

# Operations Committee Meeting

Council Chambers  
Pembroke, Ontario  
September 15, 2020  
6:21 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:

Angela Lochtie, Treasurer/Deputy Clerk  
Brian Lewis, Manager of Operations  
Linda Rook, Recording Secretary

The Chair called the meeting to order at 6:21 p.m.

## 2. Disclosure of Pecuniary Interest and General Nature Thereof

Councillor Plummer declared a perceived pecuniary interest with respect to item 4(a), as staff were recommending that the tender be awarded to his employer.

## 3. Approval/Amendment of Meeting Agenda

### Motion:

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That the Agenda of the Operations Committee meeting of September 21, 2020 be accepted as circulated.

### Carried

Councillor Plummer left the table due to his perceived pecuniary interest.

## 4. New Business

### a. Reconstruction of Pembroke Street West – Phase 1 (Blakely Crescent to Crandall Street) – Tender Contract No. 20-0264

Mr. Lewis reviewed the report. A discussion was held and the following points were raised:

- Phase 1 is for the reconstruction of Pembroke Street West from the City limits to Crandall Street. The work involves removing the existing asphalt surface in its entirety, upgrading and repairing some concrete curb and concrete sidewalk, and widening/paving the existing granular shoulders.

- The installation of 1 ½ meters of paved shoulder will provide bicycle access.
- Staff are seeing an increase in project costs due to the restrictions of COVID-19.
- Phase 1 will start in the next 2-3 weeks and has an 8 week timeframe. The work will create some traffic disruptions in that area, where there is not a lot of parallel streets to use as detours, but the contractor is well aware of the traffic issues they will have to deal with. There are three more phases, phase 2 through phase 4 and work will continue at Crandall, making its way east towards Christie Street. The design is in progress, but there is some utilities, bell, hydro and traffic signal work that need to be relocated. The intent is to continue with a phase every year for the next 4 years, including this year.

**Motion:**

Moved by Councillor Abdallah

Seconded by Councillor Lafreniere

That the Operations Committee approve award for the Reconstruction of Pembroke Street West – Phase 1 (Blakely Crescent to Crandall Street) – Tender Contract No. 20-0264 to Greenwood Paving (Pembroke) Limited in the amount of \$1,020,818.10 plus HST; That Committee approve additional expenditures in the amount of \$100,000 for a contingency allowance.

The total value of the recommendations equal \$1,120,818.10 plus applicable HST.

**Carried**

Councillor Plummer returned to the table.

**b. FCM Municipal Asset Management Program**

Mr. Lewis reviewed the report. A discussion was held and the following points were raised:

- Option #1 is essential because it completes a project that was started in 2020.
- Option #3 is important to ensure we are prepared when we approve developments.
- Staff recommends Option #1. The building condition assessment and levels of service for the remaining facilities not covered in the 2020 project must be included in our Asset Management Plan for July 2021. Whether we are successful in a grant or not it is still a project that must proceed in 2021.
- Option #3 would also provide very good information. The Operations department is currently working with the Treasury Department on the development study and what we need to do to move forward to prepare for development and development charges. There is a certain amount of information staff can gather from existing infrastructure, as well as from development that has already happened.

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Reavie

That the Operations Committee directs staff to apply for a grant opportunity from the Federation of Canadian Municipalities' Municipal Asset Management Program for Building Condition Assessments and Levels of Service Analysis for Various City Facilities.

**Carried****c. Road Occupancy and Road Cut By-law**

Mr. Lewis reviewed the report. A discussion was held and the following points were raised:

- Ensure permit fee it is not punitive and as low as possible.

- A refundable security deposit may cause another step for staff which may not be necessary.
- Permit fees could be combined with the inspection fee; however, if utilities are not charged a permit fee, their work still needs to be inspected. One permit/inspection fee may be required for contractors and a separate policy for utility companies. May have to look at a number of different scenarios and pick a scale that works for the different scenarios.
- A twelve month warranty period is the provincial standard.
- Julien Street and Everett Street were situations where road cuts caused significant heaving, which may have been caused by lack of compaction. Perhaps developers should be providing compaction results to ensure we are getting the proper compaction.
- Waive only the permit fees for utilities.
- Permit fees should only be good for a certain amount of time; road cuts should be made and finished before the winter season, because road cuts left over the winter cause issues for snow removal and maintaining the road over the winter.

#### Item 1 – Establishing a Road Occupancy and Road Cut Permit

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Abdallah

That the Operations Committee directs staff to establish a Road Occupancy and Road Cut Permit.

**Carried**

#### Item 2 – Implementing a Permit Fee

The Operations Committee directs staff to move forward with a Permit Fee.

#### Item 3 – Requiring an Inspection Fee, Refundable Security Deposit and/ or a Degradation Fee for Road Cuts

The Operations Committee directs staff to come back with recommendations for a fee schedule.

#### Item 4 – Road Cut Reinstatement

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Abdallah

That the Operations Committee approves implementing a 12-month warranty period as described in the Ontario Provincial Standards Specifications General Conditions of Contract (OPSS.MUNI 100) for warranty work provisions.

**Carried**

#### Item 5 – Road Cuts on Recently Reconstructed Roads

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Jacyno

That the Operations Committee directs that the permit applicant must seek the consent of Council for the issuance of a Road Occupancy Permit authorizing a road cut in a location

where roadway construction, reconstruction or resurfacing has occurred in that location within the three (3) calendar years preceding the date of the proposed road cut.

**Carried**

Item 6 – Allowing Exemptions for Utilities from the Permit Fee

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Plummer

That the Operations Committee directs that utility companies be exempt from the Road Cut Permit Fees. Inspection fees, refundable security deposit and/or a degradation fee for road cuts to be decided at a future Committee date.

**Carried**

Item 7 - Penalties

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Jacyno

That the Operations Committee directs that penalties be implemented for any contraventions to the Road Occupancy and Road Cut By-law and that short form wording be developed.

**Carried**

Item 8 – Review Period

**Motion:**

Moved by Councillor Reavie

Seconded by Mayor LeMay

That the Operations Committee directs that the municipal review period for road occupancy and road cuts to be seven working days, except in the case of an emergency.

**Carried**

Item 9 – Expiration Date

**Motion:**

Moved by Councillor Plummer

Seconded by Councillor Abdallah

That the Operations Committee directs that an expiration date be included in the by-law and staff return with recommendation on length.

**Carried**

## **8. Adjournment**

**Motion:**

Moved by Councillor Abdallah

Seconded by Councillor Reavie

That the September 15, 2020 meeting of the Operations Committee adjourn at 7:22 p.m.

**Carried**