

TOWN OF FORT FRANCES

MINUTES

SESSION NO.

April 22, 2015

The meeting of Operations & Facilities Executive Committee of the Town of Fort Frances was held in the Civic Centre on April 22, 2015 from 8:30 p.m. to 8:50 p.m.

PRESENT:

ALSO PRESENT:

1. Call to Order

- 1.1 The meeting was called to order at 8:28 a.m.

2. Disclosure of pecuniary interest and the general nature thereof

- 2.1 None declared.

3. Approval of Previous Committee Minutes

- 3.1 Minutes from the meeting of this Committee on April 8, 2015 -The minutes were approved as previously circulated.

4. Non-agenda Items

- 4.1 7.4 - Update on Gillon's Insurance.

5. New Business

- 5.1 Awarding Request for Proposal (RFP) 15-OF-04 - Design/Build of Storage Structure for Winter Control Sand - The administration report was reviewed where a lengthy discussion on fabric structures took place. The administration report will be forwarded to Council for approval.
- 5.2 Airport Facility - Private Hangar - Renewal of Hangar Lot Lease Rate with Mr. Ed Tetu for a five (5) year term commencing April 1, 2015 - The administration report was reviewed and will be forwarded to Council for approval.
- 5.3 March 2015 Drinking Water Systems Monthly Summary Report - The monthly summary report was reviewed and will be forwarded to Council for approval.
- 5.4 In-Kind Services for 2015 Harmony of Nations Music Festival Event - The memo addressed to the Administration and Finance Executive Committee was reviewed where June Caul, Acting Chairperson will sign off the memo on behalf of Chairperson Paul Ryan. The memo will be forwarded to the Treasurer.
- 5.5 Review and Endorsement of the Sewer System Management By-Law (Final Draft) - A copy of the Sewer System Management By-Law was handed out for review at the next Operations & Facilities Executive meeting scheduled for May 6, 2015.

6. Outstanding Items

- 6.1 Strategic Plan Initiatives for Upcoming Strategic Planning Session - CAO to expand - A listing of the Operations and Facilities Initiatives were listed in the minutes from the April 8th meeting. It was recommended that the expansion of municipal boundaries initiative be removed.

- 6.2 Training Opportunity - Airport Familiarization - The Operations and Facilities Executive Committee is not interested in the Airport Familiarization Training at this time.

7. Information

- 7.1 Canada Post - Installation of Community Mail Box - The email dated April 10, 2015 from Andrew Walasek of Canada Post informed that Canada Post is not required to pay a \$100 monthly fee. Mark McCaig, CAO informed the Operations and Facilities Executive Committee that the Planning and Development Division will ensure that Canada Post is responsible for picking up litter around the Community Mail Boxes on a regular basis.
- 7.2 2014 Performance Report for the Fort Frances Sewage Treatment Plant - The 2014 Performance Report was reviewed and will be forwarded to Council as information only. No action required.
- 7.3 Fort Frances Wastewater Treatment Facility March 2015 Monthly Report - The March 2015 Monthly Report for the sewage treatment plant was reviewed and will be forwarded to Council as information only. No action required.
- 7.4 Update on Gillon's Insurance - Councillor Doug Kitowski informed the Operations and Facilities Executive Committee that Gillon's Insurance was sold to Northbridge and that the main Gillon's office will remain in Fort Frances.

8. Adjourn / Next Meeting Date

The meeting was adjourned at 9:45 a.m.

Executive Committee Chair

D. Brown, Manager of Operations & Facilities