

REPORT

COMMITTEE OF THE WHOLE

December 15, 2014

A meeting of the Committee of the Whole of Council was held in the Committee Room and Council Chambers, Civic Centre on December 15, 2014 from 5:30 p.m. to 7:49 p.m.

PRESENT: Councillor J. Albanese, Chairperson; Mayor R. Avis; Councillors K. Perry, W. Brunetta, J. Caul, K. Perry and D. Kitowski.

ALSO PRESENT: M. McCaig, Administrator, E. Slomke, Clerk, L. Witherspoon, Treasurer (5:34 p.m. to 5:37 p.m., 6:25 p.m. to 6:47 p.m. and 7:22 p.m. to 7:49 p.m.), J. Kabel, Manager of Community Services (5:34 p.m. to 5:37 p.m., 7:05 p.m. to 7:14 p.m. and 7:22 p.m. to 7:49 p.m.).

1. Call to Order at 5:34 p.m.

2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.

11.1 Memo from L. Witherspoon re: Ontario Community Infrastructure Funding

3. Disclosure of pecuniary interest and the general nature thereof.

Item 7.2 - Councillor Albanese as this is his claim.

Item 7.3 - Councillor Perry as this is his claim.

Item 6.6 - Councillor Perry as this report is regarding his employer.

Item 6.7 - Councillor Kitowski as this report is regarding his employee.

Item 6.9 - Councillor Caul as her family member is one of the auditors.

4. In-Camera from 5:37 p.m. to 7:16 p.m.

4.1 Identifiable Individuals: Physician Recruitment Update

Allan Katz and Todd Hamilton were in attendance and provided a verbal update on recruitment efforts.

4.2 Identifiable Individuals: Municipal License Application

The applicant did not appear, nor have the registered letters been signed for.

4.3 Client/Solicitor Privilege: Insurance Claims Update

The Clerk provided a verbal update.

Councillor Perry disclosed an interest as he was the contractor on one of the properties discussed and he left the room.

4.4 Client/Solicitor Privilege: Legal Opinion on Matter

The Treasurer was in attendance. Mayor Avis provided a verbal summary. Council gave direction.

4.5 Identifiable Individuals: Boards & Committees Appointments

A discussion took place. The Manager of Community Services was in attendance for discussion about the committees within his department.

Applicable resolutions will be considered during the Regular Meeting.

002 Perry - Brunetta: THAT Committee of the Whole of Council now meet in-camera in order to address matters pertaining to:

- personal matters about an identifiable individual, including municipal or local board employees, more specifically Item 4.1 Physician Recruitment update, Item 4.2 Municipal License Application and 4.5 Boards & Committees Applications

- the receiving of advice that is subject to solicitor/client privilege, including communications necessary for that purpose, more specifically Item 4.3 Insurance Claim Update and Item 4.4 Legal Opinion on a Matter

CARRIED

5. Public Session Resumes in Council Chambers at 7:22 p.m.

6. Consent Agenda:

- 6.1 J. Kabel, Manager of Community Services - Report on Gas Tax Program Funding
- council approval will authorize town signatories to sign all required copies of Letter of Agreement with MTO and endorse a supporting by-law.
- 6.2 J. Kabel, Manager of Community Services - Museum Advisory Cmte Recommendation
- council approval will 1) endorse the appointment of a Council member to the Museum Advisory Committee; 2) authorize the Museum Curator, Sherry George to investigate options for additional staffing support through available federal & provincial grants, volunteer assistance, and high school co-op opportunities.
- 6.3 T. Rob, Chief Building Official - Report on Tender for Janitorial Services
- council approval of this report will 1) approve the bid submissions from S&A Cleaners for the Library, Marianne Hellesoe for Public Works, Nicolson Janitorial for the Museum and Civic Centre and Tom Piotrowski for the Children's Complex; 2) authorize the agreements to be signed and associated by-law prepared.
- 6.4 D. Brown, Manager of Operations & Facilities - Awarding Engineering Design & Project Management Services to Change Out Dewatering Equipment at the Sewage Treatment Plant (STP)
- council approval will ensure the following:
1) that the engineering design & project management services for the change out of the dewatering equipment at the STP be awarded to Associated Engineering at an estimated cost of \$139,809.00 (HST extra) in accordance with their attached proposal dated November 28, 2014.
2) that the replacement of the dewatering equipment at the STP be included in the 2015 Capital Budget with an estimated amount of \$800,000.00. The exact amount will be refined once additional information comes available i.e. section of new dewatering equipment to be installed.
3) that the Mayor & Clerk be authorized to execute the contract document on behalf of the Corporation of the Town of Fort Frances.
- 6.5 D. Brown, Manager of Operations & Facilities - Execution of Environmental Systems Research Institute (ESRI) Small Government Enterprise Agreement for GIS Software
- council approval will ensure a 3 year Small Local Government Enterprise Licence agreement with ESRI is executed by the Mayor & Clerk on behalf of the Corporation.
- 6.6 D. Brown, Manager of Operations & Facilities - Report on Tender 14-OF-12 for Curbside Garbage & Recycling Material Collection Services
- council approval will ensure the following:
1) Award Part 1 - Tender 14-OF-12, five day cycle of curbside collection of residential waste to Asselin Transportation at a total cost without taxes of \$708,198.80 where the 100% performance bond at a cost is not required.
2) Award Part 2 - Tender 14-OF-12, bi-weekly (every second week) curbside collection of co-mingled recycling material to Asselin Transportation at a total cost without taxes of \$369,944.80.
3) Award Part 3 - Tender 14-OF-12, bi-weekly (every second week) supply and emptying of dumpsters at Town facilities in accordance with set schedule to Asselin Transportation at a total cost without taxes of \$48,950.00.
- Councillor Perry pulled from Consent and disclosed an interest in Item 6.6 as he is currently employed by Asselin Transportation.

- 6.7 D. Brown, Manager of Operations & Facilities - Letter from Mike & Sandra Krikke 911 Smith Avenue (water issue)
- council approval will ensure the following:
1) that the request to waive the water and sanitary sewer billing from September 24, 2011 to October 28, 2014 as outlined in the letter dated November 17, 2014 from Mike & Sandra Krikke be denied.
2) that a longer payment plan will be considered where the term and conditions will be agreeable to both parties.
3) that the interest charges during the payment plan period will be waived.
4) that the 'Turn On' fee in the amount of \$42.50 will be waived.
- Councillor Kitowski pulled from Consent and disclosed an interest in Item 6.7 as this request is from an employee of his.
- 6.8 D. Galusha, Deputy Treasurer: Waive Property Tax Late Fees Request
- council approval will agree to the recommendation of the Administration & Finance Executive Committee and the property tax late fees will continue to be payable by Jackie Lampi-Hughes.
- 6.9 D. Galusha, Deputy Treasurer: Appointment of Auditors
- council approval will agree to the recommendation of the Administration & Finance Executive Committee that BDO Canada LLP be appointed as auditors for the Town of Fort Frances. Further, Administration recommends that BDO Canada LLP be appointed as auditors for a five year term ending December 31, 2017.
- Councillor Caul pulled from Consent and disclosed an interest in Item 6.9 as her family member is an employee of BDO Canada.
- 6.10 D. Galusha, Deputy Treasurer: Request for Reconsideration MOS (540 Kings Hwy)
- council approval will agree to the recommendation of the Administration & Finance Executive Committee to receive the Minutes of Settlement for property located at 540 King's Highway in Fort Frances for the 2014 Taxation Year.
- 6.11 D. Galusha, Deputy Treasurer: Request from Police Services Board (Inclusion of Board Members in the Town's Insurance Policy)
- 003 Perry - Brunetta: THAT the matters listed on the Consent Agenda be referred to the Consent Agenda for the Regular Meeting of Council later tonight for approval being items # 6.1, 6.2, 6.3, 6.4, 6.5, ~~6.6~~, ~~6.7~~, 6.8, ~~6.9~~, 6.10 and 6.11.

CARRIED

7. Administration and Finance Division:

- 7.1 D. Galusha, Deputy Treasurer: Hallikas - Rainy River District Queen's Park Delegation Travel Claim
Report received, no further discussion.
- 7.2 D. Galusha, Deputy Treasurer: Hallikas - NOMA Board Meeting Per Diem Claim
Report received, no further discussion.
- 7.3 D. Galusha, Deputy Treasurer: Perry - Ontario's Boreal Forest Forum Travel & Per Diem Claim
Report received, no further discussion.
Councillor Perry disclosed an interest as the claim is his.
- 7.4 D. Galusha, Deputy Treasurer: Albanese - Ontario's Boreal Forest Forum Per Diem Claim
Report received, no further discussion.

Councillor Albanese disclosed an interest as the claim is his.

Councillor Perry assumed the chairperson responsibilities for this item.

8. Community Services Division:

- 8.1 J. Kabel, Manager of Community Services: User Fees at Memorial Sports Centre Report received. Additional discussion took place. Council agreed to withdraw the Family and Corporate fees from the User Fee by-law which will be considered later tonight. The Community Services Executive Committee will further analyze and discuss the family and corporate user fees in the new year and bring a recommendation back to Council.

9. General - none.

10. Information:

- 10.1 Fort Frances Wastewater Treatment Facility - October 2014 Monthly Report Received, no further discussion.
- 10.2 Operations & Facilities Division - Environmental Area Operations Statistics (October 2014)
Received, no further discussion.
- 10.3 Operations & Facilities Division - Public Works Operations Statistics (September 2014)
Received, no further discussion.
- 10.4 Operations & Facilities Division - Public Works Operations Statistics (October 2014)
Received, no further discussion.
- 10.5 Operations & Facilities Division - Capital Budget Actuals to October 31, 2014
Received, no further discussion.
- 10.6 Fort Frances Airport - Landings & Fuel Sales Statistics (as of November 30, 2014)
Received, no further discussion.
- 10.7 Fort Frances Museum & Cultural Centre Newsletter - Winter 2014
Received, no further discussion.
- 10.8 T. Rob, Chief Building Official - Statistics Canada Report November 2014
Received, no further discussion.

11. Non-agenda items:

- 11.1 L. Witherspoon, Treasurer re: Ontario Community Infrastructure Fund - Formula Based Component
- approval of this report will agree to Administration's recommendation to authorize a by-law which provides stable funding for infrastructure for 2015, 2016 and 2017.

12. Adjournment

- 12.1 Meeting adjourned at 7:49 p.m.

004 Brunetta - Perry: THAT this meeting of the Committee of the Whole of Council of the Town of Fort Frances be now closed.

CARRIED

J. Albanese, Chairperson

E. Slomke, Clerk