



FINANCE AND ADMINISTRATION COMMITTEE

Wednesday, November 10, 2021

An electronic meeting of the Finance and Administration Committee was held on Wednesday, November 10, 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
 Ashley Wilton, 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 Chair recited the land acknowledgement, identifying that the meeting was being held on the traditional territory of the Algonquin People. The roll was called, and no pecuniary interests were disclosed.

RESOLUTION NO. FA-C-21-11-127

Moved by Councillor Hunt

Seconded by Councillor Brose

THAT the minutes of the October 14, 2021 meeting be adopted. CARRIED.

Administration Department Report

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

Committee overviewed the resolution from the Township of Whitewater Region regarding a proposed change to their Council and noted the recent newspaper article in the Eganville Leader. Warden Robinson indicated that she would contact Gerald Tracey to have a conversation with him regarding clarification of the roles and responsibilities of County Council noted within this newspaper article.

RESOLUTION NO. FA-C-21-11-128

Moved by Councillor Brose

Seconded by Councillor Peckett

THAT the Finance and Administration Committee approve the submission of the following delegation requests for the ROMA Virtual Conference by the deadline of November 15, 2021, with the appropriate Ministers and that County Council be advised:

Minister Elliott - Ontario Health Teams;

Minister Elliott – Public Health;

Minister Stephen Lecce – Compensation for Child Care Workers;

Minister Clark – Affordable and Attainable Housing – Capital Project Funding;

Minister Thompson – Infrastructure for the 4-lane bridge and/or more trail work;
and

Minister Phillips – Supportive Housing. NOT VOTED ON.

RESOLUTION NO. FA-C-21-11-129

Moved by Councillor Donohue

Seconded by Warden Robinson

THAT the Finance and Administration Committee recommend that the resolution be amended to remove the delegation request to Minister Stephen Lecce – Compensation for Child Care Workers. CARRIED.

Committee recessed at 10:02 a.m. and reconvened at 10:11 a.m.

RESOLUTION NO. FA-C-21-11-130

Moved by Councillor Brose

Seconded by Councillor Peckett

THAT the Finance and Administration Committee approve the submission of the following delegation requests for the ROMA Virtual Conference by the deadline of

November 15, 2021, with the appropriate Ministers and that County Council be advised:

Minister Elliott - Ontario Health Teams

Minister Elliott – Public Health

Minister Clark – Affordable and Attainable Housing – Capital Project Funding;

Minister Thompson – Infrastructure for the 4-lane bridge and/or more trail work;
and

Minister Phillips – Supportive Housing. CARRIED.

Mr. Moreau and Committee acknowledged and thanked Mr. Foss for all his hard work over the past year specifically with the ongoing challenges of the COVID-19 pandemic.

RESOLUTION NO. FA-C-21-11-131

Moved by Warden Robinson

Seconded by Councillor Donohue

THAT the revised By-law to Appoint a Chief Administrative Officer and to Define the Duties thereof, appointing Mr. Craig Kelley as Acting Chief Administrative Officer for the period of January 1, 2022 to December 31, 2022 be adopted at the next session of County Council. CARRIED.

Mr. Moreau advised that as directed by County Council, the Corporate Policy G-09 now specifies how it applies to members of council. Mr. Moreau confirmed that he sought legal advice from the County of Renfrew's Integrity Commissioner and these comments have been included. Committee noted the importance of respecting choice and privacy and taking out any bias in the enforcement of this policy.

RESOLUTION NO. FA-C-21-11-132

Moved by Councillor Brose

Seconded by Councillor Peckett

THAT the Finance and Administration Committee recommend that County Council approve the revised Corporate Policy G-09 Vaccination Policy; 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.

RESOLUTION NO. FA-C-21-11-133

Moved by Councillor Peckett

Seconded by Councillor Sweet

THAT the Finance and Administration Committee recommend that County Council adopt a By-law to authorize the Warden and Clerk to enter into a Transfer Payment Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the Municipal Modernization Fund-Intake 2. CARRIED.

RESOLUTION NO. FA-C-21-11-134

Moved by Councillor Brose

Seconded by Councillor Donohue

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 B.

Committee discussed the COVID-19 vaccine education/training module that has been put in place at the County of Renfrew and directed that this training module be made available to all of County Council.

Mr. Foss welcomed and congratulated Ms. Ashley Wilton who was the successful candidate and has accepted the position of Manager of Provincial Offences effective Monday, November 8, 2021.

Committee overviewed the Treasurer's Report and discussed the revenue income received from the lower-tiers and the ability to further identify this income separately. Mr. Foss advised that there are existing revenue accounts throughout our Financial Statements for revenues coming from local municipalities and the City of Pembroke for shared services and we are required to report this within the Financial Information Return and these Financial Statements.

RESOLUTION NO. FA-C-21-11-135

Moved by Councillor Donohue

Seconded by Councillor Hunt

THAT the Finance and Administration Committee recommend that staff be directed to meet with Councillor Hunt to further discuss the identification of and reporting of revenue income and/or shared services income from the lower-tiers within the County of Renfrew Financial Statements. CARRIED.

Committee overviewed the Key Performance Indicators and noted the challenge of recruitment of healthcare staff in our Long Term Care Homes. Committee also noted the ongoing challenge of recruitment of qualified staff in all aspects of the municipal sector. Warden Robinson indicated that she would bring this issue forward at the next AMO Board of Directors meeting for further discussion.

Committee noted the levy target within the Key Performance Indicators (KPI) of the Finance Division is based on the Long Term Financial Plan and all the numerous elements contained therein, which are established annually at the discretion of Council, therefore it should not be included as a Finance Division KPI target.

RESOLUTION NO. FA-C-21-11-136

Moved by Councillor Donohue

Seconded by Councillor Brose

THAT the Finance and Administration Committee direct that the Levy Target Key Performance Indicator within the Finance Division be removed as a target. CARRIED.

Committee discussed the Renfrew County and District Health Unit response letter and the September 28, 2021 Board of Health minutes distributed from Mr. Moreau. Committee recognized that the Board of Health is autonomous but agreed that we need to continue to advocate for open communication between our organizations. Warden Robinson indicated that she would reach out to Ms. Ann Aikens, Chair, Board of Health.

Committee recessed at 11:45 a.m. and reconvened at 12:05 p.m. with all persons present.

Committee discussed the recent Renfrew County Clerk-Treasurers Association Finance Sub-Committee meeting and advised that the consensus of the group was to include the cost of a third-party organization, Municipal Tax Equity Consultants Inc. for appeals for assessment changes to be included within the County of Renfrew's 2022 budget under budget pressures.

RESOLUTION NO. FA-C-21-11-137

Moved by Councillor Peckett

Seconded by Councillor Hunt

THAT the Finance and Administration Committee recommend that a By-law be adopted at the next session of County Council to Authorize the Corporation of the County of Renfrew to Enter into an Agency Agreement between CHUMS Financing Corporation and Local Authority Services (LAS) and Eligible Investors with Respect to One Investment. CARRIED.

Committee noted that this One Investment resolution follows the September presentation and the October policy update and the final step is the By-law and agreement to open an account for the potential future investment with some of those eligible investment categories.

RESOLUTION NO. FA-C-21-11-138

Moved by Councillor Donohue

Seconded by Warden Robinson

THAT the Finance and Administration Committee recommend that a By-law be adopted at the next session of County Council authorizing the Warden and Clerk to Enter into a Memorandum of Understanding Between the Corporation of the City of Pembroke and the Corporation of the County of Renfrew for Shared Cost Services – Long Term Care Homes. CARRIED.

Committee noted that they are very pleased with the results of the recent County/City Liaison Committee meeting and the solution to this long-standing issue. The utilization of a 10 year rolling average, with the starting point of 2016 and the utilization of the admission process starting in 2022 whereby a resident admitted is required to indicate where their residency was over the past 10 years and based on that information, they are deemed as City of Pembroke or County of Renfrew residents for future cost apportionment reasons.

RESOLUTION NO. FA-C-21-11-139

Moved by Councillor Hunt

Seconded by Councillor Donohue

THAT the Finance and Administration Committee recommend that a By-law be adopted at the next session of County Council to enter into a service agreement renewal with Cowan Benefits Consulting for the period January 1, 2022 to December 31, 2022; AND FURTHER THAT County Council adopt a By-law at the next session of County Council to enter into a service agreement renewal with Manulife Financial for the provision of a benefits insurance program (Policy 4704) for the period of January 1, 2022 to December 31, 2022. CARRIED.

Committee noted the renewal rates for 2022 are an overall increase of 20% and directed that the presentation which includes the information and background details provided to our Municipal Benefits Committee be included in the report to County Council.

RESOLUTION NO. FA-C-21-11-140

Moved by Councillor Brose

Seconded by Councillor Peckett

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

New Business

Committee discussed the posting of reports and minutes on the County of Renfrew website and the ongoing issues with making attachments that are not created by the County of Renfrew accessible. Committee asked that staff consider forwarding all Committee and County Council Reports to all 17 local municipal Chief Administrative Officer/Clerks after they have been sent to Committee members.

Chair Murphy thanked the Warden for entrusting her as Chair of this Committee and thanked all Committee members for their hard work.

RESOLUTION NO. FA-C-21-11-141

Moved by Councillor Donohue

Seconded by Councillor Hunt

THAT this meeting adjourn and the next regular meeting be held at the Call of the Chair. Time: 12:40 p.m. CARRIED.