



Agenda

Parks & Recreation Committee

Chair: Councillor Lafreniere
Tuesday, February 18, 2025
Council Chambers
6:00 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**
 - Parks & Recreation Committee – October 15, 2024
6. **Business Arising from the Minutes**
7. **Presentations and Delegations**
 - a. UOVOPP Update
 - *As presented by: Inspector Stephan Neufeld*
 - b. Friends of Regional Pool
 - *As presented by: Kathleen Mottershead*
8. **Business Arising from Minutes**
9. **New Business**
 - a. Community Recreation Grant Policy – J. Durocher
 - b. Municipal Significance Designation at Festival Hall – E. McKeown
 - c. CIP Request for A-1085 Pembroke Street West – H. Sutherland
10. **Adjournment**

Draft Parks and Recreation Committee Meeting Minutes

Council Chambers
Pembroke, Ontario
October 15, 2024
6:05 p.m.

Note: Due to technical difficulties, the meeting was recorded only. The livestream connection for the YouTube platform was unavailable from approximately 6:05 p.m. – 6:20 p.m. At 6:20 p.m. the livestreaming capability was restored.

1. Land Acknowledgement

2. Call to Order

Present:

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

Also Present:

David Unrau, Chief Administrative Officer
Victoria Charbonneau, Municipal Clerk
Jordan Durocher, Director of Parks and Recreation

The Chair called the meeting to order at 6:05 p.m.

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were no declarations of pecuniary interests disclosed.

4. Approval/Amendment of Meeting Agenda

Motion:

Moved by Deputy Mayor Abdallah
Seconded by Councillor Plummer
That the agenda of the Parks & Recreation Committee meeting of October 15, 2024, be approved as amended.

Carried

5. Approval of Minutes

- Parks & Recreation Committee – September 17, 2024

Motion:

Moved by Councillor Purcell
Seconded by Councillor Plummer
That the minutes of the Parks & Recreation Committee meeting of September 17, 2024, be approved.

Carried**6. Business Arising from Minutes**

There was no business arising from the minutes.

7. Presentations/Delegations**a. Pembroke Pickleball Presentation Introduction**

Mr. Durocher introduced Sandra Keon and Donna Stokell, members of the Pembroke Pickleball Club were in attendance to make a presentation to Committee regarding the Pembroke Pickleball Club.

8. New Business**a. Integrity Commissioner Contract Extension**

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

- The absence of an annual report from the Integrity Commissioner and some potential conflicting information within the current Code were noted
- Additional comments regarding the process for Code of Conduct complaints and need for consistency across the province were made
- Clarification was made regarding timeline of a new code of conduct by the CAO. Should committee direct staff to enter into the bid process to obtain Integrity Commissioner services, a code of conduct would be drafted under the Integrity Commissioner for Council approval.

Motion:

Moved by Councillor Purcell

Seconded by Deputy Mayor Abdallah

That the Committee recommend Council to direct staff to go out for competitive bid for Integrity Commissioner Services

Furthermore, that Council direct staff to work with newly appointed Integrity Commissioner to draft a revised Code of Conduct that focuses on matters provided under the Municipal Act, egregious behaviours on parts of Council and Committee while respecting the taxpayer and to prevent the use of code of conduct to be used as a political weapon.

Councillor Jacyno called for a recorded vote.

Yea: Deputy Mayor Abdallah, Councillors, Kuehl, Plummer, Purcell

Nea: Councillors: Jacyno, Lafreniere, Mayor Gervais

Carried 4:3

9. Adjournment**Motion:**

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the October 15, 2024, meeting of the Parks & Recreation Committee adjourn at 6:55 p.m.

Carried

November 24, 2024

Mayor Gervais, Members of Pembroke City Council, City of Pembroke Staff,

In January 2024, The Friends of the Regional Pool Committee was struck to work collaboratively with the City of Pembroke towards the common goal of generating funds to assist with the required maintenance of the Kinsmen Pool. Our message in the community has consistently been to advocate for the continued maintenance and operation of the existing pool.

To date our committee has raised almost \$91 000, almost half of our fundraising goal. We are looking forward to achieving our initial target of \$200 000. We have raised this money in our community, with generous donations by people who are trusting us to be accountable for its allocation. This is a big responsibility and one we take very seriously. As a result, we find ourselves in a situation where we must begin to obtain some firm commitments from Pembroke City Council about how they plan to proceed with pool upkeep and maintenance. At a meeting in October between representatives of our group and City Councillors and staff, it was recommended that we write a letter explaining our fundraising achievements and our goals for the funds we have raised. This letter addresses and outlines our concerns and vision.

One of our group's biggest concerns and most difficult challenges when communicating with potential donors is the lack of a plan for the current pool or a long-term plan for a replacement aquatic facility. Since repairs to the current pool could extend its life for 15 more years, it is imperative that the City of Pembroke commit to a plan for maintenance, improvements and upgrades with a budget that covers the projected lifespan; in tandem, achievable goals should be established for gathering information on a future aquatic facility to replace the current pool when the time comes.

First of all, it is essential that the City commit to spending a yearly sum of money for upgrades and maintenance. This commitment must be visible in each yearly budget with an itemized plan, including costs and a maintenance schedule. An emergency repair fund should be built into the budget. Some of the current areas requiring upgrades include: changerooms, showers, lockers and lifeguard towers. A fully accessible family and disabled change room should also be a priority. The creation of a plan targeting critical areas of the pool and specific user-groups would open up the possibility of applying for grant money to assist with the repairs and renovations, something our group feels that we are currently unable to undertake as we don't know what the long-term plan is, or if there is one. Before our group transfers our fundraising monies, we feel that it is incumbent upon us to ensure that the City of Pembroke will commit, in writing, to an upkeep and maintenance plan and schedule.

Secondly, planning for a new aquatic facility should be started now and can be done in parallel with operation of the existing pool. However, there must be a strategic approach, taking into account all of the other studies that have been done over the years in order to maximize the investments that have been made thus far. Citizens of Pembroke are confused about the future of the pool with the introduction of the idea of a P3, a new recreation plan and the fundraising to

support maintenance and repair of the current facility. A well-elucidated plan needs to be formulated and conveyed to the public including goals and a timeline. Thus far, the confusing messaging has created obstacles for our group in our fundraising efforts as the public is unsure what direction the City is currently taking. To be clear, our group does not have a position on the P3 at this time. Our focus is exclusively on the repair, maintenance and reopening of the current Kinsmen Pool.

Finally, several decisions need to be made with regards to naming rights and recognition of sponsors. Our group feels that it would be possible to find some major sponsors who would be interested in naming rights for the building or different wings and future additions. We also feel that we would be able to secure some large donations to be recognized on a donation wall inside the pool. However, in order to pursue these potential sponsors, we need the City to agree, in writing, that they will facilitate and support these initiatives and provide the space and assistance required to fulfill them.

In conclusion, the Friends of the Regional Pool undertook the challenge of fundraising for the Kinsmen Pool because of our belief in the importance of having a well-maintained aquatic facility for the fitness and water safety of the citizens of our community. We are lucky to have a pool and we are adamant about the importance of keeping it running. Our fundraising to date has given us much insight into the role the pool plays in the region and how deeply people care about it. This reinforces to us the necessity of careful management of the money that has been donated to our cause, resulting in our request for a long-term plan for maintenance, an itemized budget plan, clear communication to the public, a strategy for replacing the pool in the future and decisions about naming rights. We look forward to seeing all of these items in writing so that we can move forward together.



Kathleen Mottershead
Secretary - Friends of the Regional Pool Committee



Upper Ottawa Valley OPP

Feb 2025 - Report to Pembroke Council





OUR VISION

Safe Communities...
A Secure Ontario

OUR MISSION

To serve our province by
protecting its citizens,
upholding the law
and preserving
public safety.

OUR VALUES

Serving with
**PRIDE,
PROFESSIONALISM
& HONOUR**

Interacting with
**RESPECT,
COMPASSION
& FAIRNESS**

Leading with
**INTEGRITY,
HONESTY
& COURAGE**



Always doing the right things for the right reasons



2023-2025 OPP Strategic Plan

2023-2025 STRATEGIC PLAN

Priorities and Commitments



PEOPLE

A healthy and resilient OPP

We will strive to support all members in achieving their professional and personal best.

WORK

A responsive and evolving OPP

We will empower our members to ensure the best possible policing services are delivered to Ontarians.

COMMUNITIES

A collaborative and progressive OPP

We will partner and build relationships with a shared vision for safety and well-being.



PRIORITY AREAS

People – An empowered, respectful and responsible workforce connected to its vision, mission and values



We will be responsible for advancing a culture of belonging that is characterized by leadership, inclusion and well-being.

PRIMARY AREAS OF STRATEGIC FOCUS:

1. People-centred and effective processes
2. Resiliency, physical and mental health, and well-being
3. Member engagement

KEY STRATEGIC CHANGE INITIATIVES:

1. Deliver a modernized, equitable and merit-based talent management and development framework.
2. Integrate the 13 factors of psychological health and safety in the workplace.
3. Engage employees across all ranks and levels to participate in innovation seeking, decision-making and problem-solving.

LONG-TERM OUTCOMES:

1. People processes are free from systemic obstacles resulting in the OPP being a progressive employer of choice.
2. Physical and psychological well-being and safety of employees are prioritized to promote resiliency.
3. Values-driven leadership that is responsible, innovative and collaborative fosters an engaged workforce that participates in positive change.



Our People





Our People





Our work

PRIORITY AREAS

Work – An enabled organization equipped to meet its policing responsibilities



We will be responsible for enhancing investigative and policing excellence and augmenting decision-making.

PRIMARY AREAS OF STRATEGIC FOCUS:

1. Staffing and deployment
2. Investigations and frontline operations
3. Evidence-based decision making

KEY STRATEGIC CHANGE INITIATIVES:

1. Apply data-driven and member-informed deployment and modernized scheduling practices.
2. Deliver modernized scalable, adaptable and flexible investigative and service delivery options.
3. Implement effective, accountable and transparent public safety solutions and evaluate outcomes.

LONG-TERM OUTCOMES:

1. Resources are optimized and balanced alongside operational demand and employee well-being to meet public and stakeholder expectations.
2. The OPP is adequately equipped to manage the scope, volume and complexity of investigations and operations.
3. The best-available evidence is readily accessible to demonstrate transparency and enhance public and officer safety.



Ontario Provincial Police

Our Work – An enabled organization able to meet its policing responsibilities







Ontario Provincial Police

Launch and implementation of the Community Safety Policing Act



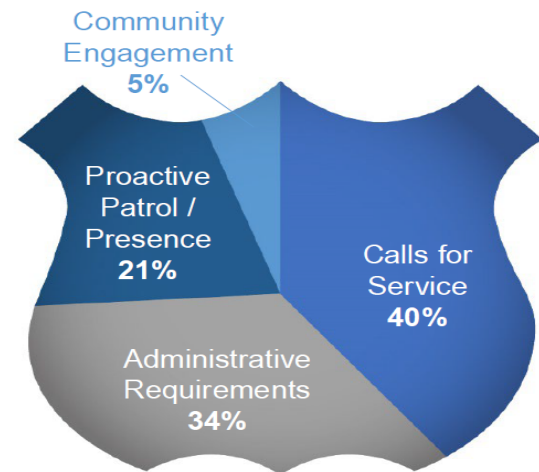


Staffing Deployment Model

OPP Detachment Constable Time Allocation Target

- To ensure there is enough available time for community engagement activities a 5% minimum was included in the Model.
- The Service Delivery Model sets a provincial target for how detachment constables should spend their time.

Activity	% of Time
Calls for Service	40%
Administrative Requirements (Training, Shift Prep, Court, etc.)	34%
Proactive Patrol/Presence (Vehicle Patrol, RIDE, etc.)	21%
Community Engagement & Mobilization	5%



Proactive DAR Codes

ODC	Description	DAR Hours (2022)	%
160	Patrol-Cruiser	636,186	13.28%
161	Patrol-Aircraft	187	0.00%
162	Patrol-Motorcycle	1,095	0.02%
163	Patrol-Marine	18,646	0.39%
164	Patrol-ATV	1,013	0.02%
165	Patrol-Snowmobile	1,478	0.03%
166	Patrol-Bicycle	717	0.01%
741	RIDE	49,559	1.03%
775	Seatbelt Check Initiatives	2,180	0.05%
942	OMAP - Offender Management Apprehension Prog.	2,865	0.06%
3413	Provincial Safety Initiative Campaigns	3,533	0.07%

Community Engagement DAR Codes

ODC	Description	DAR Hours (2022)	%
167	Patrol-Foot	34,923	0.73%
168	Patrol-School	7,338	0.15%
286	Community Policing Office Administration	2,895	0.06%
289	CSO Administration	15,587	0.33%
798	Child Safety Seats-Installing-Demo-All	14	0.00%
802	DARE	282	0.01%
834	KIDS Program	942	0.02%
877	CPTED	27	0.00%
935	Community Mobilization-Planning	6,125	0.13%
936	Community Mobilization-Meetings	5,651	0.12%
937	Community Mobilization-Activity	23,299	0.49%
938	Community Mobilization-Plan Evaluation	362	0.01%
940	Community Mobilization-Presentations	2,740	0.06%
9001	Media Relations-Releases	17,955	0.37%



Offender Management Apprehension Program (OMAP)

- The Offender Management Apprehension Program (OMAP) is a crime suppression program designed to deter the criminal activities of repeat offenders. The program focuses on offenders that are deemed to be a high-risk to the safety of communities and individuals and are often involved in repeat criminal behaviour.
- They identify offenders who are out on any form of judicial release who should be monitored by their detachment area and develop management plans to ensure offenders are compliant with their release conditions. OMAP Coordinators also monitor the Provincial Bail Compliance Dashboard (PBCD) to identify offenders who have been released from other jurisdictions with conditions to reside within their detachment area and develop appropriate plans to monitor these offenders.
- OMAP Coordinators are also responsible for liaising with their Court Case Management Team, UOV Crime Unit and the Detachment Abuse Issues Investigators (DAII) to ensure they are aware of offenders who require additional monitoring while out on bail.



Our communities

PRIORITY AREAS

Communities – An engaged organization positioned to co-create meaningful public safety solutions for Ontarians



We will be responsible for building and enriching trusted relationships and partnerships.

PRIMARY AREAS OF STRATEGIC FOCUS:

1. Community engagement
2. Victim-centred programs and services
3. Collaboration across justice, law enforcement, human and social sectors

KEY STRATEGIC CHANGE INITIATIVES:

1. Seek and amplify Indigenous and diverse voices and experiences to inform and design relevant policing programs and services.
2. Embed trauma-informed approaches.
3. Lead operational and strategic policing and community safety initiatives in accordance with the needs of the population and having regard for the diversity of the population.

LONG-TERM OUTCOMES:

1. Inclusive and equitable public safety solutions are co-created and delivered to meet the needs of communities.
2. Public trust and confidence and community satisfaction are reflective of our efforts and intended outcomes.
3. Cooperation exists for the inclusive response to a complex range of public safety and societal issues present across the policing landscape.



Community engagement





Community engagement





Community engagement





Ontario Provincial Police

Community engagement - OPP foot patrol with MESA



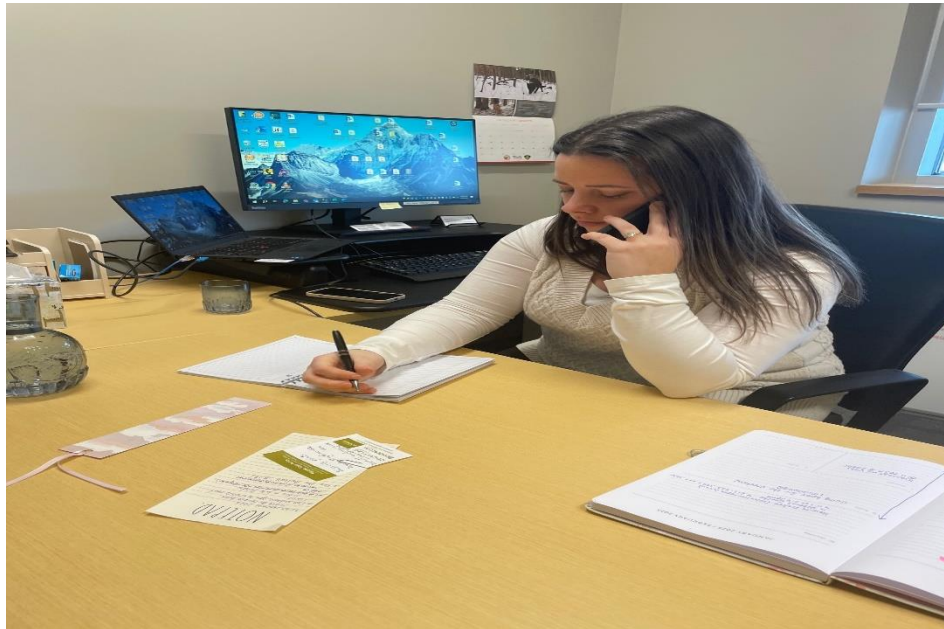


Ontario Provincial Police

Community engagement – Victim Specialist

Ottawa

Jury at triple-homicide inquest makes 86 recommendations to prevent intimate partner violence





Questions?





Committee Report

To: Councillor Patricia Lafreniere
Parks and Recreation Committee

From: Jordan Durocher
Parks and Recreation Department

Date: 2025-02-18

Subject : **Community Recreation Grant Policy**

Recommendation:

That the Parks & Recreation Committee endorse and recommend to Council the approval of a Community Recreation Grant Policy to support community partners providing programs and recreation services to the resident of the City of Pembroke

Furthermore, that staff be directed to prepare the by-law and Community Recreation Grant Policy to be brought before Council at its next meeting.

CAO Review :

This will enable the City of Pembroke to streamline requests from the community and address strategic priorities.

David Unrau, P.Eng., PMP

Financial Comment:

Council had approved \$15,000.00 to be allocated for community funding in the 2025 budget deliberations.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

In the past, the Corporation has received many requests for financial contributions, through various channels including in-kind, fee waiver or financial support. The policy provides guidance on community recreation grants to ensure the program meets Council's strategic



priorities, while supporting needs of the community.

Discussion:

The policy will meet a variety of requirements, including but not limited to:

- qualifications for funding
- criteria
- grant categories
- eligibility
- reporting

The grant deadline will be April 1st of each year. Applicants will be required to fill out an application form. Applications will be scored, using an evaluation matrix by a committee of four (4) staff persons – the Director of Parks & Recreation, Parks and Recreation designate, Tourism and Digital Media Officer and a designate from the Treasury department.

No organization shall receive more than \$5,000.00 of the overall funding envelope. Allocation of funding will be dependant on the evaluation matrix and scoring of the committee.

A listing of approved grants will be provided to Council and the public annually. A final report outlining how funds were used will be due by December 31st of each year.

Alternatives Considered:

That staff will consider semi-annual intakes, should the funding envelope increase and/or the department is experiencing requests to fund programs prior to the April 1st deadline.

Strategic Plan Impact:

Parks and Recreation Master Plan

- Service Delivery 11- Create/update a Community Partnership Policy
Includes a funding mechanism to support community driven programs and events: and clearly outline criteria.

Attachments:

Community Recreation Grant Policy

Respectfully submitted,

Jordan Durocher
Parks and Recreation Department

Policy: Community Recreation Grant Policy
Main Contact: Director of Parks & Recreation
Last Revision: February 2025

[Policy Statement](#)

[Purpose](#)

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Policy Statement

The City of Pembroke is committed to supporting community partners providing programs and recreation services to the residents of the City of Pembroke. This recognition and financial support enable these groups to leverage other funding. Through this, it is hoped that local programs, events and tourism can be supported.

Purpose

This policy provides guidance on community recreation grants to ensure the program meets Council's strategic priorities, while supporting the greatest need in the community. It provides a framework to evaluate and consider applications against the strategic goals of the City of Pembroke, specifically adopted by Council.

Definitions

“City” means the City of Pembroke.

“Grant” means a one-time sum of money provided to a not-for-profit organization.

“Grantee” means the organization receiving a grant.

“Not-for-Profit Organization” means a not-for-profit corporation, charity or other community group that does not earn profits for its owners. All of the money earned by or donated to a not-for-profit organization is used in pursuing the organization's objectives.

Policy Requirements

Qualifications for Funding

1. The applicant must be a not-for-profit organization operating in the City of Pembroke.
2. Activities and programs must occur in the City of Pembroke.
3. The applicant must fill out an application outlining the program and how it meets the needs of the community.
4. The applicant must demonstrate sound organizational ability.
5. The applicant must provide financial statements as well as annual and project budgets, demonstrating good financial management. An organization must clearly demonstrate financial need or may be disqualified from funding.
6. The applicant must demonstrate how they will recognize the City from support through the Community Recreation Grant.
7. Applications must be received by 11:59pm of the set deadline.

Criteria

8. Applications will be evaluated for approval by a review team comprised of the Director of Parks & Recreation, a designate from the Parks & Recreation Department, Tourism and Digital Media Officer and a designate from the Treasury department based on the following criteria (see Annex A: Evaluation Matrix):
 - demonstrated need
 - contributions to the community
 - promotion of the City's strategic priorities
 - good financial management and organizational ability
 - other partners, other sources of funding, support of volunteers
 - must acknowledge the City in promotional material
9. A listing of approved grants will be provided to Council and the public annually.

Budget

10. On an annual basis, Council will determine the total funding envelope for community recreation grants as part of the annual operating budget.

Grant Categories

11. The following grant expense categories eligible for reimbursement are as follows:

- Fee Waiver
- One-Time Capital Projects
- Organizational Support
- Operating Grant
- Programming
- Event

12. Request for funding must support:

- Community Recreation
 - Excellent partnerships developed and maintained with organizations.
- Capacity Building (e.g. volunteerism, accessibility, age-friendly, inclusive, gender-neutral initiatives)
- Health & active living.

Maximum Contribution

13. No organization shall receive more than \$5,000.00 (combination of fee waiver & cash) of the overall annual funding envelope. Funding amount will be dependent on the evaluation matrix of the committee.

Ineligibility

14. Funding cannot be used:

- To cover deficits
- To retire debts
- To increase endowment funds
- To fund activities that serve primarily the membership or purposes of religious or political organizations.
- To fund projects/events that are already completed or that duplicates an existing program.
- To fund the City's strategic partners in additional capacities.
- The request for in-kind City staff support.

15. Organizations who have failed to provide satisfactory reports, including financial statements, as to the success of the previous year and specifically with respect to

the allocation of grant funds, will not be eligible for funding until such time proper documentation is remitted and evaluated.

16. Organizations that can operate and provide an adequate level of service without public funding and who cannot demonstrate need should not receive funding.
17. The funding generally cannot be used in such a fashion to achieve an operating surplus that can be donated to a separate group or entity.

Intake

18. Application intake will occur annually. Deadline is April 1.

Reporting

19. Each grantee will be required to submit a final report outlining how the funds were used, how the project/event/program contributed to the community and Council's strategic priorities, as well as a final budget summary. Final reports are due December 31st of the year funding was provided.

Exclusions

20. This policy does not apply to annual operating contributions provided the City's strategic partners.

Monitoring

The Director of Parks & Recreation shall be responsible for receiving complaints and/or concerns related to this policy.

Authority

This policy is established pursuant to Section 107 of the *Municipal Act, 2001* which allows a municipality, subject to section 106, to make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality.

Contact

Director of Parks & Recreation

Telephone: 613-735 6821, Ext. 1404

Email: communitygrant@pembroke.ca

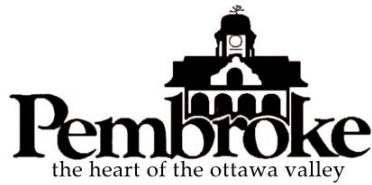
Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Community Grant Policy	March 1, 2025	New policy	25-XX-XXX

Appendix

Appendix A – Evaluation Matrix

Appendix A – Municipal Freedom of Information and Protection of Privacy Act



Committee Report

To: Councillor Patricia Lafreniere
Parks and Recreation Committee

From: Elijah McKeown
Tourism & Digital Media Officer

Date: 2025-02-18

Subject: **Municipal Significance Designation at Festival Hall**

Recommendation:

The Parks and Recreation Committee endorse and recommend to Council that delegated authority to be provided to the Chief Administrative Officer (or their designate) to deem events at Festival Hall @ L'Équinoxe as municipally significant for the purpose of obtaining Special Occasion Permits, in accordance with the Alcohol and Gaming Commission of Ontario (AGCO).

CAO Review:

I have reviewed and agree with the report provided.

David Unrau, P.Eng., PMP

Financial Comment:

There are no direct budget implications from this report.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

Festival Hall @ L'Équinoxe serves as a key cultural venue within the City of Pembroke, hosting a variety of events that contribute to the local arts, entertainment, and tourism sectors. The Alcohol and Gaming Commission of Ontario (AGCO) requires that events applying for a Special Occasion Permit (SOP) be designated as municipally significant by the local municipality in order to allow for the sale and service of alcohol.



Due to the unique nature of Festival Hall's location within École élémentaire et secondaire publique L'Équinoxe, additional regulatory considerations are required for compliance with the AGCO's policies. To ensure Festival Hall remains in compliance with both provincial liquor regulations and school property policies, Kitchissippi Productions, the management entity for Festival Hall, requires municipal designation for specific events.

Previously, the former management company operated as a non-profit organization, which allowed it to apply for and receive Special Occasion Permits directly. However, the current management at Kitchissippi Productions does not wish to operate under a non-profit structure and, as such, cannot apply for SOPs in the same manner. To ensure the continued ability to serve alcohol at Festival Hall events, municipal designation of significance is required.

Additionally, the Festival Hall Consortium will be receiving 15% of all canteen sales, including alcohol sales, as outlined in the Festival Hall Consortium/Kitchissippi Productions Management Agreement. The ability to secure SOPs is therefore a critical component of revenue generation for both Festival Hall and the Consortium.

Discussion:

Management of Festival Hall brought this item to the Consortium looking for assistance prior to their set of late winter/early spring events. The Festival Hall Consortium supported this wish from theatre management and recommended the City of Pembroke deem each necessary event as municipally significant and delegate the authority to make this decision to the CAO or their delegate.

Providing delegated authority to the CAO or their designate will:

- Ensure compliance with AGCO regulations in a timely and efficient manner;
- Facilitate event planning and operations at Festival Hall by removing administrative delays in seeking municipal designation from Council on a case-by-case basis;
- Maintain oversight of municipal significance designations while streamlining the process for Festival Hall management.

This delegated authority would only apply to events hosted at Festival Hall @ L'Équinoxe and would be limited to cases where an SOP application requires a municipal designation under AGCO regulations.

Alternatives Considered:

Finding a Non-Profit Partner

- The Festival Hall Consortium explored the possibility of working with a non-profit partner to apply for SOPs on behalf of Festival Hall. However, this approach was



deemed not suitable as it would create additional administrative burdens and would limit profitability for both management and the consortium.

Issuing a Blanket Resolution Declaring All Events at Festival Hall as Municipally Significant

- This option may also be appropriate if Council wishes to take this route and is comfortable with management's capability to adhere by AGCO guidelines..

Strategic Plan Impact:

This recommendation aligns with the City's Strategic Plan by supporting the following goals:

- Economic Development & Growth: Strengthening cultural and tourism opportunities within the City.
- Long-Term Financial Planning: Ensuring a sustainable operational model for Festival Hall.
- Infrastructure & Facility Renewal: Supporting the successful operation of an important municipal cultural venue.

Attachments:

N/A

Respectfully submitted,

Elijah McKeown
Tourism & Digital Media Officer



Committee Report

To: Councillor Andrew Plummer, Chair
Operations Committee

From: Heather Sutherland
Economic Development & Communications Officer

Date: 2025-02-18

Re: **CIP Request for A-1085 Pembroke Street West**

Recommendation:

The Community Improvement Panel recommends that \$1,185 is granted to Michelle Van Dromme, tenant of A-1085 Pembroke St. W., for the Community Improvement Plan Façade Improvement Grant.

CAO Review:

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

Financial Comment:

According to the attached low quote, \$2,370 plus HST will be spent on the façade improvements at A-1085 Pembroke St. W. Based on the Façade Improvement Grant guidelines, 50% of the work can be reimbursed up to a maximum of \$5,000. Therefore, this applicant is eligible for \$1,185 under the Façade Improvement Grant.

In total, this applicant will be eligible for \$1,185 under the Community Improvement Plan.

This expenditure is covered within the 2025 Community Improvement Plan budget, which, pending adoption on February 18, has \$50,000 in the budget.

Background:

The Community Improvement Panel held a meeting February 6, 2025, with all members present. One application was reviewed from Michelle Can Dromme, tenant of A-1085 Pembroke St. W. The application was for the Façade Improvement Grant. The applicant will



be installing a new sign at the unit. She was previously a home-based business who has now moved into a bricks and mortar location.

The Façade Improvement Grant applies to properties outside of 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.

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 sign companies.

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