

Finance and Administration Committee Meeting Minutes

Council Chambers
Pembroke, Ontario
September 3, 2024
6:00 p.m.

1. Land Acknowledgement

2. Call to Order

Present:

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

Also Present:

Dave Unrau, Chief Administrative Officer
Victoria Charbonneau, Municipal Clerk
Chief Scott Selle, Pembroke Fire Department
Jennifer Belaire, Financial Planning Analyst

Deputy Mayor Abdallah called the meeting to order at 6:00 p.m.

Mayor Gervais moment of silence for Henry Brown, former Mayor of Pembroke

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest declared.

4. Approval/Amendment of Meeting Agenda

Motion:

Moved by Councillor Plummer

Seconded by Councillor Jacyno

That the agenda of the Finance & Administration Committee meeting of September 3, 2024, be approved as circulated.

Carried

5. Approval of Minutes

- Combined Committee – August 13, 2024

Motion:

Moved by Councillor Purcell

Seconded by Councillor Plummer

That the minutes of the Combined Committee meeting of August 13, 2024, be approved as circulated.

Carried**6. Business Arising from Minutes**

There was no business arising from the minutes.

7. Presentations/Delegations

a. Laurentian Valley Grains & Smith's Storage – Proposed Donation of Land for Sportsplex
Darcy and Lyndsay Smith, Co-Owners of Laurentian Valley Grains and Smith's Storage were in attendance to speak to correspondence sent to the City in late June 2024.

Discussion was held including the following:

- Questions regarding is the land servicing opportunities on it
- It was discussed that Pembroke also has land in the industrial park strategically located off the highway 17, by hotels, and fully serviced
- It was stated that the correspondence was positioned to ensure discussions on future of recreation infrastructure for the area and exploration of what a cross-municipal partnership model may look like to serve residents in the area

8. New Business

a. Sportsplex Facility Joint Committee

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

- It was highlighted that Laurentian Valley Township correspondence that a true partnership with a 50% partnership in cost and in turn through their correspondence indicates an interest of committing 50% cost sharing
- It was discussed that an intensive design process will be required coupled with realistic costs, contingencies and funding models
- It was stated that the Committee process (with all partners present) will establish a draft terms of reference, committee structure, budget (and associated commitments) for presentation to all Councils for review
- The need for continued momentum with timely milestones and deadlines was stressed as the initiative has many facets and considerations across multiple municipal borders

Motion:

Moved by Councillor Plummer

Seconded by Councillor Jacyno

That the Finance and Administration Committee approve the Township of Laurentian Valley's request to have three representatives on the Sportsplex Facility Joint Committee.

Carried

b. PFD Monthly Report August 2024

Chief Selle presented the information report.

c. Update on Recreational Burning By-law 2023-63

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

- It was stated that the new by-law has not resulted in a high amount of calls/complaints. This is taken as a positive sign that it is a working model for recreational burning.
- In addition, a notice for renewal of permits strategy was discussed, with staff potentially providing communications to current permit owners that renewal time is approaching.

d. Municipal Canada Community Building Fund (CCBF) Funding Agreement

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

e. Asset Retirement Obligation Policy

Financial Planning Analyst Belaire presented the report. A discussion was held and the following points were raised:

- It was stated that consultants will be completed in late September.
- A full inventory of City assets are identified and are being assessed

Motion:

Moved by Mayor Gervais

Seconded by Councillor Kuehl

That the Finance and Administration Committee approve the City of Pembroke's Asset Retirement Obligation Policy in accordance with Public Sector Accounting Board Section 3280: Asset Retirement Obligations, as presented.

Carried

f. Zero Emission Vehicle Infrastructure Program (ZEVIP) Funding Application

CAO Unrau presented the information report indicating that a resolution would be coming forward to the Council meeting later in the evening. A discussion was held, and the following points were raised:

- It was highlighted that the ZEVIP application can be layered on top of the FCM application
- Multiple areas in the City were surveyed for use of a depot and charging station, with the site's ability to be secured and capacity for sufficient power supply being critical factors.

9. Adjournment

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the Finance and Administration Committee meeting of September 3, 2024, adjourn at 7:39 p.m.

Carried