

TOWN OF FORT FRANCES  
ADMINISTRATION & FINANCE EXECUTIVE COMMITTEE

MINUTES

SESSION NO. # 64

February 20, 2018

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on February 20th, 2018 from 11:59 p.m. to 12:27 p.m.

PRESENT: Councillor K. Perry, Chair (11:59 p.m. to 12:18 p.m. and 12:25 p.m. to 12:27 p.m.);  
Councillor W. Brunetta and Councillor G.P. Ryan.

ALSO PRESENT: D. Brown, CAO, L. Lindberg, Treasurer, D Galusha, Deputy Treasurer, J. Kabel,  
Manager Community Services, T. Moffitt, Fire Chief/CEMC (11:59 p.m. to 12:07  
p.m.) and K. Lawson, Secretary

REGRETS: Mayor R. Avis

**1. Call to Order**

**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 K. Perry disclosed an interest in agenda item 7.4 as the NOMA Board Meeting and KDMA Annual General Meeting per diem claims were his. He turned the Chair over to Councillor G.P. Ryan and did not participate in any discussion when the matter was discussed.

**4. Approval of Previous Committee Minutes**

- 4.1 Session No. 63 dated February 6th, 2018.

Brunetta-Ryan: Approved as amended.

CARRIED

**5. In-Camera - No Items Identified**

**6. Items Referred from Council**

- 6.1 Safe Communities Rainy River District per capita request.  
- Committee approved the \$0.50 per capital financial request from the Safe Communities Rainy River District for 2018 in the amount of \$3,977.50.
- 6.2 Rainy River Future Development Corporation Per Capita Request.  
- Committee approved that the \$7.00 per capital request from Rainy River Future Development in the amount of \$55,685.00 be included in the 2018 General Operational Budget.
- 6.3 Boundary Waters Dragon Boat Club Festival Tug of War and Marina Use  
- Committee will table this report until information is received from all Executive Committees.
- 6.4 Heart of the Continent Partnership Financial Request.  
- Committee recommended receiving the Heart of the Continent Partnership (HOCP) financial request with no further action being taken.
- 6.5 Rainy River District Music Festival Financial Request.

- Committee recommended authorizing a donation of \$100.00 to the Rainy River District Music Festival Association's 78th Festival of the Performing Arts taking place in April 2018.

- 6.6 Request from Nolan and Davis Ross - review of ice time invoice.  
- J. Kabel, Manager Community Services was in attendance to provide input. Committee along with Community Services Division recommended that the rental contract, as signed, be upheld without revision.

**7. New Business**

- 7.1 Doug Brown, CAO - Purchase Card Expenses.  
- Committee approved the purchase card explain claim in the total amount of \$607.08 as submitted by Doug Brown, CAO for ROMA Conference expenses and Freedom of Information request fee as outlined in the report.
- 7.2 Councillor John Albanese - RRDMA Annual General Meeting Per Diem.  
- Committee recommended approval of Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor John Albanese for his attendance at the RRDMA Meeting held on January 13th, 2018 in Fort Frances.
- 7.3 Councillor Doug Kitowski - RRDMA Annual General Meeting Per Diem.  
- Committee recommended approval of Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Doug Kitowski for his attendance at the RRDMA Meeting held on January 13th, 2018 in Fort Frances.
- 7.4 Councillor Ken Perry - NOMA Board Meeting & KDMA Conference Per Diem Claims.  
- Committee recommended approval of Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$240.00 as submitted by Councillor Ken Perry for his attendance at the NOMA Board Meeting held on February 14th, 2018 in Thunder Bay, and further approved deferring the Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$480.00 as submitted by Councillor Ken Perry for his attendance at the KDMA Annual General Meeting held on February 1st, 2nd and 3rd, 2018 in Thunder Bay for additional information.

**8. Non-agenda Items - None identified**

**9. Information**

- 9.1 Fort Frances Fire and Rescue Service - January 2018 Report.  
- received as information.

**10. Adjourn / Next Meeting Date - March 6, 2018**

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Executive Committee Chair

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D. Brown, CAO