



TOWN OF FORT FRANCES

MINUTES

SESSION NO. #011

August 3, 2022

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on August 3, 2022 from 8:30 AM a.m. to 9:58 a.m.

PRESENT: Chairperson R. Wiedenhoeft - Councillor, M. Behan - Councillor, J. McTaggart - Councillor, Mayor J. Caul (ex-officio)

ALSO PRESENT: T. Rob, Manager of Operations & F. Anwar, CAO, Dawn Galusha, Treasurer (8:30 a.m. to 9:05 a.m.), Jeff Bottomley, Asset Coordinator (8:30 a.m. to 9:58 a.m.), Craig Miller, Environmental Superintendent (8:55 a.m. to 9:58 a.m.) and Randy Thoms (8:30 a.m. to 9:58 a.m.).

1 Call to Order

1.1 The meeting was called to order at 8:30 a.m.

2 Disclosure of pecuniary interest and the general nature thereof

2.1 None

3 Approval of Previous Committee Minutes

3.1 Approval of the July 6, 2022 meeting minutes - the minutes were approved as circulated.

4 Items Referred from Council

4.1 BIA Request to place large Christmas Tree at Rainy Lake Square - the administration report was approved as presented.

5 New Business

5.1 Award of RFP 2022-OF-13 Internal Quality Assurance Audit Service for the Fort Frances Airport Safety Management System - the administration report was approved as presented.

Council Approval of report AR-22-0020 will ensure that:

1. RFP 2022-OF-13 be awarded to Winnipeg Airport Services Corp.
2. a bylaw be prepared to authorize Mayor and Clerk to execute the agreement on behalf of the Corporation.

- 5.2 Approval of an unbudgeted capital expenditure for survey work at Riverview Cemetery - the administration report was approved as recommended.

Council approval of report AR-22-0021 will agree with the recommendation of Administration that:

1. The unbudgeted expenditure of \$8,825.00 for the surveying and generation of required reference plans laying out additional single and double plots in the Riverview Cemetery and Holy Cross.
2. That the unbudgeted expense be funded by the Cemetery Care and Maintenance Fund

- 5.3 Award of Tender T-2022-10 - MHSW Services to host 2022 Household Hazardous Waste Event - the administration report was approved as presented.

Council approval of this report will ensure:

1. That the Miller Group out of Winnipeg be designated the Town 's 2022 MSHW service provider at an estimated cost of \$43,727.09 (includes HST) in accordance with the tender documents.
2. That the Town 's MSHW event day is scheduled on Saturday September 10, 2022 from 9:00 am to 3:00 pm.

- 5.4 June 2022 Water System Monthly Report - the June Water Report was approved as presented.

- 5.5 Adoption of the Town's Levels of Service Framework - the administration report was approved as presented.

THAT Council approval of report AR-22-0023 adopts the Level of Service Framework for core assets in accordance with O. Reg 588/17

6 Outstanding Items

- 6.1 Make a Big Splash Spray Park Advisory Committee Update - the administration report was approved as recommended.

Council approval of report AR-22-0019 will:

1. Designate the members of the Make A Big Splash Spray Park Advisory Committee as listed in the report.
2. Accept the Draft Terms of Reference for the committee as presented.
3. Designate area in the Legion Park for the development of a Spray Park.

- 6.2 Entering into an easement agreement with the Township of Alberton - the administration report was approved as recommended.

Council approval of report number AP-22-0022 will ensure:

THAT the Town of Fort Frances enter into an easement agreement with The Township of Alberton for the purposes of supplying water services to 11 Highway 11.

FURTHER THAT a by-law be prepared authorizing the Mayor and Clerk to execute the easement agreement on behalf of the corporation.

- 6.3 Review of the Town's Procurement and Purchasing Card Policy - the policy presented was reviewed.

7 Information

- 7.1 Update on Blue Box Recycle Transition - the Blue Box transition report was received and will be forwarded to Council as information only. No action required.

No recommendation required - report AR-22-0017 is for informational purposes only.

- 7.2 June 2022 Wastewater Treatment Monthly Report - the Wasterwater June report was received and will be forwarded to Council as information only. No action required.

8 Adjourn / Next Meeting Date

- 8.1 Meeting adjourned at 9:58 a.m.

Next meeting September 7, 2022.

Executive Committee Chair

T. Rob, Manager of Operations & Facilities