

# Finance & Administration Committee Meeting

Council Chambers  
Pembroke, Ontario  
October 1, 2019  
6:02 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  
Ron Conroy, Manager Parks & Recreation  
LeeAnn McIntyre, Treasurer/Deputy Clerk  
Brian Lewis, Manager of Operations  
Nancy Rapin, Recording Secretary

Councillor Plummer called the meeting to order at 6:02 p.m.

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

Deputy Mayor Gervais declared a perceived pecuniary interest for agenda item 7 e – Pembroke Operations Building Entrance Accessibility Renovations & Kiwanis Lift – Tender Contract No. 28711 as he is a past President of the Kiwanis Club of Pembroke.

## 3. Approval/Amendment of Meeting Agenda

### Motion:

Moved by Councillor Abdallah

Seconded by Councillor Lafreniere

That the agenda of the Finance & Administration Committee meeting of October 1, 2019 be approved as circulated.

### Carried

## 4. Approval of Minutes

### Motion:

Moved by Mayor LeMay

Seconded by Councillor Reavie

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

**Carried**

**5. Business Arising from Minutes**

There was no business arising from the minutes.

**6. Presentation**

**a. 10-Year Volunteer Service Award**

Fire Chief Dan Herback presented a 10-Year Volunteer Service Award to Josh Woermke for his dedication and support of the Association and the City of Pembroke over the past 10 years.

**b. Municipal Accommodations Tax Program**

Chris Melmoth, Ottawa Valley Tourist Association and Lauren McIlffaterick were present to speak to the Municipal Accommodations Tax Program.

**c. 2018 Draft Financial Statements**

Mr. Fred Sinclair of Dean Sinclair Chartered Professional Accountants was present to provide an overview of the 2018 Draft Financial Statements.

**Motion:**

Moved by Deputy Mayor Gervais

Seconded by Councillor Reavie

That the Finance and Administration Committee accept the 2018 Draft Financial Statements as final, as presented.

**Carried**

**d. Water/Sewer Rate Study**

Andrew Grunda, Managing Partner, with Watson & Associates Economists Ltd. presented a Water/Sewer Study that was commissioned by Council.

**7. New Business**

**a. Pembroke Fire Department Monthly Report**

Chief Herback reviewed the Pembroke Fire Department's monthly report. He stated that Fire Prevention Week is October 6<sup>th</sup> to 12<sup>th</sup> and indicated that much will be offered to the residents during this event including smoke alarm exchanges and information booths throughout the week and an Open House on Saturday, October 12<sup>th</sup> at the Fire Station including a free barbeque, tours of the Fire Hall and lots of activities for the kids.

**b. Gazebo Construction – Lea Street Park and Riverside Park – Tender T-19-15**

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

**Motion:**

Moved by Councillor Abdallah

Seconded by Deputy Mayor Gervais

That the Finance and Administration Committee approve award for the construction of two gazebos at both Lea Street Park and Riverside Park in the amount of \$84,057 + HST, as presented.

**Carried**

**c. Commercial & Industrial Sub-Class Reductions**

Ms. McIntyre reviewed the report.

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Abdallah

That the Finance and Administration Committee support the phase out of commercial and industrial sub-class reductions and direct staff to prepare a plan to ensure the business community is aware of the potential change, to meet Ministry of Finance requirements for regulatory approval.

**Carried**

**d. 2019 Budget Report**

Ms. McIntyre presented the report indicating that a resolution will be coming forward at the Council meeting.

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

**e. Pembroke Operations Building Entrance Accessibility Renovations & Kiwanis Lift – Tender Contract No. 28711**

Mr. Lewis reviewed the report.

**Motion:**

Moved by Mayor LeMay

Seconded by Councillor Lafreniere

That the Finance and Administration Committee approve the award for the Operations building entrance portion of the Pembroke Operations Building Entrance Accessibility Renovations & Kiwanis Lift Tender Contract No 28711, to Frecon Construction Limited in the amount of \$97,000.00 plus HST, being the lowest responsive and responsible bidder; and that Committee approve additional expenditures in the amount of \$7,500.00 for a contingency allowance; with a total value of the recommendations equal \$104,500.00 plus applicable HST; and that Committee NOT approve award for the Kiwanis Lift portion of the Pembroke Operations Building Entrance Accessibility Renovations & Kiwanis Lift – Tender Contract No. 28711 due to excessive costs, and staff return the grant funding to the Enabling Accessibility Fund, as presented.

**Carried**

Deputy Mayor Gervais returned to the table.

**f. Reconstruction of Miller Street – Phase 1 – Tender Contract No. T-19-17**

Mr. Lewis reviewed the report.

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Reavie

That the Finance and Administration Committee approve award of the Reconstruction of Miller Street – Phase 1 (Trafalgar Road to Dominion Street) Tender Contract No.T-19-17 to Smiths Construction, A Division of Miller Paving Limited in the amount of \$278,164.00 plus HST; and that Committee approve additional expenditures in the amount of \$25,000.00 plus HST for a contingency allowance, being funded by General Capital Reserves, with the shortfall of approximately \$78,500.00 being financed by reallocating the funds from the Operations Department Oil/Water Ceptor project with design only continuing with the remaining 2019 budget, as presented.

**Carried**

**g. Traffic Signals Controller Emergency Purchase – Pembroke Street East at Mackay Street**

Mr. Lewis reviewed the information report.

**h. Traffic Disruptions and Detours (Fall Construction Projects)**

Mr. Lewis reviewed the information report.

**Motion:**

Moved by Deputy Mayor Gervais

Seconded by Councillor Abdallah

That the Finance and Administration Committee approve the presented traffic disruptions and detours related to upcoming fall construction projects.

**Carried**

**8. Adjournment**

**Motion:**

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That the October 1, 2019 meeting of the Finance & Administration Committee adjourn at 8:36 p.m.

**Carried**