



OF # 32 - Minutes

OPERATIONS & FACILITIES EXECUTIVE COMMITTEE

REPORT

April 17, 2012

A meeting of the Operations & Facilities Executive Committee was held on Tuesday, April 17, 2012 at 7:30 a.m.

PRESENT: Rick Wiedenhoeft
Ken Perry
Roy Avis
Mark McCaig
Doug Brown

REGRETS: Paul Ryan

GUESTS: **Re: RFP No. 11-OF-05 Energy Audit Report**
Travis Rob, Sustainability Coordinator – 7:30 am to 8:15 am
George Bell, Manager Community Services – 7:30 am to 8:45 am
Rick Hallam, Manager Planning & Development – 7:30 am to 9:00 am
Doug Herr, Environmental & Facilities Superintendent – 7:30 am to 8:15 am

Re: Community Off-Leash Dog Park
George Bell, Kiwanis Club – 7:30 am to 8:45 am
Shanda DeGagne-Begin, President Kiwanis Club – 8:15 am to 8:45 am

1. Called to order at 7:30 a.m.

2. Non-agenda items which, because of urgency, cannot be referred to subsequent meeting, identified to be considered later in the meeting:

- a) Spring Clean-Up & Free Tipping Day

3. Disclosure of pecuniary interest and general nature thereof – none.

4. Approve Minutes from April 4th, 2012 Operations & Facilities Executive Committee Meeting. The minutes were approved as circulated.

5. TENDERS/CAPITAL/DEVELOPMENT/ENGINEERING SERVICES

- RFP No. 11-OF-05 – Energy Audit Work for 13 Town Owned Facilities & Buildings – Honeywell Energy Audit & Facility Renewal Report Findings – a lengthy discussion took place over the information contained in the Administration report where the Operations & Facilities Executive Committee recommends the following:
 - 1) A Special Committee of the Whole meeting is scheduled for Monday, May 7, 2012 starting at 5:00 p.m. where Mr. Michael Pringle, Business Development Manager with Honeywell Energy Solutions Canada, will be available to provide additional information on the financial and guarantee aspects of the project.
 - 2) That \$ 229,427.36 will be taken from the sewer reserve funds to complete the proposed energy retrofits/measures at the Sewage Treatment Plant (STP) and the portion of the costs for the engineering, project management, site supervision & commissioning and project development.
 - 3) That an additional \$ 240,742.53 will be taken from the waterworks reserve funds to complete the proposed energy retrofits/measures at the Water Treatment Plant (WTP) and the portion of the costs for the engineering, project management, site supervision & commissioning and project development.
 - 4) That the scope of energy saving measurements to be included in the Energy & Facility Renewal Report be finalized as proposed by Administration at the Operations & Facilities Committee meeting on April 17, 2012 and as outlined on the attached toggle output spreadsheet.

The Administration report will be revised to include the recommendations and forward to Council for approval. Doug Herr and Travis Rob left the meeting at 8:15 a.m.

6. WATER

Water Treatment Plant

Water Distribution System

- March 2012 Drinking Water Systems Monthly Summary Report – the report was reviewed and will be forwarded to Council for approval.

7. SEWER

- Sewer & Water Data for 2012 – Spreadsheet Updated April 9th, 2012 – the spreadsheet was reviewed where a couple of errors were found. Administration will revise the spreadsheet and forward to Council as information only. No action required.

Sewage Treatment Plant

- Wastewater Treatment Facility March 2012 Monthly Report – the OCWA monthly report was reviewed where a missing spreadsheet will be included in the report before forwarding to Council as information only. No action required.

8. TRANSPORTATION

Traffic Safety Advisory Committee

9. WASTE MANAGEMENT

- Waste Disposal Site Monthly Inspection – March 2012 – the report was reviewed and will be forwarded to Council as information only. No action required.

10. AIRPORT

11. PARKS & CEMETERIES

- 2011 Strategic Plan – Item No. 29 – Parks Operational Review

The Off-Leash Dog Park issue was discussed first with Shanda DeGagne-Begin and George Bell where the information contained in the Administration report was reviewed. The Operations & Facilities Executive Committee recommends the following:

- 1) That the Town will partner with the Kiwanis Club for the development of an off-leash dog park in the community in the near future (possibility in the fall of 2012 or 2013).
- 2) That an ad-hoc off-leash dog park steering committee be established to select a site, design and development of such a dog park in the near future.
- 3) That the off-leash dog park steering committee will consist of the following members;
 - a. Two members of Council – Councilor Ken Perry as he has investigated and researched the issue quite extensively since being outlined in the Town's 2011 Strategy Plan and Councilor Andrew Hallikas as he is a dog owner.
 - b. Two members of the Kiwanis Club – financial partner
 - c. One by-law officer
 - d. Operations & Facility Manager – Doug Brown
 - e. Two members of the general public- where the Town through the Clerk's office will advertise for candidates
- 4) That a term of reference for the off-leash dog park will be development by the off-leash dog park committee at the first meeting and forwarded to Council for approval.

George Bell and Shanda DeGagne-Begin left the meeting at 8:45 a.m.

Next the information regarding the Parks Operational Review was discussed where The Operations & Facilities Executive Committee recommends the following:

- 1) The Operations & Facilities Executive Committee is of the opinion that the existing Parks & Cemeteries department staff and the associated productivity throughout the summer work season are at a high level where the appearance of the Town has improved over the last couple of years.
- 2) The information contained in this Administration report is considered to be adequate at this time as an Operational Review document where no further investigation is required.

- 3) That both the BIA and Fort Frances Chamber of Commerce organizations be given written notice that within a 3 to 5 year period that the existing hanging flower basket pots shall be converted to a low water consumption desert planter type of basket in order to reduce the Town's manpower requirements to water these plants through the summer season. See attached information.
- 4) That item No. 29 on the attached grass cutting spreadsheet - cutting of the 4 grassed quadrants of the Colonization Road East Overpass be eliminated and that no grass cutting activities will take place in 2012 on these grounds.
- 5) That the grassed area near the FFPC electrical substation intersection will not be cut by the Town's workforce for free in 2012. FFPC will be given two options; cut this grassed area themselves or pay the Town to complete this task during the summer grass cutting season.
- 6) Investigate the possibility of installing so called "paylocks" on all public washroom doors in the future where the general public will be required to pay a fee to use these washrooms after regular operating hours. This action will hopefully reduce the amount of vandalism and misuse taking place in the Town's public washrooms. This will be a capital budget consideration in 2013.

The Administration report will be revised to include the recommendations and will be forwarded to Council for approval.

12. INFORMATION REPORTS

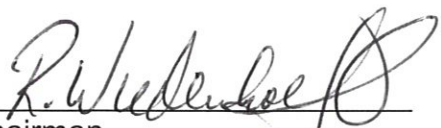
13. NON-AGENDA ITEMS

- a) Spring Clean-Up & Free Tipping Day – Councillor Rick Wiedenhoeft provided the overview of the special Committee of the Planning & Development Executive Committee in regards to substandard properties, which have a large amount of accumulated waste stored.

The Planning & Development Executive Committee is considering a free 1 day or 1 ½ day special waste event at the Landfill Site where the citizens of the community could drop off all allowable residential waste for free. Administration outlined several factors to be considered prior to Council approving such an event.

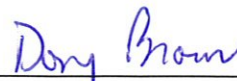
A memo from the Operations & Facilities Executive Committee will be forwarded to Planning & Development Executive Committee outlining Administration concerns and the support by the two Council members to continue to investigate and develop a necessary action plan to address substandard properties within the community where a large amount of accumulated waste is stored.

There being no further matters before this committee at this time; this meeting was adjourned at 9:50 a.m.



Chairman
Operations & Facilities Executive
Committee

April 17th O&F Exec.doc



Manager Operations & Facilities