

Combined Committee Meeting

Council Chambers
Pembroke, Ontario
July 16, 2019
6:00 p.m.

1. Call to Order

Present:

Councillor Plummer, Chair
Mayor LeMay
Deputy Mayor Gervais
Councillor Abdallah
Councillor Jacyno
Councillor Lafreniere
Councillor Reavie

Also Present:

Terry Lapierre, Chief Administrative Officer
Brian Lewis, Manager of Operations
Colleen Sauriol, Manager of Planning, Building & By-law Enforcement
Heather Sutherland, Economic Development and Tourism Officer
LeeAnn McIntyre, Treasurer/Deputy Clerk
Ron Conroy, Manager of Parks and Recreation
Heidi Martin, Recording Secretary

Councillor Plummer called the meeting to order at 6:00 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

Deputy Mayor Gervais declared a perceived pecuniary interest with respect to agenda item 7i) as the law firm of Sheppard & Gervais acts for the owner of the lands.

3. Approval/Amendment of Meeting Agenda

Motion:

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That the agenda of the Combined Committee meeting of July 16, 2019 be accepted as circulated.

Carried

4. Approval of Minutes

- Finance & Administration Committee – June 4, 2019

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Lafreniere

That the minutes of the Finance & Administration Committee meeting of June 4, 2019 be accepted as circulated

Carried

- Planning & Development Committee – June 4, 2019

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Reavie

That the minutes of the Planning and Development Committee meeting of June 4, 2019 be accepted as circulated

Carried

- Parks & Recreation Committee – June 18, 2019

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Abdallah

That the minutes of the Parks and Recreation Committee meeting of June 18, 2019 be accepted as circulated

Carried

- Operations Committee – June 18, 2019

Motion:

Moved by Councillor Jacyno

Seconded by Councillor Lafreniere

That the minutes of the Operations Committee meeting of June 18, 2019 be accepted as circulated

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. Presentation

Mr. Steve Boland, Chris Mantha and Gerry Haley from the Renfrew County Road Supervisors Association presented on the 2019 Provincial Safety Truck Roadeo which will be hosted in Renfrew County on September 10 and 11, 2019. The Chair thanked the gentlemen for their presentation and wished them well with their event.

7. New Business

a. 2020 Budget Timelines

Ms. McIntyre reviewed the report.

Motion:

Moved by Deputy Mayor Gervais

Seconded by Councillor Reavie

That the Combined Committee approves the 2020 Budget Schedule as presented.

Carried

b. Provincial Funding Changes for County of Renfrew

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

- 2019 Ontario budget was announced after most municipalities had already adopted their 2019 budgets.
- the province did not consult prior to making these changes that affect municipalities
- fortunate that the City had a surplus in 2018 to use but unsure what will happen in 2020

Motion:

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That the Combined Committee approve the shortfall of approximately \$174,000 for shared services from the County of Renfrew be funded from the 2018 general fund surplus.

Carried

c. Water/Sewer Billing Issues

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

- the City budget is set each year therefore difficult to go back further than one year
- onus should be on the ratepayer to read the bulletins with their tax bill
- these occurrences have increased over the years & staff is working hard to ensure records are cross referenced between departments to ensure accuracy
- limit over payment and under payment refunds to the current year and not predate the current owner
- any length longer than one year would result in an unknown financial liability

Motion:

Moved by Deputy Mayor Gervais

Seconded by Councillor Reavie

That the Combined Committee directs staff to develop a protocol for refunds for over and/or under-charges for water and/or sewer service that is limited to the current year and that it not predate the current owner in the case where a property is sold.

Carried

d. Rehabilitation of the Digesters at the City's Wastewater Treatment Plant – Contract No. 27974

Mr. Lewis reviewed the report. A discussion was held and the following points raised:

- Digesters are similar to septic tanks that break down the waste
- typically digesters should be refurbished every 7-10 years however these digesters are original to the expansion of the Wastewater Treatment Plant

Motion:

Moved by Councillor Abdallah

Seconded by Deputy Mayor Gervais

That the Combined Committee approve the award for the Rehabilitation of the Digesters at the City's Wastewater Treatment Plant Tender Contract No. 27974 to Harrington Mechanical Ltd. in the amount of \$2,540,800.00 plus HST; being the lowest responsive and responsible bidder; and

That the Combined Committee approve additional expenditures in the amount of \$18,000 plus HST for an allowance related to contract administration by J.L. Richards the design consultant for the project for a total value of the recommendation equalling \$2,558,800 plus applicable HST.

Carried

e. Dîner en Blanc Fireworks Request

Mr. Conroy presented the report. In response to a question, Mr. Conroy indicated that a third party is looking after the fireworks and that they are working with the Pembroke Fire Department.

Motion:

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That the Combined Committee approve the exemption of the Noise By-law and Fireworks By-law on Friday, August 9, 2019 for the Dîner en Blanc event.

Carried

f. CN Rail Bed – Purchase Offer

Mr. Conroy reviewed the report. A discussion was held and the following points were raised:

- depending on Council's decision on the use for the CP trail, Council may wish to consider this trail for vehicular traffic
- may be missing an opportunity to purchase this land as a back-up
- if the City doesn't purchase this land, it may lose the ability to route ATV/Snow machines into the City
- this property has been for sale for a long time
- the City has other budget pressures and shouldn't be spending money on this CN rail bed

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Abdallah

That the Combined Committee recommends that an expression of interest be submitted to CN in regards to purchasing the rail bed corridor in the south end of Pembroke between Quarry Road and Hawthorne Road in the Township of Laurentian Valley.

Defeated

g. Ottawa Valley Recreation Trail Survey

Ms. Sutherland presented the report. A discussion was held and it was noted that this is an extremely important issue that requires more information prior to making a decision.

Motion:

Moved by Mayor LeMay

Seconded by Deputy Mayor Gervais

That the Combined Committee table this item to allow staff to review the information and report back at a future meeting.

Carried

h. CIP Request – 905 Pembroke Street East

Ms. Sutherland reviewed the report.

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Reavie

That the Combined Committee approve the Community Improvement Plan Accessibility Grant for \$2,500 for Drs. Guylaine Charette and Richard Hobart (Pembroke Animal Hospital).

Carried

Deputy Mayor Gervais left the table due to his perceived pecuniary interest.

i. Sydenham Street – Road Closure and Transfer of Land

Ms. Sauriol reviewed the report.

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Jacyno

That the Combined Committee approve the closing of the unopened portion of Sydenham Street and its transfer to 577785 Ontario Limited.

Carried

Deputy Mayor Gervais returned to the table.

j. Pembroke Business Improvement Area Request to Remove Parking Meters

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

- having a complete cost analysis is very important prior to making a decision
- there are other costs to consider i.e. snow removal, repairs, maintenance, etc.
- is the PBIA willing to increase their levy to off-set the free parking?
- the loss in revenue will need to be spread across the entire tax base
- enforcement will still be required
- other municipalities (Renfrew, Perth, Huntsville) all provide 2 or 3 hour free parking
- a report should be prepared by staff on this issue prior to making a decision
- the Parking By-law will need to be amended prior to beginning the pilot project
- the public will need to be educated

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Reavie

That the Combined Committee agrees to run a pilot project for free parking at meters on Pembroke Street West in the Downtown corridor between McKay Street and Hincks Street and the associated side streets for a period of 6 months, beginning November 1, 2019; and

That the first two hours will be free to park at the meters and 25 cents per 30 minutes afterwards with a 3-hour limit; and

That a public relations campaign be run by the City in conjunction with the PBIA during the 6-month pilot project; and

That staff record any issues, their solutions and customer feedback; and

That staff provide a report to Committee upon completion of the pilot project allowing Committee to make a decision to keep the program in operation, stop it, or proceed further with free parking Downtown by gradually removing the meters.

Carried

k. Sign Request – 163 Victoria Street - Wilkies

Ms. Sauriol presented the report.

Motion:

Moved by Councillor Reavie

Seconded by Councillor Jacyno

That the Combined Committee approve the sign request for 163 Victoria Street (Wilkies) subject to the following conditions:

1. A total of 2 fascia signs will be permitted on the exterior side wall of 163 Victoria Street;
2. One sign shall be permitted to have an area of 48 square feet. The second sign shall be permitted to have an area of 49 square feet;
3. Signs shall be erected totally on private property; and
4. Signs shall not be erected over mural.

Carried

l. Request to use Laneway Behind 345 Irving Street – Phillip Bennett

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

- the agreement should include a clause that the laneway should not be blocked with snow
- snow removal should be the owner's responsibility

Motion:

Moved by Deputy Mayor Gervais

Seconded by Councillor Abdallah

That the Combined Committee approve that the owner of 345 Irving Street be permitted to use the existing laneway to gain access for parking in the rear yard of the property subject to entering into a development agreement with the City of Pembroke regarding the use and maintenance of the laneway which includes the removal of snow from the laneway.

Carried

m. Retail Cannabis Stores

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

- The Alcohol and Gaming Commission of Ontario (AGCO)) has no regulatory requirement to act on a municipal cannabis retail policy therefore there may be little value in developing a policy
- developing a policy will be an onerous process as mapping is also required
- the City must have something to govern the location of these stores
- it is important to prepare for the future

Motion:

Moved by Mayor LeMay

Seconded by Councillor Lafreniere

That the Combined Committee direct staff to prepare a Municipal Cannabis Retail Policy.

Defeated

n. Request for Road Closure – August 10, 2019

Mr. Lapierre reviewed the report.

Motion:

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That the Combined Committee approve the road closure of Pembroke Street West from Prince Street to Church Street on Saturday, August 10, 2019 between 4:00 p.m. and 7:00 p.m. for The Grind's Community BBQ.

Carried

5. Adjournment

Motion:

Moved by Deputy Mayor Gervais

Seconded by Councillor Reavie

That the July 16, 2019 meeting of the Combined Committee adjourn at 8:02 p.m.

Carried