

Finance & Administration Committee Meeting

Council Chambers
PEMBROKE, Ontario
February 7, 2017
6:00 p.m.

1. Call to Order

Present:

Mayor LeMay
Deputy Mayor Gervais, Chair Councillor Lafreniere
Councillor McCann Councillor Plummer
Councillor Reavie Councillor Scott

Also Present:

Terry Lapierre, CAO/Clerk
LeeAnn McIntyre, Treasurer/Deputy Clerk
Chief Daniel Herback, Fire Chief, Pembroke Fire Department
Nancy Rapin, Recording Secretary

The Chair called the meeting to order at 6:00 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

Councillor Plummer declared a pecuniary interest for agenda item #7 c, Monthly Accounts as his employer is named in the December accounts.

3. Approval/Amendment of Meeting Agenda

MOTION: Moved by Councillor Reavie
 Seconded by Councillor Scott
 THAT the agenda of the Finance and Administration Committee
 meeting of February 7, 2017 be accepted as circulated.

CARRIED

4. Approval of Minutes

MOTION: Moved by Councillor McCann
 Seconded by Councillor Plummer
 THAT the minutes of the Finance & Administration Committee
 meeting of January 3, 2017 be accepted as circulated.

CARRIED

5. Business Arising from Minutes

There was no business arising from the minutes.

6. Presentations/Delegations

There were no presentations or delegations.

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

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

b. Pembroke & Area Airport Request

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

MOTION: Moved by Mayor LeMay
Seconded by Councillor Reavie
THAT Committee approve staff's recommendation that receipts be issued for donations and that the funds are accounted for and transferred to the Airport at the end of each fiscal year.

CARRIED

Councillor Plummer left the table due to his perceived pecuniary interest.

c. Monthly Accounts November/December 2016

Ms. McIntyre reviewed the monthly account information reports for the months of November and December 2016. There were no questions.

Councillor Plummer returned to the table.

d. Municipal Elections Act Update

Mr. Lapierre presented the information report. A discussion was held.

e. Municipal and School Board Election 2018 – Alternative Voting Methods

Mr. Lapierre presented the report seeking Committee direction.

MOTION: Moved by Councillor Reavie
Seconded by Councillor Scott
THAT Committee approves staff recommendations to the following as presented in the report:

1. Maintain the existing first-past-the-post election model for the 2018 municipal election;
2. Bring forward a by-law to authorize internet, telephone and paper ballot voting as the voting method for the 2018 municipal and school board election;
3. Continue to collaborate with other municipalities in Renfrew County regarding the 2018 municipal election where it is mutually beneficial, including communications, advertising, and policies and procedures;
4. Visit long term care homes and retirement homes during voting period to provide voting assistance;
5. Locate a voting place for election day for those electors wishing to cast a paper ballot or require assistance in the voting process; and
6. Monitor ranked ballot elections in Ontario (if any) and report back to Council after the 2018 election.

CARRIED

f. Use of Space Requests – Pembroke Police Services Building

Mr. Lapierre presented the report seeking Committee direction.

DIRECTION: Mr. Lapierre will relay Committee decision to the requesting parties that the main lobby office could be made available from time to time, however, not on a permanent basis.

g. Detachment Administrative Clerks – Pembroke OPP Detachment

Mr. Lapierre presented the report. A discussion was held.

MOTION: Moved by Councillor Lafreniere
Seconded by Councillor Reavie
THAT Committee recommend Council amend the existing Policing Agreement with the Ontario Provincial Police to remove funding for two dedicated administrative support enhancement positions.

CARRIED

h. City of Pembroke Complaint Policy

Mr. Lapierre presented the report. A discussion was held.

MOTION: Moved by Councillor Lafreniere
Seconded by Councillor Reavie
THAT Committee approve and recommend to Council, the adoption of the presented City of Pembroke Complaint Policy.

CARRIED

Adjournment

MOTION: Moved by Councillor Reavie
Seconded by Councillor Plummer
THAT the February 7, 2017 meeting of the Finance and
Administration Committee adjourn at 6:58 p.m.

CARRIED