

Review of Site Readiness Materials and Verification Report

**Municipal Courthouse Location: Fort Frances Provincial Offences Courthouse
320 Portage Avenue, Fort Frances, ON P9A 3P9**

To: Municipal Court Manager

We would like to thank you all for the ongoing leadership you have provided throughout these challenging times.

To prepare for the resumption of in-person appearances, your municipal courthouse has implemented the same preventative measures that are in place in provincial courthouses. These include:

- Completing a courthouse risk assessment;
- Establishing necessary preventative measures, including:
 - Active screening at courthouse entrances
 - Personnel to support entrance screening and compliance monitoring
 - Enhanced cleaning and supporting cleaning staff
 - Face covering and Personal Protective Equipment (PPE) policy that aligns with provincial court processes at a minimum
 - Installation of plexiglass and hand sanitizer stations
 - COVID-19 positive case notification process
 - Heating, ventilation and air conditioning (HVAC) data monitoring and reporting

To further support your readiness, and in alignment with provincial court reopening, a verification exercise was completed in conjunction with the Public Service Health and Safety Association (PSHSA) to ensure that the necessary preventative measures to support the resumption of in-person proceedings are in place.

The Recovery Secretariat (RS) of the Ministry of the Attorney General (MAG) has reviewed the completed verification report and supporting information provided by your municipality. Based on this review, the ministry is endorsing you to seek municipal approvals to reopen for in-person court proceedings with the understanding that you are obligated to ensure all necessary precautionary measures remain in place, including the positive COVID-19 notification process and HVAC data gathering and reporting requirements.

Each Municipal Partner is solely responsible for ensuring that all necessary preventative measures are in place in alignment with provincial courts and the health and safety recommendations and advice from Public Health Ontario and the Office of the Chief Medical Officer of Health.

The ministry and the RS relied on the information provided in the third-party verification report and the assertions made by each Municipal Partner in the endorsement process. Neither MAG nor the RS make any representation, warranty or guarantee, expressed or implied, as to the accuracy of the information provided, and assumes no liability or responsibility in ensuring all necessary preventative measures are in place and remain in alignment with provincial courts.

Court scheduling and the deployment of judicial resources for municipal courts is at the sole discretion of the Ontario Court of Justice. A final determination as to when in person matters can be scheduled throughout the province and any parameters around that scheduling will be determined by the Office of the Chief Justice. Please continue to follow any provincial scheduling guidelines issued by the Office of the Chief Justice and work with your respective Regional Senior Justice of the Peace (RSJP) in this regard.

Additionally, once you have approved the reopening of your municipal court facility for in-person proceedings, please ensure you notify your RSJP, the RS (email address below), and JUS.G.MAG.POASupport@ontario.ca of such.

If you have any questions or require additional support, please reach out to:
MAGRecoverySecretariat@ontario.ca