

Finance & Administration Committee Meeting

Council Chambers
PEMBROKE, Ontario
April 7, 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. Staff members in attendance were Terry Lapierre, Chief Administrative Officer; LeeAnn McIntyre, Treasurer/Deputy Clerk; Chief Dan Herback, Pembroke Fire Department; Doug Sitland, Manager Operations; and Nancy Rapin, Recording Secretary. Also in attendance were Wade Wallace, Canada Post and Tim Morris, Pembroke Soccer Club.

ITEM #1: Approval of Agenda

Deputy Mayor Gervais requested the removal of Item #4 – Bank of Montreal Presentation as this will be presented at the May 5th Finance and Administration Committee meeting and an addition of Item #10 Kiwanis Club Fundraising Event – City Lands.

MOTION: Moved by Councillor Plummer
Seconded by Councillor Scott
THAT the agenda of the Finance & Administration Committee meeting of April 7, 2015 be accepted as amended.

CARRIED

ITEM #2: Approval of Minutes

MOTION: Moved by Councillor Reavie
Seconded by Councillor Plummer
THAT the minutes of the Finance & Administration Committee meeting of March 17, 2015 be accepted as circulated.

CARRIED

ITEM #3: Declaration of Pecuniary Interest

There were no disclosures of pecuniary interest.

ITEM #4: Presentation – Bank of Montreal

This agenda item was removed and rescheduled to May 5th Finance and Administration Committee Meeting.

ITEM #5: Fire Department Annual Report

Chief Herback presented the 2014 Fire Department Annual Report. A discussion took place.

ITEM #6: Fire Department Monthly Report

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

ITEM #7: Grant Policy Review

Ms. McIntyre presented the report requesting direction from Committee as to the content of the policy. A discussion took place. Committee did not want to exclude possible applicants from submitting requests based on Section 4.2 that states, "the applicant *must* submit an audited financial statement for the previous year". It was noted that this could be considered out of reach for some organizations and Committee did not want to discourage any organization from applying.

Direction was given for staff to return to Committee in May with wording purposed in this discussion. Ms. McIntyre reported that she will, at that time, present all applications as well.

ITEM #8: Canada Post Community Mail Boxes

Mr. Lapierre presented the report requesting confirmation of direction and a commitment to funding a third party legal opinion on the chances of legal success regarding possible banning of community mail boxes. A discussion took place. Mr. Wade Wallace addressed Committee and requested an extension until after the National Board election, in approximately six weeks. He would then be able to come before Committee with more information regarding funding. Mayor LeMay indicated that he will be attending the Eastern Ontario Mayor's Conference (EOMC) on April 10th and that there may be information shared at this meeting regarding this issue. It was decided that Committee would wait to see what was brought back from the EOMC and from Mr. Wallace after the National Board elections.

Direction was given for staff to gather information from the EOMC and Mr. Wallace and bring back to a future Committee meeting.

ITEM #9: International Drive Storm Sewer & Road Urbanization

Mr. Sitland presented the report requesting Committee direction with respect to the design/construction for the International Storm Sewer installation. A discussion took place.

Direction was given to staff that the final layer of asphalt be laid preventing damage of the bottom layer and not to proceed with storm, curb, gutter and sidewalks at this time.

ITEM #10: Kiwanis Club Fundraising Event – City Lands

Mr. Sitland presented the report recommending that the Kiwanis Club be granted access to the City-owned lands for the purpose of conducting the Rubber Turtle Race fundraising event in which rubber turtles would be placed in the Muskrat River and “race” to a predetermined finishing spot. A discussion was held.

MOTION: Moved by Councillor Scott
Seconded by Councillor Lafreniere
THAT the Kiwanis Club be granted access to City-owned lands for the purpose of conducting the Rubber Turtle Race fundraising event.

CARRIED

ITEM #11: Riverside Park – Soccer Fields Maintenance and Fees

Mr. Sitland presented the report from the Operations Department seeking direction from Committee regarding a recent request from the Pembroke Soccer Club with respect to maintenance services and fees at Riverside Park as well as access to one or both of the change rooms at the Kiwanis Fieldhouse. A discussion took place.

MOTION: Moved by Councillor Scott
Seconded by Councillor McCann
THAT the Pembroke Soccer Club be granted access to change rooms at the Kiwanis Fieldhouse.

CARRIED

Mr. Tim Wallace from the Pembroke Soccer Club spoke to Committee. A discussion took place.

MOTION: Moved by Councillor Scott
Seconded by Councillor Lafreniere
THAT an hourly rate of \$21 be established for the Pembroke Soccer Club.

A discussion took place.

MOTION: Moved by Councillor Scott
Seconded by Councillor Plummer
THAT the motion be amended to establish an hourly rate \$20 for the
Pembroke Soccer Club.

CARRIED

Direction was given for staff to investigate an appropriate rate for all other users and sufficient summer student staffing to meet required needs and report back to Committee.

ITEM #12: Motion to go into Caucus

THAT this meeting become a closed meeting to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

and

THAT this meeting become a closed meeting to discuss personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

ITEM #13: Return to Open Session and Report on Caucus Session

MOTION: Moved by Councillor Scott
Seconded by Councillor Reavie
THAT the meeting to reconvene after the closed meeting in Lower Level Meeting Room at City Hall.

CARRIED

There was nothing to report on caucus session.

ITEM #14: Motion to Adjourn

The meeting then adjourned at 9:35 p.m. on motion of Councillor Scott, seconded by Councillor Plummer.