



**THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI
COUNCIL WORKING SESSION
AGENDA**

**Thursday, April 27, 2023, 6:30 P.M.
Main Level Chambers**

An audio recording of the Open Session of this meeting is being made and will be available through the Municipal Website as a public service to further enhance access to municipal government services and to continue to promote open and transparent government. As a visitor, your presence may be recorded and your name and address may be revealed during certain parts of the Council meeting.

	Pages
1. <u>CALL TO ORDER AND ROLL CALL</u>	
2. <u>ADOPTION OF THE AGENDA</u>	
Draft Motion: BE IT RESOLVED THAT the Working Session Agenda dated April 27, 2023 be adopted as presented.	
3. <u>DECLARATION OF CONFLICT OR PECUNIARY INTEREST AND GENERAL NATURE THEREOF</u>	
4. <u>DELEGATIONS/PRESENTATIONS</u>	
4.1 Registered Delegations - With Presentations	
4.2 Invited Presentations	
4.3 Registered Delegations - Without Presentations	
5. <u>DISCUSSION ITEMS AND RELATED REPORTS</u>	
5.1 2023-W-009 - Municipal RFPs	1
5.2 Purchasing Policy - Bylaw 14-1170	2
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5.7 2023-W-012 - Reciprocal use Agreement - TPS and MOT	277
Draft Motion: BE IT RESOLVED THAT Council direct staff to pursue the negotiation of the Reciprocal Use of Facilities agreement with the District School Board Ontario North East.	
AND FURTHER THAT once the terms are agreeable to both parties, a revised by-law be brought forward to Council for consideration.	
6. <u>CORRESPONDENCE</u>	

7. UNFINISHED BUSINESS
8. NEW BUSINESS
9. NOTICE OF MOTION
10. QUESTIONS FROM PUBLIC - ITEMS ON THE AGENDA
11. ADJOURNMENT

Draft Motion:

BE IT RESOLVED THAT this Council Working Session dated April 27, 2023
adjourn at XX:XX p.m.



Corporation of the Municipality of Temagami

Memo No.
2023-W-009

Memorandum to Council

Subject: Municipal Request for Proposal – For service providers

Agenda Date: April 27, 2023

Attachments:

RECOMMENDATION

INFORMATION

During the last term of Council, the Municipality issued Request for Proposals (RFP) for Municipal Planners, Municipal Engineers and an Integrity Commissioner.

Our Municipal Engineers, Tulloch, have been cost effective in their services – the bi-annual bridge report that is a provincial requirement is still being completed at less cost than was previously the case. They are also in the midst of the implementation of the Solid Waste Management Master Plan and other processes. At this point, Staff recommends that we not tender for these services again.

Another service that is often secured through an RFP process is banking services. Given that we have one bank in our community, Staff is not recommending that we consider issuing an RFP for banking services although in the more electronic age the location of the bank does become secondary. For example, we now deposit cheques from our desk rather than deliver the deposit to the bank.

The previous Council requested that an RFP for Municipal Planners be considered by this Council. In addition to this, there have been some suggestions that we also consider an RFP for Integrity Commissioner. Other RFP that could be considered by Council are for provision of Municipal Audit services and Legal.

There has been no RFP issued for Municipal Audit services since I have been here. While the Municipal Act does not require these services be tendered, the maximum term an auditor can be appointed is five years (296.3). This suggest that the time would be appropriate to issue an RFP for audit services.

With Legal Services, we presently are using Ramsay Law for most local land issues (register documents on title etc.), Loopstra Nixon for Planning Issues and Wishart Law for legacy Freedom of Information issues. In the past we have also used Wishart Law for human resources issues. Continuing to use Ramsay Law for local land issues, it may be time to consider a RFP process for municipal law services. At the end of that process there is nothing to stop Council for selecting different firms for different processes and this is how the RFP is proposed to be created.

The other part of the RFP process is to include the evaluation matrix. This can be different for each RFP and can be presented to Council for consideration prior to the RFP being released.

Respectfully Submitted:
Craig Davidson
Treasurer/Administrator



PURPOSE

The purpose of this policy is to set out guidelines for the municipality to ensure that all purchases of materials, supplies and services provide the lowest costs consistent with the required quality and service and that an open and honest process shall be maintained that is fair and impartial.

The purchasing policy will promote and maintain the integrity of the purchasing process and protect Council, vendors and staff involved in the process by providing clear direction and accountabilities.

SCOPE

To provide for methods of procurement authorized:

- a) To encourage competition among suppliers;
- b) To maximize savings for taxpayers;
- c) To ensure service and product delivery, quality, efficiency and effectiveness;
- d) To ensure fairness among bidders;
- e) To ensure openness, accountability and transparency while protecting the financial best interests of the Municipality of Temagami;

2.0 DEFINITIONS

Bid: means a specific price for specific works.

Bid Bond: means a debt secured by a bidder for a construction job or similar type of bid-based selection process for the purpose of providing a guarantee to the Municipality that the bidder will take on the job if selected. The existence of a bid bond provides the Municipality with assurance that the bidder has the financial means to accept the job for the price quoted in the bid.

Buyer: means an individual that is designated by the Treasurer/Administrator to procure goods and services for the Corporation.

Consultant: means a professional who provides professional or expert advice in a particular area such as security, management, accountancy, law, human resources, marketing, finance, engineering, or any of many other specialized fields. A consultant is usually an expert or a professional in a specific field and has a wide knowledge of the subject matter.

Contract: means a written agreement authorized or ratified by the appropriate authority and executed by the appropriate authority.

Emergency: means a situation where serious delay may affect the life and health of the general public, prevention of serious damage, and the restoring of essential service levels to a minimum

level. This includes, but is not limited to, water breaks and sewer backups. A state of emergency does not need to be declared in order for a situation to be considered an emergency.

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

Forms: means the standard documents provided as part of the purchasing procedure guideline.

Goods and/or Services: means all supplies, materials, equipment, general maintenance and service construction contracts, construction maintenance, food, and the procurement of professional services.

The word “**his**” shall in all cases mean his or her and “**he**” shall in all cases mean he or she.

Public Advertisement: means advertisement to the general public by means of posting on the municipal website and bulletin board and notice in at least one newspaper with general circulation in the Municipality.

Purchase Order: means a commercial document and first official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services the seller will provide to the buyer.

Quotation: means a bid for the supply of goods or services, from the selected sources of supply, not opened in public. THESE MAY BE WRITTEN OR VERBAL DEPENDING ON PURCHASING LEVEL.

Request for Information (RFI): means a proposal requested from a potential seller or a service provider to determine what products and services are potentially available in the marketplace to meet the Municipality's needs and to know the capability of a seller in terms of offerings and strengths of the seller. RFIs are commonly used on major procurements, where a requirement could potentially be met through several alternate means. An RFI, however, is NOT an invitation to bid, is not binding on either the buyer or sellers, and may or may not lead to an RFP or RFQ.

Request for Proposal (RFP): means a solicitation made through a bidding process by the Municipality to potential suppliers to submit business proposals. A Request for Proposals is submitted early in the procurement cycle, either at the preliminary study, or procurement stage. (See also section 8)

Request for Quotation (RFQ): means an invitation to suppliers or contractors through a bidding process, to submit a quotation on specific goods or services to be furnished. It is used when price is the main or only factor in selecting the successful bidder. An RFQ may also be used as a step prior to going to a full-blown RFP to determine general price ranges. In this scenario, products, services or suppliers may be selected from the RFQ results to bring in to further research in order to write a more fully fleshed out RFP.

Request for Tender: means a structured invitation to vendors for the supply of goods or services.

Single Source: means there is only one known source of supply of particular goods or services.

3.0 POLICY STATEMENT

3.1 General

All purchases of goods and services for the Municipality of Temagami shall be subject to the provisions of this By-law, regardless of method of payment (Cheque, Credit Card or Charge Account). Price and Authority Levels as stated in this By-law are intended to be before tax amounts.

In the event that a Department chooses to ask a Consultant to coordinate the procurement of goods, works and services, then it shall be the responsibility of the respective Department Manager to ensure that all conditions of this by-law are adhered to.

3.2 Preference for Local Suppliers

The Ontario Discriminatory Business Practices Act (R.S.O. 1990) shall be applied to prevent discrimination in Ontario on the ground of race, creed, colour, nationality, ancestry, place of origin, sex or geographical location of persons employed or engaging in business.

Accordingly, preference for local suppliers shall not supersede the requirements of this policy to obtain the lowest costs consistent with the required quality for goods and services. In determining the lowest costs, consideration shall be given to the cost for an employee to travel to obtain goods or services, or to have goods shipped to the Municipality (whichever is appropriate). Consideration shall also be given to the cost of ongoing service or maintenance for a proprietary purchase, where a local supplier would supply this at a lower cost due to reduced travel, when this is reasonable and documented.

3.3 Conflict

Where an employee of the Municipality of Temagami will have any interest, directly or indirectly, in any contract for goods or services, they shall disclose the interest and the general nature thereof in writing to the approval authority, prior to the contract being considered or awarded. They shall not attempt in any way to influence the decision of the awarding of the contract. Where the employee is the one responsible for the decision making, and/or in the supervisory role after the contract is awarded, they shall notify their supervisor in writing prior to the awarding of the contract, in order that someone else may be delegated the decision making and/or the supervisory authority.

If a Department Manager has a direct or indirect interest and is responsible for the quote or tender, the process shall be undertaken by a designate appointed by the Treasurer/Administrator, if the Treasurer/Administrator by Council.

3.4 Authorization

No purchase of goods or services shall be authorized unless it is in compliance with the Purchasing Policy and Procedures. It shall be the responsibility of the Accounting Clerk to ensure that approved purchasing policies and procedures have been followed when processing payment and to bring any discrepancies to the attention of the Treasurer. Employees who do not follow the policy shall be subject to disciplinary action as per (title heading) in the Employment Policy.

3.5 Disputes

Disputes, received in writing, shall be resolved as follows:

- i. Meeting between the bidder and Department Manager responsible;
- ii. If (i) does not lead to a resolution the decision can be appealed to the Treasurer or to the Treasurer/Administrator;
- iii. If (ii) does not lead to a resolution, the decision can be appealed to the Council.

3.6 Review

This By-law will be reviewed and revised on a periodic basis. It is anticipated that reviews will be conducted every five years or more frequently as required.

4.0 EXCEPTIONS

The purchasing methods described in this by-law do not apply to the following Goods and Services:

4.1 Training and Education:

- 1) Registration and Tuition fees for conferences, conventions, courses and seminars
- 2) Magazines, books and periodicals unless the purchase of such magazine books and periodicals are subject to value-added services
- 3) Memberships

4.2 Refundable Employee/Councillor Expenses

- 1) Advances
- 2) Meal allowances
- 3) Travel and entertainment
- 4) Miscellaneous – Non-Travel

4.3 Employer's General Expenses

- 1) Payroll deductions and remittances
- 2) Medical and other Employee Benefits
- 3) Licenses (Vehicle, etc.)
- 4) Debenture payments
- 5) Grants to agencies
- 6) Damage claims
- 7) Petty cash replenishment
- 8) Tax remittances

4.4 Professional and Special Services

- 1) Committee fees
- 2) Legal fees and other Professional Services necessary for receiving timely and accurate advice and assistance
- 3) Funeral and burial expenses
- 4) Witness fees
- 5) Contracts related to the provision of 'controlled acts' by persons "governed by a health profession Act", as those expressions are used in the *Regulated Health Professions Act*, S.O. 1991, c. 18, as amended.
- 6) Veterinary expenses

- 7) Gasoline and Diesel Fuel purchases where:
- “At the pump” prices are used for vehicle refuelling.
 - Annual arrangements are negotiated with a single bulk fuel supplier through a competitive process, rather than obtaining quotes for each delivery of bulk fuel.

4.5 Utilities

4.6 Advertising services required by the Municipality on or in but not limited to radio, television, newspaper and magazines

4.7 Bailiff or collection agencies

4.8 Purchase of replacement parts where the original equipment manufacturer (OE) is the sole provider of that equipment (i.e. transmission for Champion road grader).

4.9 Single source supply under \$2,000.

4.10 In the event of an unforeseen circumstances where an exception to this policy is felt necessary, the Treasurer/Administrator shall make a written request to Council and Council may authorize exceptions by resolution of Council.

5.0 APPROVALS

5.1 Formal approval of the annual budget constitutes Council approval to proceed with purchases for budgeted projects, programs and services, subject to the purchasing policies for purchasing levels as outlined in Section 6.

5.2 Prior to the passing of the annual operating budget, each Department shall be allowed an interim appropriation of thirty per cent (30%) of their previous year’s approved department operating budget, and such interim appropriation shall be deemed to be for routine operating and recurring expenditures or statutory purposes unless otherwise directed by Council.

5.3 Operational purchases not in the approved operating budget are subject to section 6 provided the department manager can find funds within their own department operating budget. Otherwise the department manager shall submit a written report to the Treasurer/Administrator justifying the purchase and requesting that it be taken out of operating contingency funds if available. If over \$5,000.00 the report shall be submitted to Council for approval. Once approved to come from operating contingency funds, purchases shall be made in accordance with section 6 and **Appendix A**.

5.4 Any proposed capital purchases or projects not in the approved capital budget require council approval.

6.0 PURCHASING PROCEDURES FOR PURCHASING LEVELS

6.1 Purchases shall be made according to the procedures for the applicable price level set out below and summarized in the table in **Appendix A**.

6.1.1 UP TO \$2,000

Department Managers are hereby authorized to purchase goods or services having a value up to and including \$2,000 and may delegate that authority in writing as required within their departments. Prices may be obtained by means of verbal or written quotes, catalogues, supplier lists, shelf prices, etc. Such purchases shall be made from the competitive market place upon the purchaser assuring themselves that all prices offered are fair and equitable. Such purchases may be made by using Petty Cash, a Purchase Order, a Store Account (Card), an online catalogue purchase, a municipal Credit Card, or such other means as may be authorized from time to time by the Treasurer, as appropriate for the type and value of the purchase. Payment approval for this price level is by the Department Manager.

6.1.2 FROM \$2,001 TO \$4,000

The Public Works Superintendent is hereby authorized to purchase goods or services having a value up to and including \$4,000 for items required for routine maintenance and normal operations in the Public Works Department (i.e. grader tires). Such purchases require a minimum of two written quotes. A Purchase Order may be issued, but is not required.

6.1.3 FROM \$2,001 TO \$25,000

Department Managers shall obtain at least two written quotes for the purchase of goods or services having a value from \$2,001 up to and including \$25,000. The purchase shall be made by means of a Purchase Order authorized by the Treasurer/Administrator. Where appropriate and authorized by the Treasurer/Administrator such purchases may be made on a municipal Credit Card following the issuance of a Purchase Order. In appropriate circumstances, the Request for Proposal or the Request for Tender processes may be utilized for the purchase of goods, services in this purchase level. Payment approval for this price level is by the Treasurer/Administrator.

6.1.4 FROM \$25,001 to \$50,000

Department Managers shall obtain at least three written quotes for the purchase of goods or services having a value from \$25,001 up to and including \$50,000. The purchase shall be made by means of a Purchase Order authorized by the Treasurer/Administrator. In appropriate circumstances, the Request for Proposal or the Request for Tender processes may be utilized for the purchase of goods, services or construction in this purchase level. The Treasurer/Administrator shall submit a memo to Council with an explanation if three quotes are not possible. Payment approval for this price level is by the Treasurer/Administrator.

6.1.5 OVER \$50,000

Department Managers shall use the RFT or RFP process for the purchase of goods or services having a value over \$50,000. The policies for RFTs and RFPs as set out in Section 8 of this by-law and procedures are set out in **Appendix "B"** to this by-law. RFT and RFP Procedures shall be followed for all purchases made in this price level. Any exceptions that are not purchased through a RFT or RFP must first go to Council for approval (through a Report from the Department Manager) prior to the purchase being

finalized. Payment approval for this price level is by the Treasurer/Administrator. Where a contract is required, a by-law shall be passed to authorize the signing of the contract.

- 6.2** A single purchase may not be split into two or more purchases in order to utilize the procedure for a lower price level.
- 6.3 Use of Purchase Orders** – When a purchase order is required under this policy, a formal Purchase Order document shall be issued by the Treasurer, or designate, and signed by the appropriate purchasing authority. Sending a purchase order to a supplier constitutes a legal offer to buy products or services. Acceptance of a purchase order by a seller usually forms a contract between the buyer and seller, so no contract exists until the purchase order is accepted. It is used to control the purchasing of products and services from external suppliers.

Purchase orders are used for several reasons:

- They allow buyers to clearly and explicitly communicate their intentions to sellers
 - Sellers are protected in case of a buyer's refusal to pay for goods or services
 - Purchase orders help a purchasing agent to manage incoming orders and pending orders.
- 6.4** When a construction project requires expanded works, a purchase order shall be issued documenting the changes required and the associated cost.
- 6.5** Notwithstanding the provisions of this By-law, emergency purchase of goods, works and services may be made by the Treasurer/Administrator or his delegate, in the case of an emergency. The immediate purchase must be essential to prevent delays in the work of any user group, which might involve additional costs, danger to life, damage to property or loss of essential services. In all such cases, an information report to the Council shall be prepared by the respective Department Manager, setting out the nature of the emergency and the necessity of the action taken pursuant to this clause.

7.0 INVENTORY

- 7.1** Each Department Manager has the ability to establish inventories to ensure an efficient method of managing the delivery of goods. Where inventories are established, accurate records to account for the amount and use of inventory are to be kept. Purchases in respect of inventory are subject to the provisions of this By-law. An inventory report in the format determined by the Treasurer shall be provided to the Treasurer at the end of May and December each year.

8.0 REQUEST FOR TENDERS (RFTs) AND REQUEST FOR PROPOSALS (RFPs)

A Request for Tenders (RFT) is usually an open invitation for suppliers to respond to a defined need; whereas a Request for Proposals (RFP) is usually used for the supply of goods or the provision of services, which cannot be fully defined or specified at the time of the request. Both RFTs and RFPs may use information gathered previously from

responses to a Request for Information (RFI).

The RFT / RFP process brings structure to the procurement decision and is meant to allow the risks and benefits to be identified clearly up front. In principle, an RFT / RFP:

- informs suppliers that the Municipality is looking to procure and encourages them to make their best effort;
- specifies what the Municipality proposes to purchase;
- alerts suppliers that the selection process is competitive;
- allows for wide distribution and response;
- ensures that suppliers respond factually to the identified requirements; and
- is generally expected to follow a structured evaluation and selection procedure, so that the Municipality can demonstrate impartiality in procurement.

An RFT / RFP typically involves more than a request for the price. Other requested information may include basic corporate information and history, financial information (can the company deliver without risk of bankruptcy), technical capability, product information such as stock availability and estimated completion period, and customer references that can be checked to determine a company's suitability. Additionally an RFP is typically used to obtain a solution to a situation or outcome that is defined, but the means to achieve it is not. Price is not necessarily the deciding factor; therefore a pre-determined evaluation or scoring matrix is used, with lowest price being a set percentage of the maximum score. A two envelope system, as outlined in **Appendix B**, may also be used when deemed appropriate.

The following policies shall apply to RFTs and RFPs for the purchase of goods and services:

- 8.1.** Those referenced in Section 6 are authorized to order goods and **services** provided that:
 - i. The lowest tender bid or highest scoring RFP (based on the pre-determined evaluation matrix) received is accepted, subject to subsection iv;
 - ii. The bid amount is within the approved budget or approved by Council;
 - iii. The lists of bids received are retained for inspection by the Municipal Auditors and appropriate Municipal Officials.
 - iv. The lowest tender bid, or the highest scoring proposal, or any RFT or RFP submission, need not necessarily be accepted but if anything other than the lowest tender bid, or the highest scoring proposal is accepted, there must be a valid reason for doing so, which must be documented.
- 8.2.** For construction projects, the Municipality may act as the general contractor when it would be in the best interest of the Municipality.
- 8.3.** Competitive Sealed bids (RFTs and RFPs) shall be called by Public Advertisement.
- 8.4.** When a contract is presented to Council for authorization by by-law, the Treasurer/Administrator or Treasurer shall provide an information report to accompany it, including an explanation if the lowest bid is not recommended.
- 8.5. Bid Deposits**

Unless otherwise specified, the refundable deposit requirements for submissions shall be as follows:

Bid Value	Deposit Required
\$50,000 or less	\$0.00
\$50,001 to \$100,000	\$1,000
\$100,001 to \$250,000	\$5,000
\$250,001 to \$500,000	\$10,000
\$500,001 to \$1,000,000	\$20,000
Above \$1,000,000	Bid Bond in the amount of 15%

The form for bid deposits shall be certified cheque, bank draft, money order and/or bid bond issued by an approved Guarantee Company properly licensed in the province of Ontario, on Canadian Construction Documents Committee (CCDC) bond forms acceptable by the Municipality.

Bid Bonds

A bid bond is issued as part of the bidding process as a surety to the project owner to guarantee that the winning bidder will undertake the contract under the terms at which they bid. This cash deposit is subject to full or partial forfeiture if the winning contractor fails to either execute the contract or provide the required performance and/or payment bonds. The bid bond assures and guarantees that should the bidder be successful, the bidder will execute the contract and provide the required surety bonds. A Bid Bond is purchased when a contractor, or the “principal”, is bidding on a tendered contract. A Bid Bond guarantees that the “obligee” will be paid the difference between the principal's tender price and the next closest tender price. This action is only triggered should the principal be awarded the contract but fails to enter into the contract, as agreed, with the obligee. Contractors prefer the use of Bid Bonds because they are a less expensive option and they do not tie up cash or bank credit lines during the bidding process. Owners and general contractors also use Bid Bonds because they establish and confirm that the bidding contractor or supplier has the support of a Surety Company and is qualified to undertake the project.

8.6. Procurement / Appointment of Professional Services

A – Selection Criteria

In selecting a consultant, ability, experience in similar type projects, personnel available for the project, reputation and/or local knowledge shall be considered. The selection and weighting criteria shall be determined in advance, based on the scope of the service required. Although fees are a consideration, they may not be of prime importance. Selection on a basis of price rather than ability may not ensure the Municipality of the best or most economical overall solution.

Generally, there are two methods by which a consultant may be selected:

- a) Through a competitive process as outlined in this by-law; or
- b) By direct appointment.

B – Direct Appointment

Direct appointment is an efficient manner of making a selection for normal or routine projects. By the use of a roster method, the Municipality is able to employ different consultants, thus matching particular talents to the project needs. This method gives an opportunity to compare services and fees. It also “keeps the consultant competitive”.

The following points shall be considered when appointing a consultant:

- a) Has the consultant served the Municipality well in the past?
- b) Is the consultant known to the Municipality?
- c) Has the consultant been recommended?
- d) Does the Municipality wish to maintain continuity on a project by appointing a particular consultant?

8.7. Penalty Clauses

The Municipality may determine, based upon the time sensitive nature of a large purchase or contract, that it would be appropriate to include a penalty for late delivery or completion. Such a penalty must clarify the impact of any potential change orders by the Municipality on the penalty clause. Penalty clauses shall be used with caution and with regard to the potential for increased cost to the Municipality to obtain this assurance.

8.8. Records

The Treasurer/Administrator shall ensure that a file is maintained on contractors and consultants employed by the Municipality, the projects on which they worked, and comments from the Department Manager, Treasurer, and/or Treasurer/Administrator on the quality of work or services received.

8.9. Privacy Policy

The Opening of Tender or RFP submissions shall be open to the public and the total dollar amount of each bid shall be recorded at the opening, except where a two envelope system is used for RFPs. For RFPs the total evaluation score, as per the scoring matrix, shall be recorded in a similar manner once the evaluation process has been completed. This summary record of bids received and the total bid amounts and/or evaluations scores, for each RFT or RFP competition, shall be public information; however the details of individual bids shall be considered to not be public information. A contract with a successful bidder that is authorized by and forms part of a by-law shall be public information. The Municipal Freedom of Information and Protection of Privacy Act governs the privacy of information held by municipalities.

9.0 PROCEDURES

- 9.1. **Appendix B** contains RFT and RFP Procedures, which are provided to guide Municipal Staff in implementing the policy contained in this by-law. The Treasurer/Administrator is hereby authorized to make changes of an administrative nature to the procedures that do not change, or materially affect, the ability of staff to implement the intent of this Purchasing Policy as adopted by Council.

10.0 SHORT TITLE

- 10.1 This by-law may be cited as the Purchasing By-law.

11.0 CORRECTIONS

- 11.1** That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedules, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

12.0 REPEAL

- 12.1.** The Municipality of Temagami Purchasing Policy No. 09-865 and all amendments thereto are hereby repealed.

TAKEN AS READ A FIRST time on this 30th day of January, 2014.

READ A SECOND time on this 20th day of February, 2014.

READ A THIRD TIME AND FINALLY PASSED on this 13th day of March, 2014.

Approval Date:	March 13, 2014	Resolution #:	14-148
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	
Amendment Date:		Resolution #:	

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APPENDIX A
Purchase of Goods and Services for Items in the Approved Annual Budget
Quick Guide

Policy Section # Ref.	Purchasing			Solicitation			Approval	
	Level	Authority	Method	Method	Advertising	Purchase Order Invoice Contract	Council Involvement	
	(before tax)						Reports/By-Laws	Budget
6.1.1	Up to \$2,000	Dept. Mgr.	See 6.1.1	See 6.1.1	n/a	Dept. Mgr.		Approved Budget
6.1.2	From \$2,001 to \$4,000	PW Super If routine See 6.1.2	See 6.1.2	Written Quotes – at least two	n/a	PW Super		Approved Budget
6.1.3	From \$2,001 to \$25,000	Treasurer or Treasurer/Administrator	Purchase Order or Contract	Written Quotes – at least two Or Request for Tender Or Request for Proposal	n/a Public Ad Public Ad	Dept. Mgr., Treasurer or Treasurer/Administrator		Approved Budget
6.1.4	\$25,001 to \$50,000	Treasurer/Administrator	Purchase Order or Contract	Written Quotes – at least three Memo to file with explanation if three quotes are not possible. or Request for Tender or Request for Proposal	n/a Public Ad Public Ad	Dept. Mgr., and Treasurer/Administrator		Approved Budget or If 15% over budget, a Report from the Dept. Mgr. is to be submitted to Council for approval.
6.1.5	Over \$50,000	Treasurer/Administrator	Purchase Order or Contract	Request for Tender or Request for Proposal If the above two methods (RFT or RFP) are not used a Report from the Dept. Mgr. is be submitted to Council for approval.	Public Ad Public Ad	Dept. Mgr., and Treasurer/Administrator	Tender Report By-law for Contract	Approved Budget or If 10% over budget, a Report from the Dept. Mgr. is to be submitted to Council For approval.
6.5	Emergency	Treasurer/Administrator	As needed	By-Law 14-1170 Section 6.5, or If a State of Emergency is declared, our Emergency Management Plan will take effect.	n/a	Treasurer/Administrator	Information Report shall be provided to Council by the Dept. Mgr., setting out the nature of the emergency.	

Notes:

The above requirements apply regardless of method of payment.
For purchases of Goods and Services for items not in the Approved Annual Budget see Section 5.3.
For a list of exemptions to this chart see section 4.
Professional Services may be purchased as per the above chart or by direct appointment - see section 8.6.

APPENDIX B

The following procedures are provided to guide Municipal Staff in implementing the Purchasing Policy adopted in the accompanying by-law. The Treasurer/Administrator may make changes of an administrative nature to this procedure that do not change, or materially affect, the ability of staff to implement the intent of the Purchasing Policy as adopted by Council.

PROCEDURES FOR TENDERS AND RFP'S

The following bidding procedures shall apply to the purchase "by public advertisement" of all types of goods, works and services as determined in Section 6 of this By-law.

I TENDER/RFP BID PROCESS

A. General

- (a) In all cases, tenders and RFP's shall be coordinated in conjunction with the Treasurer/Administrator. The Department Manager, or other person delegated by the Treasurer/Administrator to administer the tender or RFP, shall be referred to in this appendix as the "Tender Administrator". The Tender Administrator will ensure:
 - i) Completeness of documentation;
 - ii) Advertisements are arranged;
 - iii) Closing dates and tender or RFP openings are scheduled;
 - iv) Vendor's contact for information is appropriate.
- (b) From time to time based on the nature of the project work, and as directed by the responsible Department Manager, a contractor prequalification may be required. When this prequalification applies, contractors must provide the necessary documentation on prescribed forms acceptable to the Municipality.
- (c) For RFPs the Tender Administrator may choose to use the two-envelope system when a request for proposal (RFP) is issued, if deemed appropriate. The two-envelope approach would be used when the Tender Administrator wants the technical and qualitative information of a given proposal to be evaluated without being influenced by prior knowledge of the corresponding pricing information. In the RFP documents, it must specify that the two-envelope process is being used and that each bidder must submit qualitative and technical information in a sealed envelope (envelope one) and pricing information in a second sealed envelope (envelope two).

B. Release of information to Bidders

Upon the request of a prospective bidder, the Tender Administrator shall supply the following material for each contract:

- i) One copy of the Official Tender Bid or RFP Bid form
- ii) Submission material, e.g. specifications, plans, profiles, etc.
- iii) For RFPs, the criteria that will be used to determine the successful bidder.

When a fee for submission materials/documents is required, it shall be paid to the Municipality. When a fee is refundable it will be returned when submission materials/documents are returned in good order.

C. Recording and Control of Submission Material

The Tender Administrator shall ensure that names and addresses are recorded of all prospective bidders to whom bid forms have been provided to facilitate distribution of addenda and when necessary, to extend or cancel a contract under call.

D. Inquiries Regarding RFPs

The RFP documents shall identify the individual(s) whom bidders may contact regarding any questions about the RFP. Suppliers are encouraged to make inquiries to ensure a complete understanding of the requirements; however, questions must be submitted in writing to the individual(s) identified. If questions are asked of someone other than those identified, the bidder may be eliminated from the competition. The RFP documents shall include timelines for questions and answers.

E. Changes to Tenders Under Call

(a) Preparation of an Addendum

- i) Interpretations should be made in reply to queries from bidders only, in the form of a written addendum.
- ii) When it becomes necessary to revise, delete, substitute or add to specifications for a contract under call, the Tender Administrator shall coordinate the issuance of an addendum or cancel the contract.

(b) Notification of Addenda to Contractors/Suppliers

A copy of each addendum shall be forwarded to each contractor / supplier who obtained bid forms for the contract. A copy of the addendum notice shall also be stapled to each bid form not yet distributed.

(c) Notification to Contractors/Supplies of Cancellation of Contract

Each contractor / supplier who received bid forms shall be notified of the cancellation of the contract.

(d) Return of Submissions on Cancellation of Contracts

When a contract is cancelled, no bids will be accepted. Any submissions inadvertently received shall be returned unopened to the contractor / supplier by hand or by registered mail, with a covering letter.

(e) Notification to Contractors/Suppliers of Extension of Time

Each contractor / supplier who received bid forms shall be notified of the extension of time.

(f) Disposition of Tender Bids When Closing Date has been Extended

When the closing date for receiving bids has been extended, bids already received shall be handled as follows:

- i) If the extension of time is four weeks or less, the contractor / supplier shall be advised that his bid will be returned upon request.
- ii) If the extension of time is more than four weeks, all bids shall be returned unopened, with a letter of explanation.

For this section, all communications shall be by registered mail.

F. Submission Requirements

(a) Tender Bid Requirements

All tender bids shall either be mailed or delivered in a sealed envelope to the Attention of the Treasurer/Administrator or Tender Administrator and stating the Contract Name and/or Number on the outside of the envelope. Email or facsimile submissions shall not be accepted.

Tender Bids are required to conform to the conditions listed below:

- i) The correct Tender Bid Form, as supplied by the Municipality, must be used and must be delivered to the Municipal Office, on or before the Closing Date, and Time. TENDER BIDS RECEIVED AFTER CLOSING TIME WILL NOT BE CONSIDERED. The tender shall specify which clock shall be used to determine the closing time.
- ii) The tender bid must be legible, written in ink or typed, with the unit price for each item and other entries clearly shown, unless the bid form specifically permits otherwise.
- iii) The tender bid must not be restricted by a statement added to the tender bid form or a covering letter, or must not have alterations to the tender bid forms, unless requested by the Municipality.
- iv) Adjustments by telephone, facsimile, email or letter for a bid already received will not be considered. A Bidder desiring to make adjustments to a bid must withdraw the submission and/or supersede it with a later tender bid.
- v) The submission form must be signed and initialled in the space(s) provided on the form, with the signature of the bidder, or of a responsible official of the contractor/supplier bidding. If a joint bid is submitted, it must be signed on behalf of each of the bidders, and if the signing authority for both bidders is vested in one individual, he shall sign separately on behalf of each bidder. In the case of an incorporated company, the corporate seal must be affixed on the bid form.
- vi) Erasures, overwriting or strike-outs must be initialled by the person signing on behalf of the contractor/supplier bidding.
- vii) Tender bids, if applicable, must be accompanied by a certified cheque, bank draft, money order and/or bid bond made payable to the Corporation of the Municipality of Temagami, in the amount specified in the Purchasing By-law, AND MUST BE ENCLOSED IN THE SAME ENVELOPE AS THE TENDER BID. When Proof of Bonding must be furnished before a contract is awarded, it shall be provided no later than 10 days following the award of the tender.

(b) RFP Bid Requirements

- i) Section E (a) shall apply to RFP bids, with the exception of subsection (iii).
- ii) Each proposal must outline clearly how the bidder intends to meet the intended project outcome and must include all components included in the call for proposals, with the unit price for each component and other entries clearly shown, unless the RFP call specifically permits otherwise.

(c) Failure to Observe Tender or RFP Bid Requirements

If any of the tender bid requirements have not been met, the bid shall be considered to be improper and dealt with as set out in Section J.

G. Receiving of Tender and RFP Bids

(a) Submission Box Storage of Received Bids

Sealed bids shall be received and maintained under the control of the Treasurer/Administrator or Treasurer in a secure location in the Municipal Office.

(b) Time and Date Stamping and Recording of Bids

When a tender bid or proposal bid is received, the envelope shall be time and date stamped. If a time stamp not available, the time received shall be noted in ink and initialled by the Treasurer/Administrator, Treasurer, Tender Administrator, or designate. Receipt of each bid shall be recorded. Submissions shall be deposited unopened in the appointed secure location. The bids shall be deemed received when the envelope has been stamped with the time and date of receipt by the Treasurer/Administrator, Treasurer, and Tender Administrator or designate.

(c) Late Submissions

Regardless of the time a tender bid is received, the envelope shall be time and date stamped. If the tender bid is for a contract already closed, it shall be returned unopened to the bidder. If a tender bid is to be returned by mail, it shall be accompanied by a covering letter.

If a late bid is received without a return address or other identification on the envelope and the bidder cannot be determined, it shall be opened, address obtained and then returned. A covering letter from the Treasurer/Administrator should state why the envelope could not be returned unopened.

(d) Action on Correspondence Pertaining to Adjustments, Corrections or Restrictions to a Tender Bid

Any correspondence, pertaining to adjustments, corrections or restrictions to a bid, which is received with a bid, but outside the submission envelope, or is received after a bid has been submitted, but prior to closing time, shall not be considered {see Section E (a) (iv)}. Depending on the time available, the bidder shall be advised by the Tender Administrator or designate, by mail or phone of the withdrawal procedures.

H. Withdrawal of Tender Bids

(a) Withdrawal of Bids Prior to Opening

A contractor/supplier, who has submitted a tender bid, may request that it be withdrawn. Adjustments or corrections to a submission will not be allowed. The withdrawal shall be allowed if the request is made prior to the closing time for the contract to which it applies. Withdrawal requests must be directed to the Treasurer/Administrator or Tender Administrator by letter, facsimile or in person. Telephone requests shall not be considered.

When withdrawals are made in person, the Treasurer/Administrator or Tender Administrator shall obtain a signed withdrawal confirming the details. If the person is other than a Senior Official of the Company and for letter or facsimile withdrawals, the authenticity of the request must be confirmed by telephoning a responsible Official of the Company.

Withdrawal requests received after the contract closing time will not be allowed. The party concerned shall be informed that the withdrawal request arrived too late for

consideration. However, when the bids are read out at the bid opening, and if it is the lowest bid on a contract, the bidder may then proceed in accordance with Section H. The withdrawal of a bid prior to the closing date does not disqualify a bidder from submitting another offer on the same contract.

(b) Withdrawal of Submissions during the Opening

At the conclusion of the reading out of bids on a contract, a low bidder may withdraw any of his remaining bids on other contracts. Withdrawn bids under this procedure cannot be reinstated. If more than one bid is read out under the same name for the same contract and no withdrawal notice has been received, then Section H (g) shall apply.

(c) Withdrawal of Submissions after the Opening

The withdrawal of a bid after the public opening is concluded shall be dealt with in accordance with Section K (h) Action When Successful Bidder Does Not Finalize Contract.

I. Opening of Submissions

(a) Public Opening of Submissions

The Opening of Tender or RFP submissions shall be open to the public.

(b) Action to “Unknown” Bids at Opening

Any bid that does not clearly identify the contract on the envelope shall be opened and placed with its appropriate group.

(c) Action on Correspondence found Enclosed in Tender Submission Envelope

If correspondence is found enclosed with a Tender bid in the envelope which, in the opinion of the Treasurer/Administrator or Tender Administrator, could qualify the bid in any way, that submission shall initially be considered improper and shall be so noted in the record. “The decision as to whether to accept or reject this bid will be made by the Treasurer/Administrator or Tender Administrator and noted in the record.

(d) All Bids Received Must be Accounted For

When bids have been opened and sorted, the Treasurer/Administrator or Tender Administrator shall check the Listing of Bids received, and the number opened to ensure that all submissions are accounted for. If a discrepancy occurs, the opening proceedings shall be delayed until all bids have been accounted for.

(e) Reading out of Bid Amounts, and Listing of Information

When all bids have been accounted for, the Treasurer/Administrator and Tender Administrator or designate shall announce for each project, the bid number, and the number of bids received, the name of the bidder and total bid amount, simultaneously recording the name of each bidder, the bid amount and the deposit cheque amount on a bid opening form.

(f) Action When Correspondence Requesting Withdrawal Attached to the Bid

When, during the reading out of submissions, the Treasurer/Administrator or Tender Administrator receives a bid that has correspondence requesting withdrawal attached, he shall read out the bid number and the bidder’s name and indicate to those

in attendance that the bid is one previously announced as withdrawn at the request of the bidder (see Section G (b)). The bidder's name for each withdrawn bid shall be recorded immediately following the names of the bidders whose submissions will be considered, noting the method and date of withdrawal.

(g) More Than One Submission Under Same Name

During the reading out of tenders, the Treasurer/Administrator or Tender Administrator shall check for more than one bid under the same name (without a notice of withdrawal). If this situation occurs, each bid shall be documented and referenced in a manner as "A", "B", "C", etc. and shall be dealt with as normal bids.

(h) Preparation of Notice of Withdrawal of Submission

A contractor/supplier (read out aloud as low bidder on a previous bid) who desires to withdraw a bid(s) during an opening shall attest in writing to his identity and state the contract(s) on which he desires to withdraw. The Notice of Withdrawal of the bid must be signed by the contractor/supplier. This notice must be handed to the Treasurer/Administrator or Tender Administrator before the reading out of the first bid on the contract(s) to which it applies (see Section G (b)). The Treasurer/Administrator or Tender Administrator shall attach it to the applicable submission.

The Treasurer/Administrator or Tender Administrator shall read out the bidder's name and announce that the bid has been withdrawn in accordance with established procedure.

The Treasurer/Administrator or Tender Administrator shall not read out the bid amount of a withdrawn submission.

NOTE: A contractor/supplier who withdraws a bid on the strength of being read out as low bidder on a previous contract, does not have the right to reinstate the withdrawn bid if subsequent checking proves that his bid on the previous contract was not in fact, low.

J. Checking Bids

The submissions will be checked to determine whether,

- i) all requirements have been met,
- ii) all unit prices have been correctly extended,
- iii) The extensions have been correctly totalled.

K. Basis of Decision on Acceptance or Rejection of Improper Tender Bids

The decision as to whether an improper bid shall be accepted or rejected shall be based upon the following general consideration:

- i) Is the intention of the bidder clear?
- ii) Has the bidder made a conscientious attempt to comply with the submission requirements?

Care must be exercised by the Treasurer/Administrator or Tender Administrator and the Department Head involved, to ensure that improper bids are handled in a manner which is fair to other bidders as well as the public. The following principles apply:

(a) Late Tender Bids

Must be rejected and will not be considered (Section E (a) (v)).

(b) Tender Bids Not Completed in Ink or Typed - **must be rejected.**

(c) Incomplete Tender Bids

Part tender bids must be rejected, except when the instructions clearly state that an award may be made for individual items (e.g. Contracts such as equipment rental or some material contracts which are, in effect, several individual contracts combined).

(d) Qualified Tender Bid

If a bid is restricted by a statement added to the bid form or a covering letter, or alterations are made to the bid form, unless the change was requested by the Municipality (e.g. F.O.B. point changed, escalator clause, etc.), then the bid must be rejected.

(e) Tender Bid Not Singed

Tender Bids that are not properly signed and sealed must be rejected.

(f) Erasers , Overwriting or Strikeouts Not Initialled

Bids where erasures, overwriting or strikeouts have not been initialled must be rejected.

(g) Mathematical Errors

Tender Bids containing mathematical errors that have been corrected, may be accepted. Tender Bid unit prices shall ordinarily be used to correct extensions.

(h) Deposit Not Submitted or of Insufficient Amount

If a certified cheque, bank draft or money order deposit and/or bid bond (if required) is not submitted, the tender bid must be rejected.

(i) Agreement to Bond

If an agreement to bond is not submitted when required, the tender bid must be rejected.

L. Award Process

(a) Awarding Tenders

The project shall be awarded to the lowest bidder who has met all of the requirements for a proper tender bid as outlined above, unless there is a valid reason for not doing so. If awarded to other than the lowest bidder, the reason shall be documented in writing and signed by the Tender Administrator and the Treasurer/Administrator. One copy of the signed documentation shall be provided to the Treasurer and one copy shall be filed in the Project File. If the project value is over \$25,000 or over budget, an informational report or memo shall also be provided to Council.

When identical low bids are received, the Treasurer/Administrator shall designate the person who shall determine the low bidder by checking three references for each bidder.

(b) Awarding RFPs

In reviewing the merits of proposals submitted in response to RFPs, cost is not the only factor to be considered, particularly when a maximum or set dollar amount for a project

has been specified in advance. Only proposals that meet all of the mandatory requirements may be short listed for further consideration. Evaluation of proposals may require reference checks, presentations, or interviews if outlined in the RFP criteria.

After the proposals have been opened in public, they shall be evaluated by a selection committee. Short listed proposals shall be evaluated based on the rating/scoring criteria set out in the request for proposal. Each member of the committee shall receive a copy of the RFP documents, the evaluation matrix, and copies of all proposals received. Each committee member shall rank the written proposals, and where applicable oral presentations, individually.

When a two-envelope system is used for short listing, only envelopes marked "envelope one" are opened at the initial opening. These are then evaluated by the selection committee and scored according to the pre-determined evaluation matrix. After the scoring of envelope one is completed, then the pre-determined process for moving to envelope two is followed. If a proposal is not eligible to proceed to price evaluation, the bidder is disqualified from further consideration and the second envelope is returned to the bidder unopened. For each proposal where envelope two is opened, the bid price(s) are scored according to the pre-determined matrix and the individual total score for the proposal is calculated.

The individual tallies shall be combined to determine the overall score for each submission. The highest scoring proposal will typically be the one chosen (see 8.1(iv)). Final details of the contract may be negotiated with the preferred supplier.

(c) Contracts

Where a contract is required, once the decision has been made regarding the successful bidder, the Treasurer/Administrator shall advise the Clerk to prepare a draft by-law to authorize the execution of a contract with the successful bidder, for Council's consideration. The awarding of the contract shall not be finalized until after the passage of the by-law; however, the Tender Administrator may advise the successful bidder that they have been awarded the contract pending the passage of the by-law. Once the contract has been executed, the Tender Administrator shall advise unsuccessful bidders in writing of the award and the name of the successful bidder.

(d) Disposition of Deposit Cheques

Following the award of the contract, all deposit cheques and/or bid bonds, other than the low and second low bids, shall be returned to the applicable bidders by regular mail, by the Treasurer, and all original submission forms shall be retained on file.

(e) Execution of Contract

Where a Municipal contract is required, a contractor/supplier shall be allowed fifteen working days between the date of mailing the Form of Contract, and the date the executed contract must be returned to the Treasurer/Administrator or Treasurer. Copies of the executed contract will be distributed to the appropriate Senior Manager. No work shall proceed until the contract is executed by all parties and the necessary securities are filed with the Municipality's Treasurer.

(f) Action on Acceptance of Contract

When copies of the executed contract are returned and found acceptable to the Treasurer, the Tender Bid Deposit of the second low bidder shall be returned by registered mail, or may be delivered in person if the recipient signs for receipt of the deposit.

The Tender Bid Deposit of the successful bidder will be returned by registered mail (or may be delivered in person if the recipient signs for receipt of the deposit) once the necessary security documentation is received. This documentation includes, 50% Performance Bond and 50% Labour and Material Bond, or as otherwise stipulated in the contract, or 100% of the amount of the bid in cash or certified cheque, Certificate of Insurance, with coverage to a minimum of \$2 million and naming the Corporation of the Municipality of Temagami and its agents or sub-contractors as additional, insured's, and WSIB Clearance Certificate.

NO WORK SHALL COMMENCE UNTIL THE ABOVE HAS BEEN SATISFIED.

(g) Bonding Requirements

When stipulated in the contract, the Municipality typically requires a Performance Bond and a Labour and Materials Bond for 50% each, of the bid, or other amounts when conditions warrant, issued by an approved Guarantee Company properly licensed in the province of Ontario, on Canadian Construction Documents Committee (CCDC) bond forms acceptable to the Municipality, or 100% of the amount of the bid in cash or certified cheque. There may be instances where it is desirable to obtain bonding to the extent of 100% of the bid amount to be determined on the recommendation of the Department Head in consultation with the Treasurer. These securities must be furnished by the contractor before the contract can be executed.

(h) Action When Successful Bidder Does Not Finalize Contract

If a contract has been awarded and the successful bidder fails to sign the contract or to provide the necessary security within the specified time, (see Section K (e)) the Treasurer/Administrator may grant additional time to fulfil the necessary requirements or may recommend to Council, in consultation with the Department Manager involved, one of the following:

- i) that the contract shall be awarded to the next lowest bidder
- ii) that the contract shall be cancelled.

In the case of (i) and (ii) above, the Tender Bid Deposit of the low bidder shall be forfeited.

II FORMAL SELECTION PROCEDURE FOR CONSULTANTS SERVICES

Guidelines to decide which consultant to appoint:

M. Project Definition

A detailed definition of the project is required so that the consultants will interpret the requirements in a similar manner, making it easier for the Municipality to make an appropriate selection.

N. Prepare a Long List

Develop a list of 6-8 consultants from personal knowledge and/or experience of the Municipality, from recommendations of other municipalities, or obtain names of consultants from professional associations or may advertise in appropriate publications.

O. Request Letter of Interest

Consultants listed should be requested to submit a letter of interest in the project. This brief written submission should include: the consultant's ability and experience on similar projects, a list of key personnel and their résumés, the method of organisation if the project is complex.

P. Prepare Short List

Short list 2 to 5 consulting firms from the responses received.

Q. Request for Proposals

When requesting a detailed proposal, the Municipality must provide the consultants with the following:

- definition of the project
- scope of services that are requested
- Terms of reference

The Request for Proposal should ask the consultant to provide detailed information on:

- the name, size, location and description of firm
- the staff or study team proposed for assignment on the project
- résumés of key personnel
- the consultant's previous experience
- project methodology
- schedule or time frame for the project
- basis for fees

R. Interview Candidate Consultants

This gives the Municipality the opportunity to assess the capabilities of the consultant's senior staff and how they interact with Municipal staff.

S. Select Preferred Consultant

Selection should be made on ability, qualifications and experience in similar projects, personnel assigned to the project, reputation, location, knowledge, work load and fees.

T. Meet with Preferred Consultant

The Municipality should meet with the preferred consultant to discuss the project in depth, update the terms of reference and agree on compensation for the project.

U. Approvals

Consulting fees exceeding \$25,000 require Council approval.

V. Execute Agreement

Where the formal selection procedure is used, a contract should be prepared for the protection of the Municipality and the consultant.

W. Notify Unsuccessful Consultants

Unsuccessful consultants will receive written notification of the decision.



Corporation of the Municipality of Temagami

Memo No.
2023-W-010

Memorandum to Council

Subject:	User Charges
Agenda Date:	April 27, 2023
Attachments:	Recreation User Fee Comparison / Proposed Rec User Fees

RECOMMENDATION

INFORMATION

Over the past term of Council, updates to User Charges have typically become effective July 1st each year. Continuing with this plan, the user charges noted on the various schedules would be increased by the same percentage municipal tax rates are increased by. In addition to this 'cost of living' increase, the following recommended changes to the User Charge By-Law are presented.

Note: Schedule A – Cemetery Fees – any changes will be recommended by the Cemetery Board.

Hourly service charge – increase this from \$47.50 per hour to \$50.00 per hour. This represents an increase of 5.25%.

Schedule C – Water and Sewer Connection fee - Residential \$1,000; Commercial \$1,300 from the present \$870 and \$1,155 respectively. It is important to note that in addition to the connection fee, the property owner would be responsible for cost of any materials required for these connections.

Schedule F – This is for Dock Fees in front of the Municipal Office. The minimum fee has been established at \$400 per season. Boats over 16 feet are charged an additional \$25 per foot per season. While we can increase this charge by inflation, there are other docking facilities where the practice appears to be free seasonal docking. Docking fees should be extended to all municipal docks.

The one exception, perhaps, is docking to access a land vehicle. In many instances, this would be similar to the 'day use' area of the docks by the municipal office for which there is presently no charge.

Whether the fees are included here, or in the Municipal Land Use By-Law, there should be consistency throughout the municipality.

Schedule G – Parking Rates – While we are closer to having a corporation established that can move to the next step of possible ownership, and these rates were increased during the last review, Council can determine what, if any, further increases may be required here. We have had some complaints about the jump in the fees although this is more related to the years between price increases rather than the sticker shock if the fees were increased a little each year.

Schedule H – Miscellaneous Charges – One of the new user charges recommended by Staff is a \$5 charge for looking up roll/account numbers. In 2019, we moved to the Vadim Accounting System and went from a 5 digit account number to using the roll number as the property identifier. There are still a number of ratepayers who are using the 5 digit account number when making payments. This requires the old system being consulted to retrieve the roll number associated with the account number. This does take time. We have included the need to change account numbers in every tax newsletter that has been sent with tax bills since January 2019 and believe the time has come for this extra time to be paid for through the \$5 charge.

A change to the 9-1-1 signs and post is to change the sign and post charge to be what we are charged. We do this for cemetery markers and by doing this we can ensure the appropriate cost is passed along to the property owner without having to update the by-law.

Attached to this report is a comparison of recreation rates to other communities including recommendations that were made in our Service Delivery Review. The second page contains recommended rates for Recreation Facilities.

One concept that is being introduced is a discount for local or open community use. This would be a discount where there is a cost to providing the service (such as hall rentals) but no charge when there is no direct cost. For the second example, soccer fields are there to be used and if the event is a Saturday afternoon community pickup game of soccer that is open to all, then there would be no charge. (it is assumed that any required equipment would be supplied by the user) The rental rates for fields, ball diamonds etc. are for events that are not free to the community or the use (participation) is restricted.

Offering a discount for ratepayers/residents to rent municipal facilities recognize that a portion of the tax levy go to support these services. Also, it could promote people from our community using more venues here rather than travelling to another community.

Offering a lower rate could also be seen as providing more inclusivity in the uses of our facilities.

Respectfully Submitted:
Craig Davidson
Treasurer/Administrator

Comparison of User Fees					
Type	Temagami	Temiskaming	Powassan	Armstrong	Service
	Current	Shores			Delivery
Arena Ice					
Prime/hr	\$ 100	\$ 140	\$ 150	\$ 59	\$ 185
Non-Prime/hr		\$ 82	\$ 100		
Minor Hockey/Hr	\$ 75	\$ 112	\$ 120		
Public School/HR	\$ 75	\$ 70	\$ 75		
Rental/Day	\$ 800			\$ 678	\$ 1,450
Weekend with Hall	\$ 2,000			874/d	\$ 3,200
Adult Hockey per night	\$ 7				
Kid Hockey per night	\$ 5				
Public Skating	\$ 3			\$ 3	
Arena Floor - No Ice					
Rental/hr	\$ 50	\$ 45			
Rental/day	\$ 500	\$ 665	\$ 380		
Non-Profit/day		\$ 350			
Non-Resident/day		\$ 31			
Hall					
Rental/hr	\$ 40	\$ 25			
Rental/day	\$ 350	\$ 355	\$ 132	\$ 201	\$ 350
Fitness Class	\$ 20				
Non-Profit/day	\$ 200	\$ 180	\$ 65		
Kitchen Use/Event	\$ 150		\$ 126		
Outdoor					
Ballfield/Weekend	\$ 200			\$ 158	
Ballfield/game		\$ 35			
Ballfield/tournament		\$ 130		\$ 242	
Ballfield/minor game		\$ 28			
Minor Ball - Annual		\$ 50			
Soccer Field/game		\$ 30			
Tennis Court/day		\$ 20			
Misc					
Canteen/event	\$ 20				
Setup/clean up/hr	\$ 48			\$ 42	
Tables/Chairs/Place Setting					
Theatre/hr	\$ 50				
Theatre/day	\$ 150				
Chambers/hr	\$ 25		\$ 25	\$ 35	
Chambers/day	\$ 100	\$ 130			

Proposed User Fees			
Arena Ice			
Prime/hr	\$	175.00	
Non-Prime/hr	\$	120.00	
Minor Hockey/Hr	\$	140.00	20% discount
Public School/HR	\$	140.00	20% discount - waived if Joint Use Agreement
Rental/Day	\$	1,000.00	25% discount if local or open community
Weekend with Hall	\$	2,400.00	25% discount if local or open community
Adult Hockey per night	\$	7.00	
Public Skating	\$	3.00	
Arena Floor - No Ice			
Rental/hr	\$	50.00	
Rental/day	\$	500.00	25% discount if local or open community
Hall			
Rental/hr	\$	40.00	
Rental/day	\$	350.00	25% discount if local or open community
Fitness Class	\$	25.00	
Non-Profit/day	\$	120.00	40% discount if local or open community
Kitchen Use/Event	\$	150.00	25% discount if local or open community
Outdoor			
Ballfield/Weekend	\$	250.00	25% discount if local or open community
Ballfield/game	\$	35.00	Free Local or Open Community
Ballfield/tournament/day	\$	130.00	25% discount if local or open community
Ballfield/minor game	\$	28.00	Free Local or Open Community
Minor Ball - Annual	\$	50.00	Free Local or Open Community
Soccer Field/game	\$	30.00	Free Local or Open Community
Tennis Court/day	\$	20.00	Free Local or Open Community
Misc			
Canteen/event	\$	20.00	Free Local or Open Community
Setup/clean up/hr	\$	50.00	after the 1 hour included in rental
Tables/Chairs/Place Setting			No rate - used for set up purposes
Theatre/hr	\$	66.50	25% discount if local or open community
Theatre/day	\$	200.00	25% discount if local or open community
Chambers/hr	\$	35.00	25% discount if local or open community
Chambers/day	\$	135.00	25% discount if local or open community
Chalet			
Rental/hr	\$	40.00	
Rental/day	\$	250.00	25% discount if local or open community
Non-profit/day	\$	187.50	
Kitchen/event	\$	150.00	25% discount if local or open community
Tables/Chairs/Place Setting			No rate - used for set up purposes
Equipment			
Bicycles	\$	5.00	per hour - Daily max \$200
Snowshoes	\$	3.00	per hour - Daily max \$10
Skis	\$	3.00	per hour - Daily max \$10

Proposed User Fees						
Arena Ice						
Prime/hr	\$	175.00				
Non-Prime/hr	\$	120.00				
Minor Hockey/Hr	\$	140.00	20% discount			
Public School/HR	\$	140.00	20% discount - waived if Joint Use Agreement			
Rental/Day	\$	1,000.00	25% discount if local or open community			
Weekend with Hall	\$	2,400.00	25% discount if local or open community			
Adult Hockey per night	\$	7.00				
Public Skating	\$	3.00				
Arena Floor - No Ice						
Rental/hr	\$	50.00				
Rental/day	\$	500.00	25% discount if local or open community			
Hall						
Rental/hr	\$	40.00				
Rental/day	\$	350.00	25% discount if local or open community			
Fitness Class	\$	25.00				
Non-Profit/day	\$	120.00	40% discount if local or open community			
Kitchen Use/Event	\$	150.00	25% discount if local or open community			
Outdoor						
Ballfield/Weekend	\$	250.00	25% discount if local or open community			
Ballfield/game	\$	35.00	Free Local or Open Community			
Ballfield/tournament/day	\$	130.00	25% discount if local or open community			
Ballfield/minor game	\$	28.00	Free Local or Open Community			
Minor Ball - Annual	\$	50.00	Free Local or Open Community			
Soccer Field/game	\$	30.00	Free Local or Open Community			
Tennis Court/day	\$	20.00	Free Local or Open Community			
Misc						
Canteen/event	\$	20.00	Free Local or Open Community			
Setup/clean up/hr	\$	50.00	after the 1 hour included in rental			
Tables/Chairs/Place Setting			No rate - used for set up purposes			
Theatre/hr	\$	66.50	25% discount if local or open community			
Theatre/day	\$	200.00	25% discount if local or open community			
Chambers/hr	\$	35.00	25% discount if local or open community			
Chambers/day	\$	135.00	25% discount if local or open community			
Chalet						
Rental/hr	\$	40.00				
Rental/day	\$	250.00	25% discount if local or open community			
Non-profit/day	\$	187.50				
Kitchen/event	\$	150.00	25% discount if local or open community			
Tables/Chairs/Place Setting			No rate - used for set up purposes			
Equipment						
Bicycles	\$	5.00	per hour - Daily max \$200			
Snowshoes	\$	3.00	per hour - Daily max \$10			
Skis	\$	3.00	per hour - Daily max \$10			

**THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI**

BYLAW NUMBER 17-1374

**Being a Bylaw to amend By-law 14-1171, being a by-law to govern the disposal of
real property of the Corporation of the Municipality of Temagami**

WHEREAS Section 270 (1) of the Municipal Act S.O. 2001, C.25, as amended, requires a municipality to adopt and maintain policies with respect to its sale and other disposition of land;

AND WHEREAS the Council of the Corporation of the Municipality of Temagami deems it desirable to update its policy with respect to its sale and other disposition of land, as passed by By-law 14-1171 on the 30th day of January, 2014;

AND WHEREAS the MPAC assessed value of a property is supposedly the fair market value of that property, so including an option to use the MPAC assessment to determine the value of a property would provide a faster and more economical means of property valuation;

AND WHEREAS at the Committee of the Whole meeting on the 17th day of October 2017, Council gave direction to bring for Council consideration, at a special meeting to be held on the 23rd day of October, 2017, an amending by-law to add this option to By-law 14-1171.

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. That Section 5 – Appraisals shall be changed to read as follows:

“Except for disposals of those classes of real property, or to those classes of public bodies exempted by the Municipal Act 2001, the Chief Administrative Officer shall, prior to the disposal of real property, determine the fair market value of the property. The fair market value may be determined based upon the assessed value provided by the Municipal Property Assessment Corporation (MPAC). If, in the opinion of Council, the MPAC value is not sufficiently accurate or current, an independent appraisal or opinion of value may be obtained for all classes of properties. Independent appraisals shall be valid for a period of five (5) years, unless determined otherwise by Council.”

2. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law

and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

TAKEN AS READ a first time this 23rd day of October, 2017.

READ a second and third time and finally passed this 23rd day of October, 2017.

Mayor

Clerk


	THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI	
	Policy Name	Employment Policy and Procedure Manual
	Policy Number	7.1
	Department	Human Resources
	Bylaw Approval	
Revision Date	February 23, 2023	

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GENERAL INFORMATION – Section 1

1.1 - PURPOSE

It is the purpose of this Employment Policy and Procedure Manual to recognize the mutual value of the terms and conditions of employment; to encourage an efficient and effective approach to the delivery of all municipal services; to promote the morale, well-being and security of all Employees of the Employer; and to provide direction and consistency in the Management of personnel matters.

1.2 - ACKNOWLEDGMENT

Employees recognize the exclusive right of the Employer to operate and manage its business in all respects in accordance with its commitments and responsibilities and that the determination of methods, processes and means are solely the responsibility of The Corporation of the Municipality of Temagami.

It is understood that the Municipality of Temagami is responsible for the safety, health, comfort and general welfare of the citizens of our community; therefore, the Employees recognize that they must be prepared to assist in carrying out the services of the Employer whenever the services are required. The Employer agrees to follow the provisions of this Employment Policy and Procedure Manual; the Employment Standards Act as amended; and all other relevant and applicable Provincial and Federal legislation.

1.3 - SCOPE

The policies and procedures in this manual apply to all Municipal Employees. This Employment Policy and Procedure Manual shall not apply to “contracted” Employees unless specifically referred to in their respective agreements.

Policies and procedures in this manual have an organization-wide application to provide a basis for consistent and appropriate decision-making, and provide guidance for Staff on many issues.

All Employees have the responsibility to familiarize themselves with the content of the policies and procedures and to conduct themselves accordingly. All Supervisors and managers have the responsibility to communicate with those Staff under their direction about the application of policies and procedures, to ensure compliance and to take corrective action when necessary.

The Municipality reserves the right to revise or add to the policies from time to time as deemed necessary. Employees will receive periodic updates to these policies and are expected to familiarize themselves with these changes.

The provisions of this policy manual are subject to any federal or provincial laws that may prohibit or restrict their applicability.

1.4 - APPLICATION/ENFORCEMENT

It shall be the responsibility of Management and Supervisors to ensure the consistent and equitable application of these policies.

1.5 - IMPORTANCE AND CONTRACTUAL FORCE

The following statements shall establish the importance and contractual force of the Municipality’s

policies including those contained within this policy manual:

- All Municipal Employees are required to review and abide by all the terms contained in this policy manual. Every possible effort has been made to make this manual comprehensive however it cannot address every possible situation. As such, the Municipality reserves the right to exercise discretion in the interpretation and enforcement of our policies and to revise or add to our policies from time to time as deemed necessary.
- If you have any questions about any of our policies or how to interpret them, please speak to your Supervisor or HR.

1.6 - REVIEW & AMENDMENT

This manual shall be reviewed once per term of Council by the Management Team. Any policy that requires minor amendments prior to the review date, will be processed and forwarded on to Staff, to sign a new acknowledgement sheet with the understanding that they have read and understand the changes. Signed acknowledgement sheets are retained in the Employee's personnel file.

VISION AND VALUE – Section 2

2.1 – EMPLOYMENT - VISION OF THE MUNICIPALITY OF TEMAGAMI

- 1) Create a safe and considerate working environment for all Employees.
- 2) Encourage originality, innovation and promote enthusiasm in all Employees.
- 3) Create a distinctive and progressive corporate culture.
- 4) Make positive contributions to the community in which we operate and strive to become a model corporate citizen.

2.2 – EMPLOYMENT - VALUES OF THE MUNICIPALITY OF TEMAGAMI

- 1) **Communication** - The most effective communication begins with listening. Leadership will set the example with active listening, especially when the information may be negative. An open environment encouraging discussion enhances involvement; feedback encourages improvement.
- 2) **Teamwork** - Teamwork is a necessity. Do not be limited by your job description but rather, act according to the situation. Draw on the skills and expertise of the team to achieve results.
- 3) **Responsibility** - Each Employee must understand their responsibilities clearly and execute them accordingly. Each Manager is responsible to assign and communicate those responsibilities.
- 4) **Hands on Approach** - Be available to contribute where required, visualize the situation, and take the necessary action.

2.3 - MISSION STATEMENT

The Corporation of the Municipality of Temagami exists to serve its residents and those who come to experience the area. We are dedicated to creating and maintaining a balance between the global attraction of Temagami's wilderness and a successful business community. We are also dedicated to achieving the sustainable development of the Temagami area's natural resources, while conserving and ensuring the area's natural heritage and ecological diversity. (1998)

2.4 - COMMUNITY VISION

We, the community of Temagami aspire to be the community of choice for ourselves and future generations.

We will achieve our vision through a healthy economy that respects the natural environment and builds on our tourism and natural resource heritage and sustainable secondary business sectors and vital neighbourhoods.

We will preserve and cherish our rich cultural roots, work collaboratively with our indigenous neighbours and celebrate the diversity of our people.”

STANDARDS OF CONDUCT & EMPLOYMENT PRACTICES –

Section 3

3.1 - GENERAL GUIDELINES

All employees are urged to become familiar with The Corporation of the Municipality of Temagami rules and standards of conduct and are expected to follow these rules and standards faithfully in doing their own jobs and conducting the Municipality's business.

3.2 - REPORTING RELATIONSHIPS

The Municipality's Treasurer/Administrator (T/A) shall be responsible directly to Council. The Department managers shall be responsible to the T/A and all other employees shall be responsible to the Managers concerned.

Every Municipal Representative is expected to think and act, at all times, in the best interest of the Municipality of Temagami and its residents.

3.3 - ADDRESS OR TELEPHONE CHANGE

It shall be the responsibility of each employee to notify Human Resources of any change in the employee's address or telephone number in writing within five (5) calendar days of the change.

3.4 - RIGHT TO REVIEW PERSONNEL FILE

An employee shall have the right to request an appointment for the purpose of reviewing the Municipality's personnel file maintained on their behalf. Any review shall be in the presence of an Employer representative.

The task of handling personnel records and related administration functions at The Corporation of the Municipality of Temagami has been assigned to the Human Resources. Personnel files will be kept confidential at all times.

3.5 - ATTENDANCE AND PUNCTUALITY

The Corporation of the Municipality of Temagami expects employees to be ready to work at the beginning of the assigned work day.

3.6 - ABSENCE AND LATENESS

From time to time, it may be necessary for an employee to be late or absent from work. The Corporation of the Municipality of Temagami is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise.

It is the responsibility of all employees to contact their immediate supervisor as soon as possible if they will be absent or late. The supervisor will inform all other affected parties.

3.7 - UNSCHEDULED ABSENCE

Absence from work for three (3) consecutive days without notifying management or Human Resources will be considered grounds for termination, except in extenuating circumstances, where the employee is unable to notify as stated.

3.8 - CONFIDENTIAL INFORMATION AND NONDISCLOSURE

By continuing employment with The Corporation of the Municipality of Temagami, employees agree that they will not disclose or use any of The Corporation of the Municipality of Temagami's

confidential information, either during or after their employment and will sign a confidentiality agreement to this effect.

3.9 - ETHICAL STANDARDS

Employees are expected to make professional decisions consistent with The Corporation of the Municipality of Temagami's principles and standards as set forth in Municipal Policies and Bylaws.

3.10 - CONFLICT OF INTEREST

No employee of the Municipality shall recommend or give preference to a business that is owned by their parent, child or spouse.

Where an employee of the Municipality of Temagami will have any interest, directly or indirectly, in any contract for goods or services, they shall disclose the interest and the general nature thereof in writing to the approval authority, prior to the contract being considered or awarded. They shall not attempt in any way to influence the decision of the awarding of the contract. Where the employee is the one responsible for the decision making, and/or the supervisory role after the contract is awarded, they shall notify their supervisor in writing prior to the awarding of the contract, in order that someone else may be delegated the decision making and/or the supervisory authority before, during and after the contract is awarded.

3.11 - DRESS CODE

Employees of The Corporation of the Municipality of Temagami are expected to present a clean and professional appearance while conducting business. Dressing in a fashion that is clearly unprofessional, that is deemed unsafe, or that negatively affects The Corporation of the Municipality of Temagami's reputation or image is not acceptable.

These guidelines apply to all non-uniformed employees in the Municipal Office, facilities and worksites. Exceptions to these guidelines will be permitted where particular forms of dress are required to perform particular job functions. For example, some Parks and Recreation Staff and Public Works Staff are required to dress in a manner appropriate to their job responsibilities and work environment.

Casual does not imply poorly fitting clothing. Clothing should be without holes or frayed areas. As a rule of thumb, anything the employee would wear to the gym, beach, or to clean the garage would not be considered business casual wear.

Employees should, however, take their day's schedule into account. If an employee is attending a Council meeting, or meeting with external customers, more traditional business attire may be appropriate.

3.12 - USE OF EQUIPMENT AND VEHICLES

The Corporation of the Municipality of Temagami will attempt to provide employees with the equipment needed to do their job. None of this equipment shall be used for personal use, nor removed from the physical confines of The Corporation of the Municipality of Temagami, unless it is approved for a job that specifically requires use of municipal equipment outside the physical facility. In some instances, employee equipment may be needed to carry out job and compensation rates will be negotiated as required.

3.13 - USE OF COMPUTER, PHONE AND MAIL

The Corporation of the Municipality of Temagami property, including computers, phones, electronic mail, and voice mail, should be used only for conducting Municipality business. Incidental and occasional personal use of Municipality computers, phones, or electronic mail and voice mail systems may be permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages.

3.14 - USE OF INTERNET

Employees are responsible for using the Internet in a manner that is ethical and lawful. Use of the Internet must solely be for business purposes and must not interfere with employee productivity.

3.15 - USE OF COMPUTER SOFTWARE

The Corporation of the Municipality of Temagami does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies.

Downloading of other software must be authorized by the T/A in consultation with the IT Department.

3.16 - NON-SMOKING POLICY

No smoking of any kind is permitted inside any The Corporation of the Municipality of Temagami offices, vehicles or equipment. Smoking may take place only outside The Corporation of the Municipality of Temagami facilities and not within 25' of the entrance. Smoking remnants must be safely disposed of in municipally issued receptacles. Littering will not be tolerated.

3.17 - GIFTS

Advance approval from management is required before an employee may accept a gift of any kind from a citizen. Employees are not permitted to give unauthorized gifts to citizens.

HEALTH AND SAFETY STANDARDS – Section 4

4.1 - POLICY STATEMENT

The safety and health of employees is a priority. The Corporation of the Municipality of Temagami makes every effort to comply with all provincial and federal workplace safety requirements. Each employee is expected to obey all safety rules and exercise caution and common sense in all work activities.

4.2 - RESPONSIBILITIES

Under compliance with the Occupational Health & Safety Act, it is the responsibility of the employer to:

1. Ensure required health and safety training is provided to each employee
2. Ensure employees are provided with proper equipment and trained to use it safely
3. Ensure supervisors and employees are aware of any known hazards in the workplace
4. Take every precaution reasonable in the circumstances to protect you
5. Post Health and Safety notices and identify where employees can read them
6. Post the names of workplace Representatives where employees can see them
7. Post the Occupational Health and Safety Act and the WSIB “In Case of Injury at Work” poster where employees can read them
8. Post Ministry of Labour orders where employees can see them
9. Rectify health and safety problems brought to their attention by the Health & Safety Representatives within a reasonable timeframe

Each workplace (Office, Public Works, Community Centre, etc.) will have an employee who has been identified as the Health and Safety Representative, who will:

1. Identify workplace hazards
2. Obtain information from the employer
3. be consulted about workplace testing
4. Make recommendations to the employer
5. Investigate work refusals
6. Investigate serious injuries
7. Request information from the Workplace Safety and Insurance Board (WSIB)

Employees must report any hazard or contravention of the Occupational Health & Safety Act to their Supervisor and the department Health & Safety Representative.

4.3 - HEALTH-RELATED ISSUES

Employees who become aware of any health-related issue that may affect their ability to perform their job duties, shall notify their supervisor of health status as soon as possible.

4.4 - EMPLOYEE REQUIRING MEDICAL ATTENTION

All accidents sustained by employees while on the job will be investigated to determine their cause and the action required to prevent further occurrence of such accidents and injuries. Employees shall report all work-related injuries and accidents immediately.

It is the responsibility of the employee's Supervisor to initiate an Employee Injury Report (WSIB Form) and to document the incident and accident investigation using the prescribed form. It is also the responsibility of the Supervisor to ensure that recommended corrective action is taken. The

employee's Manager is responsible for ensuring that all persons carry out their duties and responsibilities in accordance with the provision of the Occupational Health and Safety Act.

4.5 - WORKPLACE AND BUILDING SECURITY

Employees are not allowed to use Municipal workplaces after hours for personal use without prior authorization from the T/A, or designate if the T/A is not available.

4.6 - WEATHER-RELATED AND EMERGENCY-RELATED CLOSINGS

At times, emergencies such as severe weather, fires, or power failures can disrupt Municipality operations. In such instances, the Treasurer / Administrator will decide on the closure and will provide the official notification to the employees.

HIRING POLICY – Section 5

5.1 - POLICY STATEMENT

The Municipality of Temagami (Municipality) is an equal opportunity employer, whose goal is to evaluate and consider the skills, qualifications, and overall ability of any individual applying for a position within the municipality, without discrimination.

5.2 - PURPOSE & SCOPE

The purpose of this policy is to provide a concise, systematic and equitable method of identifying and placing individuals for employment within the Municipality while remaining compliant with current legislation.

5.3 - GENERAL PROVISIONS

- a) The hiring policy applies to all Departments, boards and committees within the Municipality, for which the Municipality has jurisdiction. This includes the hiring of full-time, part-time, and temporary/casual Employees.
- b) It is the intention of the Municipality that the most suitable candidate for each position be hired.
- c) The Municipality supports the merits of promoting from within the organization and succession planning when there are internal candidates with the necessary knowledge, skills, abilities and qualifications.
- d) The Municipality will not discriminate against any person in the course of hiring under the Protected Grounds of the Human Rights Code of Canada.
- e) If a selected applicant requests an accommodation for a disability, the Municipality shall consult with the applicant and provide or arrange for provisions of suitable accommodation that considers the applicant's disability.
- f) When a position where driving is an essential duty of the job, the Municipality will require that the successful candidate provide a three (3) year driver's abstract as well as a recent Commercial Vehicle Operator's Registration paid for at their own expense if applicable.
- g) An applicant supplying vast or misleading information may be subject to immediate termination from the hiring process and or their position.
- h) The Municipality requires a Vulnerable Sector Check completed prior to start date for those who work directly or indirectly with children or the vulnerable.
- i) Grade 12 is required

5.4 - HIRING PROCESS

The following guidelines will be followed for the hiring of both full-time and part-time Employees for the Municipality.

At the Municipality's discretion, when deemed appropriate by way of qualified internal candidates, the Municipality may choose to post jobs internally for a period of one week, by means of emails, bulletin boards etc., before posting externally. Qualified applicants under the employ of the Municipality shall remain subject to the normal hiring processes, including interviews.

External job postings will be advertised by the Human Resources (HR) Manager on the Municipality's website and in the media deemed most appropriate (e.g. local paper, professional associations, web sites), for a minimum of two (2) consecutive weeks.

All candidates are to submit a resume and cover letter for review by the HR Manager and the respective Department Supervisor. Applicants shall, upon request, submit a minimum of three (3) professional references. All submissions will be reviewed, however only the most qualified candidates will be contacted for interviews.

5.5 - SELECTION AND INTERVIEW PROCESS

Treasurer / Administrator (T/A):

The hiring committee should consist of the Mayor, Deputy Mayor, and appointed Councillor(s) and outside qualified person(s), as appropriate. The team shall prepare a written recommendation to Council for final approval.

Department Managers/Supervisors:

The hiring committee should consist of the T/A, Councillors and the HR Manager.

Department Lead Hand/Foreman:

The hiring committee should consist of the T/A, Department Manager and HR Manager.

Department Employees:

The hiring committee should consist of the Department Manager, Department Supervisor and HR Manager.

In some cases, external experts in their field or Council members may be asked to join the hiring committee if appropriate.

The HR Manager will set up and facilitate the interviews. More than one interview and/or an employment skills test may be required to determine candidate suitability, depending on the position.

Exceptions to the interview and selection process may be made for hiring temporary or seasonal Employees when these positions are being filled by a person previously employed by the Municipality in the same or similar position, in an emergency situation, or when deemed appropriate by the T/A and the HR Manager.

5.6 - POTENTIAL HIRING CONFLICTS

The Corporation of the Municipality of Temagami WILL NOT favour nor inhibit the hiring of relatives over others. All candidates will be given equal opportunity for employment, based upon qualifications and merit, regardless of relationship to either an employee or an elected official.

For the purposes of this policy statement:

“Relative” is, for the purposes of this policy and in conformity with the Ontario Human Rights Code, deemed to include the spouse, child or parent of an employee.

Employment will not be allowed where the potential employee would be subject, either directly or indirectly, to the supervisory control of a relative. In cases of promotion or transfers from within The Corporation of the Municipality of Temagami or in situations where related employees may, for any reason come into a supervisory relationship, The Corporation may consider alternatives to avoid that relationship.

Former Employees: A former Employee who left the Municipality on amicable terms may be eligible

for reemployment. However, former Employees who left the Municipality without proper notice, or when employment was terminated for disciplinary reasons, shall not be eligible for reemployment.

5.7 - OFFER OF EMPLOYMENT

References may be checked by the HR Manager, and with the receipt of a minimum of two (2) positive professional references, a conditional offer of employment will be made first verbally, then in writing to the successful candidate, and unsuccessful candidates will be closed off.

Should the applicant accept the offer of employment, they will be considered an Employee, and provided with a start date and required location to report for duty.

Confirmation of position may be required by Council resolution or by-law. Employee orientation will take place on the start date or within the first week of employment to assist the Employee in their duties. Not all aspects of the duties/position will be taught during the first week.

5.8 - PROBATIONARY PERIOD

New Employees are required to complete a minimum three (3) month probationary period, with the option to extend for an additional three (3) months. Every effort will be made to help new Employees adapt successfully to their new work environment. The probationary period also provides Employees with the necessary time to become familiar with the Municipality and to evaluate whether or not they will be able to achieve their personal objectives or otherwise realize their full potential while employed here.

PERFORMANCE REVIEW – Section 6

6.1 - PURPOSE

The purpose of the performance review is to improve Employee effectiveness, to recognize job performance, and to identify opportunities for succession planning.

6.2 - RATIONALE

Employees are accountable for their performance and are entitled to know what is expected of them, how they are performing and what resources are available to improve their performance. The performance review process provides the means to establish and maintain open dialogue between the Supervisor and Employee for the purpose of providing feedback to improve personal and professional performance.

6.3 - BASIC PRINCIPLES OF PERFORMANCE MANAGEMENT:

- The Supervisor and the Employee work together to plan, monitor and review an Employee's work objectives.
- Performance Management is a continuous process of setting goals and assessing progress, not something limited to an annual performance review meeting.
- Throughout the performance Management process, Employees are encouraged to actively participate in the planning, evaluating, and improving their performance.
- Honesty and openness, with effective two-way communication are essential elements of the Supervisor/Employee relationship.

6.4 - OBJECTIVES

- Provide feedback
- Identify performance gaps
- Provide positive reinforcement
- To assist with directing salary progression
- Human resources and succession planning

6.5 - TIMELINES

Upon successful completion of the probationary period and thereafter, yearly:

- The Department Supervisor is to conduct a performance review annually with each Employee.
- The T/A shall conduct performance evaluations for Department Supervisors;
- Members of Council shall review the performance of the T/A annually.

6.6 - GRID MOVEMENTS

During the probationary period for a new hire, an Employee will be placed at the starting level and move to Step one once the probationary period has been successfully completed. Thereafter, step increases will be based on a combination of time in the position, performance and supplementary education. Eligibility for a step increase would occur after two years or after one year with supplementary education designed to advance the knowledge of the Employee. During the annual review the skill level will also be reviewed so that an increase in Step will be with an increase in skills.

For Management positions there will also be different factors which should include the overall

performance of their Department, the increase in Departmental Staff members' skills as well as the manager's personal skill level and the advancement of longer-term Departmental goals. In essence, simply occupying a chair for a period of time will not equate to receiving a Step increase but rather, increased Management skills and job specific knowledge in addition to experience will culminate in a Step increase when warranted.

Employees and or managers with performance issues may not receive a pay increase for multiple years and may have a performance improvement plan (PIP) implemented. PIPs are usually implemented for a short period of time (3-6 months) and reviewed again to see if performance has been improved.

BENEFITS POLICY – Section 7

7.1 - POLICY STATEMENT

The Municipality of Temagami (Municipality) believes that having a comprehensive and competitive benefit package is a key component in supporting Employee and family health and well-being.

7.2 - PURPOSE & SCOPE

The purpose of this policy is to outline the criteria under which Employees are eligible for benefit coverage. This policy shall apply to all full-time Employees of the Municipality.

7.3 - COMMITMENT

The Municipality is committed to:

- Offering a balanced benefit program to help support Employees and their families during times of unexpected illness or accident;
- Providing the best value for the dollars spent;
- Supporting workplace health;
- Remaining competitive relative to market position, and
- Attracting and retaining Employees.

7.4 - ELIGIBILITY

Full-time Municipal Employees are eligible for benefits, unless otherwise stated in an Employee contract, after the qualifying period of three (3) months.

Employees should be aware that certain premiums can be a taxable benefit. The Municipality is not an insurer as to the following benefits and the exact terms of the coverage must be ascertained from the provisions of the particular policies of the insurer.

7.5 - BENEFIT BOOKLET

Employees will be provided with access to an electronic Benefits Booklet provided by the insurance carrier and are encouraged to visit the carrier's website. Copies of these documents can be printed as needed.

7.6 - CLAIMS

Employees are required to submit their own claims to the applicable insurance carrier utilizing designated forms. Claims related to workplace injuries or illnesses are generally not eligible for payment through the Municipality's benefit plans. Please refer to the information available through the Workplace Safety and Insurance Board (WSIB) and contact your Human Resources (HR) representative.

7.7 - EMPLOYEE RESPONSIBILITIES

Employees are responsible for:

- a) Completing detailed forms as applicable.
- b) Contact HR with any changes to dependent status within 31 calendar days of the effective date of the change.
- c) Submit claims within allowable periods or per the benefit provider's requirements.
- d) Contact the benefit provider customer service centre if they have questions with regard to their claim(s).
- e) Use available on-line benefit services when possible.

7.8 - MUNICIPALITY RESPONSIBILITIES

The Treasurer / Administrator (T/A) is responsible for:

- a) Informing Council of potential issues concerning benefit plans.
- b) Submitting any necessary reports to Council to ensure changes to benefit plans are in line with demographic and market shifts.
- c) Exercise discretion relative to changes in benefit plans as a result of unusual circumstances

HR is responsible for:

- a) Maintain Employee and benefit information in a confidential manner and to ensure compliance with privacy information legislation.
- b) Coordinate with insurance carriers to disseminate information and benefit updates to eligible Employees. Consult with the T/A on matters affecting benefit plans and market competitors.
- c) Work with Employees to resolve benefit related issues.
- d) Coordinate benefit initiatives with Third-Party Benefits Administrator.
- e) Retain benefit related documentation.
- f) Ensure consultation as appropriate with relevant parties.

7.9 - AMENDMENTS

The Municipality may amend any of its benefit plans at any time and will endeavor to provide notification to Employees, as appropriate.

ONTARIO MUNICIPAL EMPLOYEE RETIREMENT SYSTEM

(OMERS) – Section 8

8.1 - ENROLLMENT

Enrollment in the OMERS pension plan is mandatory for full-time Municipality of Temagami (Municipality) Employees on the date of hire.

All other employees are eligible to enroll in OMERS on a voluntary basis.

OMERS enrollment paperwork will be completed with Human Resources during orientation.

8.3 - CONTRIBUTIONS

The Municipality will match regular Employee contributions. If an Employee is on leave, the Municipality will only match the contributions if they are on a statutory leave and the Employee has chosen to buy back their service.

8.4 - PARTICIPATION

Participation in the pension plan shall continue until termination of employment, retirement, or death of the Employee, as the Employee shall not be able to opt out of the program once enrolled.

8.5 - MYOMERS.CA

Once enrolled, OMERS will send each new Employee a welcome package in the mail. The Municipality encourages Employees to establish their myomers.ca account, to set up things like; beneficiaries, additional voluntary contributions, or change personal information.

EMPLOYEE RECOGNITION POLICY – Section 9

9.1 - POLICY STATEMENT

The Municipality of Temagami (Municipality) recognizes and values the efforts and accomplishments of our Staff members, and the contributions they make towards the success of the Municipality.

9.2 - PURPOSE & SCOPE

The purpose of this policy is to ensure that Staff are recognized for their achievements in an appropriate fashion.

9.3 - RECOGNITION

The Municipality may provide recognition in the following manners:

- Verbal or written congratulations and/or thanks;
- Ceremonies for the celebration and communication of excellence and/or achievement.

9.4 - ANNUAL RECOGNITION

The Human Resources representative will be responsible for reporting to Council on the annual Employee recognition list for years of Service and Service Appreciation.

9.5 - LENGTH OF SERVICE

The Municipality recognizes and rewards Employees that have stayed with the organization at the following stages of their employment:

- 10 Years of Service – Gift or cash of \$50
- 15 Years of Service – Gift or cash of \$75
- 20 Years of Service – Gift or cash of \$100
- 25 Years of Service – Gift or cash of \$125
- 30 Years of Service – Gift or cash of \$150
- 35 Years of Service – Gift or cash of \$175
- 40 Years of Service – Gift or cash of \$200

9.6 - SERVICE APPRECIATION

The Municipality shall provide departing gifts for Employees who leave through retirement or at the recommendation of the T/A and approved by Council, based on the following criteria:

- Employees with 10 to 15 years of service - \$200
- Employees with 15 to 20 years of service - \$250
- Employees with 20 to 30 years of service - \$300
- Employees with more than 30 years of service - \$350

The award or gift is normally presented at a meeting of Council by the Mayor. The employee's Department shall be responsible for the purchasing of an appropriate gift at the appropriate above.

In recognition of employees who leave the Municipality (on good terms) to move on to employment elsewhere, department staff may decide to hold “going-away” events during lunch or break periods at no expense to the Municipality.

HOURS OF WORK AND OVERTIME – Section 10

10.1 - POLICY STATEMENT

Hours of work are designed to enable the Municipality of Temagami to deliver services in the most efficient and effective manner. As such, the standard of work week for divisions may vary in accordance with the nature of the work that is performed.

10.2 - HOURS OF WORK

The normal work week for all full-time Employees is either 37.5 hours per week or 40 hours per week.

Specific hours of work will be established departmentally because of the variations in the nature of work and the identified business requirements, and may occasionally be adjusted to allow for changing circumstances.

It is recognized that Management Staff may periodically be required to work extended hours to meet operational and planning commitments including emergency response, on behalf of the Municipality. Staff members called in to work under a “Declared State of Emergency” are expected to respond in view of the circumstances.

10.3 - BREAKS

Work breaks are provided from work to relax and refresh Staff. Employees may take up to the equivalent of two (2) paid work breaks of 15 minutes each.

Employees are required to take an unpaid 30-minute meal break within the first five (5) hours of their work schedule. If an Employee is called upon to work during their meal break then they shall be given a meal break as soon as possible thereafter.

10.4 - OVERTIME

T/A and Department Supervisors - The T/A and Department Supervisors are expected to work the necessary overtime to fulfill their responsibilities. Attendance is often required at Council, Special Council, or other Committee/Board meetings outside of normal working hours. All Employees are encouraged to take time off during the same bi-weekly pay period to balance off hours to equal a regular biweekly period, however, the Municipality understands that this is not always possible. In times where this is not possible than overtime will be paid or banked at a rate of 1.5 times the normal rate.

All Other Employees - Overtime must be pre-approved by their Department Supervisors prior to being worked. Employees will be paid at one and a half (1.5) times their regular hourly rate for hours worked in excess of their normal bi-weekly hours for that position or as laid out in their respective contracts.

An Employee’s contract of employment may provide a greater right or benefit with respect to overtime.

10.5 - BANKED HOURS

Approved overtime hours can either be paid out at the Employee’s overtime rate or banked at time and one half and taken in lieu. An Employee shall not take time off in lieu when they do not have sufficient time in their bank to cover it, unless specifically granted by the Treasurer / Administrator.

An Employee's overtime bank, shall not exceed their regular biweekly hours, Employee banks may be replenished up to that amount. Unused banked time is not eligible to be carried forwarded into a new year, unless approved by the Treasurer/Administrator.

All overtime must be documented and approved by the Employee's Supervisor.

10.6 - TIME SHEETS

Employees are responsible for reporting all hours worked in a timely fashion. All approved overtime must be included. All time sheets are to be completed online and submitted to their Supervisor for approval by the end of each bi-weekly pay period.

In the event that a time sheet includes information that is erroneous or omitted, Management shall work to correct the time sheet to accurately reflect the contributions of the Employee and will engage the Employee in a conversation to determine the hours worked.

Falsification of a time sheet is an act of fraud, and will not be tolerated. In the event that it is determined that a time sheet has been falsified and additional time has been added for work that was not performed, or hours are included for time where the Employee was not present, the Municipality will determine the appropriate disciplinary action to be taken.

10.7 - CALL-OUT PAY

Employees who are required to work on a call out basis (unscheduled, unexpected, or emergency) will be paid the minimum of four hours pay at 1.5 times their regular rate, for any hours above their normal bi-weekly hours.

ON-CALL POLICY – Section 11

11.1 - POLICY STATEMENT

The Municipality of Temagami requires public works employees to be on-call for pressing matters and emergencies related to the Municipality's water systems, wastewater systems, solid waste, roads, winter maintenance, and all other aspects of the position that may require immediate attention.

This policy sets a process for those employees to receive appropriate compensation when placed on-call.

11.2 - PROCEDURES

The Municipality requires one, non-management, public works employee to be on on-call duty during weekends and holidays. Public works employees are scheduled to be on-call on a rotational basis. Municipality of Temagami public works employees shall receive compensation of \$50 per day for on-call shifts. This compensation will remain the same regardless of the day of the week or if on a holiday.

During the winter maintenance season, the public works employee who is on-call, will be responsible for making the determination whether or not roads need to be cleared of snow. If the employee that is on-call is unsure, they will call the Public Works foreman or Superintendent to seek direction.

In accordance with the On-Call Policy:

1. All Public Works staff with the exception of the Public Works Superintendent will be scheduled for on-call duties
2. On-call will be paid at a rate of \$50.00 per Day
3. On-call rates will be paid for employees for Friday night, Saturday, Sunday and Holidays
4. Should there be a callout, a minimum of four (4) hours will be charged over and above the callout daily rate.
5. If there are subsequent callouts within the initial four-hour period, it would be considered as only one callout.
6. The Public Works Superintendent will schedule the on-calls
7. One staff will be on-call each weekend
8. The staff on-call will have a pager or provide an alternate number to the call centre where they can be reached.
9. A municipal truck will be provided to the lead staff on the on-call weekend
10. On-call staff must be in within a half (.5) hour range of the Public Works office.

DISCONNECTING FROM WORK – Section 12

12.1 - PURPOSE

The Municipality of Temagami is committed to fostering a safe and healthy work environment for all employees. Recent technological advancements along with an increase in remote work arrangements have led to the risk of “hyper-connectivity”. Accordingly, this Policy sets out the Municipality’s expectations around work-related communications in an effort to assist employees in disconnecting from work during appropriate times.

12.2 - APPLICATION

This Policy applies to all employees of the Municipality of Temagami.

12.3 - DISCONNECTING FROM WORK

“Disconnecting from work” means not engaging in work-related communications, including emails, telephone calls, video calls or the sending or reviewing of other messages, so as to be free from the performance of work.

12.4 - WORKING HOURS

This Policy does not amend an employee’s hours of work or rest periods. Employees’ hours of work and rest periods are defined pursuant to their employment contracts and/or by agreement with the employees’ managers in accordance with applicable employment standards legislation.

12.5 - EXPECTATIONS REGARDING WORK-RELATED COMMUNICATIONS

In general, the Municipality does not expect employees to read or respond to work-related communications outside of their normal working hours, subject to the following exceptions:

- a) where operational or business needs require such communications and the employee has been given notice in advance;
- b) where such communications are required due to the nature of the employee’s duties;
- c) where the employee’s role is managerial or supervisory in nature, in which case operational or business needs may require communications outside of normal working hours;
- d) where the employee has been authorized to work flexible hours;
- e) in instances involving unforeseen operational or business needs;
- f) in cases of emergency;
- g) where such communication is required pursuant to another Municipal policy;
- h) where on-call coverage requires employees to answer or respond to work-related communications
- i) in other situations that may arise, at the discretion of the Municipality.

12.6 - TOOLS TO ENABLE DISCONNECTING FROM WORK

Practices and customs for disconnecting from work may differ across the Municipality depending upon the nature of the work and the circumstances of the employees on a particular team. Employees should address ideas or concerns relating to disconnecting from work with their managers.

The following tools may assist employees in disconnecting from work, where appropriate:

- a) Automatic Replies – employees may consider enabling automatic replies indicating the dates that they are out of the office, the date they will return to the office, and an alternate point of contact during the employee’s absence.

- b) E-mail Signatures – employees may consider including reference to the timing of their e-mail communications in their signature block, such as “My working hours may not be your working hours. Please do not feel obligated to respond to this e-mail outside of your normal working hours.”
- c) Delay Delivery – employees may consider using the “delay delivery” function when sending e-mails if the timing of their communication may not align with that of the recipient (e.g. where the sender and recipient are in different time zones, or have different work schedules).
- d) Vacation Alerts – employees may consider including a vacation alert in their signature block indicating the dates of an upcoming vacation.

12.7 - QUESTIONS OR CONCERNS

Employees with questions or concerns about this policy should contact their manager or Human Resources.

This policy is subject to change at the sole discretion of the Municipality. Employees will be notified of any such changes in accordance with applicable employment standards legislation.

STATUTORY HOLIDAYS – Section 13

13.1 - POLICY STATEMENT

Permanent full-time Employees of the Municipality of Temagami (Municipality) are entitled to a designated number of paid holidays each calendar year.

13.2 - PAID HOLIDAYS

Each Employee who qualifies shall be paid at the regular daily rate for each of the following holidays:

- New Year's Day - Statutory
- Family Day - Statutory
- Good Friday - Statutory
- Easter Monday
- Victoria Day - Statutory
- Canada Day - Statutory
- Civic Holiday
- Labour Day – Statutory
- National Day for Truth and Reconciliation
- Thanksgiving Day - Statutory
- Remembrance Day
- Christmas Day - Statutory
- Boxing Day – Statutory
- Floater Day
- .5 day on the last working day before Christmas Day
- .5 day on the last working day before New Year's Day

If the holiday falls on a Saturday or a Sunday, it will be observed on the preceding Friday or following Monday. The Treasurer / Administrator may make recommendations to Council to observe the holiday on another day of the week during the Christmas Holidays.

13.3 - QUALIFICATIONS

All of the above listed Ontario statutory holidays of this policy shall be compensated in accordance with the Employment Standards Act.

13.4 - ALTERNATE HOLIDAY

In the event that a full-time Employee is required to work on a statutory holiday, they will receive an alternate day off with pay at the Employee's regular rate at a time mutually agreed upon with the Department Supervisor or they will be paid at the premium rate for hours worked in accordance with their respective agreement.

VACATION LEAVE – Section 14

14.1 – POLICY STATEMENT

The Municipality of Temagami (Municipality) understands the importance of personal time off for its Employees. Employees are encouraged to use their vacation time for rest, relaxation, and personal pursuits. The Municipality recognizes that other paid time off may be required from time to time. As such, the purpose of this policy is to explain the standards, guidelines, and procedures for paid time for all permanent full time Employees.

14.2 - VACATION PERIOD

For vacation purposes, a vacation entitlement year spans the calendar year, running from January 1st to December 31st.

14.3 - VACATION SCHEDULE

All permanent full-time Employees shall be entitled to take annual vacation with pay based on the following schedule:

Vacation Entitlement	Continuous Years of Service
Pro-rated amount of ten (10) days	In first full calendar year after hire.
Ten (10) days	After one full calendar year.
Fifteen (15) days	After three (3) full calendar years
Twenty (20) days	After ten (10) full calendar years
Twenty-five (25) days	After fifteen (15) full calendar years
Thirty (30) days	After twenty (20) full calendar years

An Employee's contract of employment or documented approved negotiations may provide a greater right or benefit with respect to vacation time.

During the hiring process, the T/A may, at their sole discretion, recognize and adjust the starting vacation entitlement for Management positions (Supervisors, managers, directors/Department Supervisors) based on previous relevant experience, employment conditions/contract or other extenuating circumstances.

14.4 - EARNED VACATION

Vacation time will be earned in one calendar year and available to be taken in the following calendar year. Should employment end, for any reason, the employee will be paid out the remainder of their vacation bank, including a pro-rated amount for the current year.

14.5 - CONTINUOUS SERVICE

Vacation entitlement is based on active continuous service. Because there is no break in the employment relationship during a statutory leave, the time on leave counts toward the completion of a vacation entitlement year.

Vacation credits will not accrue while an Employee is on Long-Term Disability or while on a Leave of Absence (other than a statutory leave) for more than two (2) months in one (1) year.

Employees are not entitled to accrue vacation during periods of sabbatical, or suspension from the Municipality.

In the event of broken service, i.e., an employee leaves the employ of the corporation and returns at a later date; the anniversary date shall be computed by using the first day of re-employment. Years of service in prior periods of employment will not be considered.

14.6 - STATUTORY HOLIDAYS DURING VACATION

In the event that an Employee is called into work on a statutory holiday or during their scheduled vacation time, another day off will be given in lieu. If a statutory holiday falls within an Employee's scheduled vacation time, the Employee shall be entitled to another day off with pay.

14.7 - VACATION PAY

Part-time, contract, casual and seasonal Employees shall receive a percentage of wages in lieu of vacation time as per the vacation entitlement scale set out in the Employment Standards Act.

Employees shall receive vacation pay at the rate of four (4) percent of their earnings during their first four (4) vacation entitlement years. For every vacation entitlement year in which an Employee has five (5) years or more of service, they shall receive six (6) percent of their earnings.

14.8 - SCHEDULING

All vacation schedules are subject to the approval of the Department Supervisor to ensure that they do not interfere with the proper and efficient services or operations of the Department. Department Supervisor vacation time shall be approved by the T/A.

Vacation Time must be requested through the Municipality's online time tracking portal and pre-approved by the Department Supervisor. All approved time off will be posted on the Municipality's time off calendar in the Municipal Office.

The summer vacation schedule shall be completed by April 1st of each year. In scheduling the vacation of Employees, preference in the choice of date(s) will be given to Employees taking seniority into consideration, provided that, in the opinion of the Department Supervisor, the date(s) do not interfere with proper and efficient services or operations of the Department.

Vacation may only be taken once approval is received from their Supervisor/manager.

14.9 - UNUSED VACATION

All vacation time shall be used within the calendar year or paid out, unless prior approval has been granted by the T/A to roll it over into the following calendar year, up to a maximum of one year's entitlement for the employee.

14.10 - ILLNESS OR ACCIDENT DURING VACATION LEAVE

If an Employee's vacation is interrupted due to illness or accident requiring hospitalization, the period of hospitalization may be considered sick leave upon submission of a satisfactory medical certificate.

14.11 - VACATION PAY ON TERMINATION

If an Employee's services are terminated, vacation pay earned up to the date of termination will be paid to the Employee in accordance with the Employment Standards Act, 2000.

14.12 – ON CALL SHIFTS DURING VACATION TIME

When an Employee has scheduled on-call shifts during the same time as their vacation request, the Employee is responsible for ensuring that their on-call shift is covered during that time. The Department Supervisor will grant their request, with the clause that if they are not successful in finding a replacement for their on-call shift, they will make sure that they are available to cover it.

sSAFETY FOOTWEAR AND CLOTHING ALLOWANCE – Section 15

15.1 – POLICY STATEMENT

The Municipality recognizes that employees will require certain PPE, Safety footwear, clothing and/or uniforms during the course of their employment. Some allowances will be made to reimburse permanent full-time employees for these costs.

15.2 - SAFETY FOOTWEAR ALLOWANCE

The Employer will provide a Safety Footwear Allowance up to a maximum of \$200.00 for employees who require safety footwear in the course of their duties. To be eligible for reimbursement the footwear must meet the department specifications. Safety Footwear Allowance will not be paid to employees during their probationary period and will only be paid once during any twelve (12) month calendar year. Employees must submit a completed claim form and eligible receipts for authorization by their Supervisor.

15.3 - SAFETY CLOTHING AND SUPPLIES

The following items of safety clothing are provided by the Municipality:

- Coveralls
- Summer T-shirts: orange with reflective markings
- Work gloves
- Hard hats
- Ear plugs
- Safety glasses – non-prescription, may be worn over prescription glasses

15.4 – UNIFORMS AND OTHER CLOTHING

The Municipality recognizes that employees are representatives of the corporation and it is important to present themselves in a professional manner, as per the dress code noted in section 3.

All permanent full-time employees of the Municipality are eligible to receive up to \$100 clothing reimbursement for clothing or footwear that has been deemed appropriate for their respective positions.

The determination will be made by the employees' supervisor.

SICK DAYS AND MEDICAL APPOINTMENTS – Section 16

16.1 - PURPOSE

To establish a formalized process for the Municipality of Temagami (Municipality) Employees to take when they will be absence due to illness or for medical appointments.

16.2 - SCOPE

This procedure applies to all permanent full-time Employees of the Municipality.

16.3 - GENERAL PROVISIONS

- a) All permanent full-time Employees will receive a total of ten (10) days of paid sick time during each calendar year. These days are to only be used for illness or scheduled medical appointments for themselves or their dependents. These days are not permitted to be carried over into the following year.
- b) Employees are to report their inability to attend work as early as possible, but no later than one (1) hour prior to the Employee starting their regular work day. The Employee should speak directly with their Supervisor, or in cases where this is not possible, should leave a voicemail with the next available Supervisor.
- c) For periods of ten (10) days or more consecutively of illness, an Employee may wish to submit a claim for Employment Insurance Sick Leave Benefits.

16.4 - MEDICAL APPOINTMENTS

Employees are encouraged to book routine medical appointments on days off. Where this is not possible, an Employee may utilize banked time, vacation or sick leave, to accommodate medical and/or dental appointments/treatments.

Medical leave, whether for illness or medical appointments, shall be deducted from an Employee's sick leave bank based on the hours absent from work.

BEREAVEMENT LEAVE – Section 17

17.1 - POLICY STATEMENT

The Municipality of Temagami (Temagami) understands that Employees should have time off work to attend funeral services, grieve in private, and deal with family issues in the event of a death of an immediate family member. It is the Municipality's intention to ensure that our Employees are provided the time they need to properly take care of their family obligations, while maintaining their employment with the Municipality.

17.2 - PURPOSE AND SCOPE

The purpose of this policy is to outline the roles and responsibilities of Employees and Supervisors. This policy applies to all permanent full-time Municipal Employees.

17.3 - NOTIFICATION

Employees are expected to notify their immediate supervisor and request bereavement leave time off as soon as possible when a death occurs in their family.

Leave time is granted such that an Employee may have time to attend a funeral, grieve, and deal with family issues in the event of a death in the immediate family as defined above.

Use of bereavement leave time for any purposes other than the reasons listed above, are inappropriate and non-compensable.

The Municipality reserves the right to inquire as to the name, and nature of the relationship with the deceased, and the name of the funeral home responsible for handling the arrangements.

17.4 - TIME AWAY

Employees will be granted leave and receive their regular daily wage up to:

5 working days	Spouse (shall mean either common law or legally married) Child of either the Employee or spouse A parent of either the Employee or spouse Brother of either the Employee or spouse Sister of either the Employee or spouse Nephew or Niece of either the Employee or spouse Grandparent of either the Employee or spouse Grandchild of either the Employee or spouse Uncle or Aunt of either the Employee or spouse Son-in-law or daughter-in-law
1 working day	To attend the funeral of other extended family

Should extensive travel or extenuating circumstances be involved, additional leave, either with or without pay, may be granted at the discretion of the T/A.

17.5 - ARRANGEMENTS

Human Resources will arrange for flowers or other suitable sympathy gift/donation for the following related to current Council or Staff, with the following notation "The Council and Staff of the

Municipality of Temagami”.

\$50	Spouse (shall mean either common law or legally married) Child of either the Employee or spouse A parent of either the Employee or spouse Brother of either the Employee or spouse Sister of either the Employee or spouse Nephew or Niece of either the Employee or spouse Grandparent of either the Employee or spouse Grandchild of either the Employee or spouse Uncle or Aunt of either the Employee or spouse Son-in-law or daughter-in-law
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17.6 - DEATH OF AN EMPLOYEE OR COUNCIL MEMBER

In the event of a death of a current Employee or council member, the T/A will make the decision as to whether the Municipality office will be closed for the day of the funeral, for Staff to attend.

PREGNANCY and PARENTAL LEAVE – Section 18

18.1 - POLICY STATEMENT

The Municipality of Temagami (Municipality) recognizes that life events such as pregnancy, childbirth and when a child joins a family are significant periods of time for all persons involved. The Municipality supports Employees through these events with the provision of pregnancy and parental leaves in accordance to Ontario's Employment Standards Act (ESA).

18.2 - PURPOSE & SCOPE

The purpose of this policy is to outline the roles and responsibilities of Employees and Supervisors in:

- a) the accommodation of pregnancy related needs, and
- b) implement pregnancy and parental leaves of absence

This policy applies to Employees who are eligible to take pregnancy and parental leave as permitted under the applicable employment standards legislation.

18.3 - NOTICE PERIOD

- a) Employees are encouraged to provide as much notice as possible before taking pregnancy or parental leave so the Municipality can plan accordingly. Employees must give the Municipality written notice at least two (2) weeks to the start of the leave.
- b) Where an Employee must begin their leave immediately due to unforeseen circumstances such as illness or complications caused by pregnancy, and cannot provide two weeks' notice, the Employee will inform their supervisor as soon as possible.
- c) Employees must give the Municipality written notice of when they plan to end the leave or if they wish to change the return date to an earlier or later time.
- d) Employees who decide not to return to work at the end of the leave are requested to give the Municipality at least four (4) weeks written notice of their intention to terminate employment.

18.4 - JOB PROTECTION

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

18.5 - EMPLOYMENT INSURANCE

The Federal Employment Insurance Act provides eligible Employees with pregnancy leave and/or parental leave benefits that are payable over the period that the Employee is off on such leaves. Employment insurance is paid to one parent or the other, or can be split between both parents.

18.6 - BENEFITS

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

18.7 - PAY AND MERIT INCREASES

- a) An Employee who is away from the workplace due to a pregnancy or parental leave is entitled to any pay increase they normally would receive during that time.

- b) An Employee who was due for a merit increase during their leave, and did not have a PA completed prior to commencing their leave, may be required to work for an assessment period before the merit increase will be initiated.
- c) Pay or merit increases will take effect upon the Employee's effective date of return, but will be retroactive to the date that the Employee was eligible.

18.8 - SENIORITY, LENGTH OF SERVICE AND VACATION

Seniority, length of service and vacation entitlement will continue to accrue for Employees while on leave.

18.9 - OMERS PENSION

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

18.10 - RETURN MUNICIPALITY PROPERTY FOR DURATION OF LEAVE

- a) Employees who will be away from the workplace on a pregnancy or parental leave must leave all Municipality property (such as laptops, cell phones, etc.) with their supervisor at the end of their last scheduled work day before the leave.
- b) In the event that an Employee has to start their leave earlier than was anticipated, the Employee must make arrangements with their supervisor to return the property as soon as it is possible to do so.

FAMILY RESPONSIBILITY LEAVE – Section 19

19.1 – POLICY STATEMENT

The Municipality of Temagami recognizes that there will be occasions when Employees are required to be away from work to care for or support a family member with an urgent situation. The Municipality supports Employees through this time with an unpaid leave of absence for a maximum of three (3) days in accordance to Ontario's Employment Standards Act (ESA).

19.2 - PURPOSE AND SCOPE

The purpose of this policy is to:

- provide Employees with an overview of the family responsibility leave available under the ESA
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and contract Employees.

19.3 - PROVISIONS

Most Employees have the right to take up to three days of unpaid job-protected leave each calendar year because of an illness, injury, medical emergency or urgent matter relating to certain relatives. This is known as family responsibility leave. Special rules apply to some occupations.

Employees are entitled to up to three family responsibility leave days per year after they have worked for an employer for at least two consecutive weeks. An Employee who missed part of a day to take the leave would be entitled to any wages they earned while working.

19.4 - ELIGIBILITY

An Employee can take family responsibility leave for illnesses, injuries and medical emergencies for a specified family member as outlined in the *ESA*.

Generally, Employees are entitled to take the leave if a relative has a pre-planned (elective) surgery if it is for an illness or injury, even though it is scheduled ahead of time and not a medical "emergency."

Employees cannot take the leave for a relative who is having cosmetic surgery that isn't medically necessary or is unrelated to an illness or injury.

An Employee can also take family responsibility leave because of an "urgent matter". An urgent matter is an event that is unplanned or out of the Employee's control, and can cause serious negative consequences, including emotional harm, if not responded to.

Some examples of an "urgent matter" include:

- The Employee's babysitter calls in sick.
- The house of the Employee's elderly parent is broken into, and the parent is very upset and needs the Employee's help to deal with the situation.
- The Employee has an appointment to meet with their child's counsellor to discuss behavioural problems at school. The appointment could not be scheduled outside the Employee's working hours.

Some examples of events that do not qualify as an urgent matter:

- An Employee wants to leave work early to watch his daughter's soccer game.
- An Employee wants the day off to attend her sister's wedding as a bridesmaid.

19.5 - INFORMING SUPERVISOR OF NEED TO TAKE PERSONAL EMERGENCY LEAVE

When an Employee requires a family responsibility leave day(s), the Employee will:

- Advise their supervisor before the start of their workday that they will be off for personal emergency leave
- If they are unable to notify their direct supervisor before they are required at work, they must do so as soon as possible
- When an Employee cannot reach their direct supervisor, the Employee must inform another member of Management of their absence
- Employees should give their supervisor an expected date of return
- Employees are not required to submit a medical note

In some circumstances another form of unpaid Leave of Absence may be available to Employees who require additional time off.

19.6 - JOB PROTECTION

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

19.7 - SENIORITY, SERVICE AND VACATION

Seniority, service and vacation entitlement continue to accrue for Employees while taking family responsibility leave.

19.8 - BENEFITS

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

19.9 - OMERS PENSION

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

19.10 - COMPLIANCE

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

FAMILY CAREGIVER LEAVE – Section 20

20.1 – POLICY STATEMENT

The Municipality of Temagami recognizes that there will be occasions when Employees are required to be away from work to care for or support a family member with a serious medical condition. The Municipality supports Employees through this time with an unpaid leave of absence for a maximum of eight (8) weeks in accordance to Ontario's Employment Standards Act (ESA).

20.2 - PURPOSE AND SCOPE

The purpose of this policy is to:

- provide Employees with an overview of the family caregiver leave available under the ESA
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and contract Employees.

20.3 - PROVISIONS

Under the ESA, an Employee is entitled to a leave of absence, without pay for up to eight (8) weeks to provide care or support to each specified family member who have a serious medical condition. The weeks do not have to be taken consecutively.

The Employee can take the leave in periods of less than a full week (e.g., one (1) day or a couple of days in a week), but if you take any time off for family caregiver leave in a week (Sunday to Saturday), you will be considered to have used up a full week of your total entitlement.

20.4 - ELIGIBILITY

An Employee is eligible to take Family Caregiver leave if a qualified health practitioner issues a medical certificate stating that the family member has a serious medical condition, which may include chronic or episodic.

The medical certificate must name the individual and state that they have a serious medical condition. The certificate does not have to state what the medical condition is, it must state that it is serious. If the certificate states the period the individual has a medical condition, the certificate supports the Employees request for the leave during that period. If the certificate does not state a period, the date of issue until the end of the calendar year will be used as the time frame of the leave.

Employees must provide a copy of the certificate if requested by the Municipality. Employees can take

the Medical Certificate to Support Entitlement to Family Caregiver Leave, Family Medical Leave, and/or Critical Illness Leave to the medical practitioner to fill out, or any certificate that states that the patient has a serious medical condition can be used. All costs for medical certificates are the Employee's responsibility.

If two (2) or more Municipality Employees take Family Caregiver leave to care for or support the same family member, the total of the leaves taken by all Employees shall not exceed eight (8) weeks.

20.5 - NOTIFICATION

Beginning the Leave

Employees must inform the Municipality in writing that they will be taking Family Caregiver leave prior to the leave commencing, or as soon as you can after the leave begins.

Returning to Work

An Employee shall provide 48 hours' notice to their supervisor if they wish to return from the Family Caregiver Leave earlier than the expected return date.

Employees must return to work after the following dates:

- The last day of the week in which the family member dies
- Bereavement leave would now be in place (See section E-02)
- End of the eight (8) week entitlement

In some circumstances another form of unpaid Leave of Absence may be available to Employees who require additional time off.

20.6 - JOB PROTECTION

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

20.7 - SENIORITY, SERVICE AND VACATION

Seniority, service and vacation entitlement continue to accrue for Employees while taking family caregiver leave.

20.8 - BENEFITS

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

20.9 - OMERS PENSION

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

20.10 - COMPLIANCE

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

FAMILY MEDICAL LEAVE – Section 21

21.1 – POLICY STATEMENT

The Municipality of Temagami (Municipality) recognizes that there will be occasions when Employees are required to be away from work to provide care or support for a family member with a serious medical condition with a significant risk of death within the next 26 weeks. The Municipality supports Employees through this time with an unpaid leave of absence for a maximum of 28 weeks during a 52-week period in accordance to Ontario’s Employment Standards Act (ESA).

21.2 - PURPOSE AND SCOPE

The purpose of this policy is to:

- provide Employees with an overview of the family medical leave available under the ESA
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and contract Employees.

21.3 - PROVISIONS

Under the ESA, an Employee is entitled to the family medical leave of absence, without pay for up to 28 weeks to provide care or support to each specified family member. The 28 weeks do not have to be taken consecutively within a 52-week period.

If you are on a family medical leave and stop providing care or support before the end of the week, you are entitled to stay on leave for the remainder of the week. If you take any time off for family medical leave in a week (Sunday to Saturday), you will be considered to have used up one (1) full week of your 28-week entitlement.

21.4 - ELIGIBILITY

An Employee is eligible to take Family Medical leave if a qualified health practitioner issues a medical certificate stating that the family member has a serious medical condition with a significant risk of death within 26 weeks.

Employees must provide a copy of the certificate if requested by the Municipality. Employees can take the Medical Certificate to Support Entitlement to Family Caregiver Leave, Family Medical Leave, and/or Critical Illness Leave to the medical practitioner to fill out, or any certificate that states that the patient has a serious medical condition with a significant risk of death within 26 weeks can be used. All costs for medical certificates are the Employee’s responsibility.

If two (2) or more Municipality Employees take Family Medical leave to care and support the same family member, the 28 weeks must be shared.

21.5 - NOTIFICATION

Beginning the Leave

Employees must inform the Municipality in writing that they will be taking Family medical leave before it begins, or as soon as you can after it begins.

Returning to Work

An Employee shall provide 48 hours’ notice to their supervisor if they wish to return from the Family medical Leave earlier than the expected return date.

Employees must return to work after the following dates:

- The last day of the week in which the family member dies
- Bereavement leave would now be in place
- End of the 28-week entitlement

In some circumstances another form of unpaid Leave of Absence may be available to Employees who require additional time off.

21.6 - JOB PROTECTION

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

21.7 - SENIORITY, SERVICE AND VACATION

Seniority, service and vacation entitlement continue to accrue for Employees while taking family medical leave.

21.8 - EMPLOYMENT INSURANCE

The Federal Employment Insurance Act provides eligible Employees with 26 weeks of benefits that are payable over the period that the Employee is off on such leaves to care for family member.

21.9 - BENEFITS

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

21.10 - OMERS PENSION

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

21.11 - COMPLIANCE

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

CRITICAL ILLNESS LEAVE – Section 22

22.1 - POLICY STATEMENT

The Municipality of Temagami (Municipality) recognizes that there will be occasions when Employees are required to be away from work to provide care or support to a critically ill minor child or adult who is a family member.

The Municipality supports Employees through this time with an unpaid leave of absence for a maximum of 37 weeks during a 52-week period for a minor child and 17 weeks for an adult in accordance to Ontario's Employment Standards Act (ESA).

22.2 - PURPOSE AND SCOPE

The purpose of this policy is to:

- provide Employees with an overview of the critical illness leave available under the ESA
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and contract Employees.

22.3 - PROVISIONS

Under the ESA, an Employee is entitled to the critical illness leave of absence, without pay for up to 37 weeks to provide care or support for a minor child and 17 weeks for an adult. The weeks do not have to be taken consecutively within a 52-week period.

The Employee can take the leave in periods of less than a full week (e.g., one (1) day or a couple of days in a week), but if you take any time off for critical illness leave in a week (Sunday to Saturday), you will be considered to have used up one (1) full week of your entitlement.

If the minor child or adult remains critically ill after the end of the 52-week period, the Employee may be eligible for additional leaves of up to 17 or 37 weeks in subsequent 52-week periods.

22.4 - ELIGIBILITY

All Employees who have been employed with the Municipality for at least six (6) consecutive months and covered by the ESA are entitled to the critical illness leave.

An Employee is eligible to take critical illness leave if a qualified health practitioner

- issues a medical certificate stating that a minor child or adult is critically ill and requires the care or support of one or more family members, and
- sets out the period during which the minor child or adult requires the care or support.

Employees must provide a copy of the certificate if requested by the Municipality. Employees can take the Medical Certificate to Support Entitlement to Family Caregiver Leave, Family Medical Leave, and/or Critical Illness Leave to the medical practitioner to fill out, or any certificate that states that the patient is critically ill, requires the care or support of one or more family members, and sets out the duration the patient requires care or support can be used. All costs for medical certificates are the Employee's responsibility.

22.5 - NOTIFICATION

Beginning the Leave

Employees must inform the Municipality in writing that they will be taking critical illness leave

before it begins, or as soon as you can after it begins. Employees must also provide a plan indicating the weeks they will be taking the leave. The Employee may change the dates of the leave with written notice to their supervisor.

Returning to Work

An Employee shall provide 48 hours' notice to their supervisor if they wish to return from the critical illness Leave earlier than the expected return date.

Employees must return to work after the following dates:

- The last day of the week in which the family member dies
- Bereavement leave would now be in place
- End of the 37-week or 17-week entitlement

In some circumstances another form of unpaid Leave of Absence may be available to Employees who require additional time off.

22.6 - JOB PROTECTION

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

22.7 - SENIORITY, SERVICE AND VACATION

Seniority, service and vacation entitlement continue to accrue for Employees while taking critical illness leave.

22.8 - EMPLOYMENT INSURANCE

The Federal Employment Insurance Act provides eligible Employees with up to 35 weeks of benefits for caregivers of critically ill minor children or 15 weeks for critically ill adults.

22.9 - BENEFITS

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

22.10 - OMERS PENSION

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

22.11 - COMPLIANCE

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

ORGAN DONOR LEAVE – Section 23

23.1 – POLICY STATEMENT

The Municipality of Temagami (Municipality) recognizes that Employees may choose to donate an organ and will be away from work to undergo surgery and recovery. The Municipality supports Employees through this time with an unpaid leave of absence for a maximum of 13 weeks in accordance to Ontario's Employment Standards Act (ESA).

23.2 - PURPOSE AND SCOPE

The purpose of this policy is to:

- provide Employees with an overview of the organ donor leave available under the ESA
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and contract Employees.

23.3 - PROVISIONS

Under the ESA, an Employee is entitled to the organ donor leave of absence, without pay for up to 13 weeks. This leave may be extended up to an additional 13 weeks, if the Employee is not yet able to perform the duties of their job. The maximum amount of time for organ donor leave is 26 weeks.

23.4 - ELIGIBILITY

An Employee wishing to take organ donor leave must be employed with the Municipality for at least 13 weeks prior to starting the leave.

Organ donor leave begins on the day of the surgery, unless a medical certificate is provided from a qualified medical practitioner, stating a different date.

If the Employee chooses to extend the leave after the 13 weeks, a medical certificate must be provided starting the Employee is still unable to perform their duties because of organ donation and will be unable to do so for a period of time. All costs for medical certificates are the Employee's responsibility.

23.5 - NOTIFICATION

Employees must give the Municipality written notice at least two (2) weeks prior to the start of the leave or if they are extending the leave. If that is not possible, notification in writing as soon as possible is required.

23.6 - JOB PROTECTION

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

23.7 - SENIORITY, SERVICE AND VACATION

Seniority, service and vacation entitlement continue to accrue for Employees while taking organ donor leave.

23.8 - EMPLOYMENT INSURANCE

The Federal Employment Insurance Act provides eligible Employees with up to 15 weeks of benefits that are payable over the period that the Employee is off on leave for organ donation.

Employees are also encouraged to apply for benefits from the Program for Reimbursing Expenses of Living Organ Donors (PRELOD). For more information on this program visit <https://www.giftoflife.on.ca/en/>.

23.9 - BENEFITS

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

23.10 - OMERS PENSION

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

23.11 - COMPLIANCE

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

RESERVIST LEAVE – Section 24

24.1 – POLICY STATEMENT

The Municipality of Temagami (Municipality) recognizes that Employees who are military reservists may be deployed to international or operations within Canada. The Municipality supports Employees through this time with an unpaid leave of absence in accordance to Ontario's Employment Standards Act (ESA).

24.2 - PURPOSE AND SCOPE

The purpose of this policy is to:

- provide Employees with an overview of the reservist leave available under the ESA
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and contract Employees.

24.3 - PROVISIONS

Under the ESA, an Employee is entitled to the reservist leave of absence, without pay for the time necessary to engage in the operation. If the operation is out of Canada, the leave includes pre-deployment and post- deployment activities required by the Canadian Forces.

24.4 - ELIGIBILITY

An Employee going on reservist leave must be employed with the Municipality for at least six (6) consecutive months prior to starting the leave.

24.5 - NOTIFICATION

Employees must give the Municipality written notice at least two (2) weeks prior to the start of the leave. In addition, the Employee must advise the Municipality of the duration of the leave.

The Municipality may request proof that the reservist is entitled to the leave, the reservist must provide the Municipality with a document from the reservist's commanding officer. Such proof must be provided within three (3) weeks after the leave starts, if the circumstances allow.

The Municipality may postpone the Employee's return to work date by two (2) weeks in order to make return to work arrangements.

24.6 - JOB PROTECTION

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

24.7 - SENIORITY, SERVICE AND VACATION

Seniority, service and vacation entitlement continue to accrue for Employees while on leave.

24.8 - BENEFITS

The Employee will not receive Municipality benefits while on reservist leave. Benefits will start again when the two (2) week notice period prior to the Employee returning to work starts.

24.9 - OMERS PENSION

If an Employee wishes to maintain pension service credits they must pay the Employee's and employer's contributions for the duration of the leave. Payment to the Municipality must be made in a lump sum of the total.

24.10 - COMPLIANCE

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

DOMESTIC or SEXUAL VIOLENCE LEAVE – Section 25

25.1 – POLICY STATEMENT

While employed at The Municipality of Temagami (Municipality), in accordance to Ontario's Employment Standards Act (ESA), the Municipality will provide the necessary support to an Employee or an Employee's child who has experienced or been threatened with domestic or sexual violence.

25.2 - PURPOSE AND SCOPE

The purpose of this policy is to:

- provide Employees with an overview of the domestic or sexual violence leave available under the ESA
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and contract Employees.

25.3 - PROVISIONS

Under the ESA, an Employee may take up to 10 days and/or 15 weeks of leave within a calendar year. The first five (5) days of the leave taken within the year will be paid, and the rest are unpaid. There is no pro-rating of the 10-day entitlement. Employees cannot carry over unused domestic or sexual violence leaves into the next calendar year.

Employees can take the leave in part days, full days or in periods of more than one day. If an Employee only takes a part day, this will be considered as taking a full day.

The 15 weeks of the leave can be taken consecutively or separately.

25.4 - ELIGIBILITY

Employees must be employed with the Municipality for at least 13 weeks before starting the leave. The leave may only be taken for a reason relating to the violence or threat of violence against the Employee or the Employee's child including:

- Seeking medical attention for a physical or mental injury or disability caused by the violence
- Obtaining services from a victim services organization
- Receiving psychological or other professional counselling
- Relocating, either temporarily or permanently
- Seeking legal or law enforcement assistance, including participation in a criminal or civil trial

An Employee is not entitled to this leave if the act(s) of domestic or sexual violence were committed by the Employee.

25.5 - NOTIFICATION

If an Employee plans to take one (1) or more days from the 10-day period, the Employee must tell their supervisor that they will be doing so before starting the leave. If prior notice can't be given, the Employee

must provide notice as soon as possible after starting the leave. Notice does not have to be in writing for the 10 days period.

Written notice must be given, if an Employee plans to take one (1) or more weeks or part weeks from the 15- week entitlement, before taking the leave. If the Employee can't give notice, notice must be given to the Municipality in writing as soon as possible after starting the leave.

For both types of leave, the Employee has to give notice every time the leave is taken.

25.6 - JOB PROTECTION

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not

25.7 - SENIORITY, SERVICE AND VACATION

Seniority, service and vacation entitlement continue to accrue for Employees while on leave.

25.8 - BENEFITS

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

25.9 - OMERS PENSION

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

25.10 - COMPLIANCE

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

CHILD DEATH LEAVE and CRIME-RELATED CHILD DISAPPEARANCE LEAVE – Section 26

26.1 - POLICY STATEMENT

While employed with The Municipality of Temagami (Municipality), in accordance to Ontario's Employment Standards Act (ESA), the Municipality will provide the necessary support to Employees whose child dies or is involved in a crime related child disappearance.

26.2 - PURPOSE AND SCOPE

The purpose of this policy is to:

- provide Employees with an overview of the child death leave and crime-related child disappearance leave available under the ESA
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and contract Employees.

26.3 - PROVISIONS

Under the ESA, an Employee is entitled to child death or crime-related child disappearance leave of absence, without pay for up to 104 weeks. This leave begins the week the child died or disappeared and must be taken in a single period.

The total amount of child death leave or crime related child disappearance leave taken by one (1) or more Employees for the same death is 104 weeks. The Employees can take the leave at the same time or at different time. The sharing requirement applies whether or not the Employees work for the same employer.

26.4 - ELIGIBILITY

Employees must be employed with the Municipality for at least six (6) consecutive months.

An Employee is not entitled to this leave if the child died or disappeared as a result of a crime that the Employee is charged with, or if it is probable, considering the circumstances, that the child was a party to the crime.

26.5 - NOTIFICATION

Employees must provide written notice that they will be taking this leave and provide a plan indicating the weeks in which the leave will be taken.

26.6 - JOB PROTECTION

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

26.7 - SENIORITY, SERVICE AND VACATION

Seniority, service and vacation entitlement continue to accrue for Employees while on leave.

26.8 - FEDERAL INCOME SUPPORT

An Employee who takes time away from work because of the crime-related death or crime related

child disappearance of their child may be eligible for the Federal Income Support for Parents of Murdered or Missing Children grant. For information about this grant, visit Service Canada's website.

26.9 - BENEFITS

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

26.10 - OMERS PENSION

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

26.11 - COMPLIANCE

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

JURY DUTY AND WITNESS DUTY LEAVE – Section 27

27.1 - POLICY STATEMENT

The Municipality of Temagami (Municipality) recognizes that Employees may be called upon for Jury or Witness Duty. Employees subpoenaed to act as Jurors or Witnesses in criminal or civil court or at a Coroner's Inquest shall be granted a leave of absence with pay for such purpose.

27.2 - PURPOSE STATEMENT

To define the procedure for leave of absence for employees who are called to serve on jury duty or who are subpoenaed to appear in a court as a witness.

27.3 - PROCEDURE

1. When an employee is required to attend court in connection with official duties (i.e. court duty), no leave is required. Fees received as a witness while serving in an official capacity shall be turned over to the Finance department. If the court is on a day that would normally be an off-day, the time is to be considered in the same manner as if employee were off work.
2. Employees who are required to serve as jurors (i.e. jury duty) or are subpoenaed to appear in court (i.e. witness duty) will be granted leave of absence for that purpose and will have their normal pay continued for the time served. The Municipality will continue to contribute the employer's portion of benefit for the duration of jury duty leave.
3. At the conclusion of an employee's jury or witness duty, the employee shall obtain a certificate of attendance showing the period of duty, and the compensation received shall be turned over to the Finance department.
4. An employee who is a party (plaintiff or defendant) in a personal court proceeding is not considered as a "witness", therefore vacation leave must be used or leave without pay for purpose of attending court.
5. Any travel allowance and expenses paid to the employee other than compensation may be retained by the employee.
6. Employees should report back to work as soon as jury duty is completed.

27.4 - RESPONSIBILITIES

Employees are responsible for:

- informing supervisor upon receipt of notification of jury or witness duty;
- keeping supervisor informed of jury or witness duty status;
- requesting proof of service of jury or witness duty from court.

Supervisors are responsible for:

- monitoring time employee is on jury or witness duty leave;
- sending the court notices or summons for jury duty and the proof of jury or witness duty service to Human Resources department.

27.5 - PURPOSE AND SCOPE

The purpose of this policy is to:

- provide Employees with an overview of Jury or Witness Duty leave
- outline the roles and responsibilities of Employees and Supervisors

This policy applies to all Municipality Employees including but not limited to regular, temporary and

contract Employees.

27.6 - JOB PROTECTION

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

27.7 - SENIORITY, SERVICE AND VACATION

Seniority, service and vacation entitlement continue to accrue for Employees while on leave.

27.8 - BENEFITS

The Municipality will continue to pay Employee contributions into certain benefits plans, unless the plan requires both employer and Employee contributions and/or you advise the Municipality in writing that you will not be paying your contributions.

27.9 - OMERS PENSION

If an Employee wishes to maintain pension service credits they must pay the Employee's contributions for the duration of the leave. The Municipality will match these contributions. Payment to the Municipality must be made in a lump sum of the total.

27.10 - COMPLIANCE

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

PERSONAL LEAVE OF ABSENCE AND OTHER LEAVES –

Section 28

28.1 - POLICY STATEMENT

The Municipality of Temagami (Municipality) recognizes that Employees may have other reasons to be away from the workplace aside from what is legislated in the Employment Standards act.

28.2 - PERSONAL LEAVE OF ABSENCE

Council may, at its sole discretion, grant employees leave of absences without pay for a maximum period of three (3) months. Longer periods may be considered for training and development purposes.

Prior to taking such leave of absence, an employee shall obtain permission to do so in writing from Council. The request for leave shall include a general reason, absence start date and return to work date.

Should an employee on such a leave of absence fail to report for duty on or before the first working day following the expiration date of the leave of absence, they may be subject to termination of their employment.

Leaves of absence under this section shall not be granted for the purpose of engaging in employment outside the services of the Employer.

28.3 - VOTING LEAVE

The Employer will comply with applicable legislation related to afford employees the required clear time off with pay prior to the poll closing in Federal, Provincial and Municipal elections.

28.4 - VOLUNTEER SERVICE LEAVE

The Municipality recognizes the benefits of performing volunteer service within the community. Time off will be granted, subject to the needs of the Municipality, for employees to participate in volunteer activities. The employees may take this as unpaid leave or, if they have time banked, they may use banked time to cover the leave. The exception being that any Municipal employees who are volunteer fire fighters for this municipality will be excused to respond to emergency calls and be paid their regular municipal wage instead of the fire department honorarium. This exception does not, however, apply to any training related activities. Attendance at training meetings or conferences will be subject to the same conditions as other volunteer services.

28.5 - JOB PROTECTION

Employees should not fear that they will not have a job with the Municipality while on leave. Employees are entitled to be reinstated to their same position before the leave started, if it still exists, or to a comparable position if it does not.

28.6 - SENIORITY, SERVICE AND VACATION

Seniority, service and vacation entitlement continue to accrue for Employees while on leave.

28.7 - BENEFITS

The Employee will not receive Municipality benefits while on such leave. Benefits will start again when the two (2) week notice period prior to the Employee returning to work starts.

28.8 - OMERS PENSION

If an Employee wishes to maintain pension service credits they must pay the Employee's and employer's contributions for the duration of the leave. Payment to the Municipality must be made in a lump sum of the total.

28.9 - COMPLIANCE

Failure to comply with this procedure will result in appropriate disciplinary action, up to and including dismissal.

GRIEVANCE RESOLUTION – Section 29

29.1 - POLICY STATEMENT

The Municipality of Temagami recognizes the importance of providing a safe avenue for employees to bring forward concerns of any nature related to their employment.

29.2 - GENERAL

Employees may bring any complaints or recommendations dealing with safety, health standards, proper working conditions, performance appraisals, discipline and fair management practices to the attention of their immediate supervisor. If the issue cannot be resolved at this level, The Corporation of the Municipality of Temagami encourages employees to contact the Human Resources Manager for proper procedure within the HR Policy.

Where minor infractions or minor complaints can be resolved amicably between the individuals, this is typically the most desirable solution.

29.3 - PROCESS

Complaints will be dealt with in accordance with the following procedures:

Step One

Any disputes, controversies or suggestions should first be discussed by the employee and the immediate Supervisor. Such discussions are to take place in private. This shall be documented by the supervisor immediately upon complaint.

Documentation of verbal and written complaints will be placed in the employee's personnel file. At any time, the Supervisor may call upon the Treasurer/Administrator to help resolve the complaint.

Step Two

The Supervisor investigates and provides a solution or an explanation to the employee(s) within a reasonable timeframe.

If in the event the supervisor fails to respond to the complaint, the employee may refer the complaint, in writing, to the T/A.

Step Three

If a satisfactory solution has not been agreed upon, the employee or Supervisor may request that the complaint be reviewed by the T/A.

Step Four

If the Treasurer/Administrator cannot fulfill the employee's expectations and the conflict persists, the employee may decide to refer the matter, in writing, to the attention of Council. Council's decision is final.

29.4 - ANONYMOUS REPORTING

Employees who observe, learn of, or, in good faith, suspect a violation of the Standards of Conduct of The Corporation of the Municipality of Temagami should immediately report the violation.

The Municipality recognizes the potential need for anonymity of an employee who reports issues such as harassment or fraud. Where such a need exists, an employee may make the report

directly to the Municipality's lawyer, who will protect the employee's anonymity in accordance with lawyer-client privilege. The lawyer will inform the appropriate Municipal officer who will investigate the matter. If the matter is substantiated then discipline will proceed in accordance with Municipal policies.

29.5 - SPECIAL CIRCUMSTANCES

There may be special circumstances where the employee would prefer not to discuss the nature of the dispute with the Supervisor. In this event, the employee may elect to contact the Treasurer / Administrator who may review the matter, help the employee define the problem and convene any proceedings necessary to develop a satisfactory solution.

If the employee's direct supervisor is the T/A and the issue is of a personal or sensitive nature, the employee may elect to refer the matter, in writing, to the confidential attention of Head of Council. The Mayor will determine steps for dealing with the matter with Council as deemed appropriate. Council's decision is final.

PROGRESSIVE DISCIPLINE POLICY – Section 30

30.1 – POLICY STATEMENT

The Municipality of Temagami (Municipality) has adopted a policy of progressive discipline to ensure that Employees have the opportunity to correct any performance or behavioural problems that may arise. The Municipality has established a set of reasonable rules and guidelines for Employees to follow. These have not been put in place to restrict the freedoms of our Employees, but rather they are in consideration of their safety, and the overall protection of Employees, property, and our business practices.

30.2 - PURPOSE & SCOPE

The Municipality will work with Employees in order to assist them in correcting behaviours, attitudes, or actions that could have harmful results to their employment.

This policy applies to all full-time, part-time, and contract Employees.

30.3 - PROCESS

In the event that an Employee of the Municipality violates Municipality policy or exhibits problematic behaviour, a system of progressive discipline shall be utilized.

Progressive Discipline can be used to address all of the following issues:

- Performance: not meeting standards, missing deadlines, or not participating in group projects;
- Attendance: arriving late, leaving early, or missing days;
- Conduct: rude jokes or unprofessional attire or comments; and
- Health and Safety: not complying with the standards, unsafe practices, or not using appropriate personal safety equipment.

Employees will be given three (3) opportunities to correct the unwanted behaviour, unless the behaviour or concern is one of a severe nature, in which case, progressive discipline can be accelerated to match the violation.

Typically, progressive discipline will progress through the following steps:

- Verbal Warning – formal
- Written Warning – formal
- Final Written Warning with Possible Suspension – formal
- Termination

With each violation or apparent problem, the Employee will be provided with a written document to:

- Alert them to the problem, provide a reiteration of the correct Municipality policy regarding the violation,
- Advise them of the consequences associated with further infractions, and
- Provide a suggestion towards a method of improvement.

All formal warnings will be kept on file for a period of 24 months. If no further discipline happens within the

time period, the warning will become inactive. If further offences relating to the issue have taken

place, the warning will be attached to the next set of progressive disciplinary actions.

Degrees of discipline shall be used in relation to the problem at hand. As the situation dictates, based on the past performances of the Employee, and the seriousness of the violation, the Municipality reserves the right to skip the disciplinary process and move straight to termination where necessary.

30.4 - INVESTIGATION AND DOCUMENTATION

All violations or alleged violations will be properly investigated and documented by a manager, and Human Resources (HR). All formal measures that have been taken within the progressive discipline process will be documented and kept in the Employee's personnel file.

30.5 - SUSPENSION AND REVIEW PERIOD

During the final written warning, an Employee may be suspended and/or put on review.

Suspension: Employees put on suspension will be excluded without pay from the workplace for a period of one to three (1-3) days depending on the violation. Typically, suspension will be for three (3) days unless the Employee is required at work to complete projects or perform required duties.

Review: Employees may be put on a review period following the final written warning. The review period will last three (3) months. During the review period the Employee will be excluded from wage increases and advancement and is discouraged from taking vacation.

30.6 - TERMINATION OF EMPLOYMENT

Termination of employment with the Municipality may occur following an Employee committing multiple violations of Municipality policy, after the logical steps for progressive disciplinary action have been taken or immediately following a severe violation.

30.7 - APPEALS

In the event that an Employee feels that they have been wrongfully accused, or disciplined, they may file a written appeal with HR. Written appeals must contain:

- Details of the discipline;
- Events surrounding the discipline;
- Why the Employee feels the discipline is not warranted or appropriate.

HR shall review with the TREASURER/ADMINISTRATOR and respond to all written appeals within ten (10) business days.

30.8 - SUSPENSION WITH PAY – PENDING INVESTIGATION

In the event that a Municipality Employee is placed on suspension pending the results of an investigation, the Employee will be notified of the decision, a stated timeline for the investigation and the actions that predicated the decision.

This form of suspension is not disciplinary but is intended to allow the Municipality the time to examine the issues thoroughly and to determine appropriate action. Should the investigation not be completed during the stated timeline, the Municipality reserves the right to extend the suspension, as necessary.

During the course of the investigation, the suspended Employee will be provided with the details of

the allegations and given an opportunity to respond to them. The suspended Employee must ensure that they are available for interviews during this period. If the suspended Employee fails to make themselves available, the Municipality will proceed with the investigation and make a determination based on the information available.

The suspended Employee will have the right to legal representation or a Municipality representative present at any such interview, and will be given 24 hours' notice prior to any interviews taking place.

Any Municipality Employee who is placed on suspension with pay will be required to temporarily turn over their office keys, key fobs and Municipality id badge and credit cards. Any and all Municipality property, business information, and confidential information are to remain at the worksite. In the event that any Employee placed on suspension with pay maintains any files or equipment at their residence which are the property of Municipality, they will be required to turn these items over to a Municipality representative, until such time as the investigation is completed.

Employees placed on suspension with pay should not have contact with anyone from the office other than their designated point of contact.

30.9 - CONFIDENTIALITY

Progressive discipline is a private issue between the organization, manager and Employee. The manager and HR should never discuss progressive discipline warnings with other Employees. If questions are asked about an Employee's absences, conduct or quality of work, the manager and HR will respond to those questions in a professional manner that respects the privacy of the Employee.

30.10 - ACKNOWLEDGMENT AND AGREEMENT

All Employees are required to sign an Acknowledgement and Agreement form for this policy. The signed form will be kept in the Employee's personnel file.

ANTI-THEFT POLICY – Section 31

31.1 - POLICY STATEMENT

The Municipality of Temagami (Municipality) will not tolerate the theft of its property, either physical or intellectual, or the property of any Employee or visitor on our premises. Theft is a criminal offence and a serious violation of the Municipality's standards of conduct and will result in either the immediate suspension or termination of employment and potential criminal prosecution.

Any Municipal property issued to employees, such as vehicles, tools, computer equipment, keys, parking passes, telephone or credit cards, must be returned to The Corporation of the Municipality of Temagami at the time of termination. Employees will be responsible for any lost or damaged items.

31.2 - PURPOSE & SCOPE

The Municipality expects all Employees to act honestly and with integrity, and will not tolerate any acts of theft in the workplace. This policy applies to all full-time, part-time, casual and contract Employees.

31.3 - PROVISIONS

Theft of Municipality property affects everyone. Theft decreases morale and the overall safety of Employees, their identities and their belongings. Also, additional expenses related to unnecessary theft recovery, replacement of products, investigations, surveillance materials, and audits, such unnecessary expense also reduces funds that could otherwise be available for enhancements to benefits, salaries and improvements to the property, for attracting and hiring new Employees, as well as for charities and worthwhile programs.

31.4 - ACTIONS AND ALLEGATIONS

When dealing with allegations of theft, the action taken will depend upon the nature of the concern, and may be subject to:

- Investigation internally by Municipality Staff, or Internal Audit; and/or
- Police involvement.

31.5 - INVESTIGATION

The Municipality will aggressively pursue any theft on our premises, and will prosecute violations to the fullest extent of the law.

31.6 - REPORTING

Any Employee who witnesses a theft or has a reasonable suspicion of theft taking place is required to report the incident(s) immediately to their supervisor.

All reports will be treated as strictly confidential, and reporters will be protected from reprisal. Reports may also be made anonymously.

Failure to report any theft on Municipality property will be viewed as both gross-negligence of duties and as an accessory to the crime, and will be subject to legal or corrective action.

31.7 - DISCIPLINE

As theft is a serious criminal offence, and an egregious violation of Municipality policy. The Municipality employs a Zero Tolerance policy towards theft. Any Employee, visitor, contractor or

guest that is found to have violated the anti-theft policy will be prosecuted to the full extent of the law, and they will be subject to an immediate suspension, or their employment will be terminated with cause, without compensation.

TERMINATION of EMPLOYMENT POLICY – Section 32

32.1 - POLICY STATEMENT

The Municipality of Temagami (Municipality) shall ensure that Employees receive fair and reasonable treatment when termination is deemed necessary, inclusive of voluntary termination such as resignation.

32.2 - PURPOSE AND SCOPE

The Municipality employs this policy to ensure that the termination of Employees is handled with due diligence, and with a minimum disruption to Municipality business. This policy is designed to define the types of Employee termination, the responsibilities of terminated Employees, the subsequent Human Resources (HR) actions required, and information regarding Employee benefits. This policy applies to all full-time, part-time and contract Employees.

32.3 - TERMINATION CLASSIFICATIONS

The Municipality classifies termination of employment as:

- a) **Administrative:** Administrative terminations are generally due to retirement, failure to return to work in a timely manner after an approved leave of absence, permanent or long-term disability where the Employee is unable to perform their job duties (with or without reasonable accommodation), or the death of an Employee.
- b) **Voluntary:** Voluntary terminations are due to voluntary resignation by the Employee. In the event of a voluntary termination of employment, managers should attempt to retain the Employee if it is in the best interests of the Municipality. If this is not possible, the manager shall attempt to determine the Employee's specific reason for leaving.
Resignations should be confirmed by the Employee's department in writing, are binding on the Employee and the Municipality, and cannot be changed except by mutual agreement. As per each Employee's contract, the Municipality requires Employees voluntarily resigning their positions give at least two (2) weeks' written notice to allow the Municipality time to find a suitable replacement.
Failure to give adequate notice may result in a "not able-to-rehire" status.
- c) **Involuntary:** Involuntary terminations are generally due to unsatisfactory performance, misconduct, layoff due to reduction or reorganization of the work force, or failure to meet the expectations of the Municipality. The Municipality reserves the right to terminate an Employee with or without cause and with applicable Notice provisions (or if applicable Severance in Ontario or under the Canada Labour Code) in accordance with applicable laws.
Job abandonment is a form of Just Cause dismissal and shall be defined as an Employee's failure to report back to work after three consecutive business days missed without prior notification to a supervisor.
The Municipality will take an Employee's service record into consideration prior to any involuntary termination. In the event that the Employee has previously proven to be a valuable Municipality asset, the Municipality may explore the possibility of a demotion, or transfer.

With the exception of termination of employment due to layoff, position elimination, lack of work, or other non-performance related rationale, if an Employee is involuntarily terminated, they may not be eligible for rehire.

In all categories of termination, the Employee will be paid all accrued, unused vacation pay through

the last date of employment. The Employee will receive their final paycheque in accordance with applicable federal and provincial laws.

32.4 - RESPONSIBILITIES

Any termination whether voluntary or involuntary will be dealt with by the TREASURER/ADMINISTRATOR, Department Head and HR Manager.

Terminated Employees:

- Employees are expected to return all Municipality property, including (but not limited to) desk keys, key fobs and Municipality identification.
- All Employee's privy to Municipality confidential information must be debriefed no later than their last full day of employment.

Supervisor Responsibility:

Whenever possible, Municipality Supervisors will give warnings pertaining to unwanted behaviour. In the event that the Employee fails to correct the behaviour, or violates Municipality policy in other respects, they may incur disciplinary action up to and including termination. Depending on the severity of the offence, an Employee may be terminated without warning.

Managers will inform the Employee of the rationale for their termination of employment. HR Responsibility

All Staff members leaving the Municipality on a voluntary basis normally will be interviewed by HR. It is the responsibility of HR to arrange the exit interview.

HR will arrange with Payroll to disburse all final monies owing to the Employee and discuss arrangements with respect to benefits on the last working day. Upon notice of an Employee's resignation/termination, managers must immediately alert HR to the change in personnel, along with all pertinent information (e.g. reason for leaving, last day of work, etc.).

Payroll will prepare a Record of Employment for the departing Employee. The HR Manager shall supervise the terminated Employee's exit-procedure.

- The return of Municipality property;
- When appropriate, conduct an exit interview. The exit interview allows the terminated Employee to openly disseminate information pertaining to their work experiences at the Municipality. These interviews will be held in confidence. The Municipality shall compile pertinent information from exit interviews to create feedback which may be used for future considerations towards Municipality policy, and Management directives.

32.5 - EMPLOYEE BENEFITS

All health, dental coverage, short- and long-term disability and life insurance will be stopped on the last day of employment, or if applicable, up to the end of the notice period unless otherwise agreed upon in a written separation agreement.

32.6 - SEVERANCE PAY

Gratuitous payments may be granted at the discretion of Municipality. In the event that a gratuitous payment is granted, it shall be based on the length of service given to the Municipality, level of responsibility, and the rationale for separation, etc.

32.7 - ACKNOWLEDGMENT AND AGREEMENT

All Employees are required to sign an Acknowledgement and Agreement form for this policy. The signed form will be kept in the Employee's personnel file.

EXIT INTERVIEW POLICY – Section 33

33.1 - PURPOSE

The purpose of this policy is to identify workplace, organizational or human resources factors that have contributed to an Employee's decision to leave the Municipality of Temagami (Municipality). This will assist the Municipality in identifying any trends requiring attention or any opportunities for improvement on the municipality's behalf.

33.2 - SCOPE

This policy applies to all full-time Employees. Those exempt are temporary Employees, and Employees discharged with cause.

33.3 - PRIOR TO EXIT INTERVIEW

- a) Once the Employee confirms their departure from the Municipality, the HR Manager will contact the Employee and schedule an exit interview.
- b) The HR Manager will forward a copy of the Exit Interview Questionnaire to the Employee. The Employee will complete the questionnaire and return to HR prior to their Exit Interview.

33.4 - EXIT INTERVIEW

- a) The TREASURER/ADMINISTRATOR and HR Manager will conduct an exit interview with the Employee.
- b) The Employee will be given an opportunity to discuss any concerns and/or information they feel that would be beneficial for the Municipality to know about their employment experience with the Municipality.
- c) The Interview will be conducted on the Exit Interview Form.
- d) A copy of the completed Exit Interview Questionnaire and Exit Interview Form will be kept in the Employee's personnel file.

WORKPLACE DISCRIMINATION, HARASSMENT AND WORKPLACE VIOLENCE POLICY - Section 34

34.1 - POLICY STATEMENT

In compliance with the Human Rights Code and the Occupational Health and Safety Act, The Corporation of the Municipality of Temagami (the Municipality), has an obligation and responsibility to provide a work environment that is free of discrimination, workplace harassment, workplace sexual harassment and workplace violence as defined under the Human Rights Code (the Code) and the Occupational Health and Safety Act (the OHSA).

Discrimination, harassment, sexual harassment, and workplace violence are considered to be unacceptable and a form of employment misconduct. The Municipality of Temagami will make every reasonable effort to ensure that no one is subject to it. The Municipality takes very seriously its responsibility to foster and maintain a positive working environment with mutual respect for all and wishes to make it clear that it will neither tolerate nor condone behaviour that is likely to undermine the dignity or self-esteem of any individual or create an intimidating, hostile or offensive workplace. Therefore, individuals who violate this Policy are subject to disciplinary and/or corrective action up to and including termination of employment.

34.2 - PURPOSE

The intent of this policy is to ensure that the Municipality of Temagami maintains its adherence to the spirit and provisions of the Human Rights Code and the Occupational Health and Safety Act, to encourage appropriate behaviour in the workplace and provide a mechanism for persons to bring forward concerns and issues related to harassment, sexual harassment, workplace violence and discrimination, should they arise in the workplace.

34.3 - SCOPE OF THIS POLICY

This policy applies to all employees of the Corporation of the Municipality of Temagami, volunteers, members of Council and anyone involved with the business of the Municipality, to provide assurance that they can undertake their duties in the workplace, free from discrimination, workplace violence, harassment and sexual harassment, as defined under the Human Rights Code and the OHSA.

34.4 - THE WORKPLACE

The workplace is not only confined to the various offices and work locations of the Municipality. It also includes washrooms, lunchrooms, outside work sites, on-road vehicles and any other location where the business of the Municipality is being conducted. Harassment and discrimination which occur outside the workplace (e.g.: office-related social functions, luncheon meetings, work-related travel) but are an extension of work or duties performed and which can have repercussions in the work environment, are also covered by this policy.

34.5 - RESPONSIBILITIES UNDER THIS POLICY

The Municipality is responsible for ensuring that corporate policy, practices and conduct comply with the provisions of the Human Rights Code and the OHSA.

- Making sure that all those protected by the policy are fully aware of the policy, their rights and protections under this policy, the Code and the OHSA.
- Creating an environment that encourages prospective complainants to report all incidents of discrimination and harassment.

- Ensuring that all discrimination and harassment complaints can be and are resolved quickly, fairly and in a sensitive manner.
- Investigating that is appropriate in the circumstances.

Management personnel have the responsibility to:

- Protect all employees from discrimination and harassment and prohibit such activity from occurring in the workplace.
- Immediately initiate action upon receipt of, or even prior to, any actual complaint, where discrimination or harassment is known to have taken place.
- Take corrective or disciplinary action where a violation of this policy has been found to have occurred.

Employees/Council Members/Volunteers/Others:

All Municipality employees and those persons involved with or undertaking Municipality business have the responsibility of maintaining a positive and business-like workplace and ensuring that the work environment is free from discrimination and harassment. Every employee is discouraged from and directed to not engage in any activity that may be perceived as constituting discrimination or harassment.

34.6 - DEFINITIONS

Discrimination - The Human Rights Code ("the Code") states that it is public policy in Ontario to recognize the dignity and worth of every person and to provide for equal rights and opportunities without discrimination.

Section 5(1) of the Code states:

“Every person has a right to equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy, gender identity), sexual orientation, age, and record of offences, marital status, family status or handicap.”

The Municipality of Temagami is obligated to ensure that no discrimination or unequal treatment, based on the prohibited grounds or types of discrimination as outlined above, occurs in the workplace.

Discrimination can be intolerant behaviours towards individuals or groups. The behaviour can be direct (e.g. denying jobs based on colour, race, sex or disability) or systemic (e.g. utilizing job testing that is culturally-biased, height or weight restrictions for particular positions). Discrimination may come from an individual or through systems and attitudes held by an organization. Actions do not have to be intentionally committed to be considered discriminatory or a possible Code violation.

Harassment - Harassment is one form of discrimination and it is illegal under the Human Rights Code.

Section 5(2) of the Code states:

“Every person who is an employee has a right to freedom from harassment in the workplace by the employer or agent of the employer or by another employee because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.”

Section 10(1) of the Code defines harassment as meaning:

"...engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome."

Harassment can also be defined as any objectionable, unwanted or unwelcome attention to a person based on any of the discriminatory grounds.

Harassment can include, but is not limited to, the following:

- Verbal - comments, jokes, propositions and the like.
- Physical - touching, leering, patting, pinching, cornering, actions up to and including assault of a criminal nature.
- Visual - suggestive gestures, displays of racial/hate or pornographic materials, E- mails and other computer-generated materials that are intended to intimidate or embarrass.

Workplace Harassment under the Occupational Health and Safety Act is defined as:

"Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome."

Some examples of workplace harassment are:

- verbally abusive behaviour such as yelling, insults, ridicule and name-calling, including remarks, jokes or innuendos that demean, ridicule, intimidate or offend
- workplace pranks, vandalism, bullying and hazing
- gossiping or spreading rumours, regardless of whether they are malicious
- excluding or ignoring someone, such as persistent exclusion of a particular person from workplace-related social gatherings
- workplace supervision done in a demeaning or abusive manner
- humiliating someone
- sabotaging someone else's work
- displaying or circulating offensive pictures or materials
- offensive or intimidating phone calls, emails, texts or social media communications
- a supervisor/manager impeding an individual's efforts at promotions or transfers for reasons that are not legitimate
- making false allegations about someone in memos or other work-related documents
- menacing behaviours including staring, glaring, inappropriate gestures or unwelcome physical closeness
- taunting and intimidation

The test of harassment - It does not matter whether the complainant intended to offend someone. The test of harassment is whether the complainant knew or should have known that the comments or conduct were unwelcome to the other person. For example, someone may make it clear through their conduct or body language that the behaviour is unwelcome, in which case the complainant must immediately stop that behaviour.

Although it is commonly the case, the defendant does not necessarily have to have power or authority over the recipient. Harassment can occur from co-worker to co- worker, supervisor to employee and employee to supervisor.

Respect in the workplace is everyone's responsibility. Any acts that demean, harm or exclude are counter to our culture and should be addressed promptly in accordance with the procedures set out below.

Poisoned work environment - Even if no one is being directly targeted, harassing comments or conduct can poison the work environment, making it a hostile or uncomfortable place in which to work. This is also a form of harassment. Some examples of actions that can create a poisoned work environment include:

- displaying offensive or sexual materials such as posters, pictures, calendars, web sites or screen savers
- distributing offensive e-mail messages, or attachments such as pictures or video files
- practical jokes that embarrass or insult someone; or
- jokes or insults that is offensive, racist or discriminatory in nature.

What is not harassment - The Occupational Health and Safety Act states:

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

Therefore, workplace harassment should not be confused with legitimate, reasonable management actions that are part of the normal work functions, including but not limited to:

- measures to correct performance deficiencies, such as placing someone on a performance improvement plan
- imposing discipline for workplace infractions
- requesting medical documents in support of an absence from work
- enforcement of workplace rules and policies

It also does not include normal workplace conflict that may occur between individuals or differences of opinion between co-workers.

Workplace and domestic violence that may occur in the workplace are health and safety issues, which are covered under the Occupational Health and Safety Act.

Sexual harassment - under the code and the OHSA:

Sections 7(2) and 7(3) of the Code, state that sexual harassment is a very specific form of illegal discrimination and that employees have the right to be free from harassment in the workplace because of sex.

The Code clearly defines the following activities and behaviours as sexual harassment:

- a) Sexual Solicitations, Advances and Unwanted Attention - made by a person in a position to confer, grant or deny a benefit or advancement, of a persistent or abusive nature, where the person knows or ought reasonably to know that such attention is unwanted or unwelcome.
- b) Implied or Expressed Promise of Reward - for complying with a sexual request or favour.
- c) Threat of or Actual Reprisal for Refusal - implied or actual reprisal or denial of opportunity for refusal to comply with a sexually oriented request.
- d) Poison or Hostile Work Environment - remarks, behaviour and activities of a sexual nature, not necessarily directed to any one person, which may be perceived to create a negative, intimidating, uncomfortable or offensive workplace or environment. May include a one-time incident as opposed to a "course of" or ongoing harassment, but is of such a severity or

weight it taints or poisons the environment.

- e) Examples can include: jokes, pin-ups, T-shirts with inappropriate comments, circulation of offensive materials, E-mails etc. or a one-time comment from a person in authority to the effect "we will never hire woman here for that type of work."

The Occupational Health and Safety Act defines Workplace Sexual Harassment as:

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

Both men and women can be victims of sexual or gender-based harassment, and someone of the same or opposite sex can harass someone else. Some examples of sexual or gender-based harassment are:

- sexual advances or demands that the recipient does not welcome or want
- threats, punishment or denial of a benefit for refusing a sexual advance
- offering a benefit in exchange for a sexual favour
- leering (persistent inappropriate staring)
- displaying sexually offensive material such as posters, pictures, calendars, cartoons, screen savers, pornographic or erotic websites or other electronic material
- distributing sexually explicit e-mail messages or attachments such as pictures or video files
- sexually suggestive or obscene comments or gestures
- unwelcome remarks, jokes, innuendoes, propositions or taunting about a person's body, clothing or sex
- persistent, unwanted attention after a consensual relationship ends
- physical contact of a sexual nature, such as touching or caressing
- gossip or rumours regarding a person's sexual activities or relationships, regardless of whether they are malicious; and
- sexual assault

Workplace Violence - under the Occupational Health and Safety Act is defined as:

- the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- an attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker
- a statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.
- It is defined broadly enough to include acts that may be considered criminal.

Workplace violence includes:

- physically threatening behaviour such as shaking a fist at someone, finger pointing, destroying property, throwing objects
- verbal or written threats to physically attack a worker

- leaving threatening notes or sending threatening emails
- wielding a weapon at work
- stalking someone; and
- physically aggressive behaviours including hitting, shoving, standing excessively close to someone in an aggressive manner, pushing, kicking, throwing an object at someone, physically restraining someone or any other form of physical or sexual assault.

All of the above activities are considered inappropriate. Therefore, a violation of this policy, the Code and the OHSA and will not be condoned by the Municipality.

Further, it is also a violation of the Policy for anyone to knowingly make a false complaint of harassment or violence, such as when a complaint is found to be frivolous, vexatious or made in bad faith with fraudulent or malicious intent, or to provide false information about a complaint.

Violence that occurs outside the normal workplace but which has an impact on the working environment, including working relationships, may also be considered violence in the workplace.

Workplace violence may come from many different sources:

- strangers or people with no ties to the workplace
- clients, customers or patients
- other employees
- intimate relationships outside of work (such as intimate partners, family, friends)

34.7 - MAKING A COMPLAINT OF DISCRIMINATION OR HARASSMENT

Employees or persons involved in Municipality business are encouraged to bring forward any incidents of discrimination, workplace violence, harassment or sexual harassment that they may encounter in the workplace and should do so in a timely fashion.

Complaints of discrimination, workplace violence, harassment or sexual harassment may be reported to any of the following people:

- Human Resources
- Treasurer/Administrator
- Department Manager

All complaints will be dealt with in a most serious manner and as promptly and discreetly as possible, with due regard for the rights of all parties.

A person always retains the right to file a complaint with the Ontario Human Rights Commission, should they choose to do so.

34.8 - CONFIDENTIALITY

The Municipality of Temagami shall not disclose any information about a complaint except as necessary to investigate the complaint or to take disciplinary action, or as required by law. All persons, whether a party to the harassment complaint or a witness to it, are to treat the matter as strictly confidential and shall not discuss it with anyone outside the proper investigation procedure as set forth in this policy.

34.9 - COMPLAINT PROCEDURES

Speak up - If possible, tell the person that the complainant is not comfortable with their behaviour and want it to stop. Usually, that will be all the complainant need to do. The complainant can speak to them directly, or write them a letter (date it and keep a copy). In addition, tell someone the complainant trust what is going on.

Keep notes - Record all unwelcome behaviour. Write down what has happened, when, where, how often, who else was present, and how the complainant felt about it. If this behaviour involves a member of the public, the General Complaint Form should be filled out and submitted to Human Resources.

Report it - if the behaviour occurs again, if the complainant is unable to deal directly with the person, report it to Human Resources. If that person is involved in the complaint, please report it to the Treasurer/Administrator (T/A). If the T/A is not able to resolve the complaint, at that point it shall be brought to the Mayor, who may decide to bring it to Council in a CLOSED session meeting. In cases of sexual or physical assault, the employee may also choose to go directly to the police.

How a Complaint Will be Dealt With - Once a person reports the unwelcome behaviour, the Human Resource Representative shall ask questions such as what happened, when, where, how often and who else was present and shall keep notes of this conversation.

Informal procedures - The complainant may want to proceed informally at first. This means the complainant can ask the Human Resource Representative to help the complainant communicate with the other person, or to speak to them on the complainant's behalf, without going through actual mediation or a formal complaint. The informal approach may not always be possible or successful, but when it is, the complainant may be able to resolve the situation quickly.

Mediation - It may be appropriate to attempt to resolve the complaint through mediation before going to a formal investigation. If a qualified person from outside the organization is available to act as a mediator, and the complainant and defendant agree, that person shall attempt to help the parties settle the complaint. If no one is available, a designated person may help settle the complaint, if the parties agree. The mediator should not be involved in investigating the complaint, and should not be asked to represent the company at any stage of any proceedings related to the complaint.

However, either party has the right to refuse mediation. The complainant is the only one who can decide if mediation is appropriate for the complainant. Do not agree to it if the complainant feel pressured into it, or feel that the complainant is at a disadvantage or vulnerable because of the complainants age, sex, race, colour, religion, sexual orientation, economic position, or for any other reason. If someone suggests mediation but the complainant is uncomfortable with it, the complainant can say so, and it shall not be part of the complaint process. If mediation does become part of the process, each person has the right to be accompanied and assisted during mediation sessions by someone they choose.

Investigation - If the complainant wants to go ahead with a formal complaint, it shall be investigated either by a specially trained person from within the organization, or a consultant. This person shall investigate the complaint thoroughly. They shall interview the complainant, the defendant, and any witnesses. All employees have a responsibility to cooperate in the investigation. Both the complainant and the defendant have the right to be accompanied by someone with whom the complainant feel comfortable during any interviews or meetings.

An investigation shall involve:

- getting all pertinent information from the complainant;
- informing the defendant of the general details of the complaint, and getting her or his response
- interviewing any witnesses;
- deciding whether, on a balance of probabilities, the unwelcomed behaviour did take place; and
- recommending appropriate remedies, penalties, or other action

34.10 - SUBSTANTIATED COMPLAINTS

If the investigator decides the complaint is valid, they shall report in writing to the T/A, ideally within a week of completing the investigation. The investigator shall recommend appropriate remedies and disciplinary action, and any other necessary action. The T/A shall decide what action to take, and shall inform both parties of the decision, in writing, ideally within a week of the report being submitted.

34.11 - REMEDIES FOR THE VICTIM

Remedies for a person who has been the recipient of unwelcomed behaviour may include any of the following, depending on the nature and severity of the harassment:

- an oral or written apology from the defendant and The Municipality of Temagami;
- lost wages;
- a job or promotion that was denied;
- compensation for any lost employment benefits, such as sick leave; and/or
- a commitment that they shall not be transferred, or shall have a transfer reversed, unless they choose to move.

34.12 - CORRECTIVE ACTION FOR THE DEFENDANT

Employees

Corrective action for the defendant may include any of the following, depending on the nature and severity of the behaviour:

- a written reprimand;
- a suspension, with or without pay;
- a transfer, if it is not reasonable for the people involved to continue working together;
- a demotion; or
- a dismissal
- The defendant may also be obliged to attend an anti-harassment training session.

Council

Corrective action for members of Council may include any of the following, depending on the nature and severity of the harassment:

- a public censure recorded in the minutes of a Council meeting
- a transfer of portfolios
- other recourse as prescribed by the Municipal Act for improper behaviour or misconduct.

Public

If the defendant is a member of the public, the T/A shall send them a letter to advise them of our harassment policy and to advise that if the behaviour continues that appropriate legal action shall be taken.

Contractors/suppliers

if the defendant is a contractor or supplier for the Municipality of Temagami, the T/A shall advise the owner or manager of the company of our harassment policy and that if the behaviour continues, they may be suspended as a supplier to the municipality.

34.13 - UNSUBSTANTIATED COMPLAINTS

If there is not enough evidence to support an allegation of unwelcome behaviour (harassment, violence or discrimination) the investigator shall not recommend any penalties or remedies.

34.14 - COMPLAINTS MADE IN BAD FAITH

In the rare event that the complaint was made in bad faith, that is deliberately and maliciously filed knowing it had absolutely no basis, the complainant shall be subject to the same penalties as the defendant. The person unjustly accused of harassment shall have her or his reputation restored, and shall be given the benefit of any necessary remedies that would be given in a case of harassment.

34.15 - RETALIATION

Anyone who retaliates in any way against a person who has been involved in a harassment complaint shall be subject to the same penalties as the defendant.

34.16 - TIME LIMITS

Managers have a responsibility to make sure harassment ends as soon as they become aware of it. Complaints shall be resolved as quickly as possible, ideally within one month of being made. Complainants should be aware that there is a one-year time limit for filing a complaint with either the Ontario or the Canadian Human Rights Commission.

34.17 - ADDITIONAL OPTIONS

if the harassment involves physical or sexual assault, which are criminal offences, the police are the appropriate avenue.

34.18 - POLICY CHANGES

If the complainant has questions or comments about the policy or its application, please speak to the Human Resource Representative or to the T/A of the Municipality of Temagami.

34.19 - LIABILITY UNDER THE HUMAN RIGHTS CODE

Whether committed by a co-worker or a supervisor, acts of harassment and discrimination are not only considered a form of employee misconduct, but are also illegal under the Code. Persons engaging in discriminatory actions or harassment of others may be personally liable under the Code. In addition, those in a position of authority who know about such behaviour or ought to know and by omission or failure to take appropriate action, tolerate it, are also guilty of misconduct and could be named and liable in a complaint filed with the Ontario Human Rights Commission.

34.20 - NO REPRISAL UNDER THE CODE AND THE OHSA

Section 8 of the Human Rights Code states:

Every person has a right to claim and enforce his or her rights under this Act, to institute and

participate in proceedings under this Act and to refuse to infringe the rights of another person under this Act, without reprisal or threat of reprisal for so doing.

Section 50 (1) of the OHSA states:

“No employer or person acting on behalf of an employer shall,

- a) dismiss or threaten to dismiss a worker;
- b) discipline or suspend or threaten to discipline or suspend a worker;
- c) impose any penalty upon a worker; or
- d) intimidate or coerce a worker,

because the worker has acted in compliance with this Act or the regulations or an order made thereunder, has sought the enforcement of this Act or the regulations”

All levels of Management will insure that no reprisals or retaliation stem from the filing of complaints with respect to the person making the complaint, the accused or any witness. Any form of retaliation or reprisal is considered a serious violation of this policy. Such actions will be subject to disciplinary action.

Persons who make legitimate or "good faith" complaints will not have their employment affected in any way as a result of their complaint.

It is also recognized that false, fabricated or malicious accusations of harassment or discrimination can have serious affects on innocent people. Such accusations or false reporting will not be tolerated and will be regarded as a violation of this policy.

WORKING ALONE POLICY – Section 35

35.1 – POLICY STATEMENT

The Municipality of Temagami will provide a safe workplace for Employees who are required to work alone.

35.2 - PURPOSE & SCOPE

The purpose of this policy is to promote safe work procedures and to ensure the health and safety of all Municipality of Temagami Employees who work alone.

This policy applies to all Employees of the Municipality of Temagami.

35.3 - DEFINITIONS

Working Alone	Regardless of the time of day or location, a worker is considered to be working alone when he or she: <ul style="list-style-type: none">• Cannot be seen by another worker;• Cannot be heard by another worker; or,• Is working in circumstances where assistance is not readily available when needed during the normal course of duties or in case of emergency, illness or injury.
High Risk	Where serious or significant hazards exist; immediate attention is required to address and eliminate work alone hazards (e.g., working at heights, confined spaces, working with electricity, hazardous substances or equipment, potential for violence).
Medium Risk	Where moderate hazards exist; attention is required to address the work alone hazards as soon as possible.
Low Risk	Where minor hazards exist (e.g., maintenance, security, desk work); if necessary, low risk hazards can wait to be addressed while higher risk hazards are being corrected.

35.4 - APPLICATIONS AND PROCEDURES

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

Working alone situations shall be identified and assessed cooperatively by Supervisors and their Employees, and a Health and Safety representative if requested. Work alone assignments will be evaluated on a case-by-case basis, considering the following risk factors:

- a) Tasks and associated hazards involved in the work to be performed;
- b) Consequences resulting from a “worst case” scenario;
- c) Likelihood for other persons to be in the area;
- d) Possibility that a critical injury or incident could prevent the Employees from calling for help or leaving the workplace;
- e) Emergency response time;
- f) Worker’s training and experience;
- g) Worker’s physical limitations or medical conditions;

- h) Effects of implementing appropriate safeguards;
- i) Frequency of job supervision;
- j) Time or shift when the job is to be done; and,
- k) Whether the worker is accustomed to working alone.

35.5 - SAFETY PLAN

Each department will be responsible for creating working alone plans specific to their departmental needs. Safety plans shall include:

- a) Identification of the risks or hazards associated with the work to be performed or the environment where the work is to be done;
- b) Identification of any applicable legislation surrounding the task to be performed (e.g., confined space entry, working on live electrical conductors);
- c) Procedures to eliminate or minimize the identified risks (e.g., buddy systems, training);
- d) Methods of communication by which the workers can secure emergency assistance, and how emergency assistance will be provided in the event of incidents or accidents;
- e) The length of time a worker may be out of contact with a supervisor (i.e., the frequency of regular communications); and,
- f) Confirmation where and when working alone is permitted.

Working alone safety plans shall be reviewed by the Health and Safety Representative. The committee may wish to make recommendations concerning safe work procedures and the provision of assistance to Employees at risk due to infrequent supervision, intermittent communication or physical isolation.

Supervisors must review working alone safety plans with affected Employees and shall provide ongoing training and instruction to Employees for their specific working alone situation. Department work alone procedures must be reviewed annually or when changes have occurred to job duties.

35.6 - EMPLOYEE RESPONSIBILITIES

Employees who work alone must:

- a) Participate in the hazard evaluation and risk Management decisions with the supervisor concerning working alone;
- b) Follow safe work practices outlined in the safety plan; and,
- c) Maintain regular communication with Supervisors.

35.7 - ADMINISTRATIVE CONTROLS

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

- a) Schedule potentially hazardous work times when Supervisors and appropriate help will be available;
- b) Provide adequate staging (e.g., buddy system) for hazardous tasks performed at off hours or remote locations;
- c) Coordinate work as much as practicable so that no one is left alone and Employees check in and out together;
- d) Consider the advantages of alternative communication systems; motion sensors, panic alarms, emergency locator transmitters, etc.; and,
- e) Promote dialogue about working alone and personal safety issues.

DRUG and ALCOHOL POLICY – Section 36

36.1 - POLICY STATEMENT

The Employees of the Municipality of Temagami (Municipality) are our most valuable resource, and for that reason, their health and safety is of paramount concern. Awareness, education, early detection and treatment for those Employees with alcohol and drug dependency helps to maintain a safe and healthy workplace.

Impairment through the misuse of alcohol and other drugs affect the ability of a person to properly perform their employment responsibilities. Impairment can lead to incidents causing serious injury to Employees and other persons or damage to the environment and property.

36.2 - PURPOSE & SCOPE

The purpose of this policy is to provide a workplace free of the effects of drug and alcohol impairment.

This policy shows the Municipality’s commitment to health and safety in the workplace and reducing the risks for all workers, contractors and visitors. This policy shows how the Municipality will deal with drugs and alcohol use and/or their effects in the workplace.

This policy shall apply to all full-time, part-time and contract Employees of the Municipality.

36.3 – DEFINITIONS

The following terms referenced in this policy are defined as:

Drug	A substance, including alcohol, illicit drugs or medications, the use of which has the potential to change or adversely affect the way a person thinks, feels or acts. For the purpose of this policy, drugs of concern are those that inhibit or impair the ability of a person to safely and productively perform on the job. The definition of Drug includes: <u>Alcohol</u> means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl and isopropyl. <u>Medication</u> refers to a drug legally obtainable as either an over-the-counter drug or through a prescription by a doctor. Illicit Drug means any drug or substance that is not legally obtainable and
Impairment	Odor of alcohol or drugs, glassy or red eyes, unsteady gait, slurring, poor co-ordination.
Incident	An accident or event where an injury to a person(s) and or damage to equipment has occurred, or is an accident or near miss where the potential existed for damage or injury to occur.
Substance Use	When someone consumes alcohol or drugs. Substance use does not always lead to addiction; many people occasionally use alcohol or certain drugs without being addicted. However, substance use always comes with the risk that it might lead to addiction.
Substance Abuse	When a person consumes alcohol or drugs regularly, despite the fact that it causes issues in their life. The issues caused by abuse may be related to their job, their personal life, or even their safety. People who abuse drugs and

Safety sensitive position	In which job performance requires the Employee to be alert, to be physically coordinated, and to exercise good judgement, where impairment by way of ingesting alcohol or drugs could adversely affect job performance, the health, safety or security of the Employee, other persons, property, or the environment. Any Employee who directly supervises an Employee in a safety
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36.4 - PREVENTION

The Municipality recognizes that prevention is key to creating a safe and healthy work environment and will take all reasonable and necessary steps to ensure that Employees are following this policy.

a) Education

The Municipality will educate and inform Employees with respect to the impact of substance abuse in the workplace and the existence and effect of this policy.

Human Resources (HR) will assist Employees in the process of accessing the assistance required. HR will also assist with determining if health coverage is available through the benefit carrier.

b) Early Recognition & Monitoring

The Municipality recognizes that early identification and prompt treatment of alcohol and/or drug dependency is the best interest of the Municipality and its Employees.

Alcohol and/or drug dependency usually affects work behaviour in the following ways: tardiness, absenteeism, noticeable difference in morning and afternoon behaviour, inability to concentrate, carelessness in appearance, inattention to job duties, conflicts with co-workers, mood swings, sloppy work, failure to meet deadlines, and isolation from co-workers.

c) Assessment/Rehabilitation

No Employee with alcohol or drug dependency will be disciplined for voluntarily requesting help in overcoming the dependency. Employees with an alcohol or drug dependency, in safety sensitive positions are required to participate in pre-treatment, treatment and follow-up/after care activities, as determined by a medical professional. This does not eliminate the requirement for maintenance of satisfactory job performance levels. If modified work is recommended, the Municipality may assign the Employee to alternative duties if available and appropriate. Employees should contact HR for assistance.

d) Aftercare

The Municipality will support participation in an aftercare program to all Employees who complete primary treatment for alcohol or and/or drug addiction when returning to work. Prior to returning to work, Employees will work with their supervisor and HR to review the recommended aftercare program to ensure it meets the health and safety concerns of the workplace. In all cases, Employees will be advised of the conditions governing their return to work and the consequences of their failing to meet those conditions.

36.5 - ROLES AND RESPONSIBILITIES

There is a shared responsibility for the successful implementation of this Policy. Any Employee with an alcohol or drug dependency is expected to take responsibility to deal with their dependence.

To help enforce this policy, Management and Employees are expected to adhere to the following:

Management will:

- Identify any situations that may cause concern regarding an Employee’s ability to safely perform their job functions;
- Ensure that any Employee who asks for help due to a drug or alcohol dependency is

provided with the appropriate support (including accommodation) and is not disciplined for doing so;

- Monitor and evaluate work performance with the goal of early identification of performance problems including those that may be caused by alcohol or other drug use;
- Engage Employee about performance problems through verbal discussion and progressive discipline or counselling as appropriate;
- Safely remove any Employee unfit for work from the work place or premises and safely escort the Employee home or to assessment and/or testing.

Employees must:

- Arrive to work fit for duty, and remain fit for duty throughout their shift;
- Perform work safely in accordance with Municipality-established safe work practices;
- Avoid the consumption, possession, sale, or distribution of marijuana, or other drugs, or alcohol on Municipality property, and during working hours even if off Municipality property;
- When off duty, refuse a request to come into work if unfit for duty;
- Report limitations and required modifications as a result of medically approved marijuana use;
- Report unfit co-workers to the supervisor;
- Seek advice or appropriate treatment, when required;
- Communicate dependency or emerging dependency;
- Abide by all governing legislation pertaining to the possession and use of marijuana.

Any Employee who fails to meet any of the above roles and responsibilities may be subject to discipline, including the termination of their employment. The imposition and degree of discipline will be determined on an individual, case by case basis, taking into account all relevant factors and circumstances.

36.6 - OBSERVATION

Many aspects of the workplace require alertness, and accurate and quick reflexes. An impairment to these qualities can cause incidents, and interfere with the accuracy and efficiency of work.

Drug and Alcohol issues in the workplace:

- any impact on a person’s judgment, alertness, perception, motor coordination or emotional state that also impacts working safely or safety sensitive decisions
- after-effects of substance use (hangover, withdrawal) affecting job performance
- absenteeism, illness, and/or reduced productivity
- preoccupation with obtaining and using substances while at work, interfering with attention and concentration
- illegal activities at work including selling illicit drugs to other Employees,
- psychological or stress-related effects due to substance use by a family member, friend or co-worker that affects another person's job performance.

Effects of various types of substances:

Category	Examp	Examples of General Effects
Alcohol	beer, wine, spirits	impaired judgement, slowed reflexes, impaired motor function, sleepiness or drowsiness, coma
Cannabis	marijuana, hashish	distorted sense of time, impaired memory, impaired

Depressants	sleeping medicines, sedatives, some	inattention, slowed reflexes, depression, impaired balance, drowsiness, coma, overdose may be fatal
Inhalants	hydrocarbons, solvents,	intoxication similar to alcohol, dizziness, headache
Opiates	morphine, heroin, codeine, some prescription pain	loss of interest, "nodding", overdose may be fatal. If used by injection, the sharing of needles may spread Hepatitis B or C and HIV/AIDS
Stimulants	cocaine, amphetamines	elevated mood, over activity, tension/anxiety, rapid heartbeat, constriction of blood vessels

The Cost to the Municipality

The impact of drug and alcohol use may be direct and indirect to the Municipality. The following could happen when substance use affects the workplace:

- Safety (fatalities, incidents, etc.)
- Loss of production, and
- Workplace violence and harassment

36.7 - INVESTIGATION

If a supervisor or co-worker becomes aware of an Employee who is showing signs of impairment (regardless of the cause), it is very important that action is taken.

- a) The supervisor should speak to the Employee in a private area to discuss their behaviour.
- b) Ask another supervisor or Employee to be present as a witness.
- c) State the concerns about safety of others and themselves to the Employee and request that they explain what is going on. Do not assume substances are the cause.
- d) Ask the Employee to stop working, until they have been assessed to return to work.
- e) If necessary, call a taxi or have Employee escorted home; do not allow them to drive if you suspect impairment.
- f) Discipline action may be required.
- g) An Employee Incident Report Form must be completed.
- h) An investigation into the incident will be completed by HR.

It is not the Municipality's duty to diagnose an Employee, or to know if they have a disability. Supervisors can observe changes in the Employee's attendance, performance or behavior. Discussions should be held about the issues related to work, and discuss possible solutions. The discussion between the supervisor and Employee may need to occur more than once. Documentation is required for all discussions.

36.8 - MANAGING DRUGS AND ALCOHOL

The Municipality will identify all workplace factors that may influence someone to turn to drugs or alcohol, and use the hazard Management process to eliminate drug or alcohol use or control the risks from them.

The Municipality will consult with workers, Supervisors, department heads and the health and safety representative on this issue.

36.9 - MEDICAL MARIJUANA

Where an Employee uses medical marijuana, they shall provide a copy of their medical license to use marijuana to the Municipality and abide by the Municipality's Individual Accommodation Policy.

36.10 - IMPAIRED DRIVING CHARGE OR CONVICTION

Due to the concern for the health and safety of Employees and the safety of others on roads and highways, all Employees required to drive as part of their job duties must adhere to the following requirements:

- I. All Employees required to operate a motor vehicle for Municipality business must maintain a valid driver's license. Any suspension, loss of license, impaired driving charge or conviction, or any other restriction must be reported immediately to their supervisor, regardless of effective date.
- II. Any Employee charged with an impaired driving offense (including but not limited to testing over the legal blood alcohol content, driving while impaired, or refusal to submit to a Breathalyzer test) when operating a motor vehicle on behalf of the Municipality is required to inform their supervisor immediately. Upon notice of such charge, the Municipality will investigate or inquire, as appropriate. Depending on the results of the inquiry or investigation, the Employee may be subject to alternative work, dismissal or any other appropriate action.
- III. A conviction for an impaired driving offense when driving on Municipality business or in a Municipality vehicle may result in disciplinary action, up to and including termination of employment. Where applicable, the imposition and degree of discipline will be determined on an individual case by case basis, considering all relevant factors and circumstances. Each situation will be fully investigated, pursuant to Municipality policies and Human Rights obligations.
- IV. Operating a motor vehicle on Municipality business with a suspended driver's license is also a serious offense, which generally justifies termination of employment. Each situation will be determined on an individual case by case basis, taking into account all relevant factors and circumstances.

36.11 - SEARCHES

Supervisors are directed to notify the Treasurer/Administrator and the OPP where there are reasonable grounds to suspect that alcohol or illicit drugs may be present in the workplace or in any Municipality vehicle. The OPP may conduct a search of the Municipality vehicle and/or Municipality property. Employees should be aware of a diminished expectation of privacy with respect to use of Municipality vehicles, buildings, property, desks, cabinets, etc.

36.12 - DISCIPLINARY ACTION

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment. Where applicable, the Municipality may also take legal action in accordance with the law.

36.13 – COMPLIANCE

All Employees are responsible for their own compliance of this policy and are expected to place a priority on workplace safety in their attitude, performance and practices.

The Municipality is responsible for:

- a) Educating Employees on the policy, its rationale of promoting a healthy, drug free workplace out of concern for safety, productively and how the employer views and responds to substance abuse including a clear description of prohibited behaviours and consequences related to substance abuse;
- b) Provide training and educational material on alcohol and drug use for managers and Supervisors. Training will include prevention, early detection, guidance for managers and boundaries for Employees, confidentiality and privacy, and other available resources;

- c) Provide information sessions for Employees to ensure Employees are aware of and understand the policy including the dangers, impact, consequences and available programs;
- d) Provide a copy of the policy to all Employees;
- e) Provide and support managers/Supervisors dealing with Employees involved in violation of this policy;
- f) Provide encouragement and support to Employees working to improve their performance and/or behaviour;
- g) Provide a list of community resources and EAP contact information;
- h) Monitor and evaluate the policy.

36.14 - CONFIDENTIALITY

An employer who collects, maintains or uses personal health information is required to protect the confidentiality of that information, unless where limited disclosure is necessary for health and safety concerns. Documented health information is entrusted to HR for safeguarding and protection of confidentiality.

INDIVIDUAL ACCOMMODATION POLICY – Section 37

37.1 - POLICY STATEMENT

The Municipality of Temagami (Municipality) is committed to providing equitable treatment to all with respect to barrier-free employment and accommodation without discrimination. The Municipality is committed to accommodating Employees and applicants whenever necessary up to the point of undue hardship.

37.2 - PURPOSE & SCOPE

The purpose of this Policy is to state the Municipality's commitment to the prevention and removal of barriers to people with disabilities, to the accommodation and support of persons with disabilities, and to establish processes by which persons with disabilities may request accommodation.

Accommodation shall be evaluated for Employees who have a temporary or permanent disability, or who otherwise need accommodation based on the protected grounds highlighted in the Ontario Human Rights Code. Accommodations may be implemented to enable Employees to fulfill essential job duties and to enable individuals to equally access recruitment and selection processes.

It is a requirement under the Employment Standard of the Accessibility for Ontarians with Disabilities Act (AODA) to have in place a documented Individual Accommodation Plan (IAP) process.

This policy shall apply to all full-time, part-time and contract Employees of the Municipality.

37.3 - PRINCIPLES

The following principles apply to this policy:

- I. The Municipality is committed to the fundamental principles of dignity, independence, integration and equal opportunity from the foundation of the AODA. These principles underlie and shape all Municipality policies, procedures, practices and interaction with all persons employed by, seeking employment with, or conducting business with the Municipality.
- II. The Municipality values the maintenance of a workplace environment that is inclusive and free from discrimination for all Employees in accordance with its Workplace Harassment policy.
- III. The right to accommodation is recognized as being an integral component of the right to equality for all persons.
- IV. The Municipality is committed to ensuring the health and safety of all Employees and it is paramount that health and safety policies and requirements are followed. Accommodation may not be approved if it puts at risk the health and safety of any individual.
- V. Under the Ontario Human Rights Code, the Municipality has a responsibility to remove barriers within the workplace and accommodate Employees and applicants whenever necessary up to the point of Undue Hardship.
- VI. Accommodations will ensure that the dignity and confidentiality of the Employee is respected.
- VII. Accommodations made will be individualized, inclusive, and will be developed through the partnership of all involved. There may be preferences as to the ideal accommodation; however; the selected accommodation will represent the most appropriate and reasonable solution.

37.4 - ACCOMMODATION PROCESS

The Human Resources (HR) Manager works with the Employee and supervisor through all the steps of the process. When an Employee with a disability requests an accommodation, the following process will be followed:

Step 1: Recognize the need for Accommodation

- The need for accommodation can be: requested by the Employee through their supervisor or through HR; or
- Identified by the Employee's manager.

Step 2: Gather Relevant Information and Assess Needs

- The Employee is an active participant in this step;
- The Municipality does not require details on the nature of the Employee's disability to provide an accommodation; it needs to know only about the Employee's functional abilities.
- The supervisor may ask for a functional abilities assessment at the Municipality's expense.
- The Employee and supervisor evaluate potential options to find the most appropriate measures.
- An external expert may be involved, at the Municipality's expense.
- The Employee can request the participation of a representative, if applicable.

Step 3: Write a Formal, Individual Accommodation Plan

- Once the most appropriate accommodation has been identified, the accommodation details are written down in a formal plan, including:
 - Accessible formats and communication supports, if requested;
 - Workplace emergency response information, if required;
 - Any other accommodation that is to be provided.
 - The accommodation plan is provided to the Employee in a format that considers the accessibility needs due to the disability.
 - The Employee's personal information is protected at all time.
- If an individual accommodation is denied, the supervisor provides the Employee with the reason for the denial, in an accessible form (if required).

Step 4: Implement, Monitor, and Review the Accommodation Plan

- The Employee and supervisor monitor the accommodation to ensure that it has effectively resolved the challenge.
- Formal reviews are conducted at a predetermined frequency.
- The accommodation plan is reviewed if the Employee's work location or position changes.
- The accommodation is reviewed if the nature of the Employee's disability changes.

If the accommodation is no longer appropriate, the Employee and the supervisor work together to gather relevant information and reassess the Employee's needs, in order to assist the Municipality in finding the best accommodation measure (Step 2) up to the point of undue hardship.

37.5 - CONFIDENTIALITY

Individuals must be accommodated in ways that respect their dignity, worth, and right to privacy in the workplace. All information relating to specific requests for accommodation will be treated as confidential and will only be used for the purpose of meeting accommodation requirements. The Municipality will comply with all privacy, confidentiality and security requirements of the Municipal

Freedom of Information and Protection of Privacy Act.

37.6 - ACKNOWLEDGMENT AND AGREEMENT

All Employees are required to sign an Acknowledgement and Agreement form for this policy. The signed form will be kept in the Employee's personnel file.

RETURN TO WORK POLICY – Section 38

38.1 - POLICY STATEMENT

A Return to Work Policy will minimize the human and financial impact of illness, disability, injury or work-related injury by helping the Employee back to safe and productive work as soon as medically possible.

Most ill, injured, and disabled workers can return to some type of work while they are undergoing treatment and recovering. Returning to daily work and life activities is important in the rehabilitation process. The ill, injured, or disabled worker benefits by maintaining their connection to their employer, staying active, productive and restoring their source of income, all of which are important to the healing and recovery process.

The Municipality of Temagami (Municipality) benefits by keeping valuable and knowledgeable workers and strengthening relationships in the workplace.

38.2 - PURPOSE & SCOPE

The purpose of this policy is:

- a) To define the responsibilities of the ill, injured, or disabled worker;
- b) To define roles and responsibilities for department heads, Supervisors, human resources (HR), health care professionals and the Workplace Safety and Insurance Board (WSIB);
- c) To outline procedures for communicating with the ill, injured, or disabled Employees as communication and co-operation of an early and safe return to work is essential;
- d) To develop an individualized Return to Work Plan and comply with the relevant legislation of the Workplace Safety and Insurance Act, Occupational Health and Safety Act, Accessibility for Ontarians with Disabilities Act, and Human Rights Code, with the primary goal being the early and safe return to work of an ill, injured, or disabled Employee.

This policy shall apply to all full-time and part-time Employees of the Municipality of Temagami.

38.3 - RESPONSIBILITIES

Worker's Responsibilities:

Inform your Medical Practitioner that the Municipality has a Return to Work program in place. Give your doctor the Return to Work Letter for Medical Professionals. Where the injury or illness is work-related, return a copy of the second page of the Doctors Report WSIB FORM 8 to HR.

Stay in contact with HR throughout your recovery, to keep them informed about your progress and status. Help the Municipality identify suitable work that is available, safe, productive and consistent with your functional abilities, and that restores pre-injury/illness earnings when possible.

The Employee must:

- Inform the Municipality of a disability requiring permanent accommodation and assist in the creation of an Individual Accommodation Plan (IAP), and
- Must give their WSIB/Insurance adjudicator any information requested concerning your return to work.

It is important for the Employee to co-operate in your early and safe return to work and communicate any concerns to the supervisor so that potential problems can be resolved immediately. The Employee must ensure all requested medical documentation and follow-up is

completed by your Medical Practitioner in a timely manner and report any significant changes in your medical condition or income that may affect their benefit.

Employer's Responsibilities:

The HR Manager will contact the Employee, as soon as possible after the illness or injury and stay in contact throughout the Employee's recovery. Ensure they were given the Return to Work Letter to Medical Professional to forward to their Doctor on the day of injury and given the Return to Work Letter to Employee.

Ensure that the Employee receives medical clearance, Functional Abilities Form, prior to their return to work in some capacity.

Attempt to identify and provide suitable work:

- that is available, productive and has value;
- that the worker has, or is able to acquire the skills to perform;
- that does not pose a health or safety risk to the worker or the worker's co-workers, and
- is consistent with the worker's functional abilities.

The employer must make modifications to the work or the workplace to enable the worker to return to either the pre-injury/illness/disability or another suitable and available job.

HR will compare provisions of the WSIB Act and/or Employee agreement or HR policies and apply the provisions that provide the greater protection for the worker. Information and reports will need to be sent to WSIB as requested, if applicable which can include the following;

- Wage changes, expenses, changes in worker duties, adjustment to the duration of the Return to Work program (after 12 weeks), failure to cooperate, employment close out, etc.

The Municipality will ensure that all Employees receive adequate training on the Return to Work programs, accommodation practices, safety practices and WSIB.

A re-employment obligation exists if:

- Your worker has been 'unable to work' as a result of their work-related injury or illness;
- Your worker has been continuously employed by you for at least one year before the date of injury, and
- You regularly employ 20 or more workers.

Re-employment of the Employee remains in effect until the earliest of:

- The second anniversary of the date of the work-related injury or illness;
- One year after the worker is declared fit to perform the essential duties of their pre-injury job or other suitable work, or
- When the worker reaches age 65.

Workplace Safety and Insurance Board (WSIB) Responsibilities:

The WSIB is to provide the employer and worker with:

- What to expect through the return to work process;
- What the expectations are;
- Rights and responsibilities, and
- Who to ask for help.

The WSIB monitors the activity, progress and co-operation between the employer and worker. They obtain and clarify information on the workers functional abilities and help resolve difficulties and disputes through the process. If the employer and worker have been unsuccessful in arranging a return to suitable and available work, the WSIB will assess the need for return to work services.

The Municipality and the worker will receive assistance in providing return to work and/or work transition services.

The WSIB makes the decision on all claim-related and compliance issues.

38.4 - COMMUNICATION WITH ILL, INJURED, OR DISABLED WORKERS

HR will request the ill, injured, or disabled worker have a Functional Abilities Form completed by their Medical Practitioner and returned to the office, at that time the HR Manager and the ill, injured, or disabled worker will meet to develop an individualized return to work plan.

In the event of required accommodation due to a permanent disability, an Individual Accommodation Plan (IAP) will be completed.

38.5 - INDIVIDUALIZED RETURN TO WORK PLAN IS DEVELOPED JOINTLY BY:

- a) HR Manager who co-ordinates the process,
- b) the ill, injured, or disabled worker,
- c) the ill, injured or disabled worker's supervisor,
- d) the ill, injured or disabled worker's medical practitioner, who provides restrictions via the Functional Abilities Form,
- e) WSIB, if the need arises.

HR will discuss a verbal job offer of return to work with the ill, injured, or disabled worker. The individualized return to work plan includes the goals of the plan, the actions required to achieve these goals, time frames for achieving the goals, health care needs and monitoring of the status of worker and progress until the final goal, a return to pre-injury/illness employment is achieved.

HR will present a written job offer of return to work plan with the ill, injured, or disabled worker, and copy of the plan is sent to WSIB/Insurance Municipality, if applicable.

38.6 - PROCEDURE

- a) Modified work is any job, task, function or combination thereof that the ill, injured or disabled worker, who suffers from diminished capacity, may perform safely without risk of re-injury.
- b) The work must be productive and the result of the work must have value.
- c) Each department will try to accommodate the ill, injured, or disabled worker unable to perform their pre-injury/illness/disability work duties.
- d) Where the ill, injured, or disabled worker's department is unable to provide an available suitable work assignment, an attempt will be made to place the Employee in another department. This process will be coordinated by HR.

38.7 - ACCOMMODATION PROCESS

All employers have a duty to modify the work or the workplace to accommodate the needs of the worker to the extent of undue hardship.

38.8 - FOLLOWING AN INJURY OR ILLNESS

The ill, injured or disabled worker will be given on a biweekly basis a WSIB Functional Abilities Form for return to work (for work-related) or Functional Abilities Form (for non-work-related) to be taken to a medical practitioner and have it completed. A copy will be given immediately to the HR Manager.

Regular contact between the ill, injured or disabled Employee and the supervisor is to be maintained throughout their recovery period.

38.9 - MODIFIED WORK IMPLEMENTATION

When the medical practitioner indicates that the ill, injured, or disabled worker is available for modified duties, the supervisor and the worker will meet to discuss what options are available, those being, in order of priority:

- A modified pre-injury/illness/disability job,
- An alternate job, and
- Another suitable job.

It may be necessary to modify the pre-injury/illness/disability job on a temporary or permanent basis, to accommodate the worker's physical restrictions. This may include, but not limited to:

- The regular job/tasks that have been changed redesigned or physically modified.
- A reduction in time (e.g. fewer hours per day than normal or fewer days per week).
- A reduction in volume or work performed.
- Assistance from another co-worker for more difficult tasks.

If the pre-injury/illness/disability job cannot be modified to accommodate the worker's needs, alternate jobs may be considered following a job specific physical demands assessment if needed to determine appropriate modifications. An alternate job is one that involves work that is approximately the same standing within the organization, looking at their department first and then all outside departments second.

When looking at alternate jobs, consideration should be given to:

- The Employee's previous work history, and
- Transferable skills.

When neither the pre-ill/injury/disability job nor an alternate job is appropriate, other available suitable jobs should be considered. Other available suitable jobs are defined as those jobs within the capacity of the worker and which pose no health and safety risks to him/her, but may be quite different from their pre- injury/illness/disability job.

38.10 - PROGRAM MONITORING

The ill, injured, or disabled worker should be monitored closely while on their return to work program/plan and before returning to regular duties, with any difficulties being reported and evaluated by one of the workplace Supervisors.

The WSIB Functional Abilities Form (work-related) or Functional Abilities Form (for non-work-related) will be filled out and returned to the employer if a modified work program has duration of more than 2 weeks. The information provided on the WSIB Functional Abilities Form or Functional Abilities Form will be used to place the worker in a return to work program within the physical capabilities and limitations identified.

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

- Attendance
- Productivity
- Accuracy
- Problems with particular tasks
- Ability to increase speed or improve efficiency

Once the worker completes their return to work plan and returns to full duties, a complete review of the individual's return to work plan should be performed by the worker and HR to identify recommendations for improvements to the Municipality's Return to Work Program

38.11 - NEER

WSIB's New Experimental Experience Rating (NEER) program recognizes a Municipality's accident performance and reviews them for potential penalties. Returning ill, injured or disabled workers to available suitable/sustainable work decreases NEER costs and potential associated penalties.

The financial performance of the Municipality's return to work program will be determined by monitoring WSIB Monthly Accident Cost Statements, the quarterly NEER Firm Summary Statements and short-term and long-term insurance claims.

38.12 - ACKNOWLEDGMENT AND AGREEMENT

All Employees are required to sign an Acknowledgement and Agreement form for this policy. The signed form will be kept in the Employee's personnel file.

TRAINING and DEVELOPMENT POLICY – Section 39

39.1 - POLICY STATEMENT

The Municipality of Temagami (Municipality) believes in the development of our workforce, both to enhance Employee engagement and commitment to the Municipality as an employer and to ensure the continued excellence of our municipality.

39.2 - PURPOSE AND SCOPE

The Municipality is obligated through statutory requirements and other legislation to provide necessary training to Employees and retains the right to identify certain training as required. Where identified as required, training will be considered a job responsibility, as it is integral to the quality of work performed by the Employee and contributes to the overall effectiveness of organizational operations.

This policy shall apply to all full-time Employees of the Municipality.

39.3 – RESPONSIBILITIES

Department Heads/Supervisors

Create and foster an environment that facilitates and enhances the skills training and career development of Employees by:

- Reviewing future needs and examining the need for Employee development initiatives.
- Conducting performance appraisals for Staff, identifying succession planning candidates, and working with Staff to determine potential opportunities for training and development.
- Providing Staff with information regarding departmental direction, and the overall training and development needs of the work group.
- Create career planning strategies for Staff members, outlining training and development needs.
- Recognize and reward achievements in training and development.
- Providing job-specific training as required.
- Review and approve (as appropriate) requests for training and development.

Employees

Take the primary responsibility for managing their careers by:

- Reviewing their current skill sets, training and development needs for maintaining current knowledge and meeting the needs for career aspirations, determining logical and appropriate avenues for training and development, and applying/requesting training and development as needed.
- Suggest possible training and development opportunities as appropriate.

Human Resources

Provide support to administrators and Employees in carrying out their career development responsibilities by:

- Conducting training needs assessments and developing programs in consultation with Department Heads / Supervisors.
- Supporting individual career development through the provision of counselling, workshops and publication of career information.
- Posting job vacancies which represent career opportunities for Employees in accordance with the Municipality Hiring policy.

- Providing information and consultation to managers on implementing Employees' planning and career development processes within their departments/divisions.
- Providing training in Management and supervisory skills.

39.4 - PROCEDURE

For all Staff training and development activities, applicants will be selected on the basis of identified Municipality and individual needs, assuming candidates meet program standards and requirements.

Employees may either:

- a) be requested to participate in training courses / cross training; or
- b) request to participate in training courses / cross training.

39.5 - CRITERIA FOR APPROVAL

Approval for participation must be obtained prior to enrolment in the program. Approval and authorization shall be granted in accordance with the approval from the Employees Department Head.

Prior to approval for enrolment in any training and development program, course, seminar or conference, the Department Head shall determine the appropriateness of the candidate for the program/course, etc., based on a review of their job description, performance reviews, career planning/succession planning activities and departmental budgetary concerns.

39.6 - CONFERENCES & CONVENTIONS

Supervisory Staff and Department Heads may attend one work related conference or convention per year with the approval of the TREASURER/ADMINISTRATOR. The HR Manager will provide an annual conferences and training plan to the TREASURER/ADMINISTRATOR outlining annual training for all Staff.

39.7 - MEMBERSHIPS

Membership fees in municipal and function-related organizations may be paid by the Municipality, subject to annual budget approval and TREASURER/ADMINISTRATOR approval. If an Employee leaves the Municipality, membership fees must be repaid back to the Municipality.

39.8 - GUIDELINES FOR REIMBURSEMENT

If an Employee chooses to take a course that requires a test at the end, the Employee will pay for the course upfront. If they are successful in passing the course the Municipality will fully reimburse them, original tuition receipts must be provided. No reimbursement will be granted in cases where the Employee has failed to attain a passing grade in the course.

If an Employee is sent off to a training course that relates to their specific area of work, the Municipality will pay for this course upfront. If the Employee does not attend their required course, depending on the circumstances, they may be obligated to reimburse the Municipality the course fees.

If an Employee chooses to leave their employment with the Municipality within 24 months of completing their training, the Employee will have to reimburse the Municipality, pro-rated, the registration costs.

TRAVEL EXPENSE, MEALS AND LODGING POLICY – Section 40

40.1 - POLICY STATEMENT

The Municipality recognizes that employees or representatives of the corporation will from time to time travel to various locations for conferences, training, and/or events.

40.2 - PURPOSE STATEMENT

This policy will set out the procedures and reimbursement criteria for travel expenses that shall apply to municipal staff, council members and members of local boards and other bodies as specified.

40.3 - TRAVEL ALLOWANCE

This policy recognizes that the standard means of travel out of the Municipality to meetings, conferences, etc. will be by personal or municipally owned automobile. Other means of transportation including air, railway, bus, or rented automobile may be dealt with on a case by case basis as the need arises and as authorized by the T/A or by resolution of Council.

Reimbursement for use of personal automobile shall be granted for business trips outside of normal travel to and from work. Whenever practical, travel shall be by the shortest route.

Reimbursement for use of personal automobile shall be granted for only one vehicle if all persons travelling can reasonably be expected to travel together.

Kilometer Reimbursement: The number of kilometres to be reimbursed for the use of a personal vehicle shall be either:

- (a) The distance to the destination and return based on the exact odometer reading; or
- (b) The distance to the destination and return based on an online map printout.

**The starting point and return point used to calculate the kilometers, shall be the lesser of either their residence or the Municipal Office (7 lakeshore drive).*

Reimbursement for use of personal vehicle shall be authorized in advance by the department head, who shall be responsible for the accuracy and validity of the claim.

Business travel outside of the Municipality may be by means of a municipally owned vehicle when this is practical taking into consideration the needs of the department and with the authorization of the department manager.

The Kilometre rate for use of personal automobile shall be the rate that is published by the Canada Revenue Agency for automobile allowance rates over 5,000 kilometers plus two (2) cents per kilometre.

Toll Routes shall be treated as a reimbursable expense, if deemed reasonable by the employee's supervisor.

40.4 - MEAL ALLOWANCE

Meals will be reimbursed at the daily rate of **\$20.00 breakfast, \$25.00 lunch, and \$50.00 supper.** There will also be flexibility in this category, with receipts, should the T/A be of the opinion that it is a business expense that is justifiable. For planned travel, the daily rate allowance may be obtained as

an advance; for other meals, employees are to pay for the meals and then submit the claim afterwards. Alcoholic beverages and gratuities are not a reimbursable expense.

40.5 - LODGING / ACCOMODATION ALLOWANCE

The per diem rate shall be the actual cost of the accommodation with a single room maximum, preferably at hotels offering government rates. Receipts must be submitted for accommodations, out of pocket expenses and necessary business expenses.

40.6 - PARKING AND TAXIS

Parking and transit will be recognized as a reimbursable expense, which receipts must be provided for. Traffic violations and parking infractions shall be the responsibility of the person travelling.

40.7 - ADVANCES

For planned travel, advances may be obtained prior to travel for meals, mileage and accommodation. When an advance is received, the person travelling is still required to submit an expense report with the appropriate receipts and reconciliation upon their return.

MUNICIPAL CREDIT CARD POLICY – Section 41

41.1 - PURPOSE

The purpose of this policy is to provide for the use of municipal credit cards.

41.2 - SCOPE

The following policy shall apply to all departments whom have been issued credit cards jointly in the name of the Corporation of Municipality of Temagami, and individual departments.

41.3 - GUIDELINES

Municipal credit cards are not to be used for anything personal or unrelated to their position with the Municipality of Temagami.

For municipal business travel, employees are permitted to use their assigned municipal credit card for their lodging, meals, parking and required transit. If using a personal vehicle, the employee will receive a per kilometer reimbursement (which is inclusive to cover fuel costs) upon their return.

For planned travel, an advance may be obtained prior to departure, to cover hotel, mileage, and meal allowance. A reconciliation for all expenses should be completed on the return of the employee.

Municipal credit cards are permitted to be used for purchases on behalf of the Municipality, where we do not have an account with the business supplying the goods or service, or where the company will not issue an invoice to the Municipality.

Municipal credit cards may be used for “Business Lunches”. For a meal to qualify as a “Business Lunch” it must involve a meeting for business purposes, with people who are not municipal employees, and the meeting has been approved by a supervisor. Receipts with complete information (e.g. GL account number for correct posting, the names of people taken for a business lunch, and the purpose of that meeting, etc.) regarding the purchase are to be submitted to the accounting department as received, or at minimum monthly by the 15th of each month. Visa expense report forms are available, and may be used when there are multiple receipts being submitted.

If an employee uses a Municipal credit card and does not submit the appropriate receipt, the employee will be liable to the Municipality for the payment of that expense. Credit card accounts will be reconciled monthly- failure to submit receipts or abuse of the credit card may result in the loss of the credit card.

All credit card purchases must adhere to the Municipal Procurement Policy.

Exceptions to this policy may be made only upon the authorization of the Treasurer/Administrator.

SOCIAL MEDIA POLICY – Section 42

42.1 - SCOPE

This applies to all social media and online communication by all employees and representatives of the Municipality of Temagami.

42.2 - POLICY

The purpose of the Social Media Policy is to offer our employees guidelines as to how to use social media and any online platforms in a safe, professional, and effective manner, all the while protecting our organization from the dangers of social networks.

42.3 - PROCEDURE

The Use of Social Media at Work

At all times the primary use of the Internet on municipal computers and/or personal computers connected to the municipal network should be for business-related purposes.

The Corporation of the Municipality of Temagami property, including computers, phones, electronic mail and voice mail, should only be used for conducting company business. Incidental and occasional personal use of company computers, phones, or electronic mail and voice mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and message.

Employees are responsible for using the internet in a manner that is ethical and lawful. Use of the internet must solely be for business purposes and must not interfere with employee productivity. The Corporation of the Municipality does not condone the illegal duplication of software. The copyright law is clear. The copyright holder is given certain exclusive rights, including the right to make and distribute copies. Downloading of other software must be authorized by the T/A in consultation with the IT Department.

Personal use, adhering to the guidelines outlined in this policy, is accepted during personal time (e.g. lunch breaks). At work, the use of Social Media websites should be limited to posting, sending or receiving and replying to messages or information that are business related only.

Employees should be aware that they should have no expectation of privacy where it relates to the use of Internet on computers owned by The Corporation of The Municipality of Temagami. All communication and information downloads remain the property of The Corporation of the Municipality of Temagami.

The Corporation of the Municipality of Temagami reserves the right to monitor usage at any time and without notice where there is a suspicion of inappropriate use.

The Use of Social Media that Affects the Municipality

As an employee of The Corporation of the Municipality of Temagami, it is important for employees to understand what is expected when employees choose to engage in Social Media activity. Social Media includes any online postings or activity on blogs, Instagram, Facebook, MySpace, Twitter, LinkedIn, and any other Social Media website.

We ask our employees to be conscientious with regards to what they choose to share about themselves or our organization through social networks. Content shared via social networks should

be consistent with The Corporation of the Municipality of Temagami policies, even if the information shared is thought to be private.

Rules and Guidelines for Engaging in Online Activity

Employees shall:

- Not use our company logo, or trademarks online, unless requested to do so;
- Not speak on behalf of The Corporation of the Municipality of Temagami, unless employees have been given permission to do so by Management;
- Not spam;
- Not make any discriminatory comments and/or expletives of any kind;
- Not make disrespectful, defamatory or knowingly dishonest comments;
- Not share information about The Corporation of the Municipality of Temagami customers and clients or colleagues online;
- Not create a Social Media account for The Corporation of the Municipality of Temagami, unless employees have been requested to do so by Management;
- Not plagiarize any other person's language, thoughts, ideas, or expressions.

Employees shall:

- Make sure to have Management's permission before mentioning The Corporation of the Municipality of Temagami, our products, our clients, or our customers online;
- Never communicate any personal or confidential information about The Corporation of the Municipality of Temagami, colleagues, customers or clients;
- Respect all copyright, and disclosure laws that are applicable;
- Always credit any sources employees have used with the appropriate citations or links;
- Please remain polite and respectful at all times;
- Be responsible and only share information you would not mind customers or colleagues seeing;
- Make sure to fully understand the terms of engagement of each Social Media network before participating in online activity;
- Be truthful and as accurate as possible when sharing information;
- Make sure to clearly state that your views are your own using a disclosure statement, unless you are authorized otherwise.

We understand and respect our employees' rights to engage in online activity. However, we expect our employees to be respectful while doing so. We encourage our employees to contact their Manager or HR with any questions they may have regarding the use of Social Media.

It is important to remember that activities affecting The Corporation of the Municipality of Temagami business interests are covered by company policies and guidelines, except where otherwise governed by law. Not complying with regulations surrounding Social Media can result in discipline up to and including dismissal.

APPENDICES

AND FORMS

26. SALARY SCHEDULE – APPENDIX G

October 2022 - Salary Scale – All Positions

Position Title	Start	Step 1	Step 2	Step 3	Step 4	Step 5
Treasurer / Administrator	58.40	61.46	64.70	68.10	71.69	75.46
Public Works Superintendent	32.12	33.80	35.58	37.45	39.43	41.51
Municipal Clerk	29.22	30.76	32.39	34.09	35.88	37.77
Deputy Treasurer	29.22	30.76	32.39	34.09	35.88	37.77
MLEO / CBO	29.22	30.76	32.39	34.09	35.88	37.77
Public Works Foreman	25.69	27.04	28.46	29.96	31.54	33.21
Facilities & Recreation	26.11	27.49	28.94	30.46	32.06	33.76
Equipment Operator	23.13	24.35	25.63	26.98	28.39	29.89
Office Assistant	21.50	22.63	23.82	25.06	26.38	27.77
Landfill Attendant	20.84	21.93	23.09	23.26	25.58	26.93
Cleaner	19.47	20.49	21.57	22.70	23.90	25.16
Summer Student	Min Wage	Min wage \$0.50	Min wage \$1.00	Min wage \$1.50	Min wage \$2.00	Min wage \$2.50

Position Title	Start	Step 1	Step 2	Step 3	Step 4	Step 5
Library CEO	23.13	24.35	25.63	26.98	28.39	29.89
Library Assistant	16.46	17.33	18.24	19.20	20.21	21.27

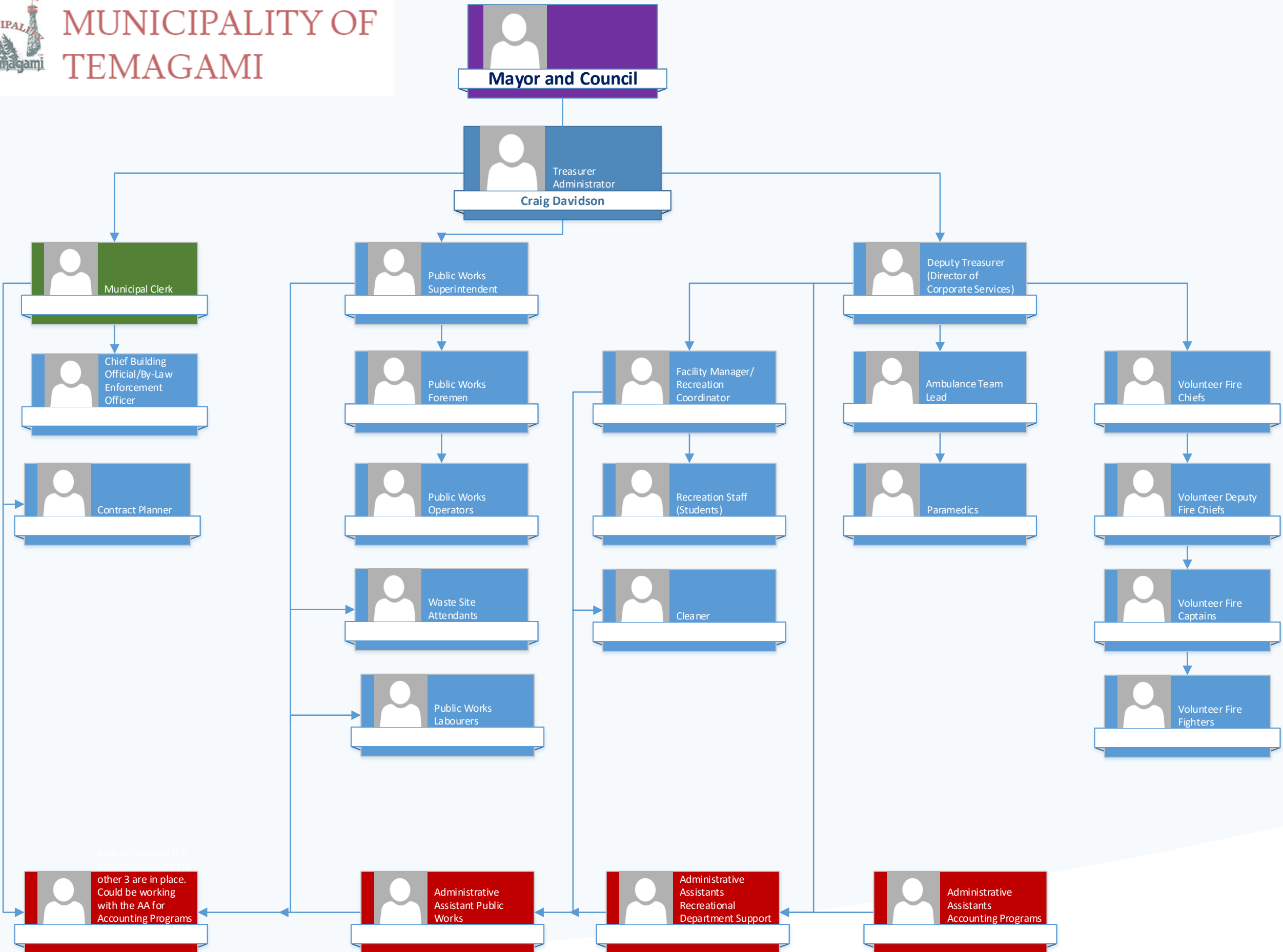
Position Title	Honorarium
Mayor	751.63 Bi-Weekly
Council	440.48 Bi-Weekly

Position Title	Honorarium
Volunteer Fire Chief	73.45 Bi-Weekly
Volunteer Deputy Chief	49.01 Bi-Weekly
Volunteer Captain	36.70 Bi-Weekly
Volunteer Fire Fighters	19.88 Hourly (for training, practice, calls, etc.)

MUNICIPALITY OF TEMAGAMI PROPOSED ORGANIZATIONAL CHART



MUNICIPALITY OF
TEMAGAMI



EXIT INTERVIEW

NAME:
JOB TITLE:
DIVISION / UNIT:
START DATE WITH ORGANIZATION:
START DATE IN POSITION:
SEPARATION DATE:
TOTAL LENGTH OF SERVICE:
OTHER POSITIONS HELD WITH ORGANIZATION:

1.	Please describe the primary reason(s) you are leaving your current position.

2.	Did dissatisfaction with any of the following factors influence your decision to leave?	YES	NO
	Type of work		
	Working conditions (setting, schedule, travel, flexibility)		
	Pay		
	Supervisor		
	Location		
	Cost of living in area		
	Commute		

3.	Please rate the following aspects of the job you are vacating. Use the 1 – 5 scale below.					
		1 Poor	2	3 Average	4	5 Excellent
	Type of work performed					
	Fairness of workload					
	Salary					
	Working conditions					
	Tools and equipment provided					
	Training received					
	Co-workers					
	Supervision received					
	Level of input in decisions that affected you					

EXIT INTERVIEW

4. Please rate the following aspects of the organization overall. Use the 1 – 5 scale below.						
		1 Poor	2	3 Average	4	5 Excellent
	Recruitment process					
	New employee orientation					
	Training opportunities					
	Career development opportunities					
	Employee morale					
	Fair treatment of employees					
	Recognition for a job well done					
	Support of work-life balance					
	Cooperation within the agency					
	Communication between management and employees					
	Performance and development planning and evaluation					
	Interest and investment in employees					
	Commitment to customer service					
	Concern with quality and excellence					
	Administrative policies/procedures					

5. Please rate your supervisor on the following factors. Use the 1 – 5 scale below.						
		1 Never	2 Seldom	3 Often	4 Usually	5 Always
	Gave usable performance feedback					
	Recognized accomplishments					
	Clearly communicated expectations					
	Treated you fairly and respectfully					
	Coached, trained, & developed you					
	Provided leadership					
	Encouraged teamwork & cooperation					
	Resolved concerns promptly					
	Listened to suggestions & feedback					
	Kept employees informed					
	Supported work-life balance					
	Provided appropriate & challenging assignments					

EXIT INTERVIEW

6.	If you accepted another job, please complete the following.	
	Name of new employer	
	Location of position	
	Title of position	
	Nature of work of position	
	Salary of position	
	What the new position and/or organization offers that we do not.	

VIOLENCE AND HARASSMENT REPORTING FORM

PART 1 – INCIDENT DETAILS (to be completed by party reporting incident)		
Date of report		
Reporter's name		
Location of incident		
Date of incident		
Time of incident	_____ _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Victim's name		
Relationship to (co. name)		
Contact information		
Additional witnesses	Name	Contact Information
Injuries and damage	Yes	No
Were there any injuries or property damage reported?		
Medical attention/first aid obtained?		
Any time missed from work as a result of the incident?		
WSIB Form 7 submitted?	Yes	No
If "yes" to any of above provide details of injuries, property damage, treatment and/or repairs.		

VIOLENCE AND HARASSMENT REPORTING FORM

PART 2 – DESCRIPTION OF INCIDENT (to be completed by party reporting incident)

In your own words, please provide detailed description of the incident based on what you experienced or was reported to you and other pertinent information.

Describe immediate actions taken (e.g., contacted supervisor, told Respondent to stop behaviour, called 911, etc.).

VIOLENCE AND HARASSMENT REPORTING FORM

Describe your recommendations for corrective and preventive actions, if any.

Reporter's signature	

VIOLENCE AND HARASSMENT REPORTING FORM

PART 3 – INVESTIGATION INTERVIEWS (to be completed by Investigator)

Interviews with victim, alleged perpetrator and witness shall be conducted where possible. Where such interviews are not conducted this report shall indicate why.

Name of person interviewed

Event role (victim, alleged perpetrator or witness)

Person conducting the interview

Date of interview

Interview Notes

VIOLENCE AND HARASSMENT REPORTING FORM

PART 4 – OTHER INFORMATION PERTINENT (to be completed by Investigator)

Identify pertinent information possibly including but not limited to:

- Police report
- Violence risks and controls from risk assessment
- Past incidents
- Worker training

VIOLENCE AND HARASSMENT REPORTING FORM

PART 5 – INVESTIGATION CONCLUSIONS (to be completed by Investigator)			
<i>Based on the evidence revealed on investigation, it is the opinion of the investigator that:</i>			
<i>the reported incident of</i> (circle one)	workplace violence	workplace harassment	workplace sexual harassment
<i>was</i> (circle one)	adequately substantiated	not adequately substantiated	fabricated with malicious intent
Additional comments from Investigator			

VIOLENCE AND HARASSMENT REPORTING FORM

PART 6 – CORRECTIVE AND PREVENTIVE ACTIONS (to be completed by Investigator)			
Actions	Responsible	Target Date	Completion Date

VIOLENCE AND HARASSMENT REPORTING FORM

PART 7 – COMMUNICATION OF RESULTS			
Party	Name	Signature	Date
Investigator			
Victim			
Alleged perpetrator			

Health and Safety Incident Report Form

The incident	
Reported by	Department
Email	Phone Ext
Date of occurrence	Time
Exact location	
Accident <input type="checkbox"/> Incident <input type="checkbox"/> Near miss <input type="checkbox"/> Violence <input type="checkbox"/> Ill health <input type="checkbox"/> Safety <input type="checkbox"/>	
What happened? Report any details that may have contributed to the incident (i.e., poor lighting). Use additional paper as necessary and attach to form.	
Describe the outcome: harm/health effects/damage.	
Describe corrective measures taken to address immediate hazards related to incident.	

Health and Safety Incident Report Form

The affected person		
Worker <input type="checkbox"/> other: (i.e., visitor, contractor) <input type="checkbox"/>	Name	
Address	Date of birth	
Email—work:	Email—home	
Employer's name if other than worker	Address	Phone
Witness details		
Names(s) and contact information	Names(s) and contact information	
First aid		
First aid provided: Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>		
By whom:		Time of attendance:
Details of provision:		Contact information:

Health and Safety Incident Report Form

Post incident
Where did the person involved in the incident go next? To the hospital <input type="checkbox"/> home <input type="checkbox"/> returned to work <input type="checkbox"/> other <input type="checkbox"/>
Was a member of the joint health and safety committee notified of the incident? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name:

Additional notes:

Individual Accommodation Plan Form

The Corporation of The Municipality of Temagami _____ is committed to accommodating people with disabilities and will use the following process to identify and meet employee accommodation needs.

1. Recognize the need for accommodation

Accommodation can be:

- requested by the employee
- identified by the employee's manager or hiring manager

2. Gather relevant information and assess individual needs

The employee is an active participant in this step

- Information will be collected on the employee's functional abilities, not the nature of the employee's disability
 - The employee's personal information, including medical information, is kept secure and dealt with in a confidential manner. It will only be disclosed to individuals who need it to perform the accommodation process.
- The employee and his/her manager will work together to find the most appropriate accommodation
 - A medical or other expert may be engaged (at the company's expense) to help determine if/how the employee's needs can be accommodated
 - The employee may ask a bargaining agent or other workplace representative to participate in the process

3. Write an individual accommodation plan

After identifying the most appropriate accommodation(s), the details will be documented in a written plan, including:

- What accommodation(s) will be provided
- How to make information accessible to the employee, including accessible formats and communication supports
- Employee emergency information and/or emergency response plan (if applicable)
- When the plan will be reviewed and updated

The manager will give the employee in an accessible format (if required), a copy of the individual accommodation plan, or written reasons for denying accommodation.

4. Implement, monitor and update the plan

After implementing the accommodation plan, the employee and his/her manager will monitor and review the plan to ensure that it is effective. Formal reviews and updates will take place on the mutually agreed upon, predetermined schedule in the employee's accommodation plan. If the accommodation is no longer appropriate, the employee and the manager will reassess the situation (step 2) and update the plan.

The accommodation plan will also be reviewed and updated if:

- the employee's work location or position changes
- the nature of the employee's disability changes

Confidential when completed

Employee Information

Last Name	First Name
-----------	------------

Title / Department

Manager Information

Last Name	First Name
-----------	------------

Title / Department

Accommodations		Next plan review	
Start Date (yyyy/mm/dd)	End Date (yyyy/mm/dd)	Date (yyyy/mm/dd)	Or Frequency

Limitations

List any functional limitations that the employee experiences, how it affects different aspects of his/her job and if each task is an essential part of the role.

1. Limitation

Tasks / activities affected

Essential job requirement?

Yes No

Accommodations

Using the list of tasks from the limitations section above, identify what types of accommodation or support would help the employee accomplish the task. List a strategy or tool that will provide that accommodation.

1. Task

What must the accommodation achieve?

Accommodation strategy

Implementation

List the actions required to achieve the accommodation(s) identified in the prior section.

1. Action

Assigned to

Due Date (yyyy/mm/dd)	Date Completed (yyyy/mm/dd)
-----------------------	-----------------------------

Information sources

Identify and include the contact information for any experts consulted when building the plan (e.g., human resources manager, family doctor, specialists)

1. Last Name	First Name
Title/Role	
Email Address	Telephone Number ext.

Related documents

Attach any additional documents required to support the employee.

- Employee emergency plan (if applicable)
- Accessible format of the individual accommodation plan (if needed)
- What type(s) of accessible formats and/or communications support the employee needs (if requested)
- Return to work plan (if applicable)
- Other (specify): ▼

Comments / Notes

Use this section for any additional information (e.g. details of alternative work arrangements, budget code for accommodation costs, etc.)

Signature

Employee's Signature	Date (yyyy/mm/dd)
Manager's Signature	Date (yyyy/mm/dd)

Functional Abilities Form
for Planning Early and Safe Return to Work

Health Professionals, please use this form ONLY when requested by an employer or worker.

The purpose of this form is to identify your patient's overall functional abilities and work restrictions that will assist his/her return to suitable work.

Please promptly complete and return pages 2 and 3 of this form to the worker or employer to assist the workplace parties in planning an early and safe return to work.

PLEASE ENSURE YOUR BILLING INFORMATION IS NOT GIVEN TO THE WORKER OR EMPLOYER.

Authority to Release Information

Section 37(3) of the *Workplace Safety and Insurance Act, 1997* provides the legal authority for health professionals to give the Workplace Safety and Insurance Board (WSIB), the injured worker and the employer such information as may be prescribed concerning the worker's functional abilities.

When completing this report, please **print in black ink.**

Worker and/or employer should complete Sections A and B of this report. If your patient needs assistance, please help. Please submit this report even if Section A is not fully completed.

Information about your responsibilities can be found on **Page 4.**

The WSIB will pay health professionals for completing this form.

Mail to:

Workplace Safety and Insurance Board
200 Front Street West
Toronto, ON M5V 3J1

OR

Fax to:

416-344-4684
or 1-888-313-7373



A guide to completing this form is available at www.wsib.on.ca

Please PRINT in black ink

Claim No.

A. Section A to be completed by the employer and/or worker.

Worker's Last Name	First Name	Telephone
Address (no., street, apt.)	City/Town	Province
		Postal Code

Employer's Name		
Full Address (No., Street, Apt.)		
City/Town	Prov.	Postal Code

Date of Birth (dd/mm/yyyy)
Date of Accident/Awareness of Illness (dd/mm/yyyy)
Employer Telephone
Employer Fax No.

1. Type of job at time of accident (where available, please attach description of job activities)	Area(s) of injury(ies)/illness(es)
2. Have the worker and the employer discussed Return To Work <input type="checkbox"/> yes <input type="checkbox"/> no	If no, will be discussed on dd mm yyyy
3. Employer contact name	Position

B. Worker's Signature

By signing below, I am authorizing any health professional who treats me to provide me, my employer and the Workplace Safety and Insurance Board (WSIB) with information about my functional abilities on the WSIB's "Functional Abilities for Planning Early and Safe Return to Work" form.

Signature	Date dd mm yyyy
-----------	-----------------

C. Health Professional's Billing Information

For billing purposes fax or mail pages 2 and 3 to the WSIB.

Health Professional's Designation
 Chiropractor Physician Physiotherapist Registered Nurse (Extended Class) Other

PROVIDER BILLING INFORMATION IN THE BOLDED AREA OF SECTION C SHOULD NOT BE PROVIDED TO THE WORKER OR EMPLOYER.

Are you registered with the WSIB? <input type="checkbox"/> yes <input type="checkbox"/> no Please enter the WSIB Provider ID. in the box provided <input type="checkbox"/> Please call 1 - 800-569-7919 to register	WSIB Provider ID.
	Your Invoice Number
Health Professional's Name (please print)	Service Code FAF
Address (No. Street, Apt.)	▼ Complete these fields if HST is applicable to this form ▼ HST Registration Number Service Code HST Amount Billed ONHST \$.
	City/Town Province Postal Code Fax

I hereby declare that the information being submitted in Sections C, D, E and F of this form is true and complete. It is an offense to knowingly make a false or misleading statement or representation to the WSIB.

Health Professional's Signature	Telephone	Date dd mm yyyy
---------------------------------	-----------	-----------------

Please PRINT in black ink

Worker's Last Name	First Name	Claim No.
--------------------	------------	-----------

D. The following information should be completed by the Health Professional to identify the patient's overall abilities and restrictions.

1. Date of Assessment dd mm yyyy	2. Please check one:
	<input type="checkbox"/> Patient is capable of returning to work with no restrictions.
	<input type="checkbox"/> Patient is capable of returning to work with restrictions. Complete sections E and F.
	<input type="checkbox"/> Patient is physically unable to return to work at this time. Complete section F.

E. Abilities and/or Restrictions

1. Please indicate **Abilities** that apply. Include additional details in section 3

Walking: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 100 metres <input type="checkbox"/> 100 - 200 metres <input type="checkbox"/> Other (please specify)	Standing: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 15 minutes <input type="checkbox"/> 15 - 30 minutes <input type="checkbox"/> Other (please specify)	Sitting: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 30 minutes <input type="checkbox"/> 30 minutes - 1 hour <input type="checkbox"/> Other (please specify)	Lifting from floor to waist: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 - 10 kilograms <input type="checkbox"/> Other (please specify)
Lifting from waist to shoulder: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 kilograms <input type="checkbox"/> 5 - 10 kilograms <input type="checkbox"/> Other (please specify)	Stair climbing: <input type="checkbox"/> Full abilities <input type="checkbox"/> Up to 5 steps <input type="checkbox"/> 5 - 10 steps <input type="checkbox"/> Other (please specify)	Ladder climbing: <input type="checkbox"/> Full abilities <input type="checkbox"/> 1 - 3 steps <input type="checkbox"/> 4 - 6 steps <input type="checkbox"/> Other (please specify)	Travel to work: Ability to use public transit Ability to drive a car <input type="checkbox"/> yes <input type="checkbox"/> yes <input type="checkbox"/> no <input type="checkbox"/> no

2. Please indicate **Restrictions** that apply. Include additional details in section 3

<input type="checkbox"/> Bending/twisting repetitive movement of (please specify)	<input type="checkbox"/> Work at or above shoulder activity:	<input type="checkbox"/> Chemical exposure to:	<input type="checkbox"/> Environmental exposure to: (e.g. heat, cold, noise or scents)	<input type="checkbox"/> Limited use of hand(s): <table style="width:100%; border: none;"> <tr> <td style="width:50%; border: none;">Left</td> <td style="width:50%; border: none;">Right</td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td style="border: none;"><input type="checkbox"/></td> <td style="border: none;"><input type="checkbox"/></td> </tr> <tr> <td colspan="2" style="border: none; text-align: center;">Gripping Pinching Other (please specify)</td> </tr> </table>	Left	Right	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Gripping Pinching Other (please specify)	
Left	Right													
<input type="checkbox"/>	<input type="checkbox"/>													
<input type="checkbox"/>	<input type="checkbox"/>													
<input type="checkbox"/>	<input type="checkbox"/>													
Gripping Pinching Other (please specify)														
<input type="checkbox"/> Limited pushing/pulling with: <input type="checkbox"/> Left arm <input type="checkbox"/> Right arm <input type="checkbox"/> Other (please specify)	<input type="checkbox"/> Operating motorized equipment: (e.g. forklift)	<input type="checkbox"/> Potential side effects from medications (please specify) Do not include names of medications.	<input type="checkbox"/> Exposure to vibration: <input type="checkbox"/> Whole body <input type="checkbox"/> Hand/Arm											

3. Additional Comments on Abilities and/or Restrictions.

4. From the date of this assessment, the above will apply for approximately: <input type="checkbox"/> 1 - 2 days <input type="checkbox"/> 3 - 7 days <input type="checkbox"/> 8 - 14 days <input type="checkbox"/> 14 + days	5. Have you discussed return to work with your patient? <input type="checkbox"/> yes <input type="checkbox"/> no
6. Recommendations for work hours and start date: <input type="checkbox"/> Regular full-time hours <input type="checkbox"/> Modified hours <input type="checkbox"/> Graduated hours	Start Date dd mm yyyy

F. Date of Next Appointment

Recommended date of next appointment to review **Abilities and/or Restrictions.** dd mm yyyy

I have provided this completed Functional Abilities Form to: **Worker** **and/or** **Employer**

Important Information

To receive benefits, the worker must apply for benefits within six months of the date of a work-related injury or illness. When filing a claim for benefits, the worker must also consent to the disclosure of functional abilities information provided by a health professional to his or her employer for the purpose of facilitating an early and safe return to work. Failure to file a claim or provide consent for the release of the functional abilities information can result in no benefits.

If you have questions about the completion of this form please call 1-800-387-0750.

Worker's Responsibilities

- This form is to be completed by a treating health professional, who will discuss the information with you.
- Once completed, contact your employer **immediately** to review the information on the completed form. Together, you and your employer will begin to plan an early and safe return to work.

Employer's Responsibilities

- This form provides general information about this worker's functional abilities and restrictions to help you plan an early and safe return to work.
- When you provide this form to the treating health professional, ensure that you have the worker's signed consent (Section B) for the release of functional abilities information.
- Where available, also attach a description of the worker's job activities to assist the health professional in completing the form.
- The prescribed form that is available from the WSIB is a generic form developed to assist with general functional abilities information.
- The WSIB will pay the health professional to complete the prescribed WSIB form only. A charge will appear on your Accident Cost statement or Schedule 2 Invoice which reflects the cost of payment for each form completed.
- If you have a form that is specific to your workplace and have the cooperation of the worker in providing consent for the release of information on your form, you may use your own form. If you create your own form, you must reimburse the health professional directly.
- Do not send a copy of the completed Functional Abilities Form for Planning Early and Safe Return to Work to the WSIB. The health professional is responsible for submission of the form.

Health Professional's Responsibilities

- The employer and worker will use this information to plan the worker's early and safe return to work.
- Their return to work plans will reflect the functional abilities and restrictions you have noted and presume that no clinical contraindications exist for other work activities, therefore it is crucial that all sections be completed in full.
- The completion of this form is based on your examination of the worker and does not require a specialized functional abilities evaluation.
- Diagnostic or confidential information **must not** be included.
- Please add specific information on the duration of temporary restrictions or maximum times or weights to be considered, in section **E3** under **abilities and/or restrictions**. If necessary, attach an additional page to this completed form to describe abilities and restrictions.
- **Completion of this form does not replace clinical reporting requirements to the WSIB.**
- **Once you have received this form, promptly complete it and give it to the worker and/or employer.**
- **For billing purposes fax or mail pages 2 and 3 to the WSIB. When faxing, do not mail a copy.**

The WSIB will pay the health professional for the completed form when pages 2 and 3 are received.

Workplace Safety and Insurance Board
200 Front Street West
Toronto ON M5V 3J1

WSIB Fax 416-344-4684
or 1-888-313-7373

Return To Work Plan Form

The Corporation of The Municipality of Temagami is committed to supporting employees who have been absent from work due to a disability. We will use the following process to help employees who require accommodation to return to work.*

Step 1. Initiate the leave and stay in contact with the employee

If an employee needs to take a disability leave, s/he will inform his/her manager and human resources. The employee and manager will maintain regular contact, with the employee's consent, to address any problems that may arise and facilitate the return to work process.

Step 2. Gather relevant information and assess individual needs

The employee and manager will work together to share information and find the most appropriate accommodation, for example:

Manager

- Provides the employee with return to work information
- Helps resolve any problems with treatment if requested to do so by the employee
- Maintains regular contact with the employee
- Ensures work practices are safe for returning employee
- Assists with identifying accommodations
- Assists with analyzing the demands of each job task

Employee

- Gets and follows the appropriate medical treatment
- Provides updates about their progress, including information about his/her functional ability to perform the job
- Provides his/her health care provider with the return to work information

Health care provider(s), union/workplace representative(s) and health and safety professional(s) may also participate in the process, if needed.

Step 3. Develop a return to work plan

After identifying the most appropriate accommodation, safety considerations and any transitional measures, capture the details in a written plan.

Depending on circumstances, the employee may:

- return to the original position
- return to the original position with accommodation(s) on a temporary or permanent basis
- return to an alternate position on a temporary or permanent basis

The return to work plan should be attached to the employee's individual accommodation plan.

Step 4. Implement, monitor and update the plan

After implementing the return to work plan, the employee and manager will monitor and review the plan regularly to ensure that it remains effective. If the accommodation is no longer appropriate, they will reassess the situation (step 2) and update the plan.

* This return to work process does not replace or override any other return to work process created by or under any other statute. It should not be taken as legal advice. You should contact a lawyer for advice for your particular set of facts or circumstances.

Sample Return to Work Plan

Confidential when completed

Employee Information

Last Name

First Name

Title / Department

Manager Information

Last Name

First Name

Title / Department

Return to work plan start date (yyyy/mm/dd)

Return to work plan end date (yyyy/mm/dd)

Goal

At the end of the return to work process, the employee will return to his/her

- Original job
- Original job with modifications
- Alternate job (include job description)

Accommodations and transitional measures

List any limitations the employee experiences as a result of his/her disability, how it affects different aspects of his/her job and any accommodations or safety measures required to help the employee return to work. Accommodations may include, but are not limited to:

- Modified work hours/days
- Modified work location
- Modified job requirements
- Assistive device(s)
- Additional support (e.g. colleagues helping with specific tasks)

If the measures will be phased in or out, include a start/end date.

1. Limitation

Tasks/activities affected

Accommodation

Safety considerations

Start Date (yyyy/mm/dd)

End Date (yyyy/mm/dd)

Assignment to alternate position

Complete this section if the employee will not be returning to his/her original job. The assignment to an alternate position may be temporary or permanent.

Job title	Length of assignment
-----------	----------------------

Describe the new position

List any training requirements and safety precautions

Comments / Notes

Use this section for any additional information (e.g. details of alternative work arrangements, budget code for accommodation costs, etc.)

Signature

Employee's Signature

Date (yyyy/mm/dd)

Manager's Signature

Date (yyyy/mm/dd)

Performance Improvement Plan

Employee name		Manager name	
Job title		Start date	
Department		Agreed end date	

<p>Role expectations <i>What is the acceptable performance expected of the employee in this role?</i></p>

<p>Areas of concern <i>In what areas of performance has the employee not met expectations, and what are the root causes of the issues?</i></p>

<p>Improvement goals <i>Define concrete goals that address the areas of concern and agree on milestones to meet the goals.</i></p>	
Goal and description	Milestone

Action plan

Outline activities that are going to help achieve the improvement goals.

Goal	Activity description	Start date	Deadline

Resources

What are the resources available to complete the activities outlined in the action plan?

Resource	Description

Progress tracking

How is the employee doing in achieving their improvement goals?

Goal	Status and comments	Date of check

Signatures

Employee		Manager	
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HR POLICY - COMMENTS TABLE

Section		Comments				STAFF COMMENTS	
NUMBERING	TITLE	MAYOR AND COUNCIL COMMENTS					
6.5	Performance Appraisal - Timeslines	T/A's PA it says members of Council but does not say which members, I believe that in the past it was prepared by a committee but was presented to all of Council for input					
10.4	Hours of Works - Overtime	I do not believe that managers should be paid overtime.					
10.5	Banked Hours	What happens if you have banked time that you did not take in the year?				Current Practice and Policy States that we get paid out at the end of the year or carry time into the New Year, if approved by T/A	
11.2	On-Call Policy - Procedures	Yes I agree with the on call rate going up to \$50 per day	I agree with this section	I agree with the increase			
13.2	Paid Holidays	I would suggest 3 or 4 floaters instead of non statutory holidays and also keep the .5 days for Christmas and New Years Eve	We might want to specify the day, when a stat falls on a weekend. If stat is on Saturday the holiday is Friday, on a Sunday it is the Monday.	I would support Remembrance Day Truth and Reconciliation as a holiday for staff but only if it falls during the work week. This would provide staff with an opportunity to participate in community recognition events and pay their respects. These are not statutory holidays and I don't believe that staff should be given the time off if the day falls on the weekend. Note: this is the current practice of the provincial government.	Staff should be given the day to attend services on National Day for Truth and Reconciliation and Remembrance Day if they fall during the normal work week. If they fall on the weekend no extra time should be given.	Currently the policy states that if the holiday falls on a Saturday, it will be taken the proceeding Friday and if the holiday falls on Sunday, it will be taken the following Monday.	
13.4	Alternate Holiday	Premium rate? Does this mean 2.5 times regular rate?				This would mean that they get 1.5 times the regular rate for all hours worked. And would receive a day off in lieu at a time mutually agreed upon.	
14.6	Stat Holiday During Vacation	There needs to be some compensation for coming in other than given in lieu for being called in from your holiday or vacation.					
15.2	Safety Footwear Allowance	I am good with increasing this to \$200	I agree with this section				
15.4	Uniforms and Other Clothing	I do not think \$100 clothing allowance is necessary	I agree with this section	suggest that the \$100 staff clothing allowance be eliminated at this time	No		
16.3	Sick Days - General Provisions	Should have something in here about doctors notes shall be provided if requested. At employees expense.	Can we please discuss this. I am not familiar with "provincially/federally mandated time off, without compensation for full timers". I would support 7 sick days per year. 10 sick days is almost one day per month which I think is excessive. Note: provincial government staff and management receive 6 sick days per year. Sickness of three days or longer require a Dr. note, at managers discretion.				

17.4	Bereavement - Time Away	Add Step Child in the section for 5 days off RECOMMEND THAT THESE BE 3 DAYS: Brother of either the Employee or spouse, Sister of either the Employee or spouse, Nephew or Niece of either the Employee or spouse, Grandparent of either the Employee or spouse, Grandchild of either the Employee or spouse, Uncle or Aunt of either the Employee or spouse	I suggest that there should be clause for delaying bereavement leave in cases of funeral arrangements are delayed.	I believe the length of bereavement days should be based on the relationship i.e. 5 days for spouse, children, in-laws, siblings, grand-parents. I disagree. I don't think leave should exceed 4 days for other family relations e.g. niece, nephew, aunts, uncles, etc. Are there any management discretion days e.g. special and compassionate days in the HR policy.	Aunt or Uncle of spouse should be one day. Grandmother or Grandfather of Spouse should be one day			
32.6	Severance Pay	Should this not be under the Employment Standards Act?					S/B Retirement Allowance	
33.4	Exit Interview	Exit Interview - who administers it?					It is noted that the T/A and HR will do the exit interview	Should include the option to make the determination based on reporting structure (not the direct supervisor)
39.8	Training - Reimbursement	I don't think this should be pro-rated. There could be quite a bit more expenses that the Municipality will not be reimbursed for.						
40.4	Meal Allowance	I would suggest if it is without receipts that a per diem of \$60 per day (15,20,35). If receipts are provided then it would be reasonable and actual expenses.	I disagree with the meal allowance increase. \$75 per diem without receipts if very reasonable. Current rates are 67% higher than the Province. Proposed rates would be 111% higher than the province.				Currently the rates are \$15, \$20, \$40 (\$75 per day)	Prefer to get a per diem rather than try to decide what is reasonable.
General Comments								
volunteer Fire Fighters fit into this Policy								
Additional Review Periods - Section 1.6								



Corporation of the Municipality of Temagami

Memo No.
2023-W-011

Memorandum to Council

Subject:	Municipal Property Listing & Crown Land
Agenda Date:	April 27, 2023
Attachments:	2020-M-191 / Crown Property Maps / 2013 Land inventory Review / 2023 Municipal Property Inventory.

RECOMMENDATION

INFORMATION

2013 Land inventory Review

In 2012 & 2013, a member of Council and Staff member conducting a Land Inventory and review. Through this process they reviewed Municipally, Provincially, and privately-owned lands. There were assessments made as to whether or not the lots were developable, whether or not the Municipality would benefit from retaining the property, suggestions on what could be done with the property and whether the lot was underutilized.

2020-M-191 – Residential & Industrial Properties – MNR – Including Aerial Images

In December of 2020, shortly after the Municipality's last residential and industrial lots were sold, a report was brought forward to Council identifying some Provincially owned land that we could look at for various types of development. Council had directed staff to commence the process, for which we have slowly been working with the MNR to identify and potentially acquire lands.

2023 Municipal Property Inventory.

There have been many discussions at this and previous Council tables regarding Municipal Properties. Do we want to retain them, how do we attract developers, is the current use the best use, how do we go about selling them...etc. Staff have recently been asked to update the Municipal Properties listing for Council review. Our GIS Software and MPAC data was used to compile the attached spreadsheet for Council review.

Respectfully Submitted:
Sabrina Pandolfo
Deputy Treasurer

Municipality of Temagami

2013

Economic Land Inventory

January 9, 2014

Prepared by

**John Kenrick
Monty Cummings**

Municipality of Temagami
Economic Land Inventory
December 2013

Content

This is one of the “vision” projects to address the question of whether the municipality has sufficient land assets within its boundary to address future development potential or growth.

The methodology looked at municipal lands, Crown lands and private lands that were under utilized and available for future growth opportunities.

Obviously the Municipality has considerable leverage over the future use of its own property. It has some influential leverage over Crown lands and can enhance the marketing of underutilized private land with the owner’s cooperation.

The report looks at 20 blocks of Municipal lands, 11 blocks of private property and 9 blocks of Crown lands.

Summary of Municipal Lands – (20)

9 sites, (M1, M2, M3, M4, M5, M6, M7, M8, M15) contain roughly 100 old residential lots that offer little or no development potential due to other municipal needs (access, cemetery, etc.), environmental constraints (largely drainage) or prohibitive costs to develop.

1 of these sites, M4, the public works site and the adjacent mortgage hill site may offer some development potential if public works were moved. However the limited potential may not justify the potential development costs (service or clean up costs).

The 11 best bets for development potential at reasonable costs are as follows.

2 sites (M17 and M18) offer the best options for significant residential development in the municipality. Lot redesign and modest areas and service extension from Cedar / Poplar and Hillcrest / Goward would yield up to 20 lots.

Site M16 (serviced mobile home lots) are available currently but lot 16 Hillcrest should be retained for road access to site M17.

Site M14 (Jack Guppy Way and Caribou Mountain) offers significant commercial potential such as zip line activities and auxiliary functions. Smoke and Caribou Lake also have 3300 feet of shoreline potential. Further study and a prospectus should be developed.

Six sites (M9, M10, M11, M12, M19 and M20) offer significant commercial potential in the Downtown area.

M9((Busby) needs a marketing plan and should be considered in conjunction with the adjacent old MNR/OPP property.

M10 (Welcome Centre) could be more efficiently planned and increasingly used by the municipality. The Waterfront commons and parking are a strategic and valuable community asset and should be retained and increasingly utilized.

M11 (Fish Hatchery) site also is a strategic waterfront asset to the municipality. The water areas facilities and parking should be retained. The hatchery building itself could however be used for an expanded tourist commercial operation, if the fish hatchery could find another suitable location,

M19 (Train Station) is a focal point in the community and needs to be marketed as a commercial hub. Significant investment is needed for winter use.

M20 (Mini Putt and adjacent) is a prime commercial location but probably won't support large structural development. The permanent home of the Temagami Community Market should be considered.

Summary Crown Lands (9)

The best bet for Crown Lands is C2 – the former NR / OPP site. This is the last major piece of developable waterfront in the community. It is especially attractive if considered together, with the adjacent Busby Property.

Site C3 (Stevens Road parking and industrial) and C4 (Mini putt) are valuable assets adjacent to the towns commercial core. The sites are currently held by the municipality under lease from the ONR. The municipality should get a first right of refusal agreement from the ONR. Their lands together with adjacent Municipal lands are key to commercial redevelopment.

3 sites C5 (Goward Mill), C6 (North of arena) and C7 (east of Spruce Drive) offer very long term or "back up" residential potential. Acquisition or major development costs should not be undertaken unless demand warrants and sites M17 and 18 have been used. The municipality should get its interest in these sites recognized by the MNR. The development of C7 is a last resort and will be met considerable public opposition.

C9 (the Industrial Park Expansion) offers long term potential to the community. However major investment in services or acquisition should be delayed until a development partner is identified. Mid term industrial expansion sites are currently available through the private sector.

C1 (The Public School) is an essential community asset and should be further utilized to enhance its viability. Further discussions with the school board are a priority.

C8 (Spruce Drive at Highway) offers future commercial potential.

Summary of Private Lands (11)

Five of the 9 underutilized private sites are commercial properties in the downtown core: P3 Busy Bee, P4 Spooner Building, P5 Whitehouse, P6 United Church and P8 Temagami Outfitters – lakeside. Some of these properties are potentially very attractive as commercial properties if considered with adjacent municipal holdings. Development planning and financial incentives should be a priority in the commercial core.

The Milnes Mill site (P9) offers the best industrial site potential for the community. The municipality should assist with joint marketing.

Modest development potential exists for industrial use of the old gravel and dump site (P7) and the few vacant residential lots on O'Connor Drive.

Site P1 (corner of Lakeshore and Woodcrest) offer low potential due to poor drainage.

P10 (White Bear estates) is a very attractive waterfront property. Co-operate with the owner and encourage further development either residential or commercial.

P11 (Sherman Mine Sites). Co-operate with owners to seek future industrial

Summary and Priorities

There is more than adequate mid term supply of residential lots in the north townsite to satisfy moderate growth at a reasonable cost. In addition, it is estimated that there are more than a dozen private residences on the market at any time. More would be available if demand existed. We should be careful not to undercut our own private sector.

Jobs and commercial development are essential to future stability and growth. Our best assets are in the waterfront, highway, and commercial area interface. We need to enhance the use of the 12 underutilized sites in the down town core. A priority should be placed on marketing, enhancing the linkages to the lake, downtown development planning and municipal development incentives. The focus should be on commercial tourism related enhancement and assisted housing options for seniors.

While some industrial potential exists, Temagami will find it difficult to compete with new industrial sites in North Bay and Temiskaming Shores.

Our best assets are the entrepreneurship of some of our local businesses, as well as the “in site” resources at the Milne’s Site and the Sherman Site. Our municipal focus should be on assisting in marketing and encouraging P3 partnerships.

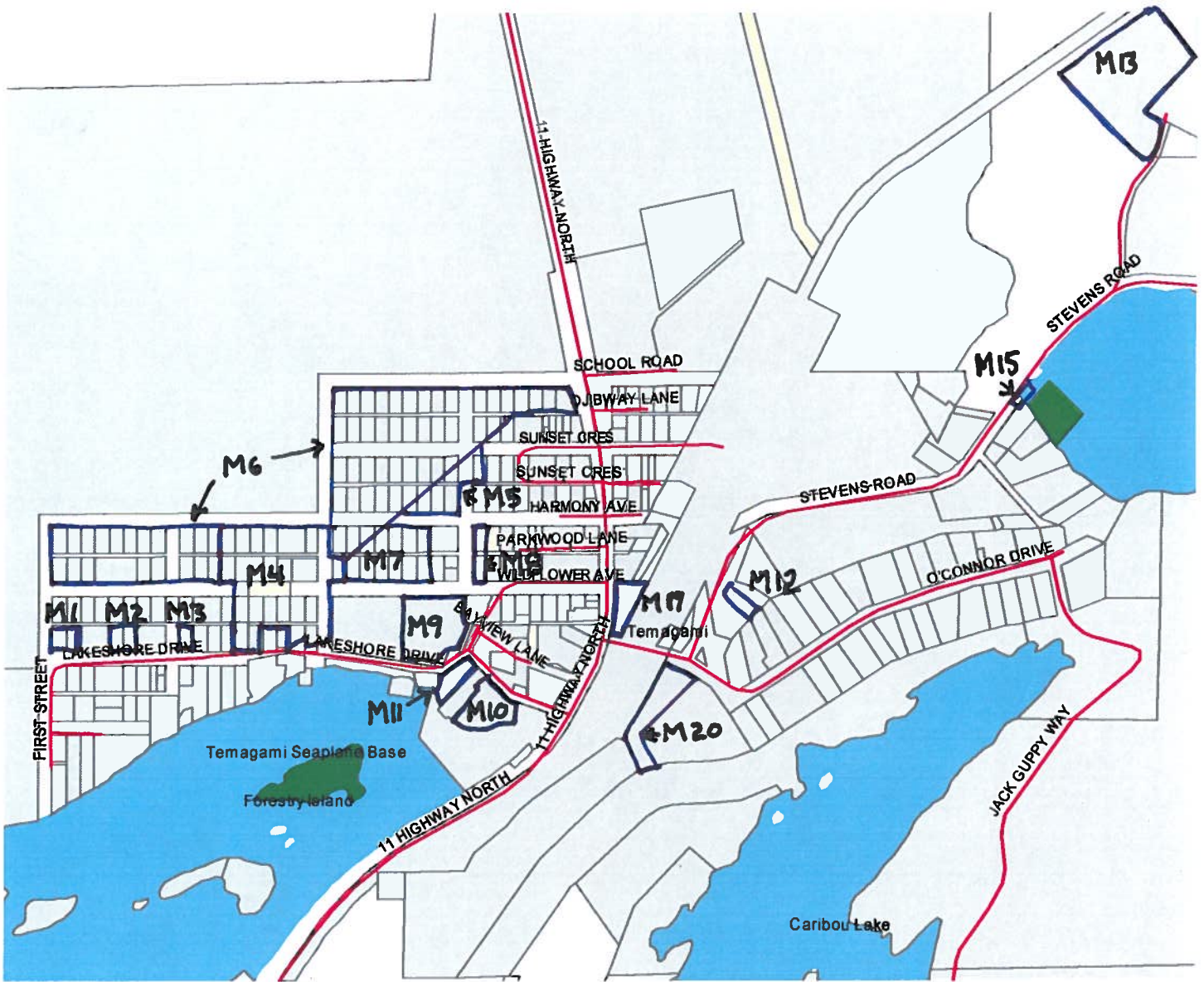
**Underutilized
Municipally owned Land**

**The Municipality of Temagami
Economic Land Inventory**

Under Utilized Municipal Lands Sites

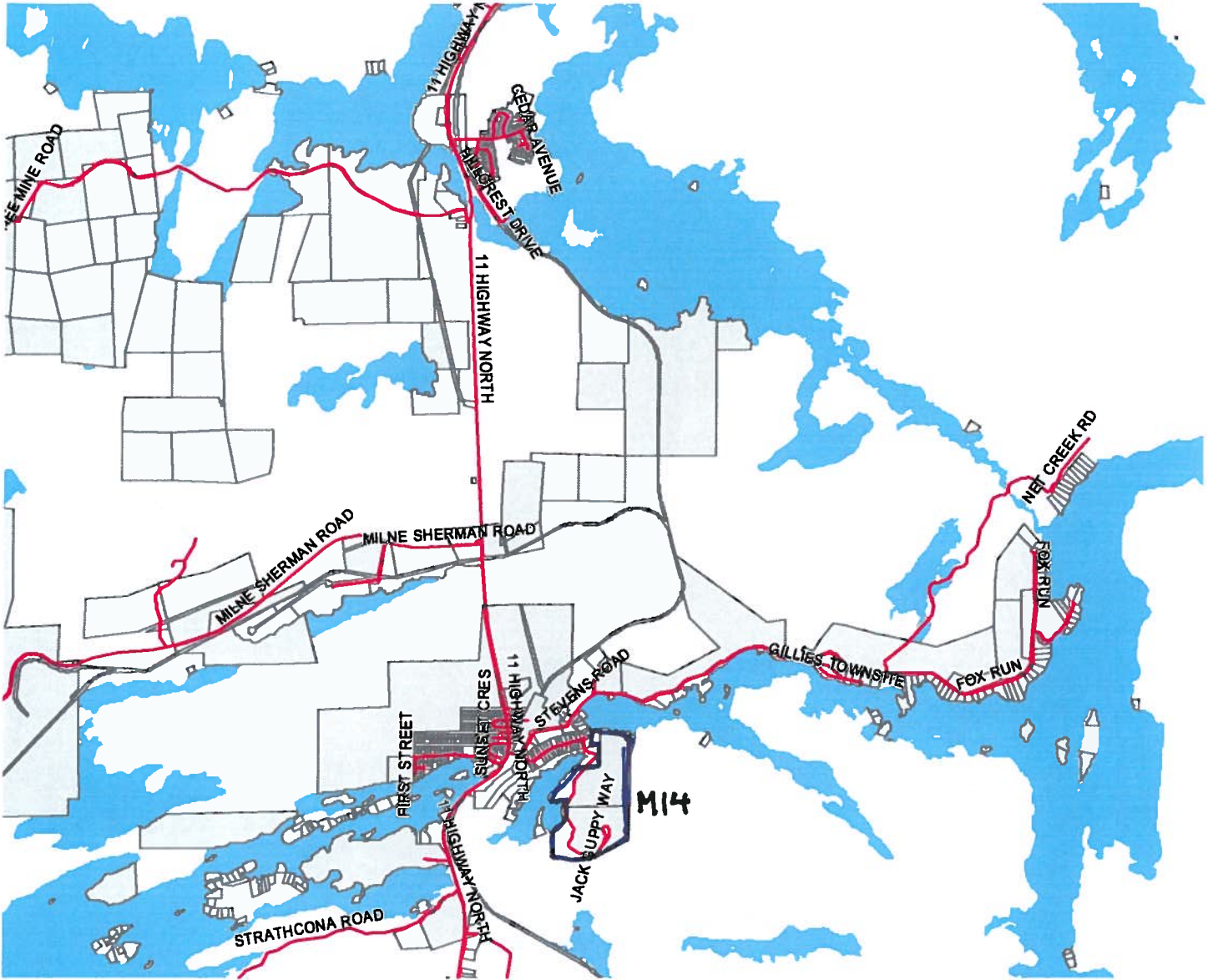
- M1 2 vacant lot at Lakeshore and Wood crest – No action due to steep terrain
- M2 2 vacant lots on Lakeshore east of Garahs – No action due to steep terrain
- M3 Cemetery land, Lakeshore – No action, retain
- M4 Public Works site and old mortgage Hill area – This area needs to be looked at by Planning Department for possible residential potential. (8 – 10 Lots). Possibly very high development costs
- M5 12 Lots adjacent to Mine Fence – Rugged area – very high costs to service, retain
- M6 Lots north of mine fence – 70-75 lots not developable due to mining regulations, to close to old mine works.
- M7 12 Lots north of Busby and old MNR properties – very rugged or swampy, retain for possible future access to Lakeshore west.
- M8 4 Lots, Parkwood Lane west of Anglican Church – retain for drainage and access
- M9 Busby property – prospectus needed, marketing plan, residential, tourism or institutional, possibly market with ORC property.
- M10 Welcome Centre – The Municipality could make more extensive use of the building this needs to be investigated and a plan developed for the building. However the waterfront commons are a valuable asset and should retained and remain in the control of the Municipality.
- M11 Fish Hatchery, boat launch access point and parking- this is the only public access point to Lake Temagami in the urban area, it should be retained with the associated parking lots. The fish hatchery could be moved if a suitable site were found however it is a draw for tourists at this time. The optimal use of the site would be as a tourist commercial operation.
- M12 Old Medical Centre – has already been marketed.
- M13 Lions Ball Field – No action at this time
- M14 Jack Guppy Way and Caribou Mountain – Retain Mountain for possible Zip line opportunities. Snake and Caribou lakes has under utilized water frontage 3300’ approx, Planning will be needed for these areas.
- M15 Stevens Road boat launch – Retain, one of three municipal access points to the Rabbit and Cassels lakes system, the only one in the urban area.
- M16 3 serviced mobile home lots Temagami North trailer park – Retain 16 Hillcrest for possible road extension to Poplar Crescent, Dispose of the remaining lots.
- M17 14 lots, Poplar Crescent extension back to Cedar Ave. near the lagoon. The municipality should retain a few lots along Cedar Ave. to provide a buffer from the lagoon site. The lots are in a survey plan of subdivision and service can be extended from both Poplar and Cedar Avenues.
- M18 16 Lots in the Temagami North trailer park. – Extend Goward and complete the loop with Hillcrest as per the original plan of subdivision for the trailer park. Services can be provided from both ends and the lots could be reconfigured to allow for more traditional development.
- M19 Train Station – Marketing plan required, and renovations need to be completed
- M20 Mini Putt, Parking Lot and recycling area off O’Connor Drive

The Municipality of Temagami Economic Land Inventory



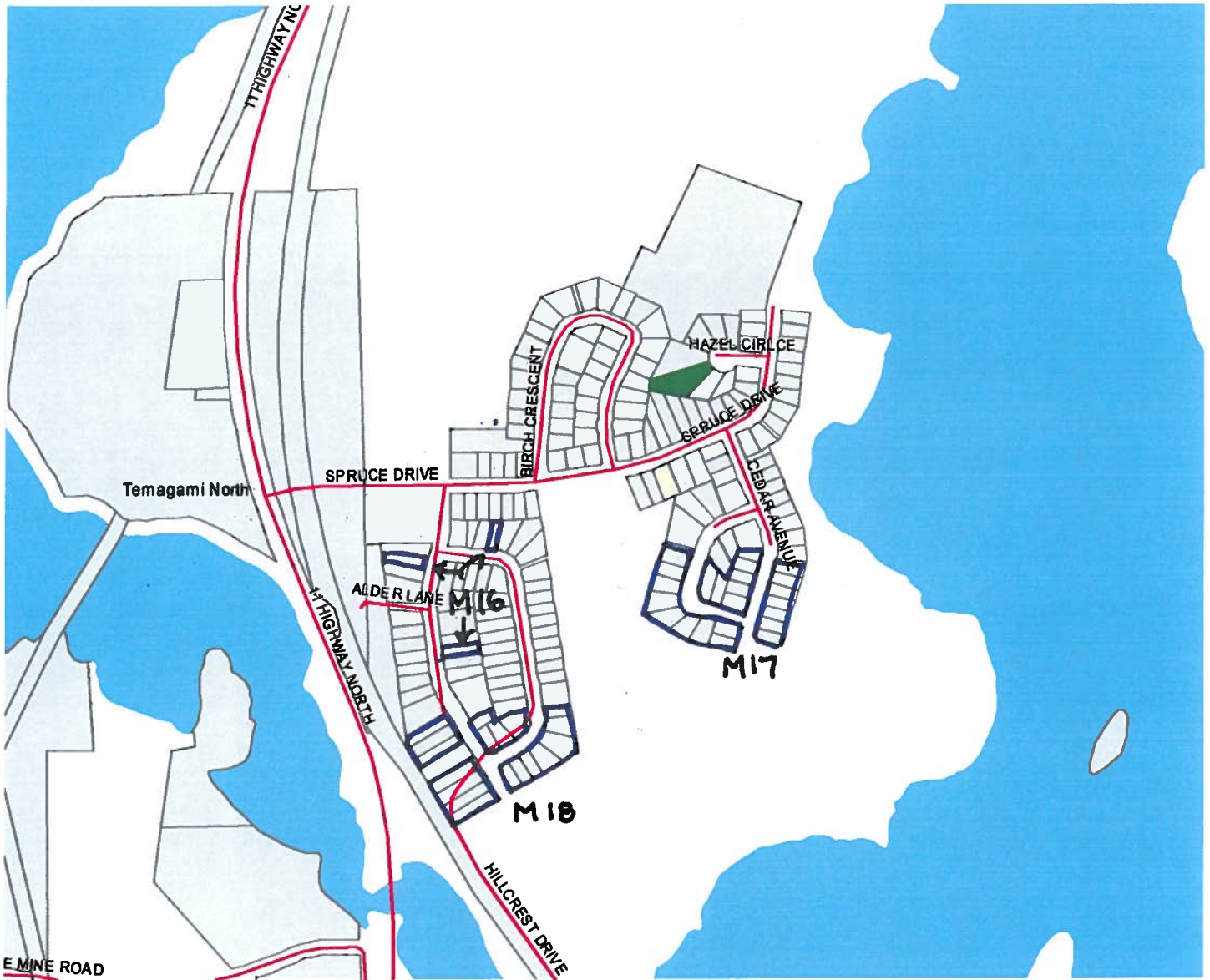
Temagami South Municipal Properties

The Municipality of Temagami Economic Land Inventory



Urban Neighborhood Municipal

The Municipality of Temagami Economic Land Inventory



Temagami North Municipal Properties

**The Municipality of Temagami
Economic Land Inventory**

Site - M1

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 005 77600, 4869 010 005 27700

Parcel description – STRATHY PLAN M66 LOTS 344 & 345, 2 vacant Residential lots

Municipal address – Lakeshore Drive

Local description – North side of Lakeshore at the corner of Lakeshore and Woodcrest west of Garehs

Area – 0.37 acres total

Water front – no

Ownership – Municipal

Zoning – Residential Limited services

Development – none

Municipal services – water & sewer

Topography or access limitations – Steep slope and rock off of Lakeshore Drive. The Shermine Mine fence cuts through lots

Recommended action – No action due to steep terrain, the land is not suitable for disposition or development.



M1 North Side of Lakeshore at the Corner of Lakeshore and Woodcrest, west of Garehs

**The Municipality of Temagami
Economic Land Inventory**

Site – M2

Inspection Date – Nov 14, 2012

**Roll numbers – 4869 010 005 28100
4869 010 005 28000**

**Parcel description – STRATHY PLAN M66 LOTS 348 & 349, 2 vacant
Residential lots**

Municipal address – 66,68 Lakeshore drive

Local description – North side of Lakeshore east of Garehs west of Aumonds

Area – 0.37 acres Water front – no

Ownership – Municipal

Zoning – Residential Limited services

Development – none

Municipal services – water & sewer

Topography or access limitations – steep slope rock

Recommended action – No action, These properties are Municipally owned with limited potential for development due to steep terrain allowing for limited access off Lakeshore Drive.



M2 North side of Lakeshore East of Garehs and West of Aumonds

**The Municipality of Temagami
Economic Land Inventory**

Site M-3

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 005 28400

Parcel description – STRATHY PLAN M66 LOT 352

Municipal address – 58 Lakeshore drive

Local description – Cemetery North side of Lakeshore west of Tom Kesters

Area – 0.14 acres

Water front – no

Ownership – Municipal

Zoning – Residential Limited services

Development – cemetery

Municipal services – water & sewer

Topography or access limitations – steep slope rock on back half of lot

Recommended action – No action – Properties are municipally owned cemetery.



M3 Cemetery on the North side of Lakeshore West of Tom Kesters

**The Municipality of Temagami
Economic Land Inventory**

Site - M4

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 005 31400, 4869 010 005 31500, 4869 010 005 31600

Parcel description – STRATHY PLAN M66 LOTS 358,300,357,301-305 AND 236-240

Municipal address – 46 Lakeshore drive

Local description – west of and behind The Temagami Canoe company, including old residential area known as mortgage hill

Area – approx 2.5 acres

Water front – no

Ownership – Municipal

Zoning – Future development

Development – Public Works garage Office yard area

Municipal services – Partial water & sewer

Topography or access limitations – flat area at the street with steep hill access to storage yard along Shermine Mine fence.

Recommended action – Further planning required

Notes – Possible relocation of the Public works yard would allow residential development in that area as well as redevelopment of the residential lots to the north of the public works garage in the old mortgage hill area. The homes were removed from mortgage hill due to the expansion of the east pit of Shermine Mine in the late seventies. Significant development cost to service and clean up.



M4 Public Works Yard and Mortgage Hill Area

**The Municipality of Temagami
Economic Land Inventory**

Site – M5

Inspection Date – Nov 14, 2012

Roll numbers – 4869-010-005-10000, 4869-010-005- 18000, 4869-010-005-4869-010-005-13200, 4869-010-005-13300, 4869-010-005-13400, 4869-010-005-15100, 4869-010-005-15200, 4869-010-005-15300, 4869-010-005-15400, 4869-010-005- 18400, 4869-010-005-23100, 4869-010-005- 23200

Parcel description – Strathy Plan M66 lots 51, 88, 89, 90 125, 126, 127, 128, 186, 183, 248, 249 being 12 lots with associated roads and laneways

Municipal address – no address

Local description –These lots lie between the existing residential lots and the Shermin mine fence, the lots were created as part of the original Temagami townsite.

Area – approx 2 - 3 acres

Water front – no

Ownership – Municipal

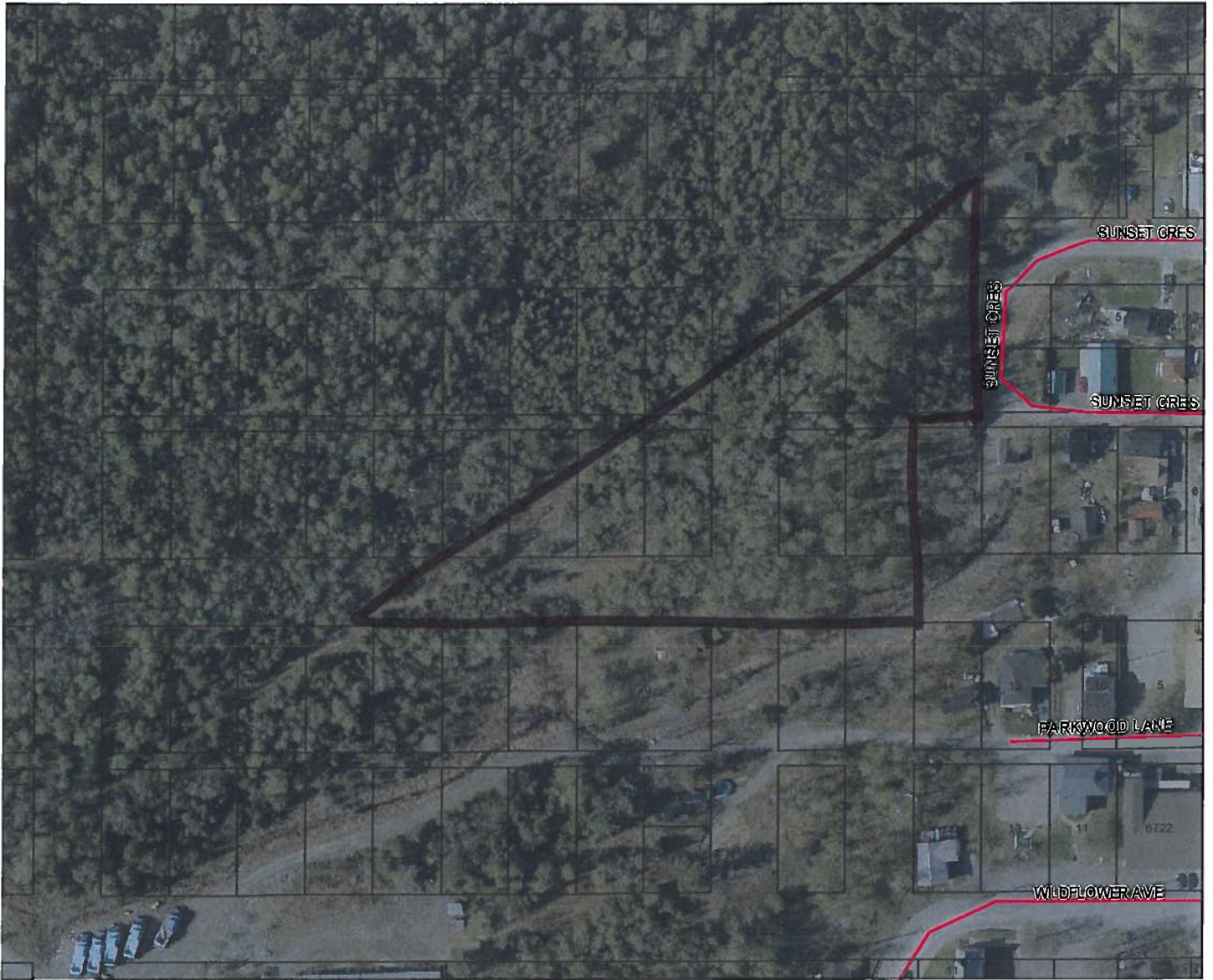
Zoning – Future development

Development – none

Municipal services – none

Topography or access limitations – This is a very rugged area with bedrock outcrops and steep topography. The layout of the lots does not follow the topography and would have to be resurveyed to allow development. The cost to service these lots will be high.

Recommended action – No action at this time



M5 12 Lots between the Existing Residential Development and the Shermin Mine Fence

**The Municipality of Temagami
Economic Land Inventory**

Site – M6

Inspection Date – Nov 14, 2012

Roll numbers – to many to list

Parcel description – 70-75 lots part of STRATHY PLAN M66

Municipal address – no address

Local description –These lots lie northwest of the Shermine mine fence, the lots were created as part of the original Temagami Townsite. The lots are to close to the mine works to be developed at this time due to MNDM set back requirements.

Area – approx 10 - 14 acres

Water front – no

Ownership – Municipal

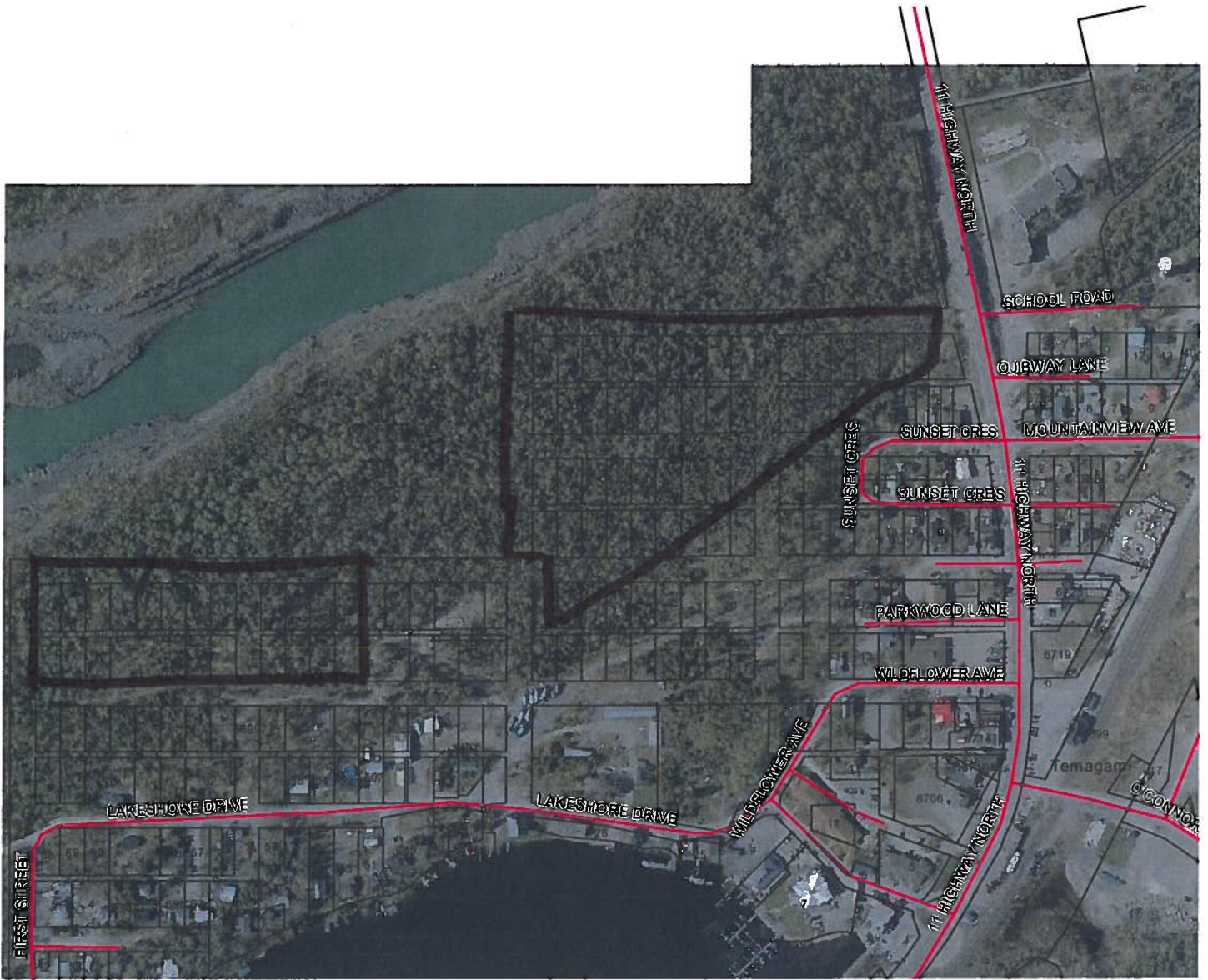
Zoning – Future development

Development – none

Municipal services – none

Topography or access limitations – This is a very rugged area with bedrock outcrops and steep topography, development is also restricted due to the close proximity to the east pit of the old Shermine mine.

Recommended action – No action at this time



M6 10 – 14 Lots Northwest of the Shermine mine fence

**The Municipality of Temagami
Economic Land Inventory**

Site – M7

Inspection Date – Nov 14, 2012

Roll numbers – 4869-010-005-18600 to 4869-010-005- 18900 and 4869-010-005-22500 to 4869-010-005-23000

Parcel description – 10 residential lots part of STRATHY PLAN M66 LOTS 178-181 and LOTS 242-247

Municipal address – no address assigned.

Local description –Lots west of Parkwood and north of the Busby and ORC properties.

Area – approx 1 - 2 acres total

Water front – no

Ownership – Municipal

Zoning – Future development and R1

Development – none

Municipal services – none

Topography or access limitations – This is a very rugged area with very steep topography on the south side towards the ORC property and swampy on the north side.

Recommended action – Retain these properties as a possible future alternative access route to the west end of Lakeshore drive



M7 10 Lots West of Parkwood and North of the Busby and ORC Properties

**The Municipality of Temagami
Economic Land Inventory**

Site - M8

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 005 17900 , 4869 010 005 18000 , 4869 010 005 23500 , 4869 010 005 23600

Parcel description – STRATHY PLAN M66 LOTS 186, 187, 251 and 252

Municipal address – none assigned

Local description – Parkwood Lane west of Anglican Church

Area – 0.19 acres each Water front – no

Ownership – Municipal/ Ontario Northland/ Crown

Zoning – RL residential

Development – vacant lots

Municipal services – water & sewer

Topography or access limitations – lot 186 50% of lot is low swampy area with drainage ditch running through north half, lot 187 has low swampy with drainage ditch covering 30% at the north end. Lots 251 and 252 are undeveloped rough terrain with bedrock out crops, All lots accessed from Parkwood Lane.

Recommended action – none at this time



M8 4 Lots on Parkwood Lane west of Anglican Church

**The Municipality of Temagami
Economic Land Inventory**

Site M-9

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 005 30000

Parcel description – PT of Fifth Ave RP NR 781 PT 3 PCL 21284 PT

Municipal address – 26 Lake shore Drive

Local description – The Busby Property

Area – approx .65 acres

Water front – no

Ownership – Municipal

Zoning – Tourism Commercial

Development – vacant property

Municipal services – water and sewer

Topography or access limitations – Moderately slope from Lakeshore Drive and Wildflower Ave with bedrock out crops could pose access issues

Recommended action – develop a prospectus and issue a RFP.– Could be combine with the OCR property to create a larger more desirable tourism commercial property for future developing



M9 The Busby Property

**The Municipality of Temagami
Economic Land Inventory**

Site M-10

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 005 33400

Parcel description – STRATHY PLAN M66 PT LOTS 416-419 Large
community use lot

Municipal address – 7 Lakeshore drive

Local description – Welcome Centre

Area – approx 1.18 acres

Water front – yes 300+/- ‘

Ownership – Municipality of Temagami

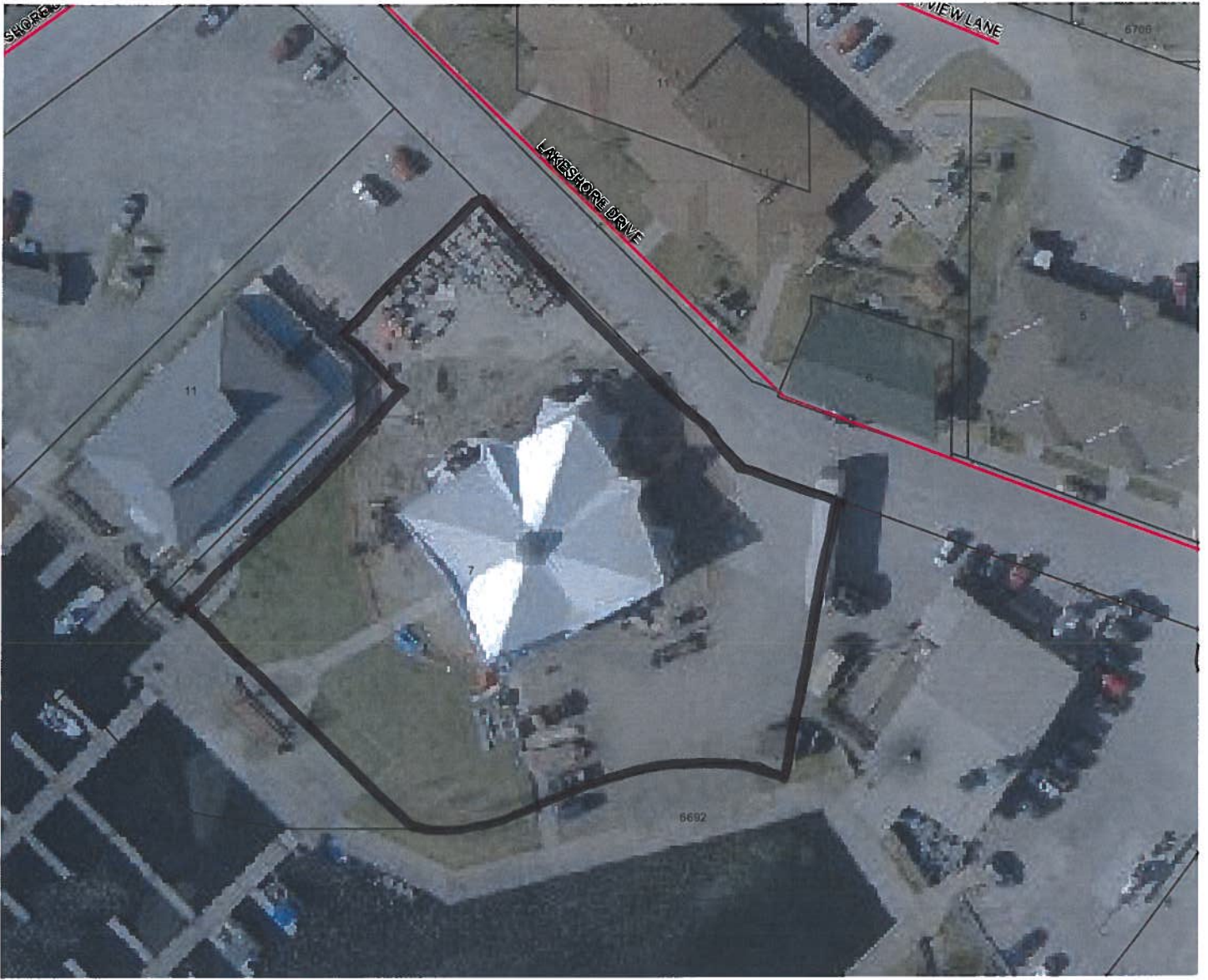
Zoning – Community use

Development – The Welcome Centre Municipal Office, parking lots, waste disposal site and water front commons are located on this lot.

Municipal services – water & sewer

Topography or access limitations – Property is flat

Recommended action – Retain for Municipal use – The waterfront commons are a valuable community asset.



M10 Welcome Centre

**The Municipality of Temagami
Economic Land Inventory**

Site - M11

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 005 30300

Parcel description – STRATHY PLAN M66 PT LOTS 416 and 362 Large community use lot

Municipal address – 26 Lakeshore drive

Local description – Fish Hatchery parking lot

Area – approx .36 acres

Water front – yes 100+/- ‘

Ownership – Municipality of Temagami

Zoning – Community use

Development – Municipal parking lot and boat launch and the Temagami Area Fish Involvement hatchery building are located on this lot.

Municipal services – water & sewer

Topography or access limitations – Property is flat

Recommended action – Retain for Municipal use

Notes – As this is the only public access point to Lake Temagami in the urban area, It should retained along with the associated parking lots by the municipality.

The Fish Hatchery draws visitors to the waterfront when it is in operation but could be relocated if a suitable alternate location were found.



M11 Fish Hatchery parking lot

**The Municipality of Temagami
Economic Land Inventory**

Site – M12

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 005 04000

Parcel description – STRATHY PLAN M251 PT BLK B

Municipal address – 9 Stevens road

Local description – Old Medical Centre

Area – approx .4 acres

Water front – no

Ownership – Municipality of Temagami

Zoning – Community use

Development – Vacant building, Former Medical and Dental Office

Municipal services – water & sewer

Topography or access limitations – Property is a flat with paved parking lot in front of existing building with good access from Stevens Road.

Recommended action – RFP has been issued.

Notes – The building has been vacant approx. three years.



M12 Old Medical Centre

**The Municipality of Temagami
Economic Land Inventory**

Site – M13

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 003 10301

**Parcel description – STRATHY PT. LOC. RW201 RP NR2906 REM PT 1 REM
PCL 23133 NIP**

Municipal address – 110 Stevens road

Local description – Lions ball field and Helipad

Area – 6.17 acres Water front – no

Ownership – Municipal

Zoning – Future development

**Development – The property is currently occupied by the Ministry of Health
helipad, and the municipal ball field**

Municipal services – None

**Topography or access limitations – Property is a flat low area with good access
from Stevens Road**

**Recommended action – Resolve Helipad issues and develop prospectus if
necessary. The cost to bring municipal services to this property would be high.**



M13 Lions Ball field and Helipad

**The Municipality of Temagami
Economic Land Inventory**

Site – M14

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 005 02020

Parcel description – STRATHY, STRATHCONA LOCATION CL10293 RP 36R10715 PTS 1 & 2 PCL 29075 NIP

Municipal address – 120- 171 Jack Guppy Way

Local description - Jack Guppy Way/Caribou Mountain

Area – 97.85 acres **Water front –** 1000' on Snake Island lake and 2300' on Caribou Lake

Ownership – Municipal

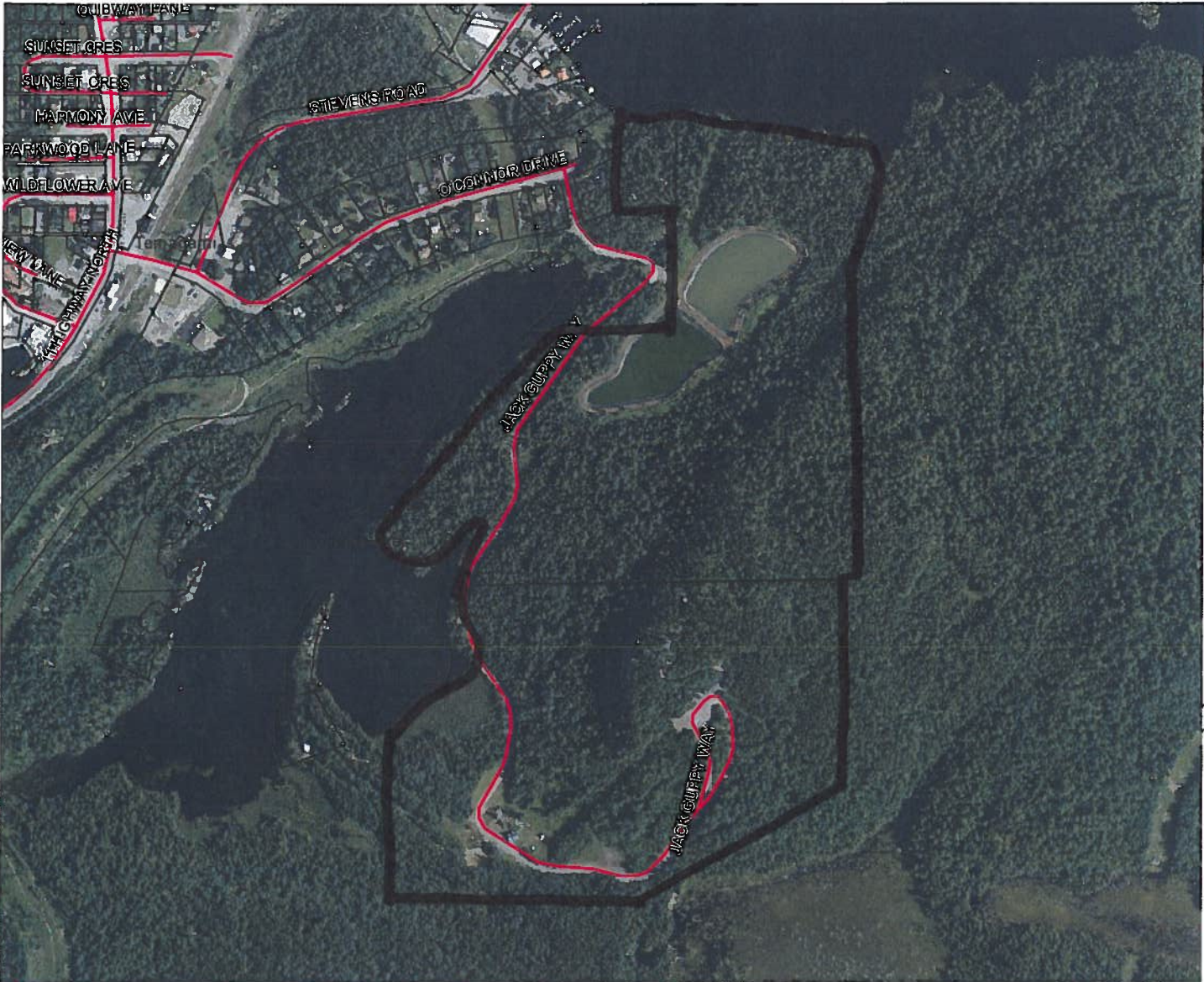
Zoning – Future Development

Development – Development on the property consists of the Fire Tower and Interpretive Centre with all associated structures, the Chalet and the sewage lagoon located at the north end.

Municipal services – None

Topography or access limitations – Property has mixed topography from flat to very steep slopes. It also has good access from Jack Guppy way.

Recommended action – Retain, and look at the feasibility of enhanced recreational or tourism development of the area. Expanded residential or commercial uses should be investigated for Snake and Caribou lakes. A revised business plan is needed.



M14 Jack Guppy Way/Caribou Mountain

**The Municipality of Temagami
Economic Land Inventory**

Site – M15

Inspection Date – Nov 14, 2012

Roll numbers – None

Parcel description – part of Snake Island causway

Municipal address – 63 Stevens Road

Local description – Stevens road boat ramp

Area – NA Water front – part of causeway

Ownership – Municipal

Zoning – road

Development – The property is currently occupied by a boat ramp

Municipal services – None

Topography or access limitations – None

Recommended action – Retain



M15 Stevens Road Boat Ramp

**The Municipality of Temagami
Economic Land Inventory**

Site – M16

Inspection Date – Nov 28, 2012

Roll numbers – 4869 010 004 39800, 40300,44100, 46600

Parcel description – 4 lots consisting of Strathy pt loc CL8559, pt 10 28420 NIP and site lots, 143, 189 and 214

Municipal address – 6 and 16 Hillcrest Drive and 10 and 23 Goward Avenue.

Local description – as above

Area – approx .19 acres each

Water front – no

Ownership – Municipally owned

Zoning – Residential Mobile Home

Development – Lots are all vacant at this time.

Municipal services – water & sewer are available

Topography or access limitations – flat with good access from Goward or Hillcrest.

Recommended action – sell all but 16 Hillcrest.

Notes – If the Municipality retains 16 Hillcrest there is potential to develop a 250m. road connection from Hillcrest Drive to Poplar Crescent for future residential development.



M16 6 and 16 Hillcrest Drive and 10 and 23 Goward Avenue

*** Lot 16 should be withdrawn from sale for possible future use as access to Poplar Crescent M17**

**The Municipality of Temagami
Economic Land Inventory**

Site - M17

Inspection Date – Nov 28, 2012

Roll numbers – 4869 010 004 34100 to 34900,
4869 010 004 35000 to 36400

Parcel description – 23 lots Strathy Plan M393 lots 100 to 113 and 115 to 123

Municipal address – No addresses have been assigned to these lots.

Local description – West end of Poplar crescent and the south end of Cedar Ave by the Lagoon

Area – approx .15 acres average lot size

Water front – no

Ownership – Municipally owned

Zoning – RL-H

Development – Lots are all vacant at this time.

Municipal services – water & sewer is not available at this time

Topography or access limitations – existing proposed lots are generally flat with some low areas; the lots have good access from Cedar Ave. and Poplar Crescent.

Recommended action – None at this time.

Notes – There is potential to develop these lots if demand were there once approval from the OMB has been received. The road, water and sewer would have to be extended approximately 200m. To complete Poplar Crescent. Some of the 23 lots would have to be reconfigured or retained to provide a buffer between the rest of the lots and the sewage lagoon.



M17 23 at the West End of Poplar Crescent and the South End of Cedar Ave by the Lagoon

**The Municipality of Temagami
Economic Land Inventory**

Site – M18

Inspection Date – Nov 28, 2012

Roll numbers – 4869 010 004 45300, 4869 010 004 45200, 4869 010 004 45100, 4869 010 004 44900, 4869 010 004 44800, 4869 010 004 44700, 4869 010 004 44600, 4869 010 004 42000, 4869 010 004 41900, 4869 010 004 41800, 4869 010 004 41700, 4869 010 004 41600, 4869 010 004 41500, 4869 010 004 41400, 4869 010 004 42100, 4869 010 004 42200, 4869 010 004 42300, 4869 010 004 44400, 4869 010 004 44500

Parcel description – Strathy site block B and site lots 159 to 168, 192 to 196 and 198 to 200, 16 lots in total.

Municipal address – No address has been assigned to these lots.

Local description – south end of Hillcrest Drive and Goward Avenue

Area – approx 1.2 acres total

Water front – no

Ownership – Municipally owned

Zoning – Residential Mobile Home

Development – Lots are all vacant at this time.

Municipal services – water & sewer are not available at this time

Topography or access limitations – existing lots are narrow but are generally flat with good access from Goward or Hillcrest.

Recommended action – None at this time.

Notes – There is potential to develop these lots if demand were there, The roads and water and sewer would have to be extended approximately 190m. to create a loop between Goward and Hillcrest. The 18 lots would have to be reconfigured to allow for stick frame construction.



M18 16 lots at the South End of Hillcrest Drive and Goward Avenue

**The Municipality of Temagami
Economic Land Inventory**

Site – M19

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 005 24550

**Parcel description – STRATHY PT STATION GROUNDS RP36R10947 PTS
1-4 AND 6-12 PCL 29143 NIP**

Municipal address – 6715 HWY 11 NORTH

Local description – TRAIN STATION

Area – approx 1.15 acres

Water front – no

Ownership – Municipality of Temagami

Zoning – Highway commercial

Development – Vacant building, Former Ontario Northland train station / gift shop. And is in close proximity to the railway tracks.

Municipal services – water & sewer

Topography or access limitations – Property is a flat with paved parking lot around the existing building, there is good access from Stevens Road and Highway 11.

Recommended action – Carry out an assessment of the building, to determine what is required to properly complete the renovations. Once the renovations have been completed issue a request for proposals.

Notes – The building has been vacant since the municipality took control approx. 6 months ago, and there are substantial renovations still to be completed if the building is to be used on a year round basis



M19 Train Station

**The Municipality of Temagami
Economic Land Inventory**

Site M - 20

Inspection Date – Nov 14, 2012

Roll number – 4869 010 005 03820

Parcel description – STRATHY PLAN M251 PT BLK B

Municipal address – 17 O'Connor Drive

Local description – Mini putt / skateboard park parking lot area

Area – Approx 2.5 acres **Water front** – no

Ownership – Municipal

Zoning – Community

Development – Parking Lot / Recycle bins / Skateboard park concrete slab

Municipal services – water & sewer

Topography or access limitations – level lot accessed from O'Connor Drive,

Recommended action – retain for public use, this area is an in-filled swamp, therefore any development would require engineering. The municipality should ask the ONR for first right of refusal if the property is to be disposed of.



M20 East portion of Mini Putt / Skateboard Park / Parking Lot and Recycling Area

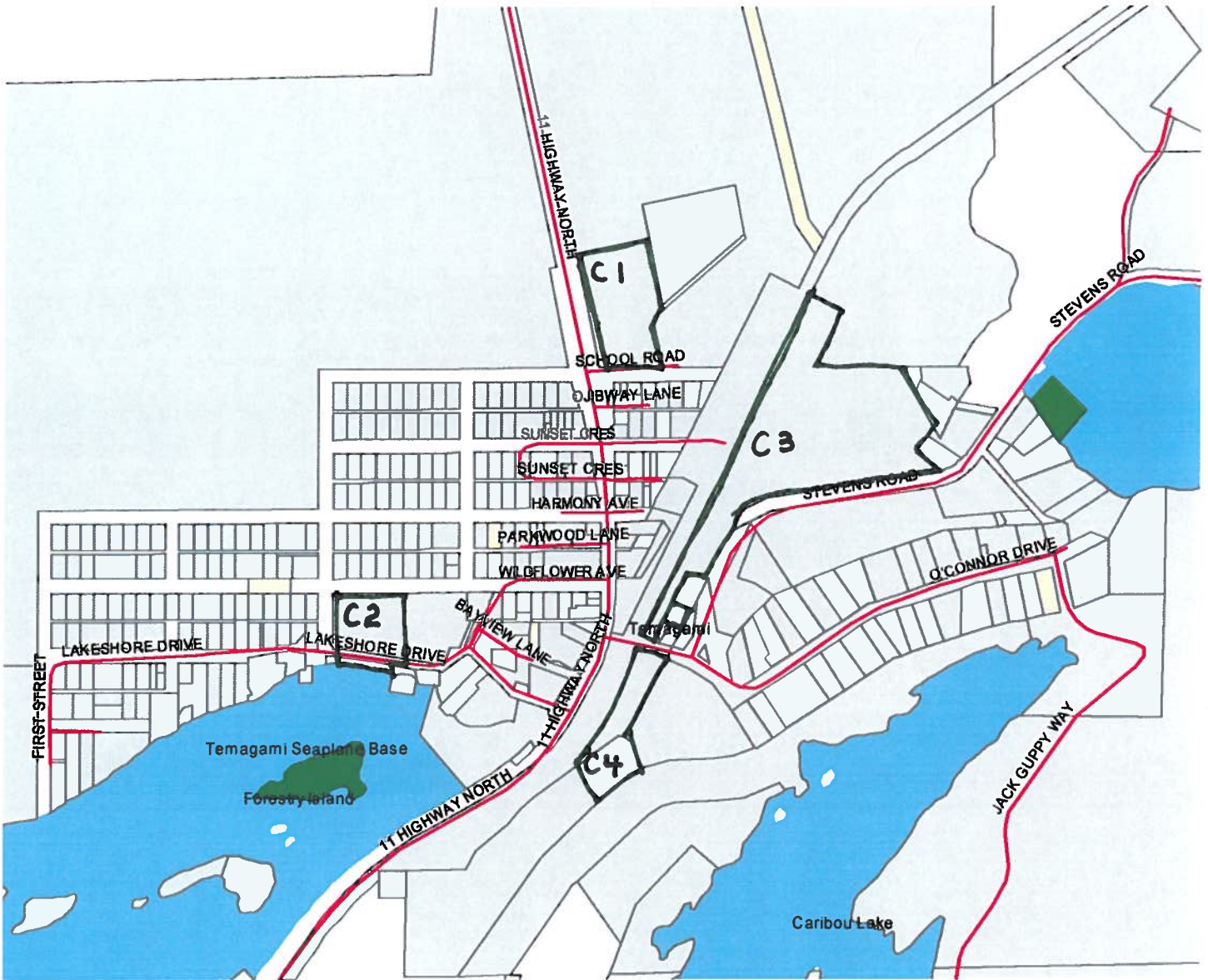
**Underutilized
Crown owned Land**

**The Municipality of Temagami
Economic Land Inventory**

Under Utilized Crown Lands or Crown Agency Sites

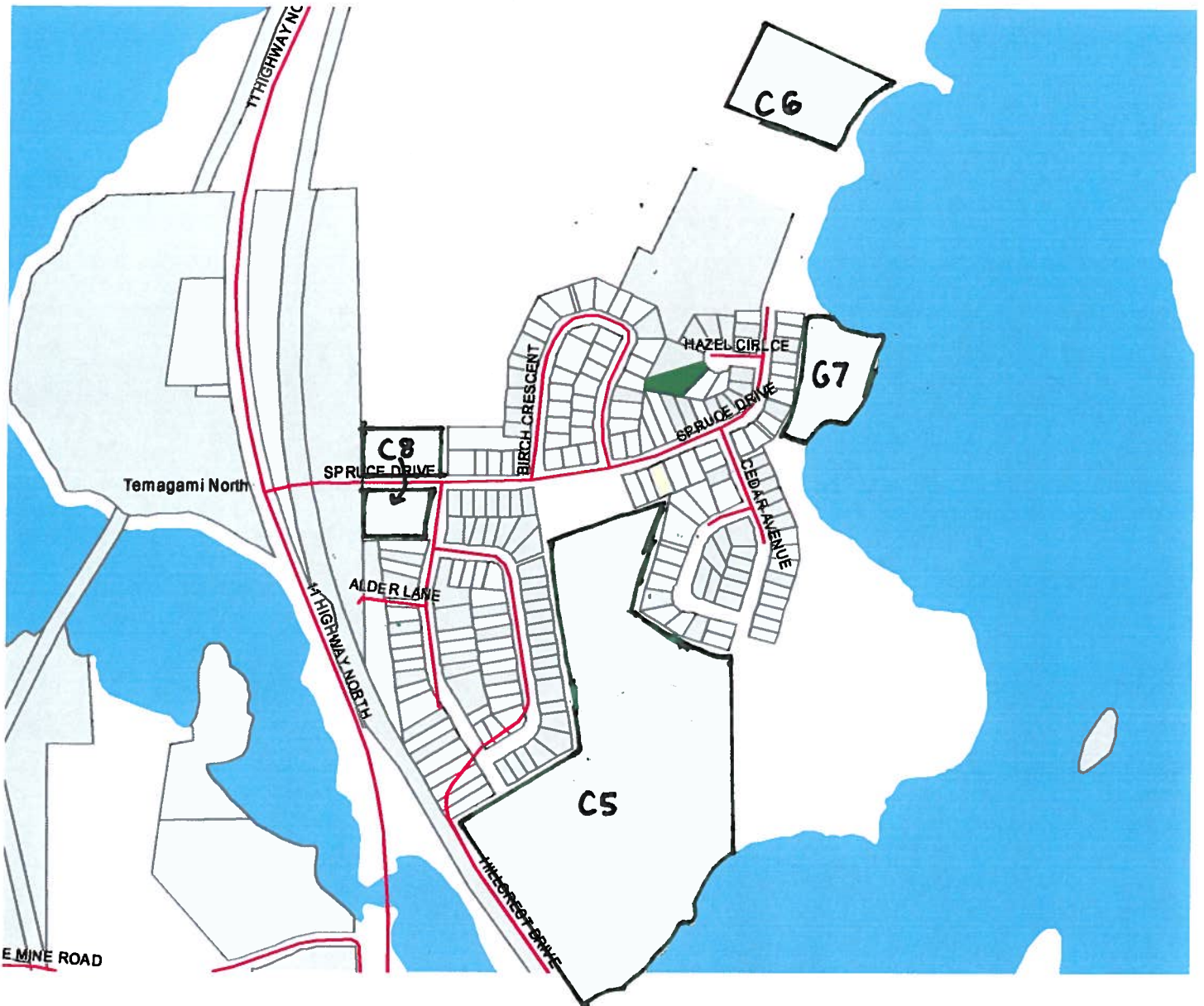
- C1 Public School site – Promote additional business or community use of site
- C2 Former MNR/OPP site – retain a portion adjacent to the water treatment plant and encourage sale of balance to benefit economic development in the community core. Consider marketing the Busby property at the same time with a RFP.
- C3 Stevens’s road parking lot and industrial site – Retain area of interest and request first right of refusal with the ONR.
- C4 Mini putt location and open space – Ask ONR for first right of refusal. Retain for open space and current uses.
- C5 Goward Mill site Temagami North. - Acquire and retain the site for town site expansion after development the lots that already exist in the plan of subdivision.
- C6 Lands north of soccer field – Long term planning for residential site after the Goward site has been developed.
- C7 Area east of spruce drive on net Lake – Very long term housing site option, currently there is no access to the area.
- C8 Spruce drive railway sites – Discuss acquiring from the crown and retain for commercial use.
- C9 Crown land around the Industrial Park – Discuss with crown for possible expansion of Industrial Park.

The Municipality of Temagami Economic Land Inventory



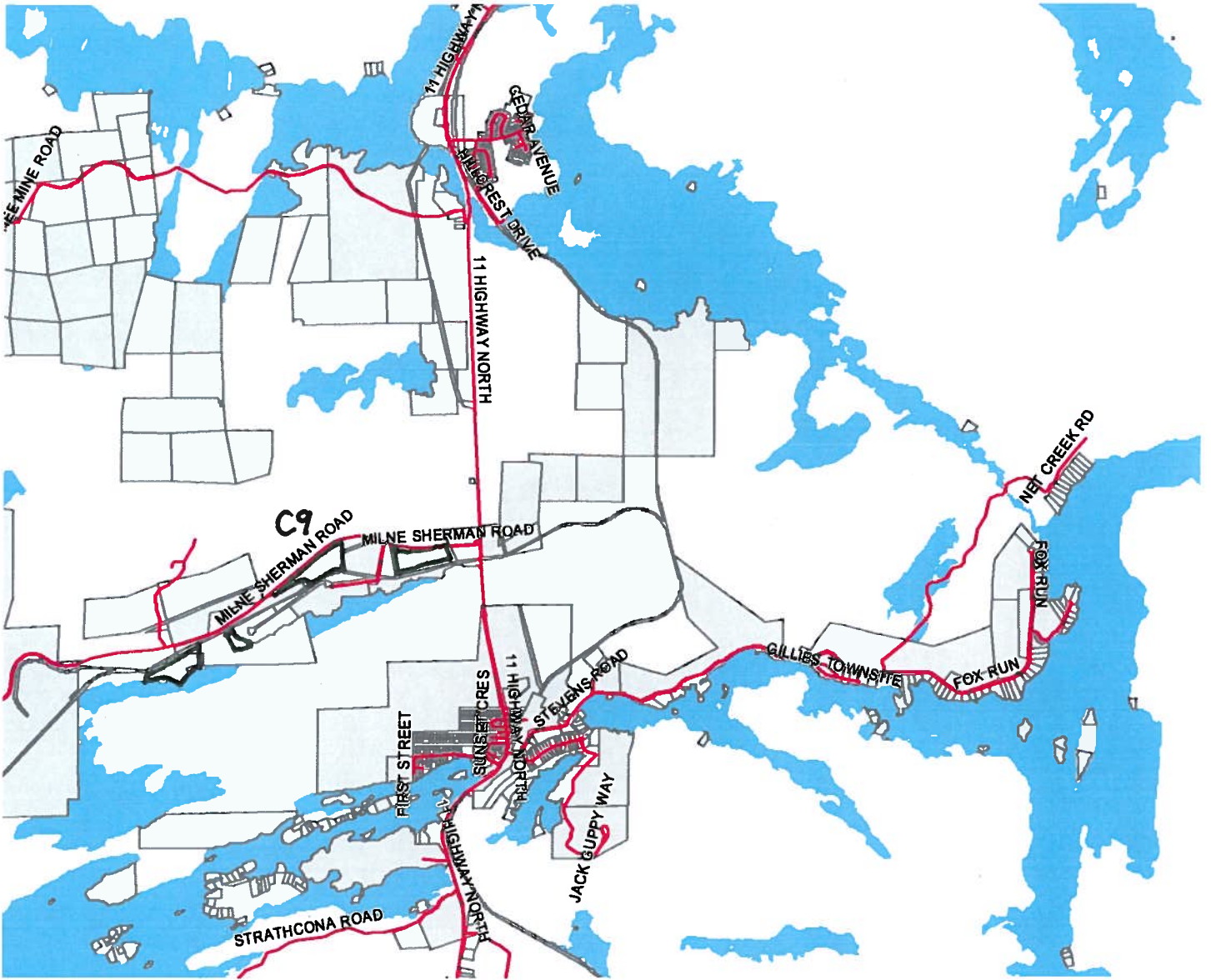
Temagami South Crown Properties

The Municipality of Temagami Economic Land Inventory



Temagami North Crown Properties

The Municipality of Temagami Economic Land Inventory



Urban Neighborhood Crown

**The Municipality of Temagami
Economic Land Inventory**

Site C-1

Inspection Date – Nov 12, 2013

Roll numbers – 4869 010 003 12700

Parcel description – Strathy LOC WD343PT PCL 17021 REM PCL 21856 NIP

Municipal address – 10 School Road

Local description – Temagami Public School

Area – 5.59 acres **Water front** – no

Ownership – Timiskaming Board of Education

Zoning – Community Use

Development – Temagami Public School

Municipal services – Water and Sewer

Topography or access limitations – good access from Highway 11.

Recommended action – Encourage the Board of Education to partner with businesses or community groups to better utilize the facilities.



C1 Temagami Public School

**The Municipality of Temagami
Economic Land Inventory**

Site C-2

Inspection Date – Nov 14, 2012

Roll numbers – 4869 – 010 – 005 - 30000

Parcel description – RP NR 1178 PTS 1-4 & 8 PCLS 14375, 21642 NIP PCL 3001 NIP, Large tourism commercial lot

Municipal address – 28 - 35 Lakeshore drive

Local description – Old MNR, OPP property

Area – approx 2.5 acres

Water front – yes

Ownership – Infrastructure Ontario/ORC

Zoning – Tourism Commercial

Development – vacant lot/ previously occupied by the Ministry of Natural Resources, Ontario Provincial police and the Courthouse. Property was cleared of most improvements in 2012. Some foundation works as well as the old MNR docks still remain between Lakeshore Drive and the water. A retaining wall for the old MNR parking lots was not removed from the parcel north of Lakeshore Drive.

Municipal services – water & sewer

Topography or access limitations – Property slopes upwards north from Lakeshore Drive to the north.

Recommended action – Encourage Infrastructure Ontario to sell the majority of this property for commercial tourism or an other commercial use. Investigate water lot ownership. Sell small portions to the OPP for the boathouse and Municipality for the water treatment plant. We Should also consider, marketing this property along with the Busby property to attract a larger development.



C2 Old MNR, OPP Property

**The Municipality of Temagami
Economic Land Inventory**

Site C – 3

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 005 40000

Parcel description – TEMAGAMI ONR STRATHY TWP.

Municipal address – No assigned address, the property is locate along the west side of Stevens road from O’Connor drive to the Pipeline crossing and the east side of Stevens road from Burrows Marine to the pipeline bordering on the O’Connor Drive properties to the east

Local description – Stevens Road parking lot

Area – Large area

Water front – no

Ownership – ONR and municipal lease.

Zoning – Heavy Industrial along tracks and Future development from Burrows Marine north to the pipeline.

Development – The Municipality has a lease for parking across from the fire hall, the remainder of the property is vacant.

Municipal services – at the south end along the south side of O’Connor Drive

Topography or access limitations – Property is a flat to rolling with good access from the west side of Stevens to a point just past Burrows Marine, the remainder of the property is not accessible from Stevens Road due to steep terrain.

Recommended action – The municipality needs to refine the boundaries of the areas of interest and ask the ONR for first right of refusal.



C3 Municipal Parking lot Leased from ONR

**The Municipality of Temagami
Economic Land Inventory**

Site C – 4

Inspection Date – Nov 14, 2012

Roll number – 4869 010 005 40000

Parcel description – STRATHY PLAN M251 PT BLK B

Municipal address – 17 O'Connor Drive

Local description – Mini putt / skateboard park parking lot area

Area – 1.0 acres **Water front** – no

Ownership – ONR and Municipal lease

Zoning – heavy Industrial

Development – Parking Lot / Recycle bins / Skateboard park concrete slab

Municipal services – water & sewer

Topography or access limitations – level lot accessed from O'Connor Drive,

Recommended action – retain for public use, this area is an in-filled swamp, therefore any development would require engineering. The municipality should ask the ONR for first right of refusal if the property is to be disposed of.



C4 West portion of Mini Putt / Skateboard Park / Parking Lot and Recycling Area

**The Municipality of Temagami
Economic Land Inventory**

Site C-5

Inspection Date – Nov 28, 2012

Roll numbers – None

Parcel description – None

Municipal address – None

Local description – Goward Mill site

Area – approx 20 acres

Water front – yes

Ownership – Crown

Zoning – None

Development – None

Municipal services – none

Topography or access limitations – good access from Hillcrest Avenue flat to rolling terrain.

Recommended action – pursue purchase from Crown for residential development after Goward and Hillcrest have been fully developed. Planning for would need to be done and the property would need to be surveyed.



C5 Goward Mill Site

**The Municipality of Temagami
Economic Land Inventory**

Site C – 6

Inspection Date – Nov 28, 2012

Roll numbers – None

Parcel description – None

Municipal address – None

Local description – crown land north of soccer field

Area – 6 acres

Water front – no

Ownership – Crown

Zoning – SMA

Development – None

Municipal services – none

Topography or access limitations – Access would have to be create around the Ball fields from the end of Spruce Drive the area has rolling terrain.

Recommended action – This is an area to be considered for long term planning for residential development. Need to ensure site for future road access is retained. No action required at this time



C6 Crown Land North of the Soccer Field

**The Municipality of Temagami
Economic Land Inventory**

Site C – 7

Inspection Date – Nov 28, 2012

Roll numbers – None

Parcel description – Block F - PLAN M393

Municipal address – None

Local description – crown land east of spruce drive on net lake

Area – Approx 3.5 acres

Water front – yes

Ownership – Crown

Zoning – none

Development – None

Municipal services – none

Topography or access limitations – The block has poor access which comes from Cedar Avenue by way of the laneway that services the water treatment plant. The topography is rolling.

Recommended action – None at this time but could pursue purchase from Crown for residential development in the future.



C7 Crown Land East of Spruce Drive on Net Lake

**The Municipality of Temagami
Economic Land Inventory**

Site C – 8

Inspection Date – Nov 28, 2012

Roll numbers – None

Parcel description – None

Municipal address – None

Local description – Vacant lots by railway on both sides of Spruce drive

Area – approx 2.25 acres each

Water front – no

Ownership – Crown

Zoning – None

Development – None

Municipal services – none

Topography or access limitations – good access from Spruce Drive, flat to rolling terrain.

Recommended action – Let the MNR know that we are interested in these sites for future commercial development.



C8 Vacant Lots by Railway on Both Sides of Spruce Drive

**The Municipality of Temagami
Economic Land Inventory**

Site C – 9

Inspection Date – Nov 28, 2012

Roll numbers – None

Parcel description – None

Municipal address – None

Local description – Vacant crown land around the existing Industrial Park and MNR Air bass

Area – approx 8+ acres

Water front – no/yes

Ownership – Crown

Zoning – None

Development – None

Municipal services – none

Topography or access limitations – good access from Industrial Park road and Milne Shermine Road.

Recommended action – Let the MNR know that we are interested in these areas for future Industrial development.



C9 Vacant Crown Land Around the Existing Industrial Park and MNR Air Bass

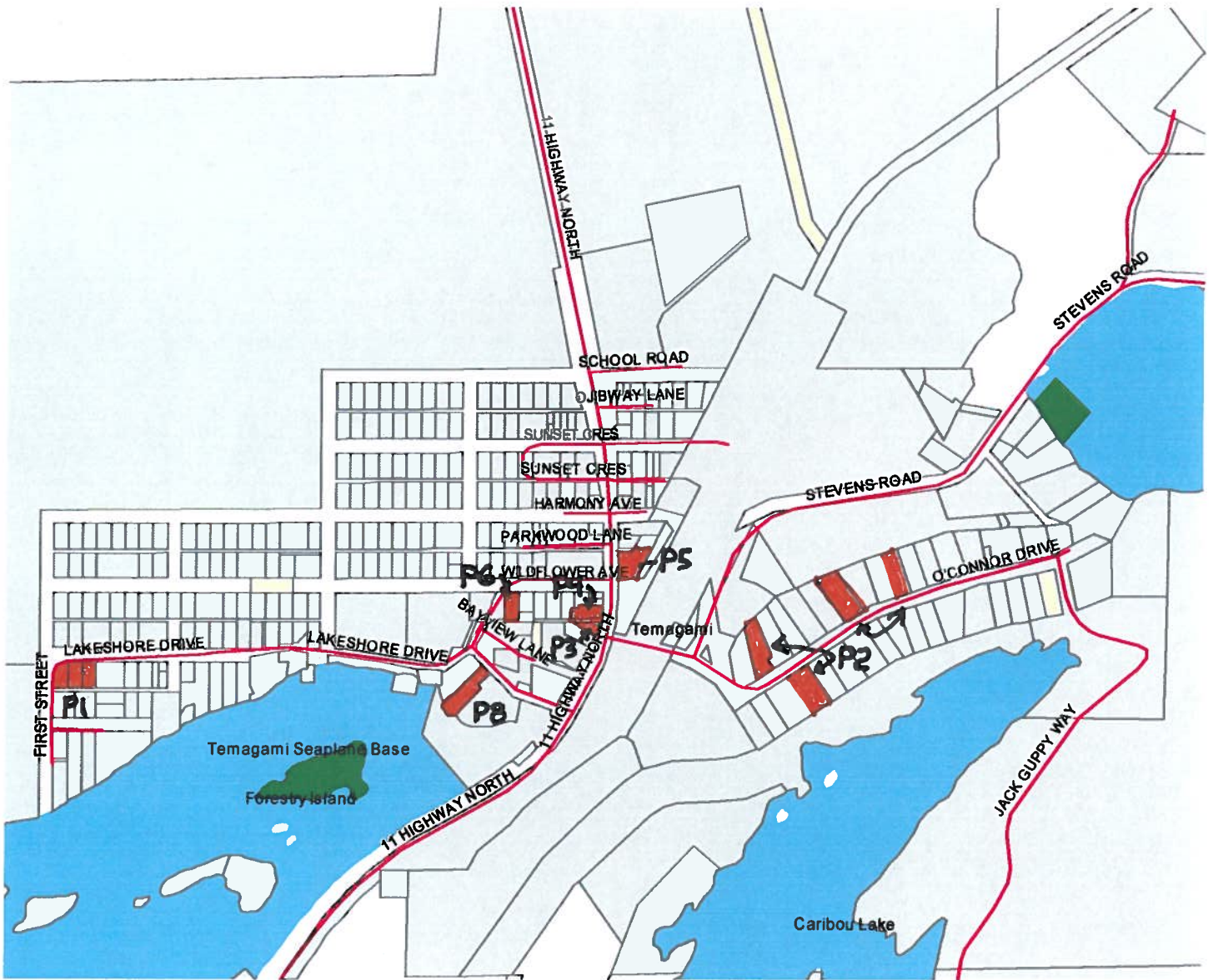
**Underutilized
Privately owned Land**

**The Municipality of Temagami
Economic Land Inventory**

Under Utilized Private Land Sites

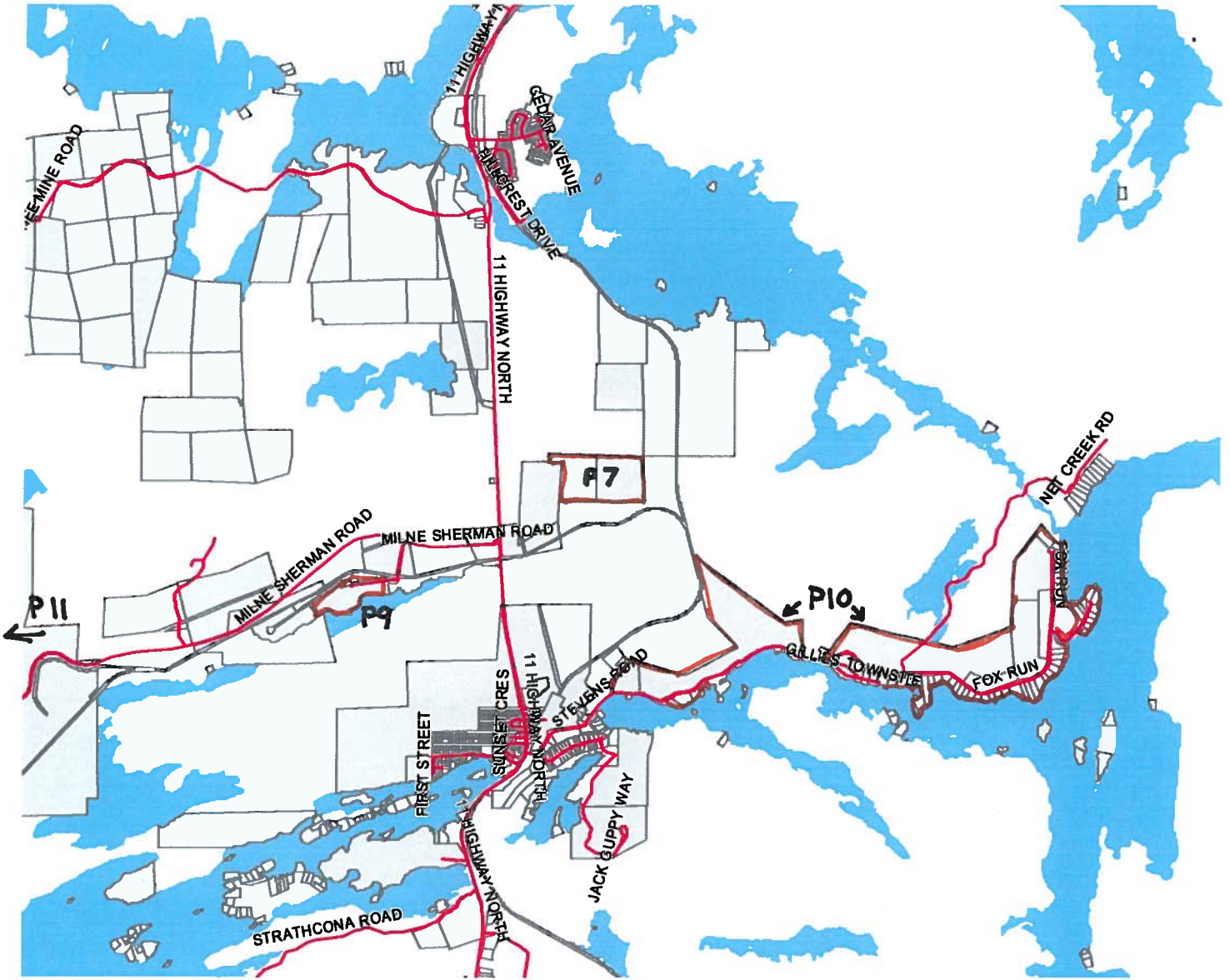
- P1 3 vacant lots on the corner of Lakeshore and Woodcrest - Low potential due to poor drainage.
- P2 4 vacant lots on O'Connor Drive. – Good potential, with good market prices for existing housing stock.
- P3 Busy Bee Restaurant – market as stand alone commercial property or consider land assembly with neighboring property.
- P4 Spooner Building – Market as commercial/apartments or consider land assembly with neighboring property and develop a prospectus.
- P5 White House property – Market as commercial and develop a prospectus
- P6 United Church property – Consider as part of a land assembly and develop a prospectus
- P7 Old Gravel Pit and Dump site – Develop a prospectus.
- P8 Temagami Outfitters Lakeside site – Develop a prospectus and market as commercial site.
- P9 Milnes Mill site – Develop a marketing strategy with the owner.
- P10 White Bear Estates – cooperate with the developer to market remaining lots and develop a business plan.
- P11 Shermine Mine site – Work with existing stake holders to develop a long term plan for the site.

The Municipality of Temagami Economic Land Inventory



Temagami South Private Properties

The Municipality of Temagami Economic Land Inventory



Urban Neighborhood Private Property

**The Municipality of Temagami
Economic Land Inventory**

Site - P1

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 005 31400
4869 010 005 31500
4869 010,005 31600

Parcel description – Strathy plan M66 pt lot 401 REM pcl 17900NIP, Lot 402 pcl 16812NIP, Lot 403 pcl 28091NIP

Municipal address – 85,89,93 Lakeshore drive

Local description – Corner of Lakeshore and Woodcrest

Area – 0.54 acres **Water front** – no

Ownership – Private

Zoning – Residential Limited services

Development – none

Municipal services – water & sewer

Topography or access limitations – low flat swampy area with no municipal drainage at this time

Recommended action – No action, low development potential – Properties are privately owned with poor drainage, engineering would be required to allow any development.



P1 Corner of Lakeshore and Woodcrest

**The Municipality of Temagami
Economic Land Inventory**

Site – P2

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 005 00400
4869 010 005 03000
4869 010 005 03200
4869 010 005 03700

Parcel description – STRATHY PLAN M269 lots 5, 22, 27 and 30

Municipal address – No address has been assigned to these lots.

Local description – O'Connor residential double lots

Area – approx .5 acres each

Water front – no

Ownership – Privately owned

Zoning – Low density residential

Development – Lots are all vacant at this time with some open storage

Municipal services – water & sewer

Topography or access limitations – Properties are generally flat with good access from O'connor Drive

Recommended action – None at this time.

Notes – These lots could all be potentially developed, if the current owners were to be offered an acceptable price.



P2 O'Connor Residential Double Lots

**The Municipality of Temagami
Economic Land Inventory**

Site P-3

Inspection Date – Nov 14, 2012

Roll number – 4869 010 005 31200

Parcel description – STRATHY PLAN M66 PT LOTS 368, 369 & 370

Municipal address – 6710 Hwy 11 north

Local description – Busy Bee

Area – 0.09 acres Water front – no

Ownership – Private

Zoning – Urban commercial

Development – vacant building / restaurant/ residents apartment

Municipal services – water & sewer

**Topography or access limitations – level lot accessed from highway 11 and
Memory Lane**

**Recommended action – May become municipal. Increase marketing as a
commercial site. Perhaps consider as part of a land assembly in the future. Develop
a prospectus.**



P3 6710 Hwy 11 north The Busy Bee

**The Municipality of Temagami
Economic Land Inventory**

Site P-4

Inspection Date – Nov 14, 2012

Roll number – 4869 010 005 24800

Parcel description – STRATHY PLAN M66 lots 312 to 314

Municipal address – 6714 Hwy 11 north

Local description – Spooner Building

Area – 0.09 acres **Water front** – no

Ownership – Private

Zoning – Urban commercial

Development – large two storey building, Commercial space on lower level with apartments above

Municipal services – water & sewer

Topography or access limitations – level lot accessed from Highway 11

Recommended action – Building is now vacant. Market as a commercial or residential site. Needs investment. Develop a prospectus.



P4 6714 Hwy 11 north the Spooner Building

**The Municipality of Temagami
Economic Land Inventory**

Site P-5

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 005 24500

Parcel description – Strathy plan M66 lot 260 pcl 13197 13704 nip pt station grounds rp nr 538 part 1

Municipal address – 6719 Highway 11 north

Local description – Old Whitehouse property

Area – approx .5 acres

Water front – 124' fronting on the Highway 11

Ownership – Private

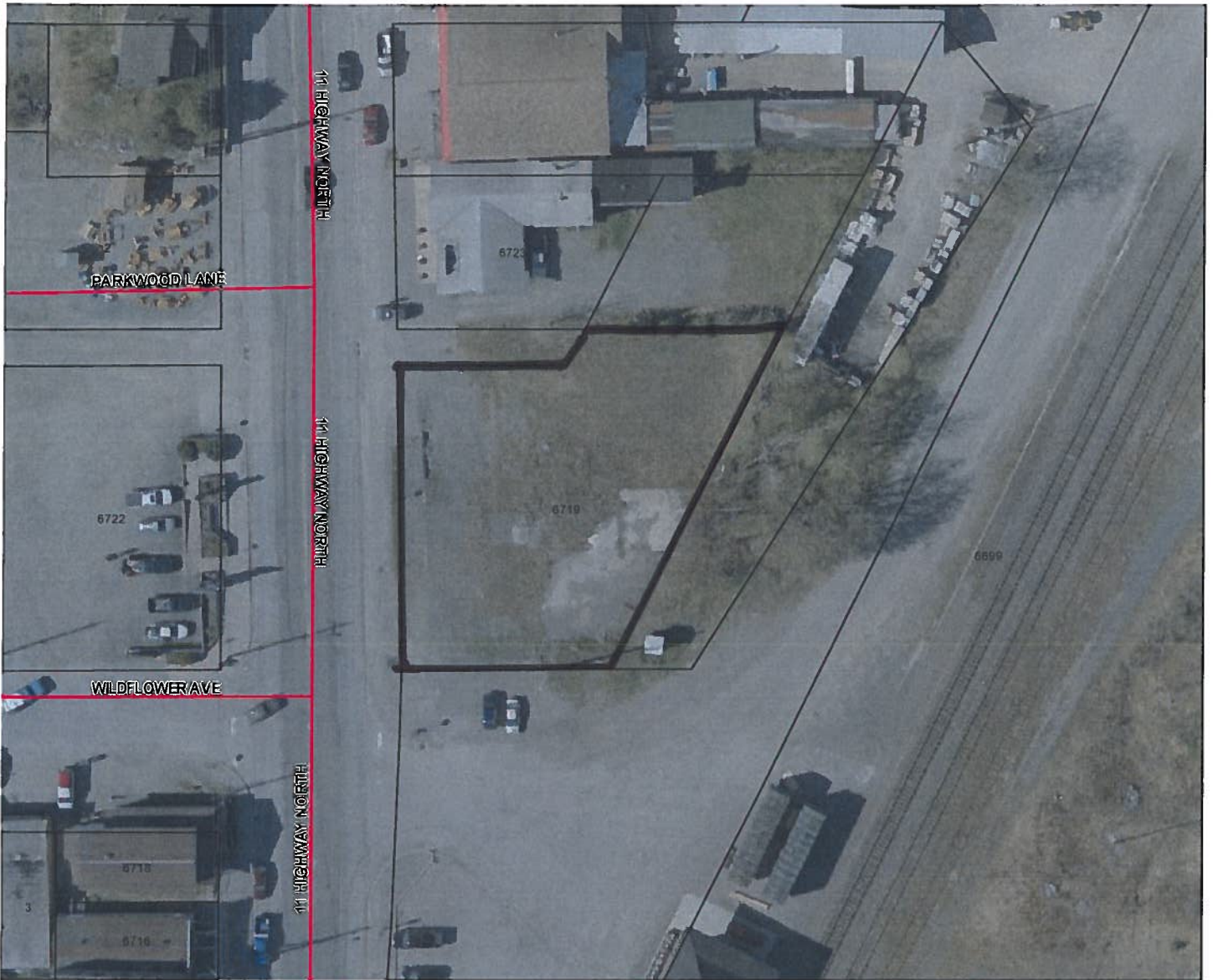
Zoning – Urban Commercial

Development – This property has an existing chip stand located on it but has been vacant since the original building burned in 2000.

Municipal services – water & sewer

Topography or access limitations – Property is flat with access off highway 11 and the train station parking

Recommended action – encourage current owner to market as waterfront Urban commercial property.



P5 6719 Highway 11 North the Old Whitehouse Property

**The Municipality of Temagami
Economic Land Inventory**

Site P-6

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 005 25600

Parcel description – STRATHY PLAN M66 LOT 308, 1 cu lot

\
Municipal address – 11 Wildflower Ave

Local description – United Church

Area – 0.19 acres

Water front – no

Ownership – Private

Zoning – Community use

Development – Vacant building, formerly used as a church

Municipal services – water & sewer

Topography or access limitations – bedrock outcrops on sloped property primary access is through municipal parking lot to the east.

Recommended action – Market for land assembly possibly with portion of municipal parking lot. Develop a prospectus.



P6 United Church

**The Municipality of Temagami
Economic Land Inventory**

Site P-7

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 003 34110

Parcel description – STRATHY TWP MC TRT 6923 PT PCL 3713 NIP L

Municipal address – None assigned

Local description – Old town dump and gravel pit

Area – 42.76 acres **Water front** – no

Ownership – Mining

Zoning – Integrated management area

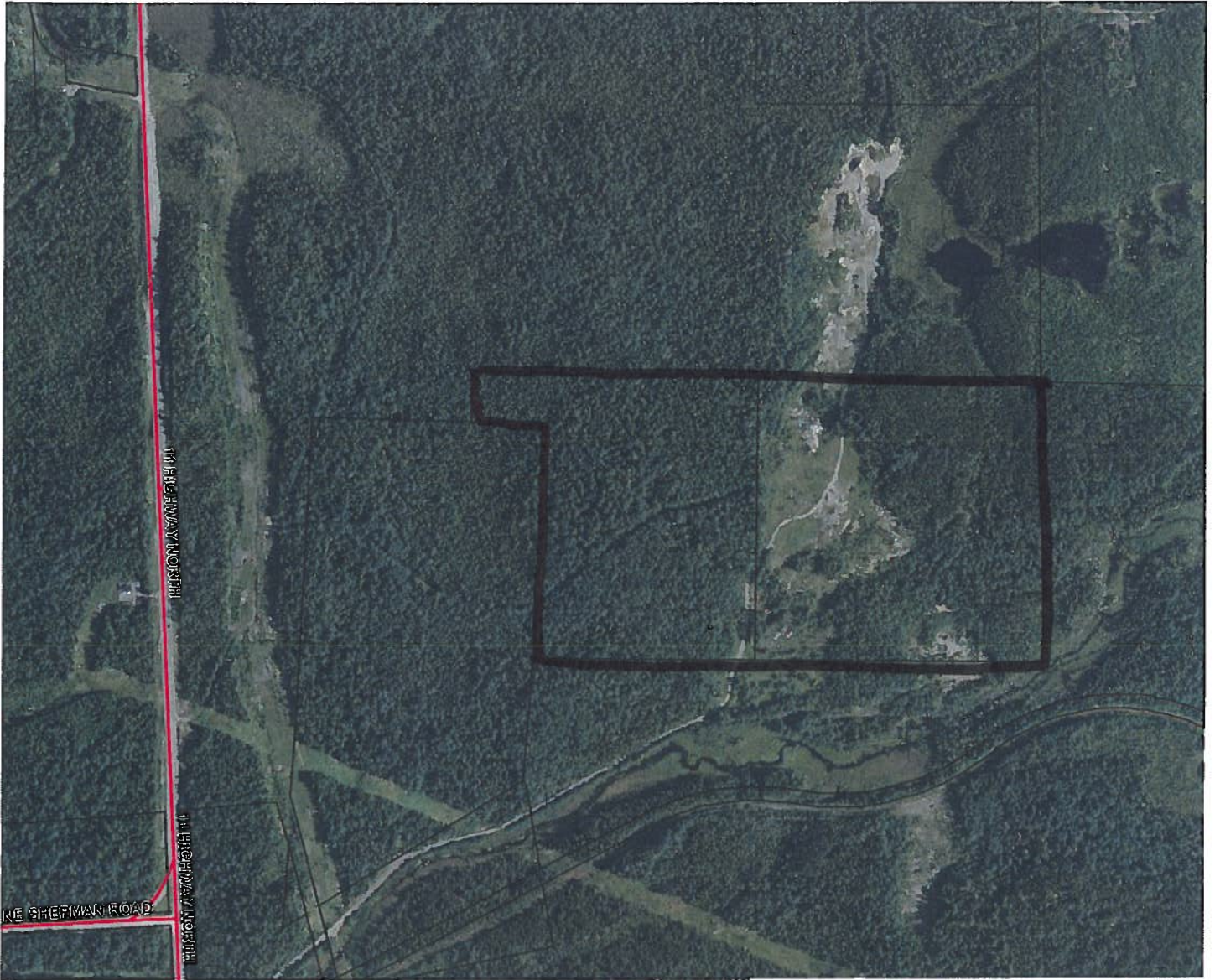
Development – The old municipal waste disposal site encroaches on the south west corner of the property and the remainder is vacant land or rehabilitated aggregate pit.

Municipal services – None

Topography or access limitations – Access to the property by way of the old dump road. The property has varied topography, with approximately 25% cleared.

Recommended action – None at this time but could have potential for possible industrial use

Notes – There are no services to the property at this time.



P7 Old Town Dump and Gravel Pit

**The Municipality of Temagami
Economic Land Inventory**

Site P-8

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 005 33450

Parcel description – RP36R9430 PART 1 RP36R10091 PARTS 2 TO 5
RP36R10110 PART3 TO 8 RP36R9505 PART 1

Municipal address – 11 Lakeshore drive

Local description – Temagami Outfitters

Area – approx .28 acres

Water front – 74' fronting on the
Municipal LO

Ownership – Temagami Outfitting Company

Zoning – Tourism Commercial

Development – This property has an existing commercial building on it that has been sitting empty for the last few years. It was most recently used for a canoe outfitting operation as well as a coffee/gift shop, with some bed and breakfast rooms on the second level. Prior to that use it was owned by the municipality and used for public events. The building was originally built as a maintenance shop for the ONR boat lines operating on Lake Temagami.

Municipal services – water & sewer

Topography or access limitations – Property is flat with a paved parking lot off Lakeshore drive

Recommended action – encourage current owner to market as waterfront tourism commercial property. Municipality may have to consider leasing a larger portion of the waterfront docks and water lot in front of the property.



P8 Temagami Outfitters

**The Municipality of Temagami
Economic Land Inventory**

Site P-9

Inspection Date – Nov 14, 2012

Roll numbers – 4869 010 003 13410

Parcel description – Strathy plan 36R10857 PART 1

Municipal address – 63 Industrial Park Road

Local description – Old Milne mill site

Area – 27.35 acres **Water front** – yes (Link lake)

Ownership – private

Zoning – Heavey Industrial

Development – The old sawmill site, There are four buildings on site one large mill building at approximately 5350 square meters. One office shop building approx. 670 square meters and two smaller open storage buildings at 240 and 130 square meters.

Municipal services – None

Topography or access limitations – Access to the property by way Industrial Park Road from Milne Shermine Road of the old dump road. The property has relatively flat topography, with approximately 90% cleared.

Recommended action – Enhanced Marketing.

Notes – Hydro and gas line are in close proximity to the property.



P9 Old Milnes Mill Site



The Corporation of the Municipality of Temagami

Memo No.
2020-M-191

Subject:	Residential and Industrial Properties - MNR
Agenda Date:	December 10, 2020
Attachments:	Maps of Crown land Areas

RECOMMENDATION

BE IT RESOLVED THAT: Council direct staff to commence the process of acquiring Crown Lands from The Ministry of Natural Resources and Forestry.

AND FURTHER THAT: Staff provide regular updates and information to Council regarding the process, as it becomes available.

INFORMATION

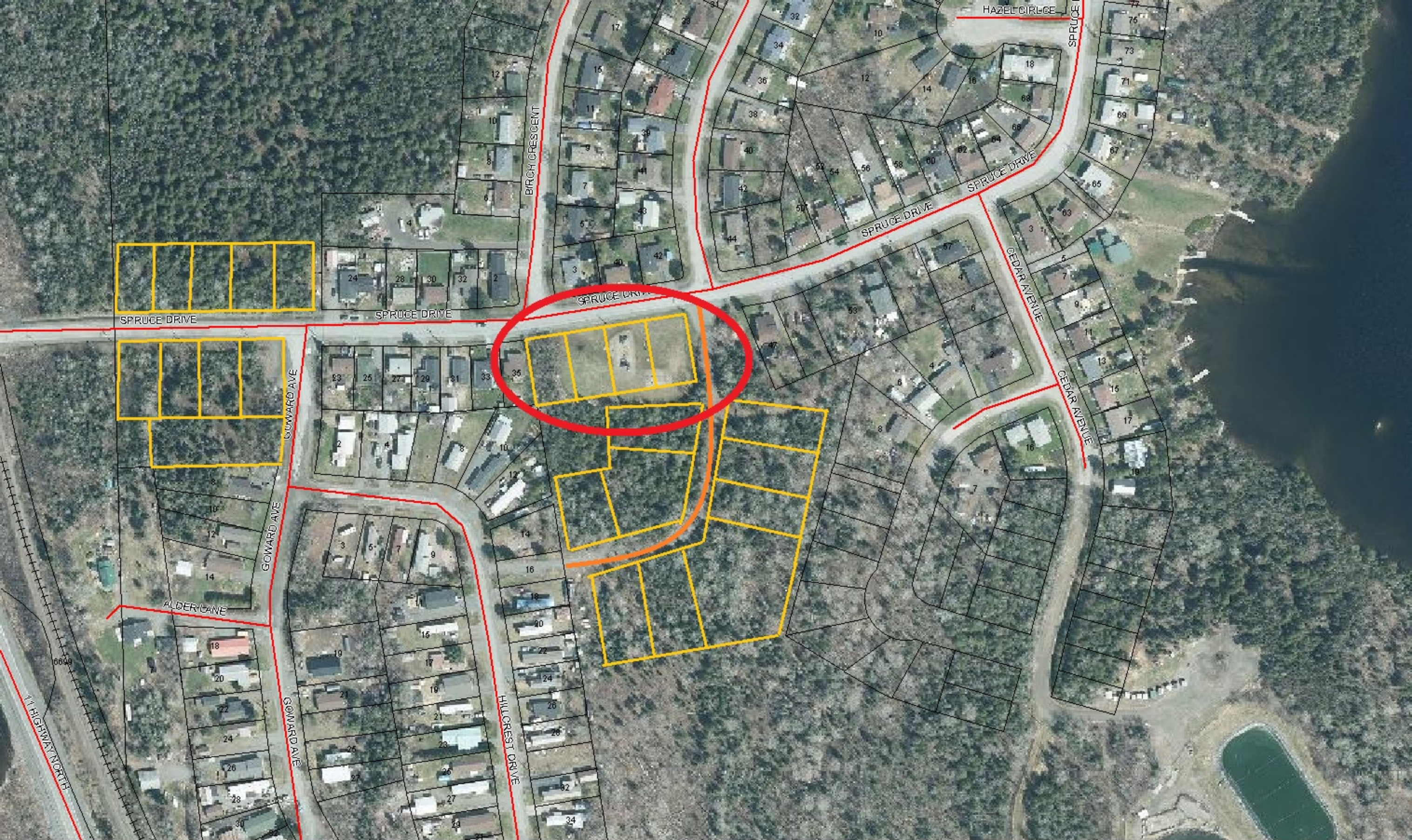
Within the last year, the Municipality of Temagami has sold the last remaining industrial and residential surplus lots. Staff continues to field calls regarding the availability of properties in the area and are not currently able to offer anything. In the Official Plan, it speaks to maintaining a supply of available residential and industrial lots.

Municipal Staff have had some preliminary conversations with Staff of the Ministry of Natural Resources and Forestry to discuss the process and timeframes that would be involved with acquiring/purchasing Crown Lands for future development purposes. This process typically takes anywhere between two to four years to complete.

Attached are maps the areas that staff believe would be the most beneficial, while maintaining the integrity of the Official Plan.

Respectfully Submitted

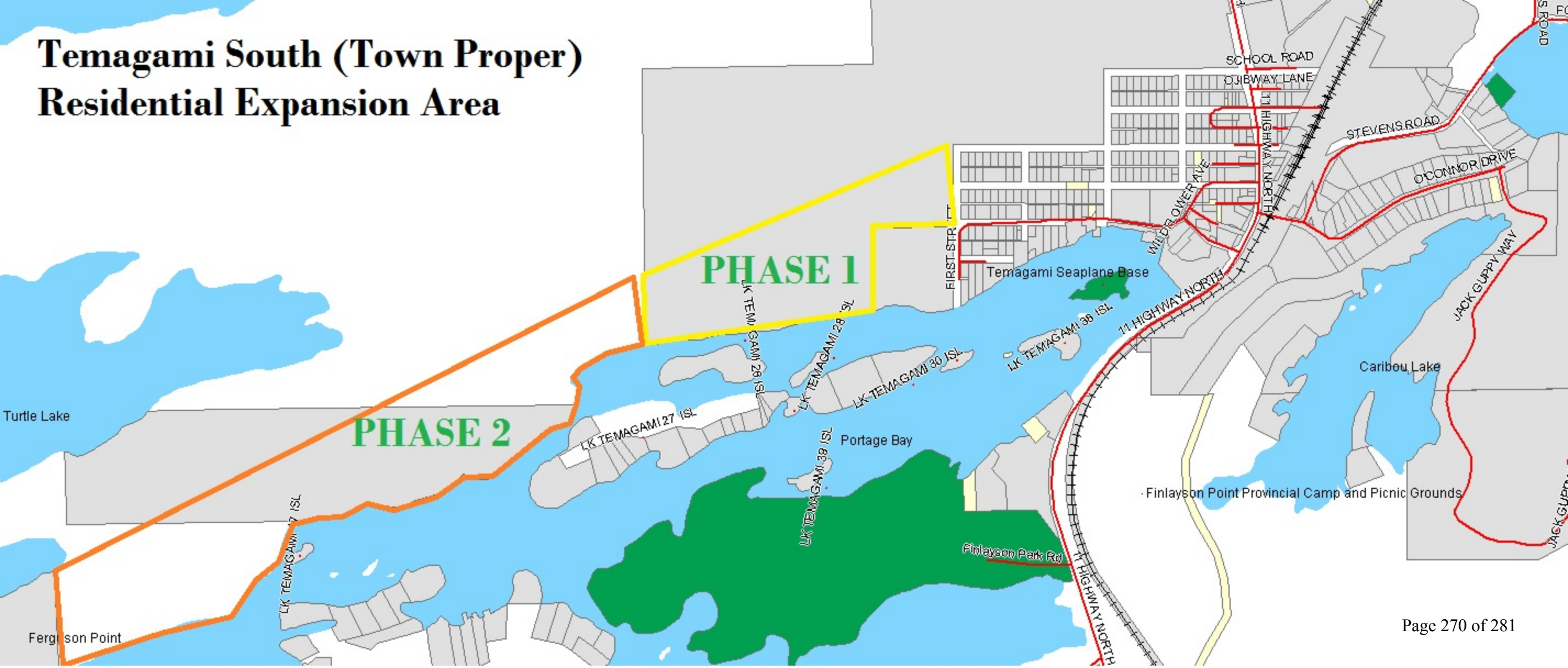
Sabrina Pandolfo
Deputy Treasurer

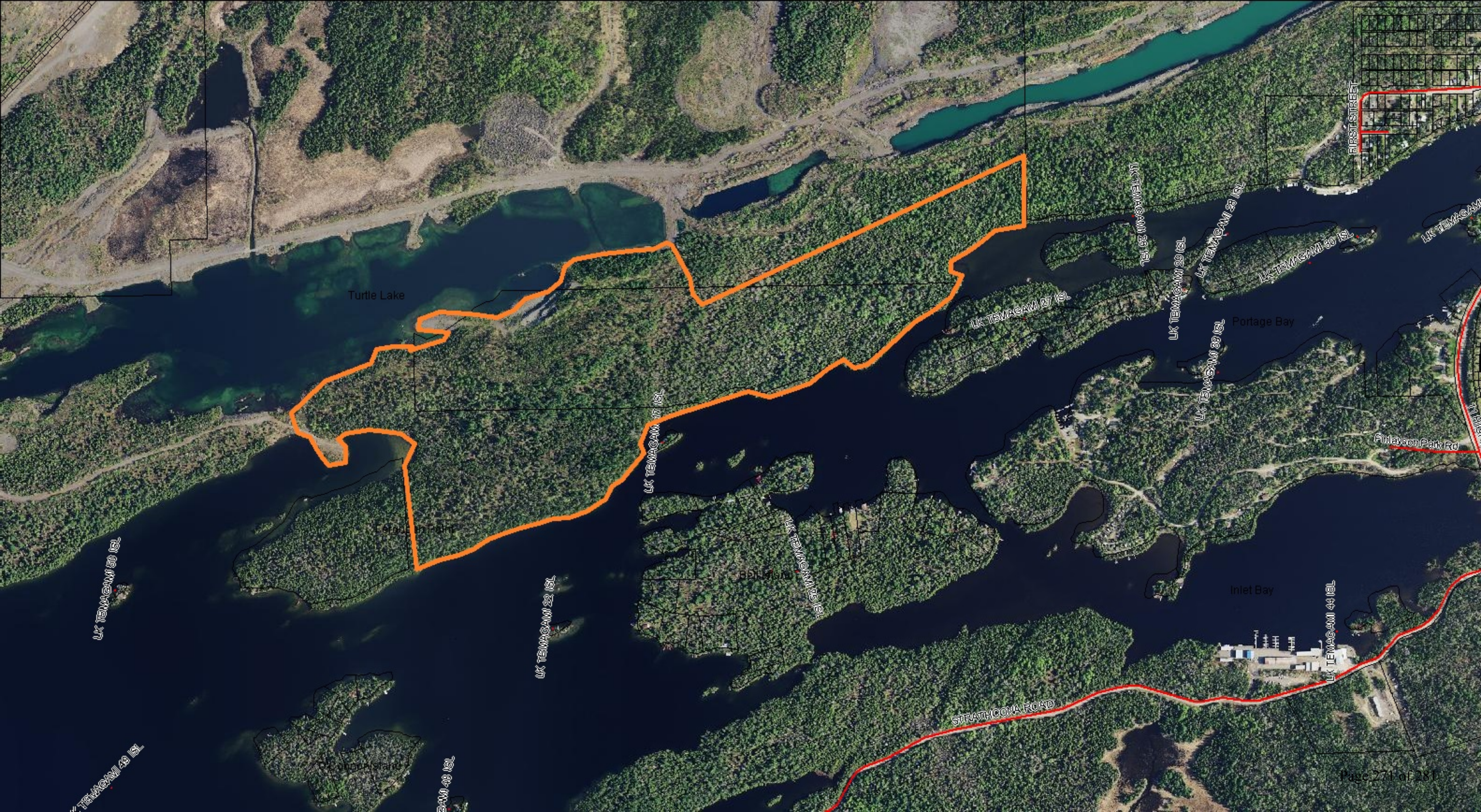


Temagami North Subdivision Residential Expansion Area



Temagami South (Town Proper) Residential Expansion Area





Turtle Lake

Portage Bay

Inlet Bay

UK TEMAGAMI 27 ISL

UK TEMAGAMI 22 ISL

UK TEMAGAMI 27 ISL

UK TEMAGAMI 29 ISL

UK TEMAGAMI 28 ISL

UK TEMAGAMI 30 ISL

UK TEMAGAMI 31 ISL

UK TEMAGAMI 20 ISL

UK TEMAGAMI 40 ISL

UK TEMAGAMI 48 ISL

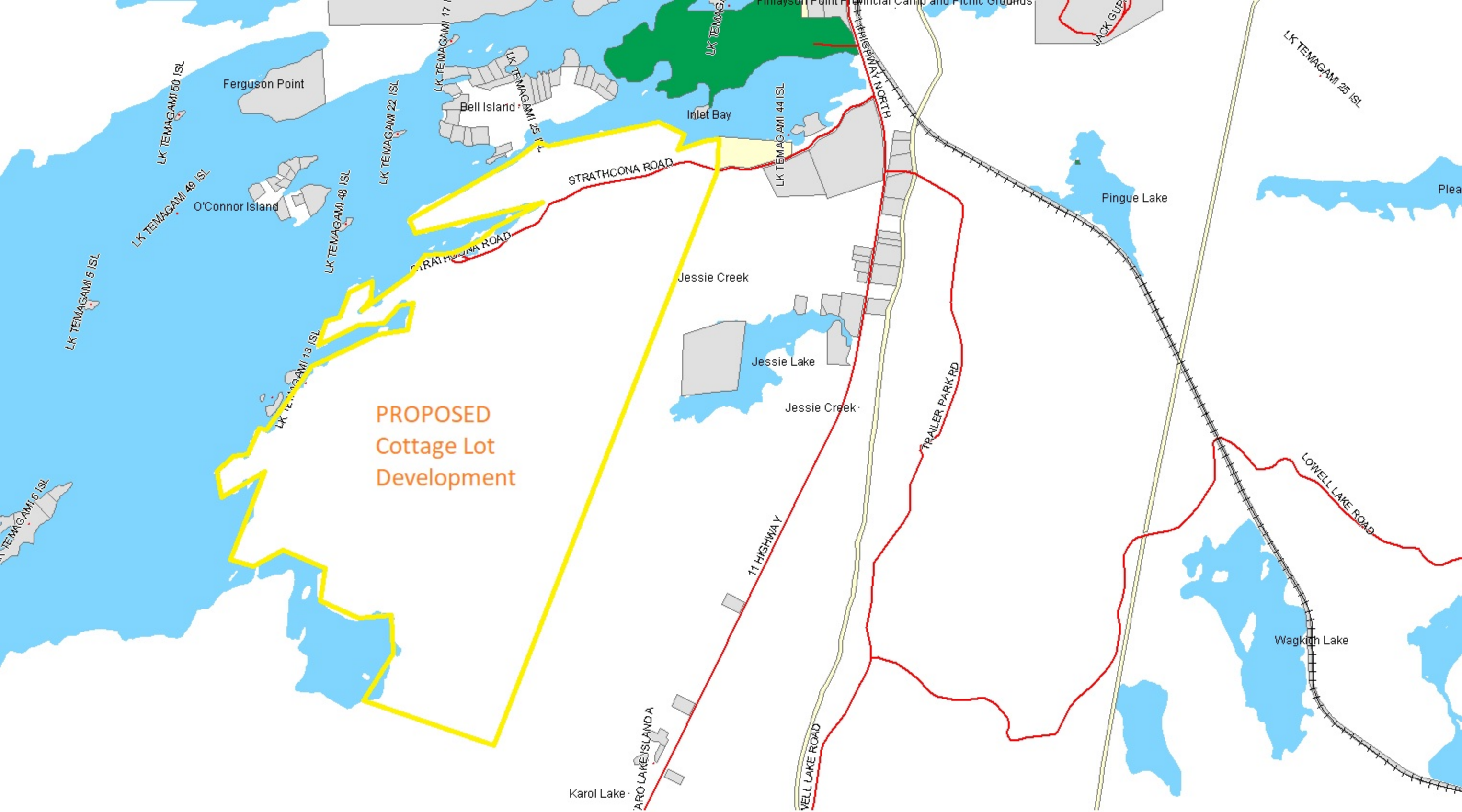
UK TEMAGAMI 35 ISL

UK TEMAGAMI 44 ISL

STRATHCONA ROAD

Finlayson Park Rd

FIRST STREET



Milne Sherman Road Industrial Expansion Area

Doris Lake

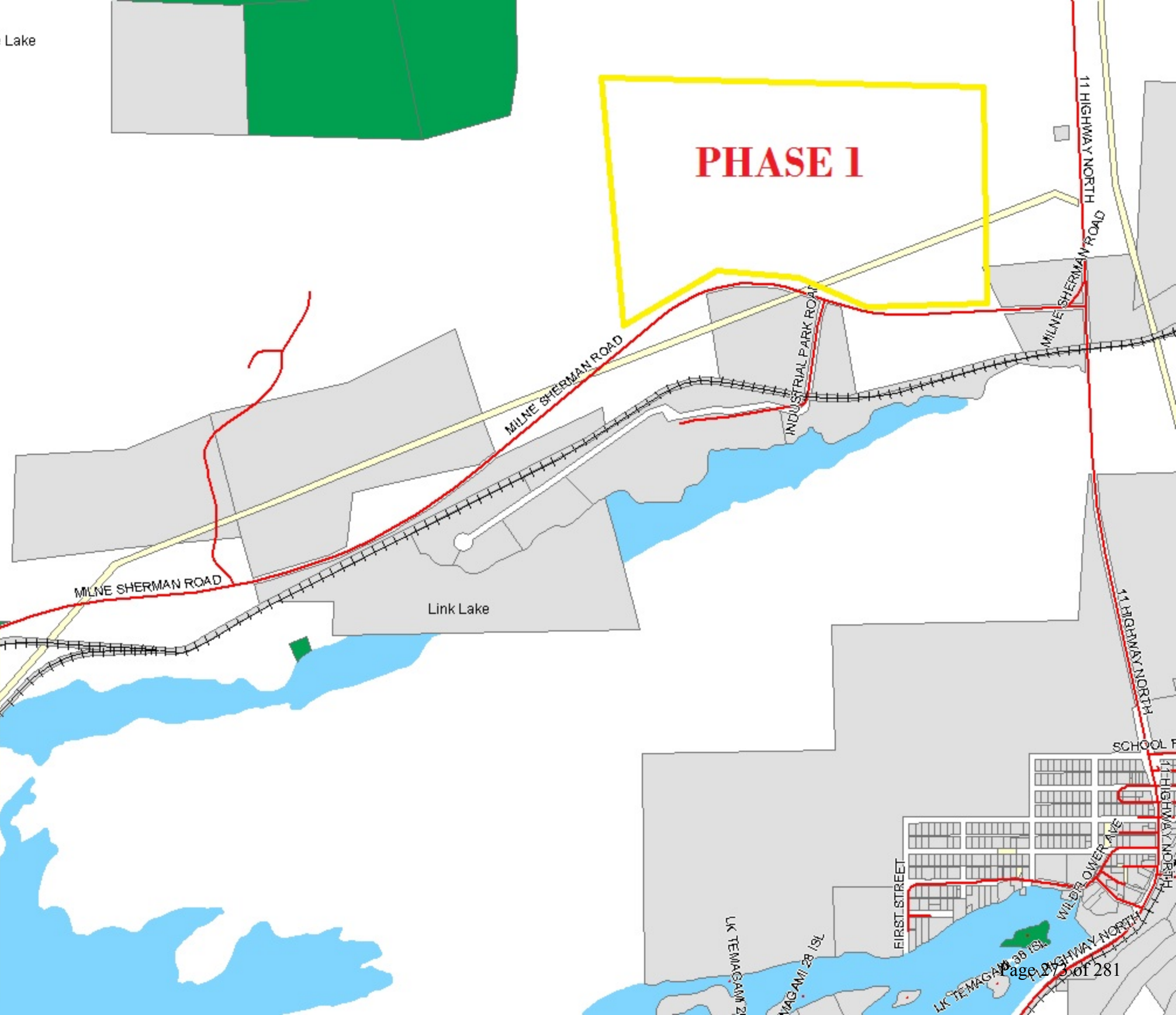
Cooke Lake



PHASE 2



PHASE 1



MILNE SHERMAN ROAD

MILNE SHERMAN ROAD

INDUSTRIAL PARK ROAD

11 HIGHWAY NORTH
MILNE SHERMAN ROAD

Link Lake

11 HIGHWAY NORTH

SCHOOL F

11 HIGHWAY NORTH

WILDER LOWER AVE

11 HIGHWAY NORTH

FIRST STREET

LK TEMAGAMI 21

MAGAMI 22 (S)

LK TEMAGAMI 30 (S)

Address	Owner Name(s)	Legal Text	Area	Unit of Messure	Location Comments	Destination Asmt Rity Tot	Serv Sanitary	Serv Water	Serv Hydro	Property Code	MPAC Property Code Description
110 112 STEVEN'S RD	TEMAGAMI TOWNSHIP	STRATHYPT LOCATION RW201 RP NR2906 REM PART 1 REM PCL 23133 NIP	6.1700	Acres	Lions Baseball Field	103000N		P	N	110	Vacant residential/recreational land on water
17 O'CONNOR DR	TEMAGAMI TOWNSHIP	STRATHY PLANM251 PT BLK B RP36R5919 PART 1 TO 9 INCL RP36R6131 PART 3 4 PCL 25834 PT PCL 26134 NIP	5.5200	Acres	Parking lot beside family health team	974000M		M	Y	401	Small Medical/dental building (generally single tenant or owner occupied under 7,500 s.f.)
26 LAKESHORE DR	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 PT BLK A PCLS 14330,13936,6986 NIP RP NR781 PARTS 3,6 PCL 21284 NIP	2.0300	Acres	Busby Property - Lakeland uses this for parking	26500M		M	Y	100	Vacant Land
381 FOX RUN	TEMAGAMI TOWNSHIP	PLAN 36M610 BLOCKS 48,53,54, 56,57	2.7100	Acres	Boat Launch and parking area	128000N		P	N	110	Vacant residential/recreational land on water
5 CEDAR AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M393 BLK D	2200.0000	Square Feet	Laneway to North Water Treatment Plant	36500M		M	Y	540	Other industrial (all other types not specifically defined)
7 19 LAKESHORE DR	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 PT LOTS 416 TO 419 RP36R7058 PARTS 2TO5 8 & 10 , PT PARTS 1&6 PT REM	1.1800	Acres	Town Office	819000M		M	Y	400	Commercial
85 100 SPRUCE DR	TEMAGAMI TOWNSHIP	STRATHY LOC RF129 RP 36R3189 PART 1 PCL 27820 NIP LOC AB340 RP 36R2819 PART 1 PCL 27818 NIP	7.2800	Acres	Community Centre Complex - Temagami North	2012000S		W	Y	710	Recreational sport club - non commercial (excludes golf clubs and ski resorts)
BIRCH CRES	TEMAGAMI TOWNSHIP	STRATHY PLAN M383 BLK A PCL 21382 PT	2400.0000	Square Feet	Small Silver between 20 & 22 Birch - Temagami North	20000N		P	N	100	Vacant Land
BIRCH CRES	TEMAGAMI TOWNSHIP	STRATHY PLAN M383 LOT 17 PCL 21382 PT	0.2600	Acres	Laneway to Temagami North Water Tower	22000N		P	N	100	Vacant Land
CEDAR AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M393 LOT 107 PT PCL 26515 NIP	6840.0000	Square Feet	Vacant Lot - corner 200 ft from lagoon - Temagami north	21500N		P	N	100	Vacant Land
CEDAR AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M393 LOT 108 PT PCL 26515 NIP	7200.0000	Square Feet	Vacant Lot Temagami North	21500N		P	N	100	Vacant Land
CEDAR AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M393 LOT 109 PT PCL 26515 NIP	7346.4000	Square Feet	Vacant Lot Temagami North	21500N		P	N	100	Vacant Land
CEDAR AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M393 LOT 110 PT PCL 26515 NIP	6600.0000	Square Feet	Vacant Lot Temagami North	21500N		P	N	100	Vacant Land
CEDAR AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M393 LOT 111 PT PCL 26515 NIP	6240.0000	Square Feet	Vacant Lot Temagami North	21500N		P	N	100	Vacant Land
CEDAR AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M393 LOT 112 PT PCL 26515 NIP	6240.0000	Square Feet	Vacant Lot Temagami North	21500N		P	N	100	Vacant Land
CEDAR AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M393 LOT 113 PT PCL 26515 NIP	8160.0000	Square Feet	Vacant Lot Temagami North	22000N		P	N	100	Vacant Land
CEDAR AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M393 LOT 117 PT PCL 26515 NIP	6000.0000	Square Feet	Vacant Lot Temagami North	21500N		P	N	100	Vacant Land
CEDAR AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M393 LOT 118 PT PCL 26515 NIP	6000.0000	Square Feet	Vacant Lot Temagami North	21500N		P	N	100	Vacant Land
CEDAR AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M393 LOT 119 PT PCL 26515 NIP	6266.4000	Square Feet	Vacant Lot Temagami North	21500N		P	N	100	Vacant Land
CEDAR AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M393 LOT 120 PT PCL 26515 NIP	6000.0000	Square Feet	Vacant Lot Temagami North	21500N		P	N	100	Vacant Land
CEDAR AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M393 LOT 121 PT PCL 26515 NIP	6000.0000	Square Feet	Vacant Lot Temagami North	21500N		P	N	100	Vacant Land
CEDAR AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M393 LOT 122 PT PCL 26515 NIP	6000.0000	Square Feet	Vacant Lot Temagami North	21500N		P	N	100	Vacant Land
CEDAR AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M393 LOT 123 PT PCL 26515 NIP	6600.0000	Square Feet	Vacant Lot Temagami North	21500N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 224 PCL 20288 PT	8027.5000	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 225 PCL 20288 PT	8027.5000	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 226 PCL 20288 PT	8151.0000	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 227 TO LOT 229 PCL 20267 PT	24453.0000	Square Feet	Vacant Lots - North West of Town - Tem South	12700N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 230 PCL 20283 PT	8172.7800	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 231 PCL 20283 NIP PT	8172.7800	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 232 PCL 20283 NIP PT	8172.7800	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 233 PCL 20286 NIP PT	8172.7800	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 234 PCL 20286 NIP PT	8172.7800	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 235 PCL 20286 NIP PT	8195.2200	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 236 LOT 237 RP NR409 PART 5 PART 9 PCL 20268 PT PCL 20289 PT	16355.6700	Square Feet	Public Works Storage on top of hill - Tem South	12000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 238 RP NR409 PART 6 PART 10 PCL 20268 PT PCL 20289 PT	8181.5600	Square Feet	Public Works Storage on top of hill - Tem South - Pt Road	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 PT LOT 239 RP NR409 PART 11 PCL 20268 PT	6838.0600	Square Feet	Public Works Storage on top of hill - Tem South - Pt Road	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 240 PT PT LOT 241 RP NR409 PART 12 PCL 20268 NIP PT	13364.7400	Square Feet	Public Works Storage on top of hill - Tem South	11900N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PCL 21738 NIP RP NR409 PART 7 PART 8	3864.6000	Square Feet	Public Works Storage on top of hill - Tem South	10100N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 242 PCL 21488 NIP PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 243 PCL 21488 NIP PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South - Stream runs through	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 244 PCL 21488 NIP PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South - Stream runs through	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 245 PCL 21488 NIP PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South - Stream runs through	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 246 PCL 21488 NIP PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South - Stream runs through	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 247 PCL 21488 NIP PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 248 PCL 21488 NIP PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 249 PCL 21488 NIP PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 PT LOT 310 PCL 14147	0.1800	Acres	parking lot beside church on wildflower	21500N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 PT LOT 307, 306 RP 36R7515 PARTS 2,3,4, 5 REM PCL 15588 NIP PCL 27093 NIP	0.1900	Acres	Willflower Road between 18 and 11 wildflower	20500N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 305 PCL 21488 PT	7791.2100	Square Feet	Public works Yard off Lakeshore	22000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 304 PCL 21488 PT	8162.2200	Square Feet	Public works Yard off Lakeshore	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 303 PCL 21488 PT	8162.2200	Square Feet	Public works Yard off Lakeshore	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 302 PCL 17219	8162.2200	Square Feet	Public works Yard off Lakeshore	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 301 PCL 17068	8162.2200	Square Feet	Public works Yard off Lakeshore	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 299 PCL 20282 PT	8162.2200	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 297 LOT 298 PCL 20282 PT	16324.4400	Square Feet	Vacant Lots - North West of Town - Tem South	12000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 296 PCL 20284 PT	8162.2200	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 295 PCL 20284 PT	0.1800	Acres	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 294 PCL 20284 PT	8162.2200	Square Feet	Vacant Lots - North West of Town - Tem South	22000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 292 PCL 20287 PT	8162.2200	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 291 PCL 20287 PT	8162.2200	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 290 PCL 20287 PT	4081.1100	Square Feet	Vacant Lots - North West of Town - Tem South	10300N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 289 PCL 20287 PT	8162.2200	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 288 PCL 20287 PT	7822.1200	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
HAZEL CIR	TEMAGAMI TOWNSHIP	STRATHY PLAN M393 BLK B	1320.0000	Square Feet	Small Silver between 10 & 8 Hazel Circle	19300N		P	N	100	Vacant Land
LAKESHORE DR	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 344 PCL 21550	8087.2500	Square Feet	Vacant Lots - North West of Town - Tem South	22000N		P	N	100	Vacant Land
LAKESHORE DR	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 345 PCL 19389	8118.0000	Square Feet	Vacant Lots - North West of Town - Tem South	22000N		P	N	100	Vacant Land
LAKESHORE DR	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 348 PCL 17644 PT	8118.0000	Square Feet	Vacant Lots - North West of Town - Tem South	22000N		P	N	100	Vacant Land
LAKESHORE DR	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 349 PCL 17644 PT	8118.0000	Square Feet	Vacant Lots - North West of Town - Tem South	22000N		P	N	100	Vacant Land
LAKESHORE DR	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 352 PCL 21488 PT	8162.2200	Square Feet	Vacant Lots - North West of Town - Tem South	22000N		P	N	100	Vacant Land
LAKESHORE DR	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 358 PCL 18926 NIP	8162.2200	Square Feet	Public works Yard off Lakeshore	22000N		P	N	100	Vacant Land
LAKESHORE DR	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 361 RP NR 409 PT 15 16 PCL 14492	0.1800	Acres	Public Works Yard Secondary Entrance	22000N		P	N	100	Vacant Land
PIONEER AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 1 PCL 21488 NIP PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
PIONEER AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 2 PCL 21488 NIP PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
PIONEER AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 3 PCL 21488 NIP PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
PIONEER AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 4 PCL 21488 NIP PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
PIONEER AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 5 PCL 21488 NIP PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land
PIONEER AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 6 PCL 21488 NIP PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South	11000N		P	N	100	Vacant Land

THIRD AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 163 PCL 21488 PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South	11000	N	P	N	100	Vacant Land
THIRD AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 162 PCL 21488 PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South	11000	N	P	N	100	Vacant Land
THIRD AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 161 PCL 21488 PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South	11000	N	P	N	100	Vacant Land
THIRD AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 160 PCL 21488 PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South	11000	N	P	N	100	Vacant Land
THIRD AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 159 PCL 21488 PT	8217.0000	Square Feet	Vacant Lots - North West of Town - Tem South	11000	N	P	N	100	Vacant Land
WILDFLOWER AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 PT LOT 309	6534.0000	Square Feet	Wildflower - Church Parking lot	21500	N	P	N	100	Vacant Land
Jack Guppy Way	TEMAGAMI TOWNSHIP	STRATHY PLAN M251 PT BLK B RP 36R4501 PART 1 PCL 24565 NIP	52.7000	Acres	Just before Lagoon - Temagami South	96000	A	A	Y	590	Water treatment/filtration/water towers/pumping station
Jack Guppy Way Cassel	TEMAGAMI TOWNSHIP	STRATHY PLAN M251 PT BLK B PCL 19125	2.3900	Acres	Between Lagoon and Caaels Lake	79000	N	P	N	110	Vacant residential/recreational land on water
Sunset Crescent	TEMAGAMI TOWNSHIP	PLAN M66 S PT LOT 91 PCL 15749 NIP	4108.5000	Square Feet	West end of Sunset	21500	N	P	N	100	Vacant Land
FOURTH AVE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 LOT 300 PT LOT 357 PCLS 17884, 18376 NIP	0.3500	Acres	Lot to the west of Public Works Yard behind 50 Lakeshore	81000	S	W	Y	421	Specialty automotive shop/auto repair/ collision service/car or truck wash
WILDFLOWER AVE	TEMAGAMI TOWNSHIP	STRATHY PT FIFTH AVE RP NR781 PART 7 & 8 PCL 21232	0.7400	Acres	Small Parcel to the East of 26 Lakeshore (Busby) - Parking Lot	20000	M	M	Y	105	Vacant commercial land
LAKESHORE DR	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 PT LOTS 362 416 PT STREETS & R/A RP36R7058 PT PART 1 & 6 PT REM PCLS 3001 & 26876 NIP	0.3600	Acres	Hatchery / Parking Lot	96000	N	P	N	110	Vacant residential/recreational land on water
BAYVIEW LANE	TEMAGAMI TOWNSHIP	STRATHY PLAN M66 PT LOTS 366 & 422 RP36R 9793 PARTS 1 & 2 RP36R10235 PART 2 PCL 28741 NIP	0.1700	Acres	Small Sliver between Ronnoco and Orient Garden	0	N	P	N	100	Vacant Land
HIGHWAY 11	TEMAGAMI TOWNSHIP	STRATHY RP 36R8051 PARTS 1 TO 3 PCL 27425 NIP	0.2900	Acres	Walking path between Ronnoco and highway and orient and highway	0	N	P	N	100	Vacant Land
LAKESHORE DR	TEMAGAMI TOWNSHIP	STRATHY TWP PCL 17373 NIP	0.2100	Acres	Lakeland Areways Docks	8400	N	P	N	120	Water lot (entirely under water)
HILLCREST DR	TEMAGAMI TWP	STRATHY SITE LOT 159	6000.0000	Square Feet	Lots in Temagami North Trailer Park - Hillcrest	21500	N	P	N	100	Vacant Land
HILLCREST DR	TEMAGAMI TWP	STRATHY SITE LOT 160	5880.0000	Square Feet	Lots in Temagami North Trailer Park - Hillcrest	21000	N	P	N	100	Vacant Land
HILLCREST DR	TEMAGAMI TWP	STRATHY SITE LOT 161	6253.2000	Square Feet	Lots in Temagami North Trailer Park - Hillcrest	21500	N	P	N	100	Vacant Land
HILLCREST DR	TEMAGAMI TWP	STRATHY SITE LOT 162	6253.2000	Square Feet	Lots in Temagami North Trailer Park - Hillcrest	21500	N	P	N	100	Vacant Land
HILLCREST DR	TEMAGAMI TWP	STRATHY SITE LOT 163	6000.0000	Square Feet	Lots in Temagami North Trailer Park - Hillcrest	21500	N	P	N	100	Vacant Land
HILLCREST DR	TEMAGAMI TWP	STRATHY SITE LOT 164	6000.0000	Square Feet	Lots in Temagami North Trailer Park - Hillcrest	21500	N	P	N	100	Vacant Land
HILLCREST DR	TEMAGAMI TWP	STRATHY SITE LOT 165	6600.0000	Square Feet	Lots in Temagami North Trailer Park - Hillcrest	21500	N	P	N	100	Vacant Land
HILLCREST DR	TEMAGAMI TWP	STRATHY SITE LOT 166	6000.0000	Square Feet	Lots in Temagami North Trailer Park - Hillcrest	21500	N	P	N	100	Vacant Land
HILLCREST DR	TEMAGAMI TWP	STRATHY SITE LOT 167	8760.0000	Square Feet	Lots in Temagami North Trailer Park - Hillcrest	22000	N	P	N	100	Vacant Land
HILLCREST DR	TEMAGAMI TWP	STRATHY SITE LOT 168	19362.0000	Square Feet	Lots in Temagami North Trailer Park - Hillcrest	24500	N	P	N	100	Vacant Land
GOWARD AVE	TEMAGAMI TWP	STRATHY SITE BLK B	22645.2000	Square Feet	Lots in Temagami North Trailer Park - Goward	25000	N	P	N	100	Vacant Land
GOWARD AVE	TEMAGAMI TWP	STRATHY SITE LOT 192	6000.0000	Square Feet	Lots in Temagami North Trailer Park - Goward	21500	N	P	N	100	Vacant Land
GOWARD AVE	TEMAGAMI TWP	STRATHY SITE LOT 193	6000.0000	Square Feet	Lots in Temagami North Trailer Park - Goward	21500	N	P	N	100	Vacant Land
GOWARD AVE	TEMAGAMI TWP	STRATHY SITE LOT 194	6000.0000	Square Feet	Lots in Temagami North Trailer Park - Goward	21500	N	P	N	100	Vacant Land
GOWARD AVE	TEMAGAMI TWP	STRATHY SITE LOT 195	7200.0000	Square Feet	Lots in Temagami North Trailer Park - Goward	21500	N	P	N	100	Vacant Land
GOWARD AVE	TEMAGAMI TWP	STRATHY SITE LOT 196	7200.0000	Square Feet	Lots in Temagami North Trailer Park - Goward	21500	N	P	N	100	Vacant Land
GOWARD AVE	TEMAGAMI TWP	STRATHY SITE LOT 200 MOBILE HOME SITE LOT 200	6000.0000	Square Feet	Lots in Temagami North Trailer Park - Goward	21500	N	P	N	100	Vacant Land
GOWARD AVE	TEMAGAMI TWP	STRATHY PT STATION GROUNDS RP36R10947 PARTS 1 TO 4 6 TO 12 PCL 29143 NIP	1.1500	Acres	Train Station Grounds	124000	M	M	Y	832	Government - historic site or monument
KANICHEE MINE RD	TEMAGAMI MUNICIPALITY	STRATHY MINING LOCATIONS WD257 RP 36R14239 PART 1	31.2200	Square Feet	Waterfront on Kanichee Mine road - in front of lot 176	2300	N	P	N	130	Non-buildable land (walkways, buffer/berm, storm water management pond,etc.)
KANICHEE MINE RD	TEMAGAMI MUNICIPALITY	STRATHY PT MINING LOCATION WD259 RP 36R14239 PART 33	14374.8000	Square Feet	Waterfront on Kanichee Mine road - in front of lot 177		N	P	N	130	Non-buildable land (walkways, buffer/berm, storm water management pond,etc.)
KANICHEE MINE RD	TEMAGAMI MUNICIPALITY	STRATHY PT MINING LOCATION WD259 RP 36R14239 PART 34	19.0000	Square Feet	Waterfront on Kanichee Mine road - in front of lot 178		N	P	N	130	Non-buildable land (walkways, buffer/berm, storm water management pond,etc.)
KANICHEE MINE RD	TEMAGAMI MUNICIPALITY	STRATHY PT MINING LOCATION WD259 RP 36R14239 PART 35	116.2500	Square Feet	Waterfront on Kanichee Mine road - in front of lot 179		N	P	N	130	Non-buildable land (walkways, buffer/berm, storm water management pond,etc.)
16 HILLCREST DR	TEMAGAMI MUNICIPALITY	STRATHY PT LOC CL8559 RP36R9753 PART 10 PCL 28420 NIP	0.1400	Acres	Lot in Temagami North Trailer Park - Secondary road access to Spruce	14400	M	M	Y	100	Vacant Land
VILLAGE LANE	TEMAGAMI, MUNICIPALITY OF	PLAN M66 PT LOT 138 PCL 13341 NIP	808.5000	Square Feet	Small Block Behind 6 Spring Garden Avenue on Village Lane	20000	N	P	N	100	Vacant Land
LAKESHORE DR	TEMAGAMI MUNICIPALITY	PLAN M66 PT FIFTH AVE RP 36R13583 PARTS 1 AND 2	3272.2300	Square Feet	Water Treatment Plant Temagami South		A	A	Y	590	Water treatment/filtration/water towers/pumping station
2881 HIGHWAY 11 N	TEMAGAMI MUNICIPALITY	SISK LOCATION JC256 PCL 17634	2.0700	Acres	Property to the North of Marten River Fire Hall - Vacant	22000	N	P	Y	100	Vacant Land
2877 HIGHWAY 11 N	TEMAGAMI MUNICIPALITY	SISK LOCATION CL 12353 RP36R11167 PART 1 PCL 29260 NIP FIREHALL	2.0700	Acres	Marten River Fire Hall	240000	S	W	Y	810	Fire Hall



Corporation of the Municipality of Temagami

Memo No.
2023-W-012

Memorandum to Council

Subject:	Reciprocal use of School & Community Centre
Agenda Date:	April 27, 2023
Attachments:	By-Law 15-1263 & Draft Agreement

RECOMMENDATION

BE IT RESOLVED THAT Council direct staff to pursue the negotiation of the Reciprocal Use of Facilities agreement with the District School Board Ontario North East.

AND FURTHER THAT once the terms are agreeable to both parties, a revised by-law be brought forward to Council for consideration.

INFORMATION

The Municipality has records dating back to 2006 for reciprocal use of the Temagami Public School Gymnasium and the Temagami Community Center. In September of 2015 Council passed By-Law 15-1263, for a five-year period to continue with the reciprocal use agreement.

The agreement expired in August of 2020, in the heart of the COVID 19 pandemic. Although there were plans to renew this agreement, many buildings were locked off to the public so we decided to hold off until the restrictions lifted.

Traditionally the Youth of Temagami Public School have utilized Municipal facilities for activities such as; curling, skating, fundraising, track and field, theatre performances and movies.

Staff would like to see this agreement be renewed, the School Gymnasium can house more members of the public than any other facility in Temagami South, that the Municipality has access to. This agreement is beneficial to both parties.

Please see the attached By-Law & agreement from 2015.

Respectfully Submitted:
Sabrina Pandolfo
Deputy Treasurer

**THE CORPORATION OF THE
MUNICIPALITY OF TEMAGAMI**

BY-LAW NO. 15-1263

Being a by-law to authorize the Mayor and Chief Administrative Officer to execute an agreement with District School Board Ontario North East for reciprocal use of the Community Centre/Arena and the Temagami Public School.

WHEREAS under Section 8. (1) of the Municipal Act, 2001, S.O., 2001, c.25, as amended, the powers of a municipality under this or any other Act shall be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS under Section 9 of the Municipal Act, 2001, S.O., 2001, c.25, as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other act;

AND WHEREAS on the 16th day of July 2015, Council passed Resolution 15-392 to receive Memo 2015-M-052 and to approve an agreement with District School Board Ontario North East for reciprocal use of the Community Centre/Arena and the Temagami Public School;

AND WHEREAS the proposed agreement is for a period of five (5) years from September 1, 2015 to August 31, 2015;

NOW THEREFORE the Council of the Corporation of the Municipality of Temagami hereby enacts as follows:

1. That the Mayor and the Chief Administrative Officer are hereby authorized and directed to execute the Agreement attached hereto as Schedule "A" and forming part of this bylaw.
2. That the Mayor and the Chief Administrative Officer are hereby authorized to execute any subsequent extensions to this same agreement.
3. This bylaw shall come into force and take effect upon final passing thereof.
4. That the Clerk of the Municipality of Temagami is hereby authorized to make minor modifications or corrections of a grammatical or typographical nature to the by-law and schedule, after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.

BE TAKEN AS READ A FIRST time on this 17th day of September 2015;

READ A SECOND AND THIRD time and finally passed this 17th day of September 2015.

Mayor

Clerk



JOINT RENTAL AGREEMENT

THIS AGREEMENT made in duplicate this 3rd day of September, 2015.

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI
(hereinafter called "the Municipality")

AND

DISTRICT SCHOOL BOARD ONTARIO NORTH EAST
(hereinafter called "the Board")

Both parties agree to the joint use of the following facilities at no cost to one another:

Temagami Community Centre/Arena

Temagami Public School

AND WHEREAS it is necessary to establish certain guidelines and rules for the purpose of the joint use of the aforesaid premises';

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the mutual terms and covenants hereinafter contained, the parties hereby agree as follows:

1. The Municipality and the Board agree to rent one another their facilities stated above from September 1, 2015 to August 31, 2020 subject to availability of dates.
2. There will be no charge to either party for the use of the facilities listed above.
3. The Board agrees to cover any and all damages that may occur while using a facility owned by the Municipality.
4. The Municipality agrees to cover any and all damages that may occur while using a facility owned by the Board.
5. The Municipality acknowledges that the Board properties are smoke free as per the Smoke-Free Ontario Act. An exception may be made to accommodate the ritual of "Smudging" as part of a First Nations activity.

6. The Municipality acknowledges no alcoholic beverages (except by Special Permission from the Board) or illegal substances will be allowed or consumed on Board property.
7. When permitted, the parties hereby undertake and agree to comply with all necessary requirements under the Municipal Alcohol Policy and the Liquor License Act, all amendments thereto and all regulations there under.
8. If permitted, each party is responsible for obtaining their own Special Occasion Permit, and must provide a copy to the other party a minimum of two weeks before each event. LCBO regulations must be adhered to.
9. The parties acknowledge and agree that agents and employees of the facility owner shall have access to the premises during the function for the purpose of inspection and ensuring that all regulations hereunder are complied with.
10. Each party shall be responsible for their own set up and clean up and the building shall be left in the same condition as received.
11. Each party is required to obtain their own liability insurance covering the activities while using the facilities. An insurance certificate must be obtained naming each facility owner as an “additional insured”.
12. All personal items must be removed at the end of each event (i.e. liquor, empty bottles, food, etc...), except by special permission granted by either party.
13. Each party hereby acknowledges receipt of a copy of this contract, the Municipal Facilities Rental Policy and the Board’s Regulations and Conditions for Use of Schools and agrees to abide by all the conditions contained therein.
14. The Damage/Cleaning Deposit form, Facility Rental Checklist/Questionnaire and, where necessary, the Agreement Form for Special Occasion Permit Holder, shall be completed.
15. Each party is responsible for supervising and will be held accountable for all persons attending the event.
16. Supervision of persons will not be provided by the facility owner or their employees or agents.
17. This contract will be reviewed annually and may be terminated by either party at any time.

The Municipality of Temagami
7 Lakeshore Drive
P.O. Box 220
Temagami, Ontario
P0H 2H0

District School Board Ontario North East
P.O Box 1020
Timmins, Ontario
P4N 7H7

“IN WITNESS WHEREOF the duly authorized representatives of Temagami Public School and the Corporation of the Municipality of Temagami have duly executed this Agreement.”

SIGNED, SEALED AND DELIVERED
In the presence of

Darlene Cyr



Witness (Print & Sign)

) SCHOOL BOARD ONTARIO NORTH EAST



) Pearl Fong-West
) Superintendent of Business/Finance & Treasurer
) I am legally authorized to bind
) District School Board
) Ontario North East

SIGNED SEALED AND DELIVERED
In the presence of

) THE CORPORATION OF THE
) MUNICIPALITY OF TEMAGAMI

Witness (Print & Sign)

) Patrick Cormier
) Chief Administrative Officer

Witness (Print & Sign)

) Lorie Hunter
) Mayor