

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 10

Tuesday, May 5, 2015

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday, May 5, 2015 at 12:00 p.m.

PRESENT: Councillor Ken Perry, Councillor Wendy Brunetta, and Mayor Roy Avis

ALSO PRESENT: Mark McCaig, CAO, Jason Kabel, CS Manager and Laurie Witherspoon, Treasurer

GUEST: None

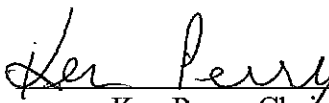
REGRETS: Councillor Paul Ryan

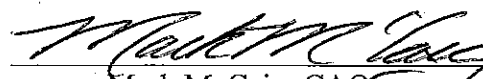
1. Ken Perry, Chair Called the Meeting to Order at 12:02 p.m.
2. Non-Agenda Items:
 - i) Councillor Wendy Brunetta AMO/LAS Town Hall Session and NOMA Conference Per Diem & Travel Expense
 - ii) Museum Interim Funding
 - iii) Council Benefit Package
3. Disclosure of pecuniary interest and the general nature thereof: Councillor Wendy Brunetta declared a conflict of interest on the Non-Agenda item 9.ii) AMO/LAS Town Hall Session and NOMA Conference Per Diem & Travel Expense as they were her expenses.
4. **Wendy Brunetta/Ken Perry:** That the minutes from the previous meeting held on April 21, 2015 be approved as distributed. CARRIED
5. **Jason Kabel, CS Manager**
 - i) ActiveNet Software – The Committee recommended to proceed with the implementation of ActiveNet.
6. **Mark McCaig, CAO**
 - i) Strategic Planning Discussion – There were no new items added.

7. Laurie Witherspoon, Treasurer

- i) Councillor J. Albanese NOMA Per Diem & Travel – The Committee recommended to approve the per diem and Travel Expense claims in the total amount of \$607.00 as submitted by Councillor John Albanese for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 22 - 24, 2015.
 - ii) 2015 Percentage Tax Decrease Limit for Industrial Class – The Committee recommended to approve the 2015 percentage by which tax decreases are limited for the Industrial property class claw back percentage of 100% and retained percentage of 0% be established for a Net Class Impact/Shortfall within that property class of \$1,561. Further that an authorizing by-law be brought forward.
 - iii) Boundary Waters Dragon Boat Festival Requests – The Committee recommended to:
 - Item 1) Designate the International Boundary Waters Dragon Boat Festival as a significant Community Festival event; Co-ordinate through E. Slomke, Clerk,
 - Item 2) The use of Town picnic tables – The International Boundary Waters Dragon Boat Festival organizers will arrange for pick-up and return; Co-ordinate through D. Brown, Operations & Facilities Manager,
 - Item 3) Event Permit application (in-kind) is not applicable as per CBO,
 - Item 4) Supply the necessary documents to facilitate closing the affected road to accommodate the tent for the event; Co-ordinate through E. Slomke, Clerk,
 - Item 5) That the Town spray the docks at the marina prior to the event; the Town will not supply labour or equipment,
 - Item 6) Allow the Committee to attach pennants, signs, and banners to streetlight poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event and motorists' sight lines or vision should not be obstructed when driving along Front Street,
 - Item 7) Allow access for electrical power; Co-ordinate with Fort Frances Power Corporation, Joerg Ruppenstein, CEO, and
 - Item 8) Ensure extra garbage bins at the site and garbage pick up at the end of the day; Co-ordinate through D. Brown, Operations & Facilities Manager.
- Further, that the responsible entity for the International Boundary Waters Dragon Boat Festival ensure a minimum of \$5,000,000 commercial general liability insurance, name the Town of Fort Frances as an additional insured, and have Host Liquor Liability coverage if their event sells liquor & that certified Smart Serve bartenders are used for any liquor sales for their event planned for June 27, 2015.

- iv) Councillor P. Ryan AMO/LAS Town Hall Session & NOMA Per Diem & Travel Expense – The Committee recommended to approve the per diem and Travel Expense claims in the total amount of \$607.00 as submitted by Councillor Paul Ryan for his attendance at the AMO/LAS Town Hall Session & Northern Ontario Municipal Association Conference held in Thunder Bay on April 21 - 24, 2015.
 - v) POA – BDO Audited Financial Statements for December 31, 2014 & Invoice – The Committee recommended to accept the P.O.A. audited financials for the year ended December 31, 2014 and further that the invoice for audited services be paid.
8. **Outstanding Items:**
- i) Couchiching Sewer and Water Agreement Signage
9. **Non-Agenda Items:**
- i) Museum Interim Funding – The Committee recommended to proceed with the Northern Ontario Internship Program and to hire an interim for a one-year.
 - ii) Councillor Wendy Brunetta AMO/LAS Town Hall Session and NOMA Conference Per Diem & Travel Expense – The Committee recommended to approve the per diem and Travel Expense claims in the total amount of \$670.75 as submitted by Councillor Wendy Brunetta for her attendance at the AMO/LAS Town Hall Session & Northern Ontario Municipal Association Conference held in Thunder Bay on April 21 - 24, 2015.
 - iii) Council's Benefit Package – Investigate how Council Members could be covered in case of injury while doing Town business will be referred to the Human Resources Manager.
10. **Information:**
- i) General Operating Financial Statement as at April 30, 2015
 - ii) Water & Sewer Operating Financial Statement as at April 30, 2015
11. **Next Meeting Date: Tuesday, May 19, 2015**


Ken Perry, Chair


Mark McCaig, CAO