

REPORT

COMMITTEE OF THE WHOLE

November 23, 2015

A meeting of the Committee of the Whole of Council was held in the Committee Room and Council Chambers, Civic Centre on November 23, 2015 from 5:30 p.m. to 6:19 p.m.

PRESENT: Councillor J. Caul, Chairperson; Mayor R. Avis; Councillors K. Perry (out of meeting from 5:32-5:44pm), P. Ryan, D. Kitowski and W. Brunetta.

ALSO PRESENT: E. Slomke, Clerk, L. Witherspoon, Treasurer (5:30-5:31pm and 6:04-6:19pm), D. Brown, Manager of Operations & Facilities (5:30-5:31pm and 6:04-6:19pm), J. Kabel, Manager of Community Services (5:30-5:31pm and 6:04-6:19pm) and A. Petrin, Human Resources Manager (5:30-5:54pm and 6:04-6:19pm).

**1. Call to Order at 5:30 p.m.**

**2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting - None.**

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

-Councillor Perry disclosed an interest in Item 4.2 as he has submitted his name for a position on this Board.

**4. In-Camera:**

4.1 Personal Matters about an identifiable individual, including municipal or local board employees: Citizen of the Year  
Council supported the Committee's recommendation.

4.2 Personal Matters about an identifiable individual, including municipal or local board employees: FFPC Board Appointments  
Council supported the Committee's recommendation.  
Councillor Perry disclosed an interest in this item as he had submitted his name for consideration on this board. He left the room.

4.3 Personal Matters about an identifiable individual, including municipal or local board employees: Personnel Matter  
A verbal update was provided by A. Petrin, Human Resources Manager.

094 Brunetta - Perry: THAT Committee of the Whole of Council not meet in-camera in order to address a matter pertaining to:

- personal matters about an identifiable individual, including municipal or local board employees, more specifically Item 4.1 Citizen of the Year, Item 4.2 FFPC Board Appointments and 4.3 Personnel Matter

- a proposed or pending acquisition of land for municipal or local board purposes or disposal of land no longer needed for municipal purposes, more specifically Item 4.4 Letter of Intent for Industrial Park Land

CARRIED

4.4 A proposed or pending acquisition or disposition of land by the municipality or local board: Letter of Intent for Industrial Park Land  
Council directed this letter be referred to the Planning & Development Executive Committee.

**5. Public Session Resumes in Council Chambers at 6:04 p.m.**

**6. Council Reports on Board & Committee Activity:**

- 6.1 A Verbal Update was provided by Mayor Avis in regards to the Christmas Parade scheduled for Saturday November 28, 2015.
- 6.2 Verbal Update from Councillor Kitowski - None.
- 6.3 Verbal Update from Councillor Perry - None.
- 6.4 Verbal Update from Councillor Ryan - None.

**7. Consent Agenda:**

- 7.1 October 2015 Drinking Water Systems Monthly Summary Report.
  - approval of this report will accept the October 2015 Drinking Water Systems Monthly Summary Report and approve the report prior to it being made available to the general public.
- 095 Brunetta - Perry: 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 # 7.1, 7.2, 7.3, 7.4, 7.5, 7.6, 7.7, 7.8, 7.9 and 7.10.

CARRIED
- 7.2 Awarding Tender 15-OF-17 - Supply of New Municipal (Sidewalk) Tractor.
  - approval of this report will award tender 15-OF-17 for a Sidewalk Tractor to Joe Johnson Equipment at a price of \$172,853.25 including taxes with the budget shortfall financed as outlined in the report, and further that an authorizing by-law be prepared for Council's consideration.
- 7.3 Memorial Donation in Memory of Ron Nelson.
  - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve a donation in the amount of \$100.00 to O'Connor Free Methodist Church in memory of Ron Nelson.
- 7.4 Families for Families Committee Financial Request.
  - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve a donation in the amount of \$500.00 to the Families for Families Committee in support of their efforts to sponsor a refugee family.
- 7.5 Volunteer Bureau Community Christmas Dinner Financial Request.
  - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve a donation in the amount of \$100.00 to the Volunteer Bureau for the Christmas Dinner to be held at Knox United Church.
- 7.6 M. McCaig, CAO - Purchase Card Expense.
  - approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the purchase card expenses for Mark McCaig, CAO in the amount of \$53.09 as summarized in this report.
- 7.7 Request to Purchase Town Property (Lot 15 and Lot 16 - Industrial Park)
  - approval of this report will agree to the sale of Lots 15 and 16 to Mr. J. Burnett at the Land Sale Policy approved price of \$3500.00 per acre as outlined in the signed acknowledgement dated November 10, 2015, and further that an authorizing by-law to accompany the Agreement of Purchase and Sale will be brought forward for Council's consideration.
- 7.8 TBayTel Wifi at Memorial Sports Centre
  - approval of this report will endorse the TBayTel Enterprise Service Agreement for installation and service of Free Public Wifi Internet Service at Memorial Sports Centre

- 7.9 Annual Review of Health & Safety Policy and Workplace Harassment & Violence Policies  
- approval of this report will approve these policies and conclude the Town's annual review.

- 7.10 Policy Review - First Aid & Accident/Incident Reporting  
- approval of this report will approve the proposed changes to the Town's First Aid Policy and to its Accident/Incident Reporting Policy as outlined in this report.

**8. Operations and Facilities Division:**

- 8.1 Execution of Product Care Interim Lamps Program Material Services Agreement with Product Care Association (PCA)  
- approval of this report will authorize the Mayor and Clerk to sign on behalf of the Town to enter into a Product Care Interim Lamps Program Material Services Agreement.

**9. General:**

- 9.1 Strategic Plan Initiative #6 - Town Revitalization  
- approval of this report will forward the review of the Strategic Plan Initiative #6 - Town Revitalization by the Economic Development Advisory Committee to all Executive Committees for recommendation in consultation with the By-law Department.
- 9.2 Rainy Lake Market Square Advisory Committee  
- approval of this report will direct the Clerk to bring forward a resolution as outlined in the report.
- 9.3 Council Meeting Dates (December 2015 to December 2016)  
- approval of this report will officially authorize the preparation of a resolution reflecting the decision of Council.

**10. Information:**

- 10.1 Ontario Municipal Partnership Fund (OMPF) 2016 Allocation Notice - Highlights for the Town of Fort Frances.  
Received.
- 10.2 Administration and Finance Department Stats for the period ending October 31, 2015\*.  
Received.
- 10.3 Town of Fort Frances Capital Fund Budget vs Actual as at October 31, 2015\*.  
Received.
- 10.4 Town of Fort Frances Water and Sewer Fund (Operating) Actuals to October 31, 2015\*.  
Received.
- 10.5 Town of Fort Frances General Fund (Operating) Actuals as at October 31, 2015\*.  
Received.
- 10.6 2015 Capital Budget as of November 1st, 2015 (O&F Division)\*.  
Received.
- 10.7 Operations and Facilities Division - Public Works Area - Operations Statistics - September 2015\*.  
Received.

- 10.8 Fort Frances Wastewater Treatment Facility - September 2015 Monthly Report\*. Received.
- 10.9 Fort Frances Wastewater Treatment Facility - October 2015 Monthly Report\*. Received.
- 10.10 2015 Tonnage at landfill site - Updated November 1st, 2015\*. Received.
- 10.11 Sewer & Water Data for 2015 - updated November 1st, 2015\*. Received.
- 10.12 Fort Frances Airport - Jet Fuel Sales and Aircraft Landings as of October 31, 2015\*. Received.

**11. Non-agenda items - None.**

**12. ADJOURNMENT**

- 12.1 The meeting adjourned at 6:19 p.m.

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

CARRIED

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J. Caul, Chairperson

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E. Slomke, Clerk