



FINANCE AND ADMINISTRATION COMMITTEE

Thursday, September 16, 2021

An electronic meeting of the Finance and Administration Committee was held on Thursday, September 16, 2021, at 9:30 a.m.

Present were: Vice-Chair Brian Hunt
Warden Debbie Robinson
Councillor James Brose
Councillor Glenn Doncaster
Councillor Michael Donohue
Councillor Tom Peckett
Councillor Robert Sweet

Regrets: Chair Jennifer Murphy

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
Chris Ryn, Manager of Information Technology
Rosalyn Gruntz, Deputy Clerk
Connie Wilson, Administrative Assistant, Finance Department

Vice-Chair Hunt called the meeting to order at 9:30 a.m. The roll was called, and no pecuniary interests were disclosed.

RESOLUTION NO. FA-C-21-09-97

Moved by Councillor Peckett

Seconded by Councillor Brose

THAT the minutes of the August 12, 2021 and August 24, 2021 meeting be adopted. CARRIED.

Mr. Foss introduced and welcomed the One Investment team members Keith Taylor, Chief Investment Officer; Colin Macdonald, Manager, Investment Services MFOA; Wardah Mir, Client Service Representative who overviewed their presentation which is attached as Appendix A.

Committee thanked One Investment for their presentation.

Vice-Chair Hunt asked staff to share this presentation at the next Renfrew County Clerk-Treasurer's Association (RCCTA) Finance Sub-Committee meeting. Mr. Foss confirmed that staff are coordinating a Fall meeting and will ensure that this is on the agenda.

Administration Report

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

Each Department Head overviewed their Continuity of Operations report.

Warden Robinson noted that throughout the Continuity of Operations report staff fatigue was noted, not only for our frontline workers, but all staff and Elected are experiencing COVID fatigue. Warden Robinson questioned if there was an initiative that could be organized to let staff know that we recognize and appreciate all their hard work being done during COVID.

Mr. Moreau advised that he has had conversations with the Social Committee and the Senior Leadership Team is meeting next week, and this will be on the agenda. Mr. Moreau also noted that our Employee Health Plan includes an Employee Assistance Program through the services of Morneau Shepell, which is available for all staff and Elected.

RESOLUTION NO. FA-C-21-09-98

Moved by Councillor Peckett

Seconded by Councillor Donohue

THAT the Finance and Administration Committee recommends to County Council that the County of Renfrew serve as the funding recipient for the Network 24 Ontario Health Team; AND FURTHER THAT these arrangements be revisited once the Network 24 Ontario Health Team becomes an independent and self-governing organization. CARRIED.

RESOLUTION NO. FA-C-21-09-99

Moved by Councillor Brose

Seconded by Councillor Donohue

THAT the Finance and Administration Committee recommend to County Council that staff be directed to complete an application under the Municipal Modernization Program Intake 3, by the October 19th, 2021 deadline; AND FURTHER THAT the application focus on the implementation of the recommendations of the Information Technology /Digital Strategy, that recently received funding under Intake 2; AND FURTHER THAT if approved for funding, staff will report back to Committee and Council to recommend any cost-sharing budgetary implications. CARRIED.

Mr. Foss advised that over the next couple of months, the Information Technology Digital Strategy review will be ongoing by Perry Group Consulting Ltd. in order for them to gain a better understanding of Information Technology needs. In anticipation of those recommendations, this funding will assist with the implementation and costs associated with any IT infrastructure that may be required.

Committee questioned if through this initiative, support to local municipalities is being considered. Mr. Foss confirmed that during our kick off meeting with Perry Group Consulting Ltd., this topic was one of the first items discussed and they are well aware we are representative of 17 local municipalities. Mr. Foss advised that Perry Group Consulting Ltd. would also like the opportunity to explore discussions with our local municipalities and staff will be reaching out to schedule these meetings in the near future.

RESOLUTION NO. FA-C-21-09-100

Moved by Councillor Sweet

Seconded by Councillor Doncaster

THAT the Finance and Administration Committee recommend that By-law 85-10, as amended, a By-law to Govern the Proceedings of the Council and Committees of the County of Renfrew, be revised at the next session of County Council to Amend Section 16 (Inaugural Agenda); Section 18 (Regular Agenda) and Section 76 (Committee Agenda) to include an item entitled "Land Acknowledgement" to be read at each Council and Committee meeting. CARRIED.

Warden Robinson requested that the Land Acknowledgement be moved to immediately following the Call to Order for Committee and Council meetings.

RESOLUTION NO. FA-C-21-09-101

Moved by Councillor Brose

Seconded by Councillor Sweet

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

Committee recessed at 10:43 a.m. and reconvened at 10:53 a.m. with all persons present.

Corporate Services Department

Mr. Foss advised Committee that Ms. Ginette Poole, Manager of Provincial Offences has given her notice and we would like to thank Ginette for her many years of service. Ms. Poole started with us on October 1, 2000 during the transfer from the Province and we would like to congratulate Ginette on her upcoming retirement on November 5, 2021.

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

Mr. Foss advised that we have 37 separate funding streams related to COVID-19 throughout our organization and those accounts have been reconciled in expenses to date at June 30th and our Financial Statements represent the matching of these items.

Committee discussed the decrease in fine revenue in Provincial Offences Administration from COVID-19 and the resulting impact on their budget.

Mr. Foss overviewed the chart summarizing the Ontario Consumer Price Index (CPI) and the annual inflation rate at 3.5%. In addition, Committee discussed a recent news article announcing that the Canadian CPI reached 4.1% in August.

Committee discussed the 2022 budget guidelines.

Committee recessed at 11:22 a.m. and reconvened at 11:27 a.m. with all persons present.

Mr. Foss overviewed the budget guideline resolutions for consideration.

Committee discussed the long term financial plan which was approved by Council and includes a projected annual levy increase of 3%. Committee questioned how a 0.5% decrease will impact the 10 Year Long Term Financial Plan. Mr. Foss clarified that every dollar that we reduce moving forward has a cumulative 10 year impact

on our Long Term Financial Plan, and that our base is that much lower each and every year. Committee noted that we have reserve funds that could be utilized.

Mr. Foss overviewed a presentation made to the Development and Property Committee earlier this year highlighting the use of reserve funds to offset 2021 budget pressures and the negative impact on our forecasted reserve balances. As a result, we are unable to finance the \$4 million investment in the Algonquin Trail. This presentation is attached as Appendix D.

RESOLUTION NO. FA-C-21-09-102

Moved by Councillor Sweet

Seconded by Councillor Peckett

THAT the Finance and Administration Committee recommends that County Council approve the 2022 Budget Guidelines as follows:

- annual levy increase of 3.0%;

AND THAT County Council also confirm the remaining elements of the Long Term Financial Plan as follows:

- 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%);
- 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. NOT VOTED ON.

RESOLUTION NO. FA-C-21-09-103

Moved by Councillor Donohue

Seconded by Warden Robinson

THAT the Finance and Administration Committee recommends that County Council approve the 2022 Budget Guidelines as follows:

- annual levy increase of 2.5%;

AND THAT County Council also confirm the remaining elements of the Long Term Financial Plan as follows:

- 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%);
- 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. CARRIED.

Vote on resolution:

Councillor Name	For	Against
Councillor Brose	✓	-
Chair Doncaster	✓	-
Councillor Donohue	✓	-
Vice-Chair Hunt	✓	-
Chair Murphy	-	-
Councillor Peckett	-	✓
Warden Robinson	✓	-
Councillor Sweet	-	✓
Totals	5	2

CARRIED.

RESOLUTION NO. FA-C-21-09-104

Moved by Councillor Donohue

Seconded by Warden Robinson

THAT the Finance and Administration Committee recommends that County Council approve that the Cost of Living Allowance (COLA) increase for non-union staff under Employment By-law #1 be set at 2% for 2022. NOT VOTED ON.

RESOLUTION NO. FA-C-21-09-105

Moved by Warden Robinson

Moved by Councillor Brose

THAT the Finance and Administration Committee recommends that County Council approve that the Cost of Living Allowance (COLA) increase for non-union staff under Employment By-law #1 be set at 1.75% for 2022. CARRIED.

RESOLUTION NO. FA-C-21-09-106

Moved by Councillor Sweet

Seconded by Councillor Brose

THAT the Finance and Administration Committee recommends that County Council approve the 2022 Budget Schedule. CARRIED.

RESOLUTION NO. FA-C-21-09-107

Moved by Councillor Donohue

Seconded by Councillor Brose

THAT staff be directed to bring the additional background information that was provided in September 2020 regarding the COLA adjustments for non-union staff to our September session of County Council. CARRIED.

Mr. Foss advised that the County of Renfrew has negotiated multi-year collective agreements with some of our local bargaining units containing a 1.75% COLA increase in 2022. Staff are recommending a 2% COLA adjustment for the non-union employee group for 2022.

Committee questioned what the COLA target was for 2021. Mr. Foss advised that he would have to reference the report from August or September 2020 when the budget was developed. Mr. Foss confirmed that COLA was set at 1.5% based on the collective bargaining.

Mr. Foss advised Committee that similar to last month, we will need to have a special meeting of the Finance and Administration Committee and Committee agreed that the meeting should take place on Monday, September 27, 2021 at 11:00 a.m. in order to overview the Council Compensation Review (RFP) and Non-Union Compensation Review (RFP) prior to County Council.

RESOLUTION NO. FA-C-21-09-108

Moved by Councillor Donohue

Seconded by Warden Robinson

THAT the Finance and Administration Committee recommend that County Council direct staff to develop a COVID-19 Vaccination Policy promoting the maximization of COVID-19 vaccination rates and safety at the County of Renfrew's workplaces; AND FURTHER THAT this draft policy be presented at the October 14, 2021 Finance and Administration Committee meeting. CARRIED.

Mr. Foss provided an overview of the new Human Resources Division staff and noted that cost recovery for services provided should be based on the hourly rates contained within our Council approved User Fee By-law. Human Resources and Public Works and Engineering have established a Service Level Agreement with the Township of Admaston/Bromley based on the User Fee By-law model.

Councillor Peckett and Councillor Brose departed the meeting at 1:00 p.m.

Mr. Foss overviewed the Addendum Report which is attached as Appendix E containing the request from the Town of Renfrew for Human Resources staff

assistance. Mr. Foss noted that this proposal contains a different cost recovery structure and the challenge to provide a Human Resources staff member 7 hours a day, 3 days a week which would potentially impact resource time for our other municipalities.

RESOLUTION NO. FA-C-21-09-110

Moved by Councillor Donohue

Seconded by Councillor Sweet

THAT staff be directed to continue to have a conversation with the Town of Renfrew to investigate whether the Town of Renfrew's proposed model or some other model may be available to provide the services that are being proposed.

CARRIED.

RESOLUTION NO. FA-C-21-09-111

Moved by Warden Robinson

Seconded by Councillor Donohue

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

New Business

Vice-Chair Hunt advised Committee that similar to the Township of Admaston/Bromley Service Level Agreement with Human Resources and Public Works and Engineering, he wanted to bring forward a recommendation regarding the opportunity for the County of Renfrew to support lower tiers for public works related functions.

RESOLUTION NO. FA-C-21-09-112

Moved by Councillor Hunt

Seconded by Warden Robinson

THAT staff be directed to review the opportunities available to support lower tiers in the area of shared Public Works services and determine if there is any interest from other municipalities to proceed. CARRIED.

RESOLUTION NO. FA-C-21-09-113

Moved by Warden Robinson

Seconded by Councillor Sweet

THAT this meeting adjourn and the next regular meeting be held on October 14, 2021. Time: 1:26 p.m. CARRIED.