

Combined Committee Meeting

Council Chambers
Pembroke, Ontario
June 16, 2020
6:21 p.m.

1. Call to Order

Present:

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

Also Present:

Terry Lapierre, Chief Administrative Officer (electronically)
Angela Lochtie, Treasurer (electronically)
Brian Lewis, Manager of Operations (electronically)
Collen Sauriol, Manager of Planning & Building (electronically)
Ron Conroy, Manager of Parks & Recreation (electronically)
Heather Sutherland, Tourism & Communications Officer (electronically)
Linda Rook, Recording Secretary

Mayor LeMay called the meeting to order at 6:21 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interests declared.

3. Approval/Amendment of Meeting Agenda

Motion:

Moved by Deputy Mayor Gervais
Seconded by Councillor Reavie
That the Agenda of the Combined Committee meeting of June 16, 2020 be accepted as circulated.

Carried

4. Approval of Minutes

a. Combined Committee – June 2, 2020

Motion:

Moved by Councillor Plummer
Seconded by Councillor Abdallah
That the minutes of the Combined Committee of June 2, 2020 be adopted.

Carried

5. New Business**a. Disaster Mitigation and Adaptation Fund (DMAF) – Moffat Street Slope Stability – B. Lewis**

Ms. Lewis reviewed the report seeking direction on next steps of the Moffat Street Slope Stability project. The following points were raised:

- The City was unsuccessful in its application for funding under the Disaster Mitigation and Adaptation Program (DMAF) for remediation of the slides.
- Infrastructure Canada (INFC) has reached out to City staff regarding resubmission of an application under the next intake before July 17, 2020.

Mr. Johnathan Cholewa, of Gemtec Consulting Engineers who were hired to conduct an investigation and due diligence study of the Moffat Street area, provided a presentation on options for potential mitigation strategies. A discussion was held and the following points were raised:

- Council's position is for the Mayor to work with John Yakabuski, MPP, and Operations staff to begin the process of lobbying the Federal and Provincial Governments to take responsibility for the mitigation strategies.
- Based on the study, options for potential mitigation strategies are prohibitive for the City short of Avoidance, and who would pay for the properties?
- A resubmission of our application under the next intake would have the same guidelines; the project must be over \$20M with the municipality contributing 60%.
- LiDAR survey provided historical data which revealed previous failures and land slide scars.

Direction:

That the Combined Committee directs Mayor LeMay to work with John Yakabuski, MPP, and Operations staff to lobby both the Federal and Provincial Governments to take full responsibility for disaster mitigation related to the Moffat Street Slope Stability. And Further That the Manager of Operations inform Infrastructure Canada (INFC) that the City of Pembroke would not be proceeding with a resubmission of application under the next intake.

b. Water System Financial Plan – B. Lewis

Mr. Lewis reviewed the report. Andrew Grunda, Principal of Watson & Associates Economists Ltd., presented a summary of the Water System Financial Plan dated June 3, 2020.

A discussion was held.

- The expensive expenditure noted in the Plan was for the proposed new Water Tower on Bell Street

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Reavie

That the Combined Committee accepts the Water System Financial Plan as recommended by staff.

Carried

c. McGee Street Lift Station Catchment Area Sanitary Sewer Upgrades – B. Lewis

Mr. Lewis reviewed the report.

Motion:

Moved by Deputy Mayor Gervais

Seconded by Councillor Jacyno

That Committee approves the extension of the Draper to Dominion Gravity Sanitary Sewer project to include new sewer construction to James Street.

And further that Committee directs that the \$1,050,000 shortfall be funded from:

- Miller Street Phase 2 Surplus - \$109,000.00
- 2019 Unallocated Sewer Capital Projects Surplus - \$491,791.69
- Pollution Control Capital Reserve - \$449,208.31

Carried**d. Delegation of Authority – Tax Arrears Extension Agreements – A. Lochtie**

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

- The municipality may register a property for tax sale once property taxes are in arrears for two years, if the owner does not pay arrears in full with a year of the tax sale, or enter into an extension agreement, the property can be sold.
- The City works with the property owner, during the two years to try and enter into an agreement to avoid a tax sale.

Motion:

Moved by Councillor Lafreniere

Seconded by Councillor Abdallah

That Committee approve the delegation of authority over the execution of tax arrears extension agreements to staff as defined in Section 378 of the Municipal Act, 2001.

Carried**e. “Unaudited” 2019 Financial Results (General Operating) – A. Lochtie**

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

- Dividends for ORPC/ORES are not being declared this year for all shareholders

Motion:

Moved by Deputy Mayor Gervais

Seconded by Councillor Reavie

That Committee approves the transfer of \$475,000 of the 2019 accumulated surplus to the General Capital Reserve with the balance carried forward to the 2020 general operating fund to address financial pressures.

Carried**f. COVID-19 Business Development Fund – H. Sutherland**

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

- The County approached staff to see if the City would like to contribute to the COVID-19 Business Development Fund, administered through Enterprise Renfrew County.
- The Municipal Act prohibits bonuses, therefore in order for the City to provide this initiative, it has to be administered through Enterprise Renfrew County. The \$50,000 will support Pembroke-based businesses.

- Imperative that there is clear messaging concerning this initiative; that Pembroke businesses are aware that this initiative is not just for County of Renfrew but also includes the City of Pembroke.

Motion:

Moved by Deputy Mayor Gervais

Seconded by Councillor Lafreniere

That Committee approves the transfer of \$50,000 from the economic development budget to the COVID-19 Business Development Fund, administered through Enterprise Renfrew County.

And further That the funds for this support be transferred from two previously-approved capital projects: entrance signage in the amount of \$30,000 and economic development website in the amount of \$20,000.

Carried**g. Capital Project – PMC – R. Conroy**

Mr. Conroy reviewed the report. A discussion was held.

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Lafreniere

That Committee approves the reallocation of surplus capital monies from the PMC east entrance roof project to fund the complete replacement of an ammonia refrigeration compressor at the PMC.

Carried**h. Community Improvement Plan – COVID-19 Category – C. Sauriol**

Ms. Sauriol reviewed the report. A discussion was held.

Motion:

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That Committee approves a new category under the CIP be established for renovations/construction/signage to meet COVID-19 public health and safety requirements, with a maximum \$2,500 grant per business location, with no minimum expenditure for qualifying applicants to receive a matching grant.

And Further That Committee directs that \$50,000 be utilized for this initiative from the proposed 2019 surplus carry over to the 2020 general operating fund.

Carried**i. Request for Waiving of Fees – C. Sauriol**

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

- Staff are open to receiving different options from Pembroke businesses. These options can be provided to the CAO and will be reviewed by the Planning Department, Operations, and Fire Department.

Motion:

Moved by Councillor Abdallah

Seconded by Deputy Mayor Gervais

That Committee approves the waiving of encroachment agreement fees and sandwich board or A-board sign permit fees for 2020.

And Further That the Encroachment Agreement process be amended for 2020 to grant the CAO the authority to enter into Encroachment Agreements with downtown business owners/tenants.

Carried

j. Former Fire Hall – 273 Victoria Street – T. Lapierre

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

- The current estimate if contamination is found is \$31,200.
- The Grind Pembroke would be responsible for removal of the existing oil interceptors, the cost to patch the bore holes could be done in conjunction with that; however, there may be a minimum cost to the City to put earth back in and concrete, but staff do not know the cost at this time.
- The current estimate for severance of the property is upwards of \$4000 – \$1500 for legal as well as \$2500 for survey.
- Remediation costs, if required, could come from various budgets; however, it would have to be determined based on what is required.
- The lease contains an option to buy after five years based on 2020 assessment values.
- With respect to the separation of the property, there is nothing in the lease requiring a fence behind the old fire hall; however, it is something staff could discuss with the Grind.
- Neighbours are concerned about safety and that will be addressed.
- There is a section in the lease that provides for rules. The CAO could employ certain rules for the safety of the community.
- The Grind indicated that it is their intention to use Victoria Street as their main entrance. Staff could discuss with The Grind that it is the City's preference that they use Victoria Street as their entrance to mitigate concerns of the seniors and neighbours have about the back entrance of building.
- \$1 nominal fee for rent is not appropriate.
- The lease is by no means free for The Grind, the expenses related to them moving into the building that they are covering easily equal \$500 to \$600 per month, including up front cost to get the building ready and for occupancy to their needs. They are also paying heat, lights and everything else that is related to the use of that building.

Motion:

Mayor LeMay requested a recorded vote.

Moved by Councillor Lafreniere

Seconded by Deputy Mayor Gervais

That Committee approves the City entering into the attached lease with The Grind Pembroke.

Yea: Mayor LeMay, Deputy Mayor Gervais, Councillors Jacyno, Lafreniere, Reavie

Nea: Councillors Abdallah, Plummer

Carried

8. Adjournment

Motion:

Moved by Councillor Reavie

Seconded by Councillor Jacyno

That the June 16, 2020 meeting of the Operations Committee adjourn at 8:14 p.m.

Carried