

Finance & Administration Committee Meeting

Council Chambers
Pembroke, Ontario
January 7, 2020
6:44 p.m.

1. Call to Order

Present:

Councillor Plummer, Chair
Mayor LeMay
Deputy Mayor Gervais
Councillor Abdallah
Councillor Jacyno
Councillor Lafreniere
Councillor Reavie

Also Present:

Terry Lapierre, Chief Administrative Officer
Fire Chief Dan Herback
Brian Lewis, Manager of Operations
Angela Lochtie, Treasurer/Deputy Clerk
Nancy Rapin, Recording Secretary

Councillor Plummer called the meeting to order at 6:44 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no pecuniary interests declared.

3. Approval/Amendment of Meeting Agenda

Motion:

Moved by Deputy Mayor Gervais
Seconded by Councillor Reavie

That the agenda of the Finance & Administration Committee meeting of January 7, 2020 be approved as circulated.

Carried

4. Approval of Minutes

Motion:

Moved by Councillor Jacyno
Seconded by Councillor Abdallah

That the minutes of the Finance & Administration Committee meeting of December 3, 2019 be approved as circulated.

Carried

5. Presentation/Delegation**a. Robbie Dean Family Counselling Centre Request**

Cynthia Lloyd and Marianne Minns, Board Members with the Robbie Dean Family Counselling Centre, were present to speak to Committee regarding the Centre's wish to develop a potential partnership with the City. Mr. Lapierre offered assistance from staff in grant application writing and Councillors Lafreniere and Jacyno offered assistance with County of Renfrew contacts.

b. Pembroke Public Library Delegation

Chantal Leslie-Leach, Board Member of the Pembroke Public Library was present to speak to Committee regarding the Library's parking needs.

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

Chief Herback reviewed the Pembroke Fire Department's monthly report.

b. Engineering Design & Contract Administration Services for Operations Department Oil/Water Separator Installation, Storage Garage Replacement, and Vehicle Shelter Request for Proposal No. P-19-09

Mr. Lewis presented the report. A discussion was held. Deputy Mayor Gervais suggested that staff proceed with recommendation, as presented.

c. Engineering Design & Contract Administration Services for Townline Lift Station – Forcemain Upgrades and Generator Replacement for Proposal No. P-19-11

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

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Reavie

That the Finance and Administration Committee approve award for Engineering Design Services for Townline Lift Station – Forcemain Upgrades and Generator Replacement (Request for Proposal No. P-19-11) to Ainley Graham & Associates Ltd. in the amount of \$133,810.00 plus HST; and additional expenditures in the amount of \$17,500.00 for tendering of the generator replacement and a contingency allowance; also approve the future award of Contract Administration Services to Ainley Graham & Associates Ltd. based on the quoted values submitted in the proposal and subject to future budget allocation, as presented.

Carried**d. Monthly Accounts**

Ms. Lochtie presented the November 2019 accounts.

e. Introduction of Temporary Borrowing By-law

Ms. Lochtie reviewed the report recommending that Council pass the By-law coming forward at this evening's Council meeting, authorizing temporary borrowing to meet current expenditures in 2020. A discussion was held.

f. Introduction of 2020 Interim Tax Levy By-law

Ms. Lochtie presented the report recommending that Council pass the By-law coming forward at this evening's Council meeting, authorizing staff to issue interim tax bills for all rateable property in the municipality. A discussion was held.

g. Introduction of Municipal Contributions Agreement By-law between the City of Pembroke, EOWC, EORN and EOMC

Ms. Lochtie presented the report recommending that Council pass the By-law coming forward at this evening's Council meeting, authorizing the Mayor and the CAO to sign the municipal contribution agreement between the City of Pembroke, the Eastern Ontario Wardens Caucus (EOWC), the Eastern Ontario Regional Network (EORN), and the Eastern Ontario Mayors Committee (EOMC). A discussion was held.

h. Strategic Plan

Mr. Lapierre presented the report. A discussion was held. It was requested that the "At a Glance" page of the Strategic Plan be added to the Councillors' folders.

Motion:

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That the Finance and Administration Committee approve the Community's Strategic Plan for the period 2019-2022, as presented.

Carried**i. Development of a Community Safety & Well-Being Plan**

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

Motion:

Moved by Councillor Reavie

Seconded by Councillor Lafreniere

That the Finance & Administration Committee approve the hiring of consultant Patrick Finnegan from the period of January 1, 2020 to April 29, 2022 to develop a joint Community Safety & Well-Being Plan as required by Section 143(1) of the Police Services Act, R.S.O. 1990, as presented

Carried**j. Request for Road Closure**

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

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Reavie

That the Finance and Administration Committee approve the request to close Prince Street from Lake Street to Pembroke Street on Saturday, February 1, 2020 between 10:00 a.m. and 4:00 p.m. for the PBI's 5th Annual Downtown HockeySpree event, as presented.

Carried**7. Adjournment**

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Reavie

That the January 7, 2020 meeting of the Finance & Administration Committee adjourn at 8:16 p.m.

Carried