



MEMORANDUM

TO: NAFRS Joint Powers Board

FROM: City of Dundas Mayor and Council members
Jenelle Teppen, City Administrator

SUBJECT: Proposed Technical Amendments to JPA

DATE: For the NAFRS Meeting of July 25, 2019

The Dundas City Council met in Regular Session on Monday, July 22, 2019 and discussed the Proposed Technical Amendments to the JPA.

I offer the following as a summary of their discussion.

First, the cover memorandum indicates that the review was initiated in order to identify "inconsistencies between founding documents." What are those documents? It appears that it is just the JPA.

1. JPA, Page 4, Section 5 f iii. Submission of Proposed Budget to Parties - No comment/concern.
2. JPA Page 5, Section 5 f ix. Regarding Board Authority Over Employees*
3. JPA Page 7, Section 5 j. Regarding Annual Audit – no comment/concern
4. JPA Page 8, Section 6 c. Regarding Budget Report.

The Board shall prepare interim financial statements. What does interim mean? Further along it says "at least quarterly". Is that what is meant by interim?

Does that include a record of receipts and disbursements as the present language requires? The City Council is concerned that a record of receipts and disbursements is necessary for the Board to review.

5. JPA Page 9, Section 8. Regarding Fiscal Agent – no comment/concern.
6. JPA Page 12, Section 15a. Regarding Personnel.

The proposal is to eliminate the Board's oversight and involvement in succession planning and leadership training.

The City Council expressed the opinion that it is the Board's responsibility to ensure that a realistic, reasonable succession plan is in place and without any involvement, input, review or

oversight, and by approving the amendment they have effectively abdicated their responsibility for future planning.

The rationale for this amendment indicates that it is intended to eliminate confusion about authority over NAFRS employees. Succession planning and leadership training should not be equated with "authority over employees."

7. JPA Page 13, Section 15d. Regarding the Fire Chief*

* These two sections are in conflict with each other and should be amended to accurately reflect the Board's responsibilities/authority and the Fire Chief's responsibilities/authority.

The City Council believes that the Fire Chief should at the very minimum be required to recommend the hiring, termination and discipline of all personnel to the Board.

Removing the Board from any oversight of the personnel/human resource function of NAFRS is, in the opinion of the City of Dundas, a liability issue for the Board.