

# Finance and Administration Committee Meeting Minutes

Council Chambers  
Pembroke, Ontario  
March 4, 2025  
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 (virtual)

### Regrets:

### Also Present:

Dave Unrau, Chief Administrative Officer  
Victoria Charbonneau, Municipal Clerk  
Elijah McKeown, Tourism & Digital Media Officer  
Scott Selle, Chief Pembroke Fire Department  
Angela Lochtie, Treasurer/Deputy Clerk

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

## 3. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest declared.

## 4. Approval/Amendment of Meeting Agenda

### Resolution FA25-03-01

Moved by Councillor Plummer

Seconded by Councillor Lafreniere

That the agenda of the Finance & Administration Committee meeting of March 4, 2025, be approved as circulated.

### Carried

## 5. Approval of Minutes

a. Finance and Administration Committee – January 7, 2025

### Resolution FA25-03-02

Moved by Councillor Kuehl

Seconded by Councillor Jacyno

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

**Carried**

- b. Finance and Administration Committee – Budget Meetings – December 10, 11, 2024, January 6, 14, 27, 2025

**Resolution FA25-03-03**

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That the minutes of the Finance and Administration Committee Budget Meetings of December 10 and 11, 2024, January 6, 14, and 27, 2025, be approved as circulated.

**Carried**

**6. Business Arising from Minutes**

There was no business arising from the minutes.

**7. Presentations and Delegations**

- a. Librarian of the Year

Karthi Rajamani, CEO of the Pembroke Public Library

The Chair of the meeting provided an overview of the Angus Mowat Award of Excellence from the Ontario Ministry of Tourism, Culture, and Gaming that was awarded to the Pembroke Public Library.

In addition, the Chair detailed that Ms. Rajamani was awarded the 2025 W.J. Robertson Medallion for Public Librarian of the Year for her transformative leadership of the Pembroke Public Library.

- b. Pembroke Handi-Bus Presentation

Dan Callaghan, Manager of the Pembroke Handi-Bus was in attendance to provide an overview of Pembroke Handi-Bus services.

- A question from the presenter was provided regarding AODA regulations pertaining to the Handi-bus service and the upcoming pilot project for an on-demand transit system in the city
- It was noted by presenter that per legislation, if fees for the regular transit are substantially lower than the accessible services provided, the fares have to be comparable, or consistent according to his interpretation of the legislation
- Council iterated support for the Handi-Bus and the important role the service plays
- Importance of the City and Handi-Bus working together to provide required services to City of Pembroke rate payers

**DIRECTION:** That staff to look into the AODA regulations and how these relate to any fares the City sets for the On Demand Transit Service and if they have any influence on Handi-Bus service fares.

- c. Ottawa Valley Tourist Association Annual Budget

Melissa Marquardt, County of Renfrew Economic Development Manager and Stefi Van Wijk, Ottawa Valley Tourist Association Board of Directors Chair were present to provide an overview of the OVTA membership, services, and marketing projects.

- Questions regarding the plan from the impending Municipal Accommodation Tax (MAT) and how the OVTA plans to utilize their portion of the MAT revenue from Pembroke.
- It was responded that discussions with OVTA, City of Pembroke staff, and stakeholders to shape and solidify the plan in June 2025.
- The importance of utilizing the MAT dollars generated by City funds going directly to City of Pembroke specific initiatives.

a. Municipal Accommodation Tax Municipal Funds Allocation

Tourism and Digital Media Officer McKeown presented the MAT Municipal Funds Allocation report. A discussion was held and the following points were raised:

- MAT was officially launched January 1, 2025.
- There has been little negative feedback relayed to the city from accommodation providers since the tax implementation
- A policy is required to responsibility track and disperse the funds, to ensure they are used strategically and effectively in a structured framework for tourism and/or tourism adjacent projects to remain aligned with City priorities moving forward.
- Noted that added percentages of MAT spending per area of City may be too specific
- The policy can be updated as the program proceeds subsequently being reviewed and updated as required.
- 4.3 – it was recommended to update the policy to reflect “Recreation/Cultural Programs and Facilities Impacting Visitors” as cultural programs can attract tourism.

**Resolution FA 25-03-04**

Moved by Councillor Plummer

Seconded by Councillor Lafreniere

That the Finance and Administration Committee adopt a Municipal Accommodation Tax (MAT) Municipals Funds Allocation Policy, as presented.

**Carried**

b. PFD Monthly Report – February 2025

Chief Selle presented the information report.

c. Mutual Aid Plan for the Fire Services Within Renfrew County, Update By-law 2020-72

Chief Selle presented the report.

**Resolution FA 25-03-05**

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

That the Finance and Administration Committee endorse and recommend to Council approval of By-law 2020-72, authorizing the Pembroke Fire Department to be a participant in the Renfrew County Mutual Aid Plan, as presented.

**Carried**

d. Municipal Forest Fire Agreement

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

- Estimates provided on costs involved in the City contracting emergency services independently.

**Resolution FA 25-03-06**

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance and Administration Committee approve the entering into an agreement with the Aviation, Forest Fire and Emergency Services (AFFES), a division of the Ministry of Natural Resources (MNR), as presented.

**Carried**

e. Energy Audit Report – Victoria Hall

Treasurer/Deputy Clerk Lochtie presented the information report. A discussion was held, and the following points were raised:

- Significance of the historic value of the building and the support to maintain it
- Questions surrounding notification period for current tenants. It was responded that a significant notice period was included in the project timeline to ensure the tenant has a long lead time to seek out alternate locations for their activities during renovation.

f. Tangible Capital Asset Policy

Treasurer/Deputy Clerk Lochtie presented the report. A discussion was held, and the following points were raised:

- The policy has been renamed and restructured to provide formal authority to the Treasurer to update appendices as the City's asset management policies continue to evolve

**Resolution FA 25-03-07**

Moved by Councillor Lafreniere

Seconded by Councillor Jacyno

That the Finance and Administration Committee endorse and recommend to Council for approval the revised City of Pembroke's Tangible Capital Asset Policy (formerly Fixed Asset Policy), as presented.

**Carried**

g. Section 357 Property Tax Adjustments for Partially Damaged Buildings

Treasurer/Deputy Clerk Lochtie presented the report. A discussion was held, and the following points were raised:

- It was asked if the municipality is obligated to provide the property tax break
- Response included that the municipality can determine the rate of the tax break
- Questions regarding how many requests are received on average per year, it was responded that a couple a year are received by the municipality
- It was stated that this is a new download and not typically within municipal staff's expertise when it comes to assessing properties. Therefore, it was the consensus that a flat rate for a tax rebate is an easier approach for municipal staff to apply

**Resolution FA 25-03-08**

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That the Finance and Administration Committee endorse and recommend to Council for approval to accept staff recommendation of a flat 0% property tax rate for Section 357 applications related to partially damaged buildings and/or major renovations.

**Carried**

DIRECTION: That staff work with Council and seek a delegation at next AMO conference, in consultation with the MPP on this matter.

**8. Adjournment**

**Resolution: FA-25-03-09**

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance and Administration Committee meeting of March 4, 2025, adjourn at 7:40 p.m.

**Carried**