

<i>The Town of Fort Frances</i>	SECTION
EMPLOYEE COMMUNICATIONS	HUMAN RESOURCES
<u>POLICY</u>	REVISED March 13, 2000
Resolution No.	Supercedes Resolution No.
Policy Number 3.9	PAGE 1 of 1

1. PURPOSE:

To ensure enhanced communications with employees.

2. RESPONSIBILITY:

- A. Division Managers shall, no less than on a monthly basis, convene meetings of their entire divisional staff for purposes of topical issues and question and answer opportunities. Multiple meetings may be necessary to facilitate operational centres and work shifts. It is not the intent to incur additional wage costs for overtime, call-out pay, etc.
- B. The Chief Administrative Officer shall, no less than on a bi-annual basis, convene general employee meetings for purposes of topical issues and question and answer opportunities. It is not the intent to incur additional wage costs for overtime, call-out pay, etc.
- C. Division Managers shall ensure the timely posting on all bulleting boards of Council meeting agendas and minutes of Council and Committee of the Whole meetings.
- D. The Chief Administrative Officer's Administrative Assistant shall ensure the monthly production of an employee newsletter containing topical issues.
- E. Division Managers shall ensure that all employee work sites / stations have an employee bulletin board for dispensing and posting of information.
- F. The Chief Administrative Officer and Division Managers shall, as necessary and appropriate utilize employee pay envelopes for dispensing of information.
- G. The Chief Administrative Officer shall rotate the weekly managers meeting to various sites through-out the Corporation and, as appropriate have other supervisory staff attend and / or union officials.

<i>The Town of Fort Frances</i>	SECTION
<u>FINANCIAL STATEMENT</u>	ADMINISTRATION AND FINANCE
<u>POLICY</u>	REVISED
Resolution No.	Supercedes Resolution No.
Policy Number 1.14	PAGE 1 of 1

1. PURPOSE:

To help ensure that the Town of Fort Frances continues to practice sound fiscal management with regards to both capital and operational revenues and expenditures the following policy will govern the production of financial statements, their analysis by staff and the provision of information to Town Council.

2. RESPONSIBILITY:

- A. The Administration and Finance Division staff will initiate and maintain a system whereby computer generated financial statements can be produced as required at all work-sites having access to a computer terminal and system printer. Training of staff will be provided as required.
- B. The Treasurer or designate will produce a package of month end financial statements for circulation to Division Managers within 10 working days of June 30th, August 31st, and October 31st. Division Managers will return to the Treasurer within 5 working days projected year end figures based on these financial statements along with written explanations for any significant variations. The Treasurer will then prepare a summation report for the Administration and Finance Executive Committee within 5 working days of the return of these reports. The Administration and Finance Committee will review the summation report for recommendation to Town Council.
- C. The Treasurer will ensure preparation of the following financial reports for Council:
 - i. A computer generated month end financial summary for circulations to all Council members (a computer generated month end detailed financial statement will be available upon request).
 - ii. Quarterly reserve fund statements
 - iii. Quarterly contingency fund statements

<i>The Town of Fort Frances</i>	SECTION
Colour Code For Municipal Buildings	ADMINISTRATION AND FINANCE
<u>POLICY</u>	REVISED
	November 1989
Resolution No.	Supercedes Resolution No.
Policy Number 1.2	PAGE 1 of 1

All exterior repairs, renovations, painting, etc., and all new building construction, are to be of the new colour code henceforth.

The colour code for all public buildings shall apply unless an exemption has been specifically allowed by Council and shall be as follows:

Top	Charcoal Fusain
Bottom – Second from Top	Bankers Grey
Centre	Silver Lining
Trim	Shibul Black
Doors	Red