

TOWN OF FORT FRANCES

By-law 53/16 - A

Being a by-law to amend by-law 53/16 to establish specific Boards / Committees of Council, the Municipal Act, 2001

WHEREAS Council recognizes that the use of Boards / Committees is an effective means of public participation, public consultation and a source of input on Town policies and procedures;

AND WHEREAS Boards / Committees play an integral role in the corporate decision making, by providing a means for staff and Council to receive the views and advice from citizen members on a variety of matters;

AND WHEREAS on December 14, 2020, Council approved a report from the CAO respecting the creation of an Economic Development Executive Committee and approval of appropriate Terms of Reference;

AND WHEREAS on December 14, 2020, Council approved a report from the Citizen of the Year Committee to amend the Terms of Reference for the Citizen of the Year Committee;

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

1. Item #3 be amended as follows:

3. Council hereby establishes an Executive Committee for five ~~each of the four~~ Corporate Divisions (Administration & Finance, Planning & Development, Operations & Facilities, Community Services and Economic Development) for a term and with structure and mandate as outlined in Schedule 'A' and Schedule 'A1' attached hereto.

2. Last paragraph be amended as follows:

All meetings of the ~~Committee of the Whole~~ shall be open to the public. However, if matters being considered are of such a nature that they may legally be considered in camera, the meeting, or portions thereof, may be conducted in the absence of the public.

3. Schedule A paragraph be amended as follows:

Section D: Community Services Executive Committee
The Committee will work closely with and assist the Division Manager on Corporate Community Services matters as appropriate, including but not limited to: ~~Day Care~~, Elderly Persons Centre, Library, Museum, Recreation and Transit Services.

4. Appendix 'A' be amended as attached and Appendix 'A1' be added.

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

READ THREE TIMES and finally passed in open Council this 25th day of January 2021.


J. Caul, Mayor


E. Slomke, Clerk



THE TOWN OF FORT FRANCES

Terms of Reference: Economic Development Executive Committee

1. PURPOSE

The Economic Development Executive Committee will provide advice and recommendations to the Council and Administration of the Town of Fort Frances on matters related to community economic development, including:

- Investment attraction and investment readiness
- Business development
- Tourism development and marketing
- Business retention and expansion
- Economic development projects
- Strategic planning for community and regional economic development
- Capacity building
- Other matters as specifically directed by Mayor and Council

2. MANDATE

The mandate of the Town of Fort Frances Economic Development Executive Committee is to provide advice, guidance, and recommendations to Council with regard to matters related to community economic development. This includes:

- Providing recommendations, and guidance to Council and Administration to support strategic planning related to community and regional economic development.
- Providing recommendations, and guidance to Council and Administration regarding marketing strategies focused on attracting new investment to support the development of new industry, the development of new businesses, the growth of existing business, and to support the retention of existing businesses.
- Providing recommendations, and guidance to Council and Administration to support tourism development and marketing activities which position the Town of Fort Frances as a tourism

destination. Coordinate with Municipal Accommodation Tax (MAT) Committee in relation to use of resources, and strategic direction.

- Provide advice to help support the development of projects that create jobs, create new businesses, provide for strategic economic infrastructure, and put the conditions in place to attract new investment.
- Support administration in providing oversight of economic development service providers employed by or contracted by the Town of Fort Frances by providing guidance and strategic oversight. Provide input to administration and Mayor and Council related to scope of work for economic development service providers.
- Provide comment, opinion or recommendation on any matters referred to the Committee by Council.
- Provide advice to help support capacity building in the community to help address present and future needs in the labour force.
- Provide input into economic development projects, and programs as brought forward to the Committee by Council, Administration, and economic development service providers.
- The Committee shall be provided with an appropriate budget, as determined by Council to pursue training, and educational opportunities which align with the purpose and mandate of the Committee. The Committee, at their discretion may use meeting time for training, or educational opportunities as they deem necessary.

3. COMPOSITION

The Committee will be comprised of the following members:

Voting Members:

- Three (3) members of Council of the Town of Fort Frances
- Mayor of the Town of Fort Frances – the Mayor may act as a voting member and count towards quorum in the absence of one of the three voting members, or if one of the voting members declares a conflict of interest. However, the Mayor may make motions.

Ex-Officio Members

- Chief Administrative Officer of the Town of Fort Frances.
- Chief Building Official / Municipal Planner of the Town of Fort Frances.
- Economic development service provider(s) as identified by the Chief Administrative Officer or as directed by council.
- One (1) member of the Clerk's department will act as recording secretary.
- At the direction of the Chief Administrative Officer, members of Town of Fort Frances Administration shall attend the committee meetings as required to provide advice and guidance to the committee. Such members shall include but not be limited to:
 - Treasurer
 - Clerk
 - Manager of Operations and Facilities
 - Recreation and Culture Manager
 - Human Resources Manager
 - Information Technology Manager

- One (1) representative from administration or the Board of Directors of the Fort Frances Power Corporation.
- Two (2), members of the public to be selected at the invitation of Council.
- The Executive Director (or designate) of Pwi-Di-Goo-Zing Ne-Yaa-Zhing Advisory Services.

Members shall:

- Have demonstrated expertise in the area of community economic development or must be a subject matter expert in a related area, such as a technical, educational, financial, or legal field.
- Be able to allocate sufficient time to attend meetings on a regular basis and be able to prepare for each meeting by reviewing the meeting package prior to the meeting.
- Actively participate in discussion, conduct themselves professionally and treat fellow committee members with respect.

4. CONFLICT OF INTEREST

Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee.

5. MEETING TIME, LOCATION, AGENDA, MINUTES & PROCEDURE

Meetings shall be held on a monthly basis. Additional meetings may be held as required at the direction of Council when dealing with specific matters. Additional meetings shall be called with a minimum of 72 hours notice and shall be advertised in the same fashion as other executive committees of the Town of Fort Frances.

The Recording Secretary shall record minutes at each meeting and shall distribute the minutes in the meeting package for the next meeting. All meetings shall be conducted, and agendas shall be prepared and distributed in accordance with the Town of Fort Frances Procedural By-Law. The Council Staff Council Relations Policy, and the Code of Conduct shall apply to this Committee.

6. WORKING GROUPS

Should the Economic Development Executive Committee feel that a working group is necessary to deal with a specific matter, the Committee may form a working group. Membership on working groups may include additional individuals not on the Executive Committee to secure required expertise but shall contain no more than two members of Council. Working groups may meet informally and may report to the Economic Development Executive Committee as required. If approved by Council, subcommittees shall:

- Be ad-hoc in nature.
- Have a specific, clearly articulated mandate.

- Be reviewed at least annually and may be discontinued at any time at the direction of the Economic Development Executive Committee, or Council.
- Terminate upon completion of their mandate.

Appendix 'A'

List of Committees & Citizen Complement

Administration & Finance Executive Committee

Planning & Development Executive Committee

Operations & Facilities Executive Committee including:

- Traffic Safety Committee – one citizen

Community Services Executive Committee including:

- Museum and Cultural Centre Advisory Committee – 5 citizens
- ~~- Sunny Cove Advisory Committee – 2 citizens~~
- Townshend Theatre Advisory Committee – 1 citizen
- Sister Betty Kennedy Board of Management – 5 citizens

Statutory Committees:

- Town of Fort Frances Police Services Board – 1 citizen
- Fort Frances Public Library Board – 5 citizens
- Committee of Adjustment – 7 citizens

Other Boards / Committees not specifically affiliated with a Division including:

- Citizen of the Year Committee – ~~two~~ three citizens ** see Terms of Reference attached hereto as Appendix 'A1'
- ~~- Economic Development Advisory Committee – 9 citizens~~
- Salary Structure and Administrative Practices Committee
- Business Improvement Area (BIA) – 11 citizens (specific criteria)

TERM OF REFERENCE

CITIZEN OF THE YEAR COMMITTEE

PURPOSE AND CRITERIA

To provide recommendation to Council on all matters pertaining to a yearly recognition and award of a Citizen of the Year and an Outstanding Youth Citizen in the Town of Fort Frances.

Nominees must be a citizen of the Town of Fort Frances.

Nominations should be based but not limited to excellence as follows:

Nominees have contributed to their community. Nominees may have performed acts of heroism or bravery. They may be nominated for making life better for others and excellence in personal achievements.

Nominations for eligible nominees will recognize:

- 1) Citizen of the Year – Nominees will be 19 years and over; or
- 2) Outstanding Youth Citizen – Nominees will be 18 years and younger.

Nominees may not self-nominate.

Nominators will be encouraged to provide a meaningful description of the nominees, and the impact of the contribution to assist with the recommendation process.

COMMITTEE STRUCTURE

The composition of the Committee will consist of the following:

- Three (3) Members of Council and (3) Citizens as selected by Mayor and approved by Council.
- Additional members of Administration as requested by Committee.
- The Deputy Clerk will collect and prepare all nominations for consideration by the Committee and shall serve as the recording secretary.

The term for the Committee appointees is for four (4) years commencing December 1st in the first year of the appointed Council's four-year term. Incumbent Members shall continue as participating members of the committee until their successors are appointed.

PROCEDURE

- Advertising for nominations will commence January 1st of each year and run intermittently during the year. This may be reviewed annually as directed by the Committee. Advertising should include newspaper, radio, and social media.
- A fillable application will be made available to nominators, and copies may also be picked up at the front desk of the Civic Centre, emailed and faxed upon request. A covering letter including criteria will be included with applications.
- The Committee will meet at minimum twice yearly to review nominations or any matters that arise. Any decisions arrived at shall be by majority consensus.
- Every attempt will be made to schedule meetings so that all members can attend, whether virtually or in person. The meeting to consider nominations by the Committee should be scheduled as close to the end of October/beginning of November as possible.
- A report to Council recommending approval of nominations in both categories as established, shall be prepared, and be placed on Council's agenda as an "In-Camera" matter, at a November meeting for Council's approval.
- Mayor will contact nominees to confirm their acceptance. Invitations for attendance of the approved recipients in both categories (once approved by Council) will be extended for the first Council meeting in December.
- A formal resolution recognizing the recipients by name, presentation of awards and verbal statement acknowledging their contributions shall be prepared and presented at the public portion of Council's meeting, during the first meeting in December.