

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR MEETING AGENDA

January 16, 2024 AT 6:00 P.M.

THIS WILL BE A HYBRID IN-PERSON/ELECTRONIC MEETING via ZOOM

Members of the Public must register with the Ryerson Township Clerk's Office prior to the meeting for meeting access and availability of limited in-person seating.

Members of the Public are not permitted in a Closed meeting.

To Members of the Public: If you have trouble with your connection during the meeting, you may notify the Host by e-mail at: treasurer@ryersontownship.ca

Meeting will be recorded.

The Municipal Council of the Township of Ryerson recognizes that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario, and show respect to the neighbouring indigenous communities.

1. **CALL TO ORDER:**

1.1 Attendance, roll call:

1.2 Announcement: This meeting is being recorded

2. **ADOPTION OF MINUTES:**

2.1 Adoption of the minutes from the regular meeting December 12, 2023, to be adopted as circulated. **(R)**

3. **DECLARATION OF PECUNIARY INTEREST:**

4. **DELEGATIONS AND PRESENTATIONS:**

Meet the new By-law Enforcement Officers: Jason Newman, and Bryan Austin.

5. **REPORTS:**

5.1 **PUBLIC WORKS:** Public Works Supervisor, December report. Boundary Road Agreement, McMurrich/Monteith**(R)**, Boundary Road Agreement, Magnetawan**(R)**

5.2 **CAO-TREASURER:** Tax By-laws: Penalty on Current Taxes **(R)**, Interest on

Tax Arrears **(R)**, Interim Taxation **(R)** Occupational Health & Safety Policy **(R)**, Human Resource Manual.

5.3 **CLERK**: To appoint Municipal By-law Enforcement Officers **(2-R)**, Accessibility Plan Compliance. Emergency Management Plan **(R)**

5.4 **FIRE DEPARTMENT**: Letter from the Chief **(R)**

6. **COUNCIL COMMITTEES/BOARDS:**

6.1 Mayor Sterling: Eastholme Administrators Report for December

6.2 Councillor Abbott: Hazmat Day Report

7. **COMMUNICATION ITEMS:**

7.1 Township of Armour: Motion # 322 for support of Option #1 for the location of the new library. **(R)**

7.2 Village of Burk's Falls: Resolution 2023-292, development of a business model for the health hub. **(R)**

7.3 Perry Township: Regional Fire Services Committee.

7.4 Perry Township: Resolution, 2023-290 Fire Services Committee **(R)**

7.5 Perry Township: Resolution # 2023-309 Regional Fire Services. **(R)**

General Correspondence

7.6 Joint Building Committee December 2023 Permit Summary.

7.7 Muskoka Algonquin Healthcare, Pine St. Bracebridge, Land for Future Hospital.

7.8 District of Parry Sound Municipal Association, Draft December Minutes

7.9 Almaguin Highlands Health Council AHHC) January Draft Minutes.

7.10 Almaguin Highlands Health Council AHHC) Progress Status January 2024.

8. **CONFIRMING BY-LAW:**

8.1 To Confirm the meetings of Council. **(R)**

9. **CLOSED MEETING:**

9.1 Resolution to move to a closed meeting pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (d) as the subject matter being considered is regarding labour relations or employee negotiations; The general nature of the closed meeting is to discuss HR matters. **(R)**

IMPORTANT DATES:

January 21-23, 2024 ROMA

February 13, 2023 Regular Meeting of Council 6:00 p.m.

10. **ADJOURNMENT: (R)**

CORPORATION OF THE TOWNSHIP OF RYERSON

LIST OF PROPOSED RESOLUTIONS

FOR COUNCIL MEETING: January 16, 2024 AT 6:00 P.M.

Item # 2.1 on Agenda Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that the minutes from the regular meeting on December 12, 2023 be adopted as circulated.

Item # 5.1 on Agenda Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that leave be given to introduce a Bill # __-24, being a By-law to enter into a Boundary Road Maintenance Agreement with the Municipality of Magnetawan and further; That By-Law # __-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 16 day of January, 2024.

Item # 5.1 on Agenda Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that leave be given to introduce a Bill # __-24, being a By-law to enter into a Boundary Road Maintenance Agreement with the Township of McMurrich Monteith and further; That By-Law # __-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 16 day of January, 2024.

Item # 5.2 on Agenda Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be given to introduce a Bill # ____-24, being a By-law to impose a penalty charge for non-payment of current taxes and further; That By-Law #____-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 16th day of January 2024.

Item # 5.2 on Agenda Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that leave be given to introduce a Bill # ____-24, being a By-law to impose an interest charge for non-payment of tax arrears and further; That By-Law #____-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 16th day of January 2024.

Item # 5.2 on Agenda Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # ____-24, being a By-law provide for an interim tax levy for 2024 and further; That By-Law # ____- 24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 16th day of January 2024.

Item # 5.2 on Agenda Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that leave be given to introduce a Bill # __-23, being a By-law to adopt an Occupational Health and Safety Program and further; That By-Law # __-23 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council 16th day of January 2024.

Item # 5.3 on Agenda Moved by Councillor Patterson, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # __-24, being a By-law to enter into an agreement to appoint Jason Newman, a Municipal By-law Enforcement Officer and further; That By-Law # __-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 16 day of January 2024.

Item #5.3 on Agenda Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that leave be given to introduce a Bill # __-24, being a By-law to enter into an agreement to appoint Bryan Austin, a Municipal By-law Enforcement Officer and further; That By-Law # __-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 16 day of January 2024.

Item # 5.3 on Agenda Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that leave be given to introduce a Bill # __-24, being a By-law to Adopt an Emergency Management Program and further; That By-Law # __-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 16th day of January, 2024.

Item # 5.4 on Agenda Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council accept, with regret, the Fire Chief, Dave McNay's notice of retirement effective March 31, 2024.

Item # 7.1 on Agenda Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that the Ryerson Township Council support Armour Townships Resolution #322 supporting "Option 1" as the location for the new library.

Item # 7.2 on Agenda Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that the Ryerson Township Council support the Burk's Falls resolution # 2023-292 that was passed on December 19, 2023.

Item # 7.4 on Agenda Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that the Council of the Township of Ryerson requests support from the Councils of the Township of Armour and Village of Burks Falls to establish a joint Fire Department Capital Reserve;

And further that Ryerson Township Council agrees to allocate \$20,000 from the 2023 Fire Budget into this reserve, if created, for the burn building project.

Item # 7.5 on Agenda Moved by Councillor Robertson, Seconded by Councillor Patterson

Be it resolved that the Ryerson Township Council supports the Township of Perry resolution 2023-309 to have seven municipalities enter into discussion surrounding the Regional Fire Department.

Item # 8.1 on Agenda Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # ____-24, being a By-law to confirm the meetings of Council and further; That By-Law # ____-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 16th day of January 2024.

Item # 9.1 on Agenda Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council move to a closed meeting pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (d) as the subject matter being considered is regarding labour relations or employee negotiations; The general nature of the closed meeting is to discuss HR matters.

Item # 10.1 on Agenda Moved by Councillor Miller, Seconded by Councillor Patterson,

Be it resolved that we do now adjourn at _____. The next regular meeting February 13, 2024 at 6:00 p.m.

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR COUNCIL MEETING

MINUTES

December 12, 2023 AT 6:00 P.M.

The regular meeting of Council of the Corporation of the Township of Ryerson was held **December 12, 2023** at 6:00 p.m. This was a hybrid meeting combining in person, electronic meeting via Zoom and phone.

1. CALL TO ORDER

Mayor George Sterling called the meeting to order at 6:00 p.m.

Attendance was announced, and it was noted that the meeting is being recorded.

Council members attending in person or electronically: Mayor Sterling, Councillors: Abbott, Miller and Robertson. Councillor Patterson was not available.

Staff in attendance: Brayden Robinson, Nancy Field.

Presenters in person or electronically: Amy Tilly, Chris Bevan, Tiffany Cechetto.

Public attending by phone or electronically: Judy Ransome, Josh Lilly.

Notice of this meeting was posted on the website.

2. ADOPTION OF MINUTES

R-191- 23 Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that the minutes from the regular meeting November 28, 2023, be adopted as circulated.

(Carried)

3. DECLARATION OF PECUNIARY INTEREST: None noted.

4. DELEGATIONS:

Amy Tilly Tri-R Waste Manager: was available virtually, to answer questions pertaining to the report provided to Council regarding Free Bag Allocation for 2024.

Chris Bevan of Kennedy Insurance: presented the 2024 Insurance Policy Renewals. It was not necessary to move into a closed meeting.

Tiffany Cechetto of KPMG: presented the 2022 Financial Statements virtually to Council.

5. REPORTS:

CAO/TREASURER: Provided a report along with the 2024 Pay Grid to Council and a resolution is noted below.

R-192-23 Moved by Councillor Robertson, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council approve the Municipal Salary Grid for 2024 as attached, effective January 1, 2024.

(Carried)

CLERK: Presented a By-law to appoint a Deputy Clerk to Council.

R- 193- 23 Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # 44-23, being a By-law to appoint a Deputy Clerk and further; That By-Law # 44-23 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 12th day of December 2023.

(Carried)

COUNCIL REPORTS:

6. BUSINESS ARISING/ACTIVITY LOG:

Council was presented the 2024 Historical Society Budget at the November 28/23 meeting. A resolution is noted below.

R-194 - 23 Moved by Councillor Miller, Seconded by Councillor Abbott,

Whereas Ryerson Township Council has received the Burk's Falls and District Historical Society 2024 Budget.

Now therefore be it resolved that we donate in 2024, \$500.00 to the Burk's Falls and District Historical Society in addition to our annual in-kind donation for maintenance of the Wiseman Corners's School site.

(Carried)

7. COMMUNICATION ITEMS:

Council considered the report provided by Tri R Waste Manager, Amy Tilly, a delegate earlier this meeting. A resolution is noted below.

R-195 -23 Moved by Councillor Miller, Seconded by Councillor Robertson

Be it resolved that Council of the Township of Ryerson approve the issuance of 45 free garbage bags, for 2024, to property owners with residence/cottage/licensed trailer on their property and tenants within the Township of Ryerson. No free garbage bags shall be issued to property owners of Commercial/Industrial operations.

(Carried)

Council received the information for the 2024 Insurance Policy by delegate Chris Bevan Kennedy Insurance at this meeting and after a brief discussion a resolution is noted below.

R- 196-23 Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council accept the quotation for the for 2024 Insurance renewal in the amount of \$108,154.00 plus applicable taxes, from Kennedy Insurance.

(Carried)

KPMG, Tiffany Cechetto as a delegate earlier at this meeting provided Council a report along with the 2022 Financial Statements. A resolution is noted below.

R-197-23 Moved by Councillor Miller, Seconded by Councillor Abbott,

Be it resolved that Council of the Corporation of the Township of Ryerson accept the Township of Ryerson Consolidated Financial Statements for 2022 and the 2022 Burks Falls and District Fire Department Financial Statements, and the 2022 Trust Fund Statements.

(Carried)

Council received a report from Armour Township containing information regarding the New Library project. A resolution was adopted as noted below.

R-198 - 23 Moved by Councillor Robertson, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council approves in principle the allocation of \$125,000. to the new library project, to serve the users of Armour, Ryerson, and Burks's Falls Union Public Library.

(Carried)

General Information Items Received:

Almaguin Community Economic Development 2024 Budget.
District of Parry Sound Social Services November CAO Report.

8. CLOSED MEETING:

R-199-23 Moved by Councillor Robertson, Seconded by Councillor Miller,

Be it resolved that Ryerson Township Council move to a closed meeting pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (d) as the subject matter being considered is regarding labour relations or employee negotiations; The general nature of the closed meeting is to discuss HR matters.

(Carried)

9. RETURN TO OPEN MEETING:

9.1 Council considered a resolution from the Joint Building Committee resolution is noted below.

R-200-23 Moved by Councillor Miller, Seconded by Councillor Abbott,

Be it resolved that Ryerson Township Council supports resolution number 2023 – 042 dated November 16, 2023, from the Joint Building Committee (JBC) recommending a wage increase of \$4.00/hr. for the Building Inspector, effective January 1, 2024.

(Carried)

10. CONFIRMING BY-LAW:

10.1 By-law to confirm the meetings of Council.

R-201-23 Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that leave be given to introduce a Bill # 45-23, being a By-law to confirm the meetings of Council and further; That By-Law # 45-23 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 12th day of December 2023.

(Carried)


11. ADJOURNMENT:

R-202-23 Moved by Councillor Robertson, Seconded by Councillor Miller,
Be it resolved that we do now adjourn at 7:48p.m. The next regular meeting is scheduled for January 16, 2024, at 6:00 p.m.

(Carried)

MAYOR

CLERK

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	Fred Schmeltz - Roads Supervisor
Date of Meeting:	January 16, 2024
Report Title:	December Roads Update
Report Date:	January 8, 2024

Purpose/Background:

The December roads department update to be received by Council for informational purposes.

The Roads Department has submitted two updated Boundary Road agreements for approval.

Magnetawan Boundary Roads: There were no significant changes to the old agreements division of duties. The only major change was in the "legal" sections 12 and 13, that were updated.

McMurrich/Montieth Boundary Roads: The duties in this agreement were last updated in 1986. I made some changes for safety reasons that council should be aware of. On Richardson Road I offered to trade Seasonal operations with McMurrich. Ryerson Township will complete all "summer maintenance and repairs (Calcium, Ditching and Brushing).

McMurrich/Montieth will do all winter maintenance and repairs. The reason for this is, our plows have right hand slushers and wings causing our team to have to do significant maneuvering to push snow to the right before doing a three-point turn to line up with the right "lane" of Richardson Road. In Low visibility situations I think this is an undue exposure. All "capitol and significant repairs will still be a joint venture between Ryerson and McMurrich/Montieth.

December saw glimpses of winter and the roads department has deployed snow removal equipment 8 times. Between snow events we were able to do additional brushing at intersections to improve site lines.

The new plow unit is working very well and meets all expectations. We did have a few additional lights wired into the control unit but any add-ons were minor.

We had the opportunity, between snow events, to use the new plow for construction purposes and the altered style dump box performed excellent. With the box design as it is, we did not have to install the floor plates to switch between operations. The old method of installing floor plates involved using the backhoe to push the plates into place through the "hatch" in the dump box door. Once you had completed your construction task you had to remove the plates again using a machine. With the new style box, the plate is simply folded down from its permanent location inside the box.

Happy New Year.

AGREEMENT

An Agreement for Maintenance of Boundary Roads and Bridges

SCHEDULE 'A' TO BY-LAW # _____

This Agreement made in duplicate this ____ day of _____, 2023.

BETWEEN:

THIS AGREEMENT made in duplicate, this ____ day of _____, 20.

BETWEEN

THE CORPORATION OF THE TOWNSHIP OF RYERSON

(hereinafter referred to as Ryerson)

OF THE FIRST PART

AND

THE CORPORATION OF THE TOWNSHIP OF MCMURRICH/MONTEITH

(hereinafter referred to as McMurrich/Monteith)

OF THE SECOND PART

WHEREAS Ryerson and McMurrich/Monteith are desirous to enter into an agreement regulating the maintenance and repair of the boundary highways over which they have joint jurisdiction in accordance with the Municipal Act, 2001, (S.O. 2001, C.25) Section 29 Boundary Lines, as amended;

AND WHEREAS Section 29.1(1) of the Municipal Act RSO 2001 states that if municipalities having joint jurisdiction over a boundary line highway enter into an agreement under which each municipality agrees to keep any part of the highway in repair for its whole width and to indemnify the other municipality from any loss or damage arising from the lack of repair for that part, the agreement and a copy of the by-law authorizing the agreement may be registered in the proper land registry office for the area in which the highway is located.

AND WHEREAS pursuant to subsection 29.1(2) of the Municipal Act, RSO 2001, If municipalities enter into an agreement under subsection (1), each municipality has jurisdiction over that part of the highway that it has agreed to keep in repair and is liable for any damages that arise from failure to keep the highway in repair and the other municipality is relieved from all liability in respect of the repair of that part.

AND WHEREAS Ontario Regulation 239/02 as amended from time to time and made pursuant to the Municipal Act has set Minimum Maintenance Standards for Municipal Highways to which the highways covered by this Agreement are to be maintained

NOW THEREFORE in consideration of the covenants contained herein and for good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree each with the other as follows:

1. All new entrances shall be installed under the supervision of the respective Municipality's Public Works Department. Each applicant shall be responsible for obtaining a proper entrance permit from the respective Municipality.
2. It is understood by both parties that the maintaining Municipality shall be responsible for repairs and maintenance of the entire width of the boundary road allowance. The Municipalities agree that the value of the respective routine maintenance and repair for the road as identified in Appendix A will be approximately equal and logistically practical. By performing these respective works no invoicing or exchange of funds shall occur by either Municipality for costs incurred.
3. Any works for which cost sharing is being sought shall not be undertaken until such time as the works and funding are approved by each Municipality.
4. Each Municipality is responsible to maintain and keep in good repair those portions of the highway identified in Appendix A. The main point of contact for discussions and information regarding maintenance requirements will be between the Public Works Supervisors or their designate (such as Foreperson), if the Public Works Supervisor is not available.
 - a) Maintenance includes – snow removal, sanding, grass cutting, brushing, patching, sign maintenance, replacement of culverts outside of planned Capital, emergency repairs and road patrols. A copy of each Road Patrol Report shall be available upon request.
5. Prior to any planned Capital Improvements, the Municipality proposing the work will notify the other Municipality one year in advance of the work to allow for appropriate Council budget approvals. Notwithstanding that all efforts will be made to reach an agreement on a mutually beneficial Capital Improvement, if one Municipality does not agree to proceed with a project, the project will not proceed on a boundary road.
6. Capital includes additional granular, preventative road deterioration treatments, complete road reconstruction and replacement of all necessary infrastructure.
7. Each Municipality shall aspire to plan Capital works, in line with their respective Asset Management Plan and communicate said plan the with the other Municipality when a Boundary Road is added.
8. Should a capital project be required, both Public Works Supervisors, or designates, if Public Works Supervisor is not available, will meet to develop a draft agreement for the capital project.
9. The Parties hereto agree that should emergency works, or action be required due to a compromise of the highways and bridges set out in Appendix A, the party hereto first notified of the compromise of the highway or bridge by emergency services (police, fire, etc.) shall, without delay make the area safe, notify the Municipality assigned the Boundary Road and stay on site until they arrive so that they may undertake the emergency work. By performing these respective works no invoicing or exchange of funds shall occur by either Municipality for costs incurred.

10. If the construction is a result of development and population growth, the developing Municipality may undertake, cause, or permit to be undertaken such construction on the following terms:

a) The developing Municipality shall give the other Municipality at least eight (8) weeks written notice prior to the commencement of such construction.

b) The other Municipality shall bear none of the costs relating directly to such construction, if possible.

11. Should any of the highways or bridges included in Appendix A be obstructed (water over the road, tree fall, downed hydro lines, etc.) in any manner that affects public safety, the party hereto first notified of the obstruction of the highway or bridge by emergency services (police, fire, etc.) or after becoming aware of the obstruction by other means, shall, without delay make the area safe, if possible, notify the Municipality assigned the Boundary Road and stay on site until they arrive, if possible, so that they may undertake the removal of the obstruction and/or close the road to traffic and pedestrians. If the obstruction is minor either Municipality may remove the obstruction as a courtesy but must notify the other Municipality of the removal. By performing these respective works no invoicing or exchange of funds shall occur by either Municipality for costs incurred.

12. Ryerson shall maintain and keep in full force and effect at its own expense a policy of general public liability, property damage and environmental insurance with respect to its obligation for the maintenance of the highways and bridges set out in Appendix A hereto protecting against claims for personal injury, death and property damage resulting from failure to repair or maintain the said highways and bridges in which the limits shall be not less than five million dollars (\$5,000,000) in respect of injury or death of a single person, for each occurrence and not less than five million dollars (\$5,000,000) in respect of property damage. The policy shall name McMurrich/Monteith as an additional insured and Ryerson shall provide a certificate of such insurance coverage to McMurrich/Monteith throughout the term of this agreement and any renewal thereof and further provide McMurrich/Monteith within 30 days prior written notice of any cancellation or material change in risk which could diminish the aforesaid coverage.

13. McMurrich/Monteith shall maintain and keep in full force and effect at its own expense a policy of general public liability, property damage and environmental insurance with respect to its obligation for the maintenance of the highways and bridges set out in Appendix A hereto protecting against claims for personal injury, death and property damage resulting from failure to repair or maintain the said highways and bridges in which the limits shall be not less than five million dollars (\$5,000,000) in respect of injury or death of a single person, for each occurrence and not less than five million dollars (\$5,000,000) in respect of property damage. The policy shall name Ryerson as an additional insured and McMurrich/Monteith shall provide a certificate of such insurance coverage to Ryerson throughout the term of this agreement and any renewal thereof and further provide Ryerson within 30 days prior written notice of any cancellation or material change in risk which could diminish the aforesaid coverage.

14. The Parties shall maintain and keep in full force and effect at its own expense a Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than five million dollars (\$5,000,000) per occurrence

for Third Party Liability in respect of the use or operation of vehicles owned, operated or leased by Parties.

15. The Parties insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the Parties.

16. This agreement shall be in force for a period of ten (10) years from _____, 2024 to _____, 2034 and may be renewed for another period not to exceed ten (10) years by resolution of the Councils of both Corporations as found necessary and it may be amended or changed by resolution of the Councils of both Corporations, as mutually agreed upon.

17. In the event that either party receives a Statement of Claim, Notice of Claim or other information regarding a pending or possible claim by a third party with respect to liability for failure to keep the highway in repair or for damages or injuries sustained relating thereto, such party shall immediately notify the other party in writing of such claim or Notice of Claim. In the event that a legal proceeding is commenced by a third party, each of the Parties to this Agreement shall provide for its own legal representation as it sees fit.

18. Each of the parties hereby undertake to save harmless and agree to indemnify the other against all claims and demands for damage, losses, costs, charges and expenses which the other municipality may sustain, incur, or be liable for arising from the lack of repair of any portion of any of the highways for which the Municipality has assumed sole responsibility under this agreement.

IN WITNESS WHEREOF both Corporations have hereunto affixed their Corporate Seals duly attested by the hands of their proper signing officers in that behalf.

SIGNED, SEALED AND DELIVERED

THE TOWNSHIP OF RYERSON

Date _____ _____
Mayor

Clerk

THE TOWNSHIP OF MCMURRICH/MONTEITH

Date _____ _____
Mayor

Clerk

An Agreement for the Maintenance of Boundary Roads and Bridges

APPENDIX 'A'

To Schedule 'A' By-law # _____

SUMMER MAINTENANCE

The summer maintenance will include ditching, culvert maintenance, grading, dust suppressant, brushing and any other maintenance activity related to roads and bridges.

Ryerson will provide summer maintenance for the following:

1. Richardson Road Lots 8-10 (1 kms.) (From Stisted Road to Civic # 204)

WINTER MAINTENANCE

The winter maintenance will include plowing, sanding, winging back, ice scarifying and culvert thawing.

McMurrich/Monteith will provide the following winter maintenance:

1. Richardson Road Lots 8 to 10 (1 kms.) (From Stisted Road to Civic # 204)

YEAR-ROUND MAINTENANCE

Ryerson will provide year-round maintenance for the following:

1. Bartlett Lake Road for Lots 17 to 23 (2.6 kms.) (Civic 1319 to Spurr Lane)
2. All of Spurr Lane (.5 kilometers)

McMurrich/Monteith will provide year-round maintenance for the following:

1. Bourdeau Road for Lots 29 to 35 (2.9 kms.) (735 to 1273 Bourdeau Road)

Since the boundary road bordering lots 8 to 10 and Lots 13 to 23 Concession 1 Ryerson are OR will be school bus routes, it is agreed that this section of road is to receive priority in winter maintenance.

AGREEMENT

An Agreement for Maintenance of Boundary Roads and Bridges

SCHEDULE 'A' TO BY-LAW # _____

This Agreement made in duplicate this ____ day of _____, 2024.

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF RYERSON
(hereinafter referred to as Ryerson)

OF THE FIRST PART

AND

THE CORPORATION OF THE MUNICIPALITY OF
MAGNETAWAN
(hereinafter referred to as Magnetawan)

OF THE SECOND PART

WHEREAS Ryerson and Magnetawan are desirous to enter into an agreement regulating the maintenance and repair of the boundary highways over which they have joint jurisdiction in accordance with the Municipal Act, 2001, (S.O. 2001, C.25) Section 29 Boundary Lines, as amended;

AND WHEREAS Section 29.1(1) of the Municipal Act RSO 2001 states that if municipalities having joint jurisdiction over a boundary line highway enter into an agreement under which each municipality agrees to keep any part of the highway in repair for its whole width and to indemnify the other municipality from any loss or damage arising from the lack of repair for that part, the agreement and a copy of the by-law authorizing the agreement may be registered in the proper land registry office for the area in which the highway is located.

AND WHEREAS pursuant to subsection 29.1(2) of the Municipal Act, RSO 2001, If municipalities enter into an agreement under subsection (1), each municipality has jurisdiction over that part of the highway that it has agreed to keep in repair and is liable for any damages that arise from failure to keep the highway in repair and the other municipality is relieved from all liability in respect of the repair of that part.

AND WHEREAS Ontario Regulation 239/02 as amended from time to time and made pursuant to the Municipal Act has set Minimum Maintenance Standards for Municipal Highways to which the highways covered by this Agreement are to be maintained

NOW THEREFORE in consideration of the covenants contained herein and for good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties hereto agree each with the other as follows:

1. All new entrances shall be installed under the supervision of the respective Municipality's Public Works Department. Each applicant shall be

responsible for obtaining a proper entrance permit from the respective Municipality.

2. It is understood by both parties that the maintaining Municipality shall be responsible for repairs and maintenance of the entire width of the boundary road allowance. The Municipalities agree that the value of the respective routine maintenance and repair for the road as identified in Appendix A will be approximately equal and logistically practical. By performing these respective works no invoicing or exchange of funds shall occur by either Municipality for costs incurred.
3. Any works for which cost sharing is being sought shall not be undertaken until such time as the works and funding are approved by each Municipality.
4. Each Municipality is responsible to maintain and keep in good repair those portions of the highway identified in Appendix A. The main point of contact for discussions and information regarding maintenance requirements will be between the Public Works Supervisors or their designate (such as Foreperson), if the Public Works Supervisor is not available.
 - a) Maintenance includes, but is not limited to – snow removal, sanding, grass cutting, brushing, dust suppressant, patching, sign maintenance, routine replacement of culverts, emergency repairs, and road patrols. A copy of each Road Patrol Report shall be available upon request.
5. Prior to any planned Capital Improvements, the Municipality proposing the work will notify the other Municipality one year in advance of the work to allow for appropriate Council budget approvals. Notwithstanding that all efforts will be made to reach an agreement on a mutually beneficial Capital Improvement, if one Municipality does not agree to proceed with a project, the project will not proceed, on a boundary road.
6. Capital includes additional granular, preventative road deterioration treatments, complete road reconstruction and replacement of all necessary infrastructure.
7. Each Municipality shall aspire to plan Capital works, in line with their respective Asset Management Plan and communicate said plan the with the other Municipality when a Boundary Road is added.
8. Should a capital project be required, both Public Works Supervisors or designate, if Public Works Supervisor is not available, will meet to develop a draft agreement for the capital project.
9. The Parties hereto agree that should emergency works or action be required due to a compromise of the highways and bridges set out in Appendix A, the party hereto first notified of the compromise of the highway or bridge by emergency services (police, fire, etc.) shall, without delay, make the area safe, notify the Municipality assigned the Boundary Road, and stay on site until they arrive so that they may undertake the emergency work. By performing these respective works no invoicing or exchange of funds shall occur by either Municipality for costs incurred.

10. If the construction is a result of development and population growth, the developing Municipality may undertake, cause, or permit to be undertaken such construction on the following terms:
 - a) The developing Municipality shall give the other Municipality at least eight (8) weeks written notice prior to the commencement of such construction, if possible.
 - b) The other Municipality shall bear none of the costs relating directly to such construction.

11. Should any of the highways or bridges included in Appendix A be obstructed (water over the road, tree fall, downed hydro lines, etc.) in any manner that affects public safety, the party hereto first notified of the obstruction of the highway or bridge by emergency services (police, fire, etc.) or after becoming aware of the obstruction by other means, shall, without delay make the area safe if possible, notify the Municipality assigned the Boundary Road and stay on site until they arrive, if possible, so that they may undertake the removal of the obstruction and/or close the road to traffic and pedestrians. If the obstruction is minor either Municipality may remove the obstruction as a courtesy but must notify the other Municipality of the removal. By performing these respective works no invoicing or exchange of funds shall occur by either Municipality for costs incurred.

12. Ryerson shall maintain and keep in full force and effect at its own expense a policy of general public liability, property damage and environmental insurance with respect to its obligation for the maintenance of the highways and bridges set out in Appendix A hereto protecting against claims for personal injury, death and property damage resulting from failure to repair or maintain the said highways and bridges in which the limits shall be not less than five million dollars (\$5,000,000) in respect of injury or death of a single person, for each occurrence and not less than five million dollars (\$5,000,000) in respect of property damage. The policy shall name Magnetawan as an additional insured and Ryerson shall provide a certificate of such insurance coverage to Magnetawan throughout the term of this agreement and any renewal thereof and further provide Magnetawan within 30 days prior written notice of any cancellation or material change in risk which could diminish the aforesaid coverage.

13. Magnetawan shall maintain and keep in full force and effect at its own expense a policy of general public liability, property damage and environmental insurance with respect to its obligation for the maintenance of the highways and bridges set out in Appendix A hereto protecting against claims for personal injury, death and property damage resulting from failure to repair or maintain the said highways and bridges in which the limits shall be not less than five million dollars (\$5,000,000) in respect of injury or death of a single person, for each occurrence and not less than five million dollars (\$5,000,000) in respect of property damage. The policy shall name Ryerson as an additional insured and Magnetawan shall provide a certificate of such insurance coverage to Ryerson throughout the term of this agreement and any renewal thereof and further provide Ryerson within 30 days prior written notice of any cancellation or material change in risk which could diminish the aforesaid coverage.

- 14. The Parties shall maintain and keep in full force and effect at its own expense a Standard Form Automobile Liability Insurance that complies with all requirements of the current legislation of the Province of Ontario, having an inclusive limit of not less than five million dollars (\$5,000,000) per occurrence for Third Party Liability in respect of the use or operation of vehicles owned, operated or leased by Parties.
- 15. The Parties insurance shall be primary coverage and not additional to and shall not seek contribution from any other insurance policies available to the Parties.
- 16. This agreement shall be in force for a period of ten (10) years from _____, 2024 to _____, 2034 and may be renewed for another period not to exceed ten (10) years by resolution of the Councils of both Corporations as found necessary and it may be amended or changed by resolution of the Councils of both Corporations, as mutually agreed upon.
- 17. In the event that either party receives a Statement of Claim, Notice of Claim or other information regarding a pending or possible claim by a third party with respect to liability for failure to keep the highway in repair or for damages or injuries sustained relating thereto, such party shall immediately notify the other party in writing of such claim or Notice of Claim. In the event that a legal proceeding is commenced by a third party, each of the Parties to this Agreement shall provide for its own legal representation as it sees fit.
- 18. Each of the parties hereby undertake to save harmless and agree to indemnify the other against all claims and demands for damage, losses, costs, charges and expenses which the other municipality may sustain, incur, or be liable for arising from the lack of repair of any portion of any of the highways for which the Municipality has assumed sole responsibility under this agreement.

IN WITNESS WHEREOF both Corporations have hereunto affixed their Corporate Seals duly attested by the hands of their proper signing officers in that behalf.

SIGNED, SEALED AND DELIVERED

THE TOWNSHIP OF RYERSON

Mayor

Date _____

Clerk

**THE MUNICIPALITY OF
MAGNETAWAN**

Mayor

Date _____

Clerk

An Agreement for the Maintenance of Boundary Roads and Bridges

APPENDIX 'A'

To Schedule 'A' By-law # _____

SUMMER MAINTENANCE

The summer maintenance will include ditching, culverts (installation), grading, dust suppressant and any other maintenance activity related to roads and bridges.

Ryerson will provide summer maintenance for the following:

1. South Horn Lake Road from Minkler's Lane (Civic 2053) to Crozier's pit (Civic 1810) (1.7 kms.)
2. Mitchell's (Civic 1539) To Township of Strong Boundary (Civic 1082) (2.2 kms.)
3. Rosskopf Road from Nipissing Road to Langford's gravel pit (Civic 375) (1.8 kms.)
4. All of Midlothian Road

Magnetawan will provide summer maintenance for the following:

1. South Horn Lake Road from Hwy 520 to Minkler's Lane (Civic 2053) (3.2 kms.)
2. Crozier's Pit (Civic 1810) to Mitchell's (Civic 1539) (4.5 kms.)
3. All of Rockwynn Landing

WINTER MAINTENANCE

The winter maintenance will include plowing, sanding, winging back, ice scarifying and steaming.

Ryerson will provide the following winter maintenance:

1. All of Rosskopf Road (3.8 kms.)
2. All of Midlothian Road

Magnetawan will provide the following winter maintenance:

1. All of South Horn Lake Road (9.0 kms.)
2. All of Rockwynn Landing

ROCKWYNN DOCKS

Ryerson and Magnetawan equally share maintenance and construction costs of the Rockwynn Docks.

The parties will alternate every year, the annual installation and removal of the docks and by performing these respective works no invoicing or exchange of funds shall occur by either Municipality for labour costs.

The Public Works Supervisor or their designate, responsible for the docks in their year, will inspect the docks in the spring, for any repairs that may be required and will advise the other party of the work to be done and an estimate of cost. Upon approval from both parties, the responsible municipality will provide the labour and no labour costs will be charged to the other part.

Cost of materials required for repairs will be shared equally.

The docks shall be installed before the long weekend in May, as weather permits and will be removed after Thanksgiving weekend in October, as weather permits at the discretion of both Public Works Supervisors or designates.

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW # ____ - 24

BEING a By-Law to impose an interest charge expressed as a percentage per month for non-payment of tax arrears.

WHEREAS THE MUNICIPAL ACT, 2001 S.O. 2001, CHAPTER 24 SECTION 345 (3), provides for the Treasurer to add to the amount of all taxes due and unpaid, interest at the rate of one-half of one percent per month or fraction thereof from the 31st day of December in the year in which the taxes were levied until the taxes are paid provided that the Council may increase such rate to a rate not exceeding one and one quarter percent per month, and

WHEREAS the Council deems it advisable to enact such a By-Law,

NOW THEREFORE, The Council of the Corporation of the Township of Ryerson (hereinafter called the Corporation) enacts as follows:

1. That the Treasurer be authorized to add to the amount of all taxes due and unpaid, interest at the rate of one and one quarter percent per month for each month or fraction thereof from the 31st day of December in the year in which the taxes were levied until the taxes are paid.
2. That no interest charge added to the arrears of taxes shall be compounded.
3. That any interest charge on the arrears of taxes imposed by any previous By-Law shall cease to have effect on the day the interest charge imposed by this By-Law comes into effect.
4. That this By-Law shall come into force on the day it receives third reading and is finally passed.

Read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 16th day of January, 2024.

MAYOR

CLERK

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW ____ -24

BEING a By-Law to impose a penalty charge expressed as a monthly percentage charge for non-payment of current taxes or any class or installment thereof.

WHEREAS THE MUNICIPAL ACT, 2001, S.O. 2001, CHAPTER 24, SECTION 345 (2), provides for the Council by By-Law to impose a percentage charge as a penalty for non-payment of taxes or any class or installment thereof not exceeding one and one quarter percent on the first day of default and on the first day of each calendar month thereafter in which default continues, but not after the end of the year in which the taxes are levied, and,

WHEREAS the Council deems it advisable to enact such a By-Law,

NOW THEREFORE, the Council of the Corporation of the Township of Ryerson (hereinafter called the Corporation) enacts as follows:

1. That the Treasurer be authorized to add to the amount of all current taxes or any class or installment thereof due and unpaid, a penalty charge at the rate of one and one quarter percent on the first day of default and on the first day of each calendar month thereafter in which the default continues but not after the end of the year in which the taxes are levied.
2. That no penalty charge added to overdue taxes shall be compounded.
3. That any penalty charge on overdue current taxes imposed by any previous By-Law shall cease to have effect on the day of the penalty charge imposed by this By-Law comes into effect.
4. That this By-Law shall come into force on the day it receives third reading and is finally passed.

Read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 16th day of January, 2024.

MAYOR

CLERK

**THE CORPORATION OF THE TOWNSHIP OF RYERSON
BY-LAW # ____-24
BEING A BY-LAW TO PROVIDE FOR AN INTERIM TAX LEVY AND THE
PAYMENT OF INTERIM TAXES FOR THE YEAR 2024.**

WHEREAS Section 317 (1) of the Municipal Act, 2001, provides that the Council of a local municipality may pass a by-law to impose an interim levy on the assessment roll for taxation in the current year for property in the municipality rateable for local municipality purposes;

AND WHEREAS Section 317 (3) of the Municipal Act, 2001, provides a set of rules for determining the interim tax payable, which are also subject to the municipality’s discretion under Section 317 (9) of the Municipal Act, 2001, to decrease or increase the interim tax payable where it is felt that the interim amount would otherwise be too high or too low in relation to the total taxes that are anticipated to be levied on the property in the year;

AND WHEREAS the Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality;


NOW THEREFORE the Municipal Council of the Corporation of the Township of Ryerson enacts as follows:

1. Interim tax levies are hereby imposed on the whole of the assessment for real property for all property classes according to the assessment roll for taxation in the current year, and shall not exceed an amount equal to fifty percent (50%) of the final 2023 taxes on the property.
2. When calculating the total amount of taxes for the year 2023 under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2023, an amount may be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. The said interim tax levy shall become due and payable in two installments due and payable on the 19th day of April, and the 17th day of May, 2024 and nonpayment of the amount on the dates stated in accordance with this section shall constitute default.
4. The Treasurer of the Township of Ryerson shall add to the amount of all taxes due and unpaid, interest at the rate of 1.25 percent on the first day of default and on the first day of each calendar month thereafter, being 15 percent per annum, and all by-laws and parts of by-laws inconsistent with this paragraph are hereby superseded.
5. Interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
6. The Treasurer shall cause to be mailed to the residence or place of business of such person indicated on the last revised assessments roll, a notice specifying the amount of taxes payable.
7. A failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any instalment, does not affect the timing of default or the date from which interest shall be imposed.
8. The Treasurer of the Township of Ryerson may accept part payment on account of any taxes due, but such acceptance shall not affect interest under Section 4 of this By-Law.
9. This By-Law shall be deemed to come into force and effect on January 1, 2024 and shall apply to properties on the assessment roll for taxation in the current year as listed on that date or which were added to the roll after that date, including properties added after the date this by-law is passed.

Read a First, Second and Third time,
Signed, and the Seal of the Corporation
affixed thereto and finally passed this 16th
day of January, 2024.

MAYOR

CLERK

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	CAO/Treasurer Brayden Robinson
Date of Meeting:	January 16, 2024
Report Title:	Occupational Health and Safety Program
Report Date:	January 9, 2024

Recommendation:

That Council approve the Occupational Health and Safety Program effective January 1, 2024.

Purpose/Background:

At the meeting of August 8, 2023, Council first received a draft Occupational Health and Safety Program.

Staff have incorporated the feedback received at that meeting, and made updates to the wording in several sections. There are a few other items noted, such as emergency ladders for upstairs and a better reinforced interior door, which are not specifically mentioned in the Program but will be addressed in the 2024 budget.

A revised Occupational Health and Safety Program is attached for Council consideration.

Municipal Corporation of the Township of Ryerson



Occupational Health and Safety Program

January 2024

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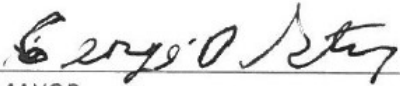
SECTION 1**OCCUPATIONAL HEALTH & SAFETY POLICY****POLICY STATEMENT**

The Council of the Township of Ryerson has a goal of maintaining a safe and healthy work environment and strongly believe proactively managing safe work practices will eliminate the risks and minimize the hazards that cause workplace accidents, injuries, and illnesses. To meet the obligations of the Occupational Health and Safety Act, all workplace parties; Councillors, managers, supervisors, and workers, must fulfill their roles and responsibilities. The managers of the Township of Ryerson, with the cooperation of the Municipal Health and Safety Committee, will establish a safety culture to ensure safe work practices are promoted, maintained, and revised to continue with the objective of eliminating risks and reducing hazards.

Every worker must protect his or her own health and safety by working in compliance with the law and following the safe practices established by the Township. Management also recognizes that every worker has a right to participate in developing, implementing, and maintaining safe work practices.

Management strongly believes that accident prevention and efficient operations go hand-in-hand and therefore, high standards for each go together. Working safely is not an extra part of the job, but an integral component of each person's responsibility, let's work together to build and maintain a safer, healthier workplace.

JAN 26 2018
DATE


MAYOR


CAO/CLERK/DEPUTY TREASURER

SECTION 2- See By-Law 39-22 Schedule "A" for the full Violence and Harassment Program**TOWNSHIP OF RYERSON****WORKPLACE HARASSMENT POLICY**

The Corporation of the Township of Ryerson is committed to providing a work environment in which all individuals are treated with respect and dignity.

Workplace harassment will not be tolerated from any person in the workplace, including, but not limited to, ratepayers/the public, members of Council, other employers, supervisors and workers. Everyone in the workplace must be dedicated to preventing workplace harassment.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace, which is known or ought reasonably to be known to be unwelcome, or workplace sexual harassment. **Workplace Sexual Harassment** means:

- a) Engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to the appropriate person, as outlined in the Workplace Violence and Harassment Policy and Program.

Management will investigate and deal with all complaints, or incidents of workplace harassment in a fair and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

This Policy will be posted in all buildings owned or operated by the Township of Ryerson.

More detail is available in the full Violence and Harassment Program/Policy Document.

Signed: George O'Stry (Mayor) Date: January 26, 2023

SECTION 3- See By-Law 39-22 Schedule "A" for the full Violence and Harassment Program**TOWNSHIP OF RYERSON****WORKPLACE VIOLENCE POLICY**

The Corporation of the Township of Ryerson is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources, which could include but not limited to: the public, members of Council, supervisors and workers.

Workplace violence means: a) the exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker; b) an attempt to exercise physical force against a worker in a workplace that could cause physical injury to the worker; and c) and a statement or behavior that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Violent behavior in the workplace is unacceptable from anyone. This policy applies to the Township of Ryerson's employees and volunteers. Everyone is expected to uphold this policy and to work together to prevent workplace violence.

The Workplace Violence and Harassment Program and Policy implements this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

The Township of Ryerson, as the employer, will ensure that this policy and the supporting program are implemented and maintained. All workers and supervisors will receive appropriate information and instruction on the contents of the policy and program.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring the measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats. Information on how to report incidents and more information on this topic will be found in the Township of Ryerson's Workplace Violence and Harassment Program and Policy.

Management pledges to investigate and deal with all incidents and complaints of workplace violence in a timely and fair manner, respecting the privacy of all concerned to the extent possible.

This Policy will be posted in all buildings owned or operated by the Township of Ryerson.

More detail is available in the full Violence and Harassment Program/Policy Document.

Signed:  (Mayor) Date: January 26, 2023

SECTION 4 ROLES AND RESPONSIBILITIES OF WORKPLACE PARTIES

PURPOSE

To provide a guideline which outlines the legislated health and safety responsibilities of various workplace parties as outlined in the *Occupational Health and Safety Act*.

SCOPE

The responsibilities reflect the requirements set out in the *Occupational Health and Safety Act (OHSA)* and apply to all workplace parties, Managers, Supervisors, and Workers but also includes contractors, subcontractors, visitors, and volunteers.

RESPONSIBILITY

The Township of Ryerson in its capacity as the employer is responsible for carrying out the duties outlined through the delegation of these functions to individuals in the corporation. All individuals in the workplace, at all levels and functions, are responsible for understanding and carrying out the responsibilities and duties outlined.

All employees; managers, supervisors and workers are required to adhere to the following requirements:

- Identify and report any hazard(s) in their workplace;
- Report any accidents/injuries requiring first aid, health care, lost time injuries, occupational diseases or incidents;
- Use equipment, materials and machinery only as authorized;
- Follow procedures and wear personal protective equipment as prescribed; and
- Participate in annual safety training and orientation.

PROCEDURE

The CAO or Designate in consultation with the Health and Safety Representative will review roles within the organizational structure to identify responsibilities and accountabilities for each individual role.

DEFINITIONS UNDER THE *OCCUPATIONAL HEALTH AND SAFETY ACT*

“Competent Person” means a person who,

- is qualified because of knowledge, training and experience to organize the work and its performance;
- is familiar with the *OHSA* and the regulations that apply to the work; and
- has knowledge of any potential or actual danger to health or safety in the workplace.

“Constructor” under the *OHSA* means a person who undertakes a project for an owner and includes an owner who undertakes all or part of a project by himself or by more than one employer. A project meaning a construction project as defined in the *OHSA*.

“Employer” means a person or corporation who employs one or more workers or contracts for services of one or more workers and includes a contractor or subcontractor who performs work or supplies services and a contractor or subcontractor who undertakes with an owner, constructor, contractor or subcontractor to perform work or supply services.

“Prescribed” refers to a section of the *Occupational Health and Safety Act* and Regulation for Industrial Establishments.

“Supervisor” means a person who has charge of a workplace or authority over a worker.

“Worker” is any of the following:

- A person who performs work or supplies services for monetary compensation.
- A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
- A person who receives training from an employer, but who, under the [Employment Standards Act, 2000](#) (ESA), is not an employee for the purposes of that act because the conditions set out in subsection 1 (2) of that act have been met.
- Other persons who work or provide services to an employer for no money, who may be prescribed by regulation. (At this time, no such persons have been prescribed as a “worker” under the OHSA.)
- The definition of “worker” does not include a volunteer who works for no monetary payment of any kind.

“Workplace” means land, premises, location or thing at, upon, in or near which a worker works.

ROLES AND RESPONSIBILITIES

Responsibility is defined as an individual’s obligation to carry out assigned duties.

- Responsibility and authority can be delegated to subordinates, giving them the right to act for their supervisors.
- The supervisor remains accountable for seeing that they are carried out.

Councillors

Councillor responsibilities, as found in section 32 of the Act:

- That the corporation complies with this Act and the regulations;
- That the corporation complies with orders and requirements of inspectors and directors; and
- That the corporation complies with orders of the Minister.

Management (Employer)

Management responsibilities, as found in sections 25 and 26 of the OHSA:

- Equipment, materials and protective devices as prescribed are provided.
- Equipment, materials and protective devices are maintained in good condition.
- Prescribed measures and procedures are carried out.
- Equipment, materials and protective devices are used as prescribed.
- All areas of the workplace capable of supporting all loads to which it may be subjected without causing the materials therein to be stressed beyond the allowable unit stresses established under *The Building Code Act*.
- Provide information, instruction and supervision to a worker to protect the health and safety of the worker.
- When appointing a supervisor, appoint a competent person.

- Acquaint a worker, or person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent.
- Afford assistance and co-operation to a committee and a health and safety representative in the carrying out by the committee and the health and safety representative of any of their functions.
- Only employ in or about the workplace a person over such age as may be employed.
- Not knowingly permit a person who is under such age as may be prescribed in or about a workplace.
- Take every precaution reasonable in the circumstances for worker protection.
- Post in the workplace, a copy of the *Occupational Health and Safety Act* and any explanatory material prepared by the Ministry, both in English and the majority language of the workplace, outlining the rights, responsibilities and duties of workers.
- Keep and maintain accurate records of the handling, storage, use and disposal of biological, chemical or physical agents as prescribed.
- Accurately keep and maintain and make available to the worker affected such records of the exposure of a worker to biological, chemical or physical agents as may be prescribed.
- Notify a director of the use or introduction into a workplace of such biological, chemical or physical agents as may be prescribed.
- Monitor at such time or times or at such an interval or intervals the levels of biological, chemical or physical agents in the workplace and keep and post accurate records thereof as prescribed.
- Comply with a standard limiting the exposure of a worker to biological, chemical or physical agents as prescribed.
- Where so prescribed, only permit a worker to work or be in a workplace that has undergone such medical examinations, tests or x-rays as prescribed and who is found to be physically fit to do the work in the workplace.
- Where so prescribed, provide a worker with written instructions as to the methods and procedures to be taken for protection of the worker.

Supervisors

Supervisor responsibilities, as found in section 27 of the OHS Act:

- Works in the manner and with the protective devices, measures and procedures required by this Act and the regulations; and
- Uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn.
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
- Take every precaution reasonable in the circumstances for the protection of a worker. R.S.O. 1990, c. O.1, s. 27.

Workers

Worker responsibilities, as found in section 28 of the OHS Act:

- Work in compliance with the provision of the Act and regulations.
- Use and wear the equipment, protective devices, or clothing that the worker's employer requires to be used or worn.
- Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself/herself or another worker.
- Report to his or her employer or supervisor, any contravention of the Act.

A worker shall not:

- Remove or make ineffective any protective device.
- Use or operate any equipment, machine, device, or thing or work in a manner that may endanger himself/herself or any other worker.
- Engage in any pranks.

Contractors and Sub-Contractors

- This classification is external to the Township of Ryerson and includes all those individuals or organizations working on a contract for the Township.
- The health and safety responsibilities attached to this classification include the following:
 - Demonstrate the establishment and maintenance of a health and safety program, with objectives and standards and provide qualified workers to meet all applicable legislation.
 - Are held accountable for their health and safety performance.
 - Provide a WSIB clearance certificate or equivalent insurance.
 - Ensure the workers in their employ are aware of the hazardous substances that may be in use at the workplace and wear the appropriate personal protective equipment required for the area.

Health & Safety Representative

- Establish and coordinate the implementation of policies and procedures to ensure compliance with provincial legislation.
- Coordinate health and safety risk assessments.
- Act as a resource to management and workers.
- Act as an advisor to the health & safety committee and coordinate activities.
- Act as management representative for the Township of Ryerson when meeting with MOL.
- Coordinate and/or deliver safety training and education for workers.
- Assist managers in conducting accident/incident investigations.

Visitors and General Public and Volunteers

- This classification is external to the Township of Ryerson and includes all those individuals or organizations not identified in the above classifications.

- Where appropriate, signs will be posted at entrances to inform visitors and the general public about restricted access or the requirement to report to a receptionist before proceeding further.
- Visitors and general public will not be allowed to wander unescorted, through areas that are normally restricted to employees.
- In the event that a visitor is required to enter a work area that is normally restricted to employees:
 - The supervisor will be responsible for ensuring that the visitor is aware of the relevant workplace safety rules and is under the supervision of a regular employee.
 - Any and all required personal protective equipment will be used by the visitor.

COMMUNICATION

All employees will be made aware of the health and safety program through:

- Orientation Training
- Staff Meetings
- Health & Safety Representative and
- Copies posted on the health and safety bulletin board.

TRAINING

All workplace parties will receive health and safety roles and responsibilities training at orientation.

Training records and signatures will be maintained by human resources.

EVALUATION

A review of the policy will be done during the annual health and safety program audit to ensure compliance and requirements are met.

REFERENCE MATERIALS

- OHSA, Sections 25, 26, 27, 28 and 32.

SECTION 5 POSTED DOCUMENTS**PURPOSE**

To ensure legal requirements are met regarding required posted documents and to reduce injuries and occupational disease at the Township of Ryerson by providing access to health, safety, and wellness information for all staff.

SCOPE

The posted documents are required in all Township facilities that are considered to be a workplace.

ROLES & RESPONSIBILITIES

It is the responsibility of the Health and Safety Representative to ensure the following health and safety material is posted, kept current and available in the Township facilities.

STANDARD

The following documents must be posted in a conspicuous high traffic location.

- Health and Safety Policy Statement
- Occupational Health and Safety Act
- Violence and Harassment Policy Statement
- All applicable regulations that apply to the work performed within the department
- Applicable Designated Substance Regulations
- WSIB Form 82 (In Case of Injury at Work poster)
- First Aid Regulations (WSIB Reg., 1101)
- Emergency telephone numbers
- Ministry of Labour Orders
- Health and Safety assessments (noise levels, interior air quality)
- Workplace incident/accident report summaries
- Safe at Work (Prevention Starts Here poster)

SECTION 6**ORIENTATION****PURPOSE:**

This orientation activity is designed to ensure employees are informed of the required levels of safe and productive performance within the department to which they are hired. The process of introducing new, inexperienced, and transferred workers to the organization, their supervisors, co-workers, work areas and duties is crucial for a worker to develop the knowledge, skills, and abilities necessary to work in a safe and healthy manner. Orientation will cover the following topics in the time frames defined:

- **Corporate Orientation** – Human Resources and Payroll
- **General Orientation** – Health and Safety Program & Corporate Policies
- **Job Specific Orientation** – Introduction to department and SOP's
Licencing and/or certification for specific machines/equipment should be scheduled for completion within the first six months of employment.

SCOPE:

This policy applies to all employees of the Township newly hired employees, employees returning from extended absences, employees hired on a contract basis, student employees, temporary employees, employees who have been promoted from a worker to a supervisory position and employees transferred from one job to another regardless of their duration or nature, are provided with the necessary information regarding health and safety in the workplace.

RESPONSIBILITY**Employer**

- Ensure the development, implementation, and maintenance of the orientation activity,
- Annually review the adequacy of the orientation activity.

Human Resources

- Develop and implement the orientation program in consultation with department supervisors and the Health and Safety Representative;
- Ensure that orientation procedures are up to date for all jobs within the organization;
- Provide orientation package to ensure all employees receive consistent orientation, and;
- Conduct corporate orientation.

Supervisors

- Each supervisor will maintain an index and a copy of all relevant operating controls to support the orientation activity,
- Will ensure that the employees affected by the orientation activity are trained as required,
- Maintain a record that orientations have been done,
- Will forward completed forms and certificates to the Human Resources Department for filing.

Workers

- Will perform work as outlined in all operating controls and orientation process,
- Report immediately any new hazard to their immediate supervisor so that the hazard can be corrected and any operating controls can be reviewed/revise,

- Participate in the orientation activity as required by the scope of the orientation standard.

PROCEDURE

- New employees will receive orientation as in the schedule set out.
- The orientation of new employees will be determined through interviews and the use of appropriate checklists.
- Employees returning to work after an absence of 6 months or greater will review training as appropriate.

Corporate Orientation Activities

- Offer of Employment – Position Description
- Organizational structure and departmental relationships
- Corporate Policies
- Compensation and benefits
- Employee performance system
- Payroll forms
- Attendance, vacation and sick time

General Orientation Activities

- Introduction to Ryerson Township Health and Safety Program
- Safe at Work Awareness Program to be completed
- Hazardous Substance Information system
- Workplace Violence and Harassment Policies
- Monitoring and reporting of hazards, incidents and injuries

Job Specific Orientation Activities

- Departmental introductions and workplace tour
- Information bulletin boards & departmental communication methods
- Specific Operating procedures
- Specific duties, responsibilities, and expectations
- Training program & plan

TRAINING

Departmental Supervisors will receive training on the use of the orientation procedure and checklists. Orientation checklists will be maintained in the personnel files.

Job specific licensing and certification will be arranged within the first 6 months of employment and original records will be filed within the employee personnel file.

EVALUATION

The Health and Safety Representative will annually review the completed orientation checklists and employee orientation requirements to measure and evaluate compliance to the orientation standard.

FORMS

- Corporate Orientation – Overview & Payroll
- General Orientation – Introduction to Health and Safety Program
- Job Specific Orientation – Training log

SECTION 7 ACCIDENT AND INCIDENT INVESTIGATION

PURPOSE

The purpose of this policy to provide a system to record and communicate a description of an accident or incident after a workplace injury, illness, near miss or property damage occurs. Information gathered will help determine the contributing factors and root causes. Evaluating the causes and implementing corrective actions will eliminate the hazard. It is not to find fault or lay blame but to improve the Township's health and safety program and to facilitate timely and accurate reporting to the appropriate departments and agencies.

SCOPE

Management, Administration, workers and contractors of the Township of Ryerson are required to report all accidents and incidents, no matter how slight.

DEFINITIONS

- **Near Miss** - An incident occurring where there is a potential for loss, but there is no property damage, no loss to materials or process and there is no injury or pain reported.
- **Property Damage** – An accident resulting in loss sustained to material, equipment or property, including harm to the natural environment, such as a spill.
- **Personal Injury** – Four categories defined as personal injury;
- **First Aid** – An injury to a person resulting in no off-site medical aid. Some injuries may be classified as first aid even though there was no first aid whatsoever i.e. a bruised or pinched hand where first aid would not be helpful; a report of pain without the provision of medical attention.
- **Medical Aid** – An injury to a person resulting in medical attention provided by any professional medical practitioner, and usually off site. The attention may be for observation only (with no actual first aid provided), but as soon as a visit to the medical practitioner is made, a WSIB Form 7 must be filed.
- **Critical Injury** – An injury of a serious nature that places life in jeopardy, produces unconsciousness or a substantial loss of blood. Injuries involving the fracture of a leg or arm, the amputation of a leg, arm, hand, or foot, consists of burns to major portions of the body or the loss of sight in an eye, are also classified as critical injuries.
- **Fatality** – Loss of life. In the event of a fatal injury, do not fill out any forms until given direction by the most senior Management Representatives on site.
- **Lost Time** – An injury to a person resulting in the need for medical attention provided by a professional medical practitioner and the practitioner authorizing the injured worker to miss time from work beyond the day of the injury.

ROLES & RESPONSIBILITIES

The Employer is responsible for:

- Ensuring that follow-up to accident/incident investigations are appropriately addressed to prevent recurrence;
- Ensuring that the Accident Investigation Policy is implemented and maintained;
- Ensuring that all accidents are reported to the appropriate government authority in a timely manner.
- Ensuring that the Departmental Managers are trained in the details of this procedure;
- Ensuring that all employees are aware of their responsibility to report all accidents and incidents.
- Reviewing recommendations for corrective actions and implementing action plans.

Departmental Managers are responsible for:

- Ensuring that all accidents and incidents are investigated and root causes determined to prevent recurrence;
- Ensuring that appropriate personnel are contacted to conduct accident and incident investigations.
- Following all details of this working instruction;
- Reporting all accidents and incidents no matter how slight.

Workers are responsible for:

- Reporting work related accidents, no matter how slight, to their supervisor;
- Assisting in the investigation and corrective action; and
- Working in accordance to the Occupational Health and Safety Act and applicable regulations.

REPORTING PROCEDURES

In the event of a **FIRST AID INJURY**:

- The supervisor will record the details on the shift log;
- Review the “First Aid Requirements” for further details.

In the event of a **MEDICAL AID INJURY**:

- The Supervisor will arrange transportation of the injured worker to a medical facility of the worker’s choice and will record the details on the shift log.
- When arranging transportation assess injured worker before determining the mode of transportation, i.e. is there a chance that the injured worker may become unconscious? Should an ambulance be contacted?
- The Supervisor will ensure that the attending medical practitioner receives the WSIB “Functional Abilities Form” with the first section filled in.
- Assess the scene, taking notes, photos or sketches if appropriate.
- Interview witnesses, to ensure that information is fresh in the minds of the persons being interviewed.
- Separate potential witnesses pending the interview, to prevent discussion.

- Reassure interviewees that you wish to determine facts, not lay blame. Find out what happened, not who was at fault. Do not settle for easy answers; look for root causes, not just immediate causes. Keep asking why this happened instead of what happened.
- The Supervisor will ensure that all forms and investigations are complete and the paperwork delivered to the CAO or Designate within 24 hours for processing.
- Required documentation will be sent to the WSIB.

In the event of a **CRITICAL INJURY**:

- Once the injured work receives the necessary first aid/medical aid the Supervisor will immediately contact the CAO or Designate and follow all details of sections 4.2.
- The Supervisor will also contact the Ministry of Labour (MOL) representative as directed by the CAO or Designate.
- The scene of the accident will be secured other than to provide immediate medical attention for the injured worker and to prevent further damage.
- Caution tape and signs are recommended to ensure no one will disturb the scene before the Ministry of Labour has investigated.
- The CAO or Designate or their designate will contact the injured worker's family if necessary.
- The CAO or Designate will furnish details of the injury to the MOL as required by the Regulation 851, Section 5 (1) (R.R.O. 1990, as amended) of the Regulations for Industrial Establishments.

In the event of a **FATAL INJURY**:

- The Supervisor will contact the CAO or Designate who will contact the Owner, the Ontario Provincial Police and the Ministry of Labour.
- The Supervisor will ensure that the worksite is not disturbed, except to relieve human suffering, until it has been released by a MOL Official.
- The CAO or Designate and the Supervisor will conduct interviews with any and all personnel who have knowledge of the fatality and document all pertinent details.
- The Mayor of the Township of Ryerson will contact the worker's family.
- Be alert for signs that witnesses may need help for traumatic stress reactions. Advise management if concerns are identified.
- No forms will be filled out until an action plan has been reached by the Owner.

COMMUNICATION

Supervisors, Administrators and Managers will continuously communicate to workers the importance of reporting accidents and incidents. All Workplace Safety and Insurance Board notices will be posted on the safety board. An Accident Reporting Chart will also be posted.

TRAINING/IMPLEMENTATION

An annual review of the Accident Investigation Procedure and Package will be required for the CAO or Designate and Supervisor. "Effective Accident Investigations" training will be scheduled every three years.

Workers will review the requirements of Accident Investigation and reporting during the Annual Health and Safety Program Refresher.

EVALUATION

The CAO or Designate along with the Health and Safety Representative, will review the Accident Investigation Procedure and Package. Recommendations for revisions will be presented to the Township of Ryerson's Council.

FORMS/RECORDS

- Accident/Incident Investigation Report Form
- Accident Investigation Checklist
- Accident Reporting Chart
- Functional Abilities Form

REFERENCES MATERIALS

- Occupational Health and Safety Act
- Ontario Natural Resources Safety Association
- Workplace Safety and Insurance Board

ACCIDENT/INCIDENT INVESTIGATION REPORT

1. DEPARTMENT		2. ACCIDENT LOCATION	
3. NEAR MISS <input type="checkbox"/> Move to "describe the event"	PERSONAL INJURY <input type="checkbox"/> Move to "personal injury" information	PROPERTY DAMAGE <input type="checkbox"/> Move "property damage" information	FATAL <input type="checkbox"/> Move to "personal injury" information
4. DATE OF OCCURRENCE		5. TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	
6. DATE REPORTED		7. TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	
8. PERSONAL INJURY		18. PROPERTY DAMAGE	
9. INJURED WORKER'S NAME		19. PROPERTY DAMAGED	
10. CLOCK #			
11. CONTACT NUMBER			
12. OCCUPATION			
13. EXPERIENCE _____ years		20. COST OF DAMAGE <input type="checkbox"/> estimate <input type="checkbox"/> actual	
14. PART OF BODY <input type="checkbox"/> left <input type="checkbox"/> right		21. NATURE OF DAMAGE	
15. NATURE OF INJURY		22. PERSON WITH MOST CONTROL OF	
16. Nature of injury <input type="checkbox"/> struck by <input type="checkbox"/> struck against <input type="checkbox"/> caught in <input type="checkbox"/> caught on <input type="checkbox"/> slip <input type="checkbox"/> caught between <input type="checkbox"/> fall on same level <input type="checkbox"/> fall to a lower level <input type="checkbox"/> overexertion <input type="checkbox"/> twisted <input type="checkbox"/> pinched <input type="checkbox"/> cut		23. DATE DAMAGE REPORTED If different than date of incident causing damage	
17. INJURY REPORTED TO		24. Object/equipment/substance inflicting damage Size Weight Damage description	
26. EVALUATION OF LOSS POTENTIAL		25. INCIDENT REPORTED TO	
LOSS SEVERITY POTENTIAL <input type="checkbox"/> MAJOR <input type="checkbox"/> SERIOUS <input type="checkbox"/> MINOR		PROBABILITY OF RECURRENCE <input type="checkbox"/> FREQUENT <input type="checkbox"/> OCCASIONAL <input type="checkbox"/> RARE	
27. DESCRIBE HOW THE EVENT OCCURRED			

28. LIST THE EVENTS OR CONDITIONS CONTRIBUTING TO THIS ACCIDENT			

29. WHAT ARE THE UNDERLYING REASONS FOR THESE EVENTS OR CONDITIONS			

TOWNSHIP OF RYERSON- OCCUPATIONAL HEALTH AND SAFETY PROGRAM

30. SKETCH OF ACCIDENT SCENE (if necessary)

31. REMEDIAL ACTIONS, WHAT HAS BEEN/WILL BE TAKEN TO PREVENT RECURRENCE

32. INVESTIGATORS COMMENTS

33. GENERAL COMMENTS

34. LIST AND INTERVIEW WITNESSES

SIGNATURE OF INVESTIGATOR

DATE

SIGNATURE OF WORKER

DATE

JHSC FOLLOW UP

APPROPRIATE ACTION COMPLETED TO SATISFACTION YES NO SIGNATURE

NOTE: IF THE RECOMMENDATIONS ARE NOT COMPLETED TO SATISFACTION AND THERE IS NO IMMEDIATE DANGER TO WORKERS, THE ISSUES WILL BE DISCUSSED AT THE NEXT JHSC MEETING

ACCIDENT INVESTIGATION CHECKLIST GUIDELINE

OBJECTIVE: Use the following as a guideline when performing an accident investigation to ensure it results in a clear understanding of what happened.

HAVE YOU CLEARLY IDENTIFIED:

Who?

- Who was involved in the accident?
- Who else witnessed the accident?
- Who wasn't there, that might have further information?
- Who saw what happened?
- Who heard what happened?
- Who reported the accident?

What?

- What job was the person doing at the time of the accident?
- What specifically was the person doing at the time of the accident?
- What equipment was involved and was there anything not working as designed?
- What was it being used for at the time?
- What materials were involved and were they being used as designed?
- What known hazards do these materials have (i.e. toxicity, radiation etc?)
- What procedures were in place and were they being followed?
- What was the condition of the worksite at the time (i.e. housekeeping, lighting, layout, noise)
- What were the environmental conditions (hot/cold/wet/bright/windy) etc.

Where?

- Where was the injured at the time of the accident? (be specific)
- Where did the accident happen?
- Where were other people at the time of the accident?

When?

- When did the accident occur (day, time, and year)?
- When was the accident reported (day, time, and year)?
- When did the person receive training or refresher training for the job?

How?

- How did the accident happen?
- How accurate/reliable are the witness accounts of what happened?
- How can you find out more information?
- How can you use the answers to these questions to produce a detailed description?
- How were the materials being used/handled if hazards existed?
- How well was the equipment guarded?
- How was the equipment being used if it was not used as it should be?

ACCIDENT REPORTING QUICK REFERENCE CHART

ACCIDENT CATEGORY	CONTACT PERSONNEL	WHEN TO CONTACT	FORMS TO PREPARE
NEAR MISS No injury, no property damage but high potential for loss.	Department Representative to assist in investigation	As soon as possible	Accident Investigation Report
PROPERTY DAMAGE Loss to property, material or environment.	Department Representative to assist in investigation Others according to the extent of loss	As soon as possible	Accident Investigation Report
FIRST AID INJURY An injury not requiring professional medical attention.	N/A	N/A	Record details in first aid log book
MEDICAL AID INJURY An injury resulting in professional medical attention but does not require time away from work beyond the date of injury.	Department Representative to assist in investigation	As soon as possible	Modified Work Form Accident Investigation Report
	CAO or Designate	Within 24 hours	Accident Investigation Report Modified Work
LOST TIME INJURY An injury requiring professional medical attention and time away from work beyond the day of injury.	Department Representative to assist in investigation	As soon as possible	Modified Work and Accident Investigation Report
	CAO or Designate	Within 24 hours	Accident Investigation Report Modified Work
CRITICAL INJURY An injury that results in unconsciousness, loss of sight in an eye, fracture or amputation of a leg or arm, amputation of a hand or foot, substantial loss of blood, burns to a major portion of the body or an injury that places life in jeopardy.	Department Representative must be available for investigation	Immediately	Accident Investigation Report
	CAO or Designate	Immediately	Accident Investigation Report Modified Work
	Mayor via Accident Investigation Report	Immediately	Accident Investigation Report Modified Work
	Ministry of Labour If directed to do so.	Immediately by phone & written report by H.R. within 48 hours.	Critical Injury Forms with assistance from the Human Resources
FATALITY A work-related death occurring on the work-site	Department Representative CAO or Designate, Mayor, Ministry of Labour, Ontario Provincial Police, Owners	Immediately	ACTION PLAN TO BE DEVELOPED BY MAYOR & CAO or Designate

SECTION 9 RETURN TO WORK POLICY STATEMENT

“The Township of Ryerson will make every reasonable effort to provide suitable return to work opportunities for every employee who is unable to perform his or her regular duties following an injury or illness.”

PURPOSE

The purpose of this policy is to ensure that as a municipality we are committed and able to supply modified/accommodated duties to all employees, where possible, without undue hardship.

The goal of the Return to Work Program is to return workers to their pre-injury/illness position in a timely manner. This may be accomplished through temporary modification to the tasks, work environment or working hours. Where modifications to the pre-injury/illness position are not possible or appropriate, alternate duties may be sought and used to facilitate the worker’s early and safe return to work.

SCOPE

This procedure applies to all employees with an injury, illness or disability regardless of its cause, type or nature which results in an absence from work.

DEFINITIONS

Early & Safe Return to Work is any job, task, function or combination thereof that a worker, who suffers from a diminished capacity, may perform safely without risk of re-injury;

- The work should be productive and the result of work must have value; and
- The work must be seen as temporary and is intended to assist the employee in returning to his / her regular duties. Each department will try to accommodate any employee to perform their regular duties in their respective department.

Functional Abilities Form (FAF) for Early Return to Work is a form that the health care practitioner completes stating the worker’s current limitations and capabilities.

Temporary modified work is where the worker’s regular job is modified for a designated time period to assist in rehabilitation following an injury or illness. The worker is able to perform the essential duties of the job, but some of the other duties are modified to suit the worker’s limitations/capabilities.

Temporary alternative work is other suitable work that is provided to a worker for a designated time period to assist in rehabilitation following an injury or illness.

Permanent impairment is a disability that a health care practitioner advises is not likely to improve significantly over time.

Suitable alternative work is work that the worker can do which is consistent with his/her limitations and capabilities and which can be performed without aggravating the injury/illness.

RESPONSIBILITY**Employer shall:**

- Develop knowledge and understanding of the program and disability management.
- Ensure that all workers understand the early intervention and modified work program with the expectation that the worker participating in the program will fully participate and cooperate with the objective to return to regular duties.
- Participate in the promotion and provision of modified work; provide continued support and encouragement to worker participating in the program.
- Participate in program meetings as required.

Supervisor shall:

- Advise the employee (injured worker) of the availability of transitional work and provide the required forms.
- Assist in the creation of, and support the employee's Return to Work plan.
- Maintain communication with the employee on modified duties and monitor their progress and the effectiveness of the plan.
- Communicate and assist in the evaluation of the plan's effectiveness through regular meetings scheduled with the employee and document the communication.

Worker shall:

- Report the injury to supervisor or employer.
- Get proper medical treatment immediately following a work-related injury or illness and follow the recommendations of the health professional.
- Participate and cooperate in the program by maintaining regular personal contact with the supervisor regarding the ability to work, physical capabilities and treatment plans.
- Take an active role in developing their return to work plan.
- Follow the treatment plan outlined by the health care practitioner.
- Communicate any concerns to the supervisor so that potential problems or concerns are openly addressed in a timely manner.
- Obtain the necessary forms from the treating health care professional, as may be required, by the employer.
- Ensure that appointments with health care professional are continued while on modified duty.
- These appointments are to be arranged whenever possible during non-work hours.
- Co-operate with all requests for documentation as required by the WSIB and the employer.

RETURN TO WORK PROCESS**Duties:**

The Supervisor and Health and Safety Representative will:

- Meet with the worker as soon as possible to set program goals and objectives based upon the Functional Abilities Form (FAF) document.
- Determine what, if any, outside professionals are needed.
- Organize the placement of injured workers in modified jobs.
- Document the agreement for the return to work in a letter to the worker.

The duties of the injured or ill employee are to:

- Obtain clearance from the treating physician for the early & safe return to work and return the complete Functional Abilities Form to the employer as soon as possible.
- Maintain regular contact with your Supervisor according to the agreement schedule as indicated in the letter to the worker.
- Notify the relevant WSIB personnel about the availability of Early and Safe Return to Work program.
- Take an active role in developing his/her Early & Safe Return to Work program.

Following an Injury:

- The injured employee will be provided a Functional Abilities Form (FAF) and will give the form to the attending medical professional.
- The FAF will indicate that the Township has an Early & Safe Return Work program and will request the medical professional to identify the c
- Capabilities and restrictions of the employee.
- The employee will have a FAF completed with each subsequent visit to the medical professional, until such time as he / she returns to full duties.

Regular contact between the employee and the Supervisor is to be maintained throughout the employee's recovery period, with scheduled meetings to review progress and to determine any revisions to the return to work agreement.

Early & Safe Return to Work Implementation:

After the medical professional has listed the abilities and restrictions on the FAF, the Supervisor and the employee will meet to discuss what work options are available by looking at temporary modified work, temporary alternative work or suitable alternative work.

Program Monitoring:

The injured employee will be monitored closely while on an Early & Safe Return to Work program and will be expected to report any difficulties he / she has been reporting and will be evaluated by the Supervisor.

When monitoring an injured worker's participation, the following factors should be considered:

- Attendance
- Productivity
- Accuracy
- Ability to increase speed
- Ability to improve efficiency

COMMUNICATION

- Managers will continuously communicate to workers the importance of reporting accidents and incidents.
- Part IV and V of the Workplace Safety and Insurance Act will be posted on the Safety Board as information.

TRAINING

At least every two years, the Health and Safety Program Refresher will include information on the Early and Safe Return to Work Program to make workers aware of their rights and responsibilities.

Senior Management in conjunction with the Health and Safety Representative will annually review the Early and Safe Return to Work Program. Improvements and modified work options will be continuously monitored.

EVALUATION

The Early & Safe Return to Work program will be analyzed for effectiveness on an annual basis by the Health & Safety Coordinator and revised accordingly.

REFERENCE MATERIALS

- Workplace Safety and Insurance Act (WSIA)
- Occupational Health and Safety Act (OHSA)

TOWNSHIP OF RYERSON- OCCUPATIONAL HEALTH AND SAFETY PROGRAM

Actions taken	
Please indicate concerns, issues and actions taken (e.g., initiated emergency response procedure, contacted Coordinator, police or security, emergency service personnel, Health & Safety Rep., Human Resources Department, etc.)	
Witness(es)	
Name	Contact information
1.	
2.	
3.	
4.	
Other Information:	
Are you aware of any similar incidents in the past?	Yes No
If yes, provide details:	
Are you aware of any controls, measures or procedures to prevent a similar incident?	Yes No
Please provide any other information you think may be relevant, including any recommendations that you think would be helpful:	
Reporting	
Reported to Supervisor/Councillor?	Yes No
If yes, name of Supervisor/Councillor;	
Reported to police?	Yes No
If yes, police report number	
Reported to Other? (Specify)	Yes No
Signature of worker	

TOWNSHIP OF RYERSON REPORTING FORM-SUPERVISOR

Part 2 - Supervisor Report (to be completed by Supervisor)	
Name:	Department:
Date reported:	Date of investigation:
Police contacted? Details: Yes No	
If yes, by whom?	
Health & Safety Representative contacted? Yes No	
If yes, by whom?	
Human Resources Department contacted? Yes No	
If yes, by whom?	
Persons participating in investigation:	
Description of findings (Identify immediate cause, underlying cause)	
Witnesses and statements	
Corrective action taken or recommendations for corrective action:	
Post-crisis Intervention Yes No	
Referral to employee assistance program or other community resource? Yes No	
Advised to consult a physician for treatment or referral? Yes No	
Follow-up	
Signature of Supervisor	

TOWNSHIP OF RYERSON - INVESTIGATION RESULTS AND CORRECTIVE ACTIONS

Substantiated Evidence Following Investigation

- (a) Ryerson Township will take appropriate corrective measures, regardless of the respondent's seniority or position.
- (b) Council will determine what action should be taken as a result of the investigation.
- (c) Corrective measure may include but aren't limited to:
 - A demotion or denial of promotion
 - Reassignment
 - Discipline, such as a verbal warning, written warning, suspension or termination
Referral for mandatory counselling (i.e. anger management or sensitivity training)
 - Other disciplinary action deemed appropriate under the circumstance

RISK ASSESSMENT

A risk assessment summary for each of the following township facilities. Supervisors and Workers have assessed the work location with regard for the potential of workers to encounter violence or threats of violence. Based on the risks identified preventative measures to mitigate risk have been established.

ADMINISTRATION & OPERATIONS**Municipal Office**

Staffing	1 Supervisor – CAO 2 Full time Workers – Clerk and Administrative Assistant 1 Part time Administrative Assistant
Risk Factors	<ul style="list-style-type: none"> → Cash is handled daily with peak receipt periods at tax time → Workers arrive and leave alone on occasion → Schedules are generally known to the public → Office is central complaint area for all departments → Negative perception of government workers → Public access to work area is not completely restricted → Frequent direct contact with general public
Controls	<ul style="list-style-type: none"> → Landline telephones at each workstation and throughout the building → Many large windows throughout the building → Good perimeter lighting (exterior) → Public access to the building limited to one entrance/exit → Physical barrier between workers and public in-service area → Indoor lighting and open blinds for overnight visibility from outside to facilitate police patrol → Arrive and leave with a buddy whenever possible → Communicating late working hours with other staff and individuals at home → Parking lot visible from road and from inside the municipal building → Introduced electronic payment system to reduce the amount of cash available → Minimizing cash in register through regular deposits → Arranging furniture in a manner to prevent workers from being confined

Council Chambers/Meeting Room

Staffing	1 Supervisor – CAO 2 Staff- Clerk and/or Administrative Assistant 5 members of Council – Ryerson Council Various Delegates – Residents, contractors, representatives
Risk Factors	→ Leaving meeting after dark
Risk Factors	→ Meeting schedules are generally known to the public
Risk Factors	→ Building is accessible by members of the public throughout the meeting
Controls	→ Landline telephone in council chambers → Good perimeter lighting (exterior) → Open well-lit parking lot → Access to other parts of the office is restricted in off hours → Building locked prior to and immediately after the meeting → Arrive and leave with a buddy whenever possible → Internal lights on, blinds open during meeting and overnight → Communication of late working hours with other staff and individuals at home

Parks throughout Municipality

Staffing	Contractual Service Worker for seasonal maintenance Public Works may be assigned general maintenance
Risk Factors	→ Work is at remote locations throughout the municipality → Work is done independently → Seasonally contracted workers may or may not have cellular phones → Lack of availability of Health and Safety Resources → Contact with public and maintaining municipal bylaws/policies
Controls	→ Public Works Staff communicate through radio contact or cellular phone → Seasonally contracted workers asked to provide contact information → Seasonally contracted workers are advised to contact municipal office when property damage is observed → Minimize confrontation with public, report all incidents to the municipal administration for corrective action → Work is performed during daylight hours where possible

Entry onto Private Property throughout the Municipality

Staffing	Fire Chief, Fire Prevention Officer, Firefighters Roads Supervisor, Public Works Staff By-law Enforcement Officer
Risk Factors	<ul style="list-style-type: none"> → Individuals work alone → Dealing with unknown personalities → May involve interaction with persons who have history of infractions leading up to strict enforcement situations → Enforcement situations have potential to become volatile → Working in remote locations → Animal control encounters additional risk of injury
Controls	<ul style="list-style-type: none"> → Communicating with other municipal staff when visiting private property → Availability of police escort if required → Availability of other authorized staff to escort if required → Only individuals with appropriate authority enter premises → Visits are scheduled during daylight hours only → Cell phones and 2-way radios are provided for communication → Specific safety plan for working alone

Travel for Training

Staffing	Ryerson Township Staff Ryerson Township Volunteers Ryerson Township Council
Risk Factors	<ul style="list-style-type: none"> → Travel to unfamiliar destinations → Travel may be after work hours or on weekends → Reliability of personal vehicle → effective means of communication for workers to contact persons capable of responding
Controls	<ul style="list-style-type: none"> → Municipal cell phone provided when a personal cell phone is not available → Destination, venue and travel itinerary provided to administration → Only reputable training sponsors are used

Public Works Yard, Office and Garage – Safety Plan – Roads Department

Staffing	1 Supervisor – Roads Supervisor 4 Full Time workers – Equipment Operators
Risk Factors	<ul style="list-style-type: none"> → Work is largely independent → Tools of significant value are used and stored on premises → Nature of work is significant source of complaints → Direct contact with public and unknown persons → Remote work location

Controls	<ul style="list-style-type: none"> → Landline Telephone in main office → 2-way Radios in all equipment → Entrance to office is visible from road → Frequent communication with supervisor throughout work day → Pairing of workers where possible
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Public Works Equipment & Vehicles for Road Maintenance

Staffing	1 supervisor – Roads Supervisor 4 Full Time workers – Equipment Operators
Risk Factors	<ul style="list-style-type: none"> → Work is largely independent → Workers may be called in at irregular hours → Supervisor may patrol alone during inclement weather → Tools of significant value are used and stored on premises → Direct contact with public and unknown persons → Remote work location
Controls	<ul style="list-style-type: none"> → 2-way Radios in all equipment → Frequent communication with supervisor throughout work day → Pairing of workers where possible → Equipment maintained in good repair → Direct public communication through municipal office.

SECTION 12 WORKPLACE INSPECTIONS

PURPOSE

The purpose of the workplace inspection is to identify hazards that could endanger the health or safety of anyone in the workplace and identify actions to be taken to control or remove the hazard in order to prevent work-related accidents, disease, or injury. This procedure provides a format for ensuring that workplace inspections are conducted consistently.

SCOPE

The Workplace Inspection Policy applies to all Municipal employees and managers, supervisors, and directors, as well as the Health and Safety Representative.

DEFINITIONS

Hazard – Any real or potential condition, practice, behaviour, act, or thing that can be a source of potential harm to a worker or damage to or loss of equipment, property, or the environment.

Risk – The chance of injury or loss as measured by a combination of the likelihood of the occurrence and the severity of an adverse effect to health, property, the environment, or other things of value as a result of the occurrence.

Workplace – Any land, premises, location, or thing at, upon, in or near which a worker works.

Workplace Inspection – A systematic appraisal of the workplace and all applicable work practices.

STANDARDS

A health and safety representative shall inspect the physical condition of the workplace at least once a month. Where it is not practical to inspect the entire workplace monthly, the physical condition of the workplace can be inspected on a yearly basis, with at least part of the workplace being inspected monthly. Occupational Health and Safety Act R.S.O. 1990, c. O.1, s. 8 (6, 7).

ROLES & RESPONSIBILITY

The Township of Ryerson understands that a workplace with less than 20 workers is not required to have a Joint Health and Safety Committee; however, a proactive approach to hazard recognition and the continuous improvement of safe work practices will reduce the risk of injury or illness. For this reason, the Township of Ryerson has established a Municipal Health and Safety Representative to promote occupational health and safety and to promote the prevention of workplace injuries and illnesses.

EMPLOYER

- Implement the workplace safety inspection process and ensure inspections are being completed as prescribed.
- Provide the designated representative with the required information and assistance they may require for the purpose of carrying out an inspection of the workplace.
- Ensure all inspection reports are reviewed by senior management and that hazards identified are corrected and controlled.
- Designate a Health and Safety Representative to organize and implement the health and safety activities.
- Annually review, the audit completed on the Workplace Inspection Program.
- Maintain records of inspections and actions taken to correct sub-standard conditions.

- Provide resources and training for supervisors and health and safety representatives to ensure inspections are performed consistently.
- Compile an annual report on inspections and findings.

SUPERVISORS

- Conduct planned and unplanned workplace inspections and ensure corrective action is taken to address any hazards identified.
- Cooperate with any persons performing a workplace inspection.
- Where possible, participate in the inspection with the Health and Safety Representative.
- Review and ensure all items identified on the Workplace Inspection Forms are addressed in a timely manner by initiating the appropriate corrective action.
- Discuss the results of the inspection and the corrective action taken with workers.
- Ensure that workers have completed pre-use inspections in accordance with designated departmental written procedures.
- The monthly workplace inspection will not relieve the departmental supervisor of duties required of the employer.
- Daily Fire Department inspections and road patrols will be completed by the departmental supervisors or their designate and findings will be recorded on the appropriate documentation.
- Participate in an annual audit of the program.

WORKERS

- Advise supervisor of situations that may be a source of danger or hazard to workers.
- Cooperate with the Health and Safety Representative and assist with inspection when necessary.
- Designate a member representing workers to inspect the physical condition of the workplace.

HEALTH AND SAFETY REPRESENTATIVE

- Prepare for inspection by reviewing previous reports;
- Be familiar with the work processes and work areas;
- Obtain an inspection package and proceed with inspection;
- Wear the required Personal Protective Equipment (PPE);
- To properly identify hazards, the person(s) conducting the inspection should have the appropriate training and the necessary information;
- A floor plan will be helpful for recording findings;
- Review results of previous inspections, accident data, and maintenance reports. All substandard or unsatisfactory conditions noted during the inspection will be written on the workplace inspection corrective measures form;
- Check to see if previous actions are complete;
- Take corrective action immediately when possible / necessary;

Recognition of good practices and adherence to procedures should also be noted;

- At the conclusion of the inspection, the supervisor and health and safety representative shall apply a hazard/risk ratings to each item. It is necessary to review all the information collected and rank each issue in terms of its importance. All identified hazards should be classified H, M, L as follows:

CLASS A HAZARD = High Risk (H) – A condition or practice likely to cause permanent disability, loss of life or body part, and / or extensive loss of structure, equipment or material, and requires immediate attention.

CLASS B HAZARD = Medium Risk (M) – A condition or practice likely to cause serious injury or illness, resulting in temporary disability or property damage that is disruptive but not extensive, and requires attention within 48 hours.

CLASS C HAZARD = Low Risk (L) – A condition or practice likely to cause minor, non-disabling injury or illness, or non-disruptive property damage that requires attention.

- The inspector will sign the Inspection Checklist and Corrective Measures form in the appropriate area and submit the forms to the supervisor.
- The supervisor will review the Workplace Inspection Form and Corrective Measures to initiate/plan appropriate corrective action where necessary.
- The original signed Workplace Inspection Form and Corrective Measures form will be kept on file with the department head and retained according to the Municipal Records Retention Schedule.

COMMUNICATION

This inspection procedure is located in the Health and Safety Manual and will be communicated to all employees at new worker orientation. Any changes to the inspection procedure will be communicated to employees at staff training sessions and/or staff meetings.

TRAINING

- Supervisors or Health and Safety Representatives can request to attend Workplace Inspection training and provide resources to the employees regarding “How to conduct an inspection”.
- Training records and acknowledgement forms will be completed at the end of training sessions and kept on file in the personnel file.

EVALUATION

The Health and Safety Representative will review the Workplace Inspection Procedure annually to ensure legislative compliance. Recommendations for revision will be reviewed with the CAO or designate. The results of inspections are indicators of the success or “room for improvement” of the policies and practices. The information obtained from regular inspections should also be reviewed to identify trends and to monitor the effectiveness of the overall safety program.

FORMS

- Workplace Inspection Checklist (Office, Roads)
- Workplace Inspection Corrective Measures

REFERENCE MATERIALS

- Occupational Health and Safety Act
- Municipal Health and Safety Manual

SECTION 13 TOWNSHIP OF RYERSON – WORKING ALONE POLICY

PURPOSE

To ensure appropriate supervisory diligence and to promote safe work procedures for the health and safety of persons working alone.

SCOPE

The Working Alone Policy applies to all employees, managers, and supervisors.

DEFINITIONS

Accident – an incident that results in a personal injury or property damage.

Critical injury – an injury of a serious nature that places life in jeopardy, produces unconsciousness, results in substantial loss of blood, involves fractures or amputations, burns to major portions of the body or loss of sight.

Hazard – any real or potential condition, practice, behaviour, act, or thing that can be a source of potential harm to a worker or damage to or loss of equipment, property, or the environment.

Incident – an unplanned event.

Risk – the chance of injury or loss as measured by a combination of the likelihood of the occurrence and the severity of an adverse effect to health, property, the environment, or other things of value as a result of the occurrence.

Safety plan – a documented plan of prescribed safe work procedures to prevent accidents and minimize misfortune.

Worker – includes employees, students, and persons in an unpaid status who are performing authorized work under the supervision of a Township employee.

Working alone – those work situations where an employee is not directly supervised and, in the event of critical injury, health impairment, victimization, or other foreseeable life-threatening emergency, assistance is not readily available. A worker who is working far enough from others that he/she or the equipment being operated cannot be heard or seen by others.

Workplace – Any land, premises, location, or thing at, upon, in or near which a worker works.

ROLES & RESPONSIBILITIES

DUTIES OF EMPLOYER, OHS SECTION 25

- Provide information, instruction and supervision to a worker to protect the health or safety of the worker;
- Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent; and,
- Take every precaution reasonable in the circumstances for the protection of a worker.

DUTIES OF SUPERVISORS, OHS SECTION 27

- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker; and
- Take every precaution reasonable in the circumstances for the protection of a worker.

DUTIES OF WORKER, OHS SECTION 28

- Work in compliance with the provisions of this Act and the regulations;
- Participate in the hazard evaluation and risk management decisions with the supervisor concerning working alone;
- Follow safe work practices as prescribed; and,
- Maintain regular communication with supervisors;

STANDARDS/GUIDELINES

Many jobs have working alone situations. Employees and their supervisors must work together to develop safe work procedures. It is essential that the working conditions or circumstances that present high foreseeable personal safety risks be assessed so the probability of misfortune can be minimized.

Supervisors and employees must evaluate together work alone assignments on a case-by-case basis and must consider the following risk factors for working alone:

- a) Tasks and associated hazards involved in the work to be performed;
- b) Consequences resulting from a "worst case" scenario;
- c) Likelihood for other persons to be in the area;
- d) Possibility that a critical injury or incident could prevent the employee from calling for help or leaving the workplace;
- e) Emergency response time;
- f) Worker's training and experience;
- g) Worker's physical handicaps or medical conditions;
- h) Effects of implementing appropriate safeguards;
- i) Frequency of job supervision;
- j) The time or shift when the job is to be done;
- k) Whether the worker is accustomed to working alone.

Supervisors shall provide written working alone safety plans for the safety and security of persons working alone. Safety plans shall include:

- a) Identification of the risks or hazards associated with the work to be performed or the environment where the work is to be done;
- b) Procedures to eliminate or minimize the identified risks;
- c) Methods of communication by which the workers can secure emergency assistance and how emergency assistance will be provided in the event of incidents or accidents;
- d) The length of time a worker may be out of contact with a supervisor (i.e. the frequency of regular communications);
- e) Confirmation where and when working alone is permitted.

SAFETY SUGGESTIONS

The following suggestions will promote personal safety for work alone situations:

- a) Schedule potentially hazardous work for times when supervisors and appropriate help will be available.
- b) Provide adequate staffing for hazardous tasks performed at off-hours or remote locations.
- c) Coordinate work so that working alone situations are minimized and controlled and have employees check in and out with one another.
- d) Minimize work involving hazardous tasks or environment, or off hours.
- e) Consider the advantages of alternate communication systems: cellular telephones, two-way radios, wire-based telephones, motion sensors, panic alarms, emergency locator transmitters.
- f) Promote dialogue about working-alone and personal safety issues.
- g) Ensure that at least one coworker or supervisor is informed when working alone.

COMMUNICATION

This policy is located in the Health and Safety Manual and will be communicated to all employees at new worker orientation, staff training sessions and/or meetings. As hazards are identified and as safety plans change, the departmental supervisor shall review with the affected employees.

TRAINING/IMPLEMENTATION

An annual review of the Working Alone Policy will be required to ensure compliance with the Occupational Health and Safety Act and applicable regulations.

EVALUATION

The Health and Safety Representative will review reported accidents/incidents to ensure the effectiveness of the Working Alone Policy. Recommendations for revisions will be presented to the CAO or Designate.

FORMS/RECORDS

- SAFETY PLAN – ROADS DEPARTMENT
- SAFETY PLAN – BY LAW DEPARTMENT
- SAFETY PLAN- FIRE DEPARTMENT (see internal plan at the Fire Hall)
- SAFETY PLAN – OFFICE & ADMINISTRATION DEPARTMENT

REFERENCES MATERIALS

- Occupational Health and Safety Act

SECTION 14 TOWNSHIP OF RYERSON – SAFETY PLAN – Office & Administration Department**Purpose**

To ensure the safety of any and all workers whose regular duties require that they work alone.

Precautions should be used when workers are alone and working away from the office. Unexpected events in unfamiliar environments can increase the risk of violence to the employee. Occupations in this category include:

- Office workers
- Office cleaners
- Enforcement officers

Workplace

The Township of Ryerson's office is located at: 28 Midlothian Road,
Burk's Falls, ON P0A 1C0
Tel: 705-382-3232
Fax: 705-382-3286

The Township of Ryerson is a Municipal Government.

Office Workers**Possible risks when working alone**

- Public, potential risk of violence.
- Cash handling duties and deposits, potential for violence and robbery.

Steps to attain a safe environment when working alone

- Endeavor never to leave an office worker alone.
- If an office worker is left alone in the office, ensure that there is a means of communication available to the worker connected to other employees or the OPP.
- Ensure that the interior door to be locked when working alone during regular business hours; lock the exterior door when working alone after hours.
- Ensure that office workers have the proper training to assess and diffuse a potentially dangerous situation.
- Ensure that office workers have the proper training and instructions to handle a robbery.
- Have a varying schedule when making bank deposits.

Office Cleaners**Possible risks when working alone**

- Potential for violence and robbery.

Steps to attain a safe environment when working alone

- Always ensure that all entry points to the office are locked.
- Ensure that office cleaners have the proper training and instructions to handle a robbery.

By-Law Enforcement Officers**Possible risks when working alone**

- Public, potential risk of violence.
- Animal encounters, potential risk of injury.

Steps to attain a safe environment when working alone

- Always ensure that an office worker or/and your supervisor knows where you are at all times.
- Prepare a daily plan with your schedule on it and check in with the office after every scheduled inspection is done.
- Wear comfortable, professional clothing and practical shoes which will enable you to leave quickly if necessary.
- If you feel uncomfortable or threatened in any way, leave the premises and call for help.
- Carry only what is necessary. Any excess baggage will impede a quick departure.
- Always take your cell phone with you and keep it in a place you can access quickly.
- Be alert and make mental notes of your surroundings when you arrive at a new location.
- Maintain a 'reactionary gap' between yourself and the client (e.g., out of reach of the average person's kicking distance).
- Ask another enforcement officer or employee to come with you if something makes you feel uneasy. Tell your supervisor about any feelings of discomfort or apprehension about an up-coming meeting.
- Keep records and indicate if the client is known to be aggressive, hostile or potentially violent. Do not leave out incidents that make you feel apprehensive.
- Ensure that enforcement officers have the proper training to assess and diffuse a potentially dangerous situation.
- Ensure that enforcement officers have the proper training and instructions to know how and when to avoid a confrontation.

Do Not:

- Enter any situation or location where you feel threatened or unsafe.

TOWNSHIP OF RYERSON - Safety Plan – Roads Department

Purpose

To ensure the safety of any and all workers whose regular duties might require that they work alone.

Precautions should be used when workers are alone and working away from the garage.

Unexpected events in unfamiliar environments can increase the risk of violence to the employee. Occupations in this category include:

- Equipment Operators

Workplace

The Township of Ryerson is a Municipal Government.

The Township of Ryerson's Garage is located at: 28 Midlothian Road
Burk's Falls ON POA 1C0
Tel: 705-783-0064

Workers

Possible risks when working alone

- Public, potential risk of violence.
- Animal encounters, potential risk of injury
- Mobile equipment operation, hazardous work environment
- Location, remote worksites
- Contact with hydro wires

Steps to attain a safe environment and avoid working alone

- Provide 2-way radio communication for worker and/or cellular phone if required.
- If you feel uncomfortable or threatened in any way, call a co-worker or supervisor for assistance, if situation is critical call 911
- Maintain a 'reactionary gap' between yourself and the threatening party (e.g., out of reach of the average person's kicking distance).
- Provide the proper training to assess and diffuse a potentially dangerous situation, human or animal

Steps to follow when unexpected events result in a worker being alone

- During an event where a worker finds themselves alone on site, mobile equipment operation will be minimized
- Make periodic radio or cellular contact with supervisor and/or other employee (once every hour)
- Use all PPE as required
- Obey all safety precautions as outlined in the applicable SOP and equipment's operator's manual
- Never take equipment off travelled portion of roadway without a second worker or supervisor present.
- If in doubt, cease all work and seek clarification or instructions before proceeding with task

SECTION 15 TOWNSHIP OF RYERSON – WORK REFUSAL

PURPOSE

This policy is intended to provide a consistent process for responding appropriately to work refusals.

Section 43 of the *Occupational Health and Safety Act* provides each worker the right to refuse work or to do particular work where he or she has reason to believe that:

- Any equipment, machine, device, or thing the worker is to use or operate is likely to endanger himself/herself or another worker.
- The physical condition of the workplace or part thereof in which he or she works or is to work is likely to endanger himself or herself.
- Workplace violence is likely to endanger himself or herself, or
- Any equipment, machine, device, or thing he or she is to use or operate or the physical condition of the workplace or the part thereof in which he or she works or is to work is in contravention of this act or the regulations, and such contravention is likely to endanger himself, herself, or another worker.

SCOPE

The Township of Ryerson recognizes and respects the right to refuse unsafe work and the scope of this policy applies to all Township employees.

ROLES & RESPONSIBILITIES

Section 28(c) and (d) of the *Occupational Health and Safety Act* requires that a worker shall:

- a report to his or her employer or supervisor the absence of, or defect in, any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and
- b report to his or her supervisor any contravention of the Act or the regulations of the existence of any hazard of which he or she knows.

Section 27(2)(c) states that a supervisor shall take every precaution reasonable in the circumstances for the protection of a worker.

- c Therefore, prior to refusing work, a worker who identifies a concern with respect to a potential safety hazard must immediately bring it to the attention of his or her supervisor and together they should try to resolve the concern, utilizing the principles of the Internal Responsibility System. If the worker and the supervisor are unable to resolve the concern, then the worker can exercise his or her right to refuse work under **Section 43** of the Act and the procedures outlined below should be followed.

STANDARDS/PROCEDURES**Stage 1**

- a. The worker must advise his or her supervisor or employer that he/she is refusing to work under the Occupational Health and Safety Act and state the reasons for the work refusal.
- b. The supervisor must immediately:
 - Notify a worker and the occupational Health and Safety Representative of the refusal
 - Initiate the investigation
- c. Until the investigation by the supervisor, worker and OHS Representative begins, the refusing worker is not to be assigned alternate work. No other workers are to be assigned to that work.
- d. The refusing worker is to be a direct participant in all stages of the investigation and therefore remain near where the investigation will take place.
- e. If, during the investigation, a potential measure is identified that requires additional resources (e.g. occupational hygiene assessment, engineering assessment) and time is needed to access these resources, the refusing worker may be reassigned alternate, safe, non-refused work pending the results. This assumes the agreement of the parties involved in the investigation (i.e. supervisor, worker and OHS Representative)
- f. If this investigation results in resolution of the refusal issue, the investigation will be documented and signed off by the supervisor and worker/OHS Representative that participated in the investigation. The Health and Safety Representatives may complete a separate report if they wish.
- g. If the worker is not satisfied with the proposed resolution and has reasonable grounds to believe the work refusal is still justified, proceed to Stage 2 of this procedure.

Stage 2

- a. The supervisor or the Health and Safety Representative will immediately notify the Ministry of Labour of the work refusal.
- b. The Ministry of Labour inspector will conduct an investigation. If the investigation by the Ministry is delayed, the supervisor will notify the parties involved in the Stage 1 investigation of the pending Ministry visit.
- c. While the investigation is ongoing and pending the decision from the Ministry of Labour, the worker will:
 - Remain, during his or her normal working hours, in a safe place that is as near as reasonably possible to his or her work station and available to the inspector for the purposes of the investigation or
 - Be assigned, if any, to reasonable alternative work or given other directions.
- d. While the investigation is ongoing and pending the decision from the Ministry of Labour, another worker may be asked to perform the refused work as long as he or she is fully advised of the reasons for the work refusal and the status of the investigation, in the presence of the worker member of the OH&S representative.
- e. Following the investigation, the Ministry of Labour inspector will provide a decision on whether the circumstance on which the refusal was based is likely to endanger the worker or another person. Copies of

the decision will be posted in the appropriate workplace(s) and distributed to all people who were involved in the investigation, the OH&S representative.

- f. Based on the Ministry's decision, the worker returns to work, either immediately or after the employer has complied with any order(s) to provide a safe workplace.
- g. The Ministry of Labour report, along with any internal report signed by the Health and Safety Representative should be tabled at the next health and safety committee meeting. Any Ministry of Labour report should be posted in a prominent location in the workplace, as required. A copy of all reports should be forwarded to the Health and Safety Representative.
- h. The Ministry's decision can be appealed in accordance with **Section 61** of the *Occupational Health and Safety Act*.
- i. The *Occupational Health and Safety Act* and this policy prohibit reprisals against employees for exercising their right to refuse unsafe work.

COMMUNICATION

The Work Refusal Flowchart will be posted to ensure workers are aware of the procedure. A tailgate meeting will be held to refresh workers on the company policy at least annually.

TRAINING/IMPLEMENTATION

The CAO or Designate will review the policy at the first meeting of the committee each year.

EVALUATION

Reports of refusal will be reviewed during the Annual Health and Safety Audit to ensure the policy and procedure have been followed. Reports of defects will be investigated and followed through during the process of refusal.

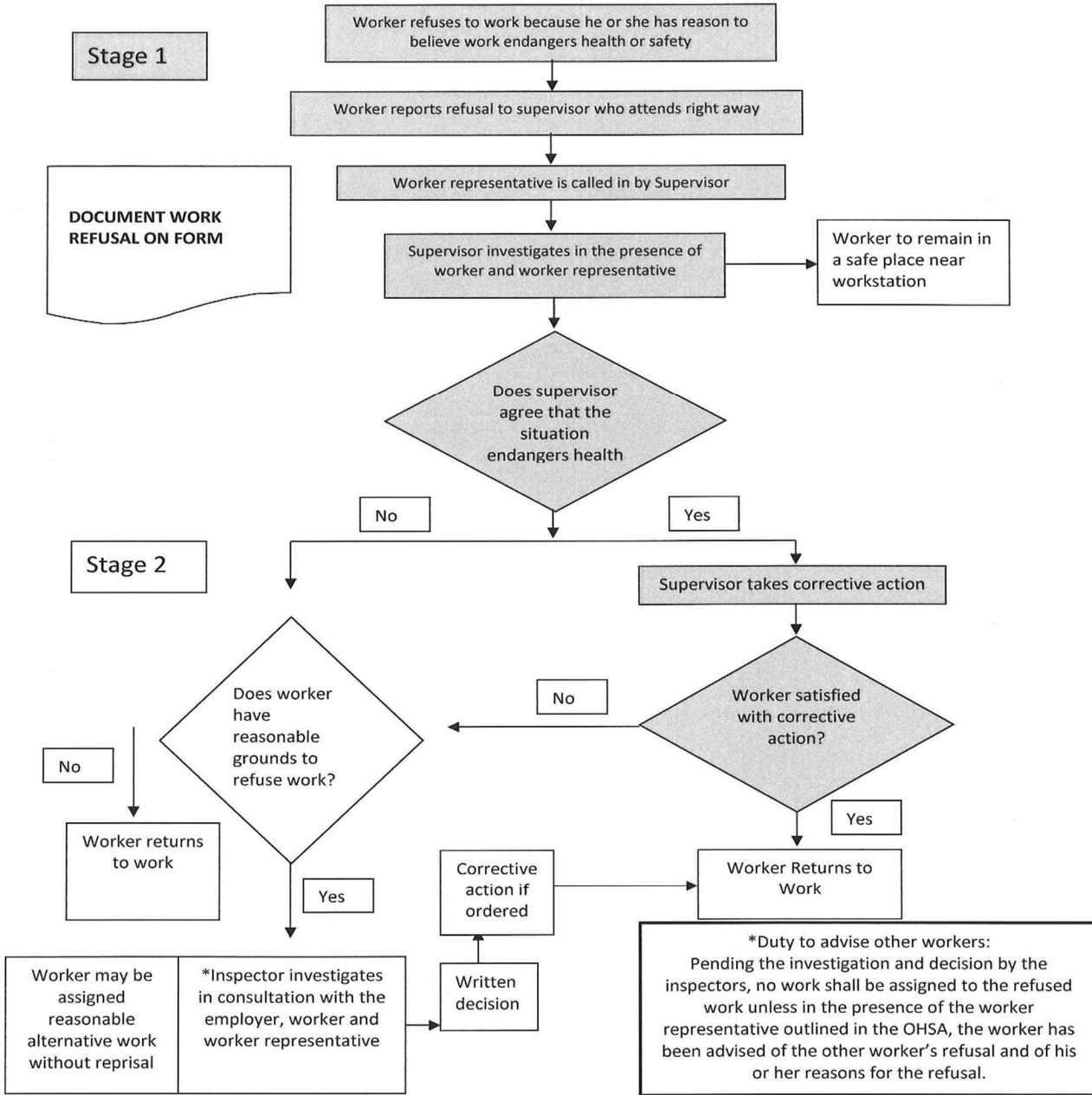
FORMS/RECORDS

- Ministry of Labour reports (if any)
- Work Refusal Flowchart
- Work Refusal Form

REFERENCES MATERIALS

- Occupational Health & Safety Act

Work Refusal Flowchart



Work Refusal Form

Please forward the completed and signed form to the Health & Safety Coordinator

SECTION A: PARTIES INVOLVED

Name of Complainant:		Supervisor:
Employee Number:		Worker Member of the Municipal Health & Safety Committee (MHSC):
Date:	Time:	

SECTION B: DETAILS OF WORK REFUSAL

Worker's reason for work refusal (please provide specific details):	
Is this the first time the problem was identified? Yes ___ No ___	
If No, explain:	
If Yes:	
Names of persons notified:	Dates and times notified:
Action taken if any:	
What are the existing conditions (Supervisor to describe):	
Has the Supervisor been previously aware of the issue? Yes ___ No ___	
If yes specify, and what action was taken:	

SECTION C: RESOLUTION OF WORK REFUSAL

Can action be taken to resolve the complaint without need for further investigation: Yes ___ No ___		
<i>If no, proceed to Section C(ii)</i>		
(i) If Yes, what action was taken and in what timeframe:		
COMPLAINT RESOLVED		
Worker Signature:	Worker Member of MHSC:	
Supervisor Signature:		
(ii) If No, explain why:		
Sign below and contact a Ministry of Labour (MOL) Inspector		
COMPLAINT CANNOT BE RESOLVED		
Worker Signature:	Worker Member of CHSC:	
Supervisor Signature:	Union Representative (if applicable):	
Time MOL contacted:	Time MOL Inspector arrived:	Time MOL Inspector departed:

SECTION 16**RYERSON TOWNSHIP - HEAT STRESS**

Heat stress at its simplest is the stress placed on the body by heat. Heat stress can be as minor as heat rash or as critical as heat stroke.

If the general humidex measurement is not representative of heat load – for example, when someone is working on top of a furnace or in a confined space – the supervisor shall ask the Municipal Health and Safety Rep to assist in assessing environment factors and determine the appropriate work/rest regimen under the circumstances.

When an area air quality advisory is issued (via weather advisory) or when work is to be done in special high heat load conditions, supervision shall take the following actions:

- In the job assignment discussion, emphasize heat stress management both on and off the job. Individual actions off the job are listed below.
- Initiate a buddy system so that no worker is out of contact (visually or via radio) with workmate(s).
- Emphasize water intake and rest periods. Recognize individual tolerances to heat and allow rest breaks accordingly.

Supervision should consider other preventative measures.

- Emphasize the use of mechanical power when necessary to reduce physical demands.
- Increase air movement to allow evaporation.
- Provide shade for personnel working in direct sunlight; provide shielding from radiant heat.
- Schedule physically demanding or hot jobs for cooler times of day.
- Wearing fire-retardant clothing or chemical suits can increase the possibility of heat stress. Extra caution is necessary when assessing risk and determining workload.
- Increase the number of workers or have workers work at slower pace.
- Allow unacclimatized workers to become acclimatized gradually over a period of several days.

In addition to actions by supervisors, workers should take individual action on humid days.

- Consult with doctor if a medical condition is hampered by hot environments.
- Ensure good nutrition and proper rest at night.
- Avoid using alcohol or tobacco on humid days.
- Salt food well (workers on reduced-salt diets should consult their doctors)

SECTION 17**TOWNSHIP OF RYERSON - HYGIENE**

Proper hygiene is essential to a healthy and fit lifestyle. All workers are encouraged to follow proper hygiene not only at work, but at home as well.

Worker's handling any material which could be potentially harmful must follow proper hand hygiene, especially prior to consuming food. Hand hygiene removes visible dirt from your hands and reduces the number of germs on your hands. This makes it less likely that germs will spread from your hands to your food, wounds, and to surfaces that others may touch. For example, handling cash, smoking a cigarette, using toilet, or operating machinery are all examples of situations where hand hygiene is required, especially prior to consuming food.

Workers are to be aware of the facilities available to them for the storage of their food, especially during the warmer months.

Workers are reminded that prior to consuming food, hands should be washed in the appropriate manner.

SECTION 18 TOWNSHIP OF RYERSON- PERSONAL PROTECTIVE EQUIPMENT**PURPOSE**

When eliminating the hazard through engineering controls is neither feasible nor result in completely eliminating the hazard, Personal Protective Equipment (PPE) will be used to minimize the risk of workplace injuries and illnesses.

SCOPE

This program applies to all Township of Ryerson Employees. When travelling between areas or to review personal protective equipment prescribed for a specific task refer to the PPE Requirements Chart, posted within the Department.

ROLES & RESPONSIBILITIES

The employer shall ensure that:

- The equipment, materials and protective devices as prescribed are provided;
- The equipment, materials and protective devices provided by the employer are maintained in good condition;
- The measures and procedures prescribed are carried out in the workplace;
- The equipment, materials and protective devices provided by the employer are used as prescribed;
- Safety infractions regarding personal protective equipment are dealt with according to the township's disciplinary procedures.

The Supervisor shall:

- Ensure that a worker works in the manner and with the protective devices, measures and procedures required by this Act and the regulations;
- Ensure that a worker uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- Provide the appropriate PPE and ensure workers are aware of the proper use and care;
- Ensure defective or damaged equipment is replaced;
- Communicate with workers to ensure minor safety infractions are addressed, and report to the Department Head when further corrective action is required. In extreme cases of gross misconduct, where a worker has endangered themselves or others, direct the worker to leave the premises and report the incident immediately.

A worker shall:

- Use or wear the equipment, protective devices or clothing that the employer requires be used or worn;
- Attend and participate in Personal Protective Equipment training;
- Care for, clean and maintain PPE as required;
- Inform the supervisor of the need to repair or replace PPE; and
- Work in compliance with the Industrial Establishments Regulation 851 section 79 "Protective Equipment".

STANDARDS/PROCEDURES

All personal protective clothing and equipment will be of safe design and construction for the work to be performed and shall be maintained in reliable condition. Personal Protective Equipment and clothing must conform to the updated CSA standards which are as follows:

- **Eye Protection CSA Z94.3.1-02**
 - Prevention of eye injuries requires that all persons who may be in eye hazard areas wear protective eyewear. Wearers of contact lenses must also wear appropriate eye protection. Each employee who wears prescription lenses while engaged in operations that involve eye hazards shall wear eye protection that meets Z94.3.1-02.
 - **Emergency Eyewash Stations**
 - An emergency eyewash station will be provided where the eyes of workers may be exposed to foreign particles.
 - **Head Protection CSA Z94.1**
 - Staff working around and loading trucks will be provided with a CSA approved hard hat.
 - **Foot Protection Z195-02**
 - Workers are required to wear safety footwear that comply with CSA Z195-02 (Green Patch), while at work.
 - **Hand Protection**
 - No standard, however selection must be based on the performance characteristics of the glove in relation to the tasks to be performed.
 - **High Visibility Safety Vests/Clothing Z96-09**
 - No standard, however the reflective cross or equivalent is recognized internationally. Vests, shirts and jackets of various materials are available.
- 1.1. At least annually workers will review the Personal Protective Equipment Program and items eligible for equipment allowance on the Safety Equipment List. Once reviewed a "Safety Equipment Sign-Off Sheet" will be signed and dated.
 - 1.5. Employees will have access to the purchase order system established with SPI Health and Safety Inc., catalogue and online purchases must be approved by the Department head.
 - 1.6. All Personal Protective Equipment purchased by an employee, other than foot protection, must be selected from the Township Catalogue.

COMMUNICATION

The Personal Protective Equipment Requirements Chart will be posted to ensure workers are aware of the requirements. Warning signs will be posted in areas where specific equipment is required. A tailgate meeting will be held to refresh workers on the company policy at least annually.

TRAINING/IMPLEMENTATION

Annually, all employees will review the requirements of the *Personal Protective Equipment Procedure*. New hires will review the requirements during orientation

EVALUATION

Quarterly PPE audits will be performed and documented. Daily visual inspections and corrective actions will also be recorded in the Supervisor's shift reports. The Health and Safety Representative will review the procedure to ensure legislative compliance.

FORMS

- Safety Equipment Sign Off List
- Personal Protective

REFERENCES MATERIALS

- Occupational Health and Safety Act, O Reg. 851
- WSPS Safety Group Network
- Workplace Safety and Insurance Board Fact Sheet

SAFETY EQUIPMENT SIGN OFF LIST

I, _____ acknowledge that I understand the requirements for Personal Protective Equipment (PPE) and have been issued and/or made aware of access to the following items, as indicated below. I also understand that certain items are to be provided by me, and that I will receive a reimbursement upon purchase of same, as per the Ryerson Township Policy of Employment.

PPE Items	Eligible Allowance offered by Employer	Provided by Employer
Sunscreen/Bug Spray		X
Safety Work Boots/Work Shoes	X	
Work Pants (high visibility)	X	
Safety Shirts		X
Safety Traffic Vest		X
Cold Weather Safety Jacket		X
Work Gloves		X
Safety Glasses/Safety Sunglasses		X
Task Specific Eye Protection		X
Task Specific Hearing Protection		X
Hard Hat		X
Protection		X
Life Jacket		X
Chainsaw Safety Protection		X
Safety Rain Wear		X

Employee Signature

Date

SECTION 19**TOWNSHIP OF RYERSON – SAFE MOBILE EQUIPMENT****PURPOSE**

The Safe Mobile Equipment Operation standard will establish guidelines for the safe and effective use of the mobile equipment owned by the Corporation of the Township of Ryerson. This standard will promote safe operation and also minimize the risk of injury & illness to workers by specifying the essential elements of a safety program and prescribing requirements with respect to design and construction, maintenance and inspection, safe operation and operator training.

SCOPE

This Standard Operating Procedure applies to the Administration and Council of the Corporation of the Township of Ryerson. No worker may be permitted to operate mobile equipment unless the parameters of a “competent worker” as defined by the OHSA and applicable regulations are met.

Definition – Competent Worker

Means a worker who;

- a) Is qualified because of knowledge, training and experience to perform the work,
- b) Is familiar with the Occupational Health and Safety Act and the provisions of the regulations that apply to the work; and
- c) Has knowledge of all potential or actual danger to health and safety in the work.

ROLES & RESPONSIBILITIES

An Employer shall ensure that:

- The equipment, materials and protective devices are prescribed are provided by the employer are maintained in good conditions;
- Training requirements are reviewed as part of the budgetary control process;
- The equipment, materials and protective devices provided by the employer are used as prescribed;
- Information, instruction and supervision are provided to a worker to protect the health or safety of the worker;
- Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or a biological, chemical or physical agent;
- Take every precaution reasonable in the circumstances for the protection of a worker;
- Post, in the workplace, a copy of the act. The measures and procedures prescribed are carried out in the workplace, and safe work procedures have been established as a standard of operation for each piece of equipment within the fleet;

A supervisor/manager shall:

- Ensure that a worker works in the manner and with the protective devices, measures and procedures required by the act and the regulations;
- Ensure that a worker uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- Ensure that a worker meets the definition of a competent worker before operating the mobile equipment owned by the corporation;
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware;
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker;
- When on a project, ensure that all applicable manuals are readily available to the operators;
- Assist in the creation of safe operating procedures for the equipment in their departmental fleet; and
- Take every precaution reasonable in the circumstances for the protection of a worker.

A worker shall:

- Work in compliance with the provisions of the act and the regulations; Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself/herself or another worker;
- Report to his/her supervisor any contravention of the act or the regulations or the existence of any hazard of which he/she is aware; and
- Follow the standards and guidelines established for the safe operation of the mobile equipment for the corporation of the Township of Ryerson.

A worker shall not:

- Remove or make ineffective any protective device required by the regulations or by his or her employer;
- Use or operate any equipment, machine device or thing or work in a manner that may endanger himself, herself or any other worker; or
- Engage in any prank, contest, feat of strength, unnecessary running or rough and boisterous conduct.

STANDARDS/PROCEDURES

The Corporation will maintain a list of mobile equipment for each department;

- A review of the operations will determine the need for established policies in regard to the equipment listed within each department;
- Training requirements, standards of operation and potential hazards will be reviewed and prioritized;
- Develop and implement standards and guidelines; and
- Evaluate the system and report on departmental requirements and anomalous conditions.

COMMUNICATION

The need to develop and implement standards of operation will be reviewed with departmental managers. Training opportunities will be shared between departments through the Health and Safety Representative for Ryerson Township. Progress of standards will be reviewed with the Corporation quarterly through the regularly scheduled council meetings.

TRAINING/IMPLEMENTATION

The *Safe Mobile Equipment Operation* program will be reviewed with councilors, administrators, and departmental managers. Core Competencies of departmental managers will be assessed, and training requirements will be identified. The assessment will determine where the need for further training and skills development are required to ensure the staff meets the OHSA definition of a “competent person” and have the ability to assist in the development, implementation and enforcement of the *Safe Mobile Equipment Operation Program*.

EVALUATION

The Health and Safety Representative will review the progress of implementation on a quarterly basis, reporting to the Clerk Administrator. Evaluation of this policy will be assessed as it is implemented.

FORMS/RECORDS

- Equipment List & Policy

REFERENCES MATERIALS

- Occupational Health and Safety Act
- Workplace Safety & Insurance Board Program Assessment Tool

SECTION 20**TOWNSHIP OF RYERSON – SAFE FUEL HANDLING****PURPOSE**

To establish the requirement for a Standard Operating Procedure to regulate the safe handling of fuel within the Departments of the Township of Ryerson.

SCOPE

This policy applies to all Workers, Supervisors, and Management, and includes the members of council. It applies to all locations in which fuel dispensing activities are conducted.

ROLES & RESPONSIBILITIES**The employer shall;**

- Ensure that safe work procedures have been established as a standard of operation;
- Ensure training requirements are reviewed as part of the budgetary control process;
- Ensure the equipment, materials and protective devices provided by the employer are used as prescribed;
- Provide information, instruction and supervision to a worker to protect the health or safety of the worker;
- Acquaint a worker or a person in authority over a worker with any hazard in the work and in the handling, storage, use, disposal and transport of any article, device, equipment or biological, chemical or physical agent; and
- Take every precaution reasonable in the circumstances for the protection of a worker.

The supervisor shall;

- Ensure that a worker works in the manner and with the protective devices, measures and procedures required by the act and the regulations;
- Ensure that a worker uses or wears the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- Establish and maintain an Emergency Spill Action Plan for their department;
- Ensure that all employees who receive and dispense fuel are trained in the use of emergency procedures and shall ensure that a record of training signed by the employee involved be completed; and
- Take every precaution reasonable in the circumstances for the protection of a worker.

The worker shall;

- Work in compliance with the provisions of the act and the regulations;
- Use or wear the equipment, protective devices or clothing that the worker's employer requires to be used or worn;
- Report to his or her employer or supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger them or another worker;
- Follow the standards and guidelines established for the safe handling of fuel; and
- Ensure the safety of those in the vicinity where fuel is being dispensed.

STANDARDS/PROCEDURES

- All fuel handling and dispensing activities must conform to the TSSA's (Technical Standard & Safety Authority) Liquid Fuels Handling Code standards and Occupational Health and Safety Legislation. All operational staff, who have fuel-dispensing duties, must be trained under the health and safety legislation, Industrial Establishment Regulations, and WHMIS Regulations.
- Since all fuel is flammable/combustible, potentially explosive, and could result in injury or death, all policies and procedures must be strictly adhered to without exception.
- Non-compliance with this policy by the driver/operator may result in disciplinary action.
- Fuel shall only be dispensed to Township-owned or Township-leased vehicles and equipment. It is an offence, leading to dismissal, should any employee be caught dispensing fuel improperly or inappropriately. Non-compliance with this policy by the driver/operator may result in disciplinary action.

COMMUNICATION

This policy is located in the Health and Safety Manual and will be communicated to all employees at new worker orientation, staff training sessions and/or meetings. As hazards are identified and as safety plans change, the departmental supervisor shall review with the affected employees.

TRAINING/IMPLEMENTATION

- All worker training records are to be kept in the personnel files.
- All workers who use or are in the vicinity when fuelling operations are being carried out shall be given workplace specific training on safe fuel handling within a reasonable period of time from when they are employed by the municipality.

EVALUATION

The Health and Safety Representative will review reported accidents/incidents to ensure the effectiveness of the Safe Fuel Handling Policy. Recommendations for revisions will be presented to the Township of Ryerson's Municipal Health & Safety Committee.

FORMS/RECORDS

- Emergency Spill Action Plan – Roads

REFERENCES MATERIALS

Occupational Health and Safety Act/ Technical Safety Standards Authority

SECTION 21 RYERSON TOWNSHIP - ROAD DEPARTMENT GARAGE SAFETY BASICS

Good housekeeping helps prevent injuries and increases workshop efficiency. Winter is a busy time in workshops. Good shop management prevents injuries and improves the efficiency of repair operations.

KEEP IT CLEAN

Many injuries result from poor housekeeping, loose parts, scattered tools and equipment, or oil spills can cause injury. Debris should be swept up and disposed of in designated areas. Parts should be kept on work benches. Tools should be placed where they cannot fall and cause damage or injury. Oil spills should be covered with absorbent material and cleaned up.

LIGHTING, HEATING AND VENTILATION

Enough windows and overhead lights are required for a good level of overall illumination. Additional lighting should be available over benches and stationary tools.

Supplemental heating is required for winter workshop operations. The heating unit should be located to provide adequate, even distribution of heat. Ceiling units leave the working area clear.

Adequate systems are needed to vent smoke, fumes, and exhaust gases. Open windows and doors may provide enough ventilation in the summer. Special systems may be needed to remove exhaust fumes and other gases during the cold weather months.

Flexible pipe or tubing can be used to vent exhaust gases. Properly designed ventilation systems are required in welding and battery areas to remove smoke and fumes. A booth with separate venting is recommended for paint fumes.

WIRING CHECK

All wiring must conform to the applicable provincial Electrical Safety Code. Following are general basic standards:

- Wiring must be of adequate capacity to handle lighting, heating, and power tool requirements.
- The shop should have a sufficient number of conveniently located outlets.
- Conductors, plugs and receptacles should all be 3-wire grounded to prevent shock with power tools.
- Sufficient power should be available for welders and motors used in the workshop.
- Ground fault circuit interrupters (GFCI's) are recommended for damp areas and wash bays. Explosion-proof wiring motors and fixtures are required where flammable gases, fumes, or vapours may be encountered.

BUILDING MAINTENANCE SUMMARY

Strict adherence to the following procedures will help prevent injuries and increase efficiency in the shop.

- Keep all tools and service equipment in good condition.
- Always use the appropriate personal protective equipment for operations such as welding and grinding.
- Keep floors and benches clean to reduce fire and tripping hazards. Clean the area completely after a job is finished.
- Empty trash containers regularly.
- Lighting, wiring, heating and ventilation systems should be well maintained.
- Do not allow unauthorized use of tools, service equipment and supplies.
- Don't allow anyone to use tools or service equipment without proper instruction.
- Keep guards and safety devices on power tools in place and functional.
- Use tools and service equipment only for their designed purposes.
- Service fire extinguishers regularly and keep the first aid kit fully stocked.
- Put all signs and materials in proper storage racks.
- Keep tools and material off stairs.
- Clean all oil spills immediately.
- Store all propane, gas, flammable liquid outside of garage.

SECTION 22 MOUNT AND DISMOUNT FROM VEHICLES AND EQUIPMENT

Task Name: Mount and Dismount from Vehicles and Equipment

Required Safety Equipment: Appropriate PPE

Tools Required: n/a

Special Equipment and Tools: n/a

Steps:

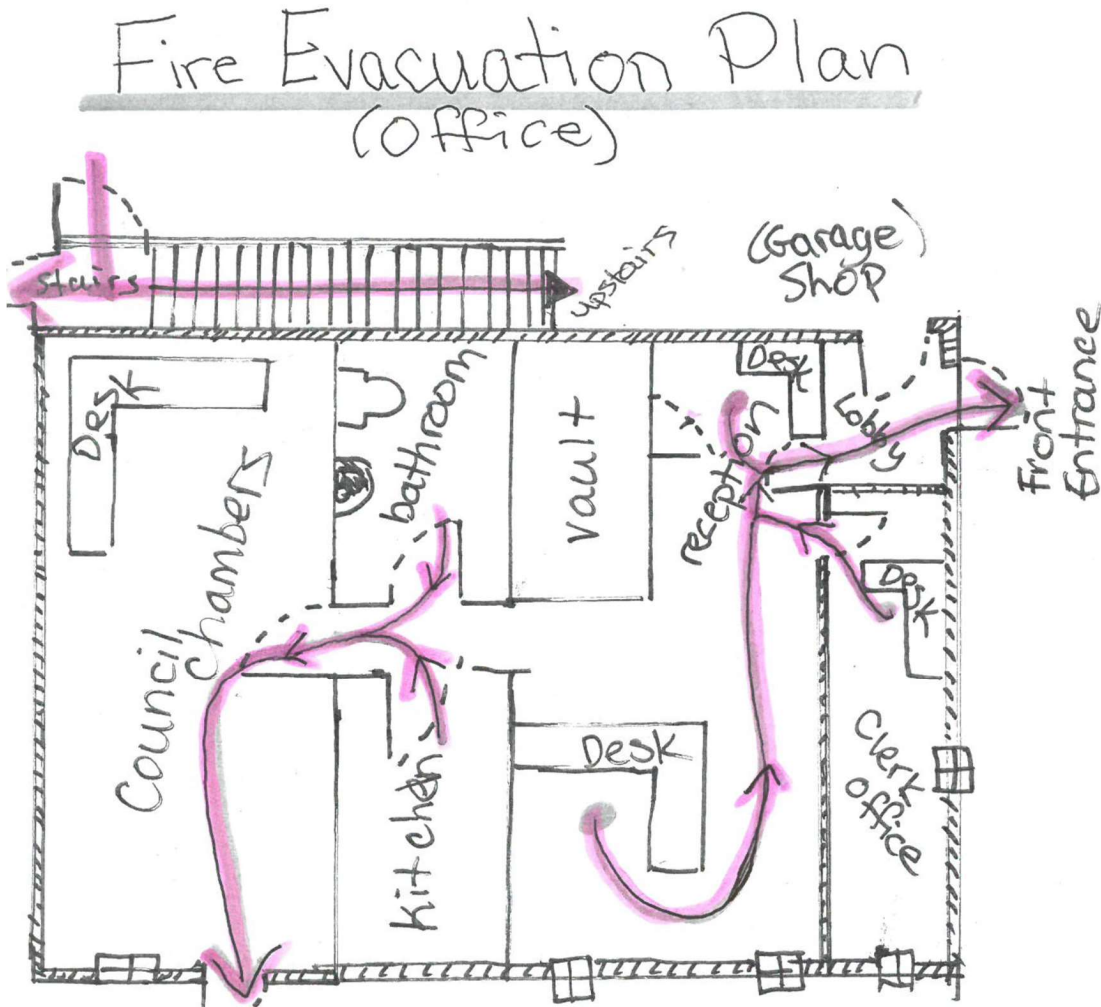
1. Check that it is safe to open the door (i.e., no traffic approaching)
2. Using three (3) point contact with the vehicle at all times, climb into vehicle
3. Before exiting vehicle, check mirrors and blind spots
4. Exit vehicle using three (3) point contact with the vehicle
5. Close vehicle door

Safety Reminder:

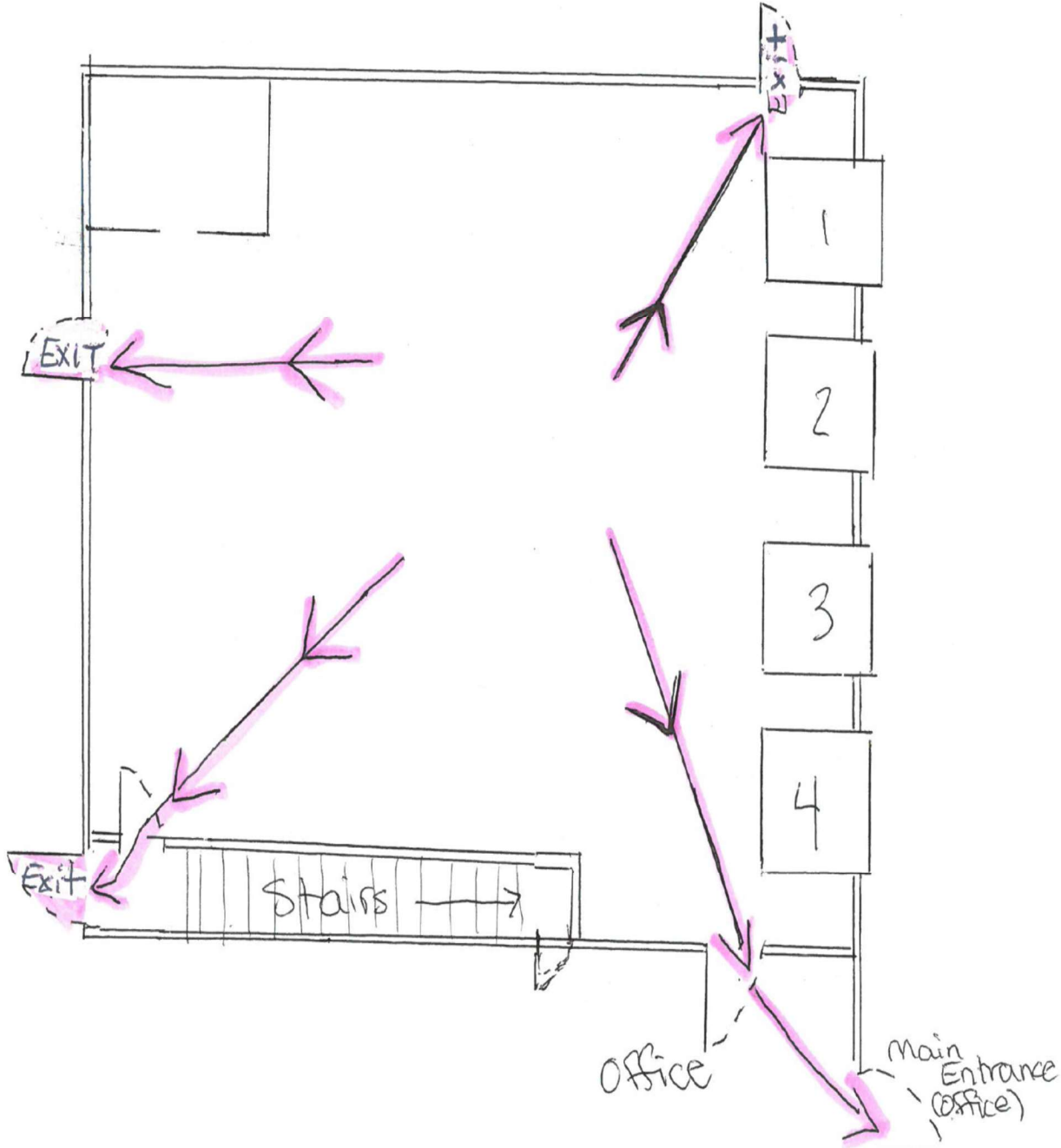
- Three (3) point contact requires the worker to be in contact with the vehicle in no less than three places at any given time (two feet and one hand or two hands and one foot)
- Always face to the inside of the vehicle when entering or exiting

SECTION 23 TOWNSHIP OF RYERSON-FIRE SAFETY**Fire Extinguisher**

1. Use 911 in case of fire.
2. Workers shall know where the nearest fire extinguisher is located and how to operate it.
3. Fire extinguishers shall be regularly maintained in good working order.
4. Be careful of sparks from cut-off saws coming in contact with flammable clothing or materials.
5. If gasoline saturated soil is found during excavating, stop immediately, shut down all sources of ignition and evacuate the area back to a safe distance, and report immediately to the supervisor.
6. When attending controlled fires be aware of fumes; wind directions, potential tinder near by.
7. Do Not leave fires unattended

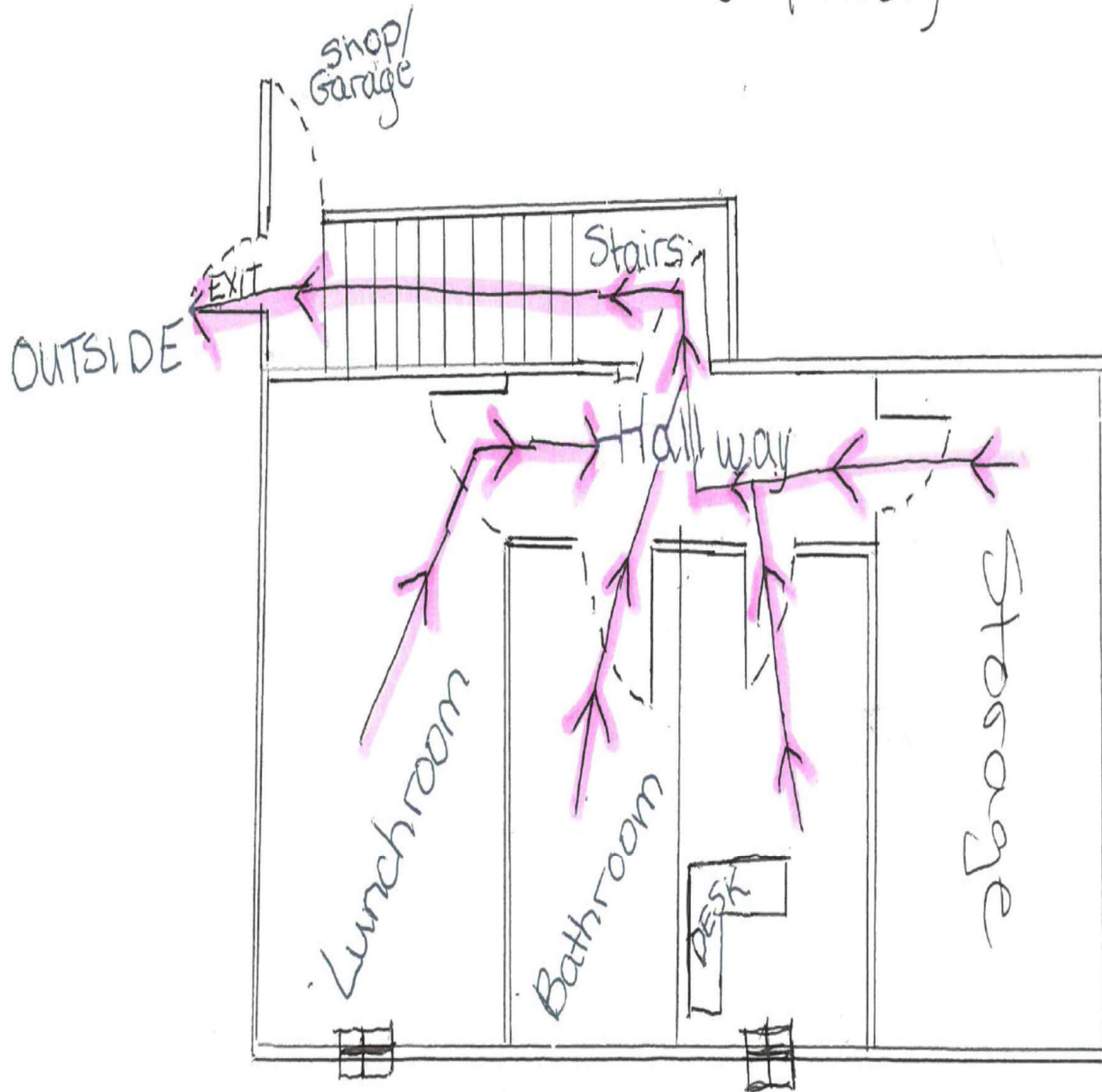


Fire Evacuation Plan (Shop/Garage)



Fire Evacuation Plan

(Top Floor)



SECTION 24**TOWNSHIP OF RYERSON- LADDER SAFETY**

Injury statistics show that there are many hazards that can be associated with ladder use. These hazards include:

- Falls from ladders
- Being struck by falling ladders or materials falling from ladders, or by persons carrying ladders
- Tripping over ladders
- Lifting heavy ladders
- Contact with electrical equipment

Know the hazards and take precautions to prevent a fall!

Ladder Selection

When selecting a ladder, it is important to choose the right ladder for the job (step stool, stepladder, extension ladder). There are many types, materials, and lengths to be considered.

All ladders shall be: properly suited for the task, have non-slip feet, and CSA-approved.

Consider the Duty Rating of the ladder, which is located on the side rail of the ladder. Selecting the appropriate ladder rating will ensure the work can be done safely – reference the CSA standard below.

CSA Standard for Portable Ladders – CAN3-Z11-M81

SECTOR	CSA LOAD RATING	GRADE TYPE	WEIGHT LIMIT
Construction	Extra Heavy Duty (ANSI)	1A	300 lbs
Industrial Utilities	Heavy Duty	1	250 lbs
Light Maintenance Office Tradesman	Medium Duty	2	225 lbs
Household	Light Duty	3	200 lbs

Ladder Material

Ladders are constructed from a variety of materials:

Fiberglass / Resin

- strong and durable
- safe for work with or near electricity, when dry
- resists corrosion
- resists physical damage
- resists heat and cold conduction
- approved and recommended for use at the University

Wood

- not safe near electricity if it has metal reinforcing or is damp

- can rot or be damaged by moisture or chemicals
- resists heat and cold conduction
- not recommended for use at the University

Aluminum

- lightweight and strong
- not safe to use near electricity
- resists most types of corrosion
- easily physically damaged
- readily conducts heat and cold
- not recommended for use at the University in locations with a potential electrical hazard

Steel

- heavy and not easily portable
- susceptible to rust and corrosion
- conductive and not safe to use around energized equipment
- not recommended for use at the University

Length of Ladder: Whether it be a step or extension ladder, ensure it is the proper length. The maximum length of a ladder measured along its side rail must not exceed:

- › 6 m (20 ft) for a stepladder
- › 9 m (30 ft) for a single/straight ladder
- › 15 m (50 ft) for an extension ladder with 2 sections
- › 20 m (65 ft) for an extension ladder with more than 2 sections

Work Area Assessment

When planning the work to be done, consider using one of the following preferred methods:

- Lowering the work
- Scaffolding
- Using elevated platforms

If a ladder is to be used, implement the following controls:

- Use the best type of equipment for the job
- Ensure the ladder is set up properly and secured
- Ensure the ladder is inspected and maintained
- Ensure personnel are trained to use the equipment that is required.

When setting up the ladder, it is important to check the area for other hazards such as:

- Traffic / pedestrians
- Electrical wires or other overhead hazards
- Uneven surfaces
- Obstructions at the top or bottom of the ladder

Use barricades and/or warning signs to prevent pedestrians or traffic from accidentally bumping into the ladder. If the planned work on the ladder can create hazards to pedestrians below, is in a passageway or doorway, or where traffic or other activities can occur, ensure the work area is barricaded / blocked off appropriately.

Consider the appropriate Personal Protective Equipment (PPE) for the planned work:

- Ensure soles and treads of footwear are clean and made of a non-slip material
- Wear a hard hat if there are overhead hazards present
- Other PPE required for the job and hazards present

Pre-Use Inspection

- Always conduct a visual inspection of the ladder before climbing
- Never use a ladder with defective parts. Tag the ladder and remove it from service immediately.
- Document the ladder inspection, using the University's *Ladder Inspection Checklist*

Safe Ladder Use

When using a ladder:

- Set up the ladder on a stable, dry and even surface.
- Secure the ladder and make sure it will not be accidentally moved while you are using it.
- Maintain a clear access at both top and bottom landing areas without any obstructions.
- Place the ladder at a 75 degree angle with the ground. This is a 4:1 ratio. This means the ladder's base is back by 1 foot for every four feet up. The distance from the bottom of the ladder to the surface it leans against should be $\frac{1}{4}$ of the height of the ladder's position.
- Allow for the top of the ladder to extend at least one meter above the step-off point (roof top landing).
- Have a spotter watch for hazards while the work is being done, and use warning signs/barricades if needed. If the ladder is not securely fastened or it is likely to be endangered by traffic, a spotter must hold the ladder in place while being used.
- Only one person at a time on a ladder.
- Carry tools in a tool belt when climbing, or use a rope with a spotter to raise them up to the work area.
- Always face the ladder while climbing.
- Always maintain 3 points of contact (1 hand with 2 feet, or 2 hands with 1 foot) with a firm grip when climbing up and down and while working.

- Don't overreach – keep your belt buckle between the side rails of the ladder.
- Get help when moving or positioning long or heavy ladders.

Test the 4:1 Set-Up Angle

By standing at the base of the ladder with toes touching the rails, extend your arms forward. If your fingertips touch the ladder rung nearest to your shoulder level, the set-up angle has a 4:1 ratio.

Stepladders: Before using a stepladder, check to make sure:

- The rungs and rails are straight and tight
- The legs are fully open
- Spreaders are locked
- The ladder is secured on a firm, flat surface
- Never to step on the top two steps or pail shelf



Portable Ladders / Extension Ladders: Before using an extension ladder, check to make sure:

- The rungs and rails are straight and tight
- It is positioned in the 4:1 ratio for angle set up
- The ladder is set on a firm, flat surface
- Never to step on the top three rungs



If a ladder is used as a means of access between levels, it shall extend at least 3 feet above the landing/floor.

Fixed Ladders: Before using a fixed ladder, ensure:

- There is a safety cage if the ladder is longer than 5 m (16.4 feet)
- There is a fall restricting system if the ladder is 16 feet or longer
- Anchors, rungs and side rails are in good condition without distortion, dents, looseness or corrosion



Dangerous Practices

Be aware of dangerous practices such as:

- Over-reaching, resulting in loss of balance
- Setting up ladder on top of boxes, steps, or uneven surfaces, resulting in the ladder tipping over
- Climbing the ladder with wet or slippery shoes, resulting in slips and falls
- Removing the ladder's safety feet
- Leaning the ladder against unstable support
- Using a ladder near a floor opening / fall from heights
- Using a ladder near a doorway that could open and strike the ladder

- Leaving ladders out in the workplace, which become potential trip hazards
- Using ladders in poor weather conditions or on slippery surfaces

These ladder practices are unsafe and are prohibited at the University of Windsor.

Storage and Maintenance

Ladders need to be stored in a location that provides protection from:

- Moisture
- Cold, heat, or direct sunlight
- Chemicals, oils, grease

Ladders should be kept clean from mud, chemicals and debris that can cause them to degrade or that might hide any defects.

When transporting a ladder by vehicle, ensure it is secured to the vehicle so movement or vibration cannot damage it.

Ladders need to be stored securely in appropriate positions. Stepladders need to be closed and vertical while single ladders need to be stored horizontally and securely in racks to prevent bends or distortion. Unused ladders may become unsafe and must be inspected for defects. The unsafe ladder must be removed from storage immediately, and tagged until it can be repaired or replaced. If repair is not possible, it must be disposed of.

**Safety Talk Guidelines adapted from PSHSA Working at Heights Training Program Participant Guide
July 2020*


SECTION 24**TOWNSHIP OF RYERSON - RIGGING EQUIPMENT**

See: OHSA O. Reg. 213/91 – Construction

Section 168 – 180 (2) for complete requirements

1. When using cables and slings for hoisting, they shall be:
 - a) Steel wire rope of the type size, grade, and construction for the safe operation of hoisting the material on the job site.
 - b) Showing no wear or defect as to cause a failure
 - c) A sling made of web type fabric or nylon and shall be labeled to indicate its load rating capacity
2. Shackles and hooks:
 - a) All hooks shall be equipped with a safety catch
 - b) The hoisting hook shall have its load rating legibly cast or stamped on it in a location where the person using the hook can readily see it
 - c) The hook should not be used if it is stretched, cracked or smaller than the load required to hoist
 - d) Shackles should not be used if they are cracked or stretched, or a bolt has replaced the original pin
3. Chains:
 - a) Only an alloy steel chain or a chain manufactured for the purpose shall be used for hoisting. No alloy chain shall be annealed or welded.
 - b) A chain used for hoisting shall be selected, annealed, normalized and repaired in accordance with the specifications of its manufacturer.

When removing blocking, support chains, metal bands, wire rope and rigging components, they shall be removed from material or equipment in a manner that does not endanger a worker.

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	CAO/Treasurer Brayden Robinson
Date of Meeting:	January 16, 2024
Report Title:	Human Resources Policy Manual
Report Date:	January 9, 2024

Recommendation:

Draft document received for informational purposes.

Purpose/Background:

Over the past several years, staff have been in the process of updating the Township's HR Policy Manual. Many policies have been updated individually over the years, but the comprehensive HR Manual has remained a work in progress for some time.

Included in this agenda package is a copy of the draft updated HR Policy Manual. The substance of many of the individual policies contained therein is consistent with existing practices; however, there are also several new or substantially reworked sections. For the sake of simplicity, a high-level overview of the more substantial changes is as follows:

- Section 3: the wording in this section has been reworked, however the substance is consistent with existing practices. Section 3.10- Political Activity is the only component which is entirely new.
- Section 4: this part of the HR Manual has been reworked to better distinguish the roles of Council and the CAO with respect to the recruitment process. It outlines all stages of the recruitment process in greater detail, outlines requirements for background checks, and corrects the policy to current practices with respect to the probationary period.
- Section 5: this section refers to the Township's compensation practices, and has not been substantially changed. The automobile allowance (5.12) was amended to reflect the CRA rate above 5,000 km, where before it was the full rate: this will represent a cost savings of approximately \$0.06/km. Section 5.15 reduces the

acceptable gift amount to \$20.00 from \$100.00; 5.17 and 5.18 are new introductions to the manual.

- Section 6: an overview of the benefits program offered to employees. The boot allowance (6.6) has been increased from \$100.00 to \$200.00 per calendar year. In the vacation policy (6.9), allocations of leave time have been capped at 6 weeks, instead of 8 weeks as currently offered. Sections 6.18-6.20 are newly introduced to the HR manual.
- Section 7: this section has been largely reworked. Parts 7.0-7.5 refer at a high level to the Violence and Harassment Policy and Program, which is a more comprehensive standalone document. Sections 7.6 to 7.8 have been entirely reworked to better outline the process with respect to conduct violations and progressive discipline.
- Section 8: this section is reworked to better clarify the termination and resignation process, including roles therein.
- Section 9: newly introduced to the HR Manual, this section refers at a high level to the Occupational Health and Safety Program.

Council feedback on the new manual is requested. Any comments will be worked into the final version of the manual, which will be brought to the February 13, 2024 meeting for adoption.



**THE CORPORATION
OF THE
TOWNSHIP OF RYERSON**

**HUMAN RESOURCE
POLICY MANUAL**

The Corporation of the Township of Ryerson Human Resource Policy Manual

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1. Introduction and Background

This manual contains the approved Human Resources Policies and Procedures for the Township of Ryerson. It is intended to be a useful tool for both managers and employees in the day-to-day administration of our human resources and related programs.

The documents contained in this manual should assist in increasing the understanding of employees and managers with respect to the human resources policies in place. This manual aims to ensure that matters related to the administration of human resources are applied consistently to all employees.

All employees of the Township are a valued member of our team. We think working within our Township is a special opportunity. We hope that employees will find their employment a matter of pride and satisfaction. We strive to create a work environment that is marked by honesty and respectful interactions between employees and one that supports individual and group development. As a team, our aim is to support each other in achieving our individual and organizational goals.

1.1 Background of the Community

Ryerson is located in the [Almaguin Highlands](#) region of the [Parry Sound District](#), bordered by the Township of Armour to the East, Township of Magnetawan to the North and West, and Township of McMurrich/Monteith to the South. The Township had a population of 745 in the 2021 Canadian Census.

1.2 The Role of Council is to:

- Represent the public and to consider the well-being and interests of the Township;
- Develop and evaluate the policies and programs of the Township, including these policies;
- Determine which services the Township provides;
- Ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- Ensure the accountability and transparency of the operations of the Township including the activities of the senior management of the Township;
- Maintain the financial integrity of the Township and;
- Carry out the duties of Council under the [Municipal Act](#) or any other applicable legislation

The Township provides a wide range of services through the following departments: Administration, Building, By-law Enforcement, Fire and Emergency Services, Treasury, Landfill, Recreation, Public Works, Planning, Licensing, and Clerk's. Many of these services are provided through Shared Service agreements with its neighbouring municipalities.

1.3 Guiding Principals

The Township of Ryerson:

- a) Is an equal opportunity employer. The Organization does not discriminate in recruiting, hiring, transfers, upgrading, promotions, compensation, benefits, training, layoffs, recalls from layoffs, discipline, or other employment practices.
- b) Wishes to maintain at all times, a fair and equitable rate of pay for services rendered.
- c) Supports opportunities for improving current work performance, continuous learning, preparing individuals to meet future organizational needs and improving organizational effectiveness.
- d) Intends to provide safe, healthy, discrimination free, harassment free, violence free and harmonious working conditions.
- e) Will provide consistency in the way incidents of discrimination/harassment or workplace violence are handled at the time of their occurrence.
- f) Encourages all employees to discuss freely with management any matter concerning their own work-related issues or those relating to the Township and its services.
- g) Offers equal employment opportunities based upon an individual's qualifications and performance; free from discrimination or harassment based on race, ancestry, place of origin, ethnic origin, colour, citizenship, creed, sex, sexual orientation, age, marital or same-sex partnership status, family status, and need for accommodation.

Section 2: Use and Administration of this Manual	Policy Number: 2 – Sections 2.0 to 2.6
Effective Date:	Revision Date:
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2.0 Use and Administration of this Manual

Throughout this manual, any reference to the word “*Township*” will refer to the Township of Ryerson.

The Township’s Human Resource Policy (HRP) was developed to facilitate consistent and equitable employment and personnel practices for all employees of the Township. This policy manual outlines the policies and practices that guide employees in their daily work.

Please read this manual carefully. It sets out the terms and conditions of employment as well as key policies and procedures. If an employee requires any interpretation, clarification or has questions, these may be directed to their Supervisor or the Chief Administrative Officer (hereinafter, ‘*CAO*’).

All employees are given a copy of these policies to read, have explained and understand within the first month of employment. Copies of these policies will be maintained at every program site and will be made available from the Supervisor or CAO upon request. Where the technology is available, a copy of the policies and/or updates will be available for viewing electronically.

During orientation, employees will be provided with a Letter of Confirmation that they have read and understood these policies. Employees are required to return the signed letter to their Supervisor within the first thirty (30) days of the start of their employment with the Township.

2.1 Personnel Policy Effect

The policies in this document are in effect and supersede all other versions of employment related policies/contracts previously given either orally or in writing.

2.2 Disclaimer

All parts of this document are supplementary to applicable federal and provincial legislation. In the event of a conflict, such legislation shall prevail.

2.3 Related Legislation

The policies and procedures developed in this policy manual are based on current Provincial legislative requirements such as: [Labour Relations Act](#), [Municipal Freedom of Information and Protection of Privacy Act](#), [Employment Standards Act](#), [Workplace Safety and Insurance Act](#), [Occupational Health and Safety Act](#), [Human Rights Code](#), [Accessibility for Ontarians with Disabilities Act](#), [Pay Equity Act](#), etc. as they relate to employee practices and expectations.

2.4 Revisions

It is not possible to anticipate every situation that may arise in the day-to-day operation of the Township or to provide information that answers every possible question that may arise. Also, future circumstances may require changes in the policies, practices, and benefits described in the HRP manual. Accordingly, the Township reserves the right to modify, rescind, supplement, or revise any provision in this policy manual. A process to review these policies from time to time or respond to legislative or regulatory changes is being put into place.

The Township will make reasonable efforts to provide employees with advance notice of any modifications or revisions to this manual and will distribute or explain updated pages as revisions are made. Each revised policy will include a superseded (new) date when a revision has occurred. These revisions will be placed in the manuals at each program site as they are released and updated electronically for those able to access the technology.

2.5 Authorization

Our Human Resources policies are approved by Council. Procedures, implementation, training, orientation, monitoring, and reporting on these policies or any changes are the responsibility of the CAO.

2.6 Confirmation of Understanding

All employees of the Township are required to read and/or have explained to them the Human Resources Policy Manual, following which they will sign the letter below confirming their understanding. Employees will be expected to return this signed letter to their Supervisor within thirty (30) days of receiving the information or policy manual. Any questions should be directed to the Supervisor or CAO.



Form 1

Confirmation of Understanding of The Township of Ryerson's Human Resource Policy Manual

I have received a copy of the Township's Human Resource Policy dated _____ and have read it or have had it explained to me. I confirm that I understand it and agree to abide by it, realizing that failure to do so may result in disciplinary action up to and including dismissal.

Employee's Signature _____ Date: _____

Employee's Name (print) _____

Supervisor's Signature _____ Date: _____

Note: This form must be returned by you to your immediate Supervisor, to be placed in your personnel file.

Section 3: Terms & Conditions of Employment	Policy Number: 3– Sections 3.0 to 3.16
Effective Date:	Revision Date:
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3. Terms and Conditions of Employment

3.1 Employment Classification

For the purposes of human resources administration, all employees are assigned both a payroll category and employment category. Employees are advised of their appropriate category at the time of hire, and at any time their status change thereafter. Only employees who are classified as full-time indeterminate shall be eligible for enrollment in the benefits program.

3.1.1 Payroll Category

All employees are assigned to one of the following payroll categories:

3.1.1.1 Salaried: An employee who receives a weekly, bi-weekly, or annual fixed rate of pay.

3.1.1.2 Hourly: An employee who is paid an hourly wage for actual hours worked.

3.1.2 Employment Category

An individual's employment category is determined as a function of both their term of service and standard hours of work.

3.1.2.1 Terms of Service

Terms of service may be identified as follows:

- a) Indeterminate: an individual whose contract of employment extends for an indefinite period of time.
- b) Definite Term: an individual whose contract of employment specifies a date by which the employment arrangement will be terminated.
- c) Probationary: an individual who has been appointed to either an indeterminate or definite term position, but for whom the probationary period has not been completed.

3.1.2.2 Hours of Work

Standard hours of work may be identified as follows:

- a) Full-time: an individual normally scheduled to work for thirty (30) hours or more per week on a regular basis.
- b) Part-time: an individual normally scheduled to work for less than thirty (30) hours per week.
- c) Seasonal: an individual who works either full-time or part-time hours for a period of the calendar year not exceeding twenty-four (24) weeks.
- d) Casual: an individual who works on an as-required basis, and for whom regular hours of work are not regularly anticipated.

3.1.3 Independent Contractor

Independent contract personnel are not considered employees of the Township and are usually paid by invoice. However, contract personnel are expected to observe the relevant policies and practices of the Township when working on its premises.

3.2 Period of Service

The Township is committed to giving recognition for experience through the length of service that an employee has with the Township, and to foster an environment that will encourage long service and stability.

Length of service will be defined as the period of continuous service with the Township from the last date of hire. For all indeterminate employees, as well as full-time, definite term employees, the period of service commences on the date of hire. For part-time, definite term employees, the length of service is calculated based on the proportion of full-time hours worked in their position. Casual and seasonal employees do not accumulate periods of service.

An employee's length of service determines benefit eligibility, vacation entitlement, and salary step increase dates, among others. The period of service may be reset following a break in service, as defined in Section 3.3.

3.3 Break in the Period of Service

An employee's period of service shall be reset in the event the employee:

- a) Quits.
- b) Has their employment terminated for a period not less than ninety (90) days.
- c) Fails to return to work after completion of a leave of absence.
- d) Is laid off for a period of twenty-four (24) months from last day at work.
- e) Uses a leave of absence for purposes other than those for which the leave of absence was granted.
- f) Is absent from work for three consecutive days or more without notifying the Township, or fails to provide a reason satisfactory to the Township for the employees' failure to notify.
- g) Engages in gainful employment while on any other leave of absence other than unpaid work.
- h) Is absent due to disability or illness for a period of twenty-four (24) calendar months.

3.4 Hours of Work – Administration

The regular full-time weekly hours of work shall consist of five (5) seven and one-half (7.5) hour days from Monday to Friday inclusive, for a total of thirty-seven and one-half (37.5) hours of work per week. The regular hours of work shall be between 8:30 a.m. and 4:00 p.m.

Due to consistent and uncontrollable fluctuations in workload throughout the day, eating periods for Administration employees shall be paid. The scheduling of the eating period shall be established by the employee's immediate supervisor.

3.4.1 Hours of Work – Public Works

During the Winter Control period, the regular full-time weekly hours of work shall consist of five (5) eight (8) hour days from Monday to Friday inclusive, for a total of forty (40) hours of work per week. The regular daily hours of work shall be between 7:00 a.m. and 3:30 p.m. inclusive of a one-half (½) hour unpaid meal break.

During the summer season, the regular full-time weekly hours of work shall consist of four (4) ten (10) hour days from Monday to Thursday inclusive, for a total of forty (40) hours of work per week. The regular daily hours of work shall be between 7:00 a.m. and 5:30 p.m. inclusive of a one-half (½) hour unpaid meal break.

All Public Works employees working more than five (5) consecutive hours on any shift shall observe an unpaid eating period of one-half (1/2) hour. The scheduling of the eating period shall be established by the employee's immediate supervisor with consideration to operational requirements. The eating period shall commence no later than five (5) hours after the shift starting time. Employees are not permitted to forego their eating period and leave work early.

In the case of an unexpected need for road maintenance, Public Works employees will be expected to perform the necessary work subject to applicable legislative requirements.

3.4.2 Winter Control Season (Public Works)

- a) During the period from November 1 to April 30, the Public Works employees' starting and finishing times may be adjusted so as to provide snowplowing and winter roads maintenance coverage as required.
- b) In the event the services of an employee are required prior to their scheduled 7:00 a.m. start time, the Township will make best efforts to notify such employee of the requirement to report to work no less than two (2) hours prior to the adjusted start time.

3.4.3 Hours of Work- Fire Department

The regular full-time weekly hours of work shall consist of five (5) eight (8) hour days from Monday to Friday inclusive, for a total of forty (40) hours of work per week. The regular daily hours of work shall be between 8:00 a.m. and 4:30 p.m. inclusive of a one-half (½) hour unpaid meal break.

3.4.4 Rest Periods

All employees shall be granted a fifteen (15) minute paid rest period each half shift. Employees are not permitted to forego their rest period and leave work early. Employees are expected to recognize and respect the break times that are allotted each day. Employees who smoke are required to take smoke breaks within the allotted rest periods. Employees operating heavy equipment must park and secure the vehicle in a safe location before exiting the vehicle.

3.4.5 Unused Rest Periods

Eating or rest periods not taken:

- a) Are not recorded or tracked for any purpose;
- b) Are not accumulated for use as compensatory leave; and

- c) Cannot be used for the purpose of leaving work early.

3.5 Attendance, Lateness and Absenteeism

The effective operation of the Township depends on a sustained and productive effort from all employees. The commitment of every staff member to this effort is demonstrated, in part, by their attendance. If an employee is unable to report for work for any reason, they must notify their immediate Supervisor as soon as possible, within at least three (3) hours of their regularly scheduled starting time. In general, employees are expected to be responsible and demonstrate respect for fellow employees by establishing a record of punctuality and regular attendance.

3.6 Flexible Work Arrangements

The Township may consider flexible work arrangements in response to extenuating situations that can arise from time to time. To facilitate this, the Township may consider flexible work arrangements provided that:

- The CAO and/or immediate Supervisor is supportive of the proposal;
- The employee can continue to completely fulfill the needs of their position and deliver high quality programs and services;
- The Township does not incur any extra costs; and
- Either the employee or the Township have the option of amending or cancelling the agreement after providing the other party with fourteen (14) days written notice.

Flexible work arrangements could include:

- **Flex time**, which is any variation of the standard work times or hours/days of work for a position or work group.
- **Telework**, which is work done away from the regular place of work in another workplace, such as home.

3.7 Code of Conduct

The Code of Conduct requires that an employee must:

- a) Behave honestly and with integrity in the course of employment with the Township.
- b) Act with care and diligence in the course of employment with the Township.
- c) When acting in the course of employment with the Township, treat everyone with respect and courtesy, and without harassment.
- d) When acting in the course of employment with the Township, comply with all applicable laws.
- e) No employee shall report to work or work while under the influence of alcohol or illegal drugs or while impaired through the misuse of prescribed or over-the-counter medication.
- f) Comply with any lawful and reasonable direction given by someone in the Township's employ and who has authority to give the direction.
- g) Maintain appropriate confidentiality about dealings that the employee has with any Municipal business.
- h) Disclose, and take reasonable steps to avoid, any conflict of interest (real or perceived) in connection with employment with the Township.
- i) Use Municipal resources in a proper manner.

- j) Not provide false or misleading information in response to a request for information that is made for official purposes in connection with the employee's employment with the Township.
- k) Not make improper use of inside information or the employee's duties, status, power, or authority in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person.
- l) At all times behave in a manner which upholds the integrity and good reputation of the Township.
- m) As per Section 227 of the Municipal Act, 2001, it is the role of employees of the Township to implement Council's decisions, establish administrative practices and procedures to carry out Council's decisions, to research and provide advice to Council on the policies and programs of the Township; and to carry out other duties required under this, or any Act and other duties assigned by the Township.

Any violation of this Code of Conduct will be subject to disciplinary action as described in Section 7 of this Policy Manual.

3.8 Conflict of Interest

It is anticipated that employees of the Township may on occasion pursue personal and private business interests and participate in other decision-making organizations. The Township supports these outside interests provided an employee's activities do not conflict with the goals and objectives of the Township and the general rules of conduct are followed. It is the duty of each municipal employee to determine whether a conflict of interest or potential conflict of interest exists.

If a conflict of interest (potential or actual) exists because of an employee's personal interest or knowledge (or the interest of a relative of the employee) in a property matter, a business dealing with the Township, or similar circumstances, the Supervisor(s) or CAO must be immediately advised in writing by all employees concerned. Employees are required to use **Form 2**, attached to this Policy, for purposes of advising the Township of the conflict of interest.

A conflict of interest (potential or actual) exists when an employee is in a position to influence a decision that may result in a personal gain or advantage for the employee, external organization they are with, or for a relative of the employee as a result of decisions or actions taken by the Township. For the purposes of this Policy, a relative is any person as defined in Section 4.4.

Once an employee has declared a conflict of interest, in accordance with this Policy, the employee will be relieved from any decision-making responsibilities in respect of the interest that has been disclosed.

Employees who fail to report a conflict of interest (potential or actual) to their Supervisor or CAO in a timely manner will be subject to discipline, up to and including termination of employment.

3.9 Outside Employment

Employees may hold employment outside of their employment with the Township so long as that employment does not conflict with their responsibilities or work schedule, and they

satisfactorily perform their municipal work responsibilities. Employment in the same profession or occupation as that in which an employee is employed by the Township requires written disclosure to, and approval by, the CAO.

If the CAO determines that an employee's outside work interferes with performance or the ability to meet the requirements of employment with the Township, the employee may be required to terminate the outside employment. If this does not occur, the employee may be subject to termination of employment.

3.10 Political Activity

Employees may be involved in provincial, federal, or other local Municipal campaigns so long as this involvement does not affect the objectivity and impartiality with which they must discharge their duties.

Employees who wish to run as candidates in a federal, provincial, or municipal election must take a leave of absence without pay commencing:

- The day after the writ for election is issued or on the day that their candidacy is publicly announced, whichever is later (federally, provincially).
- On the day their nomination is officially filed.

3.11 Confidentiality/Privacy of Information/Media Relations

All new employees will be required to complete and sign a Confidentiality Form as a condition of employment with the Township. Employees who improperly use or disclose confidential information will be subject to disciplinary action, up to and including termination of employment. Employees may also be subject to legal action in respect of the disclosure, even in the case they do not actually benefit from the disclosure of the confidential information.

Confidential information shall only be released in accordance with the [Municipal Freedom of Information and Protection of Privacy Act](#) (MFIPPA). All matters and information that come to be known by employees through the course of their employment must be treated as confidential by the employees and must not be released, disclosed, or discussed with any employee or third party without the express consent of the Township. A violation of this confidentiality policy will result in discipline, up to and including termination.

Examples are information regarding ratepayers, pending proposals and projects, personnel information, legal opinions and briefs, compensation data, collection roll, pending land purchases and sales, taxpayer and user accounts, financial information, labour relations strategies, and so forth.

All media contact (newspapers, magazines, radio, television, news agencies or other news services) will be handled by the Head of Council, CAO, or designate.

3.12 Security of Property/Handling of Equipment/Funds

Every employee is responsible for making the workplace a safe and secure environment. Accordingly, all employees are required to comply with the following security requirements:

- a) Keys given to employees may not be duplicated or loaned to anyone. Lost keys must be reported to the Township immediately;
- b) Each employee is responsible for closing windows and turning off lights and equipment, such as fans, heaters, radios, and computers, in their individual office or workspace at the end of each workday;
- c) During work hours, purses and wallets should be placed in a secure location and should not be left visible to others;
- d) Guests and visitors must not be permitted to walk through areas of Municipal Buildings or property that are generally not accessible to the public unless specifically authorized by a municipal Supervisor;
- e) Former employees of the Township must be treated as any other guest or visitor for security purposes;
- f) Employees are expected to utilize all appropriate and necessary security measures to ensure the safety of material and to report any breaches of security immediately;
- g) Preserving and safeguarding the Township's property is the responsibility of all employees. Equipment, materials, and supplies that are purchased with Municipal funds are the property of the organization and must be used only in the interests of the Township and must be protected from theft, misuse, or damage.

3.13 Use of Vehicles and Equipment

When using vehicles and equipment owned or leased by the Township, employees are expected to exercise care, report the need for maintenance, and follow all operating instructions, safety standards, and guidelines. If the employee is required to use a Municipal vehicle, they shall be required to provide proof of a valid driver's license and a driving abstract from the Ministry of Transportation on an annual basis and at such other times as may be required by the Township. The Township shall pay the costs of obtaining the driving abstracts.

Employees are immediately required to inform their Supervisor when their driver's license has been suspended or becomes invalid for any other reason.

Employees are to notify their Supervisor if any vehicle or equipment appears to be damaged, defective, or in need of repair.

The improper, careless, negligent, destructive, or unsafe use or operation of vehicles and equipment, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Vehicles or equipment owned, leased, or rented by the Township may not be used for personal use. Under specific circumstances, the CAO may approve the parking of the municipal vehicles at an employee's residence.

3.14 Expense Allowance

The Township will reimburse employees who incur approved out of pocket expenses on behalf of the Township. The activity which will generate the expense should be approved in advance by the Supervisor. Examples are:

- Any employee required to use their own vehicle for business purposes will be reimbursed for mileage at the rate established in accordance with this HRP, along with any parking fees and tolls incurred while driving for Municipal business.
- Where the Township requires the use of the employee's vehicle to such an extent that it requires a category increase in auto insurance premiums, then the Township shall pay the additional premium increase. The premium increase is defined as the difference between the rate for business use and that for regular use.
- A certain amount for meal expenses as prescribed in Section 5.14 while travelling for work outside of the Township, if not covered in the cost of registration at conferences, seminars, etc.
- Overnight expenses for conferences held outside of Township.

Expense forms must be submitted to the Supervisor within two (2) weeks of the event with receipts, where possible.

3.15 Phone, Mail, Computer, Internet, and Email Usage

Phones, computers, computer files, the internet, the email system, and software furnished to all employees are the property of the Township and (except as otherwise proved by this Policy) are intended to be used for the conduct of Municipal business only.

Where deemed appropriate by the CAO, department and other staff may be assigned a business cellular phone for work-related communications.

Employees in possession of company equipment such as cellular phones and computers are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time upon request of the Township, the employee may be asked to produce the phone for return or inspection.

Employees must limit their personal use of the phone and will be required to reimburse the Township for all additional long distance or other charges incurred as a result of their personal use. The Township prohibits employee use of business cellular phones while driving except when using a 'hands free' device or similar devices for business purposes, as per the Ontario Highway Traffic Act, 2009.

Employees who violate this policy will be subject to disciplinary actions, up to and including termination of employment.

3.16 Internet

The internet's primary value to the Township is to source and collect information pertinent to its business needs. However, since there is a risk of viruses, breaches of copyright, and outdated or inaccurate information, the Township has established guidelines for its employees to follow.

- a) Employees are expected to use the Internet primarily in support of their job duties, education, and research for business-related purposes. Employees must use due diligence in all Internet contacts and should not reveal any personal or confidential client information over the Internet. This is separate from emails which can be used appropriately in a confidential manner as approved by the Township.
- b) Employees must not display any offensive or sexually explicit images or documents on the company system. This would be a violation of the Workplace Violence and Harassment Policy (Section 7.4 and as attached to this HR Manual). Offensive or sexually explicit material may not be archived, stored, distributed, edited, or recorded using the Township's computing resources.
- c) Employees must not use the Township's computing resources to knowingly violate any laws or regulations of Canada, any city, province, any other nation, or other local jurisdiction. Use of any Municipal resources for illegal activity is grounds for immediate dismissal.
- d) Use of the Township's Internet resources for personal purposes, playing games, or participating in other activities not related to job functions is not permitted during business hours.
- e) Employees must follow the Municipal Social Networking Policy (attached). The Mayor shall be the official spokesperson for the Township. Employees of the Township are forbidden from using social networks, personal or otherwise, to post or display comments about co-workers, supervisors, management, Council including the Mayor, or the Township, that are vulgar, obscene, threatening, or a violation of the Township's policies on harassment, discrimination, defamation, confidentiality, and non-competition.
- f) Violations of this policy and guidelines are considered grounds for disciplinary action up to and including dismissal.

Employees may only use software on the local area network or on multiple machines according to the software license agreement. The Township prohibits the illegal duplication of software and its related documentation.



Form 2

DISCLOSURE OF INTEREST FORM

An employee shall complete and file this declaration with the CAO or designate, as soon as the employee is aware of any interest, direct or indirect that they, or their family, may have in any matter under consideration by the Council, Township, Board or Committees thereof, or by any officers or officials of the Council, Township, or Board.

This record shall be placed in the employee's Human Resource file and maintained there for the duration of their employment with the Township.

Declaration of Employee

Name of employee: _____

In accordance with the Policy, I disclose an interest in the following matter under consideration by:

Provide a brief description of the matter:

The general nature of the (potential) conflict of interest is as follows:

I certify that the above information is true, correct and accurate.

Signature of Employee: _____ Date: _____

Date received by CAO or Designate: _____

Section 4: Recruitment, Selection and Assignment	Policy Number: 4– Sections 4.0 to 4.12
Effective Date:	Revision Date:
Township of Ryerson	Page: 1 of 5

4.0 Recruitment and Selection

The Township's goal is to ensure that its recruitment practices are viewed as fair and professional to both internal and external potential candidates. To ensure that we integrate our training and development program, whenever possible, we will actively promote the appointment of internal candidates while at the same time ensuring that the qualifications, experience, and business needs are met in the recruitment requirements for the position.

4.1 Employment Equity

It is the Township's policy to make decisions on hiring, job assignment, training, compensation, and all other human resource practices on the basis of qualifications, ability, and performance. This ensures equality of treatment and opportunity for all employees and applicants regardless of race, ancestry, place of origin, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, family status or disability as per the [Ontario Human Rights Code](#).

This Policy applies to all employees, students, and volunteers, whether paid or unpaid.

Equal Employment Opportunity/Equity is a concept which identifies any discriminatory policies and practices, removes employment barriers, such as attitudinal, cultural, informational and systemic and promotes service development through the full use of the talents of all its employees.

The Township will ensure that their employment policies and practices, compensation, and work environment are reviewed annually and ensure they meet all employment related legislation requirements such as [Human Rights Code](#), [Employment Standards Act](#), [Pay Equity Act](#), [Accessibility for Ontarians with Disabilities Act](#), etc. except where there are bona fide occupational requirements or otherwise allowed under legislation.

4.2 Job Description

All employment postings are made under the authority of the CAO. Prior to posting, the CAO shall:

- a) Ensure that the job description and job evaluation questionnaire are up to date and include position responsibilities, qualifications, and required competencies along with information regarding skills, effort, responsibility, and working conditions.
- b) Ensure the position is evaluated and that a salary range has been determined using the Township's job evaluation system.

Any new or revised job descriptions are reviewed by the CAO and/or Job Evaluation committee. Accepted and approved Job Evaluation techniques are used to evaluate jobs on factors of skill, effort, responsibility, and working conditions in order to establish their relative value to each other and within the Township so that accurate wage comparisons may be made between differing jobs. These factors will be specifically outlined and agreed to by all parties in the Job Fact Sheet.

4.3 Job Postings

All positions created and vacancies which the Township intends to fill, shall be posted internally and/or externally at the discretion of the CAO. The Township encourages its existing staff to apply for vacant positions if they meet the qualifications. Existing staff must have successfully completed their probationary period, have no disciplinary letters on file for the past year, and meet the position requirements to be considered for the position.

The posting of positions will include the nature of the position, functions and responsibilities, qualifications, required knowledge, minimum experience, key competencies and education, skills, shift, hours of work and wages, how to apply, and competition closing date. Such qualifications and requirements shall reflect those necessary to perform the job functions.

Job opportunities will be posted for a minimum of a two-week period. Depending on the position, a longer advertising period may be required.

4.4 Hiring of Relatives

Relatives of existing employees of the Township, or members of Council, may only be employed where no direct reporting relationship exists with that relative. An employee who is related to a candidate for employment shall not be involved in any aspect of the recruitment process so as to avoid any potential conflicts of interest and/or perceptions of preferential treatment.

Employees shall not be transferred into a position in which a reporting relationship with a relative exists. In any other case where a conflict or the potential for conflict arises, even if no supervisory relationship is involved, the parties may be separated by reassignment.

The above applies to employees who marry, become members of the same family unit, or become otherwise related after becoming employees of the Township.

For the purposes of this Policy, a relative is defined as a spouse, common-law spouse, child, foster child, common-law spouse's child, mother, father, brother, sister, grandchild, foster parent, son-in-law, daughter-in-law, brother-in-law, sister-in-law, mother-in-law, father-in-law, common-law spouse's mother, common-law spouse's father, grandparent, spouse's grandparents, aunt, uncle, or cousin.

All employees are required to report relationships to their Supervisor that would place them in violation of this Policy.

4.5 Selection Panel

All employee selections will be done through a Selection Panel whose composition may change from time to time depending on the position status and type.

The Selection Panel is to include a minimum of two (2) individuals, and shall, wherever possible, comprise at least of the CAO and direct Supervisor. Any additional personnel to be assigned to the Selection Panel shall be selected by the CAO.

The Selection Panel will come to a consensus and make a hiring decision. If a consensus cannot be reached, the CAO will make the hiring decision.

In certain circumstances, where required by the Municipal Act or other governing legislation, Council must by by-law appoint an individual to their role.

4.6 Screening and Interviewing of Applicants

The Selection Panel will screen all applications to ensure they meet the minimum requirements of the position. Only those applicants that most closely meet the key selection criteria as described in the posting will be interviewed. The posting will reflect the skills and experience required for the position as well as key competencies.

The Selection Panel will determine the interview process, which can include job-related testing where applicable, and a set of structured questions and rating scales prepared in advance. The Selection Panel will ensure that all applicants are treated and evaluated fairly against the predetermined criteria and accommodation be considered for those identifying disabilities. Multiple stages of interviews may be established at the discretion of the Selection Panel, with consideration to the nature of the position and number of qualified applicants.

One individual on the panel will summarize the results of the Selection Panel interviews and the selection process, and these notes will be kept in a separate file as required under MFIPPA.

4.7 Conducting Reference Checks

The CAO or their designate has responsibility for conducting reference checks for all persons being offered a position with the Township. All hiring offers will be made contingent upon completion of satisfactory reference checks.

Frequently, the Township is contacted for references by other organizations interested in current and former employees of the Township. Any requests of this nature are considered confidential and should immediately be referred to the CAO for response.

4.8 Bonding, Criminal Record, Driving Record and Security Checks

As part of the recruitment and selection process, it may be necessary to conduct background checks to obtain information on a prospective employee or volunteer's ability to be bonded, assess their driving record, or complete a criminal reference check as part of the final offer in accordance with the Township's Background Check Policy.

Hiring of the successful applicant will be contingent upon a satisfactory criminal record and/or security check or bonding, where required. If the results indicate a potential employee or volunteer has a criminal record, they must submit a copy of their criminal record to the Supervisor. The Supervisor will interview the applicant or volunteer to obtain a more detailed description of the circumstances and related events. The applicant will then provide two satisfactory references who can objectively address any questions or issues concerning the related history and current job duties for which the individual is applying. The Township will reimburse the cost of any background check requested.

4.9 Orientation

A comprehensive and carefully planned orientation and package of information will be provided to help all new employees learn about their Department and their job duties specifically. This orientation will provide the employee with detailed information about the working conditions, training, scheduling, and all applicable policies and procedures. It will also provide further information on the full range of services offered by the Township.

A cornerstone of this orientation is this policy manual. It is **required** that all potential Municipal employees receive a copy of this policy manual, have an opportunity to ask questions and understand the contents, and sign a form indicating their understanding.

4.10 Employee Records Management

Upon hire, a personnel file will be created for an employee. This file will contain their name, social insurance number, address, telephone number(s), emergency contact numbers, start date, position title and salary, and any other employment related documents, including but not limited to letter of offer, signed confidentiality agreement, a resume, certification of any job related credentials, performance reviews, change in pay or position authorizations, income tax or benefit applications/enrollments, authorizations, leaves, disciplinary documentation, and may contain interview notes. Any change of information should be reported to the employees' supervisor or payroll staff without delay.

The confidentiality of employee files is the responsibility of the CAO. Access to an employee file is restricted to the employee, their immediate supervisor, and the CAO. Employees may request an appointment with the CAO to view their own employee file and will be conducted under the supervision of the CAO or immediate supervisor. Employees can copy any item in their file, but under no circumstances will they be allowed to remove their file or any documents from the file. Any requests for disposal of file contents must be made to the CAO, who has final say on the disposition of any employee file contents.

Records generally must be retained for a specified number of years to comply with governing legislation. Specific retention periods shall be as specified in the Record Retention Bylaw.

4.11 Probationary Period

All employees appointed to a new position, whether by external hire or internal promotion, are required to serve an initial probationary period.

The probationary period will be a minimum of three (3) months after the date of hire and could extend up to one (1) year depending on candidate experience and positional requirements. Significant absences, such as prolonged absence from work due to illness, during the probationary period will automatically extend the period by the length of the absence.

Either the employer or the employee may end the employment relationship any time during the probationary period, by payment in lieu of only the minimum notice requirements as outlined in the Employment Standards Act.

During the probationary period, there will be continual review of job performance culminating in a formal performance appraisal prior to the end of the three (3) month period, unless otherwise stated. A summary of the performance appraisal will be documented and retained in the personnel files of the Township. If the probationary period is extended, subsequent performance appraisals shall occur at each three (3) month interval of continuous employment. At each interval, the decision as to whether the employment relationship should be terminated, the probationary period continued, or an offer of permanent employment extended will be revisited.

4.12 Temporary Assignments (Acting Appointments, Transfers, Temporary Assignments)

The Township may require an employee to perform duties of other positions from time to time, on a temporary basis, in order to meet immediate work requirements and/or facilitate opportunities for staff training and career development.

Whenever possible, the Township will post the opportunities available for transfers and temporary/acting assignments to support training and development objectives of staff and meet organizational requirements. Temporary assignments anticipated being of three (3) months duration or more will be advertised internally and/or externally.

For pay purposes and scheduling of step progressions, the Township will recognize time spent by the employee on a temporary assignment as being continuous if immediately thereafter they are appointed full-time to the same position.

Section 5: Salary & Compensation Administration	Policy Number: 5– Sections 5.0 to 5.18
Effective Date:	Revision Date:
Township of Ryerson	Page: 1 of 6

5.0 Salary Administration, Review, and Merit Increases

The Township of Ryerson is committed to a policy of salary administration which:

- Is internally equitable and maintains pay equity
- Is externally competitive
- Addresses financial capacity (subject to prevailing economic conditions and successful financial operation), and
- Recognizes and encourages commitment to the organization

The Township recognizes the importance of maintaining competitive compensation programs. Economic factors such as the Cost of Living Index are also considered in determining a compensation strategy. The primary objective of the compensation program is to encourage and reinforce the attraction and retention of talented and dedicated employees.

5.1 Placement on the Salary Grid

All rates on the salary grid are based on either a thirty-seven and one-half (37.5) hour or a forty (40) hour work week. Successful applicants for a position will be placed on a step in the grade as illustrated in their offer letter. Step placement is at the discretion of the CAO.

The administration of the salary structure is based on maintaining internal pay equity and on progression in each position. Employees may receive a step increment in their grade based upon a satisfactory performance review; step increments are to be received on the anniversary date of appointment.

5.2 Performance Management and Development

The purpose of a performance management and development plan is to provide a process for all staff to:

- a) Establish individual performance commitments based on the yearly department objectives that are aligned with the Township's business plan and strategic direction;
- b) Develop yearly training and development plans, evaluate performance, and provide recognition of good performance;
- c) Determine step progressions, if applicable.

The principles of the plan include:

- To support and reinforce the achievement of results; individual performance goals are aligned with the Township's strategic directions.
- Performance objectives should be challenging, fair, and support improvements in organizational processes and performance.
- There will be recognition and reward for performance measured against established objectives, indicators, and commitments.

- Providing a consistent and continuous approach to planning and development which aligns with education, training and development, succession planning, salary administration, and compensation.

5.3 Acting Appointments

5.3.1 When a supervisory position is vacated for a period exceeding twenty (20) consecutive working days for any reason, including but not limited to the illness, injury, or permanent cessation of employment of the incumbent, an employee must be assigned to fulfil the duties of that position for the duration of the vacancy. In selecting employees for temporary acting assignments, consideration shall be given to operational needs as well as the extent to which the acting assignment opportunity can assist with employee development and succession planning. The CAO is responsible for appointing an employee to the vacant position.

5.3.2 The Township shall provide acting pay to employees who are temporarily assigned to perform the duties of a higher-level position. Such acting pay shall be provided commencing on the twenty-first (21st) consecutive working day following the day on which the higher-level position was vacated. The acting rate of pay shall be calculated by applying a five (5) percent premium to the employee's base rate of pay, and selecting the next-highest rate of pay on the acting position's salary grid. Upon the return of the incumbent to the vacated position, or the permanent appointment of an employee to that position, the acting assignment shall be terminated and the employee shall return to their substantive position at the rate of pay earned immediately preceding the acting assignment.

Where an employee would otherwise be entitled to receive a step increment in their substantive position during the acting assignment, the acting rate of pay shall be recalculated in the manner prescribed above using the revised base rate of pay and the employee shall begin receiving the higher substantive pay rate upon the termination of the acting assignment.

5.3.3. When an employee is temporarily assigned to a position paying a lower rate, their current rate of pay shall not be reduced.

5.4 Call-Back Pay Guarantee

An employee who is called in and required to work outside their regular working hours shall be paid for a minimum of three (3) hours at regular rates whenever there is a break between the employee's regularly scheduled hours and the work the employee is called in to do. When the work called back for is completed, the employee shall be allowed to leave.

5.5. Standby Pay

Throughout the Winter Control period, all Roads employees are considered to be on call and may be required to conduct nightly weather checks.

The Public Works Supervisor will receive \$65.07 per week as additional pay for each week they are responsible for conducting the nightly weather checks.

Each equipment operator will receive \$47.32 per week as additional pay for each week they are on call. If an equipment operator is required to conduct the nightly weather checks, they will receive \$59.15 for that week regardless of how many night checks are required.

Standby pay is to be issued on the first pay cheque issued after April 30 of each calendar year.

The rates as specified above are in effect for the November 1, 2023 to April 30, 2024 Winter Control period. Future rates will be indexed to the CPI as outlined in Section 5.16.

5.6 Overtime Defined

All authorized time worked over and above the regular weekly hours as defined in Section 3 of this manual shall be considered overtime. All Paid Holidays not worked shall, for the purpose of computing weekly overtime, be considered as a day worked.

Overtime worked in excess of regular scheduled hours must be authorized in advance by the employee's supervisor before being worked.

5.7 Overtime Pay

Authorized overtime hours worked are compensated at the rate of one and one-half (1 1/2) times the employee's base hourly rate, or its equivalent, for all hours worked in excess of forty (40) hours per week.

Salaried employees shall not be eligible for Overtime pay.

5.8 Time Off in Lieu of Overtime

With the written agreement of the employee, overtime may be taken as time in lieu and will be dealt with on an individual basis between the employee and the appropriate supervisor. Payments for unused overtime must be authorized by the CAO, consistent with budgetary authorization.

Time shall be taken off at a time agreed to by the employee's immediate supervisor. Such requests shall not be unreasonably denied provided that such time off shall not interfere with the Township's operations.

5.9 Paid Holidays

The Township recognizes the following paid holidays:

New Year's Day	Family Day	Good Friday
Easter Monday	Victoria Day	Canada Day
Civic Holiday	Labour Day	Thanksgiving Day
Remembrance Day	Christmas Day	Boxing Day

Where a holiday falls on a non-working day for an employee, another working day shall be granted as a paid day of leave in lieu of the holiday.

Where a designated holiday coincides with a day of paid leave for an employee, that day shall count as a holiday and not as a day of leave.

An employee classed as part-time indeterminate shall receive payment of regular wages for each holiday identified above in lieu of receiving paid time off and/or Holiday Pay. All other employees will receive Public Holiday pay, calculated as per the provisions of the Employment Standards Act.

During the period from November 1 to April 30, holidays for Public Works employees shall be recognized on the basis of eight (8) hours per day. During the period from May 1 to October 31, holidays for Public Works employees shall be recognized on the basis of ten (10) hours per day.

Payment or alternative time off in lieu will not be made for holidays observed during a period of leave of absence without pay.

5.10 Compensation for Work on Paid Holidays

An employee scheduled to work on a statutory holiday shall be paid at the rate of one and one-half (1 ½) their regular rate for each hour worked on the holiday, plus public holiday pay. Alternatively, the employee may elect to receive regular wages for the public holiday and receive an additional working day as paid time off in recognition of the holiday. Such time off must be taken within ninety (90) days of the paid holiday.

5.11 Pay Days

A work week runs for 7 consecutive days, commencing Sunday at 12:01 a.m. and ending Saturday at 11:59 p.m. Employees shall be paid bi-weekly on Thursdays, for the preceding two (2) work weeks ending on the Saturday immediately preceding the pay day.

Each employee's pay will be deposited directly into a bank account of choice. Employees will receive an itemized statement of earnings, overtime, and any other supplementary pay and deductions.

5.12 Automobile Allowance

In certain circumstances, an employee may be required to use their personal vehicles when performing duties on behalf of the Township. Any such use of a personal vehicle must first be approved by their department manager and/or the CAO.

Mileage shall be paid at the CRA prescribed rate for travel in excess of 5,000 kilometres, for each kilometre of approved travel. The mileage rate is subject to change at the discretion of Council.

Employees may only claim the mileage allowance when travelling for municipal business to a destination greater than 25 kilometres from their point of origin, where the point of origin may be either the Municipal office or the employee's home residence. In the event an employee is not leaving for municipal business from either of those locations, the point of origin shall default to the employee's home residence.

In the event that an employee either:

- a) Travels for municipal business prior to reporting to the Municipal office, and travels to the office upon completion of the business; or
- b) Travels for municipal business from the Municipal office, and does not return to the office upon completion of the business.

The mileage claim will be calculated as the difference between the distance travelled for the meeting and the employee's standard commuting distance.

Travel expenses are not paid to employees when travelling to and from the office for regular and overtime hours.

Where feasible, employees are expected to use the Township vehicles when travelling for business purposes to reduce mileage expense payments.

Employees driving their own vehicle for business purposes must always maintain adequate insurance at their own expense. If an employee has an accident in their personal vehicle when performing work duties, it is under their personal insurance.

5.13 Professional Association Memberships

The Township will pay for professional fees or dues required to maintain professional status or membership in a professional association where such membership is considered a job requirement or necessary qualification. The Township also agrees to reimburse an employee for the cost of the medical required by the Ministry of Transportation for purposes of the employee renewing their Class DZ or AZ drivers' designation.

5.14 Training Courses

The Township encourages employees to increase their knowledge, maintain currency in their profession, and continually upgrade their skills. Such improvement is often best accomplished through attendance at training programs, seminars, and conferences.

The Township will pay for employee attendance at approved training courses, seminars, and conferences, being such programs where there is a direct and substantial correlation between the subject matter being discussed and the employee's work responsibilities. Wherever possible, such training programs are to be set forth in the employee's Personal Training Plan.

When attending a training course, an employee is eligible for payment of their regular working hours only, plus eligible travel expenses as outlined in Section 5.12. In addition, employees are permitted to claim meal expenses of up to \$100.00 per day of the training program, including taxes, when held outside the geographic Township of Ryerson. Reimbursement will be provided based on actual costs incurred. The Township will not reimburse the cost of any alcohol purchased while an employee is attending a training program.

5.15 Gifts, Favours, and Entertainment

Any employee, or member of their immediate family, must not accept from any individual or organization doing business with the Township any monetary payment, gift, entertainment, hospitality, or other favour of greater than token value, or which goes

beyond that which is customary and accepted business practice. For the purposes of this Section, “token value” shall mean a gift, favour, entertainment, hospitality, or any such item with a retail value in excess of \$20.00.

Employees are responsible for reporting to their respective supervisor, within twenty-four (24) hours, the offer or receipt of any gift, favour, and/or entertainment by employees or members of their immediate family.

5.16 Cost of Living Adjustment

Effective January 1 of each calendar year, the Municipal Salary Grid shall be adjusted by the Cost of Living Index. An inflationary factor, equal to the yearly Ontario CPI inflation rate published by Statistics Canada for November of the directly preceding calendar year, shall be applied to each step in the Municipal Salary Grid.

In the event the inflationary factor falls below one (1) percent, a factor of one (1) percent shall be applied to the Municipal Salary Grid. In the event the inflationary factor exceeds three (3) percent, factor of three (3) percent shall be applied.

5.17 Wage Garnishments

The Township is required by law to comply with court-ordered payments and wage garnishments when they are presented. Employees affected by wage garnishment or court-ordered payments will be notified by the CAO of any charge against their wages.

No person acting on behalf of the Township may dismiss; threaten to dismiss; discipline or suspend; impose any penalty upon; or intimidate or coerce any employee because of a wage garnishment or court-ordered payment.

5.18 Municipal Restructuring

It is understood that municipal restructuring may occur in the future, and that this is of significant concern to employees.

Any restructuring agreement that is implemented must include provisions for employees. Employees for whom employment will be terminated as a result of the restructuring will have the opportunity to meet with the CAO and Council and discuss a severance package.

Section 6: Benefits Administration	Policy Number: 6– Sections 6.0 to 6.19
Effective Date:	Revision Date:
Township of Ryerson	Page: 1 of 8

6.0 Eligibility for Municipal Benefit Package

All full-time, indeterminate employees are eligible to receive benefits.

6.1 Group Insurance Benefits

The Township shall pay on behalf of all eligible employees 100% of the premium cost for the following benefits:

- i) Extended Health Care
- ii) Dental Care
- ii) Life Insurance
- iii) AD & D
- iv) Long Term Disability
- v) Out of country travel

6.1.1

The above noted benefits shall be administered by the Benefits Carrier/Insurer in accordance with the terms and conditions of the respective plan. The benefits available shall be those set out in the respective plan effective on the date of certification.

The Township shall retain the right to determine the carrier of the benefits and agree that there shall be no reduction in benefits currently in place as of the date of this Policy.

All refunds, reductions of premiums, dividends, relating to contributions made by the Township shall become and remain the sole property of the Township.

6.1.2

Any dispute that an employee has with respect to benefits entitlement or eligibility or other issue in relation to the above benefits shall be between the employee and the Benefits Carrier/Insurer.

6.1.3

The [Workplace Safety and Insurance Act](#) shall cover all employees. An employee receiving payment for a compensable injury shall be entitled to those benefits prescribed by the Act.

6.2 Compassion Leave

Compassion leave means the period of time an employee is absent from work due to illness or injury, for which compensation is not payable under the [Workplace Safety and Insurance Act](#).

All full time, indeterminate employees who have completed their Probationary Period shall receive compassion leave credits at the rate of:

- Administration: Three decimal seven five (3.75) hours for each calendar month in which the employee receives pay for at least seventy-five (75) hours.
- Roads and Fire: four (4) hours for each calendar month in which the employee receives pay for at least eighty (80) hours.

All part time, indeterminate employees who have completed their Probationary Period shall receive compassion leave credits at the rate of two (2) hours for each calendar month in which the employee receives pay for at least thirty-seven decimal five (37.5) hours.

An employee's regular hours of work, as outlined in Section 3, will be used to determine their allocation of compassion leave hours.

Time off compensable from WSIB can be borrowed from compassion leave until WSIB benefits are approved.

6.2.1 Compassion Bank

Full-time Administration employees may accumulate to a maximum of three hundred (300) hours.

Full-time Public Works and Fire employees may accumulate to a maximum of three hundred twenty (320) hours.

Part-time employees may accumulate to a maximum of one hundred sixty (160) hours.

6.2.2 Proof of Illness

Compassion leave is to be used only when the employee is personally sick. Any consecutive sick leave of absence beyond three (3) days may require the submission of a doctor's certificate to maintain eligibility for compassion leave credits, as determined by the CAO. The Township reserves the right to request a medical certificate from the first day of compassion leave.

6.2.3 Compassion Leave During Layoff

When an employee is laid off on account of lack of work, they shall not receive compassion leave credits for the period of such absence but shall retain their cumulative credit, if any, existing at the time of such layoff.

An employee who has used up all their compassion leave credits and through illness or injury, is unable to return to work, will be placed on leave of absence, during which period they will not receive pay, vacation service credits, holiday pay, or compassion leave credits or any clothing or safety footwear allowance.

6.2.4 Compassion Leave Upon Retirement

An employee shall be entitled to receive payment equal to one-half the value of any unused compassion leave credits standing to their account at retirement or upon termination of employment.

6.3 Long-Term Disability

6.3.1 An employee absent from work due to illness or injury and not in receipt of Workers' Compensation benefits, shall have their coverage for the benefit as outlined in Section 6.1 of this Policy Manual continued for a period of four (4) months from the first day of absence. If the employee does not apply and/or is not approved under the Long-Term

Disability Plan, the employee may continue their participation in the benefit plans by assuming responsibility for 100% of the premium costs.

- 6.3.2 If upon expiration of the four (4) month period, the employee files a claim for Long Term Disability benefits and such claim is accepted by the Insurance Underwriter, their participation in the benefit plans will be continued for a further period of twenty (20) months.
- 6.3.3 If an employee continues to qualify for Long Term Disability benefits beyond the twenty-four (24) month period, they may continue their participation in the benefit plans for so long as they qualify for Long Term Disability benefits by assuming responsibility for 100% of the premium costs.
- 6.3.4 Employees who are in the appeal process for the Long-Term Disability benefits may continue to participate in the benefits plan by assuming responsibility for 100% of the premium costs, provided such practice does not violate terms of the agreement with the carrier as per the current agreement.
- 6.3.5 An employee in receipt of Long-Term Disability benefits shall be considered on leave of absence without pay. During such period, an employee will not receive vacation credits, holiday pay, or sick leave credits.
- 6.3.6 An employee receiving Long Term Disability benefits shall have the right to reclaim the job they were performing at the onset of disability or, if this job is no longer available, a comparable job at a comparable rate of pay, during the twenty-four (24) month period commencing with the onset of disability.

6.4 **WSIB Disability**

An employee receiving temporary or permanent disability benefits from the Workplace Safety and Insurance Board, in consideration of an illness or injury sustained while employed by the Township, shall have the right to reclaim the job being performed at the onset of disability or, if this job is no longer available, a comparable job at a comparable rate of pay. Such employee shall also be entitled to have their participation continued in the Municipal Group Benefit Plans as per this Policy. An employee's entitlement to the privileges set forth in this clause shall be limited to a period of twenty-four (24) months from the onset of disability.

If an employee continues to qualify for Workers Safety and Insurance Benefits beyond the twenty-four (24) month period, they may continue their participation in the benefit plans for so long as they qualify for Workers Safety and Insurance Benefits by assuming responsibility for 100% of the premium costs.

6.5 **Personal Leave of Absence**

Employees on the active payroll may apply for a personal leave of absence at any time. All requests for personal leave, with the exception of jury duty (see Section 6.12), are deemed to be for personal reasons and may or may not be approved at the discretion of the CAO. All such periods of leave shall be without pay.

Requests for leave will be judged on their merit, with consideration given to individual circumstances such as the purpose for which the leave was requested, the performance and length of service of the employee, the frequency with which such requests are made, and the operational impact of the employee's absence.

Employee benefits shall be discontinued for the duration of any leave of absence in excess of one (1) month, unless specified otherwise herein. However, if permitted and approved by the benefits provider, employees may make appropriate arrangements, in advance, to maintain insured health and medical benefits by prepaying the necessary premiums, including the employer's share, prior to the commencement of a period of leave in excess of one (1) month.

6.6 Personal Protective Equipment

Employees who are regularly required to work at least 80% of their working days in areas where there is risk of foot danger from pallets, heavy objects, materials, or machinery, or a risk from sharp objects, shall wear approved safety footwear.

Roads employees who have completed their Probationary Period and are required to wear safety footwear shall receive a subsidy of \$200.00 per calendar year, payable upon presentation of a proper receipt.

The Township will provide all other personal protective equipment, including eye protection, hand protection, hearing protection, head protection, and high visibility apparel as deemed appropriate by the Roads Supervisor and/or CAO.

6.7 Benefits – 65 and over

An employee who chooses to continue working for the Township beyond age 65 shall have their coverage, excepting Long Term Disability, continue on the same basis as that of current full-time employees and the Township shall pay the same premiums as those being paid on behalf of current employees.

For greater clarity, Long Term Disability coverage will not be provided to an employee who continues to work for the Township beyond their sixty-fifth (65th) birthday.

6.8 Pension Plan

Participation in a pension, administered by and in accordance with the provisions of the Ontario Municipal Employee's Retirement System (OMERS), is compulsory for every full-time employee of the Township from the date of hire. Participation in OMERS is optional for all other employees. Optionally enrolled employees must opt into membership status at time of hire.

Normal retirement under the OMERS Plan is age 65. Active membership in OMERS may continue until the employee retires, or no later than November 30th of the year in which they turn 71.

6.9 Vacations

For the purposes of this Section, the vacation entitlement year is defined as January 1 to the following December 31. Vacation time is credited on January 1 of each vacation

entitlement year, based on the period of employment in the preceding year. For any stub periods of employment, as defined in the Employment Standard Act, prorated vacation entitlements will be provided based on the period of employment.

Calculations will be rounded up to the nearest half hour.

Full-time, indeterminate employees shall receive their vacation entitlements as follows:

Completed years of service at the preceding December 31	Vacation Entitlement
One to four years	10 days
Five to nine years	15 days
Ten to fourteen years	20 days
Fifteen to nineteen years	25 days
Twenty years and over	30 days

For the purposes of this entitlement, a vacation day shall be calculated as one-fifth of an employee's regularly scheduled weekly hours of work.

An employee who receives a greater entitlement upon commencing employment shall receive increments in their vacation entitlement as stipulated in their employment agreement.

Employees in any other Employment Classification shall receive vacation pay on gross earnings, in lieu of paid time off. The vacation pay rate is set on January 1 of each vacation entitlement year, based on each employee's period of employment as follows:

Completed years of service at January 1	Vacation Pay Entitlement
Zero to four years	4%
Five to nine years	6%
Ten to fourteen years	8%
Fifteen to nineteen years	10%
Twenty years and over	12%

An employee's vacation pay shall be paid when vacation is taken. Employees must obtain advance approval from their Supervisor for any vacation time request. Every reasonable effort will be made to accommodate an employee's vacation request, but approval resides with the employee's Supervisor and is subject to operational requirements.

No more than four (4) weeks vacation shall be taken consecutively without the approval of the CAO.

6.9.1 Vacation Pay on Termination

Upon termination of employment, an employee will receive payment for any accrued and unused vacation. Entitlements will be recalculated for the stub period of employment. Any excess of vacation pay received in the year will be deducted from other earnings owed upon separation of employment, if available.

6.9.2 Unused Vacation Credits

An employee must use their vacation credits by the end of each entitlement year. No vacation time shall be carried forward to the next entitlement year, except under extraordinary circumstances as determined by the CAO and granted through a written agreement between the employee and his/her immediate supervisor.

Any unused vacation time at the end of an entitlement year that is not subject to an agreement shall be forfeited, with payment made in lieu at the employee's standard rate of pay if required by the *ESA*.

The employer has an obligation under the *Employment Standards Act* to ensure vacation time is scheduled and taken prior to the end of the authorized period. Section 35 of the Act provides the employer with the right to schedule vacation time on behalf of the employee.

6.9.3 Approved Leave of Absence During Vacation

When an employee becomes entitled to sick or bereavement leave, while on scheduled vacation time, there shall be no deduction from vacation credits for the period of illness and/or bereavement. By mutual agreement, the period of vacation so displaced shall either be added to the vacation period or reinstated for use at a later date. Upon request, satisfactory evidence of illness shall be provided to the employee's Supervisor.

6.9.4 Vacation Pay Reconciliation

A full-time employee who has less than five (5) years of service as of the completion of a vacation entitlement year is entitled to four (4) percent of their gross earnings for that year as vacation pay in the following year.

A full-time employee who has five (5) or more years of service as of the completion of a vacation entitlement year is entitled to six (6) percent of their gross earnings for that year as vacation pay in the following year.

A reconciliation shall be performed at the end of each vacation entitlement year to ensure the employee has received the requisite amount of vacation pay. Any balance owed to the employee shall be paid out on the second pay day of the subsequent year.

6.10 Bereavement Leave

- a) In the event of the death of an employee's spouse, common law partner, child, foster child, parent, or foster parent, the employee shall be granted bereavement leave of up to five (5) consecutive working days with pay for the purposes of arranging or attending the funeral.
- b) In the event of the death of a member of an employee's immediate family who is not specifically mentioned in Section 6.10(a) above, the employee shall be granted bereavement leave of up to three (3) consecutive working days with pay for the purposes of arranging or attending the funeral.
- c) In the case of the death of a relative not included in a) or b) above, the Township may grant one (1) paid day off to permit the employee to attend the funeral of such relative.
- d) An employee may elect to defer days of their bereavement leave to be used for the attendance at the actual interment.

In addition to the entitlement in a) and b), at the discretion of the CAO an employee may be granted up to an additional five (5) days unpaid leave for any extenuating circumstances.

6.11 Time Off for Elections

The Township shall ensure that employees are provided with three (3) consecutive hours before the closing of the polls in any federal, provincial, or municipal election to vote. An employee will be paid for these three (3) hours.

6.12 Paid Jury or Court Witness Duty Leave

An employee who is required to serve as a juror, or as a witness under subpoena in relation to any matter arising out of their employment with the Township, shall receive payment for lost time equivalent to the difference between their normal earnings for a scheduled day of work and the amount received for such service, excluding payments for travel, meals, or other expenses. The employee shall provide the Township with proof of such service and the amount of pay received.

6.13 Education Leave and Examinations

With the written consent of the CAO, an employee may be granted leave of absence with pay to write examinations to upgrade their employment qualifications, and such approval shall not be withheld unreasonably.

6.14 Personal Leave

All indeterminate employees shall be granted personal leave credits in each calendar year. Employees shall be credited one (1) day on the later of January 1 or three (3) months following the date on which employment commences; and one (1) day upon completion of six (6) months of continuous employment in the calendar year.

Personal leave credits are not cumulative, and all unused credits at the end of the calendar year shall be forfeited.

6.15 Other Leaves of Absence

There are many leaves listed in the Ontario *Employment Standards Act* that are not outlined in this Policy. All ESA guidelines will be followed when a written request is received by the CAO.

6.16 Proper Training

No employee shall be required to work on any job or operate any piece of equipment until they have received proper training and instructions.

6.17 Health & Safety Clothing, Tools, Equipment and Protection

The Township shall provide essential and necessary tools, safety equipment, and clothing as required. The employee shall be responsible for using the tools and safety equipment provided and for wearing the protective clothing supplied.

6.18 Injury Pay Provision

An employee who is injured or made sick during working hours and is required to leave for treatment or is sent home as a result of such injury or sickness, shall receive payment for the remainder of the shift at their regular rate of pay without deduction from sick leave.

If a doctor or nurse states that the employee is fit for further work on that shift and a document stating so has been provided to the employee by the attending caregiver, sick leave credits will be deducted for time lost.

6.19 Transportation of Accident Victims

Transportation to the nearest physician or hospital for employees requiring medical care as a result of a work accident shall be at the expense of the Township.

6.20 Access to Discounted Pricing

As a result of various partnerships or participation in group purchasing programs, the Township occasionally has access to discounted pricing on various goods and services. At the discretion of the CAO, the Township's accounts may be used to procure certain items for the personal use of its employees, provided that reimbursement is provided in full immediately upon purchase.

Section 7: Employee Relations	Policy Number: – Sections 7.0 to 7.8
Effective Date:	Revision Date:
Township of Ryerson	Page: 1 of 6

Workplace Discrimination and Harassment Policy- Attached.

7.0 Responsibility of Council and Management to Follow the Workplace Discrimination and Harassment Prevention Policy

Council and Management staff are responsible for ensuring that a respectful, harassment and violence free environment is maintained in all facilities and programs. Specifically, management is responsible for:

- Ensuring that complaints of discrimination, harassment or violence are referred in a confidential manner to the CAO for resolution and/or investigation.
- Ensuring that no reprisals are suffered by any individual who has complained or provided information in good faith pursuant to this policy, and taking appropriate action in the event that they become aware of reprisals; and
- Modeling the kind of respectful behaviour expected of employees, members of Council, and volunteers of the Township.

7.1 Responsibility of Paid Staff and Volunteer Staff

All staff and volunteers have a responsibility for understanding how to maintain a discrimination and harassment free workplace and prevent incidents of potential or actual violence. They have an obligation to bring to management's attention any discrimination, harassment, or threats of violence that they witness. In dealing with other employees, Council members, volunteer staff, members of the public, all employees will not harass, discriminate against, or act in an abusive manner towards any individual or group. Attitudes and behaviours that are not supportive of the dignity and self-esteem of all individuals will not be tolerated. If harassment, discriminatory or abusive behaviour is substantiated, corrective or disciplinary action will be taken up to and including dismissal.

7.2 Dispute Resolution

The Township believes in resolving employee concerns and disputes related to their employment relationship in a prompt and equitable manner. Employees who express any concerns, or lodge a formal complaint under this policy, or who provide information regarding a complaint, may do so without fear of retaliation or reprisal.

7.2.1 Informal Resolution Process

Employees who believe they have legitimate concerns about any aspect of their employment relationship with the Township should first discuss those concerns with their manager and attempt to resolve them satisfactorily. Managers are required to discuss and/or investigate any concern raised and respond in an appropriate manner, within two (2) working days of learning of the concern or dispute. If the issue is not resolved in a manner that is satisfactory to the employee, a formal complaint may be filed by the employee with the CAO or Roads Supervisor, as appropriate.

7.2.2 Formal Resolution Process

If an employee's concern is not resolved in a satisfactory manner through the informal problem-solving process, a formal complaint may be lodged within five (5) working days

of the facts becoming known that give rise to the concern or dispute. A formal complaint is to be submitted in writing to the CAO or Roads Supervisor, as appropriate.

Within two (2) days of receiving the formal complaint, or a time mutually agreed upon, the CAO or Roads Supervisor, as appropriate, shall meet with the employee to discuss and investigate the complaint. The CAO or Roads Supervisor, as appropriate, shall respond to the employee's complaint within five (5) days of the meeting between the parties.

Where deemed appropriate, the Roads Supervisor may escalate to the CAO. The decision of the CAO shall be binding on all parties.

7.3 Responsibility of Clients and Members of the Public

It is expected that those members of the community using or accessing the Township's facilities, services, and programs, or dealing with the Township and its staff in any matter, will not harass, discriminate against, or abuse any individual or group. If complaints or harassment are substantiated, the person/group will be asked to leave the program or facility, and for serious or repeat offenders, their involvement with the Township may be suspended or terminated.

7.4 Discrimination Free, Harassment Free Workplace and Accommodation Programs

Under the Ontario [Human Rights Code](#) and the [Occupational Health and Safety Act](#), every person has the right to freedom from harassment and discrimination.

Harassment and discrimination will not be tolerated, condoned, or ignored at the Township. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and including termination of employment.

7.5 Possibility of Domestic Violence in the Workplace

Any employee who is experiencing domestic violence that exposes them to physical injury in the workplace, is experiencing domestic violence in the workplace, or believes that domestic violence in the workplace is likely to occur, should seek immediate assistance from their Supervisor or CAO.

A safety plan will be developed by the employee and their Supervisor and/or CAO.

7.6 Alcohol and Drug Abuse

The Township has a zero-tolerance policy concerning alcohol and drug use while at work. Staff shall not use alcohol or drugs at work, and shall not show up for work while under the influence of drugs and alcohol. Any employee caught in contravention of this policy will be immediately sent home, without pay. A meeting will be scheduled for the next day between the employee and their Supervisor to address the incident, develop an action plan to assist the employee to address any concerns, and may result in corrective discipline up to and including dismissal.

The Township's comprehensive Substance Abuse Policy and Procedure manuals are attached to this Human Resources Policy Manual.

7.7 **Conduct and Behaviour**

Regulations for the acceptable conduct and behaviour of employees are necessary for the orderly operation of any business, for the benefit and protection of the rights and safety of employees and the protection of the Township's assets. Employees are expected to govern their conduct and behaviour in a manner consistent with the guidelines set out herein.

For the purposes of this policy, conduct has been separated into three categories: inappropriate, unacceptable, and extreme. The severity of the breach in conduct will dictate the disciplinary actions taken in response.

7.7.1 **Appropriate Conduct**

For the purposes of this policy, appropriate conduct includes the following:

- Adherence to published policies, practices and procedures;
- Competent performance of all assigned job duties;
- Prompt and regular attendance at work;
- Courtesy to and respect for co-workers, customers, suppliers or any other persons with whom the Township has contact in the conducting of its business;
- Wearing proper attire and footwear during working hours, appropriate to the job being performed.

7.7.2 **Inappropriate Conduct**

Inappropriate conduct is any behaviour which should reasonably be known to be outside of the bounds of acceptable workplace behaviour, but does not pose an immediate threat to the health and safety of oneself or others or to the financial, reputational, or other well-being of the municipality. Examples of inappropriate conduct include, but are not limited to:

- Loitering or loafing on the job
- Leaving work early without permission of the employee's immediate supervisor
- Minor insubordination or other bullying/harassing behaviour towards co-workers
- Using obscene, abusive language
- Spreading malicious gossip or rumours
- Horseplay
- Excessive personal use of telephone, photocopiers, computer equipment, etc.

Any employees engaging in any behaviours deemed to be inappropriate conduct will be subject to progressive discipline in accordance with Section 7.8.

7.7.3 **Unacceptable Conduct**

Unacceptable conduct is any behaviour which poses an immediate and serious threat to health and safety and/or the financial, reputational, or other well-being of the Township. Examples of unacceptable conduct include, but are not limited to:

- Possession, consumption, or use of alcoholic beverages or illegal substances while on company premises
- Smoking within Township property (e.g., buildings and vehicles)

- Willful violation of safety rules and procedures
- Willful neglect and/or mishandling of equipment and/or machinery
- Unsafe driving of company vehicles
- Indecency
- Poor or careless work
- Sleeping while on duty
- Accepting gifts, favours or gratuities with a dollar value in excess of \$20.00 from firms, organizations, agents, employees, or other individuals who may or do conduct business with the Township.

A first offence of unacceptable conduct will result in immediate suspension for two (2) full working days without pay. A second offence will result in immediate suspension for five (5) full working days without pay. Any employee engaging in a third or subsequent offence will be immediately suspended indefinitely, pending an investigation, and lead to further disciplinary action up to and including discharge.

7.7.4 Extreme Conduct

Extreme conduct is any behaviour which creates an immediate, serious, and potentially irreparable threat to employee health and safety and/or the wellbeing of the municipality. This includes, but is not limited to:

- Possession of guns, other weaponry, or explosives on company property
- Theft and/or fraud
- Falsification of company records
- Significant harassment or abuse towards other employees
- Severe insubordination and insolence
- Fighting
- Gross incompetence

Any employee found to have engaged in extreme conduct behaviours will be immediately suspended indefinitely, pending an investigation, and ultimately terminated for cause.

7.8 Progressive Discipline

It is the policy of the Township of Ryerson to be fair and tolerant in the administration of its employees, and to encourage employees to exercise self-discipline at all times in their conduct and job performance. However, repeated, willful or inexcusable breaches of policies, standard operating procedures or normal business ethics are not acceptable and shall be dealt with in accordance with the provisions of this Policy.

Depending on the severity of the concern and the number of past occurrences, disciplinary action may call for any of five corrective steps: informal counseling, oral warning, written warning, suspension without pay, or termination of employment. Except for termination of employment, any step of the disciplinary procedure may be reported more than once, if necessary.

In some circumstances the progressive approach is not an option. This is determined on a case-by-case basis by the CAO.

7.8.1 Informal Counseling

When an incident occurs that warrants informal counseling under this policy, the employee's manager shall bring the matter to the employee's attention as soon as the facts giving rise to the incident become known. The manager and the employee should discuss the concerns and agree on a plan of corrective action. If desired changes or results are not achieved after a reasonable period of time, then a formal discipline step may be implemented.

7.8.2 Reprimand

All verbal and written reprimands will be made by the Supervisor and/or CAO:

Step 1 is a verbal warning which will:

- a) Clarify area or behaviour to be improved.
- b) Clarify what is expected, when it is expected, how future performance will be measured, when the next follow-up meeting will occur, and where the employee can seek further advice or assistance to help them reach satisfactory performance.
- c) Clearly identify the amount of training, knowledge and experience the employee may need to help them improve performance including further skills, knowledge and/or resources, how they will be provided with support to meet expectations.
- d) Clarify that lack of sufficient improvement may result in further discipline up to and including dismissal.
- e) Clarify next meeting date to review results.

Notes of the meeting will be kept, and a copy provided to the employee.

Step 2 is a written warning which will:

- a) Clarify area(s) to be improved.
- b) Clarify what is expected/when it is expected, how future performance will be measured, when the next follow-up meeting will occur, where the employee can seek further advice or assistance to help them reach satisfactory performance.
- c) Clearly identify the amount of training, knowledge and experience the employee may need to help them improve performance including further skills, knowledge and/or resources, how they will be provided with support to meet expectations, how improvement will be measured and clarify next meeting date to review results.
- d) Clarify that lack of sufficient improvement may result in further discipline up to and including dismissal.

Written warnings and related documentation will be filed in an employee's personnel file.

7.8.3 Suspension/Probation

Suspension without pay may occur only after the written warning discipline step has failed to correct the situation and the employee has been properly advised that a suspension may also occur if shortcomings are not corrected. Disciplinary suspensions may also occur, without prior warnings, if the suspension is administered because of unacceptable or

extreme conduct or behaviour as defined in Section 7.7. All disciplinary suspensions require the prior approval of the CAO.

Immediate suspension is an option available to a manager only in the event that the specific incident demands immediate serious remedial action to protect the health/safety of employees or to protect the Township's assets. In those rare and exceptional circumstances where this action is required, the suspension will be of indefinite duration, pending an investigation of the events leading to the suspension. The CAO must be notified as soon as possible of any suspensions of this nature. The investigation of an immediate suspension must be concluded within forty-eight (48) hours, whenever possible. The suspended employee shall be notified of the results of the investigation within twenty-four (24) hours of the investigation being concluded.

7.8.4 Dismissal

Where deemed necessary by the CAO, an employee's employment with the Township may be terminated. Additional detail regarding the termination process is outlined in Section 8.4 of this Manual.

Section 8: Termination of Employment	Policy Number: – Sections 8.0 to 8.4
Effective Date:	Revision Date:
Township of Ryerson	Page: 1 of 2

8.0 Termination

While the Township hopes that the employment relationship is a long and mutually satisfying one, the Township can make no assurances concerning the duration of an employee's employment with the Township. Either the employee or the Township may terminate employment at any time without notice, except as outlined below or that which may be required by applicable legislation such as the [Employment Standards Act](#).

8.1 Resignation

All non-management employees are required to give a minimum of two (2) weeks notice, in writing, to their supervisor or CAO stating their intention to leave employment. Management employees are expected to provide the CAO a minimum of one (1) month's notice, in writing.

The effective date of the termination is the last scheduled working day.

8.2 Retirement

Employees that wish to retire must notify their supervisor or CAO in writing. Employees are encouraged to provide sufficient lead time in advance of their retirement, to allow time for the processing of CPP and/or pension benefits.

The notice requirements in the event of retirement are the same as outlined in Section 8.1.

8.3 Staff Reduction

The Township understands that employment security is important to its employees, and for continuity of operations. Operational requirements will, when necessary, be used to identify positions to be eliminated.

In circumstances where employment must be terminated, there is a legal obligation to provide reasonable notice of termination of employment. The [Employment Standards Act](#) specifies the minimum statutory notice period, dependent on length of service.

8.4 Termination from Employment

An employee may be dismissed with or without cause, by decision of the CAO, if it has been agreed that all steps of the Employee Relations policy (Section 7) have been completed or for gross misconduct. Reasons for dismissal could include, but are not limited to, physical or verbal abuse of clients or staff members, continual unreliability, breaches of confidentiality, theft, fraud, illegal activity, falsification of records, contributing to a negative work environment, or inability to perform the essential duties of the position.

Immediate termination for just cause is without warning and occurs when conduct on the part of the employee is incompatible with their duties and fundamentally violates the employment contract.

When this occurs, the employment relationship is too fractured to expect the Township to provide a second chance. Situations which may result in termination for just cause include stealing, assaulting employees or clients, and gross insubordination.

Where dismissal is determined to be appropriate, a letter signed by the CAO shall be personally issued to the employee, or where such employee is unavailable, a registered letter shall be sent to the employee concerned outlining the terms of the dismissal and the reasons for the dismissal.

Section 9: Health and Safety	Policy Number: – Sections 9.0 to 9.4
Effective Date:	Revision Date:
Township of Ryerson	Page: 1 of 2

9.0 Health and Safety

Employees of the Township must take reasonable precautions to ensure that the workplace is a safe and healthy environment, which is a cornerstone to providing exceptional services. The Township will, at a minimum, meet all legislated standards, rules and regulations as set out in the Ontario Occupational Health and Safety Act, and all other related regulations and standards.

All employees, contractors/subcontractors, volunteers, and contract workers have a responsibility to observe all rules and procedures of the Township as well as all applicable legislated standards and guidelines.

The Township is accountable for the health and safety of the employees, including providing and maintaining safe operating equipment.

The Township recognizes and supports the efforts of the Health and Safety Representative (“HSR”) and firmly believes that all accidents and illnesses can be controlled, reduced or eliminated. All measures will be taken to investigate accidents, to determine root causes, and take a preventive approach to accident reduction.

Health and safety training and education will play a key role in informing the employer, supervisor and workers of their health and safety rights and responsibilities, so they may be empowered to participate in our health and safety program. All employees must keep up with health and safety training as required.

Employees who have health and safety concerns or identify potential hazards should contact the HSR, their Supervisor, or the CAO immediately.

9.1 Health and Safety Protocols

Any accident that results in a workplace injury, or that could cause a disabling injury or property/equipment loss, must be reported immediately to the employee's immediate supervisor. Once reported, an Accident/Incident Report Form must be completed and filed with the CAO within 24 hours. At a minimum, and in all cases, accident and/or injury reporting shall comply with the requirements of the Ontario Occupational Health and Safety Act and the Workplace Safety and Insurance Act, 1997.

9.2 Emergency Management

The Township strives to be prepared for any emergency and to ensure that employees are aware of their role in and response to emergencies and disasters occurring within the Township and the surrounding area.

The Emergency Response Manual and Procedures will be reviewed annually by the Emergency Management Committee (“EMC”). The EMC will ensure that all employees have access to a copy of the Emergency Response Manual. This will be kept in an easily identifiable and accessible location for all employees and contractors.

In case of emergency, employees will follow the protocols and practices as outlined in the Emergency Response Manual. Failure to follow this policy could result in disciplinary action.

9.3 Responsibilities

It is everyone's responsibility to ensure they maintain a safe and healthy environment for all employees and patients and to report any potential hazards and/or incidents.

It is the CAO's responsibility to:

1. Perform regular workplace inspections
2. Work with the HSR to develop written safe work practices
3. Observe workers completing tasks to ensure correct processes are followed
4. Correct substandard acts and conditions
5. Ensure the HSR and Supervisors are conducting training and information sessions
6. Provide Health and Safety information to the HSR including a summary of incidents occurring at the workplace.

It is the Supervisor's responsibility to:

1. Ensure that a worker uses or wears the equipment, protective devices or clothing that is required to be used or worn
2. Advise a worker of the existence of any potential or actual danger to the health and safety of the worker of which the Supervisor is aware.
3. Take every precaution reasonable in the circumstances for the protection of a worker.

It is the employee's responsibility to:

1. Complying with the OHSA, its regulations and the policies and procedures of the Township.
2. Reporting violations of the OHSA, defective equipment, and actual or potential hazards to a supervisor or the employer.
3. Wearing protective clothing and using protective equipment correctly, as required and provided.
4. Operating equipment and using devices safely.
5. Applying knowledge learned at health and safety training.

It is the HSR and CAO's responsibility to ensure all policies, legislation, rules, and regulations are implemented and updated as necessary and ensure all tasks are being completed properly, and that all employees, contractors/subcontractors, volunteers, and contract workers are aware of all policies, legislation, rules and regulations.

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW NO. ____-24

Being a By-Law to appoint a Municipal By-Law Enforcement Officer, Animal Control Officer et al, and Fix the Terms of such Employment.

WHEREAS the Municipality has authority to hire employees to carry out its functions;

AND WHEREAS Section 15(1) of the Police Services Act, R.S.O.1990, Ch. P. 15, authorizes Municipal Councils to appoint persons to enforce the By-Laws of the Municipality;

AND WHEREAS Section 15(2) of the Police Services Act, R.S.O. 1990, Ch. P. 15, designates that Municipal Law Enforcement Officers are Peace Officers for the purpose of enforcing Municipal By-Laws;

AND WHEREAS Section 15.1 of the Building Code Act, S.O. 1992, Ch. 23, as amended, authorizes Municipal Councils to pass By-Laws for Appointing a Property Standards Officer;

NOW THEREFORE the Council of the Corporation of the Township of Ryerson enacts as follows:

1. That Jason Newman is hereby appointed as By-Law Enforcement Officer and Animal Control Officer, Livestock-Valuer, Fence Viewer, Property Standards Officer and Weed Inspector, effective immediately.
2. Jason Newman shall be deemed to be an officer and representative of the Municipal Corporation when acting in the scope of his duties.
3. That By-law 35-21 is repealed immediately upon the passing of this By-law.

Read a First, Second and Third time, signed and the seal of the Corporation affixed thereto, and Finally passed in Council this 16th day of January, 2024.

MAYOR

CLERK

CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW NO. ____-24

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AND WHEREAS Section 15(2) of the Police Services Act, R.S.O. 1990, Ch. P. 15, designates that Municipal Law Enforcement Officers are Peace Officers for the purpose of enforcing Municipal By-Laws;

AND WHEREAS Section 15.1 of the Building Code Act, S.O. 1992, Ch. 23, as amended, authorizes Municipal Councils to pass By-Laws for Appointing a Property Standards Officer;

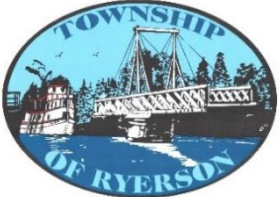
NOW THEREFORE the Council of the Corporation of the Township of Ryerson enacts as follows:

1. That Bryan Austin is hereby appointed as By-Law Enforcement Officer and Animal Control Officer, Livestock-Valuer, Fence Viewer, Property Standards Officer and Weed Inspector, effective immediately.
2. The terms and conditions shall be as set out in the agreement annexed hereto as Schedule "A" and forming part of this By-Law.
3. Bryan Austin shall be deemed to be an officer and representative of the Municipal Corporation when acting in the scope of her duties.

Read a First, Second and Third time, signed and the seal of the Corporation affixed thereto, and Finally passed in Council this 16th day of January, 2024.

MAYOR

CLERK

	<h2>Staff Report</h2>
To:	Council
From:	Clerk, Nancy Field
Date of Meeting:	January 16, 2024
Report Title:	Accessibility for Ontarians with Disabilities Act 2005 (AODA) Compliance
Report Date:	January 4, 2024

Recommendation:

To be received by Council for informational purposes.

Purpose/Background:

The current Accessibility Plan 2021, which is Schedule "A" to the By-law #60-21, is available on the Township website for viewing.

It is required that a Municipality adopt the Plan under the Accessibility for Ontarians with Disability Act, 2005 and uphold the regulations of the Act. The accessibility standards are legal requirements that organizations in Ontario must follow to become more accessible to people with disabilities. They address key areas and include customer service, information and communications, employment, transportation, and design of public spaces.

A compliance report is required to be submitted every two years which was completed by staff in December of 2023 and submitted to the Ontario Ministry for Seniors and Accessibility. We have received confirmation that the report was received and indicates that the Township is in compliance for 2023

The Plan is to be reviewed by staff annually and attached is a copy of the general annual staff report summary for 2023 which will be posted on the Ryerson website.

Staff members have had a review of the Plan and have received the training modules provided by the AODA.

CORPORATION OF THE TOWNSHIP OF RYERSON
ACCESSIBILITY PLAN

2023 Staff Review

During 2023, in consideration of accessibility, staff consulted with employees, council and some members of the public regarding any challenges they face when within the municipality.

No major challenges for persons with disabilities have been noted.

Office Site: 28 Midlothian Road:

Mobility

- Persons with mobility disabilities are aware that while the Township entrance is all on one level, operating the automatic door is frustrating at times as it doesn't open easily, and the push button is in an awkward spot. We have had the front entrance automatic door serviced but it could still be improved.
- If a person is not using the automatic opener, the door is heavy to open.
- Due to the building design, there is no better location for the automatic door opener button. Staff point out to people where it is and then they do use it. When the door won't open easily, we have the mechanism adjusted. If staff notice someone struggling assistance is offered to the person.
- Alternative options for a different type of door could be explored.
- The Township continues to utilize a hybrid (in person and electronic) model for Council meetings. This provides easier access for members of the community and Council with mobility disabilities, by providing the option to view the meetings from a location of their choosing.

Visual Disability

- Staff can enlarge any documents on the photocopier or enlarge any documents on electronic devices.
- Council members were issued municipal laptops and email addresses.

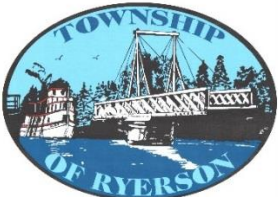
- A large screen TV was installed in the Council Chambers in 2023 providing a much clearer view to staff and the public.
- Meetings can be attended electronically, so people with visual disabilities can easily attend Council meetings without driving at night or in bad weather.

Hearing Disability

- A staff member, member of council and some members of the public have hearing impairments, we all try to keep background noise to a minimum wherever possible. We try to speak clearly and directly to people with hearing disabilities.
- Council meetings are video recorded and projected through the TV with new equipment, offering much improved sound quality.

Website

- The Accessibility Plan is on the website and noted in the semi-annual municipal newsletter.
- A fully compliant website went live on April 9, 2021 which still meets the required WCAG 2.0 Level AA standards.
- No major barriers have been identified in 2023.

	<h2>Staff Report</h2>
To:	Council
From:	Clerk
Date of Meeting:	January 16, 2024
Report Title:	Emergency Management Updates
Report Date:	January 8, 2024

Recommendation

That Council receive this report for information purposes only.

Summary

1. 2023 Work Plan

- Review and revise Ryerson Emergency Plan
- Review committee procedures and verification of training form for municipal Emergency Control Group (MECG)
- Hazard Identification and Risk Assessment (HIRA) review
- Annual Training and Exercise

2. Compliance Guide for 2023

There are no significant changes to the compliance requirements in 2023.

Training for Members

Provincial Guideline: All MECG members, including those who may be considered alternate MECG members, must verify that they have received an adequate amount of training in each of the following areas:

- Knowledge of all of the components of the municipal Emergency Management program, including, but not limited to the municipal HIRA and Critical Infrastructure list;
- Knowledge of their municipality's Municipal Emergency Plan, including their roles and responsibilities, and those of organizations which may have a role in response;

- Knowledge of the procedures used to activate and operate under the Municipal Emergency Plan;
- Knowledge of the notification procedures used to notify members of the Municipal Emergency Control Group (MECG) when the Municipal Emergency Plan is activated; and
- Knowledge of the location, communications infrastructure and technology in their municipal Emergency Operations Centre.

The CEMC Greg Rutledge lead training related to the items above during the annual training and exercise session (Tabletop Exercise was held November 16, 2023); Diane Ploss, Ontario Fire Marshalls Office, was present at the Tabletop to provide her expertise.

Emergency Information Officer

Camille Barr is appointed our Emergency Information Officer.

Community Emergency Management Coordinator

Greg Rutledge

Denis Duguay is the alternate.

Housekeeping changes were required in our Emergency Plan, such as, we no longer have the position of CAO/Clerk so it will now be referred to as CAO with Clerk being the alternate. We no longer report to the Minister of the Solicitor General reference is now made to the Emergency Management Ontario Treasury Board Secretariat.

Our CEMC has notified us that we are compliant for 2023.

TOWNSHIP OF RYERSON



EMERGENCY RESPONSE PLAN

**By-law # __-24 Schedule
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January 2024

TOWNSHIP OF RYERSON EMERGENCY RESPONSE PLAN

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PART 1: INTRODUCTION

Emergencies are defined as situations or impending situations caused by forces of nature, a disease or other health risk, an accident or an intentional act that constitutes a danger of major proportions to life and property. Emergencies affect public safety, including the health, welfare and property of residents, businesses and visitors, as well as the environment and economic health of the Township of Ryerson.

The population of the Township of Ryerson as of the 2021 census was 745 residents.

In order to protect residents, businesses and visitors, the Township of Ryerson requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group (MECG). These are arrangements and procedures that are distinct from the normal, day-to-day operations carried out by emergency services.

The Township of Ryerson Emergency Management Program Committee developed this Emergency Response Plan (the Plan). The Incident Management System (IMS) has been adopted in this Plan to define the basic command structure and to identify roles and responsibilities to ensure effective management of an emergency.

Every official, municipal department and agency must be prepared to carry out assigned responsibilities in an emergency. The Plan has been prepared to provide key officials, agencies and departments of the Township of Ryerson with important emergency response information related to:

- Arrangements, services and equipment; and
- Roles and responsibilities during an emergency.

In addition, it is important that residents, businesses and future visitors be aware of its provisions. Copies of the Plan may be viewed at the Township Office and online at www.ryersontownship.ca. For more information, please contact:

Greg Rutledge
Community Emergency Management Coordinator
Township of Ryerson
28 Midlothian Road, Burk's Falls, ON, P0A 1C0
705-382-3232

Alternate: Denis Duguay CAO-Clerk, Village of Burk's Falls 705.382.3138 ext. 226

PART 2: AIM

The aim of this Plan is to make provision for the extraordinary arrangements and measures that may have to be taken to protect the health, safety, welfare, environment and economic health of the residents, businesses and visitors of the Township of Ryerson when faced with an emergency.

It enables a centralized, controlled and coordinated response to emergencies in the Township of Ryerson, and meets the legislated requirements of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended.

PART 3: AUTHORITY

The legislation under which the Township of Ryerson and its employees are authorized to respond to an emergency are:

- The *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended Ontario Regulation 380/04
- Township of Ryerson By-law 52-19
-

Emergency Management and Civil Protection Act

Subsection 4(1) of the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9, as amended, states that:

“The head of council of a municipality may declare that an emergency exists in the municipality or in any part thereof and may take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan of the municipality and to protect property and the health, safety and welfare of the inhabitants of the emergency area.”

Ontario Regulation 380/04

Regulation 380/04 came into effect on December 31, 2004. It describes the essential level of emergency management standards for Ontario municipalities. The specific municipal requirements are as follows:

- Every municipality shall designate an employee or a member of Council as its Community Emergency Management Coordinator (CEMC), who shall complete training, as required by the Chief, Emergency Management Ontario.
- The CEMC shall coordinate the development and implementation of the emergency management program within the Township and, in so far as possible, with the emergency management programs of other municipalities, Ontario ministries and organizations outside government that are involved in emergency management.
- The CEMC shall report to the Township of Ryerson's Emergency Management Program Committee on the above program.
- Every municipality shall have an Emergency Management Program Committee composed of: the CEMC, a senior municipal official appointed by Council; and such other persons that may be appointed by Council.
- The Municipal Emergency Control Group shall direct the municipality's response in an emergency, including the implementation of the municipality's emergency response plan.
- The Municipal Emergency Control Group shall develop procedures to govern its responsibilities in an emergency.
- The members of the Municipal Emergency Control Group shall complete the annual training that is required by the Chief, Emergency Management Ontario.
- Every municipality shall have an annual practice exercise for simulated emergency incident

training.

- Every municipality must have an Emergency Operations Centre with appropriate communications systems.
- Every municipality shall designate an employee of the municipality as its Emergency Information Officer to act as the primary media and public contact in an emergency.

Township of Ryerson By-Law __-24

Council approved the Emergency Management Program and Emergency Response Plan with the enactment of By-Law __-24.

Township of Ryerson Emergency Management Program Committee

The Emergency Management Program Committee is comprised of the Mayor, CAO, CEMC The CEMC is appointed as the Chair of the Committee.

PART 4: EMERGENCY NOTIFICATION PROCEDURES

Only a member of the Municipal Emergency Control Group (MECG) may initiate the notification procedure contained in **Annex B**.

The contact phone numbers and addresses of the MECG members (and their alternates) are contained in **Annex B**.

When a member of the MECG, with the authority to activate the MECG, receives a warning of a real or potential emergency:

1. The member of the MECG will immediately contact the CEMC or alternate and relay information regarding the nature of the situation.
2. The CEMC or alternate will contact the CAO or alternate, and together they will decide whether which members of the MECG are necessary to deal with the situation at the time.
3. The CAO will contact the Mayor, Fire Chief, and Public Works Supervisor (or their alternates) at a minimum; provide the members with pertinent details regarding the situation as well as the time and place for the MECG to meet.

If deemed appropriate, the individual MECG members may initiate their own internal notification procedures of their staff and volunteer organizations.

Where a threat of an impending emergency exists, any member of the MECG may initiate the notification procedure and place MECG members on standby.

The CAO or alternate will record the date and time MECG members were contacted.

Requests for Assistance

Assistance may be requested from the Ontario Provincial Police (O.P.P.) at any time by contacting the Almaguin Highlands O.P.P. detachment.

Assistance may also be requested from the Province of Ontario at any time without any loss of control

or authority. A request for assistance should be made by contacting the Office of the Fire Marshall and Emergency Management Ontario.

The Emergency Notification Contact List, including contact numbers for requesting assistance, is attached as **Annex B**.

Definition of an Emergency

Section 1 of the *Emergency Management and Civil Protection Act*, defines an “emergency” as:

“A situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.”

Action Prior to Declaration

When an emergency exists but has not yet been declared to exist, employees may take such action(s) under this Plan as may be required to protect property and the health, safety and welfare of the residents and businesses of and visitors to the Township of Ryerson.

Declaring an Emergency

The Mayor/Deputy Mayor or Acting Mayor/Designate of the Township of Ryerson, as the Head of Council, is responsible for declaring an emergency. This decision is made in consultation with other members of the MECG and following completion of the checklist in

Annex A.

Upon declaring an emergency, the Mayor (or designate) will notify:

- Office of the Fire Marshall and Emergency Management Ontario, Treasury Board of Canada Secretariat
- Municipal Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

A community emergency may be terminated at any time by:

- Mayor or Acting Mayor (or designate); or
- Municipal Council; or the
- Premier of Ontario.

When terminating an emergency, the Mayor (or designate) will notify:

- Emergency Management Ontario, Treasury Board of Canada Secretariat;
- Municipal Council;
- Public;
- Neighbouring community officials, as required;
- Local Member of the Provincial Parliament (MPP);
- Local Member of Parliament (MP).

PART 5: MUNICIPAL EMERGENCY CONTROL GROUP

Emergency Operations Centre (EOC)

The location of the Township of Ryerson's primary and alternate Emergency Operations Centres are detailed in **Annex C**.

The Emergency Operations Centre (EOC) can be activated for any emergency for the purposes of managing an emergency, by maintaining services to the community and supporting the emergency site.

Municipal Emergency Control Group (MECG)

The emergency response will be directed and controlled by the Municipal Emergency Control Group (MECG), a group of officials who are responsible for coordinating the provision of the essential services necessary to minimize the effects of an emergency on the community. A member of the MECG may delegate specific responsibilities to other individuals as required, including written delegation and acknowledgment by the delegate. The MECG consists of the following officials or their alternate:

- Mayor of the Township of Ryerson
- CAO
- CEMC

Support group members of the MECG may be brought on as required by the scope of the emergency:

- Treasurer
- O.P.P. designate;
- Emergency Medical Services (EMS) representative;
- Red Cross representative;
- Medical Officer of Health;
- Engineer of Record representative
- Planning Consultant;
- Municipal Solicitor;
- Fire Chief;
- Public Works Supervisor Alternate;
- CBO Chief Building Official;
- Emergency Information Officer;
- Hydro One and/or Lake Land Power Representative;
- CN Representative;
- Alternates to the above support group
- Additional personnel called or added to the MECG may include:
 - Emergency Management Ontario Representative;
 - North Bay-Mattawa Conservation Authority
 - Near North District School Boards
 - Liaison staff from Provincial Ministries;
 - Any other officials, experts, or representatives from the public or private sector as deemed necessary by the MECG.

The MECG may function with only a limited number of persons depending upon the emergency. While the MECG may not require the presence of all the people listed as members of the control

group, reasonable efforts will be made to notify all members of the MECG, as soon as practicable.

Operating Cycle

Members of the MECG will gather at regular intervals to inform each other of actions taken and problems encountered. The EOC Director will establish the frequency of meetings and agenda items. Meetings will be kept as brief as possible thus allowing members to carry out their individual responsibilities. The EOC Director will maintain a status board and maps, which will be prominently displayed and kept up to date.

PART 6: EMERGENCY RESPONSE SYSTEM

Municipal Emergency Control Group and support Group Responsibilities

- 1) Advise the Mayor as to whether the declaration of an emergency is recommended;
- 2) Designate any area(s) in the municipality as an emergency site(s);
- 3) Determine the requirement to call or establish advisory sub-groups as may be required to support implementation of emergency operations;
- 4) Determining if the composition of the MECG is appropriate;
- 5) Direct and coordinate the responding service and agencies to ensure that all action necessary for the mitigation of the emergency are taken expeditiously and are in accordance with the law;
- 6) Provide recommendations on the spending of public funds for the implementation of the Plan;
- 7) Appoint, or confirm the appointment of an Emergency Site Manager(s) who will be the Emergency Control Group's representative on site and will be responsible for the organization and coordination of all emergency response agencies at the emergency site;
- 8) Develop and implement aims, priorities, and strategies in consultation with the Emergency Site Manager;
- 9) Approve or endorse the proposed courses of action for the resolution of the emergency;
- 10) Direct the evacuation of buildings, or areas within the emergency site(s), if necessary;
- 11) Direct the dispersal or removal of person from the emergency site(s) who are in danger, or whose presence hinders emergency operations;
- 12) Direct the discontinuation of public/private utilities or services due to safety or the efficient functioning of emergency operations, if required;
- 13) Direct the activation and operation of Reception Centre to provide temporary accommodation to all residents who are in need of assistance due to displacement as a result of an emergency;
- 14) Coordinating and directing their service and ensuring that any actions necessary for the mitigation of the effects of the emergency are taken, provided they are not contrary to law;
- 15) Ensuring that pertinent information regarding the emergency is promptly forwarded to the Emergency Information Officer for dissemination to the media and public;
- 16) Maintaining a log outlining decision made and actions taken and submitting a summary of the log to the Clerk(s) within one week of the termination of emergency, as required, and;
- 17) Participate in the debriefing following the emergency.

Individual Responsibilities of MECG members

Mayor or Alternate

The Mayor is ultimately responsible for the response to the emergency. The Mayor (or Alternate Mayor), and with the advice from the MECG is responsible for:

- 1) Ordering the activation of the Emergency Response Plan;

- 2) Declaring an emergency to exist and where practical, identifying the area or location of the emergency within the Township of Ryerson;
- 3) Declaring an emergency to be terminated;
- 4) Notifying the Treasury Board of Canada Secretariat of the declaration of an emergency and termination of declaration of an emergency;
- 5) Ensuring that Township Councilors are advised of the declaration and termination of the declaration of the emergency, and are kept apprised of the emergency situation;
- 6) Ensuring that the public, the media, neighboring Municipal officials, if required, are also advised of both the declaration and termination of the emergency;
- 7) In Consultation with the Emergency Information Officer approve news releases and public announcements;
- 8) Formally requesting Provincial or Federal government assistance through the Treasury Board of Canada Secretariat, Emergency Management Ontario;
- 9) Participate in an after-action report and a corrective action report;
- 10) Maintaining a personal log of all actions taken, and;
- 11) Conducting and taking part in post-emergency debriefing.

CAO or Alternate

- 1) Activating the emergency notification system;
- 2) As the Emergency Site Manager, coordinate all operations within the Emergency Operations Centre, including the scheduling of regular meetings;
- 3) Advising the Mayor or alternate on policies and procedures, as appropriate;
- 4) Approving in coordination with the Mayor or alternate, major announcements and media releases;
- 5) Ensuring a communication link is established between the MECG and Incident Command;
- 6) Calling out additional Township staff to provide assistance, as required;
- 7) Overseeing the issuance of all purchase orders required to support the emergency response, and tracking of all expenditures;
- 8) Ensuring that adequate insurance coverage is in place to cover staff, volunteers and rented/leased equipment;
- 9) Coordinating the provision of transportation when requested by other departments Emergency Site Manager;
- 10) Maintaining a personal log of all actions taken, and;
- 11) Participate in an after-action report and a corrective action report.

CEMC or Alternate

- 1) Activating and arranging the EOC;
- 2) Ensuring that security is in place for the EOC and registration of MECG members;
- 3) Ensuring all members of MECG have necessary plans, resources, supplies, maps and equipment;
- 4) Provide advice and clarification about the implementation details of the Emergency Response Plan;
- 5) Acting as a liaison with community support agencies, e.g. Canadian Red Cross, 211;
- 6) Ensure that maps and status boards are kept up to date;
- 7) Ensuring compliance with Act;
- 8) Maintaining a personal log of all actions taken;
- 9) Creating an after-action report in conjunction with MECG, and;
- 10) Creating a Corrective Action Report in conjunction with MECG;

Fire Chief or Alternate

- 1) Providing the MECG with information and advice on firefighting and rescue matters;
- 2) Depending on the nature of the emergency assign the Incident Commander and inform the

MECG;

- 3) Establishing an ongoing communication link between the senior fire official at the Incident Command;
- 4) Determining if additional or special equipment is needed and recommending possible sources of supply, e.g. breathing apparatus, protective clothing;
- 5) Provide assistance to other community departments and agencies if necessary;
- 6) Maintaining a personal log of all actions taken, and;
- 7) Participate in an after-action report and a corrective action report.

Public Works Department Representative or Alternate

- 1) Provide the MECG with information regarding infrastructure;
- 2) Establish communications with the senior road/public works department official that is on scene;
- 3) Liaise with neighboring communities to ensure a coordinated response which is supported by road/public works departments;
- 4) Liaison with public utility companies to ensure proper disconnect of services, if required;
- 5) Facilitate and assist with emergency potable water, supplies and sanitation facilities to the requirements of the Medical Officer of Health;
- 6) Provide road department vehicles and equipment as required by any other emergency service;
- 7) Maintaining a personal log of all actions taken, and;
- 8) Participate in an after-action report and a corrective action report.

Almaguin Highlands Detachment of the Ontario Provincial Police Representative

- 1) Notifying necessary emergency and community services, as required;
- 2) Establishing an ongoing communications link with the senior police official at the scene of the emergency;
- 3) Establishing the inner perimeter within the emergency area;
- 4) Establishing the outer perimeter in the vicinity of the emergency to facilitate the movement of emergency vehicles and restrict access to all but essential emergency personnel;
- 5) Providing traffic control staff to facilitate the movement of emergency vehicles;
- 6) Alerting persons endangered by the emergency and coordinating evacuation procedures;
- 7) Ensuring the protection of life and property and the provision of law and order;
- 8) Providing police service in EOC, evacuee centers, morgues, and other facilities, as required;
- 9) Notifying the coroner of fatalities;
- 10) Liaise with media when necessary;
- 11) Implement Continuity of Operations Plan in the event of internal failure of our infrastructure, and;
- 12) Maintaining a personal log of all actions taken.

Medical Officer of Health or Alternate

- 1) Coordinates public health services with various Emergency Control Group members and related agencies in the Emergency Operations Centre;
- 2) Provides advice to the public and local health care professionals on matters which may adversely affect public health within North Bay and Parry Sound District. (e.g. toxic spills, water quality, air quality);
- 3) Liaises with Ontario Ministry of Health and Long-Term Care, Public Health Division and area Medical Officers of Health as required to augment and coordinate a public health response as required;
- 4) Coordinates the surveillance and response to communicate disease-related emergencies or anticipated epidemics according to Ministry of Health and Long-Term Care directives;
- 5) Ensure the coordination of vaccine/antiviral storage, handling and distribution across North Bay and Parry Sound District;

- 6) Initiates and implements mass vaccination clinics during outbreaks of disease within affected municipalities in North Bay and Parry Sound District;
- 7) Liaises with Director of Public Utilities or alternate within affected municipalities to ensure the provision of potable water, community sanitation, maintenance and sanitary facilities;
- 8) Provides inspection of evacuation centers, makes recommendations and initiates; remedial action in areas of accommodations standards related to;
 - a. Overcrowding, sewage and waste disposal;
 - b. Monitoring of water supply, air quality, sanitation;
 - c. Food handling, storage, preparation, distribution and service;
- 9) Liaises with local social service agencies on areas of mutual concern regarding evacuation centers related to public health information;
- 10) Advises on or orders any necessary evacuation, isolation or quarantine measures;
- 11) Provides instruction and health information through public service announcements and information networks;
- 12) Issues orders if necessary, to mitigate or eliminate health hazards as per the Health Protection and Promotion Act;
- 13) In the event of mass casualties, the Health Unit will monitor the situation to ensure early and sanitary disposition of human remains in order to minimize the spread of disease, and;
- 14) Liaises with the District Coroner to coordinate the activities of the mortuary within the community and provide assistance when necessary.

Emergency Medical Services (EMS) Representative

- 1) Ensuring emergency medical services at the emergency site;
- 2) Establishing an ongoing communications link with the senior EMS official at the scene of the emergency;
- 3) Obtaining EMS from other municipalities for support, if required;
- 4) Ensuring triage at the site;
- 5) Advising the MECG if other means of transportation is required for large scale response;
- 6) Liaising with the Ministry of Health and Long Term Care Central Ambulance Communications Centre to ensure balanced emergency coverage is available at all times throughout the community;
- 7) Ensuring liaison with the receiving hospitals;
- 8) Ensuring liaison with the Medical Officer of Health, as required, and;
- 9) Maintaining a personal log of all actions taken.

Red Cross

- 1) Registration and Inquiry (R&I) Services: Assists in reuniting families;
- 2) Collects information and answers inquiries regarding the conditions and whereabouts of missing persons;
- 3) Emergency Feeding: Provides food or meals to those persons without food or food preparation facilities;
- 4) Emergency Clothing: Supplies clothing or emergency covering until regular sources of supply are available;
- 5) Personal Services: Provides for the initial reception of disaster victims arriving at Reception Centers; informs them of immediate emergency help available; offers temporary care for unattended children and dependent adults/elderly; assists with the temporary care of residents from Special Care Facilities; and offers immediate and ongoing emotional support to people with personal problems and needs created or aggravated by a disaster. Particular personal services may be coordinated through the MECG and contracted with local service providers to meet special needs of disaster victims;
- 6) Maintaining a personal log of all actions taken, and;
- 7) Emergency Lodging: Arranges for safe, immediate, temporary lodging for homeless or

evacuated people and is comprised of the following elements;

- **Lodging Management:** Provide supervision and administrative support for Red Cross functions within the lodging facility. Ensure that the needs of facility occupants are being met. Designation, evaluation as per the guidelines established by Health Canada, set up and a space utilization plan for each temporary shelter is the responsibility of the Emergency Management Program Committee and/or MCEG.
- **Registration:** Ensure that all occupants are registered upon arrival. Maintain a system for checking occupants in and out when they leave for any period of time. Manage the system of record keeping for registrations.
- **Feeding:** Supervise on-site food preparation and service for residents and workers. Advise the Logistics/Feeding Manager of needed supplies. Ensure that the food ordering system is established and implemented. Keep accurate records of food and supplies received and expended. Prepare and monitor the food service staff work schedule. Record the hours of personnel as requested.
- **Management of Sleeping Area:** Set up sleeping areas. Assign residents to sleeping areas. Coordinate with Logistics staff for cots, blankets and comfort kits if available.
- **Personal Client Services:** In coordination with MCEG, organize and administer childcare, recreation, transportation, first aid, pet care and other services as needed. Identify residents needing additional services and collaborate with appropriate sources to meet such needs.
- **Volunteer/Staff Recruitment, Training and Placement:** Recruit, place and support staff assigned to the lodging facility. Provide opportunities to residents to serve as volunteers in the facility. Manage other local volunteer organizations.
- **Logistics:** Provide support for the use of the facility. Ensure the safety, security, and sanitation for the lodging facility. Procure, store and distribute supplies and equipment to the lodging facility. Work with the representative of the facility to ensure that the building is used properly. In coordination with MCEG, contract out some specialized logistics services i.e. security and sanitation.

Emergency Information Officer

1. Advise the MCEG on matters pertaining to public information, public affairs, and media relations;
2. Gather, process and disseminate information for use by the MCEG
3. Formulate public information and media releases for review by the Mayor or alternate
4. Upon approval of the Mayor/alternate release information to the public and media;
5. Direct the establishment and operation of a Media Centre
6. Prepare and distribute public announcements, instructions, or warnings as directed by the Mayor or alternate;
7. Provide public relations support as required;
8. Coordinate all media request, including arrangements for supervised tours near the emergency site(s).
9. Maintain a detailed log of all actions taken by the Emergency Information Officer
10. Participate in a post-emergency debriefing.

211 Notification and Communication

Municipal Responsibilities

- 1) Notify 211 when an event has occurred.
- 2) Maintain a line of communication with 211 throughout the event providing authoritative, accurate information that can be relayed to the public.
- 3) Inform residents that they can call 211 for non-emergency information. This can be done through street signs, press releases, the media and other sources.

- 4) Inform 211 when the emergency event ends.

Responsibilities of 211 Representative

- 1) The 211 staff person who receives notification of an emergency event will document the information using a format that captures what, where, who, when etc. and the name and contact information of the person providing the information.

Answer non-emergency calls from the public 24/7/365. Ensure the network of 211 service providers in Ontario is notified, can access the most current information about the event and is available to provide support if needed. The members of the Municipal Emergency Control Group (MECG) are responsible for some or all of the following actions or decisions:

PART 7: EMERGENCY MANAGEMENT PLAN DISTRIBUTION LIST

Copy Number	Location	Issued dd/mm/yy
1	Mayor	16/01/23
2-5	Councilors	16/01/23
6	Clerk/CAO	16/01/23
7-8	CEMC and Alternate	16/01/23
9-10	Emergency Operations Centre (EOC) and Alternate EOC	16/01/23
11	Public Works Supervisor	16/01/23
12	Fire Chief	16/01/23
13	Community Economic Development Coordinator	16/01/23
14	Office of the Fire Marshall and Emergency Management	16/01/23

PART 8: UPDATES AND AMENDMENTS

Updated dd/mm/yy	Comments	Updated By:
31/12/2015	Plan creation	Andrew Farnsworth
11/10/2018	Revisions	E. Kellogg
12/09/19	Revisions	E. Kellogg
16/01/23	Revisions	Greg Rutledge

PART 9: INDEX OF ANNEXES

- A) Checklist in Consideration of a Declaration of Emergency/Declaration Form
- B) Notification Procedures/Emergency Contact List
- C) Emergency Operations Centre (EOC) Logistics
- D) Termination Form

TOWNSHIP OF RYERSON EMERGENCY RESPONSE PLAN

ANNEX A

Checklist in Consideration of a Declaration of Emergency

(Note: All references in this document refer to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended 2006)

** This checklist is for use by municipal heads of council considering the declaration of an emergency within their municipality. This checklist is not intended to provide any sort of legal advice – it is merely a reference tool.*

An emergency is defined under the *Emergency Management and Civil Protection Act* as “a situation, or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise” [Section 1, definition of an emergency].

Under the *Emergency Management and Civil Protection Act*, only the head of council of a municipality (or his or her designate) and the Lieutenant Governor in Council or the Premier have the authority to declare an emergency. The Premier, the head of council, as well as a municipal council, have the authority to terminate an emergency declaration [Sections 4 (1), (2), (4)].

An emergency declaration may extend to all, or any part of the geographical area under the jurisdiction of the municipality [Section 4 (1)].

If the decision is made to declare an emergency, the municipality must notify Emergency Management Ontario (on behalf of the Treasury Board of Canada Secretariat) as soon as possible [Section 4 (3)]. Although a verbal declaration of emergency is permitted, all declarations should ultimately be made in writing to ensure proper documentation is maintained. Written declarations should be made on municipal letterhead, using the template provided by Emergency Management Ontario, and should be faxed to (416) 314-0474. When declaring an emergency, please notify the Provincial Emergency Operations Centre at 1-866-314-0472.

When considering whether to declare an emergency, a positive response to one or more of the following criteria ***may*** indicate that a situation, whether actual or anticipated, warrants the declaration of an emergency:

General and Government:

Is the situation an extraordinary event requiring extraordinary measures? [Section 4 (1) permits a head of council to “take such action and make such orders as he or she considers necessary and are not contrary to law” during an emergency.]

Does the situation pose a danger of major proportions to life or property? [Section 1, definition of an emergency]

Does the situation pose a threat to the provision of essential services (e.g., energy, potable water, sewage treatment/containment, supply of goods or medical care)? [Some situations may require extraordinary measures be taken or expenditures be made to maintain or restore essential services. A declaration of emergency may allow a head of council to expend funds outside of his or her spending resolutions and/or the regular approval process of the municipality.]

Does the situation threaten social order and the ability to govern? [Whether due to a loss of infrastructure or social unrest (e.g., a riot), a crisis situation has the potential to threaten a council's ability to govern. In such cases, extraordinary measures may need to be taken. Section 4 (1) provides for extraordinary measures, not contrary to law. Section 55 (1) of the *Police Services Act* provides for the creation of special policing arrangements during an emergency.]

Is the event attracting significant media and/or public interest? [Experience demonstrates that the media and public often view the declaration of an emergency as a decisive action toward addressing a crisis. It must be made clear that an "emergency" is a legal declaration and does not indicate that the municipality has lost control. An emergency declaration provides an opportunity to highlight action being taken under your municipal emergency response plan.]

Has there been a declaration of emergency by another level of government? [A declaration of emergency on the part of another level of government (e.g., lower-tier, upper-tier, provincial, federal) may indicate that you should declare an emergency within your municipality. For example, in the event of a widespread disaster affecting numerous lower-tier municipalities within a county, the county will likely need to enact its emergency response plan and should strongly consider the declaration of an emergency. In some cases, however, a declaration of emergency by a higher level of government may provide sufficient authorities to the lower-tier communities involved (e.g., municipalities operating under the authority of a provincial or federal declaration).]

Legal:

Might legal action be taken against municipal employees or councillors related to their actions during the current crisis? [Section 11 (1) states that "no action or other proceeding lies or shall be instituted against a member of council, an employee of a municipality, an employee of a local services board, an employee of a district social services administration board, a minister of the Crown, a Crown employee or any other individual acting pursuant to this Act or an order made under this Act for any act done in good faith in the exercise or performance or the intended exercise or performance of any power or duty under this Act or an order under this Act or for neglect or default in the good faith exercise or performance of such a power or duty." Section 11 (3), however, states "subsection (1) does not relieve a municipality of liability for the acts or omissions of a member of council or an employee of the municipality...."]

Are volunteers assisting? [The *Workplace Safety and Insurance Act* provides that persons who assist in connection with a declared emergency are considered "workers" under the Act and are eligible for benefits if they become injured or ill as a result of the assistance they are providing. This is in addition to workers already covered by the Act.]

Operational:

Does the situation require a response that exceeds, or threatens to exceed the capabilities of the municipality for either resources or deployment of personnel? [Section 4 (1) permits the head of council to "take such action and make such orders as he or she considers necessary and are not contrary to law to implement the emergency plan." Section 13 (3) empowers a municipal council to

“make an agreement with the council of any other municipality or with any person for the provision of any personnel, service, equipment or material during an emergency.”]

Does the situation create sufficient strain on the municipal response capability that areas within the municipality may be impacted by a lack of services, thereby further endangering life and property outside areas directly affected by the current crisis? [Some situations may require the creation of special response agreements between the municipality and other jurisdictions, private industry, non-government organizations, etc. Section 13 (3) states that the “council of a municipality may make an agreement with the council of any other municipality or with any person for the provision of personnel, service, equipment or material during an emergency.”]

Is it a consideration that the municipal response may be of such duration that additional personnel and resources may be required to maintain the continuity of operations? [In the event of a large-scale crisis, such as an epidemic or prolonged natural disaster, municipal resources may not be able to sustain an increased operational tempo for more than a few days. This is particularly true if emergency workers are injured or become ill as a result of the crisis. In such a case, the municipality may need to utilize outside emergency response personnel. Section 13 (3) provides for mutual assistance agreements between municipalities.]

Does, or might, the situation require provincial support or resources? [Provincial response (e.g., air quality monitoring, scientific advice, airlift capabilities, material resources, etc.) may involve numerous ministries and personnel. Activation of the municipal emergency response plan, including the opening of the Emergency Operations Centre and meeting of the Community Control Group, can greatly facilitate multi-agency and multi-government response.]

Does, or might, the situation require assistance from the federal government (e.g., military equipment)? [Section 13 (2) authorizes the Treasury Board of Canada Secretariat, with the approval of the Lieutenant Governor in Council, to make agreements with the federal government. In Canada, federal emergency assistance is accessed through, and coordinated by, the province. The declaration of an emergency may assist a municipality in obtaining federal assistance.]

Does the situation involve a structural collapse? [Structural collapses involving the entrapment of persons *may* require the deployment of one or more Heavy Urban Search and Rescue (HUSAR) teams. Ontario has a HUSAR team. This team is specially equipped and trained to rescue persons trapped as a result of a structural collapse. Any municipality in the province can request a HUSAR deployment to a declared emergency. Requests for HUSAR resources should be made through your local mutual aid fire coordinator. Approval for the dispatch of the HUSAR team comes from the Commissioner of Emergency Management.]

Is the situation a large-scale or complex chemical, biological, radiological, or nuclear (CBRN) incident? [Response to CBRN incidents requires specialized resources and training. Ontario is developing three CBRN teams to respond to incidents throughout the province. CBRN teams are only dispatched to declared emergencies. Requests for a CBRN deployment should be made through your local mutual aid fire coordinator. Approval for the dispatch of CBRN teams comes from the Commissioner of Emergency Management.]

Does the situation require, or have the potential to require the evacuation and/or shelter of people or animals [livestock] from your municipality? [Evacuee and reception centres often use volunteers as staff. As noted above, the declaration of an emergency enacts certain parts of the *Workplace Insurance and Safety Act* related to volunteer workers. Secondly, an evacuation or sheltering of citizens has the potential to generate issues pertaining to liability. Section 11 of the *Emergency Management and*

Civil Protection Act may provide municipal councillors and employees with certain protections against personal liability.]

Will your municipality be receiving evacuees from another community? [The issues discussed in the previous bullet may apply equally to municipalities accepting evacuees.]

Economic and Financial:

Does the situation pose a large-scale disruption to routine patterns of transportation, or re-routing of large numbers of people and vehicles? [The rerouting of people and vehicles poses a potential liability risk. Keeping persons from their homes and delaying commercial traffic are both sensitive issues. Section 11 of the Act may provide certain protection from liability. Section 4 (1) allows for extraordinary measures to be taken, providing they are not contrary to law.]

Is an event likely to have a long term negative impact on a community's economic viability/sustainability, including resulting unemployment, lack of available banking services and restorative measures necessary to re-establish commercial activity? [The declaration of an emergency may facilitate the ability of the municipality to respond to economic losses.]

Is it possible that a specific person, corporation, or other party has caused the situation?[Section 12 states that "where money is expended or cost is incurred by a municipality or the Crown in the implementation of an emergency plan or in connection with an emergency, the municipality or the Crown, as the case may be, has a right of action against any person who caused the emergency for the recovery of such money or cost...."]



ANNEX A - DECLARATION FORM

Municipality: Township of Ryerson District of: District of Parry Sound

I, _____, (Mayor or Alternate), hereby declare a state of local
Emergency in accordance with the Emergency Management and Civil Protection Act, , R.S.O. 1990,
c.E.9, as amended, due to the emergency described herein;

For the Emergency Area or part thereof described as (geographic area);

Signed _____

Title _____

This ____ day of _____ 20__ at _____ A.M/PM
In the Municipality of _____

(Note: Fax to EMO Duty Officer @ 416-314-0474)



ANNEX A - Checklist in Consideration of a Declaration of Emergency

(Note: All references in this document refer to the *Emergency Management and Civil Protection Act*, R.S.O. 1990, Chapter E.9, as amended 2006)



ANNEX D - TERMINATION FORM

I, _____ (Mayor or Alternate) hereby declare that the emergency related to _____ is terminated in accordance with the

(State the general description of the declared emergency)

Emergency Management and Civil Protection Act, R.S.O. 1990.

Signed _____

Title _____

This ____ day of _____ 201__ at _____ A.M/PM
In the Municipality of _____

Fax to Provincial Emergency Operations Centre Duty Officer @ 416-314-0474



BURK'S FALLS & DISTRICT FIRE DEPARTMENT
"Fighting Fires ... Through Education!"

168 Ontario Street, P. O. Box 70, Burk's Falls
Ontario P0A 1C0

Phone 705-382-4010 Fax 705-382-2273

chiefbfd@bfd.com

SMOKE ALARMS SAVE LIVES

January 8, 2024

To the Councils of Ryerson, Burks's Falls and Armour Township.

Please accept this letter as my notice of retirement. It has been a great pleasure to be the first full time Chief of the Burk's Falls & District Fire Department . Therefore effective the end of March 2024 will be my last day in office. Thanks for the support over the years. God bless and take care.

Dave McNay
Fire Chief

"PLAN YOUR ESCAPE"

Administrator's Report – December 20, 2023

Operational Items

Funding announcements/updates 2023

- Supporting Professional Growth December 1, 2023- March 31, 2024 \$8.58/bed/month (or \$1,098/month).
- Investments to support people to launch new careers as PSWs. MOLTC will provide a stipend of up to \$5,400 for clinical placement, \$10,000 incentive for recent PSW who commit to working in LTC or HCC for 12 months. Additional \$10,000 to help with relocation costs for PSW grads who commit to working in LTC or HCC in rural, remote or Northern Ontario.
- Bill 124 retroactive resettlements one time funding for NFP RN wages.

Staffing, Recruitment & Retention, Temporary Foreign Workers

- Recruitment strategies continue. Hours of Care target: 3: 42 minutes (or 3.7 hours/resident/day) by March 2024.
- Current Quarter Estimate of hours achieved 3.57 hours/resident per day.

Community Support Services Program

- HCC Innovation Centre – My Way Home funding for Winter Preparedness Packages \$75x30.
- CAPS Budget – not provided –creating internal budget for fiscal year beginning April 1st, 2024.

Other Operational items:

- Insurance renewal to Nov 15, 24 – post renewal inquiry regarding age of heating system.
- Nurse Practitioner - 6 month report submitted.
- CEMC – attended fire inspection – recommended removal of some trees.

Building Maintenance and Capital Work

Building Maintenance & Capital Work

- Main floor Admin Area floor replacement underway.
- Insurance work requested is complete – waiting on final reports.
- Work on older walk in Freezer completed this week.

Construction Project (ICIP)

- BAS – Siemens – commissioning ongoing, there are some nodes not yet connected.
- Window repairs for weak springs –JELD-WEN onsite 2 days all but 1 window completed.
- Building Committee Meeting – December 1st – minutes circulated.
- Received Payment Certificate #16 in the amount of \$137,257.77 due January 16, 2024.
- Received Form 9 – Certificate of Substantial Completion as at December 15, 2023
- Enbridge Rebate – for energy efficient changes \$22,157.50.

Contracts, Compliance and Policy Updates

Ministry of Long-Term Care Inspections

- Ministry inspection – December 11th to 15th– Identified as follow on CIS.

Critical Incidents (CIS)

- CIS report – M517-0000046-23 to M517-0000047-23.

Fixing Long-Term Care Act 2021 –Updates

Regulatory Changes

- Bill C-295 An Act to Amend Criminal Code – 3rd reading (neglect of vulnerable adults)
- Ontario Regulation 246/22 – Proposed Amendments regulating PSWs

Program Evaluations and other compliance reports

- Continuous Quality Improvement Meeting held December 7th, 2023.
- Emergency Preparedness Meeting – December 7th, 2023.
- AODA Committee Meeting held December 7th, 2023.
- AODA compliance report submitted December 13th, 2023.
- Emergency Preparedness Attestation – Submitted December 19th, 2023.
- Attestation of compliance with Fire Code (Sprinklers) – submitted December 13th, 2023.

Emergency Preparedness Plans -Policy Updates & Testing

- Fire & Evacuation procedures – Fire alarm Friday Nov 17th – Great staff response.

Occupational Health & Safety updates

- WSIB Excellence Program
 - 5 additional topics being selected:
 - i. Recognition of Hazards
 - ii. Risk Assessment
 - iii. Control of Hazards
 - iv. Injury, Illness, and Incident Reporting
 - v. Incident investigation and Analysis

Other Policy Updates

- Tangible Capital Assets Policy

Contracts and Agreements

- Life Labs – June 2023 - June 2026.
- Elevator 1 – LULA – January 1st 2024 – December 31st 2026.
- Telus Health -WSIB Health and Safety Excellence Program Services Agreement– 2023/24.
- Point Click Care – Secure Conversations Instant Messaging-under review.
- Health OPM -Staffing Agency -under review
- Priority Healthcare – Staffing Agency – under review.
- Siemens (BAS) – Under review (on hold until BAS is complete).
- Allison Jones Consulting – November 29, 2023 – November 28, 2024.

Odelia Callery, CPA, CA
Administrator

Eastholme General Operating Expenditures for November 2023
Bank Account 45-10

1-Nov-23	MSCOL-112301	GORDON FOOD SERVICE	11,971.01
1-Nov-23	MSCOL-112302	MEDLINE CANADA, CORPORATION	9,923.38
2-Nov-23	MSCOL-112303	RECEIVER GENERAL FULL TIME	56,855.21
2-Nov-23	MSCOL-112304	RECEIVER GENERAL PART TIME	41,685.58
3-Nov-23	MSCOL-112305	SYSCO	34,033.87
3-Nov-23	MSCOL-112306	SUTHERLAND HR CONSULTING INC.	3,280.80
9-Nov-23	MSCOL-112307	MILLER WASTE SYSTEMS INC.	8,264.04
9-Nov-23	MSCOL-112308	MIP INC.	329.70
9-Nov-23	MSCOL-112309	DIVERSEY CANADA	4,707.17
10-Nov-23	MSCOL-112310	TELUS HEALTH (CANADA) LTD.	686.76
10-Nov-23	MSCOL-112311	CLAIM SECURE	1,267.00
10-Nov-23	MSCOL-112312	HYDRO ONE NETWORKS INC.	20.32
10-Nov-23	MSCOL-112313	HYDRO ONE NETWORKS INC.	22.55
10-Nov-23	MSCOL-112314	PLAN A NIPISSING/SIMCOE	3,958.94
14-Nov-23	MSCOL-112315	BELL INTERNET	131.54
14-Nov-23	MSCOL-112316	IAN PARKER	5,685.69
16-Nov-23	MSCOL-112317	CAMPANA SYSTEMS	2,864.86
16-Nov-23	MSCOL-112318	RECEIVER GENERAL FULL TIME	57,053.69
16-Nov-23	MSCOL-112319	RECEIVER GENERAL PART TIME	41,978.93
17-Nov-23	MSCOL-112320	HUB INTERNATIONAL HKMB LIMITED	104,844.24
21-Nov-23	MSCOL-112321	TELIZON	479.95
21-Nov-23	MSCOL-112322	ENBRIDGE UNION GAS	4,904.43
21-Nov-23	MSCOL-112323	HYDRO ONE NETWORKS INC.	18,572.77
21-Nov-23	MSCOL-112324	OFFICE CENTRAL	1,490.22
21-Nov-23	MSCOL-112325	ADT SECURITY SERVICES CANADA INC.	64.79
21-Nov-23	MSCOL-112326	ROBSON COMMUNICATIONS INC.	682.79
22-Nov-23	MSCOL-112327	ADT SECURITY SERVICES CANADA INC.	119.61
22-Nov-23	MSCOL-112328	WSIB	25,509.24
22-Nov-23	MSCOL-112329	MINISTER OF FINANCE EHT	14,460.18
22-Nov-23	MSCOL-112330	OMERS	121,636.86
22-Nov-23	MSCOL-112331	DR. NG	4,188.14
22-Nov-23	MSCOL-112332	DR. KING	1,729.50
23-Nov-23	MSCOL-112333	BELL TV	1,826.08
23-Nov-23	MSCOL-112334	DESJARDINS INSURANCE	29,582.04
24-Nov-23	MSCOL-112335	RBC VISA	9,613.93
24-Nov-23	MSCOL-112336	CLAIM SECURE	875.90
27-Nov-23	MSCOL-112337	DISTRICT OF PARRY SOUND SOCIAL SERVI	2,800.00
27-Nov-23	MSCOL-112338	2170640 ONTARIO LIMITED-EVAN HUGHES	5,100.00
27-Nov-23	MSCOL-112339	HYDRO ONE NETWORKS INC.	146.35
27-Nov-23	MSCOL-112340	HYDRO ONE NETWORKS INC.	143.32
28-Nov-23	MSCOL-112341	PLAN A NIPISSING/SIMCOE	3,799.77
28-Nov-23	MSCOL-112342	MIP INC.	124.15

14-Nov-23	731	SSC622939	CANADA BREAD-ONTARIO T6249	1,555.20
14-Nov-23	732	SSC622940	CROSSTOWN COURIER	147.47
14-Nov-23	733	SSC622941	EMILY TAYLOR	325.44
14-Nov-23	734	SSC622942	EXPRESS PARCEL	200.16
14-Nov-23	735	SSC622943	FEDERAL EXPRESS CANADA CORPORATION	147.44
14-Nov-23	736	SSC622944	GFL ENVIRONMENTAL INC.	265.55
14-Nov-23	737	SSC622945	KATE DEWHIRST HEALTH LAW	452.00
14-Nov-23	738	SSC622946	LIFELABS	547.50
14-Nov-23	739	SSC622947	NORTHERN COMMUNICATIONS	67.62
14-Nov-23	740	SSC622948	POINTCLICKCARE	1,787.36
14-Nov-23	741	SSC622949	SMITH, GREG	130.40
14-Nov-23	742	SSC622950	TECHNICAL STANDARDS AND SAFETY AUTHORITY	250.00
14-Nov-23	743	SSC622951	WESTON, NORMA	42.60
14-Nov-23	744	SSC622952	WOOD WYANT	1,647.59
17-Nov-23	745	SSC622953	KELLY, AMBERLEIGH	192.78
17-Nov-23	746	SSC622954	RECEIVER GENERAL PART TIME	237.46
17-Nov-23	747	SSC622955	TECHNICAL STANDARDS AND SAFETY AUTHORITY	330.00
21-Nov-23	748	SSC622956	BOARD MEMBERS RENUMERATION-PETTYCASH	1,064.00
22-Nov-23	749	SSC622957	ACTIVITY PRO INC.	601.16
22-Nov-23	750	SSC622958	AGILIS NETWORKS	367.25
22-Nov-23	751	SSC622959	ARJO CANADA INC.	248.60
22-Nov-23	752	SSC622960	BEATTY PRINTING	322.66
22-Nov-23	753	SSC622961	GERRY LEE & ASSOCIATES	1,921.00
22-Nov-23	754	SSC622962	GNXCOR	186.97
22-Nov-23	755	SSC622963	NORTHERN COMMUNICATIONS	83.39
22-Nov-23	756	SSC622964	ONTERA	37.23
22-Nov-23	757	SSC622965	PUROLATOR	5.65
22-Nov-23	758	SSC622966	R & R COMPANY LTD.	4,689.50
22-Nov-23	759	SSC622967	SFI MEDICAL EQUIPMENT SOLUTIONS	1,756.02
22-Nov-23	760	SSC622968	STAFFSTAT INC.	1,389.92
22-Nov-23	761	SSC622969	STERICYCLE ULC	650.17
22-Nov-23	762	SSC622970	THE ENGRAVING SHOPPE	642.37
22-Nov-23	763	SSC622971	TRANSCANADA STORE AND RESTAURANT SUPPLII	171.76
22-Nov-23	764	SSC622972	CUPE LOCAL 1339	9,665.54
30-Nov-23			Banking Charges	209.75
30-Nov-23			Cheques November 2023	669,754.81
Payroll October 2023				
November 3, 2023		Pay #22		254,767.99
November 17, 2023		Pay #23		256,165.67
				<u>510,933.66</u>

Below is a summary of the August Hazmat Day

It was felt that the August event went smoothly. We had ample staff and volunteers. The average wait time at the beginning was one hour and dwindled to 20 minutes later on.

Looking at the numbers it appears that a small number of residents use this service which everyone pays for. How can we make sure everyone is aware? The dates are marked on the tax bills but we need to do more to make this information known.

Our end of year balance will be \$15,770.00 It is possible that the per household cost may be reduced.

This will be reviewed in February

We can apply for 3 stewardships in 2024

Since Danika had many challenges obtaining a credit card it was decided that Armour would make the purchases and bill us.

Hazmat dates for 2024 May 25th 10 – 2

Aug 24th 10 - 2

Next Meeting will be Feb 8th at 6 PM at the Strong Township Office

Almaguin Recycling Initiative

	Household Count	Percentage	Cost Allocation
Armour	31	19.14%	\$3,610.52
Ryerson	13	8.02%	\$1,514.09
Burk's Falls	9	5.56%	\$1,048.22
Sundridge	23	14.20%	\$2,678.77
Strong	32	19.75%	\$3,726.99
South River	6	3.70%	\$698.81
Machar	31	19.14%	\$3,610.52
Joly	9	5.56%	\$1,048.22
McMurrich/Monteith	8	4.94%	\$931.75
Total	162	100.00%	\$18,867.89



CORPORATION OF THE TOWNSHIP OF ARMOUR

RESOLUTION

Date: December 12, 2023

Motion # 322

That the Council of the Township of Armour, after reviewing the options report from Jon Morton, Engineer for Greystone Building Muskoka, regarding the property on which the new library could be built, rescind their support for building the new library on the property located at the corner of Main Street and Red Cross Hospital Street next to the EMS building in the Village of Burk's Falls and supports Option "1", being the building of the new library on the property located at the corner of Huston Street and Red Cross Hospital Street next to the parking lot of the Burk's Falls Health Centre in the Village of Burk's Falls.

Moved by:

Blakelock, Rod	<input checked="" type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
Haggart-Davis, Dorothy	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Seconded by:

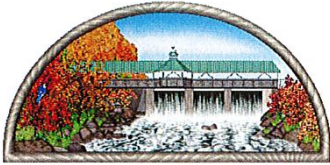
Blakelock, Rod	<input checked="" type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>
Haggart-Davis, Dorothy	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated 2

Declaration of Pecuniary Interest by: _____

Recorded vote requested by: _____

<u>Recorded Vote:</u>	For	Opposed
Blakelock, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>	<input type="checkbox"/>
Haggart-Davis, Dorothy	<input type="checkbox"/>	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>	<input type="checkbox"/>



The Municipality of the
VILLAGE OF BURK'S FALLS

Moved By: John Wilson Date: December 19, 2023

Seconded By: Ashley Brandt Resolution # 2023- 292

Be it resolved;

That the Council of the Village of Burk's Falls requests that Armour Township encourages the developer of the Health Hub concept on Commercial Drive to develop a business model concept that would identify the community groups and professional service providers that might make up the target tenant group, and

Further that the Developer develop or continue to develop a business plan concept that would help identify any possible request for municipal subsidy or contribution to the build or for the initial outfitting of the building and,

Further that the business plan be developed to help identify any anticipated need for ongoing municipal support to offset the operating costs of the services provided by any of the target tenant group(s) and,

Further that this resolution be sent to all member municipalities of the Almaguin Highlands Health Council for their consideration.

Recorded Vote requested by: _____

Ryan Baptiste	for / opposed
Ashley Brandt	for / opposed
Sean Cotton	for / opposed
John Wilson	for / opposed
Chris Hope	for / opposed

✓ _____	_____	_____
Carried	Defeated	Deferred

Pecuniary Interest declared by:

Mayor

Good afternoon:

There has been expressed interest in reconvening the Regional Fire Services Committee Meetings. The Township of Perry is willing to host the meetings within the Township of Perry Council Chambers in the new year.

Perry is requesting that each municipality review and confirm if there is interest in reconvening meetings to look at specific regional type projects and services. Once I have heard back from all municipalities we can look to arrange a date in the new year. It is recommended that as a minimum the first meeting be attended by the Fire Chiefs, Clerks, Treasurers, and a Council Representative from each municipality, along with Gary Courtice, Regional Training Officer.

On another note, there were discussions to move forward with a new Live Burn Building with the 5 Fire Departments. It was suggested that each Fire Department place \$20,000 into their budgets to build the first stage of the Live Burn Building. Lastnight Perry Council passed a resolution in support of placing \$20,000 in Fire Department Reserves for the project. I would also request that the Burn Build Project be presented to your Councils' for their consideration to confirm if there is support for this project moving forward.

Thank you,

Beth Morton, Clerk-Administrator



Township of Perry | 1695 Emsdale Road
Emsdale ON | (705)636-5941
www.townshipofperry.ca



**The Corporation of the
Township of Perry**

Box 70 1695 Emsdale Road Emsdale, Ontario P0A 1J0

Date: December 6, 2023

Resolution No.: 2023-290

Moved By: Jim Cushman **Seconded By:** Paul Sowrey

Be it resolved that the Council of the Corporation of the Township of Perry hereby places \$20,000 in Fire Department Reserves for the burn building project which was not completed in 2023.

Carried: ✓ **Defeated:** _____

Norm Hofstetter, Mayor

RECORDED VOTE		
Council	For	Against
Councillors Jim Cushman		
Joe Lumley		
Margaret Ann MacPhail		
Paul Sowrey		
Mayor Norm Hofstetter		

**JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2023**

Month	No. of Permits	Permit Fees	Project Values	Size (sq.m)
January	5	\$6,770.00	\$418,000.00	378
February	0	\$0.00	\$0.00	0
March	4	\$5,065.00	\$311,000.00	537
April	10	\$10,855.50	\$664,945.00	461
May	27	\$81,043.21	\$4,921,881.00	2837
June	16	\$59,187.50	\$3,685,500.00	1507
July	13	\$34,130.00	\$2,152,000.00	884
August	10	\$17,593.75	\$1,094,208.75	383
September	20	\$64,467.50	\$3,444,000.00	3476
October	11	\$47,495.00	\$3,216,000.00	1504
November	3	\$8,050.00	\$505,000.00	353
December	2	\$1,175.00	\$65,000.00	46
TOTALS	121	\$335,832.46	\$20,477,534.75	New Construction 12366 Demolitions 285

**JOINT BUILDING COMMITTEE
ANNUAL PERMIT SUMMARY
2023**

Month	No. of Permits	Permit Fees	Project Values	SFD'S, Seasonal Dwellings and Multi-Unit Dwellings	
				2022	2023
Burks Falls	15	\$17,887.95	\$1,074,497.00	2	1
Joly	13	\$30,148.75	\$1,816,208.75	1	3
South River	8	\$27,434.26	\$1,727,284.00	4	4
Machar	31	\$106,687.00	\$6,835,800.00	11	13
Strong	18	\$31,820.00	\$1,908,045.00	12	5
Ryerson	22	\$74,870.00	\$3,850,400.00	2	7
Sundridge	14	\$46,984.50	\$3,265,300.00	4	6
TOTALS	121	\$335,832.46	\$20,477,534.75		39
Permit activity at end of November 30, 2023					
TOTALS	151	\$416,655.25	\$26,185,783.00	46	
Permit activity at end of November 30, 2022					
TOTALS	30	\$80,822.79	\$5,708,248.30		7
Difference from previous year					

Pine Street Land in Bracebridge Chosen for Future Hospital

(Thursday, December 21, 2023, Muskoka, ON) – Muskoka Algonquin Healthcare (MAHC) is pleased to announce that the Board of Directors has supported the selection of 300 Pine Street as the future location of a new hospital in Bracebridge.

During a special board meeting, the Board approved the recommendation having followed an objective site selection process over the past year. Site selection is an important component of MAHC's redevelopment project because the existing hospital property in Bracebridge on Ann Street is too small for future redevelopment of the hospital. In Huntsville, redevelopment of the hospital will be accommodated on the current land on Frank Miller Drive.

The Board's site selection decision represents another significant milestone in the planning journey, explains Dave Uffelmann, vice chair of the Board of Directors and Chair of the Board's Capital Redevelopment Steering Committee.

"After comprehensive study and evaluation of potential locations over the past year, the Board has concluded that the Pine Street location is the best long-term option for the future hospital in South Muskoka," says Uffelmann. "The Pine Street location ensures proximity to downtown Bracebridge and Highway 11, as well as other nearby amenities including municipal transit that will serve our communities well. Additionally, environmental impacts are minimized and the Board is pleased with the process used to arrive at this decision."

From more than 20 initial properties identified in the process, five met the minimum land requirements to be considered for evaluation and were presented during community information sessions earlier this year. The five sites were narrowed to three using robust evaluation criteria guided by community feedback reinforcing what is most important to choosing a new location for a hospital. For the past three months, extensive due diligence on two viable properties included cultural and heritage assessments, geotechnical and hydrogeological studies, cost estimates, and review of environmental features and potential wildlife impacts.

"The final two properties both had merits and challenges to understand and assess," says Uffelmann, emphasizing the importance of taking the time required for in-depth analysis before the recommendation to Board. "This has been a thorough process and very thoughtful to the complexities of making the best decision for the future hospital location as a key piece of developing an integrated health system for all of Muskoka and area for the next 50 years."

The Pine Street property is owned by the Town of Bracebridge, and the municipality is committed to working collaboratively with MAHC over the next several years on infrastructure matters such as water/sewer servicing requirements and road access to prepare the site for the future hospital.

"Access to health care is vital for the health and wellness of the community," says Rick Maloney, Mayor of the Town of Bracebridge. "The Town of Bracebridge is pleased with the selection of 300 Pine Street as the site for the new hospital and is committed to working closely with our partners at MAHC over the coming years to help bring this important project to life. This location is strategically located in close proximity to the urban area of Bracebridge and Highway 11, is

serviced by public transit and emergency services, and will be seamlessly integrated into our existing infrastructure.”

The site selection decision will be part of the formal submission to the Ministry of Health. The study of the functional program piece will continue over the next few months with a target to complete the Stage 1.3 submission by the spring of 2024.

-30-

Muskoka Algonquin Healthcare (MAHC) is a multi-site health care organization accredited with exemplary standing that provides acute care services at the Huntsville District Memorial Hospital and South Muskoka Memorial Hospital in Bracebridge. Find out more about Muskoka Algonquin Healthcare by visiting www.mahc.ca. Connect with us on [Twitter](#), [Facebook](#) and [Instagram](#).

For more information or to arrange an interview, please contact:

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DISTRICT OF PARRY SOUND MUNICIPAL ASSOCIATION

EXECUTIVE MEETING MINUTES

Wednesday, December 13, 2023

1:00 pm

Electronic Meeting Via Zoom

A meeting of the District of Parry Sound Municipal Association Executive was held Wednesday, December 13, 2023 and was called to order by President, Lynda Carleton at 1:04 p.m.

In attendance: President Lynda Carleton, Vice President Jordy Carr, Joe Beleskey, Ted Collins, Norm Hofstetter (*Past President*), Glenn Miller, Debbie Zulak

Staff: Karlee Britton, Secretary-Treasurer

No declarations of pecuniary interest were made.

1. Minutes

1.1 Executive Minutes of the August 17, 2023 Meeting

Moved By: G. Miller Seconded By: J. Beleskey

The Executive approved the August 17, 2023 Executive Minutes as circulated.

Carried

2. Old Business

2.1 The Executive discussed the Fall 2023 Meeting.

3. New Business

3.1 Proposed AMCTO Parliamentary Procedures Course to be hosted by the DPSMA

Moved by: J. Carr Seconded by: D. Zulak

Be It Resolved That the Executive members of the District of Parry Sound Municipal Association do hereby authorize the

Secretary-Treasurer to coordinate Parliamentary Procedures Training for the twenty-three member Municipalities on behalf of the DPSMA; and

Further authorize the Secretary-Treasurer to issue a cheque, payable to AMCTO, for 50% of the base fee, as a deposit required for securing the training to be held on April 12, 2024; and

Further that the Secretary-Treasurer bill Municipalities for the number of participants registered to attend the program; and

Further issue a cheque, payable to AMCTO, for the remaining 50% base fee plus any additional charges required for the training day.

Carried

3.2 Honourarium / Administrative Fees Review and Annual Membership Fee to Member Municipalities

Moved by: J. Beleskey Seconded by: T. Collins

Be It Resolved That the Executive members of the District of Parry Sound Municipal Association do hereby increase the DPSMA membership fee for member Municipalities to two hundred dollars (\$200.00) annually.

Carried

4. Other Business / Correspondence:

4.1 Next Executive Meeting to be held in February 2024 to discuss the Spring 2024 Meeting to be hosted by the Township of Perry.

5. Adjourn

The Meeting was adjourned at 1:27 p.m.

Karlee Britton
Secretary-Treasurer



705-382-2900
www.almaguin-health.org

Minutes: January 4, 2024, 10:00 am via Zoom in the Almaguin Highlands Health Centre

Present: Rod Ward (Chair), Delynne Patterson, Margaret Ann MacPhail, Brad Kneller, Chris Hope, Fraser Williamson (Vice Chair), Vicky Roeder-Martin, Tom Bryson, Norm Hofstetter, Jim Ronholm, Camille Barr (Secretary)

Regrets: Cheryl Phillip

Guest: Susan Keast (HHR MAOHT), Isabel Pereira, Courtney Metcalf (ACED)

Called to order at 10:01 am by Chair R. Ward

1. 2024-01 Moved by F. Williamson - Seconded by N. Hofstetter
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the minutes from the regular meeting of December 7, 2023 as circulated. Carried.
2. **DECLARATION OF PECUNIARY OF INTEREST:** None
3. **DELEGATIONS:** None
4. **RESOLUTIONS PASSED:**
 - 2024-02 Moved by T. Bryson - Seconded by V. Roeder- Martin
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council approves the concept of the brochure as designed by ACED, for promotional use by the MAOHT Health Human Resource Recruiter. Carried.
 - 2024-03 Moved by D. Patterson - Seconded by V. Roeder-Martin
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council agrees to fund the Burk's Falls Family Health Team up to \$2000.00 one time towards the rebranding project. Carried.
 - 2024-04 Moved by N. Hofstetter - Seconded by B. Kneller
THEREFORE BE IT RESOLVED THAT members of the Almaguin Highlands Health Council will approach individual Councils for a contribution of \$1000.00 for 2024 to cover healthcare related activities in the Almaguin Highlands, to be revisited annually. Carried.

5. ITEMS FOR DISCUSSION:

a) Update on 'Local Share'

MAHC has selected the site for the Bracebridge location- 300 Pine Street. The next stage of the project requires discussions as to what services will be housed in which location. Determination of services at each location is still under discussion. There have been no concrete decisions made at this time. User Groups are assisting in the determination. Note that Emergency services are not on table for discussion – Emergency will be available at both locations. MAHC will visit communities early this new year to receive feedback on the matter. When the community meetings are announced, please share widely.

b) Progress Report: R. Ward provided the group with an overview of the Progress Report.

Potential Health and Wellness Centre

The individual with interest in building the health and wellness centre in Armour is collecting costing and pulling together a business plan. Armour is looking at how the funding model could work and the feasibility of the options (i.e. is there an approach that makes sense for the region?). They are working through scenarios and hope to bring information to the table soon.

This discussion led to another regarding the current Burk's Falls building and the ability for an expansion, what Burk's Falls plans are for the building. It was noted that the replacement of the x-ray machine has prompted a lot of thought about healthcare in the area. All options must be a coordinated with a view to the future. Is there room for expansion on the new potential build in Armour if it is needed? What would it take to expand the current Burk's Falls location? The group agrees they need to work towards a mutual plan both model and structure. Council will keep their focus on Almaguin wide healthcare and not on one building. The solutions need to stand the test of time.

c) Other business

Promotional Material for Healthcare Recruitment

ACED was approached by S. Keast, HHR Recruiter with the MAOHT to develop a promotional tool for Almaguin. A draft brochure was shared. Feedback included images that better represent the facilities, wording/contact adjustments, and service changes. C. Metcalf collected feedback from the group and will use it to prepare a new draft. The brochure will also be shared with R. Paul and S. McKinnon for their FHT input. Once complete it would be a product used in a variety of formats including social media.

C. Metcalf will attain quotes on a finished glossy product. If the Recruiter budget is used for printing it is said there will be less money to attend events as it is the same budget.

The goal would be to have the brochure available for recruitment events scheduled end of January and beginning of February.

Branding Support Request from the Burk's Falls Family Health Team

The Burk's Falls Family Health Team is without branding or a website. They have been able to attain a grant from ACED for \$3000.00 for a branding project but are short approx. \$4300.00 to complete it. They are seeking assistance from the AHH Council for the remaining balance. After discussion about funds remaining in the bank account which contains only \$4767.00 of unallocated funds, the Council determined they would be comfortable to provide \$2000.00 towards the project considering there may be future requests from others for branding, or additional requests for support from other Almaguin communities.

Unused OTN Funds

C. Barr will contact Machar and South River regarding their \$2500.00 donations towards OTN replacement and if they agree to redirect the funds towards other initiatives related to healthcare in Almaguin. Initial request was not responded to.

Funding for Health Care initiatives in Almaguin

N. Hofstetter presented the idea of requesting \$1000.00 annually from the 10 municipal councils that would be held in the AHHC account for future requests. The requests may include subsidies for new providers as was done for the dentist in Burk's Falls, or for requests from Health Teams etc. It was suggested that a process for approving, and review requests be established for equity. The funds would be considered for all the Almaguin communities. \$1000.00 requested annually would potentially provide \$10,000.00 and eliminate the individual requests to Council, streamlining the process.

2024-05 Moved by T. Bryson - Seconded by C. Hope

THEREFORE, BE IT RESOLVED THAT the Almaguin Highlands Health Council adjourn at 11:15 am to meet again on February 1, 2024, at 10:00 am at the Almaguin Highlands Health Centre. Carried.

AHH Council – Key Areas of Focus & Progress- January 2024

This summary provides the information related to the key areas of Focus and Progress as outlined in June 2019 for the Almaguin Highlands Health Council...



Ontario Health Team Partnership

Document and communicate the specific healthcare needs of the entire Almaguin Highlands in order to create our vision of people-centred care within our own community. Establish partnership with OHT (or OHT's) which aligns with and supports our vision.



High-Speed Internet Throughout Almaguin Highlands

Ensure that high-speed internet, a key component in the future of healthcare delivery, is available to every resident of the Almaguin Highlands. The goal is to help level the playing field and ensure our residents can access existing and future digital healthcare options.



Attract & Retain Healthcare Professionals

Ensure excellent healthcare to our region through continuous efforts to both attract new professionals and retain the ones we have. The goal is to build an exceptional team of healthcare professionals, working together across the region.



Coordinate Healthcare Services to Serve Entire Region

Advocate for new and expanded healthcare services and help influence decisions which protect our region. Continually partner with our healthcare providers in support of the specific healthcare needs of our community.

Progress: Items in red and bolded below are new this month...

- AHHC participation in MAOHT Collaboration Steering Committee, Digital Working Group, Health Human Resources Working Group and Home and Community Care Working Group (on-going); Joined Palliative Care Task Force (May 2023)
- Burk's Falls FHT now full partner of the Ontario Health Team, joining Sundridge Medical Team

- Additional high-speed announcements for Almaguin Highlands confirmed – April 2023

- BFFHT renovations completed
- Provided letters of support from across the region for additional Primary Care funding – BFFHT and Sundridge Medical Team
- MAOHT “recruitment funding” complete

- Forecast funds raised by AHHC municipalities as of 1-Sep-2023 - \$4,518,000 (MAHC Local Share) and \$1,253,000 (Almaguin)
- MAHC hospital build now a 'go' with Local share confirmations – **Bracebridge site now selected (December 2023)**
- On-going discussions and investigations regarding potential new Health and Wellness Centre for Almaguin Highlands