

August 8th, 2017

Report To: Mayor & Council

From: Doug Brown, CAO

SUBJECT: Amendment to the Existing Employee Communications - Policy 3.9

Further to the discussions at the June 20, 2017 Administration and Finance Executive Committee meeting, administration was directed to review and revise the existing communication policy and bring back a revised communication policy to a subsequent A & F executive committee for further consideration.

Please find attached the following information;

- 1) The March 3, 2000 administration report with regards to KPMG Recommendation No. 3 and corresponding letter dated March 15, 2000 from the Clerk indicated that the report was approved by Council.
- 2) Existing Employee Communications Policy 3.9
- 3) Revised Employee Communication Policy 3.9- At the August 1st, 2017 senior management team meeting reviewed the revised policy. The senior management team couldn't endorse the revised policy and continue to be of the opinion that the communication policy should be removed. Communicating with staff is an expectation and duty of all supervisory staff within the corporation of the Town of Fort Frances. It is noted that the revised policy doesn't really have to be adhered to, and as such is unenforceable.
- 4) The current Health & Safety Communication Policy 5.27 dated July 2004.

In addition, I reached out to the Northwestern Ontario CAO group (Red Lake, Sioux Lookout, Dryden, Kenora, Greenstone and Marathon) to determine if their community had an employee communication. Most communities have a Communication Policy relating to how Senior Administration and Council communicate with the citizens of their community but none had a specific policy regarding how to communicate with their employees.

Administration is requesting that the Administration and Finance Executive committee review the attached information and provide any additional comments with respect to the both the current and draft revised communication policy.

The Administration and Finance Executive Committee recommends the following:
1) **Policy 3.9- Employee Communications** – that this policy be deleted.

Respectfully submitted,

A handwritten signature in black ink that reads "Doug Brown". The script is cursive and fluid.

Doug Brown, CAO