

Finance & Administration Committee Meeting

Council Chambers
PEMBROKE, Ontario
November 3, 2015
6:04 p.m.

A meeting of the Finance & Administration Committee was held this evening with Deputy Mayor Gervais presiding and all members in attendance with the exception of Councillor Lafreniere. Staff members in attendance were Terry Lapierre, Chief Administrative Officer; Chief Dan Herback, Pembroke Fire Department; LeeAnn McIntyre, Treasurer/Deputy Clerk; Doug Sitland, Manager Operations; and Heidi Martin, Recording Secretary. The Chair opened the meeting at 6:04 p.m.

ITEM #1: Approval of Agenda

MOTION: Moved by Councillor McCann
Seconded by Councillor Plummer
THAT the agenda of the Finance and Administration Committee meeting of November 3, 2015 be accepted as circulated.

CARRIED

ITEM #2: Approval of Minutes

MOTION: Moved by Councillor Scott
Seconded by Councillor Reavie
THAT the minutes of the Finance and Administration Committee meeting of October 6, 2015 be accepted as circulated.

CARRIED

ITEM #3: Declaration of Pecuniary Interest

There were no disclosures of pecuniary interest.

ITEM #4: Delegations:

- a. Operational Review
Chris Loreto and Lisa Samson with StrategyCorp Inc. presented the final recommendations and supporting analysis from their review of the Operations Department at the City of Pembroke. Deputy Mayor Gervais thanked Mr. Loreto

and Ms. Samson for their presentation. It was noted that the full report will be posted on the City's website on November 4, 2015.

ITEM #5: Pembroke Fire Department Monthly Report

Fire Chief Herback provided an overview of the Pembroke Fire Department's October 2015 Monthly Report.

ITEM #6: Fire Department Overtime

Fire Chief Herback presented the information report. A question was asked if 2015 is an anomaly to which Chief Herback replied that in 2015 has seen an extraordinary high number of incidents which are very hard to predict.

ITEM #7: 2016 Dog Park Tags

Ms. McIntyre presented the report requesting direction in regards to the sale of 2016 Dog Park tags. A discussion took place.

MOTION: Moved by Councillor Plummer
Seconded by Councillor McCann
THAT Committee approve the sale of 2016 Dog Park Tags and if, following the trial period, the park is closed, a refund will be provided.

CARRIED

ITEM #8: On Line Payment Options

Ms. McIntyre presented the report requesting Committee direction on continuing investigating payment options that offer convenience to the ratepayers. A question was asked if American Express was also being considered to which Ms. McIntyre replied that it could be included as an option.

MOTION: Moved by Councillor Scott
Seconded by Councillor Reavie
THAT staff continue to investigate on-line payment options.

CARRIED

ITEM #9: Tax Sales By Public Tender

Ms. McIntyre presented the report requesting Committee direction in regards to the property located at 415 Pembroke Street West that did not sell by "Public Tender". A discussion was held.

MOTION: Moved by Councillor Scott
Seconded by Councillor Plummer
THAT staff return with suggestions to lower the minimum tender amount and research other possible uses for the property.

ITEM #10: Pembroke MDF Plant – Receipt of Wastewater

Mr. Sitland presented the report asking for Committee direction with respect to the receipt of process wastewater from the Pembroke MDF Plant. A discussion was held and the following points raised:

- Bonnechere Township already has a Septage Receiving Facility that isn't being used
- Important to continue discussions with MDF Plant
- Research the possibility for a tri-party agreement with Laurentian Valley, MDF Plant and the City
- Concern with "off time" dumping of septage and City not being compensated accordingly

DIRECTION: Staff were directed to arrange a meeting with Laurentian Valley to look at this issue.

ITEM #11: PLC I/O Upgrades – JLR No. 26577

Mr. Sitland presented the report requesting Committee award the PLC I/O Upgrades, Project JLR No. 26577.

MOTION: Moved by Councillor Plummer
Seconded by Councillor McCann
THAT the Finance and Administration Committee approve the award of the PLC I/O Upgrades, Project JLR No. 26577 to Rondeau Electric 1997 Limited in the amount of \$361,762.33 which includes the previous approval for System Integrator Services related to this project totally \$176,358.33 plus HST and a contingency allowance of \$18,000,
and
THAT the shortfall of \$161,762.33 be funded from the 2016 Water Fund budget.

CARRIED

ITEM #12: Regional Soccer Team Request

Mr. Lapierre reviewed the report and requested Committee direction in regards to a financial request for a regional soccer team. A discussion was held and concerns were raised in regards to not knowing if a Pembroke child would be on the team.

DIRECTION: Staff was directed to contact the Head Coach and indicate that Council did not support the request.

ITEM #13: Motion to go into Caucus

MOTION: Moved by Councillor Scott
Seconded by Councillor Reavie
THAT this meeting become a closed meeting to discuss personal matters about an identifiable individual, including municipal or local board employees

CARRIED

ITEM #14: Return to Open Session and Report on Caucus Session

The following items were reported on from the Caucus meeting:

- a. Operations
 - i. Capital Works/Asset Management
The CAO was directed to review the matter of additional resources as recommended in the StrategyCorp report without adding to the current workforce and report back to Committee with options to consider.
 - ii. Parks and Facilities/Recreation Programming
That the Parks and Facilities section of the Operations Department be merged with Recreation, Culture and Tourism programming functions to form a new department; Recreation, Culture and Tourism within the municipality's organization structure.
- b. By-Law Enforcement
That the By-law Enforcement and Parking Authority functions be combined. This new function is to be incorporated into the City's organizational structure at level 3 of the non-union salary grid reporting to the Manager, Planning and Building, with an external competition undertaken to fill the two new permanent positions created. Further that a review of the role and mandate of the existing Parking Authority be conducted.
- c. Economic Development
That the position of Economic Development Officer be established within the municipality's organizational structure at level 6 of the City's non-union salary grid reporting to the Chief Administrative Officer.

ITEM #15: Motion to Adjourn

MOTION: Moved by Mayor LeMay
Seconded by Councillor McCann

THAT the November 3, 2015 meeting of the Finance and Administration Committee adjourn at 9:25 p.m.

CARRIED