

Combined Committee Meeting

Council Chambers
Pembroke, Ontario
August 13, 2024

1. Land Acknowledgement

2. Call to Order

Councillor Jacyno called the meeting to order at 6:02 p.m.

Present:

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

Also, Present:

Jordan Durocher, Director of Parks and Recreation
Colleen Sauriol, Director of Planning, Building and By-law Enforcement
Angela Lochtie, Treasurer/Deputy Clerk
Brian Lewis, Director of Operations
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. Combined Committee – July 16, 2024

Motion:

Moved by Councillor Purcell

Seconded by Councillor Lafreniere

That the minutes of the July 16, 2024, Combined Committee meeting be approved as circulated.

Carried

b. Striking Committee Meeting – July 16, 2024

Motion:

Moved by Deputy Mayor Abdallah

Seconded by Councillor Lafreniere

That the minutes of the July 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**a. Renfrew County Ribfest – Municipal Significance**

Mr. Dennis Nephin was in attendance to present a request to Committee to provide an overview of the upcoming Ribfest to the City of Pembroke.

8. New Business**a. Renfrew County Ribfest – Municipal Significance**

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

- Recreation staff have met with event organizers and the event logistics appear to be well in order and there are no major concerns
- Event organizer stated that the event is community minded and aims to be an economic driver. Logistical supports required to run the event are always sourced locally first (hotel rooms, fencing, supplies etc.) to benefit the community in which the event runs.

Motion:

Moved by Councillor Kuehl

Seconded by Deputy Mayor Abdallah

That the Combined Committee designate the Pembroke Ribfest event as municipally significant.

Carried**b. Pembroke Lumber Kings Agreement**

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

- The Parks and Recreation Department was commended for the work on this partnership from Council.
- The agreement appears to suit the current needs of both parties and is required to continue the partnership.

Motion:

Moved by Councillor Purcell

Seconded by Councillor Lafreniere

That the Combined Committee of Council approve a by-law to authorize the execution of a one-year rental agreement with the Pembroke Lumber Kings Junior A team.

Carried**c. Bill 185: Cutting Red Tape to Build More Homes Act – Changes Made to Ontario Planning Act**

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

- It was asked of staff if there were additional tools to spur development of undeveloped lands.

- Response from staff outlined that outlined that due to a lack of development in certain subdivisions section 50 of the Planning Act permits the de-registration of subdivisions that have been registered over 8 years.

Direction: That staff bring a report to Council with an inventory of vacant subdivision lands in the City of Pembroke and associated details including how long they have been undeveloped for information.

Motion:

Moved by Mayor Gervais

Seconded by Deputy Mayor Abdallah

That the City of Pembroke Combined Committee provide direction to staff to begin the process to amend the City of Pembroke Official Plan to remove the mandatory pre-consultation requirement.

Carried

d. Amendment to Parking By-law – Patterson Parking Lot

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

- Report provides for a simple amendment to the parking by-law

Motion:

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

That the City of Pembroke Combined Committee approve an amendment to Parking By-law 2024-24 to permit overnight parking in the Patterson Parking lot.

Carried

Mayor Gervais left the room at 6:38 p.m. returning at 6:40 p.m.

e. Draft Reserve and Reserve Fund Policy

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

- The report outlines several items that staff is seeking Council's feedback on within the upcoming weeks. Staff will bring a report to a Committee meeting in October 2024.
- The importance of reserves was highlighted by Treasurer/Deputy Clerk Lochtie, including a number legislative/contractual requirements, long-term infrastructure replacement, City cash flow to fund operations, and creating of contingency funds for large capital projects where bids received from external sources exceed the available budget.

Direction: Committee directs staff to bring back a report and policy on the draft reserve and Reserve Fund Policy for review and approval based on feedback received from Council members.

f. Unaudited 2023 Financial Results

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

- The Emergency and Disaster Recovery Reserve will take several more years of contributions to achieve the target balance of 3% of the City's own purpose taxation, as per direction received in 2023 when the reserve was created.

Motion:

Moved by Councillor Purcell

Seconded by Councillor Kuehl

That the City of Pembroke Combined Committee amend the motion to increase the transfer to the Recreation Building Reserve for 2023 accumulated surplus from \$50,000 to \$100,000.

Furthermore, that the estimated transfer to the General Capital Reserve accumulated surplus for 2022 be decreased by \$50,000 to \$375,622.34 accommodate the increase reserve funds transferred to the Recreation Building Reserve.

Carried**Motion:**

Moved by Deputy Mayor Abdallah

Seconded by Councillor Kuehl

That the City of Pembroke Combined Committee approve the transfer of the projected 2023 accumulated surplus in the general fund as follows:

- \$250,000 transferred to the Aquatic Centre Reserve;
- \$200,000 to the Emergency and Disaster Recovery Reserve;
- \$100,000 to the Parks and Recreation Building Reserve;
- \$150,000 to the Transit Reserve.

Furthermore, that the balance of any 2023 surplus funds be transferred to the General Capital Reserve.

Carried

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

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

- Notification of residents is paramount. Staff was asked if residents of proposed routes were notified. Staff confirmed that residents in the vicinity will be notified.
- Delegation of authority for re-routing was discussed as Operations staff have the expertise.
- It was noted that staff would provide timely communications via social media regarding the changes.

Direction: That a provision of delegated authority be included in the amending All-Terrain Vehicle By-law to be approved by Council in September 2024.

Additionally, as delegation of authority will be provided to staff for amendments to the prescribed route of travel moving forward, a brief report be provided to committee as an information item to ensure Council is apprised of operational activities on all-terrain vehicle by-law amendment subject matter and can appropriately respond/refer inquiries that may be received.

Motion:

Moved by Deputy Mayor Abdallah

Seconded by Councillor Kuehl

That the Combined Committee approve Option #3 as presented in the Schedule 'A' revision of the prescribed route of travel in the City.

Carried

h. Isabella Street Catchment Area #1 – Tender Contract No. 23654-1

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

- Included in this project is the hydro required for the upgrade to Shamrock Park (which includes only surface works). City staff are working with the PBI to ensure the project is successful.
- Strategies on project design and budgeting time lines was overviewed and how staff calculate project budgets and how procurement projects are reported on to Council when they are on/under budget

Motion:

Moved by Councillor Plummer

Seconded by Deputy Mayor Abdallah

That That the City of Pembroke Combined Committee approve award for the Isabella Street Catchment Area #1 (Moffat Street between Pembroke Street West and Renfrew Street) Contract No. 23654-1 to Bonnechere Excavating Inc. for a contract value of \$1,814,124.08 plus applicable HST. and;

Furthermore, that the Combined Committee approve additional expenditures in the amount of \$75,000 for a contingency allowance and;

Furthermore, that the budget shortfall of \$506,162.87 be funded from re-allocated and surplus funds from the following projects (and their associated amounts of surplus/reallocated funds);

Carmody Street Watermain (Surplus \$100,000)

Water Distribution: Pressure Zones (Reallocation \$150,000)

Crandall St. LS Reallocation (\$55,000)

Bell Street Reconstruction Surplus (\$215,000)

For a total value of \$1,889,124.08 plus applicable HST.

Carried

i. Golden Helmets Road Closure – September 21, 2024

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

- An overview of the Golden Helmet group was provided from the Mayor. Pembroke is one of only two locations the group will be performing at in 2024.
- The event is likely to draw a lot of people to the downtown corridor.

Motion:

Moved by Mayor Gervais

Seconded by Deputy Mayor Abdallah

That the City of Pembroke Combined Committee approve a road closure from Victoria Street to Agnes Street on September 21, 2024 from 1:00 p.m. – 4:00 p.m.

Furthermore, that Pembroke City Council permit exclusive use of the PMC overflow parking lot to the Golden Helmets for the purposes of staging and practicing for the public performance on September 21, 2024 from 12:00 p.m. – 2:00 p.m.

Carried

9. Adjournment

Motion:

Moved by Councillor Kuehl

Seconded by Deputy Mayor Abdallah

That the Combined Committee meeting of August 13, 2024, adjourn at 7:40 p.m.

Carried