

Parks and Recreation Committee Meeting Minutes

Council Chambers
Pembroke, Ontario
June 17, 2025
6:00 p.m.

1. Land Acknowledgement

2. Call to Order

Present:

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

Regrets:

Councillor Kuehl

Also Present:

David Unrau, Chief Administrative Officer
Victoria Charbonneau, Municipal Clerk
Jordan Durocher, Director of Parks and Recreation
Angela Lochtie, Treasurer/Deputy Clerk
Heather Sutherland, Economic Development and Information Officer

The Chair called the meeting to order at 6:00 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

Resolution PR 2025-06-01

Moved by Deputy Mayor Abdallah

Seconded by Councillor Jacyno

That the agenda of the Parks & Recreation Committee meeting of June 17, 2025, be approved as amended.

Carried

5. Approval of Minutes

- Parks & Recreation Committee – May 20, 2025

Resolution PR 2025-06-02

Moved by Councillor Purcell

Seconded by Councillor Plummer

That the minutes of the Parks & Recreation Committee meeting of May 20, 2025, be approved.

Carried

6. Business Arising from Minutes

There was no business arising from the minutes.

7. Presentation and Delegations**a. Strong Mayors Overview Presentation – John Mascarini**

- The presentation can be viewed in full on the City's YouTube channel with a start time of approximately 6:02 p.m.

8. New Business**a. Asset Naming Change – Jamie Bramburger**

Director Durocher presented the report.

Resolution PR 2025-06-03

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the Parks and Recreation Committee, approves the following:

1. That The Suite, located inside the Pembroke Memorial Centre be named after Jamie Bramburger and will be referred to as Jamie's Studio;
2. That Jamie's Studio will be continued for a rental basis during events and fees increases will remain consistent with all other recreation service increases and determined by Council;
3. That Jamie's Studio will replace The Suite in the Fees and Charges by-law 2025-24 Schedule D Recreation & Facility Fees.

Carried**b. ORTC Operational Policies**

Treasurer/Deputy Clerk presented the report. A discussion was held, and the following points were raised:

- Asked to review communication feedback from the public regarding review of the service so the community will have an option to provide feedback on the service. Response included a formal survey will be done to benchmark the service and how the
- Extended a thank you for the Treasurer for presenting the Accessibility Advisory committee and incorporating feedback from members into the report this evening
- Question regarding communication from service provider should an emergency occur. Response included that there is a radio available for drivers to dispatch as well as working cell phones for emergency services.
- Question regarding assigned staff in the policies, and who was assigned. It was responded that the Treasurer is the current staff lead for ORTC.

Resolution PR 2025-06-04

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the Parks and Recreation Committee approve the ORTC Operational Policies for passing at a future meeting of Council.

Carried

c. ORTC and Handi-Bus Operations Update

Treasurer/Deputy Clerk Lochtie presented the report. A discussion was held, and the following points were raised:

- Importance of collaboration and communication to meet legislative requirements for transportation

Resolution PR 2025-06-05

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the Parks and Recreation Committee directs staff to draft a contract amendment between the City and the Friends of the Disabled (Pembroke) Inc based on the recommendations provided in this report for passing at an upcoming meeting of Council, with topics to include:

- Service hour parity with the ORTC service including the notice period required for service hour changes.
- Fare parity with the ORTC service for service within the municipal boundary of Pembroke, with fare top-up funding provided on a quarterly basis based on actual Pembroke ridership.

Councillor Jacyno called for a recorded vote.

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

Nea: Councillor Plummer

Absent: Councillor Kuehl

Carried 5:1

Resolution PR 2025-06-06

Moved by Councillor Jacyno

Seconded by Councillor Plummer

That Committee defer (postpone to a certain time) agenda items 8.e and 8.f to the July 15, 2025 meeting.

Defeated

d. 2026 Budget Timeline and Strong Mayor Powers

Treasurer/Deputy Clerk Lochtie presented the report. A discussion was held, and the following points were raised:

- Iterated that this process can change from year to year or council to council
- Staff advises to implement this element into the City's existing budget structure
- A detailed discussion on this matter can be found on the City's YouTube page starting at 7:58 p.m.
- The importance of council attendance at budget discussions

Resolution PR 2025-06-07

Moved by Deputy Mayor Abdallah

Seconded by Councillor Jacyno

That the Parks and Recreation Committee approve and adopt the 2026 budget schedule as presented.

Carried

e. Flexible Working Arrangement Policy

CAO Unrau presented the report. A discussion was held, and the following points were raised:

- The pilot project for flexible working arrangement was highlighted as a strategy to boost employee morale and attract and retain employees, in addition to staying on par with comparable employers in the region.
- A full overview of the discussion can be viewed on the City's website can be found on the City's YouTube page starting at approximately 8:10 p.m.
- Comments made around the positives around flexible working arrangements for employees.
- Program ensures that managers are checking in with employees to ensure working arrangements are suitable and productivity is adequate.
- Highlights around the annual review, refers to employees individually, and the plan overall.

Resolution PR 2025-06-08

Moved by Councillor Purcell

Seconded by Deputy Mayor Abdallah

That committee approve making the pilot project for flexible working arrangements for eligible City of Pembroke employees permanent (subject to annual review), as outlined in this report as presented.

Councillor Jacyno called for recorded vote.

Yea: Mayor Gervais, Deputy Mayor Abdallah, Councillors, Lafreniere, Plummer, Purcell

Nea:

Abstain: Councillor Jacyno

Absent: Councillor Kuehl

Carried 5:1

f. Human Resources Policies and Procedures Updates – Information Item

CAO Unrau presented the report.

g. Lands to Retain for City Use in TransCan Corporate Park

Economic Development and Information Officer Sutherland presented the report. A discussion was held, and the following points were raised:

- Questions surrounding the proposed use for the land to be held. Response included that there is potential for the Operations department to store fleet on the lands.
- Discussion over the pending SportsPlex project and consideration of blocking off potential lands for this. Response included that a report is expected this fall on the operations team.

Resolution PR 2025-06-09

Moved by Councillor Purcell

Seconded by Deputy Mayor Abdallah

That Committee direct staff to hold approximately 11 acres of land in the TransCan Corporate Park next to the current fire hall and Operations yard for future City growth and development., as presented.

Carried

9. Adjournment

Resolution PR 2025-06-10

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the June 17, 2025, meeting of the Parks & Recreation Committee adjourn at 8:32 p.m.

Carried