

Finance & Administration Committee Meeting

Council Chambers
PEMBROKE, Ontario
June 2, 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. Staff members in attendance were Terry Lapierre, Chief Administrative Officer; Chief Dan Herback, Pembroke Fire Department; LeeAnn McIntyre, Treasurer/Deputy Clerk; Diane Schofield, Deputy Treasurer; Doug Sitland, Manager Operations; and Nancy Rapin, Recording Secretary. Also in attendance were Patricia Laronger and Eastern Canadian Wrestling Festival Champions, Novice Kids and Novice Girls; and Tim Morris, Pembroke Soccer Club.

ITEM #1: Approval of Agenda

Deputy Mayor Gervais requested an addition be made to the agenda of Item 10 a, Pembroke Street West Rehabilitation.

MOTION: Moved by Councillor Reavie
Seconded by Councillor Scott
THAT the agenda of the Finance & Administration Committee meeting of June 2, 2015 be accepted as amended.

CARRIED

ITEM #2: Approval of Minutes

MOTION: Moved by Councillor Lafreniere
Seconded by Councillor McCann
THAT the minutes of the Finance & Administration Committee meeting of May 5, 2015 be accepted as circulated.

CARRIED

ITEM #3: Declaration of Pecuniary Interest

There were no disclosures of pecuniary interest.

ITEM #4: Delegations

- a. Eastern Canadian Wrestling Festival Champions
Patricia Laronger, a representative of the wrestling group, introduced the wrestlers and informed Committee that the wrestlers won two categories in the Eastern Canadian Wrestling Festival - Kid Girls, which includes girls aged 9 to 10, and Novice Girls, which include girls aged 11 to 12. Mayor LeMay congratulated the teams and presented both teams with a certificate.

ITEM #5: Pembroke Fire Department Monthly Report

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

ITEM #6: Financial Software Upgrade

Ms. McIntyre presented the report requesting Committee approval for an upgrade of the City's current financial software. A discussion was held.

MOTION: Moved by Councillor Lafreniere
Seconded by Councillor Plummer
THAT Committee approve the upgrade of the City's current software as presented.

CARRIED

ITEM #7: 2016 Budget Timelines

Ms. McIntyre presented the report seeking approval of the 2016 Budget Schedule. A discussion was held.

MOTION: Moved by Councillor Scott
Seconded by Councillor Plummer
THAT Committee approve the 2016 Budget Schedule as presented.

CARRIED

ITEM #8: Ottawa Valley Waste Recovery Centre (OVWRC) – Inter-Municipal Agreement

Ms. McIntyre presented her report recommending Council adopt a by-law approving and amendment to Section 9 of the Inter-Municipal Agreement, Closure, Maintenance and

perpetual Care of the Site to facilitate the investment of reserve funds within the limits set out in the Municipal Act and the Investment Policy as attached. She informed Committee that the by-law will be before Council later this evening.

ITEM #9: Pembroke Soccer Club

Mr. Sitland presented his report seeking direction from Committee with respect to a request from the Pembroke Soccer Club erecting a building at Riverside Park. Tim Morris from the Pembroke Soccer Club was present to answer questions and presented the following points:

- The club would like to have a visual landmark at Riverside Park
- The building does not have to be the one presented in the report, an alternate building would suffice
- Baseball clubs have a building and they have less than 100 participants
- The Pembroke Soccer Club has 450-550 participants and need a building
- They have no intention of winter use
- They have funds set aside for maintenance which is also addressed in the club's by-law
- The Club is flexible as to the finish of the building and willing to accommodate the City's plan
- The City already has an agreement template that can be amended to suit the Pembroke Soccer Club.

MOTION: Moved by Councillor Scott
Seconded by Councillor Plummer
THAT the proposal be accepted in principle and that Recreation staff work with the Pembroke Soccer Club and bring report back to Council with recommendations.

CARRIED

ITEM #10: Canada 150 Community Infrastructure Program Application

Mr. Sitland presented his report seeking direction with respect to an application under the Canada 150 Community Infrastructure Program. A discussion was held. It was determined that multiple applications should be submitted in the following priority:

1. Renovation to the City's existing pool
2. Pembroke Memorial Centre seating replacement
3. Downtown Connector Road Project
4. Marina Upgrades

ITEM #10a: Pembroke Street West Rehabilitation

Mr. Sitland distributed and presented his report seeking Committee direction with respect to the limits of the Pembroke Street West Rehabilitation and to confirm a relaxation of By-laws relating to night work. A discussion was held outlining the following points:

- Night paving will minimize disturbance to the travelling public
- The potential for conflicts will be reduced which would be hopefully contribute to the quality of the finished product.
- There may be complaints regarding the night noise
- The project will take one to two nights from 7:00 p.m. to 7:00 a.m.

DIRECTION: Direction was given for staff to proceed with the night paving and to terminate work at Blakely as per 2015 budget allocation.

**ITEM #11: Request for Road Closure – July 11, 2015
P & F Pit Stop and Take Out Pembroke**

Mr. Lapierre presented his report seeking Committee direction regarding a request received from P & F Pit Stop and Take Out Pembroke. A discussion was held.

DIRECTION: Direction was given to staff that Pembroke Street West be closed July 11, 2015 between Alexander and Victoria Streets from 11:a.m. to 4:30 p.m. if required as per the request from P & F Pit Stop and Take Out Pembroke. Should P & F Pit Stop and Take Out not require this portion of Pembroke Street West be closed, the section of Pembroke Street West between Church to Victoria can be closed.

ITEM #12: Festival Hall Management Services

Mr. Lapierre presented his report recommending award of a contract between the partner municipalities and Eventure Entertainment O/A by Mr. Rick Wharton. A discussion was held and the following points were raised:

- Nine copies of the RFP were distributed and only one was submitted
- The City should look into extending the RFP closing date process

MOTION: Moved by Councillor Reavie
Seconded by Councillor Lafreniere
THAT Committee approve advancing to the next step of perfecting the formal agreement to be brought to respective Council's for adoption in the form of a by-law.

CARRIED

ITEM #13: Committee Meetings Schedule

Mr. Lapierre presented his report requesting direction regarding the schedule of Committee meetings.

DIRECTION: Direction was given to leave the Committee schedule as-is with an option to bring time-sensitive Operation reports to Finance and Administration Committee meetings when necessary.

ITEM #14: Request for Proposal No. P-15-03 Animal Control Services

Terry Lapierre and Diane Schofield presented the report. A discussion was held highlighting the following:

- Committee expressed appreciation to staff for the work involved in preparing the thorough report which outlined every step in processing this RFP and provided evidence that the process was followed precisely
- Concerns were raised with the length of the RFP process and HR hiring policies
- It was stated that should Committee wish, staff can review any policies requested and bring forward reports for consideration

Motion: Moved by Councillor Plummer
Seconded by Councillor Scott
THAT Committee re-affirms Council's decision as it related to the award of the contract to Animal Control Services.

Deputy Mayor Gervais requested a recorded vote.

For: Mayor LeMay, Deputy Mayor Gervais, Councillor Reavie, Councillor Plummer, Councillor Scott, and Councillor Lafreniere
Against: Councillor McCann

CARRIED 6 TO 1

ITEM #15: Motion to Adjourn

MOTION: Moved by Councillor Reavie
Seconded by Councillor Lafreniere
THAT the Finance and Administration Committee adjourn at 8:05 p.m.

CARRIED