

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 2

December 4, 2018

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room on December 4, 2018 from Noon to 12:40 p.m.

PRESENT: Councillor W. Brunetta, Chair, Mayor J. Caul, Councillor A. Hallikas

ALSO PRESENT: D. Brown, CAO, L. Lindberg, Treasurer, D. Galusha, Deputy Treasurer, S. Freamo, Information Technology Manager and K. Lawson, Committee Secretary

REGRETS: Councillor D. Judson

1. Call to Order - Noon.

- 1.1 Appointment of Chair and Vice Chair.
 - Committee approved the appointment of Councillor Wendy Brunetta as Chair and Councillor Andrew Hallikas as Vice Chair.

2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.

- 2.1 Volunteer Bureau Community Christmas Dinner Financial Request.
- 2.2 Councillor Michael Behan - Council Orientation Per Diem.
- 2.3 Councillor John McTaggart - Councillor Orientation Per Diem.
- 2.4 Councillor Andrew Hallikas - Councillor Orientation Per Diem.

3. Disclosure of pecuniary interest and the general nature thereof

- 3.1 Councillor Wendy Brunetta disclosed an interest in item 7.2 as the NOMA Board Meeting Per Diem Claims were hers.
- 3.2 Councillor Wendy Brunetta disclosed an interest in item 7.4 as the Councillor Orientation Per Diem Claims were hers.
- 3.3 Councillor Andrew Hallikas disclosed an interest in non-agenda item 8.4 as the Councillor Orientation Per Diem Claims were his.

4. Approval of Previous Committee Minutes

- 4.1 Session No. 79 dated November 20, 2018.

5. In-Camera

6. Items Referred from Council - none identified

7. New Business

- 7.1 Award of RFP 18-AF-13 Delivery of Enterprise Network Switches
- committee recommended awarding RFP 18-AF-13 to Elco Systems Inc. for \$41,254.04 including HST.
- 7.2 Councillor Wendy Brunetta NOMA Executive Meeting.
- committee recommended approving the per diem claim in the amount of \$240.00 as submitted by Councillor Wendy Brunetta for her attendance at the Northern Ontario Municipal Association (NOMA) Executive Meeting held in Thunder Bay on November 27-28, 2018.
- 7.3 Councillor Ken Perry NOMA Executive Meeting.
- committee recommended approval of the per diem claim in the amount of \$240.00 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Executive Committee Meeting held in Thunder Bay on November 27-28, 2018.
- 7.4 Councillor Wendy Brunetta - Council Orientation Session.
- committee recommended approving the per diem claim in the amount of \$400.00 as submitted by Councillor Wendy Brunetta for her attendance at the Council Orientation Session on November 21-23, 2018.
- 7.5 Councillor Wendy Brunetta Expense Reimbursement.
- committee recommended this item be removed from the agenda and further recommended that the expense for the iPad Otterbox case be referred directly to Accounts Payable for payment.
- 7.6 Request for Reconsideration Minutes of Settlement (M.O.S.) Re: 641 Second Street East (2017).
- committee recommended processing the Minutes of Settlement for the property located at 641 Second Street East as received.
- 7.7 Rural Ontario Municipal Association (ROMA) Annual Conference - January 27, 28 and 29, 2018.
- committee recommended 1) deferring the sending of a delegation from the Town of Fort Frances to the 2019 ROMA Conference; 2) review attendance at the 2020 ROMA Conference in the 4th quarter of 2019 prior to the early bird registration for the event; and 3) have Administration provide Honourable Greg Rickford, Minister of Indigenous Affairs, Minister of Energy and Northern Development and Mines with a schedule of 2019 COW and Council meetings in order to establish regular monthly or quarterly meetings with Council to discuss local issues and challenges.

- 7.8 Investments Policy No. 1.15 Update
- committee recommended approval of the updated Investments Policy 1.15 as presented.
- 7.9 Doug Brown, CAO - Entertainment Purchase Card Expense.
- committee recommended approving the entertainment purchase card expense claim in the total amount of \$84.67 as submitted by Doug Brown, CAO for a luncheon meeting with M. Martel, Resolute Vice-President Operations, Mayor Roy Avis and Mayor Elect June Caul on November 28, 2018.

8. Non-agenda Items

- 8.1 Volunteer Bureau Community Christmas Dinner Financial Request.
- committee recommended approving a donation in the amount of \$100.00 to the Volunteer Bureau for the 2018 Christmas Dinner at the Knox United Church.
- 8.2 Councillor Michael Behan - Council Orientation Per Diem.
- committee recommended approving the per diem claim in the amount of \$400.00 as submitted by Councillor Michael Behan for his attendance at the Council Orientation Session on November 21-23, 2018.
- 8.3 Councillor John McTaggart - Councillor Orientation Per Diem.
- committee recommended approving the per diem claim in the amount of \$400.00 as submitted by Councillor John McTaggart for his attendance at the Council Orientation Session on November 21-23, 2018.
- 8.4 Councillor Andrew Hallikas - Councillor Orientation Per Diem.
- committee recommended approving the per diem claim in the amount of \$320.00 as submitted by Councillor Andrew Hallikas for his attendance at the Council Orientation Session on November 21-23, 2018.

9. Information - none received

10. Adjourn 12:40 p.m./ Next Meeting Date - January 8, 2019

Executive Committee Chair

D. Brown, CAO