

# City of Pembroke Council Meeting

Council Chambers  
Pembroke, Ontario  
April 18, 2023  
7:10 p.m.

## **1. Call to Order**

### **Present:**

Mayor Gervais, Chair  
Councillor Jacyno  
Councillor Kuehl  
Councillor Lafreniere (electronically)  
Councillor Plummer  
Councillor Purcell

### **Regrets:**

Deputy Mayor Abdallah

### **Also Present:**

Angela Lochtie, Treasurer/Deputy Clerk  
Heidi Martin, Clerk

Mayor Gervais called the regular meeting of Council to order at 6:07 p.m.

## **2. Opening Prayer or Reflection**

## **3. Disclosure of Pecuniary Interest & General Nature Thereof**

Mayor Gervais declared a pecuniary interest for agenda item.

## **4. Minutes**

- i. Approve minutes from Council
  - a. Regular Meeting of Council – April 4, 2023

### **Motion:**

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the minutes of the Regular Meeting of Council of April 4, 2023, be approved as circulated.

### **Carried**

- ii. Adopt minutes from Committees
  - a. Parks & Recreation Committee – March 21, 2023

### **Motion:**

Moved by Councillor Purcell

Seconded by Councillor Kuehl

That the minutes of the Parks & Recreation Committee Meeting of March 21, 2023, be adopted as circulated.

### **Carried**

- b. Operations Committee – February 21, 2023

**Motion:**

Moved by Councillor Jacyno

Seconded by Councillor Plummer

That the minutes of the Operations Committee Meeting of February 21, 2023, be adopted as circulated.

**Carried**

c. Striking Committee – March 7, 2023

**Motion:**

Moved by Councillor Plummer

Seconded by Councillor Purcell

That the minutes of the Striking Committee Meeting of March 7, 2023, be adopted as circulated.

**Carried**

iii. Receive minutes from Local Boards

- Accessibility Advisory Committee – September 21, 2022

**Motion:**

Moved by Councillor Purcell

Seconded by Councillor Plummer

That the minutes of the Accessibility Advisory Committee of September 21, 2023, be received as circulated.

**Carried**

- Pembroke Heritage Murals Committee – April 5, 2023

**Motion:**

Moved by Councillor Purcell

Seconded by Councillor Plummer

That the minutes of the Pembroke Heritage Murals Committee Meeting of April 5, 2023, be received as circulated.

**Carried**

5. **Committee Reports**

- a. Striking Committee – Appoint Member to the Pembroke Tourism and Culture Advisory Committee

**Motion:**

Moved by Councillor Purcell

Seconded by Councillor Kuehl

That Lorraine Pecoskie be appointed to the Pembroke Tourism and Culture Advisory Committee for this current term of Council ending November 14, 2026.

**Carried**

- b. Operations Committee – Reconstruction of Nelson Street Phase 2 Tender Award

**Motion:**

Moved by Councillor Plummer

Seconded by Councillor Jacyno

That Tender Contract No. 17-5015C for the Reconstruction of Nelson Street Phase 2 (Mackay St. Lift Station to William St.) be awarded to Bonnechere Excavating Inc. in the amount of \$3,773,596.66 plus HST; and that additional expenditures in the amount of

\$100,000.00 be approved for a contingency allowance with the total value of the recommendations equalling \$3,873,596.66 plus applicable HST..

**Carried**

## **6. By-Laws**

### **a. 2023-31 Appoint Municipal By-law Enforcement Officers**

#### **Motion:**

Moved by Councillor Jacyno

Seconded by Councillor Plummer

That By-law 2023-31, a By-law to appoint Municipal By-law Enforcement Officer for the City of Pembroke, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

**Carried**

### **b. 2023-32 Procurement Policy**

#### **Motion:**

Moved by Councillor Jacyno

Seconded by Councillor Plummer

That By-law 2023-32, a By-law for the Corporation of the City of Pembroke governing procurement policies and procedures, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

**Carried**

### **c. 2023-33 Amend Human Resources Policy**

#### **Motion:**

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That By-law 2023-33, a By-law to amend a Human Resources Policy and Procedure Manual for the Corporation of the City of Pembroke, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

**Carried**

## **7. Motions**

### **a. Resolution 2023-009 – Pembroke & Area Airport Commission Budget**

#### **Motion:**

Moved by Councillor Plummer

Seconded by Councillor Jacyno

Be It Resolved That the Council of the Corporation of the City of Pembroke hereby approves that Pembroke & Area Airport Commission's 2023 Budget, as submitted.

**Carried**

Mayor Gervais indicated that he would leave the Chair due his perceived pecuniary interest and as the Deputy Mayor was not in attendance, he required a motion for a Council member to assume the Chair.

#### **Motion:**

Moved by Councillor Kuehl

Seconded by Councillor Jacyno

That Councillor Plummer assume the Chair.

**Carried**

Mayor Gervais left the room due to his perceived pecuniary interest and Councillor Plummer assumed the Chair.

b. Resolution for Request for Proposal for Legal Services for the City of Pembroke

**Motion:**

Moved by Councillor Purcell

Seconded by Councillor Kuehl

Whereas the City of Pembroke has been retaining the legal services of Sheppard and Gervais law services for over 20 years; and

Whereas it is important for the City of Pembroke to ensure that it obtains the best value for its money in all procurement activities; and

Whereas obtaining competitive bids for professional legal services is a best practice in municipal procurement.

I would like to recommend that we go out to market for competitive bid procurement of professional legal services currently retained by Sheppard and Gervais law services.

**Motion:**

Moved by Councillor Kuehl

Seconded by Councillor Jacyno

That The Council of the City of Pembroke does support, and instructs the CAO to forthwith prepare an amendment to the Procurement By-law and bring same before Council, limiting all professional services contract awards, including legal services and accountants, to no more than 5 years after which time the service shall be reviewed and subjected to a new procurement process; and

That the aforesaid amendment shall include a transition provision providing that any current and ongoing contracts, without an end date falling within the next 5 years, shall be deemed to start a five-year period upon the passing of the new By-law; and That Motion 7(b) - Resolution for Request for Proposal for Legal Services for the City of Pembroke as presented by Councillor Purcell be tabled for the time being, and returned at the meeting of Council at which the above amendment to the Procurement By-law is brought forward.

**Carried**

Mayor Gervais returned to the room and assumed the Chair.

**8. Mayor's Report**

Mayor Gervais stated that on April 6<sup>th</sup> the Mayor attended a Diversity workshop along with other staff. On April 13<sup>th</sup> he attended the official welcoming of Contact North Online Learning Centre. On April 15<sup>th</sup> he attended the Carefor Maple Brunch and Dessert competition and that same day he also attended the Food Bank Fundraising Gala. On April 16<sup>th</sup> Mayor Gervais brought greetings to the Pembroke Legion Branch #72 District G Convention. He reminded everyone to stay away from rivers and streams during this spring snow melt and stay safe. He noted that the City is observing the Indian, Muskrat and Ottawa Rivers with the Operations Department placing sandbags strategically and continuing to monitor the spring freshet. He asked that residents keep a 72-hour kit and keep abreast of river level developments.

As Deputy Mayor Abdallah was away at a conference in Toronto trying to secure funding for a number of initiatives in the City, he asked Mayor Gervais to remind everyone that Earth Day is this Saturday and invited everyone to the Amphitheatre beginning at 2 p.m. The Pembroke Community

Clean Up Day is scheduled for May 13<sup>th</sup> and volunteers are asked to meet at the Pembroke Farmers' Market at 8:00 a.m. Pembroke Community Expo is scheduled for May 12<sup>th</sup> and 13<sup>th</sup> at the Pembroke Memorial Centre. The Community Garden program will be holding another rain barrel fundraiser with funds going to the community garden.

## **9. Notices of Motion**

Councillor Purcell made a notice of motion that at the next meeting he will make a motion to further update the Procurement By-law, revise the Procedural By-law, revise the Accountability and Transparency By-law, and the Code of Conduct By-law, accordingly.

## **10. Councillor Updates**

Councillor Lafreniere indicated that the Pembroke Police Services Board along with other community partners will be holding a bicycle rodeo in conjunction with the Pembroke Expo at the PMC on May 13<sup>th</sup> from 10:00 a.m. to 3:00 p.m. with the OPP conducting bicycle safety rodeo for children 12 and under in the PMC parking lot in conjunction with this event.

Councillor Kuehl stated that Ron James will be at Festival Hall this weekend with only 12 seats remaining unsold. On Friday he attended the Pembroke 50+ Active Living Centre open house and encouraged all seniors to attend and participate in the many activities and programs held at the Centre. He thanked City and ORPC staff for their hard work during the recent ice storm.

Councillor Jacyno stated that he also attended the Equity, Diversity, and Inclusion training recently held for staff and Council members. He also attended the Food Bank art auction fundraiser recently held in Pembroke.

## **11. Confirming By-law**

- Confirming By-law 08-2023

### **Motion:**

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That By-law 08-2023 to confirm the proceedings of the Regular Meeting of Council of April 18, 2023, be adopted and passed; and

Further That the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

**Carried**

## **12. Adjournment**

### **Motion:**

Moved by Councillor Jacyno

Seconded by Councillor Plummer

That the April 18, 2023, regular meeting of Council adjourn at 7:58 p.m.

**Carried**

Clerk

Mayor