

# Planning & Development Committee Meeting

Council Chambers  
Pembroke, Ontario  
April 1, 2025  
7:01 p.m.

## 1. Call to Order

### Present:

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

### Regrets:

Councillor Lafreniere

### Also, Present:

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

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: PD25-04-01

Moved by Councillor Plummer

Seconded by Deputy Mayor Abdallah

That the agenda of the Planning & Development Committee meeting of April 1, 2025, be approved as circulated.

**Carried**

## 4. Approval of Minutes

### Resolution: PD25-04-02

Moved by Councillor Plummer

Seconded by Councillor Kuehl

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

**Carried**

**5. Business Arising from Minutes****6. Presentation and Delegations**

a. Renfrew County Catholic District School Board (RCCDSB) – Bob Schreader, Renfrew County Catholic District School Board Chairperson and Mark Searson, Director of Education were in attendance to provide a presentation on a second entrance to the Bishop Smith Catholic High School campus through Horace Street. A discussion was held and the following points were raised:

- It was highlighted that BSCH recently built a track that meets provincial standards, this is the only regulation track within Renfrew County, and has capacity to host large events that attract a number of people
- Role the school space plays in emergency preparedness for the City of Pembroke and other organizations.
- The school board is prepared to construct and fund a proper roadway to accommodate the second entrance
- Questions regarding about the road being open to all traffic opposed to just school bus traffic. Miscommunication occurred on this front and will be reflected in the final plan. It was stated that the natural traffic flow is anticipated to be highest during morning and then afternoon.

**7. New Business**

a. RCCDSB – Horace Street Second Entrance  
CAO Unrau presented the information report.

b. PFD Monthly Report - March

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

b. By-law Enforcement Request – 58 Pembroke Street West, 120 Lake Street, 227 Lake Street & 185 Prince Street - Synercapital

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

- It was questioned if there should be some cost recovery for the services provided to get the City's permission to appoint additional enforcement appointees
- It was asked to see if there was opportunity to have a report of the overall ticketing process. Response included that a report could be generated indicating the number of ticket issuers and number of tickets issued per calendar year.

**Resolution PD25-04-03**

Moved by Councillor Kuehl

Seconded by Deputy Mayor Abdallah

That the Planning and Development Committee approve the appointment of Kevin Mortin to issue parking tickets at 58 Pembroke Street West, 120 Lake Street, 227 Lake Street and 185 Prince Street, as presented.

**Carried**

c. Three-Year Extension – Brundage Farm Subdivision – Bearinvest Ltd. (Formerly Burcom Developments Inc.)

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

- A question regarding if there is a charge for the extension of the agreement? The question was followed up by a thought that fees could be for example, be similar to the County of Renfrew at \$1,000 and an extension be for a maximum of one year before applying for another year extension with associated fee
- Response indicated that there is currently no charge. Charges need to be reflected in the Fees and Charges by-law.

DIRECTION: That Staff look into implementing additional charges for planning services such as the recommended extension fee.

**Resolution PD25-04-04**

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Planning and Development Committee approve a one-year extension to Bearinvest Ltd for the Brundage Farm Subdivision, as presented.

**Carried**

**9. Adjournment**

**Resolution PD25-04-05**

Moved by Councillor Kuehl

Seconded by Councillor Plummer

That the Planning & Development Committee meeting of April 1, 2025, adjourn at 7:59 p.m.

**Carried**