

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 8

Tuesday, April 7, 2015

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday, April 7, 2015 at 12:00 p.m.

PRESENT: Councillor Ken Perry, Councillor Brunetta, and Mayor Avis

ALSO PRESENT: Mark McCaig, CAO, Elizabeth Slomke, Clerk, Frank Sheppard, Fire Chief Aaron Petrin, HR Manager and Laurie Witherspoon, Treasurer

GUEST: None

REGRETS: Councillor Paul Ryan

1. Ken Perry, Chair Called the Meeting to Order at 12:05 p.m.
2. **Non-Agenda:** In-Camera Personnel Matter – Aaron Petrin, HR Manager
3. Disclosure of pecuniary interest and the general nature thereof: Mayor Avis declared a conflict of interest on Agenda Item 7. iv) Mayor R. Avis Canadian Institute of Forestry Conference Travel & Per Diem Claims as they were his expenses; Councillor Perry declared a conflict of interest on Agenda 7. v) NOMA Executive Committee Meeting per Diem Claim as they were his expenses.
4. **Wendy Brunetta/Ken Perry:** That the minutes from the previous meeting held on March 17, 2015 be approved as distributed. CARRIED
5. **Elizabeth Slomke, Clerk**
 - i) Boards and Committees Reports – The Committee recommended approval of this report directing the Clerk to bring forward an amendment to the Procedural By-Law as outlined in the report.
6. **Mark McCaig, CAO**
 - i) Strategic Planning Discussion – Ideas brought forward as follows:
 1. Update of Fire Establishing & Regulating By-Law
 2. Concept of District-wide service (Fire and Medics)
 3. CUPE & Firefighters negotiations
 4. Succession Planning
 5. Doctor recruitment
 6. Future of Fort Frances
 7. Examination of Alternative voting

8. Boards & Committees – Develop Complete Terms of Reference
9. Review of Procedural By-law
10. Investigation of Accounting Software (current software is DOS based)
11. Chamber of Commerce initiative to improve Beautification/Revitalization of Community:

Action Items:

#1: Project Petunia

The Chamber has been coordinating Project Petunia for the past few years. The last 2 years, the Chamber has had to subsidize the project due to a lack of donations or unpaid pledges. The Chamber, at their meeting on March 24, made a motion to not continue with this project.

Suggestion: Could the parks department grow extra flowers (in addition to those grown for the cemetery) and plant the planters?

#2: Garbage Clean-up

The issue of garbage littering our streets throughout the town was discussed. What measures can we put in place to control the excessive littering?

Suggestion:

- a) Additional garbage cans throughout the town?
- b) Publicity campaign around "Do Not Litter"?
- c) Involve schools in cleanup?

#3: Vacant Buildings

Can anything be done to ensure that the owners of vacant buildings do not let them become unsightly? (eg. former Bonnie Blue has mattresses stacked which are visible from the street, former Video store paint is peeling, etc.)

#4: Banners on Lap Building

The current banners have become faded and the paint is peeling off the building. This is the first impression that tourists have of our community. Can we look at applying for funding to replace them?

#5: East and West entries to Town

Can anything be done to improve the visual appearance of our two entry points? Could businesses be encouraged to build barriers/fences to make entries more visually attractive? (eg. Belluz Concrete, Lakeview Trailer Park, etc.).

7. **Laurie Witherspoon, Treasurer**

- i) FFHS Chem Free Grad Party Donation Request – The Committee recommended to approve a donation to the FFHS Chem Free Grad Committee in the amount of \$1,049.70 for the 2015 chem free grad event taking place on June 25, 2015 at the Memorial Sports Centre.
- ii) 93.1 The Border Advertising Request – The Committee recommended to receive the 93.1 The Border request for advertising and that no further action be taken.
- iii) M. McCaig, CAO Canadian Institute of Forestry Conference Travel Expenses – The Committee recommended to approve the Travel Expense claim for Mark McCaig, CAO to attend as an invited Speaker at the Canadian Institute of Forestry Conference held in Thunder Bay on March 25, 2015.
- iv) Mayor R. Avis Canadian Institute of Forestry Conference Travel & Per Diem – The Committee recommended to approve the Travel Expense claim for Mayor Avis to attend the Canadian Institute of Forestry Conference held in Thunder Bay on March 25, 2015.
- v) Councillor K. Perry NOMA Executive Committee Meeting Per Diem Claim – The Committee recommended to approve the per diem claim in the amount of \$150.00 as submitted by Councillor Ken Perry for his attendance at a NOMA Executive meeting held in Thunder Bay on March 25, 2015.

8. **Outstanding Items:**

- i) Couchiching Sewer and Water Agreement Signage

9. **Non-Agenda Items: In-Camera – Personnel Matter**

- i) **Wendy Brunetta/Ken Perry:** That the Administration & 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.

CARRIED

10. **Information:**

- i) General Operating Financial Statement as at March 31, 2015
- ii) Water & Sewer Operating Financial Statement as at March 31, 2015


11. **In-Camera – Mark McCaig**

- i) Property Matter
- ii) Personnel Matter

Wendy Brunetta/Ken Perry: That the Administration & Finance Executive Committee now meet in-camera in order to address a matter pertaining to a proposed or pending acquisition of land for municipal or local board purposes or disposal of land no longer needed for municipal purposes; and personal matters about an identifiable individual, including municipal or local board employees.

CARRIED

12. Next Meeting Date: Tuesday, April 21, 2015



Ken Perry, Chair



Mark McCaig, CAO