

TOWN OF FORT FRANCES

Administration & Finance Executive Committee

AGENDA - June 6, 2017, 12:00 PM

MEETING - Civic Centre - Noon

Session # 51

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. 50 dated May 16, 2017. 2 - 3
5. **In-Camera**
6. **New Business**
 - 6.1 Annual Review of Workplace Violence and Harassment Policy. 4 - 13
 - 6.2 2016 Child Care - Audited Statement of Revenue and Expenses. 14 - 20
 - 6.3 Adjustment to Reserve Funds - 2016/2017 Colonization Road East Reconstruction Project. 21 - 22
 - 6.4 Strategic Plan - Initiative No. 17 - Future of Health Care Services. 23 - 25
7. **Non-agenda Items**
8. **Information**
9. **Adjourn / Next Meeting Date - June 13th, 2017**

TOWN OF FORT FRANCES

MINUTES

SESSION NO. #050

May 16, 2017

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Civic Centre on May 16, 2017 from 12 noon to 12:40 p.m.

PRESENT: Councillor K Perry (Chair), Councillor W. Brunetta, Councillor G. P. Ryan, Mayor R. Avis

ALSO PRESENT: D. Brown, CAO, E. Slomke, Clerk / Acting Committee Secretary, D. Galusha, Deputy Treasurer, T. Moffitt, Fire Chief

1. Call to Order at 12:00 noon

2. Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.

NOMA Conference Expense report for Councillor Kitowski.

3. Disclosure of pecuniary interest and the general nature thereof

- Councillor Ryan disclosed an interest in Item 8.2 from the May 2, 2017 Administration & Finance Executive Committee agenda as the per diem and travel expense claim was his. He was absent from the May 2, 2017 meeting.

- Councillor Brunetta disclosed an interest in Item 7.1 from this agenda as the per diem and travel expense claim to be considered is hers.

4. Approval of Previous Committee Minutes

4.1 Session No. 49 dated May 2nd, 2017.

Brunetta - Ryan: Approved as presented.

CARRIED

5. In-Camera - None.

6. Items Referred from Council

6.1 Succession Planning (as amended)

- An additional amendment was verbally requested and approved by this committee.

6.2 Fort Frances Canadian Bass Championship Requests.

- Committee recommended approval as presented.

6.3 Rainy River Vet Services Committee.

- Committee recommended approval as presented.

7. New Business

7.1 Councillor Wendy Brunetta - NOMA Conference Per Diem & Travel Expense.

- Committee recommended approval as presented.

Councillor Brunetta disclosed an interest in this report as the per diem and travel expense claim being considered is hers. She did not speak to the matter.

7.2 Draft Procurement Policy.

- This matter was received, reviewed and discussed. The CAO will have our solicitor

review and provide feedback, prior to being brought forward to Committee of the Whole.

- 7.3 Ontario regulation 284/09 - Budget Matters.
- Committee recommended approval as presented.

8. Non-agenda Items

- 8.1 Councillor Doug Kitowski - NOMA Conference Per Diem & Travel Expense
- Committee recommended approval as presented.

9. Information

- 9.1 2017 Capital Budget vs Actual Financial Statement as at April 30, 2017.
- Received.
- 9.2 General Fund (Operating) and Water & Sewer Fund (Operating) actuals as at April 30, 2017
- Received.
- 9.3 Fort Frances Fire & Rescue April 2017 Reports.
- Received as amended.

10. Adjourn / Next Meeting Date - June 6, 2017

The meeting adjourned at 12:40 p.m.

Executive Committee Chair

D. Brown, CAO

Administration & Finance Division

To: Administration & Finance Executive Committee

From: Aaron Petrin, Human Resources Manager

Date: June 1, 2017

Subject: Annual review of Workplace Violence and Harassment Policy

Background

Under the *Occupational Health and Safety Act*, employers are required to prepare and review at least annually a written harassment and violence policy, and to maintain a program to implement that policy.

Since the requirements of Bill 168 became law, the Town's one-page policy statement outlining its program has been reviewed by Council on an annual basis. As required by the Act, management has been responsible for implementing and maintaining this program.

In 2016, Bill 132 became law, which required employers to expand their violence and harassment policies to include sexual harassment.

For this year's annual review, the division undertook the task of combining this policy with the many procedures and appendices that it referred to, as each document was separate.

As a result, attached for your review is a significantly updated workplace harassment and violence policy.

Based on my observations, and in the interest of promoting the best practice of psychological health and safety in the workplace, I propose expanding this policy to reflect the importance of respect and civility in our workplaces.

Recommendation

To review the Workplace Harassment and Violence policy and to provide further direction.

THE TOWN OF FORT FRANCES

Section: Human Resources

Policy: Workplace Harassment and Violence

Creation Date:	June 2011
Review Date:	2012, 2013, 2014, 2015, 2016
Resolution Number:	
Supersedes Resolution Number:	095
Policy Number:	5.34

1. Intent

At the Town of Fort Frances, the physical and mental health, safety, security, dignity, self-respect and well-being of all our workers are critical. Employees and other external stakeholders have a right to enjoy the workplace without fear of harassment and violence, and including the fear of reprisal for voicing a legitimate concern about unacceptable workplace behaviours.

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

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

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

This policy is not intended to limit the reasonable exercise of management functions in the workplace, such as: providing direction, raising performance concerns, or personality differences. This policy is not in place to strictly regulate everyday social interactions in the workplace.

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 and violence, as it can create an uncomfortable work environment which 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. This includes, but is not limited to:

- Workplace bullying, which includes: making rude, degrading or offensive remarks, discrediting the person, spreading rumours, ridiculing him or her, humiliating the person, calling into question a person’s convictions or private life, shouting abuses, etc.
- Discriminating against a person based on any protected grounds under the *Ontario Human Rights Code*
- Refusing to speak to or work with someone or treating that person differently because of his or her ethnic or racial background, sex, sexual orientation, family status, creed or citizenship, or other protected grounds listed above
- Leering, suggestively staring or other gestures; requesting sexual favours from an employee; display racist or pornographic cartoons; continually embarrass a fellow employee in front of co-workers by telling lewd jokes and refuse to stop when requested, ostracizing an individual

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, and acts of physical aggression (such as the deliberate destruction of or damage to property)

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”
- 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

We will not tolerate violence, bullying, or harassment in the workplace, and will make ongoing efforts to identify these 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 bullying, harassment, and violence in the workplace.

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

Employees are required to take the following steps when confronted with bullying and/or harassment in the workplace:

1. Asserting Yourself

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, 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. If a supervisor or other management employee is alleged to be

harassing, no involved supervisor or management employee will participate in the investigation. 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.

Acts of physical aggression, such as the deliberate destruction of or damage to property, especially where such actions are meant to intimidate one or more individuals.

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 investigate the matter with the support of Human Resources.

The investigation will include interviewing: the complainant, the respondent, and any other persons or witnesses who may have relevant information. Union members are entitled to have a union representative present for their interview. Information will be received 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 violence 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 violence and bullying and/or harassment
- Intervene on behalf of others in the workplace

- Refer victims of violence or harassment to appropriate resources
- 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 reprisalised against 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. Prevention of Workplace Violence

We have 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

We conduct 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, we consider the following factors:

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

We 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, we are obligation 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

We require our employees to take workplace violence awareness training. When we become aware of risks specific to your position, work location, or shift; you will be provided with further guidance and instruction.

D. Domestic Violence

We strive to respect the privacy of our employees and their personal lives. We do not intend to intrude on this privacy, but when we become aware of the risk domestic violence affecting our employees in the workplace, we have a legal obligation to intervene in the interests of our workers.

We 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

We are 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.

8. Complaint & Investigative Procedures

The first step in establishing that an individual's behaviour in the workplace is unacceptable, is 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.

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, and 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 Town 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, or to inform their supervisor, division manager, or Human Resources of their concerns
2. To document dates, times and the names of any witnesses, as well as any attempt to resolve the situation
3. To preserve anything which could be used as evidence to substantiate a complaint or concern
4. 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

D. Obligations of Investigator

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

E. Obligations of HSR/JHSC

1. To respond to concerns related to unacceptable workplace behaviours
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 unacceptable workplace behaviours
4. To participate in investigations of work refusal due to workplace violence



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2017/57**

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Deputy Treasurer
DATE: June 1, 2017
SUBJECT: 2016 Child Care – Audited Statement of Revenue & Expenses

BACKGROUND

Attached is the audited Statement of Revenue and Expenses for the Town of Fort Frances Child Care Programs for the year ended December 31, 2016 as provided by BDO Canada, as well as the invoice for this audit in the amount of \$3,114.28.

The audited Statement of Revenue and Expenses is a requirement of the Rainy River District Social Services Area Board for Child Care funding.

Town of Fort Frances
Child Care Department
For the year ended December 31, 2016

	Contents
Independent Auditor's Report	2
Financial Information	
Statement of Revenue and Expenses	3
Notes to Statement of Revenue and Expenses	5



Tel: 807 274 9848
Fax: 807 274 5142
www.bdo.ca

BDO Canada LLP
607 Portage Avenue
Fort Frances ON P9A 0A7 Canada

Independent Auditor's Report on Statement of Revenue and Expenses

To the Council of the
Town of Fort Frances

We have audited the accompanying Statement of Revenue and Expenses for the Town of Fort Frances - Child Care Department for the year ended December 31, 2016, and notes, comprising the significant accounting policy and other explanatory information. The Statement of Revenue and Expenses has been prepared by management based on the basis of accounting described in the significant accounting policy attached to the Statement of Revenue and Expenses.

Management's Responsibility for the Statement

Management is responsible for the preparation of the Statement of Revenue and Expenses in accordance with the basis of accounting described in the significant accounting policy attached to the Statement, and for such internal control as management determines is necessary to enable the preparation of financial information that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the Statement of Revenue and Expenses based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the Statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the Statement. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the Statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation of the Statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the Statement.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial information in the Statement of Revenue and Expenses for the Town of Fort Frances - Child Care Department for the year ended December 31, 2016, is prepared, in all material respects, in accordance with the basis of accounting described in the significant accounting policy attached to the Statement of Revenue and Expenses.

Basis of Accounting

Without modifying our opinion, we draw attention to the significant accounting policy attached to the Statement of Revenue and Expenses (Note 1) which describes the basis of accounting. The Statement of Revenue and Expenses is prepared to assist the Town of Fort Frances to meet the requirements of the Rainy River District Social Services Administration Board. As a result, the financial information may not be suitable for another purpose.

BDO Canada LLP

Chartered Professional Accountants, Licensed Public Accountants
Fort Frances, Ontario
May 15, 2017

Town of Fort Frances Child Care Department Statement of Revenue and Expenses

For the year ended December 31

2016

Revenue

Government transfers - operating - Fort Frances Children's Complex	
- Core service delivery (Note 2)	\$ 500,590
- Fee subsidy (Note 2)	332,783
- Provincial wage enhancement (Note 2)	37,349
- Best start hub (Note 2)	121,470
- Day care resource teacher (Note 2)	106,312
	<u>1,098,504</u>
User fees	328,172
Other revenue	<u>889</u>
Total revenue	<u>1,427,565</u>

Operating Expenses

Fort Frances Children's Complex	
Advertising	556
Audit	2,725
Accounting and bookkeeping	30,000
Buildings and yard - rental costs and utilities	63,980
Buildings and yard - other	13,952
Training and development	16,930
Equipment and leases	1,852
Events and activities	8,081
Food and meals	65,531
Insurance	1,925
Office supplies and expenses	5,313
Repairs and maintenance	11,223
Teaching supplies	28,529
Memberships, licenses and extended school purchases	2,247
Small capital purchases	4,517
Salaries, wages and benefits	985,339
Vehicle expenses	256
	<u>\$ 1,242,956</u>

**Town of Fort Frances
Child Care Department
Statement of Revenue and Expenses
(Continued)**

For the year ended December 31

2016

Operating Expenses (continued)

Carried forward	\$ 1,242,956
Best Start Hub	
Advertising	238
Accounting and bookkeeping	3,500
Buildings and yard	6,382
Events and activities	2,600
Food and meals	1,236
Insurance	602
Office supplies and expenses	1,180
Telephone and internet	466
Repairs and maintenance	1,658
Teaching supplies	3,245
Memberships and licenses	108
Salaries, wages and benefits	101,662
Vehicle expenses	304
	<u>123,181</u>
Day Care Resource Teacher	
Accounting and bookkeeping	2,500
Training and development	4,323
Office supplies and expenses	326
Telephone and internet	913
Teaching supplies	3,291
Memberships and licenses	-
Salaries, wages and benefits	96,377
	<u>107,730</u>
Total operating expenses	<u>1,473,867</u>
Capital expenses capitalized for Town of Fort Frances accounting purposes	
Fort Frances Children's Complex	8,548
Total department expenses	<u>1,482,415</u>
Deficiency of revenue over expenses	<u>\$ (54,850)</u>

**Town of Fort Frances
Child Care Department
Notes to Statement of Revenue and Expenses**

For the year ended December 31, 2016

2. Schedule of Government Transfers

	Core service delivery	Fee subsidy	Provincial wage enhancement	Best start hub	Day care resource teacher
Base funding	\$ 500,590 \$	332,783 \$	39,995 \$	104,213 \$	106,312
Other funding	-	-	-	3,300	-
Deferred funding from prior years	-	-	-	13,957	-
Estimated recovery	-	-	(2,646)	-	-
Revenue reported on the statement of revenue and expenses	\$ 500,590 \$	332,783 \$	37,349 \$	121,470 \$	106,312



Tel: 807 274 9848
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www.bdo.ca

BDO Canada LLP
607 Portage Avenue
Fort Frances ON P9A 0A7 Canada

May 17, 2017

Town of Fort Frances
320 Portage Avenue
Fort Frances ON P9A 3P9

Attention: Ms. Laurie Lindberg

Invoice **88962749**
Electronic Banking Account No. 151360322599
HST Registration No. 131585366RT0043

For Professional Services

Preparing and auditing the Statement of Revenue and Expenses for the Town of
Fort Frances - Child Care Department for the year ended December 31, 2016, as
required by the Rainy River District Social Services Board. \$2,600.00

Administration, technology and disbursement fee:	156.00
Our Fee	\$2,756.00
HST	358.28
Total	<u>\$3,114.28</u>

APPROVED
L. Lindberg
TREASURER

10-120-1230-1200-71254

Accounts are due when rendered
Interest at 1.00% per month (12.00% per annum) will be charged on accounts over 30 days
1825-KFF3035-5

May 31, 2017

Report To: Administration & Finance Committee

From: Doug Brown, CAO

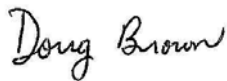
SUBJECT: Adjustment to Reserve Funds Due to Limitation on Federal Government Funding allocation for the 2016/2017 Colonization Road East Reconstruction Project

The Town obtained funding for the Colonization Road East Project from Scott Street to the Water Treatment Plant under the New Building Canada – Small Communities Fund (SCF) whereby the Federal and Provincial government funded 1/3 of the total eligible costs of the project or \$948,023.00 each. The Town is responsible for 1/3 of the costs and any cost overruns.

As a result of completing the May 2017 SCF progress report for this project it has come to administration's attention that the Federal Tax Gas Revenue cannot be utilized to fund the Town's 1/3 funding portion of the project. See attached clause B.2.2 - Limit on Federal Funding from the SCF funding agreement.

At this time, administration is requesting Council adjust how the 2017 portion of the project is funded from its reserve funds. Administration proposes that an additional \$154,170.23 be taken from the Water & Sewer Reserve Fund and a reduction in funding of \$154,170.23 from the Federal Gas Tax Revenue reserve fund be used to finance the project in 2017. This adjustment is necessary to ensure the Town is in compliance with the limitation of 1/3 federal government funding for this project.

Respectfully submitted,



Doug Brown, CAO

Council approval of this report will ensure the following:

- 1) That an additional \$154,170.23 taken from the Water & Sewer Reserve Fund to fund the 2017 works of the 2016/2017 Colonization Road East Reconstruction Project
- 2) Reduce the funding allocation from the Federal Gas Tax Revenue reserve fund in the amount of \$ 154,170.23 for the 2017 works of the 2016/2017 Colonization Road East Reconstruction Project.

2017Mayreserveadjustments

Clause Attachment:

B.2.2. Limit on Federal Funding. Despite anything else contained in this Agreement, the aggregate of all funding originating from Canada for the Project will not exceed thirty-three percent (33%) of the total Eligible Costs for the Project.

May 29, 2017

Report To: Administration & Finance Committee

From: Doug Brown, CAO

SUBJECT: Strategic Plan – Initiative No. 17- Future of Health Care Services

The Strategic Plan Initiative No. 17 – Future of Health Care Services is worded as follows:

“The Town will work towards forming a committee with Riverside Health Care, the Fort Frances Community Clinic and the Physician Recruitment Committee to examine the challenges and opportunities regarding the delivery of health care in Fort Frances.”

A decision will need to be made to determine if it is necessary to form a new health care services committee of Council.

The May 23, 2017 presentation by Jessica Logozzo of the North West LHIN clearly identified that the North West LHIN organization is provincially mandated to set health care service priorities, consult with health care stakeholders, implement cost effective health care services and fund health care services in our community and within the North West LHIN region.

At present, our Council has been very supportive and extremely involved in the advancement of the delivery of health care services in our community by serving on the following health care organizations:

Physician Recruitment and Retention (P R & R) Committee – Councillors Wendy Brunetta and Doug Kitowski. In addition, the Town’s CAO is welcome to attend committee meetings. The Recruiter is available 24/7 and is willing to present/update Council at their request.

Rainy River District Social Services Administration Board – Councillor Ken Perry has recently been appointed as Chairman for this board.

Northwestern Health Unit Board - Councillor Paul Ryan has recently been appointed as Chairman for this board. Councillor Ryan and Councillor Albanese have both served previously as board members.

Fort Frances Community Clinic Board - At present, Councillor John Albanese serves on this board, and several Councillors on previous terms of Council have participated. Marlis Bruyere, FFCC Exec Director is also on the PR&R Committee.

Through the previously mentioned organizations, Council has full access to providing feedback and to participate in affecting recommendations for delivery of health care services in our community. These organizations communicate with the North West LHIN on local health care issues on a regular basis. Riverside Health Care President and CEO Mr. Ted Scholten is on the PR&R Committee, and he meets regularly with the NWLHIN.

Over the years, Council has been very focused on guaranteeing that there is always an adequate number of Physicians available to service our community. Without an adequate number of Physicians, it is difficult to provide a sustainable health care system. In addition, Physicians in our community recruit and attract other new Physicians. Interested doctors do not look favorably at communities where there is a shortage of and/or overworked Physicians. Council provides both in-kind services and financial incentives to attract and welcome new physicians to our community. This commitment is a key consideration which should not to be taken for granted or discounted. In discussions with Todd Hamilton, Physician recruiter, the new Physicians appreciate these incentives, which assists them to maintain a work/quality-of-life balance that otherwise might be difficult to attain in a small Northwestern Ontario community. The incentives provided in Fort Frances are available from most or all NW Ontario and Northern Ontario communities.

Council has also been very involved in the process of ensuring an appropriate clinic facility is in place for the physicians to practice. Additionally, Council is currently involved in the planning process to enrich this facility in the future.

The Town has played an essential role in ensuring that quality of life and essential services are in place in our community. These services include the operation and maintenance of the airport, essential municipal infrastructure, provision of sport facilities, parks, cultural and artistic venues, on-going residential expansion and the ability to ensure that good quality and quantity of safe drinking water is readily available. The way Council manages the affairs of the community plays a fundamental role in attracting new physicians to our community. Council's dedication to effective management of the community should not be understated. Todd Hamilton, Physician Recruiter, reports visiting physicians are always impressed with our Town services, infrastructure, schools and overall care and maintenance. Physicians are especially impressed with available building lots, the new technology center and the state of the art hospital facilities.

It has been suggested that the Town remain focused on physician recruitment and retention and that Council should consider receiving semi-annual up-dates from Todd Hamilton, Physician Recruiter, in person to report to council. Therefore, establishing a new health care services committee of Council is unwarranted at this time, as Council has been very active and continues to be proactive in ensuring the delivery of health care services is continuously improving in our community.

Respectfully submitted,

A handwritten signature in cursive script that reads "Doug Brown".

Doug Brown, CAO

Council approval of this report will ensure the following:

- 1) That the need to establish a new health care services committee is unwarranted.
- 2) That Todd Hamilton, Physician Recruiter, provide semi-annual updates on recruitment activities to Council through open council meetings.
- 3) Strategic Plan Initiative No. 17 – “Future of Health Care Services” has been addressed and is considered to be completed at this time.

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