



## FINANCE AND ADMINISTRATION COMMITTEE

Thursday, October 14, 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 September 16, 2021 and September 27, 2021.
6. Delegations: None at time of mailing.
7. Administration Report Page  
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8. Corporate Services Department Report 5
9. New Business.
10. Closed Meeting – None at time of mailing.
11. Date of next meeting (**Wednesday**, November 10, 2021) and adjournment.

**NOTE: (a) County Council: Wednesday, October 27, 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**

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**TO:** Finance and Administration Committee  
**FROM:** Paul V. Moreau, Chief Administrative Officer/Clerk  
**DATE:** October 14, 2021  
**SUBJECT:** Department Report

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**INFORMATION**

**1. Growth Related Policies**

At the May meeting of the Operations Committee, staff were directed to review the policy positions of other upper tier municipalities with respect to growth and the upper and lower tier responsibilities for this growth management and provide a draft policy for review. Four options were sent out for review to the lower tier municipalities and from the responses that were received staff incorporated the comments into the revised policy which is attached as Appendix I. Mr. Lee Perkins, Director of Public Works and Engineering will overview a short presentation with Committee.

**2. Public COVID-19 Communications**

The Crisis Communications Team (CCT) is working on seasonal messages that remind residents of safe activities this Fall, which include safe hunting tips, safe Halloween events, and hiking during the pandemic. The team is maintaining messaging about locations of the testing and vaccination clinics, as well as working with Community Emergency Management Coordinators to develop a hazard message framework for social media and traditional print media, that can be used by the County and Lower tier municipalities if they wish.

### 3. **Municipal Modernization Program Intake 3 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 Media Relations and Grants Coordinator under the direction of the Director of Corporate Services will be preparing an application for the Implementation Stream to support the Corporate IT Strategy on or before the deadline of October 19, 2021. In addition, the Media Relations and Grants Coordinator is working with lower tier municipalities in support of their applications.

### 4. **Tourism Economic Development and Recovery Fund**

The Tourism Economic Development and Recovery Fund under the Ministry of Heritage, Sport, Tourism and Culture Industries is an application-based, cost-sharing program designed to provide non-capital funding to projects that either:

- encourage the development of innovative new tourism products,
- support tourism investment, or
- build the capacity of Ontario's tourism industry.

The program also supports innovative tourism recovery projects aimed at increasing tourism within Ontario to address the reduction in global travel as a result of coronavirus (COVID-19). Eligible applicants include:

- municipalities and destination marketing organizations (regional tourism organizations are not eligible)
- Indigenous organizations
- Ontario tourism industry associations
- not-for-profit organizations (with a clearly defined tourism focus)
- for-profit tourism organizations.

## COUNTY OF RENFREW

### CORPORATE SERVICES DEPARTMENT REPORT

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**TO:** Finance and Administration Committee

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

**DATE:** October 14, 2021

**SUBJECT:** Department Report

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#### INFORMATION

1. **2021 Service Awards Recipients and Retirees**

As a result of the COVID-19 Pandemic, the County of Renfrew will not be hosting our annual employee service awards recognition dinner. This year we will be recognizing 86 service award recipients who have attained 10 to 40 years of service, as well as 20 retirees.

Attached as Appendix I is the 2021 list of Service Awards Recipients and Retirees.

2. **2022 Budget [Strategic Plan Goal #3]**

Following the approval of the 2022 Budget guidelines and schedule at the September session of County Council, Corporate Services staff have now initiated the 2022 Budget process and have established meeting dates with each department throughout the months of October and November to develop their 2022 budgets. Each Committee will review the detailed budget in January prior to the Consolidated Budget Workshop.

### 3. 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
June	881	135	105	413	448	694	180	410	225
July	992	37	124	435	538	385	170	131	374
August	879	32	152	396	491	378	104	133	190
Sept.	887	64	106	420	435	391	91	79	155

### 4. Provincial Offences Administration Backlog [Strategic Plan Goal #3]

The Provincial Offences staff have prepared the following chart highlighting the ongoing backlog of court matters due to the COVID-19 shutdown:

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
Sept.	6	3	439	88	449	956	40	13.5

**5. Information Technology Digital Strategy Request for Proposal [Strategic Plan Goal #1]**

As Committee is aware, the County of Renfrew Information Technology Digital Strategy Request for Proposal (RFP) was issued, with Perry Group Consulting Ltd. being selected as the successful proponent. The intent of the RFP and resulting contract is to establish an agreement for professional services for the development of a digital strategy leveraging on best practices, research and emerging digital trends when developing a Digital Strategy. The County has structured the project into three key phases and we are currently in Phase 1 – Digital Maturity Assessment (Where we currently are). Perry Group Consulting Ltd. is conducting a baseline assessment with all County departments focusing on digital services (i.e. software, hardware, personnel, online services.), digital business tools through stakeholder consultation including data collection and current state analysis and evaluating current use of digital business tools and applications to meet stakeholder needs including current strengths and areas needing improvement from both internal business processes and citizen facing service aspects.

Perry Group Consulting Ltd. would like an opportunity to meet with Elected Officials for their input, and are available for a one hour group Zoom meeting on the following dates and times:

- Wednesday, November 3, 2021 at 1:00 p.m.
- Thursday, November 11, 2021 at 1:00 p.m.

Please contact Connie Wilson at 613-735-7288 Ext. 511 or by email at [cwilson@countyofrenfrew.on.ca](mailto:cwilson@countyofrenfrew.on.ca) by Noon on Monday, November 1, 2021 if you would like to participate and the Zoom link will be forwarded to you. As an alternative, Elected can complete the Request for Information and Interview Guide attached as Appendix II and return to Connie Wilson [cwilson@countyofrenfrew.on.ca](mailto:cwilson@countyofrenfrew.on.ca) by Friday, November 5, 2021.

## **BY-LAWS**

### **6. Corporate Policies and Procedures [Strategic Plan Goal #2]**

**Recommendation:** THAT the Finance and Administration Committee recommends to County Council that Policy GA-06 – Investment Policy be approved; AND FURTHER THAT a By-law to Amend By-law 59-02, being a By-law to Establish Corporate Policies and Procedures for the County of Renfrew be adopted at the next session of County Council.

#### **Background**

Attached as Appendix III is Corporate Policy By-law 59-02 and the following amended policy in bold and strikeout format:

**GA-06 – Investment Policy** - At our September meeting, Committee heard a presentation from One Investment regarding new investment options that have become available due to amendments in the Municipal Act, 2001, S.O. 2001 c.25. Staff are proposing amendments to this Corporate Policy governing investments that will allow the County of Renfrew to take advantage of these changes to the Act, as well as some housekeeping changes. The updated O.Reg. 438/97 governing municipal investments is attached as Appendix IV for your information.

### **7. Corporate Policies and Procedures – Human Resources [Strategic Plan Goal #2]**

**Recommendation:** THAT the Finance and Administration Committee recommends to County Council that Corporate Policy A-03 - Recruitment Policy, A-04 - Ontario Human Rights Code Violation Policy, A-09 - Misconduct in the Workplace Policy, A-14 - Retirement and Early Retirement Policy, E-02 - Statutory and Paid Holidays FT Policy, E-03 - Statutory and Paid Holiday Other than FT Policy, E-11 - Telecommuting Policy, G-09 – COVID-19 Vaccination Policy and H-02 - Discipline and Dismissal Policy 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.



## **Background**

Attached as Appendix V is the Human Resources Corporate Policy By-law 63-03 and the following amended policies:

- A-03 Recruitment Policy
- A-04 Ontario Human Rights Code Violation Policy
- A-09 Misconduct in the Workplace Policy
- A-14 Retirement and Early Retirement Policy
- E-02 Statutory and Paid Holiday FT Policy
- E-03 Statutory and Paid Holiday Other than FT Policy
- E-11 Remote Work Arrangements (Telecommuting) Policy
- G-09 COVID-19 Vaccination Policy
- H-02 Discipline and Dismissal Policy

Proposed changes to our policies have historically included the use of bold and strikeout for new and redacted language, respectively. We intend to continue this approach where it is reasonable to do so, and where readability is unaffected. A few of the above policies have been significantly amended in terms of their content, therefore for this review we have elected to deviate from our usual use of bold and strikeout in order to ensure readability and consistency. Below is a brief overview of changes made to each policy:

### **A-03 - Recruitment Policy**

- Last revision was 4 years ago
- Updated to mirror language in the *Ontario Human Rights Code, 1990* with respect to discrimination
- Updated to include an overview of candidate assessment and selection criteria
- Updated to include clearer definitions for nepotism and recruitment that may give rise to conflicts or difficulties

### **A-04 – Ontario Human Rights Code Violation Policy**

- Last revision was 8 years ago
- Updated to mirror language in the *Ontario Human Rights Code, 1990* with respect to harassment and discrimination
- Updated to include clearer definitions related to the duty to accommodate under the *Code*

- Updated to include clearer expectations and responsibilities for the employer, supervisors and employees with respect to harassment and discrimination
- Removed step-by-step procedure related to investigating complaints
- Updated to communicate necessary details for complaints, investigations and corrective action

#### **A-09 - Misconduct in the Workplace Policy**

- Last revision was 6 years ago
- Updated to mirror language in the *Ontario Human Rights Code, 1990* and *Occupational Health and Safety Act, 1990* with respect to harassment and discrimination
- Updated to define what constitutes workplace misconduct
- Updated to include clearer expectations and responsibilities for the employer, supervisors, and employees with respect to workplace misconduct
- Removed step-by-step procedure related to investigating complaints
- Updated to communicate necessary details for complaints, investigations and corrective action

#### **A-14 - Retirement and Early Retirement Policy**

- Last revision was 1 year ago
- No content changes

#### **E-02 - Statutory and Paid Holidays FT Policy**

- Last revision was 12 years ago
- Updated to include National Day for Truth and Reconciliation

#### **E-03 - Statutory and Paid Holidays Other than FT Policy**

- Last revision was 12 years ago
- Updated to include National Day for Truth and Reconciliation

#### **E-11 - Remote Work Arrangements (Telecommuting) Policy**

- Last revision was 1 year ago
- Updated to include clearer conditions for managing remote work arrangements
- Updated Telecommuting Agreement template

### **G-09 - COVID-19 Vaccination Policy**

At our September session of County Council, Resolution No. FA-CC-21-09-108 was adopted directing staff to develop a new COVID-19 Vaccination Policy promoting the maximization of COVID-19 vaccination rates and safety at the County of Renfrew's workplaces.

Committee will recall under authority of the Chief Medical Officer of Health, vaccine policies were mandated for Paramedic, Child Care and Long-Term Care staff with deadlines in early September 2021.

A growing number of organizations ranging from private corporations to municipalities are adapting the requirement for staff to be fully vaccinated.

On October 6, 2021, Prime Minister Justin Trudeau, and the Deputy Prime Minister Chrystia Freeland, announced details of the government's plans to require COVID-19 vaccination across the federal public service and federally regulated transportation sectors.

Under the new policy, federal public servants in the Core Public Administration, including members of the Royal Canadian Mounted Police, will be required to confirm their vaccination status by October 29, 2021. Those who are unwilling to disclose their vaccination status or to be fully vaccinated will be placed on administrative leave without pay as early as November 15, 2021.

Employers in the federally regulated air, rail, and marine transportation sectors will have until October 30, 2021, to establish vaccination policies that ensure employees are vaccinated. Effective October 30, 2021, travellers departing from Canadian airports, and travellers on VIA Rail and Rocky Mountaineer trains, will be required to be fully vaccinated, with very limited exceptions. The government is working with industry and key partners to put a strict vaccine requirement in place for cruise ships before the resumption of the 2022 cruise season.

Crown corporations and separate agencies are being asked to implement vaccine policies mirroring the requirements announced on October 6, 2021 for the rest of the public service. The Acting Chief of the Defence Staff will also issue a directive requiring vaccination for the Canadian Armed Forces. The government will keep working with employers in other federally

regulated workplaces to ensure vaccination is prioritized for workers in these sectors.

By requiring vaccination from federal public servants, travellers, and employees in federally regulated transportation sectors, the Government of Canada will reduce the risk of COVID-19, prevent future outbreaks, and better protect the health of Canadians. Vaccination continues to be a priority for the government as they work to ensure a strong economic recovery and build a safer and healthier Canada for everyone.

Given the proven effectiveness of the COVID vaccines, the increased threat from the Delta variant in a fourth wave, the move by numerous other employers, including municipalities (i.e. City of Ottawa, Toronto, Windsor and Hastings County), and the advice of the public health officials, there is significant justification for the County of Renfrew to proceed with adopting our own vaccination policy. We have a responsibility to provide a safe workplace for our employees and the public we serve. A vaccine policy, along with the continuation of all other COVID health and safety measures is the best way to achieve this.

Attached as Appendix VI is a letter from Dr. Robert Cushman, Acting Medical Officer of Health, Renfrew County and District Health Unit regarding a COVID-19 Vaccination Policy.

#### **H-02 - Discipline and Dismissal**

- Last revision was 16 years ago
- Updated to include clearer definition of disciplinary action
- Updated to include clearer definition of progressive discipline model and types of discipline
- Updated to include concise definition of dismissal
- Updated to include clearer expectations and responsibilities for supervisors with respect to discipline and dismissal