

Operations Committee Meeting

Council Chambers
Pembroke, Ontario
June 18, 2019
7:27 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:

Terry Lapierre, Chief Administrative Officer/Clerk
Lee Ann McIntyre, Treasurer/Deputy-Clerk
Colleen Sauriol, Manager Planning & Building
Brian Lewis, Manager of Operations
Nancy Rapin, Recording Secretary

The Chair called the meeting to order at 7:27 p.m.

2. Disclosure of Pecuniary Interest and General Nature Thereof

There were no disclosures of pecuniary interests declared.

3. Approval/Amendment of Meeting Agenda

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Reavie

That the agenda of the Operations Committee meeting of June 18, 2019 be accepted as amended.

Carried

4. Approval of Minutes

Motion:

Moved by Councillor Plummer

Seconded by Councillor Jacyno

That the minutes of the Operations Committee meeting of May 21, 2019 be accepted as circulated.

Carried

5. Business Arising from Minutes

There was no business arising from the minutes.

6. New Business

a. Asset Management Policy

Ms. McIntyre reviewed her report. A discussion was held.

Motion:

Moved by Councillor Plummer

Seconded by Councillor Reavie

That the Operations Committee adopt the Strategic Asset Management Policy as presented.

Carried

b. User Fee By-Law

Ms. McIntyre reviewed her report. A discussion was held.

Motion:

Moved by Councillor Reavie

Seconded by Mayor LeMay

That the Operations Committee approve the user fee changes for 2019 as presented.

Carried

c. Rogers Communication Tower Behind City of Pembroke Operations Department

Ms. Sauriol reviewed her report. A discussion was held.

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Reavie

That the Operations Committee approve staff recommendation that the City of Pembroke proceed with the approval of a 45 meter monopole and compound at 470 River Road as presented.

Carried

d. Consulting Services – Moffat Street Slope Stability Study – Request for Proposal Number P-19-02 – B. Lewis

Mr. Lewis reviewed his report. A discussion was held.

Motion:

Moved by Councillor Abdallah

Seconded by Councillor Plummer

That the Operations Committee approve award for Consulting Services for the Moffat Street Slope Stability Study in Pembroke (RFP No. P-19-02) to GEMTEC Consulting Engineers and Scientists Limited in the amount of \$79,400.00 plus HST, with additional expenditures in the amount of \$79,400 for a contingency allowance, totaling \$158,800.00 plus applicable HST, as presented.

Carried

e. Recreational Open-Air Burning – T. Lapierre

Mr. Lapierre reviewed his report. A discussion was held.

Motion:

Moved by Mayor LeMay

Seconded by Councillor Plummer

That the Operations Committee direct staff to inform City residents that Council is considering making changes to By-Law 2012-60, a By-law to regulate recreational open-air burning, and is seeking resident's comments and/or concerns by July 31st allowing staff to incorporate submissions and draft a By-law amending By-law 2012-60 to come before Combined Committee and Council August 13th, with the staff recommendations considered, as presented.

Carried

f. Animal Control Contract – T. Lapierre

Mr. Lapierre reviewed his report regarding initiating a required RFP for animal control services. A discussion was held.

Direction for preparation of RFP:

- Keep responsibilities for both cats and dogs;
- Indicate wildlife is the responsibility of the property owner;
- Tender for animal services and pound services separately and jointly with a provisional item included;
- Continue to include Prohibited Animals in RFP;
- Contract should be for a two-year period with two one-year extensions possible;
- Incentives should be included for selling pet tags;
- Should have regular hours with emergency call-outs when necessary and a monthly reporting back to CAO requirement separating costs for each;
- Possession Acquisition Licence necessary;
- Restricted fire arms clause should be removed;
- Report from staff within the contract period, to be brought forward with stats comparing cost effectiveness of whether outsourcing or By-law Enforcement Officer administration is more effective

8. Adjournment

Motion:

Moved by Councillor Reavie

Seconded by Mayor LeMay

THAT the June 18, 2019 meeting of the Operations Committee adjourn at 8:50 p.m.

Carried