

# Operations Committee Meeting

Council Chambers  
Pembroke, Ontario  
April 18, 2023  
6:24 p.m.

## 1. Call to Order

### **Present:**

Councillor Plummer, Chair  
Mayor Gervais  
Councillor Jacyno  
Councillor Kuehl  
Councillor Lafreniere (electronically)  
Councillor Purcell

### **Regrets:**

Deputy Mayor Abdallah

### **Also Present:**

Angela Lochtie, Treasurer/Deputy Clerk  
Colleen Sauriol, Director of Planning, Building and By-law Enforcement  
Heidi Martin, Clerk

Councillor Plummer called the meeting to order at 6:24 p.m.

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

There were no disclosures pecuniary interests declared.

## 3. Approval/Amendment of Meeting Agenda

### **Motion:**

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the agenda of the Operations Committee meeting of April 18, 2023, be approved as circulated.

**Carried**

## 4. Approval of Minutes

- Operations Committee – February 21, 2023

### **Motion:**

Moved by Councillor Jacyno

Seconded by Councillor Kuehl

That the minutes of the Operations Committee meeting of February 21, 2023, be approved as circulated.

**Carried**

## 5. New Business

a. Affordable Housing Options for the City of Pembroke

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

- If the City participates in the ADUSearch program it would be available for public use on a public website, but the public would still need to verify the information with the City of Pembroke. Staff at this point is able to manage the volume of calls received for additional dwelling units accommodated on a site.
- Would like to see more information on property tax assistance for the development of affordable housing development.
- Would like to see the City's definition of Affordable Housing be reviewed.

**Direction**

That the Operations Committee recommends:

- that the City of Pembroke participate in the Referral program of the Sparrow Program to gauge interest in the program to assist in future decisions regarding Participation in the Sparrow Program; and
- that the City of Pembroke does not participate in the ADUSearch at this time; and
- that the City submit a letter of support to the AHAOV Committee but indicate that no financial contribution is tied to the letter of support at this time; and
- that the Staff review the City's definition of Affordable Housing and bring more information to a future meeting on property tax assistance for the development of affordable housing.

b. Nelson Street Reconstruction Phase 2 – Tender Contract No. 17-5016C

Ms. Lochtie presented the report. The following points were raised:

- Last year the City postponed Phase 2 as the tenders received were higher than budgeted. The tenders received this year were higher than last years tenders.
- Supply chain shortages are playing a role in the City's tendering process.
- During the annual Council budget meetings, could individual projects be discussed in a closed session and only the total sum of all projects be discussed during the open budget meeting.

**Direction:**

Staff to review and report back to Committee if individual projects can be discussed in closed budget meeting and then the total amount of all projects be discussed during the open budget meeting.

**Motion:**

Moved by Mayor Gervais

Seconded by Councillor Kuehl

That the Operations Committee approve award for the Reconstruction of Nelson Street Phase 2 (Mackay Lift Station to William Street) contract No. 17-5016C to Bonnechere Excavating Inc. in the amount of \$3,773,596.66 plus HST; and Committee approve additional expenditures in the amount of \$100,000.00 as a contingency allowance with the total value of the recommendations equalling \$3,873,596.66 plus HST; and

That the budget shortfall of \$313,532.31 be funded using reallocated funds from the Highway 148 Sanitary Sewer project.

**Carried**

c. Operations Department User Fees

Ms. Lochtie presented the report. It was noted that the OPSS fees are updated on a regular basis.

**Motion:**

Moved by Councillor Purcell

Seconded by Councillor Kuehl

That the Operations Committee approve the proposed user fee changes, as presented in the report.

**Carried**

- d. Supply and Deliver of One (1) 2023 Water and Sewer Service Truck Tender Contract No. T-23-08

Ms. Lochtie presented report.

**Motion:**

Moved by Councillor Kuehl

Seconded by Mayor Gervais

That the Operations Committee approve the award of one (1) 2023 Water and Sewer Service Truck under Tender Contract No. T-23-08 to Roy's Chevrolet Buick GMC Inc., in the amount of \$169,800.00 plus HST with the budget shortfall of \$44,800.00 to be funded through the shared Water/Wastewater fleet and equipment reserve.

**Carried**

- e. Supply and Delivery of One (1) 2023 Four Wheel Drive One Ton Truck with Dump Box Tender Contract No. T-23-09

Ms. Lochtie presented report.

**Motion:**

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the Operations Committee approve the award of one (1) current year four-wheel drive one-ton truck with dump box under Tender Contract No. T-23-09 to Roy's Chevrolet Buick GMC Inc., in the amount of \$106,000.00 plus HST with the budget shortfall of \$11,000.00 funded through the COVID safe restart fund.

**Carried**

- f. By-law Enforcement Officer Appointment By-law

Ms. Martin presented the information report and indicated that a by-law would be before Council this evening for their consideration.

**6. Adjournment**

**Motion:**

Moved by Councillor Purcell

Seconded by Councillor Kuehl

That the Operations Committee meeting of April 18, 2023, adjourn at 7:05 p.m.

**Carried**