

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 69

May 8, 2018

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on May 8, 2018 from 12:04 p.m. to 1:00 p.m.

PRESENT: Councillor K. Perry, Chair, Councillor W. Brunetta and Councillor G.P. Ryan

ALSO PRESENT: D. Brown, CAO, L. Lindberg, Treasurer, D. Galusha, Deputy Treasurer, T. Moffitt, Fire Chief/CEMC (12:04 p.m. to 12:30 p.m.), and K. Lawson, Secretary

REGRETS: Mayor R. Avis

**1. Call to Order - 12:04 p.m.**

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

2.1 Doug Brown, CAO - NOMA - Conference Travel Expense Claim.

2.2 Mayor R. Avis - NOMA Conference Travel & Per Diem Claims.

2.3 Councillor W. Brunetta - NOMA Conference Travel & Per Diem Claims.

2.4 Doug Brown, CAO - Purchase Card Expenses.

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

3.1 Councillor W. Brunetta disclosed an interest in agenda item 6.3 as the NOMA Executive Meeting Per Diem Claim was hers. She did not participate in any discussion when the matter was considered.

3.2 Councillor K. Perry disclosed an interest in agenda item 6.4 as the NOMA Executive Meeting Per Diem was his. He turned the chair over to Councillor G.P. Ryan and did not participate in any discussion when the matter was considered.

3.3 Councillor W. Brunetta disclosed an interest in non-agenda item 7.3 as the NOMA Conference Travel and Per Diem Claim was hers. She did not participate in any discussion when the matter was considered.

**4. Approval of Previous Committee Minutes**

4.1 Session # 68 dated April 17, 2018.

Brunetta-Ryan: Approved as presented.

CARRIED

**5. In-Camera - none identified**

**6. New Business**

6.1 Automatic Aid Agreement.

- committee recommended authorizing undertaking of an Automatic Aid Agreement with the Townships of Alberton, LaVallee, Emo and Chapple, in order to provide voluntary reciprocal fire protection services to each community should the need arise.

6.2 Provincial Offences Act Fine Debt Recovery Services.

- *refer to additional materials attached.*

- committee recommended authorizing that Commercial Credit Adjusters Ltd. provide debt recovery services for the collection of Provincial Offences fines that are due and unpaid and that a service agreement be brought forward.

6.3 Councillor Wendy Brunetta - NOMA Executive Meeting Per Diem.

- committee recommended approval of the per diem claim in the amount of \$160.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on April 4th, 2018.

6.4 Councillor Ken Perry - NOMA Executive Meeting Per Diem.

- committee recommended approval of the per diem claim in the amount of \$240.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on April 3rd and 4th, 2018.

6.5 357/358 Applications for Tax Adjustment re: 700 Scott Street (2017).

- committee recommended approval of the adjustment of 2017 taxes under Section 357/358 of the *Municipal Act* for property located at 700 Scott Street - revised property valuation and classification from commercial to residential due to conversion of prior commercial space to residential apartments.

6.6 2017 Child Care - Audited Statement of Revenue and Expenses.

- committee recommended authorizing the acceptance of the Town of Fort Frances Child Programs audited financials for the year ended December 31, 2017 as prepared by BDO Canada LLP and further recommended authorizing payment in the amount of \$3,234.06 for same.

6.7 Ontario Regulation 284/09 - Budget Matters.

- committee recommended receiving the Ontario Regulation 284/09 disclosure report for the 2018 Operating Budget as presented.

## 7. Non-agenda Items

7.1 Doug Brown, CAO - NOMA Travel Expense Claim.

- committee recommended approval of the Travel Expense Claim in the total amount of \$67.00 as submitted by Doug Brown, CAO for his attendance at the NOMA Conference in Kenora, Ontario from May 2-4, 2018.

7.2 Mayor Roy Avis - NOMA Conference Travel & Per Diem Claims.

- committee recommended approval of the Travel Expense and Per Diem claims in the amount of \$594.00 as submitted by Mayor Roy Avis for his attendance at the NOMA Conference in Kenora, Ontario from May 2-4, 2018.

7.3 Councillor Wendy Brunetta - NOMA Conference Travel & Per Diem Claims.

- committee recommended approval of the Travel Expense and Per Diem claims in the total amount of \$577.00 as submitted by Councillor Wendy Brunetta for her attendance at the NOMA Conference in Kenora, Ontario from May 1-4, 2018.

7.4 Doug Brown, CAO - Purchase Card Expenses.

- committee recommended approving the purchase card expense claim in the total amount of \$72.80 as submitted by Doug Brown, CAO for a luncheon meeting with M. Martel, Resolute Vice-President Operations on April 6, 2018.

## 8. Information

8.1 Town of Fort Frances Water and Sewer Fund (Operating) Summary for the Four Months Ending Monday April 30, 2018.

- received as information.

8.2 Town of Fort Frances General Fund (Operating) Summary for the Four Months Ending Monday, April 30, 2018.

- received as information.

**9. Adjourn 1:00 p.m. / Next Meeting Date - May 22nd, 2018**

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Executive Committee Chair

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D. Brown, CAO