

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 76

September 18, 2018

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on September 18, 2018 from 8:28 a.m. to 8:56 a.m.

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

ALSO PRESENT: D. Galusha, Deputy Treasurer, S. Freamo, IT Manager, T. Moffit, Fire Chief/CEMC (8:28 a.m. to 8:39 a.m.) and K. Lawson, Secretary

REGRETS: D. Brown, CAO, L. Lindberg, Treasurer

1. **Call to Order 8:28 a.m**
 2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
 - 2.1 D. Galusha re: Collection Policy 1.9 - Customer Banking Concerns.
 3. **Disclosure of pecuniary interest and the general nature thereof - none identified**
 4. **Approval of Previous Committee Minutes**
 - 4.1 Session No. 75 dated September 4, 2018.

Brunetta-Ryan: Approved as amended.
- CARRIED
5. **In-Camera - no items identified**
 6. **Items Referred from Council**
 - 6.1 Tour de Fort Sponsorship Request.
- committee recommended approving a Tour de Fort Sponsorship at the Silver Level in the amount of \$500.00 for 2018.
 - 6.2 Royal Canadian Legion Manitoba/NW Ontario Command Advertising.
- committee recommended approving 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 Fibre Network Agreement with TBay Tel.
- Shane Freamo, IT Manager was in attendance to discuss the report. Committee recommended entering into a five (5) year agreement with Tbaytel to provide fibre network services to the Town of Fort Frances.
 - 7.2 Doug Brown, CAO - Purchase Card Expenses.
- committee recommended approving the purchase card expense claim in the total amount of \$2,982.62 as submitted by Doug Brown, CAO for the period July 6 to August 6 and August 6 to September 6, 2018.
 - 7.3 Consumer Price Index (CPI) Increase for 2019 User Fees.
- committee recommended that this item be deferred to the next regular meeting.
Committee recommended that the User Fee Scheduled be discussed at the next regular

meeting in order that they can look at making recommendations respecting revised user fees for the incoming Council.

8. Non-agenda Items


- 8.1 Collections (Accounts Receivable, Tax Water & Sewer) Policy 1.9. - Customer Banking Concerns
- D. Galusha, Deputy Treasurer provided an update on this matter. Committee recommended that the Collections (Accounts Receivable, Tax, Water & Sewer) Policy 1.9 be adhered to and that an announcement be placed on the Town website reminding customers that those paying online or at their banking institution allow sufficient time for their bank to process their payment and ensure their funds are received in the Town's bank account.

9. Information

- 9.1 Fire & Rescue Service - August 2018 Report - T. Moffit was in attendance to present this report - received as information.
- 9.2 Town of Fort Frances Capital Financial Statement for Eight Months Ending Friday, August 31, 2018 - received as information.
- 9.3 Town of Fort Frances General Fund (Operating) Summary for Eight Months Ending Friday, August 31, 2018 - received as information.
- 9.4 Town of Fort Frances Water and Sewer Fund (Operating) Summary for Eight Months Ending Friday, August 31, 2018 - received as information.

10. Adjourn 8:56 a.m. / Next Meeting Date - October 2nd, 2018


Executive Committee Chair


D. Brown, CAO