

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 74

August 7, 2018

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on August 7, 2018 from Noon to 1:35 p.m.

PRESENT: Councillor G.P. Ryan, Chair, Mayor R. Avis and Councillor W. Brunetta

ALSO PRESENT: D. Brown, CAO, D. Galusha, Deputy Treasurer (12:45 p.m. to 1:35 p.m.), L. Slomke (12:50 p.m. to 1:35 p.m.), Clerk, J. Forbes, Human Resources Coordinator (Noon to 12:47 p.m.), T. Moffitt, Fire Chief/CEMC (12:45 p.m. to 1:15 p.m.) and K. Lawson, Secretary

REGRETS: Councillor K. Perry, L. Lindberg, Treasurer

**1. Call to Order 12:00 Noon**

**2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting. - none identified**

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

- 3.1 Councillor W. Brunetta disclosed an interest in agenda item 7.8 as the NOMA Executive Meeting Per Diem was hers. She did not participate in any discussion when the matter was discussed.

**4. Approval of Previous Committee Minutes**

- 4.1 Session No. 73 dated July 3, 2018.

Brunetta-Avis: Approved as presented.

CARRIED

**5. In-Camera**

- 5.1 Pay Equity Update - Identifiable Individuals.  
J. Forbes, Human Resources Coordinator and G. Lawrence, Consultant, Equity & More (via phone) were in attendance to provide an update. Committee approved forwarding this item to an in-camera session at the next regular meeting of Committee of the Whole.

**6. Items Referred from Council**

- 6.1 Sunset Country Travel Association - Annual Per Capita Marketing Contribution.  
- committee recommended approval of the Northwest Ontario's Sunset Country Travel Association annual per capita request in the amount of \$2,187.63 plus hst.

**7. New Business**

- 7.1 Volunteer Firefighter Recruitment and Retention.  
- committee recommended approval of the report from T. Moffitt, Fire Chief/CEMC to increase the volunteer firefighter roster to 30 firefighters and that 10 of them be placed on an auxiliary reserve list.
- 7.2 Fire Protection Agreements: Nanicost Corporation Ltd. & Rusty Myers Flying Service.  
- committee recommended this item be deferred to the next regular committee meeting to provide for further investigation.

- 7.3 Unbudgeted Emergency Repairs - Fort Frances Airport Tractor  
- committee recommended approval of the unbudgeted capital repair of the Airport Tractor estimated at \$13,404.36 including hst to be paid from the Vehicle and Equipment reserves or during the year end audit process.
- 7.4 Policy Update - Emergency Procedures During a Thunder/Lightning Storm.  
- committee recommended approval of the updated Emergency Procedures During a Thunder/Lightning Storm Policy.
- 7.5 Compliance Audit Committee  
- E. Slomke, Clerk was in attendance to speak to this matter. Committee recommended establishing a Compliance Audit Committee for the 2018 Municipal Election with Terms of Reference as laid out in the Clerk's report.
- 7.6 Doug Brown, CAO - AMCTO Council Orientation Travel Expense Claim.  
- committee recommended approval of the Travel Expense claim in the amount of \$45.00 as submitted by D. Brown, CAO for his attendance at the AMCTO Council Orientation Session held in Thunder Bay on June 20th, 2018.
- 7.7 Councillor Ken Perry NOMA Board 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) Board meeting held in Thunder Bay on June 5th and 6th, 2018.
- 7.8 Councillor Wendy Brunetta NOMA Executive Meeting Per Diem.  
- committee recommended approval of the per diem claim in the amount of \$240.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association (NOMA) Executive meeting held in Thunder Bay on June 20th, 2018.
- 7.9 Rainy Lake Square Parking Meter POS Agreement.  
- committee recommended authorizing Mayor and Clerk to execute an agreement with Global Payments for point of sale services for parking meters at the Rainy Lake Square.
- 7.10 Request for Reconsideration - Minutes of Settlement (MOS) re:  
302 Kerr Place (2018) and Pit Road No. 2- committee recommended approving the processing of Minutes of Settlement (MOS) for properties located at 302 Kerr Place and Pit No. 2 Road as received from MPAC.
- 7.11 Amended Property Assessment Notice re: 1120 Church Street (2018).  
- committee recommended receiving the Amended Property Assessment Notices for property located at 1120 Church Street for the 2018 taxation year as received from MPAC.

**8. Non-agenda Items - none identified.**

**9. Outstanding Items**

- 9.1 Belluz Concrete and Rentals Ltd. - awaiting input from Operations and Facilities Executive Committee. D. Brown, CAO provided an update on this matter and Committee recommended that T. Rob, Mgr. Operations and Facilities bring forward a report to O&F Executive Committee with respect to this request. This matter will now be removed from the Outstanding Items.

**10. Information**

- 10.1 Fort Frances Fire & Rescue Service - June 2018 Report.  
- received as information.

- 10.2 Town of Fort Frances Water & Sewer Fund (Operating Summary) for the Seven Months Ending Tuesday, July 31, 2018.  
- received as information.
- 10.3 Town of Fort Frances General Fund (Operating) Summary for the Seven Months Ending Tuesday, July 31, 2018.  
- received as information.

**11. Adjourn 1:35 p.m. / Next Meeting Date - September 4th, 2018**

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Executive Committee Chair

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D. Brown, CAO