



Agenda

Planning and Development Committee

Chair: Councillor Jacyno
Tuesday, June 3, 2025
Council Chambers
Following Public 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**
 - a. Planning and Development Committee – May 6, 2025
5. **Business Arising from Minutes**
6. **Presentation and Delegations**
 - a. Volunteer Recognition and Highlights
 - *Cathy Hugli, Jay McLaren and Terry McCann, Pembroke Horticultural Society*
7. **New Business**
 - a. By-law Enforcement Request – 58 Pembroke Street West, 120 Lake Street, 227 Lake Street & 128 Prince Street - Synercapital – Director Sauriol
8. **Adjournment**

Draft Planning & Development Committee Meeting

Council Chambers
Pembroke, Ontario
May 6, 2025
6:58 p.m.

1. Land Acknowledgement

2. Call to Order

Present:

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

Regrets:

Also, Present:

David Unrau, Chief Administrative Officer
Victoria Charbonneau, Municipal Clerk
Heather Sutherland, Economic Development and Information Officer
Michaela Kuno, By-law Enforcement Officer
Colleen Sauriol, Director of Planning, Building and By-law Enforcement

Councillor Jacyno called the meeting to order at 6:58 p.m.

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were the following pecuniary interest statements were declared:

a. The Mayor disclosed a perceived pecuniary interest regarding agenda items 8.d- Sale of Land at End of Horace Street Opened Road Allowance and 8.h - Sale of Land Garden Street Parkette (730 Cecelia Street) as Robert Sheppard (his business partner) has been retained to provide legal services on the land sales.

b. Councillor Kuehl disclosed a perceived pecuniary interest regarding item 8.f- Sale of Land Garden Street Parkette (730 Cecelia Street) as Councillor Kuehl consulted with developer (Jacob Menard) relating to purchase of another property (not property in question property), establishing a prior legal relationship

4. Approval/Amendment of Meeting Agenda

Resolution: PD25-05-01

Moved by Mayor Gervais

Seconded by Councillor Lafreniere

That the agenda of the Planning & Development Committee meeting of May 6, 2025, be amended to accommodate the pecuniary interests stated in 3. for continuity of agenda material.

Carried

5. Approval of Minutes

Resolution: PD25-05-02

Moved by Deputy Mayor Abdallah

Seconded by Councillor Plummer

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

Carried

6. Business Arising from Minutes

7. Presentation and Delegations

a. Ottawa River Regulations Secretariat

Members of the Ottawa River Regulations Secretariat were in attendance to present Flow Management in the Ottawa River Basin.

Discussion following the presentation can be viewed in detail on the recording of the meeting on the City's YouTube page with a time stamp of approximately 7:15 p.m..

8. New Business

c. CIP Request for 96 Pembroke Street West

Economic Development and Information Officer Sutherland presented the report.

Resolution PD25-05-03

Moved by Deputy Mayor Abdallah

Seconded by Councillor Kuehl

That the Planning and Development Committee approve \$386.70 be granted to Angela Cadeau and Sara Chartrand, tenants of 96 Pembroke Street West for the Community Improvement Plan Downtown Heritage Façade Improvement Grant, as presented.

Carried

d. CIP Request for 126-128 Pembroke Street West

Economic Development and Information Officer Sutherland presented the report.

Resolution PD25-05-04

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the Planning and Development Committee approve \$5,475 be granted to Nick Potvin, owner of 126-128 Pembroke Street West for the Community Improvement Plan Downtown Heritage Façade Improvement Grant, as presented.

Carried

- e. Proposal for PBIA Pilot Program to Manage Downtown Parking Meters (July – December 2025)

By-law Officer Kuno presented the report. A discussion was held and the following points were raised:

- Pilot project correction of approximately \$17,921 loss of revenue for 2025
- Strategies on long term plan for collecting parking fees to increase efficiencies
- Discussion over potential opportunities for modernization

Resolution PD25-05-05

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the Planning and Development Committee requests from the planning dept an audit of the following:

1. remaining parking services revenues and expenses
2. Review of fees from meters, leases, permits, PBIA revenue agreements and other respective fees; and
3. Review of technologies to find efficiencies in collecting parking fees

Carried

At 8:25 p.m. Mayor Gervais removed himself from the table for item 8.f as a pecuniary interest was declared as in section 3 of the minutes.

- f. Sale of Land at End of Horace Street Opened Road Allowance – Moved to item e
Director Sauriol presented the report. A discussion was held and the following points were raised:

- It was noted that this item has been brought forward to Council in multiple previous reports and presentations. Although it is not typical to bring forward a resolution on an item and a by-law to decide on that matter the same evening, the matter is of a time sensitive nature.
- Clarification over the second entrance not being for busses only was had indicating that the second entrance is intended for busses but may have other traffic as well from time to time.

Resolution PD25-05-06

Moved by Councillor Kuehl

Seconded by Deputy Mayor Abdallah

That the Planning and Development Committee recommend to Council that the land at the end of Horace Street be declared surplus, as presented.

Carried

Direction: Staff is directed to pass along the one comment received.

- g. Sale of Land Julien Street and Almira Street Opened Road Allowances
Director Sauriol presented the report. A discussion was held and the following points were raised:

- It was noted that should this development move forward it will provide an additional 14 new housing units which will have a continuing and lasting positive effect for the City of Pembroke

Resolution PD25-05-07

Moved by Councillor Kuehl

Seconded by Councillor Lafreniere

That the Planning and Development Committee endorse and recommend to Council approval of the following resolution:

Whereas the City of Pembroke Planning and Building Committee has reviewed the unopened road allowances located at Julien Street and Almira Street; and

Whereas these unopened road allowances are no longer required for municipal purposes;

Now therefore be it resolved that, the City of Pembroke Council declares the Julien Street and Almira Street unopened road allowances as surplus lands; and

That Council gives notice of its intent to permanently stop up and close the said unopened road allowances at its meeting of May 6, 2025; and

That City staff send a letter to the abutting property owners of the non-viable portion of Julien Street advising of Council's intent to declare the lands surplus and to add the lands to the City's surplus land inventory available on the municipal website; and

Further That a subsequent report be brought forward following the completion of the 20-day public comment period, recommending the sale of the two parcels of land together with a proposed development agreement.

Carried

Councillor Kuehl removed himself from the table for the discussion of item 8.h as per pecuniary interest declared as in section 3 of the minutes.

h. Sale of Land Garden Street Parkette (730 Cecelia Street)

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

- The area meets the intent per planning legislation and fulfills need for infill development lots within the City.
- As the site plan is under 10 units the province does not require site plan agreement.

Resolution PD25-05-07

Moved by Councillor Purcell

Seconded by Deputy Mayor Abdallah

That the Planning and Development Committee endorse and recommend to Council to approve the sale of Garden Street Parkette (730 Cecelia Street), as presented.

Carried

Councillor Kuehl returned to the table at 8:39 p.m.

9. Adjournment

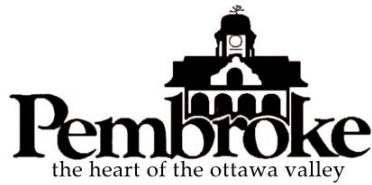
Resolution PD25-05-08

Moved by Deputy Mayor Abdallah

Seconded by Mayor Gervais

That the Planning & Development Committee meeting of May 6, 2025, adjourn at 8:40 p.m.

Carried



Committee Report

To: Councillor Ed Jacyno
Planning and Development Committee

From: Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department

Date: 2025-06-03

Subject : **By-law Enforcement Request – 58 Pembroke Street West, 120 Lake Street, 227 Lake Street & 185 Prince Street - Synercapital**

Recommendation:

Staff is recommending the approval of an additional person, Jennifer Bayers, the ability to issue parking tickets at 58 Pembroke Street West, 120 Lake Street, 227 Lake Street and 185 Prince Street. A revised agreement has been signed by the owner and a by-law will be before Council at its meeting of June 17, 2025.

CAO Review :

Reviewed and approved.

David Unrau, P.Eng., PMP

Financial Comment:

The City of Pembroke is responsible for the receiving and administration of the parking tickets, as well as processing the payment of said tickets. All revenues from the parking tickets received from the properties that have been given authority to ticket vehicles on their property are retained by the City of Pembroke to offset the listed costs and as per the conditions of approval.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

In 2025, Synercapital was granted, by By-law 2025-37, the ability to ticket vehicles at 58 Pembroke Street West, 120 Lake Street, 227 Lake Street and 185 Prince Street.



Synercapital is now requesting that an additional employee, Jennifers Bayers, be granted the authority to issue tickets along with the approved existing ticket issuer, Kevin Morton. Crystal Simms will no longer be issuing tickets for Synercapital.

Discussion:

The parking lots associated with these buildings are used daily by the residents of the apartment units. Many people are parking illegally in these lots and using up the spaces that are reserved for Synercapital's tenants.

Approval to enforce private property has been granted by Council due to the fact that enforcement is especially needed during evening and weekend hours as this is when the parking issues typically occur.

The fine for a parking ticket parked within these private lots without permission is \$50.

As part of this approval, the owner has agreed to enter into a revised agreement with the City ensuring the following conditions are the responsibility of the owner:

- 1) The issuing of parking tickets shall be for the parking lots at 58 Pembroke Street West, 120 Lake Street, 227 Lake Street and 185 Prince Street only, and this includes preparing for and attending Provincial Offences Court as required;
- 2) To deal with any complaints regarding the parking tickets issued at 58 Pembroke Street West, 120 Lake Street, 227 Lake Street and 185 Prince Street;
- 3) To provide a progress report to the Pembroke Planning & Development Committee on a quarterly basis;
- 4) The cost of purchasing parking ticket books in the prescribed form;
- 5) To erect signage which indicates the fine structure of the parking tickets shall be installed in the parking lot; and
- 6) To notify the Director of Planning, Building & By-law Enforcement immediately if there are any changes associated with the person issuing tickets.

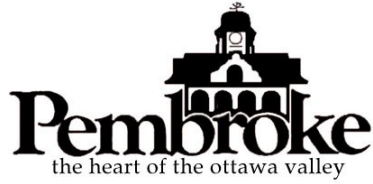
A by-law will be before Council at its meeting of June 17, 2025.

Alternatives Considered:

No alternatives considered.

Strategic Plan Impact:

Not applicable.



Attachments:

N/A

Respectfully submitted,

Colleen Sauriol, Director
Planning, Building & By-law Enforcement Department