

Finance and Administration Committee Meeting

Council Chambers

Pembroke, Ontario

March 5, 2024

7:18 p.m.

1. Call to Order

Present:

Deputy Mayor Abdallah, Chair

Mayor Gervais

Councillor Kuehl

Councillor Lafreniere

Councillor Plummer

Regrets:

Councillor Purcell

Councillor Jacyno

Also Present:

Dave Unrau, Chief Administrative Officer

Heidi Martin, Clerk

Chief Scott Selle, Pembroke Fire Department

Deputy Mayor Abdallah called the meeting to order at 7:18 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 Kuehl

Seconded by Councillor Plummer

That the agenda of the Finance and Administration Committee meeting of March 5, 2024, be approved as circulated.

Carried

4. Approval of Minutes

- Finance and Administration Committee – February 6, 2024

Motion:

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the minutes of the Finance and Administration Committee meeting of February 6, 2024, be approved as circulated.

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. New Business

a. PFD Annual Report 2023

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

- Road construction in the City during 2023 affected the department's response time yet the department was commended for their 5.22 response time.
- The department was also praised for the excellent service provided to the community and it was noted that there are many long-standing staff members in the department.
- The Chief was thanked for his leadership and the firefighters were thanked for what they do for the community both during their work hours as well as during their off hours.
- Sparky's contribution to the community was also recognized.

b. PFD Monthly Report – February 2024

Chief Selle presented the information report.

c. Water Rescue Agreement with the Township of Whitewater Region

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

- The proposed agreement has an automatic renewal following the first 3-years. Committee requested that staff review the agreement early in the 3rd year and bring it back to Council for review.
- The agreement has a Consumer Price Index included.
- It might be wise to remove the term 'one-time' from the equipment fee and only state equipment fee.
- The Mayor and staff was recognized for having the foresight to look for partnerships with other municipalities

Motion:

Moved by Councillor Kuehl

Seconded by Mayor Gervais

That the Finance and Administration Committee approve the entry into a Fire Service Agreement between the City of Pembroke and the Township of Whitewater Region concerning the provision of water rescue services by the Pembroke Fire Department to the Region of Whitewater.

Carried

d. ICIP Transit Grant Transfer Payment Agreement

Mr. Unrau presented the information report indicating that a by-law would be coming forward later at the Council meeting.

e. Marriage Licence Modernization

Mr. Unrau presented the information report indicating that a by-law would be coming forward later at the Council meeting. A discussion was held, and the following points were raised:

- Great secondary option for people
- Staff will still offer counter paper licensing service if required.

7. Adjournment

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance and Administration Committee meeting of March 5, 2024, adjourn at 8:24 p.m.

Carried