



# Agenda

## Operations Committee

Chair: Councillor Plummer  
Tuesday, May 20, 2025  
Council Chambers

### Following Parks & 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 – April 15, 2025
5. **Business Arising from Minutes**
6. **New Business**
  - a. Quotation Award – Diesel Plate Packer – Director Lewis
  - b. Water Purification Plant (WPP) Filter, Launderers and Under Tile Drains Project – Additional Funding Flash Mixing System and Air Scour Blower – Director Lewis
7. **Adjournment**

# Operations Committee Meeting Minutes

Council Chambers  
Pembroke, Ontario  
April 15, 2025  
6:00 p.m.

## 1. Land Acknowledgement

## 2. Call to Order

### Present:

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

### Also Present:

David Unrau, Chief Administrative Officer/Deputy Clerk  
Victoria Charbonneau, Municipal 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 25-04-01

Moved by Councillor Lafreniere  
Seconded by Councillor Purcell

That the agenda of the Operations Committee meeting of April 15, 2025, be approved as circulated.

**Carried**

## 5. Approval of Minutes

a. Operations Committee – March 18, 2025

### Resolution OPS 25-04-02

Moved by Councillor Jacyno  
Seconded by Deputy Mayor Abdallah

That the minutes of the Operations Committee meeting of March 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. Mayor's Award

Mayor Gervais presented Lou and Lisa Hammill with the Mayor's Award. The award was presented with Mayor Gervais highlighting the numerous amounts of community enriching acts and endeavours the Hammill's have done for Pembroke without want or need for recognition. Mayor Gervais stated that the Mayor's award is being presented to them in honour and a thank you for all of their meaningful contributions to the City of Pembroke.

b. Pembroke Legion Crosswalk

Legion President Stan Halliday, and Rick Powers were in attendance to provide an overview of a legion crosswalk. Conversation regarding the commemorative crosswalk highlights included:

- It was asked if the proposed Pembroke crosswalk would reflect the recommendation template for crosswalks as posted on the "legion website"
- It was responded that the Pembroke legion would look into the recommended design and work with the proposed painting company to get an updated quote for service
- Questions regarding accessibility, do they meet accessibility requirements for crosswalks?
- Concerns about asking the municipality to fund the crosswalk in part, as the other themed crosswalk was not funded by the City.
- It was asked that if the public was interested in making a donation toward the crosswalk how would the public donate?
- Response included that members of the public can drop off cheques to City Hall or the Pembroke Legion.

**8. New Business**

a. Veteran's Crosswalk Proposal

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

- It was noted that the proposed crosswalk design meets Ontario Traffic Manual regulations.

At the request of Councillor Kuehl, the question was split and considered as two separate motions.

**Resolution OPS 25-04-03**

Moved by Mayor Gervais

Seconded by Deputy Mayor Abdallah

That the City of Pembroke Operations Committee approves the installation of a durable line marking crosswalk to honor Canadian Veterans, at the intersection of Pembroke Street East and Mackay Street.

**Carried**

**Resolution OPS 25-04-04**

Moved by Mayor Gervais

Seconded by Deputy Mayor Abdallah

That City of Pembroke Operations Committee approve a cost sharing agreement with the City's contribution being 50% to a maximum of \$5,000 funded from the Traffic Control O&M budget.

**Carried**

b. Horace Street Petition – Second Entrance to BSCHS

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

- Resolution to formally declare land surplus will come at a later meeting if Council agrees with the process in principle in order to proceed.
- Questions regarding the anticipated evening traffic for special events and if this element of added traffic has been considered
- It was responded that some special events will incur minimal additional traffic. The school board will be promoting Carmody street as the primary entrance for those events.
- Discussions surrounding how the second entrance will be used to serve an entire school population to increase emergency management efforts.
- Liability to the City of Pembroke if a safety issue occurred at the school that could have been mitigated by a second entrance to the property was also discussed.

**Resolution OPS 25-04-05**

Moved by Councillor Purcell

Seconded by Councillor Kuehl

That the Operations Committee approve the concept in principle of a second entrance to Bishop Smith Catholic High School (BSCHS) at the north end of Horace Street; and

That the City of Pembroke Operations Committee deems the 0.85 acres of City lands adjacent to the school as surplus non-viable lands; and that the City looks for cost recovery from the school board in regards to the purchase of the surplus property.

**Carried**

**9. Adjournment****Resolution OPS 25-04-06**

Moved by Councillor Kuehl

Seconded by Deputy Mayor Abdallah

That the Operations Committee meeting of April 15, 2025, adjourn at 7:13 p.m.

**Carried**



# Committee Report

**To:** Councillor Andrew Plummer  
Operations Committee

**From:** Brian Lewis, Director  
Operations Department

**Date:** 2025-05-20

**Subject :** **Quotation Award – Diesel Plate Packer**

## **Recommendation:**

That the City of Pembroke Operations Committee approve the following:

1. Approval of the purchase of a 850lbs Diesel Plate Packer from Battlefied Equipment Rentals in the amount of \$17,075.00 plus HST;  
and
2. That the budget shortfall of \$4,380.00 be funded from the surplus funds from the utility trailer budget in the Fleet Reserves.

## **CAO Review :**

The CAO concurs with the recommendation of this report.

David Unrau, P.Eng., PMP

## **Financial Comment:**

- As part of the 2025 Capital Budget, a budget of \$13,000.00 was allocated for the purchase of a diesel plate packer for the collection & distribution section of the Operations Department.
- The lowest quotation cost received with net HST totals \$17,375.52, representing a budget shortfall of \$4,375.52 which can be funded from surplus funds from the utility trailer budget which has a surplus of approximately \$7,000.00.

Angela Lochtie  
Treasurer/Deputy Clerk

**Background:**

- Various suppliers of this piece of equipment were contacted to provide quotes for the supply of a new diesel plate packer.
- The quotation received from Battlefied Equipment Rentals for the purchase of a new piece of equipment was the lowest and compliant with the specifications for the piece of equipment.

**Discussion:**

- Plate packers are an important piece of equipment used during watermain and sanitary sewer repairs and installations as a means of compacting the fill materials, granular backfill and asphalt.

**Alternatives Considered:**

N/A

**Strategic Plan Impact:**

N/A

**Attachments:**

N/A

Respectfully submitted,

Brian Lewis, Director  
Operations Department



# Committee Report

**To:** Councillor Andrew Plummer  
Operations Committee

**From:** Brian Lewis, Director  
Operations Department

**Date:** 2025-05-20

**Subject:** **Water Purification Plant (WPP) Filters, Launderers and Under Tile Drains Project - Additional Funding Flash Mixing System and Air Scour Blower**

## **Recommendation:**

That the City of Pembroke Operations Committee approve additional scope and expenditures to Anthratch Western Inc. (AWI), related to the jet mixing and air blower for the WPP Filters, Launderers and Under Tile Drains project.

That Committee approve funding of the increase in costs from the Water Filtration Plant Reserves.

## **CAO Review:**

The CAO has reviewed the report and supports the recommendation of the department.

David Unrau, P.Eng., PMP

## **Financial Comment:**

- The original estimated cost in July 2024, of the flash mixing system and air scour blower installation was \$600,000. This included \$60,000 for Associated Engineering (AE) to complete design of the two (2) systems and a \$40,000 contingency allowance, leaving \$500,000 for the supply and installation for jet mixing and air blower treatment processes.
- The installation details were completed in March 2025 with an updated quote from AWI for supply and installation of \$774,540 which includes the air blower purchased at the end of 2024, leaving a shortfall of \$274,540.
- The contingency allowance of \$40,000 remains unspent, as well as \$18,810 of contingency allowance from the original scope of work.



- Due to the CMAR approach to this project there is \$50,000 of unused Contract Administration and Field Administration (CA/FA) that can be used to help fund the air scour blower and flash mixing system implementation.
- The remaining shortfall is \$165,730 which could be funded from water plant reserves.
- The Water Filtration Plant Reserves have been specifically created to fund significant upgrades to the WPP. These reserves have a present balance of just under \$1.49M. With the above as discussed, the 2025 year end balance could be anticipated to be roughly \$1.32M assuming all expenses allocated into the 2025 budget cycle.

Angela Lochtie  
Treasurer/Deputy Clerk

### **Background:**

- The base scope of the work for the Pembroke Water Purification Plant (WPP) filter rehabilitation project is nearly substantially complete. In conjunction with the base scope of work, the addition of an air scour blower system and a flash mixing system was proposed for the WPP at the onset of construction in 2024.
- An additional \$600,000 was earmarked by the City in July 2024 to implement this additional scope of work.
- The blower was pre-purchased ahead of completing the design for the installation of the blower and flash mixing system at a cost of \$152,570 in October 2024.
- The air scour blower was temporarily used during the filter underdrain equipment onsite installation testing and is now in temporary storage at the WPP.

### **Discussion:**

- Additional Scope:
  - Supply of the flash mixing system
  - Installation of the flash mixing system
  - Installation of the blower system (noting the air scour blower was already pre-purchased separately).
  - This brings the overall price for this additional scope of work to a total of \$774,540 and represents the additional cost of \$274,540 over the preliminary budget estimate developed in 2024.
- Costs have increased due to design scope changes, pipe material change, and current market conditions.
  - The blower cannot be installed in the original intended location due to loading and accessibility concerns. With the change in location, the air scour pipe run has increased from 6m to 35m. Additional pipe supports, and additional fittings need to be installed. In addition, the existing concrete pad needs to be modified to suit the blower installation. Additionally, flow control instrumentation modifications are required increasing the complexity of the installation significantly over what was originally budgeted for. This will provide





for a more robust installation to facilitate operations and maintenance activities. These changes have increased costs by approximately \$165,000-175,000.

- The original grade of stainless steel quoted for the project needs to be changed due to the longer pipe runs. The new material will have a better longevity and long-term corrosion resistance and is readily available unlike the original 304ss grade steel. The change in material increases costs by approximately \$35,000-45,000.
- Market prices have increased due to ongoing tariff discussions in the North American market resulting in an additional cost of approximately \$50,000-60,000.
- Although costs have increased over the original budget, the result is better overall systems suited to the WPP's O&M needs as well as systems designed and suited to provide for increased efficiencies in the treatment processes and to provide for capacity growth into the future.
  - The upgraded filters do not currently have any scouring capacity. The previous water surface wash system was removed during the filter demolition works. Current standard for water treatment is to provide for both water and air wash as part of filter backwash protocol.
  - Air scour will improve overall filter performance, protect the upgraded filter asset and minimize the operational and maintenance time and cost associated with manual filter surface washing.
  - The in-line flash mixer was removed from the WPP due to its condition in 2015 and was not replaced. In the performance and capacity review of the WPP in 2022 this was identified as a performance limiting factor and it was recommended that flash mixing be reinstated as soon as possible.
  - Without flash mixing, filter performance has been greatly affected. Adding the new jet flash mixing system will improve performance of the filters, reduce backwash requirements, and help protect both the upgraded filters and the new backwash system components completed in 2024 as part of the backwash forcemain project.

### **Alternatives Considered:**

- The Operations Department has considered delaying the completion of the air scour and jet mixing systems into the 2026 budget cycle.
  - A delay in providing the required change order poses a strong risk that costs will increase again based on current market conditions. In addition, the contractor will need to demobilize and remobilize which will cause a significant increase in the costs for installation.
  - Delaying the installations will reduce filter performance, increase O&M requirements for filter maintenance and reduce the lifespan of the new filter media just installed as part of this project.

**Strategic Plan Impact:**

- The City's vision of maintaining Infrastructure in good condition with no major failures requires this infrastructure and facility renewal.
- Upgrades at the WPP, including those providing increased efficiencies, allows for the capacity upgrades required for system growth within the City and for capacity to Laurentian Valley of which the City services for water supply.

**Attachments:**

none

Respectfully submitted,

Brian Lewis, Director  
Operations Department