

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

Minutes of Meeting No. 25

Tuesday December 13th, 2011

A meeting of the Administration and Finance Executive Committee was held in the Committee Room – Civic Centre on Tuesday December 13th, 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: Lori Pattison, Secretary

Called to order 12:15 p.m.

1. Non – Agenda:
 - i) 2012 Temporary Borrowing to Meet Current Expenditures -
2. Disclosure of pecuniary interest and the general nature thereof: Mayor Roy Avis declared a conflict on item 4i) Mayor Roy Avis – Purchase Card Expenses.
3. **Andrew Hallikas – Ken Perry:** THAT the minutes from the previous meeting of December 6, 2011, be approved as circulated.

CARRIED.

4. Laurie Witherspoon:
 - i) Mayor Roy Avis – Purchase Card Expenses – recommend to approve the total purchase card expenses in the amount of \$288.12 for Mayor Avis as submitted in his report.
 - ii) Mark McCaig, CAO – Purchase Card Expenses – recommend to approve the total purchase card expenses in the amount of \$485.84 for Mark McCaig, CAO as submitted in his report.
 - iii) Northwestern Ontario Sports Hall of Fame and Museum – recommend to approve a business/organization membership purchase in the amount of \$60.00 as has been done in previous years.
 - iv) Safe Communities Rainy River District 2011/12 Financial Request – recommend to approve to the 2011/12 Safe Communities Rainy River District (Rainy River Valley Safety Coalition) \$0.50 per capital financial request in the amount of \$4,051.50.
 - v) Police Services Board – Financial Request re: 2011 O.P.P. Annual Auction Proceeds – recommend to donate the proceeds from the 2011

O.P.P. Annual Auction in the amount of \$2,179.06 to the Community Policing Committee for Youth Safety Initiatives in the Town of Fort Frances.

- vi) Emergency Services Steering Committee – Invitation – recommend that the invitation to join the Emergency Services Steering Committee be received and that no further action be taken.
 - vii) Review of Budget Implications 2012 Budget (set date for Special COW) - it was discussed and we will review this item at the regular budget meeting scheduled for January 16, 2012.
5. Information Items:
- i) Town of Fort Frances Capital Fund Budget vs Actual as at November 30, 2011 – was received as information
 - ii) Town of Fort Frances General Fund (Operating) actuals as at November 30, 2011 and Water and Sewer Fund (Operating) actuals to November 30, 2011 – were received as information.
 - iii) Administration and Finance Department Stats for the period ending November 30, 2011 – were received as 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:**
- i) 2012 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 2012 expenditures.
9. **Next Meeting Date: January 3, 2012.**

Sharon Tibbs, Chair

Mark McCaig, Administrator