



FORTFRANCES

Town of Fort Frances

2024 Council Vacancy
Councillor Position

Information Package

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Part A – Introduction

Thank you for your interest in serving as a Councillor. This role will require a commitment of approximately two years, involving considerable time, energy, and dedication to representing our community. As you prepare for this journey, know that it will be both rewarding and, at times, challenging.

For first-time candidates, the experience of stepping into public office can be especially exciting and demanding. This guide is designed to make your journey through the application and appointment process smoother, providing the information and resources you need to make informed decisions and navigate each step confidently.

It is most important to note that the contents of this package are intended only as a guide to certain provisions of relevant legislation and do not purport to recite all applicable statutory references. Please refer to the [Municipal Act, 2001, S.O. 2001, c.25](#).

You are advised to read the enclosed material carefully. It is important that you are aware of your responsibilities. Please do not hesitate to contact me with any questions you may have about the process.

Gabrielle Lecuyer, AOMC, Dipl. M.A.
Municipal Clerk
807-274-5323 Ext. 1215 or glecuyer@fortfrances.ca

Part B – Frequently Asked Questions

Important Dates

Date	Reason
November 13, 2024	Applications may be filed starting at 8:00 a.m.
December 11, 2024	Nomination Day: Nominations accepted from 9:00 a.m. to 2:00 p.m. Unofficial List of Candidates to be published.
December 11, 2024	Final date for applications to be accepted. Application Deadline: 2:00 p.m. A candidate may withdraw their nomination by filing a written withdrawal in-person with the Clerk's Office by 2:00 p.m.
December 11, 2024	Nominations to be certified or rejected by the Clerk. Official List of Candidates to be published by 4:00 p.m.
December 17, 2024	Special Council Meeting at 5:30 p.m. – Council to review candidates and their statements of personal qualifications and vote to fill the vacancy. Appointment By-law and Oath of Office for new Councillor to proceed at the Special Council Meeting immediately after completion of voting.
January 13, 2025	Regular Council Meeting at 5:30 p.m. – First regular Council Meeting as new Councillor.

What is the Term of Office?

As you will be filling a vacancy on Municipal Council, your term starts on December 17, 2024 when you take your Oath of Office and ends on November 14, 2026.

Who can be a Candidate?

Candidates for the office of Councillor must meet the same criteria as eligible voters or electors.

You must be:

- A resident of the Town of Fort Frances, or an owner or tenant of land in the Town of Fort Frances, or the spouse of such an owner or tenant;
- A Canadian citizen;
- At least 18 years old;
- Not prohibited from voting under Section 17(3) of the *Municipal Elections Act, 1996*, as amended, or otherwise by law.

In order to be considered for declaration as a legally qualified municipal candidate, you must file a Council Vacancy Application Form (Nomination Form)/Declaration of Qualification, and a Freedom of Information (FOI) Release Form.

Nominations will be accepted by the Clerk's Office during regular business hours (Monday to Friday 8:00 a.m. to 4:00 p.m.) commencing at 8:00 a.m. on Tuesday, November 13, 2024 until 2:00 p.m. on Wednesday, December 11, 2024.

The deadline for filing is **Wednesday, December 11, 2024 at 2:00 p.m.**

A candidate is able to **withdraw their nomination** by filing a written withdrawal in-person with the Clerk's Office by 2:00 p.m. on Wednesday, December 11, 2024.

What are the responsibilities of this office?

Council is made up of the Mayor, and Six (6) Councillors that are the primary decision making body for the Municipality.

Council relies on reports from its staff and the recommendations of its Committees to make decisions. The role of Council is to develop policies and adopt By-laws or resolutions based on these policies. For more information on visit the [2022 Municipal Candidate's Guide](#).

What is the time commitment?

The time commitment varies from individual to individual. A Member can expect to devote time for a minimum of two (2) meetings per month along with various duties on outside Committees as appointed by Council.

This would include:

- Council Meetings (typically, the Second (2nd) and Fourth (4th) Mondays of each month at 5:30 p.m. in the Town of Fort Frances Council Chambers (320 Portage Ave, Fort Frances)
- Attendance at extra Committees that a Member can be expected to be appointed to by Council and Special Council Meetings (i.e. Budget), the Indigenous Relations Advisory Committee (day time meetings), the Fort Frances Homelessness Committee (day time meetings).
- Telephone calls and contact with constituents
- Reading material i.e. lengthy agenda packages and emails
- Special Community Events (i.e. ceremonies, parades, etc.)

What does the Compensation look like?

The [remuneration bylaw](#) does provide for per diems, and travel expenses you do have the option to join the omers pension and you may opt in to the dental and health benefits at a cost.

- Currently the Annual Salary is \$15,773.94.

Application/Nominations

Please find attached the " the Clerks Procedures To Appoint Eligible Elector to Fill a Council Vacancy" document, and process.

What Makes an Effective Councillor?

- **Recognize the Responsibility of Appointment:** By seeking this role, you are entrusted to represent the community's interests and priorities. It is essential to honor this trust by engaging thoughtfully with public concerns.
- **Understand the Role of Council:** Councillors provide leadership, governance, and policy development. Your focus should be on strategic issues rather than day-to-day municipal management.
- **Support Council Decisions:** Once Council has made a decision, it is important to uphold it professionally and respectfully, regardless of personal opinions.
- **Acknowledge the Chain of Command:** The Chief Administrative Officer (CAO) is Council's only

employee. All other municipal staff report to the CAO, not to individual Councillors.

- **Value Staff Expertise:** Municipal staff offer valuable advice and recommendations. Even if you do not agree with their views, it is vital to respect their expertise and input.
- **Work as a Collective Body:** Council operates as a collective unit. Decisions are made by the Council as a whole, and individual members do not have the authority to act independently on behalf of the municipality.
- **Be Mindful of Your Vote:** Remember that you represent only one vote at the table. Recognize the importance of collaboration in decision-making.
- **Understand the [Conflict of Interest Act](#):** Familiarize yourself with the Conflict of Interest Act to navigate potential conflicts effectively. Conduct due diligence before taking your oath of office or submitting your application to ensure you do not advocate for positions that may lead to conflicts.

How do I contact the Clerk's Department?

For more information, please contact the Clerk:

Gabrielle Lecuyer, AOMC, Dipl.M.A.

Municipal (Clerk)

Town of Fort Frances

320 Portage Avenue, Fort Frances, ON P9A 3P9

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