

**The Corporation of the Township of Ignace**

**By-Law 05.2022**

**Being a By-law to Amend By-law 64.2020 a By-law to Govern the Procedure of Council of the Corporation of the Township of Ignace, & all of Its Committees, the Calling of Meetings & the Conduct of Its Members**

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**Whereas** Section 238 of the Municipal Act, 2001, c. 25, s.238.(2), provides that every Council shall adopt a procedure for governing the calling, place and proceedings of meetings;

**Therefore** let it be resolved that the Council for the Corporation of the Township of Ignace hereby approves the following changes to the aforementioned By-law:

1. to amend the delivery method of the Closed Section Package to include the option of a secure electronic communication delivery, such as "through Township of Ignace Email Address Only".
2. Council directs Administration to amend By-Law 64/2020, Part 10, Section 103 to read:
  - 2.1 The Closed Session Meeting Agenda and Information Package shall be printed and placed in a sealed envelope marked "Confidential" and shall be circulated to Council by placing the package in each Councillors own mailbox inside the Township Office by 10:00 a.m. the Friday prior to the closed meeting. Any packages not picked up by end of day will be picked up by the Clerk and held in custody and subsequently delivered to the Councilor at the scheduled meeting. The closed session meeting information package is not public information.

**Read a First and Second Time this 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

**The Corporation of the Township of Ignace**

**By-Law 06.2022**

**Being a By-law to Amend By-law 105.2021 a By-law to Authorize the Payment & to Set the Rates to be Paid in Respect of Remuneration, Travel Expenses & Per Diems to Members of Council, Council Appointed Committee & Board Members, Staff, Employees & Volunteers of the Corporation of the Township of Ignace**

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**Whereas** Section 283 of the Municipal Act, S.O., as amended, provides for payment of remuneration and expenses; and

**Whereas** Council of the Corporation of the Township of Ignace wishes to set the rates to be paid in respect of remuneration, travel expenses and per diems to Members of Council, Council appointed Committee and Board Members, Staff, Employees and Volunteers of the Municipality;

**Whereas** Council of the Corporation of the Township of Ignace annually sets a budget for remuneration, travel expenses and per diems for Members of Council, Council appointed Committee and Board Members, Staff, Employees and Volunteers of the Municipality;

**Therefore** let it be resolved that the Council for the Corporation of the Township of Ignace hereby approves the following changes to the aforementioned By-law:

1. Schedule "A" Section 2, Council for the Corporation of the Township of Ignace directs Administration to amend By-Law 105.2021 as follows:
  - 1.1 The Members of Council shall be entitled to apply for Municipal Health Benefits in addition to Clause 1. Such benefits shall be paid by the Municipality on either a single or family basis at the cost of the Councillor.

**Read a First and Second Time this 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

**The Corporation of the Township of Ignace**

**By-law 07.2022**

**Being a By-law to Adopt a Policy and Set Out Procedures for Cheque Signing on  
Behalf of the Corporation**

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**Whereas** Section 288 of the Municipal Act, 2001 S.O.2001, as Amended c. 25 provides that a Municipality may, by By-Law, designate one or more persons to sign cheques of the Corporation and prescribe the method of signing of such cheques.

**Therefore** let it be resolved that the Council for the Corporation of the Township of Ignace shall hereby enacts as follows:

1. This By-law shall rescind By-law 13.1997 and any other By-law pertaining to 'Cheque Signing on Behalf of the Corporation'.
2. The corporate policy attached shall become part of this By-law.
3. This By-law shall come into force and take effect upon the Third and Final reading thereof.

**Read a First and Second Time this 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

# The Corporation of the Township of Ignace

## Policy Manual

**Section:** Finance & Accounting

**Subject:** Cheque Signing

**Effective Date:** February 22, 2022

**By-law #:** 07.2022

**Approved by Motion #:**

**Catalogue #:** F-03

### 1.0 Preamble

All cheques, negotiable instruments and securities given under the Bank Act or other law authorizing the giving of the same, made, drawn, accepted, endorsed or executed in the name of the Corporation and signed by the Mayor, and Treasurer, or any other delegated authority to do so shall be binding upon the Corporation.

### 2.0 Policy Statement

The Corporation is committed to ensuring that basic Generally Accepted Accounting Principles (GAAP) are followed and adhered to. This policy will provide clear lines of authority for the signing of cheques and ensure that the authorization format used is acceptable to Council, Township auditors and the bank.

### 3.0 Definitions

**Corporation** shall mean the Corporation of the Township of Ignace.

**Council** means the Council for the Corporation of Ignace.

**Designate** means to appoint (someone) to a specified position.

**GAAP (Canada)** means Canadian generally accepted accounting principles, consistently applied.

**Mayor** is the elected Head of Council for the Corporation of the Township of Ignace.

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

**Treasurer** means a person appointed to administer or manage the financial assets and liabilities of a society, company, local authority, or other body.

### 4.0 Regulations

4.1 All cheques generated in the name of the Corporation shall require two (2) signatures to be valid. One (1) of each signature must be a representative of Council along with a senior staff member as stated in section 4.2 of this policy,

4.2 Signatories shall include the signature of the Mayor or Deputy Mayor in the absence of the Mayor along with the Treasurer or the Deputy Treasurer in the absence of the

Treasurer. The Clerk shall have signing authority in the absence of any of the above-named authorities where time is of the essence as stated in section 5.0 of this policy.

**4.3** Signatories will to the best of their ability, make themselves available to sign cheques when requested during the Municipal Office hours of operation Monday thru Friday.

**4.4** All cheque signing will occur at the Municipal Office.

**5.0 Exceptions**

**5.1** Exceptions to the 'Cheque Signing' policy will be made in situations where an emergency has occurred. These emergency situations will be defined as follows:

**5.1.1** Payment of a cheque where the Township will avoid incurring late payment or interest penalties that would be to the detriment of the Township.

**5.1.2** Any other situation deemed to be an emergency by the Clerk, Treasurer or designate, where the signing of a cheque would be in the best interest of the Township.

**5.2** Section 4.0 must be exhausted in order to execute the emergency situations outlined in section 5.1 of this policy.

**6.0 Policy Adoption and Review Guidelines**

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
February 22, 2022	07.2022		February 22, 2022	February 2027

**7.0 References to Other Policies of By-laws**

Policy Title	Policy Section	Policy Number

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**The Corporation of the Township of Ignace**

**By-law 08.2022**

**Being a By-law to Adopt a Policy Regarding Children in the Workplace**

**Whereas** the Corporation of the Township of Ignace does recognize the challenges of school closures along with daycare issues; however children are not to be bought to work for any reason other than a 'Special Event' that has been prearranged.

**Whereas** the Council for the Corporation of the Township of Ignace would like to implement a policy to govern the procedures and clarify the Township's practice regarding such situations.

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

1. That the policy shall form Schedule "A" as attached to this By-law.
2. That this By-law hereby rescinds By-law 13.2012 along with any other By-law pertaining to 'Children in the Workplace'.
3. This By-law shall come into force and take effect upon the Third and Final Reading thereof.

**Read a First and Second Time this 22<sup>nd</sup> Day of February, 2022.**

**Read a Third time and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

# The Corporation of the Township of Ignace

## Policy Manual

**Section:** Administration

**Subject:** Children in the Workplace

**Effective Date:** February 22, 2022

**By-law #:** 08.2022

**Approved by Motion #:**

**Catalogue #:** A-15

### 1.0 Preamble

Township employees may occasionally experience the need to bring children to the workplace. This policy is to clarify the Township's practice regarding such situations.

### 2.0 Policy Statement

Employees who are responsible for the care of minor children are expected to arrange childcare away from the workplace. The Township does not condone bringing children into the workplace, except as provided below. The Department Head or Supervisor will counsel, warn or discipline employees who bring children to work without proper authorization in advance.

### 3.0 Definitions

**Childcare** means the care of children by a day-care center, babysitter, or other provider while parents are working.

**Children** generally refers to a minor, otherwise known as a person younger than the age of majority.

**Clerk** means the person appointed as the Clerk by Council and includes a designated person.

**Corporation** shall mean the Corporation of the Township of Ignace.

**Council** means the Council for the Corporation of Ignace.

**Department Head** means any Senior Management employee that is designated as the head of the department.

**Emergency** a serious, unexpected, and often dangerous situation requiring immediate action.

**Lieu Time** shall mean Floater, Sick Days, Vacation & Management Time for the purposes of this policy.

**Special Event means** musical events, concerts, shows, pageants, sporting events, festivals, competitions, and other events of limited duration.

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

## **4.0 Regulations**

- 4.1** Full-Time Union & Non-Union employees have been awarded a set-out amount of Floater, Sick Days, Vacation, & Management Time (if applicable) that are to be used for such instances as childcare issues.
- 4.2** The Township does recognize that such instances do happen and are willing to make exception on an individual basis from time to time as set out in Section 5.0 of this policy.
- 4.3** Special Events that are sponsored by the Township and are subject to the presence of children will be exempt from this policy as set out in Section 6.0.
- 4.4** Under NO circumstances are children to be brought into the Public Works garage area or to be unattended in the Public Works yard during regular working hours.

## **5.0 Exceptions**

### **5.1 Individual Instances**

- 5.1.1** Exceptions for specific, individual employee instances are to not be reoccurring.
- 5.1.2** If an employee needs to bring a child to the workplace on a particular occasion, he/she must obtain approval in advance from the Department Head or Immediate Supervisor as soon as the need is known.
- 5.1.3** Approval may be granted for each single instance if all of the following conditions are met:
  - 1. The employees' need to bring the child to the workplace is urgent, compelling, not reoccurring and of short duration; not to exceed half of the working day.
  - 2. The employee has no lieu time left to use for the required absence.
  - 3. The only alternative to bringing the child to the workplace is the employees' absence from work.
  - 4. Working from home is not an option for the particular task that the employee has been hired to undertake.
  - 5. The Township derives a clearly identifiable benefit from the employee being at work at that particular time (meetings, a deadline etc.).
  - 6. Arrangements for the safety and supervision of the child are satisfactory to the Department Head or Immediate Supervisor.
  - 7. The Department Head or Immediate Supervisor believes that distraction for the parent or custodian along with other employees are minimal.

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## 5.2 Township Sponsored Special Event

5.2.1 The Township does announce in advance specific dates & events when Township employees are welcome to bring children to the workplace in accordance with well established guidelines.

5.2.2 The parent and/or custodian of the child is solely responsible for the supervision of the child during the time of the event. The Township takes no responsibility for the well being of the child during such events.

## 6.0 Frustrated Exceptions

6.1 If approval is granted for an exception, but the Department Head or Immediate Supervisor determines that one (1) or more of the conditions in Section 5.1.3 listed above ceases to be met, the employee will be directed to leave the workplace.

6.2 Upon return to work the employee will be directed to fill out a 'Time off Request' to document the absence. Approval for the absence will automatically be granted for the period of time that the employee originally had approval to bring the child to the workplace.

6.3 Approval for an additional period of absence, if any, will be considered in accordance with the customary guidelines and procedures.

6.4 The Department Head or Immediate Supervisor will discuss with the employee the appropriate lieu time to be used, Floater, Sick Days, Vacation, Management Time or Leave Without Pay.

## 7.0 Policy Adoption and Review Guidelines

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
February 22, 2022	08.2022		February 22, 2022	February 2027

## 8.0 Reference to Other Policy By-laws

Policy Title	Policy Section	Policy Number

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**The Corporation of the Township of Ignace**

**By-law 09.2022**

**Being a By-law to Adopt Policy and Procedures Pertaining to the Use of Corporate Credit Cards**

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**Whereas** the Municipal Act, 2001 c. 25 section 401(1) Subject to this or any other Act, a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt.

**Therefore** let it be resolved that the Council for the Corporation of the Township of Ignace shall hereby enacts as follows:

1. This By-law shall rescind Policy F-04 Resolution #75.2006 and any other By-law pertaining to 'the Use of Corporate Credit Cards'.
2. The corporate policy attached shall become part of this By-law.
3. This By-law shall come into force and take effect upon the Third and Final reading thereof.

**Read a First and Second Time this 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

# The Corporation of the Township of Ignace

## Policy Manual

<b>Section:</b> Finance & Accounting	<b>Subject:</b> Corporate Credit Card Use
<b>Effective Date:</b> February 22, 2022	<b>By-law #:</b> 09.2022
<b>Approved by Motion #:</b>	<b>Catalogue #:</b> F-04

### 1.0 Preamble

The purpose of this policy is to provide guidelines for the use of Corporate credit cards and to ensure Council and Staff are responsible and accountable in regards to Municipal credit card purchases.

### 2.0 Policy Statement

The Corporation of the Township of Ignace may only issue credit cards to the Clerk and Department Heads unless otherwise recommended by the Clerk. A motion from Council is required in order to issue a corporate credit card. This is to ensure that transparency and accountability are being adhered to.

### 3.0 Definitions

**Corporation** shall mean the Corporation of the Township of Ignace.

**Council** means the Council for the Corporation of Ignace.

**Mayor** is the elected Head of Council for the Corporation of the Township of Ignace.

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

**Treasurer** means a person appointed to administer or manage the financial assets and liabilities of a society, company, local authority, or other body.

### 4.0 Regulations

4.1 The following conditions shall apply to Corporate credit cards:

4.1.1 Each Corporate credit card will be issued to a specific person, who will remain personally accountable for the use of the card. Each cardholder will sign the attached declaration (Schedule "A").

4.1.2 No more than one Corporate credit card shall be issued per cardholder.

4.2 Corporate credit card limits are discussed and predetermined by resolution of Council.

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**4.3** Any person eligible to be issued a Corporate credit card may decline and instead complete a Township Expense Form and submit all supporting documentation of transactions made on behalf of the Township to the Treasurer for direct reimbursement.

## **5.0 Acceptable Use of Corporate Credit Cards**

The objectives of the Corporate credit cards are to simplify travel arrangements, facilitate record keeping and to provide a means of payment when a purchase order or invoicing protocol cannot be facilitated.

## **6.0 Municipal credit card holders shall:**

**6.0.1** In all cases obtain and retain sufficient supporting documentation to validate the expense (i.e. receipts and invoices detailing the expense) and complete the credit card expense form (Schedule "B").

**6.0.2** Immediately notify the Clerk and/or Treasurer if:

**6.0.2.1** The card is lost or stolen.

**6.0.2.2** Any unauthorized transaction is detected or suspected.

**6.0.3** Notify the Treasurer of any change in name or contact details.

**6.0.4** Take adequate means to ensure the security of the card.

**6.0.5** Return the card to the Clerk and/or Treasurer if the cardholder's employment is terminated with the Corporation.

**6.0.6** Be aware that the Clerk will determine if there is no longer need for a cardholder to retain their Corporate credit card.

**6.0.7** Notify the Clerk and/or Treasurer if their card is cancelled by the Financial Institution.

**6.0.8** Be personally responsible for any unauthorized transaction unless the card is stolen, lost or subject to fraud on some part of a third party.

## **7.0 Municipal credit card holders shall not:**

**7.0.1** Exceed the maximum credit limit set on their Corporate credit card.

**7.0.2** Increase the maximum credit limit set on their Corporate credit card.

**7.0.3** Obtain personal cash advances, money orders, bank drafts, etc. through the Municipal credit card.

**7.0.4** Use the Corporate credit card for any illegal purchases.

**7.0.5** Use the Corporate credit card for any personal purchases.

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- 7.0.6 Make direct payment on their Corporate credit card account for personal purchases made in error, payment is to be provided to the Municipality. If there are repeated instances of personal purchases made in error, card use shall be reviewed and may result in loss of card privileges.
- 7.0.7 Claim double allowances (i.e. request reimbursement for an expense already paid by the card or on an expense claim).
- 7.0.8 Save municipal credit card information within online user accounts (i.e. Vista Print, Paypal, Staples, etc.).

**8.0 The Credit Card Holder shall:**

- 8.0.1 Review the monthly statements of the Corporate credit card.
- 8.0.2 Sign each monthly statement to verify that each transaction has been accounted for.
- 8.0.3 Follow up as appropriate to investigate unusual transactions.
- 8.0.4 Act immediately upon receipt of advice that abuse or irregularities are known or suspected.

**9.0 The Treasurer Shall:**

- 9.0.1 Maintain records of all cardholders.
- 9.0.2 Cancel a card when a cardholder's employment with the Township is terminated.
- 9.0.3 Follow up with the Financial Institution on lost or stolen cards to confirm the card is cancelled.
- 9.0.4 Process all due payments in a timely manner as to avoid penalties and poor credit.

**10.0 Policy Adoption and Review Guidelines**

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
February 22, 2022	09.2022		February 22, 2022	February 2027

**11.0 References to Other Policies of By-laws**

Policy Title	Policy Section	Policy Number

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The Corporation of the Township of Ignace

Schedule "A" to Policy F-04

Corporate Credit Card Declaration

<b>Department:</b>	<b>Corporate Credit Card Number:</b>
<b>Card Holder Name:</b>	<b>Title:</b>

Although this card is issued in your name, it is the property of the Corporation of the Township of Ignace and must be used in accordance with the Townships policies and procedures.

By signing this declaration, you acknowledge that you have received the card indicated above, reviewed the Corporate Credit Card Policy and agree to comply with the following terms and conditions:

- This card is provided to you based upon your need to purchase business-related goods and services in the course of employment with the Township. This card may be revoked at any time and is not an entitlement nor is it reflective of your title or position.
- This card is for business-related purchases only. Any use of this card for purchases of a personal nature is strictly prohibited.
- Any unauthorized use of this card will be considered an improper use of municipal funds and will be subject to appropriate disciplinary action.
- This card must be used in accordance with all Township policies and procedures.
- Township policies and procedures may from time to time be issued and amended.
- Employee cards must be returned to the Clerk and/or Treasurer immediately upon request and, in the event, upon your resignation, retirement or dismissal.
- Once a card has been returned no further use of this card will be authorized.

As the holder of this card, you are responsible for its protection and safekeeping. If this card is lost or stolen you are required to immediately advise the Clerk and/or Treasurer.

_____	_____	
Card Holder's Signature	Date	
_____	_____	_____
Approved By – Print	Date	Signature

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**The Corporation of The Township of Ignace**

**By-Law 10.2022**

**Being a By-law to Adopt a Policy for the Application of Customer Credit for  
Individuals, Businesses and any other Group Wanting to be Invoiced by the  
Corporation of the Township of Ignace**

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**Whereas** Council for the Corporation of the Township of Ignace wishes to implement a policy for customer credit.

**Whereas** Individuals, businesses and any other groups wanting to be invoiced by the Township of Ignace must complete a credit application form.

**Whereas** the credit application must be approved by the Clerk and/or Treasurer of the Corporation of the Township of Ignace.

**Therefore** let it be resolved that the Council for the Corporation of the Township of Ignace enact as follows:

1. A credit application for individuals, businesses and any other group wanting to be invoiced by the Township must be completed and reviewed (Schedule "B").
2. That the attached policy shall form Schedule 'A' to this by-law.
3. This By-law shall rescind By-law 10.2012 and any other By-law pertaining to 'Customer Credit for Individuals, Businesses and any other Group'.
4. That this By-law shall come into force and take effect on upon the third and final reading thereof.

**Read a First and Second Time this 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**



# The Corporation of the Township of Ignace

## Policy Manual

**Section:** Finance & Accounting

**Subject:** Customer Credit Policy

**Effective Date:** February 22, 2022

**By-law #:** 10.2022

**Approved by Motion #:**

**Catalogue #:** F-06

### 1.0 Preamble

In order to be considered for credit, customers must complete a credit application form. The Township can refuse to grant credit or revoke credit.

### 2.0 Policy Statement

Individuals, businesses or any other group, hereafter referred to as customers, wanting to be invoiced by the Township must have their credit approved by the Township. This policy is to ensure fairness to the proposed debtor along with the transparency and reassurance to the stakeholders that procedures are being followed and reviewed.

### 3.0 Definitions

**Clerk** is the Municipal Clerk for the Corporation of the Township of Ignace, which includes the roles and responsibilities as laid out in Section 228 of the Municipal Act, 2001.

**Corporation** shall mean the Corporation of the Township of Ignace.

**Council** means the Council for the Corporation of Ignace.

**Credit** means the ability of a customer to obtain goods or services before payment, based on the trust that payment will be made in the future.

**Customer means** a person or organization that buys goods or services from a store or business.

**Debtor** means a person or institution that owes a sum of money.

**Mayor** is the elected Head of Council for the Corporation of the Township of Ignace.

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

**Treasurer** means a person appointed to administer or manage the financial assets and liabilities of a society, company, local authority, or other body.

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## 4.0 Regulations

4.1 Any customers not wanting to pay in advance before services are rendered or goods are delivered (see Exempted Services section 5.0) must have their credit approved by the Township before they will be allowed to charge the services or goods. These services include but are not limited to:

4.1.1 Landfill usage including commercial bins

4.1.2 Public Works Services

4.1.3 Equipment/Operator rentals

4.1.4 Facility rentals

4.1.5 Table/Chair rentals

4.2 Credit application forms must be completed in full and approved by the Clerk and the Treasurer before credit will be granted.

4.3 Customers with poor credit history can be refused credit based on taxation and utility payment history.

4.4 Customers who are not paying the Township as required can have their credit revoked. Customers receiving credit must be reviewed annually by the Treasurer.

## 5.0 Exempted Services

5.1 Customers do not have to apply for credit for municipal taxes, and sewer and water charges.

## 6.0 Policy Adoption and Review Guidelines

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Review by Council	Date of Next Review by Council
February 22, 2022	10.2022		February 22, 2022	February 2027

## 7.0 References to Other Policies of By-laws

Policy Title	Policy Section	Policy Number

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The Corporation of the Township of Ignace

Schedule "B" to Policy F-06

Customer Credit Application

**Contact Information:**

Your Name:	Title:
Email:	Phone #:

**Business Information:**

Company Name:			
Address:		Phone #:	
City:	Province:	Postal Code:	
Length Of Time At Current Address: _____ Years _____ Months			
Type of Business: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Corporation <input type="checkbox"/> Other: _____			

**Bank Information:**

Bank Name:		Contact Name:	
Address:		Phone:	
City:	Province:	Postal Code:	
Type of Account:		Account Number:	
Savings:			
Chequing:			
Other:			

**Business References:**

Please provide us at least two other companies your business has established credit with previously.

1  Company:		Contact Name:	
Phone #:		Email:	
Address:		Title:	
City:	Province:	Postal Code:	

Comments:

2  Company:		Contact Name:	
Phone #:		Email:	
Address:		Title:	
City:	Province:	Postal Code:	

Comments:

**Credit Terms:**

1. Invoices are due and payable in in Canadian Dollars net 30 days from the invoice date.
2. Any claims regarding an invoice issued must be made prior to the invoice due date.
3. At the discretion of the Township of Ignace, any account with a delinquent balance may be placed on a cash basis at any time, or may be subject to different payment terms or discontinuation of services.
4. For each delinquent account, the customer agrees to pay a monthly service charge equal to 1.50% of the past due balance or the maximum service charge permitted by law.

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5. A \$25.00 service charge will apply to all NSF cheques.
6. The customer agrees to pay all reasonable attorney fees, collection costs and court costs incurred by the Township of Ignace in enforcing these terms and conditions. These rights are in addition to all other rights and remedies available to us at law or equity.
7. You agree to indemnify, defend and hold us harmless from any liability, damages, expenses, fines or attorney's fees that we incur as a result of your breach of any of these terms and conditions.
8. The customer authorizes the Township of Ignace to obtain credit reports, trade reports, and bank references, for the purpose of determining the extension or continuation of credit to a customer.
9. If your application is approved, you authorize us to collect, hold, use, and exchange and disclose your personal information as required in order to administer your contract.

I/we hereby apply for credit with the Township of Ignace. I/we have read and understand all of the terms of this credit application, as set out above. I/we request that the Township of Ignace bill us for services incurred by us.

<b>Company Representatives:</b>		
1  Signature:		Title:
Name:		Date:
2  Signature:		Title:
Name:		Date:
<b>Do You Require a Purchase Order Number on Each Invoice?</b>		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Landfill Site Only (complete the next section)</b>		
<b>Anticipated Trips per Month</b>		
<b>Vehicle Plate Numbers Using the Landfill Site</b>		
1	2	3
4	5	6
<b>Office Use Only</b>		
Date Received:	Account #:	Credit Limit:
References Checked: <input type="checkbox"/> 1 <input type="checkbox"/> 2		
Comments:		
Credit Account Approved By:		Date of Approval:
Signature:		Customer Notified: <input type="checkbox"/> Yes <input type="checkbox"/> No

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**The Corporation of the Township of Ignace**

**By-law 11.2022**

**Being a By-law to Delegate Authority Regarding Certain Matters to Staff**

**Whereas** Section 23.1 (1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, without limiting Sections 9, 10 and 11, those sections authorize a Municipality to delegate its powers and duties under this or any other Act to a person or body subject to the restrictions set out in this Part. 2006, c. 32, Sch. A, s. 15, part;

**Whereas** the Council for the Corporation of the Township of Ignace has identified certain routine administrative functions that should be delegated to staff to improve daily business efficiencies;

**Whereas** the Council for the Corporation of the Township of Ignace has recognized the need to delegate authority to staff during prescribed periods to ensure the continuity of business and the delivery of uninterrupted customer service;

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

1. That the delegation of powers and duties as set out in Schedule "A" attached hereto and forming part of this By-law is hereby approved.
2. That this By-law does hereby rescind By-law 15.2019 and any existing By-laws that delegate authority to staff.
3. That notwithstanding any provision of this By-law, matters identified herein may be referred to Council for consideration.
4. That this By-law shall come into force and take effect on the date that it is passed.

**Read a First and Second Time this 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

# Policy

## The Corporation of the Township of Ignace

### Policy Manual

<b>Section:</b> Council	<b>Subject:</b> Delegation of Powers and Duties Policy
<b>Effective Date:</b> February 22, 2022	<b>By-Law #:</b> 11.2022
<b>Approved by Motion #:</b>	<b>Catalogue:</b> C-06

#### 1.0 Preamble

Section 270(1) subsection (6) of the Municipal Act, 2001, requires that The Corporation of the Township of Ignace adopt and maintain policies with respect to 'the delegation of its powers and duties'. The purpose of this Policy is to set out the scope of the powers and duties by which Council may delegate its Legislative and administrative authority and establish principles governing such delegation.

#### 2.0 Policy Statement

The Corporation of the Township of Ignace, as an elected Municipal Government, is directly accountable to its constituents for its Legislative decision making, policies and administrative actions. Council's decisions are generally expressed by By-law or Resolution of Council carried by a majority vote. The efficient management of the Township and the need to respond to issues in a timely fashion require Council to entrust certain powers and duties to Committees and Staff while concurrently maintaining accountability, which can be effectively accomplished through the delegation of powers and duties.

#### 3.0 Definitions

**Administrative Powers** means all matters required for the management of the corporation which do not involve discretionary decision making.

**Accountability** means the standard to which Council, Staff, Committees and Local Boards are held to account for their actions.

**Chief Building Official** means the CBO as appointed by Council.

**Clerk** is the Municipal Clerk for the Corporation of the Township of Ignace, which includes the roles and responsibilities as laid out in Section 228 of the Municipal Act, 2001.

**Council** refers to the current elected Council for the Corporation of the Township of Ignace. This includes, as the whole, the Mayor, Deputy Mayor and Councillors.

**Delegation** means the transfer of approval authority of certain powers and duties from Council to the Clerk, employee or agent positions under certain terms and conditions as identified by this policy.

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**Manager** is the person responsible for direction and operational control of a division as defined on the Township's organizational structure and reports directly to the Clerk.

**Municipal Law Enforcement Officer** means the MLEO as appointed by Council.

**Legislative Powers** means all matters where Council acts in a legislative or quasi - judicial function including enacting By-laws, setting policies, and exercising decision making authority.

**Senior Management Team (SMT)** is comprised of the Clerk and the Managers. If a Manager is unavailable, a delegate may be assigned.

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

#### **4.0 Regulations**

**4.1** This Policy shall apply to Township Staff with respect to the carrying out of delegated powers and duties of Council as described in the Municipal Act, 2001, so as to increase the accountability and transparency of the municipal decision- making process.

**4.2** The powers and duties delegated by Council are not considered to be legislative or quasi-judicial and are considered to be at a Municipal level in nature.

**4.3** The persons to whom Council have delegated certain powers and duties are all officers, employees or agents of the Township.

**4.4** Council retains the right to hear any appeal concerning any delegated approval decision and at such time shall uphold, dismiss, or modify the delegated approval decision as determined by a Council vote.

**4.5** This policy shall be reviewed every four (4) years from the date it becomes effective, and/or at the discretion of Council.

**4.6** Any reference to this Policy; to any statute, or any section of a statute shall, unless expressly stated, be deemed to be reference to the statute as amended, restated or re-enacted from time to time. Any references to a By-law or Township policy shall be deemed to be a reference to the most recent passed policy or By-law and any replacements thereto.

**4.7** Council delegates to the Administration and appointed staff the authority to process, decide upon, and execute agreements for the following matters:

**4.7.1** Tile Drainage Loan Applications/Shoreline Assistance Loan Applications.

**4.7.2** Street Closures or temporary street closures and/or detours due to construction or special events.

**4.7.3** Signing releases or waivers required for short term use of facilities.

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- 4.7.4** Accounts Receivable - write-off of interest in accordance with Council approved annual Operating Budget.
- 4.7.5** Administering the Municipal Freedom of Information and Protection of Privacy Act and for decisions made there under.
- 4.7.6** Report to Council on the request of pursuit to recover monies owed to the Township through a third-party recovery.
- 4.7.7** All additions and deletions of local taxation for any MPAC driven assessment and classification changes shall be reported to Council for approval prior to the change.
- 4.7.8** Appointment of Township nominees to sit on labour boards of arbitration.
- 4.7.9** Report to Council on the execution of employee benefits and insurance renewals and amendments.
- 4.7.10** Agreements under \$5,000.00 and with a term less than four (4) years relative to daily operations of the Township and are acquired in accordance with the current 'Procurement Policy' By-law 108.2017.
- 4.7.11** Erection of intersection traffic control signing.
- 4.7.12** Changes to 'Letters of Credit' or 'Performance Bonds'.
- 4.7.13** Building Department approvals in accordance with the Building Code Act, S.O. 1992.
- 4.7.14** Delegate for execution to the CBO agreements with 'Registered Code Agencies' to perform specified functions with regard to the Building Code Act, S.O. 1992.
- 4.7.15** Delegate for execution of Building Permit Agreements made under the Building Code Act, S.O. 1992.
- 4.7.16** All applications for 'Rezoning Township Property' or changes to the 'Official Plan' must be reported to Council prior to any decision being made.
- 4.7.17** Certification of 'Title Applications' noting no objection to land description for development lands, subject to review and recommendation by staff, be delegated for execution to the Clerk.
- 4.7.18** Approval of the use of Municipal Facilities including events to which alcohol may be served. Proof of a valid liquor licence must be given prior to the event.
- 4.7.19** Applications regarding the 'Site Plan Control' are to be reported to Council, By-law 75.2021.

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- 4.7.20** Signing of agreements for purchase and sale of municipal property and easement agreements in accordance with the Disposition of Surplus Township Property Policy By-law #92.2021.
- 4.7.21** Signing of contracts or agreements associated with the purchase of budgeted items or services.
- 4.7.22** Approving all Sponsorship and Advertisements agreements.
- 4.7.23** Certificates of Exemption from registration as a non-gaming related supplier.
- 4.7.24** Signing letters of non-objection and deeming events as municipally significant for ACGO Liquor Licence Application Requirements.
- 4.7.25** Sewer Use Agreements.
- 4.7.26** West Nile Virus Larvicide Requirements, as determined by the Medical Officer of Health.
- 4.7.27** Settlement of small insurance claims up to the Township's deductible.
- 4.7.28** Updating of Township's Emergency Plan.
- 4.7.29** Joint use agreements.
- 4.7.30** Exemptions to any By-law are to be approved by Council prior to the granting of the exemption.
- 4.7.31** Ministry of Transportation Agreements (I.e., license renewals, fleet ownerships, etc.)
- 4.7.32** Servicing agreements and signing authorities associated with all existing Township bank accounts.
- 4.7.33** Council further delegates to the Clerk the authority to make decisions of a general administrative or housekeeping nature to the matters set out in Section 6.1.
- 4.8** Council further delegates to the Clerk the authority to process, decide upon and execute agreements for the following matters subject to the favourable recommendation of the Senior Management Team:
  - 4.8.1** Permission to park trailers temporarily on parking lots when the purpose is in the public interest and a non-commercial use.
  - 4.8.2** Approval of legal encroachments within the terms of Council's established policy.
  - 4.8.3** Approval of fire routes subject to favourable recommendations from the Chief Building Official and Fire Chief.

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- 4.8.4** Approval of the issuance of correcting or quit claim deeds to clear defects in the title of property.
- 4.8.5** Moving expenses for recruited employees with an upset limit of \$5,000.
- 4.8.6** Appointment of Commissioners of Oaths.
- 4.8.7** Closure of non-essential Township departments in the event of inclement weather in consultation with the Mayor.
- 4.8.8** Letters of support from Administration for community festivals and/or outdoor events, subject to Administration submitting the request to Council's attention as a communication for Council's information coincidental to the submission of the letter of support.
- 4.8.9** Letters of support for applications by outside groups or agencies where there is no financial commitment on the Township, subject to a favourable recommendation in support of the letter of request from the Manager responsible.
- 4.8.10** Requests for the rental of ice in municipal arenas and requests for the lease of advertising on ice resurfacing machines where written agreements are necessary.
- 4.8.11** Authority to bind the Corporation in Standard Crossing Reconstruction Agreements where the Supervisor of Public Works gives a favourable recommendation for the cost-sharing of construction and maintenance of the railroad crossing.
- 4.8.12** Maintenance agreements for future maintenance repairs and related engineering studies must be preapproved by Council.
- 4.8.13** Ability to authorize the Integrity Commissioner to investigate complaints reported to the Clerk.
- 4.8.14** Authority granted to the Clerk to consider and approve of requests for waiver of fees as noted in the Township's 'Recreation User Fee' By-law # 93.2021 limited to fees not exceeding \$1,000 per request.
- 4.8.15** Authority for the Clerk, upon recommendation of the Township Solicitor, Insurance Carrier and the Fire Chief, to use vacant dwellings acquired by the Township for training purposes prior to demolition.
- 4.8.16** Approval to terminate, or approve the termination of, contracts for default, poor or non-performance, subject to the favorable recommendation of the Township's Solicitor.
- 4.8.17** Approval of the execution of one-time or infrequent processes or agreements that are of an administrative nature and comply with approved operating or capital budgets.

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- 4.8.18** Grant applications submitted by the Township for existing approved programs where Township funding is either not required or is available within existing budgets.
- 4.8.19** Authority for the Clerk to waive the provisions of the 'Business Licensing' By-law # 65.2021 for special events upon the collective agreement of Council and of the Municipal Law Enforcement Officer.
- 4.8.20** Authority for the Clerk to execute agreements resulting from conditions imposed by decisions of the Council for the Corporation of the Township of Ignace in connection with severance and/or minor variance applications, where such conditions have been recommended by Administration, save and except for the conditions which are related to policy or precedent issues or require the expenditure of funds by the Township.
- 4.8.21** With the prior approval of Council the Clerk with the support of the Planner and/or Public Works Manager may propose amendments to:
- 4.8.21.1** By-laws closing alleys or rights-of-way adopted by former municipalities annexed or amalgamated to the Township of Ignace.
  - 4.8.21.2** Such by-law amendments to include easements in favour of utility companies as required to enter upon the unclaimed closed alleys for installation, repairs and maintenance of their facilities therein, and to convey unclaimed parcels from time to time.
- 4.8.22** With prior approval from Council the Clerk has the authority to sign amendment acceptance pages for contract renewals or amendments with the Township of Ignace employee benefit carriers/providers for all employee groups as a result of annual renewals, collective bargaining or arbitration awards, satisfactory in form to the Township's Solicitor, and in satisfactory technical and financial content to the Treasurer.
- 4.9** Council further delegates to the Clerk the authority to defend, settle, and abandon the following legal matters:
- 4.9.1** The conduct of all litigation before courts and administrative tribunals, subject to such instruction as may be issued by Council in the conduct of such litigation, the Clerk shall use the most efficient combination of staff and external legal services as required to represent and defend the interests of the Township in the issue at hand.
  - 4.9.2** Authority to defend, settle, and abandon all matters within the jurisdiction of the Small Claims Court provided that the authority to settle or abandon a matter is limited to an amount not to exceed \$5,000.
  - 4.9.3** Authority to direct the prosecution of, to defend, settle and abandon all matters within the jurisdiction of the Ontario Court of Justice or Provincial Offences Court provided that the authority to settle or abandon a matter is limited to an amount

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not to exceed an aggregate penalty of \$1,000.

**4.10** With respect to matters within the jurisdiction of the Superior Court of Justice, the Clerk shall have the authority to:

**4.10.1** Direct the defense of all actions against the Township and to take such steps, including all interim proceedings, as may be considered necessary or proper;

**4.10.2** With prior consent carry out the decision of Council to initiate an action or abandon an action;

**4.10.3** Recommend a settlement to Council in conjunction with the advice of the Township solicitor.

**4.10.4** In exercising authority granted in the aforementioned sections, the Clerk shall have the authority to:

**4.10.4.1** Authorize the payment of all expenses related to the conduct of any action or matter and the payment of any costs awarded against the Township;

**4.10.4.2** Execute all documents required to conduct any action or conclude the settlement of any action or matter; and

**4.10.4.3** Take all steps required to enforce orders, decisions, awards and judgements.

**4.10.5** With the prior consent of Council to make applications and take objection to all matters brought before administrative tribunals including the Local Planning Appeal Tribunal and other administrative tribunals.

**4.10.6** Authority to respond to all matters brought before administrative tribunals including the Local Planning Appeal Tribunal and other administrative tribunals.

**4.10.7** With prior consent from Council, to initiate all matters brought before the Ontario Labour Relations Board, the Ontario Human Rights Commission and the Canadian Human Rights Commission including arbitrations.

**4.10.8** Authority to respond to all matters brought before the Ontario Labour Relations Board, the Ontario Human Rights Commission and the Canadian Human Rights Commission including arbitrations.

**4.10.9** With prior consent from Council the Clerk shall have the authority to:

**4.10.9.1** Commence, conduct and participate in appeals regarding planning matters to the Local Planning Appeal Tribunal and similar administrative tribunals, including appeals from decisions of Council and/or the Committee of Adjustment;

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**4.10.10** For those matters for which the Clerk does not have delegated authority as noted in this By-law, the matter shall be brought before Council for direction at an In-Camera meeting in accordance with Section 239 of the Municipal Act, 2001.

**4.10.11** Where time constraints or other circumstances will not allow for the required authority granting procedures to be followed with respect to any legal matter, the Clerk shall have the authority to take appropriate action and report such actions to Council at the earliest opportunity.

**5.0 Exclusions**

**5.1** Unless specifically delegated in this Policy, all the powers and duties of Council as described in the Municipal Act, 2001 shall remain with Council.

**5.2** Council cannot delegate the following powers and duties:

**5.2.1** The power to pass By-laws for municipal taxation or tax collection.

**5.2.2** The power to incorporate corporations.

**5.2.3** The power to adopt an Official Plan or Official Plan Amendment or to pass a Zoning By-law under the Planning Act.

**5.2.4** The power to adopt a Community Improvement Plan.

**5.2.5** The power to adopt or amend the budget of the Municipality.

**5.2.6** Any other power or duty that may be prescribed or legislated by Provincial Legislation or another Township By-law.

**6.0 Policy Adoption and Review Guidelines**

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
February 22, 2022	11.2022		February 22, 2022	February 2027

**7.0 Reference to Other Policies of By-laws**

Policy Title	Policy Section	Policy Number

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**The Corporation of the Township of Ignace**

**By-law 12.2022**

**Being A By-Law to Govern the Employment of Relatives of Councillors Along with Current and Future Employees, Volunteers and Committee Members Paid or Unpaid of The Corporation of The Township of Ignace**

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**Whereas** The Municipal Act, 2001, s.10 (2), authorizes the Municipality to adopt by-laws respecting the governance structure of the Municipality and its local boards.

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

**Therefore** let it be resolved that the Council for the Corporation of the Township of Ignace hereby enacts as follows:

1. That the policy Schedule 'A' is attached hereto and forms party of this By-Law.
2. This By-law hereby rescinds By-law 68.2017 and any other By-law pertaining to the 'the Employment of Relatives of Councillors Along with Current and Future Employees, Volunteers and Committee Members Paid or Unpaid'.
3. 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 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

# The Corporation of the Township of Ignace

## Policy Manual

<b>Section:</b> Human Resources	<b>Subject:</b> Employment of Relatives
<b>Effective Date:</b> February 22, 2022	<b>By-law #:</b> 12.2022
<b>Approved by Motion #:</b>	<b>Catalogue #:</b> H-09

### 1.0 Preamble

The intent of this policy is to avoid creating or continuing an employment situation where there is potential for favoritism and/or conflict of interest.

### 2.0 Policy Statement

The Corporation of the Township of Ignace will not discriminate in its hiring practices on the basis that a person is related to a current employee. To this end, relatives are eligible for employment provided that:

1. Employees do not directly or indirectly influence the recruitment and selection processes if their relative is a candidate;
2. Department Heads exclude themselves from any stages of the recruitment and selection processes where his/her relative is a candidate;
3. A direct/indirect supervisory/subordinate reporting relationship is not created between such employees;
4. Relatives are not employed in positions where a real or perceived conflict of interest exists;
5. The Township of Ignace has the right under the Ontario Human Rights Code to grant or withhold employment or advancement in employment to a person who is a family member of a Councillor or an employee, volunteer or committee member; and
6. Whether founded or not, any damage to the reputation of the Corporation must be weighed against the advantages of hiring a qualified family member.

### 3.0 Definitions

**Clerk** means the person appointed as the Clerk by Council and includes a designated person.

**Committee Member** a small group of people chosen to represent a larger organization and make decisions or collect information for it: committee members. a committee meeting.

**Corporation** shall mean the Corporation of the Township of Ignace.

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**Council** means the Council for the Corporation of Ignace.

**Department Head** means any Senior Management employee that is designated as the head of the department.

**Direct Supervisory Relationship** refers to an employment relationship where one relative has direct influence over a relative's employment through decisions, recommendations or judgements related to such matters as appointments, assessment of performance, salary, career development or discipline.

**Employee** a person employed by the Township for wages or salary.

**Mayor** is the elected Head of Council for the Corporation of the Township of Ignace.

**Relative** means spouses, including common-law spouses and same-sex partners children (son, daughter, including foster, adopted and step-children), parents, siblings (brother, sister, step-siblings), grandparents, in-laws, niece, nephew, guardian and/or dependents.

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

**Volunteer** a person who freely offers to take part in an enterprise or undertake a task.

#### **4.0 Regulations**

**4.1** Applicants will not be hired into a position where their direct supervisor or subordinate is an immediate relative, as defined above.

**4.2** To avoid perceived favoritism or conflicts of interest, and to ensure the safety of all employees, internal candidates will not be promoted or transferred to positions where they would be supervised by a relative, or supervisor to a relative as indicated above.

**4.3** Immediate relatives of Members of Council will be considered for positions in accordance with this policy, provided they are the most qualified candidate, and the Member of Council has declared a conflict of interest pertaining to any hiring, promotion or disciplinary issues/actions and are removed from the decision-making process.

**4.4** For the purposes of this Policy, fee for service contracts do not qualify the contractor as an employee.

**4.5** Should employees become directly related after hiring, either through marriage or an election:

**4.5.1** The Clerk or Designate, and Department Head will meet to review the situation to determine if the policy is being contravened.

**4.5.2** If the policy is being contravened, all parties (including the employee) will meet to discuss and agree upon an arrangement which addresses the situation. A copy of this policy will be pre-circulated.

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4.6 If no alternatives are available to address concerns, one of the employees may be required to resign from their current position.

**5.0 Policy Adoption and Review Guidelines**

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
February 22, 2022	12.2022		February 22, 2022	February 2027

**6.0 References to Other Policies of By-laws**

Policy Title	Policy Section	Policy Number

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# The Corporation of the Township of Ignace

## By-law 13.2022

### Being a By-law to Regulate & Control Ice and Snow Removal Within the Township of Ignace

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**Whereas** pursuant to the Highway Traffic Act, R.S.O. 1990, c.H.8, s. 181 No person shall deposit snow or ice on a roadway without permission in writing to do so from the Ministry or the road authority responsible for the maintenance of the road.

**Whereas** the Municipal Act, S.o. 2001, c25, s27 (1) as amended, a municipality may pass by-laws in respect of a highway only if it has jurisdiction over the highway.

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

#### 1.0 Definitions

**Commercial Property** shall be as defined in the Official Zoning By-law 68.2020 The use of land, building(s) and/or structure(s), not listed elsewhere in this By-law, for all legal forms of buying and selling goods and services.

**Council** means the elected Council for the Corporation of the Township of Ignace.

**Curb** means the actual curb, if there is one, and if there is no curb in existence, shall mean the division of a highway between that part thereof intended for the use of vehicles and that part thereof intended for the use of pedestrians.

**Driveway** means a private road that provides vehicle access from an individual lot or site to a public road.

**Highway** means every thoroughfare, street, road, trail, avenue, parkway, driveway, viaduct, lane, alley, square, bridge, causeway, trestle way or other place, whether publicly or privately owned, any part of which the public is ordinarily entitled or permitted to use for the passage or parking of vehicles within the Township of Ignace.

**Obstruction** means an encroachment, excavation, structure, or other obstacle, which interferes with, or prevents the vision, passage, maintenance or use of any public property by vehicles or pedestrians. Obstruction also means the interference of an Officer while performing his/her duties.

**Occupant** means any person who occupies or has possession of or use of any land or building within the Town.

**Officer** means the Municipal Law Enforcement Officer (MLEO) or the Ontario Provincial Police (OPP) along with the Ignace Volunteer Fire Department Chief.

**Owner** means any person who has a legal title to a property or who possesses property under a purchase agreement or has the control or management of a property.

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**Person** means any individual person and includes any association or body corporate, or company or partnership.

**Residential Property** means any property that a municipality has designated for single family homes, apartments, co-operatives, townhouses, and any other place where people live.

**Roadway** means that part of the street intended for vehicular traffic within the Township of Ignace.

**Sidewalk** means that part of the highway primarily intended for the use of pedestrians and included the part laying between the curb line or edge of the roadway and the adjacent property line.

**Street** shall include every road, roadway, avenue, lane, boulevard, sidewalk, thoroughfare, bridge and highway within the Township of Ignace.

**Township** means the Township of Ignace.

## **2.0 General Provisions**

- 2.1** No person shall deposit, or cause to be deposited, snow or ice on the travelled portion of the roadway.
- 2.2** No person shall deposit, or cause to be deposited, snow or ice on any sidewalk plowed by the Township of Ignace.
- 2.3** No person shall deposit any snow from private property or cause any snow from private property to be deposited on any part of a roadway allowance within the Township of Ignace.
- 2.4** No person shall deposit, or cause to be deposited, snow or ice from one side of the travelled portion of the roadway to the other side of the travelled portion of the roadway.
- 2.5** No person shall deposit or stockpile, or cause to be deposited or stockpiled, snow or ice within the roadways as to obstruct the line of sight of vehicles entering the roadway from a private driveway or at an intersection.
- 2.6** No person shall deposit, or cause to be deposited, snow or ice on, or immediately adjacent to, a fire hydrant or in a manner that obstructs access to a fire hydrant.
- 2.7** No person shall deposit, or cause to be deposited, snow or ice in such a manner so as to obstruct drainage to any Township owned ditch, drain or sewer.
- 2.8** No person shall deposit, or cause to be deposited, snow or ice on any Township owned property including parkland without written permission from the Township.
- 2.9** No person shall pile, redistribute or otherwise cause the accumulation of snow on a sidewalk, travelled portion of a roadway, within the Municipality, in such a manner as to obstruct traffic, or the view of traffic.
- 2.10** No person shall place, or cause to be placed, ice or snow from private property or from a boulevard, onto the private property of another person.

- 2.11 No person shall place or permit snow to accumulate on any corner lot above the grade of the road with height exceeding 0.91 meters (3ft) within a sight triangle.
- 2.12 The accumulation of snow on the part of a Municipal Road allowance that is located along the entrance of driveway of a private property may be cleared and deposited by the owner of the property only on the part of the road allowance that fronts his/her property and that is not open for and used by or for pedestrian and vehicular traffic and parking.
- 2.13 The provisions of this By-law shall not apply to the Corporation of the Township of Ignace or the Ministry of Transportation.

### **3.0 Exemptions**

- 3.1 The provisions of this By-law shall not apply to Municipal snow clearing operations, the Township of Ignace snow clearing operations, or the Ontario Ministry of Transportation.

### **4.0 Remediation**

- 4.1 When snow or ice is deposited in contravention of Section 2.0, notice shall be given to the property owner to remove the material forthwith.
- 4.2 If the property owner fails to remove the snow or ice forthwith, or cannot be notified immediately, or if the property is vacant or if the material is of a nature, volume or consistency to create an immediate hazard, the Working Foreman or his/her designate is authorized to have the material be removed and to invoice the property owner for the expense incurred.
- 4.3 The Township of Ignace may recover the remedial action and enforcement costs incurred under subsection 4.2 by action, or by adding them to the tax roll and collecting them in the same manner as taxes in accordance with Section 446 of the Municipal Act, 2001.

### **5.0 Obstruction**

- 5.1 No person shall hinder, interfere with or otherwise obstruct, either directly or indirectly, an officer, employee of the Township of Ignace and/or agent in the lawful exercise or power of duty under this By-law.
- 5.2 Any person who has been alleged to have contravened any of the provisions of this By-law, shall identify themselves to the officer upon request, failure to do so shall be deemed to have obstructed or hindered the officer in the execution of his/her duties.

### **6.0 Enforcement**

- 6.1 Any Police Officer and/or Municipal Law Enforcement Officer is authorized to inform any person of the provisions of this By-law and to request compliance therewith.
- 6.2 Any Police Officer and/or Municipal Law Enforcement Officer is authorized to order any person believed by such Officer to be in contravention of this By-law to desist from the activity consisting or contributing to such contravention.

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## **7.0 Penalty**

### **7.1 Every person who:**

**7.1.1** Hinders, disturbs or obstructs any officer in carrying out their duties under this By-law, or;

**7.1.2** Contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a penalty pursuant to the Provincial Offences Act, R.S.O. 1990, c.P. 33, as amended (see Schedule "A").

**7.2** Authority to Tow Vehicles: In addition to any other penalties provided for in this By-law, a member of the Corporation of the Township of Ignace or Municipal Law Enforcement Officer may, where a vehicle is parked or stopped in contravention of any portion of this By-law, cause it to be moved or taken to and placed or stored in a suitable place as designated by the Corporation of the Township of Ignace (i.e. towing company compound) with fees applicable for recovery.

## **8.0 Validity & Severability**

**8.1** Should any section, subsection, clause, paragraph or provision of this By-law be declared by a Court of competent jurisdiction to be invalid, the same shall not affect the validity of this By-law as a whole or any part thereof, other than the part so declared to be invalid.

**Read a First and Second Time this 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

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**The Corporation of the Township of Ignace**

**Schedule "A" to By-law 13.2022**

**Set Fine Schedule**

<b>Item</b>	<b>Short Form Wording</b>	<b>Provision Creating or Defining Offence</b>	<b>Set Fine</b>
<b>1</b>	Deposit or cause to be deposited, snow or ice on the travelled portion of the roadway.	Section 2.1	\$175.00
<b>2</b>	Deposit or cause to be deposited, snow or ice on sidewalk.	Section 2.2	\$175.00
<b>3</b>	Deposit or cause to be deposited, snow or ice on roadway allowance.	Section 2.3	\$175.00
<b>4</b>	Deposit or cause to be deposited, snow or ice on other side of travelled portion of roadway.	Section 2.4	\$175.00
<b>5</b>	Deposit or cause to be deposited, snow or ice on roadway that obstructs the line of sight.	Section 2.5	\$175.00
<b>6</b>	Deposit or cause to be deposited, snow or ice on, or immediately adjacent to a fire hydrant.	Section 2.6	\$200.00
<b>7</b>	Deposit or cause to be deposited, snow or ice as to obstruct drainage to any town drain or sewer.	Section 2.7	\$175.00
<b>8</b>	Deposit or cause to be deposited, snow or ice on town owned property.	Section 2.8	\$175.00
<b>9</b>	Pile the accumulation of snow on sidewalk or travelled portion of a roadway.	Section 2.9	\$175.00
<b>10</b>	Redistribute the accumulation of snow on a sidewalk or travelled portion of the roadway.	Section 2.9	\$175.00
<b>11</b>	Cause the accumulation of snow on a sidewalk or travelled portion of the roadway.	Section 2.9	\$175.00
<b>12</b>	Deposit or cause to be deposited, snow or ice on private property of another person.	Section 2.10	\$175.00
<b>13</b>	Obstructing an Officer or Agent	Section 5.1	\$300.00

**Note:** The General Penalty provision for the offences listed above is Section 7.1.2 of By-law 13.2022, a certified copy of which has been filed.

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**The Corporation of the Township of Ignace**

**By-law 14.2022**

**Being a By-law to Delegate Authority to the Clerk for Certain Acts During a 'Lame Duck' Period**

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**Whereas** Section 275 of the Municipal Act, 2001, c.25, as amended, restricts acts that Council can take after Nomination Day (August 19<sup>th</sup> , 2022) and after Voting Day (October 24<sup>th</sup> , 2022) if the Council is in a Lame Duck position.

**Whereas** Section 275(3) of the Municipal Act, 2001, c.25 restricts Council from acting on the following:

1. The appointment or removal from office of any officer of the Municipality.
2. The hiring or dismissal of any employee of the Municipality.
3. The disposition of any real or personal property of the Municipality which has value exceeding \$50,000.00 at the time of disposal.
4. Making any expenditure or incurring any other liability which exceeds \$50,000.00.

**Whereas** Section 275(6) of the Municipal Act, 2001, c.25 states that nothing in this section prevents any person or body exercising authority of a Municipality that is delegated to the person or body prior to nomination day for the election of the new Council.

**Whereas** Council deems it expedient to delegate authority to the Clerk to take action, where necessary, on certain acts during the 'Lame Duck' period.

**Therefore** let it be resolved that the Council for the Corporation of the Township of Ignace enacts as follows:

**1.0** That the Council of the Corporation of the Township of Ignace hereby delegates authority under Section 275(3) of the Municipal Act, 2001, between Nomination Day and commencement of the Council Terms as follows:

- 1.0.1** The Clerk be delegated authority as the financial signing authority for expenditures, outside the current budget, exceeding \$50,000.00.
- 1.0.2** That the Clerk be delegated the authority to execute the agreement of purchase and sale, pertaining to the disposition of any real personal property of the Municipality which has a value exceeding \$50,000.00 at the time of disposal for the acquisition of property.
- 1.0.3** The Clerk be delegated the authority to hire or remove any officer from/to employment with the Township of Ignace.

**2.0** The Clerk will report to Council on any actions taken under the restrictions listed in Section 275(3) of the Municipal Act, 2001, between Nomination Day and the commencement of the Council term.

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- 3.0 This By-law rescinds By-law 13.2018 and any other By-law pertaining to a 'Lame Duck' period.
- 4.0 This By-law shall come into force and take effect upon the Third and Final Reading thereof.

**Read a First and Second Time this 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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

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



**The Corporation of the Township of Ignace**

**By-law 15.2022**

**Being a By-law to adopt a policy Pertaining to Memberships and Subscriptions**

**Whereas** the Municipal Act, 2001, chapter 25, section 270(1)3 and 5 provide for the adoption of policy regarding the procurement of goods and services along with ensuring accountability to the public for its actions.

**Therefore** let it be resolved that the Council for the Corporation of the Township of Ignace hereby enacts as follows:

1. This By-law shall rescind By-law 40.1981 and any other By-law pertaining to 'Memberships and Subscriptions'.
2. The corporate policy attached shall become part of this By-law.
3. This By-law shall come into force and take effect upon the Third and Final reading thereof.

**Read a First and Second Time this 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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

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

# The Corporation of the Township of Ignace

## Policy Manual

**Section:** Council

**Subject:** Memberships & Subscriptions

**Effective Date:** February 22, 2022

**By-law #:** 15.2022

**Approved by Motion #:**

**Catalogue #:** C-03

### 1.0 Preamble

The Township is committed to purchasing memberships for elected or appointed officials to become members of Municipal and community associations in order to improve technical skills of the officials or where such membership would be in the interest of the Township to do so subject to the provisions of The Municipal Act, 2001 and any subsequent legislation.

### 2.0 Policy Statement

The Township authorizes members of Council and Appointed Officials to become members of the Municipal Unions, Associations or Organizations stipulated in this Policy, and agrees to pay the fees. The Township becomes a member of, or appoints representation to the Associations or Organizations stipulated in this Policy, and agrees to pay the fees. The Township authorizes other memberships by members of Councillor Appointed Officials, but subject to payment by the Township of fees only when specifically approved by Council. The Township subscribes to specified publications and periodicals where they are deemed to be of benefit in improving technical skills or supplying general or specific information.

### 3.0 Definitions

**Appointed Official** means any individual who is appointed to any agency, institution, department, office, branch, division, council, commission, board or bureau, whether unpaid or paid.

**Corporation** shall mean the Corporation of the Township of Ignace.

**Council** means the Council for the Corporation of Ignace.

**Designate** means to appoint (someone) to a specified position.

**Mayor** is the elected Head of Council for the Corporation of the Township of Ignace.

**Membership** the fact of being a member of a group.

**Subscription** an advance payment made to receive or participate in something.

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

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## **4.0 Regulations**

- 4.1** The Township will maintain annual memberships in those Associations or Organizations set out in Schedule "A" of this Policy.
- 4.2** Appointed Officials will be enrolled annually in appropriate Organizations, Associations and Groups as outlined in Schedule "B" of this Policy.
- 4.3** Representatives from Council or Appointed Officials shall be authorized to participate in any Association or Organization where, by this Policy, the Township is a member and the Councillor or Appointed Official has been appointed as a Township Representative.
- 4.4** Where representation is requested from the Township on any organization or body of which the Township is not a member, or where the organization is representative of the region or municipalities in general, Council may authorize a member or employee to so represent the Township, and where authorization is given, the Township shall pay any required fees or dues.
- 4.5** Where any member of Council or Appointed Official proposes to become a member or representative of any Union, Association or Organization not provided for in this Policy, such member or official shall be responsible for any fees, dues, subscriptions, traveling expenses, or other costs arising from such membership or representation.
- 4.6** Council may, in its sole discretion, approve, on a one-time basis in any instance, membership or representation referred to in section 4.5 of this policy, and where such approval is given and Council deems it in the interest of the Township, the Township may pay such costs and expenses as might be specified by Council as to purpose and amount.
- 4.7** The Municipality will subscribe, on behalf of members of Council, and Appointed Officials, to magazines, periodicals, papers, or other publications or information as set out in Schedule C to this Policy.
- 4.8** Notwithstanding section 4.7 of this policy, the Clerk may authorize a Staff subscription to such publications in the form of law reports, legislation, employee relations, or other specific information for his/her office, subject that cost of such subscriptions are provided for in the approved budget for his/her department.
- 4.9** Notwithstanding section 4.7 of this policy, any other Board or Committee, outside Council, may subscribe to such publications, etc., as they deem advisable for their purpose, subject that costs of such subscription are provided for in the approved budget for respective Board or Committee.
- 4.10** This Policy shall apply to all Boards, Committees and other bodies whose members are appointed by Council and which are under the control or responsibility of, or funded in whole or in part by Council.
- 4.11** The Clerk may, at his/her discretion, approve membership in an Association, Union or Committee not included in this Policy subject to the membership being of benefit to the Township and that the costs of the membership is included in the budget of the Department requesting the membership.

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**5.0 Policy Adoption and Review Guidelines**

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
February 22, 2022	15.2022		February 22, 2022	February 2027

**6.0 References to Other Policies of By-law**

Policy Title	Policy Section	Policy Number

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## **The Corporation of the Township of Ignace**

### **Schedule "A" to Policy C-03**

1. Ontario Good Roads Association (OGRA)
2. Association of Municipalities of Ontario (AMO)
3. Northwestern Ontario Municipal Association (NOMA)
4. Kenora District Municipal Association (KDMA)
5. Federation of Canadian Municipalities (FCM)
6. Patricia Regional Tourist Council
7. Sunset Country
8. Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO)
9. Northern Ontario Service Deliverers Association (NOSDA)
10. Federation of Northern Ontario Municipalities (FONOM)
11. Patricia Area Community Endeavors (P.A.C.E.)
12. Rural Ontario Municipal Association (ROMA)
13. Canadian Association for Nuclear Host Communities (CANHC)

### **Schedule "B" to Policy C-03**

Township Managers and Departments may maintain such memberships as required by Legislation or as appropriate to the requirements of the department, subject to the required fees being approved in the annual operating budget process for the appropriate department.

### **Schedule "C" to Policy C-03**

**Municipal World** – Council, Clerk, Treasurer, Operations and Planning.

# The Corporation of the Township of Ignace

## By-law 16.2022

### **Being a By-law to control and regulate the Obstruction of a Municipal Law Enforcement Officer or any Other Officer within the Township of Ignace**

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**Whereas** the Municipal Act, 2001 section 426 (1) provides that 'No person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this Act or under a by-law passed under this Act. 2006, c. 32, Sched. A, s. 184.'

**Whereas** the Municipal Act 2001, Orders under s. 438 (3) No person shall neglect or refuse to produce any information or thing or to provide any information required by any person acting pursuant to an order under section 438. 2006, c. 32, Sched. A, s. 184.

**Whereas** the Municipal Act, 2001 section 426(4) Any person who contravenes subsection (1) or (3) is guilty of an offence. 2006, c. 32, Sched. A, s. 184.

**Therefore** let it be resolved that the Council for the Corporation of the Township of Ignace hereby enacts as follows:

#### **1.0 Definitions**

**Council** means the elected Council for the Corporation of the Township of Ignace.

**Obstruction** means the interference of an Officer while performing his/her duties.

**Officer** means the Municipal Law Enforcement Officer (MLEO) or the Ontario Provincial Police (OPP) along with the Ignace Volunteer Fire Department Chief.

**Person** means any individual person and includes any association or body corporate, or company or partnership.

**Township** means the Township of Ignace.

#### **2.0 General Provisions**

**2.1** No person shall interfere with the duties of an Officer within the Township of Ignace.

#### **3.0 Offences, Fines and Enforcement**

**3.1** The Municipal Law Enforcement Officer and/or Ontario Provincial Police may, at any reasonable time, enter any place for the purpose of determining compliance with this By-law, and for this purpose may make such examinations, investigations, tests and inquiries as are necessary.

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- 3.2 Every person who hinders or obstructs a person lawfully carrying out the enforcement of this By-law is guilty of an offence.
- 3.3 Any person who contravenes any provision of this By-law is guilty of an offence, and may be subject to a fine as specified in Schedule 'A' of this By-law.
- 3.4 This By-law shall rescind any other By-law pertaining to the 'Obstruction of a Municipal Law Enforcement Officer' within the Township of Ignace.
- 4.0 This By-law shall come into force and take effect upon the Third and Final Reading thereof.

**Read a First and Second Time this 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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

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**Lynda Colby, Clerk**

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The Corporation of the Township of Ignace

Schedule "A" to By-law 16.2022

Item Number	Short Form Wording	Provision Creating/Defining the Offence	Set Fine
1	No person shall interfere with the duties of an Officer within the Township of Ignace.	Section 2.1	\$100.00
2	Every person who hinders or obstructs a person lawfully carrying out the enforcement of this By-law is guilty of an offence.	Section 3.2	\$100.00

**Note:** The General Penalty provision for the offences listed above is Section 3.0 of By-law 16.2022, a certified copy of which has been filed.

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**The Corporation of the Township of Ignace**

**By-Law 17.2022**

**Being a By-law to Provide Policy for the Procurement of Goods & Services for the Township of Ignace**

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**Whereas** the Municipal Act, 2001, section 224(b) requires the role of Council to include the development and evaluation of the policies and programs of the Township.

**Whereas** the Municipal Act, 2001, section 224(d) requires Council to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of the Council.

**Whereas** the Municipal Act, 2001, section 224(d.1) requires Council to ensure the accountability and transparency of the operations of the Township, including the activities of the Senior Management of the Township.

**And Whereas** the Municipal Act, 2001, section 270(1)(3) requires a Municipality to adopt and maintain a policy with respect to the procurement of goods and services.

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

1. This By-law shall rescind By-law 108.2017 and any other By-law pertaining to the 'Procurement of Goods & Services'.
2. The corporate policy attached shall become part of this By-law.
3. This By-law shall come into force and take effect upon the Third and Final reading thereof.

**Read a First and Second Time this 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

# The Corporation of the Township of Ignace

## Policy Manual

**Section:** Administration

**Subject:** Procurement of Goods & Services

**Effective Date:** February 22, 2022

**By-law #:** 17.2022

**Approved by Motion #:**

**Catalogue #:** A-10

### 1.0 Preamble

The Township of Ignace from time to time shall find the need to procure goods and services for the ease of operation along with the betterment of the organization and community as a whole.

### 2.0 Policy Statement

The purpose of this policy is to encourage competition among contractors/vendors to obtain the highest possible quality of goods and services for the least amount of money. To procure goods and services that are environmentally friendly and incorporate the requirements of the 'Ontarians with Disabilities Act'. This policy is to ensure fairness, objectivity, and transparency within the procurement process.

### 3.0 Definitions

**Award** means the authorization to proceed with the purchase of goods and services.

**Bid** means a submission received in response to a call for bids.

**Bidder** means a person, firm or corporation that submits a bid in response to a call for bids.

**Blanket Purchase Order** is used to permit a user Department or Departments to secure goods and services from a supplier without a Purchase Order for each transaction.

**Call for Bids** means a formal request for bids and includes a request for quotations, a request for tenders and a request for proposals.

**Clerk** means the person appointed as the Clerk by Council and includes a designated person.

**Construction** means construction, reconstruction, demolition, repair or renovation of a building or structure and includes site preparation, excavation, drilling, seismic investigation, soil investigation, the supply of products and materials and the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures to a building or structure.

**Consulting and Professional Services** means those services requiring the skills of a professional for a defined service and includes the services of architects, engineers, designers, surveyors, planners, accountants, auditors, management professionals, marketing professionals, software and information technology experts, financial consultants, lawyers,

law firms, real estate agents and brokers, environmental planners and engineers, communications consultants and any other consulting services which may be required by the Township.

**Contract** means a contract awarded under this By-law.

**Contractor** means the bidder to whom a contract is awarded.

**Corporation** shall mean the Corporation of the Township of Ignace.

**Council** means the Council for the Corporation of Ignace.

**Department Head** means any Senior Management employee that is designated as the head of the department.

**Emergency** means an event or circumstance where the immediate purchase of goods or services is necessary to prevent or alleviate serious delay, a threat to public health, safety or welfare, the disruption of essential services or damage to public property or any other expenditure that is necessary to respond to any such event.

**Expanded Works** means an approved construction project in which an unexpected problem arises during construction, which does not expand the scope of the project but is necessary to deliver the original approved work.

**Goods** means personal property, including raw materials, products, supplies, equipment and other physical objects of every kind and description.

**In House Bid** means a bid made by a department or employee, submitted in response to a call for bids, where provision of the goods and services will be provided entirely by employees of the Township.

**Mayor** is the elected Head of Council for the Corporation of the Township of Ignace.

**Preferred Vendor** means a manufacturer or seller that has a continuing arrangement to provide a business or organization with products or services, often at a reduced price.

**Proposal** means a submission received in response to a request for proposals, acceptance of which may be subject to further negotiation.

**Purchase Order** means a written order to a contractor setting out the terms and conditions for the purchase of goods and services.

**Quotation** means a binding offer received in response to a request for quotations.

**Request for Expression of Interest** means a request made by the Township for the purpose of compiling a list of persons, firms or corporations who may be interested in providing goods or services to the Township.

**Request for Pre-Qualification** means a request for the submission of information from potential bidders, including the experience, financial strength, education, background and personnel of persons, firms or corporations who may qualify to supply goods or services to the Township.

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**Request for Proposal** means a request for proposals made pursuant to this policy.

**Request for Quotation** means a request for quotations made pursuant to this policy.

**Request for Tenders** means a request for tenders made pursuant to this policy.

**Responsive** means a bid has complied in all material respects with the requirements set out in the call for bids documentation.

**Services** means the services to be provided under contract and includes consulting and professional services.

**Single Source** means that there is more than one source of supply for a particular good and/or service in the open market; however, only one source is used by the Township due to predetermined and approved specifications.

**Sole Source Purchase** means a purchase made under section 15.0 of this policy.

**Standing Agreement** means an agreement between the Township and a contractor resulting from a call for bids, under which the contractor agrees to provide goods or services as and when needed by the Township, at a predetermined price, for a predetermined period of time upon predetermined terms and conditions.

**Supplier** means any individual or legal entity that is available to provide goods or services to the Township.

**Tender** means a submission received in response to a request for tenders.

**Time Sensitive Work** means work for which the timing to initiate and/or complete the purchase is paramount but the time available to follow normal procedures is insufficient.

**Total Cost** means the contract cost for the full term of the contract including all applicable taxes, but exclusive of any rebates.

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

#### **4.0 Regulations**

**4.1** Council for the Corporation of the Township of Ignace has ultimate authority for all expenditures. Council delegates authority by approval of the annual budget or by specific resolution. Resolutions approving budget amendments, capital expenditures or special appropriations shall contain the purpose of the expenditure, cost estimates or expenditure limitation and the fund in which an appropriation has been provided. The details of which shall provide Council in a report to be submitted by the appropriate department head.

**4.2** The purchasing and procurement procedures laid out in this policy shall be adhered to by all Municipal departments, boards and committees over which Council has direct control.

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- 4.3 No purchase of goods and/or services shall be authorized unless the purchase is in compliance with this policy. Any goods and/or services that are obtained without adhering to this policy will not be accepted and any invoices received may not be processed for payment.
- 4.4 Department Heads may delegate their purchasing authority as assigned to a subordinate as outlined by this policy; however, all responsibility shall remain with the Department Head.
- 4.5 Total Department budgets are authorized by Council in the Annual Operating Budget and Capital Budget. Within that broad constraint, Department Heads are authorized to spend funds in accordance with the conditions outlined in this policy and procedures.
- 4.6 This policy and its provisions will also allow flexibility for Department Heads to meet the operational requirements of their departments with a minimum of restriction and formality, while at the same time providing the control features needed relative to the procurement of goods and services.
- 4.7 Wherever possible, departments should attempt to procure goods and/or services of like nature as a combined effort with other departments in order to benefit from economies of scale.
- 4.8 The Full Life Cycle of products and their complete impact should be considered when purchasing goods and/or services. The total costs, including but not limited to, the operating, training, maintenance, quality of warrant, payment terms, disposal value and disposal cost should be considered in evaluating competitive bids from responsive and responsible bidders.
- 5.0 General Responsibilities**
- 5.1 All Municipal staff delegated with approval authority shall follow the guidelines as established in this policy.
- 5.2 The purchase and procurement of goods and/or services required for the provision of the Municipality's operation and services prior to the approval of the annual budget may be authorized by the Department Head up to 50% (Fifty percent) of the previous year's operating budget in accordance with this policy.
- 5.3 Any long-term contracts that the Township has entered into for the purchase and procurement of goods and/or services required for the provision of the Municipality's operation and services prior to the approval of the annual budget shall continue.
- 5.4 Approval authority as outlined in "Schedule A", levels of Approval Authority and Section 10.0 shall be adhered to.
- 6.0 Clerk's Responsibilities**
- 6.1 The Clerk has the authority to instruct Department Heads not to award contracts and to submit recommendations to Council for approval and may provide additional restrictions concerning the procurement where such actions are considered necessary and in the best interest of the Township.

6.2 Has the same authority as outlined in Section 7.0.

## 7.0 Department Heads Responsibilities

7.1 Have the responsibility for the procurement of all goods and/or services within their departments and are accountable for achieving best value for the Township while following and adhering to this policy.

7.2 Have the responsibility to ensure that adequate funds are budgeted and available in the Annual Budget and that the expenditure for goods and/or services is properly approved. If in doubt that adequate funds are available, the Treasurer should be consulted.

7.3 Have the authority to delegate approval authority to staff at the appropriate levels within their department as per Section 10.0 of this policy.

7.4 With the approval of the Clerk, have the authority, when it is of their opinion that a 'Time Sensitive Event' has occurred, to authorize the purchase and procurement of goods and/or services as is considered necessary to remedy the situation without regard to the requirement for a competitive bid process and may approve the necessary contract amendments, as required, provided that reasonable effort, under the circumstances, is made to acquire reasonable price(s) for the goods and/or services purchased.

The relevant details surrounding the 'Time Sensitive Event', if the purchase exceeds the approval limits set forth in Section 14.0 shall be included in a report and submitted to Council as soon as possible.

## 8.0 Treasurer's Responsibilities

8.1 The Treasurer shall be responsible for:

8.1.1 Overseeing the purchasing and procurement adherence and compliance to the Municipality's policies.

8.1.2 Maintaining ownership over the Procurement of Goods and/or Services Policy.

8.1.3 Approve all invoices over \$2,500 before payment is processed.

## 9.0 Council's Responsibilities

9.1 Despite any other provisions of this policy, the following are subject to Council approval:

9.1.1 Any contract requiring approval from the Ontario Municipal Board (OMB).

9.1.2 Any contract prescribed by Statute to be made by Council.

9.1.3 Where the cost amount proposed for acceptance is greater than \$25,000 and is not budgeted for in the Council approved operating budget.

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- 9.1.4 Where the cost amount proposed for acceptance is greater than \$75,000 above the Council approved operating budget for that expenditure.
- 9.1.5 Where the cost amount proposed for acceptance is greater than 10% or \$250,000 above the Council approved Capital Budget for the capital project.
- 9.1.6 Where the cost amount would result in insufficient funds, above the contingency amount, to complete the capital project as approved by Council in the annual Capital Budget.

**10.0 Approval Authority & Reporting Requirements**

- 10.1 Unless otherwise approved by Council, all purchases and procurements of goods and/or services must be approved in the annual Budget, with the exception of purchases made under section 14.0 of this policy.
- 10.2 All applicable taxes, for which the Township receives a refund, shall be excluded in determining the purchasing amount.
- 10.3 All dollar values are based on annual amounts and must be within the approved budget limit.

**11.0 Budgeted Goods & Services**

- 11.1 The authorization to proceed with the actual purchase is based on the following approval levels:

<b>\$0.00 - \$5,000.00</b>	<b>Department Designate</b>
<b>Up to \$25,000.00</b>	<b>Department Head</b>
<b>Up to \$75,000.00</b>	<b>Clerk</b>
<b>Over \$75,000.00</b>	<b>Council</b>

**Note:** No purchase or contract shall be divided to avoid the requirements of the Tender, Proposal, Quotation or Purchasing authority procedures. Nor shall purchases be divided in order to circumvent the prescribed spending authority dollar limits as outlined in this policy.

**12.0 Budgeted Goods & Services Reallocation**

**12.1 Clerk:**

Has the authority to reallocate funds for a specific item, goods and/or services as approved in the Annual budget up to a maximum of 30% (Thirty Percent) of the budgeted amount or \$25,000, whichever is greater.

**12.2 Department Heads:**

Unless otherwise approved by the Clerk, Department Heads have the authority to reallocate funds for specific item goods and/or services as established in the approved Annual Budget up to a maximum amount of \$2,500 of the budgeted item.

**13.0 Non-Budgeted Goods & Services**

- 13.1 It is recognized that unforeseen events arise and there will be requirements for the

purchase of non-budgeted good and/or services. The Department Head and Clerk may purchase the required goods and/or services subject to the following approval levels:

<b>\$0.00 - \$2,500.00</b>	<b>Department Head</b>
<b>Up to \$25,000.00</b>	<b>Clerk</b>
<b>Over \$25,000.00</b>	<b>Council</b>

**Note:** Where a 'Time Sensitive Event' occurs and a situation arises requiring the immediate purchase of good and/or services essential to prevent any damage to property, delays in the work for a department or mitigate potential liability to the Township, the Clerk may authorize the purchase of the required goods and/or services as subject to an approval limit of \$75,000.

## **14.0 Non-Competitive Purchases & Procurements**

### **14.1 EMERGENCY PURCHASES:**

For the purposes of this policy, an emergency means an event or occurrence that the Clerk, Department Head or their respective delegate, Fire Chief or Chief Building Official deem as an immediate threat to:

**14.1.1** Public Health

**14.1.2** The maintenance of essential Municipal services

**14.1.3** The welfare and protection of persons, property or the environment and in the event of an emergency, normal purchasing and policy procedure is waived with the exception of the delegation of authority. Reasonable effort under the circumstances will be used to acquire a reasonable price for goods and services purchased. Emergency purchases and reason for same made by a Supervisor shall be reported forthwith to the Department Head and subsequently reported to the Clerk.

## **15.0 Sole Source Procurement**

**15.1** The procurement of goods and/or services may be made using a Sole Source process if the goods and/or services are available from only one supplier by reason of:

**15.1.1** Statutory or market-based monopoly

**15.1.2** Competition is precluded due to the application of any Act or legislation or because of the existence of patent rights, copyrights, license, technical secrets or controls of raw material.

**15.1.3** The complete item, service or system is unique to one supplier and no cost-effective alternative or substitute exists.

## **16.0 Single Source Procurement**

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**16.1** The purchase and procurement of goods and/or services may be conducted using a Single Source process if there are valid and sufficient reasons for selecting one supplier. Such reasons include but not limited to:

**16.1.1** An attempt to purchase and procure the goods and/or service through a competitive soliciting process was made, but the process failed to identify more than one willing and compliant supplier.

**16.1.2** The confidential nature of the requirement is such that it would not be in the public interest to solicit competitive bids.

**16.1.3** There is a need for compatibility with goods and/or services previously acquired or the required goods and/or services will be additional to similar goods and/or services being supplied under an existing contract.

**16.1.4** The goods and/or services are to be supplied by a particular supplier having special Industry knowledge, skills, expertise or experience.

**16.1.5** Where due to abnormal market conditions, the goods and/or services required are in short supply.

**17.0** In addition to Sections 12.0 and 13.0, the following body and persons shall have the respective approval authority as set out below:

**17.1 Council must approve the following awards:**

**17.1.1** Request for Tender (RFT) greater than \$75,000 for the procurement of budgeted goods and/or services through Public or Invitational request.

**17.1.2** Request for Quote (RFQ) greater than \$25,000 but less than \$75,000 for the procurement of non-budgeted goods and/or services.

**17.1.3** Capital Works project cost increases greater than 10% or \$250,000, whichever is less, of the original approved contract amount.

**17.2 Clerk must approve the following awards:**

**17.2.1** RFQ not exceeding \$25,000

**17.2.2** Capital Works project cost increases up to 10% of the original approved contract amount, but not exceeding \$250,000.

**18.0 General Procurement Procedures**

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18.1 The following are the authorized procedures for the purchase of goods and/or services:

<u>Procedure</u>	<u>Cost Amount</u>
Petty Cash	\$250.00
Direct Purchasing Process	\$2,500.00 or less
Written/Verbal Quote or Proposal Process	\$2,501.00 - \$5,000.00
Request Quote or Proposal Process	\$5,001.00 - \$75,000.00
Request for Tender	Over \$75,000.00

18.2 Where goods and/or services of a similar type are to be purchased on a regular basis from one or more supplier, either over the course of a season or fiscal year, those goods and/or services shall be purchased in accordance with this policy as goods and/or services having a purchase price or value equal to the total estimated cost of all such goods and/or services to be supplied over the course of a season or fiscal year as approved in the annual budget.

### 19.0 Petty Cash

19.1 A petty cash fund may be maintained, as needed, to meet the requirements of purchasing goods and/or services having a value of \$250 or less.

19.2 Petty cash should only be used when it is not feasible or practical to use a Direct Purchasing Process.

19.3 A purchase value of less than \$250 may be made by designated employees of the Township, by the issuance of a petty cash voucher. Petty cash vouchers shall include the following information:

1. his/her name
2. date monies are required
3. amount of monies required
4. item for which monies are required
5. account number

19.4 The voucher must be signed by the Department Head or designate prior to the purchase and presented to that individual handling petty cash, at which time the individual shall receive the monies. The individual shall return any monies that have not been spent to that person handling petty cash along with a receipt for the purchase.

### 20.0 Direct Purchase Process

20.1 Purchases up to \$2,500 shall be considered low dollar value procurements. All low dollar value purchases shall utilize applicable Township contracts and shall otherwise be in accordance with this policy.

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**20.2** Department Heads may delegate approval authority to their staff for low dollar purchases. It is the responsibility of the respective Department Head to ensure that this policy is adhered to.

**20.3** All information on low dollar value purchases must be documented and maintained on file.

**20.4** Obtaining competitive quotes is considered a good business practice and should be obtained when possible.

## **21.0 Verbal & Written Quotations**

**21.1** Quotes will be received from suppliers for any purchases of a value greater than \$2,500; at least two verbal quotes shall be received from suppliers for purchases valued at \$2,501-\$5,000, and at least two written quotes (invitational bids), on company letterhead, shall be received from suppliers for purchases valued at \$5,001- \$75,000.

**21.2** If two quotes (invitational bids) are not available, particularly for Sole and Single Source goods and/or service (Sections 15.0 & 16.0), a written explanation must accompany quotations.

**21.3** All purchases of a value greater than \$75,000 will be tendered, subject to Sections 15.0 & 16.0. All Tenders shall include price, all applicable taxes, terms and conditions, delivery date and transportation charges. The procedures for such purchases are set out in Schedule "B".

**21.4** Where possible, all quotes will be obtained from known suppliers. Other sources include trade catalogues, telephone books and salesmen.

**21.5** Purchases for the Corporation will not be split into two or more orders to avoid the purchasing procedure requirements.

**21.6** All quotes received will be recorded on a quotation sheet and with the accompanying staff report on any project shall be filed with paid invoice for audit purposes.

**21.7** When technical information is required prior to acceptance of quote, the user department may arrange to meet with bidders at a scheduled pre-tendering meeting to ensure all bidders receive the same information.

## **22.0 Blanket Purchase Orders**

**22.1** A blanket Purchase Order is generally established for a given period of time, usually one year, and with fixed unit prices.

## **23.0 Procurement of Professional Consulting Services**

**23.1** Proposal request for the procurement of professional consulting services should contain, but are not limited to, the following:

1. Terms of Reference
2. Details of Proposed Work Program

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3. Cost Estimates
4. Company Qualifications
5. Project Staff Qualifications

**Note:** Purchase process will be governed by procedure on Schedule "B".

#### **24.0 Award Considerations**

**24.1** In addition to price, consideration may be given to the following in determining the most acceptable bidder:

1. The ability of, capacity, and skill of the bidder to provide the goods and/or services requested;
2. The ability of the bidder to perform the contract or provide the services promptly or at the time specified without delay or interference;
3. The character, integrity, reputation, judgement, experience and efficiency of the bidder; (if known or available).
4. The quality and performance of previous contracts, goods or services;
5. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the goods and/or services;
6. The quality, availability and adaptability of the goods and/or contractual services to the particular use required;
7. The ability of the bidder to provide future maintenance and services for the items acquired; and
8. The number and scope of conditions attached to the bid.

#### **25.0 Appointment of Professional Service Firms**

**25.1** All appointments for professional services such as Legal, Engineering and Auditing, shall be appointed by By-Law for a term not exceeding five (5) years.

**25.2** Notwithstanding, the requirement of appointments not exceeding five (5) years, such appointments shall be structured to permit a review every three (3) years.

**25.3** A Staff report on reappointment will be presented to Council a minimum of ninety (90) days prior to the end of the current appointment.

#### **26.0 Completion of a Purchase Order**

**26.1** If a formal contract is not entered into, a purchase order shall be issued. The purchase order will be completely filled out at the time an order (telephone order or mail order) is placed.

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- 26.2** Proper authorization, either by Department Head or designate, and an account number is required on the purchase order in the appropriate space.
- 26.3** The vendor's copy of the completed purchase order is mailed to the supplier (indicate somewhere on the form if the order was placed by telephone). The Treasury copy of the completed purchase order is sent to the Treasurer at the time the order is made (48 hours).
- 26.4** The individual placing the order will retain the Receiver's copy of the completed purchase order until such time when the goods are received.
- 26.5** Invoices received in the Treasury Department shall be forwarded to Department Heads for approval prior to processing for payment. The Receiver's copy is signed and dated acknowledging receipt of goods in satisfactory condition. The invoice and Receiver's copy will be forwarded to Accounts Payable for payment.
- 26.6** All Receiver's copies of purchase orders (at year end) still in the possession of department will be an indication to the Department Head of goods ordered but not yet paid.
- 26.7** The Department Copy of the completed purchase order will remain in the files of the Department issuing the order, in a filing manner suitable to that to the department.

## **27.0 Exemptions**

- 27.1** This purchasing and procurement policy establishes the purchasing policy and practices for the purchase of all types of goods and/or services with the exception of the following:

### **27.1.1 Corporate General Expenses including:**

- 1. Payroll and Payroll Deductions**
- 2. Medicals**
- 3. Insurance Premiums, Claim Settlements and Adjuster Services**
- 4. Tax Remittances**
- 5. Workplace Safety Insurance Board (WSIB)**
- 6. Charges to and from Other Government Agencies**
- 7. Development Charges**

### **27.1.2 Professional and special services expenses including:**

- 1. Additional non-recurring Accounting and Auditing Services**
- 2. Banking Services**
- 3. Employee Group Benefits**
- 4. Financial Loan renegotiations**

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27.1.3 The rental and lease of property, land or accommodation.

27.1.4 Utilities - Gas services, Electricity, Telephone services.

27.1.5 Licenses, certificates and other approvals required.

**Policy Adoption and Review Guidelines**

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
February 22, 2022	17.2022		February 22, 2022	February 2027

**References to Other Policies of By-laws**

Policy Title	Policy Section	Policy Number

**By-law \_\_\_\_\_**

**Levels of Approval Authority**

All applicable taxes, for which the Township receives a refund, shall be excluded in determining the purchasing amount. Generally, all dollar values are based on annual amounts and must be within the approved budget limit. In the case of multi-year supply and/or service contracts, the preauthorized expenditure limit shall refer to the estimated annual expenditure under the contract as approved in the Annual Budget. Emergencies as defined in Section 14.1 are exempt from this Approval Authority.

<b>Dollar Value (excluding refundable taxes)</b>	<b>Procurement Process</b>	<b>Approval Authority</b>	<b>Policy Section</b>
\$250.00 or less	Petty Cash	Any designate authorized by a Department Head or the Clerk	19.0
\$2,500.00 or less	Direct Purchasing Process	Any designate authorized by a Department Head or the Clerk	10.0 & 20.0
\$2,500.00 - \$5,000.00	Verbal/Written Quote or Proposal Process (2 verbal quotes)	Any designate authorized by a Department Head or the Clerk	10.0 & 21.0
\$5,000.00 - \$25,000.00	Request for Quote or Proposal (2 written quotes)	Department Head or the Clerk	10.0 & 21.0
\$25,000.00 - \$75,000.00	Request for Quote or Proposal (2 written quotes)	Clerk	10.0 & 21.0
Greater than \$75,000.00	Request for Tender	Council	10.0 & 21.0
Up to 10% of Capital Works Projects Costs Increase or \$250,000.00	Contract Extension – Previously Approved by Council	Clerk	17.0
Over 10% or Greater than \$250,000.00 of Capital Works Project Costs Increase, whichever is Greater	Contract Extension – Previously Approved by Council	Council	17.0
<b>For Approval of Non-Budgeted Goods &amp; Services</b>			
\$2,500.00 or less	Direct Purchasing Process	Any designate authorized by a Department Head or the Clerk	13.0
\$2,500.00 - \$5,000.00	Verbal/Written Quote or Proposal Process (2 verbal quotes)	Clerk	13.0 & 21.0
\$5,001.00 - \$25,000.00	Request for Quote or Proposal (2 written quotes)	Clerk	13.0 & 21.0
Greater than \$25,000.00	Request for Quote or Proposal (2 written quotes)	Council	13.0 & 21.0
\$25,001.00 - \$75,000.00	Request for Quote or Proposal (2 written quotes)	Council	13.0 & 21.0
Greater than \$75,000.00	Request for Tender	Council	13.0 & 21.0

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**Schedule "B"**

**By-law \_\_\_\_\_**

**Summary Sheet – Purchase of Budgeted Items**

<b>Petty Cash \$250.00 or less</b>		<b>Direct Purchasing \$2,500.00 or less</b>		<b>Verbal/Written Quote or Proposal \$2,501.00 - \$5,000.00</b>		<b>Request for Quote or Proposal \$5,001.00 - \$75,000.00</b>		<b>Request for Tender Greater than \$75,000.00</b>	
1.	Individual to complete petty cash voucher	1.	Purchase order complete with authorization	1.	Obtain verbal quotes from 2 suppliers, prepare quotation sheet and recommendation	1.	Obtain written quotes from 2 suppliers, prepare quotation sheet and recommendation	1.	See Schedule "C"
2.	Voucher to be signed by the Department Head or designate	2.	Order placed	2.	Order placed	2.	Order placed		
3.	Individual to receive monies from petty cash attendant	3.	Purchase order completed with authorization. Send vendor's copy to supplier	3.	Purchase order completed with authorization. Send vendor's copy to supplier	3.	Purchase order completed with authorization. Send vendor's copy to supplier		
4.	A receipt will be returned to the petty cash box along with any unused money	4.	Treasury copy to be sent to Treasury	4.	Treasury copy to be sent to Treasury	4.	Treasury copy to be sent to Treasury		
		5.	Goods received, checked and purchase order signed in appropriate space by Department Head or designate	5.	Goods received, checked and purchase order signed in appropriate space by Department Head or designate	5.	Goods received, checked and purchase order signed in appropriate space by Department Head or designate		
		6.	Invoice received by Department Head	6.	Invoice received by Department Head	6.	Invoice received by Department Head		
		7.	Invoice and receivers copy to Treasury	7.	Invoice and receivers copy to Treasury and quotation sheet	7.	Invoice and receivers copy to Treasury and quotation sheet		
		8.	Payment of invoice	8.	Payment of invoice	8.	Payment of invoice		
		9.	Department to retain a copy for files	9.	Department to retain a copy and quotation for files	9.	Department to retain a copy and quotation for files		

**Schedule "C"**

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By-law \_\_\_\_\_

**Procuring Goods & Services Over \$75,000.00**

**1.0 General Provisions**

- 1.1 All goods and services required with a value of more than \$75,000 shall be procured through a public tendering process, unless Council grants specific exemption, which may be given by a majority vote plus a resolution.
- 1.2 The purpose of tendering is to ensure the purchase of acceptable quality goods or services at a competitive price and to ensure that all interested parties are given equal opportunity to submit estimates.

**2.0 Tender Documents**

2.1 The designated person shall prepare and distribute all necessary tender documents, including:

- 1. Specifications of the work to be performed or the goods acquired. If alternative goods or services are acceptable such shall be stated in the specifications;
- 2. Any pertinent plans or drawings;
- 3. Agreement to bond if the estimated cost of project warrants. The Manager of the appropriate Department shall consider inclusion of an Agreement to Bond for all projects in excess of \$75,000;

2.2 A copy of the Tender Form;

2.3 Tenders submitted on other than the Tender Form supplied by the Corporation shall not be accepted. The Tender Form shall provide the bidder sufficient space to complete a minimum of the following information:

- 1. Name, address and phone number of bidder.
- 2. Specifications of goods or work to be performed.
- 3. Date of completion/delivery.
- 4. Price and terms of payment.
- 5. Disposition of Taxes.
- 6. Warranty terms and conditions.
- 7. Signature of the bidder and printed name of bidder representative.
- 8. Acknowledgment of receipt of addendums.

**3.0 Tender Advertisement**

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- 3.1** All tenders shall either be advertised to the public or offered by invitation. If by invitation, it shall be extended to at least three companies/firms, subject to Sections 15.0 & 16.0. The appropriate Manager shall determine the geographical scope of the advertising and/or the invitation list, and as a minimum, all tenders shall be advertised locally.
- 3.2** The closing date for the tender shall be two to three weeks following publication in the local media unless the urgency of the requirement dictates otherwise and approval by resolution of Council has been obtained.
- 3.3** Each advertisement for tender shall typically contain the following information:
1. Location where tender documents may be obtained.
  2. Amount of non-refundable fee for the documents if applicable.
  3. Date and Time of tender closing.
  4. Date and Time of tender opening.
  5. General specifications of the goods or work to be performed.
  6. Name and phone number of contact person.

- 3.4** Each tender advertisement shall contain the following statements:

"Tenders, on the prescribed Tender Form and sealed in an envelope clearly marked as such will be received at the Township Office – 34 Hwy 17W, PO Box 248, Ignace, Ontario, P0T 1T0", and "The lowest or any tender will not necessarily be accepted"

## **4.0 Tender Requirements**

### **4.1 General**

- 4.1.1** The Tender Form, supplied by the Municipality must be fully completed and in possession of the Clerk on or before the Tender Closing date and time. Tenders received after the closing time shall not be considered but shall be returned unopened to the bidder.
- 4.1.2** The Tender Form must be signed by a duly authorized official of the bidding organization.
- 4.1.3** The Tender must be legible, written in ink or typewritten and all items on the Tender Form must be included in the bid unless otherwise specified. Erasures, overwriting or strikeouts must be initialized by the official signing on behalf of the organization.
- 4.1.4** Alternative proposals shall not be considered unless requested in the tender documents.

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**4.1.5** Any correspondence by mail or telephone, pertaining to adjustments corrections to a Tender already submitted, shall not be considered. A bidder wishing to make adjustments to a tender must first withdraw the original tender and resubmit the alternative bid on the prescribed Tender Form and in accordance with the provisions contained herein prior to the closing.

## **5.0 Revisions**

**5.1** All revisions; deletions, substitutions and additions to the tendering material shall be prepared in writing by the designated person and a copy sent to each individual or company that acquired tender documents. If it is deemed necessary to extend the closing date, an advertisement setting out the new closing date shall be inserted in the publications originally used, and a copy of the extension information shall be mailed to each person or company that obtained tender documents. A copy of each addendum shall also be stapled to each set of tender documents not yet distributed. Bidders who have submitted tenders prior to the release of an Addendum shall be given the opportunity to withdraw and resubmit their tenders.

## **6.0 Cancellation**

**6.1** When in the opinion of the Corporation it is advisable to cancel a tender call, an advertisement shall be inserted in the same publications originally used and/or forwarded to the invitation list stating that the tender has been cancelled, the reason of such cancellation and whether or not the tender will be recalled. Each person who obtained tender documents shall be mailed written notice of the cancellation of the contract and all tenders received shall be returned unopened to the bidder.

## **7.0 Withdrawal of Tender**

**7.1** Any person who has submitted a bid on a tender may request that their tender be withdrawn. A withdrawal request shall be made in writing to the Clerk and the withdrawal shall be permitted if the request is made prior to the closing time. Withdrawn tenders shall be returned unopened to the bidder. The withdrawal of a tender shall not disqualify a bidder from submitting another tender on the same contract. Withdrawal requests received after the tender has closed shall not be permitted. The bidder shall be informed, during or after the opening, that the withdrawal request was received subsequent to the closing time.

## **8.0 Receipt of Tenders**

**8.1** Tenders on the prescribed Tender Form, sealed and clearly marked as such shall be returned to The Township of Ignace, 34 Hwy 17W, PO Box 248, Ignace, Ontario, P0T 1T0. Regardless of the time received, the tender shall be timed and date stamped on the exterior of the unopened envelope. Tenders received on or before the date and time for closing of the tender shall become the property of the Corporation and shall be kept in safekeeping by the Clerk. Tenders received subsequent to the date and time for closing of the tender shall be returned unopened to the bidder.

**8.2** The number of bids received and the names of bidders shall not be divulged prior to the Tender opening.

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## **9.0 Tender Opening**

- 9.1** The Corporation shall endeavour to open all tenders promptly after the date and time closing. Tender openings shall be open to the public and shall be attended by the Clerk or Designate, the person responsible for the tender, the Department Head undertaking the project, and optionally one to two members of Council. Should the above attendees be unavailable, a date and time for the opening shall be established as soon as all required witnesses are available, and all bidders shall be advised.
- 9.2** The Clerk or Designate shall open all submitted tenders, and the envelope, Form of Tender for each individual tender shall be clipped together. The Clerk or Designate shall announce the name of the bidder, the general specifications, the total amount of each bid and the total number of bids received. All persons present at the Tender Opening shall be advised that the tenders will be referred to the Department Head undertaking the project and the Manager will make a recommendation to Council.
- 9.3** The designated person and/or the Manager of the department undertaking the project shall check the tenders to ensure that all tender requirements and conditions have been met. If an improper tender or a defect in the tender is discovered and if it is deemed necessary to reject the tender by reason of the improper or defective tender, the bidder shall be advised in writing that the tender has been rejected and reasons for same.
- 9.4** The Clerk or Designate shall prepare a Summary of Tenders containing the name of each bidder, the general specifications and the total amount of each bid.

## **10.0 Acceptance of Tender**

- 10.1** The Council of the Corporation of the Township of Ignace will make the final decision on the awarding of the Tender. The Department Head undertaking the project shall make a recommendation to Council and the acceptance of a tender shall be in the form of a resolution or By-Law passed at a meeting of Council. At that time, the summary of tenders shall be made available to the public.
- 10.2** The lowest price may not necessarily be the best value for the Township. The designated person and/or The Department Head shall consider price, quality, economic benefit to the local economy, delivery and availability, compatibility with other Township goods, warranties, product specifications and supplier's experience and repair facilities in making the recommendation to Council.
- 10.3** The designated person and/or the Department Head shall make every reasonable effort to recommend local suppliers when the conditions are comparable.
- 10.4** The designated person and/or the Department Head shall make every reasonable effort, when there is more than one local supplier who meets the conditions to recommend sharing or rotating the purchases.
- 10.5** The successful bidder shall be advised of Council's acceptance by the Department Head and, where appropriate, the contract documents shall be supplied for execution. Where contract documents are required or when the goods or services are to be delivered in the near future, the bidder shall be advised that documents must be signed or goods received or services performed by a specific date. Failure by the successful bidder to comply with the above shall be grounds to permit the Corporation to accept

the second most appropriate tender or cancel the contract. All unsuccessful bidders save and except the second most appropriate candidate shall be notified as to the name of the successful bidder.

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**The Corporation of the Township of Ignace**

**By-law 18.2022**

**Being a By-law to Adopt a Social Media Use Policy for Employees, Council,  
Volunteers and Committee Members of the Corporation of the Township of Ignace**

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**Whereas** Section 8 (1) of the *Municipal Act, 2001*, c. 25, as amended allows Municipal powers to be interpreted broadly so as to confer broad authority on Municipalities, enable them to govern their affairs as they consider appropriate; and enhance their ability to respond to municipal issues.

**Whereas** the Corporation of the Township of Ignace wishes to establish guidelines for the use of social media applications and the publishing of content to ensure accuracy, accessibility, transparency and accountability.

**Whereas** the Corporation of the Township of Ignace wishes to establish control of content posted to social media applications by employees to ensure clarity, accuracy and relevance.

**Therefore** let it be resolved that the Council for the Corporation of the Township of Ignace hereby enacts as follows:

1. That the policy Schedule 'A' is attached hereto and forms party of this By-Law.
2. This By-law hereby rescinds By-law 83.2017 and any other By-law pertaining to the 'Use of Social Media'.
3. 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 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

# The Corporation of the Township of Ignace

## Policy Manual

**Section:** Media & Public Relations

**Subject:** Social Media Use

**Effective Date:** February 22, 2022

**By-law #:** 18.2022

**Approved by Motion #:**

**Catalogue #:** M-10

### 1.0 Preamble

The Corporation of the Township of Ignace is committed to open and transparent communication. The Township will communicate to its constituents using a variety of accepted tools, including social media. The Township will authorize specific individuals to utilize social media in an official capacity to ensure that, as with all communications activities, communications through social media channels are accurate, consistent and professional.

### 2.0 Policy Statement

The Township of Ignace is committed to excellence in municipal management with a focus on accountability, transparency, communication and customer service. As a result, the Township strives to provide open access to information about its policies, services, and initiatives. The Township recognizes that social media applications are widely being utilized as new communication tools with the potential to provide the public with timely information. The Township is committed to disbursing information in a range of formats to reach a variety of stakeholders.

### 3.0 Definitions

**Clerk** means the person appointed as the Clerk by Council and includes a designated person.

**Communications Officer** writes and distributes content to promote an organization's brand, activities, or products. They act as a liaison between the organization, the public, and the media to ensure that the brand remains top of mind.

**Corporation** shall mean the Corporation of the Township of Ignace.

**Council** means the Council for the Corporation of Ignace.

**Department Head** means any Senior Management employee that is designated as the head of the department.

**Employee** a person employed by the Township for wages or salary.

**Facebook** is a social networking website intended to connect friends, family, and business associates.

**Mayor** is the elected Head of Council for the Corporation of the Township of Ignace.

**Snapchat** is an American multimedia messaging app developed by Snap Inc., originally Snapchat Inc. One of the principal features of Snapchat is that pictures and messages are usually only available for a short time before they become inaccessible to their recipients.

**Social Media** means websites and applications that enable users to create and share content or to participate in social networking.

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

**Twitter** is a website which offers a social networking and micro blogging service, enabling its users to send and read messages called *tweets*. Tweets are text-based posts of up to 140 characters displayed on the user's profile page.

**Website** a set of related web pages located under a single domain name, typically produced by a single person or organization.

**YouTube** is a video-sharing website on which users can upload, share and view videos.

#### 4.0 Regulations

4.1 The Township's website, [www.ignace.ca](http://www.ignace.ca) will remain the predominant internet presence for in-depth information, forms and online documents. All social media sites used will direct visitors back to the appropriate section of the website.

4.2 The Communications Officer or designate shall be the lead for the Township's online communication strategies. All social media activity must be approved by the Clerk or designate. The Communications Officer, will maintain and monitor the approved social media sites.

4.3 The primary goals of the Townships use of social media are as follows:

1. Increase awareness of municipal services.
2. Augment existing corporate communication methods and processes.
3. Provide an additional mechanism through which the Township keeps abreast of customer comments and perceptions regarding the Municipality.
4. Disseminate time-sensitive information quickly.
5. Provide communication through the use of social media's cost-effective tools.
6. Correct misinformation, remedy mistakes, or alter services to build stronger relationships.
7. Develop trust and humanize the Corporation.
8. Utilize social media analytical tools to help monitor, track and evaluate the Townships communications and marketing efforts.
9. Provide another method by which stakeholders can engage with the Township.



- 4.4 Utilize social media as an additional way to collaborate with the public and other Municipalities on mutually beneficial programs and initiatives.
- 4.5 This policy applies to social media use for official and authorized Township purposes.
- 4.6 This policy shall apply to **all** Township employees and others who are authorized to post information on corporate social media sites in an official capacity on behalf of the Township. It does not apply to personal use of social media conducted on personal equipment.
- 4.7 Social media sites representing the Mayor and Township Council are exempt from this policy, as are sites representing Committees of Council, as these bodies are governed by the Code of Conduct for Members of Council. However, employees of the Township who are asked to update sites on behalf of Council or their committees must comply with this policy when posting.
- 4.8 Communication through social media and the use of associated technology must comply with all other relevant corporate policies, procedures and guidelines as well as Provincial and Federal legislation.
- 4.9 Where possible, social networking accounts will clearly indicate they are maintained by the Township and will contain appropriate contact information.
- 4.10 The authority to post to official Township of Ignace social media sites will only be granted to the Clerk and the Communication's Officer.
- 4.11 If residents make references to the Mayor or Council or ask questions related to these Office holders, the Communication's Officer will acknowledge the comment and forward the message to the appropriate contact.
- 4.12 No confidential information will be posted to any social media under any circumstances.

## **5.0 Responsibilities**

### **5.1 Clerk**

- 5.1.1 Directs compliance with the Social Media Policy and directs that a review of the policy and related procedures and guidelines occurs as noted below.
- 5.1.2 In addition to the Department Heads and Council, advises the Communications Officer to utilize social media in an official capacity as required.
- 5.1.3 Approves and oversees social media sites and tools for official Township use.

### **5.2 Communication's Officer**

- 5.2.1 Ensures consistent messaging and imaging for all corporate social media sites.
- 5.2.2 Responds to requests for new social media sites and/or administrative changes to existing sites.

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- 5.2.3 Generates, monitors, updates, edits, responds to and/or removes content within Township social media sites to ensure accuracy and adherence to this policy.
- 5.2.4 Oversees all Township social media accounts including their creation and destruction.
- 5.2.5 Maintains a list of site domain names and social media accounts, including login and password information.
- 5.2.6 Ensures Township social media sites comply with applicable policies.

### **5.3 Council, Employees, Volunteers & Committee Members**

- 5.3.1 Ensure that their use of social media is in accordance with this policy and other related policies, procedures, guidelines and legislation.

### **6.0 Prohibited Use**

- 6.1 Comments containing any of the following shall not be allowed on Township of Ignace social media sites and may be removed by the Communication's Officer or the Clerk:

- 6.1.1 Comments not topically related to the particular site or article being commented on.
- 6.1.2 Profane language or content.
- 6.1.3 Content that promotes, fosters or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.
- 6.1.4 Sexual content or links to sexual content.
- 6.1.5 Conduct or encouragement of illegal activity.
- 6.1.6 Content related to non-Township related sales, advertising or promotions.
- 6.1.7 Comments determined by the Township to be a specific attack on groups or individuals or to be inherently political in nature or cause.
- 6.1.8 Information that may tend to compromise the safety or security of the public or public systems.
- 6.1.9 Content that reveals personal or private information about any particular person or is otherwise protected by the Municipal Freedom of Information and Protection of Privacy Act or any other applicable privacy legislation.
- 6.1.10 Content that violates a legal ownership interest of any other party.
- 6.1.11 Content that violates any Corporate policy. Employees are responsible to be aware of all Corporate policies that may impact their posts.

**6.1.12** Content that is deemed to be inappropriate by the Townships Communications Officer or the Clerk.

## 7.0 Disclaimer

The Township is not responsible for comments made by subscribers or members related to its social media applications and reserves the right to remove any content that is inappropriate for any reason and at any time.

Third-party social media sites are private businesses with their own terms of service and privacy policies. The Township does not accept any responsibility for the operation of third-party social media sites and is unable to guarantee the privacy of individuals who access content provided to such sites by the Township.

Each Social Media site maintained by the Township shall contain a link to a disclaimer that states: **"The Township is not responsible for content posted by other users" as well as a link to the Township's Terms of Use regarding site content which provide that "Information that is not in compliance with those rules or with applicable law will be removed solely at the Township's discretion."**

## 8.0 Record Retention

Social Media posts on Social Media sites moderated by the Township may only be destroyed in accordance with the Records Retention By-law which states that posts are considered to be Transitory Records of the Township and may be deleted/purged from the website as soon as they are no longer needed.

No employee shall delete any post, comment or information for any reason.

The Clerk will be responsible for ensuring that applicable content is retained for the appropriate period of time under the Corporation's Records Retention By-law.

## 9.0 Policy Adoption and Review Guidelines

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
February 22, 2022	18.2022		February 22, 2022	February 2027

## 10.0 References to Other Policies of By-laws

Policy Title	Policy Section	Policy Number

**The Corporation of the Township of Ignace**

**By-law 19.2022**

**Being a By-law to Adopt a Comprehensive Policy and Procedures Manual in Accordance with the Occupational Health & Safety Act, R.S.O., 1990 c.01 as Amended**

**Whereas** the Council for the Corporation of the Township of Ignace does hereby deem it necessary to set policies and procedures under the Occupational Health and Safety Act, R.S.O. 1990 c.01 as amended.

**Whereas** Appendix "A" 'Employees Health & Safety Policy Handbook' attached shall become a part of this By-law.

**Therefore** let it be resolved that the Council for the Corporation of the Township of Ignace hereby enacts as follows:

1. That By-law(S) 02.2019, and 12.2000 are hereby rescinded along with any other By-laws regarding the 'Health & Safety Policy Manual'.
2. 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 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**



# Health & Safety Policy Manual

**Effective Date:** February 22<sup>nd</sup>, 2022

**Next Review Date:** When Necessary

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# The Corporation of the Township of Ignace

## Policy Manual

**Section:** Safety

**Subject:** Health & Safety Policy Manual

**Effective:** February 22, 2022

**By-law #:** 19.2022

**Approved by Motion #:**

**Catalogue #:** S-01

### Section A

#### 1.0 Preamble

No Job is so important and no service so urgent that we cannot take the time to perform our work safely. This Policy applies to all employees. Contractors hired to perform work for the Municipality must also comply with the Occupational Health and Safety Act and all associated regulations.

### Section B

#### 2.0 Policy Statement

The Township of Ignace strives to achieve the highest standards in everything we do and this includes health and safety. In all areas pertaining to the health and safety of our employees, contractors and citizens we will meet or exceed the Provincial and National Standards.

The Township of Ignace will provide and maintain safe and healthy working conditions for all employees in keeping with the legislative requirements of the *Occupational Health and Safety Act*. To fulfill this commitment, the Municipality will:

1. Comply with the *Occupational Health and Safety Act* and all associated regulations and agreements;
2. Meet or exceed health, safety and ergonomics standards; applying the precautionary principle, as needed;
3. Recognize the importance of supporting joint health and safety committees and representatives in meeting their legislative obligations and of consulting and co-operating with joint health and safety committees and representatives when developing and implementing health and safety policies, programs and procedures;
4. Acknowledge that the vehicle for maintaining its ongoing commitment communication and cooperation is the Internal Responsibility System;
5. Provide all Municipal employees with training and education specific to job requirements;

and

6. Ensure supervisory staff are competent, as defined by the *Occupational Health and Safety Act*.

## **Part C**

### **3.0 Definitions**

**Clerk** means the person appointed as the Clerk for the Township of Ignace or duly authorized representative or designate.

**Council** means the elected officials of the Corporation of the Township of Ignace.

**Employee** means a current full-time or part-time employee of the Township of Ignace but excludes volunteer Firefighters.

**Joint Health & Safety Committee** means a committee of employees and employers working together to improve health & safety in their workplace.

**OHSA** means the Occupational Health and Safety Act.

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

## **Part D**

### **4.0 Regulations**

#### **4.1 Introduction**

Occupational illnesses and injuries are preventable. Workplace hazards can be systematically identified, assessed and controlled. It takes a strong commitment by all workplace parties to get results.

The *Occupational Health and Safety Act* places rights and duties on employers, workers, supervisors and others in the workplace. It is designed to protect the health and safety of workers by setting minimum standards for safe practices.

This Policy will be read by all new employees during orientation and will be reviewed by all employees annually.

This Policy will be reviewed by the Clerk and Mayor and Council annually.

The following is the Health and Safety Program for the Township of Ignace.

Of note are the following sections:



- 5.0 Principles of Operation
- 6.0 Three Principle Rights
- 9.0 Authorities and Responsibilities
- 10.0 Joint Health and Safety Program
- 11.0 Workplace Inspection Program
- 12.0 Musculoskeletal Disorder Prevention Program
- 13.0 Standard Operating Procedures

## 5.0 Principles of Operation

The following Principles of Operation will guide the development and implementation of all health and safety policies, programs and procedures:

- **Excellence:** Protecting the health and safety of all employees is a commitment of the highest priority and the Municipality will strive to achieve the highest standards at all times.
- **Planning:** The Township will operate in a planned and strategic manner in ensuring that our due diligence is met in the implementation of health, safety and ergonomics standards.
- **Teamwork:** The Township will work closely with Supervisors, Employees and the promotion of health and safety.
- **Leadership:** Management will take an active leadership role in promoting a safe and healthy work environment.
- **Accountability:** Supervisors will ensure that safe and healthy work conditions are maintained; in accordance will legislative requirements, in their assigned work areas.
- **Communication:** Information about health and safety programs will be made accessible to employees. Employees will be advised of all known health, safety and ergonomic hazards in their work and of appropriate measures to address these hazards.
- **Success:** The Municipality will recognize the individual and organization wide Health and Safety successes.
- **Respect:** The Municipality will value, respect and trust all in a fair and compassionate manner.

- **Partnerships:** Both internal and external to the organization the Municipality will seek to create strategic partnerships in the realm of Health and Safety.
- **Safety:** The Municipality and its employees will maintain a safe and healthy working environment and will meet and or exceed the provincially legislated *Health and Safety Act*.

## 6.0 Three Principle Rights

Individual workers in Ontario are given three principle rights:

### 1. The Right to Know:

Workers have the right to know about workplace health and safety hazards.

### 2. The Right to Participate:

Workers have the right to participate in making the workplace safer. They can do this through participation in any of the Municipality's Health and Safety Programs, including participation of the Joint Health and Safety Committee.

### 3. The Right to Refuse:

Workers have the right to refuse or stop work if they have reason to believe it endangers the health or safety of themselves or others.

## 7.0 Work Refusal Process

**7.1** Workers don't have to do work or use anything they consider unsafe. Any worker who thinks that a piece of equipment or an activity is unsafe to himself/herself or another worker may refuse to use that equipment or do that activity. Workers do not have to make a formal or official announcement. Simply stating that something is unsafe is enough to start the work refusal process.

**7.2** The refusing worker may be offered other work if it doesn't conflict with a collective agreement.

**7.3** Refused work may be offered to another worker, but management must inform the new worker that the offered work is the subject of a work refusal. This must be done in the presence of:

**7.3.1** a member of the joint health and safety committee who represents workers; or

**7.3.2** a health and safety representative, or

**7.3.3** a worker who because of his or her knowledge, experience and training is selected by the trade union that represents the worker or, if there is no trade union, by the workers to represent them.

## **8.0 Work Refusal Procedure**

### **8.1 First Stage - Procedure for a Work Refusal**

- 8.1.1** Worker considers work unsafe.
- 8.1.2** Worker reports refusal to his/her supervisor or employer.
- 8.1.3** Worker may also wish to advise the worker safety representative and/or management representative.
- 8.1.4** Worker stays in safe place.
- 8.1.5** Employer or supervisor investigates in the presence of the worker and the worker safety representative.
- 8.1.6 Issue Resolved** Worker goes back to work.
- 8.1.7 Issue Not Resolved** Proceed to second stage.

### **8.2 Second Stage - Procedure for a Work Refusal**

- 8.2.1** With reasonable grounds to believe work is still unsafe, worker continues to refuse and remains in safe place.
- 8.2.2** Worker or employer or someone representing worker or employer calls the Ministry of Labour.
- 8.2.3** Ministry of Labour Inspector investigates in consultation with the worker, safety representative and supervisor or management representative.
- 8.2.4** Inspector gives decision to worker, management representative/supervisor and safety representative in writing.
- 8.2.5** Changes are made if required or ordered.

## **9.0 Authorities and Responsibilities**

### **9.1 Council and Senior Managers Responsibilities**

- 9.1.1** These company officials are responsible for supplying an effective strategy that can manage the occupational health and safety concerns of The Corporation of the Township of Ignace.
- 9.1.2** Ensure that resources are allocated and governed properly to achieve the health and safety requirements of employees, and that their policies comply with the Township's legal obligations.
- 9.1.3** Foster a workplace culture of safety, with appropriate leadership.
- 9.1.4** Review the policies efficacy on an annual basis, and revise where necessary.
- 9.1.5** Provide the Joint Health and safety Committee with a copy of all orders or  
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reports issued to the employer by a Ministry of Labour Inspector informing the committee of any work-related incidents involving injury, death or occupational illness.

## **9.2 Supervisors Responsibilities**

- 9.2.1** Responsibilities include assistance in developing, implementing, and enforcing the Municipality's policies and procedures.
- 9.2.2** Continually promote health and safety awareness with instruction, information, training and supervision to ensure the safe performance of employees.
- 9.2.3** Utilize the process of hazard identification, risk management and incident investigation.
- 9.2.4** Perform occupational health and safety inspections of the workplace to identify and control any and all hazards to employees.
- 9.2.5** Shall be held accountable for the health and safety of workers under their supervision.
- 9.2.6** Ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures.
- 9.2.7** Ensure that employees receive adequate training in their specific work tasks to protect their health and safety.
- 9.2.8** Ensure that the worker representative for their workplace is given adequate time to conduct a thorough workplace inspection each month.
- 9.2.9** Conduct monthly health and safety meetings with their staff.
- 9.2.10** Conduct daily tailgate health and safety meetings with staff.

## **9.3 Human Resources Responsibilities**

- 9.3.1** Liaison with government agencies to ensure workplace health and safety compliance.
- 9.3.2** Act as an advisor to management on safety and health policy issues.
- 9.3.3** Coordinate health and safety inspections, and follow up to ensure the completion of necessary corrective actions.
- 9.3.4** Develop Best Practices.
- 9.3.5** Design and develop accident / incident reports and investigation procedures.
- 9.3.6** Maintain an up-to-date working knowledge of health and safety regulations as mandated locally, federally, or by the province.
- 9.3.7** Design and develop company policies and procedures on workplace safety and health issues.

- 9.3.8 Ensure that all members of the Joint Health and Safety Committee are adequately trained.
- 9.3.9 Ensure that each worksite has a worker representative who has received adequate training to complete workplace inspections.
- 9.3.10 Review injury and illness trends, and identify problem areas and solutions.

#### **9.4 Employees Responsibilities**

- 9.4.1 Responsible for compliance with occupational health and safety policies and procedures.
- 9.4.2 Must notify managers of any health and safety concerns, so that they may be dealt with promptly.
- 9.4.3 Every employee must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the company.
- 9.4.4 Use appropriate personal protective equipment as required.
- 9.4.5 Report unsafe or potentially hazardous conditions, without fear of reprisal, to their Manager or Human Resources.

#### **9.5 All Employees are Responsible for the Following:**

- 9.5.1 Completion of required occupational health and safety training.
- 9.5.2 Performance of their duties in a manner conducive to a safe workplace, following all safety practices and procedures.
- 9.5.3 Reporting of any incident, injury or hazard as outlined in procedures.
- 9.5.4 Report any acts of violence or harassment in the workplace.
- 9.5.5 Promoting a hazard-free workplace.
- 9.5.6 Learning the posted Emergency Plan detailing their facilities procedures pertaining to: Fire, Weather, or Medical Emergency.

#### **10.0 Joint Health and Safety Program (JHSP)**

##### **10.1 Purpose**

The purpose of this policy is to outline the duties of The Corporation of the Township of Ignace's (The Corporation) Joint Health and Safety Committee. The following information is based on guidelines and regulations set forth by the Ontario Ministry of Labour.

##### **10.2 Definition**

The Joint Health and Safety Committee consists of employers and employees working

together to improve health and safety in their work place. Committee's must be composed in the following ways:

- 10.2.1** In workplaces in which fewer than 50 workers are regularly employed, the Act requires the committee to have a minimum of two (2) members. Where there are 50 or more workers regularly employed, the committee must have at least four (4) members or any other specific number prescribed in regulation.
- 10.2.2** At least half the members must be workers employed at the workplace who do no exercise managerial functions and must be selected by the workers. The employer or constructor is required to select the remaining members from persons who exercise managerial functions for the employer/constructor.
- 10.2.3** Unless otherwise prescribed in regulation, the Act requires that at least two (2) members of the committee (one representing workers and one representing persons who exercise managerial functions) be certified.
- 10.2.4** The Corporation's joint Health and Safety Committee will be representative of the entire workplace, including all of the Township's departments/work areas.

### **10.3 Functions**

- 10.3.1** The Joint Health and Safety Committee has four (4) principle functions:
  - 10.3.1.1** To identify actual and potential hazards;
  - 10.3.1.2** To evaluate the hazards;
  - 10.3.1.3** To recommend corrective action; and
  - 10.3.1.4** To follow-up on implemented recommendations.
- 10.3.2** Members of the committee are entitled to time off from work for authorized activities related to the responsibility of the committee. Committee members will not be held personally liable for anything done or omitted in good faith.
- 10.3.3** It is an offense for any person to knowingly hinder or interfere with, or to give false information to a committee member who is in the process of exercising his or her powers and/or performing his or her duties under the *Occupational Health and Safety Act* of Ontario.

### **10.4 Identifying and Evaluating Hazards**

- 10.4.1** To carry out its functions, the Joint Health and Safety Committee is required to hold meetings and carry out regular inspections of the workplace. In some cases, the committee must also participate in the development of assessment reports and control-program reports required under designated substance regulations. In general, committee

members are responsible for the following:

**10.4.2** Identifying and assess actual and potential unsafe conditions or situations that may be a source of danger or hazard to employees. This is accomplished by:

**10.4.2.1** **Physically meeting in the workplace at least once every two (2) months** (or as required for urgent matters) to discuss health and safety issues. Meeting minutes must be posted within one (1) week. A meeting minutes template can be found at the Municipal Office.

**10.4.2.2** **Conducting health and safety inspections of the workplace at least one (1) every month** (further inspections may be taken during urgent matters) the Corporation and other employees must give the committee any information and assistance needed to carry out these inspections.

**10.4.3** Reviewing injuries and accidents

**10.4.3.1** If a worker is killed or critically injured on the job, the committee has the obligation to inspect the scene of the accident and any machine, equipment, substance, etc. that may be connected with the accident.

**10.4.4** Being present at the investigation of a work refusal;

**10.4.5** Assisting with hazard identification and control, inspection and accident investigation reports;

**10.4.6** Receiving, considering, and addressing employee concerns, complaints and recommendations related to health and safety.

**10.4.7** In fulfilling these responsibilities, committee members are entitled to:

**10.4.7.1** Obtain information from The Corporation or a constructor respecting:

**10.4.7.2** The identification of potential or existing hazards related to materials, processes or equipment;

**10.4.7.3** Health and safety experience, work practices and standards in similar or other industries or which the constructor or employer has knowledge;

**10.4.7.4** The conducting or taking of tests of any equipment, machine, device, article, thing, material or biological, chemical or physical agent in or about a workplace for the purpose of occupational health and safety.

**10.4.7.5** Be consulted about (and have a designated member

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representing workers present at the beginning of) testing conducted in or about the workplace:

**10.4.7.6** If the designated member believes his or her presence is required to ensure that valid testing procedures are used or to ensure that the test results are valid.

- However, this does not include medical records of any person, unless that person agrees to their disclosure.

**10.4.7.7** Request the annual summary of information from the WSIB (Workplace Safety & Insurance Board) about compensation claims related to the workplace of the Corporation. This information includes:

**10.4.7.7.1** Number of fatalities

**10.4.7.7.2** Number of lost-time injuries

**10.4.7.7.3** Number of work days lost

**10.4.7.7.4** Number of injuries requiring medical aid but did not involve lost work days

**10.4.7.7.5** Incidence of occupational illness

**10.4.7.7.6** Number of occupational injuries

## **10.5 Recommending Corrective Actions and Following-Up on Implemented Recommendations**

**10.5.1** The Joint Health and Safety Committee has the power to make recommendations to the Corporation on ways to improve workplace health and safety, including:

**10.5.1.1** The improvement of the health and safety of all employees;

**10.5.1.2** The establishment maintenance and monitoring of policies, procedures, programs and measures respecting the health and safety of all employees; and

**10.5.1.3** The revision of existing and proposed health and safety policies, procedures and programs.

**10.5.2** The Corporation will respond in writing to any written recommendations within twenty-one (21) days of submission.



## **10.6 Confidential Information**

**10.6.1** Members of the Joint Health and Safety Committee may from time to time come across confidential information. Committee members may not:

**10.6.1.1** Disclose any information about any workplace test or inquiries conducted under the Act or regulations;

**10.6.1.2** Reveal the name of any person from whom information is received;

**10.6.1.3** Disclose any secret or trade information, etc.; and

**10.6.1.4** Disclose the results or any medical examinations or test of workers in a way that identifies the individuals(s).

## **10.7 Management Responsibilities**

**10.7.1** The Corporation supports our Joint Health and Safety Committee and has instructed its members to carry out the committee's four (4) principal functions and any other activity that is in compliance with applicable health and safety legislation/regulations. With respect to the functions of our joint health and Safety Committee, The Corporation is responsible for:

**10.7.1.1** Initiating the establishment of a Joint Health and Safety committee and supporting its functions (as required);

**10.7.1.2** Selecting committee members who exercise managerial functions for the Corporation to sit on the joint Health and Safety Committee;

**10.7.1.3** Assisting and cooperating with committee members in the carrying out of their functions;

**10.7.1.4** Providing the committee with information relating to hazards in the workplace and any work practices and standards in similar industries;

**10.7.1.5** Providing the committee with a copy of all orders or reports issued to the Corporation by a Ministry of labour inspector;

**10.7.1.6** Informing the committee of any work-related incidents involving injury, death or occupational concerns:

**10.7.1.7** Consulting with the committee on the development of health and safety programs and policies (including training programs), where prescribed;

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- 10.7.1.8** This includes advising the committee of the results of the assessment or reassessment of the risks of workplace violence and providing it with a copy of the assessment if it is in writing.
- 10.7.1.9** Providing a committee member representing the workers with the opportunity to accompany a Ministry of Labour inspector on the physical inspection of the workplace;
- 10.7.1.10** Responding to written recommendations within twenty-one (21) calendar days; and
- 10.7.1.11** Providing any other specific information where prescribed.

## **10.8 Multi-Workplace Joint Health & Safety Committee**

- 10.8.1** A Multi-workplace Joint Health and Safety Committee (JHSC) is a single joint health and safety committee, established and maintained for more than one workplace, each of which would normally require its own committee.
- 10.8.2** The Township consists of several distinct workplaces and will follow the setup of a Multi- Workplace Joint Health and Safety Committee. There will be two (2) management representatives and two (2) worker representatives, one from each of the following departments:
  - 10.8.2.1** Municipal Office; and
  - 10.8.2.2** Public Works
- 10.8.3** Each of the following workplaces will have a worker representative to complete monthly inspections of their workplace:
  - 10.8.3.1** Municipal Office; and
  - 10.8.3.2** Public Works
- 10.8.4** The results of these inspections will be forwarded to the Supervisor, the HR Manager and to the JHSC for review at the next JHSC meeting.
- 10.8.5** The worker members of the committee will be elected by the union. The management members of the committee will be appointed by management. All members of the committee will be provided provincially approved JHSC training. The union members of the committee may serve as worker representatives at their respective worksites. The members of the committee will meet once every three months.

## **10.9 Joint Health and Safety Committee Duties**

- 10.9.1** Participate in development and implementation of programs to protect the safety and health of employees

- 10.9.2** Deal with employee complaints and suggestions concerning safety and health
- 10.9.3** Ensure the maintenance and monitoring of injury and work hazard records
- 10.9.4** Monitor and follow-up hazard reports and recommend action
- 10.9.5** Set up and promote programs to improve employee training and education
- 10.9.6** Participate in all safety and health inquiries and investigations
- 10.9.7** Consult with professional and technical experts
- 10.9.8** Participate in resolving workplace refusals and work stoppages
- 10.9.9** Make recommendations to management for accident prevention and safety program activities, and monitor effectiveness of safety programs and procedures
- 10.9.10** Attend all committee meetings
- 10.9.11** Promote the health and safety policy and program
- 10.9.12** Assist the employer in resolving worker health and safety complaints
- 10.9.13** Provide feedback on workers' suggestions
- 10.9.14** Promote and monitor compliance with health and safety regulations
- 10.9.15** Attempt to raise health and safety standards above legal requirements
- 10.9.16** Participate in the resolution of work refusals
- 10.9.17** Participate in the identification and control of workplace hazards
- 10.9.18** Participate in assessments and the development of control programs for hazardous substances
- 10.9.19** Participate in accident investigations
- 10.9.20** Study safety programs of other companies to enhance own program
- 10.9.21** Conduct health and safety education programs
- 10.9.22** Make health and safety recommendations
- 10.9.23** Advise on personal protective equipment
- 10.9.24** Maintain records of accidents and injuries
- 10.9.25** Monitor effectiveness of health and safety program
- 10.9.26** Assist in the development of organizational health and safety rules
- 10.9.27** Assist in the development of safe work procedures

**10.9.28** Initiate other activities as indicated by accident experience

## **10.10 Joint Health and Safety Committee Member Responsibilities**

The Joint Health and Safety Committee shall assign a chairperson and a co-chairperson to effectively manage the functions of the committee.

## **10.11 Responsibilities for All Members**

**10.11.1** Attend all committee meetings

**10.11.2** Promote the company's health and safety policy and programs

**10.11.3** Assist the employer in resolving worker health and safety complaints

**10.11.4** Provide feedback on workers' suggestions

**10.11.5** Promote and monitor compliance with the Occupational  
Health and Safety Act

**10.11.6** Attempt to raise health and safety standards above legal  
requirements

**10.11.7** Participate in the resolution of work refusals

**10.11.8** Participate in the identification and control of workplace hazards

**10.11.9** Participate in assessments and the development of control  
programs for hazardous substances

**10.11.10** Participate in accident investigations

**10.11.11** Study safety programs of other companies to enhance your  
own company's program

**10.11.12** Conduct health and safety education programs

**10.11.13** Make health and safety recommendations

**10.11.14** Carry out workplace inspections

**10.11.15** Advise on personal protective equipment

**10.11.16** Maintain records of accidents and injuries

**10.11.17** Monitor effectiveness of health and safety program

**10.11.18** Assist in the development of organizational health and safety rules

**10.11.19** Assist in the development of safe work procedures

**10.11.20** Initiate other activities as indicated by accident experience

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## **10.12 Chairperson & Co-Chairperson Responsibilities**

- 10.12.1** Schedule regular meetings and notify JHSC members
- 10.12.2** Prepare meeting agendas
- 10.12.3** Invite specialists and/or resource persons, as required
- 10.12.4** Preside over meetings
- 10.12.5** Guide meetings, as per the agenda
- 10.12.6** Ensure all discussion items end with a positive decision
- 10.12.7** Review and approve meeting minutes
- 10.12.8** Assign projects to JHSC members
- 10.12.9** Ensure that the committee carries out its function in an effective and efficient manner

## **10.13 Co-Chairperson Responsibilities**

- 10.13.1** Maintain accurate JHSC records
- 10.13.2** Report on the status of recommendations
- 10.13.3** Prepare meeting minutes for approval
- 10.13.4** Distribute meeting minutes, after approval, to all employees
- 10.13.5** Disseminate safety information to members
- 10.13.6** Assist the chairperson, as required

## **10.14 Worker Representative Responsibilities**

- 10.14.1** Perform monthly inspections of their workplace
- 10.14.2** Promote the company's health and safety policy and programs
- 10.14.3** Assist the employer in resolving worker health and safety complaints
- 10.14.4** Provide feedback on workers' suggestions
- 10.14.5** Promote and monitor compliance with the Occupational Health and Safety Act
- 10.14.6** Attempt to raise health and safety standards above legal requirements
- 10.14.7** Participate in the resolution of work refusals
- 10.14.8** Participate in the identification and control of workplace hazards

10.14.9 Participate in assessments and the development of control

10.14.10 Participate in accident investigations

10.14.11 Advise on personal protective equipment

11.14.12 Participate in resolving workplace refusals and work stoppages

## 11.0 Workplace Inspections

11.1 The *Occupational Health and Safety Act* states that all workplaces employing 5 or more full time employees must elect a worker representative to conduct a monthly inspection of the workplace. The following worksites have 5 or more workers:

11.1.1 The Municipal Office

11.1.2 Public Works

11.2 The Human Resources manager is responsible for ensuring that each of these sites has a worker representative to conduct the inspections and that the worker representative is adequately trained to conduct the inspections.

11.3 The Supervisors for these locations are responsible for ensuring that the worker representative is given adequate time to conduct their inspections each month.

11.4 Many workers in the Township spend the majority of their time away from their worksites. To ensure that safety standards are being maintained both on and off site the human Resources manager will conduct a monthly work audit at an offsite location (e.g., Water break, grass cutting).

11.5 The Workplace Inspection forms will be maintained by the Human Resources Manager.

### 11.6 Follow Up Inspections

11.6.1 Following every incident that affects the health and safety of an employee within the Township, the Supervisor of that employee must be immediately informed. Once required First Aid has been supplied and the area has been made safe the Supervisor will fill out an **Incident Form** and inform the Human Resources manager. If the incident was of a significant level the Human Resources manager will complete an **Incident Investigation**.

11.6.2 The completed Incident Investigation will be reported to the CAO and made available to all Supervisors for review.

## 12.0 Musculoskeletal Disorder (MSD) Prevention Program

12.1 The Township of Ignace is committed to providing a safe and healthy working environment for all employees. In recognition that musculoskeletal disorders

account for approximately half of all lost time incidents at the Township of Ignace, the Township is committed to minimizing the risk and incidence of MSD's. To achieve this goal, the Township will require each division to establish and maintain a MSD Prevention Program with the following elements:

- 12.1.1** Ongoing training of management, supervisors, and employees (including new hires) on MSD awareness hazards and control measures.
- 12.1.2** Tracking of MSD statistics.
- 12.1.3** MSD hazard identification and assessment.
- 12.1.4** Control of MSD hazards through the application of engineering and/or administrative controls.
- 12.1.5** Implementation of the Policy for incorporating Occupational health, Safety and Ergonomics principles into the purchasing process, i.e., by proactively integrating ergonomics principles into purchasing equipment, vehicles and furniture.
- 12.1.6** Proactively integrating ergonomics principles into workplace design and work techniques.
- 12.1.7** Ongoing evaluation of MSD Policy implementation and MSD Prevention Program effectiveness.

### **13.0 Standard Operating Procedures**

- 13.1** The Township of Ignace will maintain documents that represent the Standard Operating Procedures (SOP). These documents can be considered to be safe working templates and guidelines for specific jobs. These documents will be approved by the CAO. The most up to date version can be found at the Municipal Office.
- 13.2** Managers assigned to the Health and Safety Committee will be responsible for ensuring that each worksite has a fully stocked binder with each SOP in it that is at least current to the current year. Each employee is required to read all SOPs that apply to their department each year and the employees will follow the standards set out within.

**The Corporation of the Township of Ignace**

I \_\_\_\_\_ acknowledge that I have read and understand the Township of Ignace Health and Safety Policy Manual.

I agree to adhere to these and will ensure that employees working under my direction adhere to these policies.

I understand that if I violate the rules of these policies, I may face legal, punitive or corrective action, up to and including termination of my employment and/or criminal prosecution.

Name: \_\_\_\_\_

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

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

Witness: \_\_\_\_\_

DRAFT



## Health & Safety Policy – Record of Amendments

Date	Sections Amended	By-law Number
January 14, 2019	Adopted new Health and Safety Policy Manual and repealed all previous such By-laws	01.2019
August 16, 2021	All sections containing the 'CAO' were changed to 'Clerk' and the 'Date of Next Review' was changed to 'When Necessary'.	50.2021
February 22, 2022	Appendix "A" was added the 'Employees Health and Safety Policy Handbook'	

**The Corporation of the Township of Ignace**

**By-law 20.2022**

**Being a By-law to Adopt a Policy Regarding the Security of Buildings and Key Fob Entry Usage**

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**Whereas** Section 8 (1) of the *Municipal Act, 2001*, c. 25, as amended allows Municipal powers to be interpreted broadly so as to confer broad authority on Municipalities, enable them to govern their affairs as they consider appropriate; and enhance their ability to respond to municipal issues.

**Therefore** let it be resolved that the Council for the Corporation of the Township of Ignace hereby enacts as follows:

1. That the policy Schedule 'A' is attached hereto and forms party of this By-Law.
2. This By-law hereby rescinds any other By-law pertaining to the 'Security of Buildings & Key Fob Usage'.
3. 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 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

# The Corporation of the Township of Ignace

## Policy Manual

**Section:** Safety Usage

**Subject:** Building Security & Key Fob Usage

**Effective Date:** February 22, 2022

**By-law #:** 20.2022

**Approved by Motion #:**

**Catalogue #:** S-12

### 1.0 Preamble

The Corporation of the Township of Ignace shall maintain a locking system for the protection of its community members, facilities, property, and information. All locks, keys, electronic access fobs and access codes are the sole property of the Corporation of the Township of Ignace and will be issued to employees based on their need for access. The Township reserves the right to change locks, keys, and access codes as needed.

### 2.0 Policy Statement

All Township owned facilities will be locked twenty-four hours a day, except when the Municipal Office is open for business and stakeholders are coming in or out of the facility. All other facilities will be locked whenever possible, depending on use and scheduling.

### 3.0 Definitions

**Clerk** means the person appointed as the Clerk by Council and includes a designated person.

**Corporation** shall mean the Corporation of the Township of Ignace.

**Council** means the Council for the Corporation of Ignace.

**Department Head** means any Senior Management employee that is designated as the head of the department.

**Employee** a person employed by the Township for wages or salary.

**Mayor** is the elected Head of Council for the Corporation of the Township of Ignace.

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

### 4.0 Regulations

**4.1** All employees that have been issued keys or an electronic access fob must use them to enter Municipally owned facilities where applicable (i.e. Municipal Office, Public Works Garage, Recreation – Arena etc.).

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- 4.2 Employees are not to share or lend their keys or electronic access fobs to anyone without the express permission of the Clerk.
- 4.3 All keys and electronic access fobs must be returned to the Township upon termination of employment.
- 4.4 No one may place a lock on a Municipal facility, interior or exterior, or transfer their keys or electronic access fob to another person without the express permission of the Clerk.
- 4.5 If you have lost or suspect that your keys or electronic access fob has been stolen you must report this to your Immediate Supervisor or the Clerk as soon as you have become aware.
- 4.6 Replacement keys & electronic access fobs are subject to a fee based upon a case-by-case situation.
- 5.0 **Enforcement**
- 5.1 Employees who do not adhere to this policy are subject to disciplinary action in accordance with the policies and procedures regarding this matter (i.e Rental, Employment Contract, Collective Agreement etc.).
- 6.0 **Policy Adoption and Review Guidelines**

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council
February 22, 2022	20.2022		February 22, 2022	February 2027

**7.0 Reference to Other Policies of By-law**

Policy Title	Policy Selection	Policy Number

**The Corporation of the Township of Ignace**

**By-law 21.2022**

**Being a By-law to Adopt a Policy Regarding Bullying and Harassment in the Workplace**

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

**Whereas** The Municipal Act, 2001, s. 10 (2), authorizes the municipality to adopt by-laws respecting the governance structure of the municipality and its local boards.

**Therefore** let it be resolved that the Council for the Corporation of the Township of Ignace hereby enacts as follows:

1. That a Policy to Establish Procedures, Terms and Conditions for the Implementation of a Zero Tolerance Philosophy as it relates to 'Bullying and Harassment in the Workplace' of Current and Future Employees of the Corporation of the Township of Ignace, is hereby established pursuant to the *Municipal Act, 2001*; and
2. That this By-law shall rescind By-law 27.2018 and any other By-law pertaining to 'Bullying and Harassment in the Workplace'.
3. That the 'Bullying and Harassment Policy' as set out in Schedule "A" and attached hereto, shall form part of this By-law; and
4. 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 22<sup>nd</sup>, Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup>, Day of February, 2022.**

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

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

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# Policy

## The Corporation of the Township of Ignace

### Policy Manual

<b>Section:</b> Safety	<b>Subject:</b> Harassment/Bully Free Workplace
<b>Effective:</b> February 22, 2022	<b>By-Law #:</b> 21.2022
<b>Motion #:</b>	<b>Catalogue #:</b> S-03

#### 1.0 Preamble

The Township is committed to providing a work environment in which all workers are treated with respect and dignity. In accordance with Section 32.0.1(1)(b) of the Occupational Health and Safety Act, Chapter 23; workplace harassment will not be tolerated from any person in the workplace; including customers, clients, supervisors, workers and members of the public. In accordance with Section(s) 32.0.6 and 32.0.7 this policy shall provide information regarding reporting, support and procedures to handle such situations.

#### 2.0 Policy Statement

2.1 The Township is committed to having a harmonious workplace which preserves personal dignity and encourages mutual respect, support and understanding amongst employees.

2.2 The Township is committed to:

- 2.2.1 Providing and maintaining a healthy and safe work environment that is free from any form of harassment and bullying.
- 2.2.2 Investigating reported incidents of harassment and bullying in an objective and timely manner.
- 2.2.3 Taking necessary action; and providing appropriate support for workers that are victims of harassment and bullying.

#### 3.0 Definitions

**Bullying** is any form of repeated, persistent and aggressive behaviour directed at an individual or individuals that is intended to cause, or ought reasonably to be known to cause fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying may occur in a context where there is real or perceived power imbalance.

**Criminal Harassment** includes but is not limited to stalking, threats, carrying weapons, theft, sexual or physical assault are covered by the Criminal Code of Canada. Individuals engaging in this behaviour in the workplace may be subject to a criminal investigation and charges.

**Elected Official** includes any elected official.

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**Employee** includes all full time, part time, union, non-union, contractors, interns, supervisors and managers employed by the Township.

**Harassment** can consist of a single incident or several incidents over a period of time and can create a negative hostile work environment which can interfere with your job performance and result in your being refused a job, a promotion or training opportunity.

**Workplace Harassment** engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or thought reasonably to be known to be unwelcome, or workplace sexual harassment.

**Workplace Sexual Harassment** means making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.

**Member of the Public** means any individual who is in a Municipal Workplace who is not an employee, committee appointee or elected official.

**Workplace** includes but is not limited to:

- All Municipal facilities and vehicles, including leased or owned by the Municipality or employee vehicles used in a work capacity
- Township sponsored events and programs
- Any place employment related activities are conducted including business travel, work related social gatherings or any other location that may have a subsequent impact on the workplace
- Municipal buildings (whether owned or leased) and surrounding perimeter including parking lots, sidewalks and driveways.

## 4.0 Regulations

4.1 The Township will NOT tolerate incidents of workplace harassment, bullying or inappropriate behaviour perpetrated by or against any employee, customers, clients, supervisors or members of the public.

4.2 All employees have the right to work in an environment that is free from unlawful discrimination, harassment and/or bullying. Employees, volunteers, boards, co-op placement personnel, consultants, contractors and members of Council are not permitted to engage in or condone workplace harassment or bullying, either openly or through failure to act.

4.3 The Township considers discrimination and workplace harassment and/or bullying to be a serious act of misconduct.

4.4 The Municipality will not discriminate, retaliate or engage in reprisals against employees because they are or are perceived to be victims of discrimination, harassment or bullying, or because they exercise their rights under the law.

4.5 When administering this policy, the Municipality shall do so in a fair and unbiased manner.

**4.6** Managers and supervisors have additional responsibilities to take every precaution reasonable in the circumstances to ensure the workplace is free from discrimination, harassment and bullying.

**4.7** All employees are responsible to ensure that their behaviour does not violate this policy and that they participate in fostering a work environment that is free of harassment and/or bullying.

## **5.0 Responsibilities of the Employee**

**5.1** All employees must review and familiarize themselves with this Policy and must report any instances of bullying or harassment to a supervisor or the Clerk.

**5.2** Once informal action or a formal complaint has been initiated, any employee involved must ensure that the matter remains confidential. Employees must not disclose any information relating to an informal action, a formal complaint, its investigation and/or resolution to anyone who is not aware of the action or complaint.

## **6.0 Responsibilities of Supervisors**

**6.1** Supervisory personnel include all Managers, Supervisors, and Department Heads. They are responsible for and must do the following:

**6.1.1** Take all reasonable precautions in the circumstances to prevent discrimination, harassment and bullying from happening, and investigate all alleged incidents of bullying and harassment;

**6.1.2** Act in accordance with the requirements set out in this policy and be a role model to employees in preventing workplace discrimination, harassment and bullying;

**6.1.3** Ensure that employees in his/her department are aware of and familiar with this program; and,

**6.1.4** Act immediately on observations or allegations of discrimination or harassment/bullying. He/she must be alert to the possible instances of workplace discrimination or harassment/bullying by observing subordinates' interaction and immediately address instances of potential discrimination or harassment/bullying.

**6.2** When dealing with a complaint, the Supervisor or Department Head shall ensure that the complaint procedure is followed; that the complaint is dealt with promptly and fairly; that confidentiality is protected; that the rights, dignity and privacy of all parties are respected and that a confidential record of all discussions is kept.

## **7.0 Responsibilities of the Township**

**7.1** The Township of Ignace, as the employer, has the ultimate responsibility for the proper administration of this policy. The Human Resources Administrator shall provide overall coordination of the Harassment/Bully Free Workplace Policy and:

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- 7.1.1 Appoint a trained Investigator, to investigate complaints or incidents of workplace violence. The investigator may be internal (including a manager or human resources administrator) or external, depending on the nature of the incident or complaint.
- 7.1.2 An internal investigator may be appropriate where there are less serious allegations, the incident or complaint relates to a single allegation, and/or the issues do not appear to be complex.
- 7.1.3 An external investigator may be appropriate where the allegations are more serious, senior management is involved, the available internal investigators are too closely related to the complaint, multiple incidents are involved, there may be public relations issues, there is police involvement, the employer has a vested interest in the outcome, and/or the Township is ordered to engage an investigator by the Ministry of Labour.
- 7.1.4 Ensure that the Investigator(s) is properly trained and has knowledge of Human Rights investigations; and,
- 7.1.5 Monitor and report to the Chief Administrative Officer on the effectiveness of the Policy and review the Policy as required, but not less than once annually.

## **8.0 Avenues of Complaint**

- 8.1 Depending on the circumstances, a complaint may be resolved in any of the following ways:
  - 8.1.1 Informal Complaint: Where possible, a complainant may attempt to resolve a complaint or incident of workplace bullying or harassment informally by asking the person responsible for the alleged misconduct to stop. This is not always practical, so a formal complaint to a supervisor may be appropriate.
  - 8.1.2 Formal Complaint: If informal attempts at resolving the incident or complaint are inappropriate or ineffective, a formal complaint should be made to the employee's immediate supervisor.
  - 8.1.3 Allegations against Supervisor: Where the supervisor is the person alleged to be responsible for bullying and harassment, the formal complaint should be made to the Clerk who will determine whether an internal or external investigator should be appointed. If the alleged person responsible for the bullying and harassment is the Clerk then the formal complaint should be made to the Mayor.
  - 8.1.4 Allegations against Councillor: Where a member of council is the subject of a bullying or harassment complaint, the complaint should be made to the employee's supervisor, or the Clerk, who will follow the requirements of this policy in the appropriate resolution of the complaint. Discipline against a member of Council may be imposed by a resolution of Council, after an investigation by the Integrity Commissioner, as further described in section 15.2.2 of this policy.

**8.1.5 Allegations against Third Party:** Where a third party, such as a community member, consultant or supplier is the subject of a bullying or harassment complaint, the complaint should be made to the employee's supervisor.

**8.1.6** Where the person responsible to receive a complaint under this policy is alleged to be involved in harassment or bullying, the complaint should be made to the Clerk.

**8.1.7** Although an employee may prefer to file a formal complaint, the Clerk may determine that given the circumstances surrounding the complaint, the matter should be dealt with informally.

**8.1.8** Nothing in this policy prevents or limits access to other avenues of redress available under the law. However, the Township may suspend, postpone or cancel any investigation into a complaint under this policy if the investigation may duplicate or prejudice such a proceeding.

## **9.0 Representation During an Investigation**

**9.1** If employees are members of a bargaining unit, the Complainant and Respondent are entitled to union representation throughout the formal complaint process, including interviews conducted for the purpose of the investigation, if they so choose.

**9.2** If the Complainant or Respondent is a non-union employee, he/she may also have a representative accompany him/her throughout this process. The representative may be any person who is not involved or alleged to be involved in the circumstances giving rise to the complaint. The Investigators shall advise the person being interviewed of their entitlement to representation prior to commencing the interview.

## **10.0 Confidentiality**

**10.1** All persons involved with a complaint must ensure that the matter remains confidential. An employee who discloses confidential information except as allowed under this policy may be subject to discipline.

**10.2** A complaint shall be investigated and dealt with in a discreet and confidential manner, to minimize embarrassment to any party. Information about a complaint, its investigation and/or resolution shall be released only on a need-to-know basis, as determined by the Clerk. A complainant is not entitled to specific details of the disciplinary process of other employees. However, the complainant is entitled to know whether some discipline has occurred, and any other corrective measures taken to deal with harassment.

**10.3** All records of investigations will be stored with the Clerk in a folder separate from employee files. Any disciplinary action resulting from an investigation will be noted in employee files.

**10.4** The Township will make every effort to keep the details of any harassment complaint confidential, except where disclosure is necessary for the purposes of investigating the complaint, or taking disciplinary or any other action in relation to the complaint or issues relating thereto.

**10.5** The Township cannot guarantee confidentiality if the complainant chooses to initiate proceedings or make comments outside the Township's internal complaint process.

## **11.0 Formal Complaint Process**

### **11.1 The Right to Complain:**

**11.1.1** A complaint may be filed by the actual victim of alleged harassment or bullying; by a group of employees who may have been subjected to the same offensive treatment; by a co-worker who witnesses the incident(s); or by a third party complaining on behalf of the victim(s).

**11.1.2** However, if after investigating any complaints of discrimination or harassment/bullying, it is determined that an employee intentionally made a frivolous or vexatious complaint or provided false information regarding the complaint, disciplinary action up to and including termination may be taken against that employee.

### **11.2 Reporting a Complaint:**

**11.2.1** A complaint should normally be reported as soon as possible after the action or behaviour being complained about occurred. Promptness in reporting a complaint protects the rights of both the person making the complaint (complainant) and the person complained against (respondent).

**11.2.2** Where possible, complaints should be made in writing, although verbal complaints will be treated with equal care. A letter of complaint should contain a brief account of the offensive incident, when it occurred, the person(s) involved and the name(s) of any witnesses.

**11.2.3** A complaint under this Policy may be submitted to a Supervisor, Manager, Department Head, or the Clerk. If the complaint is submitted to a Supervisor, Manager, or Department Head, it should be referred directly to the Clerk within two (2) working days of receipt.

**11.2.4** An individual against whom a complaint has been made will be advised that a complaint has been filed, be interviewed regarding the circumstances of the complaint, and have a right to know and make a full response to any allegations against them.

## **12.0 Mediation**

**12.1** Mediation is voluntary and confidential and is intended to assist the parties to arrive at a mutually acceptable resolution to the complaint.

**12.2** Wherever appropriate and possible, the parties to the harassment and/or bullying complaint will be offered mediation prior to proceeding with the more formal investigation, if one is found to be warranted.

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**12.3** Informal mediation may be attempted by the Clerk, or such other individual as the Clerk may designate.

**12.4** If informal mediation is not successful or appropriate and if formal mediation is, in opinion of the Clerk, a mediator may be appointed by the Clerk. The mediator will be a neutral person and will not have been involved in investigating the complaint. The mediator will provide a report to the Clerk at the conclusion of the mediation.

### **13.0 Investigation Procedure**

**13.1** As soon as reasonably possible, the person assigned to investigate shall confirm receipt of the complaint, clarify details, and apprise the complainant of the steps that will be taken.

**13.2** All employees and members of Council are expected to cooperate with the investigation process and participate when requested to do so by the investigator. No disciplinary action will be taken against an employee or Council member who does not provide a response during the investigation; however, adverse findings can be made against those individuals who refuse to explain their actions.

**13.3** The investigator shall ensure that the complaint is investigated promptly and fairly.

**13.4** The investigator has the authority, subject to applicable laws, to speak to anyone, examine any documents and enter any work locations that are relevant to the complaint. Such authority shall not be exercised unreasonably.

**13.5** A person (or persons) named in a complaint has the right to reply to the allegation.

**13.6** Depending upon the circumstances, the Supervisor, Manager, or Department Head in consultation with the Clerk may determine that it is appropriate to physically separate the employee and the person responsible for the alleged bullying or harassment until the investigation has been completed. This may be accomplished by an administrative suspension or work reassignment.

### **14.0 Findings and Recommendations**

**14.1** Once the investigation is complete, the investigator(s) will submit a confidential written report to the Clerk. The investigator will make best efforts to submit a written report within thirty (30) days from the receipt of the complaint. The report will summarize the investigator's findings and conclusions and will recommend corrective action if appropriate.

**14.2** If the investigator believes it will take longer than thirty (30) days to submit a written report, the complainant(s), respondent(s), and Clerk shall be notified, provided reasons for the delay, and given a new timetable for the report's submission.

**14.3** A conclusion about whether a specific incident of workplace harassment/bullying did or did not occur should be based upon the information obtained in the investigation.

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- 14.4** If the findings do not support the complaint, the investigator will recommend that no further action is necessary and that the matter be closed.
- 14.5** Once the report has been finalized, but prior to its submission, the complainant(s) and the respondent(s) have the right to review and comment on the report. All comments shall be made in writing within ten (10) days of receiving the final report.
- 14.6** No matter the outcome of the investigation, the parties are entitled to be informed of the outcome and corrective action taken, if any.
- 14.7** The Mayor and Council shall be provided with the results of any investigation including a copy of the investigation report, upon request. Such request shall be made by resolution of Council, and therefore individual members or the Mayor are not entitled to a report at their own request.

## **15.0 Resolution of Complaints**

### **15.1 Resolution of Complaints Against Employees:**

- 15.1.1** Employees who are found to have engaged in harassment/bullying under this Policy are guilty of misconduct. As in any case of misconduct, corrective action may include counselling and/or other discipline which can vary from verbal to written reprimand to suspension and/or termination.
- 15.1.2** The appropriate counselling or disciplinary action imposed, if any, shall be determined by the Clerk, through recommendation by Council and the affected Department Head. If the respondent is the Clerk, then the appropriate counselling or disciplinary action imposed, if any, shall be determined by Council.
- 15.1.3** Anyone who retaliates in any way against a person who has been involved in a harassment complaint will be subject to discipline.

### **15.2 Resolution of Complaints Against the Mayor or Council Members:**

- 15.2.1** Members of Council and the Mayor have an equal responsibility to uphold the terms of this policy, are held to the same standard as employees under the policy on Employee Conduct (10.2021) and Council Code of Conduct (11.2021), and may from time to time be required to exercise Council's authority to deal with allegations of bullying, harassment or other misconduct against non-employees, including members of Council. Where a member of Council is accused of misconduct, Council shall exercise its remedial authority in one of the ways outlined in this section.
- 15.2.2** Council may appoint an Integrity Commissioner, pursuant to its authority under the Municipal Act, to investigate whether a member of Council or the Mayor has breached the Code of Conduct. The Integrity Commissioner shall make findings regarding any allegations of misconduct, and make recommendations to Council regarding corrective actions. The findings of the Integrity Commissioner shall be reported to Council in the form of a written report.

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**15.2.3** By resolution, pursuant to sections 223.2 to 223.4 of the Municipal Act, Council may appoint any person other than a member of council as the Integrity Commissioner. If the Integrity Commissioner finds a member of Council has contravened this policy or the code of conduct, he or she may recommend that Council reprimand the Council member or suspend the member's remuneration for up to 90 days. The seriousness of the misconduct will determine the level of sanction imposed on the member.

**15.2.4** On its own initiative, after receiving an investigation report, Council may make findings and conclusions about the conduct of a Council member or members, and order any resolution appropriate in accordance with its broad powers under the Municipal Act, including but not limited to accepting the findings of the Integrity Commissioner and ordering the member of Council to comply with this policy or the code of conduct.

**15.2.5** Any person may make a complaint to their supervisor or Clerk about the conduct of a member of Council, and such complaint will be investigated in accordance with this policy. Any person may also make complaint to the Integrity Commissioner, the Human Rights Tribunal of Ontario or any other external entity having oversight into the conduct of Council members.

### **15.3 Resolution of Complaints Against Third Parties:**

**15.3.1** Where a third party, being an individual who is neither an employee nor a member of Council, is alleged to have engaged in bullying and/or harassment, a complaint can be made to a supervisor or the Clerk.

**15.3.2** The Supervisor or Clerk will determine an appropriate response, depending on the nature of the complaint and the parties involved. For example, where the complaint is against a community member, issuing a trespass notice or contacting police may be an appropriate response. Where the complaint is against a supplier or contractor, it may be appropriate to obtain services from a different provider.

### **16.0 Education and Training**

**16.1** All new employees shall be made aware of, and must read and sign, a copy of the Township's Harassment/Bully Free Workplace Policy.

**16.2** Supervisors, Managers and Department Heads shall ensure that a copy of this Policy is readily accessible in the workplace and shall ensure that all employees under their direction are aware of and comply with this Policy.

**16.3** The Township, through the Clerk, will provide the appropriate, necessary and on-going training in relation to this Policy. The policy will be reviewed at least annually by the Clerk.

### 17.0 Policy Adoption and Review Guidelines

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council

### 18.0 References to Other Policies of By-laws

Policy Title	Policy Section	Policy Number

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**The Corporation of the Township of Ignace**

**By-law 22.2022**

**Being a By-law to Adopt a Policy Regarding Workplace Violence**

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

**Whereas** The Municipal Act, 2001, s. 10 (2), authorizes the municipality to adopt by-laws respecting the governance structure of the municipality and its local boards.

**Therefore** let it be resolved that the Council for the Corporation of the Township of Ignace hereby enacts as follows:

1. That a Policy to Establish Procedures, Terms and Conditions for the Implementation of a Zero Tolerance Philosophy as it relates to 'Workplace Violence' of Current and Future Employees of the Corporation of the Township of Ignace, is hereby established pursuant to the *Municipal Act, 2001*; and
2. That this By-law shall rescind By-law 28.2018 and any other By-law pertaining to 'Workplace Violence'.
3. That the 'Workplace Violence Policy' as set out in Schedule "A" and attached hereto, shall form part of this By-law; and
4. 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 22<sup>nd</sup>, Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup>, Day of February, 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

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## Policy

### The Corporation of the Township of Ignace

#### Policy Manual

**Section:** Safety

**Subject:** Violence Prevention Policy

**Effective Date:** February 22, 2022

**By-Law #:** 22.2022

**Approved by Motion:**

**Catalogue #:** S-04

#### 1.0 Preamble

The Township is committed to providing a work environment in which all workers are treated with respect and dignity. In accordance with Section 32.0.1(1)(a) of the Occupational Health and Safety Act, Chapter 23; workplace violence will not be tolerated from any person in the workplace; including customers, clients, supervisors, workers and members of the public. In accordance with Section(s) 32.0.2 thru 32.0.5 this policy shall provide information regarding reporting, support and procedures to handle such situations.

#### 2.0 Policy Statement

**2.1** The Township is committed to providing a safe work environment for all employees. The Township recognizes the importance of having a harmonious workplace which preserves personal dignity and encourages mutual respect, support and understanding amongst employees.

**2.2** The Corporation of the Township is committed to:

**2.2.1** Providing and maintaining a healthy and safe work environment that is free from any form of workplace violence.

**2.2.2** Investigating reported incidents of workplace violence in an objective and timely manner.

**2.2.3** Taking necessary action; and providing appropriate support for workers that are victims of workplace violence.

#### 3.0 Definitions

**Domestic Violence** for the purpose of this policy, domestic violence is any use of physical or sexual force, actual or threatened, in an intimate relationship including emotional/psychological abuse or harassing behaviour.

**Elected Official** includes any elected official.

**Employee** includes all full time, part time, union, non-union, contractors, interns, supervisors and managers employed by the Corporation of the Township.

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**Member of the Public** means any individual who is in a Municipal Workplace who is not an employee, committee appointee or elected official.

**Workplace** includes but is not limited to:

- All Municipal facilities and vehicles, including leased or owned by the Municipality or employee vehicles used in a work capacity
- Township sponsored events and programs
- Any place employment related activities are conducted including business travel, work related social gatherings or any other location that may have a subsequent impact on the workplace
- Municipal buildings (whether owned or leased) and surrounding perimeter including parking lots, sidewalks and driveways.

**Violence** is defined as:

- a) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- b) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- c) A statement or behaviour that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

## **4.0 Regulations**

**4.1** The Township is committed to providing a workplace in which the respect and safety of the employees is paramount. The risk or occurrence of violent acts involving employees require particular attention as violence undermines an employee's ability to work effectively and impacts quality of life. Threats or acts of violence against an employee are unacceptable and will, at no time, be tolerated. The Township has zero tolerance for violence in the workplace.

**4.2** All Township employees have a responsibility to respect the safety of their co-workers and the public they serve. Managers and Supervisors have additional responsibilities; they are obligated to discourage violence in the workplace; to take reasonable steps to prevent it; and to take appropriate corrective action to deal with workplace violence if and when it occurs.

**4.3** The Township will not discriminate or retaliate against employees because they are or are perceived to be victims of workplace violence.

**4.4** Non compliance with respect to this Policy will give rise to disciplinary action up to and including termination.

**4.5** When administering the Policy, the Township shall do so in a fair and unbiased manner.

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#### **4.6 Workplace violence includes, but is not limited to:**

- 4.6.1** Threatening behaviour such as shaking fists, destroying property, or throwing objects;
- 4.6.2** Property damage - theft, destroying property, vandalism, sabotage of equipment, or arson;
- 4.6.3** Verbal or written threats - any expression of intent to inflict harm;
- 4.6.4** Bullying and intimidation;
- 4.6.5** Verbal abuse - swearing, insults, or threatening language;
- 4.6.6** Psychological trauma - includes stalking;
- 4.6.7** Physical attacks or assaults - hitting, shoving, pushing or kicking
- 4.6.8** Sexual assaults; and,
- 4.6.9** Murder

#### **5.0 Domestic Violence**

- 5.1** For the purpose of this policy, the Township will take every precaution reasonable to protect its workers if the employer is aware or ought to be aware of domestic violence that is likely to expose a worker to physical injury in the workplace.
- 5.2** The workplace includes all locations where business or social activities of the Township are conducted. Violence in the workplace may also include incidents that happen away from work (e.g., unwelcome phone calls or visits to a person's home) if it is connected to the victim's employment with the Township.

#### **6.0 The Right to Refuse**

- 6.1** Employees have the right to refuse unsafe work where workplace violence is likely to endanger them. While the work refusal is being investigated, the worker is to remain in a safe place that is as near as possible to his or her work station, making him or her available for the purpose of an investigation.

#### **7.0 Early Warning Signs**

- 7.1** To ensure early identification and prevention of violence in the workplace, all employees are responsible for reporting to their immediate Supervisor any and all incidents committed by Township employees, volunteers, co-op placement personnel, students, agents of the Township, consultants, and contractors, or a member of the public or Council, that constitutes a potential or actual threat of

workplace violence towards a Township employee, especially if one or more of the following factors is known to be present or to have occurred (note: this list is not exhaustive):

- 7.1.1 Threatening statements to do harm to self or others;
- 7.1.2 References to other incidents of violence;
- 7.1.3 Intimidating behaviour, such as insubordination; open defiance; pestering or confrontational behaviour;
- 7.1.4 History of violent, reckless or anti-social behaviour;
- 7.1.5 Recent marked decline in performance;
- 7.1.6 Major change in personality, mood, behaviour or standards of personal grooming;
- 7.1.7 Obsessions with persons or things, particularly weapons;
- 7.1.8 Experiencing what appears to be serious stress in personal life; or
- 7.1.9 Substance abuse.

## **8.0 At Risk Positions**

8.1 The following positions of the Municipality are considered 'at risk' of encountering workplace violence. They include but are not limited to:

- 8.1.1 Cash handling;
- 8.1.2 Working alone;
- 8.1.3 Working nights, late at night or early mornings;
- 8.1.4 Working with the public;
- 8.1.5 Delivery of passengers, goods or services; and,
- 8.1.6 Mobile workplace.

## **9.0 Responsibilities of Employees**

9.1 All employees of the Township are required to report any legitimate incident of intimidation, threat or act of violence. Employees should be confident that issues reported to their immediate Supervisor/Manager will be treated with sensitivity, fairness and impartially, while maintaining privacy and confidentiality considerations within the bounds of application legislation.

9.2 All employees shall:

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**9.2.1** Comply with this policy;

**9.2.2** Report any early warning signs of a potentially threatening situation which arouse concern and any instances of threatening statements or threatening behaviour which was directed at them or at any other employee of the Township to their immediate Supervisor;

**9.2.3** Use appropriate stress-defusing behaviour; if the appropriate stress- defusing behaviours do not work, tactfully disengage from the situation;

**9.2.4** Co-operate fully in any fact gathering interviews which are designed to assess the risk of violence in the workplace;

**9.2.5** Ensure that any investigation remains confidential. Employees must not disclose any information relating to a report, its investigation and/or resolution to anyone who is not aware of the matter.

**9.3** Questions or concerns regarding the Township procedure may be directed to the immediate supervisor.

**9.4** Failure to comply with this Policy will result in disciplinary action up to and including termination.

## **10.0 Responsibilities of the Supervisory Personnel**

**10.1** All Supervisory Personnel Shall:

**10.1.1** Take all reasonable measures to prevent violence in the workplace from happening and to provide a workplace that is free from violence;

**10.1.2** Ensure that all employees are aware of the contents of this zero tolerance for violence policy and their role in helping to prevent workplace violence;

**10.1.3** Ensure that any violation or alleged violation of this procedure is investigated in conjunction with the Clerk;

**10.1.4** Promote enrolment in training courses in these areas that are available to employees (e.g., communication, problem solving, building effective working relationships, mediation, conflict resolution, stress management, approaches to managing violent and abusive behaviour);

**10.1.5** Ensure that their own skills in these areas are current with the support of the Clerk;

**10.1.6** Be aware of and use appropriate stress-defusing techniques;

**10.1.7** Take immediate action when necessary, including, but not limited to, calling the Police, Fire, and Ambulance Services, summoning employees certified in First-Aid as needed and informing the Clerk;

**10.1.8** Immediately report to their supervisor, and the Clerk, any direct or veiled

threats of violence made to any employee, and any action taken; and,

**10.1.9** Ensure that the proper procedures are followed when a report of an incident of workplace violence is received; that the report is investigated promptly and fairly; that confidentiality is protected to the fullest extent possible; that the rights, dignity and privacy of all parties are respected; and that a confidential record of all discussions is kept. Managers/ Supervisors must consult with the Clerk.

**10.2** Supervisory Personnel Failure to comply with this Policy will result in disciplinary action up to and including termination.

## **11.0 Responsibilities of the Clerk**

**11.1** The Clerk shall:

**11.1.1** Ensure that managers and Supervisor's conduct risk assessments which will include input from their employees.

**11.1.2** Collect all data from risk assessments in order to coordinate efforts for organizational wide polices and department specific policies in consultation with site-based groups and the audit committee; assist in creating action plans as needed;

**11.1.3** Work with Managers, and Supervisors on how to minimize the risk of violence associated with performance appraisals, disciplinary measures and terminations;

**11.1.4** Monitor and report to the Chief Administrative Officer on the effectiveness of the policy; review the policy at least annually or sooner if needed or when violent acts occur;

**11.1.5** Coordinate an immediate investigation, in cooperation with the Ontario Provincial Police, when any incident or potential incident of violence is reported, in order to assess the risk or continued risk to employees; Investigations may include interviews with the employee, Supervisors and other employees, a review of previous incidents if available; and

**11.1.6** Ensure that the proper procedures are/were followed when a report of an incident of workplace violence is received; that the report is investigated promptly and fairly; that confidentiality is protected to the fullest extent possible; that the rights, dignity and privacy of all parties are respected; and that a confidential record of all discussions is kept.

## **12.0 The Reporting Process**

**12.1** Reporting for assault threats of imminent violence or other violent incidents:

**12.1.1** CALL 911 immediately. Critical information must be provided including the location, nature of the incident; whether emergency services are required;

whether perpetrator(s) are still present; whether weapons are involved; etc.

- 12.1.2** Contact your supervisor immediately after request for Police involvement and proper control of the emergency, the event particulars shall be recorded by the supervisor.

## **12.2 Reporting for Non-Emergencies:**

**12.2.1** All employees must report a situation that he/she believes is workplace violence under this Program. A report may be made by the actual victim of alleged workplace violence; by a co-worker who witnessed the incident(s); or by a third-party reporting on behalf of the victim(s).

**12.2.2** Employees who, with good intentions, provide information about behaviour or actions which they perceive as threatening or potentially violent will not be subject to disciplinary or other form of reprisal if their perceptions are not substantiated. However, if it is learned that an employee intentionally made a false report or provided false information regarding the report, disciplinary action up to and including termination may be taken against that employee.

**12.2.3** A report should normally be made as soon as possible after the relevant action or behaviour occurred and directed to the employee's immediate Supervisor.

**12.2.4** Although an employee may choose to make a verbal report, it is in the best interest of all concerned to provide a written report, which should contain a brief account of the incident, when it occurred, the person(s) involved and the names of witnesses, if any. The report should be signed and dated.

**12.2.5** If the report is submitted to the Supervisor, it shall be referred in consultation to the Department Head and the Clerk immediately. The Clerk may choose to investigate it or retain a qualified outside consultant to do so.

**12.2.6** The Clerk will inform the Mayor and Council of the fact that a report has been made and that an investigation will be conducted.

## **13.0 Investigations**

**13.1** To the extent possible, the investigator shall ensure that the incident is investigated promptly and fairly, in a discreet and confidential manner so as to minimize embarrassment to all parties.

**13.2** As soon as is reasonably practicable, the person(s) assigned shall initiate the investigation by meeting with the individual who made the report.

**13.3** The individual has the right to be accompanied by another employee of his/her choice in any meeting with the investigator(s). The investigator(s) shall confirm receipt of the report, clarify details, and apprise the individual of the steps that will be taken.

**13.4** After speaking with the applicable Manager or designate, the investigator(s) have the authority, subject to applicable laws, to talk with anyone, examine any

documents, and enter any work locations that are relevant to the reported incident. If the Ontario Provincial Police request that the Township not investigate the situation until after the police investigation has been completed, the investigator will speak to the Clerk.

- 13.5** An employee who is the subject of a report and who refuses to discuss potentially violent behaviour or cooperate in interventions to assess or defuse the risk of workplace violence may, if information is uncovered through fact finding to establish a reasonable possibility of risk, be disciplined in accordance with the Township's Discipline Policy.
- 13.6** Interventions that may form part of a risk assessment or plan of action for an employee who is the subject of a report or investigation may include referral to the employee's physician, use of sick leave, and/or temporary leave of absence, referral to counselling, fitness-for-duty evaluation and other appropriate interventions. Extreme situations may warrant obtaining appropriate court orders, and/or police involvement.
- 13.7** Depending upon the circumstances, the investigator(s) may determine that it is appropriate to physically and/or operationally separate the employee who made, and the employee who is the subject of the report until the investigation has been completed. In extreme situations, an employee may be suspended (with or without pay) pending an investigation.

#### **14.0 Findings and Recommendations**

- 14.1** Once the investigation is complete, the investigator(s) will submit a confidential written document to the Clerk. The investigator(s) will endeavour to submit this document within ten (10) calendar days from the receipt of the initial report. The document will summarize the investigator's findings and conclusions and will recommend corrective action if appropriate.
- 14.2** A conclusion about whether a specific incident of workplace violence did or did not occur should be based upon the investigation.
- 14.3** If the findings do not support the initial report, the investigator(s) will recommend that no further action is necessary.
- 14.4** The Clerk will inform the Mayor and Council, as well as the applicable Department Head(s) of the content of the report and the investigator's findings, conclusions, and recommendations. In cases likely to result in suspension or termination from employment and/or where the respondent has been the subject of several reports, the Clerk may approve, change or reject any of the investigator(s) recommendations.

#### **15.0 Discipline**

- 15.1** In responding to the threat or incident of violence, actions that warrant consideration may include changes to the physical work space, changes to work



schedules and/or patterns, changes to procedures to offer better support and protection, withdrawal of services, police intervention and the use of appropriate court orders.

**15.2** Workers and their supervisors shall be held accountable for violations of health and safety rules, regulations, and procedures. Disciplinary action, where necessary, will be dictated by the Township's disciplinary procedures and will be based on the merits of the specific case. Prior to disciplinary measures being taken, management is advised to consult with Labour Relations Personnel.

**15.3** A person, who submits a complaint in good faith, even where the complaint cannot be proven, has not violated the policy. If an investigation results in a finding that the Complainant falsely accused the Respondent of workplace violence knowingly or in a malicious manner, the Complainant will be subject to appropriate sanctions, including the possibility of termination. Such action is considered a violation of the policy, and the investigation results and any sanctions will be recorded in the personnel records relating to the Complainant.

## **16.0 Confidentiality**

**16.1** All investigations, interviews and deliberations shall be conducted in strict confidence to the extent possible. The documents will be stored in the Clerk. Except as otherwise outlined in the Policy, information about a report of violence, its investigation and/or its resolution shall be released only on a need-to-know basis, as determined by the Clerk.

**16.2** To the extent possible, investigation reports shall be presented in summary format.

**16.3** The Township cannot guarantee confidentiality if the individuals who made, or those that are the subject of, a report choose to initiate proceedings or make comments outside the Township's internal procedures. Information collected and retained is subject to the Municipal Freedom of Information and Protection of Privacy Act.

## **17.0 Employee Representation**

**17.1** If the employees are members of a bargaining unit, the individuals who made, and those that are the subject of, a report are entitled to union representation throughout the investigation process, if they so choose.

**17.2** If the employees are non-union employees, they may also have a representative accompany him/her throughout the investigative process. The Investigators shall advise these individuals of their entitlement.

**17.3** The representatives must ensure that the matter remains confidential, and not to disclose any information relating to a report, its investigation and/or resolution to anyone who is not aware of the matter.

## **18.0 Trauma Support**

**18.1** Staff who have witnessed or experienced a traumatic event may need special support. These needs will be acknowledged and accommodated by the Township. 348

The Township will encourage these employees to use the community agencies as appropriate.

**18.2** The Clerk will advise affected staff of their support options and will coordinate any special assistance that may be required.

**19.0 Employee Education and Training**

**19.1** All new employees shall be made aware of the Township's Violence Free Workplace Policy through the employee orientation process.

**19.2** Department Heads shall ensure that a copy of the Policy is readily accessible in the workplace, and shall ensure that all employees under their direction are aware of and comply with the Program.

**19.3** Department Heads shall ensure that their subordinates in their respective departments are aware of the Policy and all supervisory personnel shall act as good role models.

**19.4** This Policy will be reviewed annually or sooner as required.

**20.0 Policy Adoption and Review Guidelines**

Date of Adoption by Council	By-law Number	Motion Number	Date of Most Recent Review by Council	Date of Next Review by Council

**21.0 References to Other Policies of By-laws**

Policy Title	Policy Section	Policy Number

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**The Corporation of the Township of Ignace**

**By-law 23.2022**

**Being a By-law to Enter into an Agreement with Nuevote Systems Inc. for  
Internet Voting Services for the 2022 Municipal Elections**

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**Be It Resolved That** the Mayor and the Clerk are hereby authorized and empowered to enter into an agreement with Nuevote Systems Inc. for Internet Voting Services for the 2022 Municipal Elections.

**That** this By-law shall come into force and take effect on the Third and Final Reading Thereof.

**Read a First and Second time this 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**

**The Corporation of the Township of Ignace**

**By-law 24.2022**

**Being a By-law to Enter into an Agreement with Her Majesty the Queen in the right of Ontario as represented by the Minister of Municipal Affairs and Housing**

**Be It Resolved That** the Mayor and the Clerk are hereby authorized and empowered to enter into an agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Municipal Affairs and Housing for the transfer of funds regarding the MMP3.

**That** this By-law shall come into force and take effect on the Third and Final Reading Thereof.

**Read a First and Second time this 22<sup>nd</sup> Day of February, 2022.**

**Read a Third and Finally Passed this 22<sup>nd</sup> Day of February, 2022.**

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**Penny Lucas, Mayor**

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**Lynda Colby, Clerk**