

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 16

September 17, 2019

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on September 17, 2019 from 12:02 p.m. to 12:25 p.m.

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

ALSO PRESENT: D. Brown, CAO, A. Bisson, Deputy Treasurer, T. Moffit, Fire Chief/CEMC (12:02 p.m. to 12:08 p.m.), 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. - none identified

3. Disclosure of pecuniary interest and the general nature thereof

- 3.1 Councillor A. Hallikas disclosed an interest in agenda item 7.5 stating that the 2019 AMO Conference Travel and Per Diem Claim was his. He did not participate in any discussion of this matter.

4. Approval of Previous Committee Minutes

- 4.1 Session No. 16 dated September 3, 2019.

Hallikas-Caul: Approved as presented.

CARRIED

5. In-Camera - no items identified

6. Items Referred from Council

- 6.1 Tour de Fort Sponsorship Request.
- committee recommended approval of the Tour de Fort Sponsorship request at the Silver level in the amount of \$500.00 for 2019.
- 6.2 Royal Canadian Legion Manitoba/NW Ontario Command Advertising.
- committee recommended approval of an advertisement of 1/10 page (Business Card) size in the "Military Service Recognition Book" in the amount of \$205.00.

7. New Business

- 7.1 Amended Automatic Aid Agreement.
- the Fire Chief/CEMC provided an overview of his report as presented. Committee recommended entering into an Automatic Aid Agreement with the Townships of Emo, Chapple, LaVallee and Alberton.
- 7.2 On-Line Payment Software for Fines and Offences - Provincial Offences.
- committee recommended approval for purchase of the Paytickets.ca solution program for Provincial Offences ticket payments in the amount of \$4,250.00 plus hst.
- 7.3 Request for Proposal for Municipal Insurance (19-AF-10).
- committee recommended awarding the Request for Proposal for Municipal Insurance (19-AF-10) to Frank Cowan Company as represented by Gillon's Insurance Brokers Ltd. in the total amount of \$222,085.68 including tax.
- 7.4 Doug Brown, CAO - Purchase Card Expenses.
- committee recommended approval of the purchase card expenses in the amount of \$120.49 as submitted by D. Brown, CAO for the period August 7th to September 6th, 2019.
- 7.5 Councillor Andrew Hallikas - AMO Conference.
- committee recommended approving the Travel Expense and Per Diem claims in the amount of \$852.00 as submitted by Councillor Hallikas for his attendance at the AMO Conference in Ottawa from August 18 -21, 2019.

8. Non-agenda Items - no items identified

9. Outstanding Items

- 9.1 Request for Community Improvement Incentives (Belluz Concrete).
- this item remains deferred to allow for additional information.

10. Information

- 10.1 Fort Frances Fire & Rescue Service - August 2019 Report. - received as information.

11. Adjourn - 12:25 p.m. / Next Meeting Date - October 8, 2019

Executive Committee Chair

D. Brown, CAO