



FINANCE AND ADMINISTRATION COMMITTEE

Thursday, June 17, 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 May 13, 2021 and May 26, 2021.
5. Delegations: 9:30 a.m. Ms. Karen Black, CPA, CA, Partner, Scott Rosien Black and Locke, Chartered Accountants to present the 2020 Auditor's Report for the County of Renfrew.

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8. New Business.	
9. Closed Meeting – None at time of mailing.	
10. Date of next meeting (Thursday, August 12, 2021) and adjournment.	

NOTE: (a) County Council: Wednesday, June 30, 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: June 17, 2021

SUBJECT: Department Report

INFORMATION

1. County of Renfrew Turns 160

June 8, 2021 marked the 160th birthday of the County of Renfrew. A press release and social media posts went out to the media, all local municipalities and the public. Throughout the year, birthday vignettes and/or memories will be posted on the County social media channels.

2. County of Renfrew Communiqué/Newsletter

A refreshed version of the County of Renfrew Communiqué/Newsletter will be sent to local municipalities, County Council and the media following this month's County Council meeting. The publication will be digital in nature and highlight County of Renfrew Council activities, newsworthy clips and announcements.

3. Public COVID-19 Communications

The Crisis Communications Team (CCT) has recently launched a series of social media graphics that provide contact information for mental health supports and addictions and opioids supports. These supports include RCVTAC. In addition, the CCT has been rolling out messages and graphics that align with the Province's lifting of restrictions as we headed into Step 1 of re-opening. Messaging continues to be positive in nature and well received by the public.

4. **Funding Programs**

(a) Zero Emission Vehicle Infrastructure Program (ZEVIP)

Funded through the Federal Budget 2019 and the 2020 Fall Economic Statement, the Zero Emission Vehicle Infrastructure Program (ZEVIP) is a 5-year, \$280 million program ending in 2024. Its objective is to address the lack of charging and refuelling stations in Canada; one of the key barriers to ZEV adoption, by increasing the availability of localized charging and hydrogen refuelling opportunities where Canadians live, work, and play.

This funding will be delivered through cost-sharing contribution agreements for eligible projects that will help meet the growing charging and refuelling demand.

The Request for Proposals (RFP) focusing on public places, on-street, multi-unit residential buildings, workplaces and light-duty vehicle fleets is now open until June 22, 2021 (23:59 Eastern Daylight Time). NRCAN will target having funding decisions by October 2021.

Although our application was unsuccessful in a previous round staff, under the direction of the Director of Development & Property, will re-apply in this round. More information on this fund can be found at:

<https://www.nrcan.gc.ca/energy-efficiency/transportation-alternative-fuels/zero-emission-vehicle-infrastructure-program/21876>

(b) The Healthy Communities Initiative Round Two

Although our application “Improving Mobility on the Algonquin Trail” was unsuccessful in a previous round, staff under the direction of the Director of Development & Property will re-apply to this round.

Improved mobility options Stream Focus:

Community projects that deliver a range of transportation and mobility options or adaptations that permit physical distancing through solutions that increase safe social connectivity, walkability, bike-ability and access to public transit. Community projects that improve pedestrian and cyclist safety through roadway, sidewalk or crosswalk improvements and adaptations.

Applications must be submitted by June 25, 2021, at 5:00 PM PST.

Applicants who did not receive funding in round one may re-apply to round two, but will not be guaranteed funding. Review committees will start meeting on July 23, 2021 and all applicants will receive results by

September 16, 2021, at the latest. More information on this fund can be found at <https://communityfoundations.ca/initiatives/chci/>.

5. Flag Protocol

For several years, and on many occasions, County of Renfrew staff have sought guidance on how to respond to requests for specific flags, lowering of flags, or other ceremonial in nature requests of County-owned flag poles. Attached as Appendix I is the draft policy for a County of Renfrew flag protocol policy that is meant to provide clear guidance and direction to County staff as to the appropriate times and process for lowering flags to half-mast on County of Renfrew flagpoles. The Development & Property Committee will review the draft flag policy and recommend it forward to County Council for approval.

6. Business Case – Bonnechere Manor Full-Time Recreation Programmer

The Recreation Programmer position plays a critical role in the residents' physical, social and emotional wellbeing as part of the Home's interdisciplinary team, by delivering a variety of one-to-one recreation programs, small group and large group activities as well as special events.

Consistent with our goal and the Province recommendation to increase full-time positions where feasible to enhance resident continuity of care, a Business Case is attached as Appendix II. The Health Committee will be recommending to County Council that the Full-Time Recreation Programmer complement at Bonnechere Manor be increased by one (1) position (2,080 hours) from existing part-time hours effective July 3, 2021 at an annual estimated savings of \$4,540.

7. Business Cases –Departmental Restructure – Planning

Attached as Appendix III are two Business Cases for recommended changes to the human resource capacity in the Planning Division. Both business cases are supported by the recently introduced Focused Strategic Review of Planning Services as referenced in priority item 8 ("Professional Development and Job Titles") and priority item 11 ("Evaluate department structure and staff complement/capacity based on findings from an activity-based charges review; develop succession plans and explore a funded internship program").

As per the business cases presented, each recommendation has implications to the current divisional/departamental budget.

The Development and Property Committee will be recommending that County Council approve the proposed Planning Division human resource business cases. As a result of these changes, the annual salary increase to the Planning Division will be \$20,015.

8. **Departmental Restructure – Economic Development/Ottawa Valley Tourist Association (OVTA)**

Attached as Appendix IV are three Business Cases for recommended changes to the human resource capacity in the Economic Development Division and Ottawa Valley Tourist Association (OVTA).

Financial Implications

As per the business cases presented, each recommendation has implications to the current divisional budget. For 2021, there will be a marginal net savings to these changes, however, in 2022 when all positions are filled and reclassified appropriately, there will be net savings to the OVTA budget of approximately \$6,560. There is no annual salary difference to the Economic Development Division as a result of this change. The Development and Property Committee will be recommending that County Council approve the proposed Economic Development Division and Ottawa Valley Tourist Association (OVTA) human resource business cases.

RESOLUTIONS

9. **Delegation of Authority**

Recommendation: THAT the Finance & Administration Committee recommend that County Council approve that the Chief Administrative Officer be given delegated authority for the month of July to approve consultant appointments and contract awards that would normally require Committee and/or Council approval. This approval is contingent on the appointments/contract awards being within approved funding allocations and that there are no irregularities associated with the procurement process.

Background

In past years, County Council has approved delegated authority to the Chief Administrative Officer to award contracts, consulting appointments, etc. for the month of July where there are no regularly scheduled Committee and

Council meetings. This delegated authority has proven beneficial in terms of ensuring that there are no significant time delays incurred in enabling critical project work to proceed.

The delegated authority is given on the understanding that consultant appointments and contract awards are within approved funding authority and are not subject to any irregularities. Departments will make every effort possible to direct required consultant appointments and contract awards to regularly scheduled meetings; however, where this is not possible, staff will utilize the delegated authority process if approved.

10. Continuity of Operations

Recommendation: WHEREAS the Renfrew County and District Health Unit continues to recommend continued vigilance with the emergence of new variants of the COVID-19 virus in the Province of Ontario;

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

AND FURTHER THAT the County of Renfrew facilities (excluding the Long-Term Care Homes) be opened on a gradual basis in keeping with the direction of the Province and Public Health.

AND FURTHER THAT Committees of the County of Renfrew for the month of August be held electronically;

AND FURTHER THAT staff be directed to examine the feasibility of a face-to-face meeting of County Council for the month of August, provided that this can be done within the applicable Provincial and Public Health guidelines.

Background

At the March 31, 2021 meeting, County Council directed staff to provide a follow up report to the June 2021 Finance and Administration Committee and County Council on the Continuity of Operations during the COVID virus.

Following the most recent lockdown in June, the COVID-19 numbers for the County of Renfrew have declined steadily. At the time of preparing this report, more than 60% of the residents of the County of Renfrew have received their first dose of vaccine. There is reason for optimism and a rationale for limited and cautious opening of facilities at the County of Renfrew facilities. With that said, the emergence of new more highly infectious variants is cause for concern necessitating the need for a cautious approach ensuring the safety of elected

officials and staff and protecting our ability to continue to deliver services to the residents.

Crisis Communications Team

The Crisis Communications Team (CCT) was created in response to the COVID-19 pandemic in March 2020. Under the direction of the Emergency Operations Centre (EOC) and the Senior Leadership Team, the CCT ensures that our community remains informed on priority messages regarding community safety, community supports, and access to health services, while Senior Leadership and the EOC remain informed on emerging issues in the community that come to the attention of the CCT. The CCT works in cooperation with all departments at the County of Renfrew to ensure timely, accurate and effective communications to both external clients (residents, media, and local municipalities) and internal clients (Council, staff), while supporting the goals and principles of both the Strategic Plan and the Communications Strategy. The CCT works in cooperation and supports partner organizations such as RC VTAC (Renfrew County Virtual Triage and Assessment Centre), RCDHU (Renfrew County and District Health Unit), and Renfrew County and District COVID-19 Vaccine Communications Committee. Currently, the CCT is comprised of Jackie Stott, Information and Research Coordinator, Economic Development; Sierra Stinson, Media Relations Coordinator for the Emergency Services Department; Gordon Perolli, Paramedic Service Communications; Roger Goldberg, IT Technician/Webmaster; graphic design contractors; and lead by Michael Barber, Media Relations/Grants Coordinator/ Emergency Information Officer.

LONG TERM CARE DEPARTMENT

Resident programs and services continue to be provided by staff and management. The Long-Term Care (LTC) Homes continue to follow the many and regularly changing directives of the Ministry of Health, Ministry of Long-Term Care, Public Health Ontario, Ontario Health and the Renfrew County and District Health Unit. Symptomatic testing of residents and staff continues. Onsite rapid antigen (RAT) surveillance testing of all staff and essential caregivers entering the Homes has continued since February 2021. In addition, our Homes have an added layer of risk management to the screening process to reduce the potential of human error; we have implemented a screening APP loaded with the provincial long-term care screening tool, which must be completed by the individual and then confirmed by the third-party screener for all those entering the Homes. Vaccination update by stakeholders has been very high and continues to increase as new persons come on board*:

	Bonnechere Manor	Miramichi Lodge
Residents 1 st & 2 nd doses	93 %	99%
Staff (2nd doses to be completed mid-June/21)	91 %	93%
Essential Caregivers** 1 st dose	88 %	87%

*Snapshot as at June 7, 2021

**2nd doses for ECGs (Essential Care Givers) are occurring offsite so we do not have access to final dose uptake at this time.

Efforts remain focused on ensuring adequate human resources; personal protective equipment (PPE) and implementation of best practices in infection prevention and control (IPAC) including weekly audits conducted by managers based on a Public Health Ontario tool.

Effective June 9, 2021, several changes for LTC are in effect most significantly that residents will be permitted to leave their Home for non-essential reasons, “Short Term – Social (less than 24 hours) and Temporary (overnight)” if the resident is fully vaccinated and the Home is not in outbreak. Medical masks, following IPAC protocols and active screening upon return is required and for overnight absences, a polymerase chain reaction (PCR) test and isolation until a negative result obtained required. It is noted that there is no screening, testing nor vaccination required for the individuals accompanying the residents for either of the above absences from the Homes.

Key projects such as the implementation of the Butterfly Approach and related fundraising and collective agreement bargaining are continuing consistent with the current public health protocols.

EMERGENCY SERVICES

The Emergency Services Department is working to full capacity. Command spaces have been made available at both Renfrew County Place and the County of Renfrew Administration Building. As a result, staff have the ability to work remotely, as well as access these facilities for any operational requirements.

The Department has accommodated the Service Delivery Improvement Project (SDIP) renovations by relocating to Renfrew County Place and Social Services at Arnprior, in early June 2020.

Over the past year of operations, the Paramedics and the Service as a whole have made extraordinary strides to ensure that the residents of the County have

received exceptional emergency care, safe and reliable choices to access primary care, in home community paramedicine, point of care, laboratory testing and more recently access to COVID-19 vaccination.

With our partner organizations including RCVTAC, municipalities, hospitals, primary care, palliative care, public works and social service agencies significant strides have been made in ensuring that no person suffers in silence. Advancements such as introducing a paramedic approach to palliative care, COVID-19 testing and vaccination, integrated acute care in-the-home, advancements in emergency response and high risk inter-facility transfer, county wide logistics & supply management coordination, enhanced infection control practices, Community Paramedicine supporting Long-Term Care and the High Intensity Supports Program.

Paramedics, administration and command staff have done a remarkable job throughout the response phase of the COVID-19 Pandemic. County Council has consistently supported the important work of staff and needs to be thanked for ensuring that staff have the direction and tools to be nimble and responsive to the community's needs.

CORPORATE SERVICES

Finance

The Finance Department continues to ensure the continuity of all financial services with the majority of staff on-site and available during regular working hours to answer questions and provide the same quality of service delivered prior to COVID-19. Staff continue to meet all performance standards for payroll, accounts payable, accounts receivable, reporting, banking and benefits administration. Reception duties for the County Administration building are the responsibility of the Finance Department and staff continue to ensure that telephone enquiries are answered in person during our regular office hours of Monday to Friday, 8:00 a.m. to 4:00 p.m. In response to the Service Delivery Review, the Finance Department has also added financial transaction responsibilities transferred from the Emergency Services Department and from the Renfrew County Housing Corporation.

Human Resources

The Human Resources Department also ensures the continuity of service with all staff on-site and available during regular working hours. The department continues the work involved in restructuring activities and has hired two new employees into the Human Resource Coordinator positions as approved by

Council. In addition, the existing Human Resource position within the Paramedic Services Department has been transferred into the Human Resources Department but will continue to function as a dedicated resource to the service.

Information Technology

IT Staff are still providing all the same service and support that was previously delivered before COVID-19 by using a variety of remote management tools, virtual private networks (VPN) and network/security monitoring. IT staff are now working on site at the County Administration Building during regular business hours on a rotational basis. IT staff are able to provide remote troubleshooting support to approximately 500 County computers by using our Desktop Central Management suite, which even allows us connectivity to staff who are using County computers while working remotely. IT staff are also continually monitoring the complex county network of servers and security applications to ensure our networks stay protected and safe. Server backup systems are monitored daily for completion, and random file restores are performed weekly to ensure our data is fully recoverable if the need arises. VPN access is monitored in real time to alert IT staff if there are any attempted breaches to our secured file system and networks. Updates and revisions to the County website continue to be posted as quickly as possible to help keep our residents informed with the latest news and alerts being issued by the County. County staff are able to request IT support by either emailing the IT helpdesk or by calling the helpdesk hotline which all IT staff can respond to no matter if they are working remotely or from the office. IT staff are still providing onsite support to the various county offices in situations where remote management is not feasible and are following all health protocols for entering those facilities.

Provincial Offences

Our first POA Remote Video Court by Zoom was held on May 3, 2021 and was a success. There were 351 cases scheduled to date by Remote Video Court and 207 by Remote Audio Court in the month of May.

POA staff transitioned to the new POA reception/service counter on May 24, 2021 in preparation for the opening of the public entrance door on June 7, 2021.

The next step for all POA Courts, is planning for reopening court locations for in-person appearances. The Recovery Secretariat provided the planning toolkit and resources to assist municipalities in ensuring that appropriate precautionary measures are in place prior to re-opening courts to in-person appearances. Our POA Court is waiting for the installation of the Plexiglas in the courtroom and COVID-19 signage in order to meet the guidelines. Once this has been completed

we will submit the assessment documents to meet virtually with the Recovery Secretariat representative to acquire the permission letter for reopening to in-person appearances.

COMMUNITY SERVICES DEPARTMENT

Offices remain closed to the public and have opened when and where necessary by invitation or appointment. All services have resumed and are being provided remotely utilizing technology. Many licenced child care centres have re-opened and staff are working closely with the Renfrew County and District Health Unit to ensure all safety measures are being followed. Maintenance and custodial staff continue to provide on-site services to all Renfrew County Housing Corporation buildings including repairs and maintenance, unit preparation for new tenants and cleaning of the buildings although this has had a significant impact on our ability to deliver on our capital program. Many staff have returned to in-office while some remain working remotely until Pembroke staff can move into the County Administration building. Staff continue to reach out to residents to ensure that all needed supports are provided. Demand for some services such as homelessness has increased significantly and staff continue to work with community partners to provide additional supports to residents during this time.

PUBLIC WORKS AND ENGINEERING DEPARTMENT

Administration

The Public Works & Engineering Department continues to work at full capacity. Staff are reporting to the County Administration Building regularly, using all COVID-19 protocols, and still have the ability to work from home with proper technology when necessary.

It is proposed that staff continue to work a hybrid model. Staff will continue to participate in meetings with each other, as a group, clients and contractors using technology, and when necessary in person using all protocols set in place by the local Health Unit.

Capital Programs Division

Capital Program tenders preparation are continuing as planned and as budgeted. Staff will perform quality assurance and quality control of all bridge/culvert and road projects. Much of this work is completed offsite during the upcoming construction season. Staff visit the County Administration Building for the submission of paperwork (i.e. signatures, progress payments, etc.).

Maintenance Division

All patrols are working at 100%. All maintenance projects (i.e. snow and ice control, guardrail and pothole repair) are proceeding as planned.

DEVELOPMENT AND PROPERTY DEPARTMENT

Economic Development / Ottawa Valley Tourism / Enterprise Renfrew County

Staff have been largely working at home during the latest stay-at-home order. After the lockdown has been declared over, staff will begin transitioning back into the County Administration Building, but have some flexibility to work remotely when required to do so. Outreach with our clients and our project partners continues virtually.

Planning Division

Staff have been largely working at home during the latest stay-at-home order. After the lockdown has been declared over, staff will begin transitioning back into the County Administration Building, but have some flexibility to work remotely when required to do so. Outreach with our clients and our project partners continues virtually. We have seen a marked increase in planning inquiries and applications.

Forestry/GIS/Trails Division

Staff have been largely working at home during the latest stay-at-home order. After the lockdown has been declared over, staff will begin transitioning back into the County Administration Building, but have some flexibility to work remotely when required to do so. Outreach with our clients and our project partners continues virtually. Work on 2021 projects continue in earnest. Spring/Summer work is predominately done outside of the office.

Property Division

Staff have been, and will continue to be, on site to maintain the buildings and ensure cleanliness and respond to service requests. As project managers for the Service Delivery Improvement Project (SDIP), staff will be on site on a continuous (possibly rotational) basis, but have the ability to work remotely if required. At this time, one staff member is also seconded to Renfrew County Housing Corporation and can split her time appropriately.

Service Delivery Improvement Project (County Admin Building Renovation)

The renovation project continues, with phases being closed off and/or started each month. Development & Property, Public Works & Engineering are now fully operational, but limited staff are on-site during the current stay-at-home order.

Community Services has transitioned into their new space, as has Provincial Offences Administration. The project is expected to wrap up by the end of June, allowing for meetings of Council to occur beginning again in August if permitted under the health regulations.

BY-LAWS

11. Procedural By-law – Reports from Representatives Appointed to External Boards

Recommendation: THAT the Finance and Administration Committee recommend that By-law 85-10, as amended, be revised at the next session of County Council to include reports from County representatives that are appointed to external boards.

Background

At the March 31, 2021 meeting, our County Council agenda was revised to include Reports from County Representatives appointed to External Boards and now includes updates from the following agencies:

- (a) Association of Municipalities Ontario (AMO)
- (b) Eastern Ontario Regional Network (EORN)
- (c) Federation of Canadian Municipalities (FCM)
- (d) Rural Ontario Municipal Association (ROMA).

It is recommended that County of Renfrew Procedural By-law 85-10, as amended, be revised to include the reports received from external agencies.

COUNTY OF RENFREW

CORPORATE SERVICES DEPARTMENT REPORT

TO: Finance and Administration Committee

FROM: Jeffrey Foss, Director of Corporate Services

DATE: June 17, 2021

SUBJECT: Department Report

INFORMATION

1. **Warden's Golf Tournament [Strategic Plan Goal #3(b)]**

We wish to advise Committee that due to the uncertainty created by the current COVID-19 public health direction related to limits on group events, we have unfortunately made the decision to cancel the Warden's Annual Golf Tournament for 2021. We are planning for a significant relaunch of this fundraising event in 2022.

2. **Eastern Ontario Wardens' Caucus (EOWC) Treasurers Meeting**

As Chair of the Eastern Ontario Wardens' Caucus Treasurers Group, Mr. Foss held a meeting on Monday, May 10, 2021. Ms. Shelley Stedall, the new Senior Municipal Finance Advisor, Ministry of Municipal Affairs and Housing also attended to introduce herself to members and to listen to current concerns amongst the group. Discussion items amongst the Treasurers included COVID funding costs, revenues and reporting requirements; delay of assessment by Municipal Property Assessment Corporation (MPAC) for another year with all members noting the potential impact of the significant increase in sales and values of homes in their area; Assessment Appeals (the County of Renfrew, at the request of our local municipalities, will be coordinating a third party organization on a fee for service basis for appeals for assessment changes); IT Roadmap/Strategy; and POA Court backlog and the challenges of meeting the Ministry of the

Attorney General requirements to open courts to the public. The County of Renfrew will also be hosting a Fall EOWC Treasurers' Meeting.

3. **Renfrew County and District Health Unit (RCDHU) – Audited Financial Statements [Strategic Plan Goal #2]**

Attached as Appendix I are the Renfrew County and District Health Unit Audited Financial Statements for the year ended December 31, 2020.

4. **Renfrew County and District Health Unit (RCDHU) [Strategic Plan Goal #2]**

At our May session of County Council, the funding response letter 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 estimated 8.5% increase in the 2021 funding requirement for the Health Unit was overviewed. As part of this discussion, Councillor Donohue, as a representative on the Board of Health, spoke to this issue and advised that the 2019 Provincial Budget announced a change in provincial-municipal cost-sharing of public health funding from 75/25 to 70/30. The financial impact to the County of Renfrew is estimated at \$336,000. If the government applies the new cost sharing model to all public health programs and discontinues their 100% support for certain public health programs, there will be a further \$592,000 cost to the ratepayers of Renfrew County.

At our May session of County Council, Council requested that this issue be brought back to a future meeting to further discuss delegation strategies and advocacy options. Accordingly, staff have requested a delegation with the Minister of Health at the AMO Annual Conference being held in August.

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

At our September 10, 2020 meeting of Committee, the following Resolution No: FA-C-20-09-78 was adopted asking staff to provide a comparison between the “net” budget format and “gross” budget format:

“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. “

As discussed at our May Committee meeting, staff are now able to provide Committee with a sample of the “gross” budget format vs the current “net” budget format, using the Development and Property Department as the sample. This report is attached as Appendix II.

6. **Background to the Service Delivery Improvement Project (SDIP) – Building Renovations [Strategic Plan Goal No. 3 (b)]**

At the June 26, 2019 County Council meeting, the following resolution was adopted:

THAT County Council direct that staff advance the implementation of the Service Delivery Improvement Project; AND FURTHER THAT staff is directed to proceed with the architectural services by the Ventin Group (+VG) for County Administration Building design and renovations, as conceptually presented to County Council on June 26, 2019.

This decision was based upon a Request for Proposal (RFP) that was issued for Architectural Fees for the SDIP project. The successful bidder was +VG Architects. Their fee proposal was:

- a. \$48,500 plus a disbursement limit of \$3,900 for Phase I to provide a scope of work and budget for the Service Delivery Improvement Project. Completed in 2019.
- b. An Architectural fee of 6.4% of construction cost plus HST for Phase II plus disbursements to an upset limit of 8% of Architectural Fee. (As per signed Standard Form of Contract for Architect’ Services). Costs to date are \$359,618.35 (inclusive of Additional Scope Fees), plus HST.

There were five additional scopes of work added to the original contract.

- Expanded Scope Health Unit
- General Contractor (GC) Prequalification Summary
- Design Layout Changes/Millwork
- Paramedic Area Renovation
- Council Chambers
- Furniture Package

At the May 27, 2020 County Council meeting, the following resolution was adopted:

THAT Contract DP-2020-04 submitted by Jumec Construction Incorporated, Ottawa, Ontario for the renovation of the County Administration Building at 9 International Drive, Pembroke, Ontario, including the renovation to accommodate the new Emergency Services space, in the amount of \$3,417,307.00 plus HST be approved; AND FURTHER THAT the funds in the amount of \$3,087,962.00 be allocated from the Working Capital Reserve Fund to complete this project; AND FURTHER THAT \$725,000.00 be allocated from the Provincial Service Modernization Fund to complete this project; AND FURTHER THAT \$300,000.00 be allocated from the Social Services budget to complete this project; AND FURTHER THAT upon completion of the project, the Emergency Operations Centre be located in the newly dedicated area; AND FURTHER THAT County Council pass a By-Law to Authorize Execution of the Contract.

Further, at the September 30, 2020 County Council meeting, this resolution was adopted:

THAT County Council amend the resolution from May 27, 2020 to reallocate the funds reserved for the Renfrew County Economic Task Force to the Service Delivery Improvement Project (SDIP); AND FURTHER THAT \$300,000 from the COVID-19 Emergency Funding Assistance Program be reallocated to the Provision for Unallocated Funds; AND FURTHER THAT County Council provide the Service Delivery Improvement Project (SDIP) with up to \$300,000 from the Provision for Unallocated Funds for necessary upgrades to the County Council Chambers to react to the realities of the COVID-19 pandemic, including social distancing and audio/visual requirements that were not part of the SDIP project contract.

Therefore, County of Renfrew staff were working to complete the project with this budget in mind:

Original Contract:	\$3,417,307
Soft costs (fees, moving, furniture)	<u>\$695,654</u>
Sub-total	\$4,112,961
Council Chambers Contract	\$300,000
Furniture Overage	\$130,000
Phone Upgrades	\$60,000
Additional Fees	\$35,000
Misc. + HST	\$38,552
Change Orders	<u>\$220,000</u>
Total Projected Budget:	\$4,896,513

Over the course of construction and due to a number of factors, change orders were issued to address these issues. To date, 93 change orders have been issued, with many of the more significant change orders being issued as the project nears completion. Some examples of these change orders include:

Sneeze Guards at Reception areas	\$40,024
Data Cabling Upgrades to original building	\$50,283
Reception Flooring Upgrades	\$29,475
Showers (Emergency Operating Centre (EOC) and Paramedic staff)	\$55,197

Since the project began, we have been keeping the Development and Property Committee updated with monthly reports with actuals to date, including the effect on the contingency budget. Unfortunately, design changes necessitated by a number of factors have increased the budget. However, the effect on the levy and the terms of repayment have not changed. As presented to Committee last month, the \$466,000 in annual efficiency savings achieved through our consolidation efforts will repay all construction costs by 2028.

Staff are looking forward to the grand opening and to having the opportunity to demonstrate to the community our enhanced service delivery model.

7. 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
January	486	362	135	269	220	120	0	42	85
February	449	468	64	279	225	41	0	26	83
March	860	333	70	360	324	286	166	27	76
April	593	574	78	478	573	215	146	8	137
May	656	224	98	380	465	387	4	181	65

8. 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 highlighting the ongoing backlog:

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
May 2021	6	2	514	75	355	944	39	13

9. **Ministry of the Attorney General - [Strategic Plan Goal #3]**

Attached as Appendix III is a presentation from the Ministry of the Attorney General regarding court recovery and related backlog, solutions to improve access to justice, creating a sustainable justice system and improving partnerships to streamline and modernize.

10. **POA Part II Parking Infractions – Judicial Timeline Extensions [Strategic Plan Goal #3]**

Attached as Appendix IV is a copy of a letter sent to five local municipalities, as well as the City of Pembroke providing them with Provincial Offences Bulletins and details advising that the POA office is not authorized to accept their POA Part II Parking Tickets if they were received more than 75 days after the infraction incurred.

RESOLUTIONS

11. **2020 Auditors' Report [Strategic Plan Goal #3]**

Recommendation: THAT the Finance and Administration Committee recommends to County Council that the Financial Report for the Corporation of the County of Renfrew for the year ended December 31, 2020 be approved.

Background

Ms. Karen Black, CPA, CA Partner of the auditing firm of Scott, Rosien Black and Locke, Chartered Accountants will be present at the meeting to overview the Draft 2020 Auditors' Report for the Corporation of the County of Renfrew.

A notice will be posted on the County of Renfrew website after our June session of County Council advising that the 2020 Financial Report can be made available to any member of the public upon request.

In accordance with the rules and regulations of the Institute of Chartered Professional Accountants of Canada, the Auditors' Report must be approved by the governing body for the Corporation.

Ms. Karen Black, CPA, CA, Partner, Scott Rosien Black and Locke has provided us with the following:

- a) Attached as Appendix V is a letter addressed to Ms. Jennifer Murphy, Chair of the Finance and Administration Committee confirming their independence with respect to the relationship between the County of Renfrew and their firm in order for them to express an objective opinion on the financial statements of the Corporation of the County of Renfrew. They have advised that the total fees charged to the County of Renfrew for audit services were \$48,411 and \$2,355 for other services during the period from January 1, 2020 to December 31, 2020.
- b) Attached as Appendix VI is a letter addressed to the County of Renfrew from Ms. Karen Black, CPA, CA, Partner, Scott Rosien Black and Locke advising that as part of the audit process they are to bring to our attention any matters encountered and to offer comments and recommendations. Accordingly, as a result of their audit examination and after reviewing and testing the Corporation's financial systems and related internal control they have no specific recommendations that need to be considered by Council at this time.
- c) Attached as Appendix VII is a letter addressed to Councillor Jennifer Murphy, Finance Committee from Ms. Karen Black, CPA, CA, Partner, Scott Rosien Black and Locke providing their audit findings for the Corporation of the County of Renfrew.
- d) The Draft 2020 Financial Report is attached as Appendix VIII.

BY-LAWS

12. Corporate Policies and Procedures – Human Resources [Strategic Plan Goal #2]

Recommendation: THAT the Finance and Administration Committee recommends to County Council that Corporate Policy A-13 Termination and Resignation, Policy A-16 Dispute Resolution Process, Policy E-05 Bereavement Leave, Policy E-07 Court Leave, Policy E-09 Statutory Domestic or Sexual Violence Leave (Paid and Unpaid), Policy E-10 Employee Attendance and Absenteeism and Policy E-11 Telecommuting 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 IX is Corporate Policies By-law 63-03 and the following policies in bold and strikeout format:

- a) Policy A-13 Termination and Resignation is being updated due to housekeeping of terminology, adding references to policies and checklists, and clarifying text around exit interviews.
- b) Policy A-16 Dispute Resolution Process is being updated due to housekeeping (titles and departments) and to provide clarity.
- c) Policy E-05 Bereavement Leave is being updated to comply with the *Employment Standards Act, 2000*.
- d) Policy E-07 Court Leave is being updated to comply with the *Employment Standards Act, 2000* and to provide clarity.
- e) Policy E-08 (a) Statutory Domestic or Sexual Violence Leave (Paid and Unpaid) is being changed to Policy Number E-09 for policy numbering consistency and is being updated to comply with the *Employment Standards Act, 2000*.
- f) Policy E-09 Employee Attendance and Absenteeism is being changed to Policy Number E-10 for numbering consistency and is being updated to include added policy references, clarification and further development of the procedure.
- g) Policy E-10 – Telecommuting is not attached as it is only being changed to Policy Number E-11 for numbering consistency with no changes to content.