

CITY OF ELLIOT LAKE



COMMITTEE OF THE WHOLE- REGULAR MEETING
AGENDA

Monday, March 2, 2020

7:00 pm

Committee Room

Pages

1. CALL TO ORDER
2. ROLL CALL
3. DECLARATIONS OF CONFLICT OF INTEREST
4. ADOPTION OF PREVIOUS MINUTES
 - 4.1 February 18, 2020 - Regular 3
5. PUBLIC PRESENTATIONS
6. INTRODUCTION AND CONSIDERATION OF CORPORATE REPORTS
 - 6.1 Visa Statements 7
re: as at Jan 31, 2020
 - 6.2 Memo from the Chief Administrative Officer 15
re: Visa Use
 - 6.3 Memo from Chief Administrative Officer 24
re: staff code of conduct
7. PRESENTATION OF ADVISORY COMMITTEE REPORTS
 - 7.1 Referral from Parks & Recreation Advisory 31
re: program operation of the Elliot Lake Municipal Pool
8. OUTSIDE BOARD AND COMMITTEE REPORTS
9. UNFINISHED BUSINESS
 - 9.1 Memo from Chief Administrative Officer 46
re: staff -council relations policy - revised
10. PETITIONS

11. CORRESPONDENCE

11.1 Letter from City Clerk

53

re: updated rotation of chairmanship for Committee of the Whole

12. NOTICE OF MOTION

13. ADDENDUM

14. PUBLIC QUESTION PERIOD

15. CLOSED SESSION (IF APPLICABLE)

16. ADJOURNMENT



Minutes of a regular meeting of the Council of The Corporation of The City of Elliot Lake

Tuesday, February 18, 2020
7:00 PM
COUNCIL CHAMBERS

Present

- L. Cyr, Councillor Chair
- D. Marchisella, Mayor
- E. Pearce, Councillor
- S. Finamore, Councillor
- C. Patrie, Councillor
- T. Turner, Councillor
- N. Mann, Councillor

- D. Gagnon, Chief Administrative Officer
- D. Halloch, Director of Public Works
- J. Thomas, Director of Protective Services
- T. Dunlop, Director of Recreation and Culture
- N. Bray, City Clerk

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. DECLARATIONS OF CONFLICT OF INTEREST**
- 4. ADOPTION OF PREVIOUS MINUTES**

4.1 February 3, 2020 - Regular.

Res. 18/20

Moved By: E. Pearce

Seconded By: D. Marchisella

That the following minutes be adopted

February 3, 2020 - Regular.

Carried

5. PUBLIC PRESENTATIONS

6. INTRODUCTION AND CONSIDERATION OF CORPORATE REPORTS

6.1 Memo from the Chief Administrative Officer

re: draft staff-council relations policy

Res. 19/20

Moved By: D. Marchisella

Seconded By: N. Mann

That the draft Staff-Council Relations policy be deferred to the March 2nd, 2020 Committee of the Whole meeting.

Carried

7. PRESENTATION OF ADVISORY COMMITTEE REPORTS

7.1 Referral from Ad Hoc Budget Committee

re: Memo from the CAO / Treasurer re. Updated Reserve Schedule (and a more Detailed Review of Reserves for Older Capital Projects)

Res. 20/20

Moved By: D. Marchisella

Seconded By: S. Finamore

That the memo from the Chief Administrative Officer/Treasurer regarding the updated reserve schedule and detailed review of reserves for older capital projects be referred to the Ad Hoc Budget Committee

Carried

7.2 Referral from the Ad Hoc Budget Committee

re: Memo from the CAO / Treasurer re. 2020 Planning Fees for both the Sports / Recreation and Arts / Culture Hub Projects

Res. 21/20

Moved By: T. Turner

Seconded By: E. Pearce

That the memo from the Chief Administrative Officer re: Hub Planning Fees – 2020 be received.

Carried

Res. 22/20

Moved by: E. Pearce

Seconded by: C. Patrie

That we suspend the notice provisions of the procedural by-law to place the memo from the CAO re: Hub Planning Fees - 2020 back on the agenda

Carried

Res. 23/20

Moved by: C Patrie

Seconded E. Pearce

That the memo from the Chief Administrative Officer re: Hub Planning Fees – 2020 be received.

Carried

8. OUTSIDE BOARD AND COMMITTEE REPORTS

9. UNFINISHED BUSINESS

10. PETITIONS

11. CORRESPONDENCE

11.1 City Clerk

re: Chairmanship for Committee of the Whole

Res. 24/20

Moved By: N. Mann

Seconded By: E. Pearce

That the letter from the City Clerk re: Chairmanship for the Committee of the Whole be received, as amended, to remove the Mayor from the chairmanship rotation and to cancel the March 16, 2020 meeting.

Carried

12. NOTICE OF MOTION

13. ADDENDUM

- 14. PUBLIC QUESTION PERIOD
- 15. CLOSED SESSION (IF APPLICABLE)
- 16. ADJOURNMENT

Res. 25/20

Moved By: E. Pearce

Seconded By: S. Finamore

That this meeting adjourn at the hour of 8:10 PM

Carried

Mayor

City Clerk

PURCHASING

Statement Date	Day 31	Month 01	Year 2020	AA APP APP
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ACCOUNT NUMBER

NATALIE BRAY
C/O DANIEL GAGNON
45 HILLSIDE DR N
ELLIOT LAKE ON P5A 1X5

000011

VISA RECONCILIATION	
Date:	<u>Feb 12, 2020</u>
Name (print):	<u>Natahe Bray</u>
Sign:	<u>[Signature]</u>
Supervisor / CAO:	<u>[Signature]</u>

STATEMENT DATE Day 31 Month 01 Year 2020

REGULAR TRANSACTIONS DETAILS

Transaction Date D M	Posting Date D M	Transaction Number	Description	Amount
Transactions made with the card of: NATALIE BRAY				
05 01	06 01	001	APPLE.COM/CA	213.57CR
Total				\$213.57CR
Account operations				
31 01	31 01	001	TRANS TO MAIN ACCT	213.57

1) Employee computer purchase program credit - for staff member.

MESSAGE
ACCOUNTS PAYABLE
FEB 12 2020
City of Elliot Lake

PURCHASES / DEBITS	0.00
PAYMENTS / CREDITS	- 213.57
CASH ADVANCES	+ 0.00
CREDIT CHARGES ON CASH ADVANCES	+ 0.00
CORPO ROLLUP DEBITS	\$213.57

CREDIT LIMIT
\$10,000



COPY

PURCHASING

Statement Date	Day	Month	Year	AA APP
	31	01	2020	APP

ACCOUNT NUMBER

DAN GAGNON
C/O DANIEL GAGNON
45 HILLSIDE DR N
ELLIOT LAKE ON P5A 1X5

000011

VISA RECONCILIATION

Date: Feb 13/20

Name (print): DANIEL GAGNON

Sign: *[Signature]*

Supervisor / CAO: *[Signature]*

STATEMENT DATE Day 31 Month 01 Year 2020

REGULAR TRANSACTIONS DETAILS

Transaction Date D M	Posting Date D M	Transaction Number	Description	Amount		
Transactions made with the card of: DAN GAGNON						
07	01	001	SHERATON	259.72		
08	01	002	NEWSPAPER DIRECT	45.50		
08	01	003	SHERATON	259.72		
08	01	004	SHERATON	259.72		
09	01	005	NOVOTEL OTTAWA	616.98		
09	01	006	NOVOTEL OTTAWA	616.98		
09	01	007	NOVOTEL OTTAWA	616.98		
09	01	008	NOVOTEL OTTAWA	616.98		
10	01	009	SHELL 465 SABLE ST E	57.93		
15	01	010	GRAND & TOY A0	1,014.11		
17	01	011	SHELL 1180 FISHER STREET	54.27		
18	01	012	ONROUTE #01169	56.89		
19	01	013	SHERATON	377.24		
20	01	014	MARRIOTT TORONTO DOWNT	289.95		
21	01	015	SHERATON	117.52		
21	01	016	ONROUTE #01178	37.82		
21	01	017	ESSO MCKERROW #255	51.72		
Total				\$5,350.03		
Account operations						
31	01	31	01	001	TRANS TO MAIN ACCT	5,350.03CR

- ① - ROMA - CAO, MAYOR, 2 Councillors
- ② - AMO - 4 rooms - CAO, MAYOR, 2 Councillors
- ③ - newspaper subscription
- ④ - CARTRIDGES for printer - treasurer/admin assistant office
- ⑤ - fuel for vehicle for meeting

MESSAGE

ACCOUNTS PAYABLE

FEB 12 2020

City of Elliot Lake

PURCHASES / DEBITS	5,350.03
PAYMENTS / CREDITS	-
CASH ADVANCES	+
CREDIT CHARGES ON CASH ADVANCES	+
CORPO ROLLUP CREDITS	\$5,350.03

CREDIT LIMIT
\$10,000

PURCHASING

Statement Date	Day	Month	Year	AA APP
	31	01	2020	APP

ACCOUNT NUMBER

DARYL HALLOCH
C/O DANIEL GAGNON
45 HILLSIDE DR N
ELLIOT LAKE ON P5A 1X5

000011

VISA RECONCILIATION

Date: Feb 13 2020

Name (print): DARYL HALLOCH

Sign: *[Signature]*

Supervisor / CAO: *[Signature]*

STATEMENT DATE Day 31 Month 01 Year 2020

REGULAR TRANSACTIONS DETAILS

Transaction Date D M	Posting Date D M	Transaction Number	Description	Amount
Transactions made with the card of: DARYL HALLOCH				
03 01	03 01	001	MECP-HWIN WEB ETOBICOKE ON	50.00
03 01	03 01	002	MECP-HWIN WEB ETOBICOKE ON	60.00
03 01	03 01	003	MECP-HWIN WEB ETOBICOKE ON	55.00
09 01	09 01	004	WALKERTON CLEAN WATER WALKERTON ON	245.00
09 01	09 01	005	WALKERTON CLEAN WATER WALKERTON ON	245.00
11 01	13 01	006	ONTARIO COLLEGE OF TRA 647-847-3000 ON	5.65
Total				\$660.65
Account operations				
31 01	31 01	001	TRANS TO MAIN ACCT	660.65CR

TRANSACTION 1-3 → ANNUAL HWIN WEB → REGISTRATION FEE

TRANSACTION 4-5 → MANDATORY COURSE FOR BART DOYLE & TIM YOUNG FOR WATER.

TRANSACTION 6 → RATE CHANGE FOR ANNUAL MECHNIC LICENCE -

MESSAGE

ACCOUNTS PAYABLE

FEB 12 2020

City of Elliot Lake

PURCHASES / DEBITS	660.65
PAYMENTS / CREDITS	- 0.00
CASH ADVANCES	+ 0.00
CREDIT CHARGES ON CASH ADVANCES	+ 0.00
CORPO ROLLUP CREDITS	\$660.65

CREDIT LIMIT

\$7,500



COPY

PURCHASING

Statement Date	Day	Month	Year	AA APP
	31	01	2020	APP

ACCOUNT NUMBER

DARLA HENNESSEY
 C/O DANIEL GAGNON
 45 HILLSIDE DR N
 ELLIOT LAKE ON P5A 1X5

000011

VISA RECONCILIATION

Date: 24 February 2020

Name (print): Darla Hennessey

Sign: Darla Hennessey

Supervisor / CAO: [Signature]

STATEMENT DATE Day 31 Month 01 Year 2020

REGULAR TRANSACTIONS DETAILS

Transaction Date D M	Posting Date D M	Transaction Number	Description	Amount
Transactions made with the card of: DARLA HENNESSEY				
10	01	001	HAMPTON INNS 705-8484004 ON	368.38
11	01	002	BRODART CANADA COMPANY 570-326-2461 ON	462.17
12	01	003	AMZN Mktp CA*ID37E63B3 WWW.AMAZON.CAON	15.99
14	01	004	HAWKTREE SOLUTIONS 613-692-2517 ON	104.71
16	01	005	CASH & CARRY #248 SAULT S MARIEON	214.06
19	01	006	AMZN Mktp CA*ZH05X0GU3 WWW.AMAZON.CAON	116.85
22	01	007	SARICH SOURCE FOR SPORTS ELLIOT LAKE ON	139.89
29	01	008	AMERICAN LOCKER SECURITY 8008289118 NV	647.25
			477.99 US DOLLAR XRT: 1.354107	
Total				\$2,069.30
Account operations				
31	01	001	TRANS TO MAIN ACCT	2,069.30CR

1. Instructor from Espanola for Pool. 1-731-110-3160
2. Museum Supplies for Archiving 1-771-110-2999
3. OPEN sign for new museum location - 1-771-110-2999
4. Biohazard Clean-up SPILL Kit, Deluxe 1-720-110-2999
5. Supplies for Arena - 1-721-110-3980
6. Purchase of Mini-Sticks - Reimbursed City - Charged to Card.
7. Walking Sticks from Sarichs - 1-720-110-2999
8. Lockers for Municipal Pool - 1-731-110-2999

MESSAGE

ACCOUNTS PAYABLE

FEB 12 2020

City of Elliot Lake

PURCHASES / DEBITS	2,069.30
PAYMENTS / CREDITS	-
CASH ADVANCES	+
CREDIT CHARGES ON CASH ADVANCES	+
CORPO ROLLUP CREDITS	\$2,069.30

CREDIT LIMIT

\$20,000

COPY

PURCHASING

Statement Date	Day	Month	Year	AA APP
	31	01	2020	APP

ACCOUNT NUMBER

NICOLE OTTOLINO
C/O DANIEL GAGNON
45 HILLSIDE DR N
ELLIOT LAKE ON P5A 1X5

000011

VISA RECONCILIATION

Date: February 13, 2020

Name (print): Nicole Ottolino

Sign: Nicole Ottolino

Supervisor / CAO: [Signature]

STATEMENT DATE Day 31 Month 01 Year 2020

REGULAR TRANSACTIONS DETAILS

Transaction Date D M	Posting Date D M	Transaction Number	Description	Amount
Transactions made with the card of: NICOLE OTTOLINO				
31 01	31 01	001	MARRIOTT TORONTO DOWNTOWN TORONTO ON	561.74
Total				\$561.74
Account operations				
31 01	31 01	001	TRANS TO MAIN ACCT	561.74CR

Hicks Morley
Labour
Conference
Accommodation

MESSAGE

ACCOUNTS PAYABLE

FEB 12 2020

City of Elliot Lake

PURCHASES / DEBITS	561.74
PAYMENTS / CREDITS	- 0.00
CASH ADVANCES	+ 0.00
CREDIT CHARGES ON CASH ADVANCES	+ 0.00
CORPO ROLLUP CREDITS	\$561.74

CREDIT LIMIT

\$5,000

PURCHASING

Statement Date	Day	Month	Year	AA APP
	31	01	2020	APP

ACCOUNT NUMBER

000011

ROBYN SCOTT
C/O DANIEL GAGNON
45 HILLSIDE DR N
ELLIOT LAKE ON P5A 1X5

VISA RECONCILIATION

Date: Feb 13 / 2020

Name (print): Robyn Scott

Sign: [Signature]

Supervisor / CAO: [Signature]

STATEMENT DATE Day 31 Month 01 Year 2020

REGULAR TRANSACTIONS DETAILS

Transaction Date D M	Posting Date D M	Transaction Number	Description	Amount
Transactions made with the card of: ROBYN SCOTT				
10	01	001	VIANET	111.87
				<i>Initial</i>
Card:				
				SUBBURY ON
				Total
				\$111.87
Account operations				
31	01	001	TRANS TO MAIN ACCT	111.87CR

MESSAGE

ACCOUNTS PAYABLE

FEB 12 2020

City of Elliot Lake

PURCHASES / DEBITS	111.87
PAYMENTS / CREDITS	- 0.00
CASH ADVANCES	+ 0.00
CREDIT CHARGES ON CASH ADVANCES	+ 0.00
CORPO ROLLUP CREDITS	\$111.87

CREDIT LIMIT

\$10,000

PURCHASING

Statement Date	Day	Month	Year	AA APP
	31	01	2020	APP

ACCOUNT NUMBER

JOHN THOMAS
C/O DANIEL GAGNON
45 HILLSIDE DR N
ELLIOT LAKE ON P5A 1X5

000011

VISA RECONCILIATION

Date: FEB 13, 2020

Name (print): John Thomas

Sign: [Signature]

Supervisor / CAO: [Signature]

STATEMENT DATE Day 31 Month 01 Year 2020

REGULAR TRANSACTIONS DETAILS

Transaction Date D M	Posting Date D M	Transaction Number	Description	Amount
Transactions made with the card of: JOHN THOMAS				
11 01	13 01	001	ROADPOST CANADA	87.00
23 01	23 01	002	CORPORATE EXPRESS	516.16
31 01	31 01	003	HARRIOTT TORONTO DOWNT	661.74
Total				\$1,264.90
Account operations				
31 01	31 01	001	TRANS TO MAIN ACCT	1,264.90CR

- ① SAT phone
- ② Charges for Building DEPT.
- ③ Hotel for Hicks meeting without conference.

MESSAGE

ACCOUNTS PAYABLE

FEB 12 2020

City of Elliot Lake

PURCHASES / DEBITS	1,264.90
PAYMENTS / CREDITS	- 0.00
CASH ADVANCES	+ 0.00
CREDIT CHARGES ON CASH ADVANCES	+ 0.00
CORPO ROLLUP CREDITS	\$1,264.90

CREDIT LIMIT

\$10,000

PURCHASING

Statement Date	Day	Month	Year	AA APP
	31	01	2020	APP

ACCOUNT NUMBER

ASHTEN VLAHOVICH
C/O DANIEL GAGNON
45 HILLSIDE DR N
ELLIOT LAKE ON P5A 1X5

000011

VISA RECONCILIATION

Date: February 26/2020

Name (print): Ashten Vlahovich

Sign: [Signature]

Supervisor / CAO: [Signature]

STATEMENT DATE Day 31 Month 01 Year 2020

REGULAR TRANSACTIONS DETAILS

Transaction Date D M	Posting Date D M	Transaction Number	Description	Amount
Transactions made with the card of: ASHTEN VLAHOVICH				
24	01	001	CORPORATE EXPRESS BOUCHERVILLE QC	244.45
27	01	002	SWISS CHALET 1800 ELLIOT LAKE ON	90.48
28	01	003	XPLORNET MARKHAM ON	101.69
29	01	004	CORPORATE EXPRESS BOUCHERVILLE QC	68.22
Total				\$504.84
Account operations				
31	01	001	TRANS TO MAIN ACCT	504.84CR

- 1) office supplies / 2020 planners calendars.
- 2) working meeting lunch to WFSI- consultant for Accessibility
- 3) internet mississauga rent
- 4) rest of supply order of Bank order items.

MESSAGE

ACCOUNTS PAYABLE

FEB 12 2020

City of Elliot Lake

PURCHASES / DEBITS	504.84
PAYMENTS / CREDITS	-
CASH ADVANCES	+
CREDIT CHARGES ON CASH ADVANCES	+
CORPO ROLLUP CREDITS	\$504.84

CREDIT LIMIT

\$5,000



MEMO

To: Committee of the Whole Members
cc.
From: Daniel Gagnon
Date: February 26, 2020
Subject: Review of Credit Card Use Trends / Policy

In late 2019, Council expressed a desire to better understand some of the use of corporate credit cards and review the policy. The policy is attached.

More specifically, there were questions related to charges for local restaurants and a desire to better understand how staff are attempting to shop local with their purchases.

In order to facilitate that type of review, I have attempted to summarize below the rationale for some of those types of charges and included a snapshot of some of the bills already reviewed from late 2019 with the rationale listed for ease of reference.

Local Restaurants:

- Morale Building Efforts: goodbye lunches for summer students, coop interns and the like. Coffee and donuts for PWs roads crew delivered at 7 am. These are relatively rare but do occur on occasion at the end of the summer/winter/holiday season etc.
- Planning sessions / workshops for volunteer committee members or staff. In an effort to remove oneself from the daily interruptions of office life, a breakout session in an off-site location is held and includes food.
- Food for lunch breaks when in day long bargaining or similar meetings that require short breaks and long hours.
- Gift cards for prizes for Rec and Culture programs and special events (usually easy to identify as flat rates like \$50.00)
- Coffee and food for firefighters on fire calls.
- Working lunches with neighbouring colleagues, consultants, potential investors / economic development stakeholders.

Shopping Local:

- Many of the expenses for Amazon or other similar out of town distributors are for specialized items that cannot be sourced locally, often related to unique items for the Rec and Culture dept. (i.e. pickleball tape, inflatable balls for rec programs etc)
- That said, more effort to ensure that items can be sourced locally could always be done to guard against complacency (i.e. protective cases for smart phones by sourcing local outlets as opposed to the ease of Amazon). As a management team, the need for this effort has been covered.

Other Relevant Notes:

- Recently the travel policy was reviewed. More concerted effort has been done to clarify travel and ensure that pre-approval is obtained for any travel that requires an overnight stay. This will ensure more orderly review of visa bills by the committee in the future.
- Alcohol is never included on any restaurant bills. Similarly, Council will not see large bills for expensive restaurants out of town.
- In the event of an inadvertent use, staff can repay the corporation easily by making a payment via debit card at the front desk of city hall.
- There are countless examples of senior staff paying out of pocket for morale building meals and the like but they are not seen on visa bills obviously.
- There is no evidence of inappropriate or abusive use of any credit cards.

Respectfully Submitted,

Daniel Gagnon

THE CORPORATION OF THE CITY OF ELLIOT LAKE CORPORATE CREDIT CARD POLICY

1.0 INTRODUCTION

1.1 Objectives

The purpose of the Corporate Credit Card Program is to establish an efficient and cost-effective method of procuring and paying for goods and services as well as travel expenses, registrations and other corporate expenses, while maintaining acceptable levels of control and accountability. The City's objectives are to:

- Eliminate late fees and interest
- Reduce the costs of procuring and paying for goods, services and travel expenses by reducing the number of invoices processed and reducing the number of cheques issued.
- Reduce or eliminate the use of travel and cash advances in addition to separate payments for registration fees, transportation costs and accommodations.
- Reduce the need for petty cash.
- Streamline administrative functions and reduce the time spent by departments preparing request for payment forms.
- Maintain an acceptable level of accountability and safekeeping of the City's assets by setting appropriate limits and restrictions on use of cards.

1.2 Usage and Restrictions

Corporate cards may be used for procuring both goods and services for the City.

Monthly card limits will be set within the Corporation limit to meet the cardholder requirements. These individual limits will be approved by the cardholder's Department Head and the Director of Finance.

These cards may not be used to purchase or pay for:

- Any expense not directly related to City operations
- Personal purchases or travel
- Entertainment expenses
- Alcoholic beverages
- Cash advances
- Third party client purchases

All purchases are subject to the rules, policies and procedures as set out in the City's Procurement Policy. Under no circumstances should the corporate card be used in a manner that would contravene the Corporate Procurement Policy.

Violations of this policy may result in loss of card privileges and may result in disciplinary actions up to and including termination.

1.3 Definitions

In this policy:

- "Department Head" means CAO, Director or Manager
- "Card Administrator" means Finance Administrative Assistant

2.0 PROCESS

2.1 Overview

Orders, reservations and registrations can be placed by fax, phone, internet or in person. The monthly processing can be summarized as follows:

- a) Authorized cardholder may make purchases in the normal course of business and maintain a record of all card transactions.
- b) Cardholder will apply a G/L code to each original credit card receipt (see item 2.2), initial and have Department Head approve in accordance with the City's Procurement Policy. The cardholder is responsible for making a copy for their own files.
- c) Coded and authorized original credit card receipts shall be forwarded to Accounts Payable, along with all supporting documentation, for payment.
- d) If the receipts and credit card statements do not correspond, the statement will be sent to the Department Head for clarification and/or authorization.
- e) Should the cardholder and/or Department Head not forward the original receipts with the appropriate information, or provide it when requested, any resulting late fees and/or interest charges will be charged back to the cardholder's department.
- f) When Accounts Payable receives the monthly statement from the bank, a copy will be provided to the cardholder for reconciliation.

2.2 Information Required for Each Transaction

Original receipts, records of each card transaction, confirmation emails, internet screen-prints, etc. shall provide the following information:

- Sales reference number, confirmation number or requisition number
- Description of the goods or services to be provided
- Unit price and total line price
- Sales tax and GST
- Shipping and handling charges
- Total sales value (amount to be charged to card)
- For telephone orders, the cardholder must request that the vendor mail or email a copy of the sales slip.
- For internet orders or registrations, the cardholder must print a copy of the on-line transaction record.
- Packing slips should be forwarded to Accounts Payable.
- Copies of all documentation should be kept for the cardholder's monthly reconciliation.

2.3 Backorders

In the event that an item ordered is on back-order, the credit card shall not be used to pay for any merchandise not shipped.

2.4 Disputed Items and Returns

Disputed items are purchases that do not accurately reflect the transactions made by the cardholder (i.e. wrong amount, incorrect account number, multiple postings, etc.). The cardholder is responsible for reporting these as soon as possible to the Finance Department.

Problems with merchants relating to unsatisfactory goods, late delivery, changes from quoted prices, etc. are not considered disputed items and must be settled directly with the vendor by the cardholder. In the event that goods are to be returned to the supplier, the cardholder should request a Return Authorization Number and return instructions from the supplier and forward the merchandise back as per those instructions.

All credits must be processed against the corporate card. Under no circumstances are cash refunds permitted.

2.5 Reconciliation

- Accounts Payable will forward copies of credit card statements to cardholder for reconciliation.
- Cardholders are responsible for reconciling their monthly corporate credit card statement.
- Reconciliation forms are available on the City's Forms drive.
- The reconciliation form, copies of the credit card statement, credit card receipts and supporting documentation will be submitted to the CAO for review and approval. In the case of the CAO, the reconciliation will be submitted to the Mayor.
- CAO will forward approved reconciliations to Finance & Administration Committee for review.

3.0 CARD ISSUANCE

1. Corporate credit cards will be issued to CAO, Directors and Managers.
2. The corporate card may be available to employees who occupy positions with delegated purchasing authority as approved by the Department Head.
3. Cards may be made available to employees who travel on a regular basis on behalf of the City of Elliot Lake as approved by the Department Head.

Department Heads or their delegates requesting a card for an employee should forward an email to the City's Corporate Credit Card Administrator containing the following information:

- Employee name
- Name of department, division, branch of the employee
- Telephone number and extension of the employee
- Monthly card limit required
- Any limitations on types of purchases

Corporate cards will be issued in the name of the City of Elliot Lake and the individual designated by the Department Head. The Department Head or delegate must ensure the individual is familiar with the use and guidelines for the card as outlined in this document. Upon receipt of the card the cardholder must sign and Employee Acknowledgement Form and return it to the Finance Department (see Appendix A).

4.0 CARD CANCELLATION

Corporate cards will be cancelled when the cardholder no longer requires the card, the card is lost or stolen, or when the cardholder is terminating employment with the City.

The card may also be cancelled if it is not used in accordance with the guidelines outlined in this document.

A corporate card can be cancelled at any time by the cardholder's Department Head.

A written request from the cardholder's Department Head should be forwarded to Finance with the name of the cardholder and the reason for cancellation. Finance will contact the bank and confirm the cancellation request with the cardholder's Department Head. It is the Department Head or delegate's responsibility to ensure that terminated employee's cards are cancelled immediately upon termination from the Corporation. It is also the Department Head or delegate's responsibility to ensure that cancelled cards are returned to the Card Administrator for destruction.

5.0 LOST OR STOLEN CARDS

All corporate cards are the property of the City of Elliot Lake and should be protected in the same way as a personal credit card. Should the card be lost or stolen, it is the cardholder's responsibility to report this immediately to the bank, the Card Administrator and the Department Head.

Royal Bank of Canada **1-800-769-2512** **available 24 hrs a day, 7 days a week**
City's Card Administrator **705-848-2287 ext. 2104**

6.0 CUSTOMER SERVICE

The Royal Bank of Canada offers a customer service area to assist with inquiries and problems. Full service is available from 8:00am to 8:00pm, Monday to Friday. Card activation and the reporting of lost or stolen cards is available 24 hours a day, 7 days a week.

Requests to have transaction and/or card limits amended should be addressed to the City's Card Administrator. All disputed items reported to the Royal Bank should be copied to the Card Administrator at the same time.

7.0 VENDORS

Cards may be used with any merchant who accepts the cards. All items where a standing order or bulk order exists are to be purchased through those particular vendors due to the preferred pricing arrangements in place.

8.0 ROLES AND RESPONSIBILITIES

8.1 Director of Finance

The Director of Finance's responsibility is to:

- Oversee the administration of this policy
- Resolve issues beyond the Card Administrator's authorization
- Act on any issue that may have an impact on the City's overall banking relationship
- Issue authorization where required in place of a Department Head or CAO

8.2 Card Administrator

The Card Administrator's responsibility is to:

- Advise the Director of Finance of any non-standard request or situation
- Report to the Director of Finance on all credit card activity such as new, cancelled, changed credit cards
- Act as liaison for communicating requests for card issuances and cancellations, amendments to transaction and card limits, etc. with the oversight of the Director of Finance
- Be available to provide assistance or explanation to the cardholder
- Administer all standard credit cards for the City of Elliot Lake
- Maintain a master list of all cards, their holders and limits
- Confirm cancellation and destruction of cards as requested by Department Heads
- Maintain a record of employee acknowledgement forms
- Hold new cards for pick-up by cardholder

8.3 Cardholder

The cardholder's responsibility is to:

- Every cardholder shall be informed in writing of his or her responsibilities and restrictions regarding the use of corporate credit cards and shall agree in writing (see Appendix A)
- Complete, sign and submit Employee Acknowledgement Form to Card Administrator
- Maintain the security of their card and not sharing the card number with other individuals
- Use the card in accordance with the guidelines outlined in this policy
- Purchase goods or services in accordance with the City's Procurement Policy
- Provide original coded and authorized documentation to Accounts Payable
- Keep copies of supporting documentation (i.e. cash register and credit card receipts, vendor notices, purchasing register, packing slips, etc.) related to all purchases made with the card for reconciliation
- Maintain a record of transactions for reconciliation
- Submit all supporting documentation (copies of all originals) and a reconciliation to their Department Head.
- Contact the supplier if there are any problems with the shipment
- Address disputes with the merchant first for a resolution. If unsuccessful, the cardholder will notify the bank and advise the Card Administrator
- Ensure all returns are credited to the card. No cash refunds are permitted
- Report lost or stolen cards immediately to the bank, Card Administrator and Department Head
- Return card (including any expired cards) upon request by the Department Head or their delegate or the Director of Finance.
- Copy the Card Administrator on any correspondence with the bank
- Provide the Card Administrator with a copy of any replacement card (when original is expired or replaced for any other reason)

8.4 Cardholder's Department Head

The cardholder's Department Head's responsibility is to:

- Assess the need for cards based on operational requirements
- Identify the employee(s) who will be authorized to use a card
- Identify any limitation on types of purchases
- Establish a monthly spending limit for each cardholder
- Ensure that each cardholder is informed of his or her responsibilities regarding the use of the card
- Ensure purchases are in compliance with established City policies and procedures
- Review and approve the monthly reconciliation and forward to CAO for approval (CAO's to be forwarded to the Mayor for approval)
- Review, code and sign credit card receipts and supporting documentation and ensure they are forwarded to Accounts Payable
- Notify the Card Administrator and return the card when an employee no longer requires the card or when an employee is terminating employment with the City
- Authorize transaction and card limit changes

8.5 Finance Department

The Finance Department's responsibility is to:

- Administer the card program
- Establish which reports are available from the bank for monitoring cards by department and arrange for their distribution
- Process and review all requests for cards, change forms and other documents and submit them to the bank
- Maintain all original cardholder agreement and Employee Acknowledgement forms
- Ensure monthly billing is paid on time to avoid financing charges
- Allocate expenses to cost centres in accordance with the coding provided by the cardholder
- Submit all credit card reconciliations to Finance & Administration Committee meetings.

Short Title	Credit Card Policy
SMT Approval Date	
Council Approval Date	August 27, 2007
Originating Department	Treasury
Revisions	July 2014
NOTE:	



MEMO

To: Committee of the Whole Members
cc.
From: Daniel Gagnon
Date: February 26, 2020
Subject: Staff Code of Conduct

Recently, there was a request to review the staff code of conduct. It is attached. It was last reviewed in 2011.

If the committee / Council wishes to have it reviewed in more detail direction to that effect would be appropriate. Research could be done into best practices for staff codes in other municipalities etc.

Respectfully Submitted,

Daniel Gagnon



THE CORPORATION OF THE CITY OF ELLIOT LAKE

CODE OF CONDUCT FOR EMPLOYEES

PURPOSE:

The purpose of this policy is to establish those principles of conduct which should guide all civic employees in the discharge of their duties. Employees of the City of Elliot Lake are expected to adhere to the highest standards of personal and professional competence, integrity and impartiality.

POLICY STATEMENT:

All employees of The Corporation of the City of Elliot Lake are expected to follow a code of conduct in the performance of their duties which dictates that they act in the best interests of the Corporation, promote its goals, objectives and policies and act in a manner consistent with the highest moral, legal and ethical principles.

The Corporation believes that the effective operation of municipal government requires that employees:

- be independent of any improper external influences or pressures and put public interest above individual, group or special interest;
- recognize that Government service is a public trust that imposes responsibility to conserve public resources, funds and materials;
- have the public's confidence in the integrity of civic employees.

The Code of Ethics set forth in this policy is to be adhered to by all employees of the Corporation.

CODE OF ETHICS

Civic employees hold positions of trust within the community. They must therefore discharge their duties in a manner that recognizes a fundamental commitment to the well-being of the community and its citizens. The

Corporation requires its employees to have and to demonstrate the qualities of honesty and integrity, impartiality, objectivity and fairness, industry, effectiveness and efficiency, responsiveness and sensitivity, tact and discretion and common sense.

DEFINITIONS

Family: for the purposes of this policy, the fore-mentioned include parent, step-parent, spouse, common-law spouse, child, step-child, grandparent, step-grandparent, grandchild, step-grandchild, brother, step-brother, sister, step-sister, parents-in-law, step-parents-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, foster child.

Spouse: a person to whom the person is married or with whom the person is living outside marriage in a conjugal relationship if the two persons have cohabited for at least one year, are together the parents of a child, have together entered into a cohabitation agreement under section 53 of the Family Law Act.

I. USE AND CARE OF CITY PROPERTY

Employees shall not use or permit the use of City property, vehicles, equipment, supplies or services for personal or private use unless proper authorization in writing has been granted by the Director with a copy sent to the Chief Administrative Officer. Employees are responsible for the protection of all City property, vehicles, equipment, supplies or services provided for purposes of carrying out their duties. City property, vehicles, equipment, supplies or services shall only be used in the City's interests and shall not be taken, loaned, sold, destroyed or given away without prior authority from the Director.

II. THEFT AND FRAUD

All employees shall work in accordance with the City's policies and procedures and all applicable laws in order to prevent fraudulent misconduct. All employees shall exercise honesty, integrity, objectivity and diligence and shall not knowingly be a party to any fraudulent activity, including theft.

Fraud and/or theft of City property or resources by an employee is considered a major form of misconduct.

The City of Elliot Lake will identify and promptly investigate any possibility of fraudulent or related dishonest activities against the City and, when appropriate, pursue legal remedies available under the law.

In addition to disciplinary action as outlined in the contravention section of the policy and possibly considering restitution, the City will forward information to the appropriate authorities for criminal prosecution, as deemed appropriate.

III. PERSONAL AFFAIRS DURING WORKING HOURS

An employee shall not unreasonably conduct personal affairs during normal working hours and shall not perform any work for any other employer or organization during normal working hours without the express permission of the employee's Director.

IV. CONFLICT OF INTEREST

A conflict of interest is any situation in which an employee or a member of his/her family has a direct or indirect pecuniary interest in a contract or proposed contract with the City, and where the employee could possibly influence the decision made by the City with respect to the contract. A conflict exists where the employee could directly influence the decision made in the course of performing his/her job duties and also where he/she could indirectly influence the decision through exerting personal influence over the decision-maker.

An employee shall not engage in any activity that creates a conflict of interest.

If an employee is aware or believes that he or she may be in a conflict of interest, or that a conflict of interest could exist if he or she were to engage in a particular activity that the employee wishes to engage in, the employee shall notify his or her supervisor as soon as possible of the situation.

Upon being notified of a conflict of interest or the potential of a conflict of interest situation arising, the employee's supervisor, in consultation with the Director, will assess the situation to determine whether a conflict of interest exists or would exist.

If it is determined that a conflict of interest exists or would exist, the supervisor and/or the Director shall take appropriate measures to prevent or eliminate the conflict of interest.

At the Director's discretion, the matter may be referred to the Chief Administrative Officer to determine the appropriate action.

If the employee in question is a Director, notification shall be to the Chief Administrative Officer. If the employee in question is the Chief Administrative Officer, notification shall be made to the Mayor and Members of Council.

V. OUTSIDE EMPLOYMENT

An employee shall not engage in any outside work, business activity or other undertaking:

- a) during normal working hours; or
- b) that interferes with the performance of his/her duties for the Corporation; or
- c) from which the employee derives some form of benefit by virtue solely of his/her employment with the Corporation.

If the employee is unsure as to whether or not the carrying out of any outside work, business activity or other undertaking would create an interference, conflict or improper benefit, the employee shall seek prior guidance from his/her immediate supervisor or Director.

Employees shall not sell goods, materials or services to the City. An exception may be made, with the approval of the Chief Administrative Officer, to purchase goods or materials from an employee, or to secure services from an employee outside his/her working hours, provided the opportunity is made available on an equal basis to other persons and the amount of the payment for such services is commercially reasonable.

VI. CONFIDENTIAL INFORMATION

Employees shall only disclose confidential information held by the Corporation in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

If any uncertainty exists as to whether or not a record or information is confidential, or as to whether or not a record or information may be released or disclosed, an employee should seek guidance from his/her immediate supervisor and/or Director.

VII. GIFTS AND BENEFITS

The acceptance of gifts and benefits received, from any person, firm or corporation, which is interested directly or indirectly in any manner in business dealings with the Corporation is forbidden with the exception of incidental gifts, hospitality or other benefits arising out of activities associated with the performance of official duties and responsibilities provided that such gifts, hospitality or other benefits:

- a) are within the bounds of propriety, a normal expression of courtesy and within the normal standards of hospitality;
- b) are not such as to bring suspicion on the employee's objectivity and impartiality; and
- c) would not compromise the integrity of the municipal service.

Employees are under an obligation to consult with their Director regarding accepting specific gifts and benefits.

VIII. MEDIA RELATIONS

Only the Chief Administrative Officer should comment to the media on policy matters unless otherwise authorized. This policy is not intended to restrict the ability of employees to express an opinion on non-municipal general interest matters, where the employee makes it clear that he or she is commenting as a private citizen and not in his or her capacity as a municipal employee.

Employees should refrain from expressing their personal views to the media on matters of political controversy or municipal policy when such comment is likely to impair public confidence in the objective and efficient performance of their duties.

Public Statements by Employees

As tax-paying members of our community, municipal employees have the same right as other taxpayers to access municipal services and to make inquiries about or even complaints regarding municipal services. However, an employer-employee relationship does exist. Corporate administrative policy is that no member of any municipal department shall give out any public statement relative to any matter connected with corporate policy or municipal services without the expressed written permission of the Chief Administrative Officer. Such permission will normally only be granted to Directors.

As such, statements publicly criticizing or otherwise commenting on corporate process or policy including, without limiting the foregoing, letters to the editor, posts on social networks, etc. will be considered insubordinate and may be subject to discipline.

Approaches to Mayor and Council

On any given day, many decisions are made throughout the Corporation and individual employees are not always party to the processes involved in arriving at those decisions or the rationale for them. At times, the City may not be as successful as we would like in communicating those reasons to employees. However, disagreements with or concerns about Corporate process, policy or with supervisory or management decisions that affect or pertain to employees should be addressed through one's immediate supervisor, or the collective agreement, whichever is most applicable in the circumstances.

Employees who attempt to circumvent that process by going over the head of their supervisor to address such issues directly with members of Council will be considered insubordinate and may be subject to discipline.

IX. AVOIDANCE OF PREFERENTIAL TREATMENT

Employees shall not accord preferential treatment in relation to any official matter to family members or friends, or to any organizations in which the employee, family members or friends have an interest.

In dealings between the Corporation and members of the public or outside organizations, an employee shall not offer or provide to any individual or entity assistance that is outside the official duties and responsibilities of the employee, where such assistance would provide the individual or entity with a gain or advantage, by virtue of the employee's involvement, that is not available to any other individual or entity on an equal basis.

There are to be no logos, no commercial endorsements on city property, vehicles or on staff clothing and uniforms exclusive of transit vehicles unless authorized by Council resolution.

X. POLITICAL ACTIVITY

An employee shall refrain from engaging in any political activity that creates a pecuniary conflict of interest. Any employee who proposed to be a candidate for municipal office or any other elected public office shall comply with the provisions of the Municipal Elections Act.

Under no circumstances are staff to work for or campaign for any candidate in any election, municipal, federal or provincial during office/shift hours. Likewise, under no circumstances is campaign material for any candidates in any election, municipal, provincial or federal to be stored, displayed or provided to the public at any municipal buildings or facilities.

XI. COMPLIANCE/CONTRAVENTION

This Code shall be observed by all employees. Supervisors are responsible for ensuring that employees are aware of this Code and that all employees comply with its provisions. Compliance with this Code constitutes a condition of employment and breaches of the same may result in disciplinary action up to and including dismissal.

A supervisor who believes that an employee is breaching or has breached this Code shall immediately notify the supervisor's Director of the situation. Where an employee has reason to believe that a supervisor has committed a breach of this Code, he/she may approach his/her Director or, if a Director is involved, the Chief Administrative Officer directly.

Should a situation arise which appears to be in contravention of this policy, the Chief Administrative Officer, the appropriate Director and the Manager of Human Resources shall meet to determine if discipline, up to and including termination is warranted.

XII. REFERENCES AND RELATED DOCUMENTS

Information Technologies Policy Documents
 All other Corporate Policies, Procedures and Legislation

XIII. SEVERABILITY

The provisions of this Code are severable and if any provision, section or word is held invalid or illegal, such invalidity or illegality shall not effect or impair any of the remaining provisions, sections or words.

Short Title	Code of Conduct for Employees
SMT Approval Date	January 19, 2011
Council Approval Date	February 14, 2011
Originating Department	Human Resources
Revisions	
NOTE:	



26 February 2020

Mayor and Members of the Committee of the Whole
City of Elliot Lake
45 Hillside Drive North
Elliot Lake, ON P5A 1X5

Attn: N. Bray,

RE: Program Operation of the Elliot Lake Municipal Pool

Dear Mayor and Members of the Committee of the Whole:

We wish to advise that at the regular meeting of the Parks & Recreation Advisory Committee held Tuesday, 25 February 2020, the Committee recommended the following resolution to the Committee of the Whole;

Res#:5/20

Moved by: S. Finamore

Seconded by: M. Meloche

THAT the Program Operation of the Elliot Lake Municipal Pool Report from the Director of Recreation & Culture and the Aquatics Supervisor dated February 2020 be received;

AND THAT the Program Operation of the Elliot Lake Pool Report be forwarded to the Committee of the Whole;

Carried

The foregoing is respectfully submitted for your information.

Yours truly,



Deborah Brandow
Recording Secretary for the Parks & Recreation Advisory Committee



STAFF REPORT

PROGRAM OPERATION OF THE ELLIOT LAKE MUNICIPAL POOL REPORT OF THE DIRECTOR OF RECREATION & CULTURE AND THE AQUATICS SUPERVISOR FOR THE CONSIDERATION OF THE PARKS & RECREATION ADVISORY COMMITTEE AND THE COMMITTEE OF THE WHOLE

OBJECTIVE

To provide the Parks & Recreation Advisory Committee and the Committee of the Whole with an overview of the program operation of the Elliot Lake Municipal Pool.

RECOMMENDATION

THAT the Program Operation of the Elliot Lake Municipal Pool Report from the Director of Recreation & Culture and the Aquatics Supervisor dated February 2020 be received;

AND THAT the Program Operation of the Elliot Lake Pool Report be forwarded to the Committee of the Whole;

Respectfully Submitted,



Dustin Whyte
Aquatics Supervisor



Teresa Dunlop
Director of Recreation & Culture

Approved



Daniel Gagnon
Chief Administrative Officer

February 2020

BACKGROUND

The Municipal Pool Facility known as the Ruben Yli-Jutti Centre has a 25m, 6 lane pool with diving board, a wading pool, a whirlpool and 2 saunas, as well as a fitness centre.

“The current building was constructed about 1975 and is used primarily as a swimming pool and fitness facility. In 1988 an addition at the south side of the pool was constructed to house mechanical equipment. In 1999 additions to the building were constructed; one at the south side of the pool for a hot tub area, and one at the west side of the building for a new fitness room and entrance vestibule.

In May 2009 a general review of the building and mechanical systems was carried out by Bruce Caughill, P. Eng., OAA of Caughill Consulting and David Barban, P. Eng. In their report dated May 25, 2009 it was concluded that the pool building had reached the end of its useful life and the City should consider replacement of the facility in lieu of repair or modifications.

A visual inspection of the pool building’s structural and building envelop systems were carried out by TULLOCH’S Cole Howson, P. Eng. on June 24, 2014. The mechanical and electrical components were reviewed by MET’s Matthew Rajola and Tim Janzen, P. Eng.”

Tulloch Engineering Report 14-1072 of July 24, 2014

“Wood Research and Development completed a column design check on the Elliot Lake Aquatic Centre and determined that the column, in its current condition, has sufficient capacity to support the structure and loading.”

*Dan Tingley Ph.D., P. Eng.(Canada), MIEAust, CPEng, RPEQ
Wood Research & Development, July 26, 2019*

“Years ago, lifeguarding was a task assigned to good swimmers, often with no specific training. Then lifeguarding became the job of swimmers who had additional lifesaving credentials. Today, lifeguarding is a fascinating and important area of recreation administration, and an art and science of its own.

Lifeguards accept an enormous responsibility. They undertake to master principles and skills that are crucial to one of the greatest risk management challenges of organized recreation. Individuals who accept this responsibility are impressive. They assume attitudes and develop skills to ensure alert, vigilant and attentive service to the patrons they supervise. They learn about the burdens and pleasure of responsibility, knowledge that will serve them in many ways, beyond aquatics, for a lifetime.”

Dr. Steve Beerman, President, Lifesaving Society, January 2016

National Lifeguard certification is backed by the authoritative expertise of the Lifesaving Society supported by an NLS Advisory Committee, the Canadian Armed Forces, Canadian Parks & Recreation Association, Canadian Association of Health and Physical Education and Recreation, Canadian Red Cross Society, the National YMCA and the RCMP.



ANALYSIS

As of July 1, 2018 Modernized Public Pool Regulation 565 came into force encompassing Ontario Public Health Accountability Standards, a Safe Water Standard, Recreational Water Protocol and Operational Approach for Recreational Water Guidelines.

National Lifeguard certification represents the definitive performance requirements and evaluation criteria for Canada's lifeguards based on the N.L. Society's research into drowning and water-related injuries, rescue techniques and equipment. This, combined with the knowledge and experience gained from the Society's participation in drowning inquests and court cases over the past 40 years, means the National Lifeguard program is regularly reviewed and authoritatively revised.

Under the supervision of the Aquatics Assistant, 14 part-time lifeguards and 3 part-time junior lifeguards accept the role and responsibilities essential to being an effective lifeguard. Their primary function is accident prevention. When prevention fails, the lifeguard is ready to respond as a rescue expert. Just over 30,000 swimmers enjoyed a dip in the pool in 2019. This provided our lifeguard team with the opportunity to communicate with patrons about how to use the facility safely, reinforcing the rules posted, and delivering educational messages on how to be "water smart".

10 new lifeguards passed the advanced training to become NL certified in 2019.



HOW TO BECOME A LIFE GUARD

National Lifeguards are highly skilled and trained individuals. To become a lifeguard you must be 16 years of age and have **BRONZE CROSS** and **STANDARD FIRST AID** certifications. See the chart on the next page for progression.





National Lifeguard
(16 years of age + prerequisites)



Standard First Aid
(4 agencies)



Bronze Cross



Emergency First Aid



Bronze Medallion
(13 years of age or Bronze Star)



Bronze Star



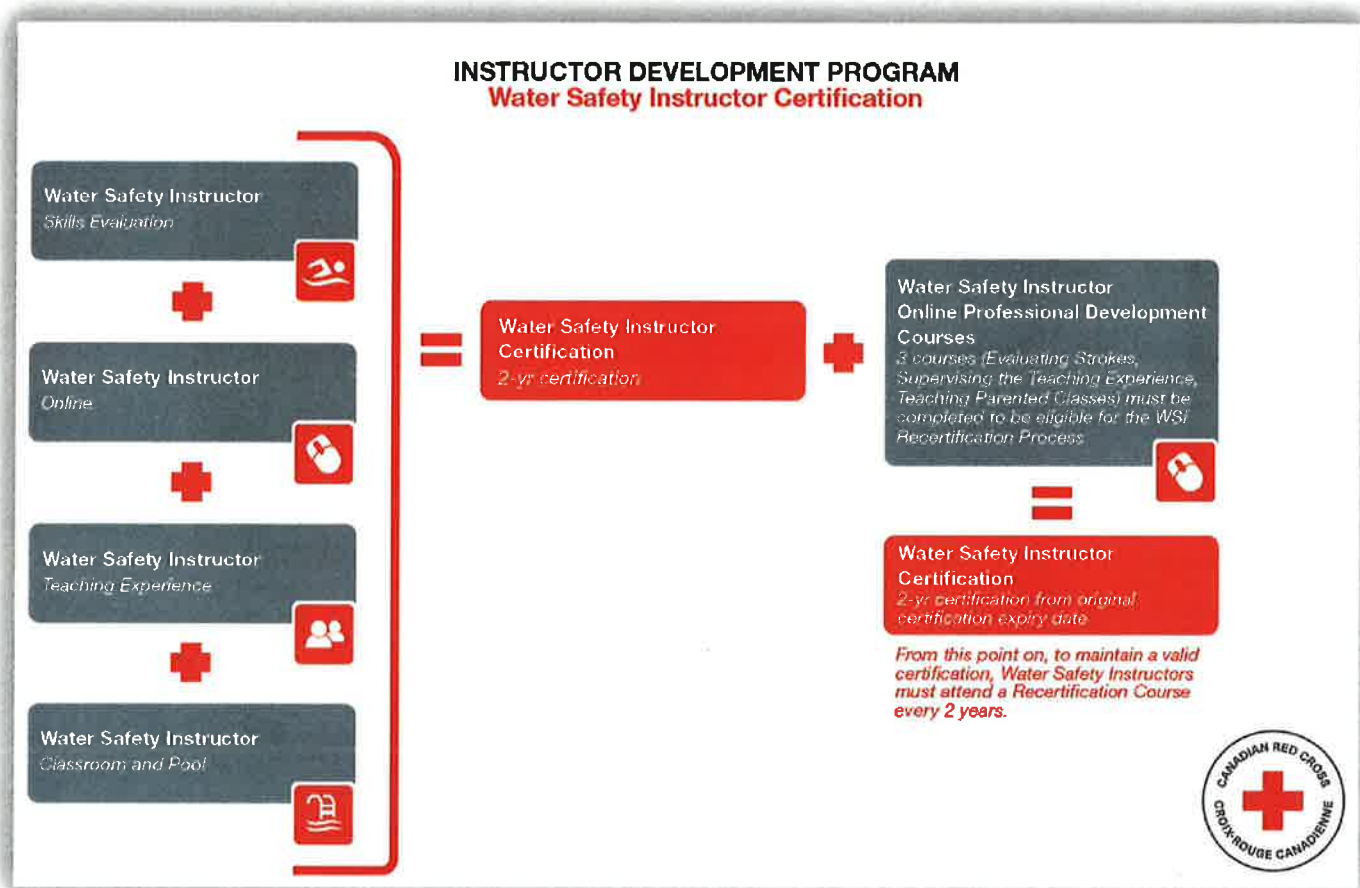
Swim Patrol



Swim Lesson Instructors have completed the Red Cross Water Safety Instructor course. A new curriculum in 2018 the course is divided into 4 parts;

Instructor development involving:

- 3 to 6 hour skills evaluation;
- 14 to 20 hours of an on-line component;
- 8+ hours of teaching experience;
- followed by 9 hours of classroom and 12 hours of pool training.



In 2019, 370 children from Elliot Lake were enrolled in the Canadian Red Cross group swim lessons and 172 children participated in private and semi-private lessons.

Many Elliot Lake parents have participated in the Red Cross “Learn to Swim” program. It is compiled of 8 preschool and 10 swim kid levels. Red Cross also offers 4 levels for adults and teens. Elliot Lake Instructors have offered classes in French and Arabic.



The Canadian Red Cross has been offering swimming instructions and leadership development programs in Canada for more than 60 years. Today, over one million Canadians enroll in our programs each year and 20,000 are trained and certified annually as Water Safety Instructors.

Why Choose Red Cross Swim?

Research: Our programs are based on research about why and how people drown, injury prevention methodology to promote wise choices, and market research from customers across Canada, like you.

Quality: Our programs strive to make water safety active, engaging and age appropriate. Red Cross Water Safety Instructors train for more than 75 hours and have practical teaching experience. Our programs also come with recognition tools to encourage each swimmer's success.

Program Content: Red Cross Swim teaches all five strokes (front crawl, back crawl, breast stroke, elementary backstroke, and sidestroke), promotes fitness and endurance, and gives swimmers lifelong skills to safely enjoy other aquatic pursuits. Learn to swim and see where Red Cross Swim can take you or your family.

Recognition: The Red Cross is one of the most recognizable and respected brands in the world. Chances are many parents and caregivers learned to swim with Red Cross. You may already understand our injury prevention mandate and the value of the program for your own children.

RED CROSS SWIM PRESCHOOL

(4 months to 6 years)

Let's make a splash !



Red Cross Swim Preschool is an 8 level stand alone program for 4-months to 6-year-old children that allows swimmers to enter various levels based on age and ability.

Each level is represented by an animal mascot that is incorporated into the content and makes the lesson engaging and fun, through songs and activities.



Program Structure

Level	Description
Starfish	4-12 months Parented, progression based on age
Duck	12-24 months Parented, progression based on age
Sea Turtle	24-36 months Parented/unparented, progression based on age
Sea Otter	3-5 years Unparented, progression based on the successful completion of all performance criteria
Salamander	3-5 years Unparented, progression based on the successful completion of all performance criteria
Sunfish	3-6 years Unparented, progression based on the successful completion of all performance criteria
Crocodile	3-6 years Unparented, progression based on the successful completion of all performance criteria
Whale	3-6 years Unparented, progression based on the successful completion of all performance criteria





Program Level Registration Guide – Red Cross Swim Kids

Placement in Red Cross Swim programs depends on many variables including age, skill proficiency, previous experience and readiness. The following chart is a guide only. Red Cross Swim Kids has options for swimmers with disabilities. Please check with your facility.

Level	Participant requirement to register	In this level
Red Cross Swim Kids 1	At least 5 years of age, no previous swimming experience required	Swimmers develop front and back float, front and back glide, flutter kick (assisted), shallow water entries and exits, and swim 5 metres.
Red Cross Swim Kids 2	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 1	Swimmers learn front and back glide with flutter kick, develop front swim, complete deep-water activities (assisted) and swim 10 metres continuously.
Red Cross Swim Kids 3	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 2	Swimmers increase their distance on front and back glide with flutter kick, perform flutter kick unassisted, wear a PFD in deep water, float in deep water, and swim 15 metres continuously.
Red Cross Swim Kids 4	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 3	Swimmers learn back swim with shoulder roll and front crawl (10m), work on flutter kick on back, perform kneeling dive, introduction to sculling and swim 25 metres continuously.
Red Cross Swim Kids 5	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 4	Swimmers develop front crawl (15m), learn back crawl (15m) and whip kick on back, learn stride dive and treading water, perform head-first sculling on back, and swim 50 metres continuously.
Red Cross Swim Kids 6	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 5	Swimmers increase their distance on front and back crawl (25m), learn elementary back stroke (15m), learn dolphin kick, tread water in deep water, perform front dive, and swim 75 metres continuously.

Red Cross Swim Kids 7	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 6	Swimmers increase their distance on front and back crawl (50m) and elementary back stroke (25m), learn front scull, perform whip kick on front and dolphin kick, learn stride entry and swim 150 metres continuously.
Red Cross Swim Kids 8	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 7	Swimmers increase their distance on front and back crawl (75m) and elementary back stroke (25m), learn breast stroke (15m), learn eggbeater/tread water, perform feet-first surface dive and standing shallow dive, and swim 300 metres continuously.
Red Cross Swim Kids 9	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 8	Swimmers increase their distance on front and back crawl (100m), elementary back stroke (50m) and breast stroke (25m), learn sidestroke kick, perform head-first surface dive, and swim 400 metres continuously.
Red Cross Swim Kids 10	At least 5 years of age, successful completion of the skills in Red Cross Swim Kids 9	Swimmers increase their distance on front and back crawl (100m), elementary back stroke (50m) and breast stroke (50m), learn sidestroke (25m), perform dolphin kick (vertical), learn feet- and head-first surface dives with underwater swim, and swim 500 metres continuously.



Program Level Registration Guide – Red Cross Swim for Adults and Teens

Level	Participant requirement to register	In this level
Red Cross Swim Basics 1	No previous swimming experience required.	Swimmers learn front and back float, front and back glide with kick, front swim for 10 metres, shallow water entries and exits, and deep-water activities (assisted).
Red Cross Swim Basics 2	Some swimming experience and can perform front swim 10 metres comfortably.	Swimmers learn back swim with shoulder roll, front and back crawl (15m), sitting dive, kneeling dive, stride dive and front dive, treading water, and swim a minimum distance of 25 metres.
Red Cross Swim Strokes	Able to swim front crawl at least 15 metres continuously, back crawl 15 metres and is comfortable swimming in deep water.	Swimmers choose the stroke(s) they wish to focus on. Participation-based program with individual goals.
Red Cross Swim Sports	Is interested in participating in sports modules and is comfortable moving/swimming in shallow water. If participant can not swim, is comfortable using flotation support such as a PFD.	Swimmers participate in two lessons per sport activity and learn the fundamental skills and techniques of each.

In addition, the pool offers an aquatic therapy program. The benefits of warm water aquatic therapy include pain reduction, improvement of circulation, decreased muscle guarding, and increased exercise tolerance. Classes range between 10 to 30 participants and these individuals are convinced the AquaFit Instructors are assisting them to retain a healthy, mobile and independent lifestyle. Currently the pool has 3 AquaFit Instructors on staff, offering 21 classes each week – Monday through Friday.

LET'S GET AQUAFIT!

JOIN US FOR ONE OF OUR AQUA FITNESS CLASSES!

Aquatic therapy programs are offered in the warm water of the Elliot Lake Municipal pool. The benefits of warm water aquatic therapy include pain reduction, improvement of circulation, decreased muscle guarding, and increased exercise tolerance. Aquatic therapy programs can contribute significantly to the maintenance of a healthy, mobile and independent lifestyle.

Silver Dolphins: Grab your friends and hit the water for this low impact aqua aerobics class held on weekday mornings from 9:00 – 10:00 a.m.

Aqua Fit: Work out to music, develop both cardiovascular endurance and muscular strength. A shallow water class where swimming skills are not required. Monday, Wednesday and Friday mornings from 10:00 to 10:45 a.m.

Deep Water Aqua Fit: Enjoy exercising in deep water with this challenging, non-impact class. Participants wear exercise floatation belts designed to keep you afloat while minimizing strain on joints. Tuesday and Thursday mornings 10:00 – 10:45 a.m.

Aqua Arthritis: Perform specific exercises that increase flexibility in joints and reduce arthritis pain. Monday, Wednesday and Friday mornings from 10:45 – 11:30 a.m. and afternoons from 2:00 – 3:00 p.m.

Evening Aqua Fit: Full body workout that delivers sought after results and minimal impact on joints. Gentle impact exercises such as: drills, skiing, jump jacks, tucks and running. Monday, Wednesday and Fridays 7:00 – 7:45 p.m.

Evening Deep Water Aqua Fit: Strengthen, build-up and limber up the muscular system – train all of your muscles through gentle, non-impact exercise. Participants wear floatation belts. Tuesday and Thursdays 7:00 – 7:45 p.m.

Single session \$6.00 (Senior: \$4.00)

or purchase a 10 session punch card for \$55.00 (Senior: \$33.00)

For more information, contact the Ruben Yli-Juuti Centre at: 705-848-2287 ext. 2500 or dwhyte@city.elliottlake.on.ca



FINANCIAL IMPACT

Annually the pool collects approximately \$134,000 in revenue which offsets the operating budget of \$375,000 for a net cost of \$241,000.

The proposed plans for the new HUB to incorporate a 6 lane 25m pool plus a therapeutic tank would allow the Recreation & Culture Department to double the number of Aquafit Classes and swim lessons greatly increasing the revenue stream.

LINKS TO STRATEGIC PLAN

Provide activities and promote healthy lifestyles through recreation for all ages.

SUMMARY

For over 45 years, the Elliot Lake Municipal Pool has had a solid record of good public relations and community safety.

Safety rules are vital in preventing accidents. Admission standards to Elliot Lake pool are stricter than those proposed by the Office of the Chief Coroner for supervised public pools in Ontario.

The Admission standards at the Elliot Lake Municipal Pool are that:

- Children 10 years and younger must be accompanied by an adult who is 16 years or older. The adult needs to be within arm's reach of any child who is from age 0 to 10.
- Children who are between the ages of 6 and 10, who pass a facility swim test must have a guardian in the building but not within arms reach.
- Children who are 11 years and older may be dropped off at the pool and left without parental supervision.

Patrons who come to enjoy the pool may not be aware of the Coroner's Recommendations (see attachment) on safe practices. Knowledgeable patron's make the lifeguard's job more enjoyable.

Your Elliot Lake Lifeguards Care!

Attachments:



Admission Standards for Public Pools – Coroner’s Recommendations

This fact sheet provides information about the Office of the Chief Coroner’s recommended admission standards for supervised public pools in Ontario. Should you have any further questions regarding the promotion or application of the recommended admission standards, please email us at Environmental.Health@ontario.ca

What are the recommended admission standards?

Admission standards apply child to parent/guardian ratios as a means of increasing direct supervision of young children, particularly those that are non-swimmers. The additional level of supervision assists lifeguards in maintaining adequate surveillance of the whereabouts and activities of young bathers while inside the pool enclosure.

The Office of the Chief Coroner’s (Coroner) recommended admission standards for supervised public pools are:

Children under the age of ten (10) would require supervision or be able to demonstrate comfort in the water by passing a facility swim test.

- A child under the age of ten is assumed to be a non-swimmer upon admittance to the pool and must be accompanied and directly supervised by a guardian of at least 12 years of age. The guardian is not required to be a swimmer.
- Children aged 6 to 9 may be admitted unaccompanied if they can pass a facility swim test administered by a lifeguard.
- All children under the age of 6 must be accompanied and directly supervised by a guardian.

Recommended Supervision Ratio:

Children under age 6	Two children to one guardian (2:1)
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Children aged 6 to 9 who are non-swimmers	Four children to one guardian (4:1) or
	Eight children with lifejackets to one guardian (8:1)

Why the need for admission standards in Public Pools?

While drowning deaths in public pools are relatively rare, examination of the circumstances of recent child deaths have demonstrated that there is still room for improvement in terms of guardian supervision.

Are the recommended admission standards a legislative requirement?

No, the admission standards are not required under the Public Pools Regulation. However, the Coroner’s Office, Lifesaving Society, Canadian Red Cross (CRC) and other agencies support the application of the recommended standards to increase safety of young bathers using public pools across the province.

What is being asked of public pool owners/operators?

Public pool owners/operators are being asked to voluntarily:

- Post pool admission standards in specified locations at all Class A (supervised) pools;

- Have a means in place to ensure that children under 10 years of age are accompanied with appropriate supervision when admitted to the pool; and
- Parents/guardians are made aware of their responsibility to supervise the children in their care at all times in accordance with the admission standards.

Are there any exemptions to the recommended admission standards?

When conducting an activity such as swimming lessons in a controlled setting, adherence to the recommended admission standards is not necessary given the additional control and supervision being provided.

What would be an example of a “means” to ensure that children are accompanied by appropriate supervision when admitted to the pool?

One example that could be adapted by a pool owner/operator is the Lifesaving Society’s “Red Yellow Green System” which uses a colour-coded bracelet system. For example, a yellow bracelet could identify a child that is under age 10 and accompanied with a guardian. A red bracelet could identify if the child is unaccompanied and therefore required to pass a swim facility test. A green bracelet may be granted to a child under age 10 but over 6 years that passes a swim facility test and therefore does not require supervision.

How do operators of public pools determine if a child is a non-swimmer?

A child under age 10 is assumed to be a “non-swimmer” upon being admitted to the public pool. A child aged 6 to 9 years old may be determined to be a “swimmer” if they are able to demonstrate comfort in the water and pass a facility swim test.

The Lifesaving Society publishes guidelines on conducting facility swim tests. They recommend that individuals should be able to demonstrate comfort in the water by swimming a minimum of two widths of the pool (approx. 50m) continuously in shallow water.

Are other public pool owners/operators in Ontario currently using admission standards?

70-80% of supervised pools in Ontario have voluntarily implemented some form of admission standards, including 100% of the fifteen largest municipalities.

Since admission standards are not regulated, many municipalities have chosen to make their admission standard policy stricter than those proposed by the Coroner’s Office (e.g., guardians of an older age, lower ratios of children to parent/guardian, etc).

How could I get more information on admission standards to better protect users of my swimming pool?

The Canadian Red Cross (CRC) and Lifesaving Society offer training in aquatic supervision. The CRC offers a swim teacher program designed to improve the overall approach to safe use of pool and waterfronts. This is offered to those that already have training in lifeguarding. The Lifesaving Society offers programs to both lifeguard trained and non-lifeguard trained individuals:

- “Aquatic Management Training” is targeted to non-aquatic individuals providing information to help ensure the safety of swimming facilities.
- “Aquatic Supervisor Training” is for those holding lifeguard training certification (National Lifeguard Services Certificate).



MEMO

To: Committee of the Whole Members
From: Daniel Gagnon
Date: February 27, 2020
Subject: Revised Draft Council – Staff Relations Policy

At the last Committee of the Whole (CoW) meeting, a draft new Council – Staff Relations Policy was tabled for review. Some subtle changes were suggested and the policy referred to the next CoW before eventual recommendation to Council.

A revised draft is attached with track changes highlighted.

Respectfully submitted,

Daniel Gagnon
Chief Administrative Officer



DRAFT #2

Council-Staff Relations Policy

Approved By:

Approval Date:

Policy Statement:

The Corporation of the City of Elliot Lake will promote a respectful, ~~tolerant~~ **collaborative**, harassment-free relationship and workplace between members of Council, and the officers and employees of the corporation.

Definitions:

Member: includes ~~the elected Head of Council and~~ **all** elected members of Council.

Municipality: means the Corporation of the City of Elliot Lake.

Staff: includes anyone employed by the Municipality, including officers, full-time, part-time, temporary, casual or seasonal staff, contract staff, students and volunteers.

Purpose:

This policy provides requirements on how the City of Elliot Lake will ensure a respectful ~~tolerant~~ **collaborative** and harassment-free relationship and workplace between Members and Staff.

Policy Requirements:

The relationship between Members and Staff is set out as follows:

1. Guiding Principles

(a) Empowerment

- Staff should be able to complete tasks assigned to them while feeling empowered to do so;
- Members shall set policy and give direction in a way that empowers Staff. This enhances the ability of the Municipality to support the growth and success of its Staff and Members;

- In order for Staff to feel empowered in their roles, Members must entrust them with the authority they need to make decisions and allow them to act according to their understanding of the direction given and the work to be accomplished. This requires that Staff have the resources and the time required to accomplish tasks;
- Staff shall be dedicated to ensuring that Members have the information they need to make decisions.

(b) Professional Growth

- By empowering Staff to take on challenges and complete tasks, opportunities for professional growth are also supported;
- Any gaps in the skillsets of Staff can be addressed through education and the opportunity for Staff to create ideas to improve their work where necessary.

(c) Collaboration and Partnership

- Members and the Chief Administrative Officer (CAO) shall create a collaborative relationship in order to accomplish tasks and set policy for the betterment of the Municipality;
- The independent role of both the CAO and of Council must be respected by all parties;
- Members and Staff shall create a collaborative relationship in order to accomplish tasks and set policy for the betterment of the Municipality;
- A partnership between Members and the CAO, as well between Members and Staff should be fostered through effective communication and respecting each other's roles.

(d) Respect

- The relationship between Staff and Members and their defined roles must be respected to ensure that all members of Staff and Members are treated fairly;
- Members and Staff shall foster a climate of mutual respect, recognizing the role that they each play in serving the Municipality;
- In order to promote respect in the workplace, Staff and Members shall listen to the ideas of each other without judgment, seek to understand the unique challenges to each other's roles in serving the Municipality, provide constructive feedback when necessary, and encourage a collaborative relationship based on trust, kindness, and respect for individual skillsets.

(e) Realistic Expectations

- Members and Staff shall set reasonable expectations of each other, including providing reasonable timelines to accomplish tasks, and having respect for off-hours communications between Members and Staff;

- Providing clear goals and direction are necessary in order to hold each other accountable for the accomplishment of tasks. ***This can be done, but is not limited to, planning exercises such as Strategic Planning, Corporate and Departmental Implementation Plans and annual budget deliberations.***

2. Clarifying the Role of Council and the Role of Staff

1. Role of Council

- (a) The role of Members is to represent the Municipality, provide direction to Staff through the CAO, and create policy;
- (b) Members shall seek to advance the common good of the Municipality;
- (c) Members shall act in a way that enhances public confidence in local government;
- (d) Members shall work with the CAO and Senior Management in a collaborative and supportive manner and not seek to usurp the administrative function of the CAO and Senior Management;
- (e) Individual Members shall not direct Staff or intimidate Staff in the performance of their duties;
- (f) Direction to Staff from Council as a whole by way of resolution may only be done through the CAO, as the CAO is responsible for Staff. ***For added clarity, this direction can be done in a Committee format or Council meeting.***
- (g) Members should respect the time of Staff by providing advance notice of any substantial questions to be raised at a Council meeting so that they may have the required time to provide an adequate response or report;
- (h) Members should not expect immediate response time from Staff by e-mail or phone unless the circumstances necessitate such an immediate response;
- (i) Emails sent to Staff during off-hours should be sent only as necessary during emergencies, while respecting the private lives of Staff;
- (j) Members shall respect the role of the Municipality as an employer and provide direction and support for Staff that adheres to all legal obligations of an employer;
- (k) Members shall adhere to the meeting requirements as set out in the Municipality's Procedure by-law;
- (l) Members shall be respectful of Staff in the workplace and shall not denigrate Staff in public or on social media;
- (m) Members shall refrain from any behaviour that the Member knows, or should reasonably know, is offensive and/or unwelcome.

2. Role of Chief Administrative Officer

- (a) The CAO shall report directly to Council, and act as a liaison between Council and Staff to direct the implementation of Council's policies through Senior Management and Staff;
- (b) The primary focus of the CAO should be to foster collaborative working relationships with Members and Staff, while maintaining a separate and distinct role;
- (c) The CAO shall remind Staff and Members, where necessary, of their roles and their duty to respect the personal and professional time and roles of one another;
- (d) The CAO shall undertake such research as is necessary to make recommendations to Council to maintain and improve the efficient administration of the Municipality and to advance the goals of the Municipality;
- (e) The CAO shall be respectful of Members in the workplace and not denigrate Members in public or on social media;
- (f) The CAO shall refrain from any behaviour that the CAO knows, or should reasonably know, is offensive and/or unwelcome.

3. Role of Staff

- (a) Staff shall complete tasks that may include researching policy or programs, providing professional advice, implementing decisions of Council, fulfilling statutory duties, and following direction of the CAO in a professional manner, and seeking assistance where necessary;
- (b) Staff will generally communicate with individual Members through the CAO;
- (c) Staff shall refrain from any behaviour that the Staff member knows, or should reasonably know, is offensive and/or unwelcome;
- (d) Staff shall be respectful of Members in the workplace and not denigrate Members in public or on social media;
- (e) Staff shall respect that Council time is valuable. Reports and presentations to Council should be concise to the extent possible, while still ensuring all necessary information is communicated to Council.

3. Adherence to other Codes and Policies

Members and Staff shall adhere to the Municipality's existing applicable policies and procedures, including **but not limited to**:

- (a) Council Procedural By-law;
- (b) Council Code of Conduct;
- (c) Staff Code of Conduct
- (d) Workplace Violence & Harassment Policy
- (e) Social Media Policy

(f) Travel Expense Reimbursement Policy

(g) Credit Card Use Policy

4. Responsibilities

Members and Staff are required to adhere to this policy and its governing provisions, including all other existing applicable policies and procedures adopted by the Municipality.

5. Monitoring/Contraventions

(a) The Human Resources department shall be responsible for receiving complaints and/or concerns related to this Policy.

(b) Upon receipt of a complaint and/or concern, Human Resources shall notify:

- i) In the case of Staff other than the CAO, the CAO;
- ii) In the case of the CAO, The Mayor or any Member of Council; or
- iii) In the case of a Member of Council, the Integrity Commissioner.

(c) The CAO shall investigate all complaints under this policy related to Staff and take such action as is deemed appropriate in the circumstances and in accordance with all other applicable policies;

(d) Members of Council shall investigate all complaints under this policy related to the CAO and take such action as is deemed appropriate in the circumstances and in accordance with all other applicable policies;

(e) The Integrity Commissioner shall receive all complaints under this policy related to Members and investigate in accordance with the process as set out in the Council Code of Conduct. Where there is a discrepancy between this Policy and the Council Code of Conduct, the Council Code of Conduct shall prevail.

6. Legislative and Administrative Authorities

The *Municipal Act, 2001* requires Council to adopt and maintain a policy with respect to the relationship between Members and Staff. The Council-Staff Relations Policy identifies the legislation, policies and procedures that the Municipality complies with in order to promote a respectful relationship between Members and Staff.

Enquiries: City Clerk
City of Elliot Lake
45 Hillside Dr. North
clerk@elliottlake.ca



CITY CLERK'S Department

City Clerk

February 19, 2020

Mayor and Members of Council
 City of Elliot Lake
 45 Hillside Drive North
 Elliot Lake, ON P5A 1X5

RE: *Updated* ROTATION OF CHAIR FOR COMMITTEE OF THE WHOLE MEETINGS

Dear Members of Council:

Further to Resolution 23/20 passed at the meeting of the Committee of the Whole, held on Tuesday, February 18, 2020, please see below the updated schedule for chairmanship of the meetings.

Rotation schedule for chairing the Committee of the Whole Meetings:

- Monday February 3, – Mayor Marchisella
- Tuesday February 18 – Councillor Cyr
- Monday March 2 – Councillor Pearce
- Monday March 16 – CANCELLED
- Monday April 6 – Councillor Mann
- Monday April 20 – Councillor Finamore
- Monday May 4- Councillor Patrie
- Tuesday May 19 – Councillor Turner
- Monday June 1 – Councillor Cyr
- Monday June 15 – Councillor Pearce
- Monday July 6 – Councillor Mann
- Monday July 20 – Councillor Finamore
- Tuesday August 4 – Councillor Patrie
- Monday August 17 – Councillor Turner

Yours truly,

Natalie Bray
 City Clerk