

## **TOWN OF FORT FRANCES**

### **Administration and Finance Executive Committee**

**Minutes of Meeting No. 17**

**Tuesday October 16<sup>th</sup>, 2012**

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday October 16, 2012 at 12:00 Noon.

**PRESENT:** Councillor Sharon Tibbs, Councillor Andrew Hallikas, Councillor Ken Perry, Mark McCaig, CAO, Laurie Witherspoon, Treasurer and Debbie Scofield, Deputy –Treasurer.

**REGRETS:** Mayor Avis

**ALSO PRESENT:** Lori Pattison, Secretary

Called to order 12:10

1. Non – Agenda:
  - a) 2013 User Fees
2. Disclosure of pecuniary interest and the general nature thereof: None.
3. **Andrew Hallikas – Ken Perry:** that the minutes from the previous meeting on October 2, 2012 be approved as circulated.

**CARRIED.**
4. **Laurie Witherspoon/Debbie Scofield:**
  - i) Renewal of Municipal Insurance 2012 – 2013 – recommend to accept the Renewal of Municipal Insurance provided by BFL Canada, represented by Gillons' Insurance Brokers Ltd., for the term November 1, 2012 to November 1, 2013.
  - ii) Councillor Rick Wiedenhoeft – OAPSB Zone 1 Conference Per Diem Claim – recommend to approve the per diem claim for Councillor Rick Wiedenhoeft in the amount of \$300.00 to attend the Ontario's Association of Police Services Boards Zone 1 Conference held in Fort Frances October 1 – 3, 2012 as outlined in his report.
5. **Mark McCaig:**
  - i) Friends of the Fort Frances Museum – Fundraiser/Gala – recommend to approve the purchase of 10 tickets in the total amount of \$350.00 for the fall soiree and fundraising gala to be held at the Fort Frances Museum on November 1, 2012.
6. **Outstanding Items:**
  - i) Old Shambles Road – CAO/Solicitor – leave on for future reference.

- ii) Couchiching Sewer and Water Agreement Signage
7. **Non – Agenda Items:**
- i) 2013 User Fee Schedule – recommend to affect a 1% increase for the 2013 User Fees with the exception of water & sewer rates and specific fees that require individual discussion and evaluation.
8. **Information Items:**
- i) Town of Fort Frances General Fund (Operating) actuals as at September 30, 2012 – were received
  - ii) Town of Fort Frances Water and Sewer Fund (Operating) actuals to September 30, 2012 – were received.
  - iii) Town of Fort Frances Capital Fund Budget vs Actual as at September 30, 2012 – were received
  - iv) Administration and Finance Department Stats for the period ending September 30, 2012 – were received.
  - v) Assessment Review board – Notice of Hearing List – was received – next Teleconference scheduled for December 10<sup>th</sup> at 8:30 a.m.
9. **Next meeting date – November 6th, 2012.**

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Sharon Tibbs, Chair

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Mark McCaig, Administrator