

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 25

Tuesday, March 1, 2016

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room on Tuesday, March 1, 2016 from 12:00 p.m. to 1:35 p.m.

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

ALSO PRESENT: Mark McCaig, CAO, Lisa Slomke, Clerk, Frank Wepruk, IT, Aaron Petrin, HR Manager, Patrick Briere, By-Law, Jason Kabel, CS Manager, Geoff Gillon, RRFDC and Laurie Witherspoon, Treasurer

REGRETS: None

#### **1. Call to Order**

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

2.1 Mayor Roy Avis OGRA/ROMA Travel & Per Diem

2.2 M. McCaig, CAO OGRA/ROMA Travel Expense Claim

2.3 93.1 The Border March Break Safety Tip Advertising Request

#### **3. Disclosure of pecuniary interest and the general nature thereof**

3.1 Councillor Wendy Brunetta declared a conflict of interest on Agenda item 7.3 Councillor W. Brunetta OGRA/ROMA Conference Travel & Per Diem as those were her expenses; Councillor Ken Perry declared a conflict of interest on Agenda Item 7.2 Councillor K. Perry OGRA/ROMA Travel & Per Diem as those were his expenses; Mayor Roy Avis declared a conflict of interest on Agenda item 8.1 Mayor R. Avis OGRA/ROMA Travel & Per Diem as those were his expenses.

#### **4. Approval of Previous Committee Minutes**

4.1 The Committee considered the following resolution:  
Brunetta/Ryan: That the minutes of the previous meeting held on Wednesday, February 3, 2016 be approved as distributed. CARRIED

#### **5. In-Camera**

#### **6. Items Referred from Council**

6.1 Rainy River District Festival Association Financial Request - The Committee recommended approval of the Rainy River District Music Festival Association's request for financial donation in the amount of \$100.00 as a Council Public Relations Expense.

6.2 Heart of the Continent Partnership Financial Request - The Committee recommended to support the Heart of the Continent Partnership (HOCP) and approve Associate Partner dues in the amount of \$150.00.

6.3 Government Relations Manager for Shaw Cable Systems re: WIFI Opportunities in Fort Frances - The Committee recommended that Ian Phillips, Shaw Government Relations Manager be invited to make a presentation at the March 14, 2016 Council Meeting.

- 6.4 International Boundary Waters Dragon Boat Festival (June 25, 2016) Support Request - The Committee recommended to that Council agree to Item 1) Designate the International Boundary Waters Dragon Boat Festival as a significant Community Festival event; Co-ordinate through E. Slomke, Clerk, Item #3 Town to cover the Event Permit charges is not applicable as per CBO, Item 4) that the necessary documents to facilitate closing the affected road to accommodate the team and public participation areas from the Sorting Gap to Butler Ave; Co-ordinate through E. Slomke, Clerk, and to accept the recommendations and/or comments received from the Community Services Executive Committee, Operations & Facilities Executive Committee and the Planning & Development Executive Committee as attached to this report. Further, that the responsible entity for the International Boundary Water Dragon Boat Festival shall ensure adequate liability insurance for the waterfront site during their festival event and shall ensure Host Liquor Liability coverage if their event sells liquor and that certified Smart Serve bartenders are used for any liquor sales for their event planned for June 25, 2016.

## **7. New Business**

- 7.1 Policy Review - Critical Injury Reporting and Investigation (Policy 5.26) - The Committee recommended to accept the specified changes to Policy 5.26 as presented and to implement in a revised draft policy format for Council to approve.
- 7.2 Councillor K. Perry OGRA/ROMA Conference Travel & Per Diem Claims - The Committee recommended to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$1,007.45 as submitted by Councillor Ken Perry for his attendance at the OGRA/ROMA Conference held in Toronto, Ontario from February 21 – 24, 2016.
- 7.3 Councillor W. Brunetta OGRA/ROMA Conference Travel & Per Diem Claims - The Committee recommended to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$876.00 as submitted by Councillor Wendy Brunetta for his attendance at the OGRA/ROMA Conference held in Toronto, Ontario from February 21 – 24, 2016.
- 7.4 BIA Commitment for Rainy Lake Hotel/Market Square Project - The Committee recommended to approve the BIA financial commitment toward the Rainy Lake Hotel/Market Square Project and that an Agreement with the BIA be brought forward.

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

- 8.1 Mayor Roy Avis OGRA/ROMA Travel & Per Diem - The Committee recommended to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$2,319.38 as submitted by Mayor Roy Avis for his attendance at the OGRA/ROMA Conference held in Toronto, Ontario from February 21 – 24, 2016.
- 8.2 M. McCaig, CAO OGRA/ROMA Travel Expense Claim - The Committee recommended to approve the Travel Expense claim in the total amount of \$654.40 as submitted by Mark McCaig, CAO for his attendance at the OGRA/ROMA Conference held in Toronto from February 21 – 24, 2016.
- 8.3 93.1 The Border March Break Safety Tip Advertising Request - The Committee recommended to receive the 93.1 The Border request for March Break Safety Tips advertising and that no further action be taken.

## **9. Outstanding Items**

- 9.1 Couchiching First Nations Water & Sewer Agreement

9.2 Elected Officials Remuneration By-Law No. 02/10-C Review (Fall 2016)

**10. Information**

**11. Adjourn / Next Meeting Date**

11.1 Tuesday, March 8, 2016

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Executive Committee Chair

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M. McCaig, CAO