



FINANCE AND ADMINISTRATION COMMITTEE

Thursday, October 15, 2020

An electronic meeting of the Finance and Administration Committee was held on Thursday, October 15, 2020 at 9:30 a.m., at the County of Renfrew Administration Office, 9 International Drive, Pembroke, Ontario.

Present were: Chair Jennifer Murphy
 Warden Debbie Robinson
 Vice-Chair Glenn Doncaster
 Councillor James Brose
 Councillor Michael Donohue
 Councillor Brian Hunt
 Councillor Tom Peckett
 Councillor 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 and Property
 Laura LePine, Director of Social Services
 Lee Perkins, Director of Public Works and Engineering
 Shelley Sheedy, Director of Long-Term Care
 Ginette Poole, Manager of Provincial Offences Administration
 Daniel Burke, Finance Manager
 Rosalyn Gruntz, Deputy Clerk
 Connie Wilson, Administrative Assistant, Finance

Chair Murphy called the electronic meeting to order at 9:30 a.m. The roll was called, and no pecuniary interests were disclosed.

RESOLUTION NO. FA-C-20-10-87

Moved by: Councillor Hunt

Seconded by: Councillor Sweet

THAT the minutes of the September 10, 2020 meeting be adopted. CARRIED.

Administration Report

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

Committee congratulated Mr. Craig Kelley, Director of Development and Property on obtaining his Diploma in Municipal Administration and receiving a final cumulative grade of higher than 85%. This is a significant achievement while being a Department Head, dealing with renovations at the County Administration Building and during COVID-19.

Ms. Sheedy overviewed the Personal Support Worker Business Case for additional hours at Miramichi Lodge and Bonnechere Manor that was approved at the October Health Committee meeting to be forwarded to County Council.

Committee supported this Business Case, noting that the current challenge in Long Term Care is to recruit and retain staff while trying to ensure that there are no COVID-19 outbreaks.

Councillor Doncaster noted the financial liability of 18 sick days per year within the expense details of the Business Case, recognizing that we need to be aware of the full liability. Ms. Sheedy advised that typically between 6-8 days per full time employee is budgeted, but likely the full amount will not have to be budgeted as the Homes have a diligent attendance management program, where there are flags for patterning absenteeism and the Homes are quick to address any absenteeism issues.

Mr. Moreau advised that at the September session of County Council, the creation of an Ad Hoc Committee was proposed to examine the electronic meetings provisions included within the Procedural By-law. Staff will continue to assess and collect any concerns that elected have and bring them back to Council for further discussion in March 2021.

Mr. Moreau confirmed that within the current Procedural By-law, an Elected Official could not participate in the electronic meeting if they were out of the Province of Ontario unless on County Council business, however the Municipal Act would allow us to amend the Procedural By-law if Council approved the amendment. Mr. Moreau indicated that this would be one of the concerns to be

brought forward for Council consideration when reviewing amendments to the Procedural By-law in March 2021.

RESOLUTION NO. FA-C-20-10-88

Moved by: Councillor Donohue

Seconded by: Councillor Hunt

THAT the recommendation to evaluate electronic meetings be amended to state that staff provide the results of the survey and the provisions outlined in the Procedural By-law to determine their effectiveness to the February 2021 meeting. MOTION FAILED.

RESOLUTION NO. FA-C-20-10-89

Moved by: Warden Robinson

Seconded by: Councillor Hunt

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). CARRIED.

Mr. Moreau overviewed the Addendum to the Administration Report attached as Appendix B.

Committee discussed the Phase 2 funding but no recommendation was made to apply.

Councillor Doncaster lost connection from the virtual meeting at 10:10 a.m.

RESOLUTION NO. FA-C-20-10-90

Moved by: Councillor Peckett

Seconded by: Councillor Brose

THAT the Finance and Administration Committee direct the Warden to send a letter to the Minister of Municipal Affairs supporting the resolution of the Eastern Ontario Wardens' Caucus (EOWC), identifying the need for flexibility in the funding guidelines for the Safe Restart Program; AND FURTHER THAT the Premier, MPP Yakabuski and the EOWC be copied on the correspondence. CARRIED

Committee recessed at 10:15 a.m. and reconvened at 10:21 a.m. with all members present.

RESOLUTION NO. FA-C-20-10-91

Moved by: Councillor Sweet

Seconded by: Councillor Donohue

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

Finance Department

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

Mr. Foss advised that the cost sharing agreement with the City of Pembroke is essentially based on where residents to our Long-Term Care Homes previously lived when they enter our facilities. There are many situations where the resident has paid taxes in a local municipality for 50+ years, then they move into a senior's residence/supportive care home in the City of Pembroke, or into the hospital and their address prior to admission would have been recorded as the City of Pembroke. The City of Pembroke over the last number of years voiced their concerns at this not being fair and we have done our best to ensure that one of the questions we ask at admission is where they have paid their taxes for the majority of their life in order to be more fair and equitable.

Mr. Foss introduced Mr. Daniel Burke, the County of Renfrew's new Finance Manager to Committee. Committee congratulated and welcomed Daniel to the County of Renfrew!

RESOLUTION NO. FA-C-20-10-92

Moved by: Councillor Hunt

Seconded by: Councillor Donohue

THAT the Finance Department Report attached as Appendix C be approved. CARRIED.

Human Resources Department

Mr. Beakley overviewed the Human Resources Department Report which is attached as Appendix D.

Mr. Beakley overviewed his ongoing services to municipalities and provided an update on the current status of the County of Renfrew Union negotiations.

RESOLUTION NO. FA-C-20-10-93

Moved by: Councillor Donohue

Seconded by: Councillor Peckett

THAT the Human Resources Department Report attached as Appendix D be approved. CARRIED.

New Business

Committee confirmed that the nomination form for the Warden position be updated to ensure gender neutrality.

RESOLUTION NO. FA-C-20-10-94

Moved by: Councillor Donohue

Seconded by: Councillor Hunt

THAT this meeting adjourn and the next regular meeting be held on November 12, 2020. Time: 10:45 a.m. CARRIED.