

# **Finance and Administration Committee Meeting**

Council Chambers  
Pembroke, Ontario  
October 3, 2023  
8:42 p.m.

## **1. Call to Order**

### **Present:**

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

### **Regrets:**

Councillor Plummer

### **Also Present:**

Chief Scott Selle, Pembroke Fire Department  
Angela Lochtie, Treasurer/Deputy Clerk  
Colleen Sauriol, Director of Planning, Building & By-law Enforcement  
David Unrau, Chief Administrative Officer  
Heidi Martin, Clerk

Deputy Mayor Abdallah called the meeting to order at 8:42 p.m.

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

There were no disclosures pecuniary interests declared.

## **3. Approval/Amendment of Meeting Agenda**

### **Motion:**

Moved by Councillor Purcell

Seconded by Councillor Lafreniere

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

**Carried**

## **4. Approval of Minutes**

### **Motion:**

Moved by Councillor Kuehl

Seconded by Councillor Jacyno

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

**Carried**

**5. Business Arising from Minutes**

There was no business arising from minutes.

**6. New Business****a. Patterson Parking Lot Paving – Tender Contract No. T-23-18**

Ms. Sauriol reviewed the report. A discussion was held, and the following points were raised:

- It is noted that many items presented to Committee have come in over-budget. COVID has been very challenging, and costs are increasing. During the budget process, the City uses a historical three-year running average to prepare an estimate for the project. The City tries to get out tenders early in the year however it has a limited number of staff to prepare tenders so some end up going out later in the year.
- Cannot control the costs of products or labour.
- Would like to see a parking lot report comparing the cost of the parking lot and the revenue generated.
- If the Patterson Parking Lot is left in its current state, the potential legal and insurance costs could be a lot higher. Paving the parking lot is an opportunity to reduce the City's risk.

**Motion:**

Moved by Councillor Purcell

Seconded by Mayor Gervais

That the Finance and Administration Committee approve the paving of the Patterson Parking Lot at a cost of \$52,728.43 net of HST in 2023 with the shortfall funded from the 2023 General Capital Reserve.

**Carried****b. PFD Monthly Report September 2023**

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

- The Fire Department has not received a lot of complaints about the new Recreational Open-Air Burning By-law.
- It is requested that a section be added to the PFD monthly report on the Recreational Open-Air Burning By-law to include the number of permits issued, dollars collected, and incidents reported.
- The Fire fighters Association was thanked for everything they do for the community.

**c. 2023 Aluminum Hull Rescue Boat, Motor and Trailer Tender and Procurement**

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

- Boat Committee consisted of a team of Fire Fighters from the PFD and the Fire Chief.
- The City has a cost-recovery agreement with Laurentian Valley for water rescue services.
- The County of Renfrew Paramedic Service recently purchased a boat which which raised concerns regarding a duplication of service. The City of Pembroke is the first responder to an emergency rescue on the river in our area and there is no anticipated duplication of service. County paramedics provide services across the County and perhaps their vessel will be used on other bodies of water.
- Perhaps we should have a memorandum of understanding between the County's Paramedic Service and the PFD regarding a water emergency to ensure we have a coordinated approach.

**Motion:**

Moved by Councillor Kuehl

Seconded by Councillor Jacyno

That the Finance and Administration Committee approve the direct purchase of an aluminum hull rescue boat, motor, and trailer from Stanley Boats for a total cost of \$82,081. The funding shortfall of \$13,959.50 be carried over to 2024 and the balance of \$27,081 be set in the 2024 budget to complete payment, funded through the Fire Equipment Reserve.

**Carried**

d. Draft Council Remuneration and Expense Policy

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

- Currently no Council Remuneration and Expense Policy exists for Council members.
- Past practice has been to allow spouses to receive paid banquet tickets or a companion package. If spouses are provided free banquet tickets or companion packages, will this impact Council's Code of Ethics?
- A list will be provided early in the year with the dates for the conferences listed in the draft policy. Council members are encouraged to notify the CAO/Clerks Office of their intent to attend to ensure conference accommodations are secured.
- Unused conference funds should be transferable to other Councillors without the Mayors approval and upon mutual written consent from both parties.
- There is currently no process in place to receive approval to travel for fact-finding, etc. however Section 8.1 of the draft policy lists the suggested process.
- Currently the budget does not have a mileage travel allocation which will need to be introduced into the 2024 budget.
- It should be mandatory that each member of Council attend at least one conference annually.

**Motion:**

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the draft policy be amended to include the ability of Council members to transfer their annual allotment between members upon written consent from both parties; and that the draft policy along with comments made by Committee this evening be forwarded to the Council Remuneration Committee for their review and comment.

**Carried****Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That the Finance and Administration Committee be extended to 10:30 p.m.

**Carried**

e. Asset Management Planning – Major Recreation Buildings September 2023 Update

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

- Major upgrades are required to all major recreation buildings.
- We need more forward vision and set money aside for these large City assets.
- The pool is still closed at this time. Staff are working with the contractor and exhausting all opportunities to get the pool up and running. The hope is to have a better forecast by the end of the week of when the pool will be up and running.

- Can the City reallocate money from roads and only complete critical road areas to allow more money to be allocated to other City assets.
- Would like to see an updated payment schedule of the City's debts.
- Hard decisions will need to be made in the near future such as do we want to spend approximately \$10 million to fix a 60-year-old pool?
- We need to look at the services we provide and the services that the taxpayers are willing to fund.
- Our facilities are aging and need to be maintained so that they are available to the end of their life.
- Need to identify the assets that are worth fixing or maintaining and have a scheduled maintenance program for those assets.

**Motion:**

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

That the Finance and Administration Committee approve the extension of the meeting by 30 minutes.

**Carried**

**Motion:**

Moved by Mayor Gervais

Seconded by Councillor Kuehl

That agenda item 6 f Pembroke On-Demand Considerations for a Transit Pilot Project be tabled until the next meeting.

**Carried**

**Motion:**

Moved by Mayor Gervais

Seconded by Councillor Kuehl

That agenda item 6 h Procedural By-law Amendment be tabled until the next meeting.

**Carried**

f. By-law Enforcement Officer Appointment By-law

Mr. Unrau presented the report and indicated that a by-law has been prepared and will be before Council this evening.

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

Moved by Councillor Jacyno

Seconded by Councillor Lafreniere

That the Finance and Administration Committee meeting of October 3, 2023, adjourn at 10:34 p.m.

**Carried**