

# Finance & Administration Committee Meeting

Council Chambers  
Pembroke, Ontario  
December 3, 2019  
6:30 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  
LeeAnn McIntyre, Treasurer/Deputy Clerk  
Brian Lewis, Manager of Operations  
Heidi Martin, Deputy Clerk  
Nancy Rapin, Recording Secretary

Councillor Plummer called the meeting to order at 6:30 p.m.

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

Deputy Mayor Gervais declared a pecuniary interest for item 7 e) Monthly Accounts as his office appears in them.

## 3. Approval/Amendment of Meeting Agenda

### Motion:

Moved by Councillor Reavie  
Seconded by Councillor Abdallah  
That the agenda of the Finance & Administration Committee meeting of December 3, 2019 be approved as circulated.

### Carried

## 4. Approval of Minutes

### Motion:

Moved by Mayor LeMay  
Seconded by Councillor Abdallah  
That the minutes of the Finance & Administration Committee meeting of November 5, 2019 be approved as circulated.

**Carried****5. Business Arising from Minutes**

There was no business arising from the minutes.

**6. Presentation/Delegation****a. Pembroke Active Living Centre**

Mieke Mahood, President, and Kathy Kennedy, Member of the Pembroke 50+ Active Living Centre Inc. delivered a presentation regarding their Letter of Intent regarding 273 Victoria Street indicating that the group would like to return in the new year to speak to Council.

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

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

**b. Ontario Cannabis Legalization Implementation Reserve**

Ms. McIntyre reviewed the report recommending the creation of a Cannabis Legalization Implementation Reserve. A discussion was held.

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Jacyno

That the Finance and Administration Committee approve the creation of a Cannabis Legalization Implementation Reserve and the associated transfer of \$45,683 of Ontario Cannabis Legalization Implementation funding, as presented.

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

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

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Jacyno

That the Finance and Administration Committee direct staff to move forward, as directed at the October 1<sup>st</sup> Finance & Administration Committee meeting regarding a gradual elimination of the sub-class reductions by 2022, and prepare a resolution to be brought forward to the December 17<sup>th</sup>, 2019 Council meeting, and also submit a request for a regulatory change to the Minister of Finance, prior to the end of December, as presented.

**Carried****d. General Municipal Insurance**

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

**Motion:**

Moved by Councillor Reavie

Seconded by Councillor Lafreniere

That the Finance and Administration Committee accept the proposal submitted by Frank Cowan Company in partnership with Johnston & Mackie Limited for General Insurance

and Risk Management Services for the upcoming policy term with pricing established for a one-year period under a three-year term being January 1, 2020 to December 31, 2022 with the option to renew for a fourth and fifth year based upon satisfactory performance, service, mutual agreement and annual premium negotiations, as presented.

**Carried**

Deputy Mayor Gervais left the table.

**e. Monthly Accounts**

Ms. McIntyre presented the monthly accounts for May, June, July, August, September, and October 2019 accounts.

**Motion:**

Moved by Councillor Abdallah

Seconded by Councillor Lafreniere

That the Finance and Administration Committee accept the monthly accounts for May, June, July, August, September, and October 2019 as presented.

**Carried**

Deputy Mayor Gervais returned to the table.

**f. ICIP Green Stream Application**

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

**Motion:**

Moved by Deputy Mayor Gervais

Seconded by Councillor Abdallah

That the Finance and Administration Committee approve the submission of a funding application under the Investing in Canada Infrastructure Program (ICIP) in Ontario – Green Stream for the Townline Forcemain Upgrade project, as presented.

**Carried**

**g. 2019 Status Report – Multi-Year Accessibility Policy and Plan**

Ms. Martin reviewed the report.

**Motion:**

Moved by Councillor Reavie

Seconded by Councillor Jacyno

That the Finance and Administration Committee approve the 2019 Status Report – Multi-Year Accessibility Plan and Policy, as presented.

**Carried**

**h. 2019 Accessibility Compliance Report**

Ms. Martin reviewed the report.

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Abdallah

That the Finance and Administration Committee approve the 2019 Accessibility Compliance Report, as presented.

**Carried**

**8. Adjournment**

**Motion:**

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That the December 3, 2019 meeting of the Finance & Administration Committee adjourn at 7:35 p.m.

**Carried**