

Council Chambers
PEMBROKE, Ontario

November 21, 2006

The regular meeting of the Operations Committee was held this evening with Councillor Shirley White in the Chair and all members present with the exception of Deputy Mayor Scott and Councillors Lafreniere and Severin. Staff members present were Doug Sitland, Manager of Operations, Barry Church, Manager of Human Resources and Purchasing, Lee Ann Eckford, Treasurer and Cathy McMillan, Recording Secretary.

MOTION: Moved by Councillor Henderson, seconded by Councillor Lowe that the minutes of the meeting of October 20, 2006 be accepted as circulated.

CARRIED.

ITEM # 1: Cell Phones/Service Provider

Mr. Church indicated that the City's service provider is Bell Mobility, consisting of 37 phones within various City Departments. He reviewed the Corporate Plans from three providers and was recommending that the City enter into a 3-year corporate agreement with Telus Mobility at a cost of approximately \$16,000.00 per year. He assured the Committee that the funds are already in the budget for each Department.

Mr. Church outlined the advantages of changing the cell phone service provider. Councillor Henderson asked, if in an emergency could these phones be utilized to communicate between Departments? Mr. Church noted that under the 10-4 Option, they would possibly enhance that capability and could be utilized like a two-way radio communication system.

MOTION: Moved by Councillor Henderson, seconded by Councillor Lowe that the Committee accept Mr. Church's recommendation to enter into a 3-year corporate contract with Telus Mobility.

CARRIED.

ITEM # 2: Procurement Policy

Councillor White noted that the Procurement Policy, final copy of which was circulated, had been developed in collaboration with the Chief Administrative Officer, Department Heads and Managers and formalizes existing policy, practices and procedures within one document, regarding procurements of goods and services. Councillor White drew the Committee's attention to Deputy Mayor Scott's letter of support for the Policy which was circulated as well.

Mr. Church highlighted some areas of the Policy, drawing particular attention to Financial Accountability, revisions to the Expenditure Policy, Purchasing Procedures, Bid Irregularities and Methods of Procurement. He pointed out that he is seeking approval of this Policy.

MOTION: Moved by Councillor O'Neill, seconded by Councillor Levasseur that the Committee adopt the Procurement Policy & Procedures Manual as presented by Mr. Church.

CARRIED.

Mayor Jacyno inquired about the term "sole source". Mr. Church relayed that as one example, in the Operations Department we have specialized equipment and certain parts can only be purchased from the manufacturer of a particular vehicle when alternative parts would not be available.

Councillor White congratulated Mr. Church for an excellent job on this Policy.

ITEM # 3: Monthly Report

Councillor White reviewed the Monthly Report which was provided for information purposes. Mayor Jacyno commented that he would like the City to review "green powered" vehicles in the future.

ITEM # 4: Indian River Trees

Mr. Sitland indicated that the City of Pembroke has experienced problems with flooding in the Indian River area in the past, and Works crews removed trees from the River last spring. He pointed out that trees abutting the river are the homeowner's responsibility, not the City's, but the trees wash down and cause flooding in other areas. Mr. Sitland is proposing to send letters to the property owners along the Indian River reminding them that it is their responsibility to supervise and maintain the trees, but adding that under the Drainage Act any trees deemed to be a hindrance to the flow of water will be removed and the charge will be applied back to the owner.

Councillor O'Neill asked if the property owner could remove the trees themselves and was advised that the letter is being sent now so they can respond and react if they wish. Councillor Henderszon asked if there was a possibility of a dispute about whether a tree is a hindrance, and what is the resolution mechanism. Mr. Sitland indicated he hoped to not have any disputes but referred to the Drainage Act which deals with this matter. He stressed that landowners have to get used to the fact that this is their responsibility.

Mr. Sitland assured Mayor Jacyno that the MNR would assist landowners if they needed to know how plantings should be done.

MOTION: Moved by Councillor Henderson, seconded by Councillor Levasseur that the Committee approve the mailing of letters to homeowners along the Indian River shoreline regarding the removal of trees.

CARRIED.

Councillor Levasseur commented on the lack of response when notices were sent previously and added that the City has to continue to push in this area.

ITEM # 5: Ottawa Valley District Girls Hockey Association

Councillor White referred to the request from the Ottawa Valley District Girls Hockey Association to build and install a trophy display cabinet at the PMC along the south wall.

MOTION: Moved by Councillor Levasseur, seconded by Councillor Lowe that the Committee accept the recommendation of the Supervisor, Parks and Facilities to permit the Girls Hockey Association to build a trophy case according to the instructions of the Parks and Facilities section.

CARRIED.

MOTION: Moved by Councillor Lowe, seconded by Councillor O'Neill that the meeting adjourn.

CARRIED.