



# Agenda

## Special Council Meeting

Thursday, September 25, 2025  
Council Chambers  
4:30 p.m.

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

1. **Land Acknowledgement**
2. **Call to Order**
3. **Disclosure of Pecuniary Interest & General Nature Thereof**
4. **Staff and Committee Reports**
  - a. Retaining Wall Repair – War Memorial Park – Director Lewis
5. **Closed Session**
6. **Business Arising from Closed Session**
7. **Confirming By-law**
  - Confirming By-law 2025-74
8. **Adjournment**



## Committee Report

**To:** Mayor Ron Gervais  
Council

**From:** Brian Lewis, Director  
Operations Department

**Date:** 2025-09-25

**Subject :** Tender Award – T-25-18 War Memorial Wall Reconstruction

### **Recommendation:**

That the City of Pembroke Council approves the following:

1. The War Memorial Wall Reconstruction Tender T-25-18 be awarded to G.P Splinter Forest Products Ltd, in the revised amount of \$38,565.00 plus applicable H.S.T; and
2. That the budget shortfall of \$16,743.74 be funded from surplus funds carried forward from completed 2024 Capital projects.

### **CAO Review :**

The CAO concurs with the recommendation of this report.

David Unrau, P.Eng., PMP

### **Financial Comment:**

- At the August 12<sup>th</sup> Combined Committee meeting, Committee approved the reallocation of \$22,500 for the replacement of the Memorial Park Wall.
- There is available carry forward funding from completed 2024 capital projects available to fund the project shortfall.

Angela Lochtie  
Treasurer/Deputy Clerk



### **Background:**

- At the August 12<sup>th</sup>, Committee meeting, staff were directed to proceed with the tendering of works for the replacement of the retaining wall on the Pembroke Street side of War Memorial Park.
- The wall has become a danger to pedestrians using the sidewalk and to the users of War Memorial Park. Temporary support has been done to protect pedestrians.
- The temporary support cannot remain in place into the winter season as it would impede winter control operations of the sidewalk.

### **Discussion:**

- The contact was publicly advertised and tendered with two (2) bids received.
- Tenders were opened after 2:00:59 p.m on Thursday, September 18, 2025, and were evaluated by the City's Purchasing Manager/Deputy Treasurer and Manager of Operations.
- Tenders were opened publicly and broadcast virtually. All bidders were provided with unofficial bid opening results.
- Bids were received as follows:

GP Splinter Forest Products Ltd.	\$54,975.00
Bonnechere Excavating Inc.	\$71,430.00

- As per section C-C5 (1.22.4) of the tender documents, the City reserves the right to negotiate price or terms with the lowest compliant bidder should the bid price be over the budget allocated for the project.
- The Operation Department discussed the project scope with GP Splinter. The City will complete the asphalt and concrete reinstatement works in house using the annual tender contract and budget. The revised submitted bid from the contractor is \$38,565.00.

### **Alternatives Considered:**

- Remove the wall in its entirety and not replace. This would mean we would need to slope the grass back significantly into War Memorial Park from the sidewalk, negatively impacting the use of the park.
- Complete temporary repair works on the wall at an approximate cost of \$10,000 and allocate the wall replacement to a future budget year. The temporary repair would likely be sufficient for a 2 year period, but a permanent replacement would be required. The temporary repair would not provide for the needed drainage behind the wall, nor the recommended railing to protect park users at the top of the wall.



**Strategic Plan Impact:**

The City's vision to ensure infrastructure in good condition and a Downtown that is thriving and vibrant.

**Attachments:**

N/A

Respectfully submitted,

Brian Lewis, Director  
Operations Department

**The Corporation of the City of Pembroke**

**By-law Number 2025-74**

**Being a By-law to confirm the proceedings of the Special Meeting of the Council of the City of Pembroke at the meeting held on the Twenty-Fifth day of September 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 special meeting of September 25, 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 25<sup>th</sup> Day of September 2025**

Ron Gervais  
Mayor

David Unrau  
CAO/Deputy Clerk