

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 9

April 16, 2019

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on April 16, 2019 from 12:02 p.m. to 12:35 p.m.

PRESENT: Chairperson W. Brunetta, Mayor J. Caul and Councillor A. Hallikas.

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC (12:02 p.m. to 12:28 p.m.), J. Forbes, Human Resources Manager, K. Lawson, Deputy Clerk

REGRETS: Councillor D. Judson

**1. Call to Order - 12:02 p.m.**

**2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting, - no items identified**

**3. Disclosure of pecuniary interest and the general nature thereof - no disclosures.**

**4. Approval of Previous Committee Minutes**

4.1 Session #8 dated April 2, 2019.

Hallikas-Caul: Approved as presented.

CARRIED

**5. In-Camera - no items identified**

**6. Items Referred from Council**

6.1 Ducks Unlimited Canada Request.

- Council recommended receiving the request only with no further action taking place.

6.2 Fort Frances High School Chem Free Grad Party Donation Request.

- Councillor Hallikas advised that at an earlier meeting of Community Services Executive Committee this matter was unanimously recommended for approval. A&F Committee recommended approval of a donation to the FFHS Chem Free Grad Committee in the amount of \$1,015.62 for the 2019 Chem Free Grad event taking place at the Memorial Sports Centre on June 27, 2019.

**7. New Business**

7.1 2019 Schedule of Fees Amendment (Emergency Response Cost Recovery).

T. Moffitt was present to provide an overview of the request as laid out in the report. Committee recommended deferring the matter to the next regular meeting and requested that further investigation be undertaken respecting the insurance implications.

7.2 P.O.A. Audited Statements for the year ending December 31, 2018.

- D. Galusha provided an overview of the audited financial statements as prepared by BDO Canada LLP. Committee recommended authorizing the acceptance of the Provincial Offences - Fort Frances Court Services Area Trust Fund audited financials for the year ended December 31, 2018 as prepared by BDO Canada LLP and authorize payment of the invoice in the amount of \$4,162.36 for their services.

7.3 Health and Safety Policy - Annual Review.

J. Forbes was present to provide a brief overview of the document. Committee recommended approval of the Annual Health and Safety Policy.

**8. Non-agenda Items - no items identified.**

**9. Information**

9.1 Fort Frances Fire & Rescue - March 2019 Report.  
- received as information.

9.2 Fort Frances Fire & Rescue - 2018 Annual Report.  
- received as information.

9.3 2019 Reserve Funds - 1st Quarter.  
- received as information.

**10. Adjourn 12:35 p.m./ Next Meeting Date - May 7, 2019**

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Executive Committee Chair

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D. Brown, CAO