

TOWN OF FORT FRANCES  
Administration and Finance Executive Committee

MINUTES

SESSION NO. # 21

December 3, 2019

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Council Chambers, Civic Centre on December 3, 2019 from 12:02 p.m. to 12:40 p.m.

PRESENT: Chairperson W. Brunetta, Councillors D. Judson and A. Hallikas, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Galusha, Treasurer, L. Slomke, Clerk, T. Moffit, Fire Chief/CEMC (12:02 p.m. to 12:09 p.m.), K. Lawson, Deputy Clerk

REGRETS: D. Brown, CAO

**1. Call to Order 12:02 p.m.**

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

2.1 Councillor D. Judson re: Preliminary discussion respecting change of dates for the A&F Executive Committee meetings.

2.2 Councillor D. Judson re: Accounts Payable Policy with respect to legal invoices.

**3. Disclosure of pecuniary interest and the general nature thereof - none identified**

**4. Approval of Previous Committee Minutes**

4.1 Session No. 20 dated November 19, 2019.

Hallikas-Judson: Approved as presented.

CARRIED

**5. Items Referred from Council**

5.1 Fort Frances Curling Club - Sponsorship Opportunity.

- R. Silver, President, C. Denby, R. Roy and W. Belluz of the Fort Frances Curling Club were in attendance (12:02 p.m. to 12:15 p.m.). Ron Silver, President of the Club spoke to the Clubs request. Committee recommended supporting the Fort Frances Curling Club's bid proposal to host the Men's and Women's Provincial Combined Event January 25-31, 2021 at the 52 Arena and advised club members that further discussions regarding financial sponsorship will be discussed should the Fort Frances Curling Club be successful in their bid.

5.2 B93.1 (CFOB) Christmas Greeting.

- committee recommended approving the purchase of thirty-15 second Holiday Greetings to be aired on 93.1 the Border from December 9 to 29, 2019 at a cost of \$289.00 plus HST.

**6. New Business**

6.1 Upcoming Committee & Council Meeting Dates for 2020.

- committee recommended approval of the proposed Committee and Council dates for 2020 as laid out in the report.

6.2 Conflict of Interest.

The Clerk provided an overview of her report. Committee recommended that purchase of the 'Conflict of Interest Tracker' to the current suite of services from iCompass at a

cost of \$500.00 per year in addition to our existing annual costs.

- 6.3 357/358 Applications for Tax Adjustment re: 727 Church Street (2019).  
- committee recommended approving the adjustment of 2019 taxes for April 1, 2019 to December 31, 2019 under Section 357/358 of the ***Municipal Act*** for property located at 727 Church Street resulting from a fire.
- 6.4 357/358 Applications for Tax Adjustment re: 416 First Street East (2019).  
- committee recommended approving the adjustment of 2019 taxes for June 11, 2019 to December 31, 2019 under Section 357/358 of the ***Municipal Act*** for property located at 416 First Street East resulting from a fire.

**7. Non-agenda Items -**

- 7.1 Councillor D. Judson requested a preliminary discussion respecting the change of dates for Administration and Finance Executive Committee meetings to Monday proceeding Council meetings. A brief discussion was held and the matter will be further considered.
- 7.2 Councillor D. Judson requested a discussion around signage of legal invoices and the accounts payable policy surrounding same. More specifically a review of the policy so that Council stays apprised of the invoices being paid. The Treasurer gave an overview of the current processes and as a compromise she will ensure that a report be generated to provide Council with this information.

**8. Outstanding Items**

- 8.1 Renewal of Agreement: Kenora CACC Lake of The Woods District Hospital - Update.  
- The Fire Chief/CEMC was in attendance to provide an overview of his update. Committee recommended approving the entering into an agreement with the Kenora Central Ambulance Communications Centre - Lake of The Woods District Hospital for the provision of communication (call taking and alerting or dispatching) services to the Town of Fort Frances.

**9. Information**

- 9.1 Information Report - Update on New Pumper Fire Truck - received as information.
- 9.2 Town of Fort Frances General Fund (Operating) Summary for the Ten Months Ending Thursday, October 31, 2019 - received as information.
- 9.3 Town of Fort Frances Water and Sewer Fund (Operating) Summary for the Ten Months Ending Thursday, October 31, 2019 - received as information.

**10. Adjourn 12:40 p.m. / Next Meeting Date - January 7, 2020**

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Executive Committee Chair

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D. Brown, CAO