



## FINANCE & ADMINISTRATION COMMITTEE

Monday, February 13, 2012 - 9:30 a.m.  
County of Renfrew Administration Building  
**AGENDA**

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1. Call to order.
  2. Roll call.
  3. Disclosure of pecuniary interest.
  4. Adoption of minutes of previous meeting held on [January 6, 2012](#) and [January 17, 2012](#) (on website).
  5. Delegations: None at time of mailing.
  6. Human Resources Department Report. Page  
2
  7. Finance Department Report. 13
    - (a) Provincial Offences Administration Report. 23
    - (b) Information Technology Report. 24
  8. Administration Department Report. 27
  9. New Business.
  10. Closed Session to discuss litigation, potential litigation, labour relations, the security of the property of the municipality, and for the purpose of educating or training the members and no member discusses a matter that materially advances the business or decision making of Council.
  11. Date of next meeting and adjournment (Monday, March 26, 2012).

**NOTE:**

County Council:       Wednesday, February 22, 2012.

Submissions received from the public, either orally or in writing may become part of the public record.

**COUNTY OF RENFREW**

**HUMAN RESOURCES DEPARTMENT**

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TO: Finance & Administration Committee

FROM: Bruce M. Beakley, Director  
Human Resources Department

DATE: February 13, 2012

SUBJECT: Department Report

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**INFORMATION**

1. Situational Leadership Training

Situational Leadership Training was completed in October and December 2011 for all Managers and Supervisors.

**Recommendation:** Receive as information.

2. Accessibility Advisory Committee

The Accessibility Advisory Committee's Terms of Reference is being updated. This will be presented to all the Accessibility Advisory Committee members at their meeting scheduled for March 13, 2012.

**Recommendation:** Receive as information.

3. Media Relations

(a) The January 2012 edition of the newsletter *County Communiqué* is available on the County of Renfrew website at:

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

(b) Mr. McIntyre will be presenting an overview of communications and media strategies at the Federated Press 4<sup>th</sup> Municipal Communications Conference held in Toronto from April 10 - 12, 2012.

(c) The second phase of the Social Media Strategy with the launch of the official County of Renfrew Facebook page will soon be completed. This site is located at:

[www.facebook.com/pages/Renfrew-County/108190055879765](http://www.facebook.com/pages/Renfrew-County/108190055879765)

- (d) The Town of Renfrew is preparing for their inaugural “HogWild Outdoor Festival” scheduled for May 18 - 20, 2012 at the Town of Renfrew Fairgrounds. The Media Relations Coordinator will be assisting with media and marketing for the festival.
- (e) The Economic Development Division is currently planning a BioMass Workshop scheduled for late March 2012. The event will be held in the Town of Renfrew at the Renfrew Industrial Commission Office. The Media Relations Coordinator will assist with communications and marketing for this event.

**Recommendation:** Receive as information.

4. Grants Coordination

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 2012.

**Recommendation:** Receive as information.

**BY-LAWS**

5. Employment By-law #1 Revisions

- (a) As part of the 2012 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:
  - (i) The addition of the new position of a Child Care Facilitator that was presented to the appropriate committee and County Council has been incorporated into the Staff Classifications and Salary Ranges schedule under Group 3 (\$38,986 - \$45,865).
  - (ii) A 3.0% 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 2012 budget.
  - (iii) Mileage rate change from \$0.52 per kilometre to \$0.53 per kilometre for the first 5,000 kilometres per year and for all kilometres over 5,000 per year, a change from \$0.46 per kilometre to \$0.47 per kilometre.
- (b) At the November 2011 session of County Council Resolution No. OP-CC-11-11-106 requesting a position title change of Asset Management Technician to Infrastructure Coordinator in the Public Works & Engineering Department was approved. As a result of this position title change, Employment By-law #1 has been updated and requires approval from County Council.

Attached as Appendix II is a copy of Employment By-law #1 with the proposed changes outlined in bold and strikeout.

**Recommendation:** THAT this committee recommend that County Council approve a revised Employment By-law #1 with the addition of the position of Child Care Facilitator into Wage Group 3 (\$38,986 – \$45,865);

AND FURTHER THAT County Council approve the position title change of Asset Management Technician in Group 6 (\$53,560 - \$63,011) to Infrastructure Coordinator;

AND FURTHER THAT a 3.0% salary increase effective January 1, 2012 be approved for all non-union staff listed in Schedule “A”; AND FURTHER THAT a 3.0% wage increase effective January 1, 2012 be approved for the Roads Operational Classifications in Schedule “B”;

AND FURTHER THAT the mileage rate be changed to \$0.53 per kilometre for the first 5,000 kilometres per year and \$0.47 per kilometre for all kilometres over 5,000 per year effective January 1, 2012;

AND FURTHER THAT the revised Employment By-law #1 be adopted at the next session of County Council.

Report respectfully submitted.

Return to Agenda



## 2012 SUMMARY OF GRANTS SUBMITTED THROUGH THE OFFICE OF MEDIA RELATIONS/GRANTS COORDINATOR

### County of Renfrew

Grant Title	Department	Agency	Amount	Date Submitted	Status
<b>Accessibility &amp; Public Awareness Program</b>	Human Resources	Community Futures Development Corporation	<b>\$23,800</b>	January 13, 2012	<b>Approved</b>
<b>Forestry TEDx Conference</b>	Forestry	Community Futures Development Corporation	<b>\$8,750</b>	January 13, 2012	<b>Approved</b>
<b>Biomaterials Workshop</b>	Economic Development	Community Futures Development Corporation	<b>\$10,425</b>	January 13, 2012	<b>Approved</b>
<b>Abandoned Railway Corridor Blueprint</b>	Development & Property	Community Futures Development Corporation	<b>\$85,000</b>	February 27, 2012	<b>Pending</b>
<b>Total Amount Requested</b>			<b>\$127,975</b>	<b>APPROVED - 3</b>	<b>\$42,975</b>
				<b>PENDING - 1</b>	<b>\$85,000</b>

### Lower Tier Municipality

Municipality	Department	Agency	Amount	Date Submitted	Status
<b>Greater Madawaska Township</b>	Administration	Celebrate Ontario (Tourism)	<b>\$75,000</b>	November 19, 2011	<b>Pending</b>
<b>Killaloe, Hagarty &amp; Richards Township</b>	Administration	Ministry of Training, Colleges & Universities	<b>\$11,600</b>	November 3, 2011	<b>Approved</b>
<b>Town of Arnprior</b>	Recreation	Ministry of Training, Colleges & Universities	<b>\$11,600</b>	December 9, 2011	<b>Approved</b>
<b>Killaloe, Hagarty &amp; Richards Township</b>	KHR Library	Community Futures Development Corporation	<b>\$81,550</b>	February 13, 2012	<b>Approved</b>
<b>Greater Madawaska Township</b>	Administration	Community Futures Development Corporation	<b>\$12,000</b>	February 13, 2012	<b>Approved</b>
<b>Whitewater Region Township</b>	Beachburg Fair Upgrades	Ontario Trillium Foundation	<b>\$25,000</b>	March 1, 2012	<b>Pending</b>
<b>Madawaska Valley Township</b>	Madawaska Valley Hospice	Ontario Trillium Foundation	<b>TBD</b>	March 1, 2012	<b>Pending</b>
<b>Total Amount Requested</b>			<b>\$216,750</b>	<b>APPROVED - 4</b>	<b>\$116,750</b>
				<b>PENDING - 3</b>	<b>\$100,000</b>

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

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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~~ **January 1, 2012** employees will receive ~~\$0.52~~ **\$0.53** per kilometre for the first 5000 kilometres per year and ~~\$0.46~~ **\$0.47** 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~~ **2013** 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 70-11 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 22nd day of February 2012.

READ a second time this 22nd day of February 2012.

READ a third time and finally passed this 22nd day of February 2012.

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ROBERT SWEET, WARDEN

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W. JAMES HUTTON, CLERK

# County of Renfrew Staff Salary Grid

## Schedule "A"

Effective: January 1, 2012

<b>Group</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5 Job Rate</b>	<b>Merit</b>
<b>1</b>	\$29,240	\$30,271	\$31,303	\$32,335	\$33,367	\$34,399
<b>2</b>	\$34,067	\$35,268	\$36,471	\$37,673	\$38,876	\$40,078
<b>3</b>	\$38,986	\$40,361	\$41,738	\$43,114	\$44,489	\$45,865
<b>4</b>	\$43,845	\$45,385	\$46,925	\$48,466	\$50,004	\$51,544
<b>5</b>	\$48,732	\$50,451	\$52,172	\$53,892	\$55,612	\$57,331
<b>6</b>	\$53,560	\$55,450	\$57,340	\$59,230	\$61,121	\$63,011
<b>7</b>	\$58,477	\$60,542	\$62,605	\$64,670	\$66,733	\$68,798
<b>8</b>	\$63,306	\$65,540	\$67,774	\$70,009	\$72,242	\$74,477
<b>9</b>	\$69,408	\$71,858	\$74,308	\$76,758	\$79,207	\$81,656
<b>10</b>	\$75,510	\$78,176	\$80,842	\$83,507	\$86,171	\$88,836
<b>11</b>	\$81,614	\$84,495	\$87,375	\$90,255	\$93,136	\$96,017
<b>12</b>	\$87,717	\$90,813	\$93,909	\$97,004	\$100,101	\$103,197
<b>13</b>	\$93,728	\$97,036	\$100,345	\$103,653	\$106,960	\$110,269
<b>14</b>	\$99,831	\$103,355	\$106,879	\$110,402	\$113,925	\$117,449
<b>15</b>	\$105,934	\$109,673	\$113,412	\$117,150	\$120,889	\$124,629
<b>16</b>	\$110,853	\$114,766	\$118,678	\$122,591	\$126,503	\$130,416
<b>17</b>	\$115,772	\$119,858	\$123,943	\$128,029	\$132,116	\$136,202

Revised: February 2012

## County of Renfrew Staff Classifications and Salary Ranges

GROUP	SALARY (\$)	POSITION	
1	29,240 – 34,399	<ul style="list-style-type: none"> <li>• Data Entry Clerk</li> </ul>	<ul style="list-style-type: none"> <li>• Labourer</li> </ul>
2	34,067 – 40,078	<ul style="list-style-type: none"> <li>• Maintenance Person</li> <li>• Receptionist</li> </ul>	<ul style="list-style-type: none"> <li>• Secretary I</li> </ul>
3	38,986 – 45,865	<ul style="list-style-type: none"> <li>• Accounting Clerk I - ES</li> <li>• Administrative Assistant</li> <li>• <b>Child Care Facilitator</b></li> <li>• Collections Officer / General Clerk</li> <li>• Courtroom Clerk / Monitor</li> <li>• General Clerk/Cashier</li> </ul>	<ul style="list-style-type: none"> <li>• Intake Coordinator</li> <li>• Program Officer</li> <li>• Scheduling Clerk</li> <li>• Secretary II</li> <li>• Tourism Communications Coordinator</li> </ul>
4	43,845 – 51,544	<ul style="list-style-type: none"> <li>• Accounting Clerk I - Finance</li> <li>• Administrative Assistant</li> <li>• Administrative Assistant - Finance</li> <li>• Community Relations Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Information Coordinator</li> <li>• Integration Coordinator</li> <li>• Secretary/Treasurer Land Division</li> </ul>
5	48,732 – 57,331	<ul style="list-style-type: none"> <li>• Eligibility Coordinator</li> <li>• Executive Assistant - CAO</li> <li>• GIS Technician</li> </ul>	<ul style="list-style-type: none"> <li>• IT Technician</li> <li>• IT Technician / Webmaster</li> <li>• Media Relations / Grants Coordinator</li> <li>• Tourism Marketing Coordinator</li> </ul>
6	53,560 – 63,011	<ul style="list-style-type: none"> <li>• Accounting Technician</li> <li>• <del>Asset Management Technician</del></li> <li>• Corridor Control Technician / 911 Coordinator</li> <li>• Engineering Technician</li> </ul>	<ul style="list-style-type: none"> <li>• Forester</li> <li>• <b>Infrastructure Coordinator</b></li> <li>• Junior Planner</li> <li>• Payroll Administrator</li> <li>• Public Works Technician</li> </ul>
7	58,477 – 68,798	<ul style="list-style-type: none"> <li>• Assistant Food Services Supervisor</li> <li>• Business Consultant</li> <li>• Client Programs Supervisor</li> <li>• Client / Outreach Programs Supervisor</li> <li>• Construction Supervisor</li> </ul>	<ul style="list-style-type: none"> <li>• GIS Coordinator</li> <li>• Human Resources Coordinator</li> <li>• Operations Coordinator</li> <li>• Patrol Supervisor</li> <li>• RCHC Site Supervisor</li> <li>• Systems Analyst</li> </ul>
8	63,306 – 74,477	<ul style="list-style-type: none"> <li>• Business Development Officer</li> <li>• Dietitian</li> <li>• Environmental Services Supervisor</li> <li>• Food Services Supervisor</li> <li>• Human Resources Coordinator – Homes</li> <li>• Network Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Prosecutor</li> <li>• Prosecutor (Bilingual)</li> <li>• Senior Planner</li> <li>• Supervisor - Engineering Services</li> <li>• Supervisor of Technical Services</li> <li>• Supervisor - Ontario Works</li> </ul>
9	69,408 – 81,656	<ul style="list-style-type: none"> <li>• Employee Health Coordinator</li> <li>• Manager of Child Care Services</li> <li>• Manager - Economic Development Services</li> <li>• Manager of Forestry Services</li> </ul>	<ul style="list-style-type: none"> <li>• Manager of Planning Services</li> <li>• Manager - Real Property Assets</li> <li>• POA Manager</li> </ul>
10	75,510 – 88,836	<ul style="list-style-type: none"> <li>• Housing Manager</li> <li>• Manager of Information Technology</li> <li>• Ontario Works Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Paramedic Service District Manager</li> <li>• Resident Care Coordinator</li> </ul>

<b>GROUP</b>	<b>SALARY (\$)</b>	<b>POSITION</b>	
11	81,614 – 96,017	<ul style="list-style-type: none"> <li>• Financial Services Officer</li> <li>• Paramedic Service Deputy Chief - Logistics</li> <li>• Paramedic Service Deputy Chief - Quality Programs / Community Emergency Management Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Manager of Capital Works</li> <li>• Manager of Operations</li> </ul>
12	87,717 – 103,197	<ul style="list-style-type: none"> <li>• Paramedic Service Deputy Chief - Operations</li> </ul>	<ul style="list-style-type: none"> <li>• Director of Care</li> </ul>
13	93,728 – 110,269	<ul style="list-style-type: none"> <li>• Nurse Practitioner</li> </ul>	
14	99,831 – 117,449		
15	105,934 – 124,629	<ul style="list-style-type: none"> <li>• Administrator - Bonnechere Manor</li> <li>• Administrator - Miramichi Lodge</li> <li>• Director - Development &amp; Property</li> </ul>	<ul style="list-style-type: none"> <li>• Director - Emergency Services / Chief Paramedic Service</li> </ul>
16	110,853 – 130,416	<ul style="list-style-type: none"> <li>• Director - Human Resources</li> <li>• Director - Social Services</li> </ul>	<ul style="list-style-type: none"> <li>• Director - Public Works &amp; Engineering</li> </ul>
17	115,772 – 136,202	<ul style="list-style-type: none"> <li>• Treasurer / Deputy Clerk</li> </ul>	

Revised: February 2012

## SCHEDULE "B"

### ROADS OPERATIONAL CLASSIFICATIONS AND RATES Effective: January 1, 2012

Classification	Probationary Rate	Permanent Rate
Mechanic	26.93	27.85
Truck/Equipment Operator	21.42	22.11
Sign Shop Fabricator	20.72	21.59
Labourer	16.41	17.18
Student	n/a	11.75
Lead Hand Premium		\$2.00/hr
Grader Operator Premium		\$1.00/hr
Shift Premium		0.60

Revised: February 2012

**COUNTY OF RENFREW**  
**FINANCE DEPARTMENT REPORT**

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**TO:** Finance & Administration Committee  
**FROM:** J.D. Kutschke, Treasurer/Deputy Clerk  
**DATE:** February 13, 2012  
**SUBJECT:** Department Report

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**CORRESPONDENCE**

1. The following correspondence has been received and is attached for committee's information:
  - (a) (i) Appendix I – An AMO Policy Update entitled “Ontario Municipal Partnership Fund (OMPF) Allocations Announced” dated January 23, 2012 advising that the provincial government has announced the OMPF allocations to eligible municipalities. The OMPF is a critical provincial funding program which assists municipalities with social program costs, equalization, policing costs, and has a northern and rural communities component. For 2012, 373 municipalities will receive \$583 million in OMPF funding.
  - (ii) Appendix II – A letter dated January 23, 2012 from the Honourable Dwight Duncan, Deputy Premier, Minister of Finance announcing the release of the OMPF allocations for 2012.
  - (iii) Appendix III – A letter dated January 23, 2012 from Mr. Allan Doheny, Assistant Deputy Minister, Ministry of Finance providing the County of Renfrew with an estimate of our benefit from the 2012 provincial uploads.
  - (iv) Appendix IV – A copy of a 2012 OMPF Funding Comparison spreadsheet for all municipalities in Renfrew County including the City of Pembroke prepared by the County of Renfrew Finance Department.

**Recommendation:** Receive as information.

2. The following is an item pending from a previous meeting:
  - (a) As requested at the October 2011 County Council meeting, a letter was sent from Warden Sweet to The Honourable Dwight Duncan, Minister of Finance advising him that the County of Renfrew supports the County of Brant resolution respectfully requesting the Province of Ontario to amend *The Municipal Tax Act* to reflect that “elevators used to receive, store, clean, treat or transfer feed for livestock or grain” are removed from the industrial property class and included in the commercial property class.

**Recommendation:** Receive as information.

## **INFORMATION**

### 3. User Fee By-law and Schedule

Committee will recall that annually as part of our budget process a review is made of the County of Renfrew's User Fee By-law and Schedule. All Departments/Divisions have completed a review of their current charges and determined that no changes will be recommended for 2012, therefore the current By-law 19-11- A By-law to Establish and Require Payment of User Fees and Charges remains in effect for 2012.

**Recommendation:** Receive as information.

### 4. Provincial Offences Act Administration

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

**Recommendation:** Receive as information.

### 5. Information Technology

Attached as Appendix VI 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.

### 6. 2012 Tax Policy

The Finance Department has organized a Tax Policy Working Group meeting that will take place on **Tuesday, March 27, 2012 at 10:00 a.m.** and all of the local municipal treasurers will be invited to attend. Mr. Jeff Foss, Financial Services Officer will be providing Tax Policy recommendations to County Council on Thursday, March 29, 2012 and a Tax Policy Report will be provided at the April Finance & Administration Committee meeting.

**Recommendation:** Receive as information.

## **RESOLUTION**

### 7. 2012 Federation of Canadian Municipalities Membership Dues

The County of Renfrew, along with its lower-tier municipalities, are members of the Federation of Canadian Municipalities (FCM). The membership fee for 2011 was \$10,950.76. The 2012 membership fee is \$11,256.98 which is a 2.8% increase over 2011.

**Recommendation:** THAT the Finance & Administration Committee recommend that the Year 2012 membership to the Federation of Canadian Municipalities in the amount of \$11,256.98 be approved.

Report respectfully submitted.



AMO Policy Update  
January 23, 2012

OMPF

## Ontario Municipal Partnership Fund (OMPF) Allocations Announced

**Issue:** The Ministry of Finance is today confirming individual municipal allocations for 2012.

### Background:

The provincial government has announced Ontario Municipal Partnership Fund (OMPF) allocations to eligible municipalities. Letters to heads of council and treasurers are being mailed at this time. The Ministry's website is <http://www.fin.gov.on.ca/en/budget/ompf/2012>.

The OMPF is a critical provincial funding program which assists municipalities with social program costs, equalization, policing costs, and has a northern and rural communities component. For 2012, 373 municipalities will receive \$583 million in OMPF funding. Some data elements and thresholds have been updated but the OMPF formula remains as it did for 2011.

The anticipated value of the social assistance and court security uploads for 2012 is \$1.22 billion. This amount is up \$279 million from \$947 million in 2011. These costs were previously the responsibility of municipalities and property taxpayers.

Transitional Assistance (formerly known as mitigation) will total \$15 million, down \$5 million from 2011. It will be distributed to 46 municipalities. Last year's allocation assisted 74 municipalities. The Province advises that this reduction is reflective of the increase in the number of municipalities receiving funding at or close to actual OMPF entitlements.

Transition Assistance for northern Ontario municipalities will remain at 95% of the prior year's Combined Benefit. For southern Ontario municipalities it will remain at 90% of the prior year's Combined Benefit.

AMO awaits further details regarding the reconciliation of 2010 OMPF allocations. Reconciliation adjusts municipal OMPF allocations for the difference between projected and actual social assistance and policing costs.

Some municipalities have not completed Financial Information Returns (FIRs) for 2010. This is a requirement to receive OMPF funding. Municipalities with outstanding FIRs are encouraged to complete them as soon as possible. In the meantime, these municipalities will be provided preliminary OMPF allocations but payments will continue to be held back.

**AMO Contact:** Matthew Wilson, Senior Policy Advisor [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca) or 416-971-9856 extension 323.

**Ministry of Finance**  
Office of the Minister  
Frost Building South  
7 Queen's Park Cr  
Toronto ON M7A 1Y7  
Tel (416) 325-0400  
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www.fin.ontario.ca

**Ministry of Municipal Affairs  
and Housing**  
Office of the Minister  
777 Bay Street  
Toronto, ON M5G 2E5  
Tel (416) 585-7000  
Fax (416) 585-6470  
www.mah.ontario.ca

January 23, 2012

Dear Head of Council:

We are writing to announce the release of the Ontario Municipal Partnership Fund (OMPF) allocations for 2012.

We are pleased to confirm that we remain committed to the upload of municipal costs in accordance with the timetable agreed to through the Provincial-Municipal Fiscal and Service Delivery Review.

In 2012, we will continue the phased upload of Ontario Works (OW) benefit costs and begin to phase in the upload of court security and prisoner transportation costs. This builds on our previous uploads of Ontario Drug Benefits (ODB) and Ontario Disability Support Program (ODSP). In addition, we have also uploaded over \$170 million in support of municipal OW administration costs. These uploads have ensured that more property tax dollars are available for important municipal priorities, including investments in infrastructure and economic development.

In 2012, we will provide over \$1.8 billion to municipalities through the combined benefit of OMPF and provincial uploads. The OMPF will total \$583 million in 2012. Combined with the \$1.2 billion in provincial uploads, this is almost three times the level of funding provided under the previous program.

In addition, we will also provide \$15 million in transitional assistance to municipalities to ensure a guaranteed level of support for 2012.

The Ministry of Finance's (MOF) Provincial-Local Finance Division will be providing your municipal Treasurers and Clerk-Treasurers with further details on the 2012 OMPF, including the provision of transitional assistance. This information and other supporting materials will be posted in both English and French on the MOF website:

<http://www.fin.gov.on.ca/en/budget/ompf/2012/>  
<http://www.fin.gov.on.ca/fr/budget/ompf/2012/>

.../cont'd

Given the current global economic uncertainty, the provincial economy faces significant challenges. We will meet these challenges through fundamental reforms to the way government works. In this context, the *Commission on the Reform of Ontario's Public Services*, chaired by Mr. Don Drummond, is expected to recommend that the target for spending growth should be one per cent or less.

The government will consider the Commission's recommendations along with other advice in the coming months. However, in order to address the province's fiscal situation, it is clear that we must remain committed to achieving greater efficiency and effectiveness in the provision of public services. This commitment will also be required from all our partners, including municipalities.

Our government has a very strong record of supporting and working with municipalities. Together with other provincial initiatives, we will provide municipalities with ongoing support of approximately \$3.2 billion in 2012 — almost three times the level provided in 2003. We look forward to building on our partnership with municipalities as we move forward to address our shared challenges.

Sincerely,

Information copy  
Original signed by

Dwight Duncan  
Deputy Premier  
Minister of Finance

Information copy  
Original signed by

Kathleen Wynne  
Minister  
Ministry of Municipal Affairs and Housing

**Ministry of Finance**  
Provincial-Local  
Finance Division  
10<sup>th</sup> Floor  
777 Bay Street  
Toronto ON M5G 2C8  
Tel (416) 327-0264  
Fax (416) 325-7644

**Ministère des Finances**  
Division des relations provinciales-  
municipales en matière de finances  
10<sup>e</sup> étage  
777 rue Bay  
Toronto ON M5G 2C8  
Télé. (416) 327-0264  
Télééc. (416) 325-7644



January 23, 2012

Dear Treasurer/Clerk-Treasurer:

The Ministers of Finance and Municipal Affairs and Housing recently provided Heads of Council with notification of their 2012 Ontario Municipal Partnership Fund (OMPF) allocations.

Although your municipality does not receive funding through OMPF, we are providing you with an estimate of the benefit of the 2012 provincial uploads.

In 2012, the government continues the phased upload of Ontario Works (OW) benefits and begins to phase in the upload of court security and prisoner transportation costs. This builds on the previous uploads of Ontario Drug Benefits (ODB) and Ontario Disability Support Program (ODSP). In addition, the province has also uploaded over \$170 million in support of OW administration costs.

As you will note, your municipality's 2012 benefit from provincial uploads identified in Box A of the enclosed *2012 Upload Notice* has grown significantly since 2011.

If you require additional information, you may visit the Ministry of Finance website below, or e-mail your inquiries and contact information to: [info.ompf@ontario.ca](mailto:info.ompf@ontario.ca).

<http://www.fin.gov.on.ca/en/budget/ompf/2012/>  
<http://www.fin.gov.on.ca/fr/budget/ompf/2012/>

Sincerely,

Information copy  
Original signed by

Allan Doheny  
Assistant Deputy Minister (A)  
Provincial Local Finance Division

.../2

Enclosure

c. Dana Richardson  
Assistant Deputy Minister  
Local Government and Planning Policy Division  
Ministry of Municipal Affairs and Housing

Elizabeth Harding  
Assistant Deputy Minister  
Municipal Services Division  
Ministry of Municipal Affairs and Housing

Ontario Municipal Partnership Fund (OMPF)  
2012 Upload Notice



**County of Renfrew**

69000

<b>A. Estimated 2012 Provincial Uploads</b>	<b>\$7,081,800</b>
1. Ontario Drug Benefits (Uploaded in 2008)	\$1,138,300
2. Ontario Disability Support Program - Administration Component (Uploaded in 2009)	\$667,000
3. Ontario Disability Support Program - Benefits Component (Phased Upload Completed in 2011)	\$4,571,200
4. Ontario Works - Benefits Component (Phased Upload Continues in 2012)	\$182,600
5. Ontario Works - Administration Component (Uploaded in 2012)	\$522,700

<b>B. 2011 Provincial Uploads</b>	<b>\$6,426,800</b>
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<b>C. Increase in Provincial Uploads Compared to 2011 (Line A - Line B)</b>	<b>\$655,000</b>
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Issued: January 2012

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**2012 Upload Notice - Line Item Descriptions**

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**A** Estimated 2012 municipal benefit of the provincial uploads of the Ontario Drug Benefit Program, the Ontario Disability Support Program, and the phased upload of Ontario Works benefits.

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**B** Estimated 2011 municipal benefit of provincial uploads.

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**C** Line A minus Line B.

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*Note: Provincial funding and other ongoing provincial support initiatives rounded to multiples of \$100.*

<b>OMPF Funding Comparison</b>					
<b>Name of Town/Township</b>	<b>2012 Line A - Sum of OMPF Grant Components</b>	<b>2012 Line B - Transitional Assistance (was called Special One-Time Assistance) (Line B1 mins Line B2)</b>	<b>2012 Line C - Total OMPF Funding (Line A plus Line B)</b>	<b>2011 Line C - Total OMPF Funding</b>	<b>Variance Line C - OMPF Funding (2012 minus 2011)</b>
County of Renfrew	0	0	0	0	0
City of Pembroke	1,145,300	0	1,145,300	1,307,500	-162,200
Town of Arnprior	<b>NNP*</b>	<b>NNP*</b>	<b>NNP*</b>	1,312,700	<b>NNP*</b>
Town of Deep River	805,700	5,600	811,300	902,400	-91,100
Town of Laurentian Hills	288,800	0	288,800	278,700	10,100
Town of Petawawa	1,244,300	0	1,244,300	1,295,700	-51,400
Town of Renfrew	<b>NNP*</b>	<b>NNP*</b>	<b>NNP*</b>	1,669,200	<b>NNP*</b>
Admaston/Bromley Township	694,200	0	694,200	695,400	-1,200
Bonnechere Valley Township	1,149,700	0	1,149,700	1,217,200	-67,500
Brudenell, Lyndoch, & Raglan Township	525,900	0	525,900	526,700	-800
Greater Madawaska Township	420,900	0	420,900	411,000	9,900
Head, Clara & Maria Township	73,200	68,800	142,000	157,700	-15,700
Horton Township	211,700	0	211,700	232,600	-20,900
Killaloe, Hagarty & Richards Township	666,200	0	666,200	678,500	-12,300
Laurentian Valley Township	875,400	0	875,400	900,000	-24,600
Madawaska Valley Township	923,400	0	923,400	946,300	-22,900
McNab/Braeside Township	483,300	0	483,300	512,700	-29,400
North Algona Wilberforce Township	560,300	0	560,300	578,900	-18,600
Whitewater Region Township	1,096,600	0	1,096,600	1,127,300	-30,700
<b>*NNP (No Notice Posted)</b>					

**PROVINCIAL OFFENCES ADMINISTRATION REPORT**

Prepared by: **Ginette Poole, Acting POA Manager**

Provincial Offences Administration

Prepared For: **Finance & Administration Committee**

February 2012

**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 2011	Charges Received	Trial Notices Issued	Early Resolution Notices	Payments Processed	Number of Files Reviewed	Licence Suspensions	Collection Notices	To Collection Agency
October	1349	38	120	1350	634	125	402	5
November	2040	55	107	1318	824	211	394	0
December	563	111	92	954	335	94	112	20
2012 January	1027	64	28	870	650	237	292	47

**Recommendation:** Receive as information.

2. Accounts Receivable

The following chart represents fine payments received to date 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.

<b>FINE PAYMENTS RECEIVED FOR FINES PRIOR TO TRANSFER</b>										
<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>
<b>JANUARY 2012</b>										
18.75	513.75	140.00			1.25	200.00	900.00	148.75	203.75	<b>2126.25</b>
<b>FEBRUARY 2012</b>										
				335.00						<b>335.00</b>

**Recommendation:** Receive as information

**INFORMATION TECHNOLOGY REPORT**  
**Prepared by: Chris Ryn, Manager, Information Technology**  
**Prepared For: Finance & Administration Committee**  
**February 13, 2012**

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**INFORMATION**

1. Miramichi Lodge Fiber Optic Internet Connection Upgrade

Staff have completed the installation of a new 5 MB fiber optic internet upgrade at Miramichi Lodge which has effectively doubled their current connection speed provided by eHealth. The new circuit is now equivalent to that of Bonnechere Manor. The existing eHealth internet connection at Miramichi Lodge will be used as a backup connection in case the primary fiber optic connection should fail. The new fiber optic connection is supplied by Ottawa River Energy Solutions and NRTC Communications.

**Recommendation:** Receive as information.

2. Renfrew County Place Server Disaster Recovery

A disaster recovery restore was completed for the file server located at Renfrew County Place due to multiple hardware failures. Two hard drives in the server failed within hours of each other and corrupted the entire file system between Friday night on January 27th and Saturday, January 28<sup>th</sup>. Staff attempted to recover the hard drives, with warranty supplied replacement drives, but were unsuccessful due to multiple hard drive failures. The file server was removed from the network and IT staff rebuilt it back into the system. Following the server rebuild the data and file rights were restored from the backup tape. All services were restored as of 3:00 p.m. on Wednesday, February 1<sup>st</sup>. Due to the multiple hardware failures and the necessity for a system rebuild, the entire process took approximately three days to complete.

**Recommendation:** Receive as information.

3. New Workstation Deployments with Windows 7 Operating System

The Windows 7 operating system has been deployed on new computers purchased as of January 1st, 2012. The Windows XP operating system will be phased out as computers are replaced.

**Recommendation:** Receive as information.

4. Information Technology Training Calendar

The IT Training Calendar for 2012 has been posted on the County's website. It is located at: <http://www.countyofrenfrew.on.ca/documents/finance/information-tech/TrainingSchedule.pdf>. The Training calendar has also been e-mailed to all of the local municipalities.

The next IT training sessions scheduled are:

- Microsoft Excel Basics on February 23rd from 8:30 a.m. to 11:30 a.m.
- Microsoft Access Basics on February 24th from 8:30 a.m. to 11:30 a.m.
- Microsoft Access Intermediate on February 24th from 1 p.m. to 4 p.m.

**Recommendation:** Receive as information.

5. Workstation Maintenance

Preventative workstation maintenance has been completed on over 400 computers across the Corporation during the past two months. Some of the enhancements included:

- A new version of our Corporate antivirus software;
- A new version of the GroupWise email software;
- Updates to Adobe software; and
- General clean-ups on the computer hard drives.

This process took approximately three to four hours per workstation to complete. IT staff took every effort to ensure that the least amount of down time for County staff was incurred.

**Recommendation:** Receive as information.

6. Website Search Report

<b>Top Web Pages Viewed in the Month of January 2012</b>	<b>Page</b>	<b>Views</b>
	County of Renfrew Home page	18,242
	Employment	4,893
	/departments/human-resources/employment/	1,530
	/procurement-opportunities/	1,239
	/employment/lower-tier-employment-opportunities	971
	/intranet/	928
	/departments/development-and-property/planning-and-land-division/gis/	650
	/departments/miramichi-lodge/	462
	/departments/bonnechere-manor/	426

External Visits to Website	Total Page Views		
	November 2011	December 2011	January 2012
Total External Visitors to Website	20,332	11,749	20,423
Total External Mobile Phone Visitors to Website	596	554	648
Total External Pages Viewed on Website	49,298	36,912	46,727

**Recommendation:** Receive as information.

**COUNTY OF RENFREW  
ADMINISTRATION REPORT**

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**TO:** Finance & Administration Committee

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

**DATE:** February 13, 2012

**SUBJECT:** Department Report

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**CORRESPONDENCE**

1. The following correspondence has been received and is attached for committee's information:
  - (a) Appendix I – AMO Policy Update dated February 3, 2012 entitled “AMO Report to Members on January 2012 Board Meeting”.

The County of Renfrew contacted AMO to obtain a copy of the Provincial Pre-Budget submission as well as the Provincial Offences Act Task Force Recommendations and were advised that they are not ready for distribution, but they will be distributed to all members when they are complete.

**Recommendation:** Receive as information.

**BY-LAWS**

2. Council Remuneration

Committee will recall that a resolution was adopted at the January 25, 2012 meeting of County Council to change Council remuneration as follows:

- (a) THAT each Councillor receive a base salary of \$3,000 per year with no Cost of Living Increase;
- (b) THAT Councillors per meeting per diem remain at \$103 per half day meeting and \$193 per full day meeting which will include a Cost of Living increase in 2013 on;
- (c) THAT the Standing Committee Chairs receive a base salary of \$1,000 each and Standing Committee Vice-Chairs receive a base salary of \$500 each per year effective January 1, 2012 with no Cost of Living increase;
- (d) THAT the Warden's salary be increased from a base salary of \$21,109 in 2011 to \$25,000 in 2012 with a cost of living increase to start in 2013; AND THAT the Warden's per meeting per diem remain at \$103 per half day meeting and \$193 per full day meeting which will include a Cost of Living increase in 2013;
- (e) THAT Council Remuneration be reviewed in the last year of each term of Council.

- (f) THAT the mileage rates for the County of Renfrew be increased from \$0.52 to \$0.53 per kilometre for the first 5,000 kilometres and from \$0.46 to \$0.47 per kilometre for any kilometres thereafter effective January 1, 2012.

It is now necessary to approve the revised By-law to Provide for the Remuneration of Members of the Council of the County of Renfrew.

**Recommendation:** THAT this committee recommend that the revised By-law to Provide for the Remuneration of Members of the Council of the County of Renfrew be passed at the next session of County Council.

Report respectfully submitted.

Return to Agenda



AMO Policy Update  
February 3, 2012

### AMO Report to Members on January 2012 Board Meeting

To keep members informed, AMO provides updates on important issues considered at regular AMO Board of Directors' meetings. Highlights on the January 27, 2012 Board meeting follow:

#### AMO Board of Directors Training on AODA Customer Service Standard

The Board was briefed on the Customer Service Standard obligation as required for all public and private organizations under the *Accessibility for Ontarians with Disabilities Act (AODA)*. As volunteers representing AMO's interests, the Board is required to complete mandatory training in accordance with AMO's Accessible Customer Service Policy.

**Contact:** Petra Wolfbeiss, Senior Policy Advisor, email: [pwolfbeiss@amo.on.ca](mailto:pwolfbeiss@amo.on.ca), phone: 416.971.9856 ext. 329.

#### Mowat Centre Employment Insurance Task Force Recommendations

Matthew Mendelsohn, Director of the Mowat Centre, presented an overview of the recommendations in the Centre's report [Making it Work: Final Recommendations of the Mowat Centre Employment Insurance Task Force](#), on Canada's Employment Insurance program.

#### Electricity Distributors' Association Sector Review

Jim Keech, Chair of the Electricity Distributors' Association (EDA), presented an overview of the EDA's Road Map for Delivering Ontario's Electric Future entitled *Electricity is the Answer*. The presentation was a synopsis of the [EDA's larger paper](#) that represents the EDA's vision, which the organization is hoping will spark others to seize the opportunity to make meaningful change in the electricity sector.

#### AMO Pre-Budget Submission

Matthew Wilson reviewed key elements in AMO's Provincial Pre-Budget Submission. President McNamara will be presenting the submission to the Standing Committee on Finance and Economic Affairs when they are convened.

**Contact:** Matthew Wilson, Senior Policy Advisor, email: [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca), phone: 416.971.9856 ext. 323.

#### Provincial Offences Act Task Force Recommendations

Matthew Wilson presented to the Board recommendations for AMO's advocacy efforts related to improving the collection of unpaid fines under the *Provincial Offences Act*.

**Contact:** Matthew Wilson, Senior Policy Advisor, email: [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca), phone: 416.971.9856 ext. 323.

## Infrastructure Issues

The Board was updated on AMO's strategic approach to various infrastructure initiatives including the Provincial Municipal Infrastructure Investment Strategy and federal Long-Term Infrastructure planning. Discussion of these issues included their alignment with the Premier's commitment at the 2011 AMO Conference to create a "permanent, predictable municipal roads and bridges fund" in response to AMO's key Asks. AMO staff will continue to provide updates on these initiatives as they move forward.

**Contact:** Craig Reid, Senior Policy Advisor, email: [creid@amo.on.ca](mailto:creid@amo.on.ca), phone: 416.971.9856 ext. 334.

## Municipal Hazardous and Special Waste (MHSW) Update

The Board received an update on two current MHSW developments: the newly negotiated Phase 1 contract, and current issues with the Phase 1 incentive program. AMO staff will continue working on these items and will keep members informed.

**Contact:** Monika Turner, Director of Policy, email: [mturner@amo.on.ca](mailto:mturner@amo.on.ca), phone: 416.971.9856 ext. 318.

## AMO's Quarterly Resolution Report

The Board received AMO's Quarterly Resolution Report for quarter four (October 1-December 31) of 2011. The report highlights volume, trending topics, and the issues of resolutions that were received by AMO during this time.

**Contact:** Sumeeta Kapur, Policy Advisor, email: [skapur@amo.on.ca](mailto:skapur@amo.on.ca), phone: 416.971.9856, ext. 353; and, Nicholas Ruder, Policy Advisor, email: [nruder@amo.on.ca](mailto:nruder@amo.on.ca), phone: 416.971.9856 ext. 411.

## Legislative Update

Monika Turner provided an update on the current government and private member bills introduced in the Ontario Legislature that may be of municipal interest. A list of the private members bill will be available on our [website](#).

**Contact:** Monika Turner, Director of Policy, email: [mturner@amo.on.ca](mailto:mturner@amo.on.ca), phone: 416.971.9856 ext. 318.

*This information is available in the Policy Issues section of the AMO website at [www.amo.on.ca](http://www.amo.on.ca).*

COUNTY OF RENFREW

BY-LAW NUMBER ~~26-11~~ 9-12

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

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WHEREAS Section 283 of the *Municipal Act, 2001, S.O. 2001*, as amended, 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~~ **2012** an annual honorarium of ~~\$21,109.00~~ **\$25,000.00** paid in monthly installments during his/her term of office. **Effective January 1, 2013, future remuneration increases for the Warden will be consistent with percentage increases as per Employment By-law #1.**
  - (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, 2012, each Councillor will receive a base salary of \$3,000 per year.**
  - (b) **Effective January 1, 2012 the Standing Committee Chairs will receive a base salary of \$1,000 each per year.**
  - (c) **Effective January 1, 2012 the Standing Committee Vice-Chairs will receive a base salary of \$500 each per year.**
  - (d) Effective January 1, ~~2011~~ **2012**, \$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. **Effective January 1, 2013, future council remuneration increases will be consistent with percentage increases as per Employment By-law #1.**
  - (e) Effective January 1, ~~2011~~ **2012**, \$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. **Effective January 1, 2013, future council remuneration increases will be consistent with percentage increases as per Employment By-law #1.**

- (f) **Council Remuneration will be reviewed in the last year of each term of Council.**
- (e) ~~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~~ **three** cents per kilometre for the first 5000 kilometres per year and forty-~~six~~ **seven** cents per kilometre for all kilometres over 5000 per year effective January 1, ~~2010~~ **2012**, 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 ceases 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:
- AMO (Association of Municipalities of Ontario) Annual Conference/Convention
  - CRST Municipalities and DSSAB's (Counties, Regions and Single Tier and District Social Services Administration) Conference
  - OGRA/ROMA (Ontario Good Roads Association/Rural Ontario Municipal Association) Conference
  - 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 (Ontario Association of Non-profit Homes and Services for Seniors) Annual Convention
  - 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, except 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~~ **26-11** is hereby repealed.

That this By-law shall come into force and take effect January 1, ~~2011~~ **2012**.

READ a first time this ~~30th day of March, 2011~~ **22<sup>nd</sup> day of February, 2012**

READ a second time this ~~30th day of March, 2011~~ **22<sup>nd</sup> day of February, 2012**.

READ a third time and finally passed this ~~30th day of March, 2011~~ **22<sup>nd</sup> day of February, 2012**.

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ROBERT SWEET, WARDEN

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W. JAMES HUTTON, CLERK