



## **FINANCE AND ADMINISTRATION COMMITTEE**

**Thursday, January 13, 2022**

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An electronic meeting of the Finance and Administration Committee was held on Thursday, January 13, 2022, at 9:30 a.m.

Present were: Chair Jennifer Murphy  
Vice-Chair Brian Hunt  
Councillor James Brose  
Councillor Glenn Doncaster  
Councillor Michael Donohue  
Councillor Tom Peckett

Regrets: Warden Debbie Robinson  
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  
Michael Nolan, Director of Emergency Services  
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

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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-22-01-01**

Moved by Councillor Hunt

Seconded by Councillor Brose

THAT the minutes of the November 10, 2021 meeting be adopted. CARRIED.

**Administration Department Report**

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

Mr. Moreau and each Department Head provided Committee with an update on the continuity of operations within their Departments.

Committee thanked staff for all their hard work in ensuring that the County of Renfrew continues to provide excellent uninterrupted service to the residents of Renfrew County during the ongoing pandemic.

Committee overviewed the request letter from Festival Hall regarding their planned renovation which includes the replacement of seats and noted that the County of Renfrew has had a no grants policy since 2001.

**RESOLUTION NO. FA-C-22-01-02**

Moved by Councillor Hunt

Seconded by Councillor Brose

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

Committee recessed at 10:30 a.m. and reconvened at 10:43 a.m. with all persons present.

**Corporate Services Department Report**

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

Mr. Foss advised Committee that several years ago, staff received direction from this Committee and County Council to ensure that mileage rates reflect the Canada Revenue Agency (CRA) rates and any change to be reported to our Committee and County Council. Therefore, the mileage rates have increased to 61 cents for first 5,000 and 55 cents thereafter, effective January 1, 2022. Staff will be updating the Employee Travel Expense Claim and all documents used to reimburse Council.

Mr. Foss advised Committee that the annual renewal insurance premium for the County of Renfrew for 2022 is \$703,467, which is an increase of 11% or \$70,908. Mr. Foss advised that cyber insurance has increased significantly over the past year due to the overall increase in the number and size of claims therefore, our premium is up 45% or \$12,800 over 2021. Insurance increases of 10% for liability coverage was included in our 2022 budget.

Committee overviewed the letter from the Municipal Property Assessment Corporation providing details of their 2022 funding requirements and discussed the reassessment imbalance of continuing to operate at a January 1, 2016 assessment date. With the significant rise in property prices since the onset of COVID-19, staff are anticipating a possible shift in the municipal tax burden between properties in the same tax class and between the various tax classes in Renfrew County once the new market value assessment information is finally released.

Mr. Foss advised Committee that the 2022 Budget includes a cost to engage a third-party consultant, Municipal Tax Equity (MTE) Consultants Inc. to conduct a County wide audit of our assessment roll to analyze the data and focus on any anomalies to clean up this roll as well as provide training to local municipalities. This item was a recommendation from the Tax Policy Working Group and will benefit all local municipalities. Assistance for assessment appeals could also be provided by MTE on a cost-share basis with our local municipalities.

Committee overviewed the 2022 funding letter from the Renfrew County and District Health Unit - Board of Health noting the funding remains unchanged from 2021, as well they have provided additional information including the history of the municipal levy from 1987 to 2022.

**RESOLUTION NO. FA-C-22-01-03**

Moved by Councillor Donohue

Seconded by Councillor Doncaster

THAT the Finance and Administration Committee authorize Chair Murphy to sign the response letter to Scott Rosien Black and Locke, on behalf of this Committee.  
CARRIED.

**RESOLUTION NO. FA-C-22-01-04**

Moved by Councillor Brose

Seconded by Councillor Peckett

THAT the Finance and Administration Committee recommends to County Council that the 2022 membership fee to the Association of Municipalities of Ontario (AMO) in the amount of \$9,564.56 including HST be approved. CARRIED.

**RESOLUTION NO. FA-C-22-01-05**

Moved by Councillor Peckett

Seconded by Councillor Hunt

THAT the Finance and Administration Committee approves for the Treasurer to continue to pay the Municipal Employer Pension Centre of Ontario (MEPCO) the 2022 Employer Municipal Contribution in the amount of \$3,428.99 (578 OMERS Employees x \$5.25/per employee) including HST. CARRIED.

**RESOLUTION NO. FA-C-22-01-06**

Moved by Councillor Hunt

Seconded by Councillor Peckett

THAT the Finance and Administration Committee recommends to County Council that the 2022 membership fee to the Federation of Canadian Municipalities (FCM) in the amount of \$21,521.42 including HST be approved. CARRIED.

**RESOLUTION NO. FA-C-22-01-07**

Moved by Councillor Brose

Seconded by Councillor Donohue

THAT the Finance and Administration Committee recommends to County Council: WHEREAS in 2018, Premier Ford committed to reviewing the matter of municipal joint and several liability;

AND WHEREAS this review was conducted in 2019 with the Association of Municipalities of Ontario (AMO) and municipalities fully participating;

AND WHEREAS the results of this provincial review have not been released and municipalities are still awaiting news of how the Attorney General will address this important matter;

AND WHEREAS liability and risks are one major driver of exponentially increasing insurance costs;

AND WHEREAS the Association of Municipalities of Ontario (AMO) submitted "Towards a Reasonable Balance – Addressing Growing Municipal Liability and Insurance Costs" in October 2019 that provides a refresh on the municipal argument to find a balance to the issues and challenges presented by joint and

several liability, including implementing full proportionate liability and a cap on economic loss awards;

NOW THEREFORE BE IT RESOLVED that the Finance and Administration Committee recommend to County Council that we support the following seven recommendations contained within the Association of Municipalities of Ontario (AMO) submission:

1. The provincial government adopt a model of full proportionate liability to replace joint and several liability;
2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10-day rule on slip and fall cases given recent judicial interpretations, and whether a 1-year limitation period may be beneficial;
3. Implement a cap for economic loss awards;
4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third-party liability coverage to \$2 million in government regulated automobile insurance plans;
5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as non-profit insurance reciprocals;
6. Compel the insurance industry to supply all necessary financial evidence including premiums, claims, and deductible limit changes which support its, and municipal arguments as to the fiscal impact of joint and several liability;
7. Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General;

AND FURTHER THAT a copy of this resolution be sent to the Honourable Doug Downey, Attorney General; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; and to Jamie McGarvey, AMO President. CARRIED.

### **2022 Draft Budget**

Mr. Foss overviewed the Corporate Services Departmental Budget advising that the overall variance of 5.5% includes the department Financial Expense which includes a significant number of items that are primarily supporting our long-term plan requirements in capital renewal and debt obligations. If we exclude that line item, our overall change is 2.7%, which is slightly above Council's direction at 2.5%. All divisions have met their target except Provincial Offences and a business case has been included for this Committee's consideration. The proposed increase in staffing hours for the POA Disclosure Clerk is directly related to the Ministry of the Attorney General's intention to transfer the more serious Part III offences and prosecutions back to member municipalities. If that occurs, there is a financial cost to the County of Renfrew that we will have to attempt to

provide for within this budget. This transfer has been discussed at this Committee since 2018 and staff fully anticipate in 2022, we may not have a choice but to accept the transfer. Ms. Ashley Wilton, our POA Manager is a member of the Municipal Court Managers' Association (MCMA) and all municipal court managers are anticipating this type of financial pressure, therefore they are collectively pushing back firmly. The Ministry of the Attorney General (MAG) is asking all POA courts to enter into a new revised Memorandum of Understanding (MOU) which lays out this change in responsibilities and no court is eager to amend or sign a new MOU without MAG dealing with the corresponding financial impact.

Mr. Foss noted that the Cost of Living Allowance (COLA) to non-union and salaries of Council members has been set at 1.75% as directed by Council.

Mr. Foss advised that the overall increase for Members of Council is 2.2% which includes COLA, in addition, the Warden has been acclaimed as Chair of the Eastern Ontario Wardens' Caucus which requires a significant number of Ad Hoc meetings, an increase in CPP and Council Liability insurance premiums increased by 10%.

Councillor Donohue noted that during last year's Committee budget discussions, the November 30 Treasurers Report was provided and from 2015 to 2020 the draft budget document included a forecast column.

#### **RESOLUTION NO. FA-C-21-02-08**

Moved by Councillor Donohue

Seconded by Councillor Hunt

THAT the Finance and Administration Committee recommend that the November 30, 2021 Treasurers Report be provided as part of the budget documents for the 2022 Budget Workshop. CARRIED.

Councillor Donohue proposed a motion that staff be directed for Council's consideration for the 2023 budget, that the Treasurers Report be restored to include a forecast year end column of the immediate preceding fiscal year. There was no seconder for this motion.

Mr. Foss overviewed the salary impact of the transfer of the EMS and RCHC financial duties into the Finance Department to provide efficiencies, ensure consistency and financial oversight as part of our Service Delivery Improvement Project. In 2021, there was a corresponding change in the receptionist position, to utilize an accommodation individual, therefore a resulting salary and benefits for these changes.

Mr. Foss overviewed the Human Resources Budget noting the Council approved change in their staffing model in February 2021. Human Resources staff have developed a Service Level Agreement for the services of a Human Resources Coordinator for 3 days a week at the Town of Renfrew and anticipate receiving this signed agreement in the next few weeks. There was an increase in legal fees in 2021 as Human Resources was restructured and six collective agreements were being negotiated. The 2022 budget is moving away from these third party legal fees, but we will still require some legal support and opinions and the CUPE agreement with EMS is ongoing.

Mr. Foss noted that Financial Expense includes renovation work at Centennial Lake Bridge that was self financed until 2022, 1.65% growth for the TCA renewal reserve, lower interest revenues with historic lows on all renewals, but with our laddered GIC approach and County Council's approval to open an account at ONE Investment, staff will be bringing forward recommendations to Committee and Council in 2022 to take advantage of other investment opportunities.

**RESOLUTION NO. FA-C-22-01-09**

Moved by Councillor Brose

Seconded by Councillor Hunt

THAT the Finance and Administration Committee recommends that the Draft 2022 Budgets for all divisions reporting to this Committee be approved and forwarded to the January 17, 2022 County Council Budget Workshop for approval. CARRIED.

**RESOLUTION NO. FA-C-22-01-10**

Moved by Councillor Donohue

Seconded by Councillor Hunt

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

**RESOLUTION NO. FA-C-22-01-11**

Moved by Councillor Hunt

Seconded by Councillor Donohue

BE IT RESOLVED THAT the Finance and Administration Committee move into a closed meeting pursuant to Section 239 of the Municipal Act, 2001, as amended for the purpose of litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Renfrew County Place – Leases): Time: 12:22 p.m. CARRIED.

**RESOLUTION NO. FA-C-22-01-13**

Moved by Councillor Donohue

Seconded by Councillor Brose

THAT this meeting resume as an open meeting. Time: 12:35 p.m. CARRIED.

**RESOLUTION NO. FA-C-22-01-14**

Moved by Councillor Brose

Seconded by Councillor Doncaster

THAT this meeting adjourn and the next regular meeting be held on Thursday, February 10, 2022. Time: 12:35 p.m. CARRIED.