

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 72

June 19, 2018

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on June 19, 2018 from 12:01 p.m. to 1:02 p.m.

PRESENT: Councillor K. Perry, Chair, Mayor R. Avis, Councillor W. Brunetta and Councillor G.P. Ryan

ALSO PRESENT: Doug Brown, CAO, L. Lindberg, Treasurer, D. Galusha, Deputy Treasurer, J. Forbes, Human Resources Coordinator, T. Moffitt, Fire Chief/CEMC (12:01 p.m. to 12:20 p.m.), C. Herr, Northwestern Health Unit (12:01 p.m. to 12:12 p.m.) and K. Lawson, Secretary

REGRETS:

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 - none identified.**
4. **Approval of Previous Committee Minutes**
  - 4.1 Session No. 71 dated June 5, 2018.

Brunetta-Ryan: Approved as presented.

CARRIED

5. **In-Camera - No items identified.**
6. **Items Referred from Council**
  - 6.1 Watten Volunteer Fire Department.  
- committee recommended approval of a financial donation to the Watten Fire Department donation in the amount of \$300.00.
7. **New Business**
  - 7.1 Memorandum of Understanding - Naloxone Agreement with the Northwestern Health Unit.  
C. Herr, Northwestern Health Unit was in attendance to provide any additional clarification as required (12:01 p.m. to 12:12 p.m.) - committee recommended approval of a Memorandum of Understanding - Naloxone Agreement with the Northwestern Health Unit for signing the Mayor and Clerk, and further that an authorizing by-law be prepared accordingly.

- 7.2 Request for Reconsideration Minutes of Settlement (MOS) re:  
5 Mile Dock Road West (2018);  
731 Riverview Drive (2018);  
1044 Cornwall Avenue North (2018);  
512 Church Street (2018);  
1210 Olde Shambles Rd (2018);  
1287 Idylwild Drive (2018)  
- committee recommended processing of the Minutes of Settlement for properties located at 5 Mile Dock Road West (2018); 731 Riverview Drive (2018); 1044 Cornwall Avenue North (2018); 512 Church Street (2018); 1210 Olde Shambles Rd (2018); 1287 Idylwild Drive (2018) as outlined in the report.
- 7.3 357/358 Applications for Tax Adjustment re: 700 Scott Street (2018).  
- committee recommended approval of the adjustment of 2018 taxes under Section 357/358 of the Municipal Act for property located at 700 Scott Street resulting from revised property valuation and classification from commercial to residential due to conversion of prior commercial space to residential apartments.
- 7.4 Amended Property Assessment Notice re:  
1012 Victoria Avenue (2018);  
1167 River Road West (2018);  
1008 Walker Ave. (2018);  
353 Scott Street (2018);  
605 McIrvine Road (2018);  
375 Scott Street (2018);  
740 Sixth Street West (2018)  
- committee recommended receiving the Amended Property Assessment Notices for properties located at 1012 Victoria Avenue (2018); 1167 River Road West (2018); 1008 Walker Avenue (2018); 353 Scott Street (2018); 605 McIrvine Road (2018); 375 Scott Street (2018); 740 Sixth Street West (2018) for the 2018 taxation year as received from MPAC.
- 7.5 Violence and Harassment Policy - Annual Review.  
- committee recommended approval of the Workplace Violence and Workplace Harassment Policies.
- 7.6 Addition of Modules for Financial Software.  
- committee recommended approval of the purchase of eSend and Virtual City Hall modules, as components of the Microsoft Dynamics GP Diamond financial software with the purchase amount of \$30,690 to be funded utilizing the Corporate Projects Reserve fund with the annual costs of \$4620 funded through the treasury operating budget.
- 7.7 Collection (Accounts Receivable, Taxation and Water and Sewer) Policy Update.  
- committee recommended approval of the Collection (Accounts Receivable, Taxation and Water and Sewer) Policy Number 1.9 as presented.

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

**9. Information**

- 9.1 Fort Frances Fire & Rescue Service - May 2018 Report. received as information.
- 9.2 Town of Fort Frances (Operating) Summary for the Five Months Ending Thursday, May 31, 2018. - received as information.
- 9.3 Town of Fort Frances Capital Financial Statement for the Five Months Ending May 31, 2018. - received as information.
- 9.4 Town of Fort Frances Water & Sewer Fund (Operating) Summary for the Five Months Ending Thursday, May 31, 2018. - received as information.

**10. Adjourn 1:02 p.m./ Next Meeting Date - July 3, 2018**

  
Executive Committee Chair

  
D. Brown, CAO