

# City of Pembroke Council Meeting

Council Chambers  
Pembroke, Ontario  
July 14, 2020  
7:30 p.m.

## 1. Call to Order

### Present:

Mayor LeMay  
Deputy Mayor Gervais (electronically)  
Councillor Abdallah (electronically)  
Councillor Jacyno (electronically)  
Councillor Lafreniere (electronically)  
Councillor Plummer  
Councillor Reavie (electronically)

### Also Present:

Terry Lapierre, CAO/Clerk  
Heidi Martin, Recording Secretary

Mayor LeMay called the regular meeting of Council to order at 7:30 p.m.

## 2. Opening Prayer or Reflection

## 3. Disclosure of Pecuniary Interest & General Nature Thereof

There were no disclosures of pecuniary interest.

## 4. Minutes

- i. Approve minutes from Council
  - a. Regular Meeting of Council June 16, 2020

### Motion:

Moved by Councillor Reavie

Seconded by Councillor Plummer

That the minutes of the regular meeting of Council of June 16, 2020 be approved as circulated.

**Carried**

- ii. Adopt minutes from Committees
  - a. Combined Committee – June 16, 2020

### Motion:

Moved by Deputy Mayor Gervais

Seconded by Councillor Lafreniere

That the minutes of the June 16, 2020 meeting of the Combined Committee meeting be adopted as circulated.

**Carried**

- iii. Receive minutes from Committees/Local Boards
  - Ottawa Valley Waste Management Board – April 29, 2020
  - Pembroke Heritage Murals – July 8, 2020
  - Pembroke 50+ Active Living Centre Inc. – February 12, 2020

**Motion**

Moved by Councillor Reavie

Seconded by Councillor Jacyno

That the minutes from the April 29, 2020 Ottawa Valley Waste Management Board meeting, the July 8, 2020 Pembroke Heritage Murals meeting and the February 12 2020 Pembroke 50+ Active Living Centre Inc. meeting be received.

**Carried****5. Staff & Committee Reports**

- a. Combined Committee – Request for Proposal No. P-20-06 (Engineering Design & Contract Administration Services for the Reconstruction of Pembroke Street West

**Motion**

Moved by Deputy Mayor Gervais

Seconded by Councillor Jacyno

That Request for Proposal No. P-20-06 for the Engineering Design and Contract Administration Services for the Reconstruction of Pembroke Street West be awarded to McIntosh Perry Consulting Engineers in the amount of \$257,465.00 plus H.S.T.

That the Operations Department be authorized additional expenditures in the amount of \$38,600.00 for a contingency allowance.

The total value of the recommendations equal \$296,065.00 plus applicable HST.

**Carried****6. By-Laws**

- a. 2020-44 – Agreement (382 Third Avenue)

**Motion**

Moved by Councillor Lafreniere

Seconded by Councillor Abdallah

That By-law 2020-44, being a By-law to authorize the entering into an agreement between Lucas Quentin Sutton and Veronique Paula Borgford and the City of Pembroke, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

**Carried**

- b. 2020-45 – Delegate Powers & Duties of the Head for MFIPPA to the CAO/Clerk

**Motion**

Moved by Councillor Jacyno

Seconded by Councillor Plummer

That By-law 2020-45, being a By-law to delegate the powers and duties of the Head for the purpose of the Municipal Freedom of Information and Protection of Privacy Act to the CAO/Clerk of the City of Pembroke, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

**Carried**

- c. 2020-46 – Tree Canopy and Natural Vegetation Policy

**Motion**

Moved by Councillor Lafreniere

Seconded by Deputy Mayor Gervais

That By-law 2020-46, a By-law to adopt a policy for the protection and enhancement of the Tree Canopy and Natural Vegetation in the City of

Pembroke, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

**Carried**

- d. 2020-47 – Pregnancy & Parental Leave Policy for Council

**Motion**

Moved by Councillor Abdallah

Seconded by Councillor Reavie

That By-law 2020-47, a By-law to adopt the Pregnancy & Parental Leave Policy for Council Members, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

**Carried**

- e. 2020-48 – Stopping Up and Closure of an unopened portion of William Street

**Motion**

Moved by Councillor Reavie

Seconded by Councillor Lafreniere

That By-law 2020-48, a By-law to provide for the stopping up and closing of an unopened portion of William Street in the City of Pembroke, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

**Carried**

- f. 2020-49 – Proposed Sale of land to Renfrew County District School Board

**Motion**

Moved by Councillor Abdallah

Seconded by Councillor Lafreniere

That By-law 2020-49, a By-law to authorize the proposed sale of lands to Renfrew County District School Board, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

**Carried**

- g. 2020-50 – Investing in Canada Infrastructure Program Agreement

**Motion**

Moved by Deputy Mayor Gervais

Seconded by Councillor Reavie

That By-law 2020-50, a By-law to authorize the entering into a transfer payment agreement under the Investing in Canada Infrastructure Program Rural and Northern Ontario with the Minister of Agriculture, Food and Rural Affairs, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

**Carried**

- h. 2020-51 – Amendment to the Community Improvement Plan

**Motion**

Moved by Councillor Reavie

Seconded by Councillor Jacyno

That By-law 2020-51 a By-law to adopt an Amendment to the Community Improvement Plan for the City of Pembroke, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

**Carried**

- i. 2020-52 – Amend Parking By-law

**Motion**

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That By-law 2020-52, a By-law to amend By-law 2005-55, as amended, being a by-law to regulate and control parking of vehicles in the City of Pembroke, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

**Carried**

- j. 2020-53 – Adopt Optional Tools for Capped Property Classes 2020

Moved by Councillor Plummer

Seconded by Councillor Jacyno

That By-law 2020-53, a By-law to adopt optional tools for the purposes of administering limits for the Commercial, Industrial and Multi-Residential Property Classes, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and Sealed with the seal of the Corporation.

**Carried**

- k. 2020-54 – Tax Rate Reductions for Property Subclasses 2020

Moved by Councillor Jacyno

Seconded by Councillor Plummer

That By-law 2020-54, a By-law to set tax rate reductions for prescribed property subclasses for municipal purposes for the year 2020, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and Sealed with the seal of the Corporation.

**Carried**

I. 2020-55 – 2020 Tax Rates

Moved by Councillor Plummer

Seconded by Councillor Jacyno

That By-law 2020-55, a By-law to provide for a tax levy for the City of Pembroke for the year 2020 and to establish tax rates to raise same, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and Sealed with the seal of the Corporation.

**Carried**

m. 2020-56 – Appoint By-law Enforcement Officers

Moved by Councillor Lafreniere

Seconded by Councillor Reavie

That By-law 2020-56, a By-law to appoint Municipal By-law Enforcement Officers for the City of Pembroke, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and Sealed with the seal of the Corporation.

**Carried**

n. 2020-57 – Solemnization of Civil Marriages

Moved by Deputy Mayor Gervais

Seconded by Councillor Jacyno

That By-law 2020-57, a By-law to authorize the Civil Marriage Solemnization Service in the City of Pembroke, be adopted and passed;

And Further That the said By-law be signed by the Mayor and Clerk and Sealed with the seal of the Corporation.

**Carried**

**7. Motions**

a. Resolution 015 – Transition to Full Produce Responsibility (Blue Box)

**Motion**

Moved by Deputy Mayor Gervais

Seconded by Councillor Jacyno

Whereas the amount of single-use plastics leaking into our lakes, rivers, waterways is a growing area of public concern;

And Whereas reducing the waste we generate and reincorporating valuable resources from our waste stream into new goods can reduce Greenhouse Gases significantly;

And Whereas the transition to full producer responsibility for packaging, paper and paper products is critical to reducing waste, improving recycling and driving better economic and environmental outcomes;

And Whereas the move to a circular economy is a global movement, and that the transition of Blue Box programs would go a long way toward this outcome;

And Whereas the Corporation of the City of Pembroke is supportive of a timely, seamless and successful transition of Blue Box programs to full financial and operational responsibility by producers of packaging, paper and paper products;

And Whereas the Association of Municipalities of Ontario (AMO) has requested municipal governments with Blue Box programs to provide an indication of the best date to transition our Blue Box program to full producer responsibility;

**Be It Resolved That** the Corporation of the City of Pembroke, operating a blue box collection system under a “Service Contract for the Collection and Transportation of Garbage, Recyclable Material, Source Separated Organics, & Yard Waste” with two other partnering municipalities, The Town of Petawawa and the Township of Laurentian Valley, have unanimously agreed that the preferred date to transition to full producer responsibility for collection of Blue Box material is March 28, 2025, coinciding with the end of their current waste collection contract; and

And Further Be It Resolved that the City of Pembroke, transition at the same time as its municipal partners, the Town of Petawawa, and Township of Laurentian Valley, in order to strengthen their position;

And Further Be It Resolved that AMO understand that the proposed date for transition submitted by the City of Pembroke is for informational purposes only and is in no way legally binding. The Municipality will retain its right to amend any proposed transition date as more information becomes available;

And Further Be It Resolved that this decision is based on the following rationale:

1. The existing curbside collection contract with Miller Waste Systems Inc. expires on March 28, 2025. Accordingly, a March 28, 2025 transition date is suggested as it would allow for an unencumbered transition. It would be beneficial for the three partner municipalities, the City of Pembroke, Town of Petawawa and Township of Laurentian Valley to transition at the same time.

And Further Be It Resolved that the Corporation of the City of Pembroke, in collaboration with the Town of Petawawa and Township of Laurentian Valley, explore the potential viability of providing contract management services for curbside collection services, on behalf of Producers to facilitate service delivery continuity after the Blue Box program transition;

And Further Be It Resolved that any questions regarding this resolution can be directed to Brian Lewis, Operations Manager, at 613-735-6821, Ext. 1400 or at [blewis@pembroke.ca](mailto:blewis@pembroke.ca);

And Finally Be It Resolved that this resolution be forwarded to the Association of Municipalities of Ontario (AMO) and the Ontario Ministry of the Environment, Conservation and Parks (MECP).

**Carried**

- b. Resolution 016 – Reserve Transfers Year End 2019

**Motion**

Moved by Councillor Plummer

Seconded by Councillor Reavie

That the Corporation of the City of Pembroke deems it expedient to transfer the following amounts to or from Reserves or Reserve Funds for the 2019 fiscal year:

- Transfer \$661,345.74 from Equipment and Vehicles Reserve to finance capital equipment purchases; and
- Transfer \$5,686.03 to the Heritage Mural Reserve Fund; and
- Transfer \$47,596.54 to the Disability Reserve Fund for Fire Fighters sick leave liability; and
- Transfer \$55,484.52 from Fire Disability Reserve Fund for retiree; and
- Transfer \$230,000.00 from the General Capital Reserve Fund to finance capital projects (Miller St. Paving); and
- Transfer \$51,067.00 from the Parking Reserve Fund to finance capital; and
- Transfer Federal Funding in the amount of \$1,774,051.53 to the Federal Gas Tax Reserve Fund; and
- Transfer \$7,000.00 to Library Capital Reserve; and
- Transfer \$29,103.57 from Library Capital Reserve to finance building repairs; and
- Transfer 2019 Library Fund surplus in the amount of \$79,502.53 to Library Contingency Reserve; and
- Transfer \$2,000.00 Sick Leave Contingency to Library Contingency Reserve; and
- Transfer \$3,000.00 Legal to Library Contingency Reserve; and
- Transfer Provincial Funding in the amount of \$115,822.25 to Dedicated Gas Tax Reserve Fund; and
- Transfer \$120,000.00 from Dedicated Gas Tax Reserve Fund to Pembroke & Area Handi-Bus; and
- Transfer \$72,503.64 from Dedicated Gas Tax Reserve Fund to finance the purchase of a new wheelchair access van; and
- Transfer \$2,081,213.00 from Federal Gas Tax Reserve Fund to finance capital; and
- Transfer 2019 Water Fund surplus in the amount of \$82,202.98 to the Waterworks Capital Reserve; and
- Transfer \$200,000.00 to Water Plant Reserve Fund; and
- Transfer \$200,000.00 to Water Tower Reserve; and
- Transfer 2019 Waste Management surplus in the amount of \$29,855.52 to the Waste Management Reserve; and
- Transfer \$76,310.00 to Waste Management Reserve; and
- Transfer \$33,561.50 from Water Meter Reserve to finance capital; and
- Transfer 2019 Sewer Fund surplus in the amount of \$853,142.63 to Pollution Control Capital Reserve; and
- Transfer \$92,400.00 to Pollution Control Plant Reserve; and
- Transfer \$200,000.00 from Admin Benefit Contingency Reserve to finance the land purchase of 411 Pembroke Street West; and
- Transfer \$397,026.00 raised through equipment charges to Equipment Vehicles Reserve; and
- Transfer \$172,000.00 to Fire Equipment Reserve; and

- Transfer \$652,302.32 from Fire Equipment Reserve to finance fire equipment and capital purchases; and
- Transfer \$40,000.00 from Winter Control Reserve to offset the increased salt costs due to salt shortage; and
- Transfer \$725,000.00 Modernization Funding Grant to Reserve; and
- Transfer \$40,000.00 Cannabis Grant to Reserve; and
- Transfer \$654,341.00 from Waterworks Capital Reserve to finance capital; and
- Transfer \$443,420.00 from Pollution Control Capital Reserve to finance capital; and
- Transfer 2019 Development Charges revenue of \$42,824.29 to the Development Charges Reserve Fund; and
- Transfer \$154,454.00 from Development Charges Reserve Fund to finance 2019 eligible projects; and
- Transfer \$3,874.59 from Rotary Park Reserve Fund to finance capital projects. (Tennis Courts)
- Transfer 2019 Parkland Dedication Revenue in the amount of \$26,766.01 to the Parks Development Reserve Fund; and
- Transfer \$69,910.09 from Parks Development Reserve Fund to finance capital projects; and
- Transfer \$1,882.56 from Parks Development Reserve Fund to finance Kinsmen Park Improvements; and
- Transfer \$385,026.86 from accumulated surplus.

### **Carried**

## **8. Mayor's Report**

Mayor LeMay indicated that he was pleased to celebrate Canada Day virtually with the Pembroke Legion from the waterfront by laying of wreaths to honour the memory of those who sacrificed their lives on behalf of Canada. He thanked the Legionnaires and Ladies Auxiliary members for making a difference in the lives of veterans and their families.

Mayor LeMay stated that at 1:00 p.m. today, a virtual infrastructure funding announcement was made confirming the federal portion of the grant for the reconstruction of Pembroke Street West has been approved.

He thanked everyone for their cooperation in following the advice provided by the Province and the Renfrew County District Health Unit in regards to COVID-19.

He indicated that as the province moves into Phase 3, it is important to realize that the threat of a COVID-19 outbreak is always present. He reminded everyone to wash their hands, practice social distancing and wear masks or face coverings when you are in public indoor spaces.

Mayor LeMay thanked the local business community and front line workers who continue to adapt their operations making our community safe for staff and customers. He encouraged everyone to shop locally and support our Pembroke business community. He also thanked City staff for doing an excellent job keeping the City functioning during this pandemic. He wished everyone a healthy and enjoyable summer.



**9. Notices of Motion**

There were no notices of motion.

**10. Councillor Updates**

Councillor Reavie indicated that the Renfrew County and District Health Unit reported that the area had no new COVID-19 cases and that as we enter Stage 3, masks will play an important role in keeping our numbers low. She also mentioned that not everyone can or will wear a mask and encouraged people to be kind and civil with each other during these challenging times.

Deputy Mayor Gervais thanked the Operations Department for the great work being done on the various projects throughout the City. He also thanked the ratepayers for their patience during this busy construction period. Deputy Mayor Gervais stated that the Keeping Pembroke Beautiful Committee had the bridge flower boxes installed and sponsorship of the flower boxes was welcomed. The Committee has also started an adopt a street program and thanked those individuals and organizations who have stepped up to adopt an area. He mentioned that he recently attended a CNL Stewardship meeting and that the slide deck from the presentations was available to interested Council members. Lastly, he stated that the Ottawa River Power Corporation (ORPC) and Ottawa River Energy Solutions (ORES) recently held their AGM. He indicated that the City is the majority shareholder of ORPC and enjoys one of the lowest hydro rates in Ontario. He indicated that there will be no dividends this year which will effect the City's budget. He also reviewed the services offered by ORES.

Councillor Abdallah indicated that the Pembroke Farmer's Market is operating and interested individuals wishing to enjoy fresh produce are able to pre-order on Facebook or attend on Wednesday or Saturday mornings. He stated that the Memorandum of Understanding with Carefor was signed today for the Community Garden project.

**11. Confirming By-law**

- Confirming By-law 14-2020

**Motion:**

Moved by Councillor Jacyno

Seconded by Deputy Mayor Gervais

That By-law 14-2020 to confirm the proceedings of the Regular Meeting of Council of July 14, 2020 be adopted and passed; and

Further That the said By-law be signed by the Mayor and Clerk and sealed with the seal of the Corporation.

**Carried****12. Adjournment****Motion:**

Moved by Councillor Plummer

Seconded by Councillor Reavie

That the July 14, 2020 regular meeting of Council adjourn at 8:10 p.m.  
**Carried**

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Chief Administrative Officer/Clerk

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Mayor