

Finance and Administration Committee Meeting

Council Chambers
Pembroke, Ontario
November 7, 2023
6:10 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:

Jordan Durocher, Director of Parks & Recreation
Marielle McLaughlin, Manager of Operations
Chief Scott Selle, Pembroke Fire Department
Angela Lochtie, Treasurer/Deputy Clerk
David Unrau, Chief Administrative Officer
Heidi Martin, Clerk

Deputy Mayor Abdallah called the meeting to order at 6:10 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 Plummer

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

Carried

4. Approval of Minutes

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Purcell

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

5. Presentations/Delegations

a. City of Pembroke Ad Hoc Citizens' Committee of Council Remuneration Review Presentation
Mr. Bob Schreader, Chair of the City Ad Hoc Citizens' Committee of Council Remuneration Review Committee provided a presentation on the Committee's findings of their review. A discussion was held, and the following points were raised:

- Fair and equitable remuneration will assist in attracting new candidates.
- Workload didn't decrease when council was reduced from 9 members to 7 members.
- There has been an increase in the complexity of issues brought before Committee and Council.
- Great to see compensation equity and fairness between committees.
- Serving as part of public service must also be considered.
- Benefits are too costly and should not be considered at this time.
- Responsibility and decision making is higher in a single tier municipality as decisions made are not filtered/vetted through the County structure.
- ORPC 2024 remuneration should be reviewed to be in line with other committee remuneration.

The Chair thanked the Committee for their work and presenting their findings tonight.

6. New Business

a. Kinsmen Pool Project

Mr. Durocher reviewed the report and Ms. McLaughlin provided a presentation. A discussion was held, and the following points were raised:

- All options are very costly.
- This should be a regional facility however the City has not received any commitments from the surrounding municipalities. Is this an indication that other municipalities don't want a pool?
- The City has applied twice for federal funding and both times has been unsuccessful. Feedback from the last grant application, indicated that the application was good however the project is not shovel ready and the recommendation was to abandon the design build concept.
- Would still like to have a pool in the community but we can't spend good money on something bad.
- Perhaps its time to close the pool.
- Efforts for possible funding have been made and will continue.
- Need to explore and build relationships with other possible providers/partners (i.e. hotel)
- Currently the City has \$750,000 set aside in a reserve fund.
- Is there really a demand for a pool if all we can fundraise for is \$2 million.
- Having a pool is a luxury.
- Should we look at a Hybrid option of option #2 – moving ahead with a design however the project may need to be scaled down i.e. do we really need a therapeutic pool and a Recreation Centre? This would provide a design and the ability to continue applying for eligible grants.
- Usage data from 2022 indicates 1043 swimmers and 8,105 drop-in participants.
- We are not in a place at this time to make any recommendations.

Motion:

Moved by Mayor Gervais

Seconded by Councillor Plummer

That Staff be directed to move forward with Option #2 - a design drawing and budget approximately \$400,000.00 to complete the work in 2024 as part of the fiscal budget deliberations. Anticipated costs of 1.49 – 1.9 M

Defeated

Motion:

Moved by Councillor Plummer

Seconded by Councillor Jacyno

That this item be tabled until further information is received

Carried

b. PFD Monthly Report

Chief Selle presented the October Pembroke Fire Department monthly information report. A discussion was held, and the following points were raised:

- When deficiencies are noted at a property, life safety items (smoke alarms and CO2 detection) must be addressed immediately and other items which require quotes from contractors are provided additional time but must be completed within an appropriate time period.
- Wonderful Open House and the Professional Firefighters Association are thanked for everything they did during the Open House
- The Command Centre Unit is a great piece of equipment and will serve the community well over the years.
- The Professional Firefighters Association annual Chili Fest fundraiser is scheduled for November 23, 2023, at the Fire Hall. Take out orders are also available.

c. Staffing the Position of Deputy Chief

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

- Of the approximate 19 departments in the County, 15 have a Deputy Chief position which includes both career and volunteer departments.
- Would like to see the position budgeted for 2024 with a final decision made during the 2024 budget deliberations.
- Would like to see bench marking with other municipalities. Is there a role for a Planning Officer (with the required skill set) rather than a Deputy Chief. Could we look at administrative positions at a lower salary rate?
- Concern is the salary grid and its impact into the future.
- The position would benefit from having a fire fighter background.
- If we want to use the City's Fire facility to the best of its ability such as offering advanced courses, we need to support the Chief's request.
- The former Chief had asked for this position for several years prior to his retirement.
- Paramedic service is an excellent example of a department that has several Deputy Chiefs which has allowed the department to develop other programs to serve the community.
- The province has added extra demands upon municipalities which has resulted in an increase in the CEMC role and responsibilities.

Direction:

This item to be discussed further during the 2024 budget deliberations.

d. Just in Time Agreement with the Canadian Red Cross Society

Chief Selle presented the report.

Motion

Moved by Councillor Purcell

Seconded by Councillor Plummer

That the Finance and Administration Committee recommends that Council enter into a Just in Time Agreement with the Canadian Red Cross Society to be implemented during emergencies in the City of Pembroke.

Carried

e. 2024 OPP Billing

Ms. Lochtie presented the information report.

f. 2024 OMPF Grant Funding

Ms. Lochtie presented the information report.

g. 2024 Strategic Partnerships

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

- Would like to hear more from Carefor regarding transit.
- Would like to see a year-to-year agreement with the Strategic Partnerships as well as their other revenue sources (i.e. fundraising).

Motion

Moved by Councillor Plummer

Seconded by Councillor Jacyno

That Carefor be requested to appear as a delegation at a future meeting to present their request and possible future transit partnership opportunities; and

That staff send letters to the current strategic partners asking if they would be willing to enter into a one (1) year agreement under the same terms, conditions and 2023 level of funding.

Carried

h. County of Renfrew Service Agreement to Provide Information Technology Mutual Aid Services to the City of Pembroke

Ms. Lochtie presented the information report and indicated that a by-law will be before Council for their consideration this evening.

i. Infrastructure Ontario Load: By-law Update

Ms. Lochtie present the information report and indicated that a by-law will be before Council for their consideration this evening.

j. Isabella Street Catchment Area – Request for Proposal P-23-11

Mr. Lewis presented the report, and a discussion was held with the following points raised:

- Ainley Group is an Ottawa-based firm that is currently assisting the City with some of its projects and has assisted with other projects in the past
- People who are directly affected by a project are consulted when the design is complete and prior to it going to construction. The general public is also notified through media releases.
- For this project, discussions with PBIA will occur as it will affect Shamrock Park
- The contractor is responsible for erecting signage. The City consults with the contractor and the contractor consults with the business owner to see if their needs are met.

- In the past 3-5 years, the need to consult with the public has greatly increased, therefore in the 2024 budget, a communications plan will be discussed based on consistent branding and messaging across the organization. This overarching communications plan will be a focus of 2024 with the aim of having something in place by the spring 2024. As part of the communications plan, engagement software will be considered to provide information to the public on a consistent and constant manner which should decrease the number of calls/emails made to elected officials and/or staff.

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Plummer

That the Finance and Administration Committee approve the award of the Engineering Design and Contract Administration Services for the Isabella Street Catchment Area to Ainley Group in the amount of \$344,720 plus HST; and

That the Finance and Administration Committee approve additional expenditures for a contingency allowance (20% of the design fees in the amount of \$68,944 for the total value of the recommendations equalling \$413,644 plus applicable HST. The budget shortfall of \$245,924.13 be budgeted in future Capital Budget plans.

Carried

k. Construction Manager at Risk (CMAR) for Filters, Launderers and Under Tile Drains

Mr. Lewis reviewed the report. A discussion was held, and the following points were raised:

- This will be the first CMAR project the City has undertaken.
- At present there is no ability for the City to draw water from the Town of Petawawa
- The biggest downfall of a CMAR is to ensure that the City can hire and retain a Contract Manager in the time period we have. The City's consultant indicates that there are Contract Managers in the area who are interested.

Motion

Moved by Councillor Kuehl

Moved by Councillor Lafreniere

That staff be directed to use a Construction Manager at Risk (CMR) methodology for procuring the Filters, Launderers and Under Tile Drains replacement project at the Water Purification Plant.

Carried

l. Petition for Crosswalk at Champlain Discovery Public School

Mr. Unrau presented the report. A discussion was held, and the following points were raised:

- Staff is working with stakeholders i.e. OPP, School Board and By-law Enforcement to look at the area and offer options and solutions.
- This is an unsafe area with congestion caused by parents parking on both sides of the street and buses going in and out of the area.
- The sidewalk is on the opposite side of the street.
- Current crosswalk isn't adequately marked.
- This is not the only problem area around a school, playground, or intersection.
- The petition received has 17 signatures of individuals who are not City of Pembroke residents however the individuals who signed the petition should know that the City takes this very seriously and it is not being ignored.
- This area may require enforcement of No Parking on either side of the street.
- Staff is working with the OPP and will be asking the Police Services Board for comment.

Motion

Moved by Councillor Kuehl

Seconded by Councillor Jacyno

That this item be referred to the Police Services Board for comment and input.

Carried

7. Adjournment

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance and Administration Committee meeting of November 7, 2023, adjourn at 9:44 p.m.

Carried