

# Planning & Development Committee Meeting

Council Chambers  
Pembroke, Ontario  
December 1, 2020  
6:07 p.m.

## 1. Call to Order

### Present:

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

### Also Present:

Terry Lapierre, Chief Administrative Officer/Clerk  
Heather Salovaara, Economic Development Officer (electronically)  
Colleen Sauriol, Manager of Planning and Building (electronically)  
Heidi Martin , Recording Secretary

Councillor Reavie called the meeting to order at 6:07 p.m.

## 2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no pecuniary interests declared.

## 3. Approval/Amendment of Meeting Agenda

### Motion:

Moved by Councillor Plummer  
Seconded by Councillor Abdallah  
That the agenda of the Planning and Development Committee meeting of December 1, 2020 be approved as circulated.

**Carried**

## 4. Approval of Minutes

### Motion:

Moved by Councillor Jacyno  
Seconded by Councillor Lafreniere  
That the minutes of the Planning & Development Committee meeting of November 3, 2020 be approved as circulated.

**Carried**

**5. New Business****a. Relief from Building permit Fees – The Grind – 273 Victoria Street**

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

- Due to the pandemic, renovation costs have increased
- it's important to support The Grind and its services provided in the community

**Motion:**

Moved by Deputy Mayor Gervais

Seconded by Councillor Jacyno

That the Planning & Development Committee approves the payment of the building permit and water meter fees over a one-year (12-month) period for The Grind located at 273 Victoria Street.

**Carried****b. Emergency Management Program and Emergency Plan**

Ms. Sauriol presented the report and a discussion was held.

**c. PEDTAC Annual Report**

Ms. Salovaara introduced Mr. Mike Thompson and Mr. Michael St Jean, Co-Chairs of the Pembroke Economic Development and Tourism Advisory Committee (PEDTAC) who presented their annual report. Mayor LeMay thanked the Co-Chairs for the Committee's hard work and for representing the needs of the local businesses.

**d. Community Improvement Plan Annual Report 2020**

Ms. Salovaara reviewed her information report. A discussion was held and the following points were raised:

- CIP has been a great program resulting in many improvements
- it is crucial to support local businesses especially during COVID-19

**e. Community Improvement Plan COVID-19 Grant Requests**

Ms. Salovaara presented her report.

**Motion:**

Moved by Councillor Plummer

Seconded by Councillor Lafreniere

That the Planning and Development Committee approve a total of \$8,818.91 to eight Community Improvement Plan applicants for the COVID-19 Business Support Grant to the following businesses:

- Valley Easts at 5-24 Pembroke Street West for \$2,290
- Cassidy's Transfer and Storage at 1001 MacKay Street for \$479.50
- Ullrich's at 214 Pembroke Street West for \$45
- Cut-Rite Family Hairstyling at 235 Pembroke Street East for \$303.99
- Urban Oasis Day Spa at 847 Pembroke Street East for \$539.55
- Mission Thrift Store at 147 Mackay Street For \$217.41
- Studio Dreamshare at 18 Pembroke Street West for \$2,500
- SRB Technologies at 140-320 Boundary Road for \$2,443.48

**Carried**

**f. CIP – COVID-19 Business Support Grant**

Ms. Salovaara presented her report and a discussion was held with the following points raised:

- these are very unusual circumstances due to the pandemic and it's important to allow a carry-over of funds for 2021
- it's important to support non-profits during this time
- a business can only apply once every 10 years to each grant

**Motion:**

Moved by Mayor LeMay

Seconded by Councillor Lafreniere

That the Planning and Development Committee recommends that the CIP COVID-19 Business Support Grant continue for another 6-months; and

That the remaining funds from 2020 be placed in a reserve for future CIP COVID-19 Business Support Grant applicants in 2021; and

That non-profit organizations be eligible under the COVID-19 Business Support Grant.

**Carried**

**g. Diversity Advisory Committee**

Ms. Salovaara reviewed the report.

**Motion:**

Moved by Councillor Plummer

Seconded by Councillor Jacyno

That the Planning and Development Committee recommends that a Diversity Advisory Committee comprised of diverse community members and stakeholders that will report to the Planning and Development Committee be established in the City of Pembroke.

**Carried**

**h. Transit Feasibility Study**

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

- transportation is a great concern for seniors and persons with disabilities living in our community
- our City has changed with the College now located in the downtown core, an increase in apartment units and an increase in retired individuals
- transportation would increase the number of people in the downtown core and therefore increase the amount of money spent in the downtown area
- The Pembroke Mall is also interested in this initiative

**Motion:**

Moved by Mayor LeMay

Seconded by Councillor Abdallah

That the Planning and Development Committee recommends that funds for a transportation feasibility study be added to the municipality's 2021 budget for discussion.

**Carried**

**6. Adjournment**

**Motion:**

Moved by Deputy Mayor Gervais

Seconded by Councillor Lafreniere

That the Planning and Development Committee meeting of December 1, 2020 adjourn at 6:58 p.m.

**Carried**