

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #001

January 6, 2016

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on January 6, 2016 from 8:35 a.m. to 10:25 a.m.

PRESENT: Paul Ryan, Chairperson, Doug Kitowski, June Caul, Mark McCaig, CAO and Doug Brown.

ALSO PRESENT: Mayor Roy Avis, Tannis Drysdale and Tara Allaire (left at 9:55 a.m.), Doug Herr (left at 10:15 a.m.) and Patrick Briere and Arlene Byrnes (left at 10:10 a.m.)

1. Call to Order

The meeting was called to order at 8:35 a.m.

2. Disclosure of pecuniary interest and the general nature thereof

None

3. Approval of Previous Committee Minutes

3.1 Minutes from the meeting of this Committee on November 18, 2015 - the minutes were approved as circulated.

4. Non-agenda Items

None

5. New Business

5.1 Strategic Plan Initiative No. 6 - Town Revitalization - after a lengthy discussion, the administration report will include the following recommendations:

1) Project Petunia - the town will continue to provide watering services for the hanging flower baskets throughout the growing season of 2016. Rainy River Future Development Corporation (RRFDC) will coordinate the preparation of the quotation for the supply, delivery, installation and removal of the hanging flower baskets. The previously used Chamber of Commerce owned hanging baskets will be utilized to contain the flowers.

2) Community Wide Clean-up or Fight the Blight Event - the Town will facilitate a 2016 Community Wide Clean-up event around the second week in May where all community stakeholders; public sector entities, private sector entities and community service organizations will come together to clean-up properties and beautify the community. More details to follow in the coming weeks and months.

3) East and West Entrances to Town - the Town's workforce and equipment will be utilized to cut on a regular basis the road allowance along both entrances into Town. At a minimum the storm sewer ditches near both entrances will be cut twice per year.

The revised administration report will be forwarded to Council. Tannis Drysdale and Tara Allaire left the meeting at 9:55 a.m. Patrick Briere and Arlene Byrnes left the meeting at 10:10 a.m.

- 5.2 International Falls Garbage Disposal Option - Fort Frances Landfill Site - the email from Koochiching County was reviewed where administration will address the issue directly with Koochiching County.
No administration report will be going to Council.
- 5.3 November 2015 Drinking Water Systems Monthly Summary Report - the November 2015 Drinking Water Systems Summary Report was reviewed and will be forwarded to Council for approval.

6. Outstanding Items

- 6.1 Sanitary Sewer By-Law - the draft Sanitary Sewer By-law was reviewed where O & F Executive Committee recommended the following revisions;
 - 1) That the minimum charge outlined in section 3.9 of the draft By-law will be eliminated.
 - 2) Extend the warranty period outlined in section 10.5 by 10 years or 30 years in total.

The revised by-law will be brought back to the next O & F Executive meeting scheduled for January 20, 2016. Doug Herr left the meeting at 10:15 a.m.

7. Information

- 7.1 Fort Frances Wastewater Treatment Facility November 2015 Monthly Report - the OCWA November 2015 Wastewater Treatment Facility monthly report was reviewed and will be forwarded to Council as information only. No action required.
- 7.2 Sewer & Water Data for 2015 - updated December 1st, 2015 - the O & F manager handed out a revised spreadsheet on the Sewer & Water Data as of December 31st, 2015. The revised spreadsheet was reviewed and will be forwarded to Council as information only. No action required.
- 7.3 Aircraft Landings 2016 - as of December 31st, 2015 - the Aircraft Statistics spreadsheets were reviewed and will be forwarded to Council as information only. No action required.
- 7.4 Operations and Facilities Division - Public Works Area Operations Statistics - October 2015 - the October Public Works Area Operations Statistics were reviewed and will be forwarded to Council as information only. No action required.
- 7.5 Operations and Facilities Division - Public Works Area Operations Statistics - November 2015 - the November 2015 Public Works Area Operations Statistics were reviewed and will be forwarded to Council as information only. No action required.
- 7.6 Operations & Facilities Division - Environmental Area - Operations Statistics - October 2015 - the October 2015 Environmental Area Statistics were reviewed and will be forwarded to Council as information only. No action required.
- 7.7 Operations and Facilities Division - Environmental Area - Operations Statistics - November 2015 - the November 2015 Environmental Area Operations Statistics were reviewed and will be forwarded to Council as information only. No action required.

8. Adjourn / Next Meeting Date

The meeting adjourned at 10:25 a.m.

Executive Committee Chair

D. Brown, Manager of Operations & Facilities