



Agenda

Operations Committee

Chair: Councillor Plummer
Tuesday, September 16, 2025
Council Chambers
6:00 p.m.

(This meeting is live streamed on the [City's YouTube page](#) or it can be viewed on YourTV Community Channel 12)

1. **Land Acknowledgement**
2. **Call to Order**
3. **Disclosure of Pecuniary Interest & General Nature Thereof**
4. **Approval/Amendment of Meeting Agenda**
5. **Approval of Minutes**
6. **Business Arising from Minutes**
7. **New Business**
 - a. ZEVIP Grant Update – Treasurer/Deputy Clerk Lochtie
 - b. FCM Grant Reconsideration – Treasurer/Deputy Clerk Lochtie
 - c. Upper Ottawa Valley (UOV) OPP Community Engagement Plan – Clerk Charbonneau
8. **Adjournment**



Committee Report

To: Councillor Andrew Plummer
Operations Committee

From: Angela Lochtie, Treasurer/Deputy Clerk
Treasury Department

Date: 2025-09-16

Subject : **ZEVIP Grant Update**

Recommendation:

This report is provided for information. Confirmation of project support is requested before procurement is finalized.

CAO Review :

I concur with the recommendations of this report.

David Unrau, P.Eng., PMP

Financial Comment:

While the CAO and Treasurer may approve this project overage, confirmation of project support is requested before procurement is finalized.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

As part of the 2025 Budget, Council approved the installation of Two DC L3 Fast Chargers with a project budget \$261,600, with \$100,000 of funding from the federal Zero Emission Vehicle Infrastructure Program (ZEVIP).

On March 4, 2025, Council passed by-law 2025-25, approving the entering into of a Contribution Agreement.

The original location for these chargers was the PMC overflow lot. Parking lot deficiencies which require correction significantly increased the cost estimate of the civil work. Upon completion of the site plan and tendering quantities, the revised project estimate increased



to \$537,654. It should be noted that repaving and remediation of the PMC overflow lot is on the City's for upcoming capital projects over the next five (5) years.

At the August 12, 2025 Combined Committee meeting, staff direction was given to examine the other two possible locations for the L3 chargers: the Operations Dept. on River Rd. or the Fire Hall on International Drive.

Discussion:

The Treasurer has confirmed with the ZEVIP program that a change in location is permitted under the terms of the grant agreement.

Staff reviewed both locations and determined that the Fire Hall was the most appropriate alternate location. The Operations yard does not have sufficient space to accommodate additional vehicles.

Revised costing from ORPC, ORES and City Operations Staff for this alternate location is as follows:

Item	Budget 2026	Fire Hall Location
ORPC	2,442	73,949
ORES	228,623	200,073
Design & Siteworks	30,535	11,500
Total	261,600	285,522

This alternate location is estimated to be over-budget by \$23,922. As per the section 2.13 (a) of the City's procurement by-law and policy, the CAO and Treasurer may authorize additional gross expenditures where the costs for a capital project exceed the original project by no more than 15% of the council-approved budget to a maximum of \$75,000 and funding is available from other capital project under-expenditures and is reported to Council.

Funding is available from completed 2024 capital projects to over this gap.

All city operations can benefit from the installation of L3 DC fast charging infrastructure. The ability to switch to electric vehicles within the city fleet is dependent on the availability of charging facilities.

**Alternatives Considered:**

Cancelling the project. This has the potential to harm the reputation of the City with higher levels of government.

Strategic Plan Impact:

This is the first major project undertaken by the City which supports the environmental lens in the City's strategic plan. Vehicle charging infrastructure should be installed across all City properties over the next 5 years to future-proof City operations, allow the City to take advantage electric vehicle technologies and support the City's commitment to the reduction of green-house gases.

This project also supports City partnerships and City-owned organizations, ORPC and ORES.

Attachments:

Site Area for Installation

Respectfully submitted,

Angela Lochtie, Treasurer/Deputy Clerk
Treasury Department

Proposed location of parking spaces and pad for EV stations at Pembroke Fire Hall



Sattelite View

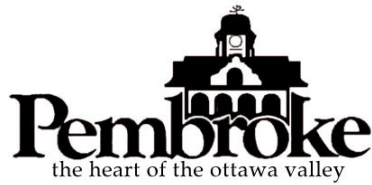
Proposed location of parking spaces and pad for EV stations at Pembroke Fire Hall



Street View



Site photo with example of pad location



Committee Report

To: Councillor Andrew Plummer
Operations Committee

From: Angela Lochtie, Treasurer/Deputy Clerk
Treasury Department

Date: 2025-09-16

Subject : FCM Grant Reconsideration

Recommendation:

THAT the City of Pembroke Operations Committee endorse reconsideration of the FCM Agreement and recommend that Council enter into the associated Green Municipal Fund Grant Agreement via by-law.

CAO Review :

I concur with the recommendations of this report.

David Unrau, P.Eng., PMP

Financial Comment:

The 2026 Budget for transit will be developed based on the recommendations of Committee regarding the FCM grant. The staff-proposed budget will likely be based on 7,500 service hours to permit service expansion if required based on data analysis on true ride rejections.

Angela Lochtie
Treasurer/Deputy Clerk

Background:

Since 2023, the City has been pursuing grant funding with the Green Municipal Fund to help financially support the City's transit pilot project while operating this project under a climate lens.

The City has been successful in securing \$500,000 of funding from this program to support the transit pilot project using two leased electric vehicles.

At the August 12, 2025 Combined Committee meeting, Committee recommended the pulling of this agreement from the Council agenda due to the higher install cost of the charging infrastructure needed to support this initiative.



An evaluation of a different site location for the charging infrastructure now brings the cost of the charger install within an acceptable level of variance as compared to the City's typical capital projects of a maximum cost over-run of +15% to a maximum of \$75,000.

Discussion:

Should Committee agree with the new location of the charging infrastructure, acceptance of the FCM grant is recommended as the overall cost of the three-year pilot is expected to decrease by approximately \$321,368 as well as reduce in the annual levy increase for this project. A summary of these savings is noted below with details attached.

Table 1: Scenario A--6,250 Service Hours Comparison of Forecasted Net Cost of Transit Service with and without FCM grant over the initial three-year project.

Item	Net Cost
Status-quo	\$1,571,088
If FCM Grant Accepted	1,249,820
Estimated Cost Savings with FCM Grant*	321,368

Table 2: Scenario B--7,500 Service Hours Comparison of Forecasted Net Cost of Transit Service with and without FCM grant over the initial three-year project.

Item	Net Cost
Status-quo	\$1,929,969
If FCM Grant Accepted	1,608,701
Estimated Cost Savings with FCM Grant*	321,368

**Actual savings will depend on ridership, fare policy and the actual cost of procurement.*

This new technology may require operational adaptation. Garage storage of electric vehicles is preferred to easily optimize battery duration during the winter months. This cost analysis assumes outdoor storage. In winter months, the kilometer range of the vehicle may be shortened. Planning will therefore be required in summer vs. winter months to consider in-day charging on potentially two different schedules. Data analysis and research will be required prior to procurement to better understand the maximum kilometers typically driven per day vs. potential battery performance. If this review reveals that in-day charging may cause operational uncertainty or disruption, then procurement of the vehicles could be staggered over 2026 and 2027. With one backup



vehicle in the fleet, the service should be able to maintain operations should any issues occur with the first electric vehicle as the city adapts to a new operating routine. The adoption of these electric vehicles will provide insight and inform a long-term strategy using electric technologies.

The City may encounter procurement risk with this project. The timing and availability of vehicles for lease will only be known following a formal procurement process.

Alternatives Considered:

Status quo use of diesel vehicles provided by MTS.

Strategic Plan Impact:

This project supports the city's goal to conduct city operations under a climate lens.

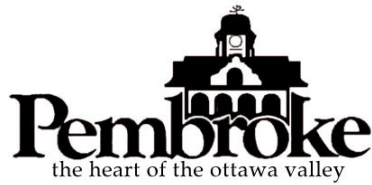
This project also supports the City's partnership with ORPC.

Attachments:

Financial breakdown.

Respectfully submitted,

Angela Lochtie, Treasurer/Deputy Clerk
Treasury Department



Scenario A: Transit Service: 6,250 Service Hours

Item	2025	2026	2027	Total Pilot (incl. 2028)
Forecasted Cost of Service	506,216	722,513	744,350	2,441,066
Less: Est. Prov. Gas Tax	0	(25,273)	(41,831)	(108,935)
Less: Est. Service Revenues	(37,000)	(97,000)	(112,000)	(311,333)
Less: Transit Reserve	(253,108)	(196,602)	0	(449,710)
Net Cost to City	216,108	403,638	590,519	1,571,088
<i>Budget Increase</i>	<i>216,108</i>	<i>187,530</i>	<i>186,881</i>	<i>N/A</i>
<i>Levy Increase</i>	<i>0.86%</i>	<i>0.68%</i>	<i>0.65%</i>	<i>N/A</i>

If FCM Grant Accepted

Item	2025	2026	2027	Total Pilot (incl. 2028)
Net Cost	216,108	403,638	590,519	1,571,088
Add: Est. Additional Cost	0	66,653	64,022	178,732
Less: FCM Grant	(253,108)	(246,892)	0	(500,000)
Transit Reserve Smoothing	253,108	56,000	(309,108)	0
Revised Net Cost to City	216,108	279,398	345,432	1,249,820
<i>Budget Increase</i>	<i>216,108</i>	<i>63,290</i>	<i>66,034</i>	<i>N/A</i>
<i>Levy Increase</i>	<i>0.86%</i>	<i>0.23%</i>	<i>0.23%</i>	<i>N/A</i>

Project Savings = \$1,571,088 vs. \$1,249,820 = \$321,268



Scenario B: Transit Service: 7,500 Service Hours

Item	2025	2026	2027	Total Pilot (incl. 2028)
Forecasted Cost of Service	506,216	881,696	900,280	2,850,397
Less: Est. Prov. Gas Tax	0	(25,273)	(41,831)	(108,935)
Less: Est. Service Revenues	(37,000)	(114,400)	(133,150)	(361,783)
Less: Transit Reserve	(253,108)	(196,602)	0	(449,710)
Forecasted Net Cost	216,108	545,421	725,299	1,929,969
<i>Budget Increase</i>	<i>216,108</i>	<i>329,314</i>	<i>179,878</i>	<i>N/A</i>
<i>Levy Increase</i>	<i>0.86%</i>	<i>1.2%</i>	<i>0.62%</i>	<i>N/A</i>

If FCM Grant Accepted

Item	2025	2026	2027	Total Pilot (incl. 2028)
Forecasted Net Cost	216,108	545,421	725,299	1,929,969
Add: Est. Additional Cost		66,653	64,022	178,732
Less: FCM Grant	(253,108)	(246,892)		500,000
Transit Reserve Smoothing	253,108		(253,108)	0
Revised Net Cost to City	216,108	365,182	536,212	1,608,701
<i>Budget Increase</i>	<i>216,108</i>	<i>149,074</i>	<i>171,030</i>	<i>N/A</i>
<i>Levy Increase</i>	<i>0.86%</i>	<i>0.54%</i>	<i>0.59%</i>	<i>N/A</i>

Project Savings = \$1,929,969 vs. \$1,608,701 = \$321,268



Committee Report

To:

Operations Committee

From:

Victoria Charbonneau
Municipal Clerk

Date:

2025-09-16

Subject :

Upper Ottawa Valley (UOV) OPP Community Engagement Plan

Recommendation:

That the Operations Committee approve and recommend to Council endorsement of the Upper Ottawa Valley Detachment Engagement Plan priorities as follows:

- Public safety and crime prevention
- Community engagement and partnerships
- Support for vulnerable populations
- Traffic and road safety
- Emergency response and preparedness

CAO Review :

The CAO concurs with the recommendation of this report.

David Unrau, P.Eng., PMP

Financial Comment:

There are no direct financial impacts with the recommended endorsement.

Angela Lochtie
Treasurer/Deputy Clerk



Background:

The Upper Ottawa Valley (UOV) OPP is in the process of developing their upcoming 2026-2029 Detachment Action Plan, and will be seeking valuable input from community members to help shape policing priorities for the next several years.

The UOV believe that collaboration is key to ensuring that policing efforts are responsive, effective, and aligned with the needs of those we serve. Community feedback will play a critical role in identifying the issues that matter most to the communities of the 4 detachments (Pembroke, Petawawa, Killaloe, Whitney) within the UOV jurisdiction.

Discussion:

The Pembroke Police Service Board (PSB) held a special meeting in late August to review the recommended key priorities to guide the Ontario Provincial Police (OPP) Engagement and Action Plan. These priorities will drive initiatives for the next three years, enhancing safety and service delivery within the detachment area. The Pembroke PSB is supportive of the recommended priorities.

It was noted that the Community Engagement Plan will function for the entire detachment area.

Consultation Initiatives:

Public Consultation Strategy:

- The engagement process will incorporate insights from the community through an online survey, seeking public input on these key priorities through a survey hosted online via municipal websites
- Survey design will allow ranking of crime types and input on the identified priority areas.

Stakeholder Engagement:

- Collaborative discussions with municipal PSB Boards and local governments to refine the Engagement Plan.
- Feedback from these consultations will steer both the Engagement and OPP Action Plans.

Clarifications and Logistics:

- The OPP clarified that while the priority-setting is a part of their overarching strategic framework, PSBs and municipalities' insights are crucial to tailoring the plan to local needs.



- Methods to collate localized data from the survey include geographic identification for response segmentation will be explored.

Implications and Next Steps:

- The Plan is meant to reflect a comprehensive approach to addressing local law enforcement challenges.
- The successful implementation of survey-led insights in combination with OPP statistics with the objective of enhancing community trust and operational efficiency of the OPP.

Alternatives Considered:

There are no alternatives to consider.

Strategic Plan Impact:

The endorsement of this resolution supports the City of Pembroke vision of excellent partnerships developed and maintained with other municipalities and organizations.

Attachments:

Respectfully submitted,

Victoria Charbonneau
Municipal Clerk