

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 52

June 20, 2017

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Council Chambers, Civic Centre on June 20, 2017 from 12:07 p.m. to 12:50 p.m.

PRESENT: Councillor K. Perry, Chair, Mayor R. Avis, Councillor W. Brunetta, Councillor G.P. Ryan

ALSO PRESENT: L. Lindberg, Treasurer and K. Lawson, Secretary

REGRETS: D. Brown, CAO, D. Galusha, Deputy Treasurer

1. Call to Order - 12:07 p.m.

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

1) L. Lindberg, Treasurer re: verbal update - recent tele-conference re: Changes to the new Assessment Review Board (ARB) Rules of Practice and Procedures.

3. Disclosure of pecuniary interest and the general nature thereof

1) Councillor K. Perry disclosed an interest in agenda item 6.4 as the MPAC Strategic Planning Per Diem & Travel Expenses and NOMA Board Meeting Per Diem was his. He turned the Chair over to Councillor G.P. Ryan when the matter was discussed and did not participate in any discussion of the item.

2) Councillor W. Brunetta disclosed an interest in agenda item 6.4 as the MPAC Strategic Planning Per Diem & Travel Expenses and NOMA Board Meeting Per Diem was hers. She did not participate in any discussion of the item when the matter was discussed.

4. Approval of Previous Committee Minutes

4.1 Session No. 51 dated June 6th, 2017.

Brunetta-Ryan: Approved as presented.

CARRIED

5. In-Camera - none identified

6. New Business

6.1 Review of Four Corporate Policies - 3.9 Employee Communications; 1.14 - Financial Statements; 1.2 - Colour Code for Municipal Buildings and 3.23 - Annual Appreciation Event.

- committee recommended approving all of the policy recommendations covered in the report from Mr. Brown with the exception of Policy 3.9 - Employee Communications. The committee recommended amending Policy 3.9 and bringing it forward to a subsequent A&F Executive Committee meeting for further consideration.

6.2 Councillor Wendy Brunetta MPAC Strategic Planning Per Diem & Travel Expense and NOMA Board Meeting Per Diem.

- committee recommended approving the per diem and travel expense claims in the total amount of \$337.00 as submitted by Councillor Brunetta for her attendance at the MPAC Strategic Planning Meeting and the NOMA Board Meeting held in Thunder Bay on June 13th and 14th, 2017.

6.3 Request for Reconsideration - Minutes of Settlement re: 363 Church Street (2016) - Roll # 5912-020-001-06500-0000.

- committee recommended receiving the Minutes of Settlement for the property located

at 363 Church Street in Fort Frances for the 2016 taxation year.

- 6.4 Councillor Ken Perry - MPAC Strategic Planning Per Diem & Travel Expense and NOMA Board Meeting Per Diem.
- committee recommended approving the per diem and Travel Expense claims in the total amount of \$337.00 as submitted by Councillor Perry for his attendance at the MPAC Strategic Planning Meeting and the NOMA Board Meeting held in Thunder Bay on June 13th and 14th, 2017.
- 6.5 CAO Doug Brown - MPAC Strategic Planning Meeting Travel Expense.
- committee recommended approving the Travel Expense Claim in the amount of \$17.00 as submitted by Doug Brown, CAO for his attendance at the MPAC Strategic Planning Meeting held in Thunder Bay on June 13, 2017.

7. Non-agenda Items

Verbal Update from L. Lindberg, Treasurer. At the beginning of April, the Assessment Review Board (ARB) introduced new Rules of Practice and Procedure, which usher in significant changes with respect to how municipalities will participate in property tax assessment appeals in the future. In order to comply with the new rules, over the next several months there are three major changes that every municipality must address, including:

- 1) July 1, 2017 - Municipalities must identify and provide contact information for an appeal representative, who will act as a legal representative for all appeals before the ARB. If a municipality does not provide this information, the ARB will assume the appeal representative is the Clerk of the Municipality.
 - 2) July 1, 2017 - Municipalities must identify and provide contact information for a complaints representative, who will receive and investigate a complaint from other parties to an appeal regarding the conduct of its legal representative. The complaints representative should be a different person than its legal representative. If a municipality does not provide this information, the ARB will assume the complaints representative is the Clerk of the Municipality.
 - 3) September 1, 2017 - Municipalities must file their short list of 'properties of interest' with the ARB. These properties, as identified by municipalities, will be considered for earlier appeal dates with the ARB.
- committee recommended that the Treasurer be appointed as the Municipal Appeal Representative and that the CAO be appointed the Municipal Complaint Representative for submission to the ARB before July 1, 2017.

8. Information

- 8.1 RealTax Recovery Specialists Memorandum - Changes to Tax Registrations, Tax Sales and Payments Out of Court Under Bill 68.
- L. Lindberg provided committee with an update respecting the changes and impact to the municipality as a result of the changes. Committee received as information.
- 8.2 Capital Financial Statement for the First Five Months ending May 31, 2017. - committee received as information.
- 8.3 General Fund Operating Summary for the First Five Months ending May 31, 2017. - committee received as information.
- 8.4 Water and Sewer (Operating) for the First Five Months ending May 31, 2017. - committee received as information.

9. Adjourn 12:50 p.m. / Next Meeting Date - July 4th, 2017

Executive Committee Chair

D. Brown, CAO