

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #21

Tuesday, November 17, 2015

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room on Tuesday, November 17, 2015 at 12:00 p.m.

PRESENT: Councillor Ken Perry, Councillor Wendy Brunetta, Councillor Paul Ryan and Mayor Roy Avis

ALSO PRESENT: Travis Rob, CBO, Aaron Petrin, HR Manager and Laurie Witherspoon, Treasurer
Guest: Rick Wiedenhoeft, Multi-Use/Tennis Court Committee

REGRETS: None

1. Call to Order

1.1 Councillor Ken Perry called the meeting to order at 12:03 p.m.

2. Disclosure of pecuniary interest and the general nature thereof

2.1 None

3. Approval of Previous Committee Minutes

3.1 The Committee considered the following resolution:

Ryan-Brunetta: That the minutes of the previous meeting held on Tuesday, November 3, 2015 be approved as distributed. CARRIED

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

4.1 Families for Families Request for Financial Support

4.2 Consideration of a Donation In Memory of Ron Nelson

5. In-Camera

5.1 OPP Building Lease Extension

Brunetta-Ryan: That the Administration & Finance Executive Committee now meet in-camera in order to address a matter pertaining to the security of the property of the municipality or local board. CARRIED

A discussion was held regarding the OPP Building Lease received. The Committee instructed Travis Rob, CBO to proceed as directed.

6. Items Referred from Council

6.1 Volunteer Bureau Christmas Dinner Financial Request - The Committee recommended to approve a donation in the amount of \$100.00 to the Volunteer Bureau for the Christmas Dinner to be held at the Knox United Church.

7. New Business

7.1 Mutli-Use/Tennis Court Committee Delegation, Rick Wiedenfoeft - Mr. Wiedenhoeft gave a brief overview of their committee's efforts to secure funding from the local public & separate school boards. The Committee considered the request to send a letter confirming the 2015 Capital funding commitment of \$112,000 and to address the

maintenance and future capital requirements through the Joint Use Agreement.

- 7.2 M. McCaig, CAO Purchase Card Purchases - The Committee recommended to approve the purchase card expenses for Mark McCaig, CAO in the amount of \$53.09 as summarized in the report.
- 7.3 Elected Officials Remuneration By-Law No. 02/10-C Review - The Committee decided to defer the review of the remuneration by-law until the fall of 2016.
- 7.4 Policy review- First Aid & Accident/Incident Reporting - The Committee recommended to approve the proposed changes to the Town's First Aid Policy and to its Accident / Incident Reporting Policy.
- 7.5 Annual Review of Health and Safety Policy & Workplace Harassment and Violence Policy - The Committee recommended to approve the Town's Health & Safety Policy and its Workplace Harassment and Violence Policy and will conclude the Town's annual review of these two (2) policies.

8. Non-agenda Items

- 8.1 Families for Families Request for Financial Support - The Committee recommended to approve a donation in the amount of \$500.00 to Families for Families Committee for their sponsorship of a refugee family.
- 8.2 Consideration of a Donation In Memory of Ron Nelson - The Committee recommended to approve a donation in the amount of \$100.00 to O'Connor Free Methodist Church in memory of Ron Nelson.

9. Outstanding Items

- 9.1 Couchiching First Nations Water & Sewer Agreement

10. Information

- 10.1 Administration & Finance Stats as at October 31, 2015
- 10.2 General Operating Financial Statement as at October 31, 2015
- 10.3 Water & Sewer Operating Fund Financial Statement as at October 31, 2015
- 10.4 Capital Fund Financial Statement as at October 31, 2015

11. Adjourn / Next Meeting Date

- 11.1 Next meeting December 8, 2015

Executive Committee Chair

L. Witherspoon, Treasurer