



ECONOMIC DEVELOPMENT EXECUTIVE COMMITTEE AGENDA

August 3, 2022 12:00 PM

MEETING - Civic Centre

Microsoft Teams meeting

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Page

1. Call to Order/Roll Call

2. Disclosure of pecuniary interest and the general nature thereof

3. Approval of Previous Committee Minutes

3 - 4 3.1 EDEC minutes - Session no 2 - 06 July 2022

4. Items Referred from Council - none

5. New Business

5 - 21 5.1 EDEC Terms of Reference - Review

22 - 23 5.2 Erin Crescent Lot Incentives

24 - 26 5.3 Schedule A - Smooth Rock Falls CIP Excerpt - Tax Increment Grant Program

27 5.4 Schedule B - Smooth Rock Falls CIP Excerpt - Municipal Property Acquisition and Sale Program

6. Outstanding Items

6.1 Fort Frances International Bridge

6.2 Winnipeg to Thunder Bay Tourism Route Initiative

6.3 Labour Force Shortages

6.4 Tax Incentive Zone

6.5 Micro Grid Study

6.6 Unmarketable Wood

6.7 Immigration Benefits for Northern Ontario

6.8 Sustainable Growth Strategy

- Short & Long Term Priorities

- Business Retention, Expansion, Attraction & Succession Planning

- Small Business Diversification

7. Information

28 - 51

7.1 FFEDEC - August 3, 2022

8. In-Camera - None

9. Adjourn / Next Meeting Date - 07 September 2022

MINUTES

SESSION NO. #2

July 6, 2022

The meeting of Economic Development Executive Committee of the Town of Fort Frances was held virtually and in the Civic Centre on July 6, 2022 from 12:00 to 1:11 p.m..

PRESENT: Councillors M. Behan and J. McTaggart, W. Brunetta, Mayor J. Caul (ex-officio)

ALSO PRESENT: F. Anwar, CAO, J. Ruppenstein, FFPC, G. Gillon, RRFDC, C. Vangel, CBO, K. Haney, Deputy Clerk

REGRETS:

1. Call to Order @ 1200 hrs/Roll Call

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

3. Approval of Previous Committee Minutes

3.1 Session no 1 - 05 January 2022 - Accepted as presented

4. Items Referred from Council - None

5. New Business

5.1 Election of Chair and Vice Chair - Election of Chair and Vice-Chair

The Deputy Clerk opened the floor for nominations for the position of Chair person. Councillor McTaggart was nominated and accepted the nomination. No other nominations were received.

Subsequently the floor was opened for nominations for the position of Vice Chair. Councillor Brunetta was nominated and accepted the nomination. No other nominations were received.

5.2 Priorities - short & long term

- Hiring of EDO - Planning to advertise position next week
- RRFDC Report - Geoff to add on a go forward basis
- Strategic objectives of this committee - What's the purpose and what are we trying to achieve/accomplish. Terms of Reference to be reviewed next meeting
- Develop economic growth strategy over next five years
- Immigration pilot project - attraction and retention

5.3 Forest Biomass Action Plan

- RRFDC update to follow
- Biomass action plan. RRFDC to obtain further insight on process of unmarketable wood

5.4 Erin Crescent Residential Lots - Building Incentives

- Marketing objectives. Discussion re signage, advertising, potential fee waivers. CAO and CBO to discuss further options and bring back back to next meeting to present to Council for endorsement.

5.5 Unmarketable wood - Tied in with biomass item

- 5.6 Micro Grid Study - Power Corp CEO to update further.
- 5.7 Business Retention & Succession Planning - Discussion re involvement of EDO position and Chamber of Commerce.
- 5.8 Immigration Benefits for Northern Ontario - Mayor Caul has communicated with Ministerial Association and Kiwanis Club and will follow up re further contacts.
- 5.9 Small Business Diversification - Discussion re business retention/expansion strategies to attract different types of businesses. Charging stations downtown could benefit surrounding area. Community improvement plan could have incentives in place. On hold until EDO person in place.
- 5.10 Downtown revitalization - Important for new EDO as this area has to be strong. Attract new businesses downtown. Make more vibrant. Need to promote downtown as a place to stop.

6. Outstanding Items - None

- 6.1 Fort Frances International Bridge - Discussion held. Item to be removed from agenda.
- 6.2 Winnipeg to Thunder Bay Tourism Route Initiative - RRFDC to obtain further info for next meeting.
- 6.3 Cross Border Fishing Activity - Item to be removed from agenda
- 6.4 Labour Force Shortages - Ties into Immigration and Business diversification program. To be added to a list for EDO to determine labor market shortages.
- 6.5 Tax Incentive Zone - Presentation conducted at ROMA. Acknowledgement received. Will redo at AMO. Seeking assistance from the province re reduction of industrial tax rates.

7. Information - None

8. In-Camera - None

9. Adjourn @ 1:11 p.m./ Next Meeting Date - August 3rd, 2022

Executive Committee Chair

F, Anwar, CAO

TOWN OF FORT FRANCES

*****CONSOLIDATED VERSION*****

By-law 53/16 and 53/16-A

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 five Corporate Divisions (Administration & Finance, Planning & Development, Operations & Facilities, Community Services and Economic Development) for a term and with structure and mandate as outlined in Schedule 'A' and Schedule 'A1' attached hereto.
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.

All meetings 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 24th day of October 2016.

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

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: 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.



THE TOWN OF FORT FRANCES

Terms of Reference: Economic Development Executive Committee

1. PURPOSE

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

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

2. MANDATE

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

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

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

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

3. COMPOSITION

The Committee will be comprised of the following members:

Voting Members:

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

Ex-Officio Members

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

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

Members shall:

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

4. CONFLICT OF INTEREST

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

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

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

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

6. WORKING GROUPS

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

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

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

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
- 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
- Salary Structure and Administrative Practices Committee
- Business Improvement Area (BIA) – 11 citizens (specific criteria)

TERM OF REFERENCE

CITIZEN OF THE YEAR COMMITTEE

PURPOSE AND CRITERIA

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

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

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

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

Nominations for eligible nominees will recognize:

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

Nominees may not self-nominate.

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

COMMITTEE STRUCTURE

The composition of the Committee will consist of the following:

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

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

PROCEDURE

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

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

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.

**Town of Fort Frances
Administrative Report**

TO: Economic Development Executive Committee
FROM: Cody Vangel, Chief Building Official & Municipal Planner
SUBJECT: Erin Crescent Lot Incentives
DATE: August 3, 2022

Issue:

Consideration of various incentives for the marketing and sale of Erin Crescent residential building lots in conjunction with the Town's Community Improvement Plan.

Strategic Impact:

11. Undertake residential development

Options/Alternatives:

1. Direct administration to further research the preferred development incentives and their compliance with the Town's existing Community Improvement Plan or necessity for amendment thereto.

Administrative Recommendation:

N/A – this report is intended to generate discussion and direct further research into incentive options to bring back to Committee for consideration and recommendation to Council.

History:

The Economic Development Executive Committee has tasked administration with seeking options for incentivizing the sale of Erin Crescent residential lots along with the subsequent promotion of development.

Analysis:

The following incentives are intended to generate discussion and direction from the Committee and will be recommended to be vetted through legal opinion prior to authorizing and enacting any incentives.

The Municipal Act has stringent context to prohibit various forms of bonusing. These prohibitions outlined in the Municipal Act to prohibit bonusing are rather convoluted and unclear, therefore prior to enacting any incentives, these should be reviewed by legal for confirmation.

From research, it generally appears that a municipal Community Improvement Plan is one of the best source tools to permit various types of incentives.

Currently, our primary incentive tool through our Community Improvement Plan is the Residential Revitalization Grant program. This generally applies to improvements on existing residential lots, whether simply constructing a garage, or demolishing or rebuilding. This is subject to the construction works costing a minimum of \$25,000.00 allowing in-kind incentives up to \$2,000.00 with additional criteria embedded within the program. Amendments to this program specific to Erin Crescent can be considered.

Looking into various option I stumbled upon the Community Improvement Plan (CIP) for Smooth Rock Falls, Ontario, the municipality famous in the media for marketing the “\$500 Lot”. Smooth Rock Falls has two programs within their CIP which the Committee may consider for discussion purposes surrounding Erin Crescent lots:

1. Tax Increment Grant Program (Schedule A)
 - a. Purpose: To stimulate private investment and to promote the undertaking of building improvements and development on vacant land.
2. Municipal Property Acquisition and Sale Program (Schedule B)
 - a. Purpose: To stimulate private investment in properties by selling municipally-owned properties for less than market value.

Both of these incentives may be options for consideration, however, further review and legal advice would be recommended prior to approving to ensure we remain compliant with the Municipal Act, as well, to determine if an amendment to our Community Improvement Plan would be necessary which would generate the need for Ministry of Municipal Affairs and Housing review and approval.

It should be noted that completing a new Community Improvement Plan has been included in our 5-year capital budget plans, which would be best suited upon completion of the Town’s new Official Plan and Zoning By-law in 2024.

Consultation:

- Chief Administrative Officer

Supporting Document / Financial Documents:

- Schedule A – Smooth Rock Falls CIP Excerpt – Tax Increment Grant Program
- Schedule B – Smooth Rock Falls CIP Excerpt – Municipal Property Acquisition and Sale Program

5.7 Tax Increment Grant Program

Purpose	To stimulate private investment and to promote the undertaking of building improvements and development on vacant land.
Grant Amount & Disbursement	<p>The total amount of the grant provided will not exceed the value of the work that resulted in the reassessment.</p> <p>This grant excludes the education portion of the tax bill. The Town is only able to rebate the municipal portion of the tax bill.</p> <p>The grant is based on the assessed value at the date of the application.</p> <p><u>For non-residential properties:</u></p> <p>The grant is provided over 3 years, where the tax increase is paid back to the applicant as follows:</p> <ul style="list-style-type: none"> - 75% rebate in year 1 - 50% rebate in year 2 - 25% rebate in year 3 <p>The owner is paying based on the full assessed amount in year 4.</p> <p>In order to qualify for the program, non-residential properties must be owned or otherwise controlled (directly or indirectly) by an individual who is a resident of Canada, a partnership (general or limited liability) that is controlled by individuals who are residents of Canada or a Canadian Controlled Private Corporation as defined under the <i>Income Tax Act</i> of Canada. Notwithstanding these considerations, the Town reserves the right to determine eligibility for non-residential properties, including the exclusion of any proponent that otherwise meets the eligibility requirement under the program.</p> <p><u>For multi-residential, seniors housing, or affordable housing projects, and residential projects in the urban area:</u></p> <p>The grant provided over 3 years, where the tax increase is paid back to the applicant as follows:</p> <ul style="list-style-type: none"> - 100% rebate in year 1 - 50% rebate in year 2 - 25% rebate in year 3 <p>The owner is paying based on the full assessed amount in year 4.</p> <p><u>For waterfront development properties:</u></p> <p>The grant provided over 2 years, where the tax increase is paid back to the applicant as follows:</p> <ul style="list-style-type: none"> - 100% rebate in year 1 - 50% rebate in year 2 <p>The owner is paying based on the full assessed amount in year 3.</p> <p>In order to qualify for the program, waterfront properties must be developed within the scope of the Town's waterfront development program. Waterfront properties developed elsewhere within the Town's boundaries may be considered for inclusion in the program on a case-by-case basis.</p>

	<p><u>For all properties:</u></p> <p>The Grant will be disbursed as follows:</p> <ul style="list-style-type: none"> - 100% after payment of taxes, once the property has been reassessed by MPAC, following completion of the CIP project. <p>The Town will collect the full amount of property taxes owed for each of the years of the program's applicability and will issue the grant to the approved applicant after final tax bills for each year have been collected. If the tax bill is not paid in full, the Town will cancel all future grants and collect past grants made as part of this program.</p> <p>The grant will not be provided based on a graduated reassessment by MPAC if done prior to completion of the project.</p>
Eligible Costs	Any improvements to properties/buildings in the CIP project areas which meet the CIP goals and objectives.
Applicable Project Areas	All non-residential, multi-residential, seniors housing, affordable housing, or waterfront development projects located within the Project Area.
Additional Requirements	<p>Minimum increase in assessment: \$25,000, directly related to a building permit for CIP improvements.</p> <p>The Tax Increment Grant may be received by a property owner and/or assignee in combination with any other incentive program offered by the CIP.</p> <p>Property owners and/or assignees will be required to submit a complete application to the Town describing, in detail, the improvements that are planned. The application must be submitted to the Town and approved prior to the improvements being made in order to be eligible for this program. The Town will review the application to ensure that the improvements are eligible. For the purpose of this program, eligible improvements are deemed to be improvements that will lead to an increase in the property's assessed value by improving the physical condition of the building and/or property in a manner that is consistent with the CIP's intent and design guidelines. For greater clarity, the construction of new buildings is an eligible activity.</p> <p>Projects are required to be in compliance with the Town's other By-laws and policies, including zoning and building regulations.</p> <p>The subject property shall not be in a position of tax arrears or any other financial obligation towards the Town.</p> <p>This program does not exempt property owners from an increase in municipal taxes due to a general tax rate increase or a change in assessment for any other reason after property has been improved, except by reason of an assessment appeal.</p> <p>The grant will be forfeited and repaid to the Town if the owner makes the decision to demolish or alter the property in a manner that does not comply with the CIP objectives before the grant period elapses.</p> <p>If the property is sold prior to completion of the project and receipt of the grant, subsequent owners may re-apply to the Town to be eligible to receive the grant.</p>

	<p>If the property is sold after completion of the project, and while the tax increment grant is being received, the grant expires upon transfer of ownership. Subsequent owners are not eligible to continue receiving the grant for the tax increase associated with the project which has already been completed.</p> <p>The grant amount will be established after the final inspection of the improvements in accordance with the OBC, and MPAC has established a new assessment value based on the building permit for the CIP project.</p> <p>In the case of an assessment appeal, the Town and the owner shall come to an agreement regarding appropriate alteration of the grant as a result of the appeal.</p>
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5.11 Municipal Property Acquisition and Sale Program

Purpose	To stimulate private investment in properties by selling municipally-owned properties for less than market value.
Grant Amount & Disbursement	Council will consider the sale of Town-owned property at up to 90% less than market value.
Eligible Costs	N/A
Applicable Project Areas	All municipal-owned properties proposed for a residential, multi-residential, seniors housing, or affordable housing, or non-residential development project in the Project Area.
Additional Requirements	<p>Potential purchasers of municipally-owned land will be required to submit detailed architectural concepts and site drawings describing the proposal.</p> <p>Council, with recommendations from Staff, will determine the percentage below market value, if any, that the Town will sell the property for (up to the maximum amounts established by these guidelines) based on the development's design performance and the benefit to the public generated by the project, as determined by Council.</p> <p>The purchaser has two years to complete the development of the property. Should this not be met, council has the option to re-purchase the property at the original price or to extend the agreement.</p> <p>The Town will retain a right-of-first refusal to purchase the vacant property, at the original price, should the purchaser choose to divest the property prior to construction.</p>



**RAINY RIVER FUTURE
DEVELOPMENT CORPORATION**
A Community Futures Development Corporation



July 29, 2022

RRFDC Report on Activities

Municipal Accommodation Tax (MAT) Committee:

The RRFDC continues with its change in webmasters to Shout Inc. of Thunder Bay. The new webmasters are upgrading the www.destinationfortfrances.ca and www.wegotsnow.ca websites for the winter season 2022/2023. The MAT committee met recently to discuss potential activities.

The Winnipeg to Thunder Bay (Heart of Canada Touring Route) appears to have slowed in its development.

Boundary Waters Forest Management Corporation. (BWPMC):

The RRFDC continues to participate in the organization with Mike Willick as our representative. Please note that the Annual General Meeting of the Corporation will be held on September 7th, 2022. (See Attached)

Go Local:

The RRFDC continues to operate the Go Local Committee with 30 business partners and 4,082 Active Card Holders.

Fort Frances Canadian Bass Championship:

The RRFDC supplied the events tent for the FFCBC as we do annually. In addition we provided, water, ice, and labour to the event.

Mining Procurement:

The RRFDC hope to host a mining procurement session this fall depending on New Gold staff availability.

RRFDC Slide Deck of Activities:

Please see attached.



BOUNDARY WATERS

FOREST MANAGEMENT CORP.

R.R#2 Site 210-10 Fort Frances, ON P9A 3M3

Boundary Waters Forest Management Corp.

Boundary Waters Forest Management Corp.

Annual Shareholder Meeting

September 7, 2022

Location: Fort Frances Library 11::00 am

AGENDA

1. Quorum
2. Review of Agenda
3. Review of Previous Meetings Minutes.
4. Auditors Report
5. Appointment of Auditor for Ensuing Year
6. Appointment of Legal Counsel
7. Election of Directors
8. Consent to Accept by New Directors
9. Ratification of Corporate Business
10. Additional Shareholder Resolutions (to be submitted 14 days prior to Meeting)
 - a. Outstanding Payment for Class A Shares – next steps
11. Adjournment



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RRFDC Slide Deck of Activities:

Please see attached.



Fort Frances Economic Development Executive Committee

August 3, 2022

1



Community Futures Program – FedNor

- Strategic community planning and socio-economic development;
- Support for community-based projects;
- Business information and planning services;
- Access to capital for small and medium-sized businesses and social enterprises

2



Our Mandate

- ***The Rainy River Future Development Corporation promotes and supports entrepreneurship, solution-based lending, and community partnerships in the pursuit of regional economic development.***

3



2021- 2022 Board of Directors

Gord Armstrong – Chair	Jim Belluz
Jeff Wieme – Vice Chair	Shanda Degagne-Begin
Ron Allen	Rick Ksiezopolski
Blair Anderson	Tammy Ryll
	Shelley Wepruk

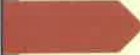
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Staff

Geoff Gillon Angela Halvorsen Shaari King Chantel McLeod	Executive Director Investment Manager Bookkeeper Receptionist
Jeff O'Brien	FedNor Consultant

5



Loan Portfolio – Dec. 31/21

 <ul style="list-style-type: none"> ■ Covid-19 Emergency Loans ■ Loan Guarantees ■ NWOIP Loans ■ RRRF Loans ■ Store Front Loans ■ Term Loans ■ TOTAL PORTFOLIO 	\$380,000 \$171,000 \$999,000 \$2,567,300 \$20,000 <u>\$3,855,791</u> \$7,993,091
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Covid-19 Response

RRRF Loans as of December 31, 2021: \$2,567,300

Breakdown:

78 loans to 50 businesses from RRRF

34 loans to 34 businesses from Investment Fund

43% - Fort Frances

57% - District

7

Business Counselling

■ Number of General Inquiries	98
■ Number of In-Depth Counseling Services:	
■ a) Non-loan clients	789
■ b) Existing loan clients	<u>440</u>
■ Total	1327

8

Covid -19 Response

- **Professional Services Relief Grant:**
 - Up to \$5,000 in a non-repayable contribution to assist businesses to adapt to the Covid crisis.
 - Up to \$5,000. We approved 8 of these grants totaling \$30,622.
- **Covid Assistance Grant:**
 - Up to \$5,000 in a non-repayable contribution to assist with the costs related to adapting to new or existing operating protocols.
 - We approved 47 of these grants infusing \$177,906 into the district.

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RRFDC Operations

Business Investment

- Investment Fund
- Supported by Canada and used ONLY - for lending!

Regional Economic Development

- **Municipal Per Capita**
- **Used for economic development projects and other services.**

10



Municipal Per Capita

- The RRFDC's municipal per capita has remained at \$7.00, since inception.
- No other organization can say this.
- This is due to our ability to earn additional revenues through various projects thus reducing our need for municipal funds.

11



Senior Government

- The support of area municipalities for the RRFDC allows us to show senior government that we are ALL working together for the betterment of the region.

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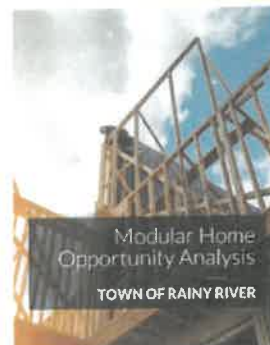
Municipal Assistance

- Fort Frances Economic Development Executive Committee
- Chapple/Emo Industrial Parks
- Rainy River Economic Development – EDO Assistance

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West Rainy River EDO

- Committee meetings
- Greenhouse study
- Modular Homes Study
- Strategic Planning



14



Municipal Accommodation Tax (MAT)

- Created through a municipal by-law.
- 4% tax on transient accommodation.
- 50% of the tax collected goes to the municipality for tourism related capital expenditures.
- 50% of the tax collected goes towards tourism related marketing efforts. Must be held by a non-profit. The RRFDC holds Fort Frances MAT funds in trust.
- Fort Frances, Kenora, Thunder Bay and most other Ontario municipalities have implemented this.
- Lake of the Woods and Rainy River should also implement.
- SNNF is proposing implementing this in 2023.

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MAT - Fort Frances Example

- 8 accommodation facilities
- Approximately \$15K to \$20K per quarter
- Used to leverage funds from FedNor, NOHFC and Ministry of Culture, Tourism and Sport for marketing

16



MAT Tourism Activities

- Digital Fishing Contest
- Destination Fort Frances Website
- WeGotSnow.ca Website
- Destination Signage
- Experiential Tourism Workshops

17



Digital Tourism Marketing

- Snowmobiling
- <http://wegotsnow.ca/>
- Heart of Canada Touring Route
- <https://www.northernontario.travel/motorcycle-touring/northwest-loop-touring-route?key=yu0aZCGJJJaLiU5lm4itbPla0TFSzxf2511HdZy5ACIA>

18



Other Project Activities

- Tourism
 - Promotion –Social Media, Ads etc.
 - Municipal Accommodations Committee (MAT)
- Mining Supply and Services - Procurement
- Telecommunication/Digital Economy
- Forestry and Wood Products
 - Boundary Waters Forest Management Corporation

19



Broadband Projects

- Grand Council Treaty #3/Bell Canada Project
 - Approved by **Universal Broadband Fund (UBF)** and Improving Connectivity in Ontario (ICON) for \$51 million for GCT3 First Nations and adjacent non-indigenous communities.
- RRFDC/Community Network Partners Project
 - Alberton fiber to the home project. Hopefully, Rainy River, Chapple, and other under-served community will be included.

20



Communities to be served in the Rainy River District

First Nations Communities:

Anishnaabeg of Naongashiing, Big Grassy, Couchiching, Lac La Croix, Mitaanigamiing, Naicatchewenin, Nigigoonsiminikaaning, Ojibways of Onigaming, Rainy River First Nations, Seine River

Adjacent Non-Indigenous Communities:

Devlin/LaVallee, Emo, Mine Centre, Morson, Nestor Falls, Sioux Narrows, and Stratton

21



Land Clearing and Tile Drainage Projects

- ▣ Land Clearing #2 - \$1,700,000 (completed)
- ▣ Tile Drainage #5 - \$1,962,000 (Fall 2022)
- ▣ Tile Drainage #6 - \$1,965,000 (Fall 2022)
- ▣ Tile Drainage #7 - \$1,965,000 (Fall 2023)
- ▣ Tile Drainage #8 - in the planning process

22

Land Clearing Project – Completed



23

Economic Benefits

- These funds go directly to area contractors to do the work.
- These contractors hire employees.
- Maintain and purchase equipment locally.
- Producers increase cattle herds or grow cash crops.

24

Tile Drainage



25

Increased Assessment

- The installation of tile drainage and grain bins increases the value of the land and thereby the assessed value.
- MPAC Assessments: Land to Class 1
- Dawson has asked for all tiled lands for MPAC review

26

13,542 acres tiled in 7 projects

- Alberton - 748
- LaVallee - 655
- Emo - 1,654
- Chapple - 737
- Morley - 1,272
- Dawson - 8,476
- (projected total when completed)

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Investment

- Total investment in tiling:
- $13,542 \text{ acres} \times \$1,300/\text{acre average cost} = \$17,604,600$
- NOHFC Investment $13,542 \times \$500/\text{acre} = \$6,771,000$
- **Producer investment = \$10,833,600**
- **Plus, additional producer investments in buildings, storage bins, machinery and employees. (Estimated investment of \$7,000,000)**

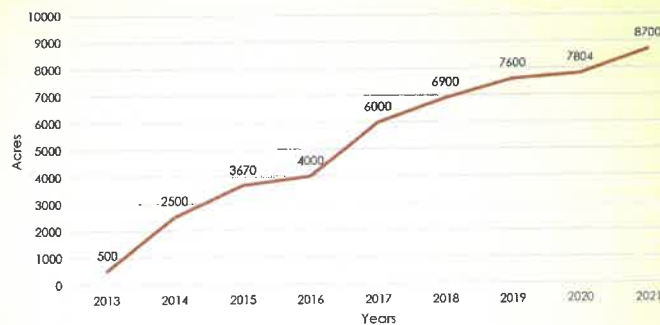
28

Additional Producer Investments



29

Acres Seeded



Agricultural Growth

30

Hops Harvest - 2021



Hops Harvested:

- 2019
 - Beer produced
- 2020
 - Covid
- 2021
 - Beer produced in 2022

31

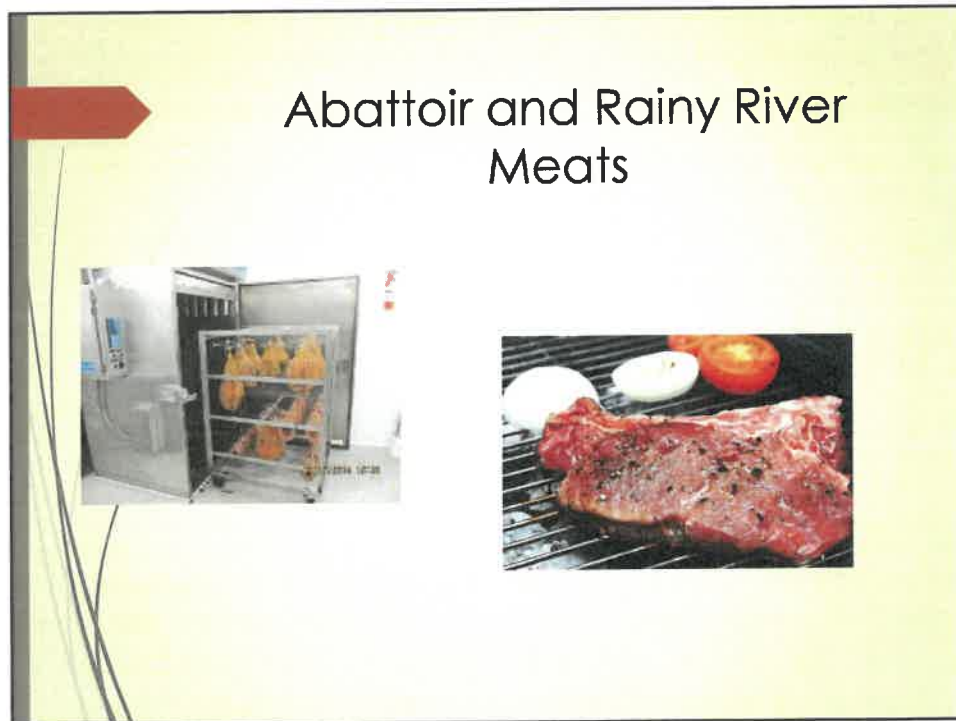
Hops Harvester and Bailer



32



33



34

Go Local



- 30 Member Businesses
- 4082 Active Card Holders
- 17,640 gift cards issued worth \$441,020
- 3,261,263 points issued by retail members

35

RRFDC Events Tent



- Events Tent – Municipal support of the RRFDC allows these events free use of the tent.
- Has been used for:
 - Fort Frances Canadian Bass Championship
- Rainy River Walleye Tournament
- Rainy River Giant Pumpkin Festival

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RRFDC Membership

- The RRFDC is a membership driven organization. Memberships are \$5.00 per year.
- Please join !!!!

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Thank you

- Contact the RRFDC
 - 807-274-3276
 - 807-276-1592 – my cell
- info@rrfdc.on.ca

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