

TOWN OF FORT FRANCES

Administration and Finance Executive Committee

AGENDA - February 5, 2019 - 9:00 A.M.

PLEASE NOTE TIME CHANGE

MEETING - Committee Room - Civic Centre

Session No. 4

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. 3 dated January 22, 2019. 3 - 4
5. **Items Referred from Council**
 - 5.1 Safe Communities - Rainy River District Annual Per-Capita Request. 5 - 7
6. **New Business**
 - 6.1 Councillor Michael Behan - RRDMA Annual General Meeting Per Diem. 8 - 9
 - 6.2 Councillor Andrew Hallikas - RRDMA Annual General Meeting Per Diem. 10 - 11
 - 6.3 Councillor Douglas Judson - RRDMA Annual General Meeting Per Diem. 12 - 13
 - 6.4 Councillor Rick Wiedenhoeft - RRDMA Annual General Meeting Per Diem. 14 - 15
 - 6.5 Council - Staff Relations Policy. 16 - 19
7. **Non-agenda Items**
8. **In-Camera**
 - 8.1 A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board: Consultants Report - RFP

9. Adjourn / Next Meeting Date - February 19, 2019

TOWN OF FORT FRANCES

MINUTES

SESSION NO. # 003

January 22, 2019

The meeting of Administration & Finance Executive Committee of the Town of Fort Frances was held in the Committee Room, Civic Centre on January 22, 2019 from 10:00 a.m. to 10:25 a.m.

PRESENT: Chairperson W. Brunetta, Councillors D. Judson and A. Hallikas, Mayor J. Caul (ex-officio)

ALSO PRESENT: D. Brown, CAO, D. Galusha, Treasurer, R. Thoms, 93.1 The Border and K. Lawson, Deputy Clerk

REGRETS:

1. **Call to Order 10:00 a.m.**
2. **Non-agenda items identified to be considered later in this meeting, both in-camera and in open meeting.**

2.1 D. Galusha, Treasurer re: OMPF Funding Update.

3. **Disclosure of pecuniary interest and the general nature thereof - none identified**

4. **Approval of Previous Committee Minutes**

4.1 Session No. 2 dated January 8, 2019.

Judson-Hallikas: Approved as amended.

CARRIED

5. **In-Camera - no matters identified**

6. **Items Referred from Council**

6.1 Heart of the Continent Partnership Financial Request.
- committee recommended receiving only the request and no further action be taken.

6.2 Thunder Bay Regional Health Sciences Foundation Financial Request.
- committee recommended receiving the request with a letter of support in principle being sent to the requester and looking at the request again in 2020.

7. **New Business**

7.1 POA Write-Off Request.
- committee recommended approval of the write-off of 2012 POA accounts receivable in the amount of \$16,670.30 for accounting purposes, recognizing that this does not absolve a convicted offender from the requirement to pay a fine as debts to the Crown are owed in perpetuity and never forgiven.

8. Non-agenda Items -

- 8.1 D. Galusha presented an update on the Ontario Municipal Partnership Fund (OMPF) Allocation.

9. Adjourn 10:25 a.m./ Next Meeting Date - February 5, 2019

Executive Committee Chair

D. Brown, CAO



**ADMINISTRATION & FINANCE DIVISION
TREASURY REPORT 2019/16**

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: February 1, 2019
SUBJECT: Safe Communities Rainy River District Per Capita Financial Request

BACKGROUND

At the January 28, 2019 Council Meeting, the letter received from the Safe Communities Rainy River District (Rainy River Valley Safety Coalition) requesting continuation of per capita funding was referred to the Administration & Finance Executive Committee for recommendation.

The Safe Communities Rainy River District is requesting continuation of the \$0.50 per capita funding for safety related programs that promote both healthy and safe lifestyles within the district. Based on our population of 7,955, the per capita funding would be in the amount of \$3,977.50 for 2018. The draft 2019 General Operating Budget presently has a line item amount of \$4,000.00 for the Rainy River District Safety Coalition.



c/o 116 First Street
Fort Frances, ON
P9A 1K2

January 9, 2019,

Mayor and Council
Town of Fort Frances
320 Portage Ave
Fort Frances, ON, P9A 3P9



Dear Mayor and Council,

Safe Communities Rainy River District and its partners are continuing to be active in safety programs throughout our district. We are grateful for the support of our municipalities, both financially and spiritually. We take care to use the funds wisely.

We are still addressing the four areas of priority from our strategic plan completed in 2017.

- 1. Falls - this includes all age demographics.**
- 2. Work and Leisure injuries**
- 3. Mental Health including Substance Abuse – also includes self-harm**
- 4. Transport injuries – any injuries that occur during any type of transportation – eg. Boating, driving, snowmobiles, trains, etc.**

Using the priorities as a guideline, we evaluate which partners are addressing the issues, support their programs, and also fill the holes in programming.

Last year we helped with the start-up of the Rainy River Association of First Responders, who are committed to helping with area events and providing safety information throughout the district as well as training for infant car seat installers.

We continue to support Safe Grad, Sidne, Meti-man, first responders, Substance Abuse Prevention Team and other safety initiatives.

We encourage funding requests from area organizations to be used in the delivery of safety initiatives.

We continue to manage funds for different safety programs, maintain contacts with Safe Communities across the country through monthly conference calls, and participate in Parachute Safety Programs including bike safety, falls prevention and teen driver activities.

Our success in promoting safety within all of our district communities is dependent on all of our partners. Their dedication in providing safety programs is to be commended.

Safe Communities Rainy River District requests your consideration for the continuation of funding of \$.50 per capita for 2018/2019 endeavors, as we strive to ensure our communities become a safer place to live, learn, work, and play.

We will be hosting a strategic planning session this year in anticipation of our re-designation process that will take place in 2020. . If you have any questions, please do not hesitate to give us a call. Thank you in advance for your kind consideration to support our efforts.



Linda Plumridge, Chair
Safe Communities Rainy River District
807-274-5373
info@safetycoalition.ca

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: February 1, 2018
SUBJECT: Councillor Michael Behan– RRDMA Annual General Meeting Per Diem

BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 to attend the RRDMA Annual General Meeting in Stratton on January 19, 2019 as submitted by Councillor Michael Behan.

The registration fee of \$40.00 was paid by the Town resulting in the total cost of \$200.00 to attend the RRDMA Annual General Meeting as authorized by Council.

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

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

Attendee	MICHAEL BEHAN
Conference / Seminar Attended	RRDMA annual meeting
Location	Stratton
Dates	Saturday, Jan. 19/2019

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						✓		
Amount						\$160 ⁰⁰		

Name (Please Print)	Signature
MICHAEL BEHAN	Michael Behan
Approved	Date

To be submitted to Payroll for processing when approved by Council

To: Mayor Caul & Members of Council
FROM: Dawn Galusha, Treasurer
DATE: February 5, 2018
SUBJECT: Councillor Andrew Hallikas– RRDMA Annual General Meeting Per Diem

BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 to attend the RRDMA Annual General Meeting in Stratton on January 19, 2019 as submitted by Councillor Andrew Hallikas.

The registration fee of \$40.00 was paid by the Town resulting in the total cost of \$200.00 to attend the RRDMA Annual General Meeting as authorized by Council.


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

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

Attendee	Andrew Hallikas
Conference / Seminar Attended	RCDMA meeting, Stratton
Location	Stratton
Dates	Jan 19, 2019

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						Jan 19		
Amount						160. ⁰⁰		

Name (Please Print) Andrew Hallikas	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: February 1, 2018
SUBJECT: Councillor Douglas Judson– RRDMA Annual General Meeting Per Diem

BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 to attend the RRDMA Annual General Meeting in Stratton on January 19, 2019 as submitted by Councillor Douglas Judson.

The registration fee of \$40.00 was paid by the Town resulting in the total cost of \$200.00 to attend the RRDMA Annual General Meeting as authorized by Council.

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

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

Attendee	Douglas Judson
Conference / Seminar Attended	RRDMA
Location	Stratton, ON
Dates	January 19, 2019

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						Jan 19		
Amount						\$160		\$160

Name (Please Print)	Signature
DOUGLAS JUDSON	Douglas Judson
Approved	Date

To be submitted to Payroll for processing when approved by Council

TO: Administration & Finance Executive Committee
FROM: Dawn Galusha, Treasurer
DATE: February 1, 2018
SUBJECT: Councillor Rick Wiedenhoeft– RRDMA Annual General Meeting Per Diem

BACKGROUND

Attached is a copy of Schedule “F” Travel Statement – Mayor/Council Honorarium per diem in the amount of \$160.00 to attend the RRDMA Annual General Meeting in Stratton on January 19, 2019 as submitted by Councillor Rick Wiedenhoeft.

The registration fee of \$40.00 was paid by the Town resulting in the total cost of \$200.00 to attend the RRDMA Annual General Meeting as authorized by Council.


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

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

Attendee	Rick WIEDENHOEFT
Conference / Seminar Attended	PRIMA.
Location	Stratton
Dates	Saturday Jan. 19, 2019.

Details of Per Diem

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Date						Jan 19		
Amount						160.00		

Name (Please Print) Rick WIEDENHOEFT	Signature 
Approved	Date

To be submitted to Payroll for processing when approved by Council



Administration & Finance Division

To: Administration and Finance Executive Committee

From: Jordan Forbes, Human Resources Manager

Date: February 1, 2019

Subject: New Policy – Council Staff Relations

Attached, for your review, please find a copy of the proposed new Council / Staff relations policy. This policy is required as per Section 270 of the Municipal Act as revised by Bill 68.

The development of this policy was led by our Clerk with input from myself, our Chief Administrative Officer, and our Senior Management Team.

Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jordan S", is shown within a rectangular box.

Jordan Forbes
Human Resources Manager

DRAFT

Council / Staff Relations Policy

1.0 Policy Statement

In order to promote a successful community, it is important that Council Members and Staff have a constructive working relationship. In order to achieve this, the Corporation of the Town of Fort Frances will promote a respectful, tolerant, harassment-free relationship and workplace between Members of Council and the officers and employees of the Corporation guided by the Code of Conduct (Members of Council and Local Boards/Committees), the Employee Conduct policy, the Workplace Violence policy, Workplace Harassment policy, the Procedural By-law and this policy.

2.0 Purpose

The purpose of the Council / Staff Relations Policy is to:

- a) Provide basic rules of engagement as it related to Council / Staff relations;
- b) Set guidelines as to how the two groups will communicate in an open and transparent manner, and;
- c) Provide for a unified approach to serving the citizens of the Town of Fort Frances.

3.0 Legislative Authority

Section 270 of the *Municipal Act, 2001*, as revised by Bill 68 requires Council to adopt and maintain a policy with respect to the relationship between members of Council and the officers and employees of the corporation. This Council / Staff Relations Policy identifies the legislation, policies, procedures and practices that the Municipality complies with in order to promote a respectful relationship between members of Council and the officers and staff of the Corporation of the Town of Fort Frances.

4.0 Definitions

Chief Administrative Officer – shall mean the Chief Administrative Officer (CAO) or designate as appointed by the Municipality as prescribed in Section 229 of the *Municipal Act, 2001* as amended.

Clerk – shall mean the person or designate duly appointed by the Municipality as prescribed in Section 228 of the *Municipal Act, 2001* as amended.

Council – shall mean the Council of the Town of Fort Frances, duly elected.

Municipality – shall mean the Corporation of the Town of Fort Frances.

Officers / Staff – shall mean employees of the Corporation of the Town of Fort Frances other than those named specifically above.

5.0 Clarification of Roles

Role of Council (Policy Focus) is to represent the Municipality, provide strategic direction and create policy.

Role of Chief Administrative Officer (Direction Focus) is to act as a liaison between Council and staff, direct implementation of Council's policies, hire and develop a team of competent Officers and Staff.

Role of Officers and Staff (Implementation Focus) is to research policy and programs, give best professional advice, implement decisions of Council, fulfill statutory duties, follow direction of Chief Administrative Officer and generally see to the efficient operation of the municipal organization.

6.0 Guiding Principles

1. All Members are Equal
 - Members of Council, Officers and Staff must be treated equally and fairly and the appearance of favoritism must be avoided.
2. Chain of Command
 - Members of Council do not have authority to direct Staff to perform, or not perform functions or duties, the CAO is responsible for providing direction to Officers and Staff.
3. Use of Officers & Staff Time
 - Members of Council should use Officers and Staff time thoughtfully. Requests from Council take Officers and Staff time away from other issues or problems that may need attention. Members of Council should be discouraged from asking for Staff reports in an effort to delay a potentially unpopular decision.
4. Use of Council's Time
 - Officers and Staff should be mindful of Council's time and refrain from delivering lengthy presentations which may consume Council's time better

served debating and considering issues. Staff presentations should be clear and concise wherever possible.

5. Representative of Community

- Members of Council should, in addition to presented research and recommendations, make their own judgement and provide leadership in their decision making. Members of Council, together with Officers and Staff work collaboratively for the public good.

6. Politics vs Management

- Council provides direction and establishes policy, while officers and staff research, give advice and implement Council's directives. Advice comes from Officers and Staff; policy and service delivery decisions are made by Council. Staff are not politicians and members of Council are not hired professionals.

7. Respect Above all Else

- Members of Council, Officers and Staff shall work together to foster working relationships that are respectful of each other's intelligence and professional duties. We all face diverse and often unique challenges and we must be cognizant that our collective goal is to serve the best interests of the Municipality.

7.0 Complaints/Contraventions/Enforcement

The CAO (or designate) shall be responsible for receiving complaints and/or concerns related to this Policy. Upon Receipt of a complaint and/or concern, the CAO (or designate) shall notify:

- a. In the case of Officers and Staff (other than the CAO), the CAO shall be notified;
- b. In the case of a Member of Council, the Integrity Commissioner shall be notified;
- c. In the case of the CAO, the Clerk shall be notified and will bring forward to Council.

If the nature of the complaint relates to Workplace Harassment, then the complaint procedure located within the Workplace Harassment Policy shall be used.

Where there is a discrepancy between this Policy and the applicable Code of Conduct, the applicable Code of Conduct prevails.

8.0 Policy Review

This policy may be reviewed as needed during each term of Council.