



TOWN OF FORT FRANCES

MINUTES

SESSION NO. #22

April 19, 2022

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held virtually and in the Civic Centre on April 19, 2022 from 12:00 p.m. to 12:27 p.m.

PRESENT: Chairperson W. Brunetta, Councillors D. Judson and A. Hallikas, Mayor J. Caul (ex-officio)

ALSO PRESENT: F. Anwar, CAO, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC, A. Hansma, Human Resources Manager, K. Haney, Deputy Clerk, P. Briere, By-law officer

REGRETS:

1. **Call to Order @ 12:00 p.m.- Session no. 22 /Roll Call**
2. **Disclosure of pecuniary interest and the general nature thereof - none**
3. **Approval of Previous Committee Minutes**
 - 3.1 Session no 20 - 22 February 2022 - Accepted as presented
 - 3.2 Session no 21 - 22 March 2022 - Accepted as presented
4. **Items Referred from Council**
 - 4.1 Electronic Participation amendment - Committee thanked the Clerk for her work on this by law amendment. Committee comfortable with clerk making edit re waiving of 3 meeting limit during a declared emergency. Item to move forward to council meeting of 25 April 2022.
 - 4.2 Chem Free Grad Request - Committee all in favor to ensure safety and support for our grads. Committee recommendation to move item forward to Council meeting of 25 April 2022.
 - 4.3 Procurement Policy - As requested by Council, review of Procurement Policy occurs once per term and will start in early May with revised by-law to follow prior to nominations in August. OFEC discuss anything council member wish to see change. Given inflations, thresholds i.e. tendering, RFP bumping up to 50,000. Committee looking forward to upcoming reports.
5. **New Business**
 - 5.1 2022 Emergency Management Program Review - Completed 2022 review of TOFF. Changes made to remain consistent with provincial guidelines. Recommend council approve and by-law prepare. Shout out to Patrick Briere. Committee thanked Chief Moffit and Patrick Briere for putting this all together. Municipal Control Group did not have to add much to this review. HR Manager to be designated as alternate. Move forward to Council meeting of 25 April 2022.
6. **Outstanding Items - none**
7. **Information**

7.1 EMPCA 2021 compliance results - reflects good work of group.

8. **In-Camera - none**

9. **Adjourn / Next Meeting Date - May 3, 2022**

Executive Committee Chair

F. Anwar, CAO