

Operations Committee Meeting Minutes

Council Chambers
Pembroke, Ontario
January 21, 2025
6:05 p.m.

1. Land Acknowledgement

2. Call to Order

Present:

Mayor Gervais, Chair
Deputy Mayor Abdallah
Councillor Jacyno
Councillor Kuehl
Councillor Lafreniere (6:09 virtual)
Councillor Purcell

Regrets:

Councillor Plummer

Also Present:

David Unrau, Chief Administrative Officer/Deputy Clerk (virtual)
Victoria Charbonneau, Municipal Clerk
Angela Lochtie, Treasurer/Deputy Clerk
Brian Lewis, Director of Operations

3. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interests declared.

4. Approval/Amendment of Meeting Agenda

Resolution OPS 25-01-01:

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the agenda of the Operations Committee meeting of January 21, 2025, be approved as circulated.

Carried

5. Approval of Minutes

a. Operations Committee – December 17, 2024

Resolution OPS 25-02-02:

Moved by Councillor Purcell

Seconded by Councillor Jacyno

That the minutes of the Operations Committee meeting of December 17, 2024, be approved as circulated.

Carried

6. Business Arising from Minutes

There was no business arising from the minutes.

7. New Business

a. On-Demand, Turn-Key Transit Services (RFP 24-08) – RFP Award

Treasurer/Deputy Clerk Lochtie presented the report. A discussion was held and the following points were raised:

- The importance of available public transit to the community for all demographics (including students and the elderly)
- Available public transit is a benefit to the economic and enhances quality of life in the community
- The projected pilot project of 3 years will serve as a good foundation for gauging ridership and determining sustainability
- Concerns expressed over the sustainability of the program and funding sources and the cost to the rate payers
- Concerns over the negative impact to the local taxi companies, Carefore, and the Pembroke Handibus transportation operations in the City of Pembroke

Resolution OPS 25-01-03:

Moved by Deputy Mayor Abdallah

Seconded by Councillor Purcell

That the Operations Committee endorse and recommend that staff commence negotiations to enter into an agreement between the Corporation of the City of Pembroke, and Mobility Transportation Specialists (MTS) to provide turn-key transit services for an initial three (3) year term with an option to extend for an additional four (4) years.

Mayor Gervais called for a recorded vote.

Yea: Deputy Mayor Abdallah, Councillors Kuehl, Lafreniere, Purcell

Nea: Mayor Gervais

Carried 5:1

b. Engineering Services - Albert Street Reconstruction Design Award

Director Lewis presented the report. A discussion was held and the following points were raised:

- Questions regarding the state of the road and why it has been slated for repair. It was noted that the street on the surface is passable, however, the infrastructure below the street level is in need of repair and poses a risk should it fail, it is a high priority for the underground infrastructure.
- Question regarding the plan for infrastructure where the boat used to be. It was responded with that there is collaboration with Parks and Recreation department that is being worked on for downtown connectors via trail head(s)

Resolution OPS 25-01-04:

Moved by Councillor Purcell

Seconded by Deputy Mayor Abdallah

That the City of Pembroke Operations Committee recommend that Council award the Engineering Design and Contract Administration Services for Albert Street Reconstruction Request for Proposal P-24-11 to Jp2g Consultants Inc. in the amount of \$174,405.00 plus applicable HST and that the shortfall come from surplus funds from the completed capital projects

Carried

c. Transportation Master Plan

Director Lewis presented the report. A discussion was held, and the following points were raised:

- Concerns stated Matheson Drive and D'Youville Drive
- It was stated by staff that most of the traffic will happen at upper part of that subdivision and away from Matheson. It has been discussed with developer that no connection to Matheson will be done through the first part.
- Everything in the Plan to move forward will still have to come to Council for approval (e.g. development of a road)
- It was asked if there is a possibility to take Matheson Drive out of the plan
- Staff indicated that the consultant would have to be asked to re-work the overall plan and discussions with the Township of Laurentian Valley would have to occur in conjunction with proposed change to ensure there was consensus to remove that portion of the plan
- Large Development off of Elgin Street that will likely have added pressure on the corner of Elgin Street and Boundary Road, has this been addressed?
- It was responded that there are a number of developments in play. Staff communicated these items to the consultant, and as a practice these are not included in the overall plan as they are actively being addressed.

DIRECTION – Staff to bring an information report on all current developments (within the next 12 months)

Resolution OPS 25-01-05:

Moved by Councillor Kuehl

Seconded by Councillor Purcell

That the City of Pembroke Operations Committee generally endorses and recommend to Council that they adopt the Transportation Master Plan East West Traffic 2024 completed by Paradigm Consulting as a guiding document for the Operations Department by defining key projects, subject to development, staffing capabilities and annual budget approvals.

Furthermore, notwithstanding the general acceptance of The Transportation Masterplan, The City of Pembroke Operations Committee opposes the linking of the Matheson Drive Connection.

Carried

d. Integrity Commissioner Appointment

Clerk Charbonneau presented the report. A discussion was held and the following points were raised:

- Importance of Integrity Commissioner's role with the City of Pembroke
- When drafting the Service Agreement, a 1-year term with possible extension of up to 3 years should be included.

Resolution OPS 25-01-06:

Moved by Deputy Mayor Abdallah

Seconded by Councillor Kuehl

That the Operations Committee endorse and recommend to Council the appointment of Bench Municipal: Law + Governance as Integrity Commissioner and Closed Meeting Investigator for the City of Pembroke.

Furthermore, that the Operation Committee endorse and recommend to Council that staff be directed to enter into negotiations with Bench Municipal: Law + Governance for a term of 1 year with a possible extension of up to 3 years.

Carried

8. Adjournment

Resolution OPS 25-01-07:

Moved by Deputy Mayor Abdallah

Seconded by Councillor Kuehl

That the Operations Committee meeting of January 21, 2025, adjourn at 6:37 p.m.

Carried