

TOWN OF FORT FRANCES
ADMINISTRATION AND FINANCE EXECUTIVE COMMITTEE

MINUTES

SESSION NO. # 46

March 7, 2017

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on March 7th, 2017 from 12:05 p.m. to 12:50 p.m.

PRESENT: Councillor K. Perry; Councillor W. Brunetta

ALSO PRESENT: D. Brown, CAO; L. Lindberg, Treasurer; D. Galusha, Deputy Treasurer; A. Petrin, Human Resources Manager; T. Moffitt, Fire Chief/CEMC; K. Lawson, Secretary

REGRETS: Mayor R. Avis; Councillor G.P. Ryan

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. - None identified.

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

4. Approval of Previous Committee Minutes

4.1 Session No. 45 dated February 7, 2017.

- Councillor Brunetta was not in attendance for the February 7th, 2017 meeting and the Committee recommended that these minutes be deferred until both Councillor Ryan and Councillor Perry are in attendance to confirm the content from the minutes as presented.

5. In-Camera - No items identified.

6. Items Referred from Council

6.1 Safe Communities Rainy River District Per Capita Financial Request.

-committee recommended approval of the Safe Communities Rainy River District \$.50 cent per capita financial request in the amount of \$3,977.50.

6.2 Draft Letter of Understanding re: Additional Firefighter.

-committee provided direction to the Human Resources Manager and Fire Chief re: Letter of Understanding (re: Interim additional firefighter) to be brought to the next regular meeting of COW Council for consideration.

7. New Business

7.1 Councillor June Caul - AMO Conference Travel Claim.

-committee recommended approval of the Travel Expense Claim in the amount of \$116.39 as submitted by Councillor June Caul for unavoidable travel expenses incurred while attending the AMO Conference in Windsor, Ontario - August 14-17, 2016.

7.2 Doug Brown, CAO - Purchase Card Expenses.

-committee recommended approval of the Purchase Card expenses in the total amount of \$282.05 as submitted by Doug Brown, CAO for his attendance at the ROMA Conference held January 28th to 31st, 2017 in Toronto.

7.3 Land Sales Contributions to Reserve Funds.

-committee recommended approval of the allocation of the 2016 land sales revenue as Contributions to Reserve Funds in the total amount of \$584,791.50 for the year ending December 31st, 2016.

- 7.4 Forest Fire Management Agreement with Ministry of Natural Resources.
-committee recommended the entering into of a new agreement between the Town of Fort Frances and the Ministry of Natural Resources for a 5 year term beginning April 1, 2017.

8. Non-agenda Items - None identified.

9. Information

- 9.1 Fort Frances Fire and Rescue Service - 2016 Year End Report.
-Fire Chief Moffitt was in attendance to present the 2016 Year End Report - received as information.
- 9.2 Fort Frances Fires and Rescue Services - January 2017 Monthly Report.
-Fire Chief Moffitt was in attendance to present the January 2017 Monthly Report - received as information.

10. Adjourn 12:50 p.m. / March 21st, 2017

Executive Committee Chair

D. Brown, CAO