



FINANCE AND ADMINISTRATION COMMITTEE

Wednesday, November 10, 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 October 14, 2021.
6. Delegations: None at time of mailing.

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| 7. Administration Report | 3 |
| 8. Corporate Services Department Report | 6 |
| 9. New Business. | |
| 10. Closed Meeting – None at time of mailing. | |
| 11. Date of next meeting (at the Call of the Chair) and adjournment. | |

NOTE: (a) County Council: Wednesday, November 24, 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: November 10, 2021
SUBJECT: Department Report

INFORMATION

1. Inaugural Meeting of Renfrew County Council

The Inaugural Meeting of County Council will be held in person on Tuesday, December 14, 2021. Council will be required to social distance at all times or wear a mask. Lunch will be provided in the Pine Boardrooms with social distancing guidelines in effect.

2. Township of Whitewater Region Council

Attached as Appendix I is a resolution from the Township of Whitewater Region regarding a proposed change to the composition of their Council.

RESOLUTIONS

3. ROMA Delegations [Strategic Plan Goal #1(b)]

Recommendation: 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, OMAFRA – Infrastructure for the 4-lane bridge and/or more trail work; and

Minister Phillips – Supportive Housing

Background

The deadline for submitting delegation meeting requests with Cabinet Ministers during the ROMA Conference is Monday, November 15, 2021.

BY-LAWS

4. CAO By-law

Recommendation: 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.

Background

Attached as Appendix I is a 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. The Acting CAO position is considered on an annual basis.

5. Vaccination Policy – Council Members

Recommendation: 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.

Background

County of Renfrew Integrity Commissioner, Mr. Guy Giorno, was asked for his comments on the Vaccination Policy for Council members and he offered the following Comments:

Mr. Giorno has advised that “Vaccination reduces the chance that you will get sick or infected if you are exposed to COVID-19. Workplace

control measures reduce the chance of being exposed to the virus; COVID-19 vaccines do not replace these measures.”

Mr. Giorno also recommends that if the intention is to have flexibility to impose a sanction that requires an Integrity Commissioner recommendation (i.e. suspension of pay), then the language should read: “An alleged breach of this policy or any other County of Renfrew COVID-19 control measure or policy by a Council Member shall be treated as an alleged breach of the Council Code of Conduct.”

These changes are shown in green on page 6 of the policy.

6. Municipal Modernization Fund – Intake 2

Recommendation: 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.

Background

In February 2021, the Finance and Administration Committee directed staff to complete an application under the Municipal Modernization Program Intake 2, by the March 15, 2021 deadline. The application focus was on the development of an Information Technology/Digital Strategy, and implementation of Service Delivery Review recommendations including projects that were proposed in the first intake and improvements to the Planning department’s application process as outlined in the background report. The application was approved and work has commenced on these projects.

COUNTY OF RENFREW

CORPORATE SERVICES DEPARTMENT REPORT

TO: Finance and Administration Committee

FROM: Jeffrey Foss, Director of Corporate Services

DATE: November 10, 2021

SUBJECT: Department Report

INFORMATION

1. Council Remuneration [Strategic Plan Goal #2]

Attached as Appendix I is the Treasurer's Statement of Remuneration and Expenses paid to County Council as at September 30, 2021. Council will note that the column entitled "Convention Expenses" has been updated from \$3,900 to reflect the \$1,875 adopted at the Budget Workshop for 2021.

2. Treasurer's Report – September 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 II is the September 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.

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

Attached as Appendix III is a chart summarizing the financial activities for all County of Renfrew Departments in relation to our COVID-19 initiatives to September 30, 2021.

4. **Provincial Offences Administration - Manager [Strategic Plan Goal #2]**

Corporate Services is very pleased to announce that Ms. Ashley Wilton has accepted the position of Provincial Offences Manager effective November 8, 2021. Ashley has been a familiar face within our Provincial Offences Division, joining the team in 2003. Congratulations Ashley!

5. **Corporate Services – Key Performance Indicators [Strategic Plan Goal #2]**

The following Key Performance Indicators will be provided to Committee on a quarterly basis:

a) **Finance - Key Performance Indicators (KPI) [Strategic Plan Goal #2]**

Attached as Appendix IV are key performance indicators for the Finance Division from January 1, 2021 to September 30, 2021. These indicators are measurable values that demonstrate the progress made by the Finance Department towards achieving key business objectives.

b) **Human Resources - Key Performance Indicators (KPI) [Strategic Plan Goal #2]**

Attached as Appendix V are key performance indicators for the Human Resources Division from January 1, 2021 to September 30, 2021. These indicators contain important data about the Human Resources Division, how it is performing, and how these results support the Corporation as a whole. In keeping with the County of Renfrew's User Fee By-law, a new KPI has been added which shows the total amount of service hours offered to the 17 local municipalities beginning September 1, 2021.

c) **Information Technology - Key Performance Indicators (KPI) [Strategic Plan Goal #2]**

Attached as Appendix VI are key performance indicators for Information Technology from January 1, 2021 to September 30, 2021 that provide committee with an overview of efficiency, risk management and statistical volumes that the Information Technology Division manages on an ongoing basis.

**d) Provincial Offences Administration - Key Performance Indicators (KPI)
[Strategic Plan Goal #2]**

Attached as Appendix VII are key performance indicators for Provincial Offences from January 1, 2021 to September 30, 2021 that will provide Committee with an overview of efficiency, risk management and statistical volumes that the POA Division manages on an ongoing basis.

6. 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 |
|---------|------------------|--|--------------------------|--------------------|-----------------------------|--------------------------|---------------------|--------------------|----------------------|
| 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 |
| October | 847 | 73 | 117 | 434 | 424 | 250 | 28 | 116 | 75 |

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

The following chart highlights the ongoing 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 |

| 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 |
|------------|----------------------------------|-----------------------|-----------------------------|----------------------|-------------------------------|-----------------------|---|---|
| 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 |
| Oct. | 5 | 2 | 499 | 125 | 377 | 1001 | 42 | 14 |

8. 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 VIII is a copy of the letter that was sent.

Attached as Appendix IX is a copy of the response letter received from the Renfrew County and District Health Unit, along with the September 28, 2021 Board of Health minutes where the discussion took place regarding this letter.

9. Renfrew County Clerk-Treasurers Association Finance Sub-Committee Meeting [Strategic Plan Goal #3]

As Chair of the Renfrew County Clerk-Treasurers Association (RCCTA) Finance Sub-Committee, Mr. Foss held a virtual meeting on Tuesday, October 26, 2021 and all the local municipal treasurers were invited to attend. As directed at our September Committee meeting, the One Investment presentation was distributed and discussed. At the request of our local municipalities during our March 2021 Tax Policy Working Group meeting, the County of Renfrew was asked to take the lead on coordinating

a third-party organization on a fee for service basis for appeals for assessment changes. As a result, a presentation from Mr. Peter R. Frise, Vice President of Corporate and Client Services, Municipal Tax Equity Consultants Inc. was provided and is attached as Appendix X. MTE has proposed the following cost estimate for the services listed below to be provided the County of Renfrew and our local municipalities:

| MTE Services | Budget |
|--|-----------------|
| Assessment Roll Audit Study | \$10,500 |
| Assessment Audit Follow Up and Remediation Efforts | \$8,000 |
| ABM Workshop and Knowledge Transfer | \$2,500 |
| Ad Hoc Program Design Support | \$1,200 |
| Total (Exclusive of HST and Disbursements) | \$22,200 |

Based on the consensus of the group, this cost will be included within the County of Renfrew's 2022 Budget discussions under Budget Pressures. Any assessment appeals would be considered on a cost-share basis with our local municipalities.

Ms. Jennifer Gruntz, Account Manager, Municipal Property Assessment Corporation (MPAC) also provided an update. Attached as Appendix XI is the October 2021 MPAC InTouch Newsletter which includes these updates. The group noted that the delay of assessment by Municipal Property Assessment Corporation (MPAC) and the potential impact of the significant increase in sales and values of homes in their area. Ms. Gruntz indicated that they are still awaiting direction regarding reassessment and will provide this information as soon as it is available.

Other discussion items included the Small Business Subclass exemption, Industrial Ratio Phase-in for 2022 and 2023, Multi-Residential Class Ratio, 2022 Whistleblower Program, O.Reg. 588/17 – Asset Management Planning for Municipal Infrastructure, insurance rate increases for 2022 and municipal growth management costs.

10. Municipal Finance Officers' Association of Ontario (MFOA) 2021 Fall Economic Statement

On November 4, 2021 the Municipal Finance Officers' Association of Ontario (MFOA) released their summary of the 2021 Fall Economic Statement which is attached as Appendix XII.

11. BusPatrol Stop Arm Camera Program

At our April Committee meeting, BusPatrol provided a presentation overviewing a proposed School Bus Stop Arm Camera Project. Committee directed staff to bring a detailed report of their findings to a future meeting in order to better understand the platform and modelling.

On October 5, 2021, staff received an email from BusPatrol containing a Master Agreement between BusPatrol America, the County of Renfrew and the Renfrew County Joint Transportation Consortium for a School Bus Stop Arm Enforcement Program which is attached as Appendix XIII.

On October 19, 2021 an email was received from BusPatrol confirming that the Renfrew County Joint Transportation Consortium is interested in deploying the BusPatrol Stop Arm Camera program in Renfrew County and partnering with the County of Renfrew.

Since BusPatrol is not currently operating in any other jurisdiction in Ontario, the County of Renfrew is not able to obtain a municipal perspective and reference from any of our peers, placing the County of Renfrew at a significant disadvantage. As a result, the Treasurer has organized a follow-up meeting with BusPatrol on November 16, 2021, to further understand our responsibilities with the proposed agreement.

BY-LAWS

12. One Investment [Strategic Plan Goal #3]

Recommendation: 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.

Background

At our September meeting, our 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.

Accordingly, at our October session of County Council, amendments were approved to Corporate Policy GA-06 – Investment Policy which governs investments to allow the County of Renfrew to take advantage of these changes to the Act.

Attached as Appendix XIV is a By-law and agreement authorizing the County of Renfrew to enter into an agency agreement and to enroll in one or more of the ONE Investment portfolios.

13. Shared Cost Services – Long Term Care Homes [Strategic Plan Goal #3]

Recommendation: 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.

Background

A cost sharing agreement with the City of Pembroke has been in place since 1971. This agreement provides for the allocation of municipal cost between the County of Renfrew and the City of Pembroke based on the percentage of residents admitted from the City, the County or other. The annual municipal contribution for operations is generally based on a percentage of the number of residents from each municipality in the Homes for the Aged at the end of the preceding year.

At the January 2020 session of County Council, a resolution was adopted 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 to freeze the municipal cost share burden using the 2019 resident census percentage for the 2020 and 2021 fiscal periods. Both organizations indicated a desire to achieve budget predictability through this two-year agreement.

At our March Committee meeting, staff reviewed a letter dated March 1, 2021 from Mr. Terry Lapierre, Chief Administrative Officer, City of Pembroke (attached as Appendix XV) providing notice of their desire to meet with the County of Renfrew to renegotiate the terms of this agreement. Several meetings took place at the staff level since that initial letter was received. As a result, a County-City Liaison Committee meeting took place on October 22, 2021, resulting in a new Memorandum of Understanding which will be applicable for a five year term commencing on January 1, 2022 and will be automatically renewed at the end of that period unless either party gives notice in writing at least six months prior to the expiration that they wish to renegotiate the cost sharing methodology. Both parties agreed that the County of Renfrew will have our external auditors review the December 31st resident census every two years, beginning with 2023 and provide their findings in an auditors letter to both parties.

Attached as Appendix XVI is a copy of the By-law and Memorandum of Understanding.

14. Benefits Renewal of Services [Strategic Plan Goal #3]

Recommendation: 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.

Background

The Municipal Benefits Committee (MBC) met with our benefits consultants, Cowan Insurance, on October 26, 2021 to conduct a review of the services and plans. The renewal period for these services is January 1, 2022 – December 31, 2022. The MBC voted to continue with Cowan's consulting services, as well as to continue with Manulife Financial for the provision of a benefits insurance program for the period of January 1, 2022 to December 31, 2022.

Annual Employee Benefits Plan Renewal

As a result of plan design management and the efforts of our benefits consultants, Cowan Insurance Group, we are pleased to report our renewal rates for 2022 will be an overall increase of 20% or an annual premium adjustment of \$464,433.30.

Attached as Appendix XVII is an excerpt from the Executive Summary from Cowan Insurance Group which shows the 2022 Renewal Table.

Attached as Appendix XVIII is the By-Law to Authorize the Warden and Clerk to Enter Into a Service Agreement Renewal with Cowan Benefits Consulting for a Benefits Program and changes are reflected in bold and strikeout.

Attached as Appendix XIX is the By-Law to Authorize the Warden and Clerk to Enter Into a Service Agreement with Manulife Financial for the Provision of a Benefits Program.