



FINANCE AND ADMINISTRATION COMMITTEE

Thursday, June 17, 2021

An electronic meeting of the Finance and Administration Committee was held on Thursday, June 17, 2021, at 9:35 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
Laura LePine, Director of Community Services
Shelley Sheedy, Retiring Director of Long-Term Care
Mike Blackmore, Director of Long-Term Care
Daniel Burke, Manager of Finance
Greg Belmore, Manager of Human Resources
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 9:35 a.m. The roll was called, and no pecuniary interests were disclosed.

RESOLUTION NO. FA-C-21-06-73

Moved by Councillor Hunt

Seconded by Warden Robinson

THAT the minutes of the May 13, 2021 and May 26, 2021 meetings be adopted.
CARRIED.

Chair Murphy welcomed Ms. Karen Black, Partner, Scott Rosien Black and Locke Chartered Accountants, who presented the Draft 2020 Auditor's Report. This report will remain in draft format until adopted at the June 30, 2021 session of County Council. Ms. Black thanked County of Renfrew staff for their assistance in finalizing these reports during the ongoing COVID-19 restrictions. Ms. Black indicated that once again, there is a clean audit opinion on the County of Renfrew's 2020 financial statements.

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

Committee overviewed the COVID-19 expenses for 2020, noting that all costs associated with the pandemic have been fully covered by mitigation funding received from the province.

Committee overviewed the linear assets noting that only linear assets that are fully completed at year end move into the Tangible Capital Asset schedule, any projects not completed remain as a work in progress. The renovations at our County Administration Building are a work in progress for 2020 but will transfer into building additions in 2021 once completed.

Chair Murphy thanked Ms. Black and her team for all their hard work on the 2020 Audited Financial Statements, noting that her staff that attend on site are very professional, pleasant individuals and we enjoy working with them on an annual basis.

Ms. Karen Black, Scott Rosien Black and Locke departed the meeting at 10:20 a.m.

Administration Report

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

Ms. Sheedy overviewed the Business Case for Bonnechere Manor that proposes changing two Part-time Recreation Programmer vacancies into one full-time position to enhance resident continuity of care.

Mr. Kelley overviewed the proposed Business Cases for the Planning Division after review of positions post retirement. As part of the Service Delivery Review, the proposed changes create efficiencies and better allocation of duties.

Mr. Moreau overviewed the flag policy advising this was approved by the Development and Property Committee to be brought forward to County Council and is brought to our committee for information. Committee noted the importance of having a flag policy to follow, in order to have consistency, and noted that each municipality will also benefit from having this policy to utilize.

Mr. Moreau noted that the County of Renfrew marked our 160th anniversary on June 8, 2021. Councillor Sweet noted that during our 150th event, discussions took place with our Renfrewshire counterparts to celebrate our 160th anniversary. Unfortunately, due to COVID this will not occur in person, but perhaps staff could bring forward a recommendation to the next meeting of Development and Property Committee providing a virtual celebration option.

Mr. Moreau provided an overview of the County of Renfrew Communiqué, noting that this report will be provided quarterly to local municipalities.

RESOLUTION NO. FA-C-21-06-74

Moved by Councillor Sweet

Seconded by Warden Robinson

THAT the Finance and 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. CARRIED.

Mr. Moreau provided an overview of the Continuity of Operations and thanked Directors and Managers for their comprehensive updates and consolidating their various updates.

RESOLUTION NO. FA-C-21-06-75

Moved by Councillor Brose

Seconded by Councillor Hunt

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. CARRIED.

Warden Robinson overviewed the reconciliation garden project and proposed resolution.

RESOLUTION NO. FA-C-21-06-76

Moved by Warden Robinson

Seconded by Councillor Sweet

THAT the Finance and Administration Committee recommend that County Council adopt a resolution to direct staff to investigate options to design and initiate a Reconciliation Garden project on the grounds of the County Administration Building to honour and recognize the individual and collective rights and fundamental freedoms of all people to live in a state of dignity and respect which should be the foundation of our relationship with First Nations. CARRIED.

Councillor Doncaster noted that staff and Elected also need to consider investigating training and education options on the history of Canada's Indigenous peoples.

RESOLUTION NO. FA-C-21-06-77

Moved by Councillor Doncaster

Seconded by Councillor Brose

THAT staff investigate training options for all County staff and Council that would provide education on the history of Canada's Indigenous peoples, including the

history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Indigenous rights, Indigenous law, and Indigenous – Crown relations, as called for in #57 of the Truth and Reconciliation Commission of Canada: Calls to Action. This training will require skills-based training in intercultural competency, conflict resolution, human rights and anti-racism. MOTION WITHDRAWN.

Mr. Moreau advised Councillor Doncaster to consider bringing this motion forward as a Notice of Motion at the next session of County Council in June for further discussion amongst all of County Council, rather than a single Committee, due to the importance of this topic.

Mr. Moreau overviewed the amendments to the Procedural By-law related to reports from representatives appointed to external boards.

Committee noted that not all representatives appointed to external boards will have a report monthly due to their meeting schedules and also noted that these reports could either be provided in written or oral format.

RESOLUTION NO. FA-C-21-06-78

Moved by Warden Robinson

Seconded by Councillor Hunt

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.

Vote on resolution:

Councillor Name	For	Against
Councillor Brose	✓	-
Chair Doncaster	✓	-
Councillor Donohue	-	✓
Councillor Hunt	✓	-
Chair Murphy	✓	-
Councillor Peckett	✓	-
Warden Robinson	✓	-
Councillor Sweet	✓	-
Totals	7	1

CARRIED.

RESOLUTION NO. FA-C-21-06-79

Moved by Councillor Brose

Seconded by Councillor Peckett

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

Committee recessed at 11:30 a.m. and reconvened at 11:48 a.m. with the same persons present.

Corporate Services Department

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

Committee overviewed the Renfrew County and District Health Unit funding requirements and agreed that the County of Renfrew needs to continue to advocate to the province regarding the ongoing challenges in public health funding.

RESOLUTION NO. FA-C-21-06-80

Moved by Councillor Brose

Seconded by Councillor Peckett

THAT the Finance and Administration Committee recommend that staff forward the sample of the current “net” budget format to the new “gross” budget format, using the Development and Property Department as the sample to the next session of County Council. CARRIED.

Committee overviewed the current “net” budget format vs “gross” budget format. Mr. Foss advised Committee that staff were asked to provide this new “gross” budget financial reporting format for Council’s review and consideration, and staff utilized the Development and Property Department as a sample. The new customized “gross” budget financial report format will be provided to Committee on a quarterly basis instead of the existing “net” budget financial report format.

Committee indicated that they would wait to have further discussion at County Council to determine what format Elected would prefer moving forward.

Mr. Kelley and Mr. Foss provided an overview of the background to the Service Delivery Improvement Project (SDIP) – Building Renovations.

Councillor Brose departed the meeting at 12:28 p.m.

Committee thanked staff for this informative report on the building renovations, noting that this detailed report clarified the budget expenditures to date and Committee noted the benefit of the resulting efficiencies from these renovations.

Mr. Foss overviewed the court backlog to date and the presentation from the Ministry of the Attorney General regarding court recovery, related backlog, solutions to improve access to justice and partnerships to streamline and modernize. Committee indicated that a letter was previously sent to the Regional Senior Justice of the Peace and noted that a letter should also be sent directly to the Ministry of the Attorney General regarding the significant shortage of Justices of the Peace in Ontario and the resulting courtroom backlog.

RESOLUTION NO. FA-C-21-06-81

Moved by Warden Robinson

Seconded by Councillor Hunt

THAT the Finance and Administration Committee recommends that a letter be sent from the Warden to the Ministry of the Attorney General regarding the significant shortage of Justices of the Peace in Ontario and the resulting court backlog. CARRIED.

RESOLUTION NO. FA-C-21-06-82

Moved by Councillor Sweet

Seconded by Councillor Donohue

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. CARRIED.

RESOLUTION NO. FA-C-21-06-83

Moved by Councillor Donohue

Seconded by Councillor Doncaster

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. CARRIED.

RESOLUTION NO. FA-C-21-06-84

Moved by Councillor Sweet

Seconded by Councillor Hunt

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

New Business

Councillor Doncaster advised Committee that he would like to bring forward a motion at County Council regarding the 'Truth and Reconciliation Commission of Canada: Calls to Action' document that would be placed on the County Council Agenda under members written notice and it would go out in advance of County Council so all members have an opportunity to review the motion and be prepared to have a debate at County Council.

RESOLUTION NO. FA-C-21-06-85

Moved by Councillor Hunt

Seconded by Councillor Donohue

THAT this meeting adjourn and the next regular meeting be held on August 12, 2021. Time: 12:51 p.m. CARRIED.