

# TOWN OF FORT FRANCES

## Administration and Finance Executive Committee

AGENDA - January 22, 2019 - 10:00 a.m.

**(Please note time change)**

### MEETING - Committee Room, Civic Centre

Session # 3

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
  - 4.1 Session No. 2 dated January 8, 2019. 2 - 3
5. **In-Camera**
6. **Items Referred from Council**
  - 6.1 Heart of the Continent Partnership Financial Request. 4 - 6
  - 6.2 Thunder Bay Regional Health Sciences Foundation Financial Request. 7 - 8
7. **New Business**
  - 7.1 POA Write-Off Request. 9 - 10
8. **Non-agenda Items**
9. **Adjourn / Next Meeting Date - February 5, 2019**

## 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 a \$500.00 donation to the Choraliers for  
assistance with the costs of their Christmas performance.
- 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, 2019.
- 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**

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Executive Committee Chair

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D. Brown, CAO

**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: January 17, 2019**  
**SUBJECT: Heart of the Continent Partnership Financial Request**

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**BACKGROUND**

At the January 14, 2019 Council Meeting, the letter received from the Heart of the Continent Partnership (HOCP) requesting consideration of contributing to HOCP's voluntary annual dues was referred to the Administration & Finance Executive Committee for recommendation.

As indicated in the attached letter, the annual support allows HOCP to continue its mission of sustaining and celebrating the cross-border region through collaboration. All partners will participate on an equal basis in all HOCP efforts, decisions and initiatives. Annual dues level ranges from Participating Partner \$10 - \$99, Associate Partner \$100 - \$499, Sustaining Partner \$500 - \$999 and Supporting Partner \$1,000 - \$5,000 per year. In 2016, Council approved Associate Partner payment in the amount of \$150, but has not approved payment in 2017, or 2018.



## Heart of the Continent Partnership

*Working together to sustain and celebrate the lakes, forests and communities on the Ontario/Minnesota border*



**Date:** December 27, 2018

**Mayor Roy Avis**  
**City of Fort Frances, 320 Portage Ave**  
**Fort Frances, ON P9A 3P9**

**From:** HOCP Steering Committee  
**Re:** Renewal of Annual Dues



**Dear Mayor Avis:**

I am writing to invite you and your organization to consider contributing to HOCP's voluntary annual dues. Your annual support makes a huge difference for helping HOCP continue its mission to sustain and celebrate this wonderful cross-border region through collaboration. Most helpful to us would be if you can respond by the end of the first quarter, 2019. Thanks so much.

Heart of the Continent's ongoing efforts help connect this vast and amazing area culturally and as an ecosystem of interconnected lakes and rivers and a shared inland sea. Branding our area has mutual benefits that can create and maintain strong relationships and partnerships that can share in knowledge and prosperity. Public-private partnerships like Heart of the Continent that include stakeholders from government, private industry, tourism, local communities, non-profit clubs and organizations are vital for improvement in stakeholder relations, leveraging funds, marketing and long term sustainability. Our partnership with National Geographic Mapguide Division – the Geotourism Initiative – continues to help brand our area as a world class destination. [www.traveltheheart.org](http://www.traveltheheart.org)

You can still get your business, favorite nature spot, brewery or historical site identified on this interactive map website! Many locals and tourists use the website to plan a unique experience throughout the Heart. Please contact Chris Stromberg if you would like help getting your "spot" on the website: 1-807-598-1074.

We continue to make good steps forward by hosting Recreational/Tourism workshops, a science symposium and land managers meetings that have all been successful at sharing interests, obstacles and strategy - all while collaborating to achieve common goals. A second science symposium in April is one of the events planned for 2019 as well as becoming the world's largest dark sky destinations to promote visitors from around

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Atikokan Ontario  
Box 218 P0T1C0  
(807) 598 1074  
Fax (807) 597 2726  
[www.heartofthecontinent.org](http://www.heartofthecontinent.org)  
[hocp@heartofthecontinent.org](mailto:hocp@heartofthecontinent.org)



the world to re-discover the night skies not visible in many parts of the world. Thank you so much for your consideration. We look forward to the continued collaborations with you as we use this tool in the years ahead as a way to build our region and strengthen our ability to partner with each other.

And we're asking for your support for the coming year:

**Annual Dues Renewal:** It's time once again to renew your voluntary annual dues to the Heart of the Continent Partnership. The level of dues paid is voluntary and on a sliding scale. Each partner chooses the level that works for them. We encourage you to make as strong a show of support as you can.

**Use of Funds:** The funds are used to cover general operating expenses of HOCP, as laid out and approved in an annual budget, especially coordinator hours and meeting costs. Level of dues paid will have no bearing on the influence that the various partners will have in HOCP. All will participate on an equal basis, regardless of level of dues paid, in all HOCP efforts, decisions and initiatives.

**Annual Dues Levels:**

Supporting Partner:	\$1000 - \$5000 per year
Sustaining Partner:	\$500 - \$999 per year
Associate Partner:	\$100 - \$499 per year
Participating Partner:	\$10 - \$99 per year

**Payment:** Please send cheques by 3/31/19.

**Please make cheques payable to: Atikokan Economic Development Corporation**  
**Attn/Memo HOCP Membership dues**  
**Box 218 214 Main St W. Atikokan, ON CANADA P0T 1C0**

We will be glad to send you an invoice, as requested. Also, please email us, at the address below, to inquire about an electronic payment.

Thank you for your participation in and support of the work of Heart of the Continent Partnership. Please give me a call if you have questions or concerns: 1-807-597-2757

Sincerely,



Gord Knowles -Co- Chair, Heart of the Continent Partnership

**TO: Administration & Finance Executive Committee**  
**FROM: Dawn Galusha, Treasurer**  
**DATE: January 17, 2019**  
**SUBJECT: Thunder Bay Regional Health Sciences Foundation Financial Request**

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**BACKGROUND**

At the January 14, 2019 Council Meeting, the letter received from the Thunder Bay Regional Health Sciences Foundation requesting a pledge of \$10,000 over 5 years to bring a full cardiovascular surgery program to Thunder Bay was referred to the Administration & Finance Executive Committee for recommendation.

The letter explains that \$32M is the minimum investment required in order to purchase equipment and restructure the operating rooms at the Thunder Bay Regional Health Sciences Center.



**Thunder Bay Regional  
Health Sciences  
Foundation**

980 Oliver Road  
Thunder Bay ON  
P7B 6V4 Canada

TEL: 807 345 4673  
[www.healthsciencesfoundation.ca](http://www.healthsciencesfoundation.ca)  
[info@healthsciencesfoundation.ca](mailto:info@healthsciencesfoundation.ca)



December 2018

Via Email

Town of Fort Frances  
320 Portage Ave.  
Fort Frances, ON P9A 3P9  
Attn: Doug Brown, CAO

Dear Mr. Brown,

Imagine being told you have blockages in three of your coronary arteries and that you require surgery imminently to save your life. A scary enough thought by itself, isn't it? Now imagine being told you need to travel hundreds of kilometres away from home to obtain this life-saving surgery, potentially without the support of family or friends. Suddenly the entire process seems completely overwhelming.

However, this is the reality facing patients who need coronary artery bypass surgery right now in Northwestern Ontario. Sometimes the physical or financial limitations of travel are too much to bear and patients choose not to have surgery, or sadly, they pass away before they make it to another centre.

Furthermore, one of the most critical problems our region faces is our high rate of amputations (three times the provincial average), mostly due to untreated vascular disease. This is particularly a problem that impacts our Indigenous population and that requires immediate attention.

It's our time to change our current reality. It's time to bring a full cardiovascular surgery program to Thunder Bay and support the 1,000 patients annually who will benefit from having cardiac or vascular surgery close to home. With the development of a cardiovascular surgery program, and your support, we can make a real difference to the lives of people across Northwestern Ontario, sparing limbs and saving lives.

In order to make this program successful, it will require a minimum investment of \$32M to purchase equipment and to restructure our operating rooms at the Thunder Bay Regional Health Sciences Centre. This is no small task, but upon completion, the people of Northwestern Ontario will finally have this critically important surgical program.

We would like to respectfully propose that you and your Council consider supporting the cardiovascular surgery program. This past spring, The Municipality of Shuniah generously committed \$10,000 pledged over 5 years, which works out to only \$0.91 per household per year in that Municipality; a figure that would be very similar in many communities. In early 2019, we will reach out to you to plan a date and time to make a presentation to your Council, with your permission. This is a huge step forward in expanding critical, life- and limb-saving health care for Northwestern Ontario and it's going to take all of us living here to make this a reality.

Should you require more information or any clarification please do not hesitate to contact Cindy Kawahara at (807) 684-7107 (direct line) or by email at [kawaharc@tbh.net](mailto:kawaharc@tbh.net).

Sincerely,

Wendy Landry, Cabinet Member  
Our Hearts at Home  
Cardiovascular Surgery Campaign

Barry Streib, Director  
Thunder Bay Regional Health  
Sciences Foundation



**TO:** Administration & Finance Executive Committee

**FROM:** Dawn Galusha, Treasurer

**DATE:** January 17, 2019

**SUBJECT:** POA Write-Off Request

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**BACKGROUND**

The Provincial Offences Act Collection/Write-Off Policy No. 1.13 provides guidelines for write-off of items deemed uncollectable when all appropriate collection steps as per policy have been exhausted and the fine has been in default for six (6) years. As stated in the policy, fines are written off for accounting purposes only and do not absolve a convicted offender from the requirement to pay a fine as debts to the Crown are owed in perpetuity and are never forgiven.

The Annual Write-off report, as compiled by POA Staff, included all records for 2012 convictions, underpayments of \$25 or less and deceased persons convictions and was presented to the Municipal Partners for perusal on November 27, 2018. The final write-off total as at December 31, 2018, is in the amount of **\$16,670.30**.

## Fort Frances Court Services

Annual Write-Off Report Form  
2012 Convictions to be written-off in 2019  
as at December 31, 2018

Write-off Category	# of Records	Value	Avg Fine Amount
2012 Convictions under \$100	3	\$278.16	\$92.72
2012 Convictions between \$100-\$1000	34	\$5,600.60	\$164.72
2012 Convictions over \$1000	0	\$0.00	\$0.00
Underpayments \$25 or less	10	\$74.24	\$7.42
Deceased Persons	13	\$10,717.30	\$0.00
	<b>60</b>	<b>\$16,670.30</b>	

### Write-off Per Statute

Write-Off Category	# of Records	Value	Avg Fine Amount
Bylaw	1	\$5.00	\$5.00
Compulsory Automobile Insurance Act	2	\$5,948.31	\$2,974.16
Environmental Protection Act	1	\$1,194.61	\$0.00
Highway Traffic Act	21	\$4,941.45	\$235.31
Liquor License Act	23	\$2,720.75	\$118.29
Ontario Fishery Regulations	1	\$208.62	\$208.62
Motorized Snow Vehicles Act	2	\$312.92	\$156.46
Railway Safety Act	3	\$521.55	\$173.85
Trespass Act	6	\$817.09	\$136.18
	<b>60</b>	<b>\$16,670.30</b>	

