

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #34

Tuesday, July 5, 2016

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room on Tuesday, July 5, 2016 at 12:00 p.m.

PRESENT: Councillor Ken Perry, Councillor Paul Ryan, Councillor Wendy Brunetta and Mayor Avis

ALSO PRESENT: Doug Brown, CAO, Lisa Slomke, Clerk, Dawn Galusha, Deputy Treasurer, Laurie Witherspoon, Treasurer and Guest Rick Wiedenhoeft, Multi-Use/Tennis Court Committee

REGRETS: None

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**
 - 3.1 Councillor Wendy Brunetta declared a conflict of interest on Agenda Item 7.4 Councillor W. Brunetta NOMA Executive Committee Meeting Per Diem as those were her expenses.
 - 3.2 Councillor Ken Perry declared conflict of interest on Agenda Item 7.3 Councillor K. Perry NOMA Executive Committee Meeting Per Diem as those were his expenses.
4. **Approval of Previous Committee Minutes**
 - 4.1 The Committee considered the following resolution:
Ryan/Brunetta: That the minutes of the previous meeting held on Tuesday, June 21, 2016 be approved as presented. CARRIED
5. **In-Camera**
6. **Items Referred from Council**
 - 6.1 Rural Ontario Municipal Association (ROMA) 2017 AGM and Annual Conference -
The Committee recommended to approve the Mayor, CAO and one Councillor to attend both the ROMA Conference and the OGRA Conference for 2017 only and then evaluate

the value of each conference to determine what conference is the most effective conference to attend in 2018 and subsequent years.

- 6.2 Multi-Use/Tennis Court Committee Financial Request - The Committee recommended to deny further capital financial funds to cover the projected funding shortfall amount of \$57,994 as requested by the Multi-Use/Tennis Court Committee. It is recommended that the Multi-Use/Tennis Court Committee explore all options to reduce the overall project costs, to defer lighting or a portion of lighting to another year and to continue fundraising to reduce the project funding shortfall.
- 6.3 Watten Volunteer Fire Department Request - The Committee recommended to approve the Watten Volunteer Fire Department donation request in the amount of \$300.00.

7. New Business

- 7.1 Development of Revised Boards and Committees By-Law (Strategic Plan Initiative #36) - The Clerk updated the Committee on progress to date.
- 7.2 M. McCaig Purchase Card Expense Claim - The Committee recommended to approve the Schedule "D" Entertainment Expense & purchase card expense for Mark McCaig, CAO in the amount of \$270.53 as detailed in the report.
- 7.3 Councillor K. Perry NOMA Executive Meeting Per Diem - The Committee recommended to approve the per diem claim in the amount of \$150.00 as submitted by Councillor Ken Perry for his attendance at a NOMA Executive meeting held in Thunder Bay on June 22, 2016.
- 7.4 Councillor W. Brunetta NOMA Executive Committee Meeting Per Diem - The Committee recommended to approve the per diem claim in the amount of \$150.00 as submitted by Councillor Wendy Brunetta for her attendance at a NOMA Executive meeting held in Thunder Bay on June 22, 2016.
- 7.5 R.F.P. No. 16-AD-01 Supply, Integration and Implementation of a Consolidated Municipal Financial System - The Committee recommended to approve the proposal received from Diamond Software Inc. to supply and implement Diamond's comprehensive suite of municipal financial modules for 15 concurrent users in the amount of \$98,742.00 plus HST and to authorize the purchase of the recommended Microsoft SQL Server for the new municipal financial software system.

8. Non-agenda Items

9. Outstanding Items

- 9.1 Couchiching First Nations Water & Sewer Agreement

9.2 Elected Officials Remuneration By-Law No. 02/10-C (Fall)

10. Information

11. Adjourn / Next Meeting Date

11.1 Next Meeting Date: August 2, 2016

Executive Committee Chair

D. Brown, CAO