



COMMUNITY SERVICES EXECUTIVE COMMITTEE AGENDA

July 4, 2022 10:30 AM

Committee Room - Civic Centre

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 807-701-5975,,315153558#](#) Canada, Thunder Bay

Phone Conference ID: 315 153 558#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

Page

1. CALL TO ORDER (Session #50) / Roll Call

2. DISCLOSURE OF CONFLICT OF INTEREST AND THE GENERAL NATURE THEREOF

3. APPROVAL OF PREVIOUS COMMITTEE MINUTES

2 3.1 Session no 49 - 04 April 2022

4. ITEMS REFERRED FROM COUNCIL - None

5. NEW BUSINESS

3 - 22 5.1 Terms of Reference (Museum Advisory Committee)

6. INFORMATION - None

7. IN-CAMERA - None

8. ADJOURNMENT



TOWN OF FORT FRANCES

MINUTES

SESSION NO. #49

April 4, 2022

The meeting of Community Services Executive Committee of the Town of Fort Frances was held in the Memorial Sports Centre - '52 Canadians Meeting Room on April 4, 2022 from 10:30 a.m. to 10:54 a.m.

PRESENT: Michael Behan - Chairman, Andrew Hallikas - Councillor, Rick Wiedenhoeft - Councillor, Mayor June Caul (ex-officio)

ALSO PRESENT: F. Anwar, CAO, R. Armit, Lifeguard Supervisor

1 Call to Order (Session #49)

2 Disclosure of Conflict of Interest and the General Nature Thereof:

3 Approval of Previous Committee Minutes:

3.1 Session no 48 - 07 March 2022 - Accepted as presented

4 Items Referred from Council

4.1 Fort Frances Senior Centre - Special Occasion Permit - Recommendation from Committee to move forward to Council meeting of April 11, 2022.

5 New Business

5.1 Sunny Cove camp - Recommendation from Committee for item to move forward to Council meeting of April 11, 2022.

6 Information / Correspondence

7 In-Camera: none

8 Adjournment: 10:54 a.m. / Date of Next Meeting - April 19, 2022

M.Behan, Executive Committee Chair

, Recreational and Culture Manager

ADMINISTRATIVE REPORT

Subject: Terms of Reference - Museum and Cultural Centre Advisory Committee
Date: 2022-07-04
To: Community Services Executive Committee
From: Tyler Young, Recreation & Culture Manager
File Number: [Status]



ISSUE

- (1) Request from the Museum and Cultural Centre Advisory Committee to approve their Terms of Reference.

ADMINISTRATIVE RECOMMENDATION

It is the recommendation of Administration:

THAT Council of the Town of Fort Frances, in accordance with Section 6 of the Town of Fort Frances by-law 53/16, approve the Museum and Cultural Centre Advisory Committee Terms of Reference, as presented.

STRATEGIC IMPACT

- Objective # 13 – Maintain/enhance existing levels of service.
- Objective # 26 – More effectively engage our youth, young professionals, and seniors.

OPTIONS & ALTERNATIVES

- (1) Approve the request.
- (2) Deny the request.
- (3) Committee provides another direction to administration.

HISTORY

In the regular meeting of Council on October 11, 2016, the amendments to the establishments of Boards /Committees were discussed and approved which resulted in the enactment of By-law 53/16 while repealing By-law 29/77. This transition created some confusion on the role of committee members and administration which wasn't realized until summer of 2021.

Section 6 of the Town of Fort Frances By-law 53/16 provides for the establishment of Terms of Reference of the Board/Committees of Council outlining the mandate, operational details including but not limited to its composition, activities, term, quorum, meeting schedule, and staff and members' roles. The Museum and Cultural Centre Advisory Committee realized that the terms of reference could be a great document for them to not only clarify roles of the committee and key stakeholders but also to refine their mandate and objectives.

In March of 2022, the Committee had started meeting informally on weekly basis to brainstorm for the preparation of the terms of reference.

ANALYSIS

With all the hard work and dedication, and in consultation with the CAO, Recreation and Culture Manager, and Curator, the Museum and Cultural Centre Advisory Committee has developed a comprehensive Terms of Reference that clearly outlines their mandate, objectives, and operational details – which includes, but is not limited to its composition, activities, term, quorum, meeting schedule, and staff and members' roles.

The terms of reference will help in streamlining the policies and procedures for an effective operation of the museum and enhance the level of services for our citizens and visitors, alike. The identification of roles and responsibilities will assist in establishing a strong working relationship between the committee members, stakeholders, Town administration and Council.

Please note that the terms of reference encourage youth participation while adding a youth member to serve on the committee.

CONSULTATION

- Museum Advisory Committee
- Museum Curator
- Chief Administrative Officer

SUPPORTING DOCUMENTS

- (1) Museum and Cultural Centre Advisory Committee – Draft Terms of Reference.
- (2) Town of Fort Frances By-law 53/16.

**Town of Fort Frances
Museum and Cultural Centre Advisory Committee
Terms of Reference**

Section 6 of the Town of Fort Frances By-law 53/16 provides for the establishment of Terms of Reference of the Board/Committees of Council outlining the mandate, operational details including but not limited to its composition, activities, term, quorum, meeting schedule, and staff and members' roles.

1) Purpose

The purpose of the Museum and Cultural Centre Advisory Committee is to preserve and promote the history, heritage, art, and culture of Fort Frances and the Rainy River District for many generations to come, by:

- providing strategic direction and advice.
- making recommendations to Town Council, centralizing, engaging, and facilitating the efforts of different stakeholders, including The Friends of the Fort Frances Museum.

2) Mission

The Museum and Cultural Centre Advisory Committee is the responsible steward of community resources and the museum, and the catalyst for partnerships which enhance opportunities and ensure the sustainability of the Museum and activities around it through community participation.

3) Objectives

The Committee will work towards accomplishing the following wide range of objectives:

- To ensure that the statement of purpose/mandate of the Fort Frances Museum is being fulfilled.
- To ensure that Standards for Community Museums in Ontario are being met.
- To ensure that policies are in place to govern operations and define programs.
- To connect history with the present and future through education, dialogue, and information sharing.
- To function as a teaching institution.
- To raise the profile of the museum in the community through advocacy and stakeholder relations.
- To facilitate and support the accessibility of museum collections.
- To promote members, memberships, networking, and communication opportunities.
- To build and enhance organizational capacity.
- To ensure the sustainability of the Fort Frances Museum.
- To provide an opportunity for community involvement in museum operations and programs.
- To ensure that the museum meets visitors' expectations.

4) Definitions

Board/Committee – means any Board or Committee of the Town of Fort Frances as named in the By-law/Policy or as established by resolution of Council, which consists of citizen members, established to provide advice, make recommendations, fulfill a statutory role, organize events, or provide program support.

Clerk – means the Clerk of the Town of Fort Frances, or his/her designate.

Council – means the Council of the Town of Fort Frances.

Eligibility – means the qualifications established by Council that an applicant must possess to serve on Boards and Committees.

Length of Service – means the period for which a member is appointed to a specific Board or Committee.

Mandate – means the statement that describes the Board / Committee purpose or authority to address matters. The Mandate shall align with Council's strategic goals and objectives.

Member – means a person appointed by Council to serve on a Board or Committee.

Resident/Citizen – means a member of the public who is the owner or tenant of assessable land situated in the municipality, or of land now situated in the municipality.

Statutory Committee – means a committee required by Provincial legislation which addresses matter or performs functions as specified in the relevant legislation.

Terms of Reference – a document outlining the mandate and board or committee's operational details including such things as composition, activities, term, quorum, meeting schedule, staff roles and the like. Terms of Reference must be approved by Council, including any amendments.

Town – means the Town of Fort Frances.

Youth – means a person under the age of 21 or a student enrolled in post-secondary studies.

5) Members and Composition

That a Museum Advisory Committee of the Town of Fort Frances comprises following members appointed by resolution of Council as specified herein in their sole discretion:

- 5 Citizens (community at large).
- 1 Council member.
- 1 Youth member (Fort Frances High School or Post-Secondary Institute).
- Town Staff (Administration).

6) Member Eligibility

- Must be over 18 years of age, except youth members.
- Must be a Resident/Citizen of the Town of Fort Frances, i.e., the owner or tenant of assessable land situated in the municipality, or of land now situated in the municipality.
- In addition, individuals should meet the following requirements:
 - Knowledge and understanding of the importance of art, culture, history, heritage, and tourism.
 - Passion for bringing the museum to the next level.
 - Understanding of the importance of strategic partnerships.
- Are required to maintain their eligibility status for the duration of their term and are responsible for advising the Clerk of any change to their status.
- Town of Fort Frances full time staff are not eligible for positions as citizen members on this Committee. Citizen members who subsequently receive a full-time position with the Town, shall immediately resign from the Committee. Staff may be given the opportunity to attend and participate in discussions at Committee meetings based on previous expertise.

7) Recruitment, Appointment Process, and Vacancies

The recruitment and appointment of Committee members and the filling of vacancies are subject to the provisions of the Town's By-law 53/16.

8) Chair/Vice Chair

A Chairperson and Vice-Chairperson will be elected by Committee members, on a 4-year term at the first meeting of the term, to preside over meetings and Committee business. The Council representative shall chair the meeting until the new Chair is elected but shall not be the permanent Chair of the Committee. The Chair and Vice-Chair shall not serve for more than two consecutive terms unless the Committee determines otherwise with the unanimous consent of the members present at the election for each position.

9) Roles and Responsibilities

- Members (Advocacy)
 - Oversight of Museum operations to ensure the purpose of the Museum is accomplished in collaboration with the Curator, Town, and community partners.
 - Policy formulation and updates to ensure museum policies are formulated and updated in a timely manner in consultation with the Curator.
 - Review policies and make recommendations to the Council.
 - Strategic Plan - in consultation with the Curator and community partners, develop and update a strategic plan.
 - Ensure oversight of Museum operations as per the strategic plan.
 - Provide input on budget preparation.
 - Provide input on Curator's hiring.

- Recreation and Culture Manager (Resource - Liaison)
 - Recreation and Culture Manager attends Board Meetings as a resource person and act as a liaison between Council and the Committee.
- Museum Curator (Administrative)
 - Action Plan – in consultation with the Committee and Recreation & Culture Manager, prepare and implement an annual action plan to achieve goals outlined in the strategic plan.
 - Provide reports on museum operations at Committee meetings.
 - Act as a secretary and prepare agendas in consultation with the Committee Chair and Recreation & Culture Manager.
 - Record and distribute meeting minutes.

10) Code of Conduct

The Committee is governed by and subject to the provisions of the Town's Procedural By-Law, the Municipal Conflict of Interest Act and the Code of Conduct and shall adhere to all Town policies and procedures.

11) Conflict of Interest

Where a member of the Committee has an interest in the matter before the Committee, whether directly or indirectly, he/she shall declare his/her interest, remove themselves from the meeting, be excluded for all discussions and shall not be entitled to vote thereon.

12) Quorum

A majority of the members of the Committee shall constitute a quorum. In the absence of a quorum, the only actions admissible are: 1. Act to obtain a quorum; 2. Recess until a quorum is attained; and 3. Adjourn in the event a quorum cannot be attained.

The mayor is an ex-officio member of the committee. As such, if the appointed member of Council to Committee is absent, the mayor assumes voting responsibilities.

13) Committee Meetings

- Frequency of meetings – not less than 9 meetings in a year. A special meeting can be called by the Chair on a 48-hour notice.
- Agenda – the meeting agenda will be published 72 hours before the meeting date. The Committee secretary is responsible for the preparation and circulation of the agenda prior to the meeting. Items for inclusion on the agenda shall be provided in a timely fashion to the Committee secretary.
- Meeting minutes – the Committee will review the minutes at the next regularly scheduled meeting and shall be adopted by a majority vote of members in the form of a mover and seconder, and once approved, forwarded to the Clerk's department for inclusion as information on the next Council agenda.

- Representatives from any group or organization may be invited to attend meetings when deemed appropriate by the Committee.
- Attendance – the members shall be responsible for advising the Committee secretary if they are unable to attend a meeting. The Committee may pass a resolution requesting that a member's position be declared vacant when a member has been absent without good reason for three consecutive meetings or five total meetings in any calendar year.
- Electronic/virtual meeting or attendance – any regular or special meetings of the Committee may be conducted electronically or virtually with the expectation that every reasonable effort will be made by members to physically be in attendance. Members participating electronically shall be limited to not more than three consecutive electronic meetings in a row.
- Committee meetings will be held at the Museum, or any other place mutually agreed upon by the members.

14) Remuneration

All members of the board serve without remuneration.

15) Term

The term of appointment shall generally coincide with the Term of Council, i.e., four (4) years. The appointment will commence upon passing of the appointment resolution and will expire no later than November 30th in an election year, unless otherwise specified.

Members will not be appointed for more than two consecutive terms on the Committee. Notwithstanding the foregoing, Council may reappoint a member beyond two consecutive terms if deemed necessary by Council to maintain continuity and to achieve balance between new and experienced members. Members eligible for reappointment, must complete an application form and submit it to the Clerk. Members that have served two consecutive terms on the Committee, may apply to serve on another Board/Committee. If a member is appointed to fill a vacancy mid-term, then he/she completes that term and then may serve an additional two terms.

16) Reporting

The Committee reports to Council through the Recreation & Culture Manager on an as-needed basis:

- Administration reports to and takes their direction from Council.
- The Committee shall provide their recommendations on initiatives or issues as provided for under the Purpose of the Committee.
- These recommendations will be brought forward to Council through a Council report format prepared by the administrative representative to the Committee. The report shall clearly state the intent of the Committee with respect to the issue, but the recommendation to Council will come from Administration.
- Council has the final decision-making power to accept or reject any recommendation.

17) Review

- The Terms of Reference will be reviewed by the Committee annually or as needed.
- The Committee shall review its purpose at the end of the term or as needed and submit a report to Council with recommended adjustments in the structure of the Committee, if deemed necessary.

TOWN OF FORT FRANCES

By-law 53/16

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

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

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

AND WHEREAS on October 11, 2016, Council approved a report from the Clerk recommending amendments to the establishment of Boards / Committees and a defined process for handling appointment to Council established Boards / Committees;

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

1. With the exception of those by-laws identified in section 2. of this By-law, that each and every by-law and resolution previously enacted by Council for the Corporation of the Town of Fort Frances to establish or create a Board / Committee, the members of which are appointed by Council, be and the same are hereby repealed.
2. The following by-laws and resolutions pertaining to the establishment and structure of certain Boards / Committees are not affected by section 1. of this By-law and shall remain in force and effect:
 - a. Town of Fort Frances By-law 32/78, as amended, to establish a Business Improvement Area Board of Management;
 - b. Town of Fort Frances By-law 38/83, as amended, to establish an Elderly Persons Centre Board of Management (Sister Betty Kennedy Centre);
 - c. Town of Fort Frances By-law 17/07, as amended, to establish a Committee of Adjustment;
 - d. Town of Fort Frances By-law 38/85, as amended, and By-law No. 386, to establish the Fort Frances Public Library;
 - e. Resolution No. 418, passed by Council March 26, 1990 wherein is established the Fort Frances Municipal Non-Profit Housing Corporation.
3. Council hereby establishes an Executive Committee for each of the four Corporate Divisions (Administration & Finance, Planning & Development, Operations & Facilities and Community Services) for a term and with structure and mandate as outlined in Schedule 'A' attached hereto.
4. Council hereby establishes General Provisions that pertain to all Boards / Committees as set out in Schedule 'B' attached hereto.
5. Council will adhere to the Policy respecting the appointment of Board / Committee members, which includes criteria for eligibility and term of appointment as outlined in Schedule 'C' attached hereto.
6. Council may from time to time establish and make appointments to Boards / Committees as deemed necessary by Council resolution, with mandates, structure and Terms of Reference clearly outlined and forming part of the resolution.

7. Council hereby establishes the Committee of the Whole of Council with membership consisting of those members of Council of the day. The term of members shall coincide with the term of Council i.e. from Inaugural Meeting to November 30 for a four (4) year term.

The position of Chairperson and Vice-Chairperson of Committee of the Whole of Council shall be on a rotation basis throughout the duration of the four year term of Council among the six Councillors whereby each Councillor shall be four months as Chairperson. The rotation shall repeat once during the four year term of Council such that each member, following the completion of the terms of all member as Vice-Chairperson and Chairperson, shall repeat a four month term as Vice-Chairperson followed by a four month term as Chairperson. The order of selection shall be determined by the Mayor and approved by resolution of Council at the Inaugural Meeting of the newly elected Council.

The committee shall consider all matters brought before it that are appropriate and within its power to consider. Meetings of the Committee of the Whole are to be held as from time to time are regularly scheduled or otherwise as determined necessary by Council.

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

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

READ THREE TIMES and finally passed in open Council this 26th day of September 2016.

Original signed by R. Avis

R. Avis, Mayor

Original signed by E. Slomke

E. Slomke, Clerk

Schedule 'A' to By-law 53/16

EXECUTIVE COMMITTEES

A. Administration & Finance Executive Committee

Membership shall consist of the Chief Administrative Officer, the Treasurer or Deputy-Treasurer, three Councillor's appointed by the Mayor for a two-year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson will be appointed by the Committee and will be the executive representative of the Division.

The Committee will work closely with and assist the CAO and Treasurer on Corporate Administration and Finance matters as appropriate.

The Committee will also be delegated Corporate Administration & Finance matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

B. Planning & Development Executive Committee

Membership shall consist of the Chief Administration Officer (or designate), three Councillor's appointed by the Mayor for a two-year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson will be appointed by the Committee and will be the executive representative of the Division.

The Committee will, as needed, recommend to Council the appointment of members to Boards / Committees within the Planning & Development Division.

The Committee will work closely with and assist the CAO (or designate) on Corporate Planning and Development matters as appropriate, including but not limited to: Building Services, By-law Enforcement, Animal Control, Planning, Committee of Adjustment and Property Standards.

The Committee will also be delegated Corporate Planning & Development matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

C. Operations & Facilities Executive Committee

Membership shall consist of the Manager of Operations & Facilities, three Councillor's appointed by the Mayor for a two-year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson

will be appointed by the Committee and will be the executive representative of the Division.

The Committee will, as needed, recommend to Council the appointment of members to Boards / Committees within the Operations & Facilities Division.

The Committee will work closely with and assist the Division Manager on Corporate Operations & Facilities matters as appropriate, including but not limited to: Airport, Cemeteries, Parks, Public Works, Streetlights, Water, Sewer & Storm Sewer Systems and Traffic Safety.

The Committee will also be delegated Corporate Operations & Facilities matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

D. Community Services Executive Committee

Membership shall consist of the Manager of Community Services, three Councillor's appointed by the Mayor for a two-year term. Meetings will be on a regularly scheduled or as needed basis. A Chairperson and Vice-Chairperson will be appointed by the Committee and will be the executive representative of the Division.

The Committee will, as needed, recommend to Council the appointment of members to Boards / Committees within the Community Services Division.

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

The Committee will also be delegated Corporate Community Services matters from Council meetings from time to time. The Committee may make recommendations and/or resolve matters as may be specifically directed by Council.

Schedule 'B' to By-law 53/16

General Provisions Pertaining to All Boards / Committees

- The Board / Committee shall meet as often as necessary to fulfill its mandate.
- A majority of the members of the Board / Committee shall constitute a quorum. In the absence of a quorum, the only actions admissible are: 1. Take action to obtain a quorum; 2. Recess until a quorum is attained; and 3. Adjourn in the event a quorum cannot be attained.
- The Mayor is an ex-officio member of each committee. As such, if the appointment member of Council to said Board / Committee is absent, the Mayor assumes voting responsibilities.
- Members of the Board / Committee shall serve without remuneration.
- At the first meeting of the appointed Board / Committee, the members shall elect one of their members as chair, another as vice-chair.
- The Board / Committee secretary is responsible for the preparation and circulation of the agenda prior to the meeting. Items for inclusion on the agenda, shall be provided in a timely fashion to the Board / Committee secretary.
- The Board / Committee will review the minutes at the next regularly scheduled meeting and shall be adopted by a majority vote of members in the form of a mover and seconder, and once approved, forwarded to the Clerk's department for inclusion as information on the next Council agenda.

Schedule 'C' to By-law 53-16

BOARD & COMMITTEE APPOINTMENT POLICY

Purpose:

To establish guidelines and best practices for the recruitment and appointment of citizen members to the Town of Fort Frances' Boards / Committees. This policy will ensure a fair and equitable appointment process where the most qualified applicants are appointed, who are representative of the Town of Fort Frances.

Scope of Policy:

This policy applies to appointments to Town of Fort Frances Boards / Committees. This policy does not apply to Town of Fort Frances' Boards / Committees which are subject to their own applicable legislative requirements, governing by-laws and/or other legal requirements regarding Board / Committee appointments.

Definitions:

Board / Committee – means any Board or Committee of the Town of Fort Frances as named in this Policy or as established by resolution of Council, which consists of citizen members, established to provide advice, make recommendations, fulfill a statutory role, organize events or provide program support.

Clerk – means the Clerk of the Town of Fort Frances, or his/her designate.

Council – means the Council of the Town of Fort Frances.

Eligibility – means the qualifications established by Council that an applicant must possess in order to serve on Boards and Committees.

Length of Service – means the period of time for which a member is appointed to a specific Board or Committee.

Mandate – means the statement that describes the Board / Committee purpose or authority to address matters. The Mandate shall align with Council's strategic goals and objectives.

Member – means a person appointed by Council to serve on a Board or Committee.

Public – means a member of the public who is a resident or property owner in the Town of Fort Frances

Resident – means a member of the public whose current and primary residence is within the Town of Fort Frances.

Statutory Committee – means a committee required by Provincial legislation which addresses matters or performs functions as specified in the relevant legislation.

Terms of Reference – a document outlining the mandate and board or committee operational details including such things as composition, activities, term, quorum, meeting schedule, staff roles and the like. Terms of Reference must be approved by Council, including any amendments.

Town – means the Town of Fort Frances.

Eligibility & General Qualifications of Board / Committee Members:

A member must be 18 years of age, unless otherwise specified in the Terms of Reference for the specific Board / Committee, i.e. where youth representation is required.

A member must be an eligible elector of the Town of Fort Frances.

Members are required to maintain their eligibility status for the duration of their term, and are responsible for advising the Clerk of any change to their status.

Town of Fort Frances full time staff are not eligible for positions as citizen members on any Board / Committee. Citizen members who subsequently receive a full time position with the Town, shall immediately resign from the Committee. Staff may be given the opportunity to attend and participate in discussions at Board/Committee meetings based on previous expertise.

Term and Length of Service on a Board/Committee:

Unless otherwise provided for by legislation, Terms of Reference or operating procedures, the term of appointment shall generally coincide with the Term of Council. The appointment will commence upon passing of the appointment resolution and will expire no later than November 30 in an election year, unless otherwise specified.

Members will not be appointed for more than two consecutive terms on the same Board / Committee. Notwithstanding the foregoing, Council may reappoint a member beyond two consecutive terms if deemed necessary by Council to maintain continuity and to achieve balance between new and experienced members. Members eligible for reappointment, must complete an application form and submit to the Clerk. Members that have served two consecutive terms on one Board/Committee, may apply to serve

on another Board / Committee. If a member is appointed to fill a vacancy mid-term, then he/she completes that term and then may serve an additional two terms.

Recruitment & Appointment Process:

The recruitment of members will begin where vacancies are required to be filled and if applicable, following any changes to the terms of reference for the Board / Committee or after the establishment of any new Boards / Committees.

An advertisement for vacancy, which includes details on eligibility, meeting frequency and time, information on how to obtain an application form (Appendix 'B'), terms of reference, deadline and location for submitting an application. Vacancies will be advertised in appropriate locations as determined by the Clerk.

The Clerk may extend the application submission deadline when there are an insufficient number of applications deemed appropriate. Applicants may be required to complete supplementary screening requirements such as a criminal reference check (i.e. committee exposed to children). Any additional requirements will be noted in the recruitment advertisement.

All personal information collected in the application process is collected in accordance with MFIPPA and will be used to determine eligibility for appointment.

Collected applications will be reviewed in-camera, by the appropriate Executive Committee, after which a recommendation will be brought forward to a Committee of the Whole in-camera session. If an established Board / Committee does not pertain to a specific Executive Committee, then the applications will be reviewed by the Committee of the Whole. A resolution to formally appoint members to Board / Committees will be brought forward to a subsequent Council meeting. Current members who are eligible for reappointment, will be evaluated in the same way as all new applicants.

The Clerk's department will subsequently send letters to all successful applicants confirming their appointment, as well as sending letters to all unsuccessful applicants advising that they have not been selected but thanking them for their application. The Clerk's department will provide notification to the appropriate Board / Committee, recording secretary with contact information for the new citizen member. All newly appointment members will review/sign two copies of the Code of Conduct, one for their reference and one copy to be returned to the Clerk's department. The Clerk will maintain a confidential database containing all appointments to Boards and Committees.

Vacancies:

Vacancies on Boards / Committees are created when a member resigns or vacates the position, effective:

- The date of resignation
- The date that the member is removed by Council resolution
- The date that the member no longer qualifies for the position
- The date of the death of the member.

Boards / Committees may pass a resolution requesting that a member's position be declared vacant when a member has been absent without good reason for three consecutive meetings or five total meetings in any calendar year.

A member who is resigning from their appointed position, will submit a written letter of resignation to the Clerk.

Vacancies will be filled as per the Recruitment & Appointment Process outlined above.

Conduct of Members:

Boards and Committees are governed by and subject to the provisions of the Town's Procedural By-law, the Municipal Conflict of Interest Act and the Code of Conduct and shall adhere to all Town policies and procedures.

Exceptions to this Policy:

Where a conflict exists between the provisions of this policy and any legislative or legal requirement, the legal requirement shall prevail.

Interpretation & Administration:

The Clerk is responsible for interpreting and administering this policy, and such interpretations will be final.

Policy Review and Procedure

This policy will be reviewed as required, but in any case, no less than once per four (4) year term of Council. The Clerk will be responsible for initiating the review of this Policy.

Appendix 'A'

List of Committees & Citizen Complement

Administration & Finance Executive Committee

Planning & Development Executive Committee

Operations & Facilities Executive Committee including:

- Traffic Safety Committee – one citizen

Community Services Executive Committee including:

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

Statutory Committees:

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

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

- Citizen of the Year Committee – two citizens
- Economic Development Advisory Committee – 9 citizens
- Salary Structure and Administrative Practices Committee
- Business Improvement Area (BIA) – 11 citizens (specific criteria)

APPLICATION TO SERVE ON A
TOWN OF FORT FRANCES
Board / Committee

Please complete this form in its entirety (please print); failure to do so will result in the rejection of your application. All applicants will receive a written response to your application.

Collection of personal information on this form is in accordance with the Municipal Act, 2001.

Questions about the collection of this information or the completion of this application may be directed to the Town Clerk / FOI Coordinator, Town of Fort Frances, 320 Portage Avenue, Fort Frances, ON P9A 3P9 or phone 1-807-274-5323 ext. 1215 or e-mail lslomke@fortfrances.ca

BOARD / COMMITTEE OF INTEREST

Please specify which Board / Committee (B/C) on which you wish to serve. If you wish to serve on more than one B/C, please complete a separate application for each Board / Committee you wish to serve.

CONTACT INFORMATION

Name: _____

Mailing Address: _____

Telephone (home): _____ Telephone (work): _____

E-mail Address: _____

ELIGIBILITY

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | I am a Canadian Citizen (or landed immigrant) |
| <input type="checkbox"/> | <input type="checkbox"/> | I am a resident of Fort Frances |
| <input type="checkbox"/> | <input type="checkbox"/> | I am at least 18 years of age |
| <input type="checkbox"/> | <input type="checkbox"/> | I presently serve on other Council appointed Boards / Committees |

If yes, please specify: _____

QUALIFICATIONS

Interest in Position: Please provide details with respect to your interest in serving on this B/C. If you require additional space, please attach a separate piece of paper.

Education and Training: Please provide details with respect to any relevant education or training you possess which may be relevant to your role on the B/C.

Employment and Experience: Please describe any current or past work or volunteer experiences and skills that may be relevant to your role on the B/C.

Additional Information: Please share any other information, including other volunteer work, which you believe will support your application.

APPLICANTS UNDERSTANDING OF COMMITMENT AND EXPECTATIONS

As a B/C applicant, I understand that Appointed Citizens are expected to attend meetings (1-3 hours each) on a monthly or bi-monthly basis, and I commit to making myself available to attend such meetings.

I understand that my involvement on the B/C is advisory in nature, and that under no circumstances shall I act on behalf of or for the Town of Fort Frances or purport to have the authority to bind the Corporation.

I have reviewed the Terms of Reference for the B/C for which I am applying or the appropriate By-law, and I agree that, if appointed, I will carry out the mandate of that B/C in accordance with those Terms of Reference or appropriate By-law and any other direction from Council.

I understand that all B/Cs and their members follow Council Meeting Procedures, Code of Conduct and other guiding documents, and I agree to adhere to and conduct myself in accordance with those rules and regulations.

☐ I agree to the Commitment and Expectations stated above for the B/C for which I am applying.

Signature

Date

APPLICATION FORM SUBMISSION INSTRUCTIONS

Please submit this Application Form (fully completed) to:

Town of Fort Frances

Attn: Elizabeth (Lisa) Slomke, Town Clerk

320 Portage Avenue, Fort Frances, ON P9A 3P9

lslomke@fortfrances.ca