

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 16

September 3, 2019

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room on September 3, 2019 from Noon p.m. to 12:45 p.m.

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

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, E. Slomke (12:02 p.m. to 12:26 p.m.), Clerk, C. Vangel, Building and Planning Department (12:02 p.m. to 12:26 p.m.), T. Moffit, Fire Chief/CEMC (Noon to 12:11 p.m.), K. Lawson, Deputy Clerk

REGRETS: Councillor D. Judson

**1. Call to Order - Noon**

**2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**

2.1 D. Brown, CAO - Community Safety and Well Being (CSWB) Plan.

**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 2019 AMO Conference Travel and Per Diem Claim was hers. She did not participate in any discussion of this matter.

**4. Approval of Previous Committee Minutes**

4.1 Session No. 15 dated August 6, 2019.

Hallikas-Caul: Approved as presented.

CARRIED

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

**6. Items Referred from Council**

6.1 Northwest Ontario's Sunset Country Travel Association - Annual Marketing Contribution.  
- committee recommended approval of the Northwest Ontario's Sunset Country Travel Association annual per diem request in the amount of \$2,187.63 plus hst.

- 6.2 Waiving of Sunny Cove Camp Rental Fees - Watten Fire Department.
  - committee recommended approving the donation request from the Watten Volunteer Fire Department in the amount of \$300.00 and further that the \$300.00 be applied against their outstanding accounts receivable with a follow up letter being sent.
- 6.3 Request for Community Improvement Incentives (Belluz Concrete).
  - this item was deferred to allow for additional information.

## **7. New Business**

- 7.1 Additional Equipment for Triple Combination Custom Pumper Fire Truck.
  - committee recommended approving the purchase of additional equipment for the new Triple Combination Custom Pumper Fire Truck in the amount of \$7,085.00 which will bring the total net tender cost of the new vehicle to \$608,030.25.
- 7.2 Failed High-Volume Fire Hose.
  - committee recommended receiving the information report as presented.
- 7.3 Collections (Accounts Receivable, Taxation and Water & Sewer) Policy Update.
  - committee recommended approval of the Collection (Accounts Receivable, Taxation and Water & Sewer) Policy No. 1.9 policy as presented.
- 7.4 D. Brown, CAO - AMO Conference Travel Expense and Per Diem Claim.
  - committee recommended approval of the Travel Expense in the total amount of \$451.50 as submitted by Doug Brown, CAO for his attendance at the AMO Conference in Ottawa, August 18-21, 2019.
- 7.5 Mayor June Caul - AMO Conference Travel Expense and Per Diem Claim.
  - committee recommended approval of the Travel Expense in the total amount of \$807.00 as submitted by Mayor June Caul for her attendance at the AMO Conference in Ottawa, August 18-21, 2019.
- 7.6 Councillor Douglas Judson - AMO Conference Travel Expense and Per Diem.
  - committee recommended approval of the Travel Expense in the total amount of \$1,384.65 as submitted by Councillor Douglas Judson, CAO for his attendance at the AMO Conference in Ottawa, August 18-21, 2019.

## **8. Non-agenda Items**

- 8.1 Joint Community Safety and Well Being (CSWB) Plan for the Rainy River District.
  - D. Brown, CAO provided an overview of the report. Committee recommended approval to authorize the Rainy River District Social Services Administration Board, by way of a formal resolution, to administer a completed Joint Community Safety and Well Being (CSWB) Plan.

**9. Information**

- 9.1 Fire & Rescue Service - July 2019 Report. - received as information.
- 9.2 Town of Fort Frances (General Fund) Operating Summary for the Seven Months Ending Wednesday, July 31, 2019. - received as information.
- 9.3 Town of Fort Frances Water and Sewer Fund (Operating) Summary for the Seven Months Ending Wednesday, July 31, 2019. - received as information.

**10. Adjourn 12:45 p.m. / Next Meeting Date - September 17, 2019**

  
Executive Committee Chair

  
D. Brown, CAO