

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 59

November 7, 2017

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on November 7, 2017 from 12:05 p.m. to 1:46 p.m.

PRESENT: Councillor K. Perry; Councillor W. Brunetta and Councillor G.P. Ryan

ALSO PRESENT: D. Brown, CAO, L. Lindberg, Treasurer (12:12 p.m. to 1:46 p.m.), E. Slomke, Clerk, A. Petrin, Human Resources Manager (12:12 p.m. to 1:46 p.m.), A. Byrnes, By-Law Enforcement (12:12 p.m. to 12:17 p.m.), P. Briere, By-Law Enforcement (12:12 p.m. to 12:17 p.m.), T. Moffitt, Fire Chief/CEMC (12:12 p.m. to 12:43 p.m.) and K. Lawson, Secretary

REGRETS: Mayor R. Avis

**1. Call to Order 12:05 p.m.**

**2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**

2.1 Management/Non-Union Policy.

**3. Disclosure of pecuniary interest and the general nature thereof - none identified.**

**4. Approval of Previous Committee Minutes**

4.1 Session No. 58 dated October 17, 2017.

Brunetta-Ryan: Approved as presented.

CARRIED

**5. In-Camera**

5.1 Personnel Matter-Board Secretary  
- Committee approved recommendations as outlined in the report.

**6. New Business**

6.1 Doug Brown, CAO - Purchase Card Expenses.  
- Committee recommended approval of the purchase card expense in the total amount of \$56.04 as submitted by Doug Brown, CAO for his attendance at the Northern Ontario Municipal Association Conference held on September 19-22, 2017 in Thunder Bay.

6.2 Amended Property Assessment Notices re:  
535 Riverview Drive (2017)  
414 Scott Street (2017)  
1018 First Street East (2017)  
1020 First Street East (2017)  
- Committee recommended approval of receiving the Amended Property Assessment Notices for properties located at 535 Riverview Drive, 414 Scott Street, 1018 First Street East and 1020 First Street East in Fort Frances for the 2017 taxation year.

6.3 357/358 Applications for Tax Adjustment  
re: 602 Fourth Street West (2017).  
- Committee recommended approval of the adjustment of 2017 taxes under *Section 357/358* of the *Municipal Act* for property located at 602 Fourth Street West resulting

from the demolition of a garage.

- 6.4 June 2014 Flood Event - ODRAP Audited Statement and Invoice.  
- Committee recommended approval of the acceptance of the Town of Fort Frances Ontario Disaster Relief Assistance Program audited Schedule of Revenue and Expenditures as prepared by BDO Canada LLP for the period June 10th, 2014 to December 31st, 2016 and further approved recommending payment of the BDO Canada LLP audit fees invoice in the amount of \$5,390.10 including HST be forwarded to the Ministry of Municipal Affairs and Housing for reimbursement of said audit costs. Committee further recommended approval of the Municipal Claim Forms 1 to 5 dated October 30, 2017 as signed by the Treasurer.
- 6.5 Fort Frances Non-Profit Innovative Homes Inc.  
- Committee recommended approval for authorizing the dissolution of the Fort Frances Non-Profit Innovative Homes Inc. and that the Treasurer be identified as the person who will have custody of the Corporate documents and records for a period of six years after the dissolution date.
- 6.6 Upcoming Committee & Council Meeting Dates for 2018.  
- Committee recommended approval of the Committee and Council Meeting dates for 2018 as presented in the report.
- 6.7 Part 2 of Modernizing Ontario's Municipal Legislation Act (Bill 68).  
- Committee approved the recommendation to receive the Clerk's report and further approved that work on the amendments to the Procedural By-Law be undertaken to be in effect by January 1st, 2018.
- 6.8 ICompass - New Modules (Civic Web Portal and Board Manager).  
- Committee approved recommending that the Clerk proceed with executing an updated agreement with iCompass which will include two new modules (CivicWeb Portal and Board Manager).
- 6.9 Emergency Evacuation Centres Backup Power Initiative.  
- Committee approved recommending that the Fire Chief/CEMC proceed to contact potential community partners to work together to leverage funding for establishing a Back Up Power and Infrastructure Plan for a minimum of two Emergency Evacuation Centres in Fort Frances.
- 6.10 2018 User Fees - Fort Frances Fire & Rescue Services. - Committee recommended approval of the Fort Frances Fire & Rescue Services User Fees as amended.
- 6.11 2018 User Fees - Planning and Development Division. - Committee recommended approval of the 2018 Planning and Development Division User Fees as presented.
- 6.12 2018 User Fees - Administration and Finance Division. - Committee recommended approval of the 2018 Administration and Finance Division User Fees as presented.

## **7. Non-agenda Items**

- 7.1 Management-Non-Union Benefits Policy.  
A. Petrin, Human Resources Manager presented details of the report to Committee. Committee recommended approval of the Management - Non Union Benefits Policy.

## **8. Information**

- 8.1 Fort Frances Fire & Rescue Service - September and October 2017 Reports. - Committee received as information.

8.2 Town of Fort Frances General Fund (Operating) Summary for the Ten Months ending Tuesday, October 31, 2017. - Committee received as information.

8.3 Town of Fort Frances Water & Sewer Fund (Operating) Summary for the Ten Months Ending Tuesday, October 31, 2017. - Committee received as information.

**9. Adjourn 1:46 p.m. / Next Meeting Date - November 21st, 2017**

---

Executive Committee Chair

---

D. Brown, CAO