

Planning & Development Committee Meeting

Council Chambers
Pembroke, Ontario
November 7, 2017
7:42 p.m.

1. Call to Order

Present:

Councillor Lafreniere, Chair
Mayor LeMay
Deputy Mayor Gervais
Councillor McCann
Councillor Plummer
Councillor Reavie
Councillor Scott

Also Present:

Terry Lapierre, Chief Administrative Officer
Colleen Sauriol, Manager – Planning & Building
Mark Schultz, Chief Building Official
Heidi Martin, Recording Secretary

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interests.

3. Approval/Amendment of Meeting Agenda

Motion:

Moved by Councillor Scott

Seconded by Councillor McCann

That the agenda of the Planning and Development Committee meeting of November 7, 2017 be accepted as circulated.

Carried

4. Approval of Minutes

a. Planning & Development Committee meeting - October 3, 2017

Motion:

Moved by Councillor McCann

Seconded by Councillor Plummer

That the minutes of the Planning & Development Committee meeting of October 3, 2017 be accepted as circulated.

Carried

b. Special Planning & Development Committee meeting - October 10, 2017

Motion:

Moved by Mayor LeMay

Seconded by Councillor Plummer

That the minutes of the Special Planning & Development Committee meeting of October 10, 2017 be accepted as circulated.

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. Presentation

a. Employee Recognition – M. Schultz

The Chair and Mayor LeMay presented Mark Schultz, Chief Building Official, City of Pembroke, a certificate recognizing him for successfully completing four Ontario Building Officials Association courses.

7. New Business

a. Building Permit Fee Background Report

Ms. Sauriol reviewed the report and introduced Mr. Glenn Tunnock of Tunnock Consulting Limited. A discussion was held and the following points noted:

- Legislation requires municipalities to consider both direct and indirect costs
- important to use Consumer Price Index for yearly increases to avoid a large increase all at once
- higher rates may discourage new development
- tax payers shouldn't have to subsidize new developments

Motion:

Moved by Mayor Lemay

Seconded by Deputy Mayor Gervais

That the Planning and Development Committee table the proposed new fees for Building Permits for further Committee review.

Carried

b. Parking Authority Review

Ms. Sauriol presented the report.

Motion:

Moved by Deputy Mayor Gervais

Seconded by Councillor Scott

That the Planning and Development Committee recommends to Council that the Pembroke Parking Authority Committee be dissolved at the end of their term on December 31, 2018..

Carried

c. Pembroke Armouries Parking Lease Extension

Ms. Sauriol reviewed the report. A discussion was held and the following points raised:

- the Armouries is a historic institution and have been great tenants who are responsible for the maintenance, snow plowing, etc. of the property
- should the City consider asking for a yearly CPI increase?
- if a yearly CPI increase is not applied, is this considered municipal bonusing?

Motion:

Moved by Councillor Plummer

Seconded by Deputy Mayor Gervais

That the Planning and Development Committee table this item to allow staff time to discuss CPI increases with the Lessee and to report back on municipal bonusing.

Carried

d. Sign Request – 961 Pembroke Street West – Riverside Park

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

- a private business should not have a sign on municipal property
- during budget deliberations, an electronic sign for Riverside Park can be considered
- sign owner to remove the sign from municipal property and if not completed, staff to remove the sign

Direction:

Staff was directed to send correspondence to the sign owner that the Planning and Development Committee did not approve the sign request to allow a permanent mobile/portable sign at 961 Pembroke Street West (Riverside Park) and that the current sign must be removed from municipal property as soon as possible and if not completed, staff will remove the sign.

e. ARES Memorandum of Agreement

Ms. Sauriol reviewed the report.

Motion:

Moved by Councillor Reavie

Seconded by Councillor Plummer

That the Planning and Development Committee recommends that a Memorandum of Agreement with ARES be entered into to provide the City's emergency operations

centre, reception centre, incident command centres and evacuation centres be set up with ARES staff and communication equipment during an emergency.

Carried

8. Adjournment

Motion:

Moved by Councillor Reavie

Seconded by Councillor Scott

That the Planning and Development Committee meeting of November 7, 2017 adjourn at 7:23 p.m.

Carried