

Finance & Administration Committee Meeting

Council Chambers
PEMBROKE, Ontario
December 1, 2015
6:00 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; Heidi Martin, Deputy Clerk/Accessibility Coordinator; LeeAnn McIntyre, Treasurer/Deputy Clerk; Doug Sitland, Manager Operations; and Nancy Rapin, Recording Secretary. The Chair opened the meeting at 6:00 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 December 1, 2015 be accepted as circulated.

CARRIED

ITEM #2: Approval of Minutes

MOTION: Moved by Councillor Reavie
Seconded by Councillor McCann
THAT the minutes of the Finance and Administration Committee meeting of November 17, 2015 be accepted as circulated.

CARRIED

ITEM #3: Declaration of Pecuniary Interest

There were no disclosures of pecuniary interest.

ITEM #4: Delegations:

- a. Employee of the Year Presentation
Councillor Scott presented the Employee of the Year Award to Linda Rook, Administrative Assistant to the Manager of Operations. He thanked Linda for her hard work and dedication to the City of Pembroke.

b. Refugees, Lee Torvi

Ms. Torvi spoke gave Committee an update on Project Welcome, a refugee sponsorship program in Renfrew County. She said that anyone interested can visit the website www.projectwelcome.com and get valuable information. She also noted at on December 6th at Welsey United Church from 1:30 to 3:30 there will be a general meeting for members and anyone that is interested in assisting. Deputy Mayor Gervais thanked Ms. Torvi for her presentation.

c. Local Immigration Partnership (LIP) Renfrew and Lanark
Chela Breckon, Project Manager

Ms. Breckon was present to speak to Committee on the Local Immigration Partnership in Renfrew and Lanark Counties. She extended an invitation to establish a working relationship with the municipality and to provide assistance in recognizing, valuing and acting on new opportunities for community sustainability and growth. Deputy Mayor Gervais thanked Ms. Breckon for her presentation.

Mayor LeMay thanked Ms. Breckon for her presentation and extended an invitation for her to come to the Pembroke Economic Development Advisory Committee to speak regarding LIP to which Ms. Breckon enthusiastically accepted.

ITEM #5: Pembroke Fire Department Monthly Report

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

ITEM #6: Accessibility Advisory Committee Terms of Reference

Ms. Martin presented the report stating that the Accessibility Advisory Committee (ACC) recommends that the Finance and Administration Committee accept the ACC Terms of Reference.

MOTION: Moved by Councillor Reavie
Seconded by Councillor Plummer
THAT the Finance and Administration Committee accept the Accessibility Advisory Committee's Terms of Reference as presented.

CARRIED

ITEM #7: City of Pembroke Accessibility Policy and Plan

Ms. Martin presented the report stating that the Accessibility Advisory Committee (ACC) recommends the approval of the 2015 City of Pembroke Accessibility Policy and Plan.

MOTION: Moved by Councillor Reavie
Seconded by Councillor McCann
THAT the Finance and Administration Committee approve the 2015 City of
Pembroke Accessibility Policy and Plan as presented.

CARRIED

ITEM #8: Therapeutic Paws of Canada – Therapy Dog Program Request

Mr. Lapierre presented the report requesting Committee direction regarding a request from Therapeutic Paws of Canada to have the annual licencing fees of current and evaluated working therapy dogs waived. A discussion was held.

MOTION: Moved by Councillor Plummer
Seconded by Councillor Scott
THAT the Finance & Administration Committee waive annual licensing fees for current and evaluated working therapy dogs of Therapeutic Paws of Canada and staff bring back an amended by-law to include annual approval to waive licencing fees of registered therapy dogs.

CARRIED

ITEM #9: 2016 Budget Committee Meetings

Ms. McIntyre presented the report seeking dates for Finance and Administration Committee to review the 2016 Budgets. A discussion was held and it was determined that the dates to be set for 2016 Budget Committee meetings would be January 18th, 20th, and 25th.

ITEM #10: Bell Street Subdivision – Assumption

Mr. Sitland presented the report seeking Finance and Administration Committee direction as to whether the City is prepared to assume the Bell Street Subdivision. A discussion was held.

DIRECTION: Staff to contact and instruct developer to clean and cap storm laterals; and staff to prepare By-law for next Council meeting indicating City accepts assumption of Bell Street Subdivision.

CARRIED

ITEM #11: Lighting Retrofit – Water Treatment Plant

Mr. Sitland presented the report recommending Finance & Administration Committee approve proceeding with the lighting retrofit of the Water Treatment Plant.

MOTION: Moved by Councillor Plummer
Seconded by Councillor McCann
THAT Finance and Administration Committee approve proceeding with the lighting retrofit of the Water Treatment Plant before December 31, 2015 at a total cost of \$36,275 with a total Save On Energy incentive of \$5,680 for a net total cost of \$30,593 plus HST with the funding shortfall of \$10,595 plus HST funded from the Water Plant Reserve.

CARRIED

**ITEM #12: Christmas Tree Options and Collection Schedule
April 2016-March 2017**

Mr. Sitland presented the report recommending that the Finance & Administration Committee approve the Christmas Tree Options and Collection Schedule as status quo. A discussion was held.

MOTION: Moved by Mayor LeMay
Seconded by Councillor Scott
THAT the Finance & Administration Committee approve the Christmas Tree collection to remain status quo.

CARRIED

MOTION: Moved by Councillor Plummer
Seconded by Councillor Reavie
THAT the Finance & Administration Committee approve the Weekly Green Bin collection to remain status quo.

CARRIED

MOTION: Moved by Councillor Scott
Seconded by Councillor Plummer
THAT the Finance & Administration Committee approve the Bulky Item collection to remain status quo.

CARRIED

MOTION: Moved by Councillor Plummer
Seconded by Councillor Reavie
THAT the Finance & Administration Committee approve the Leaf & Yard Waste collection to remain status quo, however, the collection time be moved to 9:00 a.m. on November 1st.

CARRIED

MOTION: Moved by Councillor Plummer
Seconded by Councillor McCann
THAT the Finance & Administration Committee approve the Mobile Hazardous or Special Waste collection to remain status quo.

CARRIED

MOTION: Moved by Councillor Plummer
Seconded by Councillor McCann
THAT the Finance & Administration Committee approve the Garbage collection to remain status quo.

CARRIED

ITEM #13: Connecting Link Program

Mr. Sitland presented the report seeking direction as to whether the Finance and Administration Committee wishes to identify funding to initiate pre-design/design in advance of the 2016 budget so as to submit required information with a comprehensive package for the Connecting Link Funding program. The proposal before committee was that a consultant would be retained by way of an invitational abbreviated Request for Proposal. A discussion was held.

MOTION: Moved by Councillor Plummer
Seconded by Councillor Scott
THAT the Finance & Administration Committee approve obtaining the services of a design consultant and the allocation of \$30,000 from the 2014 Operating Surplus fund with the remaining funding requirement identified in the 2016 budget.

CARRIED

ITEM #14: Muskrat River Watermain Crossings – Next Steps

Mr. Sitland presented the report recommending Committee approve proceeding with water modelling to confirm potential locations for alternative watermain crossings of the Muskrat River. It is proposed to retain the services of McIntosh and Perry for the works as they have been involved with the pre-design work to date.

MOTION: Moved by Councillor Scott
Seconded by Councillor McCann
THAT the Finance & Administration Committee accept the recommendation to proceed with water modelling to confirm potential locations for alternatives watermain crossings of the Muskrat River and to engage the services of McIntosh Perry for the work. Incremental budget needs are to be identified in the 2016 Water Fund budget.

CARRIED

ITEM #15: Motion to Adjourn

MOTION: Moved by Councillor Plummer
Seconded by Councillor Reavie
THAT the December 1, 2015 meeting of the Finance and Administration
Committee adjourn at 7:43 p.m.

CARRIED