

Operations Committee Meeting Minutes

Council Chambers
Pembroke, Ontario
February 18, 2025
8:00 p.m.

1. Call to Order

Present:

Mayor Gervais, Chair
Deputy Mayor Abdallah
Councillor Jacyno
Councillor Kuehl (virtual)
Councillor Lafreniere
Councillor Plummer
Councillor Purcell

Also Present:

David Unrau, Chief Administrative Officer/Deputy Clerk
Victoria Charbonneau, Municipal Clerk
Angela Lochtie, Treasurer/Deputy Clerk
Marsha Hawthorne, Deputy Treasurer
Brian Lewis, Director of Operations
Colleen Sauriol, Director of Planning, Building and By-Law

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interests declared.

3. Approval/Amendment of Meeting Agenda

Resolution OPS 25-02-01

Moved by Deputy Mayor Abdallah

Seconded by Mayor Gervais

That the agenda of the Operations Committee meeting of February 18, 2025, be approved as circulated.

Carried

4. Approval of Minutes

a. Operations Committee – January 21, 2025

Resolution OPS 25-02-02

Moved by Councillor Jacyno

Seconded by Councillor Purcell

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

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. New Business

a. Budget 2025

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

- High level points from the property taxation budget including \$42 million operating budget, \$22.4 million capital projects, \$27.4 million tax levy (funding raised through property taxes), 8.98% levy increase (after growth), 8.92% tax increase.
- There are programs available for low-income homeowners through the province of Ontario (Ontario Energy and Property Tax Credit OEPTC and Ontario Senior Homeowners' Property Tax Grant OSHPTG), it was noted that the treasury department can be contacted for assistance.
- It was clarified that the County of Renfrew levy is applied to lower tier municipalities, but not the City of Pembroke (as the city is a single tier municipality)
- The rates published by the city are final. Lower tier municipalities will have their tax rate plus the County levy.

b. Temporary Amendment to Procurement By-law

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

- The city has had proactive conversations with the County on this matter.
- City staff has done some pre-work with large vendors, without many available answers. Conversations are continuing to try and access the implications if the tariffs do pass.
- Municipalities make up for a significant portion of procurement dollars in the economy and our collective actions can make impacts on the Canadian economy.

c. 2024 Pollution Control Centre Annual Compliance Reports

Director Lewis presented the information report.

d. Pembroke Drinking Water System 2024 Annual Water Reports

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

- There was a noted 100% compliance for 2025-2025 for inspection period.
- Copy of annual report is available for inspection at City Hall, website and at City Hall.

e. Blue Box Transition and Promotion and Education Plan

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

- Report and recommendation will be brought in the future to committee when the surplus is determined.

f. L'Equinoxe Public Elementary and Secondary School – Isabella Street Works

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

- Questions around visibility by the proposed new parent drop off
- Busses parked on Murray Street – through discussion with School board and transportation company, vehicles are not to be parked there. This point has been noted and will be brought forward in future discussions with other parties.

- Festival Hall area gets very congested at school drop off and pick up times and should be considered in the overall plan.
- It was relayed by staff that once the design is finalized these will be considered/assessed.
- It was asked if bus staging been considered (timing for busses etc.)
- It was responded that staff have been working on these matters for approximately 3 years and continue to work with school board as much as possible to address. Once the design is done further steps will be taken to ensure and increase safety and efficiency as much as possible for students and staff of the school

Resolution OPS 25-02-03

Moved by Deputy Mayor Abdallah

Seconded by Mayor Gervais

That the Operations Committee approve the concept in principle of a bus layby on Isabella Street and parent drop off on Christie Street for the L'Equinoxe School, as presented.

Carried

g. Bishop Smith Catholic High School – Entrance off Horace Street

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

- Importance of safety aspects of a second entrance to the site were discussed (having more than one entry/exit point to the school site).
- There is currently only one way into the site, which is a big safety concern. This issue needs to be addressed and is the largest issue at hand in this matter.
- Questions around the impact on the street infrastructure, and the turning degrees of large vehicles (e.g. busses).
- Staff response included that the area intersections are standard size, and that Consultants will need to ensure bus turning requirements are met.
- Infrastructure – road is built to City standards and can withstand flow of traffic including large vehicles.
- Comments regarding the student pedestrian traffic that cuts through Horace Street with no sidewalks. Does the design plan account for the inclusion of sidewalks?
- Response included those provisions for sidewalk on Horace Street will be taken to the school board and consultant for consideration.
- Have the residents of Horace Street area been consulted in this matter; will they be consulted?
- Will the city need to be put up signage for the bus entrance and exit?
- It was responded that the city will maintain the city road allowance on the first part of the extension. The second section will be considered a private road, and the property owner (school board) will be required to pay for signage on city owned portion and the signage on property past open road allowance. It was stated that a bus only sign be posted and then private road notification signage be posted all at the cost of the school board.
- There was clarification around the motion stated indicating that the motion before committee is only to approve the concept of the design. Further discussions will ensure land costs/sale can be discussed at a later date.
- A traffic management plan impact study is required to address the impact of traffic heading south on Eganville road.

Resolution OPS 25-02-04

Moved by Mayor Gervais

Seconded by Councillor Purcell

That the Operations Committee approve the concept in principle, for the sale of non-viable lands and the construction of a bus entrance off the end of Horace Street for Bishop Smith Catholic High School, as presented.

Carried

h. 1036 Pembroke Street East – Septage Dumping

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

- What costs are built into the septage fee service?
- Response included that the city charges a significant cost as this service is hard on infrastructure and the charge reflects costs associated with overall maintenance on city infrastructure to provide this service.
- In the instance outlined in the report, the substance being pumped is not considered septage and therefore the septage rate is not determined to be reasonable.
- What the city will be covering to provide the service outlined in the report is the electricity required due to the volume from the pumping action. This cost for electricity is anticipated to be nominal.
- Is the \$4,850 a reasonable recovery of cost for the service and is manpower required /labour built into the service fee. Staff response confirmed the recovery rate proposed is reasonable and manpower/labour is considered covered in the service fee charged.

Resolution OPS 25-02-05

Moved by Deputy Mayor Abdallah

Seconded by Councillor Lafreniere

That the Operations Committee endorse and recommend to Council option # 2 as outlined in the report to committee:

Charge only the established rate for sewer to a commercial establishment but allow for the owner to dispose of septage at the city facility with no septage receiving rates being charged. Furthermore, that the property owner be responsible for all costs associated with the hauling of the septage.

Carried

i. Tree Disposal Facility Update

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

- Without expanding the use of life for the current proposed site is estimated at approximately 20 years
- It was stated that the Forced Road property appears to be better suited for development opposed to be tree disposal facility.
- Staff responded that the parcel may not be feasible for development outside of industrial use. There may be some components to the land (from previous use of site due to the Shook Mills) that could pose some challenges for development, resulting in the current site to be zoned industrial.
- It was confirmed \$110,000 would be lost dollars (money the city has expended on the Forced Road site (installation of monitoring wells and the Hydrogeological Assessment, along with a Stage 1 Archaeological Assessment) plus the cost of new land costs if City decides to go with a different property.
- Consultants did a tabletop exercise for a tree disposal facility on a vacant property that recently became available. The site ticked all initial boxes for criteria of use for a tree disposal facility.

- Water/sewer is not available to the Forced Road property to allow for residential development.

Resolution OPS 25-02-06

Moved by Deputy Mayor Abdallah

Seconded by Councillor Jacyno

That the City of Pembroke Operations Committee endorse and recommend to Council option A.1:

Continue with the establishment of a Tree Disposal Facility at the Forced Road location.

Councillor Kuehl called for a recorded vote.

Yea: Mayor Gervais, Deputy Mayor Abdallah, Councillors, Jacyno, Lafreniere, Plummer, Purcell

Nea: Councillor: Kuehl

Carried 6:1

Extend the Hour - 9:52 p.m.

Resolution OPS 25-02-07

Moved By Mayor Gervais

Seconded by Deputy Mayor Abdallah

That the hour be extended to consider business after 10:00 p.m., as per Section 7.2.6 of the Procedural By-law.

Carried

7. Adjournment

Resolution OPS 25-02-08

Moved by Mayor Gervais

Seconded by Deputy Mayor Abdallah

That the Operations Committee meeting of February 18, 2025, adjourn at 9:56 p.m.

Carried