

Finance & Administration Committee Meeting

Council Chambers
Pembroke, Ontario
June 4, 2019
6:23 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
LeeAnn McIntyre, Treasurer/Deputy Clerk
Brian Lewis, Manager of Operations
Nancy Rapin, Recording Secretary

Councillor Plummer called the meeting to order at 6:23 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

Deputy Mayor Gervais declared a perceived pecuniary interest with respect to agenda item 7f as the office of Sheppard & Gervais appears in the accounts.

3. Approval/Amendment of Meeting Agenda

Motion:

Moved by Councillor Reavie

Seconded by Mayor LeMay

That the agenda of the Finance & Administration Committee meeting of June 4, 2019 be accepted as circulated.

Carried

4. Approval of Minutes

Motion:

Moved by Councillor Jacyno

Seconded by Councillor Lafreniere

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

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. Presentation

Inspector Stephan Neufeld, Detachment Commander of the Upper Ottawa Valley Detachment of the Ontario Provincial Police presented the 2018 year-end report, including the following highlights:

- Leadership
 - Importance of implementing succession planning
- Healthy Workforce
- Development of a Community Safety and Well-Being Plan
 - To address local priorities related to crime and complex social issues on a sustainable basis
- Technology
 - Department is now current
- Analytics
- Community Policing

7. New Business

a. Pembroke Fire Department Monthly Report

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

b. Pembroke & Area Airport Budget

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

Motion:

Moved by Mayor LeMay

Seconded by Councillor Abdallah

That the Finance and Administration Committee approve the 2019 Pembroke and Area Airport budget as presented.

Carried

c. Commercial & Industrial Sub-Class Reductions

Ms. McIntyre reviewed the report indicating that a By-law will follow at this evening's Council meeting.

Motion:

Moved by Mayor LeMay

Seconded by Councillor Reavie

That the Finance and Administration Committee approve staff recommendation for the sub class reductions for the municipal portion for the commercial and industrial property classes for 2019 remain unchanged, as presented; also that staff prepare a report outlining a plan moving forward into 2020.

Carried

d. 2019 Corporate IT Expenditures

Ms. McIntyre reviewed the report.

Motion:

Moved by Councillor Abdallah

Seconded by Deputy Mayor Gervais

That the Finance and Administration Committee approve the purchases presented, with funds coming from the 2019 Corporate IT budget, as follows:

- 1 Main Server at \$17,000
- Server Licences at \$15,000
- Financial Software Upgrade at \$10,000
- Telephone Software Update at \$3,000
- iPads or Laptop for Senior Staff at \$5,000

Carried

e. General Insurance Risk Management Services

Ms. McIntyre reviewed the report seeking Committee direction.

Motion:

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That the Finance and Administration Committee direct staff to solicit proposals through an RFP process for general insurance and risk management services.

Carried

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

f. Monthly Accounts

Ms. McIntyre presented the information report for the January, February, March, and April 2019 accounts.

Deputy Mayor Gervais returned to the table.

g. Supply and Delivery of One (1) New 2019 Backhoe Loader – Tender No. T-19-12

Mr. Lewis reviewed the report.

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Abdallah

That the Finance and Administration Committee approve, as presented, the following:

- the award of the Supply & Delivery of One (1) New 2019 Backhoe Loader (Tender T-19-12) to J.R. Brisson Equipment Ltd in the amount of \$145,867.00 plus HST being the lowest responsive and responsible bidder;
- the surplus 2004 430D Backhoe Loader to be used for a trade-in allowance value of \$40,000.00 to offset the cost of the new equipment;
- the provisional item for the Backhoe Loader totalling \$6,367.00 plus HST for a hydraulic vibratory packer.

Carried

8. Adjournment

Motion:

Moved by Councillor Jacyno

Seconded by Councillor Abdallah

That the June 4, 2019 meeting of the Finance & Administration Committee adjourn at 7:36 p.m.

Carried