



Agenda

Council Meeting

Tuesday, April 1, 2025
Council Chambers

Following Planning and Development 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. **Opening Prayer/Reflection**
3. **Disclosure of Pecuniary Interest & General Nature Thereof**
4. **Minutes**
 - i. Approve minutes from Council
 - a. Regular Meeting of Council – March 18, 2025
 - ii. Adopt minutes from Committees
 - a. Planning and Development Committee Meeting – February 4, 2025
 - iii. Receive minutes from Local Boards
 - Pembroke Public Library – February 20, 2025 and Ottawa Valley Waste Management Board – November 28, 2024
5. **Delegations and Presentations**
6. **Business Arising from Delegations and Presentations**
7. **Staff and Committee Reports**
8. **Proclamations**
 - a. National Dental Hygiene Week – April 4-10, 2025
9. **By-laws**
 - a. 2025-37 Parking Agreement with Arif Enterprises Inc.
10. **Motions**
11. **Correspondence**
12. **Mayor's Report**

13. Notices of Motion

14. Councillor Updates

15. Closed Session

- That City of Pembroke Council convene in Closed Session with authorized staff remaining in the room, pursuant to the following section of the Municipal Act 2001;
 1. Section 239(2)(c) a proposed or pending acquisition or disposition of lands by the municipality or local Board.
More specifically as it relates to:
 - a. Potential Purchase of Land TransCan – Economic Development and Information Officer H. Sutherland

16. Business Arising from Closed Session

17. Confirming By-law

- Confirming By-law 2025-38

18. Adjournment

Draft City of Pembroke Council Meeting

Council Chambers
Pembroke, Ontario
March 18, 2025
7:46 p.m.

1. Call to Order

Present:

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

Regrets:

Councillor Plummer
Councillor Purcell

Also Present:

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

Mayor Gervais called the regular meeting of Council to order at 7:46 p.m.

2. Opening Prayer/Reflection

3. Disclosure of Pecuniary Interest & General Nature Thereof

There were no disclosures of pecuniary interest declared.

4. Minutes

- i. Approve minutes from Council
 - a. Regular Meeting of Council – March 4, 2025

Resolution 25-03-17

Moved by Deputy Mayor Abdallah

Seconded by Councillor Lafreniere

That the minutes of the Regular Meeting of Council of February 4, 2025, be approved as circulated.

Carried

- ii. Adopt minutes from Committees
 - a. Operations Committee – February 18, 2025

Resolution 25-03-18

Moved by Councillor Kuehl

Seconded by Councillor Jacyno

That the minutes of the Operations Committee meeting held on February 18, 2025, be adopted as circulated.

Carried

- iii. Receive minutes from Local Boards

5. Delegations and Presentations

- a. Councillor Lafreniere
- A grade 5/6 class from Cathedral Elementary school recently visited City Hall and the students had engaging conversations with the Mayor and herself. The students also presented poems that wrote about Pembroke.
- This week, Councillor Lafreniere read a poem by Cora.
- Councillor Lafreniere will be featuring the poems from the students at each Council meeting to display the community pride and talents of Pembroke youth. Readings of the poems can be viewed on the meeting recordings on the City's YouTube page.

6. Business Arising from Delegations and Presentations

7. Staff and Committee Reports

- a. Operations Committee – Crandall Street Pumping Station Upgrade Contract Tender Award No. 21-2045D

Resolution 25-03-20

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That Tender Contract No. 21-2045D for Crandall Street Pumping Station Upgrade, be awarded to Black and McDonald Limited in the amount of \$789,675.00 plus HST; and

That additional expenditures in the amount of \$50,000.00 be approved for a contingency allowance; and

That the budget shortfall be funded from surplus funds in the Highway 148 Reconstruction project.

The total value of the recommendations equal \$839,675.00 plus applicable HST.

Carried

- b. 2024 Remuneration Report for Elected and Appointed Representatives
Treasurer/Deputy Clerk Lochtie reviewed the 2024 Statement of Remuneration for Council and local board members was provided as information.

8. Proclamations

9. By-laws

- a. By-law 2025-29

Resolution 25-03-21

Moved by Deputy Mayor Abdallah

Seconded by Councillor Kuehl

That By-law 2025-29 to adopt a Municipal Accommodation (MAT) Revenue Allocation Policy for the Corporation of the City of Pembroke, be adopted and passed;

And further that the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

Carried

- b. By-law 2025-30

Resolution 25-03-22

Moved by Councillor Jacyno

Seconded by Deputy Mayor Abdallah

That By-law 2025-30 to authorize the entering into a Municipal Forest Fire Agreement between the City of Pembroke and Aviation, Forest Fires and Emergency Services (AFFES), a division of the Ministry of Natural Resources (MNR), be adopted and passed; And further that the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

Carried

c. By-law 2025-31

Resolution 25-03-23

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

That By-law 2025-31, a By-law to provide for the participation of the City of Pembroke Fire Department in the Renfrew County Mutual Aid Plan, be adopted and passed; And further that the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

Carried

d. By-law 2025-32

Resolution 25-03-24

Moved by Councillor Jacyno

Seconded by Deputy Mayor Abdallah

That By-law 2025-32, a By-law to authorize the sale for municipally-owned property known municipally as 124 Woodcrest Drive, be adopted and passed; And further that the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

Carried

e. By-law 2025-33

Resolution 25-03-25

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That By-law 2025-33 for the Corporation of the City of Pembroke to adopt a Tangible Capital Asset Policy, be adopted and passed; And further that the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

Carried

f. By-law 2025-34

Resolution 25-03-26

Moved by Councillor Jacyno

Seconded by Councillor Kuehl

That By-law 2025-34, a By-law to authorize the entering into of a Riverside Park Repair Reserve Fund Agreement between the Pembroke and Area Fiddling Association and the City of Pembroke, be adopted and passed; And further that the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

Carried

g. By-law 2025-35

Resolution 25-03-27

Moved by Deputy Mayor Abdallah

Seconded by Councillor Jacyno

That By-law 2025-35, a By-law to authorize the entering into a Transit Service Agreement between 2321190 Ontario Inc. o/a Mobility Transportation Specialists (MTS) and the Corporation of the City of Pembroke, be adopted and passed;

And further that the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

- It was recommended by Councillor Kuehl that Council table this by-law in order to get additional feedback from legal on whether the Pembroke Handi Bus is defined as a public sector organization and if it has to abide by fare parallel obligations (as part of AODA regulations) to lower its fee to match the City's Public Transit fees.
- Additionally, it was stated that the City could supplement the shortfall of the Handi-Bus through additional
- It was responded by staff that the RFP has been awarded. The rate issue is a separate one from the overall implementation of the transit system. Staff have set up a meeting in early April with the Handi-Bus to address this issue.
- Through preliminary financial analysis, staff estimates that the shortfall experienced by the Handi-Bus (should it be obligated to lower its current fees) will be under \$10,000.
- The City has not established the City transit fares yet, and details on how/if the set fare will impact the Handi-Bus is currently unknown.
- It was stated that should the agreement be delayed, the service will likely not be able to start in the summer 2025 as planned.
- Question regarding the transportation system having stops in Laurentian Valley (e.g. Walmart) and if so, is Laurentian Valley providing any funds and does the City need permission to have the transportation system cross the boundary. It was responded that information can be collected and analyzed. There are going to be challenges regarding municipal boundaries. There are a number of policies that can be developed once the numbers are analyzed to address pressure points in the service.
- It was further discussed that Walmart would need to provide permission as they are the private property owner and that Laurentian Valley is currently not contributing to the transportation program.

DIRECTION: Staff are directed to obtain a legal opinion relating to ascertain what type of transit provider the Handi-Bus services fall under, and if the fare parallel is applicable.

Mayor Gervais called for a recorded vote.

Yea: Deputy Mayor Abdallah, Councillors Jacyno, Kuehl, Lafreniere

Nea: Mayor Gervais

Carried 4:1

10. Motions

- a. Ottawa River Power Corporation - Request for Municipal Support Resolution for ORPC's SREPs Grant Application

Resolution 25-03-28

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

WHEREAS the Ottawa River Power Corporation (ORPC) plans to submit an application to the Natural Resources Canada (NRCan) under the Smart Renewables and Electrification Pathways (SREPs) Utility Support Stream (USS) grant program for a project with the objective of enhancing the local electricity distribution system with the implementation of advanced smart grid technologies, and

WHEREAS the proposed upgrades include Advanced Smart Fault Indicators, Automated Switches and Reclosers, SCADA System Upgrades, and the deployment of an Outage Management System (OMS), all aimed at improving safety, efficiency, and reliability of the electricity grid, and

WHEREAS these technological advancements will help to reduce outage durations, minimize service interruptions, enhance real-time grid monitoring, improve outage detection and response times, and support a more resilient, adaptable, and future-ready grid infrastructure, and

WHEREAS this project aligns with the objectives of the Smart Grid Energy Program (SREPs), including the strengthening of local electricity infrastructure, supporting the integration of distributed energy resources, contributing to cleaner energy transition, and improving operational efficiencies, and

WHEREAS the City of Pembroke recognizes the long-term benefits of a modern and reliable electricity system for the community's residents and businesses,

NOW, THEREFORE BE IT RESOLVED that the City of Pembroke endorses Ottawa River Power Corporation's proposed smart grid technology project and supports its application for funding through the SREPs program.

FURTHER BE IT RESOLVED that the City of Pembroke authorizes this resolution of endorsement to be forwarded to Ottawa River Power Corporation as formal support for the project.

Carried

11. Correspondence

12. Mayor's Report

Mayor Gervais provided an update on the community functions he attended on behalf of Council including (but not limited to):

- March 7 – attendance at Town Hall meeting hosted by MP Cheryl Gallant and MP Larry Brock (MP for Brantford) to discuss crime as the critic to the Justice Minister
- March 8 – attendance at the Coffee with the OPP Inspector/Mayor event, held at the Bonanza restaurant.
- March 12 – attendance at the March Break Free Skate hosted by the Lumber Kings.

13. Notices of Motion

14. Councillor Updates

Councillor Jacyno

- Tribute to Jamie Bramburger, and a highlight of the recent ceremonies honouring his life and contributions to the community.

Councillor Kuehl

- Attendance at Town Hall with MP Gallant and MP Brock on crime and justice and the safety of residents
- Sunday – attendance at the Ottawa Valley Kitchen Party at Festival Hall

- Highlighted events upcoming at Festival Hall that can be viewed at www.festivalhall.ca
- Expressed condolences at the passing of Jamie Bramburger. The Parks and Recreation team did a fantastic job in collaborating with the ceremony arrangements in conjunction with the funeral home providing the services.

Deputy Mayor Abdallah

- Attendance at the Algonquin College open house to promote the Transportation initiative
- Expressed condolences for Jamie Bramburger and noted his significant impact on the Pembroke community and beyond.

Councillor Lafreniere

- Expressed condolences for Jamie and noted his contributions to the community.
- Provided kudos to the Parks and Recreation staff on their contributions to the recent memorial services at the PMC.

15. Closed Session

16. Business Arising from Closed Session

17. Confirming By-law

- Confirming By-law 2025-36

Resolution: 25-03-29

Moved by Councillor Lafreniere

Seconded by Councillor Kuehl

That By-law 2025-36 to confirm the proceedings of the Regular Meeting of Council of March 18, 2025, be adopted and passed; and

Further That the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

Carried

18. Adjournment

Resolution: 25-03-30

Moved by Councillor Kuehl

Seconded by Deputy Mayor Abdallah

That the March 18, 2025, regular meeting of Council adjourn at 9:04 p.m.

Carried

Ron Gervais
Mayor

Victoria Charbonneau
Municipal Clerk

Draft Planning & Development Committee Meeting

Council Chambers
Pembroke, Ontario
February 4, 2025
7:00 p.m.

1. Call to Order

Present:

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

Regrets:

Also, Present:

David Unrau, Chief Administrative Officer
Victoria Charbonneau, Municipal Clerk
Colleen Sauriol, Director of Planning, Building and By-law Enforcement
Jordan Durocher, Director of Parks and Recreation
Chief Scott Selle, Pembroke Fire Department

Councillor Jacyno called the meeting to order at 7:01 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interests declared.

3. Approval/Amendment of Meeting Agenda

Resolution: PD25-02-01

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the agenda of the Planning & Development Committee meeting of February 4, 2025, be approved as circulated.

Carried

4. Approval of Minutes

Resolution: PD25-02-02

Moved by Mayor Gervais

Seconded by Councillor Plummer

That the minutes of the January 7, 2025, meeting of the Planning and Development Committee be approved as circulated.

Carried

5. Business Arising from Minutes**6. Presentation and Delegations****a. Pembroke Horticultural Society Presentation**

Ellen Vandersleen, Pembroke Horticultural Society President and members of the Pembroke Horticultural Society past President were in attendance:

- In 2024 The Pembroke Horticultural Society celebrated their 100th Anniversary
- A book was compiled to commemorate the milestone anniversary complete with a history of the group from inception to present.
- The Society Presented a copy of the book to Council as a gesture of gratitude for the City's support over the years
- Books are \$25.00 and can be purchased by request at City Hall or through any of the executive of the Society.

7. New Business**a. Revised Report to Prohibit and Regulation Fortification**

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

- Support for the removal of video surveillance provisions in the proposed by-law due to specific wording used, applicable enforcement issues, and overall practicality and feasibility were stated
- Video surveillance used reasonably can be useful through the OPP CAMSAFE program to help improve overall community safety.
- Staff iterated a by-law will be prepared and provided on the February 18th Council agenda

Resolution PD25-02-03

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the Planning and Development Committee endorse and recommend to Council the revised by-law to regulate the Fortification of land and to prohibit excessive Fortification of land and to prohibit the application of excessive protective elements to land within the City of Pembroke

Carried

b. Repeal of Parking Agreement at Corner of Lake Street and College Way

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

- Can Parking lot be advertised to enter into a second lease
- Staff would need to be consulted on feasibility and use
- By-law will be brought to the next Council Meeting February 18, 2025

Resolution PD25-02-04

Moved by Mayor Gervais

Seconded by Deputy Mayor Abdallah

That the Planning and Development Committee endorse and recommend to Council the repeal of By-law 2024-62, being a by-law to authorize the entering into of an agreement between 320 Lake St. Inc. and the Corporation of the City of Pembroke

Carried

c. Pool Lifeguard Recruitment and Retention Policy

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

- Questions regarding who would be running the courses and what a lifeguard candidate requires to become certified
- It was responded that the certification courses are planned to be run in house, as historically conducted, and the courses required are listed in the criteria (6 courses).
- It was asked if the need for lifeguards was critical, is there a signing bonus incentive provision in the policy for those already fully certified.
- It was responded that staff will look into this suggestion. In addition, summer students are now placed on a pay scale/grid, this includes lifeguards. Some could be bumped up the grid based on qualifications.
- Recommendation to advertise incentives for qualified lifeguards, and discussion around how to keep the incentives as budget neutral as possible.

Direction: Staff to provide Council with an estimation how much revenue the City loosing by having a fully staffed pool without all the revenues from programs

Resolution PD25-02-05

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

That the Planning and Development Committee approve staff recommendation of a Pool Lifeguard Recruitment and Retention Policy to enlist and secure lifeguards for continued aquatic programs and services, as presented

Carried

d. Pembroke Fire Department Monthly Report – January 2025

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

- Question regarding Emergency Management, and any partnerships between the City of Pembroke as a single tier municipality and the municipalities within the County of Renfrew structure – approach it from a Regional Perspective
- It was responded that each municipality has their own plan and requirements. As a single tier municipality Pembroke is required to have an Emergency Management plan. Each individual municipality is required to have their own plan
- It was also stated that there is a newly developed CEMC's that are working together to develop some generalized plans that can be considered and utilized regionally
- Participation in joint emergency preparedness activities are valuable as well.

8. Adjournment**Resolution PD25-02-06**

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Planning & Development Committee meeting of February 4, 2025, adjourn at 8:15 p.m.

Carried



Pembroke Public Library Board Meeting Minutes

Thursday, February 20, 2025
6:00 pm

Members Present: Renelle Charron, Brian Abdallah, Bethea Summers, Mike Popke.

Excused (with notice): Ron Gervais, Justin Jeffrey, Wendy Hewitt

Staff: Karthi Rajamani, CEO

Board Minutes: Sara Thibeault

1. Call to Order:

- The meeting was called to order at 6:13pm.

2. Land Acknowledgement:

- Brian Abdallah read the Land Acknowledgement.

3. Approval of Agenda

MOTION: To approve the Agenda:

#25:08 M/ Renelle Charron, S/ Bethea Summers. CARRIED.

4. Approval of Minutes:

MOTION: To approve the minutes of the Board Meeting held on January 16, 2025:

#25:09 M/ Mike Popke, S/ Renelle Charron. CARRIED.

5. Conflict of Interest: None

6. Business Arising from Minutes: None

7. Friends of the Pembroke Public Library Presentation:

- On behalf of the Friends of the Pembroke Public Library, Renelle presented Karthi with a cheque for \$2,000.00, a total of the funds raised by the group in 2024. These funds will go towards a variety of library-enhancement projects.

8. Correspondence:

- To be discussed during in-camera session.

9. Board Chair Report:

- Brian mentioned his biweekly visits to the library to sign invoices.
- He congratulated Karthi and library staff on their two recently-won awards.
- He shared a letter intended for the manager of the local RBC in view of sharing their parking lot with library staff. Board members discussed parking solutions.

10. CEO Report:

- Karthi reported on the 2025 Multicultural Festival preparations that have begun.
- She recounted her pride in the numerous awards received in total, over the years, by both herself and the library, especially the most recent ones.
- She notified Board Members that she will possibly take some time away in March, and will advise the Board of specific dates as they are confirmed.

11. Financial Report:

- Karthi reiterated that she had been asking for the library's portion of the annual HST refund for the past 8 years, but has never received it. Bethea recommended looking into acquiring the library's GL (General Letter) from the City of Pembroke.
- Bethea and Karthi discussed ongoing issues with the Finance Department at the City of Pembroke. Brian committed to communicating with the concerned parties.

12. Property Report:

- Brian recounted an encounter with Bruce Papin, a local historian, who counselled him

against replacing the library's historic windows, as this might pose a risk of having to de-certify it as a historic building. He recommended we look into the use of storm windows instead, which require biannual installation/removal.

- A quote has been submitted by Marquis Homes, Inc. for the work needing to be done on the bathrooms in the Children's Department in order to merge them into one larger, accessible bathroom. Board Members recommended seeking out accessibility grants as well to help with the cost of the door.

MOTION: To approve the quote submitted by Marquis Homes, Inc. and proceed with the proposed renovations of the bathrooms in the Children's Department to turn them into a single, accessible washroom:

#25:10 M/ Bethea Summers, S/ Mike Popke. CARRIED.

- Two quotes have been submitted for the flooring renovations to be done in the upstairs accessibility washroom as well as in the storeroom area in the Children & Teen's Department.

MOTION: To approve the flooring renovations in the upstairs accessibility washroom as well as in the storeroom area in the Children & Teen's Department.

#25:11 M/ Bethea Summers, S/ Renelle Charron. CARRIED.

13. Policies: None

14. In-Camera Session:

MOTION: That the Board move into an in-camera session:

#25:12 M/ Bethea Summers, S/ Renelle Charron. CARRIED.

MOTION: That the Board move to end the in-camera session:

#25:14 M/ Bethea Summers, S/ Mike Popke. CARRIED.

15. Acceptance of All Reports:

MOTION: To accept all reports:

#25:15 M/ Mike Popke, S/ Bethea Summers. CARRIED.



16. New Business:

- Karthi reported that the library's March-Break programming preparations were ongoing, generating much anticipation with patrons.

17. Adjournment: Approximately 7:24pm.

MOTION: To adjourn:

#25:16 M/ Renelle Charron, S/ Mike Popke. CARRIED.

18. Next Meeting: Thursday, March 20, 2025 at 6:00pm.

Board Chair

Brian Abdallah

CEO

Karthi Rajamani



Ottawa Valley Waste Management Board Minutes November 28, 2024

A meeting of the above Board was held at 4:10 p.m. on the above date, with the following persons in attendance:

Ottawa Valley Waste Management Board:

Steve Bennett, Chairperson, Township of Laurentian Valley
Andrew Plummer, Vice-Chairperson, City of Pembroke
Murray Rutz, Member, Town of Petawawa
James Brose, Member, Township of North Algona Wilberforce

Ottawa Valley Waste Recovery Centre:

Laurie Benjamin, General Manager
Daniel Burke
Elizabeth Graham, Communications and Special Waste Supervisor
Ron McMillan, Operations Supervisor

Quorum

The attendance of at least two-thirds of the members of the Board representing the parties hereto shall constitute a quorum at the Board meeting. A quorum is in attendance for today's meeting.

Votes

For today's meeting the total number of votes is 12, all matters coming before the Board for approval or consideration shall be decided by a majority vote of greater than 50% of the total votes taken regarding any matter before the Board for decision where such majority vote represents a majority vote of greater than 50% of the parties voting.

1. Approval of November 28, 2024 Meeting Agenda

Moved by: Murray Rutz

Seconded by: James Brose

That the November 28, 2024 agenda be approved as presented.

Carried

2. Declaration of Pecuniary Interest

None.

3. Approval of October 24, 2024 Meeting Minutes

Moved by: Andrew Plummer

Seconded by: Murray Rutz

That the Minutes of October 24, 2024 meeting be adopted as presented.

Carried

4. Tonnage Reports

This report was presented for information purposes only.

5. Quarterly Financial Reports (Report 24-A-16)

This report was presented for information purposes only.

6. Propane RFP

A resolution was passed:

Resolution

That:

The Board authorize the General Manager to enter into a contract with W.O. Stinson & Son Ltd. to provide propane, storage tanks, cylinders and a cylinder storage cage for a period of 5 years.

Moved by: Murray Rutz

Seconded by: James Brose

Carried

7. Shredder Rebuild

A resolution was passed:

Resolution

That:

The Board approve the organics shredder rebuild to be completed by Valley Steel in the amount of \$30,857.50.

Moved by: James Brose

Seconded by: Murray Rutz

Carried

8. Landfill Expansion & Leachate Treatment System Update (Verbal)

Staff provided an update on landfill expansion and leachate treatment system approvals.

9. Emterra Update (Verbal)

Staff provided an update on Emterra and Blue Box Transition.

10. 2025 Budget

a. Budget

A resolution was passed:

Resolution

That:

The Board approves, in principle, the 2025 Budget as presented.

Moved by: Murray Rutz

Seconded by: Andrew Plummer

Carried

b. Tipping Fees and General Fees

A resolution was passed:

Resolution

That:

The Board approves the 2025 Partner and Non-Partner Municipal Tipping Fee Schedules and the 2025 General Fee Schedule.

Moved by: James Brose

Seconded by: Andrew Plummer

Carried

c. Pay Grid

A resolution was passed:

Resolution

That:

The Board approves the 2025 Pay Grid.

Moved by: Murray Rutz

Seconded by: James Brose

Carried

11. Next Meeting

Call of the Chair.

12. Closed Session

A resolution was passed:

Resolution

That:

The Board go into Closed Session to discuss:

- a. Personnel Matters Regarding an Identifiable Individual

Moved by: James Brose

Seconded by: Andrew Plummer

Carried

Return to Open Session

A resolution was passed:

Resolution

That:

The Board come out of Closed Session.

Moved by: Murray Rutz

Seconded by: Andrew Plummer

Carried

A resolution was passed:

Resolution

That:

The Board authorize the General Manager to issue a Performance Bonus to each of the Facility's Supervisors to recognize outstanding work performance during 2024.

Moved by: Murray Rutz

Seconded by: Andrew Plummer

Carried

Motion to Conclude

Moved by: James Brose

Seconded by: Andrew Plummer

Carried

Meeting concluded at 5:03 p.m.

Minutes Prepared By: Elizabeth Graham

Distribution: All Present

CAO's/Treasurers

Welch & Company

By virtue of the power vested in me

I Do Hereby Declare

April 4 - 10, 2025

as **"National Dental Hygiene Week"**

in the City of Pembroke.

Whereas 59% of Canadian children and 96% of adults have experienced cavities, and 21% of Canadian adults have experienced periodontal (gum) issues; and

Whereas research shows a direct link between oral health and overall health and well-being, such as periodontal disease being linked to several serious illnesses, including lung disease, diabetes and heart disease; and

Whereas oral health issues are easily preventable and treatable, and Canadians, especially children and seniors, can be greatly assisted through early detection and intervention; and

Whereas dental hygiene is the 6th largest registered health profession in Canada, with more than 31,000 registered dental hygienists working in a variety of settings, with people of all ages, addressing issues related to oral health; and

Whereas greater awareness of proper oral health practices and the need to regularly visit a dental professional is paramount to ensuring Canadians lead healthier and happier lives; and

Whereas promoting the importance of the issues and celebrating the successes of the profession and contributions of dental hygienists will lead to increased public awareness.

Therefore be it resolved that, I, Ron Gervais, Mayor of the City of Pembroke do hereby proclaim the week of April 4-10, 2025, as National Dental Hygiene Week in the City of Pembroke.

Dated in the Mayor's Office this 1st day of April 2025

Ron Gervais
Mayor, City of Pembroke

The Corporation of the City of Pembroke

By-law Number 2025-37

Being a by-law to appoint Municipal By-law Enforcement Officers to enforce parking provisions in the parking lots associated with 58 Pembroke Street West, 120 Lake Street, 227 Lake Street, and 185 Prince Street.

Whereas the Community Safety and Policing Act, 2019 provides for prescribed policing providers that shall provide the policing function in an area in accordance with the standards for adequate and effective policing including law enforcement and maintaining the public peace;

Whereas the Community Safety and Policing Act, 2019 states a “prescribed policing provider” means a public sector body which includes a municipality; and

Whereas Section 227 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, authorizes the appointment of such officers and employees as may be necessary for the purposes of the municipal corporation to carry out other duties required under this or any Act and other duties assigned by the municipality;

Now Therefore the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That the following persons are hereby appointed as a Municipal By-law Enforcement Officers in the City of Pembroke for the purpose of upholding the City of Pembroke’s Parking By-law 2024-24 and its amendments and for the issuing of parking tickets only for the parking lots associated with 58 Pembroke Street West, 120 Lake Street, 227 Lake Street, and 185 Prince Street:
 - Crystal Simms
 - Kevin Morton
2. That the Mayor and Chief Administrative Officer be, and they are, hereby authorized to enter into an agreement marked as Appendix “A” with Arif Enterprises Inc. allowing Crystal Simms and Kevin Morton to write and issue parking tickets for 58 Pembroke Street West, 120 Lake Street, 227 Lake Street, and 185 Prince Street.
3. That By-law number 2024-57 and any other by-law inconsistent with the provisions contained in this by-law are hereby repealed.
4. This by-law shall come into force and take effect upon the date of the final passing thereof.

Passed and enacted this 1st Day of April 2025

Ron Gervais
Mayor

Victoria Charbonneau
Clerk

Appendix “A” to By-law 2025-37

This Agreement made this 1st day of April, 2025.

Between: The Corporation of the City of Pembroke
hereinafter called “the City”;

And: Arif Enterprises Inc.
hereinafter called “Arif Enterprises Inc.”,

Whereas Arif Enterprises Inc., Owner, wishes to write and issue parking tickets for vehicles parked in the parking lot of the properties municipally located at 58 Pembroke Street West, 120 Lake Street, 227 Lake Street and 185 Prince Street;

And whereas the City agreed, by By-law 2025-37, to permit and appoint Crystal Simms and Kevin Morton, the right to issue parking tickets for the parking lots associated with 58 Pembroke Street West, 120 Lake Street, 227 Lake Street and 185 Prince Street only;

Now therefore it is agreed between the parties as follows:

1. Crystal Simms and Kevin Morton will be permitted to issue parking tickets for the parking lots at 58 Pembroke Street West, 120 Lake Street, 227 Lake Street and 185 Prince Street subject to the following conditions:
 - a) Crystal Simms and Kevin Morton shall be designated by By-law as a By-law Enforcement Officer permitted to ticket vehicles at 58 Pembroke Street West, 120 Lake Street, 227 Lake Street and 185 Prince Street;
 - b) Crystal Simms and Kevin Morton shall prepare for and attend Provincial Offences Court as required;
 - c) Crystal Simms and Kevin Morton shall deal with any complaints regarding the parking tickets issued at 58 Pembroke Street West, 120 Lake Street, 227 Lake Street and 185 Prince Street;
 - d) Arif Enterprises Inc., Owner, shall provide a progress report to the Planning and Development Department on a quarterly basis;
 - e) Arif Enterprises Inc., Owner, shall pay the cost of purchasing tickets in the prescribed form;
 - f) Arif Enterprises Inc., Owner, shall erect signage which indicates the fine structure of the parking tickets;
 - g) Arif Enterprises Inc., Owner, shall notify the Director of Planning, Building and By-law Enforcement immediately if there are any changes associated with the person(s) issuing the tickets; and
 - h) All revenues from the parking tickets issued at 58 Pembroke Street West, 120 Lake Street, 227 Lake Street and 185 Prince Street shall be retained by the City of Pembroke.

2. TERMINATION:

Either party may terminate this agreement by giving sixty (60) days prior written notice.

The Parties have executed this Agreement this 1st day of April, 2025.

The Corporation of the City of Pembroke

David Unrau
Chief Administrative Officer

Ron Gervais
Mayor

“We have the authority to bind the Corporation



Ashraf Arif
Arif Enterprises Inc.
Synercapital Asset Management
1376 Bank Street, Suite 500
Ottawa, Ontario K1H 7Y3

The Corporation of the City of Pembroke

By-law Number 2025-38

Being a By-law to confirm the proceedings of the Regular Meeting of the Council of the City of Pembroke at the meeting held on the first day of April 2025

Whereas Section 5(1) of the *Municipal Act, 2001*, as amended, provides that the powers of a municipality shall be exercised by its council; and

Whereas Section 5(3) of the *Municipal Act*, as amended, provides that the powers of every Council are to be exercised by by-law; and

Whereas it is deemed expedient that the proceedings of the Council of the City of Pembroke at this meeting be confirmed and adopted by by-law.

Therefore, the Council of the City of Pembroke enacts as follows:

1. That all actions of the Council of the City of Pembroke at its meeting of April 1st, 2025, in respect of each report, motion, resolution or other action, passed and/or taken by the Council at its meeting, is hereby adopted, ratified, and confirmed as if all such proceedings were expressly embodied in this by-law; and
2. That the Mayor and appropriate officials of the City of Pembroke are hereby authorized and directed to do all things necessary to give effect to the said action and to obtain approvals where required, and to execute all documents necessary in that regard, and the Clerk is hereby authorized and directed to affix the Corporate Seal of the City of Pembroke to all such documents.
3. That this By-law shall come into force and take effect upon the passing thereof.

Passed and Enacted This 1st Day of April 2025

Ron Gervais
Mayor

Victoria Charbonneau
Municipal Clerk