

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #30

May 3, 2016

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room on Tuesday, May 3, 2016 at 12:00 p.m.

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

ALSO PRESENT: Mark McCaig, CAO, Laurie Witherspoon, Treasurer, Dawn Galusha, Deputy Treasurer

REGRETS: Councillor Paul Ryan

**1. Call to Order**

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

- 2.1 P&D Executive Committee Report- Award of Tender 16-PD-08- Cladding Replacement, Insulation and Painting at the Town of Fort Frances Civic Centre
- 2.2 M. McCaig, CAO- Purchase Card Expense
- 2.3 Councillor Paul Ryan NOMA Conference Per Diem & Travel Expense
- 2.4 Councillor Ken Perry NOMA Conference Per Diem & Travel Expense
- 2.5 Councillor Wendy Brunetta NOMA Conference Per Diem & Travel Expense
- 2.6 AMO Gas Tax verbal update by Laurie Witherspoon

**3. Disclosure of pecuniary interest and the general nature thereof**

- 3.1 Councillor Wendy Brunetta declared a conflict of interest on item 7.4 as this is her registration reimbursement and item 2.5 as this is her NOMA Conference reimbursement.
- 3.2 Councillor Ken Perry declared a conflict of interest on item 2.4 as this is his NOMA Conference reimbursement.

**4. Approval of Previous Committee Minutes**

- 4.1 The Committee considered the following resolution:  
Brunetta/Perry: That the minutes of the previous meeting held on Tuesday, April 19, 2016 be approved as presented. CARRIED

**5. In-Camera**

**6. Items Referred from Council**

**7. New Business**

- 7.1 Crossroute Forest 2007-2017 Forest Management Plan Open House- The Committee received the informational update in the May 3rd, 2016 report from M. McCaig and further recommend that any new information be monitored regularly.

- 7.2 Ontario Regulation 284/09 - Budget Matters- The Committee recommends to receive the Ontario Regulation 284/09 disclosure report for the 2016 Operating Budget as presented.
- 7.3 2016 Capping Parameters- The Committee recommends approval of the 2016 Capping parameter as outlined in the report, and further that the authorizing by-laws be prepared.
- 7.4 Councillor Wendy Brunetta Registration Reimbursement- The Committee recommends approval of the reimbursement of Municipal Councillor Financial Literacy costs in the amount of \$200.01 as submitted by Councillor Brunetta.
- 7.5 2015 Child Care Audited Statement of Revenue & Expenses- The Committee recommends acceptance of the Town of Fort Frances Child Care Programs audited Statement of Revenue & Expenses for the year ended December 31, 2015.

## **8. Non-agenda Items**

- 8.1 P&D Executive Committee Report- Award of Tender 16-PD-08- Cladding Replacement, Insulation and Painting at the Town of Fort Frances Civic Centre- The Committee agreed with the recommendation of the P&D Executive Committee to complete all painting in 2016, which would result in a budget shortfall of \$4,679.89 out of the Capital Projects Reserve Fund.
- 8.2 M. McCaig, CAO- Purchase Card Expense- The Committee recommended approval of the Schedule 'D' entertainment expense and purchase card expense for M. McCaig, CAO in the amount of \$48.84 as listed in the report.
- 8.3 Councillor Paul Ryan NOMA Conference Per Diem & Travel Expense- The Committee recommended approval of the per diem and travel expense claims in the total amount of \$410.00 as submitted by Councillor Ryan for his attendance at the NOMA Conference held in Thunder Bay April 27-29, 2016.
- 8.4 Councillor Ken Perry NOMA Conference Per Diem & Travel Expense- The Committee recommended approval of the per diem and travel expense claims in the total amount of \$485.00 as submitted by Councillor Perry for his attendance at the NOMA Conference held in Thunder Bay April 27-29, 2016.
- 8.5 Councillor Wendy Brunetta NOMA Conference Per Diem & Travel Expense- The Committee recommended approval of the per diem and travel expense claims in the total amount of \$450.00 as submitted by Councillor Brunetta for her attendance at the NOMA Conference held in Thunder Bay April 27-29, 2016.
- 8.6 AMO Gas Tax Verbal update- Laurie Witherspoon discussed the Asset Management Plan requirements of AMO which are to be completed by December 31, 2016 in order to receive Gas Tax funding.

## **9. Outstanding Items**

- 9.1 Couchiching First Nations Water & Sewer Agreement
- 9.2 Elected Officials Remuneration By-Law No. 02/10-C Review (Fall)

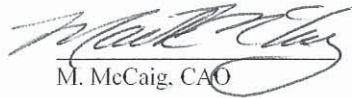
## **10. Information**

- 10.1 Ministry of Finance Update of Property Tax Decisions for the 2016 Taxation Year
- 10.2 2016 Overall Levy Changes With Education Tax Rate Reduction

## **11. Adjourn / Next Meeting Date**

11.1 Next Meeting Date: Tuesday, May 17, 2016

  
Executive Committee Chair

  
M. McCaig, CAO