



FINANCE & ADMINISTRATION COMMITTEE

9:30 a.m., Thursday, August 13, 2020

An electronic meeting of the Finance & Administration Committee was held at 9:30 a.m., Thursday, August 13, 2020 at the County of Renfrew Administration Office, 9 International Drive, Pembroke, Ontario.

Present were: Jennifer Murphy, Chair
Debbie Robinson, Warden

Committee Members: James Brose, Glenn Doncaster, Michael Donohue, Brian Hunt,
Tom Peckett, Robert Sweet

Staff Present: Paul Moreau, Chief Administrative Officer/Clerk
Jeffrey Foss, Director of Finance/Treasurer
Bruce Beakley, Director of Human Resources
Craig Kelley, Director of Development & Property
Lee Perkins, Director of Public Works & Engineering
Laura LePine, Director of Social Services
Shelley Sheedy, Director of Long Term Care
Ginette Poole, Manager of Provincial Offences Administration
Chris Ryn, Manager of Information Technology
Michael Barber, Media Relations/Grants Coordinator
Rose Gruntz, Executive Assistant/Deputy Clerk
Connie Wilson, Administrative Assistant, Finance

Chair Murphy called the electronic meeting to order at 9:40 a.m. (meeting time delayed due to internet/ZOOM connection issues). The roll was called, and no pecuniary interests were disclosed.

RESOLUTION NO. FA-C-20-08-61

Moved by: Warden Robinson

Seconded by: Councillor Sweet

THAT the minutes of June 11, 2020 be adopted.

CARRIED.

Chair Murphy welcomed Ms. Karen Black, Partner, Scott Rosien Black & Locke Chartered Accountants, who presented the draft 2019 Auditor's Report. This report will remain in draft format until adopted at the August 26, 2020 session of County Council. Ms. Black thanked all Finance department staff and Long Term Care Homes finance staff for their assistance in finalizing these reports due to COVID-19 access restrictions to County buildings.

Ms. Black overviewed the 2019 Audited Financial Statements that form part of the Finance Department Report and indicated that once again, there is a clean audit opinion on the County of Renfrew's 2019 financial statements.

Councillor Donohue questioned the reason that the line item on page 94 entitled "Social and family services" includes Long Term Care rather than under the line item "Health services". Ms. Black and Mr. Foss both indicated that this is mandated by the Ministry of Municipal Affairs and Housing for the Financial Information Return reporting requirements and all 444 municipalities must report their information in the same grouping format to ensure reporting consistency.

Warden Robinson questioned the line item on page 93 entitled "Payable to the Provincial Government" and whether this payable is based on monies underspent in Social Services (Ontario Works, Child Care and Renfrew County Housing Corporation) and will need to be returned to the Province. Mr. Foss advised that this is a balance in the due to / from province account for all departmental programs. In this situation, the biggest component is based on several new programs to social housing that have not started, or are multi-year programs such as Ontario Priorities Housing Initiative (OPHI), Canada-Ontario Community Housing Initiative (COCHI) and Investment in Affordable Housing programs which are not required to be spent in the year the funding is sent to us. The County of Renfrew is not going to lose this funding, it will be carried into 2021 and will continue to be used for the multi-year programs.

Councillor Donohue noted that perhaps an explanatory note could be included by this line item on the financial statements providing this detail and indicating that the funding will not be returned to the Province. Following the meeting, Scott Rosien Black and Locke recommended that instead of providing a note for one of the three payable accounts listed on this statement, they will consolidate all three accounts into one (accounts payable and accrued liabilities, payable to the Provincial government and payable to other municipalities). This consolidated approach better fits with their reporting standards guidelines and is used in many other municipalities in Ontario.

Councillor Donohue noted within the Consolidated Financial Statements, page 107, specifically item #15 – Subsequent Events and questioned why COVID-19 is noted as only impacting user fees and service charges. Ms. Black indicated that this is referring to revenue sources impacted only, not expenses.

Chair Murphy thanked Ms. Black for all their work on the 2019 Audited Financial Statements.

Ms. Black departed the meeting at 10:25 a.m.

Administration Report

Mr. Moreau overviewed the Administration Department Report which is attached as Appendix A.

Mr. Moreau noted that there is discussion taking place amongst staff, as recently as last night regarding Ontario Regulation 157/20 as it speaks to the employment component of Long Term Care, and it still states that in order to utilize it, and use the related provisions of it, the municipality must continue with their declared state of emergency.

Committee thanked Mr. Barber and his team for all their hard work in getting relevant messages out to residents of Renfrew County through social media.

Councillor Donohue noted the request for proposal through NRCAN Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative and noted this initiative would fall under our Green Operations/Asset Management Committee. Councillor Donohue indicated that a revised Energy Management Plan was to come forward through Development & Property Committee to County Council for discussion in 2019. Mr. Moreau indicated that he would follow up with Mr. Kelley, Director of Development & Property.

Mr. Moreau overviewed the proposed resolution to update the County of Renfrew's Procedural By-law to allow for electronic participation in meetings until June 30, 2021. Mr. Moreau indicated that after a conversation with Warden Robinson, they will be looking to amend the resolution to remove item a) Councillors will not participate in meetings electronically for the Inaugural meeting.

Committee agreed that the resolution should be read as presented in Appendix A and then propose the amendments thereafter.

RESOLUTION NO. FA-C-20-08-62

Moved by: Warden Robinson

Seconded by: Councillor Brose

THAT the Finance & Administration Committee recommend that County Council approve the following amendments to the Procedural By-law to allow for electronic participation in meetings until June 30, 2021;

AND FURTHER THAT a new Section 6.2 Electronic Participation in Meetings be added in order to hold electronic meetings according to the following guidelines:

- a) Councillors will not participate in meetings electronically for the Inaugural meeting.
- b) Any Councillor participating electronically must be located within the Province.
- c) In the event of an interruption in connectivity for a member that is participating electronically, the meeting will resume without the participant and their absence will be noted in the minutes.
- d) All members participating electronically in a Closed Session of Council or Committee shall declare to the Presiding Officer 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 publically accessible; and
 - iii. It is strongly recommended that Councillors wear earbuds or headphones when in a closed session.

AND FURTHER THAT Section 7 of the Procedural By-law 'Place of Meeting' be amended to read as follows: "All the 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 the Warden and Chief Administrative Officer/Clerk may from time to time determine.

AND FURTHER THAT a By-Law to Amend By-Law 85-10, Being a By-Law to Govern the Proceedings of the Council and Committees of the County of Renfrew be adopted at the next session of County Council.

AND FURTHER THAT Council not take any action on proxy voting at this time.

RESOLUTION NO. FA-C-20-08-63

Moved by: Councillor Donohue

Seconded by: Councillor Hunt

THAT the Finance & Administration Committee recommend that subsection a) of Resolution No. FA-C-20-08-62; being "Councillors will not participate in meetings electronically for the Inaugural meeting", be removed from the resolution in its entirety and all subsequent clauses be re-numbered.

CARRIED.

Committee once again discussed another amendment to Item #7 of the Administration Report, to the renumbered subsection item: a) Any Councillor participating electronically must be located within the Province; and asked for further details. Mr. Moreau indicated that during a Zoom meeting with the Province one of the rules within the terms of reference for all standing committees within the provincial legislature is that all attendees during an electronic meeting, must declare that they are in the Province of Ontario and for consistency, Mr. Moreau felt that should be included.

Councillor Doncaster indicated that he had concerns around item a) and felt that if for some reason a County Councillor is away on County business they should not be excluded from participating in a Council or Committee meeting. Councillor Doncaster noted that if he is at a Federation of Canadian Municipalities (FCM) conference, which is usually out of province, he should have the option to still participate in a Council/Committee meeting. Mr. Moreau indicated that with the current COVID situation, there will be minimal travel out of Province in the foreseeable future and noted that in the resolution it specifically states that these changes are only until June 30, 2021 when Council can have a more detailed discussion to better determine how satisfied Council is with the amendments. Mr. Moreau noted that if Committee feels they would like to change this item, we can do an amendment to include the wording "unless an Elected Official is on County Council Business". Councillor Sweet also asked to amend the resolution item a) to state the "Province of Ontario".

RESOLUTION NO. FA-C-20-08-64

Moved by: Councillor Doncaster

Seconded by: Councillor Peckett

THAT the Finance & Administration Committee recommend that County Council approve the following amendments to the Procedural By-law to allow for electronic participation in meetings until June 30, 2021;

AND FURTHER THAT a new Section 6.2 Electronic Participation in Meetings be added in order to hold electronic meetings according to the following guidelines:

- (a) Any Councillor participating electronically must be located within the Province of **Ontario unless an Elected Official is on County Council Business.**
- (b) In the event of an interruption in connectivity for a member that is participating electronically, the meeting will resume without the participant and their absence will be noted in the minutes.
- (c) All members participating electronically in a Closed Session of Council or Committee shall declare to the Presiding Officer 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 publically accessible; and
 - iii. It is strongly recommended that Councillors wear earbuds or headphones when in a closed session.

AND FURTHER THAT Section 7 of the Procedural By-law 'Place of Meeting' be amended to read as follows: "All the 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 the Warden and Chief Administrative Officer/Clerk may from time to time determine.

AND FURTHER THAT a By-Law to Amend By-Law 85-10, Being a By-Law to Govern the Proceedings of the Council and Committees of the County of Renfrew be adopted at the next session of County Council.

AND FURTHER THAT Council not take any action on proxy voting at this time.

Vote on resolution as amended:

Councillor Name	For	Against
Councillor Brose	✓	-
Chair Doncaster	✓	-
Councillor Donohue	-	✓
Councillor Hunt	✓	-
Councillor Murphy	✓	-
Councillor Peckett	✓	-
Warden Robinson	✓	-
Councillor Sweet	✓	-
Totals	7	1

CARRIED.

RESOLUTION NO. FA-C-20-08-65

Moved by: Warden Robinson

Seconded by: Councillor Peckett

THAT the Administration Department Report attached as Appendix A be approved.

CARRIED.

Committee recessed at 10:55 a.m. and reconvened at 11:05 a.m.

Finance Department

Mr. Foss overviewed the Finance Department Report which is attached as Appendix B and the Addendum which is attached as Appendix C.

Mr. Foss overviewed the Addendum highlighting the \$2,780,100 in funding the County of Renfrew will receive through the Safe Restart Agreement. Councillor Brose noted that the Renfrew County Housing Corporation's rent arrears had increased by 50% during COVID and questioned whether this funding could be used to pay off the arrears. Mr. Foss indicated that other considerations for the funding could include the Business Development Fund of approximately \$200,000 that was issued to assist Renfrew County businesses. Once the County of Renfrew receives the details from the Province on eligible expenditures, Council can best determine how to allocate this funding.

Councillor Donohue noted that previously staff had assembled a chart summarizing the modernization pressures, provincial government decisions and funding and asked if it would be possible to have a similar chart that is COVID related that incorporates both the impact on expenditures and revenues to date.

Mr. Foss indicated that at the June meeting of Committee and Council, the Finance department had prepared a summary on the impact on COVID on a department by department basis, to have a good understanding of COVID related operating expenses as well as incremental salaries. Mr. Foss confirmed that he would prepare a summary report and provide it at the September meeting.

Councillor Peckett departed the meeting at 11:30 a.m.

Councillor Doncaster noted that the Safe Restart Agreement funding is a direct result of the advocacy and position paper that the Federation of Canadian Municipalities (FCM) put forward and coordinated the details with the province on how to flow the monies to the municipalities and indicated he is proud to be part of this organization and represent the interests of the residents of Renfrew County.

Mr. Foss overviewed the Draft Budget schedule and guidelines to provide staff with direction to develop the parameters to present the budget in January 2021. These are guidelines only and are used by staff to prepare and determine the funds needed based on the long term financial plan, overall target levy increase and non-union COLA increases.

Councillor Donohue requested that an additional line be added to the Draft Budget Schedule to include County Council approval of the budget schedule and guidelines at the September 30, 2020 meeting. Committee also noted the budget workshop was scheduled for January 25 and 26 which conflicts with the ROMA conference date of January 23 -26, 2021, therefore suggested a change to the week before which is January 18 and 19, 2021.

Committee also discussed their concerns that during the budget review by the Committees in January, any changes that the Committees asked for were not made immediately in the budget document but were only summarized and discussed in the presentation at the end of the workshop. Staff indicated that they utilized this process due to the time involved in preparing the 250 page slide deck/powerpoint presentation that accompanied the budget workshop, in addition to the 7 day turnaround to have the budget document printed and bound by an external company.

Chair Murphy indicated that she was going to have this discussion at the meeting that was taking place this afternoon. This meeting included Warden Robinson, Councillor Hunt, Chair Murphy, Mr. Moreau and Mr. Foss regarding Councillor Hunt's request to amend the format of the Financial Statements (as discussed at the January meeting of this Committee) and discussion could take place at this meeting regarding the January 2021 budget workshop requirements.

RESOLUTION NO. FA-C-20-08-66

Moved by: Councillor Brose
Seconded by: Councillor Sweet

THAT the Finance & Administration Committee recommends to County Council that the 2019 Auditor's Report for the Corporation of the County of Renfrew for the year ended December 31, 2019 be approved.

CARRIED.

RESOLUTION NO. FA-C-20-08-67

Moved by: Councillor Donohue
Seconded by: Councillor Doncaster

THAT the Finance Department Report attached as Appendix B and the Addendum attached as Appendix C be approved.

CARRIED.

RESOLUTION NO. FA-C-20-08-68

Moved by: Councillor Donohue

Seconded by: Councillor Brose

THAT this meeting adjourn and that the next regular meeting be held on September 10, 2020.

Time – 11:45 a.m.

CARRIED.