

Combined Committee Meeting

Council Chambers
Pembroke, Ontario
July 16, 2024

*Preceding Striking Committee Meeting

*Note: Due to high public interest and attendance, it was decided that the Combined Committee meeting start at 6:00 p.m. in place of the Striking Committee meeting. The Striking Committee meeting (originally scheduled for 6:00 p.m.) was shifted to start following the conclusion of the Combined Committee meeting.

1. Land Acknowledgement

Councillor Jacyno delivered the land acknowledgement.

2. Call to Order

Councillor Jacyno called the meeting to order at 6:04 p.m.

Present:

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

Regrets:

Also, Present:

Dave Unrau, Chief Administrative Officer
Scott Selle, Fire Chief
Colleen Sauriol, Director of Planning, Building and By-law Enforcement
Angela Lochtie, Treasurer/Deputy Clerk
Brian Lewis, Director of Operations (7:02 p.m.)
Victoria Charbonneau, Municipal Clerk

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interest.

4. Approval/Amendment of Meeting Agenda

5. Approval of Minutes

a. Planning and Development Committee Meeting – June 4, 2024

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Lafreniere

That the minutes of the June 4, 2024, Planning and Development Committee meeting be approved as circulated.

Carried

b. Finance and Administration Committee Meeting – June 4, 2024

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

That the minutes of the June 4, 2024, Finance and Administration Committee meeting be approved as circulated.

Carried

c. Parks and Recreation Committee Meeting – June 18, 2024

Motion:

Moved by Councillor Purcell

Seconded by Councillor Plummer

That the minutes of the June 18, 2024, Parks and Recreation Committee meeting be approved as circulated.

Carried

d. Operations Committee Meeting – June 18, 2024

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Plummer

That the minutes of the June 18, 2024, Operations Committee meeting be approved as circulated.

Carried

e. Striking Committee Meeting – April 16, 2024

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Purcell

That the minutes of the April 16, 2024, Striking Committee meeting be approved as circulated.

Carried

6. Business Arising from Minutes

There was no business arising from the minutes.

7. Delegations

8. New Business

a. Notice of Intent to Purchase 273 Victoria Street

CAO Unrau presented the report. A discussion was held and the following points were raised:

- Legalities pertaining to adhering to the terms in the agreement regarding the ability of the Lessee to purchase of the property, and potential legal ramifications if Council does not accept an offer to purchase the property.
- Importance of the social supports that the Lessee (The Grind Pembroke) provides to a vulnerable sector of the population.
- The historic and current value of the property and the rationale to retain the property was discussed.
- Concerns from neighbouring properties and business owners were also shared.
- It was stated that there may be opportunities for the Lessee to explore partnership and/or collaboration of services with County led initiatives such as the MESA program and bridge housing development to combine and expand current offerings to enhance assistance provided to clients.

Motion:

Moved by Councillor Purcell

Seconded by Councillor Plummer

That the Combined Committee agree to not sell 273 Victoria Street.

Furthermore, that the Combined Committee not extend the lease agreement for 273 Victoria Street.

Motion:

Moved by Councillor Kuehl

Seconded by Deputy Mayor Abdallah

That the Combined Committee split the question as follows:

Motion #1: That the Combined Committee agree to not sell 273 Victoria Street.

Motion #2: That the Combined Committee not extend the lease agreement

CARRIED

Motion:

Moved by Councillor Purcell

Seconded by Councillor Plummer

That the Combined Committee agree to not sell 273 Victoria Street.

Mayor Gervais called for a recorded vote.

Yea: Deputy Mayor Abdallah, Councillors Jacyno, Lafreniere, Plummer, Purcell

Nea: Mayor Gervais, Councillor Kuehl

CARRIED 5:2

Motion:

That the Combined Committee not extend the lease agreement

Moved by Mayor Gervais

Seconded by Councillor Kuehl

Tabled

Direction:

That staff draft a letter to The Grind indicating that the City is not interested in selling the property known as 273 Victoria Street. Additionally, the letter is to include that the City is open to re-negotiating the terms of the lease.

Recess was called at 6:48 p.m.

Committee resumed at 6:56 p.m.

b. Aerial Fire Truck Fire Service Agreement with the Town of Petawawa

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

- Concern expressed with using CPI as it is speculated that equipment cost increases are more than the CPI average increases
- Questions about liability clause (s.10) and increased risk for damage when providing mutual aid to other municipalities. Response included the points that City staff would be in full control of the vehicle at all times, hence under City's liability.
- Committee asked staff to verify the amount of the insurance deductible on the aerial fire truck. Staff responded that the matter will need to be investigated to ascertain the exact amount.
- Should a call be made, a reasonable charge would be applied for services.

Motion:

Moved by Mayor Gervais

Seconded by Deputy Mayor Abdallah

That the Combined Committee postpone the item - Aerial Fire Truck Fire Service Agreement with the Town of Petawawa until the next meeting dated August 13, 2024.

Furthermore, that in the event the Town of Petawawa requires aerial fire truck assistance (in the interim of obtaining a signed shared service agreement) the City of Pembroke is to respond and charge a reasonable cost recovery amount for services rendered.

c. Kiwanis Fieldhouse Vertical Lift

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

- Importance of accessibility for public spaces
- Significant role the Kiwanis Club plays in the City of Pembroke for community enrichment

Motion:

Moved by Councillor Plummer

Seconded by Councillor Purcell

That the Combined Committee award tender T-24-11 Platform Lift at Kiwanis Building at Riverside Park to Walsh Brothers Pembroke (2016) Ltd. for the concrete option to construct the lift and electrical work in the amount of \$96,577.00 excluding H.S.T.

Furthermore, that Committee approve the surplus transfer of \$61,232.00 from the Victoria Hall improvement project and the City Hall foundation works capital budget to offset the shortfall required to complete the lift at the Kiwanis Fieldhouse.

Carried

d. Encroachment Agreement Delegation Authority

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

- By delegating approval authority to staff for encroachment agreements it will save time at the Committee level and provide quicker turnaround time for the applicant
- If there is a discrepancy between staff and applicant, it will be brought to Committee for consideration

Motion:

Moved by Councillor Kuehl

Seconded by Deputy Mayor Abdallah

That the Combined Committee approve delegation authority for encroachment agreements to designated City staff.

Carried

e. Cannabis Production Facility

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

- There are currently no cannabis production facilities in Pembroke and that if Council wishes to set up regulations now is a good time
- Certain spaces in the City are zoned as industrial to encourage development of industry within the City. There is a factor of due diligence that property purchasers/owners should take in educating themselves of zoning areas within the City and the associated development(s) included with certain zoning parameters
- It was stated that Pembroke has a minor variance process that assesses and considers certain zoning/development matters

Motion:

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the Combined Committee approves (option 3) to leave cannabis production facilities as is in the Zoning By-law and allow in "M1" and "M2" zones but add odour mitigation measures.

Furthermore, that a 150-meter set back be applied to sensitive areas be implemented in zones "M1" and "M2"

Motion to amend the main motion:

Moved by: Councillor Kuehl

Seconded by: Councillor Plummer

That the Combined Committee approves (option #3) to leave cannabis production facilities as is in the Zoning By-law and allow in "M1" and "M2" zones but add odour mitigation measures.

Carried

Direction: That a letter be drafted to Pembroke's member of Parliament seeking clarity on the parameters and process for inspection on medical marijuana facilities and how odour control fits into acceptable Ministry standards/thresholds.

Councillor Kuehl left Council Chambers at 7:34 p.m.

Council Kuehl returned to Council Chambers at 7:36 p.m.

f. Pembroke and Area Airport Commission 2024 Budget

Treasurer Lochtie presented the report.

Motion:

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the Combined Committee recommend approval of the Pembroke & Area Airport Commission 2024 Budget as presented by Council. [A formal resolution is included as part of the Council agenda package].

Carried

g. Transit Pilot Project Priorities and Steering Committee Membership

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

- Cost efficiency is important
- If/when pilot transit project starts marketing will be key to educate public and users
- A hybrid option was discussed for transit vehicles, with staff responding that FCM program coordinators have indicated the parameters for grant funding are limited to electric transportation options.

Direction : That staff include stop type direction in the RFP along with potential to transition from gas to electric fleet provided the FCM grant application is successful. Initial RFP approach will prioritize cost over environmental considerations.

Steering Committee:

- Development of a Steering committee with a cross section of stakeholders from the community combined with Council representation will help shape the project as it moves forward and enable added success to the implementation of the project

Direction: That staff reach out to stakeholders as laid out in the report and advertise for public membership to the Transit Pilot Project.

Mayor Gervais left the meeting room at 8:13 p.m.

Mayor Gervais returned to the meeting room at 8:15 p.m.

h. FCM Grant Application: Green Municipal Fund

Treasurer Lochtie presented the report.

Motion:

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the Combined Committee recommend approval of the City's application to the FCM Green Municipal Fund to Council.

i. Conservation Demand Management Plan 2024-2029

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

- Questions regarding variations at the pool and library. It was discussed that the variations are to 2023 and likely not captured any 2024 upgrades.

Motion:

Moved by Deputy Mayor Abdallah

Seconded by Councillor Kuehl

That the Combined Committee recommend approval of the City of Pembroke's Conservation and Demand Management Plan (CDM) for energy conservation in compliance with Ontario Regulation 25/23: Broader Public Sector: Energy Reporting and Conservation and Demand Management Plans.

Carried

j. All Terrain Vehicle By-law 2023-43 Amendment

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

- Importance of leveraging the economic development potential from trail signage
- This can be done by accepting amendments to this by-law

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the Combined Committee approves a change to Schedule 'A' of by-law 2023-43 "Regulate and Govern the Operation of All-Terrain, Multi-Purpose and Recreation Off-Road Vehicles (Off-Road Vehicles) within the City of Pembroke", to revise the permitted prescribed route of travel.

Carried

k. Riverside Drive Backwash Forcemain Upgrades – Tender Contract No. 21-2045C

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

- Alternative options were explored, however the option presented is the most economical, feasible and within capacity of the current water treatment plant's infrastructure

Motion:

Moved by Councillor Plummer

Seconded by Deputy Mayor Abdallah

That the Combined Committee approve award for the Riverside Drive Backwash Forcemain Upgrade Contract No. 21-2045C to Bonnechere Excavating Inc. in the amount of \$1,323,283.10 plus HST.

Furthermore, Committee approve additional expenditures in the amount of \$130,000.00 for a contingency allowance.

The total value of the recommendations equal \$1,453,283.10 plus applicable HST.

Carried

l. Water Purification Plant (WPP) Filters, Launderers and Under Tile Drains Replacement Project Changer Order #2

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

- Questions were raised about the money required and using the reserve fund maintaining a healthy balance with the withdrawal
- It was iterated that the project is required to upgrade and maintain an efficient treatment process without increasing the footprint of the plant itself. The reserve fund is created for items such as this project.

Motion:

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the Combined Committee approve the second Change Order for a Guaranteed Maximum Price (GMP) contract to Anthratch Western Inc. (AWI) for the Filters, Launderers and Under Tile Drains Replacement project at the Water Purification Plant (WPP) in the amount of \$1,297,500.

Furthermore, that Committee approve award of CA/FA fees to Associated Engineering (AE) in the amount of \$142,500, which includes a contingency allowance.

That Committee approve additional scope to the project, through AWI, to include blower and jet mixing to the filtration system in the amount of \$600,000.

m. In-house Capital Projects - Sidewalk Removals

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

- Requirement to notify residents
- It was iterated that the project is required to upgrade and maintain an efficient sidewalk program that adheres to current standards and efficient City maintenance operations

Motion:

Moved by Mayor Gervais

Seconded by Councillor Plummer

That the Combined Committee endorse the following in-house capital project sidewalk projects for 2024 as recommended in the staff report:

1. Morris Street – Centre to 287 Morris Street:
 - a) That the sidewalk portion on the north side of Morris Street between Centre Street and Cecelia Street be removed as part of the 2024 program.
 - b) That the sidewalk on the south side of Morris between Mackay Street and 174 Morris be removed as part of the 2025 program.
 - c) That the sidewalk on the north side of Morris between Mackay Street and Centre Street be removed as part of the 2025 program.
2. Maple Avenue – Nelson Street to Pembroke Street East
 - a) That the east side sidewalk between Nelson Street and Pembroke Street East is included in the 2024 Capital program for replacement.
In addition, that the west side sidewalk between Nelson Street and Pembroke Street East is recommended to be removed and not replaced.
 - b) Furthermore, that the City add to some private walkways to compensate for the removal of the sidewalk on the west side of the above noted street sections as

needed, with the requirement for an encroachment agreement between the City and the property owner.

3. Murray Street – Miller Street to Mary Street

- a) That the sidewalk on the west side of Murray Street between Miller Street and Mary Street be removed as part of the 2024 program.
- b) That the sidewalk section(s) between McGee Street and Darcy Street be removed with no replaced as part of the 2025 program (per accepted procedure), when the remaining sidewalks on the west side of Murray Street degrade beyond what is reasonable to maintain.

n. Isabella Street Catchment Area Project – Sidewalk Removals
Director Lewis presented the report.

Motion:

Moved by Councillor Plummer

Seconded by Deputy Mayor Abdallah

That the Combined Committee approve the removal of the sidewalk on the north side of Isabella Street during the capital reconstruction project for the Isabella Street Catchment Area.

o. Lease Agreement – 77 International Drive

CAO Unrau presented the report. A discussion was held and the following points were raised:

- With the change in detachment boards will the facility be used more
- The change will be monitored, and should there be a significant increase in usage, the rate will reflect the increase

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the That the City of Pembroke Combined Committee recommend City Council approve the lease agreement between the Corporation of the City of Pembroke and the Minister of Infrastructure for 77 International Drive.

9. **Adjournment**

Motion:

Moved by Councillor Kuehl

Seconded by Deputy Mayor Abdallah

That the Combined Committee meeting of July 16, 2024, adjourn at 9:11 p.m.

Carried