



FINANCE AND ADMINISTRATION COMMITTEE

Thursday, May 13, 2021

An electronic meeting of the Finance and Administration Committee was held on Thursday, May 13, 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
Councillor Robert Sweet

Staff Present: Paul Moreau, Chief Administrative Officer/Clerk
Jeffrey Foss, Director of Corporate Services
Craig Kelley, Director of Development and Property
Lee Perkins, Director of Public Works and Engineering
Shelley Sheedy, Director of Long-Term Care
Daniel Burke, Manager of Finance
Greg Belmore, Manager of Human Resources
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-21-05-59

Moved by Councillor Brose

Seconded by Councillor Hunt

THAT the minutes of the April 15, 2021 meeting be adopted. CARRIED.

Administration Report

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

Mr. Moreau overviewed the issue of accessibility and advised that the County of Renfrew is currently working diligently to provide staff with the necessary training to meet AODA compliance for our documents posted on the website. Ms. Gruntz provided an update to Committee advising that we have engaged Abledocs to provide staff training. Administrative staff have had their first training in Word to set up our templates, the next training session will be held on May 19 and 20, 2021. Once staff have completed this training, we will establish timelines to have Committee reports and minutes remediated to be accessible and placed on the website starting with 2021 and then continuing to our legacy documents. Our goal is to remediate the documents ourselves, but if some of the documents are time sensitive and more difficult to do, Abledocs can provide this service for a fee.

Mr. Moreau overviewed the funding response letter from the Renfrew County and District Health Unit. In 2020, RCDHU requested a 10% increase in funding from the County of Renfrew and in 2021, an 8.5% increase in funding. This funding request was once again before the County of Renfrew because of the province downloading costs to municipalities.

Warden Robinson asked the Councillors that are members of the Board of Health to reach out to Chair Aikens and advise her that the County of Renfrew would welcome an opportunity to discuss communication strategies between our organizations.

Chair Doncaster entered the meeting at 9:54 a.m.

RESOLUTION NO. FA-C-21-05-60

Moved by Councillor Donohue

Seconded by Warden Robinson

THAT Item #4 – Procedural By-law Amendment – Electronic Meetings be severed from the Administration Report. CARRIED.

Mr. Moreau overviewed the proposed changes to the wording to the Procedural By-law for electronic participation in meetings, noting that at the last council meeting, Council directed that a preamble be included to provide intent and clarity on the procedural by-law.

Committee discussed the definition of illness and/or injury and who determines what is relevant/applicable, the Presiding Officer may not be comfortable making that decision during a Committee or Council meeting.

Ms. Gruntz advised that in discussion with Mr. Fred Dean, lawyer he indicated that he feels that once the declared emergency is over, there will be resulting changes to the Municipal Act, therefore it may be premature for the County of Renfrew to make unnecessary changes to the Procedural By-law. Ms. Gruntz noted to Committee that prior to the Declaration of an Emergency, the Municipal Act did not allow for participation in Closed Meetings electronically.

Committee noted that current practice should continue whereby, anyone that is having connectivity issues and has to turn their video off, should advise Committee prior to doing so.

RESOLUTION NO. FA-C-21-05-61

Moved by Councillor Brose

Seconded by Councillor Hunt

THAT the Finance and 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).
4. Premier/Minister of Health – Ontario Health Teams Governance. CARRIED.

RESOLUTION NO. FA-C-21-05-62

Moved by Councillor Peckett

Seconded by Councillor Hunt

THAT the Administration Department Report attached as Appendix A be approved except Item #4 – Procedural By-law Amendment – Electronic Meetings. CARRIED.

RESOLUTION NO. FA-C-21-05-63

Moved by Councillor Hunt

Seconded by Councillor Peckett

THAT the Finance and Administration Committee forward to County Council the following conditions to be considered for electronic participation in meetings and

that the Procedural By-law be revised to include these conditions. MOTION WITHDRAWN.

RESOLUTION NO. FA-C-21-05-64

Moved by Councillor Donohue

Seconded by Councillor Sweet

THAT the Finance and Administration Committee forward to County Council the proposed changes to the Procedural By-law regarding electronic participation in meetings for consideration. CARRIED.

Committee recessed at 10:34 a.m. and reconvened at 10:47 a.m. with the same persons present.

Corporate Services Department

Mr. Foss overviewed the Corporate Services Department Report which is attached as Appendix B and the Addendum Report which is attached as Appendix C.

Mr. Foss reminded Committee that within the Council Remuneration summary, the column entitled "Convention Expenses" has been updated to \$1,875 to reflect the amount adopted at the Budget Workshop for 2021.

Mr. Foss overviewed the backlog summary that our Provincial Offences Administration staff will continue to bring forward to keep Committee updated on the court backlog.

Mr. Foss advised that staff are working on the gross budget vs net budget format for our financials using the Development and Property Department as an example and is hoping to bring this forward to Committee in June.

Mr. Kelley overviewed the Cannabis Reserve Fund that is proposed to be used to undertake a land use planning study with respect to cannabis cultivation, production and processing in the County. Once completed, this report will be shared with all local municipalities.

RESOLUTION NO. FA-C-21-05-65

Moved by Councillor Sweet

Seconded by Warden Robinson

THAT the Finance and Administration Committee agree with Development and Property Committee that funds be used from the Cannabis Reserve Fund to undertake a land use planning study with respect to cannabis cultivation, production and processing in the County or study area region;

AND FURTHER THAT the study include evaluating potential associated impacts on sensitive land uses and recommending an approach for zoning cannabis production facilities, and that the authors of the study consider and report upon any other land use planning considerations as relevant and deemed appropriate; AND FURTHER THAT this project be done in partnership with local municipalities. CARRIED.

Warden Robinson departed the meeting at 11:40 a.m.

RESOLUTION NO. FA-C-21-05-66

Moved by Councillor Donohue

Seconded by Councillor Hunt

THAT the Corporate Services Department Report attached as Appendix B and Addendum attached as Appendix C be approved. CARRIED.

RESOLUTION NO. FA-C-21-05-67

Moved by Councillor Sweet

Seconded by Councillor Brose

BE IT RESOLVED THAT the Community Services Committee move into a closed meeting pursuant to Section 239 of the Municipal Act, 2001, as amended for the following reason(s):

- Personal matters about an identifiable individual, including employees;
- Labour relations or employee negotiations. Time: 11:55 a.m. CARRIED.

RESOLUTION NO. FA-C-21-05-69

Moved by Councillor Hunt

Seconded by Councillor Brose

THAT this meeting resume as an open meeting. Time: 12:35 p.m. CARRIED.

RESOLUTION NO. FA-C-21-05-70

Moved by Councillor Donohue

Seconded by Councillor Hunt

THAT this meeting adjourn and the next regular meeting be held on June 17, 2021. Time: 12:35 p.m. CARRIED.