

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. # 1

January 7, 2020

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on January 7, 2020 from Noon to 2:30 p.m.

PRESENT: Chairperson W. Brunetta, Chairperson; 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 12:40 p.m.), J. Hughes, IT Manager (Noon to 2:00 p.m.), E. Slomke, Clerk and K. Lawson, Deputy Clerk

**1. Call to Order - Noon**

**2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting. - no items identified**

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

- 3.1 Councillor W. Brunetta disclosed an interest in agenda item 7.6 stating that the NOMA Executive Meeting per diem claim was hers. She turned the Chair over to Vice Chair Councillor A. Hallikas when the matter was brought forward and did not participate in any discussion of the matter.

**4. Approval of Previous Committee Minutes**

- 4.1 Session No. 21 dated December 3, 2019.

Hallikas-Judson: Approved as presented.

CARRIED

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

**6. Items Referred from Council**

- 6.1 Fort Frances Chamber of Commerce Concerns,  
- committee recommended that T. Moffitt, Fire Chief/CEMC make a presentation to the Fort Frances Chamber of Commerce at an upcoming meeting and that administration awaits further information from T. Drysdale, Economic Development Officer on the possibility of funds being transferred from the Municipal Accommodation Tax revenues to RRFDC to cover signage.

## **7. New Business**

- 7.1 Fire & Rescue Service 2020 Operating & Capital Budgets.  
- committee reviewed the budget materials and they will be forwarded to the Budget process.
- 7.2 Procedure By-law Review - Part 1  
- committee provided input for the Clerk and these materials shall be included in the formation of a new Procedure By-Law to be presented to Council once all items are completed.
- 7.3 Draft of the 2020 IT Operating Budget  
J. Hughes, IT Manager was in attendance to provide an overview of the document and was requested to bring a timeline back to the next Executive Committee meeting. The committee reviewed the budget materials and they will be forwarded to the Budget process.
- 7.4 2020 Temporary Borrowing to Meet Current Expenditures  
- committee recommended authorizing preparation of an authorizing by-law for temporary borrowing in the amount of \$4,000,000. to meet 2020 expenditures.
- 7.5 Interim Tax Levy for 2020  
- committee recommended authorizing the Interim Tax Levy By-Law for 2020 be brought forward.
- 7.6 Councillor Brunetta - NOMA Executive Meeting  
- committee recommended approving the Travel Expense and Per Diem claims in the amount of \$240.00 as submitted by Councillor Wendy Brunetta for her attendance at the NOMA Executive Meeting and Conference in Thunder Bay on November 26-27, 2019.
- 7.7 2020 Administration and Finance Budget Considerations  
D. Galusha provided an overview of the report. The committee reviewed the budget materials and they will be forwarded to the Budget process.
- 7.8 Cancel January 20, 2020 Budget Meeting  
- committee recommended cancelling the January 20th, 2019 Budget Meeting and holding the first Budget Meeting on February 3, 2020.

## **8. Information**

- 8.1 Fire & Rescue Service - November 2019 Report. - received as information.

## **9. Adjourn 2:30 p.m. / Next Meeting Date - February 4, 2020**