



## **FINANCE AND ADMINISTRATION COMMITTEE**

**Thursday, February 11, 2021**

---

An electronic meeting of the Finance and Administration Committee was held on Thursday, February 11, 2021, at 9:30 a.m.

Present were:      Chair Jennifer Murphy  
                            Warden Debbie Robinson  
                            Vice-Chair Brian Hunt  
                            Councillor James Brose  
                            Councillor Glenn Doncaster (Joined meeting at 11:30 a.m.)  
                            Councillor Michael Donohue  
                            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  
                            Laura LePine, Director of Community Services  
                            Lee Perkins, Director of Public Works and Engineering  
                            Shelley Sheedy, Director of Long-Term Care  
                            Michael Nolan, Director of Emergency Services  
                            Chris Ryn, Manager of Information Technology  
                            Ginette Poole, Manager of Provincial Offences Administration  
                            Rosalyn Gruntz, Deputy Clerk  
                            Connie Wilson, Administrative Assistant, Finance Department

---

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-21-02-18**

Moved by Councillor Brose

Seconded by Councillor Peckett

THAT the minutes of the January 14, 2021 meeting be adopted as amended.

CARRIED.

Chair Murphy welcomed Ms. Alison Burkett, Camp Lutherlyn Board who overviewed her presentation regarding a property tax exemption for specific sections of Camp Lutherlyn.

**Administration Report**

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

**RESOLUTION NO. FA-C-21-02-19**

Moved by Councillor Sweet

Seconded by Warden Robinson

THAT the Finance and Administration Committee recommend that County Council adopt the revised By-law for the Remuneration of Members of Council of the County of Renfrew effective January 1, 2021 at their next session of Council; AND FURTHER THAT By-law 17-20 be repealed. CARRIED.

Mr. Moreau overviewed Addendum Number 1 which is attached as Appendix B.

**RESOLUTION NO. FA-C-21-02-20**

Moved by Councillor Hunt

Seconded by Councillor Brose

THAT the Finance and Administration Committee recommend that staff be directed to complete an application under the Municipal Modernization Program Intake 2, by the March 15<sup>th</sup>, 2021 deadline. AND Further that the application focus on the development of an Information Technology /Digital Strategy, implementation of Service Delivery Review recommendations and projects that were proposed in the first intake and improvements to the Planning department's application process as outlined in the background report. AND FURTHER THAT if approved for funding, staff will report back to Committee and Council to recommend any cost-sharing budgetary implications. CARRIED.

Mr. Moreau noted that with two streams of funding available in the second intake, staff are seeking Committee and Council approval to apply for the following initiatives:

1. Review Stream; and
2. Implementation Stream.

Committee directed that Mr. Kelley, Director of Development and Property provide a brief description outlining each of these initiatives for the report going forward to County Council.

Committee discussed the confusion within the application process, specifically whether it is an application or an expression of interest and agreed that the resolution should remain broad in nature to capture all requirements.

Mr. Moreau overviewed Addendum Number 2 which is attached as Appendix C and includes the business case for the contract part-time COVID-19 screener coordinators in the Long Term Care Homes and noted that these positions are 100% provincially funded.

**RESOLUTION NO. FA-C-21-02-21**

Moved by Warden Robinson

Seconded by Councillor Sweet

THAT the Finance and Administration Committee recommend to County Council that Councillor Murphy's name be submitted to the Eastern Ontario Wardens' Caucus to stand for election to the Board of Directors of the Eastern Ontario Regional Network. CARRIED.

Committee thanked Chair Murphy for putting her name forward to represent the County of Renfrew and noted that it is important for the County of Renfrew to have a representative on this Board.

**RESOLUTION NO. FA-C-21-02-22**

Moved by Councillor Brose

Seconded by Councillor Peckett

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

Committee recessed at 10:50 a.m. and reconvened at 11:00 a.m. with all persons present.

**Finance Department**

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

Committee overviewed the Camp Lutherlyn Tax Exemption Request and discussed several concerns. Although it is a minimal dollar amount, it is not an appropriate use of tax policy, as the granting of a tax exemption to one ratepayer shifts this tax burden amount onto another ratepayer. Also this tax exemption is specific to religious organizations, other non-religious camp organizations would have a competitive disadvantage as they are not entitled to the same opportunity.

**RESOLUTION NO. FA-C-21-02-23**

Moved by Councillor Donohue

Seconded by Warden Robinson

THAT the Finance and Administration Committee confirms our original resolution from November 2020 that this Committee recommend to County Council that the 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 by County Council. CARRIED.

Committee requested that a copy of the Camp Lutherlyn presentation and petition be provided in the background details in the report to County Council.

Mr. Foss overviewed the POA summary chart comparing the annual workload totals for the previous five years (2016 to 2020) as requested at our January Committee.

Mr. Foss noted that as per the Memorandum of Understanding (MOU) for Provincial Offences with the Ministry of the Attorney General, staff are asking Committee to reconsider their direction to send a letter from the Warden to the Solicitor General regarding the ongoing decrease in fines in Renfrew County.

Committee discussed the Memorandum of Understanding and agreed that the January Committee direction to have the Warden send a letter to the Solicitor General remain.

**RESOLUTION NO. FA-C-21-02-24**

Moved by Councillor Hunt

Seconded by Councillor Brose

THAT the Finance and Administration Committee recommend that County Council approve the recommendation from Cowan Benefits Consulting to increase the Stop Loss Threshold from \$10,000 to \$15,000 at the next session of County Council. CARRIED.

Councillor Doncaster entered the meeting at 11:30 a.m.

**RESOLUTION NO. FA-C-21-02-25**

Moved by Councillor Brose

Seconded by Councillor Hunt

THAT the Finance and Administration Committee recommends to County Council that a By-law to Establish and Require Payment of User Fees and Charges be adopted at the next session of County Council; AND FURTHER THAT the previous User Fee By-law 18-20 be repealed. CARRIED.

**RESOLUTION NO. FA-C-21-02-26**

Moved by Councillor Peckett

Seconded by Councillor Brose

THAT the Finance and Administration Committee recommends that County Council approve the following changes to Employment By-law #1 effective January 1, 2021:

- a. Article 4 – Rates of Pay: A 1.5% wage increase for all non-union staff (except students) as outlined in Schedules “A” and “B”;
- b. Article 4 – Rates of Pay: Increase in Student Rates as outlined in Schedule “B”;
- c. The new position of Human Resources Manager be added to Schedule “A” at Group 10 in the salary grid;
- d. Removal of the Director, Human Resources position from Group 16 in the salary grid;
- e. Title change of the Director, Finance/Treasurer to Director, Corporate Services;
- f. Title change of the Director, Social Services to Director, Community Services; and
- g. Removal of Administrative Lead Hand, Human Resources position from Group 4 in the salary grid.

AND FURTHER THAT County Council approve the removal of the lifetime maximum cap for all health and dental claims for all non-union employees who retire after March 1, 2021 at the next session of County Council. CARRIED.

Mr. Moreau noted that outside of the Service Delivery Review, several staff that were considering retirement had approached him regarding the \$100,000 cap for benefits, noting that the cap is a discouragement to retire due to previous health issues (i.e. cancer etc.) as some drug benefit costs would likely exceed the \$100,000 cap.

**RESOLUTION NO. FA-C-21-02-27**

Moved by Councillor Hunt

Seconded by Councilor Sweet

THAT the Finance and Administration Committee recommend that a By-law be passed at the next session of County Council to enter into a service agreement renewal with Cowan Benefits Consulting for the period January 1, 2021 to December 31, 2021; AND FURTHER THAT County Council adopt a By-law at the next session of County Council to enter into a service agreement renewal with Manulife Financial for the provision of a benefits insurance program (Policy 4704) for the period of January 1, 2021 to December 31, 2021. CARRIED.

**RESOLUTION NO. FA-C-21-02-28**

Moved by Councillor Peckett

Seconded by Councillor Donohue

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

**New Business**

Councillor Sweet noted the closure of the Ontario Fire College in Gravenhurst and questioned if there were any concerns raised by our local municipal fire departments. Committee members indicated they would wait to hear from their respective Fire Chief's to see their united position on this issue.

**RESOLUTION NO. FA-C-21-02-29**

Moved by Councillor Donohue

Seconded by Councillor Sweet

THAT this meeting adjourn and the next regular meeting be held on February 11, 2020. Time: 12:05 p.m. CARRIED.