

# Operations Committee Meeting

---

Council Chambers  
PEMBROKE, Ontario  
April 19, 2016  
6:35 p.m.

A meeting of the Operations Committee was held this evening with Councillor Plummer presiding and all members in attendance. The Chair opened the meeting at 6:35 p.m. Staff members present were Terry Lapierre, Chief Administrative Officer/Clerk; Colleen Sauriol, Manager – Planning and Building Departments; Doug Sitland, Manager of Operations; Ron Conroy, Manager of Recreation, Culture and Tourism; and Linda Rook, Recording Secretary.

Before the meeting started the CAO pointed out a housekeeping issue; Item #8 on the Agenda goes with Item #4, therefore Item #8 was redundant.

**ITEM #A: Amendment of Agenda**

MOTION: Moved by Councillor McCann  
Seconded by Councillor Reavie  
THAT the agenda of the Operations Committee meeting of April 19, 2016 be amended to remove Item #8 as it goes with Item #4.

CARRIED

**ITEM #1: Approval of Agenda**

MOTION: Moved by Councillor Scott  
Seconded by Councillor Reavie  
THAT the amended agenda of the Operations Committee meeting of April 19, 2016 be accepted.

CARRIED

**ITEM #2: Approval of Minutes**

MOTION: Moved by Councillor Lafreniere  
Seconded by Councillor McCann  
THAT the Operations Committee Minutes of March 15, 2016 be accepted as circulated.

CARRIED

**ITEM #3: Declaration of Pecuniary Interest**

- B. Councillor Plummer declared a perceived pecuniary interest with respect to Item #5, Spring Tenders – 2016, as his employer is one of the companies that bid on the tender.
- C. Mayor LeMay declared a perceived pecuniary interest with respect to Item #5, Spring Tenders – 2016 as his son-in-law works for H & H Construction Inc.

**ITEM #4 10 Bennett Street – ABC Landscaping**

Colleen Sauriol and Douglas Sitland presented reports. A discussion followed and the following points were raised:

- Flooding occurred in the winter of 2014/2015 before minor variance expired in February 2016.
- Staff not aware of inadequate road drainage system in area until winter of 2014/2015. Indeed the situation has existed since 2000 and much longer.
- Some members of Council suggested that Mr. Quinton may not have wanted to proceed with his development until area drainage concerns were resolved.
- It was pointed out that the resolution of area drainage issues could not move forward until Mr. Quinton provided his plan for development.
- Minor variance granted in 2014 with four conditions; one being to enter into a development agreement. Mr. Quinton did not enter into development agreement until June, 2015 a year and three months later. Nothing precluded him from starting process of site plan.
- Staff will resolve area drainage issues this summer.
- Extension of the minor variance is not an option under the Planning Act.
- Any property developer is required to pay for access to their property, either a cut curb or culvert.

MOTION: Moved by Mayor LeMay  
Seconded by Councillor McCann  
THAT the owner of the property at 10 Bennett Street be required to reapply for a minor variance and the cost of the application will be waived.  
CARRIED

AND

MOTION: Moved by Councillor McCann  
Seconded by Councillor Reavie  
THAT the owner of the property at 10 Bennett Street be required to pay the full cost of the culvert installation installed at his request.  
CARRIED

At this point Councillor Plummer and Mayor LeMay left the table due to their perceived pecuniary interest. Councillor Scott took the chair.

**ITEM #5 Spring Tenders – 2016**

Mr. Sitland presented his report.

MOTION: Moved by Councillor Lafreniere  
Seconded by Councillor Reavie  
THAT Committee award Asphalt Patching & Road Resurfacing (Tender T-16-02) to Smiths Construction A Division of Miller Group Inc. for the approximate contract value of \$395,095.00 plus HST, based on tendered unit prices.

CARRIED

MOTION: Moved by Councillor Lafreniere  
Seconded by Councillor McCann  
THAT Committee awards the 2016 Concrete Works (Tender T-16-04) to Greenwood Paving (Pembroke) Ltd. in the approximate contract value of \$246,130.60 plus HST, based on tendered unit prices.

CARRIED

At this point Councillor Plummer and Mayor LeMay returned to the table. Councillor Plummer resumed the Chair.

**ITEM #6 Combination Dump Body/Spreader Unit with Hydraulic Plow and Wing**

Mr. Sitland presented the report. A discussion followed and the following points were raised:

- Procurement policy identifies that the evaluation criteria must be identified in the RFP document.
- Budgets do not include HST
- Matrix sets out weight placed on the evaluation criteria.
- This RFP contained seven (7) evaluation criteria:
  1. Corporate profile – 15%
  2. Cab & Chassis - 10%
  3. Spreader System – 20%
  4. Plow/Wing – 10%
  5. Warranty & Delivery – 10%
  6. Pricing – 30%

7. Effort in proposal – 5%
- Council want to be provided with evaluation criteria (Matrix).

MOTION: Moved by Councillor Scott  
Seconded by Councillor Lafreniere  
THAT the Committee award the Supply and Delivery of One (1) Single Axle Combination Dump Body/Spreader Unit with Hydraulic Plow and Wing to Equipements Lourds Papineau Inc. (ELP Inc.) in the amount of \$272,010.03 plus HST.

CARRIED

AND

DIRECTION: THAT staff be directed to report back to Committee regarding provision of the Matrix in future reports on award of contracts relating to RFP's.

CARRIED

**ITEM #7 2015 Pollution Control Centre Annual Compliance Report**

Mr. Sitland presented his report. A discussion followed and the following points were raised:

- With respect to bio-solids, City engaged OVWRC to act as lead in a pilot project. Hopefully the project will proceed this summer.

MOTION: Moved by Councillor Reavie  
Seconded by Councillor Lafreniere  
THAT the Committee endorse and approve the City of Pembroke Pollution control Centre Annual Compliance Report 2015.

CARRIED

**ITEM #9: Motion to Adjourn**

MOTION: Moved by Mayor LeMay  
Seconded by Councillor McCann  
THAT the Operations Committee adjourns at 7:15 p.m.

CARRIED