

COMMUNITY INFRASTRUCTURE
December 14, 2009 at 12:00 p.m.
REPORT

PRESENT: Councilor Louise Lawrie
Councilor Mike Iwanowsky
Albert Meijering, Chief Administrative Officer
Rebecca Allen, Executive Assistant

ALSO PRESENT: Edgar Botelho, Public Works Department
Dmytri Kandiurin, Utilities Department
Patricia Kandiurin, Municipal Support Officer

REGRETS: Roger Knezacek, Fire Chief

1. CALL TO ORDER

Councillor Louise Lawrie called the meeting to order at 12:02 p.m.

2. APPROVAL OF AGENDA

The agenda was reviewed as presented with the addition of (5.4) LED Street Lights, (5.4) Flats, (5.5) Work Orders, (6.1) Kelsey Sidewalk, (6.2) Financial Statements, (6.3) Aurora Winter fest, (6.4) Infrastructure Money for January, (6.5) Central Inventory/Purchasing, and (7.1) In Camera Session.

3. APPROVAL OF REPORTS

3.1 November 10, 2009

The minutes of the Community Infrastructure Committee meeting of November 10, 2009 were reviewed and the action items reviewed for updates.

There was discussion on the letter of congratulations to the Utilities Department Staff for passing their exams. The CAO stated that the letters have been done and given to the staff and a copy has been placed in their personnel file.

There was discussion on Munck Park. The Churchill Ladies Club is still waiting on a letter detailing the support the town gave toward the project. The CAO stated he needs to meet with the Ladies Club to get the history of the project. Councilor Lawrie stated the town has a file detailing the project. The CAO stated he would look at the file and draft the letter.

ACTION: Administration to draft a letter to the Churchill Ladies Club detailing the value of the Town of Churchill's portion for the Munck Park Project.

There was discussion on whether the letters thanking the Public Works Staff for the stage had been done. The CAO stated that the letters have been done and given to the staff and a copy placed in their personnel file.

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The status report requested from Manitoba Housing and
on work that needs to be completed on MHA Units.
The CAO stated he has sent a letter to Carmel at MHA and is still waiting for a
response. He will follow up with another letter.

**ACTION: Administration to draft a letter to Manitoba Housing Authority
requesting a status report on work that needs to be completed on their units.**

There was discussion on the meeting that was supposed to be arranged with
Manitoba Housing regarding the town's snow removal policy and where they are
able to dump snow. The CAO stated a notice did go out to the public detailing the
two sites they can dump snow at. The committee suggested that a follow up letter
be sent reminding MHA of the two designated sites.

**ACTION: Administration to draft a letter to Manitoba Housing Authority
advising them of the town's snow removal policy and the two designated
dumping sites for snow for the 2009-2010 season.**

There was discussion on the used oil furnace. The CAO stated he is still waiting
on the quotations from the company, and will follow up to see where the quotations
are at.

**ACTION: Administration to follow up on the quotations for the used oil
furnace.**

There was discussion on the Toromont Cat Work Order having a line through it.
The CAO stated the original work order was voided and reissued as there were
more details that needed to be added.

There was discussion on Stantec. The CAO stated that he met with them in
Winnipeg recently and they will be coming to Churchill the 3rd week of January. He
further stated that there is a clear choice that is being set up by Stantec. They are
stating we should be continuing with the system that we have.

There was discussion on the purchase of an overhead crane to assist the Utilities
Department with the transfer of their barrels of chemicals. The CAO stated the
cost of a crane is high and he is currently looking into a better more cost efficient
way to deal with the barrels.

There was discussion on work orders being billed out correctly. Edgar stated that
the customer is billed directly for the equipment and they pay the operator
separately. They are being billed accordingly for the services they are receiving.

There was discussion on whether the siding and bricks had been moved to cold
storage. They are still located behind the complex underneath snow and will be
moved when they are accessible.

ITEMS, CORRESPONDENCE AND/OR PRESENTATIONS

In the absence of a Manager of Public Works and Utilities, Dmytri Kandiurin of the Utilities Department presented a verbal report. The following items were noted:

- The department has moved into their winter schedule.
- All maintenance required at the Sewage Treatment Plant is finished.
- The Lake Pump House has been experiencing power problems. A new transfer switch has been installed and they are waiting to see if it fixes the problems.

There was discussion on the trainees. The CAO stated that they will be writing their exams the second week of January. Councilor Lawrie asked if the costs to write the exams were recoverable. The CAO stated that they are. He stated there is a position at the complex as the complex is understaffed.

There was discussion on the brush clearing at CR30. Dmytri stated that the project began 3 years ago, but was never completed. It has finally been completed this year.

There was discussion on the heating of the Utilities Department. Dmytri stated it is heated 100% hydro with propane backup.

Public Works Department Report

In the absence of a Manager of Public Works and Utilities, Edgar Botelho of the Public Works Department presented a verbal report and the following items were noted:

- The department has been busy clearing snow.
- There were a couple of freeze ups last week. One of the freeze ups was due to a circulating pump being shut off. It took 11 hours to thaw out.
- There have been no frozen sewer lines to date.
- All sewer and water projects are complete.
- All digs are complete except the one for the O'Connor Block. This will need to be done next summer.
- The garbage at L5 is good. Bear problems are down. The gates are closed at 5pm.
- The department is busy getting things ready for winter

There was discussion about the sidewalks on Kelsey Boulevard and how slippery they are. Edgar stated this happens due to the high winds keeping them slick and there is not a lot they can do because the high winds also blow the sand away. He will continue to look for a solution to this problem.

There was discussion on garbage bins for the restaurants. Is this something that the Public Works Department provides to all the restaurants? Edgar stated that they do provide the same services to all at a cost of approximately \$300.00. The bins are made primarily out of recyclable materials.

the safety of the cold storage ceiling. The CAO stated
ded in the 2010 budget.

4.2 MSO Report

A written report was submitted by Patricia Kandiurin, the Municipal Support Officer and the following items were noted:

- There was one complaint about a dog biting a patient from the Transient Centre. The patient was treated in the hospital with a small puncture wound on her leg and released.
- There was a complaint about loose dogs on Orcade. The MSO spoke to the owners and advised them of the situation, and stated she would follow up with a letter. The owners did state that the dogs got out accidentally, but were brought back inside within 5 minutes.
- The MSO stated she had spoken to Al Pawzuk about purchasing a business license for the games that he has in Nanuk Entertainment. He is stating that he had sold the games to Jodi, and has only been servicing them for her when he was in town. He has been spotted in the store lately emptying the games. A bill of sale has been requested from Jodi but to date has not been provided.
- A report was received from the Drinking Officer regarding Kelly Turcotte's dogs. She is not concerned with the close proximity of the dogs to the drinking reservoir, but she did state we should be keeping a close watch on the situation out there to make sure the area is being kept clean of all dog feces and that they do not have access to the reservoir.

There was discussion on derelict vehicles. The MSO stated that some have been cleaned up. The by-law does state that if they pay the annual license fee they can have derelict vehicles on their property. The by-law does not stipulate how many. There was further discussion on possibly amending the by-law to restrict the number of vehicles a person can have on their property.

RECOMMENDED TO COUNCIL FOR DISCUSSION

4.3 Fire Department Stats

There was no Fire Department report, but the statistics up to December 14, 2009 were reviewed and accepted as presented.

5. OLD BUSINESS

5.1 Building Code Inspection Services Contract

A Building Code Inspection Services Contract was presented to the committee. There was discussion and the committee would like for all of council to have the chance to review the contract and discuss.

RECOMMENDED TO COUNCIL FOR DISCUSSION

5.2 Snow Removal Plan

The snow removal plan was presented to the committee to review along with suggestions of changes by Councilor Lawrie. Councilor Lawrie stated the plan needs to be written

and procedures of the town. The costs to do private
If we are doing private businesses then we need to
businesses.

RECOMMENDED TO COUNCIL FOR DISCUSSION

5.3 LED Street Lights

This has been looked into and Manitoba Hydro has advised not to further research the issue as the technology is changing quickly and it would not be beneficial at this time.

5.4 Flats

There was discussion on the willow cutting that took place down the flats and whether there was an update on the issue. The CAO stated that Manitoba Conservation and Manitoba Hydro are working together to come up with a solution to the problem.

5.5 Work Orders

Councilor Lawrie commented on work orders. She stated that Edgar already explained part of the process and she had a few more statements in regards to them. Times need to be written on the work orders. Currently there are only hours and no dates written on the work orders for the Department of Highways. The CAO stated he will look into this matter further and stress the proper procedure in filling out a work order.

ACTION: Administration to review and implement to proper policy and procedure of completing a work order.

6. NEW BUSINESS

6.1 Kelsey Street Sidewalks

This issue was discussed during the Public Works Department Report.

6.2 Financial Statements

Councilor Lawrie brought this issue forward. She stated it is important to have this information available at every meeting. It is important to know where each department sits in terms of their budget. Councilor Iwanowsky stated it is the responsibility of the Manager of each department to know where they stand in their budget and to report to council if there is a need for extra expenditures.

6.3 Aurora Winter fest

A letter was presented from the Aurora Winter fest Committee requesting a letter of financial in kind supports from the Town of Churchill as they have provided in previous years. There was discussion that the amount of in kind support needs to be decided by all of council.

RECOMMENDED TO COUNCIL FOR DISCUSSION

6.4 Infrastructure Funds for January

Councilor Lawrie stated that the Government has announced funds still available for Infrastructure projects with a deadline for proposals the end of January 2010. The CAO stated he has been in contact with the REDI Fund and they have agreed to look at possibly funding part of the town's landfill. He stated he will follow up with them.

W up with the REDI Fund on possible funding of the

6.5 Central Inventory/Purchasing

Councilor Lawrie stated that she wants this issue brought forward for consideration in having all cleaning and office supplies centrally purchased and inventoried under one person.

ACTION: Administration to look into and implement central purchasing and inventory of all cleaning and office supplies for all departments within the Town of Churchill.

7. IN CAMERA

7.1 The committee went into an in camera discussion at 1:25 p.m.

7.2 The committee convened the in camera discussion at 1:39 p.m.

8. NEXT MEETING

8.1 January 11, 2009

8. ADJOURNMENT

The meeting adjourned at 1:40 p.m.