



FINANCE AND ADMINISTRATION COMMITTEE

Thursday, October 14, 2021

An electronic meeting of the Finance and Administration Committee was held on Thursday, October 14, 2021, at 9:30 a.m.

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

Staff Present: Paul Moreau, Chief Administrative Officer/Clerk
Jeffrey Foss, Director of Corporate Services
Craig Kelley, Director of Development and Property
Lee Perkins, Director of Public Works and Engineering
Laura LePine, Director of Community Services
Mike Blackmore, Director of Long-Term Care
Greg Belmore, Manager of Human Resources
Daniel Burke, Manager of Finance
Chris Ryn, Manager of Information Technology
Ginette Poole, Manager of Provincial Offences Administration
Rosalyn Gruntz, Deputy Clerk
Connie Wilson, Administrative Assistant, Corporate Services

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

RESOLUTION NO. FA-C-21-10-117

Moved by Councillor Hunt

Seconded by Warden Robinson

THAT the minutes of the September 16, 2021 meeting be adopted. CARRIED.

RESOLUTION NO. FA-C-21-10-118

Moved by Councillor Sweet

Seconded by Councillor Peckett

THAT the minutes of the September 27, 2021 meeting be adopted. CARRIED.

Administration Department Report

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

Mr. Perkins provided Committee with a presentation which is attached as Appendix B providing an overview of the proposed growth management policy.

Committee discussed several concerns they had regarding this policy and indicated that they would bring these concerns forward to County Council for further discussion as a group and Council can determine at that time if this policy should be returned back to Operations Committee for further input from our Elected and their respective municipalities.

Mr. Moreau overviewed the Tourism Economic Development and Recovery Fund and asked Committee members to advise their local tourist groups within their communities of these opportunities that are available through the County of Renfrew Economic Development Division, Mr. Alastair Baird, Manager of Economic Development Services is available to assist them with any inquiries.

Councillor Sweet departed the meeting at 10:13 a.m.

RESOLUTION NO. FA-C-21-10-119

Moved by Councillor Donohue

Seconded by Councillor Hunt

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

Corporate Services Department Report

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

RESOLUTION NO. FA-C-21-10-120

Moved by Councillor Donohue

Seconded by Councillor Doncaster

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.

Mr. Foss overviewed the proposed changes to our Corporate Policies. Committee noted the importance of ensuring that these policies are reviewed and updated on a regular basis. Mr. Foss confirmed that regular and routine policy review has now been included as part of our Human Resources staff performance standards.

Mr. Foss advised that the Human Resources Division sends an email to all staff advising them of the updated policies and each employee has an obligation to ensure that they keep current on policy changes. Currently, there is a tracking system in place for Emergency Services and Long-Term Care staff, but no formal tracking process in place for the other departments. The Human Resources Division is working on implementing a tracking system module.

Committee discussed Policy A-09 – Misconduct in the Workplace and the use of the term “illegal drugs”. Committee directed that this policy be returned to Human Resources for further review and clarification regarding the term “illegal drugs” versus “narcotic” or other appropriate terminology. Staff advised that there currently is another Corporate Policy G-08 Impairment in the Workplace – Drug and Alcohol/Fitness for Duty that addresses the management of impairment related issues.

RESOLUTION NO. FA-C-21-10-121

Moved by Councillor Brose

Seconded by Councillor Hunt

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 and 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. NOT VOTED ON.

RESOLUTION NO. FA-C-21-10-122

Moved by Councillor Donohue

Seconded by Councillor Hunt

THAT the Finance and Administration Committee recommend that Corporate Policy A-09 – Misconduct in the Workplace be returned to the Human Resources Division for further review and clarification related to the term “illegal drugs”.

CARRIED.

Mr. Moreau advised Committee that there was considerable discussion amongst staff in the development of Corporate Policy G-09 – COVID-19 Vaccination. Currently, there are existing policies for Long-Term Care, Child Care and Paramedic Services that follow the province’s direction, but there is no mandatory provincial direction for our remaining staff, which makes it a challenge moving forward due to the level of risk. The County wants to ensure that there are adequate measures put in place to keep staff and our public safe. The challenge will be determining the number of unvaccinated employees that need to be managed and 30 days will allow staff adequate time to reconsider getting their COVID-19 vaccine.

Councillor Sweet reentered the meeting at 11:14 a.m.

Committee commended staff for the development of the vaccination policy and it is anticipated there will be significant discussion/debate at County Council therefore, will defer any discussion on the merits of the policy itself to the next session of County Council. Committee recommended changing the wording in order to be consistent with the province, to state that staff will be considered fully vaccinated after receiving all recommended doses plus 14 days.

Committee discussed the COVID-19 vaccine education/training module that has been put in place through our Paramedic Services Department. Councillor Brose requested that that this training module be made available to all local municipalities. Mr. Foss confirmed that he will look into making this training available.

Committee also recommended that the policy also include wording stating that after December 1st, 2021 all new employees must provide proof of COVID-19 vaccination or medical exemption before they commence employment.

RESOLUTION NO. FA-C-21-10-123

Moved by Councillor Donohue

Seconded by Councillor Doncaster

THAT the Finance and Administration Committee recommend to County Council that Corporate Policy G-09 – COVID-19 Vaccination Policy be severed in order for County Council to discuss, debate and approve this policy separately; 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. CARRIED.

RESOLUTION NO. FA-C-21-10-124

Moved by Councillor Brose

Seconded by Councillor Hunt

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-14 - Retirement and Early Retirement Policy, E-02 - Statutory and Paid Holidays FT and Policy E-03 - Statutory and Paid Holiday Other than FT Policy, E-11 - Telecommuting 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. CARRIED.

Councillor Doncaster advised Committee that he would like to request that Elected Officials have the opportunity at County Council to discuss and debate the option of including Elected Officials in Corporate Policy G-09 - COVID-19 Vaccination or the option of creating a new COVID-19 Vaccination Policy specific to Elected Officials. Staff should be prepared to overview these options at County Council.

Mr. Moreau advised that this option would have to come from all of County Council due to the governance structure and wording could be added to Corporate Policy G-09 - COVID-19 Vaccination definitions to include Elected Officials or there is the option of creating a new COVID-19 Vaccination Policy specific to Elected Officials. This revision could also include a separate enforcement component stating that 48 hours prior to attending an in-person Committee or Council meeting, for example Elected Officials must provide proof of a negative rapid antigen test if they are unvaccinated.

RESOLUTION NO. FA-C-21-10-125

Moved by Councillor Brose

Seconded by Councillor Hunt

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

RESOLUTION NO. FA-C-21-10-126

Moved by Warden Robinson

Seconded by Councillor Doncaster

THAT this meeting adjourn and the next regular meeting be held on November 10, 2021. Time: 11:39 a.m. CARRIED.