

# Finance & Administration Committee Meeting

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Council Chambers  
PEMBROKE, Ontario  
September 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. Staff members in attendance were Terry Lapierre, Chief Administrative Officer; Chief Dan Herback, Pembroke Fire Department; LeeAnn McIntyre, Treasurer/Deputy Clerk; Susan Ellis, Manager Economic Development, Recreation & Tourism; Doug Sitland, Manager Operations; Colleen Sauriol, Manager Planning & Building; and Heidi Martin, Recording Secretary. Also in attendance were Diane Burnett, Librarian, Upper Ottawa Valley Genealogical Group; and Fred Sinclair, Partner, Dean~Sinclair Chartered Professional Accountants. The Chair opened the meeting at 6:00 p.m.

## **ITEM #1: Approval of Agenda**

MOTION: Moved by Councillor Scott  
Seconded by Councillor Plummer  
THAT the agenda of the Finance and Administration Committee meeting of September 1, 2015 be accepted as circulated.

CARRIED

## **ITEM #2: Approval of Minutes**

MOTION: Moved by Councillor Plummer  
Seconded by Councillor Reavie  
THAT the minutes of the Combined Committee meeting of August 11, 2015 be accepted as circulated.

CARRIED

## **ITEM #3: Declaration of Pecuniary Interest**

There were no disclosures of pecuniary interest.

**ITEM #4: Delegations**

- a. Upper Ottawa Valley Genealogical Group (UOVGG)  
Diane Burnett, Librarian from the group, introduced her organization to Council and informed them of the UOVGG upcoming 25<sup>th</sup> Anniversary celebrations.
- b. 2014 Financial Statement  
Fred Sinclair, Partner, Dean~Sinclair Chartered Professional Accountants reviewed the 2014 Auditor's Financial Report and made mention of items of note for Committee's attention. A request was made that the draft 2015 Financial Statement be circulated to Council prior to the Auditor's presentation next year to allow more time to review the summary. Mr. Sinclair agreed to the request and encouraged Committee members to contact him with any questions.

MOTION: Moved by Councillor Scott  
Seconded by Councillor Plummer  
That the 2014 Audited Consolidated Financial Statements be approved as presented.

CARRIED

**ITEM #5: Pembroke Lumber Kings Contract Renewal**

Ms. Ellis reviewed the report which outlined the additions/deletions to the existing contract and requested Committee accept the contract renewal with the Pembroke Lumber Kings for August 1, 2015 – July 31, 2019.

MOTION: Moved by Councillor McCann  
Seconded by Councillor Reavie  
That the Finance & Administration Committee approve the Pembroke Lumber Kings contract as presented.

CARRIED

Mayor LeMay thanked Susan Ellis for her 17 years of service to the City and on behalf of Council wished her well in her retirement.

**ITEM #6: New Firehall Financial Plan**

Chief Herback provided background information and options for the future of the Pembroke Fire Station. Ms. McIntyre presented the report and requested direction regarding the proposed financial plan for a new fire station. A discussion was held and the following points were raised:

- Concerns with the financial plan presented and using Fire Apparatus Reserve Fund, Land Sale Reserve Fund and Police Disbandment Surplus to finance the new building
- Concerns with the current building and its inefficiencies

- Concern with staff moral
- Seek out potential funding opportunities for emergency services

MOTION: Moved by Mayor Lemay  
Seconded by Councillor Reavie  
THAT this agenda item be tabled.

CARRIED

**ITEM #7: Pembroke Fire Department Monthly Report**

Fire Chief Herback provided an overview of the Pembroke Fire Department's August 2015 Monthly Report. Chief Herback was asked to include in his future monthly reports community events that the Fire Department participates in.

On behalf of the Renfrew County Fire Chief's Association, Chief Herback expressed their concerns in regards to the aging communications system used by Fire Departments across the County. He explained that the County is at risk for a catastrophic communications failure for fire and emergency services. A discussion was held.

**ITEM #8: New Building Canada Fund – Small Communities Fund**

Mr. Sitland distributed and presented the report requesting direction with respect to Committee's choice in regards to a funding application under the Small Communities Fund (SCF). A discussion was held and the following points were raised:

- Paul Martin Drive may be considered under a separate funding program for connecting links
- Downtown connector reconstruction quick to implement as a design is ready and would be nice to complete work in the downtown core
- Need to look at bigger projects such as Townline Liftstation and Forcemain

MOTION: Moved by Councillor Plummer  
Seconded by Mayor LeMay  
THAT the report be tabled and Committee members pick their top three priorities and submit them to the Manager of Operations who will prepare a report for the Operations Committee on September 22<sup>nd</sup>.

CARRIED

**ITEM #9: Parks and Facilities Section Pickup and Plow**

Mr. Sitland presented the report seeking Committee approval to purchase one ¾ ton pickup truck with "V-plow" to be funded from the Equipment Reserve. A discussion was held.

**MOTION:** Moved by Councillor Plummer  
Seconded by Councillor Lafreniere  
THAT Committee approve the purchase of one ¾ ton pick-up truck with  
“V-plow” and the budget be set at \$45,000 to be funded from the  
Equipment Reserve.

CARRIED

**ITEM #10: By-law Enforcement Review**

Mr. Lapierre presented his information report.

**ITEM #11: Mobile Food Vendor Request – Riverside Park**

Mr. Lapierre reviewed the report seeking Committee approval to extend an ongoing rental arrangement with a mobile food vendor at Riverside Park.

**MOTION:** Moved by Councillor Reavie  
Seconded by Councillor Plummer  
THAT the rental arrangement with Fry-Days Scoop N Grill be extended for  
an additional year.

CARRIED

**ITEM #12: City of Pembroke Strategic Plan - Update**

Mr. Lapierre presented his information report that provided an update on the City’s strategic plan process.

**ITEM #13: Motion to Adjourn**

**MOTION:** Moved by Mayor LeMay  
Seconded by Councillor Reavie  
THAT the Finance and Administration Committee adjourn at 8:15 p.m.

CARRIED