



FINANCE AND ADMINISTRATION COMMITTEE

Thursday, February 10, 2022

An electronic meeting of the Finance and Administration Committee was held on Thursday, February 10, 2022, at 9:30 a.m.

Present were: Chair Jennifer Murphy
 Warden Debbie Robinson
 Vice-Chair Brian Hunt
 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
 Andrea Patrick, Acting Director of Community Services
 Mike Blackmore, Director of Long-Term Care
 Greg Belmore, Manager of Human Resources
 Daniel Burke, Manager of Finance
 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-22-02-15

Moved by Councillor Brose

Seconded by Councillor Hunt

THAT the minutes of the January 13, 2022 meeting be adopted. CARRIED

Administration Department Report

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

Committee discussed the changes to the Council Remuneration By-law that are directly related to the Cost of Living Allowance (COLA) and the Canada Revenue Agency (CRA) mileage rate changes, as well as the Council Compensation Review that is taking place by Gallagher Benefit Services (Canada) Group Inc. and determined that the review is a separate process and no further changes are required to the Council Remuneration By-law.

RESOLUTION NO. FA-C-22-02-16

Moved by Councillor Hunt

Seconded by Councillor Donohue

THAT the Finance and Administration Committee recommend that County Council adopt the revised By-law for the Remuneration of Members of the Council of the County of Renfrew effective January 1, 2022; AND FURTHER THAT By-law 22-21 be repealed. CARRIED.

Councillor Peckett entered the meeting at 9:39 a.m.

Committee directed that the reports resulting from the Council Compensation Review and Non-Union Compensation Review from Gallagher Benefit Services (Canada) Group Inc. be presented directly to County Council in March.

RESOLUTION NO. FA-C-22-02-17

Moved by Councillor Brose

Seconded by Warden Robinson

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 in the amount of \$317,491 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 3. CARRIED.

RESOLUTION NO. FA-C-22-02- 18

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 B.

Mr. Foss overviewed the Memorandum of Understanding with Arnprior Regional Health that transferred the responsibility of the Renfrew County Virtual Triage and Assessment Centre (RC VTAC) to the County of Renfrew until March 31, 2022.

Warden Robinson advised that she was very pleased to announce at yesterday's Health Committee meeting, that after a lot of hard work and lobbying of Council and staff, and after a meeting held last week with Minister Elliott, we received the positive news that additional funding has been secured for RC VTAC until March 31, 2023. Warden Robinson thanked MPP John Yakabuski, who worked alongside County of Renfrew representatives in our lobbying efforts to get this issue in front of Minister Elliott.

Committee discussed the Public Health delegation at ROMA with the Honourable Christine Elliott, Minister of Health where concerns were expressed regarding the impact any future increases to the provincial/municipal cost-sharing model will have on the municipal tax burden. Warden Robinson noted that mitigation funding in 2021 helped with this shortfall, but the County of Renfrew will continue to advocate along with the Eastern Ontario Wardens' Caucus.

Mr. Foss overviewed the changes to Policy GA-01 Procurement of Goods and Services, specifically related to electronic bidding noting the difficulties during this pandemic in dealing with various tenders, without the use of an electronic bidding platform. Since this policy hasn't been updated since 2015, staff also had a significant number of housekeeping items, additions, deletions and clarity corrections to be made therefore, reached out to a solicitor for additional review.

RESOLUTION NO. FA-C-22-02-19

Moved by Warden Robinson

Seconded by Councillor Brose

THAT the Finance and Administration Committee recommend that County Council approve the revised Policy GA-01 Procurement of Goods and Services; AND FURTHER THAT a By-law to Amend By-law 59-02 Corporate Policies and Procedures for the County of Renfrew be adopted. CARRIED.

RESOLUTION NO. FA-C-22-02-20

Moved by Councillor Hunt

Seconded by Councillor Peckett

THAT the Finance and Administration Committee recommends that County Council approve the following changes to Employment By-law #1 effective January 1, 2022:

- a) Article 4 - Rates of Pay: A 1.75% wage increase for all non-union staff (except students) as outlined in Schedules "A" and "B";
- b) Removal of the Clerk/Cashier (Disclosure), Courtroom Clerk/Monitor and General Clerk/Cashier from Schedule "A" at Group 3 in the salary grid, removal of the Collections Clerk from Schedule "A" at Group 4 in the salary grid and addition of Court Service Specialist in Schedule "A" at Group 3 in the salary grid;
- c) Removal of the Asset Management Coordinator from Schedule "A" at Group 7 in the salary grid; and
- d) Change to the Student Wage from \$13.40 to \$14.10 (for students under 18) and from \$14.25 to \$15.00 (for students 18 and over) as outlined in Schedule "B".

AND FURTHER THAT the revised Employment By-law # 1 be adopted. CARRIED.

RESOLUTION NO. FA-C-22-02-21

Moved by Councillor Brose

Seconded by Councillor Peckett

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

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

Moved by Councillor Donohue

Seconded by Councillor Hunt

THAT this meeting adjourn and the next regular meeting be held on Thursday, March 10, 2022. Time: 10:25 a.m. CARRIED.