

TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - April 3rd, 2018 - NOON

MEETING - Committee Room, Civic Centre

Session # 67

Page

1. **Call to Order**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**
3. **Disclosure of pecuniary interest and the general nature thereof**
4. **Approval of Previous Committee Minutes**
 - 4.1 Session No. 66 dated March 20th, 2018. 2 - 4
5. **In-Camera**
6. **Items Referred from Council**
 - 6.1 District 1A Senior Games Committee Financial Request. 5 - 6
 - 6.2 Fort Frances Canadian Bass Championship Requests. 7 - 10
7. **New Business**
 - 7.1 Rescinding of By-Law 48/99 (an agreement with the Fort Frances Tribal Area Health Authority for fire protection services). 11 - 17
 - 7.2 Update on Schedule A of By-Law 02/10-D. 18 - 22
 - 7.3 2017 Contribution to Reserve Funds. 23
8. **Non-agenda Items**
9. **Information**
 - 9.1 High Tonnage Railway Right-of-Way Information. 24
10. **Adjourn / Next Meeting Date - April 17, 2018**

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

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Deputy Treasurer

DATE: March 28, 2018

SUBJECT: District 1A Senior Games Committee Financial Request

BACKGROUND

At the March 26, 2018 Council Meeting, the letter received from Irene Laing of the District 1A Senior Games Committee for financial support of the event in the amount of \$2.00 per participant (\$1.00/ per participant per day) was referred to the Administration & Finance Executive Committee for recommendation.

This year, the District 1A Senior Games are to be held in Fort Frances on June 5 and 6. The committee has anticipated one hundred twenty-five participants. Per Policy 1.16 "Memberships and Grants", this is a one-time request for funding to this organization. In the case of tournaments and similar events where winners will proceed to competitions at a Provincial, National or International level the maximum grant will be \$1.00 per participant per day to a maximum of \$400. The winners of these games will be eligible to compete in the Ontario Senior Games which are held in Mississauga in August of this year. Following Policy, the one-time contribution would be \$250.00 for these Games.



DISTRICT 1A – FORT FRANCES
401 NELSON STREET
FORT FRANCES, ON P9A 3B5
Phone: 807 274-7656

Mayor and Council
Town of Fort Frances
320 Portage Avenue
Fort Frances, ON
P9A 3P9

March 12, 2018

Dear Mayor and Council:

The District 1A Senior Games for residents of the Kenora/Patricia and Rainy River districts will be held in Fort Frances this year on June 5 and 6. We anticipate attendance of approximately one hundred and twenty-five people to participate in the Games. Winners of the Games will be eligible to compete in the Ontario Senior Games which are being held in Mississauga in August of this year.

We would appreciate the Town's financial support in the amount of \$2.00 per participant to help to defray the expenses involved in mounting the Games.

Thanking you for your consideration,

Sincerely

Irene Laing
District 1A Senior Games Committee

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Deputy Treasurer
DATE: March 28, 2018
SUBJECT: Fort Frances Canadian Bass Championship Requests

BACKGROUND

At the March 26, 2018 Council Meeting, the attached letter received from Fort Frances Canadian Bass Championship Inc (FFCBC) requesting support of their annual live release tournament was referred to the Administration & Finance Executive Committee for recommendation with input from the Planning & Development, Operations & Facilities and Committee Services Executive Committees.

FFCBC has requested in-kind services for the up coming live release tournament event planned for July 18-21, 2018. The requests that are to be considered by the Administration & Finance Executive Committee are as follows:

- Item 1. Designate, in writing, the “Fort Frances Canadian Bass Championship Live Release Tournament” as a significant Community Festival and event, and
- Item 3. Supply the FFCBC with the necessary documents to facilitate closing the road to accommodate the tent for the period July 13th to July 23rd inclusive.



Fort Frances



Canadian
Bass Championship Inc.
P.O. Box 531
Fort Frances, ON
P9A 3M8

March 20, 2018

Mayor and Town Council

Town of Fort Frances
P.O. Box 38
Fort Frances, Ontario
P9A 3M5

Re: Fort Frances Canadian Bass Championships and Teen Dance (July 18th - July 21st, 2018)

Dear Mayor and Councillors:

The FFCBC directors sincerely appreciate your significant contributions to facilitate the 2018 event. The Town of Fort Frances is a valued sponsor of the FFCBC since its creation in 1995.

We respectfully request the following support from the Town of Fort Frances:

- 1) Designate, in writing, the "Fort Frances Canadian Bass Championship Live Release Tournament" as a significant municipal festival & event.
- 2) Authorize use of the Memorial Sports Centre Stage, Tables, Chairs & Town picnic tables. FFCBC will arrange for pick-up and return.
- 3) Supply the FFCBC with the necessary documents to facilitate closing road to accommodate tent. Requesting road closure at the Sorting Gap Marina for the period of July 13th to July 23rd inclusive.

- 4) We submit a request to the Town of Fort Frances for the use of four barricades for the use at the Sorting Gap.
- 5) The FFCBC will be filling out a building permit application for the erection of the tent, we ask the town look at any charges associated.
- 6) Provide us, early in July, with list of Sorting Gap Marina slip lessees. We will contact the lessees with a formal request for the possible use of their slips during the tournament.
- 7) Waive launch fees for tournament competitors and volunteers from July 19th to 21st . We will provide the Sorting Gap Marina staff with a list of tournament anglers and names of volunteers (spotters, catch & release and photography boats) who plan to launch there.
- 8) Authorize the temporary installation of poles and flags on the concrete pylons and edges of the launch ramp, as in previous years.
- 9) Allow the tournament to attach pennants, signs and banners to street light poles, fencing and other creative places with the assurance that no damage will be done to the infrastructure and the material will be promptly removed after the event.
- 10) Provide the Director of Tournament Operations and the Director of Site & Facilities with a dock key.
- 11) Requesting assistance from the Town of Fort Frances with the setting up of the Tent on July 13th and the taking down of the Tent on July 23rd.

We look forward to discussing our request in greater detail at your convenience and invite any Town Councillor to any FFCBC board meeting.

Respectfully,

Wayne Allen, Co-Chairman

Jim Cuthbertson, Co-Chairman

2017 FFCBC Board of Directors

Wayne Allen	Co-Chair/Bar Operations
Wayne Allen	Teen Dance
Kathy Cuthbertson	Food Court
Jim Cuthbertson	Co-Chair/Site & Facilities
Greg Gustafson	Treasurer/Angler Registrations
Paul Jewiss	Anglers' Representative
Kevin Cawston	Fish Care
Eric Kaufman	Weigh Master
Jeanette Cawston	Volunteers Co-ordinator
Robin Reid	Director

To: Administration & Finance Executive Committee

From: Tyler Moffitt, Fire Chief/CEMC

Date: March 19, 2018

Subject: RESCINDING OF BY- LAW NO. 48/99

Background

BY- LAW NO. 48/99 was passed on September 13, 1999 and was for the provision of Fire Protection Services for the Fort Frances Tribal Area Health Authority building; it was for the Gizhewaadizi Access Centre, located at 1460 Idylwild Drive.

On November 24, 2010 the Executive Director of the Gizhewaadiziwin Health Access Centre informed the Town of Fort Frances of notice of termination of the Memorandum of Agreement.

Couchiching First Nation Fire Department currently supplies Fire Protection Services for them.


BY- LAW NO. 48/99 was never rescinded.

I have attached the official letter giving notice, as well as copies of emails from the Frank Sheppard, Chief of Operations & Training at the time, and Gerry Armstrong who was Fire Chief.

Recommendation

That the Administration & Finance Executive Committee approves this report and directs Council to bring forward the resolution to rescind **BY-LAW NO. 48/99**.

Respectfully submitted,



Tyler Moffitt
Fire Chief/CEMC
Fort Frances Fire & Rescue Service



Gizhewaadiziwin Health Access Centre

1460 Idylwild Drive
P.O. Box 686
Fort Frances, ON P9A 3M9
Tel: (807) 274-3131
Fax (807) 274-3855



November 24, 2010.

The Corporation of the Town
of Fort Frances
320 Portage Avenue
Fort Frances, ON
P9A 3P9

Re: Fire Services Agreement for 1460 Idylwild Drive

To Whom It May Concern:

Please accept this letter as notice of termination of the Memorandum of Agreement that exists with the Town of Fort Frances for fire services at the above noted address. The original Memorandum was signed with the Fort Frances Tribal Area Health Authority, then the governing body of the property, in September of 1999. Since that time, the Gizhewaadiziwin Health Access Centre has become an incorporated entity and now owns the building at 1460 Idylwild Drive and as such would be the holder of this agreement.

As per clause #3 of the agreement, we wish to terminate the agreement. In honouring the agreement, we understand that we shall be responsible for a portion of the agreement for 3 months (from September 13 to the termination date). Please send an invoice for amount owing.

Thank you for your past years of service with the organization. If you have any questions, please contact me at the number listed above, or via email at sweir@gizhac.com.

Sincerely,

Shanna Weir
Executive Director

Frank Sheppard/Frances
12/02/2010 11:26 AM

To Gerry Armstrong/Frances
George Bell/Frances@Frances, Glenn
cc Treftlin/Frances@Frances, Laurie
Witherspoon/Frances@Frances, Mark
bcc
Subject Re: health access service contract

Good Morning Chief:

I am not sure of the protocol, or who should provide the notice however, both parties, the purchaser, and the service provider should be notified that the mutual aid plan will not cover a secondary response from us for either party.

I am assuming the new provider is Couchiching FN. What this will mean is if they have a fire or incident at this property, mutual aid will not be available to assist them at the fire, nor will it be available to answer a second call at Couchiching FN. This sort of arrangement would only be available through an automatic aid agreement, and on a charge back basis.

I believe that as a limitation of liability to the Corporation, we should provide both parties with notice. That will establish that there is no misconception of the responsibility that they are assuming.

Regards

Frank Sheppard, Chief of Operations & Training
Fort Frances Fire Rescue Service
Gerry Armstrong/Frances



Gerry Armstrong/Frances
02/12/2010 09:23 AM

To George Bell/Frances@Frances
Mark McCaig/Frances@Frances, Laurie
cc Witherspoon/Frances@Frances, Glenn
Treftlin/Frances@Frances
Subject

George

I received a letter this morning from Gizhewaadiziwin Health Access Centre giving notice of termination of the fire protection agreement in the amount of \$5936.10 with the fire department. They have asked for invoicing from September 13, 2010 up to the termination date.

I will provide a copy of the letter for you in your mail box..

Regards

Gerry Armstrong
Fire Chief/CEMC
Fort Frances Fire & Rescue Service



Gerry Armstrong/Frances
12/02/2010 09:23 AM

To George Bell/Frances@Frances
Mark McCaig/Frances@Frances, Laurie
cc Witherspoon/Frances@Frances, Glenn
Treftlin/Frances@Frances, Frank

bcc

Subject

George

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I will provide a copy of the letter for you in your mail box..

Regards

Gerry Armstrong
Fire Chief/CEMC
Fort Frances Fire & Rescue Service

TOWN OF FORT FRANCES

BY-LAW NO.48/99

(Being a by-law to authorize an agreement with the Fort Frances Tribal Area Health Authority for the provision by Fort Frances Fire Department of fire protection services - the Municipal Act, R.S.O. 1990, c.M.45, Section 210, paragraph 31.)

WHEREAS on July 12, 1999, Council authorized the Manager of Community Services to draft an agreement for the provision of fire protection services to the Fort Frances Tribal Area Health Authority;

AND WHEREAS on September 13, 1999 Council approved an agreement as prepared by the Manager of Community Services;

NOW THEREFORE Council for the Corporation of the Town of Fort Frances HEREBY ENACTS as follows:

1. That the agreement with the Fort Frances Tribal Area Health Authority in the form of Schedule "A" attached hereto and forming part of this by-law be approved for the Mayor and Clerk to sign and affix the Corporate Seal of the Municipality thereto.

This by-law shall come into force and take effect on the final passing thereof.

READ THREE TIMES and finally passed in open Council this 13th day of September, 1999



Acting Mayor



Clerk

MEMORANDUM OF AGREEMENT made this 13th day of Sept 1999

BETWEEN:

**Fort Frances Tribal Area Health Authority of
1460 Idylwild Drive, in the district of
Rainy River, Province of Ontario
(hereinafter called the "Party")**

of the First Part

AND

**The Corporation of the Town of Fort Frances
of the Town of Fort Frances, in the District
of Rainy River, Province of Ontario
(hereinafter called the "Corporation")**

of the Second Part

WHEREAS Fort Frances Area Tribal Health Authority has requested Fire Protection for its building, the Gizhewaadizi Access Centre; located at 1460 Idylwild Drive, which lands are not within the Corporate Limits of the Town of Fort Frances;

AND WHEREAS the Municipal Council of the Town of Fort Frances deems it expedient and in the public interest that fire protection by the municipal firefighters and equipment be available on call to the applicant,

AND WHEREAS the Corporation has agreed to supply the said fire protection service under certain terms and conditions hereinafter set out;

NOW THEREFORE this agreement witnesseth that the parties hereto agree each with the other as follows:

1. The Corporation under the authority of Section 352, Sub-Section 1, the Municipal Act, R.S.O. 1970 and subject to conditions beyond its control, will supply on call, fire protection by means of its municipal firefighting equipment and personnel to the said premises occupied by the party of the first part under the following terms and conditions, viz;
 - a) Payment annually by the party of the first part to Corporation the equivalent amount in dollars equal to the total annual appraised value of lands and buildings as multiplied by the mill rate required for firefighting protection plus 10% for administration, all in accordance with the annual estimates of the Town of Fort Frances;
 - b) Payment by the party of the first part to the Corporation of the actual costs for personnel and equipment as called upon in the event of a fire occurring on the said premises.
 - c) For the effective year, Sept 13/99 to Sept 12/00, the party of the first shall pay to the Corporation a sum of Five Thousand forty three dollars and forty-two cents (\$5,043.42) plus 10% administration of Five hundred four dollars and thirty-four cents (\$504.34) and GST of Three hundred eighty-eight dollars and thirty-four cents (\$388.34) for a total of Five thousand nine hundred thirty six dollars and ten cents (\$5,936.10) and thereafter paragraph (a) of Clause 1. shall apply.
2. The party of the first part agrees to pay the said charges without dispute within sixty (60) days from the date of billing.

3. The effective date of this agreement shall be Sept 13/97 and the same shall remain in force until Sept 13/97 and shall continue in effect for each twelve month period (i.e. May 1st to April 30th) each year thereafter, until or unless either party gives not less than thirty (30) days notice in writing of intention to terminate this agreement.
4. And, it is hereby declared and agreed that these presents and everything herein contained shall respectively enure to the benefit of and be binding upon the parties hereto, their heirs, executors, administrators, and assigns, respectively.

SIGNED, SEALED AND DELIVERED

in the presence of:

Per: Jonathan R. Bunge

Per: Buddy Lopez

The Corporation of the Town of Fort Frances

Per: _____
Mayor

Per: _____
Clerk

March 23, 2018

Report To: Mayor & Council

From: Doug Brown, CAO

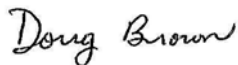
SUBJECT: Update on Schedule A of By-law No. 02/10-D

This report is a result of the recent discussions regarding the procedure for a member of Council to obtain approval for attendance at other special function events not listed in schedule "A" of the Council Remuneration By-Law. In order that attendance and per diem are authorized some procedural revisions are necessary at this time. Administration is recommending for clarification purposes that Council amend schedule A of By-law No. 02/10-D. See attached proposed revisions to Schedule A of By-law 02/10-D for your review.

It was suggested at the March 20th, 2018 A & F Executive Committee meeting that the Clerk could poll all members of Council for unofficial approval in these situations. This suggested procedure is not in accordance with the Municipal Act. See attached page 17 of "The Sunshine Law Handbook" for a simple explanation for your review. In accordance with our existing procedural by-law the Mayor or any 4 members of the Council can request a special meeting of Council at any time. However, public notice must be provided.

The Administration & Finance executive committee recommends that schedule A of By-law 02/10-D be revised.

Respectfully Submitted



Doug Brown, P. Eng., CAO

<p>Council approval of this report will recommend that schedule A of By-law No. 02/10 be amended as presented by administration in order to provide clarify for the authorization process when Council members want to attend special function events.</p>

TOWN OF FORT FRANCES BY-LAW NO. 02/10-D SCHEDULE 'A'

It is recognized that becoming a member of council requires dedication and a significant time commitment in order to fulfill the role. It is this time commitment that may be a deterrent to attracting members of the community who are employed and who may have to take time off of work in order to fulfill their commitment as an elected official. Below is an outline of the terms and conditions regarding Councilor Remuneration.

1. REMUNERATION

Starting January 1, 2017 members of Council shall receive the following annual remuneration:

Mayor:	$\$23,000 + 1.5\% = \$23,345.00$
Councilor:	$\$12,000 + 1.5\% = \$12,180.00$
Deputy Mayor	$\$13,500 + 1.5\% = \$13,702.50$

Council will receive additional increases that match the Management/Non-Union Salary Administration Policy.

Council remuneration shall be reviewed in the last year of the term of Council to be in effect upon the following term of council.

Pursuant to Section 255(2) of the Municipal Act as amended, one-third (1/3) of the monthly remuneration of Council members as authorized during each term of Council shall be deemed as expenses incident to the discharge of their duties as members of Council.

2. BENEFITS

The current package of group benefit coverage as provided to the Management / Non-Union group of employees shall be made available to the elected officials at 100% cost recovery from the respective participating member. This includes Extended Health Care, Dental, Vision, Travel and Semi-Private Hospital Coverage or equivalent.

In addition, the following Life Insurance coverage shall be made available at a 100% cost recovery from the respective participating member: Life Insurance \$60,000; Spouse \$5,000; each child \$2,500 - 14 days to age 21(25 if in University or College); optional additional coverage is also available.

By-Law No. 53/86 authorizes participation in the Ontario Municipal Employees Retirement System by Members of Council.

3. TRAVEL ALLOWANCE

Members of Council will follow the Corporate Travel Policy and the meal allowance rates as outlined within. Under the policy, the meal allowance is payable without receipts. However, there may be circumstances where costs exceed the daily rate. Therefore, members of council (and Administration if traveling with members of Council) may claim additional reimbursement. If more than the *daily rate* is claimed by members of Council attending a full day of Municipal business, then receipts for the entire day must be submitted.

4. PER DIEM ALLOWANCE

Time spent as an appointed member of a Board / Committee / or for Council meetings is within the scope of duties of a member of Council and therefore the per diem is not applicable. In order to clarify and ensure consistency, the per diem will be allocated as stipulated below:

1. Attendance at meetings, conferences, conventions, training courses, school or seminars, including travel time to / from destination (if applicable) for which attendance has been duly authorized, or;
2. Additional time spent in the performance of Council business outside the regular duties of a member of Council (regular duties also include those duties as an appointed member of a Board / Committee / and Council meetings) and that attendance and per diem has been duly authorized by resolution of Council or Board;

3. The per diem payment is to be made in the amount of \$160 for a full day (5 hours or greater) or \$80 for a half day (1 hour or more but less than 5 hours).

4. Individuals appointed, elected, or otherwise, who are serving on District Boards or similar organizations and whom the Town has sanctioned, shall utilize the policy of such organizations. For clarification, below is a list of boards and committees and whether or not the Town's per diem allowance would apply to members of Council attending such meetings.

~~For clarification, below is a list of boards and committees and whether or not the Town's per diem allowance would apply to members of Council attending such meetings.~~

APPLICATION OF PER DIEMS FOR ATTENDANCE AT MEETINGS		
	YES	NO
REGULAR COUNCIL and SPECIAL COUNCIL		X
SPECIAL COUNCIL – BY RESOLUTION	X	
REGULAR COMMITTEE OF THE WHOLE and SPECIAL COMMITTEE OF THE WHOLE		X
SPECIAL COMMITTEE OF THE WHOLE – BY RESOLUTION	X	
EXECUTIVE COMMITTEES		X
BIA BOARD OF MANAGEMENT		X
CITIZEN OF THE YEAR		X
COMMUNITIES IN BLOOM		X
COURT OF REVISION		X
CUPE NEGOTIATING COMMITTEE		X
ECONOMIC DEVELOPMENT ADVISORY		X
DOWNTOWN CORE COMMITTEE		X
REGIONAL VALUE ADDED FORESTRY		X
CHAMBER OF COMMERCE BOARD OF DIRECTORS		X
PUBLIC LIBRARY BOARD		X
FORT FRANCES MUNICIPAL NON PROFIT HOUSING		X
FORT FRANCES POLICE SERVICES BOARD		X
FIRE FIGHTERS ASSOCIATION NEGOTIATION COMMITTEE		X
FORT FRANCES VOLUNTEER BUREAU		X
HIRING COMMITTEE		X
MOFFAT FAMILY TRUST STEERING		X
MUNICIPAL CONTROL GROUP		X
MUSEUM & CULTURAL CENTRE ADVISORY		X
NOMA CROWN LAND DEVELOPMENT		X
NORTHWESTERN HEALTH UNIT		X
RAINY RIVER DISTRICT SOCIAL SERVICES ADMINISTRATION BD.		X
SALARY STRUCTURE & ADMINISTRATION PRACTICES CMT.		X
SISTER KENNEDY CENTRE BOARD OF MANAGEMENT		X
ST FRANCIS SPORTS FIELD MANAGEMENT		X
SUGGESTIONS AWARDS		X
THEATRE MANAGEMENT ADVISORY		X
FIRST NATIONS RELATIONS ADVISORY		X
FORT FRANCES POWER CORPORATION		X
RAINY RIVER DISTRICT MUNICIPAL ASSOCIATION (AGM & EXECUTIVE MTGS ONLY)	X	
KIWANIS SUNNY COVE CAMP ADVISORY		X
REGIONAL ECONOMIC DEVELOPMENT COMMITTEE	X	
DOCTOR RECRUITMENT		X
FORT FRANCES COMMUNITY CLINIC INC.		X
NOMA (ANNUAL MEETING, EXECUTIVE MEETING, REGIONAL FALL CONFERENCE)	X	
OTHER SPECIAL FUNCTIONS AS APPROVED BY RESOLUTION	X	

5.0 A resolution is required **prior** to attending any other special functions, meetings or events not listed in the schedule of meetings outlined above in subsection No. 4. The resolution will confirm attendance and per diem.

Based on the principles of accountability, transparency and openness underscoring the Sunshine Law and reflected in relevant court cases, the Ombudsman developed the following working definition to describe those gatherings subject to the open meeting requirements:

A meeting occurs when members of a council, local board or committee come together for the purpose of exercising their power or authority, or for the purpose of doing the groundwork necessary to exercise that power or authority.⁹

What is a quorum?

A quorum is the minimum number of members of a body **required to be present** at a meeting in order for a body to exercise its power or authority. The presence of a quorum is an important indicator of whether a "meeting" has occurred, since a body can take official action when it has a quorum.

Does the term "meeting" include such things as informal gatherings, informal discussions and attendance at social functions?

Informal gatherings for social purposes are **not** considered to be "meetings." However, where the purpose of the gathering is to **discuss business** of the council, local board or committee and/or to make decisions, a gathering is more likely to be deemed a "meeting" that is subject to the open meeting requirements.

Are meetings conducted over the phone or by email subject to the open meeting requirements?

A "meeting" is not limited to a physical gathering. A teleconference, sequential telephone or email conversation conducted for the purpose of exercising the power or authority of a council, local board or one of their committees or for the purpose of doing the groundwork necessary to exercise that power or authority may constitute a "meeting" subject to the open meeting requirements.¹⁰ Serial telephone calls or emails are, by their nature, closed to the public.

What is a municipality required to address in its procedure by-law?

Every municipality and local board is required to **pass a procedure by-law** governing the calling, place and proceedings of meetings. The procedure by-law must also provide for **public notice** of meetings.

How does a procedure by-law affect the ability of a municipality to close a meeting?

When a municipality decides to close a meeting or part of a meeting, it has to comply not only with the requirements of the *Municipal Act, 2001*, but **also with any additional requirements of its procedure by-law.**

⁹ Ombudsman Report: *Don't Let the Sun Go Down on Me*: Investigation into the City of Greater Sudbury meeting of February 20, 2008 (April 25 2008).

¹⁰ Ombudsman Report: Investigation into the Township of Nipissing April 25, 2008 meeting (February 6, 2009)

TO: Administration & Finance Executive Committee
FROM: Laurie Lindberg, Treasurer
DATE: March 29, 2018
SUBJECT: 2017 Contributions to Reserve Funds

BACKGROUND

At the March 26, 2018 Council Meeting, Treasury Report 2018/45 setting out the year end Contributions to Reserve Fund percentages for the General Operating, Water & Sewer Funds. In accordance with our Long-Term Capital Financing Plan, Policy No. 1.19, being a plan that supports long-term financial management strategy, and that identifies, with Council approval, the general operating surplus to be transferred to Corporate Reserve Funds and the water& sewer operating surpluses to be transferred to Waterworks & Sanitary Sewer Reserve Fund at year end.

Administration is now bringing forward the contribution to reserve funds amounts that were completed in order to close the year end funds for year end.

The General Operating Fund surplus, before audit, for 2017 was \$411,445.43 and the 2016 accumulated surplus at year end for 2016 was \$171,343.41 for a total Accumulated surplus of \$582,788.84 for the 2017 year end. The general operating surplus included donations for the Museum's Owandem Project in the amount of \$9,125.00. The Water Fund surplus for 2017 was \$263,656.82 and the Sewer Fund Surplus was \$389,298.92.

The Contributions to Reserve Funds for the 2017 year end are as follows:

Corporate Vehicle/Equipment Reserve Fund	-	\$ 50,000.00
Corporate Projects Reserve Fund	-	\$450,000.00
Museum Projects Reserve Fund	-	\$ 9,125.00
Waterworks & Sanitary Sewer Reserve Fund	-	<u>\$652,955.74</u>
Total Contributions to Reserve Funds		\$1,162,080.74

To: Mayor Avis & Members of Council
FROM: Laurie Lindberg, Treasurer
DATE: April 4, 2018
SUBJECT: High Tonnage Railway Right-of-Way Information

BACKGROUND

In response to municipal requests, the Province initiated a review of the property taxation of railway rights-of-way property taxation in 2016. As part of the review, the Province held consultations with municipalities (working group) and representatives of the railway industry and of which the Town of Fort Frances has been an active participant.

In the announcement on March 28th, the Province will further reduce rate inequities by increasing the lowest property tax rates on mainline railway rights-of-way to a minimum of \$110.00 per acre for 2018. In 2016 the municipal rate was \$35 per acre and increased to \$80 per acre for 2017. The additional revenue will be reflected in the 2018 General operating budget.

In addition, the Province has announced that municipalities will have the option to increase rates per acre on high-tonnage rail lines based on a new adjusted tax rate schedule. Details of the tax rate schedule will be communicated to municipalities and the rail industry in the spring.