

Draft Finance and Administration Committee Meeting Minutes

Council Chambers
Pembroke, Ontario
November 5, 2024
8:06 p.m.

1. Call to Order

Present:

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

Regrets:

Also Present:

Dave Unrau, Chief Administrative Officer
Victoria Charbonneau, Municipal Clerk
Chief Scott Selle, Pembroke Fire Department
A. Lohtie, Treasurer/Deputy Clerk

Deputy Mayor Abdallah called the meeting to order at 8:06 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest declared.

3. Approval/Amendment of Meeting Agenda

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Purcell

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

Carried

4. Approval of Minutes

- Finance and Administration Committee – October 1, 2024

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the minutes of the Finance and Administration Committee meeting of October 1, 2024, be approved as circulated.

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. New Business

a. PFD Monthly Report 2024

Chief Selle presented the information report.

- Follow up on timing of burn permit issuance and if all permits can be renew on a calendar year. Response included difficulty in prorating annual fee for late registrations

b. Monthly Accounts (January, February, March 2024)

Treasurer/Deputy Clerk Lochtie presented the information report.

- It was noted that April 2024 is included in this report (although not in the title) 8:22

Motion:

Moved by Deputy Mayor Abdallah

Seconded by Councillor Jacyno

That the Finance and Administration Committee accept the monthly accounts, as presented.

Carried

c. Warming Center 2024-2025

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

- It was discussed that a meeting was held with Farmer's Market, and downtown representatives, the Warden of the County, Council representatives. Discussion at this meeting included a list of concerns regarding transition of site after the Warming Centre, the fact that the site will be for the upcoming 2024/2025 cold season only, and that the County will be investigating an alternative site for 2025/2026. To note, it was stated that the County of Renfrew would be coordinating the overall operation of the Warming Centre will be done through McKay Manor for the upcoming season.
- A detailed response on the matter can be viewed on the YouTube recording of the November 5, 2024 Finance and Administration Committee meeting with the time stamp of approximately 8:25 p.m.

Direction: Committee directs staff to schedule a meeting with the City's Provincial Member of Parliament to address the Warming Centre in Pembroke and formulate a plan/strategy to address the matter for the 2025/2026 season, and communication with upper levels of government in response to the matter.

Motion to Table:

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance and Administration Committee table expenditure of \$100,000 plus \$10,000 for the 2024/2025 Warming Center and the location of the Farmers Market, as presented, until further information is presented from the County of Renfrew in the form of a budget.

Councillor Plummer called for a recorded vote.

Yea: Councillor Kuehl, Councillor Plummer

Nea: Deputy Mayor Abdallah, Councillors: Jacyno, Lafreniere, Purcell, Mayor Gervais

Defeated 5:2

Motion:

Moved by Councillor Purcell

Seconded by Councillor Lafreniere

That the Finance and Administration Committee approve the expenditure of \$100,000 plus \$10,000 for the 2024/2025 Warming Center and the location of the Farmers Market, as presented.

Councillor Plummer called for a recorded vote.

Yea: Deputy Mayor Abdallah, Councillors: Jacyno, Lafreniere, Purcell, Mayor Gervais

Nea: Councillor Kuehl, Councillor Plummer

Carried 5:2

d. City Hall Staffing

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

- Questions regarding to outsourcing payroll and Human Resources services (e.g. third party for payroll and/or contracting the County of Renfrew for Human Resources on an as needed basis)
- Responses included that the City receives support through legal representation for HR support when needed. It was stated that staff recognize the value in the intuitive function of having an in-house Human Resource Generalist
- It was stated that there are several efficiencies to be found in the addition of new roles as outlined in the report
- Questions regarding funding of new positions and the long-term effects on the corporation's budget

Motion:

Moved by Councillor Kuehl

Seconded by Councillor

That the Finance and Administration Committee address the City Hall Staffing report options during budget deliberations.

Carried

Councillor Jacyno exited the room at 9:51 p.m.

Councillor Jacyno returned to the room at 9:53 p.m.

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

Per section 7.2.6 motion to extend the meeting the hour

Carried

7. Adjournment

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Jacyno

That the Finance and Administration Committee meeting of November 5, 2024, adjourn at 8:07 p.m.

Carried