

Finance & Administration Committee Meeting

Council Chambers
Pembroke, Ontario
May 2, 2023
7:48 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
Colleen Sauriol, Director of Planning, Building and By-law Enforcement
Brian Lewis, Director of Operations
Angela Lochtie, Treasurer/Deputy Clerk
Heidi Martin, Clerk

Deputy Mayor Abdallah called the meeting to order at 7:49 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

Mayor Gervais declared a pecuniary interest regarding agenda item 6 i as the Procurement By-law includes legal services.

3. Approval/Amendment of Meeting Agenda

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

That the agenda of the Finance & Administration Committee meeting of May 2, 2023, be approved as circulated.

Carried

4. Approval of Minutes

a. Finance & Administration Committee – April 4, 2023

Motion:

Moved by Councillor Plummer

Seconded by Councillor Jacyno

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

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. New Business

a. By-law Enforcement Officer Appointment By-law – C. Sauriol

Ms. Sauriol presented the report and indicated that a By-law would be before Council this evening for their consideration.

b. PFD Monthly Report – April 2023

Chief Selle presented the information report. In response to a question, Chief Selle indicated that he was only aware of one incident of further erosion in the Moffat Street area however other Departments within the City may be more aware of additional properties. Chief Selle did state that there is no emergency at this time.

Mr. Lewis entered the room at 7:58 p.m.

c. Update of By-law 2022-21 Emergency Program and Emergency Plan

Chief Selle presented the report.

Staff Direction:

That staff prepare an amendment to By-law 2022-21 Emergency Management Program and Emergency Plan to reflect the addition of the Chief Administrative Officer, the Treasurer, and IT staff to the Emergency Management Program Committee; and the Treasurer and IT staff to the Municipal Emergency Control Group; and that a by-law be prepared and presented to Council for its consideration at its next meeting.

Carried

d. By-law 2020-21 “Recreational Open-Air Burning”

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

- This by-law should be reviewed.
- Who will be enforcing the by-law?
- Concerns with outdoor burning in areas where houses are close by with little space between them.
- Need to consider that in the last survey over 60% indicated that they wish open air burning.
- The PFD can currently handle the permit system.
- Following the review of the By-law, there still may be people who will not qualify for a permit.

Staff Direction:

That the Fire Chief research and present a report regarding the Recreational Open-Air Burning By-law for Committee’s consideration at a future meeting.

- e. Design Build Services for the Construction of an Enclosed Two-Bay Garage
Mr. Lewis presented the report. A discussion was held, and the following points were raised:
- Price doesn't get cheaper, and we need to recognize the importance of the Operations Department.
 - Need to have City vehicles ready and able to be dispatched immediately.
 - Confidence in the Director to successfully negotiate a reduction in contract value.

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance & Administration Committee approves the award of the Design Build Services for the Construction of an Enclosed Two Bay Garage, Request for Proposal No. P-23-03 to Thomas Cavanaugh Construction in the amount of \$1,385,999.00 plus HST; and That Operations staff work with the successful proponent to reduce the scope and develop a two-phase approach to the project and negotiate a reduction in contract value; and That any remaining shortfall after negotiations be funded by reallocating surplus funds in the Victoria Street ESA project and the remainder from general capital reserve.

Carried

- f. All-Terrain Vehicle By-law 2017-69 Amendment
Mr. Lewis presented the report. A discussion was held, and the following points were raised:
- Concerned with the route running along MacKay Street and Townline Road which are busy roads however the area on MacKay Street is within a commercial zoned area.
 - ATV's are not able to travel on the unopened Quarry Road section as the City does not own all the land.
 - The ATV Club has had negotiations with the current owner of the old rail beds however they have been unsuccessful. They have also looked at other options.
 - Have any residential neighbourhoods been consulted regarding this new ATV route? Residents in the area should receive a letter.
 - ATV's on City Streets must follow all traffic rules
 - Would like to see ATV's on all City streets
 - Bennett Street to Upper Ottawa Valley Drive route was previously approved.

Motion:

Moved by Mayor Gervais

Seconded by Councillor Purcell

That the Finance & Administration Committee recommends changes to the permitted prescribed route of travel as presented, be made to Schedule 'A' of By-law 2017-69 "Regulate and Govern the Operation of All-Terrain, Multi-purpose and Recreation Off-Road vehicles (off-Road Vehicles) within the City of Pembroke for a one-year period; and That the Renfrew County ATV Club be urged to continue working on an alternate route; and That a letter be sent to the residents in the area; and That a By-law be prepared and presented for Council's consideration at a future meeting.

Carried

- g. Townline Lift Station Electrical Service Upgrades Tender Contract No. 22-010
Mr. Lewis presented the information report. There were no questions.

h. Townline Forcemain Debenture

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

- As the City was not able to acquire the private land, staff is waiting for a revised cost estimate for the Moffat Street Storm Sewer site remediation work from the consultants and once received a report will be brought before Committee.

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Plummer

That the Finance & Administration Committee authorize a revision to the City's debenture process with Infrastructure Ontario to finance the Townline Forcemain Project over a 15-year term (amortizer loan, semi-annual payments) based on a revised loan requirement of \$9,500,000; and

That Committee approve, if required, a separate Infrastructure Ontario loan application and process for the Moffat Street Storm Sewer site remediation work be submitted at a later date.

Carried

Mayor Gervais left the table due to his declared pecuniary interest.

i. Procurement Policy – Professional Services

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

- Staff was commended for the work in getting proposed suggested changes quickly added to the Procurement Policy.
- Legal services will now be listed as a purchased Goods and Service.
- The existing reports currently posted on the City's website are sufficient with AODA requirements being added to future RFPs to ensure final reports/studies prepared by Consultants can be posted on the City website without remediation.
- Keep the auditing wording as per the current by-law.

Staff Direction:

Staff was directed to incorporate the suggestions as presented into a new Procurement Policy; and

That staff prepare a by-law to be presented to Council at a future meeting.

Carried

Mayor Gervais returned to the table.

j. Transit RFI Update

Ms. Lochtie presented the information report.

7. **Adjournment****Motion:**

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance & Administration Committee meeting of May 2, 2023, adjourn at 9:20 p.m.

Carried