

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 2

February 4, 2020

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on February 4, 2020 from 12:10 p.m. to 1:51 p.m.

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

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, J. Holliday, Deputy Treasurer, E. Slomke, Clerk (12:10 p.m. to 1:45 p.m.), K. Lawson, Deputy Clerk

REGRETS: Councillor D. Judson

1. Call to Order 12:10 p.m.

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

3. Disclosure of pecuniary interest and the general nature thereof

3.1 Councillor W. Brunetta disclosed an interest in agenda item 6.6 and stated the following: These are my expenses to attend the ROMA Conference in Toronto on January 19-21, 2020. 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.

3.2 Councillor W. Brunetta disclosed an interest in agenda item 6.7 and stated the following: This is my claim for Per diem to attend the RRDMA Annual General Meeting held in Devlin on Saturday, January 25, 2020. 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.

3.3 Mayor J. Caul disclosed an interest in agenda item 6.9 and stated the following: This is my travel expense and Per Diem claim for attending the ROMA Conference in Toronto - January 18 to January 21, 2020. She did not participate in any discussion of the matter when it was brought forward.

3.4 Councillor A. Hallikas disclosed an interest in agenda item 6.12 and stated the following: This is the per diem authorized by Council for attendance at the Rainy River Municipal Association annual general meeting held in Devlin on January 25, 2020. He did not participate in any discussion of the matter when it was brought forward.

4. Approval of Previous Committee Minutes

4.1 Session No. 1 dated January 7, 2020.

Hallikas-Caul: Approved as presented.

CARRIED

5. Items Referred from Council

- 5.1 Northern Ontario School of Medicine - CampMed Support.
 - committee recommended receiving the request with no further action.
- 5.2 Northwestern Ontario Sports Hall of Fame Membership Request.
 - committee recommended approving the payment of a Business/Organization Membership Fee for 2020 in the amount of \$60.00 for the Northwestern Ontario Sports Hall of Fame and Museum.
- 5.3 Heart of the Continent Partnership Financial Request.
 - committee recommended receiving the request with no further action on the part of the A&F Executive Committee and further that the request be forwarded to the Municipal Accommodation Tax (MAT) Committee for their consideration.

6. New Business

- 6.1 Accountability and Transparency Policy.
 - committee recommended adopting the Accountability and Transparency Policy as presented.
- 6.2 Procedure By-law Review - Part 2.

The Clerk was in attendance to provide an overview of the materials. The committee provided input for the Clerk and these revisions shall be included in the formation of a new Procedure By-Law to be presented to Council once all items are reviewed.
- 6.3 Accounts Receivable Bad Debts Write Off Request.
 - committee recommended approving the write-off accounts receivable in the amount of \$5,441.50.
- 6.4 POA Write-Off Request.
 - committee recommended approving the write-off of 2013 POA accounts receivable in the amount of \$13,956.58 for accounting purposes while noting that this does not absolve a convicted offender from the requirement to pay a fine as debts to the Crown are owed in perpetuity and never forgiven.
- 6.5 Doug Brown, CAO - ROMA Travel Expense Claim.
 - committee recommended approval of the Travel Expense claim in the total amount of \$452.15 as submitted by Doug Brown, CAO for his attendance at the ROMA Conference in Toronto, Ontario from January 18-21, 2020.
- 6.6 Councillor Wendy Brunetta - ROMA Travel Expense Claim.
 - committee recommended approval of the Travel Expense claim in the total amount of \$510.74 as submitted by Councillor Wendy Brunetta for her attendance at the ROMA Conference in Toronto, Ontario from January 19-21, 2020.
- 6.7 Councillor Wendy Brunetta - RRDMA Annual General Meeting Per Diem.
 - committee recommended approval of Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Wendy Brunetta for her attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.

- 6.8 Councillor John McTaggart - ROMA Travel Expense Claim.
- committee recommended approval of the Travel Expense claim in the total amount of \$241.90 as submitted by Councillor John McTaggart for his attendance at the ROMA Conference in Toronto, Ontario from January 18-21, 2020.
- 6.9 Mayor June Caul - ROMA Travel Expense Claim.
- committee recommended approval of the Travel Expense claim in the total amount of \$250.00 as submitted by Mayor June Caul for her attendance at the ROMA Conference in Toronto, Ontario from January 18-21, 2020.
- 6.10 Councillor Rick Wiedenhoef - RRDMA Annual General Meeting Per Diem.
- committee recommended approval of Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Rick Wiedenhoef for his attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.
- 6.11 Councillor Michael Behan - RRDMA Annual General Meeting Per Diem.
- committee recommended approval of the Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Michael Behan for his attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.
- 6.12 Councillor Andrew Hallikas - RRDMA Annual General Meeting Per Diem.
- committee recommended approval of the Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$160.00 as submitted by Councillor Andrew Hallikas for his attendance at the RRDMA Annual General Meeting on January 25, 2020 held in Devlin.

7. Information

- 7.1 Fort Frances Fire & Rescue - December 2019 Report. - received as information.
- 7.2 January 2018 FIR Data. - committee was advised that this was an older version and the updated 2019 data form will appear on the COW Agenda as information.

8. Adjourn 1:51 p.m. / Next Meeting Date - February 18, 2020

Executive Committee Chair

D. Brown, CAO