

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #35

Tuesday, August 2, 2016

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room on Tuesday, August 2, 2016 at 12:00 p.m.

PRESENT: Councillor Paul Ryan and Councillor Wendy Brunetta

ALSO PRESENT: Doug Brown, CAO, Lisa Slomke, Clerk, Dawn Galusha, Deputy Treasurer

REGRETS: Councillor Ken Perry and Mayor Roy Avis

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
  - 4.1 The Committee considered the following resolution:  
Ryan/Brunetta: That the minutes of the previous meeting held on Tuesday, July 5, 2016 be approved as presented. CARRIED.
5. **In-Camera**
6. **Items Referred from Council**
  - 6.1 Boundary Waters Dragon Boat Festival Reschedule of Events Request- The Committee recommended with input from all other divisions that Council agree to Item 2) Supply the International Boundary Waters Dragon Boat Festival with the necessary documents to facilitate closing the road to accommodate the needed team and public areas from the street side of the Sorting Gap Marina Building (allow all traffic access to the boat launch) to Butler Avenue: Co-ordinate through E. Slomke, Clerk. Also, to accept the recommendations and/or comments received from the Community Services Executive Committee, Operations & Facilities Executive Committee and the Planning & Development Executive Committee. 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 September 17, 2016.
7. **New Business**
  - 7.1 Policy Update - Sexual Violence and Harassment Action Plan Act (Bill 132)- The Committee recommended updating the Harassment Policy in order to comply with the changes to the Occupational Health and Safety Act introduced by Ontario Bill 132: Sexual Violence and Harassment Action Plan Act.
  - 7.2 Records Retention Schedule- The Committee recommended updating the schedule of records retention periods and amend the records retention by-law.
  - 7.3 357/358 Applications for Tax Adjustment- The Committee recommended approval of the adjustment of 2015 taxes under Section 357/358 of the *Municipal Act* for the properties located at 714 Armit Ave. and 426 Victoria Ave. in Fort Frances.
  - 7.4 Request for Reconsideration M.O.S.- The Committee recommended the Council receive

the Minutes of Settlement for property located at 24 Armstrong Place for the 2016 taxation year.

7.5 Boundary Waters Dragon Boat Festival Reschedule of Events Requests

7.6 Officers & Signing Authority- The Committee recommends approval of the updated list of Officers of the Corporation of the Town of Fort Frances and those signing authorized to conduct financial transactions on behalf of the Corporation. Further that By-Law No. 08/06 be amended to reflect the Treasurer's name change.

**8. Non-agenda Items**

**9. Outstanding Items**

9.1 Couchiching First Nations Water & Sewer Agreement

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

**10. Information**

10.1 General Fund (Operating) Financial Statement as at June 30, 2016

10.2 Water Fund & Sewer Fund Financial Statements as at June 30, 2016

10.3 Capital Fund Financial Statement as at June 30, 2016

10.4 Reserve Fund as at June 30, 2016

10.5 Administration & Finance Stats as at June 30, 2016

**11. Adjourn / Next Meeting Date**

11.1 Next Meeting Date: Tuesday, September 6, 2016

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Executive Committee Chair

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D. Brown, CAO