

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 1

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 - none identified

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