



## **FINANCE AND ADMINISTRATION COMMITTEE**

**Wednesday, February 28, 2024**

---

A meeting of the Finance and Administration Committee was held on Wednesday, February 28, 2024 at 9:34 a.m.

Present were: Chair Jennifer Murphy  
Warden Peter Emon  
Councillor James Brose  
Councillor Glenn Doncaster (attended virtually)  
Councillor Michael Donohue  
Councillor Anne Giardini  
Councillor David Mayville

Regrets: Vice-Chair Valerie Jahn (on leave of absence)

Staff Present: Craig Kelley, Chief Administrative Officer/Clerk  
Lee Perkins, Director of Public Works and Engineering  
Mike Blackmore, Director of Long-Term Care  
Jason Davis, Director of Development and Property  
Daniel Burke, Acting Treasurer/Manager of Finance  
Michael Nolan, Director of Emergency Services  
Gwen Dombroski, Deputy Clerk  
Tina Peplinskie, Media Relations and Social Media Coordinator  
Connie Wilson, Administrative Assistant

---

Chair Murphy called the meeting to order at 9:34 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.

### **Administration Department Report**

The Chief Administrative Officer/Clerk overviewed the Administration Department Report which is attached as Appendix A.

**RESOLUTION NO. FA-C-24-02-28**

Moved by Councillor Brose

Seconded by Councillor Giardini

THAT the Finance and Administration Committee recommend to County Council that the resolution from Halton Region – a proposal that the Federation of Canadian Municipalities (FCM) Board of Directors consider a biennial election process – be supported. CARRIED.

**RESOLUTION NO. FA-C-24-02-29**

Moved by Councillor Brose

Seconded by Councillor Mayville

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

**RESOLUTION NO. FA-C-24-02-30**

Moved by Councillor Giardini

Seconded by Councillor Mayville

THAT this meeting adjourn and the next regular meeting be held on Thursday, March 7, 2024.  
Time: 9:43 a.m. CARRIED.

**COUNTY OF RENFREW****ADMINISTRATION DEPARTMENT REPORT**

---

**TO:** Finance and Administration Committee

**FROM:** Craig Kelley, Chief Administrative Officer/Clerk

**DATE:** February 28, 2024

**SUBJECT:** Department Report

---

**INFORMATION****1. Health Committee – Surplus Vehicle Disposal**

St. John's Ambulance, Algonquin College, and St. Lawrence College support the goals of the County of Renfrew Paramedic Service. Educational institutions (Algonquin and St. Lawrence) provide paramedic students with driver training experiences and St. John Ambulance adds to the County of Renfrew Paramedic Service surge capacity and provides volunteer support of local community events. For these reasons, staff recommended an extension of the municipal partner pricing to these organizations.

Per County of Renfrew Corporate Policy GA-02 Disposal of Assets, the Service has declared a surplus of four 2018 Mercedes Sprinter Ambulances. Local municipalities were notified of this surplus on January 2, 2024, with starting bids of \$5,000.00 per vehicle. At deadline, no municipalities expressed interest in the purchase of any of these units.

Expression of interest for the vehicles at the municipal price was then solicited to the following charitable/educational organizations:

- Carefor – not interested.
- Sunshine Coach – not interested.
- St John's Ambulance Pembroke – interested in purchasing one ambulance.
- Algonquin College – interested in purchasing one ambulance.
- St. Lawrence College – interested in purchasing two ambulances.

At a Special Health Committee meeting held prior to this meeting, the following resolution was presented, and is being provided as information to Finance and Administration Committee:

“THAT the Health Committee recommend to County Council that four County of Renfrew decommissioned 2018 vehicles be sold to St. John's Ambulance (1), Algonquin College (1), and St. Lawrence College (2) at a purchase price of \$5,000.00 per vehicle.”

## 2. **Health Committee - ZOLL ONE Lease Agreement**

The cardiac monitor/defibrillator is a vital piece of equipment that allows paramedics to perform vital signs, cardiac monitoring and provide lifesaving interventions of cardioversion or defibrillation. Most of the existing fleet of 33 Defibrillators were purchased by the County of Renfrew in 2012, and are now two years beyond their recommended lifecycle. Provisions were made in the 2024 budget workshop for the acquisition of new monitors. The Service has been researching replacement options and has solicited the results of a recent similar process undertaken by the County of Simcoe through a competitive Request for Proposal process and the Prescott-Russell Paramedic Service through a non-competitive process. The result of Prescott-Russell's procurement was a lease agreement with ZOLL Canada which included a "piggy-back" clause for neighboring Paramedic Services.

An exemption to Corporate Policy GA-01 Procurement of Goods and Services was sought, to sole source this purchase under section 22.1d "where there is an absence of competition for technical or other reasons and the goods and/or services can only be supplied by a particular supplier and no alternative exists."

The following reasons were referenced for choosing this supplier as a non-competitive purchase:

- 1) ZOLL One a lease (rental) for a 10-year term. During the first 5 years, a changeover of all initial units for brand new devices is included. The cost represents **two complete** fleets of cardiac monitors over the course of 10 years.
- 2) When changing the units at around 4-5 years, the Service can choose the new generation products if they are available by then, without any change in the payment terms. New products usually come at a higher price point, but ZOLL ONE users are not affected.
- 3) This program protects the Service from increases in cost of productions (good costs), interest hikes or inflation.
- 4) This offer includes chargers, extra batteries, and initial accessories to get started (SPO2, NIBP cuffs, pads, training pads, simulators, etc.).
- 5) All units will be unlocked and active for Rescuenet Live (streaming) and CaseReview software which provides valuable clinical feedback on Paramedic performance such as:
  - Pediatric algorithm and approval for use in SEMI-AUTOMATIC MODE (analyzebutton).
  - Pediatric CPR feedback (depth and rate feedback in real time).
  - Adult CPR feedback (depth and rate), proven to more than double survival rates. The attached report from the CPR challenge and clinical testing provides evidence that this technology will help County of Renfrew Paramedics provide better care to patients.
  - Real Time BVM feedback (volume and Rate).

- 6) All units have a license to push cases to the ZOLL Online Database for Storage, QA / QI for the duration of the program.
- 7) The program comes with a worry-free warranty. Even a broken screen that is not covered under a normal warranty is covered with the Worry-Free warranty.
- 8) Includes preventive maintenance for the duration of the term (10 years), with a white glove service (on-site technician).
- 9) Includes battery replacements, so there should not be any more battery purchases over the term of the program.
- 10) 1 x 12-leads cable replacement per year per unit.
- 11) Discount on accessories.
- 12) Includes complete deployment: opening the boxes, configuring the units, training trainers, super-users, end users. E-learning accesses.

The leasing option with ZOLL Canada shifts funding from capital purchasing to the annual operational budget and the cost has been included in the 2024 Emergency Services budget.

At a Special Health Committee meeting held prior to this meeting, the following resolution was presented, and is being provided as information to Finance and Administration Committee:

“THAT Health Committee recommends that County Council adopt a By-law authorizing the Warden and Chief Administrative Officer/Clerk to sign a lease agreement with ZOLL Canada for the ZOLL ONE Program to acquire and operationalize thirty-five (35) X-series monitor/defibrillator units to replace the existing fleet of monitor/defibrillators at an annual cost of \$344,241.30; AND THAT the Finance and Administration Committee be so advised.”

### 3. **Health Committee - Advance Care Nurse Call System – Miramichi Lodge**

Over the last two years, Miramichi Lodge has completed two of the required three phases to upgrade the Nurse Call System. The first phase included required software conversion (migration of Connexcall & SMAs) over the next four years. Phase two involved replacement of the resident home area Advance Care Displays / Nurse Phone System Integration of “Smart Report Module” in support of call time-reporting and analysis. Phase three is the replacement of the original nurse call equipment (20 years old) with the Hardwired Advance Care IP Nurse Call system using existing cable and new CAT5e/CAT6 cable infrastructure.

The cost for the removal and installation of the New Advance Care IP Hardwired Nurse Call System is \$291,947.71 excluding HST. The 2024 Miramichi Lodge Capital Budget included \$315,000 for this upgrade. Cintel Inc. / Wireless Resident Nurse Alert Technology Inc. was the original installer of the equipment in 2005. The new equipment is a proprietary system requiring their software to run diagnostics and change hardware.

Corporate Policy GA-01 Procurement of Goods and Services, Article 22.1 c) supports that “where only one source of supply would be acceptable and/or effective due to compatibility, or safety and liability concerns,” the requirement for competitive bid solicitation for goods, services and construction may be waived under joint authority of the appropriate Director and the Chief Administrative Officer. The Chief Administrative Officer and the Director of Long-Term Care support the sole purchasing of phase three Advance Care Nurse Call System from Cintel Inc. / Wireless Resident Nurse Alert Technology Inc. The value of this contract requires approval of County Council.

At a Special Health Committee meeting held prior to this meeting, the following resolution was presented, and is being provided as information to Finance and Administration Committee:

“THAT the Health Committee recommend that County Council adopt a By-law authorizing the Warden and Chief Administrative Officer/Clerk to sign the agreement with Cintel Inc. / Wireless Resident Nurse Alert Technology Inc. for the installation of phase three of the Advanced Care Nurse Call System at Miramichi Lodge for the price of \$291,947.71 excluding HST as budgeted through the 2024 Miramichi Lodge Capital Budget; AND THAT the Finance and Administration Committee be so advised.”

## **RESOLUTIONS**

### **4. Halton Region Resolution – FCM Board of Directors Election Process**

**Recommendation:** THAT the Finance and Administration Committee recommend to County Council that the resolution from Halton Region – a proposal that the Federation of Canadian Municipalities (FCM) Board of Directors consider a biennial election process – be supported.

#### **Background**

Members of the Ontario Caucus of the Federation of Canadian Municipalities (FCM) Board, of which Councillor Glenn Doncaster, Deep River, is part of, have been discussing the possibility of changing the election process for members of FCM. The resolution attached as Appendix I explains in great detail the benefits of this structural change. This item is intended to be brought forward to the FCM Board of Directors meeting in March.



## **HALTON REGION**

### **NOTICE OF MOTION**

DATE: December 13, 2023

ITEM: FCM Board Term Length

DATE OF MEETING  
NOTICE OF MOTION  
TO BE CONSIDERED: Council Meeting – December 13, 2023

MOVED BY: Councillor Rory Nisan  
SECONDED BY: Councillor Colin Best

WHEREAS, the Federation of Canada Municipalities (FCM) is the national voice of local governments representing over 2000 municipalities across Canada;

WHEREAS, FCM's Board of Directors is composed of elected municipal officials and affiliate members from all regions and various-sized communities throughout Canada;

WHEREAS, FCM's Board of Directors sets policy priorities on key national municipal issues that reflect the concerns of municipal governments and affiliate members;

WHEREAS, all positions on FCM's Board of Directors are currently filled by election during the annual conference on an annual basis, with the exception of those designated for affiliate members and the immediate past president, as outlined in the FCM by-laws;

WHEREAS, annual elections for FCM's Board of Directors makes it difficult for candidates to participate fully in the annual conference and is a deterrent to potential nominees as the annual election process is time consuming and carries unnecessary cost;

WHEREAS, the Association of Municipalities of Ontario (AMO) changed its election process for its Board of Directors and Presidency from annual to biennial to address similar concerns and provide consistency;

WHEREAS, biennial elections would ensure continuity of FCM's Board of Directors and support progress on key policy issues, reduce on-boarding time and add valuable experience to Board members.

NOW THEREFORE IT BE RESOLVED:

THAT Halton Regional Council calls on FCM to change its board of directors annual election process to biennial for 2024;

THAT Halton Regional Council calls on the FCM Board of Directors to debate the question of whether to change its board of directors annual election process to biennial for 2024 at the FCM board meeting in March 2024;

AND THAT a copy of this resolution be forwarded to the Federation of Canadian Municipalities.