

Finance & Administration Committee Meeting

Council Chambers
Pembroke, Ontario
January 3, 2023
7:14 p.m.

1. Call to Order

Present:

Councillor Jacyno, Chair
Mayor Gervais
Councillor Kuehl
Councillor Lafreniere
Councillor Plummer
Councillor Purcell

Regrets:

Deputy Mayor Abdallah

Also, Present:

David Unrau, Chief Administrative Officer
Chief Scott Selle, Pembroke Fire Department
Heidi Martin, Clerk

Councillor Jacyno called the meeting to order at 7:14 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest.

3. Approval/Amendment of Meeting Agenda

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That the agenda of the Finance & Administration Committee meeting of January 3, 2023, be approved as circulated.

Carried

4. New Business

a. PFD Monthly Report – December 2022

Chief Selle presented the December information report. A discussion was held, and the following points were raised:

- In response to a question, Chief Selle indicated that he preferred to continue presenting the monthly Pembroke Fire Department report in-person.
- A copy of the City's Emergency Plan notification process will be shared with Councillor Purcell

- In the event of a significant weather event, the Director of Operations or his designate send notifications using the City's media release email notification protocol.
 - In the event of a major fire, the Fire Chief notifies Council after the fire is brought under control.
- b. Partnership with County of Renfrew for Flood Hazard Identification and Mapping Funding Application
Chief Selle presented the report. A discussion was held, and the following points were raised:
- Important to join with the County for this mapping project.
 - The information gained will be very valuable and is required for planning processes.
- c. Riverside Park Pumping Station Upgrades Request for Tender No. 21-2045A
Mr. Unrau presented the report.
Motion:
Moved by Councillor Lafreniere
Seconded by Councillor Plummer
That the Finance & Administration Committee approve contract award for Option A (on site build of the pump chamber and mechanical works), for the Riverside Park Pumping Station Upgrades Tender Contract No. 21-2045A to McCrae Excavating Ltd. In the amount of \$402,324.43 excluding HST. The 2023 Draft Capital Budget will allocate \$475,000.00 (which includes 2022 carry forward) for the Riverside Park Pumping Station Upgrades.
Carried
- d. 2022 Municipal Election Accessibility Report
Ms. Martin reviewed the information report. In response to a question, it was noted that telephone voting was not offered in 2022 as in previous elections, only 8% of the electors used this voting method and a large number of complaints were received due to its cumbersome use.
- e. 2022 Election Report
Ms. Martin presented the information report. A discussion was held, and the following points were noted:
- On-line voting and voting tabulators are very efficient and any issues that occurred were dealt with quickly and efficiently.
 - Internet voting offers a 10-day 24/7 voting period.
 - The Pembroke Public Library as well as City Hall offered eligible electors the use of computers to enable them to cast their vote.
- f. Council/Staff Relations Policy
Mr. Unrau presented the report for Committee consideration. A discussion was held, and the following points were raised:
- In conjunction with the City's Disconnect from the Workplace Policy, the Council/Staff Relations Policy should reflect that emails can be sent to staff during off-hours however staff are not expected to respond until the following working day
 - If Council members have been made aware of a health and safety concern, they should direct that concern to the after-hours number for immediate action.

Direction:

Staff was directed to amend the Council/Staff Relations Policy as discussed and prepare a by-law to be brought before Council at its next meeting.

5. Adjournment

Motion:

Moved by Councillor Plummer

Seconded by Councillor Lafreniere

That the Finance & Administration Committee meeting of January 3, 2023, adjourn at 8:00 p.m.

Carried