



## **FINANCE AND ADMINISTRATION COMMITTEE**

**Thursday, August 12, 2021**

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An electronic meeting of the Finance and Administration Committee was held on Thursday, August 12, 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

Regrets:              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  
                            Mike Blackmore, Director of Long-Term Care  
                            Daniel Burke, Manager of Finance  
                            Greg Belmore, Manager of Human Resources  
                            Chris Ryn, Manager of Information Technology  
                            Rosalyn Gruntz, Deputy Clerk  
                            Connie Wilson, Administrative Assistant, Corporate Services

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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-21-08-86**

Moved by Councillor Hunt

Seconded by Councillor Brose

THAT the minutes of the June 17, 2021 meeting be adopted. CARRIED.

**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.

Mr. Moreau overviewed the Association of Municipalities of Ontario (AMO) delegation position papers for the upcoming AMO Annual Conference and noted the importance of the alignment between the Eastern Ontario Wardens' Caucus (EOWC) delegations and the County of Renfrew's.

Warden Robinson overviewed the letter from the Eastern Ontario Wardens' Caucus noting the importance of continuing to lobby the provincial and federal government for the Eastern Ontario Regional Network's Broadband project to ensure that as many residents of Renfrew County as possible, are able to have access to affordable broadband internet.

Mr. Moreau noted that the Addendum is the result of the Warden reviewing her Association of Municipalities of Ontario (AMO) Board package and contacted AMO to ensure that we can bring this resolution and item forward in order to implement by September 1<sup>st</sup>.

**RESOLUTION NO. FA-C-21-08-87**

Moved by Councillor Donohue

Seconded by Warden Robinson

THAT the Finance and Administration Committee recommend to County Council that the County of Renfrew does hereby commit to the recognition of September 30, 2021 as the National Day of Truth and Reconciliation (National Orange Shirt Day); AND FURTHER THAT the County of Renfrew commits to the sharing of stories of residential school survivors, their families, and communities at a future meeting of Council; AND FURTHER THAT Council fly the "Every Child Matters" Flag as per section 5 of Policy GA-12 Flag Protocol Policy, for the month of September. CARRIED.

**RESOLUTION NO. FA-C-21-08-88**

Moved by Councillor Hunt

Seconded by Councillor Peckett

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

**Corporate Services Department**

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

Mr. Foss advised Committee that we will need to have a special meeting of the Finance and Administration Committee and Committee agreed that the meeting should take place on August 24, 2021 at 11:00 a.m. in order to overview the Digital Strategy Request for Proposal (RFP) prior to County Council.

Committee overviewed the Key Performance Indicators (KPI) highlighting the various key business objectives that are based on Council's direction through components of our budget adoption process, the Long-Term Financial Plan and the Strategic Plan.

Committee asked that at our September meeting, Corporate Services provide an overview of Human Resources activities to date and the types of services they can provide to our local municipalities, now that it has been fully staffed.

Committee also asked that going forward, staff include a Key Performance Indicator (KPI) within Human Resources highlighting the hours of support provided to local municipalities.

Mr. Foss advised Committee that staff are asking elected to consider the 2022 budget guidelines and provide staff with direction at our September 16, 2021 meeting.

Mr. Foss overviewed the 2021 Tax Rates summary and Online Property Tax Analysis (OPTA) charts.

Councillor Doncaster entered the meeting at 10:25 a.m.

Mr. Foss overviewed the email from the Renfrew County and District Health Unit in response to our request for information to be used to support our delegation with the Minister of Health at the upcoming Association of Municipalities of Ontario Conference. Committee discussed the mitigation funding for 2020 and

2021 that was received to bridge the gap for the obligated municipalities and as we move toward the new cost sharing model with the removal of mitigation funding, the County of Renfrew is doing its best to lobby and advocate for that change not to occur.

Warden Robinson reminded Committee of the letter from Chair Ann Aikens that was overviewed at our May Committee meeting and agreed that we need to have an open line of communication between our two organizations. Committee directed the County of Renfrew to organize a meeting and take this opportunity to inquire about the anticipated 2022 funding requirements in order for us to move forward with out 2022 Budget discussions this fall.

**RESOLUTION NO. FA-C-21-08-89**

Moved by Councillor Donohue

Seconded by Warden Robinson

THAT the Finance and Administration Committee request a meeting with the Renfrew County and District Health Unit for the purpose of receiving a detailed explanation for the 10% increase in funding in 2020 and the additional 8.5% increase in 2021 since it is now apparent that the increased funding was not a result of the provincial changes to the cost sharing formula; AND FURTHER THAT the Renfrew County and District Health Unit staff communicate their intentions and explanations for any proposed increase for the 2022 fiscal period. NOT VOTED ON.

**RESOLUTION NO. FA-C-21-08-90**

Moved by Councillor Peckett

Seconded by Councillor Hunt

THAT the Finance and Administration Committee recommend to County Council that the County of Renfrew request that a meeting be held with the Warden, Chair of Finance and Administration Committee, Chief Administrative Officer and Treasurer and representatives from the Renfrew County and District Health Unit to discuss the funding increases for the Renfrew County and District Health Unit; AND FURTHER THAT the Renfrew County and District Health Unit staff open a dialogue to discuss the proposed increase for the 2022 fiscal period. CARRIED.

**RESOLUTION NO. FA-C-21-08-91**

Moved by Councillor Hunt

Seconded by Councillor Brose

THAT the Finance and Administration Committee recommends that County Council approve the following changes to Employment By-law #1:

- a. The new position of COVID-19 Screener and Visit Facilitator be added to Schedule "A" at Group 1 in the salary grid.
- b. The new position of COVID-19 Screener Coordinator be added to Schedule "A" at Group 3 in the salary grid.
- c. The new position of Administrative and Business Support Assistant be added to Schedule "A" at Group 3 in the salary grid.
- d. The removal of the position of Tourism Communications Coordinator from Schedule "A" at Group 3 in the salary grid and replacing it with the position of Tourism Industry Relations and Digital Marketing Coordinator at Group 4 in the salary grid.
- e. The removal of the title of Information and Research Coordinator from Schedule "A" at Group 4 in the salary grid and renaming the position to Economic Development Coordinator.
- f. The removal of the position of Secretary/Treasurer Land Division from Schedule "A" at Group 4 in the salary grid and replacing it with the position of Junior Planner/Land Division Secretary-Treasurer at Group 5 in the salary grid.
- g. The new position of County Planner be added to Schedule "A" at Group 7 in the salary grid.
- h. The removal of the position of HR Generalist and Human Resources Specialist from Schedule "A" at Group 5 and 8 respectively in the salary grid.
- i. The removal of the position of Housing Manager from Schedule "A" at Group 10 in the salary grid and replacing it with the position of Manager, Housing and Homelessness at Group 10 in the salary grid.
- j. The removal of the position of Manager, Real Property Assets from Schedule "A" at Group 9 in the salary grid and replacing it with the position of Manager, Real Estate at Group 10 in the salary grid. CARRIED.

**RESOLUTION NO. FA-C-21-08-92**

Moved by Councillor Doncaster

Seconded by Councillor Brose

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

Committee recessed at 11:10 a.m. and reconvened at 11:17 a.m. with all persons present.

**New Business**

Councillor Doncaster advised Committee that he was successful in obtaining non-board committee member positions for the Federation of Canadian Municipalities (FCM). Councillor Doncaster advised that he a member of the Ontario Regional Caucus; Rural Forum; Standing Committee on Community Safety and Crime Prevention; and Standing Committee on International Relations and he will continue to do his best to bring issues and concerns of Renfrew County forward to FCM Committee's and provide updates to County Council.

**RESOLUTION NO. FA-C-21-08-93**

Moved by Councillor Donohue

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): d) Labour relations or employee negotiations. Time: 11:19 a.m. CARRIED.

**RESOLUTION NO. FA-C-21-08-95**

Moved by Councillor Donohue

Seconded by Councillor Hunt

THAT this meeting resume as an open meeting. Time: 11:30 a.m. CARRIED.

**RESOLUTION NO. FA-C-21-08-96**

Moved by Councillor Donohue

Seconded by Councillor Brose

THAT this meeting adjourn and the next regular meeting be held on September 16, 2021. Time: 11:31 a.m. CARRIED.