

TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - July 7, 2015, 12:00 PM

MEETING - Civic Centre

Session # 14

Page

Call to Order

Disclosure of pecuniary interest and the general nature thereof

Approval of Previous Committee Minutes

3.1 Thursday, June 18, 2015 Meeting Minutes 2 - 4

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

In-Camera

Items Referred from Council

New Business

7.1 Councillor D. Kitowski Strategic Planning Meeting Per Diem 5 - 6
7.2 Councillor K. Perry Strategic Planning Meeting Per Diem 7 - 8
7.3 Councillor K. Perry NOMA Board Meeting Per Diem 9 - 10

Non-agenda Items

Outstanding Items

Information

Adjourn / Next Meeting Date

11.1 Next Administration & Finance Executive Committee Meeting Date: August 4, 2015

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #13

Thursday, June 18, 2015

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room at the Civic Centre on June 18, 2015 at 8:00 a.m.

PRESENT: Councillor Ken Perry, Councillor Paul Ryan, and Councillor Wendy Brunetta

ALSO PRESENT: Laurie Witherspoon, Treasurer, Dawn Galusha, Deputy-Treasurer, Aaron Petrin, HR Manager, Jason Kabel, Community Services Manager, Shawna McRitche, Interim Daycare Superintendent

REGRETS: Mayor Roy Avis

1. Call to Order

2. Disclosure of pecuniary interest and the general nature thereof

2.1 Councillor Brunetta declared a conflict of interest on agenda item 7.1 Councillor W. Brunetta Agency One meeting Per Diem as those are her expenses.

2.2 Councillor Perry declared a conflict of interest on agenda items 7.2 Councillor K. Perry NOMA Conference Per Diem & Travel Expenses, 7.3 Councillor K. Perry Agency One Meeting Per Diem, 7.4 Councillor K. Perry Regional Economic Development Committee Travel & Per Diem as those are his expenses.

3. Approval of Previous Committee Minutes

3.1 The Committee considered the following resolution:
Brunetta-Ryan: That the minutes of the previous meeting held on June 2, 2015 be approved as distributed. CARRIED

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

4.1 Councillor John Albanese Agency One Meeting Per Diem

4.2 Canada Day/Fun In The Sun Committee Request

4.3 Town Dragon Boat Festival Team

4.4 Councillor Doug Kitowski Agency One Meeting Per Diem

5. In-Camera

5.1 Child Care Wage Enhancement Grant
Brunetta-Perry: That the Administration & Finance Executive Committee now meet in-camera in order to address a matter pertaining to labour relations or employee negotiations. CARRIED

6. Items Referred from Council

6.1 Boundary Waters Dragon Boat Club Request - The Committee recommended to authorize a \$1,000.00 payment to the Boundary Waters Dragon Boat Club, being the original financial request, of which is approved in the 2015 General Operational Budget providing financial assistance toward the costs of operating the Festival.

7. New Business

- 7.1 Councillor W. Brunetta Agency One Meeting Per Diem - The Committee recommended to approve the per diem and Travel Expense claims in the total amount of \$150.00 as submitted by Councillor Wendy Brunetta for her attendance at the May 26, 2015 Agency One Meeting held in Fort Frances.
- 7.2 Councillor Ken Perry Agency One Meeting Per Diem - The Committee recommended to approve the per diem and Travel Expense claims in the total amount of \$529.93 as submitted by Councillor Ken Perry for his attendance at the Northern Ontario Municipal Association (NOMA) Conference held in Thunder Bay on April 22 - 24, 2015.
- 7.3 Councillor K. Perry Regional Economic Development Committee Travel & Per Diem Claims - The Committee recommended that this matter be discussed at the June 22, 2015 Committee of the Whole meeting to determine if the per diem claim in the amount of \$75.00 and travel expense claim of \$27.26 as submitted by Councillor Ken Perry for his attendance at the June 3, 2015 Regional Economic Development Committee Meeting held in Emo is an allowable claim thereby necessitating an amendment to By-Law No. 02/10B Schedule "A".
- 7.4 Mayor R. Avis Agency One Meeting & Strat Plan Meeting Per Diem Claims - The Committee recommended to approve the per diem claims in the total amount of \$300.00 as submitted by Mayor Roy Avis for his attendance at the May 26, 2015 Agency One Meeting held in Fort Frances and the June 11, 2015 Strat Plan Meeting held at Kiwanis Sunny Cove Camp.

8. Non-agenda Items

- 8.1 Councillor John Albanese Agency One Meeting Per Diem - The Committee recommended to approve the per diem claim in the amount of \$150.00 as submitted by Councillor John Albanese for his attendance at the Agency One Meeting held in Fort Frances on May 26, 2015.
- 8.2 Canada Day/Fun In The Sun Committee Request - The Committee recommended to authorize an additional fireworks grant payment equal to the donations received from local businesses for the Canada Day fireworks.
- 8.3 Town Dragon Boat Festival Team - The Committee recommended to authorize public relation expenditure up to \$800.00 to sponsor the Town of Fort Frances Dragon Boat Festival team for the planned June 27, 2015 event.
- 8.4 Councillor Doug Kitowski Agency One Meeting Per Diem - The Committee recommended to approve the per diem claim in the amount of \$150.00 as submitted by Councillor Doug Kitowski for his attendance at the Agency One Meeting held in Fort Frances on May 26, 2015.

9. Outstanding Items

- 9.1 Couchiching Sewer & Water Agreement Signage

10. Information

- 10.1 General Operating Financial Statement as at May 31, 2015
- 10.2 Water & Sewer Operating Financial Statement as at May 31, 2015
- 10.3 Capital Fund Financial Statement as at May 31, 2015

11. Adjourn / Next Meeting Date

11.1 Next Administration & Finance Executive Committee Meeting Date: July 7, 2015

Executive Committee Chair

M. McCaig, CAO

To: Administration & Finance Executive Committee
From: Laurie Witherspoon, Treasurer
Date: June 23, 2015
Subject: Councillor Doug Kitowski Strategic Planning Meeting Per Diem

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$150.00 to attend the Strategic Planning meeting held at Kiwanis Sunny Cove Camp on June 11, 2015 as submitted by Councillor Doug Kitowski.

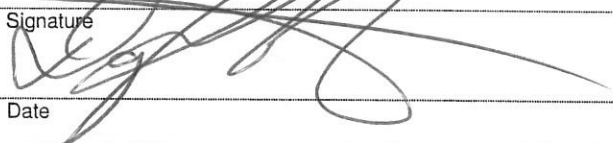
The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-B Schedule ‘A’.

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee	Doug Kiowski
Conference / Seminar Attended	STRAT PLANNING
Location	SUNNY COVE CAMP
Dates	JUNE-11-2015

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date				JUNE 11-15				
Amount				\$150.00				

Name (Please Print)	Signature
Doug Kiowski	
Approved	Date

To be submitted to Payroll for processing when approved by Council

To: Administration & Finance Executive Committee
From: Dawn Galusha, Deputy Treasurer
Date: July 2, 2015
Subject: Councillor Ken Perry Strategic Planning Meeting Per Diem

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$150.00 to attend the Strategic Planning meeting held at Kiwanis Sunny Cove Camp on June 11, 2015 as submitted by Councillor Ken Perry.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-B Schedule ‘A’.

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee <i>Ken Perry</i>	
Conference / Seminar Attended	<i>Town Strategic Plan</i>
Location	<i>Sunnycove Camp</i>
Dates	<i>June 11</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date				<i>11</i>				
Amount				<i>150</i>				

Name (Please Print) <i>Ken Perry</i>	Signature <i>Ken Perry</i>
Approved	Date

To be submitted to Payroll for processing when approved by Council

To: Mayor Avis & Members of Council
FROM: Dawn Galusha, Deputy Treasurer
DATE: July 2, 2015
Subject: Councillor Ken Perry NOMA Board Meeting Per Diem

BACKGROUND

Attached is a copy of the Town of Fort Frances Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$150.00 to attend the NOMA Board Meeting held at the Victoria Inn in Thunder Bay, Ontario on June 17, 2015 as submitted by Councillor Ken Perry.

The per diem claim is in compliance with the Town of Fort Frances By-Law 02/10-B Schedule ‘A’.

TOWN OF FORT FRANCES - SCHEDULE "F"
TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM

Attendee <i>Kew Perry</i>	
Conference / Seminar Attended	<i>Noma Board Meeting</i>
Location <i>Victoria Inn</i>	<i>Thunder Bay</i>
Dates	<i>June 17</i>

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			<i>17</i>					
Amount			<i>150.00</i>					

Name (Please Print) <i>Kew Perry</i>	Signature <i>Kew Perry</i>
Approved	Date

To be submitted to Payroll for processing when approved by Council