

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 48

April 18, 2017

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on April 18th, 2017 from 12:07 p.m. to 1:57 p.m.

PRESENT: Councillor K. Perry, Councillor G.P. Ryan, Councillor W. Brunetta (12:12 p.m. to 1:57 p.m.)

ALSO PRESENT: D. Brown, CAO, L. Lindberg, Treasurer, A. Petrin, Human Resources Manager, T. Moffitt, Fire Chief/CEMC (12:12 p.m. to 12:56 p.m.) and K. Lawson, Secretary

REGRETS: Mayor R. Avis

1. **Call to Order - 12:07 p.m.**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting. - None**
3. **Disclosure of pecuniary interest and the general nature thereof - none**
4. **Approval of Previous Committee Minutes**

4.1 Session No. 47 dated March 21st, 2017.

Ryan/Perry: Approved as presented.

CARRIED

5. In-Camera

- 5.1 Succession Planning and Training.
- committee provided direction to the HR Manager. This item will be furthered at the next regular meeting of Committee of the Whole Council (in-camera).

Ryan-Perry: THAT Administration and Finance Executive Committee now meet in-camera in order to address a matter pertaining to: personal matters about an identifiable individual, including municipal or local board employees; more specifically item 5.1 Succession Planning and Training; and item 5.2 Management/Non-Union Benefits Policy (weekly indemnity insurance coverage).

CARRIED

- 5.2 Management/Non-Union Benefits Policy Update (weekly indemnity insurance coverage).
- committee provided direction to the HR Manager. This item will be furthered at the next regular meeting of Committee of the Whole Council (in-camera).

6. Items Referred from Council

- 6.1 Boundary Waters Dragon Boat Festival Requests.
 - committee recommended acceptance and approval of the recommendations/comments outlined in the reports and memorandums from the Administration and Finance, Community Services, Planning and Development and Operations and Facilities Executive Committee for the items as requested in the letter dated March 27th, 2017 by Boundary Waters Dragon Boat Festival Committee.
- 6.2 Federation of Canadian Municipalities (FCM) Legal Defence Financial Request.
 - committee recommended supporting the Federation of Canadian Municipalities (FCM) legal defence fund financial request and further recommended payment in the amount of \$206.67.
- 6.3 Bill 68 Submission. (Refer to AMO & AMCTO Submissions attached at the end of the package for your reference.)
 - committee recommended a communication be forwarded to both Association of Municipalities of Ontario (AMO) and the Association of Municipal Clerks and Treasurers of Ontario (AMCTO) supporting their proposed changes/amendments as outlined in their submissions respecting Bill 68.

7. New Business

- 7.1 Annual Review of Health and Safety Policy.
 - committee recommended approving the Town's Occupational Health and Safety Policy annual review as presented.
- 7.2 Volunteer Fire Fighter Policy.
 - committee recommended approving the Volunteer Firefighter Employment Policy as presented.
- 7.3 D. Brown, CAO - verbal update re: Review of Policies in the Corporate Policy Manual.
 - received as information and direction was provided.
- 7.4 O.P.P. Office Lease Agreement Audited Statements for the year ending December 31st, 2016.
 - committee recommended authorizing the acceptance of the O.P.P. Office Lease Agreement audited financials for the year ending December 31, 2016 as prepared by BDO Canada LLP and further recommended payment of the invoice for same in the amount of \$1,587.09.


- 7.5 P.O.A. Audited Statements for the year ending December 31, 2016.
- committee recommended authorizing the acceptance of the Provincial Offences - Fort Frances Court Services Area Trust Fund audited financials for the year ending December 31, 2016 as prepared by BDO Canada LLP and further recommended payment of the invoice for same in the amount of \$3,916.81.

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

9. **Information:**

- 9.1 Fort Frances Fire & Rescue Service Statistics -
1) February 2017 Emergency Response Calls;
2) First Quarter 2017 Report;
3) March 2017 Report.
- committee received as information with minor housekeeping changes.
- 9.2 2017 General Fund - Budget vs Actual as at March 31st, 2017.
- committee received as information.
- 9.3 Water and Sewer Fund (Operating) Actuals to March 31st, 2017.
- committee received as information.
- 9.4 AMO Communication dated April 7, 2017 re: Plate Denial for Defaulted *Provincial Offences Act* (POA) Fines Begins May 1, 2017.
- committee received as information.

10. **Adjourn 1:57 p.m. / Next Meeting - May 2, 2017**



Executive Committee Chair



D. Brown, CAO