



## FINANCE AND ADMINISTRATION COMMITTEE

Thursday, May 13, 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 April 15, 2021.
5. Delegations – None at time of mailing.

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| 6. Administration Report   | 3           |
| 7. Corporate Services Department Report  | 8           |
| 8. New Business.   |             |
| 9. Closed Meeting to discuss:<br>(a) Personal matters about an identifiable individual, including employees; and<br>(b) Labour relations or employee negotiations. |             |
| 10. Date of next meeting (Thursday, June 17, 2021) and adjournment.  |             |

**NOTE:** (a) **County Council: Wednesday, May 26, 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**

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**TO:** Finance and Administration Committee  
**FROM:** Paul V. Moreau, Chief Administrative Officer/Clerk  
**DATE:** May 13, 2021  
**SUBJECT:** Department Report

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**INFORMATION**

**1. Public COVID-19 Communications**

The Crisis Communications Team (CCT) has recently launched a series of social media messages congratulating and thanking the community for “staying the course” and doing the right thing with COVID protocols. In addition, messaging regarding emergency preparedness, testing, vaccines and mental health supports continue to be posted.

**2. Accessibility Compliance Desk Audit**

In November of 2020 the Corporation of the County of Renfrew was selected for an Accessibility for Ontarians with Disabilities Act (AODA) 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 and needed support to the selected organizations to become compliant. We have now received guidance on what areas of improvement are required in policies, training and service delivery to achieve higher levels of compliance. Under the Direction of the CAO and SLT, the Media Relations and Grants Coordinator will be working with the Municipal Accessibility Advisory Committee, and staff to review, revise and submit the requested documentation to the assigned Senior Compliance Analyst at the Ministry once completed. A report will come to committee at a future date.

### 3. **Letter from Board of Health regarding funding requirements for 2021**

Attached as Appendix I is a letter received from Ms. Ann Aikens, Chair of the Board of Health, Renfrew County and District Health Unit responding to our letter of January 27, 2021 regarding clarification on the 2021 estimated funding requirement for the Health Unit.

## **RESOLUTIONS**

### 4. **Procedural By-law Amendment – Electronic Meetings**

**Recommendation:** THAT the Finance and Administration Committee recommend to County Council that the following conditions be permitted for electronic participation in meetings and that the Procedural By-law be revised to include these conditions.

#### **6.1 ELECTRONIC PARTICIPATION IN MEETINGS**

Preamble:

Members of Council recognize the value of electronic meetings, however it is the will of Council that electronic attendance at meetings of Committee and County Council be permitted under specific conditions as outlined in this section of the Procedural By-law. Further; it is the will of Council, that the majority of the members of Council (quorum) are present in-person in accordance with section 7 – Place of Meeting contained in this procedural by-law. Council also recognizes that provisions have been established through By-Law 113-18, a By-Law to Provide for the Appointment of Alternate Members to County Council, should a member of Council be unable to participate in meetings of Committee or County Council due to unforeseen circumstances such as illness.

- (a) Councillors are permitted to participate in a meeting remotely via electronic video conferencing means in the event the County of Renfrew is in a declared emergency as defined by the Emergency Management and Civil Protection Act, R.S.O. 199;
- (b) Councillors are permitted to participate in a meeting remotely via electronic video conferencing means in the event a significant weather event (across the entire County of Renfrew or within its local municipalities) has been declared;

- (c) Councillors are permitted to participate in a meeting remotely via electronic video conferencing means in the event of an illness or injury (with consent of the presiding Officer and the Clerk);
- (d) Councillors are permitted to participate in a meeting remotely via electronic video conferencing means who has been duly appointed to an external advisory role such as AMO, ROMA, FCM or EORN, etc. should they be performing this role within Canada and at the discretion of the presiding officer and the clerk.
- (e) Councillors shall have all the same rights and responsibilities as if they were in physical attendance;
- (f) ~~Any Councillor participating electronically must be located within Canada.~~
- (g) A Councillor who is participating electronically in a meeting shall be counted in determining whether a quorum of members is present at any point in time, and may participate electronically in any portion of a meeting that is closed to the public.
- (h) All Councillors participating electronically in a Closed Session of Council, Standing Committee or Ad Hoc Committees shall declare to the Presiding Officer and the Clerk that they are in a private room, where:
  - i. No other persons can overhear the deliberations;
  - ii. The internet connection is secure and not publicly accessible; and
  - iii. It is strongly recommended that Councillors wear earbuds or headphones when in a closed session.
- (i) In the event of an interruption in connectivity for a member that is participating electronically, the meeting will resume without the participant and their absence will be noted in the minutes.
- (j) A member shall inform the presiding officer and the clerk should they turn off their video, but continue to be present. Otherwise, they will be identified as absent.
- (k) Any Councillor intending to participate electronically in a meeting shall notify the Clerk and/or Deputy Clerk by email prior to the meeting.

- (l) Members must inform the Clerk/Deputy Clerk or Presiding Officer of their departure prior to leaving the meeting to ensure that there is quorum.
- (m) Should the Presiding Officer lose connectivity ~~for longer than a period of 5 minutes~~, the Clerk shall ask the members to appoint a Presiding Officer from among the members that are physically present.
- (n) In the absence of the Chair at Committee, Section 74 (g) of the Procedural By-law will apply. **The Vice-Chair will assume the position of Chair for the remainder of the meeting.**
- (o) Should a Councillor declare a pecuniary interest, Section 47 of the Procedural By-law shall apply.
- (p) Councillors must connect through a secure internet connection.

### **Background**

At the April 28, 2021 meeting, County Council had considerable discussion on continuing with a hybrid model of electronic participation in meetings and asked staff to review the proposed criteria.

It is important to note that it is always the preference that Councillors attend meetings of standing committees and council in person; however, there may be times when it is not possible due to significant injury or illness.

All local municipalities can appoint an alternate member. An elected member of a local municipality in Renfrew County that is appointed under section 268 of the Municipal Act to attend meetings of Renfrew County Council on behalf of the local municipality's County Councillor when the member is unable to attend. Where appropriate, when reference to a "member" is cited, it may also be read to include "Alternate member" in the execution of their prescribed duties. An Alternate Member may, in the absence of the elected member, participate at meetings of County Council and its committees; however, membership and voting rights are limited only to those privileges held by the County Councillor for whom they are deemed to be the Alternate Member. An Alternate Member shall have the same number of weighted votes as the County Councillor who he/she is representing.

If a member is sick with a cold or flu, an elected official should not attend a meeting of a committee or council either in-person or electronically as medical professionals have always directed that the best medicine is to stay at home and rest for a more speedy recovery.

Staff contacted Mr. Fred Dean, lawyer for his comments on participation of members of Council in electronic meetings and he cautioned on making any changes at this time. Mr. Dean anticipates that the Province will be making further revisions to the Municipal Act specific to electronic participation in meetings. Council should be aware that further changes to the Municipal Act regarding electronic meeting participation may result in the requirement for further amendments to the County of Renfrew's procedural by-law.

## 5. **AMO Delegation Requests**

**Recommendation:** THAT the Finance & Administration Committee recommend that County Council approve the submission of delegation requests for the AMO Virtual Conference by the deadline of June 4, 2021, with the appropriate Ministers as follows:

1. Minister of Long-Term Care/ Minister of Municipal Affairs and Housing - Seniors Housing Strategy;
2. Premier/Minister of Health/Minister of Long-Term Care – Long-Term Care
3. Premier/Parliamentary Assistant to the Premier Will Bouma/Minister of Health/Minister of Long-Term Care - RC VTAC (Renfrew County Virtual Triage Assessment Centre).

### **Background**

The AMO Annual Virtual Conference is scheduled for August 15 to 18, 2021. Municipalities across the province have an opportunity to meet with Provincial Ministers and Parliamentary Assistants at the conference to discuss specific issues. Deadline for submissions is **June 4, 2021**.

**COUNTY OF RENFREW**

**CORPORATE SERVICES DEPARTMENT REPORT**

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**TO:** Finance and Administration Committee

**FROM:** Jeffrey Foss, Director of Corporate Services

**DATE:** May 13, 2021

**SUBJECT:** Department Report

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**INFORMATION**

**1. Council Remuneration [Strategic Plan Goal #2]**

Attached as Appendix I is the Treasurer's Statement of Remuneration and Expenses paid to County Council as at March 31, 2021. Council will note that the column entitled "Convention Expenses" has been updated from \$3,900 to reflect the \$1,875 adopted at the Budget Workshop for 2021.

**2. Treasurer's Report – March 31, 2021 [Strategic Plan Goal #2]**

As directed by County Council, the Treasurer's Report is to be provided on a quarterly basis from January to September. Accordingly, attached as Appendix II is the March 31, 2021 monthly one page financial summary, along with the Treasurer's Report for the General Revenue Fund, Bonnechere Manor, Miramichi Lodge, Public Works and Renfrew County Housing Corporation.

**3. Corporate Services – Key Performance Indicators [Strategic Plan Goal #2]**

The following Key Performance Indicators will be provided to Committee on a quarterly basis:



**a) Finance Department - Key Performance Indicators (KPI) [Strategic Plan Goal #2]**

Attached as Appendix III are ten key performance indicators for the Finance Department from January 1, 2021 to March 31, 2021. These indicators are measurable values that demonstrate the progress made by the Finance Department towards achieving key business objectives.

**b) Human Resources - Key Performance Indicators (KPI) [Strategic Plan Goal #2]**

Attached as Appendix IV are 6 key performance indicators for the Human Resources Department from January 1, 2021 to March 31, 2021. These indicators contain important data about the Human Resources Department, how it is performing, and how these results support the Corporation as a whole.

**c) Information Technology - Key Performance Indicators (KPI) [Strategic Plan Goal #2]**

Attached as Appendix V are seven key performance indicators for Information Technology from January 1, 2021 to March 31, 2021 that provide committee with an overview of efficiency, risk management and statistical volumes that the Information Technology Division manages on an ongoing basis.

**d) Provincial Offences Administration - Key Performance Indicators (KPI) [Strategic Plan Goal #2]**

Attached as Appendix VI are ten key performance indicators for Provincial Offences from January to March 2021 that will provide Committee with an overview of efficiency, risk management and statistical volumes that the POA Division manages on an ongoing basis.

**4. Provincial Offences Administration Backlog [Strategic Plan Goal #3]**

As a follow-up to our April Committee report regarding the massive backlog of court matters due to the COVID-19 shutdown, the Provincial Offences staff have prepared the following chart:

Month	# of Courts Originally Scheduled	# of Courts Cancelled	# Part I Charges in Backlog	Part III New Charges	# Part III Charges in Backlog	Total Backlog Charges	Number of Court Days Required for Backlog	Months to Clear Backlog at Current Rate
March 2021	4	4	456	60	403	919	39	13
April 2021	3	2	540	53	646	1239	52	17

#### 5. 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, licence suspensions initiated 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
December 2020	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
March 2021	860	333	70	360	324	286	166	27	76
April 2021	593	574	78	478	573	215	146	8	137

#### 6. Municipal Finance Officers' Association of Ontario (MFOA) - 2021 Federal Budget Summary [Strategic Plan Goal #2]

Attached as Appendix VII is a Municipal Finance Officers' Association of Ontario (MFOA) Summary of the Federal Budget 2021 document dated April 19, 2021, along with a Summary Statement of Transactions extracted from the 2021 Federal Budget Annex 1: Details of Economic and Fiscal projections.

7. **Gross Budget vs Net Budget Format – [Strategic Plan Goal #2]**

At our September 10, 2020 meeting of Committee, the following resolution was adopted asking staff to provide a comparison between the “net” budget format and “gross” budget format:

**“RESOLUTION NO. FA-C-20-09-78**

Moved by: Warden Robinson

Seconded by: Councillor Peckett

WHEREAS the working group consisting of Warden Robinson, Chair Murphy and Councillor Hunt have recommended to the Finance and Administration Committee that staff be directed to develop the 2021 Budget using a new “gross” budget format vs the current “net” budget format;

AND WHEREAS the Finance and Administration Committee expressed concerns regarding how staff and Council will understand the differences between the formats;

NOW THEREFORE BE IT RESOLVED THAT the Finance and Administration Committee recommends to County Council that staff be directed to continue using the current “net” budget format to develop and present the 2021 Budget;

AND FURTHER THAT staff also present a comparison of the current “net” and proposed “gross” budget formats for the first quarter 2021 financial report to County Council. “

We wish to advise Committee, that we are unable to provide a revised report at this time due to the significant General Ledger account additions that were created in 2020 to track our COVID related expenses. All of those General Ledger accounts must now be translated into the new gross reporting format and due to the significant workload challenges of the department at this time, we are unable to provide a revised report. This report will be provided at a future meeting of Committee and Council.

8. **2020 Annual Repayment Limit [Strategic Plan Goal #2(a)]**

Attached as Appendix VIII is a letter dated April 13, 2021 from the Ministry of Municipal Affairs and Housing providing the County of Renfrew’s 2021 Annual Repayment Limit (ARL) respecting long-term debt and financial obligations. The ARL was calculated based on 25 percent of the County of

Renfrew's 2019 net own source revenues as reported in our 2019 Financial Information Return (FIR).

9. **Madawaska River Bridge County Structure B258 - Debenture By-law**

The 2018 County of Renfrew Budget provided for the rehabilitation costs of County Structure B258 (Madawaska River Bridge) located on County Road 1 (Madawaska Boulevard) 200m east of County Road 2 (Daniel Street North), in the Town of Arnprior to be fully financed from debt (i.e. Infrastructure Ontario's Loan Program). Following that decision, staff arranged for short-term construction financing through Infrastructure Ontario through By-law 85-18. With the reconstruction having been completed, it is now necessary to convert the construction loan into a debenture and for County Council to adopt a By-law to authorize the borrowing upon amortizing debentures in the principal amount of \$4,684,900. The 10 year amortizer debenture interest rate for the County of Renfrew will be provided by Infrastructure Ontario one week prior to County Council on Wednesday, May 19, 2021 but for Committee's information the current rate is 2.04%. If this rate remains unchanged, we can expect debt servicing costs of \$520,276 per year for 10 years with total interest paid of \$517,866. The final debenture documents, including the debenture by-law, debenture certificate and legal opinion letter will be emailed by Infrastructure Ontario on Friday, May 21, 2021. Accordingly, a special meeting of the Finance and Administration Committee will be held before County Council at 8:30 a.m. on Wednesday, May 26, 2021 to adopt this By-law and forward to County Council for approval.