

## TOWN OF FORT FRANCES

### MINUTES

### SESSION NO. # 7

May 5, 2020

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room and virtually to members off-site on May 5, 2020 from Noon. to 12:57 p.m. Roll Call was completed by Councillor W. Brunetta to confirm all attendees.

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

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, J. Holliday, Deputy Treasurer, J. Forbes, Human Resources Manager, E. Slomke, Clerk, J. Hughes, Information Technology Manager, K. Lawson, Deputy Clerk

1. **Call to Order - Noon**
2. **Disclosure of pecuniary interest and the general nature thereof - no items identified**
3. **Approval of Previous Committee Minutes**

3.1 Session No. 6 dated April 21, 2020.

Hallikas-Judson: Approved as presented.

CARRIED

4. **Items Referred from Council - none identified**
5. **New Business**

- 5.1 Request from Councillor Judson - Broadcasting~Video of Council Meeting.  
Councillor Judson advised that during the August 2019 AMO Conference, he met with representatives from Shaw Cable. As a result of those conversations he was looking to determine if staff could look into options for the recording of online meetings. A brief discussion was held. Committee recommended that the IT Manager investigate options for recording and possibly archiving footage for later use.
- 5.2 Annual Policy Review - Health and Safety Policy; Workplace Harassment Policy and Workplace Violence Policy.  
J. Forbes, Human Resources Manager was in attendance to provide an overview of the documents. Committee recommended approval of the policies as presented.

5.3 Procedural Bylaw Review Part 4

E. Slomke, Municipal Clerk was in attendance to provide an overview / clarification of this portion of the proposed Procedural By-Law. Members provided direction to the Clerk which will be included in the final draft document once completed for final presentation to Council.

5.4 Coverage for Information Technology Support Services.

J. Hughes, IT Manager was in attendance provide an overview of his report. Jeremy advised he will be furthering discussions on this matter with the Fort Frances Public Library and Technology Centre.

**6. Information**

6.1 2020 Draft General Fund Budget - Actual to April 17, 2020. - received as information.

**7. Adjourn 12:57 p.m. / Next Meeting Date - May 19, 2020**

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Executive Committee Chair

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D. Brown, CAO