

August 1, 2006

A Combined Committee Meeting was held this afternoon with Mayor Jacyno presiding and all members of Council in attendance with the exception of Councillors Henderson, Lafreniere and Levasseur. Staff members in attendance were Terry Lapierre, Chief Administrative Officer, Barry Church, Manager of Human Resources and Purchasing, LeeAnn Eckford, Treasurer/Deputy-Clerk, and Recording Secretary, Dawn Turcotte.

MINUTES: Moved by Deputy-Mayor Scott
Seconded by Councillor White
THAT the minutes of the Combined Committee Meeting of July 4, 2006 be approved as distributed.

CARRIED.

ITEM #1: Human Resources Policy & Procedures Manual

Mr. Church informed the Committee that the Human Resources Policy and Procedures Manual was developed in collaboration with the Chief Administrative Officer, Department Heads and Managers as well as input from members of City Council. This policy will replace the City's current policy which was adopted by Council in 1993. The new policy has been brought in-line with current employment legislation and several new policies have been developed which have been included in the new manual.

Deputy-Mayor Scott questioned how staff and managers were involved in the compilation of the new policy. Mr. Church advised that meetings were held with managers over several months with input from all managers. The new policy contains approximately 50% of the information from the old policy. The new policy is now ready to be presented to Council for approval and adoption.

Deputy-Mayor Scott questioned how staff will be aware of the code of conduct contained within the new policy. Mr. Church advised that orientation sessions will be held with staff to familiarize them with the new policies and procedures.

Councillor White questioned how the statement of disagreement would be handled. Mr. Church explained that each employee is able to review their own personnel file. Should the employee not agree with its contents the employee can write a letter of disagreement and this letter will be placed in the personnel file.

Councillor White questioned what would happen if an employee lost his/her driver's license. Mr. Church replied that if the driver's license is required for the employee to perform his/her job the employee could face disciplinary action or even termination of employment. Mr. Church also advised that the City is required to perform a driver's abstract every 6 months for employees who are required to have a driver's license to perform their duties under legislation of the Ministry of Transportation.

Councillor Lowe questioned if the new Human Resources Policies and Procedures would be transferable to other Boards. Mr. Church noted that it would be up to each individual Board to adopt the Policy but that the Policy would not apply to the Police Services Board as it is a separate entity.

Councillor O'Neill and Mayor Jacyno noted that the new Policy contains information with regard to use of the internet and that the new Policy has been updated to keep up with the changing times.

MOTION: Moved by Deputy-Mayor Scott
Seconded by Councillor Lowe
THAT the new Human Resources Policy and Procedures Manual be approved and adopted as presented.

CARRIED.

ITEM #2: Animal Control By-law

Mr. Lapierre explained that at the last Committee meeting Animal Control Officer Michael Street was instructed to meet with Mr. Rick Lewis to discuss revisions to the current Animal Control By-law and report back to the Committee. Mr. Street met with Mr. Lewis and compiled a list of proposed reptiles and amphibians to be sold in Mr. Lewis' store. Mr. Lewis has agreed not to sell iguanas or snakes or food/care products for snakes in his store. Some of the reptiles listed can grow to be two feet in length.

Councillor White noted that she is concerned with the size of some of the reptiles proposed to be sold. She noted that at the last meeting Mr. Lewis discussed the sale of small reptiles. In her opinion a reptile that is two feet long is not a small reptile. Councillor Severin was concerned about the size of the reptiles as well.

Mr. Lapierre noted that the proposed reptiles are not considered dangerous. Councillor Severin supported Mr. Street's recommendation to amend Appendix A #5 by adding all of the reptiles listed and add #15 to include the amphibians listed to the Animal Control By-law. Councillor O'Neill supported this recommendation also.

Mr. Lapierre further noted that Mr. Street does not support the sale of reptiles in the City but that he went with the Committee's direction and recommendation from the last meeting.

MOTION: Moved by Deputy-Mayor Scott
Seconded by Councillor Severin
THAT the Animal Control By-law be amended by adding all of the reptiles listed to Appendix A #5 and add #15 to include the amphibians listed in Mr. Street's report.

MOTION WITHDRAWN.

Councillor Lowe also expressed her concern with the size of the reptiles. She thought that at the last meeting Mr. Lewis discussed the sale of small reptiles such as six inches in length. Councillor White recommended that a limit be imposed on the full grown length of the reptile in the amount of 1 foot (12 inches/30 centimetres).

MOTION: Moved by Councillor White
Seconded by Councillor Lowe
THAT the Animal Control By-law be amended by adding only reptiles that reach a full grown length of 1 foot (12 inches/30 centimetres) or less to Appendix A #5 and that #15 be added to include the amphibians listed in Mr. Street's report.

CARRIED.

ITEM #3: Special Events Vendor's Permit Policy

Mr. Lapierre informed the Committee that the Economic Development, Recreation & Tourism Department has developed a Special Event Vendor's Permit Policy to provide a clear, concise and consistent method of working with vendors, crafters and peddlers during City hosted special events. Any vendors who wish to attend a City hosted special event will be required to sign a copy of the policy, and comply with its contents.

Councillor Lowe noted that the PDDC hosts special events and asked if the PDDC would have to comply with this new policy. Mr. Lapierre recommended that the PDDC adopt the new policy. Mr. Lapierre also noted that the new policy should not be confused with annual permits for chip trucks and other food vendors.

Councillor O'Neill wondered if someone has an annual permit can they set up in the Special Event under their existing permit. Councillor Severin noted that a Special

Event Permit is different from a regular/annual permit and that the vendor would need to apply for the Special Events Vendor's Permit. He further noted that annual permits are site specific and apply to that site only. Councillor O'Neill disagreed with Councillor Severin's comments.

Mr. Lapierre explained that if a chip truck such as Gringo's (located at the Petro Canada on Pembroke Street West) wanted to move to Riverside Park during Fiddle Week then they would require a Special Event Permit even though they already have an annual Chip Truck Permit, because they are changing locations. Since the Beavertail stand is already located at the waterfront they will not require a Special Event Permit to be at the Waterfront Festival because they are not changing locations.

Deputy-Mayor Scott agreed with Councillor Severin's comments that annual permits are site specific.

MOTION: Moved by Councillor Severin
Seconded by Deputy-Mayor Scott
THAT the Special Events Vendor's Permit Policy be approved as presented.

CARRIED.

ITEM #4: 2006 Tax By-law

Ms. Eckford, Treasurer/Deputy-Clerk, explained to Council that By-law 2006-49 will establish percentage limits on the 2006 tax decreases for those properties in the protected classes (multi-residential, commercial and industrial). These limits are established in order to recover all or part of the forgone revenues resulting from the application of tax capping provisions to other properties within the property class. For example if a property in the multi-residential property class got a \$100 decrease the owner would keep \$56 of this decrease while the City would get \$44 of the decrease to off-set other properties within the property class.

MOTION: Moved by Councillor White
Seconded by Councillor O'Neill
THAT By-law 2006-49 be accepted as presented to provide for percentage limits on tax decreases for 2006 in respect of properties subject to Part IX of the Municipal Act.

CARRIED.

ITEM #5: 2006 Municipal Elections

Mr. Lapierre advised the Committee that in 2006 Remembrance Day falls on a Saturday. In this case the day off for City employees would be on the next Monday which this year falls on Municipal Election Day. In order to facilitate the election process it would be beneficial to have the City fully operational and staffed on November 13, 2006. It is recommended that non-union City staff and CUPE Local 24 employees be offered a “floating” day in lieu of the Monday, November 13, 2006 Remembrance Day holiday, subject to union agreement. This same situation occurred during the 2000 Election and staff was granted a “floating” day.

MOTION: Moved by Councillor White
Seconded by Councillor Severin
THAT non-union City staff and CUPE Local 24 employees be offered a “floating” day in lieu of the Monday, November 13, 2006 Remembrance Day holiday, subject to union agreement.

CARRIED.

ITEM #6: Control Panel Placement – PACC

Mr. Lapierre informed the Committee that two quotes were received to fabricate and install a control panel at Pem Ice II. The control panel replacement was approved by Council as part of the Capital Budget for 2006. It is recommended that AC Mechanical be awarded the tender at a price of \$20,444.00 plus applicable taxes.

MOTION: Moved by Deputy-Mayor Scott
Seconded by Councillor O’Neill
THAT AC Mechanical be awarded the tender for the Control Panel Replacement at Pem Ice II in the amount of \$20,444.00 plus applicable taxes.

CARRIED.

ITEM #7: Asbestos Removal – PMC

Mr. Lapierre informed the Committee that phase 1 of the asbestos removal at the Pembroke Memorial Centre has been completed; now it is time to complete phase 2. Phase 2 was approved by Council in the capital budget for 2006. Three quotes were received for the work; it is recommended that Donalco Inc. be awarded the tender for Asbestos Abatement (Removal) and Reinsulation in the upper level of the Pembroke Memorial Centre in the amount of \$21,990.00 plus applicable taxes.

MOTION: Moved by Councillor White
Seconded by Councillor Severin
THAT Donalco Inc. be awarded the tender for Asbestos Abatement (Removal) and Reinsulation in the upper level of the Pembroke Memorial Centre in the amount of \$21,990.00 plus applicable taxes.

CARRIED.

ITEM #8: River Road Reconstruction

Mr. Lapierre informed the Committee that Council passed By-law 2005-13 to authorize the City to enter into an agreement with the Ministry of Transportation for the Connecting Link Construction Program. This program would permit the reconstruction of River Road from Mackay Street to Irving Street. The City of Pembroke has received funding through the Ministry of Transportation in the amount of \$147,750.00 equalling 75% of the reconstruction cost. Funds are required to fulfill the City's portion of approximately \$50,000.00 and it is recommended by the Roads & Fleet Supervisor that the funds be reallocated from the Ellis Avenue ditching and culvert project.

MOTION: Moved by Councillor White
Seconded by Councillor Lowe
THAT \$50,000.00 be reallocated from the Ellis Avenue ditching and culvert project to the reconstruction of River Road from Mackay Street to Irving Street.

CARRIED.

ITEM #9: Walk-By RF Reader

Mr. Lapierre informed the Committee that non-residential water meters need to be upgraded due to their age and unreliability. These new meters have remote radio frequency technology which enables the department to read the meters without entering the premises. This is especially important for such places as schools, financial institutions and unoccupied buildings where an appointment would need to be made to enter the building to read the meter. The Walk-By Reader will make reading the water meters simpler, faster and much more accurate. The handheld meter reader can also detect leaks or backflow problems. This meter reader is a budgeted capital project for the Distribution Department for 2006.

Deputy-Mayor Scott asked if the residential water meters would have to be upgraded as well. Mr. Lapierre noted that the focus is currently on commercial properties.

MOTION: Moved by Councillor O'Neill
Seconded by Councillor Lowe
THAT the Walk-By Reader be purchased in the amount of \$10,000.00
plus applicable taxes.

CARRIED.

MOTION: Moved by Councillor Lowe
Seconded by Councillor White
THAT this meeting become a closed meeting to discuss litigation,
potential litigation, the receiving of advice that is subject to solicitor-client
privilege, labour relations, or the security of the property of the
municipality.

CARRIED.

On motion of Councillor Severin, seconded by Councillor O'Neill, the regular
Combined Committee meeting adjourned.