



Agenda

Planning and Development Committee

Following the Special Council Meeting
Chair: Councillor Jacyno
Tuesday, May 6, 2025
Council Chambers
6:30 p.m.

(This meeting is live streamed on the [City's YouTube page](#) or it can be viewed on YourTV Community Channel 12)

1. **Land Acknowledgement**
2. **Call to Order**
3. **Disclosure of Pecuniary Interest & General Nature Thereof**
4. **Approval/Amendment of Meeting Agenda**
5. **Approval of Minutes**
 - Planning and Development Committee – April 1, 2025
6. **Business Arising from Minutes**
7. **Presentation and Delegations**
 - a. Ottawa River Regulations Secretariat
 - *Members of the Ottawa River Regulations Secretariat*
8. **New Business**
 - a. CIP Request for 96 Pembroke Street West – Economic Development and Communication Officer Sutherland
 - b. CIP Request for 126-128 Pembroke Street West - Economic Development and Communication Officer Sutherland
 - c. Proposal for PBIA Pilot Program to Manage Downtown Parking Meters (July – December 2025) – By-law Officer Kuno
 - d. Sale of Land at End of Horace Street Opened Road Allowance – Director Sauriol
 - e. Sale of Land Julien Street and Almira Street Opened Road Allowances – Director Sauriol
 - f. Sale of Garden Street Parkette (730 Cecelia Street) – Director Sauriol
9. **Adjournment**

Draft Planning & Development Committee Meeting

Council Chambers
Pembroke, Ontario
April 1, 2025
7:01 p.m.

1. Call to Order

Present:

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

Regrets:

Councillor Lafreniere

Also, Present:

David Unrau, Chief Administrative Officer
Victoria Charbonneau, Municipal Clerk
Scott Selle, Pembroke Fire Department Fire Chief
Colleen Sauriol, Director of Planning, Building and By-law Enforcement

Councillor Jacyno called the meeting to order at 7:01 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interests declared.

3. Approval/Amendment of Meeting Agenda

Resolution: PD25-04-01

Moved by Councillor Plummer

Seconded by Deputy Mayor Abdallah

That the agenda of the Planning & Development Committee meeting of April 1, 2025, be approved as circulated.

Carried

4. Approval of Minutes

Resolution: PD25-04-02

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the minutes of the February 4, 2025, meeting of the Planning and Development Committee be approved as circulated.

Carried

5. Business Arising from Minutes**6. Presentation and Delegations**

a. Renfrew County Catholic District School Board (RCCDSB) – Bob Schreader, Renfrew County Catholic District School Board Chairperson and Mark Searson, Director of Education were in attendance to provide a presentation on a second entrance to the Bishop Smith Catholic High School campus through Horace Street. A discussion was held and the following points were raised:

- It was highlighted that BSCH recently built a track that meets provincial standards, this is the only regulation track within Renfrew County, and has capacity to host large events that attract a number of people
- Role the school space plays in emergency preparedness for the City of Pembroke and other organizations.
- The school board is prepared to construct and fund a proper roadway to accommodate the second entrance
- Questions regarding about the road being open to all traffic opposed to just school bus traffic. Miscommunication occurred on this front and will be reflected in the final plan. It was stated that the natural traffic flow is anticipated to be highest during morning and then afternoon.

7. New Business

a. RCCDSB – Horace Street Second Entrance
CAO Unrau presented the information report.

b. PFD Monthly Report - March

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

b. By-law Enforcement Request – 58 Pembroke Street West, 120 Lake Street, 227 Lake Street & 185 Prince Street - Synercapital

Director Sauriol presented the report. A discussion was held and the following points were raised:

- It was questioned if there should be some cost recovery for the services provided to get the City's permission to appoint additional enforcement appointees
- It was asked to see if there was opportunity to have a report of the overall ticketing process. Response included that a report could be generated indicating the number of ticket issuers and number of tickets issued per calendar year.

Resolution PD25-04-03

Moved by Councillor Kuehl

Seconded by Deputy Mayor Abdallah

That the Planning and Development Committee approve the appointment of Kevin Mortin to issue parking tickets at 58 Pembroke Street West, 120 Lake Street, 227 Lake Street and 185 Prince Street, as presented.

Carried

c. Three-Year Extension – Brundage Farm Subdivision – Bearinvest Ltd. (Formerly Burcom Developments Inc.)

Director Sauriol presented the report. A discussion was held and the following points were raised:

- A question regarding if there is a charge for the extension of the agreement? The question was followed up by a thought that fees could be for example, be similar to the County of Renfrew at \$1,000 and an extension be for a maximum of one year before applying for another year extension with associated fee
- Response indicated that there is currently no charge. Charges need to be reflected in the Fees and Charges by-law.

DIRECTION: That Staff look into implementing additional charges for planning services such as the recommended extension fee.

Resolution PD25-04-04

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Planning and Development Committee approve a one-year extension to Bearinvest Ltd for the Brundage Farm Subdivision, as presented.

Carried

9. Adjournment

Resolution PD25-04-05

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Planning & Development Committee meeting of April 1, 2025, adjourn at 7:59 p.m.

Carried



Committee Report

To: Councillor Ed Jacyno, Chair
Planning and Development Committee

From: Heather Sutherland
Economic Development & Communications Officer

Date: 2025-05-06

Re: **CIP Request for 96 Pembroke Street West**

Recommendation:

The Community Improvement Panel recommends that \$386.70 is granted to Angela Cadeau and Sara Chartrand, tenants of 96 Pembroke St. W., for the Community Improvement Plan Downtown Heritage Façade Improvement Grant.

CAO Review:

The report has been reviewed and I concur with the information and recommendation.

Financial Comment:

According to the provided low quote, \$773.40 plus HST will be spent on the new sign. Based on the Downtown Heritage Façade Improvement Grant guidelines, 50% of the work can be reimbursed up to a maximum of \$5,000. Therefore, this applicant is eligible for \$386.70 under the Downtown Heritage Façade Improvement Grant.

In total, this applicant will be eligible for \$386.70 under the Community Improvement Plan.

This expenditure is covered within the 2025 Community Improvement Plan budget, which has \$48,815 uncommitted.

Background:

The Community Improvement Panel held a meeting April 29, 2025. It reviewed an application from Angela Cadeau and Sara Chartrand, tenants of 96 Pembroke St. W. The application is for the Downtown Heritage Façade Improvement Grant. The applicant is a



new tenant is installing a new business sign at this location. Previous façade work has been done to this space in 2017.

The Downtown Heritage Façade Improvement Grant applies to properties within the Pembroke Business Improvement Area boundaries. It is intended for the improvement to front or exterior facades that front onto a public street for commercial, mixed-use or industrial properties. This grant is intended to encourage aesthetic improvements to buildings and properties and support continued maintenance and upkeep of the building stock with a heritage design element.

According to the Community Improvement Plan requirements, the subject property shall not be in arrears of any municipal taxes, area rates, or other charges, nor have any outstanding work orders from the Fire Department or Building Department. The Fire and Building departments reported no outstanding work orders, and the Treasury Department reported no arrears.

Discussion:

The panel voted unanimously to recommend the application for approval. It also noted it liked how all the quotes were provided by local contractors.

Strategic Plan Impact:

The application satisfies the continuation of current economic development and growth programs.

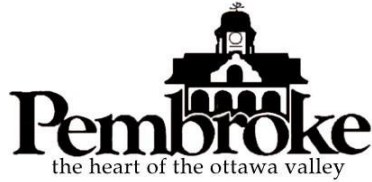
Attachments:

None.

Respectfully submitted,

Heather Sutherland
Economic Development & Communications Officer

Dave Unrau
Chief Administrative Officer/Clerk



Committee Report

To: Councillor Ed Jacyno, Chair
Planning and Development Committee

From: Heather Sutherland
Economic Development & Communications Officer

Date: 2025-05-06

Re: **CIP Request for 126-128 Pembroke Street West**

Recommendation:

The Community Improvement Panel recommends that \$5,475 is granted to Nick Potvin, owner of 126-128 Pembroke St. W., for the Community Improvement Plan Downtown Heritage Façade Improvement Grant.

CAO Review:

The report has been reviewed and I concur with the information and recommendation.

Financial Comment:

According to provided low quote, \$10,950 plus HST will be spent on the new window and door. Based on the Downtown Heritage Façade Improvement Grant guidelines, 50% of the work can be reimbursed up to a maximum of \$5,000 per entrance. Therefore, this applicant is eligible for \$5,475 under the Downtown Heritage Façade Improvement Grant.

In total, this applicant will be eligible for \$5,475 under the Community Improvement Plan.

This expenditure is covered within the 2025 Community Improvement Plan budget, which has \$48,815 uncommitted.

Background:

The Community Improvement Panel held a meeting April 29, 2025. It reviewed an application from Nick Potvin, owner of 126-128 Pembroke St. W. The application was for the Downtown Heritage Façade Improvement Grant. The applicant is replacing an entrance door at 126 Pembroke St. W. and commercial windowpane at 128 Pembroke St. W. with



similar units that are more energy efficient and functional. Previous façade work has been done to this space in 2015.

The Downtown Heritage Façade Improvement Grant applies to properties within the Pembroke Business Improvement Area boundaries. It is intended for the improvement to front or exterior facades that front onto a public street for commercial, mixed-use or industrial properties. This grant is intended to encourage aesthetic improvements to buildings and properties and support continued maintenance and upkeep of the building stock with a heritage design element.

According to the Community Improvement Plan requirements, the subject property shall not be in arrears of any municipal taxes, area rates, or other charges, nor have any outstanding work orders from the Fire Department or Building Department. The Fire and Building departments reported no outstanding work orders, and the Treasury Department reported no arrears.

Discussion:

The panel voted unanimously to recommend the application for approval. It also noted it liked how all the quotes were provided by local contractors.

Strategic Plan Impact:

The application satisfies the continuation of current economic development and growth programs.

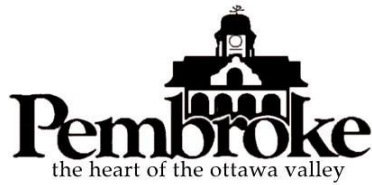
Attachments:

None.

Respectfully submitted,

Heather Sutherland
Economic Development & Communications Officer

Dave Unrau
Chief Administrative Officer/Clerk



Committee Report

To: Councillor Ed Jacyno
Planning and Development Committee

From: Michaela Kuno
Planning, Building & By-law Enforcement Department

Date: 2025-05-06

Subject : **Proposal for PBIA Pilot Program to Manage Downtown Parking Meters (July – December 2025)**

Recommendation:

That the Planning and Development Committee consider the proposal to transfer the responsibility for the management of downtown parking meters from the Municipal Bylaw Department to the Pembroke Business Improvement Area (PBIA), and select one of the following options:

1. Not to proceed with the pilot program
2. Allow a 6-month pilot project effective July 1, 2025 through December 31, 2025
3. Make the pilot permanent

CAO Review :

Reviewed and approved.

David Unrau, P.Eng., PMP

Financial Comment:

If this pilot project is approved, revenue generated from coin collection of the parking meters will be retained by the PBIA. In 2024, the coin revenue collected from the downtown parking meters totaled \$32,214. The City will continue to retain revenue from parking tickets and will maintain administrative duties such as entering tickets, handling complaints, mailing conviction notices, etc. Under the current agreement, the PBIA transfers the City an annual amount of \$21,000 to cover the cost of maintaining parking lots and lost revenue from the parking meters for various "Free Parking" events. For the duration of the pilot program, the PBIA will not transfer a portion of this amount to the City. Instead, the PBIA will reduce its payment to the City by an amount of \$5,250 resulting in a reduction of the levy for 2025 from \$21,000 to \$15,750.



Also in 2024, the revenue from the parking meters totaled \$32,214. Therefore, by offering this 6-month pilot project to the PBIA, the By-law Enforcement Department will lose approximately \$23,170.52 in revenue for 2025 (\$32,214 divided by 2 = \$16,107 (6 months of coin), \$5,250 (PBIA levy for lost revenues from parking meters for a 6-month period) less the savings of staff time of \$5,605.44 - \$2,168.96 = \$3,436.48). It is also anticipated that the revenue for expired meters would be less than the average three-year level of \$11,535.00 as issuing parking tickets could be challenging for the PBIA to consistently enforce the parking bylaw without conflicting their mission to attract visitors downtown. So, there could be a greater revenue loss than the anticipated. Approximately 25% of the department's total parking ticket revenue comes from citations issued for expired meters.

If this program becomes permanent, the By-law Enforcement Department expects to lose approximately \$31,503.12 annually along with a loss in revenue from parking tickets issued at the meters. The main savings for the department would be staff time worth approximately \$11,210.88 annually. This means all of the monthly parking meter duties (list attached) would be eliminated for department staff if the PBIA took over the downtown meters.

Angela Lochtie, Treasurer

Background:

Currently, the City of Pembroke Bylaw Department is responsible for parking meter operations in the downtown core. Councillor Kuehl has asked staff to investigate the matter of having the downtown parking meters managed by the PBIA. The PBIA has indicated an interest in this opportunity to pilot the management of the parking meters. If this pilot project is approved, the PBIA will assume responsibility for the maintenance, enforcement and coin collection of downtown parking meters.

As part of the pilot program, the PBIA will take over the management of parking meters from July 2025 to December 2025, for a period of 6 months. The pilot is designed to assess the feasibility of the PBIA taking on long-term management responsibilities.

Discussion:

The proposed pilot would involve the PBIA managing the 108 parking meters currently located in the downtown core. A significant number of these parking meters are outdated and are no longer serviceable or programmable. This means the hourly rate cannot be increased without a new meter. The cost of replacing the meters would include replacing interior mechanisms (\$209 each) and the exterior housing units (\$289 each), plus installation, as needed. Approximately 70 meters would need to be updated at a cost of \$14,630 plus HST just for the interior mechanisms. If the exterior housing units are required then the total cost for 70 meters is 34,860 plus HST.



The proposed pilot program will also include the PBIA enforcing certain sections of the Parking By-law (ie. expired meters, parking in an accessible parking space without a permit) at the downtown meters and weekly collection of coin from the meters. The By-law Enforcement staff along with staff from the Treasury Department will continue to do the administrative portion of the ticketing process during this trial period, if approved, as the PBIA would not have the approvals or the software to complete the entire process. The By-law Enforcement staff will continue to monitor the parking lots such as Alexander Street parking lot, Market Square parking lot, Shamrock Parking Lot, Patterson Parking Lot, Marina Parking Lot, Waterfront Playground Parking Lot and Cockburn Parking Lot.

Parking ticket revenue from enforcement at the parking meters has averaged \$11,535 annually over the past three years. Coin revenue from the meters in 2024 was \$32,214. As well the PBIA pays \$21,000 on an annual basis to the City for maintaining parking lots and lost revenue from the parking meters for various “Free Parking” events.

The approximate administrative costs of managing parking including the weekly pick up of coin, which was calculated based on a weighted average of bylaw officer and student wages across various duties, totals \$11,210.88 per year – or \$5,605.44 for a period of 6 months. However, the PBIA would assume responsibility for coin collection from the meters during the pilot program and ticketing at the meters, reducing these tasks from the duties of the Bylaw Enforcement Department. The estimated administrative cost of managing parking without coin collection, ticketing and reduced meter repair calls is approximately \$4,337.92 annually, or approximately \$2,168.96 for the 6-month pilot period.

A list of duties required by the By-law Enforcement Officer to issue a parking ticket as well as deposit funds for coins is attached.

Pros of the proposed pilot include:

- It would free up time for Bylaw Enforcement staff to focus on other responsibilities and duties, such as Property Standards enforcement.
- Potential for more community-oriented parking management of the downtown meters.

Cons and considerations:

- The Bylaw Department would lose revenue generated from coin collection and parking meter fines at the downtown meters.
- There may be reduced revenues from expired meter fines, as it could be challenging for the PBIA to consistently enforce the parking bylaw without conflicting their mission to attract visitors downtown.
- Ticket cancellations would be at the discretion of the PBIA, which may lead to a higher rate of cancellations to maintain positive public relations, potentially further impacting fine revenues.



- There is a possibility that the Bylaw Department may not be able to justify hiring a summer student without the associated revenue stream.
- Additional staff time may be required to address parking ticket complaints, as Bylaw Officers would not have issued the tickets directly and may need to investigate enforcement decisions.

Alternatives Considered:

Option #1: Not to proceed with the pilot program

Option #2: Allow a 6-month pilot project

Option #3: Make the pilot permanent

Strategic Plan Impact:

The Strategic Plan promotes partnerships with other organizations.

Attachments:

Appendix A - List of monthly By-law Enforcement Officer duties involved when issuing a ticket at a parking meter.

Respectfully submitted,

Michaela Kuno
Planning, Building and By-law Department

Parking Duties:

- Ticket Revenue Deposit (.5hrs)
- Notice of Incoming Conviction letters (2hrs)
- Coin Collection, Counting and Depositing from Parking Meters (20hrs)
- Notice of Conviction Due Date letters (2hrs)
- Managing Parking Ticket Complaints (1hrs)
- POA Court Documents/Administration (1hr)
- Entering Parking Tickets (2hrs)
- Monthly Parking Reports (1hr)
- Parking Meter Repairs (1hr)
- Plate Denial letters (1hr)



Committee Report

To: Councillor Ed Jacyno
Planning and Development Committee

From: Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department

Date: 2025-05-06

Subject: **Sale of Land at end of Horace Street Opened Road Allowance**

Recommendation:

That the City of Pembroke's Planning and Development Committee endorses and recommends to Council that the land at the end of Horace Street be declared as surplus.

CAO Review :

Reviewed and approved.

David Unrau, P.Eng., PMP

Financial Comment:

There are no financial impacts to this report. All costs associated with the construction of the entrance off the end of Horace Street and any fees associated with the sale of property will be borne by the Renfrew County Catholic District School Board. The School Board has agreed to pay to the City \$10,200 for the purchase of the Horace Street lands.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

At the April 15, 2025 Operations Committee of Council meeting, the following motion was made:

Moved by Councillor Purcell
Seconded by Councillor Kuehl

That the Operations Committee approve the concept in principle of a second entrance to Bishop Smith Catholic High School (BSCHS) at the north end of Horace Street; and



Furthermore, that the City of Pembroke Operations Committee deems the 0.85 acres of City lands adjacent to the school as surplus non-viable lands; and that the City looks for cost recovery from the school board in regards to the purchase of the surplus property.

Carried

Discussion:

The end of Horace Street is an unused portion of an opened City road allowance. The RCCDSB is considering the construction of a second entrance off of Horace Street with no through traffic to Carmody Street.

Horace Street would experience bus traffic for short periods during the am student drop off and short periods during the pm student pick up, Monday to Friday, beginning of September to end of June. The existing access off Carmody Street would remain the entrance for staff, students, parents and deliveries.

The proposed second entrance to BSCHS would need to be constructed over City owned lands (Appendix A). Planning staff have reviewed the City's Sale and Disposition of Land policy and have concluded the City lands at the end of Horace Street are considered "non-viable" lands. Non-viable lands mean these lands cannot be developed on their own. They can only be used by an adjoining property owner in conjunction with their own existing property. The lands are presently zoned 'Open Space-s' therefore, a building permit would not be issued for this land. Based on the City's policy, non-viable lands can be sold at a value of \$12,000 per acre. The piece of land in this case is approximately 0.85 acres, resulting in a value of approximately \$10,200. A survey would not be required as this property has its own PIN number and has a registerable description for land transfer.

As part of the City Sale and Disposition of Land Policy (By-law 2023-36) before any land may be disposed of, Council shall adopt a resolution declaring the subject lands to be surplus to the needs of the municipality. The policy also states that notice shall be given to the abutting landowners of any non-viable land. The method of notice will be by mail or email to the abutting property owners and they will have 20 days to provide any comments. A letter was sent to the two abutting landowners on April 16, 2025. The last day to provide comments is May 6, 2025. Should any submissions or concerns be received from the abutting landowners, such comments shall be indicated at the Planning and Development Committee meeting.

Further the Renfrew County Catholic District School Board hosted an open house to discuss the proposed second access and all landowners along Horace Street were invited to this meeting. The School Board came to the City as a delegation to discuss this issue as well several staff reports were provided to the Operations Committee of Council. This item has been discussed at length and in open meetings as well at an open house. The School Board would like to purchase the land as quickly as possible so that they can begin the tender and construction process. Therefore, considering the time sensitivity for the process of the land sale, at the May 6, 2025 Council meeting (following this committee meeting) the



declaration of surplus land will be before Council under Staff and Committee reports and then a by-law authorizing the sale will be dealt with the same evening.

Alternatives Considered:

N/A

Strategic Plan Impact:

Supports the underlying vision and principle to develop and maintain partnerships with organizations.

Attachments:

Appendix A - Aerial Photo of Area

Respectfully submitted,

Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department

Appendix A

City Lands to be Sold to Renfrew County District Catholic School Board

 Land to be Sold

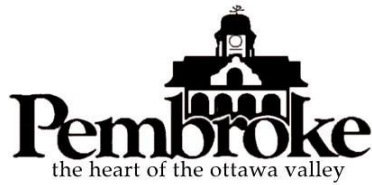
Apr 16, 2025



Scale 1: 2,500

0 100 200 metres





Committee Report

To: Councillor Ed Jacyno
Planning and Development Committee

From: Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department

Date: 2025-05-06

Subject: **Sale of Julien Street and Almira Street Unopened Road Allowances**

Recommendation:

That the City of Pembroke Planning and Building Committee endorse and recommend to Council approval of the following resolution:

Whereas the City of Pembroke Planning and Building Committee has reviewed the unopened road allowances located at Julien Street and Almira Street; and

Whereas these unopened road allowances are no longer required for municipal purposes;

Now therefore be it resolved that, the City of Pembroke Council declares the Julien Street and Almira Street unopened road allowances as surplus lands; and

That Council gives notice of its intent to permanently stop up and close the said unopened road allowances at its meeting of May 6, 2025; and

That City staff send a letter to the abutting property owners of the non-viable portion of Julien Street advising of Council's intent to declare the lands surplus and to add the lands to the City's surplus land inventory available on the municipal website; and

Further That a subsequent report be brought forward following the completion of the 20-day public comment period, recommending the sale of the two parcels of land together with a proposed development agreement.

CAO Review :

Reviewed and approved.

David Unrau, P.Eng., PMP



Financial Comment:

Additional residential taxes will be received for this proposed development. Secondly the cost of acquiring the Julien Street road allowance will be approximately \$2,787.84 plus the cost of a survey. The cost to acquire the Almira Street road allowance will be determined by an appraisal. The cost of both pieces of land, the appraisal for Almira Street road allowance and the surveys will be at the purchaser's expense.

The purchaser has agreed to pay to the City \$2,787.84 for the purchase of the unopened portion of Julien Street.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

At the February 18, 2025 Council in Caucus meeting, direction was provided to staff to sell a portion of the Julien Street road allowance (between Norman Street and Almira Street) to allow for the development of 14 residential units (Appendix A - site plan) subject to a rezoning. Further direction was provided that should the developer wish to purchase the unopened portion of Almira Street, then staff is to have the land appraised.

Discussion:

Mr. Decaire has indicated an interest in purchasing the unopened portion of Almira Street (between Julien Street and Thompson Street). Staff has contacted Rivington Appraisers for an appraisal of this property. There are no development plans for this piece of land at this time. The appraisal was requested on April 9/25 and has not yet been completed.

Secondly, Mr. Decaire has indicated he also wants to purchase the unopened portion of Julien Street and has provided a site plan illustrating 7 townhouse units with a secondary dwelling in each unit for a total of 14 residential units. The Julien Street road allowance will be for a private driveway to access his rowhouse units. Mr. Decaire would not require the Almira Street road allowance for this proposed development. Mr. Decaire proceeded with the rezoning based on Council's approval in principle to sell the unopened portion of Julien Street to Mr. Decaire. The rezoning by-law was approved on April 15/25 and the 20 day appeal period ends on May 6/25.

As part of the City's Sale and Disposition of Land Policy (By-law 2023-36), Julien Street, as a private driveway (which means the units would be rentals), would be considered a non-viable piece of land and the land would be valued at \$12,000 per acre. Non-viable property means the land is of insufficient size and shape to permit development unless developed in conjunction with abutting land. Non-viable lands means a building permit cannot be granted. Based on the size of the Julien Street road allowance lands between Norman Street and Almira Street, the cost to purchase 0.23 acres is approximately \$2,787.84. A



survey would be required to know the exact dimensions as well as have a legal description for the transfer of this land. The cost of the survey would be at the expense of the purchaser.

The Almira Street property; however, would be considered a viable property because of its frontage and size. A building permit could be issued for a single detached dwelling on this property. If a property is considered viable, an appraisal of the property is required. The cost of the appraisal would be added to the cost of the land and paid by the purchaser. A survey would be required to obtain a legal description for the transfer of this land. The cost of the survey would be at the expense of the purchaser.

As part of the City Sale and Disposition of Land Policy (By-law 2023-36) before any land may be disposed of, Council shall adopt a resolution declaring the subject lands to be surplus to the needs of the municipality. The policy also states that notice shall be given to the abutting landowners of any non-viable land (ie. Julien Street unopened road allowance). The method of notice will be by mail or email to the abutting property owners and they will have 20 days to provide any comments. In regards to viable land (unopened portion of Almira Street road allowance) public notice of the proposed disposal of viable surplus land shall be posted on the City's website for a period of 20 days. Once direction is provided to declare the land surplus, a letter will be sent to the abutting landowners of the non-viable lands. Should any submissions or concerns be received from the public, such comments shall be considered by Council during an open public meeting and prior to the by-law authorizing the sale being passed. As a note there were no objections received for the rezoning of the land for the 14 residential units. A Site Plan Agreement is required for this development.

As part of the sale of these two pieces of property, the City must stop up and close the unopened portion of Almira Street and Julien Street since the Julien Street road allowance will be used as a private driveway for the proposed development and Almira Street road allowance will be used for residential units. The Ontario Municipal Act permits municipalities to pass by-laws regarding the closure of highways as well as the sale of land.

The Operations Department has reviewed this request and has no concerns with the sale and closing of a portion of Julien Street and Almira Street.

Alternatives Considered:

The options considered were as follows:

- 1) Sell and stop up and close the Julien Street and Almira Street road allowances;
- 2) Do not sell the road allowances and have the developer build on his property; however, access may be an issue.

Based on the information provided in this report, staff is recommending the sale as well as the stop up and close of the unopened portion of Julien Street and Almira Street road allowances.



Strategic Plan Impact:

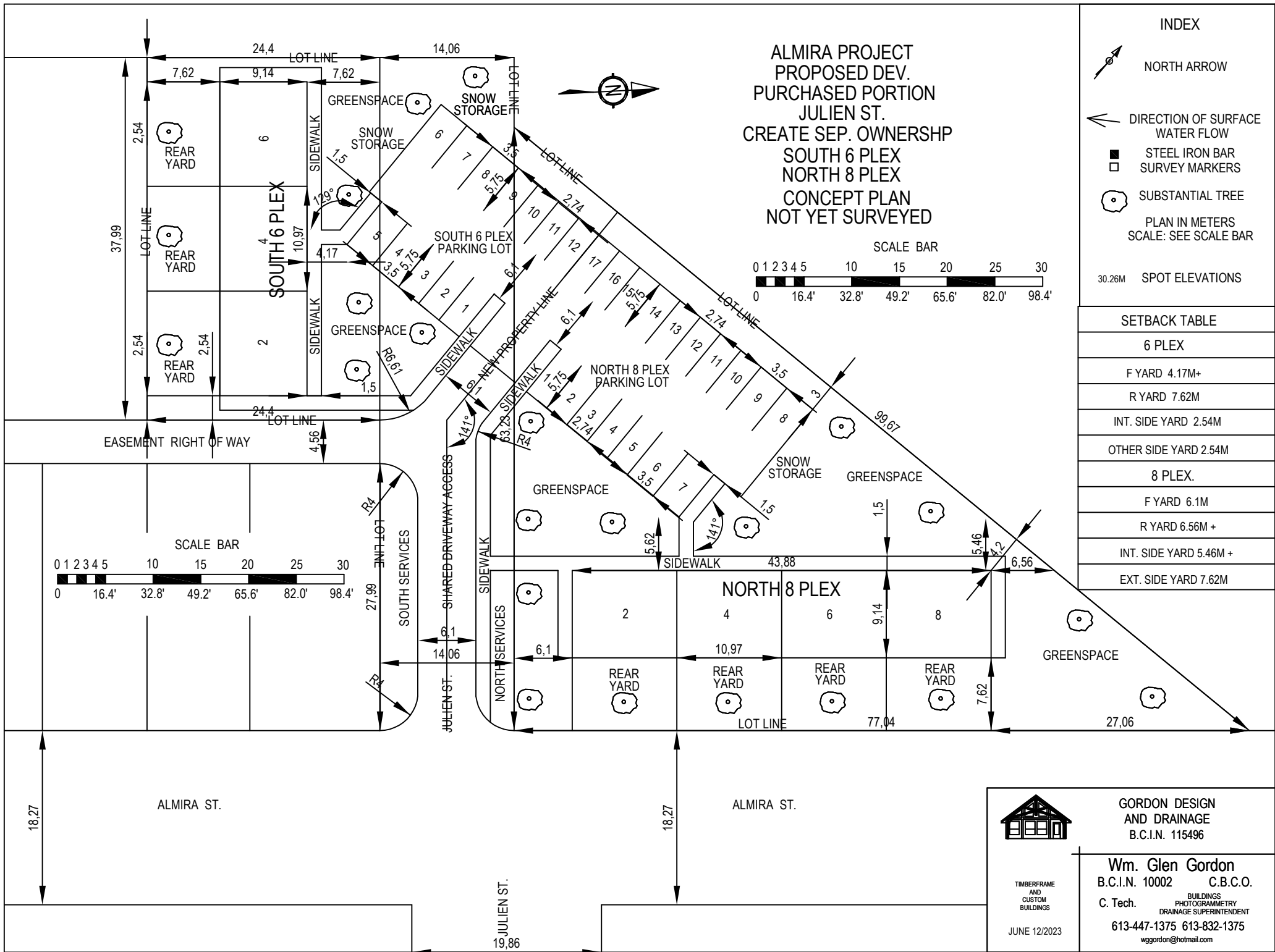
Under long-term financial planning, the Strategic Plan wants to ensure there is the development of additional revenue streams.

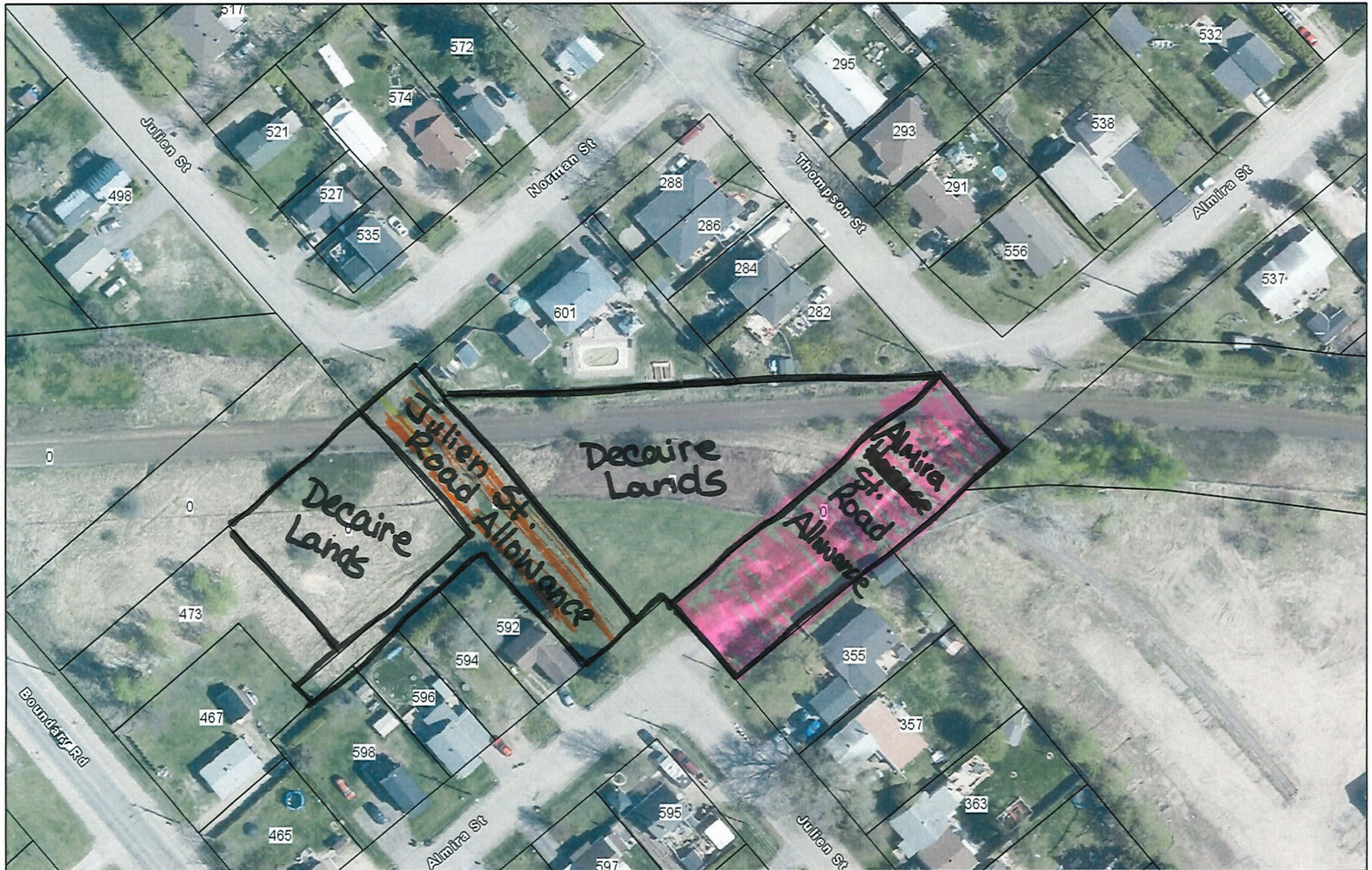
Attachments:

- Appendix A Site Plan of proposed development
- Appendix B Aerial Photo of Area

Respectfully submitted,

Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department





Scale 1: 1,000





Committee Report

To: Councillor Ed Jacyno
Planning and Development Committee

From: Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department

Date: 2025-05-06

Subject: **Sale of Garden Street Parkette (730 Cecelia Street)**

Recommendation:

That the City of Pembroke Planning and Development Committee endorse and recommends to Council approval of the sale of Garden Street Parkette (730 Ceceila Street).

CAO Review :

Reviewed and approved.
David Unrau, P.Eng., PMP

Financial Comment:

Additional residential taxes will be received for this proposed development.

The purchaser has agreed to pay to the City the appraised value of \$139,000 for the purchase of the Garden Street parkette. All costs and any fees associated with the sale of property will be borne by the purchaser.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

On May 16, 2023, Council of the City of Pembroke passed By-Law 2023-36, being the City's new Sale & Disposition of Land Policy. Under Section 4 of said policy, "The Economic Development Officer shall establish and maintain a public registry of surplus real property assets owned by the City of Pembroke." On January 16, 2024, the Parks & Recreation Committee of Council gave direction to include eight of 22 identified potential parcels in the surplus inventory, including 730 Cecelia Street. In the summer of 2024, Economic Development staff created the City-Owned Surplus Land page on the City's website. On



October 1, 2024, Council passed a resolution to formally declare the eight parcels surplus, as required by the Sale & Disposition of Land Policy in order to be sold. In early February 2025, staff received an offer to purchase for 730 Cecelia Street. On February 18, 2025, direction was provided to staff that the offer was accepted in principle and that staff was to work with the developer. On February 20, 2025, the proposed disposal of viable surplus land notice was posted to the City's website for 20 days, as per the Sale & Disposition of Land Policy.

Discussion:

The offer was conditional on the rezoning of the property to permit a sixplex. The property was rezoned from "Open Space – OS" to "Residential Type 3-48 – R3-48" to allow for the development of a building with six dwelling units. Zoning By-law amendment 2025-39 was approved by Council on April 15, 2025. The deadline for appeals is May 7, 2025 by 4:00 pm. As per recent changes to the Planning Act only the applicant, the Minister or any specified person or public body may appeal. It is anticipated there will be no appeals.

As part of the City Sale and Disposition of Land Policy (By-law 2023-36) before any land may be disposed of, Council shall adopt a resolution declaring the subject lands to be surplus to the needs of the municipality. Council passed a resolution declaring the land surplus on October 1, 2024. This land would be considered viable because of its frontage and size. In regards to viable land, a public notice of the proposed disposal of viable surplus land was posted on the City's website for a period of 20 days on February 20, 2025. No comments, questions or other offers were received during the 20-day period.

A survey would not be required as this property has its own PIN number and has a registerable description for land transfer. A by-law authorizing the sale of the land will be before Council at its meeting of May 20, 2025.

Alternatives Considered:

N/A

Strategic Plan Impact:

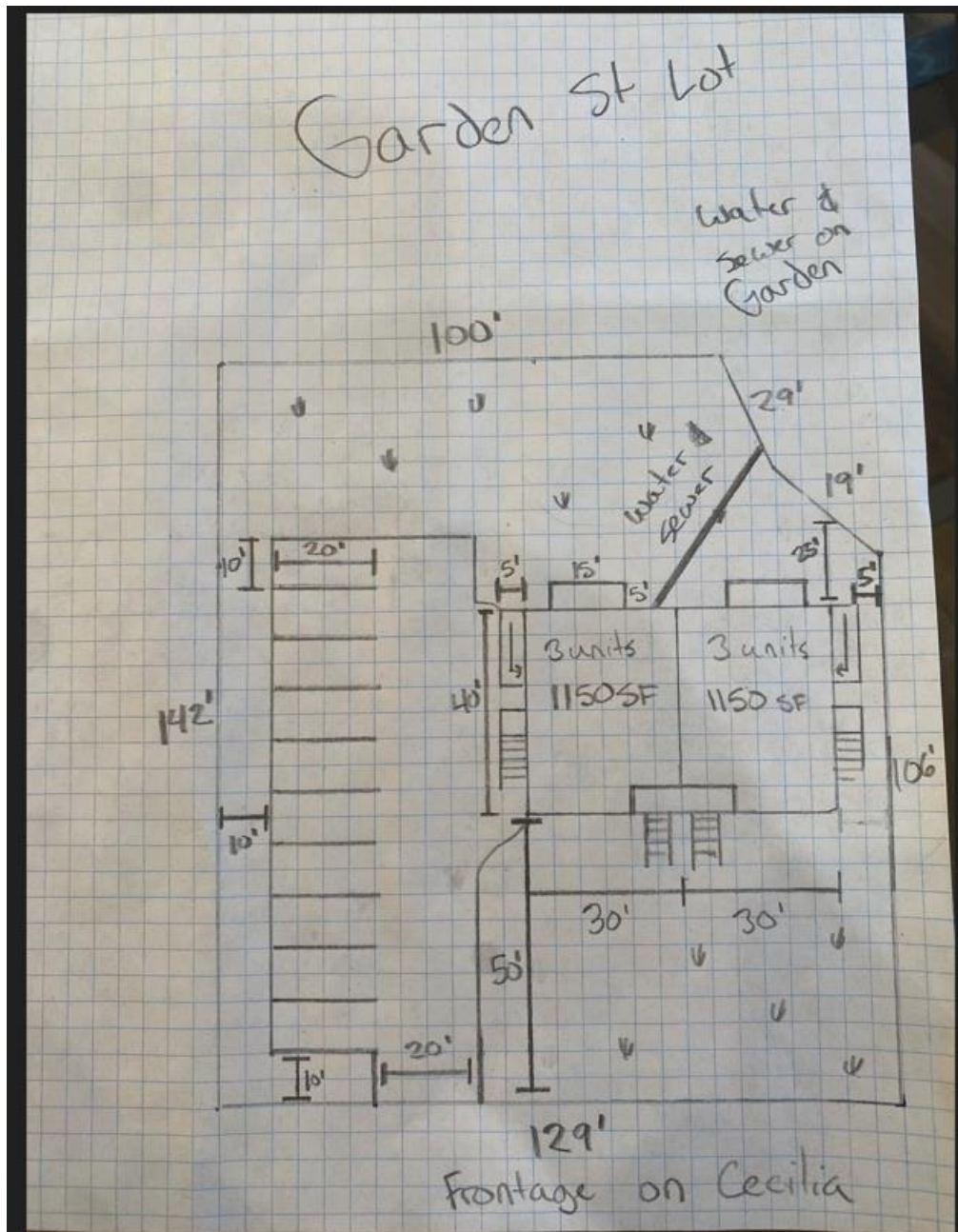
Under long-term financial planning, the Strategic Plan wants to ensure there is the development of additional revenue streams.

Attachments:

Appendix A - Aerial Photo of Area

Appendix B - Site Plan of proposed development

Respectfully submitted,
Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department



Appendix B

