

A meeting of the Operations Committee was held this evening with Chairperson White presiding and all Committee members in attendance. Staff members in attendance were Terry Lapierre, Chief Administrative Officer and David Unrau, Manager-Works, Engineering & Utilities.

### APPROVAL OF MINUTES

MOTION: Moved by Councillor Severin  
Seconded by Councillor Leveasseur  
THAT the minutes of the January 18, 2005 meeting be approved as circulated.  
CARRIED.

### WATER AND SEWER

1. Storm Water Report Presentation by Jp2g Consultants Inc.

Representative of Jp2g Consultants Inc-Steve Webster, Manager-Municipal Engineering and Ron Moss attended the meeting.

A copy of the PowerPoint presentation is attached. An electronic version can be made available to any Council members.

The Storm Damage and Remedial Action Report was completed as a result of the number of severe rainfall events experienced over the last few years (2 in 2003 and 1 in 2004). The City received approximately 125 calls from property owners and 45 calls dealing with washouts on municipal property. The purpose of the study establishes a remedial action plan, provides cost estimates, prioritizes work and provides steps to try and avoid a recurrence.

Once the locations for the complaints were made out it was interesting to note that the majority of the concerns were from the east central end of the City.

The Storm Drainage System consists of ditching, small culverts, storm sewer piping, catch basins and maintenance holes. The system is designed to collect and transport the storm runoff from the more frequent smaller storms and spring run-off and not the amount of rainfall which occurred during these severe storms. When the system surcharges the water begins to flow along the surface of the roadway. Flooding will occur where this flow path is cut off due to low points within the road network. The sanitary sewer system can become an outlet for some of this ponding water which can lead to sewage backup and property damage. With most of eastern Ontario receiving the same problems during these storms, it is still not economically feasible to enlarge the size of the pipe to meet the needs of the amount of rain water.

The Sanitary Sewer system is designed to accommodate the sewage generated by residential, commercial, institutional and industrial properties that connect to them. Extraneous flows occur when surface and groundwater enter the sewage collection system. This could be caused by sump pumps and down spouts being hooked in the system or cracks in the system itself.

The CCTV program that has been in place over the last few years flushes the lines and finds problem areas before they become a major repair. This has helped with cracked system pipes.

The extraneous flow cannot be handled by the sewage treatment plant due to storm water infiltration and a sufficient amount of raw sewage bypassed the sewage treatment plant during these storms resulting in discharge into the Ottawa River. As well, the sanitary sewer can become surcharged and cause basement flooding.

A summary of observed deficiencies was prepared highlighting 18 of the hardest hit areas of the City and the type of damage received. A major cause was shallow ditches. Ditches are an important conveyance of water and once full will run over the top. As well many of the homes in the hardest hit areas have properties that are lower than the level of the road. A list of recommended improvements was provided including deepening and improving the ditches. Costing and priorities of approximately \$5.4 million was outlined. Some of the work could be undertaken by City staff as part of the routine maintenance of the infrastructure system but other issues would need to be part of the capital works program.

Future preventative measures were outlined including a public education program to advise people of the damages caused by sump pumps and roof drains that are connected to the sanitary collection system and construction of new homes at least 12" above the centreline road grade. There are ways to track areas of improper hook-ups that the Committee could examine. With new homes, the builder is required to meet the requirements of the permit. Any hook-ups into the system would happen after the fact.

In response to Councillor Levasseur, Mr. Moss indicated that the problem area around Christie Street and D'Arcy Street is included with the area of McGee Street and Munroe Street.

The mandate of the report was within municipal boundaries although the City is a catchment area for adjacent areas that are tied into our sanitary system. Councillor Lafreniere suggested that other municipalities that affect our system should be made aware of this report.

## 2. GIS Update Presentation by David Unrau

A copy of the PowerPoint presentation is attached. An electronic version can be made available to any Council members.

The Geographic Information System was initiated in 1999 as a review of IMS and procurement of aerial photos. This program has put Pembroke on the leading edge for smaller urban municipalities. The City has partnered with the Fire Department, Police Department, Hydro, our consultants-Jp2g Consultants Inc. and Hunter GIS who run the program for us.

The GIS has incorporated everything into one format including ward maps, MNR contour maps, road condition survey, development tracking for building permits, planning, etc; and has permitted a customer service request tracking system. Red-line editing allows you to take the information electronically into the field on a newly purchased tablet and update infrastructure

locations to offer accuracy. This helps, for example, when trying to find a valve during the winter under many feet of snow. Ongoing training is being supplied to staff.

The 2005 program will link hydrant flows to the GIS. This is helpful to not only the Works Department but the Fire Department who can view locations and flow without going out into the field. New aerial photography is planned and field verification using the tablet will start.

GIS is a web based tool allowing permitted staff to access various layers of information. It has been helpful in decreasing staff time in research and work preparation. At a glance staff is also able to review building permits, what stage they are at, the zoning of the property, etc.

GIS is now available on the web site for the general public to view certain aspects of the program. Locations for parks, schools, churches, etc. can be found easily through this link.

The benefits of the program provided for all information to be in one location and one format. Quicker more accurate locates and research are easily found. Future goals include but are not limited to on-line filing of building permits and other applications, field verification and utilities shut-off module.

## GENERAL

### 3. Monthly Report

Councillor Levasseur expressed concern that staff are having to deep scrub the Activity Room floor at the PMC. The dirt is being tracked through by the walkers on the promenade. With maintenance costs and staff time being affected, signage for indoor foot wear may be an option or closing down the Activity Room and only allowing walking in the horseshoe shape.

In reply to Mayor Jacyno, the City does provide locates to utility companies at no charge. They are required to apply for a permit. This is reciprocated to the City from the utility companies as well. Staff are presently developing a policy to control road cuts for these companies and may address a cost for the service of reinspection after the repair and inspection after the warranty date of 1 year.

The reconfiguration by the gas company in the downtown area in 2004 was done to standard and in fact, was beneficial to the City as well. The concrete will be inspected after the warranty date of 1 year.

## PARKS & FACILITIES

### 4. Boat Ramp at Marina

This item was reviewed at the last Committee meeting with direction to hire Jp2g Consultants Inc. to prepare design documents. The Department of Fisheries and Oceans (DFO) were also to be contacted for available funding.

DFO has committed to 50% (or maximum upset of \$30,000) of the cost to repair the boat ramp and make the dock beside the ramp handicap accessible. The dock will be revised to allow handicap access during low water levels and will meet requirements of the Disabilities Act.

This item will require pre-budget approval.

MOTON: Moved by Deputy-Mayor Scott  
Seconded by Councillor Lafreniere  
THAT pre-approval be grant to sign a contract with the Ministry of Fisheries and Oceans and the project to repair the boat ramp and make the dock handicap accessible proceed as scheduled with an estimated City of Pembroke expenditure of \$30,000 and the Ministry of Fisheries and Oceans funding the remainder at a maximum upset of \$30,000.

CARRIED

## ROADS & FLEET

### 5. Winter Control

The 2004 winter season was extremely hard on the majority of eastern Ontario municipalities with the heavy amount of snow, freezing and thawing. The City crews at one point were working up to 19 days straight. December, 2004 experienced 38 cm over the same time in 2002 and 34 cm over 2003.

The unaudited budget for Winter Control is over \$100,000. It was further noted that the Roads & Fleet budget is over by approximately \$50,000 according the CityTreasurer.

Mayor Jacyno suggested a designed reserve budget for winter control. If it is not needed in a given year there would still be funds for a time when needed.

## UTILITIES

### 6. Annual Flows

There is a noted difference in the amount of flow being received at the Pollution Plant and distributed from the Water Plant over the last years. Some contributing factors include extraneous flows into the sanitary sewer system, main breaks or separations in pipe and manhole repairs. The Department would like to get a handle on the reasons why and how best to deal with it.

There is an increase in flows by neighbouring municipalities into the sanitary system. They may not receive water from the City but have an agreement to hook to the sanitary and thus, the differential of amounts from the two plants. In response to Councillor Lafreniere, Mr. Unrau noted that the City does have a mechanism in place to measure the flows received and distributed.

## WASTE MANAGEMENT

7. Waste Collection By-law

The minor changes made to the By-law were mostly for clarification with 1 change being requested by the Ministry who approves the shortform wording.

In regards to Item 9(c) garbage is not to be taken from one property to another without CAO approval. Although, if the properties are owned by the same owner it is up to their discretion as long as the maximum permitted is met. Councillor Henderson added that each residential unit is permitted a maximum of 4 bags of garbage every 2 weeks. Vacant properties do not receive or are charged for waste collection.

Councillor Lowe added that the downtown area is experiencing less garbage dumping than in the past. It is noted that City staff has gone through garbage to find ownership and made contact with these persons to have the garbage cleaned up.

MOTION: Moved by Mayor Jacyno  
Seconded by Councillor Levasseur  
THAT the Waste Collection By-law 2005-09 be recommended to Council for approval. By-law 2004-41 will be repealed for this purpose.  
CARRIED

On motion of Councillor Levasseur, seconded by Councillor O'Neill, a caucus meeting of the Operations Committee will follow.

On motion of Deputy-Mayor Scott, seconded by Councillor O'Neill, the regular meeting of the Operations Committee adjourned.