



## **FINANCE AND ADMINISTRATION COMMITTEE**

**Thursday, March 18, 2021**

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An electronic meeting of the Finance and Administration Committee was held on Thursday, March 18, 2021, at 9:30 a.m.

Present were:      Chair Jennifer Murphy  
                            Warden Debbie Robinson  
                            Vice-Chair Brian Hunt  
                            Councillor James Brose  
                            Councillor Glenn Doncaster  
                            Councillor Michael Donohue  
                            Councillor Tom Peckett

Regrets:              Councillor Robert Sweet

Staff Present:      Paul Moreau, Chief Administrative Officer/Clerk  
                            Jeffrey Foss, Director of Corporate Services  
                            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  
                            Ginette Poole, Manager of Provincial Offences Administration  
                            Greg Belmore, Manager of Human Resources  
                            Rosalyn Gruntz, Deputy Clerk  
                            Connie Wilson, Administrative Assistant, Finance Department

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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-21-03-34**

Moved by Councillor Hunt

Seconded by Councillor Brose

THAT the minutes of the February 11, 2021 and February 23, 2021 meeting be adopted. CARRIED.

**Administration Report**

Chair Murphy noted that the new format for all Committee Reports includes the County of Renfrew's Strategic Plan goals and initiatives, which link to the items within the report. This new format is very helpful and ensures that we are following the strategic plan and benchmarking.

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

Committee congratulated Chair Murphy on obtaining a position on the Eastern Ontario Regional Network Board of Directors. Warden Robinson noted that Chair Murphy did an incredible job with her speech and she did Renfrew County proud! Chair Murphy thanked Warden Robinson and Mr. Moreau for their assistance in this achievement.

Committee extended their congratulations to Ms. Shelley Sheedy on her upcoming retirement and thanked her for her calm, confident and excellent leadership skills, especially throughout this unprecedented pandemic.

Councillor Donohue noted that the County of Renfrew has representation on the Association of Municipalities of Ontario (AMO), Rural Ontario Municipal Association (ROMA), Federation of Canadian Municipalities (FCM), Eastern Ontario Wardens' Caucus and now the Eastern Ontario Regional Network Board.

Mr. Moreau overviewed the Council Survey on electronic meetings. Mr. Moreau advised that the survey did not generate clear direction on participation in electronic meetings, as members noted that it would be permissible during a declared emergency or a significant weather event. Therefore, Mr. Moreau advised that he reached out to his Eastern Ontario counterparts to determine where they are moving to with regards to electronic and in person Council meetings and his intention is to bring back a proposal to our April meeting of Council. Mr. Moreau did note that County Councillors did make it clear that they would prefer, if members are going to participate electronically, that they should be within Canada. Committee did note the importance of continuing with the live streaming of meetings.

**RESOLUTION NO. FA-C-21-03-35**

Moved by Councillor Donohue

Seconded by Councillor Brose

THAT the Finance and Administration Committee recommend to County Council that the County of Renfrew continue to use the Zoom platform to host Standing Committees and County Council meetings for the duration of the declared emergency as it provides a secure, economical, and user-friendly solution that the elected and county staff have been trained on.

AND FURTHER THAT meetings of Standing Committees and County Council continue to be live streamed. CARRIED.

**RESOLUTION NO. FA-C-21-03-36**

Moved by Councillor Donohue

Seconded by Councillor Brose

THAT County Council receive the Council Survey on electronic meetings. CARRIED.

Mr. Moreau advised that he prepared a quarterly update report on the Continuity of Operations and Services in Response to COVID-19.

**RESOLUTION NO. FA-C-21-03-37**

Moved by Councillor Donohue

Seconded by Councillor Hunt

THAT the Administration Report be amended to accept the Continuity of Operations and Services in Response to COVID-19 Report under New Business. CARRIED.

**RESOLUTION NO. FA-C-21-03-38**

Moved by Councillor Hunt

Seconded by Councillor Brose

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

**Finance Department**

Mr. Foss welcomed Mr. Greg Belmore, Manager of Human Resources who has 10 years' of experience in the private sector and brings a wealth of business experience to this new role and we are pleased to have Greg join us!

Mr. Foss advised that we are currently focusing on six expired collective agreements which include various stages of mediation, as well as internal issues including the hiring of two Human Resources Coordinator positions, with the ultimate goal to create a model where we can support the local municipalities with our HR services. Once we have these new members in place and we have a solid functioning team, we will reach out and work with the local municipalities.

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

Mr. Foss overviewed the Long Term Care Cost Sharing Agreement with the City of Pembroke and advised that since the initial agreement was negotiated in 1971 there have been significant fluctuations in our split for the municipal portion, therefore it is beneficial for both parties to meet to establish a cost sharing agreement on a go forward basis. The County/City Liaison Ad Hoc Committee would be involved in these discussions/negotiations and the results will be brought back to this Committee and County Council for consideration.

**RESOLUTION NO. FA-C-21-03-39**

Moved by Warden Robinson

Seconded by Councillor Brose

THAT the Finance and Administration Committee recommends to County Council that a letter be sent to the City of Pembroke providing them with the December 31, 2020 resident population (census) data and advising that the County of Renfrew is agreeable to meet to enter into discussions to renegotiate the terms of the current agreement as it relates to funding of the County of Renfrew's Long Term Care Homes. CARRIED.

Mr. Foss overviewed the changes to the Renfrew Area Administrators Group (RAAG) interest calculation agreement.

Committee questioned the difference between the funds contained within the Renfrew Area Administrators Group (RAAG) agreement and the BMO Nesbitt Burns investment funds. Mr. Foss advised that the monies maintained within the RAAG agreement are current accounts only or money on deposit which have a preferential rate of return through the RAAG agreement. The monies that are invested are part of the reserve funds and are determined based on a cash flow management issue.

**RESOLUTION NO. FA-C-21-03-40**

Moved by Councillor Donohue

Seconded by Councillor Peckett

THAT the Finance and Administration Committee recommends to County Council that a By-law to Provide for Banking Services with the Bank of Montreal for a further five year term effective January 1, 2021 to December 31, 2025 be adopted at the next session of County Council; AND FURTHER THAT By-law 37-17 be repealed. CARRIED.

Councillor Doncaster entered the meeting at 10:30 a.m.

**RESOLUTION NO. FA-C-21-03-41**

Moved by Councillor Hunt

Seconded by Councillor Brose

THAT the Finance and Administration Committee recommends to County Council that Corporate Policy G-08 Impairment in the Workplace – Drug and Alcohol/Fitness for Duty and Policy A-14 Retirement and Early Retirement be approved; AND FURTHER THAT a By-law to amend By-law 63-03, being a By-law to Establish Human Resources Corporate Policies and Procedures for the County of Renfrew be adopted at the next session of County Council. CARRIED.

**RESOLUTION NO. FA-C-21-03-42**

Moved by Warden Robinson

Seconded by Councillor Peckett

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

Mr. Foss advised that the Tax Policy Working Group will be meeting virtually on March 24, 2021 and this will also include a meeting of the Renfrew County Clerks-Treasurers Association Finance Sub-Committee.

Committee recessed at 10:40 a.m. and resumed at 10:55 a.m. with the same persons present.

**New Business**

Mr. Moreau overviewed the quarterly Continuity of Operations and Services in Response to COVID-19 Report.

**RESOLUTION NO. FA-C-21-03-43**

Moved by Councillor Donohue

Seconded by Councillor Hunt

WHEREAS the Renfrew County and District Health Unit continues to recommend continued vigilance with increasing case numbers in the months of February and March and the presence of COVID-19 variants in the Province of Ontario;

THEREFORE BE IT RESOLVED THAT the Finance and Administration Committee recommend that County Council approve that staff continue to deliver services to the public in keeping with the recommendations of the Renfrew County and District Health Unit;

AND FURTHER THAT County Council and Committees of the County of Renfrew for the months of April, May and June 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 be directed to provide a follow up report to the June 2021 Finance and Administration Committee and County Council. CARRIED.

Committee thanked Mr. Moreau for bringing forward this update and agreed that a quarterly update is beneficial.

**RESOLUTION NO. FA-C-21-03-44**

Moved by Councillor Donohue

Seconded by Councillor Brose

THAT this meeting adjourn and the next regular meeting be held on April 15, 2021. Time: 11:15 a.m. CARRIED.