

# Operations Committee Meeting

Council Chambers  
Pembroke, Ontario  
October 20, 2020  
6:38 p.m.

## 1. Call to Order

### Present:

Deputy Mayor Gervais, Chair  
Mayor LeMay  
Councillor Abdallah (electronically)  
Councillor Jacyno (electronically)  
Councillor Lafreniere  
Councillor Plummer (electronically)  
Councillor Reavie (electronically)

### Also Present:

Terry Lapierre, Chief Administrative Officer  
Brian Lewis, Manager of Operations (electronically)  
Linda Rook, Recording Secretary

The Chair called the meeting to order at 6:38 p.m.

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

There were no disclosures of pecuniary interest.

## 3. Approval/Amendment of Meeting Agenda

### Motion:

Moved by Councillor Reavie  
Seconded by Councillor Abdallah  
THAT the Agenda of the Operations Committee meeting of October 20, 2020 be accepted as circulated.

**Carried**

## 4. Approval of Minutes

### Motion:

Moved by Deputy Mayor Gervais  
Seconded by Councillor Lafreniere  
That the minutes of the Operations Committee of September 15, 2020 be adopted.

**Carried**

## 5. New Business

a. Waste Collection Schedule – April 2021 to March 2022

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

- Several years ago, the City used to accept trees down at the Marina for use in special events in the winter. The City discontinued that initiative, but for several years after, illegal dumping of trees continued.
- If residents are unable to bring their trees to the OVWRC they may have the same difficulty in getting them to a centralized location.
- The chipping of 4.0 tonnes of Christmas trees would cost approximately \$5,000.
- Organic waste, leaf and yard waste mixed with food waste, is composted at the OVWRC using the “in vessel process” which is more expensive, whereas leaf and yard waste is stored directly on outdoor pads at the Centre and there is no tipping fees.
- Additional green cart collection is cost prohibitive and ideally leaf and yard waste should not be going into green carts.

**Motion:**

Moved by Councillor Plummer

Seconded by Councillor Abdallah

That the Committee approves status quo for Christmas 2021 Tree Collection: A three-day Christmas tree collection event for Christmas 2021 using City forces:

- Residents with Monday collection will be collected on Monday, January 10, 2022;
- Residents with Tuesday collection will be collected on Tuesday, January 11, 2022; and
- Residents with Wednesday collection will be collected on Wednesday, January 12, 2022.

**Carried**

**Motion:**

Moved by Councillor Abdallah

Seconded by Councillor Reavie

That the Committee approves status quo for Large Item Collection 2021: Two Large Item Collection events:

- A spring Large Item Collection event the week after the long weekend in May: Monday, May 31; Tuesday, June 1; and Wednesday, June 2, 2020; and
- A fall Large Item Collection event the week after the long weekend in September: Monday, September 13; Tuesday, September 14; and Wednesday, September 15, 2021.

**Carried**

**Motion:**

Moved by Councillor Reavie

Seconded by Councillor Plummer

That the Committee approves status quo for Leaf & Yard Waste Collection 2021:

- Two staggered Leaf & Yard Waste Collections in the spring of 2021:
  - First full week of May: Monday, May 3; Tuesday, May 4; and Wednesday, May 5, 2021; and
  - Third full week of May: Monday, May 17; Tuesday, May 18; and Wednesday, May 19, 2021.

- In addition, three staggered weeks in the fall of 2021:
  - Week after the long weekend in October: Monday, October 18; Tuesday, October 19; and Wednesday, October 20, 2021;
  - Second week in November: Monday, November 8; Tuesday, November 9; and Wednesday November 10, 2021;
  - Fourth week of November: Monday, November 22; Tuesday, November 23; and Wednesday, November 24, 2021.

**Carried****Motion:**

Moved by Councillor Abdallah

Seconded by Councillor Reavie

That the Committee approves status quo for Green Bin Collection 2021: Green bin collection every other week from September through May and every week June through August.

**Carried****Motion:**

Moved by Councillor Reavie

Seconded by Councillor Plummer

That the Committee approves status quo for Mobile Hazardous or Special Waste Events 2021:

- Saturday, May 8, 2021 – Petawawa Civic Centre
- Saturday, June 5, 2021 – Pembroke & Area Community Centre (Pem Ice 2)
- Saturday, August 28, 2021 – Rockwood, Laurentian Valley

**Carried****Motion:**

Moved by Mayor LeMay

Seconded by Councillor Lafreniere

That the Committee approves status quo for Garbage Collection 2021/2022: Garbage collection every other week with no change in quantity.

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

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

- Full restoration costs should be borne by the resident/developer that creates the road cut.
- Penalties not developed yet, staff will bring back with by-law.
- Seven working days is a sufficient time frame for staff to review permit application.

**Item 2 – Implementing a Permit Fee****Motion:**

Moved by Councillor Abdallah

Seconded by Councillor Plummer

The Operations Committee directs staff to move forward with a Permit Fee of \$25 to offset administrative costs for the permit review and approval process.

**Carried**

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

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Abdallah

That the Operations Committee directs staff to move forward with an Inspection Fee of \$50 to offset the cost of municipal inspections. Inspection fees to be combined with the permit fee for all permits (total of \$75), with the exclusion being utility companies, where utilities are exempt from the permit fee and the inspection fee of \$50 will be charged on an as needed basis.

That Operations Committee directs staff to move forward with Refundable Security Deposits of values that reflect current day construction costs, to be determined based on estimated quantities at the time of permit application, calculated once annually.

That the Operations Committee directs staff to move forward with Non-Refundable Degradation Fees:

- 3 or less calendar years since road construction, last reconstruction or last resurfacing - \$40.00/m<sup>2</sup>
- 3 to 5 calendar years since road construction, last reconstruction or last resurfacing - \$33.26/m<sup>2</sup>
- 5 to 7 calendar years since road construction, last reconstruction or last resurfacing - \$27.86.00/m<sup>2</sup>
- 7 to 10 calendar years since road construction, last reconstruction or last resurfacing - \$16.63 fee/m<sup>2</sup>
- 10 to 15 calendar years since road construction, last reconstruction or last resurfacing - \$6.97 fee/m<sup>2</sup>
- More than 15 calendar years since road construction, last reconstruction or last resurfacing - \$0 fee/m<sup>2</sup>

**Carried**

Item 9 – Expiration Date

**Motion:**

Moved by Councillor Abdallah

Seconded by Councillor Jacyno

That the Operations Committee directs that road cut permits expire after 1-year from the date of the original approval of the application. Further, staff recommend that road cut permits expire 60 days after the date of original approval if the work has not yet commenced. Committee also directs that in the case of a road cut restoration occurring late in the season that becomes interrupted by the weather, permit holders will be required to perform a temporary restoration and must return in the spring to perform a proper restoration, regardless of the expiration period.

**Carried**

- c. Engineering Design and Contract Administration Services for Bennett Street Watermain Construction Request for Proposal No. P-20-09

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

- Staff will try and minimize any disruptions at the intersection of the Bennett Street Bridge and attempt to not damage work that was previously undertaken.

**Motion:**

Moved by Councillor Abdallah

Seconded by Councillor Reavie

That the Operations Committee approve award for the Engineering Design and Contract Administration Services for Bennett Street Watermain Construction – Request for Proposal No. P-20-09) to McIntosh Perry Consulting Engineers Ltd. in the amount \$55,133.00 plus HST;

That Committee approve additional expenditures in the amount of \$5,600.00 for a contingency allowance.

The total value of the recommendations equal \$60,733.00 plus applicable HST.

That Committee directs the budget shortfall of \$11,703.34 be funded from the HP Concrete Watermain Valve Replacement Phase 1 project.

**Carried**

- d. Snow Hauling (City Streets) / Snow Levelling (Snow Disposal Facility) – 2020-2022 Request for Tender No. T-20-15

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

- The unit pricing for 2020-2022 represents an approximate 14.7% increase over 2018/2020 winter seasons contract unit prices due to an annual increase for equipment, staff and fuel.

**Motion:**

Moved by Councillor Lafreniere

Seconded by Councillor Abdallah

That the Operations Committee approve award of the Snow Hauling (City Streets) / Snow Levelling (Snow Disposal Facility) – 2020-2022, Tender No. T-20-15 to 902474 Ontario Limited O/A Do All Construction for the two (2) year contract value of approximately \$173,045.00 plus HST.

**Carried**

- e. Snow Clearing – City Parking Lots – 2020-2022 Request for Tender No. T-20-16

Mr. Lewis reviewed the report.

**Motion:**

Moved by Councillor Reavie

Seconded by Councillor Plummer

That the Operations Committee approve award of the Snow Clearing – City Parking Lots – 2020-2022, Tender No. T-20-16 to H & H Construction Inc., for the two (2) year contract value of approximately \$185,178.00 plus HST.

**Carried**

## 8. Adjournment

**Motion:**

Moved by Councillor Reavie

Seconded by Councillor Abdallah

That the October 20, 2020 meeting of the Operations Committee adjourn at 7:31 p.m.

**Carried**