

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 42

December 6, 2016

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Civic Centre on December 6, 2016 from 12:03 p.m. to 1:34 p.m.

PRESENT: Councillor K. Perry; Councillor W. Brunetta; Mayor R. Avis

ALSO PRESENT: D. Brown, CAO; L. Slomke, Clerk (12:03 p.m. to 1:08 p.m.); L. Lindberg, Treasurer; A. Petrin, Human Resources Manager; T. Rob, Manager Operations and Facilities (12:03 p.m. to 12:30 p.m.); T. Moffitt, Fire Chief (12:03 p.m. to 12:15 p.m.); K. Lawson, Secretary

**1. Call to Order - 12:03 p.m.**

**2. Appointment of Committee Chair and Vice-Chair (2 Year Term)**

Councillor K. Perry and Councillor W. Brunetta agreed to stand as Chair and Vice Chair for the term ending November 30th, 2018.

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

3.1 Councillor Wendy Brunetta - NOMA Executive Meeting Per Diem Claim.

3.2 General Fund (Operating), Water and Sewer Fund (Operating), and Capital Fund Budget vs Actual as at November 30th, 2016.

3.3 2016 Reserve Funds.

**4. Disclosure of pecuniary interest and the general nature thereof**

4.1 1) Mayor Avis disclosed an interest in item 8.10 from this agenda as the breakfast meeting expense claim was his.

2) Councillor K. Perry disclosed an interest in item 8.11 from this agenda as the NOMA Executive meeting per diem claim was his. He turned the Chair over to Councillor W. Brunetta when the matter was discussed and did not participate in any discussion of the item.

3) Councillor W. Brunetta disclosed an interest in non-agenda item 9.1 as the NOMA Executive meeting per diem claim was hers.

**5. Approval of Previous Committee Minutes**

5.1 Session No. 41 dated November 22nd, 2016.

Brunetta-Perry: Approved as presented.

CARRIED

**6. In-Camera - None were presented.**

**7. Items Referred from Council**

7.1 Legion Auxiliary Fundraising Committee - Sponsorship request.  
- committee recommended a \$100.00 donation to the Royal Canadian Legion Ladies Auxiliary Branch #99 Pre-Grammy Awards Gala fundraising event and the item be referred to the Committee of the Whole consent agenda.

- 7.2 B93.1 The Border (CFOB) Advertising Request.  
- committee recommended approval of 25-15 second holiday greetings to be aired on B93.1 The Border from December 20th to December 31st, 2016 at a cost of \$249.00 and the item be referred to Committee of the Whole consent agenda.

## 8. New Business

- 8.1 Updated Agreement with Kenora Central Ambulance Communications Centre (CACC) - Lake of the Woods District Hospital. (T. Moffitt, Fire Chief was in attendance to speak to this item 12:03 p.m. to 12:15 p.m.).  
- committee recommended preparation of a new agreement and authorizing by-law with Kenora Central Ambulance Communications Centre - Lake of the Woods District Hospital for signing by Mayor and Clerk for provision of communication (call taking and alerting or dispatching) services to the Fort Frances and District Fire Service and the item will be referred to the Committee of the Whole consent agenda.
- 8.2 Updating Asset Management Plan (AMP) (D. Brown, CAO presented the report. T. Rob, Manager Operations and Facilities was in attendance to provide additional comments (12:03 p.m. to 12:30 p.m.).  
- committee recommended supporting and updating of the existing Asset Management Plan beginning in January 2017 as outlined in the report and the item will be referred to the Committee of the Whole consent agenda.
- 8.3 Alternative Voting Methods - 2018 Municipal Election. (E. Slomke, Clerk was in attendance to speak to this item 12:03 p.m. to 1:08 p.m.).  
- committee recommended receiving the Clerk's report as information and item will be referred to the Committee of the Whole agenda.
- 8.4 Choice of Electoral Systems for 2018 Municipal Elections. (E. Slomke, Clerk was in attendance to speak to this item 12:03 p.m. to 1:08 p.m.).  
- committee recommended receiving the Clerk's the report as information and item will be referred to the Committee of the Whole agenda.
- 8.5 357/358 Applications for Tax Adjustment re: 327 Nelson Street (2016) Roll #5912-020-001-02900-0000.  
- committee recommended approval for the the adjustment of taxes under Section 357/358 of the *Municipal Act* for the property at 327 Nelson Street in Fort Frances which is part of the Nelson Street parking lot and the item be referred to Council agenda.
- 8.6 Request for Reconsideration - Minutes of Settlement  
1) 502 Flinders Avenue (2016) Roll # 5912-010-004-13232-0000;  
2) 1250 Cornwall Ave. N. (2016) Roll # 5912-010-007-26500-0000  
-agreed with the recommendation to receive the Minutes of Settlement for properties at 502 Flinders Avenue for the 2016 year; and 1250 Cornwall Ave. N. for the 2016 year and the items be referred to the Committee of the Whole consent agenda.
- 8.7 Request for Reconsideration - Minutes of Settlement re: 335 Scott Street (2016) Roll # 5912-020-002-04200-0000  
- committee recommended receiving the Minutes of Settlement for property at 335 Scott Street for the 2016 year and the item will be referred to the Committee of the Whole consent agenda.
- 8.8 Reserves for Working Capital.  
- committee recommended increasing the Reserve for Working Capital to a maximum of \$1,000,000.00 for December 31st, 2016 by way of using the prior year surplus of \$117,932.01 and current year surplus of \$146,162.94 and the item be referred to Committee of the Whole consent agenda.

- 8.9 D. Brown, CAO - Purchase Card Expense.  
- committee recommended approval of purchase card expenses for D. Brown, CAO in the total amount of \$10.92 as outlined in the report and the item be referred to Committee of the Whole consent agenda.
- 8.10 Mayor Roy Avis - Breakfast Meeting Expense Claim.  
- committee recommended approval of the Schedule D entertainment expense reimbursement in the amount of \$57.95 for a breakfast meeting with Hon. Bill Mauro, Ministry of Municipal Affairs on November 7th, 2016 and the item be referred to Committee of the Whole agenda.
- 8.11 Councillor Ken Perry - NOMA Executive Meeting Per Diem Claim.  
- committee recommended approval of the per diem claim in the amount of \$225.00 as submitted by Councillor K. Perry for this attendance at the NOMA Executive meeting in Thunder Bay on November 23rd, 2016 and the item be referred to Committee of the Whole agenda.

## **9. Non-agenda Items**

- 9.1 Treasurer's Report - Councillor Wendy Brunetta - NOMA Executive Meeting Per Diem Claim.  
- committee recommended approval of the per diem claim in the amount of \$225.00 as submitted by Councillor W. Brunetta for her attendance at the NOMA Executive meeting in Thunder Bay on November 23rd, 2016 and the item be referred to Committee of the Whole agenda.
- 9.2 Information Reports - General Fund (Operating), Water and Sewer Fund (Operating), and Capital Fund Budget vs Actual as at November 30th, 2016.  
- received as information.
- 9.3 Information Report - 2016 Reserve Funds.  
- received as information.

## **10. Information**

- 10.1 Fort Frances Fire & Rescue Service - November 2016 Activity Report.  
- received as information.
- 10.2 Municipal Tax Equity (MTE) Consultants Inc. - Multi-Residential Update.  
- received as information.
- 10.3 Administration and Finance Department Stats for the period ending November 30th, 2016.  
- received as information.

## **11. Adjourn 1:34 p.m. / Next Meeting January 3rd, 2017**

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Executive Committee Chair

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D. Brown, CAO