

TOWN OF FORT FRANCES
ADMINISTRATION & FINANCE EXECUTIVE COMMITTEE

MINUTES

SESSION NO. # 63

February 6th, 2018

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on February 6th, 2018 from 12:03 p.m. to 1:15 p.m.

PRESENT: Councillor K. Perry, Chair (12:18 p.m. to 12:58 p.m. and 12:59 p.m. to 1:15 p.m.), Mayor R. Avis (12:18 p.m. to 1:15 p.m.), Councillor W. Brunetta and Councillor G.P. Ryan

ALSO PRESENT: D. Brown, CAO, L. Lindberg, Treasurer, D. Galusha, Deputy Treasurer, T. Moffitt, Fire Chief/CEMC (12:03 p.m. to 12:15 p.m.) and K. Lawson, Secretary

REGRETS:

1. Call to Order

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

- 2.1 L. Lindberg, Treasurer re: Councillor Ryan - RRDMA Annual General Meeting Per Diem Claim.
- 2.2 L. Lindberg, Treasurer re: Mayor R. Avis - RRDMA Annual General Meeting Per Diem Claim.
- 2.3 L. Lindberg, Treasurer re: Councillor J. Caul - ROMA Conference Per Diem and Travel Claim.

3. Disclosure of pecuniary interest and the general nature thereof

- 3.1 Councillor K. Perry disclosed an interest in agenda item 7.6 as the Per Diem Claim for the RRDMA Annual General Meeting held in Fort Frances on January 13th, 2018 was his. He turned the Chair over to Councillor G.P. Ryan and did not participate in any discussion when the matter was discussed.
- 3.2 Councillor G.P. Ryan disclosed an interest in non-agenda item 8.1 as the Per Diem Claim for the RRDMA Annual General Meeting held in Fort Frances on January 13th, 2018 was his. He did not participate in any discussion of the matter.
- 3.3 Mayor R. Avis disclosed an interest in non-agenda item 8.2 as the Per Diem Claim for the RRDMA Annual General Meeting held in Fort Frances on January 13th, 2018 was his. He did not participate in any discussion of the matter.

4. Approval of Previous Committee Minutes

- 4.1 Session No. 62 dated January 2, 2018.

Brunetta-Ryan: Approved as presented.

CARRIED

5. In-Camera

- 5.1 Identifiable Individual - Insurance Issue.
- Committee recommended approval of the recommendations as laid out in the report.

Ryan-Brunetta: THAT Administration and Finance Executive Committee now meet in-camera in order to address a matter pertaining to: personal matters about an identifiable individual, including municipal or local board employees; more specifically item #5.1 - Insurance Matters.

CARRIED

6. Items Referred from Council

- 6.1 Fort Frances and District Recruitment & Retention Committee Request.
 - Committee recommended this item be deferred to the February 26, 2018 meeting of Council. Councillor W. Brunetta and Mayor R. Avis will attend the February 8th, 2018 Fort Frances Recruitment and Retention Meeting and request that a deputation be made to Council from Committee representatives respecting this request.
- 6.2 Northwestern Ontario Sports Hall of Fame Membership Request.
 - Committee recommended approval of a Business/Organization Membership Fee for 2018 in the amount of \$60.00.
- 6.3 POA Tickets/Fines Laid on Couchiching First Nation.
 - Committee recommended receiving the letter of request from Couchiching First Nation with regards to obtaining funds from tickets/fines given on the reserve as the Town has no authority to entertain changes to the agreement with the Attorney General and partner municipalities enacted for the transfer of Provincial Offences Act Court services.

7. New Business

- 7.1 357/358 Applications for Tax Adjustment re: 1012 Victoria Avenue N. (2017)
 - Committee recommended approval of the adjustment of 2017 taxes under Section 357/358 of the *Municipal Act* for property located at 2012 Victoria Avenue N. resulting from garage razed by fire.
- 7.2 Amended Property Assessment Notice re: 1167 River Road W. (2017).
 - Committee recommended receiving the Amended Property Assessment Notice for property located at 1167 River Road W. in Fort Frances for the 2017 taxation year.
- 7.3 D. Brown ROMA Conference Travel Expense.
 - Committee recommended approval of the Travel Expense claim in the amount of \$210.06 as submitted by D. Brown, CAO for his travel and attendance at the ROMA Conference held in Toronto - January 21st to 23rd, 2018.
- 7.4 POA Write-Off Request.
 - Committee recommended approval of the write off of 2011 Provincial Offences Act accounts receivable in the amount of \$36,333.48 for accounting purposes, noting that this does not absolve a convicted offender from the requirement to pay a fine as debts to the Crown are owed in perpetuity and are never forgiven.
- 7.5 2018 Interim Tax Levy By-Law - Due Date Change.
 - Committee recommended authorizing an amendment to By-Law 02/18 (Being a by-law to provide for an interim tax levy in the year 2018 and to provide for penalty and interest to be charged on the unpaid balance for late payment of said interim taxes, all as provided for in the *Municipal Act, 2001*, (the "Act"), S.O. 2001, Chapter 25, Sections 307, 317, and 345.) to amend the second installment date originally set as March 30th 2018 to March 29th, 2018, which would be the last working date in March, 2018.
- 7.6 Councillor Ken Perry - RRDMA Annual General Meeting Per Diem.
 - Committee recommended approving the per diem claim in the amount of \$160.00 as submitted by Councillor K. Perry for his attendance at the Rainy River District Municipal Association Annual General Meeting held in Fort Frances on January 13, 2018.

- 7.7 Land Sales Contributions to Reserve Funds.
- Committee recommended approval of the allocation of the 2014, 2015 and 2017 land sales revenue as Contributions to Reserve Funds in the total amount of \$289,850.00 for the December 31, 2017 year end as listed in the report.

8. Non-agenda Items

- 8.1 Councillor Ryan - RRDMA Annual General Meeting Per Diem Claim.
- Committee recommended approving the per diem claim in the amount of \$160.00 as submitted by Councillor P. Ryan for his attendance at the Rainy River District Municipal Association Annual General Meeting held in Fort Frances on January 13, 2018.
- 8.2 Mayor R. Avis - RRDMA Annual General Meeting Per Diem Claim.
- Committee recommended approving the per diem claim in the amount of \$160.00 as submitted by Mayor R. Avis for his attendance at the Rainy River District Municipal Association Annual General Meeting held in Fort Frances on January 13, 2018.
- 8.3 Councillor J. Caul - ROMA Conference Per Diem and Travel Claim.
- Committee recommended approving the travel expense and per diem claims in the amount of \$1049.16 as submitted by Councillor J. Caul for her attendance at the ROMA Conference held in Toronto January 21st to 23rd, 2018.

9. Information

- 9.1 Fort Frances Fire and Rescue Service - December 2017 Report.
- received as information.
- 9.2 Fort Frances Fire and Rescue Service - 2017 Annual Report.
- received as information.

10. Adjourn 1:15 p.m. / Next Meeting Date - February 20th, 2018

Executive Committee Chair

D. Brown, CAO