TOWN OF FORT FRANCES

Administration and Finance Executive Committee

AGENDA - September 8, 2020 - NOON

MEETING - Committee Room, Civic Centre & Via Skype
Session #11

Join Microsoft Teams Meeting
+1 807-701-5975 Canada, Thunder Bay (Toll)
Conference ID: 902 953 819#

			Page
1.	**Call to Order**		
2.	**Disclosure of pecuniary interest and the general nature thereof**		
3.	**Approval of Previous Committee Minutes**		
	3.1	Session No. 10 dated August 4, 2020.	3 - 4
4.	**Items Referred from Council**		
	4.1	Bear Clan Patrol Request.	5 - 9
5.	**New Business**		
	5.1	357/358 Applications for Tax Adjustment re: 400 Eighth Street East (2020).	10 - 14
	5.2	Amended Property Assessment Notice re: 400 Eighth Street East (2020).	15 - 22
	5.3	Request for Reconsideration - Minutes of Settlement re: 1275 Idylwild Drive (2020).	23 - 28
	5.4	Request for Reconsideration - Minutes of Settlement re: 1267 Idylwild Drive (2020).	29 - 34
	5.5	Financial Assistance in Response to COVID-19.	35
	5.6	Microsoft Dynamics GP Software Upgrade Quote.	36 - 44
	5.7	Procedure By-Law Review - First Draft.	45 - 79
6.	**Information**		
	6.1	Fort Frances Fire and Rescue Service - July 2020 Report.	80 - 82

7. <u>Adjourn / Next Meeting Date - September 22, 2020</u>

TOWN OF FORT FRANCES

MINUTES SESSION NO. #010 August 4, 2020

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held virtually on August 4, 2020 from 12 noon to 1:04 p.m.

PRESENT: Chairperson W. Brunetta, Councillors D. Judson and A. Hallikas, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC, J. Hughes, Information Technology Manager, E. Slomke, Clerk

REGRETS:

1. Call to Order at 12 noon

2. Disclosure of pecuniary interest and the general nature thereof - None.

3. Approval of Previous Committee Minutes

3.1 Session 9 dated June 16, 2020.

Judson - Hallikas: Approved as presented.

CARRIED

4. Items Referred from Council

4.1 Miss Teenage Canada Financial Request
A verbal summary was provided by D. Galusha, the Committee recommended the request be received as information with best wishes for Emily in the pageant.

5. New Business

5.1 COVID 19 Community Response Fund - Gift.
A verbal summary was provided by D. Galusha, the Committee recommended that the gift be accepted and earmarked to capital upgrades for 'Out of the Cold' shelter via RRDSSAB.

5.2 Minutes of Settlement (MOS) - 820 Huffman Court
A verbal summary was provided by D. Galusha, the Committee recommended that the Minutes of Settlement for 820 Huffman Court be processed as outlined in the report.

5.3 357/358- 655 First Street East
A verbal summary was provided by D. Galusha, the Committee recommended approval as outlined in the report.

5.4 357/358- 727 Church Street
A verbal summary was provided by D. Galusha, the Committee recommended approval as outlined in the report.

5.5 357/358- 906 Portage Ave N.
A verbal summary was provided by D. Galusha, the Committee recommended approval as outlined in the report.

5.6 357/358- McIrvine Road
A verbal summary was provided by D. Galusha, the Committee recommended approval

as outlined in the report.

5.7 Post Roll Assessment Notice (PRAN) and 357/358 Application for Tax Adjustment 279 Scott St.
A verbal summary was provided by D. Galusha, the Committee recommended approval as outlined in the report.

5.8 357/358 Application for Tax Adjustment 262 Church St.
A verbal summary was provided by D. Galusha, the Committee recommended approval as outlined in the report.

5.9 357/358 Application for Tax Adjustment McIrvine Rd UNFC
A verbal summary was provided by D. Galusha, the Committee recommended approval as outlined in the report.

5.10 357/358 Application for Tax Adjustment 520 Scott Street
A verbal summary was provided by D. Galusha, the Committee recommended approval as outlined in the report.

5.11 357/358 Application for Tax Adjustment 415 Mowat Ave UNFC
A verbal summary was provided by D. Galusha, the Committee recommended approval as outlined in the report.

5.12 357/358 Application for Tax Adjustment 427 Mowat Ave UNFC
A verbal summary was provided by D. Galusha, the Committee recommended approval as outlined in the report.

5.13 357/358 Application for Tax Adjustment 424 Central Ave UNFC
A verbal summary was provided by D. Galusha, the Committee recommended approval as outlined in the report.

5.14 357/358 Application for Tax Adjustment 1042 Scott Street
A verbal summary was provided by D. Galusha, the Committee recommended approval as outlined in the report.

5.15 Procedural Review - Part 6
A verbal review of the items presented took place. Feedback was provided.

6. Information

6.1 Fort Frances Fire & Rescue - June 2020 Report.
T. Moffitt, Fire Chief / CEMC was in attendance to provide a summary of the report.
Received as information.

7. Adjourn at 1:04 p.m. / Next Meeting Date - September 8, 2020

_____
Executive Committee Chair

_____
D. Brown, CAO

TREASURY REPORT 2020/56

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: September 1, 2020

SUBJECT: Bear Clan Patrol Request

BACKGROUND

At the August 10, 2020 Council Meeting, the attached letter of support dated July 28, 2020 from James Eastman, Project Coordinator of Bear Clan Patrol Fort Frances, was referred to the Administration and Finance Committee for recommendation.

As noted in the letter, Bear Clan Patrol is not funded by any outside entities, and many of the volunteers are making personal financial donations to ensure the service continues in the community. They feel they do not have any support from the Town of Fort Frances. Page three contains a list of items that help them to function as a group and are needed to continue their service to the Town. They are looking for any donation that the Town is willing to make.

July 28, 2020

Bear Clan Patrol Fort Frances

To Mayor June Caul and respected Council.

Good day my name is James Eastman I am the Project Coordinator of Bear Clan Patrol Fort Frances.

Our Chapter has been in the Town of Fort Frances now going on to 4 years. we started our chapter in regards to the safety issue that was not being addressed at the time of our implementation which was the needle epidemic as well as many other issues ,homelessness, crime which was being done to businesses, residential, public and town properties and personal harm and safe rides/walks.

We continue doing community patrols via foot/mobile and the most hazardous activity of needle clean ups as well as many other harmful hazards to keep all Citizens and animals of the Town of Fort Frances safe the best way we can.

We have been and still continue to be self-maintaining by some donations made by people of the town , some businesses but more so from my own personal pocket. We are not funded by any outside entities which includes government,

Town of Fort Frances, Bear Clan Patrol INC which is located in Winnipeg Manitoba (we are affiliated by name and mission but not financially).

Our Office (Bear Den) is Located in the volunteer Bureau on 4th st West (old train station).

Other services we provide when we are able to financially is food hampers, tents, sleeping bags, clothes (for both summer and winter) in some cases when there is a domestic especially when children are involved or vulnerable person(s) we have put people in a hotel room setting for safety with follow ups on their situation and guidance to help them in the right direction for services they seek.

Recently Mayor June Caul has reached out to us via telephone and acknowledges how important and vital our services are and continued within the community.

As I expressed our concerns with not having any kind of support from the Town of Fort Frances during our time here in the community. Mayor Caul as well as other important delegates of the Town of Fort Frances took part in "the longest night of the year" event experienced first hand of some of the activities we do during a regular night of patrolling. Some of our members are First aid/CPR trained as well as Naloxone trained and equipped.

We battle through thick and thin financially to function to be able to continue our services and mission in the community. The safety of children, men, women, elders and animals are our drive to keep doing what we do at any cost, I know for myself I can no longer carry us financially as it has made my personal financial situation bad and hard to recover.

Having that extra help will not only keep the morale of the current Volunteers high but will also entice more members of the community to join our mission. The more volunteers we have the more areas we can cover on a patrol day and more days to patrol.

I was requested by Mayor Caul to write this letter regarding our needs to function and to sustain our way of existence and to be able to patrol more as requested by Mayor Caul.

The following is the list that helps us function as a group and what is needed to continue our services/mission..

-Our Current Office Space is $350 per month (would be ideal to have an office space that's rent free or paid for)

-high-vis green vests

-work gloves (leather), rubber medical gloves, Kevlar Gloves for handling sharp objects.

-Flashlights, Spotlights, Batteries

-Rain Gear, Warm jackets (Freezer or work style coats for winter with high-vis strips)

-Gasoline for mobile patrols and needle clean up responses

-new magnetic sign-logos for our mobile units for proper identity when on mobile patrols as well as more sets

-more First aid supplies/kits

-assistance to be able to certify more members for First Aid/CPR and for recertification for current members

-new or used van for a mobile response/patrol/safe ride vehicle (as it stands I have gone through 2 new vehicles due to high mileage from patrols/needle call responses/safe rides.

In closing I hope this letter gives an overview of what we are about and offer. I know this letter seems a little short or long however you wish to see it, but from our mission there is a lot to us and what we stand for and most importantly the services we continue to offer to keep all walks of life including the animals of the community safe.

We hope to hear from you soon and thank you for taking the time to read this letter 😊

Thank you/Miigwetch

Yours truly

James Eastman

Project Coordinator Bear Clan Patrol Fort Frances

Treasury Report 2020/52

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: August 31, 2020

SUBJECT: 357/358 Applications for Tax Adjustment
Re: 400 Eighth St E (2020) Roll# 5912-020-006-00800-0000

BACKGROUND

Attached is the 357/358 Application for reconsideration of assessment and adjustment of taxes for January 19, 2020 to December 31, 2020 for 400 Eighth Street East. This results from two greenhouses collapsing from excessive snow load.

The Municipality may object to the application for the above referenced properties filed under Section 39.1 of the *Assessment Act.* In accordance with Section 357 (5*)* of the *Municipal Act* on or before September 30 of the year following the year in respect of which the application was made, Council shall hold a meeting at which the applicants may make presentation to council.

357

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
348	2020	2.6.00800	-45,000	FTEP	0.00437592	0.00038250	-187.23	-16.37						-203.60

Application/Appeal #

Taxation Year: 2020

SECTION ☑ 357 / ☐ 358 / ☐ 359 APPLICATION TO THE COUNCIL OR THE ASSESSMENT REVIEW BOARD

Municipality: Town of Fort Frances

Roll Number: 59 - 12 - 020 - 006 - 008 - 00

Property Address: 400 Eighth St E

Applicant Name: Arthur Hammond

Owner Name: Arthur & Nimoa Hammond

Contact Number: 807-274-5639

Mailing Address: PO Box 727

Fort Frances ON P9A 3N1

Alternative Number:

Email Address: hammond.greenhouses.office@gmail.com

Reason for s357 application: (Check one box – applicable to s357 only)

- ☐ Ceases to be liable for tax at rate it was taxed – 357(1)(a)
- ☐ Became exempt – 357(1)(c)
- ☐ Razed by fire, demolition or otherwise – 357(1)(d)(i)
- ☑ Damaged and substantially unusable – 357(1)(d)(ii)
- ☐ Repairs/Reno's preventing normal use (min. 3 months) – 357(1)(g)
- ☐ Became vacant or excess land – 357(1)(b)
- ☐ Sickness or extreme poverty – 357(1)(d.1)
- ☐ Mobile unit removed – 357(1)(e)
- ☐ Gross or manifest clerical/factual error – 357(1)(f)

Details of Reason for s357, s358 or s359 application: 2 greenhouses collapsed - 28' X 96' each = 5,376' total

Effective from: 01 / 19 / 20 to 12 / 31 / 20 (MM/DD/YY) Applicant Signature: [signature] Date: 06 / 15 / 20 (MM/DD/YY)

ASSESSMENT REPORT: MUNICIPALITY

Assessment Roll As Returned

Revised Since Roll Return ☐

Enter Revisions Below

TREASURER'S RECOMMENDATION TO COUNCIL

Assessment Report School Bd: ☐ Eng ☐ Fr ☐ Other

☐ No Change in Assessment ☐ S357 Required for Next Year

RTC/RTQ	2005 Base-year CVA	2008 Base-year CVA	Current Phased Assessment	Revised RTC/RTQ	Revised 2005 Base-year CVA	Revised 2008 Base-year CVA	Revised Current Phased Assessment	Change to Current Phased Assessment
CT			3,400					
FTEP			94,200					
RTEP			226,400					
Revised:								

Reason Original Assessment Revised:

Reason for Change:

TREASURER'S REPORT ON TAX LIABILITY

RTC/RTQ	Taxable Assessment Reduction	Tax Rate	Days / Months	Tax Adjustment	Original Levy

Recommended: ☐ No Adjustment ☐ Adjustment ☐ Cancellation ☐ Refund Total Amount

Comments:

Treasury Position: Signature: Date: / /

COUNCIL OR ASSESSMENT REVIEW BOARD DECISION: Hearing Date (MM/DD/YY): / /

☐ Approved ☐ Amended & Approved ☐ Not Approved ☐ Applicant Did Not Appear ☐ Application Abandoned

Reason:

Appeared for Applicant: Appeared for Municipality:

Signature of Council/ARB Member: Name/Title:

Application made under Sec 357/358/359 of the Municipal Act, 2001

MPAC's RESPONSE

Owner name(s)	HAMMOND, ARTHUR EDWIN
	HAMMOND, NIOMA LOUISE
Roll number	5912-020-006-00800-0000
Property location	400 EIGHTH ST E
Property description	PT SE1/4 SEC 28 RP 48R2439 PARTS 1 TO 3 PCL 8443 AND RP 48R4046 PART 1 PCL 24838
Municipality/Local taxing authority	FORT FRANCES TOWN
Application number	
Application reason	Damaged and Substantially Unusable
Received date	June 15, 2020
Claim relief period	**From: January 19, 2020 - To: December 31, 2020**
Taxation year	2020

Current Property Assessment

	2012	2016	Phase-In Assessment for Taxation Years			
Property Classification	**Assessed Value**	**Assessed Value**	**2017**	**2018**	**2019**	**2020**
OWNR COM C T	2,761	2,800	2,771	2,781	2,790	2,800
OWNR FL F T	72,450	82,800	75,038	77,625	80,213	82,800
OWNR FRU R T	122,573	226,400	148,530	174,487	200,443	226,400
Total	**197,784**	**312,000**	**226,339**	**254,893**	**283,446**	**312,000**

Change to the Property Assessment

	2012	2016	Phase-In Assessment for Taxation Years			
Property Classification	**Assessed Value**	**Assessed Value**	**2017**	**2018**	**2019**	**2020**
OWNR COM C T	2,761	2,800	2,771	2,781	2,790	2,800
OWNR FL F T	33,075	37,800	34,256	35,438	36,619	37,800
OWNR FRU R T	122,573	226,400	148,530	174,487	200,443	226,400
Total	**158,409**	**267,000**	**185,557**	**212,706**	**239,852**	**267,000**

MPAC Remarks

2020 tax year values revised prior to tax application processing via Post Roll Amended Notice issued to reflect corrections made via MOS on 2017-2019 tax year PACN. Main Greenhouse area reduced by loss of 2 of 3 units collapsed in January 2020 from excessive snow load.

Date: 2020-07-31 9:20:57 AM
User: hhatch

Batch: H07312020HAMMO

Town of Fort Frances
Distribution Summary
Property Taxes

Account Number	Account Description	Amount
1 01-0000-0040-10241	Taxes Receivable- Current	-$203.60
1 10-0150-0121-50014	Farmland Tax	$187.23
10-010-0151-0121-50014	Farmland Tax	$16.37
	Report Total:	$0.00

*** E N D O F R E P O R T ***

Treasury Report 2020/53

TO: Administration & Finance Executive Committee

FROM: Dawn Galusha, Treasurer

DATE: August 31, 2020

SUBJECT: Amended Property Assessment Notice
RE: 400 Eighth Street East (2020) Roll # 5912-020-006-00800-0000

BACKGROUND

Attached is the Amended Property Assessment Notice for the 2020 taxation year under the *Assessment Act* from MPAC and has resulted in a correction of factual information about the property. These changes are effective for the taxation year beginning January 1, 2020.

That total financial impact of the Amended Property Assessment Notices is $79.70 consisting of a reduction of municipal revenue of $69.66 and education revenue of $4.36 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

2020 WRITE-OFFS/TAX ACCOUNT ADJUSTMENTS

PRANS

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
	2020	2.6.00800	-11,400	FTEP	0.00437592	0.00038250	-49.89	-4.36						-54.25
	2020	2.6.00800	-600	CT	0.03294645	0.00947194	-19.77					-5.68		-25.45
							-69.66	-4.36				-5.68		-79.70

MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Issue Date:
June 30, 2020

Amended Property Assessment Notice

For the 2020 property taxation year

HAMMOND ARTHUR EDWIN
HAMMOND NIOMA LOUISE
600 VICTORIA AVE
FORT FRANCES ON P9A 2C6

THIS IS NOT A TAX BILL.

The Municipal Property Assessment Corporation (MPAC) is responsible for assessing and classifying more than five million properties in Ontario in compliance with the *Assessment Act* and regulations set by the Government of Ontario.

Why am I receiving this Notice?

This Amended Property Assessment Notice replaces the Notice we previously sent. We have corrected factual information about your property which has changed the assessment and/or classification. This change is effective for taxation beginning January 1, 2020.

Account Information:

Roll Number	**59 12 020 006 00800 0000**
AboutMyProperty™ Access Key	**6F936 AB85F C888D**
Your property's location and description	400 EIGHTH ST E PT SE1/4 SEC 28 RP 48R2439 PARTS 1 TO 3 PCL 8443 AND RP 48R4046 PART 1 PCL 24838
Lot area	4.25 acres
Municipality	FORT FRANCES TOWN

Amended assessment information:

MPAC's assessed value of your property as of **January 1, 2016**	$312,000
MPAC's assessed value of your property as of **January 1, 2012**	$197,784
Between **2012** and **2016**, your property's assessed value changed by	$114,216

Under the phase-in provision in the *Assessment Act*, an increase in assessed value is introduced gradually. A decrease in assessed value will be introduced immediately. The January 1, 2016 assessed value and classification of your property will be used as the basis for calculating your 2020 property taxes.

Please see Attachment (1) for an itemized list of the assessment changes and the assessment for each property classification related to your property.

This Amended Property Assessment Notice has important information for you as a property owner.

Please review it and file it away for your records.

No action is required unless you disagree with your assessment.

CONTACT US

1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday
8 a.m. to 5 p.m.

If you have accessibility needs, please call us for assistance.

www.aboutmyproperty.ca

AboutMyProperty.ca

The *Assessment Act* and related legislation prevail over differences in words or expressions in this Notice. This notification is made under section 32(1.1) of the *Assessment Act*.

Property summary

Roll Number:	**59 12 020 006 00800 0000**
Property type	Farm with residence with com/ind
Property information	Frontage: 287.18 feet Depth: 646.00 feet

Understanding your Amended Property Assessment Notice

Why am I receiving this notice?

MPAC previously sent a Notice on the assessed value and/or classification of your property. Since then, we have made corrections in the factual information about your property.

This may include the property's:

- buildings or other structures
- use
- lot size
- legal description, or
- other factual information that affects its assessed value and/or classification

Have questions about your property assessment?

Register and log in to **www.aboutmyproperty.ca** to learn more about how your property was assessed, see the information we have on file, as well as to compare it to others in your area. You can register using the **Roll Number** and **Access Key** in the Account Information section on page 1 of this Notice.

About My Property.ca

Have questions?

We're here to help. Contact us at 1 866 296-6722 and one of our property assessment experts will help guide you through your Notice. Have a question about your property taxes? Contact your municipality for assistance.

Still not sure about your property's assessed value?

You can file a Request for Reconsideration at **www.aboutmyproperty.ca** and MPAC will review your assessment, free of charge. You also have the option to file an appeal with the ARB. Your Request for Reconsideration and appeal deadlines are on page 3 of this Notice.

MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Attachment (1)

Roll Number: 59 12 020 006 00800 0000

Change(s) to your property assessment

Previous assessment information

Property class/ qualifier	Value as of Jan. 1, 2012	Value as of Jan. 1, 2016	Assessed value 2020
Commercial Taxable	$3,352	$3,400	$3,400
Farm Taxable	$82,425	$94,200	$94,200
Residential Taxable	$127,987	$226,400	$226,400
Total	$213,764	$324,000	$324,000

Amended for the 2020 tax year

Property class/ qualifier	Value as of Jan. 1, 2012	Value as of Jan. 1, 2016	Assessed value for tax year 2020
Commercial Taxable	$2,761	$2,800	$2,800
Farm Taxable	$72,450	$82,800	$82,800
Residential Taxable	$122,573	$226,400	$226,400
Total	$197,784	$312,000	$312,000

School support:

Property class		2020 Assessment
Commercial	Not Applicable	$2,800
Farm	English-Public	$82,800
Residential	English-Public	$226,400

Deadlines for a Request for Reconsideration (RfR) and/or appeal of the assessment change(s)

If you do not agree with the change(s) in the value and/or the classification, you may file an RfR or appeal.

Owners of a property with a residential, farm or managed forests classification:

If you want a review of your property assessment change(s), the first step is to ask MPAC for a free-of-charge RfR. You must do this before you can appeal to the Assessment Review Board (ARB).

Your deadline for requesting an RfR is October 28, 2020. To file an RfR, visit **www.aboutmyproperty.ca**.

Owners of other property classifications:

You may (but do not have to) ask for a free-of-charge RfR before considering an appeal to the ARB.

Your ARB filing deadline is October 28, 2020. To file an appeal, visit the ARB's website at **www.elto.gov.on.ca**.

For all properties:

If you submit an RfR, you must wait for MPAC's decision before you may appeal to the ARB.

MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Attachment (1) continued

Roll Number: 59 12 020 006 00800 0000

Occupants directing school taxes

The following information outlines the units on your property directing school taxes. This is not necessarily associated with the classification of your property.

Please see the **"Change(s) to your property assessment"** section of this Notice for information regarding the property classification for taxation purposes.

Sub. No.	Unit Class	Name & Location of Occupant	School Board Supported	School Board Taxes
0001	FRU	HAMMOND ARTHUR EDWIN HAMMOND NIOMA LOUISE 400 EIGHTH ST E	English-Public English-Public	English-Public
0002	FL	HAMMOND ARTHUR EDWIN 400 EIGHTH ST E	English-Public	English-Public

Legend for occupants directing school taxes

RU: Residential unit
RDU: Recreational dwelling unit
FRU: Farm residential unit
MF: Managed forests
CL: Conservation land
FL: Farm land

Copy

AboutMyProperty.ca

Extract Date: June 22, 2020 Appeal Date: October 28, 2020 vided by MPAC; Production Servi

HAMMONDS

	Event Types	Activity Trigger	Roll Number	Sub ID	Tax Year	Realty Reason	RT C	RTQ	Starting Point CVA	Destination Point CVA	on Year 4	Attributed School Support P - English Public	Not Applicable
Destination	Post Roll Amended Notice (2020-01-01)	Incorrect Facts - Value	591202000600800	0000	2020	C	T		2761	2800	2800		2800
				0000	2020	F	T		72450	82800	82800	82800	
				0000	2020	R	T		122573	226400	226400	226400	
Subject	ROL (2020-01-01)		591202000600800	0000	2020	C	T		3352	3400	3400		3400
				0000	2020	F	T		82425	94200	94200	94200	
				0000	2020	R	T		127987	226400	226400	226400	

Town of Fort Frances
Distribution Summary
Property Taxes

Batch: HH07312020HAM

Account Number	Account Description	Amount
1[illegible]01-0000-0040-10241	Taxes Receivable- Current	-$79.70
1[illegible]10-0150-0121-50014	Farmland Tax	$49.89
10-010-0150-0122-50014	Commercial Tax Full - T (Including D	$19.77
10-010-0151-0121-50014	Farmland Tax	$4.36
10-010-0151-0122-50014	Commercial Tax Full - T (Including D	$5.68
	Report Total:	$0.00

*** E N D O F R E P O R T ***

Treasury Report 2020/54

TO:	Administration & Finance Executive Committee
FROM:	Dawn Galusha, Treasurer
DATE:	August 31, 2020
SUBJECT:	Request for Reconsideration M.O.S. RE: 1275 Idylwild Dr. (2020) Roll # 5912-030-007-18700-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2020 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following property:

- 1275 Idylwild Dr. – Residential (RT) CVA of 587,000 reduced to CVA of 434,000 effective January 1, 2020 for the 2020 taxation year resulting from condition of structures and updated structure data.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced property filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. application being November 5, 2020.

That total financial impact of the Minutes of Settlement is $2,912.15 consisting of a reduction of municipal revenue of $2,678.06 and education revenue of $234.09 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
MOS														
	2020	3.7.18700	-153,000	RTEP	0.01750367	0.00153000	-2,678.06	-234.09						-2,912.15

Minutes of Settlement
2020 Tax Year
Results of Request for Reconsideration
Property Assessment Notice

MUNICIPAL PROPERTY ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION FONCIÈRE DES MUNICIPALITÉS

SANDRA SUSAN COUSINEAU
PO BOX 11 STN MAIN
FORT FRANCES ON P9A 3M5
CANADA

Contact Us

Call: 1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday 8 a.m. to 5 p.m.

Email: enquiry@mpac.ca

Write: MPAC, 1340 Pickering Parkway
Suite 101, Pickering ON L1V 0C4

If you have any accessibility needs, please contact MPAC for assistance.

This Minutes of Settlement document contains the results of the Municipal Property Assessment Corporation's (MPAC) review of your Request for Reconsideration for the following property. You have a choice to accept or reject the revised property assessment below.

Owner name(s)	SANDRA SUSAN COUSINEAU
Roll number	59-12-030-007-18700-0000
Property location and description	1275 IDYLWILD DR PLAN SM88 PT LOT 14 DEED2839
Municipality/Local taxing Authority	Town of Fort Frances

CURRENT Property Assessment

Property Classification	**Current Value Assessed 2012**	**2016**
Residential (RT)	$411,000	$587,000
Total	**$411,000**	**$587,000**

Effective date: January 01, 2020

Property Classification	**Phase-in Assessment for Taxation Years 2020**
Residential (RT)	$587,000
Total	**$587,000**

RECOMMENDED Property Assessment

Property Classification	**Current Value Assessed 2012**	**2016**
Residential (RT)	$411,000	$434,000
Total	**$411,000**	**$434,000**

Effective date: January 01, 2020

Property Classification	**Phase-in Assessment for Taxation Years 2020**
Residential (RT)	$434,000
Total	**$434,000**

Why your property assessment changed

- **Changed value due to condition of structure(s)**
- **Updated structure data**

What this change means to you

Under Ontario's *Assessment Act*, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2020 property taxes.

Please check (✓) one of the following:

☑ I accept my recommended assessment
I understand that **if I accept** the recommended assessment on page one of this form, my municipality or local taxing authority will use it to adjust my property taxes. It also has the option to object to the recommended assessment and appeal it to the Assessment Review Board (ARB).

OR

☐ I reject my recommended assessment
I understand that **if I reject** the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by October 12, 2020.

To complete your Request for Reconsideration, please check one of the above boxes, sign and send a copy of the entire document to MPAC in one of the following ways:

Email: enquiry@mpac.ca

Write: MPAC, 1340 Pickering Parkway, Suite 101, Pickering ON L1V 0C4

We must receive your response no later than August 28, 2020. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative	Print name	Date (yyyy/mm/dd)
S Cousineau	Sandra Susan Cousineau	2020/08/05

Signature of MPAC representative	Print name	Date (yyyy/mm/dd)
Walter Veneruzzo	Walter Veneruzzo, Director, Valuation and Customer Relations	2020/07/14

Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)

Last date for a municipal appeal: **November 5, 2020**

PLEASE NOTE: *MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2016 Current Value Assessment (CVA).*

Tax Year: 2020 **Roll Number: 59-12-030-007-18700-0000**

Batch: HH08072020COUS

Roll / Name / Assessment Code	Description	Assessment	Levy Amount	General
030007187000000 COUSINEAU SANDRA SUSAN				
General RTEP	Res/Farm Tx:Full - EPubSup	-$153,000	-$2,912.15	
	Roll Total:	-$153,000	-$2,912.15	
		-$153,000	-$2,912.15	-$153,000

* * * E N D O F R E P O R T * * *

Date: 2020-08-07 3:21:35 PM
User: hhatch

Batch: HH08072020COUS

Town of Fort Frances
Distribution Summary
Property Taxes

Account Number	Account Description	Amount
1(001-0000-0040-10241	Taxes Receivable- Current	-$2,912.15
1(010-0150-0121-50018	Residential - EP	$2,678.06
1(010-0151-0121-50018	Residential - EP	$234.09
	Report Total:	$0.00

*** E N D O F R E P O R T ***

Treasury Report 2020/55

TO:	Administration & Finance Executive Committee
FROM:	Dawn Galusha, Treasurer
DATE:	August 31, 2020
SUBJECT:	Request for Reconsideration M.O.S. RE: 1267 Idylwild Dr. (2020) Roll # 5912-030-007-18500-0000

BACKGROUND

Attached are the Minutes of Settlement for the 2020 taxation year under Section 39.1 of the *Assessment Act* from MPAC with regard to the following property:

- 1267 Idylwild Dr. – Residential (RT) CVA of 510,000 reduced to CVA of 432,000 effective January 1, 2020 for the 2020 taxation year resulting from condition of structures and updated structure data.

The Municipality may object to the *Request for Consideration Minutes of Settlement* applications within 90 days after receiving the notice for the above referenced property filed under Section 39.1 of the *Assessment Act* as listed on the M.O.S. application being November 5, 2020.

That total financial impact of the Minutes of Settlement is $1,484.63 consisting of a reduction of municipal revenue of $1,365.29 and education revenue of $119.34 as listed in the attached Write-offs/Tax Account Adjustment worksheet.

# Days	Year Affected	Roll #	Assessment Change	RTC/RTQ	Municipal Rate	School Rate	Municipal Amount	English Public	English Separate	French Public	French Separate	No Sup School	BIA	TOTAL
MOS														
	2020	3.7.18500	-78,000	RTEP	0.01750367	0.00153000	-1,365.29	-119.34						-1,484.63

Minutes of Settlement
2020 Tax Year
Results of Request for Reconsideration
Property Assessment Notice

MUNICIPAL PROPERTY ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION FONCIÈRE DES MUNICIPALITÉS

ANGELA DAWN DEGAGNE
LEON BLAINE DEGAGNE
SITE 204-4
RR 2
FORT FRANCES ON P9A 3M3
CANADA

MPAC RECEIVED
JUL 27 2020
DATA PROCESSING FACILITY

Contact Us

Call: 1 866 296-MPAC (6722)
TTY 1 877 889-MPAC (6722)
Monday to Friday 8 a.m. to 5 p.m.

Email: enquiry@mpac.ca

Write: MPAC, 1340 Pickering Parkway
Suite 101, Pickering ON L1V 0C4

If you have any accessibility needs, please contact MPAC for assistance.

This Minutes of Settlement document contains the results of the Municipal Property Assessment Corporation's (MPAC) review of your Request for Reconsideration for the following property. You have a choice to accept or reject the revised property assessment below.

Owner name(s)	ANGELA DAWN DEGAGNE LEON BLAINE DEGAGNE
Roll number	59-12-030-007-18500-0000
Property location and description	1267 IDYLWILD DR PLAN SM88 S1/2 LOT 12 PCL 12-1
Municipality/Local taxing Authority	Town of Fort Frances

CURRENT Property Assessment

Property Classification	**Current Value Assessed 2012**	**Current Value Assessed 2016**
Residential (RT)	$352,767	$510,000
Total	**$352,767**	**$510,000**

Effective date: January 01, 2020

Property Classification	**Phase-in Assessment for Taxation Years 2020**
Residential (RT)	$510,000
Total	**$510,000**

RECOMMENDED Property Assessment

Property Classification	**Current Value Assessed 2012**	**Current Value Assessed 2016**
Residential (RT)	$352,767	$432,000
Total	**$352,767**	**$432,000**

Effective date: January 01, 2020

Property Classification	**Phase-in Assessment for Taxation Years 2020**
Residential (RT)	$432,000
Total	**$432,000**

Why your property assessment changed

- **Assessment changed to reflect sale price**

What this change means to you

Under Ontario's *Assessment Act*, the January 1, 2016 assessed value and classification of your property will be used to calculate your 2020 - 2020 property taxes. MPAC will introduce **any increase** in the assessed value of your property gradually, over a four-year period. This helps ensure property tax stability and predictability. MPAC will make **any decrease** in the assessed value of your property right away.

2

Please check (✔) one of the following:

☑ I accept my recommended assessment
I understand that **if I accept** the recommended assessment on page one of this form, my municipality or local taxing authority will use it to adjust my property taxes. It also has the option to object to the recommended assessment and appeal it to the Assessment Review Board (ARB).

OR

☐ I reject my recommended assessment
I understand that **if I reject** the recommended assessment on page one of this form, the assessed value of my property will stay the same as it appears on my 2016 Property Assessment Notice. I also understand that I may appeal MPAC's decision to the Assessment Review Board by September 28, 2020.

To complete your Request for Reconsideration, please check one of the above boxes, sign and send a copy of the entire document to MPAC in one of the following ways:

Email: enquiry@mpac.ca

Write: MPAC, 1340 Pickering Parkway, Suite 101, Pickering ON L1V 0C4

We must receive your response no later than August 14, 2020. If you do not provide a response by checking one of the above boxes, the 2016 assessment of your property will not change.

Signature of property owner/representative	Print name	Date (yyyy/mm/dd)
[signature]	Blaine DeGagne	2020/07/12

Signature of MPAC representative	Print name	Date (yyyy/mm/dd)
Walter Veneruzzo	Walter Veneruzzo, Director, Valuation and Customer Relations	2020/06/30

Objection by Municipality or Local Taxing Authority

Signature of municipal representative	Print name and title	Date (yyyy/mm/dd)

Last date for a municipal appeal: **November 5, 2020**

PLEASE NOTE: *MPAC reserves the right to revise the phased-in assessment amounts included in this Minutes of Settlement if there are any changes in the law that affect the 2016 Current Value Assessment (CVA).*

Tax Year: 2020 **Roll Number: 59-12-030-007-18500-0000**

Batch: HH072020DEG

Roll # / Name / Assessment Code		Description	Assessment	Levy Amount	General
030007185000000 DEGAGNE LEON BLAINE					
General	RTEP	Res/Farm Tx:Full - EPubSup	-$78,000	-$1,484.63	
		Roll Total:	-$78,000	-$1,484.63	
			-$78,000	-$1,484.63	-$78,000

* * * E N D O F R E P O R T * * *

Account Number	Account Description	Amount
1 01-0000-0040-10241	Taxes Receivable- Current	-$1,484.63
1 10-0150-0121-50018	Residential - EP	$1,365.29
10-010-0151-0121-50018	Residential - EP	$119.34
	Report Total:	$0.00

*** E N D O F R E P O R T ***

FORTFRANCES
BOUNDLESS

Treasury Report 2020/57

TO: **Administration & Finance Executive Committee**

FROM: **Dawn Galusha, Treasurer**

DATE: **September 1, 2020**

SUBJECT: **Financial Assistance in Response to COVID-19**

BACKGROUND

I brought a report through Council on April 13, 2020, at the beginning of the COVID-19 pandemic. At that time Council agreed to change the final tax billing due dates to August 31 and September 30. In addition, there was a recommendation to continue to bill Water & Sewer on schedule, but to amend By-law 16/06 to state that during the emergency declaration, Section 3.16- Notice of Disconnection will not be in force.

In reviewing the Water & Sewer Receivable amounts as of September 1, 2020, there are 58 residential customers that owe more than 2 billing cycles. This means that typically they would be sent letters of disconnection at some point up until now. The total amount owing from these customers is $33,906.51.

The Utility Clerk has been calling those that she can find a phone number for, that were owed more than 2 billing cycles. As a result, these actions have assisted in collecting $13,899.99 for residential customers and $10,093.94 for commercial/industrial customers in August.

I am bringing this information forward to determine if the Committee wishes to continue with no disconnections during the state of emergency. We have not been working on payment arrangements because with no threat of disconnection, there is not an incentive for customers to honour their arrangements.

FORTFRANCES
BOUNDLESS

Treasury Report 2020/58

TO: **Administration & Finance Executive Committee**

FROM: **Jamie Holliday, Deputy Treasurer**

DATE: **September 3, 2020**

SUBJECT: **Microsoft Dynamics GP Software Upgrade Quote**

BACKGROUND

We were contacted by Central Square Technologies in June of 2020 advising that the support for the 2016 version of Microsoft Dynamics GP which we are currently using will be ending in July 2021, and that we would be required to upgrade to the newer version in order to continue having support for our accounting software. It is imperative that the software upgrade and support from Central Square Technologies be continued for the Town's use of the payroll module, as this module is updated throughout the year for changes to payroll deduction and tax rates made by the government.

The cost of Microsoft Dynamics GP software upgrade is $7,219.87 CAD and is a one-time cost. Please find attached for your reference, the copy of the Microsoft Dynamics GP Software Upgrade Quote and Statement of Work from Central Square Technologies.

CENTRALSQUARE TECHNOLOGIES

STATEMENT OF WORK (SOW)

Fort Frances, ON

Upgrade to Dynamics GP2018

Confidential and Proprietary

Statement of Work (SOW)

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Schedule Version Control

Date	Revision	Author	Comments
8/17/2020	1.0	Michael G.	Original Quote

1.0 Project Description

This document is the Statement of Work (SOW) for Upgrading Dynamics GP. This SOW is solely related to the services expressly identified in Quote # Q-06496 for Fort Frances, ON. CentralSquare will provide assistance in successfully upgrade the Client's current version being GP2016. The SOW is an attachment incorporated as part of the Quote signed by CentralSquare and the Customer, and all actions directed herein shall be performed in accordance with the Agreement.

2.0 Project Scope

The overall Project Objective and Scope include the following:

Project Management

CentralSquare will provide a Remote Project Manager (RPM) who will manage the project and work closely with the Customer Project Manager to oversee the project. Throughout the project, the RPM will keep the project organized from the CentralSquare perspective, on schedule and on budget. Both CentralSquare and Customer will assign Project Manager with the requisite skills and leadership authority within the organization to effectively accomplish the goals and complete the scope of the services in this SOW. CentralSquare's RPM in collaboration with the Customer's Project Manager will develop a project schedule. CentralSquare has include RPM hours to cover this project. Duties to include:

- Monitor and report overall progress (duties of both your organization and CentralSquare)
- Immediately notify respective Project Managers of any issue that could delay the project
- Supervise respective Project Teams and resources.

Technical Engineer

CentralSquare will provide a Remote Technical Engineer whose duties will include the following:

- Upgrade current version of reports and scripts
- Create a temporary testing environment of the updated version of the products
- Make **minor** changes to reports and scripts as deemed in scope by Engineer
- Upon Client's approval; Upgrade Live database

Business Consultant

CentralSquare will provide a Remote Business Consultant whose duties will include the following:

- High level review of any new functionality and features based on the Client's current module base

Client Responsibilities

The Client will provide requirements on or before date provided in project plan. Requirement are as follows:

- Complete User Acceptance Testing
- Update provided Issues and Actions Log and provide to Project Managers per schedule
- Work with CentralSquare Project Team on issue resolution
- Provide approval to go to live

Anything not specifically designated in this SOW should be considered out of scope and not part of this project.

Technical Requirements

https://mbs.microsoft.com/customersource/northamerica/GP/learning/documentation/system-requirements/MDGP2018_System_Requirements

Client Software

Add-On Modules	Integrations	Notes
☐ WorkTech	☒ Utility Meter Reading	
☐ Virtual City Hall	☐ PCard	
☐ FRx	☒ Cash Receipt Import	
☒ Management Reporter	☐ eBank Reconciliation	
☐ Paramount ☐ SQL Security ☐ Active Directory Security ☐ Receiving Transactions	Integration Suite ☐ General Ledger ☐ Accounts Receivable ☐ Accounts Payable	
☐ Anyview Creator	☒ Pre-Authorized Payments	
☒ HRISMyWay	☒ Electronic Funds Transfer ☒ Accounts Payable ☐ Accounts Receivable	
☐ Path 5 – Parks and Rec		
☐ F9		
☐ Business Portal		
☒ eOne SmartList Builder		
☐ eOne Extender		
☐ Rockton Auditor		
☐ MICR Mekorma		
☐ Questica		
☐ JoeSoftware PENNY		
☐ REACH		

3.0 Service Deliverables

The following outlines the proposed services deemed necessary for a successful implementation of this project and represents a good-faith estimate based on our knowledge at time of the Agreement.

Engagement	High Level Tasks	Deliverables
Planning and Project Initiation	➢ Kick-Off Meeting ➢ Detailed Scope and Contract Review ➢ Assignment of Project Team	➢ Communication Plan ➢ Issues/Tasks Tracking Report ➢ Project Schedule
Software Installation	➢ Remote installation of application software(s) on server ➢ Access to upgraded application from workstations	➢ Testing Environment with upgraded software
Implementation and Configuration	➢ Upgrade current LIVE Environment ➢ Complete integrations to 3rd Party Products ➢ Upload upgraded reports	➢ Upgraded LIVE Environment
Data Conversion	➢ Upgrade report dictionary as required ➢ Upgrade scripts as required	➢ Reports for testing
Test	➢ **Client** to test all processes and customizations ➢ Issue Resolution	➢ Resolve inscope issues per debriefing session
Training	➢ End User Training on new functions and features	➢ High level understanding of new functions and features
Transition	➢ Not Applicable	➢ Not Applicable

3.1 Service Estimates and Assumptions

Service/Task Description	Service Role	Estimated Hours
Report Conversion	Technical Engineer	4
Create Testing Environment	Technical Engineer	8
What's New Review	Business Consultant	4
Debrief / Issue Resolution	Business Consultant	3
Upgrade Live Environment	Technical Engineer	8
Project Management	Project Management	6
	Total Estimated Service Hours:	**33**

- Estimated Hours may include non-client facing time required for session prep and follow-up
- This is an estimate only and additional time may be required depending on the task. If the time required to complete the project is less than 10% the project will proceed with the overage; if the time required to complete the project is more than 10% above the original estimate, a work order will be required.
- Customer will designate a representative as the Project Manager. The Project Manager will be the primary point of contact for project coordination throughout the project.
- Both the Customer and CentralSquare will furnish resources with appropriate skills and experience to assist as needed to fulfill the responsibilities herein.

Authorized Signature:_____ Printed Name:_____

Date:_____

CENTRALSQUARE

Quote prepared by:
Brittny Byron
brittny.byron@centralsquare.com

Quote #: Q-06496
Quote expires on: November 10, 2020

Quote prepared for:
Dawn Galusha
Fort Frances, ON
320 Portage Ave.
Fort Frances, ON P9A 3P9

Thank you for your interest in CentralSquare. CentralSquare provides software that powers over 8,000 communities. More about our products can be found at www.centralsquare.com.

WHAT SOFTWARE IS INCLUDED?

PRODUCT NAME	QUANTITY	UNIT PRICE	TOTAL
		Software / Subscription Total:	0.00 CAD

WHAT SERVICES ARE INCLUDED?

DESCRIPTION		TOTAL
Report Conversion		860.00 CAD
Create Testing Environment		1,720.00 CAD
What's New Review		860.00 CAD
Debrief / Issue Resolution		645.00 CAD
Upgrade Live Environment		1,720.00 CAD
Public Administration Project Management Services - As Incurred		1,290.00 CAD
Services include contract start-up fees, project management, technical services, consulting, development, training, and installation.	**Services Total:**	7,095.00 CAD

Quote prepared by:
Brittny Byron
brittny.byron@centralsquare.com

Quote Total:	7,095.00 CAD

BILLING INFORMATION

Fees will be payable within 30 days of invoicing.

Please note that the Unit Price shown above has been rounded to the nearest two decimal places for display purposes only. The actual price may include as many as five decimal places. For example, an actual price of $21.37656 will be shown as a Unit Price of $21.38. The Total for this quote has been calculated using the actual prices for the product and/or service, rather than the Unit Price displayed above.

Prices shown do not include any taxes that may apply. Any such taxes are the responsibility of Customer. This is not an invoice.

For customers based in the United States or Canada, any applicable taxes will be determined based on the laws and regulations of the taxing authority(ies) governing the “Ship To” location provided by Customer on the Quote Form.

PAYMENT TERMS

License Fees & Annual Subscriptions
- 100% Due Upon Contract Execution

Hardware & Third-Party Software
- 100% Due Upon Contract Execution

Services
- Fixed Fee: 100% Due Upon Completion
- Time & Material: Due as Incurred

Travel & Living Expenses
- Due as Incurred

PURCHASE ORDER INFORMATION

Quote prepared by:
Brittny Byron
brittny.byron@centralsquare.com

Is a Purchase Order (PO) required for the purchase or payment of the products on this Quote Form? (Customer to complete)

Yes [ ] No [ ]

Customer's purchase order terms will be governed by the parties' existing mutually executed agreement, or in the absence of such, are void and will have no legal effect.

PO Number: _____

Initials: _____

Fort Frances, ON

Signature: _____

Name: _____

Date: _____

Title: _____

August 27, 2020

REPORT TO: Administration & Finance Executive Committee

FROM: Elizabeth (Lisa) Slomke, Clerk

SUBJECT: Procedure By-law Review – 1st DRAFT

In October 2019, Council directed me to complete a review / rewrite of the 20-year old Procedural By-law. Further, Council indicated that sections of the new proposed wording would be reviewed by the Administration & Finance Executive Committee until a full first draft has been vetted. I have brought six reports forward which covered a significant amount of content in the draft Procedural By-law.

This report covers the first full draft of the compiled Procedural By-law. Some things to note when you review the attached Procedural By-law draft document:
-items highlighted in blue have come in one of the six reports to an Administration & Finance Executive Committee,
-items highlighted in yellow are still being worked on / researched,
-items not highlighted have not been part of any previous report, but as Clerk, I felt they were important aspects that were missing from the complete document, once I put it together.

This first full draft has been reviewed by the Senior Management Team and other staff to flush out some inconsistencies and irregularities. There may be some small housekeeping wording that has been amended subsequent to their feedback.

Since this entire process began in the fall of 2019, much has changed in the world. We have had to adapt quickly and we have moved most business to a virtual setting. I feel strongly that the changes and adaptions we have made have been done with an abundance of caution. During the upheaval from Covid-19, the Province of Ontario has made numerous legislative changes in order to enable municipalities to continue to operate and deliver the services that their residents desire.

The first change made by the Province was to permit electronic meetings. The Town passed the necessary by-law in early April and proceeded onto the virtual platform for Committee of the Whole, Council and Executive Committees. Since April, several other committees have also utilized the virtual platform (i.e. Committee of Adjustment and Non-Profit Housing).

In December 2019 and January 2020, Part 1 and Part 2 reports were presented which included content specifically related to 'Electronic Meetings'. A lengthy discussion took place and the Administration & Finance Executive Committee decided that at that time they would proceed with permitting electronic participation at Executive Committee meetings only with certain rules in place. Please note that an Appendix attached to this draft Procedural By-law has been crafted with this direction in mind. Additionally, I have crafted another Appendix in an effort to provide Council with the flexibility moving forward (should another emergency present itself), which would return us back onto the virtual platform without the need to amend any by-law.

I have added to my report (ahead of the draft Procedural By-law) supporting information from the Province of Ontario related to Electronic Meetings and Proxy Voting. At this time and in light of Covid-19, I suggest a further discussion respecting Electronic participation and proxy voting takes place to ensure that the draft procedural by-law I put forward addresses these matters if necessary.

I believe that a review of the Procedural By-law should take place every term of Council. It is a wonderful tool, when reviewed, which puts everyone on the same page procedurally and strengthens the team dynamic.

Electronic Participation in Municipal Meetings

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document replaces previous guidance released in March 2020 regarding electronic participation in municipal meetings during emergencies.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

Overview

The province has made changes to the *Municipal Act* to allow members of councils, committees and certain local boards who participate in open and closed meetings electronically to be counted for purposes of quorum (the minimum number of members needed to conduct business at a meeting).

These provisions are optional. Municipalities continue to have the flexibility to determine if they wish to use these provisions and incorporate them in their individual procedure bylaws.

Municipalities may wish to review their procedure bylaws to determine whether to allow members to participate in meetings electronically, and whether to take advantage of the new provisions based on their local needs and circumstances.

What a municipality can do

A municipality can choose to hold a special meeting to amend their procedure bylaw to allow electronic participation. During this special meeting, members participating electronically can be counted for the purposes of quorum.

Municipal councils, committees and boards can choose to amend their procedure bylaws to:

- allow the use of electronic participation at meetings
- state whether members can participate in both open meeting and closed meetings
- state whether members participating electronically count towards quorum

It is up to municipalities to determine:

- whether to use these provisions
- the method of electronic participation
- the extent to which members can participate electronically (for example, it is up to municipalities to decide whether all council members participate electronically or whether some still participate when physically present in council chambers)

Technology to use for electronic meetings

Municipalities, their boards and committees can choose the technology best suited to their local circumstances so:

- their members can participate electronically in decision-making
- meetings can be open and accessible to the public

Municipalities may want to engage with peers who have electronic participation in place to find out about best practices as they revise their procedure bylaws. Some municipalities may choose to use teleconferences while others may use video conferencing.

Open meeting requirements

If a municipality chooses to amend their procedure bylaw to allow people to participate electronically, meetings would still be required to follow existing meeting rules, including that the municipality:

- provides notice of meetings to the public
- maintains meeting minutes
- continues to hold meetings open to the public (subject to certain exceptions)

The *Municipal Act* specifies requirements for open meetings to ensure that municipal business is conducted transparently, and with access for and in view of the public. There are limited circumstances under the *Municipal Act* when municipal meetings can be conducted in closed session.

Rules for local boards

Local boards subject to the meeting rules in the *Municipal Act* include:

- municipal service boards
- transportation commissions
- boards of health
- planning boards
- many other local boards and bodies

Some local boards may not be covered. For example, police services, library and school boards have different rules about their meetings, which are found in other legislation.

Municipalities are best positioned to determine whether a local entity is considered a local board. If in doubt whether a local entity is covered under these rules, municipalities can seek independent legal advice regarding the status of local entities and whether these new provisions would apply to them.

Contact

If you have questions regarding how these new provisions might impact your municipality, contact your local Municipal Services Office.

- **Central Municipal Services Office**
  Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**
  Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**
  Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**
  Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**
  Telephone: 519-873-4020 or 1-800-265-4736

Additional Resources

- Municipal Act, 2001: https://www.ontario.ca/laws/statute/01m25
- The Ontario Municipal Councillor's Guide: https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018

Proxy Voting for Municipal Council Members

July 2020

This document is intended to give a summary of complex matters. It does not include all details and does not take into account local facts and circumstances. This document refers to or reflects laws and practices that are subject to change. Municipalities are responsible for making local decisions that are in compliance with the law such as applicable statutes and regulations. This document applies only to those municipalities whose meeting rules are governed by the Municipal Act, 2001.

This document, as well as any links or information from other sources referred to in it, should not be relied upon, including as a substitute for specialized legal or other professional advice in connection with any particular matter. The user is solely responsible for any use or application of this document.

Overview

The province is providing municipalities with the flexibility to choose to allow proxy votes for municipal council members who are absent. This power helps ensure continuing representation of constituents' interests on municipal councils when a member is unable to attend in person due to, for example, illness, a leave of absence, or the need to practice physical distancing.

Municipalities that wish to allow proxy voting must amend their procedure bylaws to allow a member of council to appoint another member of the same council to act in their place when they are absent.

Optional and Flexible

Allowing proxy voting is optional and it is up to each municipality to determine whether to allow proxies for council and under what circumstances. If a municipal council chooses to allow proxy voting, it is up to each member to decide whether they wish to appoint a member of that council as a proxy or not if they are to be absent.

Municipalities have the flexibility to determine the scope and extent of proxy appointments including, for example, any local rules or limitations, the process for appointing or revoking a proxy, and how proxyholders may participate in meetings. Municipalities may wish to consider:

- how proxies may be established and revoked;
- circumstances where proxies may or may not be used; and
- how a proxyholder may participate in a meeting including voting, speaking, or asking questions on behalf of the appointing member.

If a municipality chooses to allow proxy voting, it would be the role of the municipal clerk to establish a process for appointing and revoking proxies. Municipalities may also wish to consider addressing proxy voting in their code of conduct or other local policies to help ensure that votes are appropriately cast and that the local process is followed.

Once a proxy has been appointed, the appointing member could revoke the proxy using the process established by the municipal clerk.

Limitations

Limits to the proxy appointment process are set out in legislation. These include:

- A proxyholder cannot be appointed unless they are a member of the same council as the appointing member:
    - For upper-tiers, this means that a proxyholder has to be a member of the same upper-tier council as the appointee, regardless of lower-tier membership;

- A member cannot act as a proxyholder for more than one other member of council at a time;
- An appointed proxy is not counted when determining if a quorum is present;
- A member appointing a proxy shall notify the municipal clerk of the appointment in accordance with a local process established by the clerk; and
- When a recorded vote is taken, the clerk shall record the name and vote of every proxyholder and the name of the member of council for whom the proxyholder is acting.

Council member absence rules still apply. This means that a member's seat would become vacant if they are absent from the meetings of council for three successive months without being authorized to do so by a resolution of council.

Accountability and Transparency

Members appointing proxies or acting as proxyholders are required to follow existing accountability and transparency requirements. For example, a member may not appoint a proxy or serve as a proxyholder on a matter in which they have a pecuniary interest under the *Municipal Conflict of Interest Act*. Municipalities may also want to consider transparency measures such as:

- communicating to the public who has appointed a proxy and who is serving as a proxy;
- publishing meeting agendas in advance so that proxies can be appointed, if needed, and potential conflicts of interest can be identified; and
- allowing members to participate electronically when not able to attend meetings in person rather than appointing a proxy.

For more information about existing accountability and transparency requirements, including the Municipal Conflict of Interest Act, codes of conduct and the role of the local integrity commissioner, please see the Municipal Councillor's Guide.

Contact

If you have questions regarding how these new provisions may impact your municipality, contact your local Municipal Services Office with the Ministry of Municipal Affairs and Housing.

- **Central Municipal Services Office**
  Telephone: 416-585-6226 or 1-800-668-0230
- **Eastern Municipal Services Office**
  Telephone: 613-545-2100 or 1-800-267-9438
- **Northern Municipal Services Office (Sudbury)**
  Telephone: 705-564-0120 or 1-800-461-1193
- **Northern Municipal Services Office (Thunder Bay)**
  Telephone: 807-475-1651 or 1-800-465-5027
- **Western Municipal Services Office**
  Telephone: 519-873-4020 or 1-800-265-4736

Additional Resources

- Municipal Act, 2001: https://www.ontario.ca/laws/statute/01m25
- The Ontario Municipal Councillor's Guide: https://www.ontario.ca/document/ontario-municipal-councillors-guide-2018

THE CORPORATION OF THE TOWN OF FORT FRANCES

BY-LAW NO. XX~20

A BY-LAW TO GOVERN THE PROCEEDINGS OF THE COUNCIL OF THE CORPORATION OF THE TOWN OF FORT FRANCES

WHEREAS, The *Ontario Municipal Act, 2001,* authorizes the Council of every municipality to pass By-laws for governing the proceedings of its Council, the conduct of its Members and the calling of meetings: and

WHEREAS, Section 238 (2) further indicates that every municipality and local board shall pass a Procedure By-law for governing the calling, place and proceedings of meetings;

*****add info indicating report details**

NOW THEREFORE BE IT RESOLVED, THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF FORT FRANCES ENACTS AS FOLLOWS:

In addition to this by-law, Members of Council are governed by the following documents and legislation:
Municipal Act, 2001
Municipal Conflict of Interest Act
Municipal Elections Act
Accessibility for Ontarians with Disabilities Act
Occupational Health and Safety Act
Municipal Freedom of Information and Protection of Privacy Act
Ontario Planning Act
Human Rights Code
Municipal Code of Conduct By-law
Staff / Council Relations Policy

Members of Council shall be familiar with the above-noted documents and legislation and shall rely upon them when making decisions and exercising their powers.

ARTICLE I
SHORT TITLE

1. Citation
This By-law may be referred to as "THE PROCEDURAL BY-LAW".

ARTICLE II
INTERPRETATION / DEFINITIONS

Abstention
"Abstention" means a refusal to vote either for or against a proposal.

Act
"Act" means the *Municipal Act, 2001*, as amended from time to time.

Deputy Mayor
"Deputy Mayor" means the Member of Council appointed by resolution to act from time to time in the place and stead of Mayor.

Ad Hoc Committee

"Ad Hoc Committee" means a committee appointed by Council from time to time, to act on a temporary or singular issue and shall be discontinued by Council when their recommendations upon the specified initiative or matter have been provided, and dealt with by Members of Council and further recommendations are no longer required.

Advisory Committee
"Advisory Committee" means a committee appointed by Council to act in an advisory capacity to Council on operational and strategic issues during the full term of Council.

Chair
"Chair" means the Mayor or Deputy Mayor or Chairperson is the person in a meeting who is actually presiding at the time that the meeting is being held.

Chief Administrative Officer
"Chief Administrative Officer", means the Chief Administrative Officer (CAO) of Town of Fort Frances designated by By-law.

Clerk
"Clerk" means the Clerk of Town of Fort Frances authorized by the *Municipal Act* and appointed by By-law.

Committee of the Whole
"Committee of the Whole" means a meeting of Elected Members of Council, the device to enable the Members to give detailed consideration to a matter(s) under consideration and greater means to discuss the matter(s).

Consent Agenda
"Consent Agenda" means the portion of the Agenda which consists of items that do not require separate discussion, including, but not limited to: routine staff reports which have received recommendation from their appropriate Executive Committee, these items will be considered under one motion unless a Member requests separate consideration.

Council
"Council" means Elected Members of Council of the Town of Fort Frances whom were elected by registered voters or who have been appointed by virtue of a vacancy.

Debate
"Debate" means a discussion to put forth reasons for or against, in which a difference of opinion may be expressed.

Electronic Participation
"Electronic Participation" shall mean participation in a meeting from a location other than that at which the meeting is physically being held by means of telephone, internet or other electronic as may be decided upon by Council from time to time.

Executive Committee
"Executive Committee" means a committee representing one of the divisions of the Town, which meets regularly to provide recommendations to Council and is compromised of three members of Council, the Mayor as ex-officio and Administrative Staff.

Friendly Amendment
"Friendly Amendment" means the motion under debate is amended with the consent of the mover and seconder and without the requirement for an amending motion to be made.

In-Camera
"In Camera" means a meeting or portion of a meeting closed to the general public.

Local Board
"Local Board" means a municipal service board, public library board, board of health, police services board, planning board, or any other board commission, committee, body or local authority established or exercising any power under any Act with respect to the

affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.

Meeting
"Meeting" means any regular, special, or other meeting of a Council, of a local board or of a committee of either of them where a quorum of Members is present and Members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the Council, local board or committee.

Members
"Members" means a member of the Council of Town of Fort Frances or a member of a local board or committee of the municipality.

Municipal Corporation
"Municipal Corporation" means the Corporation of the Town of Fort Frances.

Petition
"Petition" means a document addressed to the Council of the Town of Fort Frances that contains the printed name and address and signature of the petitioner, is legible, produced in ink, and contains on each page a clear description of the matter being brought forward (following the Ontario government guidelines) and that the petition once submitted to the Clerk becomes a record that is publicly available. Appendix ??

Point of Information
"Point of Information" means a request through the Chair, for information relevant to the business at hand, but not related to parliamentary procedure.

Point of Order
"Point of Order" means a matter that a Member considers to be a departure from or contravention of the rules or procedures of Council.

Presiding Officer
"Presiding Officer" means the person presiding over a meeting, who may also be referred to as Chair / Chairperson.

Question of Privilege
"Question of Privilege" means a matter that a Members considers to question their integrity or the integrity of Council, which relates to the rights and privileges of the assembly or any of its Members to be brought up for possible immediate consideration because of its urgency.

Quorum
"Quorum" means a majority of the Members of the Municipal Council or local board or committee, subject to the provisions of the *Municipal Conflict of Interest Act, 1990*, as amended.

Recorded Vote
"Recorded Vote," means the making of a written record of the names and the vote of each Member who votes on a formal question.

Standing Committee
"Standing Committee" means a committee appointed by Council that has a continuing existence from one term of Council to another.

Seal
"Seal" means the authenticating seal of Town of Fort Frances.

ARTICLE III
GENERAL PROVISIONS

3.1 Suspension – Rules Regulations – applicable – two-thirds vote
The rules and regulations contained in this By-law shall be observed in all proceedings of the Council and shall be the rules and regulations for the order and dispatch of business of all Council meetings and in Committees, provided that the rules and regulations contained herein may be suspended by a two-thirds (2/3) vote of Members present and voting, in any case for which provision is not made herein and shall not be debatable or amendable.

3.2 Calculation – two-thirds vote
The Calculation of two-thirds (2/3) vote shall be rounded upwards to the next highest (full) decimal.

3.3 Parliamentary Authority
The governing legislation, the Procedural By-law, or any standing or special rules of order adopted by Town of Fort Frances ***shall*** govern the procedures of the Council. Where inconsistencies exist, the current edition of "Robert's Rules of Order, latest Edition" shall be the parliamentary authority, which governs the proceedings of the Town of Fort Frances.

3.4 Severability
If any provision or provisions of this By-law shall be held to be invalid, illegal, un-enforceable or in conflict with the law of any jurisdiction, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

3.5 Applicability
The rules and regulations contained within this By-law shall be observed in all proceedings of the Council of the Corporation of the Town of Fort Frances, Local Boards and Committees, and shall be the rules and regulations for the order and conduct of business therein.

ARTICLE IV
MEETINGS

4.1 Inaugural meeting – time – place – held
The Inaugural Meeting of the Council, following a regular election, shall be considered Council's first meeting and shall be held on the first Monday on or after November 15th in an election year, as determined by the Clerk, beginning at 7:00 p.m., in Council Chambers at the Civic Centre, 320 Portage Avenue in accordance with the *Municipal Elections Act.* This meeting shall be for the purpose of swearing in the new Council, the appointment of a Deputy Mayor & Chairpersons as well as Councillor appointments to Boards and Committees.

4.2 Regular Council meeting – schedule – designated – time
Regular Council meetings, shall be held on the Second and Fourth Mondays of each month, to immediately follow the Committee of the Whole meeting, at such place within the Town of Fort Frances designated for such purpose by the Council and shall be held in accordance with the schedule of meetings of Council and the Committees of Council as prepared by the Clerk.

4.3 Committee of the Whole - meeting
Committee of Whole Meetings shall be held on the second and fourth Mondays of each month, commencing at 5:30 p.m., to discuss in a less formal setting, matters that are under consideration and to which the matter is then referred to Members of Council at its Regular Council meeting for action.

4.4 Meetings – holidays – by resolution
When the meeting scheduled for its regular day and time falls on a Statutory or civic holiday, in which case the Council shall meet at the same hour on the next following day, which is not a Statutory or civic holiday, unless otherwise provided by resolution of the Council.

4.5 July, August and December – exception to meetings
Notwithstanding the provisions of Section 4.2 and 4.3 of this By-law, there shall be one meeting of Council in the months of July, August and December, the meeting shall be held on the second Monday of each month. Should the meeting fall on a Statutory or civic holiday, the Council shall meet at the same hour on the next following day, which is not a Statutory or civic holiday.

4.6 Special Meetings

4.6.1. **Special meetings – Mayor**
In addition to Committee of the Whole and Council meetings, the Mayor may at any time summon a Special meeting of Council by giving direction to the Clerk stating the date, time and purpose of the Special meeting.

4.6.2 **Special meeting – Members of Council**
Upon receipt of the petition of the majority of the Members, the Clerk shall summon a Special meeting for the purpose and at the date and time mentioned in the petition.

4.6.3 **Notice – by Clerk**
The Clerk shall give all Members notice of a Special meeting of Council before the time appointed for such meeting.

4.6.4 **Delivery Notice**
Notice may be given by delivering a notice to Member(s), by electronic mail or by telephone. Notice to the public shall be by way of website / portal via agenda publication.

4.6.5 **Nature of Business – Notice**
The written or verbal notice shall indicate the nature of the business to be considered, date, time and place of the Special meeting.

4.6.6 **No other business**
No business other than that indicated in the written or verbal notice shall be considered at the Special meeting.

4.6.7 **Special meeting – place**
All Special meetings of Council shall be held at the Civic Centre, 320 Portage Avenue, unless an alternative location is specified in the notice of meeting.

4.7 Emergency meeting – written notice not required
Notwithstanding any other provision of this By-law, an Emergency meeting may be held, without written notice, to deal with an emergency or extraordinary situation, provided that an attempt has been made by the Clerk or her/his designate to notify the Members about the meeting as soon as possible and in the most expedient manner available.

4.8 Location – Committee of the Whole and Council Meetings
All Committee of the Whole and Council meetings shall be held within the Council Chambers located at the Civic Centre, 320 Portage Avenue. In the event of an Emergency being declared by the Head of Council or any other Lead Agency as identified within the *"Emergency Management Act"* within the confines of a declared emergency, where the Civic Centre is not accessible, the Council shall be asked to meet at an identified location accessible by all Members of Council.

4.9 Open – to public – Council – Committees – exception
Meetings of the Committee of the Whole and Council and its executive committees, shall be open to the public with the exception of those meetings or part of a meeting which may be closed as provided for under Section 239 (2, 3 and 3.1) of the *Municipal Act*.

4.9.1 **Meetings open to public – Record**

All Meetings open to the public shall be recorded without note or comment on all resolutions, decisions and other proceedings and kept for archival purposes.

4.10 Closed – to public – resolution
Prior to holding a meeting, which is closed to the public, Council or the Committee shall pass a resolution stating the purpose of the holding of the closed meeting and including the general nature of the matter to be considered at the closed meeting as required in section 239 (4) of the *Municipal Act*.

4.11 Confidential Matters
Members are to ensure that confidential matters disclosed to them during meetings closed to the public, are kept confidential. No member, officer or employee of the Corporation shall disclose the content of the matter or substance of the deliberations of a Closed Meeting, unless expressly authorized to do so by Council as required by law.

Any Member, who contravenes the confidentiality clause, may be subject to penalties in accordance with the previously adopted "**Code of Conduct**" by-law.

4.12 Orientation Meeting
Orientation meetings of the Council, shall be considered as an information meeting to newly elected Members of Council in order to provide Members with the general process of what an elected Member could reasonably expect such as but not limited to; the Inaugural meeting process; how many committees they may be appointed to; process of a council meeting; protocol; corporate policies; code of conduct; payroll; overview of the budget process, and any other matter the Administration may deem required.

4.13 Electronic Meetings
The Council may provide that a Member of Council, of a Local Board or of a Committee of either of them, can participate electronically in a meeting, which is open to the public as set out in Appendix XX.

4.13.1 **Electronic Meetings – Quorum**
Any Member, who participates through electronic means, during a public meeting, shall not at any point in time, be counted in determining whether or not a quorum of Members is present.

4.13.2 **Electronic Meeting – closed to the public**
No Member shall participate in a meeting, through electronic means, when the meeting is closed to the public.

4.14 Meetings – Termination Hour
No item of business shall be considered at a meeting of the Council, after the hour of 10:00 p.m. CST, unless otherwise ordered by a unanimous vote of members present.

4.15 Meetings – Continuation – Suspend the Rules
Should the Members of Council reach the hour of 10:00 p.m. CST, and they wish to continue the ongoing meeting until additional items listed on the Agenda have been dealt with, a Motion to *Suspend the Rules of Order (Sec. 3.1)* of this By-law shall be introduced and a two-thirds (2/3's) vote of the Members present and voting shall be required.

ARTICLE V
ROLES

5.1 Council and Head of Council
Details relating to the role of Council and the Head of Council are contained within the *Municipal Act*, sections 224 and 225 respectively.

5.1.1 **Individual Authority – not provided**
No individual Council Member may direct any Member of staff to perform such duties that have not been authorized by resolution of the Council.

5.1.2 **Established Policies – Members – respect**
Members of Council shall respect and adhere to the Policies set by the Council and under no circumstances take it upon themselves individually to circumvent established policies.

5.1.3 **Council – liaison with CAO**
Council Members will liaise with the Chief Administrative Officer on any given matter concerning the municipality.

5.1.4 **Information – by Staff – Members of Council**
Council Members are encouraged to request information directly from the CAO or Divisional Managers / Senior Managers when possible.

5.1.5 **Questions – operational concerns – complaints**
Questions or issues surrounding operational concerns or complaints, excluding basic issues covered in Section 5.1.4 shall be directed to the Chief Administrative Officer, who will then direct the questions or issues to the appropriate Manager.

5.2 Chief Administrative Officer, Clerk and Municipal Administration
Details relating to the roles of the Chief Administrative Officer (CAO), Clerk and Municipal Administration are contained within the Municipal Act, sections 229, 228 and 227 respectively.

ARTICLE VI
DUTIES

6.1 COUNCIL

6.1.1 **Preparation of Members to Council Meetings**
Members of Council shall come prepared to meetings, by having read all the material supplied, including agendas and Administration reports, to facilitate discussion and the determination of action at the meeting. Whenever possible, the Members(s) shall obtain clarification from Management regarding materials supplied in advance of the meeting.

6.1.2 **Interference – directed to administration**
No Members(s) shall have the authority to direct or interfere with the performance of any work by Administration of the municipality. All inquiries shall be directed through the office of the Chief Administrative Officer as outlined in the Council/Staff Relations policy No. 3.32.

6.2 Mayor or Chair

6.2.1 **Open Meeting – call to order**
The Mayor or Chair shall preside over the conduct of meetings, including the preservation of good order and decorum, ruling on points of order and deciding all questions relating to the orderly procedure of the meeting, subject to an appeal to the Council or Committee, as the case may be.

6.2.2 **Speakers – recognized**
The Mayor or Chair shall recognize any Member of Council or Committee (as the case may be) who wishes to speak and determines the order of the speakers.

6.2.3 **Motions – received – submitted – results announced**
The Mayor or Chair shall receive and submit in the proper manner, all motions presented and put to vote all questions, which are duly moved, and to announce the result.

6.2.4 **Mayor or Chair – Participating - Introduction of a motion and debate**
The Mayor or Chair may speak and/or vote on any question, but if they wish to make a motion, they **shall** first leave the Chair by designating the Vice Chairperson to Chair the meeting. Should the Vice Chairperson be absent, by designating another Member to act in their stead until such time as the motion(s) and any amending motion to the main question have been decided upon and after which they shall resume the Chair.

6.2.5 **Debate – enforcing the rules – restrains Members**
It shall be the duty of the Mayor or Chair to restrain the Members, within the rules and procedures when engaged in debate.

6.2.6 **Decorum – order – enforced**
It shall be the duty of the Mayor or Chair to enforce on all occasions the observance of order and decorum among the Members.

6.2.7 **By-laws – resolutions – minutes - authentication**
It shall be the duty of the Mayor or Chair to authenticate, by her/his signature when necessary, all By-laws, resolutions and minutes approved by the Council.

6.2.7 (a) **Authentication – refusal by Mayor or Chair**
In the event that the Mayor or Chair refuses or is unable to authenticate any document as identified in section 6.2.7, the Vice Chairperson shall have the authority to sign on her/his behalf.

ARTICLE VII
CONDUCT DURING MEETINGS

7.1 Sovereign – Royal Family – to be respected
No Member shall speak disrespectfully of the reigning Sovereign or of any of the Royal Family or of the Governor General, the Lieutenant Governor or any Provincial representative or any Members of the Senate, the House of Commons of Canada or the Legislative Assembly of the Province of Ontario.

7.2 Members of Council – Municipal Administration
No Member shall speak disrespectfully nor shall they use offensive words in or against Members of the Council or any Member thereof including Municipal Employees as outlined in the Town of Fort Frances Code of Conduct by-law.

7.3 Decisions of Council – reconsideration
Members shall respect and uphold decisions of the Council except for the purpose of moving that the question be reconsidered.

7.4 Breach of Rules – expel from meeting
Members shall refrain from any and all harmful conduct to the Municipality. No Member shall breach the rules of the Council, or a decision of the Mayor or Chair or Council as a whole on questions of order or practice, or upon the interpretation of the rules of Council. In the case where a Member persists in any such breach after having been called to order by the Mayor or Chair, the Mayor or Chair may order that Member leave her/his seat for the duration of the meeting of the Council. Should the Member apologize, then they may be permitted to retake their seat. **this has been reworded

7.5 Disorder of Meeting – adjourn – suspend – recess meeting
It shall be the duty of the Mayor or Chair to adjourn the meeting without the question being put or to suspend or recess the sitting for a time to be named if considered necessary because of grave disorder arising in the meeting.

7.6 Power to Expel
The Mayor or Chair may expel any person for improper conduct at a meeting.

7.7 Code of Ethics – Confidentiality

7.7.1 **In-Camera subjects – public interest**
Upon completion of any "In-Camera" council meetings, the decisions of the Council with respect to any of the items listed within Section 239 (2) of the *Municipal Act, 2002*; and direction to municipal Administration in accordance therewith, shall then be reported publicly by Council, to the extent that the *Municipal Act* and the public interest permits.

7.7.2 **Council Response – In-Camera enquiries**
The response of Council Members to enquiries about any matter dealt with during an "In-Camera" closed meeting, prior to it being reported publicly, shall be "***This matter is still under advisement" "no comment"***, or words to that effect.

a) **Release of Information**
The release of any information about matters dealt with by Council at a closed meeting shall be by the Mayor or her/his delegate only upon direction of the majority of Council.

b) **Members – expressing personal position**
Notwithstanding Section 7.7.2 (b), unless council by vote determines otherwise, upon the public disclosure of any report discussed at an "In-Camera" meeting, (closed to the public), any individual Member may express their own personal position on the item, but shall not refer to or discuss the specific positions or opinions (written or verbal) of other Members or of municipal administration or staff.

c) **No public release – documents**
Agendas or any items thereon for consideration by Council at a meeting closed to the public shall not be released to the public.

d) **Obligation – confidentiality**
It is the obligation of each Member of Council to keep information confidential and this obligation continues even after the Member ceases to be an elected Member of Council.

ARTICLE VIII
RULES OF DEBATE

8.1 Mayor or Chair – preserve order
The Mayor or Chair shall preserve order and decorum and decide questions of order subject to an appeal to the Council/Committee by any Member.

8.2 Addressing the Chair
Any Member, previous to speaking on any motion, shall indicate their desire to speak by the raised hand and shall not speak until recognized by the Mayor or Chair.

8.3 Order – of speaking – determination
The Mayor or Chair shall recognize the Members in the order they indicate their desire to speak; be acknowledged by the Mayor or Chair; and shall address all questions ***Through the Chair.***

8.4 Voting – Members – seated – disturbance – prohibited
When the Mayor or Chair calls for the vote on a motion, each Member shall occupy their seat and shall remain there until the Mayor or Chair has declared the result of the vote, and during such time, no Members shall walk across the room to speak to any other Members or make any noise or disturbance.

8.5 Speaking – Interruption

When a Member is speaking, no Member shall pass between the speaker and the Mayor or Chair or interrupt the speaker except to raise a question of privilege, appeal from the decision of the Mayor or Chair or raise a point of order.

8.6 Point of Order – Inform Members
It shall be the duty of the Mayor or Chair to inform the Members on any point of order.

8.7 Speaking – subject of debate
No Member shall speak on any subject other than the subject that is currently being debated.

8.8 Speaking – motion read – upon request
Any Member may require a motion under discussion to be read at any time during the debate but not so as to interrupt a Member while speaking.

8.9 Speaking – duration – time limit
No Member of Council shall speak more than once to the main question and no longer than three (3) minutes on any question, except in explanation of a material part of her/his debate, which may have been misunderstood, but they may not introduce new matter. A right of reply may be allowed to a Member who has made a substantive motion to Council, and no Member shall speak to the same question or in reply, without permission of Council.
**simpler wording for this section

8.9.1 **Speaking – duration – Council Committee - representative**
Members of Council who wish to provide an update relating to Boards / Committees to which they have been appointed, shall at the appropriate time within the Agenda and upon recognition by the Chair, speak for five (5) minutes maximum. For committees in which more than one member is appointed, only one member shall provide an update. There shall be no debate on the information provided. As the spokesperson for Council, the Mayor has more latitude respecting speaking length and topics.

8.10 Question – motion under discussion –through the Chair
A Member may concisely ask a question through the Chair only for the purpose of obtaining information relating to the motion under discussion.

8.11 Motion – seconded – before debate
All motions shall be seconded before it is debated and voted on.

ARTICLE IX
ORDER OF BUSINESS - AGENDA

9.1 Agenda – Content
The Business of the Council shall in all cases, be taken up in the following order, once the Mayor or Chair has brought the meeting to order, unless otherwise decided by a vote of two-thirds of the Members present and voting.

Committee of the Whole Agenda:
1) Call to Order
2) Disclosure of Pecuniary Interest
3) Delegations/Deputations
4) Council Reports on Board & Committee Activity
5) Consent Agenda
6) Administration and Finance Matters
7) Community Services Matters
8) Planning and Development Matters
9) Operations and Facilities Matters
10) General Matters
11) Information items
12) Adjournment

Council Agenda:
1) Call to Order
2) Recognition of Treaty Land
3) Moment of Meditation
4) Disclosure of Pecuniary Interest
5) Consent Agenda
6) Approval of Council Minutes
7) Approval of Committee of the Whole Minutes
8) Resolutions from Tonight's Committee of the Whole Meeting
9) By-laws
10) New Items
11) Information correspondence
12) Minutes of Local Boards and Committees
13) In Camera Items
14) Resolutions required as a result of In Camera discussions
15) Adjournment

9.2 Delivery of Agenda
The agenda shall be delivered by electronic transmission to each Member of Council and posted on the Town website (portal) by the Clerk's Office no later than 48 hours, preceding the scheduled Committee of the Whole or Council Meeting. Exceptions to the delivery of an agenda may be allowed due to Statutory or Civic holidays and for Special / Emergency meetings.

ARTICLE X
QUORUM

10.1 Call to Order – quorum present
As soon after the hour fixed for holding the meeting of the Council, as there is a quorum present, the Mayor or Chair shall call the Members to order.

10.2 Quorum – not present – time limit
If there should be no quorum present within fifteen (15) minutes after the time fixed for holding the meeting of the Council, the Clerk shall take down the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting.

ARTICLE XI
COMMITTEE OF THE WHOLE (COW)

11.1 Committee of the Whole – Chair
When the Council enters into a meeting of the Committee of the Whole, the Chair shall Chair the meeting and maintain order. The Mayor then takes its place as a Member of the Committee.

ARTICLE XII
MINUTES

12.1 Contents – recorded by Clerk
The Clerk shall prepare and cause the minutes to be taken of each meeting of Council and which shall include:

a) The place, date and time of the meeting;
b) The name of the Chair or officers and the record of the attendance of the Members.
c) Members who enter after the commencement of a meeting or leave prior to adjournment, the time shall be so noted in the minutes.
d) To record, without note or comment, all resolutions, decisions and other proceedings of the Council.

e) To record all publicly declared conflict of interests made by Members and identify that the Member has recused itself from discussion or vote on the declared matter, when the subject matter is brought up for debate.
f) If required by any Members present at a vote, to record the name and vote of every Member voting on any matter or question.

12.2 Included in Agenda
Minutes of the last regular meeting of Council, Committee of the Whole and of all Special or Emergency Council meetings held subsequent to the last regular meeting, may be included in the agenda and approved by Council. By prior distribution of the minutes to all Members, it is understood that the minutes have been read.

12.3 Minutes – confirmation – signing
Once the minutes have been adopted, they shall be signed by the Mayor or Chair and the Clerk.

ARTICLE XIII
DELEGATIONS / DEPUTATIONS

13.1 Heard – request submitted – deadline – items on agenda
Persons desiring to address Council for the purpose of making a delegation / deputation with respect to items for Council consideration that fall under the council's mandate shall be heard at the Committee of the Whole, with those delegations / deputations having submitted their request in writing to the Clerk by 12 noon on the Thursday preceding the meeting, being heard first, in the order in which such requests are received by the Clerk in the form attached hereto as Appendix xx.

13.2 Material – written – submitted for Council – deadline
Written material to be distributed to Council shall be submitted to the Clerk by 12 noon on the Thursday preceding the meeting.

13.2.1 **Presentations – budget or financial statements**

Presentations (including those of a ceremonial nature) or the annual budget presentation or presentation of Consolidated Financial Statements by the municipal Auditor shall be heard at the beginning of a Committee of the Whole meeting.

13.2.2 **Presentations – time limit**
Council shall hear delegations / deputation for information purposes only, and delegations / deputations shall be limited to a maximum of ten (10) minutes. The Auditor's presentation is permitted a maximum of thirty (30) minutes due to the detailed nature of the information.

a) **Spokesperson – delegation / deputation**
An organized body wishing to address Council as a delegation / deputation, regardless of the number of spokespersons shall be limited to a maximum of ten (10) minutes.

13.2.3 **Restrictions and permission**
Delegations / deputation shall not be permitted to appear before Council for the sole purpose of generating publicity for an event, or to promote their business.

a) **Number of Delegations / Deputations – meetings**
On any given scheduled Council meeting, there shall be a maximum of three (3) combined delegation / deputations permitted to speak for a maximum time allotment of 30 minutes (10 minutes maximum each).

b) **Time Schedule – questions**
Council Members shall be permitted a question period for each presentation and/or delegation / deputation of a maximum five (5) minutes. Members

shall be permitted to ask questions of delegates but shall not make statements nor enter into debate with such persons.

13.3 Delegations / Deputations – requests for action – referred
Delegations / deputations, which request action to be taken by the Council, shall be referred to Administration, by majority vote, for a recommendation to be presented at a future Meeting.

13.3.1 **Delegations / Deputations – no immediate decision**
Under no circumstances, shall a decision from Members of Council be made on a request by a Delegation / Deputation at the same meeting the Delegation / Deputation has been heard.

13.4 Delegation / Deputation – deemed – inappropriate for Council
When it is deemed inappropriate that a delegation / deputation address Council, the Clerk shall so notify the applicant/group and Council with a supporting explanation.

ARTICLE XIV
BY-LAWS

14.1 Description – listed on Agenda
All By-laws, together with a brief description shall be listed on the agenda for the meeting at which they are to be read.

14.2 Form – typewritten – compliance – relevant Act
Every By-law when introduced shall be in typewritten form and shall comply with the provisions of any relevant Act.

14.3 Readings – prior to passing
Every By-law caption shall be read prior to it being passed and endorsed by the Council.

14.4 Purpose – effect – explained upon request
Any Member may request that the purpose and effect of any particular By-law be explained, and the Clerk or any other Town Official having knowledge thereof may provide such explanation.

14.5 Debate – amendment
A By-law may be debated or amended before final adoption by Council.

14.6 Passed – numbered – dated – signed – seal affixed
Every By-law passed by the Council shall be numbered and dated, and shall be sealed with the Seal of the Municipal Corporation and signed by the Mayor and Clerk and shall be kept by the Clerk in the Clerk's office or any other place appointed for that purpose.

ARTICLE XV
CONSENT / CORRESPONDENCE

15.1 Items – considered for inclusion
All items to be considered for the Consent portion of the Agenda shall be determined by the Clerk.

15.2 Items for discussion – routine
All items listed under the Consent Agenda shall contain routine matters which are not controversial in nature and which do not require further discussion.

15.3 Request to separate – consent item
Should a Member of Council wish to discuss any matter listed under the Consent Agenda, the Member shall ask immediately upon the Mayor (Chair) calling the Consent items, at which time the Member shall request that the item be separated and dealt with independently.

15.4 Committee Reports – Executive Committees
Executive Committee reports brought before Council for approval shall be included under the Consent Agenda.

15.5 Consent Agenda – Inclusions
Inclusions into the Consent Agenda may be, but not limited to, petitions, proclamations and staffing reports.

ARTICLE XVI
RESOLUTIONS

16.1 Resolutions – consecutively numbered
All resolutions presented to the Council shall be consecutively numbered for each term of Council.

ARTICLE XVII
REPORTS / COMMUNICATION

17.1 Written – legible
Every administrative report to be presented to the Council shall be prepared, with an identifiable recommendation (where appropriate).

17.2 Deadline – material submitted to Clerk
Every report, which deals with a matter on the Agenda, shall be delivered to the Clerk no later than 12 noon on the Thursday preceding the date of the next meeting, in order to be included on the final Agenda.

ARTICLE XVIII
DISCLOSURE OF INTEREST

18.1 Disclosing – Members responsibility
All Members shall govern themselves at any meeting in accordance with the current legislation respecting any disclosure of interest they may have in accordance to the "*Conflict of Interest Act".* It is further the responsibility of all Members to identify and publicly disclose any interest.

18.2 Disclosing – no influencing
The Members shall disclose the interest including the general nature thereof, prior to any consideration of the matter and shall not take part (with the exceptions as noted under Sec.5.2 (1) of the *"Conflict of Interest Act"* in the discussion of, or vote on any question in respect of the matter and shall not attempt in any way whether before, during or after the meeting to influence the voting on any such question.

18.3 Members – leave of meeting – In Camera
Where the meeting is not open to the public, the Member, who is in conflict, shall immediately leave the meeting or the part of the meeting during which the matter is under consideration.

18.4 Members – absent from meeting
Where a Member is absent from a meeting, which includes a matter on which they have an interest, the Member shall disclose this interest at the next public meeting they attend.

18.5 Declaration – recorded – minutes
The declaration of interest shall be provided in a written statement to the Clerk or the Secretary of Committee or local board (as the case may be) and shall be recorded in the minutes or report of the meeting and where the meeting was opened to the public, the general nature of such declaration.

18.6 Declaration – record – meeting closed to the public
Where the declaration of interest is made on a matter that is not open to the public, the Members shall provide in a written statement to the Clerk or the Secretary of Committee or local board (as the case may be), declare the interest, but not the general nature of that interest and shall be recorded in the minutes of the next meeting that is open to the public.

18.7 Maintaining Registry
A Registry shall be kept by the Clerk on every written statement made by Members of the general nature of the declared interest, the Registry shall be available for public viewing.

ARTICLE XIX
COMMITTEES

19.1 Appointment – Committee Chair and Vice Chair
Members of the Committee shall appoint the Chair and Vice-Chair. Additional information respecting the Executive Committees and other Boards/Committees can be located in the 'Boards and Committees By-law'.

Executive Committees

19.2 Composition – all Members
An Executive Committees shall have Council representation appointed by resolution.

19.3 Names
The following Committees shall be known as the Executive Committees of Council:

a) Administration & Finance Executive Committee
b) Planning & Development Executive Committee
c) Operations & Facilities Executive Committee
d) Community Services Executive Committee

19.4 Meetings – Notice of Delivery
It shall be the duty of the Executive Committee to ensure that the minutes of their last regular meeting together with an agenda containing reports to be considered is made available to each Member a minimum of 48 hours preceding the day of the holding of any called meeting.

19.5 Rules – observed in all meetings
The rules governing the procedures of the Council and the conduct of its Members shall be observed in meetings of the Executive Committees in so far as they are applicable.

ARTICLE XX
GENERAL RULES / ALL COUNCIL COMMITTEES

20.1 Committees - Defined
Committees of Council shall be defined as meeting all of the following criteria:

a) Committee must be appointed by Council in accordance with its Procedural By-law;
b) Committee shall report to and/or be responsible to Council as a governing body; and
c) Committee must be part of the Town's budget with finances subject to Town policies (i.e.) not an outside body with its own bank account, purchasing policies etc.

20.2 Committee appointments of Members of Council
Members of Council shall be selected to sit on various Boards and Committees of Council by the Head of Council and appointed by resolution at its Inaugural meeting held at the beginning of a new term of office. Appointments shall be for the term of Council unless the By-law specifies a shorter time and where a re-appointment may be made.

20.3 Appointment – Committees
Public members of Committees of Council are appointed as outlined within the 'Boards and Committees By-law'.

20.4 Mayor – Ex-officio
The Mayor shall be an ex-officio Member of all Council Committees and may provide input on all questions before the Committee, but shall not vote or be counted in the formation of a quorum unless another appointed member is absent.

20.5 Majority – Quorum
A majority (50% +1) of all Members of a Committee shall constitute a quorum.

20.6 Absence – Chair
In the absence of the Chair, the Vice-Chairperson shall preside, and in the absence of both the Chair and the Vice-Chairperson, one of the other Member shall be elected to preside, who shall discharge the duties of the Chair during the meeting or until the arrival of the Chair.

20.7 Committee matters – referred to Council
No order or authority to do any matter or thing shall be recognized as emanating from any Committee, and all Committee matters shall be referred to the Council and approved before becoming effective.

ARTICLE XXI
NEW BUSINESS

21.1 New Business – filing time – inclusion to Agenda
New Business items that are filed with the Clerk prior to 12 noon on the Thursday prior to the next regular meeting, shall be included on the printed agenda for general release.

ARTICLE XXII
VOTING

22.1 Chair need not vote
The Chair (or Mayor) shall vote as any other Member when the vote is to be recorded. In all other cases, the Chair (or Mayor), may (but is not obliged to) vote whenever his/her vote will affect the result – that is, he/she may vote either to break or to cause a tie; or, in the case of a two-thirds vote requirement, he/she may vote either to cause or to block the attainment of the necessary two-thirds vote. See table with examples of motions (Appendix ??).

22.2 All questions – exception – disqualified
Every Member present at a meeting, with the exception to Section 22.1, when a question is put, may vote thereon unless disqualified to vote on the question.

22.3 Failure to vote – deemed negative
Failure to vote by a Member present at the meeting at the time of the vote and who is not disqualified to vote shall be deemed to be a negative vote.

22.4 Motion – simple majority – required exception
The vote required to pass a motion shall be a majority (50% +1) except as otherwise provided in this By-law or by Statute or by *Robert's Rules of Order, latest Edition*.

22.5 Equal – motion deemed negative
In the case of an equal division of votes on a motion, the motion shall be deemed to have been decided in the negative and defeated for want of a majority.

22.6 Show of hands – exception – recorded vote
The manner of determining the desire of the Council on a motion shall be by show of hands.

22.7 Recorded – by request – vote announced openly
Where a vote is taken for any purpose and a Member requests' immediately prior or immediately subsequent to the taking of the vote that the vote be recorded, each Member present, except a Member who is disqualified from voting, shall announce her/his vote openly; and any failure to vote by a Member who is not disqualified shall be deemed to be a negative vote, and the Clerk shall call for and record each vote.

22.8 Division – Separate Vote – each proposal
At the request of a Member of Council, a motion containing **distinct proposals** that can be acted upon individually may be divided, and a separate vote shall be taken upon each individual proposal.

22.9 Members not in their seat – deemed absent
A Member not in their seat when the question is called by the Chair is not entitled to vote on that question and in the case of a recorded vote, shall be recorded as absent.

22.10 Chair stating the question
Immediately preceding the taking of the vote, the Chair shall state the question in the form introduced.

22.11 Calculations of 2/3's vote
A two-thirds vote means that two thirds (2/3) of the votes cast determine the vote.
(example)

- A vote of 5 to 2 would satisfy a two-thirds vote because doubling 2 would give you 4 and 5 is more than 4. (or)
- Multiply 2 times the number of Members present and voting and then divide by 3.

ALWAYS round up your number.

22.12 Announcing – results
The Chair shall announce the result of every vote.

ARTICLE XXIII
PARLIAMENTARY PROCESS - MOTIONS

23.1 Motions in writing
Except as provided elsewhere in this by-law, all motions shall be in writing and shall be signed by the mover and seconder.

23.2 Procedural Motions

In Council, the following procedural motions may be introduced verbally, without notice and without leave, except as otherwise provided by this by-law:

a) A point of order or privilege;
b) To close debate;
c) To adjourn;
d) To suspend the rules of procedure;
e) To table
f) To postpone definitely (deferral motion with a specified date/meeting);
g) To refer;
h) To amend;
i) To postpone indefinitely (deferral motion without specifying a date/meeting);
j) Any other procedural motion.

23.3 Withdraw a Motion
The mover and seconder may withdraw a motion at any time prior to it being read by the Presiding Officer.

23.4 Motion in Possession of Council

After a motion has been read or stated by the Presiding Officer, it shall be deemed to be in possession of Council, but may be withdrawn by the mover and seconder at any time before being voted on with the concurrence of Council.

23.5 Motion under Consideration
When a motion is under consideration, no other motion shall be received except a procedural motion or a motion to amend.

23.6 Motion put to the Vote
After a motion has been put to vote by the Presiding Officer, no member shall speak to the motion nor shall any other motion be made until after the vote is taken and the result has been declared.

23.7 Descriptive Characteristics of Motions
Appendix "??" forms part of this by-law and shall describe the form and standard descriptive characteristics of motions commonly used in Council. (in all cases Council of the Town of Fort Frances will defer to *Robert's Rules of Order, latest Edition*)

Motion for Reconsideration

23.8 Reconsideration – majority of Council – same meeting
Any matter decided upon by the Council, may be reconsidered at the same meeting that it was originally dealt with, by majority vote of Members present and voting.

23.8.1 Any Member voting on the prevailing side of the original vote, or one who did not vote may introduce a motion for reconsideration.

23.8.2 There shall be no discussion on the main question permitted until the motion for reconsideration is adopted.

23.9 Motion to reconsider adopted
If a motion to reconsider has been adopted, it temporarily nullifies the previous decision and places the meeting back at the point prior to taking the vote on the original motion as adopted.

23.9.1 If a motion to reconsider has been adopted at a meeting, then consideration of the original main motion (as adopted) shall become the next order of business.

23.9.2 The main motion originally voted on is once again pending; procedurally, it is considered a newly made motion.

23.10 Reconsideration – 2/3 vote – previous decision at subsequent meeting
If a motion to reconsider a previous decision of Council at a subsequent meeting, requires an affirmative vote of 2/3's of the members present.

23.10.1 Any member who was present at the meeting and who voted in the majority (prevailing side) when the decision was made or who was not present at the meeting when the decision was made.

23.10.2 There shall be no discussion on the main question permitted until the motion for reconsideration is adopted.

23.10.3 If a motion to reconsider has been adopted, follow steps outlined in 23.24.

23.11 Reconsideration – only once
No motion or report shall be reconsidered more than once at any meeting.

23.12 Reconsideration – may not be permitted
A matter may not be reconsidered in the event that Council is made aware that the motion or by-law has been implemented resulting in legally binding commitments as of the date the motion to reconsider is moved.

ARTICLE XXIV
RESIGNATION / MEMBERS / VACANCIES

24.1 Resignation – file in writing – Clerk
A Member of Council may resign from office by providing a written notice, filed with the Clerk of the Corporation within which they were elected, subject to provisions under Section 260 of the *Municipal Act*.

24.2 Filling Vacancy
If a vacancy occurs in the office of a Member of Council, the Council shall, fill the vacancy in the manner selected, subject to Section 263 of the *Municipal Act*.

24.3 Appointments to vacancies
Subject to Section 263 of the *Municipal Act*, where a vacancy occurs amongst a seat of the Mayor and/or Councillor, the Council at its next meeting, shall declare the office to be vacant (except if a vacancy occurs as a result of death, then permitted two meetings to declare.

24.4 Members – not attending – removal
The office of any Member of Council of the municipality becomes vacant if the Member is absent from the meetings of Council for three (3) successive months, without being authorized to do so by a resolution of council.

ARTICLE XXV
REPEAL / ENACTMENT

25.1 By-laws – previous
All previous By-laws or sections thereof regulating the proceedings of Council shall be and are hereby repealed; and without limiting the generality of the foregoing, including By-law 34/95 as amended, is hereby repealed.

25.2 Effective date
This By-law shall come into effect on the xx day of _____, 2020.

_____	_____
E. Slomke	J. Caul
Clerk	Mayor

Appendix ??

Electronic Participation at Executive Committee Meetings

1. Committee members should dress (if video conference) and act as though in attendance in person. Committee members are responsible for ensuring there is no background noise at their location that would interfere with the meeting – we encourage the member to source a quite location to connect from. Additionally, microphone shall be muted when member is not speaking.
2. Committee members wishing to attend a meeting electronically shall advise the Chair and Committee secretary by 3 p.m. on the day prior to the scheduled meeting. Only one member shall be permitted to participate electronically for each Executive Committee meeting.
3. As the number of Committee members who may attend electronically is limited, the privilege to attend electronically shall be based on order of request.
4. The Chair is permitted to attend electronically if requested but will delegate chair responsibilities to the Vice-chairperson.
5. Any costs associated with attending electronically shall be borne by the Committee member.
6. Committee members must connect electronically with the Municipality no later than 15 minutes prior to the commencement of the Committee meeting. If unable, there is no guarantee that we may be able to facilitate your connection.
7. Committee members attending electronically may leave a meeting early, however, it is expected that members will attend a sufficient length of time to warrant the additional effort required by the Municipality to facilitate electronic attendance.
8. Committee members must announce their departure prior to leaving the meeting. If electronic connection is lost during a meeting, no effort will be made by the Municipality to reconnect and the member attending electronically shall be considered to have left the meeting at the point of disconnection.
9. The Chair shall be cognizant of all members whether attending in person or electronically and may establish provisions as to order of Committee members speaking to facilitate flow and pace of meeting.
10. Members attending electronically shall verbally announce their vote when called upon by the Chair.
11. Committee members attending electronically may not be able to see all other Committee members, presentation by delegations, etc. and the Municipality is not responsible for trying to accommodate this.
12. Committee members are responsible for providing their own method of transmission to the Municipality. The Municipality will make a Microsoft Teams meeting link and phone number available for Executive Committee meetings.

Appendix ??

Electronic Participation at Meetings during Emergencies

1. Should an emergency be declared in accordance with the *Emergency Management and Civil Protection Act*, electronic participation may be allowed for a member of Council, local board or of a committee of any of them in accordance with Section 238 (3.3.) of the *Municipal Act*. This includes Advisory Committees, Executive Committees, Committee of the Whole, Council and Local Board meetings. During this time, members participating electronically may be counted in determining whether a quorum of members is present and may participate electronically in a meeting that is closed to the public.
2. Where the Rules of Procedure conflict with the need to facilitate electronic participation, the Chair, in consultation with the Clerk shall have the authority to modify the Rules of Procedure to ensure members can effectively participate in the meeting.
3. Notice to members shall be provided electronically via e-mail and/or agenda publication. Notice may also be provided by telephone or personal contact in case of an emergency. Public notice shall be deemed delivered upon completion of agenda publication.
4. The meeting shall begin with a roll call to determine who is participating.
5. Should a delegation request be received during an emergency and the Clerk believes that the request can be facilitated, their presentation will be provided to the Clerk to be included on the agenda. Link instructions will be provided to the requesters by the Clerk. The remainder of the delegation rules as set out in this by-law shall apply.
6. Electronic participation of Staff may also be facilitated.
7. Members should dress (if video conference) and act as though in attendance in person. Members are responsible for ensuring there is no background noise at their location that would interfere with the meeting – we encourage the member to source a quite location to connect from. Additionally, microphone shall be muted when member is not speaking.
8. The Chair (and Mayor) will attend on site in order to sign minutes.
9. Members must connect electronically with the Municipality no later than 15 minutes prior to the commencement of the meeting. If unable, there is no guarantee that we may be able to facilitate your connection.
10. Members attending electronically may leave a meeting early, however, it is expected that members will attend a sufficient length of time to warrant the additional effort required by the Municipality to facilitate electronic attendance.
11. Members must announce their departure prior to leaving the meeting. If electronic connection is lost during a meeting, no effort will be made by the Municipality to reconnect and the member attending electronically shall be considered to have left the meeting at the point of disconnection.
12. The Chair shall be cognizant of all members whether attending in person or electronically and may establish provisions as to order of members speaking to facilitate flow and pace of meeting.
13. Members attending electronically shall verbally announce their vote when called upon by the Chair.
14. Members attending electronically may not be able to see all other members, presentation by delegations, etc. and the Municipality is not responsible for trying to accommodate this.
15. Members are responsible for providing their own method of transmission to the Municipality. The Municipality will make a Microsoft Teams meeting link and phone number available for meetings.

Ranking	MOTION	CLASS [1]	IN ORDER WHEN ANOTHER HAS THE FLOOR	MUST BE SECONDED	DEBATABLE	AMENDABLE	VOTE REQUIRED FOR ADOPTION	CAN BE RECONSIDERED
1	Fix the time to which to Adjourn	P	No	Yes	No	Yes	Majority	Yes
2	Adjourn	P	No	Yes	No	No	Majority	No
3	Recess	P	No	Yes	No	Yes	Majority	No
4	Privileged Question	P	Yes, but should not interrupt a person who has begun to speak, unless unavoidable	No; but if the question of privilege thereby raised is in the form of a motion, the motion must be seconded.	No	No	Admissibility of question is ruled upon by Chair	No
5	Orders of the Day	P	Yes	No	No	No	Must be enforced on demand of one member unless set aside by a two-thirds vote	no
6	Lay on the Table	S	No	No	No	No	Majority	Negative vote only[2]
7	Previous Question	S	No	Yes	No	No	Two-Thirds	Yes; but if vote was affirmative, only before any vote has been taken under it.[4]
8	Limit or Extend Debate	S	No	Yes	No	Yes	Two thirds	Yes: but if vote was affirmative only unexecuted part of order[4]
9	Postpone to a certain time	S	No	Yes	Yes	Yes	Majority unless it makes a question a special order.	Yes [3]
10	Commit, Refer or Recommit a pending	S	No	Yes	Yes confined to its merits only	Yes	Majority	If committee has not begun work on the matter

[1] Classification Symbols: M – main motion; S – subsidiary motions; P – privileged motions; I – incidental motions: B – motions that bring a question again before the assembly; B/B – incidental main motions classed with motions that bring a question again before the assembly.

[2] A negative vote on this motion can be reconsidered only until such time as either (a) progress in business or debate has made it essentially a new question, or (b) something urgent has arisen that was not known when the assembly rejected the motion.

[3] A negative vote on this motion can be reconsidered only until such time as progress in business or debate has made it essentially a new question.

	question							
11	Amend a pending motion	S	No	Yes	If motion to be amended is debatable[4]	Yes	Majority	Yes
11	Amend an amendment of a pending motion	S	NO	YES	If motion to be amended is debatable[5]	NO	Majority	Yes
12	Postpone Indefinitely	S	No	Yes	Yes	No	Majority	No
13	Main Motion	M	No	Yes	Yes	Yes	Majority	Yes

[4] Debate on motion must be confined to *its* merits only, and cannot go into the main question except as necessary for debate of the immediately pending question.

[5] Debate on motion must be confined to *its* merits only, and cannot go into the main question except as necessary for debate of the immediately pending question.

Appendix ??

Prescribed Form of Petition

TO: Council of the Town of Fort Frances
c/o Municipal Clerk
320 Portage Avenue
Fort Frances, ON P9A 3P9

I/We the undersigned, petition of the Council of the Town of Fort Frances as follows:

Petition Text: Enter a brief description of the matter to be brought forward here and include the text on every page of the petition.

Printed Name	Printed Address	Signature

By signing this petition, I hereby acknowledge that this petition will become a record belonging to the Town of Fort Frances and that all information contained in this petition will be available for viewing by the public and may be reproduced through the Council Agenda process.

REQUEST FOR DELEGATION / DEPUTATION BEFORE COUNCIL OF THE TOWN OF FORT FRANCES

ALL DELEGATIONS / DEPUTATIONS ARE REQUIRED TO PROVIDE A WRITTEN SUBMISSION PRIOR TO THE AGENDA DEADLINE

All written or electronic submissions and background information for consideration by Council must be submitted to the Clerk's Office by 12 noon on the Thursday preceding the meeting. Electronic submissions should be submitted in Microsoft Power point, Microsoft word or PDF format. As per the Procedural By-law, there is a maximum of three (3) deputations allowed per meeting and delegates are given ten (10) minutes to make their presentation.

Preferred Meeting Date: _____

I am requesting a delegation / deputation to speak:

a) ☐ On my own behalf; or

b) ☐ On behalf of a group / organization / association (if b) please state name of group below)

_____

Will you be providing a Power point presentation? ☐ Yes ☐ No

Name of Speaker (s) – A delegation / deputation wishing to appear before Council shall be limited to a total speaking time of ten (10) minutes (regardless of the number of speakers listed). Please state name of speaker(s) below.

_____

_____

Subject of Presentation

Please describe below the subject matter of the requested delegation / deputation in sufficient detail to provide the Town of Fort Frances a means to determine its content and define how the matter aligns with Council's mandate / strategic priorities. All material needs to be provided to the Clerk by 12 noon on the Thursday prior to the meeting.

_____

_____

_____

(use a separate sheet of paper if not enough space allowed here)

Reason why this delegation / deputation is important to Council and to the municipality:

_____

_____

Date of Request: _____ Signature of Speaker: _____

Address: _____

Telephone / Fax Numbers: _____

E-mail Address: _____

Scheduling will be at the discretion of the Clerk and will be confirmed prior to the meeting deadline. There are no guarantees that by requesting a certain date(s) your delegation / deputation will be accepted, as prior commitments may make it necessary to schedule an alternate date suggested by the Clerk.

Individuals who submit letters and other information to Council should be aware that any personal information contained within their communications may become part of the public record and made available through the Council Agenda process.

Personal information on this form is collected under the legal authority of the Municipal Act, S.O., 2001, Chapter 25, as amended. The information is collected and maintained for the purpose of creating a record that is available to the general public pursuant to Section 27 of the Municipal Freedom & Protection of Privacy Act. Questions about this collection should be directed to the Clerk's Office.

Clerk's Office Contact:

Elizabeth (Lisa) Slomke, AOMC, Clerk
320 Portage Avenue
Fort Frances, ON P9A 3P9
1-807-274-5323 ext. 1215
lslomke@fortfrances.ca

FIRE RESCUE SERVICE

"PRIDE & HONOUR"

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement

JULY 2020 REPORT
FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Total Hours: Incidents; Training; Public Education; and Public Service	Training Sessions:	Public Ed & Prevention; Public Events; Public Service:	Fire Safety Standards Enforcement Inspections / Re-inspections for 2020:	Fire Drills	EMS Calls:	Fire Calls:	Fire Loss estimated values in Dollars:
11.2	2	0	46	0	0	4	N/A
Alarm Calls:	MVC Calls:	Water Related Rescue Calls:	(CO) Carbon Monoxide / Gas Leak Calls:	Hazmat Calls:	Mutual Aid Calls:	Other Calls:	Tickets Issued:
7	2	0	0	1	0	0	0

TEAM MEMBERS RESPONDED TO 14 <u>CALLS FOR SERVICE</u> DURING JULY 2020.

Total Hours:

- **7.2 Hours** was spent on responding to Emergency Incidents.
- **4 Hours** was spent on Training.

Time of Day:

During this month, **43%** of our calls for service occurred on the Day Shift between 07:00 & 19:00 and **57%** of our calls for service occurred during the Night Shift between 19:00 & 07:00.

Fire Prevention Inspections / Re-inspections:

Since March 13, 2020, fire prevention inspections have been suspended due to the COVID-19 pandemic. However, 3 Fire Safety Inspections were required to be completed in July, which were completed in a safe manner with all the PPE and Health and Safety protocols in place.

Fire Response Calls: **4 Fire Calls.**

- Power Pole Fire north of the Copper River Inn
- Propane Tank Fire at a residence
- Cooking related incident at a residence (No Fire)
- Arc Flash Incident at a school (No Fire or Injuries)

FIRE RESCUE SERVICE

"PRIDE & HONOUR"

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement

JULY 2020 REPORT
FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

Power Pole Fire: North of Copper River Inn

Fire Alarms: 7 False Fire Alarm Calls.

MVC (Motor Vehicle Crashes): 2 MVC's, which were in the Town of Fort Frances.

Hazmat Calls: 1 Call, which involved a gasoline and oil spill from the back of a pick-up truck.

Public Fire Safety Education:
Weekly Fire & Life Safety Tips continue to be published in the Thursday edition of the Fort Frances Bulletin. As well, we continue to post a weekly Safety Share on our towns official Facebook Page.

FIRE RESCUE SERVICE

"PRIDE & HONOUR"

Leadership - Commitment - Empower - Engage - Succeed - Continual Improvement

JULY 2020 REPORT
FROM: TYLER MOFFITT – FIRE CHIEF/CEMC

This month we thank the fine people of the Office of Ontario Fire Marshal for their many years of continuing support of promoting fire prevention and public fire safety education in Ontario, as well as within the Rainy River District.

As well, their ongoing support of providing public fire safety education and prevention materials and assistance to the fire service has been greatly appreciated.