



The Corporation of the Township of Ignace
Special Meeting of Council
Wednesday, June 7, 2023 @ 4:30 p.m.
Multi Purpose Room

1. Call to Order

Interim Mayor Baigrie calls the Special Meeting of Council to order this 7th day of June 2023, at _____ p.m.

2. Adjourn to Closed Meeting

Motion: # 2023.06.07.151

Moved by: _____ Seconded by: _____

THAT, Council convenes into the Closed Session of this Special Meeting of Council this 7th day of June 2023, chaired by Interim Mayor Baigrie, at _____ p.m., to discuss the following items:

Closed Session Matters

Pursuant to Section 239 (2)(c), (d), € and (i) of the Municipal Act:

(c) a proposed or pending acquisition or disposition of land by the Municipality or local board;

- Acquisition of land

(d) labour relations or employee negotiations

- HR Matters

(e) litigation or potential litigation, including legal matters before administrative tribunals, affecting the Municipality or local board;

- Legal Matters

(i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere

significantly with the contractual or other negotiations of a person, group of persons, or organizations;

- Contractual Matters

Carried

3. Reconvene to Special Meeting of Council

Motion: # 2023.06.07.152

Moved by: _____

Seconded by: _____

THAT, Council Reconvenes to the Special Meeting of Council this 7th day of June 2023, chaired by Interim Mayor Baigrie at _____ p.m.

Carried

Acknowledgement of the Lands

4. Call for Amendments to the Agenda

5. Approval of the Agenda

Motion: # 2023.06.07.153

Moved by: _____

Seconded by: _____

THAT, Council for the Corporation of the Township of Ignace does hereby approve the Agenda for the Special meeting of Council this 7th day of June 2023, as _____.

Carried

6. Declarations of Pecuniary Interest

The Chair calls for any declaration of pecuniary interest, and the general nature thereof under the Municipal Conflict of Interest Act with respect to the agenda for this meeting.

7. Delegations/Deputations/Presentation

None

8. Items for Discussion

- 8.1 NWMDER Conference - August 27-31, 2023 **pg. 4**
- 8.2 Smart Net North America – Potential Hosting **pg. 5-13**
- 8.3 Initial Budget Discussion *Not Part of the Pkg*
- 8.4 White Otter Logo **pg. i**
- 8.5 Use of the Canteen During White Otter Days **pg. ii**

9. Business Arising from Closed Session

10. By-Laws

25.2023 Being a By-law to Authorize the Electronic Signing of Documents **pg. 14 - 15**

26.2023 Being a By-law to Adopt a Workplace Violence & Harassment Policy and Program for the Township
pg. 16 - 37

11. Confirmatory By-Law

Motion: # **2023.06.07.**_____

Moved by: _____

Seconded by: _____

THAT, By-Law **27.2023**, Being A By-Law to Confirm the Proceedings of The Council of The Corporation of The Township of Ignace Special Meeting dated June 7th, 2023, be read a First, Second, and Third Time, and Passed.

Carried

12. Adjournment

Motion: # **2023.06.07.**_____

Moved by: _____

Seconded by: _____

THAT, the Special Meeting of Council this 7th day of June 2023, be adjourned at _____.

Carried

From: Rhonda Smith, Municipal Administrator
To: Interim Mayor and Council
Subject: NWMDER Conference
Date: June 2, 2023

Recommendation

That, Council for the Corporation of the Township of Ignace does hereby accept the report from the Municipal Administrator, Rhonda Smith regarding the MWMDER Conference in Niagara Falls.

Background

The NWMDER (Nuclear Waste Management, Decommissioning and Environmental Restoration) Conference is Canada's premier nuclear waste and decommissioning conference, intended to provide a forum for discussion of the status and proposed future directions of technical, regulator, environmental, social, and economic aspects of radioactive waste management, decommissioning and environmental restoration for nuclear facilities.

The conference will be held Sunday August 27, 2023 – Thursday August 31, 2023, in Niagara Falls, Ontario at the Sheraton Fallsview, Niagara Falls, Ontario. The three-day event will have plenary sessions as well as a business exhibition (trade show) to showcase technology, equipment, and services. The theme of the conference is 'Environmental Sustainability' through timely waste management and decommissioning.

The NWMO is willing to send five (5) Ignace Community members. NWMO suggests the following:

1 Council Member	1 Municipal Staff Member
1 Willingness Committee Member	1 Youth
1 Representative from the Critical Voice Group	

Closing

The Municipal Administrator, Rhonda Smith does hereby ask the Council for the Corporation of the Township of Ignace to consider the offer and appoint five (5) community members to attend.

Kinds Regards,



Rhonda Smith
Municipal Administrator

From: Rhonda Smith, Municipal Administrator

To: Interim Mayor and Council

Subject: SmartNet North America

Date: June 2, 2023

Recommendation

That, Council for the Corporation of the Township of Ignace does hereby accept the report from the Municipal Administrator, Rhonda Smith regarding the possible hosting of a GPS tracking antenna.

Background

Leica Geosystems, Inc. launched SmartNet North America on March 1, 2010. SmartNet is a subscription-based service offering GNSS Network RTK corrections throughout North America with Leica Geosystems directly operating, managing, and maintaining all segments of the network. From the reference stations in the field to the server and IT infrastructure, SmartNet offers a turnkey solution.

SmartNet provides GNSS Network RTK coverage in 50 US States and 8 Canadian Provinces, to anyone in need of Precision GNSS corrections. This includes the precision ag, construction, engineering, surveying, autonomous vehicle, and mapping markets.

In return for providing SmartNet with a host location, SmartNet would provide compensation to your organization in the form of either:

One (1) SmartNet Subscription- Enterprise License

- Network License. As full and valid consideration for the obligations to Host set forth herein, Leica grants Host access for one GNSS RTK Rover to the Network pursuant to the terms and conditions set forth in the standard SmartNet Terms & Conditions, incorporated herein by reference. The access will remain in effect during the term of this Agreement

An Annual Payment / Stipend

- SmartNet annually performs between 150 - 500 New Installations / Relocations
Each host site offered provides an annual payment of \$1,000.00. Adding a bottom-line revenue stream between \$150,000.00 - \$500,000.00

Hosting Overview attached.

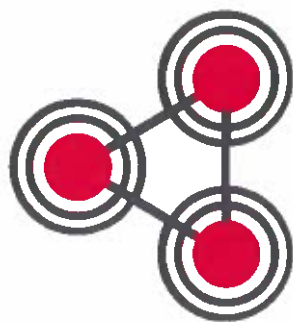
Closing

The Municipal Administrator, Rhonda Smith does hereby ask the Council for the Corporation of the Township of Ignace to consider being a host to the SmartNet North America service and provide them with the ability to mount an antenna on one of our preferred buildings.

Kinds Regards,

A handwritten signature in black ink, appearing to be 'R. Smith'.

Rhonda Smith
Municipal Administrator



SmartNet
North America
Any Constellation - Any Application - Open to All

Hosting Overview

Background

SmartNet North America

Leica Geosystems, Inc. launched SmartNet North America on March 1, 2010. SmartNet is a subscription-based service offering GNSS Network RTK corrections throughout North America with Leica Geosystems directly operating, managing, and maintaining all segments of the network. From the reference stations in the field to the server and IT infrastructure, SmartNet offers a turnkey solution.

SmartNet provides GNSS Network RTK coverage in 50 US States and 8 Canadian Provinces, to anyone in need of Precision GNSS corrections. This includes the precision ag, construction, engineering, surveying, autonomous vehicle, and mapping markets.

Hosting Overview

SmartNet would propose to mount a SmartNet owned GNSS reference station at host organization's facility. The station(s) consists of the following:

- GNSS Antenna (Fig. 1)
- 80" Aluminum Mast (Fig. 2)
- LMR400 Antenna Cable
- GNSS Reference Station (Fig. 3)
- Power Supply

The needs for the station are minimal; we only require a suitable structure to attach the aluminum mast and GNSS antenna that provides a clear and unimpeded view of the sky. Once secured, the mast will support the GNSS antenna cable and provide the necessary horizontal stability to determine the antennas position to +/- 5 mm (Fig. 1). We then route the antenna cable from the antenna into the building to a mutually agreeable location. The GNSS receiver is then secured to a wall or provided enclosure (Fig. 3), and the antenna cable is terminated and connected to the receiver.

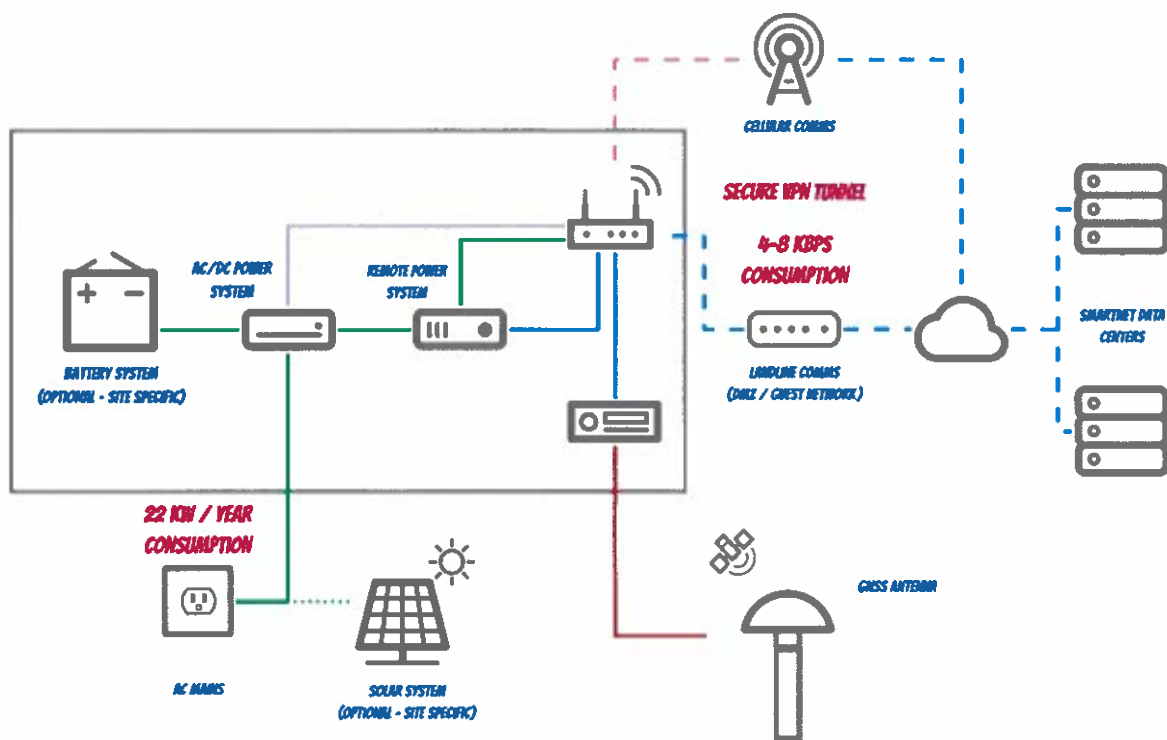
The receiver will require an electrical outlet, as well as a connection to the internet. This internet connection can be provided either by the host or SmartNet can arrange to have internet service brought to the site independently. All hardware, labor and installation costs would be covered by SmartNet.

Electrical Requirements

- 22 kW Per Year Consumption – Comparable to single LED Light Bulb
- Average Kilowatt Cost / Hour – \$ 0.132 kW / Hour
- Total Electrical Cost - \$ 2.904 / Year

Internet Requirements- Guest Network (outside firewall) or Cellular Card (Provided by SmartNet)

- Minimal Consumption – 4-8 kbps
- Access to single LAN Port
- Network connection in DMZ / Guest Network acceptable



Hosting Compensation

In return for providing SmartNet with a host location, SmartNet would provide compensation to your organization in the form of either:

- One (1) SmartNet Subscription- Enterprise License**
Network License. As full and valid consideration for the obligations to Host set forth herein, Leica grants Host access for one GNSS RTK Rover to the Network pursuant to the terms and conditions set forth in the standard SmartNet Terms & Conditions, incorporated herein by reference. The access will remain in effect during the term of this Agreement
- An Annual Payment / Stipend**
SmartNet annually performs between 150 - 500 New Installations / Relocations
Each host site offered provides an annual payment of \$1,000.00. Adding a bottom line revenue stream between \$150,000.00 - \$500,000.00

Example Photos



Fig.1 – GNSS Antenna

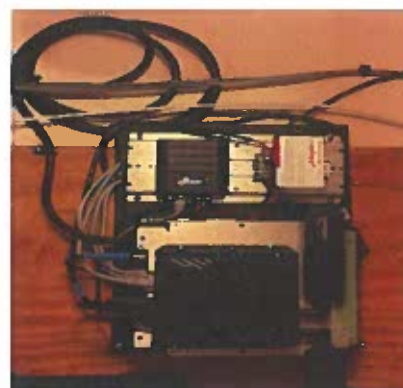
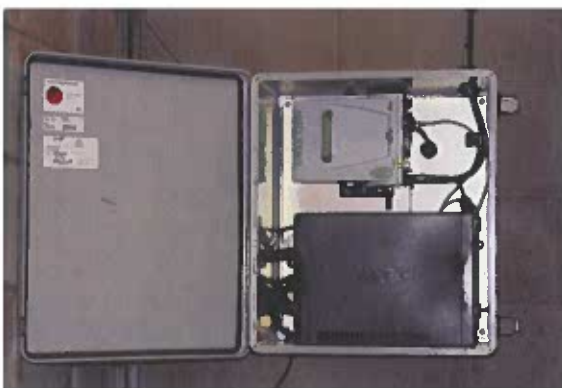
Fig.2 – 80" Aluminum Mast



Fig. 3 – GNSS Reference Station Receiver

Exterior Mount

Interior Mount



LEICA BLK2GO - As-built scan offered to each store utilized as a host



Make the most of your BLK360 and BLK2GO data with automatic registration, precise visual alignment, easy cleanup, and multiple visualization and export options



Move between point clouds and images with ease

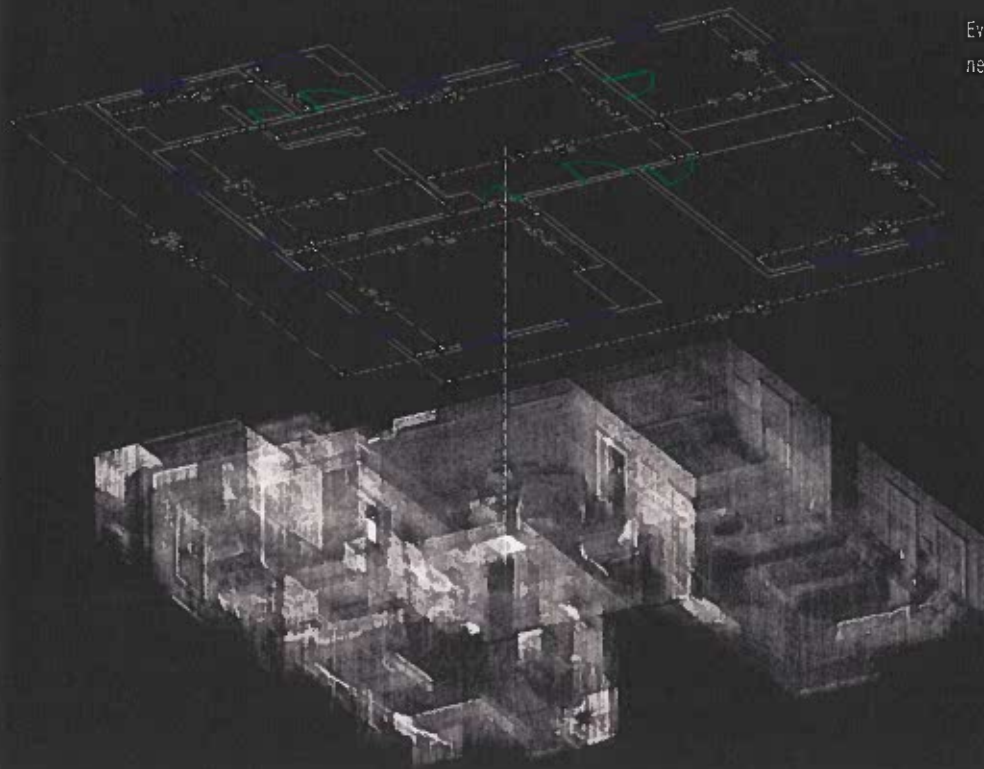
View and adjust HDR photospheres and thermal imagery from your BLK360. Or view panoramic images from your BLK2GO.

CAD

Create highly accurate 2D floorplans quickly and easily with point cloud data.

Dimensions from Point Clouds

Every dimension you need, even the ones you didn't know you needed.



Advantages of SmartNet

Quality

- Same accuracy as a local base station
- High-speed initialization for RTK solutions
- Redundancy – multiple reference stations, not just one
- Reliability – full mirroring of network services
- Quality Assurance – Network Integrity Monitoring with GNSS-OC software

Productivity

- Perform on accuracy RTK surveys with one rover
- Eliminates daily base station set-up and potential errors
- Reduces dependency on ground control monuments
- Far exceeds range of conventional RTK systems
- Convert your existing base station into a productive rover

Availability

- "Always on" 24/7 monitored service
- Allows subscribers to easily work in various locations

Cost

- Half the capital investment – no base station!
- Eliminates paying an employee to guard base station against theft
- Reduces insurance costs – less risk



Applications

Land Surveying

SmartNet can be used in a variety of land surveying applications such as building and monitoring bridges, towers, highways, and dams. SmartNet eliminates the need for land surveys to set up individual base stations which dramatically increases production and safety. Annual subscriptions for all network RTK GNSS (GPS and GLONASS) rover systems are available.



Construction

SmartNet is being used more and more frequently in high-profile construction projects in North America. Highway construction projects, airport runways, sport stadiums and any construction application that requires precise machine operations and repeat centimeter accuracy.



GIS

SmartNet is ideal for any high-precision mapping projects such as utility mapping, asset management, GIS data collection, and any application that requires consistent high-precision centimeter accuracy. GIS professionals can use any network RTK GNSS (GPS and GLONASS) rover system and the coverage is available 24/7.



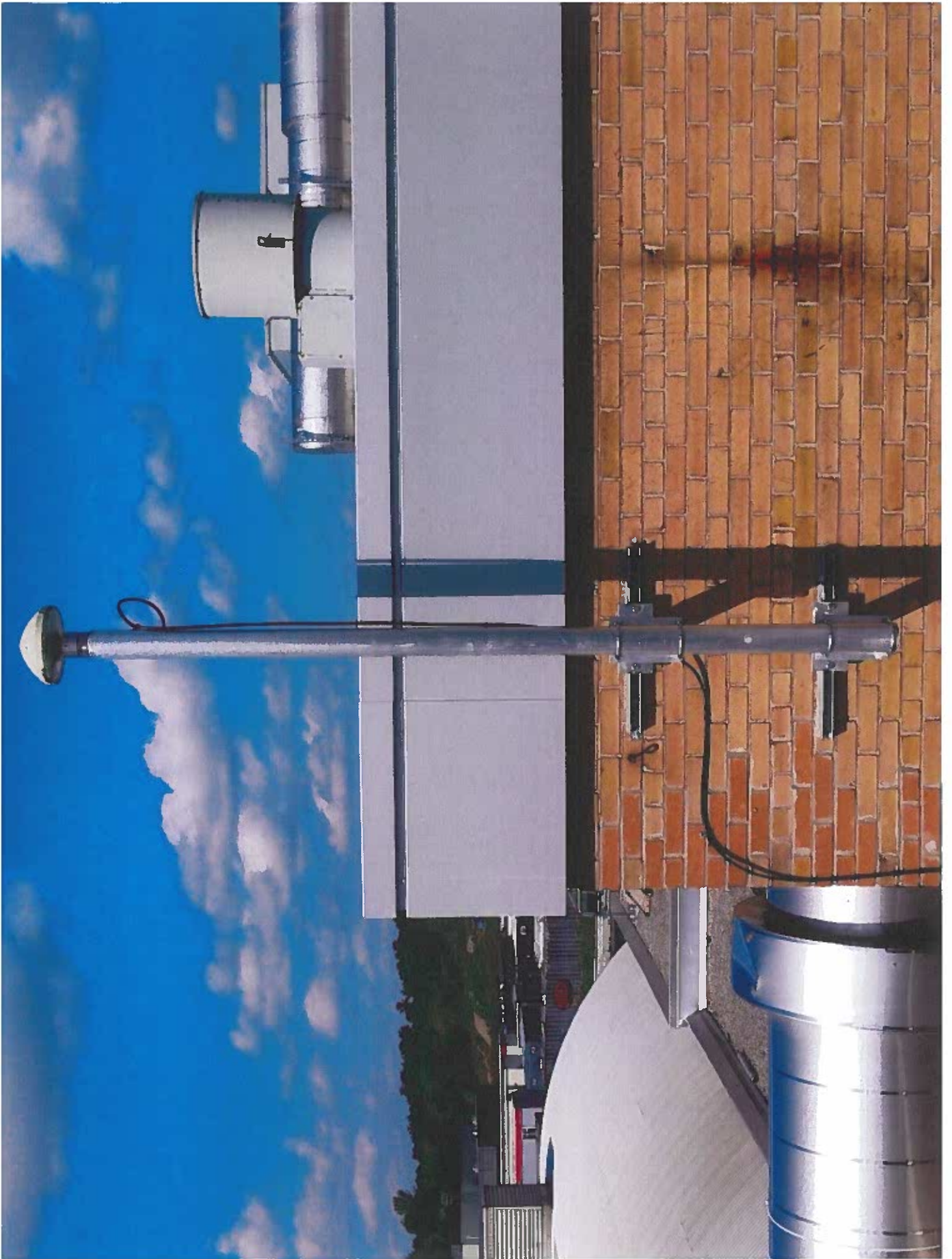
Agriculture

SmartNet can be used in a variety of agricultural applications such as cropping, fertilization, land-leveling, and any agricultural application that requires precise machine operations and repeat centimeter accuracy. SmartNet eliminates the need for growers to set up individual base stations which dramatically increases production.



SmartNet
powered by Leica Geosystems

For more information, visit us on the web at smartnet.leica-geosystems.us



Prepared By: Trista Visseau, Recreation Programmer

Report To: Mayor and Council, Township of Ignace

Date: May 11, 2023

Subject: 2023 White Otter Days LOGO

Purpose

To pick a logo for our 2023 White Otter Days.

Recommendation

I have provided you with 2 options for our 2023 White Otter Days Logo. I would like you to choose the one you believe represents our town and festivities the best.

Background/ Analysis

Ignace has hosted White Otter Days for several years, and they always provide a new logo each year for the advertisements, giveaways, and Merchandise.



Trista Visseau
Recreation Programmer
recprogrammer@ignace.ca



The Corporation of the Township of Ignace
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Ignace, Ontario
P0T1T0
recprogrammer@ignace.ca
(P) 807-938-7749

Prepared By: Trista Visseau, Recreation Programmer
Report To: Mayor and Council, Township of Ignace
Date: May 9, 2023
Subject: 2023 White Otter Days Canteen for Hockey Tournament

Purpose

To provide a canteen during out 2023 White Otter Days Hockey Tournament.

Recommendation

My recommendation is to have the Ignace School 7/8 Toronto Trip take over the canteen for the weekend of June 30, 2023 – July 2, 2023. They will provide their own food, supplies, and staff for this event.

Background/ Analysis

I would love to be able to host the Canteen but is primarily run by our students and for an event of this size we are not set up with the required number of staff and proper training to run the canteen full days with a full menu to support breakfast / lunch and dinner. Allowing the 7/8's to take over the canteen will also be a great way to show our support to local groups in the community.

Trista Visseau
Recreation Programmer
recprogrammer@ignace.ca

THE CORPORATION OF THE TOWNSHIP OF IGNACE

BYLAW 25.2023

BEING A BYLAW TO AUTHORIZE THE ELECTRONIC SIGNING OF DOCUMENTS

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council

Powers Exercised by By-law

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Electronic Commerce Act

Section 15 of the *Electronic Commerce Act*, 2000 S.O. 2000, c. 17 ("*Electronic Commerce Act*") gives authority to a public body to electronically deal with documents it has the power to create, collect, receive, store, transfer, distribute, publish or otherwise deal with.

Preamble

Council for the Corporation of the Township of Ignace ("Council") acknowledges that it is not always possible for individuals with signing authority on behalf of the Township to attend the Municipal Office to execute documents in a timely manner.

Council further acknowledges that electronic signatures are necessary for the timely execution of certain agreements and/or documents.

Decision

Council of the Corporation of the Township of Ignace decides it in the best interest of the Corporation to authorize the execution of agreements and documents by electronic signatures.

Direction

NOW THEREFORE the Council of the Corporation of the Township of Ignace directs as follows:

1. Any member of Council, officer, or an employee that is authorized by legislation, bylaw, or policy to execute documents on behalf of the Township of Ignace may do so by affixing an electronic signature.
2. Document means any written document (paper or electronic) including Bylaw, agreement, contract, memorandum, letter of intent, application, permit, report, notice, waiver, purchase order, lease, deed, or acknowledgement.
3. The following documents may NOT be signed by electronic signature under this Bylaw:
 - a. Third-party agreements or contracts that the third-party does not consent to the use of an electronic signature;
 - b. Cheques, bank drafts, debentures and other similar financial documents;
 - c. Agreements and other documents having a total value of over \$500,000; and
 - d. Any document that which may be prohibited by law from being signed electronically.
4. Electronic signature has the meaning as described in the *Electronic Commerce Act*.
5. Any document issued on behalf of the Township of Ignace that may be signed using an electronic signature shall contain a statement explaining that when affixed, an electronic signature on behalf of the municipality is binding and references this Bylaw.
6. Nothing in this Bylaw requires other parties to electronically sign documents or for the Township of Ignace to automatically accept documents signed electronically by a third-party.
7. Any conflict arising between this Bylaw and provincial or federal legislation shall cause those specific provisions not to be in force.
8. If a court of competent jurisdiction declares any provision or part of this Bylaw to be invalid or to be of no force or effect, the remainder of this Bylaw shall continue to be in force.
9. That this Bylaw will be reviewed one year from the date of passing.
10. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution _____ this 7th Day of June 2023.

Mayor

Municipal Administrator

THE CORPORATION OF THE TOWNSHIP OF IGNACE

BYLAW 26.2023

BEING A BYLAW TO ADOPT A WORKPLACE VIOLENCE & HARASSMENT POLICY AND PROGRAM FOR THE TOWNSHIP

Legal Authority

Scope of Powers

Section 8(1) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("*Municipal Act*") as amended, provides that the powers of a municipality shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues.

Powers of a Natural Person

Section 9 of the *Municipal Act* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act.

Powers Exercised by Council

Section 5 (1) of the *Municipal Act* provides that the powers of a municipality shall be exercised by its Council.

Powers Exercised by Bylaw

Section 5(3) of the *Municipal Act* provides that a municipal power, including a municipality's capacity, rights, powers and privileges under section 9, shall be exercised by bylaw unless the municipality is specifically authorized to do otherwise.

Workplace Safety

Municipalities must comply with the *Occupational Health and Safety Act* R.S.O. 1990 as amended and more specifically section 32 which requires employers to adopt a policy and establish a program with respect to Workplace violence and harassment.

Further, Section 25(2)(h) of the *Occupational Health and Safety Act* requires that an employer take every precaution reasonable in the circumstances for the protection of a Worker.

Section 217.1 of the *Criminal Code of Canada* states that everyone who undertakes, or has the authority to direct how another person does work or performs a task is under a legal duty to take reasonable steps to prevent bodily harm to that person, or any other person, arising from that work or task.

Preamble

Council for the Corporation of Township of Ignace ("Council") has adopted an organizational structure in which all officers and employees of the Township report to the Municipal Administrator and it is the responsibility of the person occupying this position to ensure that all officers and employees of the Township perform their work in a manner that exhibits the fundamental values or principles established by Council and facilitates the achievement of Council's Vision and Mission.

Council is committed to maintaining a non-violent and harassment-free work environment in which everyone feels welcome and accepted.

Council further acknowledges that this Bylaw and the attached schedules have been prepared by Expertise for Municipalities Non-profit Association ("E4m") and legally reviewed by Wishart Municipal Law Group/Wishart Law Firm LLP (WMG) for compliance with all applicable legislation and E4m or WMG are not responsible for the results of any edit to this policy other than as expressly authorized or directed by E4m and WMG.

Council acknowledges and agrees that all rights are reserved by E4m and WMG, and no part of this Bylaw may be reproduced or copied in any form or by any means (graphic, electronic or mechanical, including photocopying, recording, taping or information and retrieval systems) without the written permission of E4m.

Council acknowledges that E4m has given license to the Township to print, copy, save, or post on its official website for its own use only and the Township may not repurpose or resell this Bylaw in any way.

Direction

Council of the Corporation of the Township of Ignace deems it in the best interest of the Corporation to establish a workplace violence & harassment policy and program.

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

1. That the short form title of this Bylaw will be Respect in the Workplace Policy and Program.
2. That this Bylaw be reviewed on an annual basis and a report is delivered to Council by March 31, of any given year, regarding adequacy of the Bylaw and attached schedules and whether there are any recommended changes.
3. That Council has determined that this Bylaw is a priority for the Township and as such, changes in law which require amendments to this Bylaw be delivered to Council in a report within thirty (30) days of the Municipal Administrator becoming aware of the changes.
4. That the following schedules attached hereto form part of this Bylaw:
 - a. Schedule "A" - Respect in the Workplace Policy and Program
 - b. Schedule "B" - Workplace Violence Risk Assessment
 - c. Schedule "C" - Investigation of Alleged Violations
 - d. Schedule "D" - Investigation Committee Formation and Terms of Reference
5. That any changes to the Schedules may be adopted by resolution.
6. That this Bylaw supersedes any preceding Bylaw that is contrary to this Bylaw.
7. That this Bylaw repeals the following Bylaws:
 - a. Workplace violence Policy 22.2022
 - b. Workplace harassment Policy 21.2022
8. This Bylaw takes effect on the day of its final passing.

Read and adopted by Resolution _____ this 7th Day of June, 2023.

Interim Mayor

Municipal Administrator

Schedule "A" – Respect in the Workplace Policy and Program

1. GUIDING PRINCIPLES

Council of the Corporation of the Township of Ignace is committed to ensuring a civil and respectful work environment free of any form of harassment, discrimination, or abuse.

This commitment requires that all Members of Council, Officers & Employees, Volunteer Firefighters and other Township Volunteers actively demonstrate, at all times, a respect for others and an appreciation of differences.

Everyone has the right to work in an environment free from any form of harassment and unacceptable Workplace behaviour. Such behaviour towards an individual because of race, creed, colour, religion, country of origin, ethnicity, citizenship, ancestry, gender, gender identity, sexual orientation, same-sex partnership status, age, marital or family status, or physical ability is unacceptable, and will not be tolerated. The Township will treat any allegation of such behaviour as a serious matter.

Furthermore, we must always treat ourselves, our colleagues, our stakeholders, and our residents with the utmost respect and goodwill. Strong relationships with our employees, clients, and suppliers serve the Township tremendously. The Township is committed to maintaining a non-violent and harassment-free work environment in which everyone feels welcome and accepted. Doing so starts with you. You must always conduct yourself respectfully and in a manner reflective of the Township's core values.

This Policy is designed to comply with the *Occupational Health and Safety Act* and provide guidance on how to conduct yourself. Rather than be exhaustive, this Policy will give you a foundation for determining the types of behaviours that are expected and those that are not. Please read this Policy in its entirety and consider how you can incorporate this Policy and its guiding principles into your everyday interactions whether at work or in the community. Together we can build and maintain a stellar reputation as we continue to strive to provide excellent services to our residents. You are the key to our success, and we thank you for being a part of the municipal team.

Who this Policy Applies To:

- Members of Council
- Officers & Employees of the Township
- Local Board and Committee Members
- Volunteer Firefighters

- Other Volunteers

2. INCLUSIVENESS AND SOCIAL RESPONSIBILITY

Having a diverse workforce helps us better understand and serve our clients. You are expected to be part of creating a respectful Workplace that is free of violence, harassment and discrimination.

3. DEFINITIONS

1. **“Alleged Aggrieved Person” (“AAP”)** means the Worker or Official who has allegedly been the subject of a violation of this Policy.
2. **“Clerk”** for the purposes of this Bylaw means a person who has the statutory duties as defined in section 228 of the *Municipal Act* and may be a different entity than the person who has been appointed by the Township as their statutory Clerk. (See Schedule D re Investigation Committee)
3. **“Complainant”** means the person who has made a report about another individual whom they believe violated this Policy. The Complainant does not have to be the AAP.
4. **“Integrity Commissioner”** means the statutory officer appointed by Council.
5. **“Investigation Committee”** means a committee of Council established for the purpose of selecting and providing direction to the external Investigator.
6. **“Investigator”** means the individual investigating reports received under this Policy.
7. **“Official”** means a person who holds a public office (i.e. a Councillor or the head of Council) or membership on a Council Committee with the Township whether obtained by election, acclamation, nomination of Council or the Township.
8. **“Respondent”** means the person who is alleged to have violated this Policy. To be clear, the Respondent may, or may NOT be a Worker and their status as a person who is not employed by the Municipality/Township/Town is not determinative of any investigation or complaint.
9. **“Worker”** means any of the following, but does not include an inmate of a correctional institution or like institution or facility who participates inside the institution or facility in a work project or rehabilitation program:

- i. a person who performs work or supplies services for monetary compensation for the Township. This would include Members of Council who receive a stipend or other remuneration for their service.
 - ii. a secondary school student who performs work or supplies services to the Township for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
 - iii. a person who performs work or supplies services to the Township for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
 - iv. an Official.
 - v. such other persons as may be prescribed under the *Occupational Health and Safety Act*, RSO, 1990, c O.1 (or other applicable legislation) who perform work or supply services to the Township for no monetary compensation.
10. **“Workplace”** means, any land, premises, location or thing at, upon, in or near which a Worker works including:
- a) the site where the individuals are customarily employed; and
 - b) all other places which
 - i. result from employment responsibilities or employment relationships, locations at work-related social functions, off-site work assignments, work-related conferences or training sessions, and work-related travel; or
 - ii. affect relationships in the Workplace such as the Internet, including, but not limited to, chat rooms/bash boards, social networking sites, blogs/vlogs, and gaming sites.
11. **“Workplace harassment”** means,
- (a) engaging in a course of vexatious comment or conduct against a Worker in a Workplace that is known or ought reasonably to be known to be unwelcome; or
 - (b) Workplace sexual harassment.

Workplace harassment may include (This is NOT an exhaustive list but is provided for explanation purposes):

- (a) making remarks, jokes or innuendo that demean, ridicule, intimidate or offend;
- (b) displaying or circulating, offensive pictures or materials in print or electronic form;
- (c) bullying;
- (d) repeated offensive or intimidating phone calls or emails; or
- (e) any inappropriate conduct comment, display, action or gesture that:

- a. is made on the basis of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin; or
- b. constitutes a threat to the health or safety of the Worker.

8. "Workplace sexual harassment" means,

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

Workplace sexual harassment may include:

- (a) a direct or implied threat of reprisal for refusing to comply with a sexually- oriented request;
- (b) unwelcome remarks, jokes, innuendos, propositions or taunting about a person's body, attire, sex or sexual orientation;
- (c) displaying pornographic or sexually explicit pictures or materials;
- (d) unwelcome physical contact;
- (e) unwelcome invitations or requests, direct or indirect, to engage in behavior of a sexual nature; or
- (f) refusing to work with or have contact with Workers because of their sex, gender or sexual orientation

9. "Workplace violence" means,

- (a) the exercise of physical force by a person against a Worker, in a Workplace, that causes or could cause physical injury to the Worker,
- (b) an attempt to exercise physical force against a Worker, in a Workplace, that could cause physical injury to the Worker,
- (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.

Workplace violence may include:

- (a) verbally threatening to attack a Worker;
- (b) leaving threatening notes at or sending threatening emails to a Workplace;
- (c) shaking a fist in a Worker's face;
- (d) wielding a weapon at work;
- (e) hitting or trying to hit a Worker;
- (f) throwing an object at a Worker;
- (g) sexual violence against a Worker;
- (h) kicking an object the Worker is standing on such as a ladder;

- (i) trying to run down a Worker with a vehicle or equipment.

4. WHAT IS NOT WORKPLACE HARASSMENT OR WORKPLACE VIOLENCE

The following is NOT Workplace Harassment or Workplace Violence:

- i. Reasonable action or conduct by the Township, a manager, or supervisor, that is part of the normal work function. Examples include changes in work assignments, scheduling, job assessment, and evaluation/performance management., implementation of any dress code and disciplinary action.
- ii. Harassment that arises out of circumstances unrelated to the Worker's employment. Physical contact necessary for the performance of the work using accepted industry standards.
- iii. Conduct which all parties agree is inoffensive or welcome.
- iv. Accidental situations – such as a Worker tripping over an object and pushing a co-worker as a result.

5. REPORTING POLICY VIOLATIONS

Consistent with the requirements of the *Occupational Health and Safety Act*, all s ***must*** report violations of this Policy and raise concerns about risks to the Township. When you make a report, it helps us correct specific problems and identifies areas which require improvement.

If you believe that a violation has taken place, report the situation promptly to the Township's Municipal Administrator. Where the alleged Respondent is the Township's Municipal Administrator, a member of Council, or all of Council, you may report the situation to the Township's Legal Counsel.

In any of the cases where the alleged Respondent is the Municipal Administrator a member of Council, or all of Council, Legal Counsel for the Township will be involved.

In all cases involving a member or members of Council, but not all of Council, an Investigation Committee will be struck composed of the uninvolved members of Council.

In all cases involving the entirety of Council, the Township's legal counsel and Integrity Commissioner will constitute the Investigation Committee and will cause an investigation to be commenced.

5.1 Report Content

Where possible, your report of a perceived policy violation should be made in writing and include details of:

- What happened – a description of the events or situation
- When it happened – dates and times of the events or incidents
- Where it happened – location(s)
- Who saw it happen – the names of any witnesses, if any.

Although a written report is possible, the Township is obligated to conduct an investigation appropriate in the circumstances whenever they come into possession of information leading the Municipal Administrator to suspect the existence of Workplace Harassment, Workplace Sexual Harassment or Workplace Violence.

When an incident of Workplace violence is reported, the person receiving the report will notify police or emergency responders for immediate assistance where necessary. If the incident results in a Worker incurring a lost time injury, the person receiving the report will submit a report of the incident to the Ministry of Labour.

5.2 No Derogation of Rights

The provisions of this Policy in no way affect the right of any person to:

- (a) contact the police or other law enforcement agency on their own initiative;
- (b) exercise their right(s) under any legislation including, their right to refuse unsafe work as provided by the Ontario *Occupational Health and Safety Act*; or
- (c) take any other available legal action.

5.3 No Reprisal

You can report any violation of this Policy without fear of reprisal. The Township does not permit or condone reprisal against anyone who, in good faith, reports or participates in an investigation of a possible violation of this Policy. Good faith means that you have

made a genuine and honest attempt to provide accurate information, even if it turns out you were mistaken.

It is a violation of this Policy to discipline or punish a person because they have made a report in good faith of any violation of the Policy. Reprisal may be the subject of a report under this Policy, and persons engaging in reprisal are subject to disciplinary measures up to and including termination of employment.

5.4 Frivolous, Vexatious, and Bad Faith Reports

If you make a report that is frivolous, vexatious or made in bad faith (“weaponizing” the policy) you will be subject to appropriate action and possible disciplinary measures up to and including termination of employment (or of volunteer service) with the Township. Examples of bad faith include, but are not limited to, making a report knowing the allegations therein are untrue or making a report for an improper purpose.

6. INVESTIGATIONS

All reports of violations of this Policy will be promptly investigated in a manner appropriate in the circumstances. Investigations will follow the process set out in **Schedule “C”** of By-law 26.2023.

It may be necessary to consult with Legal Counsel or obtain the services of one or more external Investigator(s). The following factors may be considered by the Township in determining whether it is appropriate to use external investigation services:

- Cost;
- Timeliness, degree of urgency;
- Real or perceived objectivity;
- Staff time and availability;
- Anticipated investigation complexity and length;
- Degree of information security required;
- Staff will not investigate complaints against members of Council or against the (Municipal Administrator). In such cases, an external investigator will be involved.

6.1 COMPLAINT SCREENING

An initial screening of the complaint will be conducted to ensure it includes sufficient information. The Complainant may be contacted if additional information is required to determine whether the complaint can advance (i.e. be screened in).

Complaints are presumed to be screened in, unless there is a reason to screen out a complaint. The following is a non-exclusive list of factors that may justify a complaint

being screened out:

- **Frivolous:** complaints that lack substance, are trivial, or lack an air of reality.
- **Vexatious:** complaints that are made out of anger or a desire to seek retribution. Vexatious complaints may lack a reasonable purpose or be made with the intention to harass or annoy. Such complaints are often repeatedly filed after a previous complaint has been screened out.
- **Bad faith:** complaints made for improper purposes including deceiving the Township or where the issues raised have previously been addressed by proceedings under another redress process for which a remedy has been granted.
- **Not about this Policy:** complaints that do not disclose allegations that, if true, would constitute violation(s) of this Policy.

Should a complaint be screened out, the Complainant will be advised in writing.

6.2 **WHAT INVESTIGATIONS WILL INCLUDE**

Complaints screened in will proceed to investigation.

The Township's investigation will include:

- Disclosing as much information to the parties as necessary to facilitate the investigation and ensure procedural fairness;
- Interviewing the AAP, the Complainant (where the Complainant has not chosen to remain anonymous and where the Investigator(s) deem such interview appropriate), any person involved in the incident, and any identified witnesses;
- Interviewing any other person who may have knowledge of the incidents related to the report or any other similar incidents;
- Ensuring the results of interviews are documented either through audio recording or being reduced to writing; and
- Reviewing any relevant documentation.

Should circumstances warrant, the Respondent's employment with the Township may be suspended with pay during all or part of the Township's investigation.

When the Investigator determines that it is appropriate and, in any case, before interviewing the Respondent about the merits of the complaint, the Investigator shall prepare a Notice of Investigation and provide a copy to the Respondent. The Notice of Investigation shall include particulars of the allegations made against the Respondent.

After a copy of the Notice of Investigation is provided to the Respondent:

- The Respondent is invited to reply in writing to the allegations, and the reply will be made known to the Complainant before the investigation proceeds further.
- To the extent possible, details of the incident being investigated and the identities of the AAP, Complainant, and the Respondent as well as any witnesses will be protected from unnecessary disclosure.
- During the investigation, the AAP, Complainant, and the Respondent will be interviewed, as will any relevant witnesses.
- While the incident is being investigated, to the extent possible, contact between the parties involved will be limited.
- Upon completion of the investigation, the Township will inform both the Complainant and Respondent in writing of the findings of the investigation and any corrective action that has been or will be taken as a result of the investigation.

If it is determined that harassment in any form has occurred, appropriate corrective measures will be taken as soon as possible. Possible measures may include:

- a letter of apology or a performance agreement, if the parties will agree to these;
- referral for counselling;
- education and training;
- verbal or written reprimand;
- reprimand, suspension (with or without pay), dismissal, transfer or removal;
- establishing appropriate security measures;
- any other corrective action deemed appropriate under the circumstances;
- Note that a breach of this Policy by a Councillor may be a breach of the Township's Code of Conduct

If it is determined that harassment in any form has not occurred, the Investigator may provide recommendations to the Township.

6.3 CONFIDENTIALITY

Information about complaints and incidents shall be kept confidential to the extent possible. Information obtained about an incident or complaint under this Policy, including identifying information about any individuals involved, will not be disclosed unless disclosure is necessary to protect Workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

While the investigation is on-going, the AAP, Complainant, the Respondent(s) and any witnesses should not discuss the incident or complaint or the investigation with each other or other Workers or witnesses unless necessary to obtain advice about their rights. The Investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

All records of the investigation will be kept confidential to the extent permitted by

applicable law.

6.4 NO INTERFERENCE WITH INVESTIGATION

It is a violation of this Policy to hinder, obstruct, molest, or interfere with or attempt to hinder, obstruct, molest or interfere with an investigation. Individuals engaging in such conduct will be subject to disciplinary measures, up to and including termination of employment with the Township.

6.5 RECORD KEEPING

The Township will keep records of the investigation including:

- (a) a copy of the complaint or details about the incident;
- (b) a record of the investigation including notes;
- (c) a copy of the investigation report (if any) except in cases where legal counsel for the Township is involved in the complaint processes as, in such cases, all copies of the investigation report shall be kept by legal counsel for the Township;
- (d) a summary of the results of the investigation that was provided to the Complainant and the Respondent, if a Worker; and
- (e) a copy of any corrective action taken to address the complaint.

All records of the investigation will be kept confidential. The investigation documents, including the report should not be disclosed unless necessary to investigate an incident or complaint, take corrective action, or otherwise as required by law.

Records will be kept in accordance with the Township's Retention Bylaw.

6.6 MFOIPPA

No records of an investigation, complaint or an investigation report are subject to production pursuant to the *Municipal Freedom of Information and Protection of Privacy Act*. They are excluded from the Act by s. 52(3) and the IPC decision in Order MO- 3385, Appeal MA16-62 from *The Corporation of the Municipality of St. Charles*.

Unauthorized disclosure of these records is an unjustified invasion of privacy contrary to the Act.

7. ASSESSING THE RISKS OF WORKPLACE VIOLENCE

The Township will conduct a risk assessment of the work environment to identify any issues related to potential violence that may affect the Township's operation and will institute measures to control any identified risks to Worker safety. This assessment will take into account:

- (a) circumstances that would be common to similar Workplaces;
- (b) circumstances specific to the Workplace; and

- (c) any other elements prescribed by applicable legislation.

The Township may use a third party to assess Workplace violence, threat levels and advice about maintaining a safe Workplace.

7.1 COMMUNICATING THE RESULTS OF THE WORKPLACE ASSESSMENT

Upon completion of the assessment, the Township will advise the joint health and safety committee or safety representative, if any, of the results of the assessment and provide a copy if the assessment is in writing. If there is no joint health and safety committee or safety representative, the Township will advise the Workers of the results of the assessment and, if the assessment is in writing, provide copies on request or advise the Workers how to obtain copies.

7.2 REASSESSMENT

The Township will reassess the risks of Workplace violence as often as is necessary to ensure that this Policy continues to protect Workers from Workplace Violence. The Municipality/Township/Town can and where necessary, will access the services of a qualified third party to assist in conducting a risk assessment.

8. DOMESTIC VIOLENCE

A person who has a relationship with a Worker – such as spouse or former spouse, current or former intimate partner or a family member – who may physically harm or threaten to physically harm, that Worker at work. In these situations, domestic violence is considered Workplace violence.

If the Township becomes aware, or ought reasonably to be aware, that domestic violence would likely expose a Worker to physical harm that may occur in the Workplace, the Township shall take every precaution reasonable in the circumstances for the protection of the Worker. (NOTE: in reviewing the risk of Domestic Violence exposing a Worker to harm, the Worker in question may or may not be the spouse, former spouse etc. but could be any Worker of the Municipality/Township/Town).

9. VIOLATIONS OF THIS POLICY BY THIRD PARTIES

This Policy covers all forms of Workplace violence and harassment. Residents, clients, suppliers, contractors or their Workers and others invited to the Workplace who could engage in Workplace violence or harassment against a Worker are subject to this policy.

The Township may have limited ability to investigate or control the conduct of these third parties. However, the Township will take reasonable practicable action to stop or reduce the risk to its Workers from violations of the Policy by third parties.

Such action may include, but is not limited to:

- (a) posting this Policy in a location visible to third parties; and
- (b) requiring certain suppliers or contractors and their Workers to accept and meet the terms of this Policy; and
- (c) removing third party violators;
- (d) contacting law enforcement; and
- (e) taking legal action against third party violators.

Where a third party engaged in Workplace harassment has been asked to stop and does not, all Workers are authorized to:

- (a) end telephone conversations;
- (b) politely decline service; and
- (c) ask the third party to leave the Workplace
- (d) remove themselves from the presence of the Third Party.

Where any of these actions are taken, the Worker MUST report this to their immediate supervisor or the Municipal Administrator.

10. POLICY INFORMATION AND TRAINING

The Township will ensure all Workers have read this policy and sign an acknowledgment of same in substantially the form attached to this Policy. Training to enhance understanding of how to prevent and respond to harassment will be conducted by the Township at least annually as part of the Policy review. More frequent training may be requested or directed to individuals or groups as required

Schedule “B” – Workplace Violence Risk Assessment

1. PURPOSE

This Workplace Violence Risk Assessment is designed to assist the Township in assessing the hazard of Workplace violence and identifying possible measures, procedures and controls that can be implemented to control the risk of Violence in the Workplace.

“Workplace violence” means,

- (a) the exercise of physical force by a person against a Worker, in a Workplace, that causes or could cause physical injury to the Worker,
- (b) an attempt to exercise physical force against a Worker, in a Workplace, that could cause physical injury to the Worker,
- (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.

Workplace violence may include:

- (a) verbally threatening to attack a Worker;
- (b) leaving threatening notes at or sending threatening emails to a Workplace;
- (c) shaking a fist in a Worker’s face;
- (d) wielding a weapon at work;
- (e) hitting or trying to hit a Worker;
- (f) throwing an object at a Worker;
- (g) sexual violence against a Worker;
- (h) kicking an object the Worker is standing on such as a ladder;
- (i) trying to run down a Worker with a vehicle or equipment.

2. COUNCIL DIRECTION

The Municipal Administrator shall:

1. Hold meetings with Workers to seek their input in order to:
 - Identify risks that Workers perceive and their sense of personal safety in the Workplace
 - Consider Workers’ experience of violence and whether the situation involved strangers, clients, co-workers, students, estranged partners or family members
 - Identify jobs, practices or locations in which Workplace violence

- is a concern; and
 - Gather opinions about the effectiveness of the controls currently in place.
2. Prepare an Assessment Report that identifies areas of risk of Workplace violence with recommendations for necessary risk control measures.

3. IDENTIFICATION AND ASSESSMENT OF SPECIFIC RISKS AND RISK FACTORS

Certain types of work or conditions can put Workers at higher risk from Workplace violence. The Municipal Administrator will establish and maintain a list of potential workplace hazards including, but not limited to:

- Dealing with irate persons
- Working alone
 - In the Township office
 - At a Township facility other than the Township office
 - In an isolated area/worksite
 - Working during late evening or early morning hours
- Handling money or valuables
- Working with unstable or volatile persons

3.1 RISK ASSESSMENT METHOD

The Municipal Administrator will evaluate each of the potential Workplace hazards and determine a “Level of Risk Score”.

A Level of Risk Score is calculated as follows:

Level of Risk = Severity + Frequency

“Risk” will be considered any hazard or threat inherent in the job assuming there are no controls in place.

“Frequency” will be categorized using the following descriptive terms:

- Rarely
- Occasionally
- Regularly

3.2 LEVEL OF RISK MATRIX

The following matrix will be used to calculate Level of Risk.

Frequency	Severity	Level of Risk
"Regularly" Score = 3 Exposure may be part of the normal work routine or assignment	"High" Score = 3 - potential for fatal or critical injury - may be exposed to physical injury from physical assault, punching, kicking, hitting, weapons	"High" Total score = 6
"Occasionally" Score = 2 Exposure is infrequent	"Moderate" Score = 2 - potential for lost time or health care - may be exposed to threatening behaviour such as hostile, intimidating, frightening etc. (e.g., shouting, pushing a table etc.)	"Moderate" Total score = 4 - 5
"Rarely" Score = 1 Not a normal part of the work routine or employees are exposed to risk.	"Low" Score = 1 - potential for first aid - may be exposed to behaviours that are disruptive and aggressive (e.g., slamming the door, walking out etc.)	"Low" Total score = 1 - 3

4. ASSESSMENT REPORT

The Municipal Administrator will prepare an Assessment Report that includes:

- I. Identified threats/hazards to Workplace safety related to Workplace violence;
- II. Calculated Level of Risk for each threat/hazard;
- III. Priority threats/hazards;
- IV. Safety strategies; and
- V. Implementation plan.

Upon completion, the Assessment Report will be submitted to Council for information only. This may be submitted in closed session pursuant to at least s.239(a), possibly (b) and maybe even (d)(e).

Schedule "C" – Investigation of Alleged Violations

1. INVESTIGATIONS

Investigations will be confidential to the largest extent possible. Investigations of alleged violations of the Workplace Respect Policy ("Policy") will be conducted in an independent, objective manner. The Investigator will provide an opinion as to whether the allegations, as proven, constitute harassment, discrimination or otherwise a breach of law or policy and, will make appropriate recommendations regarding remedial (but not disciplinary) actions.

Investigations will be conducted in a neutral manner that provides due process to all parties.

1.1 Investigation Guidelines

Any person investigating allegations that an individual contravened the Policy will follow this process:

1. Notification of Parties

The (INSERT TITLE), or in some circumstances the Investigator, will give notice to:

- the Complainant acknowledging receipt of the complaint and naming the Investigator.
- AAP (if the AAP is not the Complainant) advising of the complaint, that the allegations are under review and naming the Investigator.
- the Respondent advising of the receipt and nature of the complaint, that the allegations are under review and naming the Investigator.

2. Crystallization of the Complaint & Preliminary Review

The Complainant/AAP may not have submitted sufficient detail to clearly understand (crystallize) the allegations and the Investigator will need to speak with/interview the Complainant to ensure they have sufficient relevant information to first determine that the matter is properly investigated as a contravention of the Policy and to provide the Respondent with an account of the allegation(s).

Within seven (7) days of crystalizing the allegations, the Investigator will determine if a full investigation is required.

Upon deciding not to proceed with an investigation, the Investigator will notify the Complainant and Respondent that an investigation will not be proceeding, and a report will be delivered to the Municipal Administrator.

3. Investigation Plan

Prior to commencing an investigation, the Investigator will prepare an investigation plan that will include:

- a. Summary of Complaint
- b. Identification of Applicable Law/Policy
- c. Investigation Timeframe
- d. Identification of Parties to be Interviewed and Key Topics to Cover
- e. Documents to be Obtained and Relevance

4. Notification of Investigation to the Complainant & Respondent

If the Investigator decides a full investigation is warranted, they will notify the Complainant that an investigation has commenced.

They will also provide the Respondent notice which includes a summary outlining the allegations of breach and sufficient evidence that the Respondent can provide a response. The investigator does not have to provide the Respondent with all Complainant and/or Witness evidence only what they believe is necessary to allow the Respondent a chance to respond.

5. Analysis of the Evidence and Preparation of Findings

Findings of contravention will be based on the civil burden of proof being a balance of probabilities. Balance of probabilities means that there is evidence to support the allegation that the actions/conduct "more likely than not" [50.1%] took place, and that the behaviour is a contravention of the Policy.

As required, assessments of credibility will be made based on:

- whether or not the individual has firsthand knowledge of the situation,
- whether or not the individual had an opportunity to observe the events,
- whether or not the individual may have bias or other motive,
- the individual's ability to clearly describe events,
- consistency within the story,
- the attitude of the individual as they are participating,
- any admission of dishonesty¹

6. Presentation of Findings to Respondent

Prior to the finalization of the Investigation Report, the Investigator will provide the Respondent with their findings.

The Respondent has seven (7) calendar days to provide feedback to the Investigator. Any Respondent requiring additional time to respond must notify the Investigator within three (3) days of receiving the Investigator's findings citing the reason for the extension and the Respondent's preferred response date.

¹ *Faryna v. Chorny* (1951), [1952] 2 D.L.R. 354 (B.C.C.A.), at Para 10, 11.

Alberta (Department of Children and Youth Services) v. A.U.P.A. (2009), 185 LAC (4th) 176 (Alta.Arb.)

In the sole discretion of the Investigator, an extension may be granted. If an extension has not been granted, the Respondent must submit their response by the original date.

7. Finalization and Presentation of Report

Within fifteen (15) days of receiving the Respondent's feedback on the findings, the Investigator will finalize and present the investigative report to the (INSERT TITLE).

The investigation plan, any evidence collected by any Investigator as well as any documents provided to the parties are the "record" of the Investigator, will not form part of the personnel file of any of the parties and will remain in the care and control of the Investigator.

8. Report of Legal Findings

Upon completion of an investigation the Municipal Administrator, or Mayor/Legal Counsel if the Respondent is the Municipal Administrator, or Legal Counsel if the Complainant is the Municipal Administrator, will ensure the AAP and the Respondent are provided with the findings and any corrective action that involves them. To be clear, notification will be given to:

- The AAP advising them that a contravention of the Policy was or was not found to have occurred and if applicable that corrective action will be taken. The AAP will not be advised of the corrective action unless an action is being taken that directly impacts the AAP.
- The Respondent advising them that a contravention was or was not found to have occurred and if applicable what corrective action will be taken.

Schedule “D” – Investigation Committee Formation and Terms of Reference

1. INVESTIGATION COMMITTEE

The Investigation Committee will be automatically struck when allegations are made that a member of Council has contravened the Respect in the Workplace Policy (“Policy”).

The Investigation Committee will consist of the members of Council not involved in the proceedings.

In all circumstances, the Investigation Committee will receive advice from the Township’s Solicitor.

The Investigation Committee is responsible for:

- i. Appointing a Clerk who is not the Township’s Clerk for the purpose of having meetings if there is a quorum of Council on the Investigation Committee;
- ii. Appointing a recording secretary if there is less than a quorum of Council on the Committee;
- iii. Reviewing the complaint received; and
- iv. Causing an investigation and engaging an external investigator.

The Investigation Committee will remain in effect as long as is necessary to complete the proceedings, receive the reports and make recommendations arising from the reports and thereafter, to implement the decisions of Council.

2. TERMS OF REFERENCE

The Terms of Reference for the Committee are as follows:

1. The Committee will receive advice from the Township Solicitor and/or other agents directly involved in the proceedings and will provide to the Municipal Solicitor and/or other agents all necessary instructions;
2. The Committee will receive a presentation about the report(s) when they are completed and will make recommendations to Council with respect to any decisions that arise from the presentation;
3. Pursuant to section 239(2)(b) of the *Municipal Act, 2001*, all meetings of the Committee will not be open to the public and will be conducted in accordance with the closed meeting and other procedures of the Township of Ignace Procedure Bylaw.