

# TOWN OF FORT FRANCES

## Administration and Finance Executive Committee

### AGENDA - June 18, 2019 - Noon

#### MEETING - Committee Room, Civic Centre

#### Session No. 13

Page

1. Call to Order
2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.
3. Disclosure of pecuniary interest and the general nature thereof
4. Approval of Previous Committee Minutes
  - 4.1 Session No. 12 dated June 4, 2019. 2
5. In-Camera
6. Items Referred from Council
7. New Business
  - 7.1 Violence and Harassment Policy - Annual Review. 3 - 15
  - 7.2 Councillor McTaggart - OAPSB Annual Conference Travel and Per Diem 16 - 29
8. Non-agenda Items
9. Information
10. Adjourn / Next Meeting Date - July 2, 2019

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 12

June 4, 2019

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on June 4, 2019 from Noon p.m. to 12:05 p.m.

PRESENT: Chairperson W. Brunetta, Councillor D. Judson and Mayor J. Caul.

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, T. Moffit, Fire Chief/CEMC, K. Lawson,  
Deputy Clerk

REGRETS: Councillor A. Hallikas

1. **Call to Order - Noon**
2. **Disclosure of pecuniary interest and the general nature thereof**
3. **Approval of Previous Committee Minutes**

3.1 Session No. 11 dated May 21, 2019.

Judson-Caul: Approved as presented.

CARRIED

4. **New Business**

- 4.1 BIA - 2019 Budget and Tax Rates.  
- A brief overview was provided by D. Galusha, Treasurer. Committee recommended approving the Business Improvement Area Board (BIA) 2019 Budget and Tax Rates as presented.

5. **Information**

- 5.1 Fire and Rescue Services - April 2019 Report.  
- received as information.

6. **Adjourn 12:05 p.m. / Next Meeting Date - June 18, 2019**

\_\_\_\_\_  
Executive Committee Chair

\_\_\_\_\_  
D. Brown, CAO



Administration & Finance Division

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**To: Administration and Finance Executive Committee**

**From: Jordan Forbes, Human Resources Coordinator**

**Date: June 12, 2019**

**Subject: Violence and Harassment Policy – Annual Review**

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Attached, please for your review, please find copies of our Workplace Violence, and Workplace Harassment Policies. These policies require annual review as per the Occupational Health and Safety Act.

As the policies were updated last year, I am not proposing changes at the present time.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan S", is enclosed in a thin black rectangular border.

Jordan Forbes  
Human Resources Manager

# THE TOWN OF FORT FRANCES

## Section: Health and Safety

### Policy: Workplace Harassment

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<b>Creation Date:</b>	June 2011
<b>Review Date:</b>	2012, 2013, 2014, 2015, 2016, 2017, 2018
<b>Resolution Number:</b>	326 (consent)
<b>Supersedes Resolution Number:</b>	236 (consent)
<b>Policy Number:</b>	5.34.1

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#### 1. Intent

At the Corporation of the Town of Fort Frances (“the Corporation”), the physical and mental health, safety, security, dignity, and well-being of all our employees is critical.

Employees, and those who are present in our workplace, have a right to a safe workplace. The workplace should be free of harassment. Under no circumstance should employees fear reprisal for voicing a legitimate concern about unacceptable workplace behaviours.

It is the responsibility of the Corporation, including all managers and employees to foster a healthy workplace environment, where dignity and respect are the foundation of all communication and interactions. Simply put, we must treat each other in the way that we would want to be treated.

Harassment, intimidation, and bullying are unacceptable in the workplace, and any such acts may result in disciplinary action, up to, and including termination of employment for just cause.

The Corporation has an obligation to support and assist individuals who are experiencing harassment in the workplace. The Corporation will promptly investigate complaints and take appropriate action if harassment has occurred, and will not discriminate or retaliate against an employee because he or she voices concerns about workplace harassment.

This policy does not limit the reasonable exercise of management functions in the workplace, such as: providing direction, or raising performance concerns.

Harassment differs from normal, mutually acceptable interactions to the extent that it can be offensive, insulting, intimidating, hurtful and malicious. Everyone in the workplace must be dedicated to preventing workplace harassment, as it can create an uncomfortable work environment, which affects the well being of our Employees, and the performance of the organization as a whole. Given its impacts, harassment will not be tolerated.

## **2. Scope**

All employees have the right to be treated with dignity and respect. Protection from negative, aggressive, and inappropriate behaviours extends to management, colleagues, subordinates, clients, customers and other business contacts and expands beyond the place of work to off-site and work-related social events.

As such, this policy applies to all employees, management, elected officials, and members of boards and committees, referred to as “staff” and/or “employees”.

The workplace is not confined to the offices and buildings of the Corporation. It also includes washrooms, locker rooms, worksites, vehicles and equipment, and any other location where the business of the Corporation is conducted.

At law, bullying and/or harassment that occurs outside of the workplace but which relates to the workplace may be included in the scope of workplace harassment.

## **3. Definitions**

The terms defined below are referred to in this policy as “unacceptable workplace behaviour”:

### Workplace Harassment:

Workplace harassment is defined as a course of vexatious comment or conduct against a worker in a workplace, that is known or ought reasonably to be known to be unwelcome.

### Sexual Harassment:

Any unsolicited, unwelcome, disrespectful, or offensive behaviour that has an underlying sexual connotation and can be typified as:

- Behaviour that is hostile in nature, or intends to degrade an individual based on personal attributes, including: gender, sexual orientation, gender identity, gender expression, or any other relevant protected ground under human rights legislation.
- Sexual solicitation or advance made by a person in a position to confer, grant, or deny a benefit or advancement to the person, where the person making the solicitation or advance knows or ought reasonably to know that it is unwelcome;
- Reprisal or a threat of reprisal for the rejection of a sexual solicitation or advance where the reprisal is made or threatened by a person in a position to confer, grant, or deny a benefit or advancement to the person.
- Unwelcome remarks, jokes, innuendos, propositions, or taunting about a person’s body, attire, sex or sexual orientation, or religion;
- Suggestive or offensive remarks;
- Bragging about sexual prowess;
- Offensive jokes or comments of a sexual nature about an employee;
- Unwelcome language related to gender;
- Displaying of pornographic or sexist pictures or materials;
- Leering (suggestive persistent staring);

- Physical contact such as touching, patting, or pinching, with an underlying sexual connotation;
- Sexual assault;
- Any actions that create a hostile, intimidating, or offensive workplace, which may include physical, verbal, written, graphic, or electronic means;

### Bullying:

Bullying includes unwelcome behaviours such as malicious actions and/or omissions toward one or more individuals, which a reasonable person would perceive as unwelcome. These can negatively impact our emotional wellbeing and may cause an individual to feel hurt, embarrassed, incompetent, disrespected, and/or devalued. This can lead to damaging consequences for the victim, the observers, our clients, and the organization.

Unwelcome behaviours may include subtle and/or overt acts of hostility or aggression and may include instances of both omission and/or commission. This may include:

- Gossiping or spreading rumours
- Talking down to others
- Verbally berating others
- Using a harsh tone of voice
- Acting in a way that seems “out to get” others
- Blaming others for things out of their control
- Making or implying threats regarding one’s job security
- Excessive shouting
- Repeated emotional outbursts
- Using overt or subtle intimidation tactics
- Using degrading remarks or tone of voice
- Criticizing or talking down to others in front of a group
- Using condescending and/or demeaning body language
- Social exclusion or ostracism
- Ignoring others or giving “silent treatment”
- Intentionally excluding others from conversations and/or work activities
- Differential treatment (treating some less favorably than others)
- Undermining another’s work by assigning impossible deadlines or workloads
- Excessive monitoring of work or unnecessary micromanagement
- Withholding pertinent work-related information
- Undermining the work of a co-worker or subordinate in an undue manner
- Not providing sufficient information to discharge one’s duties effectively

## **4. General Guidelines**

The Corporation not tolerate harassment in the workplace, and will make ongoing efforts to identify such hazards and take appropriate action through policies and procedures.

Our goal is to foster a friendly, professional, and satisfying working environment for all employees, as per our legal obligations to prevent workplace harassment.

Properly discharged supervisory duties, including disciplinary action, are not harassment. Conduct by a supervisor which does not interfere with the respect for the dignity of employees is not considered harassment.

All employees are encouraged to contact their supervisor, division manager, or human resources with any concerns about workplace harassment. Any concerns will be handled with strict confidentiality.

Employees are required to take the following steps when confronted with harassment in the workplace:

### **1. Asserting Yourself**

If safe to do so, an employee must inform the harasser that his or her behaviour is unwelcome. An individual (although he or she should know better) may not realize that he or she is being offensive. A simple chat may resolve the problem. If the person refuses to co-operate, remind him or her that such behaviour is against Corporation policy.

### **2. Documenting the Facts**

Document your observations, such as when the behaviours started; including dates, times, locations, witnesses, details of what happened, threats made (or implied), your response, and any reprisal.

### **3. Filing a Complaint**

If the harassment continues, or is severe in nature, first report the issue to your supervisor. Where the respondent is your immediate supervisor, you may report the issue to their supervisor and/or Human Resources Manager. Under no circumstances shall anyone identified as a respondent in a complaint participate in conducting the investigation.

#### **4. The Investigation**

The supervisor of each department is responsible for ensuring a workplace free of bullying and harassment.

Upon becoming aware of such issues, the supervisor and/or division manager will inform human resources and will promptly investigate the matter with the support of Human Resources.

The investigation will include interviewing the following: the complainant, the respondent, and any other persons or witnesses who may have relevant information. Union members have the right to have a union representative present for their interview. Information received will be kept in strict confidence and will be documented as part of the record.

#### **5. Resolution of complaint**

If there is evidence of bullying or harassment on a balance of probabilities, it will result in disciplinary action and steps will be taken to prevent any further issues in the workplace. In the interest of privacy, such action will not be communicated to the complainant.

If there is no evidence of bullying or harassment on a balance of probabilities, it will not result in disciplinary action.

When there is evidence of a false allegation being made against a respondent, disciplinary action may be taken against the complainant.

#### **6. Policy Expectations**

##### Management Responsibility:

Management and others in positions of authority are held to a higher standard in ensuring that healthy and appropriate behaviours are being modelled, and that concerns are addressed effectively and in a timely manner. In addition to the expectations of employees listed in this policy, management must:

- Treat everyone in the workplace with dignity and respect
- Maintain a workplace free from and harassment
- Be familiar with the requirements of this policy and relevant procedures
- Take complaints seriously and follow-up appropriately
- Maintain confidentiality to the greatest extent possible
- Be aware of the signs of workplace bullying and/or harassment
- Intervene on behalf of others in the workplace
- Refer victims of harassment to appropriate resources, as required
- Comply and co-operate with the requirements of an investigation
- Provide good examples by treating all employees with courtesy and respect
- Promote awareness of the policy and complaint procedures
- Be aware and observant of the signs of unacceptable behaviours
- Act to resolve inappropriate behaviours before they escalate



- Deal sensitively with employees involved in a complaint
- Explain the procedures to be followed if a complaint of inappropriate behaviour is made
- Ensure that an employee making a complaint is not reprimanded for doing so
- Monitor and follow up the situation after a complaint is made to prevent recurrence

### Employee Responsibility:

Employees are expected to participate in the achieving a work environment that is free of bullying, harassment, incivility, and hostility. Employees are often aware of issues that management may not be, and along with complying with our policy requirements, they must:

- Treat everyone in the workplace with dignity and respect
- Support and contribute to a workplace free of these unacceptable behaviours
- Report in a timely manner these unacceptable behaviours upon witnessing them
- Modify their own behaviour upon becoming aware that it may be unacceptable
- Comply with the requirements of the investigation of unacceptable behaviours
- Understand that unacceptable behaviours will be dealt with through appropriate disciplinary action

## **7. Complaint & Investigative Procedures**

The first step in establishing that an individual's behaviour in the workplace is unacceptable, is to advise them that their behaviour is unwelcome. This may be enough to resolve the issue, but in any case, documenting these interactions is critical; even if the problem appears to have been resolved.

Issues that remain unresolved after informing the individual that their behaviour is unwelcome must be reported to the employee's supervisor, division manager, or to Human Resources in a timely manner.

In some cases, the unwelcome behaviour may be severe in nature, or the individual involved may not feel safe in addressing the behaviour. In these cases, the individual involved may report the issue directly to their supervisor, or if their supervisor is the offending party, then to their division manager, or Human Resources

At law, there is no longer a need for an employee to complete and submit a written complaint form to trigger an employer's duty to enquire. Simply becoming aware of conduct that a reasonable person would perceive as unwelcome may trigger the duty to enquire or investigate.

The investigation process will include:

- A thorough investigation of allegations of unacceptable behaviours
- Documentation from all parties involved in the complaint
- Resolution in a timely manner

Resolution of a concern or complaint may include a variety of outcomes, depending upon the findings of an investigation of a complaint. These will include, but may not be limited to:

- Retraining

- Progressive discipline
- Transfer of employees
- Termination of employment

Any employee or manager seeking to file a complaint should take care to ensure the complaint is confined to and consists of precise details of each incident of such behaviours, including:

- Dates
- Times
- Locations
- Witnesses
- Frequency of occurrence

Within this procedure, the term “complainant” refers to the victim of the alleged unacceptable behaviour, who has raised their concerns with management. A complainant can also refer to another individual, such as a witness or a concerned colleague, who raises a concern on behalf of the victim. In this context, the “Respondent” refers to the person who has been alleged of committing and/or enabling unacceptable behaviours in the workplace.

Unacceptable workplace behaviour must be brought to the attention of management and will be documented accordingly. The respondent of such complaints will be notified in writing by the Corporation that an allegation has been made against them, and of the steps which will follow. Respondents are presumed to be innocent of allegations at this stage.

#### **A. Obligations of Complainant**

1. To clearly inform the respondent that their behaviour is unwelcome
2. Where appropriate, to inform their supervisor, division manager, or Human Resources of their concerns
3. To document dates, times and the names of any witnesses, as well as any attempt to resolve the situation
4. To preserve anything which could be used as evidence to substantiate a complaint or concern
5. To comply with the requirements of the investigation

#### **B. Obligations of Respondent**

1. To preserve anything which could be used as evidence to substantiate a complaint or concern
2. To comply with the requirements of the investigation
3. To not react with hostility or reprisal toward a complainant

#### **C. Obligations of Human Resources**

1. To educate employees and supervisors on unacceptable workplace behaviours
2. To assist, participate in, and lead investigations involving such allegations
3. To inform employees and managers of their legal rights and responsibilities, including the right to representation

4. To take steps to mitigate the risk of harm to employees, and the Corporation, as a result of workplace harassment.

#### **D. Obligations of Investigator**

1. To investigate a complaint of unacceptable workplace behaviour, which typically begins with the supervisor or the division manager, along with the assistance of Human Resources, and may be led by a third party, such as a lawyer
2. To carry out an impartial investigation, to gather evidence and draw conclusions
3. To provide the respondent a fair opportunity to provide a defense to the allegations
4. To conclude investigations in a timely manner

#### **E. Obligations of Health and Safety Representative / Joint Health and Safety Committee**

1. To respond to concerns related to unacceptable workplace behaviours
2. To make recommendations regarding policies and procedures to prevent unacceptable workplace behaviours

# THE TOWN OF FORT FRANCES

## Section: Health and Safety

### Policy: Workplace Violence

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<b>Creation Date:</b>	June 2011
<b>Review Date:</b>	2012, 2013, 2014, 2015, 2016, 2017, 2018
<b>Resolution Number:</b>	326 (consent)
<b>Supersedes Resolution Number:</b>	236 (consent)
<b>Policy Number:</b>	5.34

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#### 1. Intent

At the Corporation of the Town of Fort Frances ("the Corporation"), the physical and mental health, safety, security, dignity, and well-being of all our employees is critical.

Employees, and those who are present in our workplace, have a right to a safe workplace. The workplace should be free of violence, and the threat of violence. Under no circumstance should employees fear reprisal for voicing a legitimate concern about workplace violence, or exercising their right to refuse unsafe work due to workplace violence, or the threat of workplace violence.

It is the responsibility of the Corporation, including all managers and employees to foster a healthy workplace environment, where dignity and respect are the foundation of all communication and interactions.

Violence, and intimidation are unacceptable in the workplace, and any such acts may result in disciplinary action, including termination of employment for just cause. Clients, or members of the public who are present in the workplace who engage in such acts will be asked to leave. If required, law enforcement may be contacted for assistance.

The Corporation has an obligation to support and assist individuals who are experiencing violence or threat of violence in the workplace. The Corporation will investigate complaints and take appropriate action to ensure the safety of employees, and others who may be present in the workplace. The Corporation will not discriminate or retaliate against an employee because he or she voices concerns about workplace violence.

#### 2. Scope

All employees have the right to a safe workplace, free from violence, or the threat of violence. Protection from violent, intimidating, and aggressive behaviours extends to management,

colleagues, subordinates, clients, customers and other business contacts who are present in the workplace.

As such, this policy applies to all employees, management, elected officials, and members of boards and committees, referred to as “staff” and/or “employees”.

The workplace is not confined to the offices and buildings of the Corporation. It also includes washrooms, locker rooms, worksites, vehicles and equipment, and any other location where the business of the Corporation is conducted.

### **3. Definitions**

#### Workplace Violence:

Workplace violence is the exercising of (or the attempt to exercise) physical force by a person against a worker, in a workplace, that causes or could cause physical injury. It also includes a statement or behaviour that may reasonably be interpreted as a threat to exercise physical force that could cause injury. This includes, but is not limited to:

- Threats of physical violence
- Intimidation
- Attempted and/or actual acts of violence
- Assault
- Acts of physical aggression
- Deliberate destruction of damage to property
- Violent actions that intimidate one or more individuals

### **4. General Guidelines**

The Corporation not tolerate violence, or the threat of violence in the workplace, and will make ongoing efforts to identify such hazards and take appropriate action through policies and procedures.

Our goal is to ensure a safe working environment for all employees, as per our legal obligations.

### **5. Prevention of Workplace Violence**

The Corporation has taken specific measures to prevent workplace violence. This includes procedures to control the hazard of workplace violence, as identified by workplace violence risk assessments.

#### **A. Workplace Violence Risk Assessment**

The Corporation conducts workplace violence risk assessments to identify and assess the risk of workplace violence specific to each department. The results of these assessments are communicated to the employees in those departments and to their health and safety

representatives (“HSR”), or joint health and safety committees (“JHSC”) in departments with a JHSC. When conducting these assessment, the Corporation considers the following factors:

- Circumstances specific to each workplace
- Circumstances specific to different roles within the organization
- Circumstances that would be common to similar workplaces

The Corporation will notify employees of the risk of violence specific to their work location, job or shift through their supervisors and general training programs. Employees are required to make their supervisors aware of risks that are not yet identified in our risk assessments.

## **B. Individuals with a History of Violence**

By law, The Corporation is obligated to warn employees of the identities and personal details of an individual with histories of violent behaviour where there is a risk of workplace violence being perpetrated by that person. Such information will only be provided where the employees concerned would reasonably be expected to encounter that person while at work, and where the risk of violence is likely to expose those employees to hazards in the workplace.

Confidentiality will be maintained to the greatest extent possible. Information relating to potentially violent individuals will be shared with employees on a need to know basis. Employees are required to maintain confidentiality when they become aware of this information.

## **C. Workplace Violence Awareness Training**

The Corporation requires its employees to take workplace violence awareness training. When management becomes aware of risks specific to your position, work location, or shift; you will be provided with further guidance and instruction.

## **D. Domestic Violence**

The Corporation strives to respect the privacy of our employees and their personal lives. Its management does not intend to intrude on this privacy, but upon becoming aware of the risk of domestic violence affecting the workplace, the Corporation has a legal obligation to intervene in the interests of its workers.

The Corporation will fully support and assist our employees at risk of domestic violence in the workplace. Our zero-tolerance policy for workplace violence includes the risk of violence from current or former spouses/partners. This includes, but is not limited to:

- Actual or threatened physical violence or harm
- Assault (including sexual)
- The risk of homicide
- Stalking
- Threats of harm or actual harm to others, including personal property

The Corporation is obligated to take every precaution necessary to protect the health and safety of a worker regarding domestic violence. This may require us to warn other employees of the

identity and personal details of an individual with a history of domestic violence where there is a risk of violence in the workplace by any such individuals.

Information on potentially violent individuals may include the identities, personal histories, and descriptions of current or former partners of our employees. Confidentiality will be maintained to the greatest extent possible. Information that relates to actual or suspected domestic violence, or violent individuals, must only be divulged to others when required by law or policy.

### **Actions Employees Can Take**

Employees who find themselves in the unfortunate position of being victims of domestic violence and abuse can take actions to protect themselves. You are not alone: help is available. Some the things you can do include:

- Talk to friends and family about your concerns;
- Inform your manager and / or Human Resources;
- Talk to your doctor;
- Contact the Employee Assistance Program or other support help line;
- Preserve evidence of instances of abuse and note dates and times of specific incidents.
- Call the police; and,
- Consider basic personal security measures such obtaining an unlisted telephone number, purchasing an alarm system, or avoiding isolated areas, etc.

### **E. Health and Safety Representative / Joint Health and Safety Committee Obligations**

1. To respond to concerns related to workplace violence, or threat of workplace violence.
2. To review the results of workplace violence risk assessments and make recommendations to management.
3. To make recommendations regarding policies and procedures to prevent workplace violence.
4. To participate in investigations of work refusal due to workplace violence.

Everyone is required to work together to uphold this policy, and to take all reasonable steps required to prevent Workplace Violence.

This Workplace Violence Policy will be reviewed on an annual basis, or more frequently, as required.

**TO:** Administration & Finance Executive Committee

**FROM:** Dawn Galusha, Treasurer

**DATE:** June 12, 2019

**SUBJECT:** Councillor J McTaggart–OAPSB Annual Conference Travel Expense and Per Diem

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### **BACKGROUND**

Attached is a copy of the Schedule “B” Travel Expenses of \$614.41 and Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$640.00 for attendance at the Ontario Association of Police Services Boards Annual Conference in Windsor, Ontario on May 22-25, 2019 as submitted by Councillor John McTaggart.

### Expenses

1. Meals	\$ 160.00
2. Equivalent Gasoline- FF to Thunder Bay	77.84
3. Equivalent Airfare- Thunder Bay to Windsor	<u>376.57</u>
	614.41
4. Per Diem	<u>640.00</u>
Total travel and Per Diem Claims	<u><u>\$1,254.41</u></u>

The registration fee of \$593.25 and \$581.73 hotel accommodations was paid by the Town resulting in the total cost of \$2,429.39 to attend Training as authorized by the Police Services Board.

The per diem claim is in compliance with Town of Fort Frances By-Law 02/10-E Schedule ‘A’.



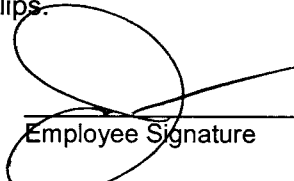
**TOWN OF FORT FRANCES - SCHEDULE "B"  
TRAVEL EXPENSE STATEMENT**

1. Attendee	JOHN D McTAGGART							
2. Conference/Seminar Attended	OAPS B ANNUAL CONFERENCE							
Location (Facility and City)	WINDSOR ON.							
Dates	MAY 22-26, 2019.							
3.	Sun.	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Total
Accommodation	PAID ON TOWN CREDIT CARD							
Transportation	EQUIVALENT AIR FARE							
Breakfast				20.00	/	/	/	20.00
Lunch				25.00	/	/	25.00	50.00
Dinner				/	45.00	/	45.00	90.00
Per Diem								
Other								
4. Prepaid Expenses	Registration		Air Travel		Other		Total	
	✓							
5. Town Used Vehicle	Yes	✓ No	Reason					Total
Mileage Claimed	KM x CRA rate =		EQUIVALENT GAS F.E. - THUNDER BAY - RETURN					77.84
6. Approved						Total Expenses		614.41
						Advance Received		0
						Balance Claimed		614.41
						Balance Refunded		

**The agenda must be attached to process payment**

In claiming the above amounts, I certify that the expenses have been incurred on behalf of the Town, that the means of transportation were the most economical, with due regard to convenience, and that the expenditures were made in the exercise of my duties. NB – a valid and detailed receipt must accompany hotel Visa slips.

JUNE 5/19  
Date

  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Division Manager Signature

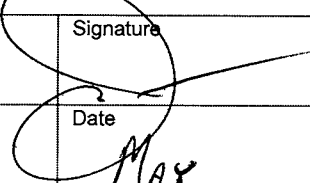
Date	Treasurer	A / P	Cashier

**TOWN OF FORT FRANCES - SCHEDULE "F"**  
**TRAVEL STATEMENT – MAYOR / COUNCIL HONORARIUM**

Attendee	JOHN McTAGGART
Conference / Seminar Attended	OASPB ANNUAL CONFERENCE
Location	WINOSUR ON
Dates	MAY 22-25

**Details of Per Diem**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date			MAY 22	MAY 23	MAY 24	MAY 25		
Amount			160.00	160.00	160.00	160.00		640 <sup>00</sup>

Name (Please Print)	Signature
JOHN D. McTAGGART	
Approved	Date
	MAY , 2019

To be submitted to Payroll for processing when approved by Council

**June 5, 2019**

**Expenses for Trip to OAPSB Conference**

**To Administration and Finance,**

**I have struggled a little bit with my expenses for my recent trip to Windsor for the Ontario Association of Police Services Boards conference. I want to be fair in my claim and I hope that you will see that it is in fact fair, but I leave the decision up to you.**

**I choose to drive my own vehicle so that I could tie in some personal time with the business of the town.**

**Windsor is not easy to get in and out when trying to connect with flights to Thunder Bay.**

**What I have claimed is the equivalent airfare from Thunder Bay to Windsor and return, in addition to estimated gas for the trip from Fort Frances to Thunder Bay and return. The thinking on that being that there would have been that expense if I had taken the company vehicle.**

**Thank you for your consideration.**

A handwritten signature in black ink, consisting of a large loop followed by a horizontal stroke and a small upward flick.

**Councillor John McTaggart**



# CAESARS

WINDSOR

377 Riverside Drive East  
Windsor Ontario N9A 7H7  
Tel: (519) 258-7878 Fax: (519) 985-5800  
FOR RESERVATIONS CALL 1-800-991-8888

Name: JOHN MCTAGGART  
Address: TOWN OF FORT FRANCES POLICERTA  
FORT FRANCES ON P9A 3P9  
CA  
Group Code: APS0521  
Company Name:

HST# 127071728RT0002  
Room: WT 1860  
Arrive: 5/22/19  
Depart: 5/25/19  
Persons: 1  
Deposit Amt:  
Reservation ID: 435633527453  
Guest Folio ID: 436075186709

DATE	REFERENCE	DESCRIPTION	TKT#	S	AMOUNT	DATE	REFERENCE	DESCRIPTION	TKT#	S	AMOUNT
05/22/19	436069000603	ROOM CHARGE WT 1860	WT 1860		165.00						
		TAX			28.91						
05/23/19	436079000614	ROOM CHARGE WT 1860	WT 1860		165.00						
		TAX			28.91						
05/24/19	436089000615	ROOM CHARGE WT 1860	WT 1860		165.00						
		TAX			28.91						
05/25/19	436095275526	FD VISA			581.73-						
		*****8250									
										TOTAL	.00

C/O CASHIER CATHY

## Thank you for staying with us

\*\*Guest's Signature \_\_\_\_\_

Share your experience on TripAdvisor! [www.tripadvisor.com/Rateit-Caesars](http://www.tripadvisor.com/Rateit-Caesars)

Join Caesars Entertainment's loyalty program, Total Rewards, to receive credit for everything you do!  
Download our free mobile app, "Play by Total Rewards" from the App Store or Google Play, to check your Reward Credit balance and explore  
Caesars Entertainment resorts, shows, restaurants and nightclubs worldwide.

Visit [www.totalrewards.com](http://www.totalrewards.com) for more information or to sign up.

\*\*I agree that my liability for this folio is not waived and agree to be held personally liable in the event that the indicated person, company or association fails to pay for any part or the full amount of these charges. Merchandise or services purchased on this credit card are not eligible for cash refunds. A credit will be processed to the credit card.

Air Canada - Payment

Player | QX104 | Today's

https://www.aircanada.com/ca/en/aco/home.html#/purchase/6

AIR CANADA

English

Customer Support

Sign In

YQT

Thunder Bay

YQG

Windsor

3 days

12 May - 14 May

1

Adult

\$376

57

Review Booking

Mr. John McTaggart

Departing Flight: Wednesday, May 22nd, 2019

Thunder Bay, CA (YQT) - Windsor, CA (YQG)

10:50

Thunder Bay

1 Stop - 5hr38m

16:28

Windsor

Economy - Basic

1 Adult

\$133

Includes travel operated by Air Canada Rouge & Air Canada Express - Jazz

Details

The flight between Thunder Bay (YQT) and Toronto (YYZ) is operated by Air Canada Rouge. You'll want to learn more [here](#) about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

Economy Basic is a restricted fare. [Learn More](#)

Return Flight: Saturday, May 25th, 2019

Windsor, CA (YQG) - Thunder Bay, CA (YQT)

15:05

Windsor

1 Stop - 8hr01m

23:06

Thunder Bay

Economy - Basic

1 Adult

\$243

Includes travel operated by Air Canada Express - Jazz & Air Canada Rouge

Details

The flight between Toronto (YYZ) and Thunder Bay (YQT) is operated by Air Canada Rouge. You'll want to learn more [here](#) about Air Canada Rouge's in-flight services and amenities, as these differ

Star Feedback

Page 21 of 29



# Review Booking

Mr. john mctaggart

Ticket Number

Click to see the flight details of this passenger.

## Departing Flight:

Wednesday, May 22nd, 2019

Thunder Bay, CA (YQT) - Windsor, CA (YQG)

10:50

1 Stop - 5hr38m

16:28

Thunder Bay

Windsor



YYZ

+ 2hr50m

Includes travel operated by Air Canada Rouge & Air Canada Express - Jazz

Details

Economy - Basic fare rules Opens in a New Window \$133

1 adult

A reminder that your Economy Basic fare includes some restrictions.

The flight between Thunder Bay (YQT) and Toronto (YYZ) is operated by Air Canada Rouge.

You'll want to learn more Opens in a new window External site which may not meet accessibility guidelines. about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

Economy Basic is a restricted fare. Learn More

## Return Flight:

Saturday, May 25th, 2019

Windsor, CA (YQG) - Thunder Bay, CA (YQT)

15:05

1 Stop - 8hr01m

23:06

Windsor

Thunder Bay



YYZ

+ 5hrs

Includes travel operated by Air Canada Express - Jazz & Air Canada Rouge

Details

Economy - Basic fare rules Opens in a New Window \$243

1 adult

A reminder that your Economy Basic fare includes some restrictions.

The flight between Toronto (YYZ) and Thunder Bay (YQT) is operated by Air Canada Rouge.

You'll want to learn more [Opens in a new window](#) [External site which may not meet accessibility guidelines](#) about Air Canada Rouge's in-flight services and amenities, as these differ from those of Air Canada.

Economy Basic is a restricted fare. [Learn More](#)

## RBC Travel Insurance

Purchase RBC travel insurance now. Underwritten by RBC Insurance Company of Canada. In Quebec, certain coverages underwritten by RBC General Insurance Company.

### Travel within Canada Package

\$14.<sup>85</sup>

Per day

Total cost (including taxes):

\$59.40

### Cancellation and Interruption

\$11.<sup>07</sup>

Per day

Total cost (including taxes):

\$44.28

### 4-Day Getaway Multi-Trip Annual Medical Plan

\$11.<sup>25</sup>

Per day

Total cost including taxes (for 365 days):

\$45.00

☐ **No thanks.** I do not want to purchase travel insurance right now.

## Payment

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In the event of an irregularity in the transaction and to avoid fraudulent purchases (for example, due to a lost card or if false information is given), Air Canada reserves the right to request additional information.



## John McTaggart

---

**From:** John McTaggart <jmctaggart@fortfrances.ca>  
**Sent:** June-05-19 1:36 PM  
**To:** john@mctaggarts.ca  
**Subject:** Fwd: Fuel Receipt from Fort Frances to Thunder Bay  
**Attachments:** scans@fortfrances.ca\_20190603\_133539.pdf; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

**From:** Doug Brown <dbrown@fortfrances.ca>  
**Date:** June 3, 2019 at 1:47:13 PM CDT  
**To:** John McTaggart <jmctaggart@fortfrances.ca>  
**Subject:** FW: Fuel Receipt from Fort Frances to Thunder Bay

Hi John, here is my receipt for gas from Fort Frances to Thunder Bay (\$ 38.92) you would be safe by doubling it for your claim. I left on a full tank and return home- filling the car up at the Esso card lock on McIrvine Road (Town gas card). I would support you submitting \$ 38.92\*2= \$ 77.84. Hope this helps. DB

-----Original Message-----

**From:** scans@fortfrances.ca <scans@fortfrances.ca> On Behalf Of scans@  
**Sent:** Monday, June 03, 2019 1:36 PM  
**To:** Doug Brown <dbrown@fortfrances.ca>  
**Subject:** Scanned image from WA1902

**Reply to:** scans@fortfrances.ca <scans@fortfrances.ca> Device Name: WA1902 Device Model: MX-5141N  
Location: Town of Fort Frances

File Format: PDF (Medium)  
Resolution: 200dpi x 200dpi

Attached file is scanned image in PDF format.

Use Acrobat(R)Reader(R) or Adobe(R)Reader(R) of Adobe Systems Incorporated to view the document.

Adobe(R)Reader(R) can be downloaded from the following URL:

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<http://www.adobe.com/>



Promo 90 \$0.00  
Offer Discount (\$1.11)

Sub Total	\$38.92
13.0% HST tax on	\$0.00
5.0% HST-F tax on	\$0.00
<b>TOTAL</b>	<b>\$38.92</b>
VISA:	\$38.92
Change	\$0.00

Fuel Includes HST 13.0% \$4.48  
Fuel Includes HST-F 5.0% \$0.00  
HST - Fuel - ON No. 86370067ORT0091

01 APPROVED - THANK YOU 001

VISA

XXXXXXXXXXXX3059

TERMINAL No. 89221561

C

PURCHASE

INV No. 2215615821

APPROVAL No. 042831

VISA CREDIT

AID A0000000031010

T/R 80E0008000

TSI 6800

VERIFIED BY PIN

Wednesday, May 22<sup>nd</sup>, 2019

DAY 1

12:00 PM - 6:00 PM	CONFERENCE REGISTRATION AND INFORMATION DESK Pre Function Area	
12:00 PM - 4:00 PM	BOARD TRAINING - STRATEGIC PLANNING <i>Fred Kaustinen, Executive Director, Ontario Association Police Services Boards</i> <i>Martis J. Mercuri</i>	
4:00 PM - 6:00 PM	OAPSB BOARD OF DIRECTORS' MEETING <i>Saturni</i>	
6:00 PM - 6:30 PM	★ WELCOME RECEPTION <i>Cash Bar</i> <i>Augustus II</i>	Sponsored by Zone 2 & Ottawa Police Services Board
6:30 PM - 8:00 PM	★ WELCOME DINNER <i>Dress: Business Casual</i> <i>Augustus II</i>	Sponsored by The Toronto Police Services Board

★ Includes paid companions



# OAPSB LABOUR SEMINAR

OCTOBER 10-11, 2019

Four Points by Sheraton Toronto Airport

6257 Airport Rd, Mississauga, ON L4V 1E4

Thursday, May 23<sup>rd</sup>, 2019

DAY 2

7:30 AM - 5:00 PM	CONFERENCE REGISTRATION AND INFORMATION DESK Pre Function Area	
7:30 AM - 9:00 AM	★ HOT BUFFET BREAKFAST <i>Augustus II</i>	Sponsored by Durham Police Services Board
9:00 AM - 9:15 AM	OPENING CEREMONY & GREETINGS <i>Phil Huck, Chair Ontario Association Police Services Boards</i> <i>Mayor Drew Dilkens, City of Windsor &amp; Chair Windsor Police Services Board</i> <i>Fred Kaustinen, Executive Director, Ontario Association Police Services Boards</i> <i>Augustus I</i>	
9:15 AM - 12:00 PM	BREAKOUT SESSIONS 1  <i>For Municipal Boards</i> <b>THE COMMUNITY SAFETY &amp; POLICING ACT 2019</b> <b>MINISTRY OF THE SOLICITOR GENERAL</b> <i>Fuad Abdi, Manager, Policing Standards Section</i> <i>Cecilia Ormole, Team Lead, Policing Standards Section</i> <i>Augustus I</i>	
10:30 AM - 10:45 AM	REFRESHMENT BREAK Pre Function Space	Sponsored by Chatham Kent Police Services Board
11:00 AM - 4:30 PM	★ COMPANION TOUR <i>Winery &amp; Brewery Tours to Essex County's North Shore</i> <i>Shuttle Pick up (McDougall Street)</i>	

★ Includes paid companions

Please go to [eventmob.com/oapsb/](http://eventmob.com/oapsb/) to access the full event agenda & additional conference details.

12:00 PM - 12:50 PM	<b>BUFFET LUNCH</b> Augustus II	Sponsored by Halton Police Services Board
12:30 PM - 12:50 PM	<b>ONTARIO ASSOCIATION CHIEFS OF POLICE</b> Chief Bryan Larkin, Waterloo Police Services Board Augustus I	
12:50 PM - 2:00 PM	<b>CALM: A PROVEN FOUR-STEP PROCESS TO TRANSFORM STRESS INTO ACTION</b> Denise Marek, International Speaker/Author/Worry Management Expert Augustus I	
2:00 PM - 4:45 PM	<b>BREAKOUT SESSIONS 2</b>  For OPP Boards <b>THE COMMUNITY SAFETY &amp; POLICING ACT 2019</b> <b>MINISTRY OF THE SOLICITOR GENERAL</b> Fuad Abdi, Manager, Policing Standards Section Cecilia Ormole, Team Lead, Policing Standards Section Augustus III  For Municipal Boards <b>FIRST NATIONS COMMUNITY SAFETY</b> Professor Andy Graham, Queen's University Fabian Battise, Board Liaison, Nishnawbe Aski Police Service Augustus I	
3:15 PM - 3:30 PM	<b>REFRESHMENT BREAK</b>	Sponsored by The City of Quinte West
5:30 PM - 7:30 PM	<b>★ HOST CITY RECEPTION</b> Hosts: Windsor Police Services Board and Tourism Windsor Essex Pelee Island Location: Willistead Manor Shuttles Available (McDougall Street) Dress: Casual	

★ Includes paid companions

7:30 AM - 4:00 PM	<b>CONFERENCE REGISTRATION AND INFORMATION DESK</b> Pre-Function Area	
7:30 AM - 9:00 AM	<b>★ HOT BUFFET BREAKFAST</b> Augustus II	Sponsored by Peel Police Services Board
8:00 AM - 9:00 AM	<b>ZONE MEETINGS &amp; LOCATIONS</b> Zone 1 - Jovis Zone 1A - Mercury Zone 3 - Martis	
9:00 AM - 9:30 AM	<b>POLICE BOARDS &amp; THE MEDIA</b> Wendy Gillis, Crime Reporter The Star Augustus I	
9:30 AM - 10:00 AM	<b>POLICE BOARDS &amp; POLICE ASSOCIATIONS</b> Bruce Chapman, President Police Association of Ontario Augustus I	
10:00 AM - 10:30 AM	<b>SEXUAL ASSAULT INVESTIGATION REVIEWS</b> Vanessa Ambtman-Smith, London Police Services Board Augustus I	
10:30 AM - 10:45 AM	<b>REFRESHMENT BREAK</b> Pre-Function Space	Sponsored by Hamilton Police Services Board
10:45 AM - 12:00 AM	<b>COMMUNITY SAFETY &amp; WELL-BEING PLANNING</b> Rob Burton, Chair Halton Police Services Board Deputy Chief Nishan Duraiappah, Halton Police Services Alex Sarchuk, Commissioner of Social and Community Services Augustus I	Source for information
12:00 AM - 12:20 PM	<b>SECTION 10 ELECTIONS</b> Augustus I	
12:00 PM - 1:00 PM	<b>BUFFET LUNCH</b> Augustus II	Sponsored by Regional Municipality of York Police Services

★ Includes paid companions

12:30 PM - 12:50 PM	REMARKS SOLICITOR GENERAL <i>Honourable Sylvia Jones, Solicitor General</i> Augustus I
1:00 PM - 1:20 PM	WOUNDED WARRIORS <i>Phil Ralph, National Program Director, Wounded Warriors Canada</i> Augustus I
1:20 PM - 1:40 PM	GARDAWORLD <i>Colleen Arnold, National Vice President, Customer Service Excellence &amp; Operations Central Canada GardaWorld</i> Augustus I
1:45 PM - 2:45 PM	CANNABIS UPDATE: OUTDOOR GROW, AN INDUSTRY DISRUPTER <i>Moderator: Jeanine Lassdine-Berglund</i> <i>Speakers: WeedMD, 48North Cannabis Corp</i> Augustus I
2:45 PM - 3:00 PM	REFRESHMENT BREAK <i>Pre Function Space</i> <div>Sponsored by Zone 4 &amp; Niagara Police Services Board</div>
3:00 PM - 4:30 PM	OAPSB ANNUAL GENERAL MEETING <i>Restricted to voting delegates (PSB members) and their Board staff</i> Augustus I
4:30 PM - 6:00 PM	FREE TIME
4:30 PM - 5:00 PM	OAPSB BOARD OF DIRECTORS MEETING Saturni
6:00 PM - 7:30 PM	★ COCKTAIL RECEPTION <i>Cash Bar</i> <i>Pre-Function</i> <div>Sponsored by Town of Essex, Town of Lakeshore, Town of Leamington, Town of Tecumseh</div>
7:30 PM - 9:30 PM	★ OAPSB CHAIR'S GALA <i>Dress: Business Suit/Dress</i> <i>Entertainment</i> Augustus I <div>Sponsored by GardaWorld</div>

★ Includes paid companions

8:00 AM - 9:00 PM	★ HOT BUFFET BREAKFAST <i>Augustus II</i> <div>Sponsored by Zone 5</div>
9:00 AM - 11:00 AM	THE FUTURE OF POLICE BOARD TRAINING <i>Fred Kaustinen, Executive Director, Ontario Association Police Services Boards</i> Augustus I
11:00 AM	CLOSING REMARKS <i>Chair, Ontario Association Police Services Boards</i> <i>Fred Kaustinen, Executive Director, Ontario Association Police Services Boards</i> Augustus I

★ Includes paid companions

2020

OAPSB  
SPRING  
CONFERENCE & AGM

📅 MAY 27-30, 2020

📍 Toronto Eaton Centre

220 Yonge St, Toronto, ON M5B 2H1