

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 7

March 19, 2019

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on March 19, 2019 from Noon p.m. to 12:47 p.m.

PRESENT: Chairperson W. Brunetta, Councillors D. Judson and A. Hallikas, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC (Noon to 12:20 p.m.), S. Freamo, IT Manager, K. Lawson, Deputy Clerk

REGRETS:

1. **Call to Order**
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 Wendy Brunetta disclosed an interest in agenda item 6.8 stating that the training travel expense and per diem claim was hers. She turned the Chair over to Vice Chair Andrew Hallikas while the matter was brought forward and did not participate in any discussion of the matter.
- 3.2 Councillor Andrew Hallikas disclosed an interest in agenda item 6.3 stating that the training travel expense and per diem claim was his. He did not participate in any discussion of the matter.
- 3.3 Councillor Douglas Judson disclosed an interest in agenda item 6.4 stating that the training travel expense and per diem claim was his. He did not participate in any discussion of the matter.

4. **Approval of Previous Committee Minutes**

- 4.1 Session #6 dated March 5, 2019

Hallikas-Judson: Approved as presented.

CARRIED

5. **In-Camera - no matters identified.**

6. **New Business**

***** As a side note, Mayor Caul has requested that the current Travel Policy be reviewed at the April 16, 2019 meeting.***

- 6.1 Pre-Approved Capital Purchase of Two Sets of Bunker Gear.
- committee recommended approving the capital purchase of two sets of Bunker Gear at the total cost of \$3,690.06.
- 6.2 Tender 19-AF-02 - Triple Combination Custom Pumper Fire Truck.
- committee recommended awarding Tender 19-AF-02 for the Triple Combination Custom Pumper Fire Truck to Fort Garry Fire Trucks in the amount of \$600,820.55.
- 6.3 Councillor Andrew Hallikas - Training Travel Expense and Per Diem.
- committee recommended approval of the Travel Expense and Per Diem claims in the

amount of \$433.00 as submitted by Councillor Andrew Hallikas for his attendance at the "As a Member of Council what you need to know" and "Land Use Planning: Beyond the Basics" Training in Thunder Bay on March 6th and 7th, 2019.

- 6.4 Councillor Douglas Judson - Training Travel Expense and Per Diem.
- committee recommended approval of the Travel Expense and Per Diem claims in the amount of \$433.00 as submitted by Councillor Douglas Judson for his attendance at the "As a Member of Council what you need to know" and "Land Use Planning: Beyond the Basics" Training in Thunder Bay on March 6th and 7th, 2019.
- 6.5 Councillor Michael Behan - Training Travel Expense and Per Diem.
-committee recommended approval of the Travel Expense and Per Diem claims in the amount of \$513.00 as submitted by Councillor Michael Behan for his attendance at the "As a Member of Council what you need to know" and "Land Use Planning: Beyond the Basics" Training in Thunder Bay on March 6th and 7th, 2019.
- 6.6 Councillor John McTaggart - Training Travel Expense and Per Diem.
- committee recommended approval of the Travel Expense and Per Diem claims in the amount of \$571.05 as submitted by Councillor John McTaggart for his attendance at the "As a Member of Council what you need to know" and "Land Use Planning: Beyond the Basics" Training in Thunder Bay on March 6th and 7th, 2019.
- 6.7 Councillor Rick Wiedenhoeft - Training Travel Expense and Per Diem.
- committee recommended approval of the Travel Expense and Per Diem claims in the amount of \$829.72 as submitted by Councillor Rick Wiedenhoeft for his attendance at the "As a Member of Council what you need to know" and "Land Use Planning: Beyond the Basics" Training in Thunder Bay on March 6th and 7th, 2019.
- 6.8 Councillor Wendy Brunetta - Training Travel Expense and Per Diem.
- committee recommended approval of the Travel Expense and Per Diem claims in the amount of \$513.00 as submitted by Councillor Wendy Brunetta for her attendance at the "As a Member of Council what you need to know" and "Land Use Planning: Beyond the Basics" Training in Thunder Bay on March 6th and 7th, 2019.
- 6.9 Uncollectible Accounts Receivable Customer Accounts.
- committee recommended approval of the write-off of Customers GRAYN0001 and SUTTO0001 Accounts Receivable balances owing in the total amount of \$319.04 as uncollectible.
- 6.10 Pre-Approved Capital Purchase of Computer Hardware.
- committee recommended approving the purchase of computer hardware in the amount of \$10,000 ahead of the 2019 capital budget approval.
- 6.11 2018 Capital Financing.
- committee recommended allocations to fund the remaining Capital expenditures in the amount of \$460,194.07 and Contributions to Capital in the amount of \$34,930.52 from the General Operating Fund to finance 2018 Capital Fund expenditures as laid out in the report.
- 6.12 Land Sales Contribution to Reserve Funds.
- committee recommended approving the allocation of the 2018 land sales revenue as Contributions to Reserve Funds in the total amount of \$236,902.00 for the December 31, 2018 year end as listed in the report.
- 6.13 2018 Contributions to Reserve Funds.
- committee recommended approving the Water & Sewer Fund surpluses to the Waterworks & Sanitary Sewer Reserve Fund and that the General Operating surplus be transferred 100% to Corporate Vehicle & Equipment Reserve Fund for the 2018 year

end. Further that the actual transfer amounts be reported to Council when the amounts are known.

6.14 Award Request for Proposal (RFP) 18-AF-14.

- committee recommended the following:

1. That once all funding from senior levels of government is secured and in place, that the feasibility study on the re-development of the Shevlin Wood Yard and former RFP's nursing station be awarded to HTFC of Winnipeg at a total estimated cost of \$ 145,623.10 (all taxes included) as per the Town's terms of reference and as outlined in their proposal dated December 18, 2018.
2. That the Mayor and Clerk be authorized to execute the contract documents with HTFC on behalf of the Corporation of the Town of Fort Frances once all funding from senior levels of government is secured and in place.
3. That the Mayor and Clerk be authorized to execute the funding agreements under the Fednor funding program through the Federal Ministry of Innovation, Science and Economic Development Canada behalf of the Corporation of the Town of Fort Frances.
4. That the Mayor and Clerk be authorized to execute the funding agreements under the Rural Economic Development (RED) Program through the Provincial Ministry of Agriculture, Food and Rural Affairs behalf of the Corporation of the Town of Fort Frances.

7. Non-agenda Items - no items identified.

8. Information

8.1 Fire and Rescue Service - February 2019 Report.
- received as information.

8.2 Ontario Municipal Partnership Fund (OMPF) 2019 Allocation Notice.
- received as information.

9. Adjourn / Next Meeting Date - April 2nd, 2019

Executive Committee Chair

D. Brown, CAO

Executive Committee Chairperson

D. Brown, CAO