



Town of Churchill Meeting Minutes

April 6, 2015 - Infrastructure Operations and Recreation - 4:00

Present:

Councillor Shane Hutchins
Councillor Bill Dingwall
Councillor Joanne Stover
Municipal Services Officer, Patricia Kandurin
Director of Public Works, Dmytri Kandurin
Director of Facilities, Rick Nicholson
Director of Finance, Gail Hodkin
Executive Assistant, Erika Ingebrigtsen

1. CALL TO ORDER

Councillor B.Dingwall called the meeting to order at 4:06

2. APPROVAL OF AGENDA

The agenda was approved as presented.

3. REVIEW OF MINUTES

The minutes were reviewed by the Committee it was noted that the attendance of the March Infrastructure, Operations and Recreation Committee meeting needs to be updated showing that Councillor B.Dingwall was not present.

4. DEPARTMENT REPORTS

4.1 Fire Department

The Fire Department had no calls this month and no report was provided.

The Fire Department Logo was discussed by the Committee, the following points were noted:

- Councillor J. Stover would prefer the Canadian flags to be sitting in an upright position.
- The Committee recommends to Council the approval of the new logo.

Discussions took place relating to the additional costs of implementing the logo, the following points were noted:

- Costs to change the logo's on the vehicles will be incurred by the Town.
- The Fire Department is responsible for the costs associated with logo changes on clothing and additional swag.

Discussions regarding the upcoming training weekend in Brandon were discussed. The following items were noted;

- There should be a plan in place for the training of all Fire Fighters
- More clarity is required prior to approval,
 - Will they be able to train others?
 - How do they decide who attends?

ACTION: Administration is to collect more information from the Fire Department regarding the training weekend and overall training plan.

ACTION: Administration is to contact the Fire Department regarding the training weekend. Contact Leroy about the Report on training, what do we get and what do we require?

4.2 Director of Public Works and Utilities

D. Kandiurin, Director of Public Works and Utilities provided a verbal report, the following points were noted:

Public Works

- Currently working on the winter schedule;
 - Snow removal is in progress;
 - Regular services are being provided;
- Road checks are performed daily;
- During down time, operators are performing regular maintenance on the equipment as well as housekeeping duties;
- The Sewer and Water Crew are working on the regular winter schedule and are working on broken water and sewer lines.

Utilities:

- Working on the winter schedule;
- Currently working on building maintenance and repairing equipment;
- Utilities is assisting the Sewer and Water crew to operate the portable steamer.
- Regular duties are being carried out
- Alex, the automation technician has completed his site visit and is in the

process of putting a price list together for automation parts and finalizing the drawings.

- Alex has provided a warranty letter.

L5/Landfill

- Regular duties are being carried out including animal control.

Discussions regarding the warranty occurred the following items were noted;

- Alex can consult over the phone and is willing to come to Churchill
- The drawings are not finalized
- D. Kandiurin is working with Alex to finalize the drawings and the quote.

Issue Sheet IOR03-2015 was discussed, the following items were noted:

- Unit 5 is the complex vehicle
 - 15 years old, multi-purpose vehicle,
- We are using a vehicle that we would prefer not to have on the road, we are almost done updating our fleet and are starting to work towards heavy equipment.
- It is a budgeted item
- Shipping costs are not included in the quote
- The current Unit 5 will be put into surplus
- In the budget it is a cash item, however in the audited statements it is amortized over a period of years.

Recommendation: The Committee recommends to Council, further discussion on this item.

4.3 Municipal Services Officer

P. Kandiurin, Municipal Services Officer provided a verbal report, the following items were noted:

- 19 dog tags issued to date
 - 2013 we had 34 and 40 in 2014
- Tuxedo Animal Hospital will be in Churchill April 14-16
 - All spots are filled.
 - 1 cat will be sent in from Rankin for Surgery.
- The court case pertaining to Animal Cruelty has been postponed until June.

Discussions relating to home business licences took place.

4.4 Director of Facilities

R. Nicholson, Director of Facilities provided a verbal report, the following points were noted:

- Fire stop is ongoing and it should be wrapped up by the end of April.
 - There was no substantial completion meeting with Gardon
 - The planters are empty due to fire stop and we are awaiting MIT change order approval.
- We currently have a number of projects under our control.

- Public Works cold storage
 - Electric boilers for Public Works and Utilities
 - Managing a concrete project for the Complex and Parks Canada
 - Playground project material is to arrive this week.
- The Hippo Program is going well.
- We had participated in Aurora winter fest planning and are currently adding up numbers for labour and in kinds costs
- We are emptying out the file room to make way for some office upgrades and moving of personnel.
 - We look to have a contract to start May 1, 2015.

R. Nicholson thanked Sean and the rest of the Team for picking up duties in his absence.

Discussion regarding the ongoing work in the complex took place, the following items were noted;

- There seems to always be delays with the contract work.
- If Gardon completes this project will they stick around?
- MIT is taking longer than expected to authorize.

Action: Administration is to provide further information relating to the Hippo Program including updated work order numbers.

4.5 Recreation and Event Coordinator

Councillor B. Dingwall reviewed the report provided by C. Krahenbil, Recreation and Event Coordinator, the following points were noted:

- The new recreation computer is on its way, we are currently using a temporary laptop
- New job descriptions for each casual position has been completed.
- Job descriptions for the Summer Camp Coordinator and Summer Camp Attendants have been completed
- Recreation and Event Coordinator attended various Winter fest planning meetings.
- Kids Carnival went very well.
- Summer camp programming is underway
 - We plan to have staff hired by June 15, 2015.
- Planning for Canada Day activities have begun.
 - A Mitigation Trust Fund Application has been submitted.
- Working to plan two children workshops for the summer, a sports camp and a gymnastics camps.
- Currently working with community members on a badminton tournament in April.
- The statistics don't appear to be complete for the previous month.

The Mitigation proposal was discussed by the Committee, the following points were noted:

- Entertainment description was vague, we need more complete information.
- Who is all involved with Canada Day activities and is there a Committee?

- MMF- BBQ
- CAC Kids Entertainment
- Chamber of Commerce- Parade Marshall and Awards
- Parks Canada- Bay Dip
- Fire Department in the past has done foam, however due to health concerns foam is no longer used.
- Could there be sponsorship for amounts less than \$500?

Action: Administration is to communicate with the Churchill Volunteer Fire Department about finding safe alternative foams.

Action: Administration is to follow up in relation to the Recreation statistics.

5. UNFINISHED BUSINESS

The Warranty and Post Warranty Support Services for Automation work was reviewed by the Committee the following points were noted:

- It is a comprehensive document.
- After the first year it is the Town's responsibility
 - Alex will train the staff during his time in Churchill
- There will be support available after the one year.
- Drawings still need to be finalized.
- Is there a time line of the work that is to be completed?

Action: Dmytri is to get further information relating to the time line.

6. NEW BUSINESS

Councillor J. Stover brought up a safety issue she has noticed in the community between Button St. and the back lane between Hendry and Button. The property is being used as a pass through at unsafe speeds.

Action: Administration is to look into the ownership of the property to gauge the next steps by the Town.

7. NEXT MEETING

The next meeting will be held at 4:00 P.M. on May 13, 2015.

8. ADJOURNMENT

The meeting adjourned at 5:00 P.M.

