

Finance and Administration Committee Meeting Minutes

Council Chambers
Pembroke, Ontario
January 7, 2025
6:13 p.m.

1. Call to Order

Present:

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

Regrets:

Councillor Purcell

Also Present:

Dave Unrau, Chief Administrative Officer
Victoria Charbonneau, Municipal Clerk
Scott Selle, Chief Pembroke Fire Department
Angela Lochtie, Treasurer/Deputy Clerk

Deputy Mayor Abdallah called the meeting to order at 6:13 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

Resolution FA25-01-01:

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the agenda of the Finance & Administration Committee meeting of January 7, 2025, be approved as circulated.

Carried

4. Approval of Minutes

- Finance and Administration Committee – December 3, 2024

Resolution FA25-01-02:

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the minutes of the Finance and Administration Committee meeting of December 3, 2024, be approved as circulated.

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. Delegations/Presentations

Mr. Rod Sinclair and Mr. Kevin Mitchell of Baker Tilly were in attendance to present the 2023 City of Pembroke Audited Financial Statements.

7. New Business**a. 2023 Audited Financial Statements**

Treasurer/Deputy Clerk Lochtie presented the report.

Resolution: FA25-01-03:

Moved by Councillor Lafreniere

Seconded by Mayor Gervais

That the Finance and Administration Committee endorse and recommend to Council acceptance of the draft Consolidated Financial Statements for the year ended December 31, 2023 as final, as presented.

Carried

b. PFD Monthly Report 2024

Chief Selle presented the information report.

- Highlights were made about public safety messaging respecting unsafe ice. It was noted that public service announcement advertisements will continue to run. It was stressed that no ice is safe ice and for the public to remain extremely cautious of the conditions.

c. Review of Just in Time Agreement with Red Cross

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

- It was noted that the agreement was brought forward at the beginning of 2024, and it was approved by Council.
- It has been recommended by Red Cross that a Just in Time Agreement be brought forward at the beginning of each year on an annual basis.
- If committee agrees to the agreement, it will be appended to the City's Emergency Plan.

Resolution FA 25-01-04:

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That the Finance and Administration Committee approve the Just in Time (JIT) agreement with the Canadian Red Cross Society to be implemented during emergencies in the City of Pembroke, as presented.

Carried

d. Emergency Plan Update By-law 2023-75

Chief Selle presented the report.

Resolution FA25-01-05:

Moved by Councillor Plummer

Seconded by Councillor Lafreneiere

That the Finance and Administration Committee approve the update of By-law 2023-75, a by-law to authorize and adopt the City of Pembroke's Emergency Management Program and Emergency Plan to reflect the updated Emergency Plan as outlined in Schedule "A", as presented.

8. Adjournment

Resolution: FA-25-01-06

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the Finance and Administration Committee meeting of January 7, 2025, adjourn at 6:53 p.m.

Carried