



FINANCE AND ADMINISTRATION COMMITTEE

Tuesday, September 20, 2022 – 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 August 11, 2022.
6. Delegations: None at time of mailing.
7. Administration Report Page
3
8. Corporate Services Department Report 9
9. New Business.
10. Closed Meeting: None at time of mailing.
11. Date of next meeting (Thursday, October 13, 2022) and adjournment.

NOTE: a) **County Council: Wednesday, September 28, 2022, 10:00 a.m.**

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 DEPARTMENT REPORT

TO: Finance and Administration Committee

FROM: Craig Kelley, Chief Administrative Officer/Clerk

DATE: September 20, 2022

SUBJECT: Department Report

INFORMATION

1. County Initiatives

Since September 1st, the CAO's office has been working on several initiatives to the fall session of County Council, along with engagement of County of Renfrew staff. Among the action items being worked on:

- County Council inauguration and orientation planning
 - Staff is preparing materials for the November 23rd inauguration and the mid-December orientation workshops. All lower tier municipalities have been invited to participate in the first phase of the orientation (council-staff relations, municipal law 101, planning 101, etc.). The second phase will be focused on County of Renfrew activities only, and open to County Councillors. Dates are still being confirmed, based upon the availability of facilitators.
- Preparations for the acknowledgement of Her Majesty Queen Elizabeth II's passing.
- Coordination of agenda items for the September and October meetings of the Eastern Ontario Wardens' Caucus.
- Working with staff on the November 3rd County Day at the Ontario Legislature.
- Preparations for Committee Week, County Council, Truth & Reconciliation Day recognition.

Staff is acutely aware of the disruption that the October municipal election will mean to future meetings of Committees and Council and will be monitoring activities being brought forward for discussion, debate, and approval. As the calendar suggests, October meetings will still continue as planned but the November committees will be put on hold until a new council is sworn in. If the need arises after November 23rd, which will likely occur, we will discuss meeting options with the new Warden and Committee chairpersons on options to advance the needs of the County.

2. **Bill 3, Strong Mayors, Building Homes Act, 2022**

Attached as Appendix I is a resolution dated September 1, 2022 from the Town of Kingsville in disagreement of Bill 3 to amend various statutes with respect to special powers and duties of heads of council. The Town of Kingsville feels this change is unnecessary and should not be implemented in smaller municipalities.

3. **Communications**

Our Media Relations and Social Media Coordinator, Tina Peplinskie, commenced employment with the County of Renfrew in mid-April. Since then, she has distributed 15 media releases and has reviewed and issued an additional 15 media releases, which were prepared by other departments.

Topics of the releases have ranged from the rehabilitation of the Petawawa River Bridge, hosting the Eastern Ontario Wardens' Caucus meeting, County Forester Lacey Rose participating in the 2022 World Forestry Congress in Seoul, South Korea, in-person volunteer appreciation events at Miramichi Lodge and Bonnechere Manor, the opening of the Noojimokamig Garden at the County Administration Building and inviting the public to sign a Book of Condolences for Queen Elizabeth II.

On the social media side, she has been working to create consistent messaging with daily posts on Facebook, Twitter and Instagram. This includes posts about upcoming meetings with the YouTube links for meetings, to assist with the transparency of the corporation and posts highlighting available career opportunities within the County of Renfrew, which have been well received and well shared on all social media platforms. Work to engage members of the public with our posts will

continue as she tracks the successes by studying the analytics, including new followers, comments and shares.

Aside from the regular posts, we are also working to fine tune our emergency messaging so members of the community know they can look to the County of Renfrew as a trusted source for information during emergencies. This was evident with the response of information shared following the storm on the Victoria Day long weekend which impacted Greater Madawaska as well as when the Tornado Watch was issued in June. Ms. Peplinskie also assisted Greater Madawaska in preparing its messaging to the community following the May storm.

Ms. Peplinskie has also been shadowing Shawn Behnke on the innerworkings of the video communications system for County Council and committee meetings, essentially serving as a co-producer for YouTube broadcasts. This is in preparation for the future transition of those duties to municipal staff.



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COPY VIA EMAIL (Premier@ontario.ca)

September 1, 2022

The Hon. Doug Ford, Premier of Ontario
Legislative Building
1 Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

**RE: Town of Kingsville Council Resolution #336-08292022 in opposition to
Bill 3, Strong Mayors, Building Homes Act, 2022**

At its Special Meeting held August 29, 2022 Council of The Corporation of the Town of Kingsville passed a Resolution against Bill 3 as follows:

Resolution #336-08292022

Moved by Councillor Kimberly DeYong
Seconded by Councillor Laura Lucier

"WHEREAS the Government of Ontario, through the Minister of Municipal Affairs and Housing, has introduced Bill 3 which is described as "An Act to amend various statutes with respect to special powers and duties of heads of council";

AND WHEREAS this Bill, if enacted, will initially apply to the City of Toronto and City of Ottawa, but will later be expanded to include other municipalities according to a statement made by the Premier at the 2022 AMO annual conference;

AND WHEREAS this Bill, if enacted, will give Mayors additional authority and powers, and correspondingly take away authority and powers from Councils and professional staff, and will include giving the Mayor the authority to propose and adopt the Municipal budget and to veto some decisions of Council;

AND WHEREAS this Bill, if enacted, will give authority over professional staff to the Mayor, including that of the Chief Administrative Officer;

AND WHEREAS these changes will result in a reduction of independence for professional staff including the CAO, who currently provide objective information to the Council and public and will now take direction from the Mayor alone when the Mayor so directs;

AND WHEREAS these are surprising and unnecessary changes to the historical balance of power between a Mayor and Council, and which historically gave the final say in all matters to the will of the majority of the elected Council.

THEREFORE, this Council of the Town of Kingsville, passes this resolution to petition the Government of Ontario that:

1. These changes to the *Municipal Act, 2001*, are unnecessary and will negatively affect the Town of Kingsville;
2. That if the Ontario Government deems these changes necessary in large single-tier municipalities such as Toronto and Ottawa, that such changes should not be implemented in smaller municipalities;
3. That the Ontario Government should enact legislation clarifying the role of Mayor, Council and Chief Administrative Officer, similar to those recommended by the Ontario Municipal Administrator's Association and those recommended by Justice Marrocco in the Collingwood judicial inquiry of 2020; and
4. That if the stated goal of this legislation is to construct more housing in Ontario that this can be accomplished through other means including amendment of the *Planning Act* and funding of more affordable housing.

Council further directs the Clerk to ensure that a copy of this resolution be provided to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the "Standing Committee on Heritage, Infrastructure and Cultural Policy", Kingsville's MPP, the Association of Municipalities of Ontario, and other Municipalities in Ontario."

RECORDED VOTE – Carried Unanimously

	YEA	NAY
Deputy Mayor Gord Queen	X	
Councillor Kimberly DeYong	X	
Councillor Tony Gaffan	X	
Councillor Laura Lucier	X	
Councillor Thomas Neufeld	X	
Councillor Larry Patterson	X	
Results	6	0

If you have any questions or comments please contact Paula Parker at pparker@kingsville.ca.

Yours very truly,



Paula Parker
Town Clerk, on behalf of Kingsville Council

cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
(Steve.Clark@pc.ola.org)
Standing Committee on Heritage, Infrastructure and Cultural Policy; Attn.: Committee Clerk
Isaiah Thorning (schicp@ola.org)
Anthony Leardi, MPP – Essex (Anthony.Leardi@pc.ola.org)
Association of Municipalities of Ontario (AMO) (amo@amo.on.ca)
All Ontario Municipalities

COUNTY OF RENFREW
CORPORATE SERVICES DEPARTMENT REPORT

TO: Finance and Administration Committee

FROM: Jeffrey Foss, Director of Corporate Services

DATE: September 20, 2022

SUBJECT: Department Report

INFORMATION

1. 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 and collection notices mailed over the past five months through the Provincial Offences Administration Office.

Month 2022	Charges Received	Trial Notices Issued **Notice of Hearing Audio Court	Early Resolution Notices	Payments Processed	Payfines Payments Processed	Number of Files Reviewed	Licence Suspensions	Collection Notices	To Collection Agency
April	966	82	77	415	362	346	24	111	59
May	1,195	43	114	482	517	517	99	35	127
June	962	133	90	461	431	354	42	86	83
July	1,025	34	95	443	464	424	134	115	45
August	904	36	63	458	444	589	38	120	226

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

The following chart highlights the ongoing backlog of court matters due to the COVID-19 shutdown:

Month 2022	# 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
January	6	2	494	124	279	897	37	12.5
Feb	5	3	460	62	422	944	39	13
March	7	3	454	59	430	943	39	13
April	5	2	451	112	304	867	36	12
May	6	2	384	125	925	1,434*	60	20
June	7	4	391	87	956	1,434	60	20
July	6	3	389	109	969	1,467	61	20
August	6	2	433	70	1,016	1,519	63	21

*The increase in the Part III backlog number, represents the total number of backlog of files both within the month of May, as well as matters scheduled to future court days. Prior to May 2022, the backlog of Part III's only included matters listed in court each month that were not completed. Going forward, the report will now include the total number of Part III's that are actively before the court.

3. 2023 Budget Guidelines - [Strategic Plan Goal #3]

Attached as Appendix I is the draft 2023 budget schedule. A two-day budget workshop is scheduled for February 22 and 23, 2023 to allow Council and staff the opportunity to commence a Strategic Planning process in January.

At the April 29, 2015 session of County Council, the Long-Term Financial Plan (LTFP) was presented with the following Resolution No. FA-CC-15-04-46 being adopted:

“THAT County Council approve the Long-Term Financial Plan to be used as a guideline for future budget deliberations to strategically finance the County of Renfrew's Asset Management Plan; AND FURTHER THAT the Long-Term Financial Plan and scorecard be reviewed each year as part of the budget process.” The long-term financial plan approved by County Council includes an annual levy increase of 3% and a restriction in the use of that levy increase to only 2.5% per year for operating expenses.

Staff had advised Committee and Council at our August meetings of a number of fiscal pressures that will have an impact on our ability to deliver a 2023 budget within the 3% levy target established in the Long-Term Financial Plan. Those pressures include, but are not limited to, the following challenges:

1. The third year of the RCHC CUPE Local 4425 collective agreement increase in wages 1.5%.
2. ML CUPE Local 3586 and BM CUPE Local 1508 collective agreements expire on December 31 2022.
3. Paramedic CUPE Local 4698 agreement in principle for the 2020-2023 period, including a 2.75% wage increase and other enhancements for 2023.
4. ONA Local Agreement expired in 2020. ONA and the employer agreed to abandon the Central Hospital Award with respect to wages following the 1% wage cap introduced with Bill 124 and ONA members received 1.75% in April 2022.
5. Council approved the Gallagher Report for Council salary increases of \$100,672 phased in over 4 years.
6. Return of the Council budget to pre-COVID level at \$100,000.
7. Council approved the Gallagher Report for Non-Union Compensation in 2022. The full year impact of this change is estimated at \$700,000.
8. Canada's inflation rate at 8.1% in June 2022.
9. Algonquin Trail - \$2 million approved in 2021 to be financed from the Working Capital Reserve and repaid from a future operating surplus. This project remains unfunded.
10. Algonquin Trail - \$2 million approved in 2022 Budget to be financed from the Working Capital Reserve and repaid from a future operating surplus. This project remains unfunded.
11. Public Works staffing restructuring proposal in August 2022 for three additional positions at \$417,000 per year.
12. Public Works capital overspending by \$2.5 million in the June 2022 Committee Report.
13. RCHC capital overspending of \$210,000 in the June 2022 Committee Report.
14. Renfrew County and District Health Unit expected cost increase to obligated municipalities of \$900,000 per year.
15. Increase in benchmark capital costs of 20% for buildings, fleet, roads, bridges and culverts within our 10-year capital plan based on 2022 tender results (\$263 million x 20% = \$52 million).
16. Implementation of the Business Analyst position within the IT Division per the recommendations of the Perry Group Digital Strategy Report (\$100,000+).

17. A recent survey of the EOWC Treasurer Group suggests that municipal insurance renewals for the 2022-2023 year have been 17% to 23% (\$150,000 impact).
18. Emergency Services department is \$1 million over budget as of June 30, 2022.
19. New Planner position approved in April 2022 at \$105,000 including benefits, not provided for in 2022 budget.
20. Paramedic WSIB actuarial estimate in 2021 may require a higher payroll burden factor in 2023 budget than 9% to prepare for next actuarial review in 2024.

Staff had asked Committee and Council to consider these guidelines and issues over the next several weeks and provide staff with budget guidelines at today's meeting. Specifically, staff are seeking direction on a target municipal levy increase for 2023 and a target 2023 non-union COLA increase.

4. Appointment of External Auditors [Strategic Plan Goal #3]

As Committee was made aware of at our June 16, 2022 Finance and Administration Committee meeting, after a relationship of more than 40 years, the accounting firm of Scott Rosien Black & Locke would not be in a position to provide auditing services beyond the 2021 fiscal year. Accordingly, staff issued a Request for Proposal (RFP) for audit services for a five-year term and received interest from five qualified firms, two of which have a physical office within the County of Renfrew. Of the five interested firms, two of the firms declined to submit a proposal without offering a reason, the two local firms also declined to submit a proposal due to staffing constraints. Fortunately, one firm, being KPMG LLP, did submit an acceptable proposal. Despite having received only one proposal, staff exercised the option within the RFP to request a presentation from the proponents of a submission. Staff met with a partner and two managers from KPMG LLP on September 7, 2022 for approximately two hours to review the proposal in detail. As a result of that meeting, and having received very positive references from existing KPMG upper-tier municipal audit clients, including our peers in the Eastern Ontario Wardens' Caucus (EOWC), staff are comfortable with the recommendation and can assure this committee that they are appointing a highly qualified and skilled audit firm.

KPMG LLP is a global firm however, the County of Renfrew will be served by an office/team located in Perth, which in turn is a satellite of the larger Kingston office/team. This team oversees approximately 30 other upper and lower tier municipal audits across the eastern Ontario region, including a number of our upper-tier neighbouring counties and members of the EOWC. The proposal for auditing services as submitted by KPMG LLP for 2022 is \$77,250 + HST and represents a \$20,500 increase over our 2021 audit fees. The five-year proposal for 2022 to 2026 totals \$418,150.00 + HST.

The RFP is awarded under the delegated authority to the Chief Administrative Officer/Clerk under By-law 74-22 being a By-Law to Delegate Authority for Decisions to the Chief Administrative Officer in the Event that Council finds itself, subject to Section 275 of the Municipal Act, 2001, as amended, regarding "restricted acts after nomination day".

Attached as Appendix II is a By-law to Appoint Auditors for the County of Renfrew.

BY-LAWS

5. Information Technology - Corporate Policies and Procedures [Strategic Plan Goal #2]

Recommendation: THAT the Finance and Administration Committee recommends to County Council that the new Corporate Policy IT-12 Electronic Monitoring of Employees be approved; AND FURTHER THAT a By-law to Amend By-law 62-03, being a By-law to Establish Information Technology Corporate Policies and Procedures for the County of Renfrew be adopted.

Background

On August 11, 2022, Bill 88 – Ontario’s Working for Workers Act, 2022 received Royal Assent and became law. On July 13, 2022, the Ontario Ministry of Labour, Training and Skills Development updated its online guide to the *Employment Standards Act, 2000* to include a chapter on written policy on electronic monitoring of employees. Employers with 25 or more employees as of January 1, 2022 have until October 11, 2022 to have a written policy on electronic monitoring of employees in place (the law states that the deadline for a policy is six months after the law receives royal assent). They are also required to provide a copy of the written policy to all employees.

The Policy must state whether or not the employer electronically monitors employees. If the employer does, the Policy must include:

- a description of how and in what circumstances the employer may electronically monitor employees;
- the purposes for which the information obtained through electronic monitoring may be used by the employer;
- the date the policy was prepared and the date any changes were made to the policy; and
- such other information as may be prescribed.

Attached as Appendix III is the Information Technology Corporate Policies By-law 62-03 and Draft Policy IT-12 – Electronic Monitoring of Employees.

6. Employee and Family Assistance Program (EFAP) Request for Proposal (RFP) [Strategic Plan Goal #3]

Recommendation: THAT the Finance and Administration Committee recommends that County Council adopt a By-Law to enter into a service agreement with Inkblot Technologies Inc. for an Employee and Family Assistance Program for a two-year period from January 1, 2023 to December 31, 2024.

Background

On May 12, 2022 the Human Resources Division reported to County Council, through the Finance and Administration Committee that we would be distributing a Request for Proposal (RFP) for the County of Renfrew Employee and Family Assistance Program (EFAP). On June 21, 2022 the Notice of RFP was posted. There were five companies that submitted proposals by the July 29, 2022 deadline and in the requested formats.

The Human Resources Evaluation Committee reviewed and scored the submitted proposals utilizing a scoring system based on the RFP document in order to determine which of the companies would be invited to make a presentation in September 2022. Dialogue Health Technologies, LifeWorks and Family Services à la famille Ottawa submitted proposals but were not selected to make a finalist presentation. The two companies selected to make presentations were:

- a) Homewood Health Inc.; and
- b) Inkblot Technologies Inc.

As a result of the presentation, the Human Resources Evaluation Committee is recommending a service agreement with Inkblot Technologies Inc. Created in 2015, Inkblot Technologies Inc. is Canada's fastest growing virtual wellness solution. Inkblot Technologies Inc. provide services to ATB Financial, Green Shield Canada and Nova Scotia Health, in addition to many other public sector clients.

They offer a wide range of counselling services provided through a highly credentialled team where services can be accessed through telephone, online, smart phone apps or in person meetings. Inkblot Technologies Inc. has access to 500+ counsellors across Ontario, including 24 in the Ottawa area.

The proposal for an EFAP program, as submitted from Inkblot Technologies Inc. for 2023 and 2024 is valued at \$26,352 + HST per year (a fixed fee of \$2.44/per employee/per month). This represents a \$54,648 decrease in EFAP costs when compared to our 2022 fixed fee contract with LifeWorks (\$7.50/per employee/per month). We want to express our gratitude for the excellent program offered through LifeWorks to County of Renfrew staff for many years.

Attached as Appendix IV is the By-law with Inkblot Technologies Inc. for an Employee and Family Assistance Program.

**County of Renfrew
2023 Budget Schedule**

	Major Activities	Dates
1.	Finance & Administration Committee recommendation to County Council for approval of Budget Schedule and Budget Guidelines, and Non Union COLA targets for 2023.	September 19
2.	10 Year Capital Plans from Asset Management Coordinator to Treasurer. Public Works to provide PCI and BCI for entire Road, Bridge and Culvert inventory.	September 23
3.	Non-Union salary and wage projections to Treasurer.	September 23
4.	Internal charges/recoveries are finalized and sent directly to receiving departments from Treasurer for: <ul style="list-style-type: none"> • Finance • HR • IT • Property (Leases) 	September 26
5.	County Council approval of Budget Schedule and Budget Guidelines, and Non-Union COLA targets for 2023	September 28
6.	Development of 2023 budget by the Finance Division in consultation with each Director and appropriate staff. Business Cases – Staffing Report(s) must be submitted as per the Business Cases – Standard Operating Procedure (as distributed by Rose Gruntz).	October 3 – November 18
7.	Review of Detailed Departmental Budgets with CAO: <ul style="list-style-type: none"> • ½ day session in Council Chambers for each Director and appropriate staff • detailed review of staffing, revenue and expense projections, capital plans and reserves • CAO to receive an overview and provide input 	November 21 – December 2
8.	CAO / Treasurer Review of Consolidated Budgets.	December 7
9.	CAO Review of Consolidated Budget with Senior Leadership Team.	December 14
10.	Warden and Finance Chair review of Consolidated Budget.	December 15
11.	Council Strategic Planning Activities	January 2023
12.	Committee Review of Detailed Budgets: <ul style="list-style-type: none"> • Operations (Tuesday, February 14 – 9:30 a.m.) • Development and Property (Tuesday, February 14 – 1:00 p.m.) • Health (Wednesday, February 15 – 9:30 a.m.) • Social Services (Wednesday, February 15 – 1:00 p.m.) • Finance & Administration (Thursday, February 16 – 9:30 a.m.) 	February 14 to 16
13.	Consolidated Budget Workshop and Council Approval of 2023 Budget.	Wednesday, February 22 and Thursday, February 23 (if necessary)

COUNTY OF RENFREW
BY-LAW NUMBER - 22
A BY-LAW TO APPOINT AUDITORS

WHEREAS Section 296(1) of the *Municipal Act, 2001*, as amended, provides that a municipality shall appoint an auditor licensed under the *Public Accounting Act, 2004*;

WHEREAS the Corporation of the County of Renfrew received the resignation of our auditing firm of Scott Rosien Black & Locke, Chartered Accountants, 545 Pembroke Street West, Pembroke, ON, K8A 5P2 effective the end of the fiscal period of December 31, 2021;

1. NOW THEREFORE the Corporation of the County of Renfrew hereby enacts as follows:
 - (a) That the firm of KPMG LLP is hereby appointed as auditors for the Corporation of the County of Renfrew for the five fiscal years ended December 31, 2022 to December 31, 2026.
2. That this by-law may be amended or repealed at any time by the Corporation of the County of Renfrew.
3. That By-law 64-17 is hereby repealed.
4. This By-law shall come into force and take effect upon the passing thereof.

READ a first time this 28th day of September, 2022.

READ a second time this 28th day of September, 2022.

READ a third time and finally passed this 28th day of September, 2022.

CRAIG KELLEY, CLERK

COUNTY OF RENFREW**BY-LAW NUMBER ~~36-17~~ -22****A BY-LAW TO AMEND BY-LAW 62-03 INFORMATION TECHNOLOGY CORPORATE POLICIES AND PROCEDURES FOR THE COUNTY OF RENFREW**

WHEREAS on October 29, 2003 the Corporation of the County of Renfrew enacted By-Law No. 62-03, a By-Law to establish Information Technology Corporate Policies and Procedures for the County of Renfrew;

AND WHEREAS it is deemed desirable and expedient to amend the said By-Law for the purpose of establishing a new policy and/or amending an existing policy and/or removing an existing policy;

NOW THEREFORE the Council of the Corporation of the County of Renfrew hereby enacts as follows:

1. That the following new Policy attached to this By-Law be hereby enacted as an amendment to the said By-Law 62-03:
 - **IT-12 – Electronic Monitoring of Employees**
2. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this ~~26th day of April, 2017~~ **28th day of September, 2022.**

READ a second time this ~~26th day of April, 2017~~ **28th day of September, 2022.**

READ a third time and finally passed this ~~26th day of April, 2017~~ **28th day of September, 2022.**

DEBBIE ROBINSON, WARDEN

CRAIG KELLEY, CLERK

Corporate Policies and Procedures			
DEPARTMENT: INFORMATION TECHNOLOGY			POLICY #: IT-12
POLICY: Electronic Monitoring of Employees			
DATE: SEPT. 2022	REV. DATE:	COVERAGE: All Employees	PAGE #: 1 of 3

POLICY STATEMENT

The purpose of this policy is to define how and in what circumstances the County of Renfrew (COR) may electronically monitor Employees. The County of Renfrew abides by the *Employment Standards Act, 2000* and has established this policy to champion and uphold its provisions with respect to electronic monitoring of employees.

POLICY SCOPE

This policy governs the monitoring, collection, and use of data from any County of Renfrew Information Technology (IT) resources and applies to all Employees, Councillors, and includes volunteers. This policy covers the following content:

- How the County of Renfrew may electronically monitor Employees;
- In what circumstances The County of Renfrew may electronically monitor Employees; and
- Additional purposes for which information obtained may be used by the County of Renfrew.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

Electronic monitoring: includes all forms of employee monitoring that is done electronically.

POLICY CONTENT

1. How the County of Renfrew may electronically monitor Employees

The County of Renfrew makes use of a variety of electronic systems to support communication, information sharing, and work continuity and to ensure the safety and security of County staff, property, and resources. In general, these systems are monitored for accounting and security purposes; however, the County of Renfrew reserves the right to

Corporate Policies and Procedures			
DEPARTMENT: INFORMATION TECHNOLOGY			POLICY #: IT-12
POLICY: Electronic Monitoring of Employees			
DATE: SEPT. 2022	REV. DATE:	COVERAGE: All Employees	PAGE #: 2 of 3

review and access all information contained within its systems at any time, including but not limited to the following:

- County issued resources
- Vehicle usage and activity
- Internet access/computer usage
- Email audit/trace
- Remote management
- Security cameras
- Live streaming

2. In what circumstances the County of Renfrew may electronically monitor Employees

The County of Renfrew conducts electronic monitoring, and uses information gathered from such monitoring, as follows:

County issued resources: Including but not limited to laptops, mobile devices, fobs, and key cards. The location and usage of County of Renfrew issued resources may be monitored to ensure appropriate use, to locate lost or stolen devices, and to monitor compliance with applicable policies, procedures, and expectations.

Vehicle usage and activity: The records, location and usage of County of Renfrew motor vehicles and equipment in order to monitor appropriate use, costs arising from motor vehicle use, and to monitor compliance with applicable policies, procedures and expectations.

Internet access/computer usage: The history of internet access/computer usage may be used to monitor appropriate use, and to monitor compliance with applicable policies, procedures and expectations.

Email audit/trace: The auditing/tracing of County of Renfrew email addresses may be used to ensure no security threats, and to monitor compliance with applicable policies, procedures and expectations.

Corporate Policies and Procedures			
DEPARTMENT: INFORMATION TECHNOLOGY			POLICY #: IT-12
POLICY: Electronic Monitoring of Employees			
DATE: SEPT. 2022	REV. DATE:	COVERAGE: All Employees	PAGE #: 3 of 3

Remote management: The remote management of County of Renfrew devices may be used to assist Employees with detecting issues and resolving them remotely, and to monitor compliance with applicable policies, procedures and expectations.

Cameras and surveillance equipment: Video transmissions and recordings are monitored, saved, and archived for security purposes, and to monitor compliance with applicable policies, procedures, and expectations.

Live streaming: Events such as County Council, Committee Meetings, etc. are streamed live, recorded, and saved to the County of Renfrew YouTube channel.

3. Additional purposes for which information obtained may be used by the County of Renfrew

Information gathered via the aforementioned electronic activities may also be used to assess productivity, respond to MFIPPA requests, and in the investigation of alleged violations of law, regulations, or applicable County of Renfrew policies, procedures and expectations, or other instances of misconduct.

POLICY REFERENCES

1. *Employment Standards Act, 2000* <https://www.ontario.ca/laws/statute/00e41>

COUNTY OF RENFREW**BY-LAW NUMBER - 22****A BY-LAW TO AUTHORIZE THE WARDEN AND CLERK TO EXECUTE AN AGREEMENT WITH INKBLOT TECHNOLOGIES INC. FOR AN EMPLOYEE AND FAMILY ASSISTANCE PROGRAM**

WHEREAS the Municipal Act, 2001, S.O. 2001, as amended, authorizes Council to enter into agreements;

WHEREAS the Corporation of the County of Renfrew wishes to provide an Employee and Family Assistance Program (EFAP) for staff and elected officials of the County of Renfrew;

AND WHEREAS the Corporation of the County of Renfrew wishes to enter into a contract with Inkblot Technologies Inc. for an Employee and Family Assistance Program (EFAP) for a two-year period from January 1, 2023 to December 31, 2024.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the County of Renfrew enacts as follows:

1. That the submission by Inkblot Technologies Inc. to provide an EFAP for the Corporation of the County of Renfrew be approved.
2. The Warden and Clerk are hereby empowered to do and execute all things, papers, and documents necessary to the execution of this by-law.
3. That By-law Number 20-20 is hereby repealed.
4. This by-law shall come into force and take effect upon the passing thereof.

READ a first time this 28th day of September, 2022.

READ a second time this 28th day of September, 2022.

READ a third time and finally passed this 28th day of September, 2022.

DEBBIE ROBINSON, WARDEN

CRAIG KELLEY, CLERK