

# Finance & Administration Committee Meeting

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Council Chambers  
PEMBROKE, Ontario  
April 4, 2017  
6:10 p.m.

## 1. Call to Order

### Present:

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

### Also Present:

Terry Lapierre, CAO/Clerk  
LeeAnn McIntyre, Treasurer/Deputy Clerk  
Chief Daniel Herback, Fire Chief, Pembroke Fire Department  
Brian Lewis, Supervisor of Capital Works  
Nancy Rapin, Recording Secretary

### Regrets:

Councillor Lafreniere  
Councillor Reavie

The Chair called the meeting to order at 6:10 p.m.

## 2. Disclosure of Pecuniary Interest and General Nature Thereof

Deputy Mayor Gervais declared a pecuniary interest for agenda item #7 c, Monthly Accounts as his firm is named in the January accounts.

## 3. Approval/Amendment of Meeting Agenda

MOTION:      Moved by Councillor McCann  
                    Seconded by Councillor Plummer  
                    THAT the agenda of the Finance and Administration Committee  
                    meeting of April 4, 2017 be accepted as circulated.

CARRIED

## 4. Approval of Minutes

MOTION:      Moved by Mayor LeMay

Seconded by Councillor Scott  
THAT the minutes of the Finance & Administration Committee  
meeting of March 7, 2017 be accepted as circulated.

CARRIED

**5. Business Arising from Minutes**

There was no business arising from the minutes.

**6. Presentations**

Fire Chief Dan Herback presented the 2016 Annual Report. A discussion was held.

**7. New Business**

**a. Pembroke Fire Department Monthly Report**

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

**b. New Build Fire Hall**

Brian Lewis presented the report and requested direction to the finish of the exterior façade of the new Fire Hall. Two options were presented as Option #1 and Option #2. A discussion was held.

DIRECTION: Committee recommended that the decision be made by the oversight committee.

Deputy Mayor Gervais left the table due to his perceived pecuniary interest.

**c. Monthly Accounts January/February 2017**

LeeAnn McIntyre reviewed the monthly account information reports for the months of January and February, 2017. There were no questions.

Deputy Mayor Gervais returned to the table.

**d. Proposed 2017 User Fee Changes**

LeeAnn McIntyre presented the report seeking Council approval. A discussion was held.

DIRECTION: Committee directed staff to prepare and present

Council with an accordingly amended User Fee By-law to be formally adopted.

CARRIED

**Adjournment**

MOTION: Moved by Councillor McCann  
Seconded by Councillor Plummer  
THAT the April 4, 2017 meeting of the Finance and Administration  
Committee adjourn at 7:10 p.m.

CARRIED