

CORPORATION OF THE TOWNSHIP OF RYERSON

REGULAR MEETING AGENDA

October 22, 2024 AT 6:00 P.M.

THIS WILL BE A HYBRID IN-PERSON/ELECTRONIC MEETING via ZOOM

Members of the Public must register with the Ryerson Township Clerk's Office prior to the meeting for meeting access and availability of limited in-person seating.

Members of the Public are not permitted in a Closed meeting.

To Members of the Public: If you have trouble with your connection during the meeting, you may notify the Host by e-mail at: treasurer@ryersontownship.ca

Meeting will be recorded.

The Municipal Council of the Township of Ryerson recognizes that we are on the traditional territory of the Anishinaabe Peoples, in the Robinson-Huron and Williams Treaties areas. We wish to acknowledge the long history of First Nations and Métis Peoples in Ontario, and show respect to the neighbouring indigenous communities.

Note: (R) denotes resolution

1. CALL TO ORDER:

1.1 Attendance:

1.2 Announcement: This meeting is being recorded

1.3 Motion to adopt the agenda as presented. **(R)**

2. ADOPTION OF MINUTES:

2.1 Adoption of minutes from the regular meeting on October 08, 2024 **(R)**

3. DECLARATION OF PECUNIARY INTEREST:

4. REPORTS:

CLERK: Noise By-law Amendment **(R)**, Council Training and Conferences. **(R)**

TREASURER: Nuisance Beaver By-law Amendment **(R)**, Housekeeping

Violence and Harassment Policy. **(R)**

COUNCIL MEMBERS:

-Councillor Patterson – Provide update on MAHC

5. **BUSINESS ARISING**

5.1 Emergency Management Program Committee Meeting Minutes.

5.2. Community Emergency Management Coordinator (CEMC) By-law and Agreement.

6. **COMMUNICATION ITEMS:**

6.1 Almaguin Community Economic Development (ACED) Resolution #2024-15.

6.2 Almaguin Housing Task Force Summary and Recommendations Report. **(R)**

6.3 **General Communication:**

-Library Board August meeting minutes.

-Regional Fire Services Committee – Live Fire Training Unit

-Resolutions from Councils Supporting Live Fire Training Unit cost additions.

-Almaguin Highlands Health Centre (AHHC) October Draft meeting minutes.

-Almaguin Highlands Health Centre (AHHC) resolution of support for the Muskoka Algonquin Healthcare project.

7. **CLOSED MEETING**

7.1. Be it resolved that we move to a closed session at _____., pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (e) as the subject matter being considered is regarding potential litigation, including matters before administrative tribunals affecting the Municipality or local board. The general nature of the closed meeting is to discuss; potential litigation affecting the Municipality. **(R)**

8. **CONFIRMING BY-LAW:**

8.1 Confirm the meetings of Council. **(R)**

9. **IMPORTANT DATES:**

-October 28, 2024 0 Tri-Council Meeting 7:00 p.m.

-November 12, 2024 - Council Meeting 6:00 p.m.

-November 11, 2024 – Remembrance Day, Cenotaph

10. **ADJOURNMENT: (R)**

CORPORATION OF THE TOWNSHIP OF RYERSON

LIST OF PROPOSED RESOLUTIONS

FOR COUNCIL MEETING: October 22, 2024 AT 6:00 P.M.

Item # 1.3 on Agenda Moved by Councillor Miller, Seconded by Councillor Robertson,

Be it resolved that Ryerson Township Council adopt the October 22, 2024 agenda as circulated.

Item # 2.1 on Agenda Moved by Councillor Patterson, Seconded by Councillor Abbott,

Be it resolved that the minutes from the regular meeting on October 8, 2024 be adopted as circulated.

Item # 4.1 on Agenda Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # ____-24, being a By-law to regulate noise in the Township of Ryerson and further; That By-Law # ____-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 22nd day of October 2024.

Item # 4.1 on Agenda Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that the Ryerson Township Council authorize:

_____ to attend the Rural Ontario Municipal Association (ROMA) January 19-21, 2025, in Toronto.

Be it resolved that the Ryerson Township Council authorize: _____ to attend the Good Roads conference March 30- April 2, 2025, in Toronto.

Be it resolved that the Ryerson Township Council authorize:

_____ to attend the Association of Municipalities of Ontario Conference (AMO) August 17 – 20, 2025 in Ottawa.

Item # 4.2 on Agenda Moved by Councillor Abbott, Seconded by Councillor Robertson,

Be it resolved that leave be given to introduce a Bill # ____-24, being a By-law for prohibiting, regulating, and remediating public nuisances caused by uncontrolled beaver dams and further; That By-Law # ____-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 22nd day of October 2024.

Item # 4.2 on Agenda Moved by Councillor Patterson, Seconded by Councillor Robertson,

Be it resolved that leave be given to introduce a Bill # ___-24, being a By-law to adopt the Violence and Harassment Policy and Program and further; That By-Law # ___-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 22nd day of October 2024.

Item # 6.2 on Agenda Moved by Councillor Abbott, Seconded by Councillor Patterson,

Be it resolved that Ryerson Township Council has reviewed and adopts the Almaguin Housing Task Force Summary and Recommendations Report.

Item # 7.1 on Agenda Moved by Councillor Robertson, Seconded by Councillor Miller,


Be it resolved that we move to a closed session at _____, pursuant to the Municipal Act 2001, c. 25, Section 239 (2) (e) as the subject matter being considered is regarding potential litigation, including matters before administrative tribunals affecting the Municipality or local board. The general nature of the closed meeting is to discuss; potential litigation affecting the Municipality.

Item # 8.1 on Agenda Moved by Councillor Abbott, Seconded by Councillor Miller,

Be it resolved that leave be given to introduce a Bill # ___-24, being a By-law to confirm the meetings of Council and further; That By-Law # ___-24 be read a First, Second, and Third time, Signed and the Seal of the Corporation affixed thereto and finally passed in Council this 22th day of October 2024.

Item # 10 on Agenda Moved by Councillor Robertson, Seconded by Councillor Patterson,

Be it resolved that we do now adjourn at _____. The next regular meeting November 12, 2024 at 6:00 p.m.

	<h2>Staff Report</h2>
To:	Council
From:	Clerk, Nancy Field
Date of Meeting:	October 22, 2024
Report Title:	Noise By-law Amendment
Report Date:	October 15, 2024

Recommendation: It is recommended that the Ryerson Township Council review the proposed changes and consider them for approval.

Background: The current Noise By-law, passed in 2022, has served to regulate noise levels within the community, primarily to protect residents from excessive noise during designated hours. Recently, feedback from residents indicated that the by-law may require an update to better address community needs.

Following a delegation to Council on August 13 of this year, Council requested that staff conduct a review of the current by-law. The review included a comparative analysis with other local noise by-laws. The findings revealed that while the core purpose and structure of our noise by-law align well with those of neighboring municipalities, there is a need to amend specific provisions to improve compliance and community satisfaction.

Proposed Amendment: The proposed amendment suggests removing the restricted period for operating generators between 1 and 5 PM. This change aims to address concerns raised by the residents while maintaining overall noise control in the community.

Conclusion: ongoing monitoring and evaluation of the by-law's effectiveness will be essential to ensure it meets the continued and evolving needs of the community.

Attachments: (Draft) amended Noise By-law.

**THE CORPORATION OF TOWNSHIP OF RYERSON
BY-LAW NUMBER ____ -24
Noise Control By-law**

**BEING A BY-LAW TO REGULATE NOISE IN THE TOWNSHIP OF
RYERSON**

WHEREAS Section 129 of the Municipal Act 2001, S.O. c. 25 as amended authorizes the municipality to prohibit and regulate with respect to noise; and

WHEREAS it is expedient to exercise the power conferred upon the Council by the Environmental Protection Act, R.S.O. 1990, chap. E19, as amended and other statutory authority; and

AND WHEREAS it is the policy of the Council to reduce and control excessive or nuisance noise or vibration, to protect the public health and safety, and preserve the tranquility in the Township of Ryerson;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF RYERSON ENACTS AS FOLLOWS:

SHORT TITLE

1. This By-law may be referred to as the “Noise Control By-law”.

DEFINITIONS

2. In this by-law:

- a) **"agricultural noise"** includes: irrigation pumps, crop conditioning and drying equipment, refrigeration units, crop protection and equipment necessary to provide for livestock.
- b) **"appliance"** means a household device whether fixed or portable;
- c) **"applicant"** means the person or persons seeking an exemption of either a temporary or permanent nature from the provisions and requirements of this Bylaw;
- d) **"By-law Enforcement Officer"** means the By-Law Enforcement Officer appointed by the Township of Ryerson or their agent, other staff appointed as an Officer for the Township;
- e) **"construction"** includes the erection, alteration, repair, dismantling, demolition, structural maintenance, painting, moving, land clearing, earth moving, grading, excavating, the laying of pipe and conduit whether above or below ground level, street and highway building, concreting, equipment installation and alteration and the structural installation of construction components and materials in any form or for any purpose and includes any work in connection there with;
- f) **"construction equipment"** means any equipment or device designed and intended for use in construction or material handling, including but not limited to, air compressors, pile drivers, pneumatic or hydraulic tools, bulldozers, tractors, excavators, trenchers, cranes, derricks, loaders, scrapers, pavers, generators, off-highway haulers or trucks, ditchers,

compactors and rollers, pumps, concrete mixers, graders, or other material handling equipment;

- g) "**conveyance**" includes a vehicle and any other device employed to transport a person or persons or goods from place to place but does not include any such device or vehicle if operated only within a building;
- h) "**Council**" means the Council of The Corporation of the Township of Ryerson;
- i) "**electronic device**" means a device intended primarily for the production, reproduction or amplification of sound, including, but not limited to, any musical instrument, radio receiver, television receiver, recorder, phonograph, loudspeakers, amplifiers, microphones or reproducers or any combination of such equipment, including devices used in the reproduction of music, speech or other sounds;
- j) "**emergency vehicles and equipment**" means any emergency services vehicle including fire trucks, ambulances, police vehicles, utility emergency vehicle, loud speakers or emergency siren, and any other method of acquiring the public's attention during an emergency situation owned or operating on behalf of the Township of Ryerson, the Province of Ontario, the government of Canada or such agencies including but not limited to Union Gas, Hydro One;
- k) "**excessive noise**" means noise under human control and is of such a nature as to interfere with the peace, comfort, and convenience of any person at a point of reception occurring at restrictive times; The person making the complaint must not be in or at the same place where the noise is being emitted.
- l) "**generator**" means a device which consumes fuel to produce electrical power;
- m) "**highway**" includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle designed and intended for, or used by, the general public for the passage of vehicles;
- n) "**motorized conveyance**" means a conveyance propelled or driven otherwise than by muscular, gravitational or wind power;
- o) "**noise**" Any excessive or unusually loud sound
- p) "**owner**" means the registered owner of the land from which noise originates, and includes a trustee acting on behalf of the registered owner, the estate of a registered owner and a person with a leasehold interest in the land;
- q) "**person**" means any individual, corporation, partnership, company, association or party and the heirs, executors, administrators of other legal representative of such person to whom context can apply according to law; shall include any group of person comprising a society or other organization and shall include the plural wherein the context requires. Wherever the word "he" or "him" is used, it shall mean and include the feminine or neutral gender wherever the context so requires.
- r) "**point of reception**" means any place on a property where sound or vibration is heard, the source of which does not originate from same property;

- s) "**public park**" means any open space or recreational area, owned or controlled by The Corporation of the Township of Ryerson;
- t) "**service vehicle**" means a vehicle operated by or on behalf of the Township of Ryerson or private contractor
- u) "**Special Event Permit**" means permission given by the Township to an Applicant to hold a Special Event as defined in the current Special Event Policy, as amended;
- v) "**Township**" means the geographic area comprising the Township of Ryerson.

3. PROHIBITIONS

- 3.1 No person or owner shall emit, cause or permit the emission of noise, which is clearly audible to a person at a point of reception, resulting from an act listed in **Schedule 'A' - Prohibitions** within the prohibited time shown for such act

4. GENERAL EXEMPTIONS

- 4.1 Notwithstanding any other provision of this by-law, it shall be lawful to emit or cause or permit the emission of sound or vibration in connection with emergency measures undertaken:
 - a) for the immediate health, safety or welfare of the inhabitant or any of them' or
 - b) for the preservation or restoration of property;unless such sound or vibration is clearly of a longer duration, or nature more disturbing than is reasonably necessary to accomplish such emergency purpose.
 - c) agricultural equipment for the purpose of farming

- 4.2 The operation of service vehicles

5. GRANT OF EXEMPTION BY COUNCIL

- 5.1 Notwithstanding anything contained in this by-law, any person may make application to Council to be granted an exemption from any of the provisions of this by-law with respect to any source of sound or vibration for which he might be prosecuted. Council, by resolution, may refuse to grant any exemption or may grant the exemption applied for or any exemption of lesser effect. Any exemption granted shall specify the time period, not in excess of six (6) months during which it is effective and may contain such terms and conditions as Council sees fit
- 5.2 In deciding whether to grant the exemption, Council shall give the applicant and any person opposed to the application an opportunity to be heard and may consider such other matters as it sees fit
- 5.3 Breach of terms and conditions by the applicant shall render the exemption null and void

6. SEVERABILITY

- 6.1 If a Court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influenced Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

7. PENALTIES

- 7.1 Every person who contravenes any provision of this by-law is guilty of an offence and on conviction is liable to a fine as provided for in the Provincial Offences Act R.5.0 1990, c. P. 33.
- 7.2 Every person guilty of an offence under this by-law may, if permitted under the Provincial Offences Act, pay a set fine and the Chief Judge of the Ontario Court Provincial division, shall be requested to establish set fines in accordance with **Schedule “B”** attached to this by-law

8. POWER OF ENTRY

- 8.1 A By-Law Enforcement Officer, Peace Officer, persons appointed by Council or their representative may enter onto a property at any reasonable time, for the purpose of carrying out an inspection to determine whether or not the provisions of this bylaw are being complied with.

9. OBSTRUCTION

- 9.1 No person shall hinder or obstruct a By-Law Officer, or person appointed by Council, who is lawfully carrying out enforcement of performing a duty under this by-law.
- 9.2 No person shall fail to identify themselves to the By-Law Enforcement Officer, or person appointed by Council, if they have been alleged to have contravened any provisions of this by-law.

10. ENFORCEMENT

- 10.1 Nothing here in shall be deemed to limit the ability of the Ontario Provincial Police to enforce this by-law at any time

11. REPEAL OF BY-LAWS

- 11.1 Noise By-Law No. 14-22 is hereby repealed.

12. APPROVAL

- 12.1 This by-law shall come into force upon the third reading by Council

READ a FIRST, SECOND, and THIRD TIME
Signed and the seal of the Corporation
Affixed hereto and finally passed

this ____ day of _____ 2024.

MAYOR

CLERK/

TOWNSHIP OF RYERSON
Noise Control By-Law No. _____-24

Schedule "A"

PROHIBITIONS

of The Noise from each of the Following Operations


Prohibited Activity	Prohibited Period of Time
1. The operation of any electronic devices intended for the production, reproduction, or amplification of sound	11pm one day to 7am the next day
2. The operation of any auditory signaling device including but not limited to the ringing of bells or gongs, and the blowing of horns or sirens or whistles.	11pm one day to 7am the next day
3. Shouting, yelling, or similar noises made by a person	11pm one day to 7am the next day
4. The operation of any construction equipment or in connection with construction	9pm one day to 7am the next day (11am on Sundays and Statutory Holidays)
5. The operation of a toy, model or replica of a larger device, that has no function other than amusement.	11pm one day to 7 am the next day
6. The operation of any motorized conveyance other than on a highway or authorized snowmobile trail.	11pm one day to 7 am the next day
7. The operation of any powered or non-powered tool, equipment, or appliance for domestic purposes other than snow removal	11pm one day to 7 am the next day
8. Loud playing of musical instruments	11pm one day to 7am the next day
9. The detonation of fireworks or explosive devices not used in construction	11pm one day to 7am the next day
10. The operation of a motorized conveyance in such a way as to rev the engine beyond what is required for normal operation and maintenance	11pm one day to 7am the next day
11. The operation of a generator to provide power to a residential dwelling other than during a power outage or other than during the construction phase prior to power being installed in the constructed building.	11pm of one day to 7am the next day

TOWNSHIP OF RYERSON
Noise Control By-Law No. ____ - 24
Schedule "B"

PART 1 PROVINCIAL OFFENCES ACT

Item	Short Form Wording	Provision Creating or Defining Offence	Set Fine
1.	Permit noise from electronic device during prohibited time	s. 3.1 Sch. A(1)	\$150.00
2.	Permit noise from auditory signaling device during prohibited time	s. 3.1 Sch A(2)	\$150.00
3.	Make or permit noise by shouting, yelling, or similar during prohibited time	s. 3.1 Sch A(3)	\$150.00
4.	Permit noise from construction equipment during prohibited time	S3.1 Sch A(4)	\$150.00
5.	Permit noise from a toy, model or replica during prohibited time	S3.1 Sch A(5)	\$150.00
6.	Permit noise from a motorized conveyance during prohibited time	S3.1 Sch A(6)	\$175.00
7.	Permit noise from any tool, equipment or appliance during prohibited time	S3.1 Sch A(7)	\$150.00
8.	Permit noise from loud playing of musical instruments during prohibited time	S3.1 Sch A(8)	\$150.00
9.	Permit noise by detonating fireworks or explosive devices during prohibited time	S3.1 Sch A(9)	\$150.00
10.	Permit the operation of a motorized conveyance in such a way to rev the engine	S3.1 Sch A(10)	\$175.00
11.	Permit noise from a domestic generator during prohibited time	S3.1 Sch A(11)	\$175.00

NOTE: The general penalty section for the offences indicated above is Section 7.0 of By-law No. ____-24, a certified copy of which has been filed.

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	Nancy Field, Clerk
Date of Meeting:	October 22, 2024
Report Title:	Council Training – Conferences/Workshops
Report Date:	October 10, 2024

Recommendation:

Be it resolved that the Ryerson Township Council authorize: _____ to attend the Rural Ontario Municipal Association (ROMA) January 19-21, 2025, in Toronto.

Be it resolved that the Ryerson Township Council authorize: _____ to attend the Good Roads conference March 30- April 2, 2025, in Toronto.

Be it resolved that the Ryerson Township Council authorize: _____ to attend the Association of Municipalities of Ontario Conference (AMO) August 17 – 20, 2025 in Ottawa.

Purpose/Background:

There are training opportunities for members of Council throughout the year, including annual conferences and workshops.

At this time of year, three of the conferences open registrations and hotel room reservations. Rooms have to be booked early or delegates will not have rooms in the host hotel.

The three conferences are: Rural Ontario Municipal Association (ROMA), Ontario Good Roads Association (OGRA) and Association of Municipalities of Ontario (AMO). Dates as noted above.

Council decision is required for these three at this time.

Additional opportunities include: Federation of Northern Ontario Municipalities (FONOM) on May 5-7, 2025 in North Bay this year, North East Fire Education Conference (usually only one day for councillors) March 27th-30th in Huntsville and Essentials of Fire for councillors in South River, date to be announced.

Other educational opportunities may become available throughout the year.

ROMA 2025 Annual Conference

January 19 – 21, 2025

Sheraton Centre Hotel, Toronto

You can now register for the ROMA 2025 Annual conference. Join the ROMA Board of Directors as they celebrate rural Ontario. This year's event is themed ***Rural Routes***, and offers educational programming, expert panels, keynotes and so much more, all from a rural perspective and the day-to-day realities of local rural municipal leaders.

The ROMA Conference is also your opportunity to meet on local matters through delegation meetings and to hear from the Premier of Ontario and provincial party leaders on their priorities and vision for Ontario.

Program information is coming soon but make sure to register today for this in demand event.

Registration

Registration for ***Rural Routes*** is open now. Save on registration fees by registering as an Early Bird. The deadline to take advantage of these rates is **October 31, 2024**.

[Click here to register today.](#)

Accommodations

You can now also book your hotel rooms for the Conference. Here are a few important pieces of information to remember when booking your hotel:

1. Make sure you provide a credit card when you book your room, if a room reservation does not have a credit card associated with it, the room will be released by the room rate deadline. In this case you will not be guaranteed a hotel room.
2. All of the conference contracted hotels have deadlines by which the preferred hotel rates are no longer offered. Familiarize yourself with these deadlines for cost savings.

3. If you receive a message that the “rooms are sold out” when booking, this most likely refers to the rooms available at the preferred conference rate. There may still be rooms available at the hotel, just at a higher cost.

[Click here for the information you need.](#)

Attention Sponsors and Exhibitors!

The ROMA Annual Conference is an opportunity to connect with close to 2,000 delegates, most of whom are elected municipal officials and decision makers. If you offer services or products that are a benefit to communities across the province, you will not want to miss this event.

The 2024 ROMA Annual Conference was a sold-out event for exhibitors. If you want to secure your engagement at this years event, you will want to do so now.


[Sponsors click here](#) [Exhibitors click here](#)

For more information, contact Victoria van Veen at: Vvanveen@amo.on.ca

CONTACT

events@roma.on.ca

T 416.971.9856

	<h2>Staff Report</h2>
<p>To:</p>	<p>Ryerson Township Council</p>
<p>From:</p>	<p>CAO/Treasurer Brayden Robinson</p>
<p>Date of Meeting:</p>	<p>October 22, 2024</p>
<p>Report Title:</p>	<p>Nuisance Beaver By-law</p>
<p>Report Date:</p>	<p>October 16, 2024</p>

Recommendation:

That Council adopt the updated Nuisance Beaver By-law as attached.

Purpose/Background:

In May of 2024, the Township of Ryerson adopted an updated Nuisance Beaver By-law (31-24). This was a slightly modified version of the previously in-force By-law, which had been in effect since October of 2008.

Subsequent to this, the Township has had the opportunity for legal counsel to review the By-law and offer input. Our counsel has advised that certain sections of the By-law should be updated to reference different sections of the Municipal Act.

In addition, staff have modernized the wording of the notices being issued, and made other minor grammatical and wording changes as necessary.

THE CORPORATION OF THE TOWNSHIP OF RYERSON

BY-LAW NO. XX-24

BEING A BY-LAW FOR PROHIBITING, REGULATING AND REMEDIATING PUBLIC NUISANCES CAUSED BY UNCONTROLLED BEAVER DAMS

WHEREAS it is the responsibility of the Municipality to keep in repair public roads within the Township to permit the safe movement of persons and materials under Section 44 of the Municipal Act;

AND WHEREAS the Municipality has broad authority to enact By-laws to protect public safety and property by enacting By-laws in the sphere of jurisdiction of drainage and flood control under Sections 9, 10, 96 and 97 of the Municipal Act;

AND WHEREAS Council has authority to define, prohibit and regulate public nuisances and situations which could become a public nuisance under Section 128 of the Municipal Act, and the opinion of Council, if arrived at in good faith, is not subject to review by any court;

AND WHEREAS where the Municipality has authority to direct or require by By-law or otherwise that a thing be done, the Municipality may also direct under Section 446 of the Municipal Act that, in default of it being done by the person directed or required to do it, such matter or thing shall be done at the person's expense; that the municipality may enter onto the person's land to do it; and may recover its costs of doing it by, *inter alia*, adding the cost to the tax roll and collecting them in the same manner as property taxes;

AND WHEREAS the existence of nuisance beaver dams on private property cause danger to members of the public using public roads and substantial costs to general ratepayers of the Township of Ryerson;

NOW THEREFORE, the Council of the Corporation of the Township of Ryerson hereby enacts as follows:

1. SHORT TITLE:

This By-law shall be known as “**NUISANCE BEAVER CONTROL BY-LAW**”.

2. DEFINITIONS:

In this By-law the following words and phrases have the following meanings:

“**COUNCIL**” means the Council of the Corporation of the Township of Ryerson.

“**MUNICIPALITY**” means The Municipal Corporation of the Township of Ryerson.

“**NUISANCE BEAVER**” means any animal that has built or is maintaining a Nuisance Beaver Dam.

“**NUISANCE BEAVER DAM**” means a blockage of any permanent or intermittent stream or natural drainage constructed by an animal of any combination of natural features, branches and earth to which one or more of the following apply:

- (a) The dam impounds sufficient water behind it to cover the traveled surface of a Public Road located upstream of the dam with water; OR
- (b) The dam impounds sufficient water to undermine the bed or earth under a Public Road located upstream of the dam by causing it to become waterlogged to the extent that the roadbed sinks or damage is caused to the road bed or its traveled surface; OR
- (c) The dam impounds sufficient water upstream of a Public Road to create a danger that, in the event the dam suddenly bursts, water will cover the traveled surface of a Public Road or do damage to the surface or bed of a Public Road; OR

- (d) The dam has been identified in a resolution of the Council of the Municipality as a Nuisance Beaver Dam; OR
- (e) The dam is located at approximately the same location where a previous dam to which any of (a), (b), (c) or (d) above applied.

“**PUBLIC ROAD**” has the meaning assigned to that term in the Municipal Act and includes any road which is maintained on a seasonal or year-round basis by the Municipality, whether located on a municipally owned road allowance or not.

3. PUBLIC NUISANCE: DUTIES OF LANDOWNER

A Nuisance Beaver Dam is hereby declared by Council to be a Public Nuisance within the meaning of the Municipal Act. Every owner of land is hereby directed and required to control, destroy, and prevent the creation of Nuisance Beaver Dams on their property by the following means:

- (a) Trapping or otherwise removing the animals which build or maintain Nuisance Beaver Dams, or entering into an agreement with a licensed trapper to do so on a regular basis.
- (b) Breaking or destroying any Nuisance Beaver Dam located on the property.
- (c) Installing culverts or other drainage mechanisms to control the amount of water that can be impounded behind a dam to prevent it from becoming a Nuisance Beaver Dam.
- (d) Regularly inspecting the property after the existence of a Nuisance Beaver Dam is called to the attention of the landowner by the Municipality to ensure that the problem does not recur.

4. RESPONSIBILITIES OF MUNICIPAL STAFF

- (a) The Road Superintendent of the Municipality is responsible for locating and calling to the attention of Council and the Clerk Nuisance Beaver Dams.
- (b) The Municipal Clerk shall send to the person or persons shown as the assessed owner on the Municipal Tax Roll of any property on which a Nuisance Beaver Dam is located a notice, substantially in the form of Schedule A annexed hereto and forming part of this By-law, together with a copy of this By-law. A copy and record of said notice shall be kept in the property file of the Municipality for that land.
- (c) If the Nuisance Beaver Dam has already interfered with a Public Road as set out in subsections (a) or (b) of the definition of “Nuisance Beaver Dam” in Section 2 above, or if the Road Superintendent forms the opinion a dam poses an imminent danger under (a), (b) or (c) of the same definition, the Road Superintendent shall call the situation to the attention of the Mayor and Council as soon as possible.
- (d) The Road Superintendent and other Municipal staff shall carry out the direction of Council as set out in any resolution under Sections 5 and 6 of this By-law.
- (e) The Clerk shall keep a record of the location of any lands on which a Nuisance Beaver Dam has been identified by the Road Superintendent or resolution of Council and any costs incurred by the Municipality for:
 - Remedial action directed by Council under Section 6 of this By-law
 - Repairing damage to a Public Road resulting from any of (a), (b) or (c) in the definition of a Nuisance Beaver Dam in Section 3 above
 - Closing a Public Road for the protection of the public resulting from any of (a), (b) or (c) in the definition of a Nuisance Beaver Dam in Section 3 above
 - Such costs shall include, but not be limited to, the time of municipal staff including supervisors at their hourly rate; materials at their cost price; and payments to contractors.

5. ACTIONS BY COUNCIL

- (a) Upon being advised of the existence of a Nuisance Beaver Dam by the Road Superintendent, and if satisfied that the Nuisance Beaver Dam has resulted in any of (a), (b) or (c) in the definition of a Nuisance Beaver Dam in Section 3 above OR poses and imminent danger of the same, Council may pass a formal resolution defining a particular dam at a particular location as a Nuisance Beaver Dam. A copy of the resolution of Council together with a notice substantially in the form of that set out in Schedule B annexed to and forming part of this By-law shall be mailed forthwith to each assessed owner of the property at the address appearing on the Municipal tax roll.
- (b) Once a particular dam on a particular property has been identified by resolution of Council as a Nuisance Beaver Dam, Council may, in the same or a subsequent resolution, direct any of the following:
 - (i) Direct that further notice be given to the owner by any means, including a deadline by which the owner must complete any or all of the requirements of Section 3 of this By-law, or Council will direct remedial action on its own.
 - (ii) Direct that municipal staff and/or contractors in the employ of the Municipality shall take remedial action in accordance with Section 6 of this By-law, with or without giving any further notice or deadline under (a) immediately above.
 - (iii) Where Council has directed that a notice with a deadline under (a) be given, remedial work by or on behalf of the municipality shall not commence until the deadline has expired. However, if Council determines that the due to a change in circumstances a Public Road must be closed or users of a Public Road are endangered, it may direct that remedial work commence immediately and prior to the expiry of the deadline.
 - (iv) Direct that all or a specified portion of the costs recorded by the Clerk under Section 4(e) of this By-law be billed to the owner(s) of the property on which a Nuisance Beaver Dam is or was located. Where the landowner(s) have entered into an agreement pursuant to Section 7 of this By-law, the amounts charged shall be limited to those set out in the Municipality's Fees By-law and shall not include any costs of inspection or road repair.
 - (v) Direct that, in the event of non-payment by the owner of amounts owing and billed to a landowner under (iv) immediately above, that the municipal solicitor be consulted as to the best method of collecting the amount owing which may include:
 - adding such amounts to the tax roll and collecting them in the same manner as taxes.
 - court action against the landowner.

6. REMEDIAL ACTION

Where Council has identified a particular dam on a particular property as a Nuisance Beaver Dam by resolution under Section 5 of this By-law, it may direct the following remedial actions be taken to reduce or remove the public nuisance resulting from the Nuisance Beaver Dam pursuant to Section 446 of the Municipal Act:

- (a) Authorize municipal staff or a contractor employed by the Municipality to enter onto the lands on which the Nuisance Beaver Dam is or was previously located for purposes of inspecting the lands and taking other remedial action permitted under this Section of the By-law. The notices provided under Sections 4(b) and 5(a) of this By-law shall constitute the notices required by Section 435 of the

Municipal Act; and the destruction of a Nuisance Beaver Dam shall be “restoration of the land to its original condition” as required by that section.

- (b) Taking any action which the landowner is required or directed to do by Section 3 of this By-law, viz
 - (i) Trapping or otherwise removing the animals which build or maintain Nuisance Beaver Dams or entering into an agreement with a licensed trapper to do so.
 - (ii) Breaking or destroying any Nuisance Beaver Dam located on the property.
 - (iii) Installing culverts or other drainage mechanisms to control the amount of water that can be impounded behind a dam to prevent it from becoming a Nuisance Beaver Dam.
 - (iv) Regularly inspecting the property after the existence of a Nuisance Beaver Dam is called to the attention of the landowner by the Municipality to ensure that the problem does not recur.

7. **CONTRACTUAL MANAGEMENT AGREEMENTS**

Council may enter into agreements with the owners of lands on which Nuisance Beaver Dams have been located in the past or are presently located for the management and control of Nuisance Beaver Dams on their property. Such agreements shall be substantially in the form set out in Schedule C to this By-law and provide, *inter alia*,

- (a) That the Municipality, its staff, contractors and agents may enter the property at reasonable times for purposes of the agreement.
- (b) That the Municipality will inspect and monitor potential Nuisance Beaver Dams on the property and the owner(s) will be relieved of that duty under the By-law. No fee will be charged for this service.
- (c) That the Municipality may contract with a licensed trapper or hunter to remove beaver engaged in the building or maintenance of a Nuisance Beaver Dam. The landowner will agree to pay a fixed fee per beaver removed for this service as set out in the Municipality’s Fees By-law.
- (d) That Municipal staff or contractors in the employ of the Municipality may enter onto the lands and break or remove a Nuisance Beaver Dam when the Road Superintendent deems that necessary to protect a Public Road. The landowner will agree to pay a fixed fee per entry for this service as set out in the Municipality’s Fees By-law.
- (e) That during the term of the agreement, the landowner shall not be liable for any other costs as set out in Section 4(e) of this By-law.
- (f) That any party may terminate the agreement at any time by notice in writing.

8. **REPEAL, VALIDITY AND EFFECTIVE DATE**

- (a) If any section, clause, or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the By-law as a whole or any part thereof other than that section, clause, or provision so declared to be invalid and it is hereby declared to be the intention that all remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.
- (b) The Clerk of the Township of Ryerson is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the By-law and schedule(s) as may be deemed necessary after the passage of this By-law, where such modifications or corrections do not alter the intent of the By-law.

- (c) This By-law repeals By-law #31-24 and any other By-laws heretofore passed that are in contravention of this By-law.
- (d) This By-law shall come into effect October 23, 2024.

READ A FIRST, SECOND,
AND THIRD TIME AND FINALLY
PASSED THIS 22nd DAY OF OCTOBER, 2024

MAYOR

CLERK

SCHEDULE A TO BY-LAW NO. 31-24

NOTICE

Township of Ryerson

Nuisance Beaver By-law

TAKE NOTICE that municipal staff have identified the presence of one or more Nuisance Beaver Dams on your property at

LOT: _____ CONCESSION: _____

This Notice is given pursuant to Section 4 of the Municipality’s Nuisance Beaver By-law, a copy of which is attached. A Nuisance Beaver Dam is one which has or potentially may close or damage a public road maintained by Ryerson by either:

- Washing out or flooding the road should it suddenly let go in a heavy storm; or
- Flooding or undermining the roadbed of a road located upstream of the dam.

Each year, the Municipality spends limited budget dollars restoring public roads due to damage caused by nuisance beavers. When a road floods, it also endangers users of the road and could create potential legal liability for the landowner who permits a nuisance beaver to escape from their property and cause danger to others.

The enclosed By-law makes it the responsibility of the landowner(s) where a Nuisance Beaver Dam is located to resolve the problem. If the landowner(s) fail to do so, the Municipality may enter onto your lands itself, remove the nuisance beaver, break their dams, **and charge you the cost of doing so as well as the cost of repairing any damage caused to a public road by a Nuisance Beaver Dam.** Nuisance Beavers also tend to be a recurring problem at certain locations. Regular inspection is necessary to ensure the problem does not return.

Please feel free to consult with municipal staff about strategies to deal with Nuisance Beavers. The Municipality also offers a program under which you can contract to allow it to deal with nuisance beaver. Under this program, suitable for non-resident owners and others who find it difficult to personally inspect and fix the problem:

- Periodic Inspections of your property are free;
- Removal of nuisance beavers and dams will be completed for fixed fees (although these fees can be reviewed and changed); and
- The Municipality agrees not to hold you responsible for damage done to its roads by a Nuisance Beaver Dam on your property.

THE CORPORATION OF THE TOWNSHIP OF RYERSON

SCHEDULE B TO BY-LAW NO. 31-24

FINAL NOTICE Township of Ryerson

Nuisance Beaver By-law

TAKE NOTICE that the MUNICIPAL COUNCIL has passed a resolution declaring the presence of one or more Nuisance Beaver Dams on your property at

LOT: _____ CONCESSION: _____

This Notice is given pursuant to Section 5 of the Municipality’s Nuisance Beaver By-law, a copy of which is attached. A Nuisance Beaver Dam is one, which is or potentially may close or damage a public road maintained by Ryerson by either:

- Washing out or flooding the road should it suddenly let go in a heavy storm; or
- Flooding or undermining the roadbed of a road located upstream of the dam.

Each year, the Municipality spends limited budget dollars restoring public roads due to damage caused by nuisance beavers. When a road floods, it also endangers users of the road and could create potential legal liability for the landowner who permits a nuisance beaver to escape from their property and cause danger to others.

The enclosed By-law makes it the responsibility of the landowner(s) where a Nuisance Beaver Dam is located to resolve the problem. If the landowner(s) fail to do so, the Municipality may enter onto your lands itself, remove the nuisance beaver, break their dams, **and charge you the cost of doing so as well as the cost of repairing any damage caused to a public road by a Nuisance Beaver Dam.** Council’s resolution provides that its representatives may now take action either: (check one or both)

- Without further notice if the Road Superintendent deems it necessary; OR
- At any time after _____.(Time given to landowner to act)

Please feel free to consult with Municipal staff about strategies to deal with Nuisance Beavers. The Municipality also offers a program under which you can contract to allow it to deal with nuisance beavers.

THE CORPORATION OF THE TOWNSHIP OF RYERSON

SCHEDULE C TO BY-LAW No. 31-24

AGREEMENT PURSUANT TO THE TOWNSHIP OF RYERSON
NUISANCE BEAVER CONTROL BY-LAW NO. _____

BETWEEN:

THE CORPORATION OF THE TOWNSHIP OF RYERSON
(Hereinafter called "The Municipality")

-and-

(Hereinafter called "The Landowner(s)")

WHEREAS The Municipality has identified one or more Nuisance Beaver Dams located on the property of The Landowners at: (short legal description including Lot & Concession)

being Assessment Roll No. (if available) _____
(Hereinafter called "The Property"); and The Landowners and The Municipality have agreed to enter into this agreement as a means of fulfilling the responsibility of The Landowners to control nuisance beaver on The Property;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual covenants set out herein, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

1. That The Municipality, its staff, contractors, and agents may enter the property at reasonable times for purposes of the agreement.
2. That The Municipality will inspect and monitor potential Nuisance Beaver Dams on The Property (but not any other property of The Landowner(s) within The Municipality). The Landowner(s) will be relieved of that duty under the Nuisance Beaver Control By-law. No fee will be charged to The Landowner(s) for this service.
3. That the Municipality may use its own staff, or contract with a licensed trapper or hunter to remove beaver engaged in the building or maintenance of any beaver dam on The Property. The Landowner(s) consent to the trapping or shooting of beaver on The Property and to the killing of any other animal that may be unintentionally destroyed on The Property. The Landowner(s) agree to pay a fixed fee per beaver removed for this service as set out from time to time in the Municipality's Fees By-law, and acknowledge that if such fee is not paid when billed it may be added to the municipal tax roll for The Property and collected in the same manner as property taxes.
4. That Municipal Staff or contractors in the employ of the Municipality may enter onto The Property and break or remove any beaver dam when the Road Superintendent deems it necessary to protect a Public Road. The opinion of the Road Superintendent shall be conclusive as to whether or not a particular beaver dam needs to be broken or removed. The Landowner(s) agree to pay a fixed fee per dam broken and for each occasion on which a dam is broken for this service as set out from time to time in the Municipality's Fees By-law, and acknowledge that if such fee is not paid when billed it may be added to the municipal tax roll for The Property and collected in the same manner as property taxes. The Municipality agrees that it will endeavour to carry out the purpose of this agreement---to protect public roads from flooding or the danger of flooding---by the least expensive method and will give preference to the removal of beaver under the previous paragraph, when possible. The Landowner(s) recognize that it will not always be possible to avoid breaking an existing dam.

5. The Municipality agrees that it will not charge The Landowner(s) any amount during the currency of this agreement except those fixed fees mentioned in paragraphs 3 and 4 of this agreement and prescribed in The Municipality’s Fees By-law at the time the service was provided. For greater certainty, The Municipality will not claim any amount for maintenance or repair of roads as a result of any damage that occurs during the currency of this agreement resulting from a Nuisance Beaver Dam on The Property.

6. Any Party to this agreement may terminate it at any time by notice in writing effective as of the date of delivery of same. Notice by The Municipality may be sent by ordinary mail to the address shown for The Property on the municipal tax roll at the time and shall be deemed to have been delivered on the seventh day after mailing. Notice by The Landowner(s) may be mailed to The Municipality at 28 Midlothian Road, Burks Falls, Ontario P0A 1C0 and shall be deemed to have been delivered on the seventh day after mailing. Notice delivered by one Landowner shall be deemed to be notice from all Landowners. The Landowner(s) acknowledge that The Municipality may retain the right to enter onto The Property under the provisions of the Municipal Act of Ontario and The Municipality’s Nuisance Beaver Control By-law after termination.

7. Where a person signing below as a “Landowner” is not the sole registered or beneficial owner of The Property, he/she represents and warrants that he/she is the authorized representative of all Landowner(s) of The Property with the authority to bind them to the terms of this agreement. Each person signing below represents that he/she has received a copy of this agreement at the time it was signed either personally or by an authorized representative.

IN WITNESS WHEREOF the Parties have hereunder set their hands by the signatures of their duly authorized signing officers in that regard.

THE CORPORATION OF THE TOWNSHIP OF RYERSON
Per:


Clerk

(Landowner)

(Landowner)

(Landowner)

(Landowner)

	<h2>Staff Report</h2>
To:	Ryerson Township Council
From:	CAO/Treasurer Brayden Robinson
Date of Meeting:	October 22, 2024
Report Title:	Violence and Harassment Policy
Report Date:	October 16, 2024

Recommendation:

That Council approve the updated Violence and Harassment Policy as attached.

Purpose/Background:

Staff are in the process of preparing the renewal documentation for the Township’s 2025 insurance policy.

As a component of the renewal process, the insurer has requested that certain changes be made to the Township’s Violence and Harassment Policy. Specifically, they requested that:

- A broader definition of harassment be adopted to include various other forms of abuses, such as physical, psychological, and sexual
- Disciplinary consequences for violations be stipulated
- A behaviour management/disciplinary policy be adopted

These changes, as well as other minor grammatical modifications, have been written into the amended policy as attached. Where appropriate, the amended policy points to the separate Employee Conduct and Progressive Discipline policies, as part of the comprehensive Human Resources Policy Manual, to more clearly outline the steps taken and potential consequences should a breach of this policy occur.



**Corporation of the Township of
Ryerson**

**Workplace Violence and Harassment
Program and Policy**

**Township of Ryerson
Workplace Violence and Harassment Program and Policy**

1. Our Commitment

The Township of Ryerson is committed to providing a work environment that is free of discrimination, violence, and harassment and one in which all individuals are treated with respect and dignity. Workplace violence and harassment will not be tolerated from any person in the workplace including employees, supervisors, management, members of Council, contractors, and members of the public.

The Workplace Harassment Program applies to everyone employed or contracted by the Township for any purpose, including managers, supervisors, temporary employees, students, and contractors. For the purposes of this Program, “employee” will include all the above.

2. Workplace Harassment

The Occupational Health and Safety Act (“OHS”) defines workplace harassment as engaging in a course of vexatious comment or conduct against an employee in a workplace that is known or ought reasonably to be known to be unwelcome. The definition of workplace harassment includes workplace sexual harassment.

This definition of workplace harassment is broad enough to include all types of harassment prohibited under Ontario’s Human Rights Code (Appendix B).

Workplace harassment also includes other forms of abuse such as verbal abuse, psychological abuse, emotional abuse, and neglect.

The comments or conduct typically happen more than once. They could occur over a relatively short period of time (for example, during the course of one day) or over a longer period of time (weeks, months or years). However, there may be situations where the conduct happens only once. For example, a single instance of an unwelcome sexual solicitation or advance from a supervisor or any member of Council could constitute workplace sexual harassment.

2.1 What is Workplace Harassment?

Workplace harassment can involve unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating, or demeaning to an employee or group of employees in a workplace. It can also include behaviour that intimidates, isolates, or even discriminates against the targeted individual(s).

This may include the following types of abuse:

- Verbal Abuse is defined as, but not limited to humiliating remarks, name calling, swearing at, taunting, teasing, continual put downs.
- Psychological Abuse is defined as, but not limited to communication of an abusive nature, sarcasm, exploitive behaviour, intimidation, manipulation, and insensitivity to race, sexual preference or family dynamics.

- Emotional Abuse is defined as, but not limited to a chronic attack on an individual's self-esteem. It can take the form of name calling, threatening, ridiculing, berating, intimidating, isolating, hazing, habitual scapegoating, and/or blaming.
- Neglect is defined as, but not limited to any behaviour that leads to a failure to provide services which are necessary such as withdrawing basic necessities as a form of punishment, failing to assess and respond to changes in health status, and refusing or withdrawing physical or emotional support.
- Sexual Abuse is defined as, but not limited to any unwanted touching, fondling, observations for sexual gratification, any penetration or attempted penetration, verbal or written propositions or innuendos, exhibitionism, or exploitation for profit including pornography.

2.2 What Isn't Workplace Harassment?

A reasonable action taken by an employer or supervisor relating to the management and direction of employees or the workplace.

Reasonable management actions would be part of the employer or supervisor's normal work function, and could include changes in work assignments, scheduling, job assessment and evaluation, workplace inspections, implementation of health and safety measures, and disciplinary action.

If these actions are not exercised reasonably and fairly, they may constitute workplace harassment. For example, if an employee was not scheduled for shifts solely because of their sexual orientation, this would likely be workplace harassment.

Differences of opinion or minor disagreements between employees would also not generally be considered workplace harassment.

2.3 Workplace Sexual Harassment

The OHSA defines workplace sexual harassment as:

- engaging in a course of vexatious comment or conduct against an employee, 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
- making a sexual solicitation or advance where the person making it is in a position to confer, grant or deny a benefit or advancement to the employee and the person knows or ought reasonably to know the solicitation or advance is unwelcome.

This definition of workplace sexual harassment reflects the prohibitions on sexual harassment and sexual solicitation found in Ontario's Human Rights Code.

As mentioned previously, the comments or conduct typically happen more than once, although a single unwelcome solicitation or advance from the employer, a supervisor, or another person who has the power to reward or punish the employee may constitute workplace sexual harassment. Multiple events can occur over a relatively short period of time or over a longer period.

2.4 What is Workplace Sexual Harassment?

Workplace sexual harassment can involve unwelcome words or actions associated with sex, sexual orientation or gender that are that are known or should be known to be offensive, embarrassing, humiliating, or demeaning to an employee or group of employees, in a workplace. It can also include behaviour that intimidates or isolates individual(s).

Workplace sexual harassment may include:

- asking questions, talking, or writing about sexual activities
- rough or vulgar humour or language related to sexuality, sexual orientation or gender
- displaying or circulating pornography, sexual images, or offensive sexual jokes in print or electronic form
- leering or inappropriate staring
- invading personal space
- unnecessary physical contact, including inappropriate touching
- demanding hugs, dates, or sexual favours
- making gender-related comments about someone's physical characteristics, mannerisms, or conformity to sex-role stereotypes
- verbally abusing, threatening or taunting someone based on gender or sexual orientation
- threatening to penalize or otherwise punish a worker if they refuse a sexual advance

Where the conduct or behaviour includes inappropriate sexual touching, this may also constitute a criminal offence such as sexual assault. In such cases, the police should be notified.

2.5 What are Gender Identity and Gender Expression?

Gender identity is each person's internal and individual experience of gender. It is their sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person's gender identity may be the same as or different from their birth-assigned sex. Gender identity is fundamentally different from a person's sexual orientation.

Gender expression is how a person publicly presents their gender. This can include behaviour and outward appearance such as dress, hair, make-up, body language, and voice. A person's chosen name and pronoun are also common ways of expressing gender.

2.6 Continuum of Behaviours

A continuum of inappropriate or unacceptable behaviours can occur at the workplace. This can range from offensive remarks to violence. Workplace harassment may escalate over time. Where harassment, including sexual harassment, in the workplace involves threats, attempts, or acts of physical force, this would be considered to be workplace violence under the Act.

It is important for employers to recognize these behaviours and to deal with them promptly. Addressing incidents of harassment helps not only the targeted worker, but their co-workers as well. Taking action can also prevent harassment from escalating in the workplace and possibly resulting in physical violence by either the harasser or the targeted employee.

3. Reporting Workplace Harassment

3.1 How to Report Workplace Harassment

Employees can report incidents or complaints of workplace harassment verbally or in writing. When submitting a written complaint, please use the Workplace Harassment complaint form (see Appendix F). When reporting verbally, the reporting contact, along with the employee complaining of harassment, will fill out the complaint form.

The report of the incident should include the following information:

- i) Name(s) of the employee who has allegedly experienced workplace harassment, and contact information
- ii) Name of the alleged harasser(s), position, and contact information (if known)
- iii) Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)
- iv) Details of what happened including date(s), frequency, and location(s) of the alleged incident(s):
 - a. Any supporting documents the employee who complains of harassment may have in their possession that are relevant to the complaint.
 - b. List any documents a witness, another person or the alleged harasser may have in their possession that are relevant to the complaint.

3.2 Who to Report Workplace Harassment To

An incident or a complaint of workplace harassment should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner.

A workplace harassment incident or complaint should be reported to the Chief Administrative Officer (CAO). If the reporting contact is the person engaging in the workplace harassment, contact the Health and Safety representative or a Councillor.

The CAO or other party as identified above shall be notified of the workplace harassment incident or complaint so that they can ensure an investigation is conducted that is appropriate in the circumstances. All incidents or complaints of workplace harassment shall be kept confidential except to the extent necessary to protect employees, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

4. Workplace Investigation

4.1 Commitment to Investigate

Township of Ryerson will ensure that an investigation appropriate in the circumstances is conducted when the CAO, a Councillor, or the Health and Safety Representative becomes aware of an incident of workplace harassment or receives a complaint of workplace harassment.

4.2 Who Will Investigate

The CAO will determine who will conduct the investigation into the incident or complaint of workplace harassment. If the allegations of workplace harassment involve the CAO or a Member of Council, the investigation will be referred to a qualified external party to conduct an impartial investigation.

4.3 Timing of the Investigation

The investigation must be completed in a timely manner and generally within 90 days or less from the date the complaint was submitted unless there are extenuating circumstances (e.g. illness, complexity) warranting a longer investigation.

4.4 Investigation Process

The person conducting the investigation, whether internal or external to the Township of Ryerson will, at minimum, complete the following:

- i) The investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
- ii) The investigator must thoroughly interview the worker who allegedly experienced the workplace harassment and the alleged harasser(s) if the alleged harasser is an employee of the Township. If the alleged harasser is not an employee, the investigator should make reasonable efforts to interview the alleged harasser.
- iii) The alleged harasser(s) must be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the worker who allegedly experienced the workplace harassment should be given a reasonable opportunity to reply.
- iv) The investigator must interview any relevant witnesses employed by the Township who may be identified by either the employee who allegedly experienced the workplace harassment, the alleged harasser(s), or as necessary to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the Township if there are any identified.
- v) The investigator must collect and review any relevant documents.
- vi) The investigator must take appropriate notes and statements during interviews with the employee who allegedly experienced workplace harassment, the alleged harasser, and any witnesses.
- vii) The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the employee who allegedly experienced the workplace harassment, the response from the alleged harasser, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and conclude about whether or not workplace harassment was found.

4.5 Results of the Investigation

Within ten (10) days of the investigation being completed, the employee who allegedly experienced the workplace harassment and the alleged harasser, if they are an employee of the Township of Ryerson, will be informed in writing of the results of the investigation and any corrective action taken or that will be taken to address workplace harassment. Corrective action, if necessary, will follow the Township's

Conduct and Behaviour and Progressive Discipline policies as per the Human Resources Policy Manual, and could lead to consequences up to and including termination of employment.

All other circumstances will be dealt with on a case-by-case basis, depending on the nature of the alleged harasser's relationship to the Township.

4.6 Confidentiality

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

While the investigation is ongoing, the employee who has allegedly experienced harassment, the alleged harasser(s), and any witnesses should not discuss the incident, complaint, or the investigation with each other or other witnesses unless necessary to obtain advice about their rights. The investigator may discuss the investigation and disclose the incident or complaint-related information only as necessary to conduct the investigation.

All records of the investigation will be kept confidential.

4.7 Handling Complaints

The goal of the informal and formal processes is to resolve situations of alleged harassment as quickly as possible, in a fair, constructive, and respectful manner. In many instances, using informal processes, such as dialogue (facilitated or not) or mediation offers the possibility of resolving many work-related issues that may be harassment or perceived as harassment in a satisfactory manner, acceptable to both parties. Such an approach has the advantage of addressing the parties' needs, concerns, and other interests rather than focusing on who is right and who is wrong. It empowers the parties to focus on solutions to meet their needs and often leads to the re-establishment of respectful working relationships.

The formal resolution process requires that a complaint be filed in writing and calls upon an impartial person to determine whether a person's rights have been infringed upon. This approach is sometimes necessary to protect an individual's rights, to shed light on the alleged incidents and to determine appropriate corrective and or disciplinary measures.

Although access to a formal resolution process is valuable to address allegations of harassment, it is not always the most efficient way to resolve issues. The formal resolution process is inherently adversarial (determining who is right and wrong rather than focusing on restoring relationships) and as a result, it is difficult to reconcile such a process with the goal of restoring the workplace relationships once a decision has been rendered. For this reason, informal resolution processes should be encouraged whenever appropriate.

4.8 Informal Resolution Process

Whether or not a written complaint has been filed, an employee who experiences a workplace situation as harassment should be encouraged, if appropriate, to make the situation known to the other person as constructively as possible to resolve the situation. This could include the assistance of the CAO, a supervisor, or a trained third party to help prepare the employee for a meaningful conversation. The words chosen, the tone used to express issues and concerns, and the intent behind messages have an impact on how the recipient receives the information and responds.

If the problem is not resolved, or if one of the parties feels they cannot speak directly with the other person, other options should be explored. Informal resolution processes can be effective in resolving issues related to harassment but require the willingness of the parties to participate. They are voluntary processes and cannot be forced on anyone.

Under certain circumstances, encouraging a person to voice their concerns with an alleged harasser may not be appropriate. This should be determined on a case-by-case basis.

If the issue cannot be resolved informally, or if the parties at any point opt out of the informal process and want to address the issue in a formal way, the complainant may within the applicable time limits:

- file a written complaint with the person responsible for managing complaints of harassment according to the situation as per Section 3.2 of the Program.
- file a complaint with the Canadian Human Rights Commission if an allegation of harassment is based on one of the grounds of discrimination prohibited under the Canadian Human Rights Act (race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability or conviction for an offence for which a pardon has been granted or in respect of which a record suspension has been ordered).

The closure of the informal process is usually documented in writing by the Informal Conflict Resolution practitioner and constitutes a statement as to whether the process was successful in whole or in part, recognizing that any agreement between the parties will remain confidential. However, some information may be communicated to individuals to help implement the agreement. The agreement does not set a legal precedent and cannot be used in similar cases.

The CAO and the parties involved must implement any agreed-upon restorative and/or corrective measures in a timely manner.

Regardless of the outcome of the informal process, further action may be needed to ensure that positive and respectful working relationships are restored.

5. Harassment Complaint Process

5.1 Step 1 – Acknowledging Receipt of the Complaint

The complainant submits a harassment complaint in writing within one (1) year of the last alleged incident to the person responsible for managing complaints of harassment according to the situation as

per Section 3.2 of the Program. The complaint should be filed using a Workplace Harassment Complaint form (Appendix F) or should at least include the nature of the allegations; the name of the respondent; the relationship of the respondent to the complainant (e.g., supervisor, colleague); the date and a detailed description of the incident(s); and, if applicable, the names of witnesses. The onus is on the complainant to provide sufficient information and be as precise and concise as possible.

Upon receipt of the complaint, the person responsible for managing the complaint process notifies the complainant in writing, acknowledging receipt.

If the complaint is incomplete (following clarification) or has not been filed within twelve (12) months of the last incident of the alleged harassment (unless there are extenuating circumstances), then the complaint does not proceed further and the complainant is notified.

If a complaint is rejected, the alleged issues should still be addressed by exploring, with the parties and perhaps with the supervisor concerned, the nature of the issues, and by suggesting possible ways to resolve the situation.

5.1.1 Twelve-month time limit

The twelve (12) month time limit to file a complaint is calculated from the date of occurrence of the last repeated incident or from the date of the single severe incident. Once the complainant can demonstrate that an incident occurred less than twelve (12) months prior to the filing of the complaint, the allegations can go back further in time to describe behaviours or events if they are directly related to the complaint. This is especially necessary in cases where the complainant intends to demonstrate a pattern of events. The investigation can investigate these behaviours or events, subject to proper recollections by witnesses and parties involved, as well as the availability of any documentary evidence.

5.1.2 Extenuating circumstances

Some consideration should also be given to extenuating circumstances where a complaint may otherwise have been deemed to be filed outside of the time limit. The person responsible for managing the complaint process will make a determination based on the extenuating circumstances to accept the complaint or not. Examples of extenuating circumstances may include:

- Illness
- Circumstances outside the control of the complainant (e.g. administrative delays or administrative error)
- Use of informal conflict resolution

5.2 Step 2 – Reviewing the Complaint

Once the complaint has been acknowledged, the person responsible for managing the complaint process proceeds with the review of the complaint to determine whether the allegations satisfy the definition of harassment as per Section 2 of the Program, and if necessary, seeks additional information from the complainant. The person responsible for managing the complaint process should be satisfied that the allegations and information provided, assuming they are true, satisfy the definition of harassment.

5.2.1 Complaints that do not meet the definition of harassment

If the person responsible for managing the complaint process determines that the allegations are frivolous or do not satisfy the definition of harassment, they inform the complainant that the complaint cannot be accepted and provides the reasons for their decision.

In order to respect the principles of procedural fairness, the respondent is notified that a complaint was received, and is provided with the allegations as they relate to them and the reasons why the complaint was not accepted. If the respondent requires a copy of the complaint, they have a right to obtain it.

If appropriate, Council can be made aware of the situation and are provided with the information on a need-to-know basis only. The person responsible for managing the complaint process may redirect the complainant to the appropriate avenue of recourse such as referring the person(s) to an Informal Conflict Resolution practitioner or suggest other means of resolving the issue. Many behaviours that do not meet the definition of harassment may still undermine wellness and performance at work.

5.2.2 Frivolous complaint

A frivolous complaint can be defined as one “of little or no weight or importance” ... characterized by lack of “seriousness” or “manifestly futile”. The frivolous complaint does not require an investigation to come to the evident conclusion that it is frivolous. The complaint should not proceed any further when, from a simple initial review, it is evident that it will not be possible to substantiate it because the complainant provided no specific allegations or information surrounding the allegations and, upon request, does not provide the necessary information to initiate a proper investigation of precise behaviours, acts, events, or displays.

5.2.3 Vexatious complaint or one made in bad faith

A vexatious complaint, or one made in bad faith, is about intent and may only be determined through an investigation. This investigation would seek to determine if either the complaint was:

- made intentionally for the purpose of vexing and annoying or embarrassing a person;
- not calculated to lead to any practical result; or
- there is evidence of bad faith on the part of the complainant indicating an intention to mislead or the presence of ill-will.

5.2.4 Complaints that meet the definition of harassment

If the complaint meets the definition of harassment, the person responsible for managing the complaint process informs the complainant in writing, that the complaint is deemed admissible. They inform the respondent in writing that a complaint has been received. The respondent is provided with a copy of the allegations and is given an opportunity to respond to the allegations in writing. Management is made aware of the situation, if appropriate, and are provided with the information on a need-to-know basis so that they can support the parties, manage the impact on the team, and keep operations running smoothly.

5.2.5 Elements of the definition

For a complaint to be deemed admissible, the different elements of the definition should be present:

- The respondent displayed a potentially improper and offensive conduct
- The behaviour was directed at the complainant
- The complainant was offended or harmed; the behaviour would reasonably cause offence or harm
- The behaviour occurred in the workplace or at any location or any event related to work

5.2.5.1 Repetitious behaviour versus single event

It is important to consider the severity and impropriety of the behaviour (act, comment, or display) in the circumstances and context of each situation. Essentially, the definition of harassment means that more than one act or event need to be present in order to constitute harassment and that taken individually, this act or event need not constitute harassment. It is the repetition that generates the harassment. In other words, workplace harassment consists of repeated and persistent behaviours towards an individual to torment, undermine, frustrate or provoke a reaction from that person. It is a behaviour that with persistence, pressures, frightens, intimidates or incapacitates another person. Each behaviour, viewed individually, may seem inoffensive; however, it is the synergy and repetitive characteristic of the behaviours that produce harmful effects.

Please note that one single incident can constitute harassment when it is demonstrated that it is severe and has an important and lasting impact on the complainant.

5.2.5.2 Intention

In order to conclude that harassment occurred, the intent of the respondent to cause offence or harm by their acts, comments, or displays does not need to be demonstrated; it is the impact on the other person that is taken into account. However, if this intent was present and can be demonstrated, it will be a factor in the determination of the corrective or disciplinary measures.

5.2.5.3 Reasonableness

To determine if a person ought to have reasonably known that the behaviour was improper, it is considered what a reasonable person, well informed of all the circumstances and finding they are in the same situation as that of the complainant, would conclude. The behaviour in question is not only assessed by the impact or effect on the person, but it is also assessed against a reasonably objective standard. Did the behaviour exceed the reasonable and usual limits of interaction in the workplace? Would a reasonable person be offended or harmed by this conduct?

5.2.6 Sexual Harassment

In the case of alleged sexual harassment, it is important to note that a single incident may be viewed to be more significant in circumstances when the parties' relationship at work is one where the respondent has influence or power over the complainant with regard to career advancement, performance review, work assignment, and when the incident(s) leads to adverse job-related consequences for the complainant.

Assaults, including sexual assault and criminal harassment, are subject to the Criminal Code and such cases should be promptly referred to the appropriate authorities.

5.3 Step 3 – Exploring Options

The person responsible for managing the complaint process determines what efforts have already been made to resolve the problem and identifies with the parties the various avenues of resolution available. If appropriate, Council may be involved to assist the parties in resolving the problem.

5.3.1 Informal resolution processes

If appropriate, the parties should be reminded of the options for informal resolution throughout the formal process. At any time, should the parties decide to resolve informally, the parties should be redirected to an Informal Conflict Resolution practitioner. If the process is successful in resolving the complaint, the person responsible for managing the complaint process ensures that any agreed upon restorative and or corrective measures are implemented. This constitutes the resolution of the complaint and the file should be closed. Further information on the informal resolution process is provided earlier in this guide.

5.3.2 Fact-finding

If the person responsible for managing the complaint process is satisfied that they have all the facts based on their inquiries and that the parties have been heard in accordance with the principles of procedural fairness, they decide not to undertake an investigation, inform the parties accordingly to their reasons, and make a decision as to whether there was harassment, then proceeds to Step 5.

5.3.3 Investigation

If the person responsible for managing the complaint process decides to launch an investigation, they assign a mandate to an investigator(s) (either sourced internally or externally) and ensures that the person(s) conducting investigations are qualified, that they are impartial, have no supervisory relationship with the parties, and that they are not in a position of conflict of interest. Investigators must apply the principles of procedural fairness which include the individual's right to be heard, to be given a fair opportunity to present their case, to be given adequate time and sufficient detail to respond, and to be aware of the information held by the decision-maker prior to the decision being made.

The person responsible for managing the complaint process notifies the complainant and the respondent that an investigation has been launched and informs them of their rights and responsibilities as well as possible options to access support and advice during any resolution process associated with the complaint.

If during the investigation process the parties undertake to informally resolve the complaint, the investigator will be asked to suspend the investigation pending further instructions. If the parties are successful in resolving the complaint, the investigation is terminated. If the informal resolution process is unsuccessful or if the person responsible for managing the complaint process concludes that progress is not being made in the resolution of the complaint after having spoken with the parties, the

investigator is asked to resume their activities and the parties are notified of the intent to restart the investigation.

5.3.4 Being mindful of the parties' needs

Clear, timely communication with all involved parties is important throughout the process. The involved parties should be kept informed of developments.

During the resolution process, all parties should be treated fairly and objectively.

The complainant and respondent should also be asked what type of support and assistance they require throughout the process and be provided with options of appropriate resources.

5.3.5 Assessing the need to separate the parties

It is also important to consider the working relationship between the two parties. Occasionally, the complaint will be such that the two parties are able to continue working productively without changing their working relationship. This may be because they have minimal day-to-day interaction or there is not a direct reporting relationship. In other situations, however, the complaint process is a time of extreme tension that is very stressful on the working relationship of the involved parties. This, in turn, affects not only the productivity of the involved parties but also creates tension that pervades the entire work environment and reduces productivity of other employees as well. When this is likely to happen, it may be necessary to separate the complainant and respondent in some way. The need to separate the parties should be assessed carefully by the CAO and/or Council. It may be sufficient to temporarily remove the reporting relationship. It may be appropriate to have the parties working from separate locations. Or it may require separating them, both hierarchically and physically. Any of these actions has consequences for the parties and for operations. Such hierarchical or physical separation should not be seen as a punitive or a disciplinary act against either party.

5.4 Step 4 – Rendering a Decision

Following a fact-finding exercise or an investigation, the person responsible for managing the complaint process reviews all the relevant information and renders a decision. They then must inform the parties in writing of their decision as to whether there was harassment and notifies Council. A copy of the final investigation report, if applicable, may be provided to both parties.

5.4.1 Other recourses

It is important to follow procedural fairness in the process and justify any decision made. This is especially important given that there are other recourse mechanisms available to employees.

The parties may disagree with the decision, the manner in which the complaint was addressed, or the disciplinary measures. The next step would be for the parties to seek their own legal counsel.

The decision could also be challenged in Provincial Court where the review would focus on whether the process respected the principles of procedural fairness.

If the harassment complaint relates to one of the grounds prohibited under the Canadian Human Rights Act the complainant has the right to file a complaint with the Human Rights Commission.

5.5 Step 5 - Restoring the Well-Being of the Workplace

From the time a complaint is filed, the person responsible for managing the complaint process must ensure that any issues, concerns and needs of all parties involved are addressed throughout the complaint process as well as any detrimental impacts resulting from the incidences of harassment.

The harassment complaint process can be difficult and stressful for all parties involved and may have an impact on other colleagues. Regardless of the outcome of the formal process, further action may be needed by the CAO to ensure that anyone who interferes with the resolution of a complaint with threats, intimidation or retaliation are addressed and that positive and respectful working relationships are restored in the work unit.

This may be accomplished with the input of all parties involved, and may require the assistance of a specialist and the support of the CAO and Council to re-establish trust, improve communication, and encourage positive working relations.

5.5.1 Corrective or disciplinary measures

Where corrective or disciplinary measures may be required, the CAO receives a copy of the final investigation report, if applicable, and determines the measures in consultation with Council and, potentially, a labour relations advisor. Reasonable, timely corrective/disciplinary measures should be taken based on the conclusions of the investigation or the fact-finding, taking into account the values of the Township of Ryerson, circumstances, legislation, precedents, policies and guidelines. The nature of the measures imposed, such as the type, length and impact of such measures may be disclosed to the complainant(s) subject to the Privacy Act. Likewise, if the complaint is determined to have been vexatious or made in bad faith, the respondent may be informed of the nature of the corrective or disciplinary measures imposed, subject to the Privacy Act. The appropriate action may be any action deemed advisable, up to and including dismissal.

Disciplinary measures may also be taken against the CAO or any supervisor who is aware of a harassment situation and fails to take corrective action or anyone who interferes with the resolution of a complaint with threats, intimidation, or retaliation.

A complaint under this policy that involves falsehood or malicious intent or is otherwise made in bad faith, as determined by the investigation, shall be subject to appropriate disciplinary action.

6. Record Keeping

The Municipality will keep records of the investigation including:

- a) a copy of the complaint or details about the incident
- b) a record of the investigation, including notes
- c) a copy of the investigation report (if any)

- d) a summary of the results of the investigation that was provided to the worker who allegedly experienced the workplace harassment and the alleged harasser, if a worker of the employer
- e) a copy of any corrective action taken to address the complaint or incident of workplace harassment

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

Any documents related to the investigation are filed in a separate harassment complaint file. In other words, no documents relating to the harassment complaint are placed in the personnel file of either party, other than a disciplinary letter in the file of the employee who is subject to a disciplinary measure. The harassment complaint file is kept for two years following the last administrative activity in relation to an individual case. These documents should be securely stored by the Township of Ryerson.

7. Rights and Responsibilities during an Investigation

7.1 Shared Responsibility

While management and employees share responsibility for understanding and preventing harassment in the workplace, it is important to recognize that, under law, management carries more responsibility than other employees.

7.2 The Municipality's Responsibilities

In the instance of a workplace investigation, the CAO and/or Council must:

- Appoint an investigator or investigators as soon as possible
- Consult with the investigator or investigators to set a reasonable time frame for the completion of the investigation
- Review the findings and recommendations
- Determine the outcome and the appropriate action to be taken
- Ensure the parties are informed of the outcome in a timely fashion

The CAO is also responsible for ensuring that the rights of both the respondent and the complainant involved in a harassment incident are protected. Fair and equitable procedures must be ensured for all parties.

7.3 Complainants

Complainants have the right:

- a) to make a complaint and to obtain a review of the complaint
- b) to be accompanied by a person of their choice during the interview
- c) not to be subject to retaliation for the reason of having made a complaint

It is the responsibility of the complainants:

- a) to immediately make known, if possible, their disapproval or unease to the individual
- b) to follow all procedures under this policy and program
- c) to cooperate with all those responsible for dealing with the investigation of the complaint
- d) to maintain confidentiality

7.4 Respondents

Respondents have the right:

- a) to be informed that a complaint has been filed
- b) to be presented with a written statement of allegations and to be afforded an opportunity to respond to them
- c) to be accompanied by a person of their choice during their interview

It is the responsibility of the respondents:

- a) to follow all procedures under the policy and program
- b) to cooperate with all those responsible for dealing with the investigation of the complaint
- c) to maintain confidentiality

7.5 Witnesses

Witnesses have the right:

- a) not to be subject to retaliation because they have participated as a witness.

It is the responsibility of the witness:

- a) to meet with the investigator and to cooperate with all those responsible for the investigation of the complaint; and
- b) to maintain confidentiality with respect to the investigation.

7.6 Investigator(s)

The investigator shall:

- a) Ensure the respondent has received a written statement of the allegations
- b) Ensure all parties involved have been informed of their rights and responsibilities
- c) Interview the parties concerned and any witnesses
- d) Collect all pertinent evidence
- e) Use a mediation process where appropriate
- f) Prepare a report
- g) Ensure the investigation is completed in a timely fashion considering circumstances (usually up to 3 months)

8. Workplace Violence

8.1 What is Workplace Violence?

The OHSA defines Workplace Violence as the exercise of physical force by a person against an employee, in a workplace, that causes or could cause physical injury to the employee. It also includes an:

- attempt to exercise physical force against an employee in a workplace, that could cause physical injury to the employee; and/or a
- statement or behaviour that an employee could reasonably interpret as a threat to exercise physical force against the employee, in a workplace, that could cause physical injury to the employee.

This may include:

- verbally threatening to attack an employee
- leaving threatening notes at or sending threatening e-mails to a workplace
- shaking a fist in an employee's face
- wielding a weapon at work
- hitting or trying to hit an employee
- throwing an object at an employee
- sexual violence against an employee
- kicking an object the employee is standing on such as a ladder
- trying to run down an employee using a vehicle or equipment such as a forklift

All physical assaults involving an employee or occurring at a Municipal facility will be reported to the police. Threats of physical violence will be reported to the authorities, as appropriate.

The Township of Ryerson will address any unwanted behaviours early to minimize the potential for Workplace Harassment to lead to Workplace Violence, following the specific duties and obligations set out under the Occupational Health and Safety Act ("OSHA"). Canada's Criminal Code also makes it an offence for employers and employees to not take reasonable steps to prevent bodily harm to an employee or any other person arising from work.

The violent person may be someone the employee meets due to the nature of their work. This may include, but is not limited to employees, supervisors, management, contractors, and members of the public, or the person may be someone with no formal connection to the workplace such as a stranger or a domestic/intimate partner who brings violence or harassment into the workplace.

Canada's Criminal Code deals with matters such as violent acts, sexual assault, threats and behaviours such as stalking. The police should be contacted in these situations. Harassment may also be a matter that falls under Ontario's Human Rights Code.

8.2 Accidental Incidents

Accidental situations – such as an employee tripping over an object and pushing a co-worker as a result – are not meant to be included.

8.3 Intention

For workplace violence to occur, a person must apply, attempt to apply, or threaten to apply physical force against an employee. However, they do not need to have the capacity to appreciate that these actions could cause physical harm.

For example, a person may have a medical condition that causes them to act out physically in response to a stimulus in their environment. This would still be considered workplace violence.

Workplace violence could also include situations where two non-employees, such as members of the public, are fighting and an employee is injured when they intervene. The non-employees may not have intended their violence to spill over to anyone else, but they used physical force, which ultimately caused physical injury to an employee.

The Township of Ryerson takes these situations into account when assessing the risks of workplace violence and when dealing with incidents and establishing procedures to protect employees from this type of behaviour.

9.0 Responsibilities

9.1 CAO and Council

As an employer, the Township of Ryerson has the responsibility to exercise its authority to prevent violence and harassment, to penalize the repetition of such behaviours, and to respond promptly to known or apparent incidents of violence and harassment, whether or not a complaint has been filed.

Council must ensure that all incidents of violence or harassment are taken seriously and to ensure that action is taken on all complaints and to ensure that they are resolved quickly, confidentially, and fairly. Anyone who has harassed a person or group of people, or who retaliates in any way against anyone who has complained of violence or harassment, given evidence in investigations, or been found guilty of violence or harassment shall be disciplined appropriately.

It is the responsibility of the Municipal CAO and Council to ensure that:

- All reasonable preventative measures to protect employees and others from workplace violence and harassment
- A workplace violence risk assessment is conducted
- The Health & Safety Representative is advised of the assessment results and provided a copy in writing
- Procedures, policies and work environment arrangements are established to eliminate the risk to employees from violence
- Proper maintenance and testing of all security systems including, but not limited to, surveillance cameras, lighting, panic button, intercom, etc.
- All employees are trained on this program and policy
- The policy is reviewed annually with the Health & Safety Representative to ensure any new violence hazards are identified
- Reporting procedures are established with respect to workplace violence and harassment

- A process is in place for responding to, and investigating incidents of workplace violence and harassment
- This policy and procedure is posted and communicated to all staff

9.2 Supervisors

Those who have authority to prevent or discourage harassment may be held accountable for failing to do so. This accountability extends to anyone in a supervisory position. The CAO may be responsible for the action or inaction of supervisors. The employer may share liability with supervisors and others in founded complaints.

It is the responsibility of Supervisors to ensure that:

- This policy and related complaint resolution options are known
- This policy is properly enforced and communicated to the employees
- Employees are encouraged to report complaints or incidents of workplace violence and harassment
- They are not engaging in any behaviour which would constitute violence or harassment under this program
- All reports/complaints/incidents of workplace violence and/or harassment are addressed in an appropriate and timely manner
- All complaints or incidents of workplace violence and/or harassment are reported promptly to the CAO and/or Council and investigated immediately

9.3 Employees

It is the responsibility of every employee to:

- Always be familiar and comply with this policy and all related procedures for their own protection and the protection of others within the workplace
- Not engage in any behaviour that could constitute violence or harassment towards members of the public, co-workers, and management
- Immediately report any violent or potentially violent incident to their supervisor, the CAO, and/or Council. In the event of an extreme or imminent threat of physical harm to themselves or any person the employee should contact Emergency Services
- Fully cooperate in good faith with any investigation of complaints or incidents of workplace violence or harassment as indicated within this policy
- Maintain confidentiality related to human rights and harassment investigations

10. Identifying Risk Factors for Workplace Violence

All Workplaces must be assessed for risk factors pertaining to Workplace Violence. Certain types of work or conditions can put employees at higher risk from Workplace Violence, generally from strangers, clients, students or customers. The list below identifies some of the risk factors for Workplace Violence:

- working with unstable or volatile persons
- handling money or valuables

- direct contact with public with the likelihood of dealing with irate persons
- working alone or in small numbers

10.1 Workplace Violence Risk Assessment

Information relevant to identifying risks of Workplace Violence and the risk assessment methodology are described in Appendix B. The overall responsibility for coordinating the risk assessment process shall rest with the CAO. The Risk Assessment will involve four steps as follows:

1. Examination of Internal Documentation

The CAO shall conduct a review of all internal documents that might identify Workplace Violence, which may include:

- Workplace inspection/safety reports
- reports about emergencies, incidents, and accidents

2. Solicit Input from Employees

The CAO will hold meetings with employees and introduce an anonymous survey to seek their input. This will assist to:

- identify risks that employees perceive and their sense of personal safety in the workplace
- consider employees' experience of violence and whether the situations involved strangers, co-workers, students, estranged partners, or family members
- identify jobs or locations in which Workplace Violence is a concern
- gather opinions as to the effectiveness of the controls currently in place

3. Complete Workplace Violence Risk Assessment

Having gathered input from employees as to Workplace Violence, the CAO shall then complete Workplace Violence Risk Assessment Worksheets.

The Assessment is divided into three parts:

- Part 1 General Assessment – looks at the risks posed by the physical environment.
- Part 2 Current Risk Controls – looks at the controls and programs in place.
- Part 3 Identification and Assessment of Specific Risk Factors – looks at specific risk factors related to specific duties or locations.

Upon completion of the risk assessment(s) the CAO will consolidate the information and implement new or amended policies and procedures if necessary.

4. Annual Report on Workplace Violence - the report shall be given to Council and the Health & Safety Representative.

The Township of Ryerson will assess the risks of workplace violence annually. An additional reassessment will be done if:

- the workplace moves or the existing workplace is renovated or reconfigured
- there are significant changes in the type of work (for example, more cash is on hand)
- there are significant changes in the conditions of work (for example, closing at a later hour)
- there is new information on the risks of workplace violence
- a violent incident indicates a risk related to the nature of the workplace, type of work, or conditions of work was not identified during an earlier assessment

10.2 Training and Prevention

The Municipality's Workplace Violence and Harassment Policy Statement shall be posted in the workplace on the Health and Safety Bulletin Board. In addition, all employees including new or returning employees (leave of absence of six months or more), as well as supervisors, the CAO, and Council will be trained on the contents of this violence prevention policy and program.

The CAO needs to be aware of all legislation applicable to violence in the workplace in order to take the appropriate steps during and after violent situations. Applicable legislation may include the Occupational Health & Safety Act, Criminal Code of Canada, Ontario Human Rights Code and Workplace Safety & Insurance Act.

Based on the Workplace Risk Assessment, departments may determine that the potential exposure to Workplace Violence necessitates the need to develop specific skills and knowledge:

- Depending on the level of risk of Workplace Violence, employee training can range from reviewing relevant safety tips, posting of safety tips, or arranging for specialized training.
- In some cases, a written prevention procedure may need to be developed or the Workplace's physical design may need to be reviewed or assessed regarding the specific risks for the task.
- Employees are required to enroll in the appropriate training course identified by the CAO, based on the results of the risk assessment for their job.

10.3 No Reprisal

Workplace Violence and this program are serious matters. This program prohibits reprisals against employees who have made good faith complaints or provided information regarding a complaint or incident of Workplace Violence.

Persons who engage in reprisals or threats of reprisals may be disciplined up to and including dismissal from employment.

Reprisal includes:

- Any act of retaliation that occurs because a person has complained of or provided information about an incident of Workplace Violence

- Intentionally pressuring a person to ignore or not report an incident of Workplace Violence; and
- Intentionally pressuring a person to lie or provide less than full cooperation with an investigation of a complaint or incident of Workplace Violence.

Although false and frivolous accusations of Violence occur in rare instances, such false accusations are serious offences because they may have serious consequences for the accused.

The insufficiency of evidence to prove a complaint does not mean that the complaint was submitted in bad faith. A malicious or bad faith complaint means that a person has made a complaint knowing that it was untrue.

An employee who makes a false complaint or otherwise abuses this Program may be disciplined up to and including dismissal from employment. Such discipline is not a reprisal or breach of this policy.

11. Violence Complaint Process

11.1 Confidentiality

All reports made in the course of action taken pursuant to these procedures shall be considered to be confidential to the parties involved and to those responsible for the investigation and resolution of the incident.

The identities of all Complainants, Respondents and witnesses and the nature of the complaint itself will be kept confidential and only persons with a need to know will be informed.

The employee may request a person of their choosing to be present as support throughout the complaint process.

11.2 Reporting

All employees have the obligation under OSHA to report incidents of Workplace Violence that are experienced or witnessed to their supervisor or the CAO.

If the CAO is involved in the Workplace Violence, the employee shall contact a Member of Council. In all cases, the employee shall follow the reporting procedures as outlined below. If the employee is not comfortable reporting to the CAO or Council, the employee shall report the incident to the Ontario Ministry of Labour at 1-800-531-5551.

11.3 Complaints that Pose an Immediate Risk of Physical Injury

The employee shall immediately call the CAO and/or a Councillor. If in immediate danger, call 911. If an employee calls 911, the employee shall subsequently notify the CAO and/or a Councillor.

If required, the CAO shall arrange for a safe place to work that is as near as reasonably possible to the employee's usual work site. The affected employee(s) must continue to work in the safe place and be available for the investigation until there is no further risk of Violence.

In a situation where 911 is contacted, no other investigation should proceed until the police complete its investigation.

11.4 Complaints that do not pose an Immediate Risk of Physical Injury

An employee who experiences Workplace Violence or who has concerns regarding possible incidents of Workplace Violence (the Complainant) shall report the incident to the CAO.

The CAO shall review the complaint and consider whether an informal resolution to the complaint is possible.

The CAO must complete the Workplace Violence Incident Reporting Form within two (2) days of the incident/concern being reported to them.

11.5 Informal Resolution

If the CAO or a Councillor receives a complaint of Workplace Violence which appears to be capable of resolution informally, then they shall use reasonable efforts to assist the Complainant in effecting informal resolution within ten (10) days of receiving the complaint.

The CAO assesses the immediate risk, gathers information, and documents the concern within two (2) days of receiving the complaint. The parties should receive a copy of the complaint and have the opportunity to respond in writing.

Efforts at informal resolution should include individual meetings with the parties as appropriate. The employee(s) may request representation at the meeting. The parties may decide to meet as a group to resolve the issue.

If informal resolution is not possible then the CAO will move the complaint forward for Formal Investigation. The Complainant and/or the Respondent may request representation.

The CAO and/or Council will make a decision as to what remedial action, if any, should take place in the Workplace while the investigation is taking place.

11.6 Formal Investigation

The CAO will investigate or appoint an investigator within ten (10) days of receiving a request for a Workplace Violence investigation and the investigation shall proceed expeditiously and on a confidential basis.

One of two (2) types of investigators may be appointed:

- internal investigator (i.e. the CAO)
- third-party investigator

The investigator will be responsible for establishing the facts, including interviews with the Complainant, Respondent and any witnesses. The investigation will include interviews of the Complainant, the

Respondent and any witnesses. The Complainant, Respondent and witnesses may be called upon with minimal advance notice to ensure the confidentiality and timeliness of the investigation process. The Complainant, Respondent and witnesses will be provided a copy of the information they provided during the course of the investigation. Any of the parties may request representation during the investigation process.

11.7 Work Refusal

Any employee can refuse to work if they have a reason to believe they may be endangered by workplace violence. However, work cannot be refused on the grounds of workplace harassment.

Appendix E sets out the procedure that must be followed in a work refusal. It is important for employees, employers, supervisors, and health and safety representatives to understand and follow this procedure.

During work refusal for the threat of violence, an employee must remain in a safe place as near as reasonably possible to their workstation while waiting for the investigation to be completed.

The location will depend on the circumstances that led to the work refusal, but for most situations the employee will wait in the lunchroom area with a supervisor or another employee. Depending on the situation, both doors may be locked to ensure no one else can enter the area.

An employee can refuse to work based on a threat, if it is (or can be reasonably interpreted to be) a threat to exercise force that could cause physical injury to the employee. Where an employee receives a threat that does not cause them to fear for their personal safety, the employee should use the procedures in the workplace violence or harassment program to report the incident to their employer.

During work refusal, if the risk of workplace violence is eliminated by the removal of a violent person, it may be possible for work to continue during the investigation.

Whether there is a work refusal or not, employees should report an incident of workplace violence to their employer or supervisor. The employer needs to investigate and take any steps necessary to protect employees. An employee may also contact the Ontario Ministry of Labour with a complaint if their concerns are not resolved at the workplace.

12. Violence Investigation Process

12.1 Formal Process Steps

The CAO must appoint an investigator within ten (10) days of receiving the request for an investigation and the following steps will be taken:

- The investigator interviews the Complainant
- The investigator interviews any witnesses identified as having knowledge of the incident
- The investigator interviews the Respondent to obtain the Respondent's response to the allegations in the complaint

- It may be necessary for the investigator to re-interview the Complainant, Respondent or witnesses
- The investigator will prepare and submit a report summarizing the facts and findings within 30 days of initiating the investigation and conclude whether there is:
 - sufficient evidence to substantiate a finding of violation of the policy/program
 - insufficient or lack of credible evidence to substantiate a finding of violation of the policy, or
 - no credible evidence to substantiate a violation of the policy.
- Copies of the investigator's report will be distributed to the following recipients:
 - The CAO
 - Council
 - the Complainant
 - the Respondent
 - representatives of the Complainant and/or Respondent as directed
- Based on the investigator's findings, the CAO shall determine whether further action is warranted (i.e. initiate corrective action) and advise the Complainant and Respondent in writing of the outcome within ten (10) days of receiving the investigator's report. Corrective action issued shall follow the Township's Conduct and Behaviour and Progressive Discipline policies.
- Where a complaint is lodged by more than one Complainant or is against more than one Respondent, the Complainant or Respondent, as the case may be, shall receive only the portions of findings applicable to their specific complaint/response.
- Any of the parties may request a formal review of the decision of the investigator by submitting additional evidence in writing to the CAO within thirty (30) days of receiving the findings of the investigator.

12.2 Incident Follow-Up

12.2.1 Employee Support

Employees who experience an incident of Workplace Violence that is a traumatic incident may require emotional support from a professional. Support services are available through the Municipal benefits plan or other community support services.

Co-workers should be encouraged to talk about problems they may be experiencing and to be supportive of the affected employee. In some situations, a group debriefing, utilizing external qualified professionals, may be appropriate. These sessions can be arranged by contacting the CAO.

12.2.2 Remedial Action and Prevention Plan

When a violent incident occurs, it is important to review the safety protocols in place to ensure their effectiveness. The CAO shall:

- review the incident
- outline what corrective or remedial actions are necessary to prevent or minimize the impact of repeat occurrences
- identify new or previously undefined risks and reassess the Risk Assessment Form

- review employee training and education programs and determine if they are adequate or if additional training should be provided.

12.2.3 Notice of an Injury as a Result of Workplace Violence

The CAO and Council must be informed immediately in the event of an incident of Workplace Violence that results in injury or death. In addition, the CAO must complete the Incident Investigation Report Form within two (2) days. Notice must be sent to the Ministry of Labour in accordance with their established procedures and timelines.

13. Domestic Violence

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

Any employee, or knowledge of another employee, experiencing violence outside of the workplace that may create a risk of danger to themselves or others in the workplace is encouraged to report such violence to the CAO so that necessary preventative precautions may be taken to protect all employees.

The Township or Ryerson will take every precaution reasonable in the circumstances for the protection of employees when they are aware, or ought reasonably to be aware, that domestic violence may occur in the workplace, and that it would likely expose an employee to physical injury.

After evaluating an employee's specific circumstances, the CAO will determine which measures and procedures in the existing workplace violence program will be used to support the development of reasonable precautions for the employee. The CAO and the employee will create an individual safety plan while they are in the workplace.

In developing the plan, the CAO and the employee may be able to work with the police, courts, or other organizations who may already be involved.

13.1 Recognizing Domestic Violence in the Workplace

It is in your best interests to be able to recognize the signs of domestic violence.

What follows are some signs that may be noticed in the workplace.

The victim may:

- try to cover bruises
- be sad, lonely, withdrawn, and afraid
- have trouble concentrating on a task
- apologize for the abuser's behaviour
- be nervous when the abuser is in the workplace
- make last-minute excuses or cancellations

- use drugs or alcohol to cope
- miss work frequently or more often than usual

The abuser may interfere with the victim while at work by:

- repeatedly phoning or emailing the victim
- stalking and/or watching the victim
- showing up at the workplace and pestering co-workers with questions about the victim (Where are they? Who are they with? When will they be back?, etc.)
- displaying jealous and controlling behaviours
- lying to co-workers (she's sick today, she's out of town, she's home with a sick child, etc.)
- threatening co-workers (if you don't tell me, I'll...)
- verbally abusing the victim or co-workers
- destroying the victim's or the organization's property
- physically harming the victim and/or co-workers

The abuser may attempt to prevent the victim from getting to work by:

- interfering with transportation by hiding or stealing the victim's car keys or transportation money
- hiding or stealing the victim's identification cards
- threatening deportation in a situation where the victim was sponsored
- failing to show up to care for children
- physically restraining the victim

13.2 The Municipality's Obligation

Irrespective of whether an employee does not want any steps taken, the Township of Ryerson may still be required to take some action to protect the targeted employee and other employees, depending on the circumstances.

The Township of Ryerson will work closely with the targeted employee to develop reasonable precautions and a Safety Plan to address the situation while attempting to respect the employee's privacy and sensitivity of the issue.

14. Disclosure of Persons with a Violent History

The Township of Ryerson is required to provide information, including personal information, to an employee about a person with "a history of violent behaviour" if the employee could be expected to encounter the person in the course of their work and there is a risk of Workplace Violence that may expose the employee to physical injury.

Personal information shall only be disclosed as is reasonably necessary to protect the employee from physical injury. Management, supervisors, and employees must seek assistance from the CAO before disclosing any information.

14.1 Factors Considered

The Township of Ryerson will evaluate the circumstances of a person's history of violent behaviour and determine which employees would be likely to encounter this person in the course of their work and whether the person poses a risk to those workers.

Some factors considered include:

- Was the history of violence associated with the workplace or work?
- Was the history of violence directed at a particular employee or workers in general?
- How long ago did the incident(s) of violence occur?

14.2 Information Disclosed

Under the OHSA, employers must disclose as much information about a person with a history of violent behaviour as needed to protect employees from physical injury while respecting privacy as much as possible.

For example, the information disclosed should allow employees to identify the person with the violent history and, if appropriate, the triggers of their potential aggression.

Only personal information that is necessary to protect the employee from physical injury should be disclosed.

14.3 Privacy Legislation

There may be other laws that govern the release of personal or medical information such as the:

- Youth Criminal Justice Act (Canada);
- Personal Information Protection and Electronic Documents Act (Canada); and
- Personal Health Information Protection Act.

The Township of Ryerson will take into account a person's right to privacy under those laws in addition to an employee's right to be informed of workplace violence risks under the OHSA.

15. Program and Policy Changes

If you have questions or comments about the policy or its application, please speak to the CAO. The Township of Ryerson may make changes to the policy as necessary, and shall review it annually as required under the governing legislation.

Appendix A

Examples of What May or May Not Constitute Harassment

Remember that each case is unique and should be examined in its own context and according to the surrounding circumstances as a whole.

Inappropriate behaviour that is not harassment but still needs to be addressed:

- Talking loudly in the workplace
- Always being in a bad mood
- Slamming doors
- Constantly interrupting colleagues in a meeting
- Barging in on colleagues who are having a conversation
- Complaining about trivial things

What does not generally constitute harassment:

- Carrying out managerial duties where the direction was carried out in a respectful and professional manner
- Allocating work
- Following up on work absences
- Requiring performance to job standards
- Taking corrective or disciplinary measures when justified
- A single or isolated incident such as an inappropriate remark or having an abrupt manner
- Exclusion of individuals for a particular job based on specific occupational requirements necessary to accomplish the safe and efficient performance of the job
- A social relationship welcomed by both individuals
- Friendly gestures among co-workers such as a pat on the back
- The normal exercise of management rights (exercising the normal supervisory functions such as assigning and appraising work is not harassment, but how such functions are exercised can risk giving rise to the potential for harassment or perceptions of harassment)
- Supervisory mistakes
- Work-related stress
- Conditions of works
- Difficult professional constraints such as a budget reduction exercise
- Conflicts (unresolved conflicts and build-up of stress inducers can be precursors to harassment)
- Constructive criticism about the work mistake and not the person
- Counselling an employee on their performance appraisal when done in a non-discriminatory or respectful manner

What may constitute harassment:

- Criticizing, insulting, blaming, reprimanding, or condemning an employee in public
- Exclusion from group activities or assignments without valid reason
- Statements damaging to a person's reputation or career

- Making sexually suggestive remarks or innuendos
- Physical contact such as touching or pinching
- Removing areas of responsibility unjustifiably
- Inappropriately giving too little or too much work
- Constantly overruling authority without just cause
- Unjustifiably monitoring everything that is done
- Blaming an individual constantly for errors without just cause

What generally constitutes harassment:

- Serious or repeated rude, degrading, or offensive remarks, such as teasing related to a person's physical characteristics or appearance, put-downs, or insults
- Displaying sexist, racist, or other offensive pictures, posters, or sending e-mails related to one of the eleven grounds prohibited under the Canadian Human Rights Act
- Repeatedly singling out an employee by assigning them demeaning and belittling jobs that are not part of their regular duties
- Threats, intimidation, or retaliation against an employee, including one who has expressed concerns about perceived unethical or illegal workplace behaviours
- Unwelcome social invitations, with sexual overtones or flirting, with a subordinate
- Unwelcome sexual advances which may or may not be accompanied by promises or threats, explicit or implicit
- Intimidation, threats, verbal abuse, blackmail, yelling or shouting
- Caressing, kissing or fondling someone against their will (could be considered assault)
- Comments, repeated insinuations, or false accusations to destroy a person's reputation
- Insults or humiliations, repeated attempts to exclude or isolate a person
- Invasion of personal space (getting too close for no reason, brushing against or cornering someone)
- Persistently asking someone out, despite being turned down
- Stalking an individual
- Racist and discriminatory comments or offensive jokes
- Inappropriate questions, suggestions, or remarks about a person's sex life
- Systematically interfering with normal work conditions, sabotaging places or instruments of work
- Abuse of authority or power to threaten a person's job or undermine their performance
- Bullying (physical, verbal, social, cyber)
- Falsely accusing and undermining a person behind closed doors, controlling a person's reputation by rumour mongering
- Controlling or undermining the person by withholding resources (time, budget, autonomy, training) necessary to succeed
- Humiliating a person in front of colleagues, engaging in smear campaigns
- Arbitrarily taking disciplinary action against an employee

Appendix B

Ontario Human Rights Code

Ontario's Human Rights Code is a provincial law that gives everyone equal rights and opportunities without discrimination or harassment in specific areas such as employment, housing, and services.

The code's goal is to prevent discrimination and harassment based on the following grounds:

- race
- ancestry
- place of origin
- colour
- ethnic origin
- citizenship
- creed (religion)
- sex (including pregnancy)
- sexual orientation
- gender identity
- gender expression
- age (18 and over, 16 and over in accommodation)
- marital status (including same sex partners)
- family status
- disability
- receipt of public assistance (in accommodation only), and
- record of offences (in employment only).

Disability covers a broad range and degree of conditions, some visible and others not. A disability may be present from birth, caused by an accident or developed over time. It may include physical, mental and learning disabilities, mental disorders, hearing or vision disabilities, epilepsy, drug and alcohol dependencies, environmental sensitivities, as well as other conditions.

Under the Human Rights Code, protection from discrimination or harassment includes past, present, and perceived conditions involving disabilities.

For example, a person who experiences discrimination because they were an alcoholic in the past is protected. Similarly, a person whose condition does not limit their workplace abilities at present, but who may be at greater risk of having limitations in the future is also protected.

Under the Code, the Municipality has an obligation to keep the workplace free of discrimination and harassment related to one or more of the Code's protected grounds. The Code also prohibits unwelcome sexual solicitation by a person who is in a position to confer, grant or deny a benefit or advancement, or a reprisal or threat of reprisal made in this context.

Employers, supervisors, and employees may be held liable under Ontario's Human Rights system if harassment occurs in the workplace or at work-related functions. They may also be liable for failing to take proper steps to address and prevent that harassment.

The *Ontario Human Rights Code* consists of three (3) separate and independent parts. They are the:

- Human Rights Tribunal of Ontario which decides if someone's human rights have been violated. If a person thinks their rights under the code have been violated, they can file an application directly with the tribunal and it will decide the best way to deal with the situation.
- Human Rights Legal Support Centre which helps people who file applications with the tribunal. Services may include advice, support and legal representation.
- Ontario Human Rights Commission, which provides leadership for the promotion, protection and advancement of human rights, and builds partnerships across the human rights system. This includes developing policies and providing targeted public education, monitoring human rights, doing research and analysis, and conducting human rights inquiries. In matters affecting the broad public interest, it may take its own cases to the tribunal or intervene in human rights cases before the tribunal.

An employee who believes that a matter involving prohibited grounds was not properly addressed by their workplace should contact the Human Rights Legal Support Centre for help, or the Tribunal directly to file an application.

Appendix C

Workplace Violence Risk Assessment

Purpose:

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

“Workplace Violence” is defined as (*Occupational Health and Safety Act, sec.1 (1)*):

- *the exercise of physical force by a person against an employee, in a Workplace, that causes or could cause physical injury to the Worker,*
- *an attempt to exercise physical force against an employee, in a Workplace, that could cause physical injury to the employee,*
- *a statement or behavior that it is reasonable for an employee to interpret as a threat to exercise physical force against the employee, in a Workplace, that could cause physical injury to the employee.*

Instruction:

The CAO shall:

- Attend meetings with employees to seek their input
- Identify risks that employees perceive and their sense of personal safety in Workplace
- Consider employees experience of Violence and whether the situation involved strangers, clients, co-workers, students, estranged partners, or family members
- Help to identify jobs or locations in which Workplace Violence is a concern
- Gather opinions about the effectiveness of the controls currently in place
- Prepare an Assessment Report that identifies areas of risk of Workplace Violence with recommendations for necessary risk control measures
- Share the Assessment Report with Management and Health and Safety Representative
- Send the necessary risk control measures to the Supervisors for implementation

The Supervisor shall:

- Determine if there should be one set of assessments filled out for different jobs, tasks, or locations (example – different risks for assistants or front desk)
- Complete or arrange to have the CAO complete the Risk Assessment
- Keep a copy of the Risk Assessment for future reference

Ranking or prioritizing the risk factors

The CAO will rank the risk factors to help determine which safety hazards need to be addressed first. Priority is usually identified by considering how much or how often an employee is exposed to the situation or conditions and the potential for harm.

Category of Risk	Activity Description
High	One or more potential risks regularly place the employee at risk and/or the risk is severe. <ul style="list-style-type: none"> • Regularly = Part of the normal work routine/assignment • Severe = Potential for fatal or critical injury
Moderate	One or more potential risks occasionally place the employee at risk and/or the risk is moderate. <ul style="list-style-type: none"> • Occasionally = Recognized part of work activities occurring on an infrequent basis • Moderate = Potential for lost time/medical aid required
Low	One or more potential risks rarely place the employee at risk and/or the risk is minimal. <ul style="list-style-type: none"> • Rarely = Not a normal part of the work routine • Minimal = Potential for first aid required

If a job or location has multiple risk factors, the overall risk of workplace violence may be higher than for jobs with only one or two risk factors. The Township will address the factors and then reassess. The Township will address all risk factors, not just the priority ones.

Appendix D

Safety Precautions

Identifying a Potentially Violent Person

Signs that a person is potentially violent may include, but are not limited to:

- Their face is turning red or white; their expression is angry, sneering, or glaring.
- They are pacing, making nervous, repetitive, or violent movements, shaking, clenching jaw or fists, approaching too near, or perspiring heavily.
- They are using a loud voice and/or abusive language.
- Their breathing is shallow or rapid.

If you notice these signs, TAKE ACTION. Get help immediately!

Dealing with Irate Persons

- Know how to summon immediate assistance when an emergency occurs or is likely to occur.
- Be familiar with warning signs of potentially violent behavior (see *Identifying a Potentially Violent Person*).
- If you feel you are being harassed, threatened or intimidated:
 - Tell the person to stop
 - Document the incident (e.g. the nature of the incident, time, place, witnesses)
 - Inform your supervisor or the CAO

Verbal Communication

- Focus your attention on the person to let them know you are interested in what they have to say
- Remain calm, speak slowly, quietly and confidently.
- Speak simply – do not rely on official language or complex terminology.
- Listen carefully – do not interrupt or offer unsolicited advice or criticism.
- Encourage the person to talk- do not tell the person to relax or calm down.
- Try to understand - ask questions like “Help me understand why you are upset.”
- Once you think you understand, repeat it back to the person so they know you understand
- Remain open-minded and objective.
- Use delaying tactics to give the person time to calm down (e.g. offer a drink of water).
- Acknowledge the person’s feelings - indicate that you can see they are upset.

Non-Verbal Behaviour and Communication

- Use calm body language – relaxed posture with hands unclenched, attentive expression.
- Arrange yourself so that your exit is not blocked; Position yourself at a right angle rather than directly in front of the other person.
- Give the person enough physical space; this varies by culture, but normally 2-4 feet is considered an adequate distance.
- Get on the other person’s physical level; if they are seated try kneeling or bending over, rather than standing over them.
- Do not pose a challenging stance, such as standing directly opposite, putting your hands on your hips, pointing your finger, crossing your arms.

Problem-Solving

- Try to put yourself in the other person's shoes, so that you can better understand how to solve the problem.
- Ask for their recommendations.
- Accept criticism in a positive way, when a complaint might be true, use statements like "You are probably right" or "It was my fault." If the criticism seems unwarranted, ask clarifying questions.
- Be honest – do not make false statements or promises you cannot keep.
- Remain professional and take the person seriously.
- Be respectful.
- Break the issue down into smaller units and offer step-by-step solutions so that the person is not overwhelmed by the situation, issue or solution.
- Be reassuring and point out choices.
- Try to keep the person's attention on the issue at hand.
- Do not take sides or agree with distortions.
- Do not reject the person's demands or position from the start.
- Find ways to help the person save face.
- Establish ground rules if unreasonable behaviour persists.
- In a calm and non-threatening manner, clearly state that violence is unacceptable and will not be tolerated.
- Avoid issuing commands and making conditional statements.
- If the nature of the situation involves punishment or sanctions: delay the punitive action until you have backup, or the situation is safe.
- If you feel threatened, try to politely and calmly terminate the interaction in a non-threatening manner.

Ending an Abusive Telephone Call

- Interrupt in a courteous but firm tone.
- Make it clear that abusive behaviour is not acceptable, and that you will end the conversation if they don't stop. Report the abusive call to the CAO.
- Halt the call in a courteous but firm tone if the abusive person calls again.
- Make it clear that abusive behaviour is not acceptable, and that you will forward the call to the CAO if they don't stop.
- Put the caller on hold.
- Report the holding caller to the CAO.
- Forward the caller to the CAO.

In the Event of a Robbery

- Stay calm; **DO NOT** argue; Listen; **DO NOT** follow or attempt to capture the thief; this puts you and others in great danger.
- **DO NOT** surprise the thief or move unexpectedly.
- Try to be observant and remember details:
 - What is he/she wearing?
 - What does he or she look like? How tall are they?
 - What colour hair does he or she have?
 - Does he or she have any unusual characteristics such as tattoos or piercings?
 - If he or she had a weapon, describe it.
 - After they leave, try to avoid touching anything the thief has touched; note if you did.

After a Robbery

- If you can do so safely, record the license plate and the make and model of the vehicle the thief used; **NEVER** try to chase the thief.
- Notify police immediately by calling 911 and provide them with as much information as possible including the route the thief took when leaving (remember not to try to follow the thief).
- Record all information observed about the thief.
- Lock all doors and do not let anyone enter.
- Ask all witnesses to remain until police arrive; Contact your supervisor and the CAO.
- Do not discuss the robbery with media or bystanders.
- Cooperate fully with the police investigation.
- If the thief was within sight of one of the cameras, advise the CAO and they will check the recording system to see if the thief's image was captured, and.
- Report the incident following proper Incident Reporting Procedures immediately.

Road Rage Situations

Employees are reminded to avoid potential road rage situations. The following are some best practices for avoiding road rage:

- Plan your route in advance (frustration or erratic behaviour is more likely if you are lost).
- If you feel yourself getting upset, open the window, breathe deeply and listen to relaxing music.
- Consciously decide not to let traffic delays or other peoples' driving habits affect your driving.
- Acknowledge your mistakes which can reduce conflict.
- Be courteous and considerate; Do not compete or retaliate.
- Leave traffic enforcement to the police.
- Avoid honking your horn unless necessary, and.
- Stay in your vehicle, lock the doors and call the police if you are being physically threatened:
 - Dial *OPP will connect you to the nearest OPP Station
 - Dial 911 to reach emergency services.
- If you are being followed, do not drive to your home. Drive to the nearest service, police or fire station, remain in your vehicle and honk your horn repeatedly until someone assists you.

Banking Money

- Deposit money to bank on a frequent basis.
- Use an unmarked bag or container to carry cash and/or securities.
- Vary the route taken to the bank or financial institution.
- Vary times of deposit.
- Avoid making night deposits.
- Observe your surroundings before making your transaction.
- Rotate the task so that it isn't always the same person making the deposit if possible.
- Avoid making deposits alone especially if employees work in remote and isolated areas. Have one person face the other way to act as a lookout while the other makes the deposit.
- Arrange for regular cash collection by a licensed security firm.

Working Alone

- Know how to summon immediate assistance when an emergency occurs or is likely to occur.
- Carry a communication device (cell phone, radio, etc.) inform people of where you are.
- Know your environment (location of exits, neighbours etc.).

Appendix E

Work Refusal Procedure

First Stage

Employee considers work unsafe.



Employee reports refusal to HRC and the H&S representative.
Stays in safe place.



HRC investigates in the presence of the employee.



Issue Resolved
Employee goes back to work.



Issue Not Resolved
[proceed to the second stage]

Second Stage

With reasonable grounds to believe work is still unsafe, employee continues to refuse and remains in safe place.
Employee or employer or someone representing employee calls the Ministry of Labour.



Ministry of Labour Inspector investigates in consultation with the employee, safety representative, and HRC.*



Inspector gives decision to employee and HRC in writing.



Changes are made if required or ordered. Employee returns to work.

*Pending the Ministry of Labour investigation:

- The refusing employee may be offered other work
- Refused work may be offered to another employee, but HRC must inform the new employee that the offered work is the subject of a work refusal. This must be done in the presence of:
 - a health and safety representative, or
 - an employee who because of their knowledge, experience and training is selected by the employees to represent them

Appendix F

Incident Reporting Form

Part 1 - Employee Information (to be completed by employee)		
Name	Department	
Date and time of incident		
Date and time incident reported		
Incident reported to:		
Location of incident (please circle)		
Inside Workplace Building	Outside Workplace Building (specify)	On Workplace Property (specify)
In Parking lot (specify)	Community location (specify)	Residential (specify)
Work location, if off-site		
Were the emergency response procedures initiated? Yes No		
Please circle the classification of the incident (please refer to explanation provided)		
<input type="checkbox"/> Type I (Criminal)	Perpetrator has no relationship to the workplace	
<input type="checkbox"/> Type II (Client)	Perpetrator is a ratepayer, visitor or family member of an employee at the workplace who becomes violent toward a worker or another ratepayer	
<input type="checkbox"/> Type III (Worker-to-)	Perpetrator is an employee or past employee of the workplace	
<input type="checkbox"/> Type IV (Personal Relationship)	Perpetrator has/had a relationship with an employee (e.g., domestic violence in the workplace)	
Describe the event including persons involved, and what if known precipitated the event:		
Does the person(s) involved have a history of previous incidents that you are aware of? (please circle) Yes No Don't know		
Incident Type		
<input type="checkbox"/> Threat	<input type="checkbox"/> Physical assault	<input type="checkbox"/> Verbal abuse
<input type="checkbox"/> Discrimination	<input type="checkbox"/> Robbery, arson, vandalism	<input type="checkbox"/> Carrying a weapon
<input type="checkbox"/> Harassment	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Other
Injury Type		
<input type="checkbox"/> Strain or sprain	<input type="checkbox"/> Cut or laceration	<input type="checkbox"/> Contusion
<input type="checkbox"/> Bitten	<input type="checkbox"/> Pinched	<input type="checkbox"/> Psychological
Other (Specify)		
Was medical attention or first aid required? (Circle) Yes No		
If yes, provide details:		

Actions taken	
Please indicate concerns, issues and actions taken (e.g., initiated emergency response procedure, contacted Coordinator, police or security, emergency service personnel, Health & Safety Rep., Human Resources Department, etc.)	
Witness(es)	
Name	Contact information
1.	
2.	
3.	
4.	
Other Information	
Are you aware of any similar incidents in the past?	Yes No
If yes, provide details:	
Are you aware of any controls, measures or procedures to prevent a similar incident?	Yes No
Please provide any other information you think may be relevant, including any recommendations that you think would be helpful:	
Reporting	
Reported to Supervisor/CAO/Councillor?	Yes No
If yes, name of Supervisor/CAO/Councillor:	
Reported to police?	Yes No
If yes, police report number	
Reported to Other? (Specify)	Yes No
Signature of worker	

TOWNSHIP OF RYERSON- WORKPLACE VIOLENCE AND HARRASMENT PROGRAM AND POLICY

Part 2 - Supervisor Report (to be completed by Supervisor)	
Name	Department
Date reported	Date of investigation
Police contacted? Details:	Yes No
If yes, by whom?	
Health & Safety Representative contacted?	Yes No
If yes, by whom?	
Human Resources Department contacted?	Yes No
If yes, by whom?	
Persons participating in investigation	
Description of findings (Identify immediate cause, underlying cause)	
Witnesses and statements	
Corrective action taken or recommendations for corrective action:	
Post-crisis Intervention	Yes No
Referral to employee assistance program or other community resource?	Yes No
Advised to consult a physician for treatment or referral?	Yes No
Follow-up	
Signature of Supervisor	

EMERGENCY MANAGEMENT PROGRAM COMMITTEE

**Katrine Community Center – 6 Browns Drive, Katrine
September 25, 2024**

ARMOUR	
John Theriault – CAO	Rod Ward - Mayor
Amy Tilley – CEMC	Jason Newman – CEMC Alternate
BURK’S FALLS	
Denis Duguay – CAO – CEMC Alternate	Chris Hope – Mayor
Camille Barr – Information Officer	John Wilson – Deputy Mayor
RYERSON	
Brayden Robinson CAO	George Sterling – Mayor
Glenn Miller – Deputy Mayor	
MCMURRICH/MONTEITH	
Cheryl Marshall – CAO – CEMC Alternate	Glynn Robinson – Mayor
Vicky Roeder – Martin – Deputy Mayor	
BURKS FALLS & DISTRICT FIRE DEPARTMENT	Joe Readman – Fire Chief

AGENDA ITEM
<ol style="list-style-type: none"> 1. Review Minutes of 2023 <ul style="list-style-type: none"> • The minutes of the Township of Armour meeting minutes were reviewed. Minutes will be distributed to Partners for Council review for discussion. 2. Shared Community Emergency Management Coordinator Agreement <ul style="list-style-type: none"> • The Draft Agreement was previously circulated to CAO’s for review and discussion with staff and council. CAO of the Township of Armour will initiate the circulation of the “CEMC Service Agreement Bylaw” much like with the Mutual Assistance Agreement. • Committee recommending a shared Information Officer as well as Alternate CEMC. It was suggested that those that are already Certified Coordinators should be named as Alternates for the purpose of this agreement. 3. Emergency Management Program Bylaw <ul style="list-style-type: none"> • CEMC recommending Partners review the condensed Bylaw. Armour passed in 2023 to clean up multiples. Easier for annual compliance report. CEMC to distribute to Partners, to name and appoint. Review minutes with Council, pass Bylaw entering into CEMC Service Agreement, pass Bylaw to appoint CEMC, alternate, and EIO. 4. Plan & Program <ul style="list-style-type: none"> • Armour CEMC reviewed all current plans, two of the four are identical as they were built at the same time. Ryerson’s plan contains value that could be incorporated. McMurrich/Monteith will require update and review, but can easily be built from the other three. • Committee recommends adjust all to be similar, a master plan for the 4 partners could be developed with an IMS structure at a later date. • Brief discussion on Non-Governmental Organizations and the requirements during an incident/emergency. 5. 2024 Training & Exercise <ul style="list-style-type: none"> • Coordinator recommending Wildland Fire Tabletop for late October with the objective of establishing an Evacuation Plan. Committee discussed previous exercises and agreed to the plan and objective. Fire Chief and Coordinator to meet for further discussion.

EMERGENCY MANAGEMENT PROGRAM COMMITTEE

6. Emergency Operations Centre

- Committee reviewed Primary and Alternate EOC. Recommending one functional location for all partners, continuing with current locations, further investigation required.
- Community Emergency Preparedness Grant opportunities – Coordinator to investigate applying as individuals or as a whole. What needs do we have? Reviewed the downfalls of previous incidents for recommendations.
- Committee discussed requirements for Emergency Operations Center.

7. Resource Directory

- Contact Information Form was reviewed. Municipal Emergency Control Group members should update contact numbers and provide best option for emergency notification.
- CEMC to update and provide to all members.
- Three of the four municipalities are current licensed with On Solve for the Code Red notification system. Coordinator to investigate cost to incorporate or add the fourth to an existing license.

8. Hazard Identification Risk Assessment

- Reviewed HIRA Sheets, and templates for discussion. All should be somewhat similar, ranking may differ.
- Partners to provide current to CEMC for review. Committee recommends consistent template for all.
- Coordinator to attend demonstration of new system and report back to Partners at the annual exercise.
- Offer to attend session was extended for those interested.

9. Critical Infrastructure

- Template reviewed, with recommendation of consistency for partners.
- CEMC has reviewed program from British Columbia, but nothing exists for assessing CI in Ontario's Emergency Management resources.
- Fire Chief to provide all four Community Risk Assessments to the Coordinator to assist with annual review.

10. Public Education

- Reviewed 2024 Community Events and well received information from the Fire Department. Fire Fighters challenge is an excellent opportunity for Public Education for making a 72 Hour Kit and Plan.
- All Partners have community events throughout the year and the Committee is recommending a booth to educate residents.

11. Other Items for Discussion

- Armour CAO questioned if Partners at the table were prepared to recommend the service of sharing a CEMC to their municipal councils, and all agreed.
- The Mutual Assistance Agreement was discussed and the opportunity to bring three other municipalities into the agreement for shared CEMC. The Committee recommends getting started with the current group. If interest arises from the others the Committee would be notified.

Meeting Adjourned 3:45 pm

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #35-2023

**Being a By-Law to Establish an Emergency Management Program and
Emergency Response Plan and to meet other requirements under the
*Emergency Management and Civil Protection Act***

WHEREAS the *Emergency Management and Civil Protection Act*, R.S.O., 1990 c. E.9 and Ontario Regulation 380/04 (the “Act”), as amended requires every municipality in the Province of Ontario is required to:

- Develop and implement an emergency management program, which shall consist of;
 - An Emergency Response Plan;
 - Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - Public education on risks to public safety and on public preparedness for emergencies; and
 - Any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the Council as its Emergency Management Coordinator;
- Establish an Emergency Management Program Committee;
- Establish a Municipal Emergency Control Group;
- Establish an Emergency Operations Centre to be used by the Municipal Emergency Control Group in an emergency; and
- Designate an employee of the municipality as its Emergency Information Officer;

AND WHEREAS it is prudent that the Emergency Management Program developed under the Act be in accordance with international best practices, including the five core components of emergency management, being prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency, and to promote economic stability and a disaster-resilient community;

AND WHEREAS, the Council of the Municipal Corporation of the Township of Armour has previously adopted the Emergency Management Plan and Municipal Emergency Control group composition required under the Emergency Management and Civil Protection Act under By-law #63-2017 and By-law #18-2019 and wishes to consolidate the required By-laws under the Emergency Management and Civil Protection Act into a single By-law for ease of reference and reporting;

NOW THEREFORE the Council for The Municipal Corporation of the Township of Armour hereby enacts as follows:

Emergency Management Program

1. An Emergency Management Program for the municipality shall be developed and reviewed annually by the Emergency Management Program Committee in accordance with the requirements of the Act and international best practices, including the five core components of emergency management being prevention, mitigation, preparedness, response and recovery and such program shall include:
 - a. Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities; public education on risks to public safety and on public preparedness for emergencies; and
 - b. Any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.
2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and shall promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan shall be maintained in accordance with the requirements of the Act and international best practices.
4. The Plan shall be prepared and reviewed annually by the Community Emergency Management Coordinator (CEMC) and the Emergency Management Program Committee, and the CEMC or their designate shall be authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational, and contact information updates.
5. When an emergency exists but has not yet been declared, Township employees and the Municipal Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Township.

Community Emergency Management Coordinator (“CEMC”)

6. The **Waste Management Administrator** is hereby appointed as the Community Emergency Management Coordinator (“CEMC”) responsible for the Emergency Management Program for the Township, including maintenance of the Plan, training exercises, public education, and other duties and responsibilities as outlined in the Act.
7. The **By-Law Officer** is hereby appointed as the alternate CEMC to act in place of the primary CEMC in his or her absence.

Emergency Management Program Committee

8. The persons from time to time holding the following positions in the Township shall be members of the Emergency Management Program Committee:
 - a. Mayor/Alternate or Designate
 - b. Clerk-Treasurer/Administrator or Designate
 - c. Community Emergency Management Coordinator/Alternate or Designate
 - d. Roads Superintendent/Alternate or Designate
 - e. Other Support Agencies as may be required.
9. The CEMC/Alternate or Designate shall be appointed as the chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall review the program annually and report to Council on the development and implementation of the Township's Emergency Management Program.

Municipal Emergency Control Group ("MECG")

11. The persons from time to time holding the following positions in the Township, or designates, shall be members of the Municipal Emergency Control Group:
 - a. Clerk-Treasurer/Administrator or Designate
 - b. Mayor/Alternate or Designate
 - c. Community Emergency Management Coordinator/Alternate or Designate
 - d. Roads Superintendent/Alternate or Designate
 - e. Fire Chief/Alternate or Designate
 - f. Emergency Information Officer or Designate
 - g. Administration Staff as required

Emergency Operations Centre

12. A primary and an alternate Emergency Operations Centre shall be established for use by the Municipal Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency.

Emergency Information Officer

13. The **Director of Economic Development** is hereby appointed as the Emergency Information Officer for the Township to act as the primary media and public contact in an emergency, and an alternate may be appointed by the Clerk-Treasurer/Administrator if required.

Administration

14. That the Plan shall be made available to the public for inspection and copying at the Municipal Office during regular business hours.
15. That the Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
16. That any municipal organization position title changes that may occur from time to time shall not affect the appointments associated with those positions in the current By-law.
17. That By-law **#63-2017** and By-law **#18-2019** are hereby rescinded;
18. That this By-law shall come into effect upon its passing.

Read in its entirety, approved, signed and the seal of the Corporation affixed thereto and finally passed in open Council this **26th day of September, 2023.**

Rod Ward, Mayor

John Theriault, Clerk

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

BY-LAW #__-2024

Being a by-law to enter into an agreement for the services of a Community Emergency Management Coordinator between The Municipal Corporations of the Township of Armour, Township of Ryerson, Township of McMurrich/Monteith and the Village of Burk’s Falls.

WHEREAS *The Emergency Management and Civil Protection Act (EMCPA)* requires that all municipalities in Ontario maintain a timely, effective and fiscally responsible Emergency Management Plan with a focus upon continuous improvement of the functionality and responsiveness;

AND WHEREAS the Council of the Corporation of the Township of Armour agrees to share the service of the Community Emergency Management Coordinator (CEMC) with the Township of McMurrich/Monteith, the Township of Ryerson and the Village of Burk’s Falls;

NOW THEREFORE the Council of The Municipal Corporation of the Township of Armour enacts as follows:

1. That the Agreement attached hereto as Appendix “A” between The Municipal Corporation of the Township of Armour and the Township of McMurrich/Monteith, the Township of Ryerson and the Village of Burk’s Falls be entered into by the municipalities.
2. That the Mayor and the Clerk be authorized to execute all documentation necessary to fulfil the Agreement.
3. That the Agreement entered into between The Municipal Corporation of the Township of Armour and the parties is hereby ratified and confirmed, when signed by all parties.
4. That the Clerk of the Township of Armour is hereby authorized to make any minor modifications or corrections of an administrative, numeric, grammatic, semantic or descriptive nature or kind to the by-law and schedule(s) as may be deemed necessary after the passage of this by-law, where such modifications or corrections do not alter the intent of the by-law.
5. That this By-law shall come into full force and effect upon final passage.
6. That this By-law may be cited as the “CEMC Service Agreement By-law”.

Read in its entirety, approved, signed and the seal of the Corporation affixed thereto and finally passed in open Council this __ day of _____, 2024.

Rod Ward, Mayor

John Theriault, Clerk

Appendix "A"
By-Law # -2024

SERVICE AGREEMENT

BETWEEN

THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR

AND

THE TOWNSHIP OF MCMURRICH/MONTEITH

WHEREAS the Township of Armour employs a Community Emergency Management Coordinator to provide services as described in the job descriptions attached as Schedule "A" to this by-law;

AND WHEREAS the Township of Armour agrees to share the services of its Community Emergency Management Coordinator with the Township of McMurrich/Monteith, the Township of Ryerson and the Village of Burk's Falls;

AND WHEREAS the Township of Armour and the Township of McMurrich/Monteith, the Township of Ryerson and the Village of Burk's Falls agree that the Community Emergency Management Coordinator shall be an employee of the Township of Armour;

AND WHEREAS the Township of McMurrich/Monteith, the Township of Ryerson and the Village of Burk's Falls agrees to pay the Township of Armour for the costs involved in retaining the services of the Community Emergency Management Coordinator, as per the terms of this agreement;

NOW THEREFORE the Township of Armour and the Township of McMurrich/Monteith, the Township of Ryerson and the Village of Burk's Falls agree as follows:

1. THAT the Township of McMurrich/Monteith, the Township of Ryerson and the Village of Burk's Falls shall use the services of the Community Emergency Management Coordinator during the term of this agreement. Every effort shall be made to ensure the availability of the Community Emergency Management Coordinator, but it is recognized that the hours must remain flexible.
2. THAT the Township of McMurrich/Monteith, the Township of Ryerson and the Village of Burk's Falls shall pay the Township of Armour the current rate at which the Township of Armour is remunerating their Community Emergency Management Coordinator plus a 40% premium to cover the cost of benefits and vacation time, plus HST.
3. THAT the Township of McMurrich/Monteith, the Township of Ryerson and the Village of Burk's Falls shall pay for any mileage incurred by the Community Emergency Management Coordinator while working for their municipality, at a rate listed in Schedule B of this agreement. Mileage billed shall be based on the mileage log of the Community Emergency Management Coordinator. Mileage shall be applicable from the Community Emergency Management Coordinator's departure from the Township of Armour's municipal office at 56 Ontario Street, Burk's Falls, Ontario.
4. THAT the Township of McMurrich/Monteith, the Township of Ryerson and the Village of Burk's Falls agrees to share any other costs which may be generated by the Community Emergency Management Coordinator position on the same percentage basis as the number of hours the Community Emergency Management Coordinator does for the Township of McMurrich/ Monteith.
5. THAT the Township of Armour shall invoice the Township of McMurrich/Monteith, the Township of Ryerson and the Village of Burk's Falls based on an average of 200 hours per year divided equally between the number of municipalities using the Community Emergency Management Coordinator.

6. THAT the Township of McMurrich/Monteith, the Township of Ryerson and the Village of Burk's Falls agrees to provide whatever administrative assistance is required in their respective office and will be responsible to provide office supplies required by the Community Emergency Management Coordinator while working on their behalf.
7. THAT in the event of prosecution by or against a Community Emergency Management Coordinator in the territorial jurisdiction of the each of the parties, each party shall be responsible for any costs arising from such legal proceedings, as well as legal representation of their own choosing.
8. THAT the Township of McMurrich/Monteith, the Township of Ryerson and the Village of Burk's Falls agrees to maintain an insurance policy to and covering the Community Emergency Management Coordinator and their related performance or non-performance of services, within its jurisdiction, for the entire term of this agreement. Proof of such insurance policy must be forwarded to the Township of Armour.
9. THAT the Township of McMurrich/Monteith, the Township of Ryerson and the Village of Burk's Falls agrees on behalf of themselves, their successors and assigns, to indemnify and save harmless the Township of Armour, its servants and agents from and against any actions, causes of actions, damages, suits, claims and demands whatsoever which may arise, either directly or indirectly, out of the performance or non-performance of the services provided herein and in connection with the carrying out of the provisions of the agreement.
10. THAT any dispute arising from the administration of this agreement shall be resolved by the Clerk of the Township of Armour. If the decision of the Clerk is not satisfactory to one of the parties, the matter can be referred to the Council of the Township of Armour.
11. THAT this agreement shall be in place from _____, 2024 to _____. Thereafter, it may be renewed by the parties on whatever mutually acceptable basis is determined.
12. Any party may cancel their participation in this agreement by serving the other parties, written notice of their intention, ninety (90) days in advance of the date of termination.
13. This agreement constitutes the entire agreement between the parties.

IN WITNESS THEREOF THE MUNICIPAL CORPORATION OF THE TOWNSHIP OF ARMOUR HAS HEREUNTO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS PROPER SIGNING OFFICERS.

Dated at the Township of Armour

MAYOR

this ____ day of _____, 2024

CLERK

IN WITNESS THEREOF THE TOWNSHIP OF MCMURRICH/MONTEITH HAS HEREUNTO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS PROPER SIGNING OFFICERS.

Dated at the Township of McMurrich/Monteith

MAYOR

this ____ day of _____, 2024

CLERK

IN WITNESS THEREOF THE TOWNSHIP OF RYERSON HAS HEREUNTO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS PROPER SIGNING OFFICERS.

Dated at the Township of Ryerson

MAYOR

this ____ day of _____, 2024

CLERK

IN WITNESS THEREOF THE TOWNSHIP OF VILLAGE OF BURK'S FALLS HAS HEREUNTO AFFIXED ITS CORPORATE SEAL ATTESTED BY THE HAND OF ITS PROPER SIGNING OFFICERS.

Dated at the Village of Burk's Falls

MAYOR

this ____ day of _____, 2024

CLERK

Schedule "A" – CEMC Agreement

Duties

Key Responsibilities

Coordinate with the municipality to ensure all provincial documentation, including but not limited to, Emergency Management Committee agendas and minutes, critical infrastructure information, emergency response plans, exercise development, exercise reports, training records, are completed on an annual basis.

Update/maintain the Hazard Identification and Risk Assessments (HIRA).

Maintain all supplies and documentation in the primary and alternate Municipal Emergency Operation Centers.

Develop, deliver and participate in emergency management training opportunities for Municipal Emergency Control Group and support staff.

Conduct annual emergency notification exercises for the members of the agreement.

Develop and deliver annual municipal public awareness/education programs, including but not limited to, Emergency Preparedness Week, as approved and ensuring the public education information is distributed through the member municipalities website and social media.

Maintain the critical infrastructure lists in a suitable format for reporting to the Province and the GIS information system.

Coordinate with member municipalities to ensure that the GIS information is maintained and available for use during emergency management exercises and in response to an emergency.

Assist with the formulation of reports for the member municipalities, as well as the development and delivery of presentations to stakeholders, partner agencies and the public about emergency management programs.

Maintain the documentation and contact information for the municipal members' Emergency Response Plans.

Develop, implement and maintain the municipal members' Continuity of Operations Plan and program.

Assist with other emergency management duties as assigned, which may include, but not be limited to, hazard specific response plans or participating in Committees and working groups involved with the member municipality.

Assist with the development of safety plans for community events and be prepared to advise of cancellation should an emergency occur or in the perceived perception of an emergency.

Appendix "A"
By-Law # -2024

Schedule "B" – CEMC Agreement

MILEAGE RATE POLICY

The rate of reimbursement of mileage expenses shall be as follows:

1. The base rate for reimbursement of mileage, as of the date of approval of this policy, shall be \$0.54 per kilometre and shall be for the price of gasoline ranging from \$0.00 to \$1.39 per litre.
2. For the purpose of this policy, the price of gasoline per litre shall be the rate at the Shell Station located in Burk's Falls, and shall be used on the first day of each and every month.
3. Increases from the \$0.54 base rate shall be based on a \$0.02 increase in the rate per kilometre for each \$0.10 increments that gasoline prices increase, as per the schedule below. The minimum rate shall not be below the rate of \$0.54 per kilometre unless approved by resolution by Council.

Examples:

PRICE OF GASOLINE PER LITRE	RATE PER KILOMETRE
From \$0.00 to \$1.39	\$0.54
From \$1.40 to \$1.49	\$0.56
From \$1.50 to \$1.59	\$0.58
From \$1.60 to \$1.69	\$0.60
From \$1.70 to \$1.79	\$0.62
From \$1.80 to \$1.89	\$0.64
From \$1.90 to \$1.99	\$0.66
From \$2.00 to \$2.09	\$0.68
From \$2.10 to \$2.19	\$0.70
From \$2.20 to \$2.29	\$0.72
From \$2.30 to \$2.39	\$0.74
From \$2.40 to \$2.49	\$0.76
From \$2.50 to \$2.59	\$0.78
From \$2.60 to \$2.69	\$0.80
From \$2.70 to \$2.79	\$0.82
From \$2.80 to \$2.89	\$0.84
From \$2.90 to \$2.99	\$0.86
From \$3.00 to \$3.09	\$0.88



RESOLUTION

2024-15

Be it resolved that the Almaguin Community Economic Development Board have received and reviewed the Almaguin Housing Task Force Summary and Recommendations report. Furthermore, the Board recommends that the report be reviewed and adopted by ACED Member and non-member municipalities as: ~~(please circle)~~.

CIRCULATED

AMENDED

MOVED BY:

Brenda Scott South River.

SECONDED BY:

Janice

CARRIED:

Yes No

Comments:

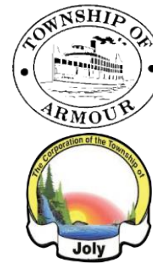
Wickerville.



Almaguin Housing Task Force

Summary and Recommendations

Produced by: Almaguin Housing Task Force
Version: Fall 2024



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Introduction

The Almaguin Housing Task Force (AHTF) represents a collaborative, regional effort to address the housing shortage that exists in the East Parry Sound District (Almaguin Highlands Region). The availability of housing options throughout all facets of the housing continuum is widely recognized as a key component in the region's ability to attract and retain sustainable economic growth. Shortages in available housing options directly affect assessment growth potential in Almaguin's municipalities, labour force growth that supports existing business expansion and new business investment, and generally impacts community development opportunities that drive quality of life throughout the region.

“Create distinct strategies to address regional challenges in housing supply and affordability in rural, remote, northern, and Indigenous communities”. 2023 “Home Stretched: Tackling Ontario’s Housing Affordability Crisis...”, Ontario Chamber of Commerce

The principles that guide the AHTF, per the Almaguin Housing Task Force Terms of Reference, include the following:

- To gain and maintain a functional understanding of the factors that impact the development, improvement, and accessibility of housing throughout the Almaguin Region.
- To provide actionable recommendations to member municipalities that encourage responsible and compatible housing development.
- To ensure the accessibility of information and resources to all stakeholders.
- To steward collaborative partnerships with relevant stakeholders throughout the Parry Sound District that focus on improving housing investment readiness, the implementation of best practices, and other activities that support these guiding principles.
- To build strong relationships with all stakeholders, residents and neighbouring regions and nurture them through strong, effective communication.
- To provide municipal staff throughout the region with strong, strategic leadership and support.

The AHTF recognizes the importance of conserving and making responsible use of public resources. The AHTF established a preliminary target for producing recommendations within a 6-month period and conducting its work using in-kind staff support using information produced at Federal, Provincial and Organizational levels as well as advice provided by Task Force Advisors which is further explained below in the methodology.

Task Force Composition

The AHTF is comprised of 10 voting task force members (or members) and 6 industry advisors (or advisors) that represent municipalities, local employers and businesses, developers, support agencies and community organizations. These parties include the following:

Members		
Township of Perry	Village of Sundridge	Lofthouse Manufacturing
Township of Armour	Township of Ryerson	Tim Bryson Forestry
Village of South River	Almaguin Highlands Chamber of Commerce	South Almaguin Planning Board
Almaguin Community Economic Development		
Advisors		
Ontario Ministry of Northern Development	Almaguin Community Living	The Parry Sound District Social Services Administration Board
Labour Market Group	ReThink Green	Private Developer

Methodology

To inform the recommendations set out herein, the AHTF members created a database of available information from Federal, Provincial, District, and regional sources, as well as information provided directly to the Task Force by its members and Advisors.

The Task Force conducted an internal SWOT situational analysis which provided a basis for establishing local priorities while exploring recommendations from senior levels of government and industry stakeholders. The top themes established during this analysis were then ranked by all members and weighted to establish priority levels across the situational factors identified through the development process. These priority levels were then compared to information and recommendations identified in the regional database.

Key Reports and Information Consulted

2023 National Housing Accord Report
Ontario Housing Task Force (OHTF)
Recommendations

2023 PSDSSAB Housing & Homelessness Plan Update
2018 – 2023 local real estate data provided by local professionals.

Fall 2023 Federal Economic Statement
2023 “Home Stretched: Tackling Ontario’s Housing Affordability Crisis...”, Ontario Chamber of Commerce

2021-2023 Average Market Rent Reports, PSDSSAB
ACED Almaguin Highlands Community Profile via explorealmaguin.ca

Summary of Key Priorities and Recommendations

The first and most critical recommendation that the Almaguin Housing Task Force can make to municipalities and stakeholders in Almaguin is that, in order to ensure that meaningful action is taken to affect the development-readiness potential in the region, sustained multi-partner investment and effort is required.

The recommendations set out in this report reflect alignment with various aspects of the multi-level approach to addressing the existing housing crises. To successfully action any or all of these recommendations, it is recommended that Almaguin’s municipalities and partners commit to working together in every reasonable capacity to ensure equitable and effective change in the development landscape throughout the region.

PRIORITY AREA 1 – ADOPTING A LEAVE-NOBODY-BEHIND APPROACH TO LOCAL POLICY MAKING.

Through research and discussion, the AHTF has established that there is a significant threat that exists to many population groups living within the Almaguin region. Options throughout the housing continuum from affordable rental units through to home ownership are becoming increasingly out of reach for many Almaguin residents. In addition, specific government programs will target purpose-build rental developments, developments that demonstrate inclusionary zoning, and other factors that are not commonly considered in Almaguin’s municipalities. Regional partners should prioritize the identification of ways to alleviate barriers (policy, infrastructure, etc.) that have or could stifle the development of various housing forms.

Recommendation 1A: Encouraging the development of purpose-built rental accommodations that meet the financial needs of all local resident groups.

Consideration / Action Items	Strategic Alignment
Considering initiatives such as the Tiny Town Association provided that all dwellings / buildings comply with the Ontario Building Code.	Home Stretched – Ontario CoC. <i>Incentivize the development of housing options along the continuum to meet diverse housing needs throughout the province, including purpose-built rental housing, missing middle housing, and affordable home ownership.</i>
Solidifying municipal will to engage in public-private-partnerships that lead to compatible rental housing developments.	Home Stretched – Ontario CoC. <i>Support the renewal and growth of nonprofit and cooperative housing, including supportive housing with wrap-around services, to provide long-term, deep affordability for low-income and other marginalized Ontarians.</i>
Using surplus lands as a vehicle to encourage developments. <ul style="list-style-type: none"> ○ Conduct a region-wide survey of suitable publicly owned lands and/or possible MTO surplus lands of interest. ○ Exploring land-leasing frameworks. 	Home Stretched – Ontario CoC. <i>Leverage surplus public lands and other assets for affordable housing development (i.e., by requiring that a portion of all government land sales include an affordable housing component).</i>
Consider partnerships with local accommodations providers to create medium-term, seasonal micro-habitats in underutilized units.	Ontario Housing Affordability Taskforce

Recommendation 1B: Create a region-wide short-term rental (STR) economic impact study initiative.

Consideration / Action Items	Strategic Alignment
Taking a neutral, region-wide approach to understand the various impacts of STR activity in the region, Including: <ul style="list-style-type: none"> ○ Establish a set of common data points that will track STR activity across the region which can be used to inform the decision-making process. ○ Investigate the impacts on municipal and emergency services (landfill, bylaw, fire, EMS, etc.) 	Home Sharing Guide for Ontario Municipalities <i>As municipalities address home-sharing, they often seek to find a balance between encouraging its growth to promote economic development and placing limits on the scope of activity to preserve the character of local communities.</i>

<ul style="list-style-type: none"> o Encourage municipalities to review and record STR results on a regular, seasonal basis. 	
---	--

Recommendation 1C: Support and promote talent development and retention of skilled trades workers.

Consideration / Action Items	Strategic Alignment
<p>Conduct a needs analysis involving local contractors, tradespeople, and other groups. Investigate opportunities with post-secondary institutions within a 200KM radius and engage workforce specific supportive agencies.</p>	<p>Home Stretched – Ontario CoC. <i>Incentivize domestic and local talent development, and support programs geared towards underutilized talent.</i></p>
<p>Create and execute campaigns that promote access to developing and attracting workers to fill needs. I.e. The Rural Northern Immigration Pilot (RNIP) program, Apprenticeship programs, connector programs for graduates, etc.</p>	<p>Home Stretched – Ontario CoC. <i>promote skilled trades careers as viable employment options, with intentional outreach to groups traditionally excluded, including women and other equity-deserving groups.</i></p>
<p>Create a regional inventory of capital construction projects (public and private sector) occurring throughout the region that can be provided to education institutions for student placement considerations.</p>	<p>Ontario Housing Affordability Taskforce <i>Undertake multi-stakeholder education program(s) to promote skilled trades.</i></p>
<p>Re-establish a regional career fair with an emphasis on trades-related opportunities.</p>	
<p>Research programs and incentives that provide employers with assurance that apprentices will maintain employment within their companies.</p>	

PRIORITY AREA 2 – REGION WIDE POLICY REVIEW AND REFORM TO PROMOTE NAVIGABILITY AND THE IMPLEMENTATION OF COMMON-SENSE PRACTICES.

Creating a more user-friendly environment with fewer ‘pain-points’ for developers and builders is a common goal for nearly every level of government. While many of these pain points are set out by the Provincial Government, there are changes at local and regional levels that should be considered which would result in significant improvements for any party who is interested in investing in Almaguin. Prioritizing improvements that ease the administrative process for developers and builders will assist with the overall development-related attractiveness of the region. This attractiveness, theoretically, will encourage positive investment momentum. It was identified to the AHTF that developers often look for development areas experiencing positive momentum for future investment.

Recommendation 2A: Establish a regional administrative structure that ensures consistent effort and attention to housing development action item implementation.

Consideration must be given to the effort required to build and maintain positive momentum throughout the region related to driving positive change in the development landscape. Creating a linkage between existing municipal staff and/or creating a specific position to execute action items of regional significance should be considered.

Recommendation 2B: Supporting the alignment of municipal official plans through the South, Central, and North Almaguin Planning Boards.

Strategic Alignment	Strategic Alignment
Simplify planning and zoning policies so that there is reasonable symmetry from one municipality to another.	Ontario Housing Affordability Taskforce <i>Simplify planning legislation and policy documents.</i>
Commit to funding an impact study to determine timelines and local impacts of creating Planning Board specific official plans.	Ontario's Housing Supply Action Plan <i>Work towards reducing bureaucratic costs and red tape in the construction and development process.</i>
Empower local planning boards to lead the process of creating catchment area specific Official Plans that can be used to support municipal official plan alignment over time.	
Conduct a comprehensive review of current zoning by-laws to identify and remove outdated or overly restrictive regulations.	

Recommendation 2C: Supporting the consolidation of by-laws and building permits through a regional, concise, building by-law and/or program.

Consideration / Action Items	Strategic Alignment
Undertake a region-wide assessment of current building design standards and evaluate other national and provincial best practice approaches to housing layouts and designs. Include analysis of project management methodologies, timeframes, technological solutions, tools, and other resources that support the development of new, innovative, sustainable, and affordable housing solutions.	<p>National Housing Accord <i>Reform the national housing accord to drive innovation in the homebuilding sector</i></p>
Standardizing the collection of client/user experience throughout and following building projects.	

Recommendation 2D – Review building/development related policies and identify opportunities to mitigate undue costs related to housing developments where reasonable.

Feedback from development advisors on the Task Force, there are policies that can create significant costs and barriers that limit developments from starting up. One such policy is the need to produce site specific archaeological studies for proposed development sites. The District of Muskoka commissioned a district wide archaeological assessment that identified specific areas of concern for historical archaeological activity, which alleviated the need for studies on properties outside of the identified areas.

PRIORITY AREA 3 – ESTABLISHING NEW LOCAL PRIORITIES THAT EMPHASIZE AFFORDABLE HOUSING, THE ADOPTION OF GREEN PRACTICES, AND NEW DEVELOPMENT OPTIONS.

It has been demonstrated in various communities that there is a lot of space in the housing development sector for innovative approaches to solving long-standing challenges. Identifying new technologies, reconsidering local priorities, supporting the growth of the development value-chain (such as prioritizing talent development), and working

collaboratively with like-minded neighbours and organizations are all areas through which new solutions can be explored.

Recommendation 3A: Encouraging the creation of municipally (or Planning Board Wide) specific housing development toolkits.

Consideration / Action Items	Strategic Alignment
<p>Produce locally derived reports and information related to:</p> <ul style="list-style-type: none"> ○ Local policy, priorities, and processes. ○ Regional Green House Gas (GHG) emission portfolios, and opportunities to achieve low carbon development through mitigation and adaptation-led solutions. ○ Value-added information on options that support low-carbon and / or green building technologies. ○ Information that supports the reduction of homebuilding and home ownership costs as they relate to local priorities. 	<p>Ontario Housing Affordability Taskforce <i>Simplify planning legislation and policy documents.</i></p>

Recommendation 3B: Supporting the region-wide adoption of changing the minimum primary dwelling size to allow ‘tiny home’ development.

Consideration / Action Items	Strategic Alignment
<p>Amend official plans to allow for eligible Ontario Building Code compliant or provincially pre-approved smaller primary dwelling sizes on municipal lots. (IE: 300-400 Sq Ft. Units).</p>	<p>Home Stretched – Ontario CoC. <i>Incorporate a minimum standard set of guidelines in alignment with the Ontario Building Code for tiny homes, accessory dwelling/secondary units, missing middle, and modular housing.</i></p>
<p>Encourage shared site-specific water & septic systems for multiple tiny-home builds on single lots.</p>	<p>Home Stretched – Ontario CoC. <i>Create distinct strategies to address regional challenges in housing supply and affordability in rural, remote, northern, and Indigenous communities.</i></p>

Recommendation 3C: Exploring opportunities for strategic economies-of-scale that reduce barriers for developers and homebuilders.

Consideration / Action Items
<p>Consider making policies that permit communal and/or site-specific water and wastewater systems that enable lower lot sizes for multi-residential developments.</p> <ul style="list-style-type: none"> ○ Create a regional water/wastewater technician service that scales as developments increase.
<p>Research ways to formally establish partnerships between municipalities with water and/or wastewater services and rural townships that enable expansion that is critical to attracting development.</p> <ul style="list-style-type: none"> ○ Share in the costs of undertaking service capacity and expansion studies. ○ Establish multi-sectoral expansion zones and create preliminary build out plans that include an infrastructure needs analysis. ○ Make efforts to be 'shovel ready' for line extensions upon securing anchor developments that fit mixed use zoning (commercial/residential).
<p>Proactively develop utilities expansion partnerships between municipalities on shared borders. Several development opportunities have arisen in recent years that would have benefitted from water/wastewater services on lands within a reasonable proximity to existing services.</p> <ul style="list-style-type: none"> ○ Rural and urban communities should create expansion task force teams to investigate expansion solutions. ○ Develop cost sharing agreements for all aspects of expansion planning, execution, and usage/operations.

Recommendation 3D: Unify communication between regional municipalities and the Federal & Provincial Governments.

The lack of readily available municipal resources, combined with little to no compatible senior-level government funding for rural-specific projects, poses a significant barrier to development in Almaguin. For municipalities, raising adequate funds to proactively address infrastructure gaps that stifle development opportunities would place an undue burden on current and future ratepayers. Simultaneously, many Federal and Provincial programs are designed such that larger urban areas realize most or all of the benefit. Historically, infrastructure expansion support from senior levels of government in Almaguin is predicated on certain types of development (industrial, manufacturing, commercial, etc.) that creates jobs. Local employers have communicated through several business retention and expansion programs that a lack of suitable housing options has significantly impacted their ability to attract and retain workers. Simply put, the focus on only adding infrastructure to projects that creates jobs is proving to be counterintuitive, particularly if the local workforce has proven inadequate to existing employers.

Consideration / Action Items

Create, through the AHTF, a series of consistent, shared, and evidence-based messages that elected officials can use to create a unified rhetoric focused on garnering more support in Northern Ontario.

Utilize existing networks and key contacts to ensure that common messaging is heard, repeated, and recognized. EG:

- MPs and MPPs
- FONOM network and representatives.
- Professional associations and representatives.

Recommendation 3E: Seek out and formally establish municipal/non-profit partnerships.

Non-profit housing providers are experienced with accessing government funding and leveraging existing partnerships with for-profit builders that allows them to provide lower cost rental housing. Municipalities should seek out these partnerships with the goal of creating purpose-built rentals.

Burk's Falls, Armour & Ryerson Union Public Library

Our Vision

Access to knowledge for all

Our Mission

The Burk's Falls, Armour & Ryerson Union Public Library is a dynamic organization that provides innovative programming in various formats to meet the evolving interests and needs of our diverse and growing population.

Minutes of the Board of Trustees Virtual Meeting

August 21, 2024

Present were:	Chairperson:	Ruth Fenwick
	Board Trustees:	Bev Abbott Ryan Baptiste Rod Blakelock Patty Butler Kaiyla Hoffmann Tiffany Monk Robert Van der Wijst Joseph Vella
Also attending:	McMurrich/Monteith Representative:	Vicky Roeder-Martin
	CEO:	Nieves Guijarro

1 Call to order With a quorum present CEO called the meeting to order at 7:00 p.m.

2 Approval of Meeting Agenda **MOTION 394/24** IT WAS MOVED BY: R. Blakelock
AND SECONDED BY: B. Abbott

That the virtual meeting agenda of the Board of Trustees of August 21, 2024 be accepted as presented.

CARRIED

3 Declaration of conflict of interest No conflicts were declared

4 Approval of consent Agenda **MOTION 395/24** IT WAS MOVED BY: R. Blakelock
AND SECONDED BY: P. Buttler

That the consent agenda of the Board of Trustees virtual meeting of August 21, 2024 be approved as presented

- a) Resolution to accept the minutes of June 2024
- b) Resolution to accept the CEO's Report of July 2024
- c) Armour Township Financial Statement July 2024

CARRIED

**BFARUPL Board Minutes
August 21, 2024**

5 Business arising from the minutes

- Members of the Board welcomed Robert Van der Wijst as the trustee for Burk’s Falls to the library board.
- An orientation session was completed for Patty Butler and Robert Van der Wijst.
- CEO received a salary update via a resolution (2024-211/July 16, 2024) passed by the Village of Burk’s Falls council.
- Members discussed By-Law No. 19 Audit

MOTION 396/24 IT WAS MOVED BY: J. Vella
AND SECONDED BY: B. Abbott

To request to the Township of Armour to include the Library in their annual audit process.

CARRIED

6 Committee Reports

-Building/Fundraising Cmte

The cmte elected Tiffany Monk as chair of the cmte at their meeting on August 14th. Bev shared with members a summary of their discussion about the library project.

-Finance/Budget Cmte

Nieves will meet with Marjorie September 9th, 2024 to prepare the 2025 Library Budget Draft.

The Budget Cmte will then meet September 11th, 2024 to discuss the budget draft and make any necessary changes.

-Personnel Cmte

No report

-Policy/Planning Cmte

Revise By-Law No. 4 (minimum meetings per year) **was tabled**

7 Correspondence

- The Burk’s Falls Public Library was mentioned with honours by the TD Summer Reading Program for the work done in the summer of 2023.
- The Library community welcomed the new minister of Tourism, Culture and Gaming - Stan Cho.

8 New Business

- Members discussed the renewal of the Lease Agreement with the Village of Burk’s Falls.
- Recommendation will be discussed at the next meeting.

9 Adjournment

MOTION 397/24 by R. Baptiste at 8:45 pm to adjourn.

CARRIED

Ruth Fenwick

September 18, 2024

Board Chairperson

Date

Regional Fire Services Committee - Live Fire Training Unit

Good afternoon everyone:

I am pleased to advise that I am in receipt of resolutions from all 7 municipalities in support of the additional funds required to proceed with the Live Fire Training Unit. See attached resolutions for your records.

The permit has now been issued for the Live Fire Training Unit and Perry Council has waived the permit fee valued at \$2,685.00.

As part of the building permit process, it was required that the slab be engineered. The cost for the engineering report was \$2,373.00 including taxes. This amount was not calculated into the extra funds required and has been paid by Perry Township at this time. Once the project is complete, Perry Township will provide total costs.

The site is currently being prepared for forming. We will continue to keep the RFSC updated as the project moves forward.

Take care,

Beth Morton, Clerk-Administrator



Township of Perry | 1695 Emsdale Road
Emsdale ON | (705)636-5941
www.townshipofperry.ca



**The Corporation of the
Township of Perry**

Box 70 1695 Emsdale Road Emsdale, Ontario P0A 1J0

Date: September 4, 2024

Resolution No.: 2024- 269

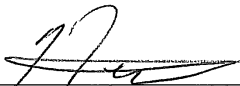
Moved By: Margaret Ann MacPhail **Seconded By:** Paul Sowrey

Be it resolved that the Council of the Corporation of the Township of Perry hereby supports moving forward with the Live Fire Burn Unit and the 2024 commitment of \$20,000 for the Perry Township Fire Department;

And further that the Township of Perry supports the additional cost of \$76,211.69 split between the five departments for a share each of \$15,242.34 for the project to be completed.

COPY

Carried: Defeated:


Norm Hofstetter, Mayor

RECORDED VOTE		
Council	For	Against
Councillors Jim Cushman		
Joe Lumley		
Margaret Ann MacPhail		
Paul Sowrey		
Mayor Norm Hofstetter		



CORPORATION OF THE TOWNSHIP OF RYERSON

Date: September 10, 2024

Resolution Number: R- 134 - 24

Moved by: Councillor Robertson

Seconded by: Councillor Miller

Be it resolved that Ryerson Township Council support moving forward with the Live Fire Burn Unit and the 2024 commitment of \$20,000 for Burk's Falls District Fire Department;

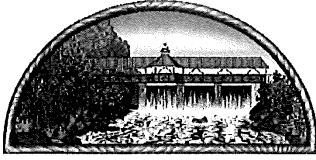
And further that the Ryerson Township Council supports the additional cost of \$76, 211.69 be split between the five departments for a share each of \$15, 242.34 for the project to be completed.

Carried **Defeated**

(Chair Signature)

Declaration of Pecuniary Interest by: _____

RECORDED VOTE					
Vote called by Clerk in random order, Chair to vote last					
Members of Council		Yea	Nay	Abstention	Absent
Councillors	Beverly Abbott				
	Glenn Miller				
	Delynne Patterson				
	Dan Robertson				
Mayor	George Sterling				



The Municipality of the
VILLAGE OF BURK'S FALLS

Moved By: John Wilson Date: Sept 17, 2024

Seconded By: Sean Cotton Resolution # 2024- 273

Be it resolved;

That the Council for the Village of Burk's Falls hereby supports the recommendation moving forward with the Live Burn Unit and the 2024 commitment of \$5,720.00 being its share of the \$20,000.00 for the Burk's Falls fire Department.

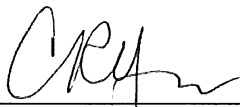
And Further the Village supports its share of the additional cost of \$76,211.69 of the project being \$4,359.31.

Recorded Vote requested by: _____

Ryan Baptiste	for / opposed
Ashley Brandt	for / opposed
Sean Cotton	for / opposed
John Wilson	for / opposed
Chris Hope	for / opposed

<u>6</u>	<u> </u>	<u> </u>
Carried	Defeated	Deferred

Pecuniary Interest declared by:



Mayor

7



Town of Kearney

COUNCIL RESOLUTION # 2024- 302

Date: September 26, 2024

MOVED BY:

- Beaucage, Keven
- Pateman, Heather
- Rickward, Michael – Deputy Mayor
- Sharer, Jill

SECONDED BY:

- Beaucage, Keven
- Pateman, Heather
- Rickward, Michael – Deputy Mayor
- Sharer, Jill

BE IT RESOLVED THAT the Council of the Corporation of the Town of Kearney receives and accepts SR-2024-58 from the Fire Chief;

AND FURTHER THAT Council supports that the additional cost of \$76,211.69 above the already budgeted \$20,000 be split between the five departments for a share each of \$15,242.34 for the project to be completed;

AND FURTHER THAT SHOULD THERE BE ANY POTENTIAL CONTRAVENTION OF OUR PROCUREMENT BY-LAW THAT WE WAIVE SAID BY-LAW FOR THIS JOINT PURCHASE.

CARRIED *[Signature]*

DEFEATED _____

Recorded Vote Requested by: _____

Recorded Vote:	For	Opposed
Beaucage, Keven	<input type="checkbox"/>	<input type="checkbox"/>
Pateman, Heather	<input type="checkbox"/>	<input type="checkbox"/>
Philip, Cheryl – Mayor	<input type="checkbox"/>	<input type="checkbox"/>
Rickward, Michael – Deputy Mayor	<input type="checkbox"/>	<input type="checkbox"/>
Sharer, Jill	<input type="checkbox"/>	<input type="checkbox"/>

Corporation of the
Municipality
of
Magnetawan

Tel: (705) 387-3947
Fax: (705) 387-4875
www.magnetawan.com

P.O. Box 70, Magnetawan, Ontario P0A 1P0

RESOLUTION NO. 2024 – 280 **SEPTEMBER 25, 2024**

Moved by: Bill Bishop

Seconded by: John Hetherington

WHEREAS the Council of the Municipality of Magnetawan receives and approves the Regional Fire Services Committee Minutes August 22, 2024, Terms of Reference & Report Regional Live Fire Burn Unit as presented;

AND WHEREAS the Council of the Municipality of Magnetawan supports moving forward with the Live Fire Burn Unit and the 2024 commitment of \$20,000 for the Magnetawan Fire Department as included in the 2024 Budget;

AND FURTHER THAT the Council of the Municipality of Magnetawan supports and approves the additional cost of this project in 2024 of \$76,211.69 split between the five departments for a share each of \$15,242.34 to be taken from the Fire Capital Expenditures (1-4-2000-8000) Account.

Carried Defeated Deferred

Sam Dunnett

Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Bishop, Bill			
Hetherington, John			
Hind, Jon			
Kneller, Brad			
Mayor: Dunnett, Sam			



*Knowing our heritage
we will build our future*

TOWNSHIP OF MCMURRICH/MONTEITH

Resolution

Number: 2024-962

September 17, 2024

Moved by: Currie, Terry
 O'Halloran, Daniel
 Roeder-Martin, Vicky
 White, Craig
 Robinson, Glynn

Seconded by: Currie, Terry
 O'Halloran, Daniel
 Roeder-Martin, Vicky
 White, Craig
 Robinson, Glynn

Signature: *Craig White*

Signature: *Dan O'Halloran*

Be It Resolved that Council ^{of the Township of McMurrich/Monteith} amends the agenda to include supports moving forward with the Live Fire Burn Unit and the 2024 commitment of \$20,000 for McMurrich/Monteith Fire Department.

And further that Council of the Township of McMurrich/Monteith supports the additional cost of \$76,211.69 split between the five departments for a share of \$15,242.34 for the project to be completed.

Mayor *[Signature]* Carried Defeated

Declaration of Pecuniary Interest by: _____

Recorded vote requested by: _____

Recorded Vote:	Yays	Nays
Currie	___	___
O'Halloran	___	___
Roeder-Martin	___	___
White	___	___
Robinson	___	___

And further requests that third party rental options be investigated to offset costs to construct & run



705-382-2900
www.almaguin-health.org

Minutes: October 3, 2024, 10:00 am via Zoom and at the Township of Perry Municipal Office

Present: Rod Ward (Chair), Delynne Patterson, Margaret Ann MacPhail, Vicky Roeder-Martin, Tom Bryson, Sean Cotton, Norm Hofstetter, Brad Kneller, Jim Ronholm, Luke Preston, Tara Schaack (Secretary)

Regrets: Cheryl Philip

Guest: Katie Zammit, Isabel Pereira, Rebecca Paul, Courtney Metcalf, Cheryl Harrison

Called to order at 10:00 am by Chair R. Ward

1. 2024-25 Moved by D. Patterson - Seconded by B. Kneller
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council adopt the minutes from the regular meeting of September 5, 2024 as circulated. Carried.
2. **DECLARATION OF PECUNIARY OF INTEREST:** None
3. **DELEGATIONS:** None
4. **RESOLUTIONS PASSED:**
2024-26 Moved by T. Bryson - Seconded by V. Roeder-Martin
THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council hereby recognizes Luke Preston as the new representative on the Almaguin Highlands Health Council for the Village of Sundridge, replacing Fraser Williamson. Carried.

2024-27 Moved by D. Patterson - Seconded by J. Ronholm
WHEREAS the Province of Ontario has demonstrated an unprecedented commitment to the health and well-being of our communities through a historic investment in healthcare, representing a bold step towards ensuring the future prosperity of all residents within the Muskoka Algonquin Healthcare (MAHC) catchment area;
AND WHEREAS the Muskoka Algonquin Healthcare (MAHC) has, through tireless effort, rigorous analysis, and meaningful consultation with stakeholders, developed a visionary, data-driven proposal that addresses the diverse healthcare needs of our region, both now and for generations to come;
AND WHEREAS the proposed multi-site delivery model not only ensures the preservation of essential healthcare services, but also fosters the expansion of much-needed specialized care, including services critical to our senior population, which would otherwise be unattainable under a traditional hospital model;

AND WHEREAS the ability to attract and retain top-tier specialty physicians-essential for maintaining the highest standards of care-is greatly enhanced through the establishment

of centres of specialization, further ensuring our communities have access to world-class medical expertise;

AND WHEREAS the proposed future-oriented healthcare delivery model is not only a more sustainable solution but one that offers unparalleled flexibility in meeting the ever-evolving healthcare demands of our communities, securing a robust healthcare system for today and tomorrow;

AND WHEREAS this proposal, with its forward-thinking approach, would see a dramatic expansion of hospital infrastructure, including a significant increase in physical space at each hospital site, and an impressive doubling of emergency room capacity to meet the rising needs of all residents;

AND WHEREAS the adoption of a multi-site regional hospital model ensures equitable access to high quality healthcare services for every individual across the vast MAHC catchment area, fostering healthier communities and stronger futures for all;

NOW THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council, with deep conviction and a commitment to the health of our residents, proudly and emphatically supports, in principle, the Muskoka Algonquin Healthcare (MAHC) proposal to develop a multi-site regional hospital, recognizing its profound and far-reaching benefits for the people of this region;

AND FURTHER THAT a copy of this resolution be forwarded to MPP Graydon Smith, Premier Doug Ford, and all municipalities within the MAHC catchment area, urging them to join in this crucial support for the future of healthcare in our communities. Carried.

2024-28 Moved by B. Kneller - Seconded by N. Hofstetter

THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council hereby recognizes Vicky Roeder-Martin as the new Vice-Chair. Carried.

5. ITEMS FOR DISCUSSION:

a) MAHC Redevelopment Working Group Updates

K. Zammit, Manager of Women's and Children's Health Transitional Care and a member of Care at Home Working Group for MAHC shared her role and the role of the Working Group. Highlights included exploring transitional care beds and nurse led home care delivery. The Alternative Levels of Care Task Force completed an assessment in regard to community needs. They are also working on potential regional education for the program. She shared the District working group is working towards the ideal of bridging the gap between healthcare and social services.

C. Harrison provided an update on the MAHC redevelopment project. OHT and Homecare are continuing to communicate and build relationships. The ALC Task Force is working toward a shift from long-term care beds to extended care at home. They are working through legislation, aligning policies, and going through union contracts. There is a pilot program ready to roll out in the spring. The location will be the Gravenhurst area. The pilot will be very small, only consisting of 5-10 clients. No extra funding is available at this time.

b) Update on Almaguin Highlands FHT Strategy / Next Steps for AHHC Strategy
R. Paul has stated that AHFHT have formed a committee for the strat plan and have identified key stakeholders. An item of priority is rostering and serving the waitlist. The plan has will be finalized in Fall/Winter and will be ready to share early 2025. Once the FHT's strategy is complete, the AHHC will form a committee to discuss its strategy and next steps.

c) Township of Ryerson Resolution Supporting MAHC Redevelopment
Discussion occurred surrounding the resolution passed by the Township of Ryerson in support of the MAHC redevelopment project moving forward. Questions were answered which included the following highlights:

- The hope is that the resolution will provide some sense of comfort to the community
- The goal is that the project will move ahead
- There is still concern from the South about the number of beds at the Bracebridge site
- An upcoming MAHC press release should assist with moving this forward
- Chair informed the group that he has had dialogue with Mayors of the South informing them that the North supports the project
- A Mayor from the South may attend future AHHC meetings for a better understanding of the northern perspective.

AHHC passed the resolution of support.

d) Progress Report- Discussion regarding format
The progress report has not been updated recently. The committee discussed if the report is required anymore as the minutes and slide presentations provide member municipalities and the public with updates. The committee is open to feedback from the municipalities. It was stated that having the minutes and reports are working so far.

e) Other Business
The committee welcomed Luke Preston as the new representative for the Village of Sundridge. A new Vice Chair was appointed to replace F. Williamson, the New Vice Chair is V. Roeder-Martin.

Committee discussed preparing a future resolution of support in regard to the pay equity concerns for the FHT.

MAHC is hosting a fundraiser at River Bowl- *Bowling for Boobs*, October 24th. Teams of 6 people may register with a cost of \$210 per/team. Committee members are to connect with R. Ward if they are interested in participating.

6. ADJOURNMENT

2024-28 Moved by T. Bryson - Seconded by D. Patterson

THEREFORE, BE IT RESOLVED THAT the Almaguin Highlands Health Council adjourn at 11:45am to meet again on November 7, at 10:00 am at Perry Township. Carried.

THE ALMAGUIN HIGHLANDS HEALTH COUNCIL

Resolution No: 2024-27

Date: October 3, 2024

Moved By: *Delyne*
Seconded By: *Sim*

WHEREAS the Province of Ontario has demonstrated an unprecedented commitment to the health and well-being of our communities through a historic investment in healthcare, representing a bold step towards ensuring the future prosperity of all residents within the Muskoka Algonquin Healthcare (MAHC) catchment area;

AND WHEREAS the Muskoka Algonquin Healthcare (MAHC) has, through tireless effort, rigorous analysis, and meaningful consultation with stakeholders, developed a visionary, data-driven proposal that addresses the diverse healthcare needs of our region, both now and for generations to come;

AND WHEREAS the proposed multi-site delivery model not only ensures the preservation of essential healthcare services, but also fosters the expansion of much-needed specialized care, including services critical to our senior population, which would otherwise be unattainable under a traditional hospital model;

AND WHEREAS the ability to attract and retain top-tier specialty physicians-essential for maintaining the highest standards of care-is greatly enhanced through the establishment of centres of specialization, further ensuring our communities have access to world-class medical expertise;

AND WHEREAS the proposed future-oriented healthcare delivery model is not only a more sustainable solution but one that offers unparalleled flexibility in meeting the ever-evolving healthcare demands of our communities, securing a robust healthcare system for today and tomorrow;

AND WHEREAS this proposal, with its forward-thinking approach, would see a dramatic expansion of hospital infrastructure, including a significant increase in physical space at each hospital site, and an impressive doubling of emergency room capacity to meet the rising needs of all residents;


AND WHEREAS the adoption of a multi-site regional hospital model ensures equitable access to high quality healthcare services for every individual across the vast MAHC catchment area, fostering healthier communities and stronger futures for all;

THE ALMAGUIN HIGHLANDS HEALTH COUNCIL

NOW THEREFORE BE IT RESOLVED THAT the Almaguin Highlands Health Council, with deep conviction and a commitment to the health of our residents, proudly and emphatically supports, in principle, the Muskoka Algonquin Healthcare (MAHC) proposal to develop a multi-site regional hospital, recognizing its profound and far-reaching benefits for the people of this region;

AND FURTHER THAT a copy of this resolution be forwarded to MPP Graydon Smith, Premier Doug Ford, and all municipalities within the MAHC catchment area, urging them to join in this crucial support for the future of healthcare in our communities.

Pecuniary Interest Declared: _____

Chairman:  _____