



FINANCE AND ADMINISTRATION COMMITTEE

Thursday, March 18, 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 February 11, 2021.
5. Delegations: (None at time of mailing).

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8. New Business.	
9. Closed Meeting – None at time of mailing.	
10. Date of next meeting (Thursday, April 15, 2021) and adjournment.	

NOTE: (a) County Council: Wednesday, March 31, 2021.

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

Strategic Plan

Strategic Plan Goal # 1: To inform the Federal and Provincial government on our unique needs so that Renfrew County residents get their “fair share”.

Initiatives:

- (a) Create a strategic communications plan
- (b) Identify and advocate for issues important to the County of Renfrew.

Strategic Plan Goal # 2: Fiscal sustainability for the Corporation of the County of Renfrew and its ratepayers.

Initiatives:

- (a) Commitment from Council supporting principles within the Long-Term Financial Plan
- (b) Establish Contingency Plan to respond to provincial and federal financial pressures and opportunities beyond the Long-Term Financial Plan.

Strategic Plan Goal # 3: Find cost savings that demonstrate our leadership while still meeting community needs.

Initiatives:

- (a) Complete community needs assessment
- (b) With identified partners implement plan to optimize service delivery to the benefit of our residents.

Strategic Plan Goal # 4: Position the County of Renfrew so that residents benefit from advances in technology, to ensure that residents and staff have fair, affordable and reasonable access to technology.

Initiatives

- (a) Ensure that the County of Renfrew is top of the list for Eastern Ontario Regional Network funding for mobile broadband
- (b) Lobby for secure and consistent radio systems for first responders and government
- (c) Put a County of Renfrew technology strategy in place.

COUNTY OF RENFREW
ADMINISTRATION REPORT

TO: Finance and Administration Committee
FROM: Paul V. Moreau, Chief Administrative Officer/Clerk
DATE: March 18, 2021
SUBJECT: Department Report

INFORMATION

1. Retirement – Shelley Sheedy

Attached as Appendix I is a letter dated February 12, 2021 from Mrs. Shelley Sheedy, Director of Long-Term Care informing the County that she will be retiring effective December 31, 2021, however her last day of work will be sometime in June. Congratulations to Mrs. Sheedy; we wish her well in her retirement.

2. Media Communications

(a) COVID-19 Communications

The Crisis Communications Team (CCT) has recently launched a series of social media messages reassuring the community that there is “No Shame in Getting Tested”. In addition, messaging regarding ice safety, positive messages about outdoor activities and mental health supports continue to be posted. There is also a daily “shop local safely” series of daily posts.

(b) Vaccination and Testing Messaging

The Renfrew County and District Health Unit has the lead on primary messaging regarding vaccine rollouts in Renfrew County. The Media Relations and Grants Coordinator has been attending and contributing to the newly formed Renfrew County and District (RCD) COVID-19 Vaccine Communications Committee. This Committee is part of the RCD COVID-19

Vaccine Distribution Governance Structure. As outlined in the Vaccine Distribution and Administration Plan (VDAP), the Renfrew County and District COVID-19 Vaccine Command Table is providing overall direction in the preparation, launch and operations of the COVID-19 Vaccination Campaign.

As the COVID-19 vaccine rollout continues to move forward, the RCD Communications Committee will release all key information to the public through ongoing multi-media channels. This Communications Committee is comprised of representatives from local hospitals including Arnprior Regional Health; Deep River and District Hospital; Pembroke Regional Hospital; Renfrew Victoria Hospital and St. Francis Memorial Hospital, in addition to Renfrew County Virtual Triage and Assessment Centre; the County of Renfrew Paramedic Service, Algonquins of Pikwakanagan First Nation, Arnprior and District Family Health Team, and Renfrew County and District Health Unit.

3. **Emergency Preparedness**

(a) Spring Freshet Calls

The Media Relations and Grants Coordinator, in his role as the Emergency Information Officer (EIO), continues to engage in the Ministry of Natural Resources and Forestry Spring Freshet calls in preparation for possible spring flooding concerns.

(b) Emergency Notification and Public Engagement Software

On March 3, 2021, the Media Relations and Grants Coordinator/EIO attended an online product demonstration along with the Manager of Information Technology. The product Voyent Alert was demonstrated as an emergency notification and public engagement software application. Staff are reviewing similar products.

4. **Accessible Documents – AODA (Accessibility for Ontarians with Disabilities Act) Compliance**

At our January meeting, this committee and County Council were advised of the difficulty in remediation of our documents to ensure they are AODA compliant before posting them on our website.

Staff are now working with AbleDocs, a company that provides a program that makes it is easier to remediate documents. AbleDocs will train County staff sometime in April. Should staff not be successful in remediating complex documents after the training, AbleDocs can provide the service to remediate the documents on an hourly basis.

RESOLUTIONS

5. Electronic Meeting Platforms and Council Survey [Strategic Plan Goal #4]

Recommendation: 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 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.

Recommendation: That County Council receive the Council Survey on electronic meetings.

Background

Attached as Appendix II is the second edition Guide for Ontario Municipalities regarding electronic Council, Committee and Board meetings prepared by the Association of Municipalities Ontario (AMO), the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) and Municipal Information Systems Association Ontario (MISA). This guide provides a brief overview of the legislative context for changes to a Procedural By-law, as well as further considerations for optimal electronic governance. The document is an excellent resource and covers many key security principals for hosting electronic meetings along with a comparison of various video conferencing platforms.

(a) Electronic Meeting Platforms

As per Resolution No. FA-CC-20-10-89, staff were directed to undertake a cost benefit analysis of the various electronic meeting platforms (i.e. ZOOM, MS Teams). As with most video conferencing software, the Zoom platform only requires the host to have a paid subscription at \$20/month to host a meeting while allowing the participants to join at no

cost. The same is true for Microsoft Teams, but the subscription is slightly more at \$26.60/month and even more costly is a Webex Business license at \$35.95/month. The ZOOM platform is also optimized for low bandwidth environments by allowing the participants the option of turning off their video feed while still being able to participate in the meeting with an audio only option. The Ministry of the Attorney General has also standardized on the ZOOM platform for virtual courts.

Below are a few security principals that should be followed while using any video conferencing platform:

- Do not share your meeting ID and passwords over social media or to the public;
- Ensure you are using a password to enter your meeting room;
- Make sure to use the “Waiting room” feature to allow participants into the meeting; and
- Disable screen sharing for participants.

(b) Live streaming of Standing Committees and County Council Meetings

There has been a very positive response to the County of Renfrew’s move to live stream meetings by members of the public and members of the media. Live streaming of standing committees and County Council meetings has increased the openness and transparency of public meetings.

The recently approved renovations to the Council Chamber will further enable the live streaming of meetings of the standing committees and County Council once face-to-face meetings resume.

(c) Electronic Meeting Survey

Attached as Appendix III, is a report on the results of the survey provided to County Councillors on whether the County should continue the option of electronic meetings for Standing Committees and County Council post-pandemic and beyond the June 30, 2021 sunset of the current electronic meeting provisions in the Procedural By-law. The survey indicates that Councillors would like to continue electronic participation, however the comments section of the survey indicates that there is no consensus under what circumstances this should occur. From the perspective of the

administration, it would be difficult to coordinate meetings of County Council where members of council are attending in person and via an electronic platform. Having members of Council attend both in person and electronically may present challenges for Committee meeting Chairs and the Warden to preside over a meeting with members participating both face to face and over an electronic meeting platform.

COUNTY OF RENFREW

CORPORATE SERVICES DEPARTMENT REPORT

TO: Finance and Administration Committee
FROM: Jeffrey Foss, Director of Corporate Services
DATE: March 18, 2021
SUBJECT: Department Report

INFORMATION

1. 2021 Final Budget [Strategic Plan Goal #2 (a)]

At the February 1, 2021 Budget Workshop, the budget document was revised to incorporate all the approved changes, this final budget document has been posted on the Elected Official's and Staff Intranet area. A copy is available upon request.

2. Provincial Offences Administration - [Strategic Plan Goal #3]

Attached as Appendix I is an email dated March 1, 2021 from Her Worship Louise Logue a presiding Justice of the Peace that attends the County of Renfrew, Provincial Offences remote audio courts. Her Worship has complimented our Provincial Offences staff on how well organized they are, how well the court proceedings are set-up and also acknowledged the excellent job our POA staff are doing during the ongoing challenges of COVID-19. It is gratifying to know that others recognize the high level of service that is provided within the County of Renfrew's Provincial Offences courtroom. Congratulations to our POA staff on a job well done!

3. Provincial Offences Administration Workload [Strategic Plan Goal #3]

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
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 2021	486	362	135	269	220	120	0	42	85
February 2021	449	468	64	279	225	41	0	26	83

4. Municipal Property Assessment Corporation (MPAC) – Letter [Strategic Plan Goal #3]

At our January Committee meeting, the Municipal Property Assessment Corporation (MPAC) invoice for 2021 was overviewed. Committee noted that there was no reassessments completed in 2020, nor will there be in 2021. The County does not receive an itemized cost breakdown or cost structure details of what is received for payment. Committee adopted resolution number FA-C-21-01-04 directing Warden Robinson to send a letter to (MPAC) and attached as Appendix II is the response letter from MPAC dated February 17, 2021.

5. Camp Lutherlyn – Tax Exemption Request [Strategic Plan Goal #2]

At our February Council meeting, the Camp Lutherlyn Tax Exemption Request letter and delegation presentation was overviewed and County Council adopted resolution number FA-CC-21-02-23 confirming that the tax exemption request **not** be approved. Attached as Appendix III is a copy of the letter sent to Camp Lutherlyn.

As overviewed at our February 24, 2021 session of County Council, the following letters were received and are attached as Appendix IV:

- a) A letter from the Ottawa Valley Pentecostal Camp, regarding Camp Lutherlyn's Tax exemption.
- b) A letter from the Eastern Synod, regarding Camp Lutherlyn's Tax exemption.

6. Policy GA-06 Investment Policy [Strategic Plan Goal #2(a)]

The Statement of Investment Policies and Goals is intended to direct the investment of surplus cash, Trust Funds, Reserve and Reserve Funds of the Corporation of the County of Renfrew in accordance with the requirements of the Municipal Act, 2001, S.O. 2001 c.25 and Ontario Regulation 438/97, as amended. This policy also requires that the Treasurer report annually to Council on investment activities as per the requirements of Ontario Regulation 438/97, as amended. Attached as Appendix V are the following BMO Nesbitt Burns Investment Reports:

1. County of Renfrew performance report as at December 31, 2020; and
2. Renfrew County Housing Corporation performance report as at December 31, 2020.

Compliance With Investment Policies and Goals

It is the opinion of the Treasurer that all investments were made in accordance with the investment policies and goals adopted by the County of Renfrew.

7. 2021 Tax Policy [Strategic Plan Goal #3(b)]

The Finance Department has organized a virtual Tax Policy Working Group meeting that will take place on Wednesday, March 24, 2021 at 1:00 p.m. and all the local municipal treasurers have been invited to attend. This virtual meeting will also include a meeting of the Renfrew County Clerk-Treasurers Association (RCCTA) Finance Sub-Committee. A Tax Policy Working Group Report and Taxation By-laws will be provided at the April meeting of the Finance and Administration Committee, which will include all recommendations from the March Tax Policy Working Group meeting.

RESOLUTIONS

8. Shared Cost Services – Long Term Care Homes [Strategic Plan Goal #3(b)]

Recommendation: 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 31st, 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.

Background

At the January 2020 session of County Council, resolution number FA-CC-20-01-11 was adopted authorizing the Warden and Clerk to enter into a Memorandum of Understanding between the Corporation of the City of Pembroke and the Corporation of the County of Renfrew for shared cost services – Long Term Care Homes. The City of Pembroke agreed to the freeze to their percentage share of (long-term care) costs at the 2019 rate of 30.63% with the stipulation that the December 31st resident population (census) data still be provided to the City of Pembroke by March 31 of the following year. The City of Pembroke had noted that although the annual census would not be used for the cost sharing arrangement under this short-term revised arrangement, it would still provide valuable information to develop a medium-term trend under the new census methodology as they look to possible renegotiations in 2021.

The following is a chart showing the breakdown of resident population (census) data:

	December 31, 2020	December 31, 2019	December 31, 2018
County	69.21%	72.20%	69.37%
City of Pembroke	30.79%	27.80%	30.63%

Attached as Appendix VI is a letter dated March 1, 2021 from Mr. Terry Lapierre, Chief Administrative Officer, City of Pembroke providing notice of their desire to meet with the County of Renfrew to renegotiate the terms of this agreement. The Treasurer has been in contact with Mr. Lapierre to establish preliminary meeting dates.

BY-LAWS

9. Renfrew Area Administrators Group – Interest Calculation Agreement [Strategic Plan Goal #3(b)]

Recommendation: 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.

Background

The Renfrew Area Administrators' Group referred to as RAAG was formed in 1993 as an informal group of public organizations in the Pembroke area to facilitate joint purchasing of certain goods and services. Since February 1, 1996 the County of Renfrew has been involved with a banking arrangement between representatives from the Renfrew Area Administrators' Group which include the following organizations with several new organizations joining more recently:

- City of Pembroke
- County of Renfrew
- Renfrew County Housing Corporation
- Family and Children's Services of Renfrew County
- Pembroke Regional Hospital
- Renfrew County and District School Board
- Renfrew County Catholic District School Board
- The Renfrew County Joint Transportation Consortium
- Township of McNab/Braeside (joined in 2014)
- Petawawa Centennial Family Health Centre (joined in 2016)
- Ottawa Valley Waste Recovery Centre (joined in 2018)

In 2012, the RAAG Finance Sub-Committee invited proposals from banking institutions serving Renfrew County for joint banking services for all members. Six banks provided proposals with the proposal from the Bank of Montreal being accepted. At that time, the agreement was for a five year period with the rates specified firm for the duration of the agreement and there was an opportunity to extend the agreement by mutual consent for an additional five years. In 2017, the Treasurer had surveyed all Eastern

Ontario Wardens' Caucus counterparts and was pleased to discover that our banking agreement with the Bank of Montreal was one of the better banking programs available. In April, 2017 Council approved By-law 37-17 with the current term of agreement in effect until July 31, 2022, with the opportunity for either party to amend the agreement with 30 days notice.

The Bank of Montreal approached the RAAG Finance Sub-Committee in early November 2020 indicating that they are not willing to continue with the existing agreement beyond December 30, 2020. The main challenge for BMO was the existing process to calculate 'pooled' funds across our group which created an operational risk of error due to the significant manual effort involved in both aggregating the calculations daily and monthly, as well as the requirement for members of RAAG to audit the monthly report provided from the Bank. BMO proposed a transition to automated accrual of deposit interest paid monthly for each member of RAAG which would remove the daily manual process for BMO and RAAG. BMO will continue maintaining our fee exempt banking services negotiated in 2017 for current account transaction services of all group members. They also proposed an increase of 5 basis points in interest paid on all deposit balances across all members of RAAG, regardless of the size of deposit balances in each account or entity. The approved treasury rate would increase to Prime - 1.50% (from Prime - 1.55%) conditional on the extension to the current agreement through 2025. Our RAAG Finance Sub-Committee met on November 30, 2020 and unanimously agreed to support the proposed amending agreement to convert to treasury accounts, improve interest rates and extend the term from December 30, 2020 to December 30, 2025. The RAAG Executive Committee met on December 14, 2020 and adopted a resolution approving the RAAG Finance Sub-Committee's recommendation to accept the proposed changes. Accordingly, attached as Appendix VII is a revised By-law and Credit Interest Application and Agreements.

10. **Corporate Policies and Procedures-Human Resources [Strategic Plan Goal #2]**

Recommendation: 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.

Background

Attached as Appendix VIII is By-law 63-03 in bold and strikethrough format.

Attached as Appendix IX is revised Policy G-08 Impairment in the Workplace – Drug and Alcohol/Fitness for Duty in bold and strikeout format. This policy is being revised after being reviewed by the Joint Occupational Health and Safety Committee. The primary purpose of this Policy is to ensure employees understand their responsibility to report to work mentally and physically fit to perform their tasks safely and reliably. This policy also serves to ensure a safe workplace and to provide employees with the supports and resources required to reduce the use and/or abuse of substances, minimize the harms associated with substance abuse and/or dependency.

Attached as Appendix X is revised Policy A-14 Retirement and Early Retirement in bold and strikeout format. This policy is being revised following Resolution No. FA-CC-21-02-26 on February 24, 2021, whereby County Council approved the following change to Employment By-law #1:

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 this session of County Council.