



Agenda

Operations Committee

Chair: Councillor Plummer
Tuesday, September 17, 2024
Council Chambers

Following Parks and Recreation Committee

(This meeting is live streamed on the [City's YouTube page](#) or it can be viewed on YourTV Community Channel 12)

1. **Call to Order**
2. **Disclosure of Pecuniary Interest & General Nature Thereof**
3. **Approval/Amendment of Meeting Agenda**
4. **New Business**
 - a. FCM Grant Application: Green Municipal Fund Update – A. Lohtie
 - b. Appointment of By-law Enforcement Officers – O. Hutton
 - c. Update of By-law to Regulate Traffic – B. Lewis
 - d. Moratorium Relief – 135 Bell Street – B. Lewis
5. **Adjournment**



Committee Report

To: Councillor Andrew Plummer
Operations Committee

From: Angela Lochtie, Treasurer/Deputy Clerk
Treasury Department

Date: 2024-09-17

Re: **FCM Grant Application: Green Municipal Fund Update**

Recommendation:

That the Operations Committee recommend approval of the City's revised draft resolution in support of the City's application to the FCM Green Municipal Fund to Council for a transit pilot project.

Background:

In early August 2024, the Treasurer submitted a grant application to Federation of Canadian Municipality's (FCM) Green Municipal Fund (GMF) for an on-demand Transit Pilot Project covering the first two years of the three-year pilot. If successful, this grant program could provide funding of up to 50% of eligible costs (municipalities with a population of 20,000 or under may qualify for up to 80% of eligible costs) to a maximum of \$500,000.

On September 11, 2024, FCM provided feedback on the City's application and advised that the Council resolution must reference the specific financial commitment in its application. As part of this discussion, revised project timelines and costs were discussed, with the City being able to update its application at this point with the most up-to-date information. Key changes include:

Timeline

- Left Turn Right Turn (LTRT) has advised that the RFP should be open for 6-8 weeks for response as opposed to the City's typical schedule of 3-4 weeks.
- Based on their experience, LTRT has indicated that a six-month period is likely for the selected vendor to initiate the service prior to launch. As such, a 6–8-week soft launch over the summer to tweak the service with a full service launch in September 2025 is expected. This is seen by staff to still meet service objectives as the full launch will coincide with the start of the school year and decrease funding required in the 2025 budget.



Budget

- For a municipality this size, an annual advertising budget of \$20,000 to \$30,000 is recommended by LTRT.
- ORES/ORPC is currently working on more precise costing for the supply and installation of two fast chargers, with revised costing to be provided to the City by September 19th. Following the September 3 committee meeting, ORES/ORPC are recommending a slightly different location in the over-flow parking lot which will decrease installation costs by an estimated \$20,000. Staff are supportive of this change as it will save costs and not significantly impact available parking spaces in the lot to support the arena.

The financial tables for the FCM grant application will be updated with the newest information available and submitted back to FCM no later than September 26, 2024. The estimated financial commitment by the City for this project is up to \$2,500,000 including internal staff time. The Council resolution has been updated with this figure to support the FCM application. The true cost will be known following the City's RFP process for a turn-key transit service provider.

If the grant application is successful, the funding agreement will still need to be approved by Council before this moves forward.

Financial Implications:

The updated work plan and budget is still being updated with new information; however, it is currently estimated as follows:

Item	Amount
Milestone 1 Costs: Develop On-Demand Turnkey Transit Service RFP for Issue (includes staff time, currently in process)	\$45,400 Operating Cost
Milestone 2 Costs: Transit Service Development (includes possible one-time transit provider start up costs of \$175,536)	\$243,600 Operating Cost \$348,000 Capital Cost
Milestone 3 Costs: Transit Launch and Delivery of Service (two-years 2025 to 2027, includes a 15% contingency)	\$2,683,800 Operating Cost
Milestone 4 Costs: Project evaluation including calculation of GHG savings	\$10,100 Operating Cost



Item	Amount
Green Municipal Fund Grant	-\$500,000 Grant Revenue
Fare and Advertising Revenues	-\$256,840 Operating Revenues
Provincial Gas Tax Grant	-\$67,104 Grant Revenue
ZEVIP Grant (unconfirmed)	-\$100,000 Grant Revenue
City Funding (2025 to 2027 from reserves and property taxes)	-\$2,406,956 Contribution

Given the ZEVIP funding is unconfirmed, and the financial estimates are still being updated, the City's contribution was rounded to \$2.5M in the resolution.

Strategic Plan Impact:

Transit was included as a priority in the City's previous strategic plan.

Attachments:

Revised charger location

Council Resolution

Respectfully submitted,

Angela Lochtie, Treasurer/Deputy Clerk
Treasury Department

David Unrau
Chief Administrative Officer

Revised Location of Fast Chargers based on feedback from ORPC/ORES







Committee Report

To: Councillor Andrew Plummer
Operations Committee

From: Owen Hutton
Planning, Building & By-law Enforcement Department

Date: 2024-09-17

Re: **Appointment of By-law Enforcement Officers**

Recommendation:

That By-law 2024-30, being the current by-law to appoint Municipal By-law Enforcement Officers for the City of Pembroke, be repealed and a new by-law be established.

Background:

Daniel Labelle, President / Director of Protec-5, the City of Pembroke's Animal Control contractor, has notified the By-law Enforcement Department that a new, additional Protec-5 employee has been hired for Animal Control purposes. The new employee is Stacy Boucher, who comes to Protec-5 from the Renfrew County OSPCA office. In order to enforce the City's Animal Control By-law (2021-75) and its associated amendments, Ms. Boucher must be appointed accordingly by by-law.

Further, the Planning, Building, & By-law Enforcement Department would like Nevill Carney, the City's new Planning Technician, to be appointed to enforce all by-laws of the Corporation of the City of Pembroke.

As such, the Planning, Building, & By-law Enforcement Department recommends that the current by-law to appoint Municipal By-law Enforcement Officers for the City of Pembroke, By-law 2024-30, be repealed and a new by-law, to be before Council immediately, be established.

Financial Implications:

None.

Attachments:

By-law 2024-55



Respectfully submitted,

Owen Hutton
Planner

David Unrau
Chief Administrative Officer

The Corporation of the City of Pembroke

By-law Number 2024-55

A By-law to appoint Municipal By-law Enforcement Officers for the City of Pembroke

Whereas pursuant to *The Police Services Act*, R.S.O., 1990, c. 15 as amended, authorizes the appointment of Municipal By-law Enforcement Officers who shall be peace officers for the purpose of enforcing the By-laws of the municipality.

Now therefore the Municipal Council of the Corporation of the City of Pembroke enacts as follows:

1. That the following persons are hereby appointed as Municipal By-law Enforcement Officers for the City of Pembroke to enforce all By-laws of The Corporation of the City of Pembroke:
 - Doug Burton
 - Nevill Carney
 - Paul Champagne
 - Jordan Durocher
 - Darryl Ethier
 - Owen Hutton
 - Michaela Kuno
 - Mya Lepine
 - Brian Lewis
 - Marielle McLaughlin
 - Grant McLean
 - Paul McLean
 - Curtis Mick
 - Scott Selle
 - Rick White
2. That the following persons are hereby appointed as Municipal By-law Enforcement Officers for the City of Pembroke to enforce the provisions of By-law 2021-75 and its associated amendments (Animal Control By-law):
 - Shannon Boucher
 - Ryan Chianelli-Mason
 - Daniel Labelle
3. That the following persons are hereby appointed as Municipal By-law Enforcement Officers for the City of Pembroke to enforce the provisions of By-law 2023-63 (Recreational Open-Air Burning) and By-law 2021-61 (Fireworks) and their associated amendments:
 - Darrell Andrews
 - Ed Beaupre
 - Chance Colquhoun
 - Jason Kelly
 - Gary Lowe
 - Shawn Morgan
 - Scott Selle
 - Brent Verdiel
 - Kyle Zimmerman
4. That By-law 2024-30 and any other By-law inconsistent with the provisions contained in this by-law are hereby repealed.
5. This by-law shall come into force and take effect upon the date of the final passing thereof.

Passed and enacted this 17th Day of September, 2024

Ron Gervais
Mayor

Victoria Charbonneau
Municipal Clerk



Committee Report

To: Councillor Andrew Plummer
Operations Committee

From: Brian Lewis, Director
Operations Department

Date: 2024-09-17

Re: **Update of By-law to Regulate Traffic**

Recommendation:

The Operations Department provides the following report for information purposes only regarding changes to By-law 2020-64, a By-law to Regulate Traffic in the City of Pembroke, and its amendment 2022-57.

Background:

The Operations Department has reviewed and updated wording in By-law 2020-64 where required, under housekeeping.

Section 11 clause 11.4 has been removed as the City of Pembroke no longer has School Crossings. School crossings are defined as those that are controlled by a school crossing guard or police officer. Subsequently, Schedule B (School Crossovers) has been removed and the crossovers previously listed there are now included in Schedule A (Pedestrian Crossovers). The additions to Schedule A are:

- Bell Street at approximately 28m west of Patricia Avenue
- Cecelia Street at the southerly street line of Herbert Street
- Christie Street at the northerly street line of Isabella Street
- Dickson Street at the easterly street line of Peter Street

Schedule K shows the school zone on Isabella Street from Renfrew Street to Christie Street has been extended westerly to James Street.

All Schedules listed have been renamed since the deletion of the original Schedule B.

The addition of the stop signs on First Avenue at Front Street, First Avenue at Gordon Street, and Second Avenue at Gordon Street have been added to the new Schedule B.

The amendment to the by-law will be before Council in October, 2024.



Financial Implications:

There are no financial implications associated with this report.

Strategic Plan Impact:

None.

Attachments:

None.

Respectfully submitted,

Brian Lewis, Director
Operations Department

David Unrau
Chief Administrative Officer



Committee Report

To: Councillor Andrew Plummer
Operations Committee

From: Brian Lewis, Director
Operations Department

Date: 2024-09-17

Re: **Moratorium Relief – 135 Bell Street**

Recommendation:

The Operations Committee approve the relief of the City's three (3) year moratorium for the development at 135 Bell Street, effective immediately.

Background:

As per the Operations Departmental Policy, no open excavation of roadway surfaces that have been reconstructed within the preceding three (3) years shall be permitted.

The developer of 135 Bell Street, would like to proceed with the construction of a housing development in the 2024/2025 construction season. The works included in this housing construction are the connections to the City' existing underground water, sanitary and storm infrastructure located under Bell Street.

Bell Street between Mackay Street and River Road was pulverized and paved in 2023 under the City's resurfacing program due to the very poor surface condition of the roadway. The existing underground infrastructure, road base and sub base were not reconstructed as part of the resurfacing program. The existing watermain requires replacement in the foreseeable future and is part of the River Road Watermain Catchment Area project currently under design. It is anticipated that the watermain on Bell Street will be replaced in the next five to six years necessitating the need for asphalt cuts and pavement restoration.

As the newly installed surface will not be in place for the usual 15 -20 years prior to reconstruction/resurfacing, the department feels that lifting the moratorium for this specific instance is reasonable.



Financial Implications:

There are no financial implications associated with this report. All road restoration costs will be the responsibility of the property developer.

Strategic Plan Impact:

This policy links to economic development and growth.

Attachments:

None.

Respectfully submitted,

Brian Lewis, Director
Operations Department

David Unrau
Chief Administrative Officer



Committee Report

To: Councillor Andrew Plummer
Operations Committee

From: Brian Lewis, Director
Operations Department

Date: 2024-09-17

Re: **Moratorium Relief – 135 Bell Street**

Recommendation:

The Operations Committee approve the relief of the City's three (3) year moratorium for the development at 135 Bell Street, effective immediately.

Background:

As per the Operations Departmental Policy, no open excavation of roadway surfaces that have been reconstructed within the preceding three (3) years shall be permitted.

The developer of 135 Bell Street, would like to proceed with the construction of a housing development in the 2024/2025 construction season. The works included in this housing construction are the connections to the City' existing underground water, sanitary and storm infrastructure located under Bell Street.

Bell Street between Mackay Street and River Road was pulverized and paved in 2023 under the City's resurfacing program due to the very poor surface condition of the roadway. The existing underground infrastructure, road base and sub base were not reconstructed as part of the resurfacing program. The existing watermain requires replacement in the foreseeable future and is part of the River Road Watermain Catchment Area project currently under design. It is anticipated that the watermain on Bell Street will be replaced in the next five to six years necessitating the need for asphalt cuts and pavement restoration.

As the newly installed surface will not be in place for the usual 15 -20 years prior to reconstruction/resurfacing, the department feels that lifting the moratorium for this specific instance is reasonable.



Financial Implications:

There are no financial implications associated with this report. All road restoration costs will be the responsibility of the property developer.

Strategic Plan Impact:

This policy links to economic development and growth.

Attachments:

None.

Respectfully submitted,

Brian Lewis, Director
Operations Department

David Unrau
Chief Administrative Officer