – 10500 municipal electors: twenty-one (21) votes;
- v) 10501 – 11000 municipal electors: twenty-two (22) votes;
- w) 11001 – 11500 municipal electors: twenty-three (23) votes;
- x) 11501 – 12000 municipal electors: twenty-four (24) votes;
- y) 12001 – 12500 municipal electors: twenty-five (25) votes;
- z) 12501 – 13000 municipal electors: twenty-six (26) votes;

And so on upward, as applicable

MUNICIPALITY	# Votes
Town of Petawawa	33
Township of Laurentian Valley	19
Town of Arnprior	18
Township of Whitewater Region	18
Township of McNab/Braeside	16
Township of Greater Madawaska	16
Town of Renfrew	15
Township of Madawaska Valley	15
Township of Bonnechere Valley	12
Township of North Algona Wilberforce	10
Township of Admaston/Bromley	9
Township of Horton	8
Town of Deep River	8
Township of Killaloe, Hagarty & Richards	8
Town of Laurentian Hills	7
Township of Brudenell, Lyndoch & Raglan	7
Township of Head, Clara & Maria	2
TOTAL	221

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CALENDAR OF COUNTY COUNCIL MEETINGS and COMMITTEE MEETINGS

All meetings will be held in the **Council Chambers** of the County Administration Building, 9 International Drive, Pembroke, unless otherwise indicated. Conferences are in **bold**, and holidays are in **blue**.

DATE	TIME	
January 9 - 10, 2025		EOWC
Wednesday, January 15, 2025	9:30 a.m.	Council, Joint Services Health, Community Services, Corporate Services
January 19-21, 2025		ROMA Annual Conference, Sheraton Hotel, Toronto
Wednesday, January 29, 2025	9:30 a.m.	Council, Development and Property, Operations
February 4-6, 2025		EDCO, Toronto
Wednesday, February 12, 2025	9:30 a.m.	Council, Joint Services Health, Community Services, Corporate Services
Monday, February 17, 2025		Family Day
Wednesday, February 26, 2025	9:30 a.m.	Council, Development and Property, Operations
March 9-16, 2025		March Break
Wednesday, March 12, 2025	9:30 a.m.	Council, Joint Services Health, Community Services, Corporate Services
Wednesday, March 26, 2025	9:30 a.m.	Council, Development and Property, Operations
March 30-April 2, 2025		Good Roads Annual Conference, Toronto
Wednesday, April 9, 2025	9:30 a.m.	Council, Joint Services Health, Community Services, Corporate Services
Friday, April 18, 2025		Easter Friday
Monday April 21, 2025		Easter Monday
Wednesday, April 23, 2025	9:30 a.m.	Council, Development and Property, Operations
Wednesday, May 14, 2025	9:30 a.m.	Council, Joint Services Health, Community Services, Corporate Services
Monday, May 19, 2025		Victoria Day
Wednesday, May 26-28, 2025		CAMA Annual Conference Mont Tremblant
Wednesday, May 28, 2025	9:30 a.m.	Council, Development and Property, Operations
Thursday, May 29-June 1, 2025		Federation of Canadian Municipalities (FCM) Conference, Ottawa
June 8-11, 2025		AMCTO, Windsor
Wednesday, June 11, 2025	9:30 a.m.	Council, Joint Services Health, Community Services, Corporate Services
Wednesday, June 25, 2025	9:30 a.m.	Council, Development and Property, Operations
Tuesday, July 1, 2025		Canada Day
Monday, August 4, 2025		Civic Holiday
Wednesday, August 13, 2025	9:30 a.m.	Council, Joint Services Health, Community Services, Corporate Services
August 17 – 20, 2025		Assoc. of Municipalities of Ontario (AMO) Annual Conference, Ottawa
Wednesday, August 27, 2025	9:30 a.m.	Council, Development and Property, Operations
Monday, September 1, 2025		Labour Day
Wednesday, September 10, 2025	9:30 a.m.	Council, Joint Services Health, Community Services, Corporate Services
September 17 – 19, 2025		Ontario East Municipal Conference, Ottawa
Wednesday, September 24, 2025	9:30 a.m.	Council, Development and Property, Operations
Tuesday, September 30, 2025		National Day for Truth and Reconciliation
Wednesday, October 8, 2025	9:30 a.m.	Council, Joint Services Health, Community Services, Corporate Services
Monday, October 13, 2025		Thanksgiving Day
Wednesday, October 22, 2025	9:30 a.m.	Council, Development and Property, Operations
Tuesday, November 11, 2025		Remembrance Day
Wednesday, November 12, 2025	9:30 a.m.	Council, Joint Services Health, Community Services, Corporate Services
Wednesday, November 26, 2025	9:30 a.m.	Council, Development and Property, Operations
Wednesday, December 10, 2025	9:30 a.m.	County Council Inaugural Meeting

**CORPORATE SERVICES DEPARTMENT
FINANCE DIVISION REPORT**

Prepared by: Daniel Burke, Manager of Finance/Treasurer
Prepared for: Finance and Administration Committee
November 14, 2024

INFORMATION

1. Council Remuneration – September 30, 2024

Attached is the Treasurer’s Statement of Remuneration and Expenses paid to County Council as of September 30, 2024.

2. Treasurer’s Report – September 30, 2024

Attached are the year-to-date financial statements for the General Revenue Fund, Bonnechere Manor, Miramichi Lodge, Public Works, and Renfrew County Housing Corporation as of September 30, 2024, including the one-page financial summary.

Attached is a summary providing details of the surplus/deficit for the above noted and an update on Mesa.

3. 2024 Annual Repayment Limit (ARL)

Attached is the notice of the County of Renfrew’s 2024 Annual Repayment Limit (ARL) indicating a repayment limit of \$14,064,476.

4. EOWC Treasurer’s Meeting

As the Chair of the Eastern Ontario Wardens’ Caucus (EOWC) Treasurer’s group, the County of Renfrew Treasurer hosted a meeting on Thursday, October 24, 2024 at the Hastings County Municipal Office to discuss a variety of issues and network.

5. Retirement of Accounting Software

Microsoft has announced that its software Microsoft Dynamics Great Plains support will end September 2029. Great Plains is the primary accounting platform for the County of Renfrew (including RCHC, OVTA, ML & BM Foundations) and is in common use within many municipalities in Ontario. The ongoing Central Scheduling project is designed around the possibility that Great Plains could be switched to another payroll provider, therefore, staff are comfortable with a succession plan for the existing payroll software. The transition of accounts payable/payments, revenue/receipts, general ledger, and capital assets will require significant planning and work for the Finance Division over the coming years.

6. **WSIB Actuarial Review**

As a Schedule 2 (Self-insured) employer, the County of Renfrew is required under Public Sector Accounting Board (PSAB) standards to have our WSIB liability reviewed every three years to confirm the current liability (2024 year) and project the liability for the next two years (2025 & 2026). Notable changes include:

- a) The number of in-force claims has dropped from 23 in 2021 to 17 in 2024.
- b) The value of in-force claims has increased slightly from \$8,039,769 in 2021 to \$8,851,800 in 2024, although this increase is significantly reduced due to the increase in the present value of money discount rate from 2.75% in 2021 to 4.5% in 2024.
- c) The provision for future claims estimate has decreased from \$3,033,508 in 2021 to \$3,000,800, although this is also subject to the increasing present value of money discount rate.
- d) The total estimated liability at year end has decreased from \$12,511,500 in 2023 to \$11,852,600 in 2024, again, the main factor appears to be a change in the discount rate.

RESOLUTIONS

7. **Request the Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding**

Recommendation: WHEREAS municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

WHEREAS the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

WHEREAS the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

WHEREAS the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

WHEREAS redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

WHEREAS a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

1. NOW THEREOFRE BE IT RESOLVED the Council of the County of Renfrew formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

2. BE IT FURTHER RESOLVED THAT the Council of the County of Renfrew calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and
3. BE IT FURTHER RESOLVED THAT this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and
4. BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to The Honourable Justin Trudeau, Prime Minister of Canada; The Honourable Doug Ford, Premier of Ontario; The Honourable Kinga Surma, Ontario Minister of Infrastructure; The Honourable Paul Calandra, Ontario Minister of Municipal Affairs and Housing; The Honourable Peter Bethlenfalvy, Ontario Minister of Finance; Cheryl Gallant, MP, Renfrew-Nipissing-Pembroke and John Yakabuski, MPP, Renfrew-Nipissing-Pembroke; and
5. BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Federation of Northern Ontario Municipalities (FONOM) and Northwestern Ontario Municipal Association (NOMA) for their endorsement and advocacy.

Background

The Town of Aurora has drafted the above resolution for all municipalities in the Province to consider supporting. Similar to many municipalities, the County of Renfrew is struggling to fund infrastructure projects due to many factors, including inflation, unpredictable and declining funding (OCIF funding formula changes), as well as increasing demands on property tax dollars for other services (example: homelessness prevention and mitigation, aging population requiring more Paramedic services, etc.). Accordingly, County of Renfrew staff are recommending the Finance and Administration Committee support any and all advocacy efforts to increase long term, sustainable, and predictable infrastructure funding. This resolution also better incorporates the resolution from our September meeting, whereby staff were directed to further investigate a motion that incorporates the City of Quinte West Council resolution and the position of AMO and FCM regarding funding.

**Breakdown of Treasurer's Statement of Remuneration and Expenses Paid to County Council
2024 - SEPTEMBER YEAR-TO-DATE**

To the Warden and Members of the Renfrew County Council:

The following is an itemized statement of remuneration and expenses paid to, and on behalf of each member of Renfrew County Council.

Name	Payroll				Payroll & Accounts Payable	Payroll & Accounts Payable	Accounts Payable		TOTAL
	Salary	ADHOC Per Diem	Mileage	Expenses	AMO FCM Advocacy / Delegations	CONVENTION Expenses	ADHOC Expenses	OTHER Expenses	
Bennett, David	12,565.36	243.00	630.00	0.00	0.00	0.00	0.00	0.00	13,438.36
Brose, James	14,635.36	1,701.00	1,015.00	0.00	3,058.86	2,786.21	0.00	0.00	23,196.43
Doncaster, Glenn	14,128.00	0.00	1,330.00	0.00	13,506.90	1,708.71	0.00	0.00	30,673.61
Donohue, Michael	14,128.00	243.00	1,377.60	0.00	3,622.80	2,215.99	0.00	0.00	21,587.39
Emon, Peter	47,289.36	12,393.00	12,972.64	9,247.02	1,419.55	809.00	0.00	0.00	84,130.57
Giardini, Anne	14,128.00	486.00	1,848.00	0.00	2,443.91	808.99	0.00	0.00	19,714.90
Grills, Deborah	12,808.36	486.00	1,565.20	0.00	0.00	0.00	0.00	0.00	14,859.56
Jahn, Valerie	12,575.36	486.00	970.20	0.00	0.00	0.00	0.00	0.00	14,031.56
Lynch, Daniel	12,575.36	2,673.00	2,405.90	0.00	0.00	2,083.35	0.00	0.00	19,737.61
MacKenzie, Mark	12,575.36	243.00	1,596.00	0.00	0.00	2,942.60	0.00	0.00	17,356.96
Mayville, David	12,575.36	0.00	1,540.00	0.00	0.00	3,271.24	0.00	0.00	17,386.60
Murphy, Jennifer	14,571.94	2,673.00	2,326.80	0.00	2,673.16	2,695.81	0.00	0.00	24,940.71
Nicholson, Neil	12,575.36	0.00	785.40	0.00	862.27	3,077.61	0.00	0.00	17,300.64
Proctor, Daina	0.00	243.00	79.80	0.00	0.00	0.00	0.00	0.00	322.80
Serviss, Gary	12,575.36	972.00	595.00	0.00	0.00	0.00	0.00	0.00	14,142.36
Watt, Keith	12,575.36	1,458.00	117.60	0.00	0.00	2,374.03	0.00	0.00	16,524.99
Weir, Robert	12,575.36	0.00	3,556.16	0.00	0.00	2,986.85	0.00	0.00	19,118.37
Willmer, Mark	12,575.36	243.00	1,880.20	0.00	0.00	3,085.44	0.00	0.00	17,784.00
TOTAL	\$ 257,432.62	\$ 24,543.00	\$ 36,591.50	\$ 9,247.02	\$ 27,587.45	\$ 30,845.83	\$ -	\$ -	\$ 386,247.42

**COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
SEP 2024**

over / (under)

	YTD ACTUAL	YTD BUDGET	VARIANCE	FULL YEAR BUDGET
PUBLIC WORKS	20,177,219.26	21,830,995.00	(1,653,775.74)	10,989,045.00
Operations Committee	20,177,219.26	21,830,995.00	(1,653,775.74)	10,989,045.00
PROPERTY - Pembroke Admin	152,688.01	209,407.00	(56,718.99)	96,977.00
PROPERTY - Renfrew County Place	404,725.18	190,700.00	214,025.18	(194,983.00)
PROPERTY - Base Stations	279,514.39	95,517.00	183,997.39	0.00
PROPERTY - Arnprior Office	(43,055.65)	74,207.00	(117,262.65)	0.00
PROPERTY - Renfrew OPP	3,863.35	61,704.00	(57,840.65)	0.00
FORESTRY DEPT.	(76,838.59)	81,745.00	(158,583.59)	73,239.00
GIS	145,459.72	275,436.00	(129,976.28)	323,597.00
ECONOMIC DEVELOPMENT	301,246.70	377,054.00	(75,807.30)	493,739.00
ENTERPRISE CENTRE	24,841.00	24,841.00	(0.00)	28,055.00
OTTAWA VALLEY TOURIST ASSOCIATION	211,590.05	229,346.00	(17,755.95)	298,984.00
PLANNING DEPARTMENT	459,729.00	788,310.00	(328,581.00)	872,876.00
Development & Property Committee	1,863,763.16	2,408,267.00	(544,503.84)	1,992,484.00
BONNECHERE MANOR	1,168,164.00	1,168,164.00	0.00	1,557,544.00
MIRAMICHI LODGE	977,850.00	977,850.00	0.00	1,303,802.00
OTHER LONG TERM CARE	71,310.06	71,217.00	93.06	94,950.00
HEALTH SERVICES	1,382,992.00	1,465,875.00	(82,883.00)	1,954,497.00
OTTAWA VALLEY OHT	13,834.46	6,350.00	7,484.46	0.00
PARAMEDIC - 911	9,603,940.32	11,470,428.00	(1,866,487.68)	12,690,447.00
PARAMEDIC - OTHER	0.00	73,380.00	(73,380.00)	0.00
EMERGENCY MANAGEMENT	132,525.16	102,947.00	29,578.16	130,595.00
Health Committee	13,350,616.00	15,336,211.00	(1,985,595.00)	17,731,835.00
ONTARIO WORKS	612,042.54	1,162,702.00	(550,659.46)	1,487,138.00
CHILD CARE	496,796.15	462,006.00	34,790.15	167,139.00
COMMUNITY HOUSING	4,792,001.89	4,769,685.00	22,316.89	5,914,824.00
Community Services Committee	5,900,840.58	6,394,393.00	(493,552.42)	7,569,101.00
MEMBERS OF COUNCIL	436,886.32	424,503.00	12,383.32	642,460.00
GENERAL - ADMINISTRATION	617,520.38	810,521.00	(193,000.62)	1,024,422.00
INFORMATION TECHNOLOGY	377,436.67	481,715.00	(104,278.33)	599,576.00
HUMAN RESOURCES DEPARTMENT	222,011.16	199,791.00	22,220.16	234,500.00
Publicity/Public Relations	0.00	0.00	0.00	0.00
AGRICULTURE & REFORESTATION	13,061.08	15,003.00	(1,941.92)	20,000.00
PROVINCIAL OFFENCES ADMINISTRATION	(77,728.85)	(227,772.00)	150,043.15	(318,639.00)
PROPERTY ASSESSMENT	1,570,574.72	1,177,929.00	392,645.72	1,570,575.00
FINANCIAL EXPENSE	577,749.71	874,989.00	(297,239.29)	21,968,987.00
Finance & Administration Committee	3,737,511.19	3,756,679.00	(19,167.81)	25,741,881.00
Total Net Expenses	45,029,950.19	49,726,545.00	(4,696,594.81)	64,024,346.00
County Levy	43,052,347.00	43,052,337.00	10.00	57,403,120.00
Other Revenue	4,008,934.01	4,801,949.00	(793,014.99)	6,621,226.00
Total Revenue	47,061,281.01	47,854,286.00	(793,004.99)	64,024,346.00
Municipal Surplus / (Deficit)	2,031,330.82	(1,872,259.00)	3,903,589.82	0.00

**COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
SEP 2024**

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>MEMBERS OF COUNCIL</u>	<u>436,886.32</u>	<u>424,503.00</u>	<u>12,383.32</u>	<u>642,460.00</u>
Warden's Salary & Per Diem	59,682.36	55,960.00	3,722.36	83,934.00
Council - Salaries	210,143.26	208,472.00	1,671.26	312,707.00
Councillor Ad Hoc Meeting per Diem	12,150.00	19,440.00	(7,290.00)	29,160.00
CPP,UIC,Employer Health Tax	16,306.15	19,488.00	(3,181.85)	29,226.00
Councillor Benefits - EHC/Dental	49,187.44	51,128.00	(1,940.56)	76,687.00
Councillor Group Insurance	4,216.00	4,760.00	(544.00)	7,140.00
Ad Hoc Meeting Expenses	0.00	0.00	0.00	0.00
Advocacy	16,692.26	20,000.00	(3,307.74)	30,000.00
AMO Board Expenses	3,249.19	6,664.00	(3,414.81)	10,000.00
Computer Supplies	12.89	3,753.00	(3,740.11)	5,000.00
Council - Conventions	29,931.01	22,500.00	7,431.01	30,000.00
Council - Mileage	36,591.50	23,336.00	13,255.50	35,000.00
Councillor Liability Insurance	10,406.93	11,854.00	(1,447.07)	11,854.00
FCM Board Expenses	8,560.82	6,664.00	1,896.82	10,000.00
EOWC Meetings	0.00	0.00	0.00	0.00
Hospitality	18,765.17	15,003.00	3,762.17	20,000.00
Legal	0.00	1,503.00	(1,503.00)	2,000.00
Office Supplies	965.65	3,753.00	(2,787.35)	5,000.00
Publicity	8,064.51	2,250.00	5,814.51	3,000.00
Recoveries - County	(61,303.00)	(58,689.00)	(2,614.00)	(78,248.00)
Recoveries - Federal	(3,389.75)	0.00	(3,389.75)	0.00
Recoveries - Other	(17,332.20)	0.00	(17,332.20)	0.00
Warden's Expenses	9,247.02	6,664.00	2,583.02	10,000.00
Warden's Golf Tournament	22,574.90	0.00	22,574.90	0.00
Staff & Council Appreciation Event	2,164.21	0.00	2,164.21	10,000.00
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00
<u>GENERAL - ADMINISTRATION</u>	<u>617,520.38</u>	<u>810,521.00</u>	<u>(193,000.62)</u>	<u>1,024,422.00</u>
Salaries	816,754.69	998,409.00	(181,654.31)	1,297,927.00
Employee Benefits	240,720.76	309,540.00	(68,819.24)	402,400.00
Bank Charges - Moneris	4,110.49	2,250.00	1,860.49	3,000.00
Computer Maintenance	69,464.33	35,253.00	34,211.33	47,000.00
Conferences & Conventions	2,402.49	7,497.00	(5,094.51)	10,000.00
Depreciation	0.00	1,233.00	(1,233.00)	1,644.00
General Legal & Audit	38,239.01	19,503.00	18,736.01	26,000.00
Membership Fees	36,881.36	38,000.00	(1,118.64)	38,000.00
Office Expense	21,574.62	19,503.00	2,071.62	26,000.00
Professional Development	1,572.20	5,247.00	(3,674.80)	7,000.00
Recovery - Other Departments	(669,074.00)	(664,056.00)	(5,018.00)	(885,405.00)
Recovery - Outside	(3,850.00)	0.00	(3,850.00)	0.00
Recruitment	9,407.95	747.00	8,660.95	1,000.00
Special Projects - EOWC	25,000.00	17,253.00	7,747.00	23,000.00
Special Projects - Car rental	3,666.54	0.00	3,666.54	0.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	0.00	(1,233.00)	1,233.00	(1,644.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	0.00
Telephone	9,048.18	4,878.00	4,170.18	6,500.00
Travel	11,601.76	16,497.00	(4,895.24)	22,000.00
<u>HUMAN RESOURCES DEPARTMENT</u>	<u>222,011.16</u>	<u>199,791.00</u>	<u>22,220.16</u>	<u>234,500.00</u>
Salaries	514,897.48	499,089.00	15,808.48	648,811.00
Benefits	147,845.66	137,940.00	9,905.66	179,320.00
Conference & Convention	0.00	2,997.00	(2,997.00)	4,000.00
Depreciation	0.00	0.00	0.00	0.00
Expenses Recoverable From Others	18,383.10	7,497.00	10,886.10	10,000.00
Legal Fees	4,887.73	7,497.00	(2,609.27)	10,000.00
Membership Fees	4,687.90	4,500.00	187.90	6,000.00
Office Expense	9,063.69	18,747.00	(9,683.31)	25,000.00
Computer Expense	92,377.42	91,492.00	885.42	91,492.00
Professional Development	6,498.42	9,000.00	(2,501.58)	12,000.00
Purchased Services	53,177.52	52,497.00	680.52	70,000.00
Recovery - County Departments	(513,986.00)	(508,986.00)	(5,000.00)	(678,653.00)
Recovery - Provincial	(59,470.07)	(59,470.00)	(0.07)	(59,470.00)
Recovery - Municipal	(59,941.76)	(71,253.00)	11,311.24	(95,000.00)
Recovery - Other	(568.51)	0.00	(568.51)	0.00
Recruitment	197.41	747.00	(549.59)	1,000.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	0.00	0.00	0.00	0.00
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	0.00
Travel	3,961.17	7,497.00	(3,535.83)	10,000.00
<u>INFORMATION TECHNOLOGY</u>	<u>377,436.67</u>	<u>481,715.00</u>	<u>(104,278.33)</u>	<u>599,576.00</u>
Salaries	367,165.26	401,702.00	(34,536.74)	522,215.00
Employee Benefits	114,021.59	130,260.00	(16,238.41)	169,339.00
Annual Software Maintenance Fees	83,616.20	91,125.00	(7,508.80)	121,500.00
Communication Fees	25,452.37	21,897.00	3,555.37	29,200.00
Computer Technology Supplies	5,360.93	5,247.00	113.93	7,000.00
Corporate Software	6.90	11,250.00	(11,243.10)	15,000.00
Depreciation	27,680.09	26,028.00	1,652.09	34,700.00
Office Expense	170.82	1,503.00	(1,332.18)	2,000.00

**COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
SEP 2024**

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
Professional Development	3,632.83	4,500.00	(867.17)	6,000.00
Purchased Services	21,337.80	52,497.00	(31,159.20)	70,000.00
Recoveries - County	(273,488.00)	(268,488.00)	(5,000.00)	(357,978.00)
Surplus Adjustment - Capital	22,404.57	18,747.00	3,657.57	25,000.00
Surplus Adjustment - Depreciation	(27,680.09)	(26,028.00)	(1,652.09)	(34,700.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(25,000.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00
Telephone Costs	3,703.31	3,978.00	(274.69)	5,300.00
Travel	4,052.09	7,497.00	(3,444.91)	10,000.00

**COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
SEP 2024**

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>PROPERTY - Pembroke Admin</u>	<u>152,688.01</u>	<u>209,407.00</u>	<u>(56,718.99)</u>	<u>96,977.00</u>
Salaries	141,906.54	140,080.00	1,826.54	182,105.00
Employee Benefits	39,719.11	45,751.00	(6,031.89)	59,479.00
Advertising	0.00	747.00	(747.00)	1,000.00
Capital - under threshold	0.00	0.00	0.00	0.00
Depreciation	317,546.45	316,503.00	1,043.45	422,000.00
Elevator Maintenance	5,826.32	5,958.00	(131.68)	7,949.00
Garbage Disposal	5,982.54	5,247.00	735.54	7,000.00
Grounds keeping	4,764.97	5,247.00	(482.03)	7,000.00
Insurance	50,604.20	57,812.00	(7,207.80)	57,812.00
Janitorial Contract	70,314.48	69,435.00	879.48	92,580.00
Legal	1,325.93	1,503.00	(177.07)	2,000.00
Lights, Heat & Power	89,230.12	97,389.00	(8,158.88)	129,857.00
Mechanical	11,876.78	16,497.00	(4,620.22)	22,000.00
Memberships/Subscriptions	1,270.89	378.00	892.89	500.00
Miscellaneous	5,602.88	2,250.00	3,352.88	3,000.00
Office Supplies	25,117.68	13,401.00	11,716.68	17,860.00
Professional Development	255.54	1,503.00	(1,247.46)	2,000.00
Recoveries - County	(416,790.00)	(416,790.00)	0.00	(555,715.00)
Recoveries - Other	0.00	0.00	0.00	0.00
Recruitment	170.96	567.00	(396.04)	750.00
Repairs & Maintenance	38,578.45	33,750.00	4,828.45	45,000.00
Security & Monitoring	12,237.55	4,725.00	7,512.55	6,300.00
Surplus Adjustment - Capital	58,561.56	117,576.00	(59,014.44)	156,765.00
Surplus Adjustment - Depreciation	(317,546.45)	(316,503.00)	(1,043.45)	(422,000.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(156,765.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00
Telephone	2,659.55	2,250.00	409.55	3,000.00
Travel	1,014.15	1,503.00	(488.85)	2,000.00
Vehicle Expenses	2,457.81	2,628.00	(170.19)	3,500.00
<u>PROPERTY - Renfrew County Place</u>	<u>404,725.18</u>	<u>190,700.00</u>	<u>214,025.18</u>	<u>(194,983.00)</u>
Salaries & Benefits	61,725.32	70,778.00	(9,052.68)	92,009.00
Capital - Under Threshold	14,734.85	0.00	14,734.85	0.00
Depreciation	163,522.69	158,553.00	4,969.69	211,399.00
Elevator Maintenance	3,499.99	5,328.00	(1,828.01)	7,100.00
Garbage Removal	2,650.84	2,997.00	(346.16)	4,000.00
Grounds keeping	29,220.84	24,003.00	5,217.84	32,000.00
Insurance	25,697.78	25,674.00	23.78	25,674.00
Insurance Claim Costs	0.00	0.00	0.00	0.00
Janitorial Contract	46,809.44	52,443.00	(5,633.56)	69,924.00
Lease Revenue- Outside	(174,500.51)	(157,806.00)	(16,694.51)	(210,403.00)
Lights, Heat & Power	56,818.05	75,222.00	(18,403.95)	100,296.00
Mechanical	18,889.67	14,625.00	4,264.67	19,500.00
Miscellaneous	5,673.23	3,825.00	1,848.23	5,100.00
Municipal Taxes	0.00	11,250.00	(11,250.00)	15,000.00
Office Supplies / Admin Costs	3,039.62	2,403.00	636.62	3,200.00
Recoveries - County	(308,241.00)	(308,241.00)	0.00	(410,983.00)
Recoveries - Outside	(18,115.34)	(11,250.00)	(6,865.34)	(15,000.00)
Repairs & Maintenance	32,420.19	31,122.00	1,298.19	41,500.00
Security & Monitoring	6,947.50	4,572.00	2,375.50	6,100.00
Surplus Adjustment - Capital	597,454.71	343,755.00	253,699.71	458,341.00
Surplus Adjustment - Depreciation	(163,522.69)	(158,553.00)	(4,969.69)	(211,399.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(458,341.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	20,000.00

**COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
SEP 2024**

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>PROPERTY - Base Stations</u>	<u>279,514.39</u>	<u>95,517.00</u>	<u>183,997.39</u>	<u>0.00</u>
BLDG - Repairs & Maint	36,119.83	42,255.00	(6,135.17)	56,314.00
Capital Under Threshold	0.00	0.00	0.00	0.00
Depreciation	45,040.41	46,287.00	(1,246.59)	61,722.00
Grounds keeping	35,369.74	48,456.00	(13,086.26)	64,596.00
Internal Charges	0.00	11,610.00	(11,610.00)	15,500.00
Janitorial Contract	15,799.10	29,376.00	(13,576.90)	39,185.00
Lights, Heat & Power	35,440.90	38,385.00	(2,944.10)	51,160.00
Mechanical	8,395.86	4,680.00	3,715.86	6,250.00
Misc. - Building Expenses	2,235.66	8,280.00	(6,044.34)	11,000.00
Recoveries - County	(392,445.00)	(392,445.00)	0.00	(523,262.00)
Revenue - Outside Recoveries	0.00	(9,000.00)	9,000.00	(12,000.00)
Surplus Adjustment - Capital	538,598.30	313,920.00	224,678.30	418,565.00
Surplus Adjustment - Depreciation	(45,040.41)	(46,287.00)	1,246.59	(61,722.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(418,565.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	291,257.00
<u>PROPERTY - Arnprior Office</u>	<u>(43,055.65)</u>	<u>74,207.00</u>	<u>(117,262.65)</u>	<u>0.00</u>
Bldg. - Repairs & Maintenance	3,411.95	1,125.00	2,286.95	1,500.00
Capital Under Threshold	0.00	0.00	0.00	0.00
Depreciation	26,596.08	28,827.00	(2,230.92)	38,440.00
Grounds keeping	5,771.83	3,600.00	2,171.83	4,804.00
Insurance	4,200.00	4,133.00	67.00	4,133.00
Janitorial Contract	26,101.07	22,500.00	3,601.07	30,000.00
Legal	1,679.04	0.00	1,679.04	0.00
Lights, Heat & Power	8,404.64	10,125.00	(1,720.36)	13,500.00
Mechanical	1,445.70	1,575.00	(129.30)	2,100.00
Misc. Bldg. Other	860.80	378.00	482.80	500.00
Recoverable County	(71,361.00)	(71,361.00)	0.00	(95,152.00)
Recovery - Outside	(35,007.50)	(34,767.00)	(240.50)	(46,360.00)
Security	0.00	1,197.00	(1,197.00)	1,600.00
Surplus Adjustment - Capital	11,437.82	135,702.00	(124,264.18)	180,941.00
Surplus Adjustment - Depreciation	(26,596.08)	(28,827.00)	2,230.92	(38,440.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(180,941.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	83,375.00
<u>PROPERTY - Renfrew OPP</u>	<u>3,863.35</u>	<u>61,704.00</u>	<u>(57,840.65)</u>	<u>0.00</u>
Salaries / Benefits	38,797.31	35,898.00	2,899.31	46,665.00
Capital Under Threshold	0.00	0.00	0.00	0.00
Depreciation	87,056.01	86,823.00	233.01	115,758.00
Expenses Recoverable from Others	0.00	0.00	0.00	0.00
Garbage Removal	1,302.52	1,647.00	(344.48)	2,200.00
Grounds keeping	15,264.00	27,000.00	(11,736.00)	36,000.00
Insurance	23,308.51	22,939.00	369.51	22,939.00
Interest Expense	86,465.01	86,465.00	0.01	86,465.00
Internal Charges	12,222.00	603.00	11,619.00	800.00
Mechanical	12,325.64	0.00	12,325.64	0.00
Municipal Taxes	0.00	34,497.00	(34,497.00)	46,000.00
Office Expenses	8,214.30	2,250.00	5,964.30	3,000.00
Repairs & Maint	9,027.17	24,372.00	(15,344.83)	32,500.00
Revenue - Lease - Base Rent	(348,850.17)	(348,849.00)	(1.17)	(465,134.00)
Revenue - Lease - Expense Recoveries	(165,944.18)	(134,505.00)	(31,439.18)	(179,335.00)
Security/Monitoring	2,343.53	0.00	2,343.53	0.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Debt Principal Payments	309,387.71	309,387.00	0.71	309,387.00
Surplus Adjustment - Depreciation	(87,056.01)	(86,823.00)	(233.01)	(115,758.00)
Surplus Adjustment - From Reserves	0.00	0.00	0.00	0.00
Surplus Adjustment - TRF To Reserves	0.00	0.00	0.00	58,513.00
<u>FORESTRY DEPT.</u>	<u>(76,838.59)</u>	<u>81,745.00</u>	<u>(158,583.59)</u>	<u>73,239.00</u>
Salaries / Benefits	156,653.25	169,729.00	(13,075.75)	220,643.00
Advertising	0.00	450.00	(450.00)	600.00
Conventions	980.92	1,386.00	(405.08)	1,850.00
Depreciation	10,786.22	12,582.00	(1,795.78)	16,772.00
Legal	0.00	1,872.00	(1,872.00)	2,500.00
Memberships/Subscriptions	7,643.37	7,047.00	596.37	9,396.00
Miscellaneous	3,430.16	1,278.00	2,152.16	1,700.00
Office Supplies	1,706.95	2,250.00	(543.05)	3,000.00
Professional Development	301.91	1,917.00	(1,615.09)	2,550.00
Recoveries - Other	(4,146.94)	(7,875.00)	3,728.06	(10,500.00)
Revenues - Timber Sales	(266,862.54)	(135,000.00)	(131,862.54)	(180,000.00)
Small Tools / Supplies	2,113.99	747.00	1,366.99	1,000.00
Special Project - Other	177.22	1,872.00	(1,694.78)	2,500.00
Special Project - Well Remediation	0.00	2,700.00	(2,700.00)	3,600.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(10,786.22)	(12,582.00)	1,795.78	(16,772.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(90,100.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	60,000.00
Travel	3,768.58	4,500.00	(731.42)	6,000.00
Tree Marking	0.00	1,503.00	(1,503.00)	2,000.00
Tree Planting	12,596.31	19,872.00	(7,275.69)	26,500.00
Vehicle Expenses	4,798.23	7,497.00	(2,698.77)	10,000.00

**COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
SEP 2024**

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>GIS</u>	<u>145,459.72</u>	<u>275,436.00</u>	<u>(129,976.28)</u>	<u>323,597.00</u>
Salaries & Benefits	132,349.58	155,825.00	(23,475.42)	203,797.00
Computer Supply/Maintenance	49,330.61	86,004.00	(36,673.39)	114,670.00
Conventions	62.17	747.00	(684.83)	1,000.00
Depreciation	4,583.13	4,257.00	326.13	5,680.00
Membership	0.00	0.00	0.00	0.00
Office Supplies	202.25	1,503.00	(1,300.75)	2,000.00
Professional Development	0.00	747.00	(747.00)	1,000.00
Recoverable Outside	(653.10)	(15,075.00)	14,421.90	(20,100.00)
Recoveries - Municipal	0.00	(6,975.00)	6,975.00	(9,300.00)
Recoveries - provincial/federal	(45,105.95)	(45,935.00)	829.05	(45,935.00)
Recoveries - internal	(18,549.00)	(18,549.00)	0.00	(24,735.00)
Special Projects	9,203.43	75,150.00	(65,946.57)	100,200.00
Surplus Adj - Capital	18,603.38	41,247.00	(22,643.62)	55,000.00
Surplus Adj - Trf From Reserve	0.00	0.00	0.00	(55,000.00)
Surplus Adjustment - Depreciation	(4,583.13)	(4,257.00)	(326.13)	(5,680.00)
Travel	16.35	747.00	(730.65)	1,000.00
Weed Inspection	0.00	0.00	0.00	0.00
<u>ECONOMIC DEVELOPMENT</u>	<u>301,246.70</u>	<u>377,054.00</u>	<u>(75,807.30)</u>	<u>493,739.00</u>
Salaries	190,276.79	202,971.00	(12,694.21)	263,863.00
Benefits	57,106.62	66,200.00	(9,093.38)	86,056.00
Computer Maintenance	728.89	3,753.00	(3,024.11)	5,000.00
Conventions	1,598.54	1,575.00	23.54	2,100.00
Marketing Program	47,044.82	49,122.00	(2,077.18)	65,500.00
Memberships/Subscriptions	3,958.62	3,375.00	583.62	4,500.00
Office Expense	5,511.44	4,500.00	1,011.44	6,000.00
ON Winter Games expenses	379,977.45	0.00	379,977.45	0.00
ON Winter Games Recoveries - other	(525.45)	0.00	(525.45)	0.00
ON Winter Games Recoveries - Provincial	(279,452.00)	0.00	(279,452.00)	0.00
Professional Development/Staff Training	0.00	567.00	(567.00)	750.00
Recoveries - Federal	0.00	0.00	0.00	0.00
Recoveries-Other	(35,566.10)	(29,997.00)	(5,569.10)	(40,000.00)
Recoveries-Municipal	2,674.50	0.00	2,674.50	0.00
Recoveries-Provincial	(11,171.68)	(52,497.00)	41,325.32	(70,000.00)
Recruitment	0.00	0.00	0.00	0.00
Special Projects	11,624.34	31,878.00	(20,253.66)	42,500.00
Special Projects - Agriculture	22,470.00	16,857.00	5,613.00	22,470.00
Special Projects - RED	2,442.24	74,997.00	(72,554.76)	100,000.00
Surplus Adjustment - TRF To Reserve	0.00	0.00	0.00	0.00
Surplus Adjustment - TRF From Reserve	(100,000.00)	0.00	(100,000.00)	0.00
Travel	2,547.68	3,753.00	(1,205.32)	5,000.00
<u>ENTERPRISE CENTRE</u>	<u>24,841.00</u>	<u>24,841.00</u>	<u>(0.00)</u>	<u>28,055.00</u>
Salaries	106,304.89	111,531.00	(5,226.11)	144,993.00
Benefits	36,390.21	40,480.00	(4,089.79)	52,623.00
Marketing	1,670.26	4,500.00	(2,829.74)	6,000.00
Office Expenses	15,992.31	2,250.00	13,742.31	3,000.00
Professional Development	0.00	522.00	(522.00)	700.00
Purchased Service	5,067.00	5,067.00	0.00	6,754.00
Recoveries - Municipalities	(5,000.00)	(4,122.00)	(878.00)	(5,500.00)
Recoveries - Other	(7,213.65)	(7,497.00)	283.35	(10,000.00)
Recoveries - Provincial	(132,103.61)	(130,311.00)	(1,792.61)	(173,745.00)
Special Projects - French Langage	2,757.43	12,375.00	(9,617.57)	16,500.00
Starter Company - Provincial Revenue	(52,765.21)	(51,525.00)	(1,240.21)	(68,700.00)
Starter Company - Special Projects	52,944.31	51,525.00	1,419.31	68,700.00
Summer Company - Special Projects	25,934.78	0.00	25,934.78	0.00
Prov Rev - Special Projects	0.00	0.00	0.00	0.00
Summer Company - Provincial Revenue	(25,923.53)	(12,375.00)	(13,548.53)	(16,500.00)
Telephone/Internet Access	834.34	1,674.00	(839.66)	2,230.00
Travel	(48.53)	747.00	(795.53)	1,000.00
<u>OTTAWA VALLEY TOURIST ASSOCIATION</u>	<u>211,590.05</u>	<u>229,346.00</u>	<u>(17,755.95)</u>	<u>298,984.00</u>
Salaries	141,820.38	152,538.00	(10,717.62)	198,296.00
Benefits	44,452.67	51,491.00	(7,038.33)	66,938.00
Direct Contribution to OVTA	25,317.00	25,317.00	0.00	33,750.00
Recoveries	0.00	0.00	0.00	0.00
<u>PLANNING DEPARTMENT</u>	<u>459,729.00</u>	<u>788,310.00</u>	<u>(328,581.00)</u>	<u>872,876.00</u>
Salaries	570,700.93	661,971.00	(91,270.07)	860,564.00
Employee Benefits	163,302.28	184,011.00	(20,708.72)	239,218.00
Computer Supplies / Maintenance	4,421.84	9,000.00	(4,578.16)	12,000.00
Conventions	6,842.00	3,753.00	3,089.00	5,000.00
Legal Fees	3,808.87	747.00	3,061.87	1,000.00
Memberships	150.00	4,275.00	(4,125.00)	5,700.00
Office Expense	8,240.04	13,797.00	(5,556.96)	18,394.00
Professional Development	(751.04)	4,500.00	(5,251.04)	6,000.00
Purchased Service	0.00	18,747.00	(18,747.00)	25,000.00
Recruitment	1,835.61	4,500.00	(2,664.39)	6,000.00
Revenues - Municipal Projects	(8,842.10)	(29,997.00)	21,154.90	(40,000.00)
Revenues - Other	(1,072.50)	(1,503.00)	430.50	(2,000.00)
Revenues - Service Charges	(49,353.88)	(31,500.00)	(17,853.88)	(42,000.00)

**COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
SEP 2024**

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
Revenues - Severance Applications	(193,117.00)	(142,497.00)	(50,620.00)	(190,000.00)
Revenues - Subdivision Applications	(56,365.00)	(45,000.00)	(11,365.00)	(60,000.00)
Special Projects - official plan	3,531.14	6,003.00	(2,471.86)	8,000.00
Special Projects - Housing Study	0.00	112,500.00	(112,500.00)	150,000.00
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(150,000.00)
Travel	6,397.81	15,003.00	(8,605.19)	20,000.00
<u>PUBLIC WORKS</u>	<u>20,177,219.26</u>	<u>21,830,995.00</u>	<u>(1,653,775.74)</u>	<u>10,989,045.00</u>
Administration	983,792.82	975,038.00	8,754.82	1,212,146.00
Capital Works - Operating Expenses	635,494.40	644,192.00	(8,697.60)	844,431.00
Clearing	0.00	0.00	0.00	0.00
Depreciation	8,279,814.86	8,025,003.00	254,811.86	10,700,000.00
Equipment	979,783.22	1,036,396.00	(56,612.78)	1,567,942.00
Housing	160,143.40	129,997.00	30,146.40	180,750.00
Maintenance	3,659,086.05	4,964,273.00	(1,305,186.95)	6,981,293.00
Trails	869,734.26	1,574,051.00	(704,316.74)	4,162,021.00
Recoveries - Donations	(418.58)	0.00	(418.58)	(3,500,000.00)
Recoveries - Federal	0.00	0.00	0.00	(1,470,000.00)
Recoveries - Municipal	0.00	0.00	0.00	0.00
Recoveries - Other	(177,795.57)	(89,050.00)	(88,745.57)	(330,000.00)
Recoveries - Provincial	(1,798,904.00)	(1,798,902.00)	(2.00)	(2,398,538.00)
Surplus Adjustment - Capital	21,242,303.26	15,200,000.00	6,042,303.26	44,815,744.00
Surplus Adjustment - Depreciation	(8,279,814.86)	(8,025,003.00)	(254,811.86)	(10,700,000.00)
Surplus Adjustment - Temp loan	(6,376,000.00)	(805,000.00)	(5,571,000.00)	(1,832,960.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(39,243,784.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00

**COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
SEP 2024**

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>BONNECHERE MANOR</u>	<u>1,168,164.00</u>	<u>1,168,164.00</u>	<u>0.00</u>	<u>1,557,544.00</u>
Recoveries - City of Pembroke	(575,361.00)	(575,361.00)	0.00	(767,150.00)
Total Municipal Cost	1,743,525.00	1,743,525.00	0.00	2,324,694.00
<u>MIRAMICHI LODGE</u>	<u>977,850.00</u>	<u>977,850.00</u>	<u>0.00</u>	<u>1,303,802.00</u>
Recoveries - City of Pembroke	(481,626.00)	(481,626.00)	0.00	(642,171.00)
Total Municipal Cost	1,459,476.00	1,459,476.00	0.00	1,945,973.00
<u>OTHER LONG TERM CARE</u>	<u>71,310.06</u>	<u>71,217.00</u>	<u>93.06</u>	<u>94,950.00</u>
City of Pembroke Share	(34,506.00)	(34,506.00)	0.00	(46,009.00)
North Renfrew Long Term Care	105,816.06	105,723.00	93.06	140,959.00
<u>HEALTH SERVICES</u>	<u>1,382,992.00</u>	<u>1,465,875.00</u>	<u>(82,883.00)</u>	<u>1,954,497.00</u>
Renfrew County & District Health Unit	1,382,992.00	1,465,875.00	(82,883.00)	1,954,497.00
<u>OTTAWA VALLEY OHT</u>	<u>13,834.46</u>	<u>6,350.00</u>	<u>7,484.46</u>	<u>0.00</u>
Salaries	326,832.21	253,931.00	72,901.21	330,113.00
Benefits	36,298.97	0.00	36,298.97	0.00
Admin Charges	15,000.00	0.00	15,000.00	0.00
Office Supplies/computer	57,736.80	0.00	57,736.80	0.00
Purchased Services	416,664.38	483,669.00	(67,004.62)	644,887.00
Recoveries - Provincial	(746,507.07)	(731,250.00)	(15,257.07)	(975,000.00)
Recoveries - Other	(167,849.67)	0.00	(167,849.67)	0.00
Surplus Adjustment - TRF from Reserves	(3,122.16)	0.00	(3,122.16)	0.00
Special projects	78,781.00	0.00	78,781.00	0.00
<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
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 - Special	(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)
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)

**COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
SEP 2024**

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
LTC - Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
LTC - Surplus Adjustment - TRF to Reserves	170,599.86	0.00	170,599.86	0.00
LTC Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	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	(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 - TRF 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>102,947.00</u>	<u>29,578.16</u>	<u>130,595.00</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 - Provincial	0.00	(30,375.00)	30,375.00	(40,500.00)
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
<u>ONTARIO WORKS</u>	<u>612,042.54</u>	<u>1,162,702.00</u>	<u>(550,659.46)</u>	<u>1,487,138.00</u>
Depreciation	11,929.41	14,004.00	(2,074.59)	18,667.00
Municipal Contribution - City of Pembroke	(399,967.11)	(396,792.00)	(3,175.11)	(529,065.00)
Ontario Works Program Administration	2,531,852.57	3,061,009.00	(529,156.43)	4,018,203.00
Other Revenue	0.00	0.00	0.00	0.00
Provincial Subsidy - Ontario Works Program Admin	(1,551,504.00)	(1,516,509.00)	(34,995.00)	(2,022,000.00)
Provincial Subsidy - Social Assistance - Benefits	(9,395,046.33)	(9,447,246.00)	52,199.67	(12,596,330.00)
Social Assistance - Benefits	9,426,707.41	9,462,240.00	(35,532.59)	12,616,330.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(11,929.41)	(14,004.00)	2,074.59	(18,667.00)
Surplus Adjustment - TRF From Reserve	0.00	0.00	0.00	0.00

**COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
SEP 2024**

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>CHILD CARE</u>	<u>496,796.15</u>	<u>462,006.00</u>	<u>34,790.15</u>	<u>167,139.00</u>
Administration	51,102.90	134,024.00	(82,921.10)	165,553.00
Core Programs	101,517.39	340,632.00	(239,114.61)	454,188.00
Special Needs Resourcing	0.00	10,829.00	(10,829.00)	0.00
Special Purpose	392,163.86	15,111.00	377,052.86	20,157.00
EarlyON Centres	0.00	3,829.00	(3,829.00)	0.00
Licensed Family Home Day Care	0.00	3,409.00	(3,409.00)	0.00
CWELCC (\$10/day Child Care)	0.00	2,160.00	(2,160.00)	0.00
Municipal Contribution - City of Pembroke	(47,988.00)	(47,988.00)	0.00	(63,989.00)
Surplus Adjustment - TRF From Reserve	0.00	0.00	0.00	(408,770.00)
<u>COMMUNITY HOUSING</u>	<u>4,792,001.89</u>	<u>4,769,685.00</u>	<u>22,316.89</u>	<u>5,914,824.00</u>
Admin Charges	162,387.00	162,585.00	(198.00)	216,783.00
Affordable Housing - Tax Rebate	7,811.74	9,378.00	(1,566.26)	12,500.00
HR Charges	61,695.00	61,695.00	0.00	82,259.00
IT Charges	28,062.00	28,062.00	0.00	37,411.00
Legal	2,035.20	0.00	2,035.20	0.00
Municipal Contribution - City of Pembroke	(534,897.00)	(534,897.00)	0.00	(713,198.00)
Non Profit Housing	1,011,935.00	1,212,048.00	(200,113.00)	1,616,064.00
Office Supplies	0.00	747.00	(747.00)	1,000.00
Memberships	0.00	0.00	0.00	0.00
PROV (FED) SUBSIDY -SOCIAL HOUSING	(553,807.05)	(553,806.00)	(1.05)	(738,409.00)
PROV REV - COCHI	(694,266.49)	(870,975.00)	176,708.51	(1,161,300.00)
PROV REV - CMHC	0.00	(132,750.00)	132,750.00	(177,000.00)
PROV REV - HPP	(2,799,357.20)	(2,676,897.00)	(122,460.20)	(3,569,200.00)
PROV REV - IAH	(20,300.00)	(12,753.00)	(7,547.00)	(17,000.00)
PROV REV - OPHI	(7,729.69)	(375,228.00)	367,498.31	(500,300.00)
PROV REV - COHB	(250.00)	(2,250.00)	2,000.00	(3,000.00)
PROV REV - SSRF	0.00	(974,997.00)	974,997.00	(1,300,000.00)
PROV REV - STRONG COMMUNITY RENT SUP	0.00	0.00	0.00	0.00
RCHC TRANSFER - BASE	4,843,359.00	4,843,359.00	0.00	6,457,815.00
RCHC TRANSFER - COCHI	694,266.49	646,065.00	48,201.49	861,420.00
RCHC TRANSFER - HPP	2,736,852.68	2,676,897.00	59,955.68	3,569,200.00
RCHC TRANSFER - IAH	20,300.00	12,753.00	7,547.00	17,000.00
RCHC TRANSFER - OPHI	7,729.69	375,228.00	(367,498.31)	500,300.00
RCHC TRANSFER - SSRF	0.00	974,997.00	(974,997.00)	1,300,000.00
RCHC TRANSFER - COHB	250.00	2,250.00	(2,000.00)	3,000.00
RCHC TRANSFER - CMHC	0.00	132,750.00	(132,750.00)	177,000.00
OPHI - Direct costs	0.00	0.00	0.00	0.00
Recoveries - Outside - RCHC	(236,579.00)	(236,079.00)	(500.00)	(314,774.00)
Recoveries - Muncipal	(100,000.00)	0.00	(100,000.00)	0.00
Recoveries - Other	(3,574.05)	0.00	(3,574.05)	0.00
Special Project - Transitional Housing - external lease	62,504.52	0.00	62,504.52	0.00
Special Project - Deep River School	0.00	0.00	0.00	0.00
Special Projects - Warming Centre	103,574.05	0.00	103,574.05	0.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	(444,747.00)
Surplus Adjustment - TRF To Reserves	0.00	0.00	0.00	0.00
Travel	0.00	1,503.00	(1,503.00)	2,000.00

**COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
SEP 2024**

over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
	<u>(77,728.85)</u>	<u>(227,772.00)</u>	<u>150,043.15</u>	<u>(318,639.00)</u>
<u>PROVINCIAL OFFENCES ADMINISTRATION</u>				
Salaries	284,575.06	345,871.00	(61,295.94)	449,633.00
Benefits	88,465.03	101,411.00	(12,945.97)	131,834.00
Adjudication	50,736.00	48,753.00	1,983.00	65,000.00
Admin Charges	43,623.00	43,623.00	0.00	58,160.00
Bank Charges (Visa/MasterCard)	17,752.52	22,500.00	(4,747.48)	30,000.00
Certificates of Offence	0.00	7,497.00	(7,497.00)	10,000.00
City of Pembroke - Share of Net Revenue	36,216.00	36,216.00	0.00	48,288.00
Collection Costs	22,600.29	22,500.00	100.29	30,000.00
Computer & Technology	13,167.45	12,753.00	414.45	17,000.00
Conventions	177.87	2,250.00	(2,072.13)	3,000.00
Court Transcripts	0.00	747.00	(747.00)	1,000.00
Depreciation	802.17	1,242.00	(439.83)	1,650.00
ICON Charges	7,856.55	13,500.00	(5,643.45)	18,000.00
Interpreter Fees	469.40	1,125.00	(655.60)	1,500.00
IT Charges	14,598.00	14,598.00	0.00	19,458.00
Lease/Building Costs	81,190.11	81,162.00	28.11	108,212.00
Legal Costs	0.00	1,503.00	(1,503.00)	2,000.00
Miscellaneous	90.00	1,125.00	(1,035.00)	1,500.00
Monitoring / Enforcement Fees	5,184.00	5,832.00	(648.00)	7,776.00
Office Equipment / Furniture	1,022.08	1,503.00	(480.92)	2,000.00
Office Supplies	3,220.78	4,878.00	(1,657.22)	6,500.00
Part III Prosecution	10,688.54	378.00	10,310.54	500.00
Postage	12.85	747.00	(734.15)	1,000.00
Purchase of Service - Notice of Fines	1,976.46	3,753.00	(1,776.54)	5,000.00
Purchase of Service - Prosecution	1,475.52	6,003.00	(4,527.48)	8,000.00
Revenues - POA Fines	(765,252.80)	(1,012,500.00)	247,247.20	(1,350,000.00)
Revenues - POA Recoveries	(262.70)	0.00	(262.70)	0.00
Satellite Courtroom Costs	0.00	0.00	0.00	0.00
Staff Training/Development	0.00	1,503.00	(1,503.00)	2,000.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - Depreciation	(802.17)	(1,242.00)	439.83	(1,650.00)
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	0.00
Telephone	2,689.14	2,997.00	(307.86)	4,000.00
Travel	0.00	0.00	0.00	0.00
Witness Fees	0.00	0.00	0.00	0.00
<u>Publicity/Public Relations</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Publicity/Public Relations Service	0.00	0.00	0.00	0.00
Recoveries	0.00	0.00	0.00	0.00
<u>AGRICULTURE & REFORESTATION</u>	<u>13,061.08</u>	<u>15,003.00</u>	<u>(1,941.92)</u>	<u>20,000.00</u>
Forest Fire Protection	1,519.67	3,753.00	(2,233.33)	5,000.00
Reforestation - Grants in Lieu	11,541.41	11,250.00	291.41	15,000.00
<u>PROPERTY ASSESSMENT</u>	<u>1,570,574.72</u>	<u>1,177,929.00</u>	<u>392,645.72</u>	<u>1,570,575.00</u>
MPAC	1,570,574.72	1,177,929.00	392,645.72	1,570,575.00
<u>FINANCIAL EXPENSE</u>	<u>577,749.71</u>	<u>874,989.00</u>	<u>(297,239.29)</u>	<u>21,968,987.00</u>
County Share - Taxes Written Off	0.00	0.00	0.00	300,000.00
Bad Debts	12,229.72	0.00	12,229.72	0.00
Interest Expense	65,649.26	94,527.00	(28,877.74)	126,034.00
Provision for Unallocated Funds	85,574.22	155,070.00	(69,495.78)	206,757.00
Surplus Adjustment - Debt Principal	414,296.51	625,392.00	(211,095.49)	833,857.00
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	20,502,339.00
TOTAL EXPENSES	45,029,950.19	49,726,545.00	(4,696,594.81)	64,024,346.00

**COUNTY OF RENFREW
TREASURER'S REPORT - GENERAL REVENUE FUND
SEP 2024**

	over / (under)			
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>REVENUES</u>				
<u>COUNTY LEVY</u>	<u>43,052,347.00</u>	<u>43,052,337.00</u>	<u>10.00</u>	<u>57,403,120.00</u>
<u>PIL ADJUSTMENTS</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>(150,000.00)</u>
<u>WATERPOWER GENERATING STATION SUPPLEMENTARY REVENUE</u>	<u>394,109.27</u>	<u>394,109.00</u>	<u>0.27</u>	<u>394,109.00</u>
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>500,000.00</u>
<u>OTHER REVENUE</u>	<u>3,614,824.74</u>	<u>4,407,840.00</u>	<u>(793,015.26)</u>	<u>5,877,117.00</u>
Donations In Kind	0.00	0.00	0.00	0.00
Gain / (Loss) - Sale of Assets	178,370.03	0.00	178,370.03	0.00
Canada Community Building Fund (Gas Tax)	1,438,558.44	2,157,840.00	(719,281.56)	2,877,117.00
Interest Revenue	1,962,809.00	2,250,000.00	(287,191.00)	3,000,000.00
Licenses	290.00	0.00	290.00	0.00
Other Revenue	174.70	0.00	174.70	0.00
Proceeds - Sale of Assets	34,622.57	0.00	34,622.57	0.00
<u>CONTRIBUTION FROM RESERVES</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Surplus Adjustment - TRF From Reserves	0.00	0.00	0.00	0.00
TOTAL REVENUES	<u>47,061,281.01</u>	<u>47,854,286.00</u>	<u>(793,004.99)</u>	<u>64,024,346.00</u>
Municipal Surplus / (Deficit)	<u>2,031,330.82</u>	<u>(1,872,259.00)</u>	<u>3,903,589.82</u>	<u>0.00</u>
add: Surplus Adjustment - Capital	25,156,376.85	37,219,770.00	(12,063,393.15)	49,626,356.00
add: Surplus Adjustment - To Reserves	299,177.94	16,616,610.00	(16,317,432.06)	22,155,484.00
less: Surplus Adjustment - From Reserves	(103,122.16)	(33,582,150.00)	33,479,027.84	(44,776,195.00)
less: Surplus Adjustment - Depreciation	(9,783,502.82)	(9,621,342.00)	(162,160.82)	(12,828,432.00)
add: Surplus Adjustment - Debt Principal Paid	(6,055,038.86)	1,044,936.00	(7,099,974.86)	1,393,244.00
add: Surplus Adjustment - New Debt Principal	(1,078,699.00)	(2,387,223.00)	1,308,524.00	(3,182,960.00)
PSAB Surplus / (Deficit)	<u>10,466,522.77</u>	<u>7,418,342.00</u>	<u>3,048,180.77</u>	<u>12,387,497.00</u>

**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>
<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
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)

**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>
<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)

**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>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
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
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

**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>
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>

**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>
RESIDENT DAYS	48,496.00	49,140.00	(644.00)	65,700.00
NON-SUBSIDIZABLE EXPENSE	0.00	0.00	0.00	0.00
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	404,596.85	735,003.00	(330,406.15)	980,000.00
Surplus Adjustment - Capital Purchases	404,596.85	735,003.00	(330,406.15)	980,000.00
TOTAL EXPENDITURE	15,739,924.87	17,132,433.00	(1,392,508.13)	22,399,075.00

**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>
<u>MUNICIPAL SUBSIDY</u>	<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
<u>RESIDENTS REVENUE</u>	<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
<u>OTHER REVENUE</u>	<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
<u>GRANTS & SUBSIDIES</u>	<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
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 - Replacements	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>over / (under)</u> <u>VARIANCE</u>	<u>FULL YEAR</u> <u>BUDGET</u>
<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)

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

			over / (under)	
	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<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
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>

**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>
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
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
GRAND TOTAL EXPENDITURE	15,210,704.24	16,004,822.00	(794,117.76)	21,157,086.00

**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>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
<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
TREASURER'S REPORT - Operations Committee
SEPTEMBER 2024**

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<u>CAPITAL PROGRAM - EXPENSES</u>	<u>635,494.40</u>	<u>644,192.00</u>	<u>(8,697.60)</u>	<u>844,431.00</u>
Salaries	314,188.69	338,222.00	(24,033.31)	439,691.00
Benefits	80,955.30	96,720.00	(15,764.70)	125,740.00
Capital Projects - Under Threshold	0.00	0.00	0.00	0.00
COVID	0.00	0.00	0.00	0.00
Infrastructure Management	294,860.77	180,000.00	114,860.77	240,000.00
Misc	3,587.58	4,500.00	(912.42)	6,000.00
Recoveries	(101,998.80)	0.00	(101,998.80)	0.00
Supplies	43,900.86	24,750.00	19,150.86	33,000.00
<u>ADMINISTRATION</u>	<u>983,792.82</u>	<u>975,038.00</u>	<u>8,754.82</u>	<u>1,212,146.00</u>
Salaries	395,888.94	423,151.00	(27,262.06)	550,098.00
Benefits	127,706.77	124,771.00	2,935.77	162,205.00
Advertising	10,005.99	7,497.00	2,508.99	10,000.00
Answering Service	3,901.08	3,753.00	148.08	5,000.00
Bank Charges	954.16	0.00	954.16	0.00
Cell Telephone/Pager	13,415.67	9,900.00	3,515.67	13,200.00
Communications(Radio System)	50,586.57	58,500.00	(7,913.43)	78,000.00
Computer Hrdwr/Sftwr	54,901.81	45,000.00	9,901.81	60,000.00
Conferences & Conventions	10,275.76	5,000.00	5,275.76	7,500.00
Courier	55.69	747.00	(691.31)	1,000.00
Health & Safety (Protection)	55,573.78	45,000.00	10,573.78	50,000.00
Insurance	160,530.31	171,543.00	(11,012.69)	171,543.00
Insurance Claims Expense	10,103.32	26,253.00	(16,149.68)	35,000.00
Internet	7,324.87	3,825.00	3,499.87	5,100.00
Legal Fees	508.80	0.00	508.80	32,000.00
Membership Fees	11,966.82	9,875.00	2,091.82	11,000.00
Office Equipment	18,342.21	0.00	18,342.21	10,000.00
Office Supplies/Publications/Awards	9,013.19	4,095.00	4,918.19	12,000.00
Photocopier Supplies/Maint	4,521.01	3,375.00	1,146.01	4,500.00
Postage	0.00	378.00	(378.00)	500.00
Provincial Grants & Subsidies - COVID	0.00	0.00	0.00	0.00
Recoveries - Muncipal	(889.87)	0.00	(889.87)	(50,000.00)
Recruitment	1,472.99	2,000.00	(527.01)	3,000.00
Staff Training	22,929.14	15,003.00	7,926.14	20,000.00
Surplus Adjustment - Capital	0.00	0.00	0.00	0.00
Surplus Adjustment - From Reserves	0.00	0.00	0.00	0.00
Telephone	10,022.53	8,397.00	1,625.53	11,200.00
Travel	4,681.28	6,975.00	(2,293.72)	9,300.00
<u>TRAILS</u>	<u>801,881.64</u>	<u>1,574,051.00</u>	<u>(772,169.36)</u>	<u>302,483.00</u>
Salaries / Benefits	84,553.78	84,051.00	502.78	109,273.00
Salary Allocations	0.00	0.00	0.00	0.00
Algonquin - Rental Recoveries	(39,826.71)	0.00	(39,826.71)	0.00
Algonquin Trail Development	701,705.45	1,490,000.00	(788,294.55)	4,029,538.00
Algonquin Trail Donations	(418.58)	0.00	(418.58)	(3,500,000.00)
Algonquin Trail Federal Recoveries	0.00	0.00	0.00	(1,470,000.00)
Algonquin Trail Other Recoveries	(29,622.18)	0.00	(29,622.18)	(30,000.00)
Algonquin Trail Prov Recoveries	0.00	0.00	0.00	(200,000.00)
Purchased Service	3,008.53	0.00	3,008.53	0.00
Donations	0.00	0.00	0.00	0.00
K&P Rail Line Development	75,671.75	0.00	75,671.75	23,210.00
K&P Rail Recoveries - Provincial	0.00	0.00	0.00	0.00
Office Expense	948.02	0.00	948.02	0.00
Equipment Expense	3,846.73	0.00	3,846.73	0.00
Recruitment	0.00	0.00	0.00	0.00
Recovery - Provincial	0.00	0.00	0.00	0.00
Surplus Adj - Capital	2,014.85	0.00	2,014.85	3,534,000.00
Surplus Adj - Trf From Reserve	0.00	0.00	0.00	(2,193,538.00)
Surplus Adj - Trf to Reserve	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00
<u>MAINTENANCE</u>	<u>3,659,086.05</u>	<u>4,964,273.00</u>	<u>(1,305,186.95)</u>	<u>6,981,293.00</u>
Salaries	1,675,717.16	1,888,362.00	(212,644.84)	2,454,880.00
Benefits	470,140.18	564,164.00	(94,023.82)	733,413.00
Bridges and Culverts	551.94	33,340.00	(32,788.06)	40,000.00
Hard Top Maintenance	92,017.37	320,840.00	(228,822.63)	385,000.00
Recoveries	(57,831.79)	(74,997.00)	17,165.21	(100,000.00)
Roadside Maintenance	68,054.56	125,020.00	(56,965.44)	150,000.00
Safety Devices	304,268.71	427,544.00	(123,275.29)	798,000.00
Winter Control	1,106,167.92	1,680,000.00	(573,832.08)	2,520,000.00
<u>EQUIPMENT</u>	<u>3,033,954.65</u>	<u>1,036,396.00</u>	<u>1,997,558.65</u>	<u>1,567,942.00</u>
Salaries	191,861.20	195,189.00	(3,327.80)	253,744.00
Benefits	58,334.44	64,600.00	(6,265.56)	83,980.00
Salary Allocations	(88,156.20)	(79,320.00)	(8,836.20)	(103,112.00)
Provincial Grants & Subsidies - COVID	0.00	0.00	0.00	0.00
Recoveries	(25,835.72)	(7,500.00)	(18,335.72)	(15,000.00)
Small Equipment, Misc	16,926.16	41,697.00	(24,770.84)	55,600.00
Surplus Adjustment - Capital Equipment	2,054,171.43	0.00	2,054,171.43	4,401,000.00
Surplus Adjustment - Trf From Reserves	0.00	0.00	0.00	(4,401,000.00)
Surplus Adjustment - Trf To Reserves	0.00	0.00	0.00	0.00
Vehicle Operating Costs - Fuel	352,505.23	460,000.00	(107,494.77)	666,750.00
Vehicle Operating Costs - Insurance	31,494.98	51,730.00	(20,235.02)	51,730.00
Vehicle Operating Costs - Licence	1,426.13	0.00	1,426.13	65,000.00
Vehicle Operating Costs - Repairs & Supplies	453,587.00	320,000.00	133,587.00	525,000.00
Vehicle Operating Revenue	(12,360.00)	(10,000.00)	(2,360.00)	(15,750.00)

COUNTY OF RENFREW
TREASURER'S REPORT - Operations Committee
SEPTEMBER 2024

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
HOUSING	160,143.40	129,997.00	30,146.40	180,750.00
Major Repairs	20,894.87	0.00	20,894.87	0.00
Operating Expenses	139,248.53	129,997.00	9,251.53	180,750.00
Surplus Adjustment - Capital	0.00	0.00	0.00	285,000.00
Surplus Adjustment - Trf From Reserves	0.00	0.00	0.00	(285,000.00)
OTHER	19,186,116.98	15,200,000.00	3,986,116.98	36,595,744.00
Depreciation	8,279,814.86	8,025,003.00	254,811.86	10,700,000.00
Surplus Adjustment - Capital Construction	19,186,116.98	15,200,000.00	3,986,116.98	36,595,744.00
Surplus Adjustment - Depreciation	(8,279,814.86)	(8,025,003.00)	(254,811.86)	(10,700,000.00)
Surplus Adjustment - TRF to Reserves	0.00	0.00	0.00	0.00
CONSTRUCTION - LABOUR CLEARING ACCOUNT	0.00	0.00	0.00	0.00
Salaries	595,336.92	489,520.00	105,816.92	636,375.00
Benefits	133,444.00	130,920.00	2,524.00	170,195.00
Charge to Capital Construction above	(728,780.92)	(620,440.00)	(108,340.92)	(806,570.00)
TOTAL EXPENDITURES	28,460,469.94	24,523,947.00	3,936,522.94	47,684,789.00
REVENUES				
Municipal Contribution	20,177,219.26	21,830,995.00	(1,653,775.74)	10,989,045.00
Misc	108,346.68	89,050.00	19,296.68	100,000.00
Provincial Grants & Subsidies	1,798,904.00	1,798,902.00	2.00	2,398,538.00
Surplus Adjustment - Temp Loan	6,376,000.00	805,000.00	5,571,000.00	1,832,960.00
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	32,364,246.00
TOTAL REVENUES	28,460,469.94	24,523,947.00	3,936,522.94	47,684,789.00
MUNICIPAL SURPLUS / (DEFICIT)	0.00	0.00	0.00	0.00

Renfrew County Housing Corporation
Consolidated Treasurer's Report
SEPT 2024

<u>Description</u>	<u>YTD</u> <u>Actual</u>	<u>YTD</u> <u>Budget</u>	<u>Variance</u>	<u>Full Year</u> <u>Budget</u>
SALARIES	1,585,263.88	1,915,078.00	(329,814.12)	2,489,601.00
BENEFITS	415,205.06	522,496.00	(107,290.94)	679,245.00
ADMINISTRATION	1,089,057.88	1,090,546.00	(1,488.12)	1,407,913.00
BUILDING - HEAT LIGHT POWER	755,845.49	744,147.00	11,698.49	992,195.00
BUILDING - CAPITAL REPAIRS - non TCA	1,336,329.64	960,471.00	375,858.64	1,280,625.00
BUILDING - ELEVATOR	30,358.92	52,659.00	(22,300.08)	70,207.00
BUILDING - GARBAGE REMOVAL	101,480.41	60,714.00	40,766.41	80,929.00
BUILDING - GROUNDS KEEPING	63,588.21	56,043.00	7,545.21	74,684.00
BUILDING - HEATING & PLUMBING	112,812.37	106,767.00	6,045.37	142,355.00
BUILDING - NATURAL GAS	161,602.84	154,764.00	6,838.84	206,384.00
BUILDING - PAINTING	74,558.48	190,719.00	(116,160.52)	254,320.00
BUILDING - REPAIRS & MAINTENANCE	860,631.59	525,024.00	335,607.59	700,000.00
BUILDING - SNOW REMOVAL	294,476.38	337,348.00	(42,871.62)	506,000.00
BUILDING - TAXES	1,405,750.63	1,340,460.00	65,290.63	1,787,287.00
BUILDING - WATER	629,420.15	593,964.00	35,456.15	791,921.00
FINANCIAL - COCHI	507,890.54	150,003.00	357,887.54	200,000.00
FINANCIAL - COHB	0.00	0.00	0.00	0.00
FINANCIAL - DEPRECIATION	1,035,469.75	1,009,197.00	26,272.75	1,345,600.00
FINANCIAL - HPP	2,545,750.95	2,475,432.00	70,318.95	3,300,574.00
HOME OWNERSHIP REVOLVING LOANS	33,707.09	0.00	33,707.09	0.00
FINANCIAL - IAH HADD	20,300.00	12,753.00	7,547.00	17,000.00
FINANCIAL - MORTGAGE - INTEREST	9,522.89	249,030.00	(239,507.11)	332,043.00
FINANCIAL - ONTARIO RENOVATES (IAH & SIF)	0.00	0.00	0.00	0.00
FINANCIAL - OPHI	7,729.69	0.00	7,729.69	0.00
FINANCIAL - RENT SUPPLEMENT	217,246.00	218,070.00	(824.00)	290,761.00
FINANCIAL - RENT WAIVER	2,649.54	45,099.00	(42,449.46)	60,000.00
Surplus Adjustment - Depreciation	(1,035,469.75)	(1,009,197.00)	(26,272.75)	(1,345,600.00)
Surplus Adjustment - Mortgage Principal	83,572.99	83,907.00	(334.01)	111,871.00
Surplus Adjustment - TCA	1,253,670.21	2,600,000.00	(1,346,329.79)	3,322,890.00
Surplus Adjustment - Transfer to Reserves	0.00	0.00	0.00	200,910.00
EXPENSES	13,598,421.83	14,485,494.00	(887,072.17)	19,299,715.00
COUNTY TRANSFER - BASE	4,843,359.00	4,843,359.00	0.00	6,457,815.00
COUNTY TRANSFER - COCHI	694,266.49	610,020.00	84,246.49	813,355.00
COUNTY TRANSFER - COCHI Admin	0.00	36,045.00	(36,045.00)	48,065.00
COUNTY TRANSFER - COHB	0.00	2,250.00	(2,250.00)	3,000.00
COUNTY TRANSFER - COHB Admin	250.00	0.00	250.00	0.00
COUNTY TRANSFER - SSRF	0.00	974,997.00	(974,997.00)	1,300,000.00
COUNTY TRANSFER - HPP	2,689,237.68	2,543,058.00	146,179.68	3,390,740.00
COUNTY TRANSFER - HPP Admin	44,615.00	133,848.00	(89,233.00)	178,460.00
COUNTY TRANSFER - IAH - HADD	20,300.00	12,753.00	7,547.00	17,000.00
COUNTY TRANSFER - IAH - Ontario Renovates	0.00	0.00	0.00	0.00
COUNTY TRANSFER - OPHI	7,729.69	356,463.00	(348,733.31)	475,285.00
COUNTY TRANSFER - OPHI Admin	0.00	18,765.00	(18,765.00)	25,015.00
COUNTY TRANSFER - CMHC FUNDING	0.00	132,750.00	(132,750.00)	177,000.00
GAIN / (LOSS) - DISPOSAL OF ASSETS	2,127.96	0.00	2,127.96	0.00
HOME OWNERSHIP REVOLVING LOANS	33,707.09	0.00	33,707.09	0.00
INTEREST ON INVESTMENTS	68,682.28	71,253.00	(2,570.72)	95,000.00
MISC REVENUE	48,038.26	48,762.00	(723.74)	65,000.00
PROV SUBSIDY - DEBENTURES	0.00	0.00	0.00	319,730.00
Surplus Adjustment - Transfer from Reserves	0.00	0.00	0.00	934,250.00
TENANT REVENUE	3,739,818.40	3,750,030.00	(10,211.60)	5,000,000.00
REVENUES	12,192,131.85	13,534,353.00	(1,342,221.15)	19,299,715.00
Municipal SURPLUS / (DEFICIT)	(1,406,289.98)	(951,141.00)	(455,148.98)	0.00
less: Surplus Adjustment - Depreciation	(1,035,469.75)	(1,009,197.00)	(26,272.75)	(1,345,600.00)
add: Surplus Adjustment - TCA	1,253,670.21	2,600,000.00	(1,346,329.79)	3,322,890.00
add: Surplus Adjustment - Transfer To Reserves	0.00	0.00	0.00	200,910.00
less: Surplus Adjustment - Transfer From Reserves	0.00	0.00	0.00	(934,250.00)
add: Surplus Adjustment - Principal Payments	83,572.99	83,907.00	(334.01)	111,871.00
Accounting SURPLUS / (DEFICIT)	(1,104,516.53)	723,569.00	(1,828,085.53)	1,355,821.00

Department	Variance YTD	Explanation
General Fund	\$ 3,903,000.00	Expected to end year in a surplus, likely in the \$2M range.
Finance & Admin	\$ 196,000.00	Savings in salaries and benefits due to unfilled positions.
IT	\$ 104,000.00	Savings in salaries and benefits due to delays in filling positions as well as delays in using the purchased service business analyst budget.
Property - RCP	\$ (214,000.00)	Capital work on the paramedic storage garages as well as roof rehabilitation is exceeding budget.
Property - PS Bases	\$ (183,000.00)	Capital work on the Eganville Paramedic Base is exceeding the original budget.
Property - Arnprior	\$ 117,000.00	Capital work was deferred as unnecessary.
Forestry	\$ 158,000.00	Significantly more revenue than budgeted.
GIS	\$ 129,000.00	Savings from salaries and benefits due to delays in filling positions, as well as delays in the flood mapping project.
Planning	\$ 328,000.00	Remains understaffed while having significantly more service revenue than budgeted. The housing study for the Mesa project has been delayed.
Public Works	\$ 1,653,000.00	There are significant timing differences in the capital costs, debenture proceeds, trail works and reserves withdraw. In addition, there is approximately \$1.3M in savings in the maintenance operations, primarily winter control.
Paramedic 911	\$ 1,866,000.00	There were delays in the up staff for Mesa, as well as significant changes to the Dedicated Nurse Offload Funding (with the accompanying changes in staffing plans).
Ontario Works Admin	\$ 550,000.00	Surplus primarily caused by the timing of one time funding, which was provided as a one-time payment early in the year, and the corresponding delays in starting the one time funding projects.
POA	\$ (150,000.00)	Deficit due to reduced fine revenues.
MPAC	\$ (392,000.00)	Timing of Q4 payment to MPAC.
Finance Expense	\$ 297,000.00	Delay in the Foymount Rd project and corresponding delay in converting the construction loan into a debenture and beginning payments.
Other Revenue	\$ (793,000.00)	Timing outages in the receipt of CCBF funding, interest earned timing differences, as well as accounting for inter-fund interest, large gain on sale of defibrillators.
Miramichi Lodge	\$ 1,807,000.00	Significant savings in salaries and benefits in Client Programs and Nursing Services, as well as significant increases in Provincial funding.
Bonnechere Manor	\$ 2,308,000.00	Significant saving in salaries and benefits, even when factoring in \$2.4M over budget in purchased services for nurses and PSW's, as well as significant increases in Provincial funding.
RCHC	\$ (455,000.00)	Expected to end year with a deficit, mostly due to increased repairs and maintenance.
Salaries & Benefits	\$ 437,000.00	Below budget due to delays in starting the Mesa program.
Repairs and maintenance	\$ (335,000.00)	Spending in excess of budget due to increasing costs and volume of repairs.
Capital Repairs	\$ (375,000.00)	Capital repairs under threshold are primarily driven by renovations required when tenants vacate.
Revenues	\$ (1,342,000.00)	Funding tied to capital projects (OPHI, COCHI, SSRF) is under budget, matched to capital projects.
Mesa Update	\$ 1,702,000.00	Significantly below budget, caused by the time required to start a number of the initiatives.

MESA

		2024 Budget	Jan-Sep 2024
Study for shovel ready Housing Development		150,000	0
Community Housing Co-ordinator		90,166	77,197
RCHC maintenance staff hours and classification		94,369	0
Homelessness Co-ordinator		90,166	41,576
RCHC maintenance staff increase by 4,160 hours (2 new positions)		144,972	72,486
AA1 for Housing Capital, R&M assistance		66,522	33,022
Building Infrastructure Co-ordinator		98,135	37,493
East Region Response Team	Paramedic 12 x 365	322,860	87,978
	Crisis Worker	266,538	61,226
	Vehicle	120,000	9,708
	Capital	75,000	0
	Material & supplies	50,000	23,713
West Region Response Team	Paramedic 12 x 365	322,860	87,978
	Crisis Worker	266,538	67,363
	Vehicle	120,000	9,708
	Capital	75,000	0
	Material & supplies	50,000	23,713
Transitional Housing - Carefor space		0	62,505
Deep River School		0	5,121
Total Cost		2,403,126	700,788
HPP Funding*		(90,166)	(104,081)
City of Pembroke Cost Share		(269,031)	(70,300)
Reserves	SAFE RESTART (\$1,711,768)	(1,711,768)	(526,407)
	COMMUNITY PARAMEDIC (\$626,005)	(332,161)	
	CANNABIS (\$149,979)		
Total Funding		(2,403,126)	(700,788)

* Estimated HPP funding balance as of Sept 30th - \$1.9M remaining, from allocation of \$3,569,200 (April 2024 -March 2025)

2024 ANNUAL REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403 / 02)

MMAH CODE:	69000		
MUNID:	47000		
MUNICIPALITY:	Renfrew Co		
UPPER TIER:			
REPAYMENT LIMIT:		\$	14,064,476

FOR ILLUSTRATION PURPOSES ONLY,

The additional long-term borrowing which a municipality could undertake over a 5-year, a 10-year, a 15-year and a 20-year period is shown.

If the municipalities could borrow at 5% or 7% annually, the annual repayment limits shown above would allow it to undertake additional long-term borrowing as follows:

5% Interest Rate			
	(a)	20 years @ 5% p.a.	\$ 175,274,461
	(a)	15 years @ 5% p.a.	\$ 145,984,454
	(a)	10 years @ 5% p.a.	\$ 108,602,158
	(a)	05 years @ 5% p.a.	\$ 60,891,822
7% Interest Rate			
	(a)	20 years @ 7% p.a.	\$ 148,999,262
	(a)	15 years @ 7% p.a.	\$ 128,098,040
	(a)	10 years @ 7% p.a.	\$ 98,782,996
	(a)	05 years @ 7% p.a.	\$ 57,667,129

DETERMINATION OF ANNUAL DEBT REPAYMENT LIMIT

(UNDER ONTARIO REGULATION 403/02)

MUNICIPALITY:

Renfrew Co

MMAH CODE:

69000

		1
		\$
Debt Charges for the Current Year		
0210	Principal (SLC 74 3099 01)	1,983,822
0220	Interest (SLC 74 3099 02)	372,124
0299	Subtotal	2,355,946
0610	Payments for Long Term Commitments and Liabilities financed from the consolidated statement of operations (SLC 42 6010 01)	0
9910	Total Debt Charges	2,355,946
Amounts Recovered from Unconsolidated Entities		
1010	Electricity - Principal (SLC 74 3030 01)	0
1020	Electricity - Interest (SLC 74 3030 02)	0
1030	Gas - Principal (SLC 74 3040 01)	0
1040	Gas - Interest (SLC 74 3040 02)	0
1050	Telephone - Principal (SLC 74 3050 01)	0
1060	Telephone - Interest (SLC 74 3050 02)	0
1099	Subtotal	0
1410	Debt Charges for Tile Drainage/Shoreline Assistance (SLC 74 3015 01 + SLC 74 3015 02)	0
1411	Provincial Grant funding for repayment of long term debt (SLC 74 3120 01 + SLC 74 3120 02)	0
1412	Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)	0
1420	Total Debt Charges to be Excluded	0
9920	Net Debt Charges	2,355,946
1610	Total Revenue (SLC 10 9910 01)	158,910,865
Excluded Revenue Amounts		
2010	Fees for Tile Drainage / Shoreline Assistance (SLC 12 1850 04)	0
2210	Ontario Grants, including Grants for Tangible Capital Assets (SLC 10 0699 01 + SLC 10 0810 01 + SLC10 0815 01)	75,113,119
2220	Canada Grants, including Grants for Tangible Capital Assets (SLC 10 0820 01 + SLC 10 0825 01)	5,554,062
2225	Deferred revenue earned (Provincial Gas Tax) (SLC 10 830 01)	0
2226	Deferred revenue earned (Canada Gas Tax) (SLC 10 831 01)	0
2230	Revenue from other municipalities including revenue for Tangible Capital Assets (SLC 10 1098 01 + SLC 10 1099 01)	3,982,494
2240	Gain/Loss on sale of land & capital assets (SLC 10 1811 01)	-113,657
2250	Deferred revenue earned (Development Charges) (SLC 10 1812 01)	0
2251	Deferred revenue earned (Recreation Land (The Planning Act)) (SLC 10 1813 01)	0
2256	Deferred revenue earned (Community Benefits) (SLC 10 1815 01)	0
2252	Donated Tangible Capital Assets (SLC 53 0610 01)	0
2253	Other Deferred revenue earned (SLC 10 1814 01)	0
2254	Increase / Decrease in Government Business Enterprise equity (SLC 10 1905 01)	0
2255	Other Revenue (SLC 10 1890 01 + SLC 10 1891 01 + SLC 10 1892 01 + SLC 10 1893 01 + SLC 10 1894 01 + SLC 10 1895 01 + SLC 10 1896 01 + SLC 10 1897 01 + SLC 10 1898 01)	0
2299	Subtotal	84,536,018
2410	Fees and Revenue for Joint Local Boards for Homes for the Aged	8,693,158
2610	Net Revenues	65,681,689
2620	25% of Net Revenues	16,420,422
9930	ESTIMATED ANNUAL REPAYMENT LIMIT	14,064,476
	(25% of Net Revenues less Net Debt Charges)	

* SLC denotes Schedule, Line Column.



October 31, 2024

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

Dear Daniel:

**Re: County of Renfrew – Fiscal year ending December 31, 2024
WSIB Schedule 2 Accounting Disclosure under PS 3255**

As requested, we have completed an analysis of the 2024 expense for the County of Renfrew’s (“the County”) Schedule 2 WSIB plan, as required under CPA Canada Public Sector Accounting. A full actuarial valuation effective December 31, 2024 has been prepared for the purposes of this report. Extrapolations for the current fiscal period of January 1 to December 31, 2024 were based on the prior full valuation of the plan which was effective December 31, 2021.

Accounting exhibits have been prepared for the following reporting groups of the County:

Firm	Firm #
Bonnechere Manor	856035
Miramichi Lodge	856038
Paramedic	856104
RCHC	802939
General	856006

The tables appended at the end of this report contain the accounting disclosures for 2024, as well as projected disclosures for 2025 and 2026.

BENEFITS PROGRAM

The County is a Schedule 2 employer with WSIB. As a result, the County self-insures the benefit costs under the Workplace Safety and Insurance Act. The WSIB administers the plan and is reimbursed by the County for the cost of benefits and related expenses.

SUMMARY OF RESULTS

The following tables summarize the plan's results for fiscal 2024 and as at December 31, 2024, for each firm:

Firm	Bonnechere Manor	Miramichi Lodge	Paramedic	RCHC	General	Total
Firm #	856035	856038	856104	802939	856006	
Expense	(686,300)	(127,400)	1,071,000	(6,000)	(65,500)	185,800
Financial Position						
Accrued Benefit Obligation	1,352,900	234,800	10,201,400	16,600	46,900	11,852,600
Plan Assets	0	0	0	0	0	0
Funded Status	(1,352,900)	(234,800)	(10,201,400)	(16,600)	(46,900)	(11,852,600)
Off-Balance Sheet Items						
Unamortized (Gain)/Loss	0	0	0	0	0	0
Balance Sheet Items						
Asset/(Liability)	(1,352,900)	(234,800)	(10,201,400)	(16,600)	(46,900)	(11,852,600)

Accrued Benefit Obligation as at December 31, 2024

Firm	Bonnechere Manor	Miramichi Lodge	Paramedic	RCHC	General	Total
Firm #	856035	856038	856104	802939	856006	
In-force Claims	963,700	73,300	7,814,800	0	0	8,851,800
Provision for future claims	389,200	161,500	2,386,600	16,600	46,900	3,000,800
Total	1,352,900	234,800	10,201,400	16,600	46,900	11,852,600

DATA

Data was provided by the WSIB and the County for the valuation at December 31, 2024, including benefit and in-force claimant information. We have relied on the data provided by WSIB and the County, and no tests were carried out to verify the reliability of the data, other than a review of the data for reasonableness.

Active employees are provided WSIB coverage. The following table summarizes the benefits that are currently being paid to injured workers and/or their surviving spouses (i.e., “in-force” benefits), which was collected as of June 30, 2024.

Age Group	Number of Payees			Average Years Since Accident	Average Monthly Payment
	Male	Female	Total		
Under 50	5	2	7	4.4	4,752
50 to 55	1	0	1	6.2	5,359
55 to 60	3	1	4	7.3	3,539
60 to 65	0	3	3	16.4	1,204
65 to 70	0	1	1	23.0	135
70 to 75	0	0	0	0.0	0
75 to 80	0	0	0	0.0	0
80 to 85	0	1	1	9.2	1,734
Totals	9	8	17	8.7	3,427

The counts for each firm with in-force benefits, and average monthly payments payable with respect to various benefit types:

Firm #	Number of Payees			Total	Monthly Average
	856035	856038	856104		
Non-Economic Loss	0	1	0	1	135
Loss of Earnings	3	1	11	15	3,760
Survivor Pension	1	0	0	1	1,734
Total	4	2	11	17	3,427

The two remaining firms (802939 and 856006) do not have members with in-force benefits.

In addition to the liability for in-force claims, a liability was held for benefits not yet awarded, to provide for any future in-force claims and expenses.

AUDITOR CONFIRMATION

- a) We are aware that the auditor intends to use our valuation work for audit evidence.
- b) I am a Fellow in good standing with the Canadian Institute of Actuaries (CIA).
- c) We have been engaged by the County's management to perform the valuation.
- d) The valuation has been performed in accordance with the standards of the CIA.
- e) The valuation includes all employee future benefit plans of the County required to be included in the valuation for which we have been retained.
- f) The plan is a defined benefit plan as defined by the CPA Canada Public Sector Accounting Board (PSAB).
- g) The valuation has been determined in accordance with our understanding of PS 3255.
- h) We have included the effect of all known substantive commitments.
- i) No settlement or curtailment has been identified to us by the County.
- j) The valuation has been performed using a discount rate determined in accordance with PS 3255 and best estimate assumptions determined by management.
- k) The following specific information is provided:
 - i) The participant group is summarized above.
 - ii) The benefits are summarized above.
 - iii) The accrued benefit method was used, with the value of current claimant benefits determined as at the valuation date.
 - iv) The following significant actuarial assumptions were used:
 - A discount rate of 4.50% per year is used to determine the value of obligations at December 31, 2024; this is the single rate which equates to values determined using the CIA-Fiera Capital spot rate yield curve in effect at that date, which is used as a proxy for the County's cost of borrowing. A discount rate of 2.75% per year was used to determine the value of obligations at December 31, 2023 and for the determination of plan costs during 2024.
 - The plans are unfunded; no asset return assumption is made.
 - A salary growth rate is not assumed since benefits are not related to future earnings.
 - Provision for future claims is consistent with WSIB available factors for benefits not yet awarded.
 - Mortality rates established for injured workers in the 2018 WSIB Actuarial valuation report have been used to determine the value of benefits in pay to injured workers and their spouses.
 - Inflation is assumed to be 2.5% per year.
 - The Current Service Cost is determined on the basis of historical costs.

- Obligations and current service costs were loaded for future benefits not yet awarded and administrative costs. These loadings were based on WSIB’s estimate of future benefit costs and administrative loadings for the County of Renfrew at December 31, 2020. An estimate was used for the Health Care allowances. The following table provides a summary of these loadings:

Loading	Rate
Accidents prior to 1990 and Survivors’ pensions	15.74%
Accidents from 1990 to 1997 and Non-economic loss pensions	58.07%
Accidents after 1997	16.90%
Health Care and Non-income Benefits and Independent Living Allowances	16.90%
Administrative	4.80%

- For groups with no in-force claims, the liability held was based on historical claims that was loaded for future health care and chronic mental stress costs not yet awarded as well as administrative costs.
- The current service cost for each group, as a percent of gross payroll, of the County is shown in the following table. The rate determined in the previous valuation is shown for comparison purposes.

Firm	Firm #	2024 Estimated Gross Payroll	2024 Current Service Cost	2021 Current Service Cost
Bonnechere	856035	\$ 11,106,324	2.38%	2.35%
Miramichi Lodge	856038	\$ 13,131,176	0.63%	0.41%
Paramedic	856104	\$ 17,013,936	6.70%	7.95%
RCHC	802939	\$ 2,058,742	0.58%	0.12%
General	856006	\$ 13,159,941	0.11%	0.19%
Total Group		\$ 56,470,119	2.68%	2.66%

- v) Actuarial gains and losses are expensed immediately in the fiscal year that they arise.
 - vi) The plan is not funded; assets are not considered in this report.
 - vii) PSAS already adopted.
 - viii) The valuation allowance is zero.
 - ix) No defined contribution plans are accounted for in the valuation.
 - x) No deviations from the benefit plan are used.
 - xi) No significant non-routine events occurred during the year.
- l) Results have been extrapolated from the full valuation performed at December 31, 2024.
 - m) We are not aware of any matters that have occurred in the period from the valuation date to the date of this report that would have a material effect on the valuation.
 - n) Source data has been used as provided by the County. No verifications have been performed.

- o) We affirmatively update the representations made in (a) through (n) as at the date of this report. The attached exhibits provide disclosure calculations for fiscal 2024, as well as projections for fiscal 2025 and 2026.

In my opinion:

- The data upon which this valuation is based are sufficient and reliable for the purposes of the valuation.
- The assumptions are appropriate for the purpose of the valuation.
- The calculations have been made in accordance with my understanding of the requirements of PS 3255.

This report has been prepared, and my opinions given, in accordance with accepted actuarial practice in Canada.

We trust that the above proves sufficient for your current needs. Should you require additional information or additional calculations, please contact me.

Sincerely,



Rick Johnston, FSA, FCIA
rick.johnston@mondelis.com
Direct: 226-336-8962

Att.

2024 Accounting Schedule – WSIB Benefits

	Bonnechere	Miramichi				
	Manor	Lodge	Paramedic	RCHC	General	Total
Fiscal Year Ending December 31 of	2024	2024	2024	2024	2024	2024
Discount rate at start of period	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%
Discount rate at end of period	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
Interest rate on assets	N/A	N/A	N/A	N/A	N/A	N/A
Long term inflation	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
CPI increase assumption	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Mortality assumption	WSIB	WSIB	WSIB	WSIB	WSIB	WSIB
Reconcile Obligation						
Obligation at start of year	2,162,000	393,600	9,813,300	24,300	118,300	12,511,500
Change in obligation from revaluation	0	0	0	0	0	0
Plan amendments in year	0	0	0	0	0	0
Employer current service cost	275,700	47,000	982,600	2,200	24,200	1,331,700
Member contributions	0	0	0	0	0	0
Benefit payments	(122,800)	(31,400)	(682,900)	(1,700)	(5,900)	(844,700)
Interest on obligation	65,300	11,700	287,500	700	3,800	369,000
Obligation at end of year	2,380,200	420,900	10,400,500	25,500	140,400	13,367,500
Actual obligation at end of year	1,352,900	234,800	10,201,400	16,600	46,900	11,852,600
(Gain)/Loss recognized at end of year	(1,027,300)	(186,100)	(199,100)	(8,900)	(93,500)	(1,514,900)

2024 Accounting Schedule – WSIB Benefits

Fiscal Year Ending December 31 of	Bonnechere Manor 2024	Miramichi Lodge 2024	Paramedic 2024	RCHC 2024	General 2024	Total 2024
Reconcile Plan Funds						
Asset at start of period	0	0	0	0	0	0
Employer contributions	122,800	31,400	682,900	1,700	5,900	844,700
Benefit payments	(122,800)	(31,400)	(682,900)	(1,700)	(5,900)	(844,700)
Fund earnings	0	0	0	0	0	0
Asset at end of period	0	0	0	0	0	0
Benefit Expense						
Current service cost	275,700	47,000	982,600	2,200	24,200	1,331,700
Interest on obligation	65,300	11,700	287,500	700	3,800	369,000
Interest on assets	0	0	0	0	0	0
Amortize plan improvements	0	0	0	0	0	0
Amortize gains and losses	(1,027,300)	(186,100)	(199,100)	(8,900)	(93,500)	(1,514,900)
Expense	(686,300)	(127,400)	1,071,000	(6,000)	(65,500)	185,800
Balance Sheet asset (liability)						
Amount at start of period	(2,162,000)	(393,600)	(9,813,300)	(24,300)	(118,300)	(12,511,500)
Benefit expense in period	686,300	127,400	(1,071,000)	6,000	65,500	(185,800)
Employer contribution	122,800	31,400	682,900	1,700	5,900	844,700
Amount at end of period	(1,352,900)	(234,800)	(10,201,400)	(16,600)	(46,900)	(11,852,600)

2024 Accounting Schedule – WSIB Benefits

	Bonnechere Manor 2024	Miramichi Lodge 2024	Paramedic 2024	RCHC 2024	General 2024	Total 2024
Fiscal Year Ending December 31 of						
Reconcile funded status						
Benefit obligation at end of period	1,352,900	234,800	10,201,400	16,600	46,900	11,852,600
Asset value at end of period	0	0	0	0	0	0
Funded status - surplus (deficit)	(1,352,900)	(234,800)	(10,201,400)	(16,600)	(46,900)	(11,852,600)
Unamortized losses (gains)	0	0	0	0	0	0
Balance Sheet asset (liability)	(1,352,900)	(234,800)	(10,201,400)	(16,600)	(46,900)	(11,852,600)
Actuarial (gains) & losses						
Total Net Unamortized Gain/(Loss)						
Unamortized Balance Beginning of Year	0	0	0	0	0	0
Gain/(Loss) in period	1,027,300	186,100	199,100	8,900	93,500	1,514,900
Amortization in Current Period	(1,027,300)	(186,100)	(199,100)	(8,900)	(93,500)	(1,514,900)
Unamortized Balance End of Year	0	0	0	0	0	0
Sensitivity Testing (Change in Obligation)						
1% increase in discount rate						(982,000)
1% decrease in discount rate						1,147,000

2025 Accounting Schedule – WSIB Benefits – Forecast

	Bonnechere	Miramichi				
	Manor	Lodge	Paramedic	RCHC	General	Total
Fiscal Year Ending December 31 of	2025	2025	2025	2025	2025	2025
Discount rate at start of period	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
Discount rate at end of period	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
Interest rate on assets	N/A	N/A	N/A	N/A	N/A	N/A
Long term inflation	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
CPI increase assumption	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Mortality assumption	WSIB	WSIB	WSIB	WSIB	WSIB	WSIB
Reconcile Obligation						
Obligation at start of year	1,352,900	234,800	10,201,400	16,600	46,900	11,852,600
Change in obligation from revaluation	0	0	0	0	0	0
Plan amendments in year	0	0	0	0	0	0
Employer current service cost	264,500	82,300	1,140,600	11,900	13,900	1,513,200
Member contributions	0	0	0	0	0	0
Benefit payments	(110,400)	(27,700)	(850,500)	(1,400)	(3,900)	(993,900)
Interest on obligation	70,300	13,600	491,300	1,300	2,600	579,100
Obligation at end of year	1,577,300	303,000	10,982,800	28,400	59,500	12,951,000
Actual obligation at end of year	1,577,300	303,000	10,982,800	28,400	59,500	12,951,000
(Gain)/Loss recognized at end of year	0	0	0	0	0	0

2025 Accounting Schedule – WSIB Benefits – Forecast

Fiscal Year Ending December 31 of	Bonnechere	Miramichi				
	Manor 2025	Lodge 2025	Paramedic 2025	RCHC 2025	General 2025	Total 2025
Reconcile Plan Funds						
Asset at start of period	0	0	0	0	0	0
Employer contributions	110,400	27,700	850,500	1,400	3,900	993,900
Benefit payments	(110,400)	(27,700)	(850,500)	(1,400)	(3,900)	(993,900)
Fund earnings	0	0	0	0	0	0
Asset at end of period	0	0	0	0	0	0
Benefit Expense						
Current service cost	264,500	82,300	1,140,600	11,900	13,900	1,513,200
Interest on obligation	70,300	13,600	491,300	1,300	2,600	579,100
Interest on assets	0	0	0	0	0	0
Amortize plan improvements	0	0	0	0	0	0
Amortize gains and losses	0	0	0	0	0	0
Expense	334,800	95,900	1,631,900	13,200	16,500	2,092,300
Balance Sheet asset (liability)						
Amount at start of period	(1,352,900)	(234,800)	(10,201,400)	(16,600)	(46,900)	(11,852,600)
Benefit expense in period	(334,800)	(95,900)	(1,631,900)	(13,200)	(16,500)	(2,092,300)
Employer contribution	110,400	27,700	850,500	1,400	3,900	993,900
Amount at end of period	(1,577,300)	(303,000)	(10,982,800)	(28,400)	(59,500)	(12,951,000)

2025 Accounting Schedule – WSIB Benefits – Forecast

	Bonnechere Manor 2025	Miramichi Lodge 2025	Paramedic 2025	RCHC 2025	General 2025	Total 2025
Fiscal Year Ending December 31 of						
Reconcile funded status						
Benefit obligation at end of period	1,577,300	303,000	10,982,800	28,400	59,500	12,951,000
Asset value at end of period	0	0	0	0	0	0
Funded status - surplus (deficit)	(1,577,300)	(303,000)	(10,982,800)	(28,400)	(59,500)	(12,951,000)
Unamortized losses (gains)	0	0	0	0	0	0
Balance Sheet asset (liability)	(1,577,300)	(303,000)	(10,982,800)	(28,400)	(59,500)	(12,951,000)
Actuarial (gains) & losses						
Total Net Unamortized Gain/(Loss)						
Unamortized Balance Beginning of Year	0	0	0	0	0	0
Gain/(Loss) in period	0	0	0	0	0	0
Amortization in Current Period	0	0	0	0	0	0
Unamortized Balance End of Year	0	0	0	0	0	0

2026 Accounting Schedule – WSIB Benefits - Forecast

	Bonnechere	Miramichi				
	Manor	Lodge	Paramedic	RCHC	General	Total
Fiscal Year Ending December 31 of	2026	2026	2026	2026	2026	2026
Discount rate at start of period	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
Discount rate at end of period	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
Interest rate on assets	N/A	N/A	N/A	N/A	N/A	N/A
Long term inflation	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
CPI increase assumption	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
Mortality assumption	WSIB	WSIB	WSIB	WSIB	WSIB	WSIB
Reconcile Obligation						
Obligation at start of year	1,577,300	303,000	10,982,800	28,400	59,500	12,951,000
Change in obligation from revaluation	0	0	0	0	0	0
Plan amendments in year	0	0	0	0	0	0
Employer current service cost	271,100	84,400	1,169,100	12,200	14,200	1,551,000
Member contributions	0	0	0	0	0	0
Benefit payments	(109,800)	(27,600)	(821,700)	(1,300)	(3,800)	(964,200)
Interest on obligation	80,700	16,800	528,300	1,800	3,200	630,800
Obligation at end of year	1,819,300	376,600	11,858,500	41,100	73,100	14,168,600
Actual obligation at end of year	1,819,300	376,600	11,858,500	41,100	73,100	14,168,600
(Gain)/Loss recognized at end of year	0	0	0	0	0	0

2026 Accounting Schedule – WSIB Benefits - Forecast

Fiscal Year Ending December 31 of	Bonnechere	Miramichi				
	Manor 2026	Lodge 2026	Paramedic 2026	RCHC 2026	General 2026	Total 2026
Reconcile Plan Funds						
Asset at start of period	0	0	0	0	0	0
Employer contributions	109,800	27,600	821,700	1,300	3,800	964,200
Benefit payments	(109,800)	(27,600)	(821,700)	(1,300)	(3,800)	(964,200)
Fund earnings	0	0	0	0	0	0
Asset at end of period	0	0	0	0	0	0
Benefit Expense						
Current service cost	271,100	84,400	1,169,100	12,200	14,200	1,551,000
Interest on obligation	80,700	16,800	528,300	1,800	3,200	630,800
Interest on assets	0	0	0	0	0	0
Amortize plan improvements	0	0	0	0	0	0
Amortize gains and losses	0	0	0	0	0	0
Expense	351,800	101,200	1,697,400	14,000	17,400	2,181,800
Balance Sheet asset (liability)						
Amount at start of period	(1,577,300)	(303,000)	(10,982,800)	(28,400)	(59,500)	(12,951,000)
Benefit expense in period	(351,800)	(101,200)	(1,697,400)	(14,000)	(17,400)	(2,181,800)
Employer contribution	109,800	27,600	821,700	1,300	3,800	964,200
Amount at end of period	(1,819,300)	(376,600)	(11,858,500)	(41,100)	(73,100)	(14,168,600)

2026 Accounting Schedule – WSIB Benefits - Forecast

	Bonnechere Manor 2026	Miramichi Lodge 2026	Paramedic 2026	RCHC 2026	General 2026	Total 2026
Fiscal Year Ending December 31 of						
Reconcile funded status						
Benefit obligation at end of period	1,819,300	376,600	11,858,500	41,100	73,100	14,168,600
Asset value at end of period	0	0	0	0	0	0
Funded status - surplus (deficit)	(1,819,300)	(376,600)	(11,858,500)	(41,100)	(73,100)	(14,168,600)
Unamortized losses (gains)	0	0	0	0	0	0
Balance Sheet asset (liability)	(1,819,300)	(376,600)	(11,858,500)	(41,100)	(73,100)	(14,168,600)
Actuarial (gains) & losses						
Total Net Unamortized Gain/(Loss)						
Unamortized Balance Beginning of Year	0	0	0	0	0	0
Gain/(Loss) in period	0	0	0	0	0	0
Amortization in Current Period	0	0	0	0	0	0
Unamortized Balance End of Year	0	0	0	0	0	0

**CORPORATE SERVICES DEPARTMENT
HUMAN RESOURCES DIVISION REPORT**

Prepared by: Greg Belmore, Manager of Human Resources

Prepared for: Finance and Administration Committee

November 14, 2024

INFORMATION

1. Career Fairs

On October 17, 2024, County of Renfrew Human Resources staff attended a career fair at the Shaw Centre in Ottawa. The “Best Places to Work Expo” was hosted by the Ottawa Business Journal and Ottawa Board of Trade. In partnership, the Human Resource and Economic Development team attended the event that targeted recent graduates and mid-career professionals to plan their next career moves.

2. Municipal Labour Market Group Presentation

On October 10, 2024, Human Resources Manager Greg Belmore attended a session for municipal government leaders in Renfrew and Lanark Counties hosted by the Labour Market Group Renfrew & Lanark at the Best Western in Pembroke. The session was billed as a half day discussion and learning session focused on developing strategies to support labour force attraction within the municipal government sector.

It included an engaging presentation from Dr. David Coletto, one of Canada’s top pollsters and CEO of Abacus Data, who breaks down how a new, more intense scarcity mindset is impacting the workforce and consumer market, as well as demands of residents, with a focus on its impact on rural and small-town communities.

BY-LAWS

3. Benefits Renewal of Services

Recommendation: THAT the Finance and Administration Committee recommends to County Council that a By-law be adopted to enter into a service agreement renewal with Cowan Benefits Consulting for the period January 1, 2025 to December 31, 2025; AND THAT County Council adopt a By-law to enter into a service agreement renewal with Manulife Financial for the provision of a benefits insurance program (Policy 4704 & 4705) for the period of January 1, 2025 to December 31, 2025.

Background

The Municipal Benefits Committee (MBC) met with our benefits consultants, Cowan Insurance, on October 29, 2024 to conduct a review of the services and plans. The renewal period for these services is January 1, 2025 – December 31, 2025. The MBC voted to continue with Cowan’s consulting services, as well as to continue with Manulife Financial for the provision of a benefits insurance program for the period of January 1, 2025 to December 31, 2025.

Annual Employee Benefits Plan Renewal

As a result of plan design management and the efforts of our benefits consultants, Cowan Insurance Group, our renewal rates have been negotiated for 2025 with an overall decrease on the annual premium of approximately of \$93,000.

Attached is the presentation that includes the executive summary from Cowan Insurance Group which shows the 2025 renewal information for the MBC as a whole.

Attached is the By-Law to Authorize the Warden and Clerk to enter into a Service Agreement Renewal with Cowan Benefits Consulting for a Benefits Program.

Attached is the By-Law to Authorize the Warden and Clerk to enter into a Service Agreement with Manulife Financial for the Provision of a Benefits Program.

4. Corporate Policies and Procedures – Human Resources

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

- a) D-01 Short-Term Disability Plan;
- b) D-02 Long-Term Disability Plan;
- c) G-02 Employee Incident/Accident/Near Miss Reporting;
- d) G-04 Workplace Safety and Insurance Board;
- e) G-05 Return to Work/Stay at Work;

AND the following new Corporate Policies;

- f) A-23 Accommodations;
- g) E-13 Accommodating Disabilities;
- h) E-14 Non-Work Related Illness/Injury;
- i) E-15 Personal Time Off;

AND the removal of the following Corporate Policy:

- j) D-03 Benefit and Service Continuation during STD/LTD;

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

Background

Attached is the amended By-law 63-03 and the following Corporate Policies:

a) Policy D-01 Short-Term Disability Plan (amended)

This policy on Short-Term Disability (STD) is being updated to the new template, as well as adding definitions. In an effort to assist with recruitment and retention, the Human Resources team has been reviewing policies to ensure they are competitive and therefore have removed the coverage table, whereby coverage was phased in over nine years, to having it be fully available after three months service. Additionally, within the proposal of Policy E-15 Personal Time Off, the Sick Incentive has been removed from D-01. The impact on benefits and service in relation to STD have been added to the policy, which were formerly in Policy D-03 Benefit and Service Continuation during STD/LTD.

b) Policy D-02 Long-Term Disability Plan (amended)

The County's Long-Term Disability (LTD) plan is outlined in the Manulife policy manual. The updates to the policy include formatting to the new standard template, addition of definitions and providing overarching guidance on the program in a more organized manner, and refers to the Manulife Policy as the governing document and for further details. This helps to ensure any changes made by Manulife are automatically reflected in our policy. The impact on benefits and service in relation to STD have been added to the policy, which were formerly in Policy D-03 Benefit and Service Continuation during STD/LTD.

c) Policy G-02 Employee Incident/Accident/Near Miss Reporting (amended)

This is an existing policy that has not been revised since 2015. The policy has now been updated to the new template, definitions outlined and the policy content organized to outline the various responsibilities for workplace incident/accidents. The accident report appendix has also been updated to consolidate multiple disparate templates in existence across departments in an effort to standardize the corporate processes.

d) Policy G-04 Workplace Safety and Insurance Board (amended)

This is an existing policy that has not been revised since 2009. The policy has now been updated to the new template, definitions outlined and the policy content organized more clearly. This also outlines the County's temporary WSIB compensation loan for employees currently waiting on a decision and payment from WSIB if approved, which is in line with union Collective Agreements.

e) Policy G-05 Return to Work/Stay at Work (amended)

This is an existing policy that has not been revised since 2016. The policy has now been updated to the new template, definitions outlined and the policy content organized more clearly. The policy outlines the general requirements, responsibilities and the modified work plan.

f) Policy A-23 Accommodations (new)

The County did not previously have a policy in place to outline the County's obligation to provide inclusive and accessible employment, facilities and services to all who require assistance. This new policy outlines the County's duty to accommodate when made aware of a request for accommodation. This policy will be used for accommodations not requiring the involvement of Occupational Health Services (OHS). For those accommodations requiring OHS, please see policy E-13 Accommodating Disabilities.

g) Policy E-13 Accommodating Disabilities (new)

This is a new policy designed to provide an overview of the County's obligation to accommodate individual employees based on a disability. The policy outlines the general requirements as well as the accommodation plan structure with responsibilities.

h) Policy E-14 Non-Work Related Illness/Injury (new)

This is a new policy designed to organize the process employees and managers must follow when an employee is experiencing a non-work related illness or injury. The policy outlines the requirements, roles and responsibilities, medical information requirements and benefit entitlements. A key introduction to this policy is the Initial Functional Abilities Report (IFAR). The IFAR allows the employer and OHS to obtain additional medical information earlier in the illness/injury to help OHS determine the most appropriate next steps. This information will speed up the return to work process for employees and reduce the delays currently experienced by all parties.

i) Policy E-15 Personal Time Off (new)

This is a new policy designed to replace the sick incentive currently available to full-time non-union employees. In an effort to assist with recruitment and retention, the Human Resource team has been reviewing policies with a lens to ensure our policies are current, relevant and competitive. This policy is designed to provide staff flexibility with Personal Time Off for many uses, including sick children, appointments, wellness days, personal days etc. This leave will protect vacation for time off, helping to prevent burn out and encouraging a healthy work life balance. It will no longer be an incentive for sick employees to attend work to maintain their sick leave incentive, promoting a healthier workplace environment.

j) Policy D-03 Benefit and Service Continuation during STD/LTD (remove)

This policy is being removed as the information has been incorporated into Policy D-01 Short-Term Disability Plan and D-02 Long-Term Disability Plan.



Annual Plan Renewal County of Renfrew & Participating Municipalities January 1, 2025

Policy Information



Insurance Carrier:	Manulife
Policy Numbers:	4704, 99584, 134232, 4705
Renewal Date:	January 1, 2025
Experience Period:	July 1, 2023 to June 30, 2024
Experience-Rated Benefits:	Life, LTD, Health & Dental

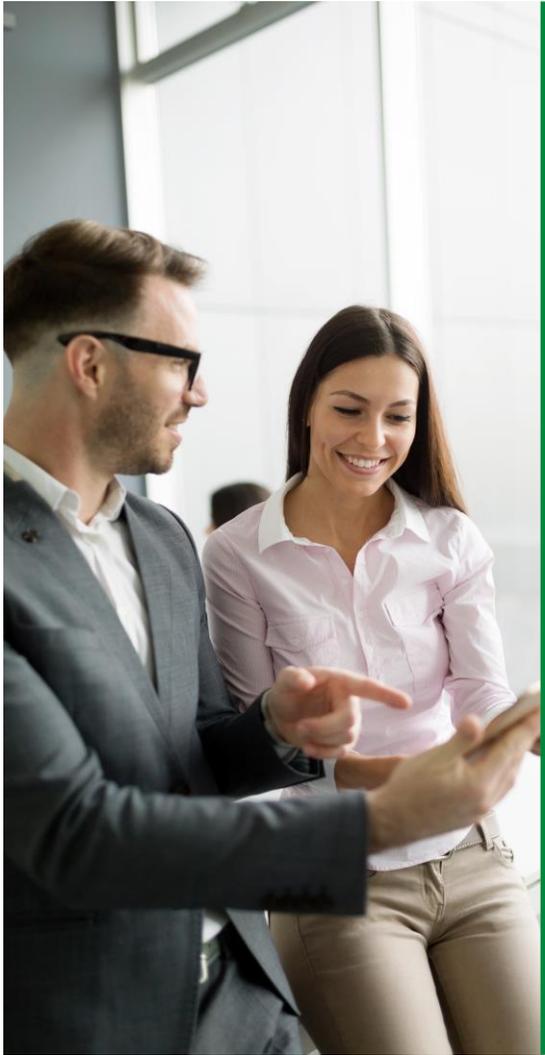
Executive Summary

Our Objectives

- 01 Assist in your understanding of the renewal pricing for your employee benefits plan including benefit usage, cost, and future claim liabilities.
- 02 Verify the accuracy and appropriateness of the insurer's factors and projections.
- 03 Ensure the maximum value for the premium paid.
- 04 Identifying claiming trends within your program and within the insurance industry.
- 05 Identify risks within your program and recommend appropriate mitigation strategies.
- 06 Ensure that your benefit program continues to meet the needs of your members.



2025 Renewal



County of Renfrew & Participating Municipalities has been insured by Manulife group benefits since March 1, 2003.

Cowan has reviewed Manulife's proposed 2025 renewal requesting an overall adjustment of -0.8% (about \$4,500 less per month).

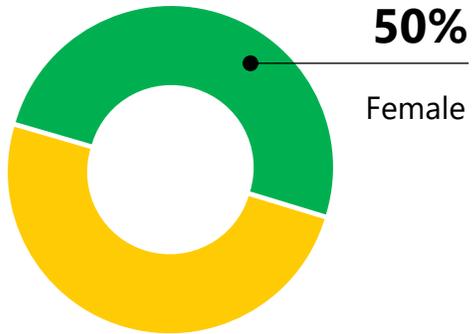
After careful analysis of the information provided by Manulife, we negotiated a decrease of -2.7% (about \$14,600 less per month). Through effective negotiation, additional yearly savings of about \$119,000 was realized from the proposed renewal.

Premium Cost Illustration

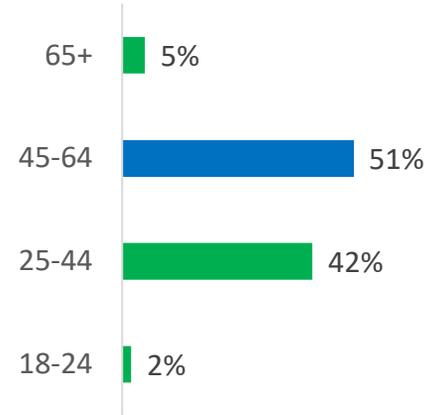
Benefit	Volumes	Current Costs	Proposed Costs	% Change	Renewal Costs	% Change
Life Insurance	107,190,500	\$ 31,372	\$ 33,644	7.3%	\$ 31,372	0.0%
Dependent Life Insurance	81	\$ 167	\$ 179	7.3%	\$ 167	0.0%
Long Term Disability - Taxable	2,523,725	\$ 82,331	\$ 70,233	-14.7%	\$ 70,233	-14.7%
Long Term Disability - Non Taxable	56,768	\$ 1,796	\$ 1,927	7.3%	\$ 1,796	0.0%
Critical Illness	31	\$ 29	\$ 29	0.0%	\$ 29	0.0%
Extended Health Care	918	\$ 308,328	\$ 302,470	-1.9%	\$ 302,470	-1.9%
Hospital	476	\$ 7,575	\$ 7,432	-1.9%	\$ 7,432	-1.9%
Dental Care	914	\$ 116,075	\$ 127,253	9.7%	\$ 119,557	3.0%
Total Monthly Cost		\$ 547,673	\$ 543,168	-0.8%	\$ 533,056	-2.7%
Total Annual Cost		\$ 6,572,080	\$ 6,518,013	-0.8%	\$ 6,396,668	-2.7%
Total Annual Employer Cost		\$ 6,572,080	\$ 6,518,013	-0.8%	\$ 6,396,668	-2.7%

By the Numbers

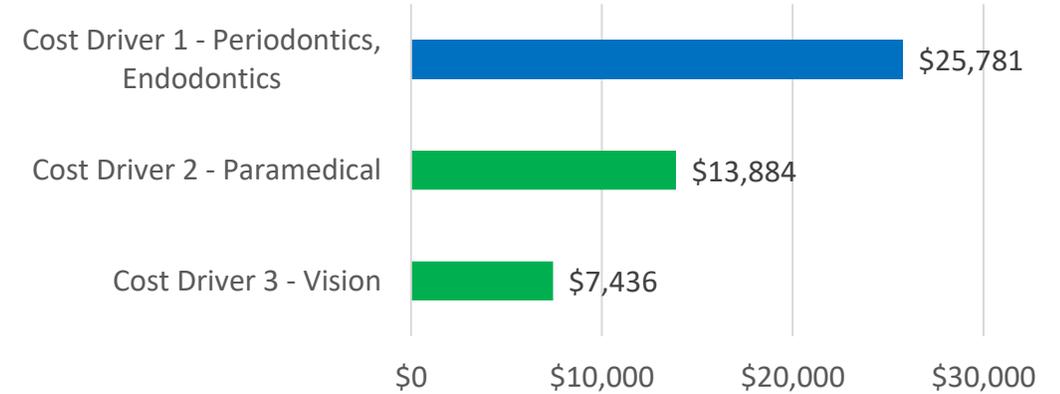
Gender



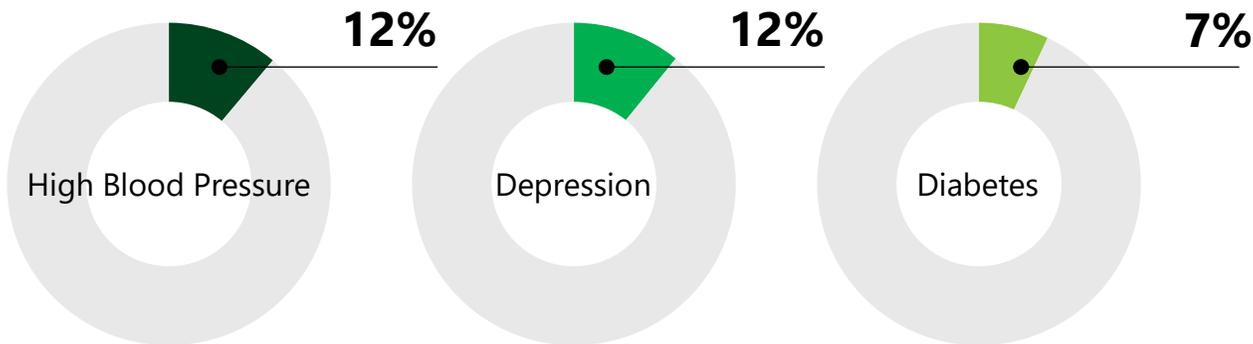
Average Age is 46.0 years



Top 3 Cost Drivers – Change in Paid Claims

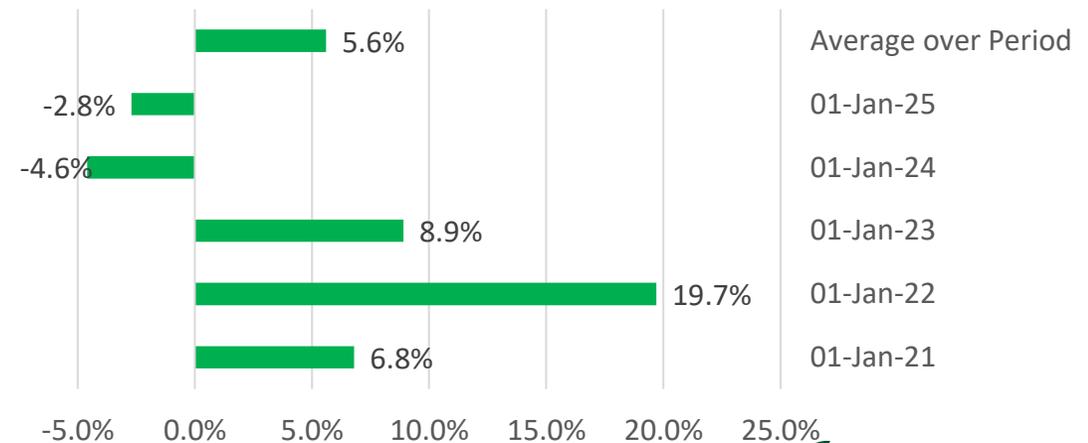


Top 3 Most Utilized Drug Types



based on the number of drug claims this year

Annual Premium Changes



Average over Period

Factors Influencing Health Care Renewal Costs

Annual Results

Loss Ratio = 71.6%
Target Loss Ratio = 89.0%

Total Spend

\$2,362,511

Decrease of 3.3% over the prior year

Average Spend

\$2,640 per certificate

Decrease of 0.4% over the prior year

Average Trend

3.3% over the last 3 years

Key Point

Paramedical spend has seen increases in each of the last 3 years, increasing by +4.1% over last year with physiotherapy seeing the highest increase.

Renewal Change

-1.9%

\$69,173 decrease in estimated annual premium

Factors Influencing Dental Care Renewal Costs

Annual Results

Loss Ratio = 89.2%
Target Loss Ratio = 89.0%

Total Spend

\$1,207,771

Increase of 2.1% over the prior year

Average Spend

\$1,348 per certificate

Increase of 5.7% over the prior year

Average Trend

5.2% over the last 3 years

Key Point

Periodontics & endodontics had a considerable increase in spend over last year (+12.2%)

Renewal Change

+3.0%

\$40,003 increase in estimated annual premium

Factors Influencing LTD Renewal Costs

of Claims

19 active as of this renewal
15 active as of last year's renewal

Total Spend

\$413,194
Decrease of 1.6% over the prior year

DLR's

\$2,478,424 this year
Decrease of 14.0% over the prior year

Key Point

LTD experience has been good as the 5-year incurral loss ratio is 52.1%, which is under the target loss ratio of 69.8%

Renewal Change

Taxable: -14.7%
Non-Taxable: No Change
\$145,180 decrease in estimated annual premium

Refund Accounting

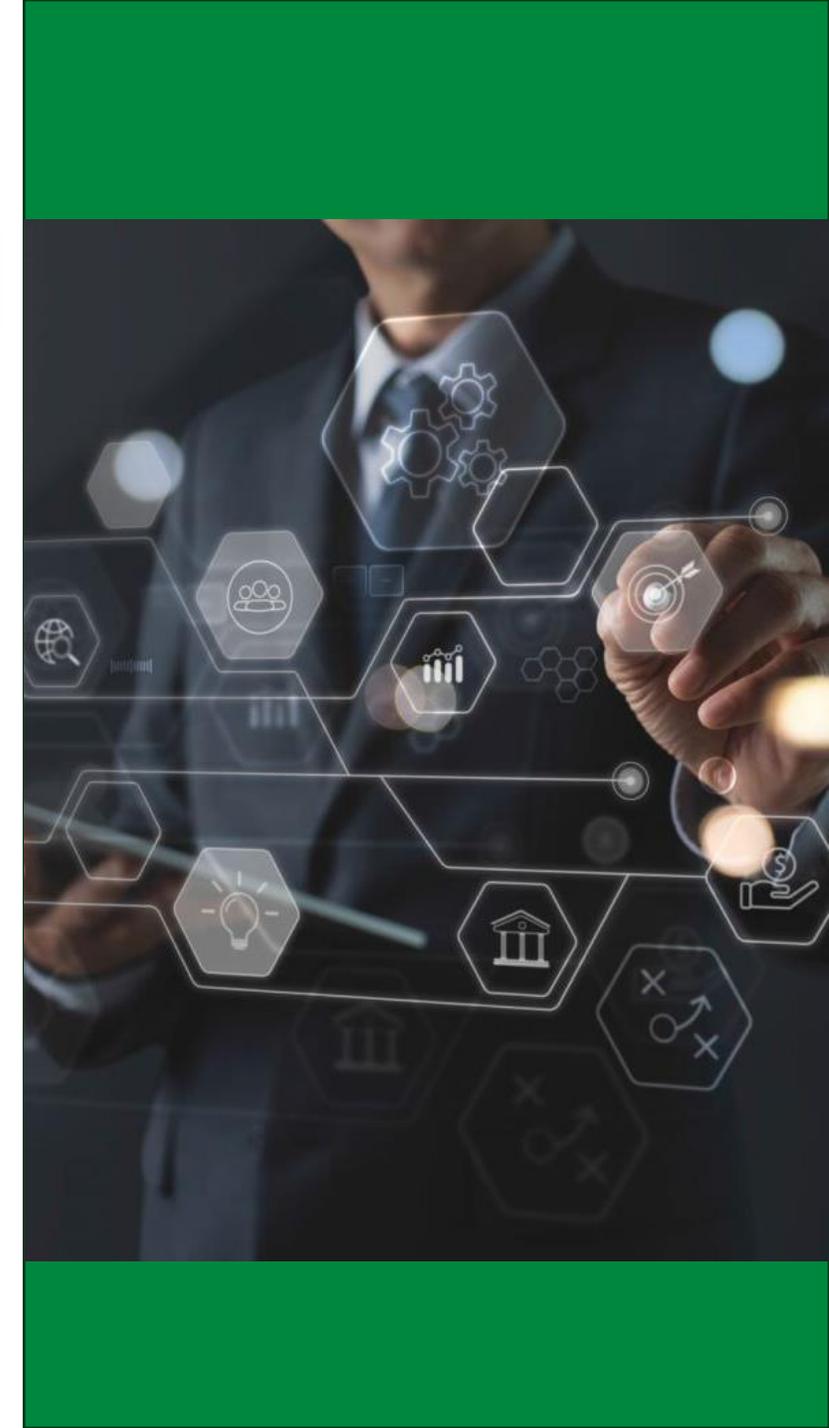
Retention Expenses

Expense	Charge Basis	Current Charge	Renewal Charge
General Administration	Premium	1.70%	1.70%
Claims Administration	Paid Claims	3.50%	3.50%
Profit Charge	Premium	0.5% to 1.0%	0.5% to 1.0%
Risk Charge	Premium	0.25% to 2.0%	0.25% to 2.0%
Pooling Charge	Premium	31.37%	30.00%
Estimated Annual Expenses		\$ 1,566,058	\$ 1,512,725

- Annual retention expenses are expected to decrease this year by an estimated \$53,333 due to a reduction to the pooling charge
- Both the profit charge and risk charge vary depending on the degree of funding of the claims fluctuation reserve (CFR)
 - The CFR is 100.0% funded as of February 29th, 2024

Refund Accounting Estimate

March 1, 2024 to August 31, 2024 Financial Reconciliation	Extended Health Care	Dental Care	Total
Net Premium Paid	\$1,876,022	\$715,092	\$2,591,114
Claims Charges			
Paid Claims	\$1,173,489	\$616,789	\$1,790,278
Less: Pooled Claims	-\$84,088	\$0	-\$84,088
Non-Pooled Claims	\$1,089,401	\$616,789	\$1,706,190
Pool Charge	\$587,157		\$587,157
Emergency Travel Assistance Charge	\$4,308		\$4,308
Total Claims Charge	\$1,680,866	\$616,789	\$2,297,655
Retention			
General Administration Charges	\$31,892	\$12,157	\$44,049
Claims Administration Charges	\$58,830	\$21,588	\$80,418
Profit Charge	\$13,076	\$4,984	\$18,060
Risk Charge	\$20,467	\$7,802	\$28,269
Commissions	\$37,520	\$14,302	\$51,822
Premium Tax	\$37,520	\$14,302	\$51,822
Total Retention	\$199,307	\$75,134	\$274,441
Balance - Current Period Operations	-\$4,150	\$23,169	\$19,019



Summary of Surplus Accounts – Feb 2024 - Estimate

CFR #836

- Has a balance of **\$398,292**
- The Claims Fluctuation Reserve is fully funded at 10% of the health and dental premium

UDA #2042

- Opened this UDA Account September 1, 2007 and is now frozen
- Has a surplus balance of **\$43,910**
- The Town of Deep River, Ontario Highlands Tourism Organization and The Township of Laurentian Valley are excluded from this UDA

UDA #2560

- Opened this UDA Account March 1, 2013
- Has a surplus balance of **\$695,258**
- All municipalities are included within this UDA Account with the exception of the Township of North Algona Wilberforce who joined as of July 1, 2024.

The Financial Report for the period of March 1, 2023 to February 29, 2024 will be emailed separately.

Extended Health Care

Rating Methodology



Your health care benefit is experience-rated, affecting the renewal premium through:

- Target Loss Ratio of 89.0%: the expected ratio of claims paid to expenses
- Trend/Inflation of 11.5%: expected cost increases over time
- Credibility of 100.0%: the reliability of past data to predict future claims

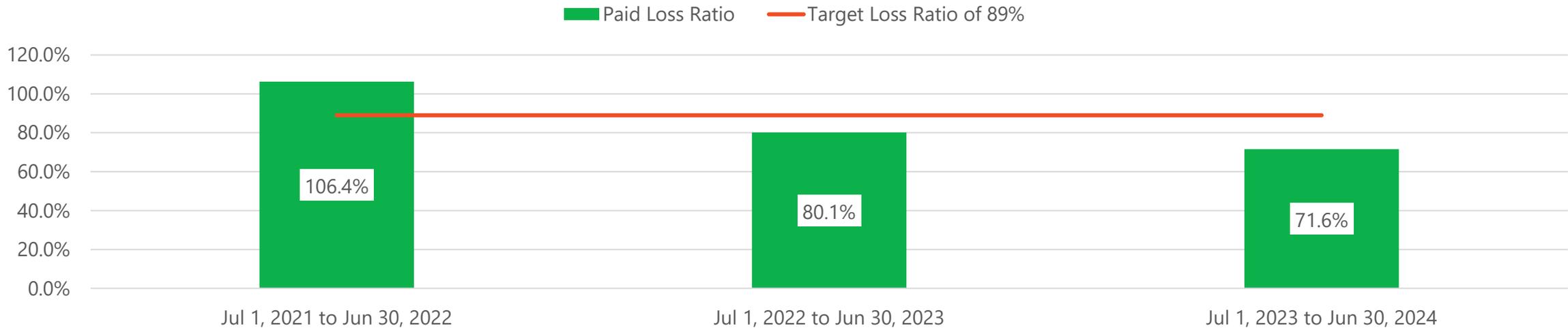
Manulife initially proposed an adjustment of -1.9% to the current rates. Following a comprehensive review of the claims history and considering the variables above, Cowan agreed with Manulife's position, and the current rates will decrease by 1.9% effective January 1, 2025.

Premium & Claims – Health Care

Experience Period	Paid Premium	Paid Claims	Paid Loss Ratio
Jul 1, 2021 to Jun 30, 2022	\$ 1,816,370	\$ 1,931,734	106.4%
Jul 1, 2022 to Jun 30, 2023	\$ 2,387,901	\$ 1,913,657	80.1%
Jul 1, 2023 to Jun 30, 2024	\$ 2,679,318	\$ 1,918,844	71.6%

**Premium & claims are exclusive of health care pooling insurance.*

Paid Loss Ratio Comparison



Large Amount Health Care Pooling Insurance

- Designed to help protect against the significant and negative financial consequences of a catastrophic or large dollar value claim
- Extended health care claims which exceed a set amount per individual in any renewal period are removed from the claims experience and are not used to calculate loss ratios or required renewal rate adjustments
- A pooling charge is included in the health care premium rates and will also be removed from the claims experience before calculating loss ratios and required renewal rate adjustments
- This type of insurance is the best way to protect against the financial impact of large claims, maintain rate stability, and continue to provide a comprehensive and affordable health care plan for your employees



Pooled Premium & Claims

- The pooling arrangement in place for your benefit plan provides for In-Canada health care claims in excess of \$15,000 per individual to be pooled
 - During the current period there was \$320,354 in In-Canada pooled claims
- Your plan also provides further pooling at first dollar paid for Out of Country claims
 - During the current period there was \$10,380 in out of country claims

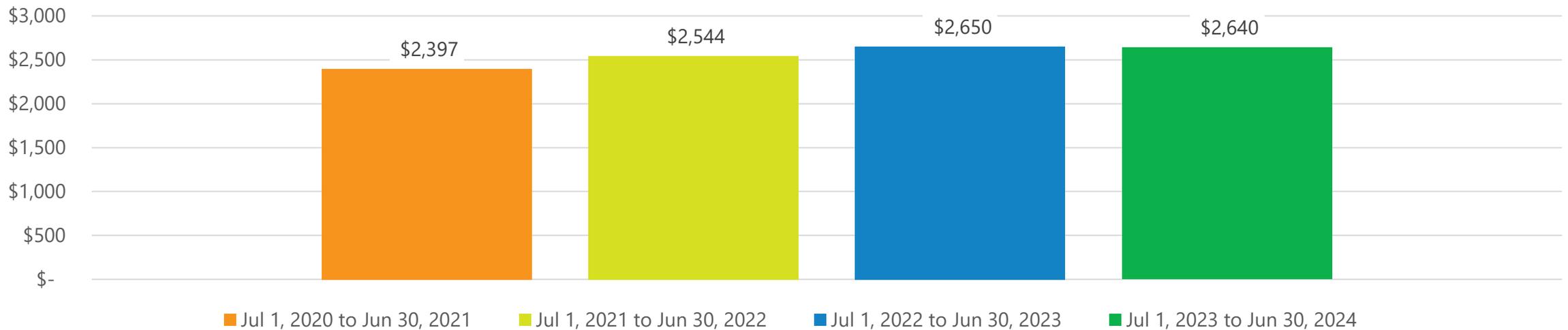
Experience Period	Paid Premium	Paid Claims
Jul 1, 2021 to Jun 30, 2022	\$ 1,053,764	\$ 345,270
Jul 1, 2022 to Jun 30, 2023	\$ 1,091,483	\$ 305,569
Jul 1, 2023 to Jun 30, 2024	\$ 970,036	\$ 330,734

- The current pooling charge is 31.37% of premium rates and will be renewing at 30.00% of premium rates effective January 1, 2025
 - This cost is included within your Extended Health Care rates
- The current out of country rates (\$0.40 single, \$0.80 family) will remain unchanged for this renewal

Average Annual Health Care Claim Amount per Certificate

Extended Health Care	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	Jul 1, 2023 to Jun 30, 2024	% Change	\$ Change
Total Extended Health Care	\$ 2,106,980	\$ 2,277,003	\$ 2,442,910	\$ 2,362,511	-3.3%	\$ (80,399)
Number of Certificates Covered	879	895	922	895	-2.9%	(27)
Average Annual Claims Per Certificate	\$ 2,397	\$ 2,544	\$ 2,650	\$ 2,640	-0.4%	\$ (10)

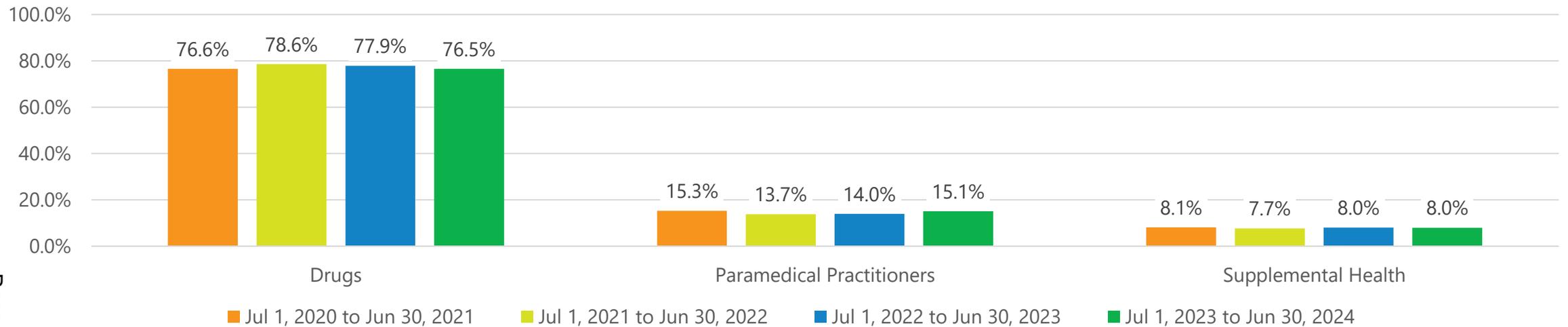
Average Annual Claims per Certificate



Health Care Paid Claims Breakdown

Extended Health Care	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	Jul 1, 2023 to Jun 30, 2024	% Change	\$ Change
Drugs	\$ 1,613,746	\$ 1,789,430	\$ 1,902,287	\$ 1,808,226	-4.9%	\$ (94,061)
Paramedical Practitioners	\$ 322,482	\$ 313,016	\$ 341,824	\$ 355,707	4.1%	\$ 13,883
Supplemental Health	\$ 171,141	\$ 174,557	\$ 195,869	\$ 188,198	-3.9%	\$ (7,671)
Out of Country	\$ (389)	\$ -	\$ 2,930	\$ 10,380	254.3%	\$ 7,450
Total Extended Health Care	\$ 2,106,980	\$ 2,277,003	\$ 2,442,910	\$ 2,362,511	-3.3%	\$ (80,399)

Extended Health Care Claims as Percentage of Paid Claims

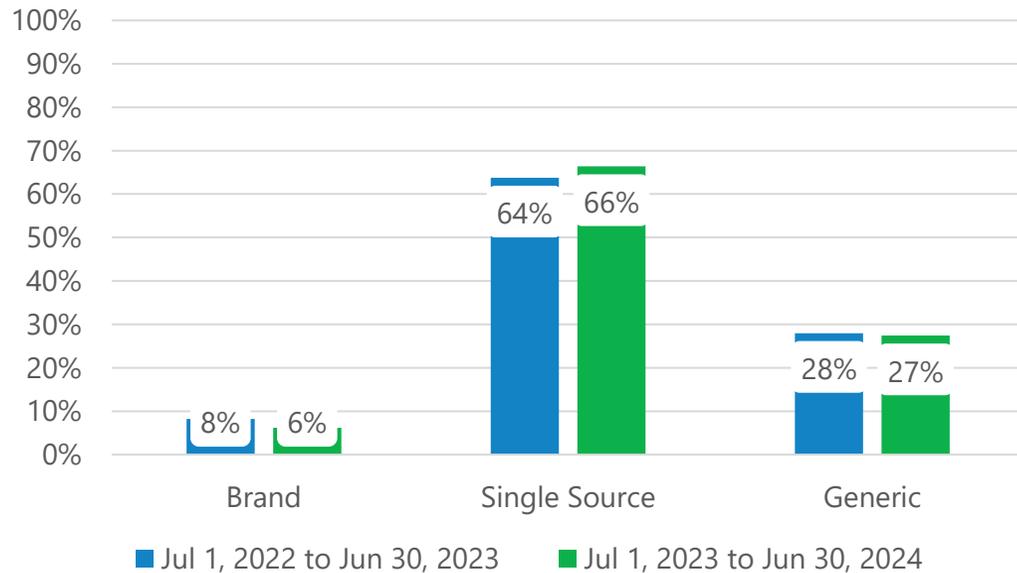


Average Annual Drug Claim Amount per Certificate

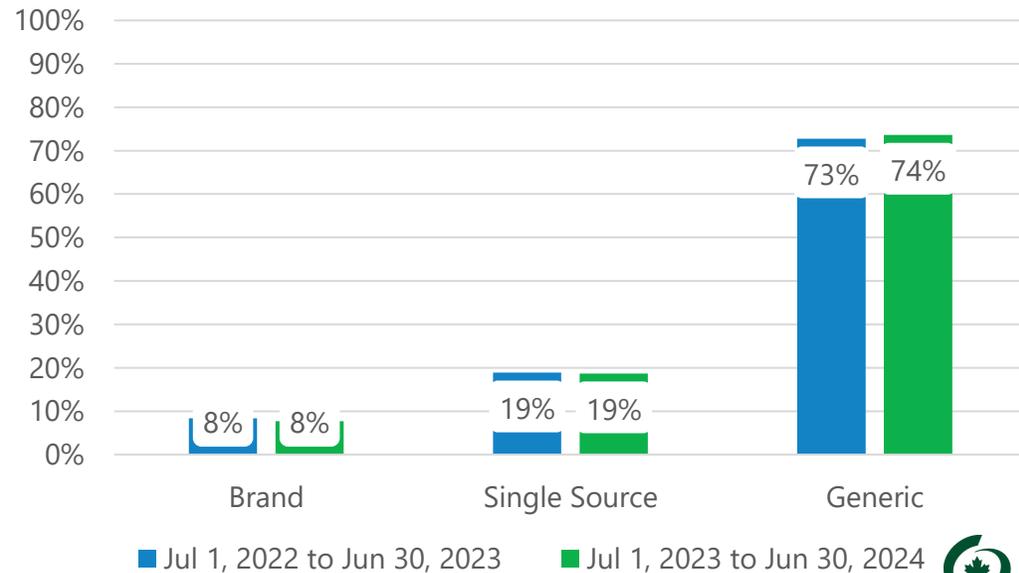
Drug Claims Analytics	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	Jul 1, 2023 to Jun 30, 2024	% Change	\$/# Change
Drug Claims Paid	\$ 1,613,746	\$ 1,789,430	\$ 1,902,287	\$ 1,808,226	-4.9%	\$ (94,061)
Average Number of Certificates	879	895	922	895	-2.9%	(27)
Average Annual Cost Per Certificate	\$ 1,836	\$ 1,999	\$ 2,063	\$ 2,020	-2.1%	\$ (43)
Total Number of Scripts	20,001	20,395	24,428	21,367	-12.5%	(3,061)
Average Cost per Script	\$ 80.68	\$ 87.74	\$ 77.87	\$ 84.63	8.7%	\$ 7
Average Number of Scripts per Certificate	22.8	22.8	26.5	23.9	-9.9%	(2.6)

Drug Type Distribution

By Paid Amount



By # of Prescriptions



Highest Paid Drug Classes

- Asthma/ COPD had a considerable decrease in spend (\$54,884), which was driven by Cinqair, the 8th highest drug by paid claims last year; there have been no claims for this drug for the benefit year

Top 10 Drug Classifications by Amount Paid	Jul 1, 2022 to Jun 30, 2023	Jul 1, 2023 to Jun 30, 2024	\$ Change	% Change
Inflammatory Conditions	\$ 280,932	\$ 299,756	\$ 18,824	6.7%
Diabetes	\$ 264,815	\$ 238,496	\$ (26,319)	-9.9%
Rare Disease	\$ 120,509	\$ 125,474	\$ 4,965	4.1%
Depression	\$ 113,919	\$ 101,713	\$ (12,206)	-10.7%
Asthma / COPD	\$ 150,582	\$ 95,698	\$ (54,884)	-36.4%
Endocrine / Metabolic Disorders	\$ 74,129	\$ 82,633	\$ 8,504	11.5%
High Blood Pressure	\$ 67,525	\$ 58,672	\$ (8,853)	-13.1%
Attention Deficit Disorder	\$ 64,967	\$ 55,160	\$ (9,807)	-15.1%
Ulcer / Reflux	\$ 62,690	\$ 53,177	\$ (9,513)	-15.2%
Multiple Sclerosis	\$ 58,714	\$ 53,016	\$ (5,698)	-9.7%
Total Top 10 Classifications	\$ 1,258,782	\$ 1,163,794	\$ (94,988)	-7.5%

Diabetes in Canada

3 mins.

Every 3 minutes another Canadian is diagnosed with diabetes

50%

People with prediabetes have a 50% chance of developing diabetes in 5 – 10 years

2nd

Diabetes ranks as the 2nd highest class of drug spend in Canada

How can Employers help through the employee benefits offering:

- Ensure the health plan includes dietician within paramedical practitioners
- Make use of free resources to increase risk awareness
- Ensure the drug coverage allows for appropriate access to medications with appropriate checks and balances
- Initiate a well thought out prevention, wellness program that focuses on all chronic diseases
 - Eventually they all connect!

References:

<https://ok-smallsteps.sites.olt.ubc.ca/health-care-providers/diabetes-facts/>
<https://my.clevelandclinic.org/health/diseases/21498-prediabetes#:~:text=Prediabetes%20is%20a%20health%20condition,Type%20%20diabetes%20from%20developing>
<https://plus.telushealth.co/blogs/health-benefits/wp-content/uploads/TELUS-Health-Drug-Data-Trends-Report-2022.pdf>

Highest Utilized Drug Classes

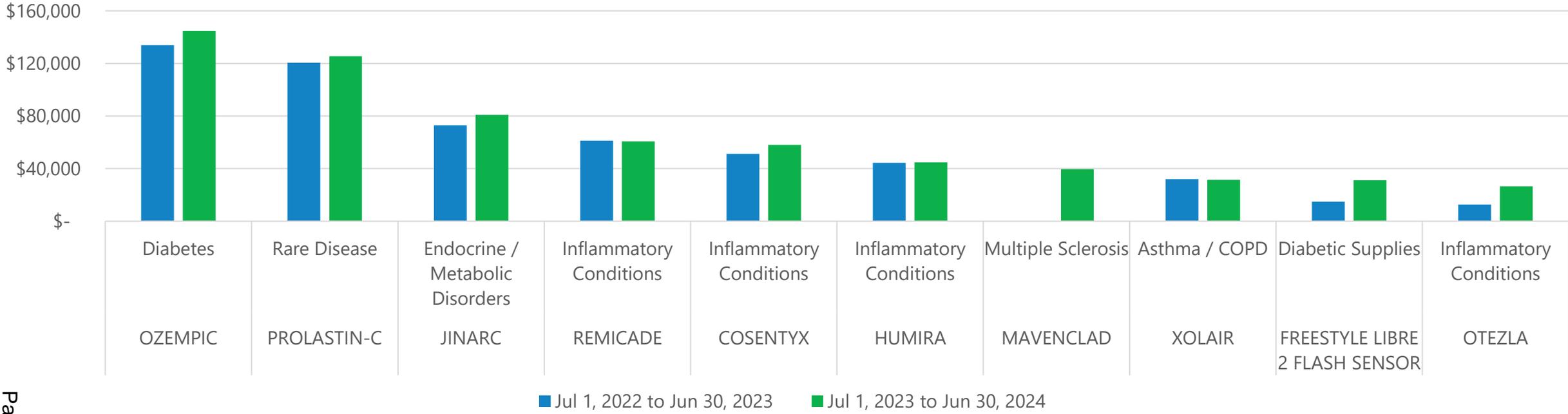
- Depression had a considerable decrease in the number of claims (514), which was due to fewer claims per drug as all the same drugs for depression from last year remain on the benefit plan

Top 10 Drug Classifications by # of Claims	Jul 1, 2022 to Jun 30, 2023	Jul 1, 2023 to Jun 30, 2024	# Change	% Change
High Blood Pressure	2,903	2,668	(235)	-8.1%
Depression	3,109	2,595	(514)	-16.5%
Diabetes	1,691	1,602	(89)	-5.3%
Ulcer / Reflux	1,446	1,312	(134)	-9.3%
Asthma / COPD	1,023	791	(232)	-22.7%
Attention Deficit Disorder	562	508	(54)	-9.6%
Inflammatory Conditions	161	175	14	8.7%
Endocrine / Metabolic Disorders	38	49	11	28.9%
Multiple Sclerosis	34	40	6	17.6%
Rare Disease	22	25	3	13.6%
Total Top 10 Classifications	10,989	9,765	(1,224)	-11.1%

Most Costly Medications: Top 10 Overview

- Mavenclad (MS) is new to the plan and had \$39,544 in paid claims
- Cinqair (asthma/ COPD) had no claims for the benefit year (totaled \$32,333 last year)

Top 10 Drugs by Amount Paid



Ozempic

Approved by
Health Canada in
2018

Annual cost of
Ozempic
\$3,000
Per individual

90%-95%
of diabetics have
Type 2 diabetes

30%
of Canadians
have diabetes

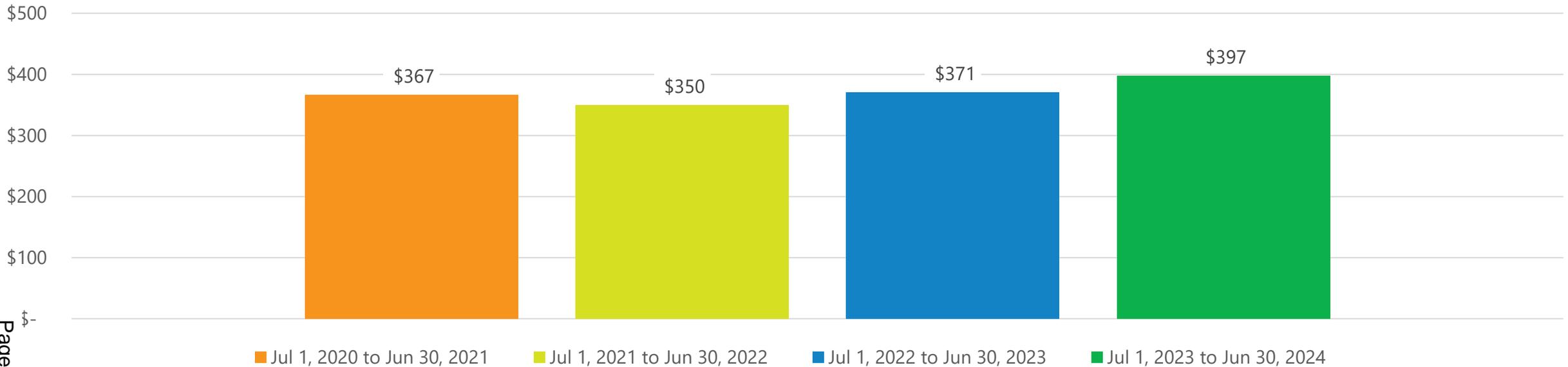
Fast Facts

- Approved type-2 diabetes treatment medication
 - Helps body produce insulin when blood sugar is high
 - Helps prevent body from making/releasing too much sugar
- Ozempic is an injection administered once a week
- Ozempic is on the prior authorization list with Canadian insurance companies for treatment of diabetes only.

Average Annual Paramedical Claim Amount per Certificate

Paramedical Practitioners	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	Jul 1, 2023 to Jun 30, 2024	% Change	\$ Change
Total Paramedical Practitioners	\$ 322,483	\$ 313,016	\$ 341,823	\$ 355,707	4.1%	\$ 13,884
Number of Certificates Covered	879	895	922	895	-2.9%	(27)
Average Annual Claims Per Certificate	\$ 367	\$ 350	\$ 371	\$ 397	7.2%	\$ 27

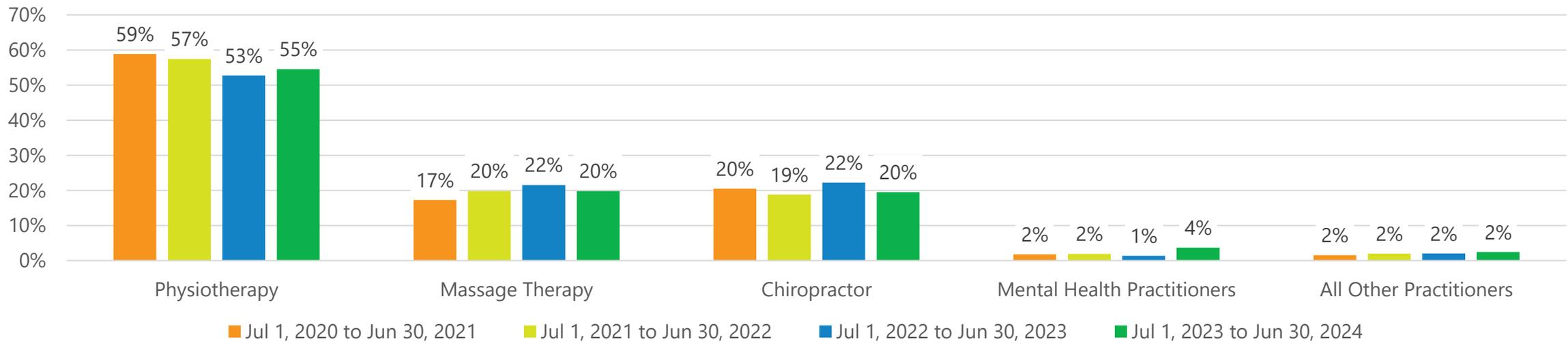
Average Annual Claims per Certificate



Paramedical Paid Claims Breakdown

Paramedical Practitioners	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	Jul 1, 2023 to Jun 30, 2024	% Change	\$ Change
Physiotherapy	\$ 189,927	\$ 179,794	\$ 180,354	\$ 193,936	7.5%	\$ 13,582
Massage Therapy	\$ 55,750	\$ 62,062	\$ 73,678	\$ 70,455	-4.4%	\$ (3,223)
Chiropractor	\$ 66,107	\$ 58,891	\$ 76,006	\$ 69,470	-8.6%	\$ (6,536)
Mental Health Practitioners	\$ 5,789	\$ 6,020	\$ 4,738	\$ 13,125	177.0%	\$ 8,387
All Other Practitioners	\$ 4,910	\$ 6,249	\$ 7,047	\$ 8,720	23.7%	\$ 1,673
Total Paramedical Practitioners	\$ 322,483	\$ 313,016	\$ 341,823	\$ 355,707	4.1%	\$ 13,884

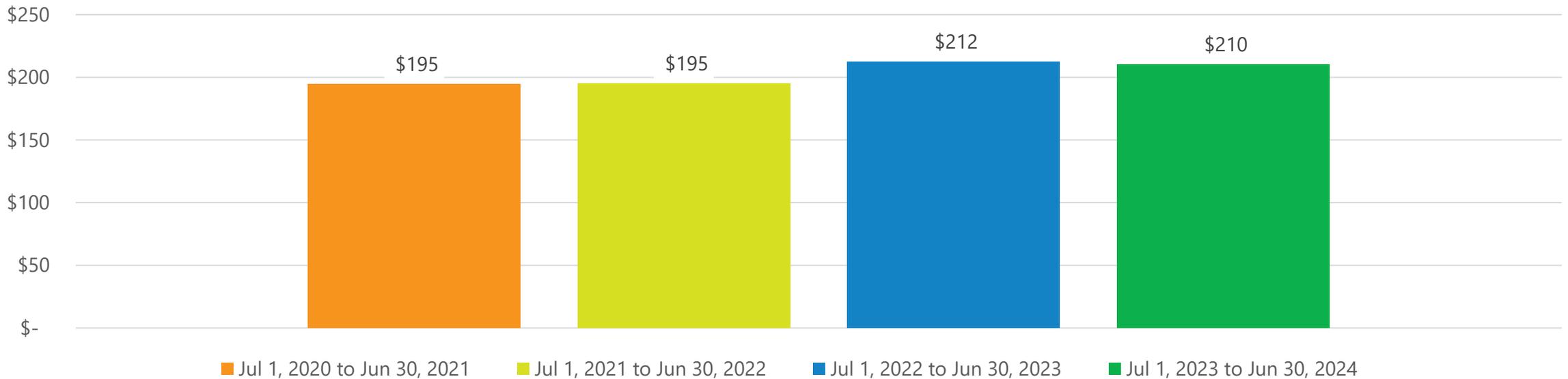
Paramedical Claims as Percentage of Paid Claims



Average Annual Supplemental Claim Amount per Certificate

Supplemental Health Care	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	Jul 1, 2023 to Jun 30, 2024	% Change	\$ Change
Total Supplemental Health Care	\$ 171,142	\$ 174,558	\$ 195,870	\$ 188,198	-3.9%	\$ (7,672)
Number of Certificates Covered	879	895	922	895	-2.9%	(27)
Average Annual Claims Per Certificate	\$ 195	\$ 195	\$ 212	\$ 210	-1.0%	\$ (2)

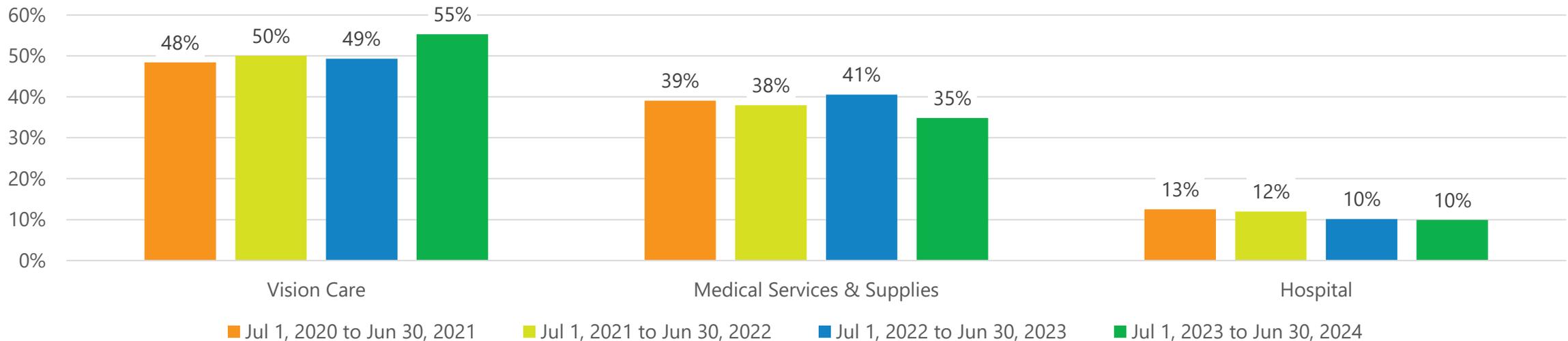
Average Annual Claims per Certificate



Supplemental Health Paid Claims Breakdown

Supplemental Health Care	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	Jul 1, 2023 to Jun 30, 2024	% Change	\$ Change
Vision Care	\$ 82,846	\$ 87,413	\$ 96,600	\$ 104,036	7.7%	\$ 7,436
Medical Services & Supplies	\$ 66,896	\$ 66,245	\$ 79,400	\$ 65,537	-17.5%	\$ (13,863)
Hospital	\$ 21,400	\$ 20,900	\$ 19,870	\$ 18,625	-6.3%	\$ (1,245)
Total Supplemental Health Care	\$ 171,142	\$ 174,558	\$ 195,870	\$ 188,198	-3.9%	\$ (7,672)

Supplemental Claims as Percentage of Paid Claims



Dental Care

Rating Methodology



Your dental care benefit is experience-rated, affecting the renewal premium through:

- Target Loss Ratio of 89.0%: the expected ratio of claims paid to expenses
- Trend/Inflation & Fee Guide of 11.4%: expected cost increases over time
- Credibility of 100.0%: the reliability of past data to predict future claims

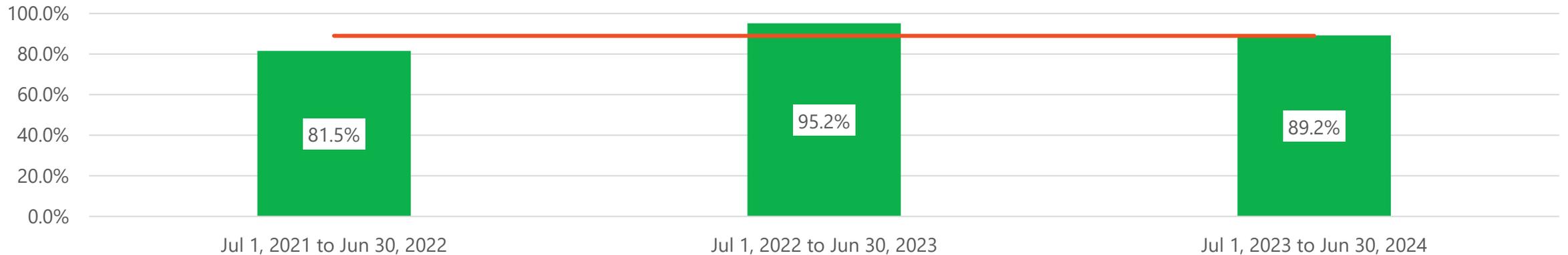
Manulife initially proposed an adjustment of +9.7% to the current rates. Following a comprehensive review of the claims history and considering the variables above, Cowan successfully negotiated a more reasonable rate action of +3.0% effective January 1, 2025.

Premium & Claims – Dental Care

Experience Period	Paid Premium	Paid Claims	Paid Loss Ratio
Jul 1, 2021 to Jun 30, 2022	\$ 1,193,302	\$ 972,890	81.5%
Jul 1, 2022 to Jun 30, 2023	\$ 1,242,716	\$ 1,182,445	95.2%
Jul 1, 2023 to Jun 30, 2024	\$ 1,283,663	\$ 1,145,397	89.2%

Paid Loss Ratio Comparison

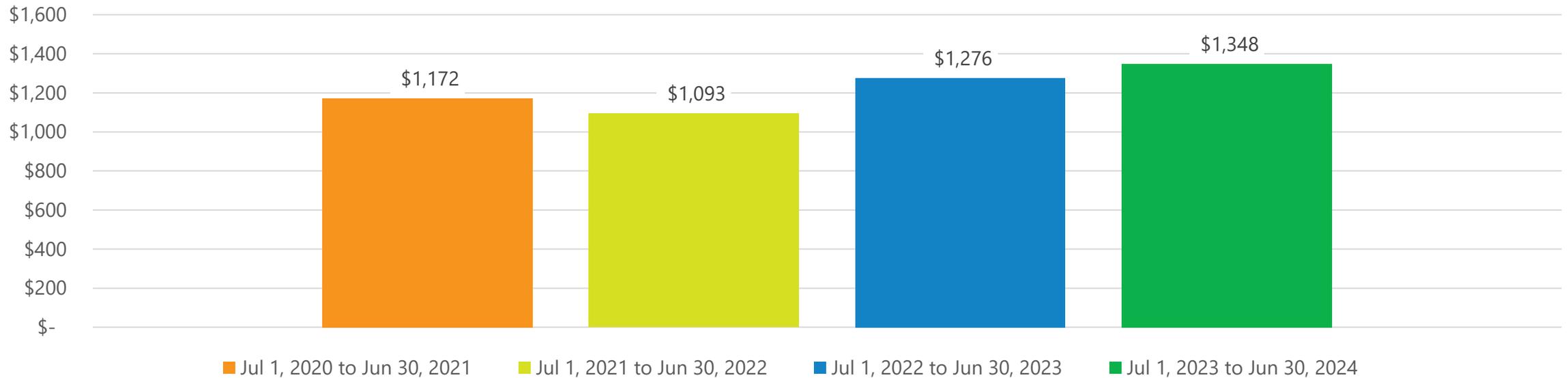
■ Paid Loss Ratio
 — Target Loss Ratio of 89%



Average Annual Dental Care Claim Amount per Certificate

Dental Care	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	Jul 1, 2023 to Jun 30, 2024	% Change	\$ Change
Total Dental Care	\$ 1,029,869	\$ 972,891	\$ 1,182,445	\$ 1,207,771	2.1%	\$ 25,326
Number of Certificates Covered	879	890	927	896	-3.3%	(31)
Average Annual Claims Per Certificate	\$ 1,172	\$ 1,093	\$ 1,276	\$ 1,348	5.7%	\$ 72

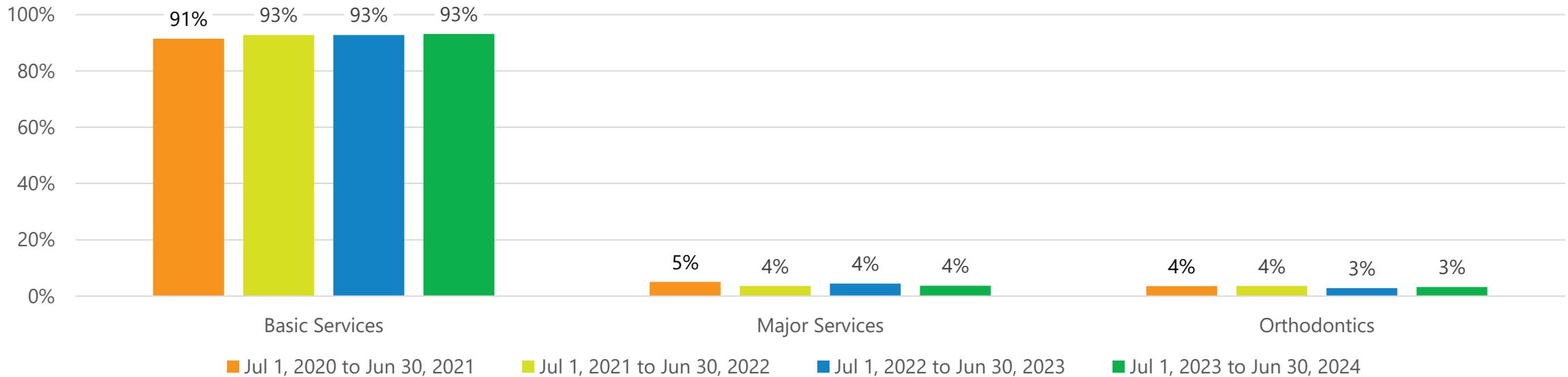
Average Annual Claims per Certificate



Dental Care Paid Claims Breakdown

Dental Care	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	Jul 1, 2023 to Jun 30, 2024	% Change	\$ Change
Basic Services	\$ 941,704	\$ 902,908	\$ 1,096,683	\$ 1,125,333	2.6%	\$ 28,650
Major Services	\$ 51,724	\$ 35,207	\$ 52,117	\$ 44,056	-15.5%	\$ (8,061)
Orthodontics	\$ 36,441	\$ 34,776	\$ 33,645	\$ 38,381	14.1%	\$ 4,736
Total Dental Care	\$ 1,029,869	\$ 972,891	\$ 1,182,445	\$ 1,207,771	2.1%	\$ 25,326

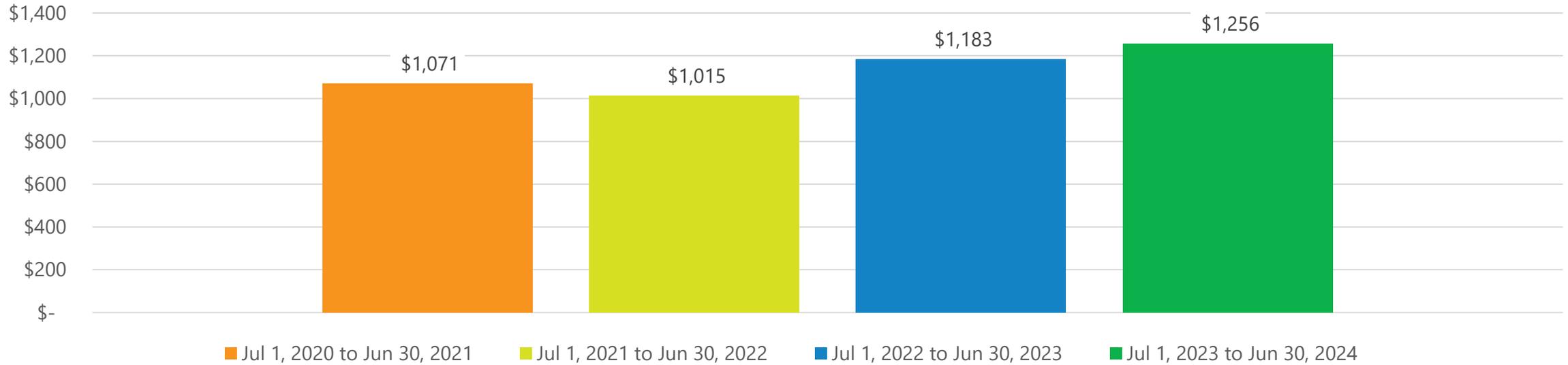
Dental Claims as Percentage of Paid Claims



Average Annual Basic Dental Claim Amount per Certificate

Basic Dental Care	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	Jul 1, 2023 to Jun 30, 2024	% Change	\$ Change
Total Basic Dental Care	\$ 941,704	\$ 902,908	\$ 1,096,683	\$ 1,125,333	2.6%	\$ 28,650
Number of Certificates Covered	879	890	927	896	-3.3%	(31)
Average Annual Claims Per Certificate	\$ 1,071	\$ 1,015	\$ 1,183	\$ 1,256	6.2%	\$ 73

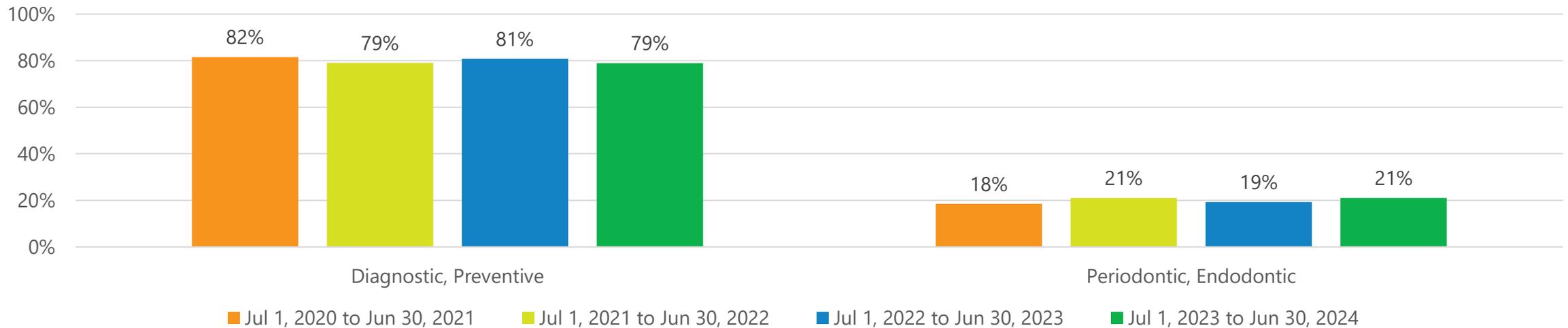
Average Annual Claims per Certificate



Dental Basic Services Paid Claims Breakdown

Basic Dental Care	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	Jul 1, 2023 to Jun 30, 2024	% Change	\$ Change
Diagnostic, Preventive	\$ 767,615	\$ 713,251	\$ 885,309	\$ 888,178	0.3%	\$ 2,869
Periodontic, Endodontic	\$ 174,089	\$ 189,657	\$ 211,374	\$ 237,155	12.2%	\$ 25,781
Total Basic Dental Care	\$ 941,704	\$ 902,908	\$ 1,096,683	\$ 1,125,333	2.6%	\$ 28,650

Basic Dental Claims as Percentage of Paid Claims



Long Term Disability

Rating Methodology



The long term disability benefit is experience-rated, affecting the renewal premium through:

- Experience: premium and claims paid over a five-year period
- IBNR Reserves: funds set aside from premium paid reserved to pay claims incurred but not yet reported
- Disabled Life Reserves: funds set aside to meet future obligations of payments to LTD claimants
- Credibility: the reliability of past data to predict future claims
- Manual Rates: determined from the experience of Manulife's book of business, standard rate table and plan demographics

Taxable Plan

Manulife initially proposed an adjustment of -14.7% to the current rates. Following a comprehensive review of the claims history and considering the variables above, Cowan agreed with Manulife's position, and the current rates will decrease by 14.7% effective January 1, 2025.

Non-Taxable Plan

Manulife initially proposed an adjustment of +7.3 to the current rates. Following a comprehensive review of the claims history and considering the variables above, Cowan asked Manulife to maintain the current rates. Manulife agreed.

Long Term Disability Claims Paid

For the period Jul 1, 2023 to Jun 30, 2024

Certificate	Division/Class	Gender	Age at Disability	Date of Disability	Amount Paid	Claim Status
7082		Female	48	19-Jan-2016	\$ 37,284	A
271004		Male	56	8-Sep-2017	\$ 18,131	A
523		Female	40	12-Oct-2017	\$ 25,861	A
9006		Female	50	22-Mar-2018	\$ 35,370	A
7100		Male	46	3-Oct-2018	\$ 1,200	T
7052		Male	51	14-Jun-2019	\$ 600	A
320		Male	59	5-Sep-2019	\$ 19,080	A
7606		Male	44	28-Oct-2019	\$ 600	A
5063		Male	59	23-Jul-2020	\$ 18,924	A
1002010		Male	59	19-Sep-2020	\$ 37,670	A
800000003		Female	57	7-Jan-2021	\$ 22,585	A
20254		Male	56	19-Jan-2021	\$ 4,351	A
2814		Male	58	24-Jul-2021	\$ 15,873	A
1001401		Male	62	21-Jan-2022	\$ 21,895	A
1001879		Female	34	29-Nov-2022	\$ 22,267	T
10173		Male	38	24-Jan-2023	\$ 18,278	T
10135		Male	57	29-Jan-2023	\$ 40,356	A
8670013		Female	62	20-Mar-2023	\$ -	T
7841		Male	36	8-Jun-2023	\$ 297	A
7080		Male	57	13-Aug-2023	\$ 17,326	A
271022		Female	37	18-Aug-2023	\$ 7,788	T
5106		Male	58	9-Sep-2023	\$ 20,833	A
1300		Male	62	1-Dec-2023	\$ 13,318	A
271006		Male	60	11-Dec-2023	\$ 2,223	T
30160		Female	35	18-Dec-2023	\$ 11,086	A
Total Long Term Disability Claims Paid					\$ 413,194	

Life & Disability Reserves

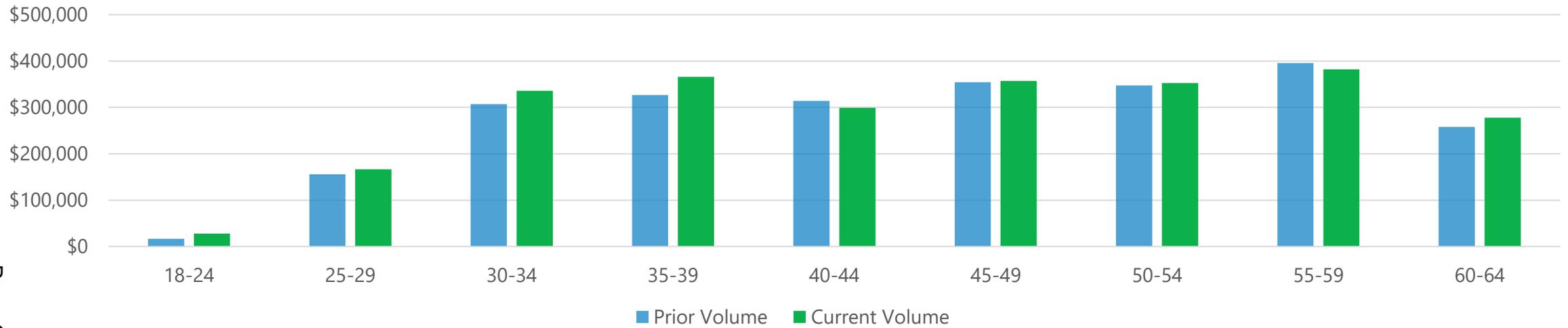
Certificate	Date of Birth	Date of Disability	Net Monthly LTD Benefit	Disabled Life Reserves	Life Insurance Face Amount	Waiver of Premium Reserves
7082	20-Nov-1967	19-Jan-2016	\$ 3,989	\$ 276,554	\$ 147,500	\$ 27,496
271004	5-Jul-1961	8-Sep-2017	\$ 2,589	\$ 34,732	\$ 70,000	\$ 7,328
523	26-Jan-1977	12-Oct-2017	\$ 3,412	\$ 342,637	\$ 92,000	\$ 24,889
9006	19-Mar-1968	22-Mar-2018	\$ 3,594	\$ 264,785	\$ 97,000	\$ 19,502
6679	8-Dec-1973	26-Mar-2019	\$ -	\$ -	\$ 94,000	\$ 21,116
7052	15-Feb-1968	14-Jun-2019	\$ 4,627	\$ 230,069	\$ 158,500	\$ 48,635
320	8-Apr-1960	5-Sep-2019	\$ 2,708	\$ 14,649	\$ 25,000	\$ 1,066
7606	5-Jun-1975	28-Oct-2019	\$ 4,728	\$ 6,972	\$ 174,500	\$ 69,980
5063	9-Jan-1961	23-Jul-2020	\$ 2,950	\$ 28,380	\$ 80,000	\$ 6,636
1002010	24-Aug-1961	19-Sep-2020	\$ 4,533	\$ 77,086	\$ 163,000	\$ 18,674
800000003	13-Apr-1963	7-Jan-2021	\$ 3,127	\$ 81,067	\$ 56,000	\$ 8,286
20254	9-Feb-1964	19-Jan-2021	\$ 3,064	\$ 99,435	\$ 82,000	\$ 17,458
2814	27-Jan-1963	24-Jul-2021	\$ 4,932	\$ 129,257	\$ 25,000	\$ 4,399
1001401	7-Nov-1959	21-Jan-2022	\$ 3,356	\$ 8,853	\$ 121,000	\$ 3,141
10135	3-Dec-1965	29-Jan-2023	\$ 3,363	\$ 169,390	\$ 61,000	\$ 15,124
7841	8-Jun-1987	8-Jun-2023	\$ 4,978	\$ 2,522	\$ 184,000	\$ 43,623
7080	3-Oct-1965	13-Aug-2023	\$ 4,641	\$ 144,530	\$ 171,500	\$ 42,295
5106	29-Mar-1965	9-Sep-2023	\$ 3,551	\$ 85,386	\$ 96,000	\$ 23,462
1300	23-Sep-1961	1-Dec-2023	\$ 4,296	\$ 71,044	\$ 100,000	\$ 18,278
30160	11-Jul-1988	18-Dec-2023	\$ 4,376	\$ 99,791	\$ 118,000	\$ 15,806
		Totals	\$ 79,392	\$ 2,478,424	\$ 2,116,000	\$ 437,192

Prior Year Totals	\$ 50,148	\$ 2,881,370	\$ 2,363,000	\$ 468,933
Change from prior year	\$ 29,244	\$ (402,946)	\$ (247,000)	\$ (31,741)

Taxable LTD Demographics

LTD Changes	Prior Year	Current Year	Changes
Number of Covered Lives	592	585	-7 lives
Average Age of Covered Lives	45.6	45.3	-0.4 years
Total Volume of LTD Insurance	2,475,947	2,565,343	3.6%
Volume of Insurance Age 50 and Older	1,001,083	1,012,584	1.1%
Average Volume per Covered Life	4,182	4,385	4.9%
Volume of Female Coverage	1,054,660	1,103,918	4.7%

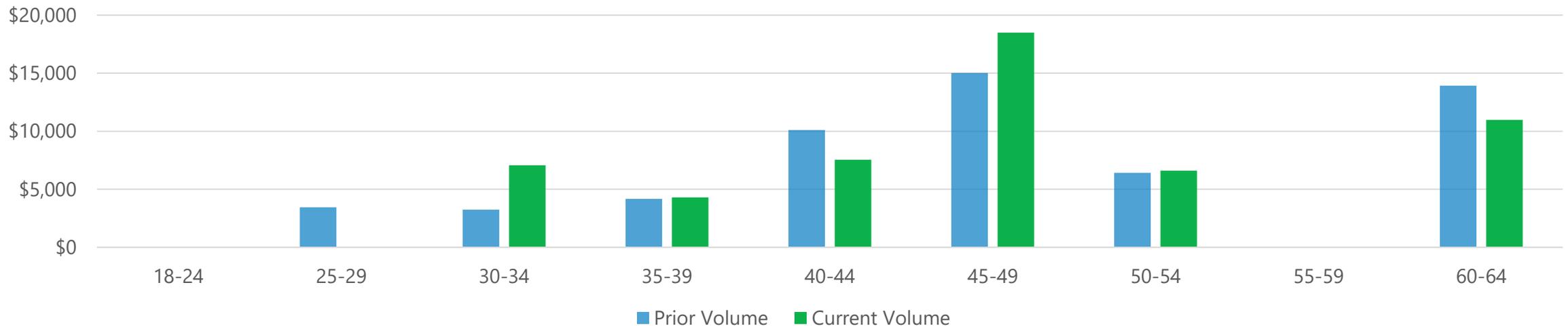
Volume of Insurance Coverage by Age Band



Non-Taxable LTD Demographics

LTD Changes	Prior Year	Current Year	Changes
Number of Covered Lives	13	12	-1 lives
Average Age of Covered Lives	47.6	47.2	-0.3 years
Total Volume of LTD Insurance	56,319	54,968	-2.4%
Volume of Insurance Age 50 and Older	20,332	17,579	-13.5%
Average Volume per Covered Life	4,332	4,581	5.7%
Volume of Female Coverage	33,402	34,471	3.2%

Volume of Insurance Coverage by Age Band



Life Insurance Benefits

Rating Methodology



Your life insurance benefit is experience-rated, affecting the renewal premium through:

- Experience: premium and claims paid over a five-year period
- IBNR Reserves: funds set aside from premium paid reserved to pay claims incurred but not yet reported
- Waiver of Premium Reserves: funds that ensure life insurance coverage is in place for disabled employees
- Credibility: the reliability of past data to predict future claims
- Manual Rates: determined from the experience of Manulife's book of business, standard rate table and plan demographics

Manulife initially proposed an adjustment of +7.3% to the current rates. Following a comprehensive review of the claims history and considering the variables above, Cowan successfully negotiated with Manulife to hold the current rates effective January 1, 2025.

Basic Life Insurance Claims Paid

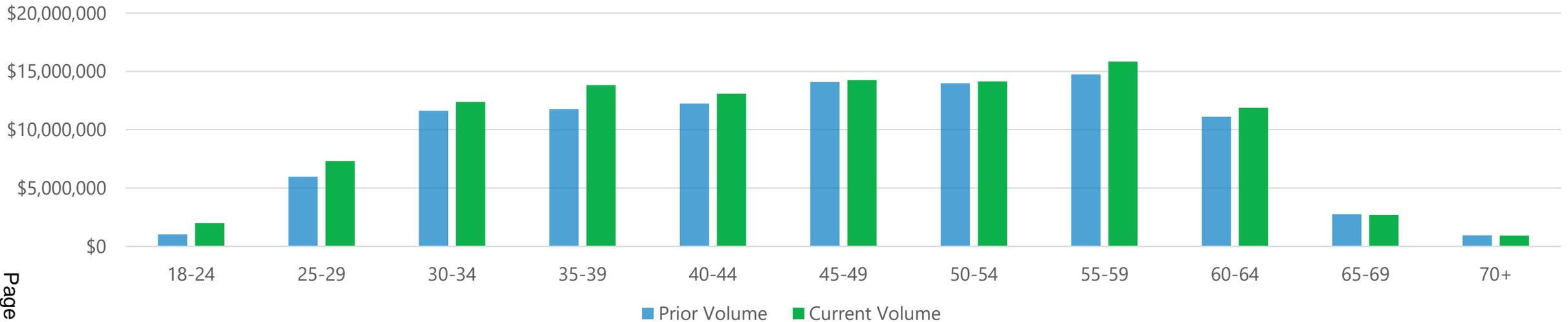
For the period Jul 1, 2023 to Jun 30, 2024

Employee	Division/Class	Claim Type	Date of Birth	Date of Death	Life Amount Paid
		Life	25-Oct-1995	1-Oct-2023	\$ 115,000
		Life	10-Dec-1951	16-Feb-2024	\$ 4,000
			Total Life Insurance Claims Paid		\$ 119,000

Life Demographics

Life Insurance	Prior Year	Current Year	Changes
Number of Covered Lives	902	880	-22 lives
Average Age of Covered Lives	46.6	46.0	-0.6 years
Total Volume of Life Insurance	100,317,000	108,373,000	8.0%
Volume of Insurance Age 50 and Older	43,562,500	45,478,500	4.4%
Average Volume per Covered Life	111,216	123,151	10.7%
Volume of Male Coverage	52,373,000	56,538,000	8.0%

Volume of Insurance Coverage by Age Band



Appendix

Rate Change History

Rate Changes – Five-Year History

Benefit	Jan 1, 2021	Jan 1, 2022	Jan 1, 2023	Jan 1, 2024	Jan 1, 2025	5 Year Avg
Life Insurance	15.0%	5.0%	12.0%	-10.0%	0.0%	4.4%
Dependent Life Insurance	15.0%	5.0%	12.0%	-10.0%	0.0%	4.4%
Long Term Disability - Taxable	37.0%	27.0%	0.0%	-30.8%	-14.7%	3.7%
Long Term Disability - Non Taxable	0.0%	0.0%	8.0%	-27.4%	0.0%	-3.9%
Extended Health Care	0.0%	24.0%	16.0%	0.0%	-1.9%	7.6%
Dental Care	0.0%	10.0%	0.0%	12.0%	3.0%	5.0%
Overall Change	6.8%	19.7%	8.9%	-4.6%	-2.7%	5.6%

Optional Benefit Rates

Optional Employee Life Insurance

Age Band	Male		Female	
	Smoker	Non Smoker	Smoker	Non Smoker
18-24	0.120	0.070	0.090	0.050
24-29	0.120	0.070	0.090	0.050
30-34	0.120	0.070	0.090	0.050
35-39	0.180	0.100	0.120	0.070
40-44	0.280	0.160	0.210	0.120
45-49	0.460	0.260	0.330	0.190
50-54	0.770	0.440	0.490	0.280
55-59	1.310	0.750	0.740	0.420
60-64	1.810	1.050	1.240	0.710
65-69	2.720	1.870	1.830	1.070

About Cowan

Your Cowan Team

Anne Marie Nevins
Principal Consultant

Francine Sabourin
Senior Benefits Specialist

Daniel Penny
Senior Underwriting Specialist

At Cowan Insurance Group, we believe our role is to provide you with sound advice and innovative solutions that maximize your investment.

Our team members take an ownership approach with each of our clients, resulting in long-lasting and caring relationships.

This is accomplished by creating a partnership based on trust, communication and service.



Talent wins games, but teamwork and intelligence wins championships.

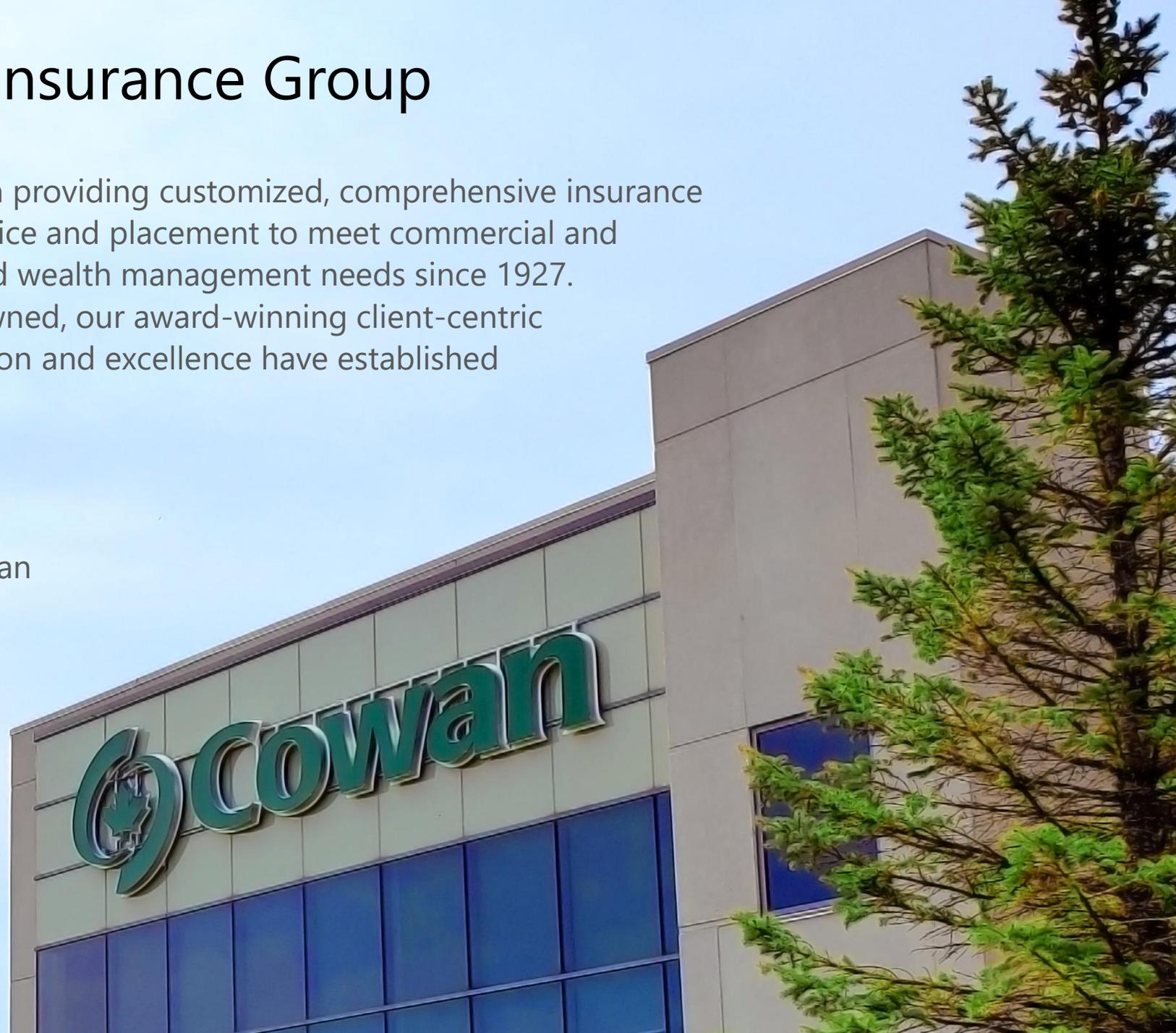
~
Michael Jordan

Welcome to Cowan Insurance Group

Cowan Insurance Group (CIG) has been providing customized, comprehensive insurance and risk management professional advice and placement to meet commercial and personal insurance, group benefits, and wealth management needs since 1927. Proudly independent and Canadian-owned, our award-winning client-centric approach and commitment to innovation and excellence have established us as a true market leader.

A trusted partner.

Client satisfaction is everything at Cowan Insurance Group. Our values have established us as a true leader in the Canadian marketplace and underpin our status as a Canada's Best Managed Companies Platinum Club Member and one of Canada's Most Admired Corporate Cultures.



Questions/Discussion

Disclaimer | Confidentiality

The information contained in this document is proprietary and confidential. If you are not the intended recipient, please note that any use or circulation of this document is not permitted and may be cause for legal action.



Platinum
member

COUNTY OF RENFREW

BY-LAW NUMBER 147-23 - 24

**A BY-LAW TO AUTHORIZE THE CLERK TO ENTER INTO
A SERVICE AGREEMENT RENEWAL WITH COWAN BENEFITS CONSULTING
FOR A BENEFITS PROGRAM**

WHEREAS the County of Renfrew wishes to renew its service agreement with Cowan Benefits Consulting to negotiate on behalf of the staff and elected officials of the County of Renfrew as the County of Renfrew's Benefits Consultant;

AND WHEREAS the renewal for service with Cowan Benefits Consulting be extended from January 1, ~~2024~~ **2025** - December 31, ~~2024~~ **2025**;

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

THAT By-law ~~113-22~~ **147-23** enacted on the ~~13th of October, 2022~~ **29th day of November, 2023** is hereby repealed.

That this By-law shall come into force and take effect on the 1st day of January, ~~2024~~ **2025**.

READ a first time this ~~29th day of November, 2023~~ **27th day of November, 2024**.

READ a second time this ~~29th day of November, 2023~~ **27th day of November, 2024**.

READ a third time and finally passed this ~~29th day of November, 2023~~ **27th day of November, 2024**.

PETER EMON, WARDEN

GWEN DOMBROSKI, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 148-23 - 24

**A BY-LAW TO AUTHORIZE THE CLERK TO ENTER INTO A
SERVICE AGREEMENT RENEWAL WITH MANULIFE FINANCIAL
FOR THE PROVISION OF A BENEFITS PROGRAM**

WHEREAS the County of Renfrew wishes to renew its service agreement with Manulife Financial, as Insurer, for the Benefits Insurance Program for staff and elected officials of the County of Renfrew;

AND WHEREAS this renewal for service with Manulife Financial be extended from January 1, ~~2024~~ **2025** - December 31, ~~2024~~ **2025**;

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

THAT By-law ~~114-22~~ **148-23** enacted on the ~~13th of October, 2022~~ **29th day of November, 2023** is hereby repealed.

That this By-law shall come into force and take effect on the 1st day of January, ~~2024~~ **2025**.

READ a first time this ~~29th day of November, 2023~~ **27th day of November, 2024**.

READ a second time this ~~29th day of November, 2023~~ **27th day of November, 2024**.

READ a third time and finally passed this ~~29th day of November, 2023~~ **27th day of November, 2024**.

PETER EMON, WARDEN

GWEN DOMBROSKI, CLERK

COUNTY OF RENFREW

BY-LAW NUMBER 132 -24

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

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

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

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

1. That the following policies attached to this By-law be hereby enacted as an amendment to the said By-law 63-03:
 - Policy A-23 Accommodations (new)
 - Policy D-01 Short-Term Disability Plan (amended)
 - Policy D-02 Long-Term Disability Plan(amended)
 - Policy D-03 Benefit and Service Continuation during STD/LTD (removal)
 - Policy E-13 Accommodating Disabilities (new)
 - Policy E-14 Non-Work Related Illness/Injury (new)
 - Policy E-15 Personal Time Off (new)
 - Policy G-02 Employee Incident/Accident/Near Miss Reporting(amended)
 - Policy G-04 Workplace Safety and Insurance Board(amended)
 - Policy G-05 Return to Work/Stay at Work(amended)

2. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this ~~25-27th day of November~~ **September**, 2024.

READ a second time this ~~25-27th day of November~~ **September**, 2024.

READ a third time and finally passed this ~~25-27th day of November~~ **September**, 2024.

PETER EMON, WARDEN

GWEN DOMBROSKI, CLERK

Corporate Policies and Procedures

DEPARTMENT: Human Resources				POLICY #: D-01
POLICY: Short-Term Disability Plan				
DATE CREATED: JUN/93	REVIEW DATE:	REVISION DATE: NOV/24	COVERAGE: All Full-Time Non-Union Employees	PAGE #: 1 of 4

POLICY STATEMENT

The County of Renfrew recognizes the importance of supporting employees' health and well-being. To this end, the County of Renfrew provides income protection through a short-term disability plan for periods of up to seventeen (17) weeks, per incident for full-time, non-union employees.

POLICY SCOPE

This policy governs the County of Renfrew's Short-Term Disability process and is applicable to all full-time non-union employees on approved medical leave of absence, per Policy E-14 – Non-Work Related Illness/Injury. This policy covers the following content:

- General Provisions;
- Procedure; and
- Benefits and Service Continuation.

DEFINITIONS

Short-Term Disability (STD) (Sick leave) means the period in which a full-time, non-union employee is unable to work due to a non-work related illness or injury, and provides income protection for a up to seventeen (17) weeks.

Break in Service means a period during which an employee's continuous service with the Employer is disrupted, possibly impacting their eligibility for benefits or entitlements.

Benefit Continuation means the policy provision ensuring that regular employee benefits including healthcare coverage continue during the short-term disability period.

Eligibility Criteria means the conditions that an employee must meet to qualify for benefits under this policy, including factors such as length of service, full-time employment status, and absence of breaks in service.

Corporate Policies and Procedures

DEPARTMENT: Human Resources				POLICY #: D-01
POLICY: Short-Term Disability Plan				
DATE CREATED: JUN/93	REVIEW DATE:	REVISION DATE: NOV/24	COVERAGE: All Full-Time Non-Union Employees	PAGE #: 2 of 4

Pro-rated Entitlements means the benefits or entitlements adjusted proportionally based on the specific circumstances, such as reduced work hours, or partial return to work.

Recurrence of Disability/Illness means a situation where an employee, after returning to work from a previous illness/injury, experiences the same or related health issue within a specified timeframe.

Return to Work Program means a structured plan that allows employees recovering from an illness or injury to gradually reintegrate into the workplace, often involving the modification of work duties or schedules aligned with their functional abilities.

POLICY CONTENT

1. General

- a) All full-time employees covered by this Policy are eligible for coverage after three (3) months service with the County, except if there is a break in service.
- b) Coverage is in effect twenty-four (24) hours per day and provides income protection for any illness or injury that is not covered by *Workplace Safety and Insurance Benefits* and the *Ontario Automobile Insurance Act*.

2. Procedure

- a) When an employee becomes eligible for coverage, coverage commences with the first day of illness. An employee covered by this benefit has up to seventeen (17) weeks of benefit coverage per illness/disability at one-hundred percent (100%) of their wages.
- b) If an employee returns to work and has a recurrence of the same illness/disability within the first three (3) weeks, the employee is entitled to sick leave of seventeen (17) weeks minus the period of sick leave used for the previous occurrence(s).
- c) Reoccurrence after three (3) consecutive weeks of full duty and full hours results reinstatement of full entitlement.

Corporate Policies and Procedures

DEPARTMENT: Human Resources				POLICY #: D-01
POLICY: Short-Term Disability Plan				
DATE CREATED: JUN/93	REVIEW DATE:	REVISION DATE: NOV/24	COVERAGE: All Full-Time Non-Union Employees	PAGE #: 3 of 4

- d) If an employee returns to work following receipt of long term disability benefits and becomes disabled from the same or related causes within 6 months from the end of the period for which benefits were paid under LTD policy, the employee is eligible for continuation of benefits under the long term disability policy and is not entitled to reinstatement of STD.
- e) If, during any fully paid leave of absence, an employee becomes ill, the employee advises the Employer of the illness. Appropriate certification, if required, is requested. An employee on any leave of absence that is not a fully paid leave is not eligible for payment of short-term benefits in the event of illness. Eligibility for short-term benefits is reinstated once the employee returns to work, as authorized.
- f) If an employee is sick/disabled, other forms of leave cannot be substituted for the employee's sick leave entitlement.
- g) If, during the short-term disability leave, an employee is laid off or terminated other than for retirement, the employee continues on short-term disability leave until the earliest of:
 - i. The expiry of their short-term disability coverage (seventeen (17) weeks per incident).
 - ii. The end of the illness.
- h) If notice of lay-off or termination is given prior to the commencement of the short-term disability leave, and the short-term disability leave starts within two (2) calendar months of the lay-off/termination date, the leave stops on the layoff/termination date.
- i) Participation in the return to work program (see Corporate Policy G-05 - Return to Work/Stay at Work Program s) performing modified work concurrent with functional abilities is expected if available and offered. Non-participation may result in suspension of short-term disability benefits.
- j) If an employee returns to work through participation in a modified work program (work hardening program) but is unable to return to full hours, their remaining STD entitlement can be used to cover the hours they are unable to work (e.g. employee usually works seven (7) hours/day – five (5) days/week, employee has two (2) weeks (70 hours) of STD leave remaining; employee returns to work through a modified work

Corporate Policies and Procedures

DEPARTMENT: Human Resources				POLICY #: D-01
POLICY: Short-Term Disability Plan				
DATE CREATED: JUN/93	REVIEW DATE:	REVISION DATE: NOV/24	COVERAGE: All Full-Time Non-Union Employees	PAGE #: 4 of 4

program (work hardening program) but is only able to work four (4) hours/day – three (3) days/week; employee will be paid regular for twelve (12) hours/week and STD entitlement for the remaining twenty-three (23) hours/week). Employee calls into work with an unrelated illness; employee is entitled to one-half (1/2) entitlement (one-half (1/2) day as opposed to one (1) full day).

3. Benefits and Service Continuation

- a) During the period of short-term disability all benefit coverage continues subject to proper and acceptable satisfactory medical certification for absence.
- b) If employment is terminated during the short-term disability leave, benefits cease on the termination date except for long-term disability coverage relevant to the present disability causing the employee to be on short-term disability. Life coverage should be continued until approval of long-term disability.
- c) Vacation credits and statutory holidays will not accrue after a period of thirty (30) consecutive days of leave for illness. Service will not accumulate after one (1) calendar year of absence.
- d) Vacation entitlements will be re-calculated for leaves greater than thirty (30) consecutive days for illness. Human Resources will provide communication on a yearly basis of the updated vacation entitlements. Employees participating on a modified return to work program with reduced hours, will also have their vacation entitlements pro-rated to reflect this schedule.

Corporate Policies and Procedures

DEPARTMENT:

Human Resources

POLICY

#:
D-02

POLICY:

Long-Term Disability Plan

DATE

CREATED:

OCT 30/91

REVIEW

DATE:

REVISION

DATE:

NOV/24

COVERAGE:

All Full-Time Non-Union
Employees

PAGE #:

1 of 3

POLICY STATEMENT

The County of Renfrew recognizes the importance of supporting employees' health and well-being. To this end, the County of Renfrew provides an insured Long-Term Disability (LTD) plan for income protection against illness or disability that extends beyond seventeen (17) weeks for full-time, non-union employees.

POLICY SCOPE

This policy is applicable to all full-time non-union employees and governs the County's Long-Term Disability (LTD). The following represents a general description of the LTD benefit plan and is not intended to supersede or detail the insurance policy. This policy covers the following content:

- Eligibility and enrolment;
- Income benefit;
- Rehabilitation; and
- Benefit and service continuation.

Please refer to the Group Benefits Booklet for your applicable plan with Manulife for additional information. In the event of a discrepancy between this policy and the Plan document, the Plan document will prevail.

DEFINITIONS

Total Disability or Totally Disabled means a restriction or lack of ability due to an illness or injury which prevents an employee from performing the essential duties of:

- a) Their own occupation, during the qualifying period and the two (2) years immediately following the qualifying period; and
- b) Any occupation for which the employee is qualified, or may reasonably become qualified, by training, education, or experience, after the two (2) years specified in part a) of this provision.

Benefit Schedule means the structured framework detailing the duration and percentage of salary a qualifying employee receives during their LTD leave, determined based upon their length of service.

Corporate Policies and Procedures

DEPARTMENT: Human Resources				POLICY #: D-02
POLICY: Long-Term Disability Plan				
DATE CREATED: OCT 30/91	REVIEW DATE:	REVISION DATE: NOV/24	COVERAGE: All Full-Time Non-Union Employees	PAGE #: 2 of 3

Rehabilitation Program means a program(s) designed to help the employee recover faster and return to work, which may include part-time work or modified duties.

Short-Term Disability (STD) means the period in which a full-time, non-union employee is unable to work due to a non-work related illness or injury, and provides income protection for a up to seventeen (17) weeks.

POLICY CONTENT

1. Eligibility and Enrolment

LTD is a form of insurance policy. Its primary aim is to provide a form of income replacement if an employee finds themselves unable to work for a period of time. If an Employee becomes Totally Disabled while insured for this benefit, the County’s benefit provider will pay a Disability Benefit as outlined in their policy, provided the Employee meets the providers’ entitlement criteria.

The employer will work with the employee and insurance provider to ensure proper documentation is provided based on the policy timeframes. The employee will also need to work with their attending physician to ensure required documentation is completed and submitted to initiate a claim. The insurance provider makes the decision based on the medical evidence provided.

2. Income Benefit

- a) When an employee is approved for LTD compensation, they will receive communication directly from the insurance provider, along with the amount of benefit payable.
- b) LTD premiums will be waived while the employee is receiving LTD benefits.

Corporate Policies and Procedures

DEPARTMENT: Human Resources				POLICY #: D-02
POLICY: Long-Term Disability Plan				
DATE CREATED: OCT 30/91	REVIEW DATE:	REVISION DATE: NOV/24	COVERAGE: All Full-Time Non-Union Employees	PAGE #: 3 of 3

3. Rehabilitation

- a) Once the insurance provider determines the employee is Totally Disabled, if appropriate, and at the insurance provider’s discretion, the employee may be offered rehabilitation to assist in returning to gainful employment, either to the pre-disability occupation or to another occupation. Rehabilitation programs are designed to help the employee recover faster and return to work.
- b) These programs may include returning to work on a part-time basis or returning to modified duties. While participating in an approved rehabilitation program by the insurer, the employee will continue to receive adjusted disability payments.
- c) If the employee is found to be reasonably suited to participate in a rehabilitation program and refuses to do so, the insurance company will stop making LTD payments.

4. Benefit and Service Continuation

The following apply to an employee who is approved for LTD:

- a) Upon completion of the seventeen (17) week STD, the Employer will continue to provide health and dental benefit coverage for up to thirty (30) months while an employee is in receipt of LTD benefits.
- b) Benefit coverage will cease when the employee reaches the age of 65.
- c) (b) Waiver of Premium is applicable to Ontario Municipal Employees Retirement System (OMERS), LTD benefits, and life insurance.
- d) (c) Service for the purpose of vacation entitlement and sick leave is retained but not accumulated.

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY #: G-02
POLICY: Employee Incident/Accident/Near Miss Reporting				
DATE CREATED: MAY 30/01	REVIEW DATE:	REVISION DATE: NOV/24	COVERAGE: All Employees, Contractors, and Visitors	PAGE #: 1 of 6

POLICY STATEMENT

The County of Renfrew is committed to ensuring the safety and well-being of its employees by mandating the prompt reporting of all incidents, accidents and occupational injuries/illnesses, near misses and exposures. To this end, this policy ensures accurate information, collection, thorough investigation, and timely corrective actions to prevent re-occurrences. It also facilitates rehabilitation and recovery processes, promoting compliance with the *Occupational Health and Safety Act (OHSA)* and *Workplace Safety Insurance Act (WSIA)* legislation.

POLICY SCOPE

This policy applies to all County of Renfrew (COR) Employees, Supervisors, Managers, Department Heads, Contractors and Visitors. It covers all work-related incidents, accidents, occupational injuries/illnesses, near misses, and exposures that occur throughout the course of employment or on County of Renfrew property.

DEFINITIONS

Incident means an event or combination of work-related events that result in time lost from work, healthcare, property damage, fire or environmental release, as well as event(s) (including near misses) that had the potential to result in any of the above.

Injury means any physical or functional abnormality or loss, which results from a workplace event or occupational disease/illness. Such injuries may result in lost time and/or a requirement for medical aid or first aid.

Critical Injury means an injury of serious nature that:

- Places life in jeopardy;
- Produces unconsciousness;
- Results in substantial loss of blood;
- Involves the fracture of a leg or arm but not a finger or toe;
- Involves the amputation of a leg, arm or foot but not a finger or toe;
- Consists of burns to a major portion of the body; or
- Causes the loss of sight in an eye (temporary or permanent).
- The ministry considers the leg to include an ankle or foot and the arm to include a wrist or hand.

Corporate Policies and Procedures

DEPARTMENT: Human Resources				POLICY #: G-02
POLICY: Employee Incident/Accident/Near Miss Reporting				
DATE CREATED: MAY 30/01	REVIEW DATE:	REVISION DATE: NOV/24	COVERAGE: All Employees, Contractors, and Visitors	PAGE #: 2 of 6

- Although the regulation specifies that the fracture or amputation of a single finger or toe is not a critical injury, a fracture or amputation of more than one finger or toe is considered to be a critical injury.

Lost Time means any absence from work (except the date of the incident) as a result of a work-related injury. The County is also required to report work-related lost time injuries/illnesses to the Workplace Safety and Insurance Board (WSIB) within three (3) days of learning about the injury.

Medical Aid (no lost time beyond date of incident) means professional services provided by a healthcare practitioner, including services provided by or at hospitals and health facilities such as walk-in clinics or physiotherapy clinics. The County is also required to report illnesses/injuries requiring medical attention to the WSIB within three (3) days of learning about the injury.

First Aid only means health services provided by employees of the County (i.e. a worker sustained a minor injury and the only treatment provided was first aid at the workplace, such as a band aid applied to a small cut, ice applied to bump).

Near Miss/Incident only means a work-related incident without personal injury or property damage, but with the potential for personal injury or property damage (i.e. verbal threats by client or co-worker, worker slipped on a wet floor without injury – no first aid treatment).

Property Damage means an incident that results only in damage to County facilities, equipment, tools or vehicles without injury to an employee.

Reportable Injuries means all injuries, whether lost time is sustained or not, must be reported on the **Employee Incident/Accident/Near Miss Report**. An injury becomes reportable to the Workplace Safety and Insurance Board when:

- An employee advises their immediate supervisor that a workplace injury has occurred and that medical attention has been, or will be, obtained, and/or
- An employee advises their immediate supervisor there is lost time beyond the day of injury.

Corporate Policies and Procedures				
DEPARTMENT: Human Resources				POLICY #: G-02
POLICY: Employee Incident/Accident/Near Miss Reporting				
DATE CREATED: MAY 30/01	REVIEW DATE:	REVISION DATE: NOV/24	COVERAGE: All Employees, Contractors, and Visitors	PAGE #: 3 of 6

POLICY CONTENT

1. Responsibilities

a) Employer

- (i) Ensure that all Supervisors are competent, as defined by the *Occupational Health and Safety Act* and follow all applicable legislation;
- (ii) Develop specific procedures for investigations of work-related injuries and incidents;
- (iii) Develop procedures for completion and transmission of the County's Employee Incident/Accident/Near Miss Report;
- (iv) Schedule training in incident investigation and reporting, as needed, for supervisory staff;
- (v) Ensure that all pertinent information about injuries and incidents are provided on the Employee Incident/Accident/Near Miss Report;
- (vi) Establish a process for distributing copies of the Employee Incident/Accident/Near Miss Report to Human Resources, Occupational Health Services, the Joint Health & Safety Committee and applicable union representative;
- (vii) Establish a process for review of reports and prompt implementation of appropriate steps to prevent similar future injuries/incident; and
- (viii) Establish a process for regular review of all incidents to determine trends prevention strategy intervention.

b) Supervisors of Injured Employees

- (i) Assure medical assistance, as needed, is provided to the injured worker;
- (ii) Immediately investigate all accidents to the extent needed to determine cause and actions required to prevent recurrence and to complete all sections applicable in the Employee Incident/Accident/Near Miss Report. Such investigations are to include assessing the scene and interviewing of witnesses. (Support is provided through the applicable Joint Health & Safety Committee for the work site);
- (iii) Complete and submit an Employer's Report of Injury/Disease (WSIB Form 7) and the Critical Incident Reporting to the MOL, when required;

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DEPARTMENT: Human Resources				POLICY #: G-02
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- (iv) Request the assistance of the designated worker member of the Joint Health and Safety Committee and Human Resources in the investigation of critical injuries and other serious injuries/incidents;
- (v) Complete and submit the Incident/Accident/Near Miss Report within appropriate timeframe
- (vi) Promptly initiate and/or implement corrective actions within their control to prevent similar injuries/incidents or direct to other parties for action if outside their control, and
- (vii) Promptly share necessary information regarding critical injuries and significant incidents with Human Resources and Joint Health and Safety Committees so that actions can be taken to prevent future similar injuries/incidents.

c) Workers

- (i) Immediately report work-related injuries or incidents to their Supervisors;
- (ii) Obtain medical treatment (i.e. medical aid, first aid, 911), if required, and submit the WSIB Initial Health Professional Report (WSIB Form 8) Return to Work sections within twenty-four (24) hours of their assessment to the employer;
- (iii) Complete the COR Incident/Accident/Near Miss Report; and
- (iv) Complete the Worker's Report of Injury/Illness (WSIB Form 6) if the injury or illness is reportable to the WSIB, submit to the WSIB and provide a copy to their Supervisor.

d) Occupational Health Services

- (i) Act as liaison between the Division, the employee and the WSIB;
- (ii) Maintain employee WSIB file;
- (iii) Assist service areas, as needed, in meeting reporting requirements (i.e. to WSIB, MOL, JHSCs, Unions); and
- (iv) Provide guidance on Return to Work program (See Corporate Policy G-05 Return to Work/Stay at Work Program).

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e) Human Resources

- (i) Request additional information of supervisory staff if an Employee Incident/Accident/Near Miss Report is inadequately completed;
- (ii) Assist with completing corrective actions identified by the supervisor in the report;
- (iii) Provide assistance and training in incident investigation and reporting, as needed;
- (iv) Assist services areas, as needed, in meeting reporting requirements (i.e. to WSIB, MOL, JHSCs, Unions);
- (v) Establish corporate guidelines for incident investigation and reporting,
- (vi) Establish corporate supervisory training standards and monitor implementation; and
- (vii) Review injury/incident trends to assist in identification and initiation of appropriate prevention efforts.

f) Joint Health and Safety Committees

- (i) When the committee determines it to be necessary, a designated worker member will investigate critical injuries and other serious incidents;
- (ii) Review incident/accident/near miss reports and make recommendations for corrective actions and/or prevention intervention to management; and
- (iii) Protect the privacy of employees with respect to injury/incident information in their possession.

g) Union Health and Safety Representatives

- (i) Support the implementation of this policy by discussing injury trends, where known, with Divisions, and
- (ii) Protect the privacy of employees with respect to injury/incident information in their possession.

APPENDICES:

Appendix A: Employee Incident/Accident/Near Miss Report

Appendix B: Visitor Incident/Accident/ Near Miss Report

Appendix C: Witness Statement

Corporate Policies and Procedures

DEPARTMENT:

Human Resources

POLICY #:

G-02

POLICY:

Employee Incident/Accident/Near Miss Reporting

DATE

CREATED:

MAY 30/01

REVIEW

DATE:

REVISION

DATE:

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Appendix D: Accident Investigation Report

Appendix E: Critical Injury Contact List

Appendix F: Corrective Action Form

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Corporate Policies and Procedures

DEPARTMENT: Human Resources				POLICY #: G-04
POLICY: Workplace Safety and Insurance Benefits				
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POLICY STATEMENT

All employees of the County of Renfrew are covered by the provisions of the *Workplace Safety and Insurance Act* of Ontario in the event of an injury or industrial disease sustained while in the course of their employment.

POLICY SCOPE

This policy applies to all County of Renfrew employees. This policy covers the following content:

- Responsibilities;
- Temporary WSIB Compensation Loan;
- Continuation of Benefits during WSIB leave; and
- Vacation and paid holidays during WSIB leave.

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

DEFINITIONS

Reportable Injuries means all injuries, whether lost time is sustained or not, must be reported on the ***Employee Incident/Accident/Near Miss Report***. Employers must report a work-related accident to the WSIB if they learn that a worker requires healthcare and/or:

- is absent from regular work;
- earns less than regular pay for regular work (e.g., part-time hours);
- requires modified work at less than regular pay; or
- requires modified work at regular pay for more than seven calendar days following the date of accident.
- When deciding whether to report an accident where a worker requires modified work at regular pay for more than seven calendar days, employers should consider that:
 - shift workers, or those on irregular work patterns, may not be scheduled to work on the eighth calendar day. In these cases, the employer must report

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the accident if the worker requires modified work on the first shift that follows the eighth calendar day.

- the seven calendar day period is not reset for workers that initially require modified work for less than seven calendar days, return to regular work for a brief period, and then require further modified work. In these cases, the requirement to report is based on whether the worker requires modified work after the initial seven calendar days following the date of accident; or
- if a worker initially returns to regular work, but then requires modified work, the employer must report the accident if the worker requires modified work for more than seven calendar days from the date that the modified work began.

Occupational disease means a health problem caused by exposure to a workplace health hazard.

POLICY CONTENT

1. Responsibilities

- a) All accidents occurring while employees are working for the County of Renfrew are to be reported in accordance with County Policies (G-01 Occupational Health and Safety and G-02 Employee Incident/Accident Reporting).
- b) The WSIB must receive an employer's complete accident report within three (3) business days after the employer learns of the reporting obligation.
- c) If an employee is injured on the job and they are unable to perform their duties for the balance of the shift, the Employee's regular rate of pay shall continue for the balance of that shift and there shall be no deduction from sick leave or other credits.

2. Temporary WSIB Compensation Loan

During the period of disability, the following options are available to the claimant. These options are designed to provide relative consistency in compensation payments, if there are delays in processing by the WSIB:

- a) Upon written application by the employee, the Employer can provide a temporary loan to the employee. The employer in this case, advances 75%

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of the normal gross earnings (based on normal earnings exclusive of any premiums) for each two-week period that WSIB advances are not made. It is essential that a separate request is issued for each advance.

- b) If a claim is allowed by the WSIB, the employee immediately reimburses the Employer upon receipt of the WSIB benefits for any of funds provided for in this clause.
- c) If a claim is disallowed by the WSIB, the employee reimburses the Employer for any advances given and is not eligible for further advances.
- d) If an employee fails to reimburse the Employer for advances that were loaned provided under parts (ii) or (iii), all such funds owing may be withheld from any other benefit or severance normally paid to an employee.

3. Continuation of Benefits during WSIB leave

- a) Where a WSIB leave continues beyond two (2) weeks, the Employer's portion of benefit premiums is continued. However, to continue benefit coverage where there is employee premium participation, the employee portion must be kept current. If the employee returns to regular employment within two (2) weeks, the employee premium portion is deducted from the next regular pay.
- b) If there is any question as to whether or not the return to regular employment will be within the two (2) week period, the employee submits their benefit premiums. The employee is advised of their premium portion and this premium is submitted within two (2) weeks.
- c) If the employee portion of benefit premiums is not submitted as required in part (ii), those benefits are cancelled and re-enrolment is subject to the conditions laid out by the benefit carrier.
- d) If the injury requires, or appears to require, leave beyond six (6) months, the Human Resources Division is contacted to initiate waiver of premium provisions for health benefits. Such waiver of premium requests are made as much in advance in the six (6) month time period as possible.
- e) Employees are to consult with Policy G-05 Return to Work/Stay at Work Program for guidance on return to work.

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- f) Life and Health benefits may be maintained up to two (2) years or upon receipt of a permanent/partial disability award, whichever occurs first.

4. Vacation and paid holidays during the WSIB leave

- a) Vacation and paid holiday credits shall not accrue during a period of WSIB absence.
- b) Vacation credits and statutory/paid holidays (lieu days) are paid out if an employee who has been on WSIB leave returns to work at a time during the year that vacation credits and lieu days cannot reasonably be scheduled.

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Corporate Policies and Procedures

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POLICY: Return to Work (RTW)/ Stay at Work (SAW) Program				
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POLICY STATEMENT

The County of Renfrew recognizes the importance of supporting employees to stay at work, or as they return to work following a medical leave. This policy outlines the procedures and expectations to facilitate the employee to remain in the workplace or achieve a successful transition back to the workplace, while promoting the health and well-being of employees.

Employees who are absent from work due to injury or illness shall be managed consistently in consultation with Occupational Health Services (OHS) and managed through the Medical Leave of Absence process through Corporate Policies E-14 Non-Work Related Illness/Injury, Policy G-02 Employee Incident/Accident Reporting, and Policy G-04 Workplace Safety and Insurance Benefits.

POLICY SCOPE

This policy governs the County of Renfrew's return to work/stay at work process, and is applicable to all employees returning to work from an approved medical leave of absence or remaining at work during their recovery. This policy covers the following content:

- General Requirements;
- Responsibilities; and
- Modified Work Plan.

Unionized employees should consult the appropriate Collective Agreement for any deviations to this policy.

DEFINITIONS

Date of Disability means the first day of regularly scheduled employment for which an employee cannot report due to injury or illness.

Functional Demands Analysis is the identification of the physical, cognitive and psychosocial demands and the tasks associated with the demands in a job.

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Functional Abilities Evaluation (FAE) is an objective method of assessing abilities and limitations. These are defined by specialized healthcare personnel, usually physiotherapists, occupational therapists or kinesiologists. The methods measure tolerances and capabilities and they can also be used to assist in the identification of treatment options that may improve outcomes.

Modified Work Plan means accommodating a person who has been absent from work and/or who is participating in a modified work plan and may have reduced functional abilities or inability to work full hours.

Non-Work-Related Injury/Illness is an injury or illness that is acquired outside of work.

Suitable Work Duties are duties that an employee has medical fitness and skills to perform that would not cause unreasonable health and safety risk to self or others.

Return to Work Plan means a written document developed collaboratively by the injured or ill worker, the worker's Supervisor or Manager, the treating health professional, and OHS. It outlines the workers functional abilities, their scheduled hours and job duties they are performing when returning to work.

Work Hardening means an interdisciplinary, individualized, job specific program of activity with the goal of return to work with full capability.

Work-Related Injury/Illness is a personal injury or illness that occurs in the course of employment if the surrounding circumstances relating to place, time, and activity indicate that injury/illness was work- related.

POLICY CONTENT

1. General Requirements

- a) Employees requesting to return to work from a medical leave or stay at work are required to submit medical documentation from their healthcare provider confirming their functional abilities and recommendations.
- b) OHS will review the medical documentation to ensure it complies with relevant privacy laws and assess any necessary medical accommodations.

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POLICY: Return to Work (RTW)/ Stay at Work (SAW) Program				
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- c) Employees' must provide advance notice to their immediate supervisor and OHS regarding their intended return to work or stay at work following an illness/injury.
- d) If there is a change in the anticipated return to work date, employees must promptly notify their Supervisor and OHS.
- e) OHS and Supervisor will conduct a return to work meeting to discuss the employees' return, any necessary accommodations, and address any concerns or questions the employee may have.
- f) Process for unionized employees is outlined in relevant Collective Agreement.
- g) OHS and Supervisor may assess the need for a phased return or modified duties, based upon the employee's functional abilities and recommendations from their healthcare provider.
- h) Any modifications or phased return to work plan will be clearly communicated to the employee, and adjustments made as required.
- i) Communicate any necessary information regarding the returning employee's situation to the team, foster an inclusive and understanding environment.

2. Responsibilities

a) Employee Responsibilities

- Follow appropriate policy expectations of Policy E-14 Non-Work Related Illness/Injury, Policy G-02 Employee Incident/Accident/Reporting, and Policy G-04 Workplace Safety and Insurance Benefits.
- Submit timely and accurate medical documentation from a healthcare provider outlining functional abilities and recommendations to OHS for review. Provide updated medical documentation as requested by OHS throughout the process.
- If illness or injury is work related, submit Functional Ability and return to work information to the Employer and OHS within 24 hours of medical assessment.
- Attend return to work meeting with Supervisor and OHS, WSIB or third party disability personnel, if applicable, to discuss the return to work process, any necessary accommodations, or address concerns.

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POLICY: Return to Work (RTW)/ Stay at Work (SAW) Program				
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- Communicate any changes in functional abilities or to the return to work program promptly to Supervisor and OHS.
- Adhere to all applicable County of Renfrew policies and procedures.

b) Supervisor Responsibilities

- Acknowledge and respond promptly the employee's notification of intention to return to work or stay at work.
- Participate in the return to work/ stay at work process, identifying suitable available work, meeting with OHS and the employee to discuss the process and establish plans, address concerns, monitor and provide updates, as requested, to OHS and WSIB or third party disability personnel, if applicable.
- Communicate any necessary information regarding the returning employee's situation to the team, foster an inclusive and understanding environment.

c) Occupational Health Services Responsibilities

- Review medical documentation submitted by the employee.
- Provide medically guided recommendations regarding stay at work or return to work/work hardening plan.
- Collaborate with Supervisor and Human Resources to assess the need for gradual or modified duties or hours, based on the employee's medical documentation.
- Provide guidance on the employee's fitness to resume regular duties based on submitted medical clearance certificate.
- Ensure compliance with privacy laws and regulations in the collecting, handling and storing of medical information.
- Organize and participate in the return to work meeting with the Employee, Supervisor, and union representation, if applicable.

d) Human Resources (HR) Responsibility

- Support communication between OHS, Supervisors and Employees throughout the return to work process.

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- Assist with identifying suitable available modified duties within the organization.
- Offer support and resources for employees returning to work post-medical leave.
- Liaise with Supervisors and union representatives to ensure compliance with respective Collective Agreements for unionized employees.
- Mediate conflicts arising from discrepancies in return to work programs.
- Enforce policy guidelines for employees failing to follow established policy and procedure.

3. Modified Work Plan

- a) Accommodating a person who has been absent from work and/or is participating in a modified work plan with reduced functional abilities or inability to work full hours are protected by the *Code*.
- b) A modified stay at work /return to work plan is short, progressive with an end goal of return to pre-disability duty within 4-6 weeks.
- c) A modified return to work plan could include the use of sick time or STD, if eligible, for the days and hours not worked during this reintegration for a maximum of twelve (12) weeks. The program may be extended at the discretion of the Department Head and HR in consultation with OHS.
- d) Employees participating in a modified return to work plan shall be compensated at their normal rate of pay for hours worked. To keep employee's hour's whole, appropriate sick entitlements may be applied.
- e) Please refer to policy D-01 Short Term Disability Plan for all non-union employees and the applicable Collective Agreement for unionized employees.

Corporate Policies and Procedures

DEPARTMENT:

Human Resources

POLICY**#:**

A-23

POLICY:

Accommodation

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POLICY STATEMENT

The County of Renfrew is committed to providing inclusive, barrier-free employment, facilities, and services that are free from discrimination as required under the *Ontario Human Rights Code (Code)* and the *Accessibility for Ontarians with Disabilities Act (AODA)*.

POLICY SCOPE

This policy applies to all employment policies, programs, practices, systems, communications, the use of facilities and provisions of all County services. This policy covers the following content:

- Principles;
- Systemic Assessments;
- Individual Assessments;
- Dignity and Privacy;
- Inclusion; and
- Roles and Responsibilities.

DEFINITIONS

Accessibility means access. It refers to the absence of barriers that prevent individuals and/or groups from fully participating in all aspects of employment and service provision. The term is often linked to people with disabilities and their rights to access.

Barriers means, with respect to discrimination, it includes attitudes and designs that prevent people from fully participating in employment, use of facilities, and service provision. Individuals and groups can experience discrimination as a result of physical (building design), attitudinal (stereotypes or prejudices) or systemic barriers. Systemic barriers are formal or informal policies, practices or rules which, when applied in the same way to everyone, may have the effect of excluding or restricting the participation of some individuals, i.e. a work schedule or community meeting that conflicts with religious observance requirements.

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POLICY: Accommodation				
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Duty to Accommodate means the obligation of an employer, facility, and service provider to take steps to eliminate the disadvantage caused by systemic, attitudinal, or physical barriers that exclude individuals or groups protected under the *Code* from participating in all aspects of employment, use of facilities and service provision. There is a procedural obligation to explore all accommodation options, and a substantive obligation to implement an accommodation that is reasonable. Every accommodation request must be fully considered, and may be refused only if no *Code*-related need is substantiated, or if undue hardship can be demonstrated.

Employment Accommodation:

Universal Accommodation means a proactive process of identifying and eliminating barriers for everyone. This can be done through the initial design of, and/or modifying facilities, policies, programs, procedures and practices, and ensuring that potential barriers are identified and removed. In some cases, new policies, programs, procedures and practices are required to eliminate barriers and achieve equitable outcomes.

Individual Accommodation means an adaptation or adjustment that may be required to enable an employee to perform their essential job responsibilities effectively and/or a service recipient to participate in a County program. For employees, this may involve purchasing equipment, modifying some duties or hours of the job, reassignment of the employee, or providing additional supports such as sign language interpretation. For service delivery, this may involve modifying facilities and programs, ensuring program delivery does not conflict with religious requirements/sincerely held beliefs, the provision of communications in alternative formats, making attendant care available, etc.

Protected/Prohibited Grounds means that every person has the right to equal treatment on the basis of the following: race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, receipt of public assistance, sexual orientation, age, record of offences, marital status, family status, or disability.

Undue Hardship means the extent to which an employer, facility and/or service provider must attempt to accommodate the needs of an employee, job applicant and/or

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service recipient who has demonstrated that accommodation is required on grounds protected in the *Code*.

The County shall take all reasonable steps to determine if an employee, job applicant and/or service recipient can be accommodated. However, there are limits on how much the County is required to do. If the County can show that further efforts to accommodate would create undue hardship for it, the County has met its legal obligations.

The three factors under the Code that can be considered in determining undue hardship are:

- cost of the accommodation, i.e., whether or not the cost threatens the viability of the County of Renfrew;
- outside sources of funding, if any, i.e., whether the County can access special funding, such as grants to alleviate some of the direct costs of the accommodation;
- health and safety requirements, if any.

POLICY CONTENT

1. Principles

The County recognizes its duty to accommodate to the point of undue hardship, and commits itself to an accommodation process that respects the *Code* principles of dignity privacy, inclusion and individualization.

The County's commitment extends to all aspects of employment, use of facilities and the provision of services. Employment activities include: recruitment, assessment and selection, orientation, working conditions, promotion, training, performance management, career development, workforce transition, leaves of absence, return to work and redeployment. It also includes the purchase and management of information technology and communication systems, development and management of information services, decisions relating to real estate/property and purchasing of internal fittings (i.e. chairs, desks, lights, etc.), and to the organization of conferences, seminars and training. Accommodation of service recipients relates to all aspects of service delivery, including the provision of accessible and inclusive buildings, information, communications, systems, policy/program design and modification, etc.

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2. Systemic Assessments

The proactive review of existing policies, rules, practices and procedures to identify and eliminate barriers to access and inclusion. Ensuring policies, standards and practices are barrier-free can minimize the need for individual assessments/accommodations.

3. Individual Assessment

Accommodation is assessed and delivered on an individual basis for persons who make their needs known. Each request must be considered individually in order to assess appropriate accommodation. Requests for accommodation must be dealt with in a timely manner so individuals can fully participate in all aspects of employment, use of facilities, and service provisions, except where evidence does not support the need for accommodation or where undue hardship can be demonstrated.

4. Dignity and Privacy

Individuals must be accommodated in ways that respect their dignity and right to privacy. Information relating to specific requests for accommodation will be treated as confidential and will only be used for the purpose of accessing and implementing accommodation options and solutions. The County will comply with all privacy, confidentiality, and security requirements of the Municipal Freedom of Information and Protection of Privacy Act.

5. Inclusion

Ensures programs, policies, systems, facilities, services, etc. are designed and administrated to foster the full integration of diverse individuals and groups protected under the *Code*.

6. Roles and Responsibilities

a) Departments:

- Departments/Divisions are responsible for providing accessible, inclusive, barrier-free employment (programs, policies, procedures, systems, and

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practices), facilities and services that are compliant with the *Code* and AODA requirements.

b) Management:

- Management is responsible for managing the accommodation process by individually accessing requests in good faith, considering all options, resolving disagreements, and documenting, monitoring, and evaluating employment, and service and facility accommodation solutions.
- Consulting with Human Resources before approving or denying an accommodation request.

c) Employees, Job Applicants and Service Recipients:

- Identifying needs and initiating requests for accommodation.
- Providing evidence to support accommodation needs and to support the assessment of accommodation options/solutions.
- Participating in good faith, in the assessment and implementation of accommodation solutions.

d) Human Resources:

- Providing advice to support management in the assessment and implementation of accommodation.
- Ensuring accommodation is incorporated into Human Resources policies, procedures, practices, etc.
- Providing accommodation guidance related to collective agreements and working with the County's unions to address collective agreement barriers.
- Investigating allegations/complaints of harassment/discrimination regarding the County's duty to accommodate.

Unions:

- Participating and cooperating in the accommodation process and working with the employer to address barriers in collective agreements.

APPENDIX A

Request for Accommodation (RFA) Form

Corporate Policies and Procedures

DEPARTMENT: Human Resources				POLICY #: E-13
POLICY: Accommodating Disabilities				
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POLICY STATEMENT

The County of Renfrew's Accommodation Policy A-23 outlines the obligation to accommodate individuals in accordance with the *Ontario Human Rights Code* (Code) and the *Accessibility for Ontarians with Disabilities Act* (AODA). This policy is in place to raise awareness and fulfill our shared obligation to accommodate employees, job applicants and service recipients based on the ground of Disability.

POLICY SCOPE

This policy governs the disability accommodation guidelines at the County of Renfrew and is applicable to all employees. This policy covers the following content:

- Disability Accommodation;
- Procedure; and
- Accommodation Plans.

DEFINITIONS

Accommodation means preventing or removing barriers or making adaptations or adjustment that enable a person with a disability to demonstrate the essential duties of the position. The duty to accommodate under the *Code*, involves ensuring employees are treated with dignity, inclusion and as individuals with unique needs specific to themselves or to a protected ground they belong.

Essential duties means the vital or indispensable aspects of a job.

Disability means a broad range and degree of conditions, some visible and some not visible, please refer to the *Ontario Human Rights Code* for additional details see: [Disability - Code](#)

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POLICY CONTENT

1. Disability Accommodation

All employees have a right to be treated with respect and dignity and to participate fully in both service and employment activities regardless of disability. Reasonable efforts will be taken to remove barriers faced by disabled individuals.

Employees need to make their accommodation needs known as far in advance as possible from when the accommodation is likely required. This is to provide Management and Human Resources (HR) sufficient time to explore and respond to the request. Exploring disability-related accommodation requests can be complex and may involve multiple parties. It is not unreasonable in certain circumstances for delay to occur as a result.

2. General Requirements

- Employees seeking accommodation must make their requests to the HR division in a timely manner, and provide relevant documentation to verify the effect of their disability to determine appropriate accommodations, if appropriate. Requests for accommodation should be submitted in writing utilizing the confidential form Request/Document for Accommodation Plans (Appendix A).
 - All medical related disability accommodation requests will be reviewed by Occupational Health Services (OHS).
 - All non-medical related accommodation requests will be reviewed by a member of HR (see Policy A-23 on Accommodations).
- The County will ensure the dignity and privacy of employees with disabilities.
- In cases where the employee is in the process of obtaining appropriate documentation, Management, with consultation from OHS, will consider in good faith and on a case-by-case basis whether interim accommodation measures can be temporarily implemented.

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- If the individual does not cooperate by providing objective medical documentation in a timely manner, an accommodation may not be put in place until satisfactory medical information is received confirming disability and outlining the functional limitations that need to be accommodated.
- Individuals requesting accommodation have an obligation to cooperate by providing the information requested and details about their functional limitations throughout the accommodation process and remain flexible in considering reasonable accommodation solutions.
- Accommodation decisions will be made in accordance with the *Code* and associated policies. Accommodations will be provided in a way that respects the dignity of the individual with disabilities and encourages integration and equality of opportunity.
- Human Resources, in consultation with Management, will identify and assess as many accommodation solutions as possible. Accommodations will be developed to meet individual needs in a way that is least disruptive to the employee and to divisional operations. Please note that:
 - The duty to accommodate is a co-operative and collaborative process.
 - Employees are not entitled to a perfect or ideal accommodation but, one which is reasonable in the circumstances, and they have a duty to accept a reasonable proposal.
 - When identifying accommodation solutions, the County is entitled to select the accommodation option that is the least costly and minimally disruptive to operations; employees are paid only for the hours they have worked and the work they are performing.
- After accommodation is implemented, Management will manage the workplace environment to ensure a respectful and supportive team culture is maintained. Management, in consultation with OHS, will review the accommodation on a frequent basis, based on the nature of the disability to ensure that documentation to support the accommodation request is current and that the accommodation continues to be appropriate.

Corporate Policies and Procedures

DEPARTMENT: Human Resources				POLICY #: E-13
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3. Accommodation Plans

The Accommodation plan will specify the details of the accommodation including the following:

- Who is responsible;
- Who will be involved;
- Reason for the accommodation, needs and abilities;
- Description of the accommodation;
- The time lines for putting the accommodation in place;
- The duration;
- The nature of follow-up evaluation; and
- In cases of job duty modification, a regular review(s) should be carried out by the Manager and followed up in writing to all appropriate parties.

a) Management responsibilities:

- Implementing changes to the physical work environment or equipment and/or modifying how and when tasks are performed to enable the employee to achieve the objectives of their positions.
- Modifying the employee’s job duties in a manner consistent with their individual capabilities in order for the employee to perform the essential tasks so as to achieve the objectives of their position.
- Exploring other available job opportunities within the employee’s home Division, in which they would be capable of performing the essential tasks of the position, with or without modifications.
- Exploring available job opportunities in other divisions in which the employee would be capable of performing the essential tasks of the position, with or without modifications.

Corporate Policies and Procedures

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POLICY:
Accommodating Disabilities

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b) Employee responsibilities:

- Submit timely and accurate medical documentation from a healthcare provider outlining functional abilities and recommendations to OHS for review. As well as providing updated medical documentation as requested by OHS throughout the process.
- Attend accommodation meeting(s) with Supervisor and OHS, and/or union representative if applicable to accommodation process, or address concerns.
- Promptly communicate any changes to their condition or needs that may affect the accommodation plan to the Supervisor and OHS.
- Adhere to County of Renfrew policies and procedures.

c) Occupational Health Services (OHS) Responsibilities:

- Review medical documentation submitted by the employee.
- Provide evidenced based medically guided recommendations regarding accommodation plan.
- Collaborate with Supervisor, HR and employee to assess the need based on the employee's medical documentation.
- Provide guidance to the employee's on safe and suitable accommodation.
- Ensure compliance with privacy laws and regulations in the handling and storing of medical information.
- Organize and participate in accommodation efforts and all meetings with the Employee, Supervisor, and union representation, if applicable.

d) Human Resources Responsibilities:

- Support communication between OHS, Supervisors and Employees throughout the accommodation process.
- Assist with identifying suitable available accommodations within the organization.
- Offer support and resources for employees on accommodation.

Corporate Policies and Procedures

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- Liaise with Supervisors and union representatives to ensure compliance with respective Collective Agreements for unionized employees.
- Mediate conflicts arising from discrepancies in accommodation plans.
- Enforce policy guidelines for employees failing to follow established policy and procedure.
- Document all efforts and accommodations offered, and provide copies to the applicable workplace parties.

e) Union responsibilities:

- Support the employee to meet their responsibilities.
- Protect the privacy of employees with respect to disability and/or accommodation information in their possession.

APPENDIX A

Request/Document for Accommodation Plans

Corporate Policies and Procedures

DEPARTMENT:

Human Resources

POLICY

#: E-14

POLICY:

Non-Work Related Illness/Injury

DATE**CREATED:**

NOV/2024

REVIEW**DATE:****REVISION****DATE:****COVERAGE:**

All Employees

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POLICY STATEMENT

The County of Renfrew recognizes the importance of supporting employees' health and wellbeing. This policy provides an overview for employees reporting non-work related illness or injury, while ensuring compliance with relevant legislation and applicable Collective Agreements.

POLICY SCOPE

This policy governs the County of Renfrew's process for reporting non-work related illness or injury, and is applicable to all employees. This policy covers the following content:

- General Requirements;
- Roles & Responsibilities;
- Medical Information Requirements; and
- Benefit Entitlements.

Unionized employees should consult the appropriate Collective Agreement for any deviations to this policy.

DEFINITIONS

Communicable Disease means an infectious disease transmitted from one individual to another or from animals to humans, requiring infection control and/or public health measures for control and prevention.

Functional Ability Information means details regarding an employee's physical or mental capabilities, ascertained through medical assessments or reports, which are necessary to evaluate their ability to perform work-related tasks.

Healthcare Provider means a healthcare provider as defined under the Regulated Health Professionals Act determined satisfactory to the case by the employer.

Medical Leave of Absence means a sanctioned period during which an employee is permitted to be absent from work due to illness, injury or medical emergencies, as outlined within the *Employment Standards Act, 2000*.

Corporate Policies and Procedures

DEPARTMENT:

Human Resources

POLICY

#: E-14

POLICY:

Non-Work Related Illness/Injury

DATE**CREATED:**

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Non-Work Related Illness or Injury means a physical or mental health condition that is not caused by work, which incapacitates an employee from completing the essential duties of their job.

Occupational Health Services (OHS) means the Division of the Employer, responsible for the case management of non-work related injuries/illnesses. Inclusive of Employee Health Coordinator(s) or designate, Occupational Health Nurse(s), Medical Advisor and administrative support staff.

Partial Disability means a condition that renders an employee partially incapable of performing some of the duties or requirements of their job (including schedule), due to illness or injury, as verified by satisfactory medical documentation.

Total Disability means a condition that renders an employee incapable of performing essential work duties due to illness or injury, as verified by satisfactory medical documentation. In order to be considered totally disabled, the employee must be under the active and continuous care of an approved regulated health professional, and be following the treatment provided.

POLICY CONTENT

1. General Requirements

- a) Regular attendance at work is an employment expectation.
- b) Employees are required to report and document every instance of absence from work.
- c) An employee may be entitled to medical leave for illnesses, injuries and medical emergencies for themselves. It does not matter whether the illness/injury/emergency was caused by the employee, or by external factors beyond their control.
- d) Generally, employees may be entitled to leave for pre-planned (elective) surgery, if it is for an illness or injury, even though it is scheduled ahead of time and is not a medical "emergency".
- e) Employees are not entitled to take leave for cosmetic surgery that is not medically necessary, or is unrelated to an illness or injury. General leave of absence in these circumstances may be considered.

Corporate Policies and Procedures

DEPARTMENT:

Human Resources

POLICY**#:** E-14**POLICY:**

Non-Work Related Illness/Injury

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- f) Employees absent due to a communicable disease are required to report the absence to their Supervisor/Manager immediately. Pending if the employee is a healthcare worker or non-healthcare worker, management may be required to take immediate action, which may include following public health protocols and department specific standard operating procedures, as applicable.
- g) Non-compliance with, or abuse of this policy or its established procedures, may jeopardize the employer's ability to address the employees request, which may affect the employee's eligibility for medical leave benefits, the ability to return to work, and may result in disciplinary actions.

2. Roles and Responsibilities

The County of Renfrew recognizes that we all play a role in upholding this policy. The following outlines the various roles and responsibilities placed on those in the workplace.

Employees are responsible for the following:

- a) Communicate with their direct Supervisor as soon as possible, providing the date and nature of illness/injury, anticipated date of return, and intention to seek medical attention if applicable.
- b) Communicate a request for leave for every day of absence, unless instructed otherwise.
- c) Submit supporting medical documentation to Occupational Health Services (OHS) from their healthcare provider that is satisfactory to the employer for absences beyond three (3) consecutive days, or at the employer's request.
- d) Conduct themselves in a manner which is consistent with their illness/injury.
- e) Obtain and participate in active treatment in order to resolve their illness/injury.
- f) Inform healthcare providers about employer's policies and procedures.
- g) Regularly, and as requested, communicate with Management regarding intentions.
- h) Regularly communicate as requested with OHS regarding medical and recovery status, in compliance with confidential and privacy legislation and County of Renfrew policies and procedures.
- i) Promptly respond to all requests for information and documentation that the employer identifies as relevant for case management purposes.

Corporate Policies and Procedures

DEPARTMENT: Human Resources				POLICY #: E-14
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Supervisors are responsible for the following:

- a) Promote and enforce this policy amongst their teams/departments/divisions.
- b) Provide support and guidance to employees navigating non-work related illness or injury, including assistance with understanding the policy, submitting leave requests, and accessing appropriate internal resources.
- c) Manage employee leave requests in accordance with policy guidelines, including reviewing requests, approving leave where appropriate, and coordinating work coverage during employee absences.
- d) Maintain accurate records of employee absences due to non-work related illness or injury, ensuring all documentation is complete, confidential, and stored securely.
- e) Collaborate with OHS for all absences and Human Resources as necessary, particularly for cases of extended absence, or where additional medical documentation is required.
- f) Establish and maintain ongoing communication and outline expectations of the employee, in consultation with Human Resources and OHS as necessary.
- g) Maintain confidentiality of employee information and respect of their privacy throughout the process.
- h) Identify modified work and support options, in cooperation with OHS and the employee, to determine an appropriate plan.
- i) Maintain regular communication with employees during non-work related illness/injury, focusing on support and inclusions rather than medical details.

Occupational Health Services are responsible for the following:

- a) Liaise between employees, Supervisors/Managers, Human Resources, healthcare providers, and relevant external agencies to ensure smooth management of cases.
- b) Provide resources to employees to assist in health and wellness management.
- c) Provide guidance, support, and training to employees and Supervisors/Managers in the application of this policy and its associated procedures.
- d) Determine and provide direction regarding medical documentation requirements.
- e) Review and evaluate submitted medical documentation for legitimacy and completeness.

Corporate Policies and Procedures

DEPARTMENT:

Human Resources

POLICY**#: E-14****POLICY:**

Non-Work Related Illness/Injury

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All Employees

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- f) Consult County Medical Advisor, as necessary.
- g) Ensure confidentiality and privacy legislation by maintaining all medical documentation, as per County of Renfrew policies and procedures.

Human Resources is responsible for the following:

- a) Ensuring the fair and consistent administration of the policy in accordance with corporate policies, benefit plans, group insurance plans, Collective Agreements and relevant legislation.
- b) Provide guidance, support, and training to employees and Supervisors/Managers in the application of this policy.
- c) Support communication between OHS, Supervisors/Managers employees and union representatives throughout the process, as required.
- d) Mediate issues arising from the application of this policy.
- e) Provide guidance in the enforcement of policy guidelines for employees failing to follow the established process.

3. Medical Information Requirements

- a) Medical documentation, in the form of an Initial Functional Abilities Report (IFAR) that is satisfactory to the employer is required, if the illness/injury results in a request for leave continues beyond three (3) consecutive days, unless otherwise directed by OHS.
- b) The employer may request a medical certificate for absences less than three (3) days at its discretion.
- c) Medical documentation may also be required at any time in order to continue to qualify for a medical leave of absence and/or clearance for fitness for duty.
- d) In the situation where medical documentation is deemed unsatisfactory by the employer, the employer may require additional documentation, and/or a medical examination/review by a physician appointed by the Employer.
- e) Costs for medical certificates are at the expense of the Employee.
- f) Costs associated with completion of IFARs and supplemental medical documentation requested by the Employer are at the expense of the Employer.
- g) Failure to provide satisfactory medical documentation to support illness/injury within the stipulated timeframe may result in the conversion of sick leave to general leave of absence or unauthorized leave.

Corporate Policies and Procedures

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- h) Employees are not required nor encouraged to share medical information with their Supervisor/Manager. All medical information must be confidentially submitted to OHS.
- i) All medical information collected by the employer will be stored by OHS and kept confidential and secure, in accordance with County of Renfrew policy and relevant legislation.

4. Benefit Entitlements

- a) Unionized employee entitlement are set out within their respective Collective Agreements.
- b) Non-union part-time and casual employee's entitlements are in accordance with the *Employment Standards Act, 2000*.
- c) Non-union full-time employees are eligible for the County of Renfrew's Short Term and Long-Term Disability Leave entitlements, under Corporate Policies D-01 and D-02.

APPENDICES

- APPENDIX A: Request for Leave (Union)
- APPENDIX B: Initial Functional Abilities Report (IFAR)
- APPENDIX C: Application for Leave (Non-Union)

Corporate Policies and Procedures

DEPARTMENT:

Human Resources

POLICY**#:**

E-15

POLICY:

Personal Time Off

DATE**CREATED:**

NOV/2024

REVIEW**DATE:****REVISION****DATE:****COVERAGE:**All Non-Union Full-time
Employees**PAGE #:**

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POLICY STATEMENT

The County of Renfrew recognizes the importance of supporting a healthy work-life balance and is dedicated to providing a fair and consistent approach to paid leaves. This policy is designed to offer permanent full-time non-union employees the opportunity to take time off from work for personal, medical, or other reasons while ensuring that the corporation continues to function smoothly.

POLICY SCOPE

All permanent full-time non-union employees are eligible for Personal Time Off (PTO). This policy covers the following content:

- Personal Time Off Accrual;
- Usage of PTO;
- PTO Payout; and
- PTO During leave of absence.

Changes to this policy are not retroactive, therefore any changes to this policy become effective Pay Period #25 of the 2024 Payroll Schedule.

DEFINITIONS

There are no definitions in this policy.

Corporate Policies and Procedures

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POLICY: Personal Time Off				
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POLICY CONTENT

1. Personal Time off Accrual

- a) All permanent full-time non-union employees are entitled to six (6) days of PTO from December 1 to November 30 of each year. These PTO days can be used for time off, personal matters, family illness, or any other reason.
- b) A new employee will receive a pro-rated entitlement upon hire.
- c) Employees whose employment ends before November 30 who have overdrawn their PTO accrual will be required to repay or have it deducted off their final pay.

2. Usage of PTO

- a) PTO can be taken in increments no less than one-half (1/2) day and must be scheduled and approved by a supervisor in advance.
- b) All PTO requests must be in writing on the prescribed request for leave form.
- c) In case of illness or emergency, employees should notify their supervisor as soon as possible.
- d) PTO requests will be approved based on operational needs and staffing levels.

3. PTO Payout

- a) Any unused PTO will be paid out after the completion of Pay Period #24 of each year.
- b) Employees whose employment ends before December will receive a pro-rated calculation of the remaining PTO.

4. PTO During Leave of Absence

- a) PTO does not accrue during unpaid leaves of absence (including Workplace Safety and Insurance Benefits) or after a period of thirty (30) consecutive days leave for illness.

Corporate Policies and Procedures

DEPARTMENT:

Human Resources

POLICY #:

D-03

POLICY:

~~Benefit and Service Continuation During Short- and Long-Term Disability~~

DATE-CREATED:
OCT30/91

REVIEW-DATE:

REVISION-DATE:
MAR25/09

COVERAGE:
All Non-Union Full-time Employees covered by the Short and Long Term Disability Program

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POLICY STATEMENT:

~~An employee's benefits and services entitlements may be affected by periods of short and long-term disability.~~

PROCEDURE:

1. ~~The following apply to short term disability:~~

- ~~(a) During the period of short term disability (maximum seventeen (17) weeks) existing salary and all benefit coverage continues at the levels in effect at the time of disability subject to proper and acceptable medical certification for absence.~~
- ~~(b) Vacation credits and statutory holidays will not accrue after a period of thirty (30) consecutive days of leave for illness. Service will not accumulate after twelve (12) months of absence.~~

2. ~~The following apply to an employee who is approved for long term disability:~~

- ~~(a) Upon completion of the seventeen (17) week short term disability, employee health and dental benefit coverage would be provided to the employee based on the following matrix:~~

Years of Services	Employee/Employer Split
5 years of service or less	100% Employee paid
>5 – 10 years of service	75% Employee / 25% Employer paid
>10 – 15 years of service	50% Employee / 50% Employer paid
>15 – 20 years of service	25% Employee / 75% Employer paid
>20 years of service	100% Employer paid

~~Benefit coverage will cease when the employee reaches the age of 65;~~

Corporate Policies and Procedures

DEPARTMENT:

Human Resources

POLICY #:

D-03

POLICY:

Benefit and Service Continuation During Short- and Long-Term Disability

DATE-

CREATED:

OCT30/91

REVIEW-

DATE:

REVISION-

DATE:

MAR25/09

COVERAGE:

All Non-Union Full-time Employees covered by the Short and Long Term Disability Program

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~~(b) — Waiver of Premium is applicable to Ontario Municipal Employees Retirement System (OMERS), long term disability benefits, and life insurance.~~

~~(c) — Service for the purpose of vacation entitlement and sick leave is retained but not accumulated.~~

**CORPORATE SERVICES DEPARTMENT
PROVINCIAL OFFENCES DIVISION REPORT**

Prepared by: Ashley Wilton, Manager of Provincial Offences

Prepared for: Finance and Administration Committee

November 14, 2024

INFORMATION

1. Provincial Offences Administration Workload

The following is a chart to September 30, 2024, comparing charges received, trial notices issued, payments processed, accounts receivable files reviewed and collection notices mailed through the Provincial Offences Administration Office.

Month 2024	Charges Received 2024	Charges Received 2023	Trial Notices Issued	Early Resolution Notices	Payments Processed	Payfines Payments Processed	Number of Files Reviewed	Licence Suspensions	Collection Notices	To Collection Agency
Jan.	309	588	83	37	260	141	405	78	140	129
Feb.	312	581	30	31	288	144	480	115	224	195
Mar.	462	771	20	62	257	152	357	55	213	136
April	604	726	31	65	348	219	360	36	172	76
May	650	652	39	43	367	237	232	58	188	138
June	451	665	40	50	281	244	1128	80	240	89
July	816	654	29	85	335	286	375	52	166	175
Aug.	546	726	17	71	245	269	474	40	145	83
Sept.	640	634	20	38	307	321	400	16	149	110

2. Provincial Offences Administration Backlog

The following is a chart to September 30, 2024, detailing the status of cases before the Court.

Month 2024	# of Courts Originally Scheduled	# of Courts Cancelled	# Part I Charges in Backlog	Part III New Charges	# Part III Charges in Backlog	Total Backlog Charges	Number of Court Days Required for Backlog	Months to Clear Backlog at Current Rate
Jan.	5	0	112	86	482	680	28	6
Feb.	4	0	122	57	460	639	26	5
March	5	0	84	105	473	662	27	6
April	5	0	71	112	338	521	22	5.5
May	4	0	127	107	320	554	23	6
June	4	0	133	89	291	514	21	5.25
July	3	0	95	227	323	645	26	6.5
Aug.	3	0	107	65	387	559	23	6
Sept.	4	0	91	74	406	571	23	6

3. East Region Manager's Meeting

On October 28, 2024, POA Manager, Ashley Wilton attended an East Region Manager's meeting in Cornwall. His Worship, Regional Senior Justice of the Peace Kreling also attended and provided updates from the Bench and held a question-and-answer period. Agenda items included, status of Part III Prosecution, POA Revenues, Judicial Resources, Automatic Speed Enforcement and updates from the Municipal Court Managers Association Board Members.