

Finance & Administration Committee Meeting

Council Chambers
PEMBROKE, Ontario
May 5, 2015
6:05 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 Heidi Martin, Recording Secretary. Also in attendance were Carol Ripley, Kyle Croft, and Jeannette Surnoskie from Community Living Upper Ottawa Valley; Chris Booth, Nicole Popkie, Gary Melnyk and Stephanie Brinkworth from the Bank of Montreal; Stephane Levesque, Ross Fitzpatrick and Jamie McDonald from SRB Technologies Inc.

ITEM #1: Approval of Agenda

Deputy Mayor Gervais indicated that the guest speakers for Community Living Upper Ottawa Valley have changed and Carol Ripley will be speaking on the Organizations behalf.

MOTION: Moved by Councillor Reavie
Seconded by Councillor Lafreniere
THAT the agenda of the Finance & Administration Committee meeting of May 5, 2015 be accepted as amended.

CARRIED

ITEM #2: Approval of Minutes

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

CARRIED

ITEM #3: Declaration of Pecuniary Interest

There were no disclosures of pecuniary interest.

ITEM #4: Presentation – Community Living Upper Ottawa Valley

Carol Ripley from Community Living Upper Ottawa Valley showed a new promotional video highlighting the organization's services and Kyle Croft presented Mayor LeMay with their flag which will be flown at City Hall during the month of May.

Presentation - Bank of Montreal

Gary Melnyk, Commercial Account Manager spoke to Committee members on debt management and the importance of having an investment strategy that includes diversity. A question was asked if banks are able to meet the lending rate offered to municipalities by Infrastructure Ontario to which Mr. Melnyk replied no.

Presentation – SRB Technologies Inc.

Mr. Stephane Levesque, President of SRB Technologies Inc. provided an overview of the company's operations, emissions, monitoring results, and mitigation measures. A question was asked in regards to the disposal of waste product to which Mr. Levesque responded that any contaminated items are sent to CNL for disposal.

ITEM #5: Pembroke Fire Department Monthly Report

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

ITEM #6: Pet Tag Rate Review

Ms. McIntyre presented the report requesting Committee direction to establish rates for pet tags. A discussion took place on the following:

- rate structure,
- if an allowance will be allowed for those who get new pets after March 15th,
- rate for visitors to the municipality, and
- rate(s) for homes with multiple pets.

Ms. McIntyre indicated that the user fee By-law would be coming forward with an amendment of the rates.

MOTION: Moved by Councillor Scott
Seconded By Councillor Reavie

THAT the rate for Pet Tags be set as follows:

Sterilized Dog or Cat	Prior to March 15 th	\$15
Unsterilized Dog or Cat	Prior to March 15 th	\$30
Sterilized Dog or Cat	After March 15 th	\$25

Unsterilized Dog or Cat After March 15th \$40,
and
THAT a \$10.00 user fee be charged per animal to use the dog park,
and
THAT the any additional revenue generated be set aside in a reserve for
improvements to the off leash park.

CARRIED

ITEM #7: Grant Policy Review

Ms. McIntyre provided an overview of her information report with respect to the amended Grants to Organizations Policies and Procedures.

MOTION: Moved by Mayor LeMay
Seconded by Councillor Plummer
THAT the amended Grants to Organizations Policies and Procedures be
adopted as presented.

CARRIED

ITEM #8: 2015 Grant Requests

Ms. McIntyre presented the report requesting Committee direction for staff to issue 2015 grant payments to organizations as the requests exceed the amount budgeted. Concerns were raised that the broader local community use the services of these organizations and perhaps costs should be shared between municipalities and/or user fees raised.

MOTION: Moved by Councillor Plummer
Seconded by Councillor McCann
THAT the Finance and Administration Committee allocate grants from the 2015 budget to the Ottawa Valley Historical Society in the amount of \$15,000 and \$5,000 to the Pembroke Senior's Drop-in Centre with the extra money required to be allocated from the surplus received from the County Shared Services.

CARRIED

ITEM #9: Mud Lake Road Reconstruction/Rehabilitation

Mr. Sitland presented the report updating Committee on Renfrew County's proposed project for the reconstruction/rehabilitation of Mud Lake Road and asked for Committee direction with respect to a short stretch of Mud Lake Road owned by the City of Pembroke. Following a discussion, staff was directed to attend a meeting hosted by the County of Renfrew however Committee was not interested in including this item as a provisional item in the County of Renfrew's call for Tenders.

CARRIED

ITEM #10: Private Property Tree Planting Initiative

Mr. Sitland presented the report from the Operations Department updating Committee on the private property tree planting incentive for 2014 and he sought direction from Committee regarding the future of the program. A discussion took place.

MOTION: Moved by Councillor Scott
Seconded by Councillor Lafreniere
THAT the Operations Department allocate \$2,500 towards trees for the James Street Reconstruction Project and \$2,500 be allocated to continue with the same Tree Planting Initiative program and criteria as 2014.

CARRIED

ITEM #11: Water Purification Plant – PLC I/O – System Integrator

Mr. Sitland provided an overview of the report which recommended that Capital Controls and Instrumentation Inc. be retained as the System Integrator for the Water Purification Plant Input/Output (I/O) System Integrator (SI) and that a Contingency Allowance be allocated to the Department for any unforeseen issues and complications. A discussion took place.

MOTION: Moved by Councillor Plummer
Seconded by Councillor Reavie
THAT Capital Controls and Instrumentation Inc. be retained as the System Integrator for the Water Purification Plant Input-Output (I/O) System Integrator (SI) at a cost of \$176,358.33 plus HST and that a Contingency Allowance of \$18,000 plus HST be allocated to the Operations Department for any unforeseen issues and complications.

CARRIED

ITEM #12: Limousine By-law 2014-11

Mr. Lapierre presented the report which recommended that Committee accept a reduction in licensing fees for limousines in the City of Pembroke. A discussion took place.

MOTION: Moved by Councillor Scott
Seconded by Mayor LeMay
THAT the licensing fees for limousines in the City of Pembroke be reduced to \$500.00 and the annual renewal fee be reduced to \$250.00.

CARRIED

ITEM #13: Motion to Adjourn

The meeting then adjourned at 8:05 p.m. on motion of Councillor Reavie, seconded by Councillor Lafreniere.

CARRIED