



FINANCE & ADMINISTRATION COMMITTEE

9:30 a.m., Monday, March 21, 2011

A meeting of the Finance & Administration Committee was held at 9:30 a.m., Monday, March 21, 2011 at the County of Renfrew Administration Office, 9 International Drive, Pembroke, Ontario.

Present were: Raye-Anne Briscoe, Chair
Robert Sweet, Warden

Committee Members: Peter Emon, Don Rathwell, Walter Stack, Tammy Stewart, Janice Visneskie, Jack Wilson

Staff Present: W. James Hutton, Chief Administrative Officer/Clerk
Bruce Beakley, Director, Human Resources
David Anderson, Director, Social Services
David Darch, Director, Public Works & Engineering
Paul Moreau, Director, Development and Property
Jeff Foss, Financial Services Officer
Michelle Sernoskie, Provincial Offences Administration Manager
Chris Ryn, Manager of Information Technology
Rosalyn Gruntz, Executive Assistant
Evelyn VanStarkenbug, Administrative Assistant, Human Resources

Chair Briscoe called the meeting to order at 9:40 a.m. The roll was called, and no pecuniary interests were disclosed.

RESOLUTION NO. FA-C-11-03-31

Moved by: Mayor Visneskie
Seconded by: Mayor Wilson

THAT the minutes of February 14, 2011 be adopted as printed and circulated.

CARRIED.

Finance Department

Mr. Foss overviewed the Finance Department Report which is attached as Appendix A.

Ms. Sernoskie overviewed the Provincial Offences Act Administration Report which is attached to the Finance Department Report.

Mr. Ryn overviewed the Information Technology Division Report which is attached to the Finance Department Report.

Chair Briscoe noted that the new look of the County of Renfrew website has been well received from members of the public.

Mayor Emon entered the meeting at 9:50 a.m.

Mayor Wilson requested that when staff prepare the Statement of Remuneration and Expenses Paid to County Council that a column entitled "Conventions" be added and to have the amounts expended be added monthly to show when a councillor attends a convention. Committee agreed this would be beneficial and Mr. Foss advised that he would ensure this would be included in future statements.

RESOLUTION NO. FA-C-11-03-32

Moved by: Mayor Visneskie

Seconded by: Reeve Stewart

THAT the Finance Department Report attached as Appendix A be approved.

Human Resources Department

Mr. Beakley overviewed the Human Resources Department Report which is attached as Appendix B.

Mr. Beakley provided an executive summary of the Grant Applications and Chair Briscoe questioned what the Master Transportation Strategy will look at and why, how this fits into the "Green" initiatives, and whether this study has been completed in the past.

Mr. Darch advised that the Master Transportation Strategy would look at all elements of transportation. Currently discussion is taking place with the Chief Administrative Officer with regards to the Terms of Reference for this study and to decide upon the scope of the work plan. The "Green" initiatives would include transportation means such as cycling and walking trails.

Mr. Hutton advised committee that the Terms of Reference are very important and preparation for this Master Transportation Strategy is going to be a shared responsibility. There was a Trails Strategy Study completed by Stantec for the Development & Property Department in 2007 that indicated there needs to be a governing body established for trails. Mr. Hutton advised committee members that he would provide them with a copy of the Stantec Report. Warden Sweet noted that they need to get better understanding on how the Master Transportation Strategy intends to deal with issues that are inter-departmental.

Mr. Beakley cited from the Green Municipal Funds website that "The Government of Canada endowed the Federation of Canadian Municipalities (FCM) with \$550 million to establish the Green Municipal Fund. The Fund supports partnerships and leveraging of both public and private-sector funding to reach higher standards of air, water and soil quality, and climate protection."

Discussion took place with regards to the County of Renfrew's role in the trails system as well as the abandoned railroad bed. Mayor Wilson indicated that the County of Renfrew should be involved and push forward with the need for trails. He informed committee that as Chair of the Renfrew County & District Health Unit, it was noted that the County of Renfrew has one of the highest obese rates in the Province of Ontario.

RESOLUTION NO. FA-C-11-03-33

Moved by: Mayor Visneskie

Seconded by: Reeve Stack

THAT this committee recommend that County Council approve the revised Human Resources Corporate Policy G-03 – Employee Substance Use Problems and 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 County Council session.

CARRIED.

RESOLUTION NO. FA-C-11-03-34

Moved by: Reeve Rathwell

Seconded by: Mayor Visneskie

THAT this committee recommend that County Council approve a revised Employment By-law #1 with the addition of the positions of Forester into Wage Group 6 (\$52,000 - \$61,176) and Assistant Food Services Supervisor into Wage Group 7 (\$56,774 - \$66,794); AND FURTHER THAT a 2.0% salary increase effective January 1, 2011 be approved for all non-union staff listed in Schedule "A"; AND FURTHER THAT a 3.0% wage increase effective January 1, 2011 be approved for the Roads Operational Classifications in Schedule "B"; AND FURTHER THAT Schedule "C" be removed from Employment By-law #1; AND FURTHER THAT the revised Employment By-law #1 be adopted at the next session of County Council.

CARRIED.

Mayor Wilson questioned the need for a new forestry position in light of the many challenges facing the forest industry. Mr. Moreau advised that the new Forester position would provide a means to meet with interested parties for discussions regarding the forest industry.

Mayor Wilson advised that in his municipality, the Township of Laurentian Valley, the former ATC Panels plant may be sold and that there is a potential for 200 new positions. The new industry would be processing fibreboard created from a mixture of wheat, oat and barley straw.

RESOLUTION NO. FA-C-11-03-35

Moved by: Reeve Stack

Seconded by: Reeve Stewart

THAT the Human Resources Department Report attached as Appendix B be approved.

CARRIED.

Administration

Mr. Hutton overviewed the Administration Department Report which is attached as Appendix C.

Mr. Hutton advised committee that with the recommendation of the change of date for terms of office in *Bill 153 (M/Jean-Marc Lalonde), Municipal Election Amendment Act* from December 1 to the second Monday in November, this would provide municipalities more time in an election year as the current requirement is 14 days.

Mr. Hutton reviewed the letter from Mr. Jim Pine, Eastern Ontario Regional Broadband Network (EORN) to Mr. Terry Lapierre, Chief Administrative Officer, City of Pembroke and has advised that no correspondence has been received to date from the City of Pembroke regarding the City's intentions.

Mr. Bruce McIntyre entered the meeting at 10:40 a.m.

It was asked how many seats are available for the separated cities on the EORN Board and Mr. Hutton advised that he will review the EORN by-laws pertaining to this request for information.

Committee recessed at 10:45 a.m. and reconvened at 10:55 a.m. with the same persons present.

Mr. Hutton advised that further to discussions with Mr. Darch and Mr. Moreau, it was agreed that the Chief Administrative Officer take the lead on the Master Transportation Strategy and that it would be a joint initiative between Operations Committee, Development & Property Committee and the Health Committee. Mr. Hutton advised that Mr. McIntyre informed him that the application is currently on hold as the Green Municipal Fund Program has reached its capacity in funding opportunities. However, the County of Renfrew will move forward and prepare the Terms of Reference.

Mayor Visneskie requested that the Grants Summary be changed to reflect the fact that the lead on the Master Transportation Strategy is the Chief Administrative Officer. Mr. Hutton informed committee that he will discuss this further with Mr. Beakley to see if the Master Transportation Strategy should remain on the Grants Summary given the new information from Mr. McIntyre advising that the grant is now on hold.

Mr. Hutton overviewed the Debt Management Policy in detail for committee. Mr. Hutton advised that prior to development of this policy, staff consulted with other municipalities that currently have a Debt Management Policy in place and subsequently pulled the County's needs from those policies.

Mayor Emon questioned Mr. Hutton if there was a way to imbed in the policy a statement that would include local development charges that may be associated with the project via an existing local development charges by-law. Mr. Hutton advised that he would review the wording of the policy prior to having it brought forward to County Council.

RESOLUTION NO. FA-C-11-03-36

Moved by: Mayor Wilson

Seconded by: Mayor Visneskie

THAT the Finance and Administration Committee recommend that County Council approve the Debt Management Policy and that a By-law to Amend By-Law 59-02 Corporate Policies and Procedures for the County of Renfrew be adopted at the next session of County Council.

CARRIED.

RESOLUTION NO. FA-C-11-03-37

Moved by: Mayor Visneskie

Seconded by: Mayor Wilson

THAT this committee recommend that County Council approve a 2% increase to the Warden's Honorarium and to all members of County Council effective January 1, 2011 consistent with Employment By-law #1; AND FURTHER THAT the allocation for all Elected Officials, excepting the Warden, be increased to \$2,500 per year to attend any conference(s) of his/her choice; AND FURTHER THAT a revised By-law to Provide for the Remuneration of Members of the Council of the County of Renfrew be brought forward to the next session of County Council.

CARRIED.

Mr. Hutton distributed an Addendum to the Administration Department Report which is attached as Appendix D.

RESOLUTION NO. FA-C-11-03-38

Moved by: Reeve Stewart

Seconded by: Mayor Emon

THAT this committee recommends that County Council approve the revised records retention schedule; AND FURTHER THAT a By-law to amend By-law 66-06, being a By-law to Establish Schedules of Retention Periods for Documents, Records and Papers of the Municipality be adopted at the next session of County Council.

CARRIED.

RESOLUTION NO. FA-C-11-03-39

Moved by: Mayor Wilson

Seconded by: Reeve Stewart

THAT the Administration Department Report attached as Appendix C and the Addendum to the Administration Department Report attached as Appendix D be approved.

CARRIED.

Chair Briscoe reminded committee of the upcoming Renfrew County Idol preliminary competition which is being hosted in Deep River on March 26 and 27, 2011. Chair Briscoe thanked Mayor Visneskie for hosting the preliminary competition in Barry's Bay on March 20, 2011. The last Renfrew County Idol preliminary competition is scheduled for the first weekend in April in Petawawa. Mayor Briscoe advised that turnout to these competitions has been well attended by the public.

RESOLUTION NO. FA-C-11-03-40

Moved by: Reeve Stewart
Seconded by: Mayor Visneskie

THAT this meeting adjourn and that the next regular meeting be held on Monday, April 18, 2011. Time – 11:35 a.m.

CARRIED.

COUNTY OF RENFREW
FINANCE DEPARTMENT REPORT

TO: Finance & Administration Committee
FROM: J.D. Kutschke, Treasurer/Deputy Clerk
DATE: March 21, 2011
SUBJECT: Department Report

INFORMATION

1. Council Remuneration

Attached as Appendix I is a copy of the Statement of Council and Board Member Earnings at February 28, 2011 along with a breakdown of the Treasurer's Statements of Remuneration and Expenses paid to County Council month-to-date and year-to-date.

Recommendation: Receive as information.

2. Provincial Offences Act Administration

Attached as Appendix II is a Report to the Finance & Administration Committee as prepared by Ms. Michelle Sernoskie, Provincial Offences Manager, County of Renfrew, providing an update on activities.

Recommendation: Receive as information.

3. Information Technology

Attached as Appendix III is a Report to the Finance & Administration Committee as prepared by Mr. Chris Ryn, Information Technology Manager, County of Renfrew, providing an update on activities.

Recommendation: Receive as information.

4. 2011 Tax Policy

The Finance Department has organized a Tax Policy Working Group meeting that will take place on **Tuesday, March 29, 2011 at 1:15 p.m.** and all of the local municipal treasurers have been invited to attend. Mr. Jeff Foss, Financial Services Officer will be providing Tax Policy recommendations to County Council on Wednesday, March 30, 2011 and a Tax Policy Report will be provided at the April Finance & Administration Committee meeting.

Recommendation: Receive as information.

5. Ontario Municipal Insurance Exchange (OMEX)

At the February session of County Council, Mr. Foss, Financial Services Officer received the following inquiry; “Does a self-employed person meet the definition of a gainfully employed insured under the policy?” Accordingly, Mr. Foss contacted OMEX and they have confirmed that “a self-employed person would be considered gainfully employed as per the contract terms and conditions. However, please note that insured are covered under this contract only ‘while performing any duties relating to the Insured Person’s occupation for which compensation is received.’ ”

Recommendation: Receive as information.

Report respectfully submitted.

TREASURER'S STATEMENT OF REMUNERATION AND EXPENSES**Paid to County Councillors as at February 28, 2011**

To the Warden and Members of the Renfrew County Council:

The following itemized statement of remuneration and expenses paid to each member of Renfrew County Council for the above period was paid in accordance with By-Law # 31-04 and is respectfully submitted:

Councillor	Per Diems \$	Expenses \$	Total \$
Briscoe Raye-Anne	1463.00	561.60	2024.60
Campbell Mary	1463.00	915.20	2378.20
Eady Don	1160.00	474.24	1634.24
Emon Peter	1261.00	863.20	2124.20
Green Audrey	1261.00	561.60	1822.60
Lentz Norman	971.00	760.76	1731.76
Murphy Jennifer	1740.00	530.40	2270.40
Rabishaw Richard	971.00	364.00	1335.00
Rathwell Donald	1841.00	900.24	2741.24
Shulist David	1753.00	1262.51	3015.51
Stack Walter	2206.00	1427.55	3633.55
Stewart Tammy	1362.00	833.56	2195.56
Sweet Robert (per diems incl salary)	7320.16	1448.78	8768.94
Thompson David	971.00	364.00	1335.00
Visneskie Janice	1476.00	556.40	2032.40
Weckworth Harold	1261.00	374.40	1635.40
Wilson Jack	1072.00	54.08	1126.08
Sub-totals	29552.16	12252.52	41804.68

Paid to Committee Members as at February 28, 2011

Name	Per Diems \$	Expenses \$	Total \$
<i>Social Services Committee</i>			
Jacyno Ed	202.00		202.00
Sub-totals	202.00	0.00	202.00
<i>Health Committee</i>			
O'Neill Terry	391.00		391.00
Severin Gary	391.00		391.00
Sub-totals	782.00	0.00	782.00

TOTALS	<u>30536.16</u>	<u>12252.52</u>	<u>42788.68</u>
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Breakdown of Treasurer's Statement of Remuneration and Expenses Paid to County Council

Feb-11

Name	Salary	County Council	Finance & Admin	Operations	Development & Property	Health	Social Services	LHIN	Land Division	OVTA	Other	Expenses	TOTAL
Briscoe		391.00	290.00		189.00						101.00	336.96	1,307.96
Campbell		391.00			189.00	189.00				101.00		499.20	1,369.20
Eady		391.00		101.00	189.00							296.40	977.40
Emon		391.00	189.00				290.00					551.20	1,421.20
Green		391.00			189.00		189.00					312.00	1,081.00
Lentz		202.00		101.00	189.00							434.72	926.72
Murphy		391.00		101.00		189.00						239.20	920.20
Rabishaw						189.00	189.00					83.20	461.20
Rathwell		391.00	101.00		189.00							171.60	852.60
Shulist		391.00		101.00		189.00					580.00	938.03	2,199.03
Stack		391.00	189.00	378.00							668.00	1,073.95	2,699.95
Stewart		391.00	189.00			189.00						460.20	1,229.20
Sweet	1,724.58	391.00	189.00	202.00	101.00		189.00				958.00	610.08	4,364.66
Thompson		189.00			189.00		101.00					156.00	635.00
Visneskie		391.00	101.00			290.00					101.00	353.60	1,236.60
Weckworth		391.00		101.00			189.00					208.00	889.00
Wilson		391.00	101.00				189.00					33.80	714.80
TOTAL	\$ 1,724.58	\$ 5,865.00	\$ 1,349.00	\$ 1,085.00	\$ 1,424.00	\$ 1,235.00	\$ 1,336.00	\$ -	\$ -	\$ 101.00	\$ 2,408.00	\$ 6,758.14	23,285.72

Breakdown of Treasurer's Statement of Remuneration and Expenses Paid to County Council

YEAR-TO- DATE: FEBRUARY 2011

Name	Salary	County Council	Finance & Admin	Operations	Development & Property	Health	Social Services	LHIN	Land Division	OVTA	Other	Sub-total Per Diems	Expenses	TOTAL
Briscoe	0.00	580.00	492.00	0.00	290.00	0.00	0.00	0.00	0.00	0.00	101.00	1,463.00	561.60	2,024.60
Campbell	0.00	580.00	0.00	0.00	290.00	391.00	0.00	0.00	0.00	202.00	0.00	1,463.00	915.20	2,378.20
Eady	0.00	681.00	0.00	290.00	189.00	0.00	0.00	0.00	0.00	0.00	0.00	1,160.00	474.24	1,634.24
Emon	0.00	580.00	290.00	0.00	0.00	0.00	391.00	0.00	0.00	0.00	0.00	1,261.00	863.20	2,124.20
Green	0.00	681.00	0.00	0.00	290.00	0.00	290.00	0.00	0.00	0.00	0.00	1,261.00	561.60	1,822.60
Lentz	0.00	391.00	0.00	290.00	290.00	0.00	0.00	0.00	0.00	0.00	0.00	971.00	760.76	1,731.76
Murphy	0.00	1,160.00	0.00	290.00	0.00	290.00	0.00	0.00	0.00	0.00	0.00	1,740.00	530.40	2,270.40
Rabishaw	0.00	290.00	0.00	0.00	0.00	391.00	290.00	0.00	0.00	0.00	0.00	971.00	364.00	1,335.00
Rathwell	0.00	681.00	202.00	0.00	290.00	0.00	0.00	0.00	0.00	0.00	668.00	1,841.00	900.24	2,741.24
Shulist	0.00	492.00	0.00	290.00	0.00	391.00	0.00	0.00	0.00	0.00	580.00	1,753.00	1,262.51	3,015.51
Stack	0.00	681.00	290.00	567.00	0.00	0.00	0.00	0.00	0.00	0.00	668.00	2,206.00	1,427.55	3,633.55
Stewart	0.00	681.00	290.00	0.00	0.00	391.00	0.00	0.00	0.00	0.00	0.00	1,362.00	833.56	2,195.56
Sweet	3,449.16	580.00	391.00	391.00	202.00	101.00	290.00	0.00	0.00	0.00	1,916.00	7,320.16	1,448.78	8,768.94
Thompson	0.00	479.00	0.00	0.00	290.00	0.00	202.00	0.00	0.00	0.00	0.00	971.00	364.00	1,335.00
Visneskie	0.00	580.00	202.00	0.00	0.00	492.00	0.00	0.00	0.00	0.00	202.00	1,476.00	556.40	2,032.40
Weckworth	0.00	580.00	0.00	290.00	0.00	0.00	290.00	0.00	0.00	0.00	101.00	1,261.00	374.40	1,635.40
Wilson	0.00	580.00	202.00	0.00	0.00	0.00	290.00	0.00	0.00	0.00	0.00	1,072.00	54.08	1,126.08
TOTAL	\$ 3,449.16	\$ 10,277.00	\$ 2,359.00	\$ 2,408.00	\$ 2,131.00	\$ 2,447.00	\$ 2,043.00	\$ -	\$ -	\$ 202.00	\$ 4,236.00	\$ 29,552.16	\$ 12,252.52	\$ 41,804.68

Breakdown of Treasurer's Statement of Remuneration and Expenses

February 2011

Meetings Under the Other Heading Include:

January

C.P. Rail Meeting – Pembroke
C.P. Rail Meeting – Lanark
EOWC – Kingston
Gallant/Yakabuski Levy – Renfrew

February

E.D.C.O. – Toronto
C.F.B. Petawawa – Welcome Home
C.F.B. Petawawa – Memorial

PROVINCIAL OFFENCES ADMINISTRATION REPORT

Prepared by: Michelle Sernoskie, POA Manager

Provincial Offences Administration

Prepared For: Finance & Administration Committee

March 21, 2011

INFORMATION

1. Workload

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.

Period 2010	Charges Received	Trial Notices Issued	Early Resolution Notices	Payments Processed	Number of Files Reviewed	Licence Suspensions	Collection Notices	To Collection Agency
November	1299	39	109	1109	347	99	14	0
December	649	43	87	811	607	133	301	0
Period 2011	Charges Received	Trial Notices Issued	Early Resolution Notices	Payments Processed	Number of Files Reviewed	Licence Suspensions	Collection Notices	To Collection Agency
January	827	29	60	751	523	72	297	0
February	570	17	74	807	367	131	5	0

Recommendation: Receive as information.

2. Accounts Receivable

Attached as Appendix POA-I is a spreadsheet that represents fine payments received from January 1 to December 31, 2011 for the old fines that were transferred to the County of Renfrew in October 2000. In spite of the age of some of these fines, this court continues to experience some success in the enforcement of court ordered fines for these old accounts through the use of a collection agency, driver's licence suspension and the location of individuals through the skip tracing efforts of the POA staff.

Recommendation: Receive as information.

FINE PAYMENTS RECEIVED FOR FINES PRIOR TO TRANSFER												
<u>1989</u>	<u>1990</u>	<u>1991</u>	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>TOTAL</u>
<u>JANUARY, 2011</u>												
								250.00				250.00
<u>FEBRUARY, 2011</u>												
				140.00				410.00			50.00	600.00
<u>MARCH, 2011</u>												
69.25	67.00				925.00							1061.25
<u>APRIL, 2011</u>												
												0.00
<u>MAY, 2011</u>												
												0.00
<u>JUNE, 2011</u>												
												0.00
<u>JULY, 2011</u>												
												0.00
<u>AUGUST, 2011</u>												
												0.00
<u>SEPTEMBER, 2011</u>												
												0.00
<u>OCTOBER, 2011</u>												
												0.00
<u>NOVEMBER, 2011</u>												
												0.00
<u>DECEMBER, 2011</u>												
												0.00

INFORMATION TECHNOLOGY REPORT
Prepared by: Chris Ryn, Manager, Information Technology
Prepared For: Finance & Administration Committee
March 21, 2011

INFORMATION

1. Novell Lease/Compliance Audit

Staff have completed the annual Novell licensing audit as required in accordance with our Master Licensing Agreement which expires on April 30, 2011. The required documentation has been submitted to the Compliance Auditors and we are currently awaiting the Compliance report which will renew our Master Licensing Agreement to April 30, 2012.

Recommendation: Receive as information.

2. Bill C-28 - The Fighting Internet and Wireless Spam Act

Bill C-28 is a law that states that every organization needs to acquire permissions from the recipient before sending Commercial Electronic Messages (CEM). Furthermore, this law states that the sender is also responsible for obtaining and keeping the recipients proof of consent in the event that a complaint is filed. As well, the sender must incorporate an unsubscribe feature into the electronic message. The intent of this bill is to help fight the unwanted telemarketing emails that are now becoming a very serious issue due to the sheer number of them sent every day. The key to all of this is to have consent or implied consent from the recipient.

Those who can assume implied consent based upon a business relationship must meet the following criteria:

- They sold, leased or bartered a product, goods, service, land or an interest or right in land to the message recipient within two years before the message was sent.
- They entered into a written contract, which is still active or which expired within the preceding two years, with the recipient for any reason.
- They received any kind of inquiry from the recipient within the previous nine months.
- They provided a business, investment or gaming opportunity that was accepted by the recipient within the preceding two years.

Those who can assume implied consent because of a non-business relationship must meet the following criteria:

- The recipient made a donation or gift to them or their organization in the past two years before the message was sent and they are a registered charity, or a political party, organization or candidate.

- The recipient performed volunteer work for them or their organization or attended a meeting organized by them within the preceding two years, and they are a registered charity, or a political party, organization or candidate.
- The recipient has been a member of their organization during the two previous years before the message was sent, and they are a club, association or voluntary organization, as defined in the regulations.

Bill C-28 does not impact the County of Renfrew at this time.

Recommendation: Receive as information.

3. Website Search Report

The top searches, as entered by the website visitor, during the month of February were as follows:

External Visits to Website	Total Page Views
• Total External Visitors to Website	11,996
• Total External Mobile Phone Visitors to Website	305
• Total External Pages Viewed on Website	52,106

Top 10 Pages Viewed on Website	Total Page Views
• Home Page	17,511
• Employment	6,504
• Departments/Human Resources/Employment	1,992
• Intranet	1,190
• Procurement Opportunities	947
• Employment/Clerk-Receptionist-1	868
• Employment/lower-tier-employment-opportunities	719
• Employment/Sign-shop-fabricator	710
• Departments/Human-Resources	675
• Departments/Human-Resources/Unionized-job-descriptions	623

Recommendation: Receive as information.

HUMAN RESOURCES DEPARTMENT

TO: Finance & Administration Committee

FROM: Bruce M. Beakley, Director
Human Resources Department

DATE: March 21, 2011

SUBJECT: Department Report

INFORMATION1. Human Rights Tribunal Hearing

A decision has been received from the Human Rights Tribunal of Ontario with regards to an employee allegation of discrimination in employment on the basis of disability. The March 1, 2011 decision of the Vice Chair, Eric Whist was "The Application is dismissed on the basis that the applicant has failed to establish a *prima facie* case of discrimination." The report is a published public document and is available for your review.

Recommendation: Receive as information.

2. Grants Coordination

- (a) The following grants were completed through the Office of Media Relations/Grants Coordinator:
- (i) White Lake Cemetary Committee to the Ontario Trillium Foundation in the amount of \$19,300.
 - (ii) Enabling Change Partnership Program for an Accessibility Workshop in the amount of \$6,000.
- (b) A Letter of Intent for a Master Transportation Strategy through the Green Municipal Funds in the amount of \$160,000 is currently being prepared.
- (c) A *Funders Forum* was held in the City of Pembroke on February 17, 2011. Mr. Bruce McIntyre was a facilitator for this event. The workshop featured 130 participants and representation from various Grant Agencies from the Province of Ontario. The objective of the Forum was to assist not-for-profit/charitable organizations, small/medium businesses and municipalities in accessing available funding programs. Participants had the opportunity to meet with representatives from various funding foundations and government programs such as: Renfrew County United Way, Ontario Trillium Foundation, Renfrew County Community Futures Development Corporation, Beau's All Natural Brewing Company, Ontario Ministries of Training Colleges and Universities, Municipal Affairs and

Housing, Citizenship and Immigration, Tourism and Culture, Health Promotion and Sport.

- (d) Attached as Appendix I for committee's information is a summary of the grant applications processed through the Office of the Media Relations/Grants Coordinator for 2011.

Recommendation: Receive as information.

3. Accessibility Advisory Committee

A grant proposal has been submitted to the Accessibility Directorate to host a one-half day workshop in the Town of Renfrew. The grant is a partnership between the County of Renfrew's Accessibility Advisory Committee and the Neil Squire Society. The purpose of the workshop is to introduce accessibility legislation to Renfrew and area businesses to assist them in their efforts to meet the regulations of the Customer Services Standard which becomes law on January 1, 2012.

Recommendation: Receive as information.

4. Media Relations

- (a) The January 2011 and February 2011 issues of the County of Renfrew County Communiqué is available on the County of Renfrew website at:

<http://www.countyofrenfrew.on.ca/county-council/county-communicue/>

- (b) An article was prepared for the March 2011 issue of the Ottawa Valley Living Magazine that overviewed local volunteers involved with community Theatre Groups to highlight tourism opportunities. Ottawa Valley Living articles can be viewed on the Internet at:

<http://www.ottawavalleyliving.ca/>

- (a) The February 2011 edition of the newsletter "County Contact" is available on the County of Renfrew website at:

<http://www.countyofrenfrew.on.ca/departments/human-resources/county-contact-newsletters/>

- (b) A video documenting the construction of the Bonnechere Manor Auditorium is scheduled to be completed in April 2011.
- (c) A recruitment video for Miramichi Lodge highlighting many facets of the Lodge is scheduled for completion in April 2011.
- (d) Plans are underway in preparation for the second annual Killaloe Kool Summer Dayz. This event is planned to be hosted in the Village of Killaloe on Saturday June 18, 2011.

- (c) The following is a list of media releases distributed through the Office of Media Relations/Grants Coordinator:
 - (i) Calling All Taste Of The Valley Vendors!!
 - (ii) Round Two Of Renfrew County Idol Draws Big Crowds!
 - (iii) Summer Company - Wanted: Students who are looking for an experience of a lifetime
 - (iv) Pembroke Ready To Welcome Renfrew County Idol
 - (v) International Year Of Forests Recognizes Renfrew County
 - (vi) County of Renfrew and Paramedics Reach Settlement
 - (vii) Bonnechere Manor Foundation Receives \$100,000!
 - (viii) Media Advisory - Renfrew County Idol for Barry's Bay

Recommendation: Receive as information.

RESOLUTIONS

5. Policy G-03 – Employee Substance Use Problems

With the removal of the Attendance Support Program and approval of the name change to Policy E-09 – Employee Attendance, Policy G-03 – Employee Substance Use Problems requires updating under Step No. 3 to remove the wording Attendance Support Program. The policy now directs employees to refer to Policy E-09 – Employee Attendance with regards to absenteeism.

Attached as Appendix II for committee's information is the revised Policy G-03 – Employee Substance Use Problems, that outlines this change in bold and strikeout.

Recommendation: THAT this committee recommend to County Council that the revised Human Resources Corporate Policy G-03 – Employee Substance Use Problems be approved and 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 County Council session.

6. Employment By-Law #1

As part of the 2011 Budget, changes in staffing and wages were approved that require revisions to Employment By-law #1. The changes proposed to the By-law are as follows:

- (a) With the addition of new positions that were presented to the appropriate committees and County Council, Staff Administration Committee is recommending the following positions be incorporated into the Staff Classifications and Salary Ranges schedule:
 - (i) Forester – Group 6 - \$52,000 - \$61,176
 - (ii) Assistant Food Services Supervisor – Group 7 - \$56,774 - \$66,794.
- (b) A 2.0% non-union wage increase for employees that are part of Schedule “A” and a 3.0% wage increase for the Roads Operational Classifications in Schedule “B” of the Employment By-law as approved in the 2011 budget.

- (c) At the March 24, 2010 Finance & Administration Committee the unionized positions of Customer Service Representative and Ontario Works Agent employees from the Social Services Department's Ontario Works Division were added to Employment By-law #1 as Schedule "C" until a Collective Agreement was established. On August 25, 2010 County Council ratified the Ontario Works Collective Agreement. As a result of this, Schedule "C" is no longer required in the By-law and is removed.

We have attached as Appendix III for committee's information the revised Employment By-law #1 that outlines the proposed revisions.

Recommendation: THAT this committee recommend that County Council approve a revised Employment By-law #1 with the addition of the positions of Forester into Wage Group 6 (\$52,000 - \$61,176) and Assistant Food Services Supervisor into Wage Group 7 (\$56,774 - \$66,794); AND FURTHER THAT a 2.0% salary increase effective January 1, 2011 be approved for all non-union staff listed in Schedule "A"; AND FURTHER THAT a 3.0% wage increase effective January 1, 2011 be approved for the Roads Operational Classifications in Schedule "B"; AND FURTHER THAT Schedule "C" be removed from Employment By-law #1; AND FURTHER THAT the revised Employment By-law #1 be adopted at the next session of County Council.

Report respectfully submitted.

**2011 SUMMARY OF GRANTS SUBMITTED THROUGH THE OFFICE OF MEDIA RELATIONS/GRANTS
COORDINATOR**

Appendix I

Grant Title	Department	Agency	Amount	Date Submitted	Status
<i>County of Renfrew</i>					
Invasive Alien Species Partnership Program	Forestry	Environment Canada	\$55,000	January 11, 2011	Pending
Master Transportation Strategy	Public Works & Engineering	Green Municipal Funds	\$160,000	TBA	Awaiting for Department Head Approval
Enabling Change Partnership Program	Human Resources	Accessibility Directorate of Ontario	\$6,000	February 26, 2011	Pending
Total Amount Requested			\$221,000	APPROVED -	
				PENDING – 3	\$221,000

Grant Title	Department	Agency	Amount	Date Submitted	Status
<i>Lower-Tier Grants</i>					
McNab Braeside	White Lake Cemetary Committee	Ontario Trillium Foundation	\$19,300	February 28, 2011	Pending
Whitewater Region Township	Downtown Beautification Project	Rural Economic Development	TBA	TBA	Pending
Total Amount Requested			\$19,300	APPROVED -	
				PENDING – 2	\$19,300

Grant	Program	Amount	Matching Funds	Submitted	Status
<i>Expo 150 Grants</i>					
Historical Researcher/DVD production	Ministry of Training, Colleges & Universities	\$21,734	0	May 10, 2009	Approved. Expires July 8, 2010
Expo 150 Promotion & Advertising	Community Futures & Development Corporation	\$20,000	\$20,000	June 20, 2009	Approved. Expires March 31, 2011
Expo 150th Coordinator	Ministry of Training, Colleges & Universities	\$21,734	0	February 20, 2010	Approved. Expires June 30, 2011
*Expo 150 Cultural & Musical Staging	Heritage Canada: BCAH	\$62,000	0	April 30, 2010	Approved for \$26,500
Expo 150 Promotion	Trillium Foundation	\$20,000	\$5000	July 1, 2010	Festivals not eligible for Trillium Funding
Expo 150 Exhibits Sales Representative	Ministry of Training, Colleges & Universities	\$10,738	0		Not pursued
Expo 150 Environmental Education Display	TD Friends of the Environment	\$10,000	0	June 15, 2010	Approved for \$5,000
Total Amount Requested			\$166,206	APPROVED	\$94,968

COUNTY OF RENFREW

BY-LAW NUMBER

**A BY-LAW TO AMEND BY-LAW 63-03 HUMAN RESOURCES 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. 63-03, a By-law to establish Human Resources Corporate Policies and Procedures for the County of Renfrew as amended on November 26, 2003, January 28, 2004, April 28, 2004, August 26, 2004, October 27, 2004, November 24, 2004, January 26, 2005, April 27, 2005, June 29, 2005, August 31, 2005, March 29, 2006, June 28, 2006, October 25, 2006, January 31, 2007, March 2, 2007, September 26, 2007, November 28, 2007, March 26, 2008, June 25, 2008, January 28, 2009, March 25, 2009, May 27, 2009, June 24, 2009, October 28, 2009, November 25, 2009, January 27, 2010, June 29, 2010, August 25, 2010, January 26, 2011 and February 23, 2011;

AND WHEREAS it is deemed desirable and expedient to amend the said By-law for the purpose of amending an existing policy;

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

1. That Policy G-03 as set out in Schedule “A” of the said By-law 63-03 be repealed.
2. That the following policy attached to this By-law be hereby enacted as an amendment to the said By-law 63-03:
 - G-03 – Employee Substance Use Problems.
4. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 30th day of March, 2011.

READ a second time this 30th day of March, 2011.

READ a third time and finally passed this 30th day of March, 2011.

ROBERT SWEET, WARDEN

W. JAMES HUTTON, CLERK

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: G-03
POLICY: Employee Substance Use Problems			
DATE: OCT30/91	REV. DATE: OCT28/09 MAR30/11	COVERAGE: All Employees	PAGE #: 1 of 3

POLICY STATEMENT:

The County of Renfrew provides guidance to employees who develop social or health problems as a result of substance use that affects the quality of their life and job performance. The objective is to identify employees whose work habits are affected by a substance use problem and to attempt to correct an employee's work habits through the establishment of corrective actions that may include a rehabilitation program. Successful rehabilitation of an employee results in improved health and well being of an employee, increased productivity and improved general morale. The County and society in general gains in terms of improved safety of the employee, co-workers and the public, and decreased alternative costs of social assistance and other social services required by the employee and his/her family.

PROCEDURE:

1. Assisting an employee who has a substance use problem is a cooperative venture of the individual, staff, and management and may require referral to, and assistance from, one or more treatment agencies. It has been found that this team concept produces the best results.
2. Clear directions from management are required to motivate the employee to accept help.
3. The success or failure of the treatment/rehabilitation program is measured through work performance and/or attendance data. The facts are therefore properly recorded and brought to the employee's attention on a regular basis. The employee needs to know that his/her job depends on his/her successful rehabilitation.
4. Management will consult their Human Resource Coordinator and the Employee Health Coordinator (EHC) prior to initiating Step 1 of the process.
5. Step No. 1:
 - (a) whenever it is suspected that lower work performance, poor attendance, poor employee relations, or other problems indicate the existence of a substance use problem, the Supervisor conducts an interview with the employee;

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: G-03
POLICY: Employee Substance Use Problems			
DATE: OCT30/91	REV. DATE: OCT28/09 MAR30/11	COVERAGE: All Employees	PAGE #: 2 of 3

- (b) the employee is requested to provide the employer via the office of the Employee Health Coordinator, expressed authorization to release/receive relative information with appropriate health and medical professionals. The employee is referred to the EHC for appropriate action and follow-up as indicated by individual case circumstances;
- (c) the employee is given the opportunity to provide input into a corrective action plan and identify reasonable workplace intervention that may assist with improving performance and/or attendance;
- (d) the employee is informed by his/her Supervisor that his/her work must improve within a specified time frame (usually one (1) month). A formal letter of a corrective action plan is issued to him/her in accordance with the provisions of the applicable Collective Working Agreement;
- (e) the details of this interview are recorded by the Supervisor and filed with the Department Head and Director of Human Resources.

Note: The subject employee may actually initiate this step, and is, in fact, encouraged to do so.

6. Step No. 2:

- (a) a confidential record of the employee's performance is maintained by the Department Head who, after the time frame specified in Step 1, either:
 - (i) files a report with the Director of Human Resources that the employee's problems are being resolved; or
 - (ii) sends the employee a letter including a corrective action plan and warning that suspension or discharge follows repetition of the act(s) referred to;
- (b) in the case of the latter, the Department Head specifies a time frame for immediate improvement; and
- (c) a copy of all corrective action letters are filed with the Director of Human Resources, the Supervisor, the Secretary of the applicable Union, and, if required, with the employee's treating professional(s)

Corporate Policies and Procedures			
DEPARTMENT: Human Resources			POLICY #: G-03
POLICY: Employee Substance Use Problems			
DATE: OCT30/91	REV. DATE: OCT28/09 MAR30/11	COVERAGE: All Employees	PAGE #: 3 of 3

7. Step No. 3:

- (a) the employee's work record is maintained regularly and, after the time frame specified in Step 2, the Department Head sends the employee one of the following letters:
 - (i) if the employee's work record has improved and rehabilitation is progressing as confirmed by the treating professional(s) via the EHC office, a letter of commendation, with a note that his/her work habits shall continue to be evaluated on a regular basis; or
 - (ii) if work has not improved, a letter of suspension or discharge;
- (b) if the Department Head opts for suspension rather than discharge, a new trial period, as per Step No. 2, is established; and
- (c) copies of these letters are sent to the Director of Human Resources, the Supervisor, the Secretary of the appropriate Union, and the treating professional(s) are notified via the EHC office.

Note: The foregoing procedures are guidelines only and may be altered to cope with specific situations. This Policy does not bind the County to undertake any rehabilitation procedures since summary dismissal may be a more expedient course of action. The provisions of any Collective Working Agreements are, however, strictly adhered to. Confidential documentation is vital for either the rehabilitation or the disciplinary process. If absenteeism is part of the presenting circumstances, refer to the County of Renfrew **Policy E-09 Employee Attendance. Attendance Support Program.**

COUNTY OF RENFREW**BY-LAW NUMBER****EMPLOYMENT BY-LAW # 1 FOR COUNTY OFFICERS AND STAFF**

WHEREAS the Council of the Corporation of the County of Renfrew deems it advisable to employ County Officers and Staff under and subject to the provisions of a By-law;

AND WHEREAS the Ontario Municipal Act empowers Council to pass such a By-law regulating the appointment, duties and remuneration of such Officers and Staff;

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

ARTICLE 1 - INSURANCE AND HEALTH BENEFITS**PART A - Full-Time Employees****1. Pension**

The Ontario Municipal Employees Retirement System Pension Plan shall apply as per the OMERS Agreement.

2. Life Insurance

The Employer shall pay 100% of the premiums for Basic Group Life Insurance coverage and Accidental Death or Dismemberment.

3. Extended Health Care

The Employer shall pay 100% of the premiums for the Extended Health Care Plan. There is a drug dispensing fee cap of \$7.50.

4. Dental Plan

The employer shall pay 100% of the standard dental plan (prior year ODA schedule).

In additional, major restorative coverage is provided at 50% co-insurance to a maximum of \$2,000 per year per insured. Orthodontic coverage is provided at 50% co-insurance to a lifetime maximum of \$2,000 per insured.

5. Health Care Spending Account

In addition to the Extended Health and the Dental Plan, full-time employees have access to an annual Health Care Spending Account. The Health Care Spending Account is set at \$750.00 annually. This is prorated for new employees.

6. Optional Life Insurance/Optional Accidental Death & Dismemberment Insurance

Employees may participate in an Optional Life Insurance Program and an Optional Accidental Death & Dismemberment Program within the terms and conditions of the policy, provided the employee assumes full responsibility for the premiums.

7. **Early Retiree Benefit**

The employer shall pay 100% of the premiums for employees who qualify under OMERS for an Early Retirement Plan for full-time employees with a lifetime maximum of \$25,000 for claims.

ARTICLE 2 - PAID HOLIDAYS

Thirteen paid holidays shall be provided. Specific days are outlined in the Corporate Policies and Procedures Manual.

ARTICLE 3 - OTHER ALLOWANCES

1. **Mileage Allowance**

For the use of cars authorized by the employee's supervisor, effective March 1, 2008 employees will receive \$0.52 per kilometre for the first 5000 kilometres per year and \$0.46 per kilometre for all kilometres over 5000 per year.

2. **Meals, Gratuities and Incidental Expenses**

While attending conferences, conventions, seminars, workshops or business meetings, employees will receive actual expenses supported by receipts of up to \$65.00 per day.

3. **Uniform and Safety Footwear Allowance**

(a) Employees who are required by nature of their job to wear uniforms and/or safety footwear on a regular daily basis shall be provided the following annual allowance:

Effective January 27, 2010: Full-Time - \$180.00 per annum
Part-Time - \$90.00 per annum

(b) Employees who are required by nature of their job to wear uniforms and/or safety footwear on an occasional basis will be provided with the above allowance once every three years.

ARTICLE 4 - RATES OF PAY

Schedule "A" - Non-Union Salary Grid and Classifications

Schedule "B" - Roads Operational Classifications and Rates

ARTICLE 5 - ADJUSTMENT DATE

The next adjustment date shall be January 1, 2012 or earlier as deemed appropriate by Council.

ARTICLE 6 - ENFORCEMENT AND GENERAL

1. Matters pertaining to working conditions and employment are also set out in the Corporate Policies and Procedures Manual. The manual should be referred to for additional information about the employment conditions contained in this by-law.

2. Any other amendments to this By-law shall be recommended by the Finance & Administration Committee to County Council in the form of a replacement By-law.

3. This By-law shall not be interpreted to contradict or violate any statute or regulation of the Province of Ontario.
4. By-law 30-10 is hereby repealed.
5. This By-law shall come into force and be effective upon the passing thereof, except where otherwise noted.

READ a first time this 30th day of March 2011.

READ a second time this 30th day of March 2011.

READ a third time and finally passed this 30th day of March 2011.

ROBERT SWEET, WARDEN

W. JAMES HUTTON, CLERK

County of Renfrew Staff Salary Grid

Schedule "A"

Effective: January 1, 2011

Group	Step 1	Step 2	Step 3	Step 4	Step 5 Job Rate	Merit
1	\$28,388	\$29,389	\$30,391	\$31,393	\$32,395	\$33,397
2	\$33,075	\$34,241	\$35,409	\$36,576	\$37,744	\$38,911
3	\$37,850	\$39,185	\$40,522	\$41,858	\$43,193	\$44,529
4	\$42,568	\$44,063	\$45,558	\$47,054	\$48,548	\$50,043
5	\$47,313	\$48,982	\$50,652	\$52,322	\$53,992	\$55,661
6	\$52,000	\$53,835	\$55,670	\$57,505	\$59,341	\$61,176
7	\$56,774	\$58,779	\$60,782	\$62,786	\$64,789	\$66,794
8	\$61,462	\$63,631	\$65,800	\$67,970	\$70,138	\$72,308
9	\$67,386	\$69,765	\$72,144	\$74,522	\$76,900	\$79,278
10	\$73,311	\$75,899	\$78,487	\$81,075	\$83,661	\$86,249
11	\$79,237	\$82,034	\$84,830	\$87,626	\$90,423	\$93,220
12	\$85,162	\$88,168	\$91,174	\$94,179	\$97,185	\$100,191
13	\$90,998	\$94,210	\$97,422	\$100,634	\$103,845	\$107,057
14	\$96,923	\$100,345	\$103,766	\$107,186	\$110,607	\$114,028
15	\$102,849	\$106,479	\$110,109	\$113,738	\$117,368	\$120,999
16	\$107,624	\$111,423	\$115,221	\$119,020	\$122,818	\$126,617
17	\$112,400	\$116,367	\$120,333	\$124,300	\$128,268	\$132,235

Revised: March 2011

County of Renfrew Staff Classifications and Salary Ranges

GROUP	SALARY (\$)	POSITION	
1	28,388 – 33,397	<ul style="list-style-type: none"> • Data Entry Clerk 	<ul style="list-style-type: none"> • Labourer
2	33,075 – 38,911	<ul style="list-style-type: none"> • Maintenance Person • Receptionist 	<ul style="list-style-type: none"> • Secretary I
3	37,850 – 44,529	<ul style="list-style-type: none"> • Accounting Clerk I - ES • Administrative Assistant • Collections Officer / General Clerk • Courtroom Clerk / Monitor • General Clerk/Cashier 	<ul style="list-style-type: none"> • Intake Coordinator • Program Officer • Scheduling Clerk • Secretary II • Tourism Communications Coordinator
4	42,568 – 50,043	<ul style="list-style-type: none"> • Accounting Clerk I - Finance • Administrative Assistant • Administrative Assistant - Finance • Community Relations Coordinator 	<ul style="list-style-type: none"> • Information Coordinator • Integration Coordinator • Secretary/Treasurer Land Division
5	47,313 – 55,661	<ul style="list-style-type: none"> • Eligibility Coordinator • Executive Assistant - CAO • GIS Technician 	<ul style="list-style-type: none"> • IT Technician • IT Technician / Webmaster • Media Relations / Grants Coordinator • Tourism Marketing Coordinator
6	52,000- 61,176	<ul style="list-style-type: none"> • Accounting Technician • Asset Management Technician • Corridor Control Technician / 911 Coordinator • Engineering Technician 	<ul style="list-style-type: none"> • Forester • Payroll Administrator • Planning Technician • Public Works Technician
7	56,774 – 66,794	<ul style="list-style-type: none"> • Assistant Food Services Supervisor • Business Consultant • Client Programs Supervisor • Client / Outreach Programs Supervisor • Construction Supervisor 	<ul style="list-style-type: none"> • GIS Coordinator • Human Resources Coordinator • Operations Coordinator • Patrol Supervisor • RCHC Site Supervisor • Systems Analyst
8	61,462 – 72,308	<ul style="list-style-type: none"> • Business Development Officer • Dietitian • Environmental Services Supervisor • Food Services Supervisor • Human Resources Coordinator – Homes • Network Administrator 	<ul style="list-style-type: none"> • Prosecutor • Prosecutor (Bilingual) • Senior Planner • Supervisor - Engineering Services • Supervisor of Technical Services • Supervisor - Ontario Works
9	67,386 – 79,278	<ul style="list-style-type: none"> • Employee Health Coordinator • Manager of Child Care Services • Manager - Economic Development Services • Manager of Forestry Services 	<ul style="list-style-type: none"> • Manager of Planning Services • Manager - Real Property Assets • POA Manager
10	73,311 – 86,249	<ul style="list-style-type: none"> • Housing Manager • Manager of Information Technology • Ontario Works Manager 	<ul style="list-style-type: none"> • Paramedic Service District Manager • Resident Care Coordinator

GROUP	SALARY (\$)	POSITION	
11	79,237 – 93,220	<ul style="list-style-type: none"> • Financial Services Officer • Paramedic Service Deputy Chief - Logistics • Paramedic Service Deputy Chief - Quality Programs / Community Emergency Management Coordinator 	<ul style="list-style-type: none"> • Manager of Capital Works • Manager of Operations
12	85,162 – 100,191	<ul style="list-style-type: none"> • Paramedic Service Deputy Chief - Operations 	<ul style="list-style-type: none"> • Director of Care
13	90,998 – 107,057	<ul style="list-style-type: none"> • Nurse Practitioner 	
14	96,923 – 114,028		
15	102,849 – 120,999	<ul style="list-style-type: none"> • Administrator - Bonnechere Manor • Administrator - Miramichi Lodge • Director - Development & Property 	<ul style="list-style-type: none"> • Director - Emergency Services / Chief Paramedic Service
16	107,624 – 126,617	<ul style="list-style-type: none"> • Director - Human Resources • Director - Social Services 	<ul style="list-style-type: none"> • Director - Public Works & Engineering
17	112,400 – 132,235	<ul style="list-style-type: none"> • Treasurer / Deputy Clerk 	

Revised: March 2011

SCHEDULE "B"

ROADS OPERATIONAL CLASSIFICATIONS AND RATES Effective: January 1, 2011

Classification	Probationary Rate	Permanent Rate
Mechanic	26.15	27.04
Truck/Equipment Operator	20.80	21.47
Sign Shop Fabricator	20.12	20.96
Labourer	15.93	16.68
Student	n/a	11.75
Lead Hand Premium		\$2.00/hr
Grader Operator Premium		\$1.00/hr
Shift Premium		0.60

Revised: March 2011

**COUNTY OF RENFREW
ADMINISTRATION REPORT**

TO: Finance & Administration Committee

FROM: W. James Hutton
Chief Administrative Officer/Clerk

DATE: March 21, 2011

SUBJECT: Department Report

CORRESPONDENCE

1. The following correspondence has been received and is attached for committee's information:

- (a) Appendix I – AMO Policy Update dated March 3, 2011 entitled “What the Premier and Provincial Leaders Said This Week at the ROMA/OGRA Conference (February 28 to March 2)”.

Recommendation: Receive as information.

- (b) Appendix II – AMO Policy Update dated March 3, 2011 entitled “Bills Introduced Since February 22, 2011”.

Recommendation: Receive as information.

- (c) Appendix III - Memorandum dated February 24, 2011 addressed to Mr. Terry Lapierre, Chief Administrative Officer, City of Pembroke from Mr. Jim Pine, EORN Project Co-Lead and Chief Administrative Officer, County of Hastings requesting financial support to the Eastern Ontario Regional Network in the amount of \$169,262 to be paid over a six-year period.

Recommendation: Receive as information.

RESOLUTIONS

2. Debt Management Policy

The County of Renfrew has developed a Debt Management Policy for committee's consideration to fund the acquisition and construction of assets. This policy establishes guidelines for debt to be used in the context of long-term capital planning and budgeting, and is intended to establish parameters around the use of tax supported long-term debt to finance capital works.

Recommendation: THAT the Finance and Administration Committee recommend that County Council approve the Debt Management Policy and that a By-law to Amend By-Law 59-02 Corporate Policies and Procedures for the County of Renfrew be adopted at the next session of County Council.

3. Remuneration By-law

Section 2 (c) of the Remuneration By-law establishes the remuneration and expenses paid for members of Council at attendance at meetings and states that “Effective January 1, 2006, future council remuneration increases will be consistent with percentage increases as per Employment By-law #1.”

Accordingly, our Committee is recommending a 2% increase to the Warden’s Honorarium and to all members of Council be approved effective January 1, 2011, consistent with the percentage increase approved as part of the 2011 budget process. County Council also approved that the allocation for all Elected Officials, excepting the Warden, be increased to \$2,500 per year to attend any conference(s) of his/her choice.

Recommendation: THAT this committee recommend that County Council approve a 2% increase to the Warden’s Honorarium and to all members of County Council effective January 1, 2011 consistent with Employment By-law #1; AND FURTHER THAT the allocation for all Elected Officials, excepting the Warden, be increased to \$2,500 per year to attend any conference(s) of his/her choice; AND FURTHER THAT a revised By-law to Provide for the Remuneration of Members of the Council of the County of Renfrew be brought forward to the next session of County Council.

Report respectfully submitted.



AMO Policy Update March 3 , 2011

What the Premier and Provincial Leaders Said This Week at the ROMA/OGRA Conference (February 28 to March 2)

Below are highlights of their respective speeches. AMO will keep membership abreast of policy initiatives of all the provincial election platforms as they emerge.

Premier McGuinty:

The Premier outlined his government's track record in the areas of health, education, infrastructure, taxes and electricity as part of his government's on-going plan for economic growth and job creation. He identified the following economic priorities: clean energy, financial services, digital media, healthy Ontario foods, the Ring of Fire mining opportunities and new water technology. He spoke to the benefit of investing in health care, preventative health and early childhood education. He referenced \$60 billion in infrastructure investment over the last 6 years, with an emphasis on 593 repaired bridges and 167 new bridges. The speech and accompanying slides focused predominantly on the results the government is measuring from the investments in all these areas.

Leader Hudak:

Mr. Hudak outlined three principles and provided solutions to municipal problems as representative of those principles. Among the solutions, he wants to see more transparency on arbitration decisions and the rationale for an arbitrated settlement. He said arbitration should respect that taxpayers pay the bill, and there should be clear and tight timelines for arbitration decisions. He supports a consistent and predictable funding model for infrastructure funding, with fair access to provincial gas tax for roads and bridges for rural and northern Ontario. He believes that planning approvals for renewable power projects should be returned to municipal governments.

Leader Horwath:

Ms Horwath outlined her Party's understanding of the issues facing rural and northern communities. She spoke to infrastructure challenges, particularly roads and bridges and the backbone role they play. Focusing on the north, she said that the north needs northern solutions for northern problems, such as the Ring of Fire infrastructure needs and more affordable air travel. She also noted that municipal operations and capital budgets must benefit from reliable, predictable funding, including OMPF monies. She also touched on electricity as part of the impact on family budgets.



Policy Update – March 3, 2011

Legislation

Bills Introduced Since February 22, 2011

One new bill has recently been introduced, which directly impact municipalities. Bills are categorized as Government Bills (G), as Private Members' Public Bills (M) which are both concerned with matters of general public policy or Private Bills (Pr) which are concerned with institutions or specific municipalities. Government Bills are introduced into the Legislature by members of Cabinet, Private Members' Public Bills are introduced by members of the Legislature outside of Cabinet and Private Bills are introduced by members of the Legislature who sponsor the bill. Government and Private Members' Public Bills are numbered consecutively, while Private Bills have the "PR" prefix and are numbered separately.

The status of current bills is available at: http://www.ontla.on.ca/web/bills/bills_current.do?locale=en.

New Bills:

Bill 153 (M/Jean-Marc Lalonde), Municipal Elections Amendment Act (Commencement of Terms of Offices Date), 2011 (changes the date on which the term of office begins from December 1 to the second Monday in November and reduces the timeframe for the completion of vote recounts) – February, 23 2011 - First Reading



February 24, 2011

Memorandum To: Terry Lapierre
Chief Administrative Officer
City of Pembroke

Memorandum From: Jim Pine
EORN Project Co-Lead
Chief Administrative Officer
County of Hastings

Subject: Re: Request for Financial Support to EORN

Dear Terry:

At our meeting on February 15, 2011 with your Operations Committee I was asked to supply details relative to our request for financial support to the Eastern Ontario Regional broadband Network (EORN). I am pleased to provide that to you.

As noted earlier and based upon our project estimates the EOWC Inc. is committed to provide \$10 million towards the project. The sharing formula for our members is based upon three factors:

- Transport/Backhaul
- Access to consumers (last mile and satellite)
- Project Management costs

Allocating the \$10 million

Backhaul costs represent approximately 63% of total project costs (\$6.4m of our \$10m). The allocation of these costs is based upon the number of POPs located in each EOWC member municipality. In Renfrew County there will be 16 POPs as part of the backhaul network, one of which will be in Pembroke.

Last mile and satellite costs together represent 32% of the project costs (\$3.2 of our \$10m). Costs associated with access have been apportioned based on the percentage of the population* of each county against the total EOWC regional population (excluding the City of Ottawa).

Project management costs are being held to just 5% of the project (\$.5m of our \$10m). Each member municipality, including separated municipalities like yours will pay an equal share of these costs.

**Population is from 2010 Municipal Directory*

In calculating your share (\$) the following factors were employed:

Renfrew County Population	87,901
Renfrew County Pop as % of EOWC Population	8.92%
Pembroke's Population	13,179
Pembroke's Population as % of Renfrew County's Population	14.9%
Cost of single POP	\$104,900
Equal Share of Project Management Costs	\$21,739

Therefore:

Transport/Backhaul	\$104,900 (one POP)
Access	\$ 42,623 (14.9% of Renfrew's share)
Project Management	<u>\$ 21,739</u>
	\$169,262

I understand in discussions with Renfrew County that they would be agreeable to a payment arrangement over six years at \$28,210.33 annually. I trust this is helpful in explaining our request and if you have any questions please be sure to give me a call.

Cheers

Jim

cc. J. Hutton, CAO Renfrew County
L. Severson, CSRO, EORN

COUNTY OF RENFREW

BY-LAW NUMBER -11

**A BY-LAW TO AMEND BY-LAW 59-02 CORPORATE
POLICIES AND PROCEDURES FOR THE COUNTY OF RENFREW**

WHEREAS on November 27, 2002 the Corporation of the County of Renfrew enacted By-law No. 59-02, a By-Law to establish 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 amending an existing policy;

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

1. That the following Policy attached to this By-law be hereby enacted as an addition to the said By-Law 59-02:
 - Policy GA-07 – Debt Management Policy.
2. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 30th day of March, 2011.

READ a second time this 30th day of March, 2011.

READ a third time and finally passed this 30th day of March, 2011.

ROBERT SWEET, WARDEN

W. JAMES HUTTON, CLERK

Corporate Policies and Procedures			
SECTION: General Administration			POLICY #: GA-07
POLICY: Debt Management Policy			
DATE: MARCH 2011	REV. DATE:	COVERAGE: All Departments	PAGE #: 1 of 2

POLICY STATEMENT:

In certain special circumstances, the use of debt financing to fund the acquisition and construction of assets represents a viable funding strategy. However, excessive use of debt to finance capital works can seriously impair the ability of a municipality to provide the level of service that residents expect. This policy establishes guidelines for debt to be used in the context of long term capital planning and budgeting.

SCOPE:

This policy is intended to establish parameters around the use of tax supported long term debt to finance capital works.

DEFINITIONS:

Tax Supported Debt - Debt for which annual principal and interest payments are funded from the general tax levy.

PROCEDURE:

1. WHEN DEBT IS APPROPRIATE

- 1.1. Debt is a viable option for financing the acquisition or construction of an asset which is used to deliver municipal services provided the following conditions exist:
 - 1.1.1. The estimated useful life of the asset is greater than ten years;
 - 1.1.2. The cost of the project is greater than \$1.5 million;
 - 1.1.3. Funding cannot be accommodated within the current year's tax levy;
 - 1.1.4. There are no other viable sources of funding such as special purpose reserves or grants from senior levels of government;
 - 1.1.5. There is adequate debt capacity available to borrow.

2. GROWTH RELATED DEBT

- 2.1. Several areas within the County of Renfrew are subject to growth pressures and debt financing may be utilized for capital expenditures required in such areas. In addition to the criteria above, the following criteria should be considered in such areas:
 - 2.1.1. The capital costs related to growth exceed the growth financing currently available.
 - 2.1.2. There is a long-term economic benefit to the County related to the growth.

Corporate Policies and Procedures			
SECTION: General Administration			POLICY #: GA-07
POLICY: Debt Management Policy			
DATE: MARCH 2011	REV. DATE:	COVERAGE: All Departments	PAGE #: 2 of 2

- 2.1.3. Alternative sources of funding and partnership with local municipalities or other external agencies are considered and utilized when available.

3. TERM OF DEBT

3.1. The term of debt should be dependent on:

- 3.1.1. The nature of the asset;
- 3.1.2. The useful life of the asset;
- 3.1.3. The prevailing interest rate;
- 3.1.4. The user fee or other revenues which the asset itself may generate to offset any increased cost for the debt and reduce any set property tax impact arising therefrom;
- 3.1.5. The availability of funding for the asset from other sources (i.e. grants, accumulated surplus, etc.).

4. LEGISLATED DEBT CAPACITY

- 4.1. The annual debt and financial obligation limit for municipalities is described under Ontario Regulation 403/02.
- 4.2. The regulation provides a formula which limits annual repayment obligations to an amount equal to 25% of net own source revenues.
- 4.3. Council is not authorized to issue debt which would result in the annual repayment limit being exceeded.

5. CRITERIA TO LIMIT THE ISSUE OF TAX SUPPORTED DEBT

- 5.1. Notwithstanding the limits prescribed in the regulations, prudent financial management demands more stable criteria to limit debt.
- 5.2. A target tax supported debt per capita of \$260 is manageable.
- 5.3. A limit of \$20,000,000 in total outstanding tax supported debt is reasonable as a means for achieving the targets in sections 5.1 and 5.2.

6. AUTHORITY

The Treasurer shall have the authority and responsibility to recommend to Council the most effective form of debt financing for any asset, in addition to the most appropriate timing and duration.

COUNTY OF RENFREW

BY-LAW NUMBER -11

A BY-LAW TO PROVIDE FOR THE REMUNERATION OF MEMBERS OF THE COUNCIL OF THE COUNTY OF RENFREW

WHEREAS Section 283 of the Municipal Act, 2001, S.O. 2001, and its amendments, provides that the Council may establish by by-law the remuneration and expenses for members of Council for attendance at meetings of Council or for attendance at Committee meetings of Council and that such remuneration and expenses may be determined in any manner that Council considers advisable;

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

Council, Committee, Sub-Committee and Chairperson Meetings and Travel

1. That the Treasurer of the Corporation of the County of Renfrew shall pay to the Warden of the County:
 - (a) Effective January 1, 2011 an annual honorarium of \$21,109.00 paid in monthly installments during his/her term of office.
 - (b) In addition to the honorarium outlined in part (a), the per diem as outlined for members of Council under part 2 below shall be paid to the Warden for attendance at meetings as outlined.
2. That the Treasurer of the Corporation of the County of Renfrew shall pay other members of County Council:
 - (a) Effective January 1, 2011, \$103.00 per meeting for half day meetings of Council or Committee including Sub-Committee meetings or Chairperson meetings, or meetings outside of the County but pertaining to County business.
 - (b) Effective January 1, 2011, \$193.00 per meeting for full-day meetings of Council or Committee including Sub-Committee meetings or Chairperson meetings, or meetings outside of the County but pertaining to County business.
 - (c) Effective January 1, 2006, future council remuneration increases will be consistent with percentage increases as per Employment By-law #1.
3. For the purpose of parts 1 and 2 above, a half-day meeting shall be defined as a meeting which is less than three and one-half hours in duration, exclusive of extended breaks. A full-day meeting shall be defined as a meeting which extends for a period in excess of three and one-half hours, exclusive of extended breaks.
4. That the Treasurer of the Corporation of the County of Renfrew shall pay to the Warden and each member of County Council, in addition to the aforesaid compensation for attendance at meetings, a travelling allowance of fifty-two cents per kilometre for the first 5000 kilometres per year and forty-six cents per kilometre for all kilometres over 5000 per

year effective January 1, 2010, for travel incurred to attend meetings of County Council or to attend a Committee meeting, and including Sub-Committee meetings, Chairperson meetings, or business meetings outside of the County, provided however that with respect to sessions of County Council, no allowance shall be made for Committee meetings held during the session and only one travel allowance shall be paid on coming and returning from each session. In the event that there is a substantial increase in the price of gasoline, the allowance rate will be reviewed.

5. That a \$100,000 Life Benefit be provided to each member of County Council, and the premium will be paid 100% by the County of Renfrew. The life benefit plan will cease in the event an elected official no longer holds public office as a direct representative to County Council.
6. That members of County Council have the opportunity to participate in the County of Renfrew Health and Dental Benefit Plan. Participation is voluntary and 100% employer paid. All participation in the benefit plan cease in the event that an elected official no longer holds public office as a direct representative to County Council.

Conferences and Conventions

1. Attendance at Conferences and Conventions by members of Council shall be authorized as follows:
 - Association of Municipalities of Ontario (AMO) Conference/Convention
 - CRST Municipalities and DSSAB's Conference (Counties, Regions and Single Tier and District Social Services Administration
 - OGRA/ROMA Conference (Ontario Good Roads Association/ Rural Ontario Municipal Association)
 - EDCO (Economic Developers Council of Canada) Conference
 - OEMC (Ontario East Municipal Conference)
 - FCM (Federation of Canadian Municipalities) Conference
 - TAC (Transportation Association of Canada) Conference
 - OANHSS Annual Convention (Ontario Association of Non-profit Homes and Services for Seniors)
 - OMSSA (Ontario Municipal Social Services Association) Conference
 - ONPHA (Ontario Non-Profit Housing Association) Conference.
2. (a) That the convention rate of expenses for Elected Officials shall be at the Committee meeting rates, meals, gratuities and incidental expenses supported by receipts up to \$65.00 per day, plus registration fee and travel allowance at a rate specified in A-4, or economy air fare, whichever means of transportation is most practical.
- (b) That one extra day for travel be allowed over and above the actual convention day or days attended. When travel is made by air, no extra day will be allowed. When an act of nature prevents the flight on which return travel would normally be made, expenses may be claimed.

- (c) All Elected Officials, excepting the Warden, shall receive a total allocation of \$2,500 per year to attend any conference(s) of his/her choice. Any unused funds are not transferable to another member and remain County of Renfrew funds. Any expenses over the \$2,500 will be paid by the Elected Official.

Subject to receipt of the member's claim outlining eligible expenses and supported by receipt(s) for attending the conference, a member's claim shall first pay per diem(s). Registration, accommodation, travel and meals shall be paid out of any remaining allocation.

- (d) The Warden can attend any conferences and receive reimbursement of all expenses as noted above, but will not exceed the budgeted expenses for the year.

That By-law Number 5-11 is hereby repealed.

That this By-law shall come into force and take effect January 1, 2011.

READ a first time this 30th day of March, 2011.

READ a second time this 30th day of March, 2011

READ a third time and finally passed this 30th day of March, 2011.

ROBERT SWEET, WARDEN

W. JAMES HUTTON, CLERK

COUNTY OF RENFREW
ADMINISTRATION DEPARTMENT REPORT

TO: Finance & Administration Committee

FROM: W. James Hutton, Chief Administrative Officer/Clerk

DATE: March 21, 2011

SUBJECT: Addendum to Administration Department Report

RESOLUTIONS

4. Records Destruction

The new Long-Term Care Act has made changes to records destruction periods to ensure that former resident files for the homes are retained for at least 10 years after the resident is discharged from the home. Section 233(1) reads as follows:

“Every licensee of a long-term care home shall ensure that the record of every former resident of the home is retained by the licensee for at least 10 years after the resident is discharged from the home.”

We are recommending that the revised Records Retention Schedule be approved.

Recommendation: THAT this committee recommends that County Council approve the revised records retention schedule; AND FURTHER THAT a By-law to amend By-law 66-06, being a By-law to Establish Schedules of Retention Periods for Documents, Records and Papers of the Municipality, be adopted at the next session of County Council.

COUNTY OF RENFREW

BY-LAW NUMBER 27-11

**A BY-LAW TO AMEND BY-LAW 66-06 BEING A BY-LAW TO ESTABLISH
SCHEDULES OF RETENTION PERIODS FOR DOCUMENTS, RECORDS AND
PAPERS OF THE MUNICIPALITY**

WHEREAS on August 23, 2006 the Corporation of the County of Renfrew enacted By-law No. 66-06, being a By-Law to Establish Schedules of Retention Periods for Documents, Records and Papers of the Municipality;

AND WHEREAS it is deemed desirable and expedient to amend the said By-law for the purpose of amending existing retention periods;

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

1. That the retention period of Sub-Section 'Q02' – Client Records of the Health Care Services Section of the Records Retention Schedule be hereby changed to 10 years.
2. That this By-law shall come into force and take effect upon the passing thereof.

READ a first time this 30th day of March, 2011.

READ a second time this 30th day of March, 2011.

READ a third time and finally passed this 30th day of March, 2011.

ROBERT SWEET, WARDEN

W. JAMES HUTTON, CLERK

RECORDS RETENTION (Based on TOMRMS Secondary Categories)

HEALTH CARE SERVICES	DEPARTMENTS												
		Administration	Bonnechere Manor	Community Services	Development & Property	Emergency Services	Finance / POA	Human Resources	Information Technology	Miramichi Lodge	Ontario Works	Public Works & Engineering	R.C. Housing Corp.
Health Care Services – General	Q00	1	7	3			1			7			
Resident/Client Programs and Services	Q01		7				3	3		7			
Resident/Client Records	Q02		7 & 10							7 & 10			
Departments	Q03		7				1			7			
CCAC Records	Q04		P							P			
Land Ambulance	Q05	7			7	P	7						

*MOU requires Ministry (MAG) Legislated Retention Period

**Ministry Legislated Retention Period