

SEP 26 2011

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

ACTION _____

Minutes of Meeting No. 19

Tuesday September 6th, 2011

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday September 6th, 2011 at 12:00 noon.

PRESENT: Councillor Sharon Tibbs, Councillor Ken Perry, Councillor Andrew Hallikas(12:00 to 12:45), Mark McCaig, CAO, Mayor Roy Avis and Laurie Witherspoon, Treasurer.

ALSO PRESENT: L. Pattison, Secretary, Glenn Treftlin, Clerk, Christine Ruppenstein, Human Resources Manager, Wes Derksen, Town Solicitor and Marlis Bruyere, Fort Frances Clinic Inc. Administrator.

Called to order 12:15 p.m.

1. Non – Agenda
 - a) Budget Timetable
 - b) Riverside Foundation for Health Care – 2011 Mardi Gras Event
2. Disclosure of pecuniary interest and the general nature thereof – Mayor Roy Avis declared a conflict on item 6ii) Mayor Roy Avis – AMO Conference Travel and Per Diem Claims and item 6v) Mayor Roy Avis – Purchase Card Expenses.
3. **Andrew Hallikas – Ken Perry:** THAT the minutes from the previous meeting of August 16, 2011 be approved as circulated.

CARRIED.

4. **In-Camera:**

Andrew Hallikas – Ken Perry: THAT the Administration and Finance Executive Committee now meet in-camera in order to address a matter pertaining to: security of the property of the municipality or local board; a proposed or pending acquisition of land for municipal or local board purposes or disposal of land no longer needed for municipal purposes; labour relations or employee negotiations.

CARRIED.

- i) Old Public Library Building – Town solicitor was present to answer Fort Frances Library Board questions. A discussion took place and direction was given.

Item 5ii) was moved to this in camera section of the agenda

- ii) Omers Omission Period – a report for councils information. Christine

was present to answer committee members questions. Direction was then given.

5. **Christine Ruppenstein:**

- i) Criminal Background Check Policy – recommend to authorize the update to the Criminal Background Check Policy, which will now include Criminal Background Checks for all new hires.
- ii) Previously dealt with under the in-camera items.

6. **Laurie Witherspoon:**

- i) Northwestern Ontario Sports Hall of Fame and Museum Financial Request; recommend to receive the request.
- ii) Mayor Roy Avis – AMO Conference Travel and Per Diem Claim – Recommend to approve the per diem and travel claims for Mayor Roy Avis in the total amount of \$1,448.21 to attend the AMO Conference held in London from August 21 – 24, 2011 as submitted in his report.
- iii) Councillor Paul Ryan – AMO Conference Travel Expenses and Per Diem Claim – recommend to approve the travel expense and per diem claims for Councillor Paul Ryan in the total amount of \$1,394.31 to attend the AMO Conference held in London from August 21 – 24, 2011 as submitted in his report.
- iv) Mark McCaig, CAO – AMO Conference Travel Expense – recommend to approve the travel expenses claim for Mark McCaig, CAO in the total amount of \$403.25 to attend the AMO Conference held in London from August 21 – 24, 2011 as submitted in his report.
- v) Mayor Roy Avis – Purchase Card Expenses – recommend to approve Mayor Roy Avis' purchase card expenses in the total amount of \$129.53 as submitted in his report.

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) Budget Timetable – recommend to approve the 2012 Budget Timetable as presented.

- b) Riverside Foundation for Health Care – 2011 Mardi Gras Event - recommend to approve the purchase of a Bronze Table Sponsorship for the Riverside Foundation for Health Care's Mardi Gras fundraising event to be held on October 1, 2011.

Lori Pattison will arrange distribution of tickets for the event.

9. **Next Meeting Date: September 20th, 2011.**


Sharon Tibbs, Chair


Mark McCaig, Administrator