



HOWE ISLAND TOWNSHIP FERRY COMMITTEE

Summary Communique 2015-2016

MOTIONS

The Howe Island Township Ferry Committee met nine times in 2015-2016. During these meetings a number of motions were made and have been implemented.

- 1) The committee recommended to the Manager of Public Works, Rob Dillabough, that the lunch time break for the ferry operators is always taken from 11:15 to 11:45am in order to adhere to the Employment Standards Act
[20. \(1\)](#) An employer shall give an employee an eating period of at least 30 minutes at intervals that will result in the employee working no more than five consecutive hours without an eating period. 2000, c. 41, s. 20 (1).
- 2) THAT it is recommended by the Howe Island Ferry Committee to seek the support of Council to allocate funds set aside as a result of Development Charges to provide for a study which would determine options to maintain constant operation of the existing Township Ferry during the winter season;
- 3) The committee passed the following resolutions to go to Council
 - a) Public Works Manager and Ferry Foreman will determine the cost of providing a “stand by rate” for those operators who may be called in due to emergency outages
 - b) A request to clarify the role of the Township Ferry and determine the parameters of service.
 - c) The committee passed the following motion: THAT the CAO/Clerk draft a letter to the Township of Leeds and the Thousand Islands respectfully requesting that during times of inclement weather, Road 37 (Howe Island Ferry Road) which is the connecting link to Road 22 through to Road 16 (Joyceville Road) be provided with the level of service equal to that of Highway 2. AND FURTHER THAT the letter be circulated to the Council of the Corporation of the Township of Frontenac Islands for endorsement.
- 4) The committee passed the following motion: THAT the County of Frontenac remove from their files the existing call out list for contact information for the Township Ferry staff. AND FURTHER THAT a contact number for the PWM will be provided as the Key Contact Person for time of outages. THAT it is recommended by the Howe Island Ferry Committee the Township maintain a Contingency Reserve in the annual municipal budget which would allow for continuation of service during harsh winter conditions; AND FURTHER THAT unspent funds be carried over from year to year should they not be required.
- 5) The following motion was passed. THAT the Howe Island Township Ferry Committee recommend to the Council of the Corporation of the Township of Frontenac Islands THAT a development charges study to propose an RFP that would incorporate the following: Ability

to assume increased load demand which would enhance development and extend the robustness of service which currently exists; AND FURTHER THAT the document outlines the realities associated with the installation of a Bubbler System at the Township ferry.

DECISIONS AND CLARIFICATIONS

1. The first issue was to address non-payment of ferry tolls. The committee recognized that although there are exemptions that include all emergency vehicles, township and county vehicles, funeral processions and the undertakers van. All other users of the ferry are required to pay by purchasing a yearly pass or paying a once only fee before proceeding onto the ferry.
2. The committee recognizes the extraordinary work that the staff and volunteer emergency responders contribute to ensuring that Howe Islanders are able to access services in a timely fashion. The ferry system is one component. The committee recognize that many people are involved in keeping Howe Islanders safe and that any recommendations made by the committee will be made after due diligence in considering all aspects of services.
3. The committee recommended that the Public Works Manager and the Ferry Foreman review protocols starting with the protocol to open the ferry service when the county ferry faces a service disruption.
4. The Township C.A.O./Clerk and County C.A.O. were requested to work together to determine whether a shared service agreement could be considered which allow for County Operators to be sent to the Township Ferry during times when the County Ferry is out of Service due to an unforeseen outage.
5. The committee requested that the Public Works Manager develop a draft job description for stand by and on call personnel.
6. The committee requested that the CAO/Clerk follow up with the County concerning the recent request for the township ferry to be operational during silent hours, as the township ferry staff were not then notified when the County ferry once again became operational.
7. The telephone land line at the Township Ferry Building is to have a message recorded to indicate that the ferry is either in or out of service. The telephone number is 613-542-0550

FUTURE WORK

The committee reviewed items that have been raised by committee members and Howe Islanders and recognized that 13 items have been completed, 4 are in progress and a further 14 have been allocated to staff or committee members for work in the future.

Information about the routine maintenance and refurbishment of the ferry needs to be advertised with as much notice as possible so Islanders are fully informed. Long term planning is underway to replacement of the ferry deck and railing, and other components of the ferry.

Prepared by the members of the Howe Island Township Ferry Committee: Michael Quinn (Chair), Ed Beseau, Robin Craig, Jim Mills, Jennifer Medves, Natalie Nossal, and Bruce Higgs.