

Operations Committee

Friday, May 8, 2026 at 12:00 PM
Council Chambers

Page

1. **Call Meeting to Order**

2. **Approval of Agenda**

3. **Disclosure of Pecuniary Interest**

4. **Approval of Minutes**

4.1 [Minutes - April 2, 2026](#)

2

5. **Closed Session ~ Legal Opinion on Tender Process**

As per Section 239 2 (b)

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

and

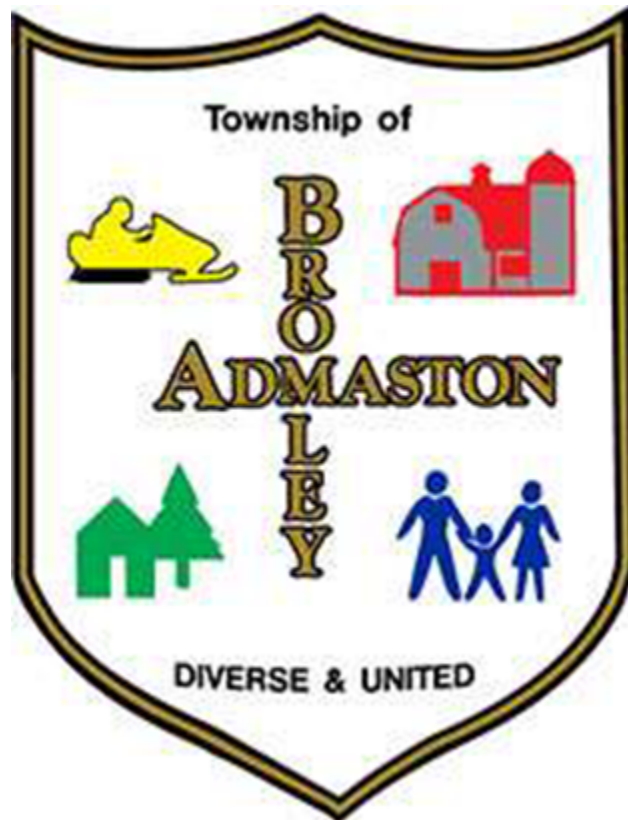
(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

6. **Question Period**

7. **Next Meeting**

At the call of the Chair

8. **Adjournment**



Operations Committee - Apr 02 2026 Minutes

Thursday, April 2, 2026 at 6:15 PM

Council Chambers

1. Call Meeting to Order

Committee members present were Brian Hamilton (Chair), Michael Donohue, Kevin LeGris & Keith Gourley.

Angela Field sent regrets.

Staff members present were CAO/Clerk Jennifer Charkavi, Treasurer-Deputy CAO/Clerk Kelly Coughlin, Public Works Superintendent Steve Visiniski and Finance Clerk Amanda Ryan.

Guests present were Bruce Howarth, Manager of Planning, County of Renfrew.

Chair Hamilton called the meeting to order at 6:18pm.

2. Approval of Agenda

Resolution 01-04-2026

Moved by Kevin LeGris, seconded by Keith Gourley

BE IT RESOLVED that the Committee approve the agenda for the April 2, 2026 Operations Committee meeting.

Carried.

3. Disclosure of Pecuniary Interest

Mayor Donohue declared he has a conflict with item # 6 of the agenda.

4. Minutes

[December 18, 2025](#) 

Resolution 02-04-2026

BE IT RESOLVED THAT the Operations Committee approves the following minutes:

- December 18, 2025

5. [Surface Treatment Tender PW-2026-02 Report](#) 

Mayor Donohue would like to consider revising the number that is set in the Asset Management Plan as three tenders have come in substantially under budget. Discussion of allocating the savings ensued. There was an amendment to the original resolution.

Resolution 03-04-2026

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED THAT the Operations Committee recommend to council to award Tender PW-2026-02 Surface Treatment- Various Locations for 2026 to Greenwood Paving Ltd. in the amount of \$346,671.48 inclusive of the non-refundable portion of the HST.

Carried.

6. [Gravel Tender PW-2026-03 Report](#) 

Mayor Donohue left the room.

Councillor Gourley asked if there was flexibility in the number of tonne and the ability of purchasing more. Superintendent of Public Works Steve Visinski confirmed that there is flexibility in the tender.

Resolution 04-04-2026

Moved by Keith Gourley, seconded by Brian Hamilton

BE IT RESOLVED that the Operations Committee recommend to Council to award Tender PW-2026-03 to Supply and Haul Granular 'M' to Cavanaugh Construction with an upset limit of 12,000 tonne.

AND FURTHER THAT the Operations Committee recommend to Council to direct staff to reallocate \$10,000 financing from the Culvert Replacement Program to offset the funding shortfall.

Carried.

Mayor Donohue returned to the meeting.

7. Winter Sand Tender PW-2026-04 Report 

Superintendent of Public Works Steve Visiniski noted that there was an error in his report. He used the dollar number and not amount of tonne. 7000 tonne was what had been put in the dome, not 9000. He noted that there was a rejected tender.

Councillor Gourley read another resolution concerning the rejection of the tender.

Councillor Gourley and Councillor LeGris would like to seek a legal opinion and get an understanding of a major and minor irregularity as noted in the Procurement By-Law, as they believe that the issue with the rejected tender was minor, but staff deemed it major. CAO/Clerk Jennifer Charkavi raised the concern that the tender document that was rejected was also returned to the owner and is no longer in the possession of the township

Councillor Gourley read the following resolution:

Resolution 05-04-2026

Moved by Keith Gourley, seconded by Kevin LeGris

BE IT RESOLVED THAT the committee recommend the following to council with respect to the Township issued Tender PW-2026-04 for the Supply, Haul & Stockpile of Winter Sand;

AND WHERE AS three submissions were received, and one submission was deemed non-compliant due to deficiencies related to the external submission envelope and was not opened at the of the tender closing;

AND WHEREAS as a result, the Municipality does not have visibility into the contents of that submission, including whether it represents a compliant and/or competitive interest.

AND WHEREAS the two remaining submissions currently before committee and based on the report by staff result in an approximate \$80,000 budget shortfall for the material requested and represent a significant increase to our ratepayers over historical costs;

AND WHEREAS Section 3.20 of the Procurement By-Law requires procurement processes to be conducted in a fair, transparent manner and to achieve best value for the Municipality;

AND WHEREAS Section 19.1 and Section 32.2 of the Procurement By-Law confirm that the Municipality and Council retain authority to act in the best interest of the Township and mane final award decisions;

NOW THEREFORE BE IT RESOLVED THAT the Operations Committee recommends that Council direct staff to seek legal council with regards to proper procedural practices regarding the rejected tender which was submitted on time, also to seek legal counsel for a clear definition between a minor and major irregularity as referenced in our by-laws for our future records.

Defeated.

Discussion about the interpretation of a minor or major discrepancy as described in the Procurement By-law ensued.

Resolution 06-04-2026

Moved by Kevin LeGris, seconded by Keith Gourley

BE IT RESOLVED THAT the Operations Committee defer the Resolution on Winter Sand Tender until staff seeks legal advice with regards to the components that were omitted from the envelope.

Carried.

8. Question Period

9. Next Meeting

At the call of the chair.

10. Adjournment

Resolution 07-04-2026

Moved by Kevin LeGris, seconded by Keith Gourley

BE IT RESOLVED that the April 2, 2026, Operations Committee meeting adjourned at 7:29pm.

Carried.

CAO

Mayor