

TOWNSHIP OF SOUTH GLENGARRY REGULAR MEETING OF COUNCIL AGENDA

Tuesday, April 2, 2024, 7:00 PM
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown

	Pages
1. CALL TO ORDER	
2. CLOSED SESSION	
BE IT RESOLVED THAT Council convene to Closed Session to discuss the following item under Section 239 (2) of The Municipal Act S.O. 2001;	
(2) a meeting or part of a meeting may be closed to the public if the subject matter being considered is;	
(k) negotiations	
Specifically: position related to ongoing negotiations	
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12. CLOSED SESSION

BE IT RESOLVED THAT Council convene to closed session to discuss the following items under Section 239 (2) of the Municipal Act S.O. 2001;

(2) a meeting or part of a meeting may be closed to the public if the subject matter being considered is;

(b) personal matters about an identifiable individual;

Specifically: Employee Matter

(e) litigation or potential litigation

Specifically: Potential Litigation

(k) negotiations

Specifically: plans for negotiations

(k) negotiations

Specifically: instructions for negotiations

13. CONFIRMING BY-LAW

253

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**TOWNSHIP OF SOUTH GLENGARRY
REGULAR MEETING MINUTES**

**March 18, 2024, 7:00 p.m.
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown**

PRESENT: Mayor Lachlan McDonald
Deputy Mayor Martin Lang
Councillor Stephanie Jaworski
Councillor Sam McDonell
Councillor Trevor Bougie

STAFF PRESENT: CAO Doug Robertson
GM Corporate Services/Clerk Kelli Campeau
Acting GM Finance/Treasurer Kaylyn MacDonald
GM Planning, Building & Enforcement Joanne Haley
GM of Infrastructure Sarah McDonald
GM Parks, Recreation & Culture Sherry-Lynn Harbers
Fire Chief Dave Robertson
Deputy Clerk Kayce Dixon

1. CALL TO ORDER

Resolution No. 2024-056

Moved by Deputy Mayor Lang
Seconded by Councillor Bougie

BE IT RESOLVED THAT the March 18th, 2024 Council Meeting of the Township of South Glengarry now be opened at 7:00 pm

2. O CANADA

3. DISCLOSURE OF PECUNIARY INTEREST

4. APPROVAL OF AGENDA

Addition to the agenda:

-Closed Session item: (k) negotiations

Items pulled from Consent Agenda for discussion:

-10.i. Resolution - Need for Increased Funding for Libraries and Museums

-10.j. - Resolution - Amend Blue Box Regulation

-10.n. Resolution - Gardiner Expressway and the Don Valley Parkway

Resolution No. 2024-057

Moved by Councillor McDonell
Seconded by Councillor Bougie

BE IT RESOLVED THAT the Council of the Township of South Glengarry approve the agenda as amended.

CARRIED

5. APPROVAL OF MINUTES

Resolution No. 2024-058

Moved by Deputy Mayor Lang
Seconded by Councillor McDonell

BE IT RESOLVED THAT the minutes of the following meetings be adopted as circulated:

- Previous Meeting Minutes - February 20, 2024
- Special Meeting Minutes - March 4, 2024

CARRIED

6. PRESENTATIONS AND DELEGATIONS

6.1 Formation of Junior Optimist Club and Dinner Auction (Anne Donkers)

Ms. Donkers provided a presentation advising Council of the establishment of a Junior Optimist Club. She further advised Council about a fundraising dinner and invited members of Council to attend and support the Optimist Club.

7. ACTION REQUESTS

7.1 Canteen Operations - Ventilation (SLH)

Resolution No. 2024-059

Moved by Councillor Bougie
Seconded by Deputy Mayor Lang

BE IT RESOLVED THAT Staff Report 2024-32 be received and that the Council of the Township of South Glengarry not move forward with procurement of ventilation for the Char-Lan Recreation Centre canteen.

CARRIED

7.2 Fee Waiver Request – Glengarry Fencibles Trust (SLH)

Resolution No. 2024-060

Moved by Councillor Bougie
Seconded by Councillor Jaworski

BE IT RESOLVED THAT Staff Report 31-2024 be received and that the Council of the Township of South Glengarry approves the request from the Glengarry Fencibles Trust to waive the Tartan Hall fee in the amount of \$197.75 for the 2024 Gala Dinner.

CARRIED

7.3 Raisin River Canoe Race – Request for Services (SLH)

Resolution No. 2024-061

Moved by Councillor Bougie
Seconded by Deputy Mayor Lang

BE IT RESOLVED THAT Staff Report 2024-30 be received and that the Council of the Township of South Glengarry approves the request from the Raisin Region Conservation Authority for a donation in the amount of

\$2,557.42 to be funded from Grants and Donations to cover the cost of shore-based water rescue services and the Char-Lan Recreation Hall rental fee.

CARRIED

7.4 Award Procurement 2024-01 – Supply and Placement of Granular Tender (SM)

Resolution No. 2024-062

Moved by Councillor Jaworski
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 2024-29 be received and that the Council of the Township of South Glengarry award Procurement 2024-01 for the Supply and Placement of Granular Materials to Green Infrastructure Paving in accordance with their submission at the unit cost of \$14.75 per tonne with applied quantities to not exceed the approved budget of \$510,000; and furthermore, that the Mayor and Clerk be authorized to sign all appropriate documents.

CARRIED

7.5 Award Procurement 2024-02 - Renewal of Chapel Road and Second Line Road Bridges (SM)

Resolution No. 2024-063

Moved by Councillor Bougie
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 2024-28 be received and that the Council of the Township of South Glengarry award Procurement 2024-02 for the Renewal of the Chapel Road Bridge (SN 30018) and Second Line Road Bridge (SN 30044) to Willis Kerr Contracting Limited as per their submission of \$823,124.00 plus HST;

THAT the Mayor and the Clerk be authorized to sign all relevant documents;

AND FURTHERMORE that the estimated \$125,000 budget overage be funded by the Roads Structures Reserve.

CARRIED

8. BY-LAWS

8.1 Acceptance of Road Widening – Beaupre Road (SM)

Resolution No. 2024-064

Moved by Councillor Bougie
Seconded by Councillor McDonell

BE IT RESOLVED THAT Staff Report 2024-33 be received and that By-law 2024-13, being a by-law to accept certain lands as road allowances pursuant to the conditions of severance B-25-23 and to dedicate same to the public use as public highway be read a first, second and third time, passed signed and sealed in open council this 18th day of March 2024.

CARRIED

8.2 6055 4th Line Road, Zoning By-Law Amendment (JH)

Resolution No. 2024-065

Moved by Councillor McDonell
Seconded by Deputy Mayor Lang

BE IT RESOLVED THAT That Staff Report 2024-35 be received and that by-law 2024-015, being by-law to amend By-law 38-09, the Comprehensive Zoning By-law for the Township of South Glengarry, to rezone the property legally described as Part of Lot 9, Concession 1, being part 1 of RP 14R5459, in the geographic Township of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 6055 4th Line Road (PIN: 671370262) from Highway Commercial (CH) to Highway Commercial – Exception Ten (CH-10) to permit the following:

(Part 7.1) Add the following additional permitted uses: Transportation Terminal and Warehouse/Distribution Centre.

(Part 3.39(7)(c)) Reduce the required 30-meter watercourse setback for development and site alteration to 15 meters.

(Part 3.37) Permit shipping containers on the subject property located only in the rear yard and stacked no more than 2 high.

(Part 3.5) Permitting a transportation terminal as a use without the erecting of a building on the subject property.

(Part 4.11(8)) Permitting more than 50% of lot frontage as driveways and parking

on the subject property, be read a first, second and third time, passed, signed, and sealed in open Council this 18th day of March 2024. The Council of the Township of South Glengarry confirms that no public comments were received on this application that resulted in the need to deny the requested zoning amendment.

CARRIED

8.3 Amended Human Resources Policies and Procedures Manual (KC)

Resolution No. 2024-066

Moved by Councillor McDonell
Seconded by Councillor Bougie

BE IT RESOLVED THAT Staff Report 2024-34 be received and that By-law 2024-14, being a by-law to adopt a Human Resources Policies and Procedures Manual for the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in open council this 18th day of March 2024.

POSTPONED

9. ITEMS FOR CONSIDERATION

9.1 Support Resolution: Ontario’s economic prosperity and quality of life

Resolution No. 2024-067

Moved by Councillor Jaworski
Seconded by Councillor Bougie

Whereas current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life;

And whereas nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility, and expenditures are outpacing provincial contributions by nearly \$4 billion a year;

And whereas municipal revenues, such as property taxes, do not grow with the economy or inflation;

And whereas unprecedented population and housing growth will require significant investments in municipal infrastructure;

And whereas municipalities are being asked to take on complex health and social challenges, like homelessness, supporting asylum seekers, and addressing the mental health and addictions crises;

And whereas inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;

And whereas property taxpayers, including people on fixed incomes and small businesses, cannot afford to subsidize income re-distribution programs for those most in need;

And whereas the province can, and should, invest more in the prosperity of communities;

And whereas municipalities and the provincial government have a strong history of collaboration.

Be it resolved that the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario.

Be it further resolved that a copy of this Resolution be circulated to all the municipalities in Ontario.

CARRIED

9.2 RESOLUTION - Need for Increased Funding for Libraries and Museums (Town of Lincoln)

Administration directed to prepare a letter seeking support for funding for the Nor'Westers and Loyalist Museum.

9.3 RESOLUTION - Amend Blue Box Regulation (Chatham-Kent)

Administration directed to bring forward a resolution of support at the next Council meeting.

9.4 RESOLUTION - Gardiner Expressway and the Don Valley Parkway (County of Lambton)

Administration directed to bring forward a resolution of support at the next Council meeting.

10. CONSENT AGENDA

Resolution No. 2024-068

Moved by Councillor Bougie

Seconded by Councillor Jaworski

BE IT RESOLVED THAT Council accepts the items listed on the Consent Agenda.

CARRIED

- 10.1 Information Report-Community Activator Fund
- 10.2 CA-DEPT-INF-Infrastructure Update (Jan-Feb 2024)
- 10.3 Departmental Update - Corporate Services (February 2024)
- 10.4 Departmental Update - Parks, Recreation and Culture Department February 2024
- 10.5 February 2024 P. B and E Departmental Monthly Report
- 10.6 MINUTES - RRCABoardMtgSummary29Feb2024
- 10.7 RESOLUTION – Council Committee Meeting Structure Under Strong Mayor Powers (Aurora)
- 10.8 RESOLUTION – Legislative Amendments -Improve Municipal Codes of Conduct-Enforcement (Aurora)
- 10.9 RESOLUTION - Need for Increased Funding for Libraries and Museums (Town of Lincoln)
- 10.10 RESOLUTION - Amend Blue Box Regulation (Chatham-Kent)
- 10.11 RESOLUTION - Catch and Release (City of Cambridge)
- 10.12 RESOLUTION - Cemetery Administration Management (Township of Puslinch)
- 10.13 RESOLUTION - Enbridge Gas Resolution (Municipality of Tweed)
- 10.14 RESOLUTION - Gardiner Expressway and the Don Valley Parkway (County of Lambton)
- 10.15 RESOLUTION - Gas Pipeline Subsidy (City of Hamilton)
- 10.16 RESOLUTION - Ontario Works and Ontario Disability Support Program Financial Assistance Rates (Prince Edward)
- 10.17 RESOLUTION - Potential Municipal Equipment Operator Course (Municipality of St. Charles)
- 10.18 RESOLUTION - Rideshare Services (Brighton)

11. CLOSED SESSION

Resolution No. 2024-069

Moved by Deputy Mayor Lang

Seconded by Councillor Bougie

BE IT RESOLVED THAT Council convene to Closed Session at 8:08 pm to discuss the following item(s) under Section 239 (2) of The Municipal Act S.O. 2001

(2) a meeting or part of a meeting may be closed to the public if the subject matter being considered is;

(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on by the municipality

Specifically: instruction for negotiations

(f) advice subject to solicitor-client privilege

Specifically: litigation

CARRIED

Resolution No. 2024-070

Moved by Councillor Jaworski

Seconded by Councillor McDonell

BE IT RESOLVED THAT Council rise and reconvene at 9:31 pm into open session without reporting.

CARRIED

Resolution No. 2024-071

Moved by Councillor McDonell

Seconded by Councillor Bougie

BE IT RESOLVED THAT Administration be directed to carry out all actions as specified in the Closed Session minutes.

CARRIED

12. CONFIRMING BY-LAW

Resolution No. 2024-072

Moved by Councillor McDonell

Seconded by Councillor Bougie

BE IT RESOLVED THAT By-law 2024-016, being a by-law to adopt, confirm and ratify matters dealt with by resolution be read a first, second and third time, passed, signed and sealed in open council this 18th day of March 2024.

CARRIED

13. ADJOURNMENT

Resolution No. 2024-073

Moved by Deputy Mayor Lang

Seconded by Councillor Jaworski

BE IT RESOLVED THAT the Council of the Township of South Glengarry adjourn to the call of the chair at 9:33 pm.

CARRIED

Mayor

Clerk

**TOWNSHIP OF SOUTH GLENGARRY
PUBLIC MEETING MINUTES**

**March 18, 2024, 6:30 p.m.
Tartan Hall - Char-Lan Recreation Centre
19740 John Street, Williamstown**

PRESENT: Mayor Lachlan McDonald
Deputy Mayor Martin Lang
Councillor Stephanie Jaworski
Councillor Sam McDonell
Councillor Trevor Bougie

STAFF PRESENT: CAO Doug Robertson
GM Planning, Building & Enforcement Joanne Haley
GM Corporate Services/Clerk Kelli Campeau
Deputy Clerk Kayce Dixon

1. CALL TO ORDER

Moved by: Councillor McDonell

Seconded by: Councillor Bougie

THAT the meeting be opened at 6:30 pm.

CARRIED

2. APPROVAL OF AGENDA

Moved by: Councillor McDonell

Seconded by: Deputy Mayor Lang

THAT the agenda be approved.

CARRIED

3. DECLARATION OF PECUNIARY INTEREST

4. NEW BUSINESS

4.1 ZBLW-01-24 - 10779539 Canada Inc. (Trevor MacDonald)

Subject property: Part Lot 33, Plan 26, being Part of Part 1 on 14R2285, in the geographic Village of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 32 Oak St, Lancaster.

The purpose of this Amendment is to rezone the subject property from Institutional (IN) to Residential Two (R2) to permit conversion of the existing church hall into a single detached dwelling as the main permitted use on the subject property. All other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply.

A review of heritage properties has been completed and the subject property is not designated under the Ontario Heritage Act.

The Director of Water and Wastewater has confirmed that there is municipal water and wastewater service capacity available for the proposed residential use.

No written comments have been received to date from members of the public.

This zoning amendment application will be subject to a decision of Council.

There were no members of the public in attendance and therefore no comments made.

5. ADJOURNMENT

Moved by: Councillor McDonell

Seconded by: Councillor Bougie

THAT the meeting be adjourned at 6:36 pm.

CARRIED

Mayor

Clerk



Glen Walter Water Tower & Watermain Replacement/Extension

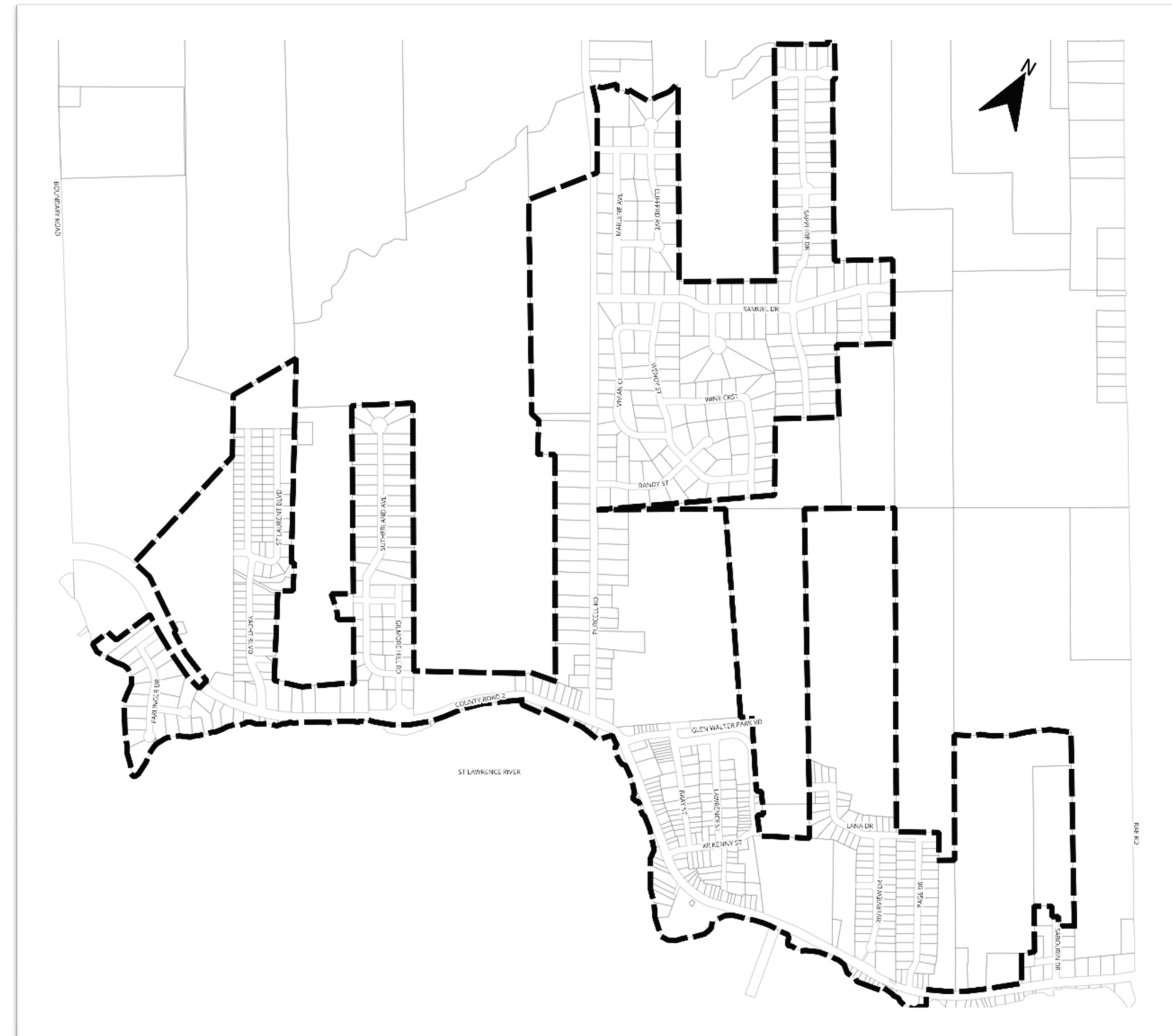
Presentation to Council

WELCOME

Purpose of Today's Presentation

- Provide an update to council regarding the proposed new Glen Walter elevated water tower and watermain replacement/extension project; specifically, completion of the Project File Report.
- Summarize the evaluation of alternatives and selection process.
- Summarize the public, Agency and the Mohawk Council of Akwesasne consultation process.
- Provide a budgetary cost estimate for the new water tower.
- Outline the project's next steps and proposed schedule.

Service Area



The service area includes the projected population growth by year 2051 in the Glen Walter area, as summarized in the 2022 EVB in Water and Wastewater Servicing Master Plan (Masterplan) and incorporates municipal servicing of Fairview Estates, Sapphire Estates and Bayview Estates within the growth component as approved in December 2022 through Council Resolution 383-2022.

Project History

- The wastewater infrastructure and water supply/treatment components of the Masterplan are being addressed separately, i.e. they are NOT part of the scope of this project.
- For water storage and distribution, the Masterplan recommended the following projects:
 - Construction of a new 1,500 m³ elevated water storage tower.
 - Replacement of some areas of the water distribution system to ensure that peak flows and fire flows can be conveyed through the system, including replacement of the high-lift pumps at the WTP.
- In addition, the Masterplan identified the general location of the new water tower on Glen Walter Park Road.
- Currently, treated water from the Glen Walter Water Treatment Plant (WTP) is pumped directly into the distribution system; there are no additional booster stations or storage facilities.

Class EA – Project File Report

- The water tower is a Schedule B activity under the 2023 Municipal Class Environmental Assessment (Class EA) process, meaning it has potential for some adverse environmental effects and therefore requires mandatory contact with the public, review agencies and the Indigenous community including the Mohawk Council of Akwesasne.
- The Masterplan satisfied most of the requirements of a Schedule B Class EA; however, the height of the new elevated tank, the type of tank and building heritage and archaeological screening (and subsequent investigations) were not provided.
- Therefore, it was determined that this extra level of detail should be documented in a Project File Report and presented to stakeholders prior to detailed design.

New Water Tower Location

The water tower location is a 75m x 75m site within an 18.8 ha parcel of land owned by the Township at 6618 Glen Walter Park Road.



New Water Tower Details

- Height of tower ~ 52 m
- Capacity of tower = 1,600 m³ (takes into account existing municipal properties that are currently un-serviced).
- A dedicated transmission main from the WTP is not required to fill the tower.
- Short-list of water tower type alternatives:



Composite



Composite Glass-Lined



Short-List of Water Tower Alternatives

	ADVANTAGES	DISADVANTAGES
<div>COMPOSITE</div> 	<ul style="list-style-type: none">. Most common current design. Established history (70+ years). Interior access. Column can house piping to tank, re-chlorination pumps, instruments, etc.. Low maintenance cost. Highest life expectancy (80 years)	<ul style="list-style-type: none">. Requires repainting inside and out every 20 years. Requires full coating removal and repainting every 40 years
<div>COMPOSITE GLASS-LINED</div> 	<ul style="list-style-type: none">. Lowest maintenance costs (never requires repainting). Column can house piping to tank, re-chlorination pumps, instruments, etc.. Individual panels can be replaced in case of damage. Reduced construction time (no field welding required)	<ul style="list-style-type: none">. New technology (few installations and standards). Safety issues (with exterior access). Shorter life expectancy than composite (~40 years). More susceptible to wind, ice and seismic activity. Wide tank base requires larger support column

Evaluation & Recommended Solution

- From the evaluation completed, Alternative 1 (composite water tower) was the best alternative with the highest score of 40.

Criteria	Alternative 1 Composite	Alternative 2 Composite Glass-lined
Land Requirement	3	3
Construction Time	2	3
Maintenance	2	3
Aesthetics	3	2
Opportunity to Create Landmark	3	2
Security of Supply	3	3
Water Quality ¹	6	6
Access to Storage ¹	6	2
Capital Cost ¹	6	6
Long Term O&M/Lifecycle Cost	3	3
Normal O&M Cost	3	3
TOTAL	40	36

1. Double weighting is applied because these criteria are considered of higher importance resulting in ratings of:
Worst = 2, Moderate = 4 and Best = 6

Public Consultation

- A Public Information Centre (PIC) was held on May 16, 2023 to allow stakeholder input and consultation about details of the new elevated water tank.
- A Notice of PIC was published twice in two local newspapers and also distributed electronically to 195 emails registered to the Township's direct notification system.
- Review agencies and Mohawk Council of Akwesasne Grand Chief Benedict were directly sent the Notice of PIC.
- There were 31 attendees to the PIC.
- Only a handful of comments were received, all minor in nature.
- Previous Mohawk Council of Akwesasne input received was supportive of project.

Cost Estimate

For a 1600 m³ Composite Elevated Water Tower:

Capital Cost	\$6,750,000
Operation & Maintenance Costs	\$1,050,000
Major Maintenance Costs	\$4,800,000
TOTAL COST	\$12,600,000

- These are budgetary quotes provided by water tower suppliers and/or based on experience of similar, recently completed projects
- Ongoing costs based on 80-year water tower life
- Major maintenance cost is repainting of tank every 20 years

Next Steps & Proposed Schedule

Task 1 Finalize Schedule B EA / Project File Report (PFR):

- Issue Notice of Study Completion April 2024
- 30 day review and comment period May 2024
- Address comments, if any; submit PFR to MECP June 2024

Task 2 Engineering Design Complete/Tender June 2024

Task 3 Tender Award to Design Build Contractor July 2024

Task 4 Shop Drawings (Tank Design) Complete September 2024

Task 5 Construction Start September 2024

Task 6 Project Completion (Substantial) October 2025

Thank You

Any Questions?



SUMMARY OF BUILDING CONDITION ASSESSMENTS

TOWNSHIP OF SOUTH GLENGARRY



Overview

Roth IAMS Ltd. was retained by South Glengarry to undertake a Facility Condition Assessments (FCA) of their portfolio (includes 44 buildings), located across the Township of South Glengarry in Ontario.

Analysis of these assets shows the following renewal needs:

10 Year Cumulative (building only)	\$15,047,453.90	10 Year Cumulative (with site)	\$17,925,221.90
20 Year Cumulative (building only)	\$21,411,833.10	20 Year Cumulative (with site)	\$25,743,348.10
30 Year Cumulative (building only)	\$29,724,608.10	30 Year Cumulative (with site)	\$35,181,516.60

This has been further detailed in the following slides and broken down by Administration, Fire, Recreation, Roads and Water.



Methodology and Approach

The BCA carried out by Roth IAMS is generally based on the ASTM Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process (E2018-15). Namely, this consists of the following:

1. Background Information Request and Review
2. Interview(s) with knowledgeable Site Staff
3. Walk-through Site Assessment Visit
4. Preparation of an FCA Report, including salient findings and supporting photographs
5. Preparation of an Opinion of Probable Costs (OPC) Table to track the observed physical deficiencies

Facility Condition Index (FCI) is an industry-standard benchmark used to compare the overall condition of a building across a portfolio. FCI is displayed as a percentage of the specified facilities needs over a specified time horizon divided by the total current replacement value of the building.

$$FCI = \frac{\sum \text{Renewal Needs in a Given Period of Time}}{\text{Current Replacement Value (CRV)}}$$

The Township is using a 5 year FCI, which consists of backlog (work that should have been completed in the past), current year (2024) and 4 future years (2025-2028).

Rating	Definition
FCI: 0% to < 20% (Very Good)	· The Facility and its components are functioning as intended; very limited (if any) deterioration observed on major system.
FCI: 21% to < 40% (Good)	· The Facility and its components are functioning as intended; limited (if any) deterioration observed on major systems.
FCI: 41% to < 60% (Fair)	· The Facility and its components are functioning as intended; however, some elements are beginning to show signs of wear; More frequent component and equipment failure is anticipated
FCI: 61% to < 80% (Poor)	· The Facility and its components are showing signs of increasing deterioration. Potential frequent component and equipment failures may occur.
FCI >80% (Very Poor)	· The Facility and its components appear worn with obvious deterioration. Critical component or equipment failure are more frequent. Occasional building shutdowns could occur. Management risk is high.

0%	5%	10%	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%	65%	70%	75%	80%	85%	90%	95%	100%
Very Good				Good				Fair				Poor				Very Poor				

Asset	5-Year FCI
Admin	8.64%
Airport Main Hanger	6.86%
TOSG - Township Hall	9.07%

Asset	5-Year FCI
Fire	5.03%
Glen Walter Fire Hall	0.99%
Lancaster Fire Hall	3.72%
Martintown FH	5.05%
Midway Pump House Summerstown Station	52.17%
North Lancaster Fire Hall	5.31%
Williamstown Fire Hall	10.73%

Asset	5-Year FCI
Roads	10.14%
Airport Road Public Works Garage	0.00%
Airport Road Salt Dome	0.00%
Beaver Brook Landfill	17.83%
North Lancaster Public Works (Garage)	36.01%
North Lancaster Public Works (Salt Shed)	20.00%

Asset	5-Year FCI
Recreation	13.25%
Bainsville Community Centre	3.59%
Bainsville Skate Rink Change House	0.00%
Char-Lan Recreation Centre (Arena)	20.06%
Glen Walter Park	7.30%
Glendale Park - Empey Poirier Park	0.00%
Green Valley Community Centre	1.39%
Green Valley Skate Rink Storage Building	3.94%
Lancaster Library	16.39%
Lan-Char Medical Centre	5.10%
Legion at Smithfield Park	3.28%
Martintown Community Centre (attached to Martintown Fire Hall)	0.35%
Martintown Skate Rink Storage Building	0.00%
Nor-Westerns Museum	19.80%
Optimist Building	4.88%
Paul Rozon Park C.C.	0.81%
Smithfield Park Building	0.00%
Williamstown Office (Celtic Music Hall of Fame)	17.50%

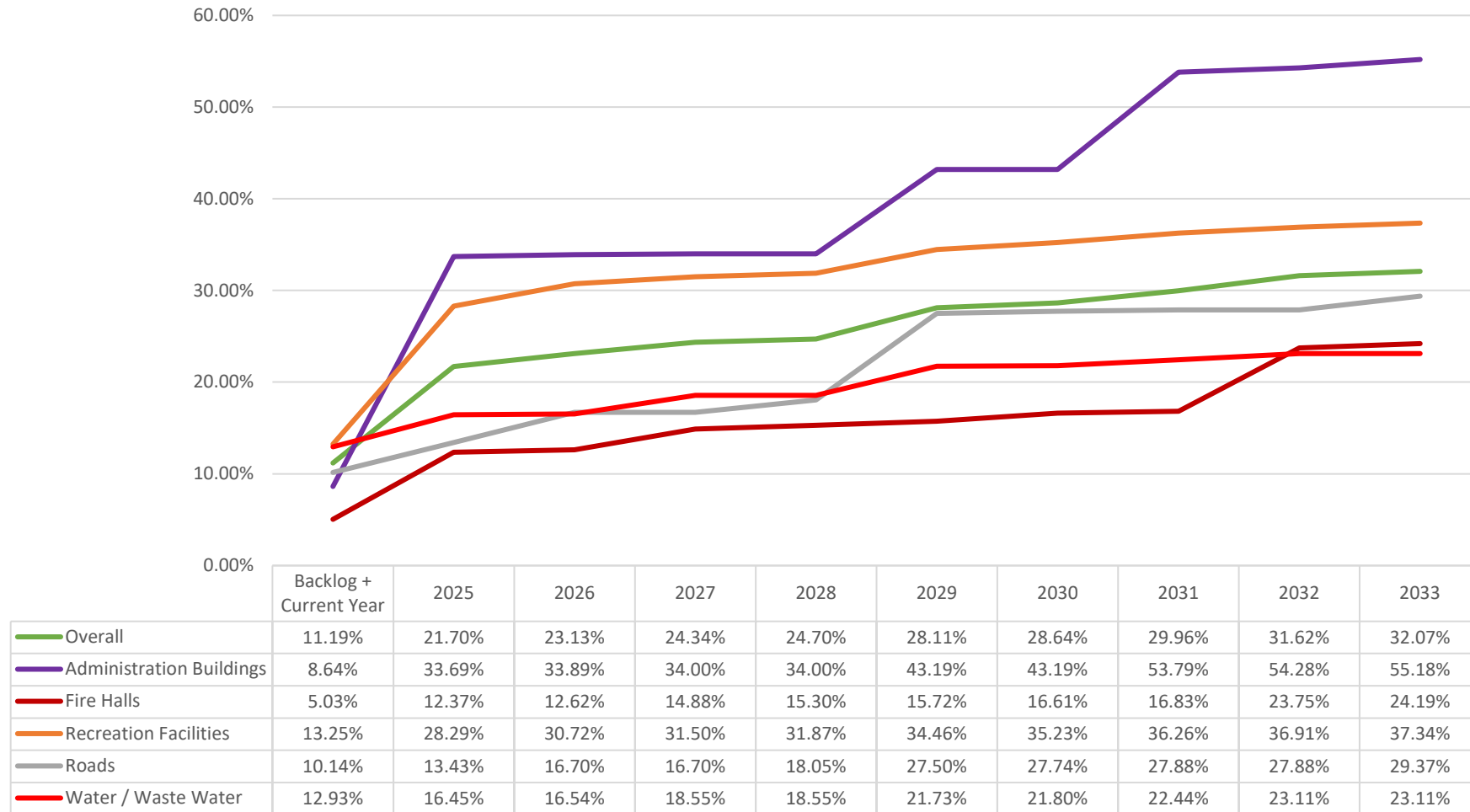
Asset	5-Year FCI
Water	12.93%
Glen Walter - Bray Street Pump Station	14.03%
Glen Walter - Yacht Boulevard Pump Station	15.00%
Glen Walter Pump Station	15.00%
Glen Walter Wastewater Treatment Plant	20.00%
Glen Walter Water Garage	9.94%
Glen Walter Water Treatment Plant	12.88%
Green Valley - Pump Station #1	12.97%
Green Valley - Pump Station #2	12.96%
Lancaster - Old Montreal Road Pump Station	11.37%
Lancaster - Old Water Treatment Plant	47.93%
Lancaster - South Beech Pump Station	16.66%
Lancaster - Water Tower (small heated area)	11.94%
Lancaster Water Treatment Plant	2.68%
Redwood Estates - Water Treatment Plant	4.58%

*Note: FCI and CRV calculations do not include site infrastructure. In detailed BCA reports issued, renewal needs numbers do include site infrastructure

*Note: The total FCI for each category was calculated by taking the total 5-year renewal needs of all buildings in that category and dividing it by the total CRV of all buildings in that category

0%	5%	10%	15%	20%	25%	30%	35%	40%	45%	50%	55%	60%	65%	70%	75%	80%	85%	90%	95%	100%
Very Good				Good				Fair				Poor				Very Poor				

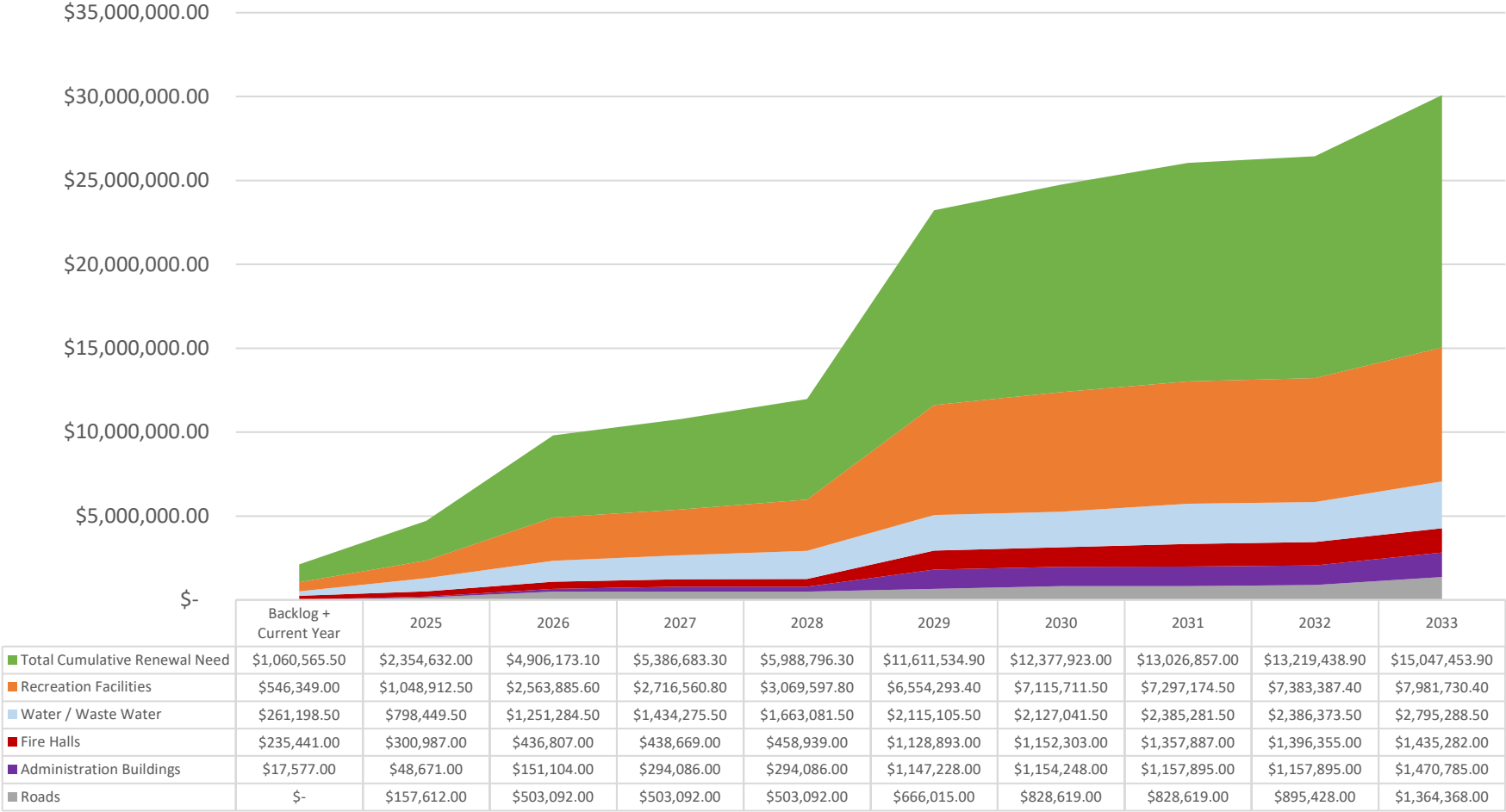
5-Year FCI for a 10-Year Period - No Funding



*Note: The total FCI for each category was calculated by taking the total 5-year renewal needs of all buildings in that category and dividing it by the total CRV of all buildings in that category

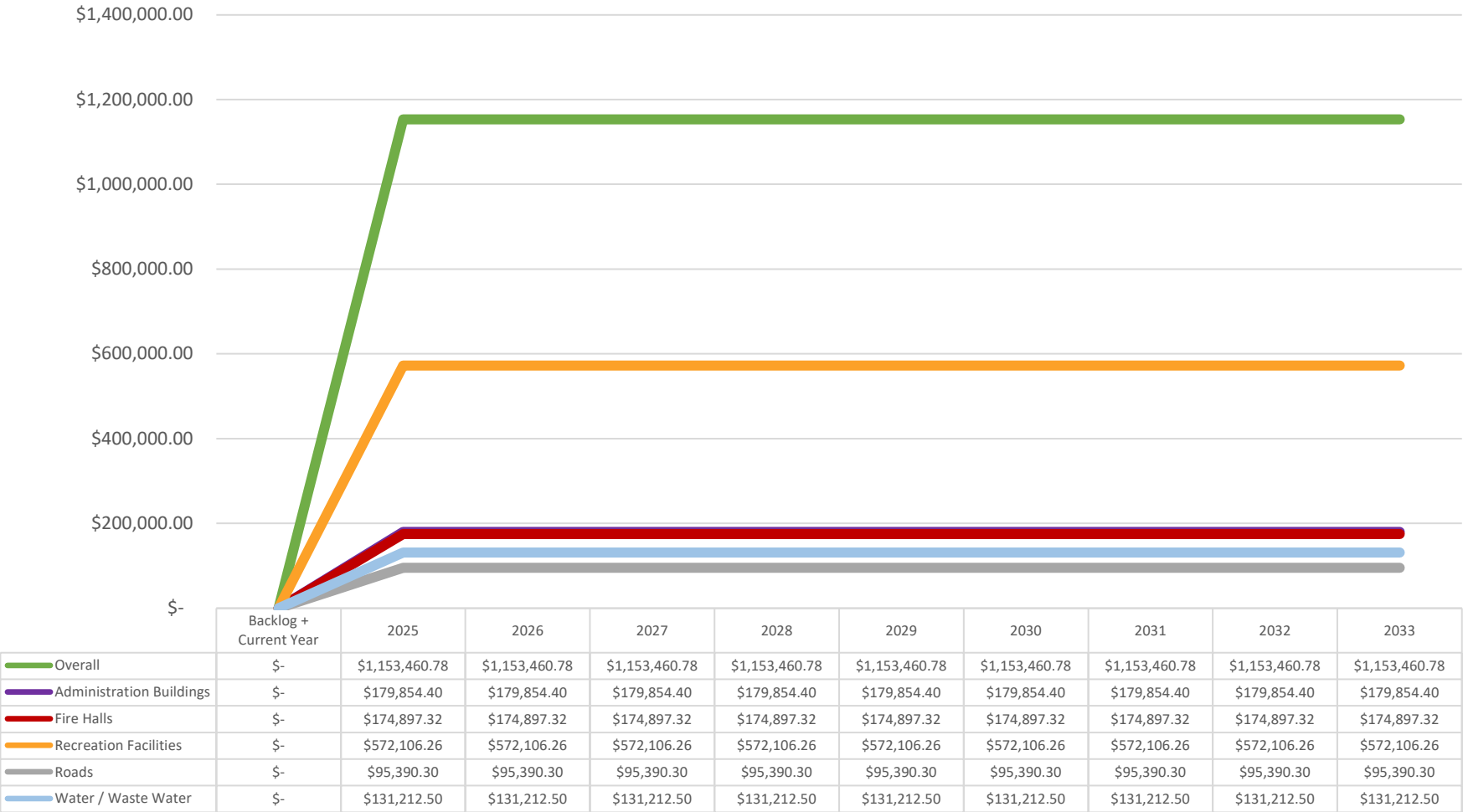
*Note: FCI calculations do not include site infrastructure. In detailed BCA reports issued, renewal needs numbers do include site infrastructure

10-Year Capital Renewal Needs



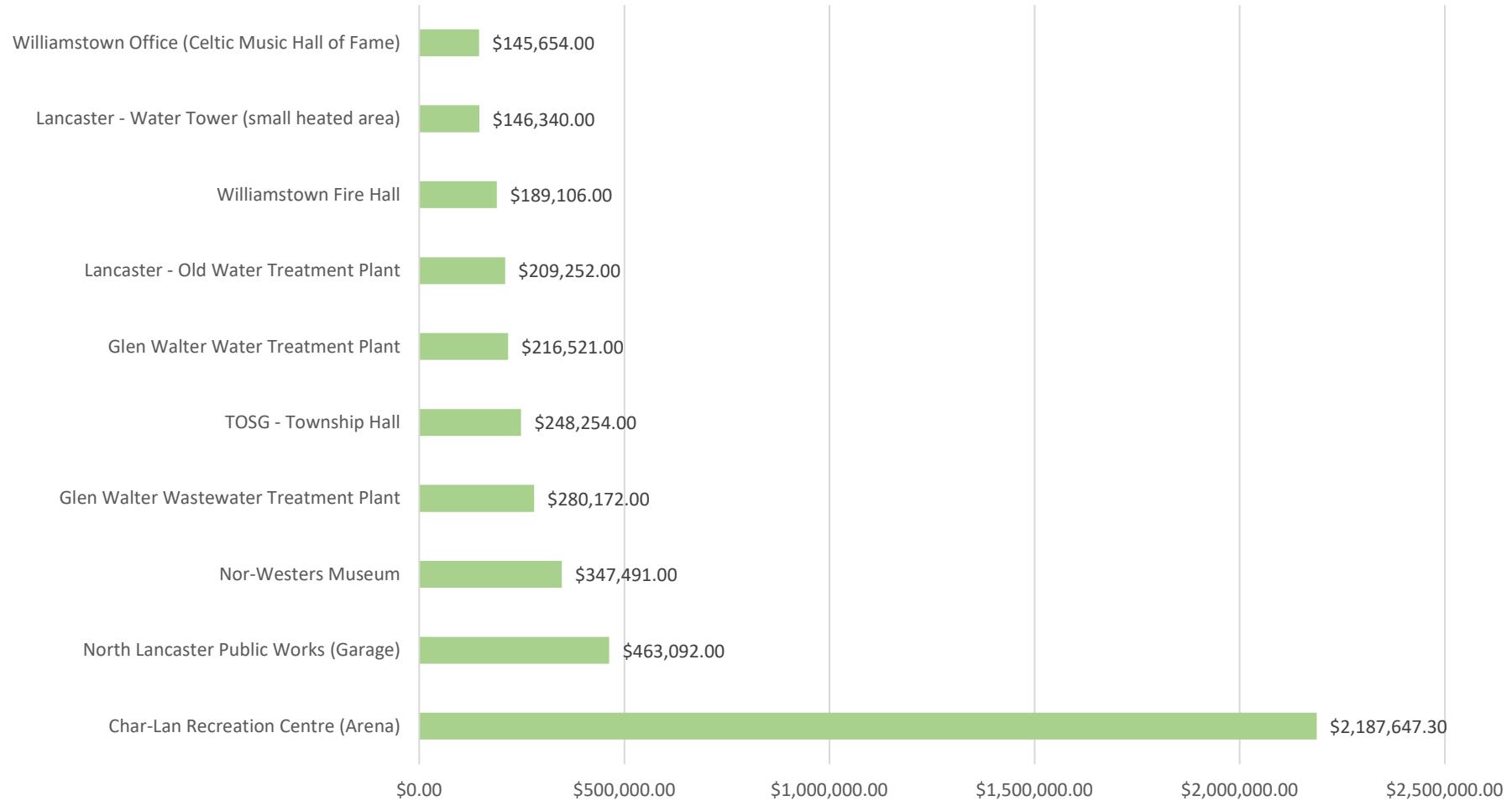
*Note: Capital Renewal calculations do not include site infrastructure. In detailed BCA reports issued, renewal needs numbers do include site infrastructure

Annual Funding Needed to Maintain Current FCI



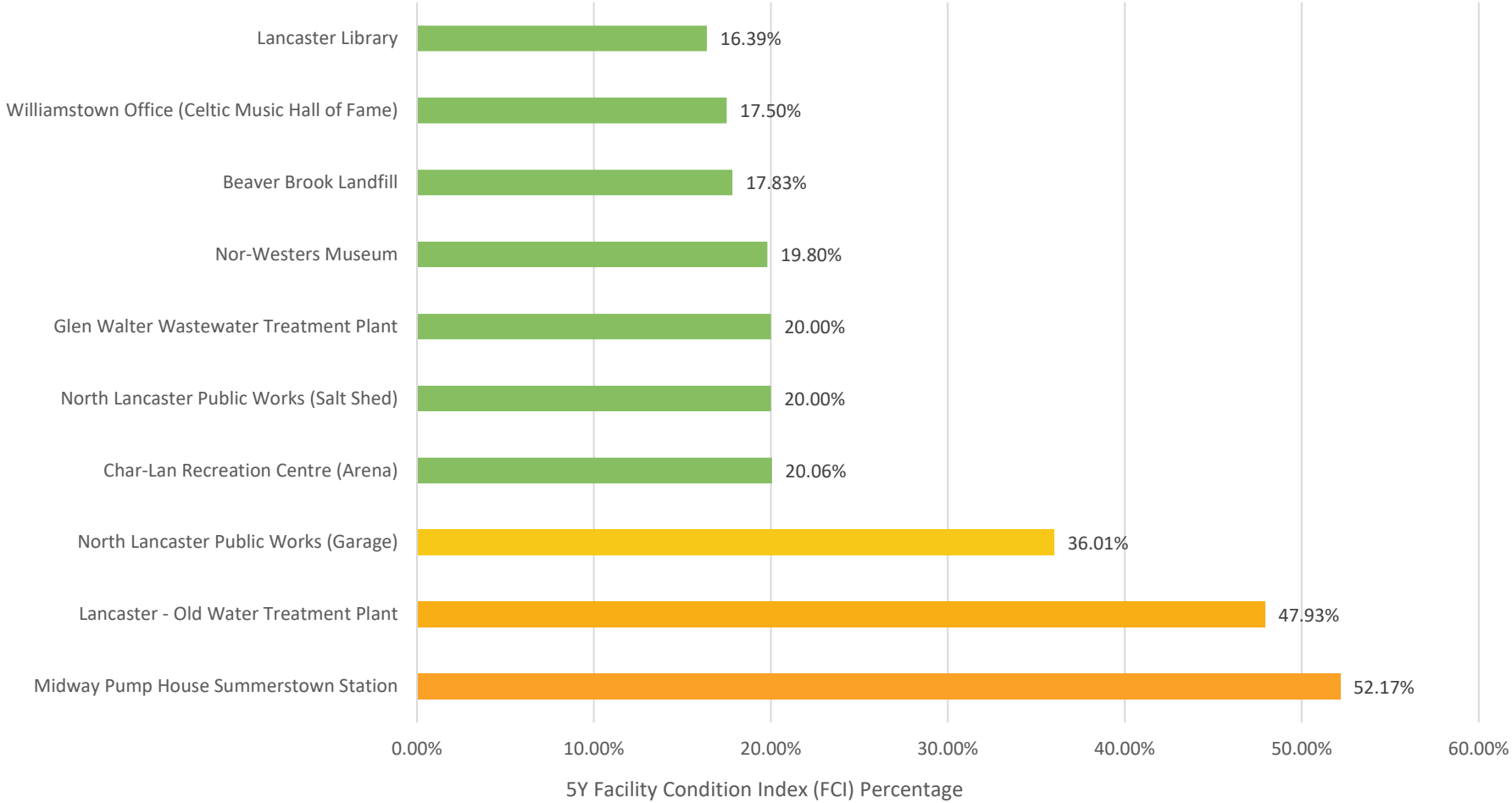
*Note: Annual Funding Level calculations do not include site infrastructure. In detailed BCA reports issued, renewal needs numbers do include site infrastructure

Top 10 Assets by 5Y Renewal Needs



*Note: Capital Renewal calculations do not include site infrastructure. In detailed BCA reports issued, renewal needs numbers do include site infrastructure

Top 10 Assets by FCI Percentage



*Note: FCI calculations do not include site infrastructure. In detailed BCA reports issued, renewal needs numbers do include site infrastructure



Next Steps

Roth IAMS is not suggesting that The Township needs to spend \$35,181,516.60 over the next 30 years, but rather The Township needs to update their Asset Management Plan so that it can act as a guide for how best to invest in its assets over the next 20-30 years.

This AMP should take into consideration not only building condition information, but also include Accessibility, Heritage Status, Utilization Rates, Type of Use, etc., to make a fully informed decision about the future of each asset.



STAFF REPORT

S.R. No. 2024-35

PREPARED BY: Sherry-Lynn Harbers, GM Parks, Recreation and Culture

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 2, 2024

SUBJECT: Acceptance of Building Condition Assessments Report

BACKGROUND:

1. Roth IAMS completed building condition assessments for Township owned buildings. The project was awarded to Roth IAMS through RFP 12-2023.
2. The scope of work included the assessment of physical condition of the facilities, and rating their components through visual, non-destructive site assessments.
3. Facilities were evaluated using the Facility Condition Index (FCI) Ratings, an industry standard asset management tool. This provides the Township with forecasted capital and maintenance renewal costs for the next 10 years.
4. All reporting was provided in UNIFORMAT II, which allows for the data to be transferred to a future asset management software/database.
5. As part of this project, Roth IAMS also provided Comprehensive COPE (construction, occupancy, protection, exposure) information for all facilities as well as up to date appraisals, this will assist with insurance reporting requirements.
6. The Building Condition Assessment project has been a vital part in working towards meeting Ontario Regulation 588/17 – Asset Management Planning for Municipal Infrastructure, which requires that by July 1, 2024 (previously July 1, 2023), that municipalities must have an approved asset management plan for all non-core municipal infrastructure assets.
7. The municipality currently has an asset management plan for all core municipal infrastructure assets which was required by July 1, 2022.
8. Administration will be working towards inputting the information from the building condition assessments into the current asset management plan, to ensure the municipality meets the July 1, 2024 deadline.

ANALYSIS:

9. Forty four (44) facilities were assessed, and they were categorized into the following divisions:

Division	Facilities
Administration	2
Fire	6
Roads	5
Recreation	17
Water	14

10. Roth IAMS has provided a summary report of the building conditions which identifies the 5-year FCI of each facility, the 5-year capital and maintenance renewal costs, and the 5-year sitework costs.
11. A 30-year cumulative renewal needs for the building systems and site infrastructure has also been provided in the report.
12. The summary report outlines the 5-year FCI Funding Scenarios in a 10-year period, to encompass the affects of the FCI depending on the investments made in facilities over the next 10 years.

IMPACT ON 2024 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 5: Improve internal and external communication.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-35 be received and that the Council of the Township of South Glengarry receive and accept the Building Condition Assessments summary report prepared by Roth IAMS detailing the current condition of the municipality's facilities.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**

SOUTH GLENGARRY



Submission to
Township of South Glengarry

Building Condition Assessment
Summary Report

March 11, 2024

Prepared by:
Roth IAMS
Project No. 23117
www.rothiams.com

Roth IAMS

Integrated Asset Management Strategies

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1 INTRODUCTION

Roth IAMS Ltd. (Roth IAMS) is pleased to provide the Township of South Glengarry (the Township) this Summary Report. At their request, this Summary Report highlights the capital and maintenance renewal costs of the Township's facilities for the next thirty years and provides a five-year facility condition index (FCI) for each of the Township's assets that were assessed by Roth IAMS.

2 BACKGROUND

In May and June 2023, Roth IAMS was contracted to complete Facility Condition Assessments (FCAs) and engineering lifecycle analysis of the Township's assets. The objective of the project was to assist the Township in the prioritization and scheduling of capital and maintenance renewals that may be required in the short and long term to keep the Township's assets operational and in a state of good repair.

The FCA report prepared for each asset provided a detailed description of the elements and their condition observed during Roth IAMS's assessment. Where a deficiency was identified or when the element was observed to be approaching the end of its expected useful life, a recommendation to study, repair and/or replace the element was provided. Each recommendation includes an estimated cost and an action year to execute the recommendation.

This report summarizes:

- Capital costs of each asset for the next five years, the replacement value, and the resulting facility condition index
- Annual capital costs for the 30 years (2024-2053) across the Township's portfolio

3 SCOPE OF WORK

3.1 METHODOLOGY AND APPROACH

The FCA carried out by Roth IAMS is generally based on the ASTM Standard Guide for Property Condition Assessments: Baseline Property Condition Assessment Process (E2018-15) and consisted of the following:

- Background Information Request and Review;
- Interview(s) with Knowledgeable Site Staff;
- Walk-through Site Assessment Visit;
- Preparation of an FCA Report, including salient findings and supporting photographs; and
- Preparation of an Opinion of Probable Costs (OPC) Table to track the observed physical deficiencies.

The ASTM defines a physical deficiency as a conspicuous defect or significant deferred maintenance of a site's material systems, components, or equipment as observed during the site assessor's walk-through site visit. Included within this definition are material systems, components, or equipment that are approaching, have reached, or have exceeded their typical expected useful life (EUL) or whose remaining useful life (RUL) should not be relied upon in view of actual or effective age, abuse, excessive wear and tear, exposure to the elements, lack of proper or routine maintenance, etc. This definition specifically excludes deficiencies that may be remedied with routine maintenance, miscellaneous minor repairs, normal operating maintenance, etc., and excludes conditions that generally do not constitute a material physical deficiency of the site.

The review of the Site was based on a visual walk-through review of the visible and accessible components of the property, building and related structures. The roof surface, interior and exterior wall finishes, and floor and ceiling finishes of the on-site building and related structures were visually assessed to determine their condition and to identify physical deficiencies, where observed. The assessment did not include an intrusive investigation of wall assemblies, ceiling cavities, or any other enclosures/assemblies. No physical tests were conducted, and no samples of building materials were collected to substantiate observations made, or for any other reason.

The review of the mechanical systems, electrical systems, and fire & life safety systems at the property included discussions with the site representative and review of pertinent maintenance records that were made available. A visual walk-through assessment of the systems, electrical systems, and fire & life safety systems was conducted to determine the type of systems present, age, and aesthetic condition, with considerations of the reported performance. No physical tests were conducted on these systems.

A detailed evaluation of the property development's compliance with applicable national and/or provincial Building Codes and/or Fire Codes is not part of the scope of this assessment. It is assumed that the existing buildings and related structures were reviewed and approved by local authorities at the time of construction. However, applicable codes may be referenced by Roth IAMS, at their discretion, to identify deficiencies and appropriate recommendations.

Replacement and repair costs are based on unit rates published by Means Publishing and/or Marshall & Swift Valuation Service, combined with local experience gained by Roth IAMS. The quantities associated with each item have been estimated during a walk-through site assessment and do not represent exact measurements or quantities. At the time of replacement, specific "scope of work" statements and quotations should be determined, and the budgetary items revised to reflect actual expenditures. Not included are items that would be addressed as routine maintenance. However, the capital costs may include items which are currently managed under the Operations and Maintenance budget for the site.

Opinions of probable costs for deficiencies that are individually less than the established threshold amount are generally not included in the FCA and OPC table. The exception are deficiency costs relating to life safety or accessibility, these may be included regardless of this cost threshold.

3.2 DEVIATIONS FROM THE GUIDE

The major deviations from ASTM E2018-15 for this project that was not included are as follows:

- A review of municipal/public records for zoning;
- A comprehensive building and/or fire & life safety code/regulatory review for compliance. It is assumed that at the time of building construction/commission and/or subsequent renovation(s), a duty of care was undertaken to ensure the building and related structures were constructed in accordance with the current building and fire code, as well as reviewed and approved by the local authorities having jurisdiction;
- An assessment of the property's compliance with barrier-free accessibility requirements; and
- A review of municipal/regional records to determine if the property resides in a designated flood plain.

Furthermore, the FCA did not include a:

- Verification of the number of parking spaces;
- Verification of gross and net usable areas of the site building(s); and
- Review of as-built construction drawings for the building and site.

4 DEFINITIONS

The following are definitions to aid in the understanding of the assessment.

4.1 EVALUATION PERIOD

The evaluation period is the tactical planning window used by owners or facility managers to plan the repairs or replacement of elements or systems required to maintain the continued performance of the facility. The Evaluation Period depends on the owner or facility manager business plans and may include short and/or long-term planning windows. For this project, the Evaluation Period requested by the Township is 10 years.

4.2 OPINIONS OF PROBABLE COSTS

The opinions of probable cost (OPC) are budget cost estimates to repair or replace major defects in materials or systems that may significantly affect the value of the property or continued operation of the facilities, and to replace base building elements /systems that have either reached or are anticipated to reach their expected useful life. The OPC are intended to assist the owner or facility manager develop a general understanding of budget costs that may be required to maintain the physical condition of the building.

The OPC are not construction costs and are for global budgeting purposes only, since the cost are based on a walk-through survey. The OPC are based on unit cost developed based on historical costing information and our experience with similar systems in other buildings. The OPC are Class D estimates, which are subject to design and tender (specs). A detailed or exhaustive examination of quantities/costs of equipment, materials, or labour required for the remedial work was not performed. Unless otherwise stated, specific engineering costs for remedial work have not been included in this report. The OPC are based on unit costs published in standard cost guides (RS Means, Marshall and Swift Valuation Services, etc.), industry/market standards, and our experience managing renewals.

Only planned actions with a total cost greater than \$1,500 were included in this report. Actions with a cost below this threshold were assumed maintenance and to be executed under a separate budget (Operation and Maintenance). The exception are actions required to address either fire or life safety or health and safety. These were included in the report regardless of cost.

Factored in the OPC, which is a product of quantity and element unit cost, are Regional Factor, Soft Cost and Replacement Factor, as applicable.

The **Regional Factor** is asset specific and reflects local cost conditions. The Regional Factor is a multiplier based either on construction/installation costs experienced in a local region/community (mutually agreed with the owner) or on published standard cost guides like Marshall & Swift. Labour and material costs, as well as applicable taxes are considered in the development of the Regional Factor, but new construction rebates are not included. It should be noted that element unit costs are indexed to Toronto, Ontario, Canada.

The **Soft Cost** factors contingencies that may be required to execute the renewal: design fees; engineering fees; project management fees, etc. The Soft Cost factor is generally project specific and developed in collaboration with owner at the early stages of the project.

The **Replacement Factor** is element specific and addresses as part of the renewal the removal and disposal (transportation, tipping fees, etc.) of the existing element/equipment.

4.3 EXPECTED USEFUL LIFE

The Expected Useful Life (EUL) is the average amount of time in years that an element or system is estimated to perform with minimal repair, when installed new and assuming the routine maintenance is practiced.

The EUL is based on information provided in manufacturer’s literature, cost guides, industry standards, and our experience with the performance of similar elements and systems renewals. The EUL is an estimate that is based on the function of quality of materials used, manufacturing and installation, as well as on the frequency and intensity of service, the degree of maintenance afforded to the asset, and local weather conditions.

4.4 REMAINING USEFUL LIFE

The realization of an element’s EUL does not necessarily constitute its replacement. A detailed condition assessment or investigation is recommended as a prudent approach to confirm the component Remaining Useful Life (RUL) and the need for either a repair (maintenance) or a replacement. Risks, including safety or the cost of damage to the facility and its use, were considered in estimating the RUL and the schedule for major repairs or replacements.

4.5 RECOMMENDATION TYPE

Recommendation types in this report indicate the actions required to address the condition of the element or system observed at the time of the site assessment visit.

- **Study:** Where a further investigation into the condition or options is required to confirm the repair/replace scope of work and the cost.
- **Major Repair:** Where deterioration or deficiency observed is isolated (generally less than 30% of the element), and an action is required to either ensure continued performance or to extend the service life of the element or system.
- **Lifecycle Replacement:** Where the deterioration or deficiency observed is systemic or based on the observed condition or age, the element or system is expected to realize its EUL.

4.6 CONDITION RATINGS AND SITE OBSERVATIONS

Roth IAMS applied a condition rating to each element assessed and included in the report. Table 1 outlines the condition rating system utilized, which was provided by the Township.

Table 1 – Condition Rating			
Descriptive Rating	Condition Score (minimum)	Condition Score (maximum)	Description of Condition
Very Good	81	100	Performing very well, no noticeable defects.
Good	61	80	Component is performing adequately; no work is foreseen in next 10 years
Fair	41	60	Component is operational, but replacement is required in 5-10 years.

Table 1 – Condition Rating			
Descriptive Rating	Condition Score (minimum)	Condition Score (maximum)	Description of Condition
Poor	21	40	Component requires replacement in next 1-5 years.
Very Poor	0	20	Component is beyond useful life (or not functioning); recommend for replacement in current year.

4.7 PROBABILITY & CONSEQUENCES OF FAILURE

As requested by the Township, Roth IAMS applied the risk management principles based on ISO 31000. Each component was provided with a criticality or Consequence of Failure rating and a Probability of Failure (Likelihood) rating. The following categories of consequence of failure and their associated criteria are provided in the following table (Table 2). A separate spreadsheet that supplements this BCA report will include the consequence of failure matrix ratings.

Table 2 Consequences of Failure Matrix					
Consequence Categories	1	2	3	4	5
	Insignificant	Minor	Moderate	Major	Extreme
Financial	Insignificant damages, losses, or fines. Absorbed in normal business operation.	Low damages, losses, or fines. Absorbed in normal business operation.	Moderate damages, losses, or fines. Notable change to operating budget.	Significant damages, losses, or fines requiring additional funding.	Significant damages, losses, and fines requiring additional current and future expenditures.
Health & Safety	No obvious potential for injury or affects to health.	Potential for minor injury or health affects of an individual. Full recovery is expected.	Potential for moderate or serious injury or affects to health. May affect many individuals.	Potential for serious injury or affects to health such as long-term disability. Emergency hospitalization required for one or more individuals.	Potential for death or multiple deaths; or Emergency and long-term hospitalization required for several individuals.
Service Delivery	Negligible service impact. Small number of customers impacted.	Localized service disruption. Typically up to one day loss of service.	Significant localized disruption. Typically up to one week loss of service.	Many areas disrupted or localized disruption for a long time; or loss of essential service for short period of time.	Township-wide service disruption, or loss of services for a very long period of time; or loss of essential service for moderate or long periods of time.

Table 2 Consequences of Failure Matrix					
Consequence Categories	1	2	3	4	5
	Insignificant	Minor	Moderate	Major	Extreme
Reputational	No media exposure	Minor media exposure	Moderate local media exposure lasting several days	Intense local media exposure lasting several days and/or Township-wide exposure	Provincial (or Federal) exposure lasting several days or weeks
Environment	Negligible impact to natural environment.	Minor recoverable impact to natural environment.	Some environmental damage, with short term impacts.	Medium to long-term environmental damage requiring immediate intervention.	Significant environmental damages with long-term effects.

Since the condition of a component affects the likelihood of a component's failure, the Probability of Failure rating has been based on the Condition Rating in Section 4.6.

Table 3 – Probability of Failure Matrix		
Likelihood	Condition Score (minimum)	Condition Score (maximum)
1 – Rare	81	100
2 - Unlikely	61	80
3 – Possible	41	60
4 – Likely	21	40
5 – Almost Certain	0	20

A Total Component Risk Score is then calculated based on the product of the average Consequence of Failure Rating and the Probability of Failure Rating.

Total Component Risk Score

$$= \frac{\text{Financial} + \text{Health \& Safety} + \text{Service Delivery} + \text{Reputational} + \text{Environmental}}{5} \times \text{Likelihood}$$

4.8 RENEWAL PRIORITIZATION MATRIX

The capital and maintenance renewals (repairs and replacements) were ranked on the renewal needs, and the impact to operations, should the renewal be deferred.

Table 4 Renewal Prioritization Matrix	
Priority	Definition
Priority 1: Health and Safety	Life safety hazards cause accidents that may physically injure building occupants. Health hazards may result in the development of disease. Failure to implement these projects within the planning year may endanger building occupants.
Priority 2: Code Compliance and Legislative Requirement	Recommendations in this category are initiated to ensure that the building systems and components are in compliance with current codes and legislation. Failure to comply may result in compliance orders, fines, lawsuits and public embarrassment.
Priority 3: Imminent Breakdown	If left unattended, recommendations in this category threaten program delivery due to the imminent breakdown of critical building systems and components.
Priority 4: Proactive Replacement	Recommendations in this category relate to the proactive replacement of building systems and components at the end of their useful life.
Priority 5: Upgrade	Recommendation to upgrade an existing system

4.9 FACILITY CONDITION INDEX

Facility Condition Index (FCI) is a benchmark used to index the relative condition of a facility. The FCI is calculated as a ratio of the sum of capital and maintenance renewal requirement costs for an asset over a set period of time divided by the Current Replacement Value (CRV) of the building.

$$FCI = \frac{\sum \text{Renewal Needs in a Given Period of Time}}{\text{Current Replacement Value (CRV)}}$$

Given that a single-year (immediate requirements) FCI tends to fluctuate and is subject to the building deferred maintenance, a 5-Year FCI, which focuses on the short-term trends, is recommended. The 5-Year FCI tends not to fluctuate as much, making long-term planning easier and more effective. The Township is using a 5 year FCI, which consists of backlog (work that should have been completed in the past), current year (2024) and 4 future years (2025-2028).

The CRV is calculated as the aggregate of the building element replacement costs. The aggregate of the building element replacement cost, also referred to as “sum-of-parts method”, is based on the lifecycle replacement costs of each building element realized as part of building/facility condition assessment. *The element replacement costs for site elements (Uniformat G) are excluded from the calculation.* The CRV only accounts for base building systems and does not include process equipment (instrumentation, process mechanical and electrical equipment, etc.). It should be noted that in the sum of parts method, the lifecycle replacement costs of each building element are based on unit costs indexed to Toronto, Ontario, Canada and adjust by the Regional Factor and Soft Cost as previously discussed.

The FCI is a key performance indicator used to benchmark the relative condition of an asset to other assets in a portfolio or assets in general. Table 5 highlights the rating scale used to determine the condition of the subject asset. The rating scale is used by most facility management associations.

Table 5 – Facility Condition Index		
FCI	Description	Condition Rating
0%-20%	The Facility and its components are functioning as intended; very limited (if any) deterioration observed on major systems.	Very Good
21%-40%	The Facility and its components are functioning as intended; limited (if any) deterioration observed on major systems.	Good
41%-60%	The Facility and its components are functioning as intended; however, some elements are beginning to show signs of wear; More frequent component and equipment failure is anticipated.	Fair
61%-80%	The Facility and its components are showing signs of increasing deterioration. Potential frequent component and equipment failures may occur.	Poor
>80%	The Facility and its components appear worn with obvious deterioration. Critical component or equipment failure are more frequent. Occasional building shutdowns could occur. Management risk is high.	Very Poor

5 CONDITIONS DATA REPORT SUMMARIES

5.1 TOWNSHIP'S BUILDING FACILITIES

This section summarizes the data on the Township's Building Facilities. Building Facilities are considered as assets with the following service areas: Administration, Recreation Facilities, Roads, Water and Fire Service Facilities.

5.2 FIVE-YEAR CAPITAL AND MAINTENANCE RENEWAL COSTS AND FCI (EXCLUDING SITework ELEMENTS)

Table 6 lists each asset under Building Facilities and its corresponding service area, replacement value, five-year capital and maintenance renewal costs, and FCI. The costs listed are in 2024 values.

Table 6 – Building Facilities Expenditures & FCI (No Sitework Elements)					
Asset Category	Asset Name	CRV	5-Year Total Expenditures	5-Year FCI	Conditions Based on FCI
Administration	TOSG - Township Hall	\$2,737,537	\$248,254	9.0%	Very Good
	Airport Main Hanger	\$667,938	\$45,832	6.9%	Very Good
Recreation	Williamstown Office (Celtic Music Hall of Fame)	\$832,093	\$145,654	17.5%	Very Good
	Green Valley Community Centre	\$532,964	\$7,422	1.4%	Very Good
	Green Valley Skate Rink Storage Building	\$30,850	\$1,216	3.9%	Very Good
	Martintown Skate Rink Storage Building	\$60,349	\$0	0.0%	Very Good
	Bainsville Community Centre	\$464,493	\$16,654	3.6%	Very Good
	Bainsville Skate Rink Change House	\$75,000	\$0	0.0%	Very Good
	Glen Walter Park	\$385,057	\$28,111	7.3%	Very Good
	Char-Lan Recreation Centre (Arena)	\$10,906,226	\$2,187,647.30	20.06%	Good
	Paul Rozon Park C.C.	\$518,817	\$4,288	0.8%	Very Good

Table 6 – Building Facilities Expenditures & FCI (No Sitework Elements)					
Asset Category	Asset Name	CRV	5-Year Total Expenditures	5-Year FCI	Conditions Based on FCI
	Nor-Westerns Museum	\$1,754,578	\$347,491	19.8%	Very Good
	Glendale Park - Empey Poirier Park	\$80,379	\$0	0.0%	Very Good
	Legion at Smithfield Park	\$1,650,548	\$54,075	3.3%	Very Good
	Lancaster Library	\$748,738	\$122,696	16.4%	Very Good
	Lan-Char Medical Centre	\$2,443,372	\$124,713	5.1%	Very Good
	Martintown Community Centre (attached to Martintown Fire Hall)	\$1,682,244	\$5,890	0.4%	Very Good
	Optimist Building	\$487,691	\$23,801	4.9%	Very Good
	Smithfield Park Building	\$512,210	\$0	0.0%	Very Good
Roads	North Lancaster Public Works (Garage)	\$1,285,907	\$463,092	36.0%	Good
	North Lancaster Public Works (Salt Shed)	\$150,000	\$30,000	20.0%	Good
	Airport Road Public Works Garage	\$2,857,658	\$0	0.0%	Very Good
	Airport Road Salt Dome	\$611,209	\$0	0.0%	Very Good
	Beaver Brook Landfill	\$56,077	\$10,000	17.8%	Very Good
Water	Glen Walter Water Treatment Plant	\$1,681,637	\$216,521	16.0%	Very Good
	Glen Walter Wastewater Treatment Plant	\$1,400,860	\$280,172	20.0%	Good
	Glen Walter Pump Station	\$846,930	\$127,040	15.0%	Very Good
	Glen Walter Water Garage	\$307,711	\$30,597	9.9%	Very Good

Table 6 – Building Facilities Expenditures & FCI (No Sitework Elements)

Asset Category	Asset Name	CRV	5-Year Total Expenditures	5-Year FCI	Conditions Based on FCI
	Glen Walter - Bray Street Pump Station	\$746,090	\$104,693	14.03%	Very Good
	Glen Walter - Yacht Boulevard Pump Station	\$564,620	\$84,693	15.0%	Very Good
	Green Valley - Pump Station #1	\$653,094	\$84,693	13.0%	Very Good
	Green Valley - Pump Station #2	\$653,710	\$84,693	13.0%	Very Good
	Redwood Estates - Water Treatment Plant	\$282,490	\$12,947	4.6%	Very Good
	Lancaster Water Treatment Plant	\$2,523,812	\$67,703	2.7%	Very Good
	Lancaster - Old Montreal Road Pump Station	\$803,830	\$91,365	11.4%	Very Good
	Lancaster - South Beech Pump Station	\$734,402	\$122,373	16.7%	Very Good
	Lancaster - Water Tower (small, heated area)	\$1,225,645	\$146,340	11.9%	Very Good
	Lancaster - Old Water Treatment Plant	\$436,588	\$209,252	47.9%	Fair
Fire	Glen Walter Fire Hall	\$2,524,249	\$25,000	1.0%	Very Good
	Midway Pump House Summerstown Station	\$63,994	\$33,386	52.2%	Fair
	Williamstown Fire Hall	\$1,762,589	\$189,106	10.7%	Very Good
	Lancaster Fire Hall	\$2,500,838	\$93,060	3.7%	Very Good
	Martintown FH	\$975,904	\$49,297	5.1%	Very Good
	North Lancaster Fire Hall	\$1,300,459	\$69,090.00	5.3%	Very Good
	Total	\$53,521,387	\$5,988,857	11.20%	Very Good

5.3 BUILDING FACILITIES SITework

Table 7 lists each asset under Building Facilities and its corresponding total Sitework Elements (Uniformat G, excluded from Table 6) replacement value, and the 5-year expenditures.

Table 7 – Building Facilities Sitework Elements Summary					
Asset Category	Asset Name	Site CRV	5-Year Total Expenditures	5-year SCI	Conditions Based on SCI
Administration	TOSG - Township Hall	\$214,322.00	\$47,296.00	22%	Good
	Airport Main Hanger	\$ 160,071.00	\$30,150.00	19%	Good
Recreation	Williamstown Office (Celtic Music Hall of Fame)	\$228,859.00	\$93,355.00	41%	Fair
	Green Valley Community Centre	\$236,903.00	\$0	0%	Very Good
	Green Valley Skate Rink Storage Building	\$0	\$0	N/A	N/A
	Martintown Skate Rink Storage Building	\$69,039.00	\$0	0%	Very Good
	Bainsville Community Centre	\$274,203.00	\$0	0%	Very Good
	Bainsville Skate Rink Change House	\$0	\$0	N/A	N/A
	Glen Walter Park	\$185,487.00	\$0	0%	Very Good
	Char-Lan Recreation Centre (Arena)	\$769,431.00	\$306,000.00	40%	Fair
	Paul Rozon Park C.C.	\$237,801.00	\$0	0%	Very Good
	Nor-Westerns Museum	\$151,269.00	\$0	0%	Very Good
	Glendale Park - Empey Poirier Park	\$0	\$0	N/A	N/A
	Legion at Smithfield Park	\$162,755.00	\$30,675.00	19%	Good
	Lancaster Library	\$15,844.00	\$0	0%	Very Good

Table 7 – Building Facilities Sitework Elements Summary

Asset Category	Asset Name	Site CRV	5-Year Total Expenditures	5-year SCI	Conditions Based on SCI
	Lan-Char Medical Centre	\$202,835.00	\$15,000.00	7%	Very Good
	Martintown Community Centre (attached to Martintown Fire Hall)	\$104,470.00	\$0	0%	Very Good
	Optimist Building	\$300,792.00	\$0	0%	Very Good
	Smithfield Park Building	\$72,510.00	\$0	0%	Very Good
Roads	North Lancaster Public Works (Garage)	\$356,891.00	\$264,320.00	74%	Poor
	North Lancaster Public Works (Salt Shed)	\$0	\$0	0%	Very Good
	Airport Road Public Works Garage	\$694,757.50	\$0	0%	Very Good
	Airport Road Salt Dome	\$0	\$0	0%	Very Good
	Beaver Brook Landfill	\$657.00	\$0	0%	Very Good
Water	Glen Walter Water Treatment Plant	\$150,690.00	\$20,000.00	13%	Very Good
	Glen Walter Wastewater Treatment Plant	\$0	\$0	N/A	N/A
	Glen Walter Pump Station	\$0	\$0	N/A	N/A
	Glen Walter Water Garage	\$81,305.00	\$0	0%	Very Good
	Glen Walter - Bray Street Pump Station	\$125,350.00	\$0	0%	Very Good
	Glen Walter - Yacht Boulevard Pump Station	\$20,460.00	\$0	0%	Very Good
	Green Valley - Pump Station #1	\$50,524.00	\$0	0%	Very Good
	Green Valley - Pump Station #2	\$51,150.00	\$0	0%	Very Good

Table 7 – Building Facilities Sitework Elements Summary					
Asset Category	Asset Name	Site CRV	5-Year Total Expenditures	5-year SCI	Conditions Based on SCI
	Redwood Estates - Water Treatment Plant	\$76,462.00	\$0	0%	Very Good
	Lancaster Water Treatment Plant	\$311,084.00	\$0	0%	Very Good
	Lancaster - Old Montreal Road Pump Station	\$54,815.00	\$0	0%	Very Good
	Lancaster - South Beech Pump Station	\$29,475.00	\$0	0%	Very Good
	Lancaster - Water Tower (small, heated area)	\$84,456.00	\$0	0%	Very Good
	Lancaster - Old Water Treatment Plant	\$52,445.00	\$0	0%	Very Good
Fire	Glen Walter Fire Hall	\$245,890.00	\$0	0%	Very Good
	Midway Pump House Summerstown Station	\$0	\$0	0%	Very Good
	Williamstown Fire Hall	\$610,320.00	\$231,800.00	38%	Fair
	Lancaster Fire Hall	\$243,063.00	\$41,400.00	17%	Very Good
	Martintown FH	\$496,628.00	\$0	0%	Very Good
	North Lancaster Fire Hall	\$125,716.00	\$10,000.00	8%	Very Good
	Total	\$7,248,729.50	\$1,089,996.00	15%	Very Good

5.4 30-YEAR FORECAST OF CAPITAL MAINTENANCE AND RENEWAL COSTS

The bar graph below demonstrates the capital maintenance and renewal costs per year for the next 30 years (2024-2053) for all assets. The blue bars represent renewal needs for building systems and the orange bars are the renewal needs for site infrastructure elements.

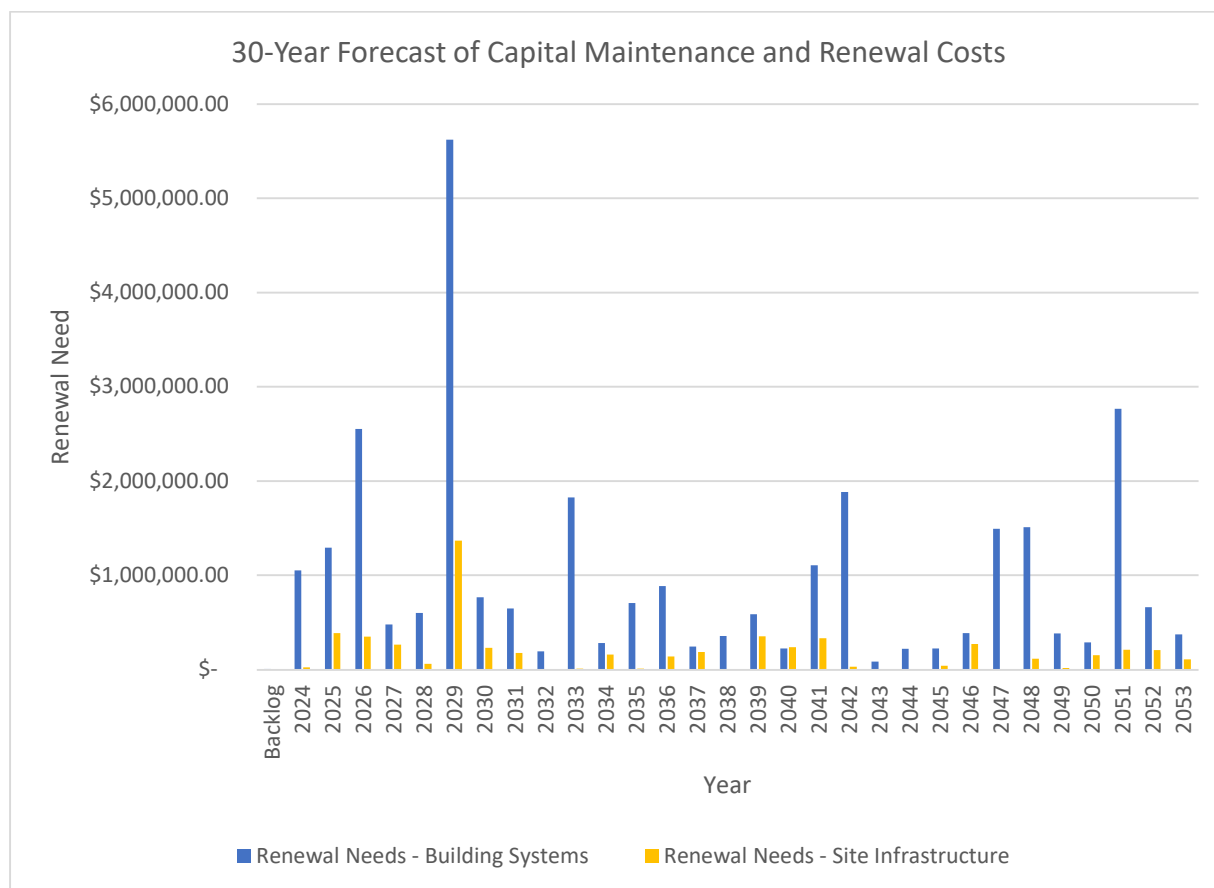


Figure 1: Building Expenditures 30-Year Forecast

The 30-year cumulative renewal needs for building systems amount to \$29,724,608.10, while the site infrastructure elements sum up to \$5,456,908.50.

5.5 FUNDING SCENARIOS

To assist the Township in determining the funding requirements to maintain their buildings in good repair, funding scenarios were applied to a ten-year FCI/SCI analysis. The following funding scenarios were considered:

- Scenario 1: Maintain Current 5-Year FCI Funding
- Scenario 2: No funding (all expenditures become backlog)
- Scenario 2: 1.5% of CRV Funding
- Scenario 3: \$700,000 Funding
- Scenario 4: \$1,000,000 Funding

For each of the scenarios, the goal is to monitor the 5-year FCI at the end of the ten (10) years. It is common to see the FCI fluctuate between each year as identified needs are addressed. For each scenario, 2023-dollar values were used for each year with inflation not being accounted for beyond 2024.

5.6 FIVE-YEAR FCI & FUNDING SCENARIOS FOR TOWNSHIP FACILITIES

Figure 2 depicts the funding scenarios for the Township’s Building Facilities. The 5-year FCI does not include Sitework (Uniformat G) elements or Engineering Study recommendations in the respective calculations.

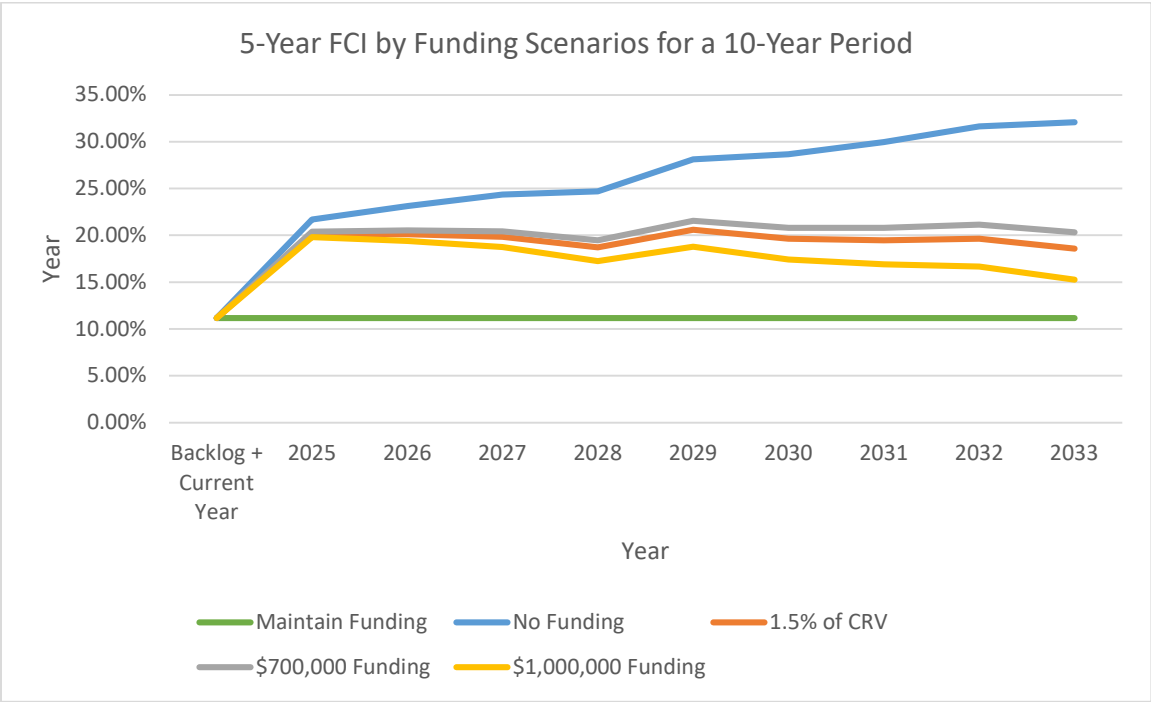


Figure 2: Building Facilities Ten-year Funding Scenarios

In order to maintain the portfolio’s 5-year FCI of 11.19% for each year in the 10-year period, it will require an annual expenditure of \$1,153,460.78. At 1.5% of CRV funding, which amounts to \$802,820.79 per year, as well as, the \$700,000 and \$1,000,000 of yearly funding, all three funding scenarios will help maintain the Township’s portfolio in “Very Good” condition for the next 5 and 10 years.

6 CONCLUSIONS

6.1 BREAKDOWN OF ASSETS BY FCI/SCI

Based on the analysis in Section 5, Table 8 provides the current five-year FCI/SCI Condition Rating of the assets by service area.

Table 8 – FCI/SCI Condition Rating of Assets by Service Category							
Asset Category		FCI/SCI Condition Rating Count					
Building Facilities	CRV (incl. all elements Site and Building)	Very Good	Good	Fair	Poor	Critical	Not Applicable
Administration	\$3,779,868.00	2	2	0	0	0	0
Recreation	\$26,177,807.00	27	2	2	0	0	3
Roads	\$6,013,156.50	7	2	1	0	0	0
Water	\$13,949,635.00	24	1	1	0	0	2
Fire	\$10,849,650.20	10	0	2	0	0	0
Sub Total	\$60,770,116.70	70	7	6	0	0	5

7 LIMITING CONDITIONS

This report has been prepared for the exclusive and sole use of the Township of South Glengarry. The report may not be relied upon by any other person or entity without the express written consent of Roth IAMS and the South Glengarry.

Any reliance on this report by a third party, any decisions that a third party makes based on this report, or any use at all of this report by a third party is the responsibility of such third parties. Roth IAMS accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made, or actions taken, based on this report.

The assessment of the building/site components was performed using methods and procedures that are consistent with standard commercial and customary practice as outlined in ASTM Standard E 2018-15 for facility condition assessments. As per this ASTM Standard, the assessment of the building/site components was based on a visual walk-through site visit, which captured the overall condition of the site at that specific point in time only.

No legal surveys, soil tests, environmental assessments, geotechnical assessments, detailed barrier-free compliance assessments, seismic assessments, detailed engineering calculations, or quantity surveying compilations have been made. No responsibility, therefore, is assumed concerning these matters. Roth IAMS did not design or construct the building(s) or related structures and therefore will not be held responsible for the impact of any design or construction defects, whether or not described in this report. No guarantee or warranty, expressed or implied, with respect to the property, building components, building systems, property systems, or any other physical aspect of the property is made.

The recommendations and our opinion of probable costs associated with these recommendations, as presented in this report, are based on walk-through non-invasive observations of the parts of the building which were readily accessible during our visual review. Conditions may exist that are not as per the general condition of the system being observed and reported in this report. Opinions of probable costs presented in this report are also based on information received during interviews with operations and maintenance staff. In certain instances, Roth IAMS has been required to assume that the information provided is accurate and cannot be held responsible for incorrect information received during the interview process. Should additional information become available with respect to the condition of the building and/or site elements, Roth IAMS requests that this information be brought to our attention so that we may reassess the conclusions presented herein.

The opinions of probable costs are intended for order of magnitude budgeting purposes only. The scope of work and the actual costs of the work recommended can only be determined after a detailed examination of the element/system in question, understanding of the site restrictions, understanding of the effects on the ongoing operations of the site/building, definition of the construction schedule, and preparation of tender documents. We expressly waive any responsibilities for the effects of any action taken as a result of these endeavors unless we are specifically advised of prior to, and participate in the action, at which time, our responsibility will be negotiated.

Our opinions and recommendations presented in our reports will be rendered in accordance with generally accepted professional standards and are not to be construed as a warranty or guarantee regarding existing or future physical conditions at the Site or regarding compliance of Site systems/components and procedures/operations with the various regulating codes, standards, regulations, ordinances, etc



STAFF REPORT

S.R. No. 2024-36

PREPARED BY: Sherry-Lynn Harbers, GM of Parks, Recreation & Culture

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 2, 2024

SUBJECT: Glengarry Mental Health Initiative – Fee Waiver Request

BACKGROUND:

1. The Glengarry Mental Health Initiative (GMHI) is a non-profit organization that was created by youth in the Stormont, Dundas and Glengarry region to end the stigma around asking for help when struggling with mental health.
2. The organization provides financial support and resources for therapy, educational initiatives, and other resources to help those in need.
3. On Sunday, June 23, 2024, GMHI will be hosting their third annual soccer tournament at Paul Rozon Memorial Park.
4. The Township provided support for this event in 2022 and 2023 by waiving fees, providing additional garbage cans, picnic tables, preparation of fields and set up. The Parks, Recreation and Culture department will plan resources accordingly to ensure support is provided again in 2024.

ANALYSIS:

5. GMHI has provided a letter to Council to request that the fees be waived for this event. Fees include full day field rental costs and the building rental cost.
6. This event provides the community with opportunities to support mental health initiatives as well as raise awareness in South Glengarry and surrounding areas.
7. GMHI submitted an application for the 2024 Grants and Donations program and was approved by Council for a \$2,500 grant to support their work in the community.

IMPACT ON 2023 BUDGET:

8. The sum of \$540.86 to be waived:
 - a. Full Day Field Rentals X 3 = \$428.64 +HST
 - b. Paul Rozon Park Building Rental = \$50 +HST

c. Total including HST = \$540.86

ALIGNMENT WITH STRATEGIC PLAN:

Goal 4: Improve quality of life in our community.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-36 be received and that the Council of the Township of South Glengarry approves the request from the Glengarry Mental Health Initiative to waive fees in the amount of \$540.86 to cover the cost of the soccer fields and building rental.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**



Glengarry

MENTAL HEALTH INITIATIVE

Hello,

We are reaching out on behalf of the Glengarry Mental Health Initiative (GMHI). GMHI is an organization created to promote conversation regarding mental health, and combat the stigma around asking for help when struggling with mental health. Since our formation in June 2022, GMHI has raised over \$90,000 that has been put back into the community through the donation of resources to local high schools, contributing to the Hunter McPherson Bursary to benefit high school students, and our most current endeavor of subsidizing mental health therapy which we have successfully provided funding for 25 individuals in SD&G, Cornwall and Akwesasne. On Sunday, June 23rd, 2024, GMHI will be hosting our third annual fundraising event in the form of a soccer tournament at the Paul Rozon Memorial Park in Williamstown.

Based on the nature of our event as philanthropic, and its location, we are hoping the Township of South Glengarry and its council would consider waiving the rental fees for the three soccer fields at Paul Rozon Memorial Park, which is a balance of \$540.86. We have attached the invoice below.

Thank you and we look forward to hearing from the council.

Kind Regards,

Hannah McDonell
Director of External Affairs
GMHI



STAFF REPORT

S.R. No. 2024-37

PREPARED BY: Sherry-Lynn Harbers, GM Parks, Recreation and Culture

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 2, 2204

SUBJECT: CLRC Electrical Control Panel

BACKGROUND:

1. Staff Report 160-2021 ([November 15, 2021 Council Meeting](#)) outlined the utilization of LAS Canoe Procurement Group (Canoe), a Co-Operative Purchasing method.
2. Cooperative Procurement is the process of aggregating purchases for a large group of customers with similar buying needs, securing prices and services due to the increased purchase volume. The program saves time on spec'ing out equipment, obtaining pricing, advertising the tender, opening the bids, evaluating the bids, and awarding the tender.
3. Administration moved forward with this method for the electrical control panel project within the Refrigeration Plant at the Char-Lan Recreation Centre.
4. In order to maintain operational efficiency of the refrigeration plant and facility, and to mitigate potential panel failure that could cause a facility shut down, this particular piece of equipment was included as part of the 2024 budget.
5. The project includes the decommission and removal of the existing electrical panel. The new panel will be designed to match existing refrigeration equipment as well as sensors to ensure proper readings from equipment.
6. When a refrigeration system is designed, the equipment is selected based on its capacity to operate during the most anticipated hottest temperatures of a regular ice rental season. This means that for a large portion of the operating season, the plant is running less efficiently than it could be, unless the proper controls and operating settings are established within the system.
7. As part of this project, a Seasonal Plus controller will be installed. This will control the refrigeration plant equipment to adapt to varying weather conditions, peak ice rental times, and scheduled downtime for system maintenance allowing staff to operate the refrigeration plant at its optimum set points. A new VFD for the

condenser fan motor with a reactor and bypass will be included as part of the Seasonal Plus install.

8. The controller will reduce unnecessary operating times of the plant and will decrease hydro costs, as well as a reduction in green house gas emissions. Additionally, this will save on supplies and create less wear and tear on plant components, thus extending the useful life of costly equipment.
9. The refrigeration plant has multiple unused wires and an old electrical panel that was not removed when the current one was installed. There are switches that have an unknown use and the current set up is a safety concern for those operating the plant. As part of this project, the cost includes the clean up of the electrical within the plant room to ensure that the electrical components are clearly identified including an emergency shut off switch.
10. The current service provider has the historical knowledge of previous repairs and the intricate operations of the system to be able to best perform this work. It is recommended that this project is managed through a refrigeration contractor given the scope of work and its complex involvement in the plant room.
11. Safety training for staff will be provided as part of the project once the installation is complete.

ANALYSIS:

12. A Save on Energy Retrofit program offers incentives to upgrade equipment, reduce energy bills and lower carbon footprint. The program offers financial incentives.
13. CIMCO can support administration in a complete analysis/calculation to apply for the Save on Energy program and assist with the application process.
14. The Township could receive a one-time incentive through the Save on Energy program of approximately \$16,000.
15. Through the cooperative purchasing method, LAS Canoe Procurement Group, CIMCO Refrigeration submitted a quotation for the supply and install of the electrical control panel for \$118,142 + HST.

IMPACT ON 2024 BUDGET:

16. The electrical control panel project was included as part of the 2024 capital budget.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Invest in infrastructure and its sustainability.

Goal 3: Strengthen the effectiveness and efficiency of our organization.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-37 be received and that the Council of the Township of South Glengarry proceed with CIMCO Refrigeration for the supply and install of an Electrical Control Panel at the Char-Lan Recreation Centre for \$118,142 plus HST and furthermore that the Mayor and Clerk be authorized to sign all applicable documents.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**



STAFF REPORT

S.R. No. 2024-38

PREPARED BY: Sherry-Lynn Harbers, GM Parks, Recreation and Culture

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 2, 2024

SUBJECT: Award Procurement 03-2024 - Grass Cutting Facilities and Parks

BACKGROUND:

1. Procurement 03-2024 for the supply of grass cutting services at Township facilities and parks was issued on Monday, February 26, 2024 and closed on Monday, March 18, 2024.
2. The Raisin Region Conservation Authority (RRCA) included their sites in the procurement, similar to previous practice. The RRCA will review the submissions for their sites and will award the contract separately.
3. The scope of work included:
 - a. Supply of all labour, equipment and materials necessary to complete grass cutting and trimming for two complete seasons, being 2024 and 2025.
 - b. There will be an opportunity for the municipality to extend the contract up to one year if agreeable by both parties. If the contract is extended for one year, CPI will be added to the submitted costs and will be used for year three of the contract.
 - c. The sites outlined in the Tender were categorized into 10 zones, they are as follows: Williamstown, Lancaster, Martintown, Green Valley, Glen Walter, North Lancaster, Bainsville, Glendale, South Lancaster and Raisin Region Conservation.
 - d. A pre-season site meeting will be required to ensure that all specified areas are clearly understood. The cutting program is to include priorities such as days for cutting to accommodate programming and sport field rentals.
 - e. The height of grass should not exceed 4" and cutting/trimming frequency is once every 7 days, with an accelerated cutting frequency during fast growing periods.

- f. The four (4) cemeteries will be cut bi-weekly starting in May and ending in September (approximately 10 cuts).
4. The proposal review team included the General Manager – Parks, Recreation and Culture and the Lead Hand of Parks and Recreation.
5. The submissions were reviewed by the proposal review team and scored on the criteria set out in the RFP and presented in the table below.

Criteria	Weighting
Submission	10 points
Experience	25 points
References	25 points
Pricing	40 points

ANALYSIS:

6. 10 submissions were received:
 - a. Charged up Yardworks
 - b. Cut by Me
 - c. EC Works Ltd.
 - d. Green Acres Snow Removal
 - e. Greenfields – PRO Lawn Care
 - f. Huberts Landscaping
 - g. Royal Property Solutions Inc and Dandylawn
 - h. Salmon Construction Ltd.
 - i. Tony Armenti Property Management
 - j. True Cut
7. Considering all aspects of the evaluation matrix, the following contractors are being recommended for the respective zones:

Green Acres Snow Removal	
Zone C	Martintown
Zone E	Glen Walter
Zone F	North Lancaster
Zone H	Glendale
Charged Up Yard Works	
Zone A	Williamstown
Zone B	Lancaster
Zone D	Green Valley
Zone G	Bainsville
Zone I	South Lancaster

8. Based on the submitted prices, there will be an approximate increase of \$300 per week in grass cutting/trimming maintenance for 2024 and 2025. This equates to approximately \$6,000 total per year based on 20 cuts per season.

IMPACT ON 2022 BUDGET:

9. The cost for grass cutting at facilities and parks has been included as part of the 2024 budget.

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-38 be received and that the Council of the Township of South Glengarry award Tender 03-2024 for Grass Cutting Facilities and Parks to Green Acres Snow Removal for Zones C, E, F, and H and Charged Up Yard Works for Zones A, B, D, G, and I; and furthermore, that the Mayor and Clerk be authorized to sign all appropriate documents.

**Recommended to Council for
Consideration by:
CAO – DOUG ROBERTSON**



STAFF REPORT

S.R. No. 2024-39

PREPARED BY: Sarah McDonald, P. Eng., General Manager – Infrastructure

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 2, 2024

SUBJECT: Award Procurement 2024-04 - Supply and Placement of Surface Treatment

BACKGROUND:

1. Tenders were called for the Supply and Placement of Surface Treatment. The tender closed Tuesday, March 26, 2024.
2. The Scope of Work included the supply of all labour, equipment, and materials to:
 - a. Shape, compact, and fine grade granular material to be supplied and placed by the Township (Granular 'M').
 - b. Double surface treatment of HF 150 emulsion and a fog seal 6.5 metres wide.
3. The 2024 surface treatment program is for North Branch Road from the South Stormont border to County Road 20 (see attachment).
4. Three (3) submissions were received as follows:

Proponent	Total (excl. HST)
Duncor Enterprises Inc.	\$264,615.00
Greenwood Paving Ltd.	\$216,255.00
Miller Paving Limited	\$210,600.00

ANALYSIS:

5. All responses were received in compliance with the procurement requirements.
6. The Surface Treatment is to be completed no later than August 9, 2024. Liquidated Damages of \$500.00 per week will be charged if the work is not completed by the completion date.
7. The low bidder has the experience and resources to complete the work.

IMPACT ON 2024 BUDGET:

8. The 2024 Surface Treatment Program budget approved by Council is \$245,000.
9. Additional expenditures for this work will include the supply and placement of granular material through Procurement 2024-01 and regular salaries & wages associated with Township inspection services.

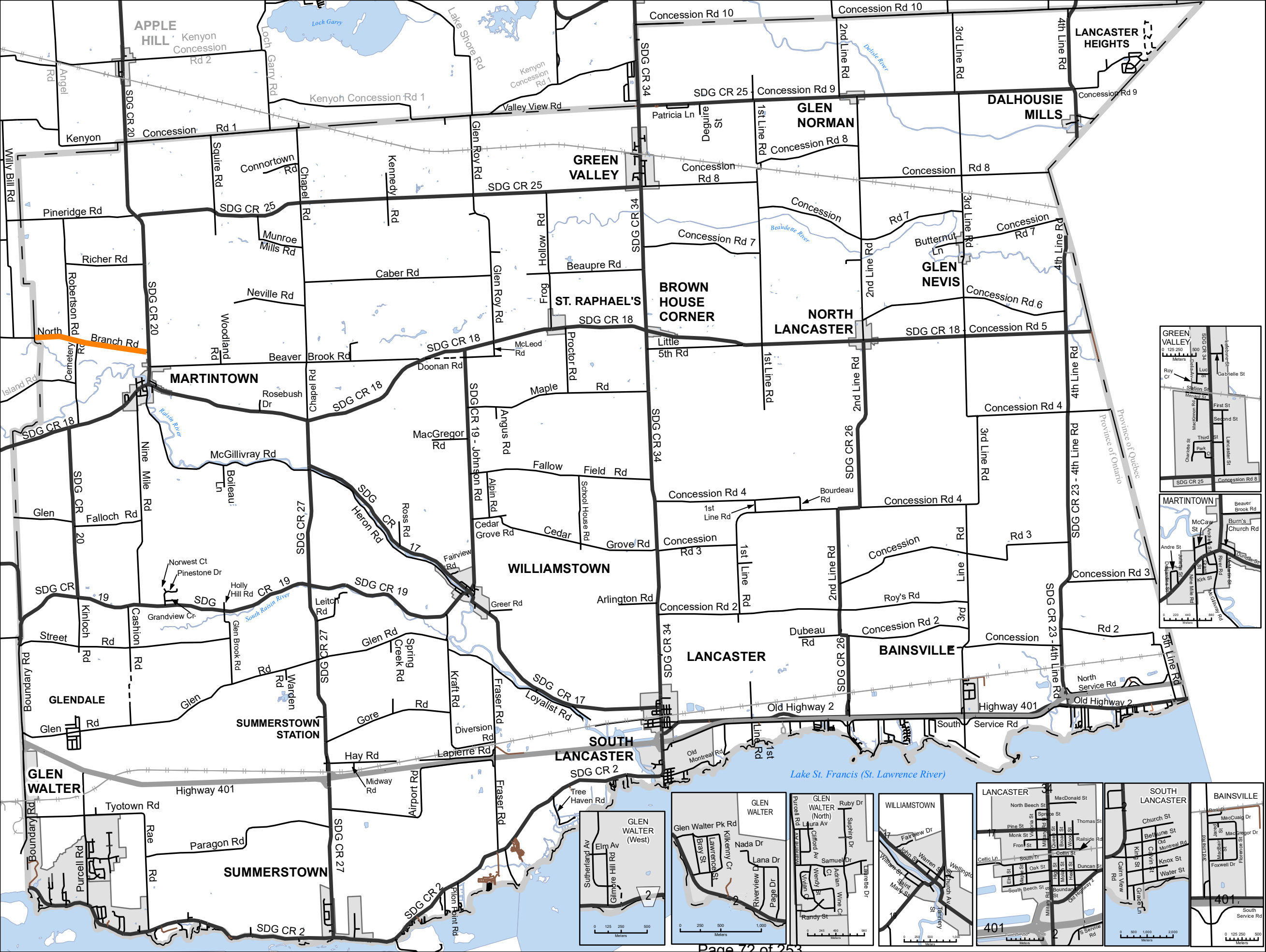
ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Invest in infrastructure and its sustainability

RECOMMENDATION:

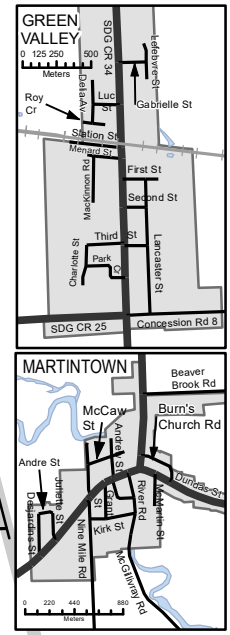
BE IT RESOLVED THAT Staff Report 2024-39 be received and that the Council of the Township of South Glengarry award Procurement 2024-04 for the Supply and Placement of Surface Treatment to Miller Paving Limited, in accordance with their procurement submission of \$210,600.00 plus HST and furthermore that the Mayor and Clerk be authorized to sign all appropriate documents.

**Recommended to Council for
Consideration by:
CAO – DOUG ROBERTSON**

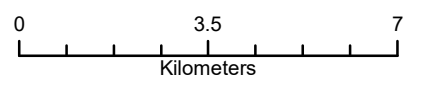


**South Glengarry
2024 Surface Treatment**

- Legend**
- Railway
 - South Glengarry Boundary
 - Settlement Boundary
 - Location for application of Double Surface Treatment (HF 150 emulsion and fog seal)



1:140,000



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STAFF REPORT

S.R. No. 2024-40

PREPARED BY: Patrick Marion, Manager of Municipal Law Enforcement

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 2, 2024

SUBJECT: No Mow May 2024

BACKGROUND:

1. The Nature Conservancy of Canada (NCC) is the nation's leading not-for-profit, private land conservation organization, working to protect our most important natural areas and the species they sustain. In 2021 NCC called on Canadians to help wild pollinators and other wildlife in the greenspaces where we live, by participating in No Mow May, an initiative that started in the United Kingdom.
2. They state that keeping the lawn mower away during the month of May allows for Bees, butterflies, moths, beetles, flies, ants, and frogs the opportunity to wake up and move out of the way.
3. In recent years, there has been a sharp decline in some pollinator populations due to climate change, habitat loss (including the loss of native plants) and pesticides. This initiative will help re-establish their population.

ANALYSIS:

4. The Township of South Glengarry's Clean Yards By-law and Property Standards By-law speak to keeping grass, throughout the year, cut to 8 inches, have buffer strips, or to match the neighbouring environment.
5. With the information presented above and the increase in municipalities participating in No Mow May, Administration requests that Council pass a resolution to participate in No Mow May and that for the month of May the Clean Yards By-law section 2.1 and Property Standards section 2.6 not be enforced.
6. The NCC's initiative has been openly accepted by a number of Ontario municipalities and continues to increase in numbers. If this initiative is supported by Council this will be South Glengarry's third year participating in No May May.

IMPACT ON 2024 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal # 4: Improve quality of life in our community.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-40 be received and that the Council of the Township of South Glengarry supports the Township's participation in the Nature Conservancy of Canada's No Mow May initiative and furthermore, that section 2.1 of By-law 11-2020, being the Clean Yards By-law and section 2.6 of By-law 09-13, being the Property Standards By-law not be enforced for the month of May 2024.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**



STAFF REPORT

S.R. No. 2024-46

PREPARED BY: Kaylyn MacDonald, Deputy Treasurer

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 2, 2024

SUBJECT: 2023 Council Remuneration and Expenses

BACKGROUND:

1. Per the *Municipal Act*, s. 284(1) the treasurer is required to provide Council with an itemized statement of remuneration and expenses for the previous year, prior to March 31st.

ANALYSIS:

2. This information was circulated to Council by e-mail prior to March 31st. It has been presented in this form in order for Council to acknowledge their receipt of the information by resolution for our auditors.
3. The total costs for Council are below (these do not include RRCA Travel & Per Diems and expenses reimbursed from the upper tier)

Year	Total	Remuneration	Mileage	Comm. & Supply	Conferences & Per Diem
2023	\$194,106.84	141,873.00	5,097.39	15,825.39	31,311.26
2022	183,282.41	134,797.96	4,884.42	14,575.29	29,024.74
2021	119,461.39	102,680.22	4,461.36	4,015.92	6,999.79
2020	144,092.55	112,686.60	4,769.05	4,292.90	22,344.00
2019	154,358.11	110,272.64	4,980.55	4,483.30	34,621.62
2018	127,456.85	102,435.36	4,999.80	4,500.00	15,521.69
2017	125,065.98	101,030.76	4,999.80	4,500.00	14,535.42
2016	124,267.65	99,694.68	4,999.80	4,500.00	15,073.17
2015	120,751.92	98,678.28	5,983.86	4,734.30	14,805.48
2014	110,611.47	96,403.16	4,999.96	4,500.00	4,708.35
2013	117,507.61	94,681.64	5,000.00	4,500.00	13,325.97

IMPACT ON 2024 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 5: Improve Internal and External Communications

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-46 be received and that the presentation of the 2023 Statement of Remuneration and Expenses of members of Council be acknowledged.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**



STAFF REPORT

S.R. No. 2024-41

PREPARED BY: Joanne Haley, GM Planning, Building and Enforcement
Kaylyn MacDonald, Acting Treasurer/GM Finance

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 2, 2024

SUBJECT: Development Charges Reserve Fund Transfer

BACKGROUND:

1. The former Township of Charlottenburgh completed a Development Charges Background study and passed a Development Charges By-law which established Development Charges pursuant to the Development Charges Act S.O 1989.
2. The entire former Township of Charlottenburgh was subject to Development Charges; the former Township was divided into three areas being Level 1, Level 2, and Level 3. The values of the charges were different per level and how the charges were allocated depended on the item that was being funded.
3. The Development Charge allocated funds into the following areas:
 - a. Fire Protection and Municipal Works facility;
 - b. Water Treatment Plant;
 - c. Sewage Treatment Plant;
 - d. Waste Management;
 - e. Municipal Recreation Facility;
 - f. Interest on loans.
4. Development charges were levied at the time of lot creation or at the time of the issuance of a building permit. The value of the charge also differed from residential to non residential development.
5. In 1995, the Development Charges By-law was amended to capture additional areas that were being serviced by municipal water and wastewater services which resulted in the former municipality being divided into 5 areas with 5 levels of charges based on their respective municipal services.
6. In 1996, the Development Charges By-law was amended once again to offer a 50% reduction in the charges that were collected.

7. In 1998, following amalgamation, the Development Charge By-law was amended a final time to extend the 50% reduction in the development charges to August 31, 2000.
8. In 2005, the Township of South Glengarry undertook a Development Charges Background Study pursuant to the Development Charges Act R.S.O 1997. At that time Council chose not to proceed with establishing a new Development Charges By-law.

ANALYSIS:

9. From time to time, since amalgamation, the Development Charge Reserve was reduced as funds were allocated to specific projects in the geographic Township of Charlottenburgh resulting in the most recent balance of this reserve fund being \$357,778.00.
10. During the 2024 budget preparations and deliberations, it was determined by Administration that the depletion of the Development Charges Reserve would be in the best interest of the residents of South Glengarry and that the funds would be transferred to cover the costs of the Williamstown Fire Station improvements, planned work at the Char-Lan Recreation Centre, and for needed equipment at our Airport Road Public Works Facility; all of which have been budgeted for in 2024.
11. Administration recommends that the Council of the Township of South Glengarry authorizes the Finance Department to transfer the remaining balance being \$357,778.00 plus accumulated interest since the authoring of this report, from the Development Charges Reserve Fund to the Township's General Account for planned expenditures in 2024.

IMPACT ON 2024 BUDGET:

12. Utilizing the funds held in the Development Charges Reserve to offset budgeted expenses decreases the burden on taxation.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 2: Invest in Infrastructure and its sustainability.
Goal 3: Strengthen the Effectiveness and Efficiency of our Organization.
Goal 4: Improve quality of life in our community.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-41 be received and that the Council of the Township of South Glengarry authorizes the transfer the remaining balance held in the Township's Development Charge Reserve fund, being \$357,778.00 and any

accumulated interest, for use in 2024 to offset budgeted spending at the Williamstown Fire Station, the Char-Lan Recreation Centre and the Airport Road Public Works Facility.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**

STAFF REPORT

S.R. No. 2024-43

PREPARED BY: Joanne Haley, GM Planning, Building and Enforcement

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 2, 2024

SUBJECT: Zoning By-law Amendment - 10779539 Canada Inc.

BACKGROUND:

Site Location:

1. Lot 33 of Plan 26, being part of part 1 Reference Plan 14R2285 in the geographic Village of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 32 Oak St, Lancaster.



Owner/Applicant:

2. 10779539 Canada Inc./Trevor MacDonald

Description of Site and Surroundings:

3. The subject property is located on the southwest corner of the intersection of Oak Street and Maple Street in the Urban Settlement Area of Lancaster and is approximately 0.29 acres in size. The lot currently contains the St. Joseph Parish Hall which is proposed to be renovated to serve as a single detached dwelling. The surrounding lands are characterized as institutional to the south, containing the St. Joseph Catholic Church, and residential to the north, east, and west all containing single detached dwellings.

Summary of Requested Zoning Proposal:

4. On February 13th, 2024, the Township accepted the zoning amendment application; said application was deemed complete on the same day. The purpose of this Amendment is to rezone the subject property from Institutional (IN) to Residential Two (R2) to permit conversion of the existing church hall into a single detached dwelling as the main permitted use on the subject property. All other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply.

ANALYSIS:

Planning Rationale:

Planning Policy Framework:

5. This application is subject to the following policy framework:
 - a. The Provincial Policy Statement (PPS) 2020
 - b. The United Counties of Stormont, Dundas and Glengarry Official Plan (OP)
 - c. The Township of South Glengarry's Zoning By-law
 - d. Ontario Heritage Act, R.S.O. 1990, c. O.18

Provincial Policy Statement

6. The Provincial Policy Statement (PPS) 2020 provides policy direction on matters of provincial interest relating to land use planning and development. This policy provides for appropriate development, while protecting resources of provincial interest, public health and safety and the quality of the natural and built environment. All land use planning decisions must be consistent with the PPS. The PPS policies that apply to this proposed zoning amendment are as follows:

PPS 2020 Section	Compliance ✓ or X	Rationale for adherence
1.1.1	✓	The proposed amendment promotes a healthy, livable and safe community by permitting efficient development using an existing building to accommodate an appropriate residential use in an area surrounded by residential development with adequate water and wastewater services available for the new land use.
1.1.3	✓	The proposed amendment will permit a residential use that can efficiently use existing infrastructure and does not require expansion of existing services.
1.4	✓	The proposed amendment contributes to an appropriate range and mix of housing options for the subject property and surrounding lands.
1.6.6.2	✓	The proposed redevelopment will be able to utilize the existing municipal water and wastewater services.
1.7	✓	The proposed amendment supports increased housing supply with access to Lancaster's mainstreet. The amendment does not significantly increase the range of housing options available as the surrounding area is primarily already developed with single detached dwellings with individual/split ownership.
2.1.8	✓	There are unevaluated coastal wetlands and potential indirect fish habitat adjacent to the subject property. The subject property is already developed, there are no new structures or site alterations proposed on the subject property, and the lands between the subject property and the unevaluated coastal wetlands and potential indirect fish habitat are already developed. An environmental impact study was not required as no impact to the wetlands or fish habitat are expected as part of the proposed amendment and conversion of the structure into a single detached dwelling.
3.1	✓	There are nearby lands (within ~60m) mapped as a Floodplain-Holding zone however the subject property is outside of the Floodplain-Holding zone.

Official Plan Designation

7. The United Counties of Stormont, Dundas and Glengarry Official Plan (SDG OP) sets out goals and objectives for development in the County for the next 20 years (2017-2037) including regard for the social, economic, and natural environment of the County. This Plan establishes a policy-driven framework for land use planning for the County and its six municipalities. All land use planning decisions must be consistent with the SDG OP. The SDG OP policies that apply to this proposed zoning amendment are as follows:

SDG OP Designation: Residential District		
SDG OP Section	Compliance ✓ or X	Rationale for adherence
3.1	✓	The proposed amendment will support (re)development within a settlement area that does not pose a servicing or health and safety concern while increasing the stock of single detached dwellings nearby to Lancaster's mainstreet.
3.4.3/3.5	✓	The proposed amendment will permit a new low-density residential use within a residential district within the Urban Settlement Area of Lancaster.
3.5.1	✓	The proposed amendment will permit a single detached dwelling to be a primary use on an adequately sized lot with frontage on a municipal road and municipal water/wastewater service capacity available to service it.
3.5.2	✓	The proposed amendment will permit a residential use in an area close to public service facilities (library, fire station, and municipal office) located largely on County Rd 34 on a property with adequate space for parking, snow storage for said parking, and to provide some open space. The existing development does however limit the amount of open space on the subject property.
4.3.3.4	✓	The proposed development does have adequate service capacity for water/wastewater services to support the proposed use and the existing structure is currently serviced with municipal services.
5.5.2 / 5.5.6 / 5.5.7	✓	There are unevaluated coastal wetlands and potential indirect fish habitat adjacent to the subject property. The subject property is already developed, there are no new structures or site alterations proposed on the subject property, and the lands between the subject property and the unevaluated coastal wetlands and potential indirect fish habitat are already developed. An environmental impact study was not required as no impact to the wetlands or fish habitat are expected as part of the proposed amendment and conversion of the structure into a single detached dwelling.

Zoning By-Law:

8. The subject property is currently zoned Institutional in the Township's Zoning By-law 38-09.

9. The Township's Zoning By-law 38-09 conforms to the United Counties Official Plan and is consistent with the Provincial Policy Statement (PPS), 2020.

Ontario Heritage Act, R.S.O. 1990, c. O.18:

10. A review of properties designated under the Ontario Heritage Act within South Glengarry was completed and the existing parish hall on the subject property has not been designated under the Ontario Heritage Act.

Public Consultation:

11. The proposed Amendment was circulated to the neighbouring property owners within 120 metres of the proposed site; it was also advertised in the Standard Freeholder and a notice of a public meeting was posted on the subject property. The public meeting was held on March 18th, 2024. There were no members of the public in attendance at the public meeting aside from the applicant and no written comments were received from the public.
12. The Ontario Planning Act requires all complete zoning Amendment applications to be processed and a decision to be made within 90 days of receipt of a complete application. This process will be completed within the prescribed timeframe as a decision will be made on day 49.
13. If approved, the subject property will be rezoned from Institutional (IN) to Residential Two (R2) to permit conversion of the existing church hall into a single detached dwelling as the main permitted use on the subject property.
14. This proposed Zoning By-law amendment is being recommended to be approved by Council as it is consistent with the PPS, 2020 and it conforms to the United Counties Official Plan.
15. Council also has the option to defer the application. Applications may be deferred if Council requires additional information, further staff review, or other reasons. Should Council wish to defer the applications, reasons for the deferral and direction to Staff will be required so that Staff can prepare an updated Staff Report for future consideration.
16. Council also has the option to refuse the applications. Should Council wish to refuse the applications, reasons for the refusal are required including a written explanation of the refusal.

IMPACT ON 2024 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

N/A

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-43 be received and that By-law 2024-17, being a by-law to amend By-law 38-09 to rezone the subject property legally described as Lot 33 of Plan 26, being part of part 1 Reference Plan 14R2285 in the geographic Village of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 32 Oak St, Lancaster, from Institutional (IN) to Residential Two (R2) to permit a single detached dwelling as the main permitted use on the subject property be read a first, second and third time passed, signed and sealed in open council this 2nd day of April 2024. The Council of the Township of South Glengarry confirms that no comments from the public were received on this application therefore there was no effect on the decision.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 2024-17
FOR THE YEAR 2024**

***BEING A BY-LAW TO AMEND BY-LAW 38-09, THE COMPREHENSIVE
ZONING BY-LAW FOR THE TOWNSHIP OF SOUTH GLENGARRY***

WHEREAS, the *Municipal Act, 2001*, c.25 S 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act 2001*, c. 25 S. 5(3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS pursuant to the provisions of Section 34 of the *Planning Act*, R.S.O. 1990, as amended, Council of the Municipality may enact by-laws regulating the use of lands and the erection of buildings and structures thereon;

AND WHEREAS the Council of the Township of South Glengarry deems it advisable to amend by-law 38-09, a by-law that regulates the use of land and the use and erection of buildings and structures, as thereafter set forth;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY ENACTS AS FOLLOWS:**

1. **THAT** the area affected by this by-law is legally described as Lot 33 of Plan 26, being part of part 1 on Reference Plan 14R2285 in the geographic Village of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 32 Oak St, Lancaster as indicated on Schedule “A” attached hereto and forming part of this by-law.
2. **THAT** the property located at Lot 33 of Plan 26, being part of part 1 on Reference Plan 14R2285 in the geographic Village of Lancaster, now in the Township of South Glengarry, County of Glengarry, located at 32 Oak St, Lancaster (North part of PIN # 671230670) be rezoned from Institutional (IN) to Residential Two (R2) to permit conversion of the existing church hall into a single detached dwelling as the main permitted use on the subject property
3. **THAT** all other applicable provisions of by-law 38-09, as amended, shall continue to apply.
4. **THAT** this by-law shall come into force and effect and take effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, as amended.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 2ND DAY OF APRIL 2024.***

MAYOR: _____ CLERK: _____

BY-LAW 2024-17
EXPLANATORY NOTE

The purpose of this Amendment is to rezone the subject property from Institutional (IN) to Residential Two (R2) to permit conversion of the existing church hall into a single detached dwelling as the main permitted use on the subject property. All other applicable provisions of Zoning By-law 38-09, as amended, shall continue to apply.

Schedule “A”



Lands to be zoned to
Residential Two (R2)

**This is Schedule “A” to By-law 2024-17
Adopted this 2nd day of April 2024**

**Township of
South Glengarry**

Mayor

Clerk



STAFF REPORT

S.R. No. 2024-44

PREPARED BY: Dave Robertson, Fire Chief

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 2, 2024

SUBJECT: Appointment of Deputy Fire Chief

BACKGROUND:

1. South Glengarry Fire Services maintains two full-time staffing positions, with those positions being the Fire Chief and the Deputy Fire Chief.
2. The position of Deputy Fire Chief has been vacant, due to a resignation, since February 3rd, 2024.

ANALYSIS:

3. Mr. Jason Vaughan was hired for the position of Deputy Fire Chief and began work on March 25, 2024.
4. A requirement of the Fire Protection and Prevention Act, 1997, is to have the role of Fire Chief appointed by by-law. In his or her absence, the Deputy Fire Chief shall assume all duties as per the Act.

IMPACT ON 2024 BUDGET:

N/A.

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3. Strengthen the effectiveness and efficiency of our organization.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-44 be received and that By-law 2024-18, being a by-law to appoint a Deputy Fire Chief for the Township of South Glengarry be read a first, second and third time, passed, signed and sealed in Open Council this 2nd day of April 2024.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 2024-18
FOR THE YEAR 2024**

BEING A BY-LAW TO APPOINT A DEPUTY FIRE CHIEF FOR THE CORPORATION FO THE TOWNSHIP OF SOUTH GLENGARRY.

WHEREAS, the *Municipal Act, 2001*, c.25 S 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act 2001*, c. 25 S. 5(3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, Section 6 (1) provides that a if a fire department is established for the whole or a part of a municipality, the council of the municipality shall appoint a fire chief for the fire department;

AND WHEREAS the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, Section 6 (6) provides that a fire chief may delegate his or her powers or duties under sections 14, 19, and 20 and such other powers and duties as may be prescribed to any firefighter or class of firefighters, subject to such limitations, restrictions or conditions as may be prescribed or set out in the delegation;

AND WHEREAS in the absence of the Fire Chief, the Deputy Fire Chief shall assume all duties as per the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, Section 6.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY ENACTS AS FOLLOWS:

1. **THAT** Jason Vaughan is hereby appointed as Deputy Fire Chief for the Corporation of the Township of South Glengarry.
2. **THAT** this appointment shall be for the term of employment in this position,
3. **THAT** by-law 19-2020 is hereby repealed.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED
IN OPEN COUNCIL THIS 2ND DAY OF APRIL 2024.***

MAYOR: **CLERK:**



STAFF REPORT

S.R. No. 2024-45

PREPARED BY: Kelli Campeau, GM Corporate Services/Clerk

PREPARED FOR: Council of the Township of South Glengarry

COUNCIL DATE: April 2, 2024

SUBJECT: Revised – Human Resources Policies and Procedures Manual

BACKGROUND:

1. At the March 18, 2024 Council Meeting, Council received [Staff Report 2024-34](#) which sought the approval of By-law 2024-14, being an amended Human Resources Policies and Procedures Manual.
2. Council postponed the passing of the by-law, as a revision to the Cost of Living Adjustments for Non-Union Employees (HR-500-03) was requested.

ANALYSIS:

3. The requested amendment has been made to policy HR-500-03 and the revised policy now states:

“The Township’s non-union salary grid will be adjusted annually between 1% and 3%, provided that the Consumer Price Index (CPI) for Ontario falls within those parameters. If the actual CPI for the preceding year is less than 1%, an increase of 1% will be provided. If CPI for the preceding year is greater than 3%, an increase of 3% will be provided.”
4. The revised wording above is based on the provisions of the United Counties of SDG’s personnel policy and thereby aligns the Township’s policy with upper tier while also reflecting the direction of Council at the March 18th meeting.
5. There have been no further amendments to the policy previously received by Council on March 18th.

IMPACT ON 2024 BUDGET:

N/A

ALIGNMENT WITH STRATEGIC PLAN:

Goal 3: Strengthen the effectiveness and efficiency of our organization.

RECOMMENDATION:

BE IT RESOLVED THAT Staff Report 2024-45 be received and that By-law 2024-14, being a by-law to adopt a Human Resources Policies and Procedures Manual for the Township of South Glengarry be read a first, second and third time, passed signed and sealed in open council this 2nd day of April 2024.

**Recommended to Council for
Consideration by:
CAO DOUG ROBERTSON**

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW 2024-14
FOR THE YEAR 2024**

BEING A BY-LAW TO ESTABLISH A HUMAN RESOURCES POLICIES AND PROCEDURES MANUAL FOR THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY.

WHEREAS, the *Municipal Act, 2001*, c.25 S 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act 2001*, c. 25 S. 5(3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS the Council of the Township of South Glengarry adopted a Human Resources Policies and Procedures Manual on June 15, 2020.

AND WHEREAS the Council of the Township of South Glengarry deems it advisable to amend the Human Resources Policies and Procedures Manual.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY ENACTS AS FOLLOWS:

1. **THAT** the Human Resources Policies and Procedures Manual, attached hereto as Schedule A, shall form part of this by-law.
2. **THAT** where the provisions of any other by-law are inconsistent with the provisions of this by-law, the provisions of this by-law shall prevail.
3. **THAT** By-law 30-2020 is hereby repealed.
4. **THAT** this by-law shall come into force and effect on the day of its final passing.

READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND SEALED IN OPEN COUNCIL THIS 18TH DAY OF MARCH 2024.

MAYOR: **CLERK:**



Human Resources Policies & Procedures Manual Index

Approved by Council on:

March 18, 2024

By-Law 2024-13

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General HR-100-01

Policy Statement

The Township of South Glengarry will efficiently and measurably deliver excellent services, recognized as an employer of choice with dedicated and capable staff, adding value in all areas of service it delivers, while simultaneously working to strengthen the capacity of the Municipality. Within this context, the C.A.O. or his/her designate shall make provision for the direction and control of a sufficient number of appropriately prepared staff in accordance with the Township's mission, vision, philosophy and goals. Supporting Human Resources and Operational policies and procedures will ensure all staff is knowledgeable of the Township's activities and their roles within the organization.

Objective

To provide the best possible service with consideration to efficiency and effectiveness, apply all aspects of the employee relationship including recruitment, selection, training, promotion, lay-off, recall and termination. All personnel decisions will be consistent with both the meaning and intent of current legislation and negotiated terms of employment. The following policy statements have been developed to maximize the effectiveness of human resources decision-making consistent with the foregoing policy.

Procedure

To ensure the highest possible quality of human resource's decision-making, relevant information will be solicited from qualified sources prior to decisions being made by a manager. In the course of arriving at the most objective decision possible, a manager's human resources decisions must be based on clearly defined, relevant criteria and potential conflicts of interest must be identified in advance and eliminated. Employees directly affected by human resources decisions should have an opportunity to have input into those decisions wherever possible. All persons are entitled to equal employment opportunities and the Township does not discriminate against its employees or applicants as defined by the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*.

Scope

The Human Resource's Policies and Procedures contained herein apply to all Township of South Glengarry employees unless otherwise stated in the policy with the exception of Volunteer Firefighters who are covered under independent policies and procedures as stated in By-law 60-15.



Employee Confidentiality Statement – HR-200-01

Policy

All Township of South Glengarry employees must sign the attached Pledge of Confidentiality. All new employees must sign the attached Pledge of Confidentiality as a condition of employment to ensure the security and confidentiality of records and personal information under the control of the Township of South Glengarry. Confidential information includes but is not limited to information in the possession of the Township that the Township is either prohibited from disclosing, is required to refuse to disclose or exercises its discretion to refuse under the *Municipal Freedom of Information and Protection of Privacy Act*, *Personal Health Information Protection Act* or other legislation, and information concerning matters that are considered during an in-camera meeting under section 239 of the *Municipal Act*, 2001.

Objective

To ensure the security and confidentiality of records and personal information under the control of the Township

Procedure

All employees must adhere to maintain the confidentiality of information that they learn in the course of their employment. All offers of employment are conditional upon the execution of the attached Pledge of Confidentiality. The Pledge of Confidentiality is signed, dated, witnessed, and placed in the individual's personnel file. A refusal to sign the Pledge of Confidentiality attached as Appendix A voids and nullifies the offer of employment.



Employee Confidentiality Statement - HR-200-01

Appendix A

PLEDGE OF CONFIDENTIALITY

I, the undersigned, acknowledge and understand the following:

That the *Municipal Freedom of Information and Protection of Privacy Act* provides' standards for and requires administrative, technical and physical safeguards to ensure the security and confidentiality of records and personal information under control of the Township.

That Ontario Regulation 823 requires measures be taken to prevent unauthorized access to an institution's records.

I further acknowledge and understand that in the course of my work for the Township of South Glengarry, I may have access to confidential, personal or health information pertaining to the Township, its clients, residents, the Township's employees, auxiliary and volunteers and members of the Township's extended community. This information may be in written, verbal or other form.

I hereby agree to hold such information confidential and except as may be required by law or as may be necessary in the performance of my duties, agree not to provide, access, use, disclose, release or make available such confidential, personal or health information to any person at any time without proper consent or authorization.

In the event that I am in doubt as to whether certain information is confidential or not, I agree to seek direction from my supervisor before disclosing or releasing any such information.

I further agree to take appropriate security measures to prevent unauthorized access to confidential, personal or health information.

All external third-party requests for confidential, personal or health information must be directed to the Freedom of Information Coordinator (Clerk).

Any misuse or unauthorized disclosure or release of confidential, personal or health information must immediately be reported to the Chief Administrative Officer.

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY



Any misuse or unauthorized disclosure or release of confidential, personal or health information shall be considered a breach of confidentiality.

I understand and acknowledge that any misuse or unauthorized disclosure or release of confidential, personal or health information shall be considered a breach of confidentiality and grounds for discipline up to and including dismissal.

I also understand and acknowledge that this Pledge shall survive the termination of my employment with the Township.

Witness

Signature

Date

Name (Print)



Employee Code of Conduct – HR-200-02

Policy

The Township of South Glengarry acknowledges each member of our community, our staff and clients, volunteers and other members of our extended community are unique and must be treated with respect, dignity and compassion. Each employee must carry out his/her duties and responsibilities in a manner that recognizes a fundamental commitment to the betterment of the community and the wellbeing of its residents and the public he/she serves.

While it is not possible to cover every potential conflict of interest situation which might arise, this policy outlines the Township's expectations regarding real, potential perceived conflicts of interest and the best interests of the Township. Employees with questions or who are unclear whether a real or potential conflict of interest exists are expected to discuss the situation with their Supervisor, General Manager or CAO.

Objective

To establish and communicate professional standards and guidelines that will assist employees of the Township of South Glengarry in the discharge of their duties and establish the expectations in their dealings with residents, visitors, corporations and other business interests who have interaction with Township employees.

Scope

All Township employees are expected to meet a standard of conduct that exemplifies professional integrity, justice, respect, honesty and courtesy in the course of their work to ensure public confidence and trust is maintained. As such, all those covered by this policy are expected to serve the public well and respect the rights of others while discharging their duties on behalf of the Township.

This policy is intended to foster a positive work environment and culture and is intended to supplement any other requirements imposed by applicable legislation, standards of professional practice or any other requirements

Note: For the entirety of this Policy, “Employee” refers to all employees, in all departments and locations except for Building Officials who perform duties under the Building Code Act or Building Code will also adhere to the established Code of Conduct for Building Officials as per By-Law No. 24-2022.



Interpretation:

This Code is meant to support, but not replace, the use of good judgment regarding personal and professional conduct. The absence of a specific policy or regulation does not relieve any employee from the responsibility to exercise the highest standards in those situations.

Definitions:

Gift of Nominal Value: A gift or benefit not over the material threshold of twenty-five dollars (\$25) such as mugs, pens or other small items with company logos, whether or not it was solicited or offered by an individual or business.

Roles and Responsibilities:

Each employee shares the obligation of ensuring compliance with this Code and is required to address any situations of existing or potential non-compliance with the Code of which they suspect or become aware. For further information on the escalation procedures see "Disclosure" and "Non-Compliance".

Procedure:

General Employee Responsibilities & Obligations:

Township employees interact with each other, clients, residents, community agencies, contractors, suppliers and the public on a daily basis. Employees must be professional, polite, courteous and respectful in each of these interactions. Township employees acting on behalf of the Township are the ambassadors of the Township; thus, each one must be conscious of the Township's public duty and his/her part in the discharge of that duty and is therefore expected to conduct him/her with the highest degree of ethical behaviour and integrity.

All employees are expected to comply with all Township policies, procedures, rules, regulations and directives.

Every employee makes an important contribution to the organization. Employees are expected to work as team members and to listen to and value the input of other community members.

Use of Township Property:

Township property should solely be used for the discharge of official duties which are supported by Council unless elsewhere exempted by approved Policy, or with the approval of the General Manager and CAO. Examples of Township property include but are not limited to equipment, supplies or services for activities. Township assets are to remain on Township property at all times unless it is necessary to take the items off site



to perform the employee's job. When Township property is under employee care, the employee is accountable for keeping the items protected and secure at all times.

The Township's electronic networks are corporate assets and the employees must be aware that communications over the Township's electronic networks are not to be considered private communications. Please refer to the Township's "Appropriate Use, Care, and Security of Electronic Resources" Policy (Policy HR-200-09).

Employees shall return all Township owned property upon termination of his/her employment. This would include but is not limited to items such as: cellphone/smart phone, computer hardware and computer software and Township issued clothing, etc.

Confidentiality:

The privacy of each member of our community must be respected. Please refer to the Township's "Employee Confidentiality Statement" Policy (Policy HR-200-01).

Workplace Health & Safety:

It is the responsibility of all involved to create a safe work environment. All safety rules, policies and procedures must be followed. Employees are expected to immediately report any hazardous or unsafe equipment or situations to their Supervisor/General Manager who, in turn, is expected to act upon the report.

Drug & Alcohol Abuse:

To preserve the health, safety and well-being of employees and members of the public, all employees have the responsibility of refraining from the use of, possession of, or from being under the influence of alcohol, narcotics, or non-medical drugs when reporting to work or while on duty, or on any premises or in any vehicle of the Corporation.

Conflict of Interest:

A conflict of interest is understood to occur if an employee's personal affairs, business, or relationships overlap with their professional functions. A conflict of interest may involve a pecuniary interest to the employee, a member of the employee's family, or an associate of the employee. It may also involve a non-pecuniary interest that represents some form of benefit to the employee, a member of the employee's family, or an associate of the employee. To avoid any real or perceived conflict of interest, an employee is not permitted to carry out any assigned duties for which a conflict of interest, or perceived conflict of interest, is present without prior disclosure to their Supervisor/General Manager. Employees are required to report all potential conflicts of interest which may come to their attention to their Supervisor/General Manager. Please refer to the "Disclosures" section on for reporting procedures.

External Commitments:

Employees are dedicated to ensuring the Township's success in meeting its goals in the community. To ensure continued commitment to service levels, employees are expected to avoid other employment, business activity or other undertaking while on duty or if it interferes with the performance of his/her duties for the Township.



Financial Benefit/Gifts:

In order to preserve the integrity of the Township, gifts and benefits are not to be accepted over a material threshold of \$25, whether or not it was solicited or offered by an individual or business. Employees must make decisions based on an impartial and objective assessment of each situation, free from the influence of gifts, favours, hospitality or entertainment. (Please refer to exceptions below)

Employees must demonstrate transparency with regards to their relations with businesses and/or organizations who do business with the Township. No employee shall act as a paid agent before the Township or Council.

Employees shall recognize the need for their decision-making and actions to be viewed and perceived as impartial and transparent by refraining from having any pecuniary association with any business or organization that has interactions with the Township in the conduct of their duties and responsibilities. This may include but not be restricted to borrowing or receiving money or gifts, directly or indirectly. Employees who believe they are placed in such a situation are expected to disclose the situation to their Supervisor/General Manager

In the case of attendance at a social or recreational event the employee is expected to utilize time off entitlements unless pre-approval has been granted by his/her General Manager or the CAO.

Exceptions to Receipt of Financial Benefit/Gifts:

Employees may accept gifts of a nominal value, provided the gifts do not include money, cash, gift certificates, alcohol, services or other negotiable items. Employees who accept a gift which meets this criterion must report this to their Supervisor/General Manager. However, employees should not place themselves in a position where their loyalty or responsibility to the Township is viewed as being in jeopardy as a result of accepting gifts. Employees who believe they are placed in such a situation are expected to disclose the situation to their Supervisor/General Manager. This shall not prohibit employees from receiving promotional gifts or benefits of nominal value (for example coffee mugs or pens with a company's logo). It is also recognized that in the ordinary course of business it may be appropriate for a business or organization to pay for an employee's lunch. Receipt of such a gift or benefit in the course of business will not be considered a breach of these rules assuming that such receipt is infrequent, (as defined by less than three times per year by the same business) and that the lunch is less than \$100.

Employees will not benefit from the use of information acquired or used and that is not generally available to the public, during the course of official duties.

Public Engagements:

No employee shall charge a fee for taking part, during paid working hours, in a public speaking engagement such as a public radio/television broadcast, web site broadcast or



conference to which he or she was invited as a direct result of his or her position as an employee. Accepting a nominal gift for a speaking engagement during paid working hours is not a violation of this policy. It is not a violation of the policy for employees to charge or accept a fee for speaking engagements during time off work which is unpaid unless such employees are representing the Township. All requests that employees are invited to speak at a public engagement as a result of the discharge of duties as a Township employee must be pre-approved by his/her General Manager.

Political Neutrality:

Employees are entitled to exercise their right to support or be involved in the political campaign of a municipal, provincial or federal candidate or party, provided they do so on personal time and do not hold themselves out as representatives of the Township. However, employees must be politically neutral in their official employment duties in order to sustain public trust in local government. Employees should obtain approval of senior management prior to speaking publicly on a matter where they may be perceived to be representing municipal policy.

Employees are permitted to participate in any campaign or political activity provided they do so outside of normal working hours or during an authorized leave of absence without pay for this purpose. Such activity must be as a citizen and not as a representative of the Township, whether real or perceived.

Employees shall treat all members of Council with professionalism and courtesy but must not favour, nor be seen to favour, the interests of one Councillor or other elected official over the interests of Council as a whole. Employees shall observe the approved processes the Township has implemented for reporting confidential information and other matters to Council.

Social Media:

The use of social media to promote, discuss or converse about Township business or events will be utilized by approved staff members only. The use of social media by employees for personal use or non-approved use at work is not authorized. It is the expectation of the Township that all employees will ensure that appropriate, supportive and positive comments be included on social media when referring to the Township.

Township employees, in their private capacity as citizens, may want to use social media to share information and communicate with friends, family and co-workers. Even though they are using social media for personal purposes, some Township policies apply to the use of social media by employees when they are off-duty including the Township's Workplace Violence and Harassment Policy.

Employees who identify themselves as Township employees or who are identifiable as Township employees in their personal social media use should adhere to the following:



- Township employees shall conduct themselves in a manner that conforms to the Township's policies.
- Township employees should make it clear that their position does not officially represent the Township's position. Use phrases such as "in my personal opinion" or "Personally..." to communicate that you are expressing your personal views.
- Do not reveal anyone's personal information gained through work.
- Do not identify or comment about other Township employees without their consent.
- Township employees must not use social media in a manner that would harm the Township's reputation. Such conduct includes slurs, derogatory comments, or insults.
- Township employees are responsible not only for their own social media posts but also any comments made to their social media posts that were reasonably encouraged or welcomed by the employee's post.

Employees are reminded that despite efforts they may take to keep social media posts private, there is a public nature to all social media posts. Furthermore, social media users may be denied an opportunity to delete a post completely. Screen shots and cached data can maintain a social media post even after the original post is deleted.

Township employees are encouraged to use caution in their personal social media use. Township employees who violate the terms of this policy with social media use, including personal social media use may be subject to discipline up to and including dismissal for cause.

Unlawful Activity/ Fraud/ Breach of Trust:

Employees shall not engage in behaviour that is fraudulent or that constitutes a breach of trust with the Township. A fraudulent activity includes, but is not limited to:

- Using deceit to gain a personal advantage, pecuniary interest or benefit for oneself and/or others;
- Illegally obtaining money, including the solicitation and/or acceptance of bribes or favours;
- Intentionally providing false or incomplete or withholding information from Council and/or Township officials;
- Intentionally circumventing Township policies or procedures to gain a personal advantage for oneself and/or others;



- Planning or participating in a theft of Township property, or the use of said property to aid or conduct a theft of any kind;
- Inappropriate personal use of or intentional damage of Township property;

Disclosure:

Whenever an employee considers that he or she could be involved in a conflict of interest, whether real or perceived, or in any matter associated with this policy, the employee shall immediately disclose the situation to his/her General Manager or the CAO in writing.

Any employee, Council member, or a member of the public has the right to identify any alleged non-compliance. Should an employee witness one of these actions taking place (or believe that it is occurring), he/she is obliged to report the issue to their General Manager. In cases where the General Manager is the person conducting the inappropriate behaviour, the employee will report the issue to the next level of supervision up to and including to the CAO. In the case of a matter involving the CAO, the matter shall be reported to the Mayor.

Employees will be corporately protected from any form of reprisal for reporting improper behaviour. Nor shall an employee experience any discriminatory or other unfavourable treatment; be overlooked for promotions or future employment considerations; or have their existing position terminated providing that the allegations are not ultimately found to be intentionally malicious or frivolous in nature.

Non-Compliance:

Upon receipt of an alleged contravention the CAO, in consultation with the employee's General Manager shall determine the form of the investigation to be conducted. Additionally, the CAO will consult with the General Manager and Human Resources, should the contravention be verified, to determine the appropriate response, taking into account the circumstances.

Any transgression of a legal nature will be reported to the appropriate police authority. Failure to comply with this or any other Township policy may result in discipline up to and including termination as per the HR-300-01 Discipline Policy.

Declaration: All employees are required to review and acknowledge their understanding of this policy by signing the declaration form (Appendix A).



Employee Code of Conduct – HR-200-02

Appendix A Declaration

DECLARATION

I, the undersigned, acknowledge and understand the following:

That I have received a copy of the *Employee Code of Conduct Policy HR-200-02* and that I have read and understand the contents of this policy.

That the *Employee Code of Conduct Policy HR-200-02* outlines the expectations of my conduct as an employee of the Township of South Glengarry and that I will abide by this policy.

That I have been given the opportunity to ask questions and seek any clarification regarding the *Employee Code of Conduct Policy HR-200-02*.

That any breach or contravention of the *Employee Code of Conduct Policy HR-200-02* will be considered as grounds for discipline up to and including dismissal.

Witness

Employee Signature

Date

Employee Name (Print)



Recruitment – HR-200-03

WHEREAS the Municipal Act S.O. 2001, Chapter 25 requires each municipality to have policies in place with respect to recruitment, selection and hiring to meet the needs of the Corporation; and

WHEREAS the Council of the Corporation of the Township of South Glengarry deems it advisable to adopt policies with respect to the hiring of employees;

NOW THEREFORE the Council of the Corporation of the Township of South Glengarry enacts as follows:

Policy

The Township of South Glengarry adopts the following procedures for hiring to facilitate consistent and fair hiring practices. These procedures may only be bypassed where the operational or staffing needs of the Township so require and where the Chief Administrative Officer (CAO) grants approval. The Township reserves the right to appoint, on a temporary or permanent basis, employees to managerial or supervisory positions. The Township is an equal opportunity employer and does not discriminate in the hiring process based on the protected grounds, as defined in the *Human Rights Code*, subject to requirements, qualifications or factors that are reasonable and bona fide in the circumstances. The Township of South Glengarry complies with all applicable Provincial Legislation in relation to employment and employment opportunities. Examples are: *Accessibility for Ontarians with Disabilities Act (AODA)*, *Integrated Accessibility Standards Regulation (IASR)*, *Ontario Human Rights Code* and the *Employment Standards Act*.

Scope

This policy applies to all hiring within the Corporation of the Township of South Glengarry with the exception of the Volunteer Firefighters which has specified procedures for recruitment, selection and hiring as per By-Law 60-15. This Policy shall be applied to union or bargaining unit employees in accordance with the applicable Collective Agreement. In the event of a discrepancy, the collective agreement shall take precedence over this policy.

Objective

The Township's objective is always to hire the best qualified applicant. The selection process will be based on a number of factors, including qualifications, education, experience, skill, training, suitability and ability to perform the work.

Procedure



Prior to a position being posted, the following steps shall be undertaken:

1. A review of actual staffing, position requirements and need for the position;
2. A review of the existing job description; if a new position, preparation of job description;
3. A review or determination of salary range and point level;
4. Receive approval of Council if a new position or to fill a statutory position.

Internal Search

It is the Township's policy to make the best efforts to promote qualified internal candidates from within the organization when a vacancy or new position exists.

No employee shall be promoted without his/her consent.

Employees who are awarded and accept a promotion may be required to serve a six (6) month probationary period.

All internal postings will include a statement about the availability of accommodation for applicants with disabilities during the recruitment process.

- The position will be posted for five (5) calendar days and on bulletin boards in all facilities where staff is positioned.
- Each posting will contain a deadline date and time for submission and shall state the title, department and a copy of the job description which outlines the duties, qualifications and experience necessary for the position.
- Employees are required to submit a cover letter and resume to the posted position outlining how they meet the qualifications of the position. Only employees who apply and meet the qualifications of the position will be considered for an interview.
- No applications will be accepted after the deadline or through a manner not prescribed on the job posting.

External Search

The Township promotes hiring from within for all positions; however we maintain the right to concurrently advertise job competitions internally and externally to optimize every opportunity to acquire the best candidate(s).

If qualified internal applicants apply during a concurrent posting, the Township employee will be interviewed to determine suitability prior to any external interviews being conducted.

Human Resources and the General Manager will determine the composition of a suitable advertisement, the market to be pursued and the carrier. Every effort should be made to advertise in a newspaper having general circulation within the Township. Wider circulation



may be suitable depending on the position. For positions requiring specific municipal experience, the area of search shall be wide enough to attract suitable candidates, i.e. Association websites or municipal specific websites.

At a minimum, advertisements will include the Township's logo and the statements *"An Equal Opportunity Employer"*, *"Only Those Applicants Selected for an Interview will be contacted"* and *"Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection."* All external postings will include a statement about the availability of accommodation for applicants with disabilities during the recruitment process.

All advertisements will carry a job reference name/number and applicants will be required to submit a cover letter and resume.

All Township of South Glengarry external competitions will be posted on the Township's website (www.southglengarry.com).

External advertisements will be posted for at least five (5) calendar days, or as otherwise determined. Each posting will contain a deadline date and time for submission. No applications will be accepted after the deadline or through a manner not prescribed on the job posting.

Human Resources will screen all applicants and develop a short list of qualified candidates for review by the General Manager. Only applicants meeting the positions qualifications will be placed on the short list for further consideration.

The Township reserves the right to waive qualifications as it deems appropriate. (Examples may include but are not limited to under-fill, number of applicants and labour market conditions).

Interview Format

Non-union positions: Will be conducted by an interview panel which includes: Human Resources and management representative(s).

The CAO interview will be conducted by Council and a third-party consultant, if appropriate.

Unionized positions: Will be determined if an interview panel is required or if the position will be filled through the seniority process. At least one member of the panel will be a manager or member of the department where the vacancy occurs. The CAO reserves the right to substitute panel members where appropriate.

Panel members whose participation in an interview could result in a conflict of interest must disclose the details of the conflict of interest to the CAO prior to commencing in the



interview process. Upon review of the disclosure a new member can be selected and a substitute panel member can be chosen. All conflicts and substitute panel members will be discussed with the CAO for approval.

A conflict of interest may include, but is not limited to situations where a panel member's personal and/or business activities and interest may be perceived to be in conflict with those of the Township.

From the short list of applicants, the General Manager will identify those candidates to be interviewed. Human Resources will schedule interviews with the selected candidates in consultation with the General Manager.

An applicant who requests an accommodation relevant to their needs to participate fully in the selection process will be reviewed by Human Resources

Human Resources shall consult with the applicant and provide or arrange for the provisions of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

A reference check will not be conducted without first obtaining the written authorization of the applicant.

Following the interview and selection of a preferred candidate, Human Resources Advisor or the General Manager, or designate, will contact the references of the preferred candidate and report the results to the General Manager before an offer of employment is made.

Hiring

The final decision to hire shall be made by the Interview Committee and the appropriate General Manager based on the results of the interview, necessary testing and reference checks.

Council approves the hiring of the CAO.

Offers of Employment

Human Resources, or designate, will make an offer of employment verbally followed up in writing to the successful candidate. All offers of employment will be conditional upon:

- a) Provision of a valid Criminal Record Check which is acceptable and satisfactory to the Township as per Township policy HR-200-11;
- b) Provision of a Driver's Abstract as required for position's outlined in Township policy, which is acceptable and satisfactory to the Township;
- c) Successful completion of any pre-employment assessments at the designated provider of such services if required;



- d) Provision of proof of any certification, registration, license, or training that may be required;
- e) Any other considerations that may be appropriate;

Medical testing may be required where it is deemed to be a Bona Fide Occupational requirement as outlined in the job description. Where applicable, the Township's insurer has the right to request a medical history or a physical in order to ensure coverage. Such expenses shall be covered by the Township. When making an offer of employment the employer will notify the successful applicant of its policies for accommodating employees with disabilities. Once the offer of employment has been accepted and all conditions of employment have been met, the new employee will be referred to their supervisor for orientation.

Post Evaluation

Human Resources or designate will notify unsuccessful applicants interviewed in a timely manner.

Hiring of Relatives

Relatives are permitted to work for the Township provided they possess the necessary qualifications for the position and there is no direct supervisory relationship between the relatives.

Should employees marry or become relatives after becoming employed by the Township, they may continue their employment as long as there is no direct reporting relationship between the relatives. No member of Council, local board member or staff member, who is related to a potential applicant for a position within the Township, shall be involved in the relevant position interview process. An external applicant or current employee will be considered for hiring or promotion in a department in which a relative of that person is a supervisor, or in circumstances where a relative of that person may be supervised by the applicant only after review by the CAO or Council when dealing with positions that report to the CAO. The circumstances and other relevant information will be fully investigated and provisions may be put into place as necessary.

For the purpose of this policy, a 'relative' is defined as a spouse, same-sex partner, child, step-child, parent, step-parent or sibling of an employee.

Unsolicited Resumes

Applicants must apply for a posted position. Unsolicited resumes will not be accepted unless an exception has been made, in writing, by the CAO. Unsolicited resumes received by the Township will not be kept on file.

THE CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY





Employee Concerns – HR-200-04

Policy

It is recognized that in any organization, it is difficult to avoid occasional complaints and misunderstandings. The Township of South Glengarry wants these complaints and misunderstandings reported and resolved promptly.

Employees of the Township shall have an avenue to express their concerns regarding their work assignments and work environment that are not subject to grievance.

Objective

To ensure employees can express concerns that are not subject to grievance.

To ensure follow-up to employee concerns as required.

Procedure

If an employee has a concern that is not subject to a grievance, he/she shall report it following the chain of command:

- a) Report it to the Supervisor
- b) Report it to the General Manager/CAO
- c) Report it to the Mayor or designate when dealing with the CAO

If a concern is related to another staff member, employees should always attempt to discuss concerns with the other party where applicable, in an appropriate manner, before filing a formal concern.



Employee Information – HR-200-05

Policy

The Township of South Glengarry adheres to the *Municipal Freedom of Information and Protection of Privacy Act* (hereinafter the *Act*) in the collection, use, disclosure, and disposal of personal employee information.

Objective

To ensure that procedural guidelines are in place with respect to the collection, use and disclosure of employee information and to protect and control the privacy and use of such.

Procedure

Personal employee information includes any recorded information about an identifiable employee, including information:

- Relating to the employee's race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital or family status, political beliefs, or associations relating to the employee's education or medical, psychiatric, psychological, criminal, or employment history
- Relating to financial transactions in which the employee has been involved
- Any identifying numbers assigned to the employee
- The employee's personal address and telephone number
- The employee's personal opinions or views, except if they relate to another individual
- The views or opinions of another individual about the employee, e.g. personal recommendations, evaluations or character references

The *Act* limits the rights of institutions to collect and retain personal information about individuals. The Township shall comply with the *Act* as it relates to the collection and retention of personal information.

Personnel Files

For purposes of this procedure, personnel file means any and all documentation included in the employee's file as maintained by Human Resources.

Content of the Official Personnel File



Only job-related information will be maintained in the personnel file. The official personnel file of an active employee includes the following:

- Original application or resume/covering letter
- Letter of offer for employment purposes
- Any documentation related to placement, transfers, promotions or demotions
- Compensation records
- Performance Appraisals
- Memo's letters and other documentation relating to an employee's performance
- Rebuttal information submitted by employee
- Other job-related information

The following will not be included in the official personnel file, but will be maintained in separate files:

- Medical records/documentation
- WSIB claims
- Grievances

In addition to the above, a payroll file shall be maintained for each employee that contains information pertaining to pay, benefits and attendance.

Access

An employee may access his/her personnel record by making an appointment with Human Resources. The employee will be supervised by assigned staff while he/she reviews his/her record.

An employee can access all personal information in his personnel record with the following exceptions:

- Information collected in a reference check if the disclosure reveals the identity of the information source and the source expected that his/her identity would be held in confidence
- Information that would disclose personal information about another individual

Employees shall have access to other employees' personal information only on a need to-know basis and only as is necessary to the performance of their duties.

An employee can request a correction of his/her personal information if there is an error or omission or alternatively, he/she may require that a statement of disagreement be attached.

Disclosure



The Township will only disclose personal employee information to external individuals and/or organizations under the following circumstances:

- If the employee has consented to its disclosure
- For the purpose for which it was obtained or compiled or for a consistent purpose
- As may be required by law
- In compelling circumstances affecting the health and safety of an individual if, upon disclosure, notification is mailed to the last known address of the employee to whom the information relates
- In compassionate circumstances, in order to facilitate contact with next-of-kin or a friend of an individual who is injured, ill, or deceased
- As may otherwise be permitted by the *Act*.

Reference Requests

If an organization contacts any employee of the Township for reference information regarding a current employee or former employee of the Township, the request must be forwarded to the General Manager of the employee or former employee. At the determination of the General Manager, the appropriate supervisory or management staff member will disclose information only if the employee has given permission in writing to do so.

Answers provided during references should be based on performance which has been documented and can be substantiated.

If a reference check is sought for an employee who has been terminated or where employment ended on unsatisfactory conditions this request should be forwarded to Human Resources.

Confirmation of Employment/Salary

Consistent with the *Freedom of Information and Protection of Privacy Act* the Township will not disclose salary or employment information to a third party.

Where an employee requires confirmation of their employment with the Township they are to request such from Human Resources. Requests for verification of salary and employment must be made by the employee in writing to Human Resources.

Human Resources will prepare written confirmation of salary and employment addressed to the employee for his/her release to the third party.

Verbal confirmations can be provided by Human Resources or a designate provided the employee has provided written authorization.



Safekeeping

Reasonable measures shall be implemented to prevent unauthorized access to personal employee information and to protect personal employee information from inadvertent destruction and/or damage.

Inquiries

Inquiries relating to this Policy should be referred to the CAO who will determine the nature of the request and respond appropriately.



Personnel Records – HR-200-06

Policy

The Township of South Glengarry shall maintain personnel records that contain documentation regarding all aspects of employees' employment and records required by law.

Objective

To ensure the effective compilation, organization and confidentiality of personnel records

Procedure

The Township recognizes its responsibility for safeguarding personnel records, which shall be kept in locked files.

It is the responsibility of each employee to promptly notify Human Resources, in writing, of any changes to information pertinent to his/her personnel file, including changes to the employee's home address, telephone number, marital status, or emergency contacts.

Registered, certified, licensed or similarly qualified employees are required to submit proof of registration, certification, license or other similar qualification to their supervisor for filing in the employee's personnel record. Failure by the employee to produce such documentation upon request will be considered just cause for termination of employment.

Employees shall be responsible to submit to their supervisor, annual renewals, if applicable, of such documentation. Failure to produce such documentation will be considered just cause for termination of employment.

The employee's personnel file will contain:

- a) Job description, interview information, letter of offer;
- b) Criminal reference check;
- c) Education/qualification documents required;
- d) Payroll, health benefit and pension information;
- e) Letters of counseling and discipline;
- f) Performance appraisals;
- g) Leave of absence requests and responses
- h) Other information as identified for this file;

Separate files will be kept to contain such records as attendance, WSIB, grievance, etc.



Employee Job Descriptions – HR-200-07

Policy

It is the policy of the Township of South Glengarry to establish job descriptions for each employee category.

Objective

To establish minimum guidelines for qualifications and the job expectations for each staff category.

Procedure

Job descriptions shall be developed by Human Resources in conjunction with the management team. Job descriptions are reviewed as needed by the management team or on an annual basis.



Orientation – HR-200-08

Policy

Orientation programs assist staff in understanding the mission and philosophy of the organization and as a result, encourage commitment to the organization. They also play an integral part in new employees understanding their role in the organization. As an ongoing process, orientation begins during recruitment and selection and continues as needed throughout the individual's employment. The Township of South Glengarry supports this process with an orientation program for new staff members.

Objective

- To make workers and co-workers have a positive hiring and integration experience.
- To excite new hires about their new job and excite co-workers about the new hire.
- Give new hires the information they need to eliminate barriers to good performance.
- Identify expectations of the new hire so General Managers and Supervisors can manage them.
- Get other workers involved in the orientation and retention of a new hire.
- Give the Township of South Glengarry an advantage over other employers by “celebrating” our new hires.

Procedure

The new hire shall be provided an orientation package upon acceptance of the job offer. The orientation package will include all employment related paperwork, such as payroll & benefits information, policies and procedures and any other pertinent information applicable to their position.

Each new hire will be scheduled for orientation prior to commencing employment. As soon as practicable after the employee starts, the new employee will be required to complete any legislated mandatory training.

The General Manager or Supervisor will ensure that all new employees will be made aware of the Township Health & Safety Policies and Procedures, as well as departmental and position specific health & safety practices.

The completed pledge of confidentiality, code of conduct sign off and policies and procedures sign off will be filed in the employee's personnel file.

The General Manager or Supervisor will be responsible to ensure that a departmental specific orientation is provided to the new hire.



Appropriate Use, Care and Security of Electronic Resources – HR-200-09

Policy

The Township's electronic resources have been acquired and are allocated/provided/made accessible to individuals and groups, for specific purposes necessary to carry out the business of the Township. All users must ensure that the Township's electronic resources are used in an appropriate, ethical and lawful manner. The Township expects all users to conduct themselves according to the highest standards of professional ethics and behaviour appropriate for a government agency.

The *Employee Code of Conduct* HR-200-02 policy will apply to all staff, students, volunteers and all other users. Electronic resources shall be understood to include servers, desktop computers, laptop computers, tablets, telephones, cellular phones, personal digital assistant devices (PDAs), smart phones, software, corporate data and all electronic storage devices, etc.

Objective

To ensure the appropriate use and security of electronic resources

Procedure

Users will agree to use all electronic resources solely for appropriate purposes as a condition of access.

The inappropriate use of any electronic resources will not be tolerated. Some examples of inappropriate use are found in Appendix A. This is not to be taken as an exhaustive list. Users found to have breached this Policy are subject to the full range of disciplinary procedures up to and including dismissal.

All users will be informed about this Policy during orientation, ensuring that all users receive instruction on what constitutes appropriate and inappropriate use of the electronic resources and on what to do if notified or become aware of any inappropriate usage. The acknowledgement form, found in Appendix B, will normally be presented for signature before granting access to the equipment.

Users assigned specific electronic resources shall take every effort to ensure the security of the hardware, software and all file information.



System Monitoring

Users expressly waive any right of privacy in anything they create, store, send or receive on the Township's computer systems. The Township of South Glengarry can monitor emails without notice.

Communication of Trade Secrets

Unless expressly authorized to do so, Users are prohibited from sending, transmitting or otherwise distributing proprietary information, data, trade secrets or other confidential information belonging to the Township of South Glengarry. Unauthorized dissemination of such material may result in disciplinary action as well as substantial civil and criminal penalties under Provincial and Federal Economic Espionage laws.

Email Disclaimer

All Users will include the following disclaimer on all emails:

Disclaimer: This e-mail and any attachments may contain personal information or information that is otherwise confidential and is intended for the exclusive use of the intended recipient. The contents hereof are protected under the rights and privileges of the Municipal Freedom of Information and Protection of Privacy legislation. If you are not the intended recipient, any use, disclosure or copying of any part of it is prohibited. The Township of South Glengarry accepts no liability for damage caused by any virus transmitted in this message. If this e-mail is received in error, please immediately reply advising of the error and delete or destroy any copies of it. The transmission of e-mails between an employee and agent of the Township of South Glengarry and a third party does not constitute a binding contract without the express written consent of an authorized representative of The Corporation of the Township of South Glengarry.



Appropriate Use, Care and Security of Electronic Resources - Appendix A

INAPPROPRIATE USE OF ELECTRONIC RESOURCES

All users of the Township's electronic resources are responsible for ensuring the integrity of the resources being used and that the uses to which these resources are put are for the advancement of Township business.

During non-work periods, users may make limited and reasonable personal use of the Township's electronic resources. Reasonable is defined at the sole discretion of the Employer and is not negotiable. Should a user incur any financial cost to the Township as a result of personal use of electronic resources, including but not limited to telephones, computers, etc., the user shall promptly acknowledge such costs and reimburse the Township immediately.

All other uses of the Township's electronic resources are deemed inappropriate. Specific examples include but are not limited to:

- Using electronic resources for purposes other than those for which they were allocated.
- Engaging in illegal activities.
- Failing to maintain the confidentiality of passwords.
- Downloading or transferring software of any type onto any electronic resources unless specific authority has been provided in writing by the user's General Manager or designate.
- Saving or transferring files of any type onto or from any electronic resources unless such action is clearly required in the performance of duties defined by the position description or terms of reference, written or inferred.
- Using a computer account without authorization or providing computing resources to individuals or groups without the specific authorization of the relevant General Manager or designate.
- Unauthorized sharing, inspecting, altering, deleting, obtaining copies of, publishing, or otherwise tampering with files, programs or passwords that the individual is both authorized and not authorized to access.
- Using electronic resources, particularly electronic mail, web servers and bulletin boards, to send fraudulent, harassing or obscene messages.
- Developing or using programs that harass other users or that damage the software or hardware components of the electronic resources and/or placing any destructive or nuisance programs, such as viruses, in the electronic resources.
- Attempting to circumvent security systems on any electronic resource.



- Compromising or attempting to compromise the integrity of the electronic resources by accessing or attempting access or alteration of system control programs or files.
- Using unlicensed or unauthorized copies of computer software or unauthorized file storage devices.
- Breaching the terms and conditions of a software licensing agreement to which the Township is a party.
- Theft or misappropriation of electronic resources, such as equipment, data and programs.
- The loss of work time due to inappropriate use of the Township's electronic resources may also be deemed to be theft.
- Engaging in any action which unfairly denies or restricts the use of electronic resources to authorized users.

Any of the following activities are deemed to be inappropriate uses:

- Unlawfully accessing, destroying or altering electronic records not approved for access by the user.
- Defaming other persons (e.g., spreading false allegations or rumours about others).
- Disclosing electronic records containing personal information, business trade secrets, or classified government information to unauthorized persons.
- Unlawfully exporting encryption software (e.g., putting it on the Internet without an export permit).
- Misusing passwords, encryption keys, or computer service accounts (e.g., obtaining money, goods, or services through false representation made on a computer system; using another person's password or encryption keys; gaining access to computer services where the person has no right of access; any acts of fraudulent behaviour).
- Electronic gambling.
- Making, possessing, or distributing computer programs that are designed to assist in obtaining unlawful access to computer systems (hacking and trafficking).
- Harassing other persons electronically (e.g., making threats to a person's safety or property).
- Wilfully promoting hatred against any identifiable group or individual by communicating such statements outside of private conversations
- Infringing intellectual property rights.
- Collecting, transmitting, storing or exchanging information in violation of any applicable law or regulation.
- Damaging, interfering or disrupting others' lawful use of data and computers/cell phones (e.g. – spreading viruses with intent to cause harm, encrypting, altering, or destroying data with intent to make it inaccessible to others with a lawful need to access it).
- Fraudulent or negligent misrepresentation.

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- Possessing or distributing pornography; disseminating obscene materials.
- Intercepting private communications and unlawfully obtaining access to personal information.
- If any user becomes aware of another person using the Township's electronic resources inappropriately, that user is obliged to disclose such knowledge to his/her General Manager or designate or the CAO without delay.
- Any user failing to report such inappropriate use will be deemed to have personally used the Township's electronic resources inappropriately.



Appropriate Use, Care and Security of Electronic Resources - Appendix B

Electronic Resources Acknowledgement Form

(Return this page only to Human Resources. This page will be retained in your personnel file.)

By signing below, I, the undersigned, acknowledge and agree to the following terms:

I have received, read, and understood the *Appropriate Use, Care and Security of Electronic Resources Policy*, including Appendix A;

I understand that all electronic resources made available or accessible to me by the Township of South Glengarry must be used appropriately by me at all times.

I understand that all electronic resources made available or accessible to me are owned by the Township of South Glengarry and may be monitored without prior notice.

I understand and agree that the electronic resources provided to me by or to which I have access from the Township of South Glengarry may contain confidential information related to the Township and that this is and remains the property of the Township at all times;

I understand that all passwords assigned or chosen by me must be kept confidential from all others. I further understand that it is my responsibility to immediately report to my General Manager or designate if I believe any of my passwords or the passwords of any others have been compromised;

I agree that, if I leave the Township of South Glengarry for any reason, I shall immediately return to the Township all electronic resources that have been assigned to me or are in my possession including any file storage media;

I understand that should any electronic resources assigned to me or in my possession become lost or stolen, I must provide a copy of the police report to the Township, as appropriate. Otherwise, I may be held responsible for the full cost of replacement and I understand that failure to follow the *Appropriate Use, Care and Security of Electronic*

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Resources Policy at any time may result in disciplinary action up to and including dismissal.

Signed on: _____
(Date)

Print Name:

Signature:

Print Name (Witness):

Signature:



Dress Code – HR-200-10

Policy

The Township of South Glengarry is committed to establishing a professional/business casual dress code which allows our employees to work comfortably in the workplace yet still project a professional image for Council, residents, potential employees and community visitors.

The key point to sustaining professional/business casual work attire is to use common sense, good judgment and applying a dress practice that is conducive to our business environment.

To assure compliance with the requirements of the *Occupational Health and Safety Act* Section 28(1) (b) of the Act states, a worker shall “use or wear the equipment, protective devices or clothing that the worker’s employer requires to be used or worn.” Further, the ‘so-called general clause’

Section 25(2) (h) of the Act requires the employer to “take every precaution reasonable in the circumstances for the protection of the worker.”

The Township is committed to providing and maintaining a safe healthy workplace environment by requiring employees to wear specific uniforms and/or safety apparel appropriate to duties assigned to their position.

Objective

To provide direction to employees as to a dress code that projects a neat, professional and safety conscious manner appropriate to duties assigned to their position.

Procedure

Where the terms of a collective agreement differ from this policy, the collective agreement will apply.

Employees representing the Township at Council or a committee meeting should dress in business attire.

Fridays are designated as ‘Casual Day’ and jeans are permitted. In the spirit of flexibility, keep in mind that business reasons (public meeting, outside meeting) may dictate that formal business attire or business-appropriate attire be worn on Casual Day.

The Township will take an employee’s religion, ethnicity, or disability into consideration as it pertains to personal dress and/or grooming.

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Clothing bearing offensive language or logos that are, or could be seen by others, as profane, racist, sexist or discriminatory in nature are not permitted.

If an item of clothing is deemed to be inappropriate by the employee's supervisor, General Manager or the CAO, the employee may be sent home to change clothes or will be asked not to wear the inappropriate item to work again.



Criminal Record Background Check Canadian Police Information Centre (CPIC) – HR-200-11

Policy

The Township of South Glengarry is committed to providing effective municipal services and ensuring legislative requirements are met when hiring staff and placing volunteers who will be serving the public.

Vulnerable Sector

Each identified position that meets the criterion below requires a vulnerable sector Criminal Background Check. Therefore each employee in the identified positions and/or volunteer who meets the criteria will be required to obtain a Criminal Record Background Check and a Vulnerable Sector Check (CPIC) as per legislative requirements. This applies to:

Township employees 18 years of age and older in the following positions:

- Parks and Facilities staff including Summer Students and Volunteers
- Fire Chief
- Volunteer Firefighters

All volunteers and placement students who are 18 years of age and older, where it is deemed necessary due to the nature of their assigned duties

All other positions not listed above will be required to provide a standard criminal record background check (CPIC) in accordance with the timeframes listed in this policy.

Objective

The Township's objective in requiring a criminal record check as a condition of employment acknowledges the high volume of confidential, personal and sensitive information dealt with by the Township and the nature of the many vulnerable populations served. By ensuring all employees and volunteers have an acceptable and satisfactory criminal record check and in some positions that they are declared suitable for vulnerable sector employment, the employer can be confident that it is addressing this aspect of employee/volunteer suitability consistently and thereby protecting the interests of the Township.



Procedure

Any costs associated with obtaining the pre-employment/pre-volunteer criminal record background check (CPIC) are covered by the Township of South Glengarry.

CPICs are required only after an offer of employment has been made to an applicant. Upon the provision of a valid CPIC which is acceptable and satisfactory to the Township, the prospective employee/volunteer will be deemed to have met one of the conditions of employment/volunteering.

At the time of a conditional offer of employment, the Township will accept a CPIC that is declared suitable for vulnerable sector employment that has been conducted within the last six (6) months from the date of offer as long as the prospective employee/volunteer is prepared to sign the Criminal Record/Conviction Declaration Form (Appendix A).

The presence of a criminal record shall not necessarily be a barrier to employment or volunteer status, but in arriving at a final decision regarding the candidate's suitability for employment or volunteer status, the Township shall take into account the following factors:

- the nature and number of conviction(s);
- the length of time since the conviction(s);
- rehabilitative efforts made by the candidate;
- duties and responsibilities associated with the position and the relevance of the criminal conviction
- the potential risk to vulnerable persons as a result of employing the candidate.

All employees are responsible for advising their employer if and when the information on the CPIC provided at the outset of employment is no longer accurate.

Appendix: A – Criminal Record/Conviction Declaration



Criminal Record Background Check Canadian Police Information Centre (CPIC)

Appendix A

Criminal Record/Conviction Declaration

Name: _____
(Please Print in UPPER CASE)

I DECLARE that since the last Criminal Record Background Check (CPIC) produced for myself:

PART A (Check applicable box)

- ☐ I have no convictions under the *Criminal Code of Canada* up to and including the date of this declaration for which a pardon has not been issued or granted under the *Criminal Records Act* (Canada); or
- ☐ I have the following convictions for offences under the *Criminal Code of Canada* for which a pardon has not been issued or granted under the *Criminal Records Act* (Canada). (List convictions in Part B below under "List of Convictions")

PART B (If applicable, please complete)

List of Convictions: (If more than two (2) convictions, please number and list the following information [a), b) and c)] on the reverse side. Additional page(s) can be added if required).

a) Conviction:

b) Date Registered:

c) Court Location:

a) Conviction:

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b) Date Registered:

c) Court Location:

PART C (Check all boxes)

- ☐ I shall immediately notify my Employer, the Corporation of the Township of South Glengarry, upon any conviction(s) being registered against me under the *Criminal Code of Canada*, in accordance with policy; and
- ☐ I understand that my failure to fully disclose information in accordance with the above declaration may result in my employment being terminated by the Corporation of the Township of South Glengarry.

Signature: _____

Declared before me at Lancaster, ON, this _____ day of _____, 20____.

Signature – Commissioner of Oaths

Seal of the Corporation of The
Township of South Glengarry



Employee Driver's License – HR-200-12

Policy

This Policy applies to all employees and students who are required to operate a vehicle that is owned, leased, or rented by the Township of South Glengarry either as a regular or occasional part of their job responsibilities.

Objective

The Province of Ontario, under the authority of the *Highway Traffic Act*, requires each person to hold a valid driver's license to operate a vehicle. The Township of South Glengarry as a responsible employer using both private and corporately owned vehicles require staff to provide verification of a valid driver's license.

Therefore, all employees who drive Township of South Glengarry vehicles (whether owned, rented or leased, or, employees who are required to use their personal vehicle for Township of South Glengarry purposes), shall at all times be in possession of a valid driver's license with the appropriate class. Upon conditional offer of employment, a certified copy of a valid driver's license shall be provided to the employer for the purpose of validating the driver's license.

All Unionized employees of the Roads Department are required to hold a valid class "D" driver's license with a "Z" air brake endorsement.

All other staff and students that operate vehicles are required to hold a valid class "G" driver's license.

Definition

Ignition Interlock:

A device or system connected to the car's ignition that checks for the presence of alcohol in the driver. The driver must blow into the machine to start the car and continue to periodically blow into the device to keep the car in motion. If the device senses alcohol, the car will not start or will turn off.



Procedure

1.0 Pre-hire Driver's Licence Checks and Offer of Employment

The requirement to hold a valid driver's licence shall be indicated in a position's job posting.

1. Human Resources will request a copy of the driver's licence upon conditional offer of hire and will hold a copy of the employee's driver's licence in the employee file.
2. If a potential employee who is required to operate a Township vehicle and/or equipment has a suspended licence for any reason the offer of employment shall be rescinded.
3. The potential employee will be required to submit a current Driver's Abstract from the Ministry of Transportation which includes the following information:
 - Confirmation of the class of licence and restrictions;
 - Demerit Points.

2.0 Licence Suspensions, Downgrade or Cancellation Due to Legal Conviction

Probationary Employees

Any probationary employee who is required to hold a valid Ontario driver's licence or equivalent as a condition of employment and has such licence cancelled, suspended or downgraded due to a legal conviction shall have his/her employment terminated immediately.

Regular Employees

Where there is a change in the status of an employee's licence due to a legal conviction, the following shall apply to those who require a driver's licence for their classification.

For the period of the licence suspension, the employee shall be suspended from work without pay and benefits unless the employer is able to provide alternative employment for the period of the licence suspension. Please refer to the **relevant collective agreements for unionized employees**. The employer shall not be expected to create a position to provide suitable alternative work. Where alternative work is provided, the employee will be paid at the applicable rate of pay for the work being performed. The



reassignment of the employee is at the discretion of the employer and will take into account the following:

- The length of the suspension and the nature of the driving offence;
- The availability of suitable alternative work that does not incur reasonable expense to the employer;
- The qualifications of the employee and his/her ability to perform alternate work;
- The employee's past record and length of service.

The employee shall be allowed at such time that his/her licence is restored with no "Ignition Interlock" restrictions to return to the classification held prior to losing their licence, should it exist or shall be returned to a vacant position at the same or lower level and applicable rate, provided the employee is qualified.

In those cases in which the employer is unable to provide suitable alternative work without unreasonable expense, the employee shall be granted a leave of absence without pay and benefits for the duration of loss of his/her licence to a maximum of one year. It is understood that this shall apply for one instance only for any employee.

Any subsequent suspension based on a legal conviction will result in discharge.

3.0 Licence Suspension, Downgrade, or Cancellation for Medical Reasons

Where an employee is required, as a condition of employment, to have a valid driver's licence to drive a vehicle or his/her own vehicle on Township business and where such employee is served with a licence suspension and/or driving prohibition for medical or legal reasons, the following shall apply:

Temporary or Permanent Loss of Licence for Medical Reasons (without legal conviction)

Where an employee's licence is suspended/revoked on a medical ground, the employee must notify the employer immediately upon notification. The employer will undertake a review process to determine what accommodations, if any, can be provided to the employee. The employee's cooperation in the accommodation process is required.

4.0 A Change in Status

All employees are required to immediately notify the employer in writing of any change in the status of the driver's licence required for his/her job. Failure to immediately notify the employer of a licence suspension, temporary removal, or change in status may result in immediate discharge of his/her employment.



Telecommuting Policy HR-200-13

Intent

The intent of the *Telecommuting Policy* is to establish guidelines and provisions for telecommuting arrangements which can be implemented on an occasional basis. The arrangements can be granted during a state of emergency (i.e. during a pandemic) or it can be granted on an interim basis during regular business operations with the approval of the CAO and the employee's reporting manager.

Definition

Telecommuting is the use of technology to change the location of where work is performed other than the conventional office workspace, usually the employee's home. Although not all jobs can be performed satisfactorily from other locations, the Township of South Glengarry recognizes that, in some cases, telecommuting arrangements can provide a mutually beneficial option for both the Township of South Glengarry and the employees.

Guidelines

This procedure applies to full-time permanent non-union and contract non-union employees. It may also apply to union employees, subject to the terms and conditions in their respective collective agreements.

This policy does not alter or replace the terms of an existing employment contract. Employees must comply with all company rules, policies, practices and instructions that would apply if the employee were working at the regular company worksite.

Eligibility

1. Not all jobs or departments are suitable for a telecommuting arrangement due to the nature of the work performed and operational requirements.
2. Employees who would like to be considered for a telecommuting arrangement must first consult with their manager and then the manager must submit a written request to the CAO. The decision to allow an employee to telecommute will be made by the CAO in consultation with the employee's manager.
3. Telecommuting is an employee privilege and not a guarantee or an entitlement. Telecommuting is not to be considered a universal employee benefit and must have the complete support of the manager and the CAO.
4. Employees that are considered for telecommuting must be able to work independently, be self-starters, demonstrate attention to work time and be



- able to continually meet the productivity requirements of their position.
5. The resources that an employee needs to do his/her job must be easily transportable or available electronically.
 6. Jobs that entail working alone or working with specialized software or equipment that can be kept as his/her remote workspace are often suitable for telecommuting. Jobs that require physical presence to perform effectively are normally not suitable for telecommuting.
 7. Management may establish work rules to support telecommuting to ensure access, safety and timely completion of work.
 8. Telecommuting is not an alternate to child or elder care. If applicable, the telecommuter must make appropriate arrangements for dependent care.
 9. Employees are not permitted to have more than one flexible work arrangement at the same time. Consideration may be given for exceptional circumstances on a time-limited basis with CAO approval.

Schedules and Hours of Work

1. The normal hours of a telecommuting employee are the standard business hours of the department in which the employee works in, unless otherwise approved by the manager.
2. Changes to the employee's schedule must be approved in advance by the employee's manager. In some instances, telecommuting hours may be different from office hours, however the employee and manager must agree on the designated hours of work.
3. The number of hours an employee works per day and per week will not change due to telecommuting.
4. An employee must be available by telephone or email during the scheduled hours of the telecommuting arrangement, with the exception of their scheduled lunch/break period. Any changes to their remote contact information must be reported to their manager immediately.
5. Overtime hours must be pre-approved by the manager. Any shift differential pay will apply only when the manager requires the employee to work during hours where the *Non-Union Overtime Policy (HR 700-13)* or collective agreement would apply.
Absences will be reported accordingly to the employee's manager or supervisor regardless of where the employee would be working that day. Recording and tracking work hours on the employee time sheet is the responsibility of the telecommuter, regardless of the location where the work is performed.
6. Managers may require an employee to return to the Township of South Glengarry work location on a telecommuting day should work situations



warrant such an action. If an employee is asked to return to the office during telecommuting days frequently, the manager may re-evaluate the compatibility of the employee's suitability for telecommuting and with appropriate notice to the employee, terminate the telecommuting arrangement.

7. If an employee is required to be in the office on a telecommuting day, mileage is not paid.
8. Telecommuting arrangements will vary among departments and business units, depending on the function and responsibilities of the employee. Each department must maintain some appropriate complement of employees who work on site at the Township of South Glengarry locations in order to function effectively.

Workspace

1. Employees who are approved for a telecommuting arrangement must have an appropriate work area in their remote location that considers ergonomics, appropriate equipment, noise and interruption factors. Lighting, internet service, power and temperature control should all be consistent with a typical office environment.
2. The Township of South Glengarry's liability for job-related accidents will continue to exist during the approved work schedule and in the employee's designated work location since the remote location will be considered an extension of the Township of South Glengarry workspace.
3. In the case of an injury while working remotely, the employee must report the injury to his/her manager or human resources immediately (or as soon as circumstances permit). Employee must also submit a written report and file WSIB form through their supervisor and Human Resource Advisor.
4. Any increases to the employee's home utility costs are the responsibility of the employee.

Use of Company Property

Employees must use company-provided devices when working remotely to ensure that the appropriate software and programs are being used while maintaining data security and confidentiality. All completed and working copies of documents must be saved on the Township of South Glengarry's computer server with limited access so that information is available to those who may require its use from the company worksite. Failure to use company-approved devices may leave company data vulnerable to a breach and may result in disciplinary action up to and including termination.



Company-owned resources may only be used for Township purposes. Employees must take reasonable steps to protect any company property from theft, damage, or misuse. Depending on the circumstances, the employee may be responsible for any damage to or loss of company property.

Confidentiality and Security

1. It is the responsibility of the employee to take all precautions necessary to secure all government-related information and to prevent unauthorized access when working outside the Township of South Glengarry's work locations to ensure the integrity and confidentiality of information. Steps to take to secure information include, but are not limited to, use of locked file cabinets or desks; regular password maintenance; and any other steps appropriate for the job and the environment.
2. The employee must agree to allow an authorized Township of South Glengarry representative to access the remote workspace during prearranged times for business purposes, which may include but not limited to: Health and Safety inspections, equipment installations and repairs, security assurance and retrieval of Township property.

Health and Safety

The Township of South Glengarry is committed to ensuring that the alternate worksite is safe and ergonomic. The Township may make onsite visits to the employee's work site at a mutually agreed upon time to ensure that the designated work space is safe and free from hazards. If the workspace is unsafe and cannot be made safe, the Township of South Glengarry may refuse or revoke the employee's remote work arrangement.

In the event of a work-related incident or injury in the designated workspace, the employee needs to immediately report the incident to his/her manager. Employees working remotely will be covered by workers' compensation for job-related injuries that occur in the course and scope of employment while working remotely. The employee remains liable for injuries to third parties that occur on the employee's premises.

Employees shall complete and sign the attached Appendix A - Employee Declaration prior to their approved and scheduled date to work from home.



Employee Responsibilities

1. Ensuring the designated workspace meets the standards as outlined in this policy.
2. Maintains communication with manager, colleagues and clients to the standards set corporately.
3. Demonstrated ability to be self-motivated, well-organized and self-disciplined in their approach to work.
4. Ensures service delivery is seamless to all other parties (internal and external).
5. Agrees to work standard hours as set out in this policy or designated hours approved by their manager.
6. If required, the employee agrees to be flexible with their time and adjust their work hours accordingly to meet business and/or operational emergencies, demands and requirements.
7. The employee agrees to use a Township issued laptop and not their personal computer when telecommuting.
8. Continue to perform due diligence to protect the security of the Township's data and information and client records and confidentiality while working remotely.
9. Continues to abide by the Township's *Appropriate Use, Care and Security of Electronic Resources Policy (HR 200-09)*.
10. Records time accordingly on time sheets. No changes will be made to the method of payment or the amount. If an employee is found to have made false reports on their timesheet, they may be subject to discipline up to and including termination.
11. Failure to abide by the *Telecommuting Policy*, or associated work rules determined by the manager may result in discipline up to and including dismissal.

Manager/Supervisor Responsibilities

1. Monitors productivity and maintains communication with the employee regardless of the location of the employee.
2. Ensures the approved schedule for telecommuting is not impacting the job duties and service levels/hours of the department.
3. Ensures other employees are aware of the location and arrangement.
4. Ensures service delivery/service provided is seamless to all other parties (internal and external).
5. Approves/provides common office supplies from the Township.



Chief Administrative Officer Responsibilities

1. Approves or denies the telecommuting agreement and schedule submitted by the manager for telecommuting requests.
2. Monitors productivity in consultation with the manger of employees working from home.

End of Arrangement

At the end of a telecommuting arrangement, employees must promptly return all Township property used for working remotely. An employee, current or former, may receive notices from the Township of South Glengarry to return company property. Failure to do so may result in discipline for current employees or legal action if the employee no longer works for the Township. If an agreement is being revoked, employees will receive reasonable notice to make any arrangements necessary to return the Township's property to the worksite.

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Township of South Glengarry's *Telecommuting Policy*. Further, I agree to adhere to this policy and I understand that if I violate the rules or procedures outlined in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____



Appendix A – Employee Declaration

This declaration shall be used to review the effectiveness, health and safety and ergonomics of the employee telecommuting workspace. This declaration shall be completed by the employee working from home.

Telecommuting Employee Declaration	Employee Initials
The employee will maintain productivity and meet their deadlines.	
The employee agrees to maintain a quality of work as expected by their supervisor.	
The employee must be easily reached during operating hours and communication must not be hindered in any way (i.e. satisfactory internet connection, cell phone, landline)	
The space in which the employee works from home meets the health and safety requirements, including ergonomic considerations.	
The employee will remain available for onsite meetings when required	
The employee remains reliable and must continue to keep their supervisor up to date with their schedule and accomplishments	
The employee will complete any training, as required from their supervisor.	
Workplace Ergonomic Declaration	
The home workspace used by the employee is adequate, clean, free of debris and tripping hazards.	
The employee workspace has adequate illumination levels for the visual demands of the job.	
The employee has no concerns regarding the size of the display, sitting posture, arm reach and viewing direction.	



Discipline – HR-300-01

Policy

The Township of South Glengarry supports fair and constructive disciplinary practices as well as the concept of progressive discipline, which is designed to correct behaviour rather than punish it. It is important to ensure that employees perform their duties in compliance with Township of South Glengarry rules, directives, regulations, instructions, policies and procedures, as well as the general law, since the objectives of the Township cannot be achieved without this acceptance and conformity.

Objective

To achieve the objectives of the Township through acceptance of and conformity with the rules, directives, regulations, instructions, policies and procedures established by the Township, as well as general law.

To ensure staff are aware of the disciplinary process and its purpose.

Procedure

This policy shall be applied in accordance with the Collective Agreement if applicable. General Managers and Supervisors are responsible for guiding employees in their behaviour at work.

The manner in which guidance is given is all-important. Employees should receive clear, unambiguous instructions on the code of behaviour and standards of performance expected of them.

General Managers and Supervisors are held accountable for the completeness and accuracy of documentation that may be relied upon for discipline. Proper documentation is essential to the process of administering fair and reasonable discipline.

Discipline should be imposed based on a fair assessment of all of the circumstances of each specific case.

In some cases, it may be necessary to put an employee on a leave of absence with pay (non-disciplinary) during an investigation. Such periods should not be prolonged.

Before discipline is imposed at any step of the process, it is essential to give the employee a reasonable opportunity to explain his/her actions.

Follow-up is also important. In many instances, it is not enough to discipline an employee and “let the case rest.” A systematic and controlled review of job performance may be required.



The progressive disciplinary process involves increasing the severity of the discipline incrementally against persistent misconduct with the intention of inducing employees to reform their conduct. Under progressive discipline the seriousness and frequency of the employee's misconduct, the employee's service, the employee's disciplinary record as well as any mitigating or aggravating factors are taken into consideration in determining the appropriate discipline to be taken.

Progressive discipline generally involves up to four steps:

- a. Verbal Reprimand
- b. Letter of Warning
- c. Suspension Without Pay
- d. Dismissal/Termination with cause

The Township reserves the right to begin the process at any step and to skip or repeat steps depending on the facts and the circumstances of each case.

Whenever required by a collective agreement, a bargaining unit employee shall be given the opportunity for Union representation.

All verbal reprimands, letters of warning and suspension will come from the Supervisor/Manager in consultation with the General Manager or his/her designate and Human Resources. Letters of discharge/termination will come from the General Manager in collaboration with the Supervisor/Manager and Human Resources. Any questions regarding disciplinary procedures are directed to the General Manager. In the absence of the General Manager the matter is referred to the CAO.

Verbal Reprimand

A Supervisor/Manager may give a verbal reprimand to an employee for minor infractions.

This reprimand is given in private so that the employee and Supervisor/Manager may both benefit from a free interchange of opinion.

The Supervisor/Manager is responsible for ensuring a written notation of the verbal reprimand is provided to Human Resources by email or personal delivery. It will be kept in the employee's file maintained in the Human Resources office. This notation does not constitute a letter of warning. It provides documentation of the first step of progressive discipline.

Letter of Warning

If it is deemed necessary to issue a letter of warning following discussion by the Supervisor/Manager, General Manager or his/her designate, the following shall apply:



The letter should include a description of the infraction(s): a warning that repetition of the infraction(s) may result in further disciplinary action up to and including dismissal; a reminder that the Employee Assistance Program is available (where applicable), and in the case of incompetence or work performance related infractions, a time period during which work is to be brought up to a required standard.

This letter is signed by the Supervisor/Manager or General Manager or his/her designate and delivered to the employee with copies provided to the Human Resources and Union representatives, where applicable. It will be kept in the employee's file maintained in the Human Resources office.

Suspension without Pay

If the infraction(s) is deemed serious by the Supervisor/Manager and General Manager or in the event of multiple infractions, an employee may be suspended.

A letter of suspension is sent to the employee indicating the period of time for which the employee is suspended without pay. The letter should also include: a description of the infraction(s); a warning that repetition of the infraction(s) may result in further disciplinary action up to and including dismissal; a reminder that the Employee Assistance Program is available (where applicable) and in the case of incompetence or work performance related infractions, a time period during which the employee must bring his/her work up to a required standard.

The letter is signed by the General Manager and sent to the employee with copies sent to the Supervisor/Manager, Human Resources and applicable Union representatives.

Dismissal

A letter of dismissal is issued promptly to the employee by the General Manager.

This letter should include a description of the infraction(s), a description of disciplinary action taken to date (if applicable), as well as the effective date of the termination of employment.

This letter is signed by the General Manager and sent to the employee with copies sent to the Supervisor/Manager, General Manager, Human Resources and Union representatives if applicable.

An employee who commits any misconduct and/or any violation of Township rules, directives, regulations, instructions, policies or procedures or who contravenes the general law, including any of the following infractions shall be subject to disciplinary action up to and including discharge. Examples of such misconduct can include but are not limited to:

- Late in reporting for assignment



- Waste of material
- Pranks or horseplay
- Negligence in performance of assigned work
- Failure to notify employer when absent
- Incorrect attendance reporting
- Use of profane language in presence of clients
- Lying
- Abuse of leave
- Disregard of safety practices
- Neglect of tools or equipment
- Failure to report work accident
- Incompetence
- Sleeping or attempting to sleep on duty
- Away from assignment without permission
- Refusing to obey an order or perform assigned work
- Encouraging others to commit infraction(s)
- Breach of confidentiality
- Failure to comply with established policy
- Insubordination
- Interfering with work of others
- Damaging Township property
- Falsifying a Township record
- Obstructing a Township investigation
- Obtaining materials or services on a fraudulent order
- Away from work without permission
- Negligence resulting in injury
- Dishonesty
- Assault
- Fighting
- Drunkenness or disorderly conduct
- Reporting for duty while under the influence of alcohol or drugs
- Stealing
- Harassment
- Accessing pornographic material or accessing sites identified as inappropriate use of Township software
- Verbal or physical abuse of residents or clients
- Workplace violence

This list is not intended to be an exhaustive or complete list. Discipline and/or dismissal may be imposed for infractions or offences not included herein.



ABSENTEEISM, LATENESS, ATTENDANCE RECORDS – HR-300-02

Policy

Every employee of the Township of South Glengarry has an obligation to perform with regularity the functions for which they were hired. It is the policy of the Township of South Glengarry to manage employee absenteeism in a fair and consistent manner with the following objectives:

- To maximize service delivery to the public.
- To assist employees in minimizing absences from work by making every reasonable effort to provide accommodation, assistance and rehabilitation.

To make this program effective, the Township is committed to:

- Promoting a healthy workplace, and
- Providing guidance and training to management staff responsible for dealing with attendance issues.

Objective

To provide direction to employees as to the consequences of abusive or unreported absenteeism or lateness for their normal scheduled shifts.

Procedure

Absenteeism

- Excessive unreported or unauthorized absences are grounds for disciplinary action, up to and including termination. These are culpable absences where the employee is at fault. Examples of culpable absenteeism include oversleeping, deceit, or taking an unapproved day off. Culpable absenteeism is a disciplinary offence.
- Unreported or unauthorized absences will be considered a leave without pay unless, in the opinion of the General Manager, legitimate circumstances prevented the employee from reporting or coming to work. In the latter case, the time can be charged to an existing Township policy, i.e. sick pay, banked time off, etc.



- Non-culpable absenteeism is absence due to disability, illness or other legitimate health reasons. Excessive non-culpable absences may result in termination of an employee where the following factors are satisfied:
 - i. the employee was made aware that a problem existed;
 - ii. the employee was counselled;
 - iii. the employee was offered assistance, including accommodations;
 - iv. every consideration was shown for the stated reason for absences and;
 - v. every reasonable opportunity was given for the employee to improve attendance.

Before termination of employment, the Employer must demonstrate that the employee is unlikely to be able to maintain regular attendance in the future. This can be demonstrated by evidence of a known, chronic medical problem or by a clear record of inability or unwillingness by the employee to improve attendance.

Lateness

It is the obligation of all employees to come to work on time. Repeated lateness will result in disciplinary action being taken including loss of pay. Continued and severe cases of lateness will result in termination.

Reporting

Employees who will be more than 15 minutes late should try to report this fact to their General Manager or the CAO before their regular starting time.

Employees who must be absent from work for sickness or other unavoidable reasons, must advise their General Manager a minimum of 30 minutes before the starting time on each day of their absence.

Unavoidable Absences, “Acts of God”

Employees who are unable to come to work because of a legitimate natural calamity (“Act of God”) will receive their regular daily pay for the period absent.

In consultation with the CAO, the General Manager will determine, on an individual basis, whether the event constitutes a legitimate reason for absence. Employees absent for non-legitimate reasons after being informed of General Manager’s decision will be docked pay for the time absent.

Attendance Records

General Managers or Supervisors are responsible for monitoring lateness and attendance records for all staff within their respective departments. Sickness, vacation and other



absences must be reported to the Human Resources Department for tracking purposes. All requests for absences including vacation, banked time, floating holidays or sick leave, must be approved by the General Manager or Supervisor, or in the case of General Managers, by the CAO and the approved leave request will then be submitted to Human Resources.



Termination – HR-300-03

Policy

Both the Township of South Glengarry and its employees have the right to discontinue the employment relationship. The Township of South Glengarry will ensure that terminations, either voluntary or involuntary, are initiated with notice, where appropriate, and properly documented for payroll processing.

Objective

To ensure a consistent approach to terminations within the Township.

To ensure documentation is complete.

Procedure

The following shall apply to Voluntary Terminations or Resignations:

- An employee who resigns his/her position is requested to state the resignation in writing. If the employee refuses to state the resignation in writing, the resignation may not be accepted.
- The resignation must be signed.
- Employees are expected to give a minimum four (4) week notice of resignation with the exception of managers, who are expected to give a minimum of thirty (30) day notice (unless otherwise previously negotiated).
- All resignations will be acknowledged/confirmed by the General Manager by email/mail within three (3) working days of the date of submission of the employee's resignation.

The following shall apply to Involuntary Terminations

(Please refer to applicable collective agreement as well for unionized employees)

An employee's employment with the Township may be terminated:

- Where cause exists for such termination, without notice or pay-in-lieu of notice except as may be required by the Employment Standards Act, 2000; or
- At any time, without cause, in which case the employee's entitlement on termination will be as set out in his/her written contract of employment. In the event the employee does not have a written contract of employment, he/she will be entitled to the minimum notice or pay in lieu of notice and severance pay (if applicable) requirements as set out in the *Employment Standards Act, 2000*.



Employees will not be entitled to any further notice or severance either under the common law or otherwise; or

- For any reason during the probationary period, or at the end of the period, without notice or pay-in-lieu of notice, except in accordance with the *Employment Standards Act, 2000*.

Return of Property

In any termination situation all Township of South Glengarry property shall be returned by the employee to the Employer. Property must be returned to the Employer on or before the last working day; unless mutually agreed with the General Manager or defined in a collective agreement.

Exit Interviews

An exit interview may be conducted when an employee leaves the employ of the Township. The exit interview will normally be conducted by the employee's Supervisor or General Manager to determine the employee's reason(s) for leaving so that, where appropriate, action can be taken to correct any problems that come to light and to gather information about the employee's overall impressions of the job or the Township.

Documentation

In order that all terminations are correctly administered the following process and documentation is required.

The General Manager must forward to Human Resources the termination package which includes:

- Signed resignation letter (voluntary) or
- Termination Letter (involuntary)
- General Manager letter confirming the termination (voluntary)
- Signoffs for return of property

Once all the aforementioned information is received by Human Resources, they will inform payroll for processing.



Retirement and Service Recognition Program – HR-300-04

Policy

Employees are asked to provide notice when retiring from the Township so that replacement procedures may commence, appropriate paperwork can be processed and service can be recognized.

Objective

To ensure a consistent approach to retirement within the Township.

To ensure documentation is complete.

Procedure

Consult the appropriate Union Contract for any deviations to the following procedures.

Employees who are retiring are encouraged to provide three months written notice prior to their last day of work of their intention to retire in order to ensure continuity of income.

The written notice must be submitted by an employee to his/her General Manager in advance of the employee requesting the Employer to process his/her retirement paperwork.

Monetary Recognition:

A retirement bonus for years of service shall be paid to all employees as of the date of their retirement as follows and as may be amended:

0-10 years	\$100.00
11-20 years	\$200.00
21-25 years	\$300.00
25+ years	\$500.00



Leave of Absence – HR-400-01

Policy

An employee may be granted a leave of absence without pay for legitimate personal reasons upon consultation with their General Manager and after obtaining the approval of the CAO.

Objective

To ensure the well-being of staff

Procedure

Union or Bargaining Unit Employees

As it relates to union or bargaining unit employees, this policy is subject to and shall be applied in accordance with the applicable Collective Agreement.

Non Union Employees

All leaves of absence without pay must be requested in writing to a General Manager. All requests for such leave of absence shall be in writing as far in advance as practicable.

The General Manager will consider the request in light of operational requirements and provide their recommendation for approval or denial to the CAO. A written response will be sent to the employee by the CAO with a copy to Human Resources for the employee's personnel file.

The employee will not lose service or seniority for the purpose of vacation, sick leave or short-term disability benefits, wage progression, or any other entitlement affected by service.

An unpaid leave of absence affects an employee's OMERS pension and employees should investigate the impact of the unpaid leave to their pension with OMERS before requesting the leave.

The employer will continue to pay the benefit premiums under the Township's approved plan, the premium of which will be recovered when the employee returns to work, by payroll deduction.



Military Reservist Leave – HR-400-02

Policy

An Employee will be granted a leave of absence without pay or benefits if they are a military reservist who is called up for active service.

“Reservist” is defined in the *Employment Standards Act* to mean a member of the reserve force of the Canadian Forces referred to in s. 15(3) of the National Defence Act (Canada)

Objective

To demonstrate the Township of South Glengarry’s support for our troops by allowing employees who are members of Canada’s Reserve Force unpaid leave to perform their military duty.

Procedure

Reservists who have worked for the Township of South Glengarry for at least six (6) consecutive months are entitled to an unpaid, indefinite leave of absence, where the Employee will not be performing the duties of his or her position because of a domestic or international deployment. The duration of the leave will depend on the operation to which the reservist is deployed and may include participation in both pre- and/or post-deployment activities.

When an Employee who is a military reservist is called to duty, they must make all requests for leave in writing. Employees shall make a reasonable effort to provide notice in accordance with the following provisions:

- Training and Non-Emergency Domestic Operation: Employees requesting this category of leave must notify their supervisor or General Manager in writing at least fifteen (15) days prior to commencement of the exercise.
- Emergency Domestic Operation: In the event of emergency domestic operations when employees cannot provide written notice of leave within the stated deadline, employee must notify their Supervisor or General Manager as soon as possible after being called up.
- International Operation: Employees considering applying for an international operation are advised to discuss their intentions with their General Manager prior to applications. In cases where short notice is given by the military, written notice must be provided as soon as feasible.



The Township of South Glengarry reserves the right to seek verification from the employee's Commanding Officer that confirms the request for leave.

Employees must provide notice to the Employer before returning to their job. Upon the reservist's return from leave, the Employer is required to reinstate the reservist to the same position if it still exists or to a comparable position if it does not. The Township of South Glengarry may defer such reinstatement for one pay period or up to two (2) weeks, whichever is longer, after the return date subject to the *Employment Standards Act, 2000*. In the event that the Township of South Glengarry defers reinstatement in accordance with this paragraph, benefits contributions shall commence on the return date.

This leave of absence will bear no cost to the Employer as the Employee will be paid and provided benefits from the military.

If the absence exceeds thirty (30) calendar days, the Employee shall not accumulate service or seniority for the purpose of vacation, sick leave or short-term disability benefits, wage progression, or any other entitlement affected by service.

Upon reinstatement, the employee will be paid the greater of the wage rate he or she earned most recently as an employee of the Township or, the rate the employee would be earning had he or she worked throughout the leave as an employee of the Township.

The military reservist leave period will result in a pension plan break in service with OMERS. The employee has the option of purchasing the service with OMERS and must sign a Leave Period Election Form 165 indicating whether they wish to purchase service or not. As per OMERS regulations, if the employee elects to purchase the service with OMERS, the employee is responsible for paying his/her portion of the contributions and the Township will pay the Township's portion.



Inclement Weather – HR-400-03

Policy

The Township of South Glengarry is committed to its mission to provide the best quality of service to everyone who utilizes those services. It is the intent of the Township to adhere to full operations insofar as it is possible.

The Township recognizes that inclement weather may temporarily prevent the availability and operations of Township services. As these situations can, at times, create difficult and dangerous travel and work conditions, this may subsequently interfere with the normal business operation of the Township.

Employees are expected to make arrangements during periods of inclement weather which will enable them to arrive as soon as possible.

Scope

The Township's Emergency Management Plan and the Union's Collective Agreement take precedence over this Policy.

Objective

To provide Employees and management staff with guidelines regarding inclement weather as well as establish guidelines for treating Employees consistently and fairly when regular attendance at work is complicated by severe weather conditions.

Procedure

All employees shall make every reasonable effort, consistent with personal safety, to report to work unless instructed otherwise. In the event of inclement weather, all employees will make a good faith effort to report to work on time. This includes, but is not limited to, allowing sufficient travel time and using alternate routes or alternate methods of transportation.

The CAO or designate is authorized to make a decision in regards to absences regarding severe weather. Absences may be approved for such circumstances of inclement weather which can include severe weather such as severe ice, whiteout conditions, excessive snowfall, hurricane, tornado, flooding or any unforeseen acts of nature.

The CAO or designate has the authority to close the Township Hall following the guidelines of this procedure.

If an Employee determines that it is unsafe to proceed to work, then the Employee must notify his/her General Manager or designate immediately.



It is important to note that approval for leave due to inclement weather cannot be assumed. Factors influencing a General Manager or designate decision regarding the requested time off for this time include, but are not limited to:

- the seriousness of the Employee's need to be absent
- travel distance to and from work
- availability of other transportation options
- departmental work priorities and operational needs

It is anticipated that the need for any Employee to be absent from work due to inclement weather will be rare.

Subject to the discretion of the General Manager or designate the adjustment for time granted may take one of the following forms:

- Vacation time to cover the absence
- Lieu time to cover the absence
- Leave of Absence without Pay to cover the absence

An Employee may not use sick leave pay in substitution for time missed due inclement weather. Regular reviews of requests for leave due to inclement weather will be conducted by management staff.

This policy will be reviewed and amended as required.



Employee Assistance Program – HR-500-01

Policy

The Township of South Glengarry recognizes that many human problems can be successfully treated or resolved provided referrals are made to appropriate persons and the appropriate assistance resources. This is true whether the problem involves personal or workplace matters, including personal, financial or substance abuse issues. It is also recognized, however, that the successful resolution of such problems requires a high degree of the employee's personal motivation and willing cooperation in dealing effectively with these matters.

It has also been recognized that preventative approaches, such as health promotion and stress management can be useful in minimizing future disabling personal or health problems.

Objective

This policy has been developed to formalize the joint support of the Township of South Glengarry and its employee groups to the ongoing provision of the Employee Assistance Program (EAP). The EAP is designed to be preventative, voluntary and confidential in its delivery of services.

Procedure

Nature of the Program

The EAP of the Township of South Glengarry shall:

- be primarily preventative and rehabilitative
- be completely voluntary with respect to the employee's participation
- be employee-initiated by the individual requesting assistance
- provide individual employees with the following services:
 - a confidential assessment;
 - a coordinated referral to an appropriate community resource; and
 - a supportive after-care, when appropriate
- be strictly confidential with respect to all matters of record keeping and reporting
- arrange for the delivery of information programs focused on prevention

The EAP shall not be part of the disciplinary process. Participation in the EAP shall not result in recrimination against any employee who chooses to access its services.



Type of Referral

Participation in the EAP is voluntary. The program may be accessed through either a self-referral or through encouragement from a co-worker, supervisor, general manager or union representative.

This program is separate from and not related to the disciplinary process. Persons participating in the program will be expected to meet existing job performance standards and established work rules.

If, in a situation where a supervisor has discussed work performance difficulties with an employee, the supervisor may record that an employee has been informed of the EAP. However, the employee's decision to utilize the EAP will remain confidential.

Neither acceptance nor refusal of a referral to participate in the EAP will itself be grounds for disciplinary action. However, if work performance continues to deteriorate, or fails to return to an acceptable level within a reasonable time, then disciplinary procedures as per the Collective Agreement or Township policy will be followed.

Confidentiality Assurances

Anyone who contacts the EAP provider is protected by agency policy and professional ethics, which means that a strict code of confidentiality is maintained. Employers do not receive information about employees who use the service, except where the employee has signed a release of information to the EAP provider. Statistics sent to the employers have no identifying authorization, except as required by law, as in a case of child abuse or upon clear, concrete evidence of planned or committed acts of violence.



Performance Management Program – HR-500-02

Policy

Develop employees who are effective, dynamic, productive, and successful in their jobs and enables the Township of South Glengarry to deliver cost-effective quality services to the public. The Township is committed to a Performance Management Program that incorporates a goal-oriented approach and ensures clear, ongoing, two-way communication between Council, the CAO, general managers, supervisors and employees. Employees will receive support and recognition in their efforts to develop and improve performance.

Objective

The Performance Management Program is intended to be a tool used by Council and staff members at all levels to facilitate self-management and appropriate empowerment, by having a clear understanding with their supervisor about performance expectations. Performance Management is a comprehensive program for:

- establishing performance expectations
- designing interventions, including training programs to improve performance and
- monitoring the success of those programs
- enhance two-way communication

Procedure

Annual Performance Appraisals will be based on the employee's work performance during the previous calendar year (January 1 – December 31).

The Performance Appraisal process is to be completed by February 28th annually.

The CAO, General Managers and Supervisors will complete performance appraisals using the approved Performance Appraisal Form at the discretion of the CAO.

The CAO, General Manager or Supervisor's assessment shall be discussed with the employee privately and he/she shall be able to comment in writing on the form.

The CAO, General Manager or Supervisor shall note specific examples of the performance being assessed on the form.

- Positive examples may be projects completed, systems implemented, work



- standards met or exceeded, etc.
- Negative examples shall be noted where performance is unacceptable.
 - Where there may be areas of performance that have been judged to be progressing or unacceptable, the CAO, the General Manager or Supervisor and the employee should agree on specific improvements to be made.
 - Objectives for the forthcoming review period should be negotiated and recorded on the form.
 - The CAO, General Manager or Supervisor shall monitor the progress and/or achievement of these improvements and objectives throughout the year, not just at review time.
 - The CAO, General Manager or Supervisor and the employee shall sign the form in the appropriate place and a copy will be given to the employee.
 - The completed form will be reviewed by the CAO and maintained in the employee's personnel file.
 - The Treasurer will process any required pay for performance adjustments approved by the CAO retroactive to January 1 for Non-Union staff and the annual Union increases will be applied as per the Collective Agreement.

Upon completion of the evaluation process, all original evaluations will be forwarded on to the Human Resources Department for filing. Each immediate supervisor is to ensure that they provide a photocopy of the evaluation to each of his/her employees prior to sending the original document to the Human Resources Department.

The CAO shall meet with Council in closed session for the purpose of conducting the CAO's performance appraisal.

Employees at the top of the job rate shall maintain the adjustment to their pay for that year to reflect inflation if they receive successful performance review, failing which the inflationary increase will be removed but such removal will not be retroactive.

Service Requirements

New Employees - All new employees hired prior to September 1 and who will work beyond December 31 of the same calendar year and into positions eligible under this program, will participate in the pay for performance program. New employees hired into positions on or after September 1 will not be eligible for a pay for performance adjustment on January 1 of the next year, but thereafter will participate in the program in the normal fashion.

Job Changes - It is recognized that a full-time employee may have a period of temporary employment prior to being appointed to the full-time position. If an employee has permanently changed jobs in a given year and both positions are eligible under this program then the employee will be eligible for a pay for performance adjustment in the following year.



Absence – Employees who are absent from work for any reason for eight months or more in a calendar year will not be eligible for a pay for performance adjustment in the following year.

Rates of Pay

General – Subject to the exceptions noted herein, the rate in effect on January 1 based on the regular position held at that time will be the basis upon which the pay for performance adjustment is applied, it being understood that the adjusted rate of pay will not exceed the maximum of the range.

Acting Pay – If an employee is in receipt of an acting salaried step level of pay at January 1, has less than (4) continuous months of acting pay immediately prior to January 1, and is otherwise entitled to a pay for performance adjustment, the adjustment will be applied to the employee's regular salaried step level of pay (not to exceed the maximum rate) and the employee's acting salaried step level of pay will be recalculated to provide for the same percentage increase as was originally applied. When the acting assignment ends, the employee will be paid the employee's regular salaried step level. If an employee is in receipt of an acting salaried step level of pay at January 1, has more than (4) continuous months of acting pay immediately prior to January 1, and is otherwise entitled to a pay for performance adjustment, the adjustment will be applied to the acting salaried step level of pay (not to exceed the maximum rate of the acting range). When the acting assignment ends, the pay for performance adjustment will be applied to the employee's regular salaried step level of pay (not to exceed the maximum rate) and the employee will be paid the employee's regular salaried step level.

Transfer From Union Position – A unionized employee who temporarily acts in a non-union position will participate in the pay for performance program if the period of employment is expected to exceed (4) continuous months. Unionized employees who participate in the pay for performance program, will be eligible for a salary step level increase if they are employed in the non-union position as of January 1 and have completed (4) continuous months of service or more in the position during the previous calendar year.

Reclassification - If an employee's position is reclassified and this results in a retroactive pay adjustment, the employee's salary history will be recalculated in accordance with the reclassification.

Withholding Rate Adjustments - A pay for performance increase may be withheld where: 1) performance is deemed "unacceptable" by the appraiser and /or 2) the employee is in receipt of a "red circled" rate of pay that is greater than what would have been the case had



the pay for performance increase been processed in the normal fashion. When an employee is no longer in receipt of a “red circled” rate of pay, increments thereafter will be processed in accordance with these procedures.

Fractional Increments - From time-to-time employees may find themselves between steps due to such reasons as the Township moving from one salary grid to another and it is desirable to move salaries to be in line with the salary grid. Therefore, if as of January 1 an employee is between steps and the nominal difference between the employee's rate and the lower step is 33% or more of the difference between the lower and higher step (i.e.: they are 1/3 of the way or more to the higher step) then the employee shall automatically be increased to the next step and any pay for performance increase shall apply to this new rate. If, however, the difference between the employee's rate and the lower step is less than 33% of the difference between the lower and higher step (i.e.: they are less than 1/3 of the way to the higher step) then they shall continue to receive that rate of pay but shall move to the next higher step based upon a successful performance review.

Grid Adjustments – The Treasurer shall adjust the salary grid annually to reflect increases in inflation, unless adjustments are already specified in this program. (Policy #HR-500-03 - Cost of Living Adjustments for Non-Union Employees)



Cost of Living Adjustments for Non- Union Employees – HR-500-03

Policy

The Township of South Glengarry adopts the following policy for all Non-Union staff and Council to facilitate consistent and fair annual salary inflation increases.

Objective

It is the purpose of this policy to provide a process for implementing the annual cost of living adjustment increases for all permanent non- union employees including Volunteer Firefighters and Council.

Procedure

The Township's non-union salary grid will be adjusted annually between 1% and 3%, provided that the Consumer Price Index (CPI) for Ontario falls within those parameters. If the actual CPI for the preceding year is less than 1%, an increase of 1% will be provided. If CPI for the preceding year is greater than 3%, an increase of 3% will be provided.



Training and Development – HR-500-04

Policy

The Township of South Glengarry assists employees in upgrading their knowledge and skills, to enable them to better perform the functions of their current jobs and to develop themselves for future employment opportunities.

Objective

To assist Township employees in the upgrading of skills, knowledge and qualifications in order to increase job performance and potential for assuming increased responsibilities.

Procedure

Corporate Training Programs

Courses sponsored by Human Resources and other Township departments are normally offered at no cost to employees. All employees, whether full-time or part-time, may be eligible to attend training programs with the approval of their Supervisor or General Manager.

All employees are required to attend mandatory training which is provided as the result of legislation.

External Training Programs

External staff training opportunities, in the form of seminars, workshops and conferences, are normally available to Township employees through departmental training budgets. Employees must apply through their Supervisor or General Manager for approval to attend external training programs. General Managers will review the budget to ensure that there are enough funds to support the cost of the external training requested. Not all requests can be approved due to budget and time away from the job required to attend these external training opportunities.

During annual performance reviews training opportunities should be discussed so that they can be included in the budget if they are supported by the manager.

If a request for training is initiated by an employee, upon successful completion of the approved training and submission of receipts and proof of completion, the employee will be reimbursed.

Education and Training Guidelines



Provided that direction is provided by Council authorizing the expense, the CAO shall be entitled to enroll and attend courses that advance his/her ability to perform his/her job subject to a maximum expense of \$3,000 in any calendar year unless Council provides direction to the CAO for an amount greater than this.

Provided that it is authorized by the CAO and Council is advised of the authorization, General Managers shall be entitled to enroll and attend courses that advance his/her ability to perform his/her job subject to a maximum expense of \$2,500 in any calendar year unless Council provides direction to the CAO for an amount greater than this.

Provided that it is authorized by their supervising General Manager and Council and the CAO is advised of the authorization, other employees shall be entitled to enroll and attend courses that advance their ability to perform their jobs subject to a maximum expense of \$2,000 in any calendar year unless Council provides direction to the CAO for an amount greater than this.

Leave with pay for more than five days in any calendar year for the purpose of courses shall not be provided without direction from Council.

Indirect expenses related to completing a course, such as accommodation and meals, shall be reimbursed according to Township policy but may not exceed \$1,500 in any calendar year unless Council provides direction to the CAO for an amount greater than this.

Education and training expenses are not an entitlement but may be awarded at the sole discretion of the Township. Council may provide additional direction to the CAO regarding this matter.

Payments for education or training are subject to the following:

- a. Payments will only be made following the successful completion of the course(s);
- b. If an employee resigns from their position any payments made to the employee in the last 12 months for the purposes of education and training shall be reimbursed to the Township pro-rated from the time the course was completed.

Courses or programs that the Township directs the employee to take (e.g.: WHMIS) are not covered by the Education and Training section of this policy.

Please refer to Policy 90-14 **Conference and Training Re-imbursement of Expenses Policy for Council Members and Staff.**



Occupational Health & Safety – HR-600-01

Policy

The Township of South Glengarry in the performance of its services is responsible for promoting health and safety for the protection of its workers and the public alike. Unsafe practices will not be tolerated. Every worker, contract worker and sub-contractor, including every person accessing Township property for services, must protect his or her own health and safety by complying with the law and with the safe work practices and procedures established and required by the Township.

Supervisors and General Managers will be held accountable for the health and safety of workers under their supervision.

The Township provides a safe and healthy workplace by supporting a formal program of education and training; preventing accidents, workplace harassment and violence, including domestic violence in the workplace; and reducing injuries and occupational illness through accident investigations, follow-up action and the recommendations of the Health and Safety Committees.

For more detail, please refer to the Township's **Health & Safety Policy and Procedure Manual**.

Objective

The purpose of this policy is to ensure that all Township workplaces and facilities are in compliance with the *Occupational Health and Safety Act* and regulations and that every reasonable precaution is taken to provide for a healthy and safe work environment. The implementation of this policy, through the establishment of occupational health and safety programs based on shared responsibility of management and employees will promote health and prevent workplace illness and injuries, harassment, sexual harassment and workplace violence.

Procedure

The Employer recognizes the Health & Safety committee with membership representatives from Management and the Union. The Township promotes a safe work environment and provides information, instruction, and supervision on occupational health and safety as required.

Responsibilities:

The duties of General Managers and Supervisors include the following:



- ensure that employees use and/or wear the equipment, protective devices, or clothing that the Township requires;
- provide safety equipment necessary for the employee's job duties;
- ensure that machinery and equipment are safe and that employees work in compliance with established safe work practices and procedures;
- ensure that employees receive adequate training in their specific work tasks to protect their health and safety;
- advise employees of the existence of any potential or actual danger to their health or safety, of which the Supervisor or General Manager is aware;
- take every precaution, reasonable in the circumstances, for the protection of an employee; and
- be familiar with the provisions of the *Occupational Health and Safety Act*.

The duties of Employees include the following:

- employees must use and/or wear the equipment, protective devices, or clothing that the Township requires and follow health and safety policies and procedures;
- work in compliance with the law and with safe work practices and procedures established by the Township;
- report to his/her supervisor or General Manager the absence of, or defect in, any equipment or protective devices or the existence of any hazard of which he/she has knowledge; and
- operate all equipment and machines safely and conduct him/her in a safe manner.

Safety information is provided to employees through established lines of Departmental organization. In all Departments, the Supervisor or General Manager will transmit safety information to their employees either through group meetings or by discussion with individual employees.

Safety suggestions made by employees to their supervisors are referred to the General Manager. All suggestions will be considered.



Management of Substance Abuse – HR-600-02

Policy

The Township of South Glengarry is committed to providing a safe workplace for its employees, its clients, residents, and the public. Equally important to the Township is the promotion of employee health and well-being. The use of drugs (both legal and illegal, as explained below) and alcohol, both on and off the job, can jeopardize employee health, safety and well-being as well as adversely affect job performance.

The Township has adopted the following policy to establish and maintain a safe workplace and a healthy and efficient workforce free from the effects of drug and alcohol use.

Objective

The intent of this policy is to:

- Establish and maintain a workplace which is free of the negative effects of drug and/or alcohol use
- Clarify the respective responsibilities of the Township and its employees to ensure a workplace which is free of the negative effects of drug and/or alcohol use
- Implement appropriate corrective disciplinary action up to and including dismissal where employees violate this policy
- Identify, assist and, where appropriate, accommodate employees who are identified as having a drug and/or alcohol related disability.

Procedure

The use, sale, distribution or possession of alcohol, recreational marijuana and/or illegal drugs while on the job or at the workplace is prohibited and may be cause for discipline up to and including dismissal for cause.

Reporting for work while under the influence of alcohol, recreational marijuana and/or illegal drugs may lead to discipline up to and including dismissal. The employee may not be allowed to work his/her shift and will be sent home immediately.

An employee is not to be at work when his/her judgment is impaired due to drugs or alcohol. If an employee is undergoing prescribed medical treatment with drugs, which are likely to impair his/her performance, he/she should promptly report this treatment to his/her immediate supervisor. If an employee is found to be impaired while at work and previously failed to report that he/she was undergoing medical treatment that caused the impairment, the employee may be disciplined up to and including dismissal.



Being unfit for scheduled work due to the use or after-effects of illegal drugs or alcohol may lead to discipline up to and including dismissal.

Employees returning to work after seeking treatment for drug and/or alcohol dependency may be subject to conditions of reinstatement including regular attendance at work, satisfactory work performance or any other conditions deemed appropriate by the Township.

Human Rights Considerations

In dealing with violations of this policy, the Township will differentiate between behaviour that is properly characterized as relating to a disability – including alcohol and/or drug dependency – and behaviour that is not.

If a violation of this policy occurs because an employee suffers from a disability – including alcohol and/or drug dependency – the Township's response will be directed at the goal of rehabilitation. Accommodation pursuant to the *Ontario Human Rights Code* will be offered, where appropriate.

It is the employee's obligation to advise the Township that he/she suffers from alcohol and/or drug dependency as soon as possible and to provide appropriate medical proof of his/her condition. The employee also has a duty to cooperate with rehabilitation offered by the Township.

If rehabilitation is not achieved, termination of employment may result, however, each case will be assessed on its individual merits.

Employee Assistance

The Township encourages any employee with a drug and/or alcohol problem to contact Human Resources for assistance.

Employees may also contact directly the Township's Employee Assistance Program (EAP) provider at www.LifeWorks.com or toll free at 1-877-207-8833 for quick, professional, confidential help.

Confidentiality

All actions taken and employee information obtained pursuant to this policy will be confidential and disclosed only on a "need to know" basis.



Modified Work Program – HR-600-03

Policy

The Township of South Glengarry is dedicated to providing affordable and high-quality services to the public and residents we serve and the operations we manage. Healthy and work ready employees assure the Township's ability to meet and maintain this level of quality. The Township is committed to facilitate the early and safe return of employees to employment.

The Township of South Glengarry will make every reasonable effort to provide a meaningful, productive employment environment within which, individuals will maintain their dignity and respect while rehabilitating from their illness, injury or disability.

Objective

Where possible and up to the point of undue hardship, the Township of South Glengarry will provide a return- to- work program for any employee, who, due to illness or injury, is temporarily or permanently unable to perform his/her regular duties.

Authority

Workplace Safety and Insurance Act
Ontario Human Rights Code
Occupational Health and Safety Act
Municipal Freedom of Information and Protection of Privacy Act

Scope of Program

This program applies to any employee who is unable to perform his/her regular duties because of illness or injury and is deemed suitable for modified work by the treating health professional, insurance carrier or the WSIB.

Definitions

Accommodation

An adaptation or adjustment that is required to enable employees to perform their essential job responsibilities



Accommodations may include, but are not limited to, the following workplace modifications:

- The work area
- Worker's job task
- Equipment used to perform regular duties
- Schedules
- Work locations

Essential Duties

The duties are necessary to achieve the actual job outcome. The job outcome is the overall objective of the job in terms of the production of the final product or provision of service.

The duty is essential if, when you take the duty away:

- ☐ the job outcome is not accomplished
- ☐ the product or service is affected
- ☐ a process before or after is affected

Transitional Work Program

An individualized program that facilitates a gradual transition from disability to the eventual vocational objective. The plan identifies all accommodations necessary with defined timelines.

Temporary Modified Work

Any job, task, function or combination thereof that an employee who suffers a partial disability or diminished capacity, may perform safely, without risk of re-injury or exacerbation of the existing injury, on a temporary basis.

Permanent Modified Work

Consists of modifying the pre-accident job, relocating the employee to a suitable existing position, as soon as it becomes available or modifying the workplace as required. It must be established through a medical program that the employee is permanently disabled and incapable of performing the essential duties of his/her regular position.

Accommodated Pre-Accident/Illness Job

The pre-accident/illness job that has been modified to enable the injured employee to perform the essential duties of the job.

Comparable Job

A job with the features and at earnings comparable to a worker's employment on the date of the injury.



Suitable Job

Suitable employment is defined as employment consistent with the employee's skills and functional abilities that does not pose a health and safety hazard to the employee or co-worker.

Job Demands Analysis

An objective observation and evaluation of the physical, sensory, behavioural and cognitive demands of a job.

Functional Abilities Form

A process of assessing and describing an individual's physical and functional abilities related to their ability to work. FAFs provide information that informs decisions regarding the need for accommodation and the nature of accommodation required.

Employees who cannot fully perform the essential duties of their own position on a permanent basis or who have accessibility needs due to a disability will be accommodated provided:

- the accommodation required does not necessitate the creation of a new position;
- the alteration of one position to meet the accommodation needs does not require additional staffing for that position on a permanent basis;
- the employee is able to fulfill the bona fide requirements of the position.

Roles and Responsibilities

Employee

- promptly report all accidents and illnesses;
- obtain medical aid immediately and continue recommended rehabilitation as necessary to recover;
- return the completed Function Abilities Form (FAF) form immediately following the initial assessment, where practical, to the Manager/Supervisor;
- maintain regular contact with the Manager/Supervisor and WSIB/Insurance Carrier;
- take an active role and cooperate in the development of the modified work plan;
- participate actively in the recommended rehabilitation program;
- provide the necessary functional/medical information to facilitate modification of jobs or accommodation.



Manager/Supervisor

- maintain contact with the employee to monitor his/her suitability to return to work;
- modify the work or workplace, as necessary to accommodate the employee's restrictions;
- provide an on-the-job period of transitional employment for the returning employee, as necessary
- provide training
- monitor the employee's performance and progress in relation to the functional abilities or limitations;
- ensure that no tasks are being assigned other than those in accordance with the recommended restrictions on the FAF form or on other medical information provided;
- relate progress evaluation and concerns regarding the assigned work to the Human Resources Advisor, as necessary.

Human Resources Advisor

- facilitate an early return to work following an injury or illness, where involved;
- obtain confirmation regarding the employee's medical condition, restrictions and progress, where involved;
- coordinate meetings to discuss the employee's abilities and employment alternatives, where involved;
- maintain regular contact with the employee for evaluation and support during the rehabilitation process, where involved;
- act as liaison between employee, physician, supervisor and WSIB/Insurance Carrier, where involved

Conditions of Modified Work Employment

1. Duration

- a. Temporary modified work will normally be considered if the medical prognosis indicates that the employee:
 - will be disabled from performing his/her normal duties for a defined period of time (defined by the treating health professional) and will be able to resume normal duties at the completion of the rehabilitation period.
- b. Extension of the temporary modified work requires a written recommendation from a health professional and will be reviewed by the Manager/Supervisor and Human Resources Advisor including concurrence of the WSIB or LTD representative, where involved.



2. While participating in a temporary modified work program, the employee will:

For the hours worked:

- receive 100% of his/her regular earnings or the rate of the position whichever is greater for the duration of the temporary modified work program as defined in #1 above and subject to regular reviews (For permanent placements see item 5),

or for hours not worked:

- use available sick credits and entitlements in accordance with the Collective Agreement, or
 - receive insurance coverage through WSIB, STD, LTD subject to their regulations
3. For either temporary or permanent modified work, after exhausting opportunities in the employee's own classification, division and department, it may be necessary for the employee to accept a change in occupation, department, to provide necessary accommodation subject to the conditions of the Collective Agreement.
 4. The Township will pay the cost of medical/functional documents required for participation in modified work programs.
 5. Employees who are placed in a permanent alternate position, due to an occupational injury/illness (as defined by the Workplace Safety & Insurance Board), will be subject to the normal assessment period and will receive the wage rate of the position to which they are assigned. If the pre-injury rate of pay is higher than the relocated position rate, then the pre-injury rate is to be maintained. It is understood that the pre-injury rate is subject to all wage increases negotiated.

Employees who are placed in a permanent alternate position, due to a non-occupational injury or illness, will be subject to the normal assessment period and will receive the wage rate of the position to which they are assigned.

6. **Training**

Where an employee is placed temporarily or permanently in a modified or alternate position, the Township will provide the necessary on-the-job training (to a maximum of one (1) year). Such training arrangements and their continuation will be subject to satisfactory progress as monitored by the Department Manager.



Procedure

Temporary Modified Work

1. In cases where the employee suffers an occupational illness or injury that requires medical treatment, the manager/supervisor will complete an injury report and provide the employee with:
 - a. The Function Abilities Form (FAF) and a list of modified duties;
2. The FAF form should be completed by the treating health professional indicating functional limitations, approximate expected length of disability, and the suitability for modified work. The FAF form shall be returned to the supervisor immediately, or as soon as practicable.
3. On receipt of the information from the treating health professional or WSIB that the employee is fit for temporary modified duties, a return- to- work plan may be developed, including:
 - a. **Job Modification** - the initial step will be to modify the regular job and gradually increase the activity as required. Consideration will also be given to modifying the work schedule if possible.
 - b. **Transitional Work Program –**
 - i. If the department is not able to modify the regular job, attempts will be made to reassign the employee to temporary modified work, within the same department. The plan will be developed to gradually return the employee to his/her regular position;
 - ii. if a reassignment is not possible within the department, then consideration will be given to other departments within the Township.
4. Where the employee has not returned to work, the Township may request the assistance of the mediation services provided by the Workplace Safety and Insurance Board.
5. Once the modified work assignment has ended, or earlier if the employee is medically certified to perform full duties, he/she will return to the regular job. An employee who is capable of returning to his/her regular duties must provide medical authorization from the treating health professional.



6. Where a Manager determines that there is a need to review the temporary modified work of an employee, the Manager and Human Resources Advisor will meet and agree on any changes to the plan.

Permanent Modified Work

1. On receipt of information from the treating health professional, WSIB or the STD, LTD carrier that the employee requires permanent modified work, the CAO and General Manager and Human Resources Advisor will be involved in the placement process.
2. A process to evaluate the available accommodation options will be based on the following steps:
 - a. **Accommodate Pre-accident/illness Job** - consider whether the job can be permanently modified to accommodate the employee and allow him/her to perform the essential duties of the job.
 - b. **Comparable Job in the Department** - consider alternative comparable jobs in which the employee is capable of performing the essential duties, with or without accommodation (see definition of Comparable Work).
 - c. **Comparable Job within the Township Organization Chart** consider comparable jobs in different departments.
3. In order for the injured employee to be considered for the job he/she must be willing to participate in the necessary on-the-job training.
4. During the first six (6) months of the permanent placement there will be regular follow-up with General Manager to monitor the employee's ability to function in the job.



5. Employees who are placed in a permanent alternate position, due to an occupational injury/illness (as defined by the Workplace Safety & Insurance Board), will be subject to the normal assessment period and will receive the wage rate of the position to which they are assigned. If the pre-injury rate of pay is higher than the relocated position rate, then the pre-injury rate is to be maintained. It is understood that the pre-injury rate is subject to all wage increases negotiated.

Employees who are placed in a permanent alternate position, due to a non-occupational injury or illness, will be subject to the normal assessment period and will receive the wage rate of the position to which they are assigned.

Future Legislation

In the event that future legislation is passed that is superior to this agreement the Township of South Glengarry agrees to review the Modified Work Program, consistent with the new legislation.

Procedure

Upon receipt of notification and/or documentation supporting an accommodation, Management will make every effort to expedite all return-to-work plans within five (5) business days. When additional or clarifying information is required and/or other the employer can request an employee who is or has been absent due to illness/injury to be evaluated by a second, objective health care professional at the employer's expense.

Occupational Injury (WSIB)

An employee should follow the procedures outlined in Health & Safety Policy Employee Occupational Illness/Injury Reporting when experiencing an occupational illness/injury. The supervisor will maintain regular contact with the ill/injured employee during their leave period the supervisor will initiate discussions of the return-to-work process and the modified work /accommodation program when appropriate. When ready to return to work from an occupational illness/injury, accommodation may be provided where applicable as per the following procedures;

1. In collaboration with Human Resources the employee's supervisor, will design an individualized modified work program to facilitate the early and safe return to work of the employee. The supervisor may utilize a standardized plan that has been designed for that position.



2. The employee and if requested by the employee, their union representative, will meet their supervisor and Human Resources to review and discuss the return-to-work plan and schedule of shifts.
3. The employee is responsible for working within the identified functional abilities so as not to prolong recovery.
4. The employee will maintain regular contact (at least weekly) with the supervisor to discuss progress and problem solve any obstacles or concerns. If any concerns exist about the appropriateness of assignments, the employee will advise their supervisor of their concern.
5. As updated Functional Abilities Forms (FAF) is received, the supervisor and Human Resources will update the work assignment to reflect the changes.
6. On occasion, a meeting of the workplace parties with a Return-to-Work Specialist from WSIB may be scheduled to facilitate the return to full duties.
7. Management shall determine the place and duration of an employee's individualized RTW taking into consideration what is in the best interests of the work hardening process.

Non-Occupational Injury/Illness

1. When an employee has incurred a non-occupational illness or injury, the supervisor will maintain regular contact with the employee during their leave period. Once the employee is ready to return to work, either the employee or the employer may initiate the discussion concerning the need for modified work where applicable. The employee is then responsible for submitting their request in writing to their supervisor, along with a current FAF (completed by their Health Care Professional) outlining their work restrictions. *All confidential medical information will be maintained according to the applicable privacy legislative requirements in secured health care files*.
2. On receipt of this information, the supervisor/manager and Human Resources will meet to review the request. The Employer has the right to request an Independent Medical Examination (IME) by a health care professional of their choice in any case.
3. If the requirements can be met and there is sufficient meaningful and purposeful work available, the employee, supervisor/manager and Human Resources will collaboratively design and review an individualized work plan and schedule. The use of an outside consultant or professional may be utilized if necessary. If the requirements cannot be met, the supervisor and Human Resources will meet with the employee and advise of the reason for the decision. The employee is welcome to bring union representation to any meeting concerning return to work.
4. The employee will maintain regular contact throughout the modified work program with the supervisor/manager, the Health Care Professional, and the Insurance Carrier (if applicable).



The plan will be amended each time there is a change in the FAF. Employees participating in modified work are expected to be re-assessed by a Health Care Professional at least every two weeks.

The employee is responsible for working within the identified functional abilities so as not to prolong recovery.

Whenever possible, the employer will try to place employees on modified work in their own position. However, as this is not always possible, the employer reserves the right to place the employee in another position according to their abilities and limitations and the requirements of the job assignment.

Declared Disability

When an employee has a permanent disability and requires permanent workplace accommodation, he/she is responsible for submitting this request in writing to their supervisor/manager.

On receipt of this information, the employee, supervisor/manager and Human Resources will meet to review the application for workplace accommodation within the following parameters:

- the accommodation required does not necessitate the creation of a new position;
- the alteration of one position to meet the accommodation needs does not require additional staffing for that position on a permanent basis;
- the employee is able to fulfill the bona fide requirements of the position.

The employer will make every effort to install any equipment or devices which would enable the employee to fulfill the requirements of the position.

The Employer has the right to request an Independent Medical Examination (IME) by a health care professional of their choice in any case.

A 'buddy' will be assigned to employees whose mobility is compromised to ensure their safety and/or assist them to evacuate in the event of an emergency situation.



Non-Union Terms & Conditions of Employment – General – HR-700-01

Policy Statement

The policies contained in the Non-Union Terms of Employment policies establish the conditions of employment and benefits for all permanent non-union employees of the Corporation of the Township of South Glengarry not covered by a union, temporary or student agreement or an individual employment contract.

Where benefits are negotiated either through an individual employment contract, temporary or student agreement, the conditions of that individual employment contract or temporary or student agreement shall apply. Benefit enhancements will be applied to non-union employees that are equal to those in the CUPE 3089 collective agreement.

The Corporation maintains the right to manage and direct all operations of the Corporation to maintain order, discipline and efficiency of the operations. The Corporation shall exercise these rights in a fair and reasonable manner.

The Non-Union Terms & Conditions of Employment will remain in effect unless changed by Council through a By-Law and supersede previous versions of Non-Union Terms & Conditions of Employment.

Objective

To outline employment conditions governing Township of South Glengarry Non-Union Employees.

Procedure

The Non-Union terms and conditions of employment outline specific employment conditions for this group of employees. Non-union employees are still subject to and expected to comply as a condition of their employment with all Human Resources, Corporate, Departmental, Position specific policies and procedures and applicable legislation.



Categories of Non-Union Employees – HR-700-02

Policy

The Township of South Glengarry hereby adopts the following categories of employment for non- union employees.

Objective

To define employment categories for non-union employees.

Procedure

Probationary

An employee who has not yet completed six (6) consecutive months of employment with the Township and whose continued employment is subject to satisfactory performance during the six (6) months probationary period.

A probationary employee may be dismissed for any reason at any time during this six (6) month probationary period, or at the end of the period, without notice or pay in lieu of notice except in accordance with the *Employment Standards Act, 2000*, if applicable.

Permanent Full-Time

An employee employed on a continuous full-time basis and regularly scheduled to work thirty-five (35) hours or forty (40) hours per week over five (5) days as defined in the employment contract. These employees are entitled to staff benefits.

Permanent Part-Time

An employee regularly scheduled to work an average of less than 35 hours per week on a continuing basis. These employees are entitled to staff benefits.

Casual

An employee hired to cover unscheduled, unforeseen or intermittent work. These employees are only eligible for benefits (standard deductions) as specified by legislation i.e. *Employment Standards Act*.

Student

An employee who is registered and attends an educational institution on a full-time basis and is employed for the school vacation periods only. These employees are only eligible for benefits (standard deductions) as specified by legislation i.e. *Employment Standards Act*.



Contract

An employee who is hired under a letter of agreement or formal employment contract to carry out special projects or duties for a specified period. These employees are only eligible for benefits as specified in the applicable employment contract and as specified by legislation i.e. *Employment Standards Act*.



Vacation (Non-Union Employees)- HR-700-03

Policy

The Township of South Glengarry shall provide annual vacation to all eligible employees.

Objective

To provide a period of vacation in recognition of the need of employees for rest and relaxation, to encourage continued employment and reward continuous service.

Procedure

Non-Union Employees

Vacation entitlement for non-union employees shall be as follows:

Full-time employees shall earn an annual vacation with pay based on their years of service, calculated as of January 1 of each year, in accordance with the following schedule:

Employment Period (in the calendar year of)	Entitlement
Less than one (1) year of continuous service	5/6 working day per month
In the calendar year of the 1 st anniversary and each year thereafter	Three (3) weeks
In the calendar year of the 9 th anniversary and each year thereafter	Four (4) weeks
In the calendar year of the 16 th anniversary and each year thereafter	Five (5) weeks
In the calendar year of the 22 nd anniversary and each year thereafter	Six (6) weeks

All vacation entitlement will be provided to the employee on January 1st each year. In the event the employee leaves the employ of the Township their vacation entitlement will be pro-rated based on actual service in that year. If the employee has taken vacation time they have not earned, the value of any unearned time will repaid to the Township at the time of final financial settlement. The employee will have the owing amount deducted from any outstanding payments. If the employee is owed vacation time after it has been prorated it will be paid out at the time of final financial settlement.



Employees shall be entitled to their vacation in an unbroken period, wherever possible. In meeting the overall staffing needs of the organization and to ensure all employees have an opportunity to take their vacation, the duration of vacations shall be kept to a maximum of two (2) weeks at a time consecutively. Under special circumstances and considering operational needs an employee may request an additional week(s) be taken upon approval of the General Manager and CAO.

Each year in January the CAO or General Manager will request submissions for vacation leave on a prescribed "Application for Leave" form. The form shall be completed and discussed with the employee by May 15th. Upon approval by the General Manager, the request shall be submitted to the CAO by May 25th. Depending on the sufficiency of adequate and appropriate staffing, the CAO shall review and authorize by June 1st.

Employees who are absent from work in excess of thirty (30) days in any calendar year, except employees on pregnancy or parental leave or any other legislated leave; shall have their vacation entitlement for the year prorated based on the actual time worked in the calendar year.

Vacation Entitlement in Offers of Employment

A starting vacation entitlement or a schedule of increments in vacation entitlements that varies from the vacation entitlement policy may be negotiated with a candidate for a non-union position where:

- a. The candidate's experience is substantial and directly related to the position sought; and
- b. The entitlement negotiated does not exceed the vacation to which the candidate would have earned had all his or her previous experience been in the employ of the Township; and
- c. The approval of the Chief Administrative Officer or designate has been obtained.
- d. In such circumstances, a determination regarding the employee's future vacation entitlement shall be determined by the CAO.

Vacation pay shall be at the rate effective immediately prior to the vacation period.

Part-time Non- Union employees shall be paid vacation pay at the rate of four percent (4%) of their regular wages earned, to be paid on a bi-weekly basis and shall be provided time off in accordance with the Employment Standards Act.

Vacation Carryover

Earned annual vacation entitlements must be taken in the calendar year and cannot be accumulated or carried over from year to year. It is recognized that there may be certain circumstances where employees are unable to take their full vacation entitlement during the calendar year.



Up to two (2) weeks of vacation entitlement may be carried over into the next year only with the written approval of the General Manager or CAO, when circumstances beyond the control of the employee warrant such consideration. Circumstances noted may include but are not limited to: situations where operational needs require deferral of vacation, illness or injury, or a very special vacation plan where an individual's choice is limited.

Any vacation entitlement remaining above the two (2) weeks carryover will be paid out at the end of the year.

All employees should make an effort to use their vacation entitlement in the year it is provided.



Statutory/Paid Holidays – HR-700-04

Policy

Full time employees of the Township of South Glengarry are entitled to a designated number of paid holidays each calendar year.

Objective

To ensure compliance with legislation.

Procedure

Non-Union Employees

Full-Time Non-Union Employees shall be entitled to the following paid holidays:

New Year's Day	Thanksgiving Day
Family Day	Remembrance Day
Good Friday Easter Monday	The last one half (1/2) of the day on the last working day before Christmas Day
Victoria Day	Christmas Day
Canada Day	Boxing Day
Civic Holiday	The last one half (1/2) of the day on the last working day before New Year's Day
Labour Day	Day of Truth & Reconciliation

If the Federal Government declares another Paid Holiday such holiday will be added to the above list and be effective on the day declared.

When any of the above holidays falls on a Saturday or Sunday, the CAO shall declare either the preceding Friday or the following Monday as the holiday.

An employee who qualifies to receive pay for any holiday will not be entitled, in the event of illness or injury, to receive short term disability benefits in addition to holiday pay in respect of the same day.

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All other categories of employees will be entitled to statutory holiday pay as defined in the *Employment Standards Act*.



Bereavement Leave – HR-700-05

Policy

The Township of South Glengarry shall grant a leave of absence without loss of pay in the event of a death in the employee's family in accordance with this Policy.

Objective

To provide employees the opportunity to grieve.

Procedure

Non-Union Full-Time Employees

Bereavement leave without loss of pay, benefits or seniority will be granted to Non-Union full-time employees upon request in accordance with the following entitlement:

- a) In the event of the death of the following family member the employee will be provided up to a maximum of five (5) working days, inclusive of burial and/or other matters related to the death at a later date.

Spouse, Fiancee (including common-law & same sex).	Child or stepchild
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- b) In the event of the death of the following family member the employee will be provided four (5) working days, inclusive of burial and/or other matters related to the death at a later date.

Parent	Step-parent
Brother	Step-brother
Sister	Step-sister

- c) In the event of the death of the following family member the employee will be provided three (3) working days, inclusive of burial and/or other matters related to the death at a later date.

Father-in-law	Mother-in-law
Son-in-law	Daughter-in-law
Brother-in-law	Sister-in-law
Grandparents	Grandchildren
Aunt	Uncle

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- d) In the event of the death of the following family member the employee will be provided three (3) working days, inclusive of burial and/or other matters related to the death at a later date.

Niece	Nephew
Spouse's Grandparents	

- e) In the event of the death of the following family member or co-worker the employee will be provided one (1) working day, inclusive of burial and/or other matters related to the death at a later date.

All other relatives & Fellow Employees
--

- f) Up to two (2) additional days shall be granted to the foregoing, at the Employer's discretion, if the funeral is held beyond a 250- kilometre radius of the employee's principal residence.
- g) Where the days are not attendant on or coincident with the death, the employee shall request a leave, in writing, to their General Manager, at least forty-eight (48) hours prior to the leave.

Payment for bereavement leave will be based on time lost from regularly scheduled shifts, which the employee would otherwise have worked.

An employee who has commenced his/her scheduled vacation and suffers a death in the immediate family shall have his/her vacation extended by the number of days to which he/she is entitled pursuant to the above entitlements.

In special circumstances the CAO may, at his/her sole discretion, grant bereavement leaves to employees upon request.



Pregnancy & Parental Leave – HR-700-06

Policy

Employees who have at least thirteen (13) weeks service with the Township of South Glengarry are entitled to pregnancy and parental leave in accordance with this Policy.

Objective

To provide pregnancy and parental leave in accordance with the *Employment Standards Act, 2000*.

Procedure

Non-Union Employees

Non-union employees shall be granted pregnancy and parental leave as follows:

Pregnancy Leave

A pregnant employee who has been employed with the Township for at least thirteen (13) weeks prior to the expected date of birth is entitled to take a pregnancy leave without pay and without loss of service/seniority or benefits. The pregnancy leave is for a seventeen (17) week period commencing no earlier than the 17 weeks before her due date and the day on which she gives birth;

An employee taking pregnancy leave must provide at least two (2) weeks written notice to the Township advising of the date that the leave is to begin;

In the event of complications with the pregnancy or a birth, still birth, or miscarriage that occurs earlier than the expected date of delivery of the child, the employee must, within two (2) weeks of stopping work, provide written notice to the Township of the date the pregnancy leave will begin or has begun;

If the Township requests it, the employee shall provide a certificate from a legally qualified medical practitioner stating, in the case of an employee who stops working because of a complication.

The pregnancy leave of an employee ends seventeen (17) weeks after the pregnancy leave began. If the employee wishes to return to work earlier, the employee must provide the Township at least four (4) weeks' written notice before the day she wishes to end her leave.

Permanent Full-Time employees who qualify for pregnancy benefits under the



Employment Insurance Act may also receive a Pregnancy-related Supplemental Top-up Benefit. These payments are not deducted from EI benefits, as long as (1) they do not exceed 100 percent of weekly earnings when combined with EI benefits; and (2) the payment is not used to reduce other accumulated employment benefits such as sick time, vacation leave credits or severance pay. The Township will top up to a maximum of 85% of an employee's normal salary. In the event the employee terminates their employment prior to their scheduled return or within 6 months of their return date they are obligated to repay the entire value of the top up portion paid by the Township.

Parental Leave (includes Adoption Leave)

If an employee has been in the employ of the Township for at least thirteen (13) weeks and is the parent of a child, he/she is entitled to take an unpaid parental leave, without loss of service/seniority or benefits, for up to sixty-one (61) or sixty-three (63) weeks following the birth of the child, or the coming of the child into the employee's custody, care, and control for the first time. The term "parent" includes a person with whom a child is placed for adoption and a person who is in a relationship of some permanence with a parent of a child and who intends to treat the child as his or her own;

Employees who wish to take a parental leave must commence such leave no later than fifty-two (52) weeks after the day the child is born or comes into the employee's custody, care and control for the first time;

Employees who have taken a pregnancy leave and who also desire to take parental leave, must commence parental leave immediately when the pregnancy leave ends, unless the child has not yet come into the custody, care and control of the employee for the first time;

The employee must give the Township at least two (2) weeks' written notice of the date the leave is to begin. In the event that an employee who is a parent stops working because the child comes into his or her custody, care and control for the first time earlier than expected, the employee's parental leave begins on the date that the employee stopped working and the employee, must give the Township written notice that he or she is taking parental leave within two (2) weeks of stopping work; and

Parental leave ends sixty-one (61) weeks after it began if the employee also took pregnancy leave, and sixty-three (63) weeks after it began, otherwise; or on an earlier day if the employee gives the Township at least four (4) weeks' written notice before the earlier day.

Permanent Full-Time employees who qualify for Parental benefits under the Employment Insurance Act may also receive a Pregnancy-related Supplemental Top-up Benefit. These payments are not deducted from EI benefits, as long as (1) they do not exceed 100 percent of weekly earnings when combined with EI benefits; and (2) the



payment is not used to reduce other accumulated employment benefits such as sick time, vacation leave credits or severance pay. The Township will top up to a maximum of 85% of an employee's normal salary. In the event the employee terminates their employment prior to their scheduled return or within 6 months of their return date they are obligated to repay the entire value of the top up portion paid by the Township.

General Provisions Applicable to Pregnancy and Parental Leave

An employee who has given notice to begin pregnancy or parental leave may change the notice to begin leave upon giving the Township at least two (2) weeks' written notice;

An employee who has given notice to end leave may change the notice to an earlier date upon giving the Township at least four (4) weeks' written notice before the earlier date;

Employees are entitled, during pregnancy and parental leave, to continue participation in the group benefit plans that they participated in prior to taking the leave. The Township will continue to make the Township's contributions for such group benefit plans unless the employee gives the Township written notice that the employee does not intend to pay the employee's contributions during the leave period, in which case such benefits would cease;

While on Pregnancy and Parental Leave, employees continue to accumulate service for the purposes of determining their rights under an employment contract; and

Upon the conclusion of an employee's pregnancy or parental leave, the Township shall reinstate the employee to the position that the employee most recently held with the Township, if it still exists, or a comparable position, if it does not. This provision does not apply if the employment of the employee is ended solely for reasons unrelated to the leave.



Jury/Witness Leave – HR-700-07

Policy

Leave of absence without loss of pay or seniority shall be granted to an employee who reports for jury duty or who appears as a witness before a court pursuant to a summons or subpoena, subject to the requirements identified below.

Objective

To allow employees to perform their civic duty without loss of pay

Procedure

Non-Union Employees

An employee who receives notice to report for jury duty, or who receives a summons also known as a subpoena to testify as a witness, must provide a copy of the notice or summons to their General Manager, or the CAO prior to reporting for jury duty or to testify.

The employee must repay to the Township any payments received in connection with the performance of jury duty or testifying as a witness (excluding any payments received for travel or meal expenses) within ten (10) calendar days of receipt of any such payments.

Employees who are on jury duty or testifying in court must report back to work if excused for a half a day or an entire day.

Provided the employee meets the above requirements, payment for jury leave shall be based on time lost from regularly scheduled shifts, which the employee would otherwise have worked.



Short Term Disability & Sick Leave – HR-700-08

Policy

The Township of South Glengarry shall provide sick leave credits and shall pay the premiums necessary to maintain the non-union regular full-time employees' enrollment in a Short-Term Disability Plan as outlined herein.

Objective

To minimize the financial hardship which may be created when an employee is temporarily unable to report to work due to illness or injury.

Sick Leave Defined

Sick leave is defined as the period of time an employee is absent from work, with or without full pay, by virtue of being disabled for physical or mental health reasons, or is under the examination or treatment of a medically licenced practitioner.

Employees absent from work because of an accident for which compensation is not payable under The Workplace Safety and Insurance Act, as amended from time to time, shall be covered by these sick leave provisions.

Procedure

Non-Union Full-Time Employees

The provision of sick leave is to be utilized by employees when they are unable to report to work due to their own illness or injury.

All permanent full-time employees shall be entitled to ten (10) sick leave days per annum, eight (8) of which are paid.

Sick leave credits shall be prorated in the year in the cases of:

- The initial year the S.T.D/L.T. D Plan commences; or,
- An employee's first year of enrolment in the plan; or,
- Any month the employee has not worked at least twelve (12) days, unless absence is for normal vacation.



Sickness must be reported by employees to the employer as soon as possible on the first day of absence.

In cases of prolonged (3 or more days) illness or due to an accident (off Township property) causing injury the employee shall contact Human Resources to request an Application for Disability Insurance Benefits. The employee will be responsible to ensure all necessary documentation including the Attending Physician's Declaration is submitted to the Insurance Provider. The Employer will be responsible to submit the Employer's Declaration to the Insurance Provider.

Where written notice of termination of employment has been given and the employee becomes disabled during the notice period, the Township will maintain disability payments in accordance with the short-term plan. This notwithstanding, the Township will deem the employer/employee relationship to be severed at the end of the notice period.

If an employee has approved vacation scheduled during the short-term disability period, the employee will be charged with the vacation unless he/she becomes an inpatient at a recognized hospital or attends a hospital emergency room for a serious illness;

- Immediately preceding the scheduled vacation period and continues under the care of a physician during the scheduled vacation period; or
- During a scheduled vacation period and continues under the care of a physician during the scheduled vacation period, in which case, the vacation will be rescheduled at a time agreeable to the employee and the Township.

During a period of short-term disability, the employer's share of the contributions to maintain the employee's enrollment in existing benefit plans will continue.

In the event the Insurance Provider's STD monthly benefit is less than 70% of the employee's total monthly basic earnings the Township shall provide the difference up to a maximum of \$7,500.



Employee Benefits – HR-700-09

Policy

Benefits are an integral part of the remuneration provided to non-union employees.

Objective

To establish benefits provided by the Town to non-union employees.

Procedure

Permanent Full-Time Non-Union Employees

Currently the following benefits are in effect for permanent full-time non-union employees:

- Group Life Insurance
- Accidental Death & Dismemberment & Specific Loss
- Short-Term Disability
- Long-Term Disability
- Health Care
- Dental
- Prescription Vision
- Travel
- Employee Assistance Plan

All full-time permanent non-union staff will be eligible for benefit coverage, subject to the terms and conditions of the Township's benefit plan.

All benefits are provided in accordance with the benefit and insurance carriers.

In the event of a termination the Township will continue to pay the premiums for benefits for the duration of the statutory notice period.

All benefits will cease the day the employee leaves the employ of the Township or retires whichever happens first.

The Employer will pay 100% of the premiums as provided by the Township's approved plan.

Vision Care

Employees, their spouse and children (children over the age of 18 and less than 25 must be enrolled in full-time attendance at an accredited school) shall be entitled to a top-up reimbursement of \$200.00 toward vision care costs every twenty-four (24) month periods.

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The cost will be reimbursed only where they are prescribed as the result of an eye examination and the Employee provides a receipt showing that the cost has been incurred.



Long Term Disability – HR-700-10

Policy

The Township of South Glengarry shall pay the premiums necessary to maintain the non-union regular full-time employees' enrollment in a Long-Term Disability Plan as may be altered by the Township from time to time at its sole discretion.

Objective

To minimize the financial hardship which may result from a prolonged absence from work due to long term disability?

Procedure

Eligibility for and entitlement to benefits are subject to the terms and conditions of the policy or policies of insurance providing such plan.

Refer to the LTD handbook for insurance coverage and specific information in regards to the LTD plan.

The Township is only required to pay the premiums for a period of up to two (2) years from the date of disability and has no further obligation.

At the employee's option within ninety (90) days of the termination of the Employer's group health benefits, an employee may enrol in the MROO (Municipal Retirees Organization Ontario) Plan and assume the financial obligations.



Pension Plan – HR-700-11

Policy

All permanent full-time employees join the Ontario Municipal Employees Retirement System. Subject to enrolment requirements, other than continuous full-time employees (OTCFT) may participate in the O.M.E.R.S. pension system if they meet the OMERS requirements.

It is also mandatory to participate in the Canada Pension Plan.

Objective

To meet legislative requirements.

To ensure all eligible employees are enrolled in the pension plan at time of eligibility.

Procedure

Non-Union Employees

Documentation is completed at the time of hire and submitted to the HR Advisor. Payroll deductions are made in accordance with the OMERS Act and Regulations.

Enrolment is mandatory for full-time employees from the first day of employment and premiums are shared by the employee and the Township.

When a full-time employee transfers from full time to part time (or vice-versa) the O.M.E.R.S. pension contributions continue.

Voluntary membership

Subject to specific legislated conditions, a part-time employee or OTCFT may participate in the O.M.E.R.S. plan.

- a) Waiver forms are completed every year by OTCFT employees who qualify for, but choose not to participate in, the O.M.E.R.S. Plan; and
- b) For OTCFT employees participating in O.M.E.R.S., premiums are shared by the employee and the Township.

Details of the O.M.E.R.S. Plan are outlined in a brochure available on the website at www.omers.com



Non-Union Hours of Work – HR-700-12

Policy

This policy applies to all non-union employees and is intended to establish the normal hours of work for non-union jobs as thirty-five (35) or forty (40) hours per week as outlined in the position's offer of employment.

Objective

To provide a procedure that outlines the standard hours of work for full-time non-union employees.

Procedure

The normal work week shall consist of thirty-five (35) hours or forty (40) hours and the normal work day will be seven (7) working hours or eight (8) working hours respectively. Employees will be provided with a meal break of one (1/2) hour unpaid as well as two (2) fifteen (15) minute paid break periods in the morning and afternoon.

Business hours for Township Hall are 8:30am - 4:00pm.

Flexible Hours:

In order to accommodate special or extenuating circumstances employees may by mutual agreement with their General Manager, and approval of the CAO alternate start and end times with respect to the normal work day provided the hours of work are maintained and fulfill the requirement of daily and weekly hours of work and meet the operational requirements of the Department and Township.

Operational Needs:

There may be times when hours of work will need to be adjusted due to operational needs. The General Manager should give the employee as much notice as possible when hours of week need to be altered. If overtime is incurred, please refer the Non- Union Overtime Policy #HR-700-13.

Leave of Absence:

General Managers may be allowed up to five days off with pay in order to attend conferences, classes, etc. where they are the speaker, teacher, etc. The CAO may reject any request based on workloads, schedules, etc. The General Manager will be considered a representative of the Township and shall represent themselves accordingly at the conference, class, etc. The leave shall be without pay if the conference, class, etc. is compensating the General Manager for his/her time. The Township shall not pay for any other costs other than the General Manager's time. Council may provide direction to

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the CAO allowing for leave beyond the five-day limit or other additional benefits as directed by Council.



Non-Union Overtime – HR-700-13

Policy

This policy applies to all non-union employees and is intended to compensate employees for approved time worked beyond regular hours only.

Overtime shall be kept to a minimum and should not form a regular part of the work schedule.

It is the responsibility of the General Manager to ensure that all overtime worked is authorized prior to such work being carried out.

Objective

To provide a procedure whereby employees required to work overtime are recognized and compensated for such work in a fair and reasonable manner.

Procedure

Employees, only when pre-authorized by their General Manager or the CAO using the approved overtime form, shall be entitled to be paid or bank overtime worked at straight time. Any overtime hours worked that are in excess of 44 hours per week up to the maximum of 48 hours per week shall be paid or banked at one and one-half (1.5) times their regular hourly rate.

Overtime should be kept to a minimum and should not become a daily part of an employee's work week.

All overtime worked must be pre-authorized by an employee's General Manager or the CAO in order to be eligible. Employee's must fill out the Overtime form (Appendix A) and submit for approval of overtime.

- a) The CAO, General Managers and Supervisors will receive one week off in lieu of compensation for overtime worked, for whatever reason, including meetings and/or operational requirements from the start of the work day Monday to the end of the work day Friday.
- b) The following shall be considered extra overtime and shall be compensated with one hour off in lieu of compensation for every one hour of extra overtime worked:
 - i. For the CAO and General Managers, all authorized hours worked for the purpose of attending meetings with Council (e.g.: strategic planning, road tour, budget meetings, etc.) that fall outside of the period defined for overtime in paragraph a) above.



- ii. For Supervisors and other Non-Union employees, all authorized hours worked that fall outside of the period defined for overtime in paragraph a) above.

Employees will receive compensating time off in lieu of overtime subject to the following:

- a) Time off in lieu of payment will be at a time mutually agreed upon by the employee and the employee's Supervisor, General Manager or the CAO and will not deny other employees of vacation entitlement;
- b) Employees shall be allowed to bank accrued lieu time up to two weeks of their normal weekly scheduled hours, any other overtime time will be paid out at the Employee's current rate of pay.
- c) Employees will not carry over any lieu time from one year to the next. Remaining hours at the yearend will be paid out at the Employee's current rate of pay. A request to carry-over lieu time must be authorized by the CAO.

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STAFF- NON-UNION

Overtime Form

Upon approval, submit to Payroll

Please Note: All overtime must be pre-authorized by your direct Supervisor.

Any claim for overtime that was not pre-authorized will be denied.

As per Human Resource Policy #HR-700-13

Name:	
Direct Supervisor:	
Date Overtime Worked:	
Reason:	

Time:	Number of Hours Worked:	Total Hours @ Straight Time	Total Hours @ 1 ½

Signature of Employee:	
Signature of Direct Supervisor:	
<input type="checkbox"/> Approved:	
Date:	



Non-Union Staff – Salary Administration – HR-700-14

Policy

The Township of South Glengarry is committed to a policy of salary administration which is internally and externally competitive and equitable and that also recognizes and encourages individual performance. Salary administration for non-union staff is an effective part of the Township's management process, therefore, the salary structure and its use must not become restrictive.

Objective

To provide guidelines for ongoing salary administration and direction to management and non-union staff as to how the non-union salary grid will be managed.

Procedure

Salary Grid and Step Levels

The salary grid and step levels shall be those approved by the C.A.O. and Council.

The Salary Grid shall be reviewed regularly. Adjustments to the salary schedule or salary ranges shall be determined by Council having reference to:

- a) the need to attract, retain and motivate employees
- b) variations in the cost of living as indicated by the Consumer Price Index reported by Statistics Canada
- c) compensation rate increases in the appropriate labour market in this and other municipal corporations of similar structure
- d) compensation rate increases bargained or unilaterally set by other public and private employers in the appropriate labour market

Cost of Living Adjustments

Annual cost of living adjustments are necessary to maintain an equitable compensation system for non-union employees; it assists with reducing the compression between unionized and non-unionized positions and provides an annual increase that is fair.



Annually, in each December of the year prior, the Treasurer shall adjust the salary grid to reflect increases of inflation.

1. Annual adjustments to non-union rates will be set in accordance with the Inflation Calculator issued by the Bank of Canada.
2. All adjustments will be effective January 1st of each year.

Classification

The various steps in the grid are meant to represent the following:

- Steps 1 and 2 – Training and Orientation Phase
- Steps 3 – 4 and 5 – Skill and Education Development
- Step 6 – Represents the Full Job Rate, with the employee capable of performing all related tasks as outlined in their respective job descriptions.

An employee will normally start at the first step or minimum rate on the salary range for his/her position unless otherwise approved by the C.A.O. (Council when dealing with the C.A.O.).

Salary Increases

No progression on the salary schedule shall be automatic but rather by recommendation of the General Manager and approval of the C.A.O. (Council when dealing with the C.A.O.) at his/her discretion based on a positive performance review; and having achieved at least 80% or more of their goals and objectives as set at the previous performance review.

Performance reviews will be done during probationary periods and at a minimum annually on or before November 30th each year, with any relative annual increase being effective on January 1st of the following year. This will provide ample opportunity for the financial impact of any salary changes to be accommodated in the subsequent year's annual operating budget. Probationary increases will be relative to positive performance reviews at the end of the given probationary period agreed to in their Offer of Employment.

Acting Pay

When an employee is in an acting position they will receive the minimum rate within the salary range of the higher paid position, which affords an increase in pay. The employee will return to their regular rate of pay upon the completion of their acting assignment. An acting assignment must be approved by the CAO for all positions or Council when dealing with the CAO position, before it commences.

Eligibility for Acting Pay is for any assignment in excess of two (2) weeks.



Reclassification

When an employee is promoted to a higher paid position, the employee shall receive the minimum rate within the salary range of the higher paid position, which affords an increase in pay.

When an employee voluntarily moves to a lower paid position, the employee shall be paid a salary that does not exceed the maximum of the new salary range.

When an employee is involuntarily demoted to a lower paid position for cause, or due to performance related issues, the employee shall be paid a salary that does not exceed the maximum of the new salary range.

Transfer from Union Position

A unionized employee who temporarily acts in a non-union position will participate in the pay for performance program if the period of employment is expected to exceed (4) continuous months. Unionized employees who participate in the pay for performance program, will be eligible for a salary step level increase if they are employed in the non-union position as of January 1 and have completed (4) continuous months of service or more in the position during the previous calendar year.

Fractional Increments

From time- to- time employees may find themselves between steps due to such reasons as the Township moving from one salary grid to another and it is desirable to move salaries to be in line with the salary grid. Therefore, if as of January 1 an employee is between steps and the nominal difference between the employee's rate and the lower step is 33% or more of the difference between the lower and higher step (i.e.: they are 1/3 of the way or more to the higher step) then the employee shall automatically be increased to the next step and any pay for performance increase shall apply to this new rate. If, however, the difference between the employee's rate and the lower step is less than 33% of the difference between the lower and higher step (i.e.: they are less than 1/3 of the way to the higher step) then they shall continue to receive the rate of pay but shall move to the next higher step based upon a successful performance review.

Base Salary Grid Levels and Steps

The salary grid is based on a four- year term.

Job Levels for Non-Union Staff:

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Unless directed otherwise by Council or a Pay Equity review, the job levels for non-union staff shall be as follows:

Chief Administrative Officer:	7.5
General Managers:	6
Director of Development/CBO	5
Director – Water/Wastewater:	5
Deputy CBO, Deputy Clerk & Deputy Treasurer	4
Human Resources Advisor	4
Manager – Roads:	4
Economic Development Officer:	3
Manager Municipal Law Enforcement	3
Executive Assistant & Communications	2

The Base Salary Grid shall be reassessed no later than the end of October of the 3rd year of the current salary grid.

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2022 Salary Grid				
Level	2022	2023	2024	2025
7.5	153,118			
6	118,417			
5	97,688			
4	87,380			
3	76,748			
2	68,240			
1	63,186			

Six step grid

2022 Salary Steps						
Level	Step 1	Step 2	Step 3	Step 4	Step 5	Job Rate
7.5	125810	130850	136094	141547	147219	153,118
6	97298	101197	105250	109468	113854	118,417
5	88743	91875	95007	98139	101918	106,001
4	73187	75770	78353	80936	84013	87,380
3	65236	67538	69841	72143	74446	76,748
2	58004	60051	62098	64146	66193	68,240
1	53708	55604	57499	59395	61290	63,186



Dispute Resolution – HR-700-15

Policy

Where a dispute arises over the interpretation or application of any provision in the Non-Union Conditions of Employment policies or any other employment matter it requires a procedure to ensure the matter is dealt with consistently and promptly.

Objective

To ensure employees can bring forward issues arising from the interpretation or application of any provision in the Non-Union Conditions of Employment.

To ensure follow-up to these concerns as required.

Procedure

In a situation where a dispute arises over the interpretation or application of any provision in this policy or any other employment matter, the CAO, or designate, shall adjudicate with the decision binding on all concerned.

Employees who bring forward complaints and/or problems should not have reason to feel threatened or guilty for making such complaints known.

Prior to filing a formal complaint an employee is encouraged to discuss his/her concern with the individual(s) with whom he/she has the complaint.

If the employee's concern is not addressed, then the employee can submit a formal complaint using the procedure outlined below:

An employee having cause for complaint shall first discuss the matter with their General Manager. The General Manager shall hear or receive the complaint within five (5) working days of the occurrence giving rise to the complaint. If the employee reports directly to the CAO the complaint may be heard by a Committee of Council.

The General Manager shall investigate and provide a written response of their decision within five (5) working days of hearing the complaint.

In the event that the General Manager fails to respond within the time specified, or the Employee is dissatisfied with the ruling of the General Manager the Employee may file their complaint with the CAO within ten (10) working days.

In the event that the General Manager fails to respond within the time specified or the response is not satisfactory to the Employee, that Employee may submit his or her



complaint directly to the CAO. If the Employees' Supervisor is the General Manager, the employee may submit his or her complaint directly to the CAO.

The CAO shall hear or receive the grievance within five (5) working days of being requested. If the Employee reports directly to the CAO the grievance may be heard by a Committee of Council.

The CAO (or Committee of Council if complaint is in regards to CAO) shall provide a written response to the Employee of their decision within five (5) working days of hearing the complaint.

In the event that the CAO fails to respond with the time specified or the response is not satisfactory to the Employee, that Employee may submit her or her complaint with Council within ten (10) working days.

Council shall hear the complaint within fifteen (15) working days of receipt of the complaint and communicate in writing their decision in the matter within five (5) working days of hearing the complaint.

Any time limited specified in the procedure may be extended by the consent of both parties.

The Employee may be accompanied by a representative (at his/her expense) at any of the foregoing meetings.

Should the Employee be dissatisfied with the decision of Council, the Employee then shall have leave to pursue the matter at his or her expense through the civil court system provided by the Province of Ontario.



Merger or Amalgamation – HR-700-16

Policy Statement

The employer agrees that in the event that the Municipality is merged or amalgamated with another municipal government, that prior to such merger or amalgamation the employer will develop an agreement that will address the following for non-union employees:

- a) Transfer of pensions
- b) Sick leave
- c) Severance for those Employees not offered employment in the new municipality
- d) Vacation and lieu time

INFORMATION REPORT

REPORT TO: Council of the Township of South Glengarry



MEETING DATE: April 2, 2024

SUBJECT: Business & Community Awards Gala Date

PREPARED BY: Jennifer Treverton, Economic Development Officer

Administration would like to schedule and organize the 2024 Business and Community Awards Gala to celebrate the accomplishments of local business and community leaders. We are proposing this event take place on Saturday, September 21, commencing at 7:00 p.m., due to venue availability.

With Council's support, the date for the 2024 Business and Community Awards Gala will be set, permitting staff to commence planning and securing service providers to facilitate a successful community event.

We would like to continue the past practice of establishing a nominations committee consisting of 2 members of Council and Administration.

I look forward to discussing this further with you and setting the date for this important community-focused tradition.

Resolution Number

Title: Support Resolution - Amend Blue Box Regulation

Date: Tuesday, April 2, 2024

Moved by Deputy Mayor Lang

Seconded by _____

Be it resolved that the Council of the Corporation of the Township of South Glengarry hereby support the resolution passed by the Township of Perry and requests that the province amend Ontario Regulation 39121: Blue Box so that producers are responsible for the end-of-life management of recycling products from all sources;AND FURTHERMORE that this resolution be forwarded to the Premier of Ontario, the Minister of the Environment, Conservation and Parks, MPP Nolan Quinn and the Township of Perry.

CARRIED

TIED

DEFEATED

POSTPONED

Mayor Lachlan McDonald



Township of Perry

PO Box 70, 1695 Emsdale Road, Emsdale, ON POA 1J0

PHONE: (705)636-5941

FAX: (705)636-5759

www.townshipofperry.ca

February 26, 2024

Via Email

The Honourable Doug Ford, Premier of Ontario
Premier's Office
Room 281, Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford,

**RE: Request to the Province to Amend Blue Box Regulation for
'Ineligible' Sources**

At their last regular meeting on Wednesday February 21, 2024, the Council of the Corporation of the Township of Perry supported the following:

"Resolution #2024-52

Moved by: Paul Sowrey

Seconded by: Jim Cushman

Whereas under Ontario Regulation 391/21: Blue Box producers are fully accountable and financially responsible for their products and packaging once they reach their end of life and are disposed of, for 'eligible' sources only;

And Whereas 'ineligible' sources which producers are not responsible for include businesses, places of worship, daycares, campgrounds, public-facing and internal areas of municipal-owned buildings, and not-for-profit organizations, such as shelters and food banks;

And Whereas should a municipality continue to provide services to the 'ineligible' sources, the municipality will be required to oversee the collection, transportation, and processing of the recycling, assuming 100% of the costs;

Be it resolved that the Council of the Corporation of the Township of Perry hereby request that the province amend Ontario Regulation 391/21: Blue

...2

Box so that producers are responsible for the end-of-life management of recycling products from all sources;

And further that Council hereby request the support of all Ontario Municipalities;

And further that this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Andrea Khanjin, Minister of the Environment, Conservation, and Parks, the Honourable Graydon Smith, MPP Parry Sound-Muskoka, and to all Ontario Municipalities.

Carried."

Your attention to this matter is greatly appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Bm', is positioned above the typed name of the signatory.

Beth Morton
Clerk-Administrator

BM/ec

c.c. Honourable Andrea Khanjin, Minister of Environment, Conservation and Parks
Honourable Graydon Smith, MPP Parry Sound-Muskoka
All Ontario Municipalities

Resolution Number

Title: Support Resolution - Uploading of Community Infrastructure to Province

Date: Tuesday, April 2, 2024

Moved by Deputy Mayor Lang

Seconded by _____

BE IT RESOLVED THAT the Council of the Township of South Glengarry supports the resolution passed by the County of Lambton and requests that the Province of Ontario upload from local municipalities the responsibility of and costs associated with the continued construction, operation, and maintenance of major municipally-owned highways throughout the Province of Ontario to the Ontario Ministry of Transportation or, alternatively, to appropriately increase the Ontario Community Infrastructure Fund to municipalities so as to fairly and equitably allocate resources to Ontario municipalities **AND FURTHERMORE** that a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Premier of Ontario, MPP Nolan Quinn and the County of Lambton.

CARRIED

TIED

DEFEATED

POSTPONED

Mayor Lachlan McDonald



Legal Services / Clerk's Department

789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0

Telephone: 519-845-0801

Toll-free: 1-866-324-6912

Fax: 519-845-0818

February 23, 2024

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier Ford:

Re: Lambton County Council Motion

Please be advised that at its regular meeting of February 07, 2024, Lambton County Council Passed the following resolution:

#25: Ferguson/Bradley:

WHEREAS the Province of Ontario has agreed to assume responsibility for the Gardiner Expressway and the Don Valley Parkway from the City of Toronto, which will be uploaded to the Province of Ontario;

WHEREAS like the City of Toronto, The Corporation of the County of Lambton and all municipalities in the Province of Ontario are experiencing significant financial and budgetary pressures including those related to infrastructure development, maintenance and repairs, and are seeking reasonable solutions to address the same while balancing their financial books;

WHEREAS the uploading of municipal highway infrastructure to the Province of Ontario or, alternatively, appropriately increasing the Ontario Community Infrastructure Fund to Ontario municipalities will assist municipalities in addressing such financial challenges;

THEREFORE, BE IT RESOLVED:


- a) That the Province of Ontario: (i) upload from local municipalities the responsibility of and costs associated with the continued construction, operation, and maintenance of major municipally-owned highways throughout the Province of Ontario to the Ontario Ministry of Transportation; or (ii) alternatively, if uploading is not the preferred option of the Province and/or local municipality, to appropriately increase the

Ontario Community Infrastructure Fund to municipalities so as to fairly and equitably allocate resources to Ontario municipalities.

- b) That a copy of this resolution be circulated to all municipalities in Ontario; the Association of Municipalities of Ontario; Sarnia-Lambton MPP, Bob Bailey; the Ontario Minister of Transportation, the Hon. Prabmeet Singh Sarkaria; and the Premier of Ontario, the Hon. Doug Ford.

Carried.

Kind Regards,

DocuSigned by:

5897867E2272445...

Olivia Leger
Clerk/County Solicitor

Encl #CC 04-10-24

cc: Association of Municipalities of Ontario
All Ontario Municipalities
Bob Bailey, M.P.P. Sarnia-Lambton Riding
Hon. Prabmeet Singh Sakaria, Ontario Minister of Transportation



Raisin Region Conservation Authority

18045 County Road 2, P.O. Box 429, Cornwall, ON K6H 5T2

Tel: 613-938-3611 Fax: 613-938-3221 www.rrca.on.ca

March 14, 2024

Dear Member Municipalities,

Re: *Conservation Authority Act* updates and new Regulations

The Raisin Region Conservation Authority (RRCA) regulates development activities within natural hazard areas including floodplains, unstable slopes, and wetlands under the *Conservation Authorities Act*. Property owners in these regulated areas require RRCA permission to undertake development activities including, but not limited to, the construction or reconstruction of a building; site grading; the placement or removal of fill; or activities that interfere with the existing channel of a watercourse or a wetland.

On April 1, 2024, several amendments to the Conservation Authorities Act will come into effect along with a new provincial regulation – O. Reg. 41/24 Prohibited Activities, Exemptions and Permits. While much of RRCA's regulatory role protecting people and property from natural hazards will remain the same, there are some changes.

Effective April 1, 2024

Property owners will still be required to apply for a permit from the RRCA to undertake otherwise prohibited development activities in regulated areas. The new regulation, however, will introduce a few changes, notably:

- Reduction of regulated area adjacent to wetlands to 30 metres.
- Removal of permit tests regarding controlling pollution and conservation of land.
- Addition of permit tests to ensure development does not result in the damage or destruction of property.
- New permit exemptions for certain low-risk activities (e.g. non-habitable structures 15m² or less in size; certain fencing; maintenance or repair of a driveway under certain conditions; maintenance or repair of municipal drains previously reviewed under the DART protocol).

Property owners who plan to undertake development activities that are exempt from a conservation authority permit beginning April 1, 2024, are encouraged to confirm with RRCA staff that their project meets the exemption criteria.

Planning Act Implications

The legislative changes do not impact the planning services delegated to conservation authorities related to natural hazards review. Municipalities must continue to circulate planning applications and other matters under the *Planning Act* to conservation authorities for review and comment on natural hazards.

Transition Plan

Conservation authorities are working together to ensure a smooth transition and will work to minimize disruptions to approval processes and development applications. The RRCA is working to review and update our regulatory mapping and review policies where needed to reflect the new regulation. Permit applications submitted to conservation authorities prior to April 1, 2024, will continue to be processed under the current permitting process, while applications submitted on or after April 1, 2024, will be processed under the new regulation.

More Information

More information on the new regulation and Conservation Authorities Act amendments can be found in the decision notice on the Environmental Registry of Ontario, posting #019-2927: Proposed updates to the regulation of development for protection of people and property from natural hazards in Ontario. (<https://ero.ontario.ca/notice/019-2927>)

We will continue to keep you informed as we transition to the new regulation. In the meantime, please do not hesitate to contact myself or our planning and regulations staff with any questions or concerns.

Sincerely,



Richard Pilon
General Manager

EOHU Reminds the Public to Take Precautions Ahead of the Solar Eclipse on April 8, 2024

The Eastern Ontario Health Unit (EOHU) is reminding the public to take some simple precautions to stay safe and protect their eyes as the region is in the path of a solar eclipse that will take place on April 8, 2024, between approximately 2 p.m. and 4:30 p.m.

The City of Cornwall, Akwesasne and parts of the Counties of Stormont, Dundas, and Glengarry will be in the path of totality, meaning they will be able to see the moon completely cover the sun. This will result in night-time darkness for approximately 2 minutes and 15 seconds at 3:25 p.m. The rest of the Counties of Stormont, Dundas, and Glengarry, as well as the Counties of Prescott and Russell, will experience a partial eclipse.

To see if your area is in the path of totality, visit www.timeanddate.com/eclipse/map/2024-april-8.

How to watch the solar eclipse safely

The solar eclipse will be a historic event that will attract the gaze of locals as well as many visitors who will flock to the area for the spectacle in the sky. The EOHU is reminding everyone that viewing the sun with your naked eye during the eclipse can burn your retina, damaging the images your brain can view. Given that the eye damage that can occur is not painful, people may not realize their eyes are being damaged until symptoms appear 12 to 48 hours later. Symptoms can include retinal burns, permanent or temporary visual loss, and blurred vision.

Eye protection that meets the ISO 12312-2:2015 safety standard is needed to protect your eyes from serious, and sometimes permanent damage. You must take precautions to protect your eyes and prevent damage whether you are in the path of totality, or where there will be a partial eclipse.

When looking for eye protection:

- Make sure it meets the ISO 12312-2:2015 safety standard and that it has the manufacturer's name and date of production on it.
- Ensure that eclipse glasses fully cover your field of vision.
- Put on glasses when looking away from the sun, then look at the eclipse. Look away from the sun before taking the glasses off.
- Do not use a viewer if it has scratched or wrinkled lenses.
- Do not use regular sunglasses, cameras, phones, binoculars, or telescopes to watch the eclipse, as they do not provide adequate protection.
- Do not use homemade filters.

Alternative methods to watch the eclipse

If you don't have the required eye protection, you can also watch the eclipse indirectly through an eclipse box, pinhole projector, or livestream. Livestreams of the eclipse, such as [the one hosted by NASA on YouTube](#), are a safe way to view the eclipse without the risk of injury from misusing equipment. If you will be watching the eclipse with children, supervise them to ensure they do not look at the eclipse without proper eye protection.

Take extra care if driving during the eclipse

From about 2 p.m. to 4:30 p.m., the eclipse will affect daylight as it progresses. Exact times will depend on the viewer's precise location. The following traffic safety measures are recommended:

- Don't stop on the shoulder of the road.
- Don't take photographs while driving.
- Turn on your headlights.
- Watch out for pedestrians.

For more information about how to safely enjoy the eclipse, visit EOHU.ca/eclipse. If you experience blurred vision, or loss of vision after viewing the eclipse, please contact your health care provider or Health811.

-30-

For more information about this press release, please send your request to media@eohu.ca.



The Corporation of the Town of Cobourg

Resolution

All Ontario Municipalities

Sent via email

Town of Cobourg
55 King Street West,
Cobourg, ON, K9A 2M2
clerk@cobourg.ca
Town of Cobourg

March 8, 2024

RE: Correspondence from the Architectural Conservancy Ontario regarding Proposed Amendment to Subsection 27(16) of the Ontario Heritage Act with respect to the removal of listed (non-designated) properties from municipal heritage registers

Please be advised that the Town of Cobourg Council, at its meeting held on February 28, 2024, passed the following resolution:

WHEREAS subsection 27(16) of the Ontario Heritage Act stipulates that any non-designated heritage property listed on the municipal register of properties as of December 31, 2022 shall be removed from the municipal register on or before January 1, 2025, if the council of the municipality does not give a notice of intention to designate the property under subsection 29(1) of the Ontario Heritage Act on or before January 1, 2025; and

WHEREAS since January 1, 2023, municipal staff and members of the municipal heritage committee in the Town of Cobourg have been diligently working to: review the municipal heritage register; research the heritage value and interest of listed (non-designated) properties; review and research the heritage value and interest of non-designated properties; contact owners of such properties; determine which properties should potentially be designated in accordance with the provisions of Section 29 of the Ontario Heritage Act; and take all required steps to designate such properties; and

WHEREAS the above-noted work involving 213 listed properties in the Town of Cobourg is extremely time-consuming and cannot be completed by December 31, 2024 with the limited municipal resources available.



The Corporation of the Town of Cobourg

Resolution

NOW THEREFORE BE IT RESOLVED THAT the Council of the Town of Cobourg authorize the Mayor to promptly send a letter to Doug Ford, Premier of Ontario, and Michael Ford, Minister of Citizenship and Multiculturalism, requesting that Subsection 27(16) of the Ontario Heritage Act be amended to extend the above-noted deadline for five years from January 1, 2025 to January 1, 2030; and

FURTHER THAT Council direct staff to forward this resolution to all 443 municipalities in Ontario seeking support of the ACO correspondence.

Sincerely,

A handwritten signature in black ink that reads "Kristina Lepik".

Kristina Lepik
Deputy Clerk/Manager, Legislative Services

March 6, 2024

The Honourable Doug Ford, Premier of Ontario
Premier's Office, Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Delivered by email
premier@ontario.ca

Dear Premier Ford:

**Re: Town of Aurora Council Resolution of February 27, 2024
Member Motion 8.2.7 - Mayor Mrakas; Re: Request for Amenity Sharing
Memorandum of Understanding (MOU) with School Boards for Evening/Weekend
Gymnasium Use**

Please be advised that this matter was considered by Council at its meeting held on February 27, 2024, and in this regard, Council adopted the following resolution:

Whereas the Town of Aurora recognizes the importance of fostering community engagement and providing recreational opportunities; and

Whereas schools are funded by local taxpayers; and

Whereas school gymnasiums serve as valuable amenities that can enhance recreational activities for residents; and

Whereas existing school board policies/procedures do not prioritize municipal residency within their allocation of the use of space; and

Whereas the school board charges a premium rate to use the schools on weekends causing a barrier for the Town or local organizations to afford;

- 1. Now Therefore Be It Hereby Resolved That this Council requests the Province and the Minister of Education to assist in making school board facilities available to local municipalities on a priority, at a cost recovery rate; and**
- 2. Be It Further Resolved That Council requests the School Boards within the jurisdiction of the Town of Aurora to enter into a Memorandum of Understanding (MOU) with the Town for the shared use of school gymnasiums on evenings and weekends; and**
- 3. Be It Further Resolved That a copy of this request be sent to the relevant School Boards, expressing the Town's interest in establishing a collaborative agreement for evening and weekend gymnasium access; and**

- 4. Be It Further Resolved That the Town staff is directed to collaborate with the School Boards in drafting the terms and conditions of the MOU, ensuring clarity and fairness in the shared use of these facilities; and**
- 5. Be It Further Resolved That upon reaching an agreement, the MOU shall be presented to Council for review and approval; and**
- 6. Be It Further Resolved That a copy of this Motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Paul Calandra, Minister of Municipal Affairs and Housing, The Honourable Stephen Lecce, Minister of Education, Marit Stiles, Leader of the Ontario New Democratic Party, Bonnie Crombie, Leader of the Ontario Liberal Party, and all MPPs in the Province of Ontario; and**
- 7. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration of support.**

The above is for your consideration and any attention deemed necessary.

Sincerely,



Michael de Rond

Town Clerk

The Corporation of the Town of Aurora

MdR/lb

Attachment (Council meeting extract)

Copy: York Region District School Board
York Catholic District School Board
Conseil scolaire catholique MonAvenir
Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Hon. Stephen Lecce, Minister of Education
Marit Stiles, Leader of the Ontario New Democratic Party
Bonnie Crombie, Leader of the Ontario Liberal Party
All Ontario Members of Provincial Parliament (MPPs)
Association of Municipalities of Ontario (AMO)
All Ontario municipalities



8. Standing Committee Reports

Moved by Councillor Thompson

Seconded by Councillor Gaertner

That the Standing Committee Reports, items 8.1 and 8.2, be received and the recommendations carried by the Committee approved, with the exception of sub-items 8.1.7, 8.1.8, 8.2.1, 8.2.4, 8.2.6, and 8.2.8, which were discussed and voted on separately as recorded below.

Yeas (6): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, and Councillor Gallo

Absent (1): Councillor Kim

Carried (6 to 0)

8.2 General Committee Meeting Report of February 20, 2024

8.2.7 Member Motion - Mayor Mrakas; Re: Request for Amenity Sharing Memorandum of Understanding (MOU) with School Boards for Evening/Weekend Gymnasium Use

Whereas the Town of Aurora recognizes the importance of fostering community engagement and providing recreational opportunities; and

Whereas schools are funded by local taxpayers; and

Whereas school gymnasiums serve as valuable amenities that can enhance recreational activities for residents; and

Whereas existing school board policies/procedures do not prioritize municipal residency within their allocation of the use of space; and

Whereas the school board charges a premium rate to use the schools on weekends causing a barrier for the Town or local organizations to afford;

1. Now Therefore Be It Hereby Resolved That this Council requests the Province and the Minister of Education to assist in making

school board facilities available to local municipalities on a priority, at a cost recovery rate; and

2. Be It Further Resolved That Council requests the School Boards within the jurisdiction of the Town of Aurora to enter into a Memorandum of Understanding (MOU) with the Town for the shared use of school gymnasiums on evenings and weekends; and
3. Be It Further Resolved That a copy of this request be sent to the relevant School Boards, expressing the Town's interest in establishing a collaborative agreement for evening and weekend gymnasium access; and
4. Be It Further Resolved That the Town staff is directed to collaborate with the School Boards in drafting the terms and conditions of the MOU, ensuring clarity and fairness in the shared use of these facilities; and
5. Be It Further Resolved That upon reaching an agreement, the MOU shall be presented to Council for review and approval; and
6. Be It Further Resolved That a copy of this Motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Paul Calandra, Minister of Municipal Affairs and Housing, The Honourable Stephen Lecce, Minister of Education, Marit Stiles, Leader of the Ontario New Democratic Party, Bonnie Crombie, Leader of the Ontario Liberal Party, and all MPPs in the Province of Ontario; and
7. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration of support.

Carried

P.O. Box 490
7 Creswell Drive
Trenton, Ontario K8V 5R6
www.quintewest.ca



A Natural Attraction

Tel: 613-392-2841
Toll Free: 1-866-485-2841
josh.machesney@quintewest.ca
clerk@quintewest.ca

Josh Machesney, City Clerk / Manager of Legislative Services

March 7, 2024

The Right Honourable Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2
Via Email - justin.trudeau@parl.gc.ca

RE: Notice of Motion – Councillor Stedall – Housing Funding

Dear Prime Minister:

This letter will serve to advise that at a meeting of City of Quinte West Council held on March 6, 2024 Council passed the following resolution:

Motion No 24-167 – Notice of Motion – Housing Funding

Moved by Councillor Stedall

Seconded by Councillor Armstrong

Whereas the City of Quinte West is in need of \$28M in funding to complete the West End Trunk Sewer Main replacement in 2024, which is critical in the ongoing development of new homes in Quinte West;

And Whereas the City of Quinte West requires \$58.6M in funding to upgrade the Trenton Wastewater Treatment Plant Upgrade building to accommodate new homes to be built;

And Whereas the City cannot afford to increase Water, Sewer or Tax rates to fund all of this infrastructure;

And Whereas increased Debt to build the projects will just increase costs to Water, Sewer and Tax rates, or increased costs to developers;

And Whereas the City of Quinte West is currently experiencing a housing crisis from all citizens but specifically with regards to over 250 requiring housing, from Military members of CFB Trenton;

And Whereas City Council approved a Housing Action Plan with a projected 831 new residential units to be completed based on anticipated Housing Accelerator Fund funding over 3 years;

And Whereas the Federal government denied the City of Quinte West the Housing Accelerator Fund;

And Whereas the City of Quinte West is not currently eligible for funding under the Provincial Building Faster Fund as its population is below the threshold;

And Whereas the City of Quinte West may make application to the provincial Housing-Enabling Water Systems Fund which has only \$200M available in funding of which the province would only fund up to 73% to a maximum of \$35M for one project;

And Whereas additional funding has not been allocated from the Federal Government to enhance the Housing-Enabling Water Systems Funding;

Now Therefore Be It Resolved That the City of Quinte West calls on the Federal Government to re-evaluate their lack of funding for municipalities with a population less than 50,000 in rural Ontario and to make available funding for infrastructure programs to help build infrastructure to help build much-needed new homes;

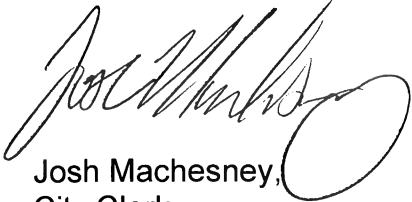
And Further That the Province of Ontario be asked to invest more than the currently allocated \$200M into their Housing Enabling Water Systems Fund;

And Further That this motion be circulated to Prime Minister Justin Trudeau, Federal Minister for Housing, Ryan Williams MP, Premier Doug Ford, the Provincial Ministers of MOI, MMAH, and Todd Smith MPP, and all municipalities, for their support. **Carried**

We trust that you will give favourable consideration to this request.

Yours Truly,

CITY OF QUINTE WEST



Josh Machesney,
City Clerk

cc: Hon. Sean Fraser, Minister of Housing, Infrastructure and Communities
Ryan Williams, MP, Bay of Quinte
Hon. Doug Ford, Premier of Ontario
Hon. Kinga Surma, Minister of Infrastructure
Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Hon. Todd Smith, MPP, Bay of Quinte
All Municipalities

March 14, 2024

Re: Item for Discussion – Resolution of Support Regarding Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework

At its meeting of March 13, 2024, the Council of the Corporation of the Town of Bracebridge ratified motion #24-GC-053, regarding Resolution of Support Regarding Request to the Province of Ontario for New Provincial-Municipal Fiscal Framework, as follows:

“WHEREAS the current provincial-municipal fiscal arrangements are undermining Ontario’s economic prosperity and quality of life;

AND WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year;

AND WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation;

AND WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure;

AND WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises;

AND WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity;

AND WHEREAS property taxpayers – including people on fixed incomes and small businesses – can’t afford to subsidize income re-distribution programs for those most in need;

AND WHEREAS the province can, and should, invest more in the prosperity of communities;

AND WHEREAS municipalities and the provincial government have a strong history of collaboration;

NOW THEREFORE, BE IT RESOLVED THAT the Town of Bracebridge calls on the Province of Ontario commit to undertaking, with the Association of Municipalities of Ontario, a comprehensive social and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario;

1000 Taylor Court
Bracebridge, ON
P1L 1R6 Canada

telephone: (705) 645-5264
corporate services and finance fax: (705) 645-1262
public works fax: (705) 645-7525
planning & development fax: (705) 645-4209

AND FURTHER THAT a copy of this motion be sent to the Premier of Ontario; the Minister of Municipal Affairs and Housing; the Minister of Finance; the Local Member of Provincial Parliament; the Association of Municipalities of Ontario; the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO); the Muskoka and Area Indigenous Leadership Table (MAILT); and all Ontario Municipalities.”

In accordance with Council's direction, I am forwarding you a copy of the resolution for your reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,

A handwritten signature in black ink, appearing to read 'L. McDonald'.

Lori McDonald
Director of Corporate Services/Clerk



VIA EMAIL:
All Ontario municipalities

Township of Puslinch
7404 Wellington Road 34
Puslinch, ON N0B 2J0
www.puslinch.ca

March 14, 2024

RE: 9.3.1 Report ADM-2024-010 Enbridge Gas Follow-Up

Please be advised that Township of Puslinch Council, at its meeting held on February 28, 2024 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Resolution No. 2024-072:

Moved by Councillor Goyda and
Seconded by Councillor Sepulis

That Council receives report ADM-2024-010 regarding the follow-up to the Enbridge Gas Presentation on February 7, 2024; and

Whereas access to natural gas is important to residents and businesses in our community for affordability and reliability; and

Whereas the Ontario Energy Board's (OEB) decision on Phase 1 of the Enbridge Gas 2024 rebasing application, issued on 21 December 2023, has concerning implications including putting into question the future access to natural gas that support of economic development, affordable housing growth, and energy reliability in communities such as the Township of Puslinch; and

Whereas Ontario is growing and access to affordable energy to support this growth for homes and businesses is crucial, and is a measured approach to energy transition as not having access to natural gas will stifle economic growth and put housing and energy affordability at risk; and

Whereas delivery rates for electricity in rural areas are significantly more costly than delivery rates in urban centres creating an inequity for those living in rural areas; and



Whereas Bill 165: Keeping Energy Costs Down Act, 2024, if passed, would reverse a December 2023 decision by the OEB that requires consumers to pay the cost of connecting a new home to natural gas infrastructure up front instead of over a period of 40 years; and

Whereas Bill 165: Keeping Energy Costs Down Act, 2024, if passed, would increase the OEB's Leave to Consult threshold from \$2 million to \$10 million, requiring that fewer energy projects would need OEB orders to construct a new pipeline resulting in project streamlining and focusing OEB approvals on larger, more complex projects;

Therefore be it resolved:

1. That the Township of Puslinch supports Bill 165: Keeping Energy Costs Down Act, 2024; and
2. That the Township of Puslinch supports a measured approach to Ontario's energy transition; and
3. That the Township of Puslinch recognizes that there may not be enough electricity available to replace the energy provided by natural gas and meet the increased demand from electrification; and
4. That Natural gas must continue to play an integral role in meeting the energy needs of Ontario; and
5. That the Township of Puslinch supports the need for equitable electricity delivery rates in rural areas and natural gas offers an affordable option for these rural areas at this time; and
6. That the Township of Puslinch supports the work the Government of Ontario has done to date, including the Natural Gas Expansion Program and Electrification and Energy Transition Panel's call for a clear policy on the role of natural gas to secure access to affordable energy; and
7. That this resolution be circulated to the President of AMO, Colin Best, Hon. Doug Ford, Premier of Ontario, Hon. Todd Smith, the Minister of Energy, Hon. MPP Arnott, Hon. MPP Rae, all Ontario municipalities as significant actors to ensuring the need for natural gas in



Ontario as part of a measured approach towards energy transition, and submitted to municipalaffairs@enbridge.com; and further

That Council direct staff to consult with Enbridge Gas on the next steps associated with commencing the Community Natural Gas Expansion Program in Puslinch subject to the passing of Bill 165: Keeping Energy Costs Down Act, 2024.

CARRIED

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston
Municipal Clerk

CC:

Premier of Ontario, Hon. Doug Ford,
Minister of Energy, Hon. Todd Smith
Hon. MPP Arnott,
Hon. MPP Rae,
All Ontario municipalities



374028 6TH LINE • AMARANTH ON • L9W 0M6

February 23, 2024

Hon. Doug Ford, Premier of Ontario
Hon. Prabmeet Sarkaria, Minister of Transportation

Sent by email to: Premier@ontario.ca; Minister.mto@ontario.ca

Re: Resolution on Highway 413

At its regular meeting of Council held on February 21, 2024, the Township of Amaranth Council passed the following resolution:

Resolution #: 3

Moved by: G Little

Seconded by: A. Stirk

Whereas the Township of Amaranth recognizes the importance for efficient and effective transportation networks in the Province and;

Whereas, the Province has committed to getting 1.5 millions home built within the next 10 years or less.

BE IT RESOLVED THAT:

The Township of Amaranth request that the Province of Ontario pause advancement on proposed highway 413 and redirect the approximate \$8 billion cost for highway 413 to support municipal infrastructure costs and housing construction initiatives and;

Further be it resolved that at least 50% of those funds be allocated for small urban and rural Ontario with populations less than 50,000. **CARRIED**

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

Nicole Martin, Dipl. M.A.
CAO/Clerk

Copy: Hon. Sylvia Jones, MPP Dufferin-Caledon sylvia.jones@pc.ola.org
Hon. Kinga Surma, MPP Etobicoke Centre kinga.surmaco@pc.ola.org
Dufferin County Municipalities



**The Corporation of the Town of Grimsby
Administration**
Office of the Town Clerk
160 Livingston Avenue, Grimsby, ON L3M 0J5
Phone: 905-945-9634 Ext. 2171 | **Fax:** 905-945-5010
Email: vsteele@grimsby.ca

March 7, 2024

SENT VIA E-MAIL

332 Picton Main Street,
Picton, ON, K0K 2T0

Attention: Catalina Blumenberg, Clerk

Dear: Clerk Blumenberg

**RE: Support for a Review of the Ontario Works and Ontario Disability Support
Program Financial Assistance Rates**

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on March 4, 2024, received, and endorsed the correspondence from The Corporation of the County of Prince Edward dated February 16, 2024, regarding support for a review of the Ontario Works and Ontario Disability Support Program Financial Assistance Rates with the following motion:

Moved: Councillor Korstanje

Seconded: Councillor Freake

Resolved that Council endorse the County of Prince Edward's resolution regarding support for a review of the Ontario Works and Ontario Disability Support Program Financial Assistance Rates.

If you require any additional information, please let me know.

Regards,

A handwritten signature in cursive script, appearing to read 'V Steele'.

Victoria Steele
Town Clerk

CC: Hon. Michael Parsa, Minister of Children, Community, and Social Services
Hon. Sylvia Jones, Minister of Health
Hon. Paul Calandra, Minister of Housing and Municipal Affairs
The Association of Municipalities of Ontario (AMO)
The Ontario Municipal Social Services Association
All Ontario Municipalities

WHEREAS designated Service Managers are doing their part, but do not have the resources, capacity, or tools to provide the necessary income and health related supports to people experiencing poverty; and

WHEREAS leadership and urgent action is needed from the Provincial Government to immediately develop, resource, and implement a comprehensive plan to address the rising levels of poverty in Ontario, in particular for those on Ontario Works and Ontario Disability Support Programs;

THEREFORE BE IT RESOLVED THAT the Council of Prince Edward County joins the Town of Orangeville to calls on the Provincial Government to urgently:

- a) At least double Ontario Works and ODSP rates and index rates to inflation, answering calls already made by “Raise the Rates” campaign and the “Income Security Advocacy Centre”;
- b) Commit to ongoing cost of living increases above and beyond the rate of inflation to make up for the years they were frozen;
- c) Commit to jointly working between the Ministry of Children, Community, and Social Services and the Ministry of Health on the best methods of assessing client needs and then matching those in need to the services they require;

AND FURTHER THAT a copy of this resolution be sent to the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, Prince Edward Lennox and Addington Social Services, the Eastern Ontario Wardens Caucus, and all Ontario Municipalities.

CARRIED

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Hirsch, and Marcia Wallace, CAO

February 16, 2024

Please be advised that during the regular Council meeting of February 13, 2024 the following resolution regarding support for a review of the Ontario Works and Ontario Disability Support Program Financial Assistance Rates was carried.

RESOLUTION NO. 2024-81

DATE: February 13, 2024

MOVED BY: Councillor Roberts

SECONDED BY: Councillor Hirsch

WHEREAS poverty is taking a devastating toll on communities, undermining a healthy and prosperous Ontario, with people in receipt of Ontario Works and Ontario Disability Support Program being disproportionately impacted;

WHEREAS the cost of food, housing, medicine, and other essential items have outpaced the highest inflation rates seen in a generation;

WHEREAS people in need of social assistance have been legislated into poverty, housing insecurity, hunger, poorer health, their motives questioned, and their dignity undermined;

WHEREAS Ontario Works (OW) Financial Assistance rates have been frozen since 2018 (\$733 per month);

WHEREAS Ontario Disability Support Program (ODSP) benefit rates have been increased by 6.5 per cent as of July 2023 to keep up with inflation, however even with the increase, ODSP rates still fall below their value in 2018 (\$1,376 when adjusted for inflation) and significantly below the disability-adjusted poverty line (\$3,091 per month)

WHEREAS OW and ODSP rates do not provide sufficient income for a basic standard of living and, as a result, hundreds of thousands of people across Ontario who rely on these programs live in poverty;

WHEREAS the poverty risk profile for Prince Edward County created by Vital Signs states that 10.1% - 13.5% of County residents are living on low income;

March 18, 2024

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

DELIVERED VIA EMAIL

Dear Premier Ford:

Re: Motion regarding solutions to resolve significant financial and budgetary pressures relating to infrastructure development, maintenance and repairs

Please be advised that at its regular meeting of March 12, 2024, Loyalist Township Council passed the following resolution:

Resolution 2024-49

Moved by Councillor Budarick
Seconded by Councillor Parks

WHEREAS the Province of Ontario has agreed to assume responsibility for the Gardiner Expressway and the Don Valley Parkway from the City of Toronto, which will be uploaded to the Province of Ontario;

AND WHEREAS like the City of Toronto, The Corporation of Loyalist Township and all municipalities in the Province of Ontario are experiencing significant financial and budgetary pressures including those related to infrastructure development, maintenance and repairs, and are seeking reasonable solutions to address the same while balancing their financial books;

AND WHEREAS the uploading of municipal highway infrastructure to the Province of Ontario or, alternatively, appropriately increasing the Ontario Community Infrastructure Fund to Ontario municipalities will assist municipalities in addressing such financial challenges;

AND BE IT RESOLVED THAT:

- a. The Province of Ontario:



- upload from local municipalities the responsibility of and costs associated with the continued construction, operation, and maintenance of major municipally-owned highways throughout the Province of Ontario to the Ontario Ministry of Transportation; or
 - alternatively, if uploading is not the preferred option of the Province and/or local municipality, to appropriately increase the Ontario Community Infrastructure Fund to municipalities so as to fairly and equitably allocate resources to Ontario municipalities.
- b. A copy of this resolution be circulated the Honourable Prabmeet Singh Sarkaria, the Ontario Minister of Transportation; MPP Ric Bresee, Hastings, Lennox & Addington; the Association of Municipalities of Ontario; all municipalities in Ontario.

Kind Regards,

A handwritten signature in blue ink that reads "Anne Kantharajah".

Anne Kantharajah
Township Clerk

Cc: the Hon. Prabmeet Singh Sarkaria, the Ontario Minister of Transportation
Ric Bresee, M.P.P., Hastings, Lennox & Addington
Association of Municipalities
All municipalities in Ontario
Jim Hegadorn, Mayor, Loyalist Township
Rebecca Murphy, CAO, Loyalist Township
Councillor Budarick, Loyalist Township
Councillor Parks, Loyalist Township



United Counties of
Stormont, Dundas & Glengarry

RESOLUTION

MOVED BY

T. Bingham

RESOLUTION NO 2024- 31

SECONDED BY

D. DENHAM

DATE March 18, 2024

WHEREAS current provincial-municipal fiscal arrangements are undermining Ontario's economic prosperity and quality of life; and

WHEREAS nearly a third of municipal spending in Ontario is for services in areas of provincial responsibility and expenditures are outpacing provincial contributions by nearly \$4 billion a year; and

WHEREAS municipal revenues, such as property taxes, do not grow with the economy or inflation; and

WHEREAS unprecedented population and housing growth will require significant investments in municipal infrastructure; and

WHEREAS municipalities are being asked to take on complex health and social challenges – like homelessness, supporting asylum seekers and addressing the mental health and addictions crises; and

WHEREAS inflation, rising interest rates, and provincial policy decisions are sharply constraining municipal fiscal capacity; and

WHEREAS property taxpayers – including people on fixed incomes and small businesses – can't afford to subsidize income re-distribution programs for those most in need; and

WHEREAS the province can, and should, invest more in the prosperity of communities; and

WHEREAS municipalities and the provincial government have a strong history of collaboration.

THEREFORE, BE IT RESOLVED THAT the Council of the United Counties of Stormont, Dundas and Glengarry request that the Province of Ontario commit to undertaking with the Association of Municipalities of Ontario a comprehensive social



United Counties of
Stormont, Dundas & Glengarry

and economic prosperity review to promote the stability and sustainability of municipal finances across Ontario; and

FURTHER THAT a copy of this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, the Minister of Finance, the Association of Municipalities of Ontario, MPP Nolan Quinn, MPP Stéphane Sarrazin, local SDG municipalities, and EOWC municipalities.

☒ CARRIED

☐ DEFEATED

☐ DEFERRED



WARDEN

Recorded Vote:

Councillor Bergeron	_____
Councillor Broad	_____
Councillor Densham	_____
Councillor Fraser	_____
Councillor Guindon	_____
Councillor Landry	_____
Councillor Lang	_____
Councillor McDonald	_____
Councillor McGillis	_____
Councillor St. Pierre	_____
Councillor Williams	_____
Warden MacDonald	_____



March 22nd, 2024

The Honourable Lisa Thompson
Ministry of Agriculture, Food and Rural Affairs
11th Floor
77 Grenville St.
Toronto, ON M5S 1B3

RE: Township of Adelaide Metcalfe – Request to Increase Tile Drain Loan Limit

Dear Minister Thompson,

On March 18, 2024, the Township of Adelaide Metcalfe Council approved the following resolution:

WHEREAS farm drainage is of paramount importance in Ontario due to its significant impact on agricultural productivity and sustainability. Effective drainage systems help mitigate waterlogging, control soil moisture levels, and enhance soil structure, thereby optimizing growing conditions for crops;

WHEREAS improved drainage also facilitates timely field operations, reduces erosion, and minimizes nutrient runoff, contributing to environmental conservation efforts;

WHEREAS Ontario's diverse agricultural landscape, where weather variability is common, well-maintained drainage systems play a crucial role in ensuring stable yields, economic viability, and long-term resilience for farmers across the Province;

WHEREAS the Tile Loan Drainage Act, R.S.O 1990, c. T.8 allows for the borrowing of money for the purpose of constructing drainage works;

WHEREAS the maximum annual limit for these loans, unchanged since 2004, is currently set at \$50,000.

WHEREAS costs for Tile Drainage has increased markedly since 2004;

NOW THEREFORE the Council of the Township of Adelaide Metcalfe requests that the Province through the Ministry of Agriculture, Food and Rural Affairs (OMAFRA) consider increasing the maximum annual Tile Loan limit to a minimum of \$100,000.

AND THAT this resolution be circulated the Honourable Lisa Thompson – Ministry of Agriculture, Food and Rural Affairs (OMAFRA), the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), and all Ontario municipalities.

Your consideration of Council's request is appreciated.

Kind regards,

A handwritten signature in dark ink, appearing to be 'MB', with a long horizontal line extending to the right.

Michael Barnier
Clerk & Manager of Legislative Services
Township of Adelaide Metcalfe
mbarnier@adelaidemetcalfe.on.ca

Cc: Association of Municipalities of Ontario (AMO)
Rural Ontario Municipal Association (ROMA)
All Ontario Municipalities

**THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY
BY-LAW NUMBER 2024-17
FOR THE YEAR 2024**

***BEING A BY-LAW A BY-LAW TO ADOPT, CONFIRM AND RATIFY
MATTERS DEALT WITH BY RESOLUTION.***

WHEREAS s.5 (3) of the *Municipal Act, 2001*, provides that the powers of municipal corporation are to be exercised by its Council by by-law; and

AND WHEREAS it is deemed expedient that the proceedings, decisions and votes of the Council of the Corporation of the Township of South Glengarry at this meeting be confirmed and adopted by by-law;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE
TOWNSHIP OF SOUTH GLENGARRY ENACTS AS FOLLOWS:**

1. **THAT** the action of the Council at its regular meeting of April 2nd, 2024 in respect to each motion passed and taken by the Council at its meetings, is hereby adopted, ratified and confirmed, as if each resolution or other action was adopted, ratified and confirmed by its separate by-law; and;
2. **THAT** the Mayor and the proper officers of the Township of South Glengarry are hereby authorized and directed to do all things necessary to give effect to the said action, or to obtain approvals where required, and except where otherwise provided, The Mayor and the Clerk are hereby directed to execute all documents necessary in that behalf and to affix the corporate seal of the Township to all such documents.
3. **THAT** if due to the inclusion of a particular resolution or resolutions this By-law would be deemed invalid by a court of competent jurisdiction then Section 1 to this By-law shall be deemed to apply to all motions passed except those that would make this By-law invalid.
4. **THAT** where a “Confirming By-law” conflicts with other by-laws the other by-laws shall take precedence. Where a “Confirming By-law” conflicts with another “Confirming By-law” the most recent by-law shall take precedence.

***READ A FIRST, SECOND AND THIRD TIME, PASSED, SIGNED AND
SEALED IN OPEN COUNCIL THIS 2nd DAY OF APRIL 2024.***

MAYOR: _____ **CLERK:** _____