

# TOWN OF FORT FRANCES

## Administration & Finance Executive Committee

### AGENDA - Tuesday, July 5, 2016

#### MEETING - Committee Room

Session # 34

Page

- |   |   |         |
|---|---|---------|
| 1 | <b><u>Call to Order</u></b>   |         |
| 2 | <b><u>Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.</u></b> |         |
| 3 | <b><u>Disclosure of pecuniary interest and the general nature thereof</u></b>   |         |
| 4 | <b><u>Approval of Previous Committee Minutes</u></b>  |         |
|   | 4.1 Tuesday, June 7, 2016 Meeting Minutes   | 3 - 4   |
| 5 | <b><u>In-Camera</u></b>   |         |
| 6 | <b><u>Items Referred from Council</u></b>   |         |
|   | 6.1 Rural Ontario Municipal Association (ROMA) 2017 AGM and Annual Conference   | 5 - 7   |
|   | 6.2 Multi-Use/Tennis Court Committee Financial Request  | 8 - 13  |
|   | 6.4 Watten Volunteer Fire Department Request  | 14 - 16 |
| 7 | <b><u>New Business</u></b>  |         |
|   | 7.1 Development of Revised Boards and Committees By-Law (Strategic Plan Initiative #36)                               | 17 - 27 |
|   | 7.2 M. McCaig Purchase Card Expense Claim   | 28 - 39 |
|   | 7.3 Councillor K. Perry NOMA Executive Meeting Per Diem   | 40 - 41 |
|   | 7.4 Councillor W. Brunetta NOMA Executive Committee Meeting Per Diem  | 42 - 43 |
|   | 7.5 R.F.P. No. 16-AD-01 Supply, Integration and Implementation of a Consolidated Municipal Financial System           |         |
| 8 | <b><u>Non-agenda Items</u></b>  |         |
| 9 | <b><u>Outstanding Items</u></b>   |         |
|   | 9.1 Couchiching First Nations Water & Sewer Agreement   |         |

9.2 Elected Officials Remuneration By-Law No. 02/10-C (Fall)

**10 Information**

**11 Adjourn / Next Meeting Date**

11.1 Next Meeting Date: August 2, 2016

## TOWN OF FORT FRANCES

### MINUTES

SESSION NO. #33

Tuesday, June 21, 2016

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room on Tuesday, June 21, 2016 at 12:00 p.m.

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

ALSO PRESENT: Doug Brown, O&F Manager, Travis Rob, CBO, Dawn Galusha, Deputy Treasurer, Aaron Petrin, HR Manager and Laurie Witherspoon, Treasurer

REGRETS: Mark McCaig, CAO

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

1.1 Councillor Ken Perry called the meeting to order at 12:04 p.m.

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

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

#### **4. Approval of Previous Committee Minutes**

4.1 The Committee considered the following resolution:

Brunetta/Ryan: That the minutes of the previous meeting held on Tuesday, June 7, 2016 be approved as presented. CARRIED

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

5.1 Review of Information Technology Services Contract - The Committee considered the following resolution to go in-camera:

Brunetta/Ryan: That the Administration and Finance Executive Committee now meet in-camera in order to address a matter pertaining to personal matters about an identifiable individual, including municipal or local board employees. CARRIED

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

6.1 District 1A Senior Games Committee Financial Request - The Committee recommended to approve a donation to the District 1A Senior Games Committee held on June 7 & 8, 2016 in the amount of \$200.00.

6.2 Rainy River District Municipal Association per Capita Request - The Committee recommended to support the Rainy River District Municipal Association and approve payment of the requested \$0.45 per capita 2016 levy in the amount of \$3,579.75.

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

7.1 Telephone System Update - Administration recommended to implement an auto attendant at the Civic Centre and further that proper notice as prescribed in the Collective Agreement be sent to the members of CUPE.

7.2 357/358 Application 525 Portage Avenue - The Committee recommend that the 357/358 Application of 525 Portage Avenue be received.

Note: Following the meeting, MPAC advised that the values are being re-evaluated therefore the report will not be forwarded for Council approval at this time.

- 7.3 Financial Software Update - A verbal update was given for the RFP for financial software. Staff are in the process of evaluating each proposal received and hope to have a recommendation coming forward for the next meeting.

**8. Non-agenda Items**

**9. Outstanding Items**

- 9.1 Couchiching First Nations Water & Sewer Agreement
- 9.2 Elected Officials Remuneration By-Law No. 202/10-C (Fall)

**10. Information**

- 10.1 May 2016-General, Water and Sewer, and Capital Fund Actuals

**11. Adjourn / Next Meeting Date**

- 11.1 Tuesday, July 5, 2016 at 12:00 p.m.

\_\_\_\_\_  
Executive Committee Chair

\_\_\_\_\_  
M. McCaig, CAO

**To: Administration & Finance Executive Committee**  
**FROM: Laurie Witherspoon, Treasurer**  
**DATE: June 30, 2016**  
**Subject: Rural Ontario Municipal Association (ROMA) 2017 AGM & Annual Conference**

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### **BACKGROUND**

At the June 27, 2016 Council Meeting, the Rural Ontario Municipal Association (ROMA) 2017 AGM & Annual Conference being held on January 29 – 31, 2017 information was referred to the Administration & Finance Executive Committee for further discussion.



The 2017 ROMA Conference was born out of a need to come together to explore solutions to rural needs and press for meaningful change. This high-impact conference is geared to meet your interests as expressed in the 2016 Rural and Small Communities Focus Session. Here's some of the early line-up:

## Confirmed on the Main Stage



### Doug Griffiths

#### 13 Ways to Kill Your Community

We all do things that undermine our opportunity for success, whether we are consciously aware of it or not. Communities are no different - all want success, plan for it, and reach for it. Yet decisions are made that work counter to long-range goals. Doug will look at how to simply stop doing locally what encourages failure and rather ensure attitudes align with goals.



### Addressing Rural Needs

Addressing the needs of Ontario, specifically those of Rural and Small communities through dialogue with the Province is a key element of the ROMA Conference. ROMA is actively working with the Province to ensure delegates will have access to the Province, members of the new cabinet and leaders.

More details to come!



### Rex Murphy

#### How Rural Speaks to Cities

National treasures need no introduction, and so it is with Rex Murphy, writer, broadcaster and professional thinker. In his well-known sarcastic intellect, Rex's keynote presentation will offer deep insight into how rural communities contribute to Canadian culture, and the active connection between them and cities.

## Micro Educational Sessions

- Innovation in Agriculture
- Aggregates and your Rural Municipality
- Health in Rural Ontario
- Asset Management in Rural Municipalities
- Healthy Rural Communities
- Endangered and Invasive Species

Session topics being explored include\*:

- Conservation Authority Act
- Rural Community Hubs
- Future Impact of Energy in Rural Ontario
- Broadband Access in Rural Ontario
- The Pressures of Being Small
- and more...

Conference registration is now open. Register via fax or e-mail using the form on page two, or log in at [roma.on.ca](http://roma.on.ca) for online registration. Don't forget to reserve your guestroom today. Full details at [roma.on.ca](http://roma.on.ca)

\*programming information subject to change.



## Registration Form

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, Province, Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Registration Fees

Please check registration type below.	Early Bird Rate (until July 22, 2016)		Regular Rate (until January 28, 2017)		On Site Rate (January 29 - 31, 2017)	
	Member	Non Member	Member	Non Member	Member	Non Member
<input type="checkbox"/> Full Registration	\$ 550	\$600	\$600	\$650	\$ 650	\$ 700
<input type="checkbox"/> One Day - Monday	\$350	\$400	\$400	\$450	\$ 450	\$ 500
<input type="checkbox"/> Half Day - Tuesday	\$200	\$250	\$250	\$300	\$ 300	\$ 350

## Payment:

Completed forms with payment can be sent to ROMA via fax at 416.971.9372 or emailed to [events@ROMA.on.ca](mailto:events@ROMA.on.ca) or mailed to ROMA, 200 University Avenue, Suite 801, Toronto, ON, M5H 3C6

Please remit:

Registration Fee	\$
HST (13%)	\$
TOTAL TO BE REMITTED	\$

☐ Invoice Me (option only available to Member municipalities)

☐ Cheque made out to Rural Ontario Municipal Association

☐ MasterCard ☐ Visa

Credit Card # \_\_\_\_\_

Expiry Date \_\_\_\_\_

Signature \_\_\_\_\_

Name on Card \_\_\_\_\_

## Things to Know:

- Rates listed do not include HST. Please ensure to include HST when submitting your payment.
- Confirmation will be sent after each registration, modifications or cancellation. Review your confirmation carefully for accuracy.
- All cancellations must be submitted in writing to ROMA via e-mail at [events@ROMA.on.ca](mailto:events@ROMA.on.ca). Cancellations received prior to 4:30 pm ET, October 31, 2016 will be eligible for a refund less \$95.00 (plus HST) administration fee. Cancellations made after 4:30 pm are non-refundable. An alternate attendee name may be substituted at any time.

## Additional Needs

Please list any dietary, accessibility or other needs:

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**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2016/67**

**TO: Administration & Finance Executive Committee**  
**FROM: Laurie Witherspoon, Treasurer**  
**DATE: June 30, 2016**  
**SUBJECT: Multi-Use/Tennis Court Committee Financial Request**

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**BACKGROUND**

At the June 17, 2016 Council Meeting, the letter received from the Multi-Use/Tennis Court Committee requesting consideration of additional capital funding was referred to Administration & Finance Executive Committee for recommendation with input from Community Services Executive Committee.



Mayor and Council

Town of Fort Frances

320 Portage Ave. P9A3P9

Dear Mayor and Council:



As you know, the tender for the Multi-use/ tennis courts has been awarded to Court Surface Specialists of the GTA. The first shovel is to go into the ground on July 1st, 2016. The "all-in" cost came in at \$ 481,334.98 while our revenue currently sits at \$423,340.92. This leaves us with a projected shortfall of \$ 57,994.06.

Although there are still some donations coming in, we do not expect to cover the entire deficit from these sources. We have had some significant help from Public Works stockpiling the A and B gravel needed for the courts and the FFPC has offered their trucks and labour at no cost as well. We are also negotiating with the electrical installer for some additional savings.

As a last resort, we could make some cuts to the over-all project but in the interest of achieving the best quality, long lasting facility, we don't want to go down that road.

In the event that we come up a little short in the construction costs, can we count on the town to re-visit the \$112,000.00 budgeted amount for this project and provide some additional funds?

We are also pursuing a similar request with the RRDSB and the NWCDSD and will update you when we get a response from them.

Thank you in advance of your consideration.

Rick Wiedenhoef, Chair

Administration & Finance Division  
Planning & Development Division  
Phone: 807-274-5323  
Fax: 807-274-8479

Mailing Address for All Divisions:  
Civic Centre  
320 Portage Avenue  
Fort Frances, ON  
P9A 3P9



Operations & Facilities Division  
Phone: 807-274-9893  
Fax: 807-274-7360

Community Services Division  
Phone 807-274-4561  
Fax: 807-274-3799

email: town@fortfrances.com  
www.fort-frances.com

June 28, 2016

Rick Wiedenhoeft, Chair (via e-mail weedy@bell.net)  
Multi-Use Tennis Court Committee  
Fort Frances, Ontario

Dear Sir:

At their meeting June 27<sup>th</sup>, 2016, Council referred the request received June 13, 2016 from R. Wiedenhoeft, Chair, Multi-Use Tennis Court Committee re: Request Additional Funds to the Administration & Finance Executive Committee for recommendation with input from the Community Services Executive Committee.

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to Laurie Witherspoon, Treasurer, at 274-5323, ext 248.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION



Elizabeth (Lisa) Slomke, Clerk

/es

c.c. Administration and Finance Executive Committee  
Attn: L. Witherspoon, Treasurer  
Community Services Executive Committee  
Attn: J. Kabel, Manager of Community Services

JUNE 30, 2016  
3:57 pm

TOWN OF FORT FRANCES  
FINANCIAL STATEMENT

PAGE: 1  
LAURIE WITHERSPOON

JANUARY, 2015 TO DECEMBER, 2015

G/L ACCOUNT	DESCRIPTION	2015 ACTUAL	2015 ANNUAL BUDGET	\$ VARIANCE COLUMNS 1:2	% VARIANCE COLUMNS 1:2
-----					
0	F.F. MULTI-USE/TENNIS COURT				
120	ADMINISTRATION				
O-120-0430-0480	NWU - MOFFAT FAMILY GRANT	10,000.00-	0.00	10,000.00	100.00
O-120-0430-0632	DONATIONS	25,845.00-	0.00	25,845.00	100.00
O-120-1200-1252	POSTAGE, FREIGHT, COURIER	101.60	0.00	101.60-	100.00
O-120-1400-1410	OFFICE SUPPLIES	116.79	0.00	116.79-	100.00
O-120-1500-1591	ADVERTISING & PUBLIC NOTICES	176.24	0.00	176.24-	100.00
O-120-1600-1660	BANK SERVICE CHARGES	19.45	0.00	19.45-	100.00
-----					
**	TOTAL REVENUE **	35,845.00-	0.00	35,845.00	100.00
**	TOTAL EXPENSE **	414.08	0.00	414.08-	100.00
-----					
120	ADMINISTRATION	35,430.92-	0.00	35,430.92	100.00
-----					
**	TOTAL REVENUE **	35,845.00-	0.00	35,845.00	100.00
**	TOTAL EXPENSE **	414.08	0.00	414.08-	100.00
-----					
0	F.F. MULTI-USE/TENNIS COURT	35,430.92-	0.00	35,430.92	100.00
-----					
**	TOTAL REVENUE **	35,845.00-	0.00	35,845.00	100.00
**	TOTAL EXPENSE **	414.08	0.00	414.08-	100.00
-----					
*****	GRAND TOTAL *****	35,430.92-	0.00	35,430.92	100.00
=====					

JUNE 30, 2016  
3:57 pm

TOWN OF FORT FRANCES  
FINANCIAL STATEMENT

PAGE: 1  
LAURIE WITHERSPOON

JANUARY, 2016 TO DECEMBER, 2016

G/L ACCOUNT	DESCRIPTION	2016 ACTUAL	2016 ANNUAL BUDGET	\$ VARIANCE COLUMNS 1:2	% VARIANCE COLUMNS 1:2
O F.F. MULTI-USE/TENNIS COURT					
120 ADMINISTRATION					
0-120-0320-0926	INVESTMENT INCOME (BANK)	402.85-	0.00	402.85	100.00
0-120-0430-0632	DONATIONS	11,010.00-	0.00	11,010.00	100.00
-----					
** TOTAL REVENUE **		11,412.85-	0.00	11,412.85	100.00
** TOTAL EXPENSE **		0.00	0.00	0.00	0.00
-----					
120 ADMINISTRATION		11,412.85-	0.00	11,412.85	100.00
-----					
** TOTAL REVENUE **		11,412.85-	0.00	11,412.85	100.00
** TOTAL EXPENSE **		0.00	0.00	0.00	0.00
-----					
O F.F. MULTI-USE/TENNIS COURT		11,412.85-	0.00	11,412.85	100.00
-----					
** TOTAL REVENUE **		11,412.85-	0.00	11,412.85	100.00
** TOTAL EXPENSE **		0.00	0.00	0.00	0.00
-----					
***** GRAND TOTAL *****		11,412.85-	0.00	11,412.85	100.00
=====					



JNE 30, 2016  
3:57 pm

TOWN OF FORT FRANCES  
FINANCIAL STATEMENT

JANUARY, 2016 TO DECEMBER, 2016

PAGE: 1  
LAURIE WITHERSPOON

/L ACCOUNT	DESCRIPTION	2016 ACTUAL	2016 ANNUAL BUDGET	\$ VARIANCE COLUMNS 1:2	% VARIANCE COLUMNS 1:2
CAPITAL FUND					
720	FF MULTI-USE TENNIS COURTS				
720-0490-0412	PROVINCIAL GRANT	135,000.00-	0.00	135,000.00	100.00
720-9294-1523	TENNIS COURTS	455.70	0.00	455.70-	100.00
**	TOTAL REVENUE **	135,000.00-	0.00	135,000.00	100.00
**	TOTAL EXPENSE **	455.70	0.00	455.70-	100.00
720	FF MULTI-USE TENNIS COURTS	134,544.30-	0.00	134,544.30	100.00
**	TOTAL REVENUE **	135,000.00-	0.00	135,000.00	100.00
**	TOTAL EXPENSE **	455.70	0.00	455.70-	100.00
C	CAPITAL FUND	134,544.30-	0.00	134,544.30	100.00
**	TOTAL REVENUE **	135,000.00-	0.00	135,000.00	100.00
**	TOTAL EXPENSE **	455.70	0.00	455.70-	100.00
*****	GRAND TOTAL *****	134,544.30-	0.00	134,544.30	100.00



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2016/68**

**TO: Administration & Finance Executive Committee**  
**FROM: Laurie Witherspoon, Treasurer**  
**DATE: June 30, 2016**  
**SUBJECT: Watten Volunteer Fire Department Request**

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**BACKGROUND**

At the June 27, 2016 Council Meeting, the attached request received from Brian Angus, Watten Fire Department was referred to the Administration & Finance Executive Committee for recommendation with input from Community Services

The Watten Fire Department, as part of their fundraising campaign, is hosting a fish fry at Sunny Cove on August 26<sup>th</sup>, 2016. The Fire Department raises funds annually for their operating and maintenance expenses for its fire hall and service vehicles and has requested that the Town consider donating the rental fee Sunny Cove, or lieu of this, a monetary donation.

In prior years, being 2013, 2014 and 2015, Council approved a donation of \$300.00 for this event.



June 14, 2016  
Mayor and Council  
Town of Fort Frances

RE: Sunny Cove Camp

As part of its fundraising campaign again this year, the Watten Volunteer Fire Department will be hosting a fish fry at Sunny Cove Camp. The fish fry is scheduled for August 26<sup>th</sup>.

The Watten Fire Department must raise funds every year to cover operating and maintenance expenses for its fire hall and support fire services vehicle. As part of this campaign we are respectfully requesting the town donate the rental fee for Sunny Cove, or in lieu of this, a monetary donation. In past years the Town of Fort Frances has donated \$300.00 to the Watten Fire Department, and this support has been sincerely appreciated.

If you would like further information about the activities of our organization or this request please contact Chad Buist at 274-9000 or Brian Angus at 274-6057.

We appreciate your consideration and assistance.

Thank you.

Brian Angus  
Administrative Board, Watten Fire Department

Administration & Finance Division  
Planning & Development Division  
Phone: 807-274-5323  
Fax: 807-274-8479

Mailing Address for All Divisions:  
Civic Centre  
320 Portage Avenue  
Fort Frances, ON  
P9A 3P9



Operations & Facilities Division  
Phone: 807-274-9893  
Fax: 807-274-7360

Community Services Division  
Phone 807-274-4561  
Fax: 807-274-3799

email: town@fortfrances.com  
www.fort-frances.com

June 28, 2016

Watten Volunteer Fire Department  
c/o Mr. Brian Angus  
RR#2, Site 218-36  
Fort Frances, Ontario P9A 3M3

Dear Sir:

At their meeting June 27, 2016, Council referred the request dated June 14, 2016 from Brian Angus, Administrative Board, Watten Fire Department re: Donation Request to the Administration & Finance Executive Committee for recommendation with input from the Community Services Executive Committee.

By copy of this letter, your request has been referred as directed.

Please direct any questions you may have to L. Witherspoon, Treasurer, at 274-5323, ext 248 or J. Kabel, Manager Community Services at 274-4561.

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Elizabeth Slomke, Clerk

/es

c.c. Administration and Finance Executive Committee  
-Attn: L. Witherspoon, Treasurer  
Community Services Executive Committee  
-Attn: J. Kabel, Manager Community Services





TO: Administration & Finance Executive Committee

FROM: E. (Lisa) Slomke, Clerk

DATE: June 30, 2016

RE: Development of Revised Boards and Committees By-law  
(Strategic Plan Initiative #36)

## **BACKGROUND**

Over the past few months I have created a Consolidated version of By-law 21/94 which establishes Boards and Committees of Council for the Town of Fort Frances (which includes 15 amendments). I have also reviewed dozens of committee by-laws and policies from other Ontario municipalities to determine where the gaps exist in our current by-law.

Attached, is the updated draft version of the by-law to establish specific Boards / Committees of Council. There are several by-laws that will be unaffected by the enactment of the attached, including BIA, SKC, CofA, Library and Non-Profit Housing (listed as Item#2 in the new draft by-law) as they have their own independent by-law that authorizes their existence and purpose.

Next steps include a review of By-law 36/81 regarding qualification for appointment of members to local boards, committees and commissions. I need to fully comprehend how (if) this by-law will be impacted by the new updated draft version attached.

Additionally, a complete overhaul of our Application form needs to be completed with the ability to make it fillable online (website) for submission to the Clerk's Office.

# TOWN OF FORT FRANCES

## By-law xx/16

Being a by-law to establish specific Boards / Committees of Council, the Municipal Act,  
xxxx

**WHEREAS** Council recognizes that the use of Boards / Committees is an effective means of public participation, public consultation and a source of input on Town policies and procedures;

**AND WHEREAS** Boards / Committees play an integral role in the corporate decision making, by providing a means for staff and Council to receive the views and advice from citizen members on a variety of matters;

**AND WHEREAS** on xx Date, 2016, Council approved a report from the Clerk recommending amendments to the establishment of Boards / Committees and a defined process for handling appointment to Council established Boards / Committees;

**NOW THEREFORE** the Council of the Corporation of the Town of Fort Frances  
**HEREBY ENACTS** as follows:

1. With the exception of those by-laws identified in section 2. of this By-law, that each and every by-law and resolution previously enacted by Council for the Corporation of the Town of Fort Frances to establish or create a Board / Committee, the members of which are appointed by Council, be and the same are hereby repealed.
2. The following by-laws and resolutions pertaining to the establishment and structure of certain Boards / Committees are not affected by section 1. of this By-law and shall remain in force and effect:
  - a. Town of Fort Frances By-law 32/78, as amended, to establish a Business Improvement Area Board of Management;
  - b. Town of Fort Frances By-law 38/83, as amended, to establish an Elderly Persons Centre Board of Management (Sister Betty Kennedy Centre);
  - c. Town of Fort Frances By-law 17/07, as amended, to establish a Committee of Adjustment;
  - d. Town of Fort Frances By-law 38/85, as amended, and By-law No. 386, to establish the Fort Frances Public Library;
  - e. Resolution No. 418, passed by Council March 26, 1990 wherein is established the Fort Frances Municipal Non-Profit Housing Corporation.
3. Council hereby establishes an Executive Committee for each of the four Corporate Divisions (Administration & Finance, Planning & Development, Operations & Facilities and Community Services) for a term and with structure and mandate as outlined in Schedule 'A' attached hereto.

4. Council hereby establishes General Provisions that pertain to all Boards / Committees as set out in Schedule 'B' attached hereto.
5. Council will adhere to the Policy respecting the appointment of Board / Committee members, which includes criteria for eligibility and term of appointment as outlined in Schedule 'C' attached hereto.
6. Council may from time to time establish and make appointments to Boards / Committees as deemed necessary by Council resolution, with mandates, structure and Terms of Reference clearly outlined and forming part of the resolution.
7. Council hereby establishes the Committee of the Whole of Council with membership consisting of those members of Council of the day. The term of members shall coincide with the term of Council i.e. from Inaugural Meeting to November 30 for a four (4) year term.

The position of Chairperson and Vice-Chairperson of Committee of the Whole of Council shall be on a rotation basis throughout the duration of the four year term of Council among the six Councillors whereby each Councillor shall be four months as Chairperson. The rotation shall repeat once during the four year term of Council such that each member, following the completion of the terms of all member as Vice-Chairperson and Chairperson, shall repeat a four month term as Vice-Chairperson followed by a four month term as Chairperson. The order of selection shall be determined by the Mayor and approved by resolution of Council at the Inaugural Meeting of the newly elected Council.

The committee shall consider all matters brought before it that are appropriate and within its power to consider. Meetings of the Committee of the Whole are to be held as from time to time are regularly scheduled or otherwise as determined necessary by Council.

Meetings of the Committee of the Whole shall be open to the public. However, if matters being considered are of such a nature that they may legally be considered in camera, the meeting, or portions thereof, may be conducted in the absence of the public.

This by-law shall come into force and take effect on final passing.

READ THREE TIMES and finally passed in open Council this XX day of Month, 2016.

## Schedule 'A' to By-law xx/16

### EXECUTIVE COMMITTEES

#### A. Administration & Finance Executive Committee

Membership shall consist of the Chief Administrative Officer, the Treasurer or Deputy-Treasurer, three Councillor's appointed by the Mayor for a two year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson will be appointed by the Committee and will be the executive representative of the Division.

The Committee will work closely with and assist the CAO and Treasurer on Corporate Administration and Finance matters as appropriate.

The Committee will also be delegated Corporate Administration & Finance matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

#### B. Planning & Development Executive Committee

Membership shall consist of the Chief Administration Officer (or designate), three Councillor's appointed by the Mayor for a two year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson will be appointed by the Committee and will be the executive representative of the Division.

The Committee will, as needed, recommend to Council the appointment of members to Boards / Committees within the Planning & Development Division.

The Committee will work closely with and assist the CAO (or designate) on Corporate Planning and Development matters as appropriate, including but not limited to: Building Services, By-law Enforcement, Animal Control, Planning, Committee of Adjustment and Property Standards.

The Committee will also be delegated Corporate Planning & Development matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

#### C. Operations & Facilities Executive Committee

Membership shall consist of the Manager of Operations & Facilities, three Councillor's appointed by the Mayor for a two year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson

will be appointed by the Committee and will be the executive representative of the Division.

The Committee will, as needed, recommend to Council the appointment of members to Boards / Committees within the Operations & Facilities Division.

The Committee will work closely with and assist the Division Manager on Corporate Operations & Facilities matters as appropriate, including but not limited to: Airport, Cemeteries, Parks, Public Works, Streetlights, Water, Sewer & Storm Sewer Systems and Traffic Safety.

The Committee will also be delegated Corporate Operations & Facilities matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

#### D. Community Services Executive Committee

Membership shall consist of the Manager of Community Services, three Councillor's appointed by the Mayor for a two year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson will be appointed by the Committee and will be the executive representative of the Division.

The Committee will, as needed, recommend to Council the appointment of members to Boards / Committees within the Community Services Division.

The Committee will work closely with and assist the Division Manager on Corporate Community Services matters as appropriate, including but not limited to: Day Care, Elderly Persons Centre, Library, Museum, Recreation and Transit Services.

The Committee will also be delegated Corporate Community Services matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

## Schedule 'B' to By-law xx/16

### General Provisions Pertaining to All Boards / Committees

- The Board / Committee shall meet as often as necessary to fulfill its mandate.
- A majority of the members of the Board / Committee shall constitute a quorum. In the absence of a quorum, the only actions admissible are: 1. Take action to obtain a quorum; 2. Recess until a quorum is attained; and 3. Adjourn in the event a quorum cannot be attained.
- The Mayor is an ex-officio member of each committee.
- Members of the Board / Committee shall serve without remuneration.
- At the first meeting of the appointed Board / Committee, the members shall elect one of their members as chair, another as vice-chair.
- The Board / Committee secretary is responsible for the preparation and circulation of the agenda prior to the meeting. Items for inclusion on the agenda, shall be provided in a timely fashion to the Board / Committee secretary.
- The Board / Committee will review the minutes at the next regularly scheduled meeting and shall be adopted by a majority vote of members in the form of a mover and seconder, and once approved, forwarded to the Clerk's department for inclusion as information on the next Council agenda.

## Schedule 'C' to By-law xx-16

### BOARD & COMMITTEE APPOINTMENT POLICY

#### Purpose:

To establish guidelines and best practices for the recruitment and appointment of citizen members to the Town of Fort Frances' Boards / Committees. This policy will ensure a fair and equitable appointment process where the most qualified applicants are appointed, who are representative of the Town of Fort Frances.

#### Scope of Policy:

This policy applies to appointments to Town of Fort Frances Boards / Committees. This policy does not apply to Town of Fort Frances' Boards / Committees which are subject to their own applicable legislative requirements, governing by-laws and/or other legal requirements regarding Board / Committee appointments.

#### Definitions:

Board / Committee – means any Board or Committee of the Town of Fort Frances as named in this Policy or as established by resolution of Council, which consists of citizen members, established to provide advice, make recommendations, fulfill a statutory role, organize events or provide program support.

Clerk – means the Clerk of the Town of Fort Frances, or his/her designate.

Council – means the Council of the Town of Fort Frances.

Eligibility – means the qualifications established by Council that an applicant must possess in order to serve on Boards and Committees.

Length of Service – means the period of time for which a member is appointed to a specific Board or Committee.

Mandate – means the statement that describes the Board / Committee purpose or authority to address matters. The Mandate shall align with Council's strategic goals and objectives.

Member – means a person appointed by Council to serve on a Board or Committee.

Public – means a member of the public who is a resident or property owner in the Town of Fort Frances

Resident – means a member of the public whose current and primary residence is within the Town of Fort Frances.

Statutory Committee – means a committee required by Provincial legislation which addresses matters or performs functions as specified in the relevant legislation.

Terms of Reference – a document outlining the mandate and board or committee operational details including such things as composition, activities, term, quorum, meeting schedule, staff roles and the like. Terms of Reference must be approved by Council, including any amendments.

Town – means the Town of Fort Frances.

#### Eligibility & General Qualifications of Board / Committee Members:

A member must be 18 years of age, unless otherwise specified in the Terms of Reference for the specific Board / Committee, i.e. where youth representation is required.

A member must be an eligible elector of the Town of Fort Frances.

Members are required to maintain their eligibility status for the duration of their term, and are responsible for advising the Clerk of any change to their status.

Town of Fort Frances full time staff are not eligible for positions as citizen members on any Board / Committee. Citizen members who subsequently receive a full time position with the Town, shall immediately resign from the Committee. Staff may be given the opportunity to attend and participate in discussions at Board/Committee meetings based on previous expertise.

#### Term and Length of Service on a Board/Committee:

Unless otherwise provided for by legislation, Terms of Reference or operating procedures, the term of appointment shall generally coincide with the Term of Council. The appointment will commence upon passing of the appointment resolution and will expire no later than November 30 in an election year, unless otherwise specified.

Members will not be appointed for more than two consecutive terms on the same Board / Committee. Notwithstanding the foregoing, Council may reappoint a member beyond two consecutive terms if deemed necessary by Council to maintain continuity and to achieve balance between new and experienced members. Members eligible for reappointment, must complete an application form and submit to the Clerk. Members that have served two consecutive terms on one Board/Committee, may apply to serve



on another Board / Committee. If a member is appointed to fill a vacancy mid-term, then he/she completes that term and then may serve an additional two terms.

#### Recruitment & Appointment Process:

The recruitment of members will begin where vacancies are required to be filled and if applicable, following any changes to the terms of reference for the Board / Committee or after the establishment of any new Boards / Committees.

An advertisement for vacancy, which includes details on eligibility, meeting frequency and time, information on how to obtain an application form, terms of reference, deadline and location for submitting an application. Vacancies will be advertised in appropriate locations as determined by the Clerk.

The Clerk may extend the application submission deadline when there are an insufficient number of applications deemed appropriate. Applicants may be required to complete supplementary screening requirements such as a criminal reference check (i.e. committee exposed to children). Any additional requirements will be noted in the recruitment advertisement.

All personal information collected in the application process is collected in accordance with MFIPPA and will be used to determine eligibility for appointment.

Collected applications will be reviewed in-camera, by the appropriate Executive Committee, after which a recommendation will be brought forward to a Committee of the Whole in-camera session. If an established Board / Committee does not pertain to a specific Executive Committee, then the applications will be reviewed by the Committee of the Whole. A resolution to formally appoint members to Board / Committees will be brought forward to a subsequent Council meeting. Current members who are eligible for reappointment, will be evaluated in the same way as all new applicants.

The Clerk's department will subsequently send letters to all successful applicants confirming their appointment, as well as sending letters to all unsuccessful applicants advising that they have not been selected but thanking them for their application. The Clerk's department will provide notification to the appropriate Board / Committee, recording secretary with contact information for the new citizen member. All newly appointment members will review/sign two copies of the Code of Conduct, one for their reference and one copy to be returned to the Clerk's department. The Clerk will maintain a confidential database containing all appointments to Boards and Committees.

#### Vacancies:

Vacancies on Boards / Committees are created when a member resigns or vacates the position, effective:

- The date of resignation
- The date that the member is removed by Council resolution
- The date that the member no longer qualifies for the position
- The date of the death of the member.

Boards / Committees may pass a resolution requesting that a member's position be declared vacant when a member has been absent without good reason for three consecutive meetings or five total meetings in any calendar year.

A member who is resigning from their appointed position, will submit a written letter of resignation to the Clerk.

Vacancies will be filled as per the Recruitment & Appointment Process outlined above.

#### Conduct of Members:

Boards and Committees are governed by and subject to the provisions of the Town's Procedural By-law, the Municipality Conflict of Interest Act and the Code of Conduct and shall adhere to all Town policies and procedures.

#### Exceptions to this Policy:

Where a conflict exists between the provisions of this policy and any legislative or legal requirement, the legal requirement shall prevail.

#### Interpretation & Administration:

The Clerk is responsible for interpreting and administering this policy, and such interpretations will be final.

#### Policy Review and Procedure

This policy will be reviewed as required, but in any case no less than once per four (4) year term of Council. The Clerk will be responsible for initiating the review of this Policy.

## Appendix 'A'

### List of Committees & Citizen Complement

Administration & Finance Executive Committee

Planning & Development Executive Committee

Operations & Facilities Executive Committee including:

- Traffic Safety Committee – one citizen
- Street Lighting Inspection Committee

Community Services Executive Committee including:

- Museum and Cultural Centre Advisory Committee – 5 citizens
- Sunny Cove Advisory Committee – 2 citizens
- Townshend Theatre Advisory Committee – 1 citizen
- Sister Betty Kennedy Board of Management – 5 citizens

Statutory Committees:

- Town of Fort Frances Police Services Board – 1 citizen
- Fort Frances Public Library Board – 5 citizens
- Committee of Adjustment – 7 citizens

Other Boards / Committees not specifically affiliated with a Division including:

- Citizen of the Year Committee – two citizens
- Economic Development Advisory Committee – 9 citizens
- Salary Structure and Administrative Practices Committee
- Business Improvement Area (BIA) – 11 citizens (specific criteria)



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2016/63**

**TO:** Administration & Finance Executive Committee  
**FROM:** Laurie Witherspoon, Treasurer  
**DATE:** June 30 2016  
**SUBJECT:** M. McCaig, CAO – Purchase Card Expense

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**BACKGROUND**


Attached are copies of Schedule “D” Entertainment Expense & Purchase Card expense for Mark McCaig, CAO in the amount of \$270.53 for CAO transitional consultation luncheon meetings with staff members during the period of June 8 to June 24, 2016.

**TOWN OF FORT FRANCES - SCHEDULE "C"  
TRAVEL ADVANCE REQUEST**

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance  
**Please include completed Travel expense statement (schedule B) so as to  
properly account for the HST**

**TOWN OF FORT FRANCES - SCHEDULE "D"  
ENTERTAINMENT EXPENSE REIMBURSEMENT FORM**

Name <u>Mark McCaig</u>	Date <u>June 8, 2016</u>
Names, Position, and Organization of Individuals Being Entertained	
1. <u>Mark McCaig</u>	
2. <u>Doug Brown</u>	
3. <u>Jason Kabel</u>	
4.	
Purpose of Entertainment <u>CAO Transitional Consultation</u>	
Amount Claimed <u>\$ 57.64</u>	
Treasurer Signature	Date <u>June 8, 2016.</u>

An itemized receipt must be attached to process payment

La Place Rendez-

GST: R104472667  
1201 Idylwild Drive  
TEL: 274-9811

103 Gael B

Tbl 34/1 Chk 8957 Gst 3  
Jun08'16 12:03PM

3 Special	\$36.00
1 Lg Ice Tea	\$3.25
1 Lg Ginger Ale	\$3.25

Subtotal	\$42.50
HST	\$5.53
Amount Due	<b>\$48.03</b>

Please Pay Server at Table  
TIP: \_\_\_\_\_

TOTAL: \_\_\_\_\_

ROOM # \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

FORT

CARD \*\*\*\*\*6269  
CARD TYPE VISA  
DATE 2016/06/08  
TIME 6505 13:10:22  
RECEIPT NUMBER  
C82027561-001-036-014-0

PURCHASE  
AMOUNT \$48.03  
TIP \$9.61  
TOTAL

**\$57.64**

VISA CREDIT  
A0000000031010  
53629EB441ADD7E7  
0080008000-E800  
66D911E665140EB1  
0080008000-F800

**APPROVED**

AUTH# 065365 01-027  
THANK YOU

CARDHOLDER COPY


IMPORTANT - RETAIN THIS  
COPY FOR YOUR RECORDS

**TOWN OF FORT FRANCES - SCHEDULE "C"**  
**TRAVEL ADVANCE REQUEST**

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance  
**Please include completed Travel expense statement (schedule B) so as to properly account for the HST**

**TOWN OF FORT FRANCES - SCHEDULE "D"**  
**ENTERTAINMENT EXPENSE REIMBURSEMENT FORM**

Name	Mark McCaig	Date	June 9, 2016
Names, Position, and Organization of Individuals Being Entertained			
1.	Mark McCaig		
2.	Doug Brown		
3.	Frank Sheppard		
4.			
Purpose of Entertainment			
CAO Transitional Consultation			
Amount Claimed			
\$57.29			
Treasurer Signature		Date	

An itemized receipt must be attached to process payment

La Place Rendez-  
GST: R104472667  
1201 Idylwild Drive  
TEL: 274-9811

103 Gael B

Tbl 34/1 Chk 9037 Gst 3  
Jun09'16 12:05PM

1 Beef Liver	\$12.25
1 Mozza Reuben	\$13.00
1 Special	\$12.00
2 Coffee	\$5.00

Subtotal	\$42.25
HST	\$5.49
Amount Due	<b>\$47.74</b>

Please Pay Server at Table

TIP: \_\_\_\_\_

TOTAL: \_\_\_\_\_

ROOM # \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

CAO Transition  
LA PLACE RENDEZ-VOUS  
1201 IDYLVILD DRIVE  
FORT FRANCES ON

CARD \*\*\*\*\*6269  
CARD TYPE VISA  
DATE 2016/06/09  
TIME 6124 13:02:59  
RECEIPT NUMBER  
C82027561-001-037-026-0

PURCHASE  
AMOUNT \$47.74  
TIP \$9.55  
TOTAL

*MM* **\$57.29**

VISA CREDIT  
A0000000031010  
EFC334492D40A382  
0080008000-E800  
CE3F39894E14E247  
0080008000-F800

**APPROVED**

AUTH# 002570 01-027  
THANK YOU

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**TOWN OF FORT FRANCES - SCHEDULE "C"  
TRAVEL ADVANCE REQUEST**

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance  
**Please include completed Travel expense statement (schedule B) so as to  
properly account for the HST**

**TOWN OF FORT FRANCES - SCHEDULE "D"  
ENTERTAINMENT EXPENSE REIMBURSEMENT FORM**

Name <u>Mark McCaig</u>	Date <u>June 13, 2016</u>
Names, Position, and Organization of Individuals Being Entertained	
1. <u>Mark McCaig</u>	
2. <u>Doug Brown</u>	
3. <u>Laurie Witherspoon</u>	
4.	
Purpose of Entertainment  <u>CAO Transitional Consultation</u>	
Amount Claimed <u>\$5729</u>	<u>Mark McCaig</u>
Treasurer Signature	Date

An itemized receipt must be attached to process payment

La Place Rendez-

GST: R104472667  
1201 Idylwild Drive  
TEL: 274-9811

173 Hailey M

Tbl 34/1 Chk 9618 Gst 3  
Jun13'16 11:59AM

1 Coffee	\$2.50
1 Special	\$12.00
SUB MIX GREENS	\$1.75
1 Special	\$12.00
SUB MIX GREENS	\$1.75
1 Beef Liver	\$12.25

Subtotal	\$42.25
HST	\$5.49
Amount Due	<b>\$47.74</b>

Please Pay Server at Table  
TIP: \_\_\_\_\_

TOTAL: \_\_\_\_\_

ROOM # \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

LA PLACE RENDEZ-VOUS  
1201 IDYLVILD DRIVE  
FORT FRANCES ON

CARD \*\*\*\*\*6269  
CARD TYPE VISA  
DATE 2016/06/13  
TIME 4288 12:53:00  
RECEIPT NUMBER  
C82027561-001-042-007-0

PURCHASE  
AMOUNT \$47.74  
TIP \$9.55  
TOTAL

 **\$57.29**

VISA CREDIT  
A0000000031010  
62E6C7C9138117E1  
0080008000-E800  
AD08E72AAC8926AB  
0080008000-F800

**APPROVED**

AUTH# 017893 01-027  
THANK YOU

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**TOWN OF FORT FRANCES - SCHEDULE "C"  
TRAVEL ADVANCE REQUEST**

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance  
**Please include completed Travel expense statement (schedule B) so as to properly account for the HST**

**TOWN OF FORT FRANCES - SCHEDULE "D"  
ENTERTAINMENT EXPENSE REIMBURSEMENT FORM**

Name	<i>Mark McCaig</i>	Date	<i>June 14, 2016</i>
Names, Position, and Organization of Individuals Being Entertained			
1.	<i>Mark McCaig</i>		
2.	<i>Doug Brown</i>		
3.	<i>Aaron Petrun</i>		
4.			
Purpose of Entertainment			
<i>CAO Transitional Consultation</i>			
Amount Claimed	<i>56 95</i>	<i>Mark McCaig</i>	
Treasurer Signature		Date	

An itemized receipt must be attached to process payment

La Place Rendez-

GST: R104472667  
1201 Idylwild Drive  
TEL: 274-9811

103 Gael B

Tbl 34/1 Chk 9695 Gst 3  
Jun14'16 11:53AM

1 Mozza Reuben	\$13.00
WILD RICE	\$1.00
1 Mozza Reuben	\$13.00
WILD RICE	\$1.00
1 BLT Xpress	\$10.75
RYE	
1 Lg Pepsi	\$3.25
Subtotal	\$42.00
HST	\$5.46
Amount Due	\$47.46

Please Pay Server at Table  
TIP: \_\_\_\_\_

TOTAL: \_\_\_\_\_

ROOM # \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

LA PLACE RENDEZ-VOUS  
1201 IDYLVILD DRIVE  
FORT FRANCES ON

CARD \*\*\*\*\*6269  
CARD TYPE VISA  
DATE 2016/06/14  
TIME 2154 12:52:52  
RECEIPT NUMBER  
C82027561-001-043-007-0

PURCHASE  
AMOUNT \$47.46  
TIP \$9.49  
TOTAL  \$56.95

VISA CREDIT  
A0000000031010  
C57C4B390F7F88C8  
0080008000-E800  
458F514036A2BB97  
0080008000-F800

APPROVED

AUTH# 025151 01-027  
THANK YOU

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**TOWN OF FORT FRANCES - SCHEDULE "C"**  
**TRAVEL ADVANCE REQUEST**

Name	Purpose of Travel
Location of Event	Dates
Signature of Division Manager	
Amount of Travel Advance	
Treasurer Signature	G.L. Code

Agenda Must be Attached to Process Payment of Advance  
**Please include completed Travel expense statement (schedule B) so as to properly account for the HST**

**TOWN OF FORT FRANCES - SCHEDULE "D"**  
**ENTERTAINMENT EXPENSE REIMBURSEMENT FORM**

Name <u>Mark McCaig</u>	Date <u>June 24, 2016</u>
Names, Position, and Organization of Individuals Being Entertained	
1. <u>Wes Derksen, Town Solicitor</u>	
2. <u>Mark McCaig, CAO</u>	
3.	
4.	
Purpose of Entertainment <u>Lunch meeting with Wes Derksen, Town Solicitor re: Agency 1 Matters</u>	
Amount Claimed <u>\$41.36</u>	<u>Mark McCaig</u>
Treasurer Signature	Date

An itemized receipt must be attached to process payment

La Place Rendez-

GST: R104472667  
1201 Idylwild Drive  
TEL: 274-9811

148 Kimmy

Tbl 3/1 Chk 4248 Gst 2  
Jun24'16 11:51AM

1 Reg Greek	\$8.25
\$Cajun Chick	\$5.00
1 Beef Liver	\$12.25
2 Coffee	\$5.00

Subtotal	\$30.50
HST	\$3.97
Amount Due	\$34.47

Please Pay Server at Table

TIP: \_\_\_\_\_

TOTAL: \_\_\_\_\_

ROOM # \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

LA PLACE RENDEZ-VOUS  
1201 IDYLVILD DRIVE  
FORT FRANCES ON

CARD \*\*\*\*\*6269  
CARD TYPE VISA  
DATE 2016/06/24  
TIME 2436 12:40:43  
RECEIPT NUMBER  
C82034954-001-339-004-0

PURCHASE  
AMOUNT \$34.47  
TIP \$6.89  
TOTAL

**\$41.36**

VISA CREDIT  
A0000000031010  
3910C0AEB016D578  
0080008000-E800  
709FE6831AF6E8C4  
0080008000-F800

**APPROVED**

AUTH# 012094 01-027  
THANK YOU

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## Cardholder Activity

Name: MARK MCCAIG

Account Number: \*\*6269

Cycle End Date: Open

Trans Date Posting Date	Merchant Name City, State/Prov.	Transaction Total		Allocation Amounts		National	Regional	Source Currency	Accounting Code	Currency Amount	Allocation Comment
		<-----	-----	-----	-----						
2016-06-08	LA PLACE RENDEZ-VOUS	\$57.64		\$6.63			\$0.00	CAD		57.64	
2016-06-10	FORT FRANCES, ON	\$57.64		\$6.63			\$0.00				
2016-06-09	LA PLACE RENDEZ-VOUS	\$57.29		\$6.59			\$0.00	CAD		57.29	
2016-06-13	FORT FRANCES, ON	\$57.29		\$6.59			\$0.00				
2016-06-13	LA PLACE RENDEZ-VOUS	\$57.29		\$6.59			\$0.00	CAD		57.29	
2016-06-15	FORT FRANCES, ON	\$57.29		\$6.59			\$0.00				
2016-06-14	LA PLACE RENDEZ-VOUS	\$56.95		\$6.55			\$0.00	CAD		56.95	
2016-06-16	FORT FRANCES, ON	\$56.95		\$6.55			\$0.00				
2016-06-24	LA PLACE RENDEZ-VOUS	\$41.36		\$4.76			\$0.00	CAD		41.36	
2016-06-27	FORT FRANCES, ON	\$41.36		\$4.76			\$0.00				

Activity Totals	Purchases	Payments	National Taxes	Regional Taxes
\$270.53	\$270.53	\$0.00	\$31.12	\$0.00

Cardholder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Signature: \_\_\_\_\_



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2016/64**

**To: Administration & Finance Executive Committee**  
**FROM: Laurie Witherspoon, Treasurer**  
**DATE: June 30, 2016**  
**Subject: Councillor Ken Perry – NOMA Executive Meeting Per Diem Claim**

---

**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 a NOMA Executive Meeting held in Thunder Bay on June 22, 2016 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	Kew Perry
Conference / Seminar Attended	NOMA Board Meeting
Location	Victoria Inn Thunder Bay
Dates	June 22/16

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			✓					
Amount			150 <sup>00</sup>					150 <sup>00</sup>

Name (Please Print) Kew Perry	Signature Kew Perry
Approved	Date

To be submitted to Payroll for processing when approved by Council



**ADMINISTRATION & FINANCE DIVISION  
TREASURY REPORT 2016/65**

**To: Administration & Finance Executive Committee**  
**FROM: Laurie Witherspoon, Treasurer**  
**DATE: June 30, 2016**  
**Subject: Councillor Wendy Brunetta – NOMA Executive Meeting Per Diem Claim**

---

**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 a NOMA Executive Meeting held in Thunder Bay on June 22, 2016 as submitted by Councillor Wendy Brunetta.

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	Wendy Brunetta
Conference / Seminar Attended	NOMA Exec Mtg
Location	Thunder Bay
Dates	June 22, 2016

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			June 22					
Amount			\$150					

Name (Please Print) Wendy Brunetta	Signature Wendy Brunetta
Approved	Date June 23, 2016

To be submitted to Payroll for processing when approved by Council