

REPORT

COMMITTEE OF THE WHOLE

May 9, 2016

A meeting of the Committee of the Whole of Council was held in the Committee Room and Council Chambers, Civic Centre on May 9, 2016 from 5:31 p.m. to 7:18 p.m.

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

ALSO PRESENT: M. McCaig, Administrator (5:31-6:05 and 6:21-7:18), E. Slomke, Clerk, A. Petrin, Manager of Human Resources (5:30-6:18 and 7:02-7:18), T. Rob, CBO/Interim Planner (6:21-6:55), L. Witherspoon, Treasurer (7:02-7:18), D. Galusha, (7:02-7:18), D. Brown, Manager of Operations & Facilities (7:02-7:18), J. Kabel, Manager of Community Services (7:02-7:18).

1. Call to Order at 5:31 p.m.

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

4.4 In Camera - Identifiable Individual - CAO Recruitment Update

12.1 Rainy Lake Market Square Advisory Committee Recommendation

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

-Councillor Perry disclosed an interest in Item 8.2 from this agenda as the per diem and travel expense claim is his.

-Councillor Ryan disclosed an interest in Item 8.1 from this agenda as the per diem and travel expense claim is his.

-Councillor Brunetta disclosed an interest in Items 8.3 and 8.4 from this agenda as the per diem and expense claims are hers.

-Councillor Brunetta disclosed an interest in Item 7.5 from this agenda as one of the bidders for this project is a relative.

4. In-Camera:

4.1 Identifiable Individual - Personnel Matter - Step 3 Grievance

CUPE was represented by Connie Hurtubise, Marilyn Ogden and Lori Caul. Ms. Hurtubise delivered the presentation.

The Manager of Human Resources represented the Town and delivered the presentation on behalf of the town.

143 Ryan - Kitowski: THAT Committee of the Whole of Council now 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 Items 4.1 Personnel Matter, 4.2 Personnel Matter and Non-Agenda 4.4 CAO Recruitment Update

- 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 4.3 Huffman Subdivision

CARRIED

4.2 Identifiable Individual - Personnel Matter

A brief verbal update was provided by the CAO and the Manager of Human Resources.

4.3 Potential Disposition of Land - Huffman Subdivision

A brief verbal summary was provided by the CBO. Mr. Don DeMichele was in attendance to explain his interest to Council and to answer any questions that Council had. Direction was provided to the CBO and Clerk to proceed with obtaining legal wording to finalize an agreement with Syncor Contracting.

- 4.4 Non-Agenda Item - Identifiable Individual - CAO Recruitment Update
M. McCaig, CAO left the room.
The Manager of Human Resources provided a verbal update and outlined next steps.
Direction was provided by Council.

5. Public Session Resumes in Council Chambers at 7:02 p.m.

6. Council Reports on Board & Committee Activity:

- 6.1 Verbal update from Mayor Avis - none
Verbal update from Councillor Kitowski - none
Verbal update from Councillor Perry - an update on Rainy River District Social Services Administration Board was provided.
Verbal update from Councillor Ryan - none.

7. Consent Agenda:

- 7.1 Letter dated April 21, 2016 from Thor and Lisa Ruppenstein re: construction of a garden suite at 1411 Colonization Road West
- approval of this report will agree with the recommendation of the Planning & Development Executive Committee and permit the construction of a garden suite at the above noted location and further that a temporary use by-law be prepared upon application by Mr. & Mrs. Ruppenstein.

- 144 Ryan - Kitowski: 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, 7.10, 7.11 and 7.12.

CARRIED

- 7.2 Site Plan Control Agreement - Development at 625 Nelson Street
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee and designate Lots 151 to 154 on Plan ALB as a Site Plan Control area and further that a by-law be prepared.
- 7.3 Proposed amendment to the Town of Fort Frances Zoning By-law 03/14 regarding Accessory Residential Dwelling Units in General Commercial Zone
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee to amend the Town of Fort Frances Zoning By-law wording surrounding accessory dwelling units in buildings in the General Commercial (C2) Zone in accordance with the provided wording.
- 7.4 Proposed Amendment to the Town of Fort Frances Zoning By-law 03/14 re: Accessory Use Buildings
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee to amend the Town of Fort Frances Zoning By-law in accordance with the proposed wording outlined in the report.
- 7.5 Award of Tender 16-PD-08 - Cladding Replacement, Insulation and Paining at the Town of Fort Frances Civic Centre
- approval of this report will agree to the recommendation of the Planning & Development Executive Committee and the Administration & Finance Executive Committee to award tender 16-OF-08 to Ryan Mason Contracting including all painting to be completed in 2016, and further that an executive by-law be prepared.

This item was pulled by Councillor Brunetta as she disclosed an interest in the matter as one of the bidders is a member of her family. No discussion took place.

- 7.6 M. McCaig, CAO - Purchase Card Expense

- approval of this report will agree with the recommendation of the Administration & Finance Executive Committee to approve the Schedule 'D' entertainment expense and purchase card expense for M. McCaig, CAO in the amount of \$48.84 as listed in this report.

- 7.7 Review - Crossroute Forest 2007-2017 Forest Management Plan Open House. (see also materials attached to the May 3rd, 2016 Administration and Finance Executive Committee agenda)
- approval of this report will receive the informational update in the May 3rd, 2016 report from M. McCaig, CAO and further direct that any new information be monitored regularly.
- 7.8 2015 Child Care - Audited Statement of Revenue & Expenses
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to accept the Town of Fort Frances Child Care Programs audited Statement of Revenue & Expenses for the year ended December 31, 2015.
- 7.9 2016 Capping Parameters for Capped Properties
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the 2016 Capping parameters as outlined in the report, and further that the authorizing by-laws be prepared.
- 7.10 Ontario Regulation 284/09 - Budget Matters
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to receive the Ontario Regulation 284/09 disclosure report for the 2016 Operating Budgets as presented.
- 7.11 Execution of Funding Agreement under the MTO Connecting Links Program for Engineering Services of The Mill Road overpass structure (bridge)
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to authorize the execution of a funding agreement under the MTO Connecting Links Program with the Minister of Transportation for Engineering Services for the Mill Road Overpass structure.
- 7.12 Award Tender 16-OF-09 - 3 Year Term - Sanitary Sewer Cleaning and CCTV Inspection Program
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to award tender 16-OF-09 to Cambrian Vacuum Corporation for \$213,680.00 (includes HST) for three year sanitary sewer cleaning & CCTV inspection program, and further that the Mayor and Clerk be authorized to execute the contract documents on behalf of the Corporation of the Town of Fort Frances.

8. Administration and Finance Division:

- 8.1 Councillor Ryan - NOMA Conference Per Diem and Travel Expense
- approval of this report will approve the per diem and travel expense claims in the total amount of \$410.00 as submitted by Councillor Ryan for his attendance at the NOMA Conference held in Thunder Bay April 27-29, 2016.

Councillor Ryan disclosed an interest in this item as the per diem and travel expense claim is his. He did not speak to the matter.

- 8.2 Councillor Perry - NOMA Conference Per Diem and Travel Expense
- approval of this report will approve the per diem and travel expense claims in the total amount of \$485.00 as submitted by Councillor Perry for his attendance at the NOMA Conference held in Thunder Bay April 27-29, 2016.

Councillor Perry disclosed an interest in this item as the per diem and travel expense claim is his. He did not speak to the matter.

- 8.3 Councillor Brunetta - NOMA Conference Per Diem and Travel Expense
- approval of this report will approve the per diem and travel expense claims in the total amount of \$450.00 as submitted by Councillor Brunetta for her attendance at the NOMA Conference held in Thunder Bay April 27-29, 2016.

Councillor Brunetta disclosed an interest in this item as the per diem and travel expense claim is hers. She did not speak to the matter.

- 8.4 Councillor Brunetta - Registration Reimbursement
- approval of this report will agree to the recommendation of the Administration & Finance Executive Committee to approve the reimbursement of Municipal Councillor Financial Literacy costs in the amount of \$200.01 as submitted by Councillor Brunetta.

Councillor Brunetta disclosed an interest in this item as the reimbursement request is hers. She did not speak to the matter.

9. Community Services Division:

- 9.1 Sunny Cove Camp Caretaker Request for Proposals
- approval of this report will endorse the entering into of an agreement with KC Contracting for the purpose of providing caretaking services at Sunny Cove Camp for 2016 season at the monthly rate of \$4500.00 plus HST, and that the Mayor and Clerk be authorized to sign the agreement to be in effect May 10, 2016 until season close-up and further that an authorizing by-law be enacted.
- 9.2 Multi-use Courts Request for Proposals RFP #16-CS-04
- approval of this report will sanction the awarding of RFP 16-CS-04 to Court Surface Specialists to complete a design/build of an illuminated, fenced, 4 court multi-use tennis facility at the St. Francis Sports Complex for \$477,010.00 or less as negotiation.

Council was advised that the original report had a miscalculation in the dollar amount. This has been rectified in the minutes & on the resolution.

10. Operations and Facilities Division:

- 10.1 2016 Surplus Asset Sale
- approval of this report will agree to the recommendation of the Operations & Facilities Executive Committee to declare 19 items as surplus and that the process outlined in the report be utilized to dispose of said items.
- 10.2 Verbal Update on Capital Projects was provided by D. Brown, Manager of Operations & Facilities

11. Information:

- 11.1 Operations & Facilities Division - Public Works Area - Operations Statistics
January 2016 and February 2016
Received.
- 11.2 Ministry of Finance Update of Property Tax Decisions for the 2016 Taxation year
Received.
- 11.3 2016 Overall Levy Changes with Education Tax Rate Reduction
Received.

12. Non-agenda items:

- 12.1 Rainy Lake Market Square Advisory Committee (RLMSAC) Recommendation
- approval of this report will agree to the recommendation of the RLMSAC that the design for Market Square as presented by Scatliff Miller Murray (SMM) and described by David Bodnarchuk on May 9, 2016 be formally adopted by Mayor and Council of the Town of Fort Frances.

13. ADJOURNMENT

- 13.1 The meeting adjourned at 7:18 p.m.

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

CARRIED

W. Brunetta, Chairperson

E. Slomke, Clerk