

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #19

Tuesday, October 20, 2015

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room on Tuesday, October 20, 2015 at 12:00 p.m.

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

ALSO PRESENT: Mark McCaig, CAO, Shawna McRitchie, Children's Complex Superintendent, Dawn Galusha, Deputy Treasurer and Laurie Witherspoon, Treasurer

REGRETS: None

#### **1. Call to Order**

1.1 Councillor Ken Perry called the meeting to order at 12:00 p.m.

#### **2. Disclosure of pecuniary interest and the general nature thereof**

2.1 None

#### **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 October 6, 2015 be approved as presented. CARRIED

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

4.1 M. McCaig, CAO Purchase Card Expenses

4.2 Children's Complex Toddler Expansion

#### **5. In-Camera**

#### **6. Items Referred from Council**

6.1 Boundary Waters Dragon Boat Festival Request - The Committee recommended that the Boundary Water Dragon Boat Festival Club be requested to provide 2014 and 2015 financial statements, and of which to be received for review prior to forwarding their financial request to the 2016 Budget process.

#### **7. New Business**

7.1 2016 User Fee Inflationary Increase - The Committee recommended to direct division managers to affect a 1.2% user fee increase for 2016, reflective of the Ontario Consumer Price Index inflationary increase, for Executive Committee review the week of November 2 – 6, 2015, with the exception of any specific fees that have been identified to remain at the 2015 user fee rates, new rates established, or any user fee that required individual evaluation, and with the exclusion of water & sewer rates that will be brought forward separately in January/February 2016.

7.2 Councillor D. Kitowski- NOMA Regional Conference Travel & Per Diem Claims - The Committee recommended

to approve the Travel Statement – Mayor/Council Honorarium per diem and Travel Expense claim in the total amount of \$654.30 as submitted by Councillor Doug Kitowski for his attendance at the NOMA Regional Conference held in Thunder Bay, Ontario.

**8. Non-agenda Items**

- 8.1 M.McCaig, CAO Purchase Card Expenses - The Committee recommended to approve the purchase card expenses for Mark McCaig, CAO in the amount of \$637.83 as listed in the report.
- 8.2 Children's Complex Toddler Expansion - The Committee recommended that the Children's Complex Toddler Expansion estimated \$30,000 renovations proceed and that the Children's Complex Projects Reserve Funds fund this project.

**9. Outstanding Items**

- 9.1 Couchiching First Nations Water & Sewer Agreement

**10. Information**

- 10.1 Financial Statements as at September 30, 2015

**11. Adjourn / Next Meeting Date**

- 11.1 Tuesday, November 3, 2015

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Executive Committee Chair

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M. McCaig, CAO