

## TOWN OF FORT FRANCES

### Administration and Finance Executive Committee

Minutes of Meeting No. 007

Tuesday March 8<sup>th</sup>, 2011

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday March 8<sup>th</sup>, 2011 at 12:00 noon.

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

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

Called to order 12:10 p.m.

1. Non – Agenda Items: a) Paymentus Credit Card Payment System – Power Corp  
b) Mayor Roy Avis – OGRA/ROMA – Travel Expenses and Per Diem Claim.
2. Disclosure of pecuniary interest and the general nature thereof - Mayor Roy Avis declared a conflict on item 9b) – Mayor Roy Avis – OGRA/ROMA Travel Expenses and Per Diem Claims.
3. **Ken Perry – Andrew Hallikas:** that the minutes from the previous meeting on February 15, 2011 be accepted as circulated.  

CARRIED.
4. Christine Ruppenstein:
  - i) Media Communication – recommendation to approve and authorize the Update to the Media Relations Policy.
5. Glenn Treftlin:
  - i) Agreement re: Closed Meeting Investigator – recommend to explore a possible new extension of an agreement with Mr. Heayn for his continued services as a closed meeting investigator for the Town. When a final draft of the agreement is completed it will be brought forward for Council's formal consideration.
6. Laurie Witherspoon:
  - i) 777604 Ontario Ltd. (Rainy Lake Hotel) – Roll #5912 020 007 04900 0000 – recommend that the future of this property be part of the Strategic Plan exercise discussions to give Council the opportunity for input; to investigate the Town's legal responsibility; to investigate Grant initiatives

(ie. Main Street Revitalization or Brownsfield funding); and demolition investigation including the engagement of the Town's contracted engineering firm to provide a report with recommendations for site demolition.

- ii) Councillor John Albanese – OGRA/ROMA Conference Travel Expenses and Per Diem Claims – recommend to approve the total Travel Expenses and Per Diem Claims in the amount of \$836.00 to attend the OGRA/ROMA Conference held in Toronto from February 27 – March 2, 2011 as submitted in his report.
  - iii) Councillor Rick Wiedenhoeft – OGRA/ROMA Conference Travel and Per Diem Claims – recommend to approve the total Travel Expenses and Per Diem Claims in the amount of \$1,230.00 to attend the OGRA/ROMA Conference held in Toronto from February 27 – March 2, 2011 as submitted in his report.
  - iv) Mark McCaig, CAO – OGRA/ROMA Conference Travel Expenses – recommend to approve that total travel expenses for Mark McCaig in the amount of \$295.00 to attend the OGRA/ROMA Conference held in Toronto from February 27 – March 2, 2011 as submitted in his report.
  - v) P.O.A. Audited Statements for the Year Ending December 31, 2010 – recommend to accept the P.O.A. audited financials for the year ended December 31, 2010 and further that the invoice for audited services be paid.
  - vi) Rainy River District Music Festival Association – recommend a donation in the amount of \$100.00 be made to the Rainy River District Music Festival Association.
7. Mark McCaig:
- i) Economic Development Advisory Committee – request for district Partnership in the long term purchase of the events tent – received a letter from Rainy River Future Development Corporation and after reviewing the comments received from participating municipalities, the Board of Directors has decided to keep and maintain the regional events tent for two more years. To cover costs the Rainy River Future Development Corporation will take up to \$5,000 each year from our municipal contributions to cover the maintenance and pay down the tent loan.
8. Outstanding Items:
- i) Old Shambles Road – CAO/Solicitor. – no report

- ii) Couchiching Sewer and Water Agreement Signage – no report.
9. Non Agenda Items:
- a) Paymentus Credit Card Payment System – Power Corp – recommend to authorize entering into an agreement with CHASE Paymentech, LLC for the Paymentus Credit Card Payment system for FFPC customer payments.
  - b) Mayor Roy Avis – Travel Expenses and Per Diem Claims – recommend to approve the total Travel Expenses and Per Diem Claims for Mayor Roy Avis in the total amount of \$1,657.72 to attend the OGRA/ROMA Conference held in Toronto from February 27 – March 2, 2011.
10. Next Meeting Date: March 22, 2011.

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Sharon Tibbs, Chair

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Mark McCaig, Administrator