



Agenda

Striking Committee

Chair: Mayor Gervais
Tuesday, March 4, 2025
Council Chambers

Following the Finance and Administration Committee Meeting

(This meeting is live streamed on the [City's YouTube page](#) or it can be viewed on YourTV Community Channel 12)

1. **Call to Order**
2. **Disclosure of Pecuniary Interest & General Nature Thereof**
3. **Approval/Amendment of Meeting Agenda**
4. **Approval of Minutes**
 - Striking Committee – January 7, 2025
5. **Business Arising from Minutes**
6. **Closed Session**
 - Personal matters about identifiable individuals, including municipal or local board as per Section 239(2)(b) of the *Municipal Act, 2001*, as amended.
More specifically as it pertains to:
 - Member appointment to the Accessibility Advisory Committee
7. **Business Arising from Closed Session**
 - Pecuniary Interests Declared
 - Statement Resulting from Closed Session
8. **New Business**
 - a. Member Appointment to the Accessibility Advisory Committee – Clerk Charbonneau
 - report to be provided at meeting
 - b. Establishment of Anniversary Committee – Clerk Charbonneau
9. **Adjournment**

Draft Striking Committee Meeting

Council Chambers
Pembroke, Ontario
January 7, 2025
6:54 p.m.

1. Call to Order

Present:

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

Regrets:

Councillor Purcell

Also, Present:

David Unrau, Chief Administrative Officer/Deputy Clerk
Victoria Charbonneau, Municipal Clerk

Mayor Gervais called the meeting to order at 6:54 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no pecuniary interests declared.

3. Approval/Amendment of Meeting Agenda

Resolution: S25-01-01

Moved by Deputy Mayor Abdallah

Seconded by Councillor Plummer

That the agenda of the Striking Committee meeting of January 7, 2025, be approved as circulated.

Carried

4. Approval of Minutes

Resolution: S25-01-02

Moved by Councillor Plummer

Seconded by Deputy Mayor Abdallah

That the minutes of the Striking Committee meeting of December 3, 2024 be approved as circulated.

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. Closed Session 6:55 p.m.**Resolution: S25-01-03**

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That this meeting become a closed meeting to discuss personal matters about identifiable individuals, including municipal or local board employees who have been recommended to serve on the Renfrew County Joint Services Committees: Health Committee and Community Services Committee (Section 239 (2) of the *Municipal Act* as amended).

Carried

7. Business Arising from Closed Session 7:25 p.m.

The Chair indicated that a Striking Committee in Caucus was held to discuss personal matters about identifiable individuals who were recommended to serve on Renfrew County Joint Services Committees: Health Committee and Community Services Committee

The Chair indicated that there were no pecuniary interests declared and that a report concerning the individuals recommended for the appointments Renfrew County Joint Services Committees will be discussed as the next item in the open portion of Striking Committee meeting.

8. New Business

- a. Renfrew County Joint Services Committee
CAO Unrau presented the report.

Resolution: S25-01-04

Moved by Councillor Kuehl

Seconded by Deputy Mayor Abdallah

That the City of Pembroke Striking Committee endorses and recommends to Council that the City of Pembroke appoint the following individuals to the following committee until the end of the current term of Council, or until such time as that the Striking Committee of Council is able to meet following the 2026 municipal election:

1. County of Renfrew Joint Services – Community Services Committee:
Councillor Jacyno and Mayor Gervais
2. County of Renfrew Joint Services – Health Committee:
Councillor Lafreniere and Councillor Purcell

Carried

9. Adjournment**Resolution: S25-01-05**

Moved by Councillor Plummer

Seconded by Councillor Kuehl

That the Striking Committee meeting of January 7, 2025 adjourn at 7:29 p.m.

Carried



Committee Report

To: Mayor Ron Gervais
Striking Committee

From: Victoria Charbonneau
Municipal Clerk

Date: 2025-03-04

Subject : Establishment of a City of Pembroke Anniversary Committee

Recommendation:

That the City of Pembroke Striking Committee endorse and recommend to Council the establishment of a City of Pembroke Anniversary Committee; and

That the terms of reference for the Anniversary Committee be endorsed and recommended for Council approval; and

Furthermore, that staff be directed to advertise the positions for community volunteers and bring back to Striking Committee for review at a future meeting.

CAO Review :

The formation of an anniversary committee for the city's 200th anniversary is essential to ensuring a well-organized, meaningful celebration that honors Pembroke's rich history and accomplishments. This committee will be responsible for working closely with staff to coordinate events, engage the community, and fostering a sense of pride and unity. A dedicated group of individuals can effectively help to manage the planning and public outreach, creating a memorable milestone that highlights the city's heritage while looking forward to its future.

David Unrau, P.Eng., PMP

Financial Comment:

Members of the Anniversary Committee positions are voluntary with no associated compensation.



Events and projects coordinated by the Anniversary Committee will be funded through the City's share of MAT revenues provided it aligns with the City's MAT policy as well as future budgets.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

The City of Pembroke will celebrate its 200th anniversary in 2028. In order to prepare for the anniversary, it is recommended a committee be formed well in advance of the anniversary year to plan and prepare for celebrations and events to commemorate the city's historic milestone.

Discussion:

The City of Pembroke's 200th Anniversary Committee will provide advice, support and assistance to the Economic Development and Communications Officer/Tourism and Digital Media Officer, who in turn will be responsible to the Council of the City of Pembroke within all aspects of the events.

In order to proceed in the formulation of an Anniversary Committee, a draft terms of reference document has been completed for committee's review (Appendix A). Highlights from the terms of reference include:

Composition

The City of Pembroke's 200th Anniversary Committee shall be composed of the following members:

- Mayor
- Two (2) Councillors
- Economic Development and Communications Officer/Tourism and Digital Media Officer (Non-Voting)
- One (1) special events staff member (Non-Voting)
- One (1) representative from the Pembroke Business Improvement Area (PBIA)
- Up to five (5) community volunteers

Appointment and Term:

Members of the City of Pembroke's 200th Anniversary Committee will serve until the end of the current term of Council November 14, 2026, with the understanding that the existing membership of community volunteers should remain in place for consistency in anniversary planning efforts, unless otherwise determined by the 2026-2030 term of Council.

**Alternatives Considered:**

1. Amend the Terms of Reference for the Anniversary Committee
2. Do not proceed with the establishment of an Anniversary Committee

Strategic Plan Impact:

The establishment of an anniversary committee supports the following elements outlined in the strategic plan:

Mission - To support a welcoming, vibrant community which offers services and amenities that enhance sustainable and healthy lifestyles.

Underlying Principle – Develop and maintain critical partnerships.

Attachments:

1. Appendix A – Draft Terms of Reference, City of Pembroke 200th Anniversary Committee

Respectfully submitted,

Victoria Charbonneau
Municipal Clerk

City of Pembroke's 200th Anniversary Committee Terms of Reference

Purpose/Mandate:

The City of Pembroke's 200th Anniversary Committee will provide advice, support and assistance to the Economic Development and Communications Officer/Tourism and Digital Media Officer, who in turn will be responsible to the Council of the City of Pembroke within all aspects of the events.

Report to:

Parks and Recreation Standing Committee of Council.

Duties and Responsibilities:

The City of Pembroke's 200th Anniversary Committee will:

- Promote the development of events in celebration of the bicentennial of the City of Pembroke;
- Consult with residents, community partners, community groups and organizations, and staff;
- Promote opportunities for volunteers to support the community;
- Provide support and assistance to volunteers throughout events and activities;
- Advise on the short and long-term goals as they pertain to the 200th celebration of the city;
- Assist with the support of researching funding opportunities to support the events;
- Communicate ideas and make suggestions to create community events and activities;
- Help to maintain a positive image of the community.

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Meetings of City of Pembroke's 200th Anniversary Committee:

A Chairperson, whose responsibility will be to chair the meetings generally in accordance with the City's procedural by-law, shall be selected by the Committee. A Vice-Chairperson may also be selected and may act as Chair when the chairperson is absent or unable to fulfill his/her duties.

Meeting dates and times shall be determined by the Committee. Meetings shall occur at a frequency established by the Committee that best addresses the workload and objectives of the Committee. In accordance with the requirements of the Municipal Act, notice of meetings shall be posted on the municipal website.

A staff resource person shall act as a recording secretary for the Committee and, in consultation with the Chair, be responsible for preparing the meeting agendas and minutes.

All meetings of the Committee shall be open to members of the public, subject to closed meeting provisions of the City's Procedural By-law.

A simple majority of appointed members shall constitute quorum.

The Committee shall be empowered to appoint ad-hoc working groups of its members to address any specific question, study, or issue. The purpose of such ad-hoc working groups shall be to make recommendations on a particular issue to the City of Pembroke's 200th Anniversary Committee.

Decisions of the Committee shall be made by consensus.

Code of Conduct:

All members will be required to sign and abide by the Code of Conduct for City of Pembroke Council and Local Board Members.

Attendance Policy:

Each member of the City of Pembroke's 200th Anniversary Committee shall assume an active role in the Committee's activities. After three consecutive absences, the Chairperson or a staff member of the Clerk's Department shall follow up with the absent member to determine the cause of the absences. Members who miss three consecutive meetings without reasonable cause and/or who are not fulfilling their respective responsibilities as determined by the Committee, may be asked to relinquish their membership.