



FINANCE AND ADMINISTRATION COMMITTEE

Thursday, September 16, 2021 – 9:30 a.m.

AGENDA

1. Call to order.
2. Land Acknowledgement.
3. Roll call.
4. Disclosure of pecuniary interest and general nature thereof.
5. Adoption of minutes of previous meeting held on August 12, 2021 and August 24, 2021.
6. Delegations: 9:30 a.m. One Investment, Keith Taylor, Chief Investment Officer; Colin Macdonald, Manager, Investment Services MFOA; Wardah Mir, Client Service Representative.

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9. New Business.	
10. Closed Meeting – None at time of mailing.	
11. Date of next meeting (Thursday, October 14, 2021) and adjournment.	

NOTE: (a) County Council: Wednesday, September 29, 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: September 16, 2021
SUBJECT: Department Report

INFORMATION

1. Communications - Public COVID-19 Communications

The Crisis Communications Team (CCT) has recently focussed on messages that remind residents that now is not the time to let their guard down with regards to COVID-19 safety measures, and messages pointing residents towards provincial websites where they can download or print their proof of vaccination. The CCT is monitoring COVID-19 case numbers and is well positioned to enact further safe practice messaging if the case numbers surge. In addition, messaging regarding testing and vaccination clinics continues.

2. Funding - Community Building Fund (Ontario Trillium Fund)

The Community Building Fund – Capital stream provides support for non-profits, Indigenous communities and Municipalities in the community sport and recreation sectors. The fund will help strengthen communities by supporting the repair, renovation or retrofitting of existing sport and recreation facilities to address:

- local community need by extending the life and maximizing the use of existing facilities (e.g. trails, playgrounds, splashpads, etc.); or
- COVID-19 related public health requirements now that support future preparedness.

Organizations can apply for up to 100% of their total project cost up to a maximum of \$500,000, with the exception of Municipalities with a population over 20,000 that can only apply for up to 80% of their total project cost.

- Eligible project costs will be supported up to a maximum of \$500,000.
- Minimum request amount is \$10,000.

Applications are available starting September 1, 2021 and the application deadline is September 29, 2021 at 5:00 p.m.

3. Municipal Accessibility Advisory Committee

A Municipal Accessibility Advisory Committee meeting was held August 19, 2021 via Zoom. The committee met to discuss the Ministry desk audit, the upcoming 2021 bi-annual Accessibility Compliance Report, revisions to the committee's terms of reference, membership retention and recruitment, and to receive an update on the Service Delivery Improvement Project. An annual report to the Finance and Administration Committee and County Council will be delivered at a future date.

4. Continuity of Operations

At the June 30, 2021 meeting, County Council directed staff to provide a follow up report to the September 2021 Finance and Administration Committee and County Council on the Continuity of Operations during the COVID virus. The resolution adopted at our June meeting directed staff 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. We are pleased to report that a hybrid meeting of Council was held on August 25, 2021 whereby three elected participated virtually and the remaining attended in-person. The County of Renfrew also held a very successful Grand Opening of our newly renovated building after County Council and we were very pleased to have the Honourable Merrilee Fullerton, Minister of Children, Community and Social Services and MPP John Yakabuski along with our Elected Officials, Senior Leadership Team and other local dignitaries. The group was kept small in order to ensure COVID-19 safety precautions were observed.

With the Delta variant, mixed with children returning to in-class learning and the public's letting down of its guard, it is necessary to take a step back from in-person meetings and for the months of September and October, Committees and County Council will continue to meet virtually. Staff will continue to monitor what is happening locally and provincially, and will provide ongoing reports to Committee and County Council in order to reassess our position on in-person meetings at the end of October.

LONG TERM CARE DEPARTMENT

The Long-Term Care (LTC) Homes maintain ongoing vigilance and compliance with the evolving infection prevention and control measures as prescribed within a variety of directives issued by the Ministries of Health and Long Term Care. Ongoing collaboration with the Medical Officer of Health and the Renfrew County and District Health Unit, ensure that appropriate precaution and strategies are tailored to the unique need of our surrounding community.

Changes included easing of restrictions in keeping with Stage 3 of Reopening Ontario. Some significant adjustments included lifting the requirement for fully immunized asymptomatic staff, volunteers and visitors to undergo rapid test screening to enter the Home. In addition, fully vaccinated residents on overnight outings are no longer required to isolate in their rooms pending a negative polymerase chain reaction (PCR) test.

	Bonnechere Manor	Miramichi Lodge
Residents 1 st and 2 nd doses	95 %	99%
Staff (2nd doses to be completed mid-June/21)	91 %	91%
Essential Caregivers** 1 st dose	94 %	87%

*Snapshot as at September 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.

Despite the recent easing of restrictions both Homes continue to prepare in the face of a potential fall escalation of infection rates fueled by the highly infectious Delta variant. To this end, third dose vaccinations are underway for residents at both Homes. Both Homes are reviewing outbreak protocols and procedures and applying content via table top exercises.

EMERGENCY SERVICES

The Emergency Services Department continues to adapt and grow in response to the needs of the residents of the County of Renfrew. The administrative staff for the Department are returning to the newly renovated office space at the County Administration Building in Pembroke, while the expanding programs within the Paramedic Service, which includes the Swabbing Team, the Vaccine Team, the CPRU Community Programs Community Paramedics for Long-Term Care Program, and the newly transferred RC VTAC Program and all associated support staff will remain in Renfrew and Arnprior as space is available.

The Department had accommodated the Service Delivery Improvement Project (SDIP) renovations by relocating to Renfrew County Place, Community Services Arnprior Site, and working remotely since early June 2020.

With our partner organizations including 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 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 and supply management coordination, enhanced infection control practices, Community Paramedicine supporting Long-Term Care, the High Intensity Supports Program and the transfer of RCVTAC from Arnprior Regional Health, the Department has ensured that the residents of the County of Renfrew continue to receive exceptional emergency care, as well as safe and reliable access to primary care.

Paramedics, administration, and command staff have done, and continue to do, a remarkable job throughout the COVID-19 pandemic, supported by County Council who continue to work tirelessly to support initiatives and provide direction ensuring that staff have the tools to be responsive and adaptive to the needs of our community.

CORPORATE SERVICES

Finance

The Finance Department continues to ensure the continuity of all financial services with all 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 walk in and 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 has now moved into their renovated space, and has begun to offer services to lower tiers, as well as developed a service level agreement with the Paramedic Services Department ensuring a consistent offering of human resource functions across the Corporation.

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. 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

The POA Court continues to offer Audio/Remote Video Court by Zoom.

POA staff transitioned to the new POA reception/service counter on May 24, 2021 and the public entrance door was opened on June 7, 2021.

The next step for the POA Court 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. The plexiglass and COVID-19 signage has been installed at the County of Renfrew Administration Building courtroom in order to meet the guidelines in preparation for the in-person court appearances.

COMMUNITY SERVICES DEPARTMENT

The Pembroke, Renfrew and Arnprior offices are open to the public. Killaloe site remains closed to the public but all services are offered remotely. Walk-in traffic has remained relatively light with an average of 10-15 clients coming in per day as the majority of recipients are continuing to use virtual methods to receive services. Staff continue to encourage virtual service wherever possible and when necessary staff will schedule in office appointments and meet with clients in a secure interview room which is sanitized regularly and contains a full plexiglass partition. Most of the licenced child care centres have re-opened and child care staff has resumed limited on-site visits with the use of PPE, goggles, masks, gowns and gloves. Staff from all three departments have staff working in office and telecommuting part-time ensuring a sufficient staff complement in office to serve individuals coming into the office while keeping a lighter footprint to

ensure adequate distancing of staff. 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.

PUBLIC WORKS AND ENGINEERING DEPARTMENT

Administration

The Public Works and 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.

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

The Capital Program continues to go 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 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. Winter sand continues to be delivered and will be fully restocked by October 1st, snow clearing equipment is being prepared and staff are beginning to transition from summer operations into fall/winter.

DEVELOPMENT AND PROPERTY DEPARTMENT

Economic Development / Ottawa Valley Tourist Association / Enterprise Renfrew County

Staff have begun transitioning back into the County Administration Building, but have some flexibility to work remotely when required. We have now opened our doors to allow the public to access staff for meetings when in-person is desired/mandated. Otherwise, we continue with virtual

meetings when possible. There are new staff joining this Division, requiring them to be on-site more regularly to get familiar with people and process.

Planning Division

Staff have begun transitioning back into the County Administration Building, but have some flexibility to work remotely when required. We have now opened our doors to allow the public to access staff for meetings when in-person is desired/mandated. Otherwise, we continue with virtual meetings when possible.

Forestry/GIS/Trails Division

Staff have begun transitioning back into the County Administration Building, but have some flexibility to work remotely when required. We have now opened our doors to allow the public to access staff for meetings when in-person is desired/mandated. Otherwise, we continue with virtual meetings when possible.

Much of the work is predominately done outside of the office for the next couple of months.

Property Division

Staff have been, and will continue to be, on site to maintain the buildings and ensure cleanliness and respond to service requests.

Service Delivery Improvement Project (County Admin Building Renovation)

The renovation project has now, mostly, wrapped up and the building is open to the public.

RESOLUTIONS

5. Ontario Health Teams - Network 24 [Strategic Plan Goal #3]

Recommendation: 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.

Background

Network 24 is the coming together of three previous Ontario Health Team (OHT) applications – Highway 60, Upper Ottawa Valley and North Renfrew. In terms of our geographic region, the Ministry of Health provided data which showed where residents in our Network received the bulk of their health care. The Network encompasses most of Renfrew County (except Arnprior) and includes South Algonquin Township.

OHTs are being established to provide better integrated care for all our population (especially those with complex medical issues) by breaking down silos that exist between health organizations and geographic areas, as well as to reduce bureaucracy. This should allow patients, families, and providers to connect and navigate across the system more easily.

The OHT must identify a member organization who can receive implementation funding, which can manage the funding, has a strong financial record, and meets the requirements of the Transfer Payment and Accountability Directive. The organization would need to agree to:

- receive, on behalf of the OHT, any one-time implementation or project support funding;
- manage that funding in accordance with the OHT's written agreement or framework for collaborative decision-making on the use of such funding; and
- meet requirements for government funding under the Transfer Payment and Accountability Directive (TPAD), e.g. dedicated bank account, etc.

It is important to note that the identification of this member, and the establishment of a written agreement or framework governing its use of implementation funds received on behalf of the other OHT members, are only for the purpose of managing initial OHT implementation funding.

Funding currently received by OHT members for service delivery (e.g. through Service Accountability Agreements, Funding Agreements with the MOH, OHIP, etc.) will continue to flow to individual members under their own direct funding arrangements with government, separately from any targeted OHT funding. The OHT is not a replacement for previous local funders, like the LHIN.

There is no immediate expectation that OHT collaborative decision-making arrangements include provisions for sharing or distributing the full range of government funding at this time.

6. Municipal Modernization Program Intake 3 [Strategic Plan Goal #3]

Recommendation: 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.

Background

The Ministry of Municipal Affairs and Housing (MMAH) announced round three of the Municipal Modernization Funding. Ontario's 405 small and rural municipalities can now apply to Intake 3 of the Municipal Modernization Program for funding under two streams. The implementation stream will provide provincial cost-sharing for municipalities to undertake projects that increase municipal efficiency and effectiveness. Municipalities can apply under this stream for projects that implement the findings of previous reviews or other evidence-based reports. The review stream will provide funding for municipalities to undertake expenditure reviews with the goal of finding efficiencies and lowering costs in the longer term. Under both streams, municipalities can apply individually or jointly with other eligible municipalities. Submit your completed application(s) through TPON by October 19, 2021.

Implementation Stream

To be eligible for funding, the municipality must confirm that it has fully spent or allocated the unconditional modernization funding provided by the province in March 2019.

Priority may be given to projects that address one or more of the following priorities:

- Digital modernization;
- Service integration;

- Streamlined development approvals; or
- Shared services/alternative service delivery models.

The program will not cover projects where:

- the expected outcome is a reduction in front line services; or
- the expected outcome would not result in efficiencies or cost savings;
or
- the municipality would not be prepared to support any ongoing maintenance costs resulting from the project.

Cost Sharing and Eligible Costs – Implementation Stream

The cost of implementation projects will be shared between the province and the municipality. The province will contribute a greater portion for projects within municipalities with fewer households according to the following thresholds.

Number of households in the municipality (2020 MPAC data)	Maximum provincial share of project costs	Minimum municipal share of project costs
0 - 5,000	75%	25%
>5,000	65%	35%

It is anticipated that the provincial share of most projects will be between \$20,000 and \$250,000. Higher funding amounts may be available for joint projects. Proposals will be reviewed on a case-by-case basis and funding amounts may depend on the available appropriation.

Review Stream

To be eligible under Intake 3, a review stream project must:

1. Be a review of municipal service delivery or administrative expenditures by an independent third-party reviewer for the purpose of finding savings and efficiencies. The review project could take a number of forms including:
 - a line-by-line review of the municipality's entire budget; or
 - a review of service delivery and modernization opportunities; or
 - a review of administrative processes to reduce costs.
2. Result in a report by the independent third-party reviewer that provides specific and actionable recommendations for cost savings and improved efficiencies.

3. Begin field work no earlier than August 16, 2021, with a final report completed and posted publicly on the municipal website by October 31, 2022.

To be eligible for funding, the municipality must confirm that it has fully spent or allocated the unconditional modernization funding provided by the province in March 2019.

It is anticipated that most review projects will cost between \$20,000 and \$150,000. Higher funding amounts may be available for joint projects. Proposals will be reviewed on a case-by-case basis and funding amounts may depend on the available appropriation.

Priority may be given to projects that address one or more of the following priorities:

- Digital modernization;
- Service integration;
- Streamlined development approvals; or
- Shared services/alternative service delivery models.

Municipalities will be eligible to receive funding up to the full amount of the third-party service provider's fees for the review. Municipal administrative costs, such as staff time, are not eligible.

The program will not cover review projects where:

- the object of the review project is to identify opportunities for revenue generation or reductions in front line services; or
- the review does not result in a formal report prepared by a third party that the municipality is prepared to make publicly available online; or
- the object of the review extends beyond municipal accountability; or
- the review is related to requirements under the asset management regulation.

BY-LAWS

7. Procedural By-law – Agenda Update

Recommendation: 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.

Background

Since 2019, the County of Renfrew has been engaged with the Algonquins of Pikwakanagan through a Memorandum of Understanding, primarily for opportunities that are economic development focused.

County Council adopted Resolution Number FA-CC-21-06-76 which directed 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.

In an ongoing effort to continue this partnership, acknowledging that the business of the County of Renfrew takes place on the unceded territory of the Algonquin People, and to further efforts towards Truth and Reconciliation with the Algonquin People, consideration needs to be given to include “Land Acknowledgement” within the Agenda in all County of Renfrew Council and Committee meetings in the following sections of the Procedural By-law as noted in bold below:

16. INAUGURAL AGENDA

At the inaugural Council meeting, the agenda shall be as follows:

- (a) Call to Order.
- (b) Moment of Silent Reflection.
- (c) National Anthem.
- (d) Roll Call (Council Members will have filed with the Clerk their Certificates of Election and Declarations of Office in a Municipal Election Year).
- (e) Disclosure of Pecuniary Interest and general nature thereof.
- (f) Adoption of Minutes of previous County Council meeting.
- (g) **Land Acknowledgement.**
- (h) Warden's Address.
- (i) Correspondence.
- (j) Nominations for Warden for the ensuing year.
- (k) Mover(s) and Seconder(s) speak in support of their nominee.
- (l) Address by nominees for the Office of Warden.

- (m) Election of Warden by ballot (if more than one nominee).
- (n) Announcement of results of ballots.
- (o) Warden escorted to Chair by Mover and Seconder.
- (p) Warden takes Declaration of Office and Oath of Allegiance.
- (q) Motion to destroy the ballots.
- (r) Warden's Inaugural Address.
- (s) Greetings from invited dignitaries.
- (t) Appointment of Striking Committee by Warden.
- (u) Delegations.
- (v) Committee reports.
- (w) By-laws.
- (x) Notice of Motions.
- (y) Members' Written Motions.
- (z) New Business.
- (aa) Closed Meeting.
- (bb) Confirmatory By-law.
- (cc) Adjournment.

18. REGULAR AGENDA

- (a) The Clerk shall prepare an agenda under the following headings for the use of Members at Regular Council meetings:
 - (i) Call to Order.
 - (ii) Moment of Silent Reflection.
 - (ii) National Anthem.
 - (iii) Roll Call.
 - (iv) Disclosure of Pecuniary Interest.
 - (v) Adoption of the Minutes of the previous County Council session.
 - (vi) **Land Acknowledgement.**
 - (vii) Warden's Address.
 - (viii) Delegations.
 - (ix) Correspondence
 - (x) Committee Reports.
 - (xi) By-laws.
 - (xii) Reports from County Representatives appointed to External Boards
 - (xiii) Notice of Motions.

- (xiv) Member's Written Motions.
- (xv) New Business.
- (xvi) Closed Meeting.
- (xvii) Confirmatory By-law
- (xviii) Adjournment.

76. COMMITTEE AGENDA

- (a) The Chief Administrative Officer shall have prepared and printed or electronically distributed for the use of the Members at regular Committee meetings an agenda setting forth the business to be considered at such meeting. The items of business to be included on the agenda will be developed under the direction of the Committee Chair.
- (b) The following headings will be used in preparing the agenda for regular Committee meetings:
 - (i) Call to Order.
 - (ii) Land Acknowledgement.**
 - (iii) Roll Call.
 - (iv) Disclosure of Pecuniary Interest and general nature thereof.
 - (v) Adoption of the Minutes of the previous meeting(s).
 - (vi) Delegations.
 - (vii) Correspondence and Departmental Reports.
 - (viii) New Business.
 - (ix) Closed Meeting.
 - (x) Date of Next Meeting and Adjournment.

It is recommended that the following "Land Acknowledgement" wording is read during each Council and Committee meeting:

As we gather this morning (afternoon), I would like to acknowledge on behalf of Council and our community that we are meeting on the traditional territory of the Algonquin People. We would like to thank the Algonquin people and express our respect and support for their rich history, and we are extremely grateful for their many and continued displays of friendship. We also thank all the generations of people who have taken care of this land for thousands of years.

COUNTY OF RENFREW

CORPORATE SERVICES DEPARTMENT REPORT

TO: Finance and Administration Committee

FROM: Jeffrey Foss, Director of Corporate Services

DATE: September 16, 2021

SUBJECT: Department Report

INFORMATION

1. Treasurer's Report – June 30, 2021 [Strategic Plan Goal #2]

As directed by County Council, the Treasurer's Report is to be provided on a quarterly basis from January to September. Accordingly, attached as Appendix I is the June 30, 2021 monthly one page financial summary, along with the Treasurer's Report for the General Revenue Fund, Bonnechere Manor, Miramichi Lodge, Public Works and Renfrew County Housing Corporation.

2. 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 four 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
May	656	224	98	380	465	387	4	181	65
June	881	135	105	413	448	694	180	410	225

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
July	992	37	124	435	538	385	170	131	374
August	879	32	152	396	491	378	104	133	190

3. 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 2021	# 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	4	4	456	60	403	919	39	13
April	3	2	540	53	646	1239	52	17
May	6	2	514	75	355	944	39	13
June	6	2	527	90	595	1212	50	16
July	5	2	512	95	277	884	37	12.5
August	6	2	432	77	549	1058	44	15

4. 2022 Budget Guidelines - [Strategic Plan Goal #3]

Attached as Appendix II is the draft 2022 budget schedule. A two-day budget workshop is scheduled for January 17 and 18, 2022.

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 had asked Committee and Council at our August meetings to consider these guidelines over the past several weeks and provide staff with budget guidelines at today's 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.

Attached as Appendix III is a chart summarizing the Ontario Consumer Price Index and Inflation Rate for 2021. In addition, this Committee will recall that we have negotiated multi-year collective agreements with some of our local bargaining units for a 1.75% COLA increase in 2022.

5. **COVID-19 Corporate Financial Summary (to June 30, 2021) [Strategic Plan Goal #2 (b)]**

As requested by Committee, attached as Appendix IV is a chart summarizing the financial activities for all County of Renfrew Departments in relation to our COVID-19 initiatives to June 30, 2021.

6. Joint and Several Liability [Strategic Plan Goal #2 (b)]

Attached as Appendix V is a resolution from the Municipality of Leamington supporting the recommendations proposed by the Association of Municipalities of Ontario (AMO) to address joint and several liability reform and rising insurance costs.

Attached as Appendix VI is an Association of Municipalities of Ontario (AMO) resource dated August 6, 2021 entitled “Municipal Liability and Insurance Costs” advising that AMO will continue to advocate for solutions to help municipalities afford insurance while protecting residents and businesses and the services they rely on.

7. Renfrew County and District Health Unit Funding Formula [Strategic Plan Goal #3]

At our August 25th session of County Council, Resolution Number FA-CC-21-08-90 was adopted directing that a letter be sent to the Renfrew County and District Health Unit to 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 (RCDHU) to discuss the funding increases for the RCDHU and have staff open a dialogue to discuss the proposed increase for the 2022 fiscal period. Attached as Appendix VII is a copy of the letter that was sent.

8. Introduction to the Human Resources Team and Overview of Services

Mr. Jeff Foss, Director of Corporate Services will be providing a presentation at today’s meeting which will introduce the Human Resources team and will overview the services offered to County of Renfrew employees, as well as to the 17 local municipalities comprising the County of Renfrew.

9. Human Resources Service Level Agreement with Admaston/Bromley [Strategic Plan Goal #3]

As noted within the Operations Committee Report, the Township of Admaston/Bromley has been without a Roads Supervisor for the past two months due to an injury and the position of Clerk/Treasurer is vacant due to a resignation. In keeping with the County of Renfrew’s User Fee By-law,

the Human Resources Division has entered into its first agreement on August 31, 2021, with the Township of Admaston/Bromley, for the provision of recruiting and employee health case management service. This Service Level Agreement will allow for the recovery of time and expenses.

10. County of Renfrew Organizational Chart

At the August 25, 2021 session of County Council, Councillor Reinwald requested that Council receive a current Organizational Chart at the September Finance and Administration Committee meeting and County Council session. Attached as Appendix VIII is the organizational chart as of July 14, 2021.

11. National Day for Truth and Reconciliation – September 30, 2021

Attached as Appendix IX is copy of a memorandum distributed to all local municipalities.

The Federal Government recently passed legislation to make September 30th a federal statutory holiday called the National Day for Truth and Reconciliation. We currently have multiple collective agreements in which a provision is included to allow for an additional designated holiday if one is proclaimed by an act of Parliament. As a result, the National Day for Truth and Reconciliation will become a designated paid holiday for those members with a Collective Agreement that contains this language.

The following Collective Agreements contain language regarding Paid Holidays: Bonnechere Manor CUPE Local 1508 Article 19.01 *“Plus any other day proclaimed hereafter by the Federal or Provincial Government shall be recognized as an additional holiday.”*

Miramichi Lodge CUPE Local 3586 Article 19.01 *“Plus any other day proclaimed hereafter by the Federal or Provincial Government shall be recognized as an additional holiday.”*

Bonnechere Manor and Miramichi Lodge ONA Local 049 Article 16.02 *“Any other day proclaimed as a holiday by the Federal, Provincial or Municipal Governments shall be recognized as an additional holiday.”*

Renfrew County Housing Corporation CUPE Local 4425 Article 17.01 *“And any other day proclaimed as a holiday by the Federal Government and/or the Government of the Province of Ontario.”*

Although not required by the *Employment Standards Act, 2000* the non union employees of the County are governed by County Policy E-02 Statutory and Paid Holidays Full-Time and Policy E-03 Statutory and Paid Holidays Part-Time which states:

“Any other day proclaimed hereafter by the Federal or Provincial Government is recognized as an additional holiday.”

Therefore, non union employees are also to be granted this additional holiday and as a result our Administration Offices will be closed.

**12. Request for Proposal – Council and Non Union Compensation Review
[Strategic Plan Goal #3]**

The County of Renfrew conducted a Council Compensation Review in 2018 through the implementation of a Citizens Remuneration Panel. This three person Panel recommended significant changes to Council remuneration for the current term of Council. A similar Council Compensation Review was also conducted in 2014 through a Citizens Remuneration Panel report. In preparation for the 2022 municipal election cycle, the Human Resource Division has issued a Request for Proposal to engage a third party to undertake a review of total Council compensation in relation to comparator municipalities according to similar service alignment (like services), population, total municipal expenditures and economic indicators (average median household income).

The County of Renfrew also conducted a Non Union Compensation Review in 2013 to analyze the salary ranges of key benchmark positions at the County of Renfrew to ensure that the Non Union salary grid continues to address internal equity and reflect the compensation practices when compared to external market comparators. The Chief Administrative Officer has asked the Human Resource Division to issue a Request for Proposal to engage a third party to undertake a similar review for presentation to Council in early 2022.

Both RFP opportunities were issued in early August with a closing date of noon on Tuesday August 31, 2021. The evaluation committee is currently reviewing all proposals received and will have a recommendation for

Council approval at the next meeting on September 29th. As such, it will be necessary to coordinate a brief virtual meeting of the Finance and Administration Committee prior to County Council. Staff are suggesting Tuesday September 28th at 11:00 am.

RESOLUTIONS

13. COVID-19 Vaccination Policy [Strategic Plan Goal #1]

Recommendation: 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.

Background

The County of Renfrew is committed to taking every reasonable precaution in the circumstances for the protection of the health and safety of workers from the hazard of COVID-19 as required by the *Occupational Health and Safety Act* (OHSA).

On August 17, 2021 Dr. Kieran Moore, Ontario's Chief Medical Officer of Health, issued a directive to make COVID-19 vaccination policies mandatory for high-risk settings, and to have a policy in place by September 7, 2021. This has been completed by Bonnechere Manor, Miramichi Lodge and Emergency Services.

On September 1, 2021 the Premier announced the province will launch an enhanced vaccine certificate and verification app. Starting September 22, 2021 Ontarians will need to be fully vaccinated (two doses plus 14 days) and provide proof of vaccination along with photo ID to access certain public settings and facilities.

Should the above recommendation be approved at the September 29, 2021 session of County Council, staff will then research the current provincial climate regarding the implementation of COVID-19 vaccination policies, and will review all applicable public and occupational health and safety, human rights, privacy, and other laws in the development of this policy.

The draft policy will be reviewed at the October 14, 2021 Finance and Administration Committee meeting.