



## FINANCE AND ADMINISTRATION COMMITTEE

Thursday, February 11, 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 January 14, 2021.
5. Delegations: 9:30 a.m. Ms. Alison Burkett, Camp Lutherlyn Board request for tax exemption.

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8. New Business.	
9. Closed Meeting – None at time of mailing.	
10. Date of next meeting (Thursday, March 18, 2021) and adjournment.	

**NOTE: (a) County Council: Wednesday, February 24, 2021.**

(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:** February 11, 2021  
**SUBJECT:** Department Report

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**INFORMATION**

**1. Communications**

**RC VTAC Public Input Campaign and Support for ROMA**

The Communications Committee is conducting a second public engagement campaign seeking input from the community on RC VTAC. The campaign includes newspaper advertising, radio advertising and use of many social media channels. The initiative invites the public to provide direct feedback to both the Premier of Ontario and the Minister of Health on RC VTAC. The main message was “Tell the Province you want to keep RC VTAC.”

With input from the Senior Leadership Team and partners like RC VTAC, the Communications Committee produced handouts for the recent ROMA Conference that gave a concise and supportive snapshot of the positive impact RC VTAC has had in Renfrew County and that continued support of the program is needed.

The Communications Committee continues to reshare and publish the RC VTAC testing schedules.

**Vaccination and Testing Messaging**

The Renfrew County and District Health Unit has lead the primary messaging regarding vaccine rollouts in Renfrew County. The Communications Committee will be resharing and retweeting their messages in support of their public campaign. In addition, the Communications Committee is developing a series of graphics for posting that will help assuage the stigma of being tested. Essentially the series of messages will work to remove the discomfort some people feel about

getting tested and reinforce the ideas that “it’s the right thing to do”, “there’s no shame in getting tested”, “it lessens strain on the healthcare system”, and “as a community we are doing well, and the efforts are worth it.”

## **2. EORN Gig Project**

Attached as Appendix I is a letter dated February 5, 2021 addressed to the Honourable Peter Bethlenfalvy, Minister of Finance and the Honourable Laurie Scott, Minister of Infrastructure thanking the Ministers for attending the multi-ministers meeting with the Eastern Ontario Wardens’ Caucus (EOWC). At two separate meetings, the EOWC made a presentation and advised the Ministers that the caucus remains hopeful that both Ontario and Canada will financially support an EORN Gig Project.

## **3. EORN Board of Directors**

Attached as Appendix II is a letter dated February 5, 2021 along with a document entitled “EORN Board Election Process for EOWC Members” from Warden Robinson, Chair of the Eastern Ontario Wardens’ Caucus regarding nominees to the EORN Board of Directors.

Two of the current members of the Eastern Ontario Wardens’ Caucus (EOWC) are approved to hold the two positions reserved for the current EOWC Board of Directors. Three additional members must either currently hold a seat on the Board of Directors of the EOWC, or have previously held a seat on the Board of Directors of the EOWC and who are also currently a member of council of a municipality which is a member of EOWC.

The EOWC Board of Directors will determine the three successful candidates at its regular meeting to be held on March 12, 2021.

## **BY-LAWS**

### **4. Council Remuneration By-law**

**Recommendation:** THAT the Finance & 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.

#### **Background**

Attached as Appendix III is a revised By-law for the Remuneration of Members of Council of the County of Renfrew effective January 1, 2021 with

all changes shown in bold and strikeout. The Remuneration By-law states that “All future council remuneration increases will be consistent with percentage increases as per Employment By-law #1, except where noted” and a 1.5% increase was approved at the budget workshop held on February 1, 2021.

**COUNTY OF RENFREW**

**CORPORATE SERVICES DEPARTMENT REPORT**

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**TO:** Finance and Administration Committee

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

**DATE:** February 11, 2021

**SUBJECT:** Department Report

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**INFORMATION**

**1. 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) (attached as Appendix I) 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 the 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. In January, staff advised Committee that Camp Lutherlyn had requested, and received permission, to appear as a delegation at today's meeting.

## 2. Council Remuneration

Attached as Appendix II is the Treasurer's Statement of Remuneration and Expenses to County Council as at December 31, 2020.

## 3. 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
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
January 2020	486	362	135	269	220	120	0	42	85

\*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.

In January, our Committee overviewed the workload statistics noting that there was a decrease of 20.3% in charges received for 2020 compared to 2019, and in 2019 there was a decrease of 18% in charges received compared to 2018. Our Committee directed that Warden Robinson send a letter to the Honourable Sylvia Jones, Solicitor General seeking clarification on the substantive decrease in the number of fines being dispensed in the County of Renfrew during 2020.

We wish to remind Committee that our Memorandum of Understanding with the Ministry of the Attorney General, specifically section 2.1.7 states that “The entire justice process, from the laying of charges through to final disposition of appeals, shall continue to operate independently and free from political intervention.” Based on the Memorandum of Understanding. Staff are asking Committee to reconsider their direction on this matter.

Our Committee also directed that staff were to provide a summary chart comparing the annual workload totals for the previous five years (2016 to 2020). This summary chart is provided below:

Annual Total	Charges Received
2016	10,910
2017	10,424
2018	12,291
2019	10,005
2020	7,974

#### 4. **Municipal Property Assessment Corporation (MPAC) - Letter**

At our January Committee meeting, the Municipal Property Assessment Corporation (MPAC) invoice for 2021 was overviewed. Committee noted that there was no reassessment completed in 2020, nor will there be in 2021 and the County does not receive an itemized cost breakdown or cost structure details of what is received for payment. Therefore, Committee adopted the following resolution:

**RESOLUTION NO. FA-C-21-01-04**

Moved by: Councillor Donohue

Seconded by: Chair Murphy

THAT the Finance and Administration Committee direct that Warden Robinson send a letter to the Municipal Property Assessment Corporation (MPAC) seeking clarification on the cost detail of their business and provide further details.

Attached as Appendix III is a copy of the letter sent to the Municipal Property Assessment Corporation (MPAC).

5. **Renfrew County and District Health Unit (RCDHU) - Letter**

At our January Committee meeting, the Renfrew County and District Health Unit's 2021 estimated funding requirements letter was overviewed.

Committee noted the 8.5% increase in funding for 2021 following the dramatic 10% increase in 2020 and overviewed the original January 2020 County Council resolution:

**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.



Therefore, our Committee adopted the following resolution:

**RESOLUTION NO. FA-C-21-01-05**

Moved by: Warden Robinson

Seconded by: Councillor Peckett

THAT the Finance and Administration Committee direct that Warden Robinson send a letter to the Renfrew County and District Health Unit seeking further details on the 8.5% increase or whether it is specifically related to programs and/or COVID related expenses and if they have reviewed any efficiencies within their organization over the past 12 months.

Attached as Appendix IV is a copy of the letter sent to the Renfrew County and District Health Unit.

## **RESOLUTIONS**

### **6. Increase in Stop Loss Threshold**

**Recommendation:** 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.

#### **Background**

Large amount pooling (or Stop Loss) refers to the reinsurance of large impact healthcare claims and the reinsurance of all travel claims. This reinsurance (or pooling) protects the healthcare plan's financial stability from high drug claims and travel claims. There is a premium cost for this reinsurance built into the monthly healthcare rates.

In conjunction with our annual renewal analysis, Cowan Benefits Consulting also reviews the large amount pooling costs versus the claims that were reinsured (or pooled).

The current large amount pooling threshold is \$10,000 per individual for in-Canada healthcare claims. Travel claims are pooled from the first dollar. Healthcare claims in excess of \$10,000 per individual are reinsured and removed from the claims data used to calculate the renewal rates.

Manulife's pooling costs are based on their block of business rather than each plan's experience. While the pooling costs and pooled claims have increased in the past four years, pooled claims have trended lower than the pooling costs. Due to the volatility of drug costs, we review the pooling trends over a period of time to determine overall trends.

Based on the past four years of pooling trends, Cowan are recommending that the pooling threshold increase from \$10,000 per individual to \$15,000 per individual. All travel claims will continue to be pooled from the first dollar. While the pooling costs will decrease by approximately \$189,000, Cowan are recommending that healthcare rates remain unchanged. Should the decrease in pooling costs generate a plan surplus, Cowan will review the possible impact to healthcare rates for the January 1, 2022 renewal.

## **BY-LAWS**

### **7. User Fee By-law and Schedule**

**Recommendation:** 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.

#### **Background**

As part of our annual budget process, a review is made of the County of Renfrew User Fee By-law and Schedule. Attached as Appendix V is the User Fee By-law in bold and strike through highlighting the following change:

**Provincial Offences** - With the recent move of the Provincial Offences Administration office to the County Administration Building in December 2020, there is a corresponding clean up of Facility Rental charges from within their area. For consistency, these charges will need to be removed from Provincial Offences and included within the Development and Property section under Boardroom Rental – Administration Building with a similar fee structure:

Service	Current Fee	Proposed Fee
<b>Provincial Offences</b>		
Facility Rental – per day		
— Courtroom and Judicial office	235.00	
— Meeting room only	115.00	
— Meeting room and judicial office	175.00	
- Courtroom, meeting room and judicial office	285.00	
Development and Property		
Boardroom Rental – Administration Building	\$150.00	\$150.00
<b>Judicial Office Rental</b>	<b>New</b>	<b>\$150.00</b>
<b>Courtroom Rental</b>	<b>New</b>	<b>\$150.00</b>

There were no further changes recommended by any other departments to the User-Fee By-law for 2021.

## 8. Employment By-law #1

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

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

## **Background**

### **a. Article 4 – Rates of Pay – 1.5% Increase**

A 1.5% non-union wage increase consistent with the 2021 approved annual budget for employees that are part of the following Schedules effective January 1, 2021:

- Schedule “A” – Non-Union Salary Grid and Classifications; and
- Schedule “B” – Road Operational Classifications and Rates.

### **b. Article 4 – Rates of Pay – Increase in Student Wages**

On October 1, 2020 the general minimum wage was raised to \$14.25 per hour for those 18 years of age and older. From that, County of Renfrew student wages for those under the age of 18 are calculated as 94% of the minimum wage, equalling \$13.40.

### **c. Human Resources Manager**

At the November 25, 2020 County Council meeting, Council approved that the Manager of Human Resources position be placed in Group 10 of the salary grid.

### **d. Director, Human Resources**

Housekeeping item to remove the Director, Human Resources from Schedule “A”.

### **e. Director, Corporate Services**

At the November 25, 2020 County Council meeting, Council approved the consolidation of the Human Resources, Finance, Information Technology and Provincial Offences Administration Departments into a new Corporate Services Division as per the Service Delivery Review report. Housekeeping item to change the title of Director, Finance/Treasurer to Director, Corporate Services.

### **f. Director, Community Services**

At the November 25, 2020 County Council meeting, Council approved that the Social Services Department be renamed to the Community Services Department.

### **g. Administrative Lead Hand, Human Resources**

Housekeeping item due to the removal of the Lead Hand responsibilities from the Administrative Assistant in Human Resources.

### **h. Early Retiree Benefit**

Employment By-law#1 For County Officers and Staff contains a provision for the continuation of health and dental coverage for non-

union staff who qualify to retire early. This benefit also contains a lifetime maximum cap for all claims of \$100,000 for all employees who have retired since February 1, 2016.

Attached as Appendix VI is a proposal received from the Cowan Insurance Group indicating that the monthly cost to remove the lifetime maximum cap would be \$11.91 for single coverage and \$31.20 for family coverage. We currently have 1 single and 17 family plans in effect for the non-union early retiree group. In December 2019, there were 3 single and 14 family plans in effect.

During the development of the Service Delivery Improvement Project, the Senior Leadership Team explored a variety of incentives to encourage staff retirement to provide greater flexibility for staffing levels as we move into our newly renovated complex. Given the very low cost of this proposal, the Senior Leadership Team is recommending that Council approve the removal of the lifetime maximum cap. Therefore, we are requesting that for all employees who retire after March 1, 2021 there is no lifetime maximum cap for all health and dental claims.

## **9. Benefits Renewal of Services**

**Recommendation:** 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.

### **Background**

The Municipal Benefits Committee (MBC) met with our benefits consultants, Cowan Insurance, on November 13, 2020 to conduct a review of the services and plans. The renewal period for these services is January 1, 2021 – December 31, 2021. The MBC voted to continue with Cowan's consulting services as well as to continue with Manulife Financial for the

provision of a benefits insurance program for the period of January 1, 2021 to December 31, 2021.

#### Annual Employee Benefits Plan Renewal:

As a result of plan design management and the efforts of our benefits consultants, Cowan Insurance Group, we are pleased to report our renewal rates for 2021 will be an overall increase of 6.7% or an annual premium adjustment of \$141,946.08.

Attached as Appendix VII is an excerpt from the Executive Summary from Cowan Insurance Group which shows the 2021 Renewal Table.

Attached as Appendix VIII is the By-Law to Authorize the Warden and Clerk to Enter Into a Service Agreement Renewal with Cowan Benefits Consulting for a Benefits Program and changes are reflected in bold and strikeout.

Attached as Appendix XIV is the By-Law to Authorize the Warden and Clerk to Enter Into a Service Agreement with Manulife Financial for the Provision of a Benefits Program.