

Operations Committee Meeting Minutes

Council Chambers
Pembroke, Ontario
March 18, 2025
6:00 p.m.

Mayor Gervais opened the meeting with a moment of silence to recognize and reflect on the recent passing of Jamie Bramburger, Interim Dean of Algonquin College and community leader.

1. Land Acknowledgement

2. Call to Order

Present:

Mayor Gervais, Chair
Deputy Mayor Abdallah
Councillor Jacyno
Councillor Kuehl
Councillor Lafreniere

Regrets:

Councillor Plummer
Councillor Purcell

Also Present:

David Unrau, Chief Administrative Officer/Deputy Clerk
Victoria Charbonneau, Municipal Clerk
Heather Sutherland, Economic Development and Information Officer
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 25-03-01

Moved by Deputy Mayor Abdallah

Seconded by Councillor Lafreniere

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

Carried

5. Approval of Minutes

a. Operations Committee – February 18, 2025

Resolution OPS 25-03-02

Moved by Councillor Jacyno

Seconded by Councillor Lafreniere

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

Carried

6. Business Arising from Minutes

There was no business arising from the minutes.

7. Presentations and Delegations

a. Renfrew County District School Board

Jennifer Barnes, Jacqueline Poirier, and Leo Boland of the Renfrew County School Board were present to present on behalf of the school board, annual highlights that are relevant to the City of Pembroke Council and how future partnership opportunities may be explored.

- Highlights on labour shortages in the County of Renfrew were noted and opportunities to explore specific initiatives aimed at addressing these gaps.
- Questions and acknowledgement of the transportation strike in the fall of 2024. School board representatives stated that the current agreements are valid for 5 (with up to 2 year potential extensions).
- Highlight of the positive steps taken into Equity, Diversity and Inclusion, and reconciliation within the school board programming for students. In addition, priority days are being soft launched this year and will be fully implemented next year. Priority days are made in respect of significant days in reverence to other cultures and religions where the school board will not be having any other major events on those days (e.g. examination days, professional development days etc.) so that those who observe those days do not miss out on them due to school events etc.

8. New Business

a. Storage Suites Developments Purchase in McCool Business Park

Economic Development and Communications Officer Sutherland presented the report.

Resolution OPS 25-03-03

Moved by Councillor Kuehl

Seconded by Deputy Mayor Abdallah

That the Operations Committee endorse and recommend to Council approval to enter into an Agreement to Purchase and Sale with Storage Suites Developments Inc. for property known municipally as 124 Woodcrest Drive located in the McCool Business Park, as presented.

Carried

b. Funding Agreement – Highway 148 Reconstruction

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

- Question regarding anticipated start date for project. Response included update from MTO was that major reconstruction is not expected in 2025. MTO is in preparation stages for the project but not ready for project implementation. The intent is to carry two lanes of traffic through the full length of reconstruction. It is anticipated that preparation for a widened road will be started in 2025 to redirect traffic in preparation for actual reconstruction work to commence in approximately 2026.
- Question was raised regarding the budget number presented. It was asked if the costs are to be fixed or will the tendering process likely increase it. Response included that tendering has not occurred to date. City staff believe the project cost presented to be an upset limit. In addition, there is a clause in agreement that it is subject to change based on external factors. A contingency allowance is included in the project cost to cover some variations.

- Question regarding the installation of a secondary sanitary line underground was posed, and if this project presents an opportunity to complete the infrastructure improvement task for cost efficiency. It was responded that this project will be the City's only opportunity to conduct expansion for underground works for the next forecasted 20 years (due to a moratorium that will be in place by MTO halting all underground works after the road project is complete). The sanitary line in the City of Pembroke serviced area will be added under this project.
- The agreement has been vetted by two separate legal teams to ensure proper compliance is stated and that language is clear on what works are to be completed. Further, clarifications on works to be completed during the project are highlighted in the agreement's appendices.

Resolution OPS 25-03-04

Moved by Deputy Mayor Abdallah

Seconded by Councillor Kuehl

That the Operations Committee endorse and recommend to Council the approval of the funding agreement for the City's work under the Highway 148 Reconstruction project, as presented.

Carried

c. Highway 148 Sidewalk Agreement – Ongoing Maintenance and Repair

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

- Question about winter maintenance of sidewalk that extends past City of Pembroke boundaries (into Township of Laurentian Valley limits). It was responded that the MTO will not extend a sidewalk unless there is a maintenance agreement in place and that would be for Laurentian Valley to formalize.

Resolution OPS 25-03-05

Moved by Deputy Mayor Abdallah

Seconded by Councillor Lafreniere

That the Operations Committee endorse and recommend to Council the approval of the sidewalk agreement for the ongoing maintenance and repair of a City sidewalk installed within the Ontario Ministry of Transportation (MTO) right-of-way, as presented.

Carried

d. Crandall Street Pumping Station Upgrades – Request for Tender 21-2045D Tender Award

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

- Question regarding potential increase in tariffs and how this may affect the overall project costs. Response included that should projects be significantly impacted, the ones that are currently underway will have to continue. Ones that are not underway will need to be evaluated through the capital budget and assessed accordingly with the Treasurer.
- In addition, all City contracts and documents now have clauses that in the event of unbeknownst heavy tariffs that the City will work with contractor to find a path forward through negotiations to ensure work gets done. Without these types of clauses, it is likely that the City would not get sufficient bids to complete necessary works and projects.

Resolution OPS 25-03-06

Moved by Councillor Jacyno

Seconded by Deputy Mayor Abdallah

That the Operations Committee endorse and recommend to Council that it approve and award the Crandall Street Pumping Station Upgrade Contract No. 21-2045D to Black and McDonald Limited in the amount of \$789,675.00 plus HST, with an contingency allowance in the amount of \$50,000.00 for additional expenditures as required, with any budget shortfall funded from the Highway 148

Reconstruction Project surplus funds, for a total project value of \$839,675.00 plus applicable HST, as presented.

Carried

e. Waste Management Contract Extension

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

- Question about bulk items, does the City pay per tonne and if there is an actual saving? Will it simply increase the volume of bulk items in the spring if the fall bulk item pick up is cancelled.
- It was clarified that the waste pick up 2026 calendar development will be brought to council for approval at a future meeting and that bulk item pick up can be addressed and confirmed at that time.

Resolution OPS 25-03-07

Moved by Deputy Mayor Abdallah

Seconded by Councillor Lafreniere

That the Operations Committee endorse and recommend to Council approval of award for the extension of the Waste Management Contract to Miller Waste by nine (9) months over the period of April 1, 2025 to December 3, 2025, at Miller Waste's proposed rates; furthermore, that a second one (1) year extension be applied over the period of January 1, 2026, to December 31, 2026, at the Partner Municipalities average blended rate, as presented.

Carried

f. LAS Municipal Staff Committee Water and Wastewater Joint Municipal Services Corporation Business Case Development

CAO Unrau presented the report. A discussion was held, and the following points were raised:

- LAS has presented the framework for other municipalities that has been adopted into this
- It was highlighted that municipal service corporation shares the same staffing structure as current model, within a separate entity.
- Municipality will have influence over the governance structure and how it operates.
- It was highlighted that the decision before Council is to proceed with working with LAS and partner municipalities to create a business case to outline the concept to present in the future for further exploration of opportunities and decision. Municipal corporations have different funding model and abilities. The business case will further educate the municipality on the opportunity to explore the idea and determine if it is advantageous for the City of Pembroke to engage in.
- The benefits of exploring innovative and collaborative opportunities, and to find efficiencies.
- Question about the anticipated amount of staff time require to gather information needed. It was responded that the CAO will coordinate the gathering of information from required staff and that staff have continuously worked to compile and analyze data and it is readily available.
- Question about the Township of Laurentian Valley and the fact that the City is currently tied to them through current water agreements. It was responded that the Township of Whitewater Region has passed the proposed resolution recently, and the Township of Laurentian Valley will be bringing forward a resolution in the near future to proceed in this fashion and explore options and opportunities.

Resolution OPS 25-03-08

Moved by Deputy Mayor Abdallah

Seconded by Councillor Lafreniere

That the Operations Committee receive LAS Municipal Staff Committee – Water and Wastewater Utility Business Case Development; and furthermore, that CAO David Unrau, be nominated to participate in the Municipal Staff Committee being created by LAS to develop a business case for potentially creating a joint municipal services corporation water and wastewater, as presented.

Carried

9. Adjournment

Resolution OPS 25-03-09

Moved by Councillor Kuehl

Seconded by Deputy Mayor Abdallah

That the Operations Committee meeting of March 18, 2025, adjourn at 7:40 p.m.

Carried