

Finance & Administration Committee Meeting

Council Chambers
Pembroke, Ontario
March 7, 2023
6:37 p.m.

1. Call to Order

Present:

Deputy Mayor Abdallah, Chair
Mayor Gervais
Councillor Jacyno
Councillor Kuehl
Councillor Lafreniere
Councillor Plummer
Councillor Purcell (electronically)

Also, Present:

David Unrau, Chief Administrative Officer
Angela Lochtie, Treasurer/Deputy Clerk
Chief Scott Selle, Pembroke Fire Department
Heidi Martin, Clerk

Deputy Mayor Abdallah called the meeting to order at 6:37 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 Plummer

Seconded by Councillor Kuehl

That the agenda of the Finance & Administration Committee meeting of March 7, 2023, be approved as circulated.

Carried

4. Approval of Minutes

a. Finance & Administration Committee – February 7, 2023

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

That the minutes of the Finance & Administration Committee meeting of February 7, 2023, be approved as circulated.

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. New Business**a. Business Licencing By-law – Update for Door-to-Door Sales**

Ms. Lochtie presented the report. A discussion was held, and the following points were raised:

- Requesting a criminal record check requires further discussion.
- Need to look at the definition of transient trader. As it is currently written it may inadvertently include more people than we wish it to i.e., vendors at the farmer's market/craft fairs, etc.
- The by-law needs to be reviewed.

Motion:

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the Finance & Administration Committee table the Business Licencing By-law amendment until staff reviews and updates By-law 2020-06.

Carried**b. Administration User Fees, Interest Rates and Tax Deferral Policy**

Ms. Lochtie presented the report. A discussion was held, and the following points were raised:

- Great to see the update and proposed increase in administrative user fees
- In keeping with the *Municipal Act*, the interest rate on arrears should be increased to 1.25% which may encourage individuals to pay their arrears
- A tax deferral policy may allow seniors and vulnerable individuals to stay in their homes longer by providing assistance with tax pressures

Direction:

That staff prepare a by-law with the recommended changes to the administration user fees and interest rate on arrears for Council consideration. The tax deferral by-law should be brought forward to Council for passing.

c. PFD Monthly Report – February 2023

Chief Selle presented the February 2023 report.

d. 2022 PFD Annual Report

Chief Selle presented the 2022 PFD Annual Report. A discussion was held, and the following points were raised:

- The amount of community work that the department contributes is to be commended
- The City has a gold standard in its Fire Department which provides exceptional service
- The citizens of Pembroke are lucky to have the service and quick response time from their Fire Department.
- Report will be posted on the City website.

e. By-law 2023-19 – Civil Marriage Solemnization Services

Ms. Martin presented the report.

Motion:

Moved by Councillor

Seconded by Councillor

That the Finance & Administration Committee recommends that the City maintain the Civil Marriage Solemnization Service for the City and that Council authorize an appointment By-law regarding Civil Marriage Solemnization for the City of Pembroke.

Carried

f. Half-Masting and Raising of Flags Policy

Ms. Martin reviewed the information report. A discussion was held, and it was noted that in Section 4.2, instead of stating the sovereign and members of the royal family perhaps wording from the federal policy should be utilized.

Direction: that staff prepare a By-law with the finalized version of the policy for a future Council meeting.

g. By-law Enforcement Officer Appointment by-law

Mr. Unrau presented the report and indicated that a by-law pertaining to this item would be before Council this evening.

7. Adjournment

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance & Administration Committee meeting of March 7, 2023, adjourn at 7:45 p.m.

Carried