



FINANCE AND ADMINISTRATION COMMITTEE

Thursday, November 12, 2020

An electronic meeting of the Finance and Administration Committee was held on Thursday, November 12, 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
 Craig Kelley, Director of Development and Property
 Lee Perkins, Director of Public Works and Engineering
 Shelley Sheedy, Director of Long-Term Care
 Rosalyn Gruntz, Deputy Clerk
 Debbie Gervais, Administrative Assistant, Human Resources

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

RESOLUTION NO. FA-C-20-11-95

Moved by Councillor Brose

Seconded by Councillor Peckett

THAT the minutes of the October 15, 2020 meeting be adopted. CARRIED.

Administration Report

Mr. Moreau overviewed the Administration Department Report and Addendum which are attached as Appendix A and Appendix B.

RESOLUTION NO. FA-C-20-11-96

Moved by Warden Robinson

Seconded by Councillor Hunt

Whereas County Council adopted the recommendations contained in the Follow up Report on the Continuity of Operations and Services in Response to COVID-19 dated September 30, 2020;

AND Whereas staff have been directed to bring a further analysis of the COVID-19 pandemic and review the potential for the resumption of face-to-face council meetings at the November 2020 meeting of the Finance and Administration Committee and County Council;

AND Whereas the number of COVID-19 cases has continued to increase dramatically in the months of September and October;

THEREFORE be it resolved that the Finance and Administration Committee recommend to County Council that staff continue to implement the recommendations contained in the Follow up Report on the Continuity of Operations and Services in Response to COVID-19 dated September 30, 2020;

AND FURTHER THAT County Council and Committees of County Council for the months of December, January and February be held electronically; AND FURTHER THAT County of Renfrew facilities /offices be opened on a limited basis when and where needed for appointments; AND FURTHER THAT staff continue to provide services both remotely and through arranged in-person meetings; AND FURTHER THAT staff be directed to provide a follow up to the February 2021 Finance and Administration Committee and County Council. CARRIED.

RESOLUTION NO. FA-C-20-11-97

Moved by Councillor Donohue

Seconded by Councillor Peckett

THAT the revised By-law to Appoint a Chief Administrative Officer and to Define the Duties thereof, appointing Mr. Jeffrey Foss as Acting Chief Administrative Officer for the period of January 1, 2021 to December 31, 2021 be adopted at the next session of County Council. CARRIED.

RESOLUTION NO. FA-C-20-11-98

Moved by Warden Robinson

Seconded by Councillor Sweet

THAT the Finance and Administration Committee recommend that County Council approve Councillor Doncaster's new role on the Federation of Canadian Municipalities as the Vice-Chair of the Rural Forum. Councillor Doncaster will receive the remuneration rate at the time of attending these meetings. CARRIED. (Secretarial Note: Following the adoption of this resolution, it was learned that Councillor Doncaster was not appointed as Vice-Chair of the Rural Forum).

Mr. Moreau advised that one of the recommendations contained within the Service Delivery Review Report provided by StrategyCorp was to consolidate the Finance and Human Resources Departments into a Corporate Services Department. The creation of a Corporate Services Department will lead to flexibility in the distribution of work between the two departments.

Mr. Moreau advised that, due to the recent vacancy in the Human Resources Department, the creation of a Manager of Human Resources position will be established. Councillor Hunt questioned if the Manager of Human Resources will provide similar services to the lower tier municipalities. Mr. Moreau noted that in the short term we will do our best to meet our obligations, but once a Manager is in place, we will continue to provide services to the lower tier municipalities.

RESOLUTION NO. FA-C-20-11-99

Moved by Councillor Brose

Seconded by Councillor Hunt

THAT the Finance and Administration Committee recommend to County Council the consolidation of the Human Resources Department and Finance Department as one Department known as Corporate Services as per the Service Delivery Review report; FURTHER THAT the approval of a Manager of Human Resources position be placed in Group 10 (\$88,472 - \$100,960) of the Salary Grid based upon review and utilization of the existing job evaluation tool; AND FURTHER THAT the recruitment process for the Manager of Human Resources position commence immediately. CARRIED.

RESOLUTION NO. FA-C-20-11-100

Moved by Councillor Sweet

Seconded by Councillor Brose

THAT the Finance and Administration Committee recommends to County Council that the signing authority for the Corporation of the County of Renfrew Bank of Montreal accounts be updated to remove Bruce Beakley and to add Daniel Burke; And Further that two (2) of the following four (4) names have signing authority; Debbie Robinson, Paul Moreau, Jeffrey Foss or Daniel Burke. CARRIED.

The Committee reviewed the list of Provincial Delegations for the ROMA Conference. Councillor Murphy questioned if the Community Resilience Fund is the same fund that Minister Yakabuski advised the County of Renfrew of. Warden Robinson noted that she had a conversation with Minister Yakabuski clarifying the Community Resilience Fund and that the County hoped to make an application. It is the same fund that we are being allotted \$255,000. Warden Robinson stated that Minister Yakabuski is not clear if those are separate funds or not, and a letter will be sent to Minister Yakabuski outlining our questions regarding this fund.

RESOLUTION NO. FA-C-20-11-101

Moved by Councillor Peckett

Seconded by Councillor Doncaster

THAT the Finance and Administration Committee recommend that County Council approve that the following provincial delegations be requested during the ROMA Conference:

- Minister of Health – Virtual Triage Assessment Centre
- Minister of Infrastructure – COVID-19 Resilience Infrastructure Stream under the Investing in Canada Infrastructure Program (ICIP) in Ontario. The following topics that have been previously identified as concerns by County Council will be considered:
 - Algonquin Trails Development - Economic Development Opportunity
 - Service Delivery Improvement Project – Finding efficiencies in the County of Renfrew.

NOT VOTED ON

Councillor Brose asked that a delegation be requested to support Early Childhood Educators and compensation for the pandemic enhancement pay. He noted that Paramedic Services and Long Term Care staff have been compensated, but not the Early Childhood Educators.

RESOLUTION NO. FA-CC-20-11-101

Moved by Councillor Brose

Seconded by Councillor Doncaster

THAT a delegation with the Minister of Education with respect to the pandemic pay for Early Childhood Educators be included in the list of delegations to the ROMA Conference. CARRIED

RESOLUTION NO. FA-CC-20-11-102

Moved by Councillor Brose

Seconded by Councillor Doncaster

THAT County Council approve that the following provincial delegations be requested during the ROMA Conference:

- Minister of Health – Virtual Triage Assessment Centre
- Minister of Infrastructure – COVID-19 Resilience Infrastructure Stream under the Investing in Canada Infrastructure Program (ICIP) in Ontario. The following topics that have been previously identified as concerns by County Council will be considered:
 - Algonquin Trails Development - Economic Development Opportunity
 - Service Delivery Improvement Project – Finding efficiencies in the County of Renfrew.
- Minister of Education – Compensation during the Pandemic for Early Childhood Educators. CARRIED

RESOLUTION NO. FA-C-20-11-103

Moved by Councillor Doncaster

Seconded by Councillor Hunt

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

Finance Department

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

Committee asked that the Treasurer's Report include a report or chart where all of the COVID impacts, both expenditures and revenues, could be broken out and identified separately due to the impact on the 2020 fiscal year. Councillor Donohue expressed concern regarding the surplus variants, and if the COVID impacts are removed there may be deficit items.

Mr. Foss noted it is a difficult process to parse out the COVID impacts within those financial statements. Mr. Foss noted that the Safe Restart Agreement funding of \$2.8 million was received in 2020. It is projected that we will use \$1.4 million in 2020 to offset any of our losses that are related to COVID, and that we will have \$1.4 million to carry forward into 2021; any net municipal shortfalls in 2021 would be covered with the carried over amount. Should exceptional circumstances happen and there is no amount to carry over, those COVID related matters will be brought back to this Committee and County Council to identify where our pressures are with respect to the pandemic.

A chart will be provided in 2021 which will identify any net losses and identify subsidies to offset the losses as part of our 2020 financial statements.

The Committee reviewed the Provincial Budget 2020: Ontario's Action Plan and discussed the various supports put in place in response to the pandemic.

Councillor Hunt asked for clarification regarding the cost structure for providing Planning Department services to lower tier municipalities. Mr. Kelley advised that the Schedule of Fees is attached to the Planning application; we would establish costing and design a work plan and charge accordingly.

Warden Robinson left at 10:19 a.m. and returned at 10:23 a.m.

Mr. Foss reviewed the cyber-crime incident and Committee thanked Accounts Payable Clerk, Ms. Diane Rantz, for her attention to detail and perseverance in preventing a theft by a cyber-criminal. Staff were directed to provide information to the lower tier Chief Administrative Officers (alerts regarding cyber crime).

Councillor Brose departed the meeting at 11:00 a.m.

RESOLUTION NO. FA-C-20-11-104

Moved by Councillor Peckett

Seconded by Councillor Sweet

THAT the Finance and Administration Committee recommend to County Council that a request for a property tax exemption from Lutherlyn Camp and Conference Centre (also known as Camp Lutherlyn) for two sections of land, specifically Roll Number 4738 036 035 15000 (201 Lutherlyn Drive, Killaloe) and a portion of Roll Number 4738 036 035 139000 (909 Zadow Road, Killaloe) under Section 4(1) of the Assessment Act not be approved. CARRIED.

RESOLUTION NO. FA-C-20-11-105

Moved by Councillor Donohue

Seconded by Councillor Hunt

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

CARRIED.

Human Resources Department

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

In reviewing the Cowan Insurance Group negotiations with Manulife, Mr. Foss advised that of the \$47,000,000 County of Renfrew levy, one tenth of 1% would be the impact in group benefits; and noted that there will be some benefits pressures for the 2021 budget planning.

RESOLUTION NO. FA-C-20-11-106

Moved by Councillor Hunt

Seconded by Councillor Peckett

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

New Business

Councillor Donohue inquired if larger capital projects, such as the renovations to 9 International Drive, could be re-financed through Infrastructure Ontario at lower rates. Staff will review the details of the program and will discuss at a later date.

Committee recessed at 11:35 a.m. and reconvened at 11:58 a.m. with the same persons present.

Administration Report

Mr. Moreau overviewed the Administration Report Addendum #2 which is attached as Appendix E.

RESOLUTION NO. FA-C-20-11-107

Moved by Warden Robinson

Seconded by Councillor Doncaster

THAT the Finance and Administration Committee recommends to County Council that a one-time exception to Human Resources Policy E-04 - Vacation be permitted, granting employees relief from Section 2 and Section 8 of Policy E-04 – Vacation, where vacation has accumulated in excess of the one year carry over as per Section 2 of Policy E-04 as a result of the Declared Emergency and response to COVID-19. CARRIED.

RESOLUTION NO. FA-C-20-11-108

Moved by Councillor Hunt

Seconded by Councillor Sweet

THAT this meeting adjourn and the next regular meeting be held at the Call of the Chair. Time: 12:04 p.m. CARRIED.