



## FINANCE AND ADMINISTRATION COMMITTEE

Thursday, October 15, 2020 – 9:30 a.m.

### AGENDA

1. Call to order.
2. Roll call.
3. Disclosure of pecuniary interest and general nature thereof.
4. Adoption of minutes of previous meeting held on September 10, 2020.
5. Delegations: (None at time of mailing).

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9. New Business.	
10. Closed Meeting – None at time of mailing.	
11. Date of next meeting (Thursday, November 12, 2020) and adjournment.	

**NOTE: (a) County Council: Wednesday, October 28, 2020.**

(b) Submissions received from the public, either orally or in writing may become part of the public record.

**COUNTY OF RENFREW**  
**ADMINISTRATION REPORT**

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**TO:** Finance and Administration Committee  
**FROM:** Paul V. Moreau, Chief Administrative Officer/Clerk  
**DATE:** October 15, 2020  
**SUBJECT:** Department Report

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**INFORMATION**

**1. Community Messaging Vigilance Campaign**

The Crisis Communications Team (CCT) has continued its efforts to provide positive reminder messages to the community. Recently under the direction of the Senior Leadership Team, and the Emergency Operations Centre (EOC), the CCT launched a “Vigilance Campaign” that focusses on firmly reminding the community as we move in to the second wave of COVID-19 that we cannot let our guards down. These messages strongly promote the advice of the Ministry of Health, Renfrew County Virtual Triage and Assessment Centre (RC VTAC) and the local Medical Officer of Health. The campaign began with the COVID Briefing, and social media posting on the 21<sup>st</sup> of September and newspapers and radio launching October 5<sup>th</sup> for a minimum run of 4 weeks.

The campaign incorporates the use of the following channels to get the messaging out:

- Large ads in 9 Renfrew County newspapers.
- Use of 4 Renfrew County radio stations, with 11-12 30 second spots running daily on each station.
- Utilizing County of Renfrew social media such as Facebook, Twitter, Instagram and YouTube, a series of messages have been released.

- Live stream of COVID-19 Briefing: A seven-person panel live streamed on You Tube, Your TV (Cogeco) and MyFm was conducted on September 19 to kick off the campaign. The video remains on the County's Channel and can be viewed at:  
<https://www.youtube.com/watch?v=1YJ6LUjAg1o&feature=em-lsb-owner>
- An audio composition is being put together from recordings from Renfrew County Physicians to carry a message of vigilance to the community. These clips will be used across social media, radio and print to add to the reach of the Vigilance Campaign. Over 10 local physicians have been contacted to participate.
- A series of key messages and HashTags have been created for elected officials to utilize on their own social media channels if they so wish.
- Warden Robinson will be participating in a series of morning show interviews that will air across 4 local radio stations, to speak about RC VTAC.

### **COVID-19 Briefing**

On September 21, 2020, Warden Robinson hosted an online, live streamed COVID-19 briefing along with six other panel members. The purpose of the briefing was to deliver a united message of Vigilance to the community as we entered into the second wave of COVID-19. The live stream was approximately 35 minutes in length and the seven member panel was comprised of:

- Warden Robinson, who delivered a greeting message, and message of vigilance to our community and introduced the panel members.
- Dr. Cushman, Acting Medical Officer of Health, delivered a situational overview of Renfrew County and South Algonquin, and a message of vigilance to the community.
- Mayor LeMay, City of Pembroke, delivered a message of community support and vigilance on behalf of the City of Pembroke to residents.
- Dr. Fitzsimon (RC VTAC) delivered a message on the specific actions that residents must take to protect themselves and others in the community.
- Chief Nolan delivered a message regarding the RC VTAC test sites, and available resources in the community.
- Minister Yakabuski who delivered a message on behalf of the Province of Ontario.

- Brittney Martin, a Community Health Nurse and Pandemic Advisor for the Pikwakanagan First Nation delivered a message of community support, collaboration and vigilance.

The briefing has received more than 1500 views on the County of Renfrew YouTube channel since broadcast, dozens of live viewers during the broadcast and was live streamed on MyFm and Oldies (Pembroke Today, Renfrew Today, Arnprior Today) and Your TV (Cogeco) on September 21<sup>st</sup>. More than 12,000 people have engaged with the broadcast over our County of Renfrew social media channels, Facebook, Twitter, Instagram, YouTube, since the broadcast. The Crisis Communications Team (CCT) continues to make the link available to the community for viewing, at: <https://www.youtube.com/watch?v=1YJ6LUjAg1o&feature=em-lsb-owner>

### **Renfrew County Virtual Triage and Assessment Centre: Letter Writing Campaign**

In keeping with a consistent approach and the direction of County Council to support the Renfrew County Virtual Triage and Assessment Centre (RC VTAC), and engaging Senior Governments (Corporate Strategic Plan), the Crisis Communications Team (CCT) is working under the direction of the Warden and the Senior Leadership Team, and in cooperation with the RC VTAC leadership to promote the importance of RC VTAC to our community.

Community members are asked to share their letters of support regarding their positive experiences with RC VTAC, and the positive impact it has had in our community.

## **2. Diploma in Municipal Administration**

Congratulations to Craig Kelley, Director of Development and Property on the successful completion of the Diploma in Municipal Administration. Craig's name has been inducted into AMCTO's Academic Honour Role which means he has received a final cumulative grade of higher than 85%.

### **3. Reallocating Capital Budget**

The Health Committee will be recommending to County Council that the approximately \$50,000 in savings in the parking lot repairs capital budget be used to replace the required but unbudgeted Cook Line kitchen equipment replacement of a six (6) burner stove and oven, two (2) burner flat top grill oven and deep fryer, estimated at \$40,000.

The kitchen Cook Line that consists of six (6) burner stove and oven, two (2) burner flat top grill oven and deep fryer has been recently removed from service for safety reasons by a licenced gas fitter. The equipment is beyond 25 years old and is no longer serviceable. Replacement estimate is \$40,000. Council approved up to \$100,000 through the 2020 budget process to repair the parking lot at Bonnechere Manor. The tendered cost was approved at \$50,850. Health Committee will be recommending that County Council approve that the savings in the parking lot repairs capital budget be used to replace the required but unbudgeted kitchen equipment replacement.

### **4. Additional Full-Time PSW Positions**

Personal Support Workers are integral to long-term care (LTC), providing nursing and personal care to residents. It has been long recognized that increased full-time positions allow for increased resident care continuity, more stable working conditions and reduce the number of staff who work multiple part-time jobs. Since the Pandemic was declared, health care experts have reiterated the risk of part-time (PT) staff working for more than one employer. The County of Renfrew proactively heeded this direction by limiting long-term care staff to one employer on April 1, 2020; followed by a Provincial emergency order limiting LTC staff to a single LTC Home. While this measure has undoubtedly enhanced infection prevention and control; it has the unintended consequence of preventing applicants who work elsewhere from applying to our Homes, resulting in vacant positions and consequently incurring increased overtime and/or working short-staffed.

Creating increased full-time (FT) positions will enhance recruitment and assist in retaining current PSW staff by providing more stable working conditions. The current provincial personal support worker full-time to

part-time average is 41% FT/59% PT. Bonnechere Manor current split is 30% FT/70% PT and Miramichi Lodge's is 17% FT/83% PT.

Staff recommend that the FT PSW complement be increased by three (3) positions at Bonnechere Manor and eight (8) positions at Miramichi Lodge and be implemented as soon as possible. It is necessary to consider an increase in the FT complement at this time versus deferring to the 2021 budget process related to the immediate impact of working short on direct resident care and staff. In addition, part of the pressure to seek approval for these new FT positions now, is directly related to the procedural and process steps within our collective agreements that prevent the immediate filling of vacant FT position(s), job postings and new schedule development. This delay is factored into the timing of our recommendation if the new FT positions were to be approved. The Business Case is attached as Appendix I.

The Health Committee will be recommending that County Council approve that the Full-Time Personal Support Worker (PSW) complement be increased by three (3) positions at Bonnechere Manor and eight (8) positions at Miramichi Lodge and be implemented as soon as possible at an annual estimated cost of \$8,570 for Bonnechere Manor and \$30,799 for Miramichi Lodge.

## **RESOLUTIONS**

### **5. Electronic Meetings**

**Recommendation:** THAT staff continue to evaluate electronic meetings and the provisions outlined in the Procedural By-Law to determine their effectiveness; AND Further that staff be directed to survey members of Council for any concerns they may have with respect to electronic meetings; AND Further that staff provide the results of this survey to the March 2021 meeting of the Finance and Administration Committee; AND Further that staff undertake a cost benefit analysis of the various electronic meeting platforms (i.e. ZOOM, MS Teams).


#### **Background:**

At the September 30, 2020 meeting of County Council, staff were directed to bring forward a recommendation on the merits of the creation of an Ad Hoc Committee to examine the electronic meetings provisions included in the Procedural By-law to the October 2020 meeting of Finance and

Administration. At the September 30, 2020 meeting of County Council, Council approved amendments to the Procedural By-law to allow for participation of members of Council in electronic meetings until June of 2021, at which time the provision of the Procedural By-law will no longer be in effect. The proposed amendments to the Procedural By-law were intended to permit Council participation in electronic meetings on a more permanent basis. However, the resolution obligates Council to review the electronic meeting provisions prior to the June 2021 meeting of County Council at which time the provision regarding electronic meetings will sunset. Council will then need to determine if the provisions relating to council participation in electronic meetings require amendments.

The County of Renfrew continues to respond to the challenges resulting from the pandemic, and it is essential that meetings continue in a manner that protects public health and safety by allowing for proper physical distancing and other safety measures. Once this is achieved we will be better able to re-examine the effectiveness of the electronic meeting provisions.

As the County of Renfrew transitions into a more modernized era of meetings, it will be important for the County to keep the fundamental principles that have underpinned the rules on meetings for nearly a century at the forefront of mind; namely, the principles of accountability, transparency and integrity in local decision-making. The danger in moving too quickly is that these changes could result in outcomes that are counter to the principles of good governance. The changes to the Procedural By-law adopted in September provide the tools necessary to allow the County to continue to conduct business while ensuring that Council governs with the aim of increasing accountability, transparency and integrity in local decision-making.

	<p style="text-align: center;"><b>Business Case – Staffing Report</b></p> <p style="text-align: right;">Date: October 14, 2020          Department: LTCHs Bonnechere Manor &amp; Miramichi Lodge          Report Prepared by: Shelley Sheedy, Director of Long-Term Care</p>
<b>Proposal</b>	Addition of Full-time (FT) Personal Support Worker (PSW) positions to increase recruitment and retention by using current part-time (PT) hours.
<b>Position Union</b>	Increase of 3 FT PSW positions at Bonnechere Manor; decrease of 6,240 part-time hours Increase of 8 FT PSW positions at Miramichi Lodge; decrease of 16,640 part-time hours
<b>Summary</b> <ul style="list-style-type: none"> <li>• <b>Background</b></li> <li>• <b>Discussion</b></li> </ul>	<p><b><u>Background</u></b></p> <p>Personal Support Workers are integral to long-term care (LTC), providing nursing and personal care to residents.</p> <p>It has been long recognized that increased full-time positions allow for increased resident care continuity, more stable working conditions and reduce the number of staff who work multiple part-time jobs. Since the Pandemic was declared, health care experts have reiterated the risk of part-time staff working for more than one employer. The County of Renfrew proactively heeded this direction by limiting long-term care staff to one employer on April 1, 2020; followed by a Provincial emergency order limiting LTC staff to a single LTC Home. While this measure has undoubtedly enhanced infection prevention and control; it has the unintended consequence of preventing applicants who work elsewhere from applying to our Homes – resulting in vacant positions and consequently incurring increased overtime and/or working short-staffed.</p> <p><b><u>Discussion</u></b></p> <p>The LTC Homes have experienced greater staffing challenges particularly related to filling vacant PSW positions. We believe that, by creating FT positions from the total PSW hours, we will enhance recruitment. Further, we believe that increased FT PSW positions will assist in retaining current PSW staff by providing more stable working conditions.</p>





## Business Case – Staffing Report

Date: October 14, 2020

Department: LTCHs Bonnechere Manor & Miramichi Lodge

Report Prepared by: Shelley Sheedy, Director of Long-Term Care

Staff recommend that the FT PSW complement is increased by 3 positions at Bonnechere Manor and 8 positions at Miramichi Lodge implemented as soon as possible. It is necessary to consider an increase in the FT complement at this time versus deferring to the 2021 budget process related to the immediate impact of working short on direct resident care and staff as well as the required time to allow current staff to post into new positions and/or recruit new staff.

The current provincial PSW FT:PT average is 41% FT/59% PT (2018)

Bonnechere Manor current PSW complement: Proposed PSW complement:

30 FT PSWs/30%

33 FT PSWs/33%

71 PT PSW rotations (5 vacant) /70%

68 PT PSWs/67%

Miramichi Lodge current PSW complement: Proposed PSW complement:

16 FT PSWs/17%

24 FT PSWs/26%

76 PT PSW rotations (3 vacant) /83%

68 PT PSWs/74%

### Recommendation

THAT this Committee recommend to County Council that the Full-Time Personal Support Worker complement is increased by three (3) positions at Bonnechere Manor and eight (8) positions at Miramichi Lodge and implemented as soon as possible at an annual estimated cost of \$8,570 for Bonnechere Manor and \$30,799 for Miramichi Lodge. Further, that the Finance & Administration Committee be so advised.



## Business Case – Staffing Report

Date: October 14, 2020

Department: LTCHs Bonnechere Manor & Miramichi Lodge

Report Prepared by: Shelley Sheedy, Director of Long-Term Care

### Financial Considerations

#### Expense:

##### Bonnechere Manor - November 01/20 – Dec 31/20:

Increase of 1,040 Full Time PSW hours and Reduction of 1,040 Part Time PSW hours  
(including benefits/stats/vacation) \$1,428\*

Annual Cost: \$8,570\*

\*This includes the maximum financial liability of 18 sick days per year

#### Revenue in 2020:

Anticipated operational surplus \$1,428

#### Expense:

##### Miramichi Lodge - November 01/20 – Dec 31/20

Increase of 2,774 Full Time PSW hours and Reduction of 2,774 Part Time PSW hours  
(including benefits/stats/vacation) \$5,133\*\*

Annual Cost: \$30,799\*\*

\*\*This includes the maximum financial liability of 18 sick days per year

#### Revenue in 2020:

Anticipated operational surplus \$5,133

**COUNTY OF RENFREW**  
**FINANCE DEPARTMENT REPORT**

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**TO:** Finance and Administration Committee

**FROM:** Jeffrey Foss, Director of Finance/Treasurer

**DATE:** October 15, 2020

**SUBJECT:** Department Report

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**INFORMATION**

**1. 2021 Budget Schedule**

Following the approval of the 2021 Budget guidelines and schedule at the September session of County Council, Finance Department staff have now initiated the 2021 Budget process and have established meeting dates with each department throughout the months of October and November to develop their 2021 budgets by using Zoom. Each Committee will review the detailed budget in January prior to the Consolidated Budget Workshop.

Committee will recall that at our November 2019 meeting, the Treasurer recommended we approach the City of Pembroke with a proposal to “freeze” the municipal cost sharing agreement between the parties for a 2 year period to avoid the potential for significant changes in cost for both municipalities. Confirmation was then received advising that the City of Pembroke had considered the proposal at their December 17, 2019 Parks and Recreation Committee meeting and the Committee had recommended the following:

“Freeze the City of Pembroke’s percentage share of (long-term care) costs at the 2019 rate of 30.63% with the stipulation that the December 31<sup>st</sup> resident population (census) data still be provided to the City of Pembroke by March 31 of the following year.”

Both, City of Pembroke and County of Renfrew Council's agreed that in an effort to maintain stability, and in order to allow for better financial predictability, the City percentage of 30.63 would be used for Budget 2020 and Budget 2021. The City of Pembroke noted that although the annual census would not be used for the cost sharing arrangement under this short-term revised arrangement, it would still provide valuable information to develop a medium-term trend under the new census methodology as they look to possible renegotiations in 2021.

## **2. Finance Manager**

As Committee will recall, a Finance Manager position was approved as part of the 2020 Budget process with a projected start date of April 2020. The County of Renfrew advertised for the Finance Manager position in early 2020, with interviews to be held in March. Unfortunately due to COVID-19, the resulting government direction to stay home and the closure of the Administration building to the public, these interviews were temporarily put on hold.

The Finance Department is very pleased to announce that Mr. Daniel Burke, CPA, CA has accepted the position of Finance Manager and started on October 1, 2020. Daniel's varied financial background with both private sector and local municipal government, is a welcome addition to the County of Renfrew's Finance Department. Congratulations Daniel and welcome to the County of Renfrew!

## **3. Provincial Offences Administration Workload**

The following is a chart comparing charges received, trial notices issued, payments processed, accounts receivable files reviewed, licence suspensions initiated and collection notices mailed over the past four months through the Provincial Offences Administration Office.

Month 2020	Charges Received	Trial Notices Issued **Notice of Hearing Audio Court	Early Resolution Notices	Payments Processed	Payfines Payments Processed	Number of Files Reviewed	Licence Suspensions	Collection Notices	To Collection Agency
June	777	0	0	401	323	1158	0	467	51
July	1197	0	147	559	492	184	0	131	92
August	903	0	0	406	354	254	0	135	43
September	972	78	402	403	357	147	0	23	37

\*Beginning September 14, 2020, due to COVID-19 MAG – Chief Justice’s direction is to suspend any enforcement activity (Driver’s licence Suspension list) until December 1, 2020.

\*\*Beginning October 5, 2020 POA Court resumes by Remote Audio Teleconference.

#### 4. Provincial Offences Administration – Court Update

Staff advised Committee and Council at our August meeting, that Bill 197, the COVID-19 Economic Recovery Act, 2020, received Royal Assent on July 21, 2020 amending numerous acts including the Justices of the Peace Act. As a result of this amendment, beginning on September 28, 2020 the Ontario Court of Justice was approved to hear Non-trial POA proceedings (e.g. guilty pleas, withdrawals, judgment delivery, and first appearances adjournments) remotely by audio conferencing. Ms. Ginette Poole, Manager of Provincial Offences participated in video conference meetings with the Regional Senior Justice of the Peace Leblanc and local Administrative Justice of the Peace Kreling to discuss the re-opening of our POA court by audio conference to eliminate the court backlog. Accordingly, five remote audio conference court dates were established for October. Initially, the POA Prosecutor and Defendants will have a telephone conversation to discuss a possible resolution and if a resolution is reached, the POA staff will schedule the court appearance. The Defendants and representatives will receive by regular mail or email, a Notice of Resolution Hearing with the date and time to call to participate in court remotely by audio conference for these matters where the Defendant is ready to enter a plea.

The first court appearance by audio conference occurred on October 5, 2020. The decision was made to schedule 3 matters every 15 minutes beginning at 9:00 am, which is approximately 70 matters in one court sitting. This was to ensure that when the Defendants or representatives joined the audio conference, the waiting period was minimal before dealing with their matter. POA staff, Ms. Ashley Wilton and Ms. Vanessa Kretchman were the courtroom clerks and both did an excellent job in hosting the first County of Renfrew Provincial Offences audio conference court session. Staff are pleased to advise that all who attended the POA Court by audio conference were able to connect without any issues and approximately 70 matters were completed by 3:45 p.m.

Attached as Appendix I is an Order dated September 10, 2020 that the Chief Justice of the Ontario Court of Justice made, pursuant to s. 85 of the Provincial Offences Act extending most timelines under the Act until December 1, 2020. Also attached as Appendix II is the revised Notice to the Public Regarding Provincial Offences Act Matters, dated September 17, 2020 that has been revised to reflect this order and is to be posted at our courthouse.

Court File No.

**ONTARIO COURT OF JUSTICE**

THE HONOURABLE CHIEF JUSTICE	)	MONDAY, THE 10 <sup>th</sup> DAY
	)	
LISE MAISONNEUVE	)	OF SEPTEMBER, 2020.
	)	

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**ORDER**

**PURSUANT TO SECTION 85 OF THE *PROVINCIAL OFFENCES ACT***  
**EXTENDING CERTAIN TIME PERIODS UNDER THE *PROVINCIAL OFFENCES ACT***  
**FOR PROCEEDINGS IN THE ONTARIO COURT OF JUSTICE**

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**WHEREAS**, public health officials have recommended that measures be taken to reduce the amount of time individuals spend in large crowds or in crowded spaces to help reduce the transmission of COVID-19 in a community.

**AND WHEREAS**, the COVID-19 pandemic is disrupting the ability of defendants to attend court and the availability of *Provincial Offences Act* court services.

**AND WHEREAS**, the Government of Ontario's order made pursuant to Ontario Regulation 73/20 under the *Emergency Management and Civil Protection Act* and the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020* suspending time limitations expires September 13, 2020.

**AND WHEREAS**, *Provincial Offences Act* proceedings and court services continue to be disrupted by the COVID-19 pandemic.

**AND WHEREAS**, this Order is necessary to prevent prejudice to parties in *Provincial Offences Act* matters due to the limited availability of *Provincial Offences Act* court services.

**AND WHEREAS**, it would be impractical to require each affected party to request an extension of time under the *Provincial Offences Act* individually.

**THIS COURT ORDERS** that, pursuant to section 85 of the *Provincial Offences Act*, the time limits for proceedings in the Ontario Court of Justice prescribed under *Provincial Offences Act* in sections 5(6), 5.1(2), 5.1(12), 9(1)(a), 11(1), 11(4), 17(4.1), 17.1(6.1), 18.1(5), 18.2(1), 18.3(1), 19(1), 19(4), 66(1), 69(1), 116(2)(a), 116(3) and 135(2) of the *Provincial Offences Act*, and under sections 5(2) and 5(3) of the *Rules of the Ontario Court (General Division) and the Ontario Court (Provincial Division) in Appeals Under Section 116 of the Provincial Offences Act*, O. Reg. 723/94, are extended by until December 1<sup>st</sup>, 2020.

**THE COURT ALSO ORDERS** any order previously given extending a time period in a matter beyond December 1st, 2020 is still in effect.

**FOR GREATER CLARITY** this order supersedes the Order made on March 15, 2020 extending timelines under the *Provincial Offences Act* until April 23, 2020.

**THIS COURT FURTHER ORDERS** that this Order be posted in a visible place in all court offices dealing with *Provincial Offences Act* matters in the province of Ontario as soon as practicable.



Lise Maisonneuve

Chief Justice of the Ontario Court of Justice





## NOTICE TO PUBLIC REGARDING *PROVINCIAL OFFENCES ACT* MATTERS

*Revised* September 17, 2020

**All in-person *Provincial Offences Act* matters (e.g., traffic tickets and offences under provincial legislation) scheduled until October 16, 2020 will be rescheduled. Do not attend court.**

All in-person *Provincial Offences Act* (POA) matters scheduled from Monday, March 16, 2020 through to and including Friday, October 16, 2020 will be adjourned and rescheduled to a later date. If you have a matter scheduled in-person during this time, **do not attend court**. This applies to all POA courts in Ontario.

A notice of your new court date will be sent to you by mail to the address on file with the court. For more information, please contact your local Provincial Offences court.

Contact information for all municipal courts is available here:

[https://www.attorneygeneral.jus.gov.on.ca/english/courts/Court\\_Addresses/poa/](https://www.attorneygeneral.jus.gov.on.ca/english/courts/Court_Addresses/poa/)

Updated information about court proceedings at the Ontario Court of Justice can be found on the Court's website at <https://www.ontariocourts.ca/ocj/>.

On September 10, 2020 the Chief Justice of the Ontario Court of Justice made an order pursuant to s. 85 of the *Provincial Offences Act* extending most timelines under the Act until December 1, 2020. A copy of this order is available here:

<https://www.ontariocourts.ca/ocj/files/POAs85OrderSeptember10.pdf?id=5f5b636e7018f>

If you received an Offence Notice (ticket) or Parking Infraction Notice (parking ticket) after March 1, 2020, you have until December 1<sup>st</sup>, 2020 to exercise one of the options set out on the back of the Notice. If you do not respond by December 1<sup>st</sup>, 2020 you may be deemed not to dispute the charge and a justice may enter a conviction for the offence.

Please refer to the Order for a list of all steps in a proceeding that are impacted by the extension of time.

**COUNTY OF RENFREW**  
**HUMAN RESOURCES REPORT**

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**TO:** Finance and Administration Committee  
**FROM:** Bruce M. Beakley, Director of Human Resources  
**DATE:** October 15, 2020  
**SUBJECT:** Department Report

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**INFORMATION**

**1. County Council Remuneration**

At the September 26, 2018 session of County Council, the following directive was provided to Human Resources staff related to Councillor Remuneration [as per By-Law 17-20, A By-Law to Provide for the Remuneration of Members of The Council of the County of Renfrew, Section 2. (j)]:

*“A Public Citizens Committee will be established by March 2021 to review the Remuneration By-Law in a manner similar to the committee established in 2014 and 2018. The Report will be delivered to the Finance & Administration Committee and County Council by September 2021.”*

In January 2021, the Human Resources Department will begin advertising for 3 volunteers to serve on a County Council Remuneration Panel. A panel will then be struck similar to the model utilized for the 2018 Elected Official Compensation Review so that this body may report back to the Finance & Administration Committee and County Council.

## 2. Services to Municipalities

Mr. Beakley continues to provide Human Resources services to local municipalities, and is currently working with the following municipalities:

Municipality/Agency	Details
Town of Deep River	Recruitment - Chief Administrative Officer
Town of Deep River	Union Negotiations – Deep River Firefighters, CUPE Local 1276
Town of Petawawa	Grievance Administration – Petawawa Firefighters, UFCW Local 175
Township of Bonnechere Valley	Union Negotiations - CUPE Local 4524
Township of McNab/Braeside	Pay Equity Maintenance/Compensation Review
Township of North Algona Wilberforce	Recruitment - Clerk/Treasurer
Pembroke Public Library	Union Negotiations - CUPE Local 24-02 Union Decertification Application, CUPE Local 24-02

## 3. Labour Relations

The following is the current status regarding Union negotiations:

Union	Negotiation Date	Status
CUPE Local 3586 Miramichi Lodge	February 6, 2020	May 28, 2020 Conciliation
CUPE Local 4698 Paramedic Services	February 19, 2020	Pending
CUPE Local 1508 Bonnechere Manor	July 29, 2020	October 29, 2020 Conciliation
CUPE Local 4425 Renfrew County Housing Corporation	September 22, 2020	September 29, 2020 Ratified
ONA Local 049 Bonnechere Manor and Miramichi Lodge	To be determined	

Contract negotiations with CUPE Local 4425 began in July 2020. The last agreement was a three-year contract beginning on January 1, 2016 and expired on December 31, 2019. Bargaining between the Renfrew County

Housing Corporation and representatives of CUPE Local 4425 was held on September 22, 2020 and was completed on the same day. The new one year Collective Agreement was ratified by CUPE Local 4425 on September 29, 2020.

It consists of a pay increase of 1.5% for 2020 and an adjustment to work boot and uniform allowance. There has been a change to the parental and pregnancy leave article and some wording changes in other articles.

We are pleased with the process which took place virtually over Zoom. This is the first time doing contract negotiations in this manner and it was successful.

A recommendation will be going to the Renfrew County Housing Corporation and Social Services Committee for the approval of the new one year (January 1, 2020 to December 31, 2020) Collective Agreement at their October 14, 2020 meeting.

#### **4. Staffing Update**

On October 5, 2020 Caitlin Dougherty, Secretary II – Human Resources, will return from maternity leave and begin her new position of Human Resources Specialist – Emergency Services Department. Ms. Dougherty will report to the Deputy Chief, Operations, Mr. Brian Leahey, with an indirect reporting relationship to the Director of Human Resources, Mr. Bruce Beakley.

Ms. Amanda Nesbitt has replaced Ms. Dougherty during her maternity leave and is on contract until December 31, 2020.

In the absence of our Human Resources Coordinator, Ms. Angela Kuehl, Eligibility Coordinator with Social Services, has been reassigned to the Human Resources Department to assume the role of Pandemic Safety Officer and Occupational Health and Safety lead for the department.

#### **5. 2020/21 County of Renfrew Influenza Program**

The County of Renfrew Employee Health Coordinator, Ms. Beverly Zadow, in partnership with Emergency Services will be offering Influenza Vaccines to employees and County Council this fall. Availability is pending Public

Health supply and distribution. We are in the planning stages and currently looking at how we can most effectively accomplish administration of the vaccines during our pandemic environment.

It is more important than ever to reduce the spread of the flu. Our Australian friends have experienced a significantly lower rate of influenza this year and they are attributing the low numbers not only to masking and social distancing but also due to the significantly higher vaccination rate. Let's follow their lead, hope for the best and plan for the worst. If you or someone you love is pregnant, has diabetes, is over the age of 65, suffers from chronic lung disease, is a young child, is a healthcare worker (and the list goes on), do your part prevent the spread and get the flu shot.

Flu shot clinics will be offered to County Council and staff this fall. Getting a flu shot is the best way to protect yourself and the people around you from getting the flu. The flu shot also lowers your risk of serious complications, such as pneumonia. Please stay tuned to see our upcoming schedule of clinics soon.