

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 2

January 8, 2019

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on January 8, 2019 from 11:57 a.m. to 1:54 p.m.

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

ALSO PRESENT: D. Brown, CAO, L. Slomke, Clerk, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC (11:57 a.m. to 12:38 p.m.), J. Forbes, Human Resources Manager, S. Freamo, Information Technology Manager, R. Thoms 93.1 The Border (11:57 a.m. to 12:48 p.m.) and K. Lawson, Deputy Clerk

REGRETS:

1. Call to Order - 11:57 a.m.

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 D. Judson disclosed an interest in item 7.5 as the Councillor Orientation Per Diem Claim was his. He did not participate in any discussion when the matter was considered.

4. Approval of Previous Committee Minutes

- 4.1 Session No. 1 dated December 4, 2018.

Hallikas-Judson: Approved as presented.

CARRIED

5. In-Camera - none identified

6. Items Referred from Council

- 6.1 Municipal Reporting Burden.
- committee recommended that the Municipality continue to monitor and stay abreast of any reporting recommendations brought forward by the Ministry of Municipal Affairs and Housing and the AMCTO.
- 6.2 Request from The Choraliers
- committee recommended a donation of \$500.00 to assist with the costs of their Christmas concert.

7. New Business

- 7.1 Fire & Rescue Service 2019 Operating & Capital Budgets.
- T. Moffitt provided an overview of the budget items. This information will be included in Council's budget deliberations.
- 7.2 Proposed New Intern Position in Information Technology Department.
- committee recommended the securing of necessary funding to hire a Intern Position in the Information Technology Department.
- 7.3 2019 Administration and Finance Budget Considerations.
- D. Galusha and L. Slomke provided an overview of their areas. This information will be included in Council's budget considerations.

- 7.4 Policy Update - WHMIS Compliance - Policy 5.33 and
Policy Update - Critical Injury Reporting and Investigation - Policy 5.6- committee
recommended approval of the updates to the WHMIS Compliance and Critical Injury
Reporting and Investigation policies.
- 7.5 Councillor Douglas Judson Council Orientation Per Diem.
- committee recommended approval of the per diem claim in the amount of \$400.00 as
submitted by Councillor Douglas Judson for his attendance at the Council Orientation
Session on November 21st to 23rd, 2018.
- 7.6 Councillor Rick Wiedenhoeft - Council Orientation Per Diem.
- committee recommended approval of the per diem claim in the amount of \$400.00 as
submitted by Councillor Rick Wiedenhoeft for his attendance at the Council Orientation
Session on November 21st to 23rd, 2018.
- 7.7 2019 Temporary Borrowing to Meet Current Expenditures.
- committee recommended approving the preparation of an authorizing By-Law for
temporary borrowing in the amount of \$4,000,000.00 to meet 2019 expenditures.
- 7.8 Interim Tax Levy for 2019.
- committee recommended that the Interim Tax Levy By-Law for 2019 be brought forth.

8. Non-agenda Items - none identified

9. Information

- 9.1 Fort Frances Fire & Rescue Service - November 2018 Report.
- received as information.
- 9.2 Fort Frances Fire & Rescue Service - December 2018 Report.
- received as information.
- 9.3 Post - Election Accessibility Report - Accessibility - 2018 Municipal Elections.
- L. Slomke, Clerk provided an overview of her report. There is no requirement for
approval. This item was received as information.
- 9.4 Ministry of Finance correspondence dated December 12, 2018 re: Town of Fort Frances
request for consideration of a high-tonnage property tax rate for railway rights-of-way.
- committee approved forwarding this matter as a delegation request at the AMO
Conference. Councillor Brunetta indicated that she will be forwarding this matter to
NOMA for their consideration.
- 9.5 Financial Indicator Review - (Based on 2017 Financial Information Return).
- received as information.
- 9.6 Municipal Financial Profiles (Based on 2017 Financial Information Return).
- received as information.

10. Adjourn / Next Meeting Date - January 22, 2019

Executive Committee Chair

D. Brown, CAO