

# Planning & Development Committee Meeting

Council Chambers  
Pembroke, Ontario  
May 2, 2023  
6:00 p.m.

## 1. Land Acknowledgement

## 2. Call to OrderPresent:

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

### Also, Present:

David Unrau, Chief Administrative Officer  
Colleen Sauriol, Director of Planning, Building and By-law Enforcement  
Angela Siebarth, Economic Development Officer  
Heidi Martin, Clerk

Councillor Jacyno called the meeting to order at 6:03 p.m.

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

Mayor Gervais declared a pecuniary interest regarding Agenda item 8 d. as he is the person presenting the offer.

## 4. Approval/Amendment of Meeting Agenda

### Motion:

Moved by Councillor Purcell  
Seconded by Councillor Lafreniere  
That the agenda of the Planning & Development Committee meeting of May 2, 2023, be approved as circulated.

**Carried**

## 5. Approval of Minutes

a. Planning & Development Committee Meeting – April 4, 2023

### Motion:

Moved by Councillor Plummer  
Seconded by Deputy Mayor Abdallah  
That the minutes of the Planning & Development Committee meeting of April 4, 2023, be approved as circulated.

**Carried**

**6. Business Arising from Minutes**

There was no business arising from the minutes.

**7. Presentations/Delegations****a. Ottawa Valley Tourist Association**

Ms. Siebarth reviewed the report and introduced Ms. Melissa Marquardt, OVTA Manager, and Chris Melmoth, Past Chair who were in attendance to make a presentation on the activities and initiatives of the OVTA. They also presented the OVTA's 2023 budget for Committee's review and approval. A discussion was held, and the following points were raised:

- OVTA will work with businesses/hotels to identify the best locations for visitor information, but it is ultimately up to the business where it is located.
- Many people still refer to printed material and OVTA will distribute any City literature with a tourism aspect to the tourism information centres across the County.
- Algonquin Park is promoted regularly as well as other Provincial Parks located within the County.

**Motion:**

Moved by Deputy Mayor Abdallah

Seconded by Councillor Kuehl

That the Planning and Development Committee approve the OVTA 2023 budget as presented.

**Carried****8. New Business****a. Revisions to Property Standards By-Law**

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

- It has been noted that when dealing with refuse/garbage or organics especially during the summer months, the 14-day period is too long. Shortening the period to 7 days will assist the neighbours and staff can obtain quotes during the 14-day appeal period.
- The requirement to surface commercial, industrial, and institutional walkways, driveways and parking spaces is meant for commercial properties to ensure safe passage. This will be updated in the final copy of the by-law.

Ms. Sauriol indicated that a By-law will be prepared and brought before Council at its next meeting.

**b. Revisions to City's Building By-law**

Ms. Sauriol presented the report. During the discussion, it was noted that perhaps vehicle charging stations be required for new developments and be added to this by-law revision.

**Motion:**

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the Planning and Development Committee recommends that the following amendments be made to the City of Pembroke's Building By-law 2018-01:

- Ensure drainage and servicing plans for property are submitted prior to the issuance of a Building Permit; and
- Ensure that RAM boxes are required for residential buildings with more than 3 storeys that are not subject to Site Plan Agreement; and

- That a By-law be prepared and brought before the next meeting of Council.

**Carried****c. Sale and Disposition of City Land**

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

- List of surplus lands will list whether the land is viable or non-viable.
- Non-viable land would still require a survey unless it is already registered with the province's land registration system.
- Staff to be commended for the work done to prepare this policy.
- Once the final list of surplus land has been produced other departments or Committees will be given the opportunity to view it and request land be removed from the list.
- \$12,000/acre value was approved by the Combined Committee of Council in June of 2021.
- The policy should include a list of City-owned lands which include opened, un-opened, closed, or stopped up road allowances.
- This by-law will be a stand-alone by-law similar to other municipalities.
- In response to a question asked, staff have not seen where members of council are not able to purchase surplus City property.

**Staff Direction:**

Staff will make the necessary changes and bring a by-law before Council at the next meeting.

**Carried**

Mayor Gervais left the table due to his perceived pecuniary interest.

**d. Offer to Purchase a Portion of City-Owned Land at Dead-End of Willard Street – Ron Gervais**

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

- Issue at previous meetings was the process on how City land is sold, it was not about who the land was being sold to.
- The public can now be certain that sale of city-owned land is completed in an open and transparent manner.
- A non-viable piece of land would not require an appraisal but would still require a survey.

**Motion:**

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Planning and Development Committee recommends that a By-law be prepared and presented to Council at its next meeting.

**Carried**

Mayor Gervais returned to the table.

**e. On-Street Patio Report**

Ms. Sauriol presented the report. A discussion was held, and the following points were

raised:

- PBIA has suggested this location as the best location for the patio.
- Complaints are received about the lack of parking in the downtown area especially on-street parking and there will be complaints when this patio uses two on-street parking spots.
- Concerned with the patio being located on a hill and on a road allowance that is heavily travelled.
- Very concerned that the City's insurance could be impacted by this patio.
- The Operations Department has reviewed the application and submitted their comments.

**Motion:**

Moved by Deputy Mayor Abdallah

Seconded by Councillor Lafreniere

That the Planning and Development Committee approve the PBIA request subject to staff being satisfied that the jersey barriers are placed appropriately to ensure maximum protection for the users of the on-street patio on the east side of Church Street; and That a by-law and amending encroachment agreement be prepared for the next Council meeting.

Deputy Mayor Abdallah requested a recorded vote.

Yea: Deputy Mayor Abdallah, Councillor Jacyno, Councillor Lafreniere, Councillor Plummer, Councillor Purcell, and Mayor Gervais

Nea: Councillor Kuehl

**Carried**

**9. Adjournment**

**Motion:**

Moved by Councillor Plummer

Seconded by Deputy Mayor Abdallah

That the Planning & Development Committee meeting of May 2, 2023, adjourn at 7:41 p.m.

**Carried**