

# Community Improvement Panel Meeting

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Council Chambers  
PEMBROKE, Ontario  
December 21, 2016  
12:00 p.m.

## **Call to Order**

### Present:

Mayor LeMay  
Stephane Levesque  
Michael St.Jean

### Also Present:

Heather McConnell, Economic Development Officer  
Courtney Maika, Planning Technician and Recording Secretary  
Colleen Sauriol, Manager, Planning & Building Department (arrived 12:20)

Stephane Levesque called the meeting to order at 12:05 p.m.

## **1. Approval of Meeting Agenda**

The Chair requested that the agenda be approved.

MOTION: Moved by Michael St. Jean  
Seconded by Mayor Lemay  
THAT the agenda of the Community Improvement Panel of  
December 21, 2016 be accepted.

CARRIED

## **2. Approval of Community Improvement Panel Minutes – November 28, 2016**

MOTION: Moved by Mayor Lemay  
Seconded by Michael St. Jean  
THAT the minutes of November 28, 2016 be approved as  
circulated.

CARRIED

## **3. Disclosure of Pecuniary Interest**

There were no disclosures of pecuniary interest.

**4. Community Improvement Request – 155 Pembroke Street West**

Heather McConnell presented the report. Frank Cole was present to answer questions from the Panel. A discussion was held.

MOTION: Moved by Michael St.Jean  
Seconded by Mayor LeMay  
THAT the Community Improvement Panel recommend this application by Frank Cole for the Downtown Housing and Planning and Building Permit Fee Grants for work at 155 Pembroke Street West, for a total of \$946.46, be approved by Council.

CARRIED

**5. Community Improvement Request – 142 Pembroke Street West**

Heather McConnell presented the report. The Chair requested that it be noted that neither owners nor contractors were present to represent the application.

The quotes for work at 142 Pembroke Street West were discussed. New quote requirements were agreed upon, namely that in future all quotes provided to the Panel must:

- a) list the company registration number
- b) be signed by the owner of the company providing the quote
- c) contain an itemized listing of costs

MOTION: Moved by Michael St. Jean  
Seconded by Stephane Levesque  
THAT the Panel agree in principle to recommend the approval of the application for the Downtown Housing and Planning and Building Permit Fee Grants for work at 142 Pembroke Street West to Council, for a total of up to \$5046.02, subject to receipt of the two quotes in accordance with the three requirements listed above.

CARRIED

Commented [HM1]: Add in dollar amount of approval.

**6. Adjournment**

MOTION: Moved by Stephane Levesque  
Seconded by Michael St. Jean  
THAT the December 21, 2016 meeting of the Community Improvement Panel adjourn at 12:40 p.m.

CARRIED