





## County Council

Wednesday, November 27, 2024 at 10:00 AM



Council Chambers

### Agenda

Page

1. **Call to Order**
2. **Land Acknowledgement**
3. **Moment of Silent Reflection**
4. **National Anthem**
5. **Roll Call**
6. **Disclosure of Pecuniary Interest and General Nature Thereof**
7. **Adoption of the Minutes**
  - a. Special Council Meeting Minutes of October 28, 2024 6 - 14  
[Special County Council - Oct 28 2024 - Minutes - Html](#)   
**RECOMMENDATION:** THAT the minutes of the Special Council Meeting of October 28, 2024, be adopted.
  - b. Council Meeting Minutes of October 30, 2024 15 - 25  
[County Council - Oct 30 2024 - Minutes - Html](#)   
**RECOMMENDATION:** THAT the minutes of the Council Meeting of October 30, 2024, be adopted.
8. **Warden's Address**

## 9. Delegations

- a. 10:15 a.m. -Presentation of Warden’s Community Service Awards  
Individual Category - Dan Poole, Nominator - Kathy Black  
Not-For-Profit Category - Ryan O'Connor, Paddler Co-op  
Palmer Rapids, Nominator - Nikola Neskovic  
For-Profit-Business - Michel Lavigne, The Valley Gazette,  
Nominator - Allison Layman
- b. 10:30 a.m. - Climate Change Action Plan - Pascal Genevieve, 26 - 58  
CCG- Ainsworth  
[County of Renfrew Action Plan Presentation 2024-11-20.pptx](#) 
- c. 10:45 a.m. - Craig Kelley, CAO/Deputy Clerk - 2024 Report Card 59 - 82  
and Strategic Plan Update  
[Report Card - CC Nov 27 2024](#) 

## 10. Closed Meeting

Pursuant to Section 239 of the Municipal Act, 2001, as amended for the purpose of:

1. 2(c) a proposed or pending acquisition or disposition of land by the municipality or local board (Paramedic Base).
2. 2(b) personal matters about an identifiable individual, including municipal or local board employees (CAO/Clerk Performance Appraisal).

## 11. Correspondence

- a. [EOWC October 2024 Newsletter.pdf](#)  83 - 92


## 12. Committee Reports

- a. [Health Committee Report](#)  93 - 168  
[By-law 148-24 - 911-PPSAP 2025](#)   
[By-law 149-24 - Fire Services Agreement 2025](#)   
[By-law 150-24 - 2024-25 BSO Funding](#)   
[By-law 151-24 - 2024-27 Community Commitment Program for Nurses](#)  
  
[By-law 152-24 - Footcare Provider Lease Space-ML](#) 
- b. [Development and Property Committee Report](#)  169 - 293  
[Growing Together Forum Program](#) 



[Renfrew Climate Action Plan](#) 

[Greenhouse Gas Report](#) 

- c. [Operations Committee Report](#)  294 - 359  
[2024 Capital Variance Report](#)   
[Good Roads Email](#)   
[Good Roads Rural Road Safety Program Support](#)   
[County of Renfrew TMP - Road Rationalization Assessment](#)   
[By-law 146-24 - Amend By-law10-15 Culvert Assumption C339](#)   
[By-law 147-24 - 3-Ton Truck-Plow](#) 
- d. [Finance and Administration Report](#)  360 - 583  
[Council Remuneration September 30, 2024](#)   
[Treasurers Report September 30, 2024](#)   
[2024 Financial Notes](#)   
[Mesa Summary](#)   
[2024 WSIB Report](#)   
[By-law 153-24 - Procedural By-law](#)   
[2025 Committee-Council Calendar](#)   
[By-Law 154-24 Service Agreement Cowan](#)   
[By-Law 155-24 Service Agreement Manulife](#)   
[Benefits Renewal Presentation](#)   
[By-law 156-24 to Amend By-law 63-03-Corporate Policies By-law](#)   
[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](#)   
[E-14 - Non-Work Related Illness Injury](#)   
[E-15 - Personal Time Off](#) 
- e. [Community Services Committee Report](#)  584 - 607

### 13. By-laws

**RECOMMENDATION:** THAT the following By-laws be enacted and passed:

- a. By-law 146-24 - A By-Law to Amend By-Law 10-15, Being a By-Law to Consolidate All By-Laws With Respect to Roads and Bridges Included in the County Road System
- b. By-law 147-24 - A By-Law for the Execution of Contract PWO-2024-06 Supply and Delivery of One 3-Ton Truck and Plow Unit
- c. By-law 148-24 - A By-Law to Execute a Service Agreement Between The Ontario Provincial Police (OPP) and the County of Renfrew for the Renewal of 9-1-1 Primary Public Safety Answering Point (P-PSAP) Services Agreement
- d. By-law 149-24 - A By-Law to Enter into an Agreement Between the Minister of Health and the County of Renfrew for the Renewal of the Provision of Communication Services to the County of Renfrew
- e. By-law 150-24 - A By-Law to Execute an Agreement Between the County of Renfrew, Bonnechere Manor and Ontario Health East for the 2024-25 Base Funding Allocations for Behavioural Supports Ontario in Long-Term Care
- f. By-law 151-24 - A By-Law to Execute an Agreement Between The Corporation Of The County Of Renfrew And Ontario Health For The Community Commitment Program for Nurses (CCCPN) 2024-27
- g. By-law 152-24 - A By-Law to Enter into a Lease Agreement with Brenda Kincade, Foot Care Service Provider
- h. By-law 153-24 - A By-law to Govern the Proceedings of the Council and Committees of the County of Renfrew
- i. By-law 154-24 - A By-law to Enter Into a Service Agreement Renewal with Cowan Benefits Consulting for a Benefits Program
- j. By-law 155-24 - A By-law to Enter Into a Service Agreement Renewal with Manulife Financial for the Provision of a Benefits Program
- k. By-law 156-24 - A By-law to Amend By-law 63-03 Human Resources Corporate Policies and Procedures for the

**14. Notice of Motions**

**15. Written Reports from Representatives Appointed to External Boards**

- a. Association of Municipalities Ontario (AMO) - no report
- b. Eastern Ontario Regional Network (EORN) - no report
- c. Federation of Canadian Municipalities (FCM) - no report
- d. Rural Ontario Municipal Association (ROMA) 608 - 609  
[ROMA Report November 2024.docx](#) 

**16. Members' Written Motions**

**17. New Business**

**18. Confirmation By-law** 610

[162-24 Confirmatory By-law November 27, 2024.docx](#) 

**RECOMMENDATION:** THAT By-law 162-24, being a By-law to confirm the proceedings of the Council of the County of Renfrew at the meeting held on November 27, 2024, be now numbered, deemed read three times and passed.

**19. Adjournment**

**RECOMMENDATION:** THAT this meeting adjourn and the Inaugural Meeting be held on Tuesday, December 10, 2024.

**NOTE:** Any submissions received from the public, either orally or in writing may become part of the public record/package.



## **Special County Council**

Monday, October 28, 2024 at 9:30 AM

Council Chambers

### **Minutes**

**Present:** Glenn Doncaster, Michael Donohue, Warden Peter Emon, Anne Giardini, Debbi Grills, Valerie Jahn, Daniel Lynch, Mark MacKenzie, David Mayville, Jennifer Murphy, Neil Nicholson, Gary Serviss, Keith Watt, Rob Weir, Mark Willmer, and Daina Proctor

**Late:**

**Absent:** David Bennett and James Brose

#### **1. Call to Order**

The Special Session of the Council of the Corporation of the County of Renfrew met at 9:30 a.m. on Monday, October 28, 2024.

#### **2. Land Acknowledgement**

Warden Emon recited the Land Acknowledgement, identifying the meeting was being held on the traditional territory of the Omàmiwininì (Algonquin) People.

#### **3. Moment of Silent Reflection**

The meeting opened with a moment of silent reflection.

#### **4. National Anthem**

The National Anthem was sung.

#### **5. Roll Call**

The roll was called and all members were present, except Councillor Brose.

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

No pecuniary interest was disclosed.

**7. Committee Reports**

a. Chief Administrative Officer Report

The CAO/Clerk overviewed the PowerPoint presentation regarding the Procedural By-law and proposed committee structure, highlighting the differences between the current standing committee structure and the streamlined committee of the whole. He noted that the shift would reduce the number of meeting days and should improve efficiency with a consent style agenda. Council discussed in detail the proposed changes.

Councillor Doncaster left the meeting at 10:27 a.m.

Councillor Murphy left the meeting at 10:32 a.m. and returned at 10:33 a.m.

Councillor Proctor left the meeting at 10:34 and returned at 10:37 a.m.

The meeting recessed at 10:38 a.m. and reconvened at 10:49 a.m. with all members present except Councillor Doncaster and Councillor Brose.

Councillor Doncaster returned to the meeting at 11:07 a.m.

The CAO/Clerk provided an overview on the term of Warden and proposed that Council consider a two year term, either immediately, or proceeding the 2026 election year. Council discussed the current term of the Warden, including a Deputy Warden, as well as the workload of the Warden and the proposed two year term.

The meeting recessed at 12:04 p.m. and reconvened at 12:51 p.m. with all members present except Councillor Brose.

Council continued to review the Procedural By-law and provided comment and amendments.

Council requested that Section 17 - Notice of Motion provide alternate wording to clarify "the matter that the member has

provided notice of shall not be considered until the ensuing meeting" and the process that the member must submit a written submission in the appropriate time to be included with the appropriate agenda.

**RESOLUTION:** THAT County Council direct staff to revise the draft Procedural By-law with the proposed amendments and present the updated draft Procedural By-law with track changes to the November Finance & Administration Committee.

*Moved by:* Jennifer Murphy

*Seconded by:* Debbi Grills

**CARRIED**

**RESOLUTION:** THAT the procedure for a recorded vote be amended to have the Clerk call on the person that requested the recorded vote to vote first and the balance of Council will vote in alphabetical order proceeding the name of the member who requested the recorded vote.

*Moved by:* Mark MacKenzie

*Seconded by:* Daniel Lynch

**CARRIED**

**RESOLUTION:** THAT the reference to Acting Warden be removed from the draft Procedural By-law.

*Moved by:* Michael Donohue

*Seconded by:* Mark MacKenzie

**DEFEATED**

**RESOLUTION:** THAT the current Committee structure remain as five Committees: Development and Property, Community Services, Finance and Administration, Health and Operations Committee.

*Moved by:* Michael Donohue

*Seconded by:* Jennifer Murphy

**CARRIED**

**RESOLUTION:** THAT section 6.1 to 6.4 Conduct During Meetings be removed from the draft Procedural By-law and be considered added to the Code of Conduct By-law.

*Moved by:* Michael Donohue

*Seconded by:* Rob Weir

**DEFEATED**

**RESOLUTION:** BE IT RESOLVED THAT County Council approve the Term of Office for Warden be revised to a two-year term, replacing the current one year term; and THAT the proposed changes to the Term of Office for Warden be effective following the 2026 Municipal election.

*Moved by:* Michael Donohue

*Seconded by:* Glenn Doncaster

**For** Doncaster, Emon, Grills, Jahn, Mayville, Murphy, Willmer, and Proctor

**Against** Donohue, Giardini, Lynch, MacKenzie, Nicholson, Serviss, Watt, and Weir

**DEFEATED 75-136**

**RESOLUTION:** BE IT RESOLVED THAT County Council approve the recommendation that it revise its conduct of legislative business and responsibilities from the current standing committee structure to a committee of the whole structure.

*Moved by:* Michael Donohue

*Seconded by:* Jennifer Murphy

**For** Doncaster, Emon, Giardini, Grills, Jahn, Murphy, Nicholson, Serviss, and Proctor

**Against** Donohue, Lynch, MacKenzie, Mayville, Watt, Weir, and Willmer

**CARRIED 110-101**

**RESOLUTION:** THAT the Resolution be amended, and that

the question be separated to three distinct questions:  
BE IT RESOLVED THAT County Council amend the motion approve the recommendation that it revise its conduct of legislative business and responsibilities from the current standing committee structure to a committee of the whole structure.

BE IT RESOLVED THAT County Council approve the recommendation that the Term of Office for Warden be revised from a one-year term to a two-year term.

BE IT RESOLVED THAT County Council adopts the updated Procedural By-law effective January 1, 2025; AND THAT By-law 85-10, as amended, be repealed.

*Moved by:* Michael Donohue

*Seconded by:* Rob Weir

**CARRIED**

**RESOLUTION:** THAT County Council adopts the revised /draft updated draft Procedural By-law effective January 1, 2025, AND THAT by-law 85-10 be repealed.

*Moved by:* Jennifer Murphy

*Seconded by:* Anne Giardini

**LAI D ON THE TABLE**

b. [Finance Division Report](#) 

The Manager of Finance/Treasurer overviewed the 2025 Capital Advancement Plan PowerPoint presentation, highlighting key points such as inflation adjustments, changes in project timelines, service level enhancements and updates to the asset management plan.

Councillor Nicholson left the meeting at 2:01 p.m.

The Director of Emergency Services provided an overview of the proposed new Pembroke ambulance base. Council discussed the current need and requirements for the size of the new base as well as the location. Council also discussed the requirements of storing vehicles, equipment and materials inside.

Councillor Lynch left the meeting at 2:32 p.m. and returned at



2:35 p.m.

Council discussed the housing stock of the Renfrew County Housing Corporation and the renewal strategy, including rebuilding, relocating and renovating as well as the timeline of the projects. They further discussed the role of private developers in providing low-income housing and the need for Federal and Provincial grant funding to assist in such projects.

Councillor Proctor left the meeting at 2:46 p.m.

The meeting recessed at 2:51 p.m. and reconvened at 3:06 p.m. with all members present except Councillor Brose, Councillor Nicholson and Councillor Proctor.

The Manager of Finance/Treasurer reviewed the Service Level Enhancement to the Algonquin Trail Expansion. The CAO/Clerk noted that additional information will be ongoing to the Trails Committee as the work plan may change pending grant funding and the potential replacement of the Bissett Creek area bridge.

Councillor Giardini left the meeting at 3:28 p.m.

Council discussed the proposed pre-budget approval process which was brought forward to tender early on capital projects.

[10 Year Capital Plan](#) 

[Presentation - AMP LTFP 2025](#) 

**RESOLUTION:** THAT County Council grant 2025 budget approval (pre-budget approval) to proceed with the following capital projects:

D&P, Property, 80 McGonigal Building Security System  
\$31,000

D&P, Property, Renfrew County Place Building Security  
System \$75,000

LTC, Miramichi Lodge, Air Conditioning Units (x4) \$1,200,000

ES, power load units (x5) \$173,140

ES, power cots (x5) \$145,800

ES, ambulances fit up (x4, 2024 order) \$900,000

ES, ambulances new order (x5) \$1,510,000

ES, ERV fit up (x2, 2024 order) \$150,000

ES, ERV new order (x3) \$420,000

l. PW, Burnt Bridge \$427,000

- . PW, Cochrane Creek Bridge \$445,000
- . PW, Combermere Bridge \$2,500,000
- . PW, Constant Creek Bridge \$120,000
- . PW, O'Grady Bridge \$198,500
- . PW, Waba Creek Bridge \$490,000
- . PW, Turcotte Bridge \$38,500
- . PW, Broomes Creek Culvert \$5,500,000
- . PW, Farquharson's Culvert \$160,000
- . PW, Labombard Culvert \$250,000
- . PW, McLeads Culvert \$218,000
- . PW, Neilson Creek Culvert \$250,000
- . PW, Robertson Twin Pipes \$300,000
- . PW, Burnstown Road \$2,745,068
- . PW, Calabogie Road \$698,200
- . PW, Castleford Road \$1,733,122
- . PW, Daniel Street North \$1,462,429
- . PW, Doran Road \$1,266,040
- . PW, Matawatchan Road \$1,637,199
- . PW, Opeongo Road \$3,677,520
- . PW, Ridge Road \$310,258
- . PW, Siberia Road \$1,714,180
- . PW, Storyland Road \$1,801,209
- . PW, TV Tower Road \$2,197,221
- . PW, Usborne Street 793,327
- . RCHC, 1110-1144 Lea Street - (2) Townhome Blocks  
Renovation \$200,000
- . RCHC, 1030-1106 Lea Street - (4) Townhome Blocks  
Renovation \$279,541
- . RCHC, 135 Francis Street, Renfrew demolition and expansion  
\$837,060

*Moved by:* Glenn Doncaster

*Seconded by:* Keith Watt

**CARRIED**

**RESOLUTION:** THAT the final \$2.5 million expenditure of the anticipated \$4 million for Algonquin Trails (2025) be funded from the working capital reserves with no charge against surplus.

*Moved by: Michael Donohue*

*Seconded by: Debbi Grills*

**CARRIED**

**RESOLUTION:** THAT County Council direct staff to find and/or negotiate suitable sites for Renfrew County Housing Corporation Renewal Project #1 (24 units, 25,200 sq. ft of Row Housing); and

THAT staff prepare and release a Request for Proposal for a design and build of Renfrew County Housing Corporation Renewal Project #1; and

THAT the budget for Renfrew County Housing Corporation Renewal Project #1 (including any potential land purchase) be \$7,560,000, over the 2025-2027 years; and

THAT staff secure a construction loan from Infrastructure Ontario for the estimated cost of Renewal Project #1 of \$7,560,000; and

FURTHER THAT upon completion of Renfrew County Housing Corporation Renewal Project #1, the land and buildings at 435-481 Nelson Street be sold and the proceeds be used to pay down the aforementioned construction loan.

*Moved by: Rob Weir*

*Seconded by: Keith Watt*

**CARRIED**

**8. By-laws - None**

**9. Notice of Motions - None**

**10. Members' Written Motions - None**

**11. New Business - None**

**12. Confirmatory By-law**

**RESOLUTION:** THAT By-law 138-24, being a By-law to Confirm the Proceedings of the Council of the County of Renfrew at the meeting held on October 28, 2024 be now numbered, deemed read three times and passed.

*Moved by:* Rob Weir  
*Seconded by:* Gary Serviss

**CARRIED**

**13. Adjournment**

**RESOLUTION:** THAT this meeting adjourn and the next Regular Council Meeting be held on Wednesday, October 30, 2024. Time: 3:51 p.m.

*Moved by:* Jennifer Murphy  
*Seconded by:* Daniel Lynch

**CARRIED**

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Peter Emon, Warden

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Gwen Dombroski, Clerk



## County Council

Wednesday, October 30, 2024 at 10:00 AM

Council Chambers

### Minutes

**Present:** James Brose, Glenn Doncaster, Michael Donohue, Warden Peter Emon, Anne Giardini, Debbi Grills, Daniel Lynch, Mark MacKenzie, David Mayville, Jennifer Murphy, Neil Nicholson, Gary Serviss, Keith Watt, Rob Weir, Mark Willmer, and Daina Proctor

**Late:**

**Absent:** David Bennett and Valerie Jahn

#### 1. Call to Order

The General Session of the Council of the Corporation of the County of Renfrew met at 10:00 a.m. on Wednesday, October 30, 2024.

#### 2. Land Acknowledgement

Warden Emon recited the Land Acknowledgement, identifying the meeting was being held on the traditional territory of the Omàmiwininì (Algonquin) People.

#### 3. Moment of Silent Reflection

The meeting opened with a moment of silent reflection.

#### 4. National Anthem

The National Anthem was sung.

#### 5. Roll Call

The roll was called and all members were present, except Councillor Jahn.

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

No pecuniary interest was disclosed.

**7. Adoption of the Minutes of September 25, 2024**

[County Council - Sep 25 2024 - Minutes - Html](#) 

**RESOLUTION:** THAT the minutes of September 25, 2024 meeting be approved as amended.

*Moved by:* Rob Weir

*Seconded by:* Keith Watt

**CARRIED**

**8. Adoption of the Closed Minutes of September 25, 2024**

**RESOLUTION:** THAT the Closed minutes of September 25, 2024 meeting be approved.

*Moved by:* James Brose

*Seconded by:* Daniel Lynch

**CARRIED**

**9. Warden's Address**

**Members of County Council:**

During the month of October, I attended 35 meetings on County business.

On September 26, during Local Government Week, I attended County Day and it was enjoyable to see all the young children here participating in the opportunity to Touch a Truck, experience the flight of a Paramedic drone, and learn from our forestry displays. It was also great to see the young adults and professionals attending to learn more about the County of Renfrew and spend time with the various departments, including the Job Fair that was held within the building.

I met with the Austrian Ambassador, Andreas Rendl and his wife, Eva, along with Councillor Murphy on September 28 at the farm of Austrian native Josef Hirnschall on the Bonnechere River, which Josef describes as one of the premier pioneer settlements in the area. Visitors gathered for an

incredible full-course meal and tour of his farm.

On October 1 and 2, I attended the AMO Knowledge Exchange on Community and Social Housing, alongside CAO Craig Kelley, Directors Jason Davis and Andrea Patrick, and the Manager of Community Housing. It was a valuable meeting where conversations and presentations were had regarding insights and actions to advance and grow Ontario's community and supportive housing, with over 200 municipal, Indigenous and sector leaders in attendance.

Over the past few weeks, I have attended both the Bonnechere Manor and Miramichi Lodge for Strategic Planning Sessions, and Volunteer Appreciation events. I was also very honoured to attend a Foundation Donor Appreciation Event at Bonnechere Manager, along with Councillor Donohue, where it was announced that the Home has benefitted from a considerable donation for the Great Hall at the front entrance to Bonnechere Manor, from the estate of Mrs. Wayning Clay, and from the Mr. Harold Irving family, who donated funds for the enhancements to the South Courtyard. It was a heartwarming event and it is always so nice to visit both the Manor and the Lodge and visit with the residents and staff.

We hosted the Eastern Ontario Wardens' Caucus Board Directors meeting at Calabogie Peaks Resort, October 17 and 18. I would like to thank Councillor Weir for joining us and providing greetings from the Township of Greater Madawaska. The fall colours were at their peak while we were there and we couldn't have asked for better weather or scenery, and the hospitality of the Calabogie Peaks and Red Neck Bistro was amazing. I would also like to thank Mike Nolan and the paramedics for their presentation and insights regarding paramedic services in our rural community, as well as highlighting RCVTAC and Mesa.

On October 25, the Eastern Ontario Wardens' Caucus participated in the Western Ontario Wardens' conference. This event provided a valuable opportunity to exchange insights and support efforts aimed at enhancing rural communities across Ontario and advocating for improvements in our regions.

We are accepting nominations for the 2024 Warden's Community Service Awards. These awards honour and recognize community members for going over and above for others and the greater good of the community.

Nomination categories:

- Individual
- Not-for-profit organization
- For-profit business

This is a very meaningful way to recognize an important individual, not-for-profit organization or business in your municipality for their community contributions. Nomination forms can be located on the County of Renfrew website. The nomination deadline is November 1 and the awards will be presented at County Council on November 27.

We are wearing pink ribbons today for Breast Cancer Awareness Month and show our support for the more than 2 million women around the world who are diagnosed with the disease each year, and for those that have been affected by breast cancer and encourage proactive health measures for early detection.

As we approach Remembrance Day on November 11, I encourage all members to participate in the various activities planned to honor and remember those who have served and sacrificed for our country and provide appreciation for our active service members and their family members.

We would like to wish all a safe and spooky Halloween tomorrow. To the hunters we hope you also have a safe and successful hunt and a good aim.

If you haven't already done so, please register for the upcoming Staff Appreciation and Service Awards Event on November 21.

I will remind those assembled here of the following - the County of Renfrew, Experience our history, Share our future.

This concludes my address for this session of County Council.

Peter Emon, Warden

## **10. Delegations**

- a. 10:15 a.m. - Jason Hagan, Program Manager, Keith Taylor, Chief Investment Officer, One Investment  
Mr. Hagan and Mr. Taylor attended the meeting at 10:08 a.m. and overviewed the PowerPoint presentation on the One Investment program, which aims to enhance investment gains for Ontario's municipal sector. They advised that they provide investment advisory services free of charge, helping municipalities navigate investment options compliant with the Municipal Act. The program was established as a not-for-profit in 2018 to gain Ontario Securities Commission exemption for providing municipal investment advice. Municipalities can leverage One Investment's offerings, which



include high-interest savings accounts, Canadian bond portfolios, and corporate bond investments. These options are designed to align with different investment horizons while adhering strictly to legal requirements. The team comprises experienced professionals in municipal finance and investment, ensuring tailored support for municipalities in their investment strategies. They continued explaining that the Ontario government expanded Section 418 of the Municipal Act, allowing municipalities to opt into a "prudent investor" framework if they meet specific criteria, including a minimum investment threshold of \$100 million. This provides municipalities with broader investment options but also requires rigorous adherence to investment policy statements and annual reviews. Council requested additional information on the role of the Joint Investment Board, which includes oversight from qualified investment professionals. They further questioned investment strategies during past financial crises and risk management, which they were advised the investments are conservative and compliant with regulations.

Council acknowledged the need for further examination of investment opportunities and recommended that the Finance and Administration Committee explore this opportunity in greater depth.

The presentation concluded at 10:44 a.m.

- b. 10:30 a.m. Jennifer White, Executive Director, Family Children Services of Renfrew County

Ms. White attended the meeting at 10:50 a.m. to overview the PowerPoint presentation and seek advocacy and support for Family Children Services of Renfrew County.

Warden Emon provided additional information regarding the funding shortfalls Family Children Services is facing. Council asked for additional information on the volume of clients the Renfrew chapter has and if it is comparable to other regions. Ms. White offered to look into the data.

Council thanked Ms. White and the Family Children Services Board for the information and attending the Council Meeting, noting that a resolution was forthcoming acknowledging the






funding issues facing the County of Renfrew Family and Children Services.

The presentation concluded at 11:51 a.m.

## 11. Correspondence

- a. Eastern Ontario Warden Caucus (EOWC) September 2024 Newsletter  
Warden Emon overviewed the Eastern Ontario Warden's Caucus September Newsletter.

## 12. Committee Reports

- a. [Community Services Committee Report to County Council](#)   
Council requested that Item #5, Child Services Resolution be amended to extend an invitation to Family and Children Services Renfrew County if a delegation with the Ministry is received.  
The Community Services Committee Report was adopted as presented.  
Councillor Doncaster left the meeting at 12:00 p.m. and returned at 12:02 p.m.  
The meeting recessed at 12:03 p.m. and reconvened at 12:47 p.m. with same members present, except Councillor Doncaster.
- b. [Addendum to the Community Services Report to County Council](#)   
[By-law 144-24 CUPE4425Agreement2024](#) 
- c. [Health Committee Report to County Council](#)   
Councillor Doncaster joined the meeting at 12:50 p.m.  
The Health Committee Report was adopted as presented.
- d. [Development and Property Committee Report to County Council](#)   
The Development and Property Committee Report was adopted as presented.  
Item #6 - Issues on County Forests - Council suggested that

social media posts are created requesting respect on public lands regarding the illegal activities, including dumping garbage, encroachments, fires etc. Council discussed the encroachments and the costs involved in receiving a legal survey.

Item #7 - Pembroke Paramedic Base – Architectural Service - Council discussed the proposed new paramedic base within the City of Pembroke, highlighting concerns over the size of the proposed facility and that the evolving needs of the expanding paramedic programs, the provincial requirements and increased community demands and future growth be considered. Also included in the discussion was whether the site should remain within the City of Pembroke or include surrounding areas, such as the Whitewater Region. Council requested that an analysis be conducted to ensure the design includes current and future operational needs.

**RESOLUTION:** THAT County Council direct staff to issue a request for proposal for architectural services for the design of a paramedic base within the Pembroke area.

*Moved by:* Glenn Doncaster

*Seconded by:* Rob Weir

**CARRIED**

e. [Operations Committee Report to County Council](#) 

The Operations Committee Report was adopted as presented, severing Item #6 - Establishment of an Ontario Rural Road Safety Program from the report and Item #12 Supply and Delivery of Winter Salt.

Item #2 - Dual Purpose Transit Solution - Council questioned the proposed Ad-Hoc Committee and if a Council member would be on the Committee and if so, it would need to come through the Striking Committee. It was noted that the Terms of Reference will be developed and will outline the members of the Ad-Hoc Committee and that the minutes would flow through the Operations Committee.

Item #6 - Establishment of an Ontario Rural Road Safety Program. Council questioned the reference to "inherently bad" in the resolution and requested additional information

from ROMA be sought. The resolution was severed from the report.

Item #12 - Supply and Delivery of Winter Salt - Council discussed the current supply of salt and the present contract. Council requested that this item be severed from the report. The meeting recessed at 2:27 p.m. and reconvened at 2:42 p.m. with the same members present except Councillor Watt.

**RESOLUTION:** THAT Item #12 Supply and Delivery of Winter Salt - be tabled and staff are directed to review the current contract for the supply of winter salt and determine if it is warranted to tender.

*Moved by:* Glenn Doncaster

*Seconded by:* Mark Willmer

**CARRIED**

**RESOLUTION:** THAT Item #6 Establishment of Ontario Rural Road Safety Program is tabled and staff are directed to rewrite the resolution and bring it back to the November Operation Committee Meeting.

*Moved by:* Glenn Doncaster

*Seconded by:* Anne Giardini

**CARRIED**

f. [Finance and Administration Report to County Council](#) 

The Finance and Administration Report was adopted as amended, striking the words "2025 Capital Advancement Plan" from Item #6.

Council questioned Item #3 Fall Tax Policy Working Group/RCCTA Finance Sub-Committee Meeting, regarding Optional Property Tax Class for small commercial activity occurring on a farm - noting it will come back to the Finance and Administration Committee once it has been discussed at the Renfrew County Agricultural Economic Development Committee.

Item #8 OPP Billing was discussed and it was noted that AMO and ROMA are aware of the concerns of the increased OPP costs.

### 13. By-laws

**RESOLUTION:** THAT the following By-laws be enacted and passed:

- a. By-law 139-24 - A By-law to Regulate and Govern the Use of the Lands Identified as County of Renfrew Recreational Trails as Linear Parks.
- b. By-law 140-24 - A By-law to Authorize Speed Limits.
- c. By-law 141-24- A By-law for the Execution of Contract PWO-2024-05 Supply and Delivery of One Tandem Truck and Plow Unit.
- e. By-law 142-24 - A By-Law to Execute an Agreement Between the County of Renfrew and Ontario Health for the 2024-25 Base Funding and One-Time Funding Increase Regarding the Bonnechere Manor Senior Adult Day Program.
- f. By-law 143-24 - Employment By-Law # 6 A By-Law Concerning the Collective Agreement with the Canadian Union of Public Employees (CUPE) Local 4425, Renfrew County Housing Corporation.

*Moved by:* David Mayville

*Seconded by:* Debbi Grills

**CARRIED**

### 14. Notice of Motions

### 15. Written Reports from Representatives Appointed to External Boards

- a. Association of Municipalities Ontario (AMO) No Report  
Councillor Donohue left the meeting at 3:10 p.m.  
Councillor Brose left the meeting at 3:10 p.m. and returned at 3:12 p.m.
- b. Eastern Ontario Regional Network (EORN)  
Councillor Murphy requested the Eastern Ontario Regional Network (EORN) report be pulled, noting that she would submit a revised copy in November.
- c. Federation of Canadian Municipalities (FCM) - No Report
- d. Rural Ontario Municipal Association (ROMA)  
Councillor Murphy overviewed the ROMA report.

**16. Members' Written Motions - None**

**17. New Business**

Councillor Donohue returned to the meeting at 3:18 p.m.

Council watched a video regarding the Men's Shed in Arnprior provided by Lee Valley Tools. The Men's Shed provides members with a safe space to work on projects while building meaningful relationships with other members in the community. It was noted that the Men's Shed could be established in other communities.

Warden Emon reminded Council of the Ribbon Cutting Event for the Eganville Paramedic Base on Friday, November 1, 2024 at 9:30 a.m.

Councillor Murphy added that Ottawa Valley Ontario Health Team is hosting a Community Meeting at the Echo Centre in Eganville after the ribbon cutting at the Paramedic Base.

Councillor Lynch advised that the Town of Arnprior will welcome Latvia to the Nick Smith Centre for their World Junior Championship pre-competition camp this December. As well, Arnprior will host two exhibition games:

7:00 P.M. December 19 - Germany vs Kazakhstan;

and the second game- 7:00 P.M. December 23 Latvia vs Switzerland.

It was noted that there are 1000 tickets available for each game and tickets are sale on the Arnprior website.

**18. Confirmatory By-law**

**RESOLUTION:** THAT By-law 144-24, being a By-law to confirm the proceedings of the Council of the County of Renfrew at the meeting held on October 30, 2024, be now numbered, deemed read three times and passed.

*Moved by:* Daina Proctor

*Seconded by:* Rob Weir

**CARRIED**

**19. Adjournment**

**RESOLUTION:** THAT this meeting adjourn and the next Regular Council Meeting be held on Wednesday, November 27, 2024. Time 3:25 p.m.

*Moved by:* Mark MacKenzie  
*Seconded by:* Anne Giardini

**CARRIED**

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Peter Emon, Warden

---

Gwen Dombroski, Clerk

Draft



# COUNTY OF RENFREW

CLIMATE CHANGE ACTION PLAN [RFP-DP-2023-01]

20 November 2024



# TABLE OF CONTENTS

- I. OBJECTIVES OF THE MANDATE
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- III. FORECAST FOR BUSINESS AS USUAL (BAU) SCENARIO
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- V. ACTION PLAN
- VI. PROJECTED GHG EMISSIONS

An aerial photograph of a road winding through a dense forest. A red and white bus is driving on the road, moving away from the viewer. The bus has the number '00000' on its side. The road is flanked by lush green trees and foliage. The overall scene is bright and natural.

# Objectives of the mandate

# Objectives of the mandate

To provide a GHG emissions inventory and an Action Plan

## GHG emissions inventory for FY2021

- ✓ Data collection
- ✓ Quantification of emissions
- ✓ Presentation of results

## Action plan

- ✓ List of mitigation actions
- ✓ Estimation of GHG emissions reduction and budget allocation
- ✓ Forecasting  
GHG reduction targets  
Final Action Plan



An aerial photograph of a road winding through a dense forest. A red and white bus is stopped at a bus stop on the right side of the road. The bus stop has a white roof and a green trash bin. The road has yellow and white lane markings. The surrounding trees are lush green, with some showing small orange flowers.

# II Summary of the GHG inventory

# Main results for the Corporate County

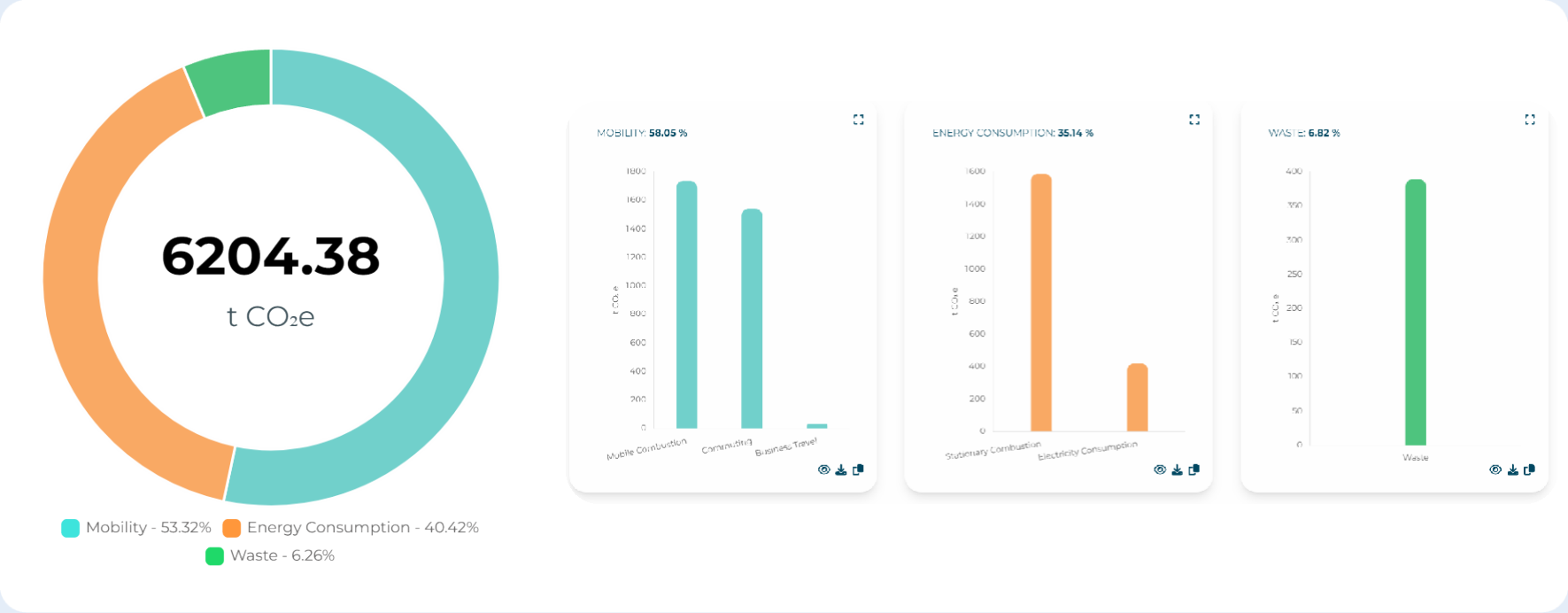


Fig. 1. GHG emissions for the County (Corporate) per main category and driver, Ainsworth, 2024

# Main contributor : Energy consumption

For our inventory, “Stationnary combustion” represents 35% of the county’s GHG emissions.

## Energy (Scope 1 & 2)

**First Emission Sources (Scope 1):** The most significant sources are linked to stationary combustion (28%), heavily influenced by:

- The Miramichi Lodge, the County admin building and Renfrew county place’s **natural gas consumption**: Together they account for **8%** (448.7tCO<sub>2</sub>e), **1.9%** (108 tCO<sub>2</sub>e) and **1.5%** (88 tCO<sub>2</sub>e) respectively.

**Second Emission Sources (Scope 2):** The second most significant sources of mobility emissions are related to **electricity consumption (7.3%)**, with the Miramichi Lodge accounting for **1.3%** (73 tCO<sub>2</sub>e) alone.

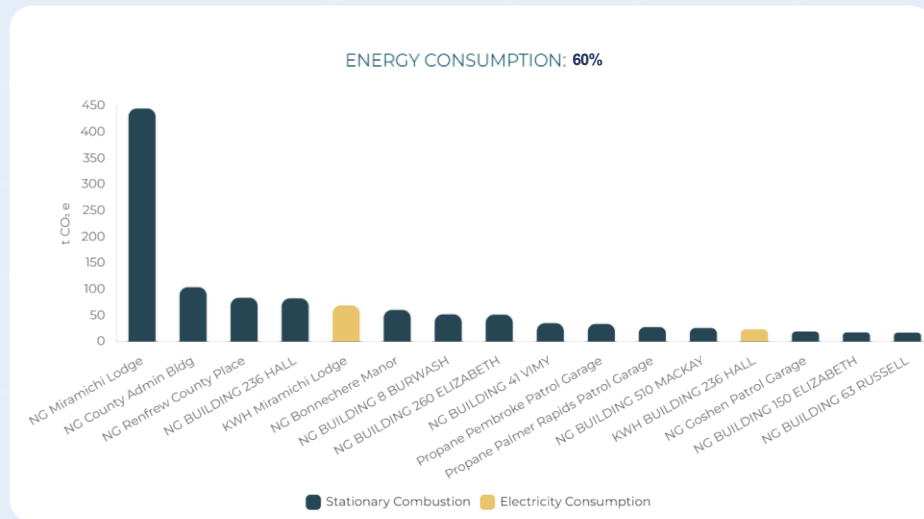
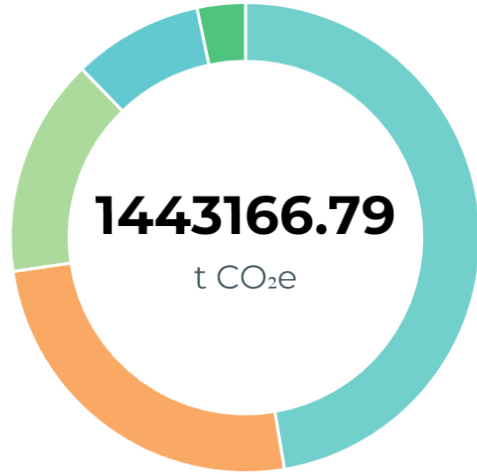


Fig. 3. GHG emissions for the County (Corporate) for stationary assets, Ainsworth, 2024



# Main results for the Community



- Mobility - 47.35%
- Energy Consumption - 25.35%
- Agriculture, Forestry and Other Land Use (AFOLU) - 15.04%
- Industrial Processes and Product Use (IPPU) - 8.95%
- Waste - 3.31%



Fig. 3. GHG emissions for the Community per main category and driver, Ainsworth, 2024

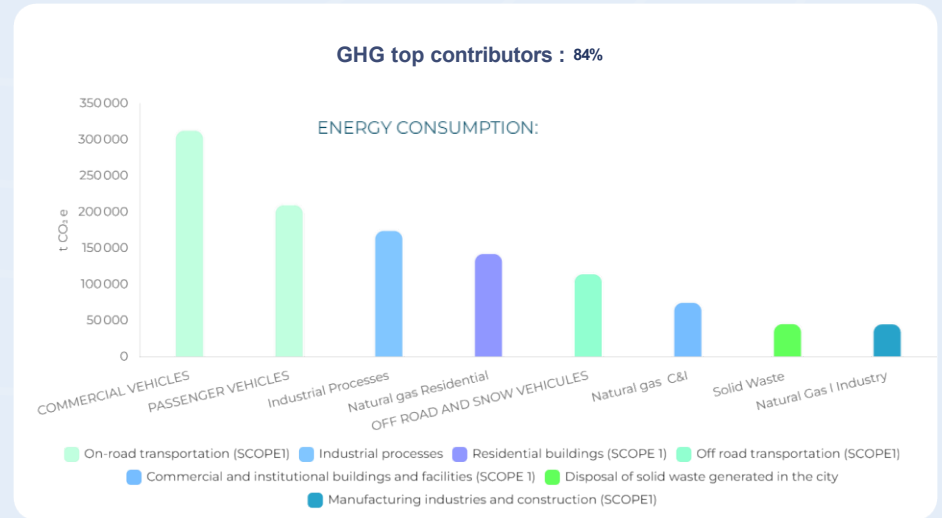
# Main results for the Community

## Fossil fuels (Scope 1)

**First Emission Sources (Mobility):** The most significant sources of emissions category are linked to **mobile combustion (50.6%)**, heavily influenced by:

- Commercial and passenger vehicles **fossil fuel consumption:** Together they account for **23.4%** (315 441 tCO<sub>2</sub>e) and **15.7%** (212 327 tCO<sub>2</sub>e) of total emissions, respectively.


**Second Emission Sources (Stationary combustion):** The second most significant sources of emissions are related to **energy usage in stationary assets (27.2%)**, with natural gas consumption accounting for **20%** of total emissions (269 660 tCO<sub>2</sub>e) alone.



**Fig. 4. TOP 8 GHG emissions for the County (Community), Ainsworth, 2024**





An aerial photograph of a road winding through a dense forest. A red and white bus is driving on the road, and a bus stop is visible on the right side. The text 'Forecast for Business as Usual (BAU) scenario' is overlaid on the right side of the image.

# III Forecast for Business as Usual (BAU) scenario

# Business as usual scenario (t CO<sub>2</sub>e)

A Business-as-Usual (BAU) scenario in GHG emissions accounting represents the projected emissions level if current practices, policies, and growth trends continue without additional interventions. It serves as a baseline against which the impact of new policies or actions to reduce emissions is measured.

	2021	2030	2050
<b>County GHG emissions</b>	6,204	6,328	6,797
<b>Difference total emissions (base year 2021)</b>	-	2%	10%
<b>Community GHG emissions</b>	1,443,167	1,392,452	1,310,397
<b>Difference total emissions (base year 2021)</b>	-	-4%	-9%



# Business as usual scenario (t CO<sub>2</sub>e)

Specific assumptions were developed to account for factors such as population growth, green policy implementation, and other relevant drivers.

	Scope	Category name in the report	2021	2030	2050
County	1	County buildings - Natural gas	2 055	2 055	2 055
	2	County buildings - Electricity	453	481	586
	1	Motorized equipment - County vehicles	1 735	1 734	1 731
	3	Commuting	1 539	1 634	1 994
	3	Business trips	33	36	43
	3	Residual material	388	388	387
			<b>6 204</b>	<b>6 328</b>	<b>6 797</b>
		<b>Difference total emissions (base year 2021)</b>	<b>-</b>	<b>2%</b>	<b>10%</b>
Community	1	Fossil Fuels - Commercial and Institutional	82 745	82 745	82 745
	1	Fossil Fuels - Industrial	92 890	92 890	92 890
	1	Fossil Fuels - Residential	157 265	162 042	179 040
	1	Commercial and passenger vehicles	529 618	498 021	405 692
	1	Buses	5 377	5 708	6 964
	1	Off-Road Transport	116 794	109 959	89 936
	1	Air Transport	31 536	31 517	31 454
	1	Waste Management	47 775	50 714	61 881
	1	Industrial Processes and Product Use	129 212	129 212	129 212
	1	Farming and Livestock	216 988	216 988	216 988
	2	Electricity - Commercial and Institutional	8 347	8 860	10 811
	2	Electricity - Industrial	4 702	4 991	6 090
	2	Electricity - Residential	19 918	21 143	25 799
			<b>1 443 167</b>	<b>1 392 452</b>	<b>1 310 397</b>
		<b>Difference total emissions (base year 2021)</b>	<b>-</b>	<b>-4%</b>	<b>-9%</b>





# IV Proposed targets

# Canada's and Ontario's climate targets

- The [Canada's 2030 Emissions Reduction Plan](#), aims to achieve **40-45%** emissions reductions below 2005 levels **by 2030**
- Ontario's [Climate Change Strategy](#) aims to achieve 37% emissions reduction by 2030 and **80% by 2050** with respect to 1990 levels.

# Targets of counties and cities

City/County	Target coverage	Reduction goals			Baseline
		2030	2040	2050	
Ottawa	City	50%	Net-zero	-	2012
	Community	68%	96%	Net zero	
Lennox and Addington County	-	-	-	Net-zero	na
Lanark County	County	25%	-	80%	2019
	Community	10%	-	80%	
Prince Edward County	County	20%*	-	Carbon neutral	2019
Grey County	County	40%	-	Net-zero	2018
	Community	30%	-	Net-zero	
County of Wellington	Community	6%	-	80%	2017

# Proposed GHG emissions reduction targets for the County of Renfrew



- 20% reduction of GHG emissions from **County activities** by 2030, based on a 2021 baseline
- Net-zero by 2050



- 20-25% reduction of GHG emissions from **community activities** by 2030, based on a 2021 baseline
- net-zero by 2050



# V Action Plan



# Priorities and objectives - County



## Ressource management

Buildings Energy Plan



## Mobility

County Zero Fossil Fleet  
Employee mobility



## Governance

Climate governance



## Culture

Employee awareness



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# County - Resource management – Building Energy Plan

OBJECTIVE	ACTIONS	GHG emissions reduction potential	Cost
<b>Improve building energy efficiency</b>	Completion of a comprehensive energy level 2 audit that meets ASHRAE standards for selected buildings and implementation of the recommendations identified.	-	\$\$
	Implementation of recommendations identified within the scope of the audit, leading to a 20% GHG emissions reduction by 2030.	High	\$\$\$
	Analysis of thermal energy recovery opportunities.	-	\$
	Densification of activities and cessation of non-essential assets. (Arnprior Paramedic Base)	Low	\$
	On-site or nearby renewable energy production scaling up.	Medium	\$\$\$
	Substitution of natural gas, by using more renewable natural gas (RNG).	High	\$\$
	Energy-saving habits promotion in Renfrew County Housing Corporation (RCHC).	Low	\$

# County – Mobility - County Zero Fossil Fleet

OBJECTIVES	ACTIONS	GHG emissions reduction potential	Cost
<b>Reduce the carbon footprint of the County's vehicle fleet</b>	Audit of the vehicle fleet utilization and asset management through telematics.	-	\$
	Training focused on eco-friendly transport practices.	Low	\$
	Route optimization based on inventory results.	Low	\$
	Setting up electric vehicle charging stations at County facilities.	-	\$
	Replacement of targeted internal combustion engine vehicles by electric vehicles.	High	\$\$

# County – Mobility - County Zero Fossil Fleet

OBJECTIVES	ACTIONS	GHG emissions reduction potential	Cost
Encourage the reduction of the average distance travelled, promote the proximity of activities, and facilitate short journeys	Develop an Employee Travel Management Plan (TDM).	Medium	\$
	Pursue carpool initiative to encourage ride sharing and WFH arrangement when relevant.	Low	\$

# County – Climate governance and culture

OBJECTIVES	ACTIONS
<b>Promote a culture of climate care</b>	Increase employee awareness of corporate climate initiatives through outreach campaigns and training programs.
	Communicate on the advancement of climate measures implementation through annual reports.
<b>Ensure the success of mitigation activities through strong climate governance</b>	Form a Climate Action Committee composed of relevant stakeholders.

# Priorities and objectives - Community



## Mobility

Zero Fossil Mobility  
Multi-modal Mobility



## Material and Energy Flows

Energy Consumption of Buildings  
Industrial Fabric of the Territory  
Residual Matter  
Agriculture, Forestry and Other Land Use (AFOLU)



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# Community - Zero Fossil Mobility

OBJECTIVES	ACTIONS	GHG emissions reduction potential	Cost
<b>Reduce the carbon footprint of transportation.</b>	Charging infrastructure.	-	\$ - \$\$
	Encourage residents to transition to electric vehicles.	Medium	\$
	Implementation of an awareness campaign to reduce idling of vehicles.	Low	\$
	Smart Traffic Light Management	Medium to High	\$\$

# Community - Multi-modal Mobility

OBJECTIVES	ACTIONS	GHG emissions reduction potential	Cost
<b>Promote the attractiveness of collective, active, and shared modes of transportation, in accordance with the Transportation Master Plan</b>	Financial and Regulatory Incentives	To be assessed	\$\$
	Urban Planning	Medium to High	-
	Promotion of Public Transportation	High	\$\$\$
	Safe and Functional Infrastructure for Active Mobility	Medium to High	\$\$-\$\$\$



# Community - Energy Consumption of Buildings

OBJECTIVES	COUNTY ACTIONS	GHG emissions reduction potential	Cost
<b>Making residential, commercial, and institutional buildings more energy-efficient</b>	Revision of Existing Regulations (during permit demand)	-	\$
	New Constructions - Promotion of Strict Energy Performance Standards	Low	\$
	Existing Buildings - Establishment of Minimum Insulation and Energy Efficiency Standards	Low	\$
	Facilitation of Transition to Renewable Heating Technologies	Low	\$ to \$\$
	On-site Energy Production: Encourage the installation of solar panels on the roofs of the county's buildings	Low	\$ to \$\$
	Encourage the Adoption of Renewable Natural Gas (RNG)	Low	\$
	Develop initiatives to advance markets for woody biomass and agricultural/organic waste as sustainable energy sources	Low	\$
	Engage Collaboration within the Industrial Fabric and Enable Synergy Between Stakeholders	-	\$

# Community - Industrial Fabric of the Territory

OBJECTIVES	COUNTY ACTIONS	GHG emissions reduction potential	Cost
<b>Increase synergy among local businesses, enhance its competitiveness, and engage the industrial companies to set targets by 2030</b>	Engage in Discussions with Industrial Zone Stakeholders	-	
	Collaboration with Industrial Companies for Engagement with SBTi (Science Based Targets Initiative)	Medium to High	\$

# Community - Residual Matter

OBJECTIVES	COUNTY ACTIONS	GHG emissions reduction potential	Cost
<b>Reduce non-recycling of waste and accelerate their transformation into useful resources for the territory.</b>	Promotion of Short Supply Chains for Waste Management	Low	\$
	Financial Incentives and Eco-Taxation	Low	\$-\$\$
	Encouragement and Recognition of Recycling	Low	\$

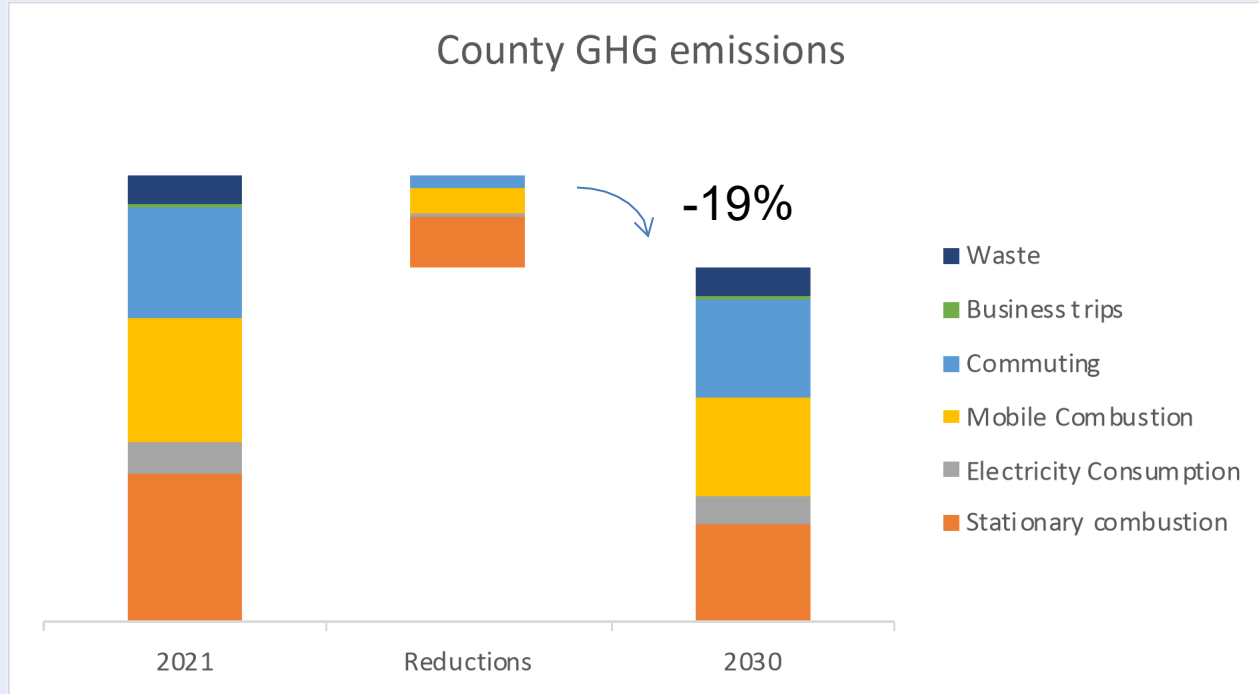
# Community - Agriculture, Forestry and Other Land Use (AFOLU)

OBJECTIVES	COUNTY ACTIONS	GHG emissions reduction potential	Cost
Support agricultural businesses in integrating climate issues	Engage in Discussions with Agricultural Stakeholders	-	-
	Collaboration with Agricultural Companies for Engagement with SBTi (Science Based Target Initiatives)	Low	\$
	Promote the Adoption of Projects Aimed at Lowering GHG Emissions	Medium	\$
	Facilitate Innovation in the Agricultural and Forestry Sectors	Low	\$

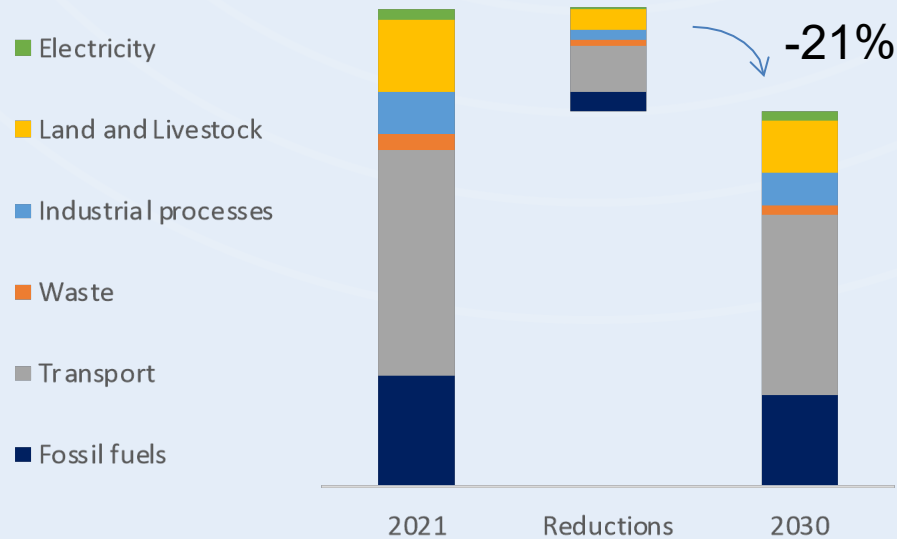
# VI Projected GHG emissions

# County – Forecast of GHG emissions

Forecasted GHG emissions were calculated based on assumptions for the deployment and impact of each individual action. This approach produces the following overall emissions projection for 2030, reflecting anticipated reductions from each implemented measure.



# Community – Forecast of GHG emissions







# Q/A QUESTIONS ?



# 2024

## Report Card

November 27, 2024



# 2024 ACHIEVEMENTS

Welcome to your midterms!

This fall update is meant to provide a broad stroke of achievements across all departments in 2024 and update you on the progress made on your 2023-2026 Strategic Plan, with the core focus on the six goals of Financial Sustainability, Workforce Development, Community Wellness and Health Care, Shared Services and Resources, Attainable Housing and Infrastructure, and Environmental Resiliency.

The Council for the County of Renfrew has laid out a clear path, with clear direction, that includes several achievable objectives over the next few years. You have charted the course for a proactive and collaborative municipal government ecosystem, even more evident by the cross-referenced items throughout this report card.

---

## Administration & Corporate Services

- During 2023, the Director of Corporate Services retired, creating change in the Corporate Services department. Recruitment efforts were paused while the department continues to review a path forward. The Manager of Finance has stepped into the role of Treasurer and the CAO now leads the department on an interim basis, with the four managers reporting directly to the CAO. This continues to work very effectively. Into 2025, the structure will once again be reviewed with recommendations to come forward to Committee and Council.
- In May 2024, we hosted a very special and effective Queen's Park Day in Toronto. This was an opportunity for the County to invite key cabinet ministers to meet with us to discuss items of significant concern. As a model for success moving forward, these meetings allowed for extended conversations, meaningful dialogue, and a congenial atmosphere for the exchange of ideas and concepts.
- Staff and Council advocated at the ROMA and AMO Conference with delegations that addressed a wide range of complex issues facing the County.
- Implementation of some of the key findings from the StrategyCorp. Inc. update to the organizational structure within the Corporate Services department, including transitioning the Clerk position, the Treasurer position, and promoting the importance of the departmental managers.
- We continue our investigation on the issue of shared services amongst the County and the lower tier municipalities, including the City of Pembroke and the Algonquins of Pikwakanagan. We brought many of the municipalities and local agencies together for a Renfrew County Day in October.
- We remain committed to providing valuable training opportunities for staff and lower tier municipalities. We hosted Clerks-On-Call for a session focused on Parliamentary Procedure and Effective Minute Taking. There were thirty participants who took part in the morning session, and twenty-nine in the afternoon. This training opportunity was offered to all of our lower tier partners, and we were pleased to welcome staff from the City of Pembroke, Town of Deep River, Town of Renfrew, Township of Admaston Bromley, Township of Laurentian Valley and members of County staff. We also recently hosted a Fred Dean Municipal Staff Workshop on strategies and tips for

successful meetings for both County and Lower Tier staff. Twenty-nine people attended for this one-day workshop.

- A complete review of the County of Renfrew's Procedural By-law was undertaken this year, with a final report being delivered to Council in November. The proposed changes include a major shift in the way committee and council meetings are conducted, with the change to a Committee of the Whole structure. The new meeting structure aims to streamline meetings and improve overall decision-making efficiency.
- In June, we implemented the Community Diligent Software for electronic meeting management. This software is designed to streamline and improve the meeting process, offering a comprehensive suite of tools to assist with the preparation, organization, and execution of meetings, including managing agendas, minutes, and documentation, all while ensuring compliance with AODA standards. As we transition to a broader launch of the platform, we will engage the public with a fully functional portal.

### **Finance**

- In January, a two-day Budget Workshop was held in Council Chambers, with the Long Term Financial Plan and Asset Management Plan reviewed as part of the exercise. The budget was approved with a 5.47% levy increase.
- In March, the County presented a budget overview to the City of Pembroke on the shared services 2024 budgets, marking the significance of communicating this data to our partners in many divisions.
- The updated Capital and Long Term Financial Plan V3.0 was approved in May.
- A special meeting of County Council was convened in October to provide an updated Capital and Long Term Financial Plan for the 2025 year with pre-budget approval for \$36M of capital work, marking a significant milestone in moving large projects forward, ahead of the budget workshops that typically take place at the beginning of the year.
- Ongoing 2024/25 - Advancement of central procurement via the concept of central scheduling, which was a recommendation from the service delivery review and action under the financial sustainability goal on our strategic plan.

### **Human Resources**

- In January, April, May, August and October, 15 Corporate Policies were reviewed for amendments and/or the implementation of new initiatives.
  - Policy A-03 Recruitment updated to include Section 6, which introduces hiring incentives for non-union positions that are difficult to staff.
  - Policy A-19 Equity, Diversity and Inclusion. This new policy affirms the County of Renfrew's ongoing commitment to equity, diversity and inclusion (EDI). The County recognizes that diversity is an asset, and that equity and inclusion can be fostered through the choices we make as individuals and as an organization. The County welcomes all persons and endeavors to uphold an inclusive environment that leverages and promotes the unique experiences, skills and abilities of our people. We strive to identify and remove barriers that impede equity and inclusion while also ensuring municipal services, facilities, information, and communication are accessible and inclusive for all.

- Policy E-05 Bereavement Leave was updated to align more closely with the Employment Standards Act 2000, and provides clarity on the policy content. Added references to duty to accommodate under the Ontario Human Rights Code, 1990.
- Policy A-07 Criminal Record Check for Prospective Employees was updated to align the requirements for vulnerable sector Criminal Record Checks with the Ontario Provincial Police's requirements.
- Policy A-14 Retirement and Early Retirement was updated with additional language to outline the method by which retirement gifts will be provided to retiring employees of the County of Renfrew. This method is being adopted to streamline the retirement process.
- In November, the Human Resources Division brought forth a number of policies in relation to Occupational Health, and Benefits in an effort to improve the processes and assist with recruitment and retention of employees:
  - A-23 Accommodations;
  - E-13 Accommodating Disabilities;
  - E-14 Non-Work Related Illness/Injury; and
  - E-15 Personal Time Off.
- Housekeeping was conducted on the following policies:
  - A-03 Recruitment;
  - A-04 Ontario Human Rights Code Violation;
  - A-07 Criminal Record Check for Prospective Employees;
  - A-09 Misconduct in the Workplace;
  - A-10 Staffing;
  - A-15 Code of Ethical Conduct;
  - A-19 Equity, Diversity & Inclusion;
  - B-03 Establishment of New Positions;
  - B-10 Acting Pay;
  - D-01 Short-Term Disability Plan;
  - D-02 Long-Term Disability Plan;
  - E-04 Vacation;
  - G-02 Employee Incident/Accident/Near Miss Reporting;
  - G-04 Workplace Safety and Insurance Board;
  - G-05 Return to Work/Stay at Work;
  - H-02 Discipline and Dismissal;
  - J-01 Service Awards Program; and
  - J-05 Employee Recognition Program.
- The Human Resources Division staff attended several career fairs throughout the year, aimed at recruitment to positions across the organization. These fairs included Ottawa, Pembroke, and Eganville.
- The County of Renfrew is actively hosting Co-op students; we have expanded from hosting solely college/university co-ops to hosting high school co-op students as well. In the fall of 2024, the County was hosting approximately 10 co-ops from various local high schools across all departments of the County.
- The County continued with the awarding of quarterly employee recognition awards, for the excellent work done by County staff at embodying the core values of the County.



- The Human Resources Division marked the retirement of Bev Zadow, our Employee Health Coordinator and welcomed her replacement Brittany Nagora. The Employee Health Coordinator plays a pivotal role in the success of the County's return to work program, while ensuring the safety of the workforce.
- On June 24, 2024, the County of Renfrew hosted an OMERS information session at the County Administration Building, which was well attended by staff. The session aimed to provide comprehensive insights into the OMERS pension plan.
- Greg Belmore, Manager of Human Resources presented at the 2024 Ontario East Municipal Conference in partnership with Jodi Bucholtz from the Local Immigration Partnership – Lanark & Renfrew around Innovating Rural Resilience: Eastern Ontario's Path to Immigrant Attraction and Skilled Workforce Integration. The presentation showcased the work that is being done on international recruitment at the Bonnechere Manor.
- In June 2024 the County hosted another successful Wardens golf tournament at Dragonfly Golf Links in Renfrew. \$5,000 was raised to support Autism Ontario and the Housing and Homelessness fund. 120 golfers attended, and despite the weather enjoyed a great day of golf supporting these worthwhile causes.
- The County was pleased to be able to provide employment opportunities to 15 summer students occupying positions across the corporation. Supporting summer students is a valuable investment for the County of Renfrew. It provides students with practical experience, helping them bridge the gap between education and the professional world. These opportunities cultivate essential skills such as communication, problem-solving, and teamwork, laying a solid foundation for their future careers, which may include municipal government.
- The County of Renfrew hosted an exciting Open House and Career Fair on Monday, October 21, 2024 from 3:00 to 6:00 p.m. as part of Local Government Week. This event featured municipal vehicles, a County department trade show and career fair. Attendees had the chance to meet professionals from various departments, learn about the vital services they provide, and discover pathways to rewarding careers. There were over 100 attendees to the event.
- Traditional recruitment measures fail to close the gap where recruitment for nursing staff at Bonnechere Manor is concerned, therefore the Human Resources Division and Bonnechere Manor Management are working together to resolve this issue. Bonnechere Manor has signed an Agreement with Contak Staffing Solutions to assist the County in completion of a Labour Market Impact Assessment (LMIA) with the Government of Canada for the recruitment of twenty (20) international personal support workers. The County of Renfrew successfully submitted the LMIA and has received Federal Government approval to proceed with the international recruitment. As of November, 12 of the international candidates were living and working in Renfrew with the remaining candidates expected to arrive within months.
- In 2024, we provided HR services to the following local municipalities:
  - Petawawa Public Library;
  - Town of Renfrew;
  - Greater Madawaska Township;
  - Killaloe, Hagarty and Richards Township;
  - McNab/Braeside Township;
  - Madawaska Valley Township;
  - North Algona Wilberforce Township; and
  - Whitewater Township.

## **Information Technology**

- Enhancements to cyber security controls were implemented across the corporation, which included Multi Factor Authentication (MFA) for remote network access and corporate email accounts, along with additional spam filtering and malware controls.
- An Information Management (IM) review is currently in progress that will assist the corporation in modernizing records management and the ability to fully utilize current investments in Microsoft 365 technology.
- Numerous network connectivity upgrades have been implemented primarily at hard to service remote sites for improved communication and streamlined work flows.
- Information Technology fit up for the new facilities such as the Paramedic Base Station in Eganville, the RC VTAC located in Renfrew County Place, and the new transitional housing site in Pembroke.
- Due to growth of the corporate network an upgrade was completed to support the Counties virtual server environment which introduced enhanced capabilities for disaster recovery and business continuity.
- Supported the introduction of the one phone number system for Community Services to simplify access to all the programs offered by the department and enable phone calls to be seamlessly connected to staff working in any location throughout the County. The new phone system allowed for the consolidation of approximately 30 phone lines.

## **Provincial Offences**

- Ongoing discussions have taken place to date between the County of Renfrew and the Renfrew County Crown Attorney regarding the transfer of Part III prosecution offences.
- With the appointment of two local Justices of the Peace, the Provincial Offences Court backlog has now been resolved.
- The County of Renfrew commenced the process of partnering with the Association of Municipalities of Ontario (AMO) and Local Authority Services (LAS) to implement Automated Speed Enforcement cameras on roads designated as Community Safety Zones and/or School Zones with the option of local municipalities joining in on this initiative.

# **Community Services**

- Completed job description revisions to better reflect the integrated nature of programs and positions within the department and enhance service delivery (e.g. Community Services Supervisor, Program Support Representative).
- Enhanced visibility within the community with more regular drop ins offered at various community agencies across the County including Employment Ontario from Petawawa to Arnprior, The Grind in Pembroke, The Renfrew and Area Connection Centres, Renfrew and Pembroke Youth Wellness Hubs, The Arnprior Neighbourlink Fountain and participation in resource clinics hosted by Connectwell Community Resource Centre in Cobden, Beachburg and Eganville.
- Introduction of one phone number for Community Services to simplify access to all of the programs offered by the department and enable phone calls to be seamlessly connected to staff working in any location throughout the County.

- Enhanced collaboration with all Employment Ontario offices within the County; working together in the Integrated Employment Services model to offer employment and stability supports to mutual clients.
- Continued implementation of the Canada-Wide Early Learning and Child Care (CWELCC) program into year three of the 2022-2026 agreement.
- As Service System Manager, we supported the opening of a new child care centre which added 82 new licensed daycare spaces in the County of Renfrew this year.
- Celebrated our 11th annual May Day on May 10, 2024, a full professional learning day for all licensed child care centres, EarlyON centres, Algonquin college ECE students and staff, Ministry program staff and Community Services staff. This year there were over 450 attendees, marking the largest number to date.
- Continued efforts to move forward on our French Language Service Plan, including the hiring of more bilingual staff, and Francophone professional development opportunities.
- On May 22, 2024, the County of Renfrew's Mesa initiative was officially launched. The County of Renfrew, in collaboration with the Ottawa Valley Ontario Health Team and the Renfrew County and District Health Unit hosted a Mesa gathering in Pembroke. The day was a success with more than 140 individuals coming together, representing approximately 30 organizations, from across Renfrew County already working to address the unprecedented crisis around the precariously housed and those facing mental health, substance abuse, and addictions challenges.
- The County of Renfrew signed a Letter of Agreement with Pembroke Regional Hospital in April 2024 for the provision of Mental Health Services to assist individuals with navigating the mental health care system through Mesa with the goal of reducing the number of community deaths and visits to hospital emergency departments.
- Letters of Agreement were signed in May 2024 regarding the provision of addiction and withdrawal services related to Mesa with MacKay Manor and Addiction Treatment Services.
- Through Mesa, the Renfrew County Housing Corporation (RCHC) and the County of Renfrew Paramedic Service launched a new initiative where a Mesa Paramedic is working together with the RCHC Caseworkers to identify and address any health care related concerns that a tenant within RCHC may have. The first phase included the establishment of Wellness Clinics in some of the social housing buildings, which has demonstrated reductions in 911 calls and improvements in resident health outcomes. The second phase of this partnership is the County Housing Wellness Assessment. This is a health and wellness review of all RCHC tenants who are interested and willing to participate. The goal of this is to gain a better understanding of the healthcare needs of our tenants and then provide the necessary supports for them on a case-by-case basis.
- In June 2024, the County of Renfrew announced the launch of a new initiative to provide supportive bridge housing for residents in our community. The County signed a three-year lease at the Carefor facility, located at 700 Mackay Street, Pembroke, ON. This lease is for a separate area within the facility that is currently vacant, renovations are planned with an occupancy target of late fall 2024.
- A supportive housing model was developed at Rocky Mountain House with 10 rooms. This model includes daily check-ins conducted by the Mesa Mental Health Caseworker where they work with individuals on setting goals and offer wrap-around supports to ensure an increased level of well-being.

# Renfrew County Housing Corporation

- A Grand Opening Ceremony was held in June 2024 to celebrate the completion of construction on the 8 new affordable housing units at the corner of Lea and Douglas Streets in Pembroke.
- Entered into a 15-year partnership with Community Living to support mutual tenants within RCHC units.
- Demolition of a single family home on Cecil Street in Pembroke and replaced it with a duplex.
- Received approval from the RCHC Board to move forward with the removal of a single family home on Francis Street in Renfrew and to construct a tri-plex on the existing property.
- A building condition assessment was completed by Roth IAMS (Integrated Asset Management Strategies) on the community housing inventory within RCHC and the five local non-profit housing providers in Renfrew County.
- Developed a RCHC renewal and replacement strategy to maintain and grow the housing solution in Renfrew County. The plan is to divest of the eight poorest structures within RCHC and rebuild them in the form of new row housing.
- Invested in additional staffing resources to focus on infrastructure initiatives to ensure the successful execution of new and ongoing projects.
- Engaged the services of industry expert, Ian DeJong, of OrgCode Consulting Inc. to complete a 10-year Housing and Homeless Plan for Renfrew County.
- Implemented a local prioritization rule for RCHC aimed at reducing homelessness referred to as the Mesa Community Housing Prioritization, effective December 1, 2024.
- Successfully negotiated a two-year collective agreement with the Canadian Union of Public Employees Local 4425, the Renfrew County Housing Corporation and the County of Renfrew for the term January 1, 2024 to December 31, 2025, which was ratified by the CUPE membership on October 28, 2024.
- Effective April 1, 2024, Renfrew County Housing Corporation (RCHC) entered into an agreement with Pembroke Regional Hospital's Mental Health Services, with the broader objectives of enhancing referral pathways, improving service coordination, and increasing the capacity of RCHC to support tenants. This collaborative partnership aims to enhance housing safety and stability for tenants facing high content challenges in their living conditions and to prevent or minimize damage to RCHC units.
- The Renfrew County Affordable Housing Summit, held on April 4, 2024, was a multi-sector event aimed at sharing information, best practices, funding options, and partnership opportunities in affordable housing. The summit also launched an Expression of Interest for County-owned properties, including aging units within the RCHC portfolio, to explore potential affordable housing development.



# Development and Property

## Planning

- The County has continued to advance its Climate Action Plan, focusing on sustainability initiatives and reducing greenhouse gas emissions.
- Updated air photography (DRAPE) was acquired to enhance land use planning and provide accurate data for mapping projects with commitment from the province to cover the costs.
- Implementing New Changes to the Planning Act: The team worked diligently to implement recent changes to the Planning Act, ensuring compliance with updated provincial regulations.
- The release of the new Provincial Policy Statement (PPS) was reviewed and incorporated into local planning processes.
- First phase of a comprehensive flood mapping was conducted to assist with development planning and disaster preparedness strategies.
- A Municipal GIS Training Day was successfully hosted, equipping staff with updated skills and knowledge in geographic information systems.
- The Housing Summit brought together stakeholders to address housing challenges and identify actionable solutions for the community.
- The MESA Summit provided a platform for discussing municipal energy and sustainability advancements within the County.
- A detailed report on communal servicing and municipal service corporations was completed to guide future infrastructure and governance models.
- The Regional Incentive Program (RIP)/Housing By-law Report outlined key changes to support residential intensification and address housing shortages.
- First Planning Co-op: The County welcomed its first planning co-op student, enhancing collaboration and fostering professional growth in the field of planning.
- New housing and vacant land dashboards were developed to provide real-time insights into local land use and housing availability.
- The GIS website was reviewed and migrated to a modern, user-friendly platform to improve accessibility and functionality.
- Significant Planning Files:
  - Aggregate Application/Official Plan Amendment/OLT in Horton  
A significant aggregate application and associated Official Plan amendment were advanced, with an ongoing appeal at the Ontario Land Tribunal (OLT).
  - Plans of Subdivisions Across the County Including OLT Appeal  
Multiple subdivision plans were processed across the County, with some cases proceeding to the OLT.
  - Passing of KHR Comprehensive Zoning Including OLT Appeal  
The comprehensive zoning by-law for Killaloe, Hagarty, and Richards was passed, with an appeal currently under review by the OLT.
  - Consent Applications – Another Above-Average Year Including OLT Appeal  
Consent applications reached above-average levels again this year, with several cases appealed to the OLT.
  - Processing ZBA and Site Plans for Local Municipalities Including OLT Appeal  
Zoning by-law amendments and site plans for local municipalities were processed efficiently, with a number under appeal at the OLT.

- Detailed site development plans were completed for 450 O'Brien and Bonnechere Manor, supporting their respective projects.

### **Forestry**

- Significant progress has been made on the largest regeneration project at the Renfrew County Forest (RCF) since the County assumed management of the landbase.
- Timber harvest operations are projected to generate over \$340,000 in revenue, significantly surpassing the \$180,000 originally budgeted.
- The Renfrew County Forest achieved Sustainable Forestry Initiative (SFI) certification, complementing its existing Forest Stewardship Council (FSC) certification.
- Outreach efforts engaged nearly 500 students this year, promoting sustainable forestry practices in RCF, showcasing career opportunities in the local forest sector, and addressing workforce shortages.
- Construction has begun on the Ireland South cell tower, a critical project to improve connectivity in the region.
- Staff reviewed and provided feedback on policy direction to the Ministry of the Environment, Conservation, and Parks (MECP), focusing on species at risk issues such as the Eastern Wolf and Black Ash, and communicated updates to colleagues and elected officials.
- The team collaborated with the MESA team to support the filming and production of a video highlighting the critical work of Community Paramedics.
- Staff participated in a roundtable discussion with the Minister of Natural Resources and the Associate Minister of Women's Social and Economic Opportunity to advocate for increased representation of women in the forest sector.

### **Economic Development**

- The 2024-2027 Economic Development Strategic Plan was finalized, outlining a comprehensive roadmap for growth and prosperity in the region.
- The Renfrew County Agriculture Economic Development Committee underwent a successful restructuring to enhance its focus on agricultural innovation and economic growth.
- The Bioeconomy Development Opportunity (BDO) Zone Rating for Renfrew County was completed, identifying key areas for sustainable development and investment.
- A Vendor's Market Forum was hosted, bringing together food producers and sellers to strengthen local supply chains and foster collaboration.
- Hosted the Municipal Agriculture Economic Development & Planning Forum: an engaging platform for stakeholders to discuss strategies for agricultural innovation and economic planning.
- The popular Taste of the Valley series was delivered, showcasing local producers and celebrating the region's diverse food culture.

### **Ottawa Valley Tourist Association (OVTA)**

- The 2024 editions of the Ottawa Valley Road Map and Ottawa Valley Cycling Map were successfully produced and distributed, providing valuable resources for visitors and residents.
- Efforts to execute the Culinary Tourism Strategy continued, promoting the region's unique food experiences and supporting local businesses.
- The Tap & Cork Route website was revamped to enhance user experience, showcase local craft producers, and attract more visitors to the region.

- Municipal Accommodation Tax agreements were successfully negotiated with the City of Pembroke and the Town of Petawawa, securing funding for tourism development initiatives.

### **Enterprise Renfrew County (ERC)**

- Two successful sessions of the Starter Company Plus program were delivered in the spring and fall, supporting local entrepreneurs with funding and mentorship opportunities.
- The Summer Company program was successfully delivered, providing students with the tools and resources to launch and manage their own businesses.
- A series of engaging workshops and events were hosted during Small Business Month, offering valuable resources and networking opportunities for local businesses.
- A two-year Transfer Payment Agreement (TPA) with the province was successfully re-negotiated, extending support for key programs until March 31, 2026.

### **Real Estate**

- The Housing Summit was successfully completed in April, bringing together stakeholders to discuss solutions for addressing housing needs in the region.
- New affordable housing builds at 202 Cecil and Lea & Douglas are completed, adding much-needed residential units to the community.
- The development of transitional housing at 700 Mackay is underway, providing temporary accommodations for individuals in need of support.
- The purchase of the former Keys Public School is being finalized in partnership with the Town of Deep River, with plans for future community use and housing initiatives.
- The new Eganville Paramedic Base has been completed, enhancing emergency response capabilities in the region.
- The Building Condition Assessment for the Renfrew County Housing Corporation (RCHC) and Public Works garages has been completed, identifying necessary repairs and upgrades along with a renewal plan for the entire RCHC portfolio.

## **Long Term Care**

### **Programs**

- Butterfly Model of Care Accreditation – “Outstanding” status awarded to Miramichi Lodge as one of four Homes in Canada to achieve this highest standing. The world-renowned emotion based model of care focuses on understanding and embracing the feelings of our residents diagnosed with dementia. Environmental enhancements that accentuated sensory opportunity now adorn the Miramichi Lodge “Homestead” and have been very well received by residents, family and staff. Bonnechere Manor completed Butterfly “Chrysalis” program in preparation for 2025 certification.
- Certificate of Achievement recognizing an Integrated Approach to Palliative Care – awarded to Bonnechere Manor per the Ontario Centres for Learning Research and Innovation in Long-Term Care. Program milestones aim to improve resident quality of life; support families during the illness of their loved ones and during bereavement; provide team members support and education; and support the continuous improvement of palliative care.

- County of Renfrew Long Term Care Homes Strategic Plan 2025-2030 – Collaborative stakeholder engagement inclusive of residents, family, staff, volunteers, management and municipal governance culminated in a five year strategic plan focusing on the following strategic priorities:
  - *Strategic Priority 1: Butterfly Approach Model of Care* - Emotion-based models of care such as Butterfly Approach enhance resident well-being by fostering a compassionate environment and addressing emotional needs promoting a higher quality of life.
  - *Strategic Priority 2: Employer of Choice - Competition for scarce Health Human Resources (HHR) demands an innovative and attentive approach to recruitment and retention.*
  - *Strategic Priority 3: Clinical Best Practice Leader - The increased complexity and acuity of resident care needs are best supported by evidence based best practice programs.*
  - *Strategic Priority 4: Safe, Appealing & Technologically Innovative Home Environment - A Home that is a welcoming, modern, safe space for residents, family & staff enhances resident quality of life.*
  - *Strategic Priority 5: Campus of Care - A continuum of care services for seniors promotes independence and a sense of community while ensuring access to comprehensive care as needs change.*
- Clinical Pathways Programs completed per the Registered Nurses' Association of Ontario International Affairs. The foundation established toward achieving Best Practice Spotlight Organization designation for Bonnechere Manor and Miramichi Lodge.
- Project Amplifi program integration completed at both Homes. A province wide initiative expediting enhanced communications and collaboration via secure sharing of electronic health records between both Homes and participating hospitals.
- All emergency code procedures as detailed within the County of Renfrew Long Term Care Homes Emergency Plan exercised and analyzed for compliance in accordance with the Fixing Long-Term Care Act, 2021.

### **Recruitment and Retention**

- Thirteen international personal support workers commenced employment at Bonnechere Manor.
- Additional Resident Care Coordinator Position – one full time per Home.
- Increased Recreation Programmer hours at each Home.
- Increased Physiotherapy Assistants hours at each Home.
- Increased Assistant Food Service Supervisor (AFSS) securing one full time AFSS per Home.
- Increased Laundry Aide hours at Miramichi Lodge.
- Increased Food Services Worker hours at Miramichi Lodge.
- Increased Housekeeping Aide hours at Miramichi Lodge.
- Enhancement of hours of direct care worked (Personal Support Workers/Registered Practical Nurses/Registered Nurses) achieved for each Home (Q1 2023 vs Q1 2024} Bonnechere Manor 3.09 to 3.47. Miramichi Lodge 3.40 to 3.68.

### **Funding**

- 2023-24 One-time Capital funding of \$2,543 per bed to support maintenance and development projects: \$457,740 for Bonnechere Manor and \$422,138 for Miramichi Lodge.
- 2024-25 Case Mix Index Funding Increases: Bonnechere Manor \$489,300, Miramichi Lodge \$452,100.
- \$47,100 IV and wound care funding secured for Miramichi Lodge.

- 2023-26 Personal Support Worker (PSW) Funding Support. Entered into an agreement with Ontario Health to support recruitment with \$80,000 dispersed in 2024 to new hire PSWs between both Homes.
- 2024-27 Community Commitment Program for Nurses 2024-27. Entered into an agreement with Ontario Health enhancing recruitment and retention for registered nurses and registered practical nurses with incentives up to \$25,000 over a two-year period for qualified applicants.
- This program seeks to support the recruitment and retention of nurses in Ontario who meet certain criteria as detailed within the agreement.

### **Renovations and Enhancement Projects**

- Bonnechere Manor kitchen serveries renovations.
- Bonnechere Manor courtyard enhancements.
- Bonnechere Manor domestic hot water boiler replacement.
- Bonnechere Manor emergency generator replacement.
- Miramichi Lodge 600 volt, 600 amp ASCO bypass transfer switch project completed.
- Miramichi Lodge upgrades to nurse call system.
- Miramichi Lodge refresh and relaunch of resident private dining room.
- Automated medication dispensing cabinets commissioned in both Homes.

## **Paramedic Services / Emergency Management**

### **Operations**

911 Operations is evolving into a comprehensive system that integrates response with prevention programs – such as Community Education, Mesa, Renfrew County Virtual Triage and Assessment Centre (RC VTAC), and Community Paramedicine – to support at-risk populations, complementing reactive programs like Remotely Piloted Aircraft Systems (RPAS), SIERRA Team, and Hospital Paramedics.

- The Service has integrated New Models of Care, allowing Paramedics to develop individualized care plans for their patients in collaboration with community partners.
- On May 1st, 2024, Fred Blackstein Way in Pembroke was renamed First Responders Way, in honor of the County of Renfrew First Responders.
- The Medical Priority Dispatch System (MPDS) was adopted, to ensure the most appropriate resources are deployed on a case-by-case basis.
- A new three-year collective agreement was ratified with the Canadian Union of Public Employees, Local 4698.
- November 1st marked the Grand Opening of the new Eganville Paramedic Base and RC VTAC Assessment Clinic, representing our commitment to providing the highest level of care to our community through enhanced emergency response capabilities and integration of our Community Programs.
- The successful implementation of a Commander in Dispatch, in partnership with Renfrew’s Central Ambulance Communication Centre (CACC), improved quality assurance, service delivery, and the health and safety of patients and staff.
- The Renfrew County Paramedic Services revitalized its social media presence to educate the public on the vital work of Paramedics and their services.

- The Service participated in many community education engagements, interacting with community members of all ages, with the goal of Paramedic familiarization.

### **Emergency Department Support**

- The presence of Paramedics in local Emergency Departments has supported sustainable Emergency Department operations through the provision of clinical care and management, optimizing patient flow and capacity, aligning with County of Renfrew's Healthcare Objectives (Community Wellness & Healthcare Objectives).
- The Service was once again granted Dedicated Off-Load Nursing Funding for the 2024/25 year to facilitate early ambulance offload transfers of patients onto hospital stretchers.

### **Sierra Team**

- The specialized Sierra Team increased their call volume by 100% compared to previous years.
- Ten paramedics are currently being onboarded to the Sierra Team.
- The introduction of the emergency watercraft has enabled Paramedics along with various stakeholders, such as the Ontario Provincial Police (OPP) and local Fire Departments to expand services to waterways within Renfrew County.
- The addition of another trailer and utility terrain vehicle has increased the deployment capabilities of the Sierra Team.
- The Sierra Team is now embedded in the new dispatch system allowing faster and more coordinated deployments.

### **Logistics**

The continued successful evolution of Paramedic operations, communications and overall scope of service has been greatly due to the constant high level of logistical support.

- The Service adopted Prehos paramedic call documentation software, improving patient care with integrated "one-chart" capabilities.
- The Service transitioned to the Zoll X-Series Advanced Monitor Defibrillators through a ten-year lease agreement.
- A new uniform vendor, Trium Group, was secured through a Request for Proposal as per the County Procurement Policy GA-01, to provide modern and professional uniform options for the Service.
- The Service collaborated with the Ministry of Health to transition to the new Public Safety Radio Network (PSRN), with all equipment and training in place.

### **Emergency Management**

Through the continuation of partnerships promoting emergency preparedness and the continued practice of emergency response, the Service continues to maintain its high standard of competency regarding emergencies and disasters with the potential to impact our community.

- An Emergency Management review and exercise, along with a case study, was conducted with the Emergency Management Program Committee.

- The Emergency Service Department secured an Ontario Community Emergency Preparedness Grant to purchase a gravity-fed sandbag processing machine and other supplies, which will be shared among local Municipalities and First Nations to enhance emergency preparedness and response.
- The Emergency Service Department successfully renewed two vitally important Service Agreements:
  1. The Fire Services Agreement with the Province, for the provision of call-taking and dispatching services to local Fire Department.
  2. The 9-1-1 Primary Public Safety Answering Point (P-PSAP) Agreement with Ontario Provincial Police (OPP) for the necessary requirement of providing 9-1-1 communications service to the public as it is the first point of contact.

### **Community Programs**

Community Programs align with efforts and initiatives of the County of Renfrew Strategic Objectives as outlined in the following points:

#### **Renfrew County Virtual Triage and Assessment Centre (RC VTAC)**

- Expansion of RC VTAC to include two new clinical assessment centers.
- Sustainable funding was received for the RC VTAC program, allowing for the posting and filling of six, full-time, permanent positions to support the programs' longevity.
- RC VTAC introduced Community Paramedic led health promotion and disease prevention appointments.
- The Integrated Virtual Care (IVC) program has attached more than 7000 orphaned patients.

#### **Mesa**

Collaboration among community partners enhanced the use of existing services and shared resources, aligning with the County of Renfrew's Objectives (Community Wellness, Healthcare and Resources Objectives).

- The Mesa team launched a dashboard measuring tool to track program performance measures.
- A Mesa community engagement workshop took place, comprised of 180 participants and 49 collaborating agencies.
- Partnerships continued to be fostered with Addiction Treatment Services (ATS), Mental Health Services of Renfrew County (MHSRC), and Community Withdrawal Management Services (CWMS).
- A contribution agreement with Health Canada was finalized on September 18th, for funding of \$1.8 million for three years. This Substance Use and Addictions Program (SUAP) funding resources will be integrated with Mesa, expanding service delivery.
- In partnership with Renfrew County Housing Corporation (RCHC), Paramedics were able to conduct Wellness Clinics in various Community Housing locations, aligning with the County of Renfrew's Housing & Infrastructure Strategic Objectives for 2026.



### Community Paramedic Response Units

Through the provision of in-home care and expansion of services, the Community Paramedic Program contributes to the development of community-based seniors health services aligning with the County of Renfrew Objectives (Community Wellness and Healthcare Objectives).

- Community Paramedics completed regional Suboxone administration training, to assist people with substance use health emergencies and acute withdrawal.
- As Chair of the Ontario Association of Paramedic Chiefs, Eastern Community Paramedic Group, staff organized an Ontario Community Paramedic East Mini Expo, Enhancing Healthcare through Community Paramedicine, which took place in Kingston, Ontario.
- The Ontario Government, Ministry of Long-Term Care, is providing the County of Renfrew with up to \$4 million in one-time funding, for a two-year period over the 2024/25 and 2025/26 fiscal years.
- The new Caredove v.2 referral platform employs our new clinical pathways aligning with the Service Integration Strategy of the Ottawa Valley Ontario Health Team (OVOHT) and recommended best practices from the Community Paramedicine for Long Term Care Report.
- Community Paramedics participated in a mental health training session led by the Algonquins of Pikwàkanagàn to align with local and broader knowledge and practices within the Indigenous health circle.

## Public Works & Engineering

2024 was another busy but successful year for the Capital Works Division of the Public Works & Engineering Department with almost thirty-six million dollars in capital works completed. Improvements were completed on all types of transportation infrastructure across the County of Renfrew.

### Capital Works

- A large number of road projects were completed, with 71.5km of County Roads being rehabilitated at an overall cost of approximately \$24,182,144. Rehabilitation methods included the below:
  - Surface Sealers 19.21 km
  - Asphalt Overlay 17.74 km
  - SAMI Reinforced Asphalt Overlay 9.58 km
  - Pulverize & Pave 18.05 km
  - Pulverize & Pave with Base Repairs 4.42 km
  - Reconstruction 2.51 km
- Construction was completed to rehabilitated or replace 15 different County Structures at an overall cost of approximately \$9,906,709. Projects included the below:
  - Bridge Replacements 1
  - Bridge Rehabilitations 4
  - Structural Culvert Replacements 6
  - Structural Culvert Rehabilitations 4
- Design was also undertaken on an additional 12 County Structures for construction in the future.



- A substantial amount of the Algonquin Trail was also developed in 2024, with an additional 16km now completed and open, including three new bridges, and another 36.5km of trail having been built-up. This means the Algonquin Trail is now complete and open from Arnprior all the way to Deep River. Approximately \$2,128,544 was expended on the extensive capital construction works on the Algonquin Trail this year. In addition to the capital works on the trail, with substantial assistance from Operations staff, the below was completed on the County's Recreational Trails:
  - Grading & surface repairs throughout;
  - 45 km of dust suppression;
  - Various brushing and ditching;
  - Various gate repairs and refurb; and
  - And much more.
- The Algonquin Trail was, after years of advocacy and engagement, notified that it will be included in the TransCanada Trail network.
- There is a substantial amount of administrative support required to undertake the above Capital Program, requiring 70 RFPs, RFQs, or RFTs to develop the different contracts for the various works. Each of these required a competitive procurement process, award reviews, public notifications, progress payments, site inspection, and more in order to ensure the projects proceeded in accordance with applicable Acts, Regulations, Policies, and Guidelines.
- In addition to design and construction on the County's transportation infrastructure, our team coordinates/undertakes corridor control, speed studies, asset management, Subdivision reviews, development reviews, 911 sign registration, and much more.

The below permits/consents were processed in 2024 in order to control works within the County's corridor:

- 130 Municipal Consents;
- 75 Oversize/Overweight Vehicle Trip Permits;
- 55 Oversize/Overweight Vehicle Annual Permits;
- 65 Road Occupancy Permits;
- 32 Entrance Permits;
- 8 Sign in Right-of-Way Permits; and
- 5 Event in Right-of-Way Permits.
- More than 34 different traffic counts were completed, with several other speed studies and a few different intersection turning movement counts completed as well.
- The County also progressed in the development of its Transportation Master Plan, which is planned to be finalized in early 2025. Additionally, Ontario Structure Inspection Manual (OSIM) inspections were completed on 150 County Structures, including 16 Enhanced OSIM inspections and 13 Load Carrying Capacity evaluations. Inspections were also completed on 148 km of County Roads.

#### **Highlights:**

- The County's technical services team, overseen by the Technical Services Supervisor, designed and supervised construction for the rehabilitation of 70.2 km of County Roads.
- The County's construction team, overseen by the Construction Supervisor, completed construction for the replacement of six County Structures – as well as a wide array of other projects.

- The County Civil Designer completed the design for seven County Structures, and commenced the design for an additional five structures.
- The reconstruction of County Road 512 (Foymount Road), from Miller Road to Harington Creek Bridge, has now been completed.
- The County partnered with the Town of Petawawa to coordinate the reconstruction of County Road 37 (Murphy Road), from County Road 51 (Petawawa Blvd.) to Woodland Crescent, to an urban cross-section, including new storm drainage infrastructure, sanitary services, and water services.
- The County partnered with the Town of Deep River to coordinate the reconstruction of County Road 73 (Deep River Road) from Algonquin Street to Champlain Street.

### **Operations**

The Operations group continues to deliver outstanding service to the residents of Renfrew County. As part of the First Responder Community, Public Works is often the first on the scene, working closely with emergency personnel to close roads and manage traffic, and typically the last to leave after cleaning up. The team also focuses on modernization and efficiency through electronic tendering and group procurement. Key achievements for 2024 include:

- **Roadside Maintenance**
  - Mowing;
  - Shoulder repairs; and
  - Brush removal.
- **Snow and Ice Control** covering 816 kilometers of County roads, following Ontario's Minimum Maintenance Standards for Municipal Highways (Regulation 239/02).
- **Small Culvert Replacements**
- **Fleet Management**
- **Trail system** maintenance (brushing, tree removal and grading):
  - Total Projected Maintenance Costs for the Algonquin and K&P Trails= \$166,020;
  - Structure and Surface Repairs;
  - Ditching, Mowing, Weed Spraying;
  - Dust Suppression (\$38,000);
  - Farm Fencing (\$39,620);
  - Legal Fees, Taxes;
  - Signage, Gates, Locks, etc.; and
  - Enforcement.

# GOAL #1

## Financial Sustainability

### OBJECTIVES

- Review and update Asset Management Plan (AMP) and Long-Term Financial Plan (LTFP) 3.0 version, using new assumptions, baselines
- Develop a coordinated government relations / advocacy strategy

### ACTIONS TO ACHIEVE OBJECTIVES TIMING

• Demographic impact analysis of all County of Renfrew services 2024	2024
• Hire grants person for increasing revenue streams 2024/2025	2024/2025
• Coordinate procurement (to consolidate all County-wide depts.) 2024 – 2025	Partially initiated
• Integrate GIS with financial and public works data 2023	TBD
• Hire a government relations firm to manage government relations 2023 – 2024	2024/2025
• Update LTFP and AMP to acknowledge new baselines; 2023 – 2024 review and present on an annual basis to County Council through (Review annually) the budget process	Completed
• Continue to monitor and implement efficiency measures identified 2023 – 2026 in the recommendations from 2020 service delivery review(s)	Ongoing

# GOAL #2

## Workforce Development

### OBJECTIVES

- Lobby the Ontario College of Trades / Skill Trades Ontario to enable the transfer of qualified people from other regions into vacant positions
- Collaboration with High Schools, Colleges and Universities to have students with skills that are required to fill vacancies and keep them in the Community
- Encourage continued support for business development through Starter Company, Summer Company, other entrepreneur programs

### ACTIONS TO ACHIEVE OBJECTIVES TIMING

• Establish a County Wide Human Services strategy, 2023 including a newcomer plan, with local Chambers of Commerce	Ongoing (with Lanark County)
• Internal HR strategy (to attract, retain people to work at the County), 2023 - 2024 including execution of deliverables suggested from the 2022 staffing survey	Ongoing
• Align with Algonquin College and Labour Market Conditions 2023 - 2026 study/ongoing efforts	2024
• Continue promotion of Summer Company and Starter Company 2023 - 2026 through Enterprise Renfrew County, Economic Development	Ongoing
• Lobby efforts at Association of Municipalities of Ontario (AMO), 2023 - 2026 Rural Ontario Municipalities of Ontario (ROMA), Ontario East Economic Development Commission (OEEDC), Eastern Ontario Leadership Council (EOLC)	Ongoing

# GOAL #3

## Community **Wellness and Healthcare**

### OBJECTIVES

- Sustainable program and funding for Renfrew County Virtual Triage and Assessment Centre, community paramedicine & mental health
- Expand community based seniors health services
- Ensure residents have access to primary care support

### ACTIONS TO ACHIEVE OBJECTIVES TIMING

• Advocate for inter-governmental support 2023 - 2026 (multi-government financial resources) for integrated approach to transitional housing	2024
• Create partnerships, pool resources, build/repurpose transitional 2023 - 2026 housing (create a Senior's Village prototype in Renfrew County); Continue to expand on the findings and action plan of the Seniors Housing Strategy (2020)	Proposed and Ongoing
• Initiate/continue with advanced models of care 2023 - 2026 (RC VTAC Medical Urgent Care Clinic Model)	Confirmed
• Community Needs analysis of demographics and wellness services 2024	2024 - OVOHT

# GOAL #4

## Shared Services and Resources

### OBJECTIVES

- Define the possible shared services and then complete an evaluation of the services that could benefit from a shared service agreement
- Develop and deploy a plan that results in agreements that allow for sharing of resources and/or equipment and /or expertise that will lead to efficiencies

### ACTIONS TO ACHIEVE OBJECTIVES TIMING

• Municipal Shared Services Forum: Establish an inventory of opportunities 2023 between the County of Renfrew and the local municipalities	Initiated
• Update and implement recommendations from 2020 service 2023 - 2026 delivery review(s)	Ongoing with an update
• Review policies regarding uploading/downloading/sharing and 2023 - 2026 update where necessary	2024
• Negotiate and enter into service level agreements with 2023 - 2026 local municipalities (and boards, etc., where applicable)	Ongoing

# GOAL #5

## Attainable Housing and Infrastructure

### OBJECTIVES

- Develop a true community housing strategy that would identify a future state of attainable housing
- Engage consulting firm to complete inventory of lands and services across the County
- Develop a program to attract first time buyers
- Reliable connectivity (Broadband or fixed wireless) to 99% of our residents

### ACTIONS TO ACHIEVE OBJECTIVES TIMING

<ul style="list-style-type: none"><li>• Enhance Community housing and homelessness strategy 2023 with defined number of housing goals, housing units, etc.</li></ul>	Completed August 2024
<ul style="list-style-type: none"><li>• Strengthen broadband infrastructure saturation to support remote 2023 - 2026 work option, working with partners at EORN, etc.</li></ul>	Ongoing 19 cell towers erected in 2024
<ul style="list-style-type: none"><li>• Create an outward focused communications plan to support housing 2023 - 2026 needs in Renfrew County that would include developers, non-profits, etc.</li></ul>	2024
<ul style="list-style-type: none"><li>• Prioritize establishing a plan for underutilized municipal lands, 2023 - 2024 including identification of upper and lower tier inventories (Housing Property Study, Building Condition Assessments)</li></ul>	Completed 2024
<ul style="list-style-type: none"><li>• Lead role in the Eastern Ontario Wardens' Caucus (EOWC) 2023 - 2026 "7 in 7" plan for housing</li></ul>	Revised Plan 2025



# GOAL #6

## Environmental Resiliency

### OBJECTIVES

- Implement a Climate Action Plan
- Ensure joint emergency exercises across the County
- Establish a County baseline and model template for local municipalities

### ACTIONS TO ACHIEVE OBJECTIVES TIMING

• Establish a plan to position the County as a climate leader 2023 - 2024	November 2024
• Complete food-mapping GIS initiative with municipalities 2023 - 2024	Phase 1 completed
• Advocate for federal/provincial grants to promote a greener 2023 - 2026 building stock housing	2025
• Reinvigorate active transportation plan through a review, and 2023 - 2024 update where necessary, the trails strategy and active transportation plan	Draft Received 2024
• Multi-municipality emergency management exercise 2023 - 2026	2025

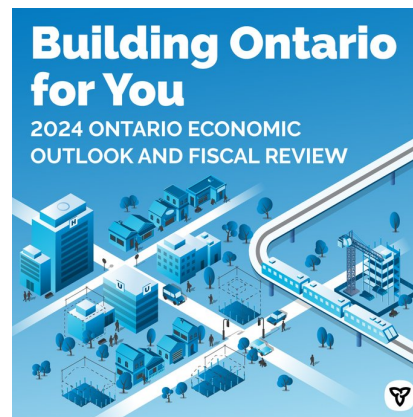
# Newsletter

October 2024

## EOWC Advocacy Across the Region

### Eastern Ontario Wardens' Caucus Response to the Minister of Finance's 2024 Fall Economic Statement

The Eastern Ontario Wardens' Caucus (EOWC) welcomes the Ontario Government's investment in municipalities and the services that they deliver as part of the [2024 Ontario Economic Outlook and Fiscal Review: Building Ontario for You](#), announced on October 30, 2024 by Minister of Finance, Peter Bethlenfalvy.



The Ontario Government's plan reduces the deficit and retains a path to balance the budget by 2026–2027. Compared to the 2024 Budget, Ontario is also projected to see both stronger growth in real GDP and employment in 2024.

Read the [full report here](#).



### Eastern Ontario Wardens' Caucus Response to the 2024 Fall Economic Statement #OnFES2024

"On behalf of the Eastern Ontario Wardens' Caucus, I thank Minister Bethlenfalvy for the increased investment in the Ontario Municipal Partnership Fund highlighted in the Fall Economic Statement.

This \$100 million boost signifies the Ontario Government's recognition of the unique challenges faced by our 103 rural and small-urban communities. The funding will bolster essential services and also foster growth and resilience across our region."

- Chair Peter Emon, Eastern Ontario Wardens' Caucus

## EOWC Vice-Chair Bonnie Clark on CBC Radio

On October 23, the EOWC's Vice-Chair Bonnie Clark, Warden of Peterborough County, appeared on CBC Radio One's Ontario Morning with host Nav Nanwa to discuss Peterborough County's recent motion addressing homelessness. This motion is part of a growing push for bold action to tackle the homelessness crisis.

This conversation aligns with the EOWC's ongoing advocacy efforts around housing and healthcare, and supports the ["Solve the Crisis" campaign](#) put forth by Ontario's Big City Mayors. During the AMO 2024 Conference in August, the EOWC, the WOWC, and the Eastern Ontario Mayors' Caucus put forward a call of support around the campaign as these issues are taking place in communities of all sizes.

The EOWC remains committed to urging both the federal and provincial governments for increased support and coordination to address the homelessness and mental health crisis taking place across our communities.

Listen to the [full interview here](#).

## Recent Events

### Connecting Across Regions: EOWC Attends WOWC Conference



Left-to-right: EOWC Chair, Peter Emon; WOWC Chair, Glen McNeil; EOWC Vice-Chair, Bonnie Clark

The EOWC was pleased to attend the Western Ontario Wardens' Caucus (WOWC) conference on October 25 in the Municipality of Chatham-Kent. It was an opportunity to connect with our western counterparts, share insights, and support the important work being done for rural and small-urban communities across Ontario.

At the conference, we had the chance to deepen our connections with ministerial staff to discuss our ongoing efforts in Eastern Ontario.

Collaborating across regions helps us strengthen our advocacy and shape policies that benefit our municipalities and residents. Together, we can make a big impact and keep improving life in our communities.



Parliamentary Assistant, Matthew Rae and EOWC Manager of Government Relations, Meredith Staveley-Watson





## The EOWC Board of Directors' Meeting in Renfrew County

The EOWC hosted our fall 2024 Board of Directors meeting at Calabogie Peaks Resort in Renfrew County, hosted by Chair Peter Emon and CAO Craig Kelley, where members discussed our strategic priorities and current advocacy efforts.

EOWC members also learned valuable insights from the Renfrew County paramedics who provided updates into on their ongoing work with the Virtual Triage Assessment Centre (VTAC) and MESA, along with a behind-the-scenes tour of their innovative equipment.



## Knowledge Exchange on Community and Supportive Housing

October 1 – 2, 2024



Left-to-right: Mayor of Leamington, Hilda MacDonald; Past AMO President, Mayor of Perry Sound, Jamie McGarvey; EOWC Chair, Peter Emon; EOWC Vice-Chair, Bonnie Clark; Past AMO President, Milton Regional Councillor, Colin Best

### **The EOWC attends AMO Knowledge Exchange on Community and Supportive Housing**

The EOWC attended the Association of Municipalities of Ontario (AMO) Knowledge Exchange on Community and Supportive Housing on October 1-2, 2024.

It was a great opportunity to engage with elected officials, municipal staff, Indigenous partners, and sector experts to discuss innovative solutions for advancing supportive housing across Ontario.

Thanks to AMO for organizing this event and for the important discussions on topics like ending homelessness, government housing efforts, working together with different sectors, financing options, and Indigenous housing.

We look forward to building partnerships and making progress for our communities!

## Partner Updates



## News Release: Thirty-two New 5G Cell Towers are Now Operational Across Eastern Ontario

The [Eastern Ontario Regional Network](#) (EORN) and Rogers Communications have launched 32 new 5G towers and an upgraded site across eastern Ontario, boosting connectivity for residents, businesses, and visitors. This achievement is part of the \$300-million EORN Cell Gap Project, a public-private initiative funded by government partners and Rogers, aimed at improving rural mobile access, public safety, and economic growth. With 69% of the project completed, EORN is making steady progress toward reliable high-speed connectivity throughout the region.

Read the full [news release here](#).

## EOWC 2025 Schedule

- CAO Meeting
- Conferences  
ROMA January 19-21 (Toronto)  
AMO August 17-20 (Ottawa)
- Statutory Holiday
- Wardens' Meeting

## 2025 EOWC MEETING CALENDAR

JANUARY							FEBRUARY							MARCH						
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OCTOBER							NOVEMBER							DECEMBER						
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			
							30													

The EOWC meeting schedule for 2025 is now live!

For more details and meeting locations, visit the [EOWC website](https://www.eowc.org). If you are interested in presenting as a delegation or learning more about the EOWC, we encourage reach out to us directly at [info@eowc.org](mailto:info@eowc.org).

## Upcoming Events

### 2025 EOWC Inaugural Meeting

The EOWC will be hosting its 2025 Inaugural Meeting on January 9-10, 2025 in the City of Kingston. We'll be welcoming new members, getting ready for a fulsome year ahead, and tackling the priorities that matter to Eastern Ontario.

Stay tuned for more updates or visit the [EOWC website to learn more](#).



### Rural Ontario Municipal Association (ROMA) 2025 Conference

The ROMA 2025 Annual Conference is taking place January 19-21, 2025 at the Sheraton Centre Hotel in Toronto. Join the ROMA Board of Directors in celebrating rural Ontario with this year's theme, Rural Routes. The conference will feature a variety of educational programming, expert panels, keynote speakers, and more, all focused on the unique perspectives and day-to-day realities of local municipal leaders.

This is a fantastic opportunity to engage in discussions about local matters through delegation meetings and to hear from the Premier of Ontario and provincial party leaders regarding their priorities and vision for the province.

Learn more and [register today!](#)

## News in the Region



## Housing in the City of Kingston and County of Lanark

The Ontario government is providing over \$2.4 million through the Social Services Relief Fund (SSRF) to help create 34 supportive housing units in Kingston, six transitional housing units in Perth, and two affordable housing units in Smiths Falls. This funding will facilitate the quicker development of various housing types, ensuring that all Ontarians, especially vulnerable populations, have access to safe and affordable homes. This announcement is part of a larger provincial investment of nearly \$700 million annually for homelessness prevention programs and supportive housing initiatives across Ontario.

Read the full [news release](#).

## Connect With Us on LinkedIn and X



### About the EOWC

The EOWC is a regional non-profit organization representing 13 upper and single-tier municipalities across Eastern Ontario. The EOWC supports and advocates on behalf of 103 municipalities and nearly 800,000 residents. The EOWC covers an area of approximately 50,000 square kilometers from Northumberland County to the Québec border.

The EOWC has gained support and momentum by speaking with a united voice to champion regional municipal priorities and work with government, business leaders, the media, and the public.

Visit the EOWC's website at [eowc.org](http://eowc.org).

### Connect with the EOWC

2024 Chair, Warden of Renfrew County, Peter Emon

2024 Vice-Chair, Warden of Peterborough County, Bonnie Clark

Manager of Government Relations and Policy, Meredith Staveley-Watson

[info@eowc.org](mailto:info@eowc.org)



Try email marketing for free today!

November 27, 2024

To the Council of the Corporation  
of the County of Renfrew

Members of County Council:

We, your **Health Committee**, wish to report and recommend as follows:

## **INFORMATION**

### **1. Mesa Team and Renfrew County Housing Partnership**

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

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

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

## **RESOLUTIONS**

### **2. Rural Ontario Municipal Association (ROMA) Conference Delegations**

#### **RESOLUTION NO. H-CC-24-11-139**

Moved by Chair

Seconded by Committee

THAT County Council approve delegation requests as listed in the background at the 2025 Rural Ontario Municipal Association (ROMA) Annual Conference as follows:

1. Ministry of Health,
2. Ministry of Colleges and Universities,
3. Ministry of Long-Term Care, and
4. Ministry of Finance;

AND THAT the Chair of the Standing Committee, along with the Warden, be designated to attend the delegation.

### **Background**

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

The purpose of the delegation is to:

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

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

The purpose of the delegation is to:

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

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

The purpose of the delegation is to:

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

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

The purpose of the delegation is to:

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



3. **Rural Ontario Municipal Association (ROMA) Conference Delegation**

**RESOLUTION NO. H-CC-24-11-143**

Moved by Chair

Seconded by Committee

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

**Background**

Across Ontario there is vast need and opportunity for increased seniors' care that reaches beyond those awaiting long-term care placement. Many seniors are caught in a gap where care needs do not meet the threshold for long-term care placement, yet the minimal care supports required to maintain independent living are not available or are financially prohibitive. As advocated for by Advantage Ontario, Senior's Supportive Housing is touted as the missing piece in the continuum of care spanning independent living and long-term care placement. Often senior's supportive housing can be found co-located with a long-term care home, sharing common grounds and resources in what is often referred to as a Campus of Care. With supports averaging \$62 a day versus \$200 a day for long-term care, a senior residing in a supportive housing setting is supported to maintain a quality of life that is commensurate with independent living. Staff are currently researching existing Campus of Care Models within Ontario and are leveraging the expertise of AdvantAge Ontario to glean experiential insight into funding and build opportunities.

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

**RESOLUTION NO. H-CC-24-11-144**

Moved by Chair

Seconded by Committee

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

**Background**

The Ontario Regulation 246/22 under the *Fixing Long-Term Care Act, 2021*, defines the short-stay program as a program in which a person is admitted to a long-term care home for a definite number of days. The Ontario Health East requires that long-term care homes that operate short-stay respite care beds within their approved/licensed bed complement formally apply each year through the Short-Stay Care Beds Application.

Due to the pandemic and low staffing complement, the respite programs at each Bonnechere Manor and Miramichi Lodge were paused in March 2020. Miramichi Lodge reopened two short-stay beds in February 2023 and is seeking to continue to provide this service in 2025. Presently, Bonnechere Manor is not in a position to effectively operate two short-stay beds in 2025. This is primarily due to ongoing reliance on agency registered nurses to perform the more frequent and intensive admission assessments associated with respite clients. It is proposed that the two respite bed spaces in question for Bonnechere Manor remain as long-term care beds. Homes were requested to submit their applications by the deadline of November 18, 2024, which an extension has been requested.

## **BY-LAWS**

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

#### **RESOLUTION NO. H-CC-24-11-140**

Moved by Chair

Seconded by Committee

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

#### **Background**

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

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

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

### **6. Fire Services Agreement**

#### **RESOLUTION NO. H-CC-24-11-141**

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-law to authorize the Fire Services Agreement for the provision of communication (call-taking, call alerting and/or dispatching) services to local fire services within the City of Pembroke and County of Renfrew by the Renfrew

Central Ambulance Communications Centre for a two-year term commencing January 1, 2025; AND THAT the contract be executed.

**Background**

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

7. **2024/25 Funding Allocations for Behavioural Supports Ontario**

**RESOLUTION NO. H-CC-24-11-145**

Moved by Chair

Seconded by Committee

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.

**Background**

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

8. **Community Commitment Program for Nurses**

**RESOLUTION NO. H-CC-24-11-146**

Moved by Chair

Seconded by Committee

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.

**Background**

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

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

9. **Leased Space – 2nd Floor - Miramichi Lodge**

**RESOLUTION NO. H-CC-24-11-147**

Moved by Chair

Seconded by Committee

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.

**Background**

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

All of which is respectfully submitted.

Michael Donohue, Chair

And Committee Members: P. Emon, D. Grills, V. Jahn, J. Murphy, N. Nicholson, R. Weir, M. Willmer

**COUNTY OF RENFREW**

**BY-LAW NUMBER 148-24**

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

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

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

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

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

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

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

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

---

PETER EMON, WARDEN

---

GWEN DOMBROSKI, CLERK



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

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

**BETWEEN:**

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

**OF THE FIRST PART**

**AND:**

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

**OF THE SECOND PART**



## **RECITALS:**

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

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

1 The Parties warrant that the recitals are true.

## **2 DEFINITIONS AND INTERPRETATION**

2.1 In this Agreement:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### 3 **NOTICES**

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

**To the 9-1-1 Authority**

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

Email:  
mnolan@countyofrenfrew.on  
.ca

**To the Ontario Provincial Police**

Attention: Municipal Policing Bureau

OPP General Headquarters  
777 Memorial Avenue Orillia  
ON L3V 7V3

Email: OPP.MunicipalPolicing@opp.ca

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

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

#### 4 **RATES AND METHOD OF PAYMENT**

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

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

#### 5 **RESPONSIBILITIES OF THE OPP**

The OPP shall manage and operate the Primary PSAP and:

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

deaf, hard of hearing, and speech impaired callers.

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

## **6 RESPONSIBILITIES OF THE 9-1-1 AUTHORITY**

The 9-1-1 Authority shall:

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

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

## 7 **LIMITATION OF LIABILITY**

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



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

## **8 COMPLIANCE WITH LAWS AND CONFIDENTIALITY**

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

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

## **9 DISPUTE RESOLUTION**

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

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

## **10 TERM, TERMINATION AND RENEWAL**

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

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

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

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

## 11 **GENERAL**

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

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

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

**Corporation of the County of Renfrew**

\_\_\_\_\_  
SIGNATURE

Peter Emon, Warden  
\_\_\_\_\_  
Print Name & Title

Date: 27th day of November, 2024

\_\_\_\_\_  
SIGNATURE

Craig Kelley, Chief Administrative Officer  
\_\_\_\_\_  
Print Name & Title

Date: 27th day of November, 2024

**Ontario Provincial Police (OPP)**

\_\_\_\_\_  
Provincial Commander

\_\_\_\_\_  
Print Name

Date: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

SCHEDULE "A"

**BYLAW OR BAND COUNCIL RESOLUTION**

Attached to and forming part of the Agreement between

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

And

**Corporation of the County of Renfrew**

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

**COUNTY OF RENFREW**

**BY-LAW NUMBER 149-24**

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

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

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

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

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

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

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

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

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PETER EMON, WARDEN

---

GWEN DOMBROSKI, CLERK



THIS AGREEMENT made this 1st day of January 2025.

BETWEEN:

THE COUNTY OF RENFREW

(hereinafter referred to as the "County")

AND:

HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF ONTARIO

AS REPRESENTED BY THE MINISTER OF HEALTH

(hereinafter referred to as the "Minister")

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

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

**SERVICES PROVIDED BY MOH**

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

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

## **REPAIR AND MAINTENANCE OF EQUIPMENT**

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

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

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

### **SERVICES PROVIDED BY COUNTY**

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

### **JOINT STEERING COMMITTEE**

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

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

#### **PARTICIPATING FIRE SERVICES**

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

#### **ADMINISTRATIVE FEES**

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

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

#### **FIRE SERVICE CALL FEES**

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

#### **ADDITIONAL COSTS AND AMOUNTS**

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

#### **INVOICES**

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

#### **TERM AND RENEWAL**

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

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

## **PERFORMANCE, BREACH AND AMENDMENT**

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

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

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

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

#### **TERMINATION FOR CAUSE**

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

#### **EQUIPMENT REMOVAL AND FEES PAYABLE ON TERMINATION**

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

#### **NOTICE**

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



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

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

ATTN: DIRECTOR

and, in the case of the County, to:

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

ATTN: DIRECTOR OF EMERGENCY SERVICES

**EMPLOYEES AND AGENTS OF CACC AND AMALGAMATED CACC  
PERSONNEL**

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

**PROTECTION FOR AND INDEMNIFICATION OF MINISTER**

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

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

## **PROTECTION FROM CLAIMS**

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

## **INSURANCE BY COUNTY IN FAVOUR OF MINISTER**

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

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

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

\_\_\_\_\_  
Witness

For the Minister

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

For the County

\_\_\_\_\_  
Peter Emon, Warden

\_\_\_\_\_  
Date

\_\_\_\_\_  
Craig Kelley,  
Chief Administrative Officer

\_\_\_\_\_  
Date

## SCHEDULE A

CACC will provide:

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

**SCHEDULE A - continued**

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

## **SCHEDULE B**

The County will:

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

The Fire Chiefs will:

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

**SCHEDULE C**

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

**SCHEDULE D**

**CACC RATE STRUCTURE**

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

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

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

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

**CACC RATE STRUCTURE Fire Service Call Fees**

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

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

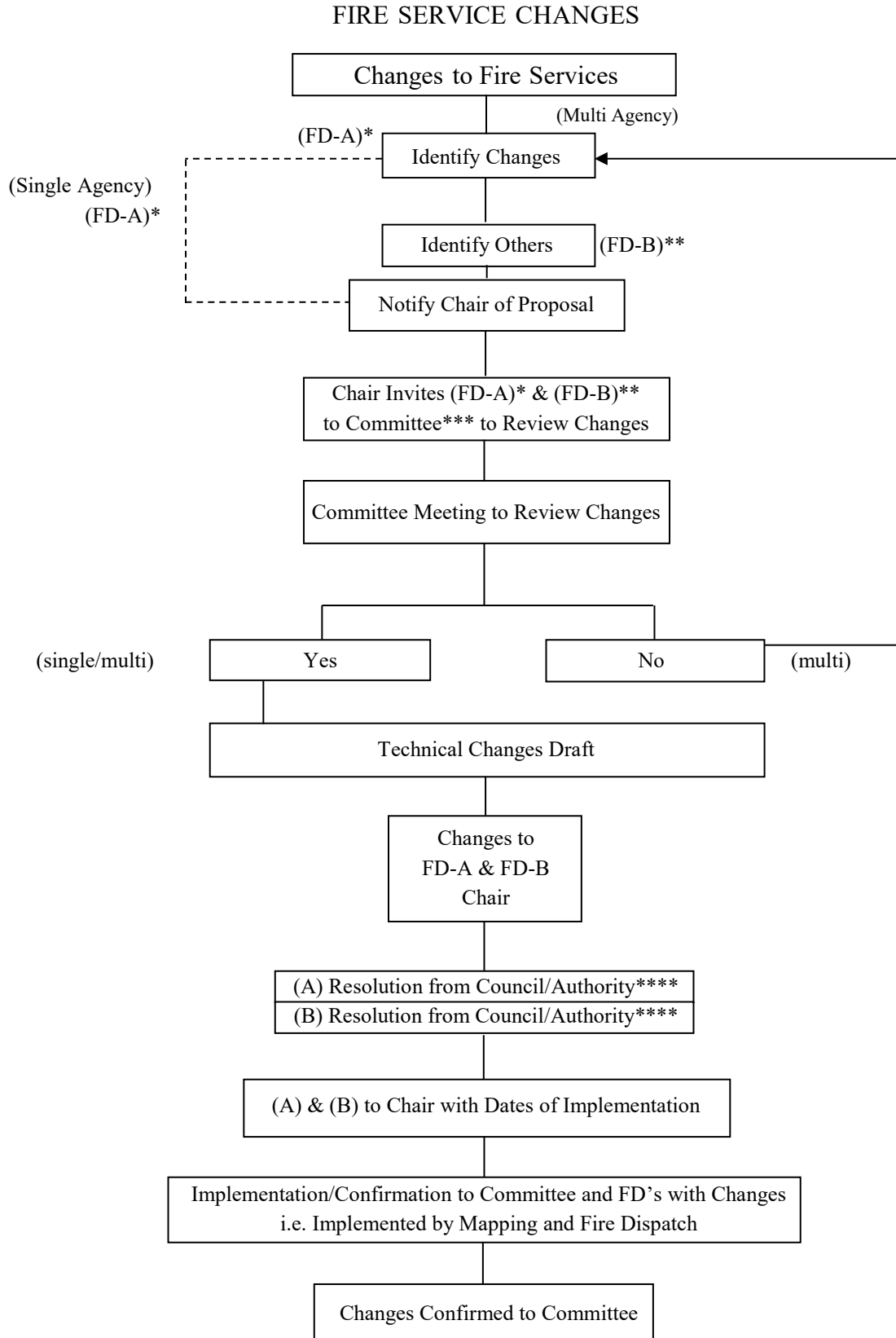
Fire Service Call Fees for Dispatching is as follows (with CACC also providing call taking and alerting)

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

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



# SCHEDULE E



**COUNTY OF RENFREW**

**BY-LAW NUMBER 150-24**

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

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

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

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

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

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

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

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

---

PETER EMON, WARDEN

---

GWEN DOMBROSKI, CLERK



**SENT ELECTRONICALLY**

ONTARIO HEALTH EAST REFERENCE# AL\_178-2024-600\_B

October 17, 2024

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

Dear Mr. Blackmore,

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

Ontario Health, through Ontario Health East, is pleased to advise that Corporation of the County of Renfrew, in respect of Bonnechere Manor will receive base funding in the amount of **\$42,000** in fiscal year 2024/2025 to support Behavioural Supports Ontario (BSO) Staffing, Training and/or Equipment needs (the “Initiative”).

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

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

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

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

If you have any questions or concerns, please contact Marcia Codougan-Providence, Lead, Performance, Accountability and Funding Allocation at [marcia.codougan-prov@ontariohealth.ca](mailto:marcia.codougan-prov@ontariohealth.ca) or at 647.953.5133.

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

Sincerely,



\_\_\_\_\_  
Signature

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

Attachments: Appendix A: Funding Details and Sign-Back Form  
Schedule A: Additional Terms and Conditions  
Schedule B: Recommended Core Competencies for Working with Behaviourally Complex Population  
Schedule C: BSO Target Population and Behavioural Supports Ontario (BSO) Framework of Care

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

## Appendix A Funding Details and Sign-Back Form

### 1.1 Funding Deliverables and Purpose

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

**HSP Integrated Financial Information System (IFIS) Number:** 25

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

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

### 1.2 Terms and Conditions:

Corporation of the County of Renfrew, in respect of Bonnechere Manor acknowledges and agrees that:

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

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

**AGREED TO AND ACCEPTED BY:**

Corporation of the County of Renfrew, in respect of Bonnechere Manor

**By:**

Peter Emon, Warden November 27, 2024

---

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

Craig Kelley, Chief Administrative Officer November 27, 2024

---

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

I have the authority to bind the organization.

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

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



## Schedule A

### Additional Terms and Conditions

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

### Provincial Coordinating Office

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

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

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

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

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

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

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

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

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

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

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


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

Behavioural Supports Ontario (BSO)

Schedule B and C

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

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

 1-855-276-6313

[provincialbso@nbrhc.on.ca](mailto:provincialbso@nbrhc.on.ca)



<https://brainxchange.ca/BSO>

## 1. PERSON AND FAMILY-CENTRED CARE

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

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

## 2. KNOWLEDGE

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

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

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

### 3. ASSESSMENT, CARE APPROACHES & CAPACITY BUILDING

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

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

#### References:

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



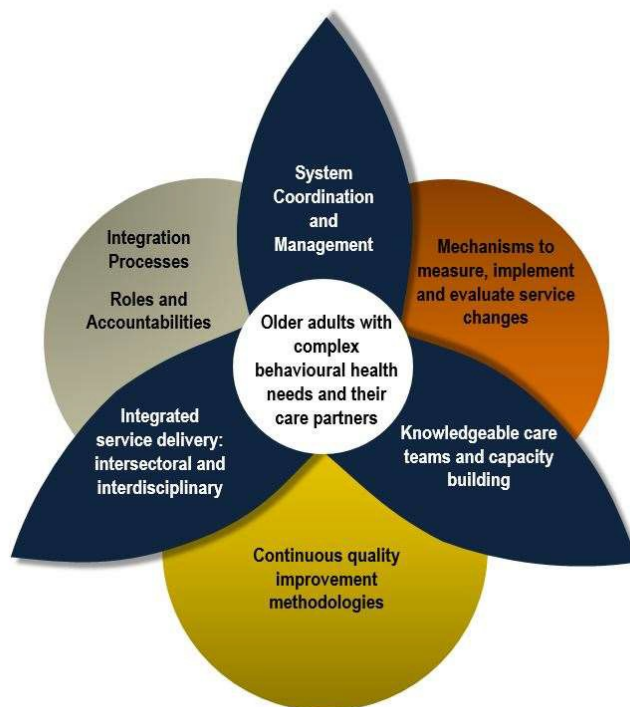
## SCHEDULE “C”

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

#### BSO Target Population:

The Behavioural Supports Ontario (BSO) initiative was implemented within the BSO Framework to transform health care system design for older Ontarians with, or at risk of, responsive behaviours/personal expressions associated with dementia, complex mental health, substance use and/or other neurological conditions. The initiative facilitates seamless, interdisciplinary, intersectoral care for individuals as well as their professional and family<sup>1</sup> care partners

#### BSO Framework of Care:



BSO’s framework is modeled under three provincial pillars:

Pillar 1: System Coordination and Management

Pillar 2: Integrated Service Delivery - Intersectoral and Interdisciplinary

Pillar 3: Knowledgeable Care Team and Capacity Building

#### BSO Principles:

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

##### 1) Behaviour is communication

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


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


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

**Acknowledgement:**

Please contact the BSO Provincial Coordinating Office for further information.

 1-855-276-6313

[provincialbso@nbrhc.on.ca](mailto:provincialbso@nbrhc.on.ca)

 <https://brainxchange.ca/BSO>

**COUNTY OF RENFREW**

**BY-LAW NUMBER 151-24**

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

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

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

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

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

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

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

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

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PETER EMON, WARDEN

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GWEN DOMBROSKI, CLERK

## CCPN 2024-27 SUPPORT AGREEMENT

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

### **BETWEEN:**

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

### **A N D**

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

### **BACKGROUND**

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

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

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

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

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

#### **1. INTERPRETATION**

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

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

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

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

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

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

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

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

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

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

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

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

## **2. Employer Obligations**

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

### 3. Term and Termination

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

### 4. Representations and Warranties

Employer represents, warrants and covenants to OH that:

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

## 5. Payment Term

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

## 6. Audit Rights

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

## 7. Independent Contractor

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

## 8. General Provisions

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

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

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

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

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

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

*[Signature page follows]*



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

**ONTARIO HEALTH**

**CORPORATION OF THE COUNTY OF RENFREW**

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Peter Emon

Title: \_\_\_\_\_

Title: Warden

Date: \_\_\_\_\_

Date: November 27, 2024

I have authority to bind the organization.

I have authority to bind the organization.

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: Craig Kelley

Title: \_\_\_\_\_

Title: Chief Administrative Officer

Date: \_\_\_\_\_

Date: November 27, 2024

I have authority to bind the organization.

I have authority to bind the organization.

**SCHEDULE "A"**  
**FUNDING ALLOCATION AND REPORTING**

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

Funding has been allocated only for the following Employer sites.

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

2. Reporting and Funding.

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

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

3. Employment Leave.

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

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

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

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

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

**BACKGROUND**

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

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

**1. Eligibility Criteria and Community Commitment**

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

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

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

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

**2. Community Commitment**

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

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

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

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

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

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

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

### **3. Nurse Acknowledgements**

The Nurse acknowledges that:

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

#### **4. Termination**

This agreement automatically terminates:

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

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

#### **5. General**

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

*[Signature page follows]*

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

**EMPLOYER: Corporation of the County of Renfrew**

\_\_\_\_\_  
Signature of Authorized Employer Representative

\_\_\_\_\_  
Date of signing

\_\_\_\_\_  
Print name and title of Authorized Employer Representative

I have the authority to bind this Organization.

\_\_\_\_\_  
Nurse Community Commitment Start Date

**NURSE:**

\_\_\_\_\_  
Signature of Nurse

\_\_\_\_\_  
Date of signing

\_\_\_\_\_  
Print name of Nurse

\_\_\_\_\_  
Nurse Training Program – School, Program Name & Location

\_\_\_\_\_  
Nurse Training Program Graduation Date

\_\_\_\_\_  
Nurse Email Address

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

**COUNTY OF RENFREW**

**BY-LAW NUMBER 152-24**

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

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

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

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

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

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

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

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

---

PETER EMON, WARDEN

---

GWEN DOMBROSKI, CLERK



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

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

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

**THIS AGREEMENT WITNESSETH:**

**SECTION I                     DESCRIPTION OF PREMISES**

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

**SECTION II                   TERM**

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

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

**SECTION III                 RENTAL**

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

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

Initials	
Landlord	Tenant
	BK

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

**SECTION IV            USE OF PREMISES**

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

**SECTION VI            ASSIGNMENT AND SUBLETTING**

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

**SECTION VII            TENANT CARE**

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

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

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

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

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

**SECTION IX**                      **ACCESS TO PREMISES**

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

**SECTION X**                      **COMPLIANCE WITH LAWS AND INDEMNIFICATION**

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


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

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

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

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

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

Initials	
Landlord	Tenant
	

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

**SECTION XI**

**NON-RESPONSIBILITY OF LANDLORD**

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

**SECTION XII**

**INSURANCE**

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

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

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

**SECTION XIII**

**DEFAULT**

13.01 In any of the events following, namely:

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

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

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

**SECTION XIV**

**ADDITIONAL PROVISIONS**

14.01 Additional Provisions

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

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

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

Initials	
Landlord	Tenant BK

**SECTION XV**

**MORTGAGES AND SUBORDINATION**

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

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

\_\_\_\_\_  
Witness

  
\_\_\_\_\_  
Mike Blackmore  
Director of Long-Term Care, Miramichi Lodge

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Peter Emon  
Warden

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Craig Kelley  
Chief Administrative Officer

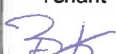
• (Tenant)

\_\_\_\_\_  
Witness

Per:   
\_\_\_\_\_

\_\_\_\_\_  
Witness

Per: \_\_\_\_\_

Initials	
Landlord	Tenant
	

November 27, 2024

To the Council of the Corporation  
of the County of Renfrew

Members of County Council:

We, your **Development and Property Committee**, wish to report and recommend as follows:

## **INFORMATION**

### **1. Establishing a Construction Municipal Services Corporation**

The County of Renfrew faces increasing pressure to address housing shortages, affordability, and local workforce housing needs as traditional reliance on private developers may not fully meet these demands. To attract talent and grow a labour force, it is essential that workforce housing be readily available.

In order to find a solution within its control, our Committee passed a resolution for the County to explore the possibility of creating a Municipal Services Corporation, outside of Renfrew County Housing Corporation, that would facilitate the construction of purpose-built rental housing that would meet the affordability thresholds as follows:

#### **RESOLUTION NO. DP-C-24-11-119**

THAT the Development and Property Committee directs staff to investigate the creation of a Municipal Services Corporation for the construction of purpose-built affordable rental housing and for the purposes of the development of municipal-owned lands for workforce development housing.

As the County embarks on a multi-year build cycle and as an alternative solution to our historic procurement practices, the County could review the model of our own Public Works division that has had in-house success, but in our case, one that is focused on designing and building (or building from a set design) a set of houses.

Operating as either a public utility or a Municipal Services Corporation, this venture would give the County of Renfrew end-to-end control over housing development, from planning and design to construction and delivery.

Section 11(1) of the *Municipal Act* grants broad authority to an upper-tier municipality to "provide any service or thing that the municipality considers necessary or desirable for the public". This is subject only to the spheres of jurisdiction – which would not preclude the County from creating a construction department to build housing. In short, if the County can own housing and operate it, and as part of that jurisdiction, hire

contractors to do that work, there is no reason that the County could not develop its own in-house expertise to do the same.

### Key Considerations

#### **a. Structure of the Entity**

**Public Utility Model:** If the construction business operates as a public utility, it could benefit from direct oversight by the County and function as an essential service for residents. Utilities often prioritize public need over profit, allowing the County to focus on affordable housing solutions.

**Municipal Services Corporation (MSC):** As an MSC, the entity would have a semi-autonomous structure, combining public oversight with operational flexibility. This could enable it to operate with business efficiencies while aligning with municipal priorities.

Each model offers unique governance and funding mechanisms, and the choice would depend on factors like the County's capacity for oversight, legal requirements, and desired level of operational autonomy.

### Potential Benefits of Establishing a County-Run Construction Entity

#### **b. Direct Control Over Housing Development**

**Customization for Local Needs:** A County-run construction entity could prioritize affordable housing, senior and family housing, or workforce housing in ways that align with the specific needs of County of Renfrew's communities. The entity could make decisions based on local demographics, market demands, and long-term housing projections.

**Quality and Standards:** With the County overseeing the entire construction process, quality standards can be strictly enforced, ensuring that the homes meet both current regulations and potential future sustainability goals.

#### **c. Increased Housing Supply and Affordability**

**Reducing Reliance on Private Developers:** Publicly managed construction could enable the County to maintain a steady flow of new housing, independent of private developers' priorities or market fluctuations.

**Cost-Saving Potential:** Eliminating the need to provide a profit margin for private developers could reduce construction costs, potentially making housing more affordable. Additionally, with control over the supply chain and economies of scale, the County could realize further cost efficiencies.



**d. Economic Development and Job Creation**

Local Job Creation: A County-run construction business would create stable jobs for local construction workers, project managers, and administrative staff. By hiring locally, the entity could also reduce transportation and housing needs for out-of-area labour.

Boosting the Local Economy: With construction-related spending retained within the community, local suppliers, contractors, and service providers could benefit, creating a ripple effect that stimulates the County of Renfrew's economy.

**e. Supporting Environmental and Sustainability Goals**

Green Building Practices: A County-led approach allows the County of Renfrew to implement green building standards, energy-efficient designs, and sustainable construction materials. This can align with provincial or federal sustainability targets, potentially attracting funding or grants.

Long-Term Infrastructure Investment: A publicly controlled entity could prioritize long-term durability and environmental responsibility over short-term profit, allowing the County to invest in resilient infrastructure that benefits the community for decades.

Challenges and Potential Drawbacks

**f. Financial Risk and Initial Investment**

High Start-Up Costs: Establishing a construction business requires a significant capital investment in equipment, labour, and initial project costs. The County may need to fund this through bonds, taxes, or reallocation of existing funds, which could impact other County services.

Ongoing Financial Obligations: Once established, the entity will require a continuous flow of funds for materials, maintenance, salaries, and potential contingencies for unforeseen project challenges.

**g. Operational and Management Complexities**

Need for Expertise: Construction and real estate management demand specialized knowledge. The County may need to recruit experts in construction, project management, finance, and procurement, which could be costly and challenging in a competitive market.

Risk of Inefficiency: Public entities sometimes face challenges with inefficiency and bureaucracy, potentially leading to slower project timelines and higher-than-expected costs. Clear accountability measures and streamlined decision-making processes would be necessary to prevent delays.

#### **h. Market Impact on Local Developers**

Competition with Private Sector: Establishing a County-owned construction business could be perceived as unfair competition by private developers, potentially affecting local construction companies. If not managed carefully, this could reduce private-sector investment in housing projects within the County of Renfrew.

Risk of Market Disruption: A government-backed construction entity could impact real estate prices or lead to a shift in market dynamics, affecting supply and demand and potentially creating unintended economic consequences.

#### **i. Legal and Regulatory Challenges**

Complex Legal Framework: Municipal services corporations or public utilities are subject to strict regulations and compliance requirements, including procurement rules, labour laws, and public accountability standards. Navigating this landscape can be resource-intensive and time-consuming.

Liability and Risk Management: Construction activities carry inherent risks, including safety concerns, environmental impact, and potential liabilities from construction defects. The County of Renfrew would need comprehensive insurance and risk management strategies to protect public funds and minimize liability.

The establishment of a County-run marketing and construction entity for housing development in the County of Renfrew presents an innovative approach to address housing needs, promote local economic growth, and control development processes. However, the significant financial and operational challenges warrant a cautious, well-planned approach. A detailed feasibility study should assess the financial viability, potential for cost savings, and long-term economic benefits and explore regulatory implications. Engaging in stakeholder consultations with local developers, community leaders, and residents can also help align the entity's goals with community priorities.

Recent examples of this innovative approach are already in-place in Northumberland County and the City of Calgary, and we will be engaging with both entities to determine similarities and differences. Through a carefully designed model, the County of Renfrew could create an entity that serves as a model for sustainable, community-focused development, contributing to a balanced, affordable, and vibrant housing market in the region.

## **2. Municipal Agriculture Economic Development and Planning Forum**

The Municipal Agriculture Economic Development and Planning Forum was held October 22-24, 2024, at the Best Western Pembroke Inn and Conference Centre. The event kicked off with an evening welcome reception on October 22, a bus tour to various agricultural sites on October 23 and a forum day on October 24. The full program is attached to this report and copies of presentations are [available online](#).

The event drew in a total of 122 registered delegates from across rural Ontario, representing municipal and provincial governments, regional and provincial agricultural organizations, financial supporters, farm owners/operators and other key stakeholders. Of the registered delegates, just over 50% attended the forum for the very first time.

Event attendance breakdown included:

- Welcome Reception: 65
- Bus Tour: 61 (68 for dinner)
- Forum Day: 106 (92 in-person + 14 virtual)

Based on feedback received through the post event survey, the event was an overall success.

- 71% of respondents rated the event as excellent; 29% rated as good
- 90% of respondents indicated the information was timely and improved their understanding of agriculture economic development and planning
- 86% indicated the information received will influence plans in the next 1-2 years
- 77% of respondents indicated they are now able to identify possible areas of collaboration with other municipalities
- 76% indicated the registration costs were reasonable

*"We are in the process of determining roles for the municipality in supporting the Ag Sector and creating an Ag Roundtable what this will look like - the information presented was very helpful."*

*"It was nice to have a tour for real-world learning and a full day paired with sit-down panels. Sometimes several days of slides can lead to information overload."*

*"Renfrew County staff did an excellent job hosting this event. Enjoyed the format, bus tour and topics covered."*

### **3. Taste of the Valley Series**

The fourth and biggest event in the 2024 Taste of the Valley series, was held on October 19, 2024, in Cobden, with a record number of 140 vendors participating and attracting over 5,500 visitors.

The final event in the series is the Holiday Edition on December 14, from 10:00 a.m. to 3:00 p.m., at the Renfrew Armouries in Renfrew.

The Economic Development Division expresses appreciation and thanks from the host municipal partners who helped make the 2024 series a success, including the Townships

of Madawaska Valley, Killaloe, Hagarty and Richards, Whitewater Region and the Town of Petawawa.

4. **Municipal Accommodation Tax Update**

The Ottawa Valley Tourist Association (OVTA) has been in discussions with the Town of Petawawa regarding potential implementation of a Municipal Accommodation Tax (MAT) and naming the OVTA as the eligible tourism entity. The Town is proposing to implement, effective January 1, 2025, a rate of 3%.

Draft agreements from the City of Pembroke and Town of Petawawa have been presented to the OVTA Board of Directors. The projected annual combined MAT revenues shared with the OVTA from both communities is approximately \$298,500.

5. **Renfrew County Food Guide**

The OVTA and Economic Development Division have produced a [Renfrew County Food Guide](#) featuring local food producers, farms and farm gate stands, and farmers' markets that sell products directly to consumers. The guide includes a variety of products, such as meat, fresh produce, baked goods, preserves, recipes and more.

**RESOLUTIONS**

6. **Rural Ontario Municipal Association (ROMA) Delegation**

**RESOLUTION NO. DP-CC-24-11-118**

Moved by Chair

Seconded by Committee

THAT County Council recommend that staff submit delegation request(s) at the upcoming Rural Ontario Municipal Association (ROMA) Conference that are consistent with the 2023-2026 County of Renfrew Strategic Plan, the 2024-2026 Economic Development Strategy current initiatives that require further advocacy, and previous delegations that addressed funding shortfall(s); AND THAT the Chair of the Standing Committee, along with the Warden, be designated to attend the delegation.

**Background**

Staff is reviewing all options within the Development and Property Department's scope and may submit a request to have a delegation at the upcoming Rural Ontario Municipal Association (ROMA) Conference.

7. **Tourism Data Collection**

**RESOLUTION NO. DP-CC-24-11-120**

Moved by Chair

Seconded by Committee

THAT County Council support the Ottawa Valley Tourist Association's request that Statistics Canada reinstate tourism data reporting at the census level for communities in Ontario.

**Background**

At the November 6, 2024 Ottawa Valley Tourist Association Board meeting, a discussion took place around the lack of available tourism data. In 2016, Statistics Canada stopped providing tourism data at the census level, creating a gap in the availability of information at the local level. Destination Ontario and Destination Canada provide tourism data, but the information is only available at the regional tourism organization level. Statistic and data collection programs are costly and unaffordable, particularly for small and rural communities. Being able to access timely and relevant tourism data at the local level helps to measure destination performance, supports informed decision-making and is a resource for investment and attraction.

8. **Climate Action Plan**

**RESOLUTION NO. DP-CC-24-11-121**

Moved by Chair

Seconded by Committee

THAT County Council receive the Climate Action Plan as presented; AND THAT an Ad Hoc Climate Action Committee be formed to review the recommendations of the plan and provide possible implementation recommendations to Committee.

**Background**

The attached Climate Action Plan was presented earlier in this meeting. It is recommended that County Council receive the plan as presented.

In September 2023, Ainsworth was awarded the Request for Proposal (RFP) for the creation of the County of Renfrew's first Climate Action Plan. The plan is to assist the County to achieve the objectives for decarbonization in accordance with the foundation established by the Federation of Canadian Municipalities (FCM) and the Partners for Climate Protection (PCP) program. Over the course of the last year, Ainsworth has worked with County staff and has provided an interim status presentation to County Council. There were four phases to the project and with County Council approval, this will be the completion of the project.

The four phases were:

- a. Project planning, visioning and communication plan;
- b. Completion of a full inventory of greenhouse gases in the corporation and the community;
- c. Assessment of current situation and setting emissions reduction target;
- d. Create a Climate Action Plan and set the structure to develop implementation and monitoring strategy.

All of which is respectfully submitted.

James Brose, Chair

And Committee Members: P. Emon, D. Lynch, M. MacKenzie, D. Proctor, G. Serviss, K. Watt, R. Weir





OCTOBER 22-24, 2024  
COUNTY OF RENFREW

# Growing Together

MUNICIPAL AGRICULTURE ECONOMIC DEVELOPMENT & PLANNING FORUM







OCTOBER 22-24, 2024  
COUNTY OF RENFREW

# Growing Together

MUNICIPAL AGRICULTURE ECONOMIC DEVELOPMENT & PLANNING FORUM

G'Day, G'Day!

Greetings from Renfrew County and welcome to the 2024 Municipal Agriculture Economic Development & Planning Forum!

We are excited to be hosting you in the County of Renfrew for the 16<sup>th</sup> edition of this OMAFA event. This year's theme, "Growing Together – Nurturing Agriculture for Rural Community Prosperity", will highlight the importance of fostering agriculture growth, sustainability and collaboration in rural communities. The forum is an opportunity to share best practices and lessons learned with fellow economic development and planning peers and colleagues who support Ontario's vibrant agriculture industry.

Designed to be engaging, educational and informative, the program offers more than two days of networking in a rural and relaxed environment. From sampling locally grown and produced food and beverages to meeting innovative and unique farmers to learning and sharing with industry professionals, we guarantee you will leave the forum feeling inspired and excited about the future of agriculture in your community.

While you are here, we hope you take the time to visit Pembroke and the area and take in some of that true Valley hospitality!

Your Forum Co-Chairs,

Melissa Marquardt

Manager of Economic Development  
County of Renfrew

Karen Fischer

Economic and Business Advisor  
Ontario Ministry of Agriculture, Food & Agribusiness





## Summary

9% of Ontario Farm cash receipts  
 9% of Ontario Agri-food GDP  
 12% of Ontario's population  
 11% of Ontario Agri-food Employment



# Local Economic Snapshot Eastern Ontario 2021

## Eastern Ontario Agriculture at a Glance



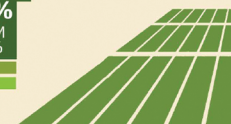
**1,475,250** acres of farmland across **6,330** farms, averaging **233** acres per farm



**223,657** acres of pastureland



**974,078** acres of land in crops



**1,503,043** acres of potential unused farmland

## Agri-food Sector Contributions



**\$1,654 million** in Farm Cash Receipts



Dairy Products, Soybeans, and Corn

through



**9,655** farm operators actively farming **1,997,046** acres of farm area, and through **11,589** local agri-food business establishments employing **70,415** workers

supporting



**\$3,621 million** in GDP and **73,800** employees in the Agri-food sector across Ontario

## Thriving in Abundance



**18%** of farms in Eastern Ontario sell directly to the consumer



**67%** of farms in Eastern Ontario are small farms generating less than \$100,000 in revenue

Eastern Ontario contributes to provincial inventories through the following commodities

**75,248** dairy cows accounting for **23%** of Ontario's inventory



**411,362** acres of hay **24%** of Ontario's total

**451** acres of strawberries **17%** of Ontario's total



## Looking to the Future



**16%** of farm operations use renewable energy producing systems



**11%** of farm operations have a written succession plan



**437,722** acres of soybeans are cultivated in Eastern Ontario **16%** of Ontario's total, and soybeans remain a top commodity in the region



The number of farms in Eastern Ontario selling value-added agricultural products directly to consumers has increased since 2016



MUNICIPAL AGRICULTURE ECONOMIC DEVELOPMENT & PLANNING FORUM

WEDNESDAY, OCTOBER 23

# AGRICULTURAL TOUR

DEPARTURE LOCATION	DEPARTURE
<b>Best Western</b> Pembroke Inn & Conference Centre 1 International Dr, Pembroke, ON K8A 6W5	Meet bus in parking lot at 7:40 am <b>7:50 am</b>
DESTINATION	TOUR LENGTH
<b>Hedgeview Farm Organics</b>   Guided walking tour of farm property. 2519 Greenwood Rd, Pembroke, ON K8A 6W2  Hedgeview Farm is a woman-led, certified organic, market garden growing 50 different field crops for a local farmers' market and Community Supported Agriculture (CSA) Program. Making a living on just 3 acres of rented farm land, this farm is focussed on sustainable agricultural practices and community engagement. The farm also produces 17,000 garlic annually, with a mix of small tractor equipment and hand tools. <i>Host: Brenna Jansen.</i>	<b>45 minutes</b>
<b>Fepro Farms</b>   Guided walking tour of digester and barn. 520 Government Rd, Cobden, ON K0J 1K0  Fepro Farms is a dairy farm which milks 180 cows using robotic milkers. Automation is also employed for feeding and bedding. There is an anaerobic digester that creates 500 kw of electricity per hour by capturing the methane from the manure which in turn fuels a generator. Additionally, there is a 300 kw roof mount solar power system on the buildings. <i>Hosts: Paul &amp; Elias Klaesis. Washroom on-site.</i>	<b>60 minutes</b>
<b>Valley Bio Ltd</b>   Guided walking tour of seed operation. 18374 ON-17, Cobden, ON K0J 1K0  Valley Bio is a family-run team of growers, cleaners and sellers of seed in the beautiful Ottawa Valley. Owned by Reuben Stone, and operated jointly with his wife Keanan, Valley Bio has become a local leader in seed production, conditioning, seed treatment and crop research. <i>Hosts: Reuban &amp; Keanan Stone. Washroom on-site.</i>	<b>60 minutes</b>
<b>Ottawa Valley Farm To Fork</b>   Lunch & guided walking tour. 1320 Scotch Bush Rd, Bonnechere Valley, ON K0J 1S0  Ottawa Valley Farm to Fork brings farm-to-table fun with grass-fed beef meatballs, organic pierogi, and heritage crops. Their Scottish Highland cattle, dairy goats, and free-range chickens are pampered for maximum flavour. Committed to sustainability and community, they deliver delicious, locally sourced food with a passion for excellence. <i>Hosts: Marshall Buchanan &amp; Kathleen Lindhorst. Washrooms on-site.</i>	<b>90 minutes</b>
<b>Farm Fresh Produce &amp; Market Stand</b>   Short tour & discussion 5653 Highway 60, Douglas, ON K0J 1S0  The Mennonite community has been growing in the County of Renfrew in the last 10 years. Learn about their traditional methods of farming, including how they have transformed underutilized farmland into a large volume producing vegetable farm, and popular market stand operation. <i>Hosts: David &amp; Menno Hoover.</i> Market stand on-site (cash sales only)	<b>45 minutes</b>
<b>Hugli's Blueberry Ranch &amp; Country Market</b>   Guided wagon ride of fields and agri-tourism operation. 2139 Greenwood Rd, Pembroke, ON K8A 6W2  Hugli's Blueberry Ranch & Country Market is an agri-tourism business that grows blueberries, pumpkins, Christmas trees & family fun that is located in Pembroke, Ontario. Established in 1978, the business has diversified over the years and now also offers a summer play park, fall family fun activities, birthday parties, school tours & community events. <i>Hosts: Brian Hugli.</i> Country market & washrooms on-site.	<b>75 minutes</b>
<b>Return to Best Western Pembroke Inn &amp; Conference Centre</b> 1 International Dr, Pembroke, ON K8A 6W5	<b>5:13 pm</b>





MUNICIPAL AGRICULTURE ECONOMIC DEVELOPMENT & PLANNING FORUM

**PROGRAM** CO-HOSTED BY THE COUNTY OF RENFREW AND ONTARIO MINISTRY OF AGRICULTURE, FOOD AND AGRIBUSINESS

**TUESDAY, OCTOBER 22**

- 4:00 pm **Registration Desk Open**  
Lobby - Best Western Pembroke Inn & Conference Centre
- 7:00 p.m.
- 6:00 pm **Welcome Reception (appetizers and cash bar)**  
Lobby - Best Western Pembroke Inn & Conference Centre
- 8:00 p.m.
- Sponsored by Renfrew County Federation of Agriculture, Elliott Farm Equipment & North Algona Wilberforce Township**

**WEDNESDAY, OCTOBER 23**

- Breakfast on own at hotel**
- 7:15 am **Registration Desk Open**  
- 7:45 a.m. Lobby - Best Western Pembroke Inn & Conference Centre
- 7:40 am **Bus Tour - Renfrew County**  
- 5:30 p.m. (lunch and refreshments provided) Pick-up at Best Western Pembroke Inn & Conference Centre  
**Sponsored by Farm Credit Canada & National Farmers' Union**
- 4:00 **Registration Desk Open**  
- 6:30 p.m. Lower Level – Best Western Pembroke Inn & Conference Centre
- 6:00 pm **Dinner (Cash bar opens at 6 pm, followed by dinner at 6:30 pm)**  
- 8:30 p.m. Copeland-Mackay Room - Best Western Pembroke Inn & Conference Centre  
**Sponsored by Township of Whitewater Region**

**THURSDAY, OCTOBER 24**

- 7:45 am **Registration Desk Opens**  
- 9:30 p.m. Lower Level – Best Western Pembroke Inn & Conference Centre
- 8:15 am **Coffee & Networking**
- 8:45 am **Welcome & Opening Remarks**
- 9:15 am *Keynote*  
**Our Food Futures - A review of the sector, challenges, opportunities and municipal support for agri-food systems**  
**Margaret Walton, Senior Associate - Planscape and Chair - Ontario Farmland Trust**
- 10:00 am *Panel Discussion*  
**What's New? Updates about the Provincial Planning Statement (PPS)**  
**Moderator: Lauree Armstrong, Township Planner, Township of Laurentian Valley**  
**Anna Kalnina, Planner & Nancy Rutherford, Senior Planner, OMAFA**  
**Bruce Howarth, Manager of Planning Services, County of Renfrew**

Learn about the tools and resources available to municipalities that support recent updates to the Provincial Planning Statement (PPS) and how these changes may impact your municipality.

10:30 am	<p><i>Panel Discussion</i>  <b>What's New? Updates about Agriculture Economic Development and Planning Community of Practice (COP)</b>  <b>Danielle Sharman, Farm Policy Analyst, Ontario Federation of Agriculture</b></p> <p>Find out what's new with the Ontario Federation of Agriculture's Community of Practice, and how this network can support rural planning and economic development activities across Ontario.</p>
10:35 am	<p><b>Health Break</b>  <b>Sponsored by M&amp;R Feeds</b></p>
10:50 am	<p><i>Panel Discussion</i>  <b>Rural Planning Perspectives: Planning for Agriculture and Rural Prosperity</b>  <b>Moderator: Carolyn Puterbough, Regional Advisor, OMAFA</b>  <b>Erik Acs, Manager of Community Sustainability, Niagara Region</b>  <b>Shanna Armstrong, Agriculture Economic Development Commissioner, MRC Pontiac</b>  <b>Margaret Walton, Senior Associate - Planscape and Chair - Ontario Farmland Trust</b></p> <p>What is agriculture systems planning and how do we use it to encourage viability and local prosperity? What other creative tools have communities developed to support innovation and diversification. Hear examples of how municipalities can support innovation and diversification while addressing infrastructure planning challenges in rural communities.</p>
11:35 am	<p><b>Local Case Studies</b>  <b>Moderator: Melissa Marquardt, County of Renfrew</b>  <b>Caitlin Rivet-Carnac, VP Sales &amp; Marketing, St. Francis Herb Farm</b>  <b>Jeff Black, Founder &amp; CEO, GlassHouse Botanics</b></p> <p>Take a closer look at two Renfrew County companies, St. Francis Herb Farm, an herbal medicine manufacturer, and GlassHouse Botanics, a medical cannabis producer, as they discuss challenges and solutions in operating value-added and ag-adjacent businesses in a rural setting.</p>
12:05 pm	<p><b>Lunch</b>  <b>Sponsored by Jp2g Consultants Inc.</b></p>
1:05 pm	<p><i>Highlights</i>  <b>Agriculture Advisory Committees – the Power of Local Expertise</b>  <b>Moderator: David Wybou, Business Development Officer, County of Renfrew</b>  <b>Keanan Stone, Renfrew County Agriculture Economic Development Committee</b>  <b>Michael Scott, Durham Agriculture Advisory Committee</b>  <b>Kelly Maloney, Kawartha Lakes Agriculture Development Advisory Committee</b></p> <p>Agriculture Advisory Committees are becoming more prominent in rural Ontario municipalities. How do we engage and leverage local expertise that leads to the development of improved policies that support the agriculture sector? Hear from a panel of committee representatives from across Ontario.</p>
1:50 pm	<p><i>Panel Discussion</i>  <b>Growing Together: The Why and How of Farming for the Next Generation</b>  <b>Moderator: Keanan Stone, General Manager - Valley Bio Ltd.,</b>  <b>Sean Richards, Owner/Operator – RB Farms</b>  <b>Samantha Harris, Owner - Our Neighbours Farm &amp; Co-ordinator - Harvest Hastings</b>  <b>Jennifer Doelman, Bonnechere Haven Farms, Farmer's Daughter Honey &amp; Community Leader</b></p> <p>Join us for an inspiring panel discussion featuring young, innovative farmers who have successfully navigated the challenges of modern agriculture. This session will spotlight the experiences, strategies, and insights of young farmers who are leading the way in diversifying family farming operations, incorporating cutting-edge technologies and sustainable practices, and creating alternative land access models.</p>
2:50 pm	<p><b>Health Break</b>  <b>Sponsored by Township of Admaston/Bromley</b></p>
3:05 pm	<p><i>Highlight</i>  <b>ConnectON Asset Mapping Tool</b>  <b>Janet Horner, Executive Director - Golden Horseshoe Food &amp; Farming Alliance</b>  <b>Gabriel Pothier - Maudsley, Project Manager – Golden Horseshoe Food &amp; Farming Alliance</b></p> <p>Learn about ConnectON, an economic development tool that provides geo-mapped data and dashboards to support investment, business retention and growth across Ontario.</p>
3:20 pm	<p><i>Facilitated Discussion</i>  <b>Nurturing Agriculture for Rural Community Prosperity</b>  <b>Facilitator: Karen Fischer, Economic and Business Advisor, OMAFA</b></p> <p>Wrap up your conference experience by participating in our Open Space facilitated discussion featuring burning topics from the day.</p>
4:20 pm	<p><b>Closing Remarks &amp; 2025 Forum Host</b></p>

# THANK YOU TO OUR SPONSORS FOR HELPING TO MAKE THIS EVENT A SUCCESS!

## GOLD





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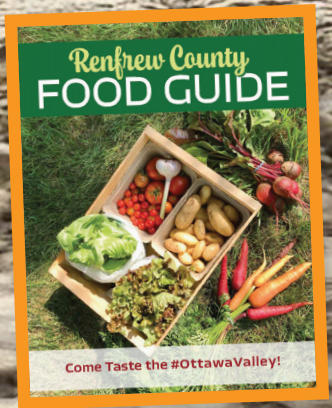


**BRONZE**



**SUPPORTING**







## County of Renfrew Climate Action Plan

Prepared for:

**County of Renfrew**

Submitted by:

**Ainsworth Inc.**

131 Bermondsey Road

Toronto, ON M4A 1X4

Date: November 19<sup>th</sup>, 2024



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## Acronyms

AE: administration - energy

AM: administration – mobility

AC: administration – culture

AG: administration - governance

BAU: Business as Usual

CM: Community

GHG: Greenhouse gas

RNG: Renewable natural gas

SBTi: Science Based Target initiative

tCO<sub>2</sub>e: Tonne of CO<sub>2</sub> equivalent

## 1 Introduction and Context

In 2024, the County of Renfrew joined municipalities across Canada in addressing climate change as a member of the Partners for Climate Protection (PCP) program. This initiative reflects a commitment to reducing GHG emissions from both municipal operations and community sources, aiming to mitigate climate change across our communities. As part of the PCP program, the County of Renfrew’s Climate Change Action Plan (CCAP) sets forth a roadmap to lower greenhouse gas emissions, cut fossil fuel use, and prepare for anticipated climate impacts. The plan outlines targeted strategies and actions tailored to the needs of each community within the County, ensuring a coordinated approach that strengthens local environmental and economic stability.

Renfrew County, like the rest of Ontario, has experienced a significant increase in average temperatures. Between 1948 and 2008, the average annual temperature in Ontario increased by approximately 1.5 degrees Celsius<sup>1</sup>. This warming trend has continued, with projections indicating that average temperatures in the region could rise by 3 to 8 degrees Celsius over the next century.

Counties and municipalities play a critical role in climate action, as they are the closest to the community and have the ability to implement localized solutions that address unique regional needs. By leading efforts in GHG reduction and climate resilience, they can directly influence sectors such as transportation, building efficiency, and waste management, which are key to lowering emissions. Through proactive climate policies and engaging residents, they set the foundation for a sustainable future, fostering healthier, more resilient communities while contributing to broader national and global climate goals.

The climate action plan is grounded in the GHG inventory, which provides a comprehensive analysis of emission sources across sectors such as transportation, energy, buildings, and waste. This inventory serves as the baseline for identifying the largest contributors to GHG emissions, guiding the prioritization of actions and enabling measurable targets for emissions reduction. By establishing a clear emissions profile, the GHG inventory allows for targeted strategies that address specific local needs, ensuring that the climate action plan is both data-driven and impactful. The GHG inventory is available in Appendix 1.

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<sup>1</sup> [https://files.ontario.ca/moh-ontario-climate\\_change-health-modelling-study-en-2016-08-01.pdf](https://files.ontario.ca/moh-ontario-climate_change-health-modelling-study-en-2016-08-01.pdf)

## 2 Business-As-Usual (BAU) Emissions Projections

The Business-As-Usual (BAU) emissions scenario provides a projection of greenhouse gas (GHG) emissions through 2030, assuming no additional climate actions beyond current policies and practices. This scenario establishes a baseline trajectory, showing anticipated increases in emissions driven by key factors such as population growth, rising energy demand, and economic development. Under the BAU scenario, emissions are expected to continue on an upward path as the community needs to expand and energy consumption increases. These projections underscore the necessity for targeted interventions to alter the trajectory and achieve long-term GHG reduction goals.

• **Table 2.1: BAU emissions projections (tCO<sub>2</sub>e<sup>2</sup>)**

	2021	2030	2050
<b>County GHG emissions</b>	<b>6,204</b>	<b>6,328</b>	<b>6,797</b>
<b>Difference total emissions (base year 2021)</b>	-	2%	10%
<b>Community GHG emissions</b>	<b>1,443,167</b>	<b>1,392,452</b>	<b>1,310,397</b>
<b>Difference total emissions (base year 2021)</b>	-	-4%	-9%

<sup>2</sup> tCO<sub>2</sub>e stands for "tonnes of carbon dioxide equivalent." It is a standard unit used to express the global warming potential of different greenhouse gases (GHGs) in terms of the amount of CO<sub>2</sub> that would produce an equivalent warming effect. By converting various GHGs (like methane, nitrous oxide, etc.) to CO<sub>2</sub>e, this measure enables a unified approach to tracking and comparing emissions across diverse sources and types.

### 3 GHG emissions targets

The climate action plan establishes ambitious GHG reduction targets for both municipal operations and the broader community, reflecting a strong commitment to mitigating local contributions to climate change. For municipal operations, these targets outline reductions in areas under direct control, such as public buildings, municipal fleets, and waste management. The wider community targets encompass emission sources beyond municipal operations, like residential and commercial energy use, as well as transportation.

These local targets should align closely with both Canada's and Ontario's GHG reduction goals, underscoring the county's role in advancing provincial and national climate priorities. Canada's current targets commit to reducing emissions by 40-45% below 2005 levels by 2030, with a net-zero goal by 2050. Ontario has similarly adopted a 30% reduction target by 2030 based on 2005 levels, emphasizing the need for collaborative action across all sectors.

The climate action plan sets a clear target for GHG emissions reduction, aiming for a 20% decrease in emissions from county operations and a 20-25% reduction in community-wide emissions by 2030, with 2021 as the baseline year.

## 4 Climate change action plan

### 4.1 Description of the action plan

The County's Climate Action Plan organizes actions into key categories that address priority areas for GHG reduction and climate resilience.

- **Improve building energy efficiency:** this category encompasses actions focused on the efficient use and conservation of resources, as well as energy management in county-owned buildings.
- **Mobility,** which aims at reducing the carbon footprint of the County's vehicle fleet through green and high-performance solutions.
- **Governance:** and **culture,** which recognizes the importance of a culture of sustainability.

The community action plan is structured around the emission sources that benefit from the various proposed measures. It's important to note that some actions have effects across multiple categories and cannot be considered in isolation. This is why a ranking system called "GHG score" was implemented for actions on a scale from 0 to 10. A score of 10 indicates that the action has the highest potential for positive impact in the category it affects. This scoring system is designed to help prioritize actions effectively and strategically. This ranking system not only allows us to evaluate the potential impact of each action but also to visualize the synergies between different measures. As a result, decision-makers and the community can better understand the relative importance of each initiative and focus their efforts on the most promising actions to reduce emissions and achieve the set climate goals. By adopting this approach, the aim is to maximize the effectiveness of the action plan and ensure that resources are optimally allocated to achieve the best possible results in the fight against climate change.

Some actions include detailed cost estimates, while a scaling system was developed to assess the costs of other actions, as described below:

- **\$:** Refers to options where the cost of avoiding one tonne of CO<sub>2</sub> equivalent is less than \$150, which typically includes low-cost, high-impact strategies.
- **\$\$:** Represents strategies where the cost of avoiding one tonne of CO<sub>2</sub> equivalent is between \$150 and \$500, which involves moderate investments with a reasonable return on environmental and social benefits.
- **\$\$\$:** Signifies measures where the cost exceeds \$500 per tonne of CO<sub>2</sub> equivalent avoided, which often includes cutting-edge technologies or projects with high upfront costs and long-term benefits.

## 4.2 Actions for the County

<b>Improve building energy efficiency</b>				
Reduction potential				
<b>30%</b>		Reduction of:	751 tCO <sub>2</sub> e	
		Level in 2021:	2,508 tCO <sub>2</sub> e	
		Level in 2030:	1,757 tCO <sub>2</sub> e	
ID	Action	Description	Cost	GHG SCORE
AE1	<b>Completion of a comprehensive energy level 2 audit that meets ASHRAE standards</b>	Completion of the audit for Bonnechere Manor, the Miramichi Lodge, the County Admin Bldg, Renfrew County Place, the Building 236 and the buildings of the Renfrew County Housing Corporation (RCHC).	100,000\$	<b>0</b>
AE2	<b>Implementation of the audit recommendations</b>	Implementation of recommendations identified within the scope of the audit, leading to a 20% GHG emissions reduction by 2030.	0	<b>10</b>
AE3	<b>Analysis of thermal energy</b>	Analysis of thermal energy recovery opportunities and optimization of heat network with surrounding buildings.	50-100k\$	<b>0</b>
AE4	<b>Densification of activities</b>	Densification of activities and cessation of non-essential assets. (Arnprior Paramedic Base)	0	<b>0</b>
AE5	<b>On-site renewable energy production</b>	On-site or nearby renewable energy production scaling up.	~3,000,000\$	<b>2</b>
AE6	<b>Substitution of natural gas</b>	Done by using more renewable natural gas (RNG).	~223,000\$	<b>5</b>
AE7	<b>Energy-saving habits promotion in Renfrew County Housing Corporation (RCHC)</b>	Done by enhancing tenant awareness (for instance, updating tenants on enhancements, offering energy-saving suggestions via a newsletter, displaying information in shared areas, etc.)	0	<b>1</b>



Reduce the carbon footprint of the County's vehicle fleet through green and high-performance solutions

Encourage the reduction of the average distance travelled, promote the proximity of activities, and facilitate short journeys

**Reduction potential**

20%	Reduction of:	353 tCO <sub>2</sub> e
	Level in 2021:	1,735 tCO <sub>2</sub> e
	Level in 2030:	1,382 tCO <sub>2</sub> e

ID	Action	Description	Cost	GHG SCORE
AM8	<b>Audit of vehicle fleet utilization</b>	Also add asset management through telematics.	0	0
AM9	<b>Training focused on eco-friendly driving</b>	Training focused on eco-friendly driving, fuel consumption optimization during usage, and systematic remote mechanical diagnostics, and use of low-resistance tires.	0	1
AM10	<b>Route optimization</b>	Route optimization based on inventory results when relevant (waste trucks) and optimization of low-emission vehicle sharing between different departments aside from EMS.	0	1
AM11	<b>Set up electric vehicle charging stations</b>	Set up electric vehicle charging stations at County facilities for the County fleet, as well as for staff, counselors, and public access.	0	0
AM12	<b>Replacement of targeted internal combustion engine vehicles by electric vehicles</b>	Replacement of targeted internal combustion engine vehicles by electric vehicles (25 pick-ups and trucks, not including critical services such as EMS for which the next generation of batteries are needed).	250,000 \$	10
AM13	<b>Develop an Employee Travel Management Plan (TDM).</b>		0	4
AM14	<b>Pursue carpool initiative</b>	Encourage ride sharing and WFH arrangement when relevant.	0	2

## Promote a culture of climate care

### Ensure the success of mitigation activities through strong climate governance

ID	Action	Description
AC15	Increase employee awareness	Increase <b>employee awareness</b> of corporate climate initiatives through outreach campaigns and training programs.
AC16	Annual reports	Communicate on the advancement of climate measures implementation through annual reports.
AG17	Climate Action Committee	Form a Climate Action Committee composed of relevant stakeholders, including public representatives.

### 4.3 Actions for the Community

Fossil Fuels - Commercial, Institutional & Residential					
Reduction potential					
Total		Commercial and industrial		Residential	
15%	Reduction of:	13,743 tCO <sub>2</sub> e	17%	22,136 tCO <sub>2</sub> e	14%
	Level in 2021:	82,745 tCO <sub>2</sub> e		157,265 tCO <sub>2</sub> e	
	Level in 2030:	69,002 tCO <sub>2</sub> e		135,129 tCO <sub>2</sub> e	
ID	Action	Description		Investment	GHG SCORE
CM26	<b>Revision of Existing Regulations</b>	Simplify the permit acquisition process for projects that align with the plan's objectives (see minimum standards below), while preventing any activity that doesn't align with these standards during permit applications or property transfers between individuals.			0
CM27	<b>New Constructions - Promotion of Strict Energy Performance Standards</b>	Establish regulations requiring all new buildings to be constructed with high-quality insulation and integrated renewable technologies. The county can also consider adopting measures to limit new connections to fossil fuels for new constructions.		\$ (<\$150/tCO <sub>2</sub> e avoided)	0
CM28	<b>Existing Buildings - Establishment of Minimum Insulation and Energy Efficiency Standards</b>	Define standards requiring minimum insulation levels for all existing buildings, thereby encouraging property owners to improve the energy efficiency of their properties. Consider tax incentives for owners who comply with established standards or go beyond by adopting more advanced technologies.		\$ (<\$150/tCO <sub>2</sub> e avoided)	2

CM29	<b>Facilitation of Transition to Renewable Heating Technologies</b>	Implement technical and financial assistance programs to help property owners overcome barriers related to the adoption of renewable heating systems, such as heat pumps. Collaborate with local partners to develop initiatives aimed at increasing the availability of trusted contractors and training a skilled workforce to meet the growing demand for eco-energy renovations.	\$ (<\$150/tCO <sub>2</sub> e avoided)	2
CM30	<b>On-site Energy Production: Encourage the installation of solar panels on the roofs of the county's buildings.</b>	By integrating community solar farm panels into a "microgrid", the county can reduce its dependence on fossil fuels and increase energy resilience by ensuring local electricity supply, even in case of disruptions to the main grid. These solar farms located on county or municipal lands or lands shared by the community, allow residents to participate in renewable energy production.	\$\$ (between \$150 and \$500/tCO <sub>2</sub> e avoided)	2
CM31	<b>Encourage the Adoption of Renewable Natural Gas (RNG)</b>	RNG, produced from organic materials such as agricultural waste or municipal organic waste, offers a renewable alternative for heating.	\$\$ (between \$150 and \$500/tCO <sub>2</sub> e avoided)	1
CM32	<b>Develop initiatives to advance markets for woody biomass</b>	For woody biomass and agricultural/organic waste as sustainable energy sources, with considerations for district heating applications. This includes fostering partnerships and policies to support the adoption of woody biomass within the community, particularly in areas where it can serve district heating needs.	0	0
CM33	<b>Engage Collaboration within the Industrial Fabric and Enable Synergy Between Stakeholders</b>	Encourage the development of local heat loops, allowing the recovery and reuse of residual heat from various sources, such as factories for heating county residential and commercial buildings.	0	0

<b>Fossil Fuels - Industrial</b>				
Reduction potential				
<b>15%</b>		Reduction of:	13,743 tCO <sub>2</sub> e	
		Level in 2021:	<b>82,745 tCO<sub>2</sub>e</b>	
		Level in 2030:	<b>69,002 tCO<sub>2</sub>e</b>	
ID	Action	Description	Investment	GHG SCORE
CM34	<b>Engage in Discussions with Industrial Zone Stakeholders</b>	Obtain first-hand information about their GHG emissions. This could involve interviews to understand production processes and potential emission sources.	0	<b>0</b>
CM35	<b>Collaboration with Industrial Companies for Engagement with SBTi</b>	Engage in discussions with involved companies and mobilize stakeholders in the development and implementation of science-based GHG emission reduction targets. The SBTi encourages companies to adopt emission reduction targets aligned with the Paris Agreement.	\$ (<\$150/tCO <sub>2</sub> e avoided)	<b>10</b>

Reduce the carbon footprint of transportation through green and efficient solutions.

Promote the attractiveness of collective, active, and shared modes of transportation, in accordance with the Transportation Master Plan

**Reduction potential**

24%	Reduction of:	136,760 tCO <sub>2</sub> e
	Level in 2021:	<b>683,324 tCO<sub>2</sub>e</b>
	Level in 2030:	<b>546,564 tCO<sub>2</sub>e</b>

ID	Action	Description	Investment	GHG SCORE
CM18	<b>Charging Infrastructure</b>	The county can invest in deploying additional charging infrastructure for electric vehicles to encourage fuel substitutions. This could include installing charging stations in public places, parking lots, and residential areas.	0	<b>0</b>
CM19	<b>Encourage residents to transition to electric vehicles</b>	Promoting the availability of national subsidies and incentives for EV adoption.	\$\$ (between \$150 and \$500/tCO <sub>2</sub> e avoided)	<b>2</b>
CM20	<b>Implementation of an awareness campaign to reduce idling of vehicles</b>	Aimed at lowering air pollution and improving air quality. This campaign will focus on educating drivers about eco-friendly practices.	\$ (<\$150/tCO <sub>2</sub> e avoided)	<b>1</b>

<b>CM21</b>	<b>Smart Traffic Light Management</b>	The county can invest in intelligent management systems that optimize real-time traffic flow, thereby reducing waiting times and emissions associated with congestion.	\$ (<\$150/tCO <sub>2</sub> e avoided)	<b>4</b>
<b>CM22</b>	<b>Financial and Regulatory Incentives</b>	The county can offer financial incentives for the purchase of bicycles, electric bicycles, cargo bikes, or for the installation of charging stations. Additionally, it can encourage carpooling by implementing financial incentives for drivers who share their rides with others. In parallel, it can also establish regulations to limit the access of ICE vehicles in certain urban areas, thereby promoting the adoption of more sustainable transportation modes.	\$ (<\$150/tCO <sub>2</sub> e avoided)	<b>0</b>
<b>CM23</b>	<b>Urban Planning</b>	The country can promote soft densification by planning urban development around public transportation axes, Transit-Oriented Developments (TODs), and by encouraging functional mixed use to reduce travel distances. This supports active mobility by creating dedicated infrastructure for active transportation modes.	\$ (<\$150/tCO <sub>2</sub> e avoided)	<b>3</b>
<b>CM24</b>	<b>Promotion of Public Transportation</b>	The county can encourage the use of public transportation by investing in quality infrastructure and by offering an attractive solution to the population. For example, integrating on-demand transportation services can enhance mobility by providing personalized trips based on the specific needs of citizens.	\$\$\$ (>\$500/tCO <sub>2</sub> e avoided)	<b>4</b>
<b>CM25</b>	<b>Safe and Functional Infrastructure for Active Mobility</b>	The county can invest in deploying suitable and safe infrastructure, promoting the movement of pedestrians and cyclists includes wide sidewalks, bike lanes separated from traffic, well-signposted pedestrian crossings, adequate lighting, and landscaping that facilitates soft mobility. This serves major points of interest such as schools, parks, shopping centres, and workplaces.	\$\$ (between \$150 and \$500/tCO <sub>2</sub> e avoided)	<b>4</b>

Reduce non-recycling of waste and accelerate their transformation into useful resources for the territory

**Reduction potential**

36%	Reduction of:	17,427 tCO <sub>2</sub> e
	Level in 2021:	<b>47,775 tCO<sub>2</sub>e</b>
	Level in 2030:	<b>30,348 tCO<sub>2</sub>e</b>

ID	Action	Description	Investment	GHG SCORE
CM36	<b>Promotion of Short Supply Chains for Waste Management</b>	Encourage the creation of composting sites for the community where residents can bring their organic waste to be transformed into compost for use in county green spaces.	\$ (<\$150/tCO <sub>2</sub> e avoided)	<b>1</b>
CM37	<b>Financial Incentives and Eco-Taxation:</b>	The county can offer financial incentives such as grants or tax credits to encourage businesses aiming for waste reduction and the installation of domestic composting systems or greywater reuse. Additionally, it can implement regulations promoting waste reduction at the source, such as a pay-as-you-throw system where residents pay based on the amount of waste produced, thereby encouraging source reduction and composting.	\$ (<\$150/tCO <sub>2</sub> e avoided)	<b>1</b>
CM38	<b>Encouragement and Recognition of Recycling</b>	The county can implement awareness programs aimed at encouraging residents to recycle properly. In parallel, it can introduce a symbolic reward system, such as placing a star on the bins of households that recycle exemplary. This positive approach aims at valorizing the efforts of environmentally conscious citizens, creating a benevolent and collaborative recycling culture within the community.	\$ (<\$150/tCO <sub>2</sub> e avoided)	<b>1</b>



Increase synergy among local businesses, enhance its competitiveness, and engage the industrial companies to set targets by 2030

**Reduction potential**

24%	Reduction of:	31,583 tCO <sub>2</sub> e
	Level in 2021:	<b>129,212 tCO<sub>2</sub>e</b>
	Level in 2030:	<b>97,629 tCO<sub>2</sub>e</b>

ID	Action	Description	Investment	GHG SCORE
CM34	<b>Engage in Discussions with Industrial Zone Stakeholders</b>	Obtain first-hand information about their GHG emissions. This could involve interviews to understand production processes and potential emission sources.	0	<b>0</b>
CM35	<b>Collaboration with Industrial Companies for Engagement with SBTi</b>	Engage in discussions with involved companies and mobilize stakeholders in the development and implementation of science-based GHG emission reduction targets. The SBTi encourages companies to adopt emission reduction targets aligned with the Paris Agreement.	\$ (<\$150/tCO <sub>2</sub> e avoided)	<b>10</b>

## Support agricultural businesses in integrating climate issues

### Reduction potential

28%	Reduction of:	61,072 tCO <sub>2</sub> e
	Level in 2021:	216,988 tCO <sub>2</sub> e
	Level in 2030:	155,916 tCO <sub>2</sub> e

ID	Action	Description	Investment	GHG SCORE
CM39	<b>Engage in Discussions with Agricultural Stakeholders</b>	Obtain first-hand information about their GHG emissions. This could involve interviews to understand production processes and potential emission sources.	0	0
CM40	<b>Collaboration with Agricultural Companies for Engagement with SBTi</b>	Engage in discussions with involved companies and mobilize stakeholders in the development and implementation of science-based GHG emission reduction targets. The SBTi encourages companies to adopt emission reduction targets aligned with the Paris Agreement.	\$ (<\$150/tCO <sub>2</sub> e avoided)	2
CM41	<b>Promote the Adoption of Projects Aimed at Lowering GHG Emissions</b>	The county can support producers by identifying and implementing measures to reduce agricultural emissions, as well as raising awareness about available funding through the Renewable Fuel Standard regulation.	\$\$ (between \$150 and \$500/tCO <sub>2</sub> e avoided)	0
CM42	<b>Facilitate Innovation in the Agricultural and Forestry Sectors</b>	By integrating practices based on natural solutions, such as regenerative agriculture, sustainable forest management, the use of biochar, sustainable livestock systems, and ecosystem restoration, the county can offer technical support and advice to businesses to develop and implement carbon capture solutions.	\$ (<\$150/tCO <sub>2</sub> e avoided)	0

## 4.4 Special consideration for forest and tree planting

### 4.4.1 Current forest

Forests play a significant role in the County of Renfrew, contributing to biodiversity, ecosystem services, and carbon sequestration. Based on available data from 2015, approximately 70% of the County's total land area, or 5,400 square kilometres (1,334,369 acres), is classified as “wooded.” This includes Crown lands, private forests, and municipal holdings. However, no recent data is available to confirm if there has been any change in forest cover, though a slight decrease is expected over time.

Of the total forested area, Crown land constitutes 247,424 hectares (611,398 acres), while the County itself owns 5,493 hectares (13,573 acres), which includes managed forest tracts. An additional 1,034 hectares of County land is classified as wetlands, brush, or water. Private forests, while contributing significantly to the overall coverage, are not included in specific calculations due to the lack of guarantees around long-term forest preservation on private property.

The County’s forest tracts are acknowledged for their ecological and recreational value. However, these tracts are not currently utilized to offset greenhouse gas (GHG) emissions. This is primarily due to complexities around quantifying and verifying carbon sequestration, as well as the administrative and certification requirements associated with formal carbon offset programs. Moreover, these forests are often managed with multiple objectives, such as conservation, recreation, and resource use, which may not align directly with offset protocols.

By highlighting the extent and management of these forests, the County demonstrates its ongoing commitment to preserve these vital natural assets while also recognizing the broader challenges of integrating them into GHG accounting frameworks.

### 4.4.2 Additional tree planting

Planting trees brings a variety of benefits such as:

#### Environmental Benefits:

A community tree project improves the environment by sequestering carbon, reducing GHG emissions, and filtering pollutants for cleaner air. Planting native species enhances biodiversity by creating wildlife habitats, while trees also help prevent soil erosion, filter stormwater, and protect water quality.

#### Social Benefits

The project fosters community engagement through tree planting events and education, promoting a sense of shared responsibility for the environment. Green spaces improve mental health, reduce stress, and encourage physical activity. Educational workshops empower residents with knowledge about tree care, climate action, and sustainability.

#### Economic Benefits

Tree planting reduces energy costs by shading buildings in summer and acting as windbreaks in winter. It increases property values and generates local jobs in tree care and monitoring. As a cost-effective climate action, planting trees offers significant environmental and social returns.

#### Resilience and Adaptation Benefits

Trees enhance climate resilience by managing stormwater, reducing flood risks, and cooling neighborhoods during heatwaves. They foster a sense of community pride while strengthening the area’s ability to adapt to extreme weather.

Therefore, the County could establish a Community Tree Project inspired by Credit Valley Conservation's initiative to enhance community resilience and mitigate climate change impacts.

The key actions could be as follows

- **Tree Planting Events:** organize events targeting parks, schools, or public spaces to engage residents and promote environmental stewardship.
- **Tree Giveaway Program:** distribute free trees to residents, encouraging private planting and increasing urban tree canopy cover.
- **Educational Initiatives:** offer workshops and materials on tree care, climate benefits, and planting best practices.
- **Conservation Authority Partnerships:** collaborate with local conservation authorities for expertise in species selection and planting locations.
- **Large-Scale Planting Efforts:** partner with programs like the 2 Billion Trees initiative to access funding and set ambitious planting targets.
- **Corporate Engagement:** involve local businesses in greening efforts by assessing planting opportunities on corporate lands and offering incentives.
- **Long-Term Monitoring:** track growth and health of planted trees, estimate carbon sequestration, and engage volunteers in maintenance.

This program would strengthen community ties, improve local ecosystems, and contribute to climate adaptation and mitigation efforts.

## 5 Monitoring tool

To ensure the effectiveness and transparency of the climate action plan, a monitoring tool was developed to track the County's progress over time. This tool serves for visualizing GHG emissions for each year.

The tool is designed to measure progress against the targets outlined in the climate action plan for both the County's operations and the broader community. It provides a clear overview of how current actions align with long-term objectives.

This monitoring tool empowers the County to make informed decisions, prioritize impactful actions, and demonstrate leadership in climate action. It also provides a foundation for continuous improvement, ensuring that efforts remain aligned with the County's vision for a sustainable and resilient future.

## 6 Forecast GHG emissions

A greenhouse gas (GHG) emissions forecast is an analytical projection of future GHG emissions, accounting for current and anticipated factors such as population growth, economic trends, energy consumption, land use changes, and policy measures. These forecasts illustrate how emissions are expected to evolve over time under the assumption that all recommended actions in the mitigation plan are fully implemented. It serves as a critical tool for understanding the potential impact of these strategies and provides a clear pathway toward achieving emissions reduction goals.

### 6.1 County forecast

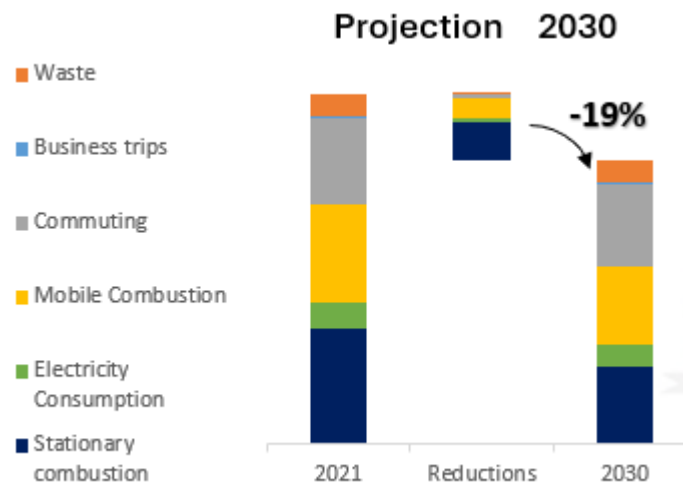


Figure 6.1: County GHG emission forecast by 2030

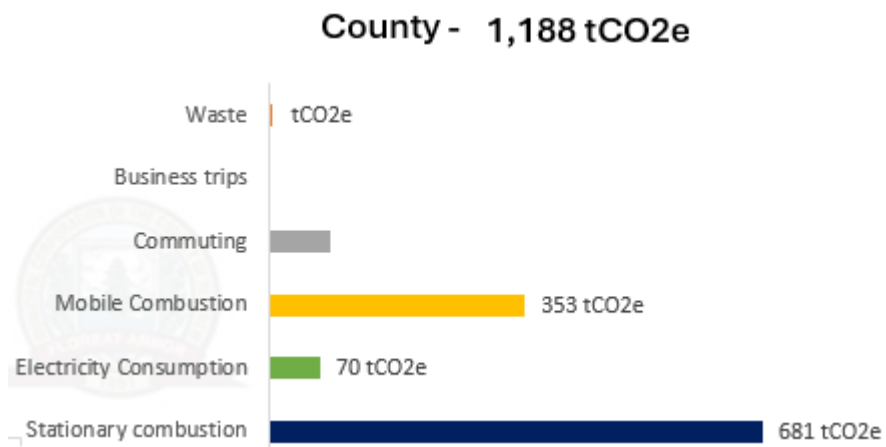


Figure 6.2: County GHG emission category contributions to the reductions

## 6.2 Community forecast

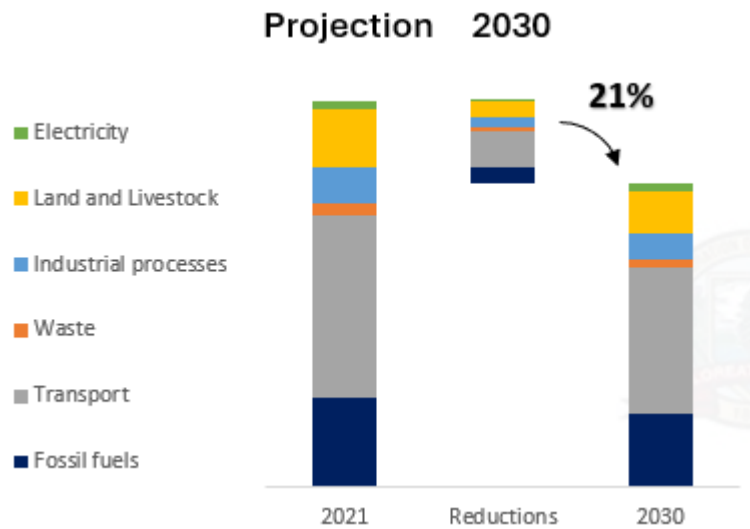


Figure 6.3: Community GHG emission forecast by 2030

### Community - 308,282 tCO<sub>2</sub>e

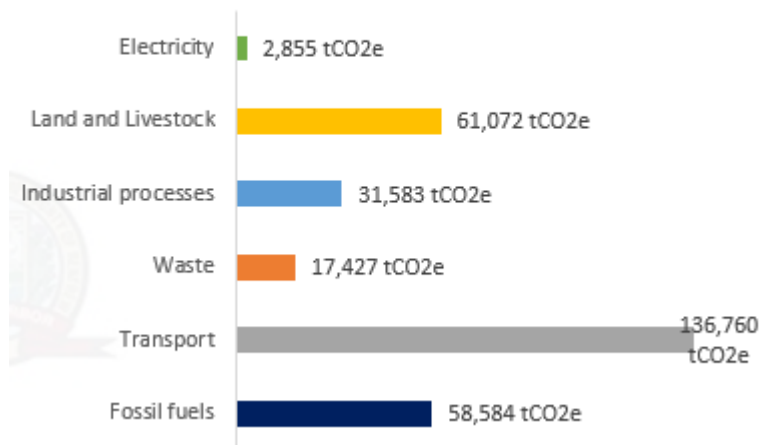


Figure 6.4: Community GHG emission category contributions to the reductions

# Appendix 1 : GHG emissions inventory



# Greenhouse Gas Inventory of the County of Renfrew

## RFP #DP-2023-01 Climate Action Plan

Technical report – Final version

Author : Saad EL KASSAB



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# 3 GLOSSARY



### 3. Glossary

**AFOLU:** Agriculture, Forestry, and Other Land Use

**CH<sub>4</sub>:** Methane

**CO<sub>2</sub>:** Carbon Dioxide

**Inorganic CO<sub>2</sub>:** Carbon can exist in inorganic form (CO<sub>2</sub>) or organic form (biomass, oil, or natural gas).

**CO<sub>2</sub>e:** Carbon Dioxide Equivalent

**Community:** Also referred to as Collective or Territorial

**Corporate:** Also referred to as Administration, or County

**Commuting :** Home-to-workplace commuting by employees of an organization

**Fugitive emissions:** Refers to emissions resulting from transportation and leaks upstream of natural gas consumption

**FTE:** Full-time equivalent representing the personnel working for the city in proportion to the hours worked

**Emission factor or EF:** Converts a physical, quantitative, or monetary data into carbon dioxide equivalent emissions

**GHG:** Greenhouse Gas

**IPCC:** Intergovernmental Panel on Climate Change

**LPG:** Liquefied Petroleum Gas

**HFC:** Hydrofluorocarbon

**kgCO<sub>2</sub>e:** Kilogram of Carbon Dioxide Equivalent

**LNG:** Liquefied Natural Gas

**N<sub>2</sub>O:** Nitrous Oxide

**Scope:** Used to refer to the Scope of emissions of the GHG Protocol

**PFC:** Perfluorocarbon

**PCP:** Partners for Climate Protection Program

**GWP:** Global Warming Potential

**SF<sub>6</sub>:** Sulfur Hexafluoride

**tCO<sub>2</sub>e:** Ton of Carbon Dioxide Equivalent



# 4 CONTENTS



## 4. Summary

The inventory of greenhouse gas (GHG) emissions was accounted for the year 2021 for the Renfrew Administration and its territory. The GHG inventory consists of two distinct parts:

1. The inventory of GHG emissions attributable to the activities of the Administration
2. The inventory of GHG emissions resulting from the community on the territory of Renfrew

The sectors of activity included for each inventory are detailed in the following tables which show the total GHG emissions and their distribution by scope (1).

The activities of the Administration generated a total of **3,649 tCO<sub>2</sub>e**, of which **59%** are from motorized vehicles and business travel, and **38%** are due to the energy consumption of fossil fuels and electricity.

Table 1 shows the emissions by sector of activity of the County while Table 2 summarizes the emissions by scope.

(1) The term scope (1, 2, and 3) is used here to refer to scopes (1, 2, and 3) used in the GHG methodology.

**Table 1:**

*Summary of emissions (tCO<sub>2</sub>e) by main business sectors of the County.*

<b>Business sector</b>	<b>Emissions (tCO<sub>2</sub>e)</b>
County buildings - Natural gas	2,055
County buildings - Electricity	453
<b>Total energy consumption</b>	<b>2,508</b>
Motorized equipment - County vehicles	1,735
Commuting	1,539
Business trips	33
<b>Total Mobility</b>	<b>3,308</b>
Total residual material	388
<b>Total</b>	<b>6,204</b>

**Table 2:***Summary of emissions (tCO<sub>2</sub>e) by scope for the County.*

<b>Business sector</b>	<b>Scope</b>	<b>Emissions (tCO<sub>2</sub>e)</b>
Energy consumption of fossil fuels - County buildings	<b>Scope 1</b>	2,055
Motorized equipment of the Administration and subcontractors	<b>Scope 1</b>	1,735
<b>Total scope 1</b>		<b>3,790</b>
Electricity consumption of County buildings, public lighting, signage, and pumping stations	<b>Scope 2</b>	453
<b>Total scope 2</b>		<b>453</b>
Mobility - Business trips and Commuting	<b>Scope 3</b>	1,573
Production of waste materials by employees	<b>Scope 3</b>	388
<b>Total scope 3</b>		<b>1,961</b>
<b>Total</b>		<b>6,204</b>



**Table 3:**

*Summary of emissions (tCO<sub>2</sub>e) by sector of activity and by scope for the territory of Renfrew.*

GHGly, the community inventory, or territorial inventory, includes activities that produce greenhouse gas emissions within the County's territory. These activities include the transportation and energy consumption of the residential, commercial, institutional, and industrial sectors, as well as the agriculture and land use sectors, industrial processes and product use. **These activities emit a total of 1,443,167 tCO<sub>2</sub>e.**

Sector of activity	Scope	Emissions (tCO <sub>2</sub> e)
Fossil Fuels - Commercial and Institutional	Scope 1	82,745
Fossil Fuels - Industrial	Scope 1	92,891
Fossil Fuels - Residential	Scope 1	157,265
Road transport	Scope 1	534,995
Off-Road Transport	Scope 1	116,794
Air Transport	Scope 1	31,536
Waste Management	Scope 1	47,775
Industrial Processes and Product Use	Scope 1	129,212
Farming and Livestock	Scope 1	216,988
<b>Total scope 1</b>		<b>1,410,200</b>
Electricity - Commercial and Institutional	Scope 2	8,347
Electricity - Industrial	Scope 2	4,702
Electricity - Residential	Scope 2	19,918
<b>Total scope 2</b>		<b>32,967</b>
<b>TOTAL</b>		<b>1,443,167</b>



# 5 CONTEXT



## 5 Context

### 5.1 Setting the Context

#### 5.1.1 Climate Protection Partners Program

In 2012, ICLEI–Local Governments for Sustainability (ICLEI Canada) and the Federation of Canadian Municipalities launched the "Partners for Climate Protection" (PCP) (2) program to encourage and support actions to reduce GHG emissions within businesses, public organizations, and counties in the province. This program aims to mobilize Canadian stakeholders to contribute to GHG reduction goals and combat climate change.

**The program is structured around several key areas:**

→**Financial incentives** : The program offers financial grants to participating organizations undertaking projects aimed at reducing their GHG emissions. These initiatives can include improving energy efficiency, adopting clean technologies, developing sustainable transportation, and more.

→**Voluntary commitment**: Participating organizations voluntarily commit to designing and implementing action plans to reduce their GHG emissions. They are encouraged to set specific goals and assess their progress.

→**Technical support**: The Government provides technical support and resources to assist participants in designing and executing their action plans.

→**Recognition**: Organizations that achieve their GHG reduction goals receive recognition and are acknowledged for their contributions to climate protection.

(2) <https://fr.pcp-ppc.ca/>





Figure 1: Presentation of the 5 stages of the Partners for Climate Protection (PCP) Program from inventory establishment to progress monitoring (<https://www.pcp-ppc.ca/program>).

Thus, this report presents the methodology used and the results obtained during the first stage of the PCP program, establishing the inventory of emissions for the County of Renfrew, both for the Administration and the Territory.

**1. The Administration inventory, or County inventory, refers to the assessment of emissions at the organizational scope, similar to inventories carried out for businesses or companies.**

**2. As for the territorial inventory, or community inventory, it encompasses greenhouse gas emissions from the entire community of the relevant territory. In other words, the County inventory is integrated into the community inventory.**

## 5.2 Reference Year

This report focuses on the emissions of the Administration and the Territory for the calendar year 2021. This year was chosen due to the availability of data at the time of the study and the ease of extrapolating certain information based on demographic evolution.

→It should be noted that the County also conducted a partial carbon inventory for the Administration in the past. However, since the perimeters are different, it is not possible to directly compare these two inventories.

### 5.3 Definition of inventory boundaries

The inventory is developed according to the guidelines of the PCP program. Through a five-step process (FIG1) focused on local measures, PCP program participants are guided in developing greenhouse gas inventories, defining realistic and achievable reduction objectives, as well as in designing and implementing local action plans based on concrete and measurable initiatives to reduce their emissions.

The PCP program adopts the greenhouse gas accounting methodology of the GHG Protocol. However, greenhouse gas emissions resulting from activities upstream of energy consumption are not included in the total emissions presented.

→The GHG Protocol is a multi-stakeholder initiative bringing together businesses, non-governmental organizations (NGOs), governments, and other entities, under the auspices of the World Resources Institute (WRI) and the World Business Council for Sustainable Development (WBCSD). It is worth noting that the GHG Protocol is in line with other greenhouse gas accounting standards such as ISO 14064.

According to the GHG Protocol, the carbon footprint is both (1) a reference for excellence in greenhouse gas accounting. Its main objective is to provide a comprehensive assessment of all greenhouse gas emissions generated by an organization's or territory's activities; and (2) an environmental management tool. It serves as a guide and support for organizations in the context of their energy and climate transition initiatives.

### 5.3.1 Corporate Inventory

In accordance with the obligations of the PCP program, the inventory of the County of Renfrew includes all emissions for which the County is responsible according to an operational control approach.

The perimeter is defined according to the current PCP protocol.

**The sectors of the County that have been taken into account are as follows:**

- County buildings and other facilities
- Lighting and signage
- Motorized vehicles
- Wastewater and solid waste
- Subcontracting activities normally provided by the County organization

Emissions directly emitted within the operational boundary fall under **scope 1**. Sources of indirect emissions related to energy consumption (e.g. electricity and heat) within the operational boundary fall under **scope 2**. From a GHG emission standpoint, sources related to the County's activities but resulting from its value chain are grouped under **scope 3**.

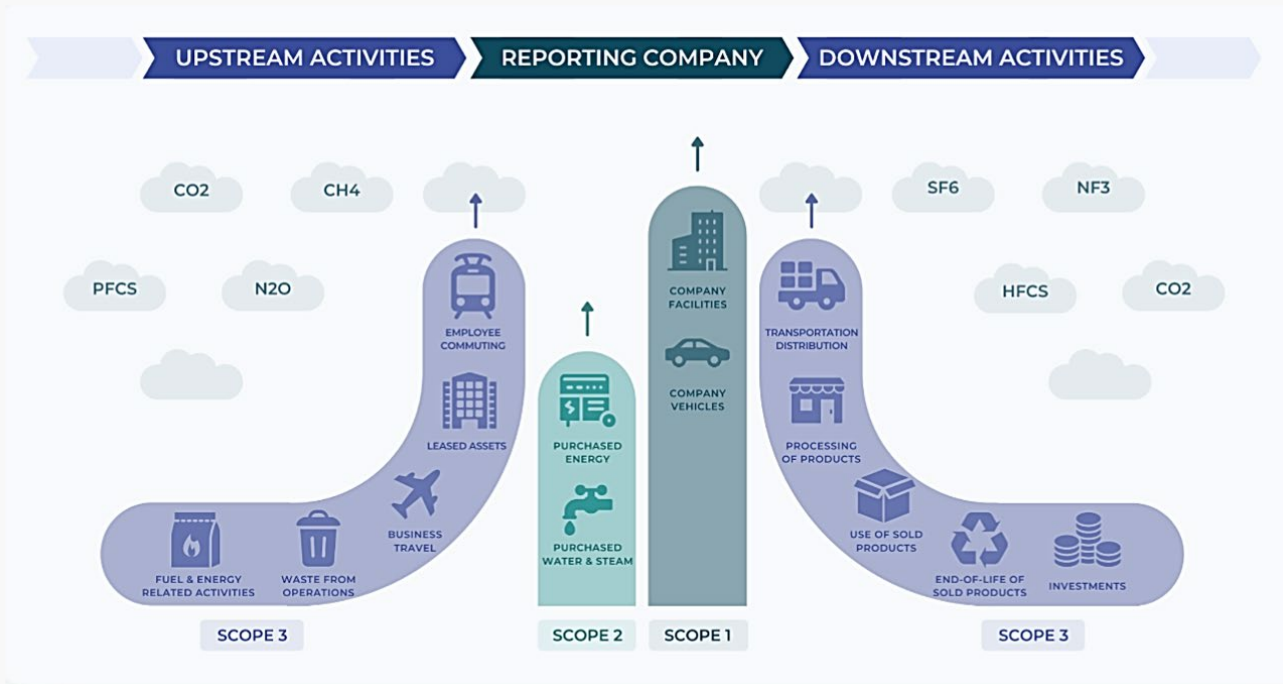


Figure 2: Infographic detailing scope 1, 2 and 3 emissions and their definitions according to the greenhouse gas protocol.

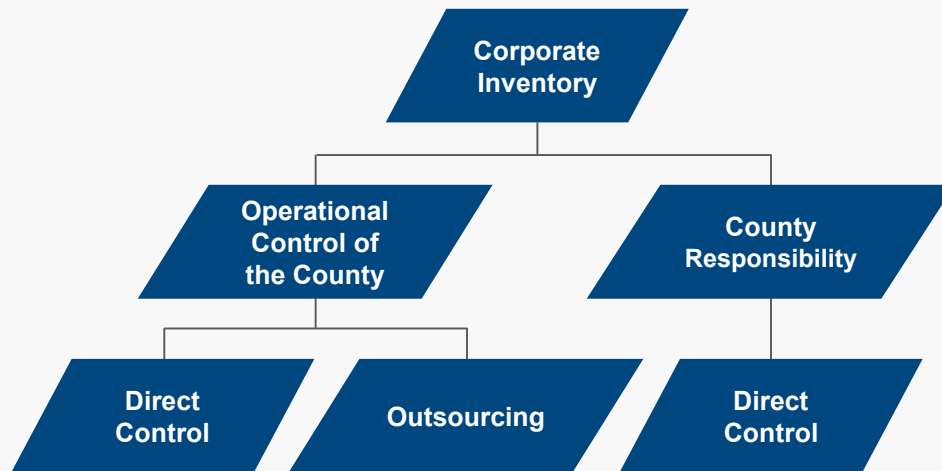


Figure 3: Composition and description of the corporate inventory of the County of Renfrew and the competencies as a County.



### 5.3.2 Territorial inventory

Community or territorial inventories (3), in accordance with the PCP program, must include emissions from at least the following five sectors of activity:

- Residential buildings
- Institutional and commercial buildings
- Industrial buildings
- Transport
- Wastewater and community waste materials

The territorial inventory is based on the physical boundaries of the County and includes greenhouse gas emissions from the aforementioned sectors as well as from agriculture and land use, industrial processes, and product use.

In the context of this inventory, all sectors have been accounted for with the necessary establishment of assumptions to estimate certain emission sources.

(3) The terms community, collective, or territorial are used similarly to qualify the inventory of the territory of Renfrew.

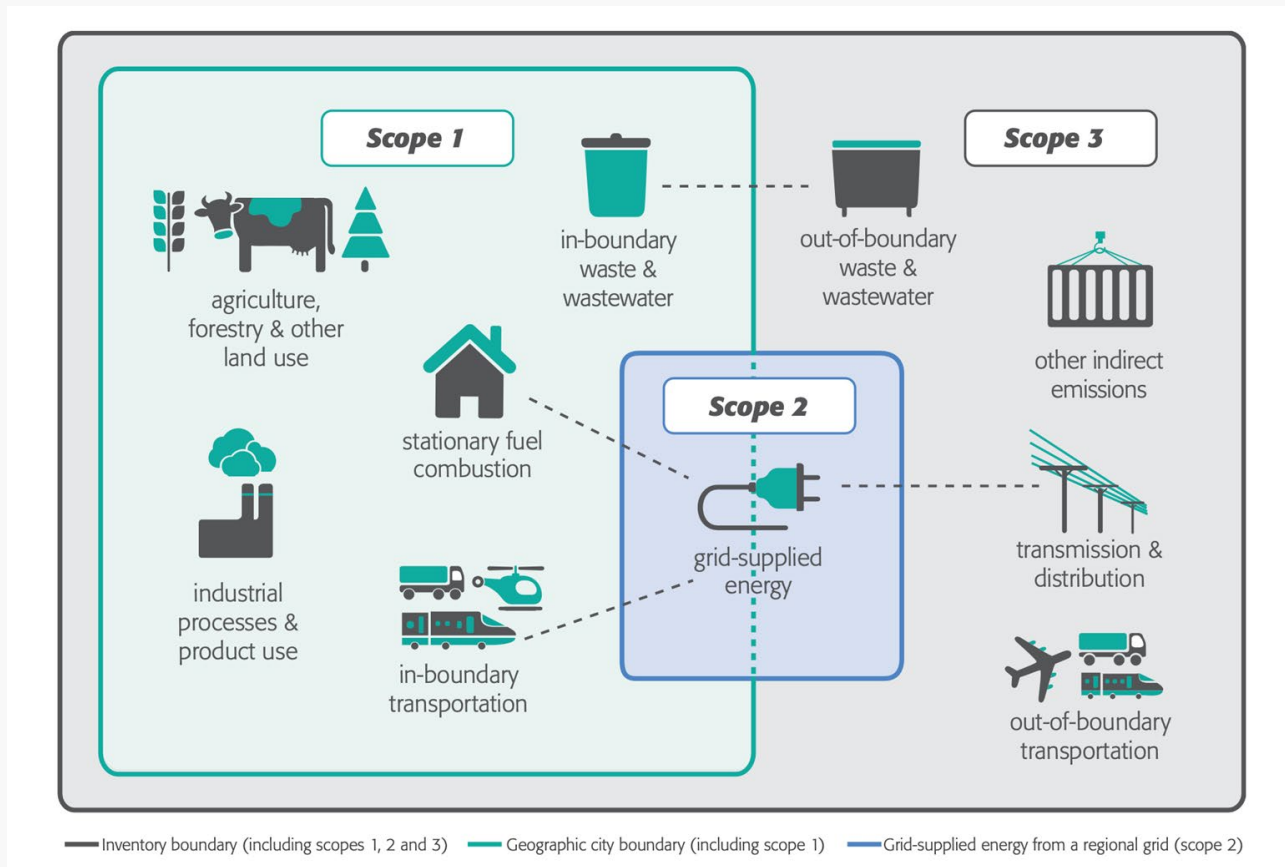


Figure 4: Infographic showing GHG emissions by scope for the territorial inventory according to the GHG Protocol (<https://ghgprotocol.org/ghg-protocol-cities>).

## 5.4 General definition of GHGs

Three gases are particularly responsible for the phenomenon of global warming: carbon dioxide (CO<sub>2</sub>), methane (CH<sub>4</sub>), and nitrous oxide (N<sub>2</sub>O). Other greenhouse gases, although less abundant due to their lower concentration, also contribute to this phenomenon, notably sulfur hexafluoride (SF<sub>6</sub>), perfluorocarbons (PFC), and hydrofluorocarbons (HFC).

→Greenhouse gas emissions are expressed in CO<sub>2</sub> equivalent (CO<sub>2</sub>e) to standardize them relative to CO<sub>2</sub>. The concept of Global Warming Potential (GWP) is used to measure the relative capacity of each gas to retain heat in the atmosphere compared to CO<sub>2</sub>.

The GWP of a greenhouse gas takes into account two key factors: on the one hand, the radiative forcing caused by the increase in its atmospheric concentration, and on the other hand, its lifetime in the atmosphere. The Intergovernmental Panel on Climate Change (IPCC) recommends the use of GWP over a period of one hundred years for the development of national inventories of greenhouse gas emissions.

Greenhouse Gas	Global Warming Potential (GWP)
1. Carbon dioxide (CO <sub>2</sub> )	1
2. Methane (CH <sub>4</sub> )	29.8
3. Nitrous Oxide (N <sub>2</sub> O)	273
4. Hydrofluorocarbons (HFCs)	5 – 14,600
5. Perfluorocarbons (PFCs)	78 – 12,400
6. Sulfur hexafluoride (SF <sub>6</sub> )	25,200
7. Nitrogen trifluoride (NF <sub>3</sub> ) <sup>2</sup>	17,400

Figure 5: Summary of the main greenhouse gases (GHGs).

## 5.5 Document Structure

This report begins with a detailed presentation of the studied territory and the administration of the County of Renfrew. It then outlines the methodology adopted and the results obtained during the inventory of the County as well as those of the studied territory.

This document is complementary to the Tapio platform, providing you with an in-depth overview of the calculations carried out for this study and ensuring the transparency of the results. Furthermore, the platform allows access to activity values and emission factors used, while also offering the possibility to create restricted access or a dedicated public page for stakeholders.

# DESCRIPTION OF THE TERRITORY UNDER STUDY





## 6 Description of the territory under study

### 6.1 Physical and demographic description

The County of Renfrew, located in eastern Ontario, is a scenic region known for its diverse landscapes and vibrant communities. Covering an area of approximately 7,600 km<sup>2</sup>, the County encompasses a mix of rural and urban areas, including charming towns and bustling municipalities. It is bordered by counties such as Ottawa, Lanark, and Haliburton.

The County is celebrated for its natural beauty, including lush forests, pristine lakes, and extensive trails, making it a popular destination for outdoor enthusiasts. The region hosts various cultural and community events throughout the year, contributing to its warm and welcoming atmosphere.

The County's economy is well-rounded, with key industries including agriculture, manufacturing, healthcare, and tourism. This economic diversity supports a wide range of local businesses and attracts investments from both national and international sources.

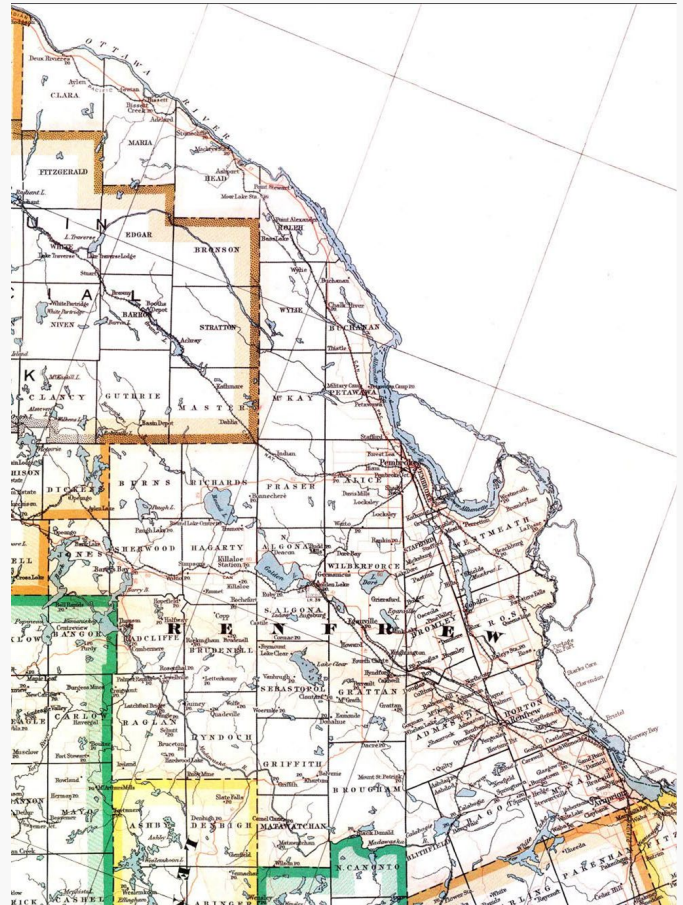


Figure 6: Territory under study - County of Renfrew  
(<https://www.archives.gov.on.ca/en/maps/counties/renfrew/big.aspx>)

The County of Renfrew showcases a rich legacy influenced by settlers from around the world, driven by the area's natural resources and picturesque landscapes. As a significant administrative, educational, and cultural hub, the County is known for its vibrant community life and the serene charm of its rural communities.

The County is home to a variety of local festivals and events that highlight its cultural diversity and lively spirit. Its economic landscape is supported by a range of industries including agriculture, manufacturing, and tourism, bolstered by a network of local businesses and innovative enterprises.

Renfrew County is committed to enhancing the quality of life for its residents while focusing on sustainable development and economic growth. By leveraging its natural beauty and diverse economic base, the County is well-positioned to meet future opportunities and challenges.



## 6.2 Description of the Administration

In 2021, the Administration of Renfrew had **850** full-time equivalent (FTE) positions (4).

- Regarding the real estate heritage, the County has a set of buildings and County infrastructures powered either by fossil fuels or electricity.
- The County of Renfrew has a range of motorized equipment classified as road vehicles using gasoline, diesel, or operating on another energy source.

(4) FTEs represent the personnel working for the County.

# UNCERTAINTY AND DATA RELIABILITY



## 7 Uncertainty and Data Reliability

### 7.1 Calculation of Uncertainty

This section describes the calculation performed to evaluate the overall uncertainty of the inventory, encompassing both the Administration and the territory.

- The uncertainty is influenced by the source of activity data. This source, provided by the user (for example, energy bills, assumptions, etc.), determines the intrinsic quality of the data.
- In addition to this first uncertainty, a relative uncertainty is also associated with the emission factor (EF) defined by the GHG Protocol, and it depends on the database used.

These two uncertainties are combined to calculate the relative uncertainty on the data:

$$U_{\text{Post}} = \sqrt{(U_{\text{FE}})^2 + (U_{\text{data}})^2}$$

where:

- U<sub>post</sub> is the overall uncertainty in the emissions estimate.
- U<sub>fe</sub> and U<sub>data</sub> are the uncertainties associated with emissions factors and the activity data, respectively

U<sub>post</sub> is then multiplied by the CO<sub>2</sub>e emissions of the relevant source.<sup>(5)</sup>

(5) It is important to emphasize that the confidence interval used in GHG inventories is 95%. This confidence interval is centered on the value selected for a data point, within which it is 95% likely that the true value of that data point is included.

# 8

# INVENTORY OF THE ADMINISTRATION

Activities under the governance  
of the County



## 8 Administration Inventory - Activities under the governance of the County

This chapter details the inventory of GHG emissions from County activities of the County of Renfrew. It includes GHG emissions associated with County buildings, motorized equipment of the County, commuting and business trips taken by County employees, as well as waste produced by them.

For each County activity sector, we present the adopted methodological approach as well as the results obtained. Unless otherwise indicated, the base data used for calculating emissions were provided by the County's representatives. The details of the calculations and emission factors used are directly presented or accessible on the Tapio platform. All results are expressed in CO<sub>2</sub> equivalent (CO<sub>2</sub>e).(6)

(6) Tonnes of CO<sub>2</sub>e = tCO<sub>2</sub>e;  
kilogram of CO<sub>2</sub>e = kgCO<sub>2</sub>e

### 8.1 Energy consumption - Buildings

#### 8.1.1 Methodological approach

County buildings encompass all buildings owned or leased by the County.

GHG emissions from buildings mainly stem from two distinct sources.

1.The first is related to energy consumption for lighting, heating, air conditioning, hot water production, and the operation of electrical appliances or fixtures.

2.The second source of emissions comes from gas leaks from refrigeration systems and fire fighting installations in the buildings. Emissions associated with refrigeration systems were taken into account at the scope of refrigerant gas refills for cooling systems.

Greenhouse gas emissions from energy consumption mainly come from the use of fuels such as natural gas, propane, light fuel oil, or diesel (in the case of dedicated generators), resulting in direct emissions of CO<sub>2</sub>, CH<sub>4</sub>, and N<sub>2</sub>O on-site.

In parallel, electricity consumption also generates indirect greenhouse gas emissions. However, Ontario stands out for its electricity production mainly from renewable sources.

The calculation of greenhouse gas emissions related to energy consumption is carried out directly from the 2021 annual consumption data (e.g. invoices), which were provided by the County. Emissions from triple net leases were quantified on a per square foot basis, utilizing an internal benchmark for extrapolation.

These annual consumption values were multiplied by the specific emission factors for each energy source. The final result thus represents greenhouse gas emissions in CO<sub>2</sub> equivalent based on their global warming potential (GWP).

### 8.1.2 Balance – County Buildings – Fossil fuel

This section presents the GHG emissions in 2021 from County buildings. The consumption of natural gas emitted a total of **2,055 tCO<sub>2</sub>e**.



Figure 7: Distribution of emissions (tCO<sub>2</sub>e) from the energy consumption of County buildings (fossil fuel).

The Bonnechere Manor is the main emitter of greenhouse gases, followed by the Miramichi lodge.



### 8.1.3 Balance - County Buildings - Electricity

This section presents the GHG emissions resulting from the electricity consumption of County buildings. The County's structures emit a total of **453 tCO<sub>2</sub>e**. The Miramichi Lodge and the Bonnechere Manor are also the largest emitters of GHG for electricity.

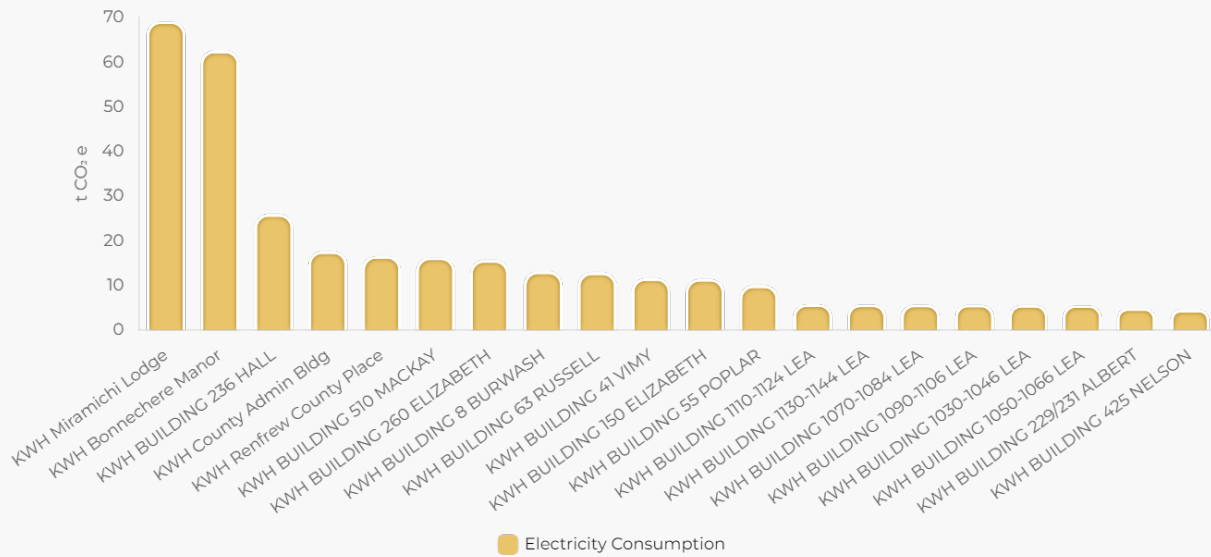


Figure 8: Distribution of emissions (kgCO<sub>2</sub>e) among the various structures of the County following their electricity consumption.

#### 8.1.4 Balance – County Buildings – Refrigerant Gas and Other Products

Emissions stemming from the replenishment of refrigerant gases in the cooling systems of County facilities have not been quantified, owing to the lack of corresponding invoices.

Furthermore, the PCP protocol does not mandate the reporting of these emissions.

#### 8.1.5 Public lighting, signage, and pumping stations

##### 8.1.5 Methodological approach

Public lighting and signage, encompassing traffic signals, street lamps for parks, and playgrounds, as well as illuminated road signs are not within the County's jurisdiction.

### 8.1.6 Reliability of Results

As mentioned earlier (see section 7), the accuracy of the results depends on the quality of the collected data and the greenhouse gas emission factors.

The basic data related to the energy consumption of buildings is very reliable with a relative uncertainty of 5%.

- The County has precise data on electricity and natural gas consumption, for the year 2021, eliminating the need for estimation for most buildings. The greenhouse gas emissions from triple net leases were quantified on a per square foot basis, utilizing an internal standard for measurement. When compared to the largest structures in the country's portfolio, their environmental footprint was relatively minor.

Finally, regarding the greenhouse gas emission factors, they are based on values evaluated by Environment Canada as part of the National Greenhouse Gas Inventory Report. (7)

(7)  
<https://publications.gc.ca/site/eng/9.502402/publication.html>

All values can be found on the tapio platform.

## 8.2 Motorized Equipment

### 8.2.1 Methodological Approach

Greenhouse gas emissions from motorized equipment include emissions associated with the fleet of vehicles used by employees in the course of their duties and motorized equipment used for County activities. Emissions from trips not made with County-owned vehicles (e.g. business trips or commuting) were also accounted for.

- The County's motorized equipment includes vehicles powered by gasoline, diesel, or natural gas. For electric vehicles, the electricity consumption at charging stations was used.

The calculation of GHG emissions is based on direct emissions related to fuel use in vehicles and other motorized equipment. When fuel consumption data in liters were available for the reference year, they were used as a priority. In the absence of this data, data from an adjacent year (2022) or the distance traveled were used to estimate the GHG emissions.

#### **Exclusions:**

1. Some County vehicles are equipped with air conditioning systems that result in fugitive emissions of refrigerant gases. Due to the lack of direct data availability, these emissions were not taken into account.

## 8.2.2 Balance - Vehicles owned by the County

The GHG emissions from the fleet of thermal and electric vehicles owned by the County are shown in the following figure.

A total of **1,735 tCO<sub>2</sub>e** was recorded for all vehicles, with a predominance of emissions from diesel-fueled vehicles. Details of fuel consumption and emission factors are available on the tapio platform.

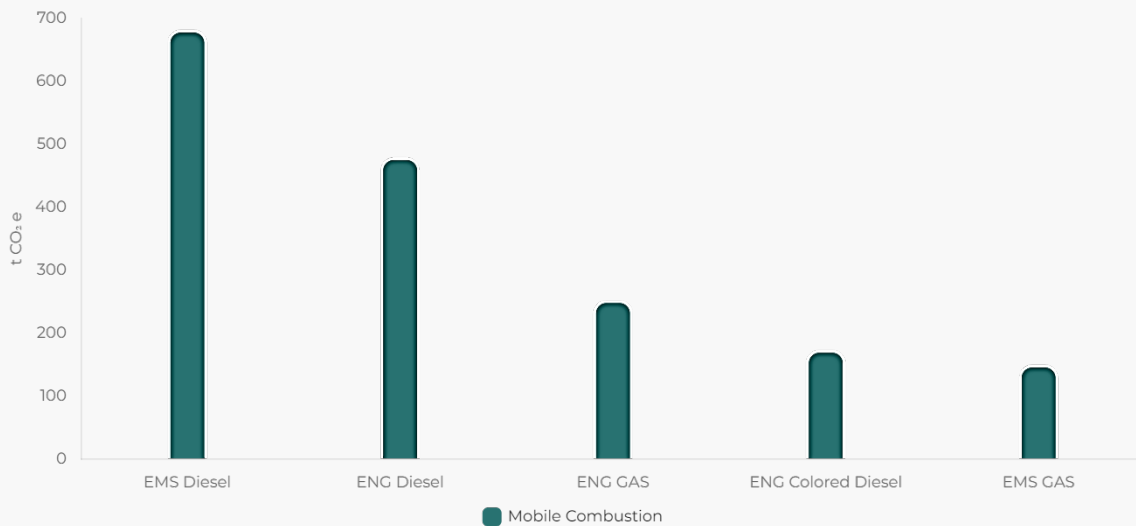


Figure 9: Comparison of emissions (kg CO<sub>2</sub>e) from various motorized equipment in the County and airport activities.

### 8.2.3 Balance - Business Trips and Commuting

Thanks to the data provided by the County, the distances covered in the context of business trips and Commuting made by County employees have been retrieved.

A total of 173 employees responded for the Commuting questionnaire. The most used mode of transport is the gasoline car.

Business trips and commuting account for a total of **1,5731 tCO<sub>2</sub>e**.

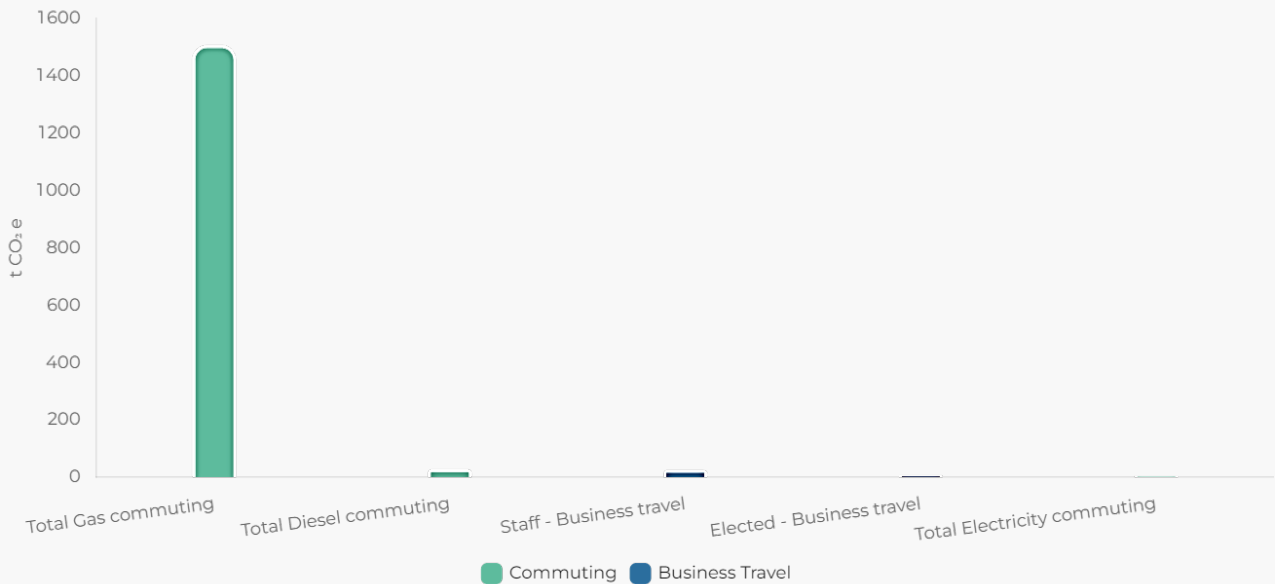


Figure 10: Comparison of emissions (tCO<sub>2</sub>e) from commuting different business trips made by employees.

## 8.2.4 Balance - Motorized Equipment

By combining the emissions from County vehicles and business trips, the total emissions amount to **3,308 tCO<sub>2</sub>e**. Of this total, 52.5% come from the mobility of the County's vehicles, while 46.5% come from commuting and 1% from business travel.

## 8.2.5 Reliability of Results

The relative uncertainty of the results is influenced by the accuracy of the base data and the greenhouse gas emission factors used.

For County vehicles, fuel consumption data was available for 2022, which increases the uncertainty associated with this data.

Regarding business trips and commuting, the data is based on a questionnaire, and the reliability of the responses can also vary. In addition, assumptions about the actual vehicle consumptions also contribute to increasing the overall uncertainty of this data.

As for greenhouse gas emission factors, they are derived from values by Environment Canada as part of the National Greenhouse Gas Inventory Report (8).

All values can be found on the tapio platform.

(8)  
<https://publications.gc.ca/site/eng/9.502402/publication.html>



## 8.3 Residual Materials

### 8.3.1 Methodological Approach

Emissions from the production of residual materials and their treatment have been accounted for in the Administration's balance sheet. The methodology uses an emission factor that takes into account the emissions resulting from an average production of residual materials per employee based on community results.

A total of 850 full-time equivalents (FTEs) were used to calculate the emissions resulting from the production of residual materials per employee.

### 8.3.2 Balance - Residual Materials

Emissions related to the production of residual materials by County office employees amount to **388 tCO<sub>2</sub>e**.

### 8.3.3 Reliability of results

The uncertainty regarding the production of waste is high, as it is based on an average estimate of waste production per capita in the community. Waste production in a work environment can vary, as can employee awareness and consciousness. Nevertheless, we consider our assumption to be conservative.

Improving the quality of this data could be achieved by conducting an audit of waste production within the organizational scope of the County administration.

All values can be found on the tapio platform.

### 8.4 Administration Report - Activities under the County's Governance

Taking into account all the emission sources above, activities under the operational control of the County have produced **6,204 tCO<sub>2</sub>e**.

The County's activities are characterized by 53.3% of emissions resulting from mobility, 40.4 % from energy consumption, and 6.3% from the production of waste materials.

**Table 4: Distribution of emissions (tCO<sub>2</sub>e) and total relative uncertainty for each sector of activity of the County.**

Category	Emissions (tCO <sub>2</sub> e)
Energy consumption	2,508
Mobility	3,3088
Waste materials	388

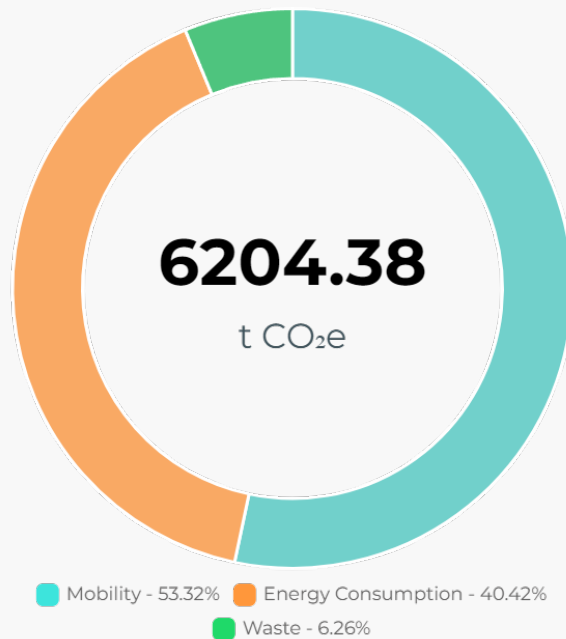


Figure 11: Distribution of emissions by category for the County.

# INVENTORY OF THE COMMUNITY



## 9 Community Inventory

The inventory of greenhouse gas emissions of the community covers all activities concerning all residents of the geographical area considered. However, within the framework of the PCP program, some emission sources are mandatory, while others are optional and depend on the availability of data or existing statistics.

This report includes emissions from the sectors of energy consumption, transportation, waste management, agriculture, land management, and industrial processes.

## 9.1 Energy consumption

### 9.1.1 Methodological approach

For the energy sector, this inventory is based on:

1. The energy distribution in Ontario according to the different energy sources is expressed in percentage.<sup>(9)</sup> The different energy sources vary depending on the sector considered: residential, commercial and institutional, industrial.
2. To focus exclusively on the territory of Renfrew, the fixed energy consumption is presented in gigajoules (GJ) for each sector. The methodological document containing information related to this database is referenced in footnotes.<sup>(10)</sup>
3. The percentage of energy distribution is used to calculate the energy consumption in GJ of the different sectors (residential, commercial and institutional, industrial) for the different energy sources. The following calculation was applied:

$$\% * \text{GJ} = \text{GJ}$$

1. The data in GJ has been converted into kWh, m<sup>3</sup>, L, and kg depending on the relevant energy source, thus providing the final value .
2. Since some statistics date back to 2018, a correction factor has sometimes been applied to account for the population variation between 2018 and 2021.

(9)<https://oee.rncan.gc.ca/organisme/statistique/s/bnce/apd/showTable.cfm?type=CP&sector=tran&juris=on&year=2021&rn=13&page=0>

(10)[https://meed.info/documentsMEED\\_Tech\\_doc\\_v0-1.pdf](https://meed.info/documentsMEED_Tech_doc_v0-1.pdf)

It should be noted that emissions from the combustion of firewood, woody waste, and residual liquor (biogenic combustion) were not taken into account, in accordance with the GHG protocol and the PCP program protocol. Non-biogenic emissions from biomass were considered not significant.

Fugitive emissions, whether intentional or unintentional, related to the extraction, processing, storage, and transportation of natural gas to its point of use, were not taken into account.

**Table 5:** *Distribution of different energy sources according to the sectors considered (residential, commercial and institutional, and industrial).*

Energy sources	Residential	Commercial and institutional	Industrial
Electricity	x	x	x
Natural gas	x	x	x
Propane	x	x	
Light fuel oil	x	x	x
Kerosene		x	x
Heavy fuel oil		x	x
Steam			
Coal		x	x
Diesel fuel			x
Distillation gas			x
Petroleum coke			x
LPG and LNG from gas plants			x
Coke and coke oven gas			x
Steam and Residual Fuel From the Cement Industry			x



## 9.1.2 Balance - Energy Consumption

Following the calculations carried out in section 9.1.1, the stationary energy consumption of the community generated a total of **365,867 tCO<sub>2</sub>e**.

The emissions reveal a significant distribution among the different sectors of activity. Fossil fuels, especially natural gas, clearly dominate the emissions landscape, while electricity, although contributing less in volume, remains a factor to consider.

The residential sector is the largest emitter with **157,265 tCO<sub>2</sub>e** from fossil fuels and **19,918 tCO<sub>2</sub>e** from electricity. The industrial sector follow with **92,89 tCO<sub>2</sub>e** from fossil fuels and **4,702 tCO<sub>2</sub>e** from electricity. Finally, commercial businesses and institutions generates **82,745 tCO<sub>2</sub>e** from fossil fuels and **8,347 tCO<sub>2</sub>e** from electricity.

In conclusion, natural gas, widely used in the residential sector (59.8% of energy consumption) and in the industry (37.1% of energy consumption), is the main contributor to greenhouse gas emissions.

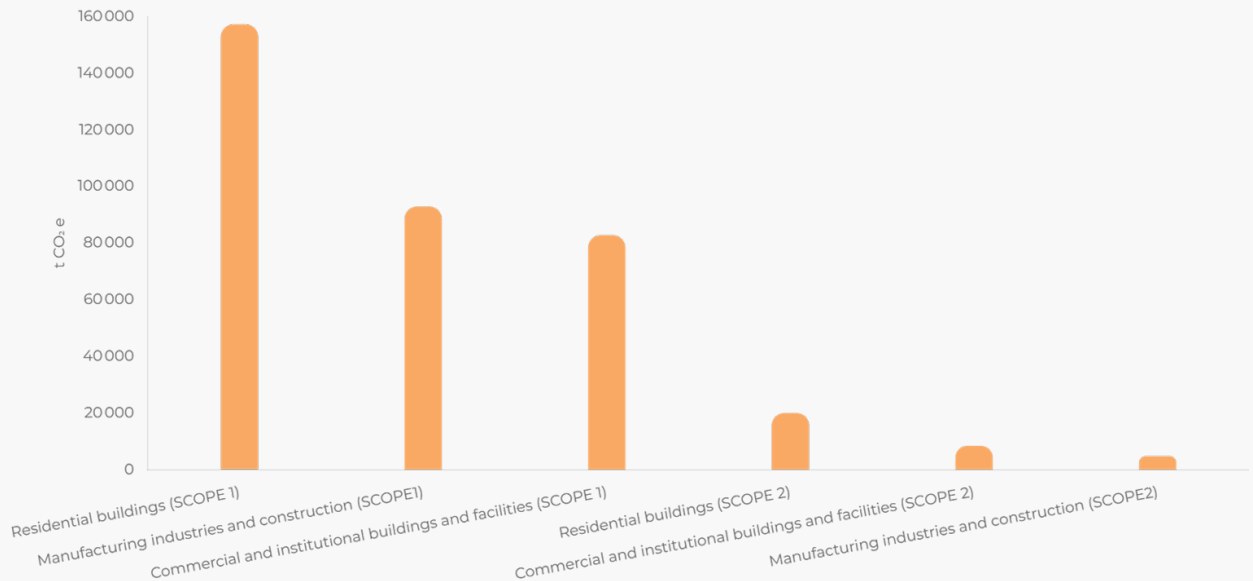


Figure 12: Distribution of energy consumption in the residential sector.

Taking into account emissions from all sectors (residential, commercial and institutional, and industrial) as well as all sources of energy, the total emissions due to energy consumption in the territory of Renfrew represent 25.4% of the County’s total emissions.

Table 6: GHG Emissions (tCO<sub>2</sub>e) for each category.

Category	Emissions (tCO <sub>2</sub> e)
Fossil Fuels - Commercial and Institutional	82,745
Fossil Fuels - Industrial	92,890
Fossil Fuels - Residential	157,265
Electricity - Commercial and Institutional	8,347
Electricity - Industrial	4,702
Electricity - Residential	19,918
<b>Total</b>	<b>365,867</b>

### 9.1.3 Reliability of Results

The results are based on regional statistics concerning the distribution (%) of energy consumption among various sectors and energy sources. The references used, namely Natural Resources Canada and MEED, are reliable and allow for a precise estimation. The unit conversion between GJ and physical data has only a minimal impact on the uncertainty of the value.

Regarding greenhouse gas (GHG) emission factors, they are tailored and specific to each energy source. These factors are based on assessments conducted at the Ontario scope by Environment Canada as part of the National Greenhouse Gas Inventory Report.  
(11)

All values can be found on the tapio platform.

(11) <https://publications.gc.ca/site/eng/9.502402/publication.html>

## 9.2 Road Transport

### 9.2.1 Methodological Approach for Road Transport

The road transport sector covers a wide range of vehicles, such as cars, vans, motorcycles, heavy goods vehicles, and buses, commonly used on the roads. Due to the mobile nature of GHG emissions in this sector, it becomes complex to attribute them to a specific geographical area, thus requiring the development of certain assumptions. Indeed, some vehicles emit GHGs while traveling in an area, while others only transit, and some start their journey in one area before moving away. Movements therefore occur within the same geographical area, but also between different areas.

The analysis of GHG emissions related to road transport is mainly based on the statistical report of the Driver and Vehicle Services Branch from the province of Ontario, which provides data on the number of vehicles in Ontario.

The province of Ontario provides the following information regarding the province of Ontario as well as for the County of Renfrew:

1. The number of inhabitants in Ontario and in Renfrew
2. The number of vehicles for personal use (Passenger, Motorcycle, Moped)
3. The number of vehicles for institutional, professional, or commercial use (Commercial, Bus, Trailer)
4. The number of off-road vehicles (Off-Road, snowmobiles)

The total number of these vehicles is added up to identify the categories of the Ontario inventory, without making a distinction based on the type of use, since the National Inventory of Canada provides the associated GHG emissions (ktCO<sub>2</sub>e) for transportation in the province of Ontario for various types of vehicles.

These three sources of information (Driver and Vehicle Services Branch, National Inventory of Canada, Environment Canada) thus allow to determine, by type of vehicle, the GHG emissions associated with the scale of the province of Ontario.

→By adjusting these emissions based on the number of vehicles for the County of Renfrew, the transport-related emissions of the analyzed territory are calculated.

For informational purposes, several assumptions were necessary for the integration of the results on the tapio platform:

- 1.The transport of residual materials within the territory is included at the scope of road transport. No particular distinction was made in this regard.
- 2.With the exception of heavy vehicles running on diesel, such as buses, school buses, and heavy trucks, other vehicles were considered to run on gasoline. This assumption is considered relevant because the emissions from gasoline and diesel vehicles are comparable. According to Environment Canada, the proportion of emissions attributed to gasoline-powered vehicles is higher than that of diesel vehicles, indicating a higher number of gasoline vehicles on the road.

## 9.2.2 Balance - Road Transport

Based on the statistics from the Driver and Vehicle Services Branch, the following table presents the number of vehicles within the province of Ontario and Renfrew.

**Table 7:** *Number of vehicles according to their categorization for the province of Ontario and the territory of Renfrew.*

	Ontario (Province)	Renfrew (County)
PASSENGER	8,620,783	78,304
MOTORCYCLE + MOPED	257,787	3,964
COMMERCIAL	1,906,216	30,820
BUS	36,169	340
OFF ROAD	608,777	21,195
SNOW VEHICLE	297,682	8,758

The following table presents the distribution of the number of vehicles in the territory of Renfrew. The GHG emissions (tCO<sub>2</sub>e) and the emission factor used by type of vehicle are also presented. This emission factor depends on the type of fuel.

Thus, the GHG balance of road transport within the territory of Renfrew for the different types of vehicles is summarized below.

A total GHG emission of **651,789 tCO<sub>2</sub>e** was recorded, representing 45.2% of the total balance of the territory.

**Table 8:** Presentation of the number of vehicles by category, emissions (tCO<sub>2</sub>e), emission factors used (kgCO<sub>2</sub>e/L), type of fuel, and resulting consumption (L) for the territory of Renfrew.

	Emissions (tCO <sub>2</sub> e)	EF (kgCO <sub>2</sub> e/L)	Type	Estimated Consumption (L)
Passenger	212,327	2.31	Gasoline	91,858,426
Motorcycles + Mopeds	1,851	2.34	Gasoline	791,263
Buses	5,377	2.73	Diesel	1,970,817
Commercial	315,441	2.73	Diesel	115,620,333
Off-road vehicles and Snow vehicles	116,794	2.45	Diesel	47,605,350



The following table shows the distribution of the emissions of vehicles in the territory of Renfrew.

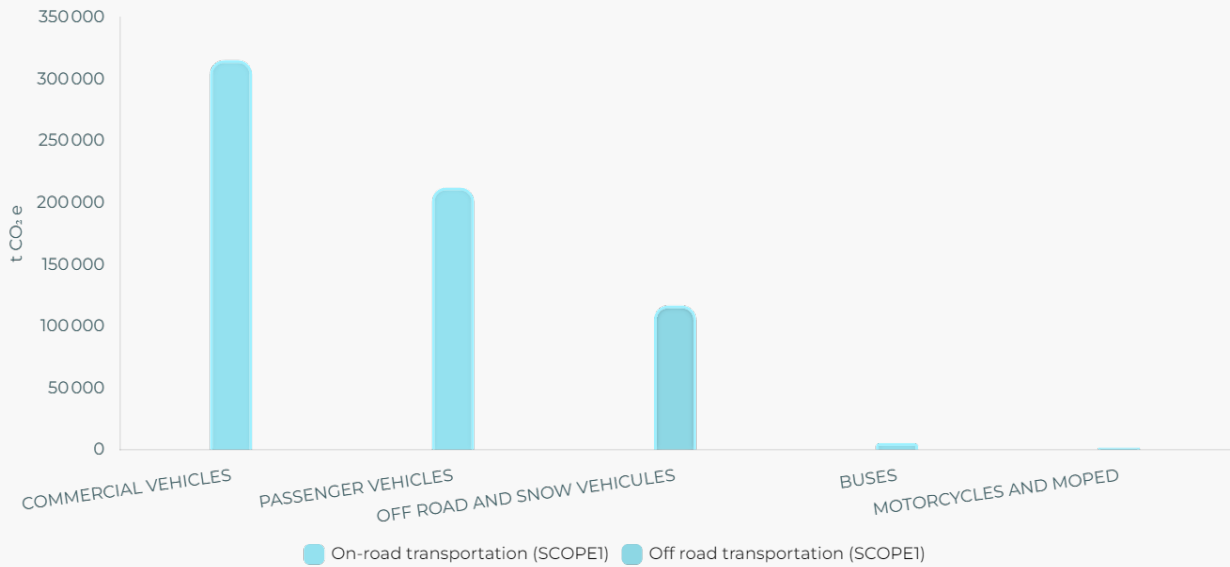


Figure 13: Distribution of GHG emissions by types of road transport in the County.

## 9.2.2 Reliability of Results

When estimating greenhouse gas emissions from road transport for a County, assumptions must be made because it is complex to precisely attribute emissions from a mobile source to a specific geographical area. The method adopted in this inventory is representative and consistent with the practices of other territories in terms of emission inventories. The crucial aspect is to maintain a uniform methodology for assessing the evolution of greenhouse gas emissions over time.

The analyzed data come from regional statistics provided by the province. These information were used to establish a proportional calculation of greenhouse gas emissions attributable to the road transport sector, based on the overall figures disclosed by Ontario. Therefore, it is possible to consider this data as a reliable source, although they have a moderate degree of uncertainty.

## 9.3 Other types of transport

### 9.3.1 Air transport - Methodological approach

For the air transport sector, the methodology is similar to that used for the energy consumption sector (see Section 9.1.1). The calculation of emissions is based on extrapolated air movements from small airports, military bases, and neighboring aerodromes.

Emissions from local air bases have been considered to be within the County's territory. Thus, a significant portion of air transport is considered part of Scope 1 territory, similar to other types of transport (road).

### 9.3.2 Air Transport - Balance

Air transport accounts for a total of **31,536 tCO<sub>2</sub>e**.

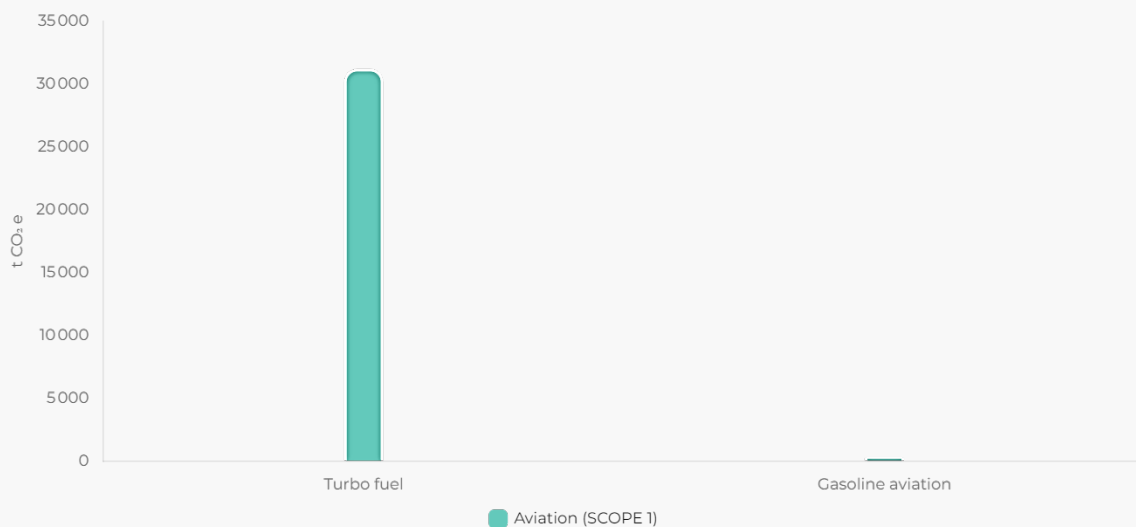


Figure 14: Distribution of GHG emissions by types of air transport in the County.

### 9.3.3 Reliability of results

The data presented is derived from 2018 consumption estimations, as reported by available databases. Additionally, uncertainties concerning flight-specific movements and the origin and destination of flights introduce further potential for error in the final results. Therefore, the uncertainty can be considered as high.

For an accurate assessment of emissions from air transport, it is crucial to have detailed information on the destination of each flight as well as the aircraft model used, as these factors significantly influence the carbon footprint of air travel. All values can be found on the Tapio platform.

## 9.4 Residual Materials

The disposal of waste in landfills generates gases, typically composed of methane (CH<sub>4</sub>) and carbon dioxide (CO<sub>2</sub>). It is essential to emphasize that, according to the standards of the Intergovernmental Panel on Climate Change (IPCC), the CO<sub>2</sub> resulting from the anaerobic decomposition of biomass is not included in greenhouse gas inventories. Therefore, only the emissions of CH<sub>4</sub> from landfills are accounted for.

Typically, the anaerobic transformation of liquid wastewater can also lead to the creation of methane (CH<sub>4</sub>), while nitrification and denitrification stages produce N<sub>2</sub>O. N<sub>2</sub>O emissions from County wastewater treatment are calculated following IPCC guidelines. This method is based on the number of individuals served, regardless of the treatment method used, and considers the nitrogen content of organic residues.

For CH<sub>4</sub> and N<sub>2</sub>O emissions, they are evaluated using specific emission factors to calculate equivalent CO<sub>2</sub> emissions (CO<sub>2</sub>e) based on the type of waste treated and the treatment method.

#### 9.4.1 Methodological approach - Quantity of residual materials

The County was unable to provide data corresponding to the quantity of treated residual materials concerning recyclable materials, garbage, organic materials, green residues, but also aggregates and glass.

The data were estimated with the results obtained in Ottawa, adjusted according to the population proportion, to allow for a regional extrapolation of waste circuits.

## 9.4.2 Balance - Residual Materials

Figure 17 shows all emissions resulting from the treatment of residual materials based on regional extrapolation. A total of **47,775 tCO<sub>2</sub>e** was estimated for residual materials



Figure 15: Distribution of emissions (tCO<sub>2</sub>e) related to residual materials within and outside the territory.



### 9.4.3 Reliability of Results

The results are not based on specific data on the quantity of residual materials within the territory of the County. Therefore, the uncertainty can be considered as high.

In terms emission factors, uncertainty remains a significant challenge when it comes to evaluating emission factors related to waste management.

This uncertainty can be attributed to several factors, such as the variability of waste materials, different treatment methods, and the specific conditions of each management site.

All values can be found on the tapio platform.

## 9.5 Industrial Processes and Product Use

GHG emissions result from a wide variety of industrial activities that are not related to energy production. The main sources of emissions are related to industrial processes that transform materials, whether through chemical reactions or physical changes. For example, the blast furnace in the steel industry is a major source of emissions, as well as the production of ammonia and other chemicals derived from fossil fuels used as raw materials.

During these processes, a variety of GHGs can be generated. Furthermore, some products used by industry and end consumers, such as air conditioning equipment, foams, or aerosol cans, also contain GHGs that can be released during their use or disposal.

### 9.5.1 Methodological approach

Taking into account the GHG emissions from industrial activities and the use of products in a given territory represents a challenge, especially in the absence of specific data. For the territory of Renfrew, where this data is lacking, an approach based on the use of a coefficient has been adopted.

For the year 2021, GHG emissions related to industrial combustion in Ontario (12) were estimated at 15.6 million tonnes of CO<sub>2</sub> equivalent (MtCO<sub>2</sub>e). In parallel, emissions specific to Renfrew, calculated from the local energy inventory of the industrial sector, amount to 0.093 MtCO<sub>2</sub>e. The ratio of these two figures provides a coefficient of 0.00595%.

Furthermore, the inventory of GHG emissions in Ontario reports emissions of 21.70 MtCO<sub>2</sub>e related to industrial processes and product use. Assuming proportionality between emissions from industrial combustion and those from industrial processes, this coefficient can be used to estimate emissions from industrial processes and product use specific to Renfrew.

(12)<https://publications.gc.ca/site/eng/9.506002/publication.html>

## 9.5.2 Balance - Industrial Processes and Product Use

The following table summarizes the methodology applied previously and shows the result obtained for the territory of Renfrew.

**Table 9:** Summary of the methodology applied and the results obtained for the calculation of GHG emissions from industrial processes and product use.

Industrial combustion	Value	Unit
Emissions related to combustion in Ontario	15.6	Mt CO <sub>2</sub> e
Emissions related to combustion in Renfrew	0.093	Mt CO <sub>2</sub> e
Coefficient	0.00595	%
Industrial processes and product use		
Emissions related to industrial processes and product use in Ontario	21.70	Mt CO <sub>2</sub> e
Emissions related to industrial processes and product use in Renfrew	0.1292	Mt CO <sub>2</sub> e
<b>Total</b>	129,212	t CO <sub>2</sub> e

GHG emissions related to industrial processes and product use amount to  
**129,212 tCO<sub>2</sub>e.**

### 9.5.3 Reliability of results

The results are based on the Ontario inventory of GHG emissions, both for industrial combustion and for industrial processes and product use. These data are reliable. However, the assumptions used are difficult to verify without on-site analysis at the industrial sector and product type scope. The uncertainty of these results is therefore high.

All values can be found on the tapio platform.

## 9.6 Agriculture, Forestry, and Other Land Use

Emissions and removals in the Agriculture, Forestry, and Other Land Use (AFOLU) sector come from various sources, such as livestock (enteric fermentation and animal waste management), land use practices and land use change (such as conversion of forest land to agricultural land or urban areas), as well as other aggregated and non-CO<sub>2</sub> emissions sources on land (such as fertilizer application and rice cultivation).

Within this inventory, agricultural practices including the type of farming and livestock are taken into account.

## 9.6.1 Methodological approach for the agricultural and livestock sector

### 9.6.1.1 Agricultural sector

For the agricultural and livestock sector, the methodology is based on the number of acres of each farm present in the territory and the number of animal heads.

The data from Statistics Canada, Census of Agriculture provided precise information for the territory of Renfrew, both in terms of the agricultural land within the territory and the number of farms.

Thus, to account for emissions in the AFOLU sector, an extrapolation factor has been applied. Specifically, GHG emissions from Agricultural Soils, Liming, Urea Application, and other carbon-containing fertilizers were assessed using the acreage.

**Table 10:** Summary of land emissions estimation for the territory of Renfrew.

Description	Emissions (tCO <sub>2</sub> e)
Agricultural Soils	103,379
Liming, Urea Application and Other Carbon-Containing fertilizer	6,051

### 9.6.1.2 Livestock Sector

Human activity promotes the increase in animal populations through livestock farming. Thus, direct emissions of CH<sub>4</sub> from livestock and N<sub>2</sub>O from the spreading of nitrogen fertilizers are taken into account in methods for accounting for human-induced greenhouse gas emissions.

Herbivores produce methane during their digestion, a process where microorganisms break down carbohydrates into simple molecules for blood absorption. The amount of methane generated depends on factors such as the type of animal's digestive system, its age, weight, and the quality and quantity of food consumed. Ruminants, such as cattle and sheep, are significant sources of methane due to the intense fermentation of their food.

The management of animal waste also leads to greenhouse gas emissions. This term encompasses both manure and slurry, which are the solid and liquid parts produced by animals. When these wastes decompose under anaerobic conditions, they produce methane. Furthermore, the nitrification and denitrification of the nitrogen contained in these wastes under aerobic conditions generate nitrous oxide. From a GHG standpoint, some of the nitrogen in the wastes is transformed into ammonia or nitrogen oxides (NO<sub>x</sub>), which can then contribute to the formation of nitrous oxide.

For this mandate, GHG emissions from Enteric Fermentation and Manure Management were extrapolated based on the number of farms.

**Table 11:** *Summary of livestock emissions estimation for the territory of Renfrew.*

Type of activity	Emissions (tCO <sub>2</sub> e)
Enteric Fermentation	68,258
Manure Management	39,300

The emission factors used are based on the National Inventory of Canada. (13)

(13)<https://publications.gc.ca/site/eng/9.502402/publication.html>



## 9.6.2 Balance - Agricultural Sector and Livestock Sector

### 9.6.2.1 Balance - Agricultural Sector

Emissions related to the agricultural sector include emissions related to the energy consumption of agricultural machinery that was not included in the off-road agricultural vehicle transport. Furthermore, the spreading of fertilizers also contributes to CO<sub>2</sub>e emissions along with associated N<sub>2</sub>O emissions (nitrogen inputs on cultivated soils with the spreading of mineral and animal origin fertilizers).

Various agricultural practices promote sustainable agriculture by improving soil health and their ability to sequester carbon. Among these practices are conservation agriculture, organic agriculture, agroforestry, cover crops, crop rotation, residue management, organic fertilization, and land regeneration. Although some of these methods contribute to the retention of organic carbon in the soil, they have not been taken into account in our assumptions due to climate variations, regional differences, and soil types.

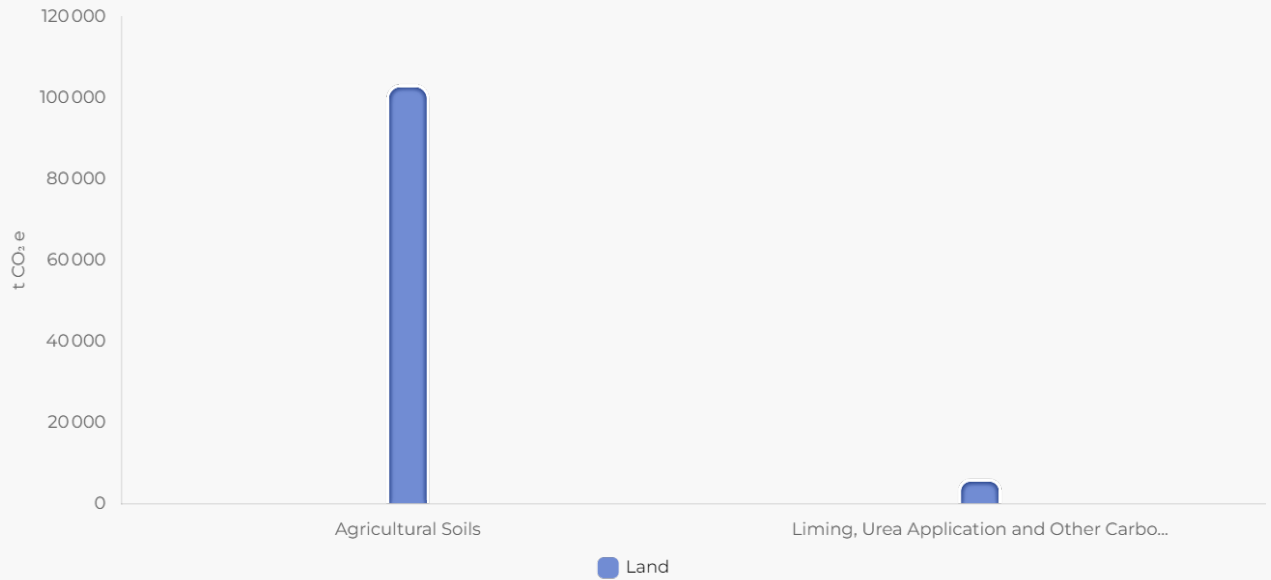


Figure 16: Distribution of emissions (tCO<sub>2</sub>e) for different types of land activity in the territory of Renfrew.

A total of **109,430 tCO<sub>2</sub>e** is accounted for in the land sector.

### 9.6.2.2 Reliability of results

The data used to extrapolate emissions in the land sector is sourced from reliable references specific to the Renfrew region, ensuring a moderate level of uncertainty. However, a field study will be crucial for accurately identifying the type of agricultural operations, including practices, areas, and cultivated species.

Emission factors are derived from Canadian government sources and are tailored to the local practices, leading to a moderate level of uncertainty in these results.

All values can be found on the tapio platform.

### 9.6.2.3 Balance - Livestock Sector

The livestock sector is a significant source of greenhouse gas emissions on a global scale. It is mainly associated with methane (CH<sub>4</sub>) emissions from enteric fermentation. These emissions vary depending on the animal species, with cattle being the highest emitters, and the animals' diet.

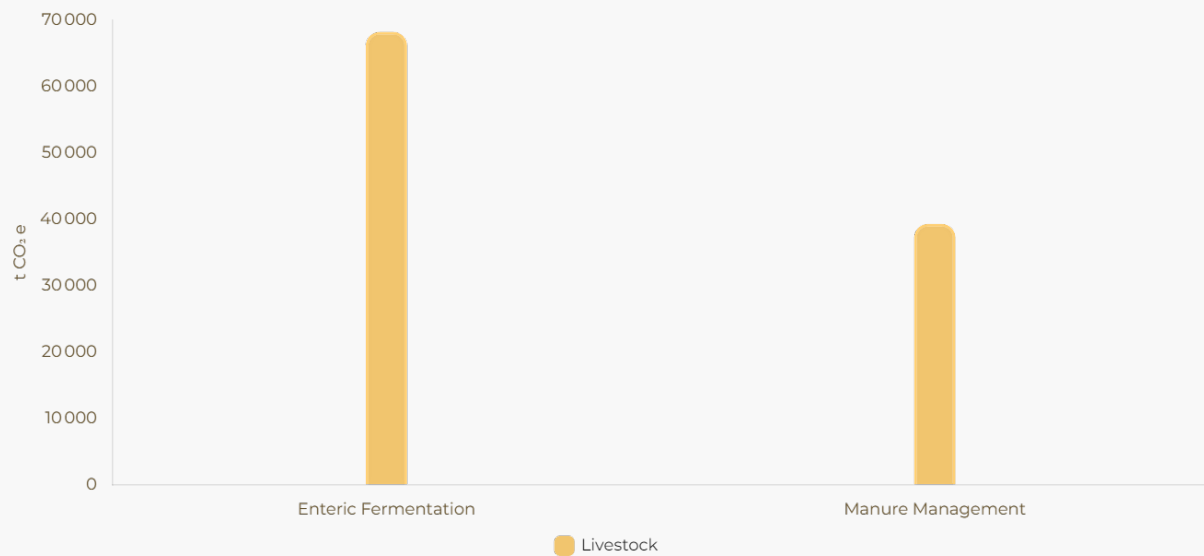


Figure 17: Distribution of emissions (tCO<sub>2</sub>e) for different types of livestock activity in the territory of Renfrew.

A total of **107,558 tCO<sub>2</sub>e** is accounted for in the livestock sector.

#### 9.6.2.4 Reliability of Results

The data used to extrapolate emissions in the livestock sector is sourced from reliable references specific to the Renfrew region, ensuring a moderate level of uncertainty. However, a field study will be crucial for accurately identifying the type of livestock operations, including practices, areas, and species.

Emission factors are derived from Canadian government sources and are tailored to the local practices, leading to a moderate level of uncertainty in these results.

All values can be found on the tapio platform.

# 10 COMMUNITY ASSESSMENT



## Community Inventory Report

The inventory of greenhouse gas emissions attributable to the community of the Renfrew territory is **1,443,167 tCO<sub>2</sub>e**. Mobility accounts for the majority of greenhouse gas emissions at 47.4%, followed by energy consumption at 25.4% and AFOLU at 15%. Emissions from IPPU and waste materials account for 8.9% and 3.3% of total emissions, respectively.

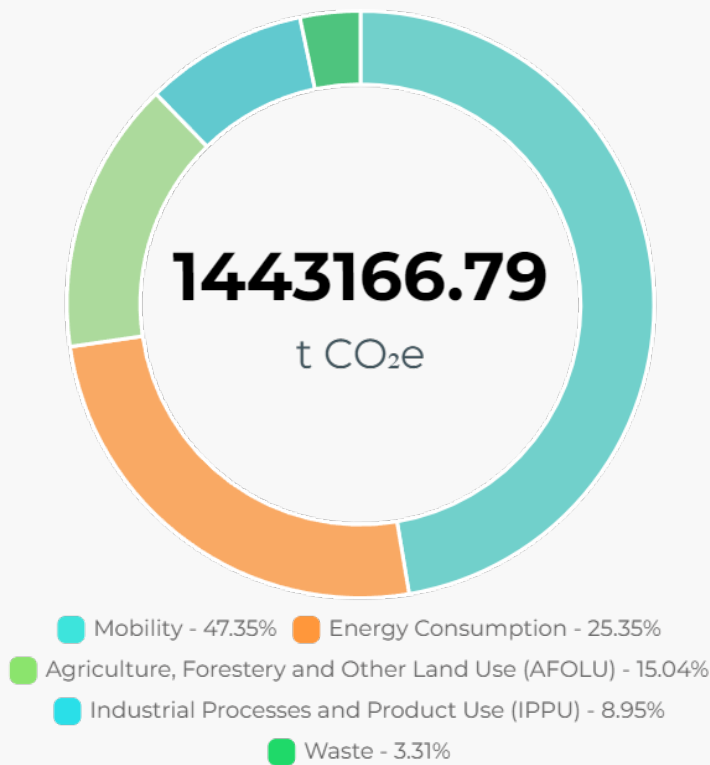


Figure 18: Inventory balance of the community for the Renfrew territory in 2021.



# 11 CONCLUSIONS AND RECOMMENDATIONS





# 11 Conclusions et Recommandations

## 11.1 Recommandations

As part of the optimization of County processes, the comprehensive audit of assets and operations represents a critical initiative, requiring cross-departmental collaboration among various departments and stakeholders for effective data collection. This report highlights the need to refine methodologies for data collection and inventory accuracy.

Similarly, it is imperative to formulate targeted strategies for reducing greenhouse gas emissions, aligned with the goals of this data collection and inventory strategy, in order to catalyze the achievement of reduction objectives through real-time progress monitoring.

Here are the observations regarding data collection for greenhouse gas inventory in the County of Renfrew:

1. Although the current data is reliable, implementing a centralized data management system would be beneficial for optimizing the data collection process.
2. Furthermore, it would be beneficial to improve the granularity of data related to energy practices and profiles within the region. This would ensure that the data more accurately reflects the specific energy usage patterns and practices within the County, leading to more precise assessments and targeted strategies for improvement.
3. Additionally, it is recommended to implement a regular verification and auditing process for GHG emissions data. Conducting periodic external audits and validation checks would ensure the accuracy and reliability of the reported emissions figures. This process would help identify and address any discrepancies or errors in the data, improve the credibility of the inventory, and ensure that emission reduction efforts are based on accurate and up-to-date information.

## Conclusion

To conclude, our analysis indicates that the data collected for the development of the greenhouse gas emissions inventory of the County of Renfrew overall demonstrate a scope of precision that ensures the reliability of the inventory.

However, we suggest the adoption of targeted improvements to the data collection process to optimize the compilation of the inventory in the years to come. These adjustments will help refine the accuracy of the data and streamline the inventory process, thereby ensuring better management of greenhouse gas emissions and more effective monitoring of the County's sustainable development goals.

→Our analysis reveals that greenhouse gas emissions from motorized vehicles constitute the majority of the total emissions from the County and its associated services and should be carefully considered in the County's sustainable development strategy.

→In terms of collective impact, mobility and energy consumption represent comparable challenges in terms of greenhouse gas emissions. To make significant progress in reducing carbon footprint, it is imperative to consider modal shift towards collective or non-motorized transportation. Additionally, the adoption of renewable energy sources, replacing natural gas for the private sector, should be carefully considered in the community's sustainable development strategy.



November 27, 2024

To the Council of the Corporation  
of the County of Renfrew

Members of County Council:

We, your **Operations Committee**, wish to report and recommend as follows:

## **INFORMATION**

### **1. Capital Program Variance Report**

Attached as information is the Capital Program Variance Report for the information of Council.

### **2. Rural Transit within the County of Renfrew**

Staff are currently applying for a grant from Infrastructure Canada to fund a Transit Demand and Feasibility Study. The [Rural Transit Solutions Fund](#) offers grants for Planning Project Submissions, with the application deadline set for November 28, 2024. Staff will update Council once a decision is received from Infrastructure Canada. Preliminary discussions have begun with a local service provider regarding a potential pilot project in a small geographical area. Should an agreement in principle be reached, staff will look for further direction from Council prior to any funds being spent. County staff have also been made aware of an active Request for Proposal (RFP) for a transit system operator in the City of Pembroke, as well as a presentation to several municipalities by a private transportation operator. We will be monitoring the progress of both proposals to determine partnership abilities.

### **3. Shared Services – Winter Road Maintenance**

The County of Renfrew, being an upper-tier municipality, is responsible for maintaining approximately 812km of roads and managing 251 bridges and culverts. The County Public Works and Engineering Operations staff clear and maintain roads to the O. Reg 239/02 Minimum Maintenance Standards for Municipal Highways effectively and efficiently. There are a number of routes that cross provincial and local municipal roads. Snow removal is not only critical for road safety during the winter months but also vital for ensuring uninterrupted access for emergency services and daily commuters. Thus, the opportunity to review a shared services model may create efficiencies and cost savings.

In light of this, the Operations Committee passed the following resolution:

**RESOLUTION NO. OP-C-24-11-119**

THAT the Operations Committee directs staff to explore the options of shared Winter Road Maintenance services; AND THAT staff return with a complete analysis of potential opportunities.

**4. Road Rationalization Criteria**

As part of the ongoing development of a Transportation Master Plan (TMP) for the County of Renfrew, the consultant, Egis, completed a review of the County's Road Rationalization Criteria, made recommendations and enhancements to the criteria, and completed a Road Rationalization Study based on the recommended criteria. The attached memorandum by Egis provides details on the development of the recommendations. At this time, staff is presenting the memorandum for input from Council members, as it is planned to be presented publicly as part of the next Public Information Centre planned for the TMP early in 2025.

The proposed criterion for road rationalization is somewhat similar to the County of Renfrew's current policy; however, some adjustments are recommended to make them more measurable and remove redundancy. Similar to the County's current criterion, a rationalization score of at least six must be achieved to be considered a County Road. A summary of the criterion recommended for use going forward is provided below:

**Criterion 1 - Urban Centre Connector**

- Score of 0 to 4 dependent on the connections of the road being evaluated:
  - 4 - Urban Community {per Official Plan (OP)} to another Urban Community or Urban Community to Provincial Highway;
  - 3 - Urban Community to Village Community (per OP);
  - 2 - Village Community to Village Community or to Provincial Highway;
  - 1 - Rural Area Community to Village Community, Urban Community, or to Provincial; else,
  - 0.

**Criterion 2 - Heavy Industrial Use**

- Score of 0 to 2 dependent on the volume of daily truck traffic:
  - 2 - greater than 750 trucks per day;
  - 1.5 - 500 to 600 trucks per day;
  - 1 - 250 to 499 trucks per day;
  - 0.5 - 100 to 249 trucks per day; else,
  - 0.

**Criterion 3 - Barrier Service**

- Score of 0 or 2 dependent on whether yes (2) or no (0) the road provides service/access around barriers in the absence of alternative or parallel routes.

**Criterion 4 - Resort/Recreation Service**

- Score of 0 or 2 dependent on whether yes (2) or no (0) the road provides access/is close to major seasonal attractions.

**Criterion 5 - Traffic Speed**

- Score of 0 or 1 dependent on whether yes (1) or no (0) the posted speed limit is 80km/h or more.

**Criterion 6 - Traffic Volume**

- Score of 0 to 6 dependent on the Average Annual Daily Traffic (AADT):
  - 6 - greater than 12,000 vehicles per day;
  - 4 - 8,000 to 12,000 vehicles per day;
  - 3 - 5,000 to 8,000 vehicles per day;
  - 2 - 3,000 to 5,000 vehicles per day;
  - 1 - 1,000 to 3,000 vehicles per day; else,
  - 0.

**Criterion 7 - Connects Neighbouring County Road**

- Score of 0 or 2 dependent on whether yes (2) or no (0) the road connects to a neighbouring County Road.

**Criterion 8 - Continuity within the County**

- Score of 0 or 2 dependent on whether yes (2) or no (0) the road provides continuity of travel through the County of Renfrew via County Roads (without paralleling a similar route).

**Criterion 9 - Provides Urban Congestion Relief**

- Score of 0 or 2 dependent on whether yes (2) or no (0) the road provides by-pass around urban areas/communities.

**Criterion 10 - Emergency Detour Routes (EDR)**

- Score of 0, 2, or 6 dependent on the roads use as an Emergency Detour Route (EDR), per below:
  - 6 - designated as an EDR by MTO;
  - 2 - commonly used as Highway detour route, but not designated EDR; else,
  - 0.

### **Criterion 11 - Existing Road Jurisdiction**

- Score of 0 or 1 dependent on whether yes (1) or no (0) the road is already designated as a County Road.

Please note that the numbering above is based on the criteria being approved (1 to 11) and does not match the memorandum, which references criteria as it was numbered by Ontario Good Roads Association (OGRA) or added to the end.

Egis has completed a rationalization study using this criteria on all existing County Roads, as well as some additional local municipal roads of interest, and determined that approximately 125km of existing County Roads do not meet the rationalization threshold to remain as County Roads; while approximately 18km of local municipal roads do meet rationalization to become County Roads.

### **5. PWO-2016-01 – Supply and Delivery of Winter Salt**

County Council on October 30, 2024 tabled this item for further review.

In January 2016, the County entered into a contract with Windsor Salt Limited, formerly known as The Canadian Salt Company, for the supply and delivery of bulk coarse highway salt for winter operations. The period of the original contract covered the 2016/17 and 2017/18 winter season and was extended until 2019/20 and continued to be extended until the upcoming 2024/25 winter season with the approval of County Council resolutions as follows:

- February 28, 2018 - OP-CC-18-02-13 extension of Contract PWO-2016-01 for Supply and Delivery of Winter Salt at the rate of \$95.61 per tonne for the 2018/19 and \$97.45 per tonne for the 2019/20 winter seasons.
- January 29, 2020 – OP-CC-20-01-05 amendment of contract to extend for a five-year period effective June 1, 2020.

Further discussion was completed, and as there is a sufficient supply of salt for the 2024/2025 winter season, and the current agreement with Windsor Salt Limited doesn't expire until June 2025, our Committee passed the following resolution to proceed with tendering:

#### **RESOLUTION NO. OP-C-24-11-124**

THAT the Operations Committee directs staff to proceed with tendering for the supply and delivery of winter salt for a two-year contract with the option to extend for three additional one-year periods, subject to satisfactory service, price, terms and conditions effective June 1, 2025 through May 31, 2027.



## RESOLUTIONS

### 6. Establishment of an Ontario Rural Road Safety Program

#### **RESOLUTION NO. OP-CC-24-11-120**

Moved by Chair

Seconded by Committee

THAT County Council support the attached Good Roads resolution, as presented.

#### **Background**

County Council directed staff to review and contact Good Roads for clarification of the proposed resolution. Staff sought clarity on the wording, specifically as it applied to safety on rural roads, and received the attached e-mail from Mr. Scott Butler, Executive Director of Good Roads. All supporting documentation was gathered from the Ontario Road Safety Annual Report 2021, specifically, the County of Renfrew statistics located on page 57 and 58. A review of Table 3.11 Road Jurisdiction by Class of Collision, 2021 p.43, one can deduce that given the majority of collisions, 121,219 (86,741 + 6,973 + 7,384 + 20,069 + 52) of a total 153,751 or 79% of accidents occur on roadways maintained by municipalities, townships, counties or districts, regional municipalities or other, that rural roads are more susceptible to vehicle collisions.

### 7. Rural Ontario Municipal Association (ROMA) Conference Delegations

#### **RESOLUTION NO. OP-CC-24-11-121**

Moved by Chair

Seconded by Committee

THAT County Council approve that delegation requests be submitted for the 2025 Rural Ontario Municipal Association (ROMA) Annual Conference to:

1. the Ministry of Infrastructure regarding the ongoing reductions to the Ontario Community Infrastructure Fund (OCIF);
2. the Ministry of Transportation to address a commitment to complete the promised 22.5 kilometres of divided highway on Highway 17; and
3. the Ministry of Transportation regarding potential partnership(s) to expand and improve the Algonquin Trail;

AND THAT the Chair of the Standing Committee, along with the Warden, be designated to attend the delegation.

#### **Background**

Discussions with the Minister of Infrastructure will focus on the ongoing reductions to the Ontario Community Infrastructure Fund (OCIF).

Additionally, meetings with the Minister of Transportation will address the completion of the promised 22.5 kilometres of divided highway on Highway 17, from the new County Road 508 (Calabogie Road) interchange to County Road 20 (Bruce Street) in the

Town of Renfrew. The delegation will advocate for a phased approach to finishing this crucial section of highway in the County of Renfrew.

There will also be discussions regarding the trail crossing at Bissett Creek, specifically the former rail bridge over Highway 17, and the completion of the trail to the County of Renfrew boundary.

## **BY-LAWS**

### **8. Structure Assumption - C339 (Lynch Road Culvert)**

#### **RESOLUTION NO. OP-CC-24-11-122**

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-law to amend Schedule 'B' of By-law 10-15, being a By-law to Consolidate all By-laws with respect to Roads and Bridges included in the County Road System, to add County Structure C339 (Lynch Road Culvert) to the County Road system, effective December 1, 2024.

#### **Background**

On October 10, 2023, County Council passed Resolution OP-CC-23-10-118 as follows:

"THAT County Council approve the assumption of Lynch Road Culvert, on Lynch Road, 0.1km west of Dragonfly Way, in the Township of Admaston/Bromley be approved; AND FURTHER THAT the costs for design and construction of Lynch Road Culvert be shared equally between the County of Renfrew and the Township of Admaston/Bromley; AND FURTHER THAT staff be directed to complete the design for the replacement of Lynch Road Culvert and plan for replacement in 2024."

The new culvert on Lynch Road, in the Township of Admaston/Bromley, was designed and constructed by County of Renfrew staff to meet the requirements of the Canadian Highway Bridge Design Code (CHBDC), Ontario Ministry of Transportation (MTO) Highway Drainage Design Standards, and County Policy PW-02, Bridges. The final design was reviewed and stamped/approved by a Professional Engineer. As per Policy PW-02, "Following replacement, an amending By-law shall be passed by County Council to finalize the transfer to the County of Renfrew."

Staff have all design drawings, calculations, and specifications on file; additionally, they have reviewed the replaced culvert and found no deficiencies.

9. **PWO-2024-06 – One 3-Ton Truck and Plow**

**RESOLUTION NO. OP-CC-24-11-123**

Moved by Chair

Seconded by Committee

THAT County Council approve Contract PWO-2024-06 for one 3-Ton Truck and Plow as submitted by Everest Equipment, Ayer's Cliff, Québec, in the amount of \$240,156, plus applicable taxes; AND THAT County Council adopt a By-law to execute the contract.

**Background**

Submissions were requested through the Canoe Procurement Program for the supply and delivery of one 3-ton truck and plow and one submission was received as follows:

- |  |              |
|--|--------------|
| 1. Everest Equipment, Ayer's Cliff, Québec | \$240,156.00 |
| Amount excludes applicable taxes.          |              |

**Financial Implications**

The current 2024 Departmental Budget includes funds in the amount of \$200,000 for one 3-ton truck and plow unit. Staff have reviewed the submission and recommend that the balance of the required funds be obtained from savings incurred from previous 2024 approved equipment purchases and that the contract be awarded and a purchase order be issued. This procurement was processed in accordance with the County of Renfrew Corporate Policy GA-01, Procurement of Goods and Services.

All of which is respectfully submitted.

Glenn Doncaster, Chair

And Committee Members: P. Emon, D. Lynch, M. MacKenzie, D. Proctor, K. Watt, M. Willmer

**2024 CAPITAL PROGRAM VARIANCE - ROADS/STRUCTURES**

No.	Location	From	To	Budgetted Length (km)	Actual Length (km)	2024 BUDGET	November Projected	Variance	Carry Over
<b>County Road Reconstruction/Rehabilitation</b>									
1	River Road <i>McNab/Braeside</i>	Moore Street	Dochart Street	2.03	2.03	1,138,830	1,074,357	-64,473	
1	River Road <i>Horton</i>	County CP Trail	Castleford Bridge S EXP Joint	2.16	2.16	922,351	685,530	-236,821	
5	Stone Road <i>Admaston Bromley</i>	Mhusk Road	Highway 60	5.13	5.13	1,931,070	1,557,000	-374,070	
8	Cobden Road <i>Admaston Bromley</i>	Highway 60/County Road 9	Cobden Urban Beginning	14.46	14.46	1,920,471	1,534,967	-385,504	
13	Mountain Road <i>Laurentian Valley</i>	Stafford Third Line	Highway 17	4.10	4.10	1,471,900	1,221,818	-250,082	
19	Mud Lake Road <i>Laurentian Valley</i>	County Road 24	Pembroke South Limit	4.75	4.75	891,039	825,038	-66,001	
30	Lake Dore Road <i>North Algona/Wilberforce</i>	Sperberg Road	Traiblazers Road	2.28	2.28	1,137,221	1,538,650	401,429	
37	Murphy Road <i>Petawawa</i>	County Road 26 (Doran Road)	County Road 51 (Petawawa Blvd.)	0.93	0.93	1,537,635	2,460,000	922,365	
64	Opeongo Road <i>Bonnechere Valley</i>	Wieland Shore Road	Highway 41	8.19	13.46	2,599,214	3,135,248	536,034	
65	Centennial Lake Road <i>Greater Madawaska</i>	Matawatchan/Brougham Twp Line	2872 Centennial Lake Road	2.26	2.26	951,460	1,049,856	98,396	
70	Ruby Road <i>Killaloe, Hagarty and Richards</i>	County Road 512	Gorman Road	4.28	4.28	1,472,166	1,436,826	-35,340	
72	Ridge Road <i>Deep River</i>	Champlain Street	Deep River Road	0.17	0.00	315,258	5,000	-310,258	310,258
73	Deep River Road <i>Deep River</i>	Huron Street/Algonquin Street	Champlain Street	0.35	0.35	668,610	665,567	-3,043	
508	Calabogie Road <i>McNab/Braeside</i>	County Road 52	Goshen Road	4.28	4.28	2,191,180	1,685,841	-505,339	
512	Foymount Road <i>Brudenell Lyndoch Raglan</i>	Hubers Road	County Road 515	3.27	3.27	1,173,930	1,568,101	394,171	
512	Foymount Road <i>Bonnechere Valley</i>	B257	Lake Clear Road	1.23	1.23	1,032,960	1,053,000	20,040	
515	Palmer Road <i>Madawaska Valley</i>	County Road 62	Finch Road	6.54	6.54	1,911,949	1,940,344	28,395	
	Scratch Coat Paving	Various Locations				750,000	745,000	-5,000	
				<b>66.41</b>	<b>71.51</b>	<b>24,017,244</b>	<b>24,182,144</b>	<b>164,900</b>	<b>310,258</b>
<b>County Structure Reconstruction/Rehabilitation</b>									
No.	Structure Name	Location				2024 BUDGET	November Projected	Variance	Carry Over
B007	Butler Bridge	Admaston/Bromley (Butler Road)				1,400,000	1,845,000	445,000	
B102	Brennans Creek Bridge	Killaloe, Hagarty & Richards (CR512 Queen Street)				600,000	489,371	-110,629	
B103	O'Grady Bridge	Killaloe, Hagarty & Richards (O'Grady Settlement Road)				238,500	40,000	-198,500	198,500
B108	Tramore Bridge	Killaloe, Hagarty & Richards (Tramore Road)				400,000	570,512	170,512	
B156	Burnt Bridge	Brudenell, Lyndoch & Raglan (Burnt Bridge Road)				477,000	50,000	-427,000	427,000
B181	Peter Black Bridge	Laurentian Valley (CR24 White Water Road)				1,800,000	1,557,168	-242,832	
B232	Cochrane Creek Bridge	North Algona Wilberforce (Cement Bridge Road)				450,000	5,000	-445,000	445,000
B257	Harrington Creek Bridge	Bonnechere Valley (CR512 Foymount Road)				800,000	800,000	0	
C001	Berlanquet Creek Culvert	Admaston/Bromley (CR5 Stone Road)				750,000	566,561	-183,439	
C012	Farquharson's Culvert	Admaston/Bromley (S. McNaughton Road)				200,000	40,000	-160,000	160,000
C051	Harris Creek Culvert	Admaston/Bromley (Proven Line)				160,000	120,000	-40,000	
C062	John Watson Culvert 2	Brudenell, Lyndoch & Raglan (John Watson Road)				600,000	250,000	-350,000	
C134	Campbell Drive Culvert	McNab/Braeside (Campbell Drive)				600,000	691,633	91,633	
C204	Bellows Creek Culvert	Whitewater Region (CR12 Westmeath Road)				1,200,000	1,155,310	-44,690	
C215	Elm Creek Culverts	Whitewater Region (Snake River Line)				360,000	160,000	-200,000	
C221	Kenny's Culvert	Whitewater Region (Pleasant Valley Road)				200,000	110,000	-90,000	
C268	St. Columbkille's Culvert	Laurentian Valley (CR58 Round Lake Road)				900,000	371,879	-528,121	
C325	Neilson Creek Culvert	Bonnechere Valley (Lake Clear Road)				500,000	424,276	-75,724	
C339	Lynch Road Culvert	Admaston/Bromley (Lynch Road)				120,000	70,000	-50,000	
	General Bridge Repairs	Various Locations				150,000	100,000	-50,000	
						<b>11,905,500</b>	<b>9,416,709</b>	<b>-2,488,791</b>	<b>1,230,500</b>
<b>Engineering for Future Works</b>									
No.	Name	Location				2024 BUDGET	November Projected	Variance	Carry Over
B053	Constant Creek Bridge	Greater Madawaska (Ferguson Lake Road)				140,000	100,000	-40,000	40,000
B122	Waba Creek Bridge	McNab/Braeside (CR52 Burnstown Road)				45,000	45,000	0	
B145	Combermere Bridge	Madawaska Valley (CR62 Combermere Road)				40,000	40,000	0	
C014	Labombard Culvert	Admaston/Bromley (Chris Ruddy Road)				18,000	18,000	0	
C024	Cliché Culvert	Laurentian Valley (Sandy Beach Road)				18,000	18,000	0	
C040	Snake River Culvert	Admaston/Bromley (CR8 Cobden Road)				25,000	25,000	0	
C136	Robertson Twin Pipes	McNab/Braeside (Robertson Line)				31,000	31,000	0	
C201	Broomes Creek Culvert	Whitewater Region (CR7 Foresters Falls Road)				70,000	90,000	20,000	
C229	Burnt Bridge	North Algona/Wilberforce (Burnt Bridge Road)				18,000	18,000	0	
C330	McLeads Culvert	McNab/Braeside (CR52 Burnstown Road)				18,000	18,000	0	
						<b>423,000</b>	<b>403,000</b>	<b>-20,000</b>	<b>40,000</b>
Traffic Signals - Upgrades		Various Locations				250,000	232,500	-17,500	
						<b>250,000</b>	<b>232,500</b>	<b>-17,500</b>	<b>0</b>
						<b>36,595,744</b>	<b>34,234,353</b>	<b>-2,361,391</b>	<b>1,580,758</b>
<b>CCBF Funded Project</b>		<b>OCIF Funded Project</b>							

Good morning Lee,

My colleague Thomas Barakat forwarded your note along to me. Thanks for reaching out. Happy to provide the following clarification.

The official statistics are contained in the Ministry of Transportation's Ontario Road Safety Annual Report (ORSAR). The last complete report was for 2021 and was published in August of this year. You can find the full report here: <https://www.ontario.ca/files/2024-07/mto-orsar2021-en.pdf>. Section 4, which starts on page 52, breaks down the geographic analysis of collisions in Ontario. The County of Renfrew's table is found on page 57.

When we look at the scale of deaths and injuries on the roadways, we are doing so in a way that does not assign cause to any particular incident. There are almost as many causes as there are collisions. Our main concern is directly addressing the risk and the fiscal impact that risk has on the road authority.

The program we have proposed to the province has a first step involving an audit of existing problematic sections of a municipality's network to diagnose solutions. It is based on similar programs in place in the US, Europe, and Australia. As far as we can tell, we are the only OECD nation that does not have a program to address this issue.

One other thing to consider: we have cross-referenced the ORSAR data with the road and bridge data contained in municipal asset management plans and demographic stats. There is a clear trend indicating that rural municipalities are managing, on a proportional basis, far more extensive road networks on a much smaller tax base. This approach would allow those municipalities to continue that work while also providing funding to apply a safety lens. We have also requested a funding envelope that would make this an entitlement program rather than the usual competitive funding program.

Happy to jump on a call and discuss further if it would be helpful.

Regards,

Scott Butler  
Executive Director  
Good Roads

# Good Roads

Wednesday, October 09, 2024

To: County of Renfrew Head of Council and Council Members

Sent via email to: [info@countyofrenfrew.on.ca](mailto:info@countyofrenfrew.on.ca)

## **Subject: Establishment of an Ontario Rural Road Safety Program**

Too many Ontarians are being seriously injured or killed on our roads.

In 2023, there were 616 people killed and 36,090 people injured. The number of fatalities is up nearly 20% in the last ten years.

In 2021, the most recent year of complete data from MTO's *Ontario Road Safety Annual Report (ORSAR)*, there were 561 fatalities – 426 of which occurred on municipal roads. While rural Ontario only represents 17% of the province's population, 55% of these deaths occurred on rural roads. By any measure, Ontario's rural roads are disproportionately more dangerous.

At the same time, municipal insurance premiums continue to increase. With no plausible reform being considered for joint and several liability, municipalities need to find innovative means for managing risk, particularly on their roadways,

To deal with this crisis, Good Roads has designed a multifaceted rural road safety program and have been in discussions with the Ministry of Transportation to fund it. The program would target a municipality's most dangerous roads, perform road safety audits, and install modern safety infrastructure that prevents serious injuries and save lives. This program is designed to be cost effective while also providing rural municipalities with a direct means for addressing risk associated with their roadways.

Good Roads has proposed leading a five-year \$183 million program that leverages our 131 years of municipal road expertise and our industry partnerships to quickly put in place the solutions that will address some of Ontario's most dangerous roads.

Good Roads is seeking support to address these preventable tragedies.

If the County of Renfrew would be interested in pursuing this, a Council resolution similar to the example below should be adopted and sent to the Premier and the Minister of Transportation:

**WHEREAS** official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

AND WHEREAS, despite only having 17% of the population, 55% of the road fatalities occur on rural roads;

AND WHEREAS, rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

AND WHEREAS, preventing crashes reduces the burden on Ontario's already strained rural strained health care system;

AND WHEREAS, roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;

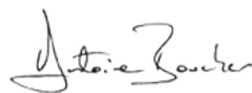
THEREFORE, BE IT RESOLVED THAT the County of Renfrew requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead. It will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads; and

FURTHER THAT a copy of this resolution be forwarded to Premier Doug Ford, Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. King Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, and Good Roads; and

FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.

If you have any questions regarding this initiative please contact Thomas Barakat, Good Roads' Manager of Public Policy & Government Relations, at [thomas@goodroads.ca](mailto:thomas@goodroads.ca) at your convenience.

Sincerely,



Antoine Boucher  
President  
Good Roads Board of Directors

**Scott R. Butler**  
**Executive Director**



# MEMORANDUM

To: Taylor Hanrath, Manager of Capital Works, County of Renfrew  
From: Mitchell Patenaude, P.Eng., Egis Canada Ltd.  
Date: November 1, 2024  
Re: County of Renfrew TMP – Road Rationalization Assessment (CCO-22-3038)

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## 1.0 INTRODUCTION

The primary objective of the County of Renfrew (the County) road network is to provide connectivity within the County as well as connecting the County to its neighbours, supporting efficient flow of traffic to, from, and through the County.

Rationalization of a road network can be a sensitive process given the financial, administrative, and land use implications to stakeholders. However, rationalization is critical in ensuring the County road network is serving its intended purpose as efficiently as possible. The economic reality facing many municipalities is that available resources are finite. Because of this, it is essential that resources are focused as efficiently as possible. Capital that is invested on a County road that does not serve a County purpose is capital that could be invested to greater affect elsewhere.

As part of the County Transportation Master Plan (TMP) process, an assessment of the County's road rationalization policy (PW-19, March 2023) and its application has been completed. This memorandum is intended to provide the County staff with an opportunity to provide input on the completed road assessment. In doing so, County staff experience and local knowledge can be leveraged to shape the outcome of the assessment to better align their expectations and desired outcome.

## 2.0 CURRENT POLICY (PW-19)

The County's road rationalization criteria outlined in Policy PW-19 follows the framework developed by the Ontario Good Roads Association (OGRA) in 1998. The criteria outlined in the OGRA framework were developed in consideration of the revised Ministry of Transportation Ontario (MTO) Criteria for Upper Tier Roads. The framework established 12 rationalization

criteria and weights with a minimum threshold of 6 points (of a possible 15) for a road to be considered for County road jurisdiction.

While the OGRA framework is widely used today by upper-tier municipalities, the criteria are relatively broad and are typically considered as a starting point rather than an all-encompassing rigid framework. The OGRA framework in its generality can lack consideration to the County's specific goals and objectives envisioned in its planning and policy documents. There is currently opportunity to improve definitions, criteria, and weightings to better reflect the realities of the County.

### **3.0 RATIONALIZATION REVIEW**

#### **3.1 Comparable Review**

As part of this study rationalization criteria from the following municipalities were reviewed in addition to those provided by the OGRA framework and the County itself:

- Simcoe County (2008).
- Oxford County (2009).
- Lanark County (2008).
- Grey County (2014).
- Dufferin County (2015).

The intent of this comparable review is to identify potential improvements and or modifications which could be applied to the County's criteria to better reflect the nature of the County and to improve clarity of specific criterion.

Through the review of the road rationalization policies referenced above, a number of additional criteria were identified which were established to better reflect the planning context of the respective municipality. The additional criteria are described as follows:

- **Criterion 13: Connects to a County Road in a Neighbouring Jurisdiction**

Identifies roads that provide continuity through municipal boundaries. These include roads which may share a boundary with another jurisdiction with a similar County designation.

- **Criterion 14: Provides a Continuous Route Through the County**

Identifies those road sections that provide continuous travel service through the County and thus have the potential to serve a higher function.

- **Criterion 15: Provides Urban Congestion Relief / By-Pass**

Considers roads that can be effective in providing relief to urban congestion and act as a local by-pass route.

- **Criterion 16: Emergency Detour Routes**

Acknowledges roads that serve as designated emergency detour routes for major provincial highways. Roads within a designated emergency detour route must be able to effectively accommodate diverted traffic.

- **Criterion 17: Peak Seasonal / Monthly Volumes**

Considers roadways which have significant seasonal traffic volume variations, seeing substantial increases during particular months of the year.

A summary of the criteria and weights used by the various municipalities, OGRA and the County, is provided in **Table 1**.

Table 1: Rationalization Criteria Comparison Summary

Criteria	Criterion Weighting						
	OGRA	County of Renfrew	Simcoe County (2008)	Oxford County (2009)	Lanark County (2008)	Grey County (2014)	Dufferin County (2015)
1. Urban Centre Connector	3	3	2	3	3	0 to 4	0 to 4
2. Kings Highway / Upper Tier Connector	2	2		3	2		
3. Heavy Industry Service	2	2	1 to 5	2	2	0 to 2	0 to 2
4. Barrier Service	1	1	-	1	1	1	0.5
5. Resort / Recreation Service	1	1	1 or 2	1	-	-	-
6. Urban Cell Service	0	0	-	-	3	-	-
7. Urban Arterial Extension	3	3	1 or 3	3	-	-	-
8. Rural Cell Service	0	0	-	-	1	-	-
9. Traffic Speed	1	1	-	1	-	1	1
10. Road Surface	0.5	0.5	-	0.5	1 to 3	-	-
11. Traffic Volume	0.5	0.5	1 to 6	0.5	-	0 to 4	0 to 4
12. Road Right-of-Way	1	1	-	1	-	-	-
13. Connects Neighbouring County Road	-	-	1	-	-	2	2
14. Continuity within County	-	-	-	-	-	2	2
15. Provides Urban Congestion Relief / By-Pass	-	-	2	-	-	2	2
16. Emergency Detour Routes	-	-	6	-	-	-	-
17. Peak Seasonal / Monthly Volumes	-	-	-	-	1 to 3	-	-
<b>Total Criterion</b>	<b>10</b>	<b>10</b>	<b>8</b>	<b>10</b>	<b>8</b>	<b>8</b>	<b>8</b>
<b>Possible Score</b>	<b>15</b>	<b>15</b>	<b>27</b>	<b>16</b>	<b>18</b>	<b>18</b>	<b>17.5</b>
<b>Threshold Score</b>	<b>6</b>	<b>6</b>	<b>6</b>	<b>6.5</b>	<b>6</b>	<b>6</b>	<b>6</b>

### **3.2 Recommended Criteria Updates**

Based on the review of comparable policies and in consideration to the specific needs of the County, there is opportunity for improvements to the current road rationalization policy. The following recommendations are provided which describe the applicability/changes to specific criterion and revised weights. These recommended changes are intended to better reflect the importance that the respective attribute plays within the County road network.

#### **Criterion 1: Urban Centre Connector**

The intent of Criterion 1 is to identify roads that connect urban centres or built-up areas to one another or to the provincial highway system. For the purposes of scoring this criterion, the County of Renfrew Official Plan should be referred to which identifies Urban Communities, and Village Communities.

The Renfrew County Official Plan also includes the Rural designation. This designation includes small communities consisting of single-detached residences and small-scale commercial and institutional uses and includes areas such as Burnstown, Combermere and Douglas. The Rural designation applies to a large number of communities, many of which are relatively small consisting of only a few residential / commercial properties. Generally, it is expected that these areas do have sufficient density to warrant special consideration for connectivity in the same way as Urban or Village Communities do. It is instead expected that the local road network can accommodate traffic to/from these areas. It is anticipated that should these locations be required to serve higher density residential or commercial uses; Official Plan amendments would be granted, changing the land use designation to either Urban or Village Community.

While as described above, the Rural designation applies to a large number of small residential built-up areas that may not warrant County Road connectivity, there are some roadway segments through Rural designated areas with urban/semi-urban cross-sections. These currently include, but may not be limited to the following:

- Westmeath (White Water Region)
- Forester Falls (White Water Region)
- Burnstown (McNab Braeside)
- White Lake (McNab Braeside)
- Douglas (Admaston / Bromley)

- Round Lake Centre (Killaloe, Hagarty and Richards)

These areas are expected to be relatively built-up warranting consideration towards County road connectivity, however, not to the same extent as Village Communities.

To recognize the significance of these Official Plan land use designations and the commercial activity associated with each, the following weights are recommended.

4 points	road connecting an Urban Community to another Urban Community
	road connecting an Urban Community to a provincial highway
3 points	road connecting an Urban Community to a Village Community
2 points	road connecting a Village Community to another Village Community
	road connecting a Village Community to a Provincial Highway
1 point	road connecting a Rural* area to a Village Community or Urban Community
	road connecting a Rural* area to a Provincial Highway
0	road connecting any other area not designated Urban Community or Village Community

*\*Rural designated areas with Urban / Semi-Urban designated cross-sections only.*

While the City of Pembroke, is a single tier municipality and as such outside the County of Renfrew jurisdiction, is considered an Urban Community for the purposes of scoring this criterion.

**Criterion 2: Kings Highway / Upper Tier Connector**

This Criterion is considered a redundancy as traffic volumes generated by major institutional / commercial / industrial complexes would be captured through the various other criterion (Criterion 1, 3, and 5) that assess the traffic volumes associated with such usage.

**Criterion 3: Heavy Industry Service**

The current criterion is relatively vague in terms of identifying “Consistent major attractor or generator” and is open to interpretation. Heavy vehicle traffic volume is a clear indicator of the degree in which a road is used to support industrial land use.

This criterion recognizes existing truck traffic and its impacts on the road network. Points are awarded on the following sliding scale based on the daily truck volumes for a given section of road:

2 Points	≥ 750 (daily truck volume)
1.5	500 to 746
1	250 to 499
0.5	100 to 249
0	< 100

While all effort should be made to include truck traffic in traffic volume counts, In the absence of daily truck traffic data, a reduced weight of 1 is recommended for roads “close” to “consistent major attractor or generators” of heavy vehicles, consistent with the current criteria.

**Criterion 4: Barrier Service**

Barrier service is a significant factor within the County given the abundance of lakes, rivers, and wetlands which serve as barriers to the provision of a continuous road network. In addition to the description provided in PW-19, this criterion may also extend to cases whereby, no alternative roadway serves the same nominal (east, west, north, south) route of travel. In these cases, the absence of alternative parallel routes can be considered a barrier. A weight of 2 is recommended for roads that provide service across, around, or parallel a barrier.

**Criterion 5: Resort/Recreation Connection**

The intent of this Criterion is to provide upper tier service close to resort / recreational areas or to a lower tier road system that distributes the traffic. The current criteria specifies resort / recreational areas generating 700 vehicle trips per day during normal season of operation.



However, this is quite difficult to assess with the necessary data and likely would not apply to most resort areas within the County. Application of this criterion is recommended to be revised to include wording similar to that of Criterion 3. I.e., to be 'Close' to "Seasonal major attractor or generators".

Given the importance of recreational activity within the County, an increased weight of 2 is recommended for roads meeting this criterion.

**Criterion 6: Urban Cell Service**

The urban areas in the County are generally limited in number and size and the local networks within these areas provide adequate service. It is also noted the intent of this Criterion is to provide rationale for filling gaps in the County road network within urban areas. Therefore, this criterion is not considered applicable.

**Criterion 7: Urban Arterial Extension**

This Criterion is considered a redundancy to Criterion 1. All roads serving the function of an Urban arterial extension will also receive points for connecting an urban area or a built-up area. It is recommended that this criterion not be considered.

**Criterion 8: Rural Cell Service**

Similar to Criterion 6, the intent of this criterion is to provide rationale for filling in gaps in the County road network. However, this criterion is not considered applicable to Renfrew County.

**Criterion 9: Traffic Speed**

This criterion is intended to identify roads which have a speed limit of 80 km/h which signifies the role of a higher tier road to provide efficient flow of traffic through the County. The predominant speed should be considered as the speed limit applicable to the majority of the length of any given roadway. A weight of 1 is appropriate for this criterion, consistent with current weighting.

**Criterion 10 Road Surface**

The type of surface a road has, or its conditions is not considered an important factor with respect to road classification. Roads considered candidates for County jurisdiction should be upgraded to appropriate standards. This criterion should not be applied.



**Criterion 11: Traffic Volumes**

Traffic volumes are a significant indicator of road function. Points are recommended to be awarded on the following sliding scale based on Average Annual Daily Traffic (AADT). The scale has been developed to better reflect the role and function of the road within the overall network and in reference to the AADT ranges for various road classifications outline in the Transportation Association of Canada (TAC) Geometric Design Guidelines for Canadian Roads.

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6 Points	≥ 12,000 AADT
4	8,000 to 12,000
3	5,000 to 8,000
2	3,000 to 5,000
1	1,000 to 3,000
0	< 1,000

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**Criterion 12: Road Right-of-Way**

The available right-of-way is not considered an important factor in determining jurisdiction. Similar to Criterion 10, roads considered for the County road network should be upgraded to the appropriate standards and provision made to acquire any additional property as necessary. Therefore, this criterion should not be considered.

**Criterion 13: Connects to a District / County Road in a Neighbouring Jurisdiction**

This Criterion is intended to place emphasis on the importance of continuity and connectivity between the County and its neighbours (other counties / province of Quebec) by allowing for better movement of people and goods across boundaries. Adoption of this criterion with a weight of 2 points is suggested for roads providing this connection and continuity.

**Criterion 14: Provides Continuity through Renfrew County**

This Criterion is an important consideration with respect to the overall objective of the County road network. Continuity through Renfrew improves connectivity both within it and to destinations and opportunities beyond its borders which are vital to the economic health of the County and its residents.

Adoption of this criterion with a weight of 2 points is suggested for roads providing this connection and continuity.

**Criterion 15: Provides a By-Pass Function for Urban Areas**

The County road network currently does not have many roads fulfilling this function. However, the few that do, play a critical role in the network by reducing congestion and allowing for greater efficiency of traffic flow. Roads serving this function should be assigned a weight of 2.

**Criterion 16: Emergency Detour Routes**

Emergency detour routes are signed routes typically designated to provide relief to the provincial freeway system in the event of an emergency whereby a section of highway is closed. With existing emergency detour routes and MTO plans to widen Highway 17, this is an important criterion for consideration. A weight of 6 is recommended for all roads designated as EDR routes by the MTO. Unofficial detour routes not serving a freeway typically accommodate lower volumes of traffic during a closure and as such warrant a lower score. A reduced weight of 2 is recommended for detour routes commonly used but not officially designated as EDR routes.

**Criterion 17: Peak Season / Monthly Volumes**

While the context of the County and the high recreational activity lend itself to higher than typical seasonal traffic variations, significant deviations from the average are typically associated with major recreational destinations. This criterion is considered redundant with other criteria and therefore should not be considered.

**Criterion 18: Existing Road Jurisdiction**

Unique to all policies reviewed, this criterion recognizes the role existing County roads play within the overall County network. Existing County roads while assigned prior to adoption of

the current road rationalization policy, were likely assigned in response to a need for the road to serve within the County network. Existing County roads should be assigned a weight of 1.

**3.2.1 Recommended Criteria Update Summary**

A summary of the recommended criteria and weighting for the County of Renfrew Road network is provided in **Table 2**. While the overall number of criteria has increased, a threshold of 6 is still considered appropriate. The increase in scoring criteria simply represents the different ways in which a roadway can serve a County road function.

**Table 2: Renfrew County Recommended Criteria and Weights**

Criteria	Weight
1. Urban Centre Connector	0, 1, 2, 3, or 4
3. Heavy Industry Service	0 to 2 / 0 or 1
4. Barrier Service	0 or 2
5. Resort / Recreation Service	0 or 2
9. Traffic Speed	0 or 1
11. Traffic Volume	0 to 6
13. Connects Neighbouring County Road	0 or 2
14. Continuity within County	0 or 2
15. Provides Urban Congestion Relief / By-Pass	0 or 2
16. Emergency Detour Routes	0, 2 or 6
18. Existing Road Jurisdiction	0 or 1
<b>Total Criterion</b>	<b>10</b>
<b>Possible Score</b>	<b>30</b>
<b>Threshold Score</b>	<b>6</b>

### 3.2.2 Recommended Special Considerations

The County road rationalization policy, in addition to the specified criteria and weights could allow for consideration to special circumstances. This would allow for some degree of flexibility and avoid potentially overly stringent application of the rationalization process. In addition to the application of the above noted criteria, consideration should be given to special circumstances. These are factors that may result in the desire for a road that doesn't meet the minimum threshold to still fall within the County road network. These special circumstances include but are not limited to the following:

- Geography / topography constraints or limitations.
- Road maintenance needs and resulting programming / scheduling.
- Presence of existing bridges or structures.
- Access density and management concerns.
- Planned / proposed future development.
- Continuity of jurisdiction (to avoid jurisdictional changes between consecutive road segments).

Consideration for these factors may be partially captured through the criteria but may not be sufficient to ensure the most appropriate road jurisdiction is realized. A broader review of the overall road system should be undertaken as part of any road rationalization review and in doing so employ best judgement and usage of engineering and planning principles.

### 3.2.3 Hwy 17 Widening Implications

As mentioned previously, the MTO has indicated plans to continue widening Highway 17 to just west of the Town of Renfrew. As part of the TMP process, MTO provided its proposed alignment for the highway, illustrated in **Figure 1**. Of particular note, are the proposed connections to County and local roads. Interchanges are expected at Highway 60, County Road 20, County Road 6, and County Road 54/508 (completed). The Goshen Road connection is expected to be an overpass (no access to the highway). Of significant consideration to this study is the proposed treatment of the County Road 63 (Miller Road / Anderson Road) connection. Anderson Road is expected to be come a dead-end just south of the highway, while a new service road north of Highway 417 is expected to connect Miller Road to the new interchange at County Road 508 (Calabogie Road). In consideration of this future configuration, County Road 6 north of Hwy 17, County Road 63, and County Road 45 do meet

the minimum thresholds. In consideration of County Road 63 (Anderson Road) becoming a dead-end south of Highway 17, the service the road would be expected to provide is much more closely aligned as a collector or local roadway. This is consistent with the reasoning provided by MTO in that the intent of the dead-end was to alleviate public concerns relating to traffic and specifically truck traffic. Similarly, the need for the segments of County Road 63 (Miller Road) and County Road 6 (Lochwinnoch Road) to Highway 17/Gillan Road to provide upper-tier service is also significantly diminished as this entire segment essentially serves as a parallel route to Highway 17.

However, as will be discussed within the Draft TMP, MTO designates Emergency Detour Routes (EDRs) for motorists when an emergency closure of a major road or highway occurs. The EDR directs motorists away from the closed highway to a parallel route, and ultimately to a point where motorists can rejoin the facility.

Through their design and implementation, EDRs minimize the disruption to the local road network and are essential tools for first responders to manage emergency situations. Each EDR is demarcated with a series of signs denoting the highway number and, in some instances, directional arrow(s) to inform motorists where to turn. Currently, within the County only a single EDR exists for Highway 417 between Ottawa Road 29 (City of Ottawa) to Renfrew County Road 2 (White Lake Road) along County Road 1 (Madawaska Boulevard) and County Road 2 (Daniel Street). In response to the proposed continued widening of Highway 17, a review of new potential EDRs was completed and recommendations for consideration by the County and MTO for new EDRs was provided and illustrated in **Figure 2**.

EDRs are typically provided by MTO on freeway segments such as Highway 417, Highway 416, Highway 11, etc. As such recommendations for future EDRs were limited to the future widening limits of Highway 417. The recommended EDRs serve to provide designated detour routes in the event of a closure on Highway 417 anywhere between the County limits and just west of the Town of Renfrew. The EDRs consist of the following road segments:

- Campbell Drive (Township of McNab / Braeside) from County Road 1 (White Lake Road) to County Road 2 (Usborne Street).
- County Road 54 (McLean Drive) from County Road 1 (White Lake Road) to County Road 63 (Miller Road) via the proposed future service road.

- County Road 63 (Miller Road) to Highway 132 via County Road 6 (Lochwinnoch Road) / Gillan Road, and O'Brien Road (Town of Renfrew, Highway 60 Connecting Link).
- Highway 60 (Town of Renfrew, Highway 60 Connecting Link) from Highway 17 to County Road 20 (Bruce Street).
- County Road 20 (Bruce Street) to Highway 17.
- Garden of Eden Road (Horton Township) from County Road 20 (Bruce Street) to Pinnacle Road (Horton Township).
- Pinnacle Road (Horton Township) to Highway 17 / County Road 4 (Storyland Road).

These roadways have been considered as EDRs for the purposes of scoring criterion 16. However, it is recommended that no provisions be made for their transfer (upgrade/downgrade) until further consultation with MTO is undertaken and their inclusion in the transportation network as EDRs is confirmed as part of the overall widening project.

Additionally, while not located within a freeway segment, consultation with County staff indicated a number of County Roads which are frequently used as detour routes. Roadways encompassing these routes are awarded 2 points under Criterion 16. The following detour routes were identified:

- County Road 4 (Storyland Road) to County Road 7 (Foresters Falls Road).
- County Road 40 (Greenwood Road) from Highway 17 to Highway 40.
- County Road 24 (White Water Road) from Highway 17 to County Road 40 (Greenwood Road).



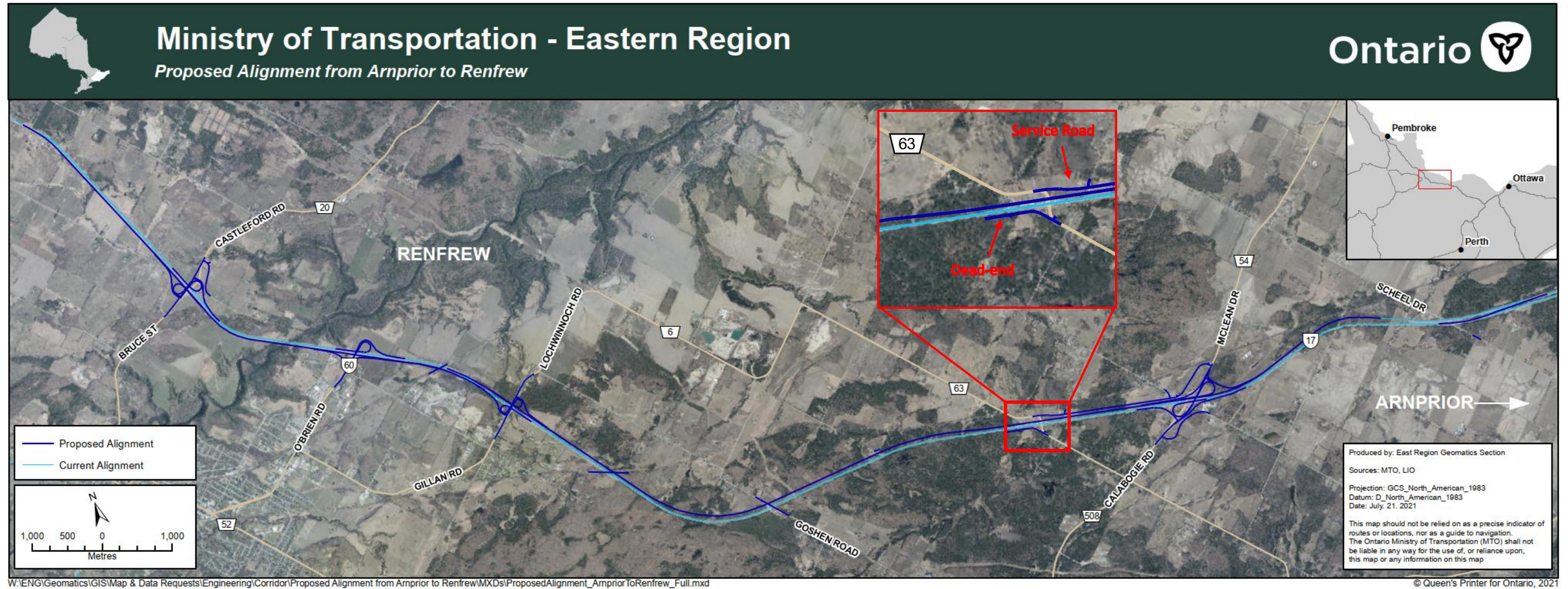


Figure 1: Proposed Highway 17 Alignment



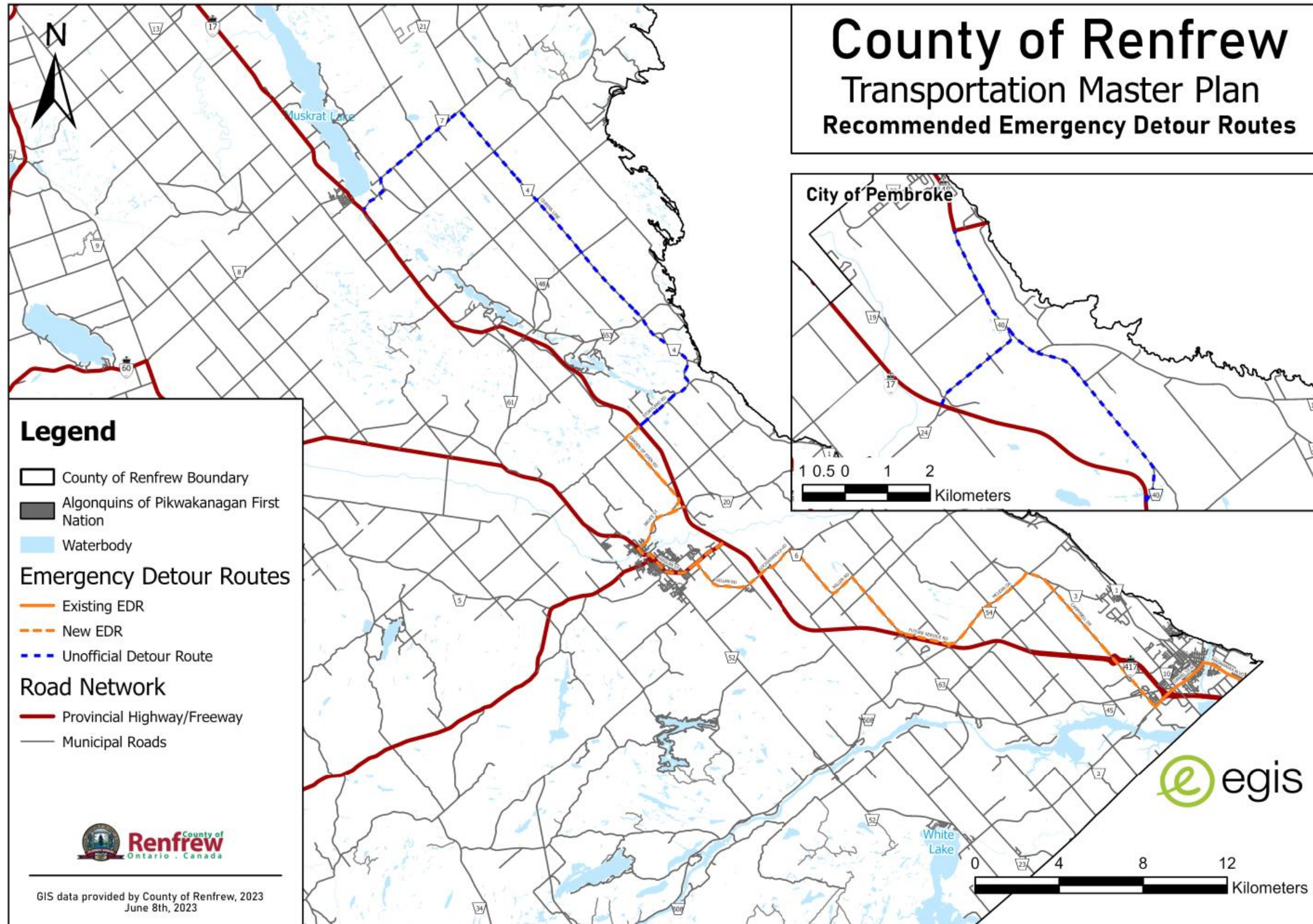


Figure 2: Future Recommended Emergency Detours



### **3.2.4 Connecting Link Program**

While some road sections travelling through built-up areas warrant being included in the County road network, they also serve a local function given their role in providing access to businesses and amenities. Often these roads are targeted for streetscaping or “beautification” projects as a means of attracting economic growth in the downtown areas. As such, balance must be given to competing needs (i.e., pedestrian versus car, local versus county).

This balance could be achieved through consideration of implementing a ‘Connecting Link’ program for County roads through urban areas. The primary objective of adopting a connecting link program would be to ensure that the interests of both the County and local municipalities are reconciled in relation to the role and function of County roads through urban areas. Through a connecting link program, the municipality would assume jurisdiction of the urban road sections and through their own corridor development policy, would be able to modify the road to suit their local needs. This would transfer responsibility of speed limits, pedestrian facilities, access management, development approval, etc. to the local municipality. The local municipality, however, would not have authority to alter the connecting link in a way that could disrupt or negate the interests or objectives of the County road network. This would also be to the benefit of the County who would no longer be burdened with administrative details of such requests.

Once a road or road section is designated as a connecting link, the County and respective municipality may enter into an agreement whereby the role and responsibilities of each party are clearly identified. The agreement would typically specify the jurisdictional rights, cost sharing specifics (including eligible costs) and approval rights with respect to construction plans.

### 3.2.4.1 Connecting Link - Cost Sharing Model

Any connecting link program must clearly identify the cost sharing responsibilities of each party. The MTO connecting link program (2022), provides funding for up to 90% of total eligible costs which can be used for the following projects:

- Environmental Assessment costs.
- Design / Engineering costs.
- Project Management / Contract Administration costs.
- Materials.
- Construction.

Funds cannot be used for:

- Costs incurred before project approval or after committed project completion date.
- Land acquisition.
- Leasing land, equipment, buildings, and other facilities.
- Financing fees.

The County of Renfrew recently developed its Infrastructure Expansion Policy (Ga-14 / May 2024) which generally provides the cost sharing framework required for a connecting links type program. The policy provides the scope of applicable works, and the cost sharing measures should any municipality request a scope of work greater than is planned, and or would fall under the County responsibility as per the Municipal act.

## 4.0 PROPOSED ROAD NETWORK

An assessment of the County road network was completed in consideration of the recommended criteria (provided in **Attachment 1**) and weighting, outlined in **Table 2**.

**Map 1** and **Map 2**, illustrates the roads recommended to be maintained within the County road network, transferred to local municipalities, transferred to the County road network, or be considered as connecting links.

**Table 3** provides a high-level summary of the assessment. Based on the recommended criteria and weighting, a total of 125 km of the approximately 820 km of County road is recommended for transfer to the local road network. An additional 25 km of roadway is recommended for the connecting link program.

**Table 3: Road Rationalization Summary**

	<b>Sections</b>	<b>Length (km)</b>
Currently Designated County Road	<b>512</b>	<b>820</b>
Existing County road recommended for transfer to local municipality	79	122
Existing County road to remain in County network	403	673
Existing local road recommended for transfer to County	5	18
Existing County road recommended for Connecting Link program	30	25





# County of Renfrew

## Transportation Master Plan





### Road Rationalization Assessment

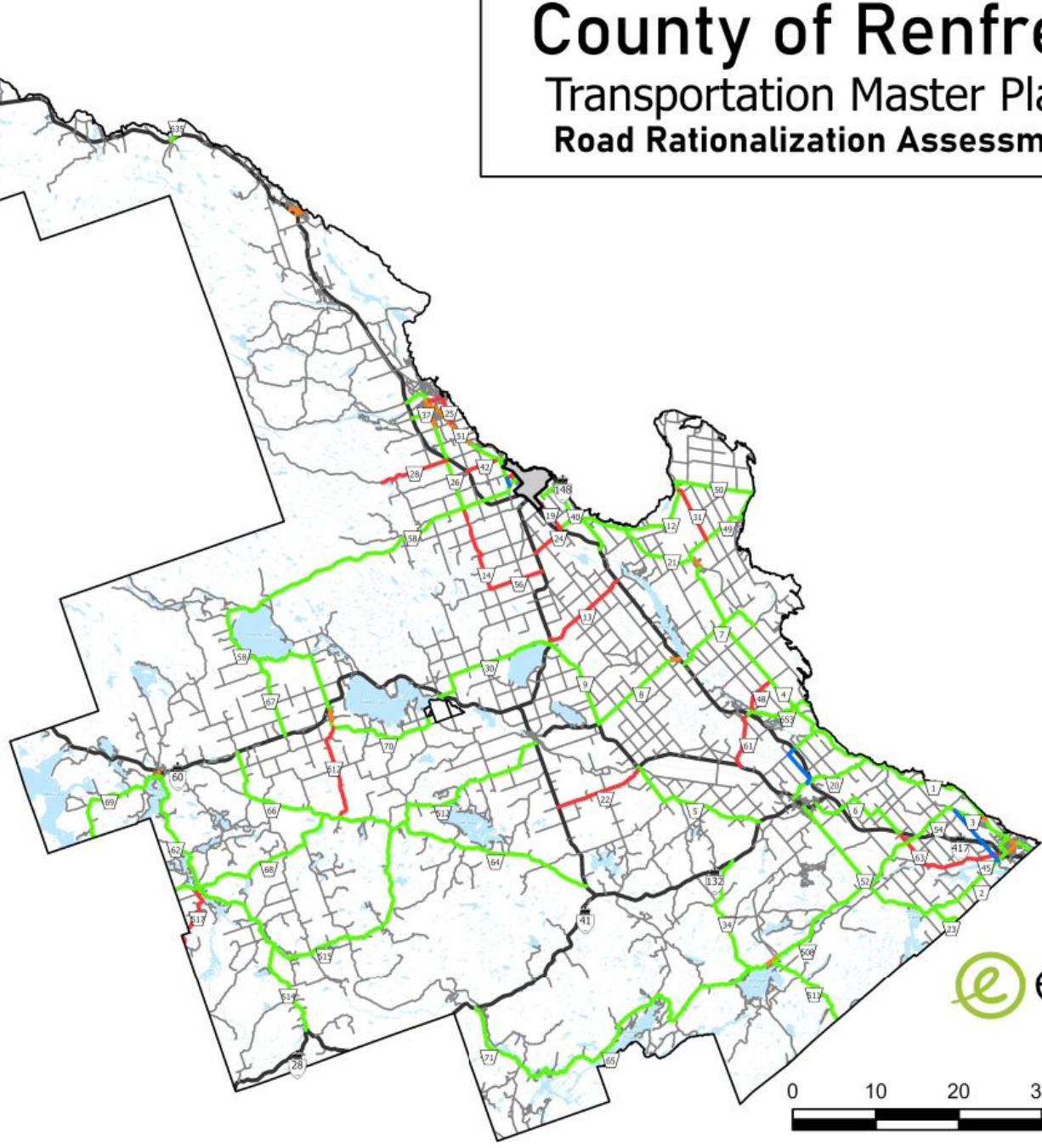


### Legend

-  County of Renfrew Boundary
-  City of Pembroke
-  Algonquins of Pikwakanagan First Nation
-  Waterbody

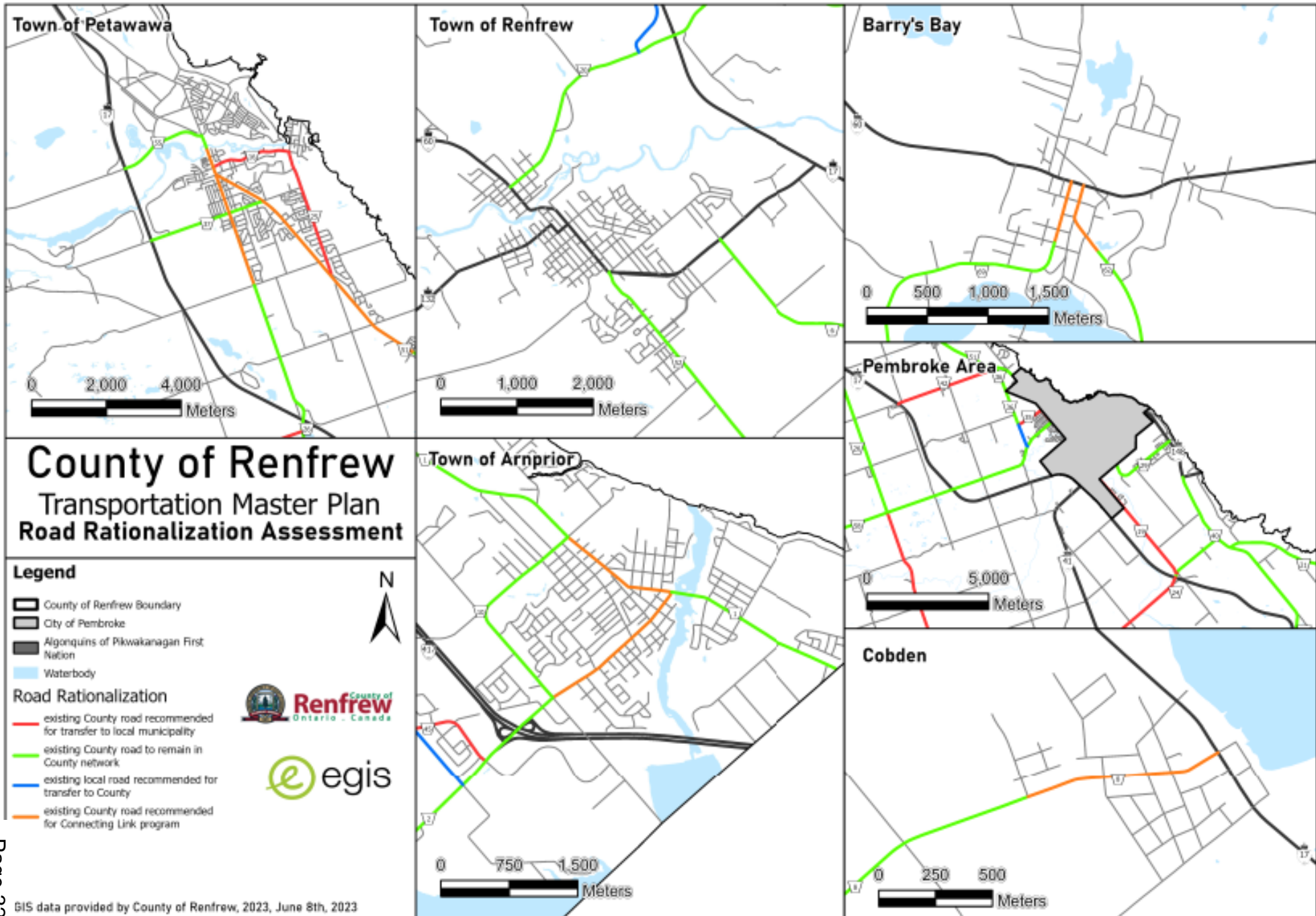
### Road Rationalization

-  existing County road recommended for transfer to local municipality
-  existing County road to remain in County network
-  existing local road recommended for transfer to County
-  existing County road recommended for Connecting Link program



GIS data provided by County of Renfrew, 2023  
June 8th, 2023





ap 2: Road Rationalization Assessment Summary (2 of 2)

#### 4.1 Roads to Consider for Transfer to Local Municipalities

A total of 125 km of roadway is recommended for transfer to local municipalities, as summarized in **Table 4**. These roads did not meet the minimum threshold nor warrant special considerations. Many of the identified roadways provide connections from one highway to another highway or another County road. However, this service does not in itself indicate the need for the road to provide upper-tier service.

Additionally, some roads could be argued to receive points under Criterion 1 for connecting a provincial highway to an Urban Community or Rural Village. However, some of the roads recommended for transfer connect the provincial highway system to an Urban Community or Village but do so in a manner whereby the roadway serves as a direct parallel route to a highway. For example, County Road 19 near Pembroke runs directly parallel to Highway 17 and connects back to the highway outside of the urban area boundary, and as such is not considered to achieve the intent of Criterion 1.

As discussed in **Section 3.2.3**, the roads recommended as future EDRs were given 6 points under Criterion 16, which would include them in the County road network. However, it is worth noting that a number of the existing County roadways did not meet the minimum threshold for inclusion in the County Roadway without the consideration as an EDR. This included the following roadways:

- County Road 6 (Lochwinnoch Road) from Highway 17 to County Road 63 (Miller Road) and County Road 63 (Miller Road) to Highway 17 – With Highway 17 widened and the connection provided, this roadway would not meet the minimum threshold.
- County Road 4 (Queens Line) from County Road 653 (Chenau Road) to County Road 7 (Foresters Falls Road) – Does not meet minimum threshold, however, based on conversation with County staff, is currently used as an unofficial detour route for closures on Highway 17.
- County Road 24 (White Water Road) from Highway 17 to County Road 40 (Greenwood Road) - Does not meet minimum threshold, however, based on conversation with County staff, is currently used as an unofficial detour route for closures on Highway 17.

**Table 4: Roads Recommended for Transfer to Local Municipalities**

Road	Section	Length (km)	Municipality
Cty Rd 45 (Vanjumar Rd)	From Cty Rd 2 (Whitewater Rd) to Russet Dr	0.5	Town of Arnprior
Cty Rd 28 (Barron Canyon Rd)	McKay Township Line to Cty Rd 26 (Doran Rd)	8.4	Town of Petawawa
Cty Rd 16 (Victoria St)	Cty Rd 51 (Petawawa Blvd) to Cty 25 (Laurentian Dr)	2.1	Town of Petawawa
Cty Rd 25 (Laurentian Dr)	Cty Rd 16 (Victoria St) to Cty Rd 51 (Petawawa Blvd)	3.5	Town of Petawawa
Cty Rd 61 (Haley Road)	Cty Rd 61 (Godfrey Rd) / Orin Rd to Hwy 60	2.1	Township of Admonston / Bromley
Cty Rd 22 (Hyndford Rd)	Cty Rd 5 (Stone Rd) to Bromley/Grattan Township Line	3.1	Township of Admonston / Bromley
Cty Rd 22 (Hyndford Rd)	Bromley/Grattan Township Line to Hwy 41	8.1	Township of Bonnechere Valley
Cty 512 (Brudenell Rd)	Cty Rd 70 (Ruby Rd) to Cty 66 (Opeongo Rd)	8.8	Township of Brudenell, Lyndoch and Raglan
Cty Rd 517 (Dafoe Rd)	Raglan Township Boundary West to Raglan Township Boundary North	1.1	Township of Brudenell, Lyndoch, and Raglan
Cty Rd 67 (Simpson Pit Rd)	Cty Rd 58 (Round Lake Rd) to Hwy 60	10.2	Township of Killaloe, Hagarty, and Richards
Cty Rd 13 (Mountain Rd)	Snake River Line to North Algona Wilberforce Township Line	7.2	Township of Laurentian Valley



## County of Renfrew TMP – Road Rationalization Assessment (CCO-22-3038)

Road	Section	Length (km)	Municipality
Cty Rd 19 (Mud Lake Rd)	Cty Rd 24 (White Water Rd) to City of Pembroke South Limit	4.9	Township of Laurentian Valley
Cty Rd 35 (Jean Ave)	Cty Rd 36 (TV Tower Rd) to Boundary Rd E	1.1	Township of Laurentian Valley
Cty Rd 26 (Doran Rd)	Cty Rd 58 (Round Lake Rd) to Cty Rd 56 (Woito Station Rd)	10.7	Township of Laurentian Valley
Cty Rd 35 (Boundary Rd E)	Cty Rd 35 (Jean Ave) to Trafalgar Rd	0.6	Township of Laurentian Valley / City of Pembroke
Cty Rd 517 (Dafoe Rd)	Cty Rd (62 (Combermere Rd) to Radcliff Township (Coulas Rd)	5.7	Township of Madawaska Valley
Cty Rd 45 (Russett Dr)	From Cty Rd 45 (Vanjumar Rd) to Cty Rd 63 (Flat Rapids Rd)	5.3	Township of McNab/Braeside
Cty Rd 63 (Flat Rapids Rd)	Cty Rd 45 (Russett Dr) to Cty Rd 6 (Lochwinnoch Rd)	13.0	Township of McNab/Braeside
Cty Rd 13 (Mountain Rd)	North Algona Wilberforce Township Line to Hwy 41	2.6	Township of North Algona Wilberforce
Cty Road 31 (Lookout Rd)	Cty Rd 12 (Westmeath Rd) to Cty Rd 49 (Lapasse Rd)	7.0	Township of Whitewater Region
Cty Rd 48 (Magnesium Rd)	Cty Rd 4 (Queens Ln) to Cty Rd 653 (Chenau Rd)	4.7	Township of Whitewater Region
Cty Rd 61 (Godfrey Rd)	Hwy 17 to Orin Rd / Cty Rd 61 (Haley Rd)	4.8	Township of Whitewater Region
Cty Rd 13 (Mountain Rd)	Hwy 17 to Snake River Ln	1.5	Township of Whitewater Region

## 4.2 Existing Local Road Considerations

As part of this study, and through consultation with County staff, a number of local municipal roads were assessed.

While local traffic data for nonparticipating municipalities was not available as part of this study, the following roadway segments were identified as potential candidates for transfer to the County road network based on the application of ‘special considerations’.

- Tv Tower Road – County Road 36 currently consists of a section of TV Tower Road extending from County Road 51 to County Road 35. South of County Road 35, TV Tower Road falls under local jurisdiction. County Road 36, however, is recommended to remain a County road under the assumption it provides urban congestion relief (Criterion 15) by relieving traffic congestion along Pembroke Street W. However, this service would only be provided through the continuity of TV Tower Road. As such, for the purposes of continuity and urban congestion relief, the entirety of Tv Tower road is recommended as a County road (County Road 36).
- Opeongo Road – Based on the latest information provided in the Town of Renfrew TMP, the town has highlighted a need for the realignment of Opeongo Road and conversion to an Arterial Road. However, it is noted, that additional information is required to determine the needs and alternatives of this proposed project, should it be undertaken, there could be potential justification for the road to be transferred to the County road network, however, at this time is not considered for transfer.

As discussed in **Section 3.2.3**, a number of local roads are recommended as part of the future EDR network and as such consideration within the County road network. However, as previously discussed additional consultation with MTO would be required prior to considering transfer of the following local roads:

- Campbell Drive (Township of McNab / Braeside) from County Road 1 (White Lake Road) to County Road 2 (Usborne Street).
- Garden of Eden Road (Horton Township) from County Road 20 (Bruce Street) to Pinnacle Road (Horton Township).
- Pinnacle Road (Horton Township) to Highway 17 / County Road 4 (Storyland Road).

The following roads were also considered within this study but were not found to meet the minimum threshold:

- Lime Kiln Road.
- Pinnacle Road from Garden of Eden Road to Highway 60.
- B-Line Road.
- Zion Line.
- Grants Settlement Road.
- Letts Cemetery Road.

It is noted, that while these roads did not meet the minimum threshold, they likely do merit special local attention but rather in a capacity as collector roadways and not a County road. Additionally, it should be noted, that traffic data was not available for all roads including B-Line Road, Grants Settlement Road, Campbell Drive and Letts Cemetery Road. Local road scoring has also been provided in **Attachment #1**.

### 4.3 Roads to Consider for Connecting Link Program

Based on the connecting link definition, the results of the road rationalization assessment, and the County OP, the following road segments have been identified for consideration as connecting links:

- County Road 2 (Daniel Street) from County Road 10 (Baskin Drive W) to County Road 1 (Madawaska Boulevard)
- County Road 1 (Madawaska Boulevard) from County Road 2 (Daniel Street) to County Road 10 (Division Street)
- County Road 508 (Calabogie Road) from County Road 511 (Lanark Road) to Mill Street
- County Road 1 (River Road) from Dochart Street to County Road 2 (Usborne Street)
- County Road 8 (Main Street) from Ross Street to Highway 17
- County Road 21 (Beachburg Road) from Jamieson Crescent to County Road 49 (Lapasse Road)
- County Road 69 (Dunn Street) from Wilno Street to Highway 60
- County Road 62 (Bay Street) from Barry's Bay south limits to Highway 60
- County Road 26 (Doran Road) from County Road 51 (Petawawa Boulevard) to Black Bay Road.

- County Road 51 (Petawawa Boulevard) from south of Petawawa River Bridge to Petawawa south limits.
- County Road 72 (Ridge Road) from Highway 17 to County Road 73 (Deep River Road)
- County Road 73 (Deep River Road) from County Road 72 (Ridge Road) to Highway 17.

## **5.0 NEXT STEPS**

To complete this road rationalization process, the following additional steps should be taken to ensure an acceptable solution for all stakeholders is achieved:

- County staff to provide comment/input on the above recommendations and study findings. The study will then be finalized and included in the TMP.
- County Staff to prepare report to Committee / Council to seek direction with respect to the road rationalization recommendations identified in the TMP and consult with local municipalities.
- Develop an agreed upon County road network in consultation with local municipalities and other stakeholders.

Once endorsement is received, a road transfer plan can be developed. The road transfer plan should include specific timelines for the phasing of road transfers and associated costs. It is recognized that cost will be a significant concern for local municipalities. As such, the implementation plan should include a funding model which outlines potential compensation for the transfer.

Overall, the road transfer plan options should include:

- Alternative 1: Do-nothing (maintain the current road system as is).
- Alternative 2: Transfer roads in their current state.
- Alternative 3: Transfer roads in an improved state.
- Alternative 4: Transfer roads with financial concessions.

The County's AMP will be beneficial in developing the road transfer plan. The AMP generally sets level of service policies to determine how pavement management should be carried out in order to ensure that pavement is maintained at a satisfactory level. This includes setting standards for pavement performance and determining acceptable conditions. The AMP, however, is only a single component of the broader pavement management hierarchy. The hierarchy also requires a Road Needs Study (RNS) and budget before treatment selections can be completed. The RNS is a network level planning document which sets the 10-year strategy for managing road assets. The study would analyze the current state of the road network, identify areas that need improvement, and identify the most cost-effective ways to address those needs. As such, it is recommended the County undertake a RNS prior to developing the road transfer plan. This would allow for a comprehensive assessment of the needs and costs associated with each roadway and the identified transfers.

# **Attachment #1 – Road Rationalization Results**

10 Year Capital Plan 2023-2032

Road Sections

Information & Classification																				
Asset ID	Split ID	Road No.	Road Name	Section Description	Criterion 1 - Urban Centre Connector	Criterion 3 - Heavy Industrial Use	Criterion 4 - Barrier Service	Criterion 5 - Resort /Recreation Service	Criterion 13 - Connects Neighbouring County Road	Criterion 14 - Continuity Within County	Criterion 15 - Provides Urban Congestion Relief	Criterion 16 - Emergency Detour Routes	Criterion 18 - Exisintg Road Jurisdiction	Criterion 9 - Traffic Speed	Criterion 11 - Traffic Volume	Rationalization Total	Rationalization Total >=6 (YES / NO)	Municipality	2023 AADT	Posted Speed km/h
10000		1	Madawaska Blvd	Connifer Lane-to-Herrick Drive	3		2		2			6	1	1	3	18	YES	Arnprior	7639	80
10010		1	Madawaska Blvd	Herrick Drive-to-Arnprior Town Limit (4 Lanes Begin)	3		2		2			6	1	1	3	18	YES	Arnprior	6617	80
10048		1	Madawaska Blvd	Arnprior Town Line-to-B258 E Exp Jnt	3		2		2			6	1	0	4	18	YES	Arnprior	11928	50
10177		1	B258	B258 E Exp Jnt-to-B258 W Exp Jnt	3		2		2			6	1	0	4	18	YES	Arnprior	11928	50
10197		1	Madawaska Blvd	B258 W Exp Jnt-to-Daniel St	3		2		2			6	1	0	4	18	YES	Arnprior	11928	50
10213		1	Madawaska Blvd	Daniel St-to-Elgin St	3								1	0	3	7	YES	Arnprior	5346	50
10262		1	Elgin Street West	Madawaska & Elgin-to-Cty Rd 10 (Division St)	3				2			6	1	0	3	15	YES	Arnprior	5346	40
10347		1	River Road	Cty Rd 10 (Division St)-to-Usborne St	3					2			1	0	2	8	YES	McNab/Braeside	3881	50
10396		1	River Road	Usborne St-to-Moore St	3					2			1	1	2	9	YES	McNab/Braeside	3881	80
10459		1	River Road	Moore St-to-Dochart St	3					2			1	1	2	9	YES	McNab/Braeside	4536	80
10674		1	River Road	Dochart St-to-Cty Rd 3 (Usborne St)	3					2			1	0	1	7	YES	McNab/Braeside	2717	50
10797		1	River Road	Cty Rd 3 (Usborne St)-to-Braeside West Limit			2			2			1	0	1	6	YES	McNab/Braeside	1531	50
10859		1	River Road	Braeside West Limit-to-Toner Road			2			2			1	0	1	6	YES	McNab/Braeside	1531	60
11124	1	1	River Road	Toner Road-to-Sand Point East Limit			2			2			1	0	1	6	YES	McNab/Braeside	1294	60
11124	2	1	River Road	Sand Point East Limit-to-Mast Rd			2			2			1	0	1	6	YES	McNab/Braeside	1294	50
11330		1	River Road	Mast Rd-to-Henry Crescent			2			2			1	0	1	6	YES	McNab/Braeside	1294	60
11512		1	River Road	Henry Crescent-to-Lochwinnoch Rd			2			2			1	1	1	7	YES	McNab/Braeside	1294	80
11748		1	River Road	Lochwinnoch Rd-to-Storie Rd			2			2			1	1	1	7	YES	McNab/Braeside	1432	80
11871		1	River Road	Storie Rd-to-County CP Trail			2			2			1	1	1	7	YES	Horton	1432	80
11981		1	River Road	County CP Trail-to-Castleford Bdge S Exp Jnt			2			2			1	1	1	7	YES	Horton	1432	80
12201		1	B110	Castleford Bdge S Exp Jnt-to-Castleford Bdge N Exp Jnt			2			2			1	1	1	7	YES	Horton	1432	80
12210		1	River Road	Castleford Bdge N Exp Jnt-to-Cty Rd 20 (Castleford Rd)			2			2			1	1	1	7	YES	Horton	1432	80
12464	-	1	River Road	County Road 20-to-Grantham Road			2			2			1	0	0	5	NO	Horton	796	60
12464	A	1	River Road	Grantham Road-to-Mullins Road			2			2			1	1	0	6	YES	Horton	796	80
12884		1	River Road	Mullins Rd-to-Rex Lane			2			2			1	1	0	6	YES	Horton	757	80
13135		1	River Road	Rex Lane-to-Cty Rd 4 (Storyland Rd)			2			2			1	1	0	6	YES	Horton	757	80
20000		2	Daniel St. North	Madawaska St-to-Michael St (left)	4							6	1	0	4	15	YES	Arnprior	8551	40
20091	1	2	Daniel St. North	Michael St-to-Arthur Street	4							6	1	0	6	17	YES	Arnprior	14593	40
20091	2	2	Daniel St. North	Arthur Street-to-CR 10 (Baskin Drive W)	4							6	1	0	6	17	YES	Arnprior	14593	50
20171		2	Daniel St. North	Baskin Dr-to-Hwy 17	4							6	1	0	6	17	YES	Arnprior	13007	50
20228		2	White Lake Road	Hwy 17-to-Cty Rd 45 (Vanjumar Dr)	1		2	2					1	0	4	10	YES	Arnprior	9079	60
20275		2	White Lake Road	Cty Rd 45 (Vanjumar Dr)-to-Campbell Dr	1		2	2					1	1	2	9	YES	McNab/Braeside	4089	80
20312		2	White Lake Road	Campbell Dr-to-Claybank Bdge E Exp Jnt	1		2	2					1	1	2	9	YES	McNab/Braeside	4089	80
20437		2	B120	Claybank Bdge E Exp Jnt-to-Claybank Bdge W Exp Jnt	1		2	2					1	1	2	9	YES	McNab/Braeside	3598	80
20472		2	White Lake Road	Claybank Bdge W Exp Jnt-to-Young Rd	1		2	2					1	1	2	9	YES	McNab/Braeside	3598	80
20601		2	White Lake Road	Young Rd-to-Mountain View Rd	1		2	2					1	1	2	9	YES	McNab/Braeside	3122	80
20880		2	White Lake Road	Mountain View Rd-to-Robertson Line	1		2	2					1	1	2	9	YES	McNab/Braeside	3122	80
21013		2	White Lake Road	Robertson Line-to-Cty Rd 23 (Highland Rd)	1		2	2					1	1	2	9	YES	McNab/Braeside	3122	80
21334		2	White Lake Road	Cty Rd 23 (Highland Rd)-to-Waba Creek Bdge E Exp Jnt	1		2	2					1	0	1	7	YES	McNab/Braeside	2309	60
21431		2	White Lake Road	Waba Creek E Exp Jnt-to-Cty Rd 52 (Burnstown Rd)	1		2	2					1	0	1	7	YES	McNab/Braeside	2309	50
30000		3	Usborne Street	Cty Rd 1 (River Rd)-to-Braeside West Limits	2	1	2						1	0	0	6	YES	McNab/Braeside	791	50
30038		3	Usborne Street	Braeside West Limits-to-Carlea Rd	2	1	2						1	0	0	6	YES	McNab/Braeside	791	60
30084		3	Usborne Street	Carlea Rd-to-Carmichael Sideroad	2	1	2						1	1	0	7	YES	McNab/Braeside	791	80
30292		3	Usborne Street	Carmichael Sideroad-to-Cty Rd 54 (McLean Dr)	2	1	2						1	1	0	7	YES	McNab/Braeside	791	80
40000		4	Storyland Road	Hwy 17-to-Eady Rd		1	2			2		2	1	1	2	11	YES	Horton	3619	80



10 Year Capital Plan 2023-2032

Road Sections

Information & Classification																				
Asset ID	Split ID	Road No.	Road Name	Section Description	Criterion 1 - Urban Centre Connector	Criterion 3 - Heavy Industrial Use	Criterion 4 - Barrier Service	Criterion 5 - Resort /Recreation Service	Criteria 13 - Connects Neighbouring County Road	Criterion 14 - Continuity Within County	Criterion 15 - Provides Urban Congestion Relief	Criterion 16 - Emergency Detour Routes	Criterion 18 - Exisintg Road Jurisdiction	Criterion 9 - Traffic Speed	Criterion 11 - Traffic Volume	Rationalization Total	Rationalization Total >=6 (YES / NO)	Municipality	2023 AADT	Posted Speed km/h
40177		4	Storyland Road	Eady Rd-to-Cty Rd 1 (River Rd)		1	2			2		2	1	1	2	11	YES	Horton	3619	80
40320	1	4	Storyland Road	Cty Rd 1 (River Rd)-to-Alex Lane						2		2	1	1	2	8	YES	Horton	4109	80
40320	2	4	Storyland Road	Alex Lane-to-Bingham Road						2		2	1	1	2	8	YES	Horton	4109	80
40320	3	4	Storyland Road	Bingham Road-to-CR 653 (Chenau Rd)						2		2	1	1	2	8	YES	Horton	4109	80
40752	1	4	Queens Line	Cty Rd 653 (Chenau Rd)-to-CA 1890						2		2	1	1	1	7	YES	Whitewater Region	1341	80
40752	2	4	Queens Line	1890 Qeens Line-to-Magnesium Rd (CR 48)						2		2	1	1	1	7	YES	Whitewater Region	1341	80
41184		4	Queens Line	Cty Rd 48 (Magnesium Rd)-to-Acres Rd						2		2	1	1	1	7	YES	Whitewater Region	1325	80
41514		4	Queens Line	Acres Rd-to-Kohlsmith Rd						2		2	1	1	1	7	YES	Whitewater Region	1325	80
41824		4	Queens Line	Kohlsmith Rd-to-Cty Rd 7 (Foresters Falls Rd)						2		2	1	1	1	7	YES	Whitewater Region	1325	80
50000	1	5	Stone Road	Hwy 132-to-Reid Rd	1		2						1	1	1	6	YES	Admaston/Bromley	1285	80
50000	2	5	Stone Road	Reid Rd-to-Foy Rd	1		2						1	1	1	6	YES	Admaston/Bromley	1285	80
50291		5	Stone Road	Foy Rd-to-Berlanquet Rd	1		2						1	1	1	6	YES	Admaston/Bromley	1182	80
50436		5	Stone Road	Berlanquet Rd-to-Culhane Rd	1		2						1	1	1	6	YES	Admaston/Bromley	1182	80
50636	1	5	Stone Road	Culhane Rd-to-1574 Stone Rd	1		2						1	1	0	5	NO	Admaston/Bromley	486	80
50636	2	5	Stone Road	1574 Stone Rd-to-Fulton Rd	1		2						1	1	0	5	NO	Admaston/Bromley	486	80
50860		5	Stone Road	Fulton Rd-to-Kennelly Rd	1		2						1	1	0	5	NO	Admaston/Bromley	486	80
51114		5	Stone Road	Kennelly Rd-to-Mhusk Rd	1		2						1	1	0	5	NO	Admaston/Bromley	486	80
51257		5	Stone Road	Mhusk Rd-to-Gallagher Rd	1		2						1	1	0	5	NO	Admaston/Bromley	351	80
51557		5	Stone Road	Gallagher Rd-to-Cty Rd 22 (Hyndford Rd)	1		2						1	1	0	5	NO	Admaston/Bromley	351	80
51735		5	Stone Road	Cty Rd 22 (Hyndford Rd)-to-Hwy 60	1		2						1	0	1	5	NO	Admaston/Bromley	1261	50
60000		6	Gillan Rd	Hwy 60 (O'Brien Rd)-to-Jamieson Lane	4	1						6	1	0	2	14	YES	Renfrew	3594	60
60060		6	Gillan Rd	Jamieson Lane-to-Lime Kiln Rd	4	1						6	1	0	2	14	YES	Horton	3594	60
60290		6	Gillan Rd	Lime Kiln Rd-to-Hwy 17	4	1						6	1	0	2	14	YES	Horton	3220	60
60376		6	Lochwinnoch Rd	Hwy 17-to-Thomson Rd	1							6	1	1	0	9	YES	Horton	980	80
60588		6	Lochwinnoch Rd	Thomson Rd-to-Yantha Rd	1							6	1	1	0	9	YES	Horton	980	80
60868		6	Lochwinnoch Rd	Yantha Rd-to-Miller Rd	1							6	1	1	0	9	YES	McNab/Braeside	980	80
70000		7	Foresters Falls Rd	Hwy 17-to-Gypsy Lane	2	1						2	1	1	1	8	YES	Whitewater Region	2530	80
70108		7	Foresters Falls Rd	Gypsy Lane-to-Marjorie Rd	2	1		2				2	1	0	1	9	YES	Whitewater Region	2530	60
70288		7	Foresters Falls Rd	Marjorie Rd-to-Zion Line	2	1		2				2	1	1	0	9	YES	Whitewater Region	956	80
70474		7	Foresters Falls Rd	Zion Line-to-Cty Rd 4 (Queens Line)	2	1		2				2	1	1	0	9	YES	Whitewater Region	956	80
70506		7	Foresters Falls Rd	Cty Rd 4 (Queens Line)-to-Cty Rd 21 (Beachburg Rd)	2	1		2					1	1	0	7	YES	Whitewater Region	956	80
70538		7	Foresters Falls Rd	Cty Rd 21 (Beachburg Rd)-to-Government Rd	1	1		2					1	1	0	6	YES	Whitewater Region	399	80
70752		7	Foresters Falls Rd	Government Road-to-Harriet Street (urban begins)	1			2					1	0	0	4	NO	Whitewater Region	399	60
70788		7	Foresters Falls Rd	Harriet Street (urban begins)-to-Beginning of semi-urban	1			2					1	0	0	4	NO	Whitewater Region	399	50
70847		7	Foresters Falls Rd	Beginning of semi-urban-to-Beginning of rural	2			2					1	0	0	5	NO	Whitewater Region	399	50
70878		7	Foresters Falls Rd	Beginning of rural-to-Grants Settlement Rd	1			2					1	1	0	5	NO	Whitewater Region	399	80
80000		8	Cobden Rd	Hwy 60/Cty Rd 9 (Bulger Rd)-to-Pine Valley Rd	2		2						1	1	1	7	YES	Admaston/Bromley	1634	80
80301		8	Cobden Rd	Pine Valley Rd-to-Barr Line	2		2						1	1	1	7	YES	Admaston/Bromley	1943	80
80567		8	Cobden Rd	Barr Line-to-McPeak Line	2		2						1	1	1	7	YES	Admaston/Bromley	2113	80
80837		8	Cobden Rd	McPeak Line-to-Behm Line	2		2						1	1	1	7	YES	Admaston/Bromley	2344	80
81124		8	Cobden Rd	Behm Line-to-Cobden Urban Beginning	2		2						1	0	2	7	YES	Whitewater Region	4129	50
81206		8	Cobden Rd	Cobden Urban Beginning-to-Hwy 17	2		2						1	0	2	7	YES	Whitewater Region	4129	50
90000		9	Bulger Rd	Hwy 60/Cty Rd 8 (Cobden Rd)-to-Agnew Rd			2				2		1	1	0	6	YES	Admaston/Bromley	972	80
90203		9	Bulger Rd	Agnew Rd-to-McGaghran Rd			2				2		1	1	0	6	YES	Admaston/Bromley	972	80
90472		9	Bulger Rd	McGaghran Rd-to-Stone Hedges Rd			2				2		1	1	0	6	YES	North Algona Wilberforce	871	80
90728		9	Bulger Rd	Stone Hedges Rd-to-Hwy 41			2				2		1	1	0	6	YES	North Algona Wilberforce	871	80
100000	A	10	Baskin Drive West	CR 2(Daniel Street)-to-Division Street							2		1	0	3	6	YES	Arnprior	5425	50
100000		10	Division St	Baskin Drive West-to-Alexandra Street							2		1	0	3	6	YES	McNab/Braeside	5425	50
100077		10	Division St	Alexandra Street-to-Cty Rd 1 (River/Elgin)							2		1	0	3	6	YES	McNab/Braeside	5425	50
120000		12	Westmeath Rd	Cty Rd 21( Beachburg Rd)-to-Moores Beach Rd			2	2		2			1	1	1	9	YES	Whitewater Region	1339	80
120153		12	Westmeath Rd	Moores Beach Rd-to-Sand Point Rd			2	2		2			1	1	1	9	YES	Whitewater Region	1339	80
120303		12	Westmeath Rd	Sand Point Rd-to-Old Mill Bridge Rd			2	2		2			1	1	1	9	YES	Whitewater Region	1339	80

**10 Year Capital Plan 2023-2032**

**Road Sections**

**Information & Classification**

Asset ID	Split ID	Road No.	Road Name	Section Description	Criterion 1 - Urban Centre Connector	Criterion 3 - Heavy Industrial Use	Criterion 4 - Barrier Service	Criterion 5 - Resort /Recreation Service	Criteria 13 - Connects Neighbouring County Road	Criterion 14 - Continuity Within County	Criterion 15 - Provides Urban Congestion Relief	Criterion 16 - Emergency Detour Routes	Criterion 18 - Existing Road Jurisdiction	Criterion 9 - Traffic Speed	Criterion 11 - Traffic Volume	Rationalization Total	Rationalization Total >=6 (YES / NO)	Municipality	2023 AADT	Posted Speed km/h
120471		12	Westmeath Rd	Old Mill Bridge Rd-to-Westmeath Twp Dump			2	2		2			1	1	1	9	YES	Whitewater Region	1339	80
120807		12	Westmeath Rd	Westmeath Twp Dump-to-Lovers Lane			2	2		2			1	1	1	9	YES	Whitewater Region	1339	80
120907		12	Westmeath Rd	Lovers Lane-to-Urban beginning			2	2		2			1	1	1	9	YES	Whitewater Region	1557	80
121012		12	Westmeath Rd	Urban Beginning-to-Cty Rd 50 (Gore Line)			2	2		2			1	0	1	8	YES	Whitewater Region	1557	50
130000		13	Mountain Rd	Hwy 41-to-Wilberforce/Stafford Line						2			1	1	0	4	NO	North Algona Wilberforce	344	80
130264		13	Mountain Rd	Wilberforce/Stafford Line-to-Micksburg Rd						2			1	1	1	5	NO	Laurentian Valley	1199	80
130427		13	Mountain Rd	Micksburg Rd-to-Soike Rd						2			1	1	0	4	NO	Laurentian Valley	501	80
130567		13	Mountain Rd	Soike Rd-to-Stafford Third Line						2			1	1	0	4	NO	Laurentian Valley	501	80
130706		13	Mountain Rd	Stafford Third Line-to-Stafford Second Line						2			1	1	0	4	NO	Laurentian Valley	501	80
130846		13	Mountain Rd	Stafford Second Line-to-Snake River Line						2			1	1	0	4	NO	Laurentian Valley	501	80
130984		13	Mountain Rd	Snake River Line-to-Hwy 17						2			1	1	0	4	NO	Whitewater Region	400	80
140000		14	Witt Rd	Cty Rd 56 (Woito Station Rd)-to-Locksley Rd		1	2						1	1	0	5	NO	Laurentian Valley	347	80
140222		14	Witt Rd	Locksley Rd-to-Cty Rd 26 (Doran Rd)		1	2						1	1	0	5	NO	Laurentian Valley	347	80
160000		16	Victoria St	Cty Rd 51 (Petawawa Blvd)-to-Wolfe Ave							2		1	0	2	5	NO	Petawawa	3801	50
160088	1	16	Victoria St	Wolfe Ave-to-Armstrong Rd							2		1	0	1	4	NO	Petawawa	2335	50
160088	2	16	Victoria St	Armstrong Rd-to-CR 25 (Laurentian Drive)							2		1	0	1	4	NO	Petawawa	2335	50
190000		19	Mud Lake Rd	Cty Rd 24 (White Water Rd)-to-Robinson Rd					2				1	1	0	4	NO	Laurentian Valley	786	80
190130		19	Mud Lake Rd	Robinson Rd-to-McDonnell Bdge S Exp Jnt					2				1	1	1	5	NO	Laurentian Valley	1596	80
190223		19	B143	McDonnell Bdge S Exp Jnt-to-McDonnell Bdge N Exp Jnt					2				1	0	1	4	NO	Laurentian Valley	1596	60
190231		19	Mud Lake Rd	McDonnell Bdge N Exp Jnt-to-Sawmill Rd					2				1	0	1	4	NO	Laurentian Valley	1596	60
190346		19	Mud Lake Rd	Sawmill Rd-to-City of Pembroke South Limit					2				1	0	1	4	NO	Laurentian Valley	1900	60
200000		20	Bruce St	Hwy 60-to-Urban Limit	4	1						6	1	0	3	15	YES	Renfrew	7443	50
200047		20	Bruce St	Urban Limit-to-Cobus Rd	4	1						6	1	0	3	15	YES	Renfrew	6158	60
200180		20	Bruce St	Cobus Rd-to-Hwy 17	4	1						6	1	1	3	16	YES	Horton	6158	80
200316		20	Castleford Rd	Hwy 17-to-Collins Rd	0	0	2						1	1	1	5	NO	Horton	1645	80
200466		20	Castleford Rd	Collins Rd-to-Eady Rd	0	0	2						1	1	1	5	NO	Horton	1645	80
200654		20	Castleford Rd	Eady Rd-to-Ferguson Rd	0	0	2						1	1	1	5	NO	Horton	1645	80
200786		20	Castleford Rd	Ferguson Rd-to-Humphries Rd	0	0	2						1	1	1	5	NO	Horton	1645	80
200944		20	Castleford Rd	Humphries Rd-to-Cty Rd 1 (River Rd)	0	0	2						1	1	1	5	NO	Horton	1645	80
210000		21	Beachburg Rd	Cty Rd 7 (Foresters Falls Rd-to-Fletcher Rd)	2		2						1	1	1	7	YES	Whitewater Region	1246	80
210311		21	Beachburg Rd	Fletcher Rd-to-Buchannan's Pit Entrance (1046)	2	1	2						1	1	1	8	YES	Whitewater Region	1169	80
210506		21	Beachburg Rd	Buchannan's Pit Entrance (1046)-to-Pappin Rd	2	1	2						1	0	1	7	YES	Whitewater Region	1169	70
210635		21	Beachburg Rd	Pappin Rd-to-Watchorn Dr	2	1	2						1	0	1	7	YES	Whitewater Region	1169	70
210746		21	Beachburg Rd	Watchorn Dr-to-Urban Beginning	2	1	2						1	0	1	7	YES	Whitewater Region	1730	50
210782		21	Beachburg Rd	Urban Beginning-to-Little St	2	1	2						1	0	1	7	YES	Whitewater Region	1730	50
210873		21	Beachburg Rd	Little St-to-Cty Rd 49 (Lapasse Rd)	2	1	2						1	0	1	7	YES	Whitewater Region	1730	50
210963		21	Beachburg Rd	Cty Rd 49 (Lapasse Rd)-to-Davidson Rd	2	1	2						1	1	1	8	YES	Whitewater Region	2795	80
211099		21	Beachburg Rd	Davidson Rd-to-Zion Line	2	1	2						1	1	1	8	YES	Whitewater Region	2795	80
211303		21	Beachburg Rd	Zion Line-to-Valleyview Rd	2	1	2						1	1	1	8	YES	Whitewater Region	2795	80
211522		21	Beachburg Rd	Valleyview Rd-to-Hila Rd	2	1	2						1	1	1	8	YES	Whitewater Region	2795	80
211762		21	Beachburg Rd	Hila Rd-to-Cty Rd 12 (Westmeath Rd)	2	1	2						1	1	1	8	YES	Whitewater Region	2795	80
211935		21	Beachburg Rd	Cty Rd 12 (Westmeath Rd)-to-Finchley Rd	2	1	2						1	1	2	9	YES	Whitewater Region	4022	80
212189		21	Beachburg Rd	Finchley Rd-to-Cemetery Rd	2	1	2						1	1	2	9	YES	Whitewater Region	4022	80
212323		21	Beachburg Rd	Cemetery Rd-to-Cty Rd 40 (Greenwood Rd)	2	1	2						1	1	2	9	YES	Whitewater Region	4022	80
220000		22	Grattan Rd	Hwy 41-to-Perrault Rd	1		2						1	1	0	5	NO	Bonnechere Valley	424	80
220205	1	22	Grattan Rd	Perrault Rd-to-Wren Rd	1		2						1	1	0	5	NO	Bonnechere Valley	424	80
220205	2	22	Grattan Rd	Wren Rd-to-Scotch Bush Rd	1		2						1	1	0	5	NO	Bonnechere Valley	424	80
220594		22	Grattan Rd	Scotch Bush Rd-to-Bromley/Grattan Twp Line	1		2						1	0	0	4	NO	Bonnechere Valley	825	60
220784		22	Grattan Rd	Bromley/Grattan Twp Line-to-Gallagher Rd	1		2						1	1	0	5	NO	Admaston/Bromley	825	80
220876		22	Grattan Rd	Gallagher Rd-to-Cty Rd 5 (Stone Rd)	1		2						1	1	0	5	NO	Admaston/Bromley	825	80
230000	1	23	Highland Rd	Renfrew/Lanark Line-to-Sawmill			2		2				1	1	0	6	YES	McNab/Breside	854	80

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Road Sections

Information & Classification																				
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230000	2	23	Highland Rd	Sawmill Rd-to-Frank St			2		2				1	0	0	5	NO	McNab/Braeside	854	50
230205		23	Highland Rd	Frank St-to-Cty Rd 2 (White Lake Rd)			2		2				1	1	0	6	YES	McNab/Braeside	854	80
240000		24	White Water Rd	Hwy 41-to-Stafford Third Line			2					2	1	1	1	7	YES	Laurentian Valley	2814	80
240146		24	White Water Rd	Stafford Third Line-to-Hwy 17			2					2	1	1	1	7	YES	Laurentian Valley	2814	80
240408		24	White Water Rd	Hwy 17-to-Cty Rd 40 (Greenwood Rd)			2					2	1	1	2	8	YES	Laurentian Valley	3083	80
250000		25	Laurentian Dr	Cty Rd 51 (Petawawa Blvd)-to-Silke Dr							2		1	0	1	4	NO	Petawawa	2570	50
250141		25	Laurentian Dr	Silke Dr-to-Civic Centre Rd							2		1	0	1	4	NO	Petawawa	2570	60
250248	1	25	Laurentian Dr	Civic Centre Rd-to-Dundonald Dr							2		1	0	2	5	NO	Petawawa	3080	50
250248	2	25	Laurentian Dr	Dundonald Dr-to-CR 16 (Victoria St)							2		1	0	2	5	NO	Petawawa	3080	50
260000		26	Doran Rd	Cty Rd 14 (Witt Rd)-to-Zanders Rd		1				2			1	1	0	5	NO	Laurentian Valley	674	80
260209		26	Doran Rd	Zanders Rd-to-Sandy Beach Rd		1				2			1	1	0	5	NO	Laurentian Valley	674	80
260415		26	Doran Rd	Sandy Beach Rd-to-Cty Rd 58 (Round Lake Rd)		1				2			1	1	0	5	NO	Laurentian Valley	674	80
260618		26	Doran Rd	Cty Rd 58 (Round Lake Rd)-to-Lubitz Rd		1				2			1	1	1	6	YES	Laurentian Valley	2117	80
260820		26	Doran Rd	Lubitz Rd-to-Forest Lea Rd		1				2			1	1	1	6	YES	Laurentian Valley	2117	80
261022		26	Doran Rd	Forest Lea Rd-to-Cty Rd 28 (Barron Canyon Rd)		1				2			1	1	1	6	YES	Laurentian Valley	2117	80
261227		26	Doran Rd	Cty Rd 28 (Barron Canyon Rd)-to-Hwy 17	4								1	1	1	7	YES	Laurentian Valley	2117	80
261257		26	Doran Rd	Hwy 17-to-Airport Rd	4								1	1	2	8	YES	Petawawa	3290	80
261441		26	Doran Rd	Airport Rd-to-Black Bay Rd	4								1	1	2	8	YES	Petawawa	3461	80
261645		26	Doran Rd	Black Bay Rd-to-Cty Rd 37 (Murphy Rd)	4								1	0	2	7	YES	Petawawa	3539	60
261848		26	Doran Rd	Cty Rd 37 (Murphy Rd)-to-Herman St	4								1	0	2	7	YES	Petawawa	3612	50
261888		26	Doran Rd	Herman St-to-Cty Rd 51 (Petawawa Blvd)	4								1	0	2	7	YES	Petawawa	3612	50
280000		28	Barron Canyon Rd	McKay/Petawawa Township Line-to-Smith Lane				2					1	1	0	4	NO	Petawawa	393	80
280167		28	Barron Canyon Rd	Smith Lane-to-Priebe Rd				2					1	1	0	4	NO	Petawawa	393	80
280631		28	Barron Canyon Rd	Priebe Rd-to-Cty Rd 26 (Doran Rd)				2					1	1	0	4	NO	Petawawa	772	80
290000		29	Drive-In Rd	City of Pembroke (South Limits)-to-Wilson Rd	4								1	0	2	7	YES	Laurentian Valley	3514	60
290112		29	Drive-In Rd	Wilson Rd-to-Clearview Crescent	4								1	0	2	7	YES	Laurentian Valley	3278	60
290224		29	Drive-In Rd	Clearview Crescent-to-Spruce St East	4								1	0	1	6	YES	Laurentian Valley	2892	50
290257		29	Drive-In Rd	Elm St-to-Hwy 148	4								1	0	1	6	YES	Laurentian Valley	2892	50
300000		30	Lake Dore Rd	Hwy 60-to-St. John's Church Steps		1	2			2			1	0	1	7	YES	North Algona Wilberforce	1797	50
300035		30	Lake Dore Rd	St. John's Church Steps-to-Lovers Lane		1	2			2			1	0	1	7	YES	North Algona Wilberforce	1797	60
300154		30	Lake Dore Rd	Lovers Lane-to-Sperberg Rd		1	2			2			1	1	1	8	YES	North Algona Wilberforce	1797	80
300309		30	Lake Dore Rd	Sperberg Rd-to-Trail Blazers Rd		1	2			2			1	1	1	8	YES	North Algona Wilberforce	2374	80
300544		30	Lake Dore Rd	Trail Blazers Rd-to-Black Creek Rd		1	2			2			1	1	1	8	YES	North Algona Wilberforce	2374	80
300757		30	Lake Dore Rd	Black Creek Rd-to-Limestone Rd		1	2			2			1	1	1	8	YES	North Algona Wilberforce	2374	80
300964		30	Lake Dore Rd	Limestone Rd-to-Biederman Rd		1	2			2			1	1	1	8	YES	North Algona Wilberforce	2374	80
301064		30	Lake Dore Rd	Biederman Rd-to-Scheuneman Rd		1	2			2			1	1	1	8	YES	North Algona Wilberforce	2374	80
301430		30	Lake Dore Rd	Scheuneman Rd-to-Hwy 41		1	2			2			1	1	1	8	YES	North Algona Wilberforce	2374	80
310000		31	Lookout Rd	Cty Rd 49 (Lapasse Rd)-to-Desjardins Rd	1	1							1	1	0	4	NO	Whitewater Region	411	80
310316		31	Lookout Rd	Desjardins Rd-to-Lovers Lane	1	1							1	1	0	4	NO	Whitewater Region	411	80
310632		31	Lookout Rd	Lovers Lane-to-Cty Rd 12 (Westmeath Rd)	1	1							1	1	0	4	NO	Whitewater Region	411	80
340000		34	Norton Road	Cty Rd 508 (Calabogie Rd)-to-60				2		2			1	0	0	5	NO	Greater Madawaska	411	60
340028		34	Norton Road	60 km/h Ends-to-927 Whelan Rd				2		2			1	1	0	6	YES	Greater Madawaska	411	80
340448		34	Norton Road	927 Whelan Rd-to-Pucker St				2		2			1	1	0	6	YES	Greater Madawaska	411	80
340748		34	Norton Road	Pucker St-to-English Rd				2		2			1	1	0	6	YES	Admaston/Bromley	396	80
340942		34	Whelan Rd	English Rd-to-Kenopic Rd				2		2			1	1	0	6	YES	Admaston/Bromley	396	80
341083	1	34	Whelan Rd	Kenopic Rd-to-1053 Whelan Rd				2		2			1	1	0	6	YES	Admaston/Bromley	396	80
341083	2	34	Whelan Rd	1053 Whelan Rd-to-HWY 132				2		2			1	1	0	6	YES	Admaston/Bromley	396	80
350000		35	Jean Av	Cty Rd 36 (TV Tower Rd)-to-Beginning of Urban							2		1	0	2	5	NO	Laurentian Valley	3480	60
350086		35	Jean Av	Beginning of Urban-to-Boundary Rd E							2		1	0	2	5	NO	Laurentian Valley	3480	60

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Road Sections

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350112		35	Boundary Rd East	Cty Rd 35 (Boundary Rd E)-to-Trafalgar Rd							2		1	0	3	6	YES	Laurentian Valley	5829	50
360000		36	TV Tower Road	Cty Rd 35 (Jean Ave)-to-CPR Crossing		1					2		1	1	2	7	YES	Laurentian Valley	3904	80
360138		36	TV Tower Road	CPR Crossing-to-Cty Rd 42 (Forest Lea Rd)		1					2		1	1	2	7	YES	Laurentian Valley	3791	80
370000		37	Murphy Rd	Hwy 17-to-Cty Rd 26 (Doran St)	4						2		1	1	1	9	YES	Petawawa	2526	80
370220		37	Murphy Rd	Cty Rd 26 (Doran St)-to-Cty Rd 51 (Petawawa Blvd)	4						2		1	0	2	9	YES	Petawawa	4945	50
400000		40	Greenwood Rd	Hwy 17-to-Meath Hill Rd	4					2		2	1	1	1	11	YES	Whitewater Region	2774	80
400083		40	Greenwood Rd	Meath Hill Rd-to-Cemetery Rd	4					2		2	1	1	1	11	YES	Whitewater Region	2774	80
400335		40	Greenwood Rd	Cemetery Rd-to-Cty Rd 21 (Beachburg Rd)	4					2		2	1	1	1	11	YES	Laurentian Valley	2774	80
400468		40	Greenwood Rd	Cty Rd 21 (Beachburg Rd)-to-Cty Rd 24 (White Water Rd)						2		2	1	1	3	9	YES	Laurentian Valley	7419	80
400554	1	40	Greenwood Rd	Cty Rd 24 (White Water Rd)-to-Robinson Rd						2		2	1	1	4	10	YES	Laurentian Valley	8041	80
400554	2	40	Greenwood Rd	Robinson Rd-to-HWY 148						2		2	1	1	4	10	YES	Laurentian Valley	8041	80
420000		42	Forest Lea Rd	Hwy 17-to-B Line Rd							2		1	0	1	4	NO	Laurentian Valley	2432	70
420220		42	Forest Lea Rd	B Line Rd-to-Meadowbrook Dr West Junction							2		1	0	1	4	NO	Laurentian Valley	2994	70
420365		42	Forest Lea Rd	Meadowbrook Dr West Junction-to-Cty Rd 51 (Pembroke St W)									1	0	1	2	NO	Laurentian Valley	2994	70
450000		45	Vanjumar Rd	Cty Rd 2 (White Lake Rd)-to-Russett Dr			2						1	0	2	5	NO	McNab/Braeside	4619	60
450057		45	Russett Dr	Vanjumar Rd-to-Nieman Dr			2						1	1	1	5	NO	McNab/Braeside	2291	80
450256		45	Russett Dr	Nieman Dr-to-Scheel Dr			2						1	1	1	5	NO	McNab/Braeside	1993	80
450439		45	Russett Dr	Scheel Dr-to-Cty Rd 63 (Miller Rd)			2						1	1	1	5	NO	McNab/Braeside	1781	80
480000		48	Magnesium Rd	Hwy 653-to-Mine View Rd									1	1	0	2	NO	Whitewater Region	766	80
480200		48	Magnesium Rd	Mine View Rd-to-Cty Rd 4 (Queens Line)									1	0	0	1	NO	Whitewater Region	335	60
490000		49	Lapasse Rd	Cty Rd 21 (Beachburg Rd)-to-Glen Rd			2						1	0	0	3	NO	Whitewater Region	971	60
490072		49	Lapasse Rd	Glen Rd-to-Cty Rd 31 (Lookout Rd)	1		2						1	1	0	5	NO	Whitewater Region	971	80
490340		49	Lapasse Rd	Cty Rd 31 (Lookout Rd)-to-Pleasant Valley Rd	1		2						1	1	0	5	NO	Whitewater Region	503	80
490481		49	Lapasse Rd	Pleasant Valley Rd-to-Hawthorne Rd	1		2						1	1	0	5	NO	Whitewater Region	503	80
490619		49	Lapasse Rd	Hawthorne Rd-to-Grants Settlement Rd	1		2						1	1	0	5	NO	Whitewater Region	503	80
490835		49	Lapasse Rd	Grants Settlement Rd-to-Cty Rd 50 (Gore Line)	1		2						1	1	0	5	NO	Whitewater Region	504	80
500000	A	50	Gore Line	Jessie St-to-Wright Rd			2						1	1	1	5	NO	Whitewater Region	1182	80
500000		50	Gore Line	Cty Rd 12 (Westmeath Rd)-to-Jessie St	1		2						1	0	1	5	NO	Whitewater Region	1182	50
500143		50	Gore Line	Wright Rd-to-Hawthorne Rd	1		2						1	1	0	5	NO	Whitewater Region	413	80
500344		50	Gore Line	Hawthorne Rd-to-Canola Rd	1		2						1	1	0	5	NO	Whitewater Region	360	80
500512		50	Gore Line	Canola Rd-to-Nicolai Rd	1		2						1	1	0	5	NO	Whitewater Region	360	80
500748		50	Gore Line	Nicolai Rd-to-Cty Rd 49 (Lapasse Rd)	1		2						1	1	0	5	NO	Whitewater Region	360	80
510000		51	Pembroke West	City of Pembroke West Limits-to-Cty Rd 42 (Forest Lea Rd)	4								1	0	6	11	YES	Laurentian Valley	14927	60
510089		51	Pembroke West	Cty Rd 42 (Forest Lea Rd)-to-Meadowbrook Dr	4								1	0	6	11	YES	Laurentian Valley	12141	60
510151		51	Pembroke West	Meadowbrook Dr-to-B Line Rd	4								1	1	6	12	YES	Laurentian Valley	12141	80
510371	1	51	Petawawa Blv	B Line Rd-to-Sharon Street	4								1	1	4	10	YES	Petawawa	11634	80
510371	2	51	Petawawa Blv	Sharon Street-to-Airport Road	4								1	1	4	10	YES	Petawawa	11634	80
510630		51	Petawawa Blv	Airport Rd-to-Cty Rd 25 (Laurentian Dr)	4								1	1	4	10	YES	Petawawa	11028	80
510803		51	Petawawa Blv	Cty Rd 25 (Laurentian Dr)-to-Limestone Dr	4								1	1	4	10	YES	Petawawa	10606	80
510946		51	Petawawa Blv	Limestone Dr-to-Cty Rd 37 (Murphy Rd)	4								1	0	4	9	YES	Petawawa	10606	60
511071		51	Petawawa Blv	Cty Rd 37 (Murphy Rd)-to-Cty Rd 26 (Doran St)	4								1	0	4	9	YES	Petawawa	11802	50
511211		51	Petawawa Blv	Cty Rd 26 (Doran St)-to-Cty Rd 16 (Victoria St)	4								1	0	6	11	YES	Petawawa	12478	50
511233		51	Petawawa Blv	Cty Rd 16 (Victoria St)-to-Petawawa River Bdge S Exp Jnt	4								1	0	6	11	YES	Petawawa	12478	50
511291		51	B203	Petawawa River Bdge S Exp Int-to-Petawawa River Bdge N Exp Jnt									1	0	6	7	YES	Petawawa	12478	50
511328		51	Petawawa Blv	Petawawa River Bdge N Exp Jnt-to-Military Camp Rd									1	0	6	7	YES	Petawawa	12478	50

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Road Sections

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520000		52	Burnstown Rd	Cty Rd 2 (White Lake Rd)-to-Waba Cr Bdge W Exp Jnt	1	1	2			2			1	0	1	8	YES	McNab/Braeside	1261	50
520074		52	Burnstown Rd	Waba Cr Bdge W Exp Jnt-to-McLachlan Rd	1	1	2			2			1	0	1	8	YES	McNab/Braeside	1261	50
520118		52	Burnstown Rd	McLachlan Rd-to-McLeod Rd	1	1	2			2			1	1	1	9	YES	McNab/Braeside	1261	80
520720		52	Burnstown Rd	McLeod Rd-to-Burnstown Bdge S Exp Jnt	1	1	2			2			1	0	1	8	YES	McNab/Braeside	1261	50
520797		52	B123	Burnstown Bdge S Exp Jnt-to-Burnstown Bdge N Exp Jnt	1	1	2			2			1	0	1	8	YES	McNab/Braeside	1261	50
520817		52	Burnstown Rd	Burnstown Bdge N Exp Jnt-to-Cty Rd 508 (Calabogie Rd)	1	1	2			2			1	0	1	8	YES	McNab/Braeside	1261	50
520840		52	Burnstown Rd	Cty Rd 508 (Calabogie Rd)-to-Picket Hill Lane S Jct	1	1	2			2			1	0	1	8	YES	McNab/Braeside	2372	50
520867		52	Burnstown Rd	Picket Hill Lane S Jct-to-Picket Hill Lane N Jct	1	1	2			2			1	0	1	8	YES	McNab/Braeside	2372	50
520944	1	52	Burnstown Rd	Picket Hill Lane N Jct-to-2148 Burnstown Rd	1	1	2			2			1	0	1	8	YES	McNab/Braeside	2372	50
520944	2	52	Burnstown Rd	2148 Burnstown Rd-to-2349 Burnstown Rd	1	1	2			2			1	1	1	9	YES	McNab/Braeside	2372	80
520944	3	52	Burnstown Rd	2349 Burnstown Rd-to-Canaan Rd	1	1	2			2			1	1	1	9	YES	McNab/Braeside	2372	80
521040		52	Burnstown Rd	Canaan Rd-to-Fraser Rd (McNab/Horton Line)	1	1	2			2			1	1	1	9	YES	McNab/Braeside	2372	80
521136	1	52	Burnstown Rd	Fraser Rd (McNab/Horton Twp)-to-1.8km N of Fraser	1	1	2			2			1	1	2	10	YES	Horton	3110	80
521136	2	52	Burnstown Rd	1.8km N of Fraser-to-Lime Kiln Rd	1	1	2			2			1	1	2	10	YES	Horton	3110	80
521442		52	Burnstown Rd	Lime Kiln Rd-to-Pucker St	1	1	2			2			1	1	3	11	YES	Horton	6155	80
521563		52	Burnstown Rd	Pucker St-to-Graham Ave	1	1	2			2			1	0	3	10	YES	Horton	5196	60
521626		52	Raglan St S	Graham Ave-to-Hwy 60 (Cumbes St)	1	1	2			2			1	0	3	10	YES	Renfrew	5196	60
540000	1	54	McClean Dr	Hwy 17-to-1887 McClean Dr	2		2					6	1	1	0	12	YES	McNab/Braeside	861	80
540000	2	54	McClean Dr	1887 McClean Dr	2		2					6	1	1	0	12	YES	McNab/Braeside	861	80
540141		54	McClean Dr	Libbys Rd-to-Scheel Dr	2		2					6	1	1	0	12	YES	McNab/Braeside	861	80
540282		54	McClean Dr	Scheel Dr-to-Cty Rd 3 (Usborne St)	2		2					6	1	1	0	12	YES	McNab/Braeside	861	80
550000		55	Paquette Rd	Cty Rd 51 (Petawawa Blvd)-to-Hwy 417	4		2				2		1	1	3	13	YES	Petawawa	5005	80
560000		56	Woito Station Rd	Cty Rd 14 (Witt Rd)-to-Alice Twp Dump (Gate 3)		1			2				1	1	0	5	NO	Laurentian Valley	548	80
560127		56	Woito Station Rd	Alice Twp Dump (Gate 3)-to-B Line Rd		1			2				1	1	0	5	NO	Laurentian Valley	548	80
560405		56	Woito Station Rd	B Line Rd-to-Hwy 41		1			2				1	1	0	5	NO	Laurentian Valley	378	80
580000		58	Round Lake Rd	Hwy 60-to-Mask Rd		1	2	2		2			1	1	1	10	YES	Killaloe Hagarty and Richards	1194	80
580244		58	Round Lake Rd	Mask Rd-to-800 Round Lake Road Sign		1	2	2		2			1	1	1	10	YES	Killaloe Hagarty and Richards	1194	80
580393		58	Round Lake Rd	800 Round Lake Road Sign-to-Long Meadows Rd		1	2	2		2			1	1	1	10	YES	Killaloe Hagarty and Richards	1194	80
580543		58	Round Lake Rd	Long Meadows Rd-to-Tramore Rd		1	2	2		2			1	1	1	10	YES	Killaloe Hagarty and Richards	1194	80
580645		58	Round Lake Rd	Tramore Rd-to-1922 Round Lake Rd		1	2	2		2			1	1	0	9	YES	Killaloe Hagarty and Richards	809	80
580939		58	Round Lake Rd	1922 Round Lake Rd-to-John St North		1	2	2		2			1	1	0	9	YES	Killaloe Hagarty and Richards	809	80
581046		58	Round Lake Rd	John St North-to-Byers Creek Bdge N Exp Jnt		1	2	2		2			1	1	0	9	YES	Killaloe Hagarty and Richards	809	80
581164		58	B173	Byers Creek Bdge N Exp Jnt-to-Byers Creek Bdge S Exp Jnt		1	2	2		2			1	1	0	9	YES	Killaloe Hagarty and Richards	809	80
581165		58	Round Lake Rd	Byers Creek Bdge S Exp Jnt-to-Round Lake CenterUrban Begins		1	2	2		2			1	1	0	9	YES	Killaloe Hagarty and Richards	809	80
581243		58	Round Lake Rd	Round Lake Center S Boundary-to-Cty Rd 67 (Simpson Pit Rd)		1	2	2		2			1	0	0	8	YES	Killaloe Hagarty and Richards	809	50
581299		58	Round Lake Rd	Cty Rd 67 (Simpson Pit Rd)-to-Round Lake Center N Boundary		1	2	2		2			1	0	1	9	YES	Killaloe Hagarty and Richards	1674	50
581415		58	Round Lake Rd	Round Lake Center N Boundary-to-Lakeview Dr West End		1	2	2		2			1	0	1	9	YES	Killaloe Hagarty and Richards	1674	60
581568		58	Round Lake Rd	Lakeview Dr West End-to-Sherwood River Bdge W Exp Jnt		1	2	2		2			1	1	1	10	YES	Killaloe Hagarty and Richards	1674	80
581694		58	B100	Sherwood River Bdge W Exp Jnt-to-Sherwood River Bdge E Exp Jnt									1	1	1	3	NO	Killaloe Hagarty and Richards	1674	80
581699		58	Round Lake Rd	Sherwood River Bdge E Exp Jnt-to-Deer Trail Rd		1	2	2					1	1	1	8	YES	Killaloe Hagarty and Richards	1674	80
581834		58	Round Lake Rd	Deer Trail Rd-to-Turners Rd		1	2	2					1	1	1	8	YES	Killaloe Hagarty and Richards	1674	80

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Road Sections

Information & Classification																				
Asset ID	Split ID	Road No.	Road Name	Section Description	Criterion 1 - Urban Centre Connector	Criterion 3 - Heavy Industrial Use	Criterion 4 - Barrier Service	Criterion 5 - Resort /Recreation Service	Criteria 13 - Connects Neighbouring County Road	Criterion 14 - Continuity Within County	Criterion 15 - Provides Urban Congestion Relief	Criterion 16 - Emergency Detour Routes	Criterion 18 - Existing Road Jurisdiction	Criterion 9 - Traffic Speed	Criterion 11 - Traffic Volume	Rationalization Total	Rationalization Total >=6 (YES / NO)	Municipality	2023 AADT	Posted Speed km/h
581990		58	Round Lake Rd	Turners Rd-to-Bonnechere R Bdge W Exp Jnt		1	2	2					1	1	1	8	YES	Killaloe Hagarty and Richards	1264	80
582088		58	B101	Bonnechere R Bdge W Exp Jnt-to-Bonnechere R Bdge E Exp Jnt									1	1	1	3	NO	Killaloe Hagarty and Richards	1264	80
582092		58	Round Lake Rd	Bonnechere R Bdge E Exp Jnt-to-Dunnes Bay Lane		1	2	2		2			1	1	1	10	YES	Killaloe Hagarty and Richards	1264	80
582206		58	Round Lake Rd	Dunnes Bay Lane-to-Red Rock Rd		1	2	2		2			1	1	1	10	YES	Killaloe Hagarty and Richards	1264	80
582503		58	Round Lake Rd	Red Rock Rd-to-Foy Park Corridor		1	2	2		2			1	1	1	10	YES	Killaloe Hagarty and Richards	1264	80
582748		58	Round Lake Rd	Foy Park Corridor-to-Laurentian Valley Boundary		1	2	2		2			1	1	1	10	YES	Killaloe Hagarty and Richards	1631	80
583101		58	Round Lake Rd	Laurentian Valley Bndry-to-C309 (Garipey Creek Culvert)		1	2	2		2			1	1	1	10	YES	Laurentian Valley	1631	80
583697		58	Round Lake Rd	C309 (Garipey Creek Culvert)-to-Pakotina Trail		1	2	2		2			1	1	1	10	YES	Laurentian Valley	1631	80
583917		58	Round Lake Rd	Pakotina Trail-to-8266 Round Lake Rd		1	2	2		2			1	1	1	10	YES	Laurentian Valley	1631	80
584062		58	Round Lake Rd	8266 Round Lake Rd-to-Kelly Lake Rd		1	2	2		2			1	1	1	10	YES	Laurentian Valley	1631	80
584253		58	Round Lake Rd	Kelly Lake Rd-to-Long Lake Rd		1	2	2		2			1	1	1	10	YES	Laurentian Valley	1631	80
584491		58	Round Lake Rd	Long Lake Rd-to-Dabers Rd		1	2	2		2			1	1	1	10	YES	Laurentian Valley	1994	80
584695		58	Round Lake Rd	Dabers Rd-to-Bucholtz Rd		1	2	2		2			1	1	1	10	YES	Laurentian Valley	1994	80
584907		58	Round Lake Rd	Bucholtz Rd-to-Rahns Rd		1	2	2		2			1	1	1	10	YES	Laurentian Valley	1994	80
585134		58	Round Lake Rd	Rahns Rd-to-Cty Rd 26 (Doran Rd)		1	2	2		2			1	1	1	10	YES	Laurentian Valley	2428	80
585342		58	Round Lake Rd	Cty Rd 26 (Doran Rd)-to-Henan Road		1	2	2		2			1	1	1	10	YES	Laurentian Valley	2615	80
585344		58	Round Lake Rd	Henan Road-to-Hwy 17		1	2	2		2			1	1	1	10	YES	Laurentian Valley	2700	80
585627		58	Round Lake Rd	Hwy 17-to-B Line Rd	4			2					1	1	1	9	YES	Laurentian Valley	2457	80
585756		58	Round Lake Rd	B Line Rd-to-TV Tower Rd	4			2					1	0	2	9	YES	Laurentian Valley	3603	70
586008		58	Bruham Ave	TV Tower Rd-to-Lorne St East	4			2					1	0	2	9	YES	Laurentian Valley	3927	50
586110		58	Bruham Ave	Lorne St East-to-Boundary Rd	4			2					1	0	2	9	YES	Laurentian Valley	3927	50
610000		61	Haley Rd	Hwy 60-to-Orin Rd			2						1	1	1	5	NO	Admaston/Bromley	1576	80
610211		61	Haley Rd	Orin Rd-to-Godfrey Rd			2		2	2			1	1	1	9	YES	Whitewater Region	1576	80
610614		61	Godfrey Rd	Haley Rd-to-Hwy 17			2		2	2			1	1	0	8	YES	Whitewater Region	634	80
620000		62	Combermere Rd	Hastings County Line-to-Combermere South Urban Lt.			2		2	2			1	0	1	8	YES	Madawaska Valley	2761	60
620071		62	Combermere Rd	Combermere S Urban Lt-to-Combermere N Urban Lt			2		2	2			1	0	1	8	YES	Madawaska Valley	2761	50
620122		62	Combermere Rd	Combermere North Urban Limit-to-Cty Rd 517 (Dafoe Rd)			2		2	2			1	0	1	8	YES	Madawaska Valley	2761	50
620248		62	Combermere Rd	Cty Rd 517 (Dafoe Rd)-to-Combermere Bdge S Exp Jnt			2		2	2			1	0	1	8	YES	Madawaska Valley	2761	50
620259		62	B145	Combermere Bdge S Exp Jnt-to-Combermere Bdge N Exp Jnt			2		2	2			1	0	1	8	YES	Madawaska Valley	2761	50
620266		62	Combermere Rd	Combermere Bdge S Exp Jnt-to-CR 515 (Palmer Rd)			2		2	2			1	0	1	8	YES	Madawaska Valley	2761	60
620310		62	Combermere Rd	Cty Rd 515 (Palmer Rd)-to-Pine Cliff Rd			2		2	2			1	1	1	9	YES	Madawaska Valley	2667	80
620520		62	Combermere Rd	Pine Cliff Rd-to-Long Lake Rd			2		2	2			1	1	1	9	YES	Madawaska Valley	2667	80
620725		62	Combermere Rd	Long Lake Rd-to-Chippewa Rd			2		2	2			1	1	1	9	YES	Madawaska Valley	2746	80
620900		62	Combermere Rd	Chippewa Rd-to-Chapeskie Rd			2		2	2			1	1	1	9	YES	Madawaska Valley	2746	80
621183		62	Combermere Rd	Chapeskie Rd-to-Kingdom Hall Rd			2		2	2			1	1	1	9	YES	Madawaska Valley	2746	80
621530		62	Combermere Rd	Kingdom Hall Rd-to-County Picnic Area Rd			2		2	2			1	1	1	9	YES	Madawaska Valley	2746	80
621744		62	John St.	County Picnic Area Rd-to-Barry's Bay South Limit			2		2	2			1	0	1	8	YES	Madawaska Valley	2779	60
621965		62	Bay St.	Barry's Bay South Limit-to-Hwy 60			2		2	2			1	0	2	9	YES	Madawaska Valley	4475	50
630000		63	Flatt Rapids Rd	Cty Rd 45 (Russet Rd)-to-Mill Ridge Rd			2						1	1	1	5	NO	McNab/Braeside	1227	80
630164	1	63	Flatt Rapids Rd	Mill Ridge Rd-to-Watts Line			2						1	0	1	4	NO	McNab/Braeside	1227	60
630164	2	63	Flatt Rapids Rd	Watts Line-to-Stewartville Urban Begins			2						1	0	1	4	NO	McNab/Braeside	1227	50
630164	3	63	Flatt Rapids Rd	Stewartville Urban Begins-to-Stewartville Urban Ends			2						1	0	1	4	NO	McNab/Braeside	1227	50
630449		63	Stewartville Rd	Flatt Rapids Rd-to-Maple Bend Rd			2			2			1	0	0	5	NO	McNab/Braeside	685	60
630583		63	Stewartville Rd	Maple Bend Rd-to-Cty Rd 508 (Calabogie Rd)			2			2			1	0	0	5	NO	McNab/Braeside	685	60
630765		63	Anderson Rd	Cty Rd 508 (Calabogie Rd)-to-Hwy 17			2						1	1	0	4	NO	McNab/Braeside	453	80
630921		63	Miller Rd	Hwy 17-to-Clifford Sideroad			2						1	1	0	4	NO	McNab/Braeside	316	80
631213		63	Miller Rd	Clifford Sideroad-to-Cty Rd 6 (Lochwinnoch Rd)			2						1	1	0	4	NO	McNab/Braeside	316	80



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Road Sections

Information & Classification																				
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640000		64	Opeongo Rd	Cty Rd 512 (Foymount Rd)-to-Raddatz Rd			2			2			1	1	0	6	YES	Bonnechere Valley	339	80
640368		64	Opeongo Rd	Raddatz Rd-to-Lake Clear Rd			2			2			1	1	0	6	YES	Bonnechere Valley	339	80
640679		64	Opeongo Rd	Lake Clear Rd-to-Baptist Church Rd			2			2			1	1	0	6	YES	Bonnechere Valley	339	80
640839		64	Opeongo Rd	Baptist Church Rd-to-Wieland Shore Rd			2			2			1	1	0	6	YES	Bonnechere Valley	339	80
641086		64	Opeongo Rd	Wieland Shore Rd-to-Gierman Rd			2			2			1	1	0	6	YES	Bonnechere Valley	418	80
641340		64	Opeongo Rd	Gierman Rd-to-Sebastopol/Grattan Township Line			2			2			1	1	0	6	YES	Bonnechere Valley	418	80
641500		64	Opeongo Rd	Sebastopol/Grattan Township Line-to-Constant Lake Rd			2			2			1	1	0	6	YES	Bonnechere Valley	418	80
641890		64	Opeongo Rd	Constant Lake Rd-to-Hwy 41			2			2			1	1	0	6	YES	Bonnechere Valley	418	80
650000	1	65	Centennial Lake Rd	Matawatchan Rd-to-Doyle Drive			2			2			1	1	0	6	YES	Greater Madawaska	302	80
650000	2	65	Centennial Lake Rd	Doyle Drive-to-Centennial Lake Bdge N Exp Jnt			2			2			1	1	0	6	YES	Greater Madawaska	302	80
650351		65	B096	Centennial Lake Bdge N Exp Jnt-to-Centennial Lake Bdge S Exp Jnt			2			2			1	1	0	6	YES	Greater Madawaska	302	80
650363		65	Centennial Lake Rd	Centennial Lake Bdge S Exp Jnt-to-Morrow Lake Rd			2			2			1	1	0	6	YES	Greater Madawaska	302	80
650528		65	Centennial Lake Rd	Morrow Lake Rd-to-4126 Centennial Lake Rd			2			2			1	1	0	6	YES	Greater Madawaska	302	80
650694		65	Centennial Lake Rd	4126 Centennial Lake Rd-to-Matawatchan/Brougham Twp Line			2			2			1	1	0	6	YES	Greater Madawaska	302	80
651074	1	65	Centennial Lake Rd	Matawatchan/Brougham Twp Line-to-2872 Centennial Lake Rd			2			2			1	1	0	6	YES	Greater Madawaska	346	80
651074	2	65	Centennial Lake Rd	2872 Centennial Lake Rd-to-Black Donald Access Point			2			2			1	1	0	6	YES	Greater Madawaska	346	80
651456		65	Centennial Lake Rd	Black Donald Access Point-to-Deer Mountain Rd			2			2			1	1	0	6	YES	Greater Madawaska	346	80
651874		65	Centennial Lake Rd	Deer Mountain Rd-to-Chimo Rd North			2			2			1	1	0	6	YES	Greater Madawaska	346	80
652353		65	Centennial Lake Rd	Chimo Rd North-to-Black Donald Rd			2			2			1	1	0	6	YES	Greater Madawaska	346	80
660000	1	66	Wilno South Rd	Hwy 60-to-Mountain View Rd			2			2			1	0	0	5	NO	Killaloe Hagarty and Richards	422	60
660000	2	66	Wilno South Rd	Mountain View Rd-to-Inukshuk Rd			2			2			1	1	0	6	YES	Killaloe Hagarty and Richards	422	80
660300		66	Wilno South Rd	Inukshuk Rd-to-Opeongo Rd N			2			2			1	1	0	6	YES	Madawaska Valley	422	80
660533		66	Opeongo Rd	Opeongo Rd N-to-Hopefield Rd			2			2			1	1	0	6	YES	Madawaska Valley	573	80
660611		66	Opeongo Rd	Hopefield Rd-to-Doyle Mountain Rd			2			2			1	1	0	6	YES	Brudenell Lyndoch & Raglan	573	80
660791	1	66	Opeongo Rd	Doyle Mountain Rd-to-Renfrew County Forest Entrance			2			2			1	1	0	6	YES	Brudenell Lyndoch & Raglan	573	80
660791	2	66	Opeongo Rd	Renfrew County Forest Entrance-to-Copp Rd			2			2			1	1	0	6	YES	Brudenell Lyndoch & Raglan	573	80
661306		66	Opeongo Rd	Copp Rd-to-Cty Rd 68 (Letterkenny Rd)			2			2			1	1	0	6	YES	Brudenell Lyndoch & Raglan	573	80
661531		66	Opeongo Rd	Cty Rd 68 (Letterkenny Rd)-to-Cty Rd 512 (Foymount Rd)			2			2			1	1	0	6	YES	Brudenell Lyndoch & Raglan	573	80
670000		67	Simpson Pit Rd	Hwy 60-to-Scenic Rd			2	1		2			1	1	1	8	YES	Killaloe Hagarty and Richards	1162	80
670203		67	Simpson Pit Rd	Scenic Rd-to-Mask Rd			2	1		2			1	1	1	8	YES	Killaloe Hagarty and Richards	1162	80
670407		67	Simpson Pit Rd	Mask Rd-to-Byers Creek Rd			2	1		2			1	1	1	8	YES	Killaloe Hagarty and Richards	1162	80
670617		67	Simpson Pit Rd	Byers Creek Rd-to-Buck Hill Rd			2	1		2			1	1	1	8	YES	Killaloe Hagarty and Richards	1162	80
670867		67	Simpson Pit Rd	Buck Hill Rd-to-Cty Rd 58 (Round Lake Rd)			2	1		2			1	1	1	8	YES	Killaloe Hagarty and Richards	1162	80
680000		68	Rockingham Rd	Cty Rd 515 (Palmer Rd)-to-2356 Rockingham			2			2			1	1	0	6	YES	Madawaska Valley	555	80
680350		68	Rockingham Rd	2356 Rockingham-to-Diamond Lake Rd			2			2			1	1	0	6	YES	Madawaska Valley	555	80
680652		68	Rockingham Rd	Diamond Lake Rd-to-Dovetail Rd			2			2			1	1	0	6	YES	Madawaska Valley	555	80
681012		68	Rockingham Rd	Dovetail Rd-to-Guiney Rd			2			2			1	1	0	6	YES	Madawaska Valley	555	80
681207		68	Rockingham Rd	Guiney Rd-to-Letterkenny Rd			2			2			1	0	0	5	NO	Brudenell Lyndoch & Raglan	555	60
681461		68	Letterkenny Rd	Rockingham Rd-to-Cty Rd 66 (Opeongo Rd N)			2			2			1	1	0	6	YES	Brudenell Lyndoch & Raglan	444	80
690000	1	69	Siberia Rd	River Rd-to-End of HMA			2		2				1	1	0	6	YES	Madawaska Valley	266	80



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Road Sections

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690000	2	69	Siberia Rd	End of HMA-to-Bark Lake Dam Rd			2		2				1	1	0	6	YES	Madawaska Valley	266	80
690191		69	Siberia Rd	Bark Lake Dam Rd-to-Sunny Hill Rd			2		2				1	1	0	6	YES	Madawaska Valley	266	80
690433		69	Siberia Rd	Sunny Hill Rd-to-Babinski Rd			2						1	1	0	4	NO	Madawaska Valley	266	80
690603		69	Siberia Rd	Babinski Rd-to-Pipedream Lane			2		2				1	1	0	6	YES	Madawaska Valley	266	80
690787		69	Siberia Rd	Pipedream Lane-to-Yakabuski Rd			2		2				1	1	0	6	YES	Madawaska Valley	266	80
690942		69	Siberia Rd	Yakabuski Rd-to-710 Siberia Rd			2		2				1	1	1	7	YES	Madawaska Valley	1260	80
691057		69	Siberia Rd	710 Siberia Rd-to-Kartuzy Rd			2		2				1	1	1	7	YES	Madawaska Valley	1260	80
691157		69	Siberia Rd	Kartuzy Rd-to-Trader Lane			2		2				1	0	1	6	YES	Madawaska Valley	1260	60
691301		69	Siberia Rd	Trader Lane-to-Biernacki St			2		2				1	0	1	6	YES	Madawaska Valley	2383	50
691371		69	Dunn St	Biernacki St-to-Wilno St			2		2				1	0	1	6	YES	Madawaska Valley	2383	40
691458		69	Dunn St	Wilno St-to-Hwy 60			2		2				1	0	1	6	YES	Madawaska Valley	2706	50
700000		70	Ruby Rd	Cty Rd 512 (Brudenell Rd)-to-Gorman Rd		1	2	2					1	1	0	7	YES	Bonnechere Valley	428	80
700430		70	Ruby Rd	Gorman Rd-to-Wolfe Rd		1	2	2					1	1	0	7	YES	Bonnechere Valley	428	80
700759		70	Ruby Rd	Wolfe Rd-to-Hoffman Road		1	2	2					1	1	0	7	YES	Bonnechere Valley	428	80
700983		70	Ruby Rd	Hoffman Rd-to-Zadow Rd		1	2	2					1	1	0	7	YES	Bonnechere Valley	428	80
701194		70	Ruby Rd	Zadow Rd-to-Hoffman Rd		1	2	2					1	1	0	7	YES	Bonnechere Valley	428	80
701419		70	Ruby Rd	Hoffman Rd-to-Shingwak Inamo (Reserve Boundary)		1	2	2					1	0	0	6	YES	Bonnechere Valley	428	60
701496		70	Algonquin Reserve	Shingwak Inamo (Reserve Boundary)-to-Golden Lake Bdge S Exp Jnt		1	2	2					1	0	0	6	YES	Bonnechere Valley	428	60
701682		70	B179	Golden Lake Bdge S Exp Jnt-to-Golden Lake Bdge N Exp Jnt		1	2	2					1	0	2	8	YES	Bonnechere Valley	4133	50
701685		70	Ruby Rd	Golden Lake Bdge N Exp Jnt-to-Hwy 60		1	2	2					1	1	2	9	YES	Bonnechere Valley	4133	80
710000		71	Matawatchan Rd	Hwy 41-to-5655 Matawatchan Road			2		2				1	1	0	6	YES	Greater Madawaska	567	80
710290		71	Matawatchan Rd	5655 Matawatchan Rd-to-5266 Matawatchan Rd			2		2				1	1	0	6	YES	Greater Madawaska	567	80
710325		71	Matawatchan Rd	5266 Matawatchan Rd-to-4877 Matawatchan Rd			2		2				1	1	0	6	YES	Greater Madawaska	512	80
710500		71	Matawatchan Rd	4877 Matawatchan Rd-to-Cty Rd 65			2		2				1	1	0	6	YES	Greater Madawaska	349	80
720000		72	Ridge Road	Hwy 17-to-Avon Road		4							1	0	1	6	YES	Deep River	2144	40
720288		72	Ridge Road	Avon Road-to-Dalton St		4							1	0	1	6	YES	Deep River	2498	40
720730		72	Ridge Road	Dalton St-to-Champlain St		4							1	0	1	6	YES	Deep River	1850	40
721382		72	Ridge Road	Champlain St-to-Deep River Road		4							1	0	3	8	YES	Deep River	5437	40
730000		73	Deep River Road	Hwy 17-to-Huron/Algonquin St		4							1	0	2	7	YES	Deep River	4047	40
730167		73	Deep River Road	Huron St/Algonquin St-to-Champlain St		4							1	0	3	8	YES	Deep River	5972	40
730512		73	Deep River Road	Champlain St/ Glendale Ave-to-Ridge Road/Hillcrest Ave		4							1	0	3	8	YES	Deep River	5972	40
5080000		508	Black Donald Rd	Cty Rd 65 (Centennial Lake Rd)-to-Cty Rd 508 (Calabogie Rd)		1		2		2			1	0	0	6	YES	Greater Madawaska	443	60
5080074		508	Calabogie Rd	Cty Rd 508 (Black Donald Rd)-to-Ferguson's Trailer Park			2			2			1	1	0	6	YES	Greater Madawaska	443	80
5080547	1	508	Calabogie Rd	Ferguson's Trailer Park-to-6761 Calabogie Road			2			2			1	1	0	6	YES	Greater Madawaska	443	80
5080547	2	508	Calabogie Rd	6761 Calabogie Road-to-Barrett Chute Road			2			2			1	1	0	6	YES	Greater Madawaska	443	80
5080982		508	Calabogie Rd	Barrett Chute Rd-to-Cty Rd 34 (Norton Rd)			2			2			1	1	0	6	YES	Greater Madawaska	443	80
5081255		508	Calabogie Rd	Cty Rd 34 (Norton Rd)-to-Mill St			2			2			1	0	1	6	YES	Greater Madawaska	1629	60
5081430		508	Calabogie Rd	Mill St-to-Cty Rd 511 (Lanark Rd)			2			2			1	0	1	6	YES	Greater Madawaska	1629	60
5081619		508	Calabogie Rd	Cty Rd 511 (Lanark Rd)-to-Kubiseski Rd		1		2		2			1	1	1	8	YES	Greater Madawaska	2425	80
5081760		508	Calabogie Rd	Kubiseski Rd-to-Public Picnic Area N. Ent. (CA 4099)		1		2		2			1	1	1	8	YES	Greater Madawaska	2425	80
5081904		508	Calabogie Rd	Public Picnic Area N. Entrance-to-Norway Lake Rd		1		2		2			1	1	1	8	YES	Greater Madawaska	2425	80
5082234		508	Calabogie Rd	Norway Lake Rd-to-Brydges Rd		1		2		2			1	1	1	8	YES	Greater Madawaska	2425	80
5082426		508	Calabogie Rd	Brydges Rd-to-Fleming Rd		1		2		2			1	1	1	8	YES	Greater Madawaska	2425	80
5082501		508	Calabogie Rd	Fleming Rd-to-Fraser Rd		1		2		2			1	1	1	8	YES	Greater Madawaska	2630	80
5082627		508	Calabogie Rd	Fraser Rd-to-Riopelle Rd		1		2		2			1	1	1	8	YES	Greater Madawaska	2630	80
5082923		508	Calabogie Rd	Riopelle Rd-to-Cty Rd 52 (Burnstown Rd)		1		2		2			1	0	1	7	YES	McNab/Braeside	2630	60
5083058		508	Calabogie Rd	Cty Rd 52 (Burnstown Rd)-to-Dickson Rd		1		2		2			1	1	1	8	YES	McNab/Braeside	2119	80
5083209		508	Calabogie Rd	Dickson Rd-to-Hutson Rd		1		2		2			1	1	1	8	YES	McNab/Braeside	2119	80

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Road Sections

Information & Classification																				
Asset ID	Split ID	Road No.	Road Name	Section Description	Criterion 1 - Urban Centre Connector	Criterion 3 - Heavy Industrial Use	Criterion 4 - Barrier Service	Criterion 5 - Resort /Recreation Service	Criteria 13 - Connects Neighbouring County Road	Criterion 14 - Continuity Within County	Criterion 15 - Provides Urban Congestion Relief	Criterion 16 - Emergency Detour Routes	Criterion 18 - Exisintg Road Jurisdiction	Criterion 9 - Traffic Speed	Criterion 11 - Traffic Volume	Rationalization Total	Rationalization Total >=6 (YES / NO)	Municipality	2023 AADT	Posted Speed km/h
5083341		508	Calabogie Rd	Hutson Rd-to-Goshen Rd	1		2			2			1	1	1	8	YES	McNab/Braeside	2119	80
5083481		508	Calabogie Rd	Goshen Rd-to-Nabarr Rd	1		2			2			1	1	1	8	YES	McNab/Braeside	2107	80
5083629		508	Calabogie Rd	Nabarr Rd-to-Cty Rd 63 (Stewartville Rd)	1		2			2			1	1	1	8	YES	McNab/Braeside	2107	80
5083772		508	Calabogie Rd	Cty Rd 63 (Stewartville Rd)-to-Hwy 17	1		2			2			1	1	1	8	YES	McNab/Braeside	2107	80
5110000		511	Lanark Road	Lanark/Renfrew County Line-to-Bagot Long Lake Rd			2		2				1	1	0	6	YES	Greater Madawaska	613	80
5110140		511	Lanark Road	Bagot Long Lake Rd-to-Dolans Lane			2		2				1	1	0	6	YES	Greater Madawaska	613	80
5110428		511	Lanark Road	Dolans Lane-to-Frost Lane			2		2				1	1	0	6	YES	Greater Madawaska	613	80
5110567		511	Lanark Road	Frost Lane-to-Stones Lake Rd			2		2				1	1	0	6	YES	Greater Madawaska	613	80
5110671		511	Lanark Road	Stones Lake Rd-to-Barryvale Rd			2		2				1	1	0	6	YES	Greater Madawaska	613	80
5110778		511	Lanark Road	Barryvale Rd-to-Grassy Bay Rd			2		2				1	1	0	6	YES	Greater Madawaska	846	80
5111002		511	Lanark Road	Grassy Bay Rd-to-Madawaska River Bridge S Jnt			2		2				1	0	0	5	NO	Greater Madawaska	846	60
5111104		511	B031	Madawaska River Bridge S Jnt-to-Madawaska River Bridge N Jnt			2		2				1	0	0	5	NO	Greater Madawaska	846	
5111109		511	Lanark Road	Madawaska River Bridge N Jnt-to-Calabogie Bridge S Exp. Jnt			2		2				1	0	0	5	NO	Greater Madawaska	846	50
5111113		511	B032	Calabogie Bridge S Exp Jnt-to-Calabogie Bridge N Exp Jnt			2		2				1	0	0	5	NO	Greater Madawaska	846	
5111132		511	Lanark Road	Calabogie Bridge N Exp Jnt-to-K&P Trail			2		2				1	0	0	5	NO	Greater Madawaska	846	50
5111135		511	Lanark Road	K&P Trail-to-CR 508 (Calabogie Rd)			2		2				1	0	1	6	YES	Greater Madawaska	1165	60
5120000	-	512	Queens St	Hwy 60 (Killaloe Beginning)-to-Killaloe North Urban Limit	2					2			1	0	1	6	YES	Killaloe Hagarty and Richards	1535	40
5120000	A	512	Queens St	Killaloe North Urban Limit-to-Killaloe South Urban Limit	2					2			1	0	1	6	YES	Killaloe Hagarty and Richards	1535	40
5120199		512	Queens St	Killaloe South Urban Limit-to-Killaloe South Town Limit	2					2			1	0	0	5	NO	Killaloe Hagarty and Richards	907	40
5120245		512	Brudenell Rd	Killaloe South Town Limit-to-Mountain View Rd			2						1	0	0	3	NO	Killaloe Hagarty and Richards	907	60
5120450		512	Brudenell Rd	Mountain View Rd-to-Stack Rd			2			2			1	1	0	6	YES	Killaloe Hagarty and Richards	907	80
5120540		512	Brudenell Rd	Stack Rd-to-Rochefort Rd			2			2			1	1	0	6	YES	Killaloe Hagarty and Richards	516	80
5120813		512	Brudenell Rd	Rochefort Rd-to-Brudenell Waste Disposal Site			2			2			1	1	0	6	YES	Brudenell Lyndoch & Raglan	424	80
5121155		512	Brudenell Rd	Brudenell Waste Disposal Site-to-Brudenell Village North Limit			2			2			1	1	0	6	YES	Brudenell Lyndoch & Raglan	798	80
5121399	-	512	Brudenell Rd	Brudenell Village North Limit-to-Renfrew County Road 66			2						1	0	0	3	NO	Brudenell Lyndoch & Raglan	798	60
5121399	A	512	Foymount Rd	County Road 66-to-Brudenell East Limit			2						1	0	0	3	NO	Brudenell Lyndoch & Raglan	798	60
5121485		512	Foymount Rd	Brudenell Village East Limit-to-Lorwell Lake Drive			2			2			1	1	0	6	YES	Brudenell Lyndoch & Raglan	798	80
5121739		512	Foymount Rd	Lorwell Lake Drive-to-Hubers Rd			2			2			1	1	0	6	YES	Brudenell Lyndoch & Raglan	798	80
5121815		512	Foymount Rd	Hubers Rd-to-McCauley Mountain Rd			2			2			1	1	0	6	YES	Brudenell Lyndoch & Raglan	798	80
5122070		512	Foymount Rd	McCauley Mountain Rd-to-Cty Rd 515 (Quadeville Rd)			2			2			1	1	0	6	YES	Bonnechere Valley	798	80
5122145		512	Foymount Rd	Cty Rd 515 (Quadeville Rd)-to-Sebastopol Dr			2			2			1	1	0	6	YES	Bonnechere Valley	798	80
5122243		512	Foymount Rd	Sebastopol Dr-to-Cty Rd 64 (Opeongo Rd)			2			2			1	1	0	6	YES	Bonnechere Valley	798	80
5122332		512	Foymount Rd	Cty Rd 64 (Opeongo Rd)-to-McCauley Mountain Rd			2			2			1	1	1	7	YES	Bonnechere Valley	1211	80
5122576	1	512	Foymount Rd	McCauley Mountain Rd-to-B257			2			2			1	1	1	7	YES	Bonnechere Valley	1211	80
5122576	2	512	Foymount Rd	B257-to-Lake Clear Rd			2			2			1	1	1	7	YES	Bonnechere Valley	1211	80
5122945		512	Foymount Rd	Lake Clear Rd-to-Buelow Rd			2			2			1	1	1	7	YES	Bonnechere Valley	1211	80
5123091		512	Foymount Rd	Buelow Rd-to-Verch Rd			2			2			1	1	1	7	YES	Bonnechere Valley	1211	80
5123291		512	Foymount Rd	Verch Rd-to-Miller Rd (Heidemans Lumber)			2			2			1	1	1	7	YES	Bonnechere Valley	1211	80
5123489		512	Foymount Rd	Miller Rd (Heidemans Lumber)-to-Silver Lake Rd			2			2			1	1	1	7	YES	Bonnechere Valley	1216	80
5123730		512	Foymount Rd	Silver Lake Rd-to-Donegal Rd			2			2			1	1	1	7	YES	Bonnechere Valley	1216	80
5123975		512	Foymount Rd	Donegal Rd-to-Spring Creek Rd			2			2			1	1	1	7	YES	Bonnechere Valley	1216	80
5124105		512	Foymount Rd	Spring Creek Rd-to-Sand Rd			2			2			1	1	1	7	YES	Bonnechere Valley	1216	80
5124335		512	Foymount Rd	Sand Rd-to-HWY 41			2			2			1	0	1	6	YES	Bonnechere Valley	1784	60
5140000		514	Schutt Rd	Hwy 28-to-Genricks Rd			2			2			1	1	0	6	YES	Brudenell Lyndoch & Raglan	803	80
5140101		514	Schutt Rd	Genricks Rd-to-Walters Rd			2			2			1	1	0	6	YES	Brudenell Lyndoch & Raglan	803	80

**10 Year Capital Plan 2023-2032**

**Road Sections**

Information & Classification																				
Asset ID	Split ID	Road No.	Road Name	Section Description	Criterion 1 - Urban Centre Connector	Criterion 3 - Heavy Industrial Use	Criterion 4 - Barrier Service	Criterion 5 - Resort /Recreation Service	Criterion 13 - Connects Neighbouring County Road	Criterion 14 - Continuity Within County	Criterion 15 - Provides Urban Congestion Relief	Criterion 16 - Emergency Detour Routes	Criterion 18 - Existing Road Jurisdiction	Criterion 9 - Traffic Speed	Criterion 11 - Traffic Volume	Rationalization Total	Rationalization Total >=6 (YES / NO)	Municipality	2023 AADT	Posted Speed km/h
5140356		514	Schutt Rd	Walters Rd-to-Moccasin Lake Rd			2		2				1	1	0	6	YES	Brudenell Lyndoch & Raglan	803	80
5140489		514	Schutt Rd	Moccasin Lake Rd-to-Cedar Grove Rd			2		2				1	0	0	5	NO	Brudenell Lyndoch & Raglan	703	60
5140625		514	Schutt Rd	Cedar Grove Rd-to-Raglan White Lake Rd			2		2				1	1	0	6	YES	Brudenell Lyndoch & Raglan	703	80
5140924		514	Schutt Rd	Raglan White Lake Rd-to-Raglan Twp Dump Rd			2		2				1	1	0	6	YES	Brudenell Lyndoch & Raglan	703	80
5141129		514	Schutt Rd	Raglan Twp Dump-to-Cty Rd 515 (Palmer Rd)			2		2				1	1	0	6	YES	Brudenell Lyndoch & Raglan	703	80
5150000		515	Palmer Rd	Cty Rd 62 (Combermere Rd)-to-Riverside Dr		1	2			2			1	1	1	8	YES	Madawaska Valley	1220	80
5150220		515	Palmer Rd	Riverside Dr-to-McPhee Bay Rd		1	2			2			1	1	1	8	YES	Madawaska Valley	1220	80
5150443		515	Palmer Rd	McPhee Bay Rd-to-Finch Rd		1	2			2			1	1	1	8	YES	Madawaska Valley	1220	80
5150652		515	Palmer Rd	Finch Rd-to-Palmer Rapids Dam Rd		1	2			2			1	1	0	7	YES	Madawaska Valley	939	80
5150833		515	Palmer Rd	Palmer Rapids Dam Rd-to-Jewellville Bdge S Exp Jnt		1	2			2			1	1	0	7	YES	Brudenell Lyndoch & Raglan	929	80
5150960		515	B153	Jewellville Bdge S Exp Jnt-to-Jewellville Bdge N Exp Jnt		1	2			2			1	1	0	7	YES	Brudenell Lyndoch & Raglan	929	80
5150969		515	Palmer Rd	Jewellville Bdge N Exp Jnt-to-Palmer Rapids S Urban Lmt		1	2			2			1	1	0	7	YES	Brudenell Lyndoch & Raglan	929	80
5151130		515	Palmer Rd	Palmer Rapids S Urban Lmt-to-Palmer Rapids N Urban Lmt		1	2			2			1	0	0	6	YES	Brudenell Lyndoch & Raglan	929	50
5151248		515	Palmer Rd	Palmer Rapids N Urban Lmt-to-Cty Rd 514 (Schutt Road)		1	2			2			1	1	0	7	YES	Brudenell Lyndoch & Raglan	929	80
5151309		515	Palmer Rd	Cty Rd 514 (Schutt Rd)-to-Wingle Rd		1	2			2			1	1	0	7	YES	Brudenell Lyndoch & Raglan	705	80
5151554		515	Palmer Rd	Wingle Rd-to-Latchford Bdge S Exp Jnt		1	2			2			1	1	0	7	YES	Brudenell Lyndoch & Raglan	705	80
5151594		515	B233	Latchford Bdge S Exp Jnt-to-Latchford Bdge N Exp Jnt		1	2			2			1	1	0	7	YES	Brudenell Lyndoch & Raglan	705	80
5151602		515	Palmer Rd	Latchford Bdge N Exp Jnt-to-Guiney Rd		1	2			2			1	1	0	7	YES	Brudenell Lyndoch & Raglan	689	80
5151830		515	Palmer Rd	Guiney Rd-to-Eneas Creek Rd		1	2			2			1	1	0	7	YES	Brudenell Lyndoch & Raglan	689	80
5152000		515	Palmer Rd	Eneas Creek Rd-to-Quadeville W Urban Limit		1	2			2			1	1	0	7	YES	Brudenell Lyndoch & Raglan	689	80
5152312		515	Quadeville Rd	Quadeville W Urban Limit-to-Quadeville E Urban Limit		1	2			2			1	0	0	6	YES	Brudenell Lyndoch & Raglan	679	50
5152432		515	Quadeville Rd	Quadeville E Urban Limit-to-Jessup Rd		1	2			2			1	1	0	7	YES	Brudenell Lyndoch & Raglan	679	80
5152580		515	Quadeville Rd	Jessup Rd-to-Kargus Rd		1	2			2			1	1	0	7	YES	Brudenell Lyndoch & Raglan	679	80
5152817		515	Quadeville Rd	Kargus Rd-to-Sacred Heart Rd		1	2			2			1	1	0	7	YES	Brudenell Lyndoch & Raglan	444	80
5153079	1	515	Quadeville Rd	Sacred Heart Rd-to-1400 Quadeville Rd.		1	2			2			1	1	0	7	YES	Brudenell Lyndoch & Raglan	444	80
5153079	2	515	Quadeville Rd	1400 Quadeville Rd-to-Yukes Dr.		1	2			2			1	1	0	7	YES	Brudenell Lyndoch & Raglan	444	80
5153611		515	Quadeville Rd	Yukes Dr-to-Cty Rd 512 (Foymount Rd)		1	2			2			1	1	0	7	YES	Brudenell Lyndoch & Raglan	444	80
5170000		517	Dafoe Rd	Raglan Twp Boundary West-to-Raglan Twp Boundary North			2		2				1	0	0	5	NO	Brudenell Lyndoch & Raglan	142	60
5170106		517	Hastings County	Raglan Twp Boundary North-to-Radcliffe Twp (Coulas Rd)			2		2				1	0	0	5	NO	Madawaska Valley	142	60
5170219	1	517	Dafoe Rd	Radcliffe Twp (Coulas Rd)-to-CA 2049			2		2				1	0	0	5	NO	Madawaska Valley	142	60
5170219	2	517	Dafoe Rd	CA 2049-to-Peplinskie Rd			2		2				1	0	0	5	NO	Madawaska Valley	142	60
5170448		517	Dafoe Rd	Peplinskie Rd-to-Serran Rd			2		2				1	0	0	5	NO	Madawaska Valley	773	60
5170504	1	517	Dafoe Rd	Asset			2		2				1	0	0	5	NO	Madawaska Valley	773	60
5170504	2	517	Dafoe Rd	CA 2532-to-CA 2647			2		2				1	0	0	5	NO	Madawaska Valley	773	60
5170504	3	517	Dafoe Rd	CA 2647-to-Lower Craigmont Rd			2		2				1	0	0	5	NO	Madawaska Valley	773	60
5170664		517	Dafoe Rd	Lower Craigmont Rd-to-Cty Rd 62 (Combermere Rd)			2		2				1	0	0	5	NO	Madawaska Valley	773	50
6350000		635	Swisha Rd	Hwy 17-to-Interprovincial Bdge S Exp Jnt			2		2				1	1	0	6	YES	Laurentian Hills	494	80
6530000		653	Chenau Rd	Hwy 17-to-Cty Rd 48 (Magnesium Rd)		1	2		2				1	1	1	8	YES	Whitewater Region	2075	80
6530054		653	Chenau Rd	Cty Rd 48 (Magnesium Rd)-to-Camp Galilee Lane		1	2		2				1	1	1	8	YES	Whitewater Region	2075	80
6530124		653	Chenau Rd	Camp Galilee Lane-to-Service Rd		1	2		2				1	1	0	7	YES	Whitewater Region	992	80
6530304		653	Chenau Rd	Service Rd-to-Berts Rd		1	2		2				1	1	0	7	YES	Whitewater Region	992	80
6530458		653	Chenau Rd	Berts Rd-to-Queens Line		1	2		2				1	1	2	9	YES	Whitewater Region	3214	80
6530558		653	Chenau Rd	Queens Line-to-Kerr Line Rd		1	2		2				1	1	2	9	YES	Whitewater Region	3214	80
6530707		653	Chenau Rd	Kerr Line-to-County/Quebec Boundary		1	2		2				1	0	2	8	YES	Horton	3214	70

**COUNTY OF RENFREW**

**BY-LAW NUMBER 146-24**

**A BY-LAW TO AMEND BY-LAW 10-15, BEING A BY-LAW TO CONSOLIDATE ALL BY-LAWS WITH RESPECT TO ROADS AND BRIDGES INCLUDED IN THE COUNTY ROAD SYSTEM**

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WHEREAS By-law 10-15 was passed in February 2015 establishing the County Road System and designating the roads and bridges in the municipality that formed the County Road System;

AND WHEREAS under Section 52(4) of the *Municipal Act, 2001, S.O. 2001, c.25, as amended*, an upper-tier municipality may add a highway, which includes a bridge, to its system.

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

1. THAT Schedule 'B' of By-law 10-15 be amended by the addition of County Structure C339 (Lynch Road Culvert) to the County Road System and be designated as a County Bridge effective December 1, 2024.
2. 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.

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PETER EMON, WARDEN

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GWEN DOMBROSKI, CLERK

**Schedule 'B' to By-law 10-15  
County of Renfrew Structures**

<b>Plan No.</b>	<b>Geographic Town/Township</b>	<b>Inventory No.</b>	<b>Structure</b>	<b>Road</b>	<b>Watercourse</b>
<b>Admaston/Bromley</b>					
B-1	Admaston	C001	Berlanquet Creek Culvert	Stone Road-Cty Rd 5	Berlanquet Creek
B-1	Admaston	B002	Bonnechere River Bridge	Bonnechere Road	Bonnechere River
B-1	Admaston	C003	Moores Creek Culvert	Stone Road-Cty Rd 5	Moores Creek
B-1	Admaston	C004	Perrault Creek Culvert	Norton Road-Cty Rd 34	Perrault Creek
B-1	Admaston	C006	Cheese Factory Culvert	Cheese Factory Road	Harris Creek
B-1	Admaston	B007	Butler Bridge	Butler Road	Bonnechere River
B-1	Admaston	B008	Sylvester/Power's Bridge	Kennelly Road	Lambs Creek
B-1	Admaston	C009	Riopelle's Culvert	Ferguslea Road	McGee's Creek
B-1	Admaston	C010	Rath's Culvert	South McNaughton Road	McGee's Creek
B-1	Admaston	C011	Mick's Culvert	South McNaughton Road	Pettigrew Creek
B-1	Admaston	C012	Farquharson's Culvert	South McNaughton Road	McGee's Creek
B-1	Admaston	C013	Bromley Culvert	Foy Road	Foy Creek
B-1	Admaston	C014	Labombard Culvert	Chris Ruddy Road	Lamb Creek
B-1	Admaston	C016	Harold's Culvert	English Road	Halliday Creek
B-1	Admaston	C246	Culhane Culvert	Culhane Road	Cherry's Creek
B-1	Admaston	C337	Berlanquet Creek Culvert	Culhane Road	Berlanquet Creek
B-1	Admaston	C338	McMahon Road Culvert	McMahon Road	
B-1	Admaston	C339	Lynch Road Culvert	Lynch Road	
B-2	Bromley	C038	Mink Creek Culvert	Cobden Road-Cty Rd 8	Mink Creek
B-2	Bromley	C040	Snake River Culvert	Cobden Road-Cty Rd 8	Snake River
B-2	Bromley	C041	Osceola Culvert	Micksburg Road	Bellows Creek
B-2	Bromley	C042	Mink Creek Box Culvert	Cobden Road-Cty Rd 8	Mink Creek
B-2	Bromley	C043	Dunmore Bridge	Barr Line	Harris Creek

**Schedule 'B' to By-law 10-15  
County of Renfrew Structures**

<b>Plan No.</b>	<b>Geographic Town/Township</b>	<b>Inventory No.</b>	<b>Structure</b>	<b>Road</b>	<b>Watercourse</b>
B-2	Bromley	B044	Douglas Bridge	Stone Road-Cty Rd 5	Bonnechere River
B-2	Bromley	C045	Agnew Culvert (South Fork)	Agnew Road	Mink Creek
B-2	Bromley	C046	O'Neil Culvert (South Fork)	Pine Valley Road	Mink Creek
B-2	Bromley	C047	Ott Culvert	McGaghran Road	Snake River
B-2	Bromley	C048	Egan Culvert	Egan Line Road	Stoqua Creek
B-2	Bromley	C049	Rook Culvert	Burwell Road	Snake River
B-2	Bromley	C051	Harris Creek Culvert	Proven Line	Harris Creek Drain
B-2	Bromley	C052	Peever Culvert	McGuinty Road	Eady Creek
B-2	Bromley	C076	Wren Drain Box Culvert	Grattan Road-Cty Rd 22	Wren Drain
<b>Arnprior</b>					
B-3	Arnprior	B258	Madawaska River Bridge	Madawaska Boulevard-Cty Rd 1	Madawaska River
<b>Bonnechere Valley</b>					
B-4	Grattan	C081	Esmond Culvert	Opeongo Road South-Cty Rd 64	Esmond Creek
B-4	Grattan	C082	Raycroft Culvert	Opeongo Road South-Cty Rd 64	Schweigerts Creek
B-4	Grattan	C083	Sand Road Twin Pipes	Sand Road	Hurd's Creek
B-4	Grattan	C084	Augsburg Road Twin Pipes	Augsburg Road	Hurd's Creek
B-4	Grattan	C085	Hyndford-Caldwell Culvert	Scotch Bush Road	
B-4	Grattan	C087	Dellaires Culvert	Constant Lake Road	Constant Creek
B-4	Grattan	C089	Crutch Creek Culvert	Opeongo Road South-Cty Rd 64	Crutch Creek
B-4	Grattan	C090	Bradley East Culvert	Opeongo Road South-Cty Rd 64	Bradley Creek East
B-4	Grattan	B091	Danny Constant Bridge	Constant Lake Road	Perrault Creek
B-4	Grattan	B092	Balaclava Bridge	Scotch Bush Road	Constant Creek
B-4	Grattan	C093	Bradley West Culvert	Opeongo Road South-Cty Rd 64	Bradley Creek
B-4	Sebastopol	C168	Lake Clear Tri Culverts	Lake Clear Road	Rodden Creek

**Schedule 'B' to By-law 10-15  
County of Renfrew Structures**

<b>Plan No.</b>	<b>Geographic Town/Township</b>	<b>Inventory No.</b>	<b>Structure</b>	<b>Road</b>	<b>Watercourse</b>
B-4	Sebastopol	C169	Manning Road Creek Culvert	Manning Road	Hurd's Creek
B-4	Sebastopol	C170	Hurd's Creek Culverts	Wittkie Road	Hurd's Creek
B-4	Grattan	B180	Hurd's Creek Bridge	South Algona/Grattan Line	Hurd's Creek
B-4	Grattan	B200	Bonnechere River Lower Br	John Street	Bonnechere River
B-4	Sebastopol	C238	Townline Culvert	Foymount Road-Cty Rd 512	Hurd's Creek
B-4	Sebastopol	B257	Harrington Creek Bridge	Foymount Road-Cty Rd 512	Harrington Creek
B-4	South Algona	C299	Silver Creek Culverts	Silver Lake Road	Silver Creek
B-4	South Algona	C300	Wolfe Road Twin Pipes	Wolfe Road	Silver Creek
B-4	Sebastopol	C325	Neilson Creek Culvert	Lake Clear Road	Neilson Creek
<b>Brudenell, Lyndoch &amp; Raglan</b>					
B-5	Lyndoch	C059	Eneas Creek Culvert	Palmer Road-Cty Rd 515	Eneas Creek
B-5	Brudenell	C060	John Watson Culvert 1	John Watson Road	Rockingham Creek
B-5	Brudenell	C061	John Watson Culvert 3	John Watson Road	Rockingham Creek
B-5	Brudenell	C062	John Watson Culvert 2	John Watson Road	Rockingham Creek
B-5	Lyndoch	C063	Guiney Road Culvert	Guiney Road	Smallpiece Creek
B-5	Brudenell	B064	Pilgrim Road Bridge	Pilgrim Road	Pilgrim Creek
B-5	Brudenell	C065	Rockingham Creek Culvert	Rockingham Road-Cty Rd 68	Rockingham Creek
B-5	Brudenell	C066	Voldeeks Culvert	Letterkenny Road	Rockingham Creek
B-5	Lyndoch	C067	Addington Road Culvert	Addington Road	Eneas Creek
B-5	Brudenell	B068	Schimmens Creek Bridge	Welk Road	Schimmens Creek
B-5	Lyndoch	C069	Eneas Road Culvert	Eneas Creek Road	Eneas Creek
B-5	Lyndoch	C070	Homestead Creek Culvert	Homestead Road	Homestead Creek
B-5	Lyndoch	B071	Bruceton Bridge	Keller Road	Snake Creek



**Schedule 'B' to By-law 10-15  
County of Renfrew Structures**

<b>Plan No.</b>	<b>Geographic Town/Township</b>	<b>Inventory No.</b>	<b>Structure</b>	<b>Road</b>	<b>Watercourse</b>
B-5	Lyndoch	B073	Kargus Creek Bridge	Kargus Road	Little Eneas Creek
B-5	Lyndoch	B074	Fire Tower Creek Bridge	Fire Tower Road	Little Eneas Creek
B-5	Raglan	B153	Jewellville Bridge	Palmer Road-Cty Rd 515	Madawaska River
B-5	Raglan	B156	Burnt Bridge	Burnt Bridge Road	Little Mississippi River
B-5	Raglan	B233	Latchford Bridge	Palmer Road-Cty Rd 515	Madawaska River
B-5	Brudenell	C235	Devines Creek Culvert	Foymount Road-Cty Rd 512	Devines Creek
B-5	Lyndoch	C261	Kauffeldt's Culvert	Palmer Road-Cty Rd 515	Dupuis Creek
B-5	Raglan	C263	Neumans Culvert	Palmer Road-Cty Rd 515	Hochberg's Creek
B-5	Brudenell	C303	Mally's Culvert	Cormac Road	Devines Creek
B-5	Raglan	C305	Latchford Church Pipes	Palmer Road-Cty Rd 515	Madawaska River
B-5	Brudenell	C328	Devine Creek Tri Pipes	Foymount Road-Cty Rd 512	Devines Creek
<b>Deep River</b>					
B-6	Deep River	C192	Banting Culvert	Banting Road	Kennedy Creek
B-6	Deep River	C193	Balmers Bay Twin Pipes	Balmer Bay Road	Kennedy Creek
<b>Greater Madawaska</b>					
B-7	Bagot	B005	Scollard Bridge	Pucker Street	Perrault Creek
B-7	Bagot	B031	Madawaska River Bridge	Lanark Road-Cty Rd 511	Madawaska River
B-7	Bagot	B032	Calabogie Bridge	Lanark Road-Cty Rd 511	Madawaska River
B-7	Bagot	B033	Springtown Bridge	Springtown Bridge Road	Madawaska River
B-7	Bagot	B034	Constant Creek Bridge	Calabogie Road-Cty Rd 508	Constant Creek
B-7	Bagot	C036	Halliday Creek Culvert	Halliday Creek Road	Halliday Creek
B-7	Bagot	C037	Bagot Creek Culvert	Lower Spruce Hedge Road	Bagot Creek
B-7	Bagot	C126	Madawaska River Culvert	Calabogie Road-Cty Rd 508	Madawaska River
B-8	Brougham	B053	Constant Creek Bridge	Ferguson Lake Road	Constant Creek

**Schedule 'B' to By-law 10-15  
County of Renfrew Structures**

<b>Plan No.</b>	<b>Geographic Town/Township</b>	<b>Inventory No.</b>	<b>Structure</b>	<b>Road</b>	<b>Watercourse</b>
B-8	Brougham	C054	Big Black Donald Creek Culvert	Centennial Lake Road-Cty Rd 65	Big Black Donald
B-8	Brougham	B055	Mountain Chute Bridge	Hydro Dam Road	Madawaska River
B-8	Brougham	B056	Colterman Bridge	Colterman Road	Constant Creek
B-8	Brougham	B057	Mount St Patrick Bridge	Mount St Patrick Road	Constant Creek
B-8	Brougham	C058	Constant Creek Culverts	Ferguson Lake Road	Constant Creek
B-8	Griffith	C094	Godin Creek Culvert	Flying Club Road	Godin Creek
B-8	Griffith	B095	Hyland Creek Bridge	Hyland Creek Road	Hyland Creek
B-8	Matawatchan	B096	Centennial Lake Bridge	Centennial Lake Road-Cty Rd 65	Centennial Lake
B-8	Matawatchan	C097	Wilson Lake Culvert	Centennial Lake Road-Cty Rd 65	Wilson Lake
B-8	Matawatchan	C098	Colton Creek Culvert	Frontenac/ Government Road	Colton Creek
B-8	Matawatchan	C099	Colton Creek Bridge	Matawatchan Road-Cty Rd 71	Colton Creek
B-8	Matawatchan	B259	Glenfield Creek Bridge	Matawatchan Road-Cty Rd 71	Glenfield Creek
<b>Head, Clara &amp; Maria</b>					
B-9	Clara	C115	Dunlop Crescent Dual Culverts	Dunlop Crescent	Deux Rivieres Creek
B-9	Clara	C116	Dunlop Crescent Culvert	Dunlop Crescent	Deux Rivieres Creek
B-9	Head	B117	Mackey Creek Bridge	Mackey Creek Road	Mackey Creek
<b>Horton</b>					
B-10	Horton	C077	Castleford Culvert	River Road-Cty Rd 1	Loche Creek
B-10	Horton	C109	Thompson Hill Culvert	Burnstown Road-Cty Rd 52	Smiths Creeks
B-10	Horton	B110	Captain Christopher Bell Bridge	River Road-Cty Rd 1	Bonnechere River
B-10	Horton	C243	Worms Culvert	Castleford Road-Cty Rd 20	Little Halliday Creek
B-10	Horton	C334	Thompson Road Culvert	Thompson Road	

**Schedule 'B' to By-law 10-15  
County of Renfrew Structures**

<b>Plan No.</b>	<b>Geographic Town/Township</b>	<b>Inventory No.</b>	<b>Structure</b>	<b>Road</b>	<b>Watercourse</b>
<b>Killaloe, Hagarty &amp; Richards</b>					
B-11	Hagarty	B102	Brennans Creek Bridge	Foymount Road-Cty Rd 512	Brennans Creek
B-11	Hagarty	B103	Coslews Bridge	O'Grady Settlement Road	Brennans Creek
B-11	Hagarty	C104	Byers Creek Culverts	Simpson Pit Road-Cty Rd 67	Byers Creek
B-11	Hagarty	B108	Tramore Bridge	Tramore Road	Bonnechere River
B-11	Hagarty	B173	Byers Creek Bridge	Round Lake Road-Cty Rd 58	Byers Creek
B-11	Hagarty	B202	Cameron Street Bridge	Cameron Street	Brennans Creek
B-11	Hagarty	B234	Coles Creek Bridge	Foymount Road-Cty Rd 512	Coles Creek
B-11	Hagarty	C236	Brennans Creek Culvert	Foymount Road-Cty Rd 512	Brennans Creek
B-11	Hagarty	C237	Sicards Creek Culvert	Foymount Road-Cty Rd 512	Brennans Creek
B-11	Hagarty	C301	Funnucane Creek Culverts	O'Connor Road	Funnucane Creek
B-11	Hagarty	C302	Wingle Creek Twin Culverts	Rochfort Road	Wingle Creek
B-12	Richards	B100	Sherwood River Bridge	Round Lake Road-Cty Rd 58	Sherwood River
B-12	Richards	B101	Bonnechere River Bridge	Round Lake Road-Cty Rd 58	Bonnechere River
B-12	Richards	B105	Coulas Bay's Bridge	Bear Trail Road	
B-12	Richards	B106	Turners Bridge	Turners Road	Bonnechere River
B-12	Richards	C255	Red Rock Tri Pipes	Red Rock Road	Jack's Creek
B-12	Richards	C269	Jacks Lake Culverts	Round Lake Road-Cty Rd 58	Runnoff
B-12	Richards	C307	Turners Creek Culvert	Round Lake Road-Cty Rd 58	Turners Creek
B-12	Richards	C308	Tomasini's Culvert	Round Lake Road-Cty Rd 58	Reserve Creek
<b>Laurentian Hills</b>					
B-13	Rolph	B158	Meilleurs Bridge	Meilleurs Road	Huey Creek
<b>Laurentian Valley</b>					
B-14	Alice	B018	Davis Mills Bridge	Doran Road-Cty Rd 26	Indian River

**Schedule 'B' to By-law 10-15  
County of Renfrew Structures**

<b>Plan No.</b>	<b>Geographic Town/Township</b>	<b>Inventory No.</b>	<b>Structure</b>	<b>Road</b>	<b>Watercourse</b>
B-14	Alice	B019	CPR Overhead-Pembroke	Forest Lea Road-Cty Rd 42	Indian River
B-14	Alice	B021	B-Line Bridge	B-Line Road	Indian River
B-14	Alice	B022	Indian River Bridge	Sandy Beach Road	Indian River
B-14	Alice	B023	Zanders Bridge	Zanders Road	Indian River
B-14	Alice	C024	Cliche Culvert	Sandy Beach Road	Indian River
B-14	Alice	C025	Borne Road Culvert	Borne Road	Maves Creek
B-14	Alice	B026	Old Highway 62 Bridge	Borne Road	Indian River
B-14	Alice	C027	Stencells Bridge	Stencells Road	Indian River
B-14	Alice	C028	Alice-Wilberforce Muni. Drain	Locksley Road	Hennessys Creek
B-14	Alice	C029	B-Line Culvert	B-Line Road	Hales Creek
B-14	Alice	C030	Hales Creek Culvert	B-Line Road	Hales Creek
B-14	Alice	C242	Hales Creek Culvert	Petawawa Boulevard-Cty Rd 51	Hales Creek
B-14	Alice	C248	Forest Lea Culvert	Forest Lea Road-Cty Rd 42	Hales Creek
B-14	Alice	C249	Drive In Theatre Culvert	Forest Lea Road-Cty Rd 42	Hales Creek
B-14	Alice	C268	St. Columbkille's Cemetary Culvert	Round Lake Road-Cty Rd 58	Hales Creek
B-14	Alice	C312	O'Meara's Creek Box Culvert	Round Lake Road-Cty Rd 58	O'Meara's Creek
B-14	Alice	B319	Bucholtz Bridge	Round Lake Road-Cty Rd 58	Indian River
B-14	Alice	C323	Hoffmans Box Culvert	Round Lake Road-Cty Rd 58	Crooked Lake Creek
B-15	Fraser	C309	Gariepy Creek Culvert	Round Lake Road-Cty Rd 58	Gariepy Creek
B-15	Fraser	B310	Ski Hill Bridge	Round Lake Road-Cty Rd 58	Indian River
B-15	Fraser	B311	Indian River Bridge	Round Lake Road-Cty Rd 58	Indian River
B-16	Stafford	B143	McDonnells Bridge	Mud Lake Road-Cty Rd 19	Muskrat River
B-16	Stafford	B144	Johnston Bridge	Mud Lake Road-Cty Rd 19	Muskrat River

**Schedule 'B' to By-law 10-15  
County of Renfrew Structures**

<b>Plan No.</b>	<b>Geographic Town/Township</b>	<b>Inventory No.</b>	<b>Structure</b>	<b>Road</b>	<b>Watercourse</b>
B-16	Stafford	B181	Peter Black Bridge	White Water Road-Cty Rd 24	Muskrat River
B-16	Pembroke	B184	Hales Creek Bridge	Golf Course Road	Hales Creek
B-16	Stafford	B185	Canal Bridge	Forest Park Road	Ottawa River
B-16	Stafford	B186	Third Line Bridge	Stafford Third Line	Mud Creek
B-16	Stafford	C187	Mud Creek Culvert	Stafford Second Line	Mud Creek
B-16	Stafford	B188	Turcotte Bridge	Code Road	
B-16	Stafford	C189	Ross Road Triple Cell	Ross Road	Mud Creek
B-16	Stafford	C190	Bucholtz Culvert	Stafford Third Line	Henessys Creek
B-16	Stafford	C191	Dicks Road Culvert	Dicks Road	Municipal Drain
B-16	Stafford	C247	De Haans Culvert	Greenwood Road-Cty Rd 40	Creek
B-16	Stafford	C265	Peter Black Culvert	White Water Road-Cty Rd 24	Henessys Creek
B-16	Stafford	C315	Ross Road Double Cell	Ross Road	Mud Creek
B-16	Stafford	C316	Kenny's Culvert	Stafford Third Line	
<b>Madawaska Valley</b>					
B-17	Sherwood	C174	Sherwood River Culvert	Paugh Lake Road	Sherwood River
B-17	Sherwood	C175	Paugh Lake Road Culvert	Paugh Lake Road	Paugh Lake Creek
B-17	Burns	B176	Paugh Lake Road Bridge	Paugh Lake Road	Bonnechere River
B-17	Sherwood	C177	Peplinski Homestead Culvert	Peplinski Homestead Road	Sherwood River
B-17	Sherwood	C178	Wilno Road Culvert	Wilna Road North	Sherwood River
B-17	Sherwood	C197	Etmanskie Swamp Culvert	Combermere Road-Cty Rd 62	Etmanskie Swamp
B-17	Sherwood	C327	Siberia Twin Pipes	Siberia Road-Cty Rd 69	Carson Creek
B-17	Sherwood	C332	Chapeski Culvert	Chapeski Mill Drive	Sherwood River
B-18	Radcliffe	B145	Combermere Bridge	Combermere Road-Cty Rd 62	Madawaska River
B-18	Radcliffe	C146	McPhee Road Culvert	McPhees Bay Road	Diamond Lake Creek

**Schedule 'B' to By-law 10-15  
County of Renfrew Structures**

<b>Plan No.</b>	<b>Geographic Town/Township</b>	<b>Inventory No.</b>	<b>Structure</b>	<b>Road</b>	<b>Watercourse</b>
B-18	Radcliffe	C147	Turtle Culverts (aka Callaghan Cr Culverts)	Rockingham Road-Cty Rd 68	Callaghan Creek
B-18	Radcliffe	C148	Halfway Creek Culvert	Old Barrys Bay Road	Rockingham Creek
B-18	Radcliffe	C149	Olsheskie Creek Culvert	Stan Olsheskie Road	Rockingham Creek
B-18	Radcliffe	B150	Dam Lake Bridge	Martin Recoskie Road	Rockingham Creek
B-18	Radcliffe	C151	Wadsworth Creek Culvert	Vistula Road	Wadsworth Creek
B-18	Radcliffe	C152	Wadsworth Lake Culvert	Old Barry's Bay Road	Wadsworth Lake
B-18	Radcliffe	C266	Drohan Creek Culvert	Combermere Road-Cty Rd 62	Drohan Creek
B-18	Radcliffe	C267	Beanpot Creek Culvert	Combermere Road-Cty Rd 62	Beanpot Creek
B-18	Radcliffe	C304	Johnson's Creek Culvert	Combermere Road-Cty Rd 62	Johnson's Creek
B-18	Radcliffe	C331	Rockingham Creek Box Culvert	Combermere Road-Cty Rd 62	Rockingham Creek
B-18	Radcliffe	C335	Hopefield Culvert	Wilno S .Rd & Opeongo Rd N-Cty Rd 66	
<b>McNab/Braeside</b>					
B-19	McNab	B118	Arnprior CPR Overhead	River Road-Cty Rd 1	CPR
B-19	McNab	C119	Dochart Creek Culvert	River Road-Cty Rd 1	Dochart Creek
B-19	McNab	B120	Clay Bank Bridge	White Lake Road-Cty Rd 2	Madawaska River
B-19	McNab	B121	Waba Creek Bridge	White Lake Road-Cty Rd 2	Waba Creek
B-19	McNab	B122	Waba Creek Bridge	Burnstown Road-Cty Rd 52	Waba Creek
B-19	McNab	B123	Burnstown Bridge	Burnstown Road-Cty Rd 52	Madawaska River
B-19	McNab	C124	Cameron Culvert	Usborne Road	Dochart Creek
B-19	McNab	C125	McGregor Culvert	Lochwinnoch Road	Loche Creek
B-19	McNab	B127	Stewartville Bridge	Stewartville Road	Madawaska River
B-19	McNab	C128	Dochart Creek Culvert	Stevenson Drive	Dochart Creek

**Schedule 'B' to By-law 10-15  
County of Renfrew Structures**

<b>Plan No.</b>	<b>Geographic Town/Township</b>	<b>Inventory No.</b>	<b>Structure</b>	<b>Road</b>	<b>Watercourse</b>
B-19	McNab	C130	Lochiel Creek Culvert North	Stewartville Road-Cty Rd 63	Lochiel Creek
B-19	McNab	C131	Lochiel Creek Box Culvert	Brae-Loch Road	Lochiel Creek
B-19	McNab	C133	Scheel Twin Pipes	Scheel Drive	Dochart Creek
B-19	McNab	C134	Campbell Drive Culvert	Campbell Drive	Dochart Creek
B-19	McNab	C135	Ryan Creek Culvert	Campbell Drive	Ryan Creek
B-19	McNab	C136	Robertson Twin Pipes	Robertson Line	Waba Creek
B-19	McNab	C137	Hanson Creek Culverts	Robertson Line	Hanson Creek
B-19	McNab	C139	Lochiel Creek Culvert	Milton Stewart Avenue	Lochiel Creek
B-19	McNab	C241	Tims Waba Creek Bridge	Highland Road-Cty Rd 23	Waba Creek
B-19	McNab	C251	Armstrongs Culvert	Russett Drive	Dochart Creek
B-19	McNab	C252	Vanderploegs Culvert	Russett Drive	Dochart Creek
B-19	McNab	C330	McLeods Culvert	Burnstown Road-Cty Rd 52	
<b>North Algona Wilberforce</b>					
B-20	North Algona	C140	Mundt's Culvert	Roesler Road	Quades Creek
B-20	North Algona	C141	Zienans Culvert	Roesler Road	Quades Creek
B-20	North Algona	C142	Quade Creek Culvert	Burchat Road	Cochrane Creek
B-20	North Algona	B179	Golden Lake Bridge	Kokomis Road-Cty Rd 70	Bonnechere River
B-20	Wilberforce	C225	Black Creek Culvert	Lake Dore Road-Cty Rd 30	Black Creek
B-20	Wilberforce	B226	Black Creek Bridge	Black Creek Road	Black Creek
B-20	Wilberforce	C227	Mink Creek Culvert	Bulger Road-Cty Rd 9	Mink Creek
B-20	Wilberforce	C229	Burnt Bridge	Burnt Bridge Road	Snake River
B-20	North Algona	B232	Cochrane Creek Bridge	Cement Bridge Road	Cochrane Creek
B-20	Wilberforce	B240	Fourth Chute Bridge	Fourth Chute Road	Bonnechere River
B-20	Wilberforce	C314	Royal Pines Culvert	Royal Pines Road	Spring Creek



**Schedule 'B' to By-law 10-15  
County of Renfrew Structures**

<b>Plan No.</b>	<b>Geographic Town/Township</b>	<b>Inventory No.</b>	<b>Structure</b>	<b>Road</b>	<b>Watercourse</b>
<b>Petawawa</b>					
B-21	Petawawa	C194	Eichstaedt Culvert	Eichstaedt Road	Eichstaedt Creek
B-21	Petawawa	C195	Black Bay Culvert	Black Bay Road	Black Bay Creek
B-21	Petawawa	B203	Petawawa River Bridge	Petawawa Boulevard-Cty Rd 51	Petawawa River
B-21	Petawawa	C322	Black Bay Creek Culvert	Black Bay Road	Black Bay Creek
<b>Whitewater Region</b>					
B-22	Ross	C159	Gutz Culvert	Forester Falls Road-Cty Rd 7	Broomes Creek
B-22	Ross	C160	Broomes Creek Culvert	Grant's Settlement Road	Broomes Creek
B-22	Ross	C161	Stoppas Culvert	Stoppa Road	Muskrat River
B-22	Ross	C162	Kohlsmith Culvert	Kohlsmith Road	
B-22	Ross	C163	Bulmers Culvert	Kohlsmith Road	Tributary to Broomes
B-22	Ross	C164	Wilderness Arch	Rafting Road	
B-22	Ross	C165	Millars Culvert	Kerr Line Road	
B-22	Ross	C201	Broomes Creek Culvert	Forester Falls Road-Cty Rd 7	Broomes Creek
B-22	Ross	C254	Alan James Culvert	Queens Line-Cty Rd 4	Broomes Creek
B-22	Ross	C270	Bennetts Culvert	Kerr Line Road	
B-22	Ross	C317	Cobden Lake Culvert	Forester Falls Road-Cty Rd 7	Buttermilk Creek
B-22	Ross	C324	Rox Siding Culvert	Rox Siding Road	Muskrat River
B-23	Westmeath	C050	Eady Culvert	Snake River Line	Eady Creek
B-23	Westmeath	B198	Mill Creek Bridge	Beachburg Road-Cty Rd 21	Mill Creek
B-23	Westmeath	C204	Bellowes Creek Culvert	Westmeath Road-Cty Rd 12	Bellowes Creek
B-23	Westmeath	C205	Westmeath Culvert	Westmeath Road-Cty Rd 12	
B-23	Westmeath	C206	Gervais Creek Culvert	Lapasse Road-Cty Rd 49	Gervais Creek
B-23	Westmeath	C215	Elm Creek Culverts	Snake River Line	Elm Creek

**Schedule 'B' to By-law 10-15  
County of Renfrew Structures**

<b>Plan No.</b>	<b>Geographic Town/Township</b>	<b>Inventory No.</b>	<b>Structure</b>	<b>Road</b>	<b>Watercourse</b>
B-23	Westmeath	C216	Elm Creek Tri Pipes	Waterview Road	Elm Creek
B-23	Westmeath	C217	Hila Road Culvert	Hila Road	
B-23	Westmeath	C218	Mill Creek Pipes	Zion Line	Mill Creek
B-23	Westmeath	C219	Pleasant Valley Twin Pipes	Pleasant Valley Road	Pleasant Valley Creek
B-23	Westmeath	C220	Pleasant Valley Culvert	Pleasant Valley Road	Pleasant Valley Creek
B-23	Westmeath	C221	Kenny's Culvert	Pleasant Valley Road	Pleasant Valley Creek
B-23	Westmeath	C222	Pleasant Valley Steel Arch	Pleasant Valley Road	Pleasant Valley Creek
B-23	Westmeath	C223	Randy's Culvert	Pleasant Valley Road	Pleasant Valley Creek
B-23	Westmeath	B224	Snake River Bridge	Snake River Line	Snake River
B-23	Westmeath	C244	Mackays Culvert	Beachburg Road-Cty Rd 21	
B-23	Westmeath	C245	Indian Road Culvert	Beachburg Road-Cty Rd 21	
B-23	Westmeath	C250	Pleasant Valley Culvert	Grants Settlement Road	Pleasant Valley Creek
B-23	Westmeath	C313	Nagels Culverts	Lapasse Road-Cty Rd 49	Pleasant Valley Creek

**COUNTY OF RENFREW**

**BY-LAW NUMBER 147-24**

**A BY-LAW FOR THE EXECUTION OF CONTRACT PWO-2024-06  
SUPPLY AND DELIVERY OF ONE 3-TON TRUCK AND PLOW UNIT**

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WHEREAS the *Municipal Act, 2001, S.O. 2001, c.25, as amended*, requires a municipality to adopt policies with respect to the procurement of goods and services;

AND WHEREAS public tenders were requested for the supply and delivery of one 3-ton truck and plow unit, under Contract PWO-2024-06 in accordance with County of Renfrew Corporate Policy GA-01, Procurement of Goods and Services;

AND WHEREAS the tender submitted by Everest Equipment, Ayer's Cliff, Québec, was reviewed and accepted by the Operations Committee.

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

1. THAT the Council of the County of Renfrew approve the awarding of Contract PWO-2024-06 for the supply and delivery of one 3-ton truck and plow unit as submitted by Everest Equipment, Ayer's Cliff, Québec, in the amount of \$240,156, plus applicable taxes.
2. THAT the Warden and Clerk be empowered to do and execute all things, papers and documents necessary for the execution of the said contract.
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.

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PETER EMON, WARDEN

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GWEN DOMBROSKI, CLERK

November 27, 2024

To the Council of the Corporation  
of the County of Renfrew

Members of County Council:

We, your **Finance and Administration Committee**, report and recommend as follows:

## **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.

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

### **3. 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.

### **4. 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.

**DELEGATION OF AUTHORITY APPROVALS**

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

BY-LAW/ RESOLUTION	DATE	DESCRIPTION	DELEGATED AUTHORITY BY-LAW REFERENCE	COMMITTEE
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**

- 6. **Eastern Ontario Wardens’ Caucus Resolution – Calling for Investment in Municipal Infrastructure for Eastern Ontario’s Small and Rural Communities**

**RESOLUTION NO. FA-CC-24-11-118**

Moved by Chair

Seconded by Committee

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 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.

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

**RESOLUTION NO. FA-CC-24-11-122**

Moved by Chair

Seconded by Committee

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 THEREFORE 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, the Finance and Administration Committee recommends that County Council support any and all advocacy efforts to increase long term, sustainable, and predictable infrastructure funding.

### **BY-LAWS**

#### **8. Procedural By-law Review**

##### **RESOLUTION NO. FA-CC-24-11-120**

Moved by Chair

Seconded by Committee

THAT the amended draft Procedural By-law be forwarded to County Council for consideration.

## **Background**

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

Since that Special Council Meeting and at the November 14, 2024 Finance and Administration Committee 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

## **9. Benefits Renewal of Services**

### **RESOLUTION NO. FA-CC-24-11-124**

Moved by Chair

Seconded by Committee

THAT County Council adopt a By-law 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 in the annual premium of approximately \$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.

10. **Corporate Policies and Procedures – Human Resources**

**RESOLUTION NO. FA-CC-24-11-125**

Moved by Chair

Seconded by Committee

THAT County Council approve 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**

The following is a summary of changes to the 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.

All of which is respectfully submitted.

Jennifer Murphy, Chair

And Committee Members: J. Brose, G. Doncaster, M. Donohue, P. Emon, A. Giardini, V. Jahn, D. Mayville

**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
<b>TOTAL</b>	<b>\$ 257,432.62</b>	<b>\$ 24,543.00</b>	<b>\$ 36,591.50</b>	<b>\$ 9,247.02</b>	<b>\$ 27,587.45</b>	<b>\$ 30,845.83</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 386,247.42</b>

**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
<b>Operations Committee</b>	<b>20,177,219.26</b>	<b>21,830,995.00</b>	<b>(1,653,775.74)</b>	<b>10,989,045.00</b>
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
<b>Development &amp; Property Committee</b>	<b>1,863,763.16</b>	<b>2,408,267.00</b>	<b>(544,503.84)</b>	<b>1,992,484.00</b>
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
<b>Health Committee</b>	<b>13,350,616.00</b>	<b>15,336,211.00</b>	<b>(1,985,595.00)</b>	<b>17,731,835.00</b>
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
<b>Community Services Committee</b>	<b>5,900,840.58</b>	<b>6,394,393.00</b>	<b>(493,552.42)</b>	<b>7,569,101.00</b>
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
<b>Finance &amp; Administration Committee</b>	<b>3,737,511.19</b>	<b>3,756,679.00</b>	<b>(19,167.81)</b>	<b>25,741,881.00</b>
<b>Total Net Expenses</b>	<b>45,029,950.19</b>	<b>49,726,545.00</b>	<b>(4,696,594.81)</b>	<b>64,024,346.00</b>
<b>County Levy</b>	<b>43,052,347.00</b>	<b>43,052,337.00</b>	<b>10.00</b>	<b>57,403,120.00</b>
<b>Other Revenue</b>	<b>4,008,934.01</b>	<b>4,801,949.00</b>	<b>(793,014.99)</b>	<b>6,621,226.00</b>
<b>Total Revenue</b>	<b>47,061,281.01</b>	<b>47,854,286.00</b>	<b>(793,004.99)</b>	<b>64,024,346.00</b>
<b>Municipal Surplus / ( Deficit)</b>	<b>2,031,330.82</b>	<b>(1,872,259.00)</b>	<b>3,903,589.82</b>	<b>0.00</b>

**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>
<b><u>MEMBERS OF COUNCIL</u></b>	<b><u>436,886.32</u></b>	<b><u>424,503.00</u></b>	<b><u>12,383.32</u></b>	<b><u>642,460.00</u></b>
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
<b><u>GENERAL - ADMINISTRATION</u></b>	<b><u>617,520.38</u></b>	<b><u>810,521.00</u></b>	<b><u>(193,000.62)</u></b>	<b><u>1,024,422.00</u></b>
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
<b><u>HUMAN RESOURCES DEPARTMENT</u></b>	<b><u>222,011.16</u></b>	<b><u>199,791.00</u></b>	<b><u>22,220.16</u></b>	<b><u>234,500.00</u></b>
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
<b><u>INFORMATION TECHNOLOGY</u></b>	<b><u>377,436.67</u></b>	<b><u>481,715.00</u></b>	<b><u>(104,278.33)</u></b>	<b><u>599,576.00</u></b>
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  
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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>
<b><u>PROPERTY - Pembroke Admin</u></b>	<b><u>152,688.01</u></b>	<b><u>209,407.00</u></b>	<b><u>(56,718.99)</u></b>	<b><u>96,977.00</u></b>
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
<b><u>PROPERTY - Renfrew County Place</u></b>	<b><u>404,725.18</u></b>	<b><u>190,700.00</u></b>	<b><u>214,025.18</u></b>	<b><u>(194,983.00)</u></b>
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  
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over / (under)

	<u>YTD ACTUAL</u>	<u>YTD BUDGET</u>	<u>VARIANCE</u>	<u>FULL YEAR BUDGET</u>
<b><u>PROPERTY - Base Stations</u></b>	<b><u>279,514.39</u></b>	<b><u>95,517.00</u></b>	<b><u>183,997.39</u></b>	<b><u>0.00</u></b>
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
<b><u>PROPERTY - Arnprior Office</u></b>	<b><u>(43,055.65)</u></b>	<b><u>74,207.00</u></b>	<b><u>(117,262.65)</u></b>	<b><u>0.00</u></b>
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
<b><u>PROPERTY - Renfrew OPP</u></b>	<b><u>3,863.35</u></b>	<b><u>61,704.00</u></b>	<b><u>(57,840.65)</u></b>	<b><u>0.00</u></b>
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
<b><u>FORESTRY DEPT.</u></b>	<b><u>(76,838.59)</u></b>	<b><u>81,745.00</u></b>	<b><u>(158,583.59)</u></b>	<b><u>73,239.00</u></b>
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  
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over / (under)

	<u><b>YTD ACTUAL</b></u>	<u><b>YTD BUDGET</b></u>	<u><b>VARIANCE</b></u>	<u><b>FULL YEAR BUDGET</b></u>
<b><u>GIS</u></b>	<b><u>145,459.72</u></b>	<b><u>275,436.00</u></b>	<b><u>(129,976.28)</u></b>	<b><u>323,597.00</u></b>
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
<b><u>ECONOMIC DEVELOPMENT</u></b>	<b><u>301,246.70</u></b>	<b><u>377,054.00</u></b>	<b><u>(75,807.30)</u></b>	<b><u>493,739.00</u></b>
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
<b><u>ENTERPRISE CENTRE</u></b>	<b><u>24,841.00</u></b>	<b><u>24,841.00</u></b>	<b><u>(0.00)</u></b>	<b><u>28,055.00</u></b>
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
<b><u>OTTAWA VALLEY TOURIST ASSOCIATION</u></b>	<b><u>211,590.05</u></b>	<b><u>229,346.00</u></b>	<b><u>(17,755.95)</u></b>	<b><u>298,984.00</u></b>
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
<b><u>PLANNING DEPARTMENT</u></b>	<b><u>459,729.00</u></b>	<b><u>788,310.00</u></b>	<b><u>(328,581.00)</u></b>	<b><u>872,876.00</u></b>
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
<b><u>PUBLIC WORKS</u></b>	<b><u>20,177,219.26</u></b>	<b><u>21,830,995.00</u></b>	<b><u>(1,653,775.74)</u></b>	<b><u>10,989,045.00</u></b>
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>
<b><u>BONNECHERE MANOR</u></b>	<b><u>1,168,164.00</u></b>	<b><u>1,168,164.00</u></b>	<b><u>0.00</u></b>	<b><u>1,557,544.00</u></b>
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
<b><u>MIRAMICHI LODGE</u></b>	<b><u>977,850.00</u></b>	<b><u>977,850.00</u></b>	<b><u>0.00</u></b>	<b><u>1,303,802.00</u></b>
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
<b><u>OTHER LONG TERM CARE</u></b>	<b><u>71,310.06</u></b>	<b><u>71,217.00</u></b>	<b><u>93.06</u></b>	<b><u>94,950.00</u></b>
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
<b><u>HEALTH SERVICES</u></b>	<b><u>1,382,992.00</u></b>	<b><u>1,465,875.00</u></b>	<b><u>(82,883.00)</u></b>	<b><u>1,954,497.00</u></b>
Renfrew County & District Health Unit	1,382,992.00	1,465,875.00	(82,883.00)	1,954,497.00
<b><u>OTTAWA VALLEY OHT</u></b>	<b><u>13,834.46</u></b>	<b><u>6,350.00</u></b>	<b><u>7,484.46</u></b>	<b><u>0.00</u></b>
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
<b><u>PARAMEDIC - 911</u></b>	<b><u>9,603,940.32</u></b>	<b><u>11,470,428.00</u></b>	<b><u>(1,866,487.68)</u></b>	<b><u>12,690,447.00</u></b>
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
<b><u>PARAMEDIC - OTHER</u></b>	<b><u>0.00</u></b>	<b><u>73,380.00</u></b>	<b><u>(73,380.00)</u></b>	<b><u>0.00</u></b>
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
<b><u>EMERGENCY MANAGEMENT</u></b>	<b><u>132,525.16</u></b>	<b><u>102,947.00</u></b>	<b><u>29,578.16</u></b>	<b><u>130,595.00</u></b>
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
<b><u>ONTARIO WORKS</u></b>	<b><u>612,042.54</u></b>	<b><u>1,162,702.00</u></b>	<b><u>(550,659.46)</u></b>	<b><u>1,487,138.00</u></b>
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>
<b><u>CHILD CARE</u></b>	<b><u>496,796.15</u></b>	<b><u>462,006.00</u></b>	<b><u>34,790.15</u></b>	<b><u>167,139.00</u></b>
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)
<b><u>COMMUNITY HOUSING</u></b>	<b><u>4,792,001.89</u></b>	<b><u>4,769,685.00</u></b>	<b><u>22,316.89</u></b>	<b><u>5,914,824.00</u></b>
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>
<b><u>PROVINCIAL OFFENCES ADMINISTRATION</u></b>				
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
<b><u>Publicity/Public Relations</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>
Publicity/Public Relations Service	0.00	0.00	0.00	0.00
Recoveries	0.00	0.00	0.00	0.00
<b><u>AGRICULTURE &amp; REFORESTATION</u></b>	<b><u>13,061.08</u></b>	<b><u>15,003.00</u></b>	<b><u>(1,941.92)</u></b>	<b><u>20,000.00</u></b>
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
<b><u>PROPERTY ASSESSMENT</u></b>	<b><u>1,570,574.72</u></b>	<b><u>1,177,929.00</u></b>	<b><u>392,645.72</u></b>	<b><u>1,570,575.00</u></b>
MPAC	1,570,574.72	1,177,929.00	392,645.72	1,570,575.00
<b><u>FINANCIAL EXPENSE</u></b>	<b><u>577,749.71</u></b>	<b><u>874,989.00</u></b>	<b><u>(297,239.29)</u></b>	<b><u>21,968,987.00</u></b>
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
<b>TOTAL EXPENSES</b>	<b>45,029,950.19</b>	<b>49,726,545.00</b>	<b>(4,696,594.81)</b>	<b>64,024,346.00</b>

**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>
<b><u>REVENUES</u></b>				
<b><u>COUNTY LEVY</u></b>	<b><u>43,052,347.00</u></b>	<b><u>43,052,337.00</u></b>	<b><u>10.00</u></b>	<b><u>57,403,120.00</u></b>
<b><u>PIL ADJUSTMENTS</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>(150,000.00)</u></b>
<b><u>WATERPOWER GENERATING STATION SUPPLEMENTARY REVENUE</u></b>	<b><u>394,109.27</u></b>	<b><u>394,109.00</u></b>	<b><u>0.27</u></b>	<b><u>394,109.00</u></b>
	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>500,000.00</u></b>
<b><u>OTHER REVENUE</u></b>	<b><u>3,614,824.74</u></b>	<b><u>4,407,840.00</u></b>	<b><u>(793,015.26)</u></b>	<b><u>5,877,117.00</u></b>
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
<b><u>CONTRIBUTION FROM RESERVES</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>
Surplus Adjustment - TRF From Reserves	0.00	0.00	0.00	0.00
<b>TOTAL REVENUES</b>	<b><u>47,061,281.01</u></b>	<b><u>47,854,286.00</u></b>	<b><u>(793,004.99)</u></b>	<b><u>64,024,346.00</u></b>
<b>Municipal Surplus / ( Deficit)</b>	<b><u>2,031,330.82</u></b>	<b><u>(1,872,259.00)</u></b>	<b><u>3,903,589.82</u></b>	<b><u>0.00</u></b>
<b>add: Surplus Adjustment - Capital</b>	<b>25,156,376.85</b>	<b>37,219,770.00</b>	<b>(12,063,393.15)</b>	<b>49,626,356.00</b>
<b>add: Surplus Adjustment - To Reserves</b>	<b>299,177.94</b>	<b>16,616,610.00</b>	<b>(16,317,432.06)</b>	<b>22,155,484.00</b>
<b>less: Surplus Adjustment - From Reserves</b>	<b>(103,122.16)</b>	<b>(33,582,150.00)</b>	<b>33,479,027.84</b>	<b>(44,776,195.00)</b>
<b>less: Surplus Adjustment - Depreciation</b>	<b>(9,783,502.82)</b>	<b>(9,621,342.00)</b>	<b>(162,160.82)</b>	<b>(12,828,432.00)</b>
<b>add: Surplus Adjustment - Debt Principal Paid</b>	<b>(6,055,038.86)</b>	<b>1,044,936.00</b>	<b>(7,099,974.86)</b>	<b>1,393,244.00</b>
<b>add: Surplus Adjustment - New Debt Principal</b>	<b>(1,078,699.00)</b>	<b>(2,387,223.00)</b>	<b>1,308,524.00</b>	<b>(3,182,960.00)</b>
<b>PSAB Surplus / ( Deficit)</b>	<b><u>10,466,522.77</u></b>	<b><u>7,418,342.00</u></b>	<b><u>3,048,180.77</u></b>	<b><u>12,387,497.00</u></b>

**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>
<b><u>CLIENT PROGRAMS &amp; SERVICES</u></b>	<b><u>763,550.71</u></b>	<b><u>818,372.00</u></b>	<b><u>(54,821.29)</u></b>	<b><u>1,064,124.00</u></b>
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)
<b><u>NURSING SERVICES</u></b>	<b><u>9,817,135.22</u></b>	<b><u>10,472,968.00</u></b>	<b><u>(655,832.78)</u></b>	<b><u>13,634,484.00</u></b>
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>
<b><u>RAW FOOD</u></b>	<b><u>616,275.50</u></b>	<b><u>596,376.00</u></b>	<b><u>19,899.50</u></b>	<b><u>795,171.00</u></b>
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)
<b><u>FOOD SERVICES</u></b>	<b><u>1,354,505.64</u></b>	<b><u>1,356,298.00</u></b>	<b><u>(1,792.36)</u></b>	<b><u>1,765,692.00</u></b>
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)
<b><u>HOUSEKEEPING SERVICES</u></b>	<b><u>776,346.63</u></b>	<b><u>780,757.00</u></b>	<b><u>(4,410.37)</u></b>	<b><u>1,016,702.00</u></b>
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)
<b><u>LAUNDRY AND LINEN SERVICES</u></b>	<b><u>370,098.74</u></b>	<b><u>358,265.00</u></b>	<b><u>11,833.74</u></b>	<b><u>467,079.00</u></b>
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)	
<b><u>BUILDINGS AND PROPERTY MAINTENANCE</u></b>	<b><u>909,361.78</u></b>	<b><u>1,055,875.00</u></b>	<b><u>(146,513.22)</u></b>	<b><u>1,469,692.00</u></b>
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
<b><u>GENERAL AND ADMINISTRATIVE</u></b>	<b><u>941,711.42</u></b>	<b><u>958,519.00</u></b>	<b><u>(16,807.58)</u></b>	<b><u>1,206,131.00</u></b>
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
<b><u>ADULT DAY PROGRAM</u></b>	<b><u>(213,657.62)</u></b>	<b><u>0.00</u></b>	<b><u>(213,657.62)</u></b>	<b><u>0.00</u></b>
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
<b>BONNECHERE MANOR TOTALS</b>	<b><u>15,335,328.02</u></b>	<b><u>16,397,430.00</u></b>	<b><u>(1,062,101.98)</u></b>	<b><u>21,419,075.00</u></b>

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

**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>
<b><u>MUNICIPAL SUBSIDY</u></b>	<b><u>1,743,516.00</u></b>	<b><u>1,743,516.00</u></b>	<b><u>0.00</u></b>	<b><u>2,324,694.00</u></b>
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
<b><u>RESIDENTS REVENUE</u></b>	<b><u>3,468,113.99</u></b>	<b><u>3,386,376.00</u></b>	<b><u>81,737.99</u></b>	<b><u>4,515,172.00</u></b>
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
<b><u>OTHER REVENUE</u></b>	<b><u>572,417.18</u></b>	<b><u>304,000.00</u></b>	<b><u>268,417.18</u></b>	<b><u>410,000.00</u></b>
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
<b><u>GRANTS &amp; SUBSIDIES</u></b>	<b><u>12,264,581.70</u></b>	<b><u>10,589,350.00</u></b>	<b><u>1,675,231.70</u></b>	<b><u>14,169,209.00</u></b>
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
<b><u>SURPLUS ADJUSTMENT</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>980,000.00</u></b>
Surplus Adjustment - TRF from Reserves	0.00	0.00	0.00	980,000.00
<b>GRAND TOTAL REVENUES</b>	<b>18,048,628.87</b>	<b>16,023,242.00</b>	<b>2,025,386.87</b>	<b>22,399,075.00</b>
<b>Municipal Surplus / (Deficit)</b>	<b>2,308,704.00</b>	<b>(1,109,191.00)</b>	<b>3,417,895.00</b>	<b>0.00</b>
<b>less: Depreciation - BM</b>	<b>(550,738.52)</b>	<b>(517,176.00)</b>	<b>(33,562.52)</b>	<b>(689,565.00)</b>
<b>add: Transfer to Reserve</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>less: Transfer from Reserve</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(980,000.00)</b>
<b>add: Capital Purchases</b>	<b>404,596.85</b>	<b>735,003.00</b>	<b>(330,406.15)</b>	<b>980,000.00</b>
<b>Accounting Surplus / (Deficit)</b>	<b>2,162,562.33</b>	<b>(891,364.00)</b>	<b>3,053,926.33</b>	<b>(689,565.00)</b>



**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>
<b><u>CLIENT PROGRAMS &amp; SERVICES</u></b>	<b><u>573,600.82</u></b>	<b><u>707,876.00</u></b>	<b><u>(134,275.18)</u></b>	<b><u>922,304.00</u></b>
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)
<b><u>NURSING SERVICES</u></b>	<b><u>8,918,387.64</u></b>	<b><u>9,555,106.00</u></b>	<b><u>(636,718.36)</u></b>	<b><u>12,436,484.00</u></b>
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>
<b><u>RAW FOOD</u></b>	<b><u>572,855.47</u></b>	<b><u>549,990.00</u></b>	<b><u>22,865.47</u></b>	<b><u>733,324.00</u></b>
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)
<b><u>FOOD SERVICES</u></b>	<b><u>1,192,332.79</u></b>	<b><u>1,210,105.00</u></b>	<b><u>(17,772.21)</u></b>	<b><u>1,574,534.00</u></b>
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)
<b><u>HOUSEKEEPING SERVICES</u></b>	<b><u>846,892.20</u></b>	<b><u>728,514.00</u></b>	<b><u>118,378.20</u></b>	<b><u>948,955.00</u></b>
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)
<b><u>LAUNDRY AND LINEN SERVICES</u></b>	<b><u>271,200.51</u></b>	<b><u>228,587.00</u></b>	<b><u>42,613.51</u></b>	<b><u>298,222.00</u></b>
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>
<b><u>BUILDINGS AND PROPERTY MAINTENANCE</u></b>	<b><u>987,496.82</u></b>	<b><u>1,053,273.00</u></b>	<b><u>(65,776.18)</u></b>	<b><u>1,465,021.00</u></b>
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
<b><u>GENERAL AND ADMINISTRATIVE</u></b>	<b><u>1,001,546.10</u></b>	<b><u>1,098,688.00</u></b>	<b><u>(97,141.90)</u></b>	<b><u>1,405,723.00</u></b>
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
<b>MIRAMICHI LODGE TOTALS</b>	<b><u>14,364,312.35</u></b>	<b><u>15,132,139.00</u></b>	<b><u>(767,826.65)</u></b>	<b><u>19,784,567.00</u></b>

**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
<b><u>NON-SUBSIDIZABLE EXPENSE</u></b>	<b><u>313,404.85</u></b>	<b><u>313,405.00</u></b>	<b><u>(0.15)</u></b>	<b><u>626,819.00</u></b>
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
<b><u>SURPLUS ADJUSTMENT</u></b>	<b><u>532,987.04</u></b>	<b><u>559,278.00</u></b>	<b><u>(26,290.96)</u></b>	<b><u>745,700.00</u></b>
Surplus Adjustment - Capital Purchases	532,987.04	559,278.00	(26,290.96)	745,700.00
<b>GRAND TOTAL EXPENDITURE</b>	<b>15,210,704.24</b>	<b>16,004,822.00</b>	<b>(794,117.76)</b>	<b>21,157,086.00</b>

**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>
<b><u>MUNICIPAL SUBSIDY</u></b>	<b><u>1,459,476.00</u></b>	<b><u>1,459,476.00</u></b>	<b><u>0.00</u></b>	<b><u>1,945,973.00</u></b>
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
<b><u>RESIDENTS REVENUE</u></b>	<b><u>3,266,611.46</u></b>	<b><u>3,174,363.00</u></b>	<b><u>92,248.46</u></b>	<b><u>4,232,480.00</u></b>
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
<b><u>OTHER REVENUE</u></b>	<b><u>240,629.43</u></b>	<b><u>176,247.00</u></b>	<b><u>64,382.43</u></b>	<b><u>235,000.00</u></b>
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
<b><u>GRANTS &amp; SUBSIDIES</u></b>	<b><u>11,305,203.90</u></b>	<b><u>10,448,642.00</u></b>	<b><u>856,561.90</u></b>	<b><u>13,997,933.00</u></b>
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
<b><u>SURPLUS ADJUSTMENT</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>0.00</u></b>	<b><u>745,700.00</u></b>
Surplus Adjustment - Trf from Reserves	0.00	0.00	0.00	745,700.00
<b>GRAND TOTAL REVENUES</b>	<b>16,271,920.79</b>	<b>15,258,728.00</b>	<b>1,013,192.79</b>	<b>21,157,086.00</b>
<b>Municipal Surplus / (Deficit)</b>	<b>1,061,216.55</b>	<b>(746,094.00)</b>	<b>1,807,310.55</b>	<b>0.00</b>
<b>less: Depreciation</b>	<b>(710,671.06)</b>	<b>(697,869.00)</b>	<b>(12,802.06)</b>	<b>(930,488.00)</b>
<b>add: Transfer to Reserves</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>less: Transfer from Reserves</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(745,700.00)</b>
<b>less: Disposal of Assets</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>add: Capital Purchases</b>	<b>532,987.04</b>	<b>559,278.00</b>	<b>(26,290.96)</b>	<b>745,700.00</b>
<b>add: Debenture Principal</b>	<b>296,403.24</b>	<b>296,403.00</b>	<b>0.24</b>	<b>601,188.00</b>
<b>ADJ Surplus / (Deficit)</b>	<b>1,179,935.77</b>	<b>(588,282.00)</b>	<b>1,768,217.77</b>	<b>(329,300.00)</b>

**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>
<b><u>CAPITAL PROGRAM - EXPENSES</u></b>	<b><u>635,494.40</u></b>	<b><u>644,192.00</u></b>	<b><u>(8,697.60)</u></b>	<b><u>844,431.00</u></b>
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
<b><u>ADMINISTRATION</u></b>	<b><u>983,792.82</u></b>	<b><u>975,038.00</u></b>	<b><u>8,754.82</u></b>	<b><u>1,212,146.00</u></b>
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
<b><u>TRAILS</u></b>	<b><u>801,881.64</u></b>	<b><u>1,574,051.00</u></b>	<b><u>(772,169.36)</u></b>	<b><u>302,483.00</u></b>
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
<b><u>MAINTENANCE</u></b>	<b><u>3,659,086.05</u></b>	<b><u>4,964,273.00</u></b>	<b><u>(1,305,186.95)</u></b>	<b><u>6,981,293.00</u></b>
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
<b><u>EQUIPMENT</u></b>	<b><u>3,033,954.65</u></b>	<b><u>1,036,396.00</u></b>	<b><u>1,997,558.65</u></b>	<b><u>1,567,942.00</u></b>
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>
<b>HOUSING</b>	<b>160,143.40</b>	<b>129,997.00</b>	<b>30,146.40</b>	<b>180,750.00</b>
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)
<b>OTHER</b>	<b>19,186,116.98</b>	<b>15,200,000.00</b>	<b>3,986,116.98</b>	<b>36,595,744.00</b>
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
<b>CONSTRUCTION - LABOUR CLEARING ACCOUNT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
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)
<b>TOTAL EXPENDITURES</b>	<b>28,460,469.94</b>	<b>24,523,947.00</b>	<b>3,936,522.94</b>	<b>47,684,789.00</b>
<b>REVENUES</b>				
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
<b>TOTAL REVENUES</b>	<b>28,460,469.94</b>	<b>24,523,947.00</b>	<b>3,936,522.94</b>	<b>47,684,789.00</b>
<b>MUNICIPAL SURPLUS / (DEFICIT)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Renfrew County Housing Corporation**  
**Consolidated Treasurer's Report**  
**SEPT 2024**

<u>Description</u>	<u>YTD Actual</u>	<u>YTD Budget</u>	<u>Variance</u>	<u>Full Year 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
<b>EXPENSES</b>	<b>13,598,421.83</b>	<b>14,485,494.00</b>	<b>(887,072.17)</b>	<b>19,299,715.00</b>
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
<b>REVENUES</b>	<b>12,192,131.85</b>	<b>13,534,353.00</b>	<b>(1,342,221.15)</b>	<b>19,299,715.00</b>
<b>Municipal SURPLUS / (DEFICIT)</b>	<b>(1,406,289.98)</b>	<b>(951,141.00)</b>	<b>(455,148.98)</b>	<b>0.00</b>
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
<b>Accounting SURPLUS / (DEFICIT)</b>	<b>(1,104,516.53)</b>	<b>723,569.00</b>	<b>(1,828,085.53)</b>	<b>1,355,821.00</b>



Department	Variance YTD	Explanation
<b>General Fund</b>	<b>\$ 3,903,000.00</b>	<b>Expected to end year in a surplus, likely in the \$2M range.</b>
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.
<b>Miramichi Lodge</b>	<b>\$ 1,807,000.00</b>	<b>Significant savings in salaries and benefits in Client Programs and Nursing Services, as well as significant increases in Provincial funding.</b>
<b>Bonnechere Manor</b>	<b>\$ 2,308,000.00</b>	<b>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.</b>
<b>RCHC</b>	<b>\$ (455,000.00)</b>	<b>Expected to end year with a deficit, mostly due to increased repairs and maintenance.</b>
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.
<b>Mesa Update</b>	<b>\$ 1,702,000.00</b>	<b>Significantly below budget, caused by the time required to start a number of the initiatives.</b>

**MESA**

		<b>2024 Budget</b>	<b>Jan-Sep 2024</b>
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
<b>Total Cost</b>		<b>2,403,126</b>	<b>700,788</b>
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)		
<b>Total Funding</b>		<b>(2,403,126)</b>	<b>(700,788)</b>

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



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:

<b>Firm</b>	<b>Firm #</b>
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:

<b>Firm</b>	<b>Bonnechere Manor</b>	<b>Miramichi Lodge</b>	<b>Paramedic</b>	<b>RCHC</b>	<b>General</b>	<b>Total</b>
<b>Firm #</b>	<b>856035</b>	<b>856038</b>	<b>856104</b>	<b>802939</b>	<b>856006</b>	
<b>Expense</b>	(686,300)	(127,400)	1,071,000	(6,000)	(65,500)	185,800
<b>Financial Position</b>						
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)
<b>Off-Balance Sheet Items</b>						
Unamortized (Gain)/Loss	0	0	0	0	0	0
<b>Balance Sheet Items</b>						
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**

<b>Firm</b>	<b>Bonnechere Manor</b>	<b>Miramichi Lodge</b>	<b>Paramedic</b>	<b>RCHC</b>	<b>General</b>	<b>Total</b>
<b>Firm #</b>	<b>856035</b>	<b>856038</b>	<b>856104</b>	<b>802939</b>	<b>856006</b>	
<b>In-force Claims</b>	963,700	73,300	7,814,800	0	0	8,851,800
<b>Provision for future claims</b>	389,200	161,500	2,386,600	16,600	46,900	3,000,800
<b>Total</b>	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:

<b>Loading</b>	<b>Rate</b>
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.

<b>Firm</b>	<b>Firm #</b>	<b>2024 Estimated Gross Payroll</b>	<b>2024 Current Service Cost</b>	<b>2021 Current Service Cost</b>
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**

	<b>Bonnechere</b>	<b>Miramichi</b>				
	<b>Manor</b>	<b>Lodge</b>	<b>Paramedic</b>	<b>RCHC</b>	<b>General</b>	<b>Total</b>
<b>Fiscal Year Ending December 31 of</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>
<b>Discount rate at start of period</b>	2.75%	2.75%	2.75%	2.75%	2.75%	2.75%
<b>Discount rate at end of period</b>	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
<b>Interest rate on assets</b>	N/A	N/A	N/A	N/A	N/A	N/A
<b>Long term inflation</b>	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
<b>CPI increase assumption</b>	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
<b>Mortality assumption</b>	WSIB	WSIB	WSIB	WSIB	WSIB	WSIB
<b>Reconcile Obligation</b>						
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**

<b>Fiscal Year Ending December 31 of</b>	<b>Bonnechere Manor 2024</b>	<b>Miramichi Lodge 2024</b>	<b>Paramedic 2024</b>	<b>RCHC 2024</b>	<b>General 2024</b>	<b>Total 2024</b>
<b>Reconcile Plan Funds</b>						
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
<b>Benefit Expense</b>						
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
<b>Balance Sheet asset (liability)</b>						
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**

	<b>Bonnechere Manor 2024</b>	<b>Miramichi Lodge 2024</b>	<b>Paramedic 2024</b>	<b>RCHC 2024</b>	<b>General 2024</b>	<b>Total 2024</b>
<b>Fiscal Year Ending December 31 of</b>						
<b>Reconcile funded status</b>						
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)
<b>Actuarial (gains) &amp; losses</b>						
<b>Total Net Unamortized Gain/(Loss)</b>						
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
<b>Sensitivity Testing (Change in Obligation)</b>						
1% increase in discount rate						(982,000)
1% decrease in discount rate						1,147,000

**2025 Accounting Schedule – WSIB Benefits – Forecast**

	<b>Bonnechere</b>	<b>Miramichi</b>				
	<b>Manor</b>	<b>Lodge</b>	<b>Paramedic</b>	<b>RCHC</b>	<b>General</b>	<b>Total</b>
<b>Fiscal Year Ending December 31 of</b>	<b>2025</b>	<b>2025</b>	<b>2025</b>	<b>2025</b>	<b>2025</b>	<b>2025</b>
<b>Discount rate at start of period</b>	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
<b>Discount rate at end of period</b>	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
<b>Interest rate on assets</b>	N/A	N/A	N/A	N/A	N/A	N/A
<b>Long term inflation</b>	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
<b>CPI increase assumption</b>	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
<b>Mortality assumption</b>	WSIB	WSIB	WSIB	WSIB	WSIB	WSIB
<b>Reconcile Obligation</b>						
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
<b>Reconcile Plan Funds</b>						
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
<b>Benefit Expense</b>						
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
<b>Balance Sheet asset (liability)</b>						
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**

	<b>Bonnechere Manor 2025</b>	<b>Miramichi Lodge 2025</b>	<b>Paramedic 2025</b>	<b>RCHC 2025</b>	<b>General 2025</b>	<b>Total 2025</b>
<b>Fiscal Year Ending December 31 of</b>						
<b>Reconcile funded status</b>						
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)
<b>Actuarial (gains) &amp; losses</b>						
<b>Total Net Unamortized Gain/(Loss)</b>						
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**

	<b>Bonnechere</b>	<b>Miramichi</b>				
	<b>Manor</b>	<b>Lodge</b>	<b>Paramedic</b>	<b>RCHC</b>	<b>General</b>	<b>Total</b>
<b>Fiscal Year Ending December 31 of</b>	<b>2026</b>	<b>2026</b>	<b>2026</b>	<b>2026</b>	<b>2026</b>	<b>2026</b>
<b>Discount rate at start of period</b>	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
<b>Discount rate at end of period</b>	4.50%	4.50%	4.50%	4.50%	4.50%	4.50%
<b>Interest rate on assets</b>	N/A	N/A	N/A	N/A	N/A	N/A
<b>Long term inflation</b>	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
<b>CPI increase assumption</b>	2.50%	2.50%	2.50%	2.50%	2.50%	2.50%
<b>Mortality assumption</b>	WSIB	WSIB	WSIB	WSIB	WSIB	WSIB
<b>Reconcile Obligation</b>						
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
<b>Reconcile Plan Funds</b>						
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
<b>Benefit Expense</b>						
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
<b>Balance Sheet asset (liability)</b>						
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**

	<b>Bonnechere Manor 2026</b>	<b>Miramichi Lodge 2026</b>	<b>Paramedic 2026</b>	<b>RCHC 2026</b>	<b>General 2026</b>	<b>Total 2026</b>
<b>Fiscal Year Ending December 31 of</b>						
<b>Reconcile funded status</b>						
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)
<b>Actuarial (gains) &amp; losses</b>						
<b>Total Net Unamortized Gain/(Loss)</b>						
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



THE CORPORATION OF  
THE COUNTY OF RENFREW

BY-LAW NUMBER 153-24

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

**2025**

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**COUNTY OF RENFREW**

**BY-LAW NUMBER 153-24**

**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”** 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 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 second Wednesday in 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 one (1) year term and the appointment of Members to Committees and Boards for the ensuing year.

### **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 second Wednesday of December beginning at 9:30 a.m.

The purpose of the meeting is to conduct the elections for Warden for a one (1) year term and the establishment of the Striking Committee for a one (1) year term.

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

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

- a) Call to Order by Clerk
- b) Land Acknowledgment
- c) Roll Call
- d) Introduction of CAO
- e) Procedure for Nomination of County Warden
- f) Procedure for the Election/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. Applicable meetings of Council will be broadcast, where possible, through live streaming, and will be made available on the County's YouTube page.

A Committee may determine from time to time to hold a meeting at 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 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** - In all years, there shall only be one regular meeting held in December, as per the published meeting 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, 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) Disclosure of Pecuniary Interest
- g) Adoption of the Minutes of the Previous Council Session
- h) Warden's Address
- i) Delegations and Presentations
- j) Correspondence
- k) Committee Reports
- l) Consent Items
- 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

### **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) Disclosure of Pecuniary Interest and the General Nature Thereof
- c) Approval of Minutes
- d) Delegations and Presentations
- e) Communications
- f) Consent Reports
- g) Discussion Reports
- h) Deferred Reports
- i) Verbal Reports
- j) Closed Session
- k) Rise from Closed Session
- l) Matters Arising from Closed Session
- m) New/Other Business
- n) Adjournment

### **10.4 Steering and Sub-Committee Meeting Agendas**

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

- a) Call to Order
- b) Welcome and Land Acknowledgement
- c) Roll Call
- d) Disclosure of Pecuniary Interest and the General Nature Thereof
- e) Approval of Minutes
- f) Business
- g) New/Other Business
- h) Next Meeting
- 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 that are appointed to external boards may supply written reports to the Clerk to be distributed to Council.

**SECTION 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.

### **15.4 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.

### **15.5 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.

### **15.6 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.

### **15.7 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.

### **15.8 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 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.

#### **15.9 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.

#### **15.10 Attendance**

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

### **SECTION 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 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 18 – NOTICE OF MOTION**

**18.1** Notice of Motion Matters

Notices of Motion shall:

- a) be in writing;
- b) include the name of the mover; 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 the mover, 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** 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.

### **SECTION 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 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**  
The process for disposing of by-laws will follow Section 31. 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 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.

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 (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 written declaration of pecuniary interest and the general nature thereof.

**SECTION 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 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. Members may stand at ease (i.e. a brief, informal pause in a meeting) for short breaks as necessary.
- 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** - The purpose of a Motion for Reconsideration is to suspend all action that the original motion would have required until the reconsideration is acted upon. Any resolution, by-law, or matter that has previously been adopted by Council may be reconsidered by Council subject to:
- i) a motion can only be reconsidered at the same meeting that the motion was originally considered and a notice of motion is not required;
  - ii) debate on the question must be confined to reasons for or against;
  - iii) such motion must be supported by a two-thirds majority vote of the Members present before the matter to be reconsidered can be debated;
  - iv) a motion for reconsideration can only be made by a Member who voted on the majority side of the original motion.
- 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. The motion requires a two-thirds (2/3) vote of the Members present and voting.
- 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 within this By-law.



## **SECTION 24 – TERM OF OFFICE AND NOMINATIONS**

### **24.1 Warden**

The Term of Office for the position of Warden of the County of Renfrew shall be for a period of one (1) year. The Term of Office for the position of Deputy Warden shall be for a period of one (1) year or upon the resignation of the Warden.

### **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 one (1) year term is set out in Schedule 'E' of this By-law.

### **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 one (1) year 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 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.

Should the Warden not be able to complete the one (1) 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 8.5.

Should the Warden refuse to act without a legitimate reason for a period of more than thirty (30) days within their term, Section 26.8 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 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.

#### **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 be absent from the meetings for three successive months without being authorized to do so by a resolution of Council, Council 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.
- b) 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.
- 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 five (5) areas of service delivery:

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 Corporate Services.

b) **Joint Services - Health Committee**

Joint Services - Health Committee shall generally be responsible for:

- i) Paramedic Service;
- 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.

d) **Operations**

Operations shall generally be responsible for:

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

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 – Health – immediately following Council  
Joint Services - Community Services – immediately following Joint Services - Health  
Corporate Services – immediately following Joint Services - Community Services
- b) Fourth Wednesday  
Council at 9:30 a.m.  
Operations – immediately following Council  
Development and Property – immediately following 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 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. If there are statutory or regulatory requirements outlined in Acts, such as the *Emergency Management Act* or the *Long-Term Care Act*, that mandate direct reporting to Council, those obligations will be fulfilled accordingly.

**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 Services - Health and Joint Services - Community Services Committees and shall be entitled to vote on all matters regarding the specified services.

During the taking of a vote, the City of Pembroke representatives shall be included for determining a majority vote and quorum.

**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.
- 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 26.5.
- j) Should a Member declare a pecuniary interest, Section 21.15 of the Procedural By-law shall apply.
- k) Members 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.

### **SECTION 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 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 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 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 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 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 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.

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PETER EMON, WARDEN

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GWEN DOMBROSKI, CLERK

**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.
- 3) Review, consider, and make recommendations to Council on any matters pertaining to policies of any nature which affects 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 Members 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 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 Members 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 - COMMUNITY SERVICES COMMITTEE**

**Composition:**

The Joint Services - Community Services Committee shall be comprised of members of County Council and members of the City of Pembroke. 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 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 Provincial Offences Administration and 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 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.
- 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 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

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 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 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 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 Members 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 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'**

**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](mailto:info@countyofrenfrew.on.ca),

no later than 12:00 p.m. on the second Friday of November, or if being held under Section 24.3, 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\_\_

Declaration of support

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

Signed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

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

- a) The Clerk, acting as 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.

**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.

**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

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

**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**.

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

<b>DATE</b>	<b>TIME</b>	
<b>Tuesday, November 11, 2025</b>		<b>Remembrance Day</b>
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



**COUNTY OF RENFREW**

**BY-LAW NUMBER 154 - 24**

**A BY-LAW 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, 2025 - December 31, 2025;

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

THAT By-law 147-23 enacted on the 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, 2025.

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

**COUNTY OF RENFREW**

**BY-LAW NUMBER 155 - 24**

**A BY-LAW 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, 2025 - December 31, 2025;

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

THAT By-law 148-23 enacted on the 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, 2025.

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



# 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.

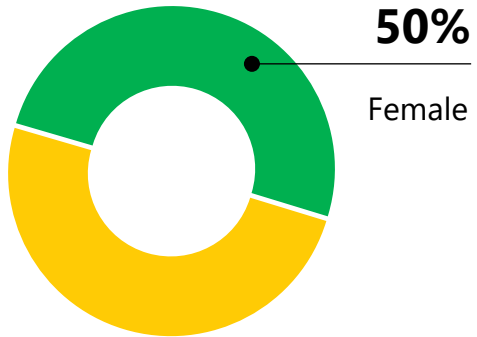
# Premium Cost Illustration

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%
<b>Total Monthly Cost</b>		<b>\$ 547,673</b>	<b>\$ 543,168</b>	<b>-0.8%</b>	<b>\$ 533,056</b>	<b>-2.7%</b>
<b>Total Annual Cost</b>		<b>\$ 6,572,080</b>	<b>\$ 6,518,013</b>	<b>-0.8%</b>	<b>\$ 6,396,668</b>	<b>-2.7%</b>
<b>Total Annual Employer Cost</b>		<b>\$ 6,572,080</b>	<b>\$ 6,518,013</b>	<b>-0.8%</b>	<b>\$ 6,396,668</b>	<b>-2.7%</b>

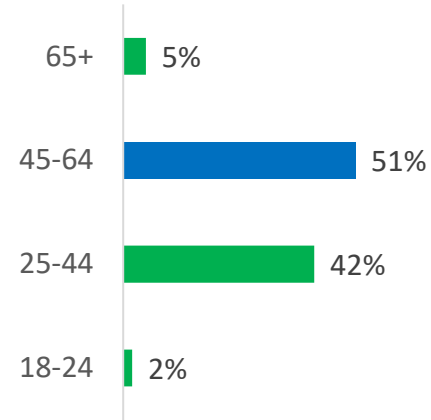


# By the Numbers

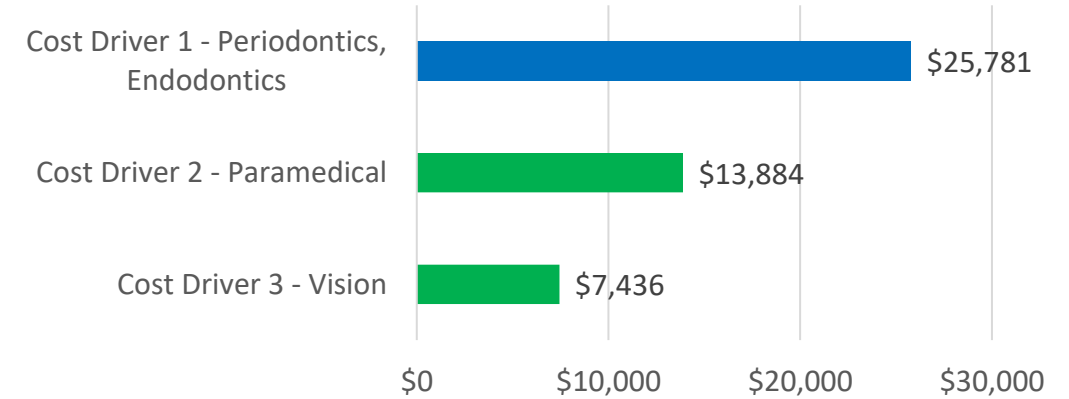
## Gender



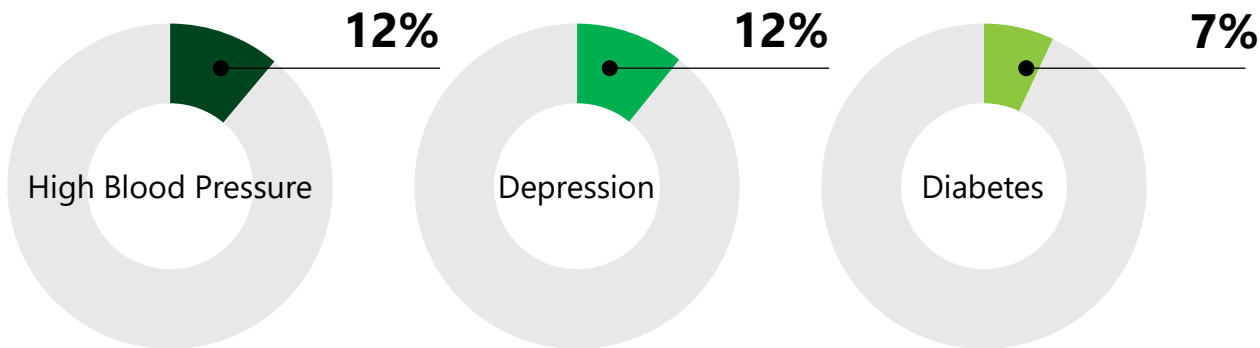
## Average Age is 46.0 years



## Top 3 Cost Drivers – Change in Paid Claims

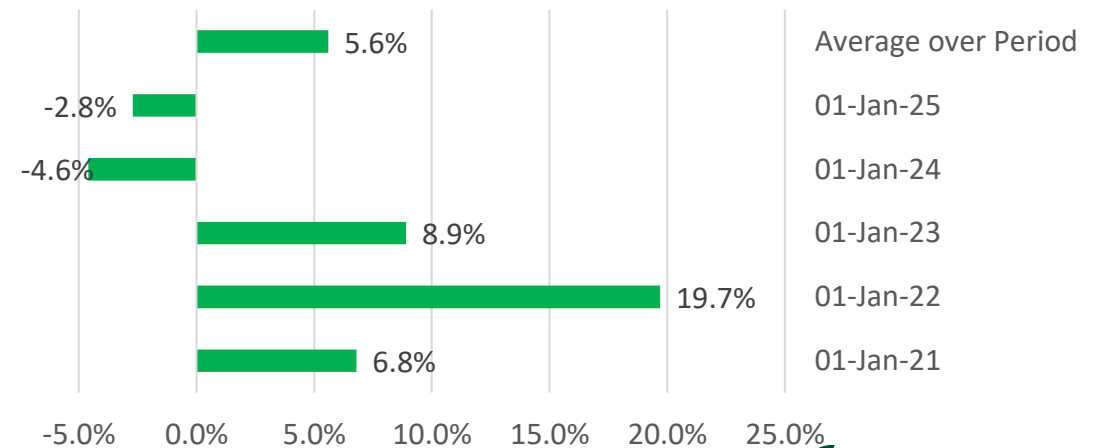


## Top 3 Most Utilized Drug Types



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%
<b>Estimated Annual Expenses</b>		<b>\$ 1,566,058</b>	<b>\$ 1,512,725</b>

- 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 29<sup>th</sup>, 2024

# Refund Accounting Estimate

March 1, 2024 to August 31, 2024 Financial Reconciliation	Extended Health Care	Dental Care	Total
<b>Net Premium Paid</b>	\$1,876,022	\$715,092	\$2,591,114
<b>Claims Charges</b>			
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
<b>Total Claims Charge</b>	<b>\$1,680,866</b>	<b>\$616,789</b>	<b>\$2,297,655</b>
<b>Retention</b>			
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
<b>Total Retention</b>	<b>\$199,307</b>	<b>\$75,134</b>	<b>\$274,441</b>
<b>Balance - Current Period Operations</b>	<b>-\$4,150</b>	<b>\$23,169</b>	<b>\$19,019</b>



# 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 Alcona 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

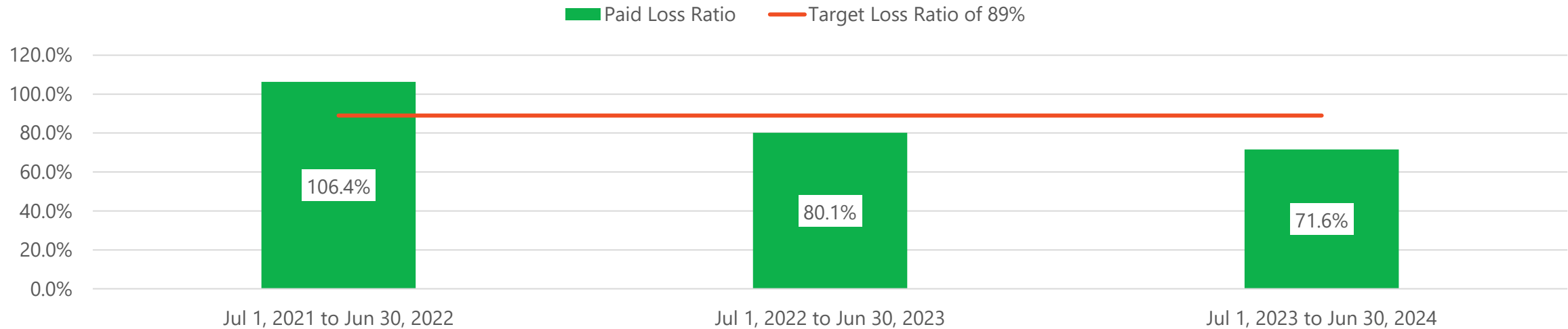
Manulife initially proposed an adjustment of -1.9% to the current rates. Following a comprehensive review of the claims history and considering the variables above, Cowan agreed with Manulife's position, and the current rates will decrease by 1.9% effective January 1, 2025.

# 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

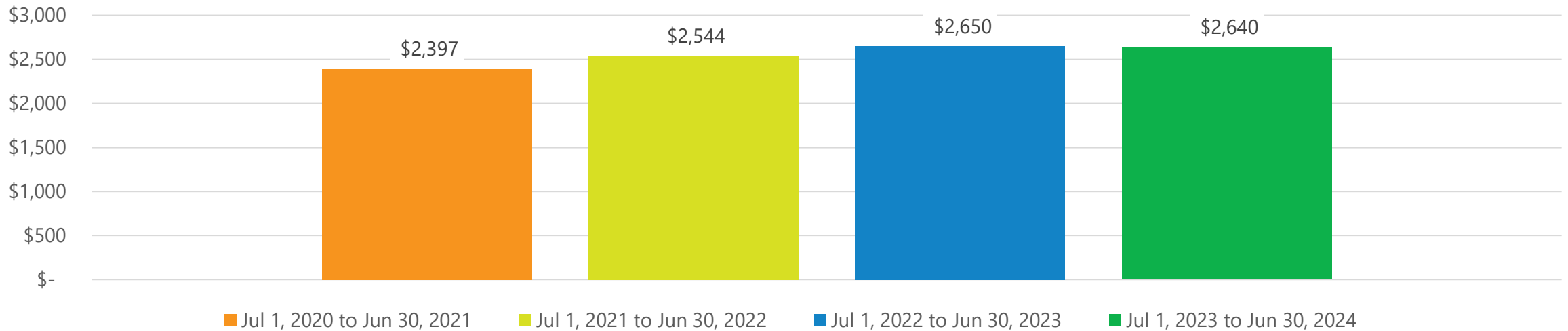
Experience Period	Paid Premium	Paid Claims
Jul 1, 2021 to Jun 30, 2022	\$ 1,053,764	\$ 345,270
Jul 1, 2022 to Jun 30, 2023	\$ 1,091,483	\$ 305,569
Jul 1, 2023 to Jun 30, 2024	\$ 970,036	\$ 330,734

- 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)

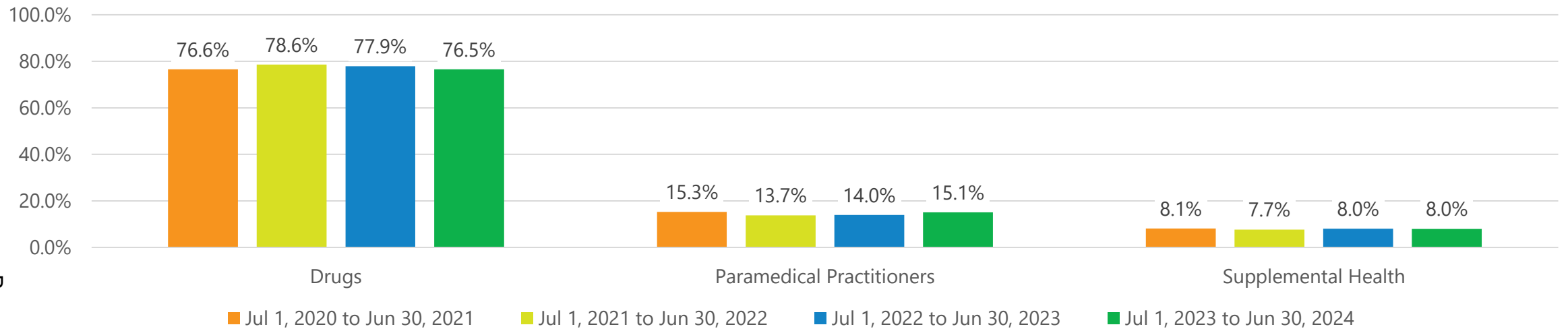
Average Annual Claims per Certificate



# 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
<b>Total Extended Health Care</b>	<b>\$ 2,106,980</b>	<b>\$ 2,277,003</b>	<b>\$ 2,442,910</b>	<b>\$ 2,362,511</b>	<b>-3.3%</b>	<b>\$ (80,399)</b>

Extended Health Care Claims as Percentage of Paid Claims

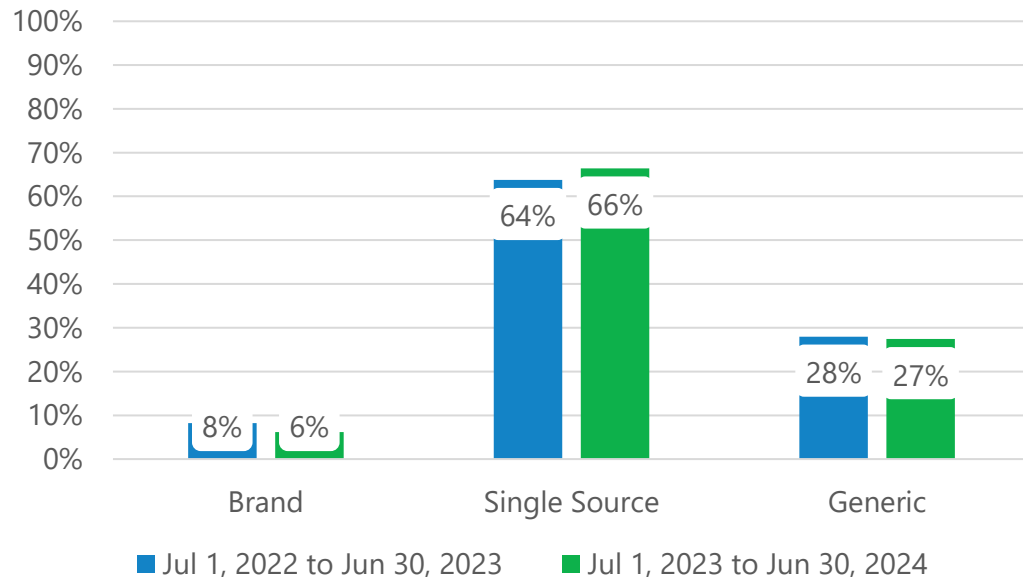


# Average Annual Drug Claim Amount per Certificate

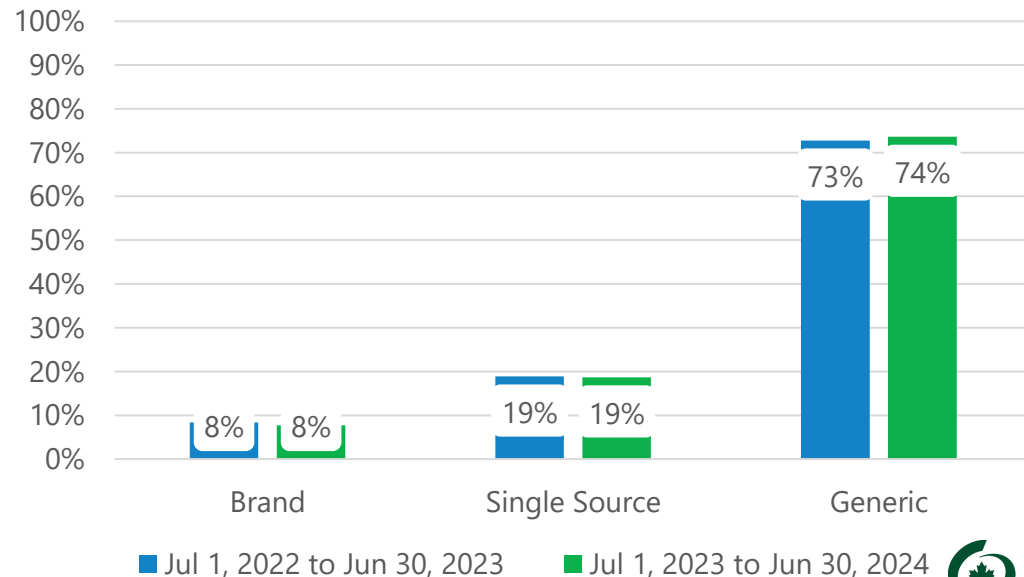
Drug Claims Analytics	Jul 1, 2020 to Jun 30, 2021	Jul 1, 2021 to Jun 30, 2022	Jul 1, 2022 to Jun 30, 2023	Jul 1, 2023 to Jun 30, 2024	% Change	\$/# Change
Drug Claims Paid	\$ 1,613,746	\$ 1,789,430	\$ 1,902,287	\$ 1,808,226	-4.9%	\$ (94,061)
Average Number of Certificates	879	895	922	895	-2.9%	(27)
<b>Average Annual Cost Per Certificate</b>	<b>\$ 1,836</b>	<b>\$ 1,999</b>	<b>\$ 2,063</b>	<b>\$ 2,020</b>	<b>-2.1%</b>	<b>\$ (43)</b>
Total Number of Scripts	20,001	20,395	24,428	21,367	-12.5%	(3,061)
<b>Average Cost per Script</b>	<b>\$ 80.68</b>	<b>\$ 87.74</b>	<b>\$ 77.87</b>	<b>\$ 84.63</b>	<b>8.7%</b>	<b>\$ 7</b>
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 8<sup>th</sup> 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%
<b>Total Top 10 Classifications</b>	<b>\$ 1,258,782</b>	<b>\$ 1,163,794</b>	<b>\$ (94,988)</b>	<b>-7.5%</b>

# 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

**2<sup>nd</sup>**

Diabetes ranks as the 2<sup>nd</sup> 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

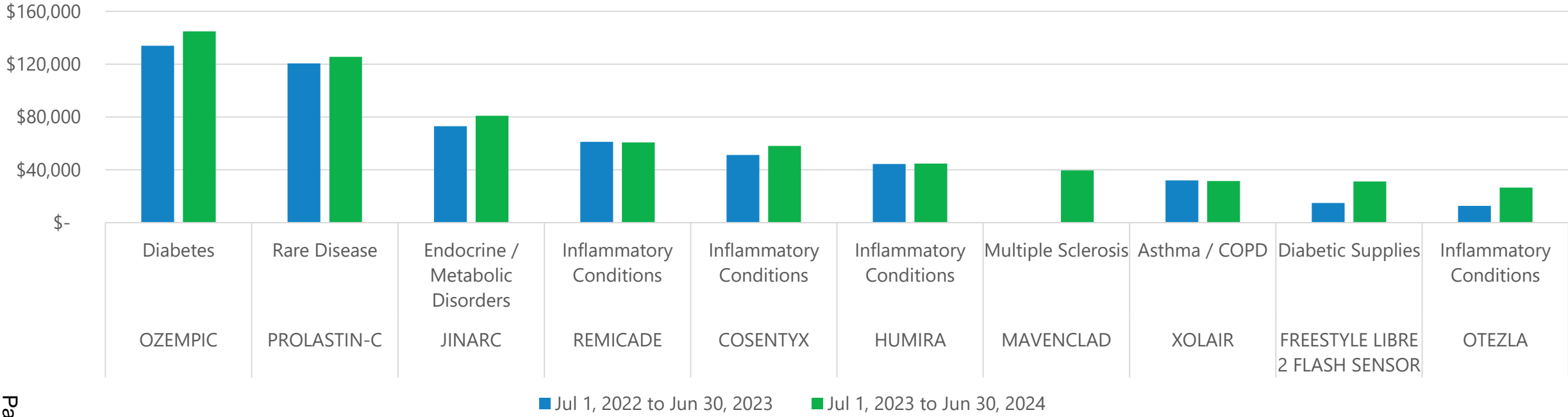
- Depression had a considerable decrease in the number of claims (514), which was due to fewer claims per drug as all the same drugs for depression from last year remain on the benefit plan

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%
<b>Total Top 10 Classifications</b>	<b>10,989</b>	<b>9,765</b>	<b>(1,224)</b>	<b>-11.1%</b>

# 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

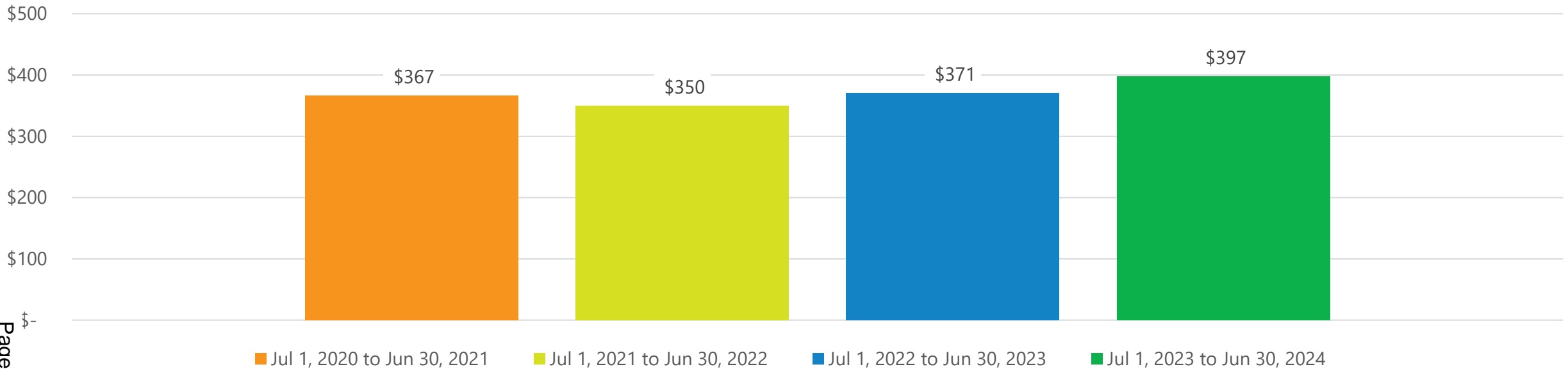
## Fast Facts

- 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
<b>Total Paramedical Practitioners</b>	\$ 322,483	\$ 313,016	\$ 341,823	\$ 355,707	4.1%	\$ 13,884
Number of Certificates Covered	879	895	922	895	-2.9%	(27)
<b>Average Annual Claims Per Certificate</b>	\$ 367	\$ 350	\$ 371	\$ 397	7.2%	\$ 27

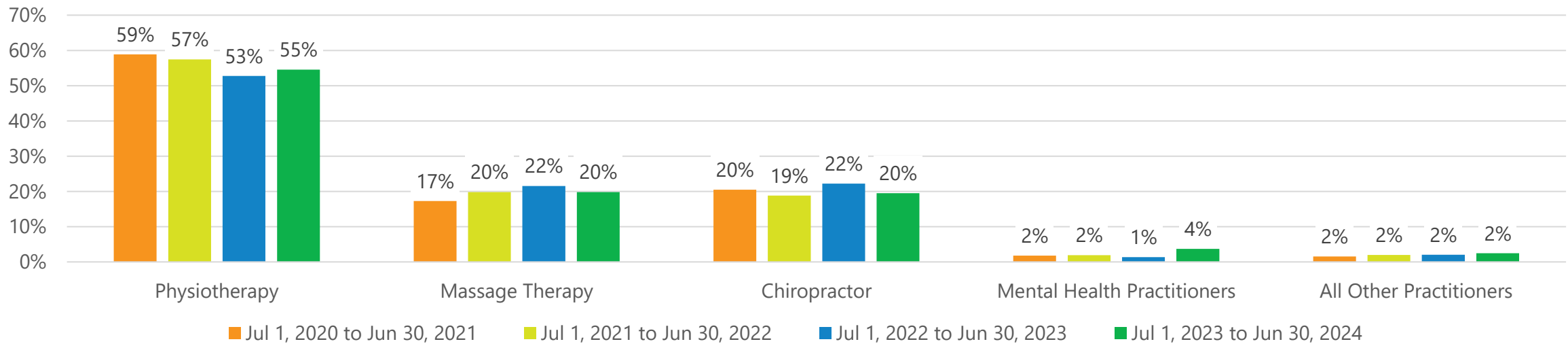
Average Annual Claims per Certificate



# 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
<b>Total Paramedical Practitioners</b>	<b>\$ 322,483</b>	<b>\$ 313,016</b>	<b>\$ 341,823</b>	<b>\$ 355,707</b>	<b>4.1%</b>	<b>\$ 13,884</b>

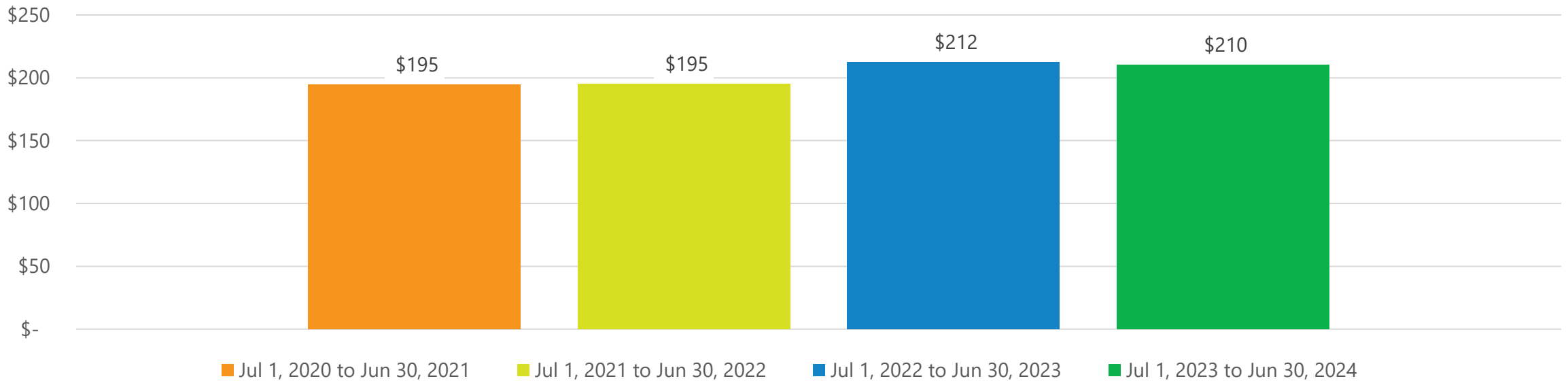
Paramedical Claims as Percentage of Paid Claims



# 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

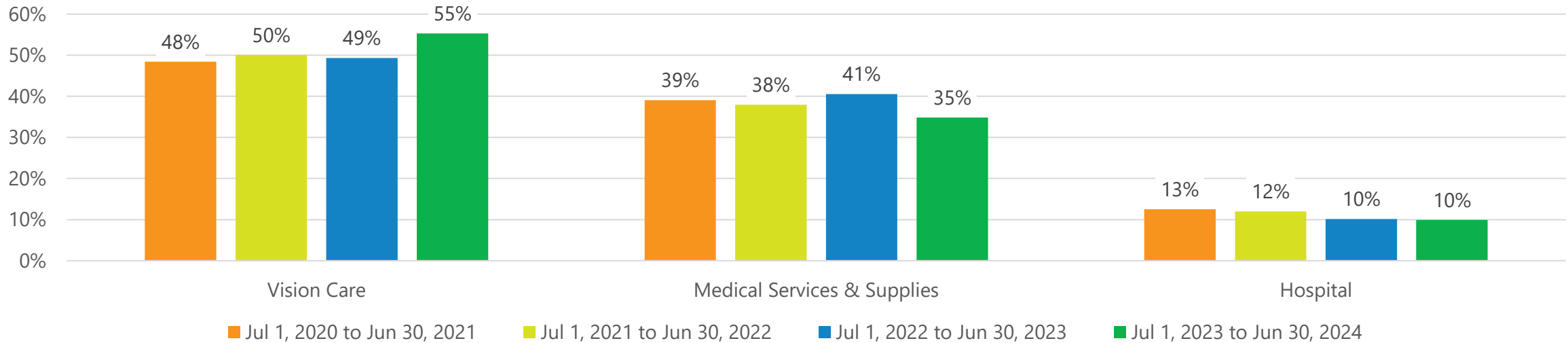




# Supplemental Health Paid Claims Breakdown

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)
<b>Total Supplemental Health Care</b>	<b>\$ 171,142</b>	<b>\$ 174,558</b>	<b>\$ 195,870</b>	<b>\$ 188,198</b>	<b>-3.9%</b>	<b>\$ (7,672)</b>

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

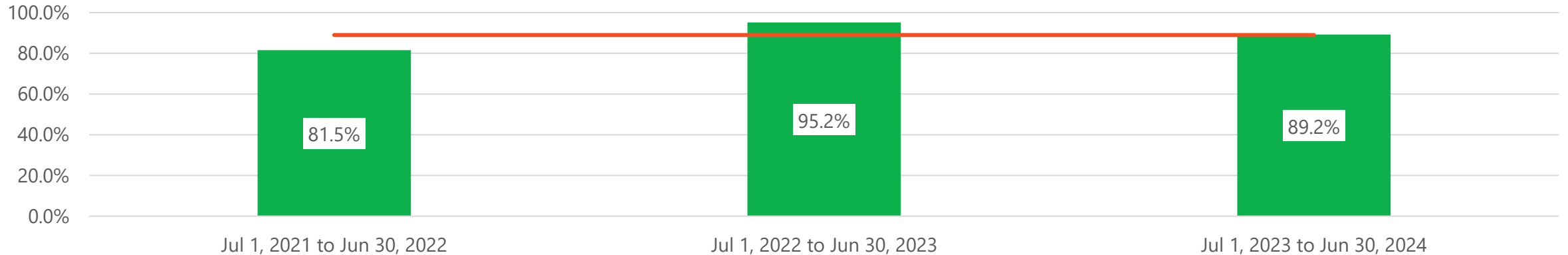
Manulife initially proposed an adjustment of +9.7% to the current rates. Following a comprehensive review of the claims history and considering the variables above, Cowan successfully negotiated a more reasonable rate action of +3.0% effective January 1, 2025.

# 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

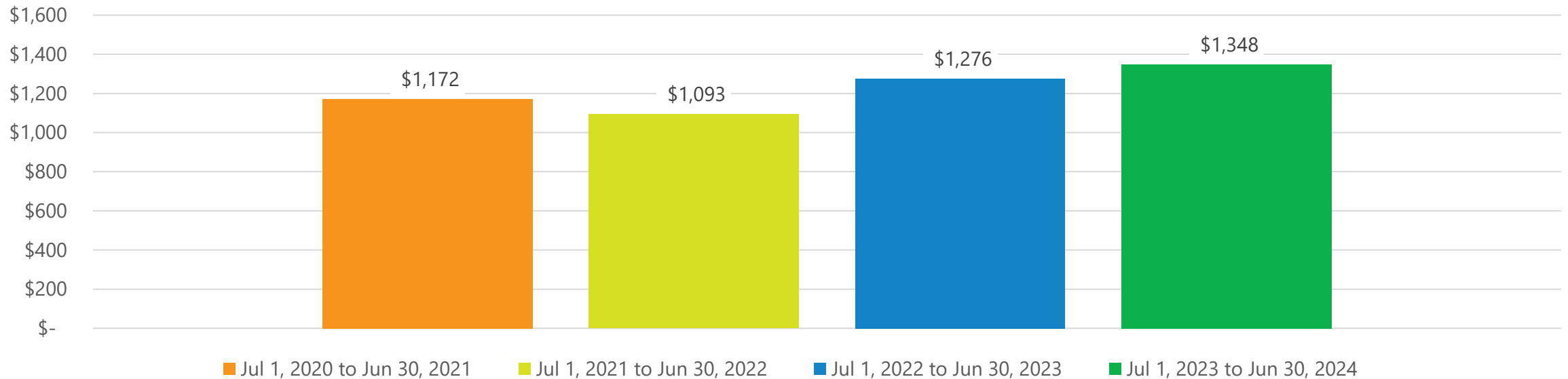
■ Paid Loss Ratio
 — Target Loss Ratio of 89%



# 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

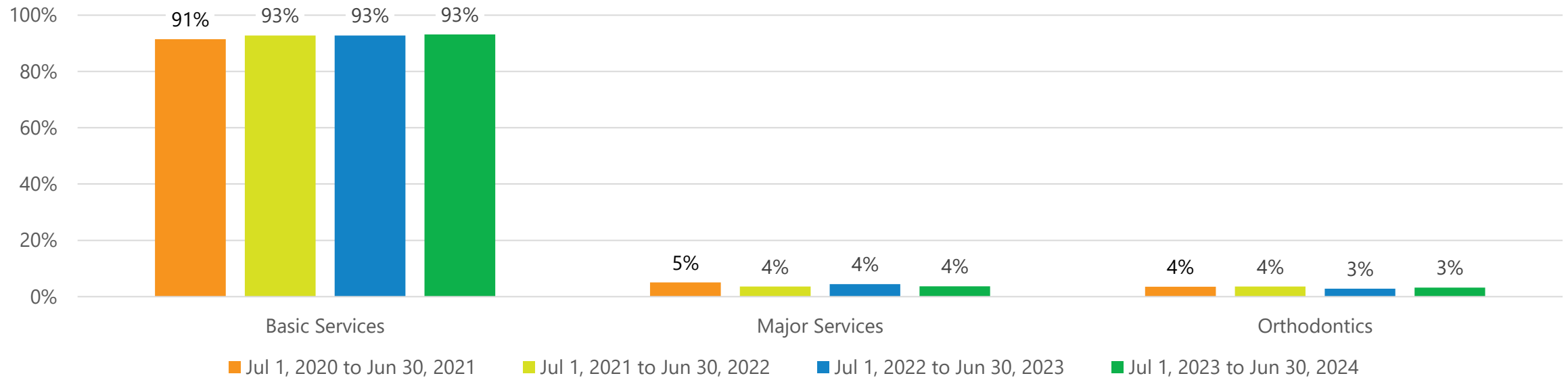
Average Annual Claims per Certificate



# 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
<b>Total Dental Care</b>	<b>\$ 1,029,869</b>	<b>\$ 972,891</b>	<b>\$ 1,182,445</b>	<b>\$ 1,207,771</b>	<b>2.1%</b>	<b>\$ 25,326</b>

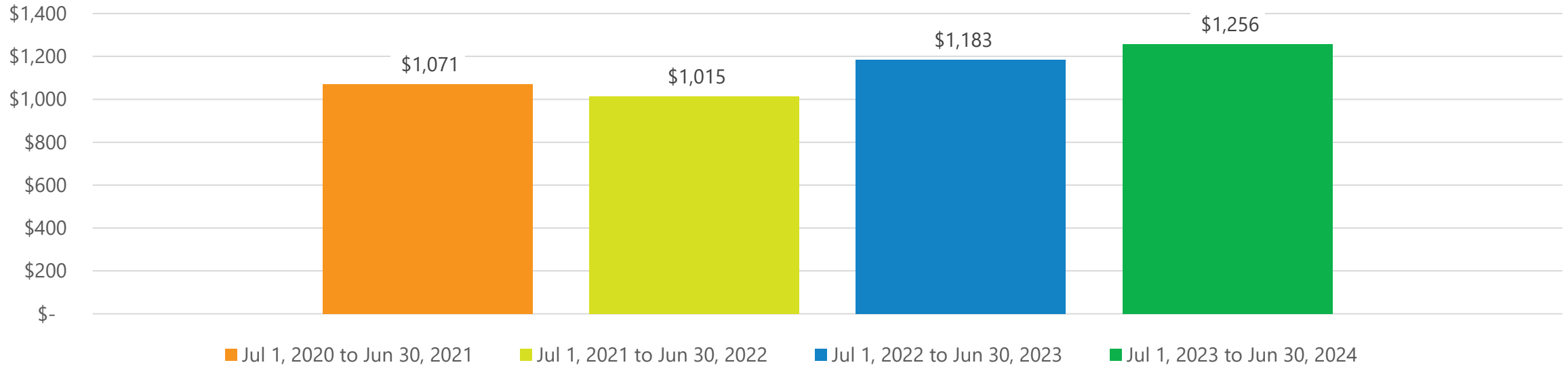
Dental Claims as Percentage of Paid Claims



# 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
<b>Total Basic Dental Care</b>	\$ 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)
<b>Average Annual Claims Per Certificate</b>	\$ 1,071	\$ 1,015	\$ 1,183	\$ 1,256	6.2%	\$ 73

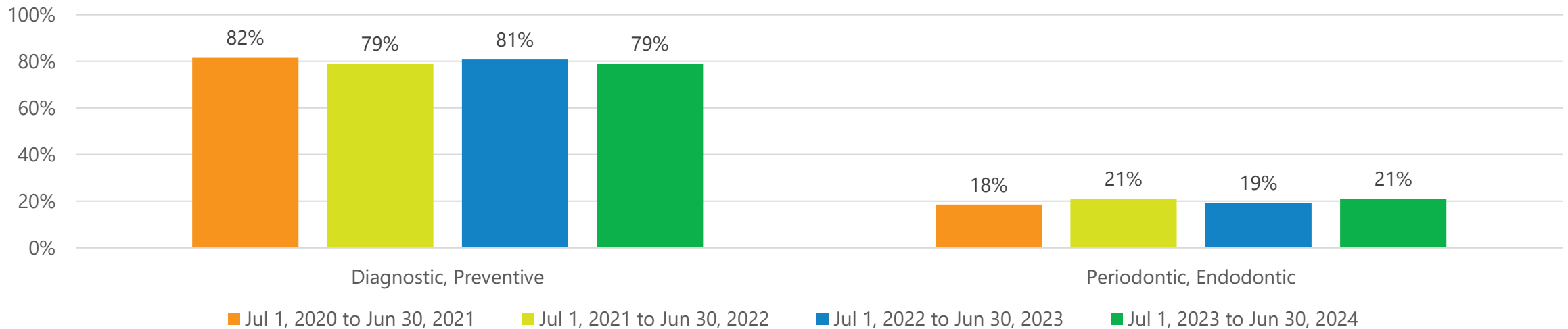
Average Annual Claims per Certificate



# 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
<b>Total Basic Dental Care</b>	<b>\$ 941,704</b>	<b>\$ 902,908</b>	<b>\$ 1,096,683</b>	<b>\$ 1,125,333</b>	<b>2.6%</b>	<b>\$ 28,650</b>

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
<b>Total Long Term Disability Claims Paid</b>					<b>\$ 413,194</b>	

# Life & Disability Reserves

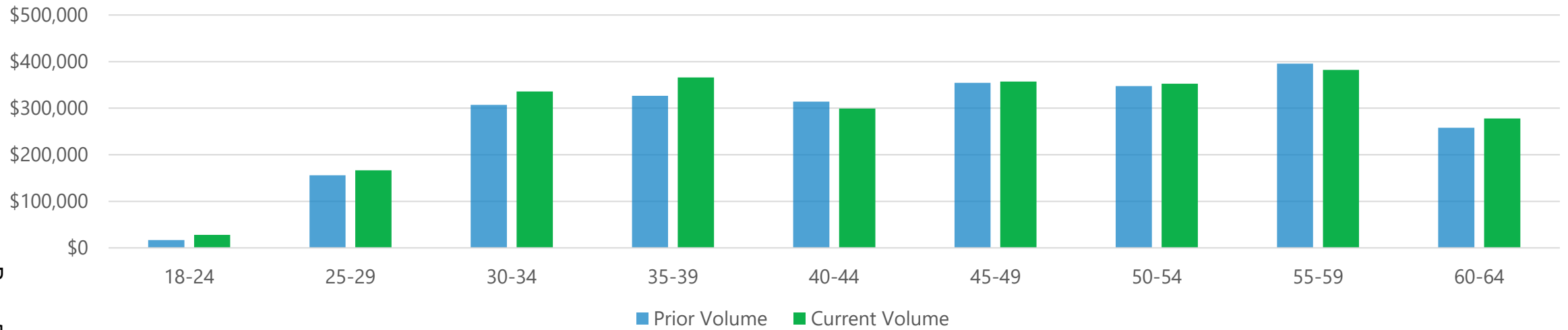
Certificate	Date of Birth	Date of Disability	Net Monthly LTD Benefit	Disabled Life Reserves	Life Insurance Face Amount	Waiver of Premium Reserves
7082	20-Nov-1967	19-Jan-2016	\$ 3,989	\$ 276,554	\$ 147,500	\$ 27,496
271004	5-Jul-1961	8-Sep-2017	\$ 2,589	\$ 34,732	\$ 70,000	\$ 7,328
523	26-Jan-1977	12-Oct-2017	\$ 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
		<b>Totals</b>	<b>\$ 79,392</b>	<b>\$ 2,478,424</b>	<b>\$ 2,116,000</b>	<b>\$ 437,192</b>

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

# 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%

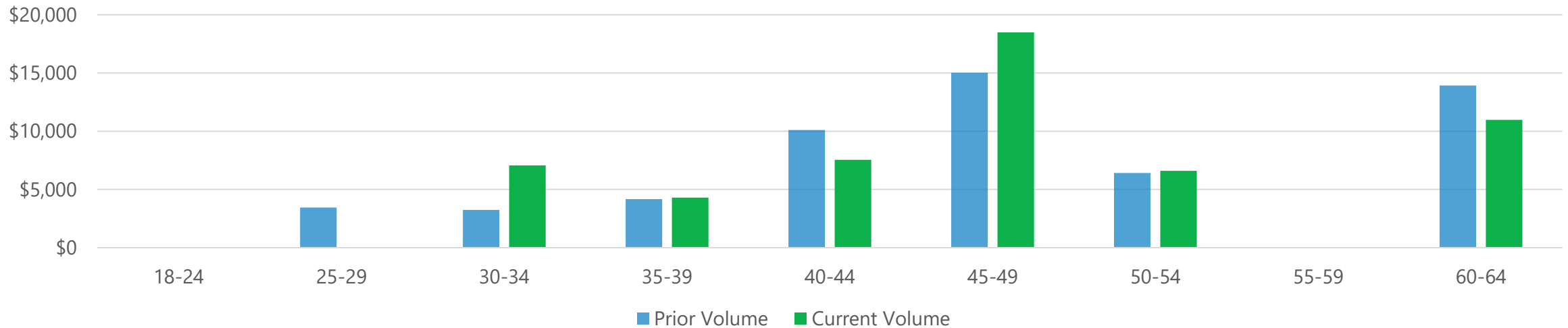
Volume of Insurance Coverage by Age Band



# 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

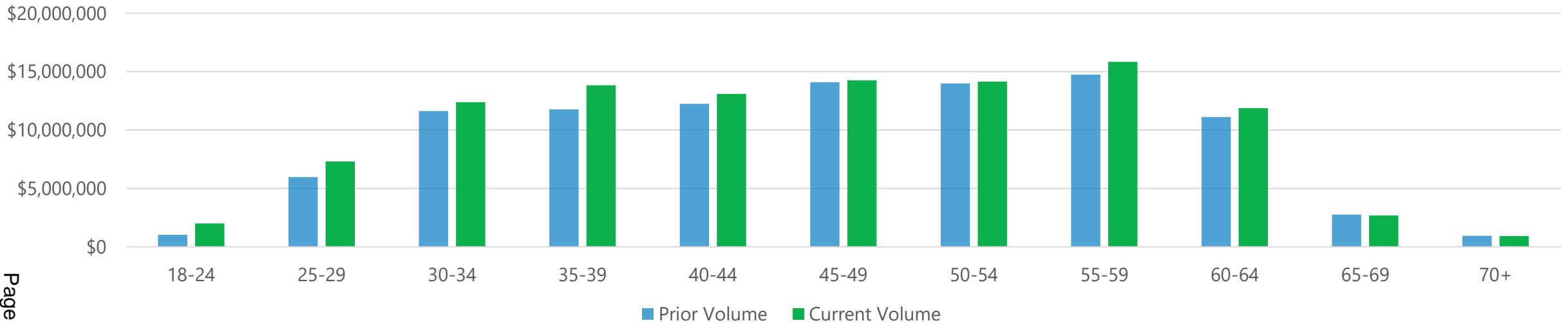
For the period Jul 1, 2023 to Jun 30, 2024

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
			<b>Total Life Insurance Claims Paid</b>		<b>\$ 119,000</b>

# 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%
<b>Overall Change</b>	<b>6.8%</b>	<b>19.7%</b>	<b>8.9%</b>	<b>-4.6%</b>	<b>-2.7%</b>	<b>5.6%</b>

# 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

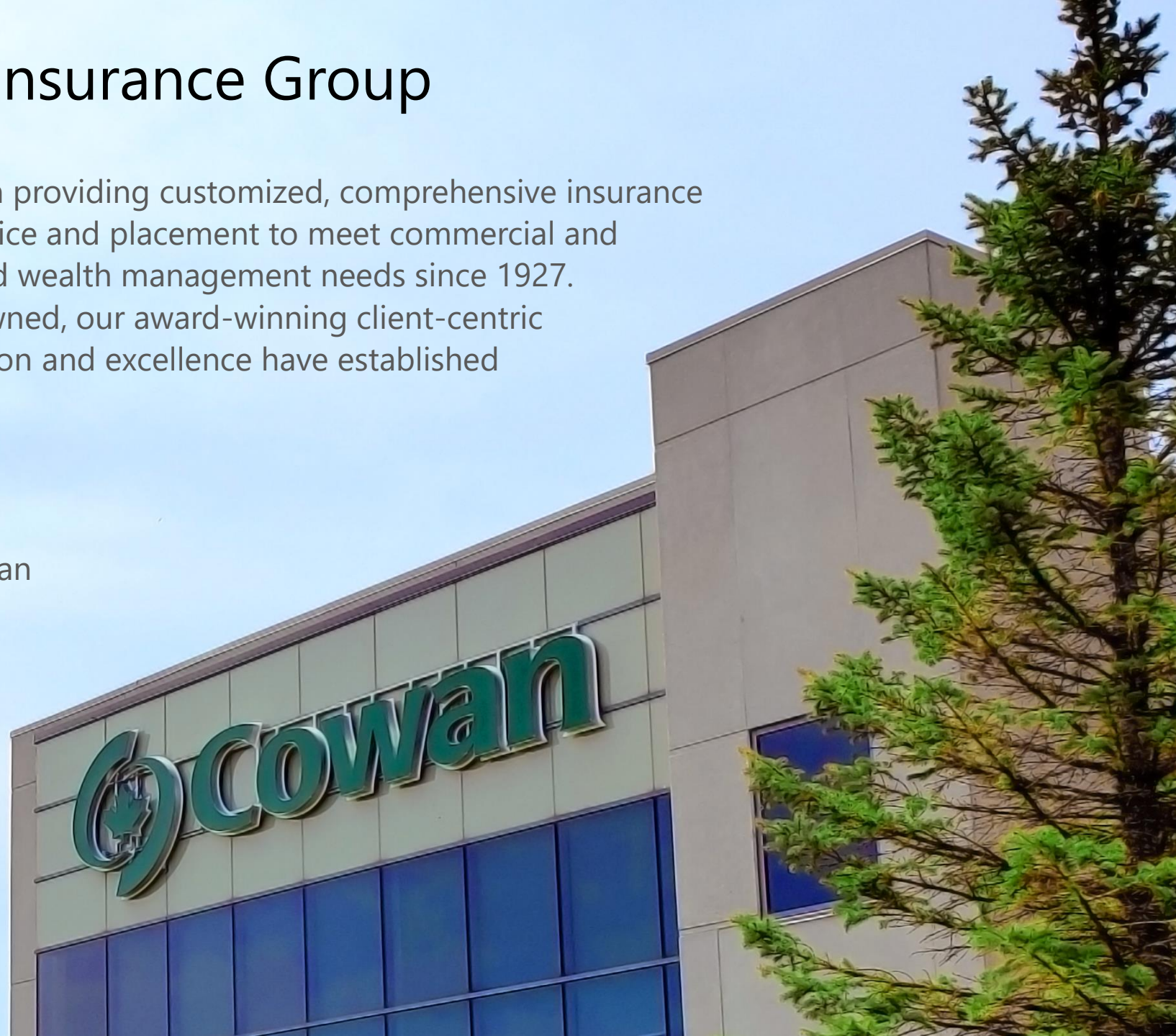


# Welcome to Cowan Insurance Group

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 156 - 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 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

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> D-01
<b>POLICY:</b> Short-Term Disability Plan				
<b>DATE CREATED:</b> JUN/93	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> NOV/24	<b>COVERAGE:</b> All Full-Time Non-Union Employees	<b>PAGE #:</b> 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				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> D-01
<b>POLICY:</b> Short-Term Disability Plan				
<b>DATE CREATED:</b> JUN/93	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> NOV/24	<b>COVERAGE:</b> All Full-Time Non-Union Employees	<b>PAGE #:</b> 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

<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> D-01
<b>POLICY:</b> Short-Term Disability Plan				
<b>DATE CREATED:</b> JUN/93	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> NOV/24	<b>COVERAGE:</b> All Full-Time Non-Union Employees	<b>PAGE #:</b> 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				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> D-02
<b>POLICY:</b> Long-Term Disability Plan				
<b>DATE CREATED:</b> OCT 30/91	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> NOV/24	<b>COVERAGE:</b> All Full-Time Non-Union Employees	<b>PAGE #:</b> 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.

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

**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.

**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				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> D-02
<b>POLICY:</b> Long-Term Disability Plan				
<b>DATE CREATED:</b> OCT 30/91	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> NOV/24	<b>COVERAGE:</b> All Full-Time Non-Union Employees	<b>PAGE #:</b> 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				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> G-02
<b>POLICY:</b> Employee Incident/Accident/Near Miss Reporting				
<b>DATE CREATED:</b> MAY 30/01	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b> NOV/24	<b>COVERAGE:</b> All Employees, Contractors, and Visitors	<b>PAGE #:</b> 1 of 5

## 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

<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> G-02
<b>POLICY:</b> Employee Incident/Accident/Near Miss Reporting				
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- 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.

<b>Corporate Policies and Procedures</b>				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> G-02
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## 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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- (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).

Corporate Policies and Procedures				
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<b>POLICY:</b> Employee Incident/Accident/Near Miss Reporting				
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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
- Appendix D: Accident Investigation Report
- Appendix E: Critical Injury Contact List
- Appendix F: Corrective Action Form



Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> G-04
<b>POLICY:</b> 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 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

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- 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% 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.

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<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> G-04
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- 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.
- 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.

**Corporate Policies and Procedures**

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<b>POLICY:</b> Workplace Safety and Insurance Benefits				
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**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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<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> G-05
<b>POLICY:</b> Return to Work (RTW)/ Stay at Work (SAW) Program				
<b>DATE</b> <b>CREATED:</b> MAR 28/01	<b>REVIEW</b> <b>DATE:</b>	<b>REVISION</b> <b>DATE:</b> NOV/24	<b>COVERAGE:</b> All Employees	<b>PAGE #:</b> 1 of 5

## 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.

**Functional Abilities Evaluation (FAE)** is an objective method of assessing abilities and limitations. These are defined by specialized healthcare personnel, usually physiotherapists, occupational

Corporate Policies and Procedures				
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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.
- 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.

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> G-05
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- 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.
- 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.

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> G-05
<b>POLICY:</b> Return to Work (RTW)/ Stay at Work (SAW) Program				
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**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.
- 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.



**Corporate Policies and Procedures**

**DEPARTMENT:**

Human Resources

**POLICY #:**

G-05

**POLICY:**

Return to Work (RTW)/ Stay at Work (SAW) Program

**DATE**

**CREATED:**

MAR 28/01

**REVIEW**

**DATE:**

**REVISION**

**DATE:**

NOV/24

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**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.

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<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> A-23
<b>POLICY:</b> 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.

Corporate Policies and Procedures				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> A-23
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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 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.

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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.

### 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

## Corporate Policies and Procedures

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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 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.

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- 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

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<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> E-13
<b>POLICY:</b> 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.



**Corporate Policies and Procedures**

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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.

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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.

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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				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> E-14
<b>POLICY:</b> Non-Work Related Illness/Injury				
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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.

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**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*.

**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.

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- 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.
- 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.

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- 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.

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.



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- d) Determine and provide direction regarding medical documentation requirements.
- e) Review and evaluate submitted medical documentation for legitimacy and completeness.
- 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.

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- 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.
- 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				
<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> E-15
<b>POLICY:</b> Personal Time Off				
<b>DATE CREATED:</b> NOV/2024	<b>REVIEW DATE:</b>	<b>REVISION DATE:</b>	<b>COVERAGE:</b> All Non-Union Full-time Employees	<b>PAGE #:</b> 1 of 2

**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**

<b>DEPARTMENT:</b> Human Resources				<b>POLICY #:</b> E-15
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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.

November 27, 2024

To the Council of the Corporation  
of the County of Renfrew

Members of County Council:

We, your **Community Services Committee**, wish to report and recommend as follows:

## **INFORMATION**

### **1. Update on Supportive Bridge Housing – Carefor**

Construction is progressing as planned at the 700 MacKay Street facility, with the majority of the work now completed. While we are experiencing some delays in the delivery of specialty materials, such as the front door, these are not expected to impact our overall timeline significantly. The Development and Property staff remain on track to complete major construction on schedule, allowing Community Services to begin their portion of the space fit-up.

Staff are currently reviewing options for a grand opening, with invitations planned for attendance by the appropriate ministries.

### **2. Renfrew County Housing Corporation By-law #1 Revisions**

Attached as information is the Renfrew County Housing Corporation By-law #1, relating to the conduct of the business and affairs of the Local Housing Corporation, which came into effect on December 8, 2004. Since the passing of By-law #1, there have been several changes with respect to legislation and procedures of the Corporation. With the increase in the number of Directors in the proposed County of Renfrew Procedural By-law, the Renfrew County Housing Corporation Board of Directors passed a resolution at their meeting on November 13, 2024 to increase the number of Directors and to complete a review of By-law #1 as follows:

#### **RESOLUTION NO. RCHC-C-24-11-73**

THAT the Renfrew County Housing Corporation Board of Directors update By-law #1, being a By-law relating to the conduct of the business of the Local Housing Corporation, to reflect the increase in the number of Directors to include members of the City of Pembroke and all members of County Council in alignment with the proposed County of Renfrew Procedural By-law; AND THAT staff be directed to review the current By-law #1 in its entirety and bring back any recommended changes to a future meeting of the Renfrew County Housing Corporation Board.

### 3. **The Ontario Renovates Program**

The Investment in Affordable Housing (IAH) was a funding initiative from 2011 to 2019, in which the Province matched federal funding to assist service managers (municipalities) in implementing affordable housing strategies. With this funding, the County of Renfrew launched the Ontario Renovates program in 2012, providing eligible homeowners with forgivable loans for essential home repairs. A requirement of this funding was for the County to establish a revolving loan account to manage repayments from homeowners who paid off their loans early. The loan term was set for 10 years, and if terminated early, a prorated repayment was required.

The Ontario Renovates program was offered again in 2019, utilizing funds available in the revolving loan account, and was relaunched once more in 2022. Each time the program is offered, the balance in the revolving loan account decreases, and eventually, as loan terms expire, there will be no further collection and the program will cease to be offered.

The revolving loan account balance is now sufficient to relaunch the program. With \$236,630.46 currently available, it is anticipated that approximately 15 households will be assisted. Applications will be approved in the order that they are received and deemed to meet eligibility criteria.

The Renfrew County Housing Corporation Board of Directors passed the following resolution at their meeting:

**RESOLUTION NO. RCHC-C-24-11-75**

THAT the Renfrew County Housing Corporation Board of Directors approves the implementation of the Ontario Renovates program, effective November 18, 2024, utilizing the funds currently available in the associated revolving loan account.

The 2024 Ontario Renovates program will raise the maximum forgivable loan from \$10,000 to \$15,000, marking the first increase since the program began. In the last round, many homeowners struggled to cover urgent repairs, as high contractor and material costs made some applications ineligible for funding because they exceeded the loan cap. This increase will assist low to moderate income homeowners in keeping their homes safe and livable amid the nationwide affordable housing crisis and rising cost of living. With the higher loan cap, the program will be better positioned to address critical repair needs. Additionally, up to \$3,500 may be available for accessibility modifications.

To qualify, household income must not exceed \$90,400, the home value must be under \$375,000, and assets must not surpass \$20,000. Attached for further information is the Eligibility Criteria, Program Rules, Eligible Repairs, Application Process, and Application.

#### 4. **Mesa Community Housing Prioritization**

The County of Renfrew's 10-Year Homelessness and Housing Plan Framework highlights the urgency of reprioritizing existing resources to support those with the greatest need now, while also focusing on the longer-term goal of increasing affordable housing and support options. A key recommendation in the framework proposes revising the "chronological access" policy for community housing to prioritize households experiencing chronic homelessness. The County's plan recognizes that a targeted, needs-based approach is essential for effectively supporting those who are most at risk.

Communities like Kawartha Lakes and Sault Ste. Marie have successfully adopted similar policies, prioritizing chronic homelessness within their housing frameworks. Implementing a comparable local priority model in Renfrew County could mean housing placements are allocated based on urgency of need rather than waitlist order.

Under the *Housing Services Act, 2011*, Ontario Regulation 367/11, the establishment of a local community housing priority is permitted. The Act mandates that rent-g geared-to-income (RGI) housing be allocated to eligible households from a centralized waitlist. Households qualifying for the special priority housing category due to domestic violence or human trafficking must be offered housing before others on the centralized waitlist. The proposed local priority for chronic homelessness will ensure that households in this category are offered RGI housing ahead of those on the centralized waitlist but after those in the special priority housing category.

Mesa Community Housing Prioritization (local priority) for chronic homelessness will provide recovery-focused pathways and options for individuals in need of housing with supports. By prioritizing those who have achieved a degree of stability through bridge housing or supportive hotel stays, Renfrew County can provide a housing-centered solution that fosters long-term recovery. This model underscores the County's commitment to reducing homelessness by ensuring that individuals with the greatest needs have a clear route to lasting, stable housing. To qualify for the Mesa Community Housing Prioritization, a household must: 1) be registered on the By-Name List, 2) actively participate in recovery efforts, 3) demonstrate the ability to live semi-independently through bridge housing or hotel stays, and 4) obtain approval to join the local priority waitlist from designated staff within the Mesa team.

In light of the above, the following resolution was passed at the Renfrew County Housing Corporation Board of Directors meeting:

**RESOLUTION NO. RCHC-C-24-11-76**

THAT the Renfrew County Housing Corporation Board of Directors approves the implementation of a local prioritization rule aimed at reducing homelessness,

referred to as the Mesa Community Housing Prioritization, to take effect on December 1, 2024.

5. **Ontario Municipal Social Services Association (OMSSA) Award**

The County of Renfrew has been awarded OMSSA's 2024 Local Municipal Champion Award in recognition of the leadership and vision in implementing the region's Mesa wellness initiative. This award celebrates significant contributions to advancing excellence in human services integration and service system management throughout the Province, often involving collaboration between municipal staff and community organizations. The County of Renfrew has been invited to present on Mesa at the OMSSA 2025 Exchange Conference, showcasing key highlights of community achievements. The OMSSA Exchange Conference will be taking place from May 13-14, 2025 in Toronto.

**RESOLUTIONS**

6. **Rural Ontario Municipal Association (ROMA) Conference Delegations**

**RESOLUTION NO. CS-CC-24-11-70**

Moved by Chair

Seconded by Committee

THAT County Council approve that delegation requests be submitted for the 2025 Rural Ontario Municipal Association (ROMA) Conference to:

1. the Ministry of Education to advocate for the County of Renfrew to be allocated additional spaces within the Canada-Wide Early Learning and Child Care system,
2. the Ministry of Children, Community and Social Services to discuss the Ontario Works financial assistance rates, which have not been increased since 2018, and
3. the Ministry of Municipal Affairs and Housing to seek additional Homelessness Prevention Program (HPP) funds to assist builds, homelessness, etc.;

AND THAT the Chair of the Standing Committee, along with the Warden, be designated to attend the delegation.

**Background**

a. Ministry of Education

The Ministry of Education has recently released a new funding formula which will take effect in 2025. Under the new funding formula, centres that are not enrolled in the Canada-Wide Early Learning and Child Care (CWELCC) system are not eligible for operating funding. These changes put three existing centres in Renfrew County at risk of closure. These centres would like to opt in to CWELCC in order to remain viable; however, this is not possible as the County of Renfrew was not allocated any child care spaces for 2025 or 2026 and has fully allocated all spaces for 2022 to 2024. Without additional CWELCC spaces, not only is the County of Renfrew unable



to grow the system, but is also at risk of child care centres closing, further reducing families' access to safe and quality child care in our communities.

b. Ministry of Children, Community and Social Services

Despite significant increases in the cost of living over the past six years, the Ontario Works rates have been frozen since 2018. Insufficient financial support restricts access to essentials like nutritious food, safe housing, and healthcare, contributing to poorer physical and mental health outcomes. This economic strain makes it difficult for individuals to participate in the labour market, as inadequate resources can impede job search efforts, skills training, and transportation. Additionally, low social assistance rates put immense pressure on social support systems, including food banks, non-profit organizations, and community agencies, which struggle to meet increased demand with limited resources. This reliance diverts these organizations from providing developmental and empowerment-based services, locking many individuals into cycles of poverty and dependence rather than enabling pathways to stability and self-sufficiency.

c. Ministry of Municipal Affairs and Housing

The demand for affordable housing in Renfrew County significantly outpaces supply, making the creation of additional affordable housing essential to addressing the region's escalating housing crisis. By increasing the construction of new, affordable housing units, we can help alleviate the pressure on rental markets, reduce housing insecurity, and create more opportunities for individuals and families to find stable, long-term housing. The demand for supportive housing options is also increasing, necessitating greater investment in comprehensive housing solutions that provide the necessary support for individuals transitioning out of homelessness to achieve stability and self-sufficiency. To continue expanding our housing supply while maintaining robust support programs through the Homelessness Prevention Program, a larger allocation of resources is essential.

All of which is respectfully submitted.

Anne Giardini, Chair

And Committee Members: P. Emon, D. Grills, D. Mayville, N. Nicholson, G. Serviss

## **BY-LAW NO. 1**

A by-law relating generally to the conduct of the business and affairs of the Local Housing Corporation.

### **Renfrew County Housing Corporation (herein called the "Corporation")**

#### **CONTENTS**

1.	Interpretation	9.	Meetings of Shareholders
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**BE IT ENACTED** as a by-law of the Corporation as follows:

#### **1. INTERPRETATION**

1.01 In this by-law, unless the context otherwise requires:

- (a) "Act" means the *Business Corporations Act* of the Province of Ontario together with the regulations made pursuant thereto and any statute or regulations that may be substituted therefore, as amended from time to time;

- (b) “By-law” means this by-law;
- (c) “Corporation” means this Corporation;
- (d) “dssab service manager” means a service manager that is a district social services administration board;
- (e) “Director” means a Director of the Corporation;
- (f) “independent municipality” means a municipality within the service area of a municipal service manager that does not form part of the municipality of the municipal service manager for municipal purposes;
- (g) “Minister” means the Minister of Municipal Affairs and Housing or such other member of the Executive Council as may be assigned the administration of the *Social Housing Reform Act, 2000* under the *Executive Council Act*;
- (h) “municipal service manager” means a service manager that is a municipality;
- (i) “notice” means written or electronic notice;
- (j) “person” means an individual, a corporation, the Crown, a municipality, an agency, a board, a commission or any other entity;
- (k) “recorded address” means, in the case of a shareholder, his address as recorded in the shareholders’ register; and, in the case of a director, officer, auditor or member of a committee of the Board, his latest address recorded in the records of the Corporation;
- (l) “related municipality” means an independent municipality in the related service manager’s service area in the case of a municipal service manager, or a municipality in the related service manager’s service area, in the case of a dssab service manager;
- (m) “related service manager”, in relation to the Corporation, means the service manager to whom common shares of the Corporation are deemed to have been issued under section 22(7) of the *Social Housing Reform Act, 2000*;
- (n) “service manager” means a municipality, agency, board or commission designated as a service manager under subsection 4(1) of the *Social Housing Reform Act, 2000*; and

- 1.02 In this by-law where the context requires, words importing the singular include the plural and vice versa and words importing gender include the masculine, feminine and neuter genders.
- 1.03 Save as aforesaid, all the words and terms appearing in this by-law shall have the same definitions and application as in the Act.
- 1.04 In the event of a conflict between the provisions of this by-law and any other by-law of the Corporation, except a by-law amending or repealing all or any part of this by-law, the provisions of this by-law shall prevail.

## **2. REGISTERED OFFICE AND SEAL**

- 2.01 The registered office of the Corporation shall be as specified by the Board.
- 2.02 The Corporation may have a corporate seal, which shall be adopted and may be changed by resolution of the Board.

## **3. DIRECTORS**

- 3.01 The Board shall consist of no less than two (2) and no more than thirteen (13) Directors.

- 3.02 Qualifications

No person shall be qualified as a Director unless he or she is a Member of the County's Social Services Committee.

- 3.03 Appointment/Election and Term

- (a) A Director shall be appointed for a term concurrent with his/her term of appointment to the County of Renfrew, Social Services Committee.
- (b) A Director may be re-appointed at the expiration of his or her term of office.
- (c) All appointments shall be made by the Shareholder
- (d) The term of a Director shall cease upon cessation as a Member of the Social Services Committee.

- 3.04 Chair

The Service Manager shall appoint a Chair who shall preside at meetings and may perform any other duties assigned by the Board.

3.05 Resignation

A Director may resign from office upon giving a written resignation to the Corporation and such resignation becomes effective when received by the Corporation or at the time specified, whichever is later.

3.06 Removal

The Shareholder may, by ordinary resolution passed at a meeting of shareholders, remove any Director or Directors from office before the expiration of his or their respective terms and may, elect any Member of the Social Services Committee in their place for the remainder of his or her term.

3.07 Vacating of Office

A Director ceases to hold office when he dies, resigns, is removed from office by the shareholder, or becomes disqualified to serve as a Director.

3.08 Vacancies

Where a vacancy occurs on the Board, the shareholder may appoint a new Director to fill the vacancy.

**4. MEETINGS OF DIRECTORS**

4.01 Meetings by Telephone – Where all the directors present at or participating in the meeting have consented, any director may participate in a meeting of the Board or of a committee of the Board by means of conference telephone, electronic or other communications facilities as permit all persons participating in the meeting to communicate with each other, simultaneously and instantaneously, and a Director participating in such a meeting by such means is deemed to be present at the meeting.

4.02 Calling of Meetings – Meetings of the Board shall be held from time to time at such place, at such time and on such day any two other Directors may determine, and the secretary shall call when directed or authorized by that person(s). Notice of every meeting so called shall be given to each Director not less than 48 hours (excluding any part of a Sunday and of a holiday as defined by the *Interpretation Act* (Ontario)) before the time when the meeting is to be held, except that no notice of meeting shall be necessary if all the Directors are present or if those absent have waived notice of or otherwise signified their consent to the holding of such meeting.

4.03 Regular Meeting – The Board may appoint a day or days in any month or months for regular meetings at a place and hour to be named. A copy of any resolution of the Board



fixing the place and time of regular meetings of the Board shall be sent to each Director forthwith after being passed, but no other notice shall be required for any such regular meetings except where the Act requires the purpose or the business to be transacted to be specified.

- 4.04 First Meeting of New Board – Each newly elected Board may without notice hold its first meeting provided that a quorum of Directors is present.
- 4.05 Quorum – A majority of the Directors constitutes a quorum at any meeting of Directors.
- 4.06 Chair – The chair of any meeting of the Board shall be
- (a) the Chair, or
  - (b) if the Chair is not available, another Director who is present at the meeting and selected by the Directors who are present.
- 4.07 Votes to Govern – At all meetings of the Board, each Director shall have one vote and every question shall be decided by a majority of votes cast on the question.
- 4.08 Casting Vote – In the case of an equality on any question at a meeting of the Board, the chair of the meeting shall be entitled to be a second or casting vote.
- 4.09 Resolution in Lieu of Meeting – A resolution in writing, signed by all the Directors entitled to vote on that resolution at a meeting of directors or committee of Directors, is as valid as if it had been passed at a meeting of Directors or committee of Directors. A copy of every such resolution shall be kept with the minutes of the proceedings of the Directors or committee of Directors.
- 4.10 Delegation – Directors may appoint from their numbers a committee of Directors and delegate to such committee any of the powers of the Directors. Unless otherwise determined by the Board, each committee shall have the power to fix its quorum at not less than a majority of its members, to elect its chair and to regulate its procedure.
- 4.11 Conflict of Interest – Disclosure of Interest in Contracts – Every Director or officer of the Corporation who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation, or is a Director or officer of or has a material interest in any person who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation, shall disclose in writing to the Corporation or request to have entered in the minutes of the meeting of Directors the nature and extent of his interest at the time and in the manner required by the Act. Any such contract or proposed contract shall be referred to the Board or shareholders for approval even if such contract is one that in the ordinary course of the Corporation's business would not require approval by the Board or the shareholders, and a director

interested in a contract so referred to the Board shall not vote on any resolution to approve the same except as provided by the Act.

## 5. REMUNERATION OF DIRECTORS

- 5.01 Remuneration – The directors of the Corporation, including those who are also officers shall serve as Directors and if applicable, officers without remuneration, and no Director shall directly or indirectly receive any profit or remuneration from his position or in any other capacity, except for:
- (a) remuneration from the related service manager or other municipality paid pursuant to section 244 of the *Municipal Act* as amended from time to time, including any successor legislation; and
  - (b) reimbursement for reasonable expenses incurred in the performance of duties as Directors of the Corporation.

## 6. OFFICERS AND PERSONNEL

- 6.01 Appointment – The Board shall from time to time appoint a chief executive officer, a Secretary, a Treasurer, or a Secretary-Treasurer and may appoint a deputy chief executive officer and such other officers as the Board may determine. The Board may specify the duties of, and in accordance with this by-law, delegate to such officers powers to manage the business and affairs of the Corporation.
- 6.02 Terms and Remuneration – The terms of employment and remuneration of all officers elected or appointed by the Board, other than those who are Directors, and the remuneration of employees, shall be determined by resolution of the Board. The Board shall also have the power to authorize the reimbursement of any Director or officer of the Corporation for reasonable expenses incurred in the performance of duties.
- 6.03 Chief Executive Officer – The Board shall appoint a chief executive officer who shall be responsible for the general supervision of the day-to-day business and affairs of the Corporation and shall have such other powers and duties as the Board may specify.
- 6.04 Secretary – The Board shall from time to time appoint a Secretary. The Secretary shall attend all meetings of the Directors, shareholders and committees of the Board and shall enter or cause to be entered in books kept for that purpose, minutes of all proceedings at such meetings; he shall give, or cause to be given, when instructed, notices required to be given to shareholders. Directors, auditor and members of committees; he shall be the custodian of the stamp or mechanical device generally used for affixing the corporate seal of the Corporation and of all books, papers, records, documents and other instruments

belonging to the Corporation; and he shall perform such other duties as may from time to time be prescribed by the Board.

- 6.05 Treasurer – The Board shall from time to time appoint a Treasurer. The Treasurer shall keep, or cause to be kept, proper accounting records as required by the Act; he shall deposit, or cause to be deposited, all monies received by the Corporation in the Corporation’s bank account; he shall, under the direction of the Board, supervise the safekeeping of securities and the disbursement of the funds of the Corporation; he shall render to the Board, whenever required, an account of all his transactions as Treasurer and of the financial position of the Corporation; and he shall perform such other duties as may from time to time be prescribed by the Board.
- 6.06 Chief Operating Officer – The Director of Community Services for the County of Renfrew shall serve as the Chief Operating Officer of the Corporation. The Chief Operating Officer shall provide strategic guidance, instruction and support to the General Manager of the Corporation.
- 6.07 Other Officers – The duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the Board requires of them. Any of the powers and duties of an officer to whom an assistant has been appointed may be exercised and performed by such assistant, unless the Board otherwise directs.
- 6.08 Engaging of Employees – The Board may engage, or arrange for the services of employees, agents and other personnel as may be required to perform such duties and exercise such powers as may be assigned to them by the Board.
- 6.09 Remuneration of Officers and Employees – The Board shall have the power to fix the remuneration payable to the Corporation’s officers (other than those who are Directors) and employees.
- 6.10 Conflict of Interest – An officer shall disclose his interest in any material contract or transaction or proposed material contract or transaction with the Corporation in accordance with Section 4.11 herein.

## **7. STANDARD OF CARE AND LIABILITY OF DIRECTORS AND OFFICERS**

- 7.01 Standard of Care – Every Director and officer of the Corporation in exercising his powers and discharging his duties, shall act honestly and in good faith with a view to the best interests of the Corporation, and exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances.
- 7.02 Limitation of Liability – Subject to paragraph 7.01, no Director or officer shall be liable for the acts, receipts, neglects or defaults of any other Director or officer or employee, or



for any loss, damage or expense happening to the Corporation through the letting or subletting of land or premises owned or managed by the Corporation or through the insufficiency or deficiency of title to any property acquired for or on behalf of the Corporation or for the insufficiency or deficiency in the maintenance, repair or renovation of any building comprising the projects under the control of the Corporation, or for the insufficiency or deficiency of any security in or upon which any of the monies of or belonging to the Corporation shall be invested, or for any loss or damage arising from the bankruptcy, insolvency or tortuous acts of any person, firm or corporation with whom or which any monies, securities or effects of the Corporation shall be lodged or deposited, or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any monies, securities or other assets belonging to the Corporation, or for any loss occasioned by any error of judgment or oversight on his part in the operation, management or administration of the housing projects under the control of the Corporation, or for any other loss, damage or misfortune whatever, which shall happen in the execution of the duties of his office or in relation thereto, unless the same are occasioned by his own dishonesty, willful neglect or willful default; provided that nothing herein shall relieve any Director or officer from the duty to act in accordance with the Act or from liability for any breach of the Act.

## **8. INDEMNIFICATION OF DIRECTORS AND OFFICERS**

8.01 Indemnification – The Corporation shall indemnify and save harmless every Director or officer of the Corporation, or other person who has undertaken or is about to undertake any liability on behalf of the Corporation and his heirs, executors, administrators and estate shall be indemnified and saved harmless, out of the funds of the Corporation, from and against:

- (a) all costs, charges and expenses which such Director, officer or other person sustains or incurs in respect of any action, suit or proceedings which are brought, commenced or prosecuted against him in respect of any act, deed or matter made, done or permitted by him, in respect of the execution of the duties of his office or in respect to any such liability; and
- (b) all other costs, charges and expenses which he sustains or incurs in relation to the affairs thereof;

except such costs, charges or expenses as are occasioned by his own dishonesty, willful neglect or willful default.

8.02 Insurance – The Corporation may purchase and maintain such insurance for the benefit of its Directors and officers as such, as the Board may from time to time determine.

## 9. MEETINGS OF SHAREHOLDERS

- 9.01 Annual Meetings – The annual meeting of shareholders of the Corporation shall be held at such time and on such day in each year as the Board may from time to time determine, for the purposes of receiving the reports and statements required by the Act to be laid before the annual meeting, electing Directors, appointing auditors and fixing or authorizing the Board to fix their remuneration, and for the transaction or such other business as may properly be brought before the meeting.
- 9.02 Special Meetings – The Board may at any time call a special meeting of shareholders for the transaction of any business which may properly be brought before such meeting of shareholders.
- 9.03 Place of Meeting – Meetings of shareholders shall be held at the registered office of the Corporation, or at such other place as the Board from time to time determines.
- 9.04 Notice of Meetings – Notice of the time and place of each meeting of shareholders shall be sent not less than five (5) days before the date of the meeting to the auditor of the corporation, to each Director, and to each person whose name appears on the records of the Corporation at the close of business on the day next preceding the giving of the notice as a shareholder entitled to vote at the meeting. Notice of a special meeting of shareholders shall state:
- a) the nature of the business to be transacted at the meeting in sufficient detail to permit the shareholders to form a reasoned judgment on the business; and
  - b) the text of any special resolution or by-law to be submitted to the meeting.

A shareholder and any other person entitled to attend a meeting of shareholders may in any matter and at any time waive notice of or otherwise consent to a meeting of shareholders.

- 9.05 Persons Entitled To Be Present – The only persons entitled to attend a meeting of shareholders shall be those entitled to vote at the meeting, the Directors and the auditor of the Corporation and others who although not entitled to vote are entitled or required under any provision of the Act or by-laws of the Corporation to be present at the meeting. Any other persons may be admitted only on the invitation of the chair of the meeting or with the consent of the meeting.
- 9.06 Quorum – The holders of a majority of the shares entitled to vote at a meeting of shareholders present in person constitute a quorum for the transaction of business at any meeting of shareholders.



- 9.07 One-Shareholder Meeting – If the Corporation has only one shareholder, the shareholder present through a person duly authorized to represent the shareholder constitutes a meeting.
- 9.08 Right to Vote – At any meeting of shareholders, unless the Articles otherwise provide, each share of the Corporation entitles the holder to one vote.
- 9.09 Votes to Govern – All questions proposed for the consideration of the shareholders at a meeting shall be decided by a majority of the votes. In case of equality of votes, the chair of the meeting shall be entitled to a second or casting vote.
- 9.10 Show of Hands – At all meetings of shareholders every question shall be decided by a show of hands. Upon a show of hands, every person present and entitled to vote has one vote regardless of the number of shares he represents. Whenever a vote by show of hands shall have been taken upon a question, a declaration by the chair that the vote upon the question has been carried by a particular majority, or not carried, and an entry to that effect in the minutes of the meeting, shall be prima facie evidence on the fact.
- 9.11 Adjournment – The chair of a meeting of shareholders may, with the consent of the meeting and subject to such conditions as the meeting may decide, adjourn the meeting from time to time and from place to place.
- 9.12 Resolution in Lieu of Meeting – Except where a written statement with respect to the subject matter of the resolution is submitted by a Director or the auditor in accordance with the Act,
- a) a resolution in writing signed by all the shareholders entitled to vote on that resolution at a meeting of shareholders is as valid as if it had been passed at a meeting of the shareholders; and
  - b) a resolution in writing dealing with any matter required by the Act to be dealt with at a meeting of shareholders, and signed by all the shareholders entitled to vote at that meeting, satisfies all the requirements of the Act relating to that meeting of shareholders.

## **10. SHARES AND TRANSFERS**

- 10.01 First Share Issuance – The Corporation is deemed upon incorporation to have issued one hundred (100) shares in its capital stock of the Corporation to the related service manager for nominal consideration.
- 10.02 Common Shares and Acquisition of Shares – The Corporation may issue common shares only and only a related service manager and a related municipality may acquire common

shares in the capital of the Corporation as a result of a share issuance, share transfer or amalgamation, subject to the restrictions specified in paragraphs 10.03, 10.04 and 10.05.

10.03 Restrictions on Share Issuance – The Corporation shall not issue shares pursuant to 10.02 without the prior written consent of the Minister unless they are issued to:

- (a) the related service manager,
- (b) a related service municipality,
- (c) a non-profit corporation controlled by the related service manager or a related municipality, but only if an object of the non-profit corporation is the provision of housing, or
- (d) a non-profit housing corporation incorporated under section 13 of the *Housing Development Act* and that is controlled by the related service manager or a related municipality;

and the share issuance does not result in the related service manager owning legally or beneficially less than a majority of the issued and outstanding common shares in the capital of the Corporation.

10.04 Restrictions on Share Transfers – A shareholder of the Corporation shall not, without the prior written consent of the Minister, transfer or encumber the shareholder's legal or beneficial ownership in shares in the capital of the Corporation, and the Corporation shall not, without the prior written consent of the Minister, permit, acquiesce in, approve, ratify, recognize or register any transfer or encumbrance of legal or beneficial ownership in shares in its capital, unless the transfer or encumbrance is made to or in favour of:

- (a) the related service manager,
- (b) a related municipality,
- (c) a non-profit corporation controlled by the related service manager or a related municipality, but only if an object of the non-profit corporation is the provision of housing, or
- (d) a non-profit housing corporation incorporated under section 13 of the *Housing Development Act* and that is controlled by the related service manager or a related municipality;

and the transfer or encumbrance does not and cannot result in the related service manager owning legally or beneficially less than a majority of the issued and outstanding common shares in the capital of the Corporation.

- 10.05 Restriction on Amalgamation – The Corporation shall not amalgamate with another corporation without the prior written consent of the Minister unless the other corporation is:
- (a) a non-profit corporation controlled by the related service manager or a related municipality, but only if an object of the non-profit corporation is the provision of housing; or
  - (b) a non-profit housing corporation incorporated under section 13 of the *Housing Development Act* and that is controlled by the related service manager or a related municipality.
- 10.06 Restriction on Voluntary Dissolution or Winding Up – The Corporation shall not, without the prior written consent of the Minister, be voluntarily dissolved unless all real property that was transferred by a transfer order has been transferred to one or more of the following persons:
- (a) the related service manager,
  - (b) a related municipality,
  - (c) a non-profit corporation controlled by the related service manager or a related municipality, but only if an object of the non-profit corporation is the provision of housing, or
  - (d) a non-profit housing corporation incorporated under section 13 of the *Housing Development Act* and that is controlled by the related service manager or a related municipality;
- 10.07 Restriction on Securities – Any invitation to subscribe for securities of the Corporation is prohibited.
- 10.08 Share Certificates - Every holder of one or more shares of the Corporation is entitled, at his option, to a share certificate, or to a non-transferable written acknowledgement of his right to obtain a share certificate, stating the number and class or a series of shares held by him as shown in the records of the Corporation. Share certificates and acknowledgements of a shareholder's right to a share certificate shall be in such form as the Board shall from time to time approve. Any share certificate shall be signed in accordance with Section 12.01 herein and need not be under the corporate seal.
- 10.09 Replacement of Share Certificates – The Directors may by resolution prescribe, either generally or in particular case, the conditions upon which a new share certificate may be issued to replace a share certificate which has been defaced, lost, stolen or destroyed.



## 11. DIVIDENDS

- 11.01 The Directors of the Corporation shall not declare, and the Corporation shall not pay, any dividend on any issued share of the Corporation.
- 11.02 No part of the income of the Corporation shall be payable to or otherwise available for the personal benefit of any shareholder of the Corporation.

## 12. EXECUTION OF DOCUMENTS

- 12.01 Signing Officers – Deeds, transfers, assignments, contracts and obligations of the Corporation may be signed by the chief executive officer or any other person designated by the Directors. Notwithstanding this, the Board may at any time and from time to time direct the manner in which and the person or persons by whom any particular deed, transfer, contract or obligation or any class of deeds, transfers, contracts or obligations may be signed.
- 12.02 Seal – any person authorized to sign any document may affix the corporate seal.

## 13. NOTICES

- 13.01 Giving Notice – The giving (including the sending, delivering or serving) of any notice (including any communication or other document) pursuant to the Act, the Articles or by-laws shall be sufficiently given if delivered personally or by facsimile or by electronic mail to the intended recipient or to the intended recipient's recorded address, or if mailed by prepaid post.
- 13.02 Deemed Notice – A notice is deemed to have been given in the case of personal delivery or by facsimile at the time of such delivery or facsimile. A mailed notice is deemed to have been received, in the absence of a postal disruption, five (5) days after the mailing.
- 13.03 Omissions and Errors – The accidental omission to give any notice, or the non-receipt of any notice, or any error in any notice not affecting its substance, shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded on the notice.
- 13.04 Waiver of Notice – Any person entitled to a notice may at any time in writing waive same or abridge the time for its delivery, and any such waiver, whether given before or after the conduct of the business to which the notice relates shall cure any default in the giving or timeliness of such notice.

**14. BANKING AND FISCAL**

- 14.01 Banking – The banking business of the Corporation shall be transacted with such banks, trust companies or other bodies corporate or organizations as may from time to time be designated by or under the authority of the Board under such agreements, instructions, and delegation of powers, subject to paragraph 12.01 as the Board may from time to time authorize.
- 14.02 Signing of Cheques – All cheques and other negotiable instruments for the payment of money shall be signed in such manner and by such officers or persons as the Board may from time to time designate.
- 14.03 Financial Year – The financial year of the Corporation shall terminate on the 31<sup>st</sup> day of December of each year.

**15. REPEAL AND AMENDMENT**

- 15.01 The Board hereby repeals By-law Number 1 of the Corporation.
- 15.02 The Board may repeal or amend all or any part of this by-law.

16. **EFFECTIVE DATE**

16.01 Effective Date – This by-law shall come into force when confirmed by the Shareholder.

Passed by the Board of Directors the 8th day of December, 2004

Janice Bush  
Chair

[Signature]  
Chief Executive Officer

Karen McManus  
Secretary

CONFIRMED by the Shareholder the 26th day of January, 2005

Karen McManus  
Secretary



**Ontario Renovates Program  
Eligibility Criteria, Program Rules, Eligible Repairs, Application Process, and Application**

Ontario Renovates is a program that provides financial assistance to homeowners by way of a forgivable loan to repair their home to acceptable standards while improving the energy efficiency and/or increasing accessibility of their unit. The program helps homeowners in substandard dwellings who cannot afford to pay for the necessary repairs to their home. This program is funded by the Investment in Affordable Housing for Ontario Revolving Loan Fund. Applications will not be received prior to November 18, 2024. Applications will be approved in the order that they are received and deemed to meet eligibility criteria.

**Eligibility Criteria**

To be eligible for financial assistance, the homeowner must:

- Be a resident within the County of Renfrew
- Be 18 years of age or older
- Be a Canadian Citizen, Landed Immigrant, or have Refugee Claimant status
- Provide a copy of photo identification and birth certificate for all adults included within the application
- Currently occupy the home for which the Ontario Renovates Application is submitted, and it must be the sole and principal residence of the title holder(s)/applicant(s).
- Have household income at or below \$90,400 gross (annual income)
- Provide the most current year Income Tax Assessment for all adult members of the household and title holders
- Be the owner of a home not valued at more than \$375,000
- Have assets of no more than \$20,000 (Community Housing Asset Directive will be followed regarding assets that can be considered exempt).
- Have proof of insurance for the full value of the home
- Have property taxes and mortgage paid and up to date

**Program Rules**

- Funding is provided to eligible applicants in the form of a 10-year, interest free forgivable loan to homeowners based on the cost of approved work items up to \$15,000.
- Additional funding may be available for accessibility repairs up to \$3,500. The application must include a letter from a healthcare provider to verify the renovation need. This portion of the funding does not require repayment.
- Loans are repayable if the home is sold, the homeowner/title holder(s) cease to live in the home, or if funding is used for other purposes.
- If the cost of the mandatory repairs is more than the maximum forgivable loan available, the homeowner will be required to cover the additional cost.
- If assistance was previously issued under the Ontario Renovates Program, new requests for additional funding are ineligible.

**Eligible Repairs**

Major repairs and rehabilitation required to make a house safe, while improving energy efficiency. Examples include, but are not limited to:

- Heating Systems
- Chimneys
- Doors and Windows
- Foundations
- Roofs, Walls, Floors and Ceilings
- Vents, Louvers
- Electrical Systems (does not include installation of solar panels)
- Plumbing
- Septic Systems, Well Water and Well Drilling
- Electrical Systems (does not include installation of solar panels)
- Accessibility Modifications up to \$3,500 (examples: ramps, handrails, chair and bath lifts, height adjustment to countertops, cues for doorbells/fire alarms)

### **Application Process**

- An application must be completed, providing supporting information and documentation as required.
- Selected applicants will receive a letter to confirm funding eligibility, completion, and reporting requirements.
- **Only complete applications will be considered.**

### **You will need to supply the following information to support your application:**

- Proof of insurance coverage for the full value of the home
- Proof that property taxes and mortgage are paid and up to date
- Most recent MPAC Property Tax Assessment
- Most recent bank statement (30 days) for all adult household members
- Photo Identification for all for all adult household members
- Verification of need from a healthcare professional (accessibility funding only)
- Estimates from 2 separate companies that are licenced
- Most current year Income Tax Assessment for all adult members of the household and title holders (Please ensure Line 23600 is visible)

For more information or to apply for Ontario Renovates Funding, please contact:

County of Renfrew, Community Services  
 450 O'Brien Road, Unit 104  
 Renfrew, ON K7V 3Z2  
 Telephone: 613-732-2601  
 Toll Free: 1-866-897-4849

**Email us at:** [rhc@countyofrenfrew.on.ca](mailto:rhc@countyofrenfrew.on.ca)

**Or, visit our website at:** [www.countyofrenfrew.on.ca](http://www.countyofrenfrew.on.ca)



**Investment in Affordable Housing  
Ontario Renovates  
with  
The County of Renfrew**



**2024 Application Form**

**PART A - SERVICE MANAGER INFORMATION**

<b>A.1 Service Manager</b>	
Service Manager Name: County of Renfrew	
Contact: Renfrew County Housing Corporation	
Telephone No. 613-732-2601	Fax No. 613-432-9402
E-mail Address: <a href="mailto:rhc@countyofrenfrew.on.ca">rhc@countyofrenfrew.on.ca</a>	
Date Submitted to Ministry:	Most recent update (yyyy-mm-dd)

**PART B - DESCRIPTION OF PROJECT**

<b>B.1 Project Detail</b>		
IAH Reference No:	Project Name:	Initiative:
Owner's Name ( <b>everyone listed on title must be declared</b> )		Does the owner reside at this address? Yes/No:
<b>Home Owner(s) Contact</b>		
Number	Street	Unit/Suite/P.O. Box
City/Town	Province	Postal Code
Telephone # (incl. Area code and Ext.)	Fax # (incl. Area code)	E-mail Address
<b>B.2 Project Information</b>		
Have you or anyone in your household received previous Government funding? (i.e., IAH/RRAP/AHP) Please circle If Yes, Provide the Project Reference number and the date it was approved:		
Have you or anyone in your household received previous Ontario Renovates funding? Yes No If Yes, you are ineligible for additional funding.		
Property Description:		
<i>Semi-Detached</i>	<i>Detached</i>	<i>Townhouse/Row house</i> <i>Other</i>
Age of House:	Approx Value of House:	
Unit Size (m2):	Number of Bedrooms:	
Insurance Payments up to date? (y/n):	Property Tax up to date? (y/n):	
Mortgage on the home? (y/n):		
Mortgage Payments up to date? (y/n):		

**B.3 Project Owner Information**

(applicable for Home Repair Projects / Owner resides at the project address)

Total Household Income for <b>everyone listed on title:</b> \$	<b>Household Type:</b>		
	Single	Family	Congregate

**Applicant Type**

Senior (65+)	Non-Senior (under 65)	Family	Single/Couple
Persons with Disabilities	Aboriginal		

**.4 Scope of Work**

Check all that apply:

Electrical	Fire Safety	Heating	Plumbing
Septic/Well Water/Well Drilling	Structural	Overcrowded	Accessibility
Other	Please Specify:		

**Assets: Type of assets that must be reported include savings, investments, RRSPs, RESPs, bonds and securities, all types of property, vehicles (including recreational vehicles) and any other valuable possessions.**

Asset Type	Description of Asset(s)	Value of Asset
Property (including co-signer)		
Vehicles (primary vehicle exempt)		
Recreational Vehicles		
Chequing Account(s)		
Savings Account(s)		
Term Deposits, GICs		
RRSP/RESP		
Tax Free Savings Account(s)		
Other Specify		

**APPLICANT DECLARATION**

I/we hereby confirm that I/we are the owners (title holder(s)) of the house and property located at:

\_\_\_\_\_ (Address) and that no other person is an owner or listed on title.

I/we hereby grant permission to County of Renfrew to make any necessary inquiries to verify my/our income, assets, liabilities and credit information.

I/we hereby acknowledge that we have listed everyone on title and included each title holder's income on this application.

I/we hereby acknowledge that if my/our funding application is accepted it will not apply to work completed prior to the date of approval.

I/we hereby acknowledge that if my/our funding application is accepted I/we cannot claim the repairs for any Provincial tax rebate programs.

I/we hereby certify that all information contained in this application, including income, is true and complete in every respect.

I/we acknowledge that in the event that a false declaration is knowingly made, The County of Renfrew shall have the right to cancel the approval and recover any paid funds.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## ROMA REPORT – November 2024

TO: Renfrew County Council

SUBMITTED BY: Jennifer Murphy, ROMA Zone 6 Board member

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The ROMA Board of Directors met on November 15<sup>th</sup> virtually.

The Board had a very productive meeting with Minister of Municipal Affairs and Housing. We discussed several policy priorities with Minister Paul Calandra, including:

- New resources and funding tools for housing-enabling infrastructure to help address the rural funding gap – including how municipal services corporations and private communal water systems could help;
- The urgent need for a strategic approach to homelessness. The Minister acknowledged the need for wrap-around supports and housing.
- Rural Ontario's struggle with the shortage in primary care providers, emergency room closures, and over-reliance on community paramedicine to fill these gaps. The Board hopes to engage with Dr. Jane Philpott who is chairing Ontario's primary care action team.

Minister Calandra committed to meeting with the Board quarterly to share ideas and seek feedback. The Board will also use the opportunity to seek the Minister's support with his Cabinet colleagues on key rural priorities.

The Board discussed concerns related to significant and unexpected municipal OPP rate and fee increases coming in 2025.

On behalf of ROMA, AMO Policy is engaged with the Ministry of the Solicitor General, to work through approvals for financial support for municipalities to manage the increase. Additional information is expected over the next few weeks.

As Internet Service Providers (ISPs) work to meet the government's 2025 broadband goals, AMO and ROMA are working to support the municipal sector.

The ROMA Board approved a request from AMO staff to seek backstop funding from the province if an ISP saddles a municipality with unfair and unreasonable infrastructure construction and management costs.

AMO will host a webinar by the end of the year to help municipal staff understand how to navigate the relationship with Internet Service Providers using a template Municipal Access Agreement. It outlines essential terms and conditions that are reasonable for municipalities to seek from ISPs installing broadband in their roadways. The Ministry of Infrastructure and the Eastern Ontario Regional Network created the template.

**COUNTY OF RENFREW**

**BY-LAW NUMBER 162-24**

**A BY-LAW TO CONFIRM THE PROCEEDINGS OF THE COUNCIL  
OF THE COUNTY OF RENFREW AT THE MEETING HELD  
ON NOVEMBER 27, 2024**

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WHEREAS Subsection 5(1) of the *Municipal Act, 2001, S.O. 2001, Chapter 25*, as amended, provides that the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Subsection 5(3) of the said Municipal Act provides that the powers of every Council are to be exercised by by-law;

AND WHEREAS it is deemed expedient that the proceedings of the Council of the County of Renfrew at this meeting be confirmed and adopted by by-law;

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

1. The action of the Council of the County of Renfrew in respect of each motion and resolution passed and other action taken by the Council of the County of Renfrew at this meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Warden and the appropriate officials of the County of Renfrew are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the County of Renfrew referred to in the preceding section.
3. The Warden, and the Clerk, or in the absence of the Clerk the Deputy Clerk, are authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the County of Renfrew.
4. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 27<sup>th</sup> day of November 2024.

READ a second time this 27<sup>th</sup> day of November 2024.

READ a third time and finally passed 27<sup>th</sup> day of November 2024.

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PETER EMON, WARDEN

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GWEN DOMBROSKI, CLERK