



Development and Property Committee

Wednesday, November 27, 2024 at 9:00 AM

Council Chambers

Agenda

Page

1. Call to Order
2. Land Acknowledgement
3. Roll Call
4. Disclosure of Pecuniary Interest and General Nature Thereof
5. Development and Property Department Report

Director's Report

- a. [Director of Development and Property Report](#) 

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[By-law 158-24 - EV Charge Station - CAB](#) 

[EV ChargeON Letter - CAB](#) 

[By-law 159-24 - EV Charge Station - RCP](#) 

[EV ChargeON Letter - RCP](#) 

[By-law 160-24 - Lease Agreement-OATC](#) 

[Warming Centre Recommendation-FINAL](#) 

[Warming Centre 2024](#) 

Recommendation 1: THAT the Development and Property Committee recommends that County Council adopt a By-law to execute an agreement with the Ministry of Transportation for funding through the Electric Vehicle (EV) ChargeON Program – Community Site Stream for the installation of six Level 2 EV charging ports to be located at the County Administration Building, 9 International Drive, Pembroke,

Ontario.

Recommendation 2: THAT the Development and Property Committee recommends that County Council adopt a By-law to execute an agreement with the Ministry of Transportation for funding through the Electric Vehicle (EV) ChargeON Program – Community Site Stream for the installation of six Level 2 EV charging ports to be located at Renfrew County Place, 450 O'Brien Road, Renfrew, Ontario.

Recommendation: THAT the Development and Property Committee recommends that County Council adopt a By-law authorizing the Warden and Chief Administrative Clerk to enter into a short-term lease agreement, with options to renew, with the Ontario Addiction Treatment Centre, Pembroke (OATC), located at 156 John Street, Pembroke, Ontario, for space to be used as a Mesa Warming Centre; AND THAT funds from the Homelessness Prevention Program (HPP) and Municipal contributions be dedicated towards this initiative.

6. Approval of the Report as a Whole

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

7. New Business

8. Closed Meeting

Recommendation: THAT pursuant to Section 239 (2) (c) of the Municipal Act, 2001, as amended, the Development and Property Committee moves into a closed meeting to discuss a proposed or pending acquisition or disposition of land by the municipality or local board (Paramedic Base, Warming Centre, Keys Public School).

9. Open Meeting

Recommendation: THAT the Development and Property Committee resume as an open meeting.

10. 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.

COUNTY OF RENFREW

DEVELOPMENT AND PROPERTY DEPARTMENT REPORT

TO: Development and Property Committee
FROM: Jason Davis, Director of Development and Property
DATE: November 27, 2024
SUBJECT: Department Report

INFORMATION

1. Keys Public School, Deep River

In 2023, the Renfrew County and District School Board (RCDSB) declared the former Keys Public School property as surplus and proceeded through the legislated process to dispose of the property. On May 16, 2023, staff were directed by Committee to send an Expression of Interest to the RCDSB for the possibility of partnering with the Town of Deep River for the repurposing of the school located at 167 Brockhouse Way, Town of Deep River, for affordable housing initiatives.

In September 2024 County Council adopted By-law 133-24 to enter into a Co-Ownership Agreement with the Town of Deep River for the shared opportunity to purchase the discontinued Keys Public School located at 167 Brockhouse Way in the Town of Deep River for the purpose set out the terms and conditions respecting the ownership, development and management of the Co-Ownership Asset.

The Renfrew County District School Board has formally accepted the revised terms and conditions outlined in the Agreement of Purchase and Sale for Keys Public School with one additional item, which reflects a first right of refusal at the set price (the option to buy back at the purchase price) the property formerly known as Keys Public School for the amount of \$299,000 on a date agreed upon by both parties. This agreement signifies the mutual consent of all involved parties to proceed with the transaction, ensuring that all stipulated provisions have been reviewed and agreed upon. The acceptance marks a pivotal step in finalizing the transfer of ownership, aligning with the Board's commitment to effective and transparent asset management.

BY-LAWS

2. Electric Vehicle (EV) Charging Stations

Recommendation 1: THAT the Development and Property Committee recommends that County Council adopt a By-law to execute an agreement with the Ministry of Transportation for funding through the Electric Vehicle (EV) ChargeON Program – Community Site Stream for the installation of six Level 2 EV charging ports to be located at the County Administration Building, 9 International Drive, Pembroke, Ontario.

Recommendation 2: THAT the Development and Property Committee recommends that County Council adopt a By-law to execute an agreement with the Ministry of Transportation for funding through the Electric Vehicle (EV) ChargeON Program – Community Site Stream for the installation of six Level 2 EV charging ports to be located at Renfrew County Place, 450 O'Brien Road, Renfrew, Ontario.

Background

The County of Renfrew Economic Development Division with support from the Real Estate Division, was successful with applications to the Ontario EV ChargeON Program – Community Site Stream as indicated in the attached letter received from Ministry of Transportation. Through this success, up to \$90,000 (or a maximum of 75% of the project costs) in funding has been secured to go equally toward the installation of Level 2 EV charging ports at both the County Administration Building in Pembroke and Renfrew County Place in Renfrew. The charging ports are expected to be operational before the end of 2025 and will be available to the public on a pay per use basis. Moving forward, further details will be available when the formal funding contract is received and as the project develops.

3. Mesa Warming Centre - Pembroke

Recommendation: THAT the Development and Property Committee recommends that County Council adopt a By-law authorizing the Warden and Chief Administrative Clerk to enter into a short-term lease agreement, with options to renew, with the Ontario Addiction Treatment Centre, Pembroke (OATC), located at 156 John Street, Pembroke, Ontario, for space to be used as a Mesa Warming Centre; AND THAT funds from the Homelessness Prevention Program (HPP) and Municipal contributions be dedicated towards this initiative.

Background

The County of Renfrew is taking significant steps forward by launching a series of housing initiatives designed to support individuals grappling with mental health challenges, addictions, and homelessness. These programs aim to provide stable, supportive housing solutions and connect residents with vital resources to aid their recovery and well-being. Despite these promising efforts, a warming centre is still required to safeguard those who may not yet be ready to engage with service providers

or participate in treatment and other support programs. During the severe winter months, a warming centre would ensure that these vulnerable individuals remain safe and protected from the harsh elements, providing an essential lifeline until they are prepared to start their journey towards stability.

As such, staff have been in discussions with local stakeholders, the Warming Centre Committee, and is recommending that a Mesa Warming Centre be located at 156 John Street, within the Ontario Addiction Treatment Centre (OATC) Pembroke clinic location. It is anticipated that the Centre will open its doors by the week of December 1, 2024. This effort is a continuation and further expansion of Mesa, the collaborative approach to compassionate care in the community, which was launched by the County of Renfrew and community partners in March 2024.

The budget projections for five months of continuous operation of the warming centre at 156 John St, Pembroke are:

Lease Costs:	\$33,000
Site readiness:	\$12,000
Cleaning:	\$12,000
Amenities:	\$25,000
Staffing costs:	\$158,000
Total estimate:	\$240,000

Attached as information is the Mesa Warming Centre considerations and presentation that was provided to the Warming Centre Committee on November 18, 2024.

The Warming Centre Committee recommended the following:

RECOMMENDATION: THAT the Warming Centre Committee recommend that the County of Renfrew establish the Warming Centre through a lease with 'Ontario Addictions Treatment Centres' (OATC) at 156 John Street, Pembroke for approximately 2,600 ft sq.

- The lease shall be for up to 5-months, effective immediately.
- The Centre shall provide a warming centre program for up to 24 hours/day.
- Mesa Warming Centre addictions and mental health staffing will be adjusted based on operational demand and community needs. Total staff hours shall not exceed 5,400 hours over the 5-month period.
- The Centre shall implement and enforce a Code of Conduct for Warming Centre occupants and identify a local 24/7 contact who is available to respond to matters involving the facility within one hour for any issue.
- The Centre shall implement a good neighbour policy and demonstrate responsiveness in addressing neighbourhood concerns associated with the centre's operations.

Attached as information is the Media release announcing the direction from the Warming Centre Committee.

Funding for this project is through a municipal partnership with the County's portion coming from the Homelessness Prevention Program (HPP), while the City of Pembroke is contributing \$110,000 and the Town of Petawawa and Township of Laurentian Valley are contributing \$20,000 each.

COUNTY OF RENFREW

BY-LAW NUMBER 158-24

**A BY-LAW TO EXECUTE AN AGREEMENT BETWEEN THE COUNTY OF RENFREW
AND THE MINISTRY OF TRANSPORTATION FOR CHARGING STATIONS AT THE COUNTY
ADMINISTRATION BUILDING, 9 INTERNATIONAL DRIVE, PEMBROKE**

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

AND WHEREAS the County of Renfrew deems it desirable to enter into an agreement between the County of Renfrew and His Majesty the King in Right of Canada as represented by the Minister of Transportation under the EV ChargeON Community Sites Stream – Letter of Agreement confirming that it meets all the requirements of the Letter of Agreement for the installation of six Level 2 ports to be located at the County Administration Office, located at 9 International Drive, Pembroke, Ontario.

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

1. THAT the Contribution Agreement marked as Schedule 'I' attached to and made part of this By-law shall constitute an agreement between the Municipal Corporation of the County of Renfrew and the Minister of Transportation.
2. THAT the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this By-law.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

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

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

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

PETER EMON, WARDEN

GWEN DOMBROSKI, CLERK

**Ministry of
Transportation**

**Ministère des
Transports**



Transit Division

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commun

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November 19, 2024

Craig Kelley
Corporation of the County of Renfrew
9 International Drive
Pembroke ON K8A6W5
ckelley@countyofrenfrew.on.ca

Dear Craig Kelley,

RE: EV ChargeON Community Sites Stream – Letter of Agreement

Further to Minister Sarkaria's letter to your organization on November 12, 2024, the Ministry will provide your organization funds up to the maximum funding amount in accordance with the Terms and Conditions outlined in the [Program Guide](#), your organization's Application Form, and this Letter of Agreement, including appendices.

The approved project is eligible for funding up to the maximum funding amount identified in the chart below:

TPON Case Number	Maximum Funding Amount	Site Name	Location	# of Ports	Type of Charger(s)
2024-01-1-2362810029	\$45,000	County of Renfrew Administration Building Parking Lot	Pembroke	6	Level 2 port(s)

Approved projects must be completed **within twelve (12) months** from the date of the approval letter (November 12, 2024). If your organization is unable to meet this deadline, for any reason, your organization must notify the Ministry on or before August 29, 2025, of the delay and the reason for the delay, requesting the Ministry extend this timeline for up to an additional twelve (12) month period or up to November 12, 2026.

If your organization modifies or is unable to complete a Site as identified in the chart above, you must notify the Ministry as soon as possible.

Your organization must carry out the Project in accordance with all terms and conditions identified in this Letter of Agreement including all Appendices, the Minister's Letter dated November 12, 2024, the Program Guide, and the Application Form. Failure to do so, may be considered an Event of Default, as per the Program Guide. Without limitation upon the foregoing, if in the opinion of the Ministry, your organization fails to carry out the project in accordance with this requirement, the Ministry may take steps it considers necessary including, but not limited to, cancelling funds.

As identified in the Program Guide, now that your organization's project has been approved for funding, the Ministry requires final documentation be submitted for verification purposes. Please see attached Appendix "B" which has further details regarding the types of mandatory documentation your organization will need to submit to the Ministry. The approval of funding to your organization by the Ministry is contingent upon the Ministry receiving, reviewing, and approving these submitted documents.

Please sign and return Appendix "A" along with the mandatory documentation outlined in Appendix "B" to the Ministry via email to evchargeon@ontario.ca at your earliest convenience and not later than November 29, 2024.

If you have any questions, please reach out to the Ministry of Transportation's EV ChargeON Team at evchargeon@ontario.ca

Thank you for your ongoing support, innovation, and commitment to strengthening the EV charging network and for providing charging stations to bridge existing gaps throughout the province.

Sincerely,



James Pearce
Assistant Deputy Minister
Transit Division
Ministry of Transportation

Encl. Appendix "A"
Appendix "B"
Appendix "C"

Appendix “A” General Terms and Conditions

1. All Terms and Conditions relating to the Project contained in the EV ChargeON Program Guide, the Recipient’s Application Form, and the Letter of Agreement are binding, and may only be amended by a written agreement duly executed by the Ministry and the Recipient.
2. The Agreement will be effective as of November 12, 2024, and will expire five years following the Project Completion Date.
3. If an Event of Default occurs, as defined in the Program Guide, the Ministry may, at any time, take one or more of the following actions:
 - (a) provide the Recipient with an opportunity to remedy the Event of Default upon terms and conditions set by the Ministry at its sole discretion;
 - (b) reduce the amount of Funds;
 - (c) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Ministry upon giving notice to the Recipient. Termination will take effect as provided for in the notice; and
 - (d) demand from the Recipient the payment of an amount equal to any Funds the Ministry provided to the Recipient.
4. The Recipient will not, without the Ministry’s prior written consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided. If the Recipient sells, leases or otherwise disposes of an asset, the Ministry may, at any time, take one or more of the following actions:
 - (a) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Ministry upon giving notice to the Recipient. Termination will take effect as provided for in the notice; and
 - (b) demand from the Recipient the payment of an amount equal to any Funds the Ministry provided to the Recipient.
5. Certificate of Insurance. The Certificate of Insurance the Recipient is required to provide to the Ministry must:
 - (a) make reference to the Project, including the specific unique site name of the Project somewhere in the document.
 - (b) include a 30-day written notice of cancellation.

Appendix “B” Mandatory Documentation

Mandatory documentation:

Certificate of Insurance: A valid Certificate of Insurance (“COI”) is required for all applicant types (i.e., all recipients), in addition to the Mandatory Documentation identified in the below chart specific to each type of applicant. Please see Appendix “A” for details of what must be included on the COI.

Applicant Type	Mandatory Documentation required in addition to the COI:
Municipalities	<p>One of the following that confirms support for the Project:</p> <ol style="list-style-type: none"> 1. Council Resolution 2. Enabling By-law
Indigenous Communities and Indigenous Organizations	<p>One of the following that confirms support for the Project:</p> <ol style="list-style-type: none"> 1. Band Council Resolution; 2. Political Territorial Organization Resolution 3. Tribal Council Resolution; 4. Métis Community Council Resolution; 5. Provincial Council of the Métis Nation of Ontario (PCMNO) Resolution; 6. Letter of Support from Chief, Band Council, Political Territorial Organization, Tribal Council, or Leader from an Indigenous Organization.
Indigenous Businesses	<p>One of the following that confirms Indigenous status of the business owner:</p> <ol style="list-style-type: none"> 1. Indigenous Business Directory (IBD) 2. Canadian Council for Aboriginal Business (CCAB) – Certified Aboriginal Business (CAB) 3. Indian registration in Canada 4. Membership in an affiliate of the Métis National Council 5. Acceptance as an Indigenous person by an established Indigenous community 6. Enrolment or entitlement to be enrolled in a comprehensive land claim agreement

Applicant Type	Mandatory Documentation required in addition to the COI:
Broader Public Sector	Written confirmation of Board of Directors support for the Project, including reference to Site location
Not-for-Profit Corporation	Written confirmation of Board of Directors support for the Project, including reference to Site location

The provision of funding to your organization by the Ministry is contingent upon the Ministry receiving, reviewing and approving the mandatory documentation.

Appendix “C” Maximum Funding and Eligible & Ineligible Expenditures

- 1. Range of Maximum Funds.** As outlined in the EV ChargeON Program Guide, the per-project approved contribution depends on the type of infrastructure and type of applicant, up to the maximum amounts the following table:

Maximum Funding for Type of Infrastructure and Applicant

Charger Type	Charger Output	Maximum funding for businesses, not-for-profit corporations, and broader public sector Applicants	Maximum funding for municipalities and Indigenous Applicants ⁴
Level 2	3.3 kW to 19 kW	Up to 50% of Total Project Costs, to a maximum of \$5,000 per port	Up to 75% of Total Project Costs, to a maximum of \$7,500 per port
Level 3	20 kW to 49 kW	Up to 50% of Total Project Costs, to a maximum of \$15,000 per port	Up to 75% of Total Project Costs, to a maximum of \$22,500 per port
Level 3	50 kW to 99 kW	Up to 50% of Total Project Costs, to a maximum of \$50,000 per port	Up to 75% of Total Project Costs, to a maximum of \$75,000 per port
Level 3	100 kW to 199 kW	Up to 50% of Total Project Costs, to a maximum of \$75,000 per port	Up to 75% of Total Project Costs, to a maximum of \$112,500 per port
Level 3	200 kW and above	Up to 50% of Total Project Costs, to a maximum of \$100,000 per port	Up to 75% of Total Project Costs, to a maximum of \$150,000 per port

Upon the submission of actual incurred project expenses at the completion of the approved project, the financials will be reviewed against the total project costs (eligible and ineligible expenses), the timeframes of the incurred expenses and the funding received from other sources to confirm the reimbursable project funds.

The funding formula will be reapplied upon review of the final report and financials and administered according to the actual project expenses.

2. Eligible Expense Categories and Timelines

Eligible Expenditures

Refer to the table below for details on which expenditures are eligible towards the Total Project Costs (i.e., may make up an Applicant’s or other contributor’s share of the contribution) and which are eligible for reimbursement under the Program:

Expenditure	Description	Eligible Towards Total Project Costs	Eligible for EV ChargeON reimbursement
Capital expenses	An expenditure that results in an enduring benefit, as required by the project. Can include, but are not limited to, the purchase of charging equipment, costs associated with site preparation and finishing, and networking equipment.	Yes	Yes
Professional services	Costs for the purchase of additional support required for the completion of the project. Can include scientific, technical, management; contracting; engineering; construction; installation, testing and commissioning of equipment; training; marketing; data collection; logistics; printing; signage; distribution.	Yes	Yes
Rental fees or leasing costs	Cost to rent or lease any equipment needed for the conduct of the project, which can include construction equipment.	Yes	Yes
License fees and permits	Typically include any municipal, provincial or federal licences or permits for setting up the fuelling/charging infrastructure. This can include safety permits, business permits, environmental permits, etc.	Yes	Yes
Salary and benefits	Salaries include wages for all personnel with direct involvement in the project, such as engineers, construction staff and technical advisers. All eligible personnel must be employees on the proponent's payroll. Benefits are defined as a reasonable prorated share of expenses associated with the direct labour cost, employee benefits, plus any other employer-paid payroll-related expenses.	Yes	No
Reasonable travel costs	Transportation, meals and accommodation necessary for activities directly linked to the project.	Yes	No
Environmental Assessments, permits and authorizations	Should a Project require an environmental assessment, permit, authorization, study of natural, social and economic and/or cultural environmental study, any costs related to that process would be included here. This could include costs for study documents or processes needed to secure the approval, public consultation or preparing the environmental impact statement.	Yes	No
GST, PST and HST net of any tax rebate	Any taxes claimed must always be net of any tax rebate to which the proponent is entitled.	Yes	No
Overhead expenses	Up to a maximum of 15% of Total Project Costs. May include administrative support provided directly to the project by the proponent's employee(s), valued on the same basis as professional staff time; and heat, electricity, and office operating costs provided that they are directly related to the project.	Yes	No
In-kind support	A cash equivalent contribution in the form of an asset for which no cash is exchanged but that is essential to the project and the proponent would have to purchase on the open market or through negotiation with the provider if the proponent did not provide it. Value must be determinable and verifiable.	Yes	No
Land costs	Expenses associated with acquiring a piece of property.	Yes	No
Legal costs	Legal fees directly related to, and necessary for, the implementation and conduct of the Project.	Yes	No
Ongoing operating costs	Costs associated with the ongoing operation of the charging stations, including electricity consumption, operation, maintenance, networking fees, subscription fees, etc.	No	No

The Ministry will only reimburse eligible expenditures for an approved project for costs incurred during the Eligible Expenditure Period and, only after the following conditions, as outlined in the Program Guide, are met:

- The charger is fully operationalized. A project is considered operational when the charger delivers the agreed-upon power output and conforms with up-time percentage as identified in the site Operations and Maintenance Plan.
- Receipt, review, and approval of the Project Completion Report and supporting documentation.

The eligible expenditure period commences on **November 12, 2024**. All reimbursable invoices must be dated after November 12, 2024.

These expenses must be net of HST or other rebates.

Expense eligibility will be verified upon submission of the Final Report.

The payment will be processed following the ministry's satisfactory review of all report requirements.

3. Reporting

(i) Progress Reports

As outlined in the Program Guide, the Ministry may reach out to your organization for progress updates on the approved project during the Eligible Expenditure Period.

(ii) Project Completion Report

Upon the completion of the Project, your organization will submit a Project Completion Report in Transfer Payment Ontario (TPON) along with the mandated documents to be reimbursed for eligible project expenses up to the maximum funding amount. Information on how to submit the Project Completion Report and supporting documents will be shared with successful applicants at a later date.

(iii) Annual Usage Reporting

Your organization will also be required to submit annually a usage data report for a period of five (5) years from project completion date.

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777 Bay Street, 5th Floor
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Tel: 416 327-9200

Tél : 416 327-9200

November 12, 2024

107-2024-2035

Craig Kelley
Corporation of the County of Renfrew
9 International Drive
Pembroke ON K8A6W5
ckelley@countyofrenfrew.on.ca

Re: Electric Vehicle (EV) ChargeON Program – Community Site Stream

Dear Craig Kelley,

Under the leadership of Premier Ford, our government is working hard to make life easier for drivers across our province. This includes plans to make Ontario a global leader in electric vehicle manufacturing, which we're doing by attracting billions in investments that will create countless well-paying jobs in the green economy.

In order to achieve our mission, we need to ensure EV drivers have access to reliable charging infrastructure, no matter where they are in our province.

That is why I am pleased to inform you that Corporation of the County of Renfrew application to the EV ChargeON Program has been approved for funding.

TPON Case Number	Maximum Funding Amount	Site Name	Location	# of Ports	Type of Charger(s)
2024-01-1-2362810029	\$45,000	County of Renfrew Administration Building Parking Lot	Pembroke	6	Level 2 port(s)

I am confident that with your support, we can increase access to EV vehicles across our great province.

My Ministry will reach out to you with additional information regarding funding and your responsibilities. If you have any questions in the meantime, please reach out to the EV ChargeON Team at evchargeon@ontario.ca

Thank you for your ongoing support, innovation, and commitment to strengthening the EV charging network and for providing charging stations to bridge existing gaps throughout the province.

Sincerely,

A handwritten signature in black ink, consisting of a series of loops and a long, sweeping horizontal stroke that curves upwards at the end.

Prabmeet Singh Sarkaria
Minister of Transportation

COUNTY OF RENFREW

BY-LAW NUMBER 159-24

**A BY-LAW TO EXECUTE AN AGREEMENT BETWEEN THE COUNTY OF RENFREW
AND THE MINISTRY OF TRANSPORTATION FOR CHARGING STATIONS AT
RENFREW COUNTY PLACE, 450 O'BRIEN ROAD, RENFREW**

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

AND WHEREAS the County of Renfrew deems it desirable to enter into an agreement between the County of Renfrew and His Majesty the King in Right of Canada as represented by the Minister of Transportation under the EV ChargeON Community Sites Stream – Letter of Agreement confirming that it meets all the requirements of the Letter of Agreement for the installation of six Level 2 ports to be located at Renfrew County Place, 450 O'Brien Road, Renfrew, Ontario.

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

1. THAT the Contribution Agreement marked as Schedule 'I' attached to and made part of this By-law shall constitute an agreement between the Municipal Corporation of the County of Renfrew and the Minister of Transportation.
2. THAT the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this By-law.
3. THAT this By-law shall come into force and take effect upon the passing thereof.

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

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

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

PETER EMON, WARDEN

GWEN DOMBROSKI, CLERK

**Ministry of
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November 19, 2024

Craig Kelley
Corporation of the County of Renfrew
9 International Drive
Pembroke ON K8A6W5
ckelley@countyofrenfrew.on.ca

Dear Craig Kelley,

RE: EV ChargeON Community Sites Stream – Letter of Agreement

Further to Minister Sarkaria's letter to your organization on November 12, 2024, the Ministry will provide your organization funds up to the maximum funding amount in accordance with the Terms and Conditions outlined in the [Program Guide](#), your organization's Application Form, and this Letter of Agreement, including appendices.

The approved project is eligible for funding up to the maximum funding amount identified in the chart below:

TPON Case Number	Maximum Funding Amount	Site Name	Location	# of Ports	Type of Charger(s)
2024-01-1-2366329398	\$45,000	Renfrew County Place Parking Lot	Renfrew	6	Level 2 port(s)

Approved projects must be completed **within twelve (12) months** from the date of the approval letter (November 12, 2024). If your organization is unable to meet this deadline, for any reason, your organization must notify the Ministry on or before August 29, 2025, of the delay and the reason for the delay, requesting the Ministry extend this timeline for up to an additional twelve (12) month period or up to November 12, 2026.

If your organization modifies or is unable to complete a Site as identified in the chart above, you must notify the Ministry as soon as possible.

Your organization must carry out the Project in accordance with all terms and conditions identified in this Letter of Agreement including all Appendices, the Minister's Letter dated November 12, 2024, the Program Guide, and the Application Form. Failure to do so, may be considered an Event of Default, as per the Program Guide. Without limitation upon the foregoing, if in the opinion of the Ministry, your organization fails to carry out the project in accordance with this requirement, the Ministry may take steps it considers necessary including, but not limited to, cancelling funds.

As identified in the Program Guide, now that your organization's project has been approved for funding, the Ministry requires final documentation be submitted for verification purposes. Please see attached Appendix "B" which has further details regarding the types of mandatory documentation your organization will need to submit to the Ministry. The approval of funding to your organization by the Ministry is contingent upon the Ministry receiving, reviewing, and approving these submitted documents.

Please sign and return Appendix "A" along with the mandatory documentation outlined in Appendix "B" to the Ministry via email to evchargeon@ontario.ca at your earliest convenience and not later than November 29, 2024.

If you have any questions, please reach out to the Ministry of Transportation's EV ChargeON Team at evchargeon@ontario.ca

Thank you for your ongoing support, innovation, and commitment to strengthening the EV charging network and for providing charging stations to bridge existing gaps throughout the province.

Sincerely,

A handwritten signature in blue ink, appearing to read "James Pearce", is placed over a light grey rectangular background.

James Pearce
Assistant Deputy Minister
Transit Division
Ministry of Transportation

Encl. Appendix "A"
Appendix "B"
Appendix "C"

Appendix “A”

General Terms and Conditions

1. All Terms and Conditions relating to the Project contained in the EV ChargeON Program Guide, the Recipient’s Application Form, and the Letter of Agreement are binding, and may only be amended by a written agreement duly executed by the Ministry and the Recipient.
2. The Agreement will be effective as of November 12, 2024, and will expire five years following the Project Completion Date.
3. If an Event of Default occurs, as defined in the Program Guide, the Ministry may, at any time, take one or more of the following actions:
 - (a) provide the Recipient with an opportunity to remedy the Event of Default upon terms and conditions set by the Ministry at its sole discretion;
 - (b) reduce the amount of Funds;
 - (c) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Ministry upon giving notice to the Recipient. Termination will take effect as provided for in the notice; and
 - (d) demand from the Recipient the payment of an amount equal to any Funds the Ministry provided to the Recipient.
4. The Recipient will not, without the Ministry’s prior written consent, sell, lease, or otherwise dispose of any asset purchased or created with the Funds or for which Funds were provided. If the Recipient sells, leases or otherwise disposes of an asset, the Ministry may, at any time, take one or more of the following actions:
 - (a) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Ministry upon giving notice to the Recipient. Termination will take effect as provided for in the notice; and
 - (b) demand from the Recipient the payment of an amount equal to any Funds the Ministry provided to the Recipient.
5. Certificate of Insurance. The Certificate of Insurance the Recipient is required to provide to the Ministry must:
 - (a) make reference to the Project, including the specific unique site name of the Project somewhere in the document.
 - (b) include a 30-day written notice of cancellation.

- (c) include the Indemnified Parties as additional insureds, specifically stating “His Majesty the King in right of Ontario, His ministers, agents, appointees and employees” as the Indemnified Parties in the section for additional insureds.
- (d) include Commercial General Liability with Cross Liability Clause and Contractual Liability Coverage.
- (e) the limit of liability outlined in the COI cannot be less than \$2,000,000.00 (two million dollars).

Acknowledgement and Acceptance of the Terms and Conditions

The Ministry requires written acknowledgement that you have read and agree to all terms and conditions contained in this Letter of Agreement, the Minister’s Approval Letter, the Program Guide, and the Application Form (**all together, “the Agreement”**).

As evidenced by completion of the check-box below, Corporation of the County of Renfrew acknowledges, in consideration of the mutual covenants and agreements contained in the Agreement, that it agrees and accepts all Terms and Conditions of the Agreement.

- Yes
- No

Corporation of the County of Renfrew acknowledges and agrees that the organization shall comply with all Terms and Conditions of the Agreement.

Corporation of the County of Renfrew

Per: _____
 Peter Emon Date
 Warden

I have the authority to bind Corporation of the County of Renfrew

Per: _____
 Craig Kelley Date
 Chief Administrative Officer

I have the authority to bind Corporation of the County of Renfrew

Appendix “B” Mandatory Documentation

Mandatory documentation:

Certificate of Insurance: A valid Certificate of Insurance (“COI”) is required for all applicant types (i.e., all recipients), in addition to the Mandatory Documentation identified in the below chart specific to each type of applicant. Please see Appendix “A” for details of what must be included on the COI.

Applicant Type	Mandatory Documentation required in addition to the COI:
Municipalities	<p>One of the following that confirms support for the Project:</p> <ol style="list-style-type: none"> 1. Council Resolution 2. Enabling By-law
Indigenous Communities and Indigenous Organizations	<p>One of the following that confirms support for the Project:</p> <ol style="list-style-type: none"> 1. Band Council Resolution; 2. Political Territorial Organization Resolution 3. Tribal Council Resolution; 4. Métis Community Council Resolution; 5. Provincial Council of the Métis Nation of Ontario (PCMNO) Resolution; 6. Letter of Support from Chief, Band Council, Political Territorial Organization, Tribal Council, or Leader from an Indigenous Organization.
Indigenous Businesses	<p>One of the following that confirms Indigenous status of the business owner:</p> <ol style="list-style-type: none"> 1. Indigenous Business Directory (IBD) 2. Canadian Council for Aboriginal Business (CCAB) – Certified Aboriginal Business (CAB) 3. Indian registration in Canada 4. Membership in an affiliate of the Métis National Council 5. Acceptance as an Indigenous person by an established Indigenous community 6. Enrolment or entitlement to be enrolled in a comprehensive land claim agreement

Applicant Type	Mandatory Documentation required in addition to the COI:
Broader Public Sector	Written confirmation of Board of Directors support for the Project, including reference to Site location
Not-for-Profit Corporation	Written confirmation of Board of Directors support for the Project, including reference to Site location

The provision of funding to your organization by the Ministry is contingent upon the Ministry receiving, reviewing and approving the mandatory documentation.

Appendix “C” Maximum Funding and Eligible & Ineligible Expenditures

1. **Range of Maximum Funds.** As outlined in the EV ChargeON Program Guide, the per-project approved contribution depends on the type of infrastructure and type of applicant, up to the maximum amounts the following table:

Maximum Funding for Type of Infrastructure and Applicant

Charger Type	Charger Output	Maximum funding for businesses, not-for-profit corporations, and broader public sector Applicants	Maximum funding for municipalities and Indigenous Applicants ⁴
Level 2	3.3 kW to 19 kW	Up to 50% of Total Project Costs, to a maximum of \$5,000 per port	Up to 75% of Total Project Costs, to a maximum of \$7,500 per port
Level 3	20 kW to 49 kW	Up to 50% of Total Project Costs, to a maximum of \$15,000 per port	Up to 75% of Total Project Costs, to a maximum of \$22,500 per port
Level 3	50 kW to 99 kW	Up to 50% of Total Project Costs, to a maximum of \$50,000 per port	Up to 75% of Total Project Costs, to a maximum of \$75,000 per port
Level 3	100 kW to 199 kW	Up to 50% of Total Project Costs, to a maximum of \$75,000 per port	Up to 75% of Total Project Costs, to a maximum of \$112,500 per port
Level 3	200 kW and above	Up to 50% of Total Project Costs, to a maximum of \$100,000 per port	Up to 75% of Total Project Costs, to a maximum of \$150,000 per port

Upon the submission of actual incurred project expenses at the completion of the approved project, the financials will be reviewed against the total project costs (eligible and ineligible expenses), the timeframes of the incurred expenses and the funding received from other sources to confirm the reimbursable project funds.

The funding formula will be reapplied upon review of the final report and financials and administered according to the actual project expenses.

2. Eligible Expense Categories and Timelines

Eligible Expenditures

Refer to the table below for details on which expenditures are eligible towards the Total Project Costs (i.e., may make up an Applicant’s or other contributor’s share of the contribution) and which are eligible for reimbursement under the Program:

Expenditure	Description	Eligible Towards Total Project Costs	Eligible for EV ChargeON reimbursement
Capital expenses	An expenditure that results in an enduring benefit, as required by the project. Can include, but are not limited to, the purchase of charging equipment, costs associated with site preparation and finishing, and networking equipment.	Yes	Yes
Professional services	Costs for the purchase of additional support required for the completion of the project. Can include scientific, technical, management; contracting; engineering; construction; installation, testing and commissioning of equipment; training; marketing; data collection; logistics; printing; signage; distribution.	Yes	Yes
Rental fees or leasing costs	Cost to rent or lease any equipment needed for the conduct of the project, which can include construction equipment.	Yes	Yes
License fees and permits	Typically include any municipal, provincial or federal licences or permits for setting up the fuelling/charging infrastructure. This can include safety permits, business permits, environmental permits, etc.	Yes	Yes
Salary and benefits	Salaries include wages for all personnel with direct involvement in the project, such as engineers, construction staff and technical advisers. All eligible personnel must be employees on the proponent's payroll. Benefits are defined as a reasonable prorated share of expenses associated with the direct labour cost, employee benefits, plus any other employer-paid payroll-related expenses.	Yes	No
Reasonable travel costs	Transportation, meals and accommodation necessary for activities directly linked to the project.	Yes	No
Environmental Assessments, permits and authorizations	Should a Project require an environmental assessment, permit, authorization, study of natural, social and economic and/or cultural environmental study, any costs related to that process would be included here. This could include costs for study documents or processes needed to secure the approval, public consultation or preparing the environmental impact statement.	Yes	No
GST, PST and HST net of any tax rebate	Any taxes claimed must always be net of any tax rebate to which the proponent is entitled.	Yes	No
Overhead expenses	Up to a maximum of 15% of Total Project Costs. May include administrative support provided directly to the project by the proponent's employee(s), valued on the same basis as professional staff time; and heat, electricity, and office operating costs provided that they are directly related to the project.	Yes	No
In-kind support	A cash equivalent contribution in the form of an asset for which no cash is exchanged but that is essential to the project and the proponent would have to purchase on the open market or through negotiation with the provider if the proponent did not provide it. Value must be determinable and verifiable.	Yes	No
Land costs	Expenses associated with acquiring a piece of property.	Yes	No
Legal costs	Legal fees directly related to, and necessary for, the implementation and conduct of the Project.	Yes	No
Ongoing operating costs	Costs associated with the ongoing operation of the charging stations, including electricity consumption, operation, maintenance, networking fees, subscription fees, etc.	No	No

The Ministry will only reimburse eligible expenditures for an approved project for costs incurred during the Eligible Expenditure Period and, only after the following conditions, as outlined in the Program Guide, are met:

- The charger is fully operationalized. A project is considered operational when the charger delivers the agreed-upon power output and conforms with up-time percentage as identified in the site Operations and Maintenance Plan.
- Receipt, review, and approval of the Project Completion Report and supporting documentation.

The eligible expenditure period commences on **November 12, 2024**. All reimbursable invoices must be dated after November 12, 2024.

These expenses must be net of HST or other rebates.

Expense eligibility will be verified upon submission of the Final Report.

The payment will be processed following the ministry's satisfactory review of all report requirements.

3. Reporting

(i) Progress Reports

As outlined in the Program Guide, the Ministry may reach out to your organization for progress updates on the approved project during the Eligible Expenditure Period.

(ii) Project Completion Report

Upon the completion of the Project, your organization will submit a Project Completion Report in Transfer Payment Ontario (TPON) along with the mandated documents to be reimbursed for eligible project expenses up to the maximum funding amount. Information on how to submit the Project Completion Report and supporting documents will be shared with successful applicants at a later date.

(iii) Annual Usage Reporting

Your organization will also be required to submit annually a usage data report for a period of five (5) years from project completion date.

Office of the Minister
777 Bay Street, 5th Floor
Toronto ON M7A 1Z8

Bureau du ministre
777, rue Bay 5^e étage
Toronto ON M7A 1Z8

Tel: 416 327-9200

Tél : 416 327-9200

November 12, 2024

107-2024-2035

Craig Kelley
Corporation of the County of Renfrew
9 International Drive
Pembroke ON K8A6W5
ckelley@countyofrenfrew.on.ca

Re: Electric Vehicle (EV) ChargeON Program – Community Site Stream

Dear Craig Kelley,

Under the leadership of Premier Ford, our government is working hard to make life easier for drivers across our province. This includes plans to make Ontario a global leader in electric vehicle manufacturing, which we're doing by attracting billions in investments that will create countless well-paying jobs in the green economy.

In order to achieve our mission, we need to ensure EV drivers have access to reliable charging infrastructure, no matter where they are in our province.

That is why I am pleased to inform you that Corporation of the County of Renfrew application to the EV ChargeON Program has been approved for funding.

TPON Case Number	Maximum Funding Amount	Site Name	Location	# of Ports	Type of Charger(s)
2024-01-1-2366329398	\$45,000	Renfrew County Place Parking Lot	Renfrew	6	Level 2 port(s)

I am confident that with your support, we can increase access to EV vehicles across our great province.

My Ministry will reach out to you with additional information regarding funding and your responsibilities. If you have any questions in the meantime, please reach out to the EV ChargeON Team at evchargeon@ontario.ca

Thank you for your ongoing support, innovation, and commitment to strengthening the EV charging network and for providing charging stations to bridge existing gaps throughout the province.

Sincerely,

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke that curves upwards at the end.

Prabmeet Singh Sarkaria
Minister of Transportation

COUNTY OF RENFREW

BY-LAW NUMBER 160-24

**A BY-LAW TO ENTER INTO A LEASE AGREEMENT WITH ONTARIO ADDICTION
TREATMENT CENTERS FOR A WARMING CENTRE**

WHEREAS Sections 8, 9 and 11 of the *Municipal Act, S.O. 2001, c. 25, as amended*, authorizes Council to enter into agreements for the purpose of leasing;

WHEREAS the County of Renfrew deems it desirable to enter into a commercial lease agreement with Ontario Addiction Treatment Centers - Pembroke, 156 John Street, Pembroke, Ontario for the purpose of the operation of a Warming Centre;

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

1. THAT the lease agreement marked as Schedule 'I' attached to and made part of this By-law shall constitute an agreement between Ontario Addiction Treatment Centers - Pembroke, Landlord and the Corporation of the County of Renfrew, Tenant for a short duration commencing December 1, 2024.
2. THAT the Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this By-law.
3. THAT this By-law shall come into force and take effect upon the final passing thereof.

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

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

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

PETER EMON, WARDEN

GWEN DOMBROSKI, CLERK



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To: Peter Emon, Warden, County of Renfrew
From: Craig Kelley, CAO, County of Renfrew
Cc: Andrea Patrick, Michael Nolan, Jason Davis
Regarding: County of Renfrew-Mesa Warming Centre
Date: November 14th, 2024

Background

As County staff we have been directed to identify options related to the need for a warming centre in the City of Pembroke, to serve the needs of homeless persons from across Renfrew County. The current discussion has centered on a warming centre being seasonal, overnight and temporary in nature. We believe that the needs of this population are far more complex. There are unintended consequences in repeating these assumptions.

As stated within the 'mesa: a collaborate approach to compassionate care' (2024) program overview, "people with lived experience of mental health and addictions conditions are disproportionately affected by homelessness* and the huge challenges that come with not having shelter or a home. When someone struggles with mental health and addiction, they remain homeless* for longer periods of time and have less contact with family and friends. This leads to social isolation and further complicates health issues".

While many factors can lead to homelessness, mental health plays a significant role— an estimated 25 to 50 per cent of people who are without adequate housing, live with a mental health condition. (Canadian Mental Health Association - CMHA) Improving this social crisis will require new approaches to supporting this critically vulnerable population. The complexity and consequences of not having consistent shelter or adequate housing is amplified when a mental health condition is involved.

In 2023/24 it was reported that 101 people accessed overnight warming centre services over 5 months in Pembroke. We are aware that there are individuals requiring short term, episodic warming centre services from November 2024 to April 2025. Many of these individuals were known to be experiencing profound addictions challenges and concurrent mental health disorders. It is difficult to estimate the overall demand for a warming centre this year, even though we know the overall number of individuals living rough in tents this past month has diminished greatly due to interventions of community agencies, the Mesa team and partner organizations.

The Mesa program has been working on a solutions-based approach to addressing the needs of the most vulnerable, homeless and precariously housed people in our communities. Creating a warming centre that is aligned with a layered approach to compassionate care has been the priority. The creation of a warming centre should not be established in isolation of other structural determinants of health, provincial priorities, funding opportunities and policies.

Consideration of broader policy and practice issues in the establishment of a 'temporary' warming shelter should be aligned with the existing grant proposals submitted to the provincial and federal governments to support mental health, addictions, homelessness and transitional housing. These grants position the 'temporary' warming centre at the OATC as being an ideal basis of future operation and funding streams for the continuation of services that will diminish or eliminate the need for temporary ad-hoc measures such as a seasonal warming centre.

Recommendation

To align with these opportunities, we recommend the following:

That the County of Renfrew establish the warming centre through a lease with Ontario Addictions Treatment Centres (OATC) at 156 John St, Pembroke for approximately 2500 ft².

- **The lease shall be for up to 5-months, effective immediately.**
- **The Centre shall provide a warming centre program for up to 24 hours / day.**
- **Mesa Warming Centre addictions and mental health staffing will be adjusted based on operational demand and community needs. Total staff hours shall not exceed 5,400 hours over the 5-month period.**

Readiness

Based upon negotiations with the Ontario Addictions Treatment Centres and the Landlord of 156 John St, Pembroke, a draft lease has been prepared and is satisfactory to both parties to move forward. The OATC space provides:

- a kitchenette,
- cleaning supplies,
- storage facilities,
- a gathering place for people as an alternative to being on the street between food and program hours at various locations across Pembroke,
- counselling and treatment space and,
- program space to support the principles and interventions of the Mesa program.

Temporary modifications to the space are required to create barriers between functional areas within the 2500 ft² area of use. This work can be accommodated while the warming centre is in use. All costs associated with assuming the space, furniture and operational material are identified in the budget projections below.

The staffing costs detailed below reflect a 24/7 operation which aligns with the recommendation in our Housing & Homelessness Plan for a 24/7, low-barrier triage and service hub. Should the current Mesa Hart Hub application be successful, this space would be evaluated for continued operation as a fully funded program by the province and a lease extension may be considered. Once a plan has been solidified and approved, the County will work with local community partners willing to provide volunteer, peer based and professional services in support of the people using the warming centre.

The budget projections for 5 months of continuous operation of the warming centre at 156 John St, Pembroke are:

Lease cost:	\$33,000
Site readiness:	\$12,000
Cleaning:	\$12,000
Amenities:	\$25,000
Staffing costs:	\$158,000
Total estimate:	\$240,000

Other Considerations

This option is vastly superior to the mobile trailer warming centre provided over the winter of 2023/24. That configuration required an additional washroom trailer adjacent, creating perceived liabilities related to supervision of this external facility. The program also had fewer hours available creating gaps in service. This resulted in people seeking alternative shelter in public facilities and private businesses throughout the community.

Conversely, the proposed site includes an integral washroom, along with amenities such as a kitchenette, cleaning facilities, storage facilities and program space within the warming centre footprint, and at a facility already fully engaged with those suffering substance use addictions. Additionally, it is in very close proximity to last winter's site.

Of even more consequence, this fixed facility is in alignment with the Mesa program. Addictions counsellors will be on-site 24/7, affording consistent and constant outreach and engagement with those experiencing mental health, homelessness and addiction

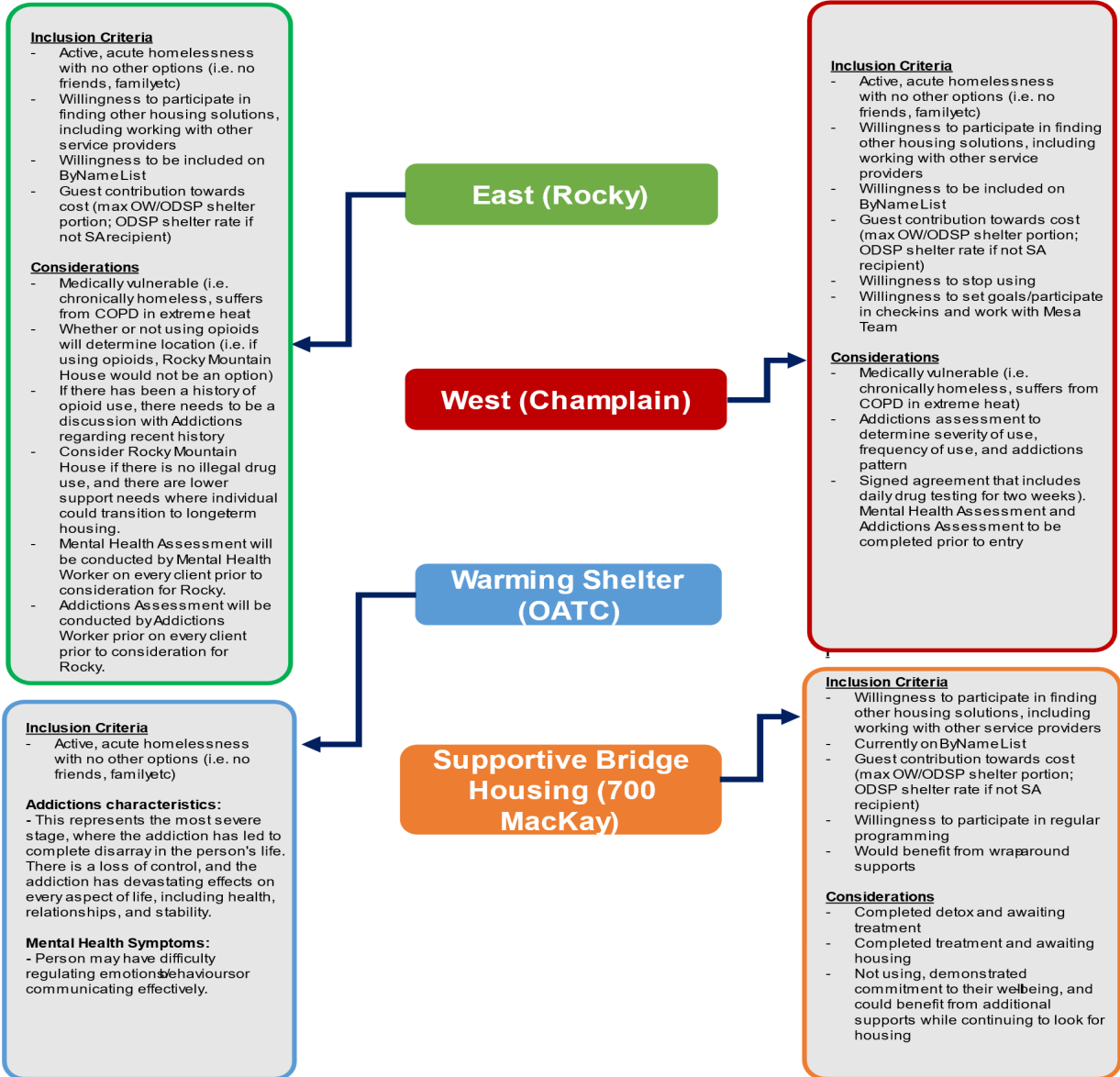
issues. This space offers program, meeting and counselling space to support interventions that were unavailable in the mobile trailer configuration.

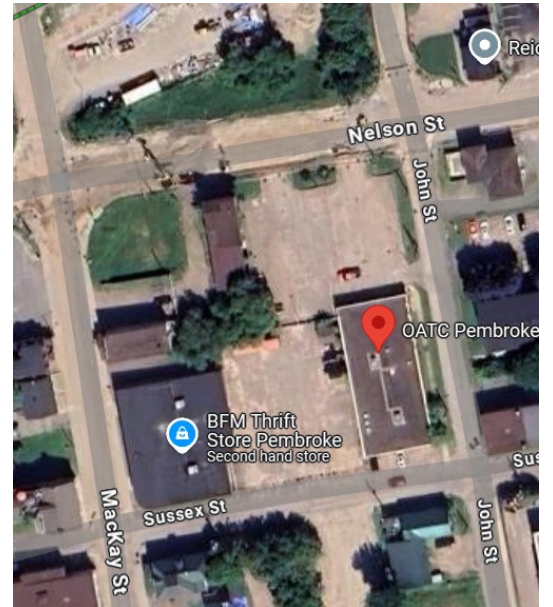
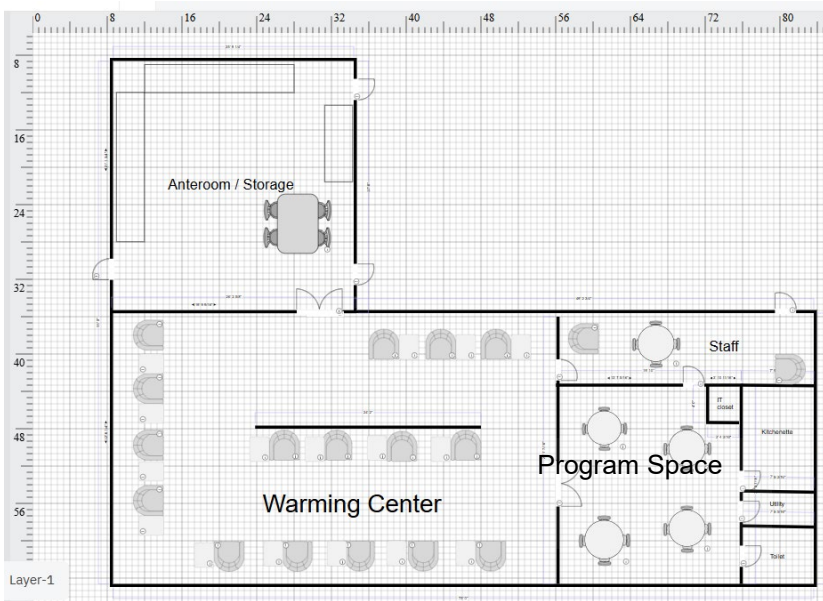
Estimated budget for the trailer warming centre are equal to 156 John St, Pembroke, with significantly less available space, accessibility challenges and critical onsite support services. Additionally, this option is not capable of transitioning to a longer-range program space when the provincial funding is approved.

Appendix A – Population dynamics

<p style="text-align: center;">Homelessness Spectrum</p> <p>Homelessness often occurs in stages, reflecting the varying levels of instability individuals or families experience.</p>	<p style="text-align: center;">Mental Health Spectrum</p> <p>When discussing the severity of mental health, the terms "crisis," "chaos," can represent different stages or grades of the problem, each with its own level of impact and complexity.</p>	<p style="text-align: center;">Addiction Spectrum</p> <p>When discussing the severity of addiction, the terms "crisis," "chaos," and "addiction" itself can represent different stages or grades of the problem, each with its own level of impact and complexity.</p>
<p>1. Crisis or Transitional Homelessness</p> <ul style="list-style-type: none"> Characteristics: This phase is typically short -term and often triggered by a crisis, such as job loss, eviction, medical emergencies, or domestic violence. Needs: Individuals or families in this phase may need immediate shelter, financial assistance, and support services to stabilize their situation. Outcomes: With timely intervention, many people can recover and find stable housing again. Without support, they may slip into chronic homelessness. 	<p>1. Mild Crisis</p> <ul style="list-style-type: none"> Symptoms: Increased anxiety, stress, or low mood. The individual may feel overwhelmed or unable to cope but can still function in daily life. Intervention: Self-care strategies, talking to friends or family, and possibly short -term counseling or therapy. Examples: Work stress, relationship issues, or a temporary depressive episode or in recovery. 	<p>1. Addiction (First Grade):</p> <ul style="list-style-type: none"> Characteristics: At this stage, the individual has developed a dependency on a substance or behavior, which may begin to interfere with daily life. The person may still have some control but increasingly needs the addictive substance or activity to function or in recovery. Impact: The effects are noticeable but may not yet be entirely life -altering. Relationships, work, and health might start to suffer, but the person is often in denial or downplays the severity or in active recovery.
<p>2. Episodic Homelessness</p> <ul style="list-style-type: none"> Characteristics: People in this phase experience recurrent bouts of homelessness, often cycling in and out of stable housing. This pattern may be due to ongoing issues like mental health problems, substance abuse, or unstable employment. Needs: These individuals require comprehensive services, including mental health care, substance abuse treatment, and job training, to address the underlying causes of their homelessness. Outcomes: Stability can be achieved with consistent support, but without it, they risk becoming chronically homeless. 	<p>2. Moderate Crisis</p> <ul style="list-style-type: none"> Symptoms: Persistent anxiety, depression, or other mental health symptoms that significantly impact daily functioning. The individual may struggle with work, social interactions, or maintaining self -care. Intervention: Professional mental health support is often needed, such as regular therapy, medication, or more structured support systems or in active treatment. Examples: Major depressive episodes, panic attacks, or early stages of severe mental illness. 	<p>2. Crisis (Second Grade):</p> <ul style="list-style-type: none"> Characteristics: The addiction escalates to a point where it causes significant disruption in the person's life. There may be frequent conflicts with loved ones, job loss, financial problems, or legal issues. The individual may recognize the severity but feels trapped and unable to stop or in active treatment. Impact: This stage involves serious consequences. The person's life begins to unravel, and there is often a sense of urgency to seek help. Physical and mental health decline, and the addiction dominates most aspects of life or in active treatment.
<p>3. Chronic Homelessness</p> <ul style="list-style-type: none"> Characteristics: Chronic homelessness is characterized by long -term or repeated homelessness, often for more than a year, with significant barriers to stable housing, such as severe mental illness, addiction, or physical disabilities. Needs: People in this phase need long -term, supportive housing solutions combined with ongoing case management, healthcare, and other supportive services. Outcomes: Without intervention, chronic homelessness can lead to a deteriorating quality of life and increased mortality rates. Permanent supportive housing is often the most effective solution. 	<p>3. Severe Crisis</p> <ul style="list-style-type: none"> Symptoms: Extreme mental health symptoms that may include suicidal thoughts, psychosis, or an inability to function in daily life. The individual may be a danger to themselves or others. Intervention: Immediate, intensive intervention is required, often involving hospitalization, crisis intervention teams, or emergency mental health services. Examples: Suicidal ideation with a plan, severe psychotic episodes, or manic episodes in bipolar disorder. <p>These stages highlight the progressive nature of mental health crisis and the increasing severity of its impact on an individual's life.</p>	<p>3. Chaos (Third Grade):</p> <ul style="list-style-type: none"> Characteristics: This represents the most severe stage, where the addiction has led to complete disarray in the person's life. There is a loss of control, and the addiction has devastating effects on every aspect of life, including health, relationships, and stability. Impact: The individual's life is in total turmoil. There may be homelessness, severe health issues, estrangement from family and friends, and a deep sense of hopelessness. Professional intervention is often required, as the person may be unable to seek help independently. <p>These stages highlight the progressive nature of addiction and the increasing severity of its impact on an individual's life.</p>

Appendix B – Supportive housing options







Warming Centre

2024/25

Background

As requested by the partner organizations, the County has explored many options related to servicing the need for a warming center in the City of Pembroke, to serve the needs of homeless persons from across Renfrew County. The current discussion has centred on a warming centre being seasonal, overnight and temporary in nature. We believe that the needs of this population are far more complex. There are unintended consequences in repeating these assumptions.

As stated within the 'mesa: a collaborate approach to compassionate care' (2024) program overview, "people with lived experience of mental health and addictions conditions are disproportionately affected by homelessness* and the huge challenges that come with not having shelter or a home.

When someone struggles with mental health and addiction, they remain homeless for longer periods of time and have less contact with family and friends. This leads to social isolation and further complicates health issues".



Homelessness Spectrum	Mental Health Spectrum	Addiction Spectrum
<p>1. Crisis or Transitional Homelessness</p> <ul style="list-style-type: none"> Characteristics: This phase is typically short-term and often triggered by a crisis, such as job loss, eviction, medical emergencies, or domestic violence. Needs: Individuals or families in this phase may need immediate shelter, financial assistance, and support services to stabilize their situation. Outcomes: With timely intervention, many people can recover and find stable housing again. Without support, they may slip into chronic homelessness. 	<p>1. Mild Crisis</p> <ul style="list-style-type: none"> Symptoms: Increased anxiety, stress, or low mood. The individual may feel overwhelmed or unable to cope but can still function in daily life. Intervention: Self-care strategies, talking to friends or family, and possibly short-term counselling or therapy. Examples: Work stress, relationship issues, or a temporary depressive episode or in recovery. 	<p>1. Addiction (First Grade)</p> <ul style="list-style-type: none"> Characteristics: At this stage, the individual has developed a dependency on a substance or behavior, which may begin to interfere with daily life. The person may still have some control but increasingly needs the addictive substance or activity to function or in recovery. Impact: The effects are noticeable but may not yet be entirely life-altering. Relationships, work, and health might start to suffer, but the person is often in denial or downplays the severity or in active recovery.
<p>2. Episodic Homelessness</p> <ul style="list-style-type: none"> Characteristics: People in this phase experience recurrent bouts of homelessness, often cycling in and out of stable housing. This pattern may be due to ongoing issues like mental health problems, substance abuse, or unstable employment. Needs: These individuals require comprehensive services, including mental health care, substance abuse treatment, and job training, to address the underlying causes of their homelessness. Outcomes: Stability can be achieved with consistent support, but without it, they risk becoming chronically homeless. 	<p>2. Moderate Crisis</p> <ul style="list-style-type: none"> Symptoms: Persistent anxiety, depression, or other mental health symptoms that significantly impact daily functioning. The individual may struggle with work, social interactions, or maintaining self-care. Intervention: Professional mental health support is often needed, such as regular therapy, medication, or more structured support systems or in active treatment. Examples: Major depressive episodes, panic attacks, or early stages of severe mental illness. 	<p>2. Crisis (Second Grade)</p> <ul style="list-style-type: none"> Characteristics: The addiction escalates to a point where it causes significant disruption in the person's life. There may be frequent conflicts with loved ones, job loss, financial problems, or legal issues. The individual may recognize the severity but feels trapped and unable to stop or in active treatment. Impact: This stage involves serious consequences. The person's life begins to unravel, and there is often a sense of urgency to seek help. Physical and mental health decline, and the addiction dominates most aspects of life or in active treatment.
<p>3. Chronic Homelessness</p> <ul style="list-style-type: none"> Characteristics: Chronic homelessness is characterized by long-term or repeated homelessness, often for more than a year, with significant barriers to stable housing, such as severe mental illness, addiction, or physical disabilities. Needs: People in this phase need long-term, supportive housing solutions combined with ongoing case management, healthcare, and other supportive services. Outcomes: Without intervention, chronic homelessness can lead to a deteriorating quality of life and increased mortality rates. Permanent supportive housing is often the most effective solution. 	<p>3. Severe Crisis</p> <ul style="list-style-type: none"> Symptoms: Extreme mental health symptoms that may include suicidal thoughts, psychosis, or an inability to function in daily life. The individual may be a danger to themselves or others. Intervention: Immediate, intensive intervention is required, often involving hospitalization, crisis intervention teams, or emergency mental health services. Examples: Suicidal ideation with a plan, severe psychotic episodes, or manic episodes in bipolar disorder. <p>These stages highlight the progressive nature of mental health crisis and the increasing severity of its impact on an individual's life.</p>	<p>3. Crisis (Third Grade)</p> <ul style="list-style-type: none"> Characteristics: This represents the most severe stage, where the addiction has led to complete disarray in the person's life. There is a loss of control, and the addiction has devastating effects on every aspect of life, including health, relationships, and stability. Impact: The individual's life is in total turmoil. There may be homelessness, severe health issues, estrangement from family and friends, and a deep sense of hopelessness. Professional intervention is often required, as the person may be unable to seek help independently. <p>These stages highlight the progressive nature of addiction and the increasing severity of its impact on an individual's life.</p>



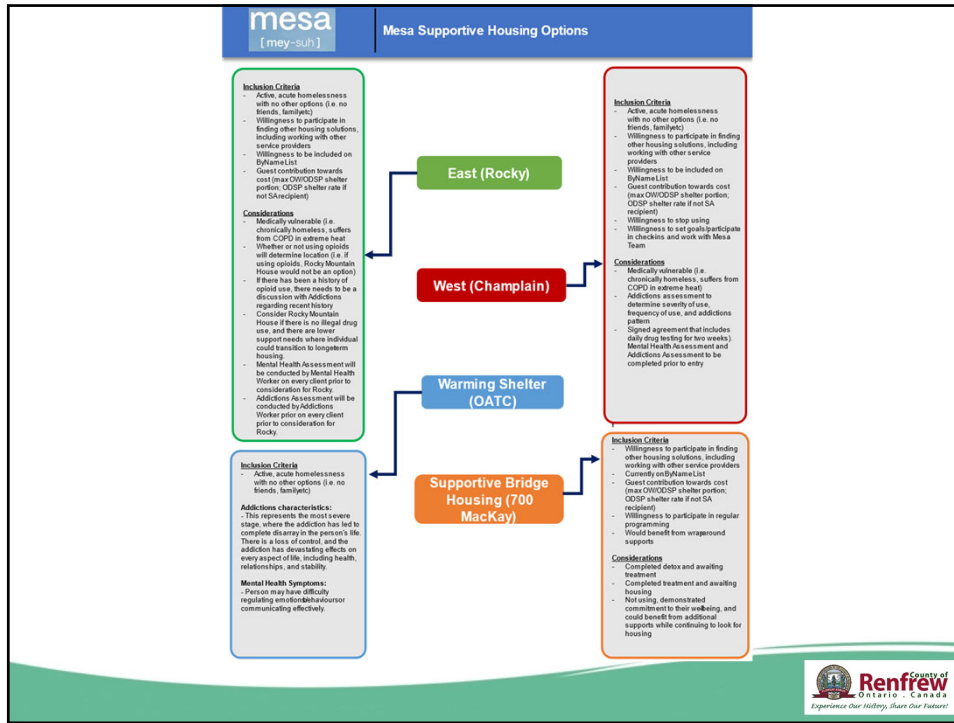
Background Cont'd

The Mesa program has been working on a solutions-based approach to addressing the needs of the most vulnerable, homeless and precariously housed people in our communities.

Creating a warming centre that is aligned with a layered approach to compassionate care has been the priority.

The creation of a warming centre should not be established in isolation of other structural determinants of health, provincial priorities, funding opportunities and policies.





Background Cont'd

In 2023/24 it was reported that 101 people accessed overnight warming centre services over 5 months in Pembroke. We are aware that there are individuals requiring short term, episodic warming centre services from November 2024 to April 2025.

Many of these individuals were known to be experiencing profound addictions challenges and concurrent mental health disorders.

It is difficult to estimate the overall demand for a warming centre this year, even though we know the overall number of individuals living rough in tents this past month has diminished greatly due to interventions of community agencies, the Mesa team and partner.

Background Cont'd

Consideration of broader policy and practice issues in the establishment of a 'temporary' warming shelter should be aligned with the existing grant proposals submitted to the provincial and federal governments to support mental health, addictions, homelessness and transitional housing.

These grants position the 'temporary' warming centre at 156 John St, Pembroke (OATC) as being an ideal basis of future operation and funding streams for the potential continuation of services that will diminish or eliminate the need for temporary ad-hoc measures such as a seasonal warming centre.

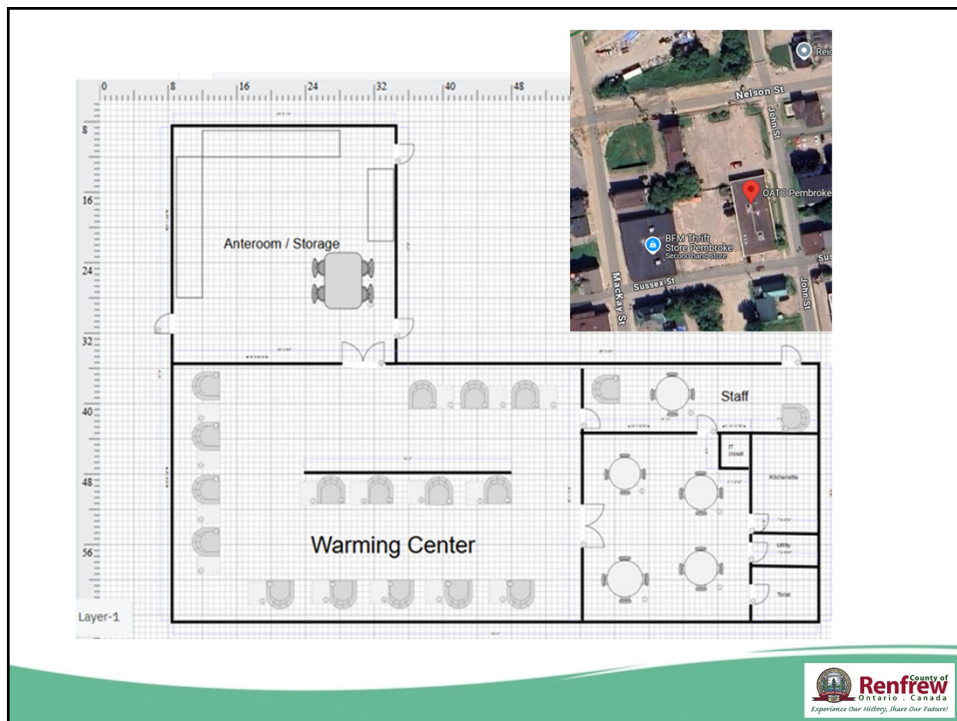


Recommendation

That the County of Renfrew establish the warming centre through a lease with 'Ontario Addictions Treatment Centres' (OATC) at 156 John St, Pembroke for approximately 2500 ft².

- The lease shall be for up to 5-months, effective immediately.
- The Centre shall provide a warming centre program for up to 24 hours/day.
- Mesa Warming Centre addictions and mental health staffing will be adjusted based on operational demand and community needs. Total staff hours shall not exceed 5,400 hours over the 5-month period.





Readiness

Based upon negotiations with the Ontario Addictions Treatment Centres and the landlord of 156 John St, Pembroke, a draft lease has been prepared and is satisfactory to both parties to move forward. The OATC space provides:

- a kitchenette,
- cleaning supplies,
- storage facilities,
- a gathering place for people as an alternative to being on the street between food and program hours at various locations across Pembroke,
- counselling and treatment space and,
- program space to support the principles and interventions of the Mesa program.



Readiness Cont'd

Temporary modifications to the space are required to create barriers between functional areas within the 2500 ft² area of use. This work can be accommodated while the warming centre is in use. All costs associated with assuming the space, furniture and operational material are identified in the budget projections. The staffing costs detailed below reflect a 24/7 operation which aligns with the recommendation in our Housing & Homeless Plan for a 24/7 low-barrier triage and service hub.

Should the current Mesa Hart Hub application be successful, this space would be evaluated for continued operation as a fully funded program by the province and a lease extension may be considered. Once a plan has been solidified and approved, the County will work with local community partners willing to provide volunteer, peer based and professional services in support of the people using the warming centre.



Readiness Cont'd

The budget projections for 5 months of continuous operation of the warming centre at 156 John St, Pembroke are:

- Lease cost: \$33,000
- Site readiness: \$12,000
- Staffing costs: \$158,000
- Amenities: \$25,000
- Cleaning: \$12,000

Total estimate: \$240,000



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Warming Centre

2024/25

