

Finance & Administration Committee Meeting

Council Chambers
PEMBROKE, Ontario
October 3, 2017
6:23 p.m.

1. Call to Order

Present:

Deputy Mayor Gervais, Chair
Councillor Lafreniere
Councillor Plummer

Mayor LeMay
Councillor McCann
Councillor Scott

Also Present:

LeeAnn McIntyre Treasurer/Deputy Clerk
Daniel Herback, Fire Chief
Nancy Rapin, Recording Secretary

The Chair called the meeting to order at 6:23 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

Deputy Mayor Gervais declared a pecuniary interest for agenda item #6 b, Monthly Accounts as his firm is named in the July accounts.

3. Approval/Amendment of Meeting Agenda

MOTION: Moved by Councillor Plummer
Seconded by Mayor LeMay
THAT the agenda of the Finance and Administration Committee meeting of October 3, 2017 be accepted as circulated.

CARRIED

4. Approval of Minutes

MOTION: Moved by Councillor Scott
Seconded by Councillor Plummer
THAT the minutes of the Finance & Administration Committee meeting of September 5, 2017 be accepted as circulated.

CARRIED

5. Business Arising from Minutes

There was no business arising from the minutes.

6. New Business**a. Pembroke Fire Department Monthly Report**

Chief Herback presented an overview of the Pembroke Fire Department's September 2017 Monthly Report.

Councillor McCann replaced Deputy Mayor Gervais as Chair as he left the table due to his perceived pecuniary interest.

b. Monthly Accounts July/August 2017

Ms. McIntyre presented the monthly account information for the months of July and August 2017. There were no questions.

MOTION: Moved by Councillor Scott
Seconded by Councillor Plummer
THAT the Finance and Administration Committee accept the July and August 2017 accounts as presented.

CARRIED

Deputy Mayor Gervais returned to the Chair.

c. 2017 Flood Costs

Ms. McIntyre presented the information report. A discussion was held.

d. Vacant Unit Rebate Changes

Ms. McIntyre presented the report seeking Committee direction. A discussion was held.

DIRECTION: Staff was directed to prepare a policy for presentation to the December Committee meeting, offer public consultation in March 2018 and prepare for formal adoption in December 2018.

e. 2018 Budget Timelines

Ms. McIntyre presented the report seeking Committee approval. A discussion held and it was requested that managers contact their respective Chairs and Vice-Chairs for their input.

MOTION: Moved by Councillor Scott
Seconded by Councillor Lafreniere
THAT the Finance and Administration Committee approve the 2018 budget timelines as presented.

CARRIED

7. Adjournment

MOTION: Moved by Councillor McCann
Seconded by Councillor Plummer
THAT the October 3, 2017 meeting of the Finance and
Administration Committee adjourn at 7:05 p.m.

CARRIED