

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 001

Tuesday January 5th, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday January 5, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Paul Ryan, Councillor Ken Perry, Mayor Roy Avis and Laurie Witherspoon, Treasurer.

REGRETS: Mark McCaig, CAO

ALSO PRESENT: Lori Pattison, Secretary

Called to order 12:15 p.m.

1. Non-Agenda Items: Doctor Recruitment
 - a) Terms of Reference
 - b) Make up of committee structure
 - c) Web site development
 - ii) Pre Budget Meeting – Dryden – January 27, 2010
2. Disclosure of pecuniary interest and the general nature thereof: None
3. **Paul Ryan – Ken Perry:** that the minutes from the previous meeting on December 15, 2009 be accepted as circulated.

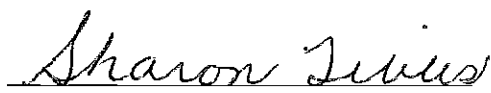
CARRIED.

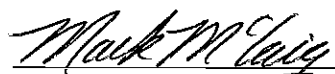
Election of Chair and Vice Chair took place – it was the unanimous among the committee to remain status quo – therefore Sharon Tibbs will remain as Chair with Paul Ryan as Vice Chair.

4. Laurie Witherspoon:
 - i) Interim Tax Levy 2010 – recommend that a by-law be passed to authorize an interim tax levy in accordance with the Municipal Act and that the due dates be set for February 26, 2010 and March 31, 2010.
 - ii) Northwestern Ontario Sports Hall of Fame and Museum – authorize the payment of a 2010 Business/Organization Membership Fee in the amount of \$60.00 for the Northwestern Ontario Sports Hall of Fame and Museum.
 - iii) Fort Frances Curling Club Inter-Regional 1 & 2 Senior Play-down

request – recommend to approve a financial donation to the Fort Frances Curling Club for the Inter-Regional 1 & 2 Senior Play-downs in the amount of \$104.00.

- iv) Northwestern Ontario Tourism Association Membership Request – recommend to approve the 2010 Associate Membership in the amount of \$70.00 with the North Western Ontario Tourism Association.
- 5. Mark McCaig:
 - i) EDAC Financial Request – recommend to finance the study of the Implementation of an Economic Development Commission by RRFDC.
- 6. Outstanding Items:
 - i) Old Shambles Road – CAO/Solicitor – no report
 - ii) Couchiching Sewer and Water Agreement Signage – no report
- 7. Information Items: None
- 8. Non – Agenda Items:
 - a) Doctor Recruitment – terms of reference; make up of committee structure; web site development – Mayor Avis updated committee members on what transpired at the meeting on December 18 with Abitibi, Fort Frances Community Clinic, Nelson Medicine Professional Corporation and the Town of Fort Frances – recommendation to authorize RRFDC to develop the terms of reference and revisions to the current model of the doctor recruitment committee.
 - b) Pre Budget Meeting – Dryden January 27, 2010 – Mayor Avis informed committee members of the upcoming meeting and if they wanted to put forth any presentations the deadline date is January 13, 2010.
- 9. Next meeting date – January 19, 2010.


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 002

Tuesday January 19th, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday January 19, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Paul Ryan, Councillor Ken Perry, Mark McCaig, CAO and Laurie Witherspoon, Treasurer.

REGRETS: Mayor Roy Avis

ALSO PRESENT: Christine Ruppenstein, Human Resources Manager, Glenn Treftlin, Clerk and Lori Pattison, Secretary.

Called to order 12:15 p.m.

1. Non-Agenda Items: None.
2. Disclosure of pecuniary interest and the general nature thereof: Councillor Sharon Tibbs declared a conflict on item 6i) Councillor Sharon Tibbs – Per Diem Expense.
3. **Paul Ryan – Ken Perry:** that the minutes from the previous meeting on January 5, 2010 be accepted as circulated.

CARRIED.
4. Glenn Treftlin:
 - i) iCompass – the company has agreed to extend the current offer until February 17, 2010 – would help the town meet accessibility requirements – after some discussion it was recommended to have iCompass remain in the budget process for 2010.
5. Christine Ruppenstein:
 - i) Family Day – recommended to authorize the signing of the letter of Understanding pertaining to Family Day and recognize this day as an additional paid holiday for 2010.
6. Laurie Witherspoon:

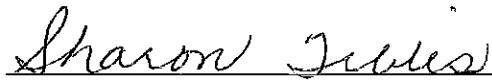
Councillor Paul Ryan took over the chair for the following item:

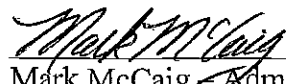
- i) Councillor Sharon Tibbs – Per Diem – recommend approval of the

Honorarium per diem claim as submitted by Councillor Sharon Tibbs in the total amount of \$60.00.

Councillor Paul Ryan gave the chair back to Councillor Sharon Tibbs for the duration of the meeting.

- ii) POA Write-off Request – recommend approval for the write off of POA accounts receivable in the amount of \$105,506.46 as per Provincial Offences Act Collection/Write Off Policy No. 1.13.
 - iii) Mayor Roy Avis – Purchase Card Expenses – recommend approval of the purchase card expenses in the amount of \$13.37 for Mayor Roy Avis as listed in his report.
7. Outstanding Items:
- i) Old Shambles Road – CAO/Solicitor – no report
 - ii) Couchiching Sewer and Water Agreement Signage – still no response from Mandy Wirta on a date for a meeting.
8. Information Items:
- i) Grants Approved and/or Ongoing 2009/2010 – information was received
9. Non – Agenda Items: None
10. Next meeting date – February 2, 2010.


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 004

Tuesday February 16th, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday February 16th, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Paul Ryan, Councillor Ken Perry, Mayor Roy Avis, Mark McCaig, CAO and Laurie Witherspoon, Treasurer.

ALSO PRESENT: Rick Hallam, Superintendent of Planning and Development and Lori Pattison, Secretary.

Called to order 12:20 p.m.

1. Non-Agenda Items: None
2. Disclosure of pecuniary interest and the general nature thereof: None
3. **Ken Perry – Paul Ryan:** that the minutes from the previous meeting on February 2, 2010 be accepted as circulated.

CARRIED.

4. In – Camera – Rick Hallam

Paul Ryan – Ken Perry – That this regular meeting of the Administration and Finance Executive Committee now meet in camera in order to address a matter pertaining to: a proposed or pending acquisition of land for municipal or local board purposes or disposal of land no longer needed for municipal purposes.

A discussion took place and direction was given.

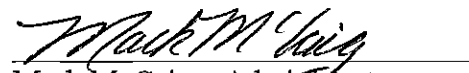
5. Laurie Witherspoon:
 - i) Fort Frances Canadian Bass Championship – will bring back to Administration and Finance Executive Committee when we have financials from the FFCBC and a recommendation from Community Services Executive Committee.
 - ii) Length of Term for Boards and Committees – recommend to authorize the amendment of the terms of appointment to local boards and committees by-law to reflect a two-year term appointment and a limit of an eight (8) year consecutive year term on any one board or committee.

- iii) BIA – Request for Yearly Electrical Credit – recommended to approve a \$500.00 grant for 2010 to the BIA for electrical expenses.
 - iv) Rainy River Valley Safety Coalition Financial Request – recommended to approve the Safe Communities Rainy River District (Rainy River Valley Safety Coalition) \$0.50 per capita financial request in the amount of \$4,051,50.
 - v) Rainy River District Music Festival Association - recommend a donation of \$100.00 to the Rainy River District Music Festival Association.
 - vi) Community Broadcasting Services – March Break Child Safety Program Ads – recommended not to participate in the March Break Child Safety Program ads.
 - vii) Tim Nordin Men’s Curling Team Financial Request – recommend that no financial donation be granted to the Tim Nordin Men’s Curling Team.
 - viii) RRDSSAB – New Tenant Welcome Package – recommended to deny the RRDSSAB Social Housing Program’s donation request for welcome packages.
 - ix) Capital Long-Term Debt Financing – recommended to reallocate the 2009 Capital loan financing amounts for the Portage Avenue Underpass and the Heritage Tourism Project.
 - x) 2010 Operating Budget – Corporate – information
 - xi) 2010 Operating Budget – Administration and Finance - information
6. Outstanding Items:
- i) Old Shambles Road – CAO/Solicitor – no report
 - ii) Couchiching Sewer and Water Agreement Signage – no report
7. Non – Agenda Items: None

8. Next meeting date – March 16, 2010.

Ken Perry – Paul Ryan – there being no further business before this committee that this meeting be now closed (1:50 p.m.).


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 005

Tuesday March 1st, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday March 1st, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Paul Ryan, Mayor Roy Avis, Mark McCaig, CAO and Laurie Witherspoon, Treasurer.

REGRETS: Councillor Ken Perry

ALSO PRESENT: Lori Pattison, Secretary

Called to order 12:20 p.m.

1. Non-Agenda Items: a) Municipal Funding Amendment Agreement for Federal Gas Tax Revenues
2. Disclosure of pecuniary interest and the general nature thereof: Mayor Roy Avis declared a conflict of interest on item 4v) Mayor Roy Avis – Travel Expense & Per Diem claims for OGRA/ROMA.
3. **Paul Ryan – Sharon Tibbs:** that the minutes from the previous meeting on March 1, 2010 be accepted as circulated.

CARRIED.

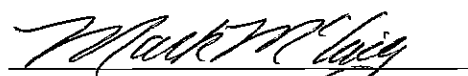
4. Laurie Witherspoon:
 - i) Paramedics & Dispatchers Curling Bonspiel Donation Request – recommended to deny the request for a donation towards the Paramedics and Dispatchers Curling Bonspiel.
 - ii) P.O.A. Audited Statements for the year ending December 31, 2009 – recommend approval of the P.O. A. audited financials as prepared by BDO Dunwoody for the fiscal year ending December 31, 2009 and further that the submitted invoice in the amount of \$3,150.00 plus GST be paid.
 - iii) Mark McCaig, CAO – Travel Expenses for OGRA/ROMA – recommend approval of Mark McCaig's travel expenses to attend the OGRA/ROMA Conference in the amount of \$404.00 as listed in his report.
 - iv) Councillor Ken Perry – Travel Expenses and Per Diem Claim OGRA/ROMA – recommend approval of the total travel expense and per diem claims for Councillor Ken Perry in the amount of \$768.00 to

attend the OGRA/ROMA Conference as listed in his report.

- v) Mayor Roy Avis – Travel Expenses and Per Diem Claim OGRA/ROMA – recommend to approve the total travel expense and per diem claims for Mayor Roy Avis in the amount of \$852.22 to attend the OGRA/ROMA Conference as listed in his report.
5. Outstanding Items:
- i) Old Shambles Road – CAO/Solicitor – no report – nothing happening
 - ii) Couchiching Sewer and Water Agreement Signage – have been approached in regards to negotiate MTA – want to reduce rate factor – Confirmed March 31 meeting date – should find neutral location for meeting.
6. Non – Agenda Items:
- a) Municipal Funding Amendment Agreement for Federal Gas Tax Revenue recommend to authorize a by-law to enter into an Amending Municipal Funding Agreement with AMO for the transfer of Federal Gas Tax Revenue for 2010 to 2013.
7. Information Items:
- i) Administration and Finance Department Stats for the period ending December 31, 2009 – received as information.
 - ii) Administration and Finance Department Stats for the period ending January 31, 2010 – received as information.
8. Next meeting date – April 6, 2010.

Paul Ryan – Sharon Tibbs – there being no further business before this committee that this meeting be now closed (1:55 p.m.).


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 006

Tuesday March 16th, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday March 16th, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Paul Ryan, Councillor Ken Perry, Mayor Roy Avis, Mark McCaig, CAO and Laurie Witherspoon, Treasurer.

ALSO PRESENT: Lori Pattison, Secretary

Called to order 12:25 p.m.

1. Non – Agenda Items:
 - a) Doctor Recruitment
 - b) 2009 Year End Surplus
 - c) Councillor Ken Perry – financial request
 - d) Spreadsheet – Tax Ratios
2. Disclosure of pecuniary interest and the general nature thereof: Mayor Roy Avis declared a conflict on item 4ii) Mayor Roy Avis – Purchase Card Expenses and Councillor Ken Perry declared a conflict on non-agenda item 6c) Councillor Ken Perry – Travel Expense Request.
3. **Paul Ryan – Ken Perry:** that the minutes from the previous meeting on March 1, 2010 be accepted as circulated.

CARRIED.

4. Laurie Witherspoon:
 - i) Councillor Andrew Hallikas – Travel Expense and Per Diem Claim – OGRA – recommend to approve the travel expense and per diem claims for Councillor Andrew Hallikas in the amount of \$962.00 to attend the OGRA/ROMA Conference as listed in his report.
 - ii) Mayor Roy Avis – Purchase Card Expenses – recommend to approve Mayor Roy Avis' purchase card expenses in the amount of \$209.43 as listed in his report.
 - iii) Federal Gas Tax & Federal Public Transit Audited Statements – recommend to accept the Federal Gas Tax Revenues Auditor's Report on Compliance with Agreement for the year ended December 31, 2009 and further that the invoice for audited services be paid in the amount of

\$1,650.00 plus GST.

- iv) G. Domanski – 2010 Interim Tax Penalty – recommended to deny Mr. G. Domanski's request to write-off penalty applied to property tax account #1412.
- v) Sunny Cove Camp – Wedding Receptions – recommend to limit the availability of Sunny Cove Camp for weddings to the current four bookings and re-evaluate the practice for council consideration.
- vi) Women's Health Symposium 2010 – Donation Request – recommend to support with a Friend Sponsorship donation for the Women's Health Symposium 2010 event in the amount of \$100.00.
- vii) Mark McCaig, CAO – Purchase Card Expense – recommend to approve M. McCaig's, CAO purchase card expense in the amount of \$305.98 as listed in his report.
- viii) 2009 Capital Fund Financing – recommend to approve the financing of remaining capital projects for 2009 in the amount of \$95,366.73 as follows: \$89,517.71 from A & F Surplus Reserve Fund, \$688.42 from Parks & Cemeteries Projects Reserve Fund and \$5,160.60 from Sorting Gap Marina Reserve Fund.

5. Outstanding Items:

- i) Old Shambles Road – CAO/Solicitor – no report
- ii) Couchiching Sewer and Water Agreement Signage – no report.

6. Non – Agenda Items:

- a) Doctor Recruitment – Councillor Ken Perry gave committee members an update as to the status of the clinic.
- b) 2009 Year End Surplus – recommend to authorize the following transactions for a the December 31, 2009 year end process:
 - 1. Transfer General Fund surplus Corporate Reserve Funds by Percentages as listed in report.
 - 2. Transfer Water Fund surplus to the Waterworks Reserve Fund.
 - 3. Transfer Sewer Fund surplus to the Sewer (Water Pollution Plant)

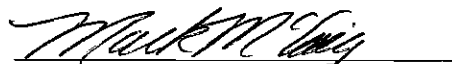
Reserve Fund.

- c) Councillor Ken Perry – Travel Expense – recommend to deny Councillor Ken Perry's request for payment consideration of cancelled air flight ticket credit.
- d) Spreadsheet – Tax Ratios – for committee's information – Laurie ran through the spreadsheet and answered any questions that arose.

7. Next meeting date – April 6th, 2010.

Sharon Tibbs – Paul Ryan – there being no further business before this committee that this meeting be now closed (1:55 p.m.).


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 007

Tuesday April 6th, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday April 6th, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Paul Ryan, Mark McCaig, CAO and Laurie Witherspoon, Treasurer.

REGRETS: Mayor Roy Avis, Councillor Ken Perry

ALSO PRESENT: Lori Pattison, Secretary

Called to order 12:15 p.m.

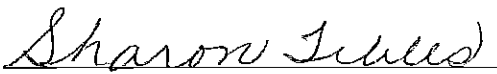
1. Non – Agenda Items: a) Information item – Assessment Review Board new appeals received for Fort Frances.
2. Disclosure of pecuniary interest and the general nature thereof: None declared.
3. **Paul Ryan – Sharon Tibbs:** that the minutes from the previous meeting on March 16, 2010 be accepted as circulated.

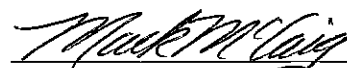
CARRIED.
4. Glenn Treftlin:
 - i) 2010 Municipal Elections – recommend to direct the Town Clerk to prepare a by-law to approve contracts with DataFix and Dominion Voting Systems for their respective election services in the 2010 municipal election.
 - ii) Civil Marriage Services – it was discussed to allow the Clerk and Deputy Clerk to perform marriage ceremonies outside of the Town's boundaries with some further discussion as to additional fees involved. Glenn to prepare some fee structures for the next meeting for the committees review.
5. Laurie Witherspoon:
 - i) Rainy River Future Development Corporation – 2010 Per Capita Funding recommend that Council approves the Rainy River Future Development Corporation \$7.00 per capita funding in the amount of \$52,955.00.
 - ii) Fort Frances Canadian Bass Championship – agree to the

Recommendations made by the Operations and Facilities, Community Services, Planning and Development and Administration and Finance Executive Committees for in-kind and financial donation to the Fort Frances Canadian Bass Championship, as outlined in the report and the accompanying Committee reports.

- iii) Future of the Rainy Lake Hotel – receive the letter for consideration – the process under the tax procedures has begun.
 - iv) Chem-Free Grad Party – recommend approval of a financial contribution in the amount of \$891.50 to the Fort Frances High School Chem-Free Grad Committee as a Council Public Relations Expense.
6. Mark McCaig:
- i) OPSEU – Service quality issues at the Municipal Property Assessment Corporation – recommend to receive the letters from both parties in negotiations.
 - ii) NOMA – Proposed Changes to the Constitution – received as an information item.
7. Outstanding Items:
- i) Old Shambles Road – CAO/Solicitor. – no report
 - ii) Couchiching Sewer and Water Agreement Signage – no report.
8. Non-Agenda Items:
- i) Assessment Review Board new appeals received for Fort Frances – for Committee information.
9. Next meeting date: April 20th, 2010.

Sharon Tibbs – Paul Ryan – there being no further business before this committee that this meeting be now closed (12:50 p.m.).


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 008

Tuesday April 20th, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday April 20th, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Paul Ryan, Councillor Ken Perry, Mayor Roy Avis and Laurie Witherspoon, Treasurer.

REGRETS: Mark McCaig, CAO

ALSO PRESENT: Glenn Treftlin, Clerk, Lori Pattison, Secretary.

Called to order 12:25 p.m.

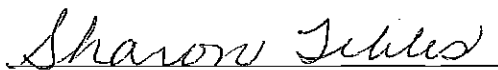
1. Non – Agenda Items: None.
2. Disclosure of pecuniary interest and the general nature thereof: None declared.
3. **Paul Ryan – Ken Perry:** that the minutes from the previous meeting on April 6, 2010 be accepted as circulated.

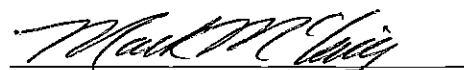
CARRIED.
4. Glenn Treftlin:
 - i) 2010 Municipal Elections – recommend to approve a contract with Comprint Systems Inc. (cob as DataFix) for Internet Voter Lookup services during the 2010 municipal election.
 - ii) Civil Marriage Services – after some discussion it was recommended that Glenn do some checking into our responsibilities as far as WSIB, Compensation, Employer Health Tax, income tax, etc. and bring the information back to the committee before making a recommendation on this item.
5. Laurie Witherspoon:
 - i) Council Remuneration – recommend to amend By-law No. 02/10 altering the Council remuneration effective date from December 1, 2010 to December 1, 2012.
 - ii) Fun in the Sun Financial Request – recommend that the 2010 proposed

budget Fun in the Sun annual grant remain at \$5,000.00 and further that the Fun in the Sun Committee letter dated March 16, 2010 be referred to the Economic Development Advisory Committee.

- iii) 357/358 Application for Tax Adjustment re: 533 Scott Street, 1033 Scott Street, 439 Third Street, East and 907 Crowe Avenue – recommend to approve the adjustment of taxes under Section 357/358 of the Municipal Act for properties located at 533 Scott Street, 1033 Scott Street, 439 Third Street East and 907 Crowe Avenue in Fort Frances.
 - iii) Rainy River Vet Services Committee – recommend to authorize a \$650.00 contribution to the Rainy River Vet Assistance Trust Fund.
6. Information Items:
- i) Town of Fort Frances General Fund (Operating) actuals to March 31, 2010 and Water and Sewer Fund (Operating) actuals to March 31, 2010 – were received as information.
 - ii) Administration and Finance Department Stats for the period ending March 31, 2010 – were received
 - iii) Grants approved and/or ongoing 2009/2010 – were received
 - iv) 2010 Reserve Funds – were received
7. Outstanding Items:
- i) Old Shambles Road – CAO/Solicitor. – no report
 - ii) Couchiching Sewer and Water Agreement Signage – no report.
8. Non-Agenda Items: None
9. Next meeting date: May 2, 2010.

Paul Ryan – Ken Perry – there being no further business before this committee that this meeting be now closed (1:45 p.m.).


Sharon Tibbs – Chair


Mark McCaig, Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 009

Tuesday May 4th, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday May 4th, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Paul Ryan, Councillor Ken Perry, Mayor Roy Avis, Mark McCaig, CAO and Debbie Scofield, Deputy-Treasurer.

REGRETS: Laurie Witherspoon, Treasurer

ALSO PRESENT: Lori Pattison, Secretary

Called to order 12:25 p.m.

1. Non – Agenda Items: None.
2. Disclosure of pecuniary interest and the general nature thereof: Councillor Sharon Tibbs declared a conflict on item 4vii) Sharon Tibbs – Per Diem, Councillor Paul Ryan declared a conflict on item 4iv) Councillor Paul Ryan – Travel Expense & Per Diem Claim and Mayor Roy Avis declared a conflict on item 4v) Mayor Roy Avis – Travel Expense & Per Diem Claim.

3. **Paul Ryan – Ken Perry:** that the minutes from the previous meeting on April 20, 2010 be accepted as circulated.

CARRIED.

4. Laurie Witherspoon:
 - i) The One Investment Program Amended and Restated Agency Agreement: recommend approval of the One Investment Program Amended and Restated Agency Agreement dated March 1, 2010 and authorization for provision of investment direction by email. Further recommend that an authorizing by-law or amending by-law be brought forward for the execution of the updated One Investment Program Amended and Restated Agency Agreement dated March 1, 2010.
 - ii) Fort Frances Curling Club request – do not recommend changing the annual due dates for the Fort Frances Curling Club, as set out in By-Law No. 28/07 and further, that an interest rate of 1.25% per month be calculated on the first day of default and the first day of every month thereafter as allowed under Section 3.5.3 of By-Law No. 28/07.

- iii) Councillor Rick Wiedenhoeft – Travel Expense & Per Diem Claims – recommend approval of the NOMA conference travel expense and per diem claims as submitted by Councillor Rick Wiedenhoeft in the amount of \$886.35 as listed in his report.
- iv) Councillor Paul Ryan – Travel Expense & Per Diem Claim – recommend approval of the NOMA conference travel expense and per diem claims as submitted by Councillor Paul Ryan in the amount of \$1,030.23 as listed in his report.
- v) Mayor Roy Avis – Travel Expense & Per Diem Claim – recommended to approve the travel expense and per diem claims for Mayor Roy Avis in the amount of \$632.07 to attend the Ontario Superior Court Point Park Injunction hearing held in Thunder Bay as listed in his report.
- vi) Child Care Service Audited Statements – recommend to accept the Child Care Service Auditor's Report on Compliance with Agreement for the year ended December 31, 2009 and further that the invoice for audited services in the amount of \$1,550.00 plus GST be paid.

Councillor Paul Ryan took over the chair for the next item on the agenda

- vii) Councillor Sharon Tibbs – Per Diem Claim - recommends approval of the honorarium per diem claim as submitted by Councillor Sharon Tibbs in the amount of \$60.00
- viii) Travel Policy – Schedule “A” Item 1 – to correct the Travel Policy No. 3.11, Schedule “A” 1. Per Diem be reinstating the Mayor and Council, Members of Boards and Committees \$120.00 per day subcategory and authorize the addition of “(Mayor and Council per diem follows By-Law No. 02/10 after December 1, 2010.

Councillor Sharon Tibbs returned and continued to chair the meeting


- ix) Fort Frances Public Library Technology Centre Grand Opening Request – Recommends to co-sponsor the Grand Opening Reception of the Fort Frances Public Library Technology Centre on June 21, 2010, with a financial contribution of \$750.00.
- x) EDAC – Enhanced Services Proposal - recommend to approve Mr.

Gillon's request for an additional \$20,000.00 in the 2010 operating budget for economic development expenses to support the Town of Fort Frances Enhanced Services Proposal for the period April 1, 2010 to August 31, 2010.

5. Mark McCaig:
 - i) Future Budget Meeting Dates – it was discussed and decided to proceed with the budget process as scheduled and have the next budget meeting on Monday May 17, 2010.
6. Outstanding Items:
 - i) Old Shambles Road – CAO/Solicitor. – no report
 - ii) Couchiching Sewer and Water Agreement Signage – no report.
7. Non-Agenda Items: None
8. Next meeting date May 18th, 2010.

Ken Perry – Paul Ryan – there being no further business before this committee that this meeting be now closed (1:20 p.m.).


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 010

Tuesday May 18th, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday May 18th, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Paul Ryan, Councillor Ken Perry, Mayor Roy Avis, Mark McCaig and Laurie Witherspoon, Treasurer.

REGRETS: None

ALSO PRESENT: Lori Pattison, Secretary

Called to order 12:20 p.m.

1. Non – Agenda Items: a) Budget Update
2. Disclosure of pecuniary interest and the general nature thereof: None.
3. **Paul Ryan – Ken Perry:** that the minutes from the previous meeting on May 4th, 2010 be accepted as amended. (change Councillor Sharon Tibbs Per diem from \$600.00 to \$60.00).

CARRIED.

4. Laurie Witherspoon:
 - i) 1578289 Ontario Limited Request – the Administration and Finance Executive committee discussed their request for assessment consideration with the consensus that assessment values for all property is MPAC's responsibility and that this matter is between MPAC and the property owner and that the municipality cannot be involved with the determination of assessment values.

The Operations and Facilities Executive Committee recommends to amend the Development Agreement for the property municipally known as 260 First Street East with the following conditions:

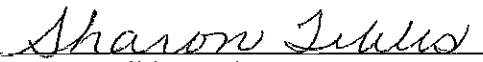
- Existing Perimeter Chain Link Fencing – the businessmen of the property will be responsible to supply and install a construction grade tarp system onto the existing perimeter chain link fencing to ensure the public cannot visually view the stockpile of excavated earth material and to provide dust control to ensure that no excavated earth material will be blown onto the Town's street allowance or right-of-way (ROW).

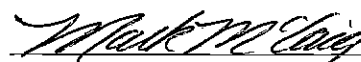
- Stockpile of Excavated Earth Material – the height of the stockpile of excavated earth material will be restricted to approximately the same height as the existing perimeter chain link fencing complete with the newly installed tarp system.
- Excavated Earth Material – the Town will supply approximately 6000 tonnes of earth material from the excavated earth material taken from the biomass road reconstruction project. The contractor of the biomass road reconstruction project, Bay City Contracting (Thunder Bay) Inc. will be instructed to deliver the earth material to the 260 First Street East property at a location provided by the businessmen. The contractor, Bay City Contracting (Thunder Bay) Inc. will record the time and date when the truck loads of the excavated earth material are delivered to the property.
- Costs per Tandem Truck Load of Excavated Earth Material – the businessmen will be charged \$100 per tandem truck (based on approximately 17 tonnes of excavated earth material per tandem truck load). The businessmen will be allowed to use the Municipal Service Grant to pay for excavated earth material. As of May 19, 2010 there is a credit of \$63,017.62.
- Additional Delivery Costs – If any of the excavated earth material from the biomass road project is stockpiled on any town owned property, the businessmen will be responsible for all the costs associated to load and transport this excavated earth material to the 260 First Street East property.
- Timelines to Demolish the Existing J.A. Mathieu Section of the Old High School Building – The town shall require the businessmen to demolish the existing J.A. Mathieu section of the Old High School Building and backfill with excavated earth material the footprint of the Existing building by September 30, 2010.
- Landscaping and Drainage – Once the building is removed and the footprint of building is backfilled, the businessmen will landscape the site to ensure positive drainage and that no water will be allowed to pond on the surface of the property.

Further, that the Clerk be directed to prepare an appropriate amending Agreement.

- ii) Fort Frances Curling club Request – recommend to amend the annual schedule payment dates to September 30 as set out in By-Law No. 28/07, Schedule “A”, section 3.5.1.
- 5. Mark McCaig:
 - i) International Falls Tug-of-War Financial Request – recommend to participate jointly with International Falls in promoting the June 4th, 2010 Tug-of-War in the amount of \$400.00.
- 6. Outstanding Items:
 - i) Old Shambles Road – CAO/Solicitor. – no report
 - ii) Couchiching Sewer and Water Agreement Signage – no report.
- 7. Non-Agenda Items:
 - i) Budget Update – appear to be on track – heading into busy season – will monitor the budget closely as there is very little room for changes.
- 8. Information Items:
 - i) Town of Fort Frances General Fund (Operating) Actuals as at April 30, 2010, and Water and Sewer fund (Operating) Actuals to April 30, 2010 – were received as information
 - ii) Grants Approved and/or Ongoing 2009/2010 – received as information.
- 9. Next meeting date June 8th, 2010.

Adjournment: 1:15 p.m.


Sharon Tibbs – Chair


Mark McCaig - Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 011

Tuesday June 8th, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday June 8th, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Ken Perry, Mark McCaig, CAO and Debbie Scofield, Deputy-Treasurer.

REGRETS: Mayor Roy Avis, Councillor Paul Ryan, Laurie Witherspoon, Treasurer

ALSO PRESENT: Lori Pattison, Secretary

Called to order 12:10 p.m.

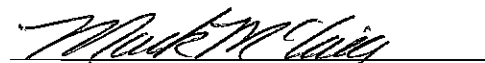
1. Non – Agenda Items - None
2. Disclosure of pecuniary interest and the general nature thereof: None.
3. **Ken Perry – Sharon Tibbs:** that the minutes from the previous meeting on May 18th, 2010 be accepted as circulated.

CARRIED.
4. Debbie Scofield
 - i) 2010 Capping Parameters for Capped Properties – recommend approval of the following 2010 capping parameters:
 - 1) Revenue neutral within each class
 - 2) 10% increase of annualized tax limit based on previous years' annualized taxes for commercial, industrial and multi-residential property classes.
 - 3) Minimum tax level of 100% for new construction to capped property classes be maintained, and
 - 4) Properties that were at CVA Tax in 2009 or that would cross over CVA Tax in 2010 to be excluded from capping.
 - 5) Further, that the authorizing – capping parameters by-law and the percentage by which tax decreases are limited by-law be prepared.
 - ii) 2010 BIA Budget – recommend approval of the 2010 budget estimates in the amount of \$49,975.00 as submitted by the downtown Scott Street BIA and authorize that a by-law setting the 2010 BIA tax rates be brought forth.

- iii) RBC Financial Group & Riverside Foundation for Health Care Charity Golf Classic Financial Request - recommend to authorize a \$100.00 contribution towards the Chemotherapy Program fundraiser being held during the 4th Annual RBC Charity Golf Classic, from the Council Public Relations budget line.
- 5. Mark McCaig:
 - i) BIA Request – re: Assistance with In-Kind Operational Services – recommend that the Town continue working with the BIA, as it has in the past, but decline on the request for the provision of additional services and suggest that the BIA contact the Chamber of Commerce with their request.
- 6. Outstanding Items:
 - i) Old Shambles Road – CAO/Solicitor. – no report
 - ii) Couchiching Sewer and Water Agreement Signage – no report.
- 7. Non-Agenda Items: None
- 8. Information Items: None
- 9. Next Meeting Date: June 22nd, 2010.

Adjournment: 12:50 p.m.


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 012

Tuesday June 22nd, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday June 22nd, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Paul Ryan and Laurie Witherspoon, Treasurer.

REGRETS: Mayor Roy Avis, Councillor Ken Perry and Mark McCaig, CAO

ALSO PRESENT: Lori Pattison, Secretary

Called to order 12:05.m.

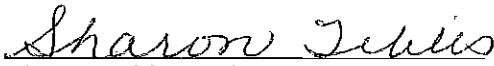
1. Non – Agenda Items – a) Community Broadcasting Services re: Summertime Road Safety Program.
2. Disclosure of pecuniary interest and the general nature thereof: None.
3. **Paul Ryan – Sharon Tibbs:** that the minutes from the previous meeting on June 8th, 2010 be accepted as circulated.


CARRIED.

4. Laurie Witherspoon:
 - i) Mayor Roy Avis – Purchase Card Expenses – recommend approval of the purchase card expenses in the amount of \$29.44 for Mayor Avis as listed in his report.
 - ii) MOS – Requests for Reconsideration re: 406 Sixth Street, West – Roll #5912 010 007 14700 – recommends that Council receive the Minutes of Settlement for property located at 406 Sixth Street West in Fort Frances.
5. Outstanding Items:
 - i) Old Shambles Road – CAO/Solicitor. – no report
 - ii) Couchiching Sewer and Water Agreement Signage – no report.
6. Non-Agenda Items: None
 - i) Community Broadcasting Services – re: Summertime Road Safety Program – recommended to deny the advertising participation from the Community Broadcasting Services in the Summertime Roads Safety Program.

7. Information Items:
 - i) Town of Fort Frances General Fund (Operating) Actuals as at May 31, 2010, Water and Sewer Fund (Operating) Actuals to May 31, 2010 and Capital Fund Actuals to May 31, 2010 – were received as information
 - ii) Administration and Finance Department Stats for the period ending May 31, 2010 – were received as information.
8. Next Meeting Date: July 6th, 2010.

Adjournment: 12:15 p.m.


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 013

Tuesday July 6th, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday July 6th, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Chair, Councillor Paul Ryan, Councillor Ken Perry, Mayor Roy Avis, Mark McCaig, CAO and Laurie Witherspoon, Treasurer.

REGRETS: None

ALSO PRESENT: Glenn Treflin, Clerk and Lori Pattison, Secretary

Called to order 12:10.m.

1. Non – Agenda Items –
2. Disclosure of pecuniary interest and the general nature thereof: None.
3. **Paul Ryan – Ken Perry:** that the minutes from the previous meeting on June 22nd, 2010 be accepted as circulated.

CARRIED.

7. Non – Agenda Item: **In Camera** – Pending acquisition of land

Paul Ryan – Ken Perry: That this meeting of the Administration and Finance Executive Committee now meet in-camera in order to address a matter pertaining to: a proposed or pending acquisition of land for municipal or local board purposes or disposal of land no longer needed for municipal purposes.

CARRIED.

A discussion took place and direction was given.

4. Glenn Treflin:
 - i) Civil Marriage Ceremonies – recommend to enhance the provision of civil marriage services through the Town Clerk's office to include provision of civil marriage services outside Fort Frances after normal office hours and on weekends; have payment in advance by the parties to the marriage for the out-of-town service to be to the Town of Fort Frances; a base fee (\$490) plus time and distance charges as applicable for the officiant's travel. The Town will retain an administrative fee of \$100 and the officiant is to be compensated by the Town for these services, the residual

of the base fee (\$390) plus the travel component for time and distance as applicable;

- ii) establish a 25% fee premium for provision of in-town services to non-residents; direct that the Schedule of Fees be amended to include these provision effective immediately commencing with bookings after July 12th, 2010 and that the appropriate by-law amendments be prepared.

5. Laurie Witherspoon:

- i) MOS – Requests for Reconsideration re: 439 Third Street, East (2010), Roll #5912 020 004 03700, 533 Scott Street (2010), Roll #5912 020 002 05800 and 907 Crowe Avenue (2010), roll #5912 020 005 09500 – recommended to receive the Minutes of Settlement for property located at 439 Third Street, East, 533 Scott Street and 907 Crowe Avenue in Fort Frances.
- ii) BIA Request for Loan Support – recommended to deny the BIA request for a formal letter of support and the request for financial backing commitment for a \$10,000.00 loan.
- iii) OGRA Request to Support the MMS Litigation Fund – recommended to make a financial contribution in the amount of \$1,000.00 to Ontario Good Roads Association for their MMS Litigation Fund.
- iv) Police Services Board – financial Request – re: Annual Police Auction Proceeds – recommended authorization of the donation of proceeds from the 2010 Annual Police Auction in the amount of \$2,150.86 to the Community Policing Committee for the delivery of safety and drug resistance education programs.

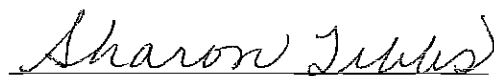
6. Outstanding Items:

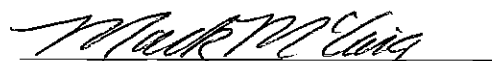
- i) Old Shambles Road – CAO/Solicitor. – no report
- ii) Couchiching Sewer and Water Agreement Signage – no report.

8. Information Items: None

9. Next Meeting Date: July 20th, 2010.

Adjournment: 1:15 p.m.


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 014

Tuesday July 20th, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday July 20th, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Paul Ray, Councillor Ken Perry, Mayor Roy Avis, Mark McCaig, CAO, and Laurie Witherspoon, Treasurer.

Called to order 12:05 p.m.

1. Non – Agenda Items - None
2. Disclosure of pecuniary interest and the general nature thereof: None.
3. **Paul Ryan – Ken Perry:** that the minutes from the previous meeting on July 6, 2010 be accepted with amendments.

CARRIED.

4. In Camera Item:
 - i) Proposal for Disposal of F.H. Huffman School – Fort Frances

Paul Ryan – Ken Perry – That the Administration and Finance Executive Committee now meet in-camera in order to address a matter pertaining to: a proposed or pending acquisition of land for municipal or local board purposes or disposal of land no longer needed for municipal purposes.

CARRIED.

A discussion took place and direction was given to the CAO.

5. Laurie Witherspoon:
 - i) MOS Request for Reconsideration – re: 806 Portage Avenue (2010), Roll #5912 020 003 05500 and 1034 Victoria Avenue N. (2010), Roll #5912 020 006 09700. – recommended that Council receive the Minutes of Settlement for property located at 806 Portage Avenue and 1034 Victoria, North in Fort Frances.
 - ii) MOS Requests for Reconsideration re: 1411 Colonization Road, West (2010), Roll #5912 010 005 07900 – recommends that Council receive the Minutes of Settlement for property located at 1411 Colonization Road, West in Fort Frances.
 - iii) Fort Frances Folk Festival Financial Request – was recommended to receive the request with no further action being taken.

- iv) Northwestern Ontario Water & Wastewater Conference Financial Request – recommended to receive the financial request with no further action being taken.
- 6. Outstanding Items:
 - i) Old Shambles Road – CAO/Solicitor. – no report
 - ii) Couchiching Sewer and Water Agreement Signage – no report.
- 7. Non Agenda Items: None
- 8. Information Items:
 - i) Town of Fort Frances General Fund (Operating) – Actuals as at June 30, 2010; Capital Fund; and Water and Sewer Fund (Operating) – Actuals to June 30, 2010 – were received as information.
- 9. Next Meeting Date: August 3rd, 2010.


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 015

Tuesday August 3rd, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday August 3rd, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Paul Ryan, Councillor Ken Perry, Mayor Roy Avis, and Laurie Witherspoon, Treasurer.

Regrets: Mark McCaig, CAO

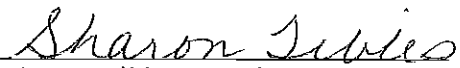
Called to order 12:20 p.m.

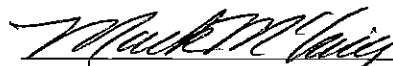
1. Non – Agenda Items - None
2. Disclosure of pecuniary interest and the general nature thereof: Mayor Roy Avis declared a conflict on item 4ii) Mayor Roy Avis – Purchase Card Expenses.
3. **Paul Ryan – Ken Perry:** that the minutes from the previous meeting on July 20, 2010 be accepted with amendments.

CARRIED.
4. Laurie Witherspoon:
 - i) 357/358 Applications for Tax Adjustment re: 533 Scott Street, 439 Third Street, East and 907 Crowe Avenue – recommended to approve the adjustment of taxes under Section 357/358 of the Municipal Act for properties located at 533 Scott Street, 439 Third Street, East and 907 Crowe Avenue in Fort Frances.
 - ii) Mayor Roy Avis – Purchase Card Expenses – recommended to approve Mayor Roy Avis' purchase card expenses in the amount of \$365.20 as listed in his report.
 - iii) The Canadian Postal Service Charter and the Future – recommended to support the Canadian Union of Postal Workers resolutions.
5. Outstanding Items:
 - i) Old Shambles Road – CAO/Solicitor. – no report
 - ii) Couchiching Sewer and Water Agreement Signage – no report.
6. Non Agenda Items: None

Administration and Finance Executive Committee
Meeting – August 3, 2010
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7. Information Items: None
8. Next Meeting Date: September 7th, 2010.


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 016

Tuesday September 7, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday September 7th, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Paul Ryan, Councillor Ken Perry, Mark McCaig, CAO, Laurie Witherspoon, Treasurer and Mayor Roy Avis (12:25 p.m.)

ALSO PRESENT: Glenn Treftlin, Clerk and Lori Pattison, Secretary.

Called to order 12:20 p.m.

1. Non – Agenda Items - None
2. Disclosure of pecuniary interest and the general nature thereof: Mayor Roy Avis declared a conflict on item 6iii) Mayor Roy Avis – Travel Expenses and Per Diem Claims and Councillor Paul Ryan declared a conflict on item 6iv) Councillor Paul Ryan Travel Expenses and Per Diem Claims.
3. **Paul Ryan – Ken Perry:** that the minutes from the previous meeting on August 3, 2010 be accepted with amendments.

CARRIED.

4. In-Camera:
 - i) Potential Property Acquisition

Ken Perry – Paul Ryan: That this regular meeting of the Administration and Finance Executive Committee now meet in-camera in order to address a matter pertaining to: a proposed or pending acquisition of land for municipal or local board purposes or disposal of land no longer needed for municipal purposes.

CARRIED.

A discussion took place and direction was given to proceed with the possible property acquisition.

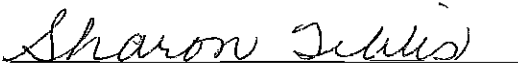
5. Glenn Treftlin:
 - i) Municipal Elections 2010 – Appointment of a Compliance Audit Committee – approval of this report will as required under Section 81.1 of the Municipal Elections Act, 1996, approve the appointment of a compliance audit committee comprised of Angela Sharbot, Brenda Cooke

and Patrick Giles with alternate Peggy Johnson and direct the Clerk to prepare an appropriate by-law.

6. Laurie Witherspoon:
 - i) Proposals for and Asset Management Plan – recommend to proceed with the proposal received from BMA Management Consulting Inc. in the amount of \$19,000.00 plus applicable taxes for the development of an asset management plan with 2 on site visits.
 - ii) 357/358 Applications for Tax Adjustment re: Mill Complex – recommend to approve the adjustment of 2010 taxes under Section 357/358 of the Municipal Act for Mill Complex Property located in Fort Frances and included in Roll #5912 010 001 10700 0000.
 - iii) Mayor Roy Avis – Travel Expense and Per Diem Claims – recommend to approve the travel expense and per diem claims for Mayor Roy Avis in the amount of \$1,721.62 to attend the AMO Conference held in Windsor as listed in his report.
 - iv) Councillor Paul Ryan – Travel Expense and Per Diem Claims – recommend to approve the travel expense and per diem claims for Councillor Paul Ryan in the amount of \$1,161.00 to attend the AMO Conference held in Windsor as listed in his report.
 - v) Mark McCaig – CAO – AMO Travel Expense – recommend to approve Marks McCaig's travel expenses to attend the AMO Conference in Windsor in the amount of \$267.00 as listed in his report.
 - vi) 2011 Budget Timetable – recommend to approve the 2011 Budget Timetable as presented.
 - vii) Northwestern Ontario Sports Hall of Fame and Museum Financial Request recommend that the request from the Northwestern Ontario Sports Hall of Fame and Museum be received.
 - viii) MOS Requests for Reconsideration – re: 1225 Third Street East – Roll #5912 030 007 05100, 914 Phair Avenue – Roll #5912 030 003 11800 and 1033 Scott Street – Roll #5912 030 005 00500 – recommends that Council receive the Minutes of Settlement for properties located at 1225 Third Street East, 914 Phair Avenue and 1033 Scott Street.
 - ix) Acquisition of Private Laneway – Roll #5912 030 004 09750 – recommend to proceed with the acquisition of the property by accepting

the transfer of title in exchange for a charitable donation income tax receipt in the amount of \$36,500.00. (have to determine whether the property is owned jointly or individually for the charitable donation – the total amount whether jointly or individually will be \$36,500.00)

7. Mark McCaig:
 - i) Memorandum of Understanding – Fort Frances Public Library Board – Mark to meet with board (not original agreement that the Town agreed to previously).
 - ii) Financial Compensation re: Jane Trivers – recommended that the letter be received from Jane Trivers and further that the Operations and Facilities Executive Committee report dated September 8, 2010 be forwarded to Jane Trivers as information.
 - iii) Community Physician Recruitment Incentive Package – recommend to approve the Community Physician Recruitment Incentive Package updated with the addition of Energy Fitness Membership as of August 30, 2010.
8. Outstanding Items:
 - i) Old Shambles Road – CAO/Solicitor. – no report
 - ii) Couchiching Sewer and Water Agreement Signage – no report.
9. Non Agenda Items: None
10. Information Items:
 - i) Town of Fort Frances General Fund (Operating) Actuals as at July 31, 2010, Water and Sewer Fund (Operating) Actuals to July 31, 2010 and Capital fund Actuals to July 31, 2010 – received as information.
 - ii) Administration and Finance Department Stats for the period ending July 31, 2010 – were received.
 - iii) Grants Approved and/or Ongoing 2009/2010 – were received.
11. Next Meeting Date: September 21, 2010.


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 017

Tuesday September 21, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday September 21st, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Paul Ryan, Mark McCaig, CAO, Mayor Roy Avis and Laurie Witherspoon, Treasurer.

REGRETS: Councillor Ken Perry

ALSO PRESENT: Glenn Treftlin, Clerk, Darryl Allan, IT and Lori Pattison, Secretary.

Called to order 12:15 p.m.

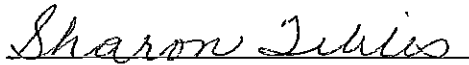
1. Non – Agenda Items -
 - a) Councillor Ken Perry – Per Diem Claim
 - b) Councillor Rick Wiedenhoeft – Travel Expenses and Per Diem
 - c) Councillor Sharon Tibbs – Per Diem Claim
2. Disclosure of pecuniary interest and the general nature thereof: Councillor Sharon Tibbs declared a conflict on item 8iii) Councillor Sharon Tibbs Per Diem Claim.
3. **Paul Ryan – Ken Perry:** that the minutes from the previous meeting on September 7, 2010 be accepted with amendments.

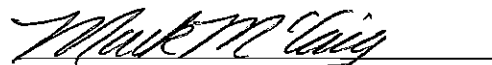
CARRIED.
4. Glenn Treftlin:
 - i) Records Retention Schedule – will direct the Clerk to bring forward a by-law to amend the records retention by-law for purposes of updating the schedule of records retention periods.
5. Darryl Allan:
 - i) Provision of Municipal Insurance – recommend that the Town of Fort Frances renew our municipal insurance with our existing carrier for the term of November 1, 2010 to October 31, 2011.
6. Laurie Witherspoon:
 - i) MOS – Requests for Reconsideration – re: 1029 Colonization Road, W – Roll #5912 010 005 04900, 1206 Olde Shambles Road – Roll #5912 010 005 02405 and 288 Scott Street – Roll #5912 020 070 08200 – recommend

to receive the Minutes of Settlement for properties located at 1029 Colonization Road, W, 1206 Olde Shambles Road and 288 Scott Street in Fort Frances.

- ii) Councillor Andrew Hallikas – Expense Reimbursement – recommend to approve the reimbursement of luncheon expenses in the amount of \$52.26 as submitted by Councillor Hallikas.
7. Outstanding Items:
- i) Old Shambles Road – CAO/Solicitor. – no report
 - ii) Couchiching Sewer and Water Agreement Signage – no report.
8. Non Agenda Items:
- i) Councillor Ken Perry Per Diem Claim – recommend approval of the Per Diem Claim in the amount of \$60.00 as submitted by Councillor Ken Perry to attend the Rainy River District Municipal Association meeting held on September 14, 2010.
 - ii) Councillor Rick Wiedenhoeft – Travel Expenses and Per Diem Claims – recommend approval of the total travel expenses and per diem claims in the amount of \$1,096.54 submitted by Councillor Rick Wiedenhoeft to attend the Ontario Association of Police Services Board Conference held in Terrace Bay as listed in his report.
 - iii) Councillor Sharon Tibbs – Per Diem Claim – recommends approval of the Per Diem Claim in the amount of \$60.00 as submitted by Councillor Sharon Tibbs to attend the Rainy River District Municipal Association meeting held on September 14, 2010. (due to Sharon claiming a conflict – no quorum to vote on this item so forwarded straight on to council).
9. Information Items:
- i) Town of Fort Frances General Fund (Operating) Actuals as at August 31, 2010, Water and Sewer Fund (Operating) Actuals to August 31, 2010 and Capital Fund Actuals to August 31, 2010 – were received.
 - ii) Administration and Finance Department Stats for the period ending August 31, 2010 – were received.

10. Next Meeting Date: October 5, 2010.


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 018

Tuesday October 5, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday October 5th, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Paul Ryan, Councillor Ken Perry, Mark McCaig, CAO, Mayor Roy Avis and Laurie Witherspoon, Treasurer.

ALSO PRESENT: Darryl Allan, IT, Doug Brown, Manager of Operations and Facilities and Lori Pattison, Secretary.

Called to order 12:10 p.m.

1. Non – Agenda Items -
 - a) Potential Litigation – In camera
 - b) Mark McCaig, CAO – Travel Expenses
 - c) Councillor John Albanese – Travel Expenses and Per Diem claims
 - d) Councillor Rick Wiedenhoeft – Travel Expenses and Per Diem claims
 - e) Councillor Paul Ryan – Travel Expenses and Per Diem claims
 - f) Mayor Roy Avis – Travel Expenses and Per Diem claims.
2. Disclosure of pecuniary interest and the general nature thereof: Councillor Paul Ryan declared a conflict on item 8e) Councillor Paul Ryan Travel Expenses and Per Diem claims – Northwestern Ontario Regional Conference and Mayor Avis declared a conflict on item 6iv) Mayor Roy Avis Per Diem claim – RRDMA and item 8f) Mayor Roy Avis Travel Expenses and Per Diem claim – Northwestern Ontario Regional Conference.
3. **Paul Ryan – Ken Perry:** that the minutes from the previous meeting on September 21, 2010 be accepted with amendments.

CARRIED.
4. In - camera
Paul Ryan – Ken Perry: That the regular meeting of the Administration and Finance Executive Committee now meet in-camera in order to address a matter pertaining to: a proposed or pending acquisition of land for municipal or local board purposes or disposal of land no longer needed for municipal purposes; litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.


A discussion took place about proposals received to date and direction was given.

Non Agenda in-camera item was discussed at this time with concerns being brought forward. Doug Brown will research the information and direction will then be given.

5. Darryl Allan:
 - i) Potential Offences Act Technology Migration – recommend to approve the upgrade of the POA technology infrastructure as proposed by Carel YNX with an estimated total project cost of \$23,000.00 of which 45.813% would be the Town of Fort Frances share with the balance being divided among the partners based on assessment.
6. Laurie Witherspoon:
 - i) 2011 Budget – Public Meeting – feedback was supplied on the public meeting for the committees information.
 - ii) 2011 Vacation Guide Maps – recommended to approve the advertisement in the 2011 Northwestern Ontario Vacation Guide Map at a cost of \$520.00 plus applicable taxes.
 - iii) 357/358 Applications for Tax Adjustment re: 535 Lillie Avenue, Roll #5912 010 002 12900 0000 and 322 Third Street West, Roll #5912 010 001 05600 0000 – recommended that Council approve the adjustment of 2010 taxes under Section 357/358 of the Municipal Act for 535 Lillie Avenue and 322 Third Street West properties located in Fort Frances.
 - iv) Mayor Roy Avis – Per Diem Claim – RRDMA – recommends approval of the Per Diem claim in the amount of \$60.00 as submitted by Mayor Roy Avis to attend the Rainy River District Municipal Association meeting held on September 14, 2010.
 - v) MOS – Requests for Reconsideration – re: Island G669 PCL 22649, Roll #5912 010 001 11200 – recommended that Council receive the Minutes of Settlement for property located and described as Island G669 PCL 22649.
7. Outstanding Items:
 - i) Old Shambles Road – CAO/Solicitor. – no report
 - ii) Couchiching Sewer and Water Agreement Signage – no report.
8. Non Agenda Items:
 - a) In – Camera – Potential Litigation – discussed previously during the in-camera portion of the meeting.

- b) Mark McCaig, CAO – Northwestern Ontario Regional Conference Travel Expenses – recommended to approve the total travel expenses in the amount of \$82.00 to attend the Northwestern Ontario Regional Conference held in Thunder Bay on September 29 – October 1, 2010 as submitted in his report.
 - c) Councillor John Albanese – Rainy River District Municipal Association Per Diem claim and Northwestern Ontario Regional Conference Travel Expenses and Per Diem claim – recommend to approve the total travel expenses and per diem claims to attend the RRDMA meeting on September 14, 2010 and to attend the Northwestern Ontario Regional Conference in Thunder Bay on September 29 – October 1, 2010 in the amount of \$467.00 as submitted in his report.
 - d) Councillor Rick Wiedenhoeft – Rainy River District Municipal Association Per Diem claim and Northwestern Ontario Regional Conference Travel Expenses and Per Diem claim – recommend to approve the total travel expenses and per diem claims to attend the RRDMA meeting on September 14, 2010 and to attend the Northwestern Ontario Regional Conference in Thunder Bay on September 29 – October 1, 2010 in the amount of \$716.61 as submitted in his report.
 - e) Councillor Paul Ryan – Northwestern Ontario Regional Conference Travel Expenses and Per Diem claim – recommended to approve the total expenses and per diem claim to attend the Northwestern Ontario Regional Conference held in Thunder Bay on September 29 – October 1, 2010 in the amount of \$595.60 as submitted in his report.
 - f) Mayor Roy Avis – Northwestern Ontario Regional Conference Travel Expenses and Per Diem claim – recommended to approve the total travel expenses and per diem claim to attend the Northwestern Ontario Regional Conference held in Thunder Bay on September 29 – October 1, 2010 in the amount of \$734.27 as submitted in his report.
9. Information Items: None
10. Next Meeting Date: October 12, 2010.


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 021

Tuesday November 16th, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday November 16th, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Paul Ryan, Councillor Ken Perry (12:00 – 12:55), Mark McCaig, Mayor Roy Avis and Laurie Witherspoon Treasurer.

ALSO PRESENT: Tara Redford, Tax Collector and Lori Pattison, Secretary.

Called to order 12:20 p.m.


1. Non – Agenda Items: a) Act of Kindness Benefit Dinner Community Chest
2. Disclosure of pecuniary interest and the general nature thereof: Councillor Sharon Tibbs declared a conflict on item 5iv) Councillor Sharon Tibbs – Per Diem Claim.
3. **Ken Perry – Paul Ryan:** that the minutes from the previous meeting on November 2, 2010 be accepted as circulated.

CARRIED.
4. Mark McCaig:
 - i) Old Library Building – recommend to advertise building to give equal opportunity to all interested parties – Laurie to check on ownership status to verify that transfer has gone through prior to starting tender process.
5. Laurie Witherspoon:
 - i) Community Broadcasting Services Advertising Request – recommend to Receive the advertising participation request from Community Broadcasting Services for their Holiday Season Safety Programs and that no further action be taken.
 - ii) Tax Arrears – Roll #5912 030 001 12901 0000 PCL Plan Sec SM 122: Lot 5 SM 122 McIrvine PIN #56018-0634 (LT) – recommend to vest the property referred to as Roll #5912 030 001 12901 0000 in the municipalities name. Further, that following the completion of the tax sale process, the matter of personal property encroachment and/or consideration for this property be referred to Planning and Development Division for resolution.
 - iii) Accounts Receivable Credit and Collection – recommend to approve the

Revisions to the Collections (accounts Receivable, Taxation, Water & Sewer) Policy Number 1,9 as presented.

- iv) Councillor Sharon Tibbs – Per Diem Claim – recommend to approve the per diem claim for Councillor Sharon Tibbs in the amount of \$60.00 for attendance at the RRDMA meeting held in Devlin on November 4, 2010.
 - v) 501 Sixth Street West – Rental Property – recommend to approve the rent increase of 0.7% for 2011 for residential property located at 501 Sixth Street, West. Further, that a lease agreement for the period of March 1, 2011 to February, 2012 and an authorizing by-law be prepared.
 - vi) Preliminary Corporate and Administration and Finance – recommend accepting the Preliminary Corporate and Administration and Finance Division Budget for 2011 as presented.
6. Outstanding Items:
- i) Old Shambles Road – CAO/Solicitor. – no report
 - ii) Couchiching Sewer and Water Agreement Signage – no report.
7. Information Items:
- i) Town of Fort Frances General Fund (Operating) actuals as at October 31, 2010, Water and Sewer Fund (Operating) actuals to October 31, 2010 and Capital Fund actuals to October 31, 2010 – were received as information.
 - ii) Grants Approved and/or Ongoing 2009/2010 – were received as Information.
8. Non Agenda Items:
- a) Acts of Kindness Benefit Dinner – Community Chest – recommend to make a donation in the amount of \$250.00 for the Acts of Kindness Benefit event taking place on December 3, 2010 at the Royal Canadian Legion.
9. Next Meeting Date: December 7, 2010.


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 001

Tuesday December 7th, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday December 7th, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Ken Perry, Councillor Andrew Hallikas and Laurie Witherspoon, Treasurer.

ALSO PRESENT: Glenn Treflin, Clerk and Lori Pattison, Secretary.

REGRETS: Mayor Roy Avis and Mark McCaig, CAO.

Called to order 12:15 p.m.

First order of business for the new committee was the appointment of a Chair and a Vice Chair – nominations were made for Sharon Tibbs to remain as Chair and Ken Perry to remain as Vice Chair. Nominations were closed and both nominees accepted the positions.

1. Non – Agenda Items: None.
2. Disclosure of pecuniary interest and the general nature thereof: None
3. **Ken Perry – Sharon Tibbs:** that the minutes from the previous meeting on November 16, 2010 be accepted as circulated.

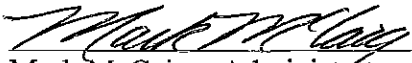
CARRIED.

4. Glenn Treflin:
 - i) Designation of Head for Municipal Freedom of Information and Protection of Privacy Legislation – recommend to direct the Clerk to prepare an appropriate by-law to designate Mayor Roy Avis as head of the Corporation of the Town of Fort Frances, the institution, for purposes of the Municipal Freedom of Information and Protection of Privacy Act and draft a formal delegation of the “Head’s powers and duties under the Act to the Town Clerk.
5. Laurie Witherspoon:
 - i) Mayor Roy Avis – AMO Heads of Council Training Travel and Per Diem Claims – recommend to approve the per diem and travel claims for Mayor Roy Avis in the amount of \$510.14 to attend the AMO Heads of Council training held in Thunder Bay on November 25, 2010 as outlined in his report.
 - ii) Uncollectable Accounts Receivable – Customer #010618, #010572,

#004416 and #003908 – recommend to approve the write off of uncollectable accounts receivable in the amount of \$1,357.12 as of November 30, 2010 as listed in the treasurers report.

- iii) MOS- Requests for Reconsideration – re: 411 First Street, East and 1726 Colonization Road, West – recommend to receive the Minutes of Settlement for properties at 411 First Street, East and 1726 Colonization Road, West in Fort Frances.
 - iv) Investment Policy No. 1.15 Update – recommend to approve the December 2010 proposed changes to Investment Policy No. 1.15 as presented.
 - v) Fort Frances Public Library and Technology Centre Reserve Fund - recommend to set up the Fort Frances Public Library and Technology Centre by way of transfer of \$240,000.00 from the Corporate Projects Reserve Fund.
 - vi) Doubtful Receivable Accounts – Skateboard Park – recommend to approve the closing of the Fort Frances Skateboard Park bank account and further to approve that the necessary adjusting entries be made to clear off the Skateboard Park Receivable and contra Doubtful Account balance.
 - vii) Doubtful Receivable Accounts – Couchiching First Nation – Water and Sewer – was discussed and committee would like to carry over to next agenda for CAO's and Mayor's input.
6. Outstanding Items:
- i) Old Shambles Road – CAO/Solicitor. – no report
 - ii) Couchiching Sewer and Water Agreement Signage – no report.
7. Non Agenda Items: None
8. Next Meeting Date: December 14, 2010.


Sharon Tibbs – Chair


Mark McCaig – Administrator

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 002

Tuesday December 14th, 2010

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday December 14th, 2010 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Ken Perry, Councillor Andrew Hallikas, Mark McCaig, CAO, Mayor Roy Avis and Laurie Witherspoon, Treasurer.

ALSO PRESENT: Lori Pattison, Secretary.

Called to order 12:15 p.m.

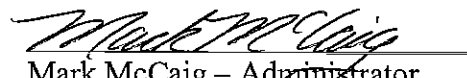
1. Non – Agenda Items: a) Mark McCaig, CAO – Travel Expenses, b) Annual Banking By-law 2011, c) Administration and Finance Stats for the Period ending November 30, 2010. Also amendments were handed out to the Capital Long-Term Debt Financing Report and Procurement Policy.
2. Disclosure of pecuniary interest and the general nature thereof: Mayor Roy Avis declared a conflict of interest on item 5ii) Mayor Roy Avis – Negotiations Travel and Per Diem Claim.
3. **Ken Perry – Andrew Hallikas:** that the minutes from the previous meeting on December 7, 2010 be accepted as circulated.

CARRIED.

4. Darryl Allan:
 - i) 2010 Capital Budget – Additional Server – waive section 4.0 (D) (iii) of the Procurement Policy with regard to the purchase and installation of an additional server for the Town of Fort Frances within the budget allocation of \$12,000.00
5. Laurie Witherspoon:
 - i) Couchiching First Nations Water and Sewer Receivable – this will remain on the books under doubtful accounts.
 - ii) Mayor Roy Avis – Negotiations Travel and Per Diem Claim – recommend to approve the per diem and travel claims for Mayor Roy Avis in the amount of \$330.08 to attend the Negotiations with First Nations meeting held in Thunder Bay on December 7, 2010 as submitted in his report.
 - iii) 2009 Municipal Performance Measurement Program Results – recommend to approve the 2009 Municipal Performance Measurement Program Results and to publish the results on the Town of Fort Frances website.

- iv) Ontario Regulation 284/09 – Budget Matters – was recommended to forward to council for them to receive.
 - v) Capital Long-Term Debt Financing Report – recommend to authorize a bank loan with an 8 year amortization and a 3 year term to finance the 2010 Capital Projects in the amount of \$747,889.00 and that an authorizing By-Law be prepared.
 - vi) Procurement Policy Update – recommend to approve the revisions to the Procurement Policy Number 1.12 as presented.
6. Outstanding Items:
- i) Old Shambles Road – CAO/Solicitor. – no report
 - ii) Couchiching Sewer and Water Agreement Signage – no report.
7. Non Agenda Items:
- a) Mark McCaig, CAO – Mediation/Negotiations & Fire Services Arbitration Travel Expenses – recommend to approve Mark McCaig's travel expenses in the amount of \$116.00 as submitted in his report
 - b) 2011 Temporary Borrowing to Meet Current Expenditures – recommend to authorize the preparation of an authorizing By-Law for temporary borrowing in the amount of \$4,000,000.00 to meet 2011 expenditures.
 - c) Administration and Finance Stats for the period ending November 30, 2010 – were received.
8. Next Meeting Date: January 4, 2011.


Sharon Tibbs – Chair


Mark McCaig – Administrator