

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 66

March 20, 2018

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on March 20, 2018 from Noon to 1:05 p.m.

PRESENT: Councillor K. Perry, Chair (Noon to 12:40 p.m. and 12:47 p.m. to 1:05 p.m.);
Mayor R. Avis, Councillor W. Brunetta, Councillor G.P. Ryan

ALSO PRESENT: L. Lindberg, Treasurer, D. Galusha, Deputy Treasurer, D. Brown, CAO, L. Slomke,
Clerk, J. Forbes, Human Resources Co-Ordinator, T. Moffitt, Fire Chief/CEMC
(Noon to 12:18 p.m.) and K. Lawson, Secretary

REGRETS:

1. Call to Order - Noon

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

2.1 D. Galusha, Deputy Treasurer re: 2018 Tax Ratios.

3. Disclosure of pecuniary interest and the general nature thereof

3.1 Councillor K. Perry disclosed an interest in agenda item 9.1 as the KDMA Annual General Meeting Per Diem Claim was his. He turned the chair over to Councillor G.P. Ryan and did not participate in any discussion when the matter was considered.

4. Approval of Previous Committee Minutes

4.1 Session No. 65 dated March 6, 2018.

Brunetta-Ryan: Approved as presented.

CARRIED

5. In-Camera - None identified.

6. Items Referred from Council

6.1 FFHS Chem Free Grad Party Donation Request.
- committee recommended approval of a donation to the FFHS Chem Free Grad committee in the amount of \$975.30 for the 2018 chem free grad event taking place at the Memorial Sports Centre.

- 6.2 A. Werenko Late Vacancy Application Consideration Request.
- committee recommended denying the request received from Mr. A. Werenko to consider a grace period for the late submission of his Application for Vacancy Rebate of property taxes.

7. New Business

- 7.1 Lame Duck Council.
- committee recommended bringing forward a by-law to delegate decision making authority for the four restricted matters of a Lame Duck Council (as laid out in the report) to the CAO during the Lame Duck period which could begin on July 27th, 2018.
- 7.2 Policy Update Review - Volunteer Firefighter Employment.
- committee recommended approval of the Volunteer Firefighter Employment Policy.
- 7.3 2017 Capital Financing.
- committee recommended approval for allocating Contributions to Capital from Reserve Funds in the amount of \$424,495.41 and Contributions to Capital in the amount of \$37,651.09 from the General Operating Fund to finance 2017 Capital Fund Expenditures as outlined and summarized in the report.
- 7.4 357/358 Application for Tax Adjustment re: 740 Sixth Street West (2017 & 2018).
- committee recommended approval of the adjustment of 2017 taxes under Section 357/358 of the *Municipal Act* for property located at 740 Sixth Street West resulting from building destroyed by fire.
- 7.5 2017 Contributions to Reserve Funds.
- committee recommended approval of the Water & Sewer Fund surpluses transfer to the Waterworks & Sanitary Sewer Reserve Fund and that the General Operating surplus be transferred to Corporate Reserve Funds as follows: Corporate Vehicle & Equipment Reserve Fund - 10% and Corporate Projects Reserve Fund - 90% for the 2017 year end. Further that the actual transfer amounts be reported to Council when the amounts are known.
- 7.6 P.O.A. Audited Statements for the year ending December 31, 2017.
- committee recommended acceptance of the Provincial Offences - Fort Frances Court Services Area Trust Fund audited financials for the year ended December 31, 2017 and recommended authorizing payment for the invoice in the amount of \$3,988.67 for services.
- 7.7 Airport Insurance April 1, 2018 to March 31, 2019.
- committee recommended awarding Gillon's Insurance with the Airport Insurance for the term April 1, 2018 to March 31, 2019.

8. Non-agenda Items

- 8.1 D. Galusha, Deputy Treasurer re: 2018 Tax Ratios.
- committee recommended authorizing use of the Revenue Neutral Tax Ratios for the 2018 Municipal Taxation as laid out in the report and further recommended bringing forward a By-Law to Establish Tax Ratios for Prescribed Property Classes.

9. Outstanding Items

- 9.1 Councillor Ken Perry - KDMA Annual General Meeting Per Diem Claim.
- committee recommended approving Schedule "F" Travel Statement - Mayor/Council Honorarium per diem claim in the total amount of \$480.00 as submitted by Councillor K. Perry for his attendance at the Kenora District Municipal Association (KDMA) Annual General Meeting representing the Rainy River District Municipal Association held in Ear Falls, Ontario from February 1-3, 2019. Further that a letter be written to RRDMA for consideration of per diems for the President of their association to attend events on their behalf.

10. Information

- 10.1 Rainy River District Social Services Administration Board 2018 Approved Budget & 2018 Approved Levy.
- received as information.
- 10.2 Fort Frances Fire & Rescue Service - February 2018 Report.
- received as information.

11. Adjourn / Next Meeting Date - April 3rd, 2018

Executive Committee Chair

D. Brown, CAO