

# Finance & Administration Committee Meeting

Council Chambers  
Pembroke, Ontario  
April 4, 2023  
8:20 p.m.

## 1. Call to Order

### Present:

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

### Also, Present:

David Unrau, Chief Administrative Officer  
Chief Scott Selle, Pembroke Fire Department  
Angela Lochtie, Treasurer/Deputy Clerk  
Nancy Rapin, Recording Secretary

Deputy Mayor Abdallah called the meeting to order at 8:20 p.m.

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

Mayor Gervais disclosed a pecuniary interest with respect to Item 6i).

## 3. Approval/Amendment of Meeting Agenda

### Motion:

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the agenda of the Finance & Administration Committee meeting of April 4, 2023, be approved as circulated.

**Carried**

## 4. Approval of Minutes

a. Finance & Administration Committee – March 7, 2023

### Motion:

Moved by Councillor Jacyno

Seconded by Mayor Gervais

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

**Carried**

**5. Business Arising from Minutes**

There was no business arising from the minutes.

**6. New Business****a. PFD Monthly Report – March 2023**

Chief Selle presented the information report.

**b. Update to Fire Department User Fees**

Chief Selle presented the report.

**Motion:**

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the Finance & Administration Committee approve the CPI increases to Schedule E of By-law 2022-34 and Schedule A of By-law 2021-58 for Vehicle Accidents and Water Rescue (Towing), with additional wording added to include additional charges to be applied after the third alarm charge, as presented.

**Carried****c. Policy 500-03 Conventions and Seminars**

Ms. Lochtie presented the report.

**Motion:**

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance & Administration Committee approve the proposed amendments to Policy 500-03 Conventions and Seminars, as presented.

**Carried****d. Festival Hall Contract Amendment with Eventure Entertainment**

Ms. Lochtie presented the information report indicating that a By-law would be presented at the Council meeting later in the evening.

**e. Pembroke and Area Airport Commission 2023 Budget**

Ms. Lochtie presented report.

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Plummer

That the Finance & Administration Committee approve the Pembroke and Area Airport Commission 2023 Budget, as presented.

**Carried****f. Provincial Dedicated Gas Tax Funds Agreement**

Ms. Lochtie presented Provincial Dedicated Gas Tax Funds Agreement report for information purposes and indicated that an associated By-law would be brought forward at this evening's Council meeting. A discussion was held and the following points were raised:

- Amount funded is calculated by a formula
- Funding is based on ridership

- g. Monthly Accounts – December 2022  
Ms. Lochtie presented the information report.
- h. Procurement Policy: Delegation of Authority and Spending Thresholds  
Ms. Lochtie presented the report.  
**Motion:**  
Moved by Councillor Lafreniere  
Seconded by Councillor Purcell  
That the Finance & Administration Committee approve the proposed changes to the City's spending thresholds as specified in the City's Procurement Policy, as presented.  
**Carried**
- Mayor Gervais left the table due to his perceived pecuniary interest.
- i. Legal Services  
Mr. Unrau presented the information report. A discussion was held and the following points were raised:
- Staff should review legal representation in respect to cost efficiency
  - Knowledge of the municipality is advantageous
  - There will be a transition coming and the City should be prepared
- Mayor Gervais returned to the table.
- j. Municipal Conflict of Interest Act and Code of Conduct Advice  
Mr. Unrau presented report. A discussion was held and the followings points were raised:
- Staff/Council cannot purchase equipment; however, land can be purchased
  - Current legal representative has been with City for a long time
  - Older agreements should be reviewed
  - Statement comes from the Integrity Commissioner – unbiased
- k. Capital Funding Required for Escalator Underdrain and Grinder at Pollution Control Centre  
Mr. Unrau presented the report.  
**Motion:**  
Moved by Councillor Lafreniere  
Seconded by Councillor Kuehl  
That the Finance & Administration Committee approve the reallocation of capital funds from the 2023 Capital Budget, as presented.  
**Carried**
7. **Adjournment**  
**Motion:**  
Moved by Councillor Kuehl  
Seconded by Councillor Plummer  
That the Finance & Administration Committee meeting of April 4, 2023, adjourn at 9:14 p.m.  
**Carried**