



## FINANCE AND ADMINISTRATION COMMITTEE

Thursday, August 12, 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 June 10, 2021.
5. Delegations – None at time of mailing.

	<u>Page</u>
6. Administration Report	3
7. Corporate Services Department Report	6
8. New Business.	
9. Closed Meeting – Labour Relations or Employee Negotiations.	
10. Date of next meeting (Thursday, September 16, 2021) and adjournment.	

**NOTE: (a) County Council: Wednesday, August 25, 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:** August 12, 2021  
**SUBJECT:** Department Report

---

**INFORMATION**

**1. Public COVID-19 Communications [Strategic Plan Goal #1(a)]**

The Crisis Communications Team (CCT) has recently focused on reminder messaging surrounding safe Summer activities and limiting crowding in public places during COVID-19. In addition, messaging regarding testing and vaccination clinics continues.

**2. Canada Community Revitalization Fund (CCRF) [Strategic Plan Goal #1(b)]**

The Canada Community Revitalization Fund (CCRF) aims to help communities across Canada build and improve community infrastructure projects so they can rebound from the effects of the COVID-19 pandemic. With a national investment of \$500 million over two years, the fund will support not-for-profit organizations, municipalities and other community groups, as well as Indigenous communities to:

- build new community infrastructure and revitalize existing assets
- bring people back to public spaces safely as health measures ease
- create jobs and stimulate local economies.

Under the guidance of the Director of Development & Property staff have applied for this fund to provide materials to continue the upgrading of the Algonquin Trail between Cobden and Pembroke. This project meets the priorities of the fund and will help to provide a public space that will create

increased public use, and attract tourists while increasing community well-being, and access to this four-season multi-use trail.

3. **Municipal Accessibility Advisory Committee [Strategic Plan Goal #3(b)]**

A Municipal Accessibility Advisory Committee meeting is scheduled for August 19, 2021 via Zoom. The committee will be meeting to discuss the Ministry desk audit, the upcoming 2021 bi-annual Accessibility Compliance Report, and membership retention and recruitment.

4. **Federal / Provincial Broadband Announcement [Strategic Plan Goal #1(b)]**

Attached as Appendix I is a letter dated July 30, 2021 from the Eastern Ontario Wardens' Caucus (EOWC), Eastern Ontario Mayors' Caucus and Eastern Ontario Regional Network (EORN) providing an update on the recent Federal/Provincial Broadband announcement.

Attached as Appendix II is the July 29, 2021 News Release advising that nearly 280,000 Ontario residents will benefit from the historic agreement to improve access to high-speed internet.

5. **AMO Delegation Position Papers [Strategic Plan Goal # 3]**

Attached as Appendix III are the position papers that were prepared for our various Delegations with Ministers during the Association of Municipalities of Ontario (AMO) Conference as follows:

(a) Minister Christine Elliott, Deputy Premier and Minister of Health

- Renfrew County Virtual Triage and Assessment Centre (VTAC);
- Ontario Health Teams Governance; and
- Public Health Funding.

The County of Renfrew requested delegation meetings on all three of the above issues, however, we were only successful in getting a meeting with Minister Elliott on RC VTAC. All three position papers were sent to the Minister.

(b) Minister Rod Phillips, Minister of Long-Term Care

- Commission Report on Long-Term Care.

(c) Parliamentary Assistant to the Honourable Steve Clark, Minister of Municipal Affairs and Housing, Jim McDonell

- Seniors Housing Strategy.

6. **EOWC Briefing Notes [Strategic Plan Goal # 3]**

Attached as Appendix IV for Committee's information are the briefing notes for the Eastern Ontario Wardens' Caucus (EOWC).

**COUNTY OF RENFREW**

**CORPORATE SERVICES DEPARTMENT REPORT**

---

**TO:** Finance and Administration Committee

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

**DATE:** August 12, 2021

**SUBJECT:** Department Report

---

**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 June 30, 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. 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 II are ten key performance indicators for the Finance Department from January 1, 2021 to June 30, 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 III are six key performance indicators for the Human Resources Department from January 1, 2021 to June 30, 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 IV are seven key performance indicators for Information Technology from January 1, 2021 to June 30, 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 V are ten key performance indicators for Provincial Offences from January to June 30, 2021 that will provide Committee with an overview of efficiency, risk management and statistical volumes that the POA Division manages on an ongoing basis.

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

- a) Attached as Appendix VI is a copy of the letter Committee directed that Warden Robinson send to the Ministry of the Attorney General regarding the significant shortage of Justices of the Peace in Ontario and the resulting courtroom backlog.
- b) Attached as Appendix VII is a copy of the letter dated June 18, 2021 received from the Ministry of the Attorney General providing an update on modernization initiatives and court recovery in Ontario's Provincial Offences Act (POA) courts.

#### 4. 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
April	593	574	78	478	573	215	146	8	137
May	656	224	98	380	465	387	4	181	65
June	881	135	105	413	448	694	180	410	225
July	992	37	124	435	538	385	170	131	374

#### 5. 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
June 2021	6	2	527	90	595	1212	50	16
July 2021	5	2	512	95	277	884	37	12.5



6. **2022 Budget Guidelines - [Strategic Plan Goal #3]**

At the April 29, 2015 session of County Council, the Long Term Financial Plan (LTFP) was presented with the following Resolution No. FA-CC-15-04-46 being adopted:

“THAT County Council approve the Long Term Financial Plan to be used as a guideline for future budget deliberations to strategically finance the County of Renfrew’s Asset Management Plan; AND FURTHER THAT the Long Term Financial Plan and scorecard be reviewed each year as part of the budget process.”

The long term financial plan approved by County Council includes the following components:

- projected annual levy increase of 3%;
- restriction in the use of that levy increase to only 2.5% per year for operating expenses;
- utilization of the annual current value assessment (CVA) weighted growth into capital reserves (estimated at 1.48%); and
- new debt for projects in excess of \$3 million;
- annual Provincial funding of at least \$500 thousand;
- annual Federal Gas Tax funding of at least \$2.6 million; and
- Minimum Capital Reserve balance of \$2 million.

Staff are asking this Committee to consider these guidelines over the next several weeks and provide staff with budget guidelines at the September 9, 2021 Finance and Administration Committee meeting. Specifically, staff are seeking direction on:

- a) Confirmation of the principles established within the long term financial plan;
- b) Overall target levy increase for 2022;
- c) 2022 non union COLA increases; and
- d) Approval of the Draft 2022 Budget Schedule.

7. **2021 Tax Rates Summary [Strategic Plan Goal #2]**

Attached as Appendix VIII is a summary identifying the 2021 general use tax rates for municipalities within Renfrew County. The source of this data is the Online Property Tax Analysis (OPTA) system.

8. **2021 Taxable and PIL Levy by Levy Type [Strategic Plan Goal #2]**

Attached as Appendix IX is a report created by multiplying the 2021 general use tax rates (above) by the 2021 assessment totals on the 2021 return roll and by our Council approved tax ratios. The source of this data is the Online Property Tax Analysis (OPTA) system using the general tax rate for upper and lower tiers, excluding any “special area rates” (street lights, etc.).

9. **2021 Levy Summary Report [Strategic Plan Goal #2]**

Attached as Appendix X is a chart that identifies the real budget impact on ratepayers in each municipality based on the tax rates adopted by each municipal council. The Online Property Tax Analysis (OPTA) system multiplies the adopted general tax rates by the Current Value Assessment (CVA) totals in each property class and then calculates the estimated taxation after applying the correct tax ratios. It calculates the levy change from 2020 to 2021 and then subtracts Weighted Current Value Assessment (CVA) Growth percentage to arrive at the “net budget impact” percentage for each municipality. The enclosed report also includes a chart using the “net budget impact” column to sort the data from highest to lowest in terms of percentage.

## **RESOLUTIONS**

10. **Renfrew County and District Health Unit Funding Formula  
– Ministry of Health and Obligated Municipalities [Strategic Plan Goal #3]**

**Recommendation:** 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.

## **Background**

Attached as Appendix XI is an email received by the Treasurer in response to a request for information to be used to support our delegation to the Minister of Health at the August 2021 AMO Conference. The Acting CEO for the Renfrew County and District Health Unit has confirmed their organization has received mitigation funding directly from the Province of Ontario to bridge the gap in funding from the obligated municipalities during the transition period from a 75/25 cost sharing formula to a proposed 70/30 cost share. Mitigation funding in the amount of \$908,400 was received in 2020 and again in 2021. Given this new information, the 10% increase demanded by the Renfrew County and District Health Unit in 2021 and the 8.5% increase demanded in 2021 had nothing to do with the provincial announcement regarding the cost sharing formula, as previously discussed by this Committee.

Also attached as Appendix XII is the explanation letter from the Renfrew County and District Health Unit as reviewed at our May 2021 Committee meeting.

## **BY-LAWS**

### **11. Employment By-law #1 [Strategic Plan Goal #2]**

**Recommendation:** 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.

### **Background**

Attached as Appendix XIII is Employment By-Law #1 in bold and strikeout format, which has been amended to reflect the following changes:

a) **COVID-19 Screener and Visit Facilitator and**

b) **COVID-19 Screener Coordinator**

At the September 30, 2020 County Council meeting, Council approved the creation of contract screener positions at Bonnechere Manor and Miramichi Lodge. These positions were created in order to fulfill the ongoing requirement of active COVID-19 screening and facilitation of visits and visitors without negatively impacting frontline staffing resources.

c) **Administrative and Business Support Assistant**

At the June 30, 2021 County Council meeting, Council approved the reclassification of the current Administrative Assistant position in the Economic Development/OVTA department to the new role of Administrative and Business Support Assistant.

d) **Tourism Communications Coordinator**

At the June 30, 2021 County Council meeting, Council approved the reclassification of the current staff member referred to as Tourism Communications Coordinator to Tourism Industry Relations and Digital Marketing Coordinator, with updated duties and responsibilities.

e) **Information and Research Coordinator**

At the June 30, 2021 County Council meeting, Council approved the reclassification of the current staff member referred to as Information and Research Coordinator to Economic Development Coordinator, with updated duties and responsibilities.

f) **Secretary/Treasurer Land Division**

At the June 30, 2021 County Council meeting, Council approved the reclassification of the current staff member referred to as Secretary/Treasurer Land Division to Junior Planner/Land Division Secretary-Treasurer, incorporating portions of duties and responsibilities of Junior Planner into the current Secretary/Treasurer role.

g) **County Planner**

At the June 30, 2021 County Council meeting, Council approved the reclassification of the current staff members referred to as Junior Planner role to County Planner, incorporating portions of duties and responsibilities of Junior Planner and Senior Planner into this new role.

h) **Human Resources Generalist and Human Resources Specialist**

These are no longer positions, therefore the By-Law is being updated for housekeeping purposes.

i) **Housing Manager and**

j) **Manager, Real Property Assets**

At the May 26, 2021 County Council meeting, Council approved the realignment of real estate management from Community Housing to Development and Property resulting in the creation of the position Manager of Real Estate, and changing the focus of the former Housing Manager to Manager, Housing and Homelessness.