

# Community Improvement Panel Meeting Minutes

Council Chambers  
Pembroke, Ontario  
Stephane Levesque, Chair  
Thursday, February 15, 2018  
1:00 p.m.

## **Call to Order**

The meeting was called to order at 12:55 p.m.

## **Present:**

Stephane Levesque, Chair  
Mayor LeMay  
Michael St. Jean

## **Also Present:**

Heather Salovaara, Economic Development Officer  
Colleen Sauriol, Manager of Planning & Building  
Courtney Maika, Recording Secretary

## **1. Approval of Agenda**

### **Motion:**

Moved by Michael St. Jean

Seconded by Stephane Levesque

That the agenda of the Community Improvement Panel meeting of February 15, 2018 be accepted as circulated.

**Carried**

## **2. Approval of Minutes**

### **Motion:**

Moved by Michael St. Jean

Seconded by Stephane Levesque

That the minutes of the Community Improvement Panel meeting of January 9, 2018 be accepted as circulated.

**Carried**

Stephane Levesque requested that in future it be noted in the minutes when quotes submitted are by local contractors.

Colleen Sauriol suggested that each agenda also include a “Past Decision Update” item.

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

There were no disclosures of pecuniary interest.

**4. Community Improvement Request – 98 Pembroke Street West**

Ms. Michelle Vaillancourt was present to represent the application on behalf of Sleepwell Property Management.

Heather Salovaara presented her report. On behalf of Sleepwell Property Management, Ms. Vaillancourt is applying for a Downtown Housing Grant and a Planning and Building Permit Fee Grant to support the renovation of two of the six units above the commercial uses at 98 Pembroke Street West. The monies available under these grants can be applied to this project because it meets the criteria of redeveloping upper-storey residential units in the downtown core.

Both of the quotes submitted with Ms. Vaillancourt’s application are from local contractors. Based on the quotes, a total of \$10,000 can be awarded under the Downtown Housing Grant and \$503.12 can be awarded under the Planning and Building Permit Fee Grant (based upon the Chief Building Official’s permit fee estimate), making the application eligible for a total of \$10,503.12 under the Community Improvement Plan grants. Presently, there is \$34,505.27 in the Community Improvement Plan budget that is uncommitted.

There are no outstanding permits or other issues associated with the property.

A discussion was held.

There was no one in the audience to comment about the application.

**Motion:**

Moved by Michael St. Jean

Seconded by Mayor LeMay

That the Committee recommend the Community Improvement Panel application for \$10,503.12 for 98 Pembroke Street West to Council.

**Carried**

**5. Past Decision Update**

**126-128 Pembroke Street West – Nick Potvin**

Mark Schultz, Chief Building Official for the City of Pembroke, has been in touch with Mr. Potvin regarding the need for a second exit at this location's project. This will increase the cost of the work.

**6. Adjournment**

**Motion:**

Moved by Michael St. Jean

Seconded by Mayor LeMay

That the meeting adjourn at 1:05 p.m.

**Carried**