

TOWN OF FORT FRANCES
Operations & Facilities Executive Committee

Minutes of Meeting

Date: June 20, 2012 Session No. 36



A meeting of the Operations & Facilities Executive Committee was held in the Committee Room on Wednesday, June 20, 2012 at 7:35 a.m. to 8:55 a.m.

Committee Members Present: Rick Wiedenhoeft, Chair; Paul Ryan, Ken Perry and Doug Brown

Also Present: John Albanese & Mayor Roy Avis

1. Disclosure of pecuniary interest as required under the *Municipal Conflict of Interest Act* by Committee Members on agenda items. Councillor Ryan declared a conflict of interest under item 3.4 – Tender No. 12-OF-7 – three year supply and delivery of granular materials as he is employed time to time by one of the tender bidders.
2. Agenda items considered at this meeting:
 - 1) Approve the minutes of the meeting of this committee on June 6, 2012 – approved as circulated.
 - 2) Fort Frances Wastewater Treatment Facility May 2012 Monthly report – The report was reviewed and will be forwarded to Council as information only. No action required.
 - 3) Airport Facility – Commercial Hangar – Renewal of Lease – Melaire Ltd. & 427112 Ontario Ltd. for five Year Term – the report was reviewed and will be forwarded to Council for approval.
 - 4) Tender No. 12-OF-7 Three Year Supply and Delivery of Granular Materials - Councillor Ryan declared a conflict of interest. The report was reviewed and will be forwarded to Council for approval.
 - 5) New Funeral, Burial and Cremation Services Act, 2002 – Effective July 1st, 2012 – The additional information was reviewed where several items in the draft copy of the current price list were revised by the committee.

The June 4/12 Administration report will be revised to include the following recommendations.

1. That the draft copy of a new Cemetery By-law No. 22/12 be approved. Once the by-law is approved in principle by Council two copies must be forwarded to the Ministry of Consumer Services where the Registrar of the cemeteries regulation unit shall review and approve. There is a process outlined in the regulations on how the general public and monument dealers are given notice of the revisions to the proposed Cemetery Bylaw.
2. That the attached copy of the current price list be approved and comes into effect on July 1st, 2012 and **does not** have to be submitted to the Ministry of Consumer Services.
3. That the Operations & Facilities Manager position be officially appointed as the Superintendent of Cemetery for the purpose of the Cemetery By-law.
4. That the following three positions within the Operations & Facilities Division be officially appointed as "Sales Representatives" for the selling of cemetery supplies and services on behalf of the Town of Fort Frances.
 - Operations & Facilities Manager position – presently held by Doug Brown
 - Operations and Facilities Accounting Clerk 2 position- presently held by Sherin Hagen
 - Operations and Facilities Administration Assistant position- presently held by Sandra Robertson.
5. That Administration develop a simple agreement with both Green Funeral Home and Northridge Funeral Home Ltd. where these businesses will continue as in the past to inform consumers about the Town's cemetery supplies and services. However certain copies of pertinent documents must be supplied directly to these consumers in accordance with the new regulations.
6. That the installation of Scattering Gardens in both cemeteries will be deferred at this point in time. Scattering Gardens will be taken into consideration once the Riverview cemetery is expanded in the future.
7. Section 4.6 of the schedule of fees that is a part of bylaw 76/11 (to impose certain user fees). This section of the schedule of fees must be repealed as of July 1st 2012 and replaced with the new current price list of cemetery supplies and services.

The revised Administration report will be forwarded to Council for approval.

- 6) Revisions to Standard Operating Procedures for Emergency Events – Drinking Water System – the report was reviewed and will be forwarded to Council for approval.
- 7) Transportation Area – Operations Statistics – The April 2012 monthly statistics were reviewed and will be forwarded to Council as information only.
- 8) Barricades on Front Street for July 2nd Tug-of-War – Councillor Rick Wiedenhoef explained that barricades (approximately 8 of them) should be set up on Friday, June 29/12 to ensure the area required to perform the Tug-of-War is not blocked by vehicles and boat trailers. Public Works will ensure the barricades are in place prior to 4:00 p.m. on June 29, 2012.

9) Frog Creek Road Resurfacing – 2013 Budget – Rick Wiedenhoef explained that the ambulance crew has requested to have the Frog Creek Road, out to the Airport, resurfaced in 2012. After a lengthy discussion it was decided that this Capital work will be deferred to 2013.

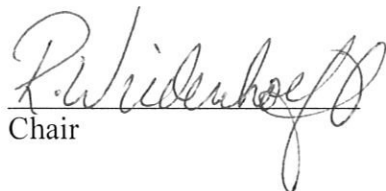
10) Operations & Facilities 2012 Capital Budget as of May 31, 2012 – The spreadsheet was reviewed and will be forwarded to Council as information only. No action required.

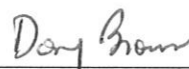
3. Non-agenda items considered at this meeting:

Eighth Street drainage issue – Councillor Weidenhoeft instructed that a residence property owner is concerned that his property might be flooded as a result of draining the storm sewer system to the intersection of Eighth Ave./Christie Ave. The O & F Manager informed the O & F executive committee, that each section of the storm sewer system has an established or set capacity. When extreme rainfall events occur, the existing storm sewer systems is not designed to handle such events. Surface water will be collected in low-lying areas causing localized flooding. Under normal rainfall events the existing storm sewer system will function properly.

4. Resolutions:

There being no further matters before this committee at this time this meeting was closed.


Chair


Manager