

**The Corporation of the Township of Ignace**

**By-Law 68.2021**

**Being a By-law to Adopt the Municipal Debt Management Policy of the Corporation of the Township of Ignace**

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**WHEREAS** The Municipal Act, 2001, s.8(1) grants the Municipality broad, general powers to govern its own affairs; and

**WHEREAS** The Municipal Act, 2001, s. 224, outlines the role of Council, which includes developing and evaluating the policies and programs of the Municipality and maintaining the financial integrity of the Municipality; and

**WHEREAS** The Municipal Act 2001, s. 408, outlines that a Municipality shall authorize long term borrowing, and

**WHEREAS** Ontario Regulation 403/02 has set forth a formula, which sets the debt and financial obligation limits for Municipalities, and

**WHEREAS** The Council of the Corporation of the Township of Ignace deems it a critical component of a Municipality's long term financial plan to establish a framework and outline requirements for establishing a Municipal debt repayment limit threshold, authorizations required for use of a Municipal debt as well as reporting requirements to Council;

**NOW THEREFORE** the Council for the Corporation of the Township of Ignace hereby enacts as follows:

1. **THAT** the "Debt Management Policy" as set out in Schedule "A" and attached hereto, shall form part of this By-law; and
2. **THAT** in accordance with the Corporation of the Township of Ignace, this By-law shall take effect and come into force upon the third and final reading thereof.

**Read a First and Second Time this \_\_\_ Day of \_\_\_\_\_, 2021.**

**Read a Third and Finally Passed This \_\_\_ Day of \_\_\_\_\_, 2021.**

\_\_\_\_\_  
**Penny Lucas, Mayor**

\_\_\_\_\_  
**Lynda Colby, Clerk**

**POLICY**  
**The Corporation of the Township of Ignace**  
**Policy Manual**

<b>Section:</b> Finance	<b>Subject:</b> Debt Management Policy
<b>Effective:</b> _____	<b>Previous Policy Repealed:</b> 07.2019
<b>Approved By:</b> Council	<b>By-Law:</b> 68.2021
<b>Motion:</b> _____	<b>Catalogue:</b> _____

**Purpose**

The purpose of this Debt Management Policy is to establish financial guidelines and appropriate controls for the issuance and use of new debt in the Township of Ignace. A maximum debt limit below the provincially mandated maximum, provides a level of confidence to credit agencies and the banking syndicate that the Township can easily meet its future debt repayment requirements.

**Definitions**

**Amortizing Debenture** – debentures for which the total annual payment (principal and interest) is approximately even throughout the life of the debenture issue.

**Annual Debt Repayment Limit** – the maximum amount of annual debt servicing costs that the Township can undertake or guarantee without seeking the approval of the Ontario Municipal Board. The annual amount is provided by the Ministry of Municipal Affairs and Housing and must be adjusted by the Treasurer in the prescribed manner prior to the authorization by Council of a Long-Term Debt or financial obligation. Refer to Ontario Regulation 403/02. The Regulation provides a formula which limits the annual debt service costs to an amount equal to 25% of operating revenue.

**Capital Financing** – a generic term for the financing of Capital Assets using debt, financing, leases, swaps and other derivatives.

**Debenture** – a formal written obligation to repay specific sums on certain dates. In the case of the Municipality, they are typically unsecured.

**Debt** – any obligation for the payment of money. For Ontario Municipalities, debt would typically consist of debentures as well as either notes or cash loans from financial institutions. Could also include loans from reserves or reserve funds. Debentures issued to infrastructure Ontario are also considered debt.

**Infrastructure Ontario, or Successor Organization** – any entity established by the Province of Ontario to provide Ontario Municipalities, universities and hospitals with access to alternative financing service for Longer-term fixed rate loans for the building and renewal of public infrastructure.

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**Installment (serial) Debentures** – debentures of which a portion of the principal matures each year throughout the life of the debenture issue.

**Lease Financing Agreements** – a lease allowing for the provision of Municipal Capital Facilities if the lease may or will require payment by the Corporation beyond the current term of Council.

**Long-term Bank Loan** – long-term bank debt provided by a bank, or syndicate of banks.

**Long-term Debt** – any debt for which the repayment of any portion of the principal is due beyond one year.

**Municipal Capital Facilities** – includes land, as defined in the Assessment Act, works, equipment, machinery and related systems and infrastructures.

**Net Revenues** – means total Township consolidated revenues less grants from other levels of government less sales of land and development charges earned. These revenues do not include donations of tangible capital assets.

**Project Financing** – financing in which principal and interest payments are structured so as to more closely match the revenues or cost savings of a specific project. Also includes financing for which the lender, in the case of default, would have no or limited resource to the issuer beyond the assets purchased with the proceeds of the financing.

**Short-term Debt** – means debt that is to be recovered from non-water and sewer revenue sources and includes growth-related debt. Repayment of this growth-related debt (principal and interest) shall be recoverable through the Township's developmental charges.

**Term Debentures** – debentures that are comprised of a combination of installment and sinking funds.

**User Rate Supported Debt** – means debt that is to be recovered from water and sewer user fee revenues and includes growth-related debt. Growth-related debt (principal and interest) shall be recoverable through the Township's development charges.

**Variable Interest Rate Debentures** – debentures that provide for one or more variations in the rate on interest payable on the principal during the term of the debenture.

### **Guiding Principles**

The following are guiding principals for the management of the Township's debt obligations:

1. Comply with statutory requirements,
2. Ensure long-term financial sustainability and flexibility,

3. Maintain a good credit rating;
4. Limit financial risk exposure,
5. Match the term of Capital Financing; and
6. Minimize the long-term cost of financing.

### **Comply with Statutory Requirements**

Capital financing may only be undertaken if and when it is in compliance with the relevant sections of the Municipal Act, the Local Improvement Act, or the Tile Drainage Act, and their related regulations. These requirements include, but are not limited to:

1. The term of temporary or short-term debt for operating purposes will not exceed the current fiscal year;
2. The term of capital financing will not exceed the lesser of 40 years or the useful life of the underlying asset;
3. Long-term debt will only be issued for capital projects;
4. The total annual financing charges cannot exceed the Annual Repayment Limit, as applicable, unless approved by the Ontario Municipal Board.
5. Prior to entering into a lease financing agreement, an analysis will be prepared that assesses the costs as well as the financial and other risks associated with the proposed lease with other methods of financing;
6. Prior to passing a debenture By-law which provides that installments of principal or interest, or both are not payable during the period of construction of an undertaking. Council will have considered all financial and other risks related to the proposed construction financing.
7. The awarding of any contract under this Policy will, unless otherwise authorized by Council, follow the procedures and authorities set out in the Corporation's Procurement Policy.

### **Ensure Long-term Financial Sustainability and Flexibility**

1. The Capital financing program will be managed in a manner consistent with other long-term planning, financial and management objectives.
2. Prior to the issuance of any new capital financing, consideration will be given to its impact on future ratepayers in order to achieve an appropriate balance between capital financing and other forms of funding.
3. To the extent practicable, replacement assets as well as regular or ongoing capital expenditures (for example annual replacement of firefighter protective

gear) will be recovered on a “pay as you go” basis through rates, tax levy, user fees or reserves and reserve funds.

4. It is recognized that reserves must be developed and maintained, as outlined in the Township’s Reserve and Reserve Fund Policy, for all capital assets owned by the Corporation to ensure long-term financial flexibility.

### **Maintain a Good Credit Rating**

Maintaining good credit rating is a key factor in minimizing the cost of debt and accessing capital markets in an efficient manner.

### **Limit Financial Risk Exposure**

1. The capital financing program will be managed in a manner to limit, where practicable, financial risk exposure. The Corporation will only issue debt that is denominated in Canadian dollars with an interest rate that will be fixed over its term.
2. If a situation arises where there is a material financial advantage or it is prudent to issue debt in a foreign denomination, where allowed by law, the Corporation will develop a hedging strategy to mitigate financial risk.
3. Financing leases have different financial and other risks than traditional debt. These risks may include contingent payment obligations, lease termination provisions, equipment loss, equipment replacement options, guarantees and indemnities. These risks will be identified prior to entering into any material financing lease.

### **Match the Term of Capital Financing**

In no case shall the term of financing exceed the anticipated useful life of the asset.

### **Minimize Long-term Cost of Financing**

The timing, type and term of financing for each capital asset will be determined with a view to minimize both its and the Corporation’s overall long-term cost of financing. Factors to be considered will include:

- a) Current versus future interest rates
- b) Shape of the interest rate curve
- c) Availability of related reserve or reserve funds
- d) Pattern of anticipated revenues or cost savings attributable to the project or purpose
- e) Costs related to the financing of the project through debt

## **Standard of Care**

All officers and employees responsible for capital financing and debt activities will follow the standard of care identified in this policy.

## **Ethics and Conflicts of Interest**

Officers and employees involved in the capital financing process are expected to abide by the Corporation's Code of Conduct. In particular they shall:

- a) Refrain from personal business activity that could conflict with the proper execution and management of the capital financing program, or that could impair their ability to make impartial decisions;
- b) Disclose any material interests in financial institutions with which they conduct business;
- c) Disclose any personal financial/investment positions that could be related to the performance of their capital financing duties; and
- d) Not undertake personal financial transactions with the same individual with whom business is conducted on behalf of the Corporation.

## **Requirement for External Advice**

The Corporation's staff will be expected to have sufficient knowledge to prudently evaluate standard financing transactions. However, should in their opinion the appropriate level of knowledge not exist for usual or non-standard transactions, or otherwise directed by Council, outside financial and/or legal advice will be obtained.

## **Suitable and Authorized Financing Instruments**

The form of financing will be dependent on its term and the type of asset to be financed. Capital financing may only be undertaken if and when compliant with relevant sections of the Municipal Act, 2001, and Ontario Regulation 403/02 (O.Reg 403/02) as it relates to debt and financial obligations as well as the other relevant Ontario regulations relating to investments, interest rates and loans.

## **Purposes for Which Debt May be Used**

While debt is not a funding source, it is recognized that debt can be an efficient and effective financing tool when utilized appropriately and an important tool in establishing a long-range financial sustainability plan. Utilizing debt must be done with consideration of affordability while maintaining fiscal flexibility to respond to future financial challenges and opportunities. It is important to identify how the resulting debt payments will be funded (property tax user rates, development charges, etc.)

The Township may borrow by debenture, mortgage or other acceptable debt instruments to finance infrastructure under the following considerations:

- The project has been approved by Council as part of the annual capital budget (or other finance document/report) and has been identified as being funded by debt;
- Debt must be structured in a way that is fair and equitable to those that pay and benefit from underlying assets, with consideration of inter generational benefits;
- The project is supported by a comprehensive analysis or business case that identifies:
  - ❖ Total project cost;
  - ❖ Cash flow of the project including debt issuance and funding sources of debt payments;
  - ❖ Annual operating costs and asset management obligations; community benefits; and
  - ❖ Funding cannot be accommodated within the tax or user rate supported budget and other internal sources (i.e., reserves) and government grants/subsidies, private partnerships have been thoroughly investigated.

### **Short-term Under One (1) Year**

Financing of operational needs for a period of less than one (1) year pending the receipt of taxes and other revenues, or interim financing for capital assets pending long-term capital financing, may be from the following sources:

1. Reserves and Reserve Funds (this may be used as the primary source of short-term financing provided that interest is paid in accordance with the Township's Reserve and Reserve Fund Policy);
2. Bank line of credit;
3. Short-term promissory notes issued to approved financial institutions;
4. Bankers Acceptances; and
5. Infrastructure Ontario (or successor organization) short-term advances pending issuance of long-term debentures.

## **Long-term Greater than One (1) Year**

Financing of assets for a period greater than one (1) year may be from any of the following sources:

- a) Debentures, which may be in the form or a combination of:
  - Installment
  - Sinking Fund
  - Term
  - Amortizing
  - Variable Interest Rate
  - Retirement Fund
  
- b) Reserve and Reserve Funds: These may be used for both interim and medium-term for a period of no greater than five (5) years if deemed cost effective or otherwise necessary. Any borrowing must be in accordance with the Town's established Reserve and Reserve Fund Policy.
  
- c) Long-term Bank Loans: These loans may be either fixed or variable interest rate loans as determined by the Treasurer. A preference to fixed rate will be made as it reduces interest rate risk if the rates were to increase in the future.
  
- d) Construction Financing: May be used for a period up to five (5) years during construction or rehabilitation of certain facilities from which a revenue stream is expected to be generated upon its completion.
  
- e) Lease Financing Agreements (capital financing leases): May be used when it provides material and measurable benefits compared with other forms of financing.

## **Financing Risk Identification and Mitigation Strategies**

It is recognized that there may be additional risks associated with certain types of financing. It is expected that these risks will be identified and considered prior to their use in relation to other forms of financing that would be available.

## **Availability of Debt Capacity for Future Priority Projects**

- a) The Corporation may issue debentures for which the amortization to retirement period is longer than the contractual term of the debenture, similar to a home mortgage. For those debentures the balance of the debt remaining at the end of the contractual term will need to be refinanced.
  
- b) A risk to the Corporation would be that interest rates may be higher during the subsequent financing period, resulting in higher than anticipated debt payments. For this reason, the use of refunding debentures is not a preferred method of financing for the Corporation.

## **Construction Financing**

1. Construction financing may be used to fund the debt needed for a capital project that will eventually generate a revenue stream which



could be used to make principal and interest payments (e.g., water plant, recreation centre).

**2. The Financial Risks Include:**

- a) The possibility that interest rates may fall from the time the rate for the construction loan is established and the completion of the construction.
- b) The possibility that the final cost of construction could be materially less than initially forecasted and financed. Staff will consider whether or not to issue debt until a fixed rate contract has been awarded.
- c) The risk that the construction project may not be able to proceed or is not completed for technical or other reasons. Staff will mitigate this risk by not issuing long-term debt until all critical construction contracts have been awarded and the project is substantially completed.

**Financing Lease Agreements**

- 1. Leases may be used to finance equipment, buildings, land or other assets that the Corporation does not have a long-term interest in or may not be able to acquire through other means:
- 2. The financial risks include:
  - a) The ability for lease payment amounts to vary if based on changes in an underlying benchmark debt instrument.
  - b) The ability for lease payment to vary based on changes in the assumed residual values of the asset being leased.
  - c) Uncertainty over leasing costs and contract needs to be extended or renewed.
  - d) Other risks include the potential for the seizure and removal of leased equipment if the leasing company goes into default of its obligations to its creditors.

**Variable Interest Rate Debenture and Long-term Bank Loans**

- 1. Variable rate debentures and long-term bank loans may be used when there is volatility in the financial market and/or there is an expectation of significantly lower interest rates occurring within a few months of their issue.
- 2. The interest rate will be fixed no later than six (6) months after issue by means of a hedging agreement in order to mitigate the financial exposure.

## **Non-tax Supported Projects**

1. The Corporation has several areas which have been identified as being “Non-tax Supported”, that is to say that the activity receives revenues and incurs expenses on its own without support from the general tax levy.
2. These Non-tax Supported Activities include, but are not limited to:
  - a) Water System
  - b) Wastewater System
3. Where a project includes tax-supported and non-tax supported activities (for example road reconstruction where water and sanitary sewers are also replaced), the financing will be shared between the general tax levy and the non-tax supported activity.
4. The cost of the project will be split proportionately between the tax-supported and non-tax supported activities based on the estimated cost provided by the engineer.
5. Funds received from senior levels of government will be attributed, where allowed under the terms of the agreement, to the tax-supported portion first. Any remaining funding after the allocation to the tax-supported costs, is then attributed to the no-tax supported portion in the same ratio as the costs are attributed.
6. Debt, and related interest, taken on by the Corporation for the use of a Non-tax Supported Activity will be repaid by the revenues of that activity.

## **Reporting Requirements**

1. Annually the Treasurer shall submit to Council a report or reports that:
  - a) Requests authority for temporary borrowing up to a stipulated amount to meet the day-to-day expenditures, pending receipt of tax levies, user fees and revenues anticipated during the year;
  - b) Request’s authority, if required, to finance certain capital items detailing for each type of item, the amount and maximum term of financing;
  - c) States the sum, if any, that must be raised for sinking fund purposes in that year;
  - d) As part of the annual budget a Long-term Debt and Financial Obligation Management Plan to be adopted or affirmed by Council containing at least:
    - ❖ Projections for each year over a multi-year period of estimated long-term debt and financial obligations payments.

- ❖ Strategies for the prudently and cost effectively dealing with the risks associated with planned long-term debt and financial obligations and mitigation strategies for adverse contingencies which may arise;
  - ❖ A statement indicating the plan is in compliance with this Policy.
2. As required, the Treasurer shall submit to Council, the following where applicable:
- a) A report, before entering into a financing lease which is other than non-material lease with a recommendation assessing the costs and financial and other risks associated with the proposed financing lease. The report shall include:
    - ❖ A comparison between the fixed and estimated costs and the risks associated with the proposed lease and those associated with other methods of financing;
    - ❖ A statement summarizing, as may be applicable, the effective rate or rates of financing for the lease, the ability for lease payment amounts to vary and the methods or calculations, including possible financing rate changes, that may be used to establish that variance under the lease;
    - ❖ A statement summarizing any contingent payment obligations under the lease that could result in a material impact for the Municipality.
  - b) Lists of any outstanding financing leases including the following details:
    - ❖ Estimates of the proportion of financing leases to the Corporation's total long-term debt.
    - ❖ A statement that in his or her opinion all financing leases were made in accordance with this Policy.
  - c) A statement before passing a By-law providing for construction financing, which shall consider:
    - ❖ The fixed and estimated costs to the Corporation;
    - ❖ Whether the costs of the proposed financing for construction of the undertaking are lower than other methods of financing available;
    - ❖ A detailed estimate with respect to the terms of the Corporations expectation of revenue generation from the undertaking, once constructed;

- ❖ The risks to the Corporation if the undertaking is not constructed or completed within the period of construction as estimated by Council; and
  - ❖ The financial and other risks for the Corporation.
- d) A report detailing at least once in a fiscal year, any subsisting variable interest rate bank loan agreements and any subsisting interest rate exchange agreements applicable to them.
- e) Lists any outstanding construction financing debentures including the following details:
- ❖ A description of the estimated proportion of the total debentures of the Municipality issued to the total long-term debt of the Municipality and a description of the change, if any, in that estimated proportion since the previous year;
  - ❖ A statement as to whether, in his or her opinion, all debentures issued were made in accordance with this Policy;
  - ❖ A record of the date of the repayment of each installment of principal, interest or both during the period.
  - ❖ A statement of the outstanding installments of principal and/or interest of debentures due within the year.
- f) Details of all outstanding hedging instruments.

### **Responsibilities**

1. Officers and staff of the Corporation complying with this Policy shall have the necessary authority to carry out the responsibilities and duties identified therein the Policy.
2. The Mayor may execute and sign documents on behalf of the Corporation with respect to the issuance of the debt securities.
3. The Clerk may certify and sign documents on behalf of the Corporation with respect to the issuance of the debt securities.
4. The Treasurer shall, in addition:
  - a) Review and recommend the type and term of financing for capital projects and operating requirements;
  - b) Calculate the Financial Obligation Limit for the Corporation as prescribed by the Municipal Act;
  - c) Recommend the timing and structure of debt issues;
  - d) Coordinate the preparation of debt issue By-laws for Council;

- e) May execute and sign documents on behalf of the Corporation and perform all other related acts with respect to the issuance of debt securities;
- f) Liaise and assist rating agencies in the evaluation of the credit worthiness of the Corporation's debt securities, if necessary;
- g) Review and recommend to Council the financial and business aspects of any material lease agreements and transactions; and
- h) Ensure all reporting requirements identified in this Policy are met.

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# The Corporation of the Township of Ignace

## By-law 69.2021

### Being a By-law to Regulate the Operation of Remotely Piloted Aircraft Systems within the Township of Ignace

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**Whereas** the Municipal Act, 2001, Section 10(2), A single-tier municipality may pass by-laws respecting the following matters: Subsection(s) 4. Public assets of the municipality acquired for the purpose of exercising its authority under this or any other Act; 5. Economic, social and environmental well-being of the municipality, including respecting climate change; 6. Health, safety and well-being of persons; 7. Services and things that the municipality is authorized to provide under subsection (1); 8. Protection of persons and property, including consumer protection; 9. Animals.

**Whereas** Part IX of the Canadian Aviation Regulations (CAR), SOR 2019-11 s.23, 900.02: this part applies in respect of the operation of remotely piloted aircraft systems.

**Whereas** the Federal government has exclusive jurisdiction to regulate aeronautics pursuant to sections 91(2), (5), and (7) of the *Constitution Act*, 1867; Municipalities and provinces may be able to regulate the use of drones for reasons within their competence.

**Whereas** Provincial statutes must be related to one of the areas of Provincial competence in section 92 of the *Constitution Act*, 1867, i.e., property and civil rights in the province; from those powers, provinces can delegate to municipalities.

**Therefore**, the Council of the Corporation of the Township of Ignace hereby enacts as follows:

#### **1.0 Definitions**

**Municipal Highway** means any Municipal owned/operated roadway, encroachment or sidewalk.

**Municipality** means the Corporation of the Township of Ignace.

**Officer** means any Officer including but not limited to the Municipal Law Enforcement Officer/Property Standards Officer (MLEO/PSO), an Ontario Provincial Police Officer (OPP), Ministry of Natural Resources Officer (MNR), Ministry of Transportation Officer (MTO), Ignace Volunteer Fire Chief, Transport Canada Official or any of their delegates.

**Property** means any property, public or private that is owned, leased or operated by the Municipality including all beaches and parks.

**Remotely Piloted Aircraft System** means a drone, model aircraft, rockets, watercraft or other vehicles unpiloted.

#### **2.0 Context and Directives**

**2.1** In January 2019 Transport Canada published their final regulations (Canadian Aviation Regulations, Part IX – Remotely Piloted Aircraft Systems), which provide

clarity on the rules governing Remotely Piloted Aircraft Systems (drones) and the related regulatory jurisdiction. These rules came into force on June 1, 2019.

**2.2** Federal jurisdiction over aeronautics does not prevent the Township of Ignace from enacting "drone" regulations for purposes within its Municipal jurisdiction. Any Municipal By-laws must not conflict with existing Federal "drone" regulations or areas of responsibility.

**2.3** As of the passing of this By-law the Corporation of the Township of Ignace does not have a "drone" in its fleet and shall adhere to all Federal, Provincial and Municipal laws pertaining to its use if one should be added in future.

**2.4** Municipal and Provincial use of "drones" include but are not limited to:

- ❖ Emergency Services
- ❖ Building Inspections
- ❖ Inspection of subterranean structures such as subway tunnels and sewers
- ❖ Traffic monitoring and enforcement
- ❖ Weather monitoring
- ❖ Road maintenance
- ❖ Construction
- ❖ Event management
- ❖ Land surveying
- ❖ Pest control

### **3.0 Rules Regarding Usage**

**3.1** All users of "Remotely Piloted Aircraft Systems" must not be in contravention of the Canadian Aviation Regulations – Part IX – Remotely Piloted Aircraft Systems within the jurisdiction of the Municipality of the Township of Ignace.

**3.2** No user licenced or otherwise shall operate a "Remotely Piloted Aircraft System" on or within a property or Municipal Highway without prior written consent by the Municipality. All requests must be submitted in writing at least fourteen (14) business days prior to the proposed flight date. See Schedule "A" attached, for the Authorization Request Form.

**3.2.1** Carry your "Authorization" with you as an Officer may ask for proof of authorization to fly on or within a property or Municipal Highway.

**3.3** 901.47(1) of the Canadian Aviation Regulations states:

- ❖ "No pilot shall operate a remotely piloted aircraft at or near an aerodrome that is listed in the Canada Flight Supplement or the Water Aerodrome Supplement in a manner that could interfere with an aircraft operating in the established traffic pattern."
- ❖ The yellow shape on the map shows the most likely areas where aircraft traffic patterns may occur around this aerodrome. Operating in this area is permitted, but not recommended. Drone pilots operating in these areas need to exercise additional caution and vigilance in watching for aircraft traffic. See Schedule "B" attached.

- ❖ If you chose to fly in this area and see other aircraft operating it is recommended to land, stop flying, and reassess the situation.
- ❖ If you notice regular aircraft activities here it is recommended to contact the aerodrome operator to better understand the local traffic patterns and to coordinate your operations.

**3.4** All users shall take the following Privacy Legislations into account before, during and after the flight has taken place.

**3.4.1** Personal Information Protection and Electronic Documents Act, S.O. 2000, c.5. (PIPEDA)

**3.4.2** Municipal Freedom of Information and Protection of Privacy Act, R.S.O.c.M56. (MFIPPA)

**3.4.3** Privacy Act, R.S.C., 1985, c.P-21. (Privacy Act)

#### **4.0 Offences and Penalties**

**4.1** Any person(s) who contravenes any provisions of this By-law is guilty of an offence and may be fined as set out in Schedule "C" attached.

**4.2** Any person(s) who contravenes any Federal or Provincial legislation may be subject to fines and penalties as set out by the power of jurisdiction.

#### **5.0 Effective Date**

This By-law shall take effect on the date of its passage.

#### **6.0 Repeals**

This By-law repeals and rescinds any existing By-laws pertaining to the Operation of Remotely Piloted Aircraft Systems within the Township of Ignace.

**Read a First and Second Time this \_\_\_\_ Day of \_\_\_\_\_, 2021.**

**Read a Third and Finally Passed this \_\_\_\_ Day of \_\_\_\_\_, 2021.**

\_\_\_\_\_  
Penny Lucas, Mayor

\_\_\_\_\_  
Lynda Colby, Clerk





**Schedule "A"**  
**By-law 69.2021**  
**Aerodrome Location within the Township of Ignace for Unpiloted Aircraft Systems**  
**Authorization Request Form to Fly within the Township of Ignace Property or Municipal Highway**

**Please Note:** All requests must be submitted in writing at least fourteen (14) business days prior to the proposed flight date.

Pilot(s) Name: \_\_\_\_\_ Licence Number: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ Drone Weight: \_\_\_\_\_  
 Date of Proposed Flight: \_\_\_\_\_ Duration of Flight: \_\_\_\_\_ min/hrs

**Please outline the purpose for the proposed flight:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I \_\_\_\_\_ do hereby declare that all information provided on this form is accurate and true to the best of my knowledge and will adhere to all regulations before, during and after the proposed flight has taken place.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Office Use Only**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Approved:  Yes  No

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_



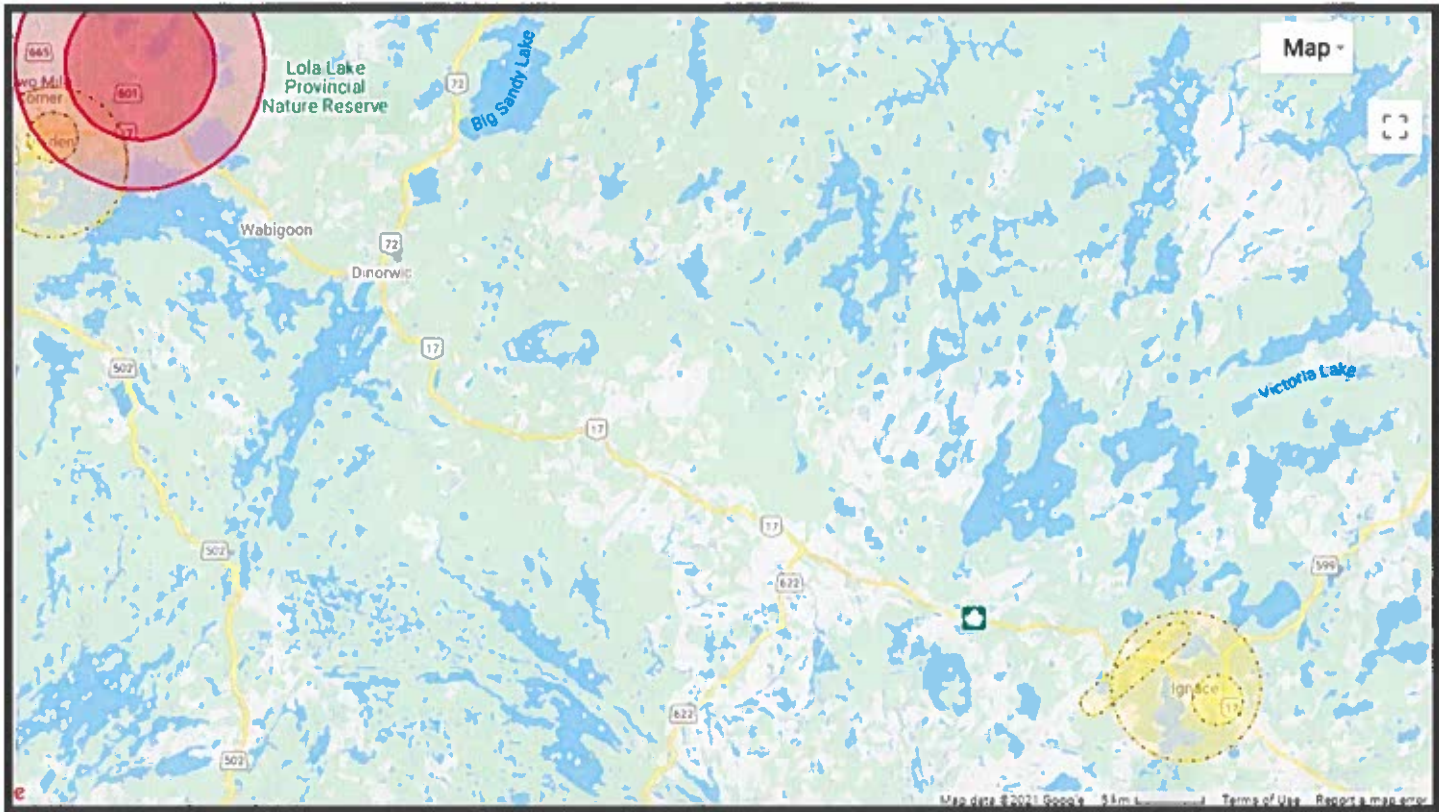
**Authorization to Fly an Unpiloted Aircraft within the Township of Ignace**

Authorization has been granted to \_\_\_\_\_ for a preapproved flight to take place on \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_ only.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: You must keep this authorization with you at all times during above designated flight time and date:**

**Schedule "B"**  
**By-law \_\_\_\_\_**  
**Aerodrome Map for Township of Ignace and Surrounding Area**



**How to Interpret the Map:**

The map uses colour to identify areas that require additional caution, or are prohibited from drone flights. Areas filled with red are **prohibited**. Areas filled with yellow require additional **caution** due to other air traffic. Areas filled with orange require **permission** from the Nav Canada, Parks Canada, National Defence, or an airport operator. Clicking on any shape will present an information window providing further details.

Schedule "C"  
By-law 69.2021

To Regulate the Operation of Remotely Piloted Aircraft Systems within the Township  
of Ignace.

Part I of the Provincial Offences Act

<u>Item Number</u>	<u>Short Form Wording</u>	<u>Provision Creating the Offence</u>	<u>Set Fine</u>
1	Operating an "Unpiloted Aircraft" without prior authorization within a Municipally owned property.	Section 3.2	\$100.00
2	Operating an "Unpiloted Aircraft" without prior authorization within a Municipal Highway.	Section 3.2	\$100.00
3	Not having the "Authorization Permit" on person during the flight.	Section 3.2.1	\$50.00

**Note:** the penalty provision for the offences indicated above is Section 4 of By-law 69.2021, a certified copy of which has been filed.

**The Corporation of the Township of Ignace**

**By-law 70.2021**

**Being a By-law to amend By-law 70.2016 a By-law to Impose Fees and Charges for Activities Provided by the Ontario Provincial Police, Ignace Detachment, and the Ignace Volunteer Fire Department on Behalf of the Corporation of the Township of Ignace Relating to Reduction of False Security Alarms**

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**Be It Resolved That** all sections containing the word “Administrator Treasurer” will be changed to Clerk, along with any spelling and grammatical errors.

**Read a First and Second Time this \_\_\_ Day of \_\_\_\_\_, 2021.**

**Read a Third and Finally Passed this \_\_\_ Day of \_\_\_\_\_, 2021.**

\_\_\_\_\_  
**Penny Lucas, Mayor**

\_\_\_\_\_  
**Lynda Colby, Clerk**

**The Corporation of the Township of Ignace  
By-Law #70/2016**

**Being A By-Law To Impose Fees And Charges For Services For Activities Provided By The  
Ontario Provincial Police, Ignace Detachment And The Ignace Volunteer Fire Department On  
Behalf Of The Corporation Of The Township Of Ignace Relating To Reduction Of False  
Security Alarms**

**WHEREAS** pursuant to The Police Services Act, R.S.O. 1990, c. P.15, police services are provided within the Township of Ignace by the Ontario Provincial Police, subject to payment by the Township for O.P.P contracted charges;

**AND WHEREAS** pursuant to section 2 of the Fire Protection and Prevention Act, 1997, S.O 1997, c.4, as amended, authorizes a municipality to establish a Fire Department to provide firefighting and fire protection services and for participating in an emergency fire services program;

**AND WHEREAS** pursuant to Section 391 of the Municipal Act S.O. 2001, c.25 as amended, a municipality and a local board may pass by-laws imposing fees or charges on any class of persons for service or activities provided or done by or on behalf of it;

**AND WHEREAS** the number of false alarms within the Township of Ignace has been identified as consuming a significant quantity of police and fire service resources, which could be better directed to enhancing the police and fire presence in the municipality;

**AND WHEREAS** these false alarms require emergency response from the police service or fire service posing a threat to the safety of officers and members of the public by creating unnecessary hazards and delaying the response to actual emergencies;

**AND WHEREAS** the Council for the Corporation of the Township of Ignace deems it desirable to impose fees for false fire alarms;

**NOW THEREFORE THE CORPORATION OF THE TOWNSHIP OF IGNACE HEREBY ENACTS AS FOLLOWS:**

**1. DEFINITIONS**

1.1. In this By-law:

**“Alarm”** is any signal activated that has been activated for the legitimate purpose of notification of a criminal act, an attempted criminal act, or a bonifide emergency situation.

**“Alarm Coordinator”** is a person designated by the *Police Service* to administer registration of alarms and maintain response records.

**“Alarm Device”** means any device or series of devices installed on real property and designed to detect and warn building occupants of an emergency condition which when activated, emits or transmits a local or remote audible, visual or electronic signal intended to alert the *premises’ owner/occupier*, summon the police or fire service, whether monitored by an *Alarm Monitoring Company* or not. This definition does not include an *alarm* installed in a vehicle or on a person unless the vehicle or personal alarm is permanently located at the premises;

**“Alarm Monitoring Company”** means the business, by an individual, partnership, corporation, or other entity of selling, leasing, maintaining, servicing, repairing, altering, replacing, moving, installing or monitoring an *alarm device* and reporting the occurrence of alarms to the *Police or Fire Service*.

**“At Fault False Alarm”** is any *alarm device* activated unnecessarily, carelessly, improperly, or for a purpose other than that for which the *alarm device* is installed that prompts a police response to a premises that is caused by:

- i) Any testing of an alarm system without police or fire knowledge or approval
- ii) Alarms activated due to mechanical failure or improper installation; or
- iii) Any error on the part of the responsible party, a monitoring company, or any other person;

**“Fire Chief”** shall mean an appointed fire chief or his/her designate.

**“No Fault False Alarm”** is any *alarm device* activated that prompts a police or fire response to a premises and where the responding officer finds evidence of a criminal offence or an emergency having taken place or where the alarm was triggered by conditions beyond the control of the *premises’ owner/occupier* or *Alarm Monitoring Company* and may include an alarm activated by exterior atmospheric conditions, vibrations, severe weather or major power disruption.

**“O.P.P”** shall mean Ontario Provincial Police

**“Owner”** shall mean the owner of the property as shown on the most recent assessment roll of the municipality.

**“Property”** shall mean the property defined by the municipal address and includes buildings or structures or part of a building or structure and the lands and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, and out buildings.

**“Township”** means the Corporation of the Township of Ignace.

## **APPLICATION**

2.1 This By-law shall apply to all property within the jurisdiction of the Township of Ignace.

## **3. GENERAL PROVISIONS – OPP**

3.1 A *premises’ owner/occupier* shall maintain the premises and the *alarm device* in a manner that will minimize or eliminate *at fault false alarms* and make every reasonable effort to respond or cause a representative to respond to the alarm site within a reasonable time to deactivate a malfunctioning *alarm device* and to provide access to the premises.

3.2 The *O.P.P* will respond to one (1) *at fault false alarm* as defined herein, to any premises with an *alarm device* during each twelve (12) month period without charge to the *premises' owner/occupier*.

3.3 Where the *O.P.P* respond to a premises as a result of an *at fault false alarm* on more than one (1) occasion within a twelve (12) month period, a fee as set out in Schedule "A" will be charged to the *premises' owner/occupier*.

3.4 A *premises' owner/occupier* who has received four (4) *at fault false alarms* within a twelve (12) month period shall submit to the *OPP Detachment Commander* certification from an *Alarm Monitoring Company* that the *alarm device* has been inspected and repaired (if necessary).

3.5 If an *alarm device* installed by an individual tenant in a building containing multiple suites, the tenant is responsible for the *at fault false alarm* emitted from the *alarm device* within the suite.

3.6 Each suite in a building containing multiple suites shall be considered as separate premises.

3.7 If cancellation of an alarm occurs prior to police arrival, the alarm will be deemed a no fault false alarm and no fees would be assessed

#### **4. GENERAL PROVISIONS – FIRE**

4.1. A *premises' owner/occupier* shall maintain the premises and the *alarm device* in a manner that will minimize or eliminate *at fault false alarms* and make every reasonable effort to respond or cause a representative to respond to the alarm site within a reasonable time to deactivate a malfunctioning *alarm device* and to provide access to the premises.

4.2. The *Ignace Volunteer Fire Department* will respond to one (1) *at fault false alarm* as defined herein, to any premises with an *alarm device* during each twelve (12) month period without charge to the *premises' owner/occupier*.

4.3. Where the *Ignace Volunteer Fire Department* respond to a premises as a result of an *at fault false alarm* on more than one (1) occasion within a twelve (12) month period, a fee as set out in Schedule "A" will be charged to the *premises' owner/occupier*.

4.4. A *premises' owner/occupier* who has received four (4) *at fault false alarms* within a twelve (12) month period shall submit to the *Fire Chief* certification from an *Alarm Monitoring Company* that the *alarm device* has been inspected and repaired (if necessary).

4.5. If an *alarm device* installed by an individual tenant in a building containing multiple suites, the tenant is responsible for the *at fault false alarm* emitted from the *alarm device* within the suite.

4.6. Each suite in a building containing multiple suites shall be considered as separate premises.

4.7. If cancellation of an alarm occurs prior to police arrival, the alarm will be deemed a no fault false alarm and no fees would be assessed.

## **5. COLLECTION OF FALSE ALARMS FEES AND CHARGES**

5.1. The O.P.P and Fire Chief shall provide required information on a quarterly basis, to the Corporation for the Township of Ignace, regarding false alarms for invoicing and collection purposes.

5.2 Fees and charges shall be invoiced and collected by the Township of Ignace in accordance with the Accounts Receivable procedures.

5.3 The *premises' owner/occupier* containing an *alarm device* which causes an *at fault false alarm* and a response by the *O.P.P or Ignace Volunteer Fire Department* shall be liable to pay to the Corporation of the Township of Ignace a fee (as set out in Schedule "A").

5.4 In the event that the *premises' owner/occupier* fails to pay the *at fault false alarm* charge within thirty (30) days of receipt of the invoice, penalty charges in the amount of 1.25% per month (15% per annum) shall be imposed and may be subject to other collection options as deemed appropriate by the Township. Any collection costs for fees or charges may be added to the outstanding amount payable by the owner.

5.5 Receipt of the invoice shall be deemed to have occurred:

- a) On the date of delivery if delivered personally
- b) Three (3) business days after the date of mailing, if delivered by registered mail to an address within the Township of Ignace
- c) Five (5) days after the date of mailing, if delivered by registered mail to an address outside the Township of Ignace
- d) Ten (10) days after the date of mailing if delivered by regular mail

5.6 Any fees or charges imposed pursuant to this By-Law and remaining unpaid after 90 days of the invoice may be added to the tax roll in accordance with the terms of Section 398 of the Municipal Act, S.O. 2001, c.25.

5.7 Council does confirm the Fees and Charges as set out in Schedule "A" attached to and forming part of this By-law.

5.8 Notwithstanding the provisions of this by-law, the Administrator Treasurer may, at his discretion and under the following conditions, exempt an owner from the requirement to pay the stipulated fee if;

- a. the owner provides suitable evidence, in the opinion of the Administrator Treasurer, that the cause of the false alarm is being rectified;
- b. The owner provides the administrator Treasurer, in writing, a specific date acceptable to the Administrator Treasurer by which time the cause of the false alarm will be rectified.

5.9 The O.P.P and Ignace Volunteer Fire Department shall continue to respond to all alarms and calls for assistance notwithstanding any previous False Alarm from a property or non-payment of any fee hereunder.



**Schedule "A" to By-Law #70/2016**

<b>Number of False Alarms (per premises, per incident, per calendar year)</b>	<b>Fee Charges</b>
First	No charge
Second	\$ 85.00
Third	\$ 170.00
Fourth and Subsequent	\$ 255.00 and the fee shall increase in the amount of \$55.00 per incident thereafter

\*All fees are HST exempt

## **6. SEVERABILITY**

6.1 If any section, subsection or clause of this By-law is declared or held to be invalid by a court of competent jurisdiction, the same shall not affect the validity of this By-law as a whole or any part thereof other than the section, clause or provision so declared to be invalid and it is hereby declared to be the intention of the Council of the Corporation of the Township of Ignace that all remaining sections, clauses or provisions of this By-Law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof may have been declared invalid.

## **7. ENACTMENT**

7.1 The short title of this by-law is the False Alarm Reduction and Fee By-Law.

7.2 Any By-Law pertaining to false alarms and related fees is hereby repealed.

7.3 The effective date of this By-law shall be the date of final passage thereof.

**Read A First And Second Time This 28<sup>th</sup> Day Of September, 2016.**

**Read A Third Time And Finally Passed This 28<sup>th</sup> Day of September, 2016.**

  
\_\_\_\_\_  
Mayor, Lee Kennard

  
\_\_\_\_\_  
Deputy Clerk Treasurer,  
Chantelle Gascon

**The Corporation of the Township of Ignace**

**By-law 71.2021**

**Being a By-law to amend By-law 21.2019 a By-law to Adopt a Tree Canopy and  
Vegetation Policy for the Corporation of the Township of Ignace**

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**Be It Resolved That** all sections containing the word "CAO" will be changed to Clerk, along with any spelling and grammatical errors.

**Read a First and Second Time this** \_\_\_ Day of \_\_\_\_\_, 2021.

**Read a Third and Finally Passed this** \_\_\_ Day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**Penny Lucas, Mayor**

\_\_\_\_\_  
**Lynda Colby, Clerk**

**The Corporation Of The Township Of Ignace  
By-Law #21/2019**

**Being A By-Law To Adopt A Tree Canopy And Vegetation Policy For The Corporation Of The Township Of Ignace**

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**WHEREAS,** Sections 9 and 10 the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provide that a municipality has broad authority, including the authority to pass by-laws respecting the economic, social and environmental well-being of the municipality; and

**WHEREAS,** Section 135 of the Act provides that a local municipality may regulate the destruction or injuring of trees; and

**WHEREAS,** Subsection 270(1) of the *Municipal Act, 2001*, Chapter C.25, R.S.O. 2001, as amended, requires municipalities to adopt and maintain a policy with respect to the protection and enhancement of the tree canopy and natural vegetation in the municipality by March 1, 2019; and

**WHEREAS,** Trees within the Township of Ignace are valued for the economic, social and environmental benefits they provide such as increased aesthetic and property values, shade, contributions to physical and psychological well-being, maintenance and enhancement of water quality, prevention of soil erosion and water run-off, wildlife habitat, local climate moderation and improved air quality; and

**WHEREAS,** The Council of the Corporation of the Township of Ignace wishes to protect the tree canopy cover in Ignace, and so deems it expedient to adopt the aforementioned policy; now therefore be it

**RESOLVED, THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF IGNACE ENACTS AS FOLLOWS:**

1. **THAT** the Tree Canopy and Vegetation Policy as set out in Schedule "A" attached hereto and forming part of this by-law is hereby approved.
2. **THAT** this by-law shall come into force and effect on the date it is passed.

**READ A FIRST AND SECOND TIME THIS 25<sup>TH</sup> DAY OF FEBRUARY, 2019.**

**READ A THIRD TIME AND PASSED THIS 25<sup>TH</sup> DAY OF FEBRUARY, 2019.**



**Donald Cunningham, Mayor**



**Marshalina Reader, CAO/Clerk**

**POLICY**  
**The Corporation Of The Township Of Ignace**  
**Policy Manual**

<b>Section:</b> Environment	<b>Subject:</b> Tree Canopy and Vegetation Policy
<b>Effective:</b> February 25, 2019	<b>Previous Policy Repealed:</b> N/A
<b>Approved By:</b> Council	<b>By-law #:</b> 21/2019
<b>Motion #71/2019</b>	<b>Catalogue #:</b> E - 06

**1.0 POLICY STATEMENT**

The Township of Ignace is committed to the promotion and development of a sustainable urban forest, which includes processes to maintain, enhance and protect the forest.

**2.0 BACKGROUND AND PURPOSE**

The *Modernizing Ontario's Municipal Legislation Act, 2017* (Bill 68) received Royal Assent on May 30, 2017. The Act requires municipalities to adopt a policy with respect to the manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality. The Township of Ignace has identified forestry and tree management as a priority.

The Public Works Department is the steward of public trees and remains committed to ensuring the preservation and enhancement of the urban forest. The Tree Canopy and Vegetation Policy herein identifies how the Township will enhance and protect the urban forest and the actions that the Township will undertake to implement those objectives.

**The Urban Forest**

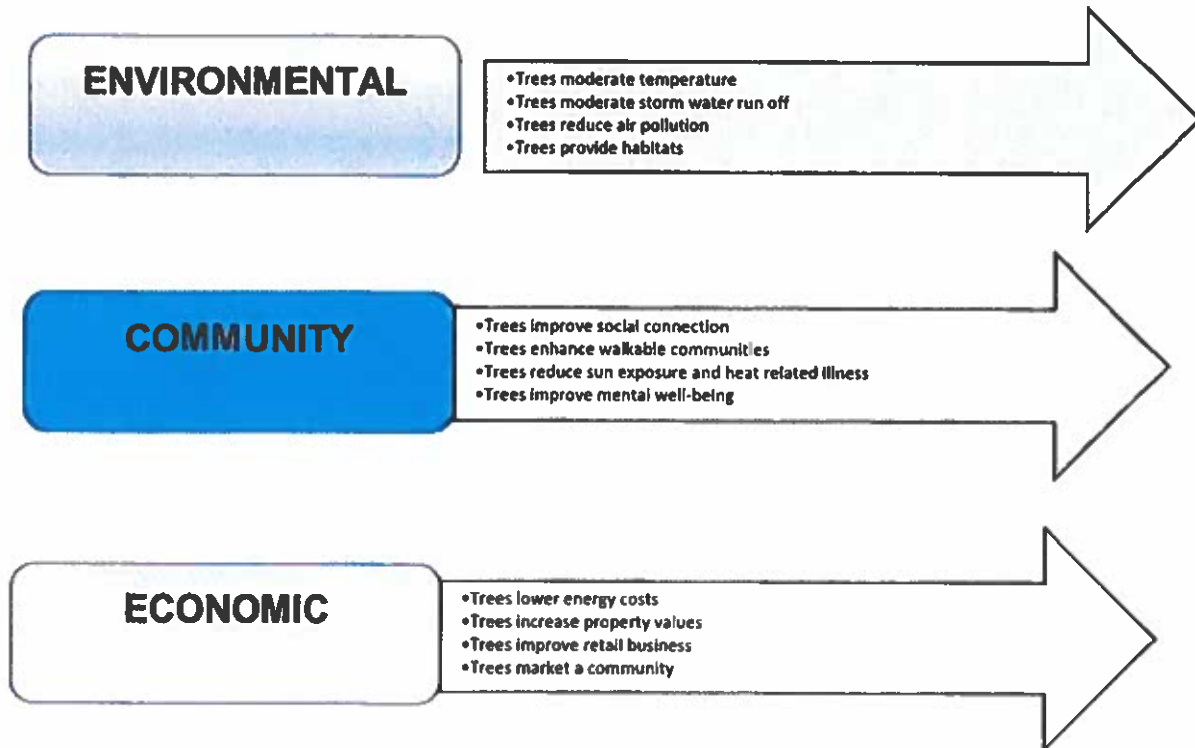
The term urban forest refers to all trees within a municipality, encompassing trees located on private and public land. For this policy, the application of the term shall only be for trees located on publicly owned lands. Within the boundaries of the Township of Ignace, the urban forest is organized into two categories:

- a) "Green Infrastructure" - Trees that grow in modified environments such as street trees, parks, and hard surface environments (parking lots). Maintenance and management of such trees are relatively high.
- b) "Natural Capital" - Native trees and understory vegetation such as woodlands, wetlands, and other natural areas that have little to no man-made modifications. Conservation of such lands can be difficult.

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An emerging trend among municipal governments is the consideration of the urban forest as a vital part of the municipal infrastructure as the urban forest significantly contributes to the quality of life in a municipality. Most forestry studies classify those benefits into three sections:

Figure 1.1 Urban Forest Benefits



The combination of environmental, community and economic benefits establish the urban forest as an essential Town asset. However, the benefits the urban forest provides to its local community is declining due to threats that are harming or destroying green infrastructure and natural capital. Arborists across Ontario identify three risks to the urban forest:

- 1) Urban intensification;
- 2) Insects and diseases (Chestnut Blight, Dutch Elm Disease, Asian Long-horned Beetle and the Emerald Ash Borer (EAB)); and
- 3) Climate change and severe weather events (snow storms, wind storms, ice storms, and rain events).

In recent years insects and diseases, and severe weather events have been presented some threat to the Township of Ignace urban forest, and many processes outlined in this document take those threats into account, ensuring that current practices reduce the devastation of those hazards.

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The purpose of this policy is to formalize processes which must be undertaken to maintain, enhance and protect the urban forest on public land. This document shall provide a forestry management blueprint.

### 3.0 GREEN INFRASTRUCTURE

The Township of Ignace categorizes the stewardship of green infrastructure into three sections:

- 1) Maintain Better (Maintenance)
- 2) Plant More and Smarter (Enhancement)
- 3) Protect More (Protection)

This three-pronged approach aligns with the provincial mandate, is comparable to other municipality's procedures, and addresses the needs of the Township's urban forest. While developing this approach, emphasis has been placed on the sustainability of the approach, ensuring that the forestry operations are feasible when considering budget and personnel availability. Other larger municipalities may have more robust policies. However, the Township of Ignace is unique and this plan reflects the Township's challenges and expectations.

For a visual representation of the Green Infrastructure three-pronged approach, please see **Appendix A**.

#### 3.1 Maintain Better (Maintenance Practices)

Maintaining existing green infrastructure will remain a central management approach. Most forestry management plan developers assert that a fundamental element of expanding the urban forest is the cultivation of existing trees as large-stature trees and well-established trees provide a more significant share of benefits. Continuing to enhance the urban forest by planting and not preserving the existing urban forest is not sustainable and will only increase risk and an unhealthy urban forest. Therefore, the Township will allocate resources to maintenance practices. The Township will divide maintenance into three streams.

##### **Stream 1: Quadrant Pruning**

Division of the Township into four quadrants (Public Works shall decide the exact locations to be included in the following areas):

- 1) Southwest Area
- 2) Southeast Area
- 3) North Area
- 4) West Area

The Township or their Designate will review each quadrant on a four-year rotation. If the inspectors identify a tree that is dead or dying, the inspectors will remove the tree, if a tree has overhanging branches, impedes structures, obstructs traffic signs, sidewalks or sightlines, has dead limbs or pruning will improve the tree structure the inspector will prune the tree accordingly. Per every tree that has been maintained or removed an inspector will fill out a Tree Maintenance Report (*Appendix B*) or Tree Removal Report (*Appendix C*).

The four-year rotation plan will be as follows:

YEAR	QUADRANT
2020	Southwest Quadrant
2021	Southeast Quadrant
2022	North Area
2023	West Area

Benefits of a cyclical maintenance schedule include:

- Maximization of life span and associated benefits of the tree;
- Reduce the impact of severe weather events; and
- Lower liability risks associated with hazardous trees that may cause bodily harm or property damage.

After the completion of the first cycle, the Public Works Department will be able to better determine the effects of the quadrant pruning on the urban forest.

### **Stream 2: Routine Maintenance Activities**

Public Works staff will perform routine maintenance activities throughout the Township including:

- Watering newly planted trees;
- Minor pruning to ensure sightlines and overhead clearances as per the Highway Traffic Act; and
- Storm damage clean up.

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### **Stream 3: Inspection Requests**

Residents may also request maintenance activities for trees on Township property. The procedure for inspection requests will be as follows:

- 1) Input the inspection request into the work order system notifying the operators of the request - upon receipt thereof.
- 2) A Township operator inspects the tree to determine location, the health of the tree and if any remedial works are necessary - within five business days of the work order being received.
- 3) Notification to the resident who requested the inspection regarding next steps - after inspection is completed and reported to the Manager.
- 4) Completion of works - when resources are available, and in accordance with hazard and risk protocol.
- 5) Closure of work-order - upon receipt of tree maintenance or tree removal report.

If a tree requires maintenance or removal activities, the Township will add the tree to a working-list. To responsibly allocate maintenance budgets, the Township will complete maintenance activities on a priority basis. Ongoing systematic pruning should reduce the number of private inspection requests.

### **3.2 Plant More and Smarter (Planting Practices)**

The Township is committed to planting more trees to enhance the canopy but will focus on better planting practices to ensure the quality and longevity of the new trees ultimately fostering a balanced and sustainable urban forest. This approach differs from a quantity-based enhancement policy.

The planting of trees on public land is the sole responsibility of the Township and its staff, however, under the following circumstances non-employees of the Township may plant trees on public land:

- Contractors hired by the Town;
- Community volunteers authorized by the Town; and
- Land developers in new subdivisions as per approved subdivision agreements.

The Township restricts the planting of trees on public property to Township employees and those authorized by the Township. The restriction is necessary to ensure the planting in appropriate locations, suitable species and inclusion in Township records. Planting seasons may vary as trees are available and favourable weather conditions for planting.

When planting trees, the Town will consider three factors:

### **Factor 1: Replacement Strategies**

Per the removal of every Township-owned tree, the Township will plant three additional trees within the municipality. When considering replacement, overly ambitious tree planting targets can overexert resources. A ratio of 1:3 has been chosen as it is the most feasible when considering the costs of procuring the trees and time spent watering and maintaining the first two years.

### **Factor 2: Tree Placement**

The placement of trees has varied throughout Township, making watering processes very sporadic and inefficient. The Township has assigned tree planting areas for the next five years, to cultivate neighborhoods that currently lack canopy cover and ensure efficient watering processes. A Proposed Tree Planting Locations list shall be drafted by the Public Works Department in summer 2019.

Additionally, if the Township removes a tree, staff will determine the location of the replacement tree. Staff cannot guarantee that they will plant a replacement tree in the original tree's place.

When planting the Town will consider the following determinants:

- Tree function;
- Form and size;
- Site conditions; and
- Human activities.

To ensure the success of boulevard trees, the Town will request properties abutting the boulevard help water the tree.

### **Factor 3: Species**

To build the resilience of the urban forest, consideration of species variety is paramount. The urban forest shall be diverse on the macro and micro levels. No single neighborhood shall be homogenous; diversity is necessary to limit possible impact of species-specific diseases and invasive insects that can adversely affect the health of trees. Bio-diversity can insulate the urban forest from insects and diseases.

The Township will develop an approved a list of species for planting; those species are native to northwestern Ontario and the English River Forest Watershed; therefore, the species are adapted to the local climate. This list will match conservation authorities' recommended native trees, shrubs and, vines; approved tree and vegetation species and planting conditions.

### 3.3 Protect More (Removal of Trees)

As mentioned above, the tree canopy is decreasing due to external forces. Because of this, the protection of existing trees is imperative, especially large stature and well-established trees. To protect the existing urban forest, the Township shall only remove trees under the following circumstances:

- The tree is dead or dying;
- The tree causes a hazard and needs to be removed to mitigate risk;
- Emergency work;
- Installation or reconstruction of Town infrastructure; or
- At the discretion of the Director of Public Works, or their designate.

The policy allows for trees to be removed to install infrastructure, during the pre-construction process staff are to consider alternative approaches limiting the removal of trees. Furthermore, the following are not considered valid reasons for tree removals:

- tree is messy because of fruit or seeds production,
- number of leaves.

At the discretion of Public Works, the public may request the removal of healthy trees.

Additionally, only the Township and contractors authorized by the Township shall have the responsibility of removing trees on public land. Limiting removal authorization is to ensure the tree canopy is responsibly managed and to mitigate risk.

### 3.4 Severe Weather Event Policy

During a severe weather event Public Works operators or forestry contractors for the Township will respond to residents and emergency services on a priority basis. Emergency crews will prioritize fallen trees that are blocking main arterial roads, or public trees which have fallen on buildings or hydro lines as soon as crews can be dispatched. Furthermore, Public Works crews may need to leave a site to attend another call; the crew will return at a later date and time to complete the original request. Emergency crews will address and resolve other requests at a later time.

All forestry debris after a weather event may be taken to the following locations:

Ignace Landfill Site (limited hours)

## **4.0 NATURALIZED AREAS (NATURAL CAPITAL)**

The Township of Ignace has various areas that are in a naturalized state, or may become naturalized. It is anticipated that in this, the Township's inaugural 4-year rotation plan (quadrant cycle) the Township will put forth efforts toward a focus on naturalized areas, their locations and maintenance practices. A policy should then be created to fully implement such procedures. The Township may consider the following actions to protect naturalized areas and their ecologically important natural features.

### **Limited Maintenance Intervention**

- Discontinue turf maintenance including grass mowing, while monitoring for noxious weeds, invasive species and litter.

### **Tree Establishment**

- Strengthen the bush by enhancing the perimeter of the bush. Groups of a variety of small tree clusters will be planted at different times to ensure age and species distribution. Eventually, the clusters should mature into a natural ecosystem.

### **Habitat Enhancement**

- Plant smaller native trees, shrubs and wildflowers to enhance biodiversity to provide resources for wildlife.

### **Prevent Encroachment**

- Deter neighboring encroachment.

## **5.0 INVASIVE SPECIES**

Invasive species are considered plants that disrupt the natural balance of an ecosystem, often aggressively spreading over a specific area. The Township will monitor and try to prevent the spread of those plants to ensure biodiversity. Different species will require different control mechanisms. Some of the varying methods may include:

- Pulling
- Cutting
- Girdling
- Smothering
- Burning
- Chemical control (may be used for Hogweed removal by professionals)

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## 6.0 COMMUNITY ENGAGEMENT

### **Memorial Tree Program**

This program allows for the purchase of trees to be planted on public lands in remembrance, observance or acknowledgment of a special event. (See *Appendix D* for the form).

Note: If a tree dies within two years of the plant date, the Township will replace the tree. If the tree dies after the two years, the tree will not be replaced by the Town.

### **Public Requests for Boulevard Trees**

Members of the public may request that the Township plant trees in the boulevards fronting their property, staff may attempt to accommodate those requests where resources are available.

### **Community Garden Plots**

Members of the public may rent a garden plot from the Town for the year to plant vegetables, fruits and flowers. ((See *Appendix E* for the garden plot application form).

## 7.0 MOVING FORWARD

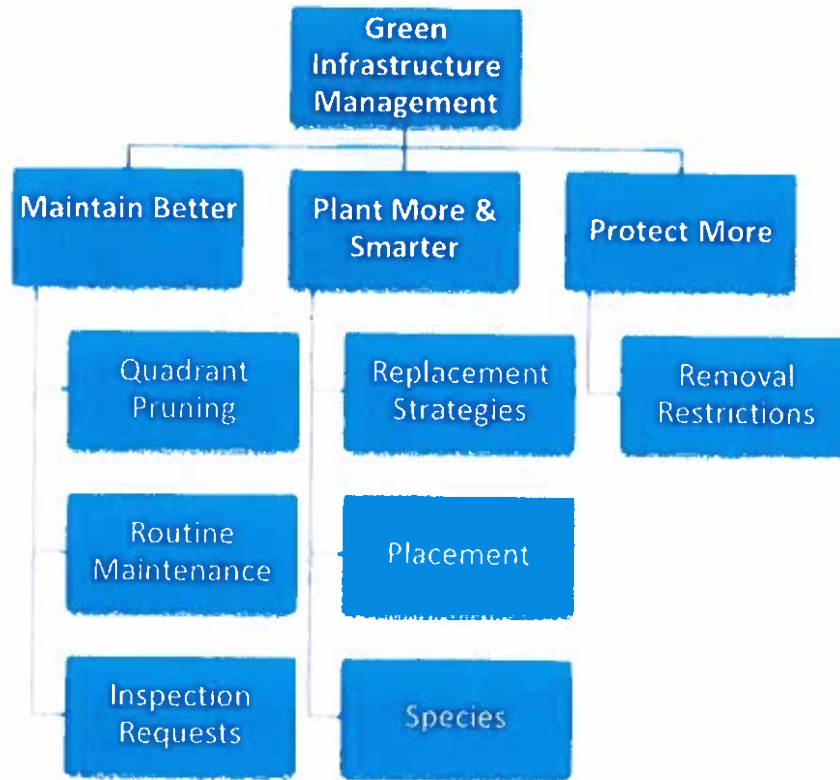
This policy provides a rudimentary outline for forestry management for public lands within the Township of Ignace. The next step is to create specific forestry targets and performance indicators to maintain, enhance, and protect the urban forest.

To complete this task, a tree inventory will be necessary, as the inventory will provide the number of trees, tree locations, tree health, tree risk assessments, overall canopy cover, and species diversity.

Upon the completion of this initial 4-year rotation plan, the Township of Ignace Tree Canopy and Vegetation Policy shall provide the data necessary for the development of a more comprehensive Forestry Management Plan.

# APPENDIX A

## Forestry Management: Green Infrastructure Approach





WORK ORDER:
SPECIE OF TREE:
TREE #

<b>TREE LOCATION INFORMATION</b>	
Street Address:	
Location on Property:	
Reason for Maintenance: <input type="checkbox"/> Quadrant Pruning <input type="checkbox"/> Inspection Request <input type="checkbox"/> Severe Weather Event	
Homeowner:	Phone:

<b>MAINTENANCE INFORMATION</b>		
Works To Be Completed By: <input type="checkbox"/> Town Staff <input type="checkbox"/> Festival Hydro <input type="checkbox"/> Contractor		
Reason for Removal	Check all that Apply	
General pruning (thing, shape, deadwood)		
Raise lower branches		
Prune back from utility wire		
Prune back from roof		
Prune to reduce weight on weak branches		
Removal of dead branches		
Follow-up Inspection Required:	Yes	No

<b>Additional Comments</b>

SIGNATURE: \_\_\_\_\_

Notice of Collection: Personal Information contained on this form is collected by the Township of Ignace under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

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WORK ORDER:
SPECIE OF TREE:
TREE #

TREE LOCATION INFORMATION	
Street Address:	
Location on Property:	
Reason for Removal: <input type="checkbox"/> Quadrant Pruning <input type="checkbox"/> Inspection Request <input type="checkbox"/> Severe Weather Event	
Homeowner:	Phone:

REMOVAL INFORMATION	
Works To Be Completed By: <input type="checkbox"/> Town Staff <input type="checkbox"/> Festival Hydro <input type="checkbox"/> Contractor	
Reason for Removal	Check all that Apply
Disease/Insect	
Re-staking or retying	
Utility problems	
Tree location required	
Storm damage	
Age	

Additional Comments

SIGNATURE: \_\_\_\_\_

Notice of Collection: Personal information contained on this form is collected by the Township of Ignace under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

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Trees may be planted on public lands in remembrance, observance or acknowledgement of a special event.

Estimated Costs: Tree (\$250.00) + Plaque (90.00) + HST

CUSTOMER INFORMATION			
Name:			
Street Address:		P.O. Box	
Town/City:	Province:	Postal Code:	
Phone:			

TREE INFORMATION
Specie of Tree:
Proposed Location of Tree:

If a plaque is required, please fill in the box with the information to be included on the plaque.

--

**Notes:**

- Species shall be chosen from the approved species list provided by the Town
- Specie type and location of tree are subject to the Department of Public Works approval
- Costs of the tree may vary due to specie and market values
- A donation receipt will be issued upon receipt of monies
- If the tree dies within two years of planting the Town shall replace the tree, if the tree dies after two years the Town will not replace the tree.

**SIGNATURE:** \_\_\_\_\_

Notice of Collection: Personal Information contained on this form is collected by the Township of Ignace under the authority of the Municipal Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

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For any additional questions or concerns, please contact the Public Works Department at (807) 934-2570.

APPLICANT INFORMATION			
Name:			
Street Address:		P.O.Box	
Town/City:	Province:	Postal Code:	
Phone:	Email:		

GARDEN PLOT RULES
<p>Please note that persons renting garden plots are expected to observe the following rules:</p> <ol style="list-style-type: none"> <li>1. The garden plots must be maintained in a weed-free and garbage free condition. Any refuse can be placed in an area near plots for removal.</li> <li>2. Each person is responsible for marking out their area and respecting the boundaries of adjacent areas</li> <li>3. Plants placed in garden plots should be of annual variety or be capable of being removed at the end of the season</li> <li>4. Water is available in drums and can be carried to plot area</li> <li>5. Any equipment used on site of garden plots must be removed each day</li> <li>6. Each person is responsible for guests visiting their garden plot site. Remember to respect each other's garden plot.</li> <li>7. Please show respect to other users at the Cemetery, as well as to neighboring properties. Trespassing on neighboring properties is strictly prohibited</li> </ol>

WAIVER		
<p>In consideration of the acceptance of my application and the permission to participate in the growing of vegetables/flowers in Garden Plots at the Township's Cemetery:</p> <p>I, for myself, my heirs, executors, administrators, successors and assigns, hereby release, waive and forever discharge, The Township of Ignace and all other associations, sanctioning bodies and sponsoring companies, and all respective agents, officials, servants, contractors, representatives, elected and appointed officials, successors and assigns of and from all claims, demands, damage costs, expenses, actions and causes of actions, whether in law or equity, in all respect of death, injury, loss or damage to my person or property howsoever caused, arising by reason of my participating in the said facility name, whether as a spectator, participant, or otherwise; whether prior to, during subsequent to the event and notwithstanding that same may have been contributed to or occasioned by the negligence of any aforesaid</p> <p>I, further hereby undertake to hold and save harmless and agree to indemnify all of the aforesaid from and against any and all liability by any and all of them arising as a result of, or in any way connected with my participation the said event</p> <p>By submitting this entry, I acknowledge having read, understood and agree to the above waive release and indemnity.</p>		
<table style="width:100%;"> <tr> <td style="width:50%;">Date:</td> <td style="width:50%;">Print Name:</td> </tr> </table>	Date:	Print Name:
Date:	Print Name:	
Signature:		
STAFF USE		
<table style="width:100%;"> <tr> <td style="width:50%;">Assigned Garden Lot:</td> <td style="width:50%;">Approved By:</td> </tr> </table>	Assigned Garden Lot:	Approved By:
Assigned Garden Lot:	Approved By:	

SIGNATURE: \_\_\_\_\_

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## The Corporation of the Township of Ignace

### By-law 72.2021

#### **Being a By-law to Amend By-law 06.2003 Being a By-law Establishing a Municipal Smoke Free and Vape Free and Cannabis Free Environment**

---

**Whereas** under the Smoke-Free Ontario Act, 2017 you cannot smoke or vape in any enclosed workplace, any enclosed public place and other places designated as smoke-free and vape-free.

**Whereas** Section 115(1) of the Municipal Act, 2001, S.O. 2001, Chapter 25 authorizes the Council of a local Municipality to enact a By-law to regulate the smoking of tobacco or cannabis in public places and workplaces.

**Whereas** the Health and Safety Legislation provides that employees are able to work in a smoke free environment.

**Whereas** the Council for the Corporation of the Township of Ignace deems it necessary to provide such environment for employees and the public while in Municipally owned facilities, including facilities leased, rented (to or by the Township of Ignace) or otherwise occupied;

**Now Therefore be it resolved** that the Council of the Township of Ignace enacts as follows:

1. That all Municipally owned facilities, including facilities leased, rented (to or by the Township of Ignace) or otherwise occupied, shall be smoke and vape free and will be posted as such.
2. That all Municipally owned/leased vehicles; including heavy equipment, shall be smoke free and vape free and will be posted as such.
3. Any person(s) who smokes/vapes in a Municipally owned facility, including facilities leased, rented (to or by the Township of Ignace) or otherwise occupied, is in contravention of this By-law and shall be liable to one (1) of the following:
  - a. Employees of the Corporation of the Township of Ignace shall be governed by Article 10 of the Collective Agreement between the Corporation of the Township of Ignace and the Canadian Union of Public Employees Local 87.
  - b. Employees not governed by the Township of Ignace, who are working in Municipally owned facilities which are leased, rented (to or by the Township of Ignace) or otherwise occupied, and found to be in contravention of this By-law shall be subject to disciplinary action as determined by the lease holder of the facility and may result in the review of the terms of the lease.

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c. Members of the general public shall be liable to suspension from the Municipally owned facility, including facilities leased, rented (to or by the Township of Ignace) or otherwise occupied, in which the contravention takes place.

4. That By-law 06.2003 is hereby rescinded.

5. That this By-law shall come into force and take effect upon the third and final reading thereof.

Read a First and Second Time this \_\_\_ Day of \_\_\_\_\_, 2021.

Read a Third and Finally Passed this \_\_\_ Day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
Penny Lucas, Mayor

\_\_\_\_\_  
Lynda Colby, Clerk

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**The Corporation Of The Township  
Of Ignace**

**By-Law # 06/2003**

**Being A By-Law Establishing A Municipal Smoke Free Environment.**

**Whereas** Section 115 (1) of the *Municipal Act, 2001, S.O.2001, Chap.25* authorizes the Council of a local municipality to enact a By-Law to regulate the smoking of tobacco in public places and workplaces;

**And Whereas** The Health and Safety Legislation provides that employees are able to work in a smoke free environment;

**And Whereas** The Council for the Corporation of the Township of Ignace deems it necessary to provide such environment for employees and the public while in municipally owned facilities; including facilities leased, rented (to or by the Township of Ignace) or otherwise occupied;

**Now Therefore Be It Resolved** that the Council for the Corporation of the Township of Ignace enacts the following:


1. That all municipally owned facilities, including facilities leased, rented (to or by the Township of Ignace) or otherwise occupied, shall be smoke free and will be posted as such.
2. That all municipally owned/leased vehicles; including heavy equipment, shall be smoke free and will be posted as such.
3. Any person who smokes in a municipally owned facility, including facilities leased, rented (to or by the Township of Ignace) or otherwise occupied, is in contravention of this By-Law and shall be liable to one of the following:
  - a. Employees of the Corporation of the Township of Ignace shall be governed by Article 10 of the Collective Agreement between the Corporation of the Township of Ignace and the Canadian Union of Public Employees Local 87.

- b. Employees not governed by the Township of Ignace, who are working in municipally owned facilities which are leased, rented (to or by the Township of Ignace) or otherwise occupied, and found to be in contravention of this By-Law shall be subject to disciplinary action as determined by the lease holder of the facility and may result in the review of the terms of the lease.
  - c. Members of the general public shall be liable to suspension from the municipally owned facility, including facilities leased, rented (to or by the Township of Ignace) or otherwise occupied, in which the contravention takes place.
3. That By-Law # 1/95 is hereby rescinded.
4. That this By-Law shall come into force and take effect upon the third and final reading thereof.

**Read A First And Second Time This 12<sup>th</sup> Day Of March, 2003.**

**Read A Third Time And Finally Passed This 12<sup>th</sup> Day Of March 2003.**

  
\_\_\_\_\_  
**Suzanne Smith, Mayor**

  
\_\_\_\_\_  
**Sheila Hintz, Deputy Clerk**

**The Corporation of the Township of Ignace**

**By-law 73.2021**

**Being a By-law to amend By-law 01.2019 a By-law to Adopt a Comprehensive  
Standard Operating Procedures Policy Manual for the Public Works Department**

---

**Be It Resolved That** all sections containing the word "CAO" will be changed to Clerk, and the "Date of Next Review" will be changed to When Necessary, along with any spelling and grammatical errors.

**Read a First and Second Time this** \_\_\_ Day of \_\_\_\_\_, 2021.

**Read a Third and Finally Passed this** \_\_\_ Day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
**Penny Lucas, Mayor**

\_\_\_\_\_  
**Lynda Colby, Clerk**

**THE CORPORATION OF THE TOWNSHIP OF IGNACE**

**BY-LAW NO. 01/2019**

**Being A By-Law To Adopt A Comprehensive Standard Operating Procedures Policy Manual For The Public Works Department**

---

**WHEREAS,** *The Municipal Act, 2001, s.8 (1)* grants the municipality broad, general powers to govern its own affairs; and

**WHEREAS,** it is deemed necessary and prudent to adopt a comprehensive Standard Operating Procedures Manual for the Public Works Department; now therefore be it

**RESOLVED, THAT THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF IGNACE ENACTS AS FOLLOWS:**

1. **THAT** a Policy Manual to Establish Standard Operating Procedures for Implementation at the Public Works Department for the purposes of promoting employee safety, quality control, normalized routines, performance management and replication and growth is hereby established pursuant to the *Municipal Act, 2001*.
2. **THAT** the 'Standard Operating Procedures Policy Manual' as set out in Schedule "A" and attached hereto, shall form part of this By-law.
3. **THAT** in accordance with the Township of Ignace, this By-Law shall take effect and come into force upon the third and final reading thereof.

**READ A FIRST AND SECOND TIME THIS 11<sup>TH</sup> DAY OF FEBRUARY, 2019.**

**READ A THIRD TIME AND PASSED THIS 11<sup>TH</sup> DAY OF FEBRUARY, 2019.**



**Donald Cunningham, Mayor**



**Marshalina Reader, CAO/Clerk**



# **SAFETY MEASURES AND PROCEDURES MANUAL:**

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## **POLICY STATEMENT:**

It is the policy of the Corporation of the Township of Ignace to ensure that employees operating corporate vehicles and or equipment are adequately trained and licensed.

## **PURPOSE:**

To maintain a Driver Development Program designed to provide continued training, monitoring and licensing controls with the aim to reduce collisions, operating costs and personal injuries.

## **PW-330-01 - Equipment Lockout Procedures**

This procedure applies to all/any employees and contractors working with mechanized equipment within the workplaces of Town.

### **PROCEDURE STATEMENT:**

Pursuant to the regulations of The Ontario Occupational Health and Safety Act Section 76 - Regulation 851 (1990): Where the starting of a machine, transmission machinery, device or thing may endanger the safety of a worker, (a) control switches or other control mechanisms shall be locked out; and (b) other effective precautions necessary to prevent any starting shall be taken.

### **DEFINITIONS:**

#### **Lock out:**

A positive method for disconnecting power or making something inoperative by using a physical lock to eliminate movement or operation

#### **Kinetic Energy:**

Energy stored in the motion of a mechanical system---e.g. by a rolling car, or a turning flywheel.

#### **Potential Energy:**

The mechanical energy that a body has by virtue of its position; stored energy

#### **Personal Lock/Tag:**

A lock or information tag assigned and administered only by one person which when applied can only be removed by the person whom the tag/lock was issued.

#### **Mechanic/Operator Identification Tag:**

A lockout tag/lock installed/maintained by a mechanic and or operator qualified in the knowledge of safe operation of the locked-out item.

**DATE OF NEXT REVIEW: January 1, 2020**

**When to apply:**

Examples of when lockout procedures are required include

- clearing blocked or jammed mechanisms
- maintenance or repair work on equipment with moving parts
- certain confined space entries
- repairs or installations on electrical circuits

**Lock Out Devices:**

- Lock out Devices include a range of locks, tags and other devices that can be used to control energy sources. Equipment that becomes part of a lock out system shall be inspected and tested at regular intervals.

Examples of lock out devices are:

- Personal Locks – lock/tag generally assigned to one worker.
- Master Padlock – lockset used to secure a machine from operating or removing one's ability to start or open controls to operate the equipment
- Chains, Slings and Cables – used to secure damaged components as a temporary measure to remove an unsafe situation.
- Tags/stickers – short term maintenance identification of equipment out of service. White tags operate lock out.
- Yellow tags – for all equipment and vehicles assigned to unit

**Record Log: (White Board – shown in hallway – units are identified on white board)**

For long term lock outs which require equipment to be locked out for more than one work shift a Log shall be maintained to describe the nature of the lockout, who placed the lock out and when lockout might be removed. (reason for lockout)

### Control:

A system of control shall be established for all locks and that direct responsibilities be clearly defined.

- A personal lock/tag should never be shared with another worker
- When equipment is locked out, keys are to be placed and locked in personal lock items on box.
- Replacement locks/tags must be recorded with the workers supervisor and detail the reasons for the replacement.
- Temporary locks/tags should be issued only where a hazard is present and work to correct the hazard is scheduled for a permanent solution to correct the problem.
- Personnel responsible to ensure locks are removed in the event they will be absent from work.

### Responsibilities:

1. Division Manager – ensure that a policy and procedure is maintained and is current
2. Work place Supervisor - ensure that workers are aware of the lockout/tag-out procedures for unsafe conditions and that the necessary tools/equipment are available to safely work on/with the equipment
3. Specialized Trades Workers (in house and contract workers) - follow the policy and procedures set by the employer for lockout/tag-out situations and inform other workers of an unsafe situation where possible
4. The individual employee - follow the policy and procedures set by the employer for lockout/tag-out situations and inform other workers of an unsafe situation where possible
5. Contractors - follow the policy and procedures set by the employer for lockout/tag-out situations and inform other workers of an unsafe situation where possible.

## **PW-330-02 - Wheel Torque**

### **SCOPE:**

This procedure applies to all/any city leased or owned and employee driven vehicle/equipment within the workplaces of the Town. This procedure applies equally to contract service providers who engage in the services of repair and maintenance of vehicles/equipment for the Township of Ignace.

### ***POLICY STATEMENT:***

Pursuant to the Ontario Highway Traffic Act RRO 1990 Reg 575 (O Reg 275/99) Commercial Motor Vehicle Inspections Schedule 1. wheels and fasteners shall be checked for loose or missing fasteners. Where vehicle/equipment wheels (tires) are removed for the purposes of providing any servicing and or repair, the wheel shall be reinstalled to the torque specifications as provided by the equipment manufacturer. When the vehicle has traveled between 100 to 150 km or 16 hours of on duty time (whichever comes first) the vehicle wheels affected shall be re-torqued to the manufacturers specification to ensure no movement of the fasteners has occurred.

Re-torquing of wheels should be completed where possible at the closest Town mechanic service shop\* prior to the vehicle leaving its base terminal. Transit operators noting a bus approaching the 100 to 150 km re-torque range should radio the controller well ahead of the distance limit to ensure that the re-torquing could be accommodated at the nearest transit terminal.

Torquing of wheels can only be performed by a licensed mechanic and or any person having successfully complete the required training on the removal and replacement of wheels and tires approved by the Director of Apprenticeships for the Province of Ontario.

\* Town mechanical services:

- R & C Repairs
- Taddeo's Garage & Towing

***DATE OF NEXT REVIEW: January 1, 2020***

Always use a quality, calibrated ratchet-style torque wrench to install a wheel. And make sure to torque each fastener to only the specified torque. Air guns are uncontrollable, and can easily over-torque a fastener and shall not be used for torquing purposes.

Always allow wheels to cool to room temperature before loosening or tightening the fasteners. And never try to remove a custom wheel while it's still hot. This will help prevent warping or other damage.

Tighten fasteners in the proper sequence. Tightening fasteners in a sequential or random pattern can cause warping or cracking.

Properly support the tire and wheel assembly when torquing fasteners, particularly when you're working with lug-centric wheels.

Make sure to use the right socket size. Using an incorrect size socket can damage the fastener edges or scrape the finish.

When faced with recessed nuts, never use a thick-walled socket. These could jam into the nut pocket causing damage.

Make sure to handle fasteners carefully. Don't drop them, and don't bang on them. Also, make sure your sockets are clean so they don't mar or scratch the fasteners or wheel.

While hand-tightening the fasteners before final torquing with a torque wrench and carefully rock the wheel to make sure each fastener is centered properly

Never hand-tighten wheel fasteners then lower the vehicle to the ground before final torquing. Always final torque all wheels before lowering the vehicle.

Make sure the wheel's centerline matches the centerline of the hub. If they do not – especially with lug-centric wheels get another set of wheels that do match properly.

Never try to get to the full torque measurement at one time. Work gradually up to the final torque to distribute the fastener torque evenly, and avoiding wheel warping or cracking. Go bolt-by-bolt in the prescribed sequence, increasing torque in increments of 20 to 25 percent with each pass. Example: If the final spec is 80 foot-pounds, on the first time through the sequence, torque each fastener to 20 ft. lbs., to 40 ft. lbs. on the second pass, to 60 ft. lbs. on the third, and reach the final 80 ft. lbs. with the fourth pass.



Where a wheel(s) has been removed and reinstalled the person performing the reinstallation shall complete a re-torque information sticker and place the sticker on the inside of the vehicle windshield in view of the driver. This advises the operator that a wheel re-torque is necessary. The re-torque sticker is a two-part form. The information portion is completed by the repair person and placed on the windshield and the bottom portion is attached to the paper work order. The work order shall be returned to the shop supervisor (lead hand) to ensure that the wheel re-torque is completed at the appropriate time (date). When the re-torque is completed the window, sticker is removed and reattached to the bottom portion of the sticker which was attached to the work order.

Re-torque of each affected wheel to specifications is required between 100 and 150 km or 16 hours of use after the wheel has been removed and reinstalled. This helps assure the wheel is properly seated and fastened, and will help overcome any bolt or fastener stretching that may have occurred.

## **REPORTING**

Operators informed of a required wheel torque by means of a window sticker or verbal notice shall report to the nearest Town mechanic shop for the re-torque to be completed by city tire staff or a licensed mechanic.

Work orders produced for external service providers shall include a re-torque sticker attached to the work order and instructions for the external service provider to complete and attach the sticker to the windshield where any tire has been removed and reinstalled.

Supervisors shall advise their staff of this procedure.

The Manager – The Township services shall communicate this procedure annually to external vendors affected

Operators shall advise mechanics and or tire shop staff of any irregularities found during the daily pre-trip inspection.

## **PW-330-03 - Two-Way Radio Use**

### ***PROCEDURE STATEMENT:***

The Township of Ignace maintains a number of separate radio communications systems. These systems are provided to assist in the conduct of business within the Town. The Township of Ignace is licensed to provide radio-coordinated activities for various Town departments and divisions. Radio communication is the method that has proven the most effective in improving group operations to meet the increasing public demand for additional services and faster restoration of service after interruptions. All radio systems are licensed and governed by the Federal Government. Violations of Federal rules or regulations can result in the revocation of the license to operate, and in Federal disciplinary action against individual violators.

### ***PURPOSE:***

The purpose of this procedure is to document employee responsibilities for the proper, secure, and lawful use of the TOWNSHIP OF IGNACE Two Way Radio Communications System(s).

### ***APPLICATION:***

This procedure applies to all employees of The Township of Ignace (excepting Fire and Police and EMS Services) authorized to use two-way radio hardware where provided and any person(s) granted access to the Township of Ignace Radio Communications System(s). Lead-hand/manager must ensure the two-way radio is operational.

***DATE OF NEXT REVIEW: January 1, 2020***

***DEFINITIONS:***

**The Act: (Radiocommunication Act and Regulations)** - Industry Canada legal requirements for radio communication activities. - Copies Available via WWW://strategis.gc.ca/spectrum

**2-way radio:** A device that will transmit and receive voice communications. The Township of Ignace has various base stations, mobile (vehicle mounted) and hand held 2-way radios.

**Transmit:** Depressing the button that activates the microphone on a two-way radio. Releasing the button stops the transmission.

**Squelch:** A control on some radios that adjusts the sensitivity of the receiver.

**Radio Abuse:** The misuse of 2-way radios that include but not limited to the Prohibited Uses listed below.

**AAir-wave@ or AAir@:** The term used to describe the transmission time between when the microphone is pressed and then released.

**Emergency Transmission:** Radio Transmission used during any life-threatening situation or critical injury of an employee or member of the public.

**PERMISSIBLE COMMUNICATIONS:**

Listed in order of priority, and permitted under The Act.

The rules and regulations are:

1. Communications directly relating to the safety or protection of persons or property.
2. Communications considered essential to the efficient conduct of Town business, subject to the condition that no harmful interference is caused to safety communications of other licensed stations.

These rules are clear in their meaning; however, they do allow sufficient latitude for essential communications resulting in better services to the public.

## **PROHIBITED USES OF TOWNSHIP OF IGNACE RADIO COMMUNICATION SYSTEM(S)**

1. The ACT prohibits the use of any profane or indecent language on the radio.
2. Personal messages unrelated to Town business are prohibited, unless of an emergency nature.
3. Do not reprimand over the air.
4. Do not click your microphone or make odd noises on the air.
5. Do not transmit anything other than your voice.
6. Do not intentionally transmit over someone else unless an emergency exists.

## ***BASIC TWO-WAY RADIO OPERATION***

1. To test a radio, call another person or base station, do not click microphone.
2. A Radio Basic Operation sheet is attached.
3. Departments assign radio call signs (numbers) to individuals. You must obtain a call number to Utilize the radio system(s).

## **AUTHORITY AND RESPONSIBILITY:**

### **Employees are responsible for:**

1. Understanding and adhering to the Radio Communications System(s) Policy.
2. Understanding the Radio Basic Operation Sheet.
3. Using common sense and good judgment in the use of Town 2-way radio system(s) as determined by this document.
4. Advising Management of breaches of this procedure.
5. Maintaining reasonable precautions to safeguard their 2-way radio from unauthorized use.

**Management is responsible for:**

1. Understanding this policy and related policies and documents.
2. Advising their employees about this policy and appropriate use.
3. Notifying the department head when circumstances warrant monitoring or disciplinary action of an employee's 2- way radio misuse/abuse.

***Employee Training***

The Training Section will make available copies of this Radio Communication Procedure to all new hire employees as well as within driver development sessions throughout the year.

Sectional Supervisors shall make available copies of this procedure for the radio system to all existing employees within their sections and shall review the proper use of the two-way radio system with section staff each year.

**Radio Basic Operation Sheet**

1. *There are both mobile and portable, in the Township of Ignace Communications System(s). Your cooperation is essential if the system is to be effective. Employees to perform radio check at beginning of shift to ensure radio is active.*
2. To turn the radio on, turn the volume control clockwise, a click will be heard, and adjust the volume by listening to other units or call for a radio check. Some older radios have a power-on button or switch instead of turning on via the volume control.
3. In some vehicles the radio is operative only when the ignition switch is turned on and the radio switch is on. In these vehicles it is suggested that the radio switch be left in the on position at all times.
4. Older radios have a squelch control that adjusts the sensitivity of your receiver. To adjust the squelch, turn the knob until you hear a noise similar to static, then turn the knob the other way until the noise just quits.
5. To talk, hold the microphone, or portable radio about 2 to 3 inches from your mouth at an angle of approximately 30 degrees and push the transmit

button. Speak clearly and distinctly into the microphone. Speak in a normal voice; do not raise your voice or whisper.

6. NOTE: After pushing the transmit button, hesitate for a second before talking. There is a signal being transmitted as soon as you push the button, which will cover up the first part of your voice, if you begin talking too soon.

7. To receive, simply release the transmit button.

8. Before calling someone, listen to see if the radio channel is clear of transmissions. If channel is busy, wait until the current parties "clear" off the air.

9. Wait for their response then go ahead with your message. If you don't get an answer right away, try again in a few seconds.

10. When someone calls you on the radio you should respond accordingly. For example, when call sign 40245 hears 40166 calling, the response should be; "40166 go ahead".

11. When you have finished with your conversation, clear the air by stating; "(your call sign), clear".

12. If, during the course of your working day, you go for a long period of time without hearing anything over your radio, call someone for a radio check. If after several attempts you are unable to get an answer, turn the radio off and arrange to have repairs made.

13. To turn the radio off, turn the volume control counter-clockwise until it clicks or on older radios, switch the power button/switch to the off position.

14. Know what you want to say before you push the transmit button. The radio is not and should not be used like a telephone.

15. Don't use the radio to plan tomorrow's work schedule. That is best done at a desk.

16. All conversations should be brief and business-like, no personal greetings.

17. If your message is going to require a lengthy discussion, arrange to meet with the individual, or contact them by telephone. Don't tie up the radio.

18. If the message can wait until later, or tomorrow, wait until then.

19. Town employees are not permitted to operate a Town vehicle unless they are licensed to do so. While it is not necessary to have a license to operate a radio, individuals using them should be trained in their operation and use.

20. Supervisors are responsible for insuring that their personnel are trained to use the equipment assigned to them, including their radios.

### **EMERGENCY TRANSMISSION PROCEDURES:**

#### **Definition:**

For the purposes of this procedure an EMERGENCY is defined as:

“any life-threatening situation or critical injury to an employee or member of the public”

When an emergency occurs, this radio procedure is in place for emergency communication to ensure that the incident is handled quickly and efficiently.

#### **Where used:**

**The use of emergency radio transmission should only be used where radio is the only communication method available.**

**Where direct cellular and land-based telephone service is available it shall be considered first and foremost over two-way radio communication.**

For incidents which are not life threatening or do not involve critical injuries this emergency procedure shall not be used for two-way radio communications.

#### **Responsibilities:**

System Control (after hours dispatchers/transit controllers):

Must maintain and have readily available an updated list of all emergency phone numbers.

The Potential Sender must be familiar with this procedure.

The Potential Receivers must be familiar with this procedure.

The Supervisor must ensure that all radio users are trained in radio use and follow this procedure.

## **RADIO PROCEDURES for use during emergency transmission:**

### **EMERGENCY CALL TO SYSTEM CONTROL:**

1. Sender begins emergency communication with "Mayday, Mayday, Mayday";
2. Sender identifies vehicle # and their name
3. Sender identifies location
4. Sender indicates type of assistance required: ambulance, police, fire, nearby crew etc.

### **EMERGENCY MESSAGE RECEIVED BY SYSTEM CONTROL:**

1. Receiver (system control) repeats message to verify accuracy beginning with

Acknowledgement of the message

"Call sign of station in distress"

"**This is** - 'call sign of the station receiving the distress'"

"the words' Received **Mayday**'

2. Receiver (system control) to relay call to appropriate emergency services at 911
3. Receiver where necessary keeps channel clear by indicating

"EMERGENCY IN PROGRESS, DO NOT TRANSMIT"

Repeat message as needed until emergency is over.

4. Receiver (system control) to notify appropriate supervisors/managers
5. Receiver (system control) ends emergency radio communication with

"ALL CLEAR" when the emergency is over.

### **OTHER RADIO USERS:**

During the emergency situation:

All other radio users shall cease any transmissions, maintain radio silence and standby for assistance if required.



## **PW-330-04 - Unattended Vehicles**

### ***PROCEDURE STATEMENT:***

No person shall park or stand a vehicle at any location unless he or she has taken such action and precautions as may be reasonable in the circumstances to prevent the vehicle from controlled movement or unauthorized access to the vehicle and its contents.

### ***DATE OF NEXT REVIEW: January 1, 2020***

A vehicle or equipment unit is deemed to be unattended where a vehicle or equipment (with more than one occupant) is left anytime without an authorized person present at the side of or in the vehicle or the authorized operator does not have care and control of that unit (where the operator is the only vehicle occupant).

Unattended vehicles and equipment include any/all vehicles or equipment stored in approved vehicle storage garages or parking areas regardless of duration where an operator does not have full care and control of that unit.

The Highway Traffic Act states in Section 147 (7) no person shall park or stand a vehicle on a highway unless he or she has taken such action as may be reasonably necessary in the circumstances to prevent the vehicle from moving or being set in motion.

The Occupational Health & Safety Act Ontario Regulation 213/91 Section 101 (2) states such action as may be necessary to prevent an unattended vehicle, machine or equipment from being started or set in motion by an unauthorized person should be taken.

OH&S Act Section 102;

No operator shall leave unattended the controls of,

- (a) A front-end loader, backhoe or other excavating machine with its bucket raised:
- (b) A bulldozer with its blade raised:
- (c) A forklift truck with its forks raised: or
- (d) A crane or other similar hoisting device with its load raised.

Ignition keys shall be removed from all/any unattended vehicles, machines or equipment and from being started or set in motion by an unauthorized person.

When leaving a vehicle or equipment unit unattended, the operator shall set any required brakes, angle the wheels where necessary, park on level ground where possible, secure the transmission, shut off the engine and remove keys from ignition, lock doors and wheel chocks where required.

Operators of vehicle and equipment having ground engaging attachments shall ensure such attachments are lowered to the ground prior to leaving the vehicle or equipment unattended.

Anytime an operator leaves the vehicle for fueling purposes the same procedures apply and also includes shutting down of the engine.

### **Responsibilities and Enforcement- All sections**

Sectional Supervisors and Managers are responsible for ensuring departmental compliance with this procedure within their respective areas.

The Training Section shall monitor vehicles/equipment left unattended and make appropriate recommendations to Department Managers on any performance issues.

## **PW-330-05 - Universal Precautions & Sharps Management (Bio-Hazardous Products & Wastes)**

### ***POLICY REFERENCE:***

#### ***PURPOSE:***

To provide effective operating procedures and training criteria (Universal Precautions) to equipment maintenance and service personnel for the safe handling and disposal of bio-hazard wastes potentially found in, on or around vehicles/equipment when performing their normal duties.

### ***POLICY STATEMENT:***

Universal Precautions are infection control guidelines designed to assist workers in the protection and prevention of exposure to diseases spread by blood and certain body fluids.

Biohazard material is defined as a material of biological origin capable of causing disease or infection in humans.

In the workplace, Universal Precautions shall be followed when workers are exposed to blood, certain other body fluids, human tissue and cells.

#### **Universal precautions do apply to but not limited to:**

- Body Fluids such as Blood / semen / vaginal secretions / synovial fluid (Synovial fluid is normally a viscous (thick, straw colored substance found in small amounts in joints, and tendons)
- Sharps such as needles, syringes, blades, lancets and or other item that could puncture, abrade or cut a worker or the general public and which may be contaminated with blood, body fluids or chemicals.

#### **Universal precautions do not apply to:**

- feces / nasal secretions / sputum / sweat / tears / urine / vomitus / saliva (except where these are likely to be contaminated with blood)

**Universal precautions should be applied to all body fluids or secretions when it is difficult to identify the specific body fluid.**

**Precautions should also be applied when body fluids may be or are visibly contaminated with blood.**

***DATE OF NEXT REVIEW: January 1, 2020***

All reasonable precautions shall be taken when handling biohazard materials/wastes to ensure the safety of workers and general public.

### **COMPONENTS FOR EFFECTIVE BIOHAZARDS MANAGEMENT**

1. WORKPLACE TRAINING
2. RECOVERY AND REMOVAL OF SHARPS AND SIMILAR WASTES
3. HAZARDOUS EXPOSURE PROCEDURES (what to do when?)
4. NOTIFICATIONS

#### **1) WORKPLACE TRAINING**

Supervisors and workers shall be aware of the risks of biohazards involved while performing normal duties.

Supervisors and workers shall study the procedures contained herein and understand how they apply to their work areas, their application and potential of occurrence.

Supervisors shall inform new employees of the potential biohazard exposure to workers during normal work processes.

Supervisors shall regularly re-affirm with existing employees the potential biohazard exposure to workers during normal work processes.

Supervisors shall review safe handling procedures contained within this procedure respecting the handling of bio-hazardous sharps and wastes which could be found in the workplace.

Workers shall participate in any/all training as directed by their supervisor respecting the handling of bio-hazardous materials and wastes which may be found in the workplace.

Workplace training provided to workers shall be duly recorded and maintained by the Supervisor in their respective areas. Training records shall be

maintained and stored as per existing corporate records retention policies and procedures.

## **2) RECOVERY AND REMOVAL OF SHARPS AND SIMILAR WASTES**

All employees shall observe the following barriers for the prevention of infectious disease:

Barriers are used for protection against occupational exposure to blood and certain body fluids.

These barriers consist of:

- Personal protective equipment (PPE)
- Engineering controls
- Work practice controls

**Personal Protective Equipment (PPE)** - PPE includes gloves, coats, overalls, safety boots/shoes, goggles, glasses with side shields, masks. The purpose of PPE is to prevent blood and body fluids from reaching the workers' skin, mucous membranes, or personal clothing. It must create an effective barrier between the exposed worker and any blood or other body fluids.

Wear disposable gloves whenever you expect to come into direct contact with blood, other body fluids, or contaminated items or surfaces. This applies to incidents including, but not limited to, caring for nosebleeds or cuts, cleaning up spills or handling clothes soiled by blood or body fluids. Do not reuse gloves. After each use, remove the gloves without touching the outside, dispose of them in an approved waste container, and wash hands thoroughly with soap and water as described below. Coats or overalls should be worn if you anticipate soiling of clothes by body fluids or secretions.

Use a mouthpiece, or other ventilation device when readily available in place of mouth to mouth resuscitation.

**Engineering Controls** - Engineering controls refer to methods of isolating or removing hazards from the workplace. Examples of engineering controls include: sharps disposal containers, and ventilation.

Properly dispose of contaminated materials.

- A. Place blood, body fluids, gloves, bloody dressings and other absorbent materials into appropriately labeled plastic bags or lined waste containers.
- B. Place found needles, syringes and other sharp disposable objects in DESIGNATED leak proof and puncture-proof containers specifically designated for this purpose only.
- C. Bag soiled towels and other laundry. Presoak with disinfectant and launder with soap and water.
- D. Dispose of urine, vomitus or feces in sanitary sewer system.

**Work Practice Controls** - It refers to practical techniques that reduce the likelihood of exposure by changing the way a task is performed. Examples of activities requiring specific attention to work practice controls include: hand washing, handling of used needles and other sharps, collecting and transporting fluids and wastes.

All first aid procedures, handling of broken glass and disposal of found needles/syringes must be performed in such a manner as to reduce the possibility of direct or accidental exposure by staff.

Wash your hands and any other contacted skin surfaces thoroughly for 15 to 30 seconds with dispensable soap and warm running water, rinse under running water, and thoroughly dry with disposable paper towels, using towels to turn off faucet:

- A. Immediately after any accidental or otherwise contact with blood, body fluids, drainage from wounds, or with soiled garments, objects or surfaces;
- B. Immediately after removing gloves, gowns or smocks;
- C. Before eating, drinking;
- D. Before handling food, cleaning utensils or kitchen equipment;
- E. Before and after using the toilet.

When running water is not available, use antiseptic hand cleanser and clean towels or antiseptic towelettes and use soap and running water as soon as feasible.

Clean surfaces and equipment contaminated with blood with soap and water and disinfect them promptly with a fresh solution of bleach (ten parts water to one-part bleach) prepared daily, or other EPA approved disinfectant.

While cleaning, wear disposable gloves, eye protection and use disposable wipes/towels whenever possible. Rinse mops or other non-disposable items in the disinfectant.

Do not care for other's injuries if you have any bleeding or oozing wounds, uncovered cuts or skin conditions.

The Hepatitis B vaccination and vaccination series shall be made available to all employees who have high occupational exposure. The Hepatitis B vaccination shall be made available after an employee with high occupational exposure has received the require training unless the employee has previously received the complete Hepatitis B vaccination series, or antibody testing has revealed that the employee is immune, or vaccination is contraindicated by medical reasons.

## **TECHNIQUES**

### **How should I clean up and remove infectious blood/body fluid hazards?**

- Put on disposable gloves and eye protection
- Sprinkle waste with bleach absorbent if necessary, to reduce liquid state
- Using a dust pan and spatula pick up solid and granular wastes and deposit into an approved biohazard bag.
- Spray dust pan and spatula with a disinfectant (Septefex type cleaner). Wipe clean with wipes and deposit contaminated wipes in an approved biohazard bag.
- Place contaminated wipes in an approved biohazard bag
- Wipe the surface with a 1:10 dilution of household bleach in water. This concentration can be achieved by mixing 1 ounce of household bleach with 9 ounces of tap water (1:10 dilution). This disinfectant will have a shelf life of one shift ONLY.
- Dispose into the same biohazard bag: the cloths used to wipe up and your gloves, removing gloves last.
- Secure bag with ties

- Dispose of biohazard wastes into approved containers
- Wash hands with soap and water for 5 minutes / Rinse/ Dry
- Complete the biohazard recovery log sheet.
- When the biohazard bucket is full or more than 2 months have passed since the 1st deposit
- Do Not place Biohazard Recovery log sheet inside the approved containers
- Do Not drop off biohazard wastes that are not inside an approved container.
- Do Not deposit materials without Sharps and Biohazard log sheet completed

### **How should I Recover and Remove Sharps and Similar Waste Hazards?**

- Use extreme caution and do a hazard assessment of an area suspected to contain sharps and or biohazardous wastes before attempting any recovery of items.
- Be very careful with any bag, pack sack, item of clothing or purse that you find. Hang on to the very tip of the object in case a needle is protruding through. Never go looking into these objects.
- When Sharps are noticed or suspected put on puncture resistant gloves and eye protection prior to entering the contaminated area.
- The approved biohazard containers should be brought in to and as close as possible to the scene to reduce travel.
- The first method of handling sharps will be with a mechanical device such as mechanical fingers, pliers and tongs or where not available the sharp(s) can be rolled on to a dust pan with a broom or similar device. The pan can be inclined and the sharps slid in to the container.
- Once the hazard is removed and stored properly place the mechanical device used to pick up the biohazard waste item(s) in a container of



bleach for 30 seconds. Remove tongs and let air dry or dry with a disposable wipe.

- If the mechanical aid cannot be used then the sharps can be deposited in the container using puncture proof and latex gloves.
- The latex gloves should be disposed of immediately in an approved container.
- The biohazard containers shall be relocated to their normal storage areas.
- When the biohazard bucket is full or more than 2 months have passed since the 1<sup>st</sup> deposit.
- Do Not place the Sharps and log sheet inside the approved containers.
- Do Not drop off biohazard wastes that are not inside an approved container.
- Do Not deposit materials without Sharps and Biohazard log sheet completed.
- If the sharps are in a difficult location then the area/vehicle should be secured, the area supervisor immediately advised of the situation and measures applied to deny access to anyone other than required staff until such time as the waste has been removed and area cleaned in accordance with the procedures above.
- If there is blood or body fluids on a public vehicle, cordon off the area with yellow caution tape so the interior cleaners know exactly where to do the special cleaning. The area should be washed down with cold water and Septifex and washed again with cold water.
- If in doubt about any procedures at the time contact your supervisor.

### **3) HAZARDOUS EXPOSURE PROCEDURE**

#### **(What to do if exposure occurs?)**

1. Where there has been contact or splashes of blood or other body fluids on the skin, the area should be thoroughly washed as soon as possible with soap and water.
2. Splashes to Mucosal membranes such as the lips, mouth, eyes or nose should be flushed with water as soon as possible
3. Clothing which becomes soiled with blood or other body fluids should be removed as soon as possible
4. Penetrating wounds such as a needle stick puncture or cuts from sharps should be encouraged to bleed by a milking motion or squeezing around the puncture site then washed thoroughly with soap and water. The employee should then seek immediate medical attention.
5. Penetrating wounds or splashes onto mucous membranes or non-intact skin should be immediately reported to the workers supervisor following the incident. The worker should see immediate medical attention.
6. The Corporate Supervisor Notice of Accident/Incident report shall be filed as per procedure by the employee and supervisor.

### **4) NOTIFICATIONS**

If in doubt about any procedures at the time contact your supervisor.

Attachment - Log Sheet

Biohazard Kits to contain - Latex disposable gloves - eye protection - container of bleach absorbent - labeled biohazard waste bags with securement ties - dustpan and scraper.

100 ft roll yellow caution tape- labeled disposal pail with lid.

## **PW-330-06 - Vehicle Battery Boosting & Charging**

### ***POLICY REFERENCE:***

Only those persons trained and certified shall provide vehicle to battery or battery to battery boosting of vehicle power systems or electrical charging of similar systems where the existing starting system is unable to start the vehicle engine on its own power.

### ***PROCEDURE STATEMENT:***

Only those persons trained and certified shall provide vehicle to battery or battery to battery boosting of vehicle power systems or electrical charging of similar systems where the existing starting system is unable to start the vehicle engine on its own power.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

Simple Dead Battery Boosting;

When a motor vehicle battery fails, a jump start often is the best short-term way to get the motor going.

Because it is important that jump starting be done properly, the National Safety Council recommends the following procedure:

Position another vehicle with a healthy battery and your vehicle so they do not touch each other. **Be sure both batteries are of the same voltage.**

Read the owners' manuals for BOTH vehicles for any special directions if not familiar with specific vehicle operating parameters.

Turn off the ignitions of both vehicles and set the parking brakes.

Place transmissions in "Park" gear.

Wear safety glasses and gloves while using boosting cables.

Unless given different directions in the owner's manual, use the booster cables in this order:

1. Clamp/connect one end of the positive (+) booster cable to the positive (+) post of the dead battery, and then to the positive (+) post of the booster battery.
2. Clamp/connect one end of the negative (-) booster cable to the negative (-) post of the dead battery, and then make the final negative (-) booster cable connection on the engine block of the stalled vehicle away from the battery.
3. Start the booster vehicle and let it run for a few minutes. Then, start the disabled vehicle.
4. Remove the cables in the reverse order of connection, being very careful not to let the booster cable clamps touch each other or come in contact with vehicle parts.

Also, avoid the fans of the engines. Electric fans may run without the engine being on.

### **Responsibilities**

Sectional Supervisors are responsible for ensuring compliance with this procedure and will ensure active participation and adherence by operators within their sections.

## **PW-330-07 - Combustion Engine Idling**

### ***PROCEDURE STATEMENT:***

Unnecessary combustion engine idling impacts air quality, respiratory health, increases operational costs and wastes vehicle fuel.

This procedure applies to vehicles and equipment operated by the Corporation of Township of Ignace and those hired under contract to perform services for the Township of Ignace.

### ***DEFINITIONS:***

#### ***Unnecessary Idling:***

Is a vehicle or equipment engine set to the on position and where;

- the vehicle or equipment is not in motion and or,
- where the vehicle or equipment engine is not required for operating required auxiliary on board equipment and or,
- where having the vehicle or equipment engine on is not essential and or where vehicle or equipment is left unattended (see also Procedure AH-100-04 - Unattended Vehicles)
- and not idling in traffic or at a controlled intersection awaiting authority to proceed safely.
- The engine is not needed for effective function of vehicle safety systems, such as vehicle brake or required hydraulic systems, and ensuring window areas are clear prior to driving the vehicle or equipment unit.

#### ***Vehicle or Equipment:***

A motor vehicle, trailer, traction engine, farm tractor or road-building machine as defined in the *Highway Traffic Act* and any vehicle drawn, propelled or driven by any kind of non-muscular power. Vehicle also includes a motorized snow vehicle (or other which operates by way of a combustion engine) *and* personal vehicles used for work related activities.

### **Combustion Engines:**

i) An engine whose fuel is burned inside the engine itself and includes those powered by gasoline or diesel fuel.

### **PROCEDURE:**

#### ***Vehicles and equipment (other than Transit Buses)***

*Where any vehicle or equipment other than a Transit Bus is going to be stopped for ten (10) or more seconds and vehicle activity meets the definition of unnecessary idling as stated in this procedure, the engine shall be turned off. In colder temperatures vehicle operators must also ensure necessary warm up times for vehicles are maintained to ensure windows are visually unobstructed and any brake and hydraulic systems are fully functional.*

### **Exemptions;**

This idling procedure does not apply to:

- Police, fire or ambulance emergency response vehicles while engaged in operational activities, including training and patient transfer activities;
- Vehicles or equipment assisting in an emergency activity;
- Vehicles or equipment where idling is required as part of the repair process or to prepare the vehicle for service;
- Vehicle or equipment engines which require specific time stated shut down procedures;
- Designated periods of extreme cold and or heat weather alerts where idling may be necessary for ventilation systems operation and the well-being of the occupants while ensuring window areas are clear of snow, frost or condensation.
- Vehicles engaged in a parade or race or any other similar event authorized by the municipality;
- Transit vehicles while passengers are actively embarking or disembarking en route or in terminals and where stop periods are less than 3 minutes;

- Vehicles that are required to idle in order to keep in operation a vehicle heating or refrigeration system necessary for the welfare or preservation of temperature sensitive cargo contained therein;
- Vehicles or equipment in use and waiting in traffic, waiting at controlled intersections and stops, stopped or redirected as a result of any collision to self or others.

### ***RESPONSIBILITIES AND ENFORCEMENT:***

Idling is a community issue and requires broad participation. As leaders in the community, it is important that all Township of Ignace employees lead by example to demonstrate to the public a higher standard of care.

This procedure supports the reduction of exhaust emissions caused by unnecessary idling of combustion engines to improve air quality and respiratory health of all persons.

Managers and Supervisors will participate in the effective administration of this combustion engine idling reduction program, supporting it by both example and enforcement within their sections.

The Training Section may also monitor vehicles/equipment left idling or unattended by operators and may make appropriate recommendations to Department Managers on performance.

## **PW-330-08 - Use of Hand-Held Communication Devices While Driving A Motor Vehicle**

### ***PROCEDURE STATEMENT:***

Operating or driving any vehicle or self-propelled equipment while operating hand-held wireless communication devices, visual display screens, electronic media or communication media of any kind unless exempt by Provincial legislation is prohibited.

### ***DEFINITIONS:***

#### ***Wireless Communication device:***

Includes but not limited to:

Cellular telephones

Electronic mail devices

Wireless handheld entertainment and media devices

Portable computers and peripheral devices

#### ***Communication media:***

Includes but not limited to;

Reading materials which are not systems providing information regarding the status of systems of the motor vehicle,

Writing materials - pens, pencils, markers etc.

#### ***Motor Vehicle or Equipment:***

A motor vehicle, trailer, traction engine, farm tractor or road-building machine as defined in the *Highway Traffic Act* and any vehicle drawn, propelled or driven by any kind of non-muscular power. Vehicle also includes



a motorized snow vehicle (or other which operates by way of a combustion engine) *and* personal vehicles used for work related activities while performing work for the Corporation.

***Transit Vehicle:***

Public transit vehicles, tour buses and motor coaches.

***DATE OF NEXT REVIEW: January 1, 2020***

***PROCEDURE:***

**Prohibited use of devices;**

Operating or Driving any vehicle or self-propelled equipment while operating hand-held wireless communication devices, visual display screens, electronic media or communication media of any kind unless exempt by Provincial legislation is prohibited.

Driving a motor vehicle or equipment with the display screen of a television, computer, other device visible to the driver or communication media of any kind is also prohibited.

The display screens of global positioning system navigation devices, hand-held communication and similar prescribed devices, commercially used logistical transportation tracking systems, collision avoidance systems and instruments, gauges and systems providing information regarding the status of systems of the motor vehicle are exempted from the prohibition.

Drivers of ambulances, fire dept vehicles and police dept vehicles are also exempted.

**Permitted use of devices:**

Use of wireless electronic devices in the hands-free mode is exempted.

Use of devices while the motor vehicle or equipment is off the travelled part of the road, not in motion and not impeding traffic is permitted.

Drivers of ambulances, fire department vehicles and police department vehicles are exempted from the prohibitions respecting hand-held wireless communication devices, as are any drivers using the devices to contact ambulance, police or fire department.

The Minister of Transportation may prohibit holding or using other devices by regulation and may provide for further exemptions by regulation.

***RESPONSIBILITIES AND ENFORCEMENT:***

Employees of the Township of Ignace while on duty and in control of a motor vehicles or equipment shall comply with this procedure and provincial regulation. Any fines levied by enforcement officials against a vehicle operator for failing to comply with Bill 118, shall be the responsibility of the operator charged against the offence. Failure to comply with this procedure will also be subject to the disciplinary process in effect at the time of the infraction.

Managers and Supervisors will participate in the effective administration of this regulation prohibiting the use of hand-held communication devices while in control of a motor vehicle or self-propelled equipment unit.

The Training Section may also monitor vehicles/equipment activity and may make appropriate recommendations to department Managers on performance.

***ADDITIONAL REGULATIONS and PROCEDURES:***

***Provincial Bill 118*** - An Act to amend the Highway Traffic Act to prohibit the use of devices with display screens and hand-held communication and entertainment devices.

***Ontario Highway Traffic Act – Section 78*** - prohibiting the use of devices with display screens and hand-held communication and entertainment devices while driving a motor vehicle.

## **PW-330-09 - Liquid Fuels Dispensing**

### ***PROCEDURE STATEMENT:***

It is important that all vehicle and equipment operators are aware of and understand the proper use of Town's fuel dispensing system.

Employees using the fuel dispensing system are required to ensure fuel is properly and safely dispensed and information required is accurate and complete.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

To access fuel at any controlled fuel access point operators will be assigned a designated card.

At no time should anyone allow another person to use their card for fuel access.

Persons authorized to obtain fuel from Township of Ignace fuel sites will be provided with the card for use at all Township of Ignace controlled sites.

Should anyone with an assigned fuel card have reason to believe that their card is lost or stolen should notify their immediate supervisor who will also advise Supervisor –Supply Management (Inventory Control) of the security issue. The Supervisor –Supply Management (Inventory Control) will ensure this card is removed from the system and no unauthorized use is permitted.

When requiring fuel at Petro Pass in the Township of Ignace fuel site some basic data will need to be entered into the on-site fuel system keypad entry controller.

### **Fuel Pump Control Keypad and Data Entry**

#### **Steps:**

**1** – Place card into card lock system – remove card once computer has read card.

**2** – Enter PIN number

- 3 – Enter odometer reading or hour of meter reading**
- 4 – Under misc., enter the unit number of equipment or vehicle**
- 5 – Select Pump**

**Upon completion of fueling:**

- Reinsert card into card lock
  - Print receipt
  - Ensure all information is registered on receipt; if not, please write missing information on receipt
  - Initial receipt
  - Attach receipt to work order and make note on work order which unit was fueled during shift
- *Ensure filling of fuel cans are noted on receipt.*

**NOTES:**

**Note 1:**

**Step 4 Odometer Reading:**

**Careful;**

**DO NOT ENTER THE '1/10'th digit of a Km or Hour reading in any case.**

**IT IS EXTREMELY IMPORTANT TO ENTER THE CORRECT KM OR HOUR METER READING AT EACH FUEL EVENT AS THERE ARE MANY OTHER FINANCIAL AND MAINTENANCE ACTIVITIES TIED TO THE KM OR HRS TRAVELLED BY A VEHICLE.**

**ENTERING OF RANDOM NUMBERS OR INCORRECT DATA REQUIRES NUMEROUS HOURS OF MANUAL CORRECTIONS AND RESULTS IN PROBLEMS WITH REGULATORY AUDITS AND STRUCTURED MANAGEMENT PROGRAMS.**

For vehicles or equipment which does not have an hour meter or odometer reading enter '0' on the keypad for this entry. (such as small motors, powered hand tools, misc. equipment without use meters.)

**Note 2:**

**Step 6 – Begin Fueling**

Fuel only the vehicle number entered into the keypad. Additional fuel cans and any small equipment need to be fueled separately by starting the fuel process again using the small equipment fuel numbers. If you do not have this small equipment number please contact your supervisor to assist with obtaining the correct unit number.

Dispensing fuel to more than one unit on one fuel transaction will create system errors, require manual corrections where possible, and affect maintenance and vehicle audit programs relying on accurate km or hour meter readings.

**Note 3:**

To erase any incorrect entry – use the backspace key to remove the entries as required

Do not use the 'Clear', 'Alpha', '\*' or '#' keys in any field entry.

To stop a transaction at any point press 'Enter' on a blank line.

If display reads 'Function?' press the '1' key to resume the transaction.

**Person who is obtaining fuel at the Township of Ignace Petro Pass fuel site shall ensure:**

- Portable fuel containers are approved for such use for storing and dispensing combustion engine fuels and that the containers carry the appropriate container labels meeting TSSA and WHMIS standards.
- Where portable containers filled with fuels are required, they shall be stored in approved ventilated 'gas sheds' located at Public Works yard. Portable fuel containers shall not be left unattended in or on vehicles and or on vehicles stored in any buildings.
- Portable containers shall not be filled while positioned on or in a vehicle. Persons filling the portable containers shall remove the portable

container from the vehicle, place the container on firm ground and fill the container carefully to not allow any fuel to spill from the container.

- Persons filling portable containers shall ensure containers are well secured for transportation to and from workplaces and transport a minimum volume required at any one time.
- Persons using any fueling facility shall locate the emergency shut off palm switch and familiarize themselves with the location and operation of the switch in case of emergency.
- Persons using any fueling facility shall locate the emergency spill kit and clean up materials to be able to effectively contain any small spills or splashing.
- All spills shall be reported to your immediate supervisor and in some cases to the Ministry of Environment Spills Actions Centre.
- Vehicle engines within 3 meters of any fuel pump are shut off while fueling.
- Use of cell phones or other electronic devices while fueling is prohibited.
- Use of open flame devices of any type is strictly prohibited within 3 meters of the fuel pump islands.
- Use of fuels for any purpose other than fuel for combustion engines as recommended by the Original Equipment Manufacturer is strictly prohibited.
- Persons using any fueling facility shall not leave the fuel nozzle unattended while locked/propped in the open position. The nozzle shall only be held in the open position by hand while fueling.

## **PW-330-10 - Preventive and Repair Maintenance of Assets**

### ***PROCEDURE STATEMENT:***

It is the policy of the Township of Ignace Services Section that all service vehicles and equipment under its authority shall be inspected and maintained on a scheduled basis that is consistent with regulatory requirements and in accordance with manufacturer-specified maintenance requirements.

This procedure shall apply to all vehicles and equipment managed by the Township Services.

***The Act; Section*** 84 of the Highway Traffic Act, on unsafe vehicles, states: NO PERSON SHALL DRIVE OR OPERATE OR PERMIT THE DRIVING OR OPERATION UPON A HIGHWAY OF A VEHICLE THAT IS IN SUCH A DANGEROUS OR UNSAFE CONDITION AS TO ENDANGER THE DRIVER OR OPERATOR OR ANY OCCUPANT THEREOF, OR ANY PERSON UPON THE HIGHWAY (R.S.O., 1990, c. H-8, s. 84).

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

#### ***Purpose:***

To ensure vehicles and equipment operated by the Township of Ignace meet all regulations related to vehicle mechanical performance including recommended maintenance practices specified by the original equipment manufacturer for its intended use.

The purpose of this policy document is to establish general procedures for the application of preventative maintenance activities for vehicle and equipment operated by The Township of Ignace under direction of the Town Services Section.

The objectives of this policy are:

- Maximize vehicle and equipment availability
- Minimize repair cost

- Ensure operational safety and reliability
- Ensure compliance with all applicable regulatory requirements
- Prolong economic life cycles
- Protect the Town's investment in assets

**Authority:**

Manager of Township Services

**Definitions:**

**Concurrent Inspection:**

A type of inspection that is also included in another PM inspection cycle. For example, if an A type interval is 5,000 km, B type interval is 15,000 km. and C type interval is 30,000 km, the A type is a *concurrent PM* to the B type and both A type and B type inspections are concurrent to C type. Concurrent PM inspections are performed at the time of the PM inspection coded on the work order.

**PM Deviation:**

The allowable PM interval variation expressed as a percentage of the PM threshold. Used for forecasting/scheduling and to calculate PM exception rates. CTB Deviation is time based and currently set at 10%.

**PM Exception:**

An inspection where the PM interval varies from the PM threshold by more than the established PM deviation. Example: for a threshold of 5,000 km and a deviation of 10%, the acceptable PM interval range is 4,500 to 5,500 km. A PM inspection completed outside of this range is considered to be a *PM exception*, and is further categorized as being either *premature* (too early) or *overdue* (too late).

**PM Exception Rate:**

The ratio of PM exceptions to the number of PM inspections completed. For example, if 3 of 50 completed PM inspections were exceptions, the *exception rate* would be 6%.



### **PM Inspection:**

The sequenced, timely inspections of vehicles and equipment for potential problems that can be avoided by lubricating, adjusting, tightening, re-routing, clamping, testing or adding fluid. Scheduled PM inspections can also detect impending failures to major components and are normally performed simultaneously with routine services.

### **PM Interval:**

The actual period from one PM inspection to the next PM inspection of the same type.

### **PM Threshold:**

The established or standard period between PM inspections. Thresholds are generally based on elapsed time with some classes using hours of use or distance driven and are normally determined by a combination of factors:

- Regulatory requirements
- Manufacturer's recommended service intervals
- Warranty requirements
- Operating conditions
- Previous experience

### **PM Type:**

The PM Program consists of three general types of inspections:

1. Operator's trip inspection
2. Scheduled minor inspection
3. Scheduled major inspection
4. Other known predictive methodology

Scheduled minor and major inspections may be further categorized depending on the equipment class.

### **Predictive Maintenance:**

Component repair or replacement just prior to failure, based on the maintenance ability to predict when a part or component will fail. Accurate

and detailed maintenance history records are required to establish appropriate intervals.

**Servicing Routine:**

Scheduled maintenance such as changing oils & filters and lubrication according to manufacturer's recommendations.

Service requirements are normally completed in conjunction with PM inspections.

**Responsibility:**

The Township services is responsible for the development, management, and ongoing maintenance of a progressive and comprehensive PM Program, which consists of structured inspection and maintenance procedures performed on a scheduled basis by properly trained personnel.

The Manager is responsible for authorizing all modifications, additions or deletions to the text of his policy and responsible for the establishment of detailed procedures that are consistent with the Policy Statement, Purpose and General Procedures of this policy.

*Garage personnel* are responsible to execute the detailed procedures established to support this policy.

The manager is responsible for maintenance of the PM Program, monitoring the effectiveness of the PM Program, producing and distributing required reports, and for conducting an annual review of the PM Program.

The *manager* is responsible for effective training of operator trip inspection procedures and other related operator's responsibilities.

*User departments* are responsible to ensure all assigned vehicles and equipment complies with the PM Program. *Operators* must conduct proper trip inspections, report defects and PM inspections as they come due. Operators are also responsible for the entry of accurate meter readings when fueling vehicles and equipment.

*Supervisors* must monitor the reports and work with shop personnel, along with coordinating work schedules to coincide with required PM inspections when due.

### **General Procedures:**

1. Pre-determined service and inspection thresholds shall be established for all classes of vehicles and equipment.
2. PM thresholds and procedures shall be based on:
  - Applicable regulatory requirements (e.g. Occupational Health and Safety
  - National Safety Code for Motor Carriers, Ontario Highway Traffic Act)
  - Original equipment manufacturers' (OEM) recommendations
  - Standard industry practice with appropriate adjustments for Township of Ignace operating conditions and seasonal use activity.
3. PM thresholds shall be established using any one or combination of the following:
  - hours of use
  - distance driven
  - fuel used
  - elapsed time
4. PM thresholds may be adjusted to suit specific needs of the various equipment classes and unique operating conditions.
5. Approval authority for the establishment or revision of PM thresholds shall rest with the Manager. All current established PM thresholds shall be provided as an attachment to this policy.
6. Successive and concurrent PM inspection levels shall be used. Each successive PM inspection level shall be more comprehensive than the last, leading up to the annual and most thorough level.
7. Each PM inspection shall consist of a simultaneous operation of servicing, inspection, adjustment, predictive maintenance and repair.
8. All classes of vehicles and equipment shall have a PM checklist specifically designed to accomplish proper and efficient servicing and inspection routines.
9. Each PM inspection shall be conducted according to the appropriate PM inspection checklist and recorded on a shop work order.

10. Approval authority for the establishment or revision of PM checklists shall rest with the Manager.

11. All equipment shall undergo a minimum of one scheduled PM inspection per twelve-month period.

12. All scheduled PM inspections shall have an associated standard time for completion.

13. All scheduled PM inspections done by operators and outside vendors shall be documented and recorded in the Management Information System.

14. Major repair needs discovered during PM shall be documented and subsequently scheduled for completion. Discovery of defects or repair needs that affect safe or economical operation of a vehicle will require placing the vehicle out-of-service until the defect is corrected.

15. Warranty repair needs discovered during PM shall be documented and scheduled for completion following a review the OEM authorized representative.

16. Only an authorized mechanic with sufficient experience and qualifications shall complete on road or field testing of the vehicle after any work is completed and where required for regulatory compliance. The mechanic shall also confirm the safety components on the vehicle work in accordance with original equipment manufacturers specifications.

17. Before entering a new asset into active duty, the unit shall be reviewed for maintenance requirements and included in the Data Management System.

18. The Data Management Information System shall be utilized to forecast upcoming PM inspections to assist user departments and shop staff to effectively schedule the inspections.

19. Regular reports shall be produced and distributed as required to assist with the operation, maintenance and management of the PM Program.

20. The PM Program shall be reviewed annually to ensure that objectives are being met and that it is functioning as intended. The review shall include an assessment of PM thresholds, checklists and reporting. Any recommendations for revisions to detailed PM procedures shall be submitted to the manager.

**PM Rotation.**

10,000 -Minor

20,000 - Major 1

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30,000 - Minor  
40,000 - Major 2  
50,000 - Minor  
60,000- Major 1  
70,000- Minor  
80,000 - Major 2.  
Annual inspection  
Semi-annual

**MINOR SERVICE - 10,000 / 30,000 / 50,000 KM INSPECTION**

Grease vehicle or check Auto lube/ pressurize system  
Check all fluid levels  
Check all Na/cool/anti-freeze  
Clean engine, transmission and radiator  
Adjust Alternator belt  
Lubricate roller in brake pedal  
Lubricate brake plunger  
Drain air tanks  
Lubricate front and rear door mechanisms  
Check back-up alarm  
Check door sensitive edges  
Check torque on all wheels  
Check tires and clean/check batteries and posts  
Check fire extinguisher condition  
Check all interior and exterior lights  
Check wipers and arms (scrapping glass)  
Check condition & folding capacity of all outside mirrors  
Check 6 month / Annual inspection stickers for expiration

Check-up/service for small equipment, such as lawn mowers is end of season

Check-up/service for light trucks is April and October

Check-up/service for heavy equipment – preventative maintenance is every 50 hours; major maintenance is every 250 hours

Check operation of fuel door switch – door open – no start

Load test batteries and report

Test the public address system

Check condition & adjustment of treadle & brakes and report

Check telescopic, tilt & lock of steering wheel

Check all suspension bushings for wear

Check drag link ends and steering

Check hydraulic fan and hoses for leaks and wear

Check differential level and add if necessary

**MAJOR-1 SERVICE - 20,000 / 60,000 KM INSPECTION**

Grease vehicle or check Auto lube system/pressurize system

Check all fluid levels

Check Nalcool/anti-freeze

Clean engine, transmission and radiator

Check back-up alarm

Adjust alternator belt

Remove engine and transmission codes

Lubricate roller in brake pedal

Lubricate brake plunger

Drain air tanks

Lubricate front and rear door mechanisms

Check door sensitive edges

Check torque on all wheels

Check tires and clean/check batteries and posts  
Check fire extinguisher condition  
Clean all body heater filters  
Check all interior and exterior lights  
Check wipers and arms (scrapping glass)  
Check condition & folding capacity of all outside mirrors  
Check 6 month / Annual inspection sticker for expiration  
Check operation of fuel door switch – door open – no start  
Load test batteries and report  
Test the public address system  
Check condition & adjustment of treadle & brakes and report  
Check telescopic, tilt & lock of steering wheel  
Check all suspension bushings for wear  
Check drag link ends and steering  
Check hydraulic fan and hoses for leaks and wear  
Change engine oil and filter  
Change trans oil and filter except Orion, Nova, Transynd)  
Change fuel filters  
Change air filter

Check differential level and add if necessary.

### **MAJOR-2 SERVICE - 40.000 / 80.000 KM INSPECTIONS**

Grease vehicle or check Auto lube /pressurize system  
Check all fluid levels  
Check Nalcool/anti-freeze  
Clean engine, transmission and radiator

**Check back-up alarm**  
**Adjust alternator belt**  
**Remove engine and transmission codes**  
**Lubricate roller in brake pedal**  
**Lubricate brake plunger**  
**Drain air tanks**  
**Check Webasto for ignition and run heater during road test**  
**Lubricate shutters and check operation**  
**Lubricate front and rear door mechanisms**  
**Check door sensitive edges**  
**Check ramp operation /replace edge anti-slip tape if needed**  
**Check torque on all wheels**  
**Check tires and clean/check batteries and posts**  
**Check fire extinguisher condition**  
**Clean all body heater filters**  
**Check all interior and exterior lights**  
**Check wipers and arms (scrapping glass)**  
**Check condition & folding capacity of all outside mirrors**  
**Check 6 month / Annual inspection sticker for expiration**  
**Check operation of fuel door switch – door open – no start**  
**Load test batteries and report**  
**Test the public address system**  
**Check condition & adjustment of treadle & brakes and report**  
**Check telescopic, tilt & lock of steering wheel**  
**Check all suspension bushings for wear**  
**Check drag link ends and steering**  
**Check hydraulic fan and hoses for leaks and wear**



**Change engine oil and filter**

**Change trans oil and filter (except Orion, Nova, Transynd)**

**Change air and fuel filters**

**Change differential and hub oil**

**Change hydraulic oil and filter**

**Change coolant filter**

## **PW-330-11 - Daily Drivers Record for Commercial Motor Vehicle Drivers**

### ***PROCEDURE STATEMENT:***

Town employees driving *Commercial Motor Vehicles* shall complete a ***Commercial Motor Vehicle Daily Drivers Record*** which includes the documentation of a Commercial Vehicle driver's daily driving and work activities.

Supervisors of employees driving *Commercial Motor Vehicles* shall manage driver hours of service and completion of the ***Commercial Motor Vehicle Daily Drivers Record*** by the driver in accordance with O. Reg 555 2006 and this procedure.

### ***PURPOSE:***

To assign responsibility for the completion and maintenance of the '***Commercial Motor Vehicle Daily Drivers Record***' by employees of the Township of Ignace driving *Commercial Motor Vehicles*.

A *Commercial Motor Vehicle* for the purposes of this procedure includes any on-road plated vehicle exceeding 4500 kg Registered Gross Vehicle Weight.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

Town employees driving *Commercial Motor Vehicles* while performing work for the Township of Ignace shall correctly record any time of work for various work categories as described in Township of Ignace Pre-trip inspections reports. Pre-trip inspections must be completed on all Township vehicles.

### ***Training:***

The Lead Hand will provide any required instruction to Town supervisors and drivers utilizing *Commercial Motor Vehicles* that includes the roles and responsibilities for properly recording driver activity in the ***Commercial***

**Motor Vehicle Daily Drivers Record** in accordance to applicable regulations.

**Failure to Comply:**

Where the competent vehicle or equipment driver fails to properly perform the **Commercial Motor Vehicle Daily Drivers Record;**

the competent vehicle or equipment driver having been instructed on the requirements of this procedure will have confirmed to have knowingly contravened this procedure and legislative requirements;

the competent vehicle or equipment driver will be subject to remedial action including but not limited to a verbal and/or written warning of the infraction including reinstruction for performing proper **Commercial Motor Vehicle Daily Drivers Record** documentation.

**Documentation:**

Daily driver records shall be retained and in possession of the **Commercial Motor Vehicle** driver for the most recent 14 days where the driver was on duty for the employer.

Following the 14-day retention of the **Commercial Motor Vehicle Daily Drivers Record** by the driver, the **Commercial Motor Vehicle Daily Drivers Record** shall be submitted to the driver's supervisor who shall maintain and retain the record for 6 months from date of completion and make them available for auditing purposes by any regulatory authority.

Drivers of **Commercial Motor Vehicles** employed with the Township of Ignace as well as holding employment with another company which includes driving commercial motor vehicles shall advise their supervisor of driving activity outside of Town employment and also maintain a Commercial Vehicle Drivers Log book in accordance with O.Reg. 555/06.

**PW-330-12 - Operating Vehicle and Equipment Within the Law**

**PROCEDURE STATEMENT:**

Driver/Operators of any vehicles, towed trailers or on/off equipment shall adhere to Federal, Provincial and Municipal laws, Regulations, Policies and/or Bylaws while in control of any self-propelled motor vehicle or construction equipment and performing work for the Township of Ignace.

**PURPOSE:**

To assign responsibility that requires driver/operators to adhere to Federal, Provincial and/or Municipal laws, Regulations, Policies and/or Bylaws while in control of any self-propelled motor vehicle or construction equipment and performing work for the Township of Ignace.

**DATE OF NEXT REVIEW: January 1, 2020**

**PROCEDURE:**

Driver/Operators of any vehicles, towed trailers or on/off equipment shall adhere to Federal, Provincial and Municipal laws, regulations, procedures and policies of the Corporation while in control of any self-propelled motor vehicle or construction equipment and performing work for the Township of Ignace.

Federal, Provincial and Municipal regulations, Policies and Procedures shall include, but not limited to;

- Ontario Highway Traffic Act, including any regulations or revisions included or referenced in the Act.
- Ontario Health and Safety Act and Regulations related to the use of self-propelled vehicles and construction equipment.
- Municipal Bylaws, Policies and Procedures regulating use of city streets, vehicular travel and speeds within the community and similar.
- Federal regulations, procedures and policies in effect while in control of any self-propelled motor vehicle or construction equipment and performing work for the Town on Federally regulated lands.

**Examples of Regulations, Policies, Bylaws can include but not limited to:**

- 1. Wearing of seat belts while in control of a self-propelled vehicle or construction equipment where such vehicle or equipment is provided with seat belt restraint devices. Where such restraint systems are made available the devices must be worn at all times by the driver and all occupants in the vehicle.**
- 2. Maintaining maximum or minimum vehicle speeds and traffic maneuvering as posted.**
  - School zone speed limits**
  - Posted speed limits**
  - Traffic lanes – proper driving and lane changes/signaling etc.**
  - Construction zone traffic restrictions**
  - Traffic controls at intersections**
- 3. Driving/operating only those vehicles or equipment types which the driver is certified and approved to operate. Drivers shall carry with them at all times while operating any vehicle or equipment the required license or certification showing the driver is competent and approved to operate the vehicle or equipment.**
- 4. Drivers/Operators of municipal vehicles or construction equipment shall complete and maintain necessary documentation required by Federal/Provincial and or Municipal regulations, policies or procedures as instructed.**
- 5. Drivers/Operators of municipal vehicles or construction equipment shall follow on-road or off-road parking permissions and restrictions as posted in the community.**
- 6. Drivers/Operators of municipal vehicles or construction equipment shall ensure vehicle or equipment cargo is safely secured/stored and covered in compliance with Provincial and Municipal regulations.**

### ***Failure to Comply***

Where the competent vehicle or equipment driver knowingly fails to properly operate a self-propelled motor vehicle or construction equipment in accordance with the Law:

the competent vehicle or equipment driver will have confirmed to have knowingly contravened this procedure and legislative requirements;

the competent vehicle or equipment driver will be subject to remedial action including but not limited to a verbal and/or written warning including reinstruction.

## **PW-330-13 - Collision Prevention – Management Responsibility**

### ***PROCEDURE STATEMENT:***

Managers and Supervisors will participate in the collision prevention program, supporting it by both example and enforcement of the rules and procedures, as stated in this policy.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

The concept of collision prevention shall be regularly provided to all drivers/operators of town owned or leased vehicles/equipment and or personal vehicles. Where a driving problem is suspected or the actions of a driver/operator is of concern, staff may request the employee, through his Supervisor, to report to the office for the purpose of interview and corrective action as may be necessary.

## **PW-330-14 - Employee Records**

### ***PROCEDURE STATEMENT:***

Township of Ignace will maintain a central driver/operator records system which includes employees of the Corporation who drive/operate vehicles/equipment while employed with the Corporation. (Police Exempt)

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

The driver/operator record file will contain:

- Copies of all/any tests conducted by the Corporate MTO
- Driver/operator abstract search data.
- Collision/Incident data and related demerit point history.
- Pertinent information relative to corrective training and evaluation.
- Any Hours of training.
- Any Driver/operator interviews.
- Any other Training and operator information relative to the employee's driving approvals and abilities.
- 

### ***Certifying Authority Inspection***

Driver/operator files shall be available and open for inspection by required Auditor(s) and human resources management as requested.



## **PW-330-15 - Ministry of Transportation – Classified License Certification Responsibility**

### ***PROCEDURE STATEMENT:***

Any Town employee required to operate a motor vehicle regulated by the Highway Traffic Act as an employment condition shall possess and maintain valid Provincial driver license necessary to operate the class of vehicles or equipment within their job classification.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

Town Employees requiring a Provincial classified license or any renewals to continue the duties of their employment conditions and responsibilities may obtain such licenses and authorities through an approved 'Signing Authority' of the Province. Any required documentation and related fees shall be conducted through an approved provincial 'Signing Authority for the class of license required.

Where an employee applying for a driver license upgrade or renewal requires to complete a road test to complete the driver testing component as required by an approved signing authority; the Township of Ignace may make available the class of vehicle required by the employee for the purposes of completing the road test portion.

Where the signing authority is available for providing signing authority services, such activity may be provided only to active employees of the Corporation who are authorized to operate, vehicles/equipment included within an employee's position description and the categories covered by the Signing Authority granted by the Ministry of Transportation to Township Training.

## **PW-330-16 - Denial of License or Upgrading**

### ***PROCEDURE STATEMENT:***

The Corporation, reserves the right to deny any employee the privilege of Corporate Driver Certification where the employee's Provincial and/or Town driving record reflects inappropriate or non-proficient driving performance and a lack of driving skill which is inconsistent with the aims and objectives.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

Any training or Driver Certification may also be withdrawn where in the opinion and records of the Township the employee, or potential employee, fails to meet Corporate policies, procedures, approved standards, proficient and safe driving practices.

## **PW-330-17 - Applicant Driver License Check**

### ***PROCEDURE STATEMENT:***

New applicants for positions within the Corporation involving the driving/operation of any vehicle/equipment – personal vehicle included shall be assessed through the hiring process prior to being offered employment.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

Upon establishment of a qualified applicant, Human Resources shall forward the name and driver's license number for license check and verification.

Township shall initiate the M.T.O. driver record search and shall communicate the findings to Human Resources concerned immediately upon receipt of the information.

### ***License Under Suspension***

No applicant whose license is under any legal driving suspension or requires ignition interlock shall be offered employment with the Corporation as an equipment operator or lead-hand or mechanic.

## **PW-330-18 - Testing and Screening**

### ***PROCEDURE STATEMENT:***

The Training Section or other MTO approved Signing Authority may conduct any suitability testing of applicants referred by departments to ensure that the person being considered for hire or returning to work is physically capable and competent in the driving/operation of vehicles/equipment:

### ***Tests and Standards***

Eye Vision Screening – Applicants must achieve visual acuity according to M.T.O. requirements relevant to class of license required.

Written Tests – All M.T.O. written examinations may be completed according to the class of license required. (M.T.O. standards shall prevail.)

Road Examination – Applicants must successfully complete the road test as administered by an authorized signing authority.

Ministry of Transportation Driver Medical – Applicants must meet medical requirement set under the Highway Traffic Act.

Driver re-evaluation/check rides – Any employee may be recommended for re-evaluation or check rides to determine their current driving suitability or as a condition of employment. Re-evaluation or check rides may be conducted for various reasons and employment conditions.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

The hiring/referring department may request any applicant being considered for testing by the Township prior to any job offer being made. Returning employees having been absent for 3 months or more may be required to complete additional testing and check rides for competencies in vehicle/equipment operation to be operated.

### ***Report by Driver Development***

Where the Training Section requested will report to the requisitioning department on the suitability of the applicant.

### ***Copies of Reports***

A copy of any suitability reports will be forwarded to the Human Resources Department to cease any further hiring or reclassification process if found unsuitable.

## **PW-330-19 - Driver Interviews**

### ***PROCEDURE STATEMENT:***

Drivers/operators of vehicles/equipment involved in a collision, or experiencing a change in their license status may be required to report to their supervisor for the purpose of clarification of any matter concerning the collision or change in license status.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

The interview will be conducted in confidence, and the driver/operator will be made aware of the purpose of such interview, and the final decision relevant to the preventability of the incident/collision, or the change in license status.

## **PW-330-20 - Training Content - Responsibility**

### ***PROCEDURE STATEMENT:***

The Township and in consultation with the Ministry of Transportation where applicable, is responsible for the setting of standards and the general design and co-ordination of a training program and shall add or delete from time to time, features as may be required.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

Where appropriate the training program(s) can be discussed in continuing liaison between departments and unions where training concerns are raised.

Any changes to Signing Authority standards as approved by the MTO will be added to the Training programs accordingly.

The program will utilize approved methods of education, training and promotion of positive driver/operator attitudes.

## **PW-330-21 - License Upgrading – In Vehicle Training**

### ***PROCEDURE STATEMENT:***

Upon the request of a departmental official, employees showing an interest and potential for vehicle operation upgrading may be tested, trained, examined, and certified by an approved Licensed Employee on successful completion of required training where the employee has also shown historically that he/she is a proven and proficient operator.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

#### ***Testing***

Employees referred by a departmental official, will report to the Public Works, for testing and upon successful completion may commence training with qualified training personnel.

#### ***Training***

In-vehicle instruction may be carried out in the appropriate department vehicle by a qualified (licensed) in-vehicle instructor. All instruction shall be in accordance with the Corporation's standards and as approved by the M.T.O. Signing Authority (where applicable).

#### ***Licensing***

Upon successful completion of training, the employee shall be tested for his driving/operating competence by a signing authority, under the M.T.O. Driver Certification Program.

#### ***Heavy Equipment Training***

Skilled and competent departmental heavy equipment operators may be used to provide instruction in the use of heavy equipment if they are considered competent in the field of instruction by the Township.



### ***Training Records***

All data relating to in-department training shall be forwarded to Administration for central driver records, and shall keep complete training records on each employee.

## **PW-330-22 - Course Attendance**

### ***PROCEDURE STATEMENT:***

Drivers/operators of Town vehicles/equipment and or personal vehicles used for town business shall be required to attend a course designed to upgrade the driving skills of the individual, recognize the hazards of driving, and to understand the defense against those hazards, on at least one occasion in every five-year period from the date of the last recorded attendance.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

#### ***Record***

Upon attending such course, the Training shall record in the driver's personal record, the date of the attendance and the course attended.

#### ***Cycle of Attendance***

On the 5th anniversary of last attendance or earlier, where the driver/operator is identified as being due for any training or upgrading course, the employee through their supervisor shall be notified of the available courses.

#### ***Procedure***

Should a driver/operator come to the attention of the Department Manager, Supervisor, because of a driving offence, procedure shall be referenced.

## **PW-330-23 - Collision/Loss Reporting**

### ***PROCEDURE STATEMENT:***

Regardless of the extent of loss or injury involvement, the driver/operator of a corporate vehicle/equipment must report the incident to his Supervisor or Lead Hand immediately following an incident or loss.

Where such a person is physically incapable of reporting and there is another occupant of the vehicle/equipment, such occupant or the immediate supervisor of the employee will make the report.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

An Incident Report shall be used to report the damage or injury resulting from the collision.

### ***Supervisor***

The Supervisor shall ensure that an incident report is completed in full detail and shall sign in the appropriate space.

### ***Failure to Report***

Failure to report any loss or injury, as a result of a collision, will result in disciplinary action.

## **PW-330-24 - Collision Investigation**

### ***PROCEDURE STATEMENT:***

The staff of the Health and Safety Committee shall be notified immediately in order to provide assistance in the investigation of vehicle and equipment collisions or damage; to ensure that appropriate information is collected; and to identify causal factors of the collision.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

Where a collision or other damage has occurred, the Supervisor of the Department involved shall notify the Health and Safety Committee immediately following the reported incident, having regard to the circumstances.

Health and Safety Committee staff shall respond to the call and render all possible assistance.

When the extent, or the nature of damage, raises concern about the safety of the body, or mechanical condition of the vehicle, the driver, or supervisor, or anyone investigating such accident, shall report to a supervisor, in order to have the damage inspected and verified by a mechanic. If the integrity of the condition of such vehicle is in doubt, the mechanical section shall remove the vehicle from service.

## **PW-330-25 - License & Insurance**

### ***PROCEDURE STATEMENT:***

The Risk Management office is responsible for reporting to the insurer(s) all incidents, collisions or property loss involving Corporation assets.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

#### ***Departments***

Departments reporting a collision or incident of loss must submit the original copy to the supervisor immediately upon completion of an accident/incident report.

## **PW-330-26 - New Vehicle/Equipment Testing & Familiarization**

### ***PROCEDURE STATEMENT:***

The Manager, or designate or any department acquiring new vehicles/equipment, the operation of which requires training shall advise of the delivery of the new vehicle/equipment for the purpose of testing, identifying and familiarizing the training staff with the latest technological changes.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

The manager, or designate, shall test the vehicle/equipment for a period of time to ensure that the auxiliary components and other technology is identified.

### ***Reporting***

The employee shall report to the Manager, or designate of any safety concerns or malfunctions in the vehicle/equipment before delivery is made to the requisitioning department.

## **PW-330-27 - Current Training for Safety & Equipment Malfunction**

### ***PROCEDURE STATEMENT:***

Supervisors or drivers/operators suspecting the mechanical integrity of a vehicle/equipment, or a component of the vehicle/equipment, may request an investigation or verification of their suspicions by the mechanic or contractor.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

#### ***Unsafe,***

If the vehicle/equipment or component is found to be unsafe, illegal or otherwise suspected of being dangerous, management shall act by directing the vehicle/equipment removed from the road.

#### ***Work Refusal***

Management and Health and Safety Committee members may be called in to arbitrate a work refusal in the case of vehicles/equipment suspected of being unsafe, etc.

#### ***Training Section Report***

Management or designated staff member shall report to those concerned, the results of the investigation with the appropriate recommendations.

## **PW-330-28 - Pre And Post Trip Inspections**

### ***PROCEDURE STATEMENT:***

Drivers of all vehicles, towed trailers or on/off equipment before taking possession of the equipment or vehicle shall perform a complete daily pre-trip inspection for the purpose of identifying vehicle/equipment defects.

Drivers of Commercial Motor Vehicles, towed trailers following last use of the day, shall perform a post-trip inspection for the purpose of identifying vehicle/equipment defects at the end of their duty. ***Pre and post trip inspections must be completed.***

A Commercial Motor Vehicle for the purposes of this procedure includes any on-road plated vehicles exceeding 4500 kg Registered Gross Vehicle Weight.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

Drivers of any Town owned or operated vehicle, towed trailer or on/off road equipment, before taking possession for the first time for that day shall perform a complete pre-trip inspection and or required operational tests for the purpose of identifying vehicle/equipment defects and reporting defects to the appropriate and designated workplace authority.

Drivers of any Town owned, operated vehicle, towed trailer or on/off road equipment, after using any commercial motor vehicle shall perform a post-trip inspection and or required tests for the purpose of identifying vehicle/equipment defects and reporting defects to the appropriate and designated workplace authority.

Pre and Post-trip inspections shall be done by drivers when taking responsibility of any vehicle, towed trailer or on/off road equipment in conformance with Township of Ignace.

### ***Air Brakes***

Where any Town owned, operated vehicle, trailer or on/off road equipment units is equipped with an air braking system, the driver of the vehicle shall inspect air brake components and systems to ensure the braking system



operates in compliance with Air Brake testing procedures as outlined and included in the Highway Traffic Act and Air Brake Certification Training.

### ***Heavy Equipment***

Driver of Town owned, operated non-plated vehicles and equipment shall in addition to completing a thorough and complete pre-trip inspection shall apply grease/mechanical joint lubrication where required, necessary and as instructed.

### ***Failure to Comply***

Where the competent vehicle or equipment driver having been instructed on the requirements for meeting this procedure fails to properly perform the Pre or Post-trip vehicle or equipment inspection:

the competent vehicle or equipment driver will have confirmed to have knowingly contravened this procedure and legislative requirements;

the competent vehicle or equipment driver will be subject to remedial action including but not limited to a verbal and/or written warning including reinstruction for performing a proper pre and post-trip inspection including required documentation.

### ***DOCUMENTATION:***

Pre and Post-trip records shall be retained in the vehicle for the day where the driver was on duty for the employer.

Following the end of the work day, the pre and post-trip record, along with the work order, shall be submitted to the driver's supervisor who shall maintain and retain the record as stated and make the documents available for auditing purposes by any regulatory authority in accordance with the Highway Traffic Act.

## **PW-330-29 - Driving/Operating of Unsafe Vehicles/Equipment**

### ***PROCEDURE STATEMENT:***

No employee shall drive/operate, or be ordered to drive/operate, any vehicle/equipment, the condition of which is deemed unfit for use.

### ***The Act***

Section 84 of the Highway Traffic Act, on unsafe vehicles, states: NO PERSON SHALL DRIVE OR OPERATE OR PERMIT THE DRIVING OR OPERATION UPON A HIGHWAY OF A VEHICLE THAT IS IN SUCH A DANGEROUS OR UNSAFE CONDITION AS TO ENDANGER THE DRIVER OR OPERATOR OR ANY OCCUPANT THEREOF, OR ANY PERSON UPON THE HIGHWAY (R.S.O., 1990, c. H-8, s. 84).

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

All workers/employees must notify supervisor immediately. Give information involving unit with concerns. This unit then gets tagged out – vehicle's keys get placed in supervisor's office with tag identifying "lock box".

Equipment – the master switch is turned off, keys removed from the unit and placed in the supervisor's office with "tag out" or "lock out" tag.

Equipment is returned to service once unit has been reviewed by Township mechanic or contractor and signed off ensuring unit/vehicle is safe to operate.

## **PW-330-30 - Backing Up**

### ***PROCEDURE STATEMENT:***

Drivers/operators of vehicles/equipment, before reversing the units, will ensure the movement can be made in safety and free of obstructions, and shall be accountable for their actions.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

#### ***Operator***

The driver/operator shall not reverse the vehicle/equipment until assurance has been made, either through a competent guide, or by leaving the cab, after securing the vehicle/equipment against possible movement, to check the intended path to be driven and to ascertain that no obstruction exists.

#### ***Guide or Flagman***

A guide or flagman requested to assist the driver/operator by guiding the vehicle/equipment, must position himself so that the driver/operator of the vehicle/equipment and the guide, maintain eye contact at all times the vehicle/equipment is in motion.

#### ***Driver/Operator***

The driver/operator, immediately upon losing visual contact with the guide, shall stop the vehicle/equipment until such time as the guide reappears in the reflected view.

## **Backing Recommendations:**

### **Driver- (Back only when it's your last safe option):**

- Stop and secure the vehicle; use the 4-way flashers; windows down; radio off.
- Take the time to clean and adjust the mirrors accordingly.
- G.O.A.L. (Get Out and Look). Check the intended path of the vehicle.
- Verify that the maneuver is possible, safe, and within the driver's skill set.
- Use a Competent Guide where available.

### **Competent Guide- (Must be a Corporate Employee):**

- Must understand what the driver is trying to accomplish.
- Must confirm hand signals with the driver.
- Must stay in mirror's view (Driver's side is preferred).
- Must watch for possible conflicts with traffic and/or pedestrians.
- Must watch all sides of the vehicle for collision possibilities.

### **Backing Technique:**

- Confirm the guide location. Adjust/ Clean mirrors accordingly.
- Back slowly. Cover brake pedal; never accelerate while backing.
- Use both mirrors. Ensure the guide is always visible. Stop the vehicle if necessary.
- Be mindful of all sides of the vehicle in relation to the environment.
- Always be prepared to stop; never back any further than necessary.

## **PW-330-31 - Driving While License Under Legal Suspension Or License Category Downgraded**

### ***PROCEDURE STATEMENT:***

Employees operating vehicles/equipment on behalf of the Corporation, shall immediately notify the Corporation of any change in the legal status of their driver's license. No person shall operate a Corporate owned or leased motor vehicle or motorized equipment without possessing a valid driver's license, and appropriate class of license, and the appropriate Corporate Driver Certification.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

#### ***Employee***

Employees who operate vehicles/equipment on behalf of the Corporation, shall notify their Supervisor immediately upon receiving any official notification that their legal driving status has been changed, suspended, or downgraded.

#### ***Department Head or Supervisor***

Upon receiving information regarding any license changes, suspensions or class down gradings, the Supervisor shall immediately notify the office, and shall also ensure that the employee does not operate vehicles/equipment for which he/she has not been authorized by the training section to operate.

#### ***Personal File:***

The supervisor shall update and maintain the information in the employee's personal driver records.

#### ***Failure to Notify***

Failure to notify in accordance with above procedures will result in the application of disciplinary measures.

## **PW-330-32 - Emergency Response**

### ***PROCEDURE STATEMENT:***

It is the policy of the Corporation that operators of emergency vehicles under the jurisdiction of the Township of Ignace shall adhere to the appropriate sections of the Ontario Highway Traffic Act while responding to emergencies.

***DATE OF NEXT REVIEW: January 1, 2020***

## **PW-330-33 - Payment of Fines**

### ***PROCEDURE STATEMENT:***

Drivers/operators of town-owned, operated vehicles and equipment, and persons operating their own vehicles, for which remuneration is received, shall be solely responsible for their actions regarding any illegal act in relation to the safe and legal operation of said vehicles/equipment.

The Corporation does not condone illegal actions of operators and will not therefore, accept responsibility for payment or reimbursement of any monies for fines or court actions resulting from such actions.

***DATE OF NEXT REVIEW: January 1, 2020***

## **PW-330-34 - Retraining and Discipline**

### ***PROCEDURE STATEMENT:***

In addition to the imposition of Federal/Provincial penalties the Corporation may impose corrective or disciplinary action to employees experiencing collisions or other driving problems, which could consist of one or a combination of the following:

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

6 or more-point accumulation on town certification license in any given in any given 2-year period - may be called in for an interview.

1 preventable on-the-job collision within a 12-month period - will be called in for an interview and may be required to attend a Defensive Driving Course or other corrective course deemed necessary to improve driving habits.

2 preventable on-the-job collisions within a 12-month period - may be prohibited (by demotion/suspension) from driving a Town-owned or operated motor vehicle/equipment for a period of up to one month.

3 preventable on-the-job collisions within a 12-month period - may be prohibited (by demotion/suspension) from driving a Town-owned or operated motor vehicle/equipment for a period of up to three months and may be suspended without pay or demoted pending up-grading of driving skills, or, may be prohibited from driving Town-owned or operated motor vehicles/equipment.



## **PW-330-35- Incident Assessment and Health and Safety Review**

### ***PROCEDURE STATEMENT:***

Incident Assessment and Review Board shall review and assess all incident reports received.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

The Assessment and Review Board shall consist of at least Five members. The Assessment and Review Board membership and activities will be reviewed annually.

### ***Investigation and Reports***

Upon completion of the accident investigation, the decision of preventable or non-preventable is made by the investigator, who shall then forward the report to the Assessment and Review Board. The Board will then have an opportunity to question the investigator, and will then confirm or overturn the investigators decision of preventability or non-preventability.

### ***Driver Notification***

The manager will notify the driver of the decision and the points assessed.

### ***Driver Appeal***

In the event of an appeal being launched, within the 10-day period, suspension of driving privileges may be withheld until the decision of the Incident Assessment and Review Board.

Any appeals considered must be in writing to the attention of the Incident Assessment and Review Board and contain any new information or description of events not originally included in the originating incident report which was submitted immediately following any incident.

Appeal requests which include no new information to that included in the first incident report may be denied by the Incident Assessment and Review Board

where in their view there is no added information to change the first decision of the Board.

Where there is added information, also considered relevant and important to any previous decision of the Incident Assessment and Review Board the Board may require the employee to attend an incident review committee meeting to hear any new statements and information which may affect a change to the original decision. Where the employee is a unionized worker the worker may be accompanied to the meeting with one representative of the representing union. The union representative is to act as an observer and not speak in place of the affected worker member.

## **PW-330-36 - Administration of Incident Assessment and Review Board**

### ***PROCEDURE STATEMENT:***

The co-ordination of activities involving the Incident Assessment and Review Board shall be the responsibility of the Training Section.

***DATE OF NEXT REVIEW: January 1, 2020***

### ***PROCEDURE:***

Meetings of the Incident Assessment and Review Board shall be scheduled by the Training Section and generally be held monthly.

### ***Decisions of the Board***

The Boards' decision(s) shall be communicated to the principals involved as soon as possible on the prescribed form(s) by the Training Section.