



Agenda

Operations Committee

Chair: Councillor Plummer
Tuesday, February 18, 2025
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. **Approval of Minutes**
 - Operations Committee – January 21, 2025
5. **Business Arising from Minutes**
6. **New Business**
 - a. Budget 2025 – A. Lochtie
 - b. Temporary Amendment to Procurement By-law – Purchasing Manager/Deputy Treasurer Hawthorne
 - c. 2024 Pollution Control Centre Annual Compliance Reports – Director Lewis
 - d. Pembroke Drinking Water System 2024 Annual Water Reports – Director Lewis
 - e. Blue Box Transition and Promotion and Education Plan – Director Lewis
 - f. L'Equinoxe Public Elementary and Secondary School – Isabella Street Works – Director Lewis
 - g. Bishop Smith Catholic High School – Entrance off Horace Street – Director Lewis
 - h. 1036 Pembroke Street East – Septage Dumping – Director Lewis
 - i. Tree Disposal Facility Update – Director Lewis
7. **Adjournment**

Operations Committee Meeting Draft 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



City of Pembroke

2025 Budget

February 18, 2025

Presented by:
Angela Lochtie, CPA, PFA, AMCert.
Treasurer/Deputy Clerk

2025 Budget Critical Path



City Regulatory Environment

Budget Background



City Regulatory Environment

Municipalities are created by the Province of Ontario and must comply with many different laws and regulations including:

Ontario Municipal Act, 2001



Administration

Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, Municipal Elections Act, 1996, Lottery Licensing Policy Manual, Marriage Act, R.S.O. 1990, Vital Statistics Act, R.S.O. 1990, Employment Standards Act, 2000, S.O. 2000 Debt and Financial Obligation Limits O. Reg. 403/02, Municipal Tax Sale Rules O. Reg. 181/03...



FIRE

Public Education, Prevention, Enforcement, Response, Emergency Management

Fire Protection and Prevention Act, 1997, O.Reg 213/07

Emergency Management and Civil Protection Act, O.Reg 380/04



ROADS

Roads, Sidewalks, Traffic Control, Streetlights, Storm Water

Canadian Environmental Protection Act

Waste Management Act

Highway Traffic Act

Minimum Maintenance Standards

Construction Lien Act



PARKS & RECREATION

Parks, Facilities Programs, Events

Electrical Safety Authority (ESA)

Technical Standards & Safety (TSSA)

Canadian Standards Association B-52 Mechanical Refrigeration Code

Accessibility for Ontarians Disability Act (AODA)

Ontario Public Health Standards



PLANNING BUILDING BY-LAW

Zoning, Building/Demo Property Standards, Taxi, Noise, Parking, Signs

Ontario Building Code Planning Act

Development Charges Act

Provincial Policy Statement, 2020

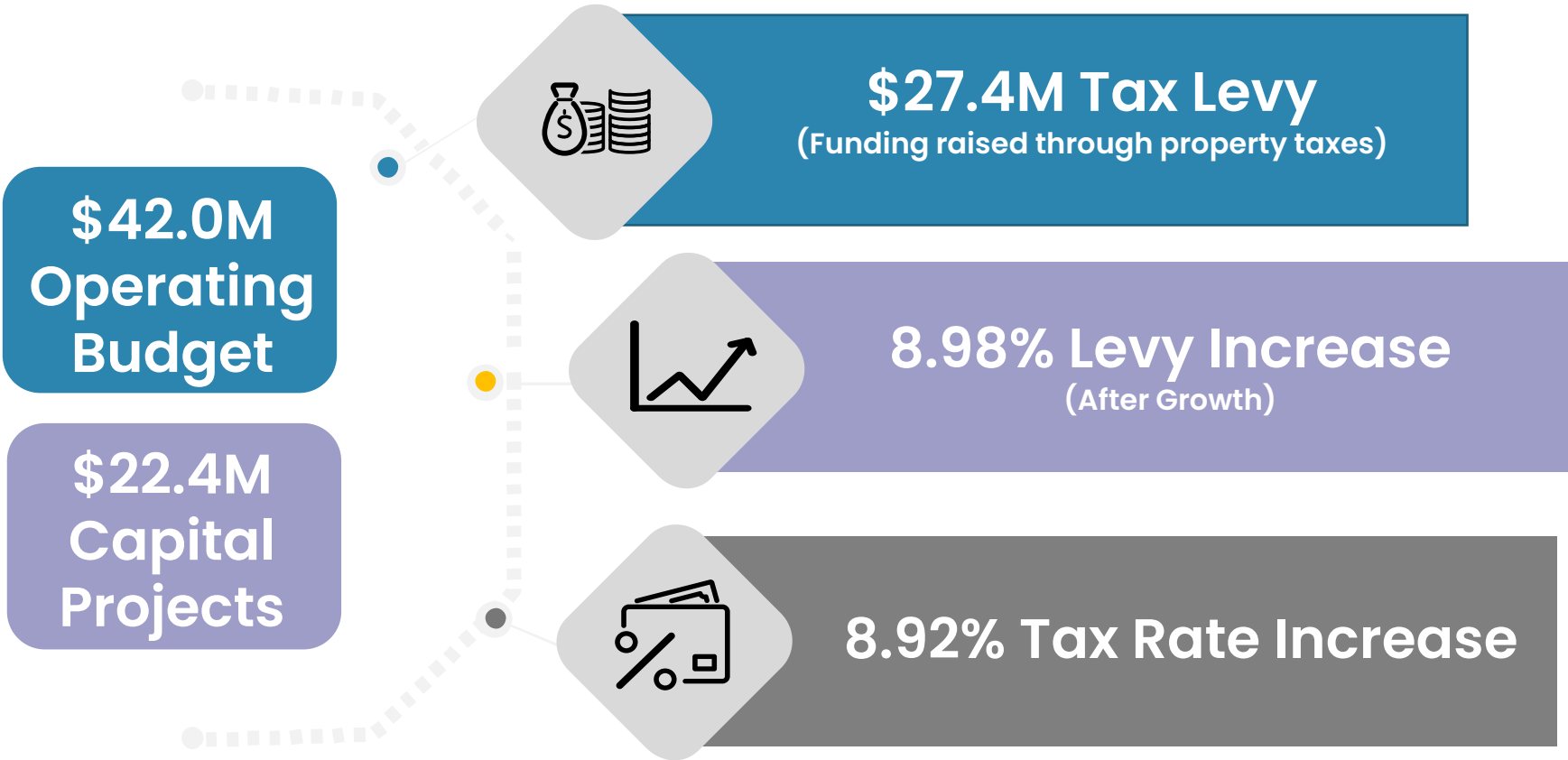
2025 Budget

Overview



Highlights: Property Taxation

The 2025 Budget as approved by the Finance & Administration Committee reflects:



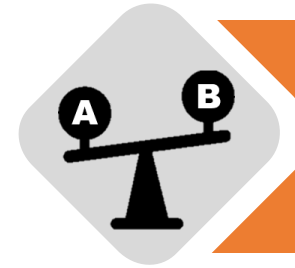
Highlights: Ratios and Rates

The 2025 Budget as approved by the Finance & Administration Committee reflects:



Garbage Fees: No change

Fees for collection and disposal



Tax Ratios: No change

Ratios set the tax rates between property classes



OVWRC Fee: No change

The City is a partner of the Ottawa Valley Waste Recovery Centre



PBIA: 3.56% Increase

2025 Budget of \$213,028

Water and Sewer Rates

- Under Ontario's Safe Drinking Water Act, the City is required to prepare financial plans for its water systems to ensure sufficient revenue is generated to provide safe drinking water to our community.
- In 2019-20, Watson & Associates Economists Ltd. prepared a financial plan and rate study for the City's water and sewer services based on the projected operating and capital requirements of these services over a 10-year study period from 2020 through 2029 including rate recommendations.
- The agreement reached between the City and the Township of Laurentian Valley requires the City to base water and sanitary sewer rate increases on this study.
- Rates studies are typically updated every 5-years. A new rate study will be undertaken in 2025 for the 2026-2035 period.

Highlights: Water

In accordance with the legal requirements of Ontario's *Safe Drinking Water Act*, and the recommendations of the Watson & Associates rate study, the 2025 budget for water services reflects:



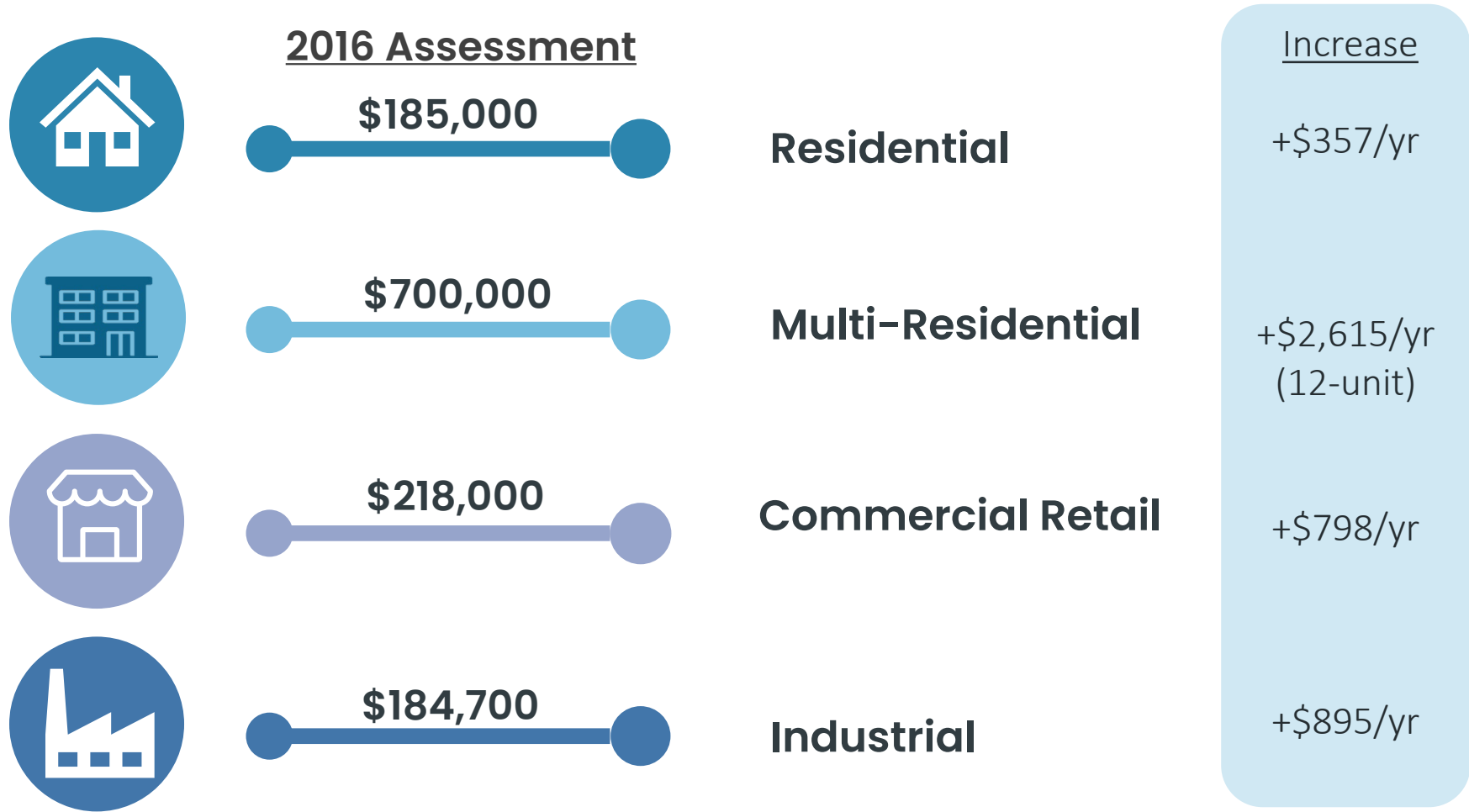
Highlights: Sanitary Sewer

The 2025 budget for sanitary sewer services reflects:



Highlights: Average Impact by Property Class

2025 changes in property taxes, garbage, water and sanitary sewer fees will impact the average properties as follows:

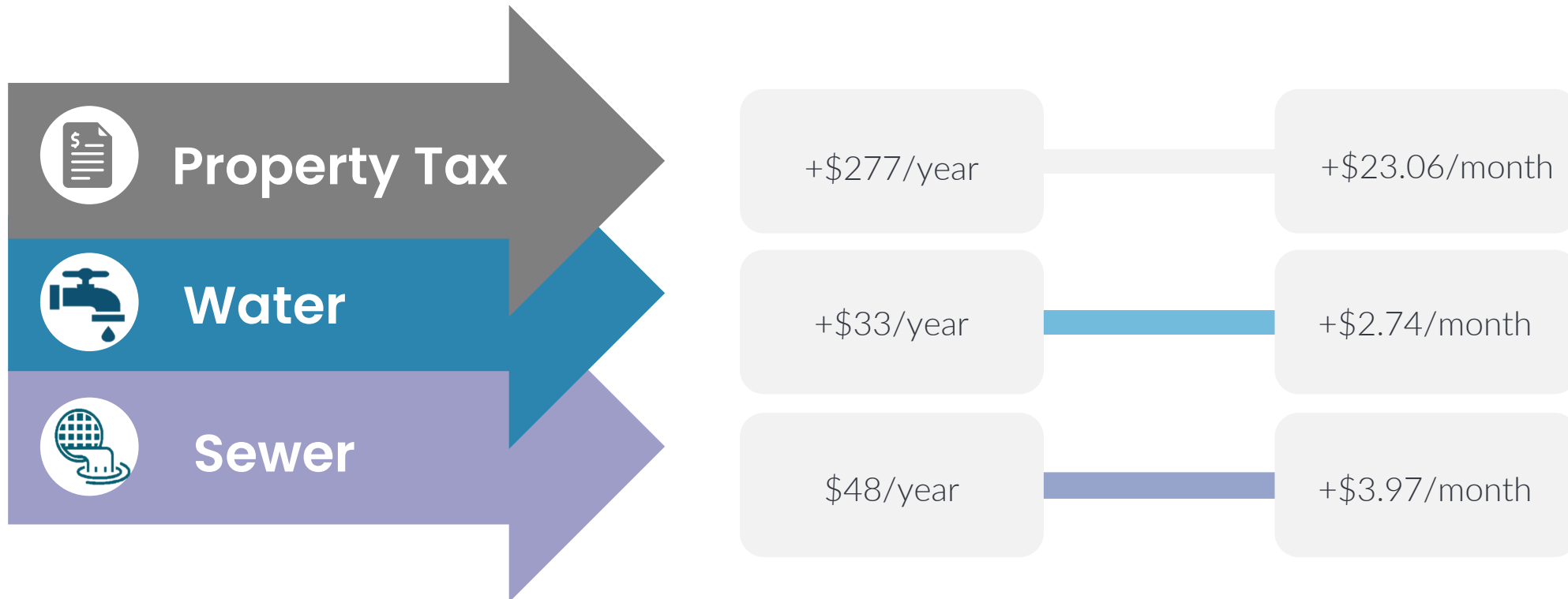


Note! All property taxes charged by the City are based on the property’s 2016 assessed value from MPAC. The increased price of homes reflected in today’s market will NOT be used in the 2024 tax calculations.

2024 vs. 2025 Residential Comparison

Annual and monthly increase for the average residential property

Property taxes, water rates and sewer rates together represent a total increase of \$29.77 per month as compared to 2024 rates.



Affordability and Low-income Homeowners

Two programs are available to address property tax increase concerns from low-income homeowners:

- The Ontario Trillium Benefit helps low-to-moderate income Ontario residents and is a combined payment of the Ontario energy and property tax credit, the Northern Ontario energy credit, and the Ontario sales tax credit.
- The Ontario energy and property tax credit (OEPTC) is designed to help low- to moderate-income Ontario residents with the sales tax on energy and with property taxes.
- The Ontario senior homeowners' property tax grant (OSHPTG) is intended to help offset property taxes for seniors who own their own home and who have low to moderate incomes.



Ontario Trillium Benefit



Ontario energy and property tax credit (OEPTC)

Ontario senior homeowners' property tax grant (OSHPTG)

A close-up photograph of a wooden gavel with a brass band, resting on a wooden surface.

City By-law 2023-52

Property Tax Assistance Program

- This program is eligible to low-income seniors receiving the Guaranteed Income Supplement (GIS) and low-income persons with disabilities receiving benefits under the Ontario Disability Support Program (ODSP)
- Eligible persons can elect to defer property tax increases for their primary residence and related interest until such time as they are no longer eligible to receive government benefits or sell their home.



2025 Operating Budget



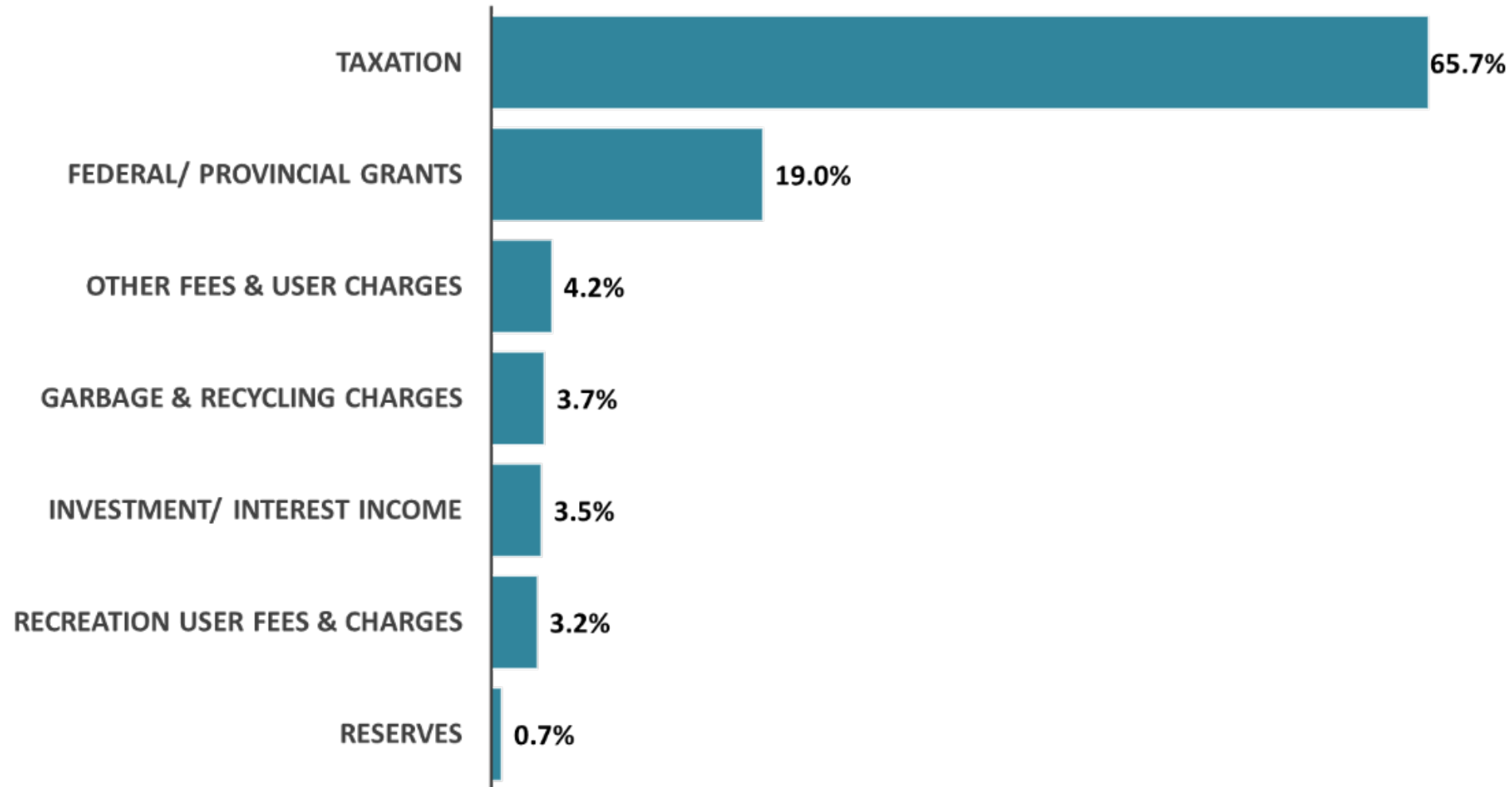
2025 Operating Budget Summary (Page 1 of 2)

DEPARTMENT	2024 BUDGET	2025 BUDGET	2025 REVENUE	2025 EXPENSES
Taxation	(\$25,129,852)	(\$27,533,139)	\$27,616,239	\$83,100
Mayor & Council	324,235	329,470	0	329,470
Financial	(4,445,459)	(5,192,726)	8,758,073	3,565,347
Administration	1,288,991	1,213,771	481,635	1,695,406
Elections	15,000	17,442	0	17,442
Human Resources & Purchasing	425,651	405,744	20,696	426,440
City Property	14,270	127,271	261,359	388,630
Fire Service	3,725,491	3,885,601	45,044	3,930,645
O.P.P. Service	4,441,306	4,691,405	555,782	5,247,187
Police Service Board	46,850	34,400	0	34,400
Animal Control	79,475	46,675	23,100	69,775
Building Inspection	78,522	123,935	157,500	281,435
Bylaw Enforcement	219,060	268,098	186,562	454,660
Roads	3,920,066	4,323,865	131,959	4,455,824
Traffic Control	107,000	120,100	0	120,100

2025 Operating Budget Summary (Page 2 of 2)

DEPARTMENT	2024 BUDGET	2025 BUDGET	2025 REVENUE	2025 EXPENSES
Streetlights	283,500	283,000	0	283,000
Garbage & Recycling	0	0	1,572,994	1,572,994
Transit	0	216,108	290,108	506,216
Parks & Facilities	2,199,828	2,576,925	728,200	3,305,125
Recreation	405,885	578,567	371,750	950,317
Bogie's Bar	0	0	22,500	22,500
Kinsmen Pool	311,328	373,630	187,400	561,030
Aquatic Centre	255,000	255,000	0	255,000
Development Charges	0	0	81,000	81,000
Planning	219,660	286,130	80,500	366,630
Economic Development & Tourism	437,625	607,900	348,500	956,400
County Shared Services	4,856,125	4,520,378	10,611	4,530,989
Other Shared Services	494,707	475,822	0	475,822
Capital Financing – Taxation	2,165,798	2,219,785	0	2,219,785
Capital Financing – PSB	18,000	38,000	0	38,000
Capital Financing – Other Grant Funding	3,190,198	4,630,103	0	4,630,103
Storm Sewer	51,740	76,740	102,560	179,300
(SURPLUS)/DEFICIT	0	0	42,034,072	42,034,072

2025 Sources of Revenue



Highlights: Formula-based Grant Revenues

- Grants included in the City's 2025 budget include:

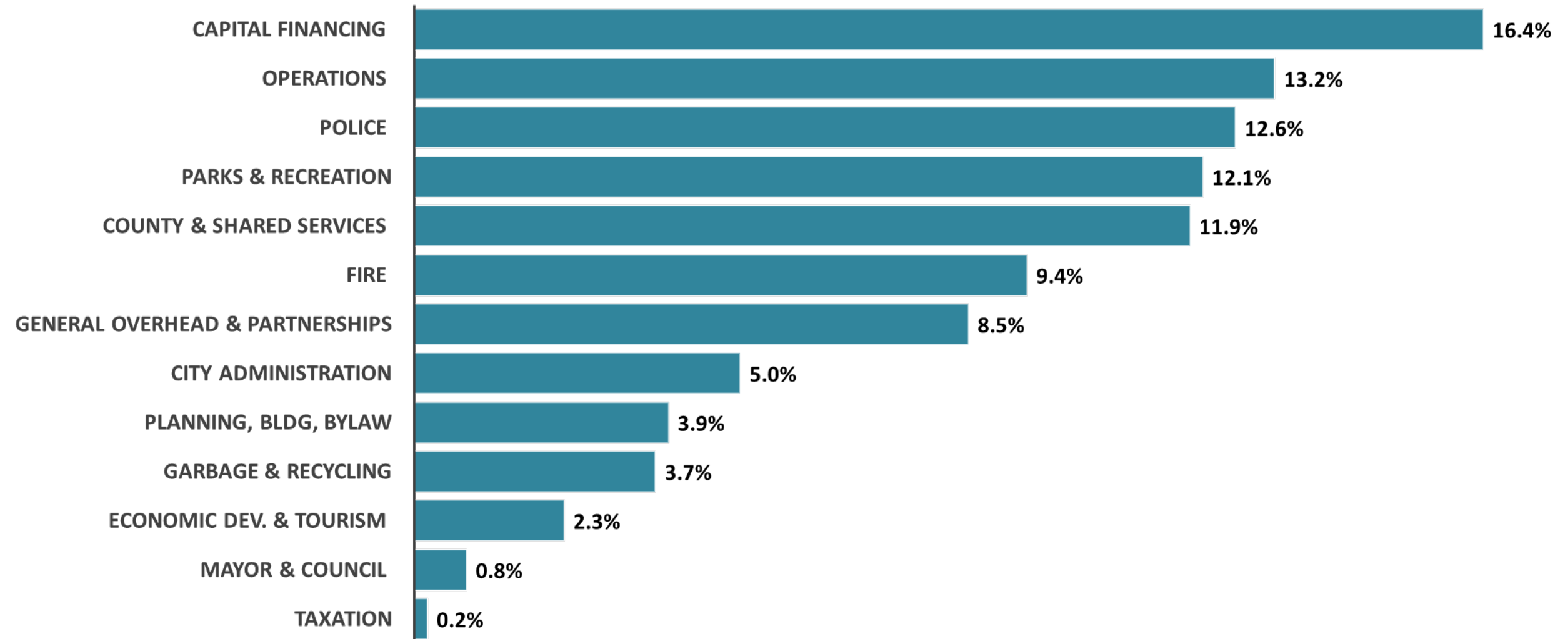
Item	2024 Budget	2025 Budget	Change
Ontario Municipal Partnership Fund	\$1,612,100	\$1,698,700	+\$86,600
Court Security Grant (unconfirmed)	337,530	413,175	+75,645
Canada Community-Building Fund (CCBF)	903,212	940,845	+37,633
Provincial Gas Tax (Transit) (unconfirmed)	106,000	106,000	0
Ontario Community Infrastructure Fund	1,703,279	1,958,771	+255,492

Highlights: Application-based Grants

- The City has applied for several different grants reflected in the 2025 budget as follows:

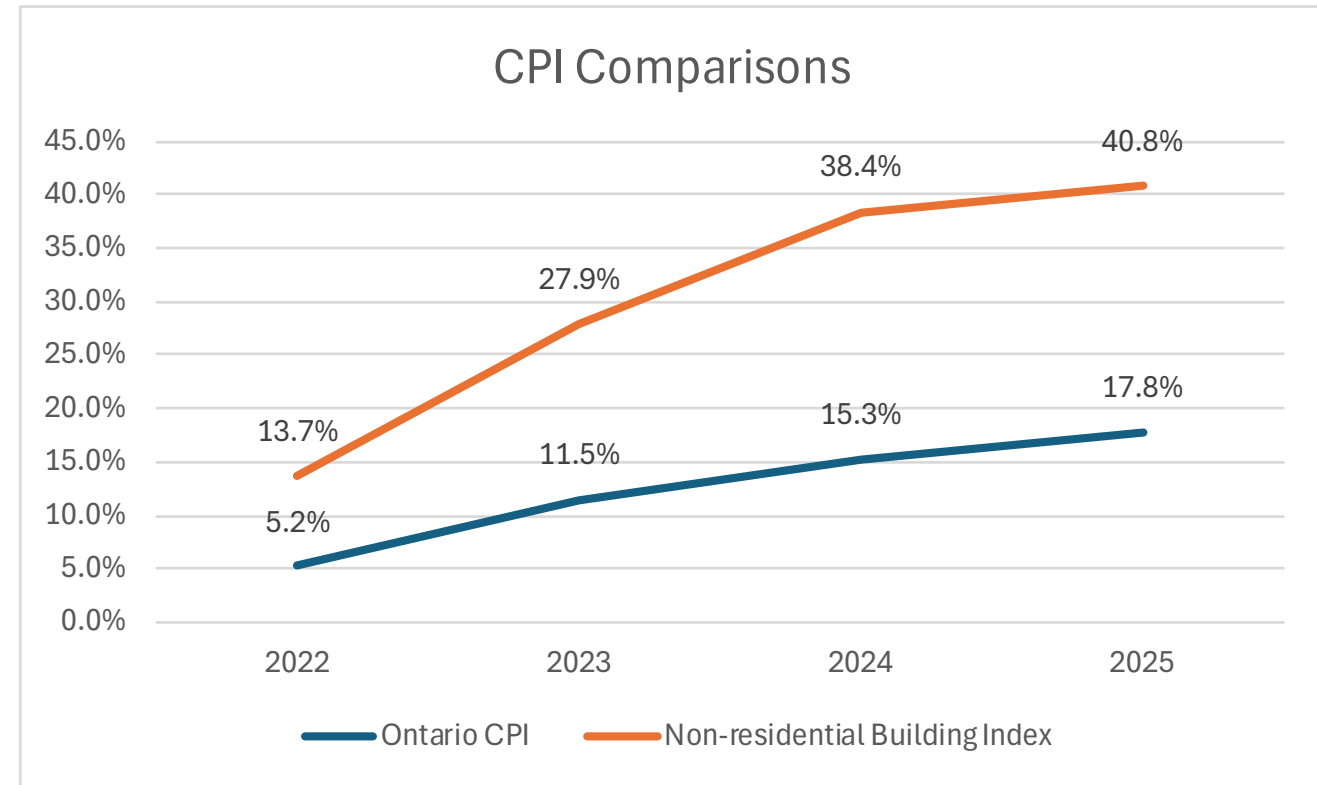
Item	Grant Status	2025 Budget
Grant: Federal Green and Inclusive Community Buildings Project: Victoria Hall Upgrades	Unconfirmed	989,924
Grant: Connecting Links Project: Paul Martin Drive, Phase 1	Unconfirmed	981,000
Grant: FCM Green Municipal Fund Project: Transit	Unconfirmed	253,108
Grant: Municipal Climate Resiliency Project: Cockburn drainage	Unconfirmed	200,000
Grant: Community Sport and Recreation Infrastructure Fund Project: Algonquin Trail—Trailheads	Unconfirmed	155,827
Grant: Provincial CCTV Grant Project: Additional CCTV to support community policing	Unconfirmed	125,761
Grant: Zero Emission Vehicle Infrastructure Program (ZEVIP) Project: Two DC Fast-Chargers	Unconfirmed	100,000
Grant: Community Emergency Preparedness Project: Flood monitoring equipment	Unconfirmed	45,820

2025 Operating Expenditures



Consumer CPI vs. Municipal CPI

- Since COVID, municipalities have been experiencing inflation levels higher than consumer CPI for parts, materials and contracted services.
- This, coupled with historic under-funding of infrastructure to keep tax rate increases low, will place financial pressure on the city budget in the years ahead.
- The current age and condition of key city infrastructure like recreation facilities and underground infrastructure with no significant reserves (savings) to draw from for funding will increase both City debt and tax rates in the future.
- In 2025, the City will be developing a long-term financial plan for infrastructure which will provide more information on the future tax increases needed to support city services.



Highlights: Drivers of Increase

- The primary drivers behind the \$2,246,081 operating budget increase are:

Reason	Description	Increase
Wages	Base operations, including COLA and benefit price increases	377,806
Asset Management	Building maintenance, ditching, fleet management (gap remaining \$119,496)	262,471
2025 Capital Projects	CPI gap remaining of \$551,474	91,988
Interest Income	Interest rates decreasing in step with inflation	294,375
Risk Management	New Levy Stabilization Reserve to offset unexpected increases (2026 OPP)	350,000
Pool re-opening	Program costs net of revenues	233,365
Transit	On-demand transit service introduction summer 2025	216,108
Social Issues	Warming Centre, local clean-up, Grind	178,318
Partnerships	Library, Seniors Centres, Waterfront, Community Event Grants	135,763
Economic Development	Investment attraction, Community Improvement Plan (CIP) update	104,290
Modernization	Work orders, community engagement, LEAN efficiency program	63,677
Recreation Masterplan	Implementation Year 1	69,700

Highlights: Shared Services

- While the City will face increased OPP costs over the next several years, the cost of County services will decrease in 2025 due to increased provincial funding

Service Provider: Program	2024 Budget	2025 Budget	Change
County: Ontario Works Program	\$529,065	\$373,885	-\$155,180
County: Child Care	63,989	62,810	-1,179
County: Land Ambulance	2,142,831	1,984,679	-158,152
County: Social Housing	713,198	703,348	-9,850
County: Homes for the Aged	1,455,330	1,314,449	-140,881
County: Provincial Offenses	-48,288	-10,611	37,677
Total County Shared Services	4,856,125	4,428,560	-427,565
Renfrew County & District Health Unit	296,222	306,294	10,072
OPP (Contract and Building), PSB Operating	4,488,156	4,725,805	237,649
Other (OVTA, MPAC, 911)	198,485	204,200	5,715
Total Decrease \$	9,838,877	9,664,859	-174,129



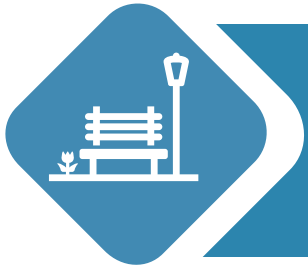
2025 Capital Budget

*Buildings & facilities, roads & bridges,
Equipment & Fleet, parks, water and
sewer*

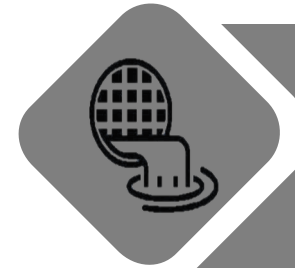


2025 Capital Project Summary

- \$22.4M of capital projects have been included in the 2025 capital budget as follows:



**\$3.9M Buildings,
Facilities and Parks**



**\$1.8M Sanitary Sewer
Projects**



**\$11.8M Roads, Bridges
and Storm Water**



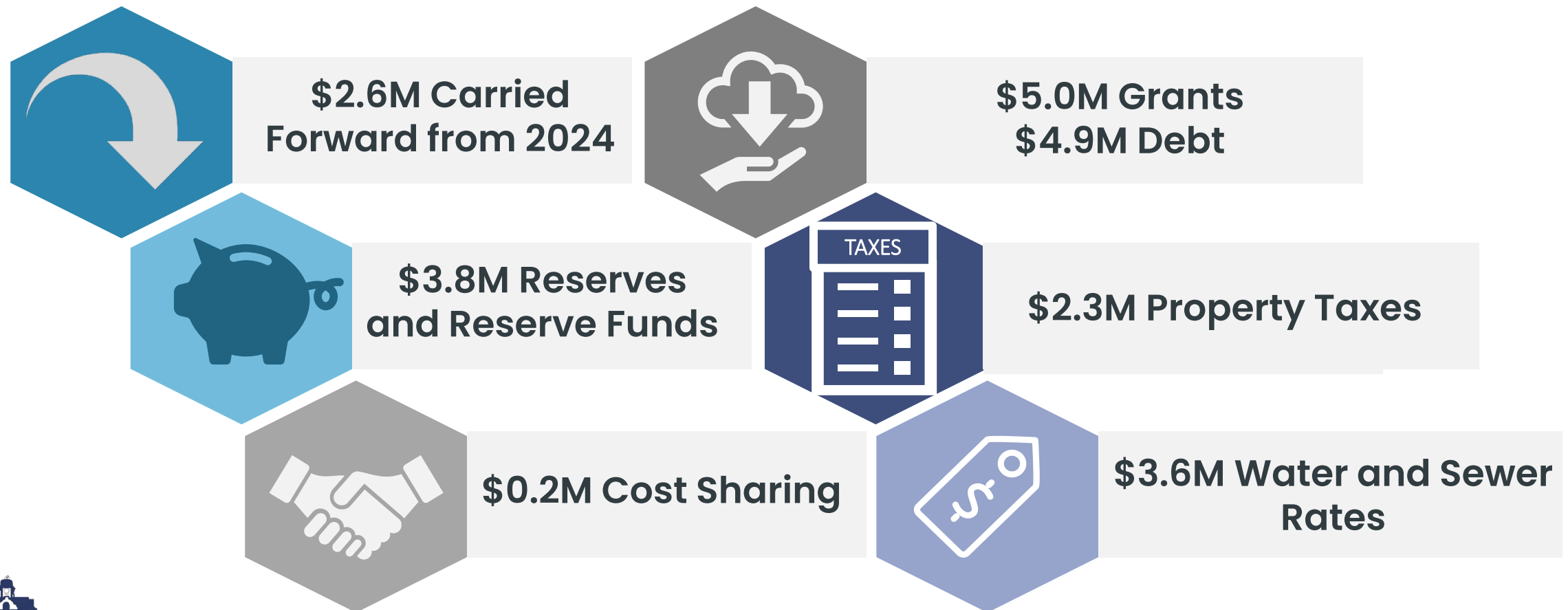
\$1.8M Water Projects



**\$3.1M Equipment and
Fleet**

2025 Capital Financing

- Financing for the City's 2025 capital projects is planned as follows:



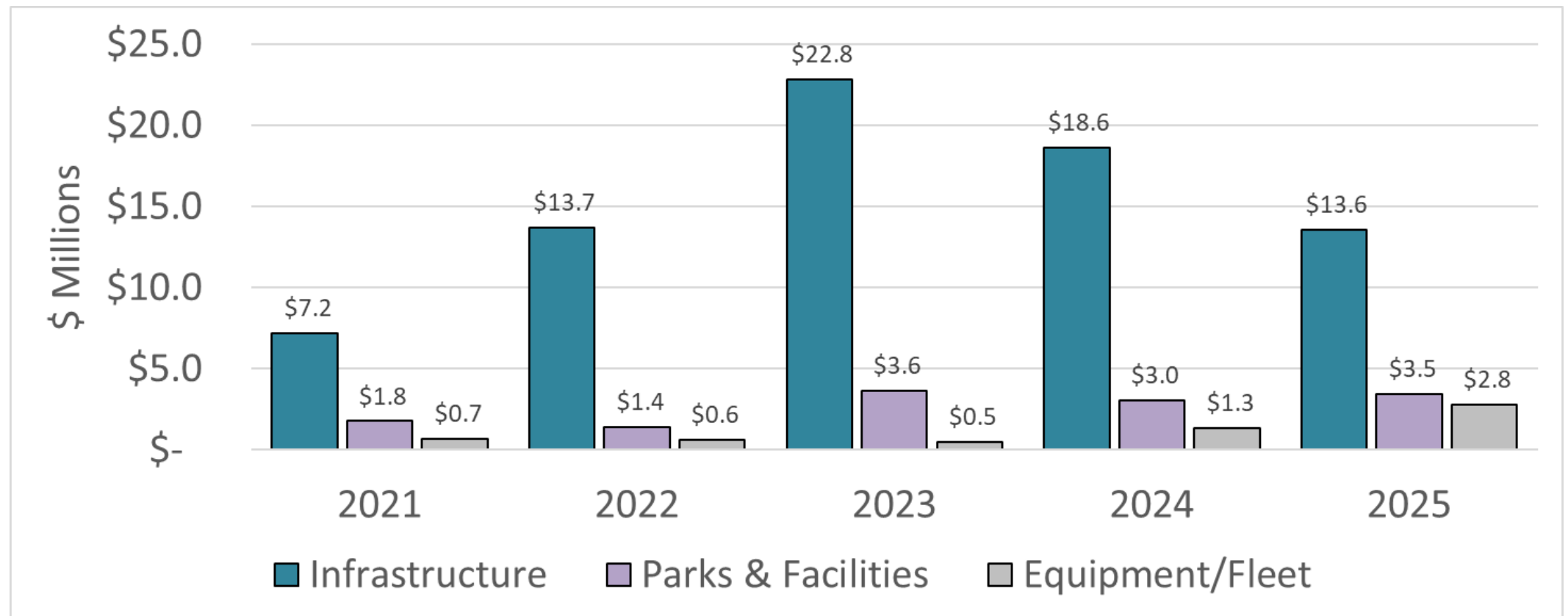
2025 Capital Financing: by Project Type

- A breakdown of financing by project type is as follows:

Project Type	Buildings & Facilities	Roads & Bridges	Equipment & Fleet	Parks	Storm Sewer	Sanitary Sewer	Water	Total
Carry Forward	\$194,974	\$121,095	\$298,233	\$242,000	-	\$744,124	\$1,010,658	\$2,611,084
Water Fund	-	650,512	6,500	-	-	-	554,342	1,211,354
Sewer Fund	-	1,617,861	6,500	-	-	715,000	-	2,339,361
Reserves	643,301	309,000	1,942,980	399,455	-	389,932	150,000	3,834,668
Grants	1,035,744	3,612,888	225,761	155,827	-	-	-	5,030,220
Cost Sharing	123,000	-	-	98,000	-	-	-	221,000
Debt	-	4,900,000	-	-	-	-	-	4,900,000
Taxation	650,800	356,655	599,307	356,523	254,500	-	40,000	2,257,785
Total Financing	\$2,647,819	\$11,568,011	\$3,079,281	\$1,251,805	\$254,500	\$1,849,056	\$1,755,000	\$22,405,472

5-YEAR CAPITAL SPEND

- A 5-year summary of capital spending (excluding carry forward) is as follows (\$ Millions):



2025 Capital Projects

Capital infrastructure projects planned for 2025 include:

- \$60K replacement of the marina attendant building (partnership with Algonquin College)
- \$3.6M reconstruction of Isabella Phase 2 (Renfrew to Isabella, Isabella from Moffat to Doran) (roads, water, sewer)
- \$598K road rehabilitation of Darcy Street (Murray to Christie), Miller Street (Munro to Christie) and Stuart Street (Forced Rd to Third Ave)
- \$498K road resurfacing of Alfred Street East (Angus Campbell to O'Brien), Boundary Rd (Paul Martin towards Taylor Bridge) and McGee St (James to previous paving)
- \$122K sidewalk replacements on Belmont Ave (Esther to PSE), Mary St (Third Ave to 745 Mary) and William St (East side of PSE to Nelson, west side removal)
- \$110K replacement of the Kinsmen Park play structure
- \$585K replacement of Dickson St watermain plus sidewalk

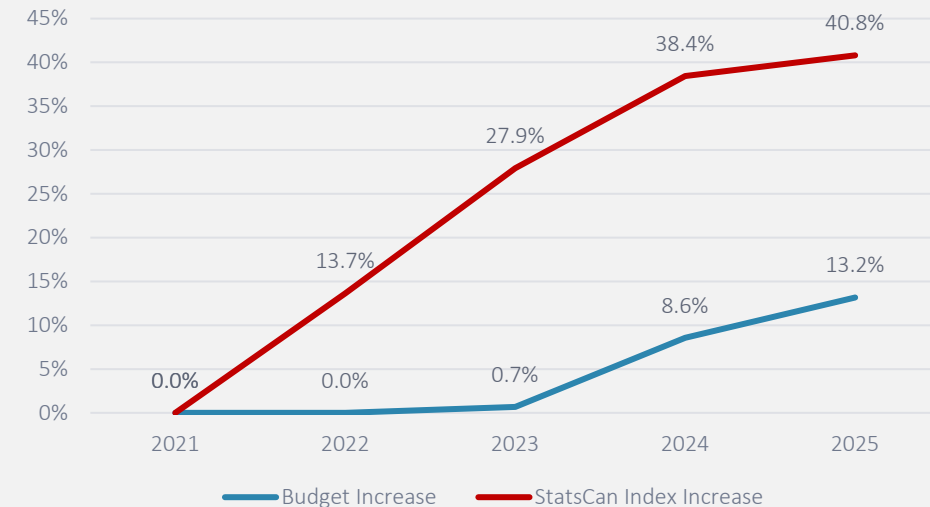
Capital Financing and Inflation

- Since Q3 2020, the StatsCan Building Construction Index has increased by 40.8% while the City's annual contribution to capital projects has been increased by 13.2% over this same period to keep the annual tax rate increase low.
- This annual contribution lags behind inflation by an estimated \$551,474 or a 2.2% levy increase not included in this year's budget.
- A long-term capital plan will be finalized in 2025 which will require a dedicated capital levy increase over a number of years to close the gap and ensure the City can continue to maintain service levels.

COMPARISON TO INFLATION

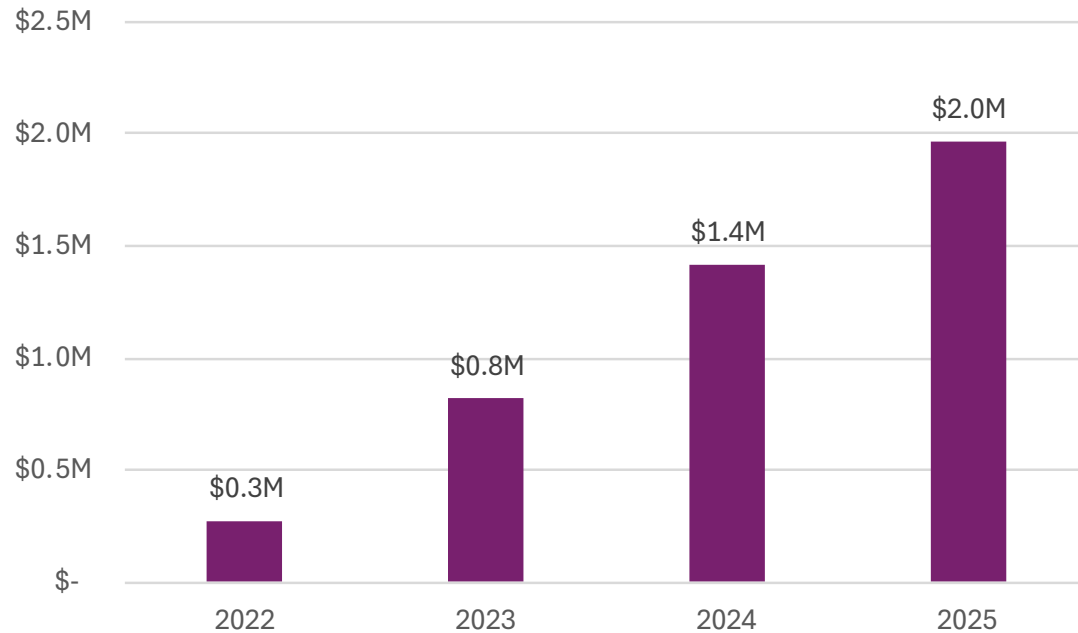
- Overall, the city's annual contribution to capital projects has not kept pace with inflation.

Proposed Capital Budget % Increase vs. StatsCan



Statistics Canada. [Table 18-10-0276-01 Building construction price indexes, by type of building and division](#). Non-Residential, Division Composite, Ottawa-Gatineau

Cumulative Impact of Gap Over Time



Cumulative Impact of Funding Gap since 2022

- As an annual funding gap, the impact of not fully funding inflation each year becomes significant over time.
- Since 2022, this gap has now reached \$2.0M, which represents sufficient funding to undertake another major road upgrade.
- By not maintaining pace with inflation, City infrastructure renewal falls further and further behind.

Reserves, Reserve Funds and Debt



Annual Debt Continuity

- The City will make \$1.3M in principal payments in 2025, bringing the total debt outstanding to \$10.2M by year-end.

Function	Interest Rate	Matures	2021	2022	2023	2024	2025	2025 Principal
Fire Station	3.70%	2048	\$2,820,951	\$2,716,471	\$2,611,992	2,507,512	2,403,032	\$104,480
McGee Lift Station	3.70%	2048	1,799,771	1,733,113	1,666,455	1,599,797	1,533,139	66,658
OPP Station	3.44%	2045	3,791,190	3,629,863	3,468,535	3,307,208	3,145,881	161,327
Cecelia St, Lake St, Pembroke St Bridge	3.66%	2042	2,898,906	2,760,863	2,622,819	2,484,776	2,346,733	138,043
Pollution Control Plant	4.74%	2026	2,075,727	1,660,582	1,245,436	830,291	415,146	415,145
Miramichi Lodge	4.74%	2026	1,825,283	1,460,226	1,095,170	730,113	365,056	365,057
Waste Disposal OVWRC	7.23%	2022	164,300	-	-	-	-	-
Townline Forcemain/Outfall 27	TBD	TBD	-	-	-	-	-	-
Total Debt			15,376,128	13,961,118	12,710,408	11,459,697	10,208,987	1,250,710

2024 Development Charges Reserve Balance

- At the beginning of 2024, the City had \$323,448 in the Development Charges (DC) Reserve Fund broken down into various categories of city services.

DC Category	\$ Balance
Fire	-\$8,790
Police	-20,638
Transportation	+22,825
Environmental	+266,352
Recreation & Culture	+69,105
DC Study	-5,406
Total	+\$323,448

Development Charges: 2024 Annual Report

- 2024 activity in the Development Charges Reserve Fund is as follows:

2024 Development Charges Breakdown by Category

2023 Activity	Fire	Police	Transportation	Environmental	Recreation & Culture	Development Charge Study	Total
Opening Balance Jan. 1 2024	(\$8,789.87)	(\$20,638.44)	\$22,824.69	\$266,352.15	\$69,104.88	(\$5,405.69)	\$323,447.72
2024 Development Fees	15,917.74	11,471.72	16,254.38	31,083.52	19,389.76	13,177.11	107,294.24
2024 Accumulated Interest	2,517.20	1,814.12	2,570.44	4,915.49	3,066.26	2,083.80	16,967.31
2024 Capital Financing	0.00	0.00	0.00	(11,250.00)	0.00	0.00	(11,250.00)
Closing Balance Dec 31, 2024	\$9,645.07	(\$7,352.60)	\$41,649.51	\$291,101.16	\$91,560.90	9,855.22	\$436,459.27

2024 Capital Financing Breakdown

2023 Activity	Fire	Police	Transportation	Environmental	Recreation & Culture	Development Charge Study	Total
Mackay to River Rd Catchment Area Design				(11,250)			(11,250)
Water Tower Design				0			

Development Charges: 2025 Fund Usage

- Based on the 2021 background study, DC funds are planned to be used for the following projects in 2025.
- A new background study will be commissioned in 2025 for completion in 2026.

Activity	Fire	Police	Transportation	Environmental	Recreation & Culture	Development Change Study	Total
Parks Mower					(35,000)		(35,000)
Parks UTV					(20,000)		(20,000)
DC Study						(50,000)	(50,000)
Roads International Truck			(16,947)				(16,947)
Grand Total	0	0	(16,947)	0	(55,000)	(50,000)	(121,947)
Forecasted 2025 Balance (excluding 2025 revenues)	\$9,645.07	(\$7,352.60)	\$24,702.10	\$291,101.16	\$36,560.90	(\$40,144.78)	\$314,511.86

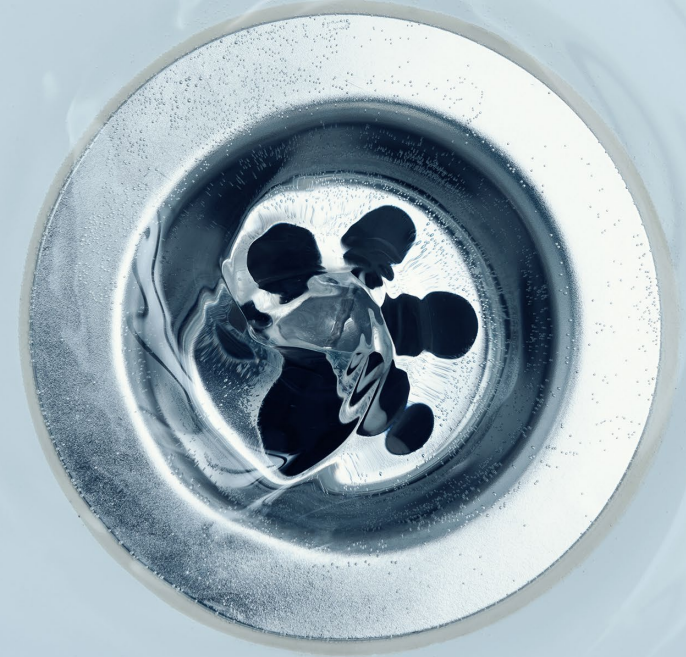
Development Charges: Allocations

- As per the *More Homes Built Faster* Act, beginning in 2023, a municipality shall spend or allocate at least 60% of the monies that are in a reserve fund at the beginning of the year for the following services: water; wastewater; and roads.
- The commitments/allocations below exceed current available funding.

Pre-commitment (2025+)	Transportation	Environmental
Roads Single Axle Truck	(270,000)	
Nelson Street Phase 3	(77,892)	
Supples Landing LS		(1,000,000)
Water Studies		(373,249)
Water Tower		(836,660)



2025 Water and Sanitary Sewer Budget

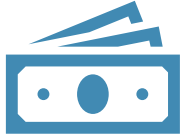




Waste Management Charges

- Waste management charges remain unchanged in 2025

Type of Charge	2024 Rate	2025 Rate	Change
Garbage Collection and Disposal	\$158	\$158	\$0
Ottawa Valley Waste Recovery Centre	\$65	\$65	\$0
Total Combined	\$223	\$223	\$0



2025 Water Rates

- As per the water/wastewater agreement with the Township of Laurentian Valley, the City is required to base rates on the rate studies.
- Based on this study, the 2025 water rates will be as follows:

Water Service – Flat	2024 Annual	2025 Annual	Change
Single Unit	\$575.72	\$608.57	5.7%
Second Unit	460.12	486.37	5.7%
Each Additional Unit	309.56	327.20	5.7%
Swimming Pool	220.92	233.52	5.7%

Water Service – Metered	2024 Annual	2025 Annual	Change
First 136 cubic meters per quarter	\$1.98696	\$2.18168	9.8%
137 to 1364 cubic meters per quarter	1.58374	1.73895	9.8%
Over 1364 cubic meters per quarter	1.24641	1.36856	9.8%



2025 Sanitary Sewer Rates

- Based on the rate study, the 2025 sewer rates will be as follows:

Sewer Service – Flat	2024 Annual	2025 Annual	Change
Single Unit	\$917.04	\$964.71	5.2%
Second Unit	720.92	758.39	5.2%
Each Additional Unit	504.96	531.24	5.2%

Sewer Service – Metered	2024 Annual	2025 Annual	Change
First 136 cubic meters per quarter	\$3.82148	\$4.08516	6.9%
137 to 1364 cubic meters per quarter	3.01422	3.22220	6.9%
Over 1364 cubic meters per quarter	2.38376	2.54824	6.9%

Residential Flat Rate Customers

- The average residential taxpayer can expect to pay \$6.71 more per month for water and sewer in 2025.

Combined Water & Sewer Flat Rates	2024 Annual	2025 Annual	Change
Single Unit	\$1,492.76	\$1,573.28	5.4%
Second Unit	1,181.04	1,244.76	5.4%
Each additional unit	814.52	858.44	5.4%

Metered Rate Customers

- The proposed impact to the average metered properties are summarized below.
- The average monthly increase would be as follows:
 - Multi-residential (8-unit): \$33.98 per month
 - Commercial (Retail): \$12.72 per month
 - Industrial (Small): \$15.41 per month

Metered Customers	2024 Annual	2025 Annual	% Change	\$ Change
Multi-Residential (8-unit)	\$7,561	\$7,969	5.4%	408
Commercial (Retail)	1,815	1,967	8.4%	153
Industrial (Small)	2,271	2,456	8.1%	185

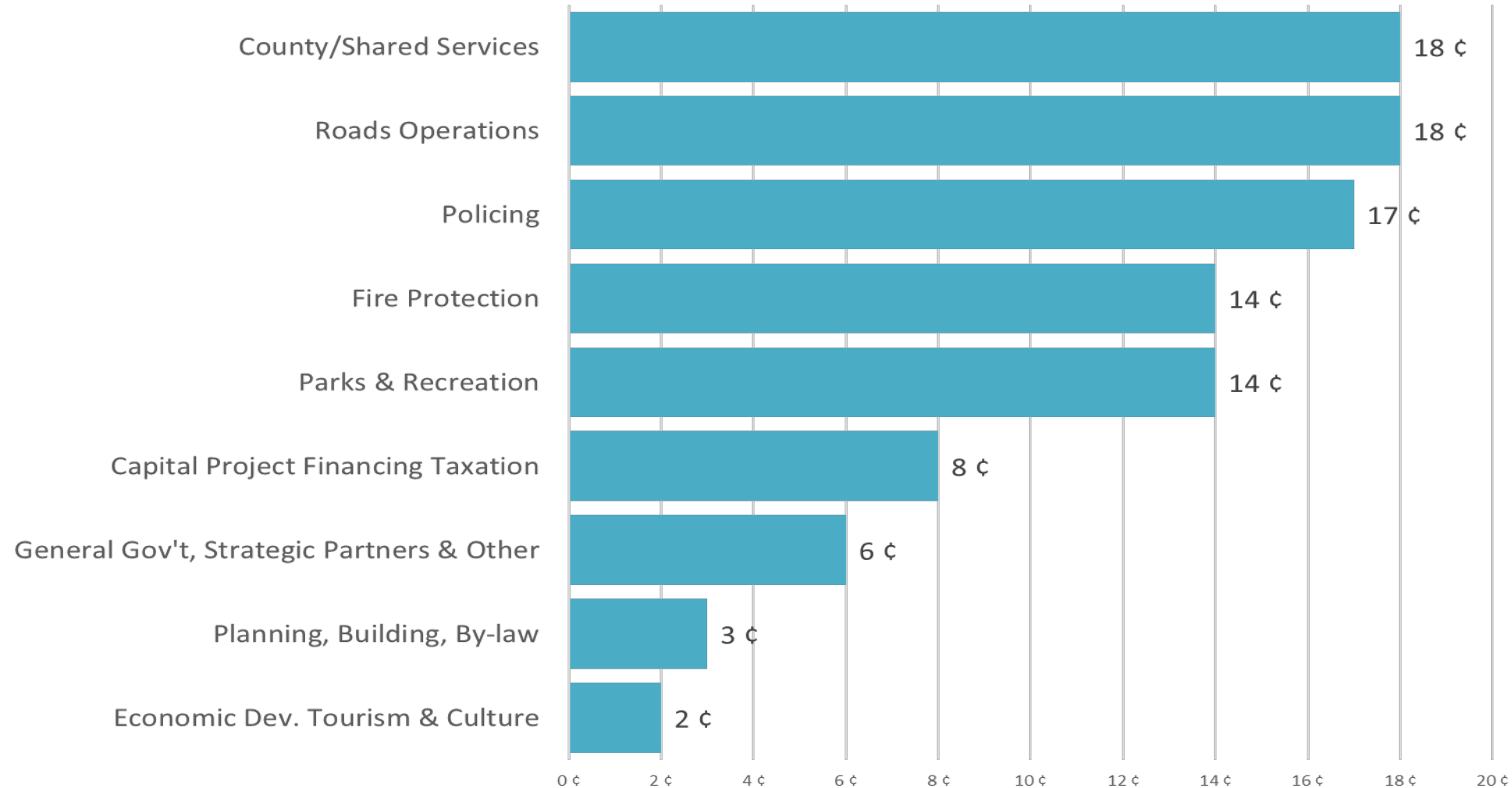
2025 Tax, Water and Sewer Bill Comparison

Property Class	Residential	Multi-Residential (12-unit building)	Commercial (Retail)	Industrial
Average Assessment Change	0%	0%	0%	0%
Median CVA for Class	\$185,000	\$700,000	\$218,000	\$184,700
Municipal Taxes	\$3,378	\$24,797	\$7,883	\$8,871
*Education Taxes	283	1,071	1,918	1,625
Total Taxes	\$3,662	\$25,868	\$9,801	\$10,496
Garbage Collection/Disposal Fee	158	1,896	-	-
OVWRC Fee	65	195	130	130
Total	3,885	27,959	9,931	10,626
Net Tax \$ Difference	\$277	\$2,031	\$646	\$727
Taxes, Garbage, OVWRC	3,885	27,959	9,931	10,626
Water Fees	609	4,367	1,040	1,140
Sewer Fees	965	7,036	928	1,024
Total Combined	\$5,458	\$39,362	\$11,898	\$12,791
Combined Difference	\$357	\$2,615	\$798	\$895
Tax Rate Change (City Portion)	8.92%	8.92%	8.92%	8.92%
Net Water & Sewer Increase	5.39%	5.39%	8.41%	8.41%
Combined Change	7.00%	7.12%	7.19%	7.19%

*Reflects 2025 education rate, unchanged for 2024 rate

Where do my City tax dollars go?

Breaking down the budget by service categories, every \$1 of City taxes is estimated to go towards the following services:



Questions and Feedback

Angela Lochtie, CPA,
CMA/PFA, Treasurer



pembroke@pembroke.ca



www.pembroke.ca





ANNEX A

Reserve and Reserve Fund Forecast

February 18, 2025

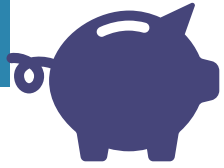


2025 Reserve Forecast (1 of 3)

- The City's overall reserve balance is expected to decrease by \$1.6M in 2025, from an estimated \$11.5M at the end of 2024 to \$10.6M at the end of 2025.

Reserves	Balance Dec 31, 2024	Transfers TO	Transfers FROM	Balance Dec 31, 2025
Building Inspection	8,492	-	-	8,492
Benefit Admin. Contingency	337,964	-	65,000	272,964
Working Funds	584,201	-	132,035	452,166
Levy Stabilization *NEW*	-	350,000	-	350,000
Operating Contingency	-	-	-	-
Legal Contingency	-	-	-	-
Fiddle Park Field Reserve	5,000	-	-	5,000
Physician Recruitment	23,081	-	15,000	8,081
Police	50,000	-	-	50,000
OPP Station	84,029	15,000	-	99,029
Waste Management	2,145,680	25,089	-	2,170,769

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2025 Reserve Forecast (2 of 3)

Reserves	Balance Dec 31, 2024	Transfers TO	Transfers FROM	Balance Dec 31, 2025
Elections	30,000	15,000	-	45,000
Animal Control	49,180	-	6,000	43,180
Equipment and Vehicles	167,836	454,700	622,536	-
Fire Equipment	833,649	248,000	1,015,000	66,649
Winter Control	150,000	-	-	150,000
Aquatic Centre	1,706,654	255,000	100,000	1,861,654
Recreation Asset Reserve	253,166	76,583	69,000	260,749
NEW Score Clock Reserve	-	-	-	-
Transit	448,799	-	-	448,799
Emergency & Disaster Recovery	500,000	-	-	500,000
Library Capital	111,260	7,000	-	118,260
Library Contingency	314,205	-	-	314,205

Continued on next page...



2025 Reserve Forecast (3 of 3)

Reserves	Balance Dec 31, 2024	Transfers TO	Transfers FROM	Balance Dec 31, 2025
Library Bequest	29,555	-	-	29,555
Library Multicultural Festival	1,347	-	-	1,347
Cannabis Funding	40,000	-	-	40,000
Community Improvement Plan	108,342	-	12,500	95,842
Water Meters	534,275	129,088	-	663,363
Water Tower	1,117,588	-	-	1,117,588
Waterworks Capital	122,755	-	-	122,755
Pollution Control Capital	1,730,583	-	482,492	1,248,091
Hoffman Lane	75,000	-	-	75,000
TOTAL	11,562,641	1,575,460	2,519,563	10,618,538

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2025 Reserve Fund Forecast (1 of 2)

- The City's overall reserve fund balance (excl. TLV joint funds) is expected to decrease by \$1.3M in 2025, from an estimated \$5.8M at the end of 2024 to \$4.5M at the end of 2025.

Reserve Funds	Balance Dec 31, 2024	Transfers TO	Transfers FROM	Balance Dec 31, 2025
Algonquin Pavillion	2,432	-	-	2,432
Parks Development	76,864	6,000	76,864	6,000
Industrial Land Sales	64,342	-	61,113	3,229
McCool Park Lot Levy	92,979	-	-	92,979
Disability Fund	523,893	-	-	523,893
General Capital	1,697,330	-	956,379	740,951
Modernization Funding	351,733	-	250,000	101,733
Dedicated Gas Tax – Transit	126,166	106,000	100,000	132,166
Federal Gas Tax	91,161	940,845	940,845	91,161
Parking Authority	72,884	20,000	13,397	79,487
Storm Sewer Industrial Park	22,272	-	-	22,272
Water Filtration Plant	1,057,680	-	150,000	907,680
Pollution Control Plant	865,389	-	-	865,389

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2025 Reserve Fund Forecast (2 of 2)

Reserve Funds	Balance Dec 31, 2024	Transfers TO	Transfers FROM	Balance Dec 31, 2025
Heritage Murals	2,367	-	-	2,367
In-Lieu Parking	58,506	-	-	58,506
CP Track	2,518	-	-	2,518
PBIA	35,154	-	-	35,154
Aquatic Centre Donations	1,000	-	1,000	-
New MAT Tax Capital	-	140,573	-	140,573
New MAT Tax Operating	-	10,000	-	10,000
Rotary Park	4,441	-	-	4,441
New Sidewalk Reserve (Unserviced Areas)	-	25,000	-	25,000
New Development	223,963	-	-	223,963
Development Charges	436,459	75,000	121,947	389,512
TOTAL RESERVE FUNDS	5,809,533	1,323,418	2,671,545	4,461,406
Reserve and Reserve Funds	17,372,174	2,898,878	5,191,108	15,079,944

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2025 Reserve Fund Forecast (JOINT W/ TLV)

- The City's Water/Wastewater Agreement with TLV requires the City to set up separate reserve funds. Funded by our joint rate, they are to be used solely for the purpose raised and only transferred to other funds/purposes upon mutual consent.

Reserve Funds (W/WW Agreement With TLV)	Balance Dec 31, 2024	Transfers TO	Transfers FROM	Balance Dec 31, 2025
W/WW Fleet/Equipment Reserve	65,810	186,800	58,500	194,110
Water Filtration Plant	352,343	230,000	-	582,343
Pollution Control Plant	205,284	100,000	-	305,284
Waterworks Capital	-	-	-	-
Sanitary Sewer Capital	163,277	145,830	-	309,107
Water Tower	428,993	200,000	-	628,993
Joint Development Charges	-	10,000	-	10,000
TOTAL RESERVE FUNDS	1,215,707	872,630	58,500	2,029,837



Committee Report

To: Councillor Andrew Plummer
Operations Committee

From: Marsha Hawthorne
Purchasing Manager/Deputy Treasurer

Date: 2025-02-18

Subject: **Temporary Amendment to Procurement By-law**

Recommendation:

That the Operations Committee accept this report as information and further that staff direction be provided on a potential procurement policy amendment.

CAO Review :

David Unrau, Chief Administrative Officer

Financial Comment:

I concur with the recommendations of this report.

Angela Lochtie, Treasurer/Deputy Clerk

Background:

Should the current threat of 10-25% tariffs on items from the USA materialize, these tariffs are expected to have both a financial and operational impact to the City.

- Wording in existing contracts may require the City to bear the cost of these additional duties as an automatic price adjustment (example: a standard CCDC 2 Stipulated Price Contract under paragraph 10.1)
- Existing procurement arrangements may need to be re-evaluated
- The City may need to seek alternative suppliers to maintain budget adherence where possible.
- These tariffs may necessitate a diversification strategy for suppliers to mitigate risk.

Dealing with domestic suppliers may become a more cost-effective option, however, there may not be Canadian substitutions for some items the City requires (like IT equipment).



While everyday consumers may wish to pursue a “Buy Canadian” policy, there are several legal limitations that the City must consider:

- Municipal purchasing is bound by the [Discriminatory Business Practices Act](#). This Act aims to prevent discrimination in business practices based on attributes such as race, creed, color, nationality, ancestry, place of origin, sex, or geographical location of persons engaged in business. This Act was established to address historical issues related to local preferences and discrimination in business dealings. This said, there appears to be an “out” clause when it aligns with federal or provincial policy:

This Act does not apply to...A discriminatory business practice engaged in in accordance with a policy of the Government of Canada directed toward trade with a country other than Canada or persons in a country other than Canada or of the Government of Ontario directed toward persons in Provinces or Territories other than Ontario.

- Municipal purchasing is also subject to other other Canadian free-trade agreements like the Canada-European Union Comprehensive Economic and Trade Agreement (CETA) which still must be respected and adhered to

As a result, **an “avoid American” purchasing policy where possible** is a more appropriate policy direction.

Advocacy work to support Ontario municipalities through a potential trade war has begun with the Association of Municipalities of Ontario (AMO):

- Working to estimate the fiscal impact of a trade war on Ontario’s municipalities
- Writing to the province for municipal tools to enable the federal government’s “buy Canadian” strategy
- Making the case to governments for municipal stimulus spending, including investments

Discussion:

The City’s purchasing department has reached out to different vendors and is gathering information on the potential financial impact to the City, asking the following questions:

1. Will the new tariffs affect pricing or lead times?
2. Is so, what percentage increase or delays should the City of Pembroke expect?
3. Are there any alternatives solutions they can offer to mitigate the impact?

Additional wording is being added to all new formal procurement processes to address the potential addition of new duties.



Next steps to mitigate cost increases include:

- Potential project delays or purchase deferrals
 - For example, it may be more cost effective to defer the acquisition of new vehicles and lease and/or repair in the short term.
- Order cancellations, where possible and re-issuing of procurement processes to secure more favourable pricing from alternate suppliers
- Utilizing emergency purchasing measures to direct source comparable alternatives if needed. The City's current by-law does permit emergency purchasing when an event occurs that is determined by a Department Head and the CAO to be in the security and/or economic advantage of the Municipality's interests and the occurrence requires the immediate delivery of goods or services and time does not permit for competitive bids.

In addition to these operational action items, it is proposed to amend the City's procurement policy as follows:

2.43 Disqualification of a Supplier/Bidder

Notwithstanding other provisions in this by-law where the following disqualification criteria apply, the Corporation may, if there is supporting evidence and in its sole discretion, exclude a Supplier from bidding on any Bid Solicitation or reject a Bid of a Supplier on the following grounds:

(h) If the supplier is located wholly outside of Canada and in a Country who is not acting in good faith of trade treaties which may include but is not limited to the application of additional tariffs, unless deemed by the Corporation to be essential to the operation of the City or if no other viable bids are submitted as at the discretion of the Purchasing Manager.

The City is an active member of the Ontario Public Buyers Association (OPBA) and is participating in a number of discussion forums to stay informed as this situation continues to evolve. The Purchasing Department will continue to monitor the situation and track any known financial impacts.

Alternatives Considered:

All alternatives will be considered to help mitigate increased costs to the City.

Strategic Plan Impact:

The City will work with its municipal association partners to advocate for additional support from higher levels of government as required.



Attachments:

None

Respectfully submitted,

Marsha Hawthorne
Purchasing Manager/Deputy Treasurer



Committee Report

To: Councillor Andrew Plummer
Operations Committee

From: Brian Lewis, Director
Operations Department

Date: 2025-02-18

Subject : 2024 Pollution Control Centre Annual Compliance Report

Recommendation:

That the City of Pembroke Operations Committee recommend that Council accept the City of Pembroke Pollution Control Centre (PCC) Annual Compliance Report and that the Mayor and Chair of Operations sign and approve as indicated. The enabling resolution will come before council later this evening for approval of the report should the Committee agree.

CAO Review :

The CAO has reviewed the report and concurs with the information.

David Unrau, P.Eng., PMP

Financial Comment:

There are no financial implications with this report.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

- The legislated date for producing the PCC Annual Compliance Report is March 31st of each calendar year.
- This report (attached) covered the period from January 1st, 2024 to December 31st, 2024. Specifically, this report examines compliance with the Certificate of Approval #4415-5R2JQM, in addition to relevant Ministry of the Environment, Conservation and Parks (MECP) legislation and guidelines.
- The wastewater treatment and collection system is subject to the legislative requirements of the:



- Ontario Water Resources Act, 1990 (OWRA);
- Environmental Protection Act, 1999 (EPA);
- Nutrient Management Act, 2002 (NMA);
- MECP Guideline F-5 (Levels of Treatment for Municipal and Private Sewage Works Discharging to Surface Waters);
- MECP Guideline F-10 (Sampling and Analysis Requirements for Municipal and Private Sewage);
- Treatment Works – Liquid Streams Only
- In 2024, the Pembroke Pollution Control Centre was unable to meet the E.Coli discharge criteria for February, April, June, September and November. All other Ministry compliance was met. The PCC faced multiple challenges in 2024 including aeration breaks in the SRB's, numerous equipment failures, manpower shortages, unknown influent loadings, all of which are being addressed at the centre.
- Over the year, there was one occurrence where "Plant Secondary By-Pass" was reported and no occurrences of "Primary By-Pass". This occurred due to a communication crash. The by-pass was remediated meeting all requirements of MECP, details of which are included in the annual report.

Discussion:

- The Operations Department continues to work on Capital renewal of assets at the PCC and is completing a 20-year Facility Plan for the treatment plant. A study related to inflow/infiltration and the effects on sewage treatment is also being conducted to better plan for capacity needs and future growth.

Alternatives Considered:

N/A

Strategic Plan Impact:

- The City of Pembroke's vision of overall infrastructure in good condition (linear and facilities) with no unexpected major failure.

Attachments:

- Pollution Control Centre Annual Compliance Report 2024

Respectfully submitted,

Brian Lewis, Director
Operations Department

City of Pembroke Pollution Control Centre Annual Compliance Report 2024

R. Gervais
Mayor

A. Plummer
Chair – Operations Committee

A. Lochtie
Treasurer/Deputy Clerk

B. Lewis
Director of Operations

R. White
Supervisor, O.R.O
Pollution Control Centre

City of Pembroke Pollution Control Centre 2024 Annual Compliance Report



Please find below the **2024 Annual Compliance Report** and other supporting documents for the City of Pembroke Pollution Control Centre, Certificate of Approval #4415-5R2JQM. This report summarizes the flow data, chemical and bacteriological results for the reporting period.

a. A summary and interpretation of all monitoring data and a comparison to the effluent limits outlined in Condition 6, including an overview of the success and adequacy of the Works;

Table 1: Capacity Assessment

Year	2021	2022	2023	2024
Average Daily Flow (m³/d)	11,599	12,138	10,768	12,288
Design Capacity (m³/day)	43,200	43,200	43,200	43,200
% of Capacity (based on average flows)	26.8%	28.1%	24.9%	28.4%

In 2024, the average daily flow was at approximately 28.4% of the current plant design. This is up from the 2023 average of 24.9%.

Table 2: 2024 Flow Rates (m³/d)

Month	Total Monthly Flow (m³)	Daily Average Flow (m³)	Maximum Daily Flow (m³)
January	339,088	10,938	12,883
February	304,620	10,504	12,139
March	405,866	13,092	15,479
April	478,990	15,966	18,427
May	366,568	11,825	14,367
June	334,870	11,162	19,084
July	335,572	10,825	13,279
August	389,546	12,566	18,480
September	428,748	14,291	26,833
October	387,223	12,491	14,950
November	343,729	11,458	12,735
December	379,818	12,252	15,042

The 2024 annual total effluent flow was 4,494,638 m³ and the monthly average effluent flow was 374,553 m³.

Plant Performance: Certificate of Approval #4415-5R2JQM establishes the following effluent limit;

Table 3: Effluent Limits/Objectives

Effluent Parameter	Monthly Average Concentration Limit (mg/L)	Monthly Average Concentration Objective (mg/L)	Maximum Effluent Loading Concentration (kg/day)
cBOD	25	15	400
Suspended Solids	25	15	400
Total Phosphorus	1.0	0.8	16

- Monthly average of all samples taken
- pH is 6.0 – 9.5 inclusive at all times; pH objective is 6.0 – 8.5 inclusive
- Total Ammonia Nitrogen – seasonal limits (see Table 8 below)

2024 Monthly Effluent Biochemical Oxygen Demand (cBod)

Approval #4415-5R2JQM Condition 7: Effluent Limits, Table 2 – Effluent Limits requires that the owner shall operate and maintain the works such that the monthly average concentration of cBOD shall not exceed 25 mg/L or an annual average loading of 400 kg/day. The 2024 Monthly Effluent Biochemical Oxygen Demand (cBOD) Limits and Objectives have been met. The 2024 annual cBOD average loading is 77.3 kg (cBOD)/day and has met the effluent limit.

Table 4: 2024 Monthly Effluent Biochemical Oxygen Demand (cBOD)

Month	cBOD Limit mg/L	cBOD Objective mg/L	Monthly Average mg/L	Effluent Compliance Limit Met?
January	25	15	5.00	Yes
February	25	15	13.00	Yes
March	25	15	6.75	Yes
April	25	15	7.80	Yes
May	25	15	6.50	Yes
June	25	15	5.75	Yes
July	25	15	13.20	Yes
August	25	15	2.50	Yes
September	25	15	2.75	Yes
October	25	15	3.00	Yes
November	25	15	1.75	Yes
December	25	15	5.00	Yes

2024 Monthly Suspended Solids Concentration (mg/L)

Approval #4415-5R2JQM Condition 7: Effluent Limits, Table 2 – Effluent Limits requires that the owner shall operate and maintain the works such that the monthly average concentration of total suspended solids shall not exceed 25 mg/L or an annual average loading of 400 kg/day. The 2024 Monthly Suspended Solids Concentration (mg/L) Limits have been met. The 2024 annual Total Suspended Solids average loading was 55.2 kg (TSS)/day and has met the effluent limit.

Table 5: 2024 Monthly Suspended Solids Concentration (mg/L)

Month	Monthly Suspended Solids Limit mg/L	Monthly Suspended Solids Objective mg/L	Monthly Average mg/L	Effluent Compliance Limit Met?
January	25	15	3.00	Yes
February	25	15	4.25	Yes
March	25	15	3.75	Yes
April	25	15	6.40	Yes
May	25	15	5.75	Yes
June	25	15	8.25	Yes
July	25	15	8.80	Yes
August	25	15	7.00	Yes
September	25	15	2.75	Yes
October	25	15	4.80	Yes
November	25	15	3.00	Yes
December	25	15	5.00	Yes

2024 Monthly Phosphorus Concentration (mg/L)

Approval #4415-5R2JQM Condition 7: Effluent Limits, Table 2 – Effluent Limits requires that the owner shall operate and maintain the works such that the monthly average concentration of total phosphorus shall not exceed 1.0 mg/l or an annual average loading of 16 kg/day. The 2024 Monthly Phosphorus Average Concentrations (mg/L) Limits have been met. The 2024 annual Total Phosphorus average loading was 5.1 kg (TP)/day and has met the effluent limit.

Table 6: 2024 Monthly Total Phosphorus Concentration (mg/L)

Month	Total Phosphorus (mg/L) Seasonal Limits	Total Phosphorus (mg/L) Seasonal Objectives	Monthly Average mg/L	Effluent Compliance Limit Met?
January	1	0.8	0.33	Yes
February	1	0.8	0.37	Yes
March	1	0.8	0.36	Yes
April	1	0.8	0.40	Yes
May	1	0.8	0.84	Yes
June	1	0.8	0.40	Yes
July	1	0.8	0.51	Yes
August	1	0.8	0.46	Yes
September	1	0.8	0.29	Yes
October	1	0.8	0.37	Yes
November	1	0.8	0.33	Yes
December	1	0.8	0.33	Yes

2024 Monthly pH Range

Approval #4415-5R2JQM Condition 7: Effluent Limits, Table 2 – Effluent Limits requires that the owner shall operate and maintain the works such that the pH of the effluent is maintained between 6.0 to 9.5, inclusive, at all times. The 2024 Limits and Objectives have been met.

Table 7: 2023 Monthly pH Minimum/Maximum

Month	Monthly pH Limit	Monthly pH Objective	Monthly pH Minimum	Monthly pH Maximum	Effluent Compliance Limit Met?
January	6.0 – 9.5	6.0 – 8.5	6.54	7.35	Yes
February	6.0 – 9.5	6.0 – 8.5	6.66	7.22	Yes
March	6.0 – 9.5	6.0 – 8.5	6.35	7.38	Yes
April	6.0 – 9.5	6.0 – 8.5	6.75	7.56	Yes
May	6.0 – 9.5	6.0 – 8.5	6.99	7.47	Yes
June	6.0 – 9.5	6.0 – 8.5	6.91	7.46	Yes
July	6.0 – 9.5	6.0 – 8.5	6.96	7.61	Yes
August	6.0 – 9.5	6.0 – 8.5	6.76	7.42	Yes
September	6.0 – 9.5	6.0 – 8.5	6.73	7.55	Yes
October	6.0 – 9.5	6.0 – 8.5	6.87	7.43	Yes
November	6.0 – 9.5	6.0 – 8.5	6.83	7.53	Yes
December	6.0 – 9.5	6.0 – 8.5	6.83	7.59	Yes

2024 Monthly Average Concentration of Total Ammonia Nitrogen (mg/L)

Approval #4415-5R2JQM Condition 7: Effluent Limits, Table 2 – Effluent Limits requires that the owner shall operate and maintain the works such that the monthly average concentration of total ammonia nitrogen shall not exceed the following:

- November – April: monthly average concentration of 25 mg/L or an annual average loading of 400 kg/day. The 2024 annual average loading for November – April was 99.7 kg Total Ammonia Nitrogen/day and met the effluent limit for this period.
- May: monthly average concentration of 20 mg/L or an annual average loading of 320 kg/day. The 2024 annual loading for May was 106.3 kg Total Ammonia Nitrogen/day and met the effluent limit for this period.
- June and October: monthly average concentration of 15 mg/L or an annual average loading of 240 kg/day. The 2024 annual average loading for June and October was 104.4 kg Total Ammonia Nitrogen/day and met the effluent limit for this period.
- July – September: monthly average concentration of 10 mg/L or an annual average loading of 160 kg/day. The 2023 annual average loading for July to September was 49.0 kg Total Ammonia Nitrogen /day and met the effluent limit for this period.

2024 Total Ammonia Nitrogen Limits have been met.

Table 8: 2024 Monthly Average Ammonia Nitrogen Concentration (mg/L)

Month	Ammonia Nitrogen (mg/L) Seasonal Limits	Ammonia Nitrogen (mg/L) Seasonal Objectives	Monthly Average mg/L	Effluent Compliance Limit Met?
January	25	20	7.48	Yes
February	25	20	12.15	Yes
March	25	20	10.78	Yes
April	25	20	11.58	Yes
May	20	15	8.65	Yes
June	15	10	14.25	Yes
July	10	5	6.73	Yes
August	10	5	2.74	Yes
September	10	5	2.51	Yes
October	15	10	2.75	Yes
November	25	20	3.34	Yes
December	25	20	3.37	Yes

Bacteriological

2024 E. Coli Geometric Mean Concentrations (counts per 100 mL)

Approval #4415-R2JQM Condition 7: Effluent Limits, requires that the owner shall operate and maintain the works such that the monthly geometric mean density of E. Coli does not exceed 200 organisms per 100 mL of effluent.

In February, April, June, September and November 2024, the Pollution Control Centre recorded Geometric Mean E. Coli results of over 200 organisms per 100 millilitres causing the 2024 Monthly Geometric Mean Density of E. Coli to not be met for those 5 months.

Table 9: 2024 Geometric Mean Monthly Average

Month	E. Coli Geometric Mean Monthly Concentration Limit (organisms per/100 mL)	E. Coli Geometric Mean Monthly Average (organisms)	Effluent Compliance Limit Met?
January	200	18.20	Yes
February	200	297.00	No
March	200	29.90	Yes
April	200	246.10	No
May	200	194.10	Yes
June	200	277.00	No
July	200	60.10	Yes
August	200	87.30	Yes
September	200	259.30	No
October	200	127.50	Yes
November	200	385.30	No
December	200	20.50	Yes

The Pollution Control Centre faced multiple challenges in 2024 resulting in the Monthly Geometric Mean not being met. These include, receiving sludge from outside sources, aeration breaks in the SBRs (Sequential Batch Reactor), equipment failures, manpower shortages, unknown influent loadings and new D.O. system challenges.

b. A description of any operating problems encountered, and corrective actions taken:

2024 PCC Secondary Bypass Events

Table 10: 2024 PCC Secondary Bypass Events

Date	Ref/Report #	Duration	Bypass Quantity (m³)	Reason for Bypass	Corrective Action Taken
Oct 11, 2024	1-BZ2GLB	1 hour; 34 min	730.31 m ³	Communication crash	Installed later version of PLC program to get system operational. Contacted SAC, MECP & Health Unit

2024 PCC Primary Bypass Events

There were no primary bypass events in 2024.

c. A summary of all maintenance carried out on any major structure, equipment, apparatus, mechanism or thing forming from part of the Works:

- SBR and Clarifier maintenance (completed);
- Digester Project Phase #3 (complete);
- Installation of LED fixtures (continuing);
- Overload replacement program (continuing);
- Replacement of all Clarifier chains;
- New Weir plates on Clarifiers;
- Centrifuges 18,000 hour overhauls;
- New rotor and brush for compactor;
- Unilux Boiler 5-year overhaul clean;
- New D.O. System installed and operating.

d. A summary of any effluent quality assurance or control measures undertaken in the reporting period; Quality Control and Compliance with Provincial regulations:

- The City of Pembroke uses the services of an Accredited Laboratory, (Eurofins Environment Testing Canada Inc., Ottawa). Analytical tests to monitor water quality are conducted by a laboratory audited by the Canadian Association for Environmental Analytical Laboratories and accredited by the Standards Council of Canada. Accreditation ensures the laboratory has acceptable laboratory protocols and testing methods in place. It also requires the laboratory to provide evidence and assurances of the proficiency of the analyst(s) performing the test methods.
- **Operation by Licensed Operators.** The Pollution Control Centre is operated and maintained by the City of Pembroke's competent and licensed staff. The mandatory licensing program for operators of wastewater facilities is regulated under the Ontario Water Resources Act (OWRA) Regulation 129/04. Licensing means that an individual meets the education and experience requirements and has successfully passed the certification exams required.
- Sampling and Analytical requirements. The City of Pembroke Pollution Control Centre follows, at a minimum, the sampling and analysis schedule required by the ECA as listed in Table 11 and Table 12.

Table 11: Raw Sewage Monitoring

Parameters	Sample Type	Frequency
CBOD5	Composite	Twice monthly
Suspended Solids	Composite	Twice monthly
Total Phosphorus	Composite	Twice monthly
Total Kjeldahl Nitrogen	Composite	Twice monthly

Table 12: Effluent Monitoring

Parameters	Sample Type	Frequency
CBOD5	Composite	Weekly
Total Suspended Solids	Composite	Weekly
Total Phosphorus	Composite	Weekly
Total Ammonia Nitrogen	Composite	Weekly
E. Coli	Grab	Weekly
pH	Grab	Daily
Temperature	Grab	Daily

- Adherence to Ministry Guidelines and Procedures. To ensure the protection of the environment and the public's health and operational excellence, the City of Pembroke adheres to the guidelines and procedures developed by the Ministry of the Environment, Conservation and Parks.
- e. A summary of the calibration and maintenance carried out on all effluent monitoring equipment:**
- The annual calibration of the Pollution Control Centre's Effluent Monitoring equipment was completed by a licensed service technician from Indus-Control Incorporated on February 22 and 23, 2024. A copy of the Flow Meter Verification Report is on file at the Pollution Control Centre.
- f. A description of efforts made and results achieved in meeting the Effluent Objectives of Condition 5:**
- The Pembroke Pollution Control Centre was unable to meet the E. Coli discharge criteria 100%. The E. Coli monthly geometric mean density exceeded 200 organisms per 100 millilitres in effluent in February, April, June, September and November 2024.
 - The Pembroke Pollution Control Centre met full compliance for Acute Lethality in 2024.

g. A tabulation of the volume of sludge generated in the reporting period and a summary of the locations to where the sludge was disposed.

- The Pollution Control Centre is currently hauling Bio-Solids to the Ottawa Valley Waste Recovery Centre (OVWRC), located at 900 Woito Station Rd. Laurentian Valley, Ontario (ESA #A411601).
- In 2024, 397,690 kg of bio-solids were hauled from the Pembroke Pollution Centre. This is down 20,892 kg from the 418,582 kg hauled in 2023.
- Based on a 4-year average it is anticipated that the Pollution Control Centre will produce 385,711 kg of bio-solids in 2025.

h. A summary of any complaints received during the reporting period and any steps taken to address the complaint.

In 2024, the Pembroke Pollution Control Centre received one noise complaint. The issue was identified as a squeaky belt on the digester mixer on the roof. It was dealt with immediately and resolved

i. A summary of all bypass events, spills or abnormal discharge events.

Previously outlined in Section b.



Committee Report

To: Councillor Andrew Plummer
Operations Committee

From: Brian Lewis, Director
Operations Department

Date: 2025-02-18

Subject : Pembroke Drinking Water System 2024 Annual Water Reports

Recommendation:

That the City of Pembroke Operations Committee recommend that Council accept the City of Pembroke Drinking Water System 2024 Annual Water Reports and that the Mayor and Chair of Operations sign and approve as indicated. The enabling resolution will come before council later this evening for approval of the report should the Committee agree.

CAO Review:

The report has been reviewed and I concur with the information and recommendation.

David Unrau, P.Eng., PMP

Financial Comment:

There are no financial impacts associated with this report.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

- This report encompasses three (3) different annual reports required for the City of Pembroke Drinking Water System.
 1. Summary Report as per Schedule 22 Ontario Regulation 170/03
 2. Section 11 Annual Report, as per Section 11 of Ontario Regulation 170/03
 3. Summary of Raw Water Taking and Transfer submitted to the Ministry of the Environment, Conservation and Parks, February 2025 under permit #6107-6HKH3J, Ontario Regulation 387/04



- The attached report is completed in accordance with Schedule 22 of O. Reg. 170-03, under the Safe Drinking Water Act. This schedule requires a Summary Report to be prepared no later than February 28th of each year for the preceding calendar year.
- This summary report is to be provided to members of the municipal council and endorsed by a resolution of council.
- Also included in the report is Section 11 Annual Report. This report is prepared to satisfy the requirements of O. Reg. 170/03, section 11.
- ***The Pembroke Drinking Water System received an Inspection Rating Record of 100% Compliance for the 2024-2025 Inspection Period.***
- A copy of the Annual Report will be made available to all Drinking Water System owners that are connected to the City of Pembroke Drinking Water System and to whom the City of Pembroke provides all its' drinking water (Township of Laurentian Valley).
- Section 12 of O. Reg. 170/03 requires that these reports be made available for inspection by any member of the public during normal business hours, without charge. The Report will be made available for inspection at City Hall, the [City Website](#), and at the Water Purification Plant.

Discussion:

Alternatives Considered:

Strategic Plan Impact:

The City's vision of maintaining infrastructure in good condition with no major failures and providing quality services to ratepayers.

Attachments:

- City of Pembroke Drinking Water System 2024 Annual Water Reports

Respectfully submitted,

Brian Lewis, Director
Operations Department



City of Pembroke Drinking Water System 2024 Annual Water Reports

R. Gervais
Mayor

A. Plummer
Chair - Operations Committee

D. Unrau
Chief Administrative Officer

B. Lewis
Director, Operations

D. Burton
Supervisor, O.R.O.
Drinking Water Treatment/Compliance
DWQMS Representative

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Foreword

This document contains three different Annual Reports required for the City of Pembroke Drinking Water System.

- Summary Report as per Schedule 22 of the Ontario Regulation 170/03.
- Section 11 Annual Report, as per Section 11 of the Ontario Regulation 170/03; and
- Summary of the Raw Water Values that were submitted to the Ministry of the Environment under the Ontario Regulation 387/04 (Water Taking and Transfer).

Section 12 of O. Reg. 170/03 requires both the Summary Report and the Annual Report be made available to any member of the public during normal business hours, without charge. These reports are to be made available for inspection at City Hall, the Water Purification Plant and on the [City of Pembroke Website](#).

Municipal Residential Drinking Water System Inspection Results (MRDWS)

The Ministry of Environment & Parks Focused Inspection commenced October 25, 2024, and was completed December 12, 2024, the physical site inspection was conducted October 31, 2024.

The Ministry of the Environment, Conservation and Parks has a rigorous and comprehensive inspection program for municipal residential drinking water systems (MRDWS). Its objective is to determine the compliance of MRDWS with requirements under the Safe Drinking Water Act and associated regulations. It is the responsibility of the municipal residential drinking water system owner to ensure their drinking water systems are in compliance with all applicable legal requirements.

A summary of inspection findings for each system is generated in the form of an Inspection Rating Record (IRR). The findings are grouped into 15 possible modules of the inspection protocol, which would provide the system owner/operator with information on the areas where they need to improve. The 15 modules are:

Source	Permit to Take Water	Capacity Assessment
Treatment Processes	Treatment Process Monitoring	Process Wastewater
Distribution System	Operations Manuals	Logbooks
Contingency/Emergency Planning	Consumer Relations	Certification & Training
Water Quality Monitoring	Reporting, Notification And Corrective Actions	Inspection Findings

The Pembroke Drinking Water System received an Inspection Rating Record of 100% Compliance for the 2024-2025 Inspection Period.

A copy of the Inspection Report will be available on the City Website.

Ontario Regulation 170/03, Schedule 22 Summary Report

This report is a summary of water quality information for the City of Pembroke Drinking Water System, published in accordance with Schedule 22 of Ontario’s Drinking-Water Systems Regulation for the reporting period of November 1, 2023, to October 31, 2024. The City of Pembroke Drinking Water System Plant is categorized as a Large Municipal Residential Drinking Water System.

Who receives a copy of this Report:

- in the case of a Large municipal residential system, the annual report must cover the period from January 1 to December 31 in a year and must be prepared not later than February 28 of the following year.
- if a drinking water system is connected to and receives all its drinking water from another drinking water system, the owner of the system from which the water is obtained shall ensure that, when the annual report of the system is prepared, a copy of the report is given to the owner of the system that obtains the water. (Township of Laurentian Valley)

What must the Report contain?

The report must,

- (a) list the requirements of the Act, the regulations, the system’s approval, and any order that the system failed to meet at any time during the period covered by the report and specify the duration of the failure; and
- (b) for each failure referred to in clause (a), describe the measures that were taken to correct the failure.

The following table lists the requirements that the system failed to meet, and the measures taken to correct the failure. There were no requirements that the system failed to meet in 2024.

Drinking Water Legislation	Requirement(s) the System failed to Meet	Date	Corrective Action Taken	Status

What else must the Report contain?

The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system:

1. A summary of the quantities and flow rates of the water supplied during the period covered by the report.
2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval.

Annual Record of Raw Water Taking

Raw Water for 2024

Month	Total (m ³)	Average (m ³ /day)	Max (m ³ /day)	Rated Capacity (m ³ /day)	% of Capacity	Max Instantaneous Peak Flow (L/s)	Rated Flows (L/s)	Exceedence
January	261,729	8,443	9,722	36500	26.64	264.70	421	no
February	234,357	8,081	9,467	36500	25.94	264.4	421	no
March	235,417	7,594	9,138	36500	25.04	300.5	421	no
April	247,112	8,237	10,852	36500	29.73	275.6	421	no
May	277,150	8,940	11,264	36500	30.86	256.6	421	no
June	303,428	10,114	13,188	36500	36.13	254.7	421	no
July	328,054	10,582	12,716	36500	34.84	258.1	421	no
August	318,256	10,266	12,764	36500	34.97	285.6	421	no
September	301,680	10,056	11,848	36500	32.46	260.3	421	no
October	284,249	9,169	10,151	36500	27.81	288.1	421	no
November	249,732	8,324	9,655	36500	26.45	303.6	421	no
December	57,359	8,194	9,301	36500	25.48	259.6	421	no
Total	3,098,522							
Min						254.7		
Max			13,188			303.6		
Average		9000.2				272.7		

Maximum Raw Water Taking

PTTW #6107-6HKH3J allows a taking of thirty-six thousand three hundred and seventy-two (36,372) m³ per day. The maximum daily taking during 2024 occurred in the month of June. Thirteen Thousand One Hundred and Eighty Eight (13,188) cubic meters was used at the Water Purification Plant.

Annual Record Treated Water Flow

Treated Water for 2024

Month	Total (m³)	Average (m³/day)	Max (m³/day)	Rated Capacity (m³/day)	% of Capacity	Max Instantaneous Peak Flow (L/s)	Rated Flows (L/s)	Exceedence
January	219,993	7,097	7,883	36,372	21.67	307.4	421	no
February	198,643	6,850	7,737	36,372	21.27	308.1	421	no
March	198,594	6,406	7,691	36,372	21.14	300.5	421	no
April	213,833	7,128	9,879	36,372	27.16	311.5	421	no
May	231,409	7,465	9,043	36,372	24.86	311.7	421	no
June	252,007	8,400	10,700	36,372	29.42	310.0	421	no
July	276,227	8,911	10,829	36,372	29.77	308.1	421	no
August	267,965	8,644	11,147	36,372	30.65	313.8	421	no
September	250,716	8,357	9,663	36,372	26.57	314.1	421	no
October	234,832	7,575	8,460	36,372	23.26	316.2	421	no
November	211,004	7,033	9,299	36,372	25.57	317.5	421	no
December	216,245	6,976	7,899	36,372	21.72	314.0	421	no
Total	2,771,468							
Min								
Max			11147.4		30.65	317.5		
Average		7570.1						

Maximum Treated Water

MDWL 198-101, Issue #3 rates the maximum daily volume of treated water that flows from the treatment subsystem to the distribution system at 36,374 cubic meters per day. The maximum daily flow for 2024 was Eleven Thousand One Hundred and Forty-Seven (11,147) cubic meters for one day in the month of June.

Error! Not a valid link.**Ontario Regulation 170/03, Section 11,
Annual Report
System Information**

Drinking-Water System Number: 220000941

Drinking-Water System Name: Pembroke Water Purification Plant

Drinking-Water System Owner: City of Pembroke

Drinking-Water System Category: Large Municipal Residential

Period being reported: November 1, 2023 – October 31, 2024

**Complete if your Category is Large Municipal Residential or Small
Municipal Residential**

Does your Drinking-Water System serve more than 10,000 people? **Yes**

Is your annual report available to the public at no charge on a web site on the internet? **Yes**

Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection:

- [City of Pembroke Website](#)
- City Hall
- Water Purification Plant

Number of Interested Authorities you report to? **One**

Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? **Yes**

List all Drinking-Water Systems which receive all of their drinking water from your system:

**Drinking Water System Name: Township of Laurentian Valley
Drinking Water System Number: W260007465**

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water? **Yes**

Indicate how you notified system users that your annual report is available and is free of charge.

- Public access/notice via the web
- Public access/notice via Government Office
- Public access/notice via a newspaper
- Public access/notice via Public Request

Describe your Drinking-Water System

The City of Pembroke owns and operates the Pembroke drinking water system (DWS #220000941), which consists of the Pembroke Water Purification Plant (WPP) and distribution system. The system is considered a large municipal residential drinking water system under O. Reg. 170/03. The WPP is rated as a Class 3 facility, while the distribution system is a Class 2 system. Bulk water storage facilities are rated as Class 3 facilities.

Pembroke WPP

The Pembroke WPP is located on Riverside Drive in the City of Pembroke. The WPP was built in 1984 and has a rated capacity of 36,372 m³/d.

The WPP is a conventional surface water treatment plant. The raw water intake pipe is 424m in length and 760mm in diameter and draws water from the Ottawa River into the plant's raw water/low lift pumping wet wells. Four low lift vertical turbine pumps with a total capacity of 370L/s convey raw water to the chemically assisted filtration process which includes:

- Two coagulation/flocculation trains each consisting of three tanks in series.
- Two sedimentation tanks equipped with travelling hydraulic sludge collectors; and,
- Two dual media rapid gravity filters with a total filter surface area of 102m². Chemical feed systems include the following:
 - Alum feed system consisting of two 25,000L bulk storage tanks, two feed pumps and associated piping, including an in-line flash mixer at the low lift pump discharge header for coagulation.
 - Soda ash preparation and feed system for raw and treated water alkalinity and pH adjustment, consisting of a 25-tonne soda ash bulk

storage tank, a dry chemical feeder, one 2,000L slurry tank and solution feed pumps.

- Sodium silicate feed system (used as a coagulation aid) consisting of one 20,000L bulk storage tank, one 1,500L day tank, two feed pumps and associated piping.
- Automatic sulphuric acid preparation and batching system used for sodium silicate activation consisting of one 1,500L batch tank and one transfer pump.
- A gas chlorine disinfection system consisting of two one-tonne cylinder weight scales with vacuum regulators and automatic switch-over system, three 200kg/d capacity chlorinators (2 duty and 1 standby), complete with associated equipment, instrumentation, and controls.

On-site storage is provided by one clearwell with a longitudinal divider wall creating two cells in series with a total capacity of 8,000 m³.

Four high lift pumps with a total capacity of 845L/s deliver treated water to the distribution system.

The City of Pembroke maintains 108 Km of water distribution pipes and 533 fire hydrants, complete with 4,052 water service connections.

List all water treatment chemicals used over this reporting period:

- Aluminum Sulphate (PHAS), Soda Ash, Sodium Silicate, Chlorine Gas, Sodium Hypochlorite, Sulphuric Acid.
- Summary of any reports made to the Ministry under subsection 18 (1) of the Act or section 16-4 of Schedule 16:

Drinking Water Legislation	Requirement(s) the System failed to Meet	Date	Corrective Action Taken	Status

Regulatory Sample Results Summary

Microbiological Testing (Schedule 10, 11 or 12 of Reg. 170/03)

Microbiological Testing done under Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

Source	Number of Samples	Range of E. coli or Fecal Results (min #) - (max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw	52	0-9	0-130	0	0
Treated	55	0-0	0-0	55	0-13
Elevated Tower	52	0-0	0-0	52	0-5
Reservoir	52	0-0	0-0	52	0-11
Distribution	339	0	0	446	04

Operational Testing (Schedule 7, 8 or 9 of Reg. 170/03)

Operational Testing done under Schedule 7, 8 or 9 of Regulation 170/03, during the period covered by this Annual Report.

On – Line Sampling

Parameter	# Of Grab Samples	Range of Results (min #)-(max #)
Turbidity Filter #1	8760	0.00 – 0.340 NTU May 10, 2024
Turbidity Filter #2	8760	0.00 – 0.418 NTU May 08, 2024
Chlorine	8760	0.83 – 1.55 mg/L December 3, 2023
Fluoride	n/a	n/a

In – House Sampling

Treated Water

Parameter	# Of Grab Samples	Range of Results (min #)-(max #)
Treated Water Free Chlorine	365	0.75 – 1.74 mg/L
Treated Water Turbidity	365	0.015 – 0.126 NTU
Treated Water Aluminum	365	0.01 – 0.45 mg/L
Treated Water Colour	365	0 – 2 TCU
Treated Water pH	365	6.95 – 8.18

Bell St. Tower

Parameter	# Of Grab Samples	Range of Results (min #) - (max #)
Bell St Tower Free Chlorine	53	0.48 – 1.06 mg/L
Bell St Tower Turbidity	53	0.0126 – 0.577 NTU
Bell St Tower Aluminum	53	0.01 – 0.26 mg/L
Bell St Tower Colour	53	0 – 4 TCU
Bell St Tower pH	53	7.38 – 8.18

Quarry Road Reservoir

Parameter	# Of Grab Samples	Range of Results (min #)-(max #)
Quarry Road Free Chlorine	53	0.33 – 1.73 mg/L
Quarry Road Turbidity	53	0.051 – 0.456 NTU
Quarry Road Aluminum	53	0.00 – 0.17 mg/L
Quarry Road Colour	53	0 – 6 TCU
Quarry Road pH	53	7.39 – 8.10

Accredited Laboratory – Testing

Treated Water

Parameter	# Of Samples Taken	Range of Results (min #)-(max #)
Treated Water Alkalinity	12	35 – 44 mg/L
Treated Water Colour	12	-<2 – 5 TCU
Treated Water Conductivity	12	134 – 160 uS/cm
Treated Water pH	12	6.95 – 8.18
Treated Water Turbidity	12	<0.01 – .80 NTU ***

maintenance being completed

Bell St. Tower

Parameter	# Of Samples Taken	Range of Results (min #) - (max #)
Bell St Tower Alkalinity	12	38 – 46 mg/L
Bell St Tower Colour	12	<-2.0 – 5 TCU
Bell St Tower Conductivity	12	138 – 170 uS/cm
Bell St Tower pH	12	7.38 – 8.18
Bell St Tower Turbidity	12	0.10 – 0.60 NTU

Quarry Road Reservoir

Parameter	# Of Samples Taken	Range of Results (min #) - (max #)
Quarry Road Alkalinity	12	35 – 53 mg/L
Quarry Road Colour	12	<2 – 5 TCU
Quarry Road Conductivity	12	135– 161 uS/cm
Quarry Road pH	12	7.16 – 8.46
Quarry Road Turbidity	12	< 0.1 – 0.6 NTU

Summary of Lead Sampling:

Sampling Round	Sample Date	# Samples Collected	Adverse
NA	Exempt from Sampling		

Summary of Additional Samples – Residue Management (Suspended Solids) Backwash Wastewater

Date	Monthly Average SS/Mg/L	Unit of Measure
January 24	28.9	mg/L
February 24	20.0	mg/L
March 24	18.0	mg/L
April 24	23.4	mg/L
May 24	26.0	mg/L
June 24	17.1	mg/L
July 24	13.8	mg/L
August 24	8.2	mg/L
September 24	14.5	mg/L
October 24	11.3	mg/L
November 24	14.1	mg/L
December 24	17.5	mg/L
2024 Annual Average Concentration	17.7	mg/L

Annual Concentration Limit is 25 mg/L.

Summary of Organic parameters tested during this reporting period or most recent sample result.

OPS-UTL-DWS-WP-FRM-012-001 - Annual & Quarterly Sampling Spreadsheet ~ 2024

Annual - To Be Sampled in The Month of March

	MAC	IMAC	Results
	ct/100mL		
Escherichia Coli	0		0
Total Coliforms	0		0

	MAC	IMAC	Results
SCHEDULE 23 - INORGANIC PARAMETERS	mg/L	mg/L	
Antimony (Sb)	0.006		<0.0005
Arsenic (As)	0.01		<0.001
Barium (Ba)	1.0		0.011
Boron (B)	5.0		<0.01
Cadmium (Cd)	0.005		<0.0001
Chromium (Cr)	0.05		<0.001
Mercury (Hg)	0.001		<0.0001
Selenium (Se)	0.05		<0.001
Uranium (U)	0.02		<0.001
SCHEDULE 24 - ORGANIC PARAMETERS	µg/L	µg/L	
Alachlor	5		<0.5
Aldicarb	0.009*		
Aldrin	0.0007*		
Atrazine	*		
Atrazine + N-dealkylated metabolites	5		<0.2
Azinphos-methyl	20		<2.0
Bendiocarb	0.04*		
Benzene	1		<0.5
Benzo(a)pyrene	0.01		<0.01
Bromoxynil	5		<0.5
Carbaryl	90		<5.0
Carbofuran	90		<5.0
Carbon Tetrachloride	2		<0.2
α-Chlordane	0.006*		
γ-Chlordane	*		
Chlorpyrifos	90		<1.0
De-ethylated atrazine	*		
op-DDT	*		
pp-DDT	*		
pp-DDD	*		
pp-DDE	*		
Diazinon	20		<1.0

Dicamba	120		<1.0
1,2-Dichlorobenzene	200		<0.4
1,4-Dichlorobenzene	5		<0.4
1,2-Dichloroethane	5		<0.2
1,1-Dichloroethylene (vinylidene chloride)	14		<0.4
Dichloromethane	50		<4.0
2,4-Dichlorophenol	900		<0.2
2,4-Dichloronoxo acetic acid (2,4-D)	100		<1.0
Diclofop-methyl	9		<0.9
Dieldrin	*		
Dimethoate	20		<2.5
Diquat	70		<5.0
Diuron	150		<10.0
Glyphosate	280		<10.0
Malathion	190		<5.0
MCPA	100		<10
Metolachlor		50	<1.0
Metribuzin	80		<5.0
Monochlorobenzene	80		<0.5
Paraquat	10		<1.0
Pentachlorophenol	60		<1.0
Phorate	2		<0.5
Picloram	190		<5.0
Polychlorinated Biphenyls (PCB)	3		<0.1
Prometryne	1		<0.25
Oxychlordane	*		
Simazine	10		<1.0
Terbufos	1		<0.4
Tetrachloroethylene (perchloroethylene)	10		<0.3
2,3,4,6-Tetrachlorophenol	100		<1.0
Triallate	230		<1.0
Trichloroethylene	5		<0.3
2,4,6-Trichlorophenol	5		<0.5
1,2-dichloroethane-d4			71%
4-bromofluorobenzene			98%
Toluene-d8			111%
Trifluralin	45		<1.0
Vinyl Chloride	1		<0.2

Sodium and fluoride are to be done every five years to comply with reg. 170

	MAC	IMAC	Results (Mar 15, 2023)
	mg/L	mg/L	
Sodium Sample in 2023	MAC 20		22
Fluoride Sample in 2023	MAC 1.5		<0.10

Quarterly													
	Limit	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
THM's	100		98.8			84.9			110			138	67.2
Nitrites	1		<0.10			<0.1			<0.1			<0.10	
Nitrates	10		0.16			0.19			0.15			0.18	
HAA			65.9			67			23.8			26.2	
TOC from Quarry													
Quarterly Average		98.8			84.9			110			97.26666667		
THM's running average	97.7425												
Last update :	Nov												
HAA's running average	45.725												
Last update :	Nov												

Ontario Regulation 387/04, Water Taking and Transfer Data

2024 Data was submitted electronically February 2025 under Permit # 6107-6HKH3J. Raw Flows are in m³/day.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	8428.0	7900.9	8465.0	7145.7	7093.2	10710.8	8288.7	12763.6	9028.3	10101.7	9655.0	7790.2
2	7920.0	9466.5	8112.5	8600.2	9466.3	9042.1	10662.9	11695.6	8848.9	9890.7	8760.7	7367.1
3	9722.2	9380.7	7155.2	6826.4	7703.8	11180.5	10845.0	12043.9	9417.7	9834.6	9213.6	9300.9
4	7903.3	8066.4	9138.1	9373.8	9183.2	11328.7	10537.2	10526.2	9744.6	8579.2	8246.8	8952.3
5	8874.7	8534.9	6872.1	8106.0	6950.5	11757.6	11709.2	9675.1	10371.6	10135.9	8136.2	7421.2
6	7451.3	7091.6	8153.1	6976.2	9328.1	11052.9	9826.9	9052.7	10649.8	9228.2	7230.6	7744.1
7	9010.2	9309.6	7466.1	8013.7	7255.9	8629.1	9056.3	9318.4	9622.8	9313.7	8591.2	8783.5
8	7828.0	8125.0	7833.5	7174.8	8133.7	8380.8	10682.3	11478.4	8940.1	9281.9	8652.8	7908.4
9	9132.9	7223.0	6701.1	6858.8	9323.9	9194.2	11056.9	10134.9	8694.1	9142.8	9064.1	7982.6
10	7087.9	8300.0	7726.5	9652.6	7327.6	8217.5	9807.1	8778.6	10101.5	9154.4	8064.2	7902.8
11	8382.4	8266.9	7333.1	6986.8	8931.5	8714.7	9604.2	9701.3	9911.5	9795.9	8028.1	8046.9
12	8681.0	7901.8	7068.3	10129.4	7740.0	9983.4	10993.1	9272.2	10495.9	10046.0	8041.9	8294.8
13	8158.7	8459.0	6290.7	6930.8	7902.4	9669.2	10348.7	9799.5	11848.4	8196.8	8220.4	9047.3
14	7278.3	7172.6	7856.3	8840.5	9004.5	10872.7	11160.9	10664.7	9853.4	8810.1	8923.3	7981.0
15	9516.2	8421.0	6993.2	6943.9	9986.2	9118.7	10297.7	11602.6	11352.4	8547.1	7627.9	8132.3
16	7603.3	7367.3	6684.8	9302.9	9836.4	10123.6	10007.7	10087.3	10760.6	10150.9	7908.5	8523.0
17	8710.9	8371.3	7641.8	9344.4	9881.2	10034.2	10626.1	9777.0	11613.1	9021.5	8829.5	7911.7
18	8790.3	7287.9	7005.6	7009.6	9222.3	11508.5	11287.9	9653.3	11527.2	8964.6	8423.6	9061.4
19	8356.8	7900.7	7507.7	9165.1	9675.8	13187.7	10463.9	8867.4	9963.4	8876.8	6762.3	9042.6
20	8090.2	8745.5	7344.9	8424.3	9503.9	13048.0	10618.0	10065.9	8996.7	9006.0	9007.1	9192.3
21	7949.8	7267.0	8129.0	6978.4	9860.1	11335.0	8567.2	9643.4	10801.5	8660.6	7683.8	9199.1
22	9091.3	8096.0	6806.8	9715.7	7283.8	8272.9	10561.7	9890.5	10150.2	9600.3	8982.4	9159.8
23	8719.8	8768.3	8322.3	6731.1	11264.4	9782.8	10677.5	10083.0	9287.8	9764.4	7754.2	8469.4
24	8565.6	8100.4	6848.8	9706.2	9606.2	9465.3	11216.7	10886.2	10179.7	9379.3	8035.0	9098.9
25	8708.8	8833.8	8748.7	7583.0	9741.7	10336.1	9745.8	9359.7	10211.7	9638.8	7340.9	8828.4
26	7809.6	7440.9	7365.6	9142.2	8085.2	9548.8	11312.1	10941.6	9310.8	8535.0	9168.7	7900.0
27	9378.8	6856.9	9065.5	7194.6	9598.4	10084.7	10136.6	11840.2	9691.9	8229.2	9001.2	7412.7
28	8309.4	8456.8	7889.0	9284.9	8295.3	10850.8	10400.1	10221.0	9820.8	8791.8	7964.4	9204.2
29	8435.4	7244.3	7652.4	8117.8	8633.4	9404.7	12391.9	10374.3	9649.8	9013.8	7472.3	8453.3
30	8835.2		6862.0	10851.7	10446.4	8592.1	12715.6	10114.2		8397.4	8941.2	7792.7
31	8998.4		8377.0		10884.6		12447.7	9943.6		8159.9		9133.8



Committee Report

To: Councillor Andrew Plummer
Operations Committee

From: Brian Lewis, Director
Operations Department

Date: 2025-02-18

Subject : **Blue Box Transition and Promotion and Education Plan**

Recommendation:

The Operations Department provides an update on the impending changes to the Province's recycling programs and the City's waste collection contract. The information can be used to help staff and Council assist ratepayers in understanding how changes may affect them. Further information will be forthcoming as we move through transition.

CAO Review :

Report for information – no comment.

David Unrau, P.Eng., PMP

Financial Comment:

There are no immediate financial implications associated with this report. Associated costs to provide curbside collection for the non-eligible stops that will be affected post transition will need to be calculated and negotiated in our waste management collection contract.

When the blue box program transitions to full producer responsibility in 2025, the City anticipates a surplus by not having to fund curbside collection for eligible sources after March 2025. Staff will bring a report to Committee at a future meeting when a surplus amount is known, and with a recommendation to transfer surplus amounts to reserves to offset curbside collection rate increases, and/or towards capital investments at the Ottawa Valley Waste Recovery Centre (OVWRC).

Angela Lochtie
Treasurer/Deputy Clerk



Background:

New regulations are being introduced across Ontario which shifts the responsibility of residential recycling collection and processing away from Municipalities to the producers of packaging and paper products. A producer is a company that designs, creates and markets products and packaging. Producer Responsibility means that companies are fully responsible for managing and paying for the life cycle of their products and packaging. Producer Responsibility programs already exist in Ontario for materials such as tires, electronic waste and some household hazardous waste products (oil filters/antifreeze etc). In Ontario, Circular Materials is the producer responsibility organization (PRO) and is also the administrator of the common collection system on behalf of all PROs operating in Ontario.

Effective March 28, 2025 the City of Pembroke is no longer responsible for our residential recycling programs. The residential recycling program will be managed by Circular Materials.

Discussion:

The City of Pembroke will enter into the transition phase of our recycling program effective March 28, 2025. This transition phase should pose minimal change for the ratepayers. Until January 1, 2026, the only change that the ratepayers should see is who to contact if their recycling is not collected on the day that it is scheduled. Currently the ratepayers are directed to call our present collection contractor Miller Waste or to contact Operations Department staff to report missed collections. Starting March 28, 2025 the new contact for all recycling inquires and to report missed collections is the PRO's recycling collection contractor at 1-855-752-3257 or area3@millervaste.ca.

The purchase of new recycle bins or replacement bins will continue to be handled through the Operations Department, until at least January 2026, with City staff invoicing Miller Waste for any bins sold. Any changes after January 2026 will be communicated to staff and to the public.

The City has opted out of responsibility for the promotion and education of the new blue box program. We anticipate no change to our collection calendar costs as we will continue to pay for our portion of the calendar for all other waste collection services. The promotion and education of the City's recycling will be funded by Circular Materials and provided by the Ottawa Valley Waste Recovery Centre as is current practise.

Ratepayers can expect to see information on the 2025 Collection Calendar which is expected to be delivered mid-March along with posts to the City's website and social media platforms.

After Jan 1, 2026 some changes may occur when transition is complete and Ontario moves to a common collection system. During the transition phase, what the Province deems non-eligible sources (commercial and industrial businesses, churches, daycares) that are



participating in the City's curbside collection program will continue to receive the service as they are currently. At the December 5th 2023 meeting of the Finance and Administration Committee, it was agreed that the City will continue to provide curbside recycling to the non-eligible sources. It has been confirmed by Emterra, OVWRC, and Miller Waste that non-eligible source recycling will still be accepted at OVWRC. A report will be brought in the coming months to determine the costs associated with providing this service and how the program will run.

Additional to the changes noted in the City's recycling program, the current contract for waste collection ends March 28, 2025. The City is working with our current contractor, Miller Waste, to negotiate an extension to the contract to allow us to transition with the changes to waste collection, recycling collection and non-eligible source collection. The current contract allows for two (2) one-year extensions to the collection contract.

Staff from all three Partner Municipalities (Pembroke, Petawawa, Laurentian Valley) are working on an RFP for consulting services to have a new waste collection contract drawn up for all services post transition.

Alternatives Considered:

N/A

Strategic Plan Impact:

N/A

Attachments:

None

Respectfully submitted,

Brian Lewis, Director
Operations Department



Committee Report

To: Councillor Andrew Plummer
Operations Committee

From: Brian Lewis, Director
Operations Department

Date: 2025-02-18

Subject : L'Equinoxe Public Elementary and Secondary School – Isabella Street Works

Recommendation:

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.

CAO Review :

This has been a long-standing issue for health and safety. Staff and CEPEO have worked over the last few years on several improvements. This is the ultimate solution to resolve the congestion.

David Unrau, P.Eng., PMP

Financial Comment:

There are no financial impacts to this report. All costs associated with the construction will be borne by the Conseil des écoles publiques de l'Est de l'Ontario (CEPEO).

Angela Lochtie
Treasurer/Deputy Clerk

Background:

The City of Pembroke has been in discussions with CEPEO, as well as staff and board members of the L'Equinoxe school regarding traffic congestion and school bus safety on Isabella Street between Christie Street and Hinks Street. Operations Department staff have met with Jp2g Consultants Inc, the consultant for the CEPEO regarding the construction of a school bus layby and a parent drop off area.



The City completed upgrades to the crosswalks at Christie Street and Isabella Street in 2024 for the increased safety of the students and based on discussions with the school board.

Discussion:

A lay-by sufficient to provide for 2-3 parent vehicles would be constructed on Christie Street just north of the intersection of Christie and Isabella, north of the pedestrian crossing. A wider bus drop off area with new sidewalk would be created on the north side of Isabella Street between Murray Street and Christie Street.

The CEPEO has proposed these works to provide for a safer school bus unloading zone as well as a designated area for parents to drop off students away from the area of the busses being unloaded. In order for the school board to undertake these improvements, they require permissions from the City to construct within the City's Right of Way.

Operations Department staff have reviewed and support the works being proposed to accommodate the 20 plus school buses and vans that deliver students to the school each day.

Alternatives Considered:

Status Quo – Continue to have bus traffic as well as student drop off by parents, on Isabella Street within the confined pavement width, contributing to traffic congestion on Isabella Street, Murray Street and Hincks Street.

Strategic Plan Impact:

Supports the underlying vision and principle to develop and maintain partnerships with organizations.

Attachments:

Appendix A – Conceptual Plan L'Equinoxe School

Respectfully submitted,

Brian Lewis, Director
Operations Department

Appendix A Conceptual Plan



Scale 1: 500





Committee Report

To: Councillor Andrew Plummer
Operations Committee

From: Brian Lewis, Director
Operations Department

Date: 2025-02-18

Subject : Bishop Smith Catholic High School – Entrance off Horace Street

Recommendation:

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.

CAO Review :

The entrance to Bishop Smith has been a long standing health and safety issue for pedestrians and drivers. The proposed solution will alleviate a lot of the issues and greatly improve the situation for all users.

David Unrau, P.Eng., PMP

Financial Comment:

There are no financial impacts to this report. All costs associated with the construction of the entrance off the end of Horace Street and any fees associated with the sale of property will be borne by the Renfrew County Catholic District School Board.

Angela Loctie
Treasurer/Deputy Clerk

Background:

The City of Pembroke has been approached by the Renfrew County Catholic District School Board (RCCDSB) and Jp2g Consultants Inc, their consultant, regarding the construction of a second entrance for buses only off of Horace Street for Bishop Smith Catholic High School.



Discussion:

The end of Horace Street is an unused portion of an opened City road allowance. The RCCDSB is considering the construction of a second entrance for bus access only off of Horace Street with no through traffic to Carmody Street.

Horace Street would experience bus traffic for short periods during the am student drop off and short periods during the pm student pick up, Monday to Friday, beginning of September to end of June. There is expected to be no additional traffic on Horace Street on evenings, weekends and during the summer months.

The existing access off Carmody Street would remain the entrance for staff, students, parents and deliveries.

The proposed second entrance for busses only, (shown in red on the attached) would need to be constructed over City owned lands (shown in yellow on the attached). Planning staff have reviewed City policies and have provided the following.

The City lands at the end of Horace Street are considered “non-viable” lands, meaning these lands cannot be developed on their own. They can only be used by an adjoining property owner in conjunction with their own existing property. The lands are presently zoned ‘Open Space-s’ therefore, a building permit would not be issued for this land. Based on the City’s policy, non-viable lands can be sold at a value of \$12,000 per acre. The piece of land in this case is approximately 0.85 acres, resulting in a value of approximately \$10,200. A survey would not be required as this property has its own PIN number and has a registerable description for land transfer.

The City’s Sale and Disposition of Land policy does state that Council reserves the right to accept an offer less than the appraised value, where in the opinion of Council, it is in the best interests of the Municipality to do so.

The City has obtained a legal opinion and it has been indicated that due to the designation of ‘non-viable’ and that the School Board is publicly funded and institutional, the land could be transferred without payment, should Council wish to do so, and it would not constitute bonusing.

Alternatives Considered:

Status Quo - Continue to have bus traffic as well as staff, students, parents and deliveries utilize the Carmody Street entrance with traffic congestion continuing to be encountered at the intersection of Carmody Street/Everett Street/Eganville Road.

The present intersection used for all traffic entering and exiting the school, as well as for residential properties on Carmody Street has been the subject of discussion for many years, with serious concerns on the safety of users and pedestrians, especially with the number of buses using the intersection.



Strategic Plan Impact:

Supports the underlying vision and principle to develop and maintain partnerships with organizations.

Attachments:

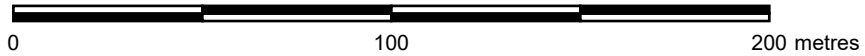
Appendix A – Conceptual Plan Bishop Smith HS

Respectfully submitted,

Brian Lewis, Director
Operations Department



Scale 1: 2,000





Committee Report

To: Councillor Andrew Plummer
Operations Committee

From: Brian Lewis, Director
Operations Department

Date: 2025-02-18

Subject : 1036 Pembroke Street East – Septage Dumping

Recommendation:

The Operations Department seeks direction from Committee related to fees/sewer taxes to be charged to the property owner of 1036 Pembroke Street East, following receipt of a letter from the developer on the matter.

CAO Review :

Through this process I would want to make sure that the City of Pembroke is kept whole and as such be compensated for any additional expenses incurred through the receiving of the septage vs the natural flow through the underground infrastructure.

David Unrau, P.Eng., PMP

Financial Comment:

During the period between August 30, 2024 and January 25, 2025, there have been a total of 47 pumpings and disposals of the temporary holding tank for a total of 564 cubic meters with a septage receiving costs paid to the City of \$14,455.00

Based on the water sewer rates established for a commercial business, approximately \$1,676.00 plus H.S.T would have been billed under sewer rates.

For this customer, it is recommended to charge a commercial sewer rate calculated on the City's quarterly metered service rates and quarterly septage receiving volumes to ensure fairness in comparison to other properties and compensate the City for services rendered. Any hauling fees are viewed as an issue between the tenant and property owner.

As per the City's water/sewer collection policy:



Retroactive changes will be effective the latter of, January 1st of the year the complaint is received or error discovered by the municipality, the date the change actually occurred or, the date the property was purchased;

With the customer initiating the billing the complaint in 2024 and, should Council agree with the Treasury Department's billing recommendation, a retroactive adjustment would be applicable back to 2024 in accordance with this policy.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

The Ministry of Transportation (MTO) is undertaking the construction upgrades to Highway 148 from City limits to Greenwood Road. As part of these construction upgrades, the City is installing a concrete sidewalk from 1022 Pembroke Street East to in front of the LCBO, adjacent to properties within the City as well as the installation of a new sanitary system to service properties in the area with existing septic systems.

In July 2021, the City informed the developer of 1036 Pembroke Street East, that Combined Committee agreed to the installation of a sanitary system fronting his property to allow for the connection to the new sanitary sewer once available. It was noted that the installation of the sanitary main and servicing was contingent on the tendering and construction of the MTO Highway 148 project.

Discussion:

The developer of 1036 Pembroke Street East proceeded with the installation of a temporary holding tank to be pumped and sewage taken to a treatment facility for disposal under the assumption that the MTO would be proceed with works in the 2022/23 construction seasons.

In 2024, Popeye's restaurant opened at this location and septage has been pumped and hauled to an appropriate facility approximately twice each week.

The developer has reached out to MTO to determine a date for the construction works to begin, as of December 2024, MTO will not commit to providing an approximate date for these construction works to take place. In discussions with MTO and based on the anticipated schedule, the sanitary sewer service to this location will likely not be in service until at least fall of 2026.

The developer provided a letter to the City dated January 28, 2025 requesting the City accept and allow for the disposal of septage at no cost, with the property only paying for hauling costs to their contractor.



Alternatives Considered:

1. Status Quo – The business continues with the weekly pumping of the septic tank and the payment of established septage receiving rates.

The City would receive approximately \$35,000.00 annually for this option based on the averages since opening in August 2024.

2. Charge the established fees for sewer service – Charge only the 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. The property owner would also be responsible for all costs associated with the hauling of the septage.

The City would receive approximately \$4,850.00 annually for this option based on previous quarterly billings.

3. As requested by the developer, no charges for the septage accepted from the temporary holding tank and the developer pays for the pumping of the tank and trucking costs only to the hauler.

The City would receive no revenue from this option.

Staff will work internally with the parties on the process for documenting septage receiving, billing, and any appropriate credits as per Council direction.

With all alternatives noted, the developer still has the ability and opportunity to seek compensation from MTO who is ultimately responsible for the delays in construction in the opinion of City staff.

Strategic Plan Impact:

No strategic plan implications or benefits.

Attachments:

1036 Pembroke St E Letter_January 28 2025.pdf

Respectfully submitted,

Brian Lewis, Director
Operations Department

January 28, 2025

Dave Unrau, CAO
City of Pembroke
1 Pembroke Street East
Pembroke, ON K8A 3J5
<mailto:dunrau@pembroke.ca>
(613) 735-6821 Ext. 1301

RE: Treatment of Sewage for 1036 Pembroke Street East

Dear Dave,

I am writing you concerning the development at 1036 Pembroke St East and the lack of municipal sewage connection in the municipal road allowance. Our client was allowed to install a temporary holding tank to be pumped and sewage taken to a treatment facility for disposal.

We reached out to the Ministry of Transport for Ontario to determine a date that the new sewer will be installed and available for connection. As of December 2024, the Ministry of Transport will not commit to even providing an approximate date of when this new sewer will be available for connection. Off the record we have been told that the road work in ground services, is not even scheduled to start in 2025 and nothing firm in 2026. We were also told that the work will take several months and perhaps a date to connect may be available in 2027.

As you are aware a temporary holding tank for sewage was recommended by your office back in June of 2020. Since late September 2023 the sewage has been pumped and taken to be treated at an appropriate facility. While our client agreed to this it was under the assumption the work to Pembroke St. East / Hwy 148 would be completed, or at least under

+ 186 Pembroke St. E.
Pembroke, ON, K8A 3J7
613.629.6988

+ B1 – 120 Terence Matthews Cres.
Ottawa, ON K2M 0J1
613.831.9688

+ info@jbell.ca
bellarchitecture.ca

way, by 2022. From the information we can ascertain it now appears that this work will not even get started in this current year, 2025.

Our client, Management & International Trading Co. Ltd., is requesting that the City of Pembroke consider accepting the sewage from the temporary holding tank at no cost. Our client will pay for the pumping and trucking to deliver it to the City of Pembroke treatment plant.

Our clients property at 1036 Pembroke St East is noted as a serviced lot in your zoning bylaw and, as such, I assume was accounted for in the overall capacity of the treatment plant. If the work to Pembroke St East / Highway 148 had progressed close to the original dates as out lined in Colleen Sauriol's letter of July 20, 2021, the sewer would have been connected and the City of Pembroke's treatment plant would be dealing with this sewage at any rate.

If you have any questions, please contact me at 613-629-6988 x128. Thanks again for your support with this request.

Kind Regards,

A handwritten signature in blue ink, appearing to read 'Jim Bell', with a stylized flourish extending from the end.

James Bell
President/Designer/Project Manager
jim@jbell.ca



Committee Report

To: Councillor Andrew Plummer
Operations Committee

From: Brian Lewis, Director
Operations Department

Date: 2025-02-18

Subject: **Tree Disposal Facility Update**

Recommendation:

Staff provides an update and seek direction from the Operations Committee on the next steps relating to establishing the City Tree Disposal Facility.

CAO Review :

This project has been a priority since 2022 and continues to be a top priority for the legal and environmental concerns cited. The location needs to be confirmed and a plan for execution in a timely manner before the City is put at significant risk.

David Unrau, P.Eng., PMP

Financial Comment:

The 2024 Capital Budget, which will be carried forward in the 2025 budget, has a balance of \$260,362.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

The City's existing tree disposal facility site located at 702 Jean Avenue is no longer a suitable location for disposal of City generated soil from water or sanitary breaks, wood chips, leaf, brush, rubble, street sweepings, concrete and rocks from routine maintenance activities.



An assessment was completed, reviewing three (3) potential disposal sites within the City and outlining the costs of establishing a new site versus transferring this generated waste to the Ottawa Valley Waste Recovery Centre.

In 2022, Council provided direction to the Operations Department to proceed with the development of a Tree Disposal Facility on the City's Forced Road property.

Discussion:

The Operations Department would like to proceed with the required next steps for the establishment of a tree disposal facility for City operations generated waste.

Alternatives Considered:

A: Development of a New Facility

1 – Forced Road Property

Continue with the establishment of a Tree Disposal Facility at the Forced Road location which has a site area of approximately 4.4ha, allowing for buffering and some potential expansion in the future. The City has expensed \$110,000 to date on the Forced Road location to complete the installation of monitoring wells and the Hydrogeological Assessment, along with a Stage 1 Archaeological Assessment. Staff along with the Consultant have completed a pre-consultation with the Ministry of the Environment and distributed letters for Request for Input to the approximately 800 properties within 500m of the proposed facility.

Only 17 responses were received by phone or in correspondence. Most were requesting additional information and when provided, no objection to the site selection was received. A few objections to the selected site were received, with the suggestion to find a site outside the City.

The next step for the development of the facility at this location would be to complete a First Nations engagement and move forward with an Environmental Compliance Application (ECA) to the Ministry. The ECA review and approval could take up to a year to be completed dependent on the work load of the Ministry. Should the City commence immediately with the application submission, the site could be constructed and ready to begin operations beginning Fall 2026.

The cost to complete the above noted next steps is roughly \$50,000 with the remaining budget funds allowing for providing for regulatory reviews and approvals, design, plans, and tendering for the facility.

Based on the 2023 presentation, the 20 year cost evaluation on the establishment and operation of a disposal facility at the Forced Road location is \$1.3M, with approximately \$600,000 in capital costs and \$700,000 in operating costs



2- Alternate Location

There may be the opportunity for the City to purchase lands that could have the potential for a Tree Disposal Facility.

Costs for this would be the purchase price of the property and the additional expense of approximately \$370,000 for due diligence, environmental approvals and consultations that have already been completed on the Forced Road location, as well as the costs associated with regulatory reviews and approvals, design, plans, and tendering. It is anticipated that the timeline for an establishment under this option would be into the Fall/Winter of 2027.

There is no guarantee that the alternate location would be suitable for a Tree Disposal Facility, however a very preliminary tabletop review stated it may have potential. The site total hectares would amount to approximately 3.3ha which may restrict the amount of buffering that could be provided and would likely not allow for future expansion of the facility.

Should the direction of Committee be to pursue the potential alternate location, a report would need to come before Council in Caucus in March to discuss the property and the negotiations for land purchase.

3 – Continue Search for Alternate Location

Continue searching for an alternative site for the facility, either within City limits or outside the limits. Based on the previous location assessment conducted by the consultant, purchase of property would be required for any alternate site other than the Forced Road site. Full cost for due diligence and environmental studies would be required and timelines for starting use of a new facility would likely extend well into 2028 at a minimum.

B: Ottawa Valley Waste Recovery Centre (OWVRC) Disposal

1 – Jean Avenue (existing location) as Transfer Station

The City's existing Tree Disposal facility located at 702 Jean Avenue to be operated as a transfer facility.

The existing site has primarily been used for the disposal of excess soil, inert fill and ground cover. As of January 1st, 2021 these materials are no longer exempt from requiring an approval under O. Reg 347. Should this be the preferred option, the City will be required to obtain approvals from the Ministry to operate. The City is at risk of environmental actions at the existing facility due to the unknown nature of the years of use.



Based on the 2023 presentation, the 20 year cost evaluation on the establishment and operation of a transfer facility is \$6.1M, approx. \$400,000 in Capital Costs, \$800,000 in operating costs, \$600,000 in hauling costs and \$4.3M in tipping fees paid to the OVWRC.

2 – Jean Avenue (existing location) Closed

Directly transferring waste to the OVWRC. The disadvantages of this include cost and loss of operational control. The City would have to follow the requirements established by the OVWRC for fees, sorting requirements, and hours of operation.

Under the Excess Soils Management regulations, soil that is considered 'clean soil' and suitable for reuse, cannot be deposited at a landfill as excess soil is considered a resource not a waste. A location for the stockpiling of this material would be required under this option and the City would need to work to find potential reuse.

Based on the 2023 presentation, the 20 year cost evaluation on the direct transfer is \$5.5M, although there are no Capital or operating costs, it is anticipated that there would be \$750,000 in hauling costs and \$4.75M in tipping fees paid to the OVWRC.

Strategic Plan Impact:

Infrastructure and facility renewal with the development of a plan, and actioning of that plan for facility renewal.

Attachments:

Appendix A – Forced Road with Buffer Zone.pdf

Appendix B – Tree Disposal Facility Site Selection Report.pdf

Appendix C – Operations Committee Meeting Minutes June 21 2022.pdf

Respectfully submitted,

Brian Lewis, Director
Operations Department

TREE DISPOSAL FACILITY PLANNING REPORT CITY OF PEMBROKE Forced Road Pembroke, Ontario

LEGEND

- Water Well Record
- City Pembroke Parcels
- 30 m Buffer (2.8 ha.)
- Site (approximately 4.4 ha.)
- 500 m Buffer

Notes:

- Base mapping features are © Queen's Printer of Ontario, 2019 (this does not constitute an endorsement by the Ministry of Natural Resources or the Ontario Government).
- Distances on this map are in metres and can be converted to feet by multiplying by 3.28.
- Cambium Inc. makes every effort to ensure this map is free from errors but cannot be held responsible for any damages due to error or omissions. This map should not be used for navigation or legal purposes. It is intended for general reference use only.



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www.cambium-inc.com

FORCED ROAD SITE

Project No.:	12823-001	Date:	September 2021
Scale:	1:7,500	Rev.:	
Projection:	NAD 1983 UTM Zone 18N	Created by:	TLC
Checked by:	HD	Figure:	2





Committee Report

To: Deputy Mayor Ron Gervais
Operations Committee

From: Marielle McLaughlin, Manager
Operations Department

Date: 2022-06-21

Re: **Tree Disposal Facility Site Selection**

Recommendation:

The Operations Department is providing to Committee a presentation on the proposed site selection for a new tree disposal facility for the City's use.

Background:

In 2021, the City retained Cambium Inc. to complete a Tree Disposal Planning Report for the establishment of Tree Disposal Facility to manage and dispose of the City's generated waste from trees, leaves, soil, aggregates, stones, concrete, etc. from general operations, maintenance and inhouse capital works.

Potential sites were evaluated according to specific criteria and then assessed to provide the preferred option for a new facility. The criteria included location, regulatory requirements, environmental aspects, social and economic impacts, and financial considerations.

The Operations Department is ready to immediately move forward with the required due diligence studies and stake holder engagement to establish a new site as discussed during the meeting of March 15, 2022, where Cambium was awarded the contract to complete the necessary studies and assessments.

Heather Dzurko, Project Manager at Cambium Inc will provide a presentation on the planning process for a proposed site.

Financial Implications:

There are no immediate financial implications associated with this report.



Respectfully submitted,

Marielle McLaughlin, Manager
Operations Department

Terry Lapierre
Chief Administrative Officer

Tree Disposal Facility Planning Report

The Corporation of the City of Pembroke
June 21, 2022



Cambium Reference 12823-001



Outline

- Goal and objectives
- Results
- Recommendations



Goal and Objectives

Goal: To determine an effective way to manage waste generated through general operations, maintenance and in house capital works projects.

Objectives:

- 1) Outline the planning process for establishing a new disposal site
- 2) Evaluate potential sites for establishing a disposal site
- 3) Consider the cost of transferring waste to the OVWRC vs establishing a City managed disposal site



Objective 1 – Outline the Planning Process

- Three levels of approval

Category	Threshold
Individual Environmental Assessment	Establish a landfill $>100,000\text{m}^3$
Environmental Screening Process	Establish a landfill between $>40,000\text{m}^3$ and $<100,000\text{m}^3$
Environmental Compliance Approval	Establish a landfill $<40,000\text{m}^3$

Objective 1 – Outline the Planning Process

- Establish a 40,000 m³ site
- Expected to provide 20 years capacity
- Capacity excludes material from Ontario River Power Corporation
- Capacity assumes 50% of materials will be diverted/reduced

Waste Type Summary	Quantity Estimate (m3)	Percent Overall Composition (%)
Trees	1200	5
Leaves	258	6
Rocks	20	1
Concrete	120	3
Soil/Fill - Clean	1,350	33
Soil/Fill - Contaminated	2,100	52
Total Estimated Waste	5,048	100



Objective 1 – Outline the Planning Process

1. Municipal Planning

- Guideline D4 assessment,
- Natural Heritage Studies
- Zoning Amendment

2. Ministry of Environment, Conservation, and Parks

- Environmental Approvals Application
- Required studies and plans (Hydrogeological, Surface water, Air & Noise, Natural Heritage Evaluations, Storm water Management Plans, etc.)
- Adjacent resident notification requirements and Indigenous consultation
- Design and Operating Plans

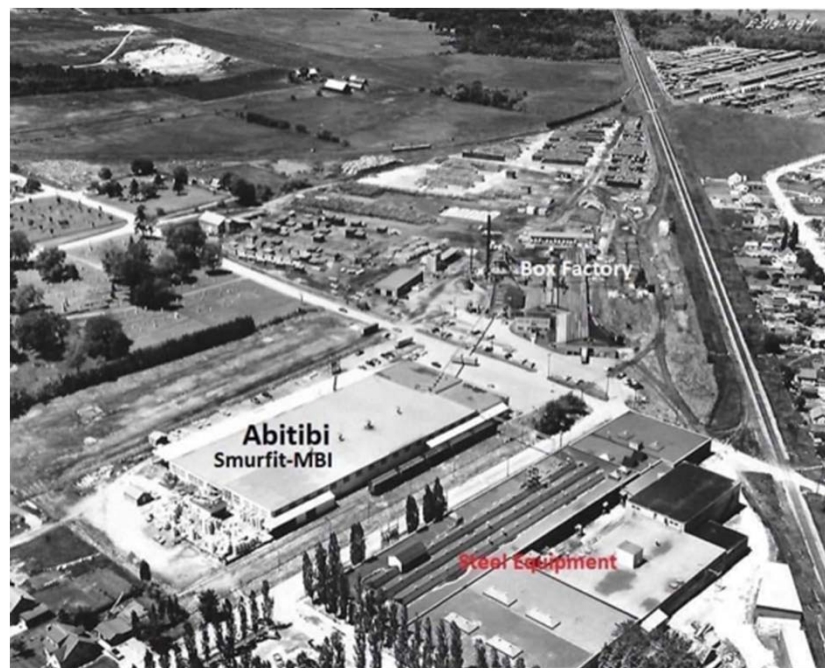
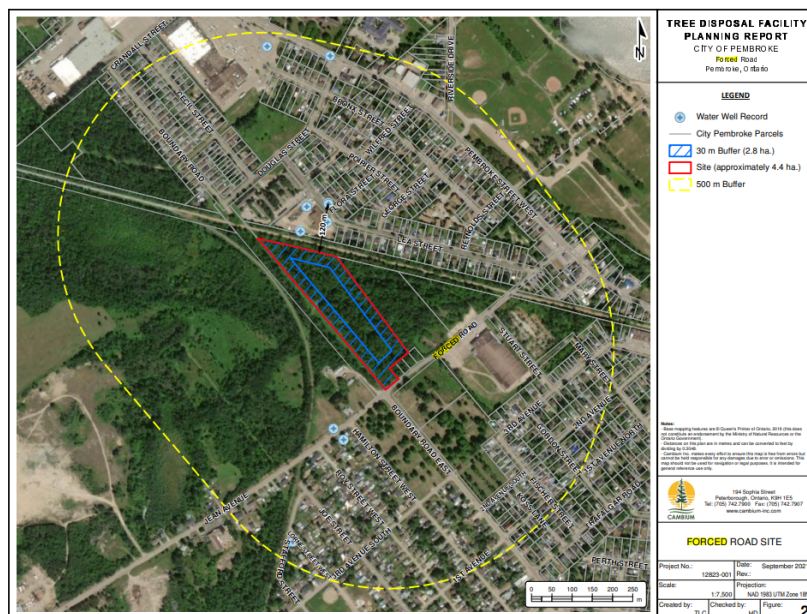


Objective 2 - Evaluate Potential Sites

- Three sites were evaluated: Forced Road, International Drive, and Quarry Road
- Criteria:
 - location
 - regulatory requirements
 - environmental limitations
 - social and economic impacts
 - financial considerations
- Alternate locations were also investigated
- **Forced Road** was the preferred site to consider for the Disposal Facility



Proposed Forced Rd Site



Objective 3 – Cost Evaluation

1. Establish and operate a material disposal facility
2. Establish and operate a material transfer station
3. Direct transfer of materials to OVWRC



Objective 3 – Cost Evaluation

Cost considered over a 20-year operating timeframe

Option	Capital Costs	Operating Costs	Hauling Costs	Tipping Fees	Total Cost
Establish Disposal Facility	\$581,220	\$698,630	\$0	\$0	\$1,279,849
Establish Transfer Facility	\$407,422	\$818,386	\$605,505	\$4,225,527	\$6,056,839
Direct Transfer	\$0	\$0	\$753,210	\$4,775,412	\$5,528,622



Recommendations

- Pursue the establishment of a Disposal Site at Forced Road with a capacity of 40,000 m³
- Proceed with consultation and studies to confirm and prepare the ECA application
- Investigate options for material reduction and material reuse wherever possible
- Review tipping fees for wood chips, and soil with OVWRC and negotiate lower fees for these materials if possible
- New site could be available for use by September 2024 at the earliest



Timeline

Task	Date
Council Approves Plan	December 2021
Planning Approvals	January to June 2022
Public Consultation for ECA (recommended not required)	January to March 2022
Tender for Studies and Assessments	January to March 2022
Conduct Studies and Assessments	March to September 2022
Design and Operations Plans	October to December 2022
Stormwater Management Plans	October to December 2022
Adjacent Resident Letter Notification	January 2023
ECA Application Submission	January 2023
ECA Application Review and Approval	January 2023 to January 2024
Preparation for Construction (Drawings and Tender)	February to April 2024
Tender for Works	February to April 2024
Site Preparation	May 2024
Construction	June 2024
Site Operation	September 2024

QUESTIONS?

Heather Dzurko, M.Sc.

Project Manager – Cambium Inc.

c: (705) 312-6987

e: Heather.Dzurko@cambium-inc.com

w: cambium-inc.com



Operations Committee Meeting

Council Chambers
Pembroke, Ontario
June 21, 2022
7:06 p.m.

1. Call to Order

Present:

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

Also, Present:

Heidi Martin, Clerk
Colleen Sauriol, Director, Planning, Building & By-law Enforcement Department (electronically)
Brian Lewis, Director of Operations
Marielle McLaughlin, Manager of Operations
Nancy Rapin, Recording Secretary

Deputy Mayor Gervais called the meeting to order at 7:06 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 Reavie

Seconded by Councillor Abdallah

That the agenda of the Operations Committee meeting of June 21, 2022, be approved as circulated.

Carried

4. Approval of Minutes

a. Operations Committee Meeting – May 17, 2022

Motion:

Moved by Councillor Plummer

Seconded by Councillor Abdallah

That the minutes of the May 17, 2022, Operations Committee meeting be approved as circulated.

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. Delegation

Ms. McLaughlin introduced Heather Dzurko, Project Manager at Cambium Inc. who provided a presentation on the proposed site selection for a new tree disposal facility for the City's use. A discussion followed the presentation with the following points raised:

- Using effective material management, the 20-year operating timeframe may be able to be expanded
- City owns other land in the area that could assist with future expansion
- The proposed site is City owned lands.

7. New Business

a. Offer to Purchase City-Owned Land on Angus Campbell Drive – Robert Moore

Ms. Sauriol attended virtually and presented the report. She indicated that a by-law would be before Council this evening.

b. Draft Asset Management Plan

Mr. Lewis reviewed the report and indicated that a resolution would be before Council this evening.

8. Adjournment

Motion:

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That the Operations Committee meeting of June 21, 2022, adjourn at 7:25 p.m.

Carried