

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 19

Tuesday, November 5, 2013

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday, November 5, 2013 at 12:00 p.m.

PRESENT: Councillor Ken Perry, Councillor Hallikas, Councillor Paul Ryan and Mayor Avis

ALSO PRESENT: Laurie Witherspoon, Treasurer, Darryl Allan, DA IT Consulting Service and Christine Ruppenstein, HR Manager

REGRETS: Mark McCaig, CAO

Called to order 12.01 p.m.

1. **Non – Agenda:** None
2. **Disclosure of pecuniary interest and the general nature thereof:** None
3. **Andrew Hallikas – Paul Ryan:** That the minutes from the previous meeting held on October 22, 2013 be approved as circulated.

CARRIED.

4. i) Mobile Devices Project, Darryl Allan – The Committee recommended to authorize the purchase of a server from Lowery's, Domino software from Microage Thunder Bay and consulting services from Sametime Solutions for the purpose of providing email support for smart phones.
5. i) Annual Appreciation Dinner, C. Ruppenstein – The Committee recommended to authorize that the 2014 annual appreciation dinner be held at Sunny Cove Camp during the month of June, with preference being on Friday night during the week.

ii) Water & Sewer Reserve Fund – The Committee recommended the following:
1. that a new Waterworks & Sanitary Sewer Projects Reserve Fund be created as of January 1, 2014; 2. that the Waterworks Projects Reserve Fund balance and the Sanitary Sewer Reserve Fund balance as at December 31, 2013 be transferred to the new Waterworks & Sanitary Sewer Projects Reserve Fund as of January 1, 2014; and 3) that the Waterworks Projects Reserve Fund and the Sanitary Sewer Reserve Fund be closed immediately following the completion of transactions listed in 1. and 2. above.

- iii) Canadian Union of Postal Workers Request for Resolution Support – The Committee recommended to receive the letter from the Canadian Union of Postal Workers requesting support of resolutions regarding the future of Canada Post and that no further action be taken.
- iv) M.O.S. Request for Reconsideration – The Committee recommended to receive and to process the Minutes of Settlement for properties located at Pit No 2 Road Pt River Range Lot 45 to 48, 209 Armit Ave. and 1004 Crowe Ave. for the 2013 taxation year.

6. Outstanding Items:

- i) Old Shambles Road – CAO/Solicitor
- ii) Couchiching Sewer and Water Agreement Signage
- iii) Indigent Burial Policy – G. Treftlin, Clerk


7. Non-Agenda Items: None

8. Information:

- i) General Operating Financials as at October 31, 2013
- ii) Water & Sewer Operating Financials as at October 31, 2013
- iii) Capital Financial Statement as at October 31, 2013
- iv) Financial Indicator Review (based on 2012 FIR)

9. Next meeting date: November 19, 2013


Ken Perry, Chair


Mark McCaig, Administrator