

## TOWN OF FORT FRANCES

### Administration and Finance Executive Committee

Minutes of Meeting No. 7

Tuesday, April 16, 2013

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday, April 16, 2013 at 12:00 p.m.

PRESENT: K. Perry, P. Ryan, and R. Avis

ALSO PRESENT: C. Ruppenstein HR and L. Witherspoon, Treasurer

REGRETS: Councillor Andrew Hallikas

Councillor Ken Perry, Chair Called Meeting to Order at 12:07 p.m.

1. Non – Agenda:
  - i) O. Reg 284/09 – Budget Matters
  - ii) Financial Statements as at March 31, 2013
  - iii) Admin & Finance Stats as at March 31, 2013
  - iv) 2010 OMPF Reconciliation
2. Disclosure of pecuniary interest and the general nature thereof: Mayor Roy Avis declared a conflict of interest on item 5 i) Mayor Roy Avis Entertainment Expenses
3. **Paul Ryan – Ken Perry:** that the minutes from the previous meeting on April 2, 2013 be approved as circulated.

CARRIED.

4. **Christine Ruppenstein:**
  - i) Annual Appreciation Dinner update – Christine reported that Mark Nagent will provide that steak dinner at Sunny. Jason Kabel has applied for the liquor licence. Transportation RSVP will be included on the invitations. Discussion followed with regard to timing of the event and program content.
5. **Laurie Witherspoon:**
  - i) Roy Avis Entertainment Expenses – recommend to approve the reimbursement expense as submitted by Mayor Roy Avis for a luncheon meeting with Doug Kitowski on April 4, 2013 in the amount of \$30.74.

- ii) Mark McCaig, CAO Purchase Card Expenses - recommend to approve the purchase card expenses in the amount of \$134.34 for Mark McCaig, CAO entertainment expenses for a meeting with J. Morse, Solicitor on March 22, 2013 and retirement luncheon with R. Hallam and Planning & Development staff on March 29, 2013 as listed in this report.
  - iii) MPAC Fees for Service – City of Dryden and
  - iv) Municipal Tax Assessments & Pending Liabilities a. Elk Lake and b. Town of Espanola - decided to refer this matter to the next regular scheduled Committee of the Whole Meeting on April 22, 2013 for further discussion. Further that Administration & Finance Executive Committee Member(s) will consult with the Clerk prior to the meeting to draft a resolution for consideration.
  - v) Reserve Funds as at March 31, 2013 – Information to go forward to Council.
6. **Outstanding Items:**
- i) Old Shambles Road – CAO/Solicitor – leave on for future reference.
  - ii) Couchiching Sewer and Water Agreement Signage
  - iii) Indigent Burial Policy – G. Treftlin, Clerk
7. **Non – Agenda Items:**
- i) Ontario Regulation 284/09 Budget Matters - to receive the Ontario Regulation 284/09 disclosure report for the 2013 Operating Budget as presented.
  - ii) General Operating and Water & Sewer Financial Statements as March 31, 2013 – Information to go forward to Council.
  - iii) Administration & Finance Stats as at March 31, 2013 – Information to go forward to Council.
  - iv) 2010 OMPF Reconciliation – Information to go forward to Council.
8. **Next meeting date: May 7, 2013.**

  
Ken Perry, Chair

  
Mark McCaig, Administrator