

# **Finance and Administration Committee Meeting Minutes**

Council Chambers  
Pembroke, Ontario  
November 4, 2025  
7:10 p.m.

## **1. Call to Order**

### **Present:**

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

### **Regrets:**

Councillor Jacyno

### **Also Present:**

Dave Unrau, Chief Administrative Officer  
Victoria Charbonneau, Municipal Clerk  
Chief Scott Selle, Pembroke Fire Department

Deputy Mayor Abdallah called the meeting to order at 7:10 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 FA25-11-01**

Moved by Councillor Kuehl

Seconded by Councillor Plummer

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

**Carried**

## **4. Approval of Minutes**

a. Finance and Administration Committee – October 7, 2025

### **Resolution FA25-11-02**

Moved by Councillor Lafreniere

Seconded by Councillor Plummer

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

**Carried**

## **5. Business Arising from Minutes**

There was no business arising from the minutes.

## **6. Presentations and Delegations**

### **7. New Business**

#### **a. PFD October 225 Monthly Report**

Chief Selle presented the information report.

#### **b. Fire Marque Inc. Agency Agreement**

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

- It was asked what the city is currently doing to handle these files and potential claim collection. Response included that the city currently has no provisions in place.
- Concerns over the potential raise in insurance premiums was raised. It was stated that during initial meetings with the service provider this service has no impact on insurance premiums.
- It was indicated that discernment over the claim types would be reviewed carefully.
- Question was raised if the fee by-law had different charges for fires deemed to have illegal activity as the cause. Response included that the matter would need to be looked at closer to obtain the information.

#### **Resolution FA 25-11-03**

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

That the Finance and Administration Committee endorse and recommend Council approve the execution of an Agency Agreement with Fire Marque Inc. (FMI) designating FMI as agent for the City of Pembroke for the purpose of filing claims to recover certain costs associated with fire responses by the Pembroke Fire Department.

**Carried**

#### **c. Integrity Commissioner and Closed Meeting Investigator Services Amending Agreement**

Clerk Charbonneau presented the report. A discussion was held, and the following points were raised:

#### **Resolution FA 25-11-04**

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance and Administration Committee endorse and recommend to Council that Mary Ellen Bench, Bench Municipal: Law + Governance be reappointed for a further 6 months to August 19, 2026 as the City of Pembroke's Integrity Commissioner and Closed Meeting Investigator.

- Discussion that the amending agreement section 6.a states the Integrity Commissioner may release the consultant at any time from the contract with 30 days written notice.

Councillor Kuehl sought consent of committee to withdraw the motion to extend the contract for a 6-month period

**Resolution FA 25-11-05**

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the Finance and Administration Committee endorse and recommend to Council that Mary Ellen Bench, Bench Municipal: Law + Governance be reappointed for a further 3 years to January 1, 2029 as the City of Pembroke's Integrity Commissioner and Closed Meeting Investigator.

**Carried**

**8. Adjournment**

**Resolution: FA-25-11-06**

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Finance and Administration Committee meeting of November 4, 2025, adjourn at 7:59 p.m.

**Carried**