

Expertise for Municipalities

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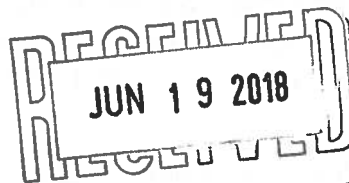
chris@e4m.solutions

The Municipality of Temagami
7 Lakeshore Drive, PO Box 220
Temagami, Ontario
P0H 2H0

Via Email – mayor@temagami.ca

Attention: **Ms. Lorie Hunter - Mayor**

June 19, 2018



Your Worship:

RE: Municipal Clerking Assistance

It has been a pleasure continuing our discussions since meeting in Earlton at our Code of Conduct workshop.

Now that I have a better understanding on your immediate needs for our assistance, I can now provide you with a proposal that should assist you in the short term and thereby allow you to plan better for the mid to long term.

To that end, I am attaching a proposal to provide remote services for the skills required by a Municipal Clerk. This does not negate any on-site assistance and in fact I have built in some ability to also assist in that way.

While this proposal is to provide assistance for a short period of time, I am open to discussing a more permanent arrangement should the opportunity arise.

Finally, should you wish to engage the services included in the attached proposal, I would be more than happy to provide you with a Letter of Engagement for your execution.

For questions related to this submission please contact myself by phone at 705-914-0551 or by email at chris@e4m.solutions.

Best Regards,

Chris Wray
Partner

File ☒ Incoming ☐ Other
Mayor ☐
Council ☐ ☒
CAO ☐
Building ☐
Finance ☐ S ☐ C
Ec Dev ☐ S ☐ C
Parks & Rec ☐ S ☐ C
Planning ☐ S ☐ C
Public Wks ☐ S ☐ C
PPP ☐
Social Services ☐
☐ Mayor by email

About Us

A group of like minded thinkers recognized that the municipal sector in rural Northern Ontario is underserved with respect to training and municipally related services. The group also recognized that this same part of the sector, at times, lacks the capacity (human and financial) to execute practices necessary to comply with legislation and good governance. To that end, there was a desire to make a difference by giving back to the sector. To accomplish this, they incorporated Expertise for Municipalities (E⁴m) as a not-for-profit association (July 2017) to empower excellence in small municipalities.

E⁴m believes in the following core principles:

- a) That by providing “on the ground” support services to small municipalities, in all aspects of the municipal operation, we can help municipalities with limited budgets and few staff succeed in delivering mandatory services;
- b) That by holding relevant conferences, meetings, or training sessions this segment of the municipal sector will be strengthened through the professional development of its elected officials, employees and volunteers;
- c) That by assisting small municipalities with preparing presentations to government and/or the private sector we can help them to deliver on and advocate for the municipal mandate;
- d) That by sharing information collected resulting from research carried out by E4m, municipalities can be better equipped to address issues and solve problems;
- e) That by promoting the principles of good municipal governance we can encourage municipalities to achieve strength and sustainability through sound governmental practices and public engagement; and
- f) That we can give back to the municipal sector by transferring knowledge and assisting to build capacity.

E⁴m is a network of municipal professionals with a wide array of competencies and experiences who have a passion and commitment to providing small municipalities with affordable professional services.

Our Understanding of the Requirements

We understand that the Municipality of Temagami currently lacks employees in the positions of Chief Administrative Officer (Administrator), Clerk and Treasurer. We further understand that you may be close to hiring an Administrator / Treasurer and that this combined with the “on leave” absence of your Clerk has left Temagami with little capacity to properly conduct meetings under both your Procedural Bylaw and the Municipal Act.



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Through our discussions it would seem that you may have some staff in your office, that with guidance and assistance could ensure the proper execution of your Council Meetings until a more permanent solution is found.

Our Proposal

In order to assist you in ensuring the efficient conduct of Municipal Business, we are prepared to offer the following:

1. Work with your current office staff to organize and publish both your Regular / Special Council and Committee of the Whole agendas and meet any publishing dates associated with your Procedural Bylaw.
2. Work with your current staff, the Mayor or the party of your choice to organize and publish your Closed Meeting agendas and meet the requirements of your Procedural Bylaw and the Municipal Act, Section 239.
3. Prepare all required Motions for each meeting and work with your staff to prepare or review any required bylaws.
4. Review the format of your Agendas and Minutes and make suggestions for improvement if required.
5. Be available to both your office staff and the Mayor for phone support should such support be required (this will be at no additional cost to you).
6. Be available to attend any of your meetings should you so desire. We would require some lead notice time for such assistance.

The Resource

Chris Wray

Chris is a founding member of E⁴m. Originally from Sharon, Ontario, He has spent many years living in Northern Ontario. Chris has over twenty (20) years of experience as a senior municipal official. In 2014, Chris returned to the Municipality of Wawa as CAO / Clerk-Treasurer after spending 18 months as the CAO for the Township of Muskoka Lakes. Prior to that he had been the CAO / Clerk-Treasurer in Wawa from 1999 to 2012 arriving from Ignace, Ontario where he was the CAO / Clerk-Treasurer from 1996 – 1999.

The broad range of duties and experiences that accompany a Senior Municipal Position combined with his 35 years of experience in the Finance and Office Management field, enabled Chris to gain a wealth of knowledge in finance and management. Ten years with Dun & Bradstreet Software



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Services Canada Ltd. a leader in the Information Technology industry prepared Chris for the constant changes faced by the municipal sector.

He currently serves on many Boards including the Association of Municipal Managers, Clerks and Treasurers of Ontario (President 2015 -2016), Local Authority Services (LAS), The Association of Municipalities of Ontario (Rural Caucus), the Rural Ontario Municipal Association, the Municipal-Industry Program Committee (Blue Box) and the Sault Ste Marie Innovation Centre where he serves as Chairperson.

In recognition of the accomplishments achieved through Chris' ingenuity and direction, the Municipality of Wawa has garnered several awards including; the ESRI Award for Innovation in 2007, the Peter J Marshall Award in 2001 & 2007 (Association of Municipalities of Ontario) and the E.A. Danby Award in 2008 (Association of Municipal Managers, Clerks and Treasurers of Ontario).

Throughout his municipal career has been involved Committees that have broad implications for municipalities. Of note, are those committees involved with the OPP Billing Reform, Provincial Land Tax Reform, and the new Asset Management Planning Regulation. Chris has also been published in Municipal World, the Municipal Monitor and Northern Ontario Business.

Under Chris's guidance, the Municipality of Wawa developed a Code of Conduct for Council Members in 2001, pre-dating the reference in the Municipal Act by five (5) years. The current Code of Conduct for Wawa is still held up as an example of a good practice for municipal governments in Ontario.

The Fees

E⁴m does not believe in retainer fees. We believe that all fees should be earned and not simply provided as a placeholder. To that end, we propose an arrangement with no retainer fee.

In keeping with our status as a non-profit, 20% of all fees are kept within our organization for the express purpose of assisting small municipalities through subsidized workshops, education and related events. It is through this process that we know we can provide significant assistance and knowledge transfer to the sector.

We would propose that the services noted above be billed in two ways:

1. In the case of a required appearance in Temagami for assistance an hourly rate of \$125 would apply. If such attendance in Temagami is required, all travel and accommodations would be in addition to the hourly fee. Travel time in excess of three (3) hours would be charged at a rate of \$50 per hour
2. It is our opinion that the vast majority of assistance contained within our proposal can be achieved on a remote basis. In this case there would be no additional travel or accommodation cost. We would propose an hourly fee of \$100 for this service.



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It is my opinion that while the assistance from meeting to meeting may vary, I anticipate that it would average between four (4) and six (6) hours per meeting.

Insurance

E⁴m can confirm that it currently carries Professional Liability Insurance covering the stated work and services in the amount of \$2 million (\$2,000,000) and shall continue to carry this amount for twelve months following the completion of all work.

Summary

E⁴m has a unique but dedicated commitment to the municipal sector, particularly in Rural Northern Ontario. We believe in giving back to the sector that has shown a dedication to quality of life in each and every community.

We look forward to a positive response from *Temagami* on our proposal. We are sure that you and your Council will be pleased with our services. We hope that Temagami may consider embracing some of the others services that we offer.

If you have any questions on this proposal, I am more than happy to be available via telephone or email.



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