



Minutes of Operations Advisory Committee Meeting

October 3, 2016

Town Hall Council Chambers, Arnprior, ON

Present:

Chair, Ted Strike
Citizen Member, David Coreau
Citizen Member, Clint Duff
Citizen Member, Philip MacLeod
Citizen Member, John Shane

Absent:

Vice Chair, Dan Lynch
Citizen Member, David Major

Also Present:

Kaila Zamojski, Deputy Clerk
John Okum, Fire Chief
Rick Desarmia, Deputy Fire Chief
Cory Nicholas, Fire Prevention/Protection Officer
John Steckly, A/Director of Public Works
Deanna Streifel, Environmental Eng. Officer
Ryan Wall, Engineering Officer
Renee Mask, Manager of Financial Services
OPP Staff Sgt., Paul Schalmbers

1. Call to Order

Chair Ted Strike called the Operations Advisory Committee Meeting to order at 6:30 PM and welcomed those present.

2. Roll Call

The Deputy Clerk called the roll with all Members of the Operations Advisory Committee being present, except Vice Chair Dan Lynch and Citizen Member David Major.

3. Adoption of Agenda

Resolution No. OAC026-16

Moved by Philip MacLeod
Seconded by John Shane

BE IT RESOLVED THAT the agenda for the Operations Advisory Committee Meeting dated Monday, October 3, 2016, be adopted.

Resolution CARRIED

4. Disclosures of Pecuniary Interest

None

5. Adoption of Minutes of Previous Meetings

a) Operations Advisory Committee Minutes – June 6, 2016

Resolution No. OAC027-16

Moved by David Coreau
Seconded by Philip MacLeod

THAT the minutes of the Operations Advisory Committee for June 6, 2016 be adopted.

Resolution CARRIED

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6. Presentations/ Delegations

a) **Sewer & Water Line Warranty Service – Manager of Financial Services**

Resolution No. OAC028-16

Moved by Philip MacLeod

Seconded by David Coreau

That the Operations Advisory Committee recommend to Council:

That Council endorse the Sewer and Water Line Warranty service offered by Service Line Warranties of Canada Inc. (SLWC) and endorsed by LAS, and

That Council enter into a three year Non-Royalty Marketing Agreement with SLWC for the marketing of their warrantee program to protect service line laterals (Water and Sewer) on private properties.

Resolution CARRIED

The Manager of Financial Services provided a presentation on the Sewer & Water Line Warranty Service, attached as Appendix A and forming part of these minutes, and responded to questions.

b) **Public Works Reports**

i. **2016 Asset Management Plan Update – A/Director of Public Works**

Resolution No. OAC029-16

Moved by Clint Duff

Seconded by Philip MacLeod

THAT the Operations Advisory Committee receive the 2016 Asset Management Plan Update presentation as information.

Resolution CARRIED

The A/Director of Public Works provided a presentation on the 2016 Asset Management Plan Update, attached as Appendix B and forming part of these minutes.

ii. **Landfill Inspection Results – Environmental Engineering Officer**

Resolution No. OAC030-16

Moved by Philip MacLeod

Seconded by David Coreau

THAT the Operations Advisory Committee receive the Landfill Inspection Results presentation as information.

Resolution CARRIED

The Environmental Engineering Officer provided a verbal presentation regarding the Landfill Inspection Results, noting that the inspection came back with all positive results, and responded to questions.

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c) OPP Reports

i. Statistical Report – OPP

Resolution No. OAC031-16

Moved by Clint Duff

Seconded by David Coreau

That the Operations Advisory Committee receives the OPP Statistical Report as information.

Resolution CARRIED

OPP Staff Sgt. Paul Schalmbers provided an overview of the statistical report, attached as Appendix C and forming part of these minutes, and responded to questions.

d) Fire Department Reports

i. Fire Prevention Week & Carbon Monoxide Awareness Week – Fire Prevention/Protection Officer

Resolution No. OAC032-16

Moved by Philip MacLeod

Seconded by John Shane

That the Operations Advisory Committee receives the Fire Prevention Week & Carbon Monoxide Awareness Week presentation as information.

Resolution CARRIED

The Fire Prevention/Protection Officer provided a presentation on Fire Prevention Week & Carbon Monoxide Awareness Week, attached as Appendix D and forming part of these minutes, and responded to questions.

ii. Home Fire and Life Safety Program – Deputy Fire Chief

Resolution No. OAC033-16

Moved by Clint Duff

Seconded by David Coreau

That the Operations Advisory Committee receives the Home Fire and Life Safety Program presentation as information.

Resolution CARRIED

The Deputy Fire Chief provided a presentation on the Home Fire and Life Safety Program, attached as Appendix E and forming part of these minutes, and responded to questions.

iii. Emergency Management Status 2016 – Fire Chief

Resolution No. OAC034-16

Moved by Philip MacLeod

Seconded by David Coreau

That the Operations Advisory Committee receives the Emergency Management Status 2016 presentation as information.

Resolution CARRIED

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The Fire Chief provided a presentation on the Emergency Management Status 2016, attached as Appendix F and forming part of these minutes, and responded to questions.

7. Matters Tabled/Deferred/Unfinished Business

None

8. Staff Reports

None

9. NEW BUSINESS

Community Program Committee

The Fire Chief provided an item of New Business noting that previously a Community Program Committee oversaw the Emergency Management mandatory Municipal requirements, however, in 2015 the Terms of Reference of the Operations Advisory Committee were amended and the Committee was tasked with review of the Annual Maintenance Checklist. The completed Emergency Management Program Annual Municipal Maintenance and Emergency Management Program Statement of Completion is then provided to Council for approval, following which the Community Emergency Management Coordinator and Head of Council sign the documentation and forward to the Office of the Fire Marshal and Emergency Management (OFMEM) providing evidence of the municipality's annual compliance activities.

Following discussion, staff and Committee Members agreed that a Special Meeting be scheduled for December 5, 2016 at 11:00 AM. The Deputy Clerk advised that confirmation of the date and time would be sent by email, following consultation with the Town Clerk and CAO.

10. ADJOURNMENT

Resolution No. OAC035-16

Moved by David Coreau

Seconded by Clint Duff

THAT this meeting of the Operations Advisory Committee be adjourned at 7:52 PM.

Resolution CARRIED