

# Finance & Administration Committee Meeting

Council Chambers  
Pembroke, Ontario  
May 7, 2019  
6:10 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  
Chief Dan Herback, Pembroke Fire Department  
Brian Lewis, Manager of Operations  
LeeAnn McIntyre, Treasurer/Deputy Clerk  
Heidi Martin, Recording Secretary

Councillor Plummer called the meeting to order at 6:10 p.m.

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

Deputy Mayor Gervais declared a perceived pecuniary interest with respect to agenda item 6i as the office of Sheppard & Gervais involved with the matter and agenda item 6j as the office of Sheppard & Gervais appears in the accounts.

## 3. Approval/Amendment of Meeting Agenda

### Motion:

Moved by Councillor Jacyno  
Seconded by Councillor Reavie

That the agenda of the Finance & Administration Committee meeting of May 7, 2019 be accepted as circulated.

### Carried

## 4. Approval of Minutes

### Motion:

Moved by Councillor Lafreniere  
Seconded by Deputy Mayor Gervais

That the minutes of the Finance & Administration Committee meeting of April 2, 2019 be accepted as circulated.

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

There was no business arising from the minutes.

**6. Presentation**

Ms. Gayle Cayen and Ms. Tina Williams, representatives of Community Living Upper Ottawa Valley presented on Community Living Month; programming, and needs within the community. In response to a question posed, Ms. Cayen indicated that affordable transportation was her greatest need.

Ms. Nora Johnson and Mr. Dan Sheedy, representatives of the Pembroke Farmers' Market were present to provide Committee information on the Pembroke Farmers' Market, the 2019 vendors as well as special dates scheduled throughout 2019.

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

Chief Herback reviewed the Pembroke Fire Department's monthly report. The Pembroke Fire Department was thanked for the assistance provided to residents affected by the recent flooding as well as allowing the Accessibility Advisory Committee to use their building to hold their meetings.

The Chair was assumed by the Vice Chair, Councillor Jacyno.

**b. Back Yard Burning**

Mr. Lapierre reviewed the report. Councillor Plummer requested that the City of Pembroke amend By-law 2012-60 to allow individual property owners the opportunity to apply for a back yard burning permit providing they meet the City's pre-existing criteria. A discussion was held and the following points were raised:

- research needs to be completed to find out what other communities allow in respect to back-yard fires
- Public education will be required if the by-law changes and to prevent an increase in 911 calls

**Direction:**

Fire Chief Herback was requested to meet with Councillor Plummer to discuss the criteria to allow back-yard burning, and  
Fire Chief Herback was requested to prepare a report listing the advantages and disadvantages of amending By-law 2012-60 for the next Finance & Administration Committee meeting.

Councillor Plummer resumed the chair.

**c. Engineering Design and Contract Administration Services for Renewed Muskrat River Watermain Crossing & Various Watermain Projects – RFP #P-19-03**

Mr. Lewis reviewed the report.

**Motion:**

Moved by Councillor Abdallah

Seconded by Councillor Lafreniere

That the Finance and Administration Committee approve the award for Engineering Design & Contract Administration Services for Renewed Muskrat River Watermain Crossing & Various Watermain Projects (Request for Proposal No. P-19-03) to Ainley Graham & Associates Ltd. in the amount of \$160,509.00 plus HST; and

That the Committee approve additional expenditures in the amount of \$32,101.00 for a contingency allowance. The total value of the recommendations equal \$192,610.00 plus applicable HST.

**Carried**

**d. Miller Street Resurfacing**

Mr. Lewis reviewed the report. A discussion was held and the following points were raised:

- Miller Street was not on the list to be repaired this year however the asphalt this year deteriorated more than anticipated which has resulted in serious risks to the travelling public and pedestrians
- Mary Street is also bad however; it can be maintained with patching. Miller Street cannot be maintained in its current state and it needs to be addressed
- PCI indicator for Miller Street is 29 out of 100 and Mary Street is 60-70 out of 100.

**Motion:**

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That the Finance and Administration Committee approve expenditures in the amount of \$230,000 for the rehabilitation of Miller Street from Trafalgar Road to Dominion Street.

**Carried**

**e. Devon and Crandall Street Watermain Reconstruction Update**

Mr. Lewis presented the report.

**Motion:**

Moved by Councillor Abdallah

Seconded by Councillor Jacyno

That the Finance and Administration Committee approve additional expenditures in the amount of \$122,164.35 for change orders related to watermain breaks and poor soil conditions experienced during the Devon Street watermain construction.

**Carried**

**f. Connecting Links Program Application**

Mr. Lewis reviewed the report.

**Direction:**

Staff was directed to submit an application for funding under the Ministry of Transportation's 2019-20 Connecting Links Program for a shave and pave project on Mackay Street from Esther Street to Metcalfe Street.

**g. Asphalt Patching – 2019 Tender No. T-19-07**

Mr. Lewis reviewed the report.

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Reavie

That the Finance and Administration Committee approve the award of Asphalt Patching – 2019 Tender No. T-19-07 to H & H Construction Inc. for an estimated contract value of \$109,850.00, excluding HST.

**Carried**

**h. Asphalt Road Resurfacing – 2019 Tender No. T-19-08**

Mr. Lewis reviewed the report.

**Motion:**

Moved by Deputy Mayor Gervais

Seconded by Councillor Lafreniere

That the Finance and Administration Committee approve the award of Asphalt Road Resurfacing – 2019 Tender No. T-19-08 to H & H Construction Inc. for an estimated contract value of \$393,156.54, excluding HST.

**Carried**

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

**i. ORPC Long-Term Borrowing**

Ms. McIntyre reviewed the report. A discussion was held and the following points were raised:

- Mississippi Mills continues to grow and ORPC needs this substation
- ORPC is very important to the City and its community partners
- the City of Pembroke is a major shareholder of ORPC;
- the risk is minimal for the City

**Motion:**

Moved by Councillor Abdallah

Seconded by Councillor Reavie

That the Finance and Administration Committee recommends to Council that they sign the Infrastructure Ontario Subordination agreement and enter into an agreement with ORPC to protect the interests of the shareholders.

**Carried**

**j. Monthly Accounts**

Ms. McIntyre presented her information report for the October, November, and December 2018 accounts.

Deputy Mayor Gervais returned to the table.

**k. Pembroke and Area Airport**

Mr. Lapierre reviewed the report.

A discussion was held and the following points were raised:

- the airport is very important to the economic development of the City and surrounding area

- The area's main transportation includes a 2-lane highway and the airport – we need this asset
- the airport is an economic driver, used for fire protection in the area, and used for emergency and organ transfers to other hospitals
- the fuel dispensing system is almost timed-out and the Airport is trying to be proactive
- if Committee agrees with this request, Mayor LeMay will write to the other municipal partners and ask that they also commit 10% for a new fuel dispensing system

**Motion:**

Moved by Mayor LeMay

Seconded by Councillor Abdallah

That the Finance and Administration Committee recommends that Council allocate approximately 10% (\$72,000) from the 2019 one-time funding being provided by the Province to be placed in a reserve to provide capital funding for a new fuel dispensing system at the Pembroke and Area Airport..

**Carried****I. Provincial Funding**

Ms. McIntyre reviewed the report.

**Motion:**

Moved by Deputy Mayor Gervais

Seconded by Councillor Lafreniere

That the Finance and Administration Committee recommends that the surplus of \$330,218 be transferred to the General Capital Reserve to be used for future capital as directed by Council, and

That the modernization Funding of \$725,000, less any amount agreed to be contributed to the Pembroke and Area Airport for a new fuel dispensing system, be transferred to the General Capital Reserve until Council decides how it can be used to achieve efficiencies in the provision of services.

**Carried****m. Feasibility Study City of Pembroke Aquatic and Recreation Facility**

Mr. Lapierre reviewed the report. A discussion was held and the following points were raised:

- an oversight committee will be established to get this project moving
- people will need to be patient as this process will take at least 3-4 years until a final decision is made
- Personal interviews will be held with stakeholders
- A kick-off media campaign will be completed prior to the random sample telephone survey's being completed

**Motion:**

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That the Finance and Administration Committee approve the award of the contract for the completion of a feasibility study/City of Pembroke Aquatic and Recreation Facility to

Forum Research Inc. in the amount of \$25,839 plus HST; being the lowest responsive and responsible bidder, and

That Committee approve the award of \$3,900 plus HST to Forum Research Inc. to facilitate a community kick-off day for the project and to increase the number of telephone surveys to be conducted by 400.

**Carried**

## **8. Adjournment**

### **Motion:**

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That the May 7, 2019 meeting of the Finance & Administration Committee adjourn at 7:56 p.m.

**Carried**