



FINANCE AND ADMINISTRATION COMMITTEE

Thursday, January 14, 2021 – 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 November 12, 2020.
5. Delegations: (None at time of mailing).

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8. New Business.	
9. Closed Meeting – The closed meeting will be pursuant to Section 239 of the Municipal Act, 2001, as amended for personal matters about an identifiable individual, including municipal or local board employees.	
10. Date of next meeting (Thursday, February 11, 2021) and adjournment.	

NOTE: (a) Budget Workshop: Monday, January 18 and Tuesday, January 19, 2021 and County Council: Wednesday, January 27, 2021.

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

COUNTY OF RENFREW
ADMINISTRATION REPORT

TO: Finance and Administration Committee
FROM: Paul V. Moreau, Chief Administrative Officer/Clerk
DATE: January 14, 2021
SUBJECT: Department Report

INFORMATION

1. Accessible Documents

Beginning January 1, 2021, all public websites must comply with the Web Content Accessibility Guidelines.

Tabled is a resolution from Northumberland County endorsing staff's plan to remove over 19,360 documents from their website which consists of Council agendas, minutes, reports, by-laws and other documentation as they feel it is not practical or financially feasible to review and remediate these documents. Northumberland County will make these documents available upon request. They will also be sending this resolution to the Minister of Seniors and Accessibility requesting the Minister to consider an amendment to the legislation so that only web content posted after January 1, 2021 must meet WCAG 2.0 AA criteria.

The County of Renfrew has had several training sessions on accessible documents and staff continue to struggle to ensure that documents are completely accessible. The decision has been made to post County committee and council reports without attachments as the attachments are the most difficult to convert.

Staff continue to explore solutions to ensure all documents are accessible to the public.

2. Communications

(a) Safe Holiday Messaging

Under the direction of the Senior Leadership Team, and the Emergency Operations Centre (EOC), the Crisis Communications Team (CCT) launched a 'Celebrate Safely' campaign for the holiday season. The campaign included social media posts with graphics, and a radio and newspaper spots with a 'Safe Holiday' message from the Warden and Council, that included a RCVTAC (Renfrew County Virtual Triage and Assessment Centre) services reminder.

(b) Mental Health Support Messaging

In addition to the 'Celebrate Safely' campaign, the CCT created social media graphics and posts that provided important contact numbers and support services regarding mental health either related to COVID fatigue or any other concerns. The initiative included posts for the 211 service, tips to reduce stress and promote wellbeing, and contact information for crisis lines. The CCT continues to post these messages to support residents during the recent lockdown and winter season.

(c) RCVTAC Public Input Campaign

The CCT also conducted a public engagement campaign seeking input from the community on RCVTAC, which included newspaper and social media channels. The initiative asked the public to provide direct feedback to both the Premier of Ontario and the Minister of Health on RCVTAC. The main message was "Tell the Province you want to keep RCVTAC" and this campaign is expected to run again in the coming weeks.

3. Accessibility Compliance Desk Audit

In November 2020, the Corporation of the County of Renfrew was selected for an Accessibility for Ontarians with Disabilities Act desk audit. The Ministry for Seniors and Accessibility conducts regular desk audits on organizations to confirm they are in compliance with AODA, 2005 and its associated accessibility standards, and to provide guidance on any needed support to the selected organizations to become compliant. Under the direction of the Chief Administrative Officer and the Senior Leadership Team, the Media Relations/Grants Coordinator will be working with the Municipal Accessibility Advisory Committee, to submit the requested

documentation to the assigned Senior Compliance Analyst by the end of January 2021. A follow up report will be presented to committee at a future meeting.

4. Council Survey – Electronic Meetings

The following resolution was adopted at the October 2020 meeting of County Council:

“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).”

Attached as Appendix I is a survey to be sent to our elected officials on the topic of electronic meetings. If there are additional questions that you would like included in this survey, please send them to myself and Rose Gruntz by January 29, 2021. In early February, the survey will be sent to all of our elected officials for comments using a program called ‘SurveyMonkey’ and all responses will be confidential. This survey is the first component of a detailed report that will be prepared for the March report to the Finance & Administration Committee.

RESOLUTIONS

5. Community Services Committee

Recommendations: THAT the Finance and Administration Committee recommend to County Council that the Social Services Committee be renamed the Community Services Committee, and that the terms of reference be amended to reflect this change.

Background

In November 2020, Council approved that the Social Services Department be renamed to the Community Services Department and that the Social Housing Division be renamed to the Community Housing Division.

It is therefore recommended that the Social Services Committee be renamed Community Services Committee so that the names are aligned with each other. All necessary documents will reflect this change.

COUNTY OF RENFREW
FINANCE DEPARTMENT REPORT

TO: Finance and Administration Committee

FROM: Jeffrey Foss, Director of Finance/Treasurer

DATE: January 14, 2021

SUBJECT: Department Report

INFORMATION

1. CRA Mileage Rates

In June 2018, Council adopted resolution No. FA-CC-18-06-76 that directed that effective January 1, 2019 the mileage rates for the County of Renfrew will be increased yearly as per the Canada Revenue Agency (CRA) mileage per kilometer rate. Staff have reviewed the Canada Revenue Agency Automobile Allowance rates for 2021 and noted that there is no change to the current 59 cents per kilometer for the first 5,000 kilometers and 53 cents over 5,000 kilometers.

2. Ministry of Municipal Affairs and Housing

Attached as Appendix I is an email dated December 24, 2020 that includes the Financial Indicator Review – 2019 and Municipal Financial Profiles for the County of Renfrew from Ms. Lois O'Neill-Jackson, Municipal Advisor, Municipal Services Office - East, Ministry of Municipal Affairs and Housing. The Ministry reviews the indicators from time-to-time, to make sure they provide useful information and this year they have not made any changes to the indicators.

Again for this year, the indicator for Asset Consumption Ratio has been flagged as “moderate risk”, but is unchanged from the 2018 report.

The Municipal Financial Profile spreadsheet is also attached and contains data points from the Financial Information Returns, as well as a variety of calculations based on the FIR information. Other information comes from sources such as, the Municipal Property Assessment Corporation (MPAC), Statistics Canada and the On-Line Property Tax Analysis (OPTA) system.

3. **Provincial Offences Administration – Office Move**

On Friday, December 11, 2020 the Provincial Offences Administration (POA) staff began the process of moving office locations from 141 Lake Street, Pembroke to 7 International Drive, Pembroke. On Tuesday, December 15, 2020 the POA office was open for business. We are so pleased to have these members of our team located with us at the County Administration Building. We would like to thank the staff with the Property and Information Technology Divisions who helped to make this move as smooth as possible.

4. **Provincial Offences Administration Workload**

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

Month	Charges Received	Trial Notices Issued <small>**Notice of Hearing Audio Court</small>	Early Resolution Notices	Payments Processed	Payfines Payments Processed	Number of Files Reviewed	Licence Suspensions	Collection Notices	To Collection Agency
August	903	0	0	406	354	254	0	135	43
Sept	972	78	402	403	357	147	0	23	37
October	732	258	201	365	353	106	0	13	35
November	436	344	79	289	251	59	0	3	32
December	278	346	50	246	162	152	0	33	12
Total 2020	7971	1097	1040	4525	3200	6416	304	2247	1063
Total 2019	10005	456	952	6779	3386	5173	1416	1218	1386
Difference	-2034	641	88	-2254	-186	1243	-1112	1029	-323

*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 February 26, 2021.

5. Provincial Offences Administration – Court Update

Attached as Appendix II is a revised Notice to the Public regarding Provincial Offences Act Matters, dated December 3, 2020 advising that all in-person POA matters scheduled until January 22, 2021 will be rescheduled.

6. Insurance Rates - 2021

An email dated December 30, 2020 was received from MIS Municipal Insurance Services advising that they are still working with the property insurers to finalize our rates for 2021 and have requested a two week extension to provide an update on our renewal premiums. MIS has indicated that they are seeing a 15-20% increase on accounts without any claims and increases greater than 20% for municipalities with claims. To date, the highest increase they have seen on a municipal client at their office is 49% (and they are aware of increases of over 150% from other providers). Their early indication from the insurer was an increase approaching 30% over the expiring term, primarily driven by increased liability and property insurance rates. They have apologized for the delay in issuing our renewal but have used the additional time to negotiate with the insurers.

MIS has indicated that the anticipated renewal premium should come in around 21% higher than the expiring term which represents an increase of \$115,000. The total anticipated premium is approximately \$670,000, based on estimated property premiums but MIS has noted that this could change. MIS has kept their annual premiums as stable as possible, for as long as possible and over the past 5 years our average annual premium increase was <1%. MIS has indicated that they cannot fight the market, as all insurers are increasing their premiums at dramatic rates. Given the current environment and the fact there are some open claims, a 21% increase puts the County of Renfrew in line with claims free municipalities around the province. MIS has indicated that as soon as they receive the renewal package, they will forward it.

7. Infrastructure Ontario Early Repayment Report

At the November 12, 2020 Finance and Administration Committee meeting, staff were asked to investigate the possibility of early repayment of the Infrastructure Ontario debentures, as our existing Infrastructure Ontario

debentures have interest rates above 3%. In investigating this possibility, staff note the following:

- A \$4,750,000 debenture, at 3.01% interest maturing February 1, 2032:
 - Penalty for early repayment as of December 21, 2020 is \$404,099.
 - In order to break even on paying the early repayment penalty, the debenture would have to be refinanced (or substitute capital provided) at a rate of less than 1.25% for the remaining 11.12 years of the debenture.
- A \$3,750,000 debenture at 3.08% interest maturing April 16, 2028:
 - Penalty for early repayment as of December 21, 2020 is \$254,122.
 - In order to break even on paying the early repayment penalty, the debenture would have to be refinanced (or substitute capital provided) at a rate of less than 0.92% for the remaining 7.32 years of the debenture.

Staff have not been able to obtain a quote for financing that would make refinancing these debentures a cost savings.

8. Municipal Finance Officers' Association of Ontario - Federal Fall Economic Statement

Attached as Appendix III is a Municipal Finance Officers' Association of Ontario update dated November 30, 2020 entitled Federal Fall Economic Statement 2020: Supporting Canadians and Fighting COVID-19.

Attached as Appendix IV is a Municipal Finance Officers' Association of Ontario Report dated December 10, 2020 entitled Financial Accountability Office of Ontario – Ontario Municipal Finances, providing an overview of municipal budgets and an estimate of the financial impact of the COVID-19 Pandemic.

9. Municipal Property Assessment Corporation (MPAC)

Attached as Appendix V is a letter dated December 15, 2020 from Ms. Nicole McNeil, President and Chief Administrative Officer, MPAC providing details of the 2021 funding requirements of a province-wide municipal levy

increase of 0%. Based on preliminary assessment data, the charge for the County of Renfrew will be approximately \$1,546,566.24 compared to the 2020 funding requirement for the County of Renfrew of \$1,555,448.13 representing a decrease of 0.57% for the County.

Attached as Appendix VI is an email dated December 16, 2020 from Chris Rickett, Director, Municipal and Stakeholder Relations, MPAC regarding the 2020 Municipal Partnership Report and Assessment Change Summary. The 2020 tax year was the last year in the current 4-year assessment cycle based on a 2016 CVA. As a result of the Ontario Government's postponement of the 2020 Assessment Update, property assessments for the 2021 property tax year continue to be based on the full phased-in January 1, 2016 current values. This means property assessment for the 2021 tax year will be the same as the 2020 tax year, there is no phased-in re-assessment 2021. Although the valuation base year remains the same, the assessment roll may still change from 2020 to 2021 due to the changes in growth.

10. **Camp Lutherlyn – Tax Exemption Request**

At our November 12, 2020 Committee meeting, Committee reviewed a letter dated July 12, 2020 received 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 Ontario Assessment Act.

At this November 12, 2020 meeting, Committee adopted the following Resolution:

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.

On November 24, 2020, the County of Renfrew received a second letter from Camp Lutherlyn in response to the information noted at our November 12, 2020 Finance and Administration Committee background on this request. This letter contained a request to come before the Committee as a delegation.

On November 25, 2020, County Council approved the severing of Resolution No. FA-CC-20-11-104 from the Finance and Administration Committee Report and directed the matter back to the January Finance and Administration Committee. Camp Lutherlyn has since requested, and received permission, to appear as a delegation at our February 11, 2021 meeting.

11. **Board of Health**

Attached as Appendix VII is a letter dated December 10, 2020 from Ms. Heather Daly, Acting CEO/Director, Corporate Services, Renfrew County and District Health Unit giving notice to the County of Renfrew that pursuant to Section 72 (5) of the Health Protection and Promotion Act (H.P.P.A.) the amount that the Board of Health estimates will be required to defray its expenses under Section 72(1) for the year 2021 is \$1,733,289. These payments are to be made in 12 equal installments due the 1st day of each month. The 2021 funding request is 8.5% higher than the 2020 request for \$1,598,003.

Committee is reminded that in January 2020, Council was concerned about the dramatic 10% increase in the request for funding by the Renfrew County and District Health Unit and therefore adopted the following:

RESOLUTION NO. H-CC-20-01-13

Moved by Chair

Seconded by Committee

THAT County Council direct the Warden to send a letter to the Renfrew County and District Health Unit seeking clarification on the rationale for the 10% increase in funding and responding to the following bullet points:

- A detailed explanation for the dramatic cost increase;
- Confirmation that this money is only spent on eligible expenses as set out within the Health Promotion and Protection Act;
- An explanation of why municipal reserves are not being used to offset this increase;

- Estimates of the 2019 surplus and what it is being used for;
- An explanation of mitigation, efficiency and cost reduction strategies that have been put in place to reduce the burden on municipal taxpayers.

In addition, attached as Appendix VIII is a copy of a letter dated October 30, 2019 from Warden Murphy to the Honourable Christine Elliott, Ministry of Health requesting clarification on the announcement by the Premier that no municipality would experience an increase of greater than 10% over their 2019 Public Health costs as a result of the cost sharing change. The Warden also sought clarification on the maximum increase for 2021 and beyond. To date no response has been received.

RESOLUTIONS

12. Scott Rosien Black and Locke – Audit Planning Letter 2021

Recommendation: THAT the Finance and Administration Committee authorize Chair Murphy to sign the response letter to Scott Rosien Black and Locke, on behalf of this Committee.

Background

Attached as Appendix IX is a letter dated December 16, 2020 that was received from Ms. Karen Black, CPA, CA, Scott Rosien Black and Locke to Councillor Jennifer Murphy, Chair, Finance and Administration Committee advising that in their role as auditors they wish to provide a letter that addresses their responsibilities as an independent auditor, provide information about the planned scope and timing of their audit and request a response to some audit questions and any additional information that may be relevant to their audit. Also referenced as an Appendix X within the letter to Chair Murphy is a letter to Mr. Paul Moreau, Chief Administrative Officer/Clerk confirming their acceptance and understanding of the audits will be conducted with the objective of expressing an opinion on the financial statements.

Attached as Appendix XI is a draft letter to be considered by the Finance and Administration Committee in response to the above letter sent by Scott Rosien Black and Locke in order to help them identify and respond to the risks of fraud.

13. **2021 Membership of the Association of Municipalities of Ontario (AMO)**

Recommendation: THAT the Finance and Administration Committee recommends to County Council that the 2021 membership fee to the Association of Municipalities of Ontario (AMO) in the amount of \$9,373.14 including HST be approved.

Background

The County of Renfrew is presently a member of the Association of Municipalities of Ontario (AMO). The membership fee for 2020 was \$9,274.82 including HST. The membership fee for 2021 is \$9,373.14 including HST which is a 1.06% increase over 2020. Attached as Appendix XII is a letter dated December 10, 2020 from Afshin Majidi, Director, Finance and Operations Centre, AMO providing details of the value of our AMO membership and representing municipal employer interests in OMERS as our sponsor representative through the Municipal Employer Pension Centre of Ontario (MEPCO).

14. **2021 Municipal Employer Pension Centre of Ontario (MEPCO)**

Recommendation: THAT the Finance and Administration Committee approves for the Treasurer to continue to pay the Municipal Employer Pension Centre of Ontario (MEPCO) the 2021 Employer Municipal Contribution in the amount of \$3,357.80 (566 OMERS Employees x \$5.25/per employee) including HST.

Background

The Municipal Employer Pension Centre of Ontario (MEPCO) is a non-profit corporation created by the Association of Municipalities of Ontario (AMO) to provide pension expertise and resources to AMO's employer representatives on the OMERS Sponsors Corporation (SC) and Administration Corporation (AC) Boards. The board structure was established through legislation to provide sponsors (employers and employees) with the responsibility for the Plan, devolving it from the Province. The legislation names AMO as the sponsor for OMERS municipal governments, the largest sponsor of the municipal employers. The MEPCO board meets quarterly and members include pension experts, as well as municipal government representatives that provide well thought out, actuarially sound perspectives on OMERS issues that reflect the interests of

municipal employers and the overall sustainability of the OMERS Pension Plan.

The 2021 Budget includes a provision for this continued payment to MEPCO. The 2020 Employer Municipal contribution for the County of Renfrew was \$3,417.12 including HST (576 OMERS Employees x \$5.25/per employee).

15. **2021 Federation of Canadian Municipalities (FCM) Membership Dues**

Recommendation: THAT the Finance and Administration Committee recommends to County Council that the 2021 membership fee to the Federation of Canadian Municipalities (FCM) in the amount of \$20,800.81 including HST be approved.

Background

The County of Renfrew, along with its lower-tier municipalities are members of the Federation of Canadian Municipalities (FCM).

- The membership fee for 2018 was \$15,165.82 including HST, plus an additional \$2,289 to support the FCM legal defense fund, which the County opted not to participate in.
- The membership fee for 2019 was \$15,585.15 including HST, plus a new and voluntary fund of \$7,458.00 to support the FCM Special Advocacy Fund, which the County opted not to participate in.
- The 2020 membership was \$20,088.82 which was an increase of 29% over 2019.
- The 2021 membership of \$20,800.81 is a 3.54% increase from 2020.

16. **2021 Departmental Budget**

Recommendation: THAT the Finance and Administration Committee recommends that the Draft 2021 Budgets for all departments reporting to this Committee be approved and forwarded to the January 18, 2021 County Council Budget Workshop for approval.

Background

Attached as Appendix XIII is the detailed 2021 Budgets for all departments reporting to this Committee which will be overviewed at today's meeting.