

## TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 10

May 7, 2019

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on May 7, 2019 from 12:01 p.m. to 12:20 p.m.

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

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC, K. Lawson, Deputy Clerk

REGRETS: Councillor D. Judson

**1. Call to Order 12:01 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 Mayor June Caul disclosed an interest in agenda item 7.5 stating that the NOMA Meeting and Conference Travel Expense and Per Diem were hers. She did not participate in any discussion of the matter.

**4. Approval of Previous Committee Minutes**

- 4.1 Session No. 9 dated April 16, 2019.

Hallikas-Caul: Approved as presented.

CARRIED

**5. In-Camera - no matters identified.**

**6. Items Referred from Council**

- 6.1 Fort Frances Canadian Bass Championship Requests.  
- Committee recommended approving the requests from the Fort Frances Canadian Bass Championship Committee as laid out in the report.

## **7. New Business**

- 7.1 Amendment to the Emergency Management Program By-Law.  
- T. Moffitt, Fire Chief/CEMC was in attendance to provide an overview of the amendments. Committee recommended approving the amendments to the Emergency Management Program as laid out in the report and further that Mayor and Clerk be authorized to execute an amending by-law.
- 7.2 Amendment to the Emergency Management Plan By-Law.  
(please refer to the Town of Fort Frances Emergency Plan attached from item 7.1.)  
- T. Moffitt, Fire Chief/CEMC was in attendance to provide an overview of the amendments. Committee recommended approving the amendments to the Emergency Management Plan as laid out in the report and further that Mayor and Clerk be authorized to execute an amending by-law.
- 7.3 Waiving of Procurement Policy - T. Moffitt, Fire Chief/CEMC was in attendance to provide an overview of the report. Committee recommended waiving the Town's Procurement Policy with regards to purchasing the Air Monitors and Testing/Charging Stations as there are not 3 suppliers available to provide written quotations for this specialized equipment.
- 7.4 Doug Brown - NOMA Annual Meeting and Conference Travel Expense and Per Diem.  
- Committee recommended approving the Travel Expense and Per Diem Claims in the amount of \$138.92 as submitted by Doug Brown, CAO for his attendance at the NOMA Annual General Meeting and Conference in Thunder Bay on April 23rd to 26th, 2019.
- 7.5 Mayor June Caul - NOMA Annual Meeting and Conference Travel Expense and Per Diem.  
- Committee recommended approving the Travel Expense and Per Diem Claims in the amount of \$660.00 as submitted by Mayor June Caul for her attendance at the NOMA Annual General Meeting and Conference in Thunder Bay on April 23rd to 26th, 2019.
- 7.6 Councillor Michael Behan - NOMA Annual Meeting and Conference Travel Expense and Per Diem.  
- Committee recommended approving the Travel Expense and Per Diem Claims in the amount of \$660.00 as submitted by Councillor Michael Behan for his attendance at the NOMA Annual General Meeting and Conference in Thunder Bay on April 23rd to 26th, 2019.
- 7.7 Councillor Rick Wiedenhoef - NOMA Annual Meeting and Conference Travel Expense and Per Diem.  
- Committee recommended approving the Travel Expense and Per Diem Claims in the amount of \$660.00 as submitted by Councillor Rick Wiedenhoef for his attendance at the NOMA Annual General Meeting and Conference in Thunder Bay on April 23rd to 26th, 2019.

**8. Outstanding Items**

- 8.1 2019 Schedule of Fees Amendment (Emergency Response Cost Recovery).  
T. Moffitt, Fire Chief/CEMC was in attendance to provide an overview of the report. Committee recommended approval of an amendment to the 2019 Schedule of Fees to include Emergency Response Cost Recovery as laid out in the report and further that Mayor and Clerk be authorized to execute an amending by-law.

**9. Adjourn / Next Meeting Date - May 21st, 2019**

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Executive Committee Chair

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D. Brown, CAO